



MINNESOTA HISTORICAL SOCIETY

## Minnesota SHPO Architecture-History Database Metadata

This list describes the variables in the SHPO's *Architecture-History Database*

### Table – Historic Inventory

**INVENTORY NUMBER [Inventnum]** - Character Field, 12 characters

The inventory number is a trinomial code identifying the county, civil subdivision, and the individual property number. The county code consists of two letters representing the county. The civil subdivision code consists of three characters that identify the city or township. The final part of the code is the property number. Each property within a particular civil subdivision receives a unique number. Numbers begin with 001 and are numbered sequentially as they are inventoried. In a few of the larger cities in Minnesota, a block of numbers has been reserved for particular city districts. All individual properties, including historic districts must have inventory numbers.

This field is designated as the **key field** for this dataset. The Inventory Number field is used as the primary link for all other tables which make up the Minnesota SHPO Architecture-History Database.

**COUNTY [County]** - Character Field, 20 characters

This information refers to the name of the county in which the property is located. If a property extends across more than one county, choose the name of the county where the property has a street address or where the property is centrally located. The name that appears in this category must match the two-letter reference initials in the inventory number.

**PIN NUMBER [PIN]** - Character Field, 35 characters

The property identification number is assigned by county recorders' offices, and is the unique identifier used by local government to track land information records. Cities and townships often have this information available, but prior to ca. 1990, contractors rarely recorded a PIN on SHPO Inventory Forms. Since 1990 contractors have been encouraged to record this information in order that building information can be more easily accessed by phone and computer.

**PROPERTY NAME [Propname]** - Character Field, 65 characters

The property name refers to the historic name of the property. Generally, the name will reflect the building's historic use, significance, or original owner. If the historic name of the property is unknown, a simple functional name can be used to name the property (e.g. house, commercial building, depot, or warehouse). If a property has been razed, indicate by adding (razed) after the property name.

**ADDRESS [Address]** - Character Field, 63 characters

This is the address of the property. Place the property's street number and name, followed by abbreviations for north, south, east, and west (e.g., 595 Girard Ave. N.) in this field. Abbreviations for northeast, southeast, northwest, and southwest are not followed by a period (e.g., 675 Johnson St. SE). For a property with a street name but no number, use xxx or 2xx for the number then the appropriate street name. For small towns and rural properties that do not have a street number, include the name of the nearby road. Identify roads as they are marked on plat maps. The address of a bridge should identify the spanned feature (e.g., Mn. Hwy. 23 over Kanaranzi Creek). Be as specific as possible. See examples below:

1. 5xx Girard Ave. N.
2. NE corner Johnson St. & Girard Ave. N.

Examples of commonly abbreviated properties:

I-35W = interstate highway	U.S. Hwy. = national, trunk highway
Mn. Hwy. = state, trunk highway	Co. Rd. = county road
Pkwy. = parkway	Blvd. = boulevard
Ave. = avenue	St. = street
Dr. = drive	Rd. = road

**PROPERTY CATEGORY [Propcat] - Character** Field, 35 characters

**PROPERTY TYPE [Proptype] - Character** Field, 25 characters

PROPCAT refers to the property's thematic category (see choices below), while PROPTYPE refers more to the function of property. "PROPTYPE" refers to the property type categories identified in the SHPO's historic context documents. General terms were used when ever possible. In a few cases, certain terms (e.g., barn and bridge) may be qualified with a descriptive term in parentheses, e.g. barn (round) or bridge (steel truss). A property that does not clearly fit into an identified proptype will be listed as "property". For instance, a "custom house" will be listed as propcat = "government" and proptype= "property". Always use the most descriptive property type term when it is available. Specific property types can occur in multiple property categories (e.g. warden's residence will be list as propcat = "government" and proptype= "residence").

<u>Property Category</u>	<u>Property Type</u>
Domestic	property single dwelling row house residence multiple dwelling duplex apartment outbuilding public housing institutional housing poor house orphanage
Commerce	property office building professional building organizational building financial institution bank commercial building lumber yard blacksmith shop department store general store trading post hotel motel inn restaurant bar warehouse
Industry	property manufacturing facility lumber mill factory extractive facility quarry mine research building waterworks water tower dam energy facility power plant



communications facility

<u>Property Category</u>	<u>Property Type</u>
Social	property meeting hall clubhouse civic
Government	property capitol city hall township hall correctional facility police station jail fire station governmental office post office public works courthouse
Education	property school college/university library classroom dormitory gymnasium
Religion	property church chapel synagogue mosque shrine parsonage (including rectory) convent
Funerary	property cemetery mortuary
Recreation & Culture	property theater auditorium museum music facility sports facility outdoor facility park campground fairground amusement park marker monument work of art seasonal residence cabin historic site marker



