Indiana State Historic Architectural and Archaeological Research Database SHAARD

INDIANA DIVISION OF HISTORIC PRESERVATION AND ARCHAEOLOGY

DNR Indiana Department of Natural Resources

Qualified Professional Archaeologist User's Guide

Updated
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The Indiana State Historic Architectural and Archaeological Research Database (SHAARD) of the Division of Historic Preservation and Archaeology (DHPA) allows users to search information on known historic and prehistoric resources throughout Indiana. The data contained in SHAARD was collected from previously conducted cultural resource inventories, National and State Registers listings, research projects, and cultural resource management project reports.

Access to all of the historic above-ground resource data is available on the web at www.SHAARD.dnr.in.gov and is open to the public. SHAARD includes data from the IHSSI (County Survey Program), the Indiana Cemetery and Burial Ground Registry, historic bridges, properties listed in the National Register of Historic Places, properties listed in the Indiana Register of Historic Sites and Structures, and historic theaters in Indiana.

Access to archaeological site locations and information is restricted and password protected and will be granted to qualified individuals who meet the Secretary of the Interior's Professional Qualification Standards with a specialty in prehistoric, historic and/or underwater archaeology or geomorphology. Access will be granted to individuals, not companies. To be listed on the Qualified Professional list, contact the DHPA at 317/232-1646 or email dhpa@dnr.in.gov.
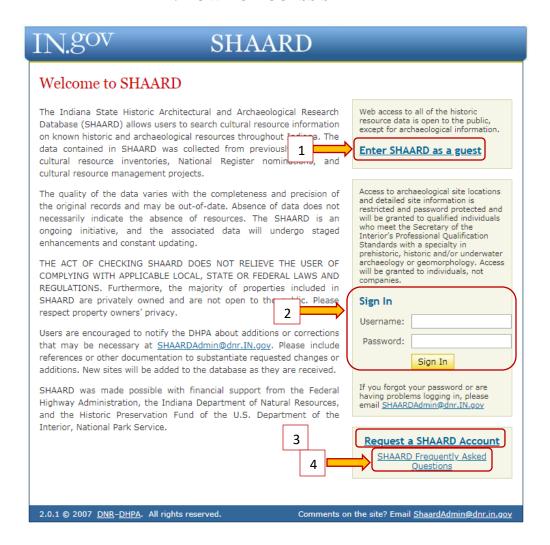
The "User Guide for Qualified Archaeologists for Archaeology Map" will demonstrate how to use the new Archaeology Map.

The quality of the data varies with the completeness and precision of the original records and may be out-of-date. In addition, there are over 300,000 paper records from past surveys located in the office. Information is being entered daily.

Absence of data does not necessarily indicate the absence of resources. THE ACT OF CHECKING SHAARD DOES NOT RELIEVE THE USER OF COMPLYING WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS.

Users are encouraged to notify the DHPA about additions or corrections that may be necessary at SHAARDAdmin@dnr.IN.gov. New sites will be added to the database as they are received. Users are also encouraged to notify the DHPA at SHAARDAdmin@dnr.IN.gov of difficulties in accessing data or other issues encountered in using the database.

II. HOW TO ACCESS SHAARD

1. To enter SHAARD, click on "Enter SHAARD as a guest." By entering as a guest, you will have access to the digitally available historic resource data. No archaeological information is available through this entry.

2. The General Public will not be given username/ password access to SHAARD.

** Archaeologists who have been had their credentials reviewed and have been listed on the Qualified Professionals list will be granted a SHAARD Account. If you do not have a password and would like to have your credentials reviewed and have been listed on the Qualified Professionals list, contact the DHPA at 317/232-1646.

3. The General Public will not be given a SHAARD account. Archaeologists who have been had their credentials reviewed and have been listed on the Qualified Professionals list will be granted a SHAARD Account.

4. Click on SHAARD Frequently Asked Questions to see frequently asked questions about SHAARD.

III. HOW TO REQUEST A SHAARD ACCOUNT

If you are a qualified professional archaeologist, please use this form to request access to SHAARD.

1. Fill in your pertinent contact information.

2. Read and accept the Terms & Conditions of SHAARD usage by checking the box. Without reading and accepting the Terms & Conditions, you will not be able to advance further into SHAARD.

3. Once done, click on the Submit Request button. Your request will be sent to the SHAARD Administrator for processing. **Anticipate response in 1 – 2 business days**.

