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## WV SHPO Digital Submission Format Guidelines for Reports and Inventory Forms

In order to maintain our records in a digital format, all survey reports and inventory forms must be submitted to our office for review as a PDF document. We also request GIS shapefiles or geodatabases be submitted with all survey reports. This should include survey and/or project boundaries. In addition, GIS shapefiles or geodatabases should be submitted for all architectural, archaeological, and cemetery resources that were inventoried. All GIS submissions should be in UTM coordinates NAD 83 in Zone 17N meters or in Zone 18N meters. Failure to include this information will result in the report or form being rejected.

### **Please submit the following items in PDF format:**

- 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 inventory 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 use the following formats:

- Site & Cemetery Numbers: 46-BB-123.pdf
- Reports (if FR# known): 12-123-BB.pdf
- Architectural HPI # (if known): BB-0012.pdf

We also request UTM coordinates be added to all HPI forms, Archaeological Site forms and Cemetery forms. Digital versions of West Virginia's inventory forms (HPI, Site, Cemetery) can be accessed here <https://wvculture.org/agencies/state-historic-preservation-office-shpo/review-and-compliance-section-106-review/> or requested via email.

We appreciate the opportunity to be of Service. If you have any questions, please feel free to contact [Lora Lamarre-DeMott](mailto:Lora.Lamarre-DeMott@wvculture.org), Senior Archaeologist, [Jessica Eichlin](mailto:Jessica.Eichlin@wvculture.org), Architectural Survey Historian, at (304) 558-0240.

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