

Determination of Eligibility for NPS Historic Resources (CDOE and DOE) IRMA Reference Guide

INTRODUCTION

The Park National Register Program, administered by the Park History Program, uses the Integrated Resources Management Applications (IRMA) Data Store for the storage and sharing of National Park Service park unit historic resource Determination of Eligibility (DOE) and Consensus Determination of Eligibility (CDOE) files and accompanying supporting documents.

Please Note: These DOEs and CDOEs are for national park unit historic resources only. Non-park unit historic resource DOEs are managed directly by the National Register of Historic Places (NRHP) and are not included in this IRMA series.

Park unit DOEs and CDOEs published in IRMA are organized into the following series:

Series Name (IRMA Code)	Description	Reports
Determination of Eligibility for NPS historic resources (CDOE and DOE) IRMA Code: 2295097	This series is intended for National Park Service park unit historic resources Determination of Eligibility (DOE) and Consensus Determination of Eligibility (CDOE) files and accompanying supporting documents.	National Park Unit Determination of Eligibility (CDOE and DOE)

ABOUT THIS GUIDE

This guide was prepared to help National Park Service staff and partners with adding park unit Determination of Eligibility (DOE) and Consensus Determination of Eligibility (CDOE) files and accompanying documents to the National Park Service IRMA Data Store. The guide describes the steps taken for the creation of IRMA References that are complete, consistent, and in support of both National park Service program goals and report discovery.

The Park History Program's Park National Register Program would like to thank Dr. Susan Dolan (Parks Cultural Landscape Program Manager), Lia Nigro (Information Specialist/ACE Fellow), and Jeffrey (Jef) Wilson (Information Specialist/ACE Fellow) who wrote the *IRMA Data Store Database Guide for Park Historic Structures and Cultural Landscapes Reports* and graciously shared the publication files with the Park History Program. Their comprehensive and well thought out guide was used as the template for the Park National Register Program's Determination of Eligibility for NPS Historic Resources (CDOE and DOE) IRMA Reference Guide.

