



**The Culture Center**  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Commissioner**

Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562  
EEO/AA Employer

To: Consultants, Federal and State Agencies

From: Susan M. Pierce, Deputy State Historic Preservation Officer, West Virginia State Historic Preservation Office

RE: WV SHPO Digital Submission Format Guidelines for Reports and Inventory Forms

Date: April 1, 2010 (original); May 15, 2012

In order to facilitate the transition of our records to a digital format we are requesting that the following changes be made with regard to the submission of survey reports and site/inventory forms. All survey reports and site/inventory forms submitted to our office for review will require the addition of a PDF document. Failure to include this information will result in the report or form being rejected. We also request that GIS map files be submitted with all survey reports. This should include survey and/or project boundaries, as well as all architectural, archaeological and cemetery sites. All GPS coordinates should be submitted in NAD 83. If you have any questions about GIS submissions please contact Tami Koontz, [tami.s.koontz@wv.gov](mailto:tami.s.koontz@wv.gov).

Please submit the following items in PDF format in addition to hard copies:

- All archaeological and architectural survey reports, addendums, management summaries and other survey related documents.
- All Archaeological Site forms, Cemetery forms and associated maps and photographs. Please combine maps and photographs for each site/form into a single document.
- All Historic Property Inventory (HPI) forms.

**Each form and/or report must be submitted as a separate PDF file.** Failure to do so may result in the report being rejected. Additionally, PDF file names should follow the following formats:

Site & Cemetery Numbers- 46-BB-123

Reports (if FR# known): 12-123-BB

Architectural HPI # (if known): BB-0012

We are also requesting that the NAD projection for all UTM, latitude and longitude coordinates be added to all HPI forms, Archaeological Site forms and Cemetery forms. PDF documents should be included on a CD with all final reports. A digital copy of the revised Archaeological or Cemetery Site form can be accessed on our website <http://www.wvculture.org/shpo/forms.html> or requested via email.

We appreciate the opportunity to be of Service. If you have any questions, please feel free to contact Kristin D. Scarr, Archaeologist, or Bethany Canfield, Historian, at (304) 558-0240.