

## Appendix A

### Content and Format Requirements for Non-permitted New Site Records

#### Spatial Standards

The Archaeological Inventory Section will accept electronic Geographic Information System (GIS) files in ESRI shapefile format only and must include the .prj, .dbf, .shp, and .shx files. Shapefiles must be in the proper projection (see below) and their associated attributes must contain the fields listed below.

[Download a template of the required shapefile](#)

#### Projection

All spatial data submitted to the Archaeological Inventory Section should be in the provincial standard Albers projection, and be accompanied by a .PRJ file which matches the following parameters.

Shape files based on common projection systems (e.g. UTM) are accepted provided they are accompanied by their respective projection (.prj) files.

Table 1 – BC Provincial Standard Albers Projection

|                                |                                                  |
|--------------------------------|--------------------------------------------------|
| Alias:                         | Geographic Coordinate System:                    |
| Abbreviation:                  | Name: GCS_North_American_1983                    |
| Remarks:                       | Alias:                                           |
| Projection: Albers             | Abbreviation:                                    |
| Parameters:                    | Remarks:                                         |
| False_Easting: 1000000.000000  | Angular Unit: Degree (0.017453292519943295)      |
| False_Northing: 0.000000       | Prime Meridian: Greenwich (0.000000000000000000) |
| Central_Meridian: -126.000000  | Datum: D_North_American_1983                     |
| Standard_Parallel_1: 50.000000 | Spheroid: GRS_1980                               |
| Standard_Parallel_2: 58.500000 | Semimajor Axis: 6378137.000000000000000000       |
| Latitude_Of_Origin: 45.000000  | Semiminor Axis: 6356752.314140356100000000       |
| Linear Unit: Meter (1.000000)  | Inverse Flattening: 298.257222101000020000       |

#### Spatial features

Site or study area boundaries can only be represented as polygons. **Spatial files with points or line features will not be accepted.** Trails must be represented as polygons with a default width of five metres rather than lines. The minimum size for a polygon is a circle with a diameter of 5 m, eg. a confirmed isolated find left in situ.

#### Attributes

The attribute information contains fields describing the site location and extent, the accuracy and origin of the spatial information, the site type, when the site was recorded, who recorded the site and general remarks.

Fields within the shapefile's attribute table must match those shown below in both name and data type. All fields are mandatory except where noted.