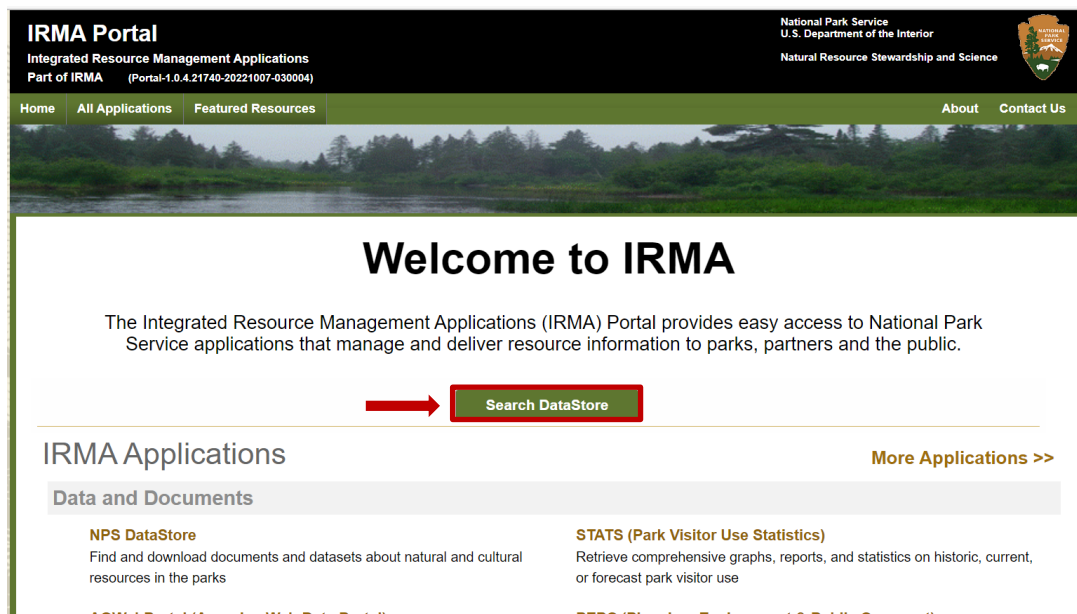
TABLE OF CONTENTS

LOGGING INTO IRMA (NPS USER).....	3
CREATING A NEW CDOE OR DOE IRMA REFERENCE	4
SAVING AND ACTIVATING PUBLISHED REPORT REFERENCES.....	5
POPULATING A PUBLISHED REPORT REFERENCE.....	6
QUICK GUIDE (FOR EXPERIENCED REFERENCE CREATORS)	7
DETAILED GUIDE.....	13
CORE TAB.....	13
PERMISSIONS TAB.....	18
FILES AND LINKS TAB.....	22
UNITS AND GEOGRAPHY TAB.....	23
KEYWORDS AND CATEGORIES TAB	24
SPECIALIZED TABS.....	25
EDITING A REFERENCE.....	26

LOGGING INTO IRMA (NATIONAL PARK SERVICE (NPS) USER)

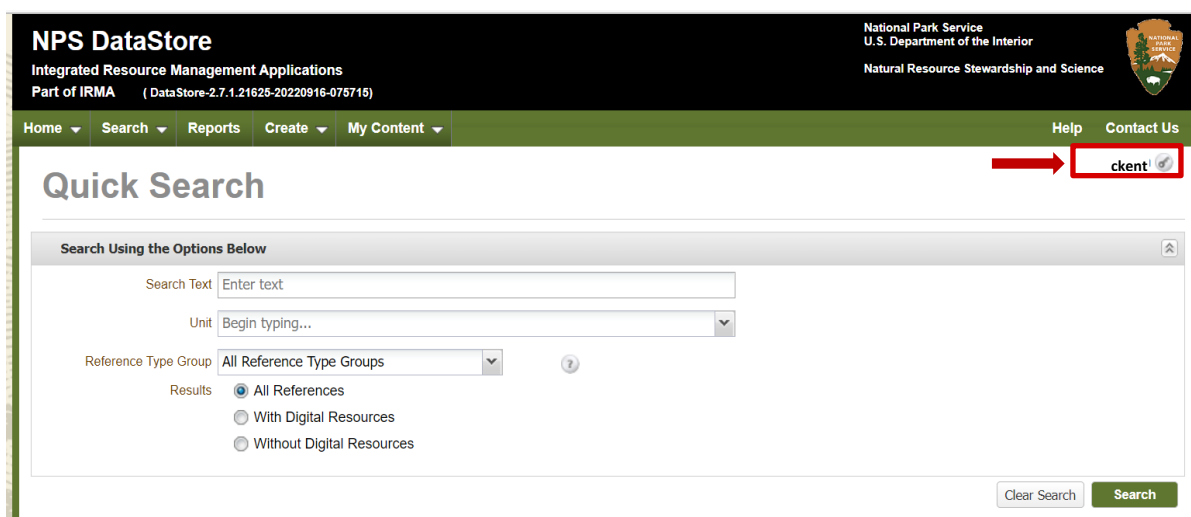
Navigate to the IRMA Data Store: <https://irma.nps.gov/>

- Click on the green “Search DataStore” button



Login

The IRMA Portal is a public website. By clicking on the Search DataStore button while logged in to an NPS laptop, desktop, or tablet PC you'll be recognized by the NPS Active Directory as an NPS user. You'll be automatically logged in to IRMA and see your Active Directory login name on the upper right of the screen. Logging in allows you to access internal-only documents as well as create and edit references.



