

SUBMITTING REPORTS TO THE ARCHAEOLOGICAL RESEARCH CENTER

The State Historic Preservation Office, a program of the South Dakota State Historical Society, requires that copies of reports for all cultural resources work done in South Dakota under Section 106 of the National Historic Preservation Act be submitted to the Archaeological Research Center ([South Dakota Guidelines for Compliance with the National Historic Preservation Act and South Dakota Codified Law 1-19A-11.1](#)). This ensures that the state has a complete set of base data for researchers and cultural resource managers.

The document also includes recommended report formats and necessary content. In addition compliance with the following items will ensure that the report will be processed and filed expeditiously.

Hard Copies

Please submit a complete hard copy of the report, including all maps and appendices. The hard copy of the report should also include all site forms and updated site forms related to the project. In addition to the site forms and updated site forms turned in as part of the final report, an additional copy of each site form and updated site form should be provided to the records coordinator for placement in the appropriate site file.

Digital Data

Report Submission

Besides the submission of a physical copy of each report, the Center requests that all necessary electronic data be submitted on CD/DVD at the same time the physical report is submitted. Please submit each report in PDF format. Please adhere to these guidelines:

Ideally, each CD/DVD should contain a single report in PDF format as well as final site forms, catalog records, photos and photo logs, GIS data, and all other documentation related to the report. A free PDF writer can be obtained from the internet and newer versions of Microsoft Word allow a document to be saved as a PDF. We prefer that you not submit multiple reports on one CD/DVD but if you must, please make sure the CD/DVD is clearly labeled with all report names and that each report is in its own folder on the CD/DVD.

Label each CD/DVD with the name of the organization, the date, and the title of the report(s). Unlabeled CDs can be easily misinterpreted or misplaced.

GIS Data Submission

Include on the CD/DVD shapefiles of survey/project areas and boundaries of all sites discussed in the report.

Please do not submit GIS data for multiple projects on the same CD/DVD unless the CD/DVD is clearly marked and the data is clearly named. Please do not group site or survey area boundaries from different reports into one shapefile. Shapefile boundaries need to be separated by report. For instance, for any given report there should be one shapefile with all site boundaries for all sites within the report, and another shapefile with the survey boundary for that report. GIS data

can also be emailed to the GIS coordinator. Make sure to include the name of the report in the email.

Site numbers should be listed in the attribute table of the site boundary shapefile. Use a separate shapefile for the survey/project area.

If you are unable to submit shapefiles you can use Google Earth to create site sketch maps and generate accurate location and measurement data for site forms. Instructions are available ([using Google Earth for site forms](#)) on the Archaeological Research Center web site to create a map that can be submitted with the site form as well as a .kmz file that can be emailed to the GIS coordinator.

A Note about Site Forms and Shapefiles

For site forms and site boundary shapefiles, the location and measurement information on the site form and the shape/size of the boundary in the shapefile you send need to match. It is understood that this information may change as the report is written—if it does please submit an updated site form to the Records Coordinator and shapefile to the GIS Coordinator. Also, the Center's GIS system uses only polygons for site and survey boundaries—we do not use points or lines so we prefer that you do not submit points or line, only polygons. If you have a single artifact the site boundary can be a 1×1-meter square or circle. If you have any questions about this please contact the GIS coordinator.

For UTM coordinates on the site form please make sure that the coordinates you provide are in UTM (Universal Transverse Mercator) NAD 83 (North American Datum), that you are using the correct zone (13 or 14), and that the coordinate is located in the center of the site. If you use a device that only uses NAD 27, please find a utility on the internet to convert from NAD 27 to NAD 83 (the utility at <http://tagis.dep.wv.gov/convert/> works well). If you are only able to generate coordinates in a different coordinate system or projection, please find a utility on the internet to convert those coordinates to UTM NAD 83 – this is the standard coordinate system used in archaeology (again, the utility link listed above works well). If you have any questions about this please contact the GIS coordinator.

When requesting new site numbers, email the site forms and a corresponding site boundary shapefile to the records coordinator and the GIS coordinator (multiple sites can be sent in one shapefile). The site forms and shapefiles should have your field number associated with each site so the records and GIS coordinators can accurately match the field number on the site form and the field number for each site boundary with one state trinomial site number. *Please note that accuracy in the GIS databases is of the utmost importance: the record searches you request are only as accurate as the data you submit.*

Report Map Format

Each archaeological report should include a map or maps depicting the *actual area surveyed* during the project. Please refer to Figure 1 for a sample survey map. The map should be at a scale of 1:24,000 on a USGS 7.5' quadrangle and should contain:

- A caption describing—as needed—the subject, legal description, county name, and quadrangle name
- Scale bar and scale text (1:24,000)

- North arrow
- New and/or updated sites
- Clearly labeled sites
- Survey and site boundaries should not be obscured by labeling.
- If the survey area is not clear at 1:24,000 then please provide an additional map at a closer scale.
- Other maps in the report should follow a similar format with respect to appropriate scaling, labeling, etc.

Mail Reports and CDs to the Following Address:

South Dakota State Historical Society
 Archaeological Research Center
 Attn: Records Coordinator
 PO Box 1257
 Rapid City, SD 57709-1257

or

217 Kansas City Street
 Rapid City, SD 57701

For questions about site and survey records contact the records coordinator, Jane Watts, at Jane.Watts@state.sd.us or 605-394-1939.

