

ARCHITECTURAL AND HISTORIC SITES SURVEY AND INVENTORY

IDAHO HISTORIC SITES INVENTORY (IHSI) REQUIREMENTS AND STANDARDS FOR DOCUMENTATION

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2011



ARCHITECTURAL AND HISTORIC SITES SURVEY AND INVENTORY

IDAHO HISTORIC SITES INVENTORY (IHSI)

Idaho's system of Architectural and Historic Sites Survey and Inventory provides an ongoing effort to identify and record historic properties throughout the State. The product of this systematic identification of historic properties is officially referred to as the Idaho Historic Sites Inventory (IHSI). The IHSI houses the statewide inventory of architectural and historic properties and serves as a permanent record of known historic buildings, structures, objects, sites, and districts. The Inventory consists of individual historic property records supplemented by property-specific documentation such as photographs, maps, sketches, architectural or engineering drawings, historical documents, news clippings, and other miscellaneous materials. Each property record provides descriptive data elements about a property for purposes of research, preservation planning, local and city planning endeavors, compliance with federal regulations, and National Register of Historic Places eligibility. The Idaho Historic Sites Inventory automated database form and guidelines are the standard for recording all architectural and aboveground historic resources as well as linear resources such as agricultural irrigation systems, railroad systems, and vehicular travel systems.

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Introduction

This guide is designed to assist historic preservation commissions, government agencies, cultural resource consultants, local preservation organizations, and others in the systematic documentation of architectural and historic properties. Descriptive data elements as well as supporting documentation such as photographic and cartographic (map) materials must meet established standards of quality in order to afford an appropriate framework for the identification, evaluation, registration, and protection of Idaho's historic resources. The standards and guidelines presented here will ensure that site documentation is acceptable for inclusion in and meets the recording standards of the Idaho Historic Sites Inventory.

Individual architectural and historic sites records are required to be submitted to the Idaho State Historic Preservation Office (ISHPO) utilizing the Idaho Historic Sites Inventory automated database recording system. The ISHPO will provide a copy of the *Idaho Historic Sites Inventory Automated Database: Manual of Instruction for Data Entry* and the IHSI database template on compact disk. As this method of recordation and submittal of property data requires specific computer hardware and software, the agency or its contractor(s) must contact the ISHPO for specifications and requirements. In addition, all photographic materials must be submitted in accordance with the established procedures and guidelines outlined in the *Idaho State Historic Preservation Office Photographic Standards for Archaeological and Historic Sites Inventory Forms and National Register Nominations (2007)* [see Appendix A]. Finally, all cartographic (map) materials submitted must meet the required standards outlined in the *Idaho Historic Sites Inventory Recording Requirements* [p. 3].

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Minimum Survey Product Requirements

All products submitted will meet the basic standards and guidelines of the *Secretary of the Interior's Standards and Guidelines for Preservation Planning, Identification, Evaluation, and Registration* [48 FR 44716-28] published by the Department of the Interior as part of the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.

Idaho Historic Sites Inventory recording forms will be submitted in accordance with the *Idaho Historic Sites Inventory Automated Database: Manual of Instructions for Data Entry*. It will be the responsibility of the surveyor/consultant/contractor to obtain a current version of the manual and database template. In addition, all products submitted must adhere to the requirements outlined in the *Idaho Historic Sites Inventory (IHSI) Recording Requirements* [p. 3].

One (1) original copy of each final product will be provided to the Idaho SHPO; additional copies may be required to be submitted to the sub-grantee or a public depository. Briefly, expected survey products include:

- ◆ Completed IHSI database submitted electronically on compact disk;
- ◆ Printed copies of the IHSI site forms, as generated from the database;
- ◆ Photographic materials presented and prepared according to the ISHPO Photographic Standards;
- ◆ Site location maps and/or sketch maps presented and prepared according to the *Idaho Historic Sites Inventory (IHSI) Recording Requirements*;
- ◆ Survey Data Cover Sheet [see Appendix B];
- ◆ Inventoried Properties Sheet [see Appendix B]; and
- ◆ Final survey report.

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Recording Requirements

- ◆ With regard to completing the IHSI site form, **all** IHSI Main Form data fields that are identified with a **red check mark (✓)** in “Section Seven – Data Entry Instructions” of the *Idaho Historic Sites Inventory Automated Database* manual¹ [see Appendix D] are required fields and must be completed for reconnaissance-level survey. These fields supply the minimum level of information necessary to re-locate a property and to evaluate its potential for National Register of Historic Places eligibility.
- ◆ When recording a complex of buildings and/or structures, the IHSI site form must include references to and brief descriptions of all existing buildings, structures, and features on the property. (This data must be added in the “COMMENTS” data field. See the *Manual of Instructions for Data Entry*, p. 10 of 18.)
- ◆ Every property documented on an IHSI site form must be illustrated with at least one clear photograph. For sites containing two or more resources, photographs of associated structures/features are required.²
- ◆ Traditional photographs must be labeled **only in pencil** and only on the backs of the prints. (Consult the ISHPO Photographic Standards for appropriate labeling methods.) Extremely soft pencils such as the Schwan All-Stabilo #8046, available at art or drafting supply stores, are most effective for labeling the backs of photographs. Digital photographs must be labeled “digitally” on the front of and below the photograph. No photograph should ever be labeled with adhesive labels or other applied materials. Never affix photographs to paper, cardboard, etc.³
- ◆ All photographs – both traditional and digital – must be contained and submitted in clear archival photographic sleeves meeting the requirements outlined in the ISHPO Photographic Standards.⁴
- ◆ Each site record (including photo sleeves) must be stapled together as one unit.
- ◆ Rural properties located outside of city limits must be pinpointed on United States Geological Survey (USGS) topographic maps (1:24,000); urban properties must be pinpointed on Sanborn Fire Insurance Company maps, subdivision/addition plats, or other appropriately detailed maps. At a minimum, a photocopy of the topographic map – or portion of map – exhibiting the property location must be submitted with each site form. Additional maps may be required for urban properties. PLEASE NOTE,

