

GIS for Smithsonian Numbers

a tutorial



Utah
Antiquities
Section

Created by Deb Miller, Antiquities Section Assistant Records Manager, 2016

Here's what you'll learn

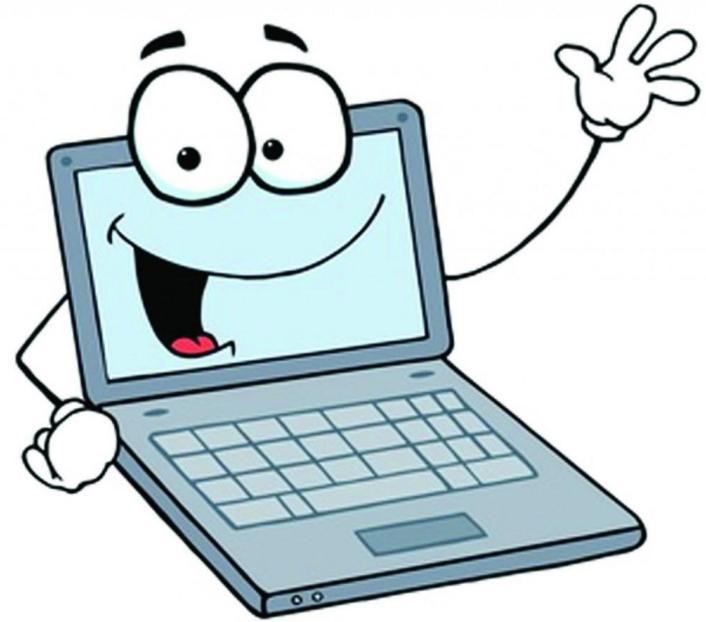
Downloading the templates

Making your data fit the templates

Zipping it up and sending it off

What to expect back

Why do we need all this?



KidsToday.in



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Downloading the Templates

Go to the site & bookmark it:

- heritage.utah.gov/history/records-site-request

Download either shapefile, geodatabase or spreadsheet

- Don't know which one to use? Go to the next slide!

Site Number Requests

Beginning April 1st, 2016 the Antiquities Section will require geospatial data (preferred) or a map and key associated attribute information accompany all requests for the assignment of archaeological site numbers.

This change is part of a continuing effort to maintain a comprehensive dataset and avoid duplicate recording. We feel this is a better record keeping process than previously employed and is the standard required by most other western SHPOs. Recent issues with duplicate site number recordings and long outstanding projects have spurred this need.

The [geodatabase](#) template provided below is the preferred data delivery method for a site number request. Those not employing the template will be required to provide the following information in a similar [shapefile](#) or [spreadsheet](#) accompanying a digital map:

- *Temp number*
- *Date recorded*
- *Site class*
- *Site type*
- *State Project Number (no dashes, no landowner letter suffixes)*
- *Recorded by*
- *Site name (if appropriate)*



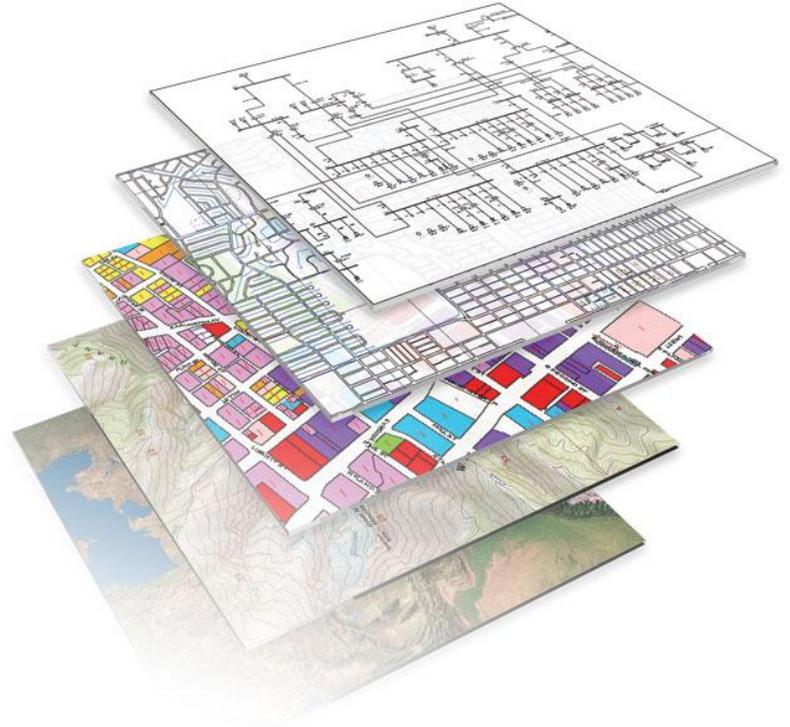
Which format should you use?

