

# IDAHO HISTORIC SITES INVENTORY



## MANUAL OF INSTRUCTION FOR DATA ENTRY

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# IDAHO HISTORIC SITES INVENTORY

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# IDAHO HISTORIC SITES INVENTORY

## INTRODUCTION

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### ABOUT THE AUTOMATED INVENTORY

The automated historic resources inventory was developed primarily to more efficiently manage, manipulate and retrieve the information contained on the thousands of paper inventory records and related documents maintained in the Idaho State Historic Preservation Office (ISHPO). The database should be considered a supplement to the paper record as well as an index to the manual inventory system. The automated inventory is not intended to be a replacement of the paper files; rather, it facilitates basic data searches and queries and directs users to the paper files in order to obtain more detailed information, e.g. photographs, maps, property descriptions, project descriptions, etc.

Data collectors are encouraged to include additional pertinent documentation beyond that required in the automated database. It is critical that complete documentation for each recorded property is submitted as all data and materials may be the foundation for future research activities and decision-making processes.

The *Idaho Historic Sites Inventory Automated Database: Manual of Instructions for Data Entry* was written for data collectors/users as the guidelines for how each data field is defined and what data-entry conventions should be used. This is important in order to provide a clear meaning of the data entered and to ensure the consistency of data for manipulation and retrieval.

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## ADVANTAGES OF THE AUTOMATED INVENTORY

-  Detailed site information can be efficiently managed as well as manipulated and retrieved with more accuracy.
-  The database allows basic information to be concisely arranged in a useable and informative format.
-  The database provides an index to the paper files.
-  With the automated inventory, data are shared more easily among program areas as well as disseminated more readily to separate entities.
-  The automated database system makes available for examination only the information desired without sifting through extraneous data.
-  The database eases retrieval of cross-referenced information such as survey reports, manuscript reports, photographic materials, and related site information.
-  The automated inventory provides a backup to site information should the paper documents be damaged or destroyed by some disaster.
-  Entry of individual site data offers the opportunity to “clean up” the inventory; locations and accuracy of data can be confirmed and duplicate accessions can be ascertained.

# IDAHO HISTORIC SITES INVENTORY



# USER INFORMATION

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## TECHNICAL INFORMATION

-  The database is designed for use with *Microsoft Access 2000*® software. Earlier versions may not be used. The most recent *Microsoft Access 2002*® may be utilized; however, further consultation with the ISHPO will be necessary.
-  *Microsoft Access 2000*® database software is a relational database management system for *Microsoft*® *Windows*™. *Access* is designed to give the user immediate “access” to data; hence, the software does not use coding, but instead accepts full-text data. As a management system, *Access* enables a user to combine, or relate, information from several collections or lists of records (referred to as “tables”) in an easy-to-use format. Basic data entry and manipulation is relatively easy to learn. However, it is advantageous for the user to have some prior familiarity with this database program in the event the user wishes to perform more advanced manipulation of the data or display for their own purposes. **NOTE:** User’s Guides are available for purchase at bookstores, computer software stores, and office supply stores. On-screen help is immediately available through the “Office Assistant” or “HELP” on the toolbar without having to purchase a guide. Additional assistance is available on-line at <http://www.microsoft.com/office/access/using/default.htm>.
-  It will be necessary for the user to have access to a Zip® 100 or larger (external or internal) drive or a CD-R (recordable) or CD-RW (rewritable) drive.
-  The Idaho State Historic Preservation Office (ISHPO) will provide the database user with a 3.5 inch floppy disk that has been programmed with the IHSI database template. A hard copy of the instruction manual will be distributed as well. (These instructions, in PDF format, are also available on the Idaho State Historical Society’s web page at <http://www2.state.id.us/ishs/index.html>.) In return, the user is obligated to provide the completed data on their choice of media, i.e. Zip®100, CD-R, or CD-RW disk. At the user’s request, the media device will be returned as soon as data transfer has been successfully accomplished.
-  The floppy disk contains the automated database template for the Idaho Historic Sites Inventory. The database is located in the folder: **IHSI DB Forms**. Within this folder is the file: **IHSI DBtemplate.mdb**. The objects listed in this database that will be utilized are: **Hpquery** (Queries object), **HPForm**, **IHSI SupForm**, and **IHSI AttachForm** (Forms objects).
-  Due to the complex graphics presented on the IHSI site forms, a printer with at least 2MB of memory (the more, the better) is required to print out the forms. A laser printer is recommended. While all the site forms can be printed out at once by clicking on the printer icon in the toolbar, it is possible to print each site form individually by clicking on the printer icons imbedded on the site forms themselves.

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## FACTS TO KNOW

### WARNING

**DO NOT ATTEMPT TO MODIFY THE RELATIONSHIPS, PRIMARY KEY, INDEX SETTINGS, QUERY DESIGNS, FORM DESIGNS, OR ANY OTHER ASPECT OF THE UNDERLYING STRUCTURE OF THIS DATABASE EXCEPT WHERE AUTHORIZED IN THESE INSTRUCTIONS!!!**

-  There are several aspects of the database that can be modified by the user without disrupting the underlying structure. Modifications by the user are limited to the HPquery, IHSI SupForm and IHSI AttachForm, **datasheet views ONLY**, and the SITELOCATION, FEATURES, NRINFO, COMMENTS and PHOTO **table designs**. If necessary, the user may customize the display of the datasheet views. For instance, the user may change the width of the individual columns or reorder them to suit individual purposes. Only the on-screen display of the datasheets will be affected by these changes; they will not affect the underlying structure as cautioned above. In addition, the table designs can be modified by setting default values as discussed later in “HOW-TOs.” These are the only table settings that users are authorized to modify. Do not attempt to modify any aspect of the MATERIALS or STYLE tables. Under no circumstance should the user attempt to rearrange the controls on the HPForm, the IHSI SupForm, or the IHSI AttachForm.
-  When entering data, the user can do so in HPForm, IHSI SupForm or IHSI AttachForm form views or in HPquery datasheet view. However, it is recommended that the user enter data in HPquery datasheet view. The HPquery datasheet displays all of the database fields whereas the HPForm (main site form) does not. Any field that does not appear on the HPForm does appear on the IHSI SupForm (supplement site form). Many of the fields displayed in datasheet view are intended for ISHPO use (*except where specified in the data entry instructions*) and are more specific to National Register of Historic Places-nominated or -listed properties and intensive-level property records. However, the user is encouraged to complete any of these additional fields if known and applicable.
-  The user may find that entering data in the query datasheet view rather than the form view is more tedious due to the additional fields. However, there are advantages in opting to utilize the query datasheet. A few are outlined here:
  - ▶ The field columns may be reordered and resized (as previously discussed) to suit the needs of the user and to provide more efficient entry of data. These features are not available in form view.
  - ▶ Depressing CTRL+APOSTROPHE (') inserts the value from the same field in the previous record. Although this keyboard shortcut is available in form view, the previous field entry is not visible to scrutiny. This shortcut not only will minimize keystrokes, but also will minimize typographical errors.

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- ▶ Editing text and data by keyboard shortcuts is performed more quickly and easily. A partial list of some basic, useful shortcuts appears in **Appendix J**. (Consult the “Office Assistant” or HELP for additional tips on editing techniques. Type in or search for “keyboard shortcuts.”)
  - ✎ For purposes of this database, users are required to make use of accepted, standard terminology and method of data entry to ease data manipulation and retrieval.
  - ✎ Strictly adhere to the data-entry conventions of examples given in the instructions when inputting the data. Use complete sentences with appropriate punctuation as in the case of COMMENTS and ADD’L NOTES, and insert only one space between sentences to conserve space.
  - ✎ In order to facilitate more accurate and complete query and search results, always spell out words completely. Do not use abbreviations or contractions of major terms or words, such as “bldg” for building, “eng” for engineering, “apt” for apartment, “w/” for with, etc. The only exceptions to this are in the STREET (addresses and locations) field and in the PROPERTY NAME field where the property name is entered as an address (refer to data entry instructions for STREET [IHSI MAIN FORM - HPForm]).
  - ✎ A number of the database fields display drop-down list boxes that provide ready reference and quick entry of pre-determined values (terminology). The presence of a list box is evident by an “arrow” button displayed to the right of the field. A listed value may be entered by highlighting the selection and pressing ENTER, clicking on the selection, or typing the first and/or subsequent letter(s) of the desired value. The latter option will automatically fill in the value. Using the PROPERTY TYPE field as an example, typing “B” = *Building*; “S” = *Structure*; “Si” = *Site*. Utilizing list boxes eliminates typographical errors and ensures consistency in word structure and data retrieval.
  - ✎ For quick and easy reference, a brief description of each field is displayed in the Status Bar at the bottom of the screen.
  - ✎ Pressing the spacebar will fill a check box with a check mark (√); this same action will empty a box of a check mark.
  - ✎ Refer to National Register Bulletin 16A, *Guidelines for Completing National Register of Historic Places Forms: How to Complete the National Register Registration Form* for assistance with terminology and definitions as the database is partially designed to fulfill NRHP requirements. If a copy is unavailable, it is available on-line at:  
[http://www.cr.nps.gov/nr/publications/bulletins/nr16a\\_toc.htm](http://www.cr.nps.gov/nr/publications/bulletins/nr16a_toc.htm).  
In addition, **Appendices B, C, D, E, F, G, and H** are provided for convenience.
  - ✎ The inventory forms (main **HPForm** and supplemental **IHSI SupForm**) generated by the database are designed to eliminate intermediate steps in data entry. By using

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these forms in the course of fieldwork, they double as the data entry form as well. The data collector may want to consider using the database on a laptop computer in the field.

-  Samples of completed site forms are included with these instructions as well as blank forms that can be reproduced and used in fieldwork.
-  It is not necessary to tell *Microsoft Access* to save record additions or data changes. Whenever data is added or changed in a form or datasheet, *Access* automatically saves the changed or added data upon moving to another record, or when closing the form or datasheet. When editing a record in datasheet view, a pencil symbol is displayed in the record selector on the left side of the current record. Upon moving to another record, the pencil symbol disappears, indicating the changes have been saved. To save record changes without moving to another record, choose “Save Record” from the Record menu (or press SHIFT+ENTER).
-  *Microsoft Access* provides an Undo Command for correcting mistakes made in changing or adding data. *Access* always remembers the last change made to your data. If data is typed incorrectly, *Access* can be told to undo the changes. Depending on the most recent change to data, the Edit menu contains one of two Undo commands: “Undo Typing” can be applied to correcting the most recent change to the data; likewise, “Undo Current Field” or “Undo Current Record” (or press the ESC key) can be applied to correcting all changes to the current field or record. Even after saving changes or moving to another record, changes to previously edited records can still be undone by choosing “Undo Saved Record.” However, once editing another record, applying or removing a filter, or switching to another window has begun, changes become permanent.
-  These instructions not only are intended for use by contractors/surveyors/data entry specialists, but also are intended for use by ISHPO office personnel. Some fields may only apply to the ISHPO and are strictly for **Internal Use Only**.

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## HOW-TOs

- Upon receipt of the disk, the user must make a duplicate copy of the IHSI database template on the hard drive or other appropriate drive. While the “empty” template may be copied to and stored on a 3.5 inch floppy disk, a floppy disk does not have enough space to allow for storage of data. Thus, the completed data must be copied to a Zip@100, CD-R, or CD-RW disk and submitted to the ISHPO.

## Copying the Database File

- Open Windows Explorer and create a new folder in the hard drive (or other drive of choice).
- Click on the floppy drive (usually A:) and highlight the file **IHSI Dbtemplate.mdb** in the folder **IHSI DB Forms**.
- With the arrow on this file, click and hold down the left mouse button while dragging the file to the new folder.

- Default values are values that appear in the field automatically whenever the user adds a record in a form or datasheet. The DefaultValue property is applied only when a new record is added. Setting the DefaultValue property has no effect on existing data. In other words, default values can be set for those fields where the data will be constant on all site forms, such as county, city, project title, etc. The user may want to set values for additional fields such as property type (if a majority of sites are *buildings*), surveyor’s name, phone, address, photos submitted, etc. This action not only will minimize keystrokes, but also will minimize erroneous data and typographical errors. It is highly recommended that the user utilize this feature.

**NOTE:** The user can override the default values at any time simply by entering a different value in the field in the datasheet or form views. Also, be aware that default values will not appear in their respective fields unless 1) one other value from that same table has previously been entered, and 2) the “TAB” key (not the ARROW keys) has been used to scroll horizontally through the columns.

## Setting A Default Value

- Open the database in window view.
- Click on “Tables” (Objects).
- Highlight a table (such as COMMENTS).
- Open the table in design view.
- Highlight the field to which a default value is to be added.
- Press F6 to switch to the bottom half of the design view window and place the cursor in the cell labeled “DefaultValue.”
- Type the value to be assigned to that field. When typing a default value that includes punctuation (such as a comma, hyphen, slash), place the typed value within quotation marks. Do not place single numbers within quotation marks.

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## specifying criteria to limit records

The power of queries lies in being able to bring together or perform an action on data from more than one table or query. When more than one table is added to a query, a “join line” must join the IHSI# (primary key) field name in each table to one another so that *Access* knows how to connect the information.

Records may be limited to only those records desired by performing a “Select Query.” This is the most common type of query; it retrieves data from one or more tables and displays the results in a datasheet where the records can be updated (with some restrictions). (Consult the “Office Assistant” or HELP for additional instruction on specifying criteria.) When creating queries to specify criteria, it is advisable to use the Design Query rather than the Query Wizard. While the Query Wizard can retrieve specified fields, the Wizard does not function to limit records by setting criteria. Specifying criteria can only be accomplished in the Design Query.

**NOTE:** Both the **supplement form** and the **attachment form** have already been pre-programmed to display only those records where “MOREDATA” and “ATTACH” have been indicated in the database. Remember that the **supplement form** only needs to be utilized and ultimately printed when “MOREDATA” is indicated in the database. Likewise, the **attachment form** may be printed in those instances where the surveyor’s written comments in the COMMENTS field exceed the printable space provided on the **main form**.

## filtering to limit records

*Access* provides two ways to create a custom view of the data in the tables: 1) a query can be created as previously discussed, or 2) a filter can be created. A filter is like a simple query, except that it applies only to an open table or form. A filter is best for temporarily changing the set of records to be viewed. A query is best when a certain set of records in a certain order is to be viewed frequently since queries can be named and saved.

 Users of this database may find it necessary to update (change) large amounts of information in a single action without having to change the data record by record. This action takes place as an Update Query. To perform an update query, follow the steps listed below.

## Creating an Update Query

- ▶ Create a query by selecting the desired tables or queries that include the records to update and the fields to use for setting criteria.
- ▶ From the query menu, choose Update (or click on the Update Query button on the toolbar). *Microsoft Access* changes the title of the Query window to “Update Query.”
- ▶ Drag the field(s) to update or for which criteria will be specified. Then specify the criteria, if necessary, in the Criteria cell.

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- ▶ In the Update To cell for the fields to update, enter the expression or value to use to change the field data.
  - ▶ Click the Datasheet View button on the toolbar to preview the results of the update query and the fields to be updated; switch to Design view to make any changes to the query before running it. **NOTE:** When previewing the datasheet, only the fields that are being updated are seen and only the current values are shown in these fields, not the updated values.
  - ▶ In Design View, choose Run from the Query menu (or click the Run button on the toolbar). *Microsoft Access* displays a message showing the number of rows to be updated.
  - ▶ To complete the query and update the records, choose OK.

For Example: During initial data entry, the ROOF MATERIAL was erroneously entered as “Composition Shingle.” To change all incidences of “Composition Shingle” to “Asphalt” in one action, perform an Update Query as outlined here.

1. Create a query and add the FEATURES table to the query design.
2. Choose Update (or click the button on the toolbar).
3. Drag the ROOF MATERIAL field to the QBE grid.
4. In the Update To cell, type ASPHALT.
5. In the Criteria cell, type Composition Shingle.
6. Preview the result of the query.
7. Run the query. *Microsoft Access* automatically replaces all incidences of Composition Shingle with ASPHALT.

