



# ICRIS

Idaho Cultural Resource Information System

# DATA STANDARDS: PROJECTS

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# Data Standards: Projects

DEFINITIONS AND STANDARDS FOR PROJECT RECORDS IN ICRIS

Version 2

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This guide defines the data fields, statuses, classifications, and controlled vocabularies used throughout ICRIS projects and surveys. It is intended to be used alongside the ICRIS Guide: Projects, which provides step-by-step instructions for creating and managing projects. Users should refer to this guide when entering project data, selecting classifications, or interpreting status values.

*Front Cover: West Street Bridge, Blackfoot, Bingham County, Idaho*



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# PROJECT TYPES

TYPE	DESCRIPTION
Determination of Eligibility	Use this option only when there is no associated undertaking under review and the sole purpose is to determine whether a resource is eligible for the National Register of Historic Places (NRHP). This applies when a person or agency specifically needs a Determination of Eligibility (DOE) outside of a broader Section 106 or other planning review process
Section 106 Review	Applies to undertakings involving federal funding, permitting, licensing, or land. This project type documents the consultation process required under Section 106 of the National Historic Preservation Act, including identification of historic properties, assessment of effects, and resolution of adverse effects.
Section 110 Review	Used when federal agencies are fulfilling their proactive stewardship responsibilities under Section 110 of the National Historic Preservation Act. This includes inventory, documentation, resource management, and planning efforts not tied to a specific undertaking.
Annual Report	For agencies or entities that submit yearly summaries of cultural resource compliance work, field surveys, site evaluations, and findings. This project type enables reporting required under federal or state programmatic agreements.
CLG Survey	For Certified Local Governments conducting local historic resource surveys, planning studies, or other preservation projects supported by CLG grants. This project type tracks survey boundaries, methodology, and resource documentation submitted to SHPO.
Non-Federal Review	Use this option only when there is no federal undertaking and Section 106 does not apply. This includes state-funded projects, local government actions, private development requiring SHPO comment, or other courtesy reviews. This project type documents SHPO coordination and comments outside of the Section 106 review process.

# PROJECT DATA STANDARDS

## PROJECT DETAILS

FIELD NAME	DESCRIPTION
Project Number	Auto-generated by ICRIS. Assigned sequentially based on the federal fiscal year in which the project is initiated. This number cannot be edited by users.
Project Name	A brief, descriptive title for the project. Use a clear, project-specific name (e.g., Highway 55 Shoulder Widening, Smith Creek Vegetation Treatment, Historic Depot Rehabilitation). Avoid overly general terms such as "ID," "Project," or consultant job numbers.
Lead Agency Name	The federal agency (or state agency acting as a federal agent) responsible for initiating consultation under Section 106. If no federal involvement, select the primary state or local agency requesting review.
Lead Agency Reviewer	The individual(s) representing the Lead Agency who will receive SHPO communication and coordinate the agency's consultation. Multiple reviewers may be selected if the agency uses a shared review workflow.
Submitter Organization	The organization (typically a consulting firm, agency, or tribal government) that is preparing and submitting the project package in ICRIS.
Submitter	The primary point of contact, generally a heritage professional from the Submitter Organization who is responsible for assembling, uploading, and submitting the project documentation. This individual will receive system notifications.
Secondary Agencies	Additional federal, state, or local agencies, or sub-contractors involved in the project or requiring coordination. Select all that apply when multiple agencies share responsibility. <i>Note: Secondary agencies have the ability to edit the project in the system.</i>
Organization Project Number(s)	The internal project identifier used by the Lead Agency, consultant, or applicant. This may include contract numbers, project tracking codes, or other reference numbers. Multiple entries are allowed. Press <i>Enter</i> after each number to add it as a separate entry in the list.
Applicable Programmatic Agreement	Select the Programmatic Agreement (PA) under which this review is being conducted, if applicable. The dropdown list will display only those PAs that are relevant to the selected Lead Agency, ensuring that users choose from agreements appropriate to their agency's jurisdiction. If the project is not being conducted under a PA, leave this field blank.
Agency Project Finding	The Lead Agency's formal determination regarding the project's effect on historic properties (e.g., No Historic Properties Affected, No Adverse Effect, Adverse Effect). This field should reflect the agency's official finding under Section 106, if applicable. If the project is being prepared by a consultant, the consultant may select a <i>recommended</i> project finding for the Lead Agency to review; however, the final determination must be made and confirmed by the Lead Agency.

