

## OHA, AHRS SHAPE FILE 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 shape files 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 Requirements

- A shape file submission must include a shape file and an associated, properly filled out AHRS form (either AHRS Site Form or AHRS Project Form).
- Shape files must 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 shape file of your project area (see below).
- The AHRS Mapper Datum is WGS 84 and the map projection used is: **Web Mercator, Google Web Mercator, Spherical Mercator, WGS 84 Web Mercator or WGS 84/Pseudo-Mercator** (the .prj file should define the map projection). Please identify the datum/projection of any submitted shape file if it is NOT WGS 84 or NAD 83.
- Do not send AHRS staff geodatabases, as they cannot currently be imported into the IBS.
- Do not send shape files with more than 500 editing nodes. These cannot currently be imported into the IBS.
- Cultural resources can be represented as points, lines, or polygons. Project area boundaries must be represented as polygons.
- Shape file boundaries must be identical in shape, size, and location to the site or project boundaries in found in associated reports.
- Email shape file submissions to [oha.ibs@alaska.gov](mailto:oha.ibs@alaska.gov) (primary) and/or to the AHRS Manager, Jeffrey Weinberger, at [jeffrey.weinberger@alaska.gov](mailto:jeffrey.weinberger@alaska.gov)

**Using the AHRS Mapper to create a shape file of your project area:**

- Open the Tool Slide-Out by clicking on the plus sign on the left side of the mapper window
- Hover over “Search Tools”
- In the flyout, go to “Search by Feature”
- In the “Search by Feature flyout, go to “Search by Polygon”
- Create your project area on the AHRS Mapper in the right location and configuration, then double-click the left mouse button.
- Hover over “Search Tools” and then proceed to “Scrape Sketched/Drawn Features.
- Fill out the information in the pop-up window and then click “Scrape and Send Email”. You should get a zip file with the shape file 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.