Geodatabase - GIS Level: intermediate

Shapefile - GIS Level: beginner to intermediate

Spreadsheet - GIS Level: basic

- Use in conjunction with a paper map or unattributed shapefile



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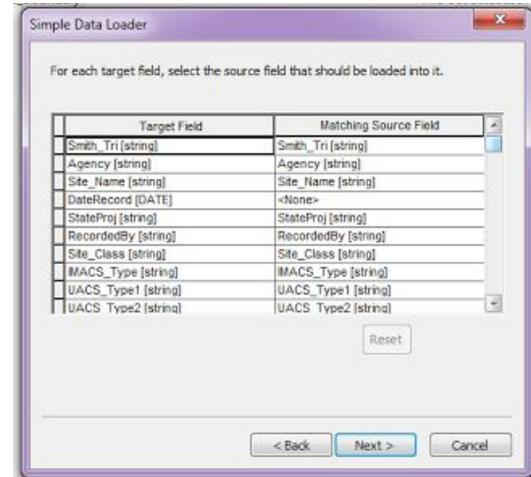
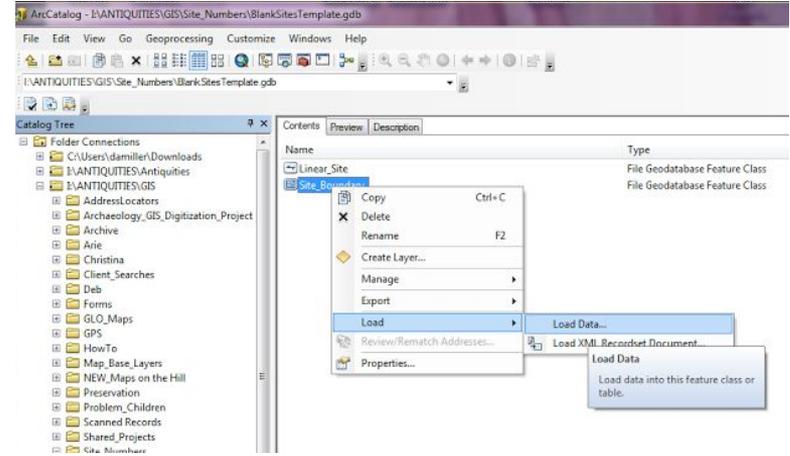
Geodatabase

Download the geodatabase and load your data

- Unzip the downloaded geodatabase
- Right-click in ArcCatalog on the blank feature class
- Use the Simple Data Loader to match fields from your data to the template

After loading, the blank geodatabase should have all your data in it, but in our format.

If you have all the required data but different field names, it's okay! Send it over and we can load it into our data using this method.

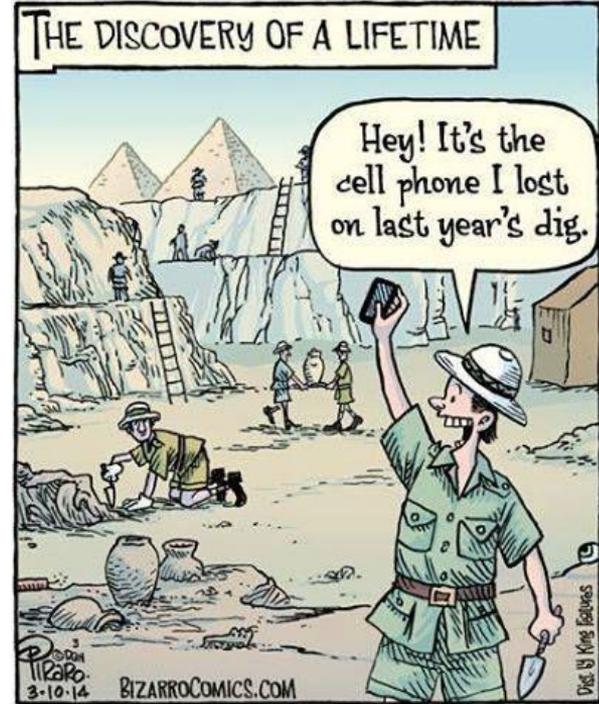


Shapefile

Download the shapefile and add your data to the blank template

This is not as easy to add data as the geodatabase, but this might be your preferred method.