Agency Comments	Any narrative explanation supporting the Agency Project Finding, including justification, methodology, or considerations used in reaching the determination. Also used for clarifying project intent or scope.
Description	A concise summary of the project scope and activities. Focus on the action being proposed, where it will occur, and any ground disturbance or construction elements. Avoid copying full proposal text; summarize key actions.
Related Project Number(s)	Use to link this project to previously submitted or associated ICRIS projects (e.g., addenda, phased projects, supplemental surveys, or long-term relicensing efforts). This supports continuity and historical tracking.

## PROJECT DESCRIPTION EXPECTATIONS

Project descriptions should provide sufficient information for reviewers to understand:

- The location of the undertaking
- The scope of work
- The nature and extent of ground disturbance
- The Area of Potential Effects (APE)
- The duration or phases of the project, if applicable

## PROJECT PHOTO STANDARDS

FIELD	STANDARD
Format	JPG
Minimum Quantity	Two overview photographs for Section 106 projects
Naming Convention	Clearly identify view direction or subject
Content	Photographs should depict the project area and provide sufficient context for review.

## PROJECT ATTACHMENT STANDARDS

Project attachments provide the documentation necessary for SHPO and consulting parties to understand the undertaking, evaluate potential effects, and document the consultation process. All project attachments become part of the permanent project record and should be organized and clearly labeled.

FIELD	STANDARD
Required Attachment	One cover letter or agency consultation form is required for every project.
Format	PDF
Document Types	Cover Letter, Agency Form/DSE, Other
Supplemental Attachments	Architectural plans, drawings, elevations, consultation correspondence, supporting studies, and other documentation necessary to describe the undertaking.

## DOCUMENT TYPE STANDARDS

DOCUMENT TYPE	USE
Cover Letter	Narrative description of the undertaking and supporting information submitted for review.
Agency Form/DSE	Standardized agency consultation forms (e.g., USFS DoSE, ITD Form 1502).
Other	Supplemental documentation supporting project review and consultation.

## CONTENT EXPECTATIONS

Project attachments should provide sufficient information to:

- Describe the undertaking and Area of Potential Effects (APE)
- Support the agency's finding
- Document consultation efforts
- Explain proposed work and potential effects to historic properties
- Support SHPO review and decision-making

As applicable, attachments may include:

- Architectural plans and elevations
- Engineering drawings
- Consultation correspondence
- Tribal consultation documentation
- Local government correspondence
- Historic preservation commission comments
- CLG correspondence
- Technical studies or supporting reports

Refer to [SHPO Guidance](#) for detailed requirements.

## PROJECT GIS STANDARDS

FIELD	STANDARD
Geometry Types	Polygon
Vertex Limit	10,000
Recommended Literature Review Buffer	1 mile
Multi-part Features	Merge when possible
GIS Required	Yes
Coordinate System	GIS data should be submitted in a projected or geographic coordinate system with a defined spatial reference.

PROJECT STATUS		
STATUS	SUB-STATUS	DESCRIPTION
In Progress	—	The project is being prepared by the Submitter Organization and has not yet been submitted to SHPO. This status may also indicate that the project was returned by SHPO or Lead Agency for revisions, additional documentation, or clarification. The project remains editable by the Submitter Organization in this status.
Lead Agency	—	The project has been submitted to the Lead Agency and is awaiting the agency's official determination and submittal to SHPO. This status may also indicate that the project was returned by SHPO for updates, additional documentation, or clarification. No SHPO review is active while the project is in this status.
SHPO	Submitted	The project has been submitted to SHPO but has not yet been assigned to a reviewer. The submission is in SHPO's queue.
	Review	The project has been assigned to a SHPO reviewer and is undergoing review. SHPO may request revisions, additional documentation, or clarification during this stage; if revisions are required, the project may be returned to the Lead Agency or Submitter.
Complete	—	SHPO review is finished and the project is closed in ICRIS. All consultation steps have been completed, and no further action is required. A <b>Consultation Summary</b> is automatically generated and available under <b>Project Attachments</b> . It is the responsibility of the Lead Agency and Submitter to review the Consultation Summary for any official SHPO comments or conditions of compliance.
MOA	Needed	The agency has determined <b>Adverse Effect</b> and consultation has proceeded to development of a <b>Memorandum of Agreement (MOA)</b> . Parties are working to identify, negotiate, and draft stipulations.
	In Progress	The <b>MOA has been executed</b> , and the Lead Agency is now responsible for carrying out the agreed-upon stipulations. This status remains active until all stipulations are fulfilled.

