

***STATE INVENTORY OF HISTORIC PLACES  
REPORT DATABASE ENTRY FORM INSTRUCTIONS***

**Getting Started**

The report database for each island is located at:

(T:) SHPD / \_SHPD MASTER Databases (2010) /HistoricSites / Report /ReportData /HistoricSitesReport\_[Island].

- When you open the database, check to see if there is a message indicating that “Some active content has been disabled”, if so, click the “Enable Content” button.
- Open the forms by clicking on “Report Form” from the main page; you will be at the beginning of the list of reports for your island.
- If you are not sure whether a report has already been entered – do a search on the TMK table or on the title in the report table. To search the TMKs, click on “TMK List” at the top right corner of the form; when that list opens, click on “Find Record” and do a search of the TMKs (Note: there are different versions of TMK numbers in the databases, look over the list and make sure you search for all possible formats).
- Once you have verified that the report has not been entered, and you know the last assigned library number as shown in the report list, click on the “Last” button, located along the right margin, near the center of the form; verify that this report number is the same as the last number in the report list. If they do not correspond, notify your supervisor and do not enter new data until the database has been checked.
- To enter new data, click the red “ADD” button at the upper right hand corner of the form; this should bring up a blank form. If you open the forms and the red “ADD” button is not present, you may not be able to save new records.
- Don’t forget to click the red “SAVE” button after you have entered new data.
- To exit the Access database, click the red “EXIT” button on the form, then click the “Exit” button on the main screen; or go through the “File” command instead of just clicking the X in the upper right hand corner. Do not make copies of the files or save back-up files in the T drive folder. If the database cannot be edited from a neighbor island, notify the Branch Chief who will coordinate data entry via copied files; do not enter data from remote locations without coordinating with the Branch Chief or Librarian.

**Report Form**

**NOTE:** The data entry forms for different islands are not consistently formatted; some of the information as listed below, such as “Pages”, and “Date Entered” will be found at a different location on the form.

1. **LIBRARY# OR SHPD #:** entered as a five-digit number, no decimal places. Number must be unique and sequential for each island and must be preceded by the appropriate island code letter and dash (M-00345). This number must be affixed to the upper left hand corner of the report front cover. Use a permanent printed label or permanent marker if no label is available.

The appropriate letter codes are:

- H- Hawai‘i Island
- K- Kaua‘i
- KH- Kaho‘olawe
- L- Lana‘i
- M- Maui
- MO- Moloka‘i
- N- Ni‘ihau
- NI- Nihoa
- NK- Necker
- MW- Midway
- O- O‘ahu

