

Historic Property Research for Everyone

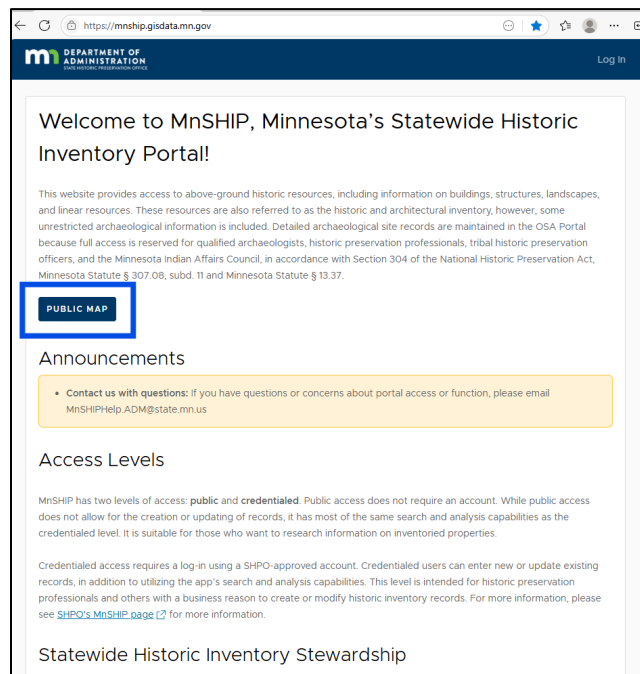
This guidance is for everyone who wants to search for historic inventory forms and archaeological site information. Some information is considered non-public in state and federal law and is restricted to those who meet the Secretary of the Interior’s Qualification Standards for historic preservation professions. The guidance below is for people who do not meet those qualification standards and describes what is and is not available.

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How to search MnSHIP – Public Map

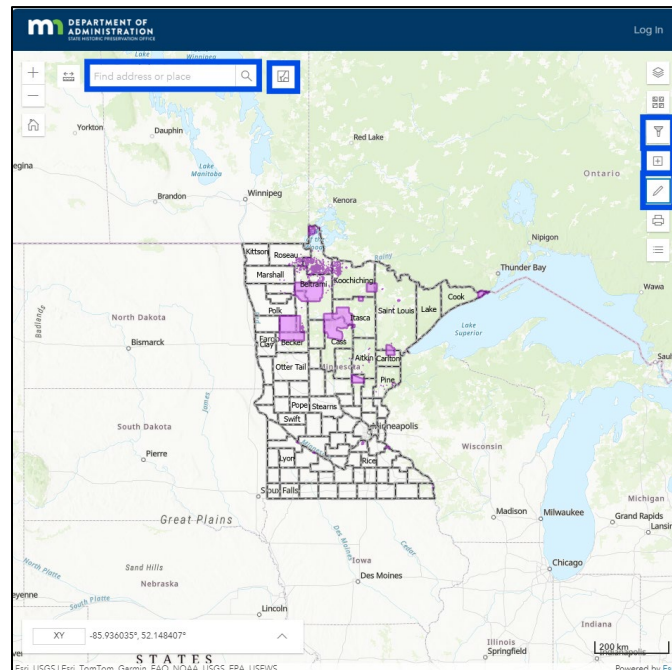
Without needing to log in to MnSHIP, users of the application can view the Public Map (Figure 1).

Figure 1. MnSHIP Home Page - Public Map Highlighted in Blue



After clicking the button to view the Public Map, there are multiple search options (Figure 2).