telephone book maps and maps generated from online map sources, such as MapQuest, Yahoo!, Rand McNally, Expedia, etc., typically lack sufficient detail for mapping and do not allow for accurate UTM calculations or precise legal descriptions. Therefore, these forms of maps will not be accepted. [see Appendix C for acceptable online map sources]

- ◆ Sketch maps or detailed maps must be submitted for districts or for properties containing more than two (2) resources/features. Plat books, insurance maps, bird's-eye views, district highway maps, and hand-drawn maps may be utilized. Sketch maps must include a north arrow (true or magnetic), but do not need to be to scale.
- ◆ All IHSI site forms submitted must include Universal Transverse Mercator (UTM) coordinates based on the North American Datum (NAD) of 1983 (noted as NAD83). Site records that use NAD27 will not be accepted. Forms should specifically note the UTM as NAD83 in the "ADD'L NOTES" data field. Contact the Historic Sites Registrar for assistance with UTM coordinate determinations. [see Appendix C for a list of online map resources offering mapping services]
- ◆ Linear sites (½ mile or more in length) such as main (named) agricultural canals and primary laterals, named/numbered roads and highways, and railroads and railroad grades must be recorded on IHSI forms. Further details about recording linear resources are outlined in *Linear Historic Resources Guidelines for Documentation* [p. 5].

¹ *Idaho Historic Sites Inventory Automated Database, Section Seven–Data Entry Instructions*, pp. 1-14 of 18.

² *Idaho State Historic Preservation Office Photographic Standards for Archaeological and Historic Sites Inventory Forms and National Register Nominations (2007)*, p. 1.

³ *Photographic Standards*, p. 2.

⁴ *Photographic Standards*, p. 3.

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Linear Historic Resources Guidelines for Documentation

As part of the development of the Geographic Information System (GIS) at ISHPO, engineering and historic linear properties have been divided into four (4) types or categories: roads, railroads, irrigation resources, and others. (Note that trails, wagon roads, mining features, livestock trails and timber harvesting features are not to be included in the definition of those properties that are recorded on the IHSI form; rather, these resources must be recorded on and comply with the format of the Archaeological Survey of Idaho (ASI) site forms.) To further clarify, examples of the four categories of linear resources that are to be recorded on the IHSI form are:

- ◆ Roads: Roads are those that appear on any modern map from city streets to interstate highways. It also includes roads, numbered or not, identified on U.S. Forest Service maps.
- ◆ Railroads: Railroads include all common-carrier railroads and railroad grades or those that generally transport passengers or goods/cargo.
- ◆ Irrigation Resources: Irrigation resources are those that are associated with the development of water conveyance for agricultural purposes. These consist of major named canals, laterals and ditches.
- ◆ Others: Other linear resources can include such aboveground structures as transmission lines, levees/embankments, and aerial tramways (excluding mining features), to name a few.

If questions remain as to whether a property should be classified as a linear resource for IHSI recording purposes, contact the Historic Sites Registrar.

The Idaho SHPO assigns a separate IHSI accession number for each county a linear resource crosses. Although surveyors/consultants/contractors are strongly advised to record a linear property from county

boundary to county boundary, comprehensive field examination for the full extent of the resource is not an ISHPO requirement. Therefore, portions of the route of the resource may be based on historic documents, general knowledge, system maps, or even assumption. At the very least, a complete legal description of all crossed sections and maps showing the full extent of the property within the county is expected. A map scale of less than 1:24,000 may be used, but it must be reasonably translatable to the standard 1:24,000 USGS quadrangle map.

Generally, the following requirements for documenting agricultural irrigation resources can be applied to any of the linear resources categories previously identified.

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Agricultural Irrigation Resources Requirements for Documentation

The following requirements are intended to collect sufficient documentation of agricultural irrigation resources in order to appropriately evaluate their historic significance. They also are intended to supplement the instructions set forth in the *Idaho Historic Sites Inventory Automated Database: Manual of Instructions for Data Entry*.

