Public’s User Guide

February 2018
INTRODUCTION

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 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 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 accounts for SHAARD and SHAARD GIS are ONLY issued to qualified archaeologists in order to protect the sites from looting and vandalism.*

The quality of the data varies with the completeness and precision of the original records and may be out-of-date.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 250,000 paper records from past surveys located in the office. More information is being entered daily. Absence of recently accumulated data does not necessarily indicate the absence of resources. There are also four counties that are not yet entered into SHAARD for the IHSSI as they are scheduled to be resurveyed in the next few years. If you are looking for information for Morgan, Johnson, Marion, and Hancock Counties, you may come in to view the records for free at our DHPA office. To schedule an appointment to look at IHSSI records, contact the records check email at DHPARecordscheck@dnr.IN.gov or call 317-234-1034. The majority of properties included in SHAARD are privately owned and are not open to the public. *Please respect property owners’ privacy.* Users are encouraged to notify the DHPA about additions or corrections that may be necessary at SHAARDAadmin@dnr.IN.gov. New sites will be added to the database as they are received. Users are also encouraged to notify the DHPA at SHAARDAadmin@dnr.IN.gov of difficulties in accessing data or other issues encountered in using the database. SHAARD was made possible with financial support from the Federal Highway Administration, the Indiana Department of Natural Resources, and the Historic Preservation Fund of the U.S. Department of the Interior, National Park Service.
**How are the sites on SHAARD rated?**

**Rating System in SHAARD:** In assessing integrity, surveyors attempted to determine how much of the original architectural fabric remained. They may have lowered a property’s rating if it experienced extensive alterations, such as the application of artificial siding, removal of trim or porches, later additions, changes to windows, or structural modifications. The relocation of a building from its original site often lowered its rating. After consideration of these factors, DHPA, Indiana Landmarks, and CHP assigned one of the following ratings to each property.

- **Outstanding:** The “O” rating means that the property has enough historic or architectural significance that it is already listed, or may be eligible for listing, in the National Register of Historic Places. “Outstanding” resources can be of local, state, or national importance.

- **Notable:** The “N” rating means that the property did not quite merit an “outstanding” rating but still is above average in its importance. Further research may reveal that the property is eligible for National Register listing. **Contributing:** The “C” rating means that the property met the basic inventory criterion of being pre-1970, but that it is not important enough to stand on its own as individually “outstanding” or “notable”. Such resources are important to the destiny or continuity of an area’s historic fabric. “Contributing” properties may appear in the National Register if they are part of a historic district but do not usually qualify individually.

- **Non-Contributing:** Properties rated “NC” are not included in the inventory unless they are located within a historic district. Such properties are usually built after 1970, are older structures that have undergone bad alterations and lost historic character, or are otherwise incompatible with their historical surroundings. These properties are not eligible for the National Register.

- **Demolished:** Properties rated “D” are properties that have been demolished since the original survey information was gathered. These ratings are adjusted as updates are received by the data entry staff.
What do the site numbers mean?

Site Numbers in SHAARD:

Each site is given a number in SHAARD according to the nature of the site. Each number will include a reference to the county regardless of the site type. Examples below:

**Inventory Number:** Indiana Landmarks, the DHPA and CHP assigned a site number to each inventory entry for filing purposes. Three order of site location information have been incorporated into the 11-digit numbers, as seen in the example below.

**County Number:** The first block of three digits identifies the county. The National Park Service assigned this number to identify the county for National Register nominations. The number for Warren County is 171.

**Quad Map Number:** The second block of three digits identifies the USGS quadrangle map on which the resource is located. Based on Fig. 3, the 487 in the example refers to the Otterbein quadrangle map.

**Site Number:** The last block of five digits forms a discrete site number. The first two digits refer to the site’s township and the final three digits are its actual number. Indiana Landmarks, the DHPA and CHP assign township numbers in increments of five. For example, Medina Township, the northeastern-most township, begins with 00. Adams Township, the next township to the west, is 05, Pine Township is 10, and so on. The site number 00006 refers to the 6th site identified in Medina Township.

Surveyor’s number areas of scattered sites or historic districts according to the townships in multiples of five, the scattered sites and districts take the next number up from the township number, to a maximum of four. For example, the city of Williamsport has 3 historic districts and its own area of scattered sites. Since Williamsport is located in Washington Township (whose first two digits are 35), the Williamsport Downtown Courthouse Historic District takes the number 36, and the scattered sites take the number 39.