IV. TERMS & CONDITIONS FOR SHAARD USAGE

You must read and accept the Terms & Conditions for SHAARD usage to be able to advance further into the application.

V. UPDATING ACCOUNT INFORMATION

1. Once you receive email notification that your account has been approved, you will need to verify that your contact information is correct.

2. Your current password is the default password included in your confirmation email. This password will expire 90 days from the day it was assigned.

3. New passwords need to be 8 to 15 characters long and include at least 1 capital letter and 2 numbers.

4. Re-enter your new password for accuracy.

5. You can either update your account to accept the new password or reset the form.

ARCHAEOLOGICAL SITES SEARCH

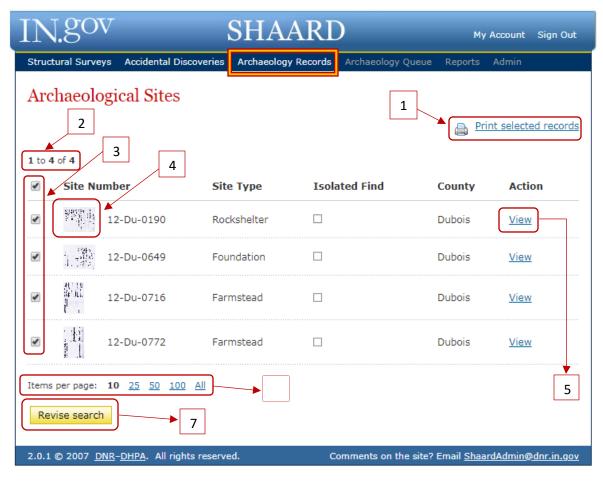**1.** From this page the user can search for Archaeology Sites or Archaeological Records and Reports.

2. Click on "Archaeology Site Record" in order to enter an archaeology site. Click on "Archaeology Report Record" in order to enter an archaeology report.

3. Click on the "Record Type" drop box in order to select record type you wish to search.

4. Click "Search" once you choose the record type.

VI. ARCHAEOLOGICAL SITES SEARCH (Continued)

1. The Site Number includes the number 12 (the number assigned to Indiana within the Smithsonian Trinomial System), two letters abbreviating the name of the county, and a four digit number that identifies the order in which the sites were discovered within that county. Example: 12-Cl-0104.

*You can also search by Site Name if the site has one. Example: searching "Mound" will draw up all the sites that were entered with the word Mound in the Site Name.

2. You can use the following search criteria to limit your search: Site Type, Cultural Period, Historic Context, Culture, and General Artifact Class.

3. You can also search by location and select the County, Legal Township, Quad Name, as well as Section, Township, and Range.

VII. ARCHAEOLOGICAL SITES RESULTS

1. Once the results of a search have been displayed, you can print the list of sites associated with a search.

2. This search resulted in 4 total sites.

3. By clicking on these boxes, individual records can be unselected and the user can select which sites they would like to print in a listed form.

4. Clicking on any photograph will enlarge it without opening the record.

5. Click on the "View" option in order to open the site record.

6. The user can determine how many records are available on the search results page. The user can choose the number of results that are able to be viewed on a single page.

