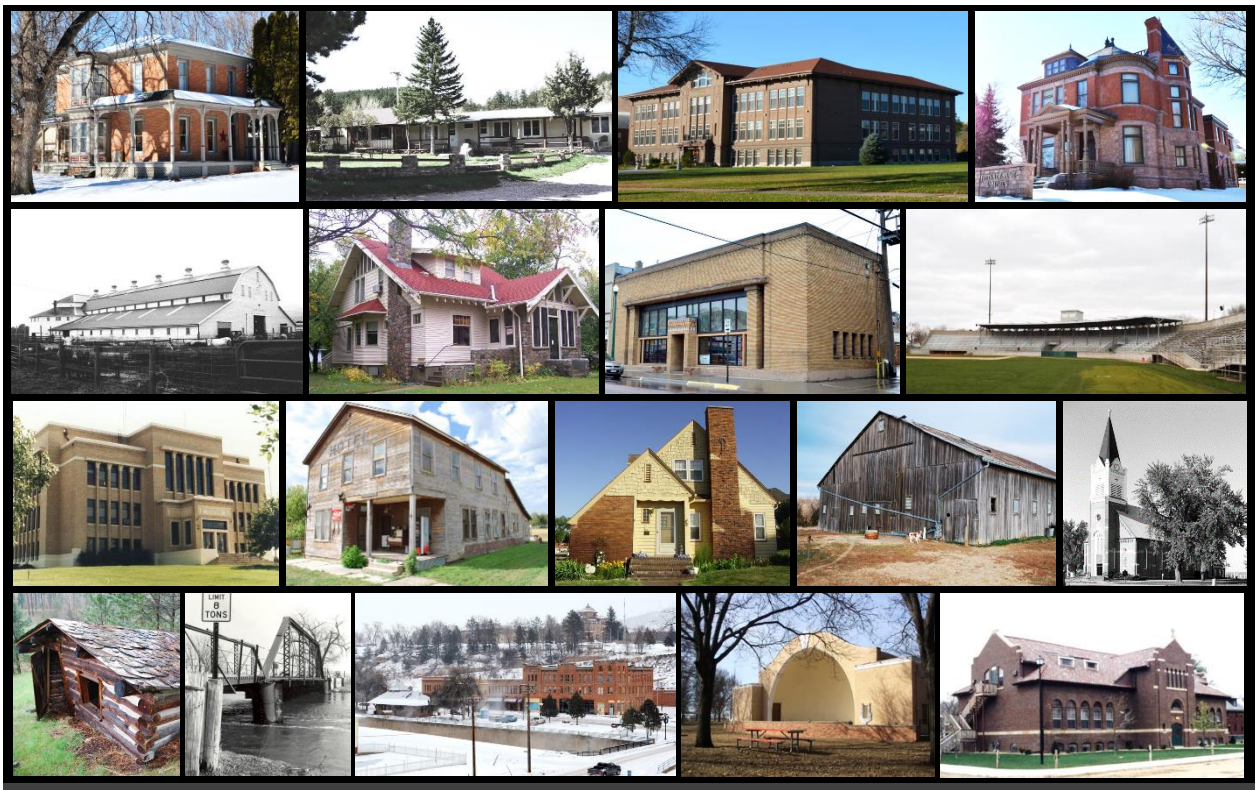

South Dakota Architectural Survey Manual

South Dakota State Historic Preservation Office

South Dakota State Historical Society
S.D. Department of Education
900 Governors Drive, Pierre SD 57501
https://history.sd.gov/preservation/

February 2021

Ted M. Spencer, State Historic Preservation Officer

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FOREWORD

This manual is a guide for undertaking architectural and historical surveys of South Dakota's buildings, structures and landscapes. Surveys may be undertaken to discover information about the past, obtain data for community historic preservation programs, or identify properties eligible for listing in the National Register of Historic Places.

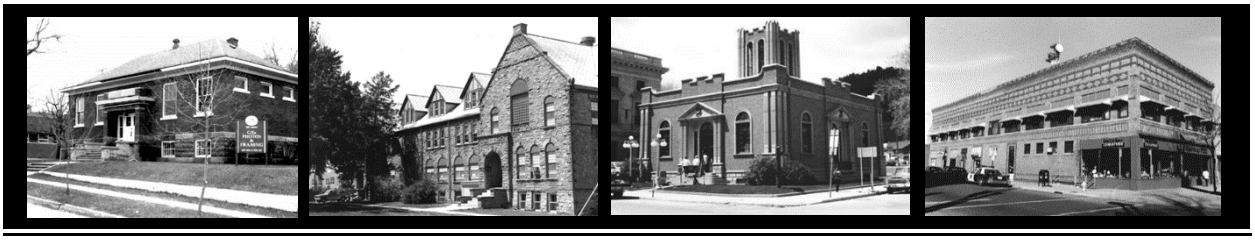
This manual has two main purposes. First, it establishes requirements for those undertaking historic architecture surveys with State Historic Preservation Office (SHPO) subgrant funding and serves as an addendum to grant agreements. Second, it provides standards for state and federal agencies undertaking surveys to comply with the National Historic Preservation Act, as amended, to identify properties that are eligible for listing in the National Register of Historic Places. It is written for cultural resource professionals, federal agencies, local governments, historic preservation boards/commissions, and the general public.

This manual builds upon and replaces the previous version published by the SD SHPO office in 2000 and updated in 2006, which was written by staff members Stephen C. Rogers, Michelle C. Saxman, Lynda B. Schwan, and Jason Haug. Portions of the text from that version have been brought forward into this document, while others have been substantially rewritten to address current survey documentation standards, give information about the digital data management systems currently in use, address frequent questions, and give additional guidance on best practices. The SHPO office continues to strive to improve its survey program to make its programs more efficient and provide other agencies and the public with accurate data.

This manual is also useful for undertaking surveys without substantial SHPO involvement. It may serve as a reference for those who seek to understand what is involved in undertaking a survey, conducting an independent survey, or hiring a professional survey consultant. For a broader perspective on surveys, consult the National Register Bulletin: *Guidelines for Local Surveys: A Basis for Preservation Planning* (hyperlinks to scanned version in two parts, Part 1 and Part 2, NRB 24).

Thank you for your interest in identifying and preserving South Dakota's historic resources. Your suggestions to improve this manual are welcome.

Ted M. Spencer
State Historic Preservation Officer



*** All photographs used in this manual are of South Dakota historic resources from SD SHPO staff, NRHP nominations, or SHPO survey files. The full list of photographs is in Appendix H.*

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INTRODUCTION

State Historic Preservation Office

Since the passage of the National Historic Preservation Act of 1966 (NHPA), the Governor of each state has been required to appoint a State Historic Preservation Officer to oversee preservation efforts mandated by the Act, as amended.

In South Dakota, the State Historic Preservation Officer is a program director within the South Dakota State Historical Society. Under state and federal law, the South Dakota State Historic Preservation Office (SHPO) is responsible for administering, in part, the following programs and activities:

- Survey and maintain inventories of historic properties;
- Nominate eligible properties to the State and National Register of Historic Places;
- Provide public information, education, training, and technical assistance relating to historic preservation;
- Cooperate with local governments in creating local historic preservation programs and Certified Local Governments;
- Administer grant and tax incentive funding programs to assist in the stabilization, rehabilitation, and restoration of historic properties;
- Administer a state historical marker program;
- Provide advice and assistance in implementing state and federal preservation tax incentives for restoration and rehabilitation of historic properties; and
- Consult with and advise federal and state agencies and local governments in carrying out their historic preservation responsibilities, especially on projects that might affect historic properties.

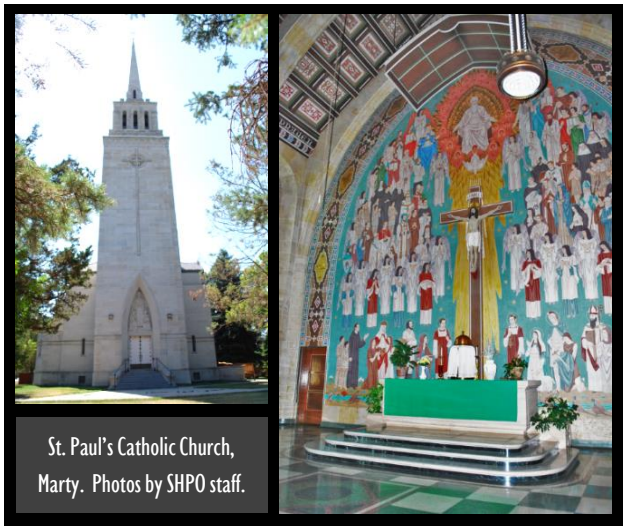
The SHPO office is currently comprised of the State Historic Preservation Officer; Review and Compliance Coordinator and Archaeologist; several Historic Preservation Specialists; and a Historic Preservation Assistant. The SHPO offices are located in the Cultural Heritage Center (900 Governors Drive) in Pierre.

SHPO staff encourage communities to consult with our office while planning and implementing historic surveys. Staff can also provide training or workshops on our survey program and best practices, as well as talks on various history and architectural history topics.

Find current staff contacts and a map of HP Specialist regions:
https://history.sd.gov/preservation/contact.aspx
Or contact shpo@state.sd.us or 605-773-3458 to be directed
to the appropriate staff person.

Tribal Historic Preservation Offices

There are nine federally recognized American Indian tribes in South Dakota, eight of which have designated Tribal Historic Preservation Offices (THPO). All THPO offices maintain their own survey and inventory programs for archaeology, and most do the same for above-ground resources as well. The SHPO office survey records include some resources that are on tribal lands and reservations, but the THPO offices should also be consulted for survey projects on those lands.



St. Paul's Catholic Church, Marty. Photos by SHPO staff.

If surveying for the purposes of Review & Compliance, tribal consultation is a part of the federal agencies' responsibilities in that process.

The SHPO website currently includes contact information for Tribal Chairs and Tribal Historic Preservation Offices/Cultural Resource Management Offices. (If link has changed, you can contact SHPO for the current version.)

Purpose of Historic Surveys

Historic sites surveys identify what historic resources are present in a given area and provide information to compare and evaluate these resources on a local, statewide, or national scale. Survey projects produce records and photographs of individual properties as well as final reports with survey findings and contextual information. Surveys are used to help inform decisions regarding the preservation of a specific property or a collection of potential historic sites. SHPO's statewide survey program is a mandate of the National Historic Preservation Act of 1966 (NHPA), as amended. Because of the valuable information they provide, survey projects are a priority for resources and funding from the SHPO office, the National Park Service, and the Certified Local Government grant program.

It is important to be intentional about the goals, scope, and anticipated audience(s) for a historic sites survey. These aspects of a survey project help frame the plans for background research, field methodology, public engagement, and the format of reports or other products, in order to achieve the desired outcomes.

Surveys are used for planning. Communities can use historic survey information to inform comprehensive plans, to plan for local preservation ordinances, to designate historic local landmarks or conservation districts, to guide economic development efforts, to inform streetscape design plans, or to target local rehabilitation efforts and incentives. SHPO also uses survey records to plan additional research and survey efforts and to determine its annual projects. Property owners and stewards can use survey information to plan management strategies and preservation treatments.

Surveys are used for the identification of properties eligible for the State and National Registers of Historic Places. Accurate survey information allows SHPO and local governments to provide technical assistance to property owners about the potential for National Register listing and funding opportunities. Properties that are listed in (or sometimes those that are determined eligible for) the National Register may qualify for federal and state historic preservation grants and tax incentives administered by the SHPO office.

The identification of historic properties is also key to the Section 106 process of the NHPA, through which federal agencies, with SHPO/THPO consultation and public input, review the potential effects of their projects and undertakings on historic properties, properties that are listed or eligible for listing in the National Register. Also, under South Dakota Codified Law 1-19A-11.1, the state or sub-municipalities of the state give consideration to properties listed in the State or National Register of Historic Places before taking an action that could damage, destroy, or encroach upon those historic properties, with the opportunity for SHPO to investigate and comment on the proposed project.

Surveys are used for research. Survey records are a snapshot of a historic property with a physical description of the resource and information about the history of the property. Survey projects for certain geographic areas or thematic topics provide large bodies of information on the architectural history and built environment of our communities and state. This information can support general research and writing, as well as provide comparative data for evaluating similar resources.

Surveys are used for education and outreach. Surveys can promote public awareness and public appreciation for historic resources across the state and can strengthen our commitment to protect them. Local historical societies, tourism offices, downtown associations, and educators can use historical and architectural information from survey records and reports in the development of publications, tours, events, curriculum, exhibits, or other programming.

Who Does Historic Surveys?

Survey projects take time to organize, plan, complete, and use. Effective surveys are thorough, detailed, relevant, well-informed, and well-organized. You want committed, knowledgeable people on the team.

SHPO staff surveying a residential area in Vermillion, 2019

Research, field work, and evaluations need to be conducted by or under a lead/principal investigator who meets the Secretary of the Interior's Standards for Professional Qualifications for a discipline of history, historic architecture, architecture, or architectural history as defined in the Code of Federal Regulations, 36 CFR Part 61.

Surveyors should have experience organizing and conducting field work, managing the resulting data, and making evaluations of eligibility for the National Register of Historic Places. It is recommended that they also have knowledge of and/or experience with the location, type, or period of resources targeted by the survey.

Project Sponsors and/or Funding Organizations

The offices, agencies, departments, or organizations who commission and/or fund survey projects for SHPO's statewide survey database have an important role.

Sponsors:

- set the goals and aims of the project;
- define the scope of the survey;
- seek out qualified personnel to undertake field work, recordation, and analysis;
- facilitate public engagement efforts;
- monitor the quality of the data, reports, and other survey products; and
- integrate the survey results into the continued preservation work of the community.

It is recommended to have a single project coordinator identified to direct the work, make decisions, and serve as a point of contact for the other parties involved in the project. However, it may be valuable for some projects to enlist other staff from the agency/organization, professionals in relevant subjects, or community members to provide expertise and guidance, either on an as-needed basis or by organizing a small advisory committee. This group can help with follow-up engagement in the community using survey data results and products.

It is recommended that survey site records be submitted to the SHPO historic sites survey database, even if the project is not undertaken for SHPO directly, under a SHPO sub-grant, or for Section 106 review. See sections on CRGRID and Submitting Forms.

Consultants

If the sponsors need to seek expertise to conduct the survey work from outside their organization or agency, they may hire a consultant with experience in survey work and historic/cultural resources.

A number of individual or company consultants work from or have worked in South Dakota. SHPO maintains lists of consultants and contractors as resources for sponsors or property owners. Lists for Architectural Historians, Engineers/Environmental/Surveyors, and Historic Preservation Consultants can be found on the SHPO website here: https://history.sd.gov/preservation/consultantscontractors.aspx/. These lists are provided with the understanding that the SHPO does not recommend, endorse, or assume responsibility for the quality of the work nor guarantee that any work product produced by those on this list will necessarily meet federal or state requirements. The professionals on this list possess varied levels of education and experience, and their listing does not imply that every individual is qualified to conduct architectural surveys. These lists are not comprehensive. Other individuals and/or firms who have not requested to be on our list may meet the Standards and/or be equally qualified.

To solicit bids/estimates from potential consultants, have a solid plan for the scope of work needed for your survey project. Some historic preservation programs require the issuing of a Request for Proposals (RFP), particularly for projects above a certain spending threshold. Consult your sponsors and/or funding organization to determine if this is the case. RFPs are sent out widely to seek competitive bids by a given deadline. So that respondents know the expectations and can reply adequately, RFPs should be clear and detailed about: the scope of work, required field work and any public meetings, required

products, time frames, and what to submit in a bid. SHPO staff can help review the scope of work for a survey project that will contribute to the SHPO's state database. Compare bids by looking at their proposed survey plan and methodology, the consultants' qualifications and experience, provided references and sample work, and the estimated project costs.

Sponsors and consultants should have a signed contract before starting the field work. The contract should specify the budget and payment schedule, deadlines, the scope of work (including participation in any public meetings), the required final products, and any required legal and insurance information.

Volunteers

Volunteers are often valuable partners in a survey project. Many sponsoring organizations such as historic preservation boards/commissions or local historical societies may operate largely with volunteers who will help set the goals and scope of the survey, connect surveyors with research materials, coordinate public notifications and outreach, host public meetings, and use the survey results in their work for their communities.

In certain cases, volunteers may also have a role in field work and evaluations. Volunteers may have the expertise required to conduct the entire survey work. In certain cases, sponsors may also host or conduct training for interested but non-expert volunteers that could prepare them to assist in the data collection that is part of field work, or assist with the research, data entry, or report formatting. For example, a group of volunteers may collect preliminary data on a neighborhood that can help a sponsor decide whether to invest in hiring a consultant to formally survey a potential historic district.

How are Historic Surveys Funded?

If direct funding from a sponsor is unavailable or limited, there are multiple sources that can provide funding assistance for historic sites surveys.

SHPO can fund survey work using annual federal grants from the Historic Preservation Fund, administered by the National Park Service. In recent years, SHPO has prioritized county-wide surveys, but other geographic, district, or thematic surveys are also considered. Each fall, SHPO accepts public comments and suggestions, prior to its annual work plan meeting for the next fiscal year. The deadline for submitting comments is typically October 31, and the suggestion form is typically posted on the SHPO website or can be requested from SHPO staff ahead of that date.

City and county governments who are active Certified Local Governments (CLG) with the National Park Service can annually apply to SHPO for dedicated sub-grant funds from the Historic Preservation Fund. Survey inventory is a priority type of eligible project for these funds. Applications are typically due by March 31 annually, and grants run from June 1 to May 31. For more information about the CLG program requirements and grants, contact your regional HP Specialist at SHPO and visit the website: https://history.sd.gov/preservation/commissions.aspx.

At times, the National Park Service has special grant programs that can provide matching funds for survey projects, such as those recently for Underrepresented Communities Grants, Tribal Heritage Grants, or African American Civil Rights Grants. Contact SHPO staff or visit https://www.nps.gov/preservation-grants/index.html for more information.

Other non-federal grant programs may be available for survey projects. The National Trust for Historic Preservation has information on their grant programs on their website at the following link and encourage potential applicants to contact their staff before applying: https://forum.savingplaces.org/build/funding/grant-seekers.

For surveys required by Review & Compliance processes under Section 106 of the National Historic Preservation Act or other laws, federal agencies may conduct or fund surveys, or they may require applicants for federal funds or permits to fund their own surveys.

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CRGRID

The SD SHPO's CRGRID (Cultural Resources Geographic Research Information Display) system was developed to manage the immense amounts of historic sites survey data collected by the SHPO office and to make unrestricted data more accessible to cultural resource professionals, local governments, researchers, property owners, and the general public.

CRGRID was created in approximately 2006 to transition SHPO's survey program to a digital format. "Legacy" data from before 2006 was uploaded into the system, but SHPO regularly encounters and strives to correct older records that are incomplete or inaccurate, particularly for location data. If there are questions about the accuracy of data or old/obsolete data, SHPO encourages surveyors to re-survey the resources in their survey boundary or area of potential effects and then update state records.

Old hard-copy survey records are retained in storage at the SHPO office. The text information was incorporated into CRGRID at its creation, but the hard-copy files may have site sketches or index prints of photos as well. Contact SHPO staff about requests to consult these records. SHPO staff may retrieve single or small sets of records for researchers, but they may request researchers visit the office in Pierre and undertake the search in-person for larger requests. There are no fees associated with searching old survey records held by the SHPO office. Additionally, a number of old survey photographs and slides have been scanned by the State Archives into SD Digital Archives.

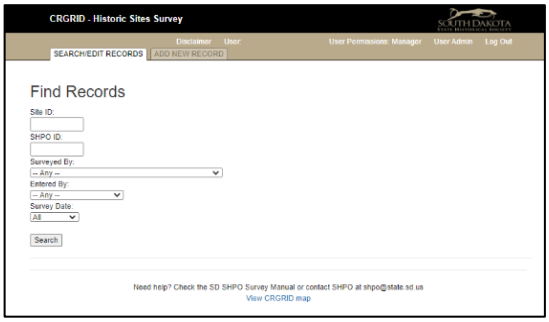
CRGRID has two online access points, one for approved users with password-protected accounts that is primarily used to add and edit survey records, and the other for professional or public users to view, query, and download (in PDF or Excel) survey data on a GIS-based map application.

SHPO has forms for three record types -- Structures, Bridges, and Cemeteries -- each with some fields that are tailored to those resource types. The three types are entered separately, but they can be viewed or queried either together or separately.

See the Submitting Forms section in this manual for information about requesting a user account, submitting forms, and requesting SHPO ID numbers for resources.

** Both of CRGRID's web applications underwent a large update and redesign in 2018-2020. If you are using either website and notice technical errors, please send a description or screenshot of the error to SHPO so we can have the issue addressed and keep the system working well for all users.

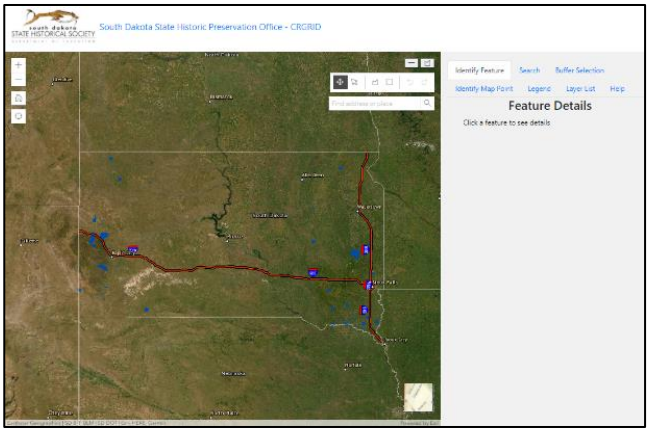
https://history.sd.gov/SHPOHS/
To add/edit survey records.



Digital submission of forms is the preferred method of providing survey record data to SHPO.

Approved users can also view and download Detail or Summary records in .pdf or .xml files from this website, but search options are more limited than in https://apps.sd.gov/DE71SHPOCRGRID/ (described below). Search results are grouped in tables according to record type: Structures, Bridges, and Cemeteries.

https://apps.sd.gov/DE71SHPOCRGRID/
To view, query, and download survey data.