# ☰ MOA STIPULATION TRACKING

## MOA DETAILS

FIELD NAME	DESCRIPTION
MOA Signed	The date the MOA was fully executed by all required signatories.
Expiration Date	The date the MOA expires. This is typically defined within the MOA text and may be based on a specific timeframe or project milestone.
Stipulation Description	A brief description of the stipulation being tracked (e.g., <i>HABS documentation, survey of downtown historic district, National Register nomination</i> ). The description should clearly reflect the action required.
Status	Indicates the current stage of stipulation implementation. Four statuses are available (see MOA STIPULATION STATUS table).
Date Completed	The date the status was last updated or the stipulation was completed, depending on the status selected.

## MOA STIPULATION STATUS

STATUS	DESCRIPTION
In Progress	Work required by the stipulation is currently underway.
Completed by Agency	The Lead Agency has completed the work required by the stipulation and has submitted documentation for SHPO review.
Returned by SHPO	SHPO has reviewed the submitted documentation and determined that revisions or additional work are needed before the stipulation can be accepted.
Accepted by SHPO	SHPO has reviewed and accepted the documentation as meeting the terms of the stipulation. No further action is required for this stipulation

# SURVEY DATA STANDARDS



## SURVEY DATA

FIELD NAME	DESCRIPTION
Title	The official title of the survey report. Use the report title exactly as it appears on the document cover or title page. Avoid internal filenames or abbreviations.
Author	List the author(s) of the survey report in <b>Last Name, First Name</b> format (e.g., <i>Smith, Jane</i> ). For multiple authors, separate names with semicolons and follow the order listed in the report.
Organization Project Number	The internal reference or tracking number used by the conducting organization, consultant, or agency. This may be a contract number, task order number, or firm-specific project ID.
Keywords	Enter key terms that describe the survey scope, location, or resource types (e.g., <i>bridge, irrigation, CCC, monitoring</i> ). Keywords improve searchability and support thematic research within ICRIS.

## KEYWORD SELECTION GUIDANCE

Use keywords to improve searchability and support thematic research in ICRIS. Keywords should reflect the **type of work, resource themes, landscape or setting, or analytical methods**. Avoid overly general terms (e.g., *project, report*) or repeating information already included in the title.

### Recommended keyword categories include:

- **Project Type:** *inventory, monitoring, excavation, reconnaissance*
- **Resource Types:** *canal, bridge, ditch, airfield, railroad, CCC*
- **Geographic Focus:** *Warm Lake, Snake River, Pahsimeroi Valley*
- **Artifact & Analysis:** *Clovis, projectile point typology, faunal analysis, X-ray fluorescence (XRF), obsidian hydration, lithic reduction, ceramic temper analysis*

## SURVEY ATTACHMENT STANDARDS

Each survey record in ICRIS must include a **Survey Attachment**. The Survey Attachment serves as the permanent digital record of the investigation and provides the documentation necessary to support survey findings, methodologies, and recommendations.

REQUIREMENT	STANDARD
Required Attachment	One Survey Attachment is required for every survey record.
File Format	PDF
Maximum File Size	50 MB
Document Type	Final survey report
Revisions	If a report is revised after upload, replace the existing attachment rather than creating a new survey record.

## REPORT CONTENT EXPECTATIONS

Survey reports should contain sufficient information to support the survey record and allow future users to understand the scope, methods, and findings of the investigation. As applicable, reports should include:

- Title page
- Author(s)
- Organization project number
- Project location
- Description of methods
- Survey area maps
- Results and findings
- Resource descriptions
- Eligibility recommendations
- Photographs, figures, and supporting documentation

Refer to [SHPO Guidance](#) for detailed requirements.