<u>Property Category</u>	<u>Property Type</u>
Agriculture	property farmstead barn greenhouse outbuilding hatchery silo
Agricultural Processing	property food processing facility grain elevator creamery flour mill feed mill brewery
Health Care	property hospital professional building clinic sanitarium spa/health resort
Landscape	property park state park trail parkway garden geographic feature abandoned property
Military	property armory fortification military facility post/base battlefield air facility
Transportation	property rail related railroad train depot air related airplane hangar airport water related lighthouse boat ship shipwreck shipyard pier dock dam/lock road related military road bus depot



trail

<u>Property Category</u>	<u>Property Type</u>
Transportation (cont.)	road related (cont.) parkway highway parking lot service station garage stage related bridge

**HISTORIC CONTEXT [Histcontxt]** - Character Field, 60 characters  
List the SHPO's historic context of the property.

Initial U.S. Presence	1819-1837
Early Agriculture	1840-1870
St. Croix Lumbering	1830's-1900's
Indian Communities	1837-1934
Railroads & Agriculture	1870-1940
Northern Lumbering	1870-1930
Iron Ore Industry	1880's-1945
Tourism & Recreation	1870-1945
Urban Centers	1870-1940

**NRHP [NRHP]** - Character Field, 1 character  
This variable refers to whether or not a property is listed on the National Register of Historic Places (NRHP). Answer "Y" for yes or leave blank.

**CEF [CEF]** - Character Field, 1 character  
This variable refers to whether or not a property is considered eligible for the NRHP. Answer "Y" for yes or leave blank.

**SEF [SEF]** - Character Field, 1 character  
This variable refers to whether or not a property is a staff eligible for the NRHP. Answer "Y" for yes or leave blank.

**DOE [DOE]** - Character Field, 1 character  
This variable refers to whether or not a property has been determined eligible for the NRHP by the National Register staff. Answer "Y" for yes or leave blank.

**SURVEY DATE [DATESURVEY]** - Date Field  
Indicate the month, day, and year of the first time the property was surveyed and inventoried. If only the month and year are provided, the default day will be recorded as the first of the month. If only a year is indicated, 01/01/xx will be used for a Winter picture and 07/01/xx will be used for a summer picture.

**LOCATION CONFIDENCE [Locconf]** - Character Field, 1 character  
The following codes should be used to gauge the confidence in locating the property on a USGS map:

- 1 - specific location on USGS map
- 2 - location description to 1/4, 1/4-level in rural areas or block-level in urban areas (unsure of exact location)
- 3 - located within 1/4, 1/4-level, but best guess of several alternatives
- 4 - partial legal description or landmark description
- 5 - no legal description, but informant reporting/rumor/hearsay

**ACRES [Acres]** - Numeric Field, 8 characters, 1 decimal  
Record the number of acres associated with the property. This value should be recorded to one decimal place (e.g., 1.5 acres) if possible. For properties less than one acre, use the following arbitrary standards:

0.2 ac. for a house



0.4 ac. for a double lot  
2 ac. for a farmstead; larger farmsteads will have larger acreage

**PHOTOS [Photos] - Character Field, 75 Characters**

Indicate MHS all photo numbers associated with the property, from all surveys. Only photo numbers from the MHS Audio-Visual Library are used.

**ENTRY DATE [Entry\_DT] - Date Field**

Indicate the month, day, and year of the first time the property was first entered into the database.

**UPDATE DATE [Update\_DT] - Date Field**

Indicate the month, day, and year of the information was last updated.

**AWAITING FORM [Need\_Form] - Yes/No Field**

Properties for which inventory numbers have been assigned but SHPO is waiting to receive an inventory form.

**CONTACT [Contact] - Character Field, 50 characters**

Person requesting inventory number prior to submitting form.

**CONTACT COMPANY [ContComp] - Character Field, 50 characters**

Firm requesting inventory number prior to submitting form.

**DATE REQUESTED [Date\_Req] - Date Field**

Date of request for inventory number.

**TABLE – CITY/TOWNSHIP**

**INVENTORY NUMBER [Inventnum] - Character Field, 12 characters**

The inventory number is a trinomial code identifying the county, civil subdivision, and the individual property number. The county code consists of two letters representing the county. The civil subdivision code consists of three characters that identify the city or township. The final part of the code is the property number. Each property within a particular civil subdivision receives a unique number. Numbers begin with 001 and are numbered sequentially as they are inventoried. In a few of the larger cities in Minnesota, a block of numbers has been reserved for particular city districts. All individual properties, including historic districts must have inventory numbers.