No Login Name

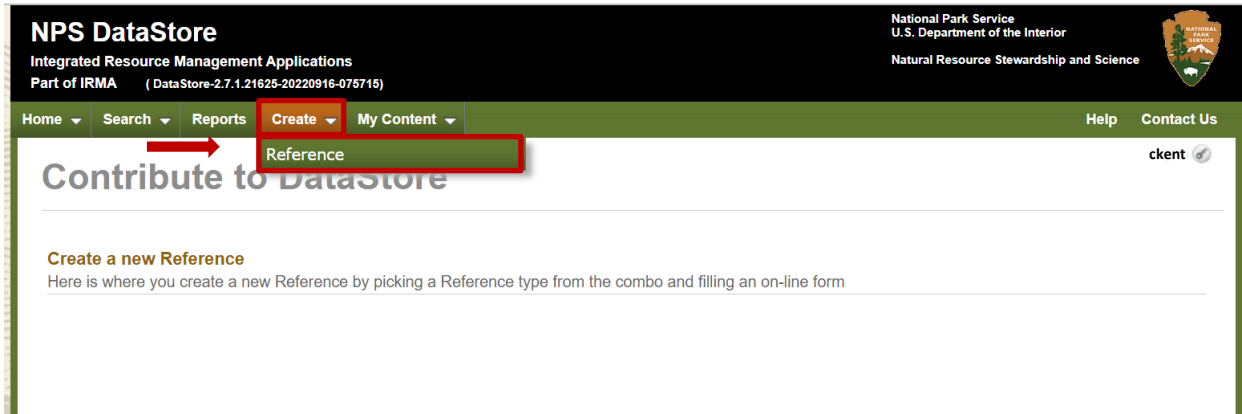
If you don't see your login name, click on “Log in” on the upper right of the screen and use your NPS username and password to log in to IRMA. (e.g. CKent@nps.gov)

NOTE: You must be logged on to an NPS laptop, desktop, or tablet PC *and* see your username on the upper right part of the IRMA screen (i.e. logged in to IRMA) to enter new references into IRMA or to edit existing references.

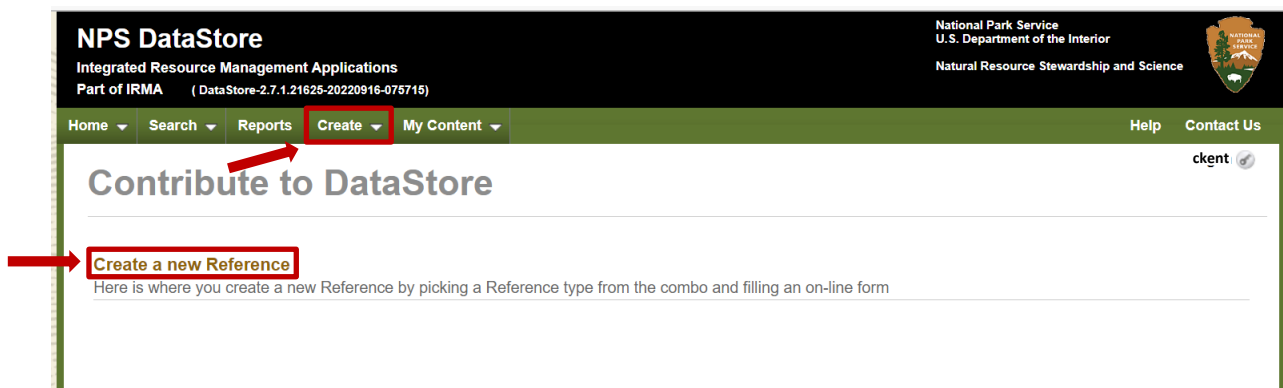
CREATING A NEW CDOE OR DOE IRMA REFERENCE

