

CHRIS Standards for Portable Document Format (PDF) Submittal

8/10/2010

These are the CHRIS Standards for submitting PDF Resource Records, Reports, and other documents to a CHRIS Information Center or to OHP. All electronic documents must be formatted as PDF files. If you have comments or questions regarding these standards, please contact an IC or the CHRIS Coordinator at OHP.

NOTE: This document does not apply to submittals to OHP under the National Register of Historic Places, California Register of Historical Resources, California Historical Landmarks, or California Points of Historical Interest registration programs. For those types of submittals, please contact the OHP Registration Program regarding electronic document standards.

PDF Type

Whether a PDF file is created directly from a computer program (such as a word processor), or from a scanned paper document, the document text must be searchable and selectable. The unsecured file must be submitted so that it is fully editable without use of a password, certificate, or other secure access requirements. Scanned paper documents must be converted to Searchable Image PDFs. 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 only if an electronic version of a PDF document is 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 or 24-bit (16 million colors) color mode, or a mixture of the two. Bitonal (black-and-white) scanned documents are not acceptable.

Specific Requirements for Resource Record PDFs

Each resource record must be submitted as an unsecured individual PDF. Multiple resource records submitted as one PDF file will not be accepted. Resource records submitted as part of a report PDF must also be submitted separately as individual PDFs.

Each resource record PDF must be named according to the "Resource Name or #" value on the 523A page of the record, unless the resource Primary Number is known. If the resource's official CHRIS Primary Number is known, then the PDF must be named according to 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 named by Primary Number.

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PDF file names must be unique for concurrently submitted Resource Records. If possible, file names should be unique for all resource records submitted by an agency/entity over time, with the exception of documents named by Primary Number.

Resource Record Location Maps (523J) must be at 1:24000 scale, as required in the "Instructions for Recording Historical Resources" (Office of Historic Preservation, 1995).

Specific Requirements for Report PDFs

Reports with all associated appendices and attachments must be submitted as one unsecured PDF. As noted above, resource records submitted as part of a report PDF must also be submitted separately as individual PDFs.

Each report PDF must be named with an abbreviated version of the full report title.