User Guide for CRGRID

South Dakota State Historic Preservation Office (SHPO)

Last Updated: April 2025

This User Guide is supplemental to information about survey data and methods included in the South Dakota Architectural Survey Manual, which is available on SHPO's website: https://history.sd.gov/preservation/historicsitessurvey.aspx.

In this User Guide, we use screenshot images taken while using CRGRID on a computer monitor screen in the Chrome browser. If using CRGRID on a tablet or phone, the same functions should be available, but the arrangement of items on the screen may change.

Updates to CRGRID data are made regularly as data is added or edited. Updates to the CRGRID applications are made as resources allow.

Have questions not covered in this document?
Experiencing technical errors or glitches in the CRGRID applications?
Contact SHPO staff at 605-773-3458 or shpo@state.sd.us.

THIS IS AN INITIAL DRAFT.

EDITS ARE PENDING, BUT PUBLIC INPUTS ARE WELCOME AT THIS STAGE ALSO;
SEND QUESTIONS OR SUGGESTIONS TO THE EMAIL ADDRESS ABOVE.

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Common Terms and Abbreviations

SHPO (State Historic Preservation Office):
An office of the South Dakota State Historical Society, part of the South Dakota Department of Education. Offices are in the Cultural Heritage Center, 900 Governors Dr., Pierre.

CRGRID (Cultural Resources Geographic Research Information Display):
South Dakota's online portal(s) to access historic sites survey data for the property types: Structure, Bridge, or Cemetery.

SHPO ID:
A number code assigned to each historic resource entered in CRGRID that SHPO staff review. The ID includes the two-letter county code, a three-digit district number ("000" for resources not in district/groups), and a five-digit number assigned sequentially (dependent on the district number).

Object ID:
A number auto-assigned sequentially by our system for each record entered, dependent on the record type (Structure, Bridge, or Cemetery).

Site ID (and **Structure, Bridge, or Cemetery ID)**:
Legacy information – these IDs are no longer being assigned, but records entered in 2024 or before will have them. Site IDs were auto-assigned sequentially by our system for each record or record group entered. Site IDs might be shared if multiple records were created for a single property, like a farmstead. Each record then also received a unique Structure, Bridge, or Cemetery ID.

DOE (Determination of Eligibility):
Indicates a determined or recommended eligibility of a resource for the National Register of Historic Places. Within historic districts, this should align with the resource's contributing or non-contributing status.

GIS (Geographic Information System):
GIS is a way to tie various types of data to geographic location information. CRGRID functions through the platform ArcGIS Enterprise, created by the company Esri.

Layer:
In the GIS framework, layers are sets of data. In CRGRID, there are layers for Structure, Bridge, and Cemetery records, and also Historic District (boundaries). Certain functions are limited to one layer at a time—including: viewing data in a Table, searching or filtering data, adding or editing records, and downloading record reports.

Feature:
In the GIS framework, features are the individual items within a layer of data. For instance, each recorded house, barn, store, dam, etc. is a feature within the Structure layer.

Common Questions

How do I request a SHPO ID?

Enter your new record in CRGRID Data [Go to: Submit New Survey Records]. When submitted, a notice is sent to SHPO staff to review the form and assign the resource a SHPO ID number. Enter a contact name and email in the field "Comments for SHPO Staff" so staff can send you the assigned ID, as well as any questions, if needed, and a note when their check of the record is complete and it is available to download from the Reports pages on CRGRID Data [Go to: Downloading Records]. You can send a follow-up to shpo@state.sd.us if you wish.

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

- review the form(s) for completeness and potential errors. They will be in contact about any corrections, requests for clarification, or requests for additional information.
- 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

How do I download records?

Record reports can be downloaded from CRGRID Data [For access information, visit https://history.sd.gov/preservation/historicsitessurvey.aspx]. From the main page or menu, go the pages for either Structure Reports, Bridge Reports, or Cemetery Reports. Select the desired records, so they appear in the accompanying "Input Features" list. Select your preferred Output Settings and click Generate. Your browser's settings must be set to enable downloads. [For more details, go to: Downloading Records]

Where can I find UTM coordinates?

In CRGRID, there are several options for finding UTM (Universal Transverse Mercator) coordinates. Coordinate Conversion tools are available on CRGRID Public and Editing pages on CRGRID Data. Find details in the section: Coordinate Conversion (tab or section). On the CRGRID Data pages for submitting new records, the Point field on the forms has a map tool for identifying coordinates; see section on Form Fields: General and Structure Fields.

Where can I find Township, Range, and Section information?

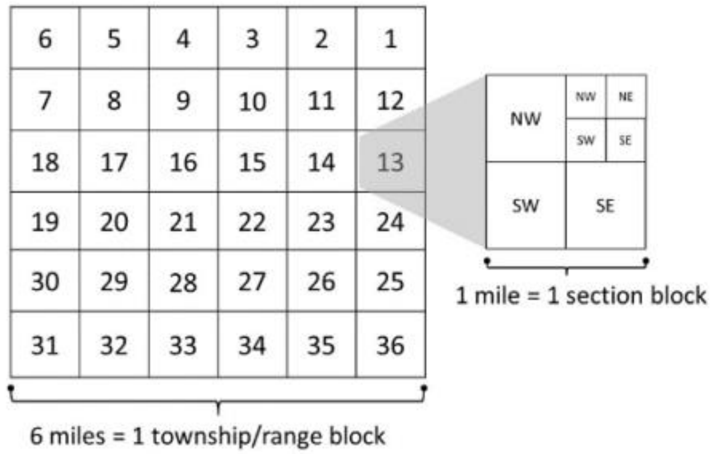
To find Township, Range, and Section information for a particular property, you can use CRGRID Public. Under Layers (on the Map or Tabs), turn on the layer for "PLSS Sections" by clicking that item in the list. The section lines appear in blue and labels will appear at/near the center with the Township, Range, and Section numbers. If not already done, zoom to the location of the property to see the relevant label.

Hint 1: If zoomed in tightly, you may need to zoom out a little to see the section layer. If zoomed out too far, the PLSS Section labels will not be visible.

Hint 2: If the section label is difficult to read because of other items on the map, try turning off other data layers and/or switching the basemap to an option without labels for streets, landmarks, etc., such as "Imagery."

To learn how to work with zoom, Layers, or Basemaps, go to: Navigate the Map.

Townships in South Dakota will have "N" for North, and Ranges have either "W" or "E" for West or East. Quarter-sections (NW, NE, SW, and SE) are not shown in the layer and must be approximated. A diagram follows to demonstrate the divisions:



For associated groups of historic resources, like a farmstead or campground, can I still add multiple Structures to one Site ID?

The current CRGRID application does not have the same functionality where additional structures could be added to the same Site ID after the first record was entered. Now, each resource should be added with its own form.

Connections can be made between forms by starting each Property Name with the same term (such as: "Johnson Farm, house" "Johnson Farm, barn" "Johnson Farm, silo" etc.) or by adding a shared name under Other Name. Also, when SHPO staff review records for a group of resources, they can assign SHPO IDs for them that share a district code (such as: XX**001**00001, XX00100002, XX00100003, etc.).

Hint: Write-out any shared information on a separate document, so you can copy/paste that more easily into each form in CRGRID.

How do I upload multiple attachments to a record form?

Currently, when adding a new record, only one image and one file attachment can be added to the form at first.

Hint: One way to add multiple photographs at first entry is to combine them into a single PDF document to add as the file attachment. However, note that attachment sizes are limited.

Once entered, additional images/files can be attached to existing records by:

- If you email files to shpo@state.sd.us or the regional HP Specialist, they can add attachments to the record while checking it over and assigning a SHPO ID.
- When the record is unlocked and accessed through the relevant "Edit Previously Submitted..." page in CRGRID, users can add multiple attachments. Only one attachment can be added at a time. [Go to: Edit Existing Records.] ****Currently, this option is not available until the application can be updated.**

How can I find out what historic resources are recorded in my property, project area, and/or Area of Potential Effects (APE)?

There are a few tools in the CRGRID application to identify records within a particular geographic area. One options is to use the Selection Tool [Go to: Select Records] to draw a shape of your property, project area, or APE on the map and see what records intersect with your area. Another is to use the Near Me tab [Go to: Near Me (tab)] to find records within a certain distance from a particular point, line, or area (polygon).

Can I print a copy of the map view?

There is not a tool in CRGRID to use to print the map view or screen. You may be able to use the print option in your browser or other screenshot tools on your computer/device to print or save a copy of the map view.

Can I export a shapefile of CRGRID data?

In CRGRID, there is not a way to export a shapefile of all or selected records.

If requesting a record search from the South Dakota Archaeological Research Center (ARC), our data layers should be part of the results they package together for requests. [**2025 – There may be a short transition period where their access is being synced with the latest CRGRID layers**.] For information about making a record search request with ARC staff: https://history.sd.gov/archaeology/recordsearches.aspx. If not already getting data from ARC, there may still be options; contact shpo@state.sd.us to ask about such requests.

Can I upload a shapefile to add my survey data?

In CRGRID, there is not a way to upload a shapefile of survey data. Each historic resource must be entered on a separate record form.

Hint: For the records you need to submit, write-out any shared information on a separate document, so you can copy/paste that more easily into each form in CRGRID.

Where do I submit archaeological survey data?

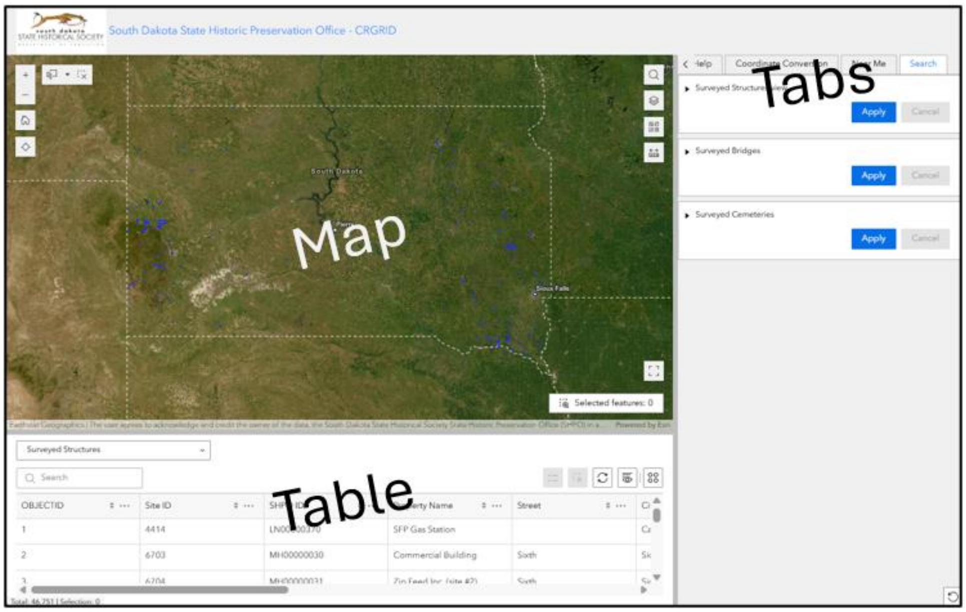
Our colleagues at the South Dakota Archaeological Research Center manage records for archaeological sites and surveys. Visit their website (link below) for information on requesting record searches, submitting records, and/or accessing ARMS (Archaeological Records Management System, subject to access approval).
https://history.sd.gov/archaeology/recordsearches.aspx

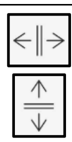
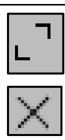
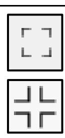
Basics

The following functions, tools, and layout options appear on both CRGRID Public (DE71), which is used to browse and query records, and CRGRID Data (DE70), which requires a log-in and is used to add and edit data and/or to download record form reports.