Documentation of agricultural irrigation resources must include:

- ◆ A general, physical description of the canal/lateral/ditch itself; include the approximate length of the resource **in its entirety**.
- ◆ A brief history of the resource. When possible, include such information as significant dates, significant persons, associated major laterals, etc.
- ◆ A USGS map or maps outlining the **entire** route of the canal/lateral – from point of diversion to its terminus. Include a list of USGS map names utilized for mapping.
- ◆ References to **all** townships, ranges and section numbers (omitting quarter sections) through which the resource passes within the county of project activity whether field checked or not.
- ◆ Photographs depicting overviews of the canal/lateral/ditch from various locations within the project area.
- ◆ Individual site forms for each of the **major** features along the resource within the project area, such as bridge crossings, diversion structures, head gates, drop structures, weirs, etc.
- ◆ At least one (1) photograph of each feature recorded within the project area.
- ◆ A USGS map or maps indicating the location of each major feature recorded within the project area.
- ◆ UTM coordinates (NAD 83) for each major feature recorded within the project area. (Note that UTM coordinates are not required at various locations along the route of the resource itself.)

**Idaho State Historic Preservation Office
Photographic Standards for Archaeological and Historic Sites
Inventory Forms and National Register Nominations
2007**

Archaeological and Historic Sites Inventory Forms

All photographs submitted to the Idaho State Historic Preservation Office as documentation for archaeological and historic properties must be sufficient to allow for concurrence with determinations of eligibility and project effect. If the following requirements are not met, the submitter will be notified, and any associated Section 106 Review will be delayed until photographs meeting the requirements are submitted. Additional requirements may be necessary in cases of Section 106 mitigation.

- **At least two (2) clear photographs per property must be submitted for all recordings (see exception under IHSI forms below). Different requirements apply whether the photographs are part of the recordation contributing to the Idaho Historic Sites Inventory (IHSI) or Archaeological Survey of Idaho (ASI).**

IHSI forms: While Section 106 and other surveys require at least two (2) photographs per property, non-archaeological Certified Local Government (CLG)-generated surveys can be limited to one (1) photograph per property. All surveys should consider that for properties containing two or more resources, photographs of associated structures/features are required. When photographing historic buildings, photograph the primary (front) exterior wall of each property recorded; oblique images, where possible, are recommended. Depending upon the complexity of a property, it may be appropriate to take several photographs from various angles as well as of major additions and/or alterations.

Acceptable forms of photographic documentation for IHSI forms include:

- Black and white archival-quality prints for 35mm photographs.
- Black and white or color archival-quality digital photographic prints.
- Photographs in JPEG or TIFF format on CD *in addition* to hard-copy prints.

- Negatives accompanied by a photographic log *in addition* to hard-copy prints.

ASI forms: One of the two photographs should be an overview that includes geographic features that would help relocate the site. Additional photographs of significant features or artifacts may be submitted. Acceptable forms of photographic documentation for ASI forms include:

- Black and white archival-quality prints for 35mm photographs.
 - Black and white or color archival-quality digital photographic prints.
- **Photographs must be at least 3 ½ x 5 inches, but 4 x 6 inches and larger is preferred.**
 - **Only archival-quality photographic prints meeting a 75-year-permanence standard will be accepted. The following requirements must be met depending upon the technology applied.**

Traditional 35mm Black and White Prints:

- 35mm prints must be produced using black and white film developed with black and white processing chemicals and printed on black and white photographic paper.
- Resin-coated photographic paper is acceptable, but fiber-based photographic paper is preferred.
- Photographs processed with chromogenic processing (C-41), or printed on chromogenic papers, are not acceptable.

Digital Photographic Prints:

- Inks and paper used for digital prints must be archivally stable. The type of inks and paper used must be declared within the inventory form. Types used may also be stated *additionally* in the survey report. A non-comprehensive list of acceptable ink and paper combinations for digital images that meet a 75-year-permanence standard is maintained by the National Park Service at: http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.pdf
- Camera and printer resolution settings should be sufficient to produce prints with sharp detail. Appropriate resolution and contrast are of utmost importance.

- **Each photograph must be labeled with the required information using the methods described below:**

Labeling Information:

- Smithsonian or IHSI number (property field or temporary number, if a new recording);
- subject of the photograph;
- the direction the camera is facing;
- date (month/year);
- name of the project.

Labeling Methods:

Traditional 35mm black and white photographs must be labeled on the back of the print (never on the front) with a water-soluble pencil intended for writing on transparent or glazed surfaces. We feel the *only acceptable labeling instrument* is the #8046 pencil produced by Schwan All-Stabilo which can be purchased at art supply stores or on-line. Do not use any type of *pen* for labeling, including those identified as “archival.” Never use adhesive labels or other applied materials. Never affix photographs to paper, cardboard, or other material. Digital photos must be labeled as just described *or digitally* on the front and below the photograph.

- **All photographs – *both* traditional 35mm and digital – must be contained and submitted in clear archival photographic sleeves meeting the following requirements:**

Sleeves must be at least 8½ x 11 inches over all and must not exceed 9½ x 11½ inches. Pockets in the sleeves must match the photograph dimensions. For 35mm black and white photographs, do not sleeve back to back. Digital prints may be sleeved back to back provided all labeling is digitally printed on the front and below the photograph. Sleeve digital photographs in full-sheet sleeves rather than cutting them to fit pocketed sleeves. Use no adhesives on sleeves and do not label sleeves. Photographic sleeves for each property must be clipped or carefully stapled (taking care not to staple the print) to the appropriate inventory form. Photographs from different properties cannot be contained in the same sleeve.

