



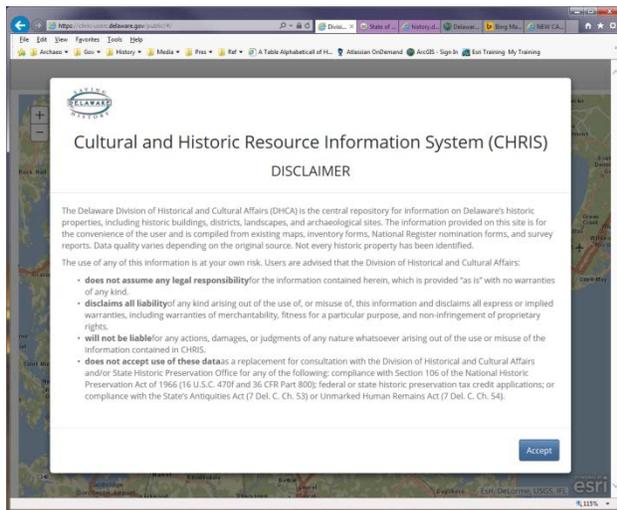
# Guide to CHRIS and DE SHPO Data for Historic Preservation Professionals<sup>1</sup>

## Biases and constraints

CHRIS is a work in progress. About half of the points recorded in the DHCA's inventory are mapped, and about 10% of those have been thoroughly checked for accuracy of placement and number. (Even our mappers make mistakes with transposition of numerals!) About 29% of the mapped points still need some fields filled in with appropriate data, but there is some data in the fields for virtually all points. Points that have a question mark after the number indicate ones that were found on the SPO map but clearly have the wrong number attached, and we have not yet figured out the correct one.

The main Cultural Resource Survey (CRS) numbers are assigned usually to a locus and not a specific building, structure, site, or object. Points indicate a centroid for the property. They indicate nothing about boundary or area covered. In general, properties are bounded by natural features, such as streams or remnant drainages and slopes, or more modern features, such as roads and parcel lines. The point may be on or near the main feature of the property, but it does **not** indicate the extent of the historic property. You must look at the CRS Inventory forms to determine what is included in that point's locus. This is especially important when studying archaeological sites.

These points have been reported by a variety of groups using a variety of methods, beginning with the Archaeological Society of Delaware in the 1930s for archaeological sites and the Junior League of Wilmington in the 1960s for historic buildings, and moving to surveys by cultural resource professionals, or overseen by professionals employing volunteers and students, since the 1970s. The survey forms have changed greatly since the earliest surveys and so information recorded for each point can be very uneven.



In addition, some areas of the state have never been surveyed or have been only partially surveyed. Because of the labor-intensive and costly nature of archaeological survey, this is especially true for archaeological sites, but a number of towns in Sussex County have never been surveyed for architectural properties. Because most of the architectural survey of the state was done in the 1980s, and the 50-year-old cut-off date for consideration for the National Register is a moving target, buildings and structures built after 1950 are under-

<sup>1</sup> See the public guide for additional information on getting around CHRIS and using the available tools.

represented or in some areas entirely ignored by earlier surveys. Some surveyors only looked at homes and churches and failed to survey commercial or industrial properties.

Most properties have not been evaluated for eligibility for the National Register, or that information has not yet been recorded in our database. In addition, properties evaluated 30 or 40 years ago may now be eligible, or could contribute to a historic theme that was not considered earlier. Properties that were evaluated as eligible 30 or 40 years ago may have lost integrity or been demolished. It is best to think of the Cultural Resource Survey of Delaware as what is known about historic properties at the moment and never the whole or final answer.

This is why there is a disclaimer notice before a user accesses the maps, to notify the user that this system is used at the user's own risk, does not claim to be completely accurate, and does not substitute for consultation with the DE SHPO.

## Password-protected Functions

### Receiving a Password

It is very important that every user who needs access to confidential property data has his or her separate user name and password, as the e-mail associated with that user name is how we will be communicating with you about your submittals.<sup>2</sup> Once we receive your application, we will set up a user name and a password. The user name will usually be your first initial and your last name, with no spaces or capitals. (If there is already a user with that username, we will add middle initial.) This password cannot be changed, so it is very important that you protect it. It will be sent to you in an encrypted e-mail or given to you over the phone.

Passwords expire after six months. You must submit another application to receive a new password. If you misplace your password, please contact the Research Center staff at once to get a replacement, so an unauthorized user will not be able to use it if found.