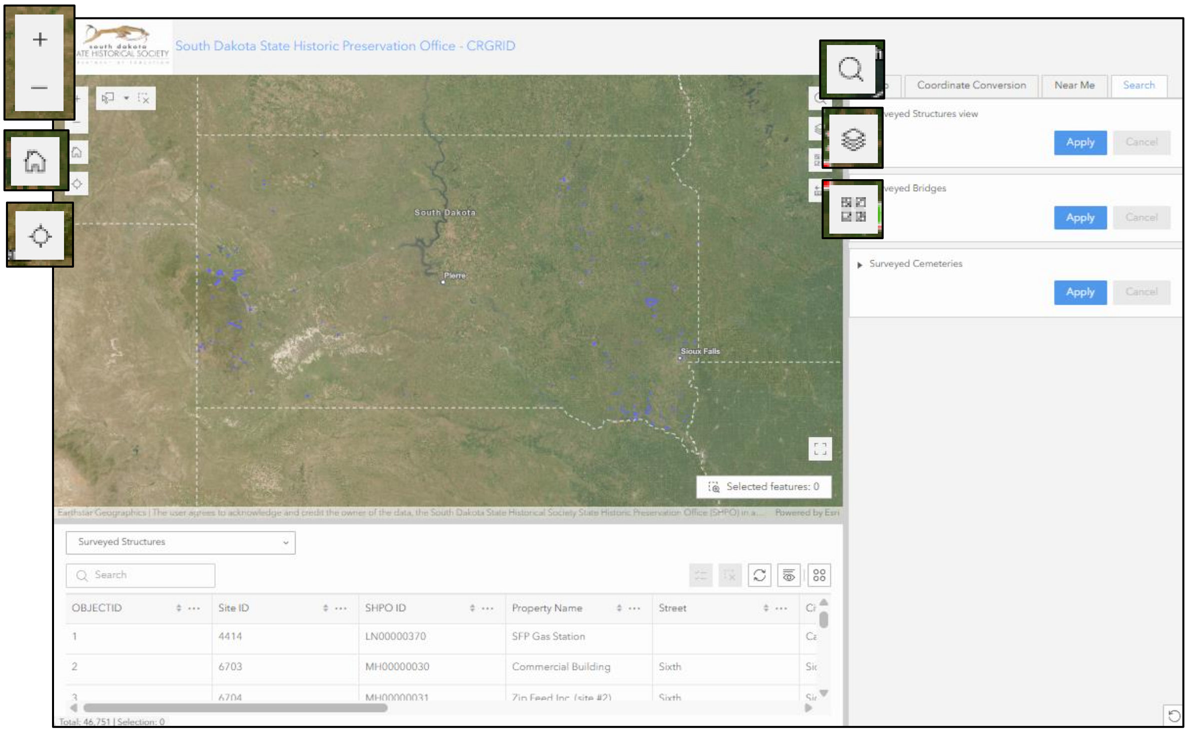
CRGRID Public (DE71) has three sections: the map, table, and tabs. These can vary on the CRGRID Data pages.

For the Tabs section, if the screen or section is not wide enough to see all available tabs, use the left and right arrows in line with the tab headings to scroll to see them.



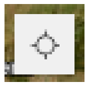
	**Resize** You can adjust the size of any of the three sections by click-and-drag the dividing lines. Your cursor will change to the resizing symbol when you are over a dividing line (two lines with arrows extending in opposite directions).
	**Prioritize** To make any section fill the browser screen, click on the button (two small corner arrows) that will appear in the upper-right corner if you hover over that section. To reverse this, click on the “X” cancel button in the upper-right corner of the browser screen.
	**Full Screen** To make the map fill your computer screen, click the Full Screen button (four corner arrows pointing outwards) near the lower-right corner of the map. To reverse this, click the Close Full Screen button (four corner arrows pointing inwards) in the same location, or press the ESC (Escape) key on your keyboard.

Navigate the Map



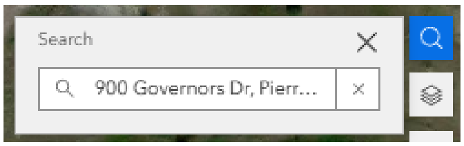
Navigate the Map	
	Pan Move the map without zooming by clicking and holding at any point on the map, then pulling the map in the desired direction.
	**Zoom In – Zoom Out Options** Zoom by using the Zoom In (plus symbol) and Zoom Out (minus symbol) buttons in the upper-right part of the map. Zoom in and out by using the scroll wheel on a computer mouse. Using this method takes the map towards (or away from) the point where your mouse is hovering. Zoom in by double-clicking on a point on the map. Press and hold SHIFT and drag a square around the desired area to zoom in.
	**Default Map View** Zoom out the map to its original extent by clicking on the Default View button (house symbol) in the upper-right part of the map.

Navigate the Map



Find my Location

Send the map to your physical location, by clicking the Find my Location button (symbol is a circle with compass-point hash marks).
Note: This function only works if you have your browser permissions set to allow it to determine your location.



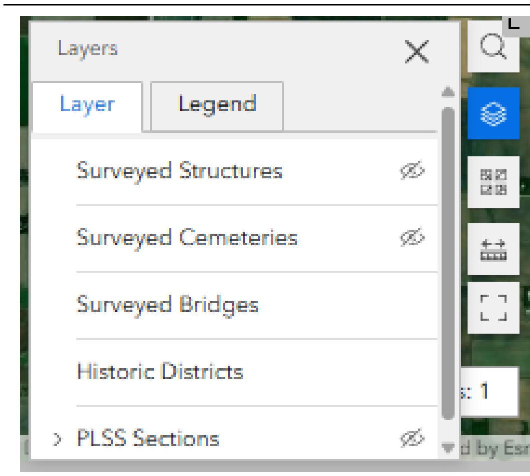
Search (location)

Zoom the map to a particular location by clicking on the Search button (magnifying glass symbol) in the upper-left corner of the map. In the pop-up search bar, type in the desired location and press RETURN on your keyboard, or select one of the recommended results that appear in a drop-down below the search bar as you type. You can type in street addresses, cities, counties, townships, etc.

The search result will also appear as a pop-up at that point on the map. The pop-up will have an option to zoom in more, and it may display an option to see alternate results.

Hint: In CRGRID Public, if a larger blue circle appears on the Map around the search result, the application ran a Near Me search automatically. To remove this, go to the Near Me tab and click the Clear button. [More details in: Near Me (tab).]

To clear the search bar, click on the Clear button ("X") at the right end. To clear and close the pop-up, click on the Search button again or on the close button ("X") in the upper right corner of the pop-up.



Layers / Legend

Clicking on this button shows a list of layers that can be viewed on the map.

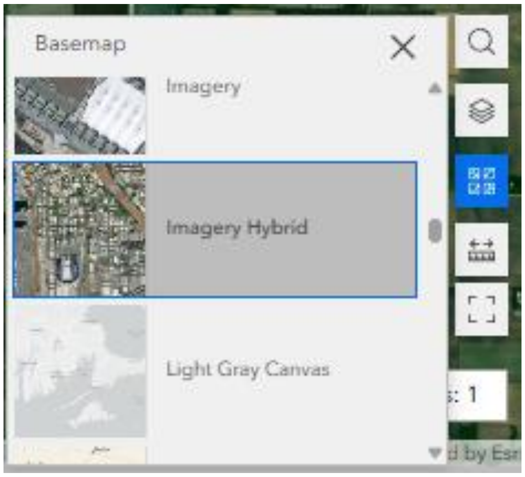
Hint: Some layers may only be visible once zoomed in to a certain extent.

To make layers visible or not (i.e. to turn layers on/off), click on each layer name, or click on the "eye" icon next to each name. The eye icon appears when the cursor is over the name, or when the layer is turned off.

The "Legend" tab shows a key to the icon symbology for the layers. Only layers visible on the map will appear in the Legend.

To close the pop-up, click on the Layers button again or the close button ("X") at the upper-right corner.

Navigate the Map



Basemap

To change the graphic qualities of the map, click on the Basemap icon and select your preferred map.

Recommended basemaps:

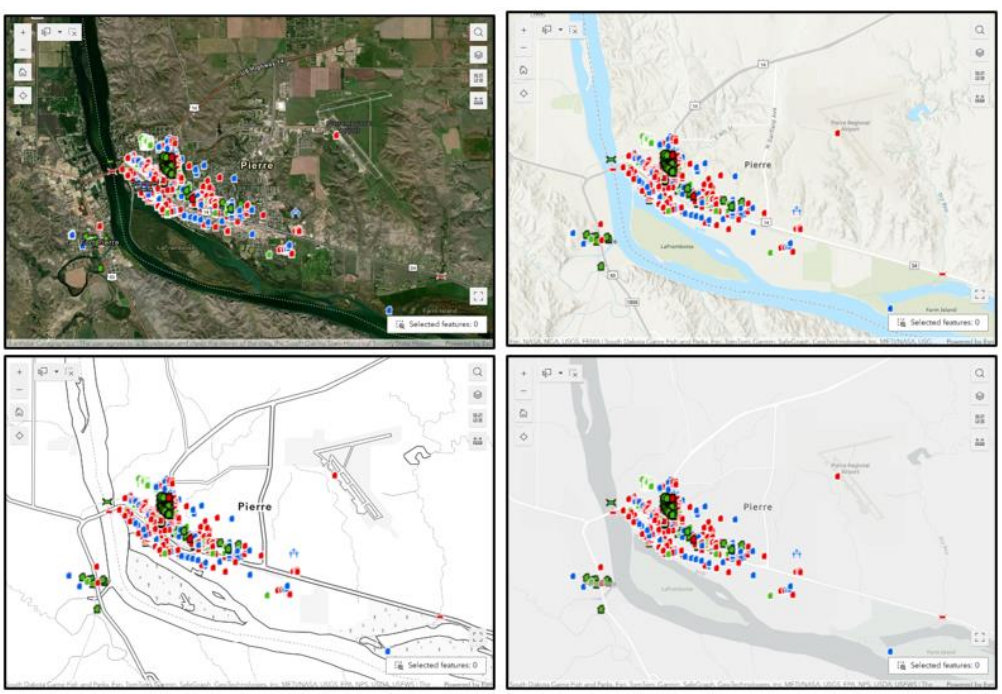
- *Imagery Hybrid*: aerial photography with transportation and landmark name labels
- *Imagery*: aerial photography without labels
- *Topographic*: graphic with landform shading, building outlines, and transportation and landmark name labels

To reduce 'busyness' and focus on data layers, also try:

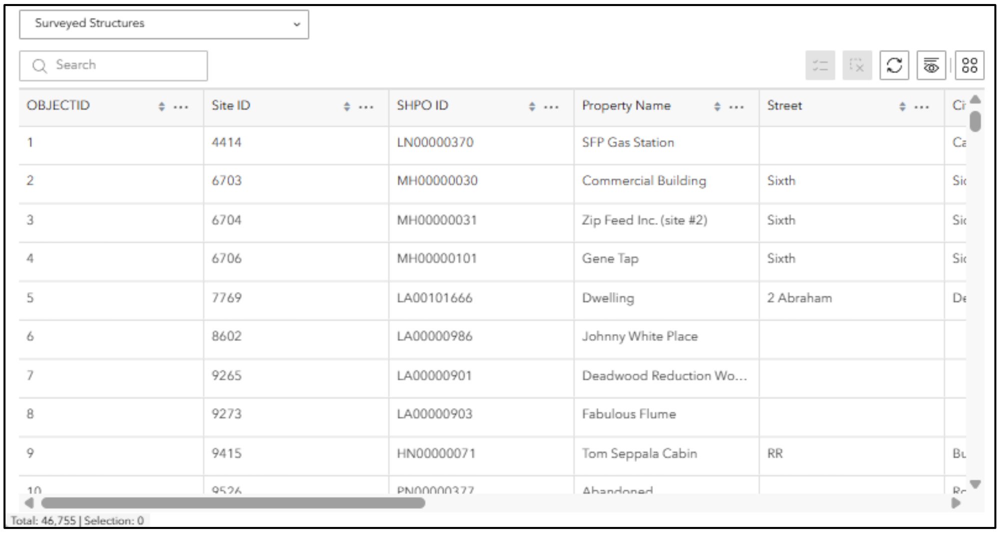
- *Outline Map*: no background, black and white outlines for transportation routes, building outlines, and waterways.
- *Light Gray Canvas*: solid background with labeled transportation routes, building outlines, and waterways, all in shades of gray.

To close the pop-up, click on the Basemap button again or the close button ("X") at the upper-right corner.

