

Georgia Historic Resources Survey Manual

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Georgia Historic Resources Survey Manual

The Georgia Historic Resources Survey is an ongoing, statewide inventory of buildings, sites, structures, and objects of historical, architectural, and cultural significance. The inventory is designed to facilitate the collection of basic information needed statewide to support historic preservation activities. All preservation activities, from National Register of Historic Places nominations to municipal or county historic preservation ordinances to basic preservation advocacy, begin with knowing what historic resources exist. This inventory provides a base for preservation planning statewide.

What is a Historic Resources Survey?

Historic resources surveys collect and record information about extant historic resources within a pre-defined geographic boundary (informed by the goals of the survey), usually on a county-wide, community-wide, or neighborhood-wide basis. City or county governments generally undertake surveys for their communities as a first step in documenting historic resources for planning, development, and preservation purposes. These surveys capture and record information about extant resources during fieldwork. This information includes a description of each resource and its age, setting, location, any documented history and/or significance, and photographs. The information is later entered online using Georgia's Natural, Archaeological, and Historic Resources Geographical Information Services (GNAHRGIS) data entry program.

Surveys are sponsored by local or regional organizations or government agencies, usually under contract with the Historic Preservation Division (HPD), and may utilize the services of both paid, trained surveyors (consultants) and volunteers. HPD's survey program staff reviews and approves survey project deliverables in coordination with the work of consultants conducting surveys and provides account and data management services relative to Georgia's Natural, Archaeological, and Historic Resources Geographical Information Services (GNAHRGIS) database: <https://www.gnahrgis.org/gnahrgis/index.do>.

Limited funding for surveys in Certified Local Government (CLG) communities is available annually through HPD. HPD's CLG program webpage provides additional information on this program: <http://www.georgiashpo.org/community/clg>.

Priority for funding may be given to surveys in areas lacking previous survey activity or underrepresented in existing surveys; surveys in areas where historic resources are threatened by heightened development pressure; surveys with direct links to district or multiple property National Register nominations, other preservation activities, or preservation planning; and surveys that meet significant information needs, such as historical contexts, thematic studies, environmental review, or tax program-related activity.

How is a survey conducted?

The general steps of a survey project are as follows:

1. Survey area determination
2. Boundary delineation and resource number estimation
3. Background research
4. Fieldwork
5. Reporting and GNAHRGIS entry
6. Survey report creation and completion

It is important to discuss any potential survey project upfront with HPD's historic resources survey staff. Staff can recommend approaches for creating a survey that meets local and state historic resources survey program goals. Staff can also provide advice on what resources have been previously surveyed in the area you are interested in surveying and how to conduct a resurvey, if necessary. This collaboration will result in a more robust survey product and save surveyors valuable time and effort. We are here to help, so think of us as your best first resource!

Mapping: Where Should I Survey?

Surveys are completed within a pre-defined geographic boundary informed by the goals of the survey. HPD recommends a contiguous geographic boundary, and typically, this is county-wide, city-wide, or in some cases neighborhood-wide. Determining this boundary should largely be informed by tax data, local zoning boundaries, and previous survey data (if extant).

While conducting the survey, the surveyors should provide themselves with a set of maps to use as field maps. In rural areas or less densely developed survey areas, USGS topographical maps, 7.5 minute series, are suggested; in denser, urban areas, tax parcel maps will be more effective. Working field maps can be given to HPD or the local survey sponsor at the end of the survey.

In addition to the mapping of resources in GNAHRGIS, a final survey product should include a hard copy map delineating the surveyed area and parcels. The map should also show existing local historic districts, National Register-listed district boundaries, and the boundaries of identified potential new historic districts.

Methodology: How Should I Survey?

Once a survey area has been defined, the process of survey can begin. Historical research on each property is not required. However, the surveyor should start by conducting background research to take advantage of information in HPD's files, as well as information available from historical societies, local historians, property owners, tenants, county or city histories, and other readily available historical sources. This serves as both a developmental history of the survey area (which is a required element of a survey report) and informs the survey process and individual property analysis.

Historic resources surveys collect and record information about extant resources during actual fieldwork. The fieldwork itself consists of systematic coverage of the project area. The way this is done depends on the nature of the area and its resources and on the judgment of the surveyor. In a central business district, for example, examination of resources from the main right-of-way may be sufficient, while in rural areas, it may be necessary to access private properties in order to document the spatial grouping of the buildings making up a farmstead, the specific types of outbuildings, and any landscape features, such as walls, fences, terracing, or plantings.