The site includes tools to search for records by attributes (such as Property Name, SHPO ID, address, etc.), within drawn polygon areas, or within a buffer area around a selected point. There are also tools to measure area and distance, and to display geographic coordinates for a selected point. From the Selected Sites results list, users can download Detail or Summary records in .pdf or .xml files.

A Help Guide for users is hyperlinked here and on the website's Help tab. SHPO staff can also answer questions about using the tools on the site, provide copies of the Help Guide directly, or, in certain cases, provide training on using the site.

Archaeological Records

Archaeological survey records are managed by the SDSHS' Archaeological Research Center (ARC) in Rapid City. Archaeological site information is restricted from the general public. Qualified archaeologists working on projects or property owners looking for information on their own property can contact ARC staff for more information about options for conducting Record Searches, fees may apply: https://history.sd.gov/archaeology/recordsearches.aspx. If you are already conducting or requesting a Record Search from ARC for your project, they should have access to and be able to provide records for above-ground resources from CRGRID along with the archaeological sites.

Shapefiles

If you are a surveyor working on a cultural resource project and would like to request GIS shapefiles for CRGRID data for a certain geographic area or other query, contact regional HP Specialists at SHPO to coordinate that request.

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SURVEY TYPES

There are two levels of architectural surveys: reconnaissance and intensive. A reconnaissance survey provides a minimal amount of information about a large number of sites. An intensive survey is designed to gather all available information about a particular structure or set of structures. There are also five program types listed below with information about their specific scopes and requirements.

Reconnaissance Surveys

For a Reconnaissance level survey, a surveyor should conduct historic research and the review of existing SHPO historic sites data before field work. These steps will inform effective survey methodology and evaluations for listing in the National Register of Historic Places, and they provide the material for a historic overview and bibliography in the final report. This research should include existing survey and State and National Register records, as well as overview information for the survey area from maps, city and county histories, historic photographs, etc. See more in section on Background Research. Reconnaissance surveys do not typically require detailed research about each property.

Reconnaissance level field work includes visiting, photographing, and documenting basic details about all the properties within their scope of work. After field work, surveyors need submit survey forms in the CRGRID system for each newly surveyed property and update older existing survey records. The forms need to include at least a determination of eligibility, a brief physical description, and basic location information such as township, range, section, quarter sections, and UTM coordinates. See sections in this manual on CRGRID, Submitting Forms, and Evaluating Eligibility.

Reconnaissance level surveys can be used for determining which resources could or should receive intensive survey work, consideration in local planning efforts, or consideration in the assessment of potential impacts of a project/undertaking in a Section 106 review.

Intensive Surveys

Intensive level surveys record a deeper level of historical research and documentation. Research may include looking at land records, building permits, the history of property ownership and inhabitants, the history of the property's use/function, and investigation of physical alterations over time. Documentation should include details of construction and ornamentation, and may include detailed photographs or sketches. For an Intensive survey of a single property, it is more typical to coordinate with the current owners for permission to visit and document exteriors not visible from the public right-of-way and/or the interior of the building or structure.

Intensive level surveys are often done when SHPO staff or consultants need additional historical context and research to evaluate properties under NRHP criteria (see section on Evaluating Eligibility), or are looking to prepare materials such as National Register nominations, Part 1 applications for the Federal Historic Income Tax Credit, or local designation applications. They may also be warranted if more information is needed to assess the potential impacts of a project/undertaking under Section 106 review. Intensive surveys may require more expertise, more time, and more funding to achieve their goals.

County Surveys

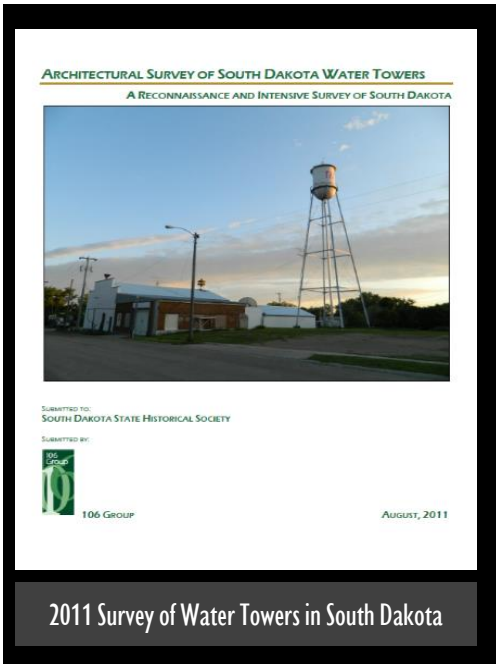
County surveys are typically undertaken by the SHPO office or through a Certified Local Government grant (see section on CLG Grant Projects, following) and are usually reconnaissance level surveys. County surveys require preliminary background research ahead of field work, and often include at least one public meeting by SHPO and the surveyor team. Unless the project contract specifies otherwise, every public rural road and town street within the county is traversed and resources older than forty years and potentially eligible for the National Register of Historic Places are recorded, photographed, mapped, and evaluated. Existing survey records older than five years are also re-surveyed and any necessary updates made to those records. SHPO staff will review records and evaluations after field work and will review a draft of the final report.

In recent years, SHPO has completed surveys of one or two counties per year on average through awarded contracts funded by annual grants from the federal Historic Preservation Fund. SHPO is working through a list of counties that need survey work, as prioritized by factors such as the number of older built resources according to census data and the number of resources already entered in CRGRID.

If you are interested in viewing the full survey reports from any previous county survey in South Dakota, beyond the records posted in CRGRID, contact the SHPO office to determine if a survey is on file and can be made available.

Thematic Surveys

Thematic surveys target resources within specific historic contexts that may be defined by certain geographic areas, time periods, history themes, building types/forms, architectural styles, and/or architect/builders. The context should be defined in the scope of work. Thematic surveys may require a deeper level of historical research about that context. They may be undertaken as preparation for writing a full context study or a Multiple Property Documentation Form for the NRHP. Previous SHPO historic context studies, thematic surveys, and Multiple Property nominations can be found in Appendix D of this manual.



2011 Survey of Water Towers in South Dakota

Thematic surveys may require recording every resource that can be identified within the given parameters and the evaluation of their eligibility for the National Register of Historic Places, or they may require identifying and recording a representative sample that can be used to write guidance on evaluating the NRHP eligibility of additional similar resources as they are identified in the future.

Thematic surveys can provide valuable information about the range of extant resources related to the chosen theme, which can inform judgements of rarity or ubiquity of different resource types within the thematic context. They can also identify trends that impact the historic integrity of those resources—for instance, the common replacement of windows in public schools and county courthouses resulting from the energy crisis of the early 1970s, or trends in the construction of classroom additions to schools and churches that followed the post-World War II baby boom.

City and District Surveys

Surveys may cover entire cities or look in detail at certain properties or neighborhoods to provide local governments or other sponsor organizations with information about historic resources in their communities. City and district surveys can be undertaken at either reconnaissance or intensive levels depending on project goals, or sponsors may plan to do both levels in a phased project. For instance, a local government might do a reconnaissance survey of a broad neighborhood area to study the potential eligibility of and recommend a boundary for nominating a historic district to the National Register of Historic Places. An intensive survey could be done as a second phase to refine the boundary and record more details about every resource within the boundary. That data could then be used to prepare a NRHP nomination documentation for the district. Active public engagement, particularly with property owners, at each step of the process is recommended for sponsors working towards nominating a historic district to the NRHP. See section on Public Engagement.

Local governments may maintain their own survey systems that record historic sites. SHPO nonetheless encourages local governments to submit survey data into the state database to help improve preservation programs statewide. Some programs, like the CLG grant projects discussed below, may require this.

CLG Grant Projects

Certified Local Governments (CLG) are municipal governments that have a preservation program certified by the National Park Service and are eligible for sub-grant funding through the SHPO. Surveys and re-survey work is a priority for this funding. For surveys completed as CLG grant projects, records need to be entered in the state survey database. See section on Submitting Forms. CLG grants also have match requirements and deadlines of which sponsors and consultants should be aware. SHPO must approve any extensions or substantive changes in the scope of work for the CLG's overall grant.

As federal sub-grants, CLG survey projects must meet certain requirements for bids and contract terms. CLGs should review their grant manual from SHPO and consult SHPO staff while applying for grant funds. The CLG's regional HP Specialist should review the scope of work in the survey RFP and contract. It is highly recommended that the HP Specialist participate in public meetings about the project. They can present details and/or answer questions about the National Register and nomination process, rehabilitation grant and tax programs, and Review and Compliance laws. See section on Public Engagement.

Program information, including the grant manual and a list of current CLGs, can be found on the SHPO website at: https://history.sd.gov/preservation/commissions.aspx.

Review and Compliance

Historic property surveys are often undertaken for the purposes of Review and Compliance under Section 106 of the National Historic Preservation Act for a federal undertaking. Surveys investigate resources within a project's identified Area of Potential Effects (APE), defined in consultation with the SHPO office. Surveys identify historic properties that are listed in or eligible for listing in the National Register of Historic Places. Identified historic properties can then receive the required consideration in the review process. Federal agencies may undertake surveys for Section 106 themselves with qualified personnel, directly hire contractors to complete survey work, or require applicants to hire contractors to complete survey work.

Surveys may also be undertaken by federal agencies for compliance with Section 110 of the NHPA (to identify historic properties on federal lands) or other laws.

Appendix K "An Overview of Architectural Survey for NHPA Section 106" has additional notes. SHPO has detailed guidance on the Section 106 process, including survey requirements, in its publication *Complying with Federal and State Preservation Laws in South Dakota* (2021, pending).

More information on the Section 106 review process can be found on the SHPO website at: https://history.sd.gov/preservation/laws.aspx.

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BACKGROUND RESEARCH

Research Design

Surveyors should have general expertise in history and/or architecture in fields related to the target resources of the planned survey. It is recommended that surveyors do additional background research on the specific geographic area and the historic contexts covered by the scope of that survey. The research design should be scaled appropriately to the size and complexity of the survey targets.

Research designs should include a description of relevant historic contexts, questions to investigate, a review of existing records and literature, a plan of sources or repositories to consult, and any proposed public engagement efforts to gather information.

A research design should make use of existing survey data as well as relevant prepared and published contexts, but background research should also be open and broad enough to build information about gaps in the existing literature, particularly regarding underrepresented histories and communities, vernacular architecture, and more recent time periods that are coming under the National Register's 50-year guidance. See section on Evaluating Eligibility.

A Request for Proposals (RFP) may require that consultants submit a preliminary research design in their bid/estimate. A survey contract also may require that a sponsor organization review and approve an initial research design or the results of background research and bibliography before the surveyor begins field work.

Research targets that can help inform effective surveys and NRHP evaluations may include:

- the histories of indigenous people and tribes who have had relationships to the land from thousands of years ago to today
- early exploration by private individuals or companies, European colonial governments, and/or the U.S. government
- trends in settlement, county organization, and town development from approximately the 1850s to the 1920s, including by railroad and town companies, the U.S. government, migrant and immigrant communities
- changes in patterns of land use and/or agricultural practices over time
- geography, natural resources, and landscape features in the area, particularly in how they facilitated or limited the human experience on the land, impacted the development of the built landscape, or intersected with histories of cultural practice, industry, agriculture, construction, recreation, tourism, and/or conservation movements
- transportation networks and the movement of people, commercial goods, and building materials, and their impact of those histories on the built landscape

- commercial development in the retail businesses, services, professions, and industries active in the area over time
- residential development and patterns of growth in the community's population and built landscape
- social histories of education, health care, religious groups, political groups, sports and recreation, and organizations such as (but not limited to) clubs, musical societies, fraternal organizations and auxiliaries, and veterans' organizations and auxiliaries
- individuals who made a significant impact on the local communities or in their field of influence (profession, avocation, social or civic activities, etc.)
- regional and national events and trends that may be represented in the history of the local community, such as economic recessions, natural phenomenon like droughts and floods, sociopolitical movements, migrations of people, changes in technology, etc.

Research Sources

The types of available research sources can vary widely by community, but there are plentiful records and histories to use to study South Dakota places. While planning research, you can consult SHPO staff, subject experts, and/or local historians, as well as libraries, museums, and/or historical societies for ideas of sources to use and repositories to visit.

While doing research, it is recommended to organize your notes by source and record all relevant bibliographic information. In survey reports, and where possible/feasible in survey records, surveyors should include sources in brackets or footnotes for the use of future users. Surveyors should include a full bibliography in the final survey reports.

Some suggested possible resources sources include:

SHPO files:

- Existing survey records from https://apps.sd.gov/DE71SHPOCRGRID/. For large sets of existing records, contractors may request GIS shapefiles of survey data for the area from SHPO staff. Old hard-copy survey records at the SHPO office that were incorporated into CRGRID at its creation but may include sketches or index print photos. A number of old survey photographs have been scanned by the State Archives into SD Digital Archives as well.

- Past survey reports
- Historic context studies (lists in Appendix D)
- Multiple Property Documentation Forms and Inventory nominations (lists in Appendix D)
- National Register files and nominations
- Architect Files

Geographic sources:

- County atlases (SD State Archives; local repositories)
- Sanborn and Fire Underwriter insurance maps (SD State Archives (index); Library of Congress)
- Land patent records, including from the Bureau of Land Management-General Land Offices (the BLM-GLO website)
- Property deed and plat records (often at county Register of Deeds offices)

SD State Archives, including Digital Archives:

- Library (catalog)
- Government Collections
- Manuscript Collections
- Newspapers (microfilm; Chronicling America – LOC)
- Photographs and Maps
- County Guides, lists of Archives' materials for some counties
- Other special collections including: Biographical files, Vertical files, the GFWC (General Federation of Women's Clubs) Pioneer Daughters collection, military records, etc.

SHPO Library at SD State Archives

Local libraries, museums, historical societies, and archives

Local institutions in South Dakota may have limited or seasonal hours, or limited staff and volunteer availability. Many have websites or social media pages with information on hours, location, collections, finding aids, etc., but smaller operations may not have extensive websites. Some also materials stored off-site and need to retrieve materials before researchers visit. It is recommended to contact institutions in advance to confirm hours/availability, make an appointment, or inquire about desired materials.

Tribal Historic Preservation Offices and archives

The SHPO website currently includes contact information for Tribal Chairs and Tribal Historic Preservation Offices/Cultural Resource Management Offices. (If link has changed, contact SHPO for the current version.)

Oral history from property owners and/or past occupants

Oral history, and even informal conversations, can provide valuable leads for property research and human stories to enrich the historic context about a property. However, as they are sources

based on memory or even second-hand information, be judicious in their use and record the source(s).

Federal and state population and agricultural censuses

These can be sourced as hard-copy records or in digital formats either through repositories like the SD State Archives or other avenues such as subscription genealogical services.

Reference sources from the period, such as city directories, state gazetteers, etc.

These can be sourced in printed or digital formats through repositories like the SD State Archives, local archives, or other avenues such as subscription genealogical services.

Published state, county, and local histories.

County histories were a trend in South Dakota around the time of the state centennial in 1989 and were usually written by dedicated amateurs and volunteers. They often include a high level of detail and a number of photographs—particularly regarding early settlement, businesses, certain social organizations, schools, churches, and family histories. As useful as they can be, contemporary researchers should be aware of their limitations, gaps, and biases, and not rely solely on a county history as the basis of background research for a survey.

Architectural histories and style guides (see Appendix G for specific examples)

The SHPO office has a Historic Preservation library within the State Archives as well as some sources in-office that researchers may be able to use at the Cultural Heritage Center.

Relevant historical studies, books, or journal articlesr

Popular sources such as news and magazine articles or online articles that discuss historic and cultural topics for the research area. Examples may include South Dakota Public Broadcasting, South Dakota Magazine, local newspapers and their websites, etc.

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PREPARING FOR SURVEY WORK

Survey Boundary

The boundary of a survey is often defined in the scope of work of a survey project. Following are several ways that a survey boundary can be determined. There may also be cases where a combination of the following is appropriate.

Project area, or Area of Potential Effects

A survey boundary may be determined by a certain proposed development or government undertaking. In Section 106 reviews, federal agencies need to define an Area of Potential Effects (APE) in consultation with the SHPO that incorporates the project area as well as surrounding properties that might be affected by the project.

If historic resources extend beyond the project area or APE, the survey boundary might limit the surveyors' ability to complete the survey goals. For instance, if an APE extends a certain distance from a highway, that survey boundary might include farmstead outbuildings near the road but leave out other resources further back, limiting the ability to evaluate the farmstead as a whole. An APE for work on a bridge might include a segment of a constructed canal with historic significance that is crossed by the bridge. The whole canal or canal system may need to be recorded and evaluated in survey work as determined in the consultation process.

Property or legal boundaries

Surveys may cover certain property or legal boundaries, such as county/city boundaries, a series of property lot/parcel lines, or right-of-way limits.

Historic boundaries

A survey might cover a historic boundary of a property, city, neighborhood, or plat addition. It may also be drawn to encompass historically associated resources, such as a farm/ranch, mining complex, or school campus.

Natural or topographic boundaries

One or more boundary edges may follow natural features like rivers or bluffs. They may also follow other man-made topographic features like road or railroad grades.

Extant resources

Within a given legal or historic boundary, a survey might be modified to exclude areas known to no longer have standing resources (if not also surveying for archaeological resources). A survey boundary could also be selected based on known extant historic resources, particularly if re-surveying an area or doing an intensive survey in an area formerly covered by a reconnaissance survey.

Survey Methodology

Survey methodologies detail what is to be surveyed, what level of survey, and what methods of survey work will be used. Some of these aspects may be determined by the project sponsors, and others may be at the professional judgement of the surveyor. Aspects that are required by the sponsor should be included in the scope of work in the Requests for Proposals and may affect the consultant's cost estimates. RFPs may also require that bids include the consultant's proposed methodology. The project contract should include all required and agreed upon survey parameters in its scope of work.

To consider:

What properties will be included in the survey?
Will the survey include every structure or cultural resource within the boundary/APE, or will it focus on resources of a particular thematic period or type within the boundary? Will associated secondary buildings and/or landscape features be included? Are only potentially NRHP-eligible resources included, or only resources older than a certain date? How will the surveyor determine which resources meet those parameters?

What route will the surveyor or survey team(s) take?
It's often recommended that surveyors follow a planned route so that time for travel is efficient, no required resources are missed, and records & photographs can be keyed and correlated after field work is completed. If using multiple survey teams, surveyors might divide up the survey boundary by zone, block, streets, etc. If surveyors can only do work from the public right-of-way, or if they need to coordinate visits on private property with the property owner, that should be specified in the scope of work. Consider whether there are physical obstacles or road conditions/construction that would limit the surveyors' movements.

Surveyors should bring detailed maps for field work, both for wayfinding and for writing keys/logs of survey records, addresses, and/or photographs. Include road maps, and/or topographic or tax parcel maps.

What level of survey is being undertaken?
What aspects of a resource need to be recorded? Is the focus on primary street-facing elevations, all exteriors, or also interior? With landscape and setting? With secondary structures or outbuildings? Spatial and visual relationships between resources? Should surveyors record only basic design features and material types; all character-defining features; or fine details?

Most survey work includes photographing the resources—is there a minimum number of photographs required per resource or certain angles to capture? Will surveyors do field sketches of property site plans, structure elevations, or interior floor plans? These requirements will guide surveyors about the type of materials and equipment to bring with them for field work.

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PUBLIC ENGAGEMENT

Historic preservation work is done for the benefit of the public, to preserve the places important to our local, state, and national heritage in the life of our communities and nation. Most survey projects involve some level of public engagement, from basic required public notifications up to strategic, sustained engagement to improve the work of historic preservation in a community.

Survey records, reports, and other products done with public funds will typically be made available to the public for research, planning, and education. Products with restricted information, such as archaeological site locations, also have a continued life for approved researchers, government agencies, or property owners. Products should be created with those multiple audiences in mind.

For NHPA Section 106 Projects
The Section 106 process requires consultation with interested parties which could include the general public, citizen groups, or local governments. Public consultation is directed by the federal agency in consultation with SHPO. Parties with a demonstrated interest in the undertaking may request to be consulting parties in the Section 106 review process. Mitigation measures for projects with adverse impacts to historic properties should be of public benefit and may involve engagement projects. Learn more in A Citizen's Guide to Section 106 Review and the Section 106 Applicant Toolkit from the Advisory Council on Historic Preservation.

Public Notice
Public notice for a survey project is often directed by the project sponsor and/or funding source. Depending on the scope and scale of the project, notice may include a printed public notice or press release, on-site public notices, direct mailing to property owners in the survey area, or local media notices via radio, public access television, and/or social media.

Notification to Law Enforcement
It is recommended (and for some projects, required) that sponsors provide notification about the project to local law enforcement with a brief description of the project, the area covered, the members of the survey team(s), the date range during which they will be doing field work, a description of their vehicle(s), assurance that they will be working from the public right-of-way, and contact information for the principal investigator and/or sponsor. This gives law enforcement information to respond to communication from property owners if they contact law enforcement with concerns about the presence of the survey team. For SHPO contract projects, SHPO will send the notification with details from the survey team and a SHPO contact point to law enforcement.

Communicating with the Public during Field Work
Field work teams may bring letters from the sponsor or information cards about the sponsor and project to provide to members of the public who make inquiries in person. Surveyors should be prepared to answer basic questions about the scope and products of the survey project. Before field work, sponsors and surveyors should discuss how to communicate the goals and purpose of the survey project. Surveyors should be able to refer detailed questions or concerns about the project to a point of contact with the sponsor.

Surveyors typically should refer members of the public to the appropriate local government for questions on local recordation or designation. Questions about National Register eligibility and listing can be referred to SHPO staff. Particularly for projects with a goal of local landmark designation or listing in the National Register of Historic Places, it is important that the public is provided with accurate

information about the applicable designation/listing process and what designation/listing would mean for affected property owners. Inaccurate information circulating among property owners can hurt the chances of success in preservation efforts.

After the Survey

After the survey, reports or other products should be distributed according to the project plan or contract. Plan ahead for requesting digital and/or print formats. Copies should be distributed to sponsor and funding organizations, as well as applicable state and/or local repositories such as libraries, historical societies, local planning departments, or downtown or neighborhood associations. If the report includes restricted archaeological information, follow South Dakota Codified Law 1-20-21.2.

