

PRINT AND SUBMIT WITH HARD COPY SUBMISSION

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. _____ 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