 “Freezing” datasheet columns is an advantageous formatting option. With this option, one or more fields will remain visible at all times on the left of the screen while scrolling horizontally through a datasheet. As an example, freezing the SITELOCATION.IHSI# and PROPERTY NAME field columns on the left of the screen will keep them in view at all times while scrolling through to view other fields. To freeze (or unfreeze) columns:

- ▶ Highlight the column or columns by clicking its field selector. (To select more than one column, hold down the SHIFT key and click the other columns desired, assuming they appear consecutively in the datasheet.)
- ▶ Click on Format in the menu bar.
- ▶ Choose Freeze Columns (or Unfreeze Columns, as the case may be) from the menu.

 Occasionally, it may become necessary to change the *temporary* IHSI# assigned to a saved record. The following discussion describes the steps the user must take if this situation arises. Select the IHSI# to be changed and type in the correction. Immediately depress SHIFT+ENTER. (Perform this step before adding or modifying information in additional fields in that record.) A *Write Conflict* dialog box will appear on the screen; when this occurs, simply click on *Save Record*. (It may take several quick clicks on the mouse to successfully accomplish this task.) **NOTE:** If additional changes are made to that record **before** saving the new IHSI#, then that subsequent information may be lost when attempting to move to another record. This is the only field affected by this process.

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 Each time a database is opened and used it can become fragmented causing disk space used to be less than optimal. As a general rule when working with databases, the database should be periodically compacted in order to defragment the file. This process usually causes the database to become smaller. Take the following steps to compact a database.

## Compacting and Repairing A Database

- ▶ Close the database before compacting it.
- ▶ Open the database in window view.
- ▶ Click on Tools in the Menu Bar.
- ▶ Click on Database Utilities.
- ▶ Click on Compact and Repair Database.
- ▶ The database will automatically compact within a few seconds.

**NOTE:** For convenience, the template has been pre-programmed to automatically compact every time the database is closed.

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## LIMITATIONS

-  Please be aware this database is not without peculiarities. Notably, when the **main form** for any given record is displayed on the screen, it is not possible at this writing to perform a single keystroke to instantly display its corresponding forms. Therefore, opening and displaying the **supplement form** and the **attachment form** in form view must be executed separately from the database window. The ISHPO is continuing to work with the database in an effort to remedy this situation.
-  Streamlining this database and its accompanying instructions are on-going projects of the ISHPO. Therefore, it is always a good idea to consult the Historic Sites Registrar before beginning a large project to inquire whether newer versions of the database template and instructions are available.

# IDAHO HISTORIC SITES INVENTORY



# IDAHO HISTORIC SITES INVENTORY DATABASE

## Manual of Instructions for Data Entry

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
<b>IHSI MAIN FORM FIELDS (HPForm)</b>					
√	<b>IHSI#</b>	<b>SITELOCATION.IHSI#</b>	Idaho Historic Sites Inventory Number	For purposes of this database, this is the <u>only</u> field that <u>must</u> have a value entered as it has been programmed as the “primary key” by which all the database tables are related. As a result, the surveyor (or data-entry person) is <b>required</b> to assign a <i>temporary</i> Idaho Historic Sites Inventory (IHSI) number. This identifier may be input as any combination of characters and/or numbers as long as each identifier assigned is unique. It is recommended that the numbering process outlined for FIELD# is followed. If a value is not entered in this field, then data cannot be entered for that record. The database will not accept a “null” value in this field. Once the data is submitted to the Idaho State Historic Preservation Office (ISHPO), the Historic Sites Registrar will substitute this <i>temporary</i> number with a permanent accession number.	FIELD#  IHSI# [FOR SHPO USE ONLY]
√	<b>PROPERTY NAME</b>	<b>PROPERTYNAME</b>	Property Name	Enter the name by which the property is most easily identified. This is the historic or common name by which the property is known. The historic name is generally the name associated with the significance of the property. If no known identifying name is associated with the property, then utilize the property’s address. <b>Example:</b> <i>A house located at 555 5<sup>th</sup> Ave. S. is entered as “5<sup>th</sup> Ave. S. house – 555.”</i> The name entered as such should reflect its use. <b>Example:</b> <i>10<sup>th</sup> St. duplex – 1010-1012; Maple Blvd. office building – 345-351.</i> If the property is listed in the National Register of Historic Places (NRHP), use the listing name for this entry.	Endnote 1  NRHP Bulletin 16A
√	<b>FIELD#</b>	<b>SITELOCATION.FIELD#</b>	Field Number	Assign a property or a related complex of features an identifying sequential designation using numbers, letters or any combination of characters. Although any field number designation may be assigned, it is recommended that a numerical sequence be employed, beginning with “1.” In addition, it is advantageous to use “0” as a placeholder. <b>Example:</b> <i>001, 002,...025, 026,...099, 100....</i> This will assist in numerically sorting the records. Otherwise, Access will sort the records as 1, 10, 100,...2, 20, 200, and so on. (It is also recommended that the FIELD# and the IHSI# are identical.)	IHSI#  Endnote 2
√	<b>STREET</b>	<b>STREET</b>	Street (address)	Enter the full street address or other major location indicators. If the road is a highway route, enter the highway number and indicate whether it is a Federal, State, county, or town road. Where a street address does not exist, provide the name(s) of the nearest road(s) or geographic location(s) and include the property’s relationship to these features. <b>Example:</b> <i>On SR4, 0.5 mi. N of jct. of Elm and 12<sup>th</sup> sts. on E side of rd.</i> For federally owned properties, include the name of the district, forest, reserve, or other organizational division identifying the location of the property. <b>Example:</b> <i>Lemhi District BLM OR Payette National Forest.</i> Do not enter rural postal routes (RFD) or Post Office box numbers. Use standard abbreviations. <b>Example:</b> <i>N, S, E, W, Ave., St., Blvd., Rd., Pkwy., Hwy., US (route), SR (route), CR (county road), TR (town road), FS rd. (Forest Service road), Cr. (creek).</i> <u>Abbreviations are allowed only in this field and in the PROPERTY NAME field where the property name is entered as an address.</u>	Endnote 3  NRHP Bulletin 16A

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	RESTRICT	RESTRICT	Restrictions Apply	Check (✓) this box if the location-specific and/or character-specific information is restricted to ISHPO-authorized users. This field applies to properties whose integrity may be damaged and whose cultural value would be compromised by widespread public knowledge of their locations. <b>Submit a separate sheet briefly explaining the reason for the restriction, including the nature of the threat, and specify what, if any, information about character is to be restricted in addition to location.</b> <sup>4</sup>	Endnote 4  NRHP Bulletin 29
✓	CITY	CITY	City	Provide the name of the city or town in which the property is located. For properties located outside the boundaries of an incorporated/unincorporated area or where the address is restricted, indicate the nearest city or town as the property's location and subsequently check (✓) the VICINITY box.	VICINITY
✓	VICINITY	VICINITY	Vicinity	If a property is located in the proximity of the city previously indicated, check (✓) this box.	CITY
✓	COUNTY CD	COUNTY CD	County Code	Enter the two-digit number code assigned to the county in which the property is located. (A list of these codes is provided in Appendix A.) If the property crosses county lines, provide the primary county code in this field and indicate the additional relevant county code(s) in ADD'L NOTES [FOR SHPO USE ONLY].	ADD'L NOTES [FOR SHPO USE ONLY]  <b>Appendix A – Counties and County Codes</b>
✓	COUNTY NAME	COUNTY NAME	County Name	Provide the name of the county in which the property is located. If a property's boundaries cross county lines, provide the primary county name in this field and indicate the additional relevant county name(s) in ADD'L NOTES [FOR SHPO USE ONLY].	ADD'L NOTES [FOR SHPO USE ONLY]
	SUBNAME	SUBNAME	Subdivision/addition Name	If relevant, identify the name of the subdivision or addition (plat) in which the property is located. <i>Example: Pocatello Original Townsite OR Resseguie's Addition.</i>	
	BLOCK	SUBBLOCK	Subdivision Block	Denote the block reference(s) within the subdivision/addition previously indicated. Specify only whole blocks – it is not necessary to indicate partial blocks.	
	SUBLOT	SUBLOT	Lot	Denote the lot reference(s) within the block previously indicated. Specify only whole lots – it is not necessary to indicate partial lots. <i>Example: 4-6, 8.</i>	
✓	ACRES	ACRES	Acres	Provide the number of acres comprising the recorded property. Enter a whole number, since the data field will not allow fractions or decimals. If the property's acreage encompasses a fraction of an acre larger than "1," round the number up and proceed to the LESS THAN field. <i>Example: If the property is situated on 3.25 acres, then round up and input "4."</i> If the property is less than one acre, enter "1" and proceed to the LESS THAN field. This entry may be an estimate; however, if the acreage is unknown, then leave this field blank.	LESS THAN
✓	LESS THAN	LESS THAN	Less Than Acres (indicated)	Check (✓) this box if the acreage is less than the number indicated in ACRES but greater than its next smallest number (indicating a fraction of an acre). <i>Example: Referring to the ACRES example, this box is checked (✓) since the acreage is less than 4 but greater than 3.</i> If the acreage is less than "1," check (✓) this box.	ACRES
	TAX PARCEL	PARCEL#	Tax Parcel Number	If relevant, indicate the county/city tax parcel number. If unknown, then leave this field blank.	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
√	UTMZ	UTMZONE	UTM Zone	Provide the relevant Universal Transverse Mercator <sup>5</sup> (UTM) zone reference by entering either 11 or 12, depending on the property's location in the state. This number can be found on the United States Geological Survey (USGS) topographic quadrangle map. The UTM zone, easting and northing references are required entries. The Historic Sites Registrar will provide assistance in calculating these entries. If more than one reference point is necessary, proceed to UTM REF2, UTM REF3, and UTM REF4 [IHSI SUPPLEMENT FORM—IHSI SupForm]. Additional UTM references may be necessary for large sites (usually over 10 acres) or districts. Where UTM coordinates for individual urban properties located in districts are not practical, indicate the general coordinates for the district.	Endnote 5  UTM REF2, UTM REF3, and UTM REF4 [IHSI SUPPLEMENT FORM—IHSI SupForm]  NRHP Bulletin 28  NRHP Bulletin 16A
√	EASTING	UTMEAST	UTM Easting (coordinate)	Provide the UTM easting reference point. This is a six-digit number.	UTMZ
√	NORTHING	UTMNORTH	UTM Northing (coordinate)	Provide the UTM northing reference point. This is a seven-digit number.	UTMZ
√	TOWNSHIP	TOWNSHIP	Township	Provide the legal township number – as indexed from the Boise Meridian – in which the property is located. Enter only one. In the case of multiple legal descriptions for an individual property, indicate the additional descriptions in ADD'L NOTES [FOR SHPO USE ONLY].	ADD'L NOTES [FOR SHPO USE ONLY]
√	N_S	N_S	North/South	Indicate whether the township is North or South of the Boise Meridian. Enter "N" or "S." Enter only one.	TOWNSHIP
√	RANGE	RANGE	Range	Provide the legal range number – as indexed from the Boise Meridian – in which the property is located. Enter only one.	TOWNSHIP
√	E_W	E_W	East/West	Indicate whether the range is East or West of the Boise Meridian. Enter "E" or "W." Enter only one.	TOWNSHIP
√	SECTION	SECTION	Section	Provide the legal section number in which the property is located.	TOWNSHIP
	1/4	QUARTER1	Quarter Section (first)	The first quarter section reference is designated the smaller quarter unit when two quarter section references are provided. <u>When providing only one quarter section reference, leave this field blank and indicate the larger quarter section reference in the following field.</u> It is preferred, however, that two quarter sections be provided. Enter only uppercase letters. <i>Example: NW</i> not <i>nw</i> .	QUARTER2
√	1/4	QUARTER2	Quarter Section (second)	The second quarter section reference is designated the larger quarter unit when two quarter section references are provided. At the very least, an entry in this field is required. <u>When providing only one quarter section reference, indicate the larger quarter section reference in this field.</u> Enter only uppercase letters as demonstrated in the previous field instruction.	QUARTER1
√	QUADRANGLE	USGS QUAD	USGS Quadrangle Map	Cite the official name of the USGS topographic quadrangle map (include the minute series) on which the property has been pinpointed. <i>Example: Priest Lake SW 7.5'</i> . Most USGS topographic maps are now available in the 7.5 minute series. However, 15 minute series maps are also acceptable. This entry is required for locating rural properties and urban properties where no other map is available. <sup>6</sup> Cite additional map names in ADD'L NOTES [FOR SHPO USE ONLY].	Endnote 6  ADD'L NOTES [FOR SHPO USE ONLY]

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
√	OTHERMAP	OTHERMAP	Other Map (name)	Cite the map – other than a USGS topographic quadrangle map or Sanborn Fire Insurance Company map – on which the property is pinpointed and a copy of which has been submitted with the site form. <i>Example: Nampa urban area map, Iona city map, OR Boundary County Big Sky Map.</i> <sup>7</sup> Be specific in your entry; include the sheet number, if applicable, as well as the publishing date of the map. <i>Example: Boise urban area map #2, 3-84.</i> This example indicates the site is mapped on sheet #2, published March 1984. This entry is not required if the property already has been <i>precisely</i> located on a USGS map and/or a Sanborn map. For internal office use, cite the map held in ISHPO on which the property's location is pinpointed.	Endnote 7
√	SANBORN MAP	SANBORNMAP	Sanborn Fire Insurance Company Map (town name)	When a property location is depicted on a Sanborn Fire Insurance map, <sup>8</sup> cite the name of the town or city map on which the property appears. When relevant, this entry is required for urban properties.	SANBORN MAP# Endnote 8
√	SANBORN MAP#	SANBORN MAP#	Sanborn Fire Insurance Company Map Number	Cite the Sanborn Fire Insurance Company map page (sheet) number assuming the Sanborn Map name has previously been provided.	SANBORN MAP
√	PHOTO#	PHOTO#	Photograph Number (roll and frame)	This entry is required if photographic negatives and/or photographic identification logs are submitted to ISHPO. Both the roll number and frame number(s) must be provided on each site form and entered per the following example. <i>Example: Roll 1: 4-6.</i>	# OF PHOTOS [FOR SHPO USE ONLY]
√	PROPERTY TYPE	PROPERTY TYPE	Property Type	Enter the type of property resource being documented. <sup>9</sup> Choose one: <i>building, structure, object, site, district</i> . Use the drop-down list box provided for this field (indicated by an arrow to the right of the field).	<b>Appendix B</b> – National Register Property and Resource Types Endnote 9 NRHP Bulletin 16A
	CONST/ACT1	CONST/ACT1	Construction Activity/Event (primary)	This field refers to the <u>primary</u> event or construction activity associated with the property. Choose one: <i>original construction, significant construction, addition, alteration, moved, demolished, significant event, other</i> . When relevant, make further explanation of the activity in COMMENTS. If “ <i>moved</i> ” has been indicated, then attempt to provide the property's original location in COMMENTS. If “ <i>other</i> ” has been indicated, then fully describe the activity in COMMENTS. Use the drop-down list box provided for this field. If unsure of an activity, then leave this field blank.	COMMENTS
	ACTDATE1	ACTDATE1	Activity Date (primary)	Provide the activity date by designating the year associated with the previously noted primary construction activity/event. Enter <u>only one year</u> , not a period of years. <i>Example: 1923</i> . If only an estimated period of years is known, enter the earliest date available and proceed to CIRCA1. If two separate original construction dates are associated with the property – as in the case of another significant construction to the same property – then proceed to CONST/ACT2 and enter a second “ <i>original construction</i> ” and subsequent date. If unable to complete this field, leave the field blank. However, every effort should be made to associate a year with an activity.	CONST/ACT2
	CIRCA1	CIRCA1	Circa (primary)	Complete (√) this field if the previously noted primary activity date (year) is an estimate. At a minimum, the ACTDATE1 and this field should be provided.	ACTDATE1