Project sponsors may have surveyors present findings at a public meeting and/or, at a separate time, to the sponsor organization staff, board, or membership. Sponsors may also require that surveyors create outreach products apart from the final survey report for the sponsor to use in the community. Such requirements need to be set out in project scope/contract.

Project sponsors may distribute information during the survey and from the survey results to generate community interest in historic preservation through press releases, local media, newsletters, website postings, presentations or exhibits, or other creative avenues or methods that fit your organization. Part of the project goals may include follow-up engagement with property owners in the survey area and/or local government boards or officials. If it is anticipated that follow-up will include discussion of state or national designation or incentive programs for historic preservation, SHPO encourages project sponsors to partner with SHPO staff in such efforts to help improve the communication of accurate information.

For long-term value, consider how best to store survey data, reports, and other products so that they may be of use and accessible to researchers, teachers, or students looking at local history.

Sponsor organizations should work to make sure that survey results are managed in way that they have a long "life" in the work of the organization—even if there is staff turnover—and can serve their intended benefits to the community.

Public Meetings

Survey sponsors may require holding public meetings to provide information about the survey project and its goals, to build relationships with the community, and to hear from the community about the places significant to their history.

Public meetings held near the start of a project can include introductions to the sponsors and field team, the survey project goals and purpose, the survey boundary, what resources or resource types will be surveyed, what information will be recorded for each resource, information on the NRHP evaluation criteria, and the intended products and uses of the survey data. For meetings near or at the end of the project, surveyors and/or sponsors may do similar personnel introductions, share results from the historical research and survey evaluations, and share more about designation/listing and any available rehabilitation incentive programs. It may be beneficial to provide a brief agenda, written or verbal, to the attendees at the beginning of a meeting.

Meeting preparers and presenters should be determined according to the project scope/contract. Although more than two or three speakers can be disorienting for an audience, it may work to divide the presentation between the project sponsor and surveyor/consultant. For instance, for meetings on SHPO-

sponsored surveys, SHPO has had our staff talk about the project goals, the use of survey data, and (briefly) state preservation programs, while the consultant team presented their plan for field work and gathered feedback from the public.

Public meetings should provide time to answer questions and receive feedback from the members of the public who attend. Depending on the format and size of the meeting, that time can be provided informally as questions arise or at formal times on the agenda designated by the presenters or hosts. That expectation should be made clear to the attendees at the beginning of the meeting.

There may be times when public meetings need to address public concerns, or a meeting goes badly. It is important to respond in a professional and respectful way, cultivate good relationships with the community, communicate accurate information about the project and preservation work, and respect the time of all participants. If attendees reply or interject with long, off-topic, or misleading comments, presenters and/or hosts should be prepared to listen, interrupt, respond to, or redirect, as appropriate to the situation. Local or state sponsors or other allies to the project, or trained facilitators, can be valuable in anticipating and de-escalating tense interactions.

The following considerations can help make public meetings a valuable part of survey projects:

Public meetings are accessible.
Public meetings should be physically accessible for people of all abilities. Choose a location and meeting space with wheelchair access and other ADA-compliant measures.

It is recommended to select locations that are also easy to access in terms of transportation and wayfinding. Chose a central location to the community, a local landmark, or site related to the neighborhood being surveyed. Choose a site with adequate available parking or, if relevant, public transportation connections. Make sure the actual meeting room at the location is clear and/or well-marked from all approaches/entrances to the building. Choose a room with adequate space and provide adequate seating for attendees. Choose a venue with necessary audio-visual capabilities (or that can accommodate the necessary equipment if provided by a sponsor/host/presenter) and ensure that the display(s) can be seen and/or heard by all participants. If sign-language or non-English

language options are requested or desirable, work to provide that information to the best of your capability.

If circumstances require a virtual meeting or it is desirable to provide a virtual option for participation, the selected technology option(s) should be easy to use and as widely available (free) as possible. Any presentation materials not viewable through the meeting platform should be made freely available to attendees in other ways so they can follow along with the meeting.

Public meetings are informative.
Public meetings are held to provide information to the public and interested parties. The presentation and packaging of information should be done carefully in order to provide all necessary information in a manner that is easy for the general public and local officials to understand.

Use specific and accurate language—especially about program requirements, NRHP eligibility, and any relevant laws—but avoid unnecessary professional jargon, architectural terminology, or acronyms without sufficient explanation.

Provide information in multiple formats, including verbal speech by presenters as well as text and graphics through a digital presentation and/or printed handouts. Before the meeting, presenters can practice clearly and accurately delivering the verbal information and responding to questions. Sponsors/presenters should review the text and graphics of digital and printed presentation materials for accuracy, grammar, typos, clarity, and understandability.

If it is anticipated that discussion will include state or national designation or incentive programs for historic preservation, SHPO encourages project sponsors to partner with SHPO staff in such efforts to help improve the communication of accurate information.

Good public meetings are scheduled effectively.
The timing of public meetings within the project schedule may vary according to the scope and goals. If the consultants' participation is expected in a public meeting, make sure it is part of their contract scope and budget.

County surveys conducted by the SHPO typically have a least one public meeting to which the consultant is required by their contract to attend and present jointly with SHPO staff. This is typically scheduled during the early part of field work, particularly if the consultant is traveling from out-of-state. SHPO has also held public meetings (with or without consultants) at the end of a project in order to present results of county surveys and generate interest in NRHP listing.

Surveys undertaken with the specific goal of local designation or NRHP listing, especially for historic districts, may involve holding a series of public meetings, either to provide more opportunities for the public to attend, or at different phases of the project. Meetings should inform the property owners in the survey area about the project, the procedures of designation/listing, laws that impact designated/listed properties, what rehabilitation funding incentive programs would be available to designated/listed properties, and other goals of the sponsor organization(s).

Work with sponsors and local partners or hosts to select a day of the week and time of day that will be as accommodating as possible for your intended audience. Choose a time length that fits the material to be presented, the venue's availability, and anticipated audience attention span. Schedule time for questions and conversation with attendees. Forty minutes to an hour total is likely adequate in most cases.

Sponsors may want to schedule public meetings before or after, or as an agenda item for, regularly scheduled board or membership meetings if desired for efficiency, attendance, and/or engagement with the project.

Be accommodating for attendees who arrive late or need to leave early—including, if possible, staging the presenter and display materials away from primary doors into the room to minimize disruption of the presentation itself. Having handouts about the project near the doors can help provide more complete information to anyone who may not attend the full meeting.

Good public meetings are well-advertised.
It is recommended to maximize advertising for the meeting to reach all members of the public who may have an interest in the project and/or its results. Members of the public may also have local knowledge of community history or historic places to share that would enrich the project.

In all but rare cases, survey projects will not require commercial advertising, but most communities have several free options for disseminating news about a project and its public meetings. Work with local sponsors and/or hosts to explore available options for distributing meeting details via press releases, mailings, physical notices, social media, community calendars, organization newsletters or e-news, etc. Working with a local partner to host the meeting can also help spread word through their established membership networks, if those organizations have good relationships with your target audiences. Local partners may include local government office, historic preservation board/commission, museum, historical society, downtown or main street organization, neighborhood association, or chamber of commerce.

If the survey project targets a specific neighborhood, especially if being considered for designation or listing as a historic district, a direct mailing to all owners of property within the district may be the preferred method of inviting attendees. Wider public advertising may still be desirable for core neighborhoods but may be unnecessary for smaller residential areas. SHPO, other sponsors, and/or local partners can provide guidance on the advertising plan.

Of course, even with a good advertising effort, some public meetings are not well-attended. Even for small gatherings, presenters should maintain a positive and professional attitude. If attendance is low, sponsors/hosts should especially consider making some or all of the presentation materials available for anyone requesting it later and/or making additional efforts to disseminate news about the project in the community through other outreach methods.

A public meeting for the start of a project to survey downtown Madison, 2017. Held at the NRHP-listed railroad depot that had been rehabilitated for use as Chamber of Commerce offices.

Good public meetings are engaging.
Engagement is the quality with which an audience receives, understands, responds to, and retains information provided on a survey project. If a survey project is being done with local designation or NRHP listing in mind, good engagement can mean the success or failure of the project goal. Sponsors and funding organizations may also seek to build reputations and relationships with a given community or set of property owners that will sustain over the duration of a long project or for ongoing program offerings.

Along with location accessibility, think strategically about the space in terms of desired tone and audience. Formal meeting formats may benefit from the use of government buildings or halls with formal layouts. More informal, community meetings may seek out smaller, familiar, and/or more casual public spaces such as libraries, schools, museum gathering spaces, senior centers, etc. An appropriate historic building can also provide a good atmosphere for a meeting about the value of historic resources. It can also be beneficial to scale the size of the meeting space to the anticipated attendance so that presenters and audience are neither too distant nor too cramped.

Use presentation materials that are well-designed, clear to follow, and visually interesting. Use historical photographs (public domain or with permission), photographs from previous survey records, or photographs from the current project. Use clear maps or diagrams to communicate information. Use clear font styles and large-enough type for the audience to see in the given venue.

Ask for and be prepared to receive information from the attendees about the history of their community and places that matter to them. Bring paper or a computer to take notes—it may be beneficial to have a member of the team be 'note-taker' so those presenting can focus on their interaction with the public. Bring maps of the survey area to link shared information to the site locations. Bring copies of existing records, past survey reports, or local published histories to reference.

Be prepared to have personnel and/or materials at the meeting to provide information about other aspects of state or local historic preservation programs, including designation/listing procedures, review laws, rehabilitation standards, or funding incentive programs.

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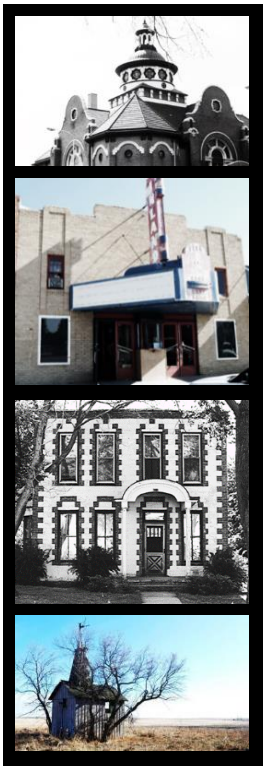
FIELD WORK

Before field work, sponsors should do adequate public notification and/or notification to local law enforcement at an appropriate scale to the project area. Field surveyors should carry identification and be prepared to relay general information about the project scope, sponsor, and goals. See the section on Public Engagement for more details.

Field surveyors should bring forms in the field to record data about the resources being surveyed at the level of detail determined by the project's scope of work. Surveyors often use offline or printed forms in the field and then enter them in https://history.sd.gov/SHPOHS/ after field work. If it is the survey team's decision to enter data directly to https://history.sd.gov/SHPOHS/ from devices in the field, it is still recommended to bring offline or printed backup forms for areas without good wireless service. So that surveyors record the correct types of information, review instructions for the SHPO structure, bridge, and cemetery forms as discussed in the section Submitting Forms and the form outlines in Appendix B. Versions are also linked in Word and PDF formats to the Historic Sites Survey page of the SHPO website.

Surveyors should plan field work in a systematic way to keep records and photographs organized. Schedule field work to optimize photography conditions, including lighting and vegetation cover. Bring supplies, including camera equipment, appropriate for the expected field conditions. Rural locations may warrant equipment like a telephoto camera lens (especially if from the public right-of-way), detailed road maps, adequate fuel for vehicles, and water, snacks, or other supplies that surveyors might need in areas of low population.



Bring detailed road maps and topographic or tax parcel maps both for wayfinding and for a writing keys or logs of survey records, addresses, and/or photographs. Guidelines on photography and sketch maps are included in subsequent sections.

Most architectural surveys, unless specified otherwise in the project scope, record basic details about the resource's location, type, style, exterior characteristics (including identifiable modern alterations), substantial secondary buildings, and historic landscape features. Some survey projects have surveyors sketch site plans or building elevations. See more information about planning field work in the section on Survey Methodology and specifics on the information to record for the state survey database in Submitting Forms.

Many architectural surveys in South Dakota are conducted from the public right-of-way and the interiors of buildings will often not be recorded. It may be possible to record some interior features of public buildings and interiors visible from the exterior (such as through storefront windows). If doing a right-of-way survey and property owners issue an invitation to view building interiors, it is generally not recommended to enter private property. Do not enter private property without adequate precautions for your safety, such as sharing your planned itinerary with a colleague. Do not enter buildings that appear physically unsafe from long-term vacancy, damage, or deterioration.

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EVALUATING ELIGIBILITY FOR THE NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places was created by the National Historic Preservation Act in 1966 to recognize places that make up the fabric of our country's cultural heritage and are worthy of preservation in the continued life of the nation and our communities. The eligibility of properties for listing in the National Register is based on specific criteria for age, significance, and integrity that are designed to be applicable to a wide variety of types and ages of resources. Historic preservation staff with state governments, tribal governments, and federal agencies across the country work with property owners to record and nominate properties to the National Register. The ultimate decision for listing (or federal determination of eligibility) is with the Keeper of the National Register, an office within the National Park Service. The National Register bulletin for How to Apply the National Register Criteria for Evaluation (NRB 15) includes full details on the criteria excerpted or summarized below.

Recommendations for National Register eligibility should be well-informed and based on professional understanding of the NRHP evaluation criteria for significance and integrity as well as criteria considerations (as follows), knowledge of existing historic contexts relevant to the resources, general historical background research, and property-specific historical research. Give each surveyed resource its due consideration.

Evaluations should be for an entire associated property at the appropriate scale to its history and significance. Types of multi-component or linear resources that may warrant evaluation as an entire property might include a farmstead or ranch, school campus, mine complex, canal or drainage system, or residential neighborhood. If the entire resource cannot be surveyed because of project limitations, an accurate or final NRHP evaluation may not be possible until a more complete survey can be done.

Determinations of eligibility (DOE) may change over time based on changes to the resource or new research information. Federal DOEs and NRHP listings must be amended through approved procedures.

The National Register program categorizes historic properties into five broad types:

Buildings were created principally to shelter any form of sustained human activity. "Building" as a National Register category may also be used for a historically and functionally related unit, such as a courthouse and jail or house and garage.

Structures, distinct from buildings, were constructed for purposes other than creating human shelter. Examples include bandstands, bridges, carousels, grain elevators, and irrigation systems.

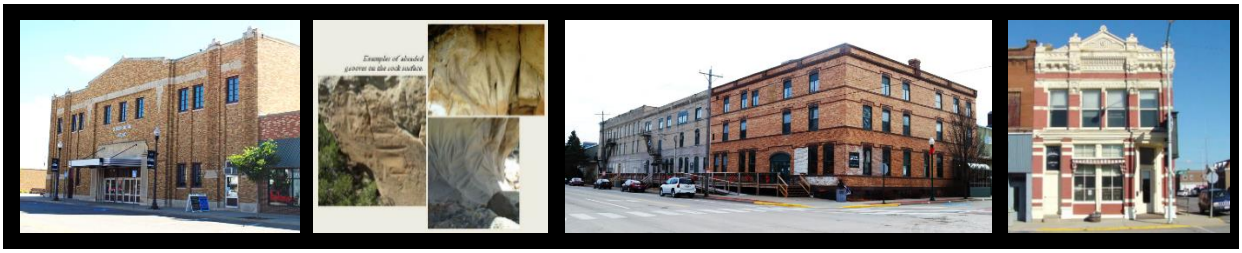
Objects are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment. Examples include stone markers, fountains, and fixed outdoor sculptures or statues.

Sites are historic locations where there never were or are no longer standing structures, such as battlefields or archaeological sites, or resources comprised of natural features, such as designed landscapes, gardens, rock formations, or trails.

Districts include a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. A district must be a definable geographic area that can be distinguished from surrounding properties. In certain cases, districts can have discontiguous boundaries, such as for certain types of transportation networks or archaeological properties. Districts are evaluated for listing as a group overall.

Within a district boundary, each resource is assigned a Contributing or Non-contributing status. Contributing resources date to the district's Period of Significance (POS), relate to the areas of significance, and retain historic integrity (as discussed below).

Properties that are outside the defined POS but are individually eligible for listing, if solitary or few in number, can be included in districts as Contributing properties if the district nomination is written to also include justification and context for their individual significance and integrity. If there are numerous such properties of a similar period/context, consider expanding the POS overall or adding a discontiguous period of significance.



Evaluation Criteria

The eligibility of properties for listing in the National Register of Historic Places is based on specific criteria for **age**, **significance**, and **integrity** that are designed to be applicable to a wide variety of types and ages of resources.

See full details from the National Park Service in:
How to Apply the National Register Criteria for Evaluation (NRB 15)

Unless a property meets Criteria Consideration G (as below), the nominated property should be older than fifty years of age. A **Period of Significance** is defined for every nomination. It may be a single year for the year of construction or a single event, or a range of years to reflect a longer period of use or occupation. The period of significance can be discontiguous to reflect multiple significant periods on the site; each period must be part of the significance discussed in the nomination.

Significance

Properties nomination to the National Register need to have significance under at least one of the following four criteria. Evaluate significance before integrity because the type of significance may influence the evaluation of integrity. Not all places with integrity also have significance.

National Register properties:

A. Are associated with events that have made a significant contribution to the broad patterns of our history;
B. Are associated with the lives of persons significant in our past. Also more guidance in NR Bulletin Guidelines for Evaluating and Documenting Properties Associated with Significant Persons (NRB 32);
C. Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
D. Have yielded, or may be likely to yield, information important in prehistory or history.

Resources may be most significant for a later period than their initial construction/formation or for an event or use different than their intended function.

Resources may also have more than one area of significance under more than one criterion, and may be significant at different levels (local, state, or national) for different areas of significance.

Older alterations to a property may have achieved significance in their own right; for instance, adding a Queen Anne porch and tower to an older Italianate house in the 1890s, building on a dairy room to a livestock barn in the 1950s, or remodeling a Victorian-era downtown commercial building by constructing a significant mid-century storefront in the 1960s.

Integrity

Properties that meet one or more significance criteria also need to possess integrity of **location**, **design**, **setting**, **materials**, **workmanship**, **feeling**, and **association** to convey their historic significance.

Assessing the integrity of a resource includes identifying the historic features that defined the physical character of the property during the period of significance. Identifying character-defining features may be informed by physical evidence or historical research. Then, the current property is surveyed and recorded to identify what historic character survives—uncovered and unobscured—to communicate the historic significance of the resource. Large or numerous alterations after the period of significance that impact integrity of location, design, setting, materials, workmanship, feeling, and/or association may make the resource not eligible for the National Register. This threshold varies based on the property's significance criteria, its physical character historically, and the type and position of alterations. Evaluators assessing integrity look at features in the setting of the resource, the exterior characteristics, and interior features. Features may be prioritized based on their location as part of primary public spaces, secondary spaces, or utilitarian tertiary spaces where alterations have less impact on the overall resource.

A resource's condition or level of deterioration is not co-equal with historic integrity. Resources can be in poor condition and still retain integrity, although in some cases, severe deterioration may impact material, design, workmanship, or feeling to an extent that the resource does not retain integrity as a built structure. In evaluating integrity, resources in poor condition should be weighed in relation to available information on the resource type, rarity, and relevant area(s) of significance. Severely deteriorated built

resources may also have associated archaeological deposits that could be evaluated for eligibility, or the building may be considered a ruin and evaluated as an archaeological site.

State and local historic contexts and multiple property documentation forms may include evaluation guidance or registration requirements for assessing the significance and integrity of certain types of resources. See the list of those available from the SHPO for South Dakota in Appendix D.

Criteria Considerations

There are certain property types that are typically not eligible for the National Register of Historic Places unless certain considerations are met. Do not automatically discount these properties types—review them under the considerations in NRHP guidance.

A: *Religious Properties*
B: *Moved Properties*
C: *Birthplaces and Graves*. Also more in NR Bulletin Guidelines for Evaluating and Registering Cemeteries and Burial Places (NRB 41)
D: *Cemeteries*. Also more in NR Bulletin Guidelines for Evaluating and Registering Cemeteries and Burial Places (NRB 41)
E: *Reconstructed Properties*
F: *Commemorative Properties*
G: *Properties that Have Achieved Significance Within the Past Fifty Years*. Also more in NR Bulletin Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years (NRB 22)

See full details from the National Park Service in:
How to Apply the National Register Criteria for Evaluation (NRB 15)

Multiple Property Documentation Forms

Multiple Property Documentation Forms (MPDF) include broad historic context information and registration requirements for a particular set of resources defined geographically, thematically, chronologically, or a combination thereof. Registration Requirements give specific guidance for evaluating resources of that property type (or types) for significance under Criteria A, B, C, and D, and assessing their historic integrity. MPDFs are submitted to the National Park Service for approval.

MPDFs do not constitute nomination of any particular properties but operate as reference contexts based on solid historical research and survey work. Nominations for listing individual or district properties can be submitted on their own forms concurrently with or subsequent to a MPDF.

When surveyors record properties related to an approved MPDF, that document may assist in the evaluation of those resources. Appendix D includes a list of the approved MPDFs from the SD SHPO and links to most from the SHPO and/or NPS websites.

National Historic Landmarks

National Historic Landmarks (NHL) are nominated by a separate process and under criteria for significance distinct from the National Register program. NHL nominations must make the case that the site is of significance to the nation, which involves a deeper and wider level of archival and comparative research. NHL nominations go through rigorous staff and expert review with the National Park Service, and the final review is undertaken by a special committee of the National Park System Advisory Board.

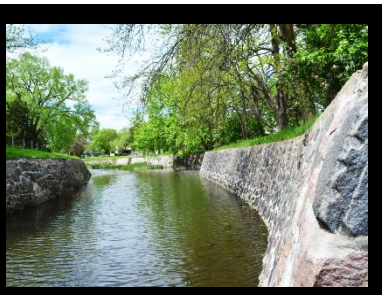
A list of NHLs by state is on the National Park Service website at: https://www.nps.gov/subjects/nationalhistoriclandmarks/list-of-nhls-by-state.htm.

Special Property Types

There are a number of property types that surveyors may see frequently or present certain challenges for evaluation of eligibility. The National Park Service has special guidance for a number of property types on its Publications website, including resources like post offices, shipwrecks, aviation properties, mining properties, and more. SHPO has numerous historic contexts and Multiple Property Documentation Forms that are listed and linked in Appendix D. SHPO staff can also be consulted about additional questions.