The information captured during fieldwork includes a description of each resource and its age, setting, location, any documented history and/or significance, and photographs. The information is later entered online using GNAHRGIS data entry program. A minimum of two digital photographs per resource is normally required, depending on the resource's complexity and importance.

On a property that includes more than one building, if one or more buildings are clearly secondary in importance to the principal building, as in the case of a farmhouse and its outbuildings, a single survey entry may represent all buildings. However, if two or more buildings on the same property are roughly equivalent, for example, a mill site with multiple buildings having different dates of construction, each building should have a separate GNAHRGIS entry.

The working survey form available on HPD's Survey Program webpage at <https://georgiashpo.org/sites/default/files/hpd/pdf/SurveyForm.pdf> can be used in the field to document each resource. The survey form addendum that accompanies the form lists the answer options available in GNAHRGIS for those questions that offer a finite, defined list of potential answers, such as resource types, building types and styles, and materials.

Criteria: What Should I Survey?

Because Georgia has a wide range of historic resources and because the survey data is intended as a broad information base for many different preservation activities, the criteria for deciding which properties to include in a survey project are necessarily broad. **Generally, ALL resources 40 years of age or older, regardless of their integrity, within a survey area should be surveyed.** The specific elements that a survey project documents should be based on the goals of that particular survey project - for example, a survey may be designed to capture only a certain type of property, such as those associated with city-owned parks, or local needs may require that a survey document resources that are less than 40 years of age and empty city lots. The nature of each survey project will determine the scope and breadth of what it captures. **However, ONLY resources 40 years of age and older should be included in GNAHRGIS. Survey report information on resources less than 40 years of age, vacant lots, etcetera, when captured, should be separated into tables and analysis that clearly indicates that these resources are not within the scope of a community's formal historic resources inventory.**

HPD routinely requires that tax data be referenced to determine all resources 40 years of age or older located within the proposed survey area boundary, and the total number of resources that meet this age requirement constitutes the estimated number of resources to be surveyed during the project.

The physical condition of a building is not a consideration in deciding whether to include the building in a survey. Condition deals with a building's structural status or maintenance history and should not be confused with architectural integrity, which deals with the survival of materials, design features, or architectural character. Integrity is the ability of a resource to convey an accurate sense of the past.

Surveyors should be aware of the history of minority communities and should include related resources and a notation of such significance in the survey documentation, when appropriate. In addition to buildings, sites, objects, structures, and landscape features should be recorded if they are of cultural or artistic importance. Examples of these resources include monuments, cemeteries, fountains, boats, street signs, and city planning elements. Archaeological sites are normally surveyed separately from historic properties, and are recorded on the archeological portion of GNAHRGIS accessible to registered archeologists. Additionally, all National Register-listed properties should also be included in a survey regardless of recent entry.

The Parts of a Survey

There are two primary deliverables of a historic resources survey: survey data entry into GNAHRGIS and a survey report. The specific contents of the survey report will vary from project to project, depending on the needs of the survey sponsor, the goals of a project, and the area being surveyed, but generally reports will follow a similar outline (see page 10 of this guide for more information). The survey data collection and entry into GNAHRGIS will always follow the same survey format.

Further GNAHRGIS discussion and instructions can be found beginning on page 11 of this guide.

GNAHRGIS Entries and Survey Forms

All survey data must be entered online using the GNAHRGIS website. A working survey form incorporating all questions that appear in each GNAHRGIS entry for each surveyed property is also available on HPDs' Survey Program webpage for use in the field. Also available is an addendum that lists the drop-down menu selections available for each question that offers a finite, defined list of potential answers.

Unless otherwise stated within this guide, all fields of entry listed here must be infilled. Self-explanatory fields such as location, survey associated, and name of surveyor must also be completed. Otherwise, if a data field does not appear on this list, it does not necessarily need to be filled out in GNAHRGIS, though if the data is known it is helpful to add. Some examples of fields that are optional but are not expected are: Interior Materials, or Architect/Engineer/Designer/Builder.

Suggestions are offered below for interpreting some of the more complicated GNAHRGIS questions and answer options offered. Refer to GNAHRGIS entries for the complete list of questions asked for each survey entry. Some of the conventions used for selecting the architectural choices and some of the architectural terminology are also explained. The number associated with each topic, as found on the working survey form, is included in parentheses.