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	CONST/ACT2	CONST/ACT2	Construction Activity/Event (secondary)	This entry refers to the <u>secondary</u> event or construction activity associated with the property.	CONST/ACT1
	ACTDATE2	ACTDATE2	Activity Date (secondary)	Provide the date (year) associated with the previously noted secondary construction activity/event. If unable to complete this field, leave the field blank.	ACTDATE1
	CIRCA2	CIRCA2	Circa (secondary)	Complete (✓) this field if the previously noted secondary activity date (year) is an estimate.	
✓	ASSOCIATED FEATURES	ASSOCFEATURES	Associated Features	If the principal property being recorded has associated structures, buildings, etc. (features), then briefly list them in this field. <i>Example: A farmstead may include a principal house, barn, granary, silo, and machine shed; a ranger station may consist of a dwelling, weather station and lookout tower; an urban property may consist of a house and a carriage house or garage. Use complete words in this field; do not use abbreviations or contracted words. Example: house, barn, granary, silo, machine shed OR ranger house, weather station, lookout tower or house, garage.</i>	
✓	TOTAL # FEATURES	TOTAL#FEATURES	Total Number of Features	Cite the total number of associated features (outbuildings/secondary structures) occurring on a single, recorded property. <i>Example: The farmstead noted above would total five (5); the ranger station would total three (3); and the urban property would total two (2). Enter at least "1" for the principal recorded property if no other features are present.</i>	
✓	ORIGINAL USE	ORIGINAL USE	Original Use	Indicate the principal historic function of the property. Use the drop-down list box provided in this field. Enter one category which best characterizes that function using only the following categories: <i>domestic, commerce/trade, social, government, education, religion, recreation/culture, industry/processing/extraction, health care, defense, landscape, transportation, funerary, agriculture/subsistence, unknown, other.</i> <i>Example: A horse barn would be entered as "Agriculture/subsistence;" a hydroelectric dam would be entered as "Industry/processing/extraction."</i> If a property has more than one historic use, then make a note of that additional historic use in COMMENTS, again using the categories provided. If no category relates to the property's function, then enter "other" and note an appropriate category for the function in COMMENTS. <sup>10</sup>	Endnote 10 <b>Appendix C – Data Categories for Functions and Uses</b>  COMMENTS  NRHP Bulletin 16A
✓	ORIGSUBUSE	ORIGSUBUSE	Original Sub-use	Provide the historic sub-function of the property using the subcategories listed in Appendix C. <i>Example: In the horse barn example given above, the subcategory would be entered as "animal facility" and more specifically described in COMMENTS as "horse barn." In the dam example, the subcategory would be entered as "energy facility" and more specifically described as hydroelectric dam. If no subcategory applies, then enter "other" and further describe its sub-function in COMMENTS.</i>	<b>Appendix C – Data Categories for Functions and Uses</b>  COMMENTS
✓	CURRENT USE	CURRENT USE	Current Use	Indicate the principal current function of the property. Use the drop-down list box provided. Enter one category which best characterizes that function using only the following categories: <i>domestic, commerce/trade, social, government, education, religion, recreation/culture, industry/processing/extraction, health care, defense, landscape, transportation, funerary, agriculture/subsistence, work in progress, vacant/not in use, unknown, other.</i> <i>Example: A real estate office would be entered as "Commerce/trade;" a college student union building would be entered as "Education;" a railroad bridge would be entered as "Transportation."</i> (continued on next page)	ORIGINAL USE  COMMENTS  <b>Appendix C – Data Categories for Functions and Uses</b>

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
				If a property has more than one current use, again using the categories provided, make a note of that additional current use in COMMENTS. For properties undergoing rehabilitation, restoration, or adaptive reuse, enter "work in progress" and indicate in COMMENTS any functions that are current or anticipated upon completion of the work. If no category relates to the property's function, then enter "other" and provide an appropriate category for the function in COMMENTS.	
√	CURSUBUSE	CURSUBUSE	Current Sub-Use	Provide the current sub-function of the property using the subcategories listed in Appendix C. <i>Example:</i> In the real estate office example above, the subcategory would be entered as "office building." In the college student union building example, the subcategory would be entered as "education-related" and more specifically described in COMMENTS as "college student union building." In the railroad bridge example, the subcategory would be entered as "rail-related" and further described in COMMENTS as "railroad bridge." If no subcategory applies, then enter "other" and further describe the property's sub-function in COMMENTS.	COMMENTS <b>Appendix C – Data Categories for Functions and Uses</b>
<b>NOTES REGARDING MATERIALS</b>					
For properties other than buildings, enter materials under the features to which they correspond and only if those features are present. For districts, list the major visible construction materials. If it is unclear as to which feature a material is referring, enter a material in OTHER MATERIAL. Enter only one material per field; if it is necessary to list additional materials, then do so in COMMENTS. Enter values in these fields using the conventions illustrated in the examples below and in the drop-down list boxes provided for these fields. If the specific construction material is not provided in the list, then enter just the singular term. <i>Example:</i> WOOD OR STONE OR SYNTHETICS. Subsequently note the specific material in COMMENTS. <i>Example:</i> "WOOD:Board and batten," OR "CONCRETE:Concrete block," OR "BRICK:Clinker brick" OR "STONE:Lavarock."					Endnote 11 <b>Appendix D – Materials</b> COMMENTS OTHER MATERIALS NRHP Bulletin 16A
√	WALL MATERIAL	WALL MATERIAL	Wall Material	Enter the most predominant exterior wall material. If the material is unknown or undetermined, then leave the field blank.	
√	FOUND.MATERIAL	FOUND.MATERIAL	Foundation Material	Enter the most predominant exterior foundation material. If the material is unknown or undetermined, then leave the field blank.	
√	ROOF MATERIAL	ROOF MATERIAL	Roof Material	Enter the most predominant exterior roof material. If the material is unknown or undetermined, then leave the field blank. Please note that when referring to "composition" shingles, enter "asphalt." <sup>12</sup>	Endnote 12
√	OTHER MATERIAL	OTHER MATERIAL	Other Material	Enter the most predominant materials of other parts of the exterior. These might include chimneys, porches, lintels, cornices, and decorative elements. Leave this field blank if no other elements are visible. Use this field, too, when a material cannot be necessarily associated with a construction feature.	OTHER MATERIAL [IHSI SUPPLEMENT FORM – IHSI SupForm]
√	ARCHSTYLE	ARCHSTYLE	Architectural Style	This field refers to a property's architectural style or stylistic influence. If a building exterior clearly exhibits characteristics of an architectural style, then choose the style that is most strongly conveyed. Enter only one style from the drop-down list box provided for this field. <sup>13</sup> <i>Example:</i> Classical Revival. Some properties are often more readily identified by their functional type rather than by their reference to a particular style. <i>Example:</i> Commercial. After entering "Commercial" proceed to more specifically describe the property in COMMENTS. <i>Example:</i> Commercial: Two-Part Vertical Block. Other properties, such as buildings characterized as folk or vernacular and bridges, are identified by their massing or type. These structures are not specifically described by any of the listed terms, in which case, enter "Other" and describe (continued on next page)	Endnote 13 <b>Appendix E – Architectural Styles</b> <b>Appendix F – Data Categories for Architectural Classification</b>

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
				the property further in COMMENTS. <i>Example: Other: Pratt through truss OR Other: I-house OR Other: Gothic Arch. While the term "vernacular" is acceptable to use, do not use it without further description since the term does not describe any specific characteristics. Example: Vernacular with Craftsman elements. Some buildings and structures simply defy any architectural classification. In this case, enter "No Style." If the style is not known, then leave this field blank.</i>	COMMENTS NRHP Bulletin 16A
	PLAN	PLAN	Plan	Enter the general classification for a building's footprint or ground plan using the drop-down list box provided. Enter only one of the following terms: <i>rectangular, square, round, T-plan, U-plan, L-plan, H-plan, cross, irregular, linear.</i> If the terms provided do not accurately describe the property or a more specific classification is appropriate, then provide the description in COMMENTS. <i>Example: hall and parlor, shotgun, double pen.</i> If unknown, then leave this field blank.	Endnote 14 COMMENTS
√	CONDITION	CONDITION	Condition	Provide the term that most accurately describes the property's physical condition. Using the drop-down list box provided, enter only one of the following terms: <i>Excellent, Good, Fair, Poor.</i> As a general assessment, this is the surveyor's initial impression of the property's condition. Condition does not necessarily affect National Register eligibility.	
	NR REF #	NR REF #	National Register Reference Number	If known, provide the National Register of Historic Places reference number in this field. This is an eight-digit number assigned by the National Park Service when an action, such as listing, has taken place. <i>Example: 95000506.</i>	<a href="http://www2.state.id.us/shs/index.html">http://www2.state.id.us/shs/index.html</a>
	NPS CERT	NPS CERT	National Park Service Certification	Assuming the National Park Service has previously taken an action on a property, indicate that action (certification) in this field. From the drop-down list box provided, enter only one of the following terms: <i>listed, doe (determination of eligibility), doi (determination of ineligibility), removed, rejected, additional documentation, NHL (National Historic Landmark), other.</i> If "other" has been entered, then provide further explanation in COMMENTS.	COMMENTS
	ACTIONDATE	DATE OF ACTION	Date of Action	Referring to the previous entry, cite the date of action taken by the National Park Service. Enter the month, day and year. <i>Example: 4/27/95.</i>	
	FUTURE ELIG DATE	FUTELIGDATE	Future Eligibility Date	If known, cite the year in which the property may become eligible for National Register listing. This will be a year calculated fifty (50) years from the date of original construction or significant event. <i>Example: 2005.</i> Based on the National Register of Historic Places general rule that properties must be "fifty years old or older," this field allows potentially significant properties currently less than 50 years old to again be evaluated for historic significance when the property does meet this rule.	
	DIST/MPLNAME1	DIST/MPLNAME1	Historic District/ Multiple Property Listing Name (primary)	Provide the name of the historic district, multiple property listing, or thematic resource within which the property is listed, if known. <u>This field is for previously listed properties – do not enter the name of a proposed district.</u>	
	DIST/MPLNAME2	DIST/MPLNAME2	Historic District/ Multiple Property Listing Name (secondary)	Provide the name of an additional historic district, multiple property study, or thematic resource within which the property is listed, if known. It is possible that a property is listed within more than one historic district, etc.	DIST/MPLNAME1

