

CHRIS PDF Submittal Standards - South Coastal Information Center - San Diego, CA

These are the CHRIS standards for submitting PDF Resource Records, Reports, and other documents as PDF files to the South Coastal Information Center. All electronic text documents must be formatted as PDF files.

PDF Submittal

Resource records and reports should be submitted via our website by visiting the following link.

(<http://scic.org/submit.html>)

We no longer accept submittals via our FTP server and we no longer require reports to be submitted in the mail on a CD or DVD. (Hard copy reports are still not accepted.)

PDF Type

Whether a PDF file is created directly from a word-processing computer program or a scanned paper document, the document text must be searchable, selectable, and unlocked. Scanned paper documents must be converted to Searchable Image PDF files. Graphics inserted into a text document need not be searchable. Examples of graphics that need not be searchable include maps and reproductions of historical text.

Scanning Specifications

Documents should be scanned for submittal only if word processor program-generated PDF versions of the documents are not available. If a document is scanned for submittal, the following standards apply.

- Scanning resolution must be 300 DPI or greater.
- Scanning must be done in either a minimum of 4-bit (16 levels of gray) grayscale mode or 24-bit (16 million colors) color mode, or a combination of these two modes. Bitonal (black-and-white) scanned documents are not acceptable.

Specific Requirements for Resource Record PDF Files

Each Resource Record must be submitted as a unique PDF file. Multiple Resource Records submitted as a single PDF file will not be accepted. Records submitted as part of a Report PDF file must also be submitted separately as individual PDF files.

Each Resource Record PDF file must be named according to the "Resource Name or #" field on the Primary Record (DPR Form 523A) submitted, unless the CHRIS Primary Number for the resource is known. If the CHRIS Primary Number is known, then the PDF file must be named by the Primary Number. When using a Primary Number as a filename, the filename must consist of the two-digit and six-digit portions of the Primary Number, separated by a dash. For example, "19-000200.pdf" is a correctly-formatted filename for a Los Angeles County Resource Record PDF file named by Primary Number.

Each PDF file names filename must be unique for concurrently submitted Resource Records. It is recommended that unique filenames (when Primary Numbers are not available) be used for all Resource Records submitted over time by an individual or organization.

NOTE: The Location Map (DPR Form 523J) submitted with a Primary Record must be 1:24000 scale in accordance with the OHP Instructions for Recording Historical Resources Manual (1995).

GIS DATA

GIS Shapefiles for either resource or report locations are greatly appreciated and will not only save the SCIC a lot of time but will expedite the processing of resource records awaiting assigned numbers.