

RECONNAISSANCE SURVEY RESOURCE INVENTORY SPREADSHEET INSTRUCTIONS



A reconnaissance-level (identification) survey is used to collect enough information to provide a basic understanding of the built environment in a particular area within the framework of a historic context. These surveys are of low intensity and record basic information of all resources within a defined area, regardless of age. All basic resource information will be summarized within the report text, as well as documented on the resource inventory spreadsheet. Additional information on reconnaissance-level surveys can be found in SHPO's [Historic Architectural Survey Guidelines](#) and in National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning, including [Part 1](#) and [Part 2](#).

Read these instructions carefully before completing the Resource Inventory Spreadsheet to ensure accuracy and completeness.

- **Do not** open the spreadsheet in a browser tab or window. **Download** the spreadsheet form and save it to your computer. Open the form in Excel.
- Submit the spreadsheet and photographs as **separate files** from the report. Submit the spreadsheet **only** as an Excel file, not a PDF or any other format. Submit the photographs together in one PDF file.

Inventory ID (Column A)

- If you know the 7-digit inventory ID number for the property, enter it here.
- If you don't know the inventory ID, search the [Iowa Historic Property Database \(HPID\)](#) and [I-Sites](#). If the searches return no results or more information is needed following the search, submit an inventory ID request following the instructions available on the SHPO website: [How to Obtain Historic Property Inventory Numbers](#).
- If the property does not yet have an inventory ID number, submit an inventory ID request following the instructions available on the SHPO website: [How to Obtain Historic Property Inventory Numbers](#).
- For requests of more than 5 numbers associated with a Reconnaissance Survey, you may submit a copy of the Resource Inventory Spreadsheet to shpoinventory@iowaeda.com in lieu of submitting the historic property number request spreadsheet. Please note that SHPO staff will not be able to provide the Inventory ID numbers on the RIS spreadsheet, but the assigned numbers may be copied over to your inventory spreadsheet.

Historic Name (Column B)

- If the building is listed in the National Register of Historic Places (NRHP) or within a historic district, include the existing historic property name.
- If no historic property name has been previously recorded or is unknown, enter a description such as "House" or "Commercial Building," etc.

Street Address (Columns C through G)

- If available/applicable, enter the street prefix, street number, street name, street type, and street suffix for the property in the appropriate cells. Prefix, type, and suffix all have drop-down menus to choose the appropriate response within the cell.
- For rural properties without an exact street address, use the Address Description and Latitude/Longitude and/or Section/Township/Range.

City and Zip Code (Columns H and I)

- Enter the appropriate city or town into the cell.
- If a property is rural, enter the name of the nearest city or town.

Latitude and Longitude (Columns J and K)

Enter the latitude and longitude coordinates for the center of the property into the appropriate cells.

Address Description (Column L)

Provide an address description if the property does not have an exact address. Enter the highway or road number followed by distance from the nearest town or junction of roads, such as "Hwy 61, 1 mi. S. of Jct. J48," or "SW corner intersection of 220th St and Bell Ave."

County and County Code (Columns M and N)

- Select the appropriate county from the list provided in the drop-down menu in each cell. This cell is critical, as no inventory number can be assigned without a county selected.
- The county code will automatically populate when you select the county.

Rural Addresses (Columns O through T)

- For rural properties without exact street addresses, enter the Township name, Section, Township, and Range, in the appropriate cells.
- Select the appropriate "Quarter of" and "Quarter" in the cells' drop-down menu.

Resource Type (Column U)

- Select the choice that best fits the property from the drop-down menu in the cell: building(s), structure, object, site, or district.
- Resource type definitions:
 - *Building*: A construction principally created to house any form of human activity, such as houses, barns, stables, sheds, garages, courthouses, city halls, commercial buildings, libraries, factories, schools, and theaters. It may also refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.
 - *Structure*: A construction principally created for purposes other than human shelter, such as bandstands, boats, bridges, canals, carousels, gazebos, grain elevators, lighthouses, silos, trolley cars, and windmills.
 - *Object*: A construction that is primarily artistic in nature, relatively small in scale, and simply constructed; an object is associated with a specific setting or environment, even if it is movable. Examples include boundary markers, fountains, monuments, and sculptures.
 - *Site*: The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure where the location itself possesses historic, cultural, or archaeological value. A site may be significant even if no significant buildings, structures, or objects remain. Examples include battlefields, campsites, ceremonial sites, designed landscapes, petroglyphs, rock carvings, ruins of buildings, and village sites.
 - *District*: A significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects. A district is united historically or aesthetically by plan or physical development; examples include business districts, canal systems, college campuses, groups of habitation sites, industrial complexes, and transportation networks.
- For more information see pages 4-6 of [National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation](#)

Listed in NRHP (Column V)

- If the property is already listed in the National Register of Historic Places, select “yes” in the drop-down menu; if the property is not listed in the NRHP, select “no.”
- If the property’s designation status is not known, select “unknown.”

Previously Surveyed (Column W)

- To determine if a property has been previously surveyed, search the [Iowa Historic Property Database \(HPID\)](#). If the HPID search returns no results or more information is needed following a HPID search, contact SHPO at shpoinventory@iowaeda.com.
- If the property has been documented as part of a previous survey, select “yes” in the drop-down menu; if the property has never been surveyed, select “no.”
- If, after searching HPID and consulting with SHPO, the status of any previous survey work is unknown, select “unknown.”

Construction Year and Circa (Columns X and Y)

- Provide the year the property was constructed/occupied/placed in service. If the exact year of construction/occupation is known, select “No” in the Circa drop-down menu.
- If the exact year is not known or cannot be determined, enter an estimate for Construction Year and select “Yes” in the Circa drop-down menu.