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
<b>NOTES REGARDING ELIGIBILITY</b>					
√	At the reconnaissance level of documentation, the following National Register evaluations of eligibility will most often involve in-field assessments rather than full, intensive evaluations. At least one of these categories must be indicated.				NRHP Bulletin 16A
	<b>INDIVIDUALLY ELIGIBLE</b>	<b>NRRECINDELIG</b>	Individually Eligible	Indicate (√) whether the property <i>does independently</i> meet at least one of the National Register criteria for evaluation.	
	<b>NOT ELIGIBLE</b>	<b>NRRECNOTINDELIG</b>	Individually Not Eligible	Indicate (√) whether the property <i>does not independently</i> meet any of the National Register criteria for evaluation.	
	<b>CONTRIBUTING IN A POTENTIAL DISTRICT</b>	<b>NRRECPOTDIST</b>	Contributing in a Potential District	Indicate (√) whether the property <i>does add to the historic significance</i> of a district. Contributing properties may also be individually eligible.	
	<b>MULTIPLE PROPERTY STUDY</b>	<b>NRRECMULTPROP</b>	Contributing to a Multiple Property Study	Indicate (√) whether the property <i>belongs to a group of related significant properties</i> . Properties may also be individually eligible.	
	<b>NONCONTRIBUTING</b>	<b>NRRECNONCON</b>	Non-contributing (in a historic district)	Indicate (√) whether the property <i>does not add to the historic significance</i> of a district.	
	<b>NOT EVALUATED</b>	<b>NRRECNOTEVAL</b>	Not Evaluated	Indicate (√) whether a determination of the property's <i>eligibility has not been made</i> .	
	<b>FUTURE ELIGIBILITY</b>	<b>NRRECFUTELIG</b>	Future Eligibility	Indicate (√) whether the property may be eligible for National Register listing at a future date. If this field has been checked, then indicate the year in FUTURE ELIG. DATE previously discussed.	FUTURE ELIG.DATE
<b>NOTES REGARDING CRITERIA</b>					
√	Identify the National Register criteria for which the property qualifies for listing. <sup>15</sup> This field is required; thus, indicate (√) at least one of these categories. Briefly stated:				Endnote 15
	<b>A</b>	<b>A</b>	Criterion A	The property is associated with events that have made a significant contribution to the broad patterns of our history.	<b>Appendix G – The National Register Criteria</b>
	<b>B</b>	<b>B</b>	Criterion B	The property is associated with the lives of persons significant in our past.	
	<b>C</b>	<b>C</b>	Criterion C	The property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction.	NRHP Bulletin 16A
	<b>D</b>	<b>D</b>	Criterion D	The property has yielded, or is likely to yield, information important in prehistory or history.	
<b>NOTES REGARDING CRITERIA CONSIDERATION</b>					
√	Complete these fields, if applicable. Indicate (√) any criteria consideration. Check all that apply. These fields set forth special standards for listing certain kinds of properties usually excluded from the National Register. <sup>16</sup> This field is required provided there is a consideration. Briefly stated:				Endnote 16
	<b>A</b>	<b>A</b>	Consideration A	The property is owned by a religious institution or used for religious purposes.	<b>Appendix G – The National Register Criteria</b>
	<b>B</b>	<b>B</b>	Consideration B	The property has been removed from its original location.	
	<b>C</b>	<b>C</b>	Consideration C	The property is a birthplace or grave.	NRHP Bulletin 16A
	<b>D</b>	<b>D</b>	Consideration D	The property is a cemetery.	
	<b>E</b>	<b>E</b>	Consideration E	The property is a reconstruction.	
	<b>F</b>	<b>F</b>	Consideration F	The property is commemorative in intent.	
	<b>G</b>	<b>G</b>	Consideration G	The property is less than 50 years of age but has achieved significance within the past 50 years.	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
√	AREA OF SIGNIF	AREA OF SIGNIF	Area of Significance	Specify a primary area of significance by selecting the area in which the property qualifies for National Register listing. <u>Choose one</u> of the following terms provided in the drop-down list box: <i>agriculture, architecture, archaeology (Cultaffil), commerce, community planning &amp; development, conservation, education, engineering, entertainment/recreation, ethnic heritage (Cultaffil), exploration/settlement, industry, health/medicine, military, politics/government, religion, social history, transportation, other.</i> <sup>17</sup> The category selected should coincide with the criterion previously indicated. <i>Example: "A"/community planning and development or "C"/engineering.</i> With regard to "Archaeology" and "Ethnic Heritage," further identify the subcategory in CULTAFFIL. If no category applies, then enter "other" and specify an appropriate category in COMMENTS. If the area of significance is unknown, then leave this field blank. However, every effort should be made to identify the area of significance.	Endnote 17  CULTAFFIL [IHSI SUPPLEMENT FORM – IHSI SupForm]  <b>Appendix H – Data Categories for Areas of Significance</b>  NRHP Bulletin 16A  COMMENTS
√	AREA OF SIGNIF	AREA OF SIGNIF	Area of Significance	If applicable, specify a secondary area of significance by selecting the area in which the property additionally qualifies for National Register listing.	AREA OF SIGNIF (previous)
√	COMMENTS	COMMENTS	Comments	This field is reserved for the surveyor's miscellaneous comments, observations, explanations, clarifications, or additional descriptions regarding the property. This is a very large text field; space is not limited to the printed site form. If more printed space is necessary, utilize the attachment site form. This space should be used to provide any additional information which has been obtained in the field but which does not lend itself to entry elsewhere in the database. Please make every attempt <u>not</u> to abbreviate or contract words. <u>Spell out words</u> completely as this facilitates searches and queries within the database. Use complete sentences and use only <u>one space</u> between sentences to conserve disk space.	ATTACH
√	PROJ/RPT TITLE	PROJ/RPT TITLE	Project/Report Title	Provide the title of the survey project or report encompassing the recordation of the property. <i>Example: A Cultural Resources Inventory of Selected Parcels in the Dry Creek Valley, Ada County, Idaho or Reconnaissance Survey in Island Park, Phase III.</i>	
√	SVY DATE	SVY DATE	Survey Date	Provide the specific date on which the property was recorded. <i>Example: 8/23/01.</i>	
√	SVY LEVEL	SVY LEVEL	Survey Level	Enter the level of survey by choosing either <i>reconnaissance</i> or <i>intensive</i> – provided in the drop-down list box. Reconnaissance indicates a minimum level of documentation; intensive indicates more substantial survey documentation is submitted with this form (at a minimum, the supplement site form should be attached).	
√	RECORDED BY	RECORDEDBY	Recorded By	Enter the name of the principal surveyor responsible for recording the property.	
√	PH	RECORDERPHONE	Recorder's Phone Number	Provide the principal surveyor's telephone number. <i>Example: 555-555-5555 or 555.555.5555.</i> <u>Do not use parentheses or spaces in this field.</u>	
√	ADDRESS	RECORDERADDRESS	Recorder's Address	Provide the principal surveyor's complete address.	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
<b>NOTE REGARDING "SUBMITTED" FIELDS</b>					
These fields verify whether additional materials are submitted with the site form.					
√	PHOTOS	PHOTOS	Photographs	Verify (√) that photographs have been submitted with the site form. At least <u>one black and white photograph is required</u> to be submitted with each site form. <sup>18</sup> Photos should be appropriately labeled in soft pencil with the project title, date taken, camera direction, and field number.	Endnote 18 NRHP Bulletin 23 NRHP Bulletin 16A
	NEGS	NEGS	Negatives	Verify (√) that negatives have been submitted with the site form. ISHPO does accept negatives for archival storage, but they are not required. If they are submitted, then a photographic identification log must be attached.	PHOTO#  PHOTO LOG [IHSI SUPPLEMENT FORM – IHSI SupForm]  <b>Appendix I</b> – Photograph Identification Log
	SLIDES	SLIDES	Slides	Verify (√) that slides have been submitted with the site form. ISHPO does accept slides for archival storage, but they are not required. If they are submitted, then properly identify each slide with the subject and field number.	
	SKETCH MAP	SKETCH MAP	Sketch Map	Verify (√) that a sketch map and/or sketch have been submitted with the site form. Sketch maps are optional; however, their use is encouraged for properties containing a substantial number of features, such as farmsteads or mining sites. Sketches need not be to scale. Space has been provided on the Supplement site form for sketches, if warranted. Sketch maps should not be submitted as substitutes for USGS topographic maps or Sanborn Fire Insurance Company maps.	
<b>NOTES REGARDING "FOR SHPO USE ONLY"</b>					
This section of the site form is not strictly limited to ISHPO use, although several fields are specifically intended for <b>Internal Use Only</b> . Much of the information required here is available only in the ISHPO and are used as cross-references to additional documentation held there. The following instructions are primarily intended for use by Preservation Office personnel except where noted in the individual fields.					
	SVY RPT #	SVY RPT #	Survey Report Number	Cite the current survey report number assigned by the ISHPO Historic Sites Registrar. <b>Internal Use Only.</b>	
	MS RPT #	MS RPT #	Manuscript Report Number	Cite the current manuscript report number assigned by the ISHPO Historic Sites Registrar. <b>Internal Use Only.</b>	
	IHPR #	IHPR #	Idaho Historic Properties Record Number	Cite the Idaho Historic Properties Record number assigned by the ISHPO Historic Sites Registrar. <b>Internal Use Only.</b>	
	HABS NO. ID-	HABS NO ID-	Historic American Buildings Survey Number	Cite the Historic American Buildings Survey reference number. <i>Complete this field, if known.</i>	
	HAER NO. ID-	HAER NO ID-	Historic American Engineering Record Number	Cite the Historic American Engineering Record reference number. <i>Complete this field, if known.</i>	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	IHSI#		Idaho Historic Sites Inventory Number	Cite the Idaho Historic Sites Inventory number assigned by the ISHPO Historic Sites Registrar. <i>Complete this field, if known.</i> If an IHSI number has previously been assigned to this property, indicate that number in place of a <i>temporary</i> number.	IHSI# [IHSI MAIN FORM – HPForm]
	SITS#	SITS#	Smithsonian Institution Trinomial System Number	Cite the Smithsonian Institution Trinomial System reference number (archaeological site number) assigned by the ISHPO Curator of Archaeology. <i>Complete this field, if known.</i> <b>Example:</b> 10 BV 263.	
	REV#	REV#	Review Number	Cite the current Section 106 review project reference number assigned by the ISHPO. <b>Internal Use Only.</b>	
	CS#	CS#	Context Study Number	Cite the Context Study number assigned by the ISHPO Historic Sites Registrar. <b>Internal Use Only.</b>	
	IHSI# REF	IHSI# REF	Idaho Historic Sites Inventory Number Reference	Cite additional IHSI numbers for further information, if applicable. <b>Internal Use Only.</b> Separate the numbers with a semi-colon and one space or by a “ <i>thru.</i> ” <b>Example:</b> 17-5227; 17-395 OR 23-998 thru 23-1001.	
	NR REF# 2	NR REF #2	National Register Reference Number (2)	Cite an additional NRHP reference number, if applicable. <b>Internal Use Only.</b>	
	REV# REF	REV# REF	Review Number Reference	Cite additional Section 106 review files for further information, if applicable. <b>Internal Use Only.</b>	
	SVY RPT# 1	SVY RPT# 1	Survey Report Number (1)	Cite one additional survey report number for further information, if applicable. <b>Internal Use Only.</b>	
	SVY RPT# 2	SVY RPT# 2	Survey Report Number (2)	Cite one additional survey report number for further information, if applicable. <b>Internal Use Only.</b>	
	SVY RPT# 3	SVY RPT# 3	Survey Report Number (3)	Cite one additional survey report number for further information, if applicable. <b>Internal Use Only.</b>	
	MS RPT# 1	MS RPT# 1	Manuscript Report Number (1)	Cite one additional manuscript report number for further information, if applicable. <b>Internal Use Only.</b>	
	MS RPT# 2	MS RPT# 2	Manuscript Report Number (2)	Cite one additional manuscript report number for further information, if applicable. <b>Internal Use Only.</b>	
	ADD'L NOTES	ADD'L NOTES	Additional Notes	Provide any additional information not entered elsewhere in the database that may be useful in research. This may include such information as additional legal descriptions, reference to historic photographs or additional photographs on file and where they are located, additional UTM references, special project reference, or clarification of file information. If site information is solely a result of a Section 106 review project, then enter the term “ <i>compliance</i> ” in this space. Like the COMMENTS section, this is a very large text field; space is not limited to the printed site form. If more printed space is necessary, then utilize the supplement site form. <i>Complete this field, if applicable.</i>	
	ATTACH	ATTACH	IHSI Attachment Form	Indicate (✓) whether the IHSI Attachment Form is appended to the main site form when the text in the COMMENTS section exceeds the space provided on the main form. This is a <b>required</b> entry if the previous statement is true. <i>Complete this field, if applicable.</i>	COMMENTS [IHSI MAIN FORM – HPForm]

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	MOREDATA	MOREDATA	More Data	Indicate (✓) whether additional data (other than what appears on the main site form) is available in the database and, subsequently, on the IHSI Supplement Form. This is a <b>required</b> entry if the previous statement is true. Whereas the additional data (supplement form) is optional for reconnaissance-level survey, it is not necessary to complete any information not appearing on the main site form. <i>Complete this field, if applicable.</i>	
✓	# OF PHOTOS	# OF PHOTOS	Number of Photographs	Provide the number of photographs being submitted or accessioned with the site form. <i>Complete this field.</i>	PHOTO# [IHSI MAIN FORM – HPForm]
	NEGBOX#	NEGBOX#	Negative Box Number	Cite the box number in which negatives depicting the property are filed in the holdings at the Idaho State Historical Library and Archives. <b>Internal Use Only.</b>	
	# OF SLIDES	# OF SLIDES	Number of Slides	Provide the number of slides being submitted or accessioned with the site form. <i>Complete this entry, if applicable.</i>	
	SHPO DETER	SHPO DETER	SHPO Determination	Indicate the ISHPO's determination of eligibility (based on the information provided) by entering one of the following terms: <i>eligible, ineligible, insufficient information</i> . Use the drop-down list box provided. <b>Internal Use Only.</b>	
	DETER DATE	DETER DATE	Determination Date	Provide the date on which the ISHPO made the above determination. <i>Example: 3/18/01 or 3/01.</i> <b>Internal Use Only.</b>	
	INITIALED	INITIALED	Initialed	Provide the initials of the person primarily responsible for data entry or data review. Use lowercase letters. <i>Example: be or bhd.</i> <b>Internal Use Only.</b>	
	ENTRY DATE	DATEENTERED	Entry Date	Indicate the date the property information is entered into the database. <i>Example: 11/14/01.</i> <b>Internal Use Only.</b>	
	REVISE1	REVISE1	Revision (1)	Indicate the date of the first revision to the site information – based on subsequent survey. <i>Example: 11/14/01.</i> <b>Internal Use Only.</b>	
	REVISE2	REVISE2	Revision (2)	Indicate the date of the second revision to site information – based on subsequent survey. <i>Example: 11/14/01.</i> <b>Internal Use Only.</b>	
	REVISE3	REVISE3	Revision (3)	Indicate the date of the third revision to the site information – based on subsequent survey. <i>Example: 11/14/01.</i> <b>Internal Use Only.</b>	
<b>End of Main Form</b>					
<b>ADDITIONAL HPQUERY FIELDS</b>					
		COMMENTS_2.IHSI#		Field is automatically filled.	
		FEATURES.IHSI#		Field is automatically filled.	
		NRINFO.IHSI#		Field is automatically filled.	
		PHOTO.IHSI#		Field is automatically filled.	
✓		COMMENTS_2.Field#		<i>Complete this field with the field number.</i>	
✓		FEATURES.Field#		<i>Complete this field with the field number.</i>	
✓		NRINFO.Field#		<i>Complete this field with the field number.</i>	
✓		PHOTO.Field#		<i>Complete this field with the field number.</i>	
<b>IHSI SUPPLEMENT FORM (IHSI SupForm)</b>					
The following data fields appear on the supplement form; several of the fields on the form are duplicated from the main form for easier site identification. These are automatically filled in; they do not require duplicate entry of information. This information is optional, <i>except where noted</i> . Completing these fields partially satisfies intensive-level documentation and NRHP nomination submission. Additional documentation may be required.					

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	<b>OTHER NAME</b>	<b>OTHER NAME</b>	Other Name	Provide another name by which the property has been commonly known, if any. The "other name" may reflect the property's history, current ownership, or popular use and may or may not fall into the categories given for historic names.	
	<b>UTM REF2</b>	<b>UTM REF 2</b>	UTM Reference 2	When necessary, enter an additional UTM reference. <i>Example: 00/000000/000000.</i>	UTMZ [IHSI MAIN FORM – HPForm]
	<b>UTM REF3</b>	<b>UTM REF 3</b>	UTM Reference 3	When necessary, enter an additional UTM reference. <i>Example: 00/000000/000000.</i>	UTMZ [IHSI MAIN FORM – HPForm]
	<b>UTM REF4</b>	<b>UTM REF 4</b>	UTM Reference 4	When necessary, enter an additional UTM reference. <i>Example: 00/000000/000000.</i> If more than four UTM references are necessary, then indicate the additional references in ADD'L NOTES [IHSI MAIN FORM – HPForm].	UTMZ [IHSI MAIN FORM – HPForm]  ADD'L NOTES [IHSI MAIN FORM – HPForm]
	<b>OTHER MATERIAL2</b>	<b>OTHER MATERIAL</b>	Other Material	Enter the most predominant materials of other parts of the exterior using the terms provided in the drop-down list box. These might include chimneys, porches, lintels, cornices, and decorative elements. Enter only one. Leave this field blank if no other elements are visible. Otherwise, follow the instructions outlined in NOTES REGARDING MATERIALS [IHSI MAIN FORM – HPForm].	NOTES REGARDING MATERIALS [IHSI MAIN FORM – HPForm]
√	<b>PHOTO LOG</b>	<b>PHOTO LOG</b>	Photographic Log	Indicate (√) whether a photograph identification log has been submitted with the site form. Submitting a photograph identification log is required if negatives are submitted to ISHPO. (Appendix I may be reproduced.)	NEGS [IHSI MAIN FORM – HPForm]  <b>Appendix I</b> – Photograph Identification Log
	<b>SIGNIFDATE</b>	<b>SIGNIFDATE</b>	Significant Date	Designate the year in which a major event directly contributed to the significance of the property. <sup>19</sup> <i>Example: 1902.</i> Enter only one year in this field. Note additional significant dates in COMMENTS [IHSI MAIN FORM – HPForm].	Endnote 19  COMMENTS [IHSI MAIN FORM – HPForm]  NRHP Bulletin 16A
	<b>SIGNIFPERIOD</b>	<b>SIGNIFPERIOD</b>	Significant Period	Specify the period of time when the property attained significance qualifying it for National Register listing. <sup>20</sup> <i>Example: 1899-1915.</i> Enter only one period of time in this field. Note additional periods of significance in COMMENTS [IHSI MAIN FORM – HPForm].	Endnote 20  COMMENTS [IHSI MAIN FORM – HPForm]  NRHP Bulletin 16A
	<b>SIGNIFPERSON</b>	<b>SIGNIFPERSON</b>	Significant Person	Provide the full name of the person with whom the property is importantly associated. <u>Complete this field only if Criterion B is indicated (√).</u>	CRITERIA [IHSI MAIN FORM – HPForm]

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	<b>CULTAFFIL</b>	<b>CULTAFFIL</b>	Cultural Affiliation	Enter the cultural affiliation subcategory when either "Ethnic Heritage" or "Archaeology" has been indicated as the Area of Significance. From the drop-down list box provided, choose one from the following terms: <i>Aslan, Black, European, Hispanic, Native American, Pacific Islander, other, Prehistoric, Historic: Aboriginal, Historic: Non-Aboriginal</i> . If "other" has been indicated, then provide further explanation in COMMENTS [IHSI MAIN FORM – HPForm].	<b>Appendix H</b> – Data Categories for Areas of Significance  COMMENTS [IHSI MAIN FORM – HPForm]  AREA OF SIGNIF [IHSI MAIN FORM – HPForm]
	<b>ARCH/BUILD</b>	<b>ARCH/BUILD</b>	Architect/Builder	Provide the full name(s) of the person(s) responsible for design or construction of the property. This includes architects, artists, builders, craftsmen, designers, engineers, and landscape architects. <sup>21</sup> If more space is required, then note additional names in ADD'L NOTES [IHSI MAIN FORM – HPForm].	Endnote 21  NRHP Bulletin 16A
	<b>AGENCYCERT</b>	<b>AGENCYCERT</b>	Agency Certification	Indicate the State/Federal agency level of significance recommendation for certification. <sup>22</sup> Choose one of the following three levels provided in the drop-down list box: <i>national, statewide, local</i> .	Endnote 22
	<b>OWNERSHIP</b>	<b>OWNERSHIP</b>	Ownership	Indicate the current status of ownership of the property. Of the following choices provided in the drop-down list box, choose one: <i>private, public-local, public-state, public-federal</i> . If more than one ownership is applicable – such as in a district – then note the additional ownership in ADD'L NOTES [IHSI MAIN FORM – HPForm].	ADD'L NOTES [IHSI MAIN FORM – HPForm]
	<b>PROPOWN</b>	<b>PROPOWN</b>	Property Owner	Provide the name and address of the current property owner. If more than one owner, then provide additional owners in ADD'L NOTES [IHSI MAIN FORM – HPForm].	ADD'L NOTES [IHSI MAIN FORM – HPForm]
	<b>DOCSOURCE</b>	<b>DOCSOURCE</b>	Document Source	Briefly cite any primary or secondary sources of information that were utilized in recording and/or researching the property such as personal interviews, oral histories, historical documents, drawings, newspapers, publications, public records, books, etc. <i>Example: Lalia Boone – Idaho Place Names: A Geographical Dictionary OR personal interview with John Brown, past owner of property</i> . These do not need to be cited in full bibliographic form.	
	<b>ARCHPLANS</b>	<b>ARCHPLANS</b>	Architectural Plans	Indicate (√) whether the architect's plans are available. If plans are available, then indicate in ADD'L NOTES [IHSI MAIN FORM – HPForm] where those plans are located or who may be contacted regarding the plans.	ADD'L NOTES [IHSI MAIN FORM – HPForm]
	<b>TAXEASE</b>	<b>TAXEASE</b>	Tax Easement	Indicate (√) whether a tax act preservation easement is held on the property being recorded.	
	<b>TAXCERT</b>	<b>TAXCERT</b>	Tax Certification	Indicate (√) whether the property is the subject of a tax act certification project. If so, then indicate the project number in ADD'L NOTES [IHSI MAIN FORM – HPForm].	ADD'L NOTES [IHSI MAIN FORM – HPForm]
	<b>NR REF #3</b>	<b>NR REF #3</b>	National Register Reference Number (3)	Cite an additional NRHP reference number, if applicable. <i>Complete this field, if known</i> .	
	<b>IHSI# REF</b>	<b>IHSI# REF</b>	Idaho Historic Sites Inventory Number Reference	Cite additional IHSI numbers for further information, if applicable. <b>Internal Use Only</b> . Separate the numbers with a semi-colon and one space or by a "thru". <i>Example: 17-5227; 17-395 OR 23-998 thru 23-1001</i> .	
<b>End of Supplement Form</b>					
DATA ENTRY MANUAL.doc 11/29/01					

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<sup>1</sup> Historic names fall into several categories: original owner or builder; significant persons or events associated with the property; original or later significant uses of the property; location; innovative or unusual characteristics; or accepted professional, scientific, technical, or traditional names. If a property does not have a historic name, the name may reflect the property's current ownership, popular use, or address. For naming districts, use traditional terms such as village, ranch, townsite, farmstead, etc. Refer to NRHP Bulletin 16A, – *Guidelines for Completing National Register of Historic Places Forms: How to Complete the National Register Registration Form*, pp.8-9.