7. Click "Revise Search" to return to the Archaeology Sites Search page in order to edit a search.

VII. ARCHAEOLOGICAL SITES FORM - General Info Tab

1. These tabs allow the user to explore different facets of the archaeology site form.

2. The "Site Number" is the trinomial site number given out upon discovery.

3. This box allows the user to ascertain whether this form reports the results of a reinvestigation.

4. If a project is named by the archaeologists, it will be displayed here.

5. If the site within a project is named, it will be displayed here.

6. If any other numbering systems are assigned to the site, they may be listed here.

7. The "Investigating Institution" refers to the organization that conducted the investigation.

8. The "Survey County" information refers to the county, township, and quad name of the site.

9. Click "Continue" to move on to the next tab.

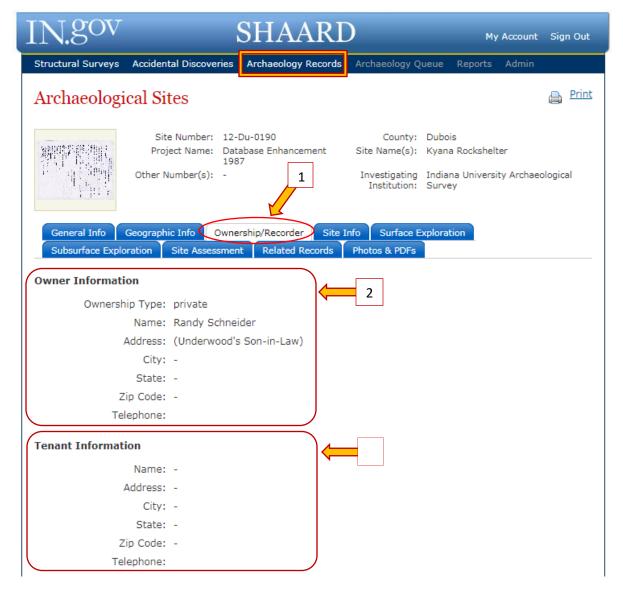**10.** Click "Cancel" to return to the site list.

VII. ARCHAEOLOGICAL SITES FORM – Geographic Info Tab

1. The "Geographic Info" tab allows the user to view the information regarding the location of the site and its geographic position relative to land features.

2. The "City", "Reserve", "Lot Number", and "Section Grid Alignment" information allows the user to ascertain the location of a site within these criteria.

3. The "Quarter Sections" allow the user to locate the site within a Section. Enter the quarter sections in which the site is located, *being sure to list the smallest quarter first and the largest quarter last (left to right).* For example, SW, SW, NE, NW means the SW quarter of the SW quarter of the NE quarter of the NW quarter of the section

4. The "Coordinates" in SHAARD are recorded in "Easting" and "Northing".

5. The information included in this blocked area refers to topographic information related to the site.

VII. ARCHAEOLOGICAL SITES FORM – Geographic Info Tab (Continued)

1. The "Soil Types" allow users to understand the soil and water effects on the site by listing the following information: "Soil Name", "Soil Abbreviation", "Slope Percentage", and "Drainage Class". The Watershed Code, Watershed, Name of Nearby Water Source, Direction to Water Source, and Class Code of Water Source information can be entered in this area of the Geographic Information tab.

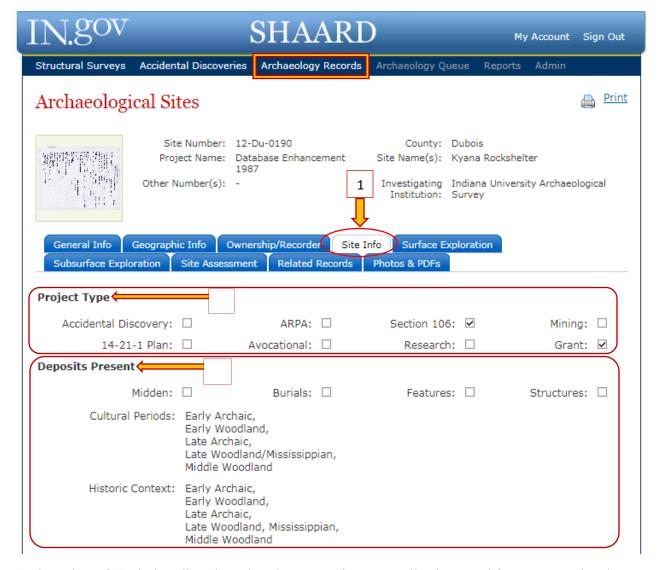**2.** The "Distance to Water Source" can be entered in Meters and Feet.

VII. ARCHAEOLOGICAL SITES FORM – Ownership/Recorder Tab

1. The "Ownership/Recorder" tab allows the user to view owner and tenant information as well as information about the archaeologists excavating the site.

2. "Owner Information" includes the ownership type, name of proprietor, address, and telephone number.

3. The "Tenant Information" includes the name of the tenant, address, and telephone number.

VII. ARCHAEOLOGICAL SITES FORM - Ownership/Recorder Tab (Continued)

1. The "Site Reported By" section of the Ownership/Recorder tab gives the information regarding the person (usually the land owner) who first discovered and reported the site to an archaeological entity.

2. The "Form Completed By" section of the Ownership/Recorder tab relays information concerning the archaeologist who created the site card according to their own observation and the information provided by the person who discovered the site.

3. The "Investigator" section of this tab provides the Name and Address of the person who conducts the fieldwork. This is usually the Principal Investigator or the person acting as the field supervisor.

