

News in Review

Periodic Mailing from the
South Carolina State Historic Preservation Office (SC SHPO)
Review and Compliance Program
September 2021

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1. Hard Copy Submittals, Compliance Surveys Submittals and Final Reporting – REMINDERS and REVISIONS plus New Email Address for Submitting Compliance Surveys

Hard copy submittals - We have now returned to our policy of requiring mailed hard copy documentation for standard project review submittals. Undertakings or projects with supporting project review documentation (i.e., our Section 106 Project Review Form and/or a cover letter with equivalent description and findings, photographs, maps, drawings, etc.) should still be submitted separately in mailed hard copy per existing SHPO review and records retention policies. We recommend that you use certified mail, FedEx, or UPS to determine if your project has been delivered.

Compliance survey submittals and Final Reporting, New Email Address for Submitting Compliance Surveys - Compliance surveys should still be submitted following our [Electronic Submission Requirements for Planning Surveys and Review & Compliance Surveys](#) (see page 3-4; revised September 2021). All Draft and Final survey deliverables (including GIS shapefiles) should be sent to the SHPO at the same time using the same medium to assist in project tracking. **Files should be sent to rc@scdah.sc.gov**. This new email address is only to be used for submitting compliance survey deliverables. Contact your assigned reviewer directly for any questions or concerns.

For example, *Draft* compliance survey deliverables (reports, survey forms, and survey photographs) that record above-ground resources on a SHPO survey form should be submitted electronically to the SHPO via rc@scdah.sc.gov for review (Draft) and to complete the consultation process (Final). These deliverables should be submitted as individual PDFs or TIFFs, not batched, and numbered with the Electronic Submission Requirements for file naming conventions. Archaeological surveys and/or combined archaeological and architectural/above-ground property surveys should be submitted electronically as well.

For *Final* reporting, provide the final report PDF copies, final survey forms and photographs (if revisions or changes were required), and the survey area and architectural sites shapefiles on a CD-R/DVD-RW or thumb drive and mail with the hard copy final reports.

Another option might be to FTP the final report PDF copies, final survey forms and photographs (if revisions or changes were required), and the shapefiles and to mail the final report hard copies.

We recommend including separate correspondence for both the hard copy and electronic submittals, if applicable, referencing whether or not SHPO will receive supporting hard copy project review and/or electronic survey documentation deliverables. Please ensure that both the electronic and hard copy submittals are provided as closely at the same time as possible.

Electronic transmittal correspondence may be submitted along with the survey deliverables. Please note on all transmittals how the final deliverables are being provided. Our office will likewise seek to acknowledge receipt and acceptance of all final survey deliverables via one email response.

We recommend using a File Transfer Protocol (FTP) to submit all file sizes. WeTransfer.com is a free FTP website that our office uses for file sizes up to 2 GB. File sizes over 2 GB can be sent using a thumb or external hard drive, DVD-RW, or FTP.

2. New Project Review Forms -- REMINDERS

The SHPO updated our [Section 106 Project Review Form](#) (PDF), [DHEC-OCRM Project Review Form](#) (PDF), and [Historic Building Supplement](#) (PDF). Please use these forms when submitting projects for review. All prior versions of these forms are discontinued and should not be submitted.

The new forms are available on our [Review & Compliance main webpage](#), the [Section 106](#) or [DHEC-OCRM](#) process webpages, and [Forms webpage](#). Separate instructions documents are now available for the DHEC-OCRM Project Review Form and the Historic Building Supplement.

3. Due Diligence Reviews -- UPDATE

We have removed the temporary pause on providing due diligence reviews. See our [Guidance for Reviews of Anticipatory and Due Diligence Projects](#) (PDF) for more information. We will review and provide comments on due diligence projects as time allows. As a reminder, the SHPO considers all requests without a federal or state agency identified in the project review submittal as due diligence.

4. Welcome to New SHPO Staff Members

Roberto G. Muñoz-Pando recently joined the SHPO staff as our Archaeologist, providing reviews of projects in the Review and Compliance program for federal and state agencies. Roberto is pursuing his Ph.D. in Anthropology from the University of Florida, and holds a master's degree in Archaeology of Puerto Rico and the Caribbean from the Center for Advanced Studies of Puerto Rico and the Caribbean and a bachelor's degree in Psychology from the University of Puerto Rico.

Alethea Harrison has joined the staff as the Historic Preservation Specialist, focusing on providing administrative and technical assistance in our Review & Compliance program, and support for the SC Historic Properties Record (SCHPR). Alethea is a graduate of Clemson University where she majored in

Anthropology and minored in History. She is currently pursuing a master's degree in Anthropology. She previously worked part-time for the Department of Archives and History assisting in the digitization of survey records for SCHPR.

Christopher Tenny has joined the staff as the Historic Architecture Consultant, serving as coordinator of the state historic tax credit program for homeowners, and providing architectural reviews and technical assistance for other SHPO programs, including Review & Compliance. Chris received his master's degree in Historic Preservation from the Clemson University / College of Charleston graduate program, and his bachelor's degree in Applied Anthropology from the University of North Carolina-Charlotte. He most recently worked with Historic Columbia as a Research Coordinator and previously interned with the Preservation Society of Charleston.

Our [SHPO Project Review Staff and Assigned Agency Responsibilities](#) (PDF) has been updated accordingly.

5. SC Midcentury Modern Architecture Preservation Group Forming

Anyone interested in Midcentury Modern architecture preservation is invited to consider joining a new group, MidModSC, South Carolina's organization for the identification and preservation of Modernist architecture. To sign up for an email mailing list go to <https://midmodsc.wordpress.com/>.

6. NPS Releases Illustrated Guidelines on Flood Adaptations for Historic Buildings

The National Park Service (NPS) has developed the [Guidelines on Flood Adaptation for Rehabilitating Historic Buildings](#) to help property owners make historic buildings more resilient to flooding risks while preserving the historic character.

See our [Disaster Preparedness and Recovery Resources webpage](#) for additional guidance.

7. Advisory Council Report on Federal Historic Property Management

The Advisory Council on Historic Preservation (ACHP) recently published [In a Spirit of Stewardship: A Report on Federal Historic Property Management 2021](#). This triennial report was prepared in accordance with Section 3(c) of Executive Order 13287, "Preserve America", that requires agencies to advance the identification, protection and productive use of historic properties owned by the federal government. The report summarizes the state of the federal government's inventory of historic properties based on 22 federal agency progress reports submitted to the ACHP and the Secretary of the Interior last fall.

8. Subscription Information

- 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 (SC SHPO).
- If you feel you have received this message in error or **wish to unsubscribe** from this mailing list, please e-mail Elizabeth Johnson at ejohnson@scdah.sc.gov.
- Previous issues are available online at <https://scdah.sc.gov/historic-preservation/programs/review-compliance/news-review>.