



# State Historic Preservation Office

South Carolina Department of Archives and History  
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## GIS Data Submission Requirements

In order to ensure compatibility between shapefiles submitted to the SHPO with SC ArchSite and ESRI ArcGIS, this document outlines GIS data submission requirements in the following order:

- Shapefiles required for submission
- Technical requirements of shapefile geometry
- Technical compatibility requirements of ESRI
- Technical compatibility requirements of SC ArchSite
- Technical requirements of submitting shapefiles
- Shapefile template attribute field guidelines

## Shapefiles Required for Submission

While survey reports should still include maps and other visual aids as described in the *SC Standards and Guidelines for Archaeological Investigations (2013)* and the *SC Statewide Survey of Historic Properties Survey Manual (2018)*, the SHPO requires the following shapefiles be submitted along with all final survey deliverables (reports, survey forms and photographs):

- Survey area boundaries
- Architectural or above-ground historic resources
  - Individual properties
  - Areas or districts of properties

**\*Please note, archaeological site shapefile boundaries should be submitted directly to SCIAA.**

## Technical Requirements of Shapefile Geometry

- For surveys of narrow linear areas (such as a single archaeological transect), please ensure the ESRI shapefile is a line showing the survey area
- For surveys of broad areas (such as an archaeologically surveyed tract), please ensure the ESRI shapefile is a closed polygon showing the boundaries of the survey area
- For individual architectural or above-ground properties, please ensure the ESRI shapefile is a point showing the location of the property
- For areas or districts of architectural or above-ground properties, please ensure the ESRI shapefile is a closed polygon showing the boundaries of the historic area or district

## Technical Compatibility Requirements of ESRI

- 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](#) to draw a polygon, save it as a .kmz or .kmlfile, and submit it to SHPO via email. Please visit this [webpage](#), for more information on how to do this.

- Please ensure all shapefiles are compatible with ESRI ArcGIS (.shp file format)

## Technical Compatibility Requirements of SCArchSite

- Per SCIAA policy, please ensure submitted shapefiles are projected using the coordinate system NAD 1927 UTM Zone 17N
- Please use the [SHPO GIS shapefile templates](#) (requested via email from the link at the bottom of the linked webpage) to integrate the newly submitted data set with the SHPO's existing GIS data set
  - Please do not delete any blank data fields in the GIS templates for which your project has no data; simply leave those blank.
  - For information on how to complete the data fields see the Attribute Field Guidelines below.

## Technical Requirements of Submitting Shapefiles

- Please RENAME your shapefiles with a name relevant to the project
- Please submit files on a CD, flashdrive, or via email to [rc@scdah.sc.gov](mailto:rc@scdah.sc.gov) (Please note our email system does not accept emails larger than 35 MB.)
  - Please send large files through a free File Transfer Protocol website such as [www.wetransfer.com](http://www.wetransfer.com)

## Shapefile Template Attribute Field Guidelines

### 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 is 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, per Historic Name field on SHPO survey form or National Register nomination form. 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 is located, or nearest city/town (e.g. "vicinity of Batesburg-Leesville")
County	County where property is located
Report_Title	Title of associated survey report, if applicable

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