

**SUPPLEMENTAL GUIDE FOR SUBMITTING  
REPORTS AND DATA  
to the  
SOUTH DAKOTA STATE HISTORICAL SOCIETY  
ARCHAEOLOGICAL RESEARCH CENTER  
PO Box 1257, Rapid City South Dakota 57709  
937 East North Street, Suite 201, Rapid City, South Dakota 57701  
Rapid City, South Dakota**

March 2023 UPDATE

The South Dakota State Historic Preservation Office (SHPO) updated the *South Dakota Guidelines for Compliance with the National Historic Preservation Act and South Dakota Codified Law 1-19A-11.1* in 2023. The Archaeological Research Center (ARC), a program of the South Dakota State Historical Society, serves as the repository for archaeological reports, artifacts, and data associated with the SHPO's Section 106 project reviews. The SHPO reviews the reports, while the ARC archives the reports and maintains their accessibility. Archiving the report data includes the physical storage of the hard copy reports and site files, as well as adding GIS site and survey data to the geodatabase. This data is accessed through record searches and is provided to project proponents or contractors, as required in the SHPO's guidelines, to help determine when a cultural resource survey must be conducted prior to the start of a proposed project. The two offices work together to manage and maintain up-to-date records, even while being in two different locations; the ARC is in Rapid City and the SHPO is in Pierre, South Dakota. For this reason, it is imperative that federal agencies, contractors, and project proponents provide copies of reports not only to the SHPO as part of the project review process, but also to the ARC for archiving, in order to ensure that this unique and irreplaceable dataset remains current, accurate, and accessible to all stakeholders.

#### **A. REQUIRED FINAL SUBMITTALS**

All project package submittals to the ARC must be accompanied by a **Report Submission Checklist**, which is available both as a separate PDF fillable form and as a printable page 6 at the end of this document. All project materials, except required hard copies, must be provided to ARC on either 1) a **DVD/flash drive** OR 2) through the **SHPO's Electronic Review and Compliance (ERC) Portal**.

**ARC will no longer accept any final submittals of digital reports or shapefiles by email as of January 1, 2021.** (Note that the ARC still accepts the initial site form and site boundary shapefile via email when requesting a new site number.)

1. Final Report, including all appendices and site forms: hard color copy and compiled into single PDF (unprotected version of the PDF, please, we add the Report Archive number to this document)
2. Final Site Forms, *as a separate set of hard color copies*
3. Table cross-referencing field site numbers and Smithsonian site numbers
4. Shapefiles<sup>1</sup> for new and/or updated site boundaries, final (see below for shapefile specifications)
5. Previously reviewed and approved **Site Boundary Modification Form(s)** and shapefile(s) for recommended changes to the boundary of previously recorded sites on state and private lands; this form is optional for site boundary changes on Federal and Tribal lands.
6. Shapefile(s) for survey/project boundary, final
7. Accessioned collections and documentation, including a signed Curation Agreement from the ARC Repository Manager

## **B. RECOMMENDED FINAL SUBMITTALS**

1. Intrasite shapefiles

## **C. ADDITIONAL INFORMATION**

### **1. Final Report**

Record search, pedestrian survey, evaluation, mitigation, monitoring, and management documents are among the types of reports the ARC archives. Reports must include all maps and appendices, final site forms, and copies of any permits and/or authorizations. All archaeological survey and excavation work on state lands requires submittal of a state permit application for review and approval prior to the start of field work. *If only a PDF copy of the report is received, the archaeologist would be charged for the cost of printing and staff time based on the current fee schedule (see ARSD 24:52:05:02).*

#### ***Submit:***

- 1 hard color copy, unbound, signed by the Principal Investigator, including all appendices and site forms, plus SHPO Letter if available
- 1 PDF on a labeled DVD/flash drive OR as through the SHPO's ERC; all parts of the final report, including appendices, must be combined into one PDF or staff time will be charged to complete this step (unprotected version of the PDF, please, we add the Report Archive number to this document)

### **2. Final Site Forms**

New site forms or updated site forms are frequently edited during the report writing process. A final, hard copy of the site forms, with all the necessary updates and corrections, must be prepared and submitted for curation in the county site files, as a set separate from the report.

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<sup>1</sup> A KMZ file can be substituted for the shapefile; ARC can convert these to shapefiles.

If ARC has to copy site forms from a report or print PDFs for the site files, *the archaeologist will be charged for the cost of printing and staff time based on the current fee schedule (see ARSD 24:52:05:02).*

***Submit:***

- A complete additional set of hard copy site forms, separate from those submitted as part of the hard copy of the report. This copy is archived as part of the site files.

**3. Cross-reference Table**

Researchers often assign field numbers to new sites. For large projects, this information can be difficult to cross-reference to the assigned Smithsonian site number. An Excel or Word table cross-referencing the field numbers to the assigned Smithsonian site numbers is extremely helpful when filing documentation. This could be a copy of the GIS Attribute table if you included the Field and Smithsonian site numbers in this table. Note that the field number should also be entered in the “Other No.” field as part of the ARMS site form.

***Submit:***

- Table cross-referencing the field site number with the Smithsonian site number on a DVD/flash drive OR through the SHPO’s ERC.

**4. Final Site Boundary Shapefiles**

When a new site form and a shapefile for the site boundary are submitted to the ARC for a Smithsonian site number (emailing this is acceptable), this preliminary boundary is added to the site layer geodatabase as a placeholder. However, the researcher may edit this boundary during analysis and report preparation, especially if the site area changes during subsurface testing. If this boundary has changed, the ARC needs the finalized site boundary shapefile submitted along with the Final Site Forms.

