Historic Property Inventory

Training 2017
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Definitions

Resource: An element that is recorded on a Historic Property Inventory Form, Archaeology site form, or Traditional Cultural Place template. Resources have attributes. Every Resource has a number.

Property: An above-ground resource – building, structure, site, object

Register: A register listed **Resource.**

Register Public: The list of register resources that excludes location restricted (archaeology) sites

Definitions

Project: An undertaking or action that is either regulatory (Section 106, Section 110, SEPA, 0505) or non-regulatory (CLG survey). Every Project has a number. A Project **is not** "A Cultural Resources Assessment of ……" The CRAS is a report being done as a result of the actual Project.

Activity: Survey; Place to put Resource data and reports.

Definitions

Cultural Survey: A written document that provides an evaluation of cultural resources, usually associated with a specific geographic area.

EZ-2: A shortened version of the historic property inventory form for non-cultural resources professionals

GIS: Geographic Information System – data illustrated in map form

Geometry: Mapped shape or point that corresponds to data such as Property point, archaeology site polygon, register district polygon…
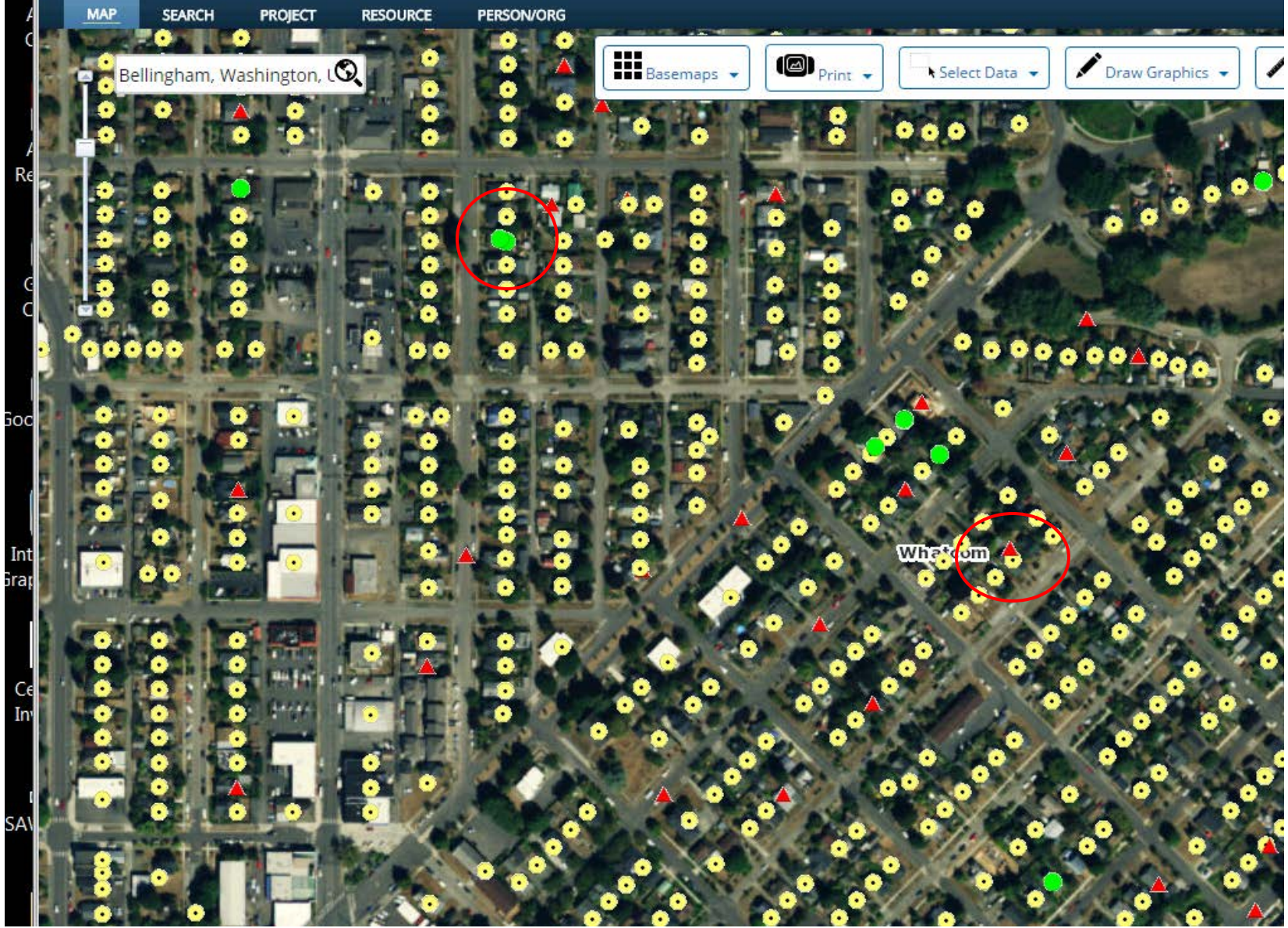
Duplicates ☹