For additional GNAHRGIS guidance, a training webinar on entering resources is offered via the training link at the top of GNAHRGIS webpage. A GNAHRGIS FAQ section is included at the end of this guide.

- ❖ **Resource Category:** Enter the resource category. For definitions of resource categories, refer to the National Park Service’s National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation (pages 4-6), available at:
<https://www.nps.gov/subjects/nationalregister/publications.htm>

- ❖ **Basic Resource Information:** The historic resource name, if known, should be entered here. Generally, this is the name of the original occupant, a name given to the property by an early occupant, or the name of the most significant person or event associated with the resource. Hyphenated names can be used if there are two or more families. Many surveyed resources will not have names. **This space should be left blank if a historic name is not known or commonly used for the property.**

Enter the address, with number and street. If re-surveying a resource with a vague location noted instead of a proper address, please note the street address taken from tax data. Highway numbers are preferred to rural road names, but both may be listed if the name of the road is used more frequently than the number. The abbreviations to be used for federal, state, and county roads are US, GA, and CO.

If a resource houses or falls under multiple addresses (eg. “101-103 Main St), list the address associated with tax records in the first address form box, and list additional addresses in the “Additional Address” form box.

- **NOTING DEMOLISHED/NO LONGER EXTANT RESOURCESS:** If re-surveying a property that has been demolished or lost since a previous survey, please document it as “demolished” under this data group. However, do not create a new entry in GNAHRGIS for any previously un-surveyed properties that has been demolished. To re-survey a previously recorded, now demolished resource: Click the calendar icon in this data group box (the furthest to the left of the four icons at the bottom right of the box), and within the “change” drop-down menu, select “removed/demolish,” fill in the year it was demolished (approximate, if necessary), and provide a short description. You should then also add a sentence indicating that the resource has been demolished or lost under the “Additional Physical Description” and “History of the Resource” data groups (numbers 25 and 26).
 - **NOTING ALTERATIONS:** Known alterations (additions, storefront modifications, etc.) to a resource will also be recorded here. Click the calendar icon in this box (the furthest to the left of the four icons at the bottom right of the box), and fill in the type of alteration, the year it was made, and a short description if appropriate.
- ❖ **Use (Original, Subsequent, Current):** Enter the most appropriate original, subsequent, and current uses for the resource. If you don't see the precise use in the list, select the closest one

and include a comment regarding a more precise use in the box for question #26, “History of the Resource.” More than one use may be entered.

- ❖ **Date of Construction:** Enter the year of construction and check the “known” box if this date can be verified. If the date must be estimated, enter a single year and leave the “known” box unchecked.

- ❖ **Architectural Style:** Choose the architectural style offered in GNAHRGIS that most accurately classifies the resource. Definitions for each of the style choices in GNAHRGIS can be found in generally recommended architectural texts, and in Georgia-specific contexts including *Georgia’s Living Places: Historic Houses in their Landscaped Settings*, *The Ranch House in Georgia: Guidelines for Evaluation*, and HPD’s Historic Resources Style definitions page, among others. These are largely available from the “Historic Resources” tab on the homepage of HPD’s website and can be made available by HPD staff.

If the building does not display enough overt, identifiable characteristics of a recognized style to classify the building clearly as that style, enter “no academic style.” Most of Georgia’s vernacular architecture – buildings influenced more by tradition than by stylistic trends – falls into this category. Remember that a resource could be a representative example of a style or could simply have “elements” of a style. If a resource only has elements of a defined style, or has elements of multiple styles, enter “No academic style” and note the elements it exhibits in the box for question #25, “Description of the Resource.” **If a resource’s style is unclear, is it preferable to choose “No academic style” and explain with notes in the box for question #25, “Description of the Resource,” than it is to guess a style.**

- ❖ **Building Type, Original:** Architectural types are generally defined by a building’s floor plan and its height. Building types should not be confused with architectural styles, the uses of buildings, or construction materials. “Building type” refers to the overall form, the outline or “envelope” of the main or original part of the building, as well as the general layout of the interior rooms. Definitions for type choices in GNAHRGIS can be found in general recommended architectural texts, and in Georgia-specific contexts including *Georgia’s Living Places: Historic Houses in their Landscaped Settings* (specifically for house types), and *The Ranch House in Georgia: Guidelines for Evaluation*, among others.