Examples of Basemaps: Imagery (Hybrid), Topographic, Outline, and Light Gray

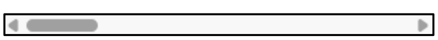
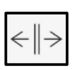
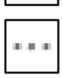


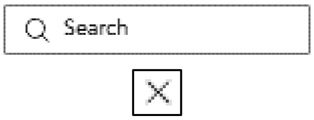
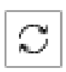
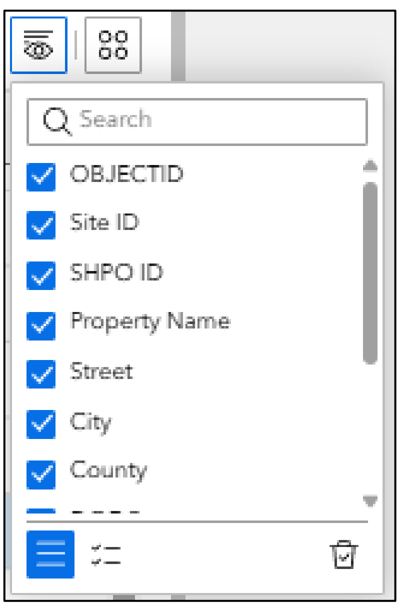
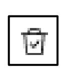
Navigate the Table

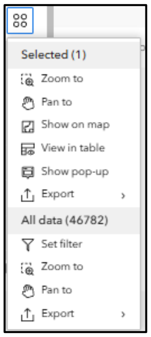
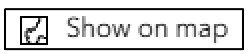


OBJECTID	Site ID	SHPO ID	Property Name	Street	Ci
1	4414	LN00000370	SFP Gas Station		Ca
2	6703	MH00000030	Commercial Building	Sixth	Si
3	6704	MH00000031	Zip Feed Inc. (site #2)	Sixth	Si
4	6706	MH00000101	Gene Tap	Sixth	Si
5	7769	LA00101666	Dwelling	2 Abraham	De
6	8602	LA00000986	Johnny White Place		
7	9265	LA00000901	Deadwood Reduction Wo...		
8	9273	LA00000903	Fabulous Flume		
9	9415	HN00000071	Tom Seppala Cabin	RR	Bu
10	9526	PN00000377	Abandoned		Rc

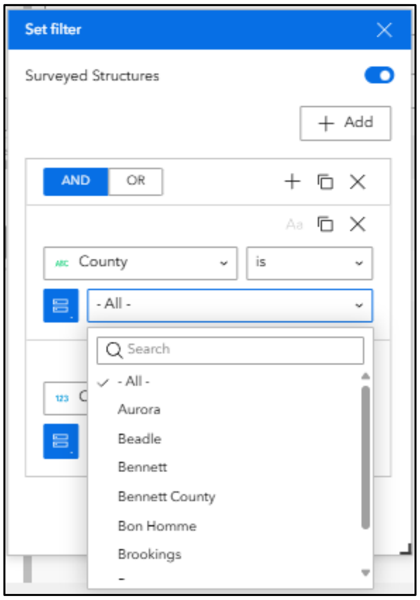
The columns visible in the table may vary depending on the section of CRGRID. If there are particular fields you think would be useful to see in the tables, you can email suggestions to shpo@state.sd.us for consideration.

Navigate the Table	
	**Table Selection** Choose which dataset to view (by record type) by clicking it in this drop-down.
	**Scroll** To view the full table, slide the scroll bars on the side or bottom of the table.
	**Resize** To change the width of any table columns, click-and-drag the dividing line in the row of table headings.
 	**Sort** To put the rows of data in ascending or descending order according to one of the fields (such as SHPO ID), click on the column heading. The arrows icon indicates the order selected. Showing both arrows means it has returned to the original order. Or click the More button to select "Sort ascending" or "Sort descending" from the drop-down. *Hint*: You can order the data by multiple fields by clicking on multiple column headings. A small number (in superscript) on the heading will indicate the priority order of the Sort selection.

Navigate the Table	
	**Selection (text)** Text in the lower-left corner of the table will indicate how many records are in the current table and how many are selected.
	**Search (Filter) bar** To filter the data for particular terms, enter that term in the Search bar and click the search icon (magnifying glass symbol) at the left end or press RETURN on your keyboard. For instance, look up a particular Object ID, SHPO ID, property type (such as “granary”), or name (such as “Norbeck”). Click on the Clear button (“X”) at the right end to cancel the search/filter.
	**Show selection / Show all** To have the Table show only records that you have selected, click the “Show selection” button. To reverse this, click the “Show all” button (same place). For selection options, go to: Select Records.
	**Clear selection** To unselect all records, click the Clear selection button.
	**Refresh** To update the Table, keeping the settings you have chosen, click on the Refresh button.
	**Show/Hide Columns** To remove columns in the Table from view temporarily, use the Show/Hide Columns drop-down. In the list of column headings, uncheck the columns you wish to remove or re-check those you want to see again. Use the scroll bar to see the whole list. Use the Search bar to find a particular heading. The list will constrict to the search terms entered. Clear your search by clicking the “X” in the search bar.  Use Show All or Show Selection buttons at the base of the drop-down to see the whole list of headings or only the checked headings, respectively.  To uncheck all the headings, use the Clear Selection button (trash can symbol).

Navigate the Table	
	**Actions** To see additional Table functions, click on the Actions button (four small circles). The options may vary in different parts of CRGRID. The Actions drop-down has a variety of options to impact either only the Selected records, or All data in the Table. (The data visible in the Table will depend on any Search/Filters applied. Clear the search bar or Search tab to remove filters.) Details on each Action continue below.
	**Actions:** *Zoom to* Use to zoom the Map to the location of either the Selected or All records.
	**Actions:** *Pan to* Use to move the Map to the location of either the Selected or All records.
	**Actions:** *Show on map* This Action zooms to the record(s) and adds yellow highlighting to the record(s) location that remains even if you turn off Layers, clear selections, or open the Table for other data layers (Structures, Bridges, or Cemeteries). Using this Action, multiple selections can be made—even of different record types—and "shown" to view all together. To remove yellow highlighting, refresh your browser.
	**Actions:** *Set location* This Action runs a "Near Me" search for the Selected or All records in the Table. To cancel this, go to the Near Me tab and click the Clear button. [Go to: Near Me (tab).]
	**Actions:** *Show pop-up* If selecting a record in the table, use this Action to have the Map zoom to the record and show its pop-up window.
	**Actions:** *Export* Use to export data in the Table. From the options, select a file type for the download. The more records are in the table, the longer it will take to download. For high numbers, a pop-up may appear asking you to confirm the action. *Hint*: To open the download using Microsoft Excel, select the "CSV" option. *Hint*: If the file doesn't appear in your browser downloads, make sure downloads are enabled in your browser settings. If downloads were disabled, you may need to export again.

Navigate the Table



Actions: *Set filter*

To filter records in the Table and on the Map, you can use this Set Filter action.

Click-and-drag the Set Filter heading to move the pop-up around the screen.

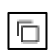

Use the corner icon in the lower-right corner to resize the pop-up.

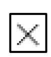

Toggle your filter clauses on or off by clicking the sliding button to the right of the layer title.

Click on the Add Clause button and select whether to create a single Clause, or a Clause Set. You can also add clauses using the Add button (+) in the clause header.

If creating multiple clauses, set the Add/Or button to choose whether results should have both specified filters ("AND") or should have either of the specified filters ("OR").

1. Select the data field to filter.
2. Select the desired linking phrase, such as "is," "is not," "starts with," or "contains."
3.  Click the Select Source Type button to choose either User Input (whatever you type), Field (the existing data field options), or Unique (the available terms that have been used in that field). These options may be limited depending on your chosen linking phrase.
4. Type in the filtering term or, if source type is set to "Field" or "Unique," select it from the drop-down.


To duplicate a clause you have set already, click the Duplicate button in the clause header.


To remove a clause (or clause set), click the Delete button ("X") in the clause header.

Click the Close button ("X") to close the pop-up. Closing the pop-up will not clear the filter settings, you must either Delete all clauses or toggle off the Set Filter.

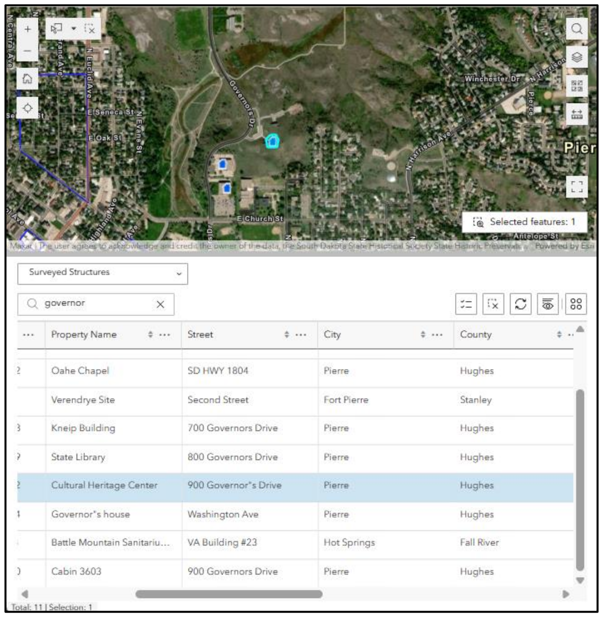

If there are still active clauses, the Set Filter icon in the Actions list will have a small blue dot.

See examples of Filter searches in Appendix A.

Select Records

To select a record on the Map, click on its feature icon. The icon and its corresponding row in the Table will be highlighted in blue. Additionally, in most cases, a pop-up window will appear with overview information from the record. [Go to: Pop-up Windows.]

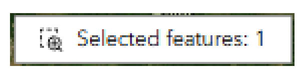
To select a record in the Table, click on that row. The selected row, and the corresponding icon on the map, will be highlighted in blue. On some CRGRID pages, you can click on additional rows to select multiple records. The Map may zoom to the selected record(s).



To de-select records:

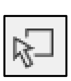
- Click another spot on the Map.
- Click again on its highlighted row on the Table.
- Click on the "Clear selection button" on the Table. [Go to: Navigate the Table.]

The Selected Features button in the lower-right corner of the Map shows the number of records (or data layer "features") that have been selected. To have the map pan (or zoom) to the selected record, click on that button.



Selection Tool

On the Map, near the upper-left corner, are buttons for a Selection tool. With this tool, you can draw a point, line, or different shapes on the Map to define a location and select all records at that location.



Click on the left "Select by..." icon to turn on the tool with the default or last-chosen settings. Click again to turn off the tool.

Use the "Clear selection" button to clear results at any time.

Click on the down-arrow for a pop-up with tool options.

- At the bottom of the pop-up, you are able to change the "mode" – whether you want to see records that include those that intersect with your drawing in any way ("Partially or completely within"—this is the default and recommended) or are entirely within ("Completely contained by") the drawing.

- Select your preferred drawing option:

  Rectangle (default): Draw a rectangle by clicking on the map where you want the upper-left corner and dragging the rectangle that appears until the point where you want the lower-right corner, then release your cursor.

  Lasso: Draw a shape (polygon) free style:

    For a shape with straight edges: Click on the map at your starting point. Then click at each corner of your polygon. Double-click on the last point to finish your drawing.

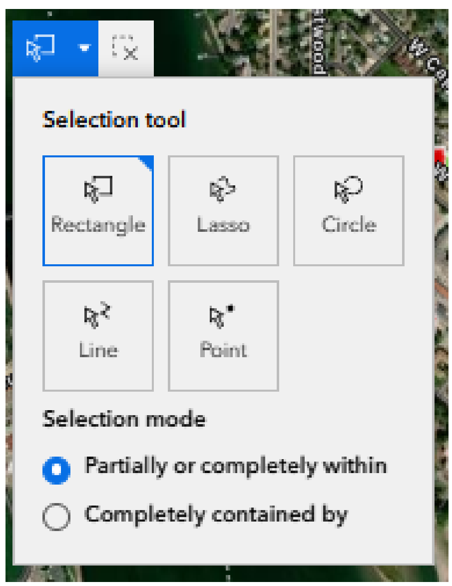
    For a shape that has curves: Click and hold at your starting point and then move your cursor to create multiple points along a more continuous line. Double-click at your last point to finish the drawing.

