

## **CHRIS Document Submittal Standards Guidance for Consultants**

### **Feb. 24, 2020**

In order to facilitate having a fully digital, integrated system, the CHRIS requests all users submit documents following the requirements below. Include a cover memo, with preferred contact information, listing submittals and requested response (e.g., Primary numbers).

***Due to confidentiality concerns, do not email resource records or technical reports.*** Burn files to a CD/DVD for mailing or contact the relevant IC for a file transfer site. Do not submit “drafts” to the IC. When in consultation with SHPO on management plans, data recovery plans, etc., only submit the final approved plan to the IC.

#### **TECHNICAL REQUIREMENTS:**

- Provide PDFs along with GIS spatial data for resource boundaries and report project areas.
  - For Section 106 submittals to SHPO, hard copy is still requested.
- Submit as a single, unsecured PDF document, including all associated appendices and attachments. Create the PDF as searchable and selectable text that is fully editable without use of a password (not locked). Graphics inserted into a text need not be searchable.
- Documents scanned from hardcopy originals must be 300 DPI or greater resolution and have searchable text. Use 24-bit (16 million colors) full-color or 4-bit (16 levels of gray) grayscale; Bitonal (black and white) scanned documents are not accepted.
- For other content (videos, artifact databases, HABS/HAER images, oral histories, etc.), please contact the individual IC to discuss submittal process, any confidentiality concerns, and storage needs.

#### **RESOURCES**

- Submit one PDF per resource (each resource as a separate PDF). For previously recorded resources on file at the IC, submit only the new/updated information.
  - For Section 106 submittals to SHPO, include previous records.
- Complete DPR 523 forms consistent with Instructions for Recording Historical Resources (1995) (<http://ohp.parks.ca.gov/pages/1054/files/manual95.pdf>). Trinomials are assigned only when the Archaeological Site Record (523C) is completed along with a Primary Record (523A), Location Map (523J), and a site sketch map (523K).
  - For linear resources, complete a Primary Record (523A), Location Map (523J), and Linear Feature Form (523E).
- The IC will assign a Primary Number and Trinomial as appropriate, and then add the numbers to the IC's DPR forms; the recorder does not need to resubmit forms when the only change is adding the P-number. DPR forms received with other edits will be treated as an update to the existing information on file.
  - Include P-numbers on versions submitted to SHPO.
- Name e-files by P-number, if known, using two-digit-dash-six-digit format (e.g., “19-000167”). If P-number is not known, name according to “Resource Name” on the DPR 523A.
- Number pages consecutively for each resource, not per DPR form.
- For GIS data, include a field titled “Other ID” that names it the same as the PDF document. Define the projection (CHRIS Standard is currently NAD 83 California Teale Albers). Include a PDF Location Map (523J) with the 7.5' topographic map as background to ensure accurate plotting in case there are any problems with transmitting/accepting the GIS data.

## REPORTS

- Name file with an abbreviated version of the full report title.
- For GIS data, include an “Other ID” text field that includes the full title of the document. Define the projection (CHRIS Standard is currently NAD 83 California Teale Albers).
- When attaching records search results to a technical report, only include the IC response letter, results maps, and any lists or tables. Do not include copies of previous studies.
  - For Section 106 submittals to SHPO, include previous studies when incorporating content by reference.
- Briefly state preparer’s qualifications (referring to Secretary of the Interior’s Professional Qualification Standards at 36 CFR Part 61, as applicable); do not attach author’s full C.V.
- Remove blank pages as much as possible.
- To document tribal consultation, include correspondence with the Native American Heritage Commission, a sample of the letter sent to tribal contacts, and a consultation summary or log rather than multiple copies of the same letter sent to all tribal contacts.
- Cite resource records as follows (include resources documented in the subject report):
  - Last Name, First Name of recorder
    - [DATE], Resource Record for P-XX-XXXXXX (CA-XXX-XXXX), on file at [NAME] Information Center of the California Historical Resources Information System, [LOCATION].
- Include the below items on a title page or equivalent (e.g. Executive summary or abstract) to facilitate entry into the IC database.
  - Author(s).
  - Author’s Affiliation (e.g., consulting firm, agency, university, etc.).
  - Month and year finalized.
  - Title, undertaking name, and location (city, county, or equivalent designation).
  - Type of investigation (choose all that apply: archaeological, architectural/historical, CAL FIRE MOU, evaluation, excavation, field study, literature search, management/planning, monitoring, other research, or thesis/dissertation).
  - USGS 7.5’ topographic quadrangles depicting study area (ensures accuracy in plotting if there are any problems with the GIS data).
  - List resources recorded for this effort. (Resources are submitted separately per the above, not attached to the report.)
  - Informally recorded resources (resources described in the report but not formally recorded on DPR 523 forms).
  - Township/Range/Section, postal address, assessor parcel number as appropriate.
  - Associated archaeological collections (yes/no).