Bridges
Bridges can be common and standardized, or subject to substantial alteration, but a number are eligible for the National Register for their role in history, visual character, association with their builder/designer, or technological development in materials or structural engineering. SHPO has separate survey forms for bridges that include specialized fields, such as length and number of spans. See the Submitting Forms section for more details.

To inform evaluations of eligibility for road and railroad bridges in South Dakota, SHPO has context studies on bridges and railroad resources (linked in Appendix D). The S.D. Department of Transportation has published a history of roadway bridges in the state (linked in the Select Bibliography in Appendix G). Two other documents that surveyors should reference when recording bridges are the Advisory Council on Historic Preservation's Exemption for the interstate highway system (2005) and Program Comment on post-1945 bridges and culverts (2012).



Cemeteries

Cemeteries are a property type that are typically not eligible for the National Register of Historic Places unless they meet Criteria Consideration D. For instance, if they represent a historical community and other associated resources are not extant, or if they have significant qualities of landscape design or stone carving. SHPO has separate survey forms for cemeteries with specialized fields, such as the range of years from gravestones. See the Submitting Forms section for more details.

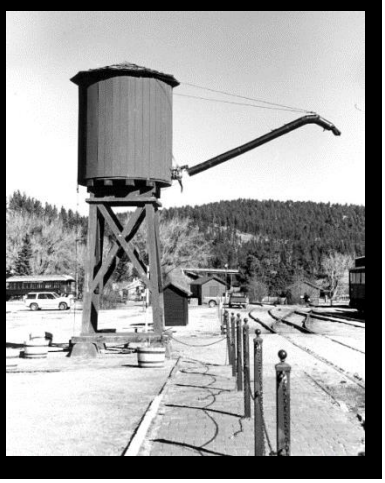
The National Park Service has more information in Guidelines for Evaluating and Registering Cemeteries and Burial Places (NRB 41).

Landscapes

Evaluating historic landscapes means considering all associated cultural and natural aspects of a property or district, including spatial organization and land patterns; topography; vegetation; circulation; water features; structures; site furnishings; and objects. Historic landscapes may be intentionally designed or "vernacular" landscapes that evolve over time according to use. Landscapes may change over time as a result of factors like vegetation growth or natural processes like erosion; these can be accommodated in evaluating the integrity of a property. See more in How to Evaluate and Nominate Designed Historic Landscapes (NRB 18) and Guidelines for Evaluating and Documenting Rural Historic Landscapes (NRB 30).

Agricultural properties

Individual buildings, structures, sites, and objects associated with state and local agricultural history may be eligible for the National Register, but many South Dakota agricultural properties are situated in complexes of buildings, structures, and landscape features as farmsteads or ranches. These groupings of associated resources may



be located within an acre or two, within a single quarter-section, or may extend over many miles.

Historic research, historic and current maps, and field survey should all be brought to the work of identifying associated extant resources and evaluating them together for potential as a district, as well as evaluating any substantial resources like houses or barns individually.

A set of agricultural properties may also be eligible as a large historic district, such as the Lake Badus Rural Agricultural Historic District in Lake County, S.D.

Agricultural farms and ranches may have significance over a long period of evolving use or multiple generations with resources from multiple time periods. Significance should be demonstrable for the full period of significance; ownership by the same family may not constitute significance for the whole period of ownership.

SHPO recognizes that some survey projects may be limited by scope or by a defined Area of Potential Effects (APE) and restrict the ability of the surveyor and SHPO staff to complete an evaluation of eligibility. Researching and setting an appropriate survey boundary or APE at the beginning of the project can help avoid this situation (See section on Survey Boundary). Note in survey records if the project limitations impact the ability of the surveyor to fully evaluate the site. Note what additional information may be needed to complete the evaluation.

To assist with evaluating the eligibility of farms, ranches, and other agricultural properties, SHPO has a context on "Homesteading and Agricultural Development" from 1994, a more detailed context on "The History of Agriculture in South Dakota" from 2013, and contexts for rural resources from certain counties. The National Register program also has Guidelines for Evaluating and Documenting Rural Historic Landscapes (NRB 30). Find links to SHPO context studies in Appendix D and National Register bulletins in Appendix F.

Vernacular, Folk, and Popular Architecture

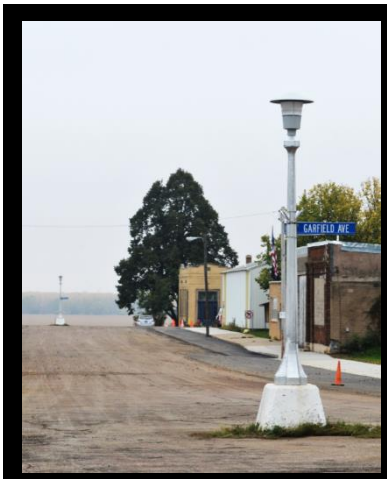
South Dakota's architectural history, like many states, includes a far greater number of resources designed and built by local builders, carpenters, and masons than by trained architects. Some builders were informed by particular cultural traditions they grew up with (folk architecture) and some used house plans or kits published widely across the country (popular architecture). Vernacular architecture can be utilitarian, but it can also be experimental and innovative in its accommodation of local topography or materials. There were local lumber yards who may have built a few houses as speculative construction, and there were companies in the postwar period who built larger standardized housing developments. The eligibility of folk, vernacular, and popular architecture is often less informed by published architectural style guides than by good research into local history and the built environment. Good research helps surveyors better identify potentially significant resources in the field. See section on Background Research.

SHPO has published contexts that can inform evaluations of eligibility for some of the types of folk, vernacular, and popular architecture that exist around the state (see Appendix D). In 2020, National Park Service staff also put out a "white paper" for review on "Evaluating Common Resources for National Register of Historic Places Eligibility."

Linear Resources
There are certain linear resources, such as railroads, roads and highways, or irrigation/drainage ditches, that should be evaluated as a single resource, a grouping of associated resources, or a multi-resource district with Contributing and Non-contributing elements. Defining a boundary for linear resources and evaluating them for the National Register should be informed by good historic research, historic and current maps, and field survey. Boundaries for linear resources may be irregular or discontiguous.

In the Right-of-Way
A common Area of Potential Effects for review and compliance surveys is to survey the right-of-way of a roadway. Built resources like retaining walls, sidewalk steps, tree/shrub plantings, or culverts for rural drives that are in the right-of-way that are components of an associated site with built resources should be evaluated with the property they adjoin. They may also be a landscape feature of a historic district, such as the retaining walls in the Deadwood Historic District. A small number of exceptions may have individual significance for particular history, materials, or construction/engineering. Right-of-way resources may also be components of linear resources that extend outside of the right-of-way, such as irrigation ditch systems or railroad grades, and should be evaluated with the linear resource as a whole. If attached elements of a resource, such as building steps or porches, fall within a current public right-of-way, the resource should be evaluated as a whole.

Roadside features like streetlights, wayfinding signage, etc. are generally modern or ubiquitous enough to not be eligible for the National Register and do not need to be recorded. Roadside features that are from the period of significance but not notable, may be recorded in general descriptions of the setting or overall landscape of a surveyed property. Potentially significant but highly repetitive features (like walls and lights) along a stretch of road may be recorded and evaluated with a single record for the group. Exceptions of roadside resources that might be individually eligible for their history or construction, or that might be a contributing landscape feature of a proposed historic district, should be recorded individually in the survey database. Examples of these might be (but are not limited to): the mid-street lamps in Volin, midcentury neon or programmatic signs for tourist sites and amenities like cafes and hotels, the stone memorial highway arch in Ipswich, or the Petrified Wood Park wayfinding sign in Lemmon built with petrified wood.



Street lamps in Volin, SHPO photo, 2017.

Archaeological resources
The evaluation of archaeological resources for the National Register of Historic Places should be conducted by qualified archaeologists, informed by expertise in the associated contexts and adequate testing at the site. Evaluate sites as a whole.

SHPO has detailed evaluation guidance and context information in its South Dakota State Plan for Archaeological Resources (updated 2018) and *Complying with Federal and State Preservation Laws in*

South Dakota (2021). The National Park Service also has more information in Guidelines for Evaluating and Registering Archeological Properties (NRB 36).

Traditional Cultural Properties

Traditional Cultural Properties (TCP) are not a specific property type within the National Register program but are a type of significance—when a place is important to a "living community of people… rooted in that community's history, and… important in maintaining the continuing cultural identity of the community." TCPs can be significant under any of the four NRHP significance criteria depending on the site's history and context. Evaluating TCPs requires good, respectful research about the historical, anthropological, and/or ethnographic context of a cultural community.

Cultural communities associated with the property may have concerns about knowledge of the site and/or its location leaving the community. It may be the case that not all details about the use or practice of a TCP are shared or recorded, just a baseline of contextual information for evaluation. In South Dakota, Tribal Historic Preservation Offices maintain their own knowledge of and records for TCPs that are related to their communities. These are not recorded in SHPO's CRGRID. TCPs associated with non-native cultural groups may be recorded in CRGRID but can be marked as restricted if location information should not be available to the public.

SHPO has additional information in its South Dakota State Plan for Archaeological Resources (updated 2018) and *Complying with Federal and State Preservation Laws in South Dakota* (2021). The National Park Service has more information in Guidelines for Evaluating and Documenting Traditional Cultural Properties (NRB 38).

State Register of Historic Places

The South Dakota State Register of Historic Places was established by SDCL 1-19A-5 and Administrative Rules 24:52:06, which provide details on criteria for listing, criteria considerations, consent of private owners, procedures for listing, etc.

SHPO has a list of properties that are listed in the State Register (but not in the National Register) posted on its website at: https://history.sd.gov/preservation/docs/SRHP.pdf. The State Register also includes all properties listed in the National Register of Historic Places.

Districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association are eligible for inclusion in the State Register of Historic Places if they satisfy at least one of the following criteria:

1. They are associated with events that have made significant contributions in the broad patterns of local, regional, or state history, including settlement, agriculture, commerce, and transportation;
2. They are associated with the lives of persons significant in the past of this state or the past of a region of this state;
3. They represent distinctive types, periods, or methods of construction; they represent the work of a master; they possess high artistic values; or they represent cultural or regional building patterns; or
4. They are associated with prehistoric or historic archaeology.

Criteria Considerations: Cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years are not eligible for the state register. However, such properties may qualify for the state register if they are integral parts of districts that meet the criteria in § 24:52:06:01 or if they fall within one or more of the following categories:

1. A religious property deriving primary significance from architectural or artistic distinction or historical importance;
2. A building or structure removed from its original location but which is significant primarily for its architectural value or which is the surviving structure most importantly associated with a historic person or event;
3. A birthplace or grave of a historical figure of exceptional importance if there is no other appropriate site or building directly associated with the person's productive life;
4. A cemetery that derives its primary significance from graves of persons of exceptional importance, from age, from distinctive design features, or from association with historic events;
5. A reconstructed building when accurately executed as part of a comprehensive historic preservation plan when no other building or structure with the same association survives;
6. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance;
7. A property achieving significance within the past 50 years if it is of exceptional importance; or
8. A property of exceptional significance to South Dakota's social and cultural history.

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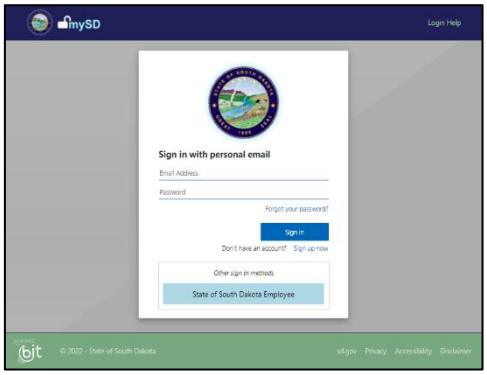
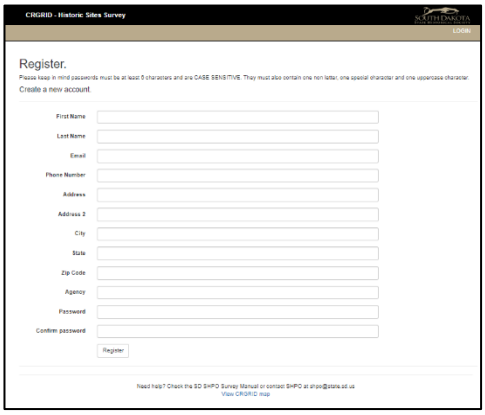
SUBMITTING ARCHITECTURAL SURVEY FORMS

The South Dakota SHPO has two applications connected to state architectural survey data in its CRGRID (Cultural Resources Geographic Research Information Display):

> The site https://history.sd.gov/SHPOHS/ is a password-protected application for approved users to add, edit, view, and download survey records. Query options to find records are limited.
>
> Records are displayed on the GIS-based application, https://apps.sd.gov/DE71SHPOCRGRID/, which is a public site to view, query, and download unrestricted architectural survey records.

User Accounts*





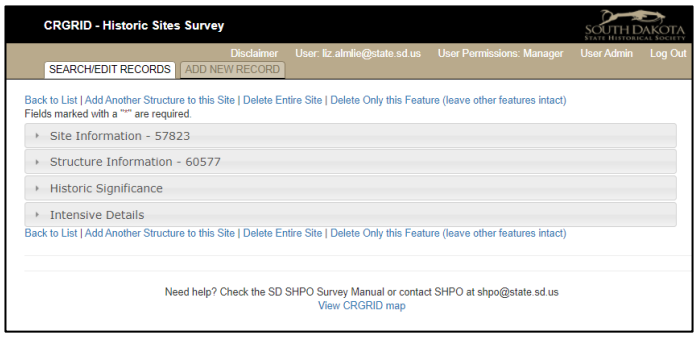
To request a user account for entering and editing/updating architectural survey records, visit the site https://history.sd.gov/SHPOHS/. Click on "Proceed to Sign-in or Register." State employees can click on the light-blue button to use your state login information to access the site. For other users, if you already have a South Dakota Single Sign-On account, login with your email and password. If you need a Single Sign-On account, click "Sign up now" and follow website instructions to add your name, contact information, and select a password. Your selected password is visible only to you. When directed to the Account Details on our site, add an Agency/Company name and click "Register."

The site will send a notification email to shpo@state.sd.us, which is typically monitored daily. A copy is sent to the email address you entered. SHPO staff will review the request for an account and approve, deny, or send follow-up questions to the user. Users are typically assigned Editor permissions that allow the user to add new records and edit/update existing and unlocked records. Locked records will be viewable, but none of the fields will be open to editing until unlocked by SHPO upon request, see "Editing and Updating…" below. Users without professional qualifications or inactive users may be assigned Read-only permissions.

Users with active logins can edit their contact details if needed by clicking the User link on the page header (on the brown bar). If needed, click on the "Forgot your Password?" link on the Single Sign-On page to receive a link to reset your password by email. If your email address has changed, you will need to create a new Single Sign-On account for the new email address.

*Process changed in January 2022.

Inventory Forms



To add new survey records in https://history.sd.gov/SHPOHS/, select the "Add New Record" tab on the page header. Select a record type (Structure, Bridge, or Cemetery) to bring up the correct form.

SD SHPO survey forms have multiple sections: Site Information, Structure (Bridge/Cemetery) Information, Historic Significance, and Intensive Details. The Site Information section is general information about the surveyor name and survey date, the property's location, and property owner. The required fields are marked with an asterisk (*). When that section is completed and saved, a sequential Site ID number is generated and the Structure (or Bridge or Cemetery) sub-form added to the screen with the other three sections. Each resource recorded on a sub-form has a unique Structure (or Bridge/Cemetery) ID number, assigned sequentially.

Remember to save *each* section of the form. After each save, the web application will display a note that the save was successful. If a required field is left empty, the section will not save and the web application will display a note about what field is missing. If there is another type of error, send SHPO staff a note about the error and any messages displayed (a screenshot if possible) so that technical problems in the system can be fixed. TIP: Fill out all required fields first and save early, and often, to avoid losing work.

After the first sub-form is completed and each section saved, additional Structure/Bridge/Cemetery sub-forms can be added to the same Site ID by clicking "Add Another [Structure/Bridge/Cemetery] to this Site" at the bottom of the form. Add sub-forms for closely associated resources, such as the garage for a house or apartment building, the boiler plant for a school or business, a free-standing education building or parsonage for a church, the barn and outbuildings for a farmhouse, etc. Building additions that are physically attached should be described on the primary form, not receive separate forms.

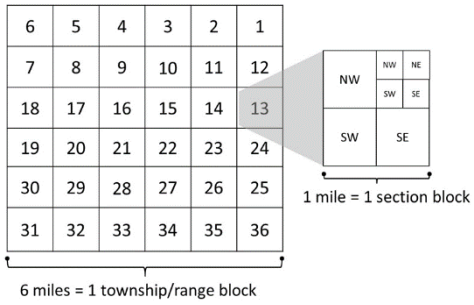
Demolished Properties
Existing records for properties that have since been demolished can be retained in CRGRID, with a note about the demolition, but do not enter new records for properties that have already been demolished.

Deleting Records
Only users with Manager permissions (typically SHPO staff) can delete records from the database. If records were entered in error or users note a record that should be deleted for some reason, notify the SHPO staff and include the SHPO ID or Site ID number.

Ineligible Forms
The SHPO office has in the past used stand-alone "Ineligible Forms" in Word format. They roughly correspond to the required (*) fields in the digital forms. These fields ensure that basic information about each property has been recorded in the database even when details are not needed to complete an evaluation (such as for recent construction). At least one photograph should be submitted for ineligible properties when requesting SHPO review of a proposed determination of eligibility.

The following tables include instruction details for each field in the forms. There are tables for each section of Structure Record forms, followed by tables for the fields unique to Bridge and Cemetery forms.

SITE INFORMATION		
Field	**Req.**	**Instruction**
Record Locked		For SHPO staff to lock a record after review or unlock a record for editing.
Survey Date	*	Type in, or use the calendar tool to select, the date (Mo/Dy/Year) of the field survey for which information is being entered.
Entered By		Select from the drop-down the User ID of the person entering the record.
Surveyor		Select from the drop-down (or type in if a new surveyor) the name of the principal surveyor or survey team who recorded the resource.
Street Address	*	Record the street address of the property being surveyed. Recommended conventions: 123 N Elm St; 45678 458th Ave; etc. If a property does not have a street address, enter the nearest public road associated with its location.
County	*	Select from the drop-down the name of the county in which the resource is located. For large sites that are located in more than one county, use the county that correlates with the geographic point you will select for the record.
City	*	Select from the drop-down the name of the city in which the resource is located. If a rural location, choose the nearest city which is listed in the drop-down or the city of the property's mailing address. Additional clarification can be added in the field for Location Description. The drop-down options in the City field are generated based on the selection of the County. Depending on computer/application speed, this may initially take a few seconds to load.
Location Description		Give a description of the Site's location that would help future users locate the site, such as "North side of Elm Street between 9th and 10th Avenues" or "the SW corner of Elm St and 9th Ave" or "the crossing of Elm St over Rapid Creek" or "2 mi N from Avon." Common abbreviations for cardinal directions, distance measurements, route types, or waterways are acceptable.
Legal Description		If available/known, enter the legal property description, including city, addition, block(s), lot(s), etc. for incorporated/platted areas; or township, range, section, quarter, etc. for rural areas.
Owner Name		The name(s) of the current, primary property owner(s).
Owner Address		The contact/mailing address of the current property owner.

Owner City		The contact city of the current property owner.
Owner State		The contact state of the current property owner.
Owner Zip		The contact zip code of the current property owner.
Quad Name		If available/known, enter the name of the USGS Quadrangle(s) within which the site is located.
Quarter 1	*	South Dakota is covered by the Public Land Survey System (PLSS) grid of townships with numbers for Township (vertical divisions N/S) and Range (horizontal divisions E/W). Each township is divided into 36 sections of 640 acres. Quarter-sections are divided NW, NE, SW, and SE for each section (Record as Quarter 2). And each quarter-section can be subdivided again (Record as Quarter 1). One would read these form fields in order to say that a resource is in the Northwest quarter (Q1) of the Southeast quarter (Q2) of Township 101N, Range 44W, Section 27. If you are not using a map/atlas that shows these divisions, a layer of the Section lines is part of https://apps.sd.gov/DE71SHPOCRGRID/ and labeled with Township/Range/Section. The quarters need to be approximated from there. The drop-down options in the Range field are generated based on the selection of the Township. Depending on computer/application speed, this may initially take a few seconds to load. For bridges or other properties located across section lines, enter only the northern- or eastern-most Township/Range/Section information. Enter additional clarification into the Location or Legal Description fields. In the Quarter fields, use "All" if the property covers a larger area than a single quarter or quarter-of-a-quarter. 
Quarter 2	*	
Township	*	
Range	*	
Section	*	
Acres		Enter the number of acres that the site covers. The CRGRID application https://apps.sd.gov/DE71SHPOCRGRID/ offers a tool to measure area.
Owner Codes		Select the type of owner(s) with title interest in the site: F (federal government), L (local government), P (private), or S (state government).