For additional information regarding archival-quality photography, please visit the following websites:

www.cr.nps.gov/nr/publications/bulletins/photobul/
www.shutterbug.net/features/1103sb_thearchival/

National Register Nominations

National Register of Historic Places nominations require the submission of black and white prints with each document. Two separate sets of prints must be submitted: one for the National Park Service (NPS) and one for the SHPO. NPS prints should be at least 5 x 7 inches or 8 x 10 inches in size. SHPO will accept prints as small as 3½ x 5 inches, but strongly prefers at least 4 x 6 inch sized prints. Photos should be submitted, unmounted, in an envelope or other protective sleeve.

Each photo must be labeled directly on the back of the photo (do not use adhesive labels) using a #8046 *Schwan All-Stabilo* pencil (or equivalent) with the following information:

1. Name of property (if a district, the name of the district, plus the address and inventory # of the property in the photo)
2. County and state
3. Name of photographer
4. Date of photograph
5. Location of negatives or CD-ROM
6. Description of view, indicating direction that the camera is facing (e.g. Front façade, looking NE)
7. Number of photograph, including total # of photographs (e.g. Photo # 4 of 8)

An alternative labeling method allows for the above information to be included on a Continuation Sheet, with only items #1, #2, & #7 written on the back of the photos. Information common to all photographs, #1 - #5, may be listed once in a statement at the top of the continuation sheet. See pages 63-64 of the National Register Bulletin *How to Complete the National Register Registration Form* for more information.

Traditional 35mm Black and White Prints:

- 35mm prints must be produced using black and white film developed with black and white processing chemicals and printed on black and white photographic paper.
- Resin-coated photographic paper is acceptable, but fiber-based photographic paper is preferred.
- Photographs processed with chromogenic processing (C-41), or printed on chromogenic papers, are not acceptable.

Digital Photographic Prints:

The National Park Service now allows the submission of digitally based photographs with National Register of Historic Places nominations provided they meet archival requirements. In addition to the paper and ink requirements (which can be found on their website at: http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.pdf) the NPS and the Idaho SHPO have defined specifications for digital-format photos. The SHPO has found that its needs differ somewhat from the NPS requirements. Please submit NPS and SHPO copies of digital photos for nominations in the following manner:

- **For NPS photos:**

- Photos should be saved in a *.TIF format*.
- The size of each image must be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger.
- Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white.
- Each photograph on the CD-ROM should be individually saved and named. For example, for the Jones House in Ada County, individual photos should be named:

ID_AdaCounty_Jones1.tif

ID_AdaCounty_Jones2.tif, etc.

- The CD on which photos are saved should be labeled in the following manner: Full Name of Property; Name of MPD (if applicable); County and State.
- While the photos on the CD are color, the prints submitted with the nomination should be **black and white**, and labeled in the traditional manner (see above).
- Submit the CD in a jewel case.
- Include **only** those photos on the CD-ROM that are printed and submitted with the NRHP packet.

- **For SHPO Photos:**

- Put photos and supplemental information (scans of historic photos, maps, newspaper articles) on a separate CD from the NRHP nomination document. This means that in all, 3 CDs would be submitted: one for the NPS with photos only; one for the SHPO with photos and supplemental information; and one with the NRHP nomination form.

- Photos should be saved in a *.JPG format* (note the difference from NPS requirements).
- The size of each image must be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger.
- You may (and are encouraged to) include more digital photos than the printed copies.
- The digital photos that are printed for the nomination should be saved in a *separate folder* from any supplemental photos. The folders should be named as follows:
 - **Jones House, Ada County, NRHP Photos** (these photos should be individually named in the same manner as those for the NPS).
 - **Jones House, Ada County, Supplemental Photos** (these photos do not need to be individually named).
- The CD should be labeled in the same manner as the NPS copy and submitted in a jewel case.

IDAHO HISTORIC SITES INVENTORY (IHSI)
Sample Sheets

SURVEY DATA COVER SHEET

Survey Title: _____

Prepared By: _____

Prepared For: _____

Date: _____

Total number of properties surveyed:

_____ RECONNAISSANCE _____ INTENSIVE

Number of acres surveyed:

_____ RECONNAISSANCE _____ INTENSIVE

INVENTORIED PROPERTIES SHEET

<u>Field #</u>	<u>Name</u>	<u>Location</u>	<u>NR Recommendation</u>
13-367	Bennett Block	927 1st Ave.	Eligible
13-368	Smith's Grocery	1001 1st Ave.	Not eligible

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Online Mapping Resources

Online Maps:

ESRI ArcGIS Explorer (free) –

<http://www.esri.com/software/arcexplorer/index.html>

National Geographic MapMachines (free) –

<http://maps.nationalgeographic.com/map-machine#s=r&c=43.74999999999998,%20-99.71000000000001&z=4>

Bing Maps (free) – <http://maps.live.com/>

Online Maps with Lat/Long Coordinates:

MicroSoft Research Maps (free) – <http://msrmaps.com>

The USGS Store (free) – <http://www.store.usgs.gov/> (click on “Map Locator”)

TerraServer (fee/subscription) – <http://www.terra-server.com/>

USGS EarthExplorer (free) –

<http://edcns17.cr.usgs.gov/NewEarthExplorer/>

Online Maps with UTM Coordinates:

Google Earth (free) – <http://earth.google.com/>

Topoquest (free) – <http://www.topoquest.com/>

MyTopo (free) – <http://maptech.mytopo.com/onlinemaps/index.cfm>

Trails.Com (fee/subscription) – <http://www.trails.com>

Online Coordinate Conversion Tools:

NADCON (free) – <http://www.ngs.noaa.gov/cgi-bin/nadcon.prl>

IDAHO HISTORIC SITES INVENTORY (IHSI)

Automated Database: Manual of Instructions for Data Entry (Abridged)

The *Idaho Historic Sites Inventory Automated Database: Manual of Instructions for Data Entry* is written for data collectors and users as guidelines for how each data field is defined and what data-entry conventions must 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.

