

**South Carolina State Historic Preservation Office (SHPO)**  
**Electronic Submission Requirements for**  
**Planning Surveys and Review & Compliance Surveys**

**Introduction:**

The SHPO now accepts all architectural or above-ground survey deliverables in electronic format for accessioning into the Statewide Survey of Historic Properties archival series. As has been the case in the past, as you conduct the survey, you will complete the blank Master Survey Database (Access) provided to you, or for surveys recording only a few properties you may complete a fillable PDF version of our individual survey form. However, we no longer expect you to print copies of the survey forms, photographs, and maps. Instead, we ask that you provide these to us electronically via a FTP, DVD-RW, or on a thumb or external hard drive. Electronic files should be named according to the file naming conventions spelled out below. Final reports will still need to be submitted in some cases in hard copy format in addition to a PDF copy.

**Survey Form Requirements:**

Survey forms will be generated from a completed Master Survey Database or from the fillable PDF version of our individual survey form. If more than twenty-five (25) properties are to be recorded we recommend utilizing the Survey Database. Please submit all survey forms as individual PDFs for each site number recorded, not as a batched PDF. PDF documents should be submitted without any content editing restrictions. Photographs and maps do not need to be imbedded on survey forms. These should be submitted as separate files as noted below under Photograph Requirements and File Naming Convention for Photographs.

**File Naming Convention for Survey Forms:**

File names follow an 8 digit system for PDFs of each survey form.

5 - the first five numbers are for the SHPO survey site number. For example, if the survey form is for site number 7806, the first five digits are 07806; if the site number is 0102 the first five digits are 00102.

3 - the last three numbers are a trailing identifier we use for site forms associated with each property recorded. So, a PDF of the survey form for site number 7806 is named 07806000.pdf, a PDF for site number 7806.01 is named 07806001, and a PDF for site number 7806.09 or 7806.10 is named 07806009 or 07806010, respectively, and so on.

**Photograph Requirements:**

Please submit photographs as TIFF images, at a *minimum* of 300 DPI. JPEG images will be an allowable substitute if TIFF images are unavailable.

**File Naming Convention for Photographs:**

File names follow an **8** digit system.

**5** - the first five numbers are for the SHPO survey site number. For example, if the photograph references site number 3998, the first five digits are 03998.

**3** - the last three numbers are a trailing identifier we use for photographs associated with each property recorded. If you take three photographs of the property, you will use: 001, 002, 003.

Below is an example of how to name three digital photographs associated with site number 3998.

03998001.TIFF > photograph  
03998002.TIFF > photograph  
03998003.TIFF > photograph

In the survey Access database, you will find a field for entering a list of digital photo IDs associated with each property.

This field is where to enter file name information. It is a text field, and you write the file names as follows: 03998001.TIFF, 03998002.TIFF, 03998003.TIFF, 03998004.TIFF.

If you use sub numbers for any of your recorded properties, do NOT reflect that in the first 5 digit portion of the digital photograph file number for those images associated with the properties recorded with sub numbers. Instead, continue the numbers with where they left off from the original property. For example, if site number 3998 has two sub numbers as well, creating 3998, 3998.01, and 3998.02, and there are 3 photographs associated with each site, they are numbered as follows:

For #3998	For #3998.01	For #3998.02
03998001.TIFF	03998004.TIFF	03998007.TIFF
03998002.TIFF	03998005.TIFF	03998008.TIFF
03998003.TIFF	03998006.TIFF	03998009.TIFF

### **Survey Report Requirements:**

File names for survey reports do not use the above naming conventions. Please name the report with an abbreviated, yet discernable, name associated with the applicable survey and/or review and compliance project name.

#### Special considerations for planning surveys:

Draft and Final survey deliverables for planning surveys will be stipulated in the scope of work. Hard and electronic copies of Final reports are anticipated for the foreseeable future.

#### Special considerations for review and compliance surveys conducted pursuant to Section 106 or 110 of the National Historic Preservation Act, state laws, or for due diligence purposes:

- 1) Architectural Surveys: The Draft and Final survey deliverables (reports, forms, and photographs) *for architectural surveys that only record architectural or above-ground properties on a SHPO survey form* should be submitted electronically to the SHPO for review (Draft) and to complete the consultation process (Final). These deliverables should be submitted as individual PDFs or TIFFs, not batched.
- 2) Archaeological surveys: Draft survey reports *that only include archaeological investigation surveys, or in which no architectural or above-ground properties are recorded on a SHPO survey form*, should be submitted electronically to the SHPO for review. Final report copies should be submitted in accordance with the *SC Standards and Guidelines for Archaeological Investigations*.
- 3) Combined Archaeological and Architectural surveys: Draft survey reports *that investigate both archaeological and architectural or above-ground properties that are recorded on a SHPO survey form* should be submitted electronically to the SHPO for review (Draft) and to complete the consultation process (Final). Final report copies should be submitted in accordance with the *SC Standards and Guidelines for Archaeological Investigations*.

Note: Undertakings or projects with any supporting project review documentation (i.e., our Section 106 Project Review Form and/or a cover letter with equivalent description and findings, photographs, maps, drawings, etc.) should still be submitted separately in mailed hard copy per existing SHPO review and records retention policies. We recommend including separate correspondence for both the electronic and hard copy submittals, if applicable, referencing whether or not SHPO will receive supporting project review and/or survey documentation deliverables. Please ensure that both the electronic and hard copy submittals are provided as closely at the same time as possible.

**SHPO reserves the right to request hard copies of any report.** Hard and electronic copies of Final reports are anticipated for the foreseeable future.

#### **How to Submit:**

The choice of medium by which to electronically submit survey deliverables will depend on the size of the files to be provided. Files should be sent directly to your SHPO project reviewer, based on assigned agency responsibilities. All Draft and Final survey deliverables (including GIS shapefiles) should be sent to the SHPO at the same time using the same medium to assist in project tracking.

We recommend using a File Transfer Protocol (FTP) to submit all file sizes. WeTransfer.com is a free FTP website that our office uses for file sizes up to 2 GB. File sizes over 2 GB can be sent using a thumb or external hard drive, DVD-RW, or FTP.

#### **GIS Data:**

GIS shapefiles for above ground properties and survey areas should be submitted along with final copies of the above survey deliverables. Please see our [GIS Data Submission Requirements](#) policy for more information.