For questions about GIS data contact the GIS coordinator, Terri Bruce, at Terri.Bruce@state.sd.us or 605-394-1741.

For questions about artifact catalogs and photos contact the repository manager, Katie Lamie, at Katie.Lamie@state.sd.us or 605-394-1804.

Additional Resources

Artifact catalogs. The Center's HACS utility is used to catalog artifacts. The HACS utility is an MS Access database. It can be downloaded from the Center's web site at <http://history.sd.gov/Archaeology/resources.aspx>. Please contact the Repository Manager to request an accession number for an artifact collection.

Photos. Digital photos can be stored in our repository. They also need to be accessioned, numbered properly, and accompanied by a digital photo log. An MS Access utility to catalog photos is available from the Center's web site at <http://history.sd.gov/Archaeology/resources.aspx>. Please contact the Repository Manager to request an accession number for a photo collection.

Site forms. Archaeological site forms can be created on an MS Access database available from the Center's web page at <http://history.sd.gov/Archaeology/resources.aspx>.

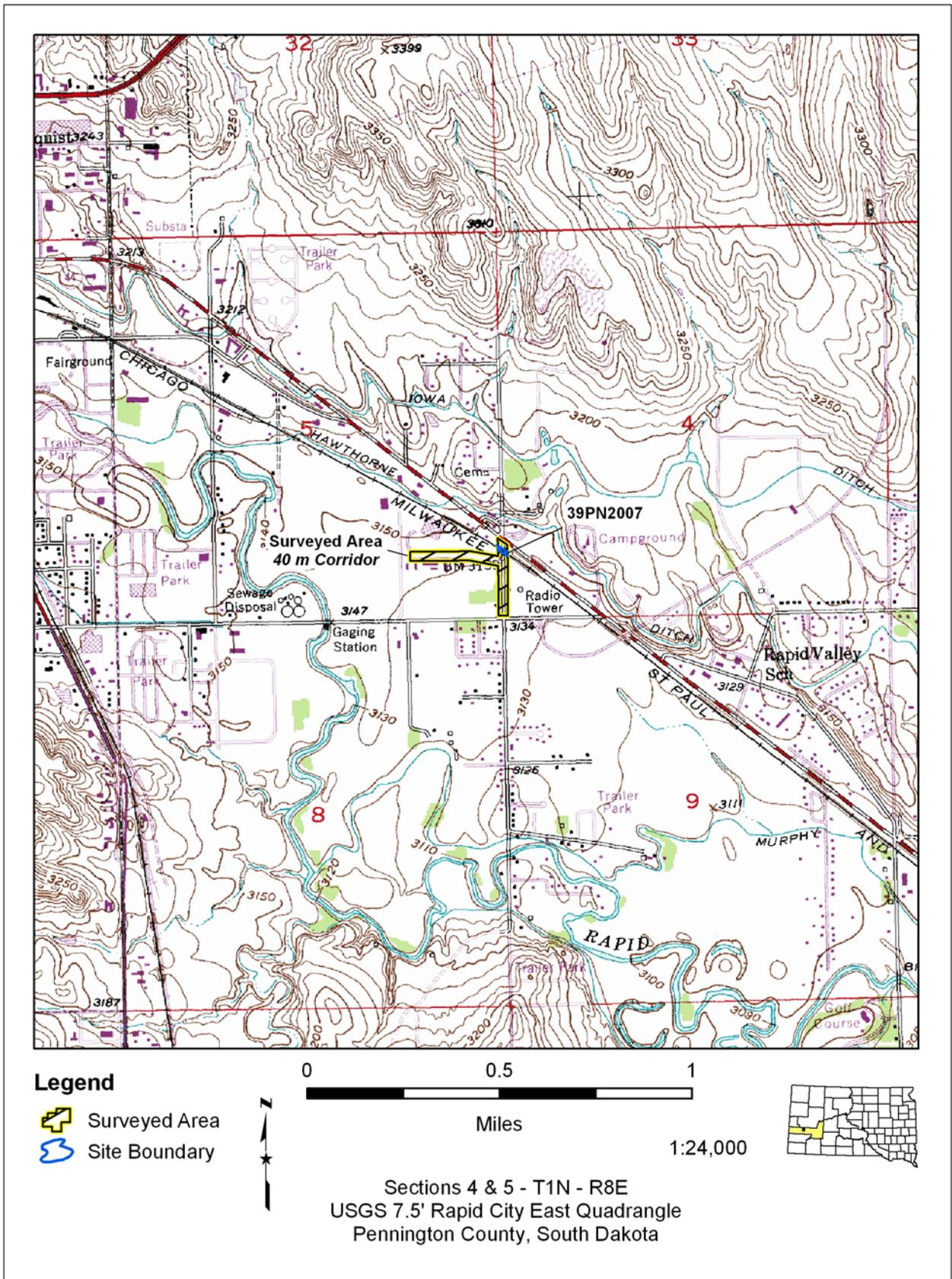


Figure 1. Sample archaeological survey map shown on USGS 7.5' Quadrangle.