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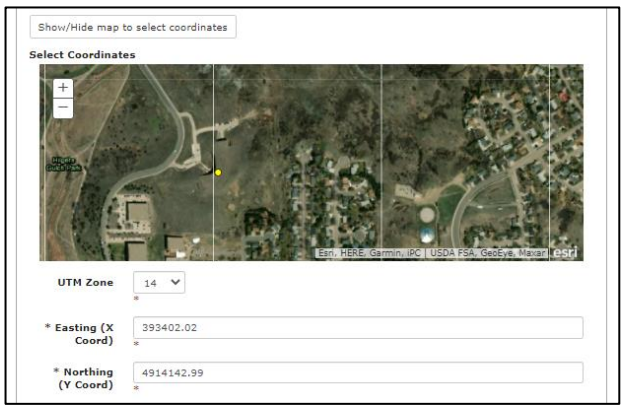
STRUCTURE INFORMATION		
Field	**Req.**	**Instruction**
SHPO ID		Entered by SHPO staff. See more information in the section: Requesting a SHPO ID Number.
Structure ID		Assigned sequentially by the application to each sub-form entered.
Property Name	*	Select a specific property name for that resource. Use historic name or historic owner if known. Other options include type, address, etc. If possible, anticipate and use basic words that future users might try to query for records of that resource type. Avoid uncommon abbreviations. Examples: Sam Brown House; Mueller Farm; Johnson Department Store; Granary, 12345 678th Street; Garage, 987 Maple Ave S; Young Park stone steps; etc.
Other Name (50 characters max)		If a property is or has been known by other names, or variations of the primary name, include those as "Other Names."
Current Function		Select from the drop-down the primary current function and sub-function for which the resource is used. See master lists in Appendix C for options.
Historic Function		Select from the drop-down a primary historic function and sub-function for which the resource was used originally or during its period of significance. See master lists in Appendix C for options.
Occupied		Select Yes or No for whether the resource is inhabited or used on a regular basis. Selecting No would indicate the property is vacant or abandoned.
Accessible		Select Yes or No for whether the resource is easily accessible.
Foundation		Select from the drop-down the primary foundation material for buildings and structures. See master lists in Appendix C for options.
Roof Material		Select from the drop-down the primary roof material for buildings and structures. See master lists in Appendix C for options.
Roof Shape		Select from the drop-down the primary or core roof shape for buildings and structures. See master lists in Appendix C for options.
Structural System		Select from the drop-down the primary structural system for the resource, if known from physical evidence or research materials. See master lists in Appendix C for options.

Style		Select from the drop-down the primary or core architectural style of the resource. Architectural styles are particular design approaches or traditions that informed the arrangement of building features and ornamentation. See master lists in Appendix C for options. Select "No Style" for vernacular buildings or structures, objects, sites without a particular style. Select "Other" for styles not listed in the form or for blends of multiple styles. For "Other," add clarification to Physical Notes and/or Significance Notes fields. Architectural guides and context studies such as those referenced in Appendix D and Appendix G may be used to inform your selection.
Type		Select from the drop-down the primary or core building/structure type. Architectural type (or architectural form) refers to the building's structural massing, layout, and arrangement. See master lists in Appendix C for options. Select "Other" for types not listed in the form. Add clarification to Physical and/or Significance Notes. Architectural guides and context studies such as those referenced in Appendix D and Appendix G can be used to inform your selection.
Walls		Select from the drop-down the primary wall cladding material visible on the exterior on the resource. See master lists in Appendix C for options.
Stories		Enter the number of stories for building/structure exteriors. Include ".5" to indicate half-stories.
Construction Date	*	Enter a year of construction if it is known or can be reasonably approximated based on physical evidence or historical research. A range (with hyphen) and/or list of years (with commas or semicolons) can be entered if construction took more than one year or there were substantial additions or alterations to the resource. If a specific date is not known, the use of a "circa" or "c." date is acceptable. If no actual or approximate date can be determined, "Unknown" can be entered.
Significant Person		The names of important historical individuals associated with the site can be entered in this field. More notes on their contribution to a property's eligibility can be included in the field for Significance Notes.
Cultural Affiliation		The names of cultural or ethnic groups associated with the site can be entered in this field. More notes on their contribution to a property's eligibility can be included in the field for Significance Notes.
Altered/Moved Notes (500 characters max)		In this field, enter notes on whether the resource has been moved from its historic location, or if features of the resource have been altered since the historic period. Moves or alterations during the historic period can be noted as well. Include actual or approximate

		dates of the alterations if known or if they can be estimated from physical evidence or historical research.
Interior Notes (500 characters max)		Include notes about historic layout and/or features in the interior of the building or structure if documentation of the interior is part of the scope of the survey work, if a public building, or if visible from the exterior. Do not enter private property without permission.
Other Notes (1750 characters max)		This field is open-ended and can be used for information such as: • Additional space for the Altered/Moved, Interior, Physical, or Significance Notes fields • Notes about the survey visit and any limitations to the surveyor's ability to record the site • Notes on structures previously on the site (such as a first-generation school that was replaced by the current school, or if a farmstead has lost its primary barn, etc.) • Sources used to inform the construction date or other data
Physical Notes (1750 characters max)	*	Enter summary notes about the resource's physical character, including: setting, size, massing, shape, form/type, orientation, primary exterior materials and features (even if repeating other fields), and other character-defining features. In descriptions, it recommended to describe the overall massing and general features from bottom to top (or vice versa), then describe each exterior elevation in turn starting with the primary façade (if applicable). Descriptions should be understandable but, given the character limit, it is acceptable to use common abbreviations and incomplete sentences or phrases. For describing window composition, abbreviations such as "three-over-one" or "3-1" can be used for instance to describe a Craftsman-style double-hung sash unit with three divisions in the upper sash and no divisions in the lower sash. Detailed descriptions may also be added to the Intensive Details section of the record or uploaded as an attachment later in the form.
UTM Zone	*	The UTM Zone, Easting, and Northing is the geographic point tied to the record as described by its Universal Transverse Mercator (UTM) coordinates calculated in NAD83 (North American Datum 83). The coordinates can be entered manually, or users can click on "Show/Hide map to select coordinates." On that inset map (example included below), users can zoom to the resource's location, click on the resource on the map, and the UTM data will be populated in those fields. Depending on computer/system speed, it may take a few seconds to fill in the data. A yellow point will be displayed on the map for the location selected. Generally, the point selected
Easting (X Coordinate)	*	
Northing (Y Coordinate)	*	

		should be at the center of the resource. Points near or over the façade of a resource may be chosen to indicate the primary elevation. The current https://apps.sd.gov/DE71SHPOCRGRID/ website will only display coordinates calculated in Zone 14, so the current forms are limited to Zone 14. For western South Dakota properties that would typically be recorded in Zone 13, it is recommended to use the inset map to have it fill in the Zone 14 equivalent coordinates. 
Restricted		Select "Yes" or "No" from the drop-down to indicate whether the resource's location should be kept from the general public because of culturally sensitive material, material vulnerable to vandalism or looting, or because the record includes information about an associated archaeological site. Records marked "Yes" will not appear on https://apps.sd.gov/DE71SHPOCRGRID/.
Attached Files		Use this tool to attach photographs, site or sketch maps, or other relevant documentation to a record. The section must be saved at least once first to be able to upload attachments. Attachments can be added in .jpg, .tif, or .pdf formats. Name files with identifying information (incl. SHPO ID if already assigned) using letters, numbers, and underscores. Avoid long file names or special characters. It may take a few seconds for the file to finish uploading. For consideration of time and storage space, please limit uploaded photographs to ten (10) per survey visit and limit file sizes to 20MB. By adding items to the historic sites survey database you are allowing others to see and use them. SDSHS is not legally responsible for other people downloading and/or using these images and documents. SDSHS is not legally responsible for the content added to the database, nor is the SDSHS responsible for saving any of the items put on the website. SDSHS reserves the right to remove content at its discretion. In most cases, do not upload historical photographs to CRGRID.

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BRIDGE DETAIL **Special instructions and fields for Bridge forms**		
Field	**Req.**	**Instruction**
Property Name (and Other Name)		Choose a name for the bridge, such as "SDDOT Bridge No. 51-039-170," "Culvert 1, Spring Creek," or "Keystone Wye Bridge." Try to anticipate and use words in the name that researchers might use in searches.
Year Built	*	Enter the year that the bridge was built if known or can be reasonably approximated based on physical evidence or historical research. A range or list of years can be entered if construction took more than one year or there were substantial additions or alterations to the resource. If a specific date is not known, the use of a "circa" or "c." date is acceptable. If no actual or approximate date can be determined, "Unknown" can be entered.
Structural System		If known, select from the drop-down the primary structural system for bridges, either pin-connected or rigid-connected. Rigid-connected includes riveted, bolted, or welded structures.
Type		Select from the drop-down the primary bridge type. Options include "Other" for types not listed in the form. See master lists in Appendix C for options.
Style		Select from the drop-down the primary bridge style. Options include "No Style" or "Other" for styles not listed in the form. See master lists in Appendix C for options.
Materials		Select from the drop-down the primary bridge material. Options include "Other" for materials not listed in the form. See master lists in Appendix C for options.
Length		Type a measurement in feet, meters, miles, etc. for the bridge overall, include the unit of measurement. Common abbreviations are acceptable.
Number of Spans		Type the number of spans the bridge has between ground supports. For instance, a bridge with four support piers between abutments on either end would have five spans.
Approach Span Type		Describe the type of structures that form the shorter approach spans.
Physical Notes (1000 characters max)	*	Enter summary notes about the resource's physical character, including: setting, size, form/type, primary materials and features (even if repeating other fields), and other character-defining features such as number of lanes, width, abutments, wing walls, piers, railings, etc.

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CEMETERY DETAIL **Special instructions and fields for Cemetery forms**		
Field	**Req.**	**Instruction**
Historic Function		Select between “Cemetery” for a lot set aside for multiple burials or “Graves/Burials” for gravesites outside of designated cemeteries.
Current Function		If still used as a cemetery, select Funerary, and either Cemetery or Burial/Graves.
Started By		Type the names of the individual(s), church, family, association, or other entity that founded the cemetery/gravesite.
Year Started	*	Type the year that the cemetery/gravesite was started. If a specific date is not known, the use of a “circa” or “c.” date is acceptable. If no actual or approximate date can be determined, “Unknown” can be entered.
In Use		Select “Yes” or “No” to indicate whether the cemetery is being actively used for burials in the present day or for memorial observances.
Years from Tombstone	*	Type the range of years (earliest and latest) that are indicated by the death dates on visible/legible gravestones, or from available cemetery records. For active cemeteries, “present” can be used in place of an end year.
Notes		Add additional details about the character-defining features of the cemetery/gravesite, such as layout, orientation, gates/fencing, vegetation/landscape, circulation roads and paths, built structures (mausoleums, columbaria, offices, maintenance buildings, etc.), stone/carving types, etc. Notes can also be added about churches or associations that are caretakers of the cemetery.

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HISTORIC SIGNIFICANCE		
Field	**Req.**	**Instruction**
Determination of Eligibility	*	Select the relevant determination of eligibility from the drop-down. Review as needed information in the National Register Bulletin How to Apply the National Register Criteria for Evaluation (NRB 15) and the section in this manual on Evaluating Eligibility. *Future Eligible*: Has potential for significance and integrity that should be considered when the resource reaches sufficient age. ** This is a legacy from when the first system was set-up. Its use is now generally discouraged. Resources should be evaluated on their current status, including under Criteria Consideration G for properties less than 50 years old. *Not Eligible*: Does not meet National Register eligibility criteria for individual listing or is Non-contributing to a NRHP historic district. Remember to select a "Reason Ineligible" in that field. Add more specifics to "Significance Notes" if needed. *NR Eligible*: Meets National Register eligibility criteria for individual listing and/or is Contributing to a NRHP historic district. Include summary of the evaluation in the field for "Significance Notes." *SR Eligible*: Does not meet National Register eligibility criteria but could meet State Register criteria. Include summary of the evaluation in the field for "Significance Notes." *Tabled*: The determination of eligibility has been set aside at some level of formal review. *Unevaluated*: There is insufficient information to make a determination of eligibility based on limitations of research or survey work.
DOE Date	*	Type or use the calendar tool to select the date (Mo/Dy/Year) that the above Determination of Eligibility was made.
Reason Ineligible		For properties determined not to be eligible for the National or State Registers, select one of the drop-down options. Additional notes should be added to the "Significance Notes" field about the factors that led to the determination.
Category		Choose the property's National Register category: building, site, structure, object, or district. See Evaluating Eligibility above for details and examples of each category.
Nomination Status		Select from the drop-down the status of properties nominated to the National or State Registers of Historic Places. Drop-down options:

		Board Reject: The nomination was presented to and rejected by the State Review Board. *Demolished*: The property was listed but has been demolished. *DOE*: A federal Determination of Eligibility has been made by the Keeper of the National Register. *NR Listed*: The Keeper has listed the property in the National Register of Historic Places. *Owner Object*: The property owner's objection to listing in the National Register has stopped the listing. *Removed*: The property was listed in the National Register but has been de-listed by the Keeper (for demolition, lost integrity, etc.). *SR Listed*: The property has been listed in the State Register of Historic Places. *Tabled*: The nomination was presented to and tabled at a meeting of the State Review Board.
Date Listed		For properties listed in the National or State Registers, type or use the calendar tool to select the date of listing.
Reference Number		For properties listed in the National Register, enter the National Register Information System (NRIS) identification number assigned to the property by the National Park Service. For approved additional documentation submissions to nominations, add the number assigned by the NPS for the additional documentation after a semi-colon.
Historic District Rating		For properties within a National Register-listed historic district, select "Contributing" or "Non-contributing" according to the status assigned in the nomination. In certain cases, this field can be entered based on its recommended status within a group of resources evaluated as a district but not (yet) nominated to the National Register. It is recommended to add a note to the Significance Notes field about this evaluation status.
Period		Enter the Period of Significance for NRHP listed or eligible properties. If listed, this should be the Period approved in the NRHP nomination form.
Registered Name		For properties listed in the National or State Register, enter the property name as approved in the listing.
Multiple Name		Enter the name of any Multiple Property Documentation cover(s) under which the property was listed in the National Register.
Significance Level 1		Enter the level(s) of significance at which the property is listed or determined eligible: Local, State, and/or National. Properties may
Significance Level 2		

		have different levels of significance for different areas of significance.
Criteria 1		Enter any and all significance criteria (A, B, C, and/or D) under which the property is listed or determined eligible.
Criteria 2		
Criteria 3		
Criteria 4		
Significance Notes (2000 characters max)		Enter more details on how the specific resource does or does not meet the evaluation criteria and, if applicable, criteria considerations for the National or State Registers of Historic Places (more in section on Evaluating Eligibility). This may include (re)stating applicable criteria, areas of significance, period of significance, and/or level of significance; architectural features that demonstrate significance; as well as briefly summarizing known history of the resource, past owners, past uses, architect/builders, relevant historical contexts, etc. Users may include brief source citations in brackets as space allows, or add brief sources to "Other Notes" field.

INTENSIVE DETAILS

Generally, the above three sections are sufficient for recording most structures. If surveyors wish to record more detailed data, the following fields are part of the Intensive Details section of the form. Intensive Details can only be viewed through https://history.sd.gov/SHPOHS/, not through the public CRGRID site. Contact SHPO staff if you have questions about what to enter in the Intensive fields.

- Porch Type
- Porch Location
- Porch Height (ft)
- Porch Roof
- Bays/Towers Type
- Bays/Towers Loc
- Window Type
- Window Location
- Chimney Type
- Chimney Location
- Dormers Type
- Dormers Location
- Interior
- Door Type
- Door Location
- Architectural Details (500 Characters Max)

- Overall Condition
- Foundation Condition
- Wall Condition
- Window Condition
- Roof Condition
- Porch Condition
- Interior Condition
- Original Owner
- Owner Origin
- Date of Area Settlement
- Date Area Platted
- Owner Info (500 Characters Max)
- Other Owners (500 Character Max)
- Significant Person
- Cultural Affiliation

- Builder
- State Context Topic
- History Notes (500 Characters Max)
- Environmental Effects (500 Characters Max)
- Threat
- Stable
- Site Protected
- Public Support
- High Research Value
- Deterioration
- Vandalism
- Alterations
- Maintenance

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Special Property Types

Certain property types bring up common questions when it comes to recording them on SD SHPO survey forms. SHPO staff can be consulted about additional questions not addressed in the following sections.

Districts
Resources being evaluated under the National Register category of district may be recorded either with separate forms and Site IDs or, for closely associated resources, with sub-forms under the same Site ID.

Examples:

- For a residential historic district, each house, church, or other primary resource should each be recorded with their own separate forms. Closely associated secondary buildings like garages for a house, or free-standing education building for a church, can be recorded with the same Site ID by clicking "Add Another Structure to this Site" after saving their primary resource's form.
- For large complexes of historically associated buildings, like a multi-unit ranch or a college campus, buildings or units can be recorded on separate forms.
- For a complex of close, historically associated buildings on the same property that may be categorized and evaluated as a district, such as a farm, campground, or industrial business complex, use sub-forms under the same Site ID to record the resources on the property.

Contact the regional HP Specialist with SHPO if you have questions about how to organize the forms for a property.

Farmsteads and Ranches
Agricultural properties like farms and ranches typically should be recorded under the same Site ID using additional Structure sub-forms (see Inventory Forms for how to add Structures to the same Site) for the different house, barn(s), outbuildings, and landscape features on the property. For large multi-unit ranch complexes, each unit of resources can be recorded under their own Site IDs. It is recommended to prepare and submit a site map (or maps) showing features of the property overall with the primary survey record(s).

Record Structure sub-forms only for substantial resources. Do not record small structures like garden tool sheds, well-houses, single fences, etc. unless they particularly contribute to the historic eligibility of the property. Clusters of highly repetitive structures, like grain bins, may be recorded as a group on a single form, including their number and layout in the description.

Agricultural landscapes can be recorded in a few different ways. Common landscape features worth noting include items such as drives, woodlots and windbreaks, orchards, domestic vegetable gardens, ornamental plantings, corrals and feedlots, stock ponds, and drainage ditches. First, general layout and landscape features can be included in notes on the setting in the primary record on the property (house or barn). Alternately, landscape features may also be described together on a separate sub-form or substantial individual landscape features that contribute to the historic eligibility of the property may warrant their own sub-forms.

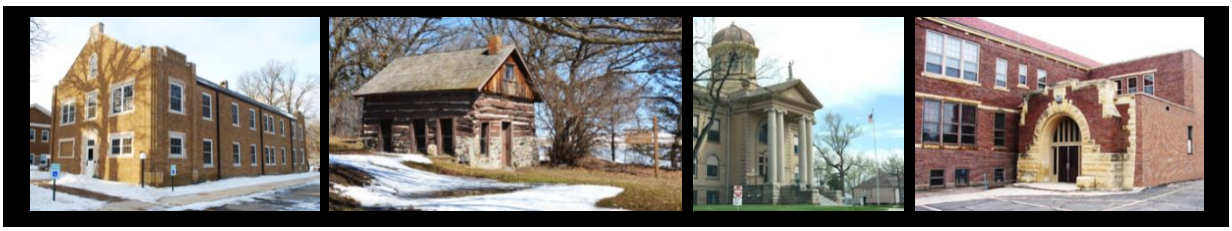
Landscapes
Single designed landscapes that fit the NRHP category of "site," such as gardens, simple parks, or dam systems can be recorded on a single form. In some cases, substantial structures on a landscape, such as a bandshell or pavilion in a city park, may also be recorded on their own form(s) or sub-form(s). This particularly can be done if those substantial resources are individually eligible for or listed in the National Register. Cross-reference associated resources, such as by using a district SHPO ID.

In describing a landscape, note the overall size and layout, general topography, circulation systems, waterways, any overall vegetation types or patterns, significant views towards or from the landscape, and associated buildings, structures, or objects.

Repetitive types of historic landscape features, such as a system of windbreaks or streetlights in a city park, can be recorded as a grouping in a single form with notes about their character and layout in the description of the resource.

It is recommended to prepare and submit a site map (or maps) showing the features described.

See more information in How to Evaluate and Nominate Designed Historic Landscapes (NRB 18) and Guidelines for Evaluating and Documenting Rural Historic Landscapes (NRB 30).



Ruins
Abandoned buildings or structures that are deteriorated but recognizable can be recorded in the SHPO survey database. Collapsed resources or foundation remnants that are largely unrecognizable should be recorded as archaeological sites with the Archaeological Resource Center (ARC). Properties like abandoned mines, even with some standing structures, may be recorded as industrial archaeology sites. If ruins recorded with ARC are components of districts like farmsteads or ranches with associated standing structures, note the associated archaeological site number in the CRGRID form.

Linear Resources
Linear resources should be recorded with a description of their start and end points, length, character and materials, construction methods, any identifiable segments, and any associated buildings, structures, or objects.

CRGRID currently only allows users to select single geographic points for the record, not draw a line or polygon to represent larger features. Large or multi-component linear resources, like transportation

routes or irrigation ditch systems, that are being recorded in CRGRID should be recorded with multiple forms or sub-forms as warranted by the size or complexity of the resource. Some linear resources, like railroad routes, roads, flumes, and other earthworks are recorded with the Archaeological Resource Center, who can include line/polygon features in their database. Contact staff for specific questions.

For small resources a single record and point may suffice. Complex resources may warrant additional sub-forms & points at intervals along the resource to describe segments with different physical character or setting. Think about how users will search and view records for project areas. More substantial resources that are components of a linear system, such as depots along a railroad or bridges, can be recorded on their own forms. Where possible, cross-reference other SHPO IDs or archaeological site numbers that are associated with the property and would bear on its evaluation for NRHP eligibility.

Because of their ubiquity, only submit separate records for roads, highways, paths, alleys, or sidewalks with especially significant history or construction/design and integrity demonstrating their eligibility for the National Register of Historic Places. Pathways and circulation patterns for landscapes, agricultural properties, or other historically associated complexes should be included in the description of setting for those records.

Requesting a SHPO ID Number

When new forms are entered, they should be submitted to SHPO staff for review, approval, and assigning the resource a SHPO ID number. CRGRID will *not* automatically notify SHPO staff about new records.

To request SHPO review, contact the regional HP Specialist for the resource or general contacts at shpo@state.sd.us or 605-774-3458. Staff can look up recent records by the "Entered By" or "Surveyor" fields, but the fastest way is to include in your message the Site ID number that the system assigns when you save the first section, Site Information.

When a request is received, the regional HP Specialists will:

- review the form(s) for completeness and potential errors
- assign and enter a SHPO ID number
- review the recommended Determination of Eligibility, and will either add their initials and date for concurrence with the DOE or reply for follow-up discussion
- lock the record when all is finalized

SHPO ID numbers are formatted with a two-letter county code, a three-digit group code (or "000" if not part of a resource group), and a five-digit sequential number within its district grouping. For instance:

LN00000008: the eighth individual resource recorded in Lincoln County
or
PN00200023: the twenty-third resource of the second district group recorded in Pennington County.

Once approved, initialed forms can be downloaded by users from either survey web application: https://history.sd.gov/SHPOHS/ or https://apps.sd.gov/DE71SHPOCRGRID/.