4. The "Investigation Start Date" and "Investigation End Date" denotes the duration of the investigation. This form has no such information as the older forms often report a finding unearthed by the land owner or tenant accidentally and without conducting extensive field work.
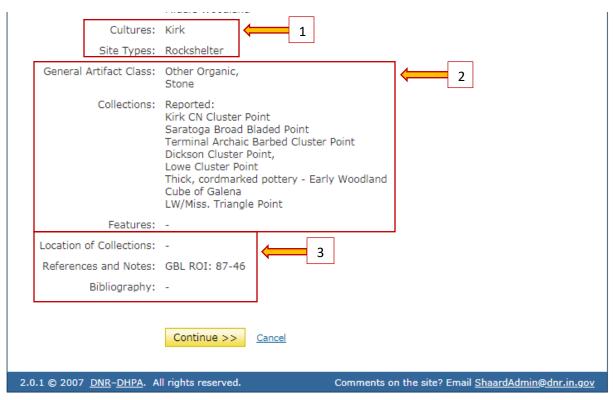
ARCHAEOLOGICAL SITES FORM – Site Info Tab

1. The "Site Info" tab describes the cultural aspects, site type, collections, and features associated with the site.

2. The "Project Type" allows the user to understand the nature of the investigation. "Accidental Discovery" is a site that was unearthed unintentionally. "ARPA" refers to a project conducted as a result of the permitting requirements of the Archaeological Resources Protection Act (ARPA) of 1979. "Section 106" refers to an archaeological investigation conducted according to that review process. "Mining" refers to an archaeological site discovered during a mining project. "14-21-1 Plan" refers to an archaeological investigation conducted under Indiana Code 14-21-1. "Avocational" is work conducted by an avocational archaeologist. "Research" refers to any archaeological site uncovered via a research project. "Grant" refers to any archaeological site funded by grants administered by the state.

3. The "Deposits Present" allows the archaeologist to check the manner in which the artifacts are arranged insitu and whether they indicate a Midden, Burial, Feature, or Structure.

ARCHAEOLOGICAL SITES FORM– Site Info Tab (Continued)

1. The "Cultures" portion is an opportunity for the archaeologist to identify the cultural affiliation for each site. *Depending on the artifacts found, there may be several Cultures selected.

The "Site Types" portion is an opportunity for the archaeologist to identify the nature of the site.

2. The "General Artifact Class" selection allows the user to ascertain the types of artifacts and the materials found in a site. In this example, the findings are artifacts made of stone and organic matter.

The "Collections" portion is a list of the exact artifacts found within a site.

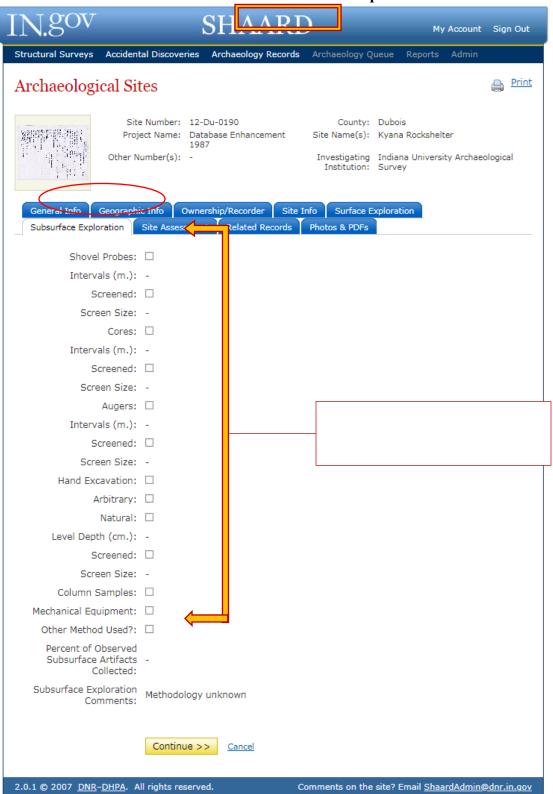The "Features" portion is an opportunity for the archaeologist to list the permanent aspects of the site.

3. The "Location of Collections" section displays the current whereabouts of the artifacts.

ARCHAEOLOGICAL SITES FORM – Surface Exploration Tab

The "Surface Exploration" tab explains all the methods used to conduct the excavation.
ARCHAEOLOGICAL SITES FORM – Subsurface Exploration Tab

ARCHAEOLOGICAL SITES FORM – Site Assessment Tab

1. The "Site Integrity" describes the current state of the site.

2. The "Threat Timeframe" describes any known danger to the site.

3. The "NRHP Eligibility" describes the current state of National Register eligibility.

4. The "IRHSS Eligibility" describes the current state of Indiana Register of Historic Sites and Structures.

5. The "Recommendations" allow the archaeologist and DHPA staff to comment on an advised course of action.

ARCHAEOLOGICAL REPORTS – Related Records Tab

1. The "Related Records" tab allows the user to view any Archaeology Reports associated with the site. This report will describe the site in further detail and will also relay more information about the project.