Two+ Property IDs and two+ points for one Resource = CONFUSION

Avoid creating DUPLICATES at all costs!

If you do create one, it can be merged or deleted and all data cats will be happy again!

Map Search Tips

- If you know where it is, look on the map first – then identify
- Do not assume that Property points are correctly located
- Assessor Property points
- Can't search Register names in the search box
- Register, Archaeology, and Survey geometry are very reliable (but not *perfect, we are human*) – all entered by DAHP staff and lovely interns/volunteers

Tabular Search

- Use as few words as possible
- Avoid punctuation at all times (search and data entry). As a rule, the Wisaard does not enjoy punctuation.
- Pick out distinct words
- *And, or, of*, are not helpful for searching
- Learn to think like a database – filter in your head first
  - Ex: Post Office – Spokane County – NR listed

Project Structure
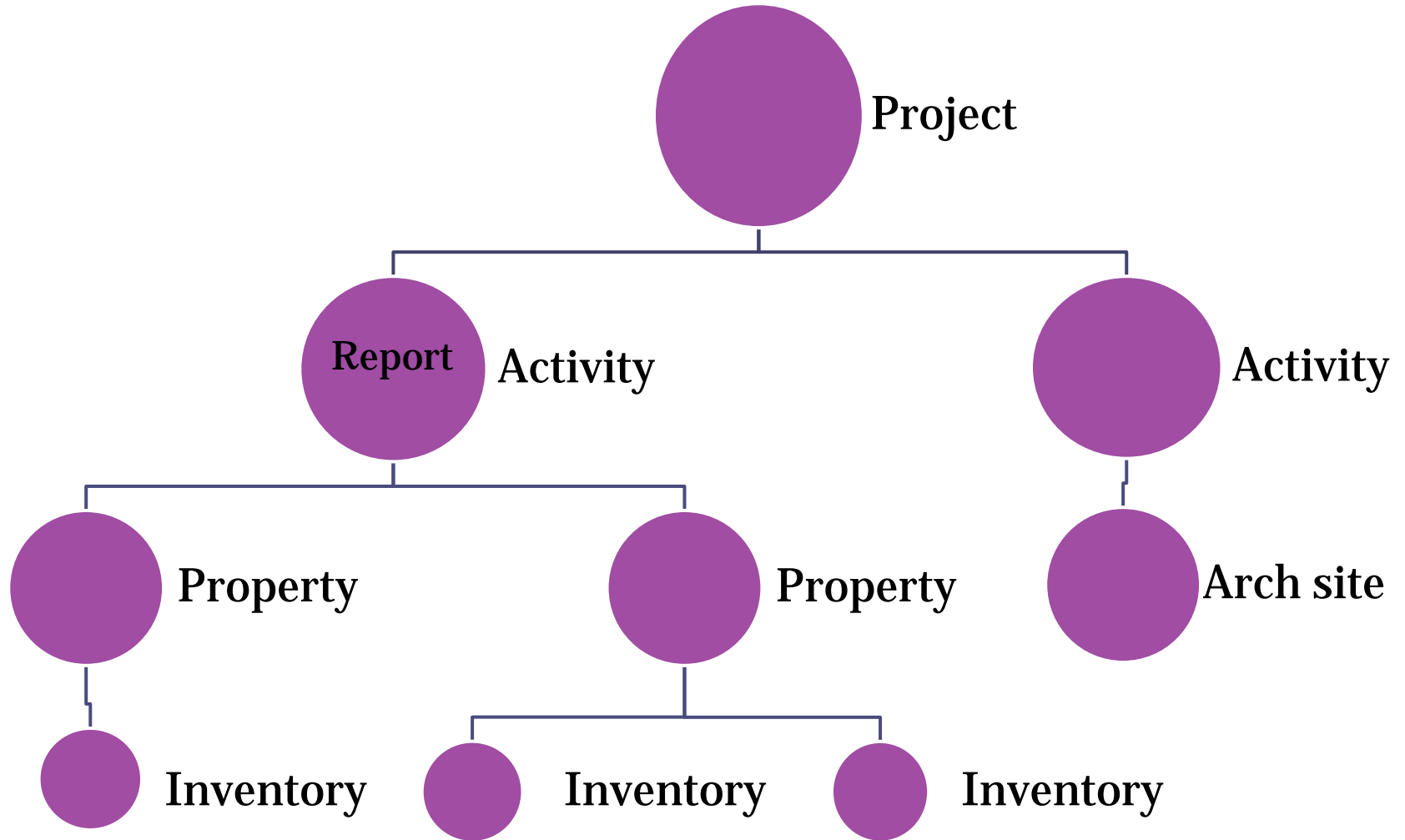
Project Initiation Scenarios