## ***SHPD Report Database Form Instructions***

2. **Year:** enter the year the report was printed; if more than one date is present, enter the most recent; The date is found on the cover or title page; if no date is present, enter “UNKN”. **Month:** also found on cover or title page, enter most recent if more than one date is present; use 1 – 12 to designate month.
3. **Manuscript #:** assigned by the consulting firm, author or institution; may or may not be present on the report cover or title page; this is often a project number with date, or other codified information. Examples include ACH 14-152, RC-0829, Ms. 040069. If not present, leave blank.
4. **Pages:** enter the total number of pages, including any appendices; if there is more than one volume, enter a single total page count for all volumes combined.
5. **Newman #:** if this space in on the form, it is no longer used, leave blank.
6. **Date Entered:** refers to the date this form is filled out, creating the database record.
7. **Title:** enter the primary title only, subtitles including TMKs, ahupua‘a and island do not need to be entered here. If a TMK parcel number is part of the primary title, enter it here and in the TMK space.
8. **Publisher:** enter the name of the company, or institution responsible for printing the report, do not use Acronyms. **Place of Publication** refers to the city and state location of the publisher or company; state names should be acronyms, i.e., HI for Hawaii.
9. **Modern District:** choose from the drop-down menu which is formatted for each island; this information may not be on the report cover, some authors use traditional districts which do not always correlate with modern districts. If there is no drop-down list, refer to the list of districts found at the end of these instructions.
10. **Ahupua‘a:** enter the traditional ahupua‘a where the project is located; list all applicable; this information should be provided on the cover, title page, abstract or introduction; if missing, consult the GIS or the applicable 7.5 minute quad map.
11. **Locality:** enter other relevant place name (can be modern) that is different from the ahupua‘a; examples include Chinatown, Pā‘ia, Kapalua, Haleiwa, Hawaiian Shores, etc. Do not enter the island here; if there is no known place name mentioned in the report and you do not know a commonly used locality name, leave this space blank.
12. **Acres:** entered with three decimal points to account for small project areas. If the project area is given in square footage, convert to acres (divide square feet by 43,560); this should only be left blank for general overview studies or research studies that are not compliance reports. **Acres (text):** this space is no longer used, leave blank if it is on the form.
13. **Authors:** list each author in the order they appear on the report title page and number these sequentially beginning with 1. “Seniority” refers to their order in the list of authors, not their degree – the primary author is listed first on the report and should be listed first on the form, followed by “1” in the “Seniority” space; the second author should then be listed, followed by “2”, and so on. Include middle initial if provided; do not include other information (such as degree) in the author space.
14. **TMK:** list all parcels indicated in the report, using the standard TMK units - island, zone, section, plat and parcel - separated by dashes, i.e., 3-1-3-006:027; island, zone and section are one digit, plat and parcel are three digits. NOTE: to ensure consistency with existing data, do not put the island number in parentheses. The **Portion?** blank next to the TMK is a checkbox on some forms and a text entry on others (or check box and text box). If the report covers a portion of a TMK parcel, either check the box or enter a “y” in the text box. If the entire parcel is covered, leave this space blank.

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15. **Sites:** enter the full SIHP site number for all sites identified and described or studied in the report, regardless of report type. The **State Site #** consists of a two digit state number (50 in all cases) followed by a two digit island number (see list at end of instructions) followed by a two digit quadrangle number followed by a five digit unique site number; i.e., 50-10-07-02976. The **New?** blank next to each site is to document whether this report is the first documentation of the site. AIS reports note which sites are newly identified and which are previously identified. If a site is newly identified, enter “Y” in the text box, or check the box if your form has a checkbox. If it is not newly identified, enter “N” in the text box or leave the check box blank.
16. **Research Activities:** there are seven checkboxes and one textbox in this group; check all that apply – Note: most AIS reports have three to four of these elements, check the report to see which apply: **Arch. Literature** refers to an archaeological literature search, which is required for AIS reports and is also found in “Literature Review and Field Inspection” reports; not required for archaeological assessment reports, but could be present. **Hist. Literature** refers to historic literature search; this is more involved than a general historic background section and is not always present in AIS reports; if the report has a comprehensive historic era discussion, check this box. **Research Design** may be present in AIS reports prepared for federal projects and should be present in data recovery reports; may be present in AIS Plans – check the table of contents. **Site Desc.** refers to site descriptions that are required for AIS reports; may also be present in a preservation plan or monitoring plan. **Mapping** refers to detailed site mapping that is generally present in AIS reports and in Data Recovery reports. If a report is using copies of maps or general site location maps only, do not check this box. **Testing** refers to subsurface testing; this occurs as part of AIS fieldwork in many cases, but can also occur in date recovery fieldwork; it includes either backhoe testing in areas to locate sites, or small-scale testing in site areas to assess presence/absence of subsurface deposits; check the box if any testing occurred and is reported. **Excavation** or **Areal Excav.** refers to intensive excavation of one or more sites; usually occurs in data recovery field work as opposed to survey work. This doesn't apply to construction-related excavation that is monitored. **Other** refers to other types of research such as palynology, paleontology, sedimentology, speleology, and so forth; this is used when the report is generated by, or in conjunction with a second discipline; enter the second discipline. Check the contents of AIS and DR reports for specialized studies for this category.
17. **Digitized:** check this box if there is an electronic version of the document, either on a CD or as a pdf in DocuShare.
18. **Corres. Log #** enter the log number assigned to the version of the report you are entering. The log number is often written on the report cover, or is found in the SHPD letter attached to the final report. Log No. is written as “2013.0596”. If the report predates 2012 and no log number is available, a log number will have to be searched in the correspondence files; log numbers for 2012 and later reports can be found in the intake log, correspondence file, or the archaeology branch master file of letters. Log numbers for versions of the report that come in subsequent to the first entry are entered in the Comment box at the bottom of the form.
19. **Review:** there are five checkboxes in this group, reflecting different types of compliance reports: Check **Inventory Survey** for AIS reports and Assessment Reports, which are inventory surveys with no findings; check **Mitigation Plan** for archaeological preservation plans, burial treatment plans, data recovery plans, and combined mitigation plans that may include a monitoring component; check **Data Recovery** for data recovery reports; check **Monitoring** for monitoring plans, unless monitoring is part of a combined mitigation plan, and monitoring reports; check **Reconn.** for reconnaissance surveys and field inspection letter reports that consist of reconnaissance level field work. **Other** is used to list other types of compliance submittals, such as Determinations of Effect (federal projects), ethnographic surveys, cultural impact assessments, architectural surveys and so forth that may be stand-alone or attached to archaeological reports.

