South Carolina State Historic Preservation Office (SHPO)
GIS Data Submission Requirements

Previously, SCDAH manually digitized property and survey boundaries for ArchSite, the state's cultural resources GIS. We now request that GIS shapefiles of any and all survey areas and/ or surveyed above-ground properties, districts, complexes, etc. be submitted to our office along with the final copies of survey reports.

Survey reports should still include maps and other visual aids as described in the Standards and Guidelines for Archaeological Investigations (2013) and the Survey Manual for Historic Properties (2015).

GIS shapefiles for above-ground properties and surveys should be prepared and submitted using the protocols indicated below. Archaeological site boundaries should still be submitted directly to SCIAA.

To aid in the integration of new datasets with our existing GIS database, we have created a set of shapefile templates for the most commonly used data types (survey lines, survey polygons, historic property points, and historic property polygons). These templates can be downloaded from SHPO's website at http://shpo.sc.gov/research/Pages/ArchSite.aspx (see the left-hand sidebar).

- Per SCIAA policy, ArchSite uses the projected coordinate system NAD 1927 UTM Zone 17N. Prior to submitting the shapefiles, please ensure that they are in this projection.
- For above-ground properties, the ESRI shapefile file should consist of a point(s) showing the location of the properties.
- For areas or districts, the ESRI shapefile should consist of a closed polygon showing the boundaries of the historic area or district.
- The data fields included in the templates match the data fields incorporated into ArchSite (for additional information on how to complete the fields, see below). Do not delete fields for which your project has no data; simply leave those blank.
- Please RENAME your shapefiles with a name relevant to the project.
- Shapefiles should be compatible with ESRI ArcGIS (.shp file format). SHPO recommends using a free File Transfer Protocol website (such as www.WeTransfer.com) to send large files. However, submitting the files on a CD, flash drive, or over email is also acceptable. (Please note our email system does not accept emails larger than 10 MB.)

If you have a polygon to submit but do not have access to ESRI products or compatible open-source platforms such as QGIS, please use Google Earth Pro (https://www.google.com/earth/desktop/) to draw a polygon, save it as a .kmz or .kml file, and submit it to SHPO via email. For more information on how to do this, see https://www.google.com/earth/outreach/learn/packaging-content-in-a-kmz-file/.

Any questions about submission or formatting of shapefiles can be sent to Adrianne Daggett (adaggett@scdah.sc.gov)

Attribute/field guidelines for survey templates (areas or lines):

Survey_Name	Title of survey report
Date	Year of survey
Agency	Name of federal or state agency (for Section 106 or state surveys) or Due diligence (if applicable)
Consultant	Name of consulting firm
Authors	Authors of report
County	County where survey located
Arch_Sites	Number of new archaeological sites located during survey
AG_Sites	Number of new above-ground properties located during survey

Attribute/field guidelines for historic property templates (points or polygons):

Site_Number	SHPO site number, if applicable
Resource_Name	Historic name of property. Leave blank if unknown
NR_Eligibility	Choose one: Listed, Eligible, Not Eligible, Unevaluated, Contributes to Listed District, Contributes to Eligible District (based on SHPO's determination after review)
Date	Date of construction (for individual structure) or period of significance
Address	Street number & name, or general description of location if no street number available (e.g. "Hwy 21, 0.5 mi W of Main St")
City	City where property located, or nearest city/town (e.g. "vicinity of Batesburg-Leesville")
County	County where property located
Report_Title	Title of associated survey report, if applicable

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