The IHSI database should be considered a supplement to the paper record; it is not intended to be a replacement of the paper files. Therefore, 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 be submitted as all data and materials are the foundation for future research activities and decision-making processes.

Finally, technical support for use of the database template and for problem-solving issues is available from the Idaho State Historic Preservation Office, Historic Sites Registrar, by phone at 208-334-3861 Extension 103 or by email at bdavis@ishs.idaho.gov.

IDAHO HISTORIC SITES INVENTORY DATABASE

Manual of Instructions for Data Entry

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
IHSI MAIN FORM FIELDS (HPForm)					
✓	IHSI#	SITELOCATION.IHSI#	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 required to assign a <i>temporary Idaho Historic Sites Inventory (IHSI) number</i> . 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]
✓	PROPERTY NAME	PROPERTYNAME	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. Example: <i>A house located at 555 5th Ave. S. is entered as “5th Ave. S. house – 555.”</i> The name entered as such should reflect its use. Example: <i>10th 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
✓	FIELD#	SITELOCATION.FIELD#	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. Example: <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
✓	STREET	STREET	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. Example: <i>On SR4, 0.5 mi. N of jct. of Elm and 12th 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. Example: <i>Lemhi District BLM OR Payette National Forest.</i> Do not enter rural postal routes (RFD) or Post Office box numbers. Use standard abbreviations. Example: <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. NOTE: 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.	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] Appendix A – Counties and County Codes
✓	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. Example: <i>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. Example: <i>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 <u>up</u> and proceed to the LESS THAN field. Example: <i>If the property is situated on 3.25 acres, then round up, input "4" and proceed to the LESS THAN field. 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, leave this field blank.</i>	LESS THAN
✓	LESS THAN	LESS THAN	Less Than Acres (indicated)	Check (✓) this box if the acreage is <u>less than the number indicated in ACRES but greater than its next smallest number</u> (indicating a fraction of an acre). Example: Referring to the ACRES example, <i>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

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	TAX PARCEL	PARCEL#	Tax Parcel Number	If relevant, indicate the county/city tax parcel number. If unknown, then leave this field blank.	
✓	UTMZ	UTMZONE	UTM Zone	Provide the relevant Universal Transverse Mercator (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 for 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. <u>Enter only one.</u> 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.” <u>Enter only one.</u>	TOWNSHIP
✓	RANGE	RANGE	Range	Provide the legal range number – as indexed from the Boise Meridian – in which the property is located. <u>Enter only one.</u> (Refer to TOWNSHIP for instructions on multiple ranges.)	TOWNSHIP
✓	E_W	E_W	East/West	Indicate whether the range is East or West of the Boise Meridian. Enter “E” or “W.” <u>Enter only one.</u>	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. Example: NW 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

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
✓	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. Example: <i>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. Cite additional map names in ADD'L NOTES [FOR SHPO USE ONLY]. For internal office use, cite the map held in ISHPO on which the property's location is pinpointed.	Endnote 6 ADD'L NOTES [FOR SHPO USE ONLY]
✓	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. Example: <i>Nampa urban area map, Iona city map, OR Boundary County Big Sky Map</i> . Be specific in your entry; include the sheet number, if applicable, as well as the publishing date of the map. Example: <i>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 precisely 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, 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. Example: <i>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. Choose one: building, structure, object, site, district . Use the drop-down list box provided for this field (indicated by an arrow to the right of the field).	Appendix 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: original construction, significant construction, addition, alteration, moved, demolished, significant event, other . When relevant, make further explanation of the activity in COMMENTS. If "moved" has been indicated, then attempt to provide the property's original location in COMMENTS. If "other" 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

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	ACTDATE1	ACTDATE1	Activity Date (primary)	Provide the activity date by designating the year associated with the previously noted primary construction activity/event. <u>Enter only one year</u> , not a period of years. Example: 1923. 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
	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. Example: <i>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. Example: <i>The farmstead noted above would total five (5); the ranger station would total three (3); and the urban property would total two (2).</i> Enter at least “1” for the principal recorded property if no other features are present.	
✓	ORIGINAL USE	ORIGINAL USE	Original Use	Indicate the principal historic function of the property. Use the drop-down list box provided in this field. <u>Enter one category</u> that best characterizes that function using only the following categories: domestic, commerce/trade, social, government, education, religion, recreation/culture, industry/processing/extraction, health care, defense, landscape, transportation, funerary, agriculture/subsistence, unknown, other. Example: <i>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. ¹⁰	Endnote 10 Appendix C – Data Categories for Functions and Uses COMMENTS NRHP Bulletin 16A