The survey always lists the courthouse square or commercial historic district first, followed by residential or industrial districts, then the scattered sites.

<table>
<thead>
<tr>
<th>County</th>
<th>Quad Map</th>
<th>Site Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>171</td>
<td>487</td>
<td>00006</td>
</tr>
</tbody>
</table>

**Archaeology Site example:** 12-Pr-0123; The first set of numbers (12) indicates the state. All archaeological site numbers in Indiana will start with 12. The second set of letters are an abbreviation of
the county: Pr (Porter). The third set of numbers are issued according to the time of the survey. As with the IHSSI, the smaller the number the older the site in our records.

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Site Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Pr</td>
<td>0123</td>
</tr>
</tbody>
</table>

-Cemeteries example: CR-01-1; The first set of letters is short for Cemetery Registry. The second set of numbers indicates the county number as the counties are alphabetized; in this example, 01 represents Adams County. The third number (or set of numbers) indicates the number assigned to the site as it is recorded.

<table>
<thead>
<tr>
<th>Cemetery Registry</th>
<th>County</th>
<th>Site Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>01</td>
<td>1</td>
</tr>
</tbody>
</table>

-Historic Bridges example: HB-0084; The first set of letters just stands for Historic Bridges. The second set of numbers indicates the site number. As with the others, the site numbers are auto filled as they are surveyed and recorded.

<table>
<thead>
<tr>
<th>Historic Bridge</th>
<th>Site Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB</td>
<td>0084</td>
</tr>
</tbody>
</table>

-National Register example: NR-0017; The first set of letters stands for National Register. The second set of numbers indicates the site number. The site numbers are auto filled as they are surveyed and recorded.

<table>
<thead>
<tr>
<th>National Register</th>
<th>Site Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>0017</td>
</tr>
</tbody>
</table>

*FYI: the State Register can be accessed by selecting the Survey Type “National Register” and scrolling down the Status option and selecting “Listed in State Register Only”.*
II. HOW TO ACCESS SHAARD

To Enter SHAARD, Go to www.SHAARD.dnr.in.gov

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.

3. The General Public will not be given a SHAARD account.

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

I understand and agree that the confidential information contained in SHAARD may not be released to unauthorized individuals or organizations. Confidential information includes, but is not limited to, locational information for all archaeological sites and locational information for owner-restricted National Register property listings.

I understand and agree that the data available through SHAARD is not complete, may be inaccurate, and may be modified as new information is prepared for inclusion in the database.

I understand and agree that SHAARD contains information from archaeological and historic properties that are under the jurisdiction, ownership, and/or under the control of other entities, such as state and federal agencies, private individuals, and tribal governments. Said properties may be afforded additional levels of legal protection related to the restrictions on cultural resource information. I agree to use SHAARD information only in compliance with applicable municipal, county, state, tribal or federal laws and regulations.

I understand and agree that the absence of information contained in SHAARD concerning cultural resources in a particular location does not necessarily indicate that no such resources exist in said location. I also understand and agree that the absence of information concerning cultural resources in a particular location may be due simply to a lack of survey investigations of said location.

I understand and agree that the inclusion of a resource in SHAARD does not imply that it has special standing with the programs of the Division of Historic Preservation and Archaeology, unless it has been officially recognized by the National Park Service through listing in the National Register of Historic Places. I also understand and agree that properties included in SHAARD are not necessarily assured grants and/or any other public assistance and/or legal protections.

I understand and agree that access to SHAARD does not constitute permission to enter onto or conduct archaeological investigations on any land for which cultural resource records are maintained in the inventory. I further understand and agree that it is my responsibility to obtain written permission from appropriate municipal, county, state, federal or tribal officials, or private property owners, before instituting any archaeological or cultural resource investigations on, or related to, their lands. Copies of the products of such research should be sent to appropriate officials or landowners, and all permit terms and conditions must be honored.

I accept the above terms and conditions.

Don’t forget to check the terms and conditions box!
IV. HOW TO SEARCH SHAARD

Once the Terms & Conditions of SHAARD are accepted, users will be directed to the Structural Survey Search page.

There are five Structural Survey datasets from which users can search. They include Theaters, IHSSI (County Survey), Cemetery Registry, Historic Bridges, and National Register. Not every paper document in the DHPA has been entered into the SHAARD database. So if no records are found, check back in the future or contact the DHPA Records Check Coordinator DHPARecordscheck@dnr.in.gov to review the paper documents needed.

