



NVCRIS Digital Submission Guidelines

July 2022

Component	Instructions	Save File as:
Reports	<p>Documents need to be submitted as one PDF: all appendices, maps, photos, or additional documentation must be consolidated into one (1) PDF document.</p> <p>In addition, the report should not be a scan. Instead, it should be “digitally born”: a compilation of the <i>digital</i> version of the report’s various sections. Historical documents are an exception. If a report includes historical documents that are not available digitally, a scan of those particular documents may be included.</p> <p>Your PDF files will be accessed by researchers via internet connections; therefore, file sizes should be as small as possible. Most word processing software has a method for doing this. For instance, Adobe Acrobat allows a significant file size reduction within the “Save As” function, look for the checkbox “Reduce File Size”.</p>	<p><i>SHPO Report number_REPORT.zip</i></p> <p>(e.g. 29197_REPORT.zip)</p>
Site Forms	<p>As with reports (above), site forms should not be scans. Instead, they should be “digitally born”: the <i>digital</i> version of the site form that was first created on a computer.</p> <p>Name the file using a specific, shortened version of the trinomial (without the “26” prefix, e.g CK1234.pdf); or with the SHPO resource number (e.g. S345.pdf, D678.pdf, B12345.pdf).</p> <p>Each form and/or report must be saved as a <i>separate</i> PDF file. While each site form is a separate file, the submission to NVCRIS should be one bundle of those distinct PDFs: compress these site records into one .zip file for submission.</p>	<p><i>SHPO Report number_SITES.zip</i></p> <p>(e.g. 29197_SITES.zip)</p>
GIS Data	<p>Please use the NVCRIS Geodatabase for the submittal of site and survey GIS data. A blank copy of the geodatabase, plus a guide to all the feature classes and attribute definitions, is included in the NVCRIS “GIS Submission Packet.zip” file.</p> <p>This blank geodatabase is already formatted to NVCRIS standards (i.e. all shapes are polygons, datum in NAD 83 Zone 11, etc.). Do not adjust any of these settings in the geodatabase.</p>	<p><i>SHPO Report number_GIS.zip</i></p> <p>(e.g. 29197_GIS.zip)</p>

Questions? Please contact NVCRIS at nvcris@shpo.nv.gov