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
✓	ORIGSUBUSE	ORIGSUBUSE	Original Sub-Use	Provide the historic sub-function of the property using the subcategories listed in Appendix C. 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.	Appendix C – Data Categories for Functions and Uses 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: 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. 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." 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.	ORIGINAL USE COMMENTS Appendix C – Data Categories for Functions and Uses
✓	CURSUBUSE	CURSUBUSE	Current Sub-Use	Provide the current sub-function of the property using the subcategories listed in Appendix C. Example: 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 Appendix C – Data Categories for Functions and Uses
NOTES REGARDING MATERIALS					
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 OTHER MATERIAL2, then 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. Example: WOOD OR STONE OR SYNTHETICS. Subsequently, note the specific material in COMMENTS. Example: "WOOD:Board and batten," OR "CONCRETE:Concrete block," OR "BRICK:Clinker brick" OR "STONE:Lavarock."					Endnote 11 Appendix D – Materials COMMENTS OTHER MATERIALS OTHER MATERIALS2 NRHP Bulletin 16A

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
✓	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." ¹²	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. <u>Use this field, too, when a material cannot be necessarily associated with a construction feature.</u>	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. <u>Enter only one</u> style from the drop-down list box provided for this field. ¹³ Example: <i>Classical Revival</i> . Some properties are often more readily identified by their functional type rather than by their reference to a particular style. Example: <i>Commercial</i> . After entering "Commercial" proceed to more specifically describe the property in COMMENTS. Example: <i>Commercial: Two-Part Vertical Block</i> . Other properties are identified by their massing or type, such as bridges and buildings characterized as folk or vernacular. These structures are not specifically described by any of the listed terms, in which case, enter "Other" and describe the property further in COMMENTS. Example: <i>Other: Pratt through truss</i> OR <i>Other: I-house</i> OR <i>Other: Gothic Arch</i> . 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: <i>Vernacular with Craftsman elements</i> . 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.	Endnote 13 Appendix E – Architectural Styles Appendix F – Data Categories for Architectural Classification 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. <u>Enter only one</u> of the following terms: rectangular, square, round, T-plan, U-plan, L-plan, H-plan, cross, irregular, linear, massed, complex . If the terms provided do not accurately describe the property or a more specific classification is appropriate, then provide the description in COMMENTS. Example: <i>hall and parlor, shotgun, double pen</i> . ¹⁴ 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, <u>enter only one</u> of the following terms: Excellent, Good, Fair, Poor, Non-extant . 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 and applicable, 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. Example: 95000506.	http://www.idahohistory.net/shpo.html#anchor255723