## FILE PREPARATION STANDARDS

To support long-term storage and system performance:

- Remove unnecessary blank pages.
- Compress high-resolution images when appropriate.
- Export documents at a standard resolution (150–300 dpi).
- Use digital originals whenever available rather than scanned copies.
- Place large map plates or photo appendices in compressed appendices when possible.

## SURVEY GIS STANDARDS

FIELD	STANDARD
Geometry Types	Polygon
Vertex Limit	10,000
Recommended Literature Review Buffer	1 mile
Multi-part Features	Merge when possible
GIS Required	Yes
Survey Class	Each GIS feature should be assigned the appropriate Survey or Investigation Class.

# SURVEY GIS DATA TERMINOLOGY

MAP METHOD	
METHOD	DETAILED DESCRIPTION
Digitize from paper	Boundary was drawn manually by freehand based on a non-georeferenced paper map, sketch, or form.
Generate from GPS	Boundary was collected using a GPS unit, regardless of receiver grade or accuracy level.
Buffered centerline or point	Boundary was inferred by buffering a recorded path, centerline, or point location based on a verbal description, standard offset, or measurement radius.
Imported data from GIS or CAD	Boundary was imported directly from an existing GIS dataset, CAD file, or digital spatial source.
Heads-up digitizing	Boundary was manually drawn by tracing features on a georeferenced map or imagery displayed in GIS software.
Method used unknown	Legacy record where the original mapping method cannot be determined from available documentation.

<b>SURVEY OR INVESTIGATION CLASS</b>	
<b>CLASS</b>	<b>DETAILED DESCRIPTION</b>
Architectural survey only	A systematic survey that identifies, documents, and evaluates <b>historic buildings, structures, and districts</b> . Architectural inventories are commonly completed by federal agencies for Section 106 compliance, by <b>Certified Local Governments (CLGs)</b> for local preservation planning, and as part of mitigation measures developed through consultation.
Class I Inventory	A documentary research effort used to determine whether cultural resources have been previously identified in the area. This work is based on existing records, literature, maps, and archives and involves <b>no field survey or ground disturbance</b> .
Class II Inventory	A field inventory that does <b>not</b> meet Class III standards. Often includes <b>probabilistic or sample-based survey</b> methods used to characterize the likely density, diversity, and distribution of archaeological resources across a large area by surveying limited, discontinuous portions of the landscape.
Class III Inventory	<b>Intensive field survey</b> of the entire target area, conducted systematically to identify all cultural resources with observable surface expression. Survey is completed using close-interval parallel transects (typically <b>30 meters or less</b> , depending on regional standards) to ensure thorough ground coverage.
Reconnaissance	A <b>preliminary field survey</b> intended to identify the general presence or absence of historic properties within an area. Sometimes referred to as a <b>“windshield survey”, drive-by, or walk-over</b> , and is often the basis for determining whether a more intensive survey is warranted. Reconnaissance-level survey is generally not an acceptable survey method for Section 106 compliance or CLG-funded surveys.
Excavation	<b>Subsurface archaeological investigation</b> at a known resource location, typically involving controlled excavation units or test probes to evaluate integrity, stratigraphy, or research questions.
Collections/Non-Field Study	Study or analysis of <b>existing materials, artifacts, samples, or documentation</b> collected during prior investigations. No new fieldwork is conducted.
Monitoring	<b>Observation of ground disturbance</b> or resource condition assessment at known cultural resource locations or high-probability areas. May result in documenting changes to resource condition.
Ethnographic Study	A <b>systematic study of people and cultures</b> , often involving interviews, oral history collection, cultural landscape use documentation, and community-based knowledge. Generally, no new fieldwork is conducted.
Site Specific Study	<b>Focused research</b> at a known cultural resource intended to answer <b>defined research questions</b> beyond standard inventory or documentation requirements. This may also include an intensive-level inventory or detailed study of a specific building.
Other	Use when the investigation does <b>not conform</b> to one of the categories above.