**CITY/TOWNSHIP [CityTwp] - Character Field, 40 characters**

This refers to a civil subdivision, such as an incorporated city or township. If the property is located within an incorporated city, use the name of the city. If the property is located outside an incorporated city or village, the name of the township in which the property is located should appear. Project areas located in unincorporated areas should be cited as "Unorganized Territory."



## **TABLE – ARCHITECTURAL STYLE**

### **INVENTORY NUMBER [Inventnum]** - Character Field, 12 characters

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### **STYLE [Style]** - Character Field, 50 characters

Indicate the each style of the property. Use the following nomenclature derived from Bulletin 16A (How to Complete National Register Documentation Forms, pp. 25-26):

Log	Beaux Arts
Subsistence (all non-log early settlement structures)	Colonial Revival
Federal	Classical Revival
Georgian Revival	Tudor Revival
Greek Revival	Spanish Colonial Revival/Mission
Gothic Revival	Italian Renaissance
Italianate	Prairie School
Italian Villa	American Four-Square
Exotic Revival	Bungalow
Octagon Mode	NPS Rustic Architecture
	Craftsman
French Second Empire	Moderne
Eastlake	Art Deco
Stick	Rustic (field stone, log)
Shingle	NPS Rustic Architecture
Queen Anne	International
Romanesque Revival	
Richardsonian Romanesque	

### **PRIMARY [Primary]** – Yes/No Field

Indicates the primary style of the property.

### **SECONDARY [Secondary]** – Yes/No Field

Indicates the secondary style of the property if present.

### **ELEMENT [Element]** – Yes/No Field

Indicates the presence of a style element which is neither primary nor secondary the property.



## **TABLE – ARCHITECT/BUILDER/ENGINEER**

### **INVENTORY NUMBER [Inventum] - Character Field, 12 characters**

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### **ARCHBUILDENG [ArchBuildEng Name] - Character Field, 72 characters**

This variable refers to architect/designer, engineer, or builder of the property. If the property was created from an institutional or firm effort (e.g., WPA, DNR or Northern Pacific), use the institution or firm name.

### **ARCHITECT [Architect] – Yes/No Field**

Enter a Y if the name entered in the **ARCHBUILDENG FIELD** refers to an architect or architectural firm.

### **BUILDER [Builder] – Yes/No Field**

Enter a Y if the name entered in the **ARCHBUILDENG FIELD** refers to a builder or builder firm.

### **ENGINEER [Engineer] – Yes/No Field**

Enter a Y if the name entered in the **ARCHBUILDENG FIELD** refers to an engineer or engineering firm.



## **TABLE – DATES**

### **INVENTORY NUMBER [Inventnum]** - Character Field, 12 characters

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### **PROPERTY DATE [Property Date]** - Numeric Field

Indicate the year of the event.

### **CIRCA [Circa]** – Yes/No Field

Enter Y if the event date is a circa date.

### **PRE [Pre]** – Yes/No Field

Enter Y if the event date is known to pre-date the event but no absolute or circa date is known.

### **POST [Post]** – Yes/No Field

Enter Y if the event date is known to post-date the event but no absolute or circa date is known.

### **CONSTRUCTION [Construction]** – Yes/No Field

Enter Y if the event refers to the construction of the property.

### **DEMOLITION [Demolition]** – Yes/No Field

Enter Y if the event refers to the demolition or destruction of the property.

### **ADDITION [Addition]** – Yes/No Field

Enter Y if the event refers to the construction of an addition to the property.

### **MOVE [Move]** – Yes/No Field

Enter Y if the event refers to the moving of the structure.

### **MAJOR ALTERATION [Alteration]** – Yes/No Field

Enter Y if the event refers to a major alteration to the property.

### **DATE BUILT [DATEBUILT]** - Character Field, 20 characters

Indicate the year the building was constructed or developed (e.g., 1870). This is the original coded field for the database. The above date and date description fields replaces this original field. Dates have not been converted for most previously coded properties at this time. The following entry styles were used in the original coding use:

1872 = absolute date

ca. 1870 = approximate dates

1870s = approximate decade

year built/major construction = major reconstruction on a building

first year-last year" = complex properties with multiple buildings



## **TABLE – TOWNSHIP/RANGE/SECTION/USGS QUADRANGLE**

### **INVENTORY NUMBER [Inventnum]** - Character Field, 12 characters

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### **TOWNSHIP [Township]** - Numeric Field

### **RANGE [Range]** - Numeric Field

### **EASTWEST [Eastwest]** - Character Field, 1 character

This information locates a property spatially and must be filled out for each inventoried property. A Township is identified by a number *and* direction, such as T108N. In Minnesota, all townships are north, so only the number will be input (e.g., "108"). Range is identified by a number *and* direction, such as R25W. An east-west designation is critical for Range in Minnesota. Enter only the number (e.g., "25") in the "RANGE" field and either "E" or "W" in the "EASTWEST" field to indicate east or west, respectively.