These are largely available from the “Historic Resources” tab on the homepage of HPD’s website and can be made available by HPD staff.

A building type within a particular use category of buildings cannot apply to other uses of buildings. For example, house types cannot apply to barns, and school types cannot apply to churches.

When determining the type, consider only the historic core or main part of the building and exclude side wings, porches, rear service ells, later additions, and attached outbuildings. A prominent front-gable porch, for instance, should not prevent the surveyor from recognizing a side-gable bungalow. Additions may be important, however, if they change one house type into another. For example, if a single-pen house type was expanded by adding a second room on the opposite side of the chimney, the resulting house would be a saddlebag type. When this can be discerned, the original type should be entered here and notes on evolution into another type should be included in the box for question #25, "Description of the Resource."

If a building has changed uses, it should still be classified by its historic type. For example, a house that now functions as a restaurant should still be defined, for the purposes of "Building Type," as a house.

- ❖ **Floor Plan, Original:** The information sought here is a description of the original ground-floor plan of the principal building. Rear ells, lateral wings, connected subsidiary buildings, and additions should not be described in this space, even if they are an original part of the floor plan.

In most cases an interior inspection is not required, because a trained architectural observer can usually deduce the floor plan from the exterior based on an understanding of the development of American architecture and knowledge of common building types. Occasionally, an interior inspection will be required, if, for example, the interior might reveal information helpful in dating the building, the significance of the resource warrants it, or informants have indicated that the interior is particularly significant, unique, or intact. However, interior inspection is not necessary for surveys. In many cases, local informants can provide information about the floor plan. If you cannot determine plan from the outside and cannot get inside, choose "unknown".

The first entry category describes the plan across the front of the building, while the second category refers to the depth. If a plan has a central hallway, enter "two rooms with central hallway," not "two equal rooms". For example, gabled wing cottages would be described as having either a "two rooms with central hallway" or "two unequal rooms" across the front, depending on the situation, but as a convention, they should be referred to as "two rooms" deep, not one. Another convention simplifies most bungalow floor plans to "two unequal rooms" across the front, and "two rooms" or "more than two rooms" deep.

- ❖ **Plan Shape:** Enter the shape of the perimeter outline or footprint of the main section of the building. Do not include rear ells, wings, or non-historic additions. Simplify the plan shape where necessary, recording the basic overall shape of the core of the house: a pyramidal-roofed house with projecting gables is called "square," an I-house with projecting gables and a rear ell is termed "rectangular," and a hall-parlor house with an ell and an end addition would be recorded as "rectangular." Although squares are in fact rectangles, enter "square" if the plan shape approximates a square. A gabled wing cottage or house may be either L- or T-shaped, depending on whether there is a room projecting in the rear of the building.

- ❖ **Stories, Number of:** Do not mistake half stories for full stories. A half story has an external wall less than full height but above the roofline of the floor below. An attic is the space within the slope of the roof and should not be counted as a half story, even if dormers light the attic space. Do not count basements, even if the basement is raised.
- ❖ **Façade Symmetry and Front Door:** Enter the symmetry of the front of the structure. Note that double doors do not count as two front doors. This functions as a single door.
- ❖ **Roof Type and Material:** The overarching roof type is the configuration of the main roof of the principal building of the resource, discounting dormers and minor projections. Avoid confusing steeply pitched hipped roofs and pyramidal roofs. To be pyramidal, the roof must come to a point; all roofs topped with a ridge rather than a point should be called hipped. Use "complex" only if the roof cannot be simplified to one of the other roof types in GNAHRGIS. You can add additional roof types after saving each selection.
- ❖ **Chimney Location and Material:** Enter the placement and materials of all chimneys present in the building. Please note any decorative features (e.g., decorative brickwork) found on chimneys in the "Additional description" field.
- ❖ **Foundation Type and Material:** Enter the foundation type of the building and the material used, to the best of your ability. If the foundation has been obscured to the point that you cannot see what was employed, choose "unknown/obscured".
- ❖ **Exterior material:** Enter the primary material used in the walls of the principal building first. You can add additional materials after saving each selection, if necessary.
- ❖ **Windows:** Enter descriptions of the primary types of windows on the principal building (not just those on the primary façade). Use the terms "segmental," "round," or "pointed" if those shapes are present above the window, regardless of whether the actual window glass fills the shapes. You can add additional window types after saving each selection, but you do not need to list each window on the building- only the primary types.
- ❖ **Porch:** Enter the type or configuration of porches on the primary façade first. You can add additional porch types after saving each selection. If a porch does not represent one of the specific types identified, leave the "type" blank.
- ❖ **Port-Cochere:** *If present*, note the location, type, and height of the carport or garage. Please note that a port-cochere differs from a carport in that the former is intended to be a passage for vehicles and therefore is open at both ends. The latter is intended to be a place for parked vehicles and has only one entrance and exit.