### Signing In and Out

To sign in, click on the 'Using Your DHCA Account' button. (The button below it is for administrative users of the system only.) A pop-up appears; your window will be similar to the image shown here. Enter your assigned user name (add **dhca.local\** before your user name to indicate the server name if necessary) and your assigned password.<sup>3</sup>

Once you are signed in, you will be signed in while your



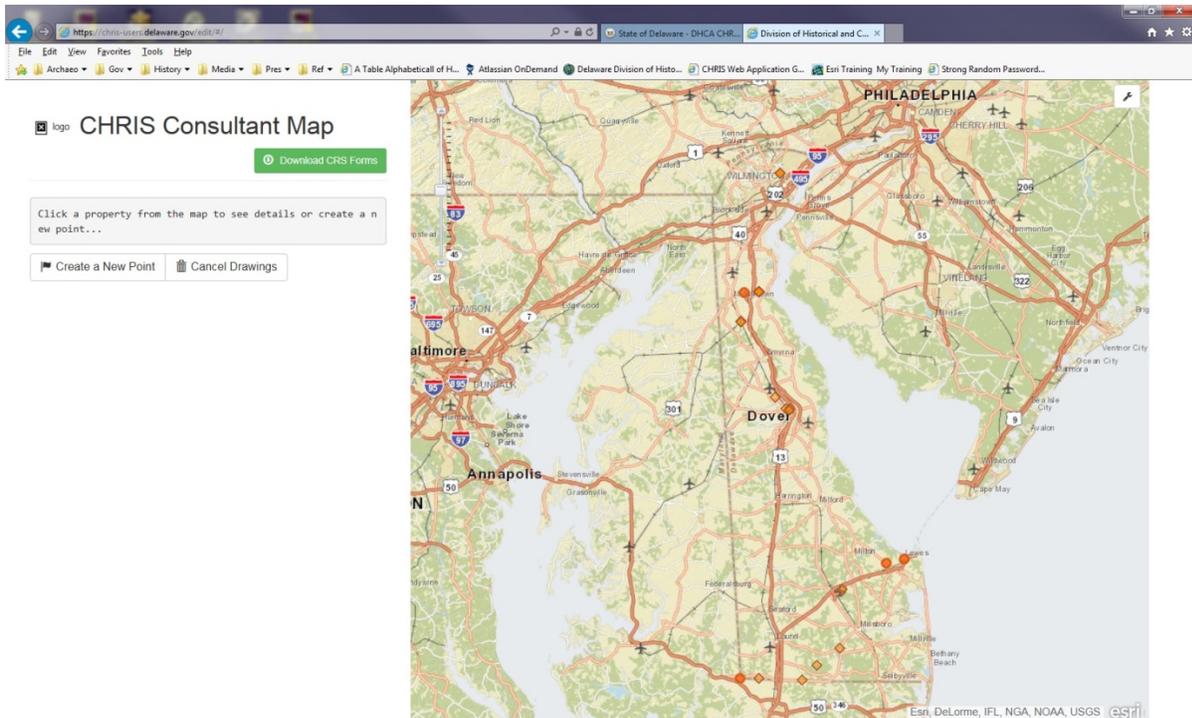
<sup>2</sup> See <http://history.delaware.gov/information/GISdata/User%20Account%20Application.pdf> for application form.

<sup>3</sup> If your password contains a single or double quote, you will not be able to copy and paste it from a word processor, which changes these characters somewhat. Store your password in a spreadsheet instead.

browser session is open. When you sign in from the Gallery, the system will take you back to the Gallery to choose the map you want to look at. Notice that your name now appears at the top right of the Gallery. Choosing the CHRIS Consultant Application Map will take you back to the sign-in page. Just click on the top button again, and it will take you to the disclaimer for the map without going through the connection pop-up again.

To sign out, go back to the Gallery page and click on the Sign Out message next to your name, and close your browser **completely**.

## The CHRIS Consultant Map



This map allows people working on survey or other kinds of cultural resource management projects to review their project area, determine what is already known in or near that area (including archaeological sites), to propose new points and attach draft forms to those points for SHPO review, and to add updated information to existing points.

**NOTE:** If you see an error message, saying that a feature layer had no features to display, do not worry. The temporary point layer is set on by default, and if all the points have been approved and the temporary layer is empty, or has no points to show in the default window, this error will display.

### Additional Layers

All the layers available to the public are also available on this map. In addition, these indices are available, so you can determine the relevant information to fill in your CRS forms.