Example:
Search Tips!

- When searching SHAARD, less is more! There are several discrepancies within SHAARD entries (due to inconsistencies via surveyors and data entry staff) that can affect your searches and results. In order to limit the possibility of receiving incomplete information, make sure you keep your searches concise and use unique street or historic names. Example: when making a search for South Street in a given town, try searching the word “South” and the county you are searching as SHAARD will produce results.

- When searching for a historic name or address, SHAARD will not search “like searches” as it would for a search engine like Google. Example: Y.M.C.A versus YMCA versus Young Men’s Christian Association. When searching for a YMCA, keep in mind that SHAARD will only produce the record that matches the wording so make sure you try searching the full names of organizations as well as broadly recognized acronyms.

- If a word is misspelled in the search, SHAARD will not produce any records that do not exactly match the search, so make sure the spelling and punctuation are correct. Example: Young Mens Christian Association versus Young Men’s Christian Association.

- The abbreviations of streets, avenues, boulevards, etc. may vary and will affect the results of your searches. Example: St. vs. St vs. Street. Even if the street name is correct, these variations of term can limit your searches.

- In order to search by Quad or Township, you must first select the county in which the property/site is located.

- When searching for cemeteries, keep in mind that historic cemeteries often have become known by many names and may not be listed in SHAARD under the local title.

*Again, try and make searches as broad as possible. The more you narrow down your searches, the more specific the results will be.
**Common SHAARD Inconsistencies:**

All inconsistencies in SHAARD are being addressed and will be corrected as soon as our DHPA Data Entry staff is able. We appreciate your patience as we work to resolve these issues. The following is a list of the current consistency methods employed by the DHPA data entry staff as well as the changes that will be made in future in order to make searching the database most effective for users:

<table>
<thead>
<tr>
<th>Corrections</th>
<th>Variations</th>
</tr>
</thead>
<tbody>
<tr>
<td>-North, South, East and West</td>
<td>-N, S, E and W</td>
</tr>
<tr>
<td>-County Road</td>
<td>-Co Rd, Co. Rd., CO RD</td>
</tr>
<tr>
<td>-Rural Route</td>
<td>-RR, Rural Rt., R Rt.</td>
</tr>
<tr>
<td>-Rail Road</td>
<td>-RR, Rail Rd., Rail Rd</td>
</tr>
<tr>
<td>*Ex: Pennsylvania Norfolk and Western Railroad</td>
<td>*PN N&amp;W Railroad</td>
</tr>
<tr>
<td>-AT&amp;T</td>
<td>-AT and T, At&amp;t, at&amp;t</td>
</tr>
<tr>
<td>-Township</td>
<td>-Twp., Tp.</td>
</tr>
<tr>
<td>-County</td>
<td>-Co., Co, CO, CO.</td>
</tr>
<tr>
<td>-State Road</td>
<td>-SR, Sr, St. Rd., St Rd</td>
</tr>
<tr>
<td>-First, Second, Third, etc.</td>
<td>-1st, 2nd, 3rd, etc.</td>
</tr>
<tr>
<td>*Example: First Street</td>
<td>*Example: 1st Street, 2nd Street, 3rd St.</td>
</tr>
<tr>
<td>-Number</td>
<td>- No., No, NO, NO., #</td>
</tr>
<tr>
<td>-One, Two, Three, etc.</td>
<td>-1, 2, 3, etc.</td>
</tr>
<tr>
<td>*Except in the case of street addresses</td>
<td>*Except in the case of street addresses</td>
</tr>
<tr>
<td>-C. 1900</td>
<td>-Circa 1900, C 1900, 1900</td>
</tr>
</tbody>
</table>

-All transportation naming conventions (lanes, avenues, streets, roads, boulevards, etc.) will not be abbreviated and will be spelled out completely in the historic name and address searches
-All acronyms will be spelled out fully (example: I.O.O.F. would be Independent Order of Oddfellows)
-Any time the word Saint is used, it will be spelled out EXCEPT in the case of St. Joseph County
*If you cannot find the site you are looking for after employing all the search methods demonstrated above, you may contact the DHPA office by email at ShaardAdmin@dnr.IN.gov and we can help you look up the site.
1. When you do a search and nothing is found in the database, you will receive this message at the top of the page. Not every paper document in the DHPA has been entered into the SHAARD database. So if no records are found, check back in the future or contact the DHPA Records Check Coordinator DHPARecordcheck@dnr.in.gov to review the paper documents needed.
Using Historic Bridges as an example, the following chapter will illustrate the results of a search.