Create a Reference

- Select Create
- Click on “Reference” from the drop down menu

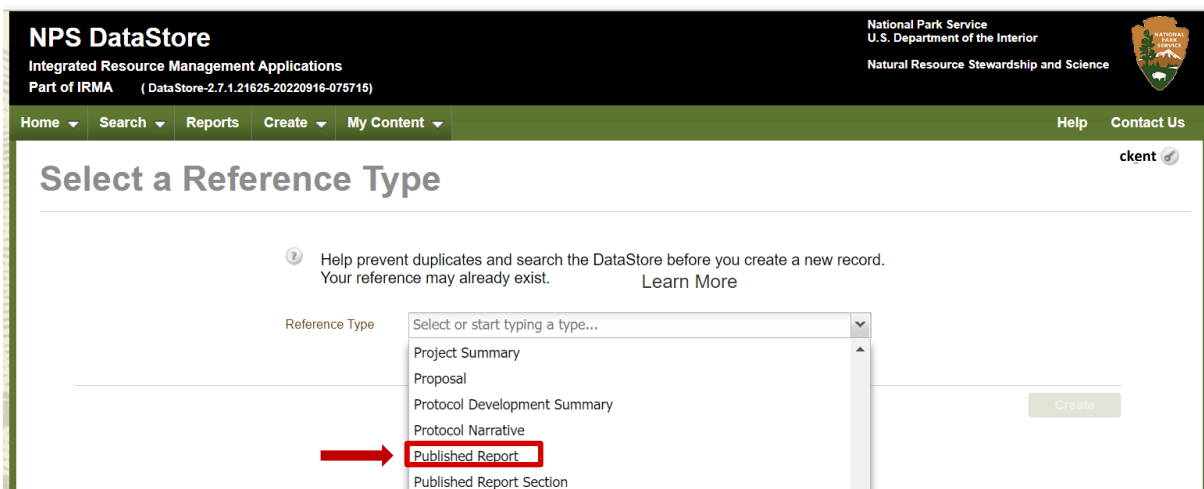


Alternatively, click on “Create” and then click on “Create a new Reference.”



Select a Reference Type

- Published Report is the Reference type for a CDOE or DOE Reference.
- Type “Published Report” into the Reference type bar or choose “Published Report” from the dropdown menu.



After choosing the Reference Type (Published Report) click on the “Create” button

NPS DataStore
Integrated Resource Management Applications
Part of IRMA (DataStore-2.7.1.21625-20220916-075715)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Search Reports Create My Content Help Contact Us

Select a Reference Type

ckent

Help prevent duplicates and search the DataStore before you create a new record. Your reference may already exist. [Learn More](#)

Reference Type Published Report

Written work that relays information, data, or events in a widely presentable form. A published report is one that is formally published and widely available for distribution and/or sale, and often peer-reviewed.

Create

The CDOE or DOE Reference has now been created in IRMA as a Published Report. It’s Inactive and not available to anyone but the reference creator until Activated (published). You will now be able to populate the various reference fields for your CDOE or DOE.

SAVING AND ACTIVATING PUBLISHED REPORT REFERENCES

The Save, Inactivate, Draft, and Activate green buttons are only visible when the reference is newly created or in Edit mode. (see the *Editing a Reference* section in this guide). The options can be found on the bottom right of any page while in Edit mode.

Save

- To save a reference without closing, click “Save.”
- Note: Clicking Save will not close the session.
- Progress can be saved at any time while populating a new reference or editing an existing reference.

Save & Close

Save Inactivate Draft Activate

Inactivate

Inactive References are those where the owner has determined that the reference is no longer of value and should no longer be discoverable/accessible to the NPS and public.

Draft

- To save and close without Activating, click “Draft.”

Activate

- To make the reference accessible (visible) to others, click “Activate.”
- The Activate button saves and closes the reference and makes it visible in the Data Store to the Public (if access is set to Public) or NPS-only (if access is set to Internal or Specific Individuals). See the *Permissions Tab* section in this guide for more information about Access Levels.

POPULATING A PUBLISHED REPORT REFERENCE

Once the CDOE or DOE Published Report Reference has been created It can be populated with information about the CDOE/DOE and the CDOE/DOE digital file can be uploaded to IRMA.

A Published Report has five (5) basic information tabs and four (4) specialized tabs. Not all are visible when the Reference is Activated. CDOEs and DOEs will use the five basic information tabs:

- Core (primary citation data)
- Permissions
- Files and Links
- Units and Geography
- Keywords and Categories

The screenshot displays the 'Editing Published Report - (Code: 2295343)' interface. At the top, there's a header with the title and a note '* Required to Submit'. Below the header, there's a navigation bar with tabs: Core, Permissions, Files and Links, Units and Geography, Keywords and Categories, Taxonomy, Cross-References, Version History, and Change Type. The 'Core' tab is highlighted with a red box and a red arrow. The main content area shows fields for Title, Date Published, Author(s), and Editor(s). The 'Date Published' field has a dropdown menu set to 'Exact Date' and a date input field. The 'Author(s)' and 'Editor(s)' fields have 'Add' buttons and a search bar. The 'Author(s)' field shows 'No Author(s) found' and the 'Editor(s)' field shows 'No Editor(s) found'. There are also help icons (question marks) next to the 'Author(s)' and 'Editor(s)' sections.

Quick Guide: For users who've created IRMA references before, a fast guide/reference table can be found in the *Quick Guide* chapter.

Detailed Guide: For first time IRMA reference creators the *Detailed Guide* and accompanying chapters in this guide offer a step-by-step walk through of each of the sections of an IRMA reference to include required, recommended, and not applicable fields and required language.