Layer Name	Definition
SPO Map Index	index to the State Planning Office maps used by the SHPO to record the location of historic properties; these maps were based on the 1961 aerials and are referenced by a 3-part number. The 1 <sup>st</sup> 2 numbers identify the row and the 3 <sup>rd</sup> number identifies the column in the index; row numbers increase moving east, and column numbers increase moving north
USGS Map Index	index to the US Geological Survey 7.5' topographic maps that cover the State of Delaware
Archaeological Blocks	index to the archaeological blocks that provide the central letter added by the Archaeological Society of Delaware in the 1940s to the normal Smithsonian trinomial site designation system

## Researching Your Project Area

Locating your project area, turning on the layers you want to see, and looking at the information pop-up and attachments work much the same as in the public map. However, because the editing function takes up the left side of the window, there is no space for the map layers to show all the

time. The map layers are available by clicking on the tool icon in the upper right corner:



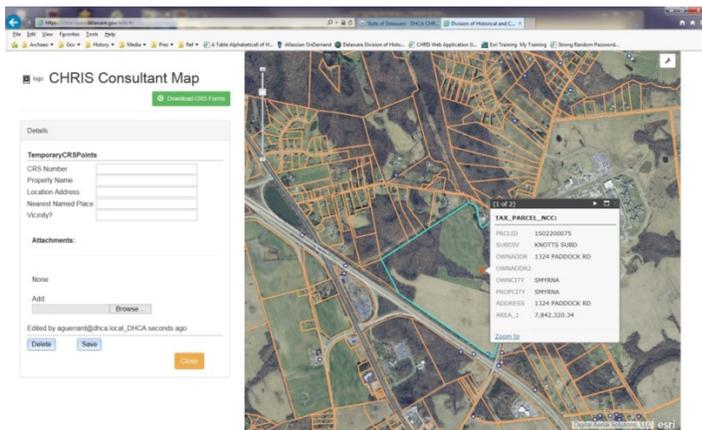
Clicking on the tool icon again allows you to close the layers window, after you turn on the layers you need, and thus see more of the map.

On this map, all filters restricting access to confidential archaeological site location and cultural information are removed. Because of this, there is only one Historic Properties layer on this map. You will see the fields related to archaeological sites in the pop-up, including the site number, whether the property includes prehistoric and/or historic-period resources, and the link to the archaeological site form. (Note that if both period fields are blank, you can assume that these data have not been filled in yet.)

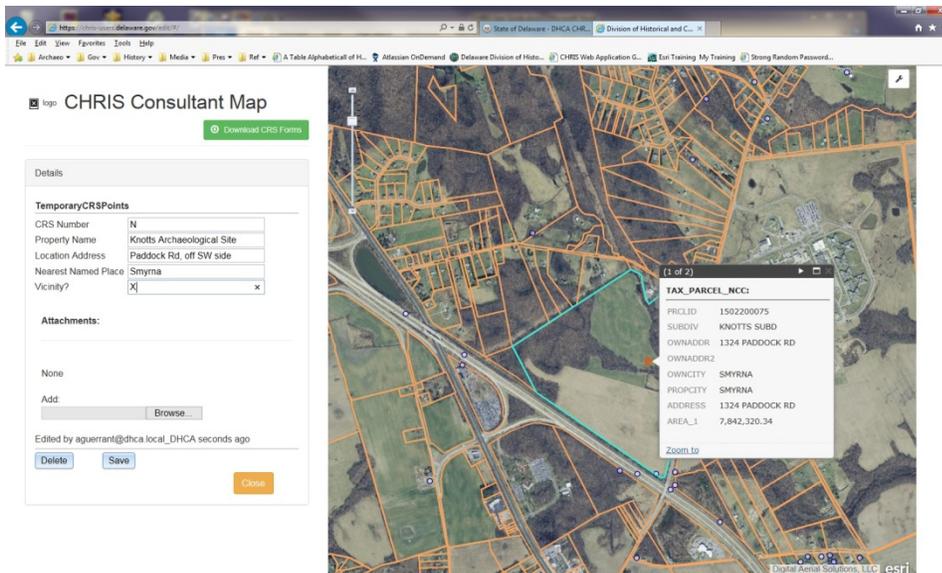
While much more information is up now, if you are researching an area where the properties do not have any attachments or there is no link to a site form, please contact the Research Center with the relevant CRS numbers. We will provide those in an e-mail or by adding them to the points (if the staff has time to do this within your project needs).

## Adding a New Point

When you have located unrecorded historic properties in your project area, you can add them as a new point by clicking the button on the top left, **Create a New Point**, and then clicking in the tax parcel or site center. Be sure to only click once! Otherwise, you create extraneous points. If you accidentally create a point you do not want, you can click on that point and then choose the **Delete** button rather than the **Save** button.