Editing and Updating Existing Records

If a user needs to edit, add to, or update an existing locked record, contact the SHPO office with the Site or SHPO ID numbers that you need to access. Regional HP Specialists will review the request and unlock the necessary records. After making the edits, let the staff person know and they will review and lock the records again.

When editing records, drop-down fields should reflect the most current information. In fields like "Physical Notes" that have more space, some legacy information may be worth keeping, to show how properties have changed over time. Minor additions of information can just be added in the field. If new information is meant to supplant the old, the current survey date/year can be typed in front of the new information and the old survey date/year can be added in brackets in front of the legacy information that is being retained. Information that was originally entered incorrectly can be replaced or deleted. Contact SHPO staff if you have questions about the best approach.

For properties that have been revisited and re-surveyed, update the Surveyor and Survey Date fields as well so users know when the property was last visited.

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PHOTOGRAPH GUIDELINES

Photographs are crucial in the documentation of historic resources and in SHPO reviews of an eligibility recommendation for a resource. They are also retained for use in future research and to document changes to historic properties over time. It is important that photographs accurately represent the resource in its current condition. Survey photographs need to be large enough with good resolution to see the details of the resource (without overwhelming file storage capacity), be in focus, be at a good exposure and white-balance, have enough views and angles to cover the full resource (according to the scope of the survey), and be named and stored in formats that ensure their longevity. It is recommended to use a high-quality digital camera, such as a DSLR (digital single-lens reflex) camera, to take survey photographs.

Survey photographs should meet the National Park Service size and quality standards for National Register documentation, which define minimum "acceptable" standards and recommended "best" standards. Specific survey project scopes or contracts may have additional specifications. In addition to information in the bulletin on completing the National Register form, the National Park Service has a 2013 Photograph Policy Update for the NRHP program (including the "acceptable" and "best" details) and a bulletin How to Improve the Quality of Photographs for National Register Nominations (NRB 23).

Unless otherwise specified in a project contract, digital photograph files should be taken and stored in full-size/large/uncompressed TIF or JPG formats. (Shooting in RAW format and converting full-size to TIF or JPG is acceptable if final files meet the size guidelines and are of good resolution). Make sure the date settings in your camera are correct so that the image file's metadata will be accurate. The survey project's scope/contract may also require submitting a text log of photographs with the files. After downloading from the camera(s), make a back-up copy of the files.

Survey photographs are meant to accurately communicate information about the resource and should not be altered, augmented, or have elements erased in post-production editing. Photographs should not be corrected even for minor issues such as tilt or exposure if the editing process used will result in substantial loss of digital information (file size, resolution, etc.). Monitor the image composition and exposure in the field to the extent possible.

For photograph files submitted to SHPO, files should be named with letters, numbers, and underscores only. A recommended naming format is SHPOID_Name(orAddress)_YearMoDy. For collections of photographs submitted on external storage, it is recommended to use the file names to group photographs rather than sorting into many sub-folders.

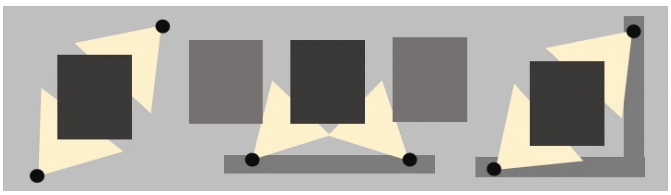
For survey forms, photographs should be uploaded to https://history.sd.gov/SHPOHS/ (more about Submitting Forms) or provided by email or other agreed method to the regional HP Specialist at SHPO. SHPO staff should save survey photographs from CRGRID or from submitted survey contract products to the appropriate county folders in SHPO files for long-term storage.

Submitting photographs to SHPO for survey files gives the South Dakota State Historic Preservation Office permission to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

The project scope or contract should provide information on how to submit the full sets of digital photograph files to the project sponsor, whether via CD-R, USB drives, or file-sharing services. Use a method that allows transmitting the full photograph, uncompressed. If printed photographs are required by the project scope/contract, choose papers, inks, and storage methods that are archivally-stable.

In survey reports, photographs may be integrated in the body of the survey results and/or included as an appendix to the report as half- or quarter-page images or as smaller thumbnail reference images in the style of contact sheets. Photographs should be clearly and consistently captioned, for instance with the resource's SHPO ID number or the image's file name. More in the section: Historic Survey Reports.

If historical photographs are obtained during research, they may be used (if in the public domain or with permission) in survey reports if useful to demonstrate integrity or as illustration for the historical background context, but in most cases do not upload historical photographs to CRGRID. In reports, include source citations for any historical images used.



For Reconnaissance level surveys (unless a contract specifies otherwise), surveyors should take a minimum of two photographs of each primary resource from oblique (corner) angles to document three or four sides of the resource (see the diagram). Complex exteriors may warrant more than two photographs. Simple or secondary resources like garages or granaries may only warrant one photograph for survey purposes.

Take representative wider views of the project area – for instance, streetscapes of a residential neighborhood or commercial district, or wide views of a farmstead or ranch showing buildings, outbuildings, yards, and landscape features.

The positions available to a photographer will vary depending on whether they are working from the right-of-way or have coordinated with the property owner to enter on the property. Working from the right-of-way in documenting rural properties may impose additional restrictions on the photographer's movements and the number of angles possible for a resource or group of resources, limiting the ability to evaluate the property.

For Intensive level surveys (unless a contract specifies otherwise), for each resource on a property:

If working from the right-of-way, surveyors should photograph as many direct and oblique angles of the exterior that are available to the photographer, as well as wide views that include the setting of the resource and detail views of visible architectural features.

If working with the owner for full access to the property, surveyors should photograph:

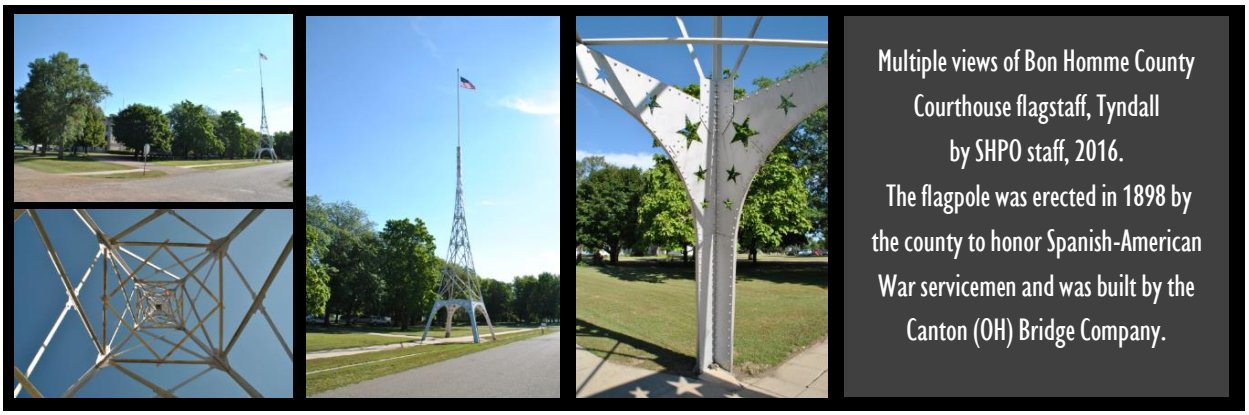
- direct views of each exterior elevation,
- each oblique view of the exterior,
- wide views that include the setting of the resource,

- closer views of exterior details, both significant (such as decorative shingles or a stone chimney) and representative (such as a window or a roof eave), and
- interior views of primary and secondary spaces.

Complicated resources with multiple exterior faces may require a larger number of photographs to cover the resource fully. Repetitive interior spaces, such as school classrooms, may not require full coverage and be represented by photographs of one or two examples. Significant primary interiors may warrant multiple photographs from different positions in the space and/or detail photographs of specific features or construction details. Include views of non-historic additions or alterations.

For details, consider photographs of material types and textures, brick bond patterns, joins and joints, foundations, roof eaves, windows, doorways, carvings or moldings, cornerstones or name blocks, etc.

For engineered resources like water towers, bridges, or dams, include photographs of approaches, abutments or supports, spans, construction details, associated machinery/workings, plates or plaques, etc.



Suggested guidance and best practices for photographing historic properties:

Think about scheduling for field work.
Vegetation cover and lighting conditions can have a big impact on the visibility of the resource in photographs. If possible, schedule your visit or route for times of the day that avoid harsh lighting or deep shadows. If leaf cover is a concern, plan visits for times of year when more leaves are off the trees or still small. Weather conditions can also impact photographs in terms of lighting, wind movement, snow cover, or rainwater that could impact the color or patterns of building materials. However, because ideal conditions are rare and schedules can depend on many other factors, use technical strategies or positioning to maximize the photograph quality to the extent possible.

Think about the photographic equipment needed.
DSLR cameras and others that have larger sensors and customizable settings are recommended for photographing historic properties to capture higher-quality information and adjust to varied field conditions. Use a lens that makes sense for the field conditions and resource—such as a wide-angle lens

for close settings or interiors, or a telephoto lens for looking at rural resources from the public right-of-way. Check that your camera lens is clean. Plan ahead for spare batteries (or charging batteries), SD card space, and how you can shelter equipment in case of inclement weather. Practice with new or unfamiliar photographic equipment before field work.

To help mitigate focus or lighting issues, consider bringing equipment such as a tripod/monopod, shutter release cable, bounce flash, lens hoods, filters, etc. Even an everyday object like a bean bag can be used as an adjustable support for a camera when setting it on walls, car hoods, etc. as improvised support.

Plan and organize field work.
In order to easily sort and name photographs after field work, it is recommended to move through the building or the survey area in a pre-planned or methodical way. Keep a text log and/or key a map to correlate the resources with the photographs being taken. The photographer may also take a random placeholder photo after a given set of photographs—such as at the end of each street, building floor, or even hallway—to serve as a memory marker to help with organizing and naming files after field work. Name and organize files soon after field work, while your memory is fresh.

Communicate with property owners.
For property owners unfamiliar with the process, communicate with them beforehand about the areas of the property you expect to need to document, so they can anticipate timing for your visit and access to any unused or locked spaces. While on the visit, communicate about the views needed and positioning of any people present so that photographs are just of the resource. If possible, arrange for vehicles or other movable objects to be set away from the exterior of the building.

Bring a colleague.
Working in pairs or small groups can help manage the various tasks of camerawork, logging photographs, taking notes on details of the resource, and communicating with property owners.

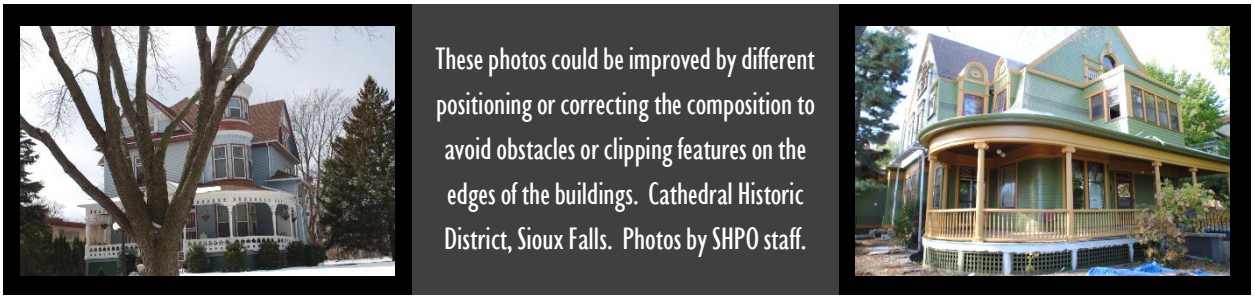
Think about your positioning.
Walk around the site to view the building from different angles and select the best vantage points for your photographs. If the building lines look warped, if the sun is at a bad angle, if something blocks your view of the resource, or you cannot capture the full extent of the resource from a certain spot, move your position or the camera position (to the extent possible).

In intensive surveys, move around the resource and property to photograph all available angles, views, and details. Take wider views also that show the resource's setting or landscape. Although trees and other vegetation can obscure buildings, the surrounding vegetation may also be important to include in some photographs in order to document historic landscaping, typical visibility of the resource, or general setting.

Monitor the composition and focus of photographs while in the field.
Most digital cameras have an option to review photographs on the camera so check as you go that the photographs are composed as intended. Avoid compositions that crowd the edges of the frame, or that leave off or clip details of the resource. Move your position and/or adjust the camera lens to compensate. If the full extent cannot be captured from available ground-space with the available camera equipment, take multiple photographs to cover the necessary features.

Check that the target features of the resource are in focus. Adjust camera settings for point of focus or use manual focus if objects between the photographer and the resource are confusing the camera sensors. Use the correct aperture focal length, or f-stop, to keep in-focus the extent of the resource(s) that you want by setting the camera to Aperture-priority (or manual) mode and adjusting the f-stop. Higher apertures like f/22 bring more depth of a building into the in-focus range.

If images are turning out out-of-focus because of camera movement, adjust camera settings to allow for faster shutter speeds. If needed, use a timer or shutter release cable with the camera on support to eliminate movement of the camera from pressing the shutter by hand. Telephoto lenses in particular may amplify the effects of hand-shake.



These photos could be improved by different positioning or correcting the composition to avoid obstacles or clipping features on the edges of the buildings. Cathedral Historic District, Sioux Falls. Photos by SHPO staff.

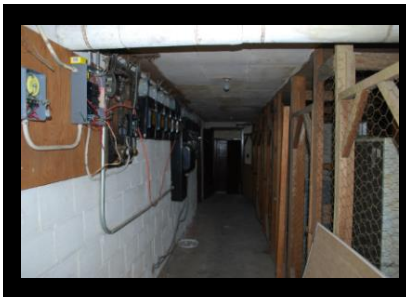
Think about lighting.
Too much or too little light in an image can reduce the visibility of architectural details. If the sun is at a bad angle and causing glares in the image, or if natural lighting is limited, adjust the position of yourself or the camera and use camera settings appropriate to the field conditions. When re-positioning isn't possible, check settings for focal point and light readings. Lowering the angle from the camera to the resource, and/or holding a hood/shade over the camera, can help minimize sun glare. For areas of a resource that end up in deep shadow, such as under wide eaves, take additional photographs of the shadowed areas closer or with different lighting tools/conditions.

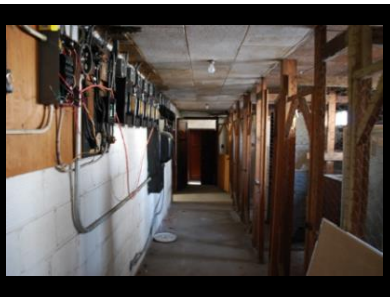
For low-light conditions, check camera settings for ISO and/or aperture (see below) to allow greater shutter speeds (without losing details or introducing high levels of 'noise').

ISO is the level of sensitivity of the camera sensors to capture light. Generally, natural outdoor lighting can accommodate ISO 100 or 200, with 400 in early or late hours. Average interiors generally work with ISO 200 or 400. Low-light interiors may work best with ISO set at 800 or higher. Use the lowest setting that works for the available lighting; high ISO settings create more "noise" in the image and dark areas start looking speckled or mottled. Some cameras may handle higher ISO settings better than others.

Aperture is how wide the lens opens. F-stops of f/2 or f/4 open wider and let in more light, so the camera can use a faster shutter speed to get the right exposure, but they reduce the focal length so less depth of a resources will be in focus. F-stops (usually up to around f/32) need slower shutter speeds to get enough light but put more of the subject in the focal range.

Use supports (like a tripod) and remote release to avoid hand-shake for photographs with slower shutter speeds. If using the camera's flash, consider a bounce angle, diffuser, or diffused free-standing artificial lights to avoid the loss of detail that can result from harsh lighting.

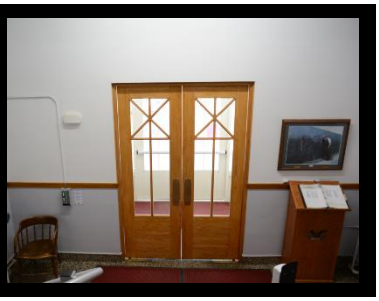




The left image of a low-light space was taken with flash lighting. The right image was taken without a flash but the ISO was raised from 200 to 800. This option captured more natural details and lighting. Photos by SHPO staff.

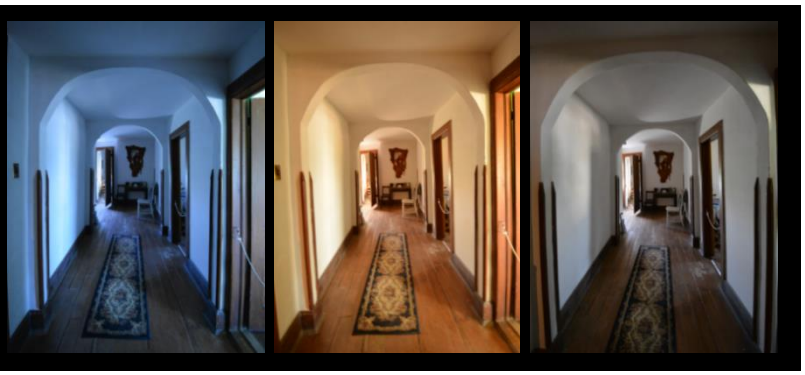
If photographing interiors, watch that bright sources of natural light are not affecting your camera's light readings and causing photographs that are too light or too dark. Adjust camera settings and/or position as needed. This is particularly something to watch out for when windows are in your composition.

Left: The focal point was set in the center and the camera took a light-reading from the exterior doors in the background, leaving the interior too dark.
Right: The focal point was shifted to the interior wall, giving a better exposure for that space as well as putting the correct feature in-focus. Photos by SHPO staff.



Another thing to monitor is whether your photographs are coming out with a blue, orange, or green temperature/tint because of artificial lighting on the property or atmospheric conditions. Cameras read light color differently than the human eye. In most cases, automatic settings on good cameras will read the color well. If the environment is affecting its readings, a number of cameras have White Balance (WB) pre-settings such as for Cloudy conditions, or Tungsten or Florescent lighting that may help. It can also help to direct the camera sensors to take light readings from points on a neutral color in the view if possible.

The following images of the Pickler Mansion museum in Faulkton demonstrate the variation in color that can result from different camera settings and readings. Photos by SHPO staff.



Avoid skewed or distorted perspective.
Use proper photographic equipment and position yourself or the camera to avoid photographs that skew or distort the perspective in the image. Distortion is particularly common if standing too close or at a sharp angle to the resource. Wide-angle lenses can amplify this distortion or introduce a fish-eye effect when zoomed out to their full extent, so careful positioning of the camera is important.

Distorted images may still provide information useful for preparing written descriptions or sketch maps of buildings or spaces, but highly distorted images are not ideal for formal submission.

To avoid distortion, hold the camera level, with as straight a view of the resource as possible. Checking lines of a building against gridlines in your camera viewfinder can help guide you in the field. Check also to make sure the camera is not tilting to the right or left.

A perspective-control lens may be used to reduce distortion. In-camera editing to correct for tilt or distortion may be used if it does not significantly reduce the quality of the image. Be careful not to overcorrect.

Views of Old Main, University of South Dakota, Vermillion, photos by SHPO staff, 2014.
Left: Views showing distortion from a wide-angle lens (and problematic backlighting). 2018.
Right: Perspective distortion, and as corrected. The file size was reduced but the image resolution was maintained during correction.

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MAP GUIDELINES

Maps in survey records and reports are critical for communicating information about the site's location, its setting and surroundings, and the association between groups of resources. Using multiple maps may be advisable to communicate information at different scales or in relationship to different imagery or symbology. Maps should be framed at an extent to include all relevant resources, setting, and/or reference landmarks without extraneous information; the imagery should be clear and legible; and the accompanying text and legends should provide necessary information for readers to understand the map.

Maps in survey documents should include:

- map title, typically incorporating the project and/or property name
- location information (address, township/range/section, lot/block/addition, geographic coordinates, etc.)
- legend/symbology
- labels on the map for surveyed properties, as well as roadways, waterways, and/or other primary reference landmarks
- scale
- compass
- author (name/company/agency)
- date (year at minimum) of the map's creation

Digital map files should be large and high-resolution enough to maintain legibility at full-page printing.

Property-specific maps can be uploaded to survey forms with an individual property record, or with the primary resource for a surveyed group like a farmstead. More in the section: Submitting Forms.

In survey reports, maps of surveyed properties should be included to serve as a check on the location data submitted into CRGRID. Different maps may be integrated into the body of the report or included in appendices. Maps that are not legible at 8.5x11" paper should be printed on larger paper and folded into the report to fit 8.5x11". More in the section: Historic Survey Reports.

Site maps over aerial imagery or topography.
Use imagery with a resolution clear enough to show the resources. It is recommended to include a citation for the source and date of imagery. Check that the map will be understandable when printed in either color or black-and-white. If in color, use high contrast colors and/or masking for any symbology or labels over the aerial imagery. Making background imagery slightly transparent can be effective for improving legibility of any overlaying symbology or labels.

Sketch site plan maps
Sketched site plans can be valuable additions to survey records and/or reports to communicate information about the setting of a resource and/or associations between resources on a property. For

surveys that cover building interiors, floor plan sketches can provide documentation of significant interior spaces and arrangements, but also basic layout information to help readers make sense of written or photographic description. Floor plans should include permanent walls, doorway and window openings, and staircases/elevators. They can also include built-in furniture, shelving, fireplaces, etc.

Draw to scale if possible. If scale is approximated, use available tools and expertise to be as accurate as possible. Maps, aerial imagery, or blueprints can be used as reference. Rulers and grid paper can improve drawings. If a map is "not to scale," note that on the map itself.