  Circle: Draw a circle by clicking on the map where you want the center of the circle to be and drag to a point at the edge of the circle at the desired size, then release your cursor.

  Line: Draw a line by clicking on the map at your starting point. Then click at any points where the line changes direction. Double-click on the last point to finish your drawing.

  Point: This option selects a fixed-size point area on the map. The size stays fixed if you zoom in/out on the map, so more physical area is covered by the selection point when the map is zoomed out further.

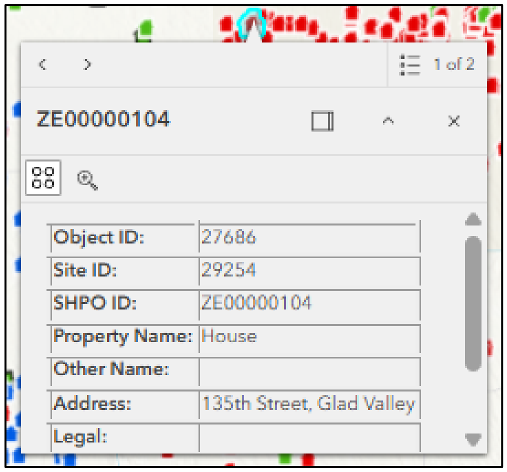
Selection results will appear highlighted in blue on the map and in the tables.

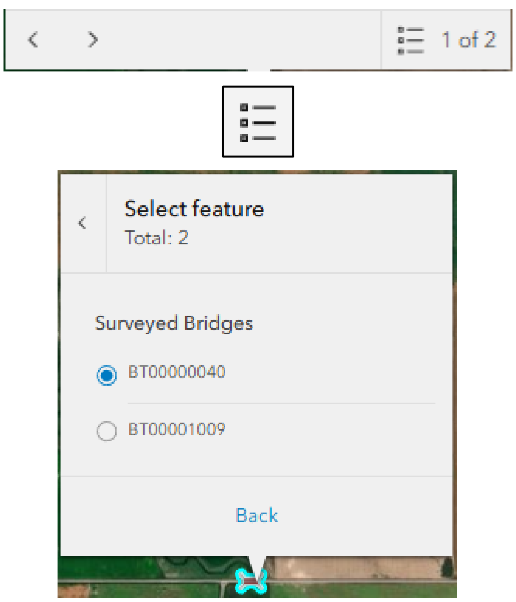
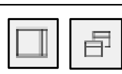


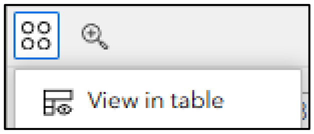
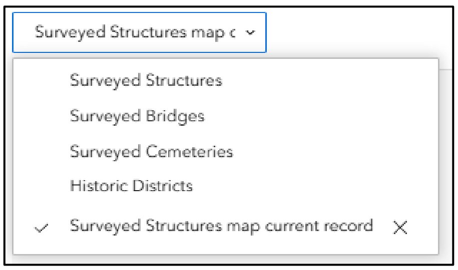
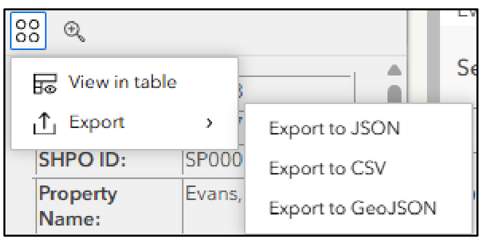
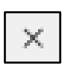
Hint 1: After the first selection, starting a new drawing will clear the previous results.

Hint 2: Remember that you can only see one record type at a time in the Table section, so look at all three of those table datasets if you want to see results for each type. [Go to: Navigate the Table.]

Pop-up Windows



Pop-up Windows	
	**Multiple features selected** If the point selected on the map intersects with multiple record icons, a bar at the top or bottom of the pop-up will appear. The farther out you're zoomed, the more likely it will be that your point will bring up multiple records. Use the Next and Previous arrow buttons to show (select) each record one at a time. To see a list of all the records in the selection, click on the Select Feature button (bullet list symbol) at the right end. To jump to a particular record, scroll the list and click the bubble next to the desired SHPO ID. Go back to the regular pop-up by clicking "Back" or the Back arrow in the header.
	**Dock / Undock** By default, the pop-up appears at the point selected on the map. To move the pop-up to a fixed point at the side of the Map section, click the Dock button. To reverse this, click on Undock.
	**Collapse / Expand** To reduce the pop-up to just the header, click on the Collapse button. To reverse this, click on Expand.
	**Zoom To** To have the map zoom to the selected record, click on the Zoom To button. You can click on it multiple times to keep zooming closer.

Pop-up Windows	
	**Actions:** *Set Location* Clicking on "Set location" in the Actions menu will create a Near Me search at that location. Go to: [Near Me (tab)]() information.
	**Actions:** *View in Table* Creates a sub-table with only that record. To remove that from the list of Table options, click on the Table type drop-down and click the Delete (X) button next to that sub-table name.
	**Actions:** *Export* To download a copy of the current table results. Click Export, then select the file type you want. To view the download in Microsoft Excel, select the "CSV" option. Downloading the file will take longer the more records are involved. For high numbers, a pop-up may appear to confirm the action. *Hint*: If the file doesn't appear in your browser downloads, make sure downloads are enabled in your browser settings.
	**Close** To close a pop-up, click on the Close button in the upper-right corner of the pop-up. In most cases, this will also unselect the record.

Coordinate Conversion (tab or section)

To identify a point on the map by a particular set of coordinates (or street address), you can enter them into the search bar and click ENTER. The map view will pan over to the spot, and a pin icon will appear on the map at that point. To Zoom the map view, use standard methods or click the Zoom button.

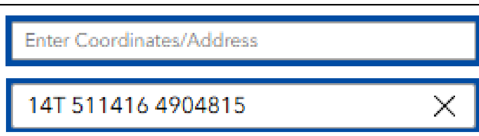
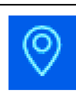
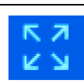
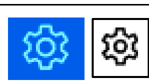
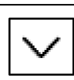
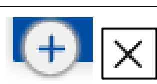
Click on Input Format Settings for more coordinate options and to customize formats. For UTM coordinates, the default format is ZB X Y (Zone, Band, X Coordinate, Y Coordinate – i.e. 14T 554461 4919388). For Longitude & Latitude, the default format is X°, Y° (i.e. -98.315802°, 44.425743°)

To identify the coordinate sets (or an address) for any point on the map, click the Add Point button next to the search bar (your cursor on the map will appear as a Plus symbol), then click the desired point on the map. A pin icon will appear on the map at that point, and the coordinate results will appear in the Coordinate Conversion section.

Hint: Click on “Add Point” a second time to turn off the tool and return your cursor to normal functionality. The coordinate results will stay up.

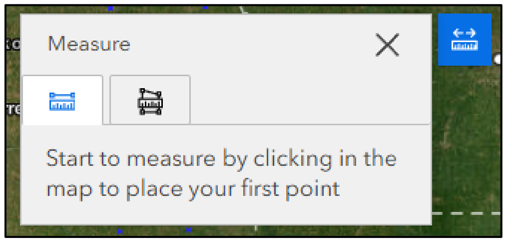
By default, the results options are: UTM, Address, Long-Lat, and DDM. Click on Add Conversion to add one of the available coordinate types to the results list. Click on Remove Coordinate (the “X”) by each results option to remove that result from the list.

Clear all (the search bar, the pin from the map, and search results) by clicking on the “X” in the search bar.

	**Search Bar**
	**Add Point** Click on this a second time to turn off the tool and return your cursor to normal functionality.
	**Copy (or Copy All)**
	**Zoom**
	**Input Format Settings / Output Format Settings**
	**Expand Output** Use to view and copy the components of the coordinate set separately.
	**Add Conversion / Remove Coordinate**

Measure Tool

The Measure tool can be used to draw lines or polygons on the map and see calculations for your drawing of the distance (line) or area and perimeter (polygon).



To draw your line or polygon, click on either the Distance or Area tab in the tool. To start your drawing, click on a starting point on the map, then (if needed) click once at any additional points on the map to change the direction of your line or choose another vertex point for the boundary of your polygon. Finally, double-click on the last point or vertex to conclude your drawing. Click on the options under "Unit" on the Measurement tool pop-up to select how you want to receive the resulting calculation. Results for a line are given as Distance, and results for polygons are given as Area and a Perimeter (distance).

Hint 1: In the middle of drawing, you can change the unit of measurement, zoom the map, or click-and-drag the map to move it.

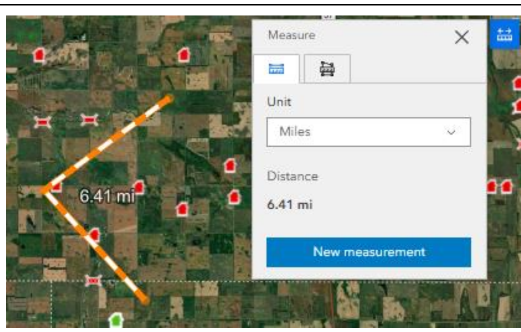
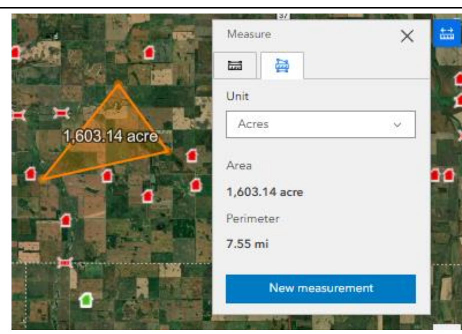
Hint 2: Once drawn, you can adjust the vertices of your line or polygon by clicking on the vertex point and dragging it to the desired location. When your cursor is over the vertex point, it will appear larger. There is no option for adding or deleting vertices; you will need to start a new drawing.

Hint 3: If the Measure tool pop-up window is closed, the tool closes and any results disappear.

A. If the pop-up is in the way, move the map rather than closing the tool.
B. The Measure tool will close if you click on any other on-map tools or buttons except the Zoom in/out or Default view buttons.

Click on "New Measurement" to start a new drawing with a new calculation.

To close the tool, click on the Measure button again or the close button ("X") at the upper-right corner.

Draw a Line tab:	**Draw a Polygon tab:**
	

CRGRID Public (DE71)

In addition to the Basics (above), this section provides information on functions that are available on CRGRID Public but not on CRGRID Data. [Go to: Basics or CRGRID Data]

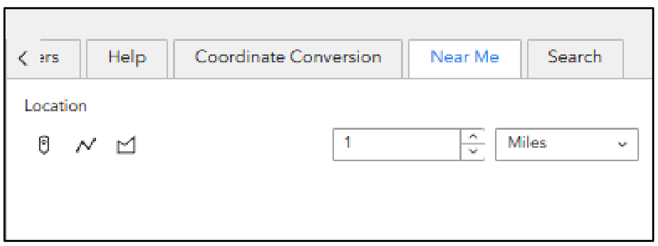
Changes made to records in CRGRID Data should appear on CRGRID Public when opened (or the tab is refreshed) afterwards.

Help (tab)

The Help tab has links to this guide, SHPO's website for the Survey program, and SHPO contact information. Questions can be directed to SHPO staff by phone at (605) 773-3458 (the main number for the South Dakota State Historical Society) or by email at shpo@state.sd.us.

Near Me (tab)

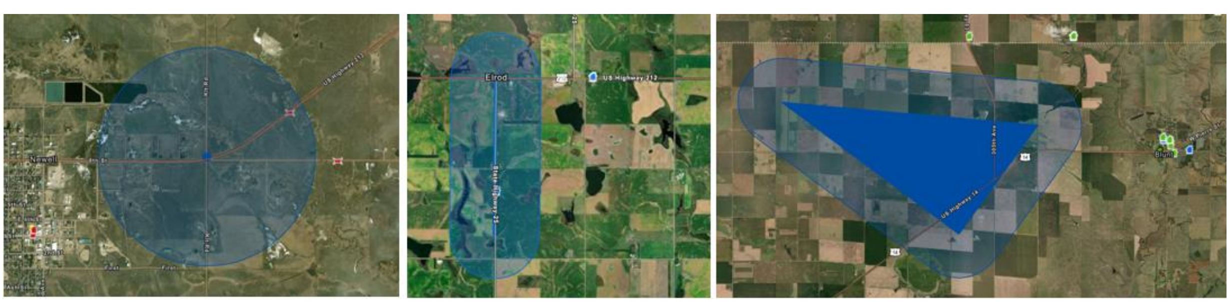
To search for records within a certain distance or "buffer" from a defined point, line, or polygon, you can use the Near Me tab.