When you create a point, fields that you must fill in will appear on the left side of the window. Enter the county initial in the CRS number field if there is no existing number. **If the point is in a municipality's boundary or at a named crossroad or place, put a period in the Vicinity field; otherwise put an X in this field.**



In the Consultant Map, proposed points appear as orange diamonds. **Your** proposed points will appear as an orange circle with a diamond in it. It is easy to locate and move to the points you have proposed, as they will show up immediately upon launching the map. Your points with any attachments are visible to all password holders, so other consultants and agency staff can see what is in process of being recorded as well as what is in the overall property layer.

You should have drafts of your forms ready for each point you propose, and attach them to the new point by clicking on the Browse button, which will allow you to search for the forms on your computer or network and add them to the point. You can add as many attachments as you need, including JPGs of photographs and DOCX or PDF files of your forms. Note that there is a 10MB limit on the individual attachments, so if you have unusually large files, you should break them up into several separate documents. TIF photographs will almost always be too large to

upload in this way. Just attach the CRS-13 forms with your photographs inserted as small files. The original photographs should be saved in uncompressed TIF format and submitted on CD or DVD disks once you have your CRS number and can name them as required. (See Data Coordination Guidelines.)

The Research Center staff looks at the point and the draft forms to determine if it is indeed a new point. (Remember, we still have about 20,000 points to map!) If it is a new point, the staff assigns a number, entering information from your draft forms into our internal database and into other fields in the GIS, and adds that number to the point; if it is part of an existing number, the staff enters that number and updates any information that has changed. The staff then e-mails you. You then complete the final forms, delete the draft forms, and attach the final forms to the edited point. Once the final forms are received in acceptable form, the staff approves the point. That moves the point from the proposed point layer and saves it in the permanent layer.

If the property is an archaeological site, the RC staff also assigns a site number for your point. Once you have the CRS number and the site number, you contact the Curator of Archaeology to get an accession number to use in processing the artifacts and related materials for submittal to the Delaware Archaeological Collections.

### **Adding Information to an Existing Point**

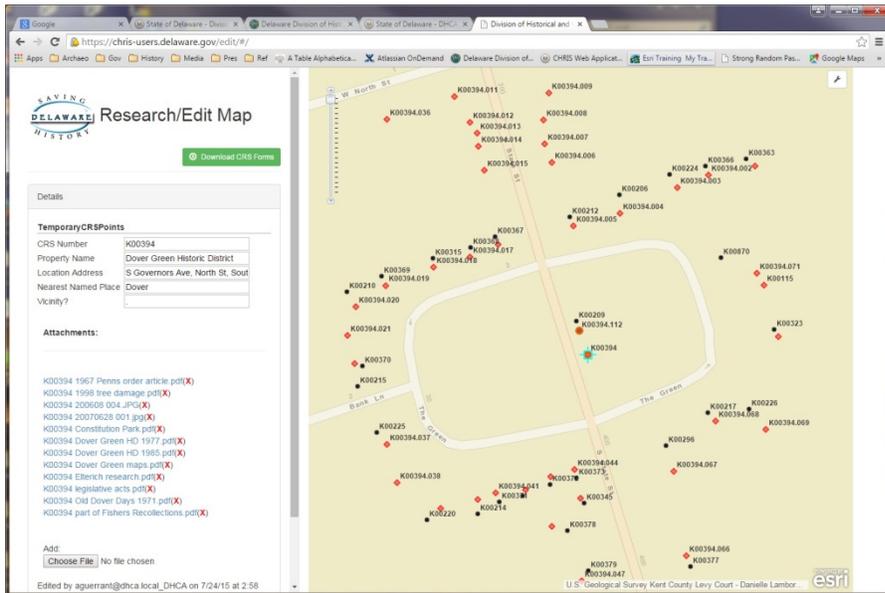
If you have looked at a property that already has a CRS number, you can click on the link at the bottom of the pop-up window for that point and **Propose Changes**. Use the CRS-10 Update form to give us new information about that property, such as demolished, or new construction on the parcel, etc. Also fill out any of the other forms that may be relevant; for instance, some of the earliest surveyed properties need complete description forms. (See Data Coordination Guidelines.)

If the property is in the wrong place, propose changes and attach a new CRS-9 Map form. It is not possible to move a point in this application. We will periodically have to take the system down, edit the layer directly to move the points to the proper place, and then bring the system back up. While you will not see the point moved immediately, your map form on the point will alert other users to the correct location.