Note: After populating a park unit DOE or CDOE reference in IRMA please notify your region's Cultural Resources Inventory System (CRIS) coordinator that the CDOE documentation has been uploaded to IRMA. Please include the relevant IRMA reference URL. The CRIS Coordinator will then add the URL for the reference to any pertinent CRIS resource record(s).

QUICK GUIDE (see table below)

This is a fast guide to the fields in the five Information Tabs and any required information for CDOE and DOE References. It's laid out as a table and is meant for use by anyone who has already created IRMA Published Report References and doesn't need detailed instructions. For more comprehensive instructions and more detailed information about each Information Tab and their accompanying reference fields see the *Detailed Guide* section in this guide.

Note: After completion of a park unit DOE or CDOE reference in IRMA please notify your region's Cultural Resources Inventory System (CRIS) coordinator that the CDOE documentation has been uploaded to IRMA. Please include the relevant IRMA reference URL. The CRIS Coordinator will then add the URL for the reference to any pertinent CRIS resource record(s).

CORE TAB

IRMA Reference Field	Obligation	Input guidelines	Example
Title	Required	Title should include: • <i>[name of resource] [Consensus] Determination of Eligibility [and Finding of Effect]</i> • Note: “Consensus” and “Finding of Effect” only when applicable • SHPO/THPO/FPO Letter (whether concurrence or non-concurrence)	Lagoon Island Cabin Consensus Determination of Eligibility (CDOE) and Finding of Effect. SHPO Concurrence Letter
Date Published	Required	Set to “Year”	2018
Author(s) – Individual	Required when applicable	Creator(s) of DOE or CDOE form. • If no individual author/authors, leave blank • Multiple individual authors are permitted. • Do not include reviewers, SHPO, contributors, signatories, park unit, etc.	Jane Doe
Author(s) – Organization	Required	• Park unit in which resource is located • Region or regions in which resource is located	Glacier Bay National Park & Preserve Region 11 (Alaska Region), National Park Service
Created by or for the NPS	Required	Check “Yes” • Yes means that the information was created, published, permitted, sponsored, funded, or is maintained by the NPS. • Checking “Yes” tells the IRMA to retain the document as part of its record retention plan. • The “Yes” option also makes the resource eligible for automated submission to federal archives.	Yes
Report Number/ID	Not Applicable	Leave Blank	
Publisher	Required	Agency name	National Park Service
Place Published	Required	Regional Office location • Spell out state name	Anchorage, Alaska
Content Begin Date, End Date	Not Applicable	Leave Blank	
Number of Pages	Required	Document page count	30

CORE TAB (continued)

IRMA Reference Field	Obligation	Input guidelines	Example
Description	Required	Description of the CDOE or DOE digital file contents. • Describes the digital file contents not the resource. • Includes whether the resource is/is not eligible for the NRHP or as an NHL. • REQUIRED LANGUAGE – 3 parts. Two after digital file description; one as last paragraph of Description field. (See Example. Required Language in Bold. Copy/paste required sentences). • <u>The resource was evaluated</u> Insert after CDOE or DOE file description. Edit text with information from the DOE file. • <u>If Resource is ineligible</u> Add the correct year in the brackets based on the information in the CDOE/DOE file. • <u>If a Consensus DOE (CDOE)</u> Insert as last paragraph of description field after CDOE document description.	Lagoon Island Cabin (Glacier Bay National Park & Preserve, Alaska) Consensus Determination of Eligibility (CDOE) with supporting text, sources, maps, and photographs as well as a Finding of Effect for initial structure stabilization. SHPO Concurrence Letter is included with the CDOE. The resource was evaluated as a [site, district, building, structure, object]. Documents find [resource name] [eligible or ineligible] for [listing in the NRHP] [designation as an NHL]. <i>(if ineligible) Resource is recommended for reassessment in [year]. (10 years from date of determination of ineligibility)</i> The Consensus Determination of Eligibility process allows Federal decision makers, in consultation with SHPOs, FPOs, or THPOs, and other consulting parties to assess a resource for listing in the NRHP. If they agree that it meets NRHP criteria the property is treated as eligible for purposes of compliance with Section 106 of the National Historic Preservation Act.
Table of Contents	Not Required	Add Table of Contents or leave blank.	
Notes	Required (if digital file is <u>not</u> Section 508 compliant)	If digital file is not Section 508 compliant the Notes section must include boilerplate language. See Example. Required Language in Bold. Copy/paste required sentences.	To receive this report in a format that is optimized to be accessible using screen readers for persons with visual or cognitive impairments, please email irma@nps.gov
Edition	Not Applicable	Leave Blank	
Digital Object Identifier Name	Not Applicable	Leave Blank	
Published Report Series	Required	Locate the IRMA series by name or reference number: • Name: Determination of Eligibility for NPS Historic Resources (CDOE and DOE) • Reference number: 2295097	Determination of Eligibility for NPS Historic Resources (CDOE and DOE)