First, select whether you want to draw a Point, Line (Polyline), or Polygon by clicking that symbol under "Location." At this point, you can set your buffer distance with a number and unit of measurement. Then, for a point—click on your point on the map; for a line—draw a line, clicking on each point where the line should change direction; or for an area—draw a polygon, clicking on each vertex point along the area boundary. Double-click on the last point or vertex to complete line or polygon drawings.

Hint: In the middle of drawing, you can change the buffer distance, zoom the map, or click-and-drag the map to move it.

Once the drawing is completed, the drawing will appear solid blue and the searched buffer area will appear semi-transparent (examples below). After drawing, you can change your buffer distance and click ENTER (or TAB, or another point on the screen) to update the map and results.



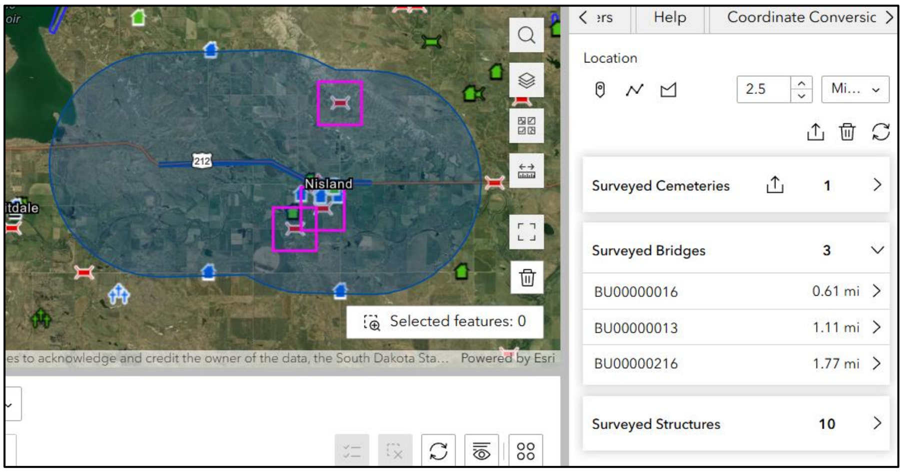
The results in the tab will include all records within the buffer area (including any within a drawn polygon). They are grouped by record type (Structure, Bridge, and Cemetery).

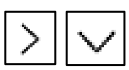
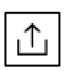
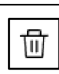
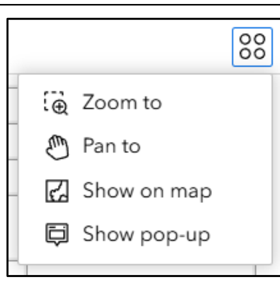
Click the category Expand arrows to see the records results (example screenshot below). Each record in the category will be given a pink box on the map. Also listed is the distance of each from the drawing.

Click each record's Expand arrow to see basic information from their forms (similar to pop-ups on the map). This also selects the record on the map and table (light blue highlight). It also shows an "Actions" button, which gives options for zooming or panning to that record, and for showing its pop-up on the map view.

Export buttons give you an option to download a copy of the search results. *Hint*: To view the report in Excel, select the CSV file option.

To start a new search, click on the Point, Line, or Polygon options and start a new drawing.
Use the Clear button (trash can symbol) to cancel and clear the Near Me search.



Near Me (tab)	
	**Selection buttons for Point, Line, and Polygon**
	**Expand / Contract**
	**Export**
	**Clear**
	**Refresh**
	**Actions**

Search (tab)

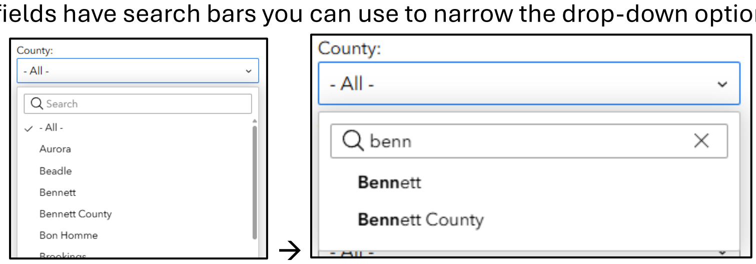
This Search tab gives you options to filter a layer's data based on the search choices you enter. The Search fields are grouped by record type and apply to those records alone. Click the Expand arrow to view all search fields for that record type.

Hint 1: Make sure the matching record type in the Table section is selected in order to see the results. [Go to: Navigate the Table]. You can turn off other Layers on the Map to more clearly see the search results. [Go to: Navigate the Map]

Hint 2: You can run a search in each record type without deleting the other searches. See results by changing the record type in the Table and turning on the relevant Layer(s).

Enter the search parameters you wish to use and click on "Apply." Hints:

- Open text fields will search for full phrases as entered. For instance, searching "100 Main Ave" will *not* bring up "100 N. Main Avenue" (because that was entered with the "N." between "100" and "Main").
- Open text fields will allow partial search options. For instance, searching "100 Main Ave" will bring up "100 Main Ave." or "100 Main Avenue." Searching "100 N" will bring up "100 N Main" or "100 N. Main" or "100 North Main" etc.
- Drop-down fields will give you the choice to select any terms currently entered in that field in any of those records. The drop-down fields default to "- All -".
    - Drop-down fields have search bars you can use to narrow the drop-down options. Example:



- Having terms in multiple search fields will show results for which all selections are true. For instance, searching "barn" in Property Name and "NR Listed" in Nomination Status will bring up only records that have *both* items in their record.
- Only the search results will appear in the Table or on the Map. This happens because the Search tab functions to filter out the records that don't match the search terms. Other records in the selected Layer will disappear from view but will be restored when the search is cancelled/cleared.
- If there are no results to your search, the Table and Map will show no records.

To adjust your search parameters, make the change and click on Apply again (even if grey). To reset the Table section without losing what you have entered in the search fields, click "Cancel." To start a new search—removing your search filter from the Table AND clearing all search fields (across all record types)—click on the "Reset all filters" button at or near the bottom of the Search tab.

	Expand / Contract
	Reset all filters

CRGRID Data (DE70)

In addition to the Basics (above), this section provides information on functions that are available on CRGRID Data but not on CRGRID Public. [Go to: Basics or CRGRID Public]

Access passwords are needed to use CRGRID Data. To request access information, email the following information to us at **shpo@state.sd.us**: Your Name; Email Address; Phone Number; Agency, Institution, or Company; and whether you just need to access record reports or also need to add/edit data.

Changes made to records in CRGRID Data should appear on CRGRID Data pages immediately and on CRGRID Public when that application is opened (or its tab is refreshed) afterwards.

Downloading Records

To download copies of unrestricted records from our Structures, Bridges, or Cemeteries data sets, the CRGRID Data website has Reports pages for each record type. Find the Report pages from the Homepage or the links below. All three function similarly.

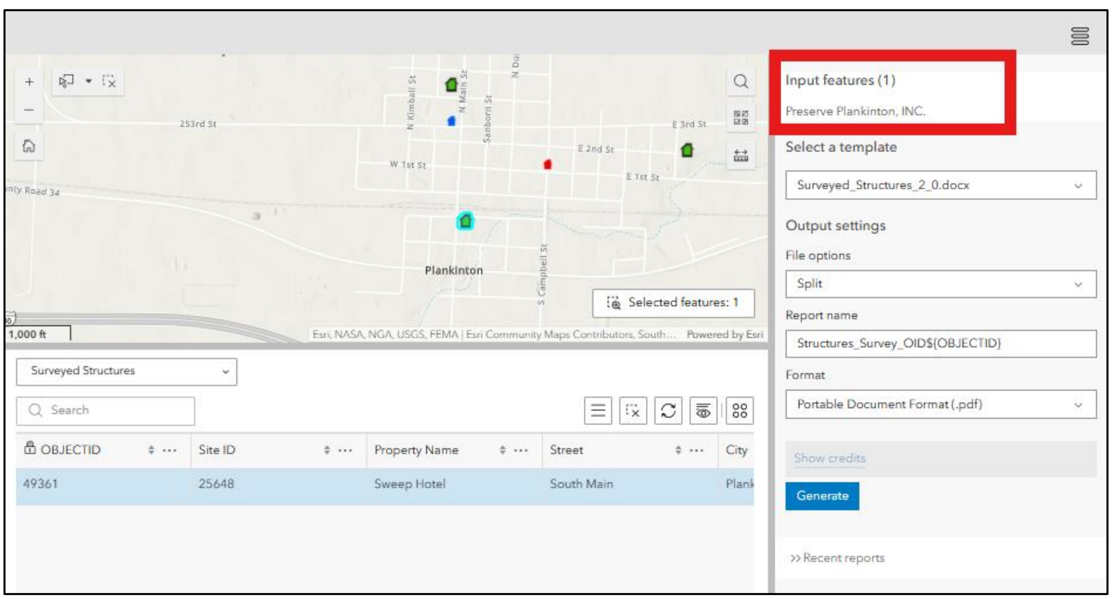
Structure Reports

Bridge Reports

Cemetery Reports

To download reports:

1. Select the desired record(s) on the Map (by zooming into the property location and selecting one or more record), and/or on the Table (using the search bar to narrow results). Go to: Navigate the Map, Navigate the Table, and Select Records for details. Selected records should appear on the Input Features list in the side panel.



2. Select a template. Currently, there is only one option for each Record Type.

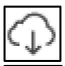
3. Select Output settings:

   a. *File options*. If multiple records are selected, you can select whether you want each record report to download as separate documents or as one merged document—either in continuous or page-divided formats.

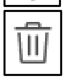
   b. *Report name*. You can leave it as the default or type in a file name of your preference.

   c. *Format*. Select the preferred file type for your report.

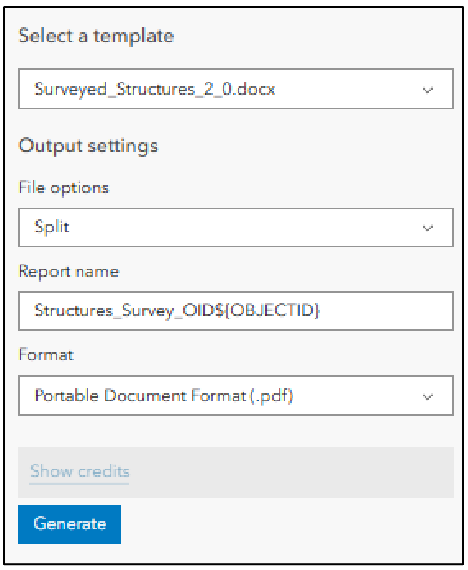
4. Click "Generate." Files will download to your browser. The side panel will show the progress and indicate if the download is completed or if there was an error.

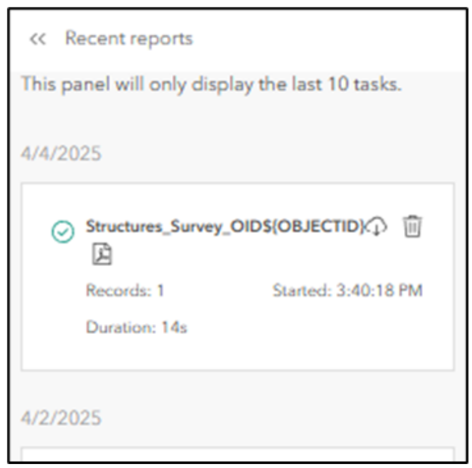


If you need to download the report again, click on Download next to that report result.



To remove the result from the Recent Reports list, click on the Remove icon (trash can symbol).





Hint 1: If the download isn't appearing on your browser, confirm that your browser settings will allow downloads.

Hint 2: Be aware, large numbers of records will take longer to download.

