



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

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MEMORANDUM

TO: Consultants

DATE: August 30, 2016

SUBJECT: Update to Archaeological Report Submittals

FROM: Edna Feighner, Archaeologist, Review & Compliance Coordinator
Tanya Krajcik, Archaeologist, Records & GIS Coordinator

Cc: Richard Boisvert, State Archaeologist
Chris St Louis, Review and Compliance Program Specialist

Effective immediately, all report submittals must be accompanied by an electronic PDF version of the full report and bibliography form. If available, include GIS shapefiles of the survey area as well. Acceptable media includes encrypted CD, DVD or USB flash drive. Alternatively, clients or consultants may upload reports and bibliography forms to the State of NH's secure FTP site. Contact Tanya Krajcik for instructions on using the FTP site.

The Division of Historical Resources (DHR) continues to see inconsistencies with report submittals. Please advise clients that we require an original bound hard copy of the formal report and hard copies of the short forms. This means that you should provide your client with 2 (two) bound hard copies on quality paper and direct them to submit 1 (one) of the original bound copies to the DHR. Report photographs and figures must be clear, crisp and focused. Advise your clients that sending photocopied reports is unacceptable and will delay project review. Hard copies of all information should be mailed to our office at the address provided above. Electronic submissions of the short form and bibliography form should be sent to Tanya Krajcik.

Also, of important note, all reports should contain language on their cover and title page that states:

**THIS REPORT CONTAINS CONFIDENTIAL INFORMATION
NOT FOR PUBLIC DISTRIBUTION**

This is not only a State Law (RSA 227 C:11) but Federal Law (36 CFR PART 800.11 (c) (1) and related sections). If you have any questions about this additional requirement please contact Tanya Krajcik at 603.271.6568 or Tanya.krajcik@dcr.nh.gov