- ❖ **Carport and/or Garage, Attached/Integral:** *If present*, note the location, type, and height of the port-cochere.
- ❖ **Outbuildings/Secondary-Auxiliary Buildings:** Indicate whether outbuildings were observed, and whether they appear to be historic. Select the type of outbuildings observed. Using the “Other notes on outbuildings” space on the survey entry, identify by type and briefly describe each historic outbuilding on the property, both domestic and agricultural. Pay special attention to barn types and historic uses of the outbuildings. Because the type of barn depends on the spatial configuration, an interior inspection may be required in instances where this information is necessary.

If one or more buildings are clearly secondary in importance to the principal structure, as in the case of a farmhouse and clearly subservient outbuildings, a single survey form may represent all buildings. However, if two or more buildings on the same property are roughly equivalent, for example two churches or two schools of different dates of construction, each building should have a separate survey form and GNAHRGIS entry. Separate entries should also be used to record each substantial building in complexes of buildings, such as university campuses or mill complexes.

When conducting a resurvey, examine previous survey information to note any previously recorded outbuildings and note the GNAHRGIS ID number from that previous survey. In the field, note whether they remain extant.

- ❖ **Description of the Resource:** Provide a clear narrative idea of the nature and character of the resource. Clarify elements not visible in the photos or insufficiently described elsewhere on the form. Include both general impressions and specific, detailed architectural observations.

Where applicable, one may enter the following information:

- Orientation of the facade to the street
- Further explanation of the major changes
- Overall impressions of the surveyor not captured in other data fields

In most cases, this item may be adequately completed in several sentences. For more complex or especially significant resources, however, this item may contain extensive information. Additional photos of significant details may reduce the amount of description required.

When re-surveying a previously recorded resource that has been demolished, include a sentence here that indicates that the resource was demolished and provides an approximate date of the demolition.

- ❖ **History of the Resource:** Enter any known historical information pertaining to the resource or events associated with it. Note sources of information, especially when citing a specific date, architect, builder, or significant person or event. When available, scans of historical information can be attached as supporting documents under the “Supporting Document” section at the end of each survey form.

When re-surveying a previously recorded resource that has been demolished, include a sentence here that indicates that the resource was demolished and provides an approximate date of the demolition.

- ❖ **Area of Significance (Historical Theme):** If the resource is apparently significant under any one of the National Register Areas of Significance (listed in GNAHRGIS), select the relevant area of significance, an appropriate National Register Level of Significance, and enter any known significant dates and any additional relevant information. **If the resource is not known to possess any particular significance, leave this item blank.**

For additional information on the National Register of Historic Places Areas of Significance, refer to the National Park Service’s National Register Bulletin 16A: How to Complete the National Register Registration Form, available at:

<https://www.nps.gov/subjects/nationalregister/publications.htm>.

- ❖ **National/Georgia Register Criteria:** *If the property appears eligible* for the National Register of Historic Places, enter the National Register Criterion for Evaluation under which it appears eligible. Enter any relevant National Register Criteria Consideration(s). For additional information on the National Register of Historic Places Criteria for Evaluation, refer to the National Park Service’s National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation, available at: <https://www.nps.gov/subjects/nationalregister/publications.htm>.

- ❖ **Supporting Document:** Upload *at least two and no more than eight* digital photographs, per surveyed resource. Photos must be date to within six months of the survey date, be in JPG format, and be at least 2 megapixels (1200x1600). Take digital photographs of important views, preferably showing the primary elevation and at least one side, or three-fourths angle views, of the building/resource. Photos should be clear and unimpeded by trees, cars, or other obstructions to the best of the surveyor’s ability. Photos should not be blurry or tilted.

If the resource is particularly large or complex, additional photographs of details, materials, or additional elevations may be necessary. An effort should be made to photographically document the features discussed in item #25. Significant outbuildings or secondary buildings, as well as important structures and landscape features, should also be photographed.

