



Citrix ShareFile User Guidelines

North Carolina Office of State Archaeology

1. This ShareFile folder is **ONLY** for submitting digital ER archaeological survey files (i.e., reports, site forms, GIS data, etc.) to the Office of State Archaeology (OSA).
 - a. All other submission types must be sent to environmental.review@dncr.nc.gov.
 - b. Contact the Historic Preservation Office to submit Historic Structure Survey Reports.
 - c. Contact the OSA directly to submit documents outside of the ER process.
 - d. Contact the Office of State Archaeology Research Center at osa.curation@dncr.nc.gov to submit curation documents.
2. Your agency's main ShareFile folder will be titled ER_submissions_YourAgencyName
3. When submitting digital files, create an individual project subfolder within the main folder using the following naming convention:
 - a. ER Number_Date
4. When submitting **REVISED** reports, please create a new subfolder within the main folder using the following naming convention:
 - a. ER Number_Date_revised
5. We recommend that applicants wait to conduct surveys until one has been requested by OSA. If you are submitting digital files for review before the project was assigned an ER tracking number due to other federal regulations, create an individual project subfolder within the main folder using the following naming convention:
 - a. County Name_Project Name_Date
6. When submitting digital files within the above subfolders, use the following naming conventions:
 - a. Reports: Report title
 - b. Site Forms: Site number without the 31
 - i. Example: WA1234
 - c. All documents should be submitted as searchable PDFs.
 - d. You may also create sub-sub folders, i.e., a folder for site forms.



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7. You must still submit a transmittal letter to the Environmental Review Branch. **Review of this project will not begin until the transmittal letter is received.** The transmittal letter should include:
 - a. The name of the ShareFile Folder the documents were uploaded.
 - b. The date on which the documents were uploaded.
8. Please allow 30 days from receipt of a completed submission for the SHPO's review; incomplete submissions will be returned.
9. Do not add any other users to this folder without first checking with the OSA.