<sup>2</sup> Properties containing related features such as a farmstead or mining operation should be recorded on one inventory form and assigned a single field number. (Each feature must be identified and described; attach additional sheets, if necessary.) An individual residence or commercial building should also be assigned a single field number. Use one and only one field number per inventoried property. The field number should be used to identify the property on all related documents, maps, photographs, or other graphic representation of the property.

<sup>3</sup> Refer to NRHP Bulletin 16A, p.10 for further guidance for entering street and number.

<sup>4</sup> Section 304 of the National Historic Preservation Act of 1966, as amended, and Section 9(a) of the Archaeological Resources Protection Act of 1979 authorize the restriction of information about both a property's location and its character or nature. At the request of a property owner, the ISHPO, in applying these authorities, will not make public any information revealing the location or character if it is likely that this action would expose the resource or its setting to a substantial risk of harm, theft, or destruction. Furthermore, in order to gain access to restricted information, the user must first contact the property owner for authorization. ISHPO-authorized users are those persons satisfying conditions set forth in the Archaeological Survey of Idaho *Confidentiality Agreement*. Typically, authorized users are restricted to government agency personnel or its agents and scholarly researchers who are able to demonstrate their credentials. Refer to NRHP Bulletin 29 – *Guidelines for Restricting Information About Historic and Prehistoric Resources*.

<sup>5</sup> A UTM coordinate delineates an exact geographic location accurate to within 10 meters, or 30 feet. More than one reference may be necessary. Refer to NRHP Bulletin 28 – *Using the UTM Grid System to Record Historic Sites*. Also, refer to NRHP Bulletin 16A, pp.54-55.

<sup>6</sup> At a minimum, a photocopy of the topographic map – or portion of map -- exhibiting the property location should be submitted with all site forms. Additional maps may be required for urban properties. Rural properties located outside of city limits should be pinpointed on United States Geological Survey (USGS) topographic maps; urban properties should be pinpointed on Sanborn Fire Insurance Company maps, subdivision/addition plats or other appropriately detailed maps. If the map used is not readily available in libraries or for purchase, then indicate in ADD'L NOTES the repository where the map may be found.

<sup>7</sup> These examples and telephone book maps are the least acceptable of map references and submittals since these types of maps typically lack detail. They do not allow for accurate UTM calculations or precise legal descriptions.

<sup>8</sup> Sanborn Fire Insurance Company maps are large-scale maps of every US town of 2,000 or more population (as of 1949). They provide accurately scaled visual depiction of street layout, building location and construction, exposures, occupancies, fire hazards, and fire protection. Only areas within city boundaries are depicted.

<sup>9</sup> Classify a property having a main resource and a small number of related secondary resources by the main resource: *House, garage, and barn = building*. Similarly, if two or more resources are attached, classify them by the most important resource: *Lighthouse with attached keeper's house = structure*. Refer to NRHP Bulletin 16A, pp.14-15 for further discussion of category of property.

<sup>10</sup> Refer to NRHP Bulletin 16A, pp.18-23 for guidance and explanations of data categories for functions and uses.

<sup>11</sup> Refer to NRHP Bulletin 16A, p.27 for guidelines for entering materials.

<sup>12</sup> According to the *Old-House Dictionary: An Illustrated Guide to American Domestic Architecture 1600 to 1940* by Steven J. Phillips © 1989, asphalt shingles may also be termed "composition shingles." These are shingles made of heavy asbestos or rag roofing felt saturated with asphalt and coated with mineral granules on the surface exposed to the weather.

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<sup>13</sup> Suggested architectural style guides are: *A Field Guide to American Houses* by Virginia and Lee McAlester; *American Architecture Since 1780: A Guide to Architectural Styles* by Marcus Whiffen; *Identifying American Styles* by John J.G. Blumenson; *What Style Is It?* by John Poppeliers, S. Allen Chambers, and Nancy B. Schwartz; *A Field Guide to American Architecture* by Carole Rifkind; *Houses by Mail: A Guide to Houses from Sears, Roebuck and Company* by Katherine Cole Stevenson and H. Ward Jandl; *American Vernacular Design 1870-1940* by Herbert Gottfried and Jan Jennings; and *The Buildings of Main Street: A Guide to American Commercial Architecture* by Richard Longstreth. Additional architectural classifications are listed in NRHP Bulletin 16A, pp.24-26; however, these styles are not commonly found in Idaho.

<sup>14</sup> *A Field Guide to American Houses* by Virginia and Lee McAlester provides a guide to ground plans.

<sup>15</sup> Refer to NRHP Bulletin 16A, p.36-37 for clarification of the National Register criteria.

<sup>16</sup> Refer to NRHP Bulletin 16A, p.36-37 for more complete definitions of criteria considerations.

<sup>17</sup> Additional areas of significance are identified in NRHP Bulletin 16A, p.40-41. These areas are less common and so are not included in the drop-down list box.

<sup>18</sup> Every property documented on an Idaho Historic Sites Inventory form must be illustrated with at least one clear photograph. For sites containing two or more resources, photographs of associated structures/features are recommended. When photographing historic buildings, photograph the primary (front) exterior wall of each property recorded. Depending upon how complex a property is, it may be appropriate to take several photographs from various angles as well as of major additions and/or alterations. Thirty-five millimeter black and white film (not color print and not slide film) should be used. Black and white film ensures the archival longevity of images. Photographs should be at least 3½ by 5 inches and should be labeled only in pencil and only on the backs of the prints. Extremely soft pencils such as those available at art or drafting supply stores are most effective for labeling the backs of photographs. Label photographs with only the name of the project, the date (month/year) that the photograph was taken, the direction of the camera, and the field number. Photographs should never be labeled on the front of the print. They should never be labeled with adhesive labels or other applied materials. Never affix photographs to paper, cardboard, etc. Refer to NRHP Bulletin 16A, p.63-65 for guidelines for photographs and NRHP Bulletin 23 – *How to Improve Quality of Photos for National Register Nominations*.

<sup>19</sup> Refer to NRHP Bulletin 16A, p.43 for guidelines for identifying significant dates.

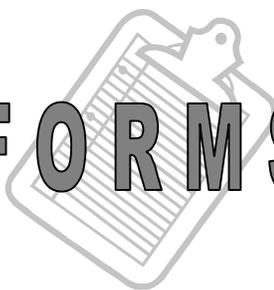
<sup>20</sup> Refer to NRHP Bulletin 16A, p.42 for guidelines for selecting the periods of significance.

<sup>21</sup> Refer to NRHP Bulletin 16A, p.45 for further guidelines for entering names of architect/builder.

<sup>22</sup> Briefly, a “local” historic context represents an aspect of the history of a town, city, county, cultural area, or region. It is defined by the importance of the property not necessarily the physical location of the property. Properties are evaluated in a “state” context when they represent an aspect of the history of the state as a whole. Properties are evaluated in a “national” context when they represent an aspect of the history of the United States and its territories as a whole.

# IDAHO HISTORIC SITES INVENTORY

**FORMS**



IDAHO HISTORIC SITES INVENTORY FORM

PROPERTY NAME [ ] FIELD# [ ]
STREET [ ] RESTRICT [ ]
CITY [ ] VICINITY [ ] COUNTY CD [ ] COUNTY NAME [ ]
SUBNAME [ ] BLOCK [ ] SUBLOT [ ] ACRES [ ] LESS THAN [ ]
TAX PARCEL [ ] UTMZ [ ] EASTING [ ] NORTHING [ ]
TOWNSHIP [ ] N\_S [ ] RANGE [ ] E\_W [ ] SECTION [ ] 1/4 [ ] 1/4
QUADRANGLE [ ] OTHERMAP [ ]
SANBORN MAP [ ] SANBORN MAP# [ ] PHOTO# [ ]

PROPERTY TYPE [ ] CONST/ACT1 [ ] ACTDATE1 [ ] CIRCA1 [ ]
CONST/ACT2 [ ] ACTDATE2 [ ] CIRCA2 [ ]

ASSOCIATED FEATURES [ ] TOTAL # FEATURES [ ]

ORIGINAL USE [ ] WALL MATERIAL [ ]
ORIGSUBUSE [ ] FOUND. MATERIAL [ ]
CURRENT USE [ ] ROOF MATERIAL [ ]
CURSUBUSE [ ] OTHER MATERIAL [ ]
ARCHSTYLE [ ] PLAN [ ] CONDITION [ ]

NR REF # [ ] NPS CERT [ ] ACTIONDATE [ ] FUTURE ELIG DATE [ ]
DIST/MPLNAME1 [ ] DIST/MPLNAME2 [ ]

Individually Eligible [ ] Contributing in a potential district [ ] Noncontributing [ ] Future eligibility [ ]
Not Eligible [ ] Multiple Property Study [ ] Not evaluated [ ]

CRITERIA A [ ] B [ ] C [ ] D [ ] CRITERIA CONSIDERATION A [ ] B [ ] C [ ] D [ ] E [ ] F [ ] G [ ]

AREA OF SIGNIF [ ] AREA OF SIGNIF [ ]

COMMENTS [ ]

PROJ/RPT TITLE [ ] SVY DATE [ ] SVY LEVEL [ ]

RECORDED BY [ ] PH [ ] ADDRESS [ ]

SUBMITTED PHOTOS [ ] NEGS [ ] SLIDES [ ] SKETCH MAP [ ]

SVY RPT # [ ] \*\*\*\*\* FOR ISHPO USE ONLY \*\*\*\*\* IHSI# [ ]
MS RPT # [ ] SITS# [ ]
IHPR # [ ] HABS NO. ID- [ ] HAER NO. ID- [ ] REV# [ ]

CS # [ ] IHSI# REF [ ] NR REF# 2 [ ] REV# REF [ ]
SVY RPT# 1 [ ] SVY RPT# 2 [ ] SVY RPT# 3 [ ] MS RPT# 1 [ ] MS RPT# 2 [ ]

ADD'L NOTES [ ]
ATTACH [ ]
MOREDATA [ ]

# OF PHOTOS [ ] NEGBOX# [ ] # OF SLIDES [ ] SHPO DETER [ ] DETER DATE [ ]
INITIALED [ ] ENTRY DATE [ ] REVISE1 [ ] REVISE2 [ ] REVISE3 [ ]

REV# [ ]
SITS# [ ]
IHSI# [ ]

IDAHO HISTORIC SITES INVENTORY FORM -- SUPPLEMENT

PROPERTYNAME  IHSI#   
OTHER NAME  FIELD#   
COUNTY NAME  COUNTY CD  CITY  VICINITY   
UTM REF2  UTM REF3  UTM REF4

OTHER MATERIAL2  CULTAFFIL  AGENCYCERT   
SIGNIFDATE  SIGNIFPERIOD  SIGNIFPERSON   
ARCH/BUILD  ARCHPLANS  TAXEASE  TAXCERT   
OWNERSHIP  PROPOWN   
MOREDATA  ATTACH

DOCSOURCE

ADD'L NOTES

COMMENTS

PHOTO LOG  IHSI# REF  INITIALLED  DATEENTERED

SKETCH

IHSI#	_____
STS#	_____
REV#	_____

IDAHO HISTORIC SITES INVENTORY FORM - ATTACHMENT

PROPERTY NAME  IHSI#

FIELD#  COMMENTS: COUNTY NAME

ATTACH

IHSI#	_____
SITS#	_____
REV#	_____

IDAHO HISTORIC SITES INVENTORY FORM

PROPERTY NAME Eagle Bank FIELD# 103
STREET 190 E. State St. RESTRICT
CITY Eagle VICINITY COUNTY CD 1 COUNTY NAME Ada
SUBNAME BLOCK SUBLOT ACRES 1 LESS THAN
TAX PARCEL R2024420026 UTMZ 11 EASTING 552000 NORTHING 4838000
TOWNSHIP 4 N\_S N RANGE 1 E\_W E SECTION 9 SW 1/4 SW 1/4
QUADRANGLE Eagle 7.5 OTHERMAP
SANBORN MAP Eagle 1914 SANBORN MAP# 1 PHOTO# Roll 1: 7-8

PROPERTY TYPE Building CONST/ACT1 Original Construction ACTDATE1 1910 CIRCA1
CONST/ACT2 Alteration ACTDATE2 1995 CIRCA2

ASSOCIATED FEATURES TOTAL # FEATURES 1

ORIGINAL USE Commerce/Trade WALL MATERIAL BRICK
ORIGSUBUSE financial institution FOUND. MATERIAL CONCRETE
CURRENT USE Commerce/Trade ROOF MATERIAL
CURSUBUSE restaurant OTHER MATERIAL SYNTHETIC
ARCHSTYLE Richardsonian Romanesque PLAN rectangular CONDITION Good

NR REF # NPS CERT ACTIONDATE FUTURE ELIG DATE
DIST/MPLNAME1 DIST/MPLNAME2

Individually Eligible Contributing in a potential district Noncontributing Future eligibility
Not Eligible Multiple Property Study Not evaluated

CRITERIA A B C D CRITERIA CONSIDERATION A B C D E F G

AREA OF SIGNIF Commerce AREA OF SIGNIF Architecture

COMMENTS Addition to back in 1995-1999; Dryvit added to lower half of building. Corner entrance with a round-arched transom.

