

Submitting Report Copies to the Archaeological Research Center

The State Historic Preservation Office requires that copies of all archaeological reports done in South Dakota under Section 106 of the National Historic Preservation Act be submitted to the Archaeological Research Center. This insures that the state has a complete set of base data for researchers and cultural resource managers. Compliance with the following items will insure that the report will be processed and filed expeditiously:

- Survey reports should be accompanied by a SHPO compliance and/or Section 106 letter if available.
- Each archaeological report should include a map or maps depicting the *actual area surveyed* during the project. Previously surveyed areas and other data should not appear on this map. 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 verbal scale
 - North arrow
 - New and/or updated sites
 - Clearly label or index any marks, sites, or other features
- Please be as neat and accurate as possible with your drafting. Please make sure that all maps, plates and figures can be understood if photocopied in black and white and that the topographic map is legible. 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.

Digital Data

The Archaeological Research Center welcomes the submission of digital data to the repository:

- *Reports.* We are in the process of scanning reports in our library and converting them to pdf format. We would prefer that all new reports coming in to the library be accompanied by a pdf version of the complete report. Scanning the report later is very time consuming, prone to errors, and creates pdf files that are vastly larger than pdf reports created straight from the original document. Pdf files can be created by Adobe Acrobat's PDFwriter or by a number of noncommercial programs such as pdfcreator. Macs can create pdfs as a standard printing option.
- *Shapefiles.* Shapefiles of sites and survey areas can greatly speed up the process of updating our GIS database. It also reduces errors, since boundaries do not have to be digitized by hand.

- *Artifact catalogs.* The Center's HACS utility is used to catalog artifacts. The HACS utility is a MS Access database. It can be downloaded from the Center's web site at <http://www.sdsmt.edu/wwwsarc/resources.html>.
- *Photos.* Digital photos can be stored in our repository. They need to be accessioned, numbered properly, and accompanied by a photo record sheet in pdf format. An MS Access utility to catalog photos is available from the Center's web site at <http://www.sdsmt.edu/wwwsarc/resources.html>.
- *Site forms.* Archaeological site forms can be created on an MS Access database available from the Center's web page at <http://www.sdsmt.edu/wwwsarc/resources.html>.

Further information on submitting reports or digital data can be obtained by contacting the Archaeological Research Center by phone at 1.605.394.1936 or email at sdarchaeology@state.sd.us

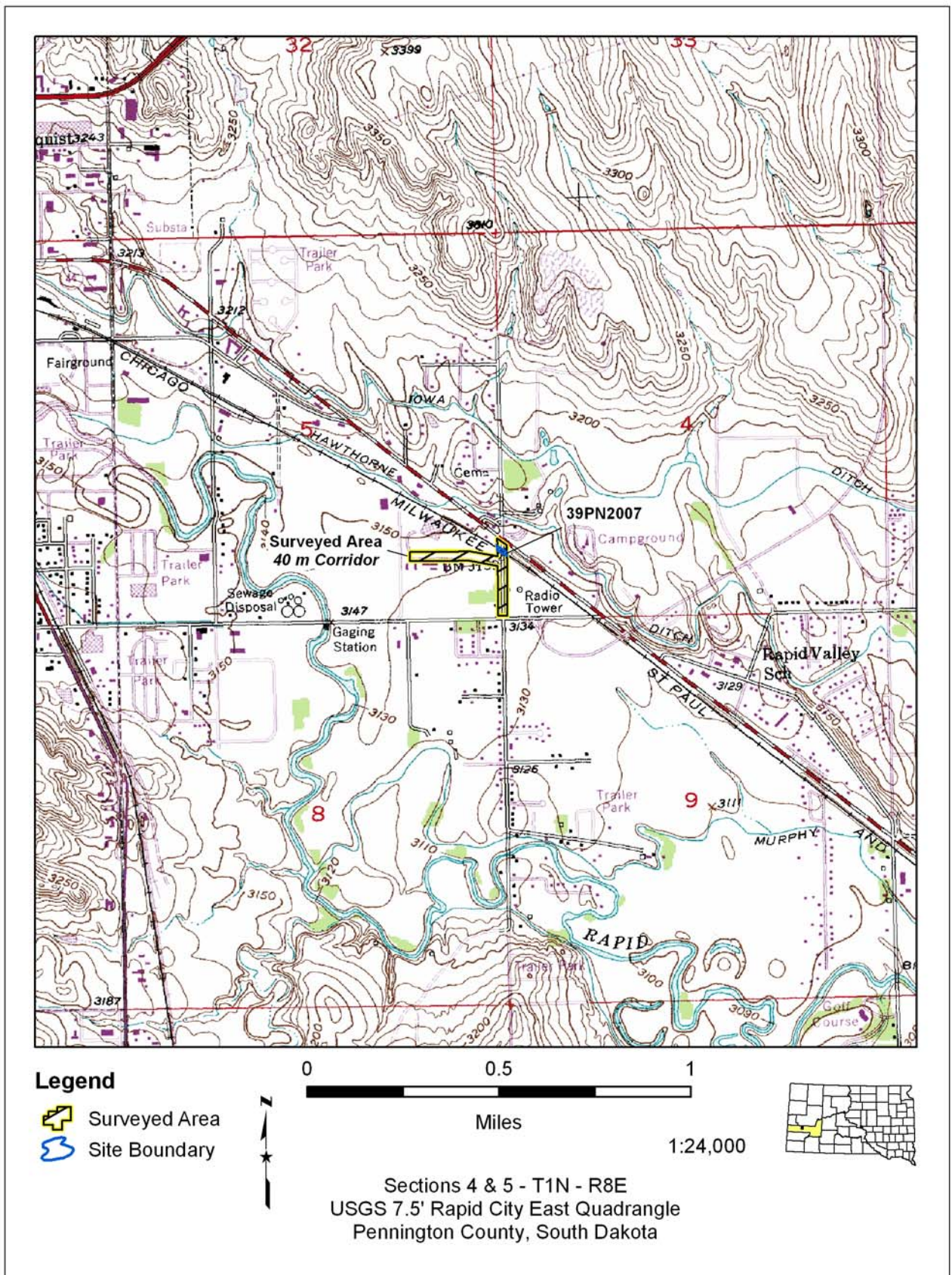


Figure 1. Sample archaeological survey map shown on USGS 7.5' Quadrangle.