Figure 2. MnSHIP Public Map - Search Options



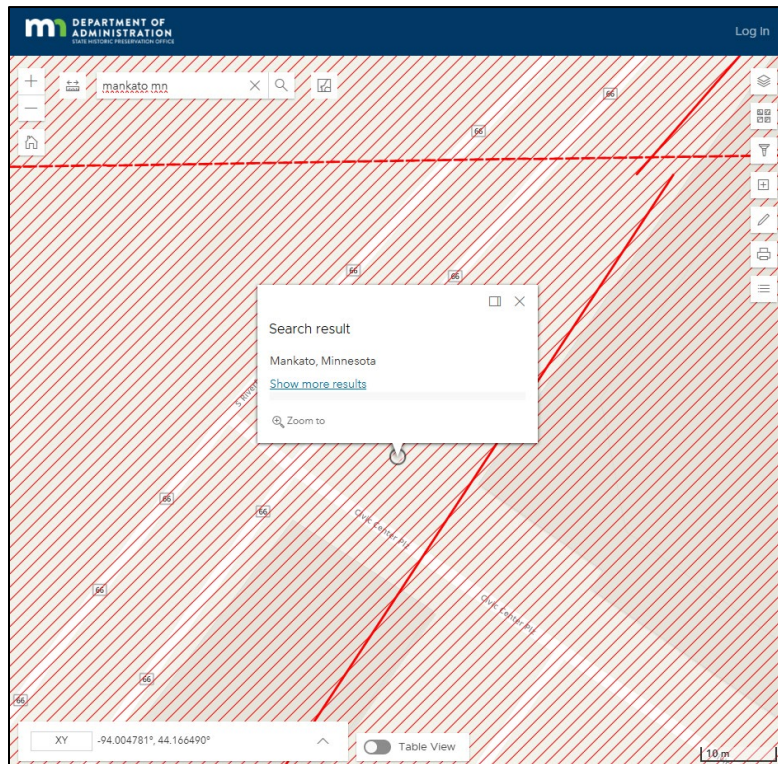
The options include:

- an address bar to search an address or place,
- a button that expands with the option to search by [Public Land Survey System \(PLSS\)](#) using Township, Range, and Section,
- a button that expands to a Basic Search where a query can be built
- a button to upload a zipped shapefile and search by location
- a button to draw a shape on the map that can be used with the Basic Search button

Address or Place Search

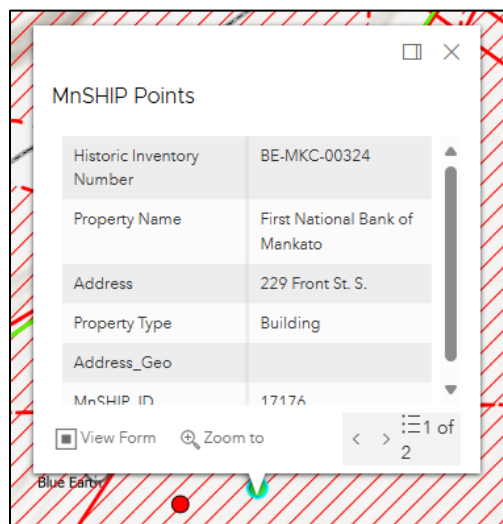
Type the address or place name into the search bar at the top left of the screen and press “enter.” The map will zoom to the address or place. The user may need to zoom out to see nearby points and lines showing properties in the inventory (Figure 3).

Figure 3. MnSHIP Search by Address Result



Then the user can click on different properties and view their associated records and inventory forms by clicking the “View Form” button (Figure 4).

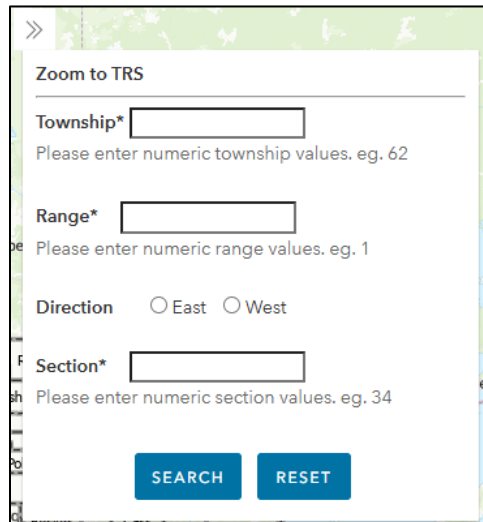
Figure 4. MnSHIP Click on a Point to View a Form



Township, Range, and Section Search

Type the township, range, and section values and relevant direction into the expanded search box (Figure 5). The map will zoom to that section and then the user can click on any points, lines, or polygons to view the associated records and inventory forms.