PROJ/RPT TITLE Ada County, Idaho: 1999 Reconnaissance Survey SVY DATE 4/7/99 SVY LEVEL Reconnaissance

RECORDED BY The Arrowrock Group PH 338-1014 ADDRESS PO Box 7333, Boise ID 83701-1333

SUBMITTED PHOTOS NEGS SLIDES SKETCH MAP

SVY RPT # 260 IHSI# 01-1949
MS RPT # SITS#
IHPR # HABS NO. ID- HAER NO. ID- REV#

CS # IHSI# REF NR REF# 2 REV# REF
SVY RPT# 1 149 SVY RPT# 2 SVY RPT# 3 MS RPT# 1 MS RPT# 2

ADD'L NOTES Previous survey identifies this building as Renaissance Revival and one-part commercial block. Additional photographs with Survey #149.
ATTACH
MOREDATA

# OF PHOTOS 2 NEGBOX# 9 # OF SLIDES SHPO DETER DETER DATE
INITIALED be ENTRY DATE 2/11/00 REVISE1 4/7/99 REVISE2 REVISE3

Table with 3 columns: REV#, SITS#, IHSI#

IDAHO HISTORIC SITES INVENTORY FORM -- SUPPLEMENT

PROPERTYNAME  IHSI#   
 OTHER NAME  FIELD#   
 COUNTY NAME  COUNTY CD  CITY  VICINITY   
 UTM REF2  UTM REF3  UTM REF4

OTHER MATERIAL2  CULTAFFIL  AGENCYCERT   
 SIGNIFDATE  SIGNIFPERIOD  SIGNIFPERSON   
 ARCH/BUILD  ARCHPLANS  TAXEASE  TAXCERT   
 OWNERSHIP  PROPOWN   
 MOREDATA  ATTACH

DOCSOURCE

ADD'L NOTES

COMMENTS

PHOTO LOG  IHSI# REF  INITIALED  DATEENTERED

SKETCH

IHSI#	_____
STS#	_____
REV#	_____

IDAHO HISTORIC SITES INVENTORY FORM

PROPERTY NAME Mosquito Creek Bridge FIELD# Mos Ck Br 1
STREET SH 200, MP 55.416 - 55.660 at Mosquito Cr. RESTRICT
CITY Clark Fork VICINITY COUNTY CD 17 COUNTY NAME Bonner
SUBNAME BLOCK SUBLOT ACRES 1 LESS THAN
TAX PARCEL UTMZ 11 EASTING 561740 NORTHING 5332290
TOWNSHIP 55 N\_S N RANGE 2 E\_W E SECTION 2 NE 1/4 SW 1/4
QUADRANGLE Clark Fork 7.5' OTHERMAP
SANBORN MAP SANBORN MAP# PHOTO#

PROPERTY TYPE Structure CONST/ACT1 Original Construction ACTDATE1 1929 CIRCA1
CONST/ACT2 ACTDATE2 CIRCA2
ASSOCIATED FEATURES TOTAL # FEATURES 1
ORIGINAL USE Transportation WALL MATERIAL
ORIGSUBUSE road-related (vehicular) FOUND. MATERIAL CONCRETE
CURRENT USE Transportation ROOF MATERIAL
CURSUBUSE road-related (vehicular) OTHER MATERIAL METAL:Steel
ARCHSTYLE Other PLAN linear CONDITION Fair

NR REF # NPS CERT ACTIONDATE FUTURE ELIG DATE
DIST/MPLNAME1 DIST/MPLNAME2
Individually Eligible Contributing in a potential district Noncontributing Future eligibility
Not Eligible Multiple Property Study Not evaluated
CRITERIA A B C D CRITERIA CONSIDERATION A B C D E F G
AREA OF SIGNIF Transportation AREA OF SIGNIF Engineering

COMMENTS 3-span cast in place reinforced concrete "T" beam with reinforced concrete deck. Built in late 1929 or 1930. Is characteristic of the federal Bureau of Public Roads bridges built in the 1930s. Planned and presumably built by USDA's Bureau of Public Roads.

PROJ/RPT TITLE Mosquito Creek Bridge STR-5120(620) SVY DATE 11/2/99 SVY LEVEL Intensive
RECORDED BY Jenna Gaston PH 208-334-8479 ADDRESS ITD, PO Box 7129, Boise ID 83707-1129
SUBMITTED PHOTOS NEGS SLIDES SKETCH MAP

SVY RPT # \*\*\*\*\* FOR ISHPO USE ONLY \*\*\*\*\* IHSI# 17-17818
MS RPT # SITS#
IHPR # HABS NO. ID- HAER NO. ID- REV# 00-1207

CS # IHSI# REF NR REF# 2 REV# REF
SVY RPT# 1 SVY RPT# 2 SVY RPT# 3 MS RPT# 1 MS RPT# 2

ADD'L NOTES Compliance. Bridge replacement is scheduled due to overall deteriorating condition of the structure.
ATTACH
MOREDATA

# OF PHOTOS NEGBOX# # OF SLIDES SHPO DETER Eligible DETER DATE 4/19/00
INITIALED cm ENTRY DATE 6/14/01 REVISE1 REVISE2 REVISE3

Table with 3 columns: REV#, SITS#, IHSI#

IDAHO HISTORIC SITES INVENTORY FORM -- SUPPLEMENT

PROPERTYNAME  IHSI#   
 OTHER NAME  FIELD#   
 COUNTY NAME  COUNTY CD  CITY  VICINITY   
 UTM REF2  UTM REF3  UTM REF4

OTHER MATERIAL2  CULTAFFIL  AGENCYCERT   
 SIGNIFDATE  SIGNIFPERIOD  SIGNIFPERSON   
 ARCH/BUILD  ARCHPLANS  TAXEASE  TAXCERT   
 OWNERSHIP  PROPOWN   
 MOREDATA  ATTACH

DOCSOURCE

ADD'L NOTES

COMMENTS

PHOTO LOG  IHSI# REF  INITIALED  DATEENTERED

SKETCH

IHSI#	_____
STS#	_____
REV#	_____

IDAHO HISTORIC SITES INVENTORY FORM

PROPERTY NAME Race Track-Eastern Idaho State Fairgrounds FIELD# 9
STREET 97 Park Dr. RESTRICT
CITY Blackfoot VICINITY COUNTY CD 11 COUNTY NAME Bingham
SUBNAME BLOCK SUBLOT ACRES LESS THAN
TAX PARCEL UTMZ 12 EASTING 391135 NORTHING 4783242
TOWNSHIP 3 N\_S S RANGE 35 E\_W E SECTION 3 NE 1/4 NE 1/4
QUADRANGLE Blackfoot 7.5 OTHERMAP
SANBORN MAP Blackfoot SANBORN MAP# 2 PHOTO# Roll 1: 16, 21, 34, 36

PROPERTY TYPE Site CONST/ACT1 Original Construction ACTDATE1 1890 CIRCA1
CONST/ACT2 ACTDATE2 CIRCA2

ASSOCIATED FEATURES TOTAL # FEATURES 1

ORIGINAL USE Recreation/Culture WALL MATERIAL
ORIGSUBUSE FOUND. MATERIAL
CURRENT USE Recreation/Culture ROOF MATERIAL
CURSUBUSE fair OTHER MATERIAL EARTH
ARCHSTYLE PLAN CONDITION

NR REF # 01000864 NPS CERT Listed ACTIONDATE 8/10/01 FUTURE ELIG DATE
DIST/MPLNAME1 Eastern Idaho District Fair Historic District DIST/MPLNAME2

Individually Eligible Contributing in a potential district Noncontributing Future eligibility
Not Eligible Multiple Property Study Not evaluated

CRITERIA A B C D CRITERIA CONSIDERATION A B C D E F G

AREA OF SIGNIF Entertainment/Recreation AREA OF SIGNIF

COMMENTS Race track predates the fair itself. Constructed without an associated fair. One-half mile dirt track is essentially the same track that existed over 100 years ago.

PROJ/RPT TITLE SVY DATE 3/30/01 SVY LEVEL Intensive

RECORDED BY Troy Reeves PH 208.334.3863 ADDRESS ISHS - Oral History Center

SUBMITTED PHOTOS NEGS SLIDES SKETCH MAP

SVY RPT # MS RPT # IHPR # HABS NO. ID- HAER NO. ID- IHSI# 11-17784
SITS#
REV#

CS # IHSI# REF 11-17776 thru 11-17785 NR REF# 2 REV# REF
SVY RPT# 1 SVY RPT# 2 SVY RPT# 3 MS RPT# 1 MS RPT# 2

ADD'L NOTES Additional UTM's for the District: (A) 12/391060/4783460; (B) 12/391380/4783200; (C) 12/391200/4783000; (D) 12/390910/4783230.

ATTACH

MOREDATA

# OF PHOTOS 4 NEGBOX# 10 # OF SLIDES SHPO DETER DETER DATE

INITIALED be ENTRY DATE 9/11/01 REVISE1 REVISE2 REVISE3

Table with 3 columns: REV#, SITS#, IHSI#

IDAHO HISTORIC SITES INVENTORY FORM -- SUPPLEMENT

PROPERTYNAME  IHSI#   
 OTHER NAME  FIELD#   
 COUNTY NAME  COUNTY CD  CITY  VICINITY   
 UTM REF2  UTM REF3  UTM REF4

OTHER MATERIAL2  CULTAFFIL  AGENCYCERT   
 SIGNIFDATE  SIGNIFPERIOD  SIGNIFPERSON   
 ARCH/BUILD  ARCHPLANS  TAXEASE  TAXCERT   
 OWNERSHIP  PROPOWN   
 MOREDATA  ATTACH

DOCSOURCE

ADD'L NOTES

COMMENTS

PHOTO LOG  IHSI# REF  INITIALED  DATEENTERED

SKETCH

IHSI#	_____
STS#	_____
REV#	_____

IDAHO HISTORIC SITES INVENTORY FORM

PROPERTY NAME James E. and Emma Gusman Ranch FIELD#
STREET South Mountain Rd., 6 mi. SE of Jordan Valley, Oregon RESTRICT
CITY Jordan Valley VICINITY COUNTY CD 73 COUNTY NAME Owyhee
SUBNAME BLOCK SUBLOT ACRES 7 LESS THAN
TAX PARCEL UTMZ 11 EASTING 500040 NORTHING 4752520
TOWNSHIP 6 N\_S S RANGE 6 E\_W W SECTION 1 NE 1/4 SW 1/4
QUADRANGLE Stonehouse Creek 7.5' OTHERMAP
SANBORN MAP SANBORN MAP# PHOTO#

PROPERTY TYPE District CONST/ACT1 Original Construction ACTDATE1 1884 CIRCA1
CONST/ACT2 ACTDATE2 CIRCA2

ASSOCIATED FEATURES dwellings, outbuildings, mobile home, corrals/fences, etc. TOTAL # FEATURES 16

ORIGINAL USE Agriculture/Subsistence WALL MATERIAL STONE:Sandstone
ORIGSUBUSE FOUND. MATERIAL STONE:Sandstone
CURRENT USE Agriculture/Subsistence ROOF MATERIAL METAL:Steel
CURSUBUSE OTHER MATERIAL CONCRETE
ARCHSTYLE Other PLAN CONDITION

NR REF # 99001477 NPS CERT Listed ACTIONDATE 12/9/99 FUTURE ELIG DATE

DIST/MPLNAME1 DIST/MPLNAME2

Individually Eligible Contributing in a potential district Noncontributing Future eligibility
Not Eligible Multiple Property Study Not evaluated

CRITERIA A B C D CRITERIA CONSIDERATION A B C D E F G

AREA OF SIGNIF Agriculture AREA OF SIGNIF

COMMENTS Ranch complex historically and currently. Craftsman/cottage style. Significant for its association with the development of cattle ranching in Owyhee County during the late 19th and early 20th centuries.

PROJ/RPT TITLE NRHP nomination SVY DATE 8/15/98 SVY LEVEL Intensive

RECORDED BY Dale M. Gray PH 208-323-0435 ADDRESS 10446 Poppy, Boise ID 83710

SUBMITTED PHOTOS NEGS SLIDES SKETCH MAP

SVY RPT # \*\*\*\*\* FOR ISHPO USE ONLY \*\*\*\*\* IHSI# 73-17950

MS RPT # SITS#

IHPR # HABS NO. ID- HAER NO. ID- REV#

CS # IHSI# REF NR REF# 2 REV# REF

SVY RPT# 1 SVY RPT# 2 SVY RPT# 3 MS RPT# 1 MS RPT# 2

ADD'L NOTES ATTACH MOREDATA

# OF PHOTOS 86 NEGBOX# 9 # OF SLIDES SHPO DETER DETER DATE

INITIALED be ENTRY DATE 1/5/00 REVISE1 REVISE2 REVISE3

Table with 3 columns: REV#, SITS#, IHSI#

IDAHO HISTORIC SITES INVENTORY FORM -- SUPPLEMENT

PROPERTYNAME  IHSI#   
 OTHER NAME  FIELD#   
 COUNTY NAME  COUNTY CD  CITY  VICINITY   
 UTM REF2  UTM REF3  UTM REF4

OTHER MATERIAL2  CULTAFFIL  AGENCYCERT   
 SIGNIFDATE  SIGNIFPERIOD  SIGNIFPERSON   
 ARCH/BUILD  ARCHPLANS  TAXEASE  TAXCERT   
 OWNERSHIP  PROPOWN   
 MOREDATA  ATTACH

DOCSOURCE

ADD'L NOTES

COMMENTS

PHOTO LOG  IHSI# REF  INITIALED  DATEENTERED

SKETCH

IHSI#	_____
STS#	_____
REV#	_____

**IDAHO HISTORIC SITES INVENTORY FORM**

PROPERTY NAME  FIELD#

STREET  **RESTRICT**

CITY  VICINITY  COUNTY CD  COUNTY NAME

SUBNAME  BLOCK  SUBLOT  ACRES  LESS THAN

TAX PARCEL  UTMZ  EASTING  NORTHING

TOWNSHIP  N\_S  RANGE  E\_W  SECTION  SW 1/4  1/4

QUADRANGLE  OTHERMAP

SANBORN MAP  SANBORN MAP#  PHOTO#

PROPERTY TYPE  CONST/ACT1  ACTDATE1  CIRCA1

CONST/ACT2  ACTDATE2  CIRCA2

ASSOCIATED FEATURES  TOTAL # FEATURES

ORIGINAL USE  WALL MATERIAL

ORIGSUBUSE  FOUND. MATERIAL

CURRENT USE  ROOF MATERIAL

CURSUBUSE  OTHER MATERIAL

ARCHSTYLE  PLAN  CONDITION

NR REF #  NPS CERT  ACTIONDATE  FUTURE ELIG DATE

DIST/MPLNAME1  DIST/MPLNAME2

Individually Eligible  Contributing in a potential district  Noncontributing  Future eligibility

Not Eligible  Multiple Property Study  Not evaluated

CRITERIA A  B  C  D  CRITERIA CONSIDERATION A  B  C  D  E  F  G

AREA OF SIGNIF  AREA OF SIGNIF

COMMENTS

PROJ/RPT TITLE  SVY DATE  SVY LEVEL

RECORDED BY  PH  ADDRESS

SUBMITTED PHOTOS  NEGS  SLIDES  SKETCH MAP

SVY RPT #  **\*\*\*\*\* FOR ISHPO USE ONLY \*\*\*\*\*** IHSI#

MS RPT #  SITS#

IHPR #  HABS NO. ID-  HAER NO. ID-  REV#

CS #  IHSI# REF  NR REF# 2  REV# REF

SVY RPT# 1  SVY RPT# 2  SVY RPT# 3  MS RPT# 1  MS RPT# 2

ADD'L NOTES

ATTACH

MOREDATA

# OF PHOTOS  NEGBOX#  # OF SLIDES  SHPO DETER  DETER DATE

INITIALED  ENTRY DATE  REVISE1  REVISE2  REVISE3

REV#	SITS#	IHSI#

IDAHO HISTORIC SITES INVENTORY FORM -- SUPPLEMENT

PROPERTYNAME  IHSI#   
 OTHER NAME  FIELD#   
 COUNTY NAME  COUNTY CD  CITY  VICINITY   
 UTM REF2  UTM REF3  UTM REF4

OTHER MATERIAL2  CULTAFFIL  AGENCYCERT   
 SIGNIFDATE  SIGNIFPERIOD  SIGNIFPERSON   
 ARCH/BUILD  ARCHPLANS  TAXEASE  TAXCERT   
 OWNERSHIP  PROPOWN   
 MOREDATA  ATTACH

DOCSOURCE

ADD'L NOTES

COMMENTS

PHOTO LOG  IHSI# REF  INITIALED  DATEENTERED

SKETCH

IHSI#	_____
STIS#	_____
REV#	_____

IDAHO HISTORIC SITES INVENTORY FORM

PROPERTY NAME S. Ten Mile Rd. farmstead - 1520 FIELD# 232/233
STREET 1520 S. Ten Mile RESTRICT
CITY Meridian VICINITY COUNTY CD 1 COUNTY NAME Ada
SUBNAME BLOCK SUBLOT ACRES LESS THAN
TAX PARCEL S1214336300 UTMZ 11 EASTING 545860 NORTHING 4826400
TOWNSHIP 3 N\_S N RANGE 1 E\_W W SECTION 14 SW 1/4 SW 1/4
QUADRANGLE Meridian 7.5' OTHERMAP 1917 Ada Co. Land Ownership Intermtn. Map Co.
SANBORN MAP SANBORN MAP# PHOTO# Roll 16: 1-16