You can search by multiple fields, but to receive the most complete list of entries from a search, a simple “County” search will produce the most results. However, SHAARD will only display 500 records at a time. If your search results in more than 500 results, you will need to modify your search to create a smaller list.
1. By clicking “Print list of checked items,” the list as it appears will print.

2. The user can select the next page of listings by clicking on the page number or selecting “Next.”

3. This search resulted in 29 total sites – 10 of which are displayed on this page.

4. By clicking on this box, all of the records will be unselected and the user can individually select which sites they would like to print in list form.

5. Click View to view the data contained within the record.

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

7. The user can determine how many records should be visible on the search results page.

8. By clicking Revise Search, the user will return to the Structural Survey Search page.

These features are the same for datasets (cemeteries, theaters, bridges, IHSSI or National Register).

The following pages are what the user will see when choosing to View Cass County Bridge #64.
1. Clicking “Print” from within the record will print all of the data associated with that record.

2. The user can page through the record by clicking on the appropriate tab. Clicking on the tabs allows the user to move pages.

3. The user can also sequentially page through the record by clicking Continue. Clicking cancel will return you to the search results page.

These features are the same for datasets (cemeteries, theaters, bridges, IHSSI or National Register).
Historic Bridge

Survey Type: Historic Bridges
County: Cass
Bridge Record Number: HS-0241
Historic Name: Cass County Bridge #64

IMSSI File Number: -
Rating: Demolished
Year Dataset Compiled: 1986

Carrries: CR 1050 East
Crosses: Ulenich Ditch
Location: -

Terrestrial Coordinates (in decimal degrees)
Latitude: -
Longitude: -

Coordinates

<table>
<thead>
<tr>
<th>Easting</th>
<th>Northing</th>
</tr>
</thead>
<tbody>
<tr>
<td>569360</td>
<td>4523620</td>
</tr>
</tbody>
</table>

Continue >>  Cancel

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Historic Bridge

Survey Type: Historic Bridges
County: Cass
Bridge Record Number: HB-0241
Historic Name: Cass County Bridge #84

IHSSI File Number: -
Rating: Demolished
Year Dataset Compiled: 1996

Architect/Builder: Rochester Bridge Company
Architectural Firm: -
Affiliation: Fabricator

Year Built: 1910 (c.)
Condition: Excellent
Year Demolished: -
Integrity: Unaltered
Date Moved: -
Alterations: -

Bridge Specifics

<table>
<thead>
<tr>
<th>Truss or Arch Type</th>
<th>Connection Type</th>
<th>Number of Panels</th>
<th>Number of Spans</th>
<th>Span Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate girder</td>
<td>-</td>
<td>1</td>
<td>24'</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Spans: 1
Structure Length (in feet): 27'
Vertical Clearance (in feet): -
Road Width (in feet): 17'10"
Skew Angle: -
Structure Material: METAL
Abutments & Wingwalls: CONCRETE
Deck Material: TIMBER
Rail Type: -
Sidewalk & Parapet: -
Stone Type: -

Statement of Significance: Excerpt for where it placed the deck, the prolific Hoosier firm that probably built this structure used a conventional pattern. The bridge retains its original members, including the latticed rails.

Architectural Description: The Rochester Bridge Company of Rochester, Indiana, probably built this single-span plate girder. Seated upon concrete abutments and wingwalls, each girder extends 27' with 3'-high plates. The flange ends are square, Bolted through the plates at midheight, three floor beams and the top flanges carry the timber deck with its 17'10" roadway.

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Historic Bridge

Survey Type: Historic Bridges
County: Cass
Bridge Record Number: HB-0241
Historic Name: Cass County Bridge #64

INDOT Number: -
I-HBC Rating: -
HABS/HAER Inventory Rating: 3
Historic District Name: -
Access: Yes, unlimited
Ownership: -
Endangered: No
Threat: Not listed on 1990 county road map
Areas of Significance: -

Function
Historic: Highway Bridge
Current: Demolished

<table>
<thead>
<tr>
<th>Status</th>
<th>Status date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolished</td>
<td></td>
</tr>
</tbody>
</table>

National Register Listing
Date: -
NPG File Number: -
National Register File Number: -
State Register Listing
Date: -

1. Clicking on this button will return the user to the “Search Results Page.”