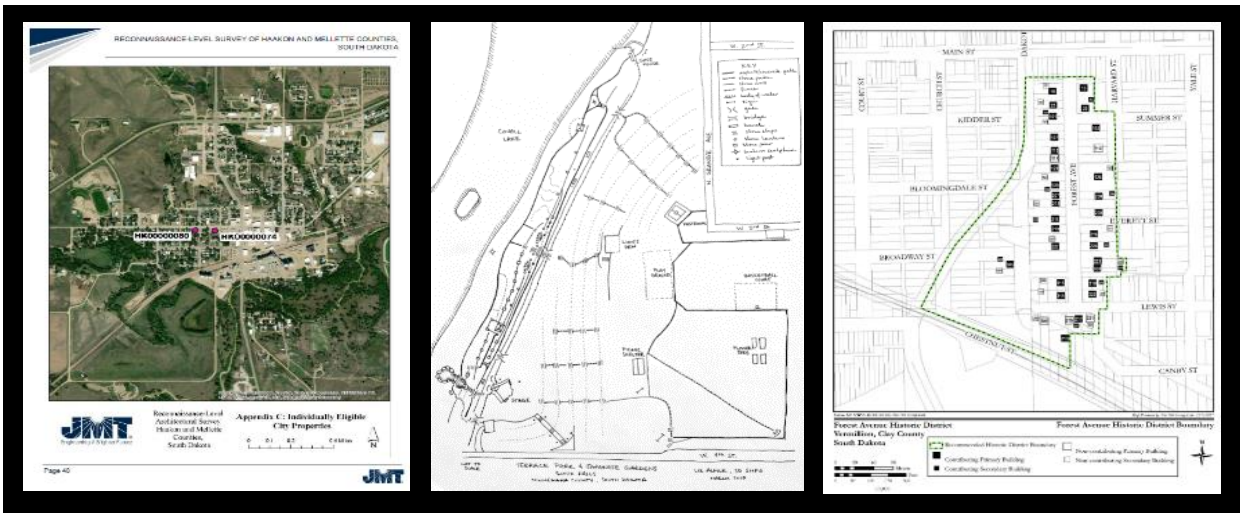
Be specific about the relative size, shape, and outline of resources. Include basic features to indicate building orientations, such as roof lines and an indication of primary facades.

Include primary landscape features such as adjoining streets and/or pathways, vegetation, garden beds, corrals, ditches, etc. Landscape features may be in simplified or symbolized forms, unless specifics help demonstrate the historic character of the property.

District maps

Maps of large groups of resources, such as neighborhoods or farmstead/ranches, should include the general boundary of the surveyed area and smaller outlines or symbology for each surveyed resource within the boundary. If evaluating for Contributing/Non-Contributing status within a given boundary, indicate this status in the symbology.

Do not use symbology or labels that excessively obscure any included background imagery. In cases, it may work best to include a pair of maps at similar extents – both a map with simplified symbology over aerial imagery, as well as a more detailed map with C/NC status, key labels, etc. but without the background imagery.



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HISTORIC SURVEY REPORT SPECIFICATIONS

Historic survey reports provide the final, compiled results of a survey project and give project sponsors data and contextual information for use in their work and programs. They include historic background research, the survey results and findings, and often make recommendations for future work. They also summarize the scope, goals, and personnel of the project—information that will allow readers five, twenty, or fifty years in the future to see what resources were studied and understand how they were identified and evaluated. Reports for intensive surveys will likely include more details on historic context, property types, property histories, and findings than the overviews written for reconnaissance surveys.

Write reports for the project's intended audience(s). Use specific language but avoid extensive or unexplained jargon or acronyms, especially if the report is intended for use by interested members of the general public or non-specialist readers (such as local government officials). Include a glossary and/or list of acronyms if it would benefit the readers. Design the organization, layout, and graphics to be professional, understandable, useful, and interesting to your audience.

Visual materials can be integrated in the text or included as appendices. Survey photographs should be captioned with identifying names and/or numbers. Other visual materials should have captions and source citations and be included in a list of figures, tables, images, or maps. Do not use copyrighted images without correct permissions. See more in Photograph Guidelines and Map Guidelines.

Reports completed for SHPO under direct contract or as CLG grant projects should be submitted in full-size PDF format and one bound hard-copy of the main report volume(s). Additional report copies or formats may be specified in the project scope/contract. Associated separate files for full-size photographs and maps should be submitted digitally on CDR or a USB drive, unless otherwise arranged or specified in the project contract. For Section 106 review projects, submit a hard copy of reports with the project submission to SHPO, and submit archaeological reports to the ARC office as well.

Reports (digital or hard copy) should be sized for 8.5" x 11" paper, vertically oriented, and have page numbers at the bottom of each page of the body of the report. Hard-copy reports should be printed double-sided and be bound along the left edge. They should have front and back covers that are printed on a heavy paper like cardstock or bound with clear plastic sheet covers for durability. Maps included in the report that are not legible at 8.5x11" should be printed on larger paper but sized to fold into the report to fit 8.5x11". Larger maps may be incorporated into PDF copies of the report at larger page sizes.

Historic survey reports completed for SHPO under direct contract or as CLG grant projects should include the following components, unless the project contract specifies otherwise. The section names and order can be adjusted to the project.

Cover Page

- Report title
- Level of survey and survey location, if not part of the title

- Author(s) and affiliation/company
- Sponsor and/or funding source, include contract or project number if applicable
- Date of report, with month and year

Abstract

- Survey purpose and objectives
- Survey location and area
- General findings, briefly
- How well the survey met the stated objectives
- Any acknowledgements and/or disclaimers, including the language required for projects funded through National Park Service grants (if not in the contract terms, this can be supplied by SHPO)

Table of Contents, including page numbers, and appendices

Lists of Figures, Tables, Images, and/or Maps, as needed, including page numbers

Executive Summary

- Survey type and project goals and scope
- Sponsor/funding source
- Full descriptions of project location, boundary, and area/acreage (can include map as well)
- Time frame of survey work
- Names, credentials, and roles/contributions of personnel who worked on the project
- Summary of previous survey documentation, existing records, and/or current listings in the State or National Registers
- Summary of survey findings, such as number of resources surveyed (both new and re-surveyed), trends in resource types or eligibility, and any obstacles to completion of the original survey goals
- The location/repository of survey records, photographs, and report copies, as well as any unattached products from the survey such as digital files, field notes, oral histories, etc.

Research Design and Survey Methodology

Give a detailed summary of the research design, in plan and practice, including repositories or collections consulted and sources used to prepare for the field work and/or to research surveyed properties. Note local organizations, institutions, or cited individuals that were useful in research efforts. Include a full bibliography at the end of the report (see below).

Detail the survey methodology, in plan and practice, including the project scope, what resources were surveyed, what level and types of information were recorded for each resource, field work strategies, community engagement, and if any field conditions impacted the completion of the field work.

Historical Context / Historical Background

This report section should include an overview of historical information about the survey area and develop a historical context for the surveyed resources, particularly as it relates to the relevant areas, periods, and levels of significance for the National Register of Historic Places. This should be original writing and not copied from other sources/authors. Any quotes should be marked as quotations and citied appropriately. Other considerations:

- *Scale the geographic and chronological scope of the information to the resources being surveyed/evaluated*. A broad historical overview may be written as a brief introduction but focus on contextual themes that have close bearing on the surveyed resources. Provide historical information that helps readers understand the surveyed resources and the surveyors' evaluations of their historic significance. Extraneous information or excessive details should be avoided, especially for reconnaissance-level surveys. Focusing on relevant context helps communicate effectively with the report's intended audiences.

  Most SHPO survey reports should be grounded in local history for the appropriate county, city, neighborhood, etc. Incorporate expanded state or national contexts only if relevant for the resources and/or project scope.

  Cover the full chronology represented by the resources. For instance, if the survey includes resources built or with significant alterations from the 1950s-70s, do not stop the historical background coverage with the New Deal period of the 1930s.

- *Include contexts related to the National Register eligibility criteria and areas of significance under which the resources are being evaluated*. Provide adequate levels of information to provide readers with a good, targeted context for evaluating the resources covered by the survey. For instance, if evaluating under Criterion C, the historical background should include local information about the physical development of the locale over time, builders and/or architects working in the area, building materials in common use or unique to the area, the range of architectural trends and patterns in the city/county, and any building traditions associated with particular cultural or ethnic populations.

  If evaluating several types of resources, include contextual information that speaks to the histories of the relevant categories, such as residential development, religion, commercial development, agricultural resources, transportation resources, etc. For intensive level surveys, this material may be more detailed.

  Using sub-headings for different contextual themes is a recommended effective organizational strategy, both for authors as reports are prepared and for readers after completion.

- *Use citations*. For information cited from specific research sources, use citations in a consistent style. *The Chicago Manual of Style* is generally used in historical writing. Reports with archaeological information may use the Society for American Archaeology style guide or other appropriate style.

Survey Results and Evaluations of Eligibility

Provide clear, detailed, and understandable survey results through written summary along with relevant statistics, tables, maps, and/or photographs.

In an overview, present summary information for the number of surveyed resources and recommended evaluations of eligibility. Relate the data recorded from the survey to the associated historical context themes. Summarize trends or patterns seen in the survey, including by resource type, chronology, and spatial distribution. Summarize any factors that affected eligibility recommendations generally.

Discuss featured examples or representative properties for each resource type or historical theme. Lists of properties that fit the type or theme can also be included. For each, have summary descriptions,

histories, evaluations of significance and integrity*, and photographs. This section of the report can be particularly effective for communicating results to general audiences, or as preparatory work for a context study or National Register documentation.

* *Note that the eligibility evaluations are preliminary recommendations only, which may change with additional investigation or information, and that they do not constitute federal determinations of eligibility, listings in the National Register of Historic Places, or amendments to current National Register listings*.

Include maps that indicate the locations of surveyed properties—this can be a single map for small areas or maps divided by city or township for countywide or other large survey areas. These maps also serve as a secondary confirmation of the geographic coordinates submitted in survey records.

Include at least one table of all surveyed resources with, at minimum: property address, city/township (if applicable), SHPO ID number, property name (where applicable), date of construction, and recommended NR eligibility (and/or contributing/non-contributing status for district surveys). Tables should be organized by address or SHPO ID. Use multiple tables if they are useful for communicating different information about the project goals. Tables may also include columns for details such as architectural style, materials, architect/builder, or applicable Multiple Property Listing. Smaller tables may be targeted to certain locations within the survey area, such as for a single city or township within a countywide survey. Tables can also be drafted for demolished properties and/or properties that could not be surveyed (because of visibility, road conditions, etc.). Project contracts may include more specific instructions. Tables, particularly the full table log, may be best incorporated in appendices.

Findings and Recommendations

Provide summary information for project findings and recommendations for future work. Respond to the original project goals. Recommendations might include items such as intensive-level surveys for particular areas or properties, potential historic districts or individual nominations, resources warranting specific historic context studies or MPDFs, additional areas that warrant reconnaissance survey work, potential threats to historic resources in the survey area, needs for preservation or rehabilitation work, needs for stewardship and management of a resource or set of resources, or opportunities for public education and outreach about historic resources. If a long list, use sub-headings for different types of recommendations or different intended audiences.

Bibliography

Include a list of consulted and cited research sources. Write the bibliography in a style consistent to the citations in the body of the report. *The Chicago Manual of Style* is generally used in historical writing. Reports with archaeological information may use the Society for American Archaeology style guide or other appropriate style.

For long lists, sub-headings may be used for groups of special resource types, such as primary or secondary sources, periodicals/newspapers, historical maps or atlases, archival or manuscript sources, oral histories, etc.

Annotated bibliographic entries may be added to give information about the location, content, and value of sources. Annotations can be added to each source, or just to certain sources or sub-groups of sources

when it would be useful to readers, such as for sources that were accessed through a certain digital collection, or that were unique to certain university, government, or private archives.

Optional Items:

Photograph contact pages: In the style of contact sheets for film negatives, include reference pages with a thumbnail image for all surveyed properties, each captioned with SHPO ID number and/or address.

List of Acronyms: To provide the full name and definitions of agency, organization, or program acronyms that are used frequently in the text.

Glossary: To provide definitions of specialized terms that are used frequently in the text.

Copies of Forms

Copies of survey forms in digital or hard-copy format may be required by the terms of a project scope/contract. For some projects, printed forms are submitted as unbound copies, while others include copies of forms as a second volume or appendix to the primary report.

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APPENDIX A

Map of Counties in South Dakota

County Codes

Aurora	AU	Corson	CO	Hamlin	HL	Lincoln	LN	Potter	PO
Beadle	BE	Custer	CU	Hanson	HS	Lyman	LM	Roberts	RO
Bennett	BT	Davison	DV	Hand	HD	Marshall	ML	Sanborn	SB
Bon Homme	BO	Day	DA	Harding	HN	McCook	MK	Spink	SP
Brookings	BK	Deuel	DE	Hughes	HU	McPherson	MP	Stanley	ST
Brown	BN	Dewey	DW	Hutchinson	HT	Meade	MD	Sully	SL
Brule	BR	Douglas	DG	Hyde	HE	Mellette	MT	Todd	TD
Buffalo	BF	Edmunds	ED	Jackson	JK	Miner	MN	Tripp	TP
Butte	BU	Fall River	FA	Jerauld	JE	Minnehaha	MH	Turner	TU
Campbell	CA	Faulk	FK	Jones	JN	Moody	MO	Union	UN
Charles Mix	CH	Grant	GT	Kingsbury	KB	Oglala Lakota*	OL	Walworth	WW
Clark	CK	Gregory	GR	Lake	LK	Pennington	PN	Yankton	YK
Clay	CL	Haakon	HK	Lawrence	LA	Perkins	PE	Ziebach	ZE
Codington	CD								

** Oglala Lakota County was formerly Shannon County (SH). SH was retained in survey records entered before the change. OL should be used for all new records from that county.*

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APPENDIX B

Inventory Forms

For reference or to use in notetaking. See section on Inventory Forms for instructions on each field.

SITE INFORMATION (all)									
Survey Date		Entered By							
Surveyor									
Street Address									
County		City							
Location Description									
Legal Description									
Owner Name									
Owner Address									
Owner City		Owner State		Owner Zip					
Quad Name									
Quarter 1		Quarter 2		Township		Range		Section	
Acres		Owner Code 1		Owner Code 2		Owner Code 3			

HISTORIC SIGNIFICANCE (all)							
Determination of Eligibility (DOE)		DOE Date					
Reason Ineligible							
Category							
Nomination Status		Date Listed					
Reference Number		Historic District Rating					
Period							
Registered Name							
Multiple Name							
Significance Level 1		Significance Level 2					
Criteria 1		Criteria 2		Criteria 3		Criteria 4	
Significance Notes (2000 Characters Max)							

STRUCTURE INFORMATION					
SHPO ID			Structure ID		
Property Name					
Other Name					
Current Function/Sub-function					
Historic Function/Sub-function					
Occupied			Accessible		
Foundation					
Roof Material			Roof Shape		
Structural System					
Style			Type		
Walls		Stories		Construction Date	
Significant Person					
Cultural Affiliation					
Altered/Moved Notes (500 Characters Max)					
Interior Notes (500 Characters Max)					
Other Notes (1750 Characters Max)					
Physical Notes (1750 Characters Max)					
UTM Zone					
Easting (X Coordinate)					
Northing (Y Coordinate)					
Restricted					

BRIDGE DETAIL			
SHPO ID		Bridge ID	
Property Name			
Other Name			
Year Built			

Significant Person			
Structural System			
Type		Style	
Materials		Length	
Number of Spans		Approach Span Type	
In Use		Accessible	
Altered/Moved Notes (500 Characters Max)			
Physical Notes (1000 Characters Max)			
UTM Zone			
Easting (X Coordinate)			
Northing (Y Coordinate)			
Restricted			

CEMETERY DETAIL			
SHPO ID		Bridge ID	
Historic Function			
Current Function/Sub-function			
Cultural Affiliation			
Property Name			
Started By			
Year Started			
In Use		Accessible	
Years from Tombstones			
Notes (1000 Characters Max)			
Other Name			
UTM Zone			
Easting (X Coordinate)			
Northing (Y Coordinate)			
Restricted			

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APPENDIX C

Inventory Form Master Lists

SITE INFORMATION

OWNER CODE
F = Federal government
S = State government
L = Local government
P = Private

HISTORIC SIGNIFICANCE

DOE (Determination of Eligibility)
Future Eligible
Not Eligible
NR Eligible
SR Eligible
Tabled
Unevaluated

REASON INELIGIBLE
Lack of Integrity
Less than 50 years old
Other
Outside Period of Significance

CATEGORY
Building
District
Object
Site
Structure

NOMINATION STATUS
Board Reject
Demolished
DOE
NR Listed
Owner Object
Removed
SR Listed
Tabled

STRUCTURE INFORMATION

FUNCTION (CURRENT AND HISTORIC)

DOMESTIC
COMMERCE/TRADE
SOCIAL
GOVERNMENT
EDUCATION
RELIGION
FUNERARY

RECREATION AND CULTURE
AGRICULTURE/SUBSISTENCE
INDUSTRY/PROCESSING/EXTRACTION
HEALTH CARE
DEFENSE
LANDSCAPE
TRANSPORTATION

WORK IN PROGRESS
UNKNOWN
VACANT/NOT IN USE
DEMOLISHED
OTHER

SUB-FUNCTION (CURRENT AND HISTORIC)

DOMESTIC
1. single dwelling
2. multiple dwelling
3. secondary structure
4. hotel
5. institutional housing
6. camp
7. village site

COMMERCE/TRADE
1. business
2. professional
3. organizational
4. financial institution
5. specialty store
6. department store
7. restaurant
8. warehouse
9. trade (archeology)

SOCIAL
1. meeting hall
2. clubhouse
3. civic

GOVERNMENT
1. capitol
2. city hall
3. correctional facility
4. fire station
5. government office
6. diplomatic building
7. custom house
8. post office
9. public works
10. courthouse

EDUCATION
1. schools
2. college
3. library
4. research facility
5. education-related

RELIGION
1. religious facility
2. ceremonial site
3. church school
4. church-related residence

FUNERARY
1. cemetery
2. graves/burials
3. mortuary

RECREATION AND CULTURE
1. theater
2. auditorium
3. museum
4. music facility
5. outdoor recreation
6. fair
7. monument/marker
8. work of art

AGRICULTURE/SUBSISTENCE
1. processing
2. storage
3. agricultural field
4. animal facility
5. fishing facility or site
6. horticultural facility
7. agricultural outbuilding
8. irrigation facility

INDUSTRY/PROCESSING/EXTRACTION
1. manufacturing facility
2. extractive facility
3. waterworks
4. energy facility
5. communications facility
6. processing site
7. industrial storage

HEALTH CARE
1. hospital
2. clinic
3. sanitarium
4. medical business/office
5. resort

DEFENSE
1. arms storage
2. fortification
3. military facility
4. battle site
5. coast guard facility
6. naval facility
7. air facility

LANDSCAPE
1. parking lot
2. park
3. plaza
4. garden
5. forest
6. unoccupied land
7. underwater
8. natural feature
9. street furniture/object
10. conservation area

TRANSPORTATION
1. rail-related
2. air-related
3. water-related
4. road-related (vehicular)
5. pedestrian-related

FOUNDATION

Brick
Concrete
None
Other
Stone
Tile Block
Unknown/Not Visible
Wood

ROOF MATERIAL

Asbestos
Asphalt
Brick
Concrete
Fiberglass
Metal
N/A
Other
Plastic
Rubber Membrane
Slate
Sod
Stone
Tar
Tile
Unknown/Not Visible
Wood

ROOF SHAPE

Arch
Conical
Cross Gable
Dome
Flat
Gable
Gambrel
Hip
Hipped Gable
Jerkinhead
Mansard
Monitor
N/A
Other
Parapet
Pyramidal
Round
Saltbox
Shed
Truncated Hip

STRUCTURAL SYSTEM

Brick
Chalkrock
Concrete
Earth
Log
Metal
N/A
Other
Stone
Tile Block
Wood Frame

WALLS

Adobe
Aluminum
Asbestos
Asphalt
Brick
Chalkrock
Concrete
Earth
Granite
Limestone
Log
Masonite
Metal
N/A
Other
Permastone
Plastic
Quartzite
Sandstone
Slate
Stone
Stucco
Terra Cotta
Tile Block
Vinyl
Wood

STYLE

Arched Barn
Art Deco
Beau Arts
Colonial Revival
Commercial
Contemporary
Craftsman
Czech Barn
Dutch Barn
Egyptian Revival
Finnish Barn
Folk Victorian
Geodesic Dome
Gothic Revival
International
Italianate
Italian Renaissance
Lustron
Mansard
Midwest/Transverse Frame
Minimal Traditional
Mission
Mixed
Moderne
Mountain Horse Barn
Neoclassical Revival
Neoclassical/Classical Revival
Neocolonial
Neo-French
Neo-Mediterranean
Neo-Tudor
Neo-Victorian
No Style
Other
Pole Barn
Post-Modern
Prairie
Queen Anne
Ranch
Renaissance Revival
Romanesque Revival
Round/Polygonal Barn
Second Empire
Shed
Shingle
Split Level
Stick/Eastlake
Swedish Barn
Tudor Revival
Wisconsin Dairy Barn

TYPE

A-Frame
Bank Barn
Barn
Basement House
Bungalow
Chicken Coop
Cistern
Combination
Commercial
Corn Crib
Cross Gable
Depot
Duplex
Electric Pole
Falsefront
Feeder Foursquare
Gable and Wing
Gable Front
Garage
Grain Bins
Grain Elevator
Granary
Hog House
Irrigation System
L Shape
Mobile Home
Other
Prefab House
Privy
Pyramidal
Quonset
Raised Barn
Rectangular
Root/Storm Cellar
Round
Shed
Side Gable
Silo
Sod House
T Shape
Water Tower
Well
Well House
Windmill

BRIDGE DETAILS

STRUCTURAL SYSTEM

Pin-connected
Rigid-connected

TYPE

Arched
Channel Beam
Culvert
Deck
Girder
Other
Pony Truss
Slab
Stringer
T-Beam
Through Truss

STYLE

Bedstead
King Post
Lattice
No Style
Other
Parker
Pratt
Pratt Half-Hip
Queen Post
Warren
Warren-Polygonal

MATERIALS

Concrete
Other
Steel
Stone
Timber

CEMETERY DETAILS

HISTORIC FUNCTION

Cemetery
Graves/Burials

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APPENDIX D

The following lists are those documents completed/approved as of January 2021. Any additional new documents will be posted on the SHPO website at: https://history.sd.gov/preservation/SHPOdocs.aspx.