2. The "Associated Sites" related to the project can be quickly viewed by clicking on the "View Archaeology Report" link. If the report is a resurvey of a previously conducted project, the "Resurvey" box will be checked. The "Site Number" is the AR (Archaeology Report) number assigned to the report upon entry into SHAARD.

ARCHAEOLOGICAL SITES FORM – Photos & PDFs Tab

1. The "Photos and PDFs" tab allows users to view the original site cards filled out by the Investigator.

2. In order to view the PDF, click on the "Filename".

3. Click on "Return to Search Results" in order to return to the page listing the original search results.

ARCHAEOLOGICAL REPORTS

1. Select the Archaeology Report option in the "Record Type" drop box.

2. The "Report Number" consists of three parts: the AR (Archaeology Report), a two digit number assigned to each Indiana County alphabetically, and five digits which are assigned to each report in order of their entry into SHAARD. You can also search by the "Report Title". However, it is suggested that you use key words only as SHAARD can only search by exact match.

3. You can limit the search by "Short Report". You can also search by "Report Type": Record Check, Short Report, Phase Ia, Phase Ib, Phase Ic, Phase 2, Phase 3, and Res. Doc.

4. You may also search by "Author" or by "Institution". Again, it is suggested that you use key words only.

5. You may also search by location: "County, Legal Township, Quad Name, Section, Township, and Range".

ARCHAEOLOGICAL REPORTS – Search Results

1. The "Print selected records" allows the user to print a list of the results of the search.

2. The "Report Number" consists of three parts: the AR (Archaeology Report), a two digit number assigned to each Indiana County alphabetically, and five digits which are assigned to each report in order of their entry into SHAARD.

3. The "Author" portion lists the authors of the report. These people are usually the principal investigator or the other archaeologists who worked on the project.

4. The "Report Title" portion of the SHAARD entry usually includes a brief description of the site type, naming the project title, and a brief location description.

5. The "County" portion only names the county or counties in which the site is located.

6. The "Action" portion offers the user to view the entry in greater detail.

7. The "Revise Search" button allows the user to return to the search page.

ARCHAEOLOGICAL REPORTS – General Info Tab

1. The "General Info" tab allows the user to review information regarding the report, the record creator and approver, the various project information, and the number of archaeology sites related to the project.

2. The "Report Number", "Report Date", and the "Report Title" are all available to view at the beginning of the tab.

3. The "Record Creator", the "Date Entered (in SHAARD)", "DHPA Number" (if given), the "DHPA Approver", and the "Date Approved" all relate to the SHAARD information of data entry.

4. The "Plan Number", "Short Report", "Project Name", and "Report Type(s)" all relay information regarding any numbers or titles given to the project.

5. The "Number of Site Forms" relates to the number of archaeological sites that were uncovered as a result of the project.

ARCHAEOLOGICAL REPORTS – Location Tab

1. The "Location" tab provides all information as to the location and size of the surveyed/project area.

2. The "Hectares" and "Acres" portion of the Location tab provides the hectares and acres investigated during the project.

3. The "Report Counties" section of the tab provides the County, Legal Township, and Quad Name as well as the Land Grant/Reserve and Reserve Number associated with the report.

4. The "Sections" portion of the location tab allows the user to view the Section, Township, and Range in which the project is located.

ARCHAEOLOGICAL REPORTS – Associated Sites Tab

The "Associated Sites" tab allows the user to view all the sites discovered during the project. The "Resurvey" box allows the user to ascertain whether the recorded site was being revisited by the archaeological team. Click "View Archaeology Site Record" in order to quickly access the related sites.

ARCHAEOLOGICAL REPORTS – Authors/Institutions Tab

The "Authors/Institutions" tab allows users to view the archaeologist who created the report as well as the "Institution" with which the archaeologist was employed.

ARCHAEOLOGICAL REPORTS – Report Documents Tab

Open the "Report Documents" in order to view all the materials associated with the project. The results will usually include the scanned copy of the Archaeology Report as well as the Site Map provided by the archaeologists.