PROPERTY TYPE Building CONST/ACT1 Original Construction ACTDATE1 1900 CIRCA1
CONST/ACT2 Addition ACTDATE2 1940 CIRCA2
ASSOCIATED FEATURES school house, barn, attached drive-through, grain/corn storage, double silo, granary, silo, malt barn, 3 loafing sheds, equipment sheds, pumphouse TOTAL # FEATURES 12
ORIGINAL USE Domestic WALL MATERIAL METAL
ORIGSUBUSE dwelling FOUND. MATERIAL CONCRETE
CURRENT USE Domestic ROOF MATERIAL WOOD:Shingle
CURSUBUSE dwelling OTHER MATERIAL
ARCHSTYLE No Style PLAN irregular CONDITION Good

NR REF # NPS CERT ACTIONDATE FUTURE ELIG DATE
DIST/MPLNAME1 DIST/MPLNAME2
Individually Eligible Contributing in a potential district Noncontributing Future eligibility
Not Eligible Multiple Property Study Not evaluated
CRITERIA A B C D CRITERIA CONSIDERATION A B C D E F G
AREA OF SIGNIF Agriculture AREA OF SIGNIF Settlement

COMMENTS House originally one room; added onto several times. Site threatened by possible freeway exchange. Unique one and one-half story barn; entrances in lateral facade; unusual interlocking concrete block granary; double crib grain storage. School house (old Ten Mile? Or Sunnyside? school) originally at site of Ten Mile Overpass; very deteriorated. Wings added to barn in 1960s. Harold Agee had been tiled inside - didn't work. Loafing sheds later. Left tongue & arched siding lining inside. Had dust work. Concrete

PROJ/RPT TITLE Ada County, Idaho: 1999 Reconnaissance Survey SVY DATE 5/19/99 SVY LEVEL Reconnaissance
RECORDED BY The Arrowrock Group PH 338-1014 ADDRESS PO Box 7333, Boise ID 83701-1333
SUBMITTED PHOTOS NEGS SLIDES SKETCH MAP

SVY RPT # 260 \*\*\*\*\* FOR ISHPO USE ONLY \*\*\*\*\* IHSI# 01-19789
MS RPT # SITS#
IHPR # HABS NO. ID- HAER NO. ID- REV#

CS # IHSI# REF NR REF# 2 REV# REF
SVY RPT# 1 SVY RPT# 2 SVY RPT# 3 MS RPT# 1 MS RPT# 2

ADD'L NOTES Associated names: Stewart; Eggars; Agee; Ross
ATTACH MOREDATA

# OF PHOTOS 16 NEGBOX# 9 # OF SLIDES SHPO DETER DETER DATE
INITIALED be ENTRY DATE 5/15/00 REVISE1 REVISE2 REVISE3

Table with 3 columns: REV#, SITS#, IHSI#

IDAHO HISTORIC SITES INVENTORY FORM - ATTACHMENT

PROPERTY NAME  IHSI#

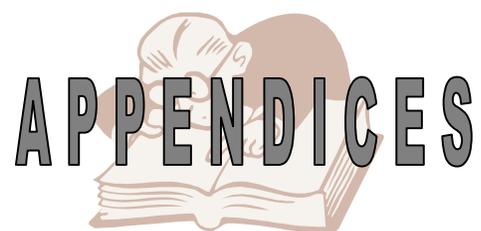
FIELD#  COMMENTS: COUNTY NAME

House originally one room; added onto several times. Site threatened by possible freeway exchange. Unique one and one-half story barn; entrances in lateral façade; unusual interlocking concrete block granary; double crib grain storage. School house (old Ten Mile? Or Sunnyside? school) originally at site of Ten Mile Overpass; very deteriorated. Wings added to barn in 1960s. Harold Agee had barn tiled inside - didn't work. Loafing sheds later. Loft tongue & groove siding lining inside. Had duct work. Concrete pool used for cooling milk cans. Water from Ridenbaugh Canal. Dock on barn - holding tank for milk cans on N side. Cupolas - Monticelloesque - resemble federal architecture. 1917 - name illegible??

ATTACH

IHSI#	_____
SITS#	_____
REV#	_____

# IDAHO HISTORIC SITES INVENTORY



Appendix A

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COUNTIES AND COUNTY CODES

COUNTY	CODE
Ada	01
Adams	03
Bannock	05
Bear Lake	07
Benewah	09
Bingham	11
Blaine	13
Boise	15
Bonner	17
Bonneville	19
Boundary	21
Butte	23
Camas	25
Canyon	27
Caribou	29
Cassia	31
Clark	33
Clearwater	35
Custer	37
Elmore	39
Franklin	41
Fremont	43

COUNTY	CODE
Gem	45
Gooding	47
Idaho	49
Jefferson	51
Jerome	53
Kootenai	55
Latah	57
Lemhi	59
Lewis	61
Lincoln	63
Madison	65
Minidoka	67
Nez Perce	69
Oneida	71
Owyhee	73
Payette	75
Power	77
Shoshone	79
Teton	81
Twin Falls	83
Valley	85
Washington	87

## Appendix B

### NATIONAL REGISTER PROPERTY AND RESOURCE TYPES

TYPE	DEFINITION	EXAMPLES
<b>BUILDING</b>	A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.	Houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, stationary mobile homes, hotels, theaters, schools, stores, and churches
<b>SITE</b>	A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historical, cultural, or archaeological value regardless of the value of any existing structure.	Habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, gardens, grounds, battlefields, ruins of historic buildings and structures, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance
<b>STRUCTURE</b>	The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.	Bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corncribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, rail road grades, systems of roadways and paths, boats and ships, rail road locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft
<b>OBJECT</b>	The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.	Sculpture, monuments, boundary markers, statuary, and fountains
<b>DISTRICT</b>	A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.	College campuses; residential areas; commercial areas; industrial complexes; rural villages; canal systems; collections of habitation and limited activity sites; irrigation systems; large farms, ranches; large landscaped parks

## Appendix C

### DATA CATEGORIES FOR FUNCTIONS AND USES

CATEGORY	SUBCATEGORY	EXAMPLES
DOMESTIC	Single dwelling	rowhouse, mansion, residence, rockshelter, homestead, cave
	Multiple dwelling	duplex, Apartment building, pueblo, rockshelter, cave
	Secondary structure	dairy, smokehouse, storage pit, storage shed, kitchen, garage, other dependencies
	Hotel	inn, hotel, motel, way station
	Institutional housing	military quarters, staff housing, poor house, orphanage
	Camp	hunting campsite, fishing camp, summer camp, forestry camp, seasonal residence, temporary habitation site, tipi rings
	Village site	pueblo group
COMMERCE/TRADE	Business	Office building
	Professional	architect's studio, engineering office, law office
	Organizational	trade union, labor union, professional association
	Financial institution	savings and loan association, bank, stock exchange
	Specialty store	auto showroom, bakery, clothing store, blacksmith shop, hardware store
	Department store	general store, department store, marketplace, trading post
	Restaurant	café, bar, roadhouse, tavern
	Warehouse	warehouse, commercial storage
SOCIAL	Trade (archaeology)	cache, site with evidence of trade, storage pit
	Meeting hall	grange; union hall; Pioneer hall; hall of other fraternal, patriotic, or political organization
	Clubhouse	facility of literary, social or garden club
GOVERNMENT	Civic	facility of volunteer or public service organizations such as the American Red Cross
	Capitol	statehouse, assembly building
	City hall	city hall, town hall
	Correctional facility	police station, jail, prison
	Fire station	Firehouse
	Government office	municipal building
	Diplomatic building	embassy, consulate

CATEGORY	SUBCATEGORY	EXAMPLES
	Custom house	custom house
	Post office	Post office
	Courthouse	county courthouse, Federal building
EDUCATION	School	school house, academy, secondary school, grammar school, trade or technical school
	College	university, college, junior college
	Library	Library
	Research facility	laboratory, observatory, planetarium
	Education-related	college dormitory, housing at boarding schools
RELIGION	Religious facility	church, temple, synagogue, cathedral, mission, temple, mound, sweat house, kiva, dance court, shrine
	Ceremonial site	astronomical observation post, intaglio, petroglyph site
	Church school	religious academy or schools
	Church-related residence	parsonage, convent, rectory
FUNERARY	Cemetery	burying ground, burial site, cemetery, ossuary
	Graves/burials	Burial cache, burial mound, grave
	Mortuary	mortuary site, funeral home, cremation area, crematorium
RECREATION/CULTURE	Theater	cinema, movie theater, playhouse
	Auditorium	hall, auditorium
	Museum	museum, art gallery, exhibition hall
	Music facility	concert-hall, opera house, bandstand, dancehall
	Sports facility	gymnasium, swimming pool, tennis court, playing field, stadium
	Outdoor recreation	park, campground, picnic area, hiking trail
	Monument/marker	commemorative marker, commemorative monument
	Work of art	sculpture, carving, statue, mural, rock art
AGRICULTURE/SUBSISTENCE	Processing	meatpacking plant, cannery, smokehouse, brewery, winery, food processing site, gathering site, tobacco barn
	Storage	granary, silo, wine cellar, storage site, tobacco warehouse, cotton warehouse
	Agricultural field	pasture, vineyard, orchard, wheatfield, crop marks, stone alignments, terrace, hedgerow
	Animal facility	hunting & kill site, stockyard, barn, chicken coop, hunting corral, hunting run, apiary

CATEGORY	SUBCATEGORY	EXAMPLES
	Fishing facility or site	fish hatchery, fishing grounds
	Horticultural facility	Greenhouse, plant observatory, garden
	Agricultural outbuilding	Well house, wagon shed, tool shed, barn
	Irrigation facility	Irrigation system, canals, stone alignments, headgates, check dams
<b>INDUSTRY/PROCESSING/ EXTRACTION</b>	Manufacturing facility	Mill, factory, refinery, processing plant, pottery kiln
	Extractive facility	Coal mine, oil derrick, gold dredge, quarry, salt mine
	Waterworks	Reservoir, water tower, canal, dam
	Energy facility	Windmill, power plant, hydroelectric dam
	Communications facility	Telegraph cable station, printing plant, television station, telephone company facility, satellite tracking station
	Processing site	Shell processing site, toolmaking site, copper mining and processing site
	Industrial storage	Warehouse
<b>HEALTH CARE</b>	Hospital	Veteran's medical center, mental hospital, private or public hospital, medical research facility
	Clinic	Dispensary, doctor's office
	Sanitarium	Nursing home, rest home, sanitarium
	Medical business/office	Pharmacy, medical supply store, doctor or dentist's office
	Resort	Baths, spas, resort facility
<b>DEFENSE</b>	Arms storage	Magazine, armory
	Fortification	Fortified military or naval post, earth fortified village, palisaded village, fortified knoll or mountain top, battery, bunker
	Military facility	Military post, supply depot, garrison fort, barrack, military camp
	Battle site	Battlefield
	Coast guard facility	Lighthouse, coast guard station, pier, dock, life-saving station
	Naval facility	Submarine, aircraft carrier, battleship, naval base
	Air facility	Aircraft, air base, missile launching site
<b>LANDSCAPE</b>	Parking lot	
	Park	City park, State park, national park
	Plaza	Square, green, plaza, public common
	Garden	
	Forest	
	Unoccupied land	Meadow, swamp, desert

CATEGORY	SUBCATEGORY	EXAMPLES
	Underwater	Underwater site
	Natural feature	Mountain, valley, promontory, tree, river, island, pond, lake
	Street furniture/object	Street light, fence, wall, shelter, gazebo, park bench
	Conservation area	Wildlife refuge, ecological habitat
TRANSPORTATION	Rail-related	Rail road, train depot, locomotive, streetcar line, rail road bridge
	Air-related	Aircraft, airplane hangar, airport, launching site
	Water-related	Lighthouse, navigational aid, canal, boat, ship, wharf, shipwreck
	Road-related (vehicular)	Parkway, highway, bridge, toll gate, parking garage
	Pedestrian-related	Boardwalk, walkway, trail
WORK IN PROGRESS	(Use this category when work is in progress)	
UNKNOWN		
VACANT/NOT IN USE	(Use this category when property is not being used)	
OTHER		

## APPENDIX D

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### DATA CATEGORIES FOR MATERIALS

<b>MATERIALS</b>
ADOBE
ASBESTOS
ASPHALT
BRICK
CERAMIC TILE
CLOTH/CANVAS
CONCRETE
EARTH
GLASS
METAL
METAL:Aluminum
METAL:Bronze
METAL:Cast Iron
METAL:Copper
METAL:Iron
METAL:Lead
METAL:Nickel
METAL:Steel
METAL:Tin
OTHER
STONE
STONE:Granite
STONE:Limestone
STONE:Marble
STONE:Sandstone
STONE:Slate
STUCCO
SYNTHETICS
SYNTHETICS:Fiberglass
SYNTHETICS:Plastic
SYNTHETICS:Rubber
SYNTHETICS:Vinyl
TERRA COTTA
WOOD
WOOD:Log
WOOD:Plywood/Particle Board
WOOD:Shake
WOOD:Shingle
WOOD:Weatherboard

Appendix E

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ARCHITECTURAL STYLES

<b>ARCHSTYLES</b>
ART DECO
BEAUX ARTS
CHICAGO
CLASSICAL REVIVAL
COLONIAL REVIVAL
COMMERCIAL STYLE
CRAFTSMAN/BUNGALOW
EXOTIC REVIVAL
FRENCH RENAISSANCE
GOTHIC
GOTHIC REVIVAL
GREEK REVIVAL
INTERNATIONAL STYLE
ITALIAN RENAISSANCE
ITALIAN VILLA
ITALIANATE
LATE GOTHIC REVIVAL
MISSION/SPANISH COLONIAL REVIVAL
MIXED
MODERNE
NO STYLE
OCTAGON MODE
OTHER
PRAIRIE SCHOOL
PUEBLO
QUEEN ANNE
RENAISSANCE
ROMANESQUE
SECOND EMPIRE
SHINGLE STYLE
SKYSCRAPER
STICK/EASTLAKE
TUDOR REVIVAL

## Appendix F

### DATA CATEGORIES FOR ARCHITECTURAL CLASSIFICATION

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
NO STYLE		
COLONIAL	French Colonial	
	Spanish Colonial	Mexican Baroque
	Dutch Colonial	Flemish Colonial
	Postmedieval English	English Gothic; Elizabethan; Tudor; Jacobean or Jacobethan; New England Colonial; Southern Colonial
EARLY REPUBLIC	Early Classical Revival	Jeffersonian Classicism; Roman Republican; Roman Revival; Roman Villa; Monumental Classicism; Regency
	Federal	Adams or Adamesque
MID-19 <sup>TH</sup> CENTURY		Early Romanesque Revival
	Greek Revival	
	Gothic Revival	Early Gothic Revival
	Italian Villa	
	Exotic Revival	Egyptian Revival; Moorish Revival
	Octagon Mode	
LATE VICTORIAN		Victorian or High Victorian Eclectic
	Gothic	High Victorian Gothic; Second Gothic Revival
	Italianate	Victorian or High Victorian Italianate
	Second Empire	Mansard
	Queen Anne	Queen Anne Revival; Queen Anne-Eastlake
	Stick/Eastlake	Eastern Stick; High Victorian Eastlake
	Shingle Style	
	Romanesque	Romanesque Revival; Richardsonian Romanesque
	Renaissance	Renaissance Revival; Romano-Tuscan Mode; North Italian or Italian Renaissance; French Renaissance; Second Renaissance Revival
LATE 19TH AND 20TH CENTURY REVIVALS	Beaux Arts	Beaux Arts Classicism
	Colonial Revival	Georgian Revival
	Classical Revival	Neo-Classical Revival
	Tudor Revival	Jacobean or Jacobethan Revival; Elizabethan Revival
	Late Gothic Revival	Collegiate Gothic
	Mission/Spanish Colonial Revival	Spanish Revival; Mediterranean Revival
	Italian Renaissance	
	French Renaissance	
	Pueblo	
LATE 19TH AND EARLY 20TH CENTURY AMERICAN MOVEMENTS		Sullivan-esque

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
	Prairie School	
	Commercial Style	
	Chicago	
	Skyscraper	
	Bungalow/Craftsman	Western Stick; Bungalowoid
MODERN MOVEMENT		New formalism; Neo-Expressionism; Brutalism; California Style or Ranch Style; Post-Modern; Wrightian
OTHER		
MIXED		More than three styles from different periods (for a building only)

## Appendix G

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### THE NATIONAL REGISTER CRITERIA

#### CRITERIA

The quality of **significance** in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B That are associated with the lives of persons significant in our past; or
- C That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master; or that possess high artistic values; or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D That have yielded, or may be likely to yield, information important in prehistory or history.