Figure 5. MnSHIP Township, Range and Section Search Box



Zoom to TRS

Township*
Please enter numeric township values. eg. 62

Range*
Please enter numeric range values. eg. 1

Direction ☐ East ☐ West

Section*
Please enter numeric section values. eg. 34

Basic Search Tool

Click **Open Basic Search** (Figure 6, no. 1) to view query filters. After completing a query, only the results that match your filter parameters will be highlighted on the map. You can also view the results in tabular form by selecting **Table View** (Figure 6, no. 2). The filters are additive, meaning that all the filter criteria must be met for a record to show up in the results. Use the Points, Lines, Polygons, and Restricted tabs in the Table View to view each data subset. Note that properties on the Restricted tab contain information that is non-public data and is restricted to specific users. Please email DataRequestSHPO@state.mn.us to request a copy of the file. You may need to provide proof of credentials as an archaeologist to obtain a copy.

County (Figure 6, no. 3) and **Municipality** (Figure 6, no. 4) are the two spatial data filters. **Spatial Relationship** (Figure 6, no. 5) allows you to limit the results to the properties within the full extent of the map, to just properties within the current map extent, to just properties that intersect shapes drawn on map, or to just properties that intersect uploaded shapefiles.

Historic Inventory Number (Figure 6, no. 6) and **Historic Name** (Figure 6, no. 7) allow searches by property identifiers.

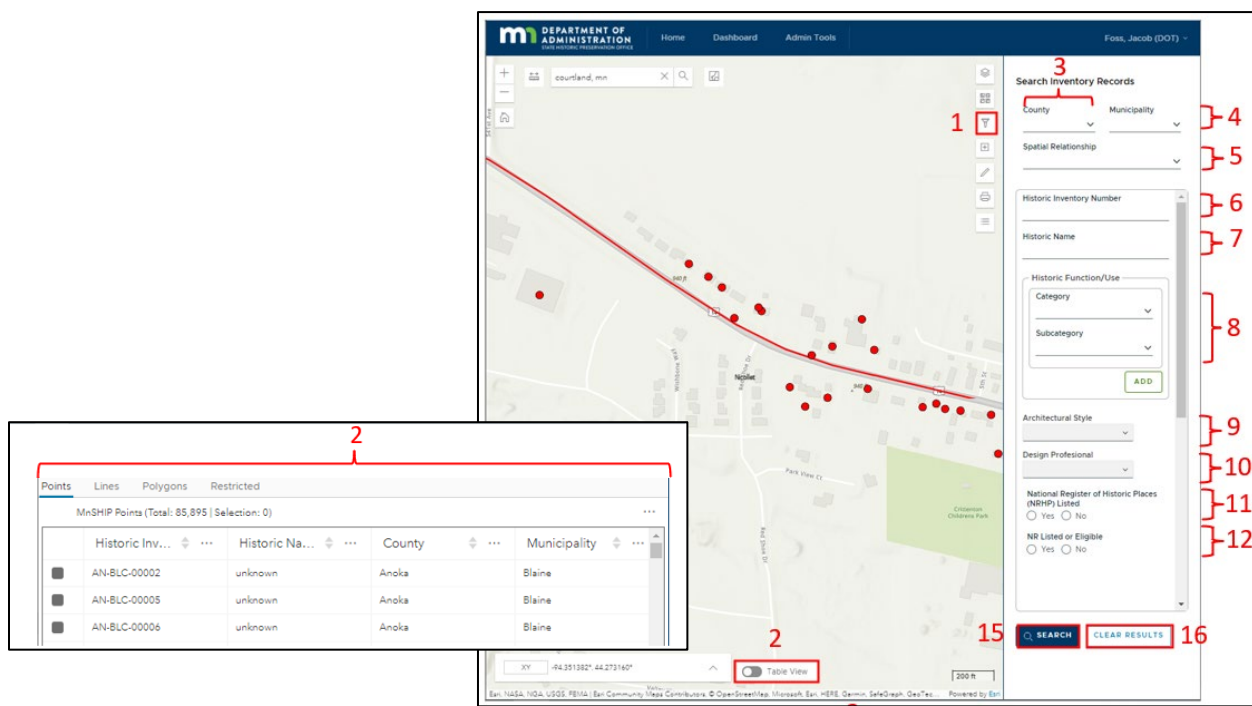
Historic Function/Use Category and Subcategory (Figure 6, no. 8) allow for searches of specific historic property use types.

Architectural Style (Figure 6, no. 9) and **Design Professional** (Figure 6, no. 10) allow for searches of specific styles or properties associated with specific designers, builders, or tradesmen.

