



MINNESOTA HISTORICAL SOCIETY

Minnesota SHPO Architecture-History Reports Database

This list describes the variables in the SHPO's *Reports Database of History Projects*

REPORT NUMBER - Character Field , 19 characters

This variable refers to the report number given to the report where the property was identified or evaluated. Always refer to the last report in which the property is discussed. 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 an history/architecture report. A report that discusses properties in multiple counties (e.g., pipeline, highway, or thematic survey projects) are given an "xx" designation in the county code. Reports are filed in the inventory file cabinets with the city or township inventory forms. If a report covers multiple minor civil subdivisions within a county, the report is filed at the beginning of the county's inventory. Reports covering multiple counties are filed with the most appropriate county.

ORGANIZATION REPORT NUMBER - Character Field, 5 characters

Some consulting firms number their reports sequentially. Enter the number of the report here.

COUNTY - Character Field, 30 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, use Multiple to indicate that work was accomplished in more than one county.

COUNTYCODE - Character Field, 200 characters

Enter the two-digit county codes for each county where an archaeological work is reported. This field is important for reports covering multiple county project areas, because a "multiple" entry in the **COUNTY** field can be qualified in the **COUNTYCODE** field.

CITY/TOWNSHIP - 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." If a project extends beyond more than one minor civil subdivision level the field blank.

REPORT TYPE - Character Field, 7 characters

The report "TYPE" refers to the origin of the report. Most reports are funded by federal agencies as part of the review and compliance activities. Historic Preservation Funds are used for both the CLG program and the SHPO funded research program.

RC - Review and Compliance

HPC-CLG - Certified Local Government Program

SHPO - Historic Preservation Fund

MHSG - MHS Grant Program

NPS - National Park Service

City - Funded by a Minnesota City

Oth - Other

RC NUMBER - 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, 90-xxxx). This reference number is given in the SHPO when a federal, state, or local review is initiated on a property.

RESULT - Character Field, 1 character

The result field reports if historic properties are identified or evaluated in the report. A “Y” is entered into the field if the survey identified or evaluated properties and a “N” is entered in the field if no properties were identified or evaluated.

SITES - Numeric Field

The sites field reports the number of properties identified or evaluated within the report.

PROPERTIES ADDED - Numeric Field

This properties added field reports the number of properties added to the inventory. The number is determined by counting the number of properties previously identified and subtracting that number from the total number of properties reported.

ACRES PHASE 1- Numeric Field

This acres field reports the number of acres investigated during a Phase I or reconnaissance survey level of investigation.

ACRES PHASE 2 or 3 - Numeric Field

The reconnaissance acres field reports the number of acres investigated during a Phase II or Phase III investigation. Phase II investigations represent intensive level surveys or studies that evaluated a property’s eligibility for the National Register of Historic Places.

YEAR/QUARTER COUNTED - Character Field, 4 characters

The count field refers to the federal year and quarter the report was counted by the Survey Coordinator.

RESEARCH PHASE - Character Field, 3 characters

The phase field reports what research phase(s) were reported. Phase I is equivalent to a reconnaissance level survey, Phase II represents an evaluation study, and Phase III refers to a treatment activity, such as a HABS or HAER recordation, property rehabilitation, or a reuse study.

YEAR of REPORT- Character Field, 4 characters

The year field refers to the year the report was produced. Because many reports have both a draft and final versions, the fiscal quarter the report was counted and the year on the report cover may not be the same.

REPORT TITLE - Character Field, 254 characters

This is the report's title. Do not abbreviate the state names. Note at the end of the report title if only a (Draft) or letter copy (Letter) are filed at the SHPO.

AUTHORS - Character Field, 60 characters

For each report, list each author's name. The format is the last name, followed by the first name and the middle initial. Separate two authors’ names with an “and” and for multiple authors “use et. al” after the primary author’s name.

ORGANIZATION - Character Field, 85 characters

For each report list the author’s institution or consulting firm. In a few instances the “AUTHORS” and “ORGANIZAT” field will have the same information entered.

AGENCY - Character Field 6

Agency for which the report was produced. See attached list for codes.

SURVEY DATE - Date Field, 8 characters

Indicate the month, day, and year of the survey. If only the month and year are provided, the default day will be recorded as the first of the month.

REPORT DATE - Date Field, 8 characters

This is the date the report was completed, usually stated on the cover. Record the month, day, and year.



If only the month and year are provided, the default day should be listed as the last of the month.

LOCATION OF REPORT - Character Field, 2 characters

County drawer in which the report is filed. This field is used to note the county where a multiple county report is filed.

ARCHAEOLOGY REPORT NUMBER - Character Field, 12 characters

Archaeology Report Number for reports which are joint archaeology and architecture/history reports. This field can be used to link this table to the Archaeology Reports Table.

FILED IN ARCHAEOLOGY REPORT FILES - Character, 1 character

Indicates joint archaeology and history/architecture report which are files only in the archaeology reports file cabinets.

HISTORIC SITE NUMBER - Character Field, 10 characters

Historic site identified and/or evaluate in report. This field can be used to link to the Architecture /History table.