#### CRITERIA CONSIDERATIONS

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or
- D A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G A property achieving significance within the past 50 years if it is of exceptional importance.

## Appendix H

### DATA CATEGORIES FOR AREAS OF SIGNIFICANCE

CATEGORY	SUBCATEGORY	DEFINITION
AGRICULTURE		The process and technology of cultivating soil, producing crops, and raising livestock and plants.
ARCHITECTURE		The practical art of designing and constructing buildings and structures to serve human needs.
ARCHEOLOGY		The study of prehistoric and historic cultures through excavation and the analysis of physical remains.
	Prehistoric	Archeological study of aboriginal cultures before the advent of written records.
	Historic-Aboriginal	Archeological study of aboriginal cultures after the advent of written records.
	Historic-Non-Aboriginal	Archeological study of non-aboriginal cultures after the advent of written records.
ART		The creation of painting, printmaking, photography, sculpture, and decorative arts.
COMMERCE		The business of trading goods, services, and commodities.
COMMUNICATIONS		The technology and process of transmitting information.
COMMUNITY PLANNING AND DEVELOPMENT		The design or development of the physical structure of communities.
CONSERVATION		The preservation, maintenance, and management of natural or manmade resources.
ECONOMICS		The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.
EDUCATION		The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.
ENGINEERING		The practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs.
ENTERTAINMENT/ RECREATION		The development and practice of leisure activities for refreshment, diversion, amusement, or sport.
ETHNIC HERITAGE		The history of persons having a common ethnic or racial identity.
	Asian	The history of persons having origins in the Far East, Southeast Asia, or the Indian subcontinent.
	Black	The history of persons having origins in any of the black racial groups of Africa.
	European	The history of persons having origins in Europe.
	Hispanic	The history of persons having origins in the Spanish-speaking areas of the Caribbean, Mexico, Central America, and South America.
	Native American	The history of persons having origins in any of the original peoples of North America, including American Indian and American Eskimo cultural groups.
	Pacific Islander	The history of persons having origins in the Pacific Islands, including Polynesia, Micronesia, and Melanesia.

CATEGORY	SUBCATEGORY	DEFINITION
	Other	The history of persons having origins in other parts of the world, such as the Middle East or North Africa.
EXPLORATION/ SETTLEMENT		The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities.
HEALTH/MEDICINE		The care of the sick, disabled, and handicapped; the promotion of health and hygiene.
INDUSTRY		The technology and process of managing materials, labor, and equipment to produce goods and services.
INVENTION		The art of originating by experiment or ingenuity an object, system, or concept of practical value.
LANDSCAPE ARCHITECTURE		The practical art of designing or arranging the land for human use and enjoyment.
LAW		The interpretation and enforcement of society's legal code.
LITERATURE		The creation of prose and poetry.
MARITIME HISTORY		The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.
MILITARY		The system of defending the territory and sovereignty of a people.
PERFORMING ARTS		The creation of drama, dance, and music.
PHILOSOPHY		The theoretical study of thought, knowledge, and the nature of the universe.
POLITICS/ GOVERNMENT		The enactment and administration of laws by which a nation, State, or other political jurisdiction is governed; activities related to political process.
RELIGION		The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.
SCIENCE		The systematic study of natural law and phenomena.
SOCIAL HISTORY		The history of efforts to promote the welfare of society; the history of society and the lifeways of its social groups.
TRANSPORTATION		The process and technology of conveying passengers or materials.
OTHER		Any area not covered by the above categories.

Appendix I

PHOTOGRAPH IDENTIFICATION LOG

PHOTOGRAPHER: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_

FRAME NO.	DATE	SUBJECT	LOCATION Address & town or T, R, & section + county & nearest town.	DIRECTION Direction from which photograph is taken
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APPENDIX J

**SHORTCUT KEYS FOR NAVIGATION**

SHORTCUT KEYS	OPERATION
<b>USING SHORTCUT KEYS TO SELECT TEXT OR DATA</b>	
<b>SELECTING TEXT IN A FIELD</b>	
SHIFT+RIGHT ARROW	To extend one character to the right
CTRL+SHIFT+RIGHT ARROW	To extend one word to the right
SHIFT+LEFT ARROW	To extend one character to the left
CTRL+SHIFT+LEFT ARROW	To extend one word to the left
CTRL+SHIFT+DOWN ARROW	To go to end of the line in a field; depress up arrow to go back to beginning of line
NOTE: To cancel a selection, use the opposite arrow key	
<b>SELECTING A FIELD OR RECORD</b>	
TAB	To select the next field
F2	To switch between Edit mode (with insertion point displayed) and Navigation mode
SHIFT+SPACEBAR	To switch between selecting the current record and the first field of the current record, in Navigation mode
SHIFT+UP ARROW	To extend selection to the previous record, if the current record is selected
SHIFT+DOWN ARROW	To extend selection to the next record, if the current record is selected
CTRL+A or CTRL+SHIFT+SPACEBAR	To select all records
<b>EXTENDING A SELECTION</b>	
F8	To turn on Extend mode (EXT appears in the lower-right corner of the window); pressing F8 extends the selection to the word, the field, the record (in Datasheet view only), and all records
ESC	To cancel Extend mode
<b>SELECTING AND MOVING A COLUMN IN DATASHEET VIEW</b>	
CTRL+SPACEBAR	To select the current column or cancel the column selection, in Navigation mode only
SHIFT+RIGHT ARROW	To select the column to the right, if the current column is selected
SHIFT+LEFT ARROW	To select the column to the left, if the current column is selected
CTRL+SHIFT+F8	To turn on Move mode; then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left
SHIFT+RIGHT ARROW	To select one character to the right
CTRL+SHIFT+LEFT ARROW	To select one word to the left
CTRL+SHIFT+RIGHT ARROW	To select one word to the right
<b>USING SHORTCUT KEYS TO EDIT TEXT OR DATA</b>	
<b>MOVING THE INSERTION POINT IN A FIELD</b>	
RIGHT ARROW	To move it one character to the right
CTRL+RIGHT ARROW	To move it one word to the right
LEFT ARROW	To move it one character to the left
CTRL+LEFT ARROW	To move it one word to the left
END	To move it to the end of the field, in single-line field
CTRL+END	To move it to the end of the field, in multiple-line field
HOME	To move it to the beginning of the field, in single-line fields
CTRL+HOME	To move it to the beginning of the field, in multiple-line fields

SHORTCUT KEYS	OPERATION
<b>COPYING, MOVING, OR DELETING TEXT</b>	
CTRL+C	To copy the selection to the Clipboard
CTRL+X	To cut the selection and copy it to the Clipboard
CTRL+V	To paste the contents of the Clipboard at the insertion point
BACKSPACE	To delete the selection or the character to the left of the insertion point
DELETE	To delete the selection or the character to the right of the insertion point
CTRL+DELETE	To delete all characters to the right of the insertion point
<b>UNDOING CHANGES</b>	
CTRL+Z or ALT+BACKSPACE	To undo typing
ESC	To undo changes in the current field or current record; if both have been changed, press ESC twice to undo changes, first in the current field and then in the current record
<b>ENTERING DATA IN DATASHEET OR FORM VIEW</b>	
CTRL+SEMICOLON (;)	To insert the current date
CTRL+COLON (:)	To insert the current time
CTRL+ALT+SPACEBAR	To insert the default value for a field
CTRL+APOSTROPHE (')	To insert the value from the same field in the previous record
CTRL+PLUS SIGN (+)	To add a new record
CTRL+MINUS SIGN (-)	To delete the current record
SHIFT+ENTER	To save changes to the current record
SPACEBAR	To switch between the values in a check box or option button
CTRL+ENTER	To insert a new line
<b>USING SHORTCUT KEYS TO NAVIGATE IN DATASHEET VIEW</b>	
<b>GOING TO A SPECIFIC RECORD</b>	
F5	To move to the record number box; then type the record number and press ENTER
<b>NAVIGATING BETWEEN FIELDS AND RECORDS</b>	
TAB or RIGHT ARROW	To move to the next field
END	To move to the last field in the current record, in Navigation mode
SHIFT+TAB or LEFT ARROW	To move to the previous field
HOME	To move to the first field in the current record, in Navigation mode
DOWN ARROW	To move to the current field in the next record
CTRL+DOWN ARROW	To move to the current field in the last record, in Navigation mode
CTRL+END	To move to the last field in the last record, in Navigation mode
UP ARROW	To move to the current field in the previous record
CTRL+UP ARROW	To move to the current field in the first record, in Navigation mode
CTRL+HOME	To move to the first field in the first record, in Navigation mode
<b>NAVIGATING TO ANOTHER SCREEN OF DATA</b>	
PAGE DOWN	To go down one screen
PAGE UP	To go up one screen
CTRL+PAGE DOWN	To go right one screen
CTRL+PAGE UP	To go left one screen
<b>USING SHORTCUT KEYS TO NAVIGATE IN FORM VIEW</b>	
<b>GOING TO A SPECIFIC RECORD</b>	
F5	To move to the record number box; then type the record number and press ENTER
<b>NAVIGATING BETWEEN FIELDS AND RECORDS</b>	
TAB	To move to the next field
SHIFT+TAB	To move to the previous field

SHORTCUT KEYS	OPERATION
END	To move to the last field in the current record, in Navigation mode
CTRL+END	To move to the last field in the last record, in Navigation mode
HOME	To move to the first field in the current record, in Navigation mode
CTRL+HOME	To move to the first field in the first record, in Navigation mode
CTRL+PAGE DOWN	To move to the current field in the next record
CTRL+PAGE UP	To move to the current field in the previous record
<b>USING SHORTCUT KEYS FOR WINDOWS AND DIALOG BOXES</b>	
<b>USING A WINDOW</b>	
ALT+TAB	To switch to the next program
ALT+SHIFT+TAB	To switch to the previous program
CTRL+ESC	To show the Windows <b>Start</b> menu
CTRL+W	To close the active database window
CTRL+F6	To switch to the next database window
CTRL+SHIFT+F6	To switch to the previous database window
<b>USING A DIALOG BOX</b>	
CTRL+TAB or CTRL+PAGE DOWN	To switch to the next tab in a dialog box
CTRL+SHIFT+TAB or CTRL+PAGE UP	To switch to the previous tab in a dialog box
TAB	To move to the next option or option group
SHIFT+TAB	To move to the previous option or option group
ARROW KEYS	To move between options in the selected drop-down list box, or to move between some options in a group of options
SPACEBAR	To perform the action assigned to the selected button; select or clear the check box
LETTER KEY (for the first letter in the option name you want when a drop-down list box is selected)	To move to the option by the first letter in the option name in a drop-down list box
ALT+LETTER KEY	To select the option, or to select or clear the check box by the letter underlined in the option name
ALT+DOWN ARROW	To open the selected drop-down list box
ESC	To close the selected drop-down list box
ENTER	To perform the action assigned to the default button in the dialog box
ESC	To cancel the command and close the dialog box
<b>EDITING IN A TEXT BOX</b>	
HOME	To move to the beginning of the entry
END	To move to the end of the entry
LEFT ARROW or RIGHT ARROW	To move one character to the left or right
CTRL+LEFT ARROW or CTRL+RIGHT ARROW	To move one word to the left or right
SHIFT+HOME	To select from the insertion point to the beginning of the entry
SHIFT+END	To select from the insertion point to the end of the entry
SHIFT+LEFT ARROW	To select one character to the left
<b>NAVIGATING A DATABASE DIAGRAM</b>	
DOWN ARROW	To scroll through the items in a drop-down list from top to bottom
UP ARROW	Move to the previous item in a list
ENTER	Select an item in a list and move to the next field
SPACEBAR	Change the setting in a check box
NOTE: Consult the "on-screen" Office Assistant for additional tips on editing techniques. Type in "keyboard shortcuts."	

## APPENDIX K

### GLOSSARY OF TERMS

Term	DEFINITION
CONTROLS	Form or report elements that display data, perform actions, or decorate the form or report. You can manipulate controls in Design view.
CURRENT RECORD	The record that is active. In Datasheet view, the current record is the row that contains a triangle or pencil icon in the record selector.
DATABASE	An organized collection of information about similar entities. In <i>Access</i> , database also means a collection of objects – such as reports, forms, tables, and queries – associated with a particular topic.
DATABASE WINDOW	A window that lets you gain access to all the objects (tables, forms, reports, queries, and so on) in a particular database.
DATASHEET	A tabular layout of rows and columns that allows you to add, edit, and view the data immediately.
DBMS	Database management system. A system for storing and manipulating the data in a database.
DESIGN VIEW	A view that permits you to set up and modify the structure and appearance of tables, queries, forms, reports, macros, and modules.
FIELDS	Columns in a table that contain categories of data.
FILTER	A way of displaying your data to see only a selected portion of it.
FORMS	Screens that present a custom layout for your data, enabling you to view, edit, and enter the data from your tables.
FREEZE	An option that lets you make columns permanently visible on the screen.
JOIN	A method of notifying <i>Access</i> how to match up records from one table with the appropriate records from any other tables.
KEYBOARD SHORTCUTS	A way of using the keyboard to execute a command without going through the menu system. Usually a combination of ctrl plus one letter keystroke.
MENU BAR	Bar below the title bar that lists the names of the available menus.
OBJECTS	The major components of <i>Access</i> , including tables, queries, forms, reports, macros, and modules.
OFFICE ASSISTANT	An animated character that can answer specific questions, offer tips, and provide Help for <i>Access</i> features.
PRIMARY KEY	A field or set of fields that uniquely identifies each record in the table.
PROPERTIES	The characteristics of a particular field, table, or database.
QUERY	A question to the database, asking for a set of records from one or more tables or other queries that meets specific criteria.
QUERY DESIGN GRID	The grid in the Query Design view window that you use to make decisions about how to sort and select your data and which fields to include in the Recordset. QBE grid.
RECORDS	Rows in a table that contain the set of fields for one particular entity.
RECORD SELECTOR	The box to the left of a record that you can click to select the entire record.
RECORDSET	A subset of your data sorted and selected as specified by a query. Recordsets change to reflect modifications to the data in your tables, and you can often make changes to Recordsets that are reflected in the underlying table(s).

Term	DEFINITION
RELATIONAL DATABASES	Database programs that let you link two or more tables in order to share data between them.
SELECT QUERIES	Queries that you can use to sort, select, and view records from one or more tables.
SELECTION CRITERIA	Instructions that tell <i>Access</i> exactly which records you want to extract from the database.
TABLES	Receptacles for data organized into a series of columns (fields) and rows (records).
TOOLBAR	A row of graphical buttons for executing common commands quickly.
WILDCARD CHARACTER	A character used in searches and filters to find a variable string of characters. For instance, <i>we*</i> would find all words that start with <i>we</i> , such as <i>weather</i> , <i>well</i> , and <i>weekday</i> .
WIZARD	An <i>Access</i> tool that guides you through the process of creating tables, queries, forms, or reports. A Wizard prompts you with questions about the object you are creating and builds the object based on the answers you supply.
NOTE: Consult the "on-screen" Office Assistant for additional terms and definitions. Type in "glossary."	



## **IDAHO STATE HISTORIC PRESERVATION OFFICE**

**MARCH 1, 2001**

REVISED NOVEMBER 2001

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**SAMPLE**