PERMISSIONS TAB

IRMA Reference Field	Obligation	Input guidelines	Example
Who may edit the Reference (Reference Owner)	Required	Must include: - Deputy Federal Preservation Officer(s) (DFPO) - Park Unit CR Manager or equivalent - Creator of CDOE or DOE form (Only if person is not the IRMA reference creator. Reference creator is added automatically by IRMA) - Regional NRHP/NHL coordinator; Regional Historian; Regional Archeologist, Anthropologist, Landscape Architect, etc. - CRIS DB National Coordinator - CRIS DB Regional Coordinator Note: An individual must have previously accessed IRMA in order to appear as a choice for Reference Owner	Turkiya Lowe, Jeffrey Durbin [DFPOs] Weston Bacon-Schulte [GLBA Park CR] Heather Feil [CDOE Form Creator] Janet Clemens [Regional Historian] Shina DuVall [Archeologist, AK Region] Stephen Pisani (CRIS DB National) Jef Wilson (CRIS DB Regional)
	Recommended	Other Regional or Park Cultural Resource staff as appropriate	John Doe Jane Doe
Reference Access Level	Required	This section sets the permission level for the user to be able to read the Reference fields. This does not set the permission level for the digital file(s). - Set to “Public”. This allows the public to read the information in the Reference fields. - Set to Internal <i>only</i> if File Access Level is being set to either Internal or Specific Individuals.	Public
File Access Level	Required	This section sets the permission level for the user to be able to read and/or download the digital file(s). - Public (non-sensitive). Anyone may read/download the digital file(s). - Internal (sensitive). Only NPS Staff and Partners may read/download the digital file(s). - Specific Individuals (sensitive). Only specific NPS staff can read/download the digital files. Note: To determine the need for sensitivity for digital file access see <i>Permissions Tab</i> in this guide.	Public

PERMISSIONS TAB (continued)

Justification	Required	Sensitivity - Choose “Not Sensitive” unless the CDOE or DOE contains information deemed to be sensitive (see <i>Permissions Tab</i> in this guide). - If information in CDOE/DOE is determined to be Operationally Sensitive, set to “Operations.” This is only available if File Access Level is set to Internal. - If information in CDOE/DOE is determined to be Legally Sensitive <i>based on FOIA</i>, set to “Sensitive”. This is only available if Record Access Level is set to Internal and File Access Level is set to Specific Individuals. - Before determining that document is “Sensitive” please read Justification – Sensitive in the <i>Permissions Tab</i> in this guide.	Not Sensitive
		Sensitive To further clarify a choice of “Sensitive” based on FOIA, check one or more of the option boxes. Note: For more information on Sensitivity see <i>Permissions Tab</i> in this guide.	
		Copyrighted, Proprietary, Other The DOEs are Federal Government documents and are not under Copyright.	
		Quality of the Information Source	
Additional Use Constraints	Not Applicable	Leave Blank	
Allow Data Stewards to Edit this Record	Required	Set to “Yes.” This allows IRMA staff to directly manage the Reference as needed.	Yes

FILES and LINKS TAB

IRMA Reference Field	Obligation	Input guidelines	Example
Digital Files and Links	Required (Digital File) <i>Not Applicable (Link)</i>	Add the CDOE or DOE digital file: - The digital file must contain the CDOE or DOE and the SHPO, THPO, and/or FPO letter. - Any other documents deemed relevant may be added as digital files. - Do not add External Link or Web Server. These quickly go out of date. Digital File Description - File Description should contain name of resource and date (year) document was published.	Lagoon Island Cabin Consensus DOE with SHPO Concurrence Letter. 2018

UNITS and GEOGRAPHY TAB

IRMA Reference Field	Obligation	Input guidelines	Example
Producing Unit Link(s)	Required	- Park Unit where resource is located 3-Letter NPS Region Code for Park Unit - Cultural Resources – History (Park NR Program)	Joshua Tree National Park PWR Cultural Resources – History
Content Unit Link(s)	Required	Park unit where resource is located	JOTR
Bounding Box(s)	Auto generated	IRMA automatically creates a bounding box based on Content Unit boundaries.	