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	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, <u>enter only one</u> of the following terms: Listed, DOE (determination of eligibility), DOI (determination of ineligibility), Removed, Rejected, Additional Documentation, Other, NHL (National Historic Landmark), Owner Objection. 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. Example: 4/27/95.	
	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. Example: 2010. 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
NOTES REGARDING ELIGIBILITY					
✓	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
	INDIVIDUALLY ELIGIBLE	NRRECINDELIG	Individually Eligible	Indicate (✓) whether the property <i>DOES independently</i> meet at least one of the National Register criteria for evaluation.	
	NOT ELIGIBLE	NRRECNOTINDELIG	Individually Not Eligible	Indicate (✓) whether the property <i>DOES NOT independently</i> meet any of the National Register criteria for evaluation.	
	CONTRIBUTING IN A POTENTIAL DISTRICT	NRRECPOTDIST	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.	
	MULTIPLE PROPERTY STUDY	NRRECMULTPROP	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.	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	NON-CONTRIBUTING	NRRECNONCON	Non-contributing (in a historic district)	Indicate (✓) whether the property <i>DOES NOT ADD</i> to the historic significance of a district.	FUTURE ELIG DATE
	NOT EVALUATED	NRRECNOTEVAL	Not Evaluated	Indicate (✓) whether a determination of the property's <i>eligibility has not been made</i> .	
	FUTURE ELIGIBILITY	NRRECFUTELIG	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.	
NOTES REGARDING CRITERIA					
✓	Identify the National Register criteria for which the property qualifies for listing. ¹⁵ This field is required; thus, indicate (✓) at least one of these categories. Briefly stated:				Endnote 15
	A	A	Criterion A	The property is associated with events that have made a significant contribution to the broad patterns of our history.	Appendix G – The National Register Criteria NRHP Bulletin 16A
	B	B	Criterion B	The property is associated with the lives of persons significant in our past.	
	C	C	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.	
	D	D	Criterion D	The property has yielded, or is likely to yield, information important in prehistory or history.	
NOTES REGARDING CRITERIA CONSIDERATION					
✓	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. ¹⁶ This field is required provided there is a consideration. Briefly stated:				Endnote 16
	A	A	Consideration A	The property is owned by a religious institution or used for religious purposes.	Appendix G – The National Register Criteria NRHP Bulletin 16A
	B	B	Consideration B	The property has been removed from its original location.	
	C	C	Consideration C	The property is a birthplace or grave.	
	D	D	Consideration D	The property is a cemetery.	
	E	E	Consideration E	The property is a reconstruction.	
	F	F	Consideration F	The property is commemorative in intent.	
	G	G	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: Agriculture, Archaeology [Cultaffil], Architecture, Art, Commerce, Communications, Community Planning/Development, Conservation, Economics, Education, Engineering, Entertainment/Recreation, Ethnic Heritage [Cultaffil], Exploration/Settlement, Health/Medicine, Industry, Invention, Landscape Architecture, Law, Literature, Maritime History, Military, Performing Arts, Philosophy, Politics/Government, Religion, Science, Social History, Transportation, Other. The category selected should coincide with the criterion previously indicated. Example: "A"/Community Planning/Development OR "C"/Engineering. 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.	CULTAFFIL [IHSI SUPPLEMENT FORM – IHSI SupForm] Appendix H – Data Categories for Areas of Significance 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, histories, 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 that has been obtained in the field but that does not lend itself to entry elsewhere in the database. Please make every attempt <u>not to abbreviate or contract words</u> . <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. Example: <i>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. Example: 8/23/01.	
✓	SVY LEVEL	SVY LEVEL	Survey Level	Enter the level of survey by choosing either reconnaissance or intensive – 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. Example: 555-555-5555 or 555.555.5555. <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
NOTE REGARDING "SUBMITTED" FIELDS					
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</u> photograph is <u>required</u> to be submitted with each site form. Photos should be appropriately labeled in soft pencil with the project title, date taken, camera direction, and field number.	Endnote 17 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] Appendix I – 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. <u>Sketch maps should not be submitted as substitutes for USGS topographic maps or Sanborn Fire Insurance Company maps.</u>	
NOTES REGARDING "FOR SHPO USE ONLY"					
This section of the site form is not necessarily limited to ISHPO use, although several fields are specifically intended for Internal Use Only . 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. Internal Use Only .	
	MS RPT #	MS RPT #	Manuscript Report Number	Cite the current manuscript report number assigned by the ISHPO Historic Sites Registrar. Internal Use Only .	
	IHPR #	IHPR #	Idaho Historic Properties Record Number	Cite the Idaho Historic Properties Record number assigned by the ISHPO Historic Sites Registrar. Internal Use Only .	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	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>	
	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> Example: 10 BV 263.	
	REV#	REV#	Review Number	Cite the current Section 106 review project reference number assigned by the ISHPO. Internal Use Only.	
	CS#	CS#	Context Study Number	Cite the Context Study number assigned by the ISHPO Historic Sites Registrar. Internal Use Only.	
	IHSI# REF	IHSI# REF	Idaho Historic Sites Inventory Number Reference	Cite additional IHSI numbers for further information, if applicable. Internal Use Only. Separate the numbers with a semi-colon (;) and one space or by a "thru." Example: 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. Internal Use Only.	
	REV# REF	REV# REF	Review Number Reference	Cite additional Section 106 review files for further information, if applicable. Internal Use Only.	
	SVY RPT# 1	SVY RPT# 1	Survey Report Number (1)	Cite one additional survey report number for further information, if applicable. Internal Use Only.	
	SVY RPT# 2	SVY RPT# 2	Survey Report Number (2)	Cite one additional survey report number for further information, if applicable. Internal Use Only.	
	SVY RPT# 3	SVY RPT# 3	Survey Report Number (3)	Cite one additional survey report number for further information, if applicable. Internal Use Only.	
	MS RPT# 1	MS RPT# 1	Manuscript Report Number (1)	Cite one additional manuscript report number for further information, if applicable. Internal Use Only.	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	MS RPT# 2	MS RPT# 2	Manuscript Report Number (2)	Cite one additional manuscript report number for further information, if applicable. Internal Use Only.	
	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 "compliance" 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 required entry if the previous statement is true. <i>Complete this field, if applicable.</i>	COMMENTS [IHSI MAIN FORM – HPForm]
	MORE DATA	MORE DATA	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 required 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 or ISHPO. Internal Use Only.	
	# 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: eligible, ineligible, insufficient information. Use the drop-down list box provided. Internal Use Only.	
	DETER DATE	DETER DATE	Determination Date	Provide the date on which the ISHPO made the above determination. Example: 3/18/01 OR 3/01. Internal Use Only.	
	INITIALED	INITIALED	Initialed	Provide the initials of the person primarily responsible for data entry or data review. Use lowercase letters. Example: be or bhd. Internal Use Only.	
	ENTRY DATE	DATEENTERED	Entry Date	Indicate the date the property information is entered into the database. Example: 11/14/01. Internal Use Only.	
	REVISE1	REVISE1	Revision (1)	Indicate the date of the first revision to the site information – based on subsequent survey. Example: 11/14/01. Internal Use Only.	