1. **Agency will submit initial correspondence via email**
   - DAHP will log the Project and send you the number
   OR
2. **Agency/consultant will create a Project number first and include it on initial correspondence to DAHP**

Agencies and consultants must coordinate with each other to ensure Projects do not get entered more than once.

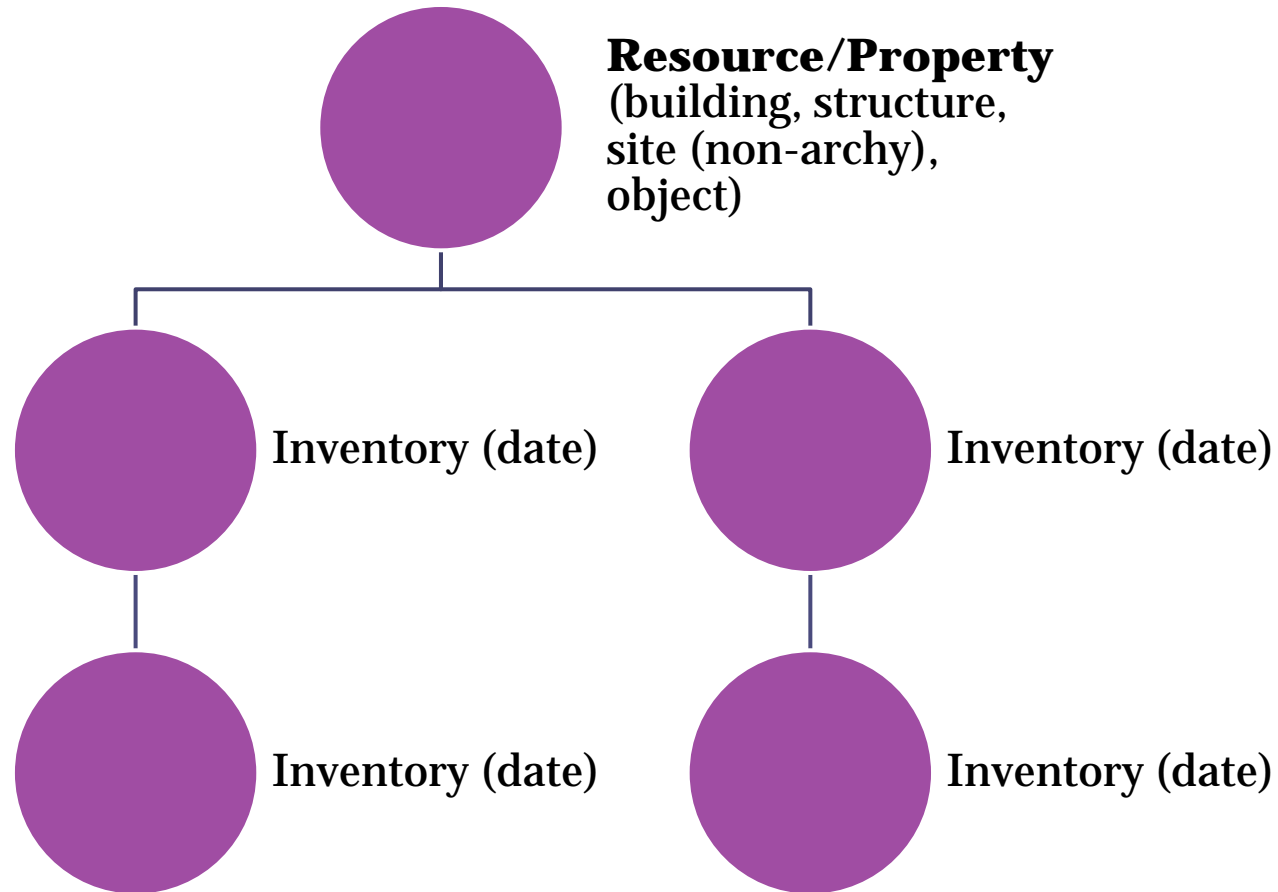# General Wisaard Project Process

- Step 1: Initiate Consultation - email
- Step 2: Start Project in Wisaard
  - Coming soon: Add APE
- Step 3: Add Resources/Reports to Activity
- Step 4: Submit Activity
- Step 5: Send email with Project# to compliance
- Step 6: Receive correspondence from DAHP via email

Project

- All old DAHP Log numbers are in Wisaard and should be used accordingly
- Log number = Project number = DAHP tracking code; there are two number formats
  - 010302-12-FHWA (old) *or* 2016-08-00236 (new)
- Use the previous log number to add reports, inventory forms, archy/tcp site forms to existing projects
- Contact DAHP to get access to old Projects
- If you have sent us correspondence about a project, there is already a Project number.

Historic *Property* Inventory Form

Resource/Property
(building, structure,
site (non-archy),
object)

Inventory (date)

Inventory (date)

Inventory (date)

Inventory (date)

Historic Property Inventory Form

- Resource Name = Historic Name or generic name
- Do not use address in Name field
- If no historic name use generic name
    - Residence
    - Commercial Building
    - Lighthouse
    - Warehouse etc…
    - Cabin
    - Windmill
    - Bridge

	B	C	D	E	F	G
1	Has Image	Resource I	County	Common Name	Address	Historic Name