Additional supporting documents, including historical documentation, can also be uploaded here. Do not upload any video.

- ❖ **Field Survey Evaluation:** Indicate whether the resource appears individually eligible for the National Register of Historic Places. **This is not an official determination of eligibility but rather, the surveyor's opinion of eligibility.** This entry may be changed by the state historic preservation office. If the resource has previously been determined eligible by HPD, check the box indicating “SHPO concurrence.”

The Survey Report

In addition to GNAHRGIS entries and the map discussed above, all final survey products should include a report that provides an overall account of the project and its findings. Not all survey reports are the same, because there are different goals for every project.

As an example, Certified Local Government funding-supported survey projects in Georgia require survey reports that include, at a minimum:

- ❖ **Executive summary,** which includes the total number of surveyed resources;
- ❖ **Project description,** including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the area surveyed, and the total number of surveyed resources;
- ❖ **Summary of previous preservation projects,** including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- ❖ **Developmental history,** including a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia’s history;
- ❖ **Survey methodology,** including the fieldwork techniques and research methods employed while conducting the survey, references to previous surveys and any re-survey completed as part of this project;
- ❖ **Recommendations for future preservation activities,** including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; potential updates and/or amendments to existing locally-designated historic district listings, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
- ❖ **Survey results and architectural analysis,** including the total number of surveyed resources divided into appropriate categories; a table listing *every* documented building type and *every* documented architectural style as identified in GNAHRGIS, as well as narrative defining these and photographs of examples of each; local architectural character; some general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;

- ❖ **Appendix 1:** A table listing all GNAHRGIS ID numbers associated with the survey, paired with the address of the resource that each GNHARGIS ID number represents.
- ❖ **Survey maps:** A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts (this map will be in addition to the separate 1"=200' map discussed above).

GNAHRGIS FAQ

What GNAHRGIS websites are available for me to use?

There are two different GNAHRGIS websites for use: GNAHRGIS Public, for data collection and general public asses, and GNAHRGIS entry, for actual survey and data entry.

- ❖ **GNAHRGIS Public:** <https://www.gnahrgis.org/>
 - This site provides a mechanism for searching GNAHRGIS entries by county and survey, as well as the ability to export this data into a PDF/Excel/Word document. While this is currently the only geographic search function available, additional queries may be developed in the future. The county search mechanism is available via the results panel on the left-hand side of the screen. Unfortunately, supporting documents related to a surveyed property are not available via this website.

- ❖ **GNAHRGIS entry:** <https://www.gnahrgis.org/gnahrgis/index.do#>
 - This is the site to access for inputting newly surveyed resources, entering resurvey information, and making edits to existing data points. If you need to create a GNAHRGIS survey or enter data into GNAHRGIS, you will need to become a *registered user*.

How do I become a registered user?

If you have a need to enter survey data, you must reach out to HPD's Survey Coordinator to become a registered user. You may reach them via the contact information available at this webpage:

<https://georgiashpo.org/staffdirectory-hpd>. Survey staff will set up an account for any surveyors doing data entry, as well as create a survey to enter data under. If you have any issues with your ability to access your account or the survey, please contact survey staff.

NOTE: When survey staff creates an account for a new GNAHRGIS user, the system automatically generates a password which is emailed to the user. There is no way for survey staff to retrieve or change your GNAHRGIS-generated password, so make sure to keep it in a safe place. If a password is lost, you will need to request a new one via the GNAHRGIS log-in page.

How do I enter data into GNAHRGIS?

There are several GNAHRGIS training webinars that you can review to learn how to create a new entry/point in GNAHRGIS, input associated data, and edit existing data:

- ❖ **GNAHRGIS Basics Training Webinar:** <https://www.gnahrgis.org/Tutorial/2012-06-28-GNAHRGIS-Basics-training.wmv>
 - If you are only looking for guidance on how to add a resource, skip to 26:27 in this video.
- ❖ **GNAHRGIS Editing Basics Webinar:** <https://www.gnahrgis.org/Tutorial/2012-07-11-GNAHRGIS-Editing-basics-training.wmv>
 - Please see below for further instruction on: Click point: Enable/Disable, relocating a point, and resurvey.

❖ **Add Resource Location Webinar:**

https://www.gnahrgis.org/gnahrgis/videos/add_resource_coordinates.mp4

❖ **Add Resource Information Webinar:**

https://www.gnahrgis.org/gnahrgis/videos/add_info_historic_datagroups.mp4

How do I create a new point?

