

# ***News in Review***

Periodic Mailing from the  
South Carolina State Historic Preservation Office (SHPO)  
Review and Compliance Division  
August 2013

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### **1. Updated Requirements for Archaeological Reports**

The SC SHPO and SC Institute for Archaeology and Anthropology (SCIAA) have updated their requirements for report submittals for archaeological reports. The *South Carolina Standards and Guidelines for Archaeological Investigations* (Chapter IV. Reporting Results) have been revised to reflect these updated requirements. The specific changes are outlined below for comparison.

See [http://shpo.sc.gov/programs/Documents/Standards\\_Guidelines2005-13.pdf](http://shpo.sc.gov/programs/Documents/Standards_Guidelines2005-13.pdf)

#### **Chapter IV. Reporting Results**

##### **A. Management Summaries**

**PRIOR:** *[number of copies not specified]*

**REVISED:** Two (2) hard copies and one (1) ADOBE Acrobat PDF of management summaries should be submitted to SHPO. The SHPO will distribute the appropriate copies to SCIAA.

##### **B. Reports and Distribution**

**PRIOR:** After the SHPO has provided comments to the lead agency, at least five (5) copies of a final report are required to complete the consultation process: one (1) bound hard copy (or two (2) if structures are found) and one digital copy in ADOBE Acrobat PDF format for the SHPO; two (2) bound and one (1) unbound hard copies for SCIAA on acid-free paper; and a digital copy in ADOBE Acrobat PDF format for SCIAA. Investigators should send all copies directly to the SHPO. The SHPO will distribute the appropriate copies to SCIAA.

**REVISED:** After SHPO has provided comments to the lead agency, at least three (3) hard copies of a final report are required to complete the consultation process if historic properties are affected: one (1) bound hard copy and a digital copy in ADOBE Acrobat PDF format for the SHPO; one (1) bound and one (1) unbound hard copies for SCIAA and a digital copy in ADOBE Acrobat PDF format for SCIAA. If no historic properties are affected, at least two (2) hard copies of a final report are required to complete the consultation process: one (1) bound and one (1) unbound hard copies and two (2) digital copies in ADOBE Acrobat PDF format. Investigators should send all copies directly to the SHPO. The SHPO will distribute the appropriate copies to SCIAA.

## C. Report Content

**PRIOR:** The exact format and content of the report is usually a decision reached by the agency, client/applicant, and consultant, and may be determined by the nature of the investigation undertaken. A recommended format for reports includes the following information (see also Appendix E: Report Preparation Checklist):

**REVISED:** The exact format and content of the report is usually a decision reached by the agency, client/applicant, and consultant, and may be determined by the nature of the investigation undertaken. SHPO at minimum requests the following information when sites are identified (see also Appendix E: Report Preparation Checklist):

**PRIOR:**

### 14. APPENDICES AND ATTACHMENTS

Analysis data generated as a consequence of a project should be contained in appendices. In addition, a common practice is to include specialist reports as individual appendices. Finally, the Vitae of the Principal Investigator should be included at the back of the report if the individual is not RPA certified.

**REVISED:**

#### 14. Appendices and Attachments

- a) SHPO Concurrence Letter: SHPO's concurrence with site eligibility letter should be included in the final report.
- b) Analysis data generated as a consequence of a project should be contained in the appendices, including an artifact catalogue.
- c) Specialist Reports as individual appendices.
- d) Vitae of the Principle Investigator should be included at the back of the report if the individual is not RPA certified.

Following this section, which now specifically applies to efforts when sites are identified, is a new section describing an abbreviated report which is acceptable when no sites are identified during a cultural resource investigation.

**REVISED:**

If no sites have been identified during a cultural resource investigation, an abbreviated report is acceptable for submission and must include the following information:

1. **Title Page** (a-g)
3. **Introduction** (a-h)
6. **Environmental Setting:** Landform type, nearby drainages and water sources, roads, dominant soil association, and current land use. If limiting factors affected the survey, describe and discuss them. Include representative photographs of the general project area.
7. **Previous Archaeological Investigations:** List or table of previously identified sites within 0.50 mile radius of the APE. Include a map of the APE and surrounding area showing the subscriber level view of ArchSite.
9. **Field Methods** (a-f)

**12. Summary and Recommendations**

**13. References Cited**

**14. Appendices and Attachments**

**2. Updated Project Professionals Lists**

The Project Professionals Lists have recently been updated and posted on the SHPO website. See <http://shpo.sc.gov/pubs/Pages/profs.aspx>.

You are receiving this e-mail message because of past contact with the Review and Compliance Program at the South Carolina State Historic Preservation Office.  
If you feel you have received this message in error or wish to be removed from this mailing list, please reply to Elizabeth Johnson at [emjohnson@scdah.state.sc.us](mailto:emjohnson@scdah.state.sc.us).