2	No	14837	Spokane		1601 W Water Ave, Spokane, Washington, 99201, USA	
3	No	14838	Spokane	Graystone Cottage	1605 W Water Ave, Spokane, Washington, 99201, USA	
4	No	14839	Spokane		1609 W Water Ave, Spokane, Washington, 99201, USA	
5	No	14840	Spokane		1609 1/2 W. Water, Spokane 99201	
6	No	14841	Spokane		1613 W Water Ave, Spokane, Washington, 99201, USA	
7	No	14842	Spokane		1617 W Water Ave, Spokane, Washington, 99201, USA	
8	No	14845	Spokane		1621 W Water Ave, Spokane, Washington, 99201, USA	
9	No	14846	Spokane		1623 W Water Ave, Spokane, Washington, 99201, USA	
10	No	14847	Spokane		1625 W Water Ave, Spokane, Washington, 99201, USA	
11	No	14848	Spokane		1631 W Water Ave, Spokane, Washington, 99201, USA	
12	No	14849	Spokane		1633 W Water Ave, Spokane, Washington, 99201, USA	
13	No	14850	Spokane		1635 W Water Ave, Spokane, Washington, 99201, USA	
14	No	14851	Spokane		1701 W Water Ave, Spokane, Washington, 99201, USA	
15	No	14852	Spokane		1637 W Water Ave, Spokane, Washington, 99201, USA	
16	No	14853	Spokane		1637 1/2 W. Water, Spokane 99201	
17	No	14854	Spokane		1643 W Water Ave, Spokane, Washington, 99201, USA	
18	No	14857	Spokane	Woodcutter Hall	1608 W Main Ave, Spokane, Washington, 99201, USA	Groshoff Apartments
19	No	14874	Spokane		1604 W Main Ave, Spokane, Washington, 99201, USA	
20	No	14875	Spokane		1603 W Main Ave, Spokane, Washington, 99201, USA	
21	No	14876	Spokane		1607 W Main Ave, Spokane, Washington, 99201, USA	
22	No	14877	Spokane		1611 W Main Ave, Spokane, Washington, 99201, USA	
23	No	14878	Spokane		1613 W Main Ave, Spokane, Washington, 99201, USA	
24	No	14879	Spokane		1619 W Main Ave, Spokane, Washington, 99201, USA	
25	No	14880	Spokane		1621 W Main Ave, Spokane, Washington, 99201, USA	