### **SECTION [Section]** - Numeric Field

Listed by section number the location of each property (e.g., "15"). For properties located in multiple sections, (i.e. landscape features, historic trails, state parks etc. ) list each section occurrence as a separate record. For instance, if a geographic feature is located in three sections, there will be three records for that property. To indicate that a property has multiple records, place the designation (1/3, 2/3 or 3/3) in the property name field to indicate which record it represents. For example, a landscape feature in Sections 15 & 16 would be referred to in two separate records as "T120N, R25W, Section 15" *and* "T120N, R25W, Section 16.

### **QUARTER SECTIONS [Quarters]** - Character Field, 18 characters

This category refers to the portion of a Section in which a property is located. Be as specific as possible to the 1/4, 1/4, 1/4-level. For example, a small property (e.g., a building) may be "NE-NE-NE" (i.e., NE 1/4 of the NE 1/4 of the NE 1/4), whereas a large property (e.g., a farmstead) only may be "NE-NE." The smallest quarter designation must encompass the entire property. Since oddly shaped sections occur, one of the following methods should be employed:

- (1) align the template at the SE corner, if the section resembles a 1 x 1 mile square
- (2) otherwise, manually subdivide the oddly shaped section into quarters and estimate to the finest level possible

### **QTR-QTR-QTR [QTRQTRQTR]**- Character Field, 9 characters

### **QTR-QTR [QTRQTR]** - Character field, 9 characters

### **QTR [QTR]** - Character Field, 9 characters

For purposes of data retrieval the quarters variable is divided into 10, 40 and 160 acre cells. The QTR field refers to the 160 acre cell the property is located in, the QTRQTR field refers to the 40 cell, and the QTRQTRQTR field represents the 10 acre cell where the property is located.

### **USGS QUAD [USGS]**- Character Field, 20 characters

The USGS 7.5 quadrangle map(s) where the property is located. For properties located on multiple USGS maps, identify the map where the UTM is located.



## **TABLE – UTM**

### **INVENTORY NUMBER [Inventnum]** - Character Field, 12 characters

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### **UTM ZONE [UTMzone]** - Numeric Field

### **EASTING [Easting]** - Numeric Field

### **NORTHING [Northing]** - Numeric Field

These variables refer to the Universal Transverse Mercator (UTM) coordinate system for locating points on a map. UTM's must be determined for each inventoried property. Instructions for determining a UTM can be obtained by referring to National Register Bulletin 16A, How to Complete the National Register Documentation Forms, pp. 80-81.

### **XEASTING [XEasting]** - Numeric Field

### **XNORTHING [XNorthing]** - Numeric Field

These two variables are used to plot the location of individual properties within Geographic Information Systems (GIS). Since Minnesota is located with UTM Zones 14, 15 and 16, the convention is to process Zones 14 and 16 locations into Extended Zone 15 so the properties can be more easily plotted.

### **DATUM [Datum]** - Character Field, 4characters

This four-digit number refers to the date when the US Geological Survey (USGS) UTM grid-datum was established. This number is either 1927 or 1983 and is found in the lower left corner of the map. All UTM's determined by hand will use the 1927 grid. When digitizing from a USGS map most maps use the 1927 grid, but a few new maps have both the 1927 and 1983 grids. If a GPS (Global Positioning System) is used, they are calibrated to the 1983 grid.

## **TABLE – REPORTS**

### **INVENTORY NUMBER [Inventnum]** - Character Field, 12 characters

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### **REPORT NUMBER [Reportnum]** - Character Field, 28 characters

This variable refers to the report number given to the report where the property was identified or evaluated. The number begins with a two-letter county code, followed by the last two digits of the report year. The final number is assigned sequentially and is based on the number of reports filed for a particular county in a particular year. An H is added to the end to indicate that the report is a history/architecture report. A report that discusses properties in multiple counties (e.g., pipeline, highway, or thematic survey projects) is given an "xx" designation in the county code.



## **TABLE – REVIEW AND COMPLIANCE**

### **INVENTORY NUMBER [Inventnum] - Character Field, 12 characters**

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### **RC NUMBER [RCnumber] - Character Field, 10 characters**

The review and compliance number refers to a review conducted by the SHPO office. This number also has been called the MHS Referral File Number, or SHPO Number (e.g. A-xxx, DD-xxx, 1990-xxxx). This reference number is given in the SHPO office when a federal, state, or local review is initiated.