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20. **# New Sites:** enter a total count here; should correlate with the number of new sites listed in item 15; if there are no new sites, leave this space blank.
21. **Sites Info Date:** do not use for the initial record creation; a date is entered here when the report record or information on the sites listed is updated or revised. For example, if the report is a draft when it is assigned a library number and entered in the database, this date should be completed at the time the “Final?” box is checked off.
22. **Review Date:** enter the date on the applicable correspondence letter; if entry occurs after the report is approved as final, this would be the date of the approval letter. If entry occurs prior to any review, this space is left blank for entry at a future time.
23. **Comment:** add any information that is not captured by this form, such as “xx radiometric dates presented”, or “Five sites identified but no SIHP numbers reported” – this would apply to older research reports that were not subject to compliance review and cannot be returned for revisions at the present time.
24. **Final?** Check this box after the report has been approved as final, or if it is a final at the time of data entry. Normally the draft should be in a designated holding area, but if a draft has been shelved in the library, the final should replace the draft; do not leave both versions in the library.
25. **DocuShare:** this textbox is for pasting a link to a pdf file of the subject report once it is uploaded to DocuShare.

## **SUPPLEMENTAL INFORMATION**

### **Modern Districts for the Islands with Report Databases:**

#### **Hawai‘i:**

Puna  
South Hilo  
North Hilo  
Hāmākua  
North Kohala  
South Kohala  
North Kona  
South Kona  
Ka‘ū

#### **Kaua‘i:**

Waimea  
Koloa  
Lihue  
Kawaihau  
Hanalei

#### **Lana‘i:**

Lahaina

#### **Maui:**

Hāna  
Makawao  
Wailuku  
Lahāina

#### **O‘ahu:**

‘Ewa  
Ko‘olauloa  
Ko‘olaupoko  
Kona  
Wahiawa  
Wai‘anae  
Waialua

#### **Moloka‘i:**

Moloka‘i  
Kalawo

### **Island Codes for SIHP Site Numbers:** (Number in parentheses indicates number of quads for the island)

Hawai‘i	<b>10</b> (76 quads)	Moloka‘i	<b>60</b> (5 quads)
Kaho‘olawe	<b>20</b> (2 quads)	Ni‘ihau	<b>70</b> (4 quads)
Kaua‘i	<b>30</b> (11 quads)	O‘ahu	<b>80</b> (15 quads)
Lana‘i	<b>40</b> (4 quads)		
Maui	<b>50</b> (17 quads)		