OHA, AHRS SHAPEFILE SUBMISSION GUIDELINES

The collection of cultural resources spatial data is the combined effort of the archaeological community and the Office of History and Archaeology to record and present site locations and project locations, where cultural resources professionals have completed cultural resources field studies. Site polygons and linear features are associated with their respective AHRS Records, while project area boundary shapefiles submitted to OHA are identified on the Project Layer in the AHRS Mapper. Corresponding report(s) are linked to AHRS Module Records and Project Module Records and can be accessed through the AHRS Document Repository Module.

Shape File Submission Requirements

- A shapefile submission must include a shapefile and an associated, properly filled out AHRS form (either AHRS Site Form or AHRS Project Form).

- Shapefiles must be in ESRI format and include, at minimum, four file types: .shp, .shx, .dbf, and .prj files. If you do not have access to GIS software, you can use the AHRS Mapper to make a shapefile of your project area (see below).

- The AHRS Mapper Datum is WGS 84. Please identify the datum of any submitted shapefile if it is NOT WGS 84 or NAD 83.

- Do not send AHRS staff geodatabases, as they cannot currently be entered into the IBS.

- Do not send shapefiles with more than 100 editing nodes. These cannot currently be entered into the IBS.

- Only cultural resources can be represented as points, lines, or polygons. Project area boundaries must be represented as polygons.

- Shape file boundaries must be identical to the site or project boundaries in associated reports in shape, size, and location.

- Email shapefile submissions to oha.ibs@alaska.gov (primary) and/or to the AHRS Manager, Jeffrey Weinberger, at jeffrey.weinberger@alaska.gov

Using the AHRS Mapper to create a shapefile of your project area:

1. Open the Tool Slide-Out by clicking on the plus sign on the left side of the mapper window,
2. Hover over "Search Tools",
3. In the flyout, go to "Search by Feature",
4. In the "Search by Feature flyout, go to "Search by Polygon",
5. Create your project area on the AHRS Mapper in the right location and configuration, then double-click the left mouse button,
6. Hover over "Search Tools" and then proceed to "Scrape Sketched/Drawn Features
7. In the pop-up window, leave the recipient email blank (by default, this will send the shapefile to your AHRS account address) and then click "Scrape and Send Email".
8. You should get a zip file with the shapefile files of the area you drew on the AHRS Mapper. You can then prepare a packet with a filled out AHRS Project Form and send it in.