

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

December 2020

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 2020. 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, 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. Project proponents or contractors provide the information to the SHPO, who uses it 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 submittals, except required hard copies, must be provided to ARC on a DVD or flash drive, accompanied by the form provided on the last page; ARC will no longer accept any final submittals of digital records or shapefiles by email as of January 1, 2021. (ARC still accepts the initial site form 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. Shapefiles¹ for site boundaries, final (see below for shapefile specifications)
5. Site Boundary Modification Form and shapefile 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
- 1 pdf on a labeled DVD or flash drive, 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, must be prepared and submitted for curation in the county site files, as a set separate from the report. 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:

- Narrative fields (such as comments) on the site form, in Word format, should be submitted on a DVD or flash drive, as providing this text in digital format greatly reduces typing errors and data entry time.

3. Cross-reference Table

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

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 or flash drive

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. If this boundary has changed, the ARC needs the updated site boundary shapefile submitted along with the Final Site Forms.

Submit:

- Final site boundary shapefiles on a DVD or flash drive. Can put these 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 shapefiles include previously recorded sites within the project area where there was no boundary change, then they should be marked as “no change”.
 - Staff time will be charged for digitizing site boundaries

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 or flash drive, updated site form, and 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 shapefiles include previously recorded sites within the project

area where there was no boundary change, then they should be marked as “no change”.

- Narrative fields of the site form and Site Boundary Modification Form (sites on state or private land) in Word format on a DVD or flash drive, as this digital submission reduces errors and data entry time.

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 or flash drive
 - 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; it 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; 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 the next page needs to be attached to each submittal sent to the ARC to assist with our ability to track reports, collections, and other related data. 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.

**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: _____

Mark Items Submitted:

Hard Copies:

- 1 hard color copy, unbound of the final report (preferred with report body materials printed on both sides of paper)
- 1 hard color copy of the final site forms, separate from the report
- Table cross-referencing field site numbers with Smithsonian site numbers
- Final updated site form; if site boundary is edited on state or private land, it must include a Site Boundary Modification form for review and approval. The Site Boundary Modification form is optional for site boundary changes on federal or tribal lands.
- Accessioned collections and associated documentation, including signed Curation Agreement

DVD, labeled with project name, organization, date (only 1 project per DVD):

- Pdf of the final report (must combine all pdfs into one pdf, or staff time is charged to complete this step)
- Site form (new or updated) narrative fields in a Word document
- Final 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.
- Table cross-referencing field site numbers with Smithsonian site numbers
- Final updated site boundary shapefiles (or KMZ)
- Survey/project boundary shapefiles (or KMZ)