Submit New Survey Records

To submit a new survey record, select one of the following pages from the Homepage or the links below, depending on whether the resource fits best as a Structure, Bridge (or culvert), or Cemetery (including mausoleums or gravesites).

Submit Bridge Survey

Submit Cemetery Survey

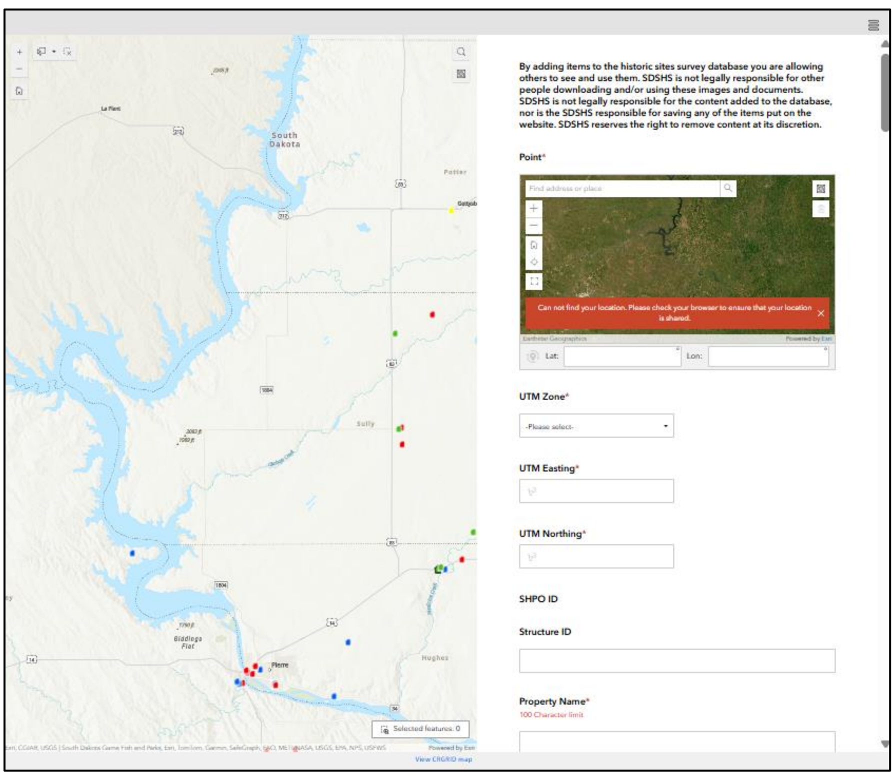
Submit Structure Survey

Check first that there is not already a record for that resource. Do not create duplicate records. Existing records can be updated or added to on the Edit pages. Go to: Edit Existing Records.

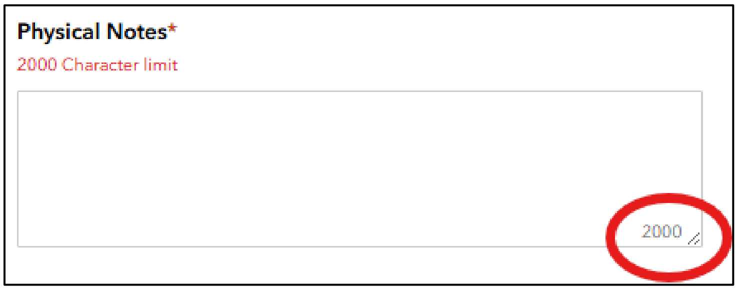
Use a Structure record for anything not a bridge or cemetery. This may include non-building resources such as dams, roads/trails, or cultural landscape sites. Adapt to the required fields as best possible, leave blank any non-required fields that do not apply, and add relevant description under Physical Notes and other open-text fields.

There is not a way to save the form while it is in progress. There are Word versions of the forms on https://history.sd.gov/preservation/historicsitessurvey.aspx if you wish to draft text beforehand to copy/paste into the form.

To submit a record, complete the form fields to document the resource. Required fields are marked with an asterisk (*). Text fields have character-limits. If you reach the limit, typing will be disabled or an error message will appear. Larger fields may have a character count visible in the lower right corner.



Larger fields have a re-size option to make it possible to see the full text being entered. Click-and-drag those lower right corners up or down to re-size the box.



Please include your name and email address (or the applicable contact person) under the field "Comments for SHPO Staff" so that our staff can let you know when their check of the form and SHPO ID assignment is complete.

Click "Submit" at the end. The system will automatically send notice of the new record to shpo@state.sd.us.

Demolished Properties
Do not enter new records for properties that have already been demolished. Existing records for properties that have since been demolished can be retained in CRGRID, with a note about the demolition and the Demolished field marked as "Yes."

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

Deleting Records or Attachments
Only Manager users (SHPO staff) can delete records or attachments. If you have entered or uploaded something in error, or if you notice duplicate records or other records that should be deleted, contact SHPO staff at shpo@state.sd.us or 605-773-3458, and please include the Object ID or SHPO ID of those records if possible.

Edit Existing Records

If a user needs to edit, add to, or update an existing locked record, contact the SHPO office with the Object ID or SHPO ID numbers that you want to access and why you need to edit them (for instance, because of a new field visit to update description or eligibility of the resource). Regional HP Specialists will review the request and unlock the necessary records. The record will only appear on the map if unlocked. After making the edits, let the staff person know, and they will review and lock the records again.

To open an unlocked record for editing, first go to the relevant page in CRGRID Data from the Homepage or the links below:

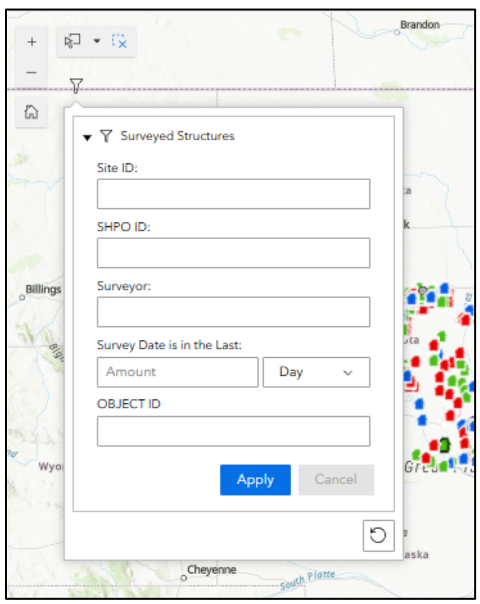
Edit Previously Submitted Bridge Survey

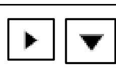
Edit Previously Submitted Cemetery Survey

Edit Previously Submitted Structure Survey

Select the record you want to edit on the map, and the form will open in the side panel.

To select your record, you can use zoom and location search fields. You can also search for particular Object IDs, SHPO IDs, or other options (as shown to the right) by clicking on the Filter button (a funnel symbol), and it will pop-up with fields to search and Apply. Since it functions as a filter, all records that do not match the search terms will disappear from the map. If there are no results, there will be no records on the map. Use the Cancel button to clear the filter from the map. Use the Reset button in the bottom right corner to clear the filter and the search fields.



	**Filter**
	**Expand or contract the pop-up.**
	**Reset all filters**

For properties that have been revisited and re-surveyed, add the surveyor(s) and date to the Re-Survey Work field so users know when the property was last visited.

Contact SHPO staff if you have questions about the best approach to editing records, but generally:

- Drop-down fields should reflect the most current and accurate information.
- In text fields like "Physical Notes" that have more space, some legacy information may be worth keeping, to show how properties have changed over time. However, information that was originally entered incorrectly can be replaced or deleted. Minor additions of information can just be added in the field.

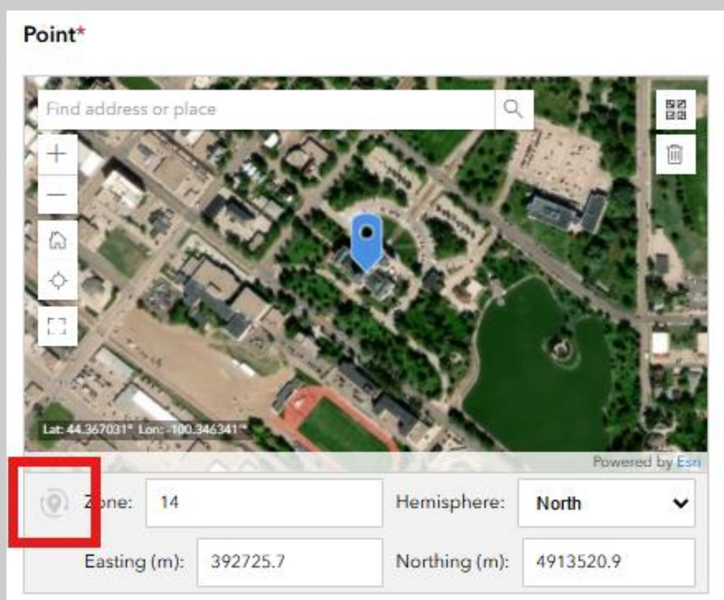
  If new information is meant to supplant the old, the old survey date/year can be added in brackets in front of the legacy information that is being retained and the current survey date/year can be typed in brackets in front of the new information.
- All required fields must have a value in order to save updates to a form. If the system shows error messages in any fields, make corrections as best you can. After updating the CRGRID system, some drop-down fields are not recognizing previously entered information, but you can re-select the choice; we are working on fixes. Contact SHPO staff if you have questions.

Editing the Icon Symbol or Location
Currently, only Manager users can edit how the icon appears on the maps. If editing the DOE field, Managers will update the symbology of the icon to match. If needing to edit the location, enter the new coordinates in the UTM fields, and Managers will adjust the icon location to match.

Form Fields

The following tables include instruction details for each field in the forms. The first table has general and Structure Record fields. Following that are tables for the fields unique to Bridge and Cemetery forms and guidance specific for those record types.

General and Structure Fields

Field	Req.	Instructions
Point	*	Select the point where the record's icon will appear in CRGRID. A blue flag will appear on the inset map at the selected point. There are two ways to make your selection: 1. Choose a location on the inset map by searching a location/address and/or zooming in on the map. Then, click the desired point. 2. Choose a location by entering pre-selected coordinates in the grey box fields under the Point map. You can change the coordinate type by clicking on the Switch Coordinate button at the left side (highlighted in red on the screenshot below) and choosing one of the available options (including Latitude/Longitude [Decimal degrees] or UTMs). Generally, the point selected 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. *Hint 1*: If you are entering records from the field while visiting the property (and your browser location is enabled), you can use the "Find my location" button to zoom the map to your current location. *Hint 2*: If you switch the coordinate type to UTMs, you can copy/paste from the grey box fields into the UTM fields that follow the Point field. 

Field	Req.	Instructions
UTM Zone	*	The UTM Zone, Easting, and Northing is the geographic point described by its Universal Transverse Mercator (UTM) coordinates, calculated in NAD83 (North American Datum 83). The coordinates need to be entered manually. ***Where do I find UTM coordinates?*** In the grey boxes under the Point field, if you switch the coordinate type to UTMs, you can copy/paste from there into these fields. You can also find UTM coordinates using the Coordinate Conversion tools on other CRGRID pages. [Go to: Coordinate Conversion (tab or section)]
Easting (X Coordinate)	*	
Northing (Y Coordinate)	*	
SHPO ID		Entered by SHPO staff when they check over submitted forms. SHPO ID numbers are formatted with a two-letter county code, a three-digit group code (“000” if not part of a group), and a five-digit sequential number within its group. For instance: • LN00000008: the eighth individual resource recorded in Lincoln County • PN00200023: the twenty-third resource of the second district group recorded in Pennington County.
Property Name	*	Select a specific property name for that resource. Use a historic name or refer to the historic owner if known. Other options include using the property type (like Barn, Culvert, etc.) and/or the address or location. 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, cattle barn • Johnson Department Store • Granary, 12345 678th Street • Garage, 987 Maple Ave S • Young Park, stone steps
Other Name		Include variations of the primary name or other names that the property has been known by.
Current Function		Select from the drop-down the primary current function for which the resource is used.
Historic Function		Select from the drop-down a primary historic function for which the resource was used originally or during its period of significance.
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.