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	REVISE2	REVISE2	Revision (2)	Indicate the date of the second revision to site information – based on subsequent survey. <i>Example:</i> 11/14/01. Internal Use Only.	
	REVISE3	REVISE3	Revision (3)	Indicate the date of the third revision to the site information – based on subsequent survey. <i>Example:</i> 11/14/01. Internal Use Only.	
End of Main Form					
ADDITIONAL HPQUERY FIELDS					
		COMMENTS_2.IHSI#		Field is automatically filled. ¹⁸ Be sure to reference Endnote 18.	Endnote 18
		FEATURES.IHSI#		Field is automatically filled. Be sure to reference Endnote 18.	Endnote 18
		NRINFO.IHSI#		Field is automatically filled. Be sure to reference Endnote 18.	Endnote 18
		PHOTO.IHSI#		Field is automatically filled. Be sure to reference Endnote 18.	Endnote 18
✓		COMMENTS_2.Field#		Complete this field with the field number.	
✓		FEATURES.Field#		Complete this field with the field number.	
✓		NRINFO.Field#		Complete this field with the field number.	
✓		PHOTO.Field#		Complete this field with the field number.	
IHSI SUPPLEMENT FORM (IHSI SupForm)					
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.					
	OTHER NAME	OTHER NAME	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.	
	UTM REF2	UTM REF 2	UTM Reference 2	When necessary, enter an additional UTM reference. <i>Example:</i> 00/000000/000000.	UTMZ [IHSI MAIN FORM – HPForm]
	UTM REF3	UTM REF 3	UTM Reference 3	When necessary, enter an additional UTM reference. <i>Example:</i> 00/000000/000000.	UTMZ [IHSI MAIN FORM – HPForm]
	UTM REF4	UTM REF 4	UTM Reference 4	When necessary, enter an additional UTM reference. <i>Example:</i> 00/000000/000000. 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]

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	OTHER MATERIAL2	OTHER MATERIAL	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. <u>Enter only one</u> . 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]
✓	PHOTO LOG	PHOTO LOG	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] Appendix I – Photograph Identification Log
	SIGNIFDATE	SIGNIFDATE	Significant Date	Designate the year in which a major event directly contributed to the significance of the property. 📅 Example: 1902. <u>Enter only one</u> year in this field. Note additional significant dates in COMMENTS [IHSI MAIN FORM – HPForm].	Endnote 19 COMMENTS [IHSI MAIN FORM – HPForm] NRHP Bulletin 16A
	SIGNIFPERIOD	SIGNIFPERIOD	Significant Period	Specify the period of time when the property attained significance qualifying it for National Register listing. 📅 Example: 1899-1915. <u>Enter only one</u> 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
	SIGNIFPERSON	SIGNIFPERSON	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]
	CULTAFFIL	CULTAFFIL	Cultural Affiliation	Enter the cultural affiliation subcategory when either “ <i>Ethnic Heritage</i> ” or “ <i>Archaeology</i> ” has been indicated as the Area of Significance. From the drop-down list box provided, choose one from the following terms: Asian, Black, European, Hispanic, Native American, Pacific Islander, other, Prehistoric, Historic: Aboriginal, Historic: Non-Aboriginal. If “ <i>other</i> ” has been indicated, then provide further explanation in COMMENTS [IHSI MAIN FORM – HPForm].	Appendix H – Data Categories for Areas of Significance COMMENTS [IHSI MAIN FORM – HPForm] AREA OF SIGNIF [IHSI MAIN FORM -- HPForm]

REQ'D	FORM LABEL	QUERY LABEL	DEFINED	INSTRUCTION	REFER TO
	ARCH/BUILD	ARCH/BUILD	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. ²¹ If more space is required, then note additional names in ADD'L NOTES [IHSI MAIN FORM – HPForm].	Endnote 21 NRHP Bulletin 16A
	AGENCYCERT	AGENCYCERT	Agency Certification	Indicate the State/Federal agency level of significance recommendation for certification. ²² Choose one of the following three levels provided in the drop-down list box: national, statewide, local.	Endnote 22
	OWNERSHIP	OWNERSHIP	Ownership	Indicate the current status of ownership of the property. Of the following choices provided in the drop-down list box, choose one: private, public-local, public-state, public-federal. 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]
	PROPOWN	PROPOWN	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]
	DOCSOURCE	DOCSOURCE	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. Example: <i>Lalia Boone – Idaho Place Names: A Geographical Dictionary</i> OR <i>personal interview with John Brown, past owner of property.</i> These do not need to be cited in full bibliographic form.	
	ARCHPLANS	ARCHPLANS	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]
	TAXEASE	TAXEASE	Tax Easement	Indicate (✓) whether a tax act preservation easement is held on the property being recorded.	
	TAXCERT	TAXCERT	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]
	NR REF #3	NR REF #3	National Register Reference Number (3)	Cite an additional NRHP reference number, if applicable. <i>Complete this field, if known.</i>	
	IHSI# REF	IHSI# REF	Idaho Historic Sites Inventory Number Reference	Cite additional IHSI numbers for further information, if applicable. Internal Use Only. Separate the numbers with a semi-colon and one space or by a "thru". Example: 17-5227; 17-395 OR 23-998 thru 23-1001.	

End of Supplement Form

DATA ENTRY MANUAL.doc 01/31/05

¹ 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, town site, 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.

² 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.

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

⁴ 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*.

⁵ 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.

⁶ 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.

⁷ 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.

⁸ 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.

⁹ 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.

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

¹¹ Refer to NRHP Bulletin 16A, p.27 for guidelines for entering materials.

¹² 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.

¹³ 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.

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

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

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

¹⁷ 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*.

¹⁸ The IHSI # will NOT appear in their respective fields automatically unless one other value from that same table has previously been entered, and the TAB key (not the ARROW keys) has been used to scroll horizontally through the columns in datasheet view. **NOTE:** When attempting to run an append query action for a particular table and the IHSI # has not been entered for a record in that table, then that record in that table will not be appended until the IHSI # has been entered.

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

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

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

²² 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.

ARCHITECTURAL AND HISTORIC SITES SURVEY AND INVENTORY



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