Current Functions (Column Z)

- From the drop-down list provided, select the option that most accurately represents how the property currently functions.
- See below for the full list of data categories for current functions; for more information and examples of each subcategory, see pages 18-23 of [National Register Bulletin 16A: How to Complete the National Register Registration Form](#).

Property Description Text (Column AA)

- Enter a brief architectural description of the property, following the guidance provided in the SHPO’s [Historic Architectural Survey Guidelines](#).
 - This description should not be as detailed as a narrative description on an Iowa Site Inventory Form but must be more than a couple of words. Aim to provide no more than four sentences of description per property.
- General information to provide in the description includes:
 - Property’s original function
 - Environment in which the property sits
 - Structural system (plan type, foundation, number of stories)
 - General components (roof type, major exterior materials, siding, chimneys, and other significant character-defining features)
 - Secondary features (door and window types, any additional character-defining features_
- If applicable, include a brief statement indicating the potential for a district, such as, “Surrounding downtown has historic district potential.”

Recommendation for Additional Survey or More Research (Column AB)

- Select the appropriate response (Yes/No) indicating if additional research is needed to evaluate National Register eligibility for the property.
- Please note that official eligibility determinations are generally not made during a reconnaissance-level survey.

Representative Photograph

Provide one current, representative photograph of each property; do not provide more than one photograph per property.

All photographs should be submitted together in one PDF, separate from the report and the inventory spreadsheet. Label each photograph with the following naming convention: InventoryNumber_County_Address.

The representative photograph should follow the photographic standards set in the [Historic Architectural Survey Guidelines](#) as well as those set by the [National Park Service](#).

Data Categories for Current Functions

DOMESTIC	RECREATION AND CULTURE/work of art
DOMESTIC/single dwelling	AGRICULTURE/SUBSISTENCE
DOMESTIC/multiple dwelling	AGRICULTURE/SUBSISTENCE/processing
DOMESTIC/secondary structure	AGRICULTURE/SUBSISTENCE/storage
DOMESTIC/hotel	AGRICULTURE/SUBSISTENCE/agricultural field
DOMESTIC/institutional housing	AGRICULTURE/SUBSISTENCE/animal facility
DOMESTIC/camp	AGRICULTURE/SUBSISTENCE/fishing facility or site
DOMESTIC/village site	AGRICULTURE/SUBSISTENCE/horticultural facility
COMMERCE/TRADE	AGRICULTURE/SUBSISTENCE/agricultural outbuilding
COMMERCE/TRADE/business	AGRICULTURE/SUBSISTENCE/irrigation facility
COMMERCE/TRADE/professional	INDUSTRY/PROCESSING/EXTRACTION
COMMERCE/TRADE/organizational	INDUSTRY/PROCESSING/EXTRACTION/manufacturing facility
COMMERCE/TRADE/financial institution	INDUSTRY/PROCESSING/EXTRACTION/extractive facility
COMMERCE/TRADE/specialty store	INDUSTRY/PROCESSING/EXTRACTION/waterworks
COMMERCE/TRADE/department store	INDUSTRY/PROCESSING/EXTRACTION/energy facility
COMMERCE/TRADE/restaurant	INDUSTRY/PROCESSING/EXTRACTION/communications facility
COMMERCE/TRADE/warehouse	INDUSTRY/PROCESSING/EXTRACTION/processing site
SOCIAL	INDUSTRY/PROCESSING/EXTRACTION/industrial storage
SOCIAL/meeting hall	HEALTH CARE
SOCIAL/clubhouse	HEALTH CARE/hospital
SOCIAL/civic	HEALTH CARE/clinic
GOVERNMENT	HEALTH CARE/sanitarium
GOVERNMENT/capitol	HEALTH CARE/medical/business/office
GOVERNMENT/city hall	HEALTH CARE/resort
GOVERNMENT/correctional facility	DEFENSE
GOVERNMENT/fire station	DEFENSE/arms storage
GOVERNMENT/government office	DEFENSE/fortification
GOVERNMENT/post office	DEFENSE/military facility
GOVERNMENT/public works	DEFENSE/battle site or battlefield
GOVERNMENT/courthouse	DEFENSE/coast guard facility
EDUCATION	DEFENSE/naval facility
EDUCATION/school	DEFENSE/air facility
EDUCATION/college	LANDSCAPE
EDUCATION/library	LANDSCAPE/parking lot
EDUCATION/research facility	LANDSCAPE/park
EDUCATION/education-related	LANDSCAPE/plaza
RELIGION	LANDSCAPE/garden
RELIGION/religious facility	LANDSCAPE/forest
RELIGION/ceremonial site	LANDSCAPE/unoccupied land
RELIGION/church school	LANDSCAPE/underwater
RELIGION/church related residence	LANDSCAPE/natural feature
FUNERARY	LANDSCAPE/street furniture/object
FUNERARY/cemetery	LANDSCAPE/conservation area
FUNERARY/graves/burials	TRANSPORTATION
FUNERARY/mortuary	TRANSPORTATION/rail-related
RECREATION AND CULTURE	TRANSPORTATION/air-related
RECREATION AND CULTURE/theater	TRANSPORTATION/water-related
RECREATION AND CULTURE/auditorium	TRANSPORTATION/road-related (vehicular)
RECREATION AND CULTURE/museum	TRANSPORTATION/pedestrian-related
RECREATION AND CULTURE/music facility	WORK IN PROGRESS
RECREATION AND CULTURE/sport facility	UNKNOWN
RECREATION AND CULTURE/outdoor recreation	VACANT/NOT IN USE
RECREATION AND CULTURE/fair	OTHER
RECREATION AND CULTURE/monument/marker	