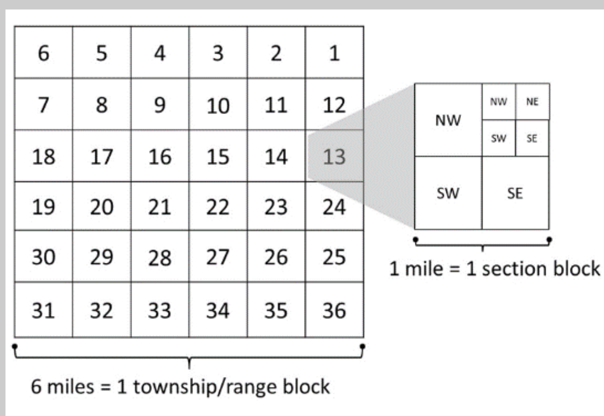
Field	Req.	Instructions
Foundation		Select from the drop-down the primary foundation material for buildings and structures.
Roof Material		Select from the drop-down the primary roof material for buildings and structures.
Roof Shape		Select from the drop-down the primary or core roof shape for buildings and structures.
Structural System		Select from the drop-down the primary structural system for the resource, if known from physical evidence or research materials.
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. 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.
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. Select “Other” for types not listed in the form, and add clarification to Physical and/or Significance Notes.
Walls		Select from the drop-down the primary wall cladding material visible on the exterior on the resource.
Stories		Enter the number of stories for building/structure exteriors. Include “.5” to indicate half-stories.
Date of Construction	*	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.
Architect/Builder		List any known primary architects, builders, general contractors, landscape architects, etc. who worked on the design and/or construction of the resource. Separate each individual or firm name with a semi-colon.
Significant Person		The names of important historical individuals associated with the site can be entered in this field. Separate each name with a semi-colon.

Field	Req.	Instructions
		Include names only. More notes on their contribution to a property's eligibility can be included in the field for Significance Notes (or Other Notes, if space is needed).
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 (or Other Notes, if space is needed).
Altered/Moved Notes		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		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		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 practical 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.) • Research sources used to inform the property history, construction date, or other data
Physical Notes	*	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 clear and understandable but, given the character limit, it is acceptable to use common abbreviations, lists of features, 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. More detailed descriptions may be uploaded as an attachment to the form.

Field	Req.	Instructions
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 only be visible to Manager-access users.
Survey Date	*	Type in, or use the calendar tool to select, the date (MM/DD/YYYY) of the field survey for which information is being entered.
Surveyor	*	Type the name(s) of the surveyor or survey team who recorded the resource in the field.
Re-Survey Work		Enter the name of surveyors and date of follow-up visits. Separate visits with a semi-colon. Leave blank when first adding a form. Do not include other details about the new survey in this field. You can add those details to Other Notes, Physical Notes, Significance Notes, or other relevant fields.
Street (Address)	*	Record the street address of the property being surveyed. Common abbreviations are acceptable. For example: 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. In existing records, "RR" was often entered for "rural road" or "rural route" before many had assigned names. Update those to modern street names or addresses.
County	*	Select from the drop-down the name of the county in which the resource is located. For large sites that are extend across more than one county, use the county that correlates with the geographic point you have selected for the record.
City	*	Type in the name of the city in which the resource is located. If a rural location, choose the nearest city or the city of the property's mailing address. Additional clarification can be added in the field for Location Description.
Location Description		Give a description of the resource's location that would help future users locate it again if the address is general or changes in future. Common abbreviations for cardinal directions, distance measurements, route types, or waterways are acceptable. Examples: • North side of Elm Street between 9th and 10th Avenues • SW corner of Elm St and 9th Ave • at the crossing of Elm St over Rapid Creek • 2 mi N of Avon

<table>
<tr><th>Field</th><th>Req.</th><th>Instructions</th></tr>
<tr><td>Legal Description</td><td></td><td>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.</td></tr>
<tr><td>Owner Name</td><td></td><td>The name(s) of the current, primary property owner(s).</td></tr>
<tr><td>Owner Address</td><td></td><td>The contact/mailing address of the current property owner.</td></tr>
<tr><td>Owner City</td><td></td><td>The contact city of the current property owner.</td></tr>
<tr><td>Owner State</td><td></td><td>The contact state of the current property owner.</td></tr>
<tr><td>Owner Zip</td><td></td><td>The contact zip code of the current property owner.</td></tr>
<tr><td>Quad Name</td><td></td><td>If available/known, enter the name of the USGS Quadrangle(s) within which the site is located.</td></tr>
<tr><td>Quarter 1</td><td>*</td><td rowspan="5">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; for instance, 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 for PLSS Sections is available in CRGRID Public. The quarters need to be approximated from there. [Go to: Navigate the Map for information on Layers.]



Type in Township (Twp) and Range (Rng) with the format of number and single letter (cardinal direction) such as: “101N,” “44W,” or “5E.”

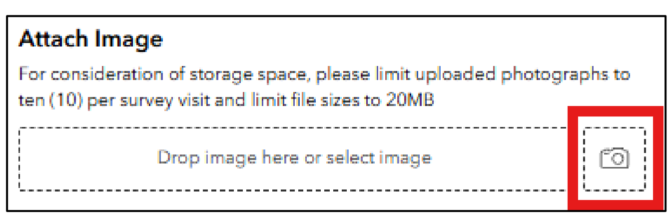
In the Quarter fields, use “All” if the resource covers a larger area than a single quarter or quarter-of-a-quarter.

For bridges or other properties that extend across section lines, enter the northern- or eastern-most information. Enter additional clarification into the Location or Legal Description fields.</td></tr>
<tr><td>Quarter 2</td><td>*</td></tr>
<tr><td>Twp (Township)</td><td>*</td></tr>
<tr><td>Rng (Range)</td><td>*</td></tr>
<tr><td>Sec (Section)</td><td>*</td></tr>
</table>

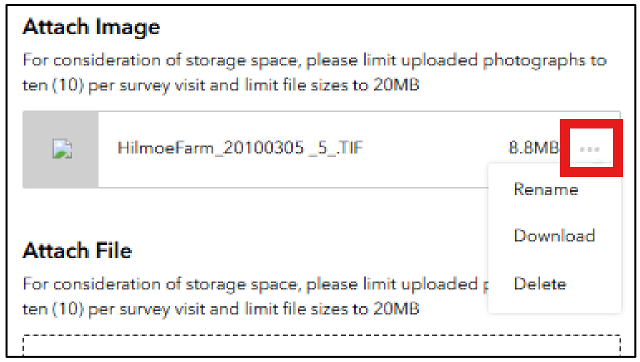
Field	Req.	Instructions
Acres		Enter the number of acres that the site covers. CRGRID Public has a Measure tool that can be used to calculate area. [Go to: Measure Tool].
Owner Codes		Select the type of owner(s) with title interest in the site: Federal government, Local government, Private, or State government.
crGridSymbology		Ignore; leave as Unevaluated. This field indicates the type of icon that will be used for this record. Manager-account users will select the Symbology to correlate to the DOE and Nomination Status fields.
DOE (Determination of Eligibility)	*	Select the relevant determination of eligibility from the drop-down. Information on assessing eligibility can be found in the National Register Bulletin How to Apply the National Register Criteria for Evaluation (NRB 15). Remember to describe the evaluation rationale in the “Significance Notes” field. *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. *NR Eligible*: Meets National Register eligibility criteria for individual listing and/or is Contributing to a NRHP historic district. *SR Eligible*: Does not meet National Register eligibility criteria but could meet State Register criteria. *Tabled*: The determination of eligibility has been set aside during 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 (MM/DD/YYYY) that the above Determination of Eligibility was made.
Category		Choose for the property based on the categories in National Register criteria: building, site, structure, object, or district. Details on each can be found in Chapter 4 in NPS Bulletin “How to Apply the National Register Criteria for Evaluation (15).”
Nomination Status		Select from the drop-down the status of properties that have been nominated to the National or State Registers of Historic Places. *Board Reject*: The nomination was presented to and rejected by the State Review Board.

Field	Req.	Instructions
		Demolished: The property was listed but has since 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 lost integrity, procedural error, 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.
Listed Date		For properties listed in the National or State Registers, type or use the calendar tool to select the date of listing.
Ref Num (Reference Number)		For properties listed in the National Register, enter the National Register Information System (NRIS) identification number assigned to the listing by the National Park Service. For NPS-approved additional documentation submitted to nominations, add the additional NRIS numbers; separate with semi-colons.
Hist Dist Rating (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 being a recommendation.
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.
Mult Name (Multiple Property Name)		Enter the name of any Multiple Property Documentation cover(s) under which the property was listed in the National Register.
Sig Levels (Significance Levels)		Enter the level(s) of significance at which the property is listed or determined eligible: Local, State, and/or National. Properties may have different levels of significance for different areas of significance.
Criteria		Enter any and all significance criteria (A, B, C, and/or D) under which the property is listed or determined eligible.
Significance Notes	*	Enter more details on how the specific resource does or does not meet the evaluation criteria and (if applicable) criteria considerations for the National

Field	Req.	Instructions
		or State Registers of Historic Places. 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 notes on sources to the "Other Notes" field. Find writing tips and example statements in Appendix B: Significance. Areas of significance are listed with instructions for Section 8 in *How to Complete the National Register Registration Form* (16A).
Comments for SHPO Staff		Enter a contact name and email address for SHPO to use for follow-up questions and notice that their check of the form is complete. Add any other comments for staff. For instance, if it will be one of multiple records entered together, or if a quick turnaround is requested (though it cannot be guaranteed). This field does not appear on downloaded records. SHPO staff also will likely delete the comments as they complete their initial check of the form.
Demolished		Select "Yes" or "No" from the drop-down to indicate whether the resource has been demolished. Select No unless editing an existing record. Do not create a new record for a property that has already been demolished.
Attach Image *Attach File*		Use these tools to attach photographs, site or sketch maps, or other relevant documentation to a record. Currently, only one image and one file can be uploaded to a record as its first being created. Images can be saved together in a PDF and uploaded as the file (see below), or additional image files can be emailed to shpo@state.sd.us for staff to upload as they check over the form. While editing an existing record, only one file can be added at a time. 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 total uploaded photographs to ten (10) per survey visit and limit sizes to 10MB. On new forms, there is an option to take and upload a photo if using a device with a camera on site. Take a photo button highlighted:



<table>
<tr><th>Field</th><th>Req.</th><th>Instructions</th></tr>
<tr><td></td><td></td><td>
Once added, click on the More button to see options to Rename, Download, or Delete the chosen file:



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.

Do not upload information about culturally sensitive or archaeological site locations.

In most cases, do not upload historical photographs to CRGRID.
</td></tr>
</table>

Bridge Fields

Special instructions and fields for Bridge forms

Field	Req.	Instructions
Date 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.
Style		Select from the drop-down the primary bridge style. Options include "No Style" or "Other" for styles not listed in the form.
Materials		Select from the drop-down the primary bridge material. Options include "Other" for materials not listed in the form.
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.
Engineer/Builder		List any known primary engineers, builders, general contractors, etc. who worked on the design and/or construction of the resource. Separate each individual or firm name with a semi-colon.
Physical Notes	*	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.

Cemetery fields

Special instructions and fields for Cemetery forms

Field	Req.	Instructions
Historic Function & Current Function		Select between "Cemetery" for a lot set aside for multiple burials or "Graves/Burials" for gravesites outside of designated cemeteries or for records created for individual resources within a cemetery, like mausoleums.
Started By		Type the names of the individual(s), church, family, organization, or other entity that founded the cemetery/gravesite.
Date 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 resource, such as layout, orientation, gates/fencing, vegetation/landscape, circulation roads and paths, built structures (mausoleums, columbaria, offices, maintenance buildings, etc.), stone/carving types, etc. Brief notes can also be added about the history of the churches, families, or associations that started or are caretakers of the cemetery.

Special Property Types

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

Districts and Groups

Each resource within a district or group needs its own survey form.

Connections can be made between associated forms by starting each Property Name with the same stem term (such as: “Johnson Farm, house” “Johnson Farm, barn” “Johnson Farm, silo” etc.), or adding a shared name under Other Name. Also, when SHPO staff review records for a group of resources, the assigned SHPO IDs can all share the first three digits (such as: XX**001**00001, XX00100002, XX00100003, etc.