KEYWORDS and CATEGORIES TAB

IRMA Reference Field	Obligation	Input guidelines	Example
Keywords	Required	Certain keywords are required (See Example. Required keywords in Bold. Copy/paste and edit as appropriate). - Keywords do not need, uppercase letters. - Keywords help the system when a user is searching for a reference. Any other keywords beyond the required keywords may be added at the citation creator's discretion.	CDOE, consensus DOE, determination of eligibility, DOE, finding of effect, historic preservation, park history national register of historic places, nrhp, [national historic landmark, nhl] [CRIS designation(s)] (CRIS-HR, CRIS-CL, etc.) + Resource ID(s), FMSS + Number <i>If available [NRIS + Number]</i>
Categories	Not Applicable	This feature is not active. Leave Blank.	

DETAILED GUIDE

In-depth information for each Published Report Reference Information tab to include accompanying reference fields and required information.

CORE TAB

The core information tab contains the most common attributes used to describe the information resource, including title, date published, author(s), and description.

Editing Published Report - (Code: 2227812)

* Required to Submit

Display Citation Untitled Published Report

Current Lifecycle **Draft** (In Edit Mode)

Core Permissions Files and Links Units and Geography Subjects and Keywords Taxonomy Cross-References Version History Change Type

Published Report

* Title

Date Published

Exact Date

mm/dd/yyyy



Author(s)

Add ▾ ⓘ

No Author(s) found

Editor(s)

Add ▾ ⓘ

No Editor(s) found

☐ Created by and/or for the NPS

Title [REQUIRED FIELD]

Enter the title of the CDOE or DOE. If Finding of Effect and SHPO or other letters are included in the document, add them to the title.

- The title should not include location data.

Example: Lagoon Island Cabin Consensus Determination of Eligibility (CDOE) and Finding of Effect.
SHPO Concurrence Letter

Date Published [REQUIRED FIELD]

Enter the date of publication of the CDOE or DOE

- Level of specificity is Year.
- Choose "Year" from the drop down menu and enter the date.

**** CLICK THE GREEN "SAVE" BUTTON AT THE BOTTOM OF THE SCREEN ****

This will save the data you've just entered and identify the Reference citation. IRMA will not retain unsaved data. --- **Save Early, Save Often** ---

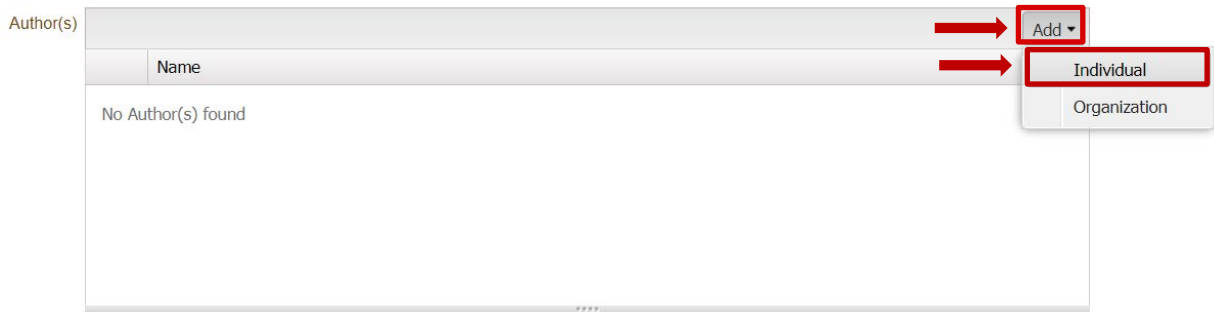
Author [REQUIRED FIELD]

Enter the author(s) of the DOE form.