| HRIA Name        | ShapeFile Column | Constraints/Field Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Borden Number    | ZBN              | (Data Type: String; Length: 13; Precision: 0; Scale: 0)<br>Must be left blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Spatial Accuracy | ACCURACY         | (Data Type: String; Length: 20; Precision: 0; Scale: 0)<br>This refers to accuracy of mapping used to plot location. Must be valid Accuracy from "1:10K", "1:20K", "1:50K", "GPS", "Site Map (Rough)", "Site Map (Detailed)", "Unknown"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Temporary Number | TEMPNUM          | (TEMPNUM Data Type: String; Length: 13; Precision: 0; Scale: 0)<br>(ASSIGN_BY Data type: String; Length: 40; Precision: 0; Scale:0)<br>(ASSIGN_DT Data Type: Date; Length: 8; Precision: 0; Scale:0)<br><br>The site will be referred to by the temporary number until a permanent number is issued. Enter a temporary site number that is unique to the project, the full name (not initials) of the person who assigned the temporary number and the date of the site visit. Please do not use a colon (:), semicolon (;) or slashes (/ , \) as part of the temporary number, and limit the length of the temporary number to 12 characters. The date preferred is the last date of recording.<br><br>Example: <b>Temporary Number:</b> CP47-T1 <b>Assigned by:</b> Smith, John <b>Date Assigned:</b> 2001/04/17 (YYYYMMDD)<br><br><b>Temporary Number:</b> Assigned by: Teit, James <b>Date Assigned:</b> 1900/01/31 (YYYYMMDD)<br><br>Note: The names used need to already be in the HRIA, if in doubt, check. |
| Assigned By      | ASSIGN_BY        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date Assigned    | ASSIGN_DT        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Accuracy Remarks | REMARKS          | (Data Type: String; Length: 254; Precision: 0; Scale: 0)<br>Indicates the rationale used to plot the site. Eg. Detailed site map used to plot site, with orthophoto layer for reference to fix exact location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Source Notes     | DESCRIPT         | (Data Type: String; Length: 254; Precision: 0; Scale:0)<br>Indicates the study or permit that captured the spatial information. E.g. "Site boundaries updated as part of the Fort St. John AOA conducted by company x."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| GIS Date         | COR_DATE         | (Data Type: Date; Length: 8; Precision: 0; Scale:0)<br>Date boundaries were drawn / updated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Override         | OVERRIDE         | (Data Type: String; Length: 1; Precision: 0; Scale: 0)<br>For office use only. Please leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Latitude         | LATITUDE         | (Data Type: String; Length: 12; Precision: 0; Scale: 0)<br><br><b>Either Latitude/Longitude or UTM's must be entered.</b> Site latitude must be calculated to the nearest second and preferably to the nearest 1/100th of a second. Latitude must be expressed in degrees/minutes/seconds (example: 53o 01' 42" ). 12 characters only including blank spaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Longitude        | LONGITUDE        | (Data Type: String; Length: 12; Precision: 0; Scale: 0)<br><br>Longitude must be calculated to the nearest second and preferably to the nearest 1/100th of a second. Longitude must be expressed in degrees/minutes/seconds (example: 122o 18' 43"). There is space for 12 characters only, including blank spaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| UTM Easting      | UTMEAST          | (UTMEAST Data Type: Long; Length: 9; Precision: 9; Scale: 0)<br>(UTMNORTH Data Type: Long; Length: 9; Precision: 9; Scale: 0)<br>(UTMZONE Data Type: Short; Length: 4; Precision: 4; Scale: 0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|---------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UTM Northing        | UTMNORTH                                               | <p><b>Either Latitude/Longitude or UTM's must be entered. The North American Datum (NAD 83) must be used to calculate the UTM.</b></p> <p>Enter the <b>six digit Easting</b> and the <b>seven digit Northing</b> and the UTM Zone.</p> <p>Locational notations or grid overlays relating to the Universal Transverse Mercator Grid system appear on most NTS maps and all BCGS maps. The basic method for calculation of UTM coordinates is explained on the border of most gridded maps. On gridded NTS maps, the distance between each grid line is 2 centimetres (1000 metres on the map), therefore a metric ruler can be used to calculate an easting and northing to the nearest 100 m.</p>                                                                                                                                                                                                                                             |
| UTM Zone            | UTMZONE                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Location            | LOCATION                                               | <p>(Data Type: String; Length: 254; Precision: 0; Scale:0)</p> <p>Locational information helps accurately plot or check the site location on digital maps in the archaeological inventory. Describe the location in a logical manner from general to specific, beginning with a fairly general area description. The site must be tied into geographic features or permanent landmarks noted on a NTS 1:50,000 map or TRIM (1:20,000). Unmapped features such as trees or boulders or cut block boundaries should not be used as datum points. Distances must be measured accurately, using a vehicle odometer, tape measure, hip chain or other precise method. Include a street address if available.</p> <p>Example: "The site is located between Hedley and Keremeos, south of Highway 3 on the north (left) bank of the Similkameen River, 150 m. southeast of the eastern boundary of Lot 2331."</p> <p>(Limited to 254 characters)</p> |
| Site Class          | TY_CLASS1*                                             | <p>(All are Data Type: String; Length: 30; Precision: 0; Scale: 0 except TY_SUBTY2 which has Length: 50)</p> <p>Site class, type, sub-type and descriptor are used to describe the archaeological site for general to specific. Select appropriate terms to adequately describe the site from the list of types, subtypes and descriptors provided in <a href="#">Appendix B</a>. Pay careful attention to syntax. Only three typological statements per site are permitted. (A statement equals any combination of class, type, subtype and descriptor). Use statements that best describe the general nature of the site. If there are human remains within the site, use one statement to identify this fact.</p>                                                                                                                                                                                                                          |
| Type                | TY_TYPE1*                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Subtype             | TY_SUBTY1*                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Descriptor          | TY_DESC1*                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Site Visit Type     | SV_TYPE                                                | <p>(Data Type: String; Length: 20; Precision: 0; Scale: 0)</p> <p>Must be one of: "Alteration", "Excavation", "Monitoring", "PFR", "Recording", "Surface Collection", "Testing" or "Unknown"</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Date of Visit       | SV_DATE                                                | <p>(Data Type: Date; Length: 8; Precision: 0; Scale: 0)</p> <p>Provide the last date of visit as the Date of Visit. The dates for the whole project may be entered in the "Project Description" field. (e.g. AIA of ABC Forest Cut Block 3. July 21 to July 26, 2003)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Project Description | SV_DESC                                                | <p>(Data Type: String; Length: 254; Precision: 0; Scale:0)</p> <p>Provide the name of the project (example Akamina-Valley Project, AOA of Nice Valley), if applicable, or any additional information such as the site was found during a hike.</p> <p>This entry cannot exceed 254 characters per reference.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Remarks             | GEN_REMARK**<br>GEN_REMA_1<br>GEN_REMA_2<br>GEN_REMA_3 | <p>(All are Data Type: String; Length: 254; Precision: 0; Scale: 0)</p> <p>This field used for additional comments or descriptive remarks that don't fit anywhere else. This could include information about site size, micro topography, drainage features, condition of site, tide level information if appropriate, and other archaeological features noted in the area, such as canoe skids, middens, etc. (Overall Limit 1016 characters)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Remarks Date        | GEN_REMDATE                                            | <p>(Data Type: Date; Length: 8; Precision: 0; Scale: 0)</p> <p>Date of remarks</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

\*Typology sequence repeats three times as TY\_CLASS1 through TY\_DESC1 to TY\_CLASS 3 through TY\_DESC3

\*\* Remarks are spread over four fields, GEN\_ REMARK through GEN REMA\_3 to allow a combined 1016 character limit. (Each individual field cannot exceed 254 characters)

#### SITE MAP(S)

We require a detailed site map or maps/orthophotos that include all noted site features (e.g. rock walls, borders of clam gardens). The site should be mapped in relation to major landforms or obvious terrain features, which may include roads, buildings, streams, lakes, named points of land, lot boundaries etc., to at least a 2 kilometre distance from the site (to enable accurate plotting). Maps **must** include bar scale in meters, true north arrow, legend for all features noted and clearly defined site boundaries. (In the case of clam gardens, this includes any space between noted rock features). Mapping may require one or more separate pages which must be formatted to 8.5" x11" in size. Mapping is still required even if shapefiles are provided.