- Unzip the downloaded shapefile and add to your ArcMap document (.mxd)
- Start an editing session, copy and paste your existing data
- Or, if your data already has the necessary data but has different field names, send it along and we can load it using the Simple Data Loader



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Spreadsheet

Perfect for those who don't have access to GIS:

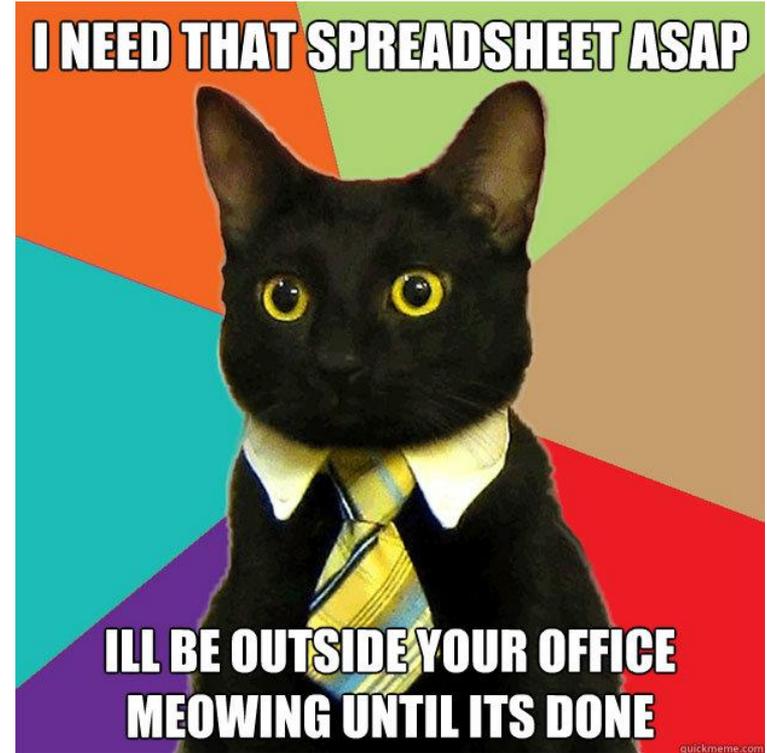
Download and populate the spreadsheet for each of your sites. The spreadsheet itself has examples and descriptions of how to add your site information.

Send along a pdf or image of your site boundary location.

- MUST be at a scale we can digitize and also establish its location on a topo.



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Zip it up. Send it off to archrecords@utah.gov

Geodatabase

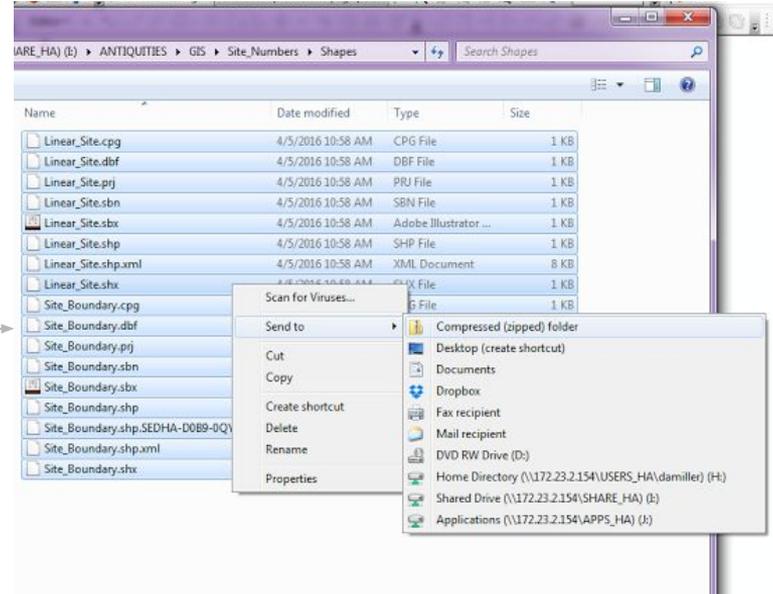
- Navigate in your computer's file browser to where you saved your geodatabase. Right click the .gdb folder and zip it. Zip it good.

Shapefile

- Navigate in your computer's file browser to where you saved the shapefiles.
- Select **ALL PARTS OF THE SHAPEFILE** to zip.

Spreadsheet

- No need to zip! Send with your maps.



What are you going to get back?

Antiquities will send you an email

- You'll get back an Excel table with Smithsonian numbers populated, unless you specify a particular output type.
- This should be easy to incorporate into your original data.

If there's a problem?

- We will send you an email with questions about your data. Usually questions are minor and easily solved.



So, why go to all that trouble?

Sending us spatial data before we assign Smithsonian numbers helps us out in a number of ways:

- Reduces the chance of double-assigning site numbers to existing sites
- Reduce duplicate recordings - we'll know where sites are even if they haven't been received by SHPO
- Prepares our data for the UACS format
- Data will fit seamlessly into our proposed database changes and online application



Need more help?

Contact Records staff if you need further clarification. We are happy to help!

Email questions to: archrecords@utah.gov



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