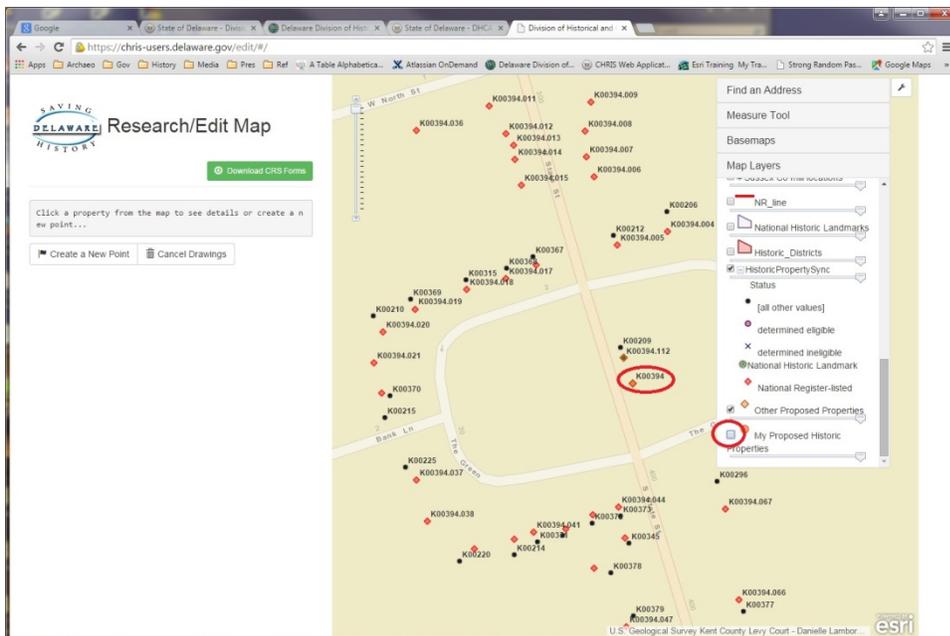
### **Finding the Table Fields after Updating or Mapping a Point**

Once you make changes or map a point, you will only see the lefthand window when you click on that point again. This is because My Proposed Historic Properties layer will always be on top. To see additions and changes that the Research Center staff makes to your point, you need to turn this layer off temporarily. Zoom in to the point you want to examine. In the Map Layers, click on the box with the check mark for My Proposed Historic Properties to turn this layer off. You will still see the Other Proposed Properties layer; note that your point is also in this layer,

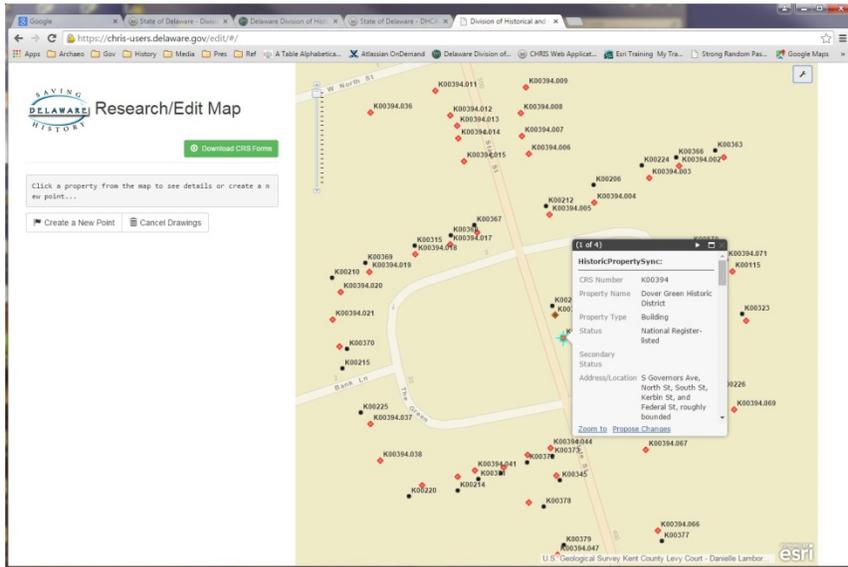
now displaying as an orange diamond. Now you can click on this point and see the pop-up window with the complete lists of fields.



Clicking on the point after modifying it takes you back to the left-hand window with limited fields.



Drop down the legend tool and click on My Proposed Historic Properties; the check mark disappears and the layer is turned off. Note that the point now shows as an orange diamond only.



Now clicking on the point gives you the pop-up window with all fields visible (when scrolled).

## Notifications

We will notify all users before we do any planned maintenance. If you experience any trouble getting into CHRIS, however, please contact the Research Center staff immediately.

As passwords get close to the six-month expiration date, we will notify you approximately two weeks before that date. You will then need to submit another User Account Application to receive a new password.