***Submit:***

- Final site boundary shapefiles on a DVD/flash drive OR through the SHPO’s ERC. These can be shared in a zipfile.
  - Shapefiles should be in the appropriate NAD 83 UTM Coordinate System
  - Attribute tables should include a field for the assigned Smithsonian number as well as the temporary field number.
  - Newly recorded sites and site updates should either be in separate shapefiles or clearly delineated as either “new site” or “site update” in the attribute table.
  - If the project includes previously recorded sites for which *there was no boundary change*, “no change” shapefiles *do not* need to be submitted if the contractor/land managing agency initially received the site boundary shapefile as part of a formal ARC record search. If the original site boundary shapefile was not exported directly from the ARC’s geodatabase, then the contractor/land managing agency should provide a courtesy copy of the “unchanged” site boundary shapefile to the ARC because it may not match the boundary in the ARC’s geodatabase.

- Staff time will be charged for digitizing site boundaries from maps

## 5. Updated Site Boundaries and Justification

Site revisits also require an updated site form, but only fields that change need to be completed. If the researcher changes the site boundary in any way, a **Site Boundary Modification Form** must be completed and submitted for review and approval for sites on state and private lands prior to completion of the field investigation report. This form is optional for site boundary changes on Federal and Tribal lands.

### **Submit:**

- Final site boundary shapefile on a DVD/flash drive OR through the SHPO's ERC, updated site forms, and previously reviewed and approved **Site Boundary Modification Form** (sites on state or private land).
  - Shapefiles should be in the appropriate NAD 83 UTM Coordinate System
  - Newly recorded sites and site updates should either be in separate shapefiles or clearly delineated as either "new site" or "site update" in the attribute table.
  - If the project includes previously recorded sites for which *there was no boundary change*, "no change" shapefiles *do not* need to be submitted if the contractor/land managing agency initially received the site boundary shapefile as part of a formal ARC record search. If the original site boundary shapefile was not exported directly from the ARC's geodatabase, then the contractor/land managing agency should provide a courtesy copy of the "unchanged" site boundary shapefile to the ARC because it may not match the boundary in the ARC's geodatabase.

## 6. Survey/project Boundary Shapefile

Final survey/project boundary shapefile must be submitted for the survey layer geodatabase.

- Final survey/project boundary shapefile on a DVD/flash drive OR through the SHPO's ERC
  - Shapefiles should be in the appropriate NAD 83 UTM Coordinate System

## 7. Accessioned Collections

All accessioned collections and associated documentation must be submitted to the repository for permanent storage. See the **Repository Guidelines** for details and coordinate with the Repository Manager in advance to purchase a **Curation Agreement** and receive accession number assignments and other instructions.

## 8. Intrasite Shapefiles (Recommended)

The ARC is developing an electronic archive of intrasite shapefile data. Over the last few decades we have accumulated GPS points, lines, and polygons for shovel tests, test units, site features, fence lines, roads, erosion lines, and other critical spatial datasets collected during site visits, testing, and excavations conducted by archaeologists and land managers. This is significant site information that should be archived together in a consistent manner

for future availability. Therefore, archaeologists are encouraged to submit this data either on DVD/flash drive OR through the SHPO's ERC; these shapefiles would be stored under your assigned report archive number in a separate network file. It would be available to researchers upon request, but only with permission from the appropriate federal agency or organization. It would be good backup for data already stored somewhere else. At this point, there is no charge for submitting, storing, or sharing this data; the ARC is accepting not only current, but also any past data you want to archive. Call the ARC if you have any questions: (605) 394-1936.

#### **D. CHECKLIST**

A hardcopy of the checklist on page 6 needs to be attached to each submittal sent to the ARC to assist with our ability to track reports, collections, and other related data. For your convenience, the **Report Submission Checklist** is now also available as a PDF fillable form. After completing the PDF fillable form, *please print a hard copy for submission with the project materials*. It is ARC's goal to improve, streamline, and increase the efficiency of records management, which, ultimately, saves the ARC and all stakeholders time and money. Your cooperation and efforts to meet this goal are appreciated.

**REPORT SUBMISSION CHECKLIST**  
**for**  
**Reports and Data Submitted to the**  
**SOUTH DAKOTA ARCHAEOLOGICAL RESEARCH CENTER**

ARC REPORT ARCHIVE # \_\_\_\_\_ (assigned by ARC staff)  
(Mail to SD ARC, PO Box 1257, Rapid City, SD 57709)

Date Shipped: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name/Number: \_\_\_\_\_

*Mark Items Submitted*

**Hard Copies:**

- 1 hard color copy, unbound of the final report, *including final site forms as an appendix* (preferred with report body materials printed on both sides of paper); add SHPO Letter if available
- 1 *additional* hard color copy of the final new and/or updated site forms, *separate from the report*
- Previously reviewed and approved **Site Boundary Modification Form(s)** must be submitted if a site boundary is edited on state or private land. The **Site Boundary Modification Form** is optional for site boundary changes on federal or tribal lands.
- Table cross-referencing field site numbers with Smithsonian site numbers
- Accessioned collections and associated documentation, including signed Curation Agreement

**Digital Datasets (Choose Submission Format):**

DVD/Flash Drive (only 1 project each)

-OR-

ERC Portal: ERC Project No. ERC \_\_\_\_\_ SHPO Project No. \_\_\_\_\_ \*

- PDF of the final report, including final site forms as an appendix (*must be a single combined PDF, or staff time is charged to complete this step*)
- Final new and/or updated site boundary shapefiles (or KMZ). Please verify that your final shapefiles for a site boundary match the site form and the maps in the report.
- Survey/project boundary shapefiles (or KMZ)
- Table cross-referencing field site numbers with Smithsonian site numbers

\*As automatically assigned by ERC in the Citizen Portal upon project submittal