When locating points, the “Click point: Enable/Disable: button at the top left hand corner of the small map within the “Locate/Search Resources” pop-up enables you to manually move a point from the location where the system automatically places it when you enter an address or coordinates.

To relocate a point once the system places it (using the small pop-up map under “locate/search resources”):

1. Click the “Click point: Disable” button to change it to “Click point: Enable”
2. Click where you want the point to appear on the map. Hint: click the “zoom to location and buffer” button to zoom into the general resource location. You can then zoom more, toggle to aerial views in the map by using the “imagery” button, and accurately locate the resource’s point (see “How do I relocate an existing point...” guidance below)
3. Once you click a new location, the point should immediately move to the location you chose, and the “New Resource Location” coordinates should update accordingly.

How do I relocate an existing point after it has been created?

NOTE: At 32:37, the “Editing Basics” webinar states that when you click “Continue” to finalize a point’s location, a pop-up indicating that only HPD admins can change that location. As of May, 2014 this permission has been changed so a surveyor may now change a point after it has been finalized.

To relocate a point that has already been created/finalized:

1. Chose the “Resource Location” data group.
2. Set a buffer distance of 20 meters (this can be adjusted) and click “zoom to location and buffer”
3. Turn on “imagery” using the button in the top-right corner of the map.
4. Turn on “Click point: Enable” and click on the footprint of the building.
5. A grey dot should appear on the footprint of the building.
6. Click “continue” and verify that your latitude/longitude has changed. This means the point has been successfully relocated.

How do I resurvey a point?

Resurveying a previously surveyed point is essentially the same as surveying a new point, but you have the added step of needing to find the previous point or GNAHRGIS ID. To avoid the creation of duplicate points, you must determine which resources in your area have already been surveyed as an initial step in scoping any survey project. Contact HPD Survey staff for assistance with this, if needed.

This occasionally can be difficult due to previous misplacement of a point, so do not assume that if a point does not exist in its intended location that there isn’t a GNAHRGIS point for it. Surveys from 2002

and before were batch-uploaded into GNAHRGIS upon the creation of the program and often are inaccurately located, so keep this in mind and use the instructions below to attempt to locate mis-located points.

The “Editing Basics” webinar details two ways to approach resurvey:

1. Locate your existing point on the map and associate it with your new survey (demonstrated at 37:54). This method is most useful when you are working with an area where previous survey data is known to be spatially accurate.
2. If there is no point in a location of a resource that is known to have been previously surveyed, you will need to search for GNAHRGIS ID, address, or property name for each resource requiring resurvey, and edit each resource location using the pencil tool from the search panel (demonstrated at 47:53). This will bring up full resource details. The third data group on the screen, “Surveys,” will include a “Select Survey for Resource” option that will be highlighted in red. Click the plus sign by “Select Survey for Resource” and associate the point with your survey. After this you will be able to relocate the point as outlined above as a first step to resurveying.
3. Then enter data for all data groups and upload current photos as would be done for a new point.

How do I note that a resource has been demolished?

It is critical to note that a previously surveyed resource has been demolished when discovered during the resurvey process. To do this, there are a few steps:

1. Click the calendar icon in the Basic Resource Information data group box (the furthest to the left of the four icons at the bottom right of the box).
2. In the “change” menu, select “removed/demolish.”
3. Fill in the year it was demolished (approximate, if necessary), and provide a short description.
4. Note that the resource has been demolished under the “Additional Physical Description” and “History of the Resource” data groups.

Am I able to export data from GNAHRGIS as a shapefile?

GNAHRGIS includes and is built to support point-based data, but unfortunately does not support shapefiles for above-ground resources at this time.

Can I batch upload my data into GNAHRGIS?

Unfortunately, GNAHRGIS does not support batch uploading data at this time. All entries must be entered one at a time.

How do I export survey data from GNAHRGIS?

Using the GNAHRGIS Public website, you can export survey data by county and/or survey. The “View/Export Report” button is the farthest left on the top right of the page. From here, you can export data in PDF, Excel, or Word format.

Do I need to fill out all data groups in the GNAHRGIS survey form?

Unless otherwise discussed or stated by HPD, all data groups discussed in the HPD's survey guide must be completed as directed in guidance above. If you have any questions about a particular survey group, please contact the Survey Coordinator, at <https://georgiashpo.org/staffdirectory-hpd>