National Register of Historic Places (NRHP) Listed (Figure 6, no. 11) allows for searches of individually listed properties. **NR Listed or Eligible** (Figure 6, no. 12) allows for searches of properties that are listed or eligible for the National Register.

Once your filters are set, click **Search** (Figure 6, no. 15) to complete the search and view the results. Click **Clear Results** (Figure 6, no. 16) to reset the filters and clear the results.

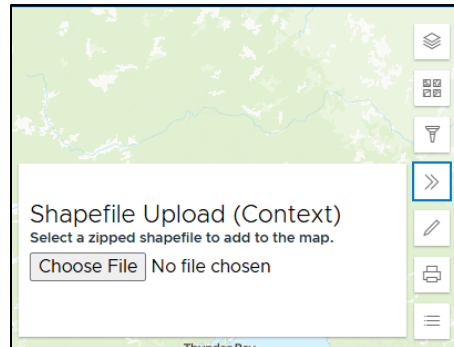
Figure 6. Basic Search Tool Elements



Upload a Zipped Shapefile Search

If you have a shapefile for a location you want to search, create a zipped folder of the individual shapefile files and then upload the zipped folder to MnSHIP to search that specific location (Figure 7). If you do not have a shapefile, but you do have a kmz or kml file (i.e. from Google Earth), you can find and use conversion software to convert the kmz or kml to shapefile format online and then create a zipped folder.

Figure 7. MnSHIP Shapefile Search

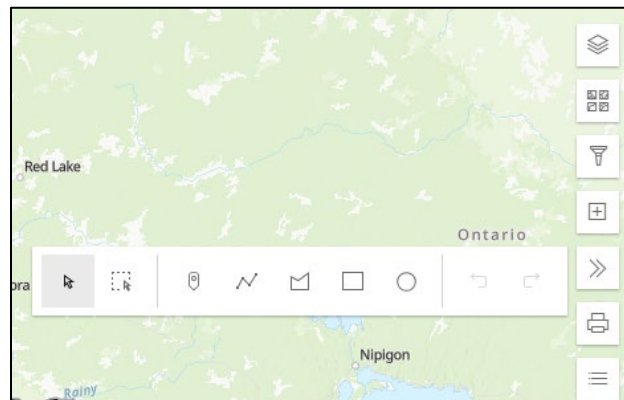


Once the shapefile is uploaded, you can use the Basic Search to limit the search results by Spatial Relationship to “Only return features that intersect with the uploaded shapefile.” The results tables will show only those features that intersect with the uploaded shapefile. Note that there are four different tabs, Points, Lines, Polygons, and Restricted with results. Properties on the Restricted tab contain information that is non-public data and is restricted to specific users. Please email DataRequestSHPO@state.mn.us to request a copy of the file. You may need to provide proof of credentials as an archaeologist to obtain a copy.

Search by Drawing a Shape on the Map

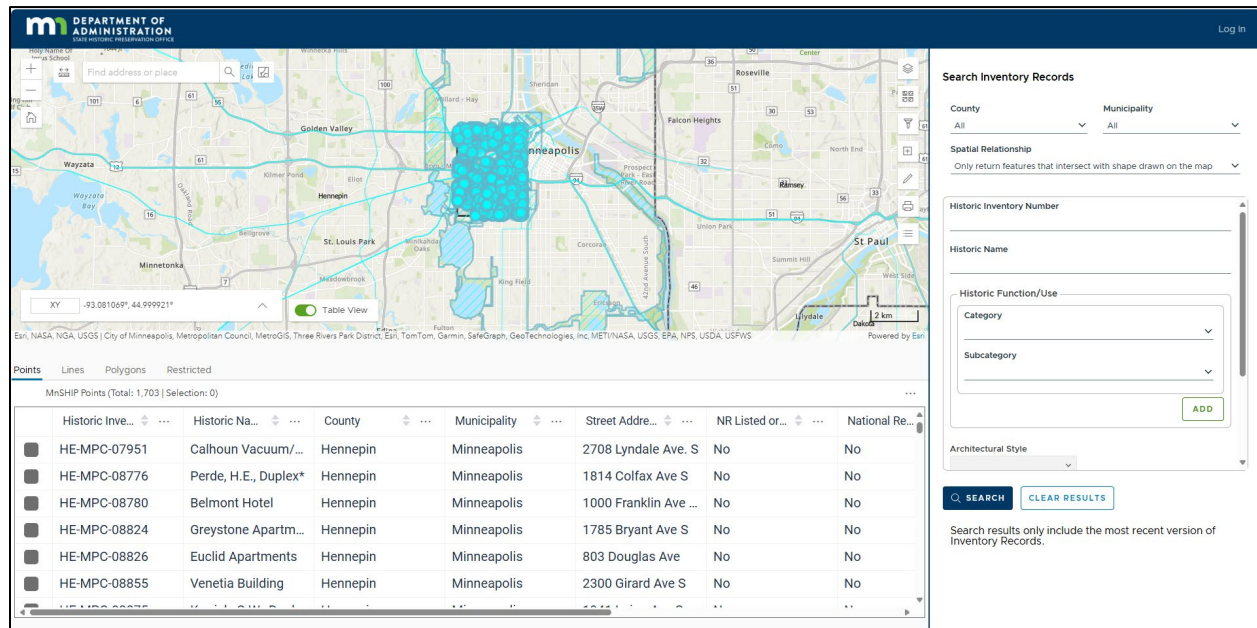
If you want to search an area on the map and you can’t upload a shapefile, you can use the Draw tool (Figure 8) to draw the area on the map and then use the Basic Search to limit your search results by Spatial Relationship to “Only return features that intersect with the shape drawn on the map.”