South Dakota Historic Contexts

Architectural History in South Dakota
Churches in South Dakota
Common Farm Barns of South Dakota, 1857-1958 (MPL Draft)
Federal Relief Construction in South Dakota, 1929-1941
German-Russian Folk Architecture in Southeastern South Dakota
Historic Bridges of South Dakota
Historic Mining Resources in the Black Hills and South Dakota DRAFT
Homesteading and Agricultural Development
Indian Housing in South Dakota
Post-World War II Architecture in South Dakota
Schools in South Dakota
South Dakota Modern Residential Architecture, 1950-1975
South Dakota's Railroads
Steel Water Towers Associated with South Dakota Water Systems, 1894-1967
The History of Agriculture in South Dakota: Components for a Fully Developed Historic Context

South Dakota Inventory - Nomination Forms

(Older format with cover and initial listings combined)

Architecture of Finnish Settlement in South Dakota
Big Bend Area (partially restricted, archaeology)
Czech Folk Architecture of Southeastern South Dakota
German-Russian Folk Architecture in South Dakota
Historic Resources of Harding and Perkins Counties, South Dakota
Historic Hutterite Colonies Thematic Resources
Historic Resources of Rural Butte and Meade Counties in South Dakota
Historic Resources of the Northern and Central Townships of Yankton County, South Dakota
James River Basin Woodland Sites (partially restricted, archaeology)
Petroforms of South Dakota (partially restricted, archaeology)
Rock Art in the Southern Black Hills (partially restricted, archaeology)

South Dakota Multiple Property Listings

19th Century South Dakota Trading Posts
Bison Kill Sites in South Dakota, 9000 B.C. - A.D. 1875
Burial Mounds in South Dakota, 50 B.C. to A.D. c.1875 (restricted, archaeology)
County Courthouses of South Dakota
Federal Relief Construction in South Dakota, 1929-1941
Historic Bridges in South Dakota, 1893-1943
Historic Railroads of South Dakota
Historic Resources of the North End Neighborhood of Watertown, South Dakota
Historic Stone Arch Culverts in Turner County, South Dakota
Jewel Cave National Monument
Lustron Houses in South Dakota
Prehistoric Rock Art of South Dakota (partially restricted, archaeology)
Ranches of Southwestern Custer County, South Dakota
Rural Architectural and Historical Resources of Brown County, South Dakota
Rural Resources of Eastern Custer County, South Dakota
Schools in South Dakota
South Dakota Portion of the Bismarck to Deadwood Trail
South Dakota's Round and Polygonal Barns and Pavilions
Wind Cave National Park

Other Documents

South Dakota State Plan for Archaeological Resources, 2018 Update
Guidelines for Identifying and Evaluating Buried Archaeological Sites

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APPENDIX E

Secretary of the Interior's Standards and Guidelines, a selection

Preservation Planning incl. Historic Contexts

Identification

Evaluation

Historical Documentation

Architectural and Engineering Documentation

Professional Qualifications Standards, 36 CFR Part 61

- History
- Archeology
- Architectural History
- Architecture
- Historic Architecture

Standards for the Treatment of Historic Properties:

- Preservation
- Restoration
- Rehabilitation
- Reconstruction

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APPENDIX F

National Park Service Bulletins & Publications, a selection

*** See current offerings at: Publications of the National Register of Historic Places**

Guidelines for Local Surveys: A Basis for Preservation Planning Part 1 (NRB 24), Part 2 (NRB 24)

How to Apply the National Register Criteria for Evaluation (NRB 15)
Guidelines for Evaluating and Documenting Properties Associated with Significant Persons (NRB 32)

How to Complete the National Register Registration Form (NRB 16A)
Photograph Policy Update and GIS Map Guidance

How to Complete the National Register Multiple Property Documentation Form (NRB 16B)

Researching a Historic Property (NRB 39)

Guidelines for Evaluating and Registering Cemeteries and Burial Places (NRB 41)
National Register Eligibility of National Cemeteries – A Clarification of Policy

Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years (NRB 22)

Guidelines for Evaluating and Documenting Traditional Cultural Properties (NRB 38)

Defining Boundaries for National Register Properties (with Appendix, Definition of National Register Boundaries for Archeological Properties (NRB 21 & 12)

How to Improve the Quality of Photographs for National Register Nominations (NRB 23)

Special Property Types

Guidelines for Evaluating and Registering Archeological Properties (NRB 36)
Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields (NRB 40)
How to Evaluate and Nominate Designed Historic Landscapes (NRB 18)
Guidelines for Evaluating and Documenting Rural Historic Landscapes (NRB 30)
Guidelines for Identifying, Evaluating and Registering Historic Mining Properties (NRB 42)
Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places (email NPS for copy; or copy at SHPO office)
How to Apply National Register Criteria to Post Offices (NRB 13)
Guidelines for Evaluating and Documenting Historic Aviation Properties (NRB 43)
Guidelines for Evaluating and Nominating Aids to Navigation (NRB 34)
Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places (NRB 20)
Integrity Requirements for Settings and Locations of Locomotives and Other Rolling Stock

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APPENDIX G

Selected Bibliography

In addition to your regular local or university library catalogs, https://www.worldcat.org/ is a good resource for searching a wide number of library collections. If your research efforts bring you to the SHPO office or State Archives in Pierre, a number of the following are available for on-site use at the Cultural Heritage Center.

*** SHPO Staff may have more ideas for certain property types or geographic areas in the state, feel free to contact the regional HP Specialist for the project area or send an inquiry to shpo@state.sd.us.*

General Architecture	Jester, Thomas C. *Twentieth-Century Building Materials: History and Conservation*. Los Angeles: Getty Conservation Institute. 2014. Longstreth, Richard. *The Buildings of Main Street: A Guide to American Commercial Architecture*. Updated Edition. Walnut Creek, CA: AltaMira Press, 2000. McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 2000 [1984]. National Cooperative Highway Research Program (NCHRP) Report 723, *A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing*, Transportation Research Board, 2014. Noble, Allen G. and Richard K. Cleek. *The Old Barn Book, A Field Guide to North American Barns & Other Farm Structures*. New Brunswick, NJ: Rutgers University Press, 1996. Noble, Allen G. and Hubert G.H. Wilhelm. *Barns of the Midwest*. Athens, OH: Ohio University Press, 1995.
South Dakota Architecture	Erpestad, David and David Wood. *Building South Dakota: A Historical Survey of the State's Architecture to 1945*. Pierre: South Dakota State Historical Society Press, 1997. Torma, Carolyn. "Building Diversity: A Photographic Survey of South Dakota Architecture, 1913-1940." *South Dakota History* (1989), 156-193.
South Dakota History	South Dakota Historical Society Press: • *South Dakota History* quarterly and Index 1970-2010 • SDHS Books and Historic Preservation Series South Dakota State Archives: Library Catalog, Collection Indexes, and Digital Archives

South Dakota History (cont.)	Bernstein, Rebecca Sample, and Carolyn Torma. "Exploring the Role of Women in the Creation of Vernacular Architecture." *Perspectives in Vernacular Architecture* 4 (1991), 64-72. Conzen, Michael P. "Understanding Great Plains Urbanization through the Lens of South Dakota Townscapes." Journal of Geography 109 (2010), 3-17. Federal Writer's Project, Works Progress Administration. *A South Dakota Guide*. Pierre, SD: South Dakota State Historical Society Press, [1938] 2005. Fite, Gilbert C. "The Transformation of South Dakota Agriculture: The Effects of Mechanization, 1939-1964." *South Dakota History* 19(3) (Fall 1989), 278-305. Hamburg, James Frederic. *The Influence of Railroads upon the Processes and Patterns of Settlement in South Dakota*. New York: Arno Press, 1981. Hufstetler, Mark, comp. *Prairie Crossings: South Dakota's Historic Roadway Bridges*. Pierre: SDDOT, 2014. Julin, Suzanne Barta. "Building a Vacationland: Tourism Development in the Black Hills during the Great Depression." *South Dakota History* 35(4) (2005), 291-314; and *A Marvelous Hundred Square Miles: Black Hills Tourism, 1880-1941*. Pierre: South Dakota Historical Society Press, 2009. Kingsbury, George W. [and George Martin Smith], *History of Dakota Territory*. Vol. 1-5. Chicago: S.J. Clarke Publishing Co., 1915. Nelson, Paula M. *After the West Was Won: Homesteaders and Town-Builders in Western South Dakota 1900-1917*. Iowa City IA: University of Iowa Press, 1986. Richards, Susan L. "The Building of Carnegie Libraries in South Dakota." *South Dakota History* 20(1) (1990), 1-16. Riley, Glenda. "Farm Women's Roles in the Agricultural Development of South Dakota." *South Dakota History* 13(1) (1983), 83-121. Robinson, Doane. *History of South Dakota*. Vol. 1-2. Indianapolis: B.F. Bowen & Co., 1904. Schell, Herbert S. *History of South Dakota*. Lincoln: University of Nebraska Press, 1961. Sebesta, Robert W. *Early Churches in South Dakota: A Lasting Legacy*. Pierre: South Dakota Historical Society Press, 2018. Thompson, Harry F., Ed. *A New South Dakota History*. 2nd Ed. Sioux Falls, SD: Center for Western Studies, 2009. Torma, Carolyn M. "Ethnicity and Architecture." *South Dakota History* (1991), 136-154.

APPENDIX H

List of Uncaptioned Photographs in this Manual

Cover: Gifford House, Canton; Covered Wagon Resort, Piedmont; Yankton Middle School; Pettigrew House Museum, Sioux Falls; Bones Hereford Sale Barn, Turner Co.; Crawford House, Huron; Branson Bank, Mitchell; Watertown Stadium; Charles Mix County Courthouse, Lake Andes; Fairburn Hotel; House in Pierre Hill Historic District; Weigandt Barn, Jones Co.; St. Peter's Catholic Church, Jefferson; Pearson Cabin, Lawrence Co.; SDDOT Bridge 06-131-040, Brookings Co.; Hot Springs Historic District; Pioneer Park Bandshell, Brookings; St. Mary's School, Elkton.

Foreword: Sisseton Carnegie Library; SD School for the Deaf, boy's dormitory, Sioux Falls; Adams Museum, Deadwood; McDiarmid & Slater Building, Aberdeen.

Table of Contents: Frawley Ranch, Lawrence Co.

Who Does Historic Surveys?: Hartinger Barn, Brookings Co.; Severn Hotel, Platte; Luce Cabin, Lake Herman State Park, Lake Co.; Siston Theater, Sisseton.

How Are Historic Surveys Funded?: Fort Sisseton State Historical Park, Marshall Co.

CRGRID: St. Vincent Hotel, Flandreau; First Presbyterian Church, Groton; McMillan House, Sturgis; Lake Preston Tourist Park.

Survey Types: Mead Building, Old Human Services Center, Yankton Co.

Research Design: Britton Clinic & Hospital; Richards Cabins, Perkins Co.; Raymond Gazette; Fort Meade, Meade Co.

Research Sources: Shay House and Shakespeare Gardens, Wessington Springs.

Survey Methodology: Rapid City Downtown Historic District; O.G. Bradshaw Elevator, Kimball; St. Peter's Grotto, Farmer; Franklin Hotel, Deadwood.

Public Engagement: Peter Norbeck Visitor Center, Custer State Park; Big Sioux River bridge, Falls Park, Sioux Falls; Berens Hotel, Selby; St. Mary's Episcopal Church, Roberts Co.; gas station, Dante; Redfield Carnegie Library. As well as Battle Mountain Sanitarium, Hot Springs.

Field Work: First Methodist Church, Aberdeen; Inland Theater, Martin; Gen. Charles Campbell House, Scotland; Hawkeye Valley Mill, Jerauld Co.

Evaluation Criteria: Mobridge Auditorium; Grant County Review building, Milbank; House of Gurney Historic District, Yankton; Examples of abraded grooved rock art from NRHP-listed sites in Custer and Fall River Counties.

Criteria Considerations: Chapel in the Hills, Rapid City; Iron Nation Gravesite, Lyman Co.; Deckert House, Freeman; Sanctuary of St. Francis Mission church, Rosebud Reservation.

Multiple Property Documentation Forms: John Frydrych Farmstead Barn (Czech), Bon Homme Co.; Concrete tipi, Junction City Rest Area, Union Co.; Fruitdale School, Butte Co.; Mack Jones Lustron House, Miller.

Special Property Types (Evaluation): Stone canal, Madison Historic District; Sexauer Seed Company, Brookings; Shelving Ranch, Harding Co.; Mato Paha/Bear Butte, Meade Co.; Burlington & Quincy High Line Railroad (1880 Train), Hill City.

Brookings Masonic Lodge; Gregory Butte Stone Steps, Gregory Co.; Triangle Ranch, Philip; Soldiers and Sailors Monument Building, Pierre.

State Register of Historic Places: Badger Hole, Custer State Park.

Special Property Types (Inventory Forms): Dormitory, SD School for the Blind, Gary; Mortimer Cabin, Oakwood Lakes State Park; Butte County Courthouse, Belle Fourche; Whittier School, Mitchell.

Editing and Updating Existing Records: Lead Town Hall; First Presbyterian Church, Bridgewater; Ipswich Public Library; Farrar House, Hurley; Volga Auditorium.

Historic Survey Report Specifications: State Capitol, Pierre.

Appendix D: Badger Clark Cabin, Custer Co.; Pierce/Sir Charles Gurney Hotel, Yankton; Trinity Episcopal Church, Groton; barn, Moody Co.

Appendix E: SDDOT Bridge No. 63-198-181, Davis vicinity, Turner Co.

Back Cover: Pickstown Fire & Police Station; Sacred Heart Catholic Church, Hagerty-Lloyd Historic District, Aberdeen; C.W. Parker Carousel No. 825, Faulkton; Hann Homestead, Lawrence Co.; Johnson-Kuehn House, Cathedral Historic District, Sioux Falls --- Herrick Water Tower; St. Paul's Lutheran Church, Union Co.; Petrified Wood Park, Lemmon; Nansen Store, Howard vicinity; German cross grave marker, Walworth Co.; Dinosaur Park, Rapid City --- Sanson Ranch, Wind Cave National Park; Commercial building, Oglala Lakota Co.; Prentis House, Bluff Historic District, Vermillion; Post office, Buffalo Gap Historic District; Bank, Egan.

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APPENDIX J

Acronyms

ARC	Archaeological Research Center
APE	Area of Potential Effects
CLG	Certified Local Government
CRGRID	Cultural Resources Geographic Research Information Display
DOE	Determination of Eligibility (for the National Register of Historic Places)
GIS	Geographic Information System
HP	Historic Preservation
MPL / MPDF	Multiple Property Listing / Multiple Property Documentation Form
NHPA	National Historic Preservation Act
NR	National Register
NRHP	National Register of Historic Places
RFP	Request for Proposals
SHPO	State Historic Preservation Office(r)
THPO	Tribal Historic Preservation Office(r)

Glossary

Certified Local Government

A Certified Local Government is a city, county, or other municipal government that has met certain criteria, including passing a local historic preservation ordinance and establishing a historic preservation commission, and been certified by the National Park Service under the National Historic Preservation Act. CLGs are key local partners for preservation work, with the NPS and SHPO, and they are eligible to apply to SHPO for sub-grants from the federal Historic Preservation Fund.

Criteria Considerations

The eligibility criteria of the National Register of Historic Places include a list of property types that are categorically not eligible for the National Register unless they meet the Criteria Considerations for that property type. These property types include: religious properties, moved properties, birthplaces and graves, cemeteries, reconstructed properties, commemorative properties, and properties that have achieved significance within the past fifty years.

Determination of Eligibility

In evaluating the eligibility of properties for listing in the National Register of Historic Places, surveyors and SHPO staff make determinations of eligibility that are recorded on survey forms and in reports. Federal determinations of eligibility are made by the Keeper of the National Register after reviewing a draft nomination or equivalent documentation.

Evaluation Criteria

The eligibility of properties for listing in the National Register of Historic Places is based on professional evaluation according to criteria for age, significance, and integrity set out by the National Historic Preservation Act.

Intensive survey

Intensive level surveys record a deep level of historical research on the property use and changes over time, as well as documentation of the details of construction and ornamentation. Intensive surveys may require more expertise, more time, and more funding to achieve their goals.

Period of Significance

The period of significance is a year or range of years for which a property had historic significance. This is closely related to evaluating properties for the National Register because the physical characteristics of eligible properties need to retain historic integrity from their defined period of significance.

Reconnaissance survey

Reconnaissance level surveys record basic description information and potential National Register eligibility for a set of properties. Reconnaissance surveys do not typically require detailed research about each property. Survey forms at a reconnaissance level need to include at least a determination of eligibility, a brief physical description, and basic location information such as township, range, section, quarter sections, and UTM coordinates.

Research Design

Research designs are a key part of planning a survey project and may be required by a project contract. Research designs include a description of relevant historic contexts, questions to investigate, a review of existing records and literature, a plan of sources or repositories to consult, and any proposed public engagement efforts to gather information.

Section 106 Review

A Section 106 Review is conducted by federal agencies in accordance with Section 106 of the National Historic Preservation Act and in consultation with SHPO offices, THPO offices, and the public in order to review the potential effects of federal undertakings on historic properties.

Survey methodology

A survey methodology for a survey project are written statements that detail what is to be surveyed, what level of survey will be undertaken, and what methods of survey work will be used.

Thematic survey

Thematic surveys target survey work to resources within a defined historic context based on a certain geographic area, time period, history theme, building type/form, architectural style, and/or architect/builder.

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APPENDIX K

An Overview of Architectural Survey for NHPA Section 106

In the Section 106 process, the identification of historic properties may require survey for archaeological and architectural resources. In addition to the overview below, find more information about the 106 process in: South Dakota Guidelines for Complying with Federal and State Preservation Laws (2021).

Area of Potential Effect (APE)

The APE consists of the geographic area or areas where a project may directly or indirectly cause changes in the character or use of historic properties. In many instances, the APE is not simply the project's physical boundaries, but includes all ancillary features such as access roads, placement of utilities, additional outbuildings, fences, material borrow areas, staging areas, etc. Depending on the project, it may be necessary to take into consideration visual and audible effects within a wider area. Highlight the APE on a localized map, describe the steps taken to identify the APE, and justify the boundaries chosen. The SHPO can assist in determining the APE.

Record Search

A record search of previously-identified archaeological and architectural sites can be done or requested through the Archaeological Research Center, for which more information is available at: https://history.sd.gov/archaeology/recordsearches.aspx.

CRGID is a publicly accessible website with records of structures, bridges, and cemeteries: https://apps.sd.gov/DE71SHPOCRGRID/. The data shown in CRGRID should also appear in record search results from ARC.

Background Research

This could include such things as reviewing county or city history books or conducting research at a local historical society, research facility, or county courthouse. If applicable, document any previous ground disturbance that occurred in the project area. Find more information in the Background Research section in this document.

Reconnaissance Survey

A reconnaissance survey for architectural properties provides minimal information on a large number of sites. This process generally is used for determining which resources should receive closer scrutiny. Each newly surveyed architectural property is entered into the survey database online at https://history.sd.gov/SHPOHS/ on the appropriate Structure, Bridge, or Cemetery form (More in section on Submitting Forms). General requirements include a recommendation for or a determination of eligibility, a brief physical description, and basic location information such as township, range, section, quarter sections, and UTM coordinates.

Intensive Survey

An intensive survey is designed to gather all available information about a particular architectural property. This process addresses specific questions about a limited number of architectural

properties. General requirements for reconnaissance level survey apply. Intensive level surveys also may include detailed documentation of the architectural resource, a chronology of changes to the building, interior notes and photographs, and/or site and floor plans, which can be uploaded as .jpg, .tif, or .pdf files to the form. They also may include archival research about the history of the land, histories of past owners, and study of the resource's context and construction.

SHPO ID Numbers

Architectural properties in South Dakota are identified by a unique SHPO ID number. SHPO ID numbers are composed of a two-letter county code, a three-digit district code (individual properties use "000"), and a sequential five-digit number for that county and, if applicable, district.

To obtain a SHPO ID number for an architectural property, the surveyor must submit sufficient information on a new form within the survey entry portal of CRGRID at https://history.sd.gov/SHPOHS. Requests for SHPO IDs should be emailed to shpo@state.sd.us with the name(s) of the county/counties in which the property/properties are located, and the request will be routed through the appropriate staff members. The system will not automatically notify SHPO that a form has been added. With the request for a SHPO ID number, send one of the following: the Site ID number(s) that is assigned sequentially by the https://history.sd.gov/SHPOHS web application (SHPO-preferred option); the name of the surveyor; or the name of the user that entered the record(s). Also send any photographs or site map attachments that could not be uploaded to the form directly.

The Historic Preservation Specialist will then review the forms submitted for completeness, assign a SHPO ID number to each surveyed property, agree or not agree with the recommendation of NRHP eligibility for the property, and initial and lock the form. The Historic Preservation Specialist will reply with the list of SHPO ID numbers and eligibility.

Copies of the approved survey forms to submit with survey reports or requests for Section 106 review can then be downloaded from https://apps.sd.gov/DE71SHPOCRGRID/ or from https://history.sd.gov/SHPOHS, or the Historic Preservation Specialist can attach the approved forms as PDFs to their reply.

Photographs

Photographs submitted with survey records for Section 106 should give SHPO staff members enough information to review the recommended Determination of Eligibility. For simple structures, such as garages or farm silos, or those clearly not eligible because of severe deterioration or recent construction, such as a collapsed granary or a newly-built house, this may require only one or two views of the exterior of resource. For larger or more complex resources, this may warrant a view of each exterior elevation, details of exterior features, a wide view of its setting, and potentially views of the primary interior spaces. For groups of buildings, please include one or two wide views to show the relationship between resources and their setting. Photographs should be in .jpg or .tif formats and meet, at minimum, the "acceptable" standards of the National Register photograph policy as found in the 2013 Photograph Policy Update. Additional guidance in Photograph Guidelines section in this document.

Maps

Maps should show the surveyed resource(s) on an aerial map, include a title, resource name, coordinates of the resource, legend, scale bar, and compass. Sketch maps of the layout of a more complex resource or group of resources that may assist in review can also be uploaded. Additional guidance in Map Guidelines section in this document.

south dakota
STATE HISTORICAL SOCIETY
DEPARTMENT OF EDUCATION

South Dakota State Historic Preservation Office

South Dakota State Historical Society
S.D. Department of Education
900 Governors Drive, Pierre SD 57501
https://history.sd.gov/preservation/