- Click “Add” (top right of the Author(s) panel) to open the drop down menu

Individual Author(s)

- Click on “Individual.” This is the primary author(s) of the CDOE/DOE file. Do not add other signatories, contributors, or reviewers.



The screenshot shows the 'Author(s)' panel. At the top right is an 'Add' button with a dropdown arrow. Below it is a table with a header 'Name' and two rows: 'Individual' and 'Organization'. Red arrows point from the 'Add' button to the 'Individual' row. The main area of the panel displays 'No Author(s) found'.

Add Author

- Last name and First Name are required. Other fields are optional.
- Affiliation – If CDOE/DOE file creator(s) are NPS employees choose “National Park Service.”
- All other fields are optional.
- Note: Title will appear before a name. It’s primarily meant for an honorific (Dr., Madam, Honorable, etc.).
- When done click “Save” and then click “Cancel.”

Example:



The screenshot shows the 'Author(s)' panel with one entry. The entry has a pencil icon on the left and up/down arrows on the right. The text in the entry is 'Dr. Linus B. Van Pelt PhD (National Park Service)'. The 'Add' button is visible in the top right corner.

Multiple Individual Authors

- You can add multiple authors by clicking “Save” after each author entry. This will save the author and give you a blank entry screen.
- When done entering authors click “Cancel.”
- Note: The up and down arrows next to each author will allow you to move/organize author entries.

Edit or Delete an Author entry

- To edit author entry click on the pencil icon to left of name.
- To delete author entry click on the X to left of name.

Organization(s)

Click on Organization. These are the Park and Region where the historic resource in the CDOE/DOE is located. The process for adding an organization is the same as for Add Author (see above). The process for adding multiple organizations is the same as for Multiple Individual Authors (see above)

Examples: Region 8, National Park Service; Regions 8 & 10, National Park Service

Editor(s) [NOT APPLICABLE]

Not applicable for CDOE/DOE. This is meant for editors of journals, compilations, proceedings, etc.

Created by or for the NPS [REQUIRED FIELD]

Yes for CDOE/DOE.

- Checking **Yes** ensures that the record will be part of IRMA's data retention plan

Report Number ID [NOT APPLICABLE]

Not applicable for CDOE/DOE. Leave blank.

Publisher [REQUIRED FIELD]

Publisher for CDOE/DOE is "National Park Service"

Place Published [REQUIRED FIELD]

Enter the name of the regional office's city and state.

- Use state's full name

Example: Anchorage, Alaska

Content Begin/End Dates [NOT APPLICABLE]

Not applicable for CDOE/DOE. Leave blank.

Number of Pages [REQUIRED FIELD]

Enter the number of pages in the attached digital file (see *Files and Links* section in this guide)

Description [REQUIRED FIELD]

Brief description of document contents and purpose.

- Note: The description is meant to describe the CDOE or DOE file, not the historic resource.
- This should be a few short sentences describing the document file and stating whether the resource is eligible or not eligible for the National Register or as an NHL.
- The description should not include location data.

There are three (3) pieces of required language for the Description field.

Required language: After the CDOE/DOE file description. For items in brackets, change to fit the CDOE or DOE being entered into IRMA:

The resource was evaluated as a [site, district, building, structure, object]. Documents find [resource name] [eligible or ineligible] for [listing in the National Register of Historic Places] [designation as a National Historic Landmark].

Example of CDOE document Description:

Lagoon Island Cabin (Glacier Bay National Park & Preserve, Alaska) Consensus Determination of Eligibility (CDOE) with supporting text, sources, maps, and photographs as well as a Finding of Effect for initial structure stabilization. SHPO Concurrence Letter is included with the CDOE. Documents find the Lagoon Island Cabin eligible for listing in the National Register of Historic Places.

Required language: to add to CDOE/DOE Description field if the resource was determined to be ineligible for listing. "Year" is 10 years from date of determination of ineligibility.

Resource is recommended for reassessment in [year]

Required language if file is a CDOE: to add to Description field as last paragraph if the Reference is for a Consensus DOE (CDOE):

The Consensus Determination of Eligibility process allows Federal decision makers, in consultation with SHPOs, FPOs, or THPOs, and other consulting parties to assess