Abbreviations? Just say NO! Punctuation? Pass!

- Consistency is the key to happy data and satisfied searchers
- FT; NAS, NBK, MT.; NP; PT.; JBLM; BLDG; SP&S;
- United States: US, U.S., U S
- For campuses – use building name then campus name – do not abbreviate
  - Building 506 – Fort Warden
  - Mess Hall 2 – Naval Base Kitsap
  - Smith Hall – University of Washington Seattle
  - Smith Residence Hall – Central Washington University

Mapping in HPI Form

- We will eventually have an aerial map in the form
- You do not have to use the Map it button, you can manually place the point and type in the address
- Go back and forth from the form to the map to narrow it down – do the best you can until we get the aerial background

Historic Property Inventory Form

- Resource level – overall information – editable
- Inventory level – time specific – not editable
  - DOE's are at the Inventory level

- Don't delete any previous inventories or Projects – security should not allow this, but it does
- Strange inventory dates (1899/1900) = Legacy data that is a scanned PDF attachment, generally no data fields filled in (unless it has been updated)

Historic Property Inventory Form

- 2011 inventory dates = Artifacts assessor data project = Mapped point and address (in all CAPS), build date.
- Still need to Create New Inventory even if previous are blank so the correct date appears in which you surveyed the Property
- If you did not need to resurvey the Property and it has a determination, just put it in your Activity and don't do anything.

Historic Property Inventory Form

- **One Building/Resource = One Form**
- **Exceptions (I'm not unreasonable ☺)**
  - House *and* garage = both on one form
  - Fish hatcheries = one form for each significant resource; multiple similar resources may be grouped on one form – 10 fish ponds = one form
  - Linear - one form per segment; one form per structure (trestle, culvert, bridge etc…)
  - Small compounds – utility buildings; towers
  - Others?

Historic Property Inventory Form

- **Styles – Time periods**
- **Form/Type – Ranch is in Form/Type**

Historic Districts/Multiple Property

- District is a collection of individual Resources
- District is not a Historic District until it is listed in a register – it has geometry
- Districts should not have a Property form
- You will see Historic Districts that do have Property forms, *you should pretend you did not see them* and do not emulate.
- Resources are documented individually and may be evaluated individually and/or as a group
- Most properties that are contributing to districts have the association in Resource/Register.

Previous Determinations

- Some are linked to Projects – appear in Project History – Ex. 670135
- Some are not – look in all Inventories to locate the determinations – Ex. 24907

Where to send correspondence

- If you know who to send things to, you may continue to send things to that staff member
- If you do not know who to send correspondence to, send it to the appropriate compliance email:
  - 106@dahp.wa.gov
  - SEPA@dahp.wa.gov
  - 0505@dahp.wa.gov
  - fpa@dahp.wa.gov
- If you don't know which compliance email to send to, please call us
- Please do not send paper copies

THANK YOU!!

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