Figure 8. MnSHIP Draw Tool



After using the Basic Search to filter results by Spatial Relationship, click “Search” and the results tables will show a list of properties within the shape drawn on the map (Figure 9). Note that there are four different tabs, Points, Lines, Polygons, and Restricted with results. Properties on the Restricted tab contain information that is non-public data and is restricted to specific users. Please email DataRequestSHPO@state.mn.us to request a copy of the file. You may need to provide proof of credentials as an archaeologist to obtain a copy.

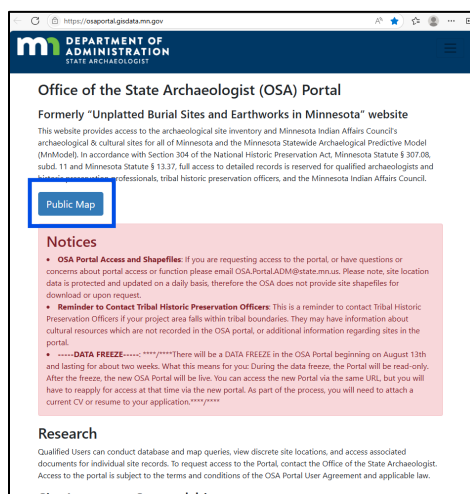
Figure 9. MnSHIP - Example Search by Shape Drawn on the Map



How to search the OSA Portal – Public Map

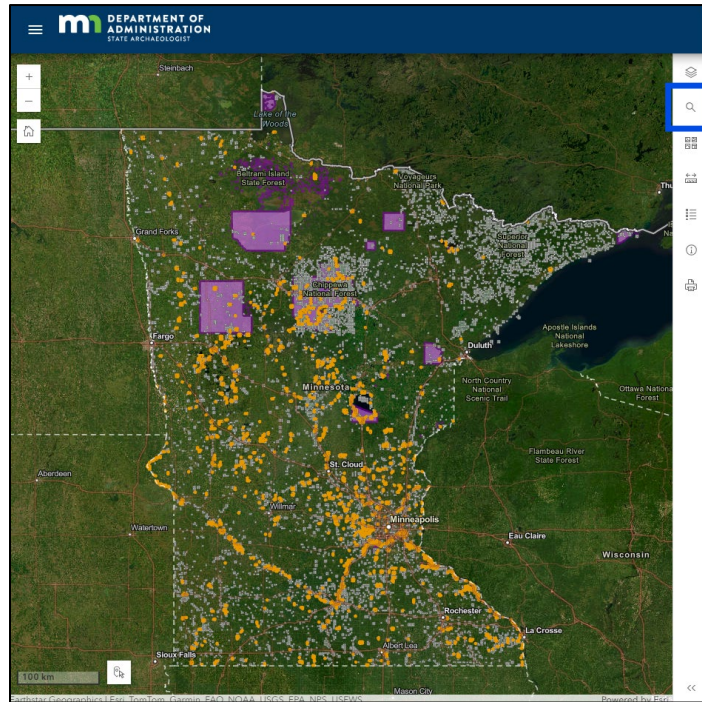
Without needing to log into the OSA Portal, users of the application can view the Public Map (Figure 10). Note that the graphic below is from the OSA Portal before the new launch, but the button should appear the same in the new version.

Figure 10. OSA Portal Home Page - Public Map Highlighted in Blue



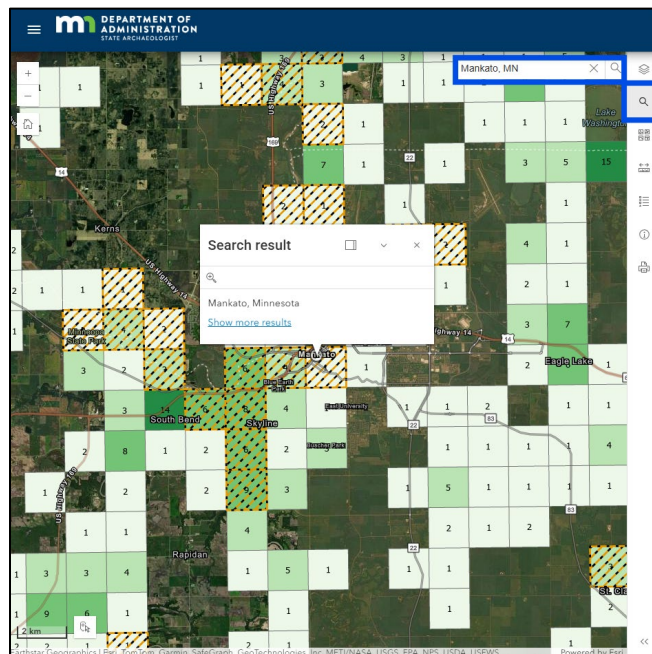
After clicking the "Public Map" button, there is one main way to search (Figure 11), but users can also search by zooming in and out and scrolling around in the map.

Figure 11. OSA Portal - Search Options in the Public Map



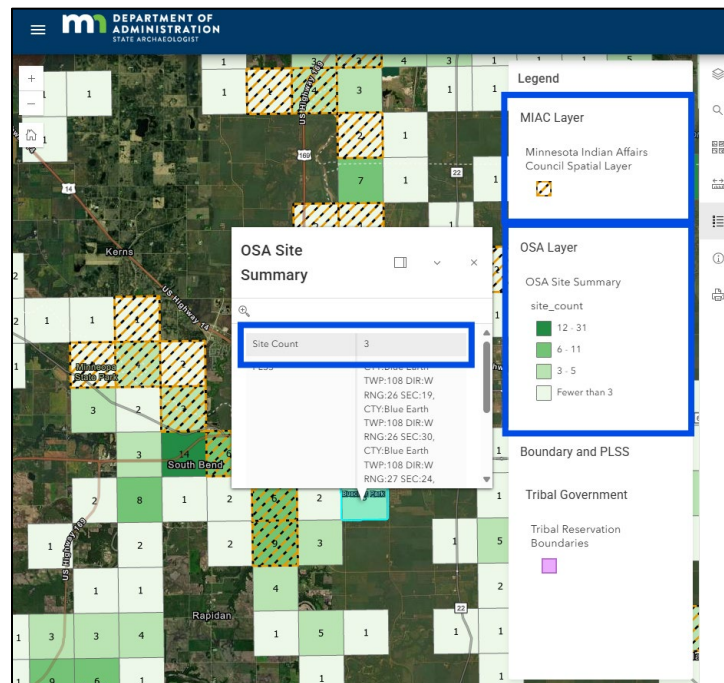
The main way to search in the public map is by typing in an address or place name into the search bar (Figure 12).

Figure 12. OSA Portal - Search by Address or Place



Because archaeological site location information is non-public data in federal and state law, the Public Map only shows the count of archaeological sites in each Section (based on the Public Land Survey System) and does not show the actual site locations. You can view the count of archaeological sites by section either by zooming into a specific section and looking at the numbers, clicking on the section to obtain a site count, or by viewing the legend to see an approximate site count (Figure 13). Archaeological sites are depicted in shades of green where the darker green means there are more sites per section.

Figure 13. OSA Portal - Map Pop-ups and Map Legend



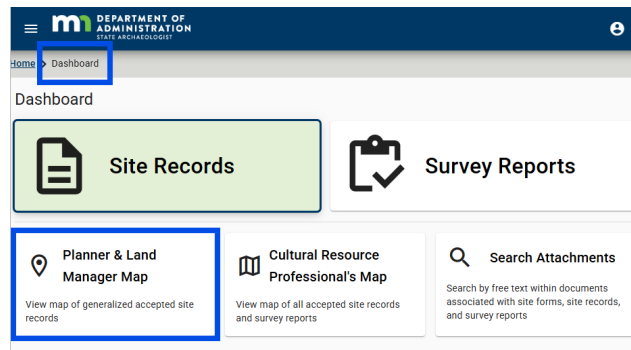
In addition to the count of archaeological sites, the Public Map also includes a layer that shows whether there is a Minnesota Indian Affairs Council (MIAC) area of concern within a specific Section. Please visit their [website](#) to learn more about what these areas may mean for your research. MIAC areas are shown in orange and black with diagonal lines (Figure 13).

How to search the OSA Portal – Planner & Land Manager Map

Non-archaeologists with a role in planning may be able to obtain limited access to the OSA Portal following the guidance on their website and/or on the OSA Portal Home Page. Please work with Office of the State Archaeologist to obtain access, users can email them: OSA.Portal.ADM@state.mn.us.

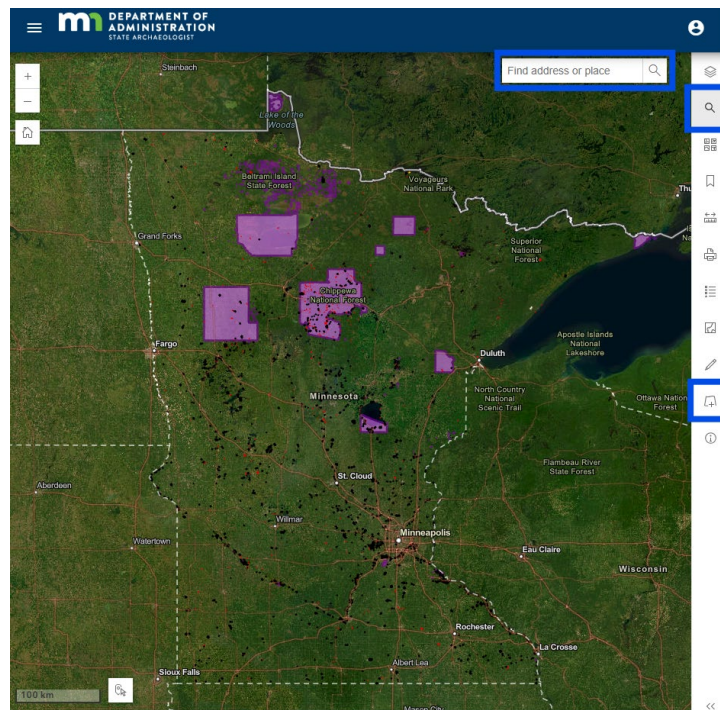
Once obtaining a user account for the OSA Portal, log in from the home page and then click the button “Dashboard” at the top of the screen to get to the “Planner & Land Manager Map” (Figure 14). Note that the screenshot here was done from an Admin user account and shows options that are not available to Planner and Land Manager users.

Figure 14. OSA Portal - Dashboard with link to Planner & Land Manager Map



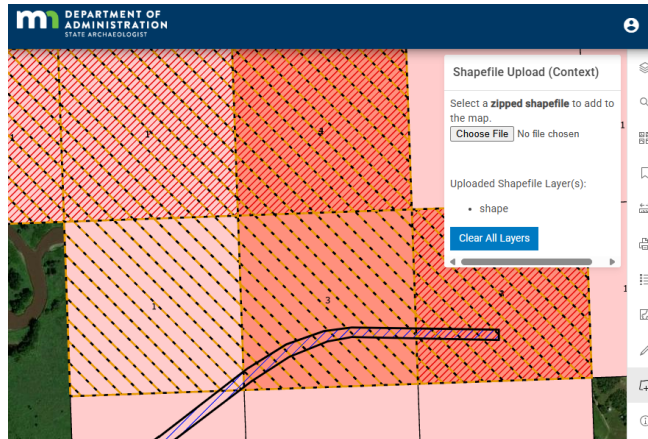
The main way to search in the public map is by typing in an address or place name into the search bar (Figure 15).

Figure 15. OSA Portal Planner & Land Manager Map - Search by Address or Place



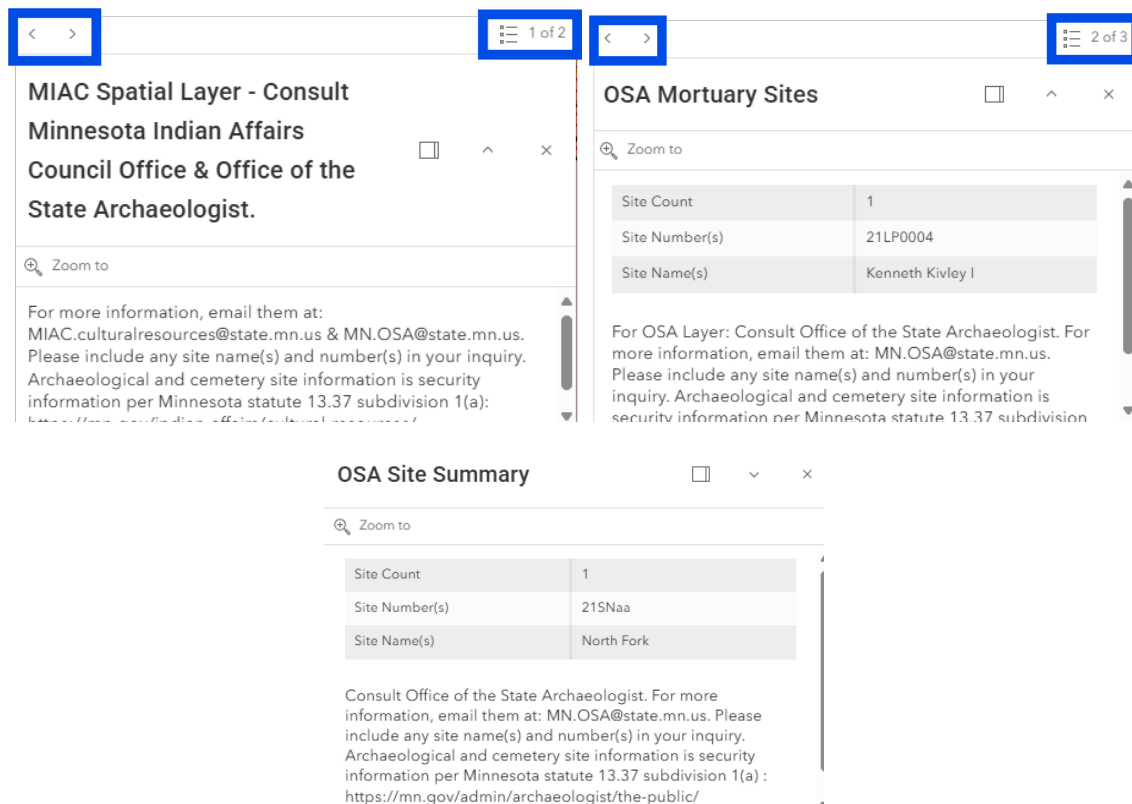
The planner and land manager role can also upload a shapefile and that will allow the user to zoom to a specific location on the map, but it cannot be used to search (Figure 16).

Figure 16. OSA Portal - Upload a Shapefile



The planner and land manager user can then click on the boxes in the map to learn more about what is being shown. There will be a pop-up explaining whether there is a Minnesota Indian Affairs Council Area of Concern, a known mortuary site, and a count of archaeology sites with their site numbers (Figure 17). Please note that there may be multiple pages of pop-ups and it is necessary to toggle through the pop-ups using the arrows shown in the screenshots below (Figure 17).

Figure 17. OSA Portal - Map Pop-ups



In addition to the count of archaeological sites, the Planner & Land Manager Map also includes a layer that shows whether there is a Minnesota Indian Affairs Council (MIAC) area of concern within a specific Section.

Please visit their [website](#) to learn more about what these areas may mean for your research. MIAC areas are shown in orange and black with diagonal lines (Figure 16).