It can be helpful to prepare and attach a site map showing all resources within the district/group.

Hint: Write-out any shared information on a separate document, so you can copy/paste that more easily into each form in CRGRID.

For properties such as farmsteads or airports, one form can be entered to describe the overall layout and landscape features such as corrals, ornamental plantings, signage, runways, etc. Substantial individual landscape features that contribute to the historic eligibility of a property may warrant their own forms.

Clusters of highly repetitive simple structures, like a line of metal grain bins on a farm, may be recorded as a group on a single form, including their number and layout in the description. Small structures or objects, such as light posts or tool sheds, likely to do not need their own form but can be described as part of the setting of the overall district/group.

Contact the regional HP Specialist with SHPO if you have questions about how to organize the forms for a district property or group of associated resources.

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. More complex landscapes may warrant creating multiple records for defined resources. Larger structures on a landscape, such as a bandshell or pavilion in a city park, may also be recorded on their own form(s). This particularly can be done if those substantial resources are individually eligible for or listed in the National Register. Connections can be maintained through name fields or with a district SHPO ID.

For instance, recording Hilgers’ Gulch in Pierre might be organized with one form each for: the circulation path area generally (including description of small light posts, benches, steps, etc. as well as the setting of various ground covers and the creek drainage), each of the memorials, the planted tree grove, the pedestrian bridge, and the group of soccer fields at the north end.

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.

For farmsteads, landscape features worth noting include drives, woodlots and windbreaks, orchards, domestic vegetable gardens, ornamental plantings, corrals and feedlots, ponds, and drainage ditches. General layout and landscape features can be included in notes on the setting in the primary record on the property (house or barn), or landscape features can be described together on a separate form. Substantial individual landscape features that contribute to the historic eligibility of the property may warrant having their own form.

If not part of an overall description of setting, repetitive types of historic landscape features, such as a system of windbreaks on a farmstead or a set of stone-edged terraces in a city park, can be recorded together on a single form with details about their appearance and layout in the Physical Notes field.

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.

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. For small resources a single record and point may suffice. Complex resources may warrant creating multiple forms for smaller segments along the resource, especially segments that vary in physical character or setting. Think about how users will search and view records for project areas.

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 as warranted by the size or complexity of the resource. Some linear resources, like railroad routes, trails, 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.

More substantial buildings or structures that are associated with a linear system, such as bridges or depots along a railroad, can be recorded on their own forms. Where possible, connect records using name fields or district SHPO IDs.

Because of their ubiquity, only submit records for roads, highways, paths, alleys, or sidewalks that would be eligible for the National Register individually or as a contributing resources in a historic district. Typically, pathways and circulation patterns for landscapes, agricultural properties, or other historically associated complexes should be described as part of the setting.

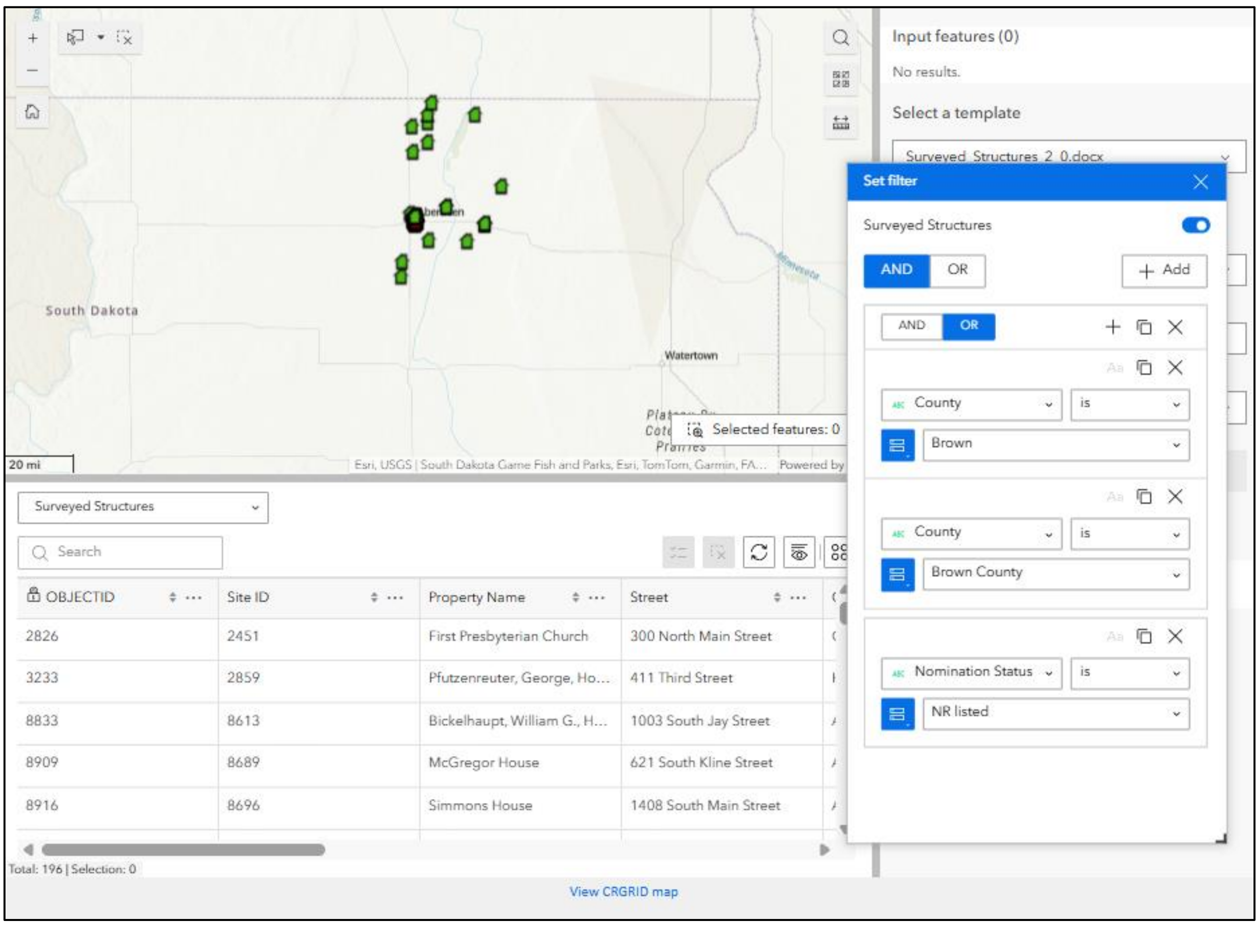
Appendix A: Examples of "Set Filter" Searches

Using the "Set Filter" action option can help narrow data results to answer specific questions.

Example 1: What structures in Brown County are recorded as being listed in the National Register of Historic Places?

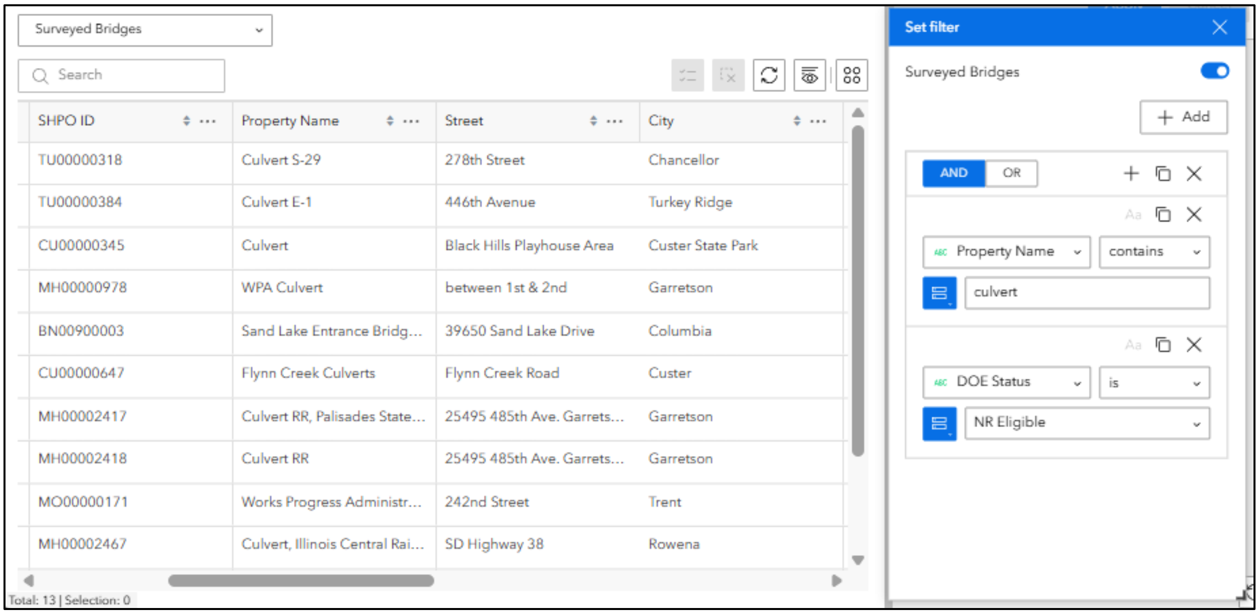
With the Table set to the Structure records, to find this answer, you could either:

A. Set two clauses marked AND. One clause for "County" contains "Brown" – typed in as the User Input source type. The second clause for "Nomination Status" is "NR listed" – selected from the drop-down created from the Unique source type.
B. Set three clauses. Create a clause set with "County" is "Brown" OR "County" is "Brown County" – selected from the drop-down created from the Unique source type. Add a third clause, marked AND, with "Nomination Status" is "NR listed."



Example 2: "What culverts are recorded as potentially eligible for listing in the National Register?"

With the Table set to the Bridge records, create a clause set for "Property Name" contains "culvert" (typed in) AND "DOE Status" is "NR Eligible."



Appendix B: Significance

Tips for Writing Evaluations of National Register Eligibility

On SD SHPO survey records, explanation of the evaluation of eligibility should be entered in the text field "Significance Notes." Eligibility should be assessed according to the National Register of Historic Places evaluation criteria. [See National Register Bulletin How to Apply the National Register Criteria for Evaluation (NRB 15)].

Concisely describe the relevant historic context and how the property does or does not have historic significance within that context. It is recommended to note which significance criteria and areas of significance that you are using to evaluate the property. If potentially significant, describe whether the property has historic integrity to represent the criteria. ** Areas of significance are listed with instructions for Section 8 in *How to Complete the National Register Registration Form* (16A).

Note if the evaluation is in connection to the evaluation of a historic district.

If the property was built/created less than 50 years ago, note that and whether or not the property meets Criteria Consideration G. If it does not meet the consideration, few additional details may necessary.

If the property may be eligible at a state or national level, include additional justification.

Examples:

- This granary is a common type and lacks individual significance under Criterion A for agriculture or under Criterion C for its design/construction. The farmstead overall might meet Criterion A for the history of agriculture, but it lacks overall integrity because of substantial alterations to the design and materials of major buildings, the loss or extreme deterioration of other outbuildings, and adjacent new construction that impacts setting.

- Though this scenic highway is National Register eligible under Criterion C for its plan and aesthetic features for the period from 1924 to 1942, this culvert is recommended non-contributing because it was replaced in 1971 and does not retain integrity to the period of significance.

- According to comparison examples and the draft state context for mining, this 20-foot segment of a water flume built before 1880 for the Smith Mine represents a significant early example of the property type at a state-level of significance, has the potential under Criterion D to provide research information on early Black Hills settlement, and retains sufficient integrity of material, workmanship, design, location, and association to be eligible for this history despite the loss of other above-ground structures from the Smith Mine and the addition of a modern recreational cabin on the property.

- This high school was built in 1910 by Smith Construction of Watertown from a design by Joe Jones of Brookings. It meets Crit C for architecture and Crit A for Education as an example of Collegiate Gothic architecture and Progressive Era school building design that incorporated special use spaces like a gymnasium and laboratories. Although windows were replaced c.1975 and there is a small equipment shed addition on the rear west elevation, sufficient materials, design, and workmanship are otherwise extant, along with other all aspects of integrity, for the school to be NRHP eligible.