



Photograph Catalogue: A Guide

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Photo Catalogue

Introduction

Photographs provide key visual aspects of a Development Project, research scope, and/or archaeological sites and can be utilized to visually inspect and record attributes. Not all photos taken during an assessment will appear in the final Permit Report; however, the usefulness of providing multiple photographs that focus on a single attribute can have implications for successful future assessments. For example, providing a photo of every archaeological feature can aid other Heritage Professionals (HP) with positively identifying the correct feature(s) in the future; or, HPs can compare how a previously assessed area may have changed from the current assessment. It is therefore imperative that HPs submit all relevant photographs taken under a single permit.

Photos to be Submitted

Depending on the number of photos a HP takes for their project, not all photographs need to be submitted. At a minimum, the following photos need to be submitted to the Heritage Conservation Branch (HCB) via the Heritage Resources Screening (HRS) system:

- All photos used in the report, including:
 - A representative photo of landscape and landscape elements;
 - A representative photo of the Development Project/research scope location and related elements;
 - A representative photo of all variations of stratigraphy observed with measurements; including a minimum of one cross-section per excavation block;
 - A representative photo of the archaeological site with all elements within the photo frame (if possible). Multiple photos may be submitted if the site is extensive; and
 - A representative photo of all features and diagnostic artifacts/specimens, tools, and example composites.
- At least one photo per feature that did not appear in the report
- All unaltered photos of diagnostic artifacts/specimens, tools, and example composites that did not appear in the report
- Excavation blocks upon completion that did not appear in the report
- Other relevant photos that did not appear in the report

Photos to be submitted should be in focus and without obstacles (e.g. thumb in frame). All photos submitted except those inserted into the report should be high-quality unaltered photos; however, RAW photos will not be accepted and will need to be compressed to a JPEG, GIF or PNG file.

Submitting Photos

Photos must be submitted to the HCB as part of the Permit Results Summary: Assessment or Research Results screen in the HRS system. Photos can be submitted as a JPEG, GIF or PNG file and placed into a zipped folder. The zipped folder can be uploaded in the “Photo upload” field. Each photo should not exceed 2 GB in size. Each photo must be labelled according to the corresponding Photo ID in the accompanying Photo Catalogue.

Photos may also be submitted in batches. These batches must consider the subject of the photos. Like-subjects should be grouped together (e.g., archaeological site, Project area, Excavation Block C). Each batch should be placed into a zipped folder and accompanied by a “Tag” which can be entered in the field located adjacent to the Photo upload field. Consider the subject of the photo batch when providing the Tag name. If the batch being uploaded is of an archaeological/paleontological site, the Borden/RSM Site Number should be provided in the “Tag”. To add another batch of photos (zipped folder), click the “+Add another Photo upload” button. Upload the photos and provide another “Tag”. Photos do not need to be uploaded in numerical order. Photos should only be uploaded once.

A photo catalogue must accompany the photos provided. The catalogue can be uploaded as a CSV file (CSV UTF-8 type) on the same Assessment or Research Results screen. A template has been made available to Heritage Professionals to submit as part of the Photo catalogue submission. The template can be found on the Resources for Heritage Professionals webpage.

Converting Spreadsheet File Type to CSV (comma delimited)

The photo catalogue spreadsheet must be uploaded in the HRS system as a CSV UTF-8 (comma delimited) file type. To convert from your current file type (e.g. .xlsx, .xml, .xls, .json, etc.) to a CSV UTF-8 file type (.csv), click on “Save As”. Under the “File Name” open the drop-box to choose from the available lists of file types. Choose “CSV UTF-8”. Alternatively, you can “Export” the spreadsheet and “Choose a File Type”. Choose the CSV (comma delimited) file type. Do not type the file extension “.csv” in the “File Name” as there are multiple types of CSV file types that may be generated.

Photo Catalogue Template Fields

Photo Tag

Enter the Tag name(s) for the corresponding batch that the photo was uploaded with. If no tag was assigned, leave blank.

Photo ID

The Heritage Professional assigned photo identification. The format required begins with the permit number followed by an underscore and then a “PH” and a number (i.e., AYYYY-###_PH###) (e.g., A2025-001_PH001). The Photo label should display the corresponding Photo ID.

Permit Number (No.)

Enter the permit number for the corresponding photos. Format: AYYYY-###

Borden/Palaeo Site

If applicable, enter the Borden or RSM Site Number for the corresponding photo.

UTM NAD83 Zone 13 Easting/Northing

If applicable, enter the easting and northing for the corresponding photo. The easting and northing must be forced Zone 13U. If you require an existing coordinate system to be converted, please use the following link to the SaskInteractive Map: [SaskInteractive Map](#)

You do not need an account to use SaskInteractive. Navigate to the “Find” tab above the tools ribbon. Here you may “Plot Coordinates” using your existing coordinate system. Once entered, switch the “Coordinate System” to “NAD 83 / UTM Zone 13N”. Your existing coordinates should now be displayed in the Zone 13 coordinates system and can be entered where applicable in the Site Form Data Wizard, tables, and catalogues.

Bearing

Enter the bearing for the corresponding photo. The bearing is measured in 360 degrees where 0° and 360° represent North. See the following table for quick reference. Enter the number only.

Direction	Bearing
North	0°, 360°
East	90°
South	180°
West	270°
Northeast	45°
Southeast	135°
Southwest	225°
Northwest	315°

Subject

Choose from one of the following subjects that best describes the image in the corresponding photograph.

Subject	Definition
Project Component	Any element of the Development Project or research scope that has been photographed that is not related to an archaeological/palaeontological site.
Feature	A feature from an archaeological site.
Artifact/Specimen	An artifact or specimen from an archaeological or palaeontological site.
Sample Location	Any element of a sample location that is not a stratigraphic profile.
Stratigraphic Profile	A stratigraphic profile of a sample location.
Archaeological Site	Any element of the archaeological site that is not focused on a feature or artifact.
Palaeontological Site	Any element of the palaeontological site that is not focused on a specimen.
Other	A photograph where the subject matter is not one of the previously defined subjects.

ID/Focus

A short description of the focus of the photograph. If the focus is a specific feature, artifact or specimen, or sample location then the unique identifier of the feature, artifact or sample location should be provided. Examples of the ID/Focus of a photo include: general landscape, pipeline ROW, well site area, cut-block, artifact composite, excavation block C, RrBb-78:SC04, GgHh-12:065, DdMm-99, A2025-650:T08, etc. See the “Example” tab in the photo catalogue template.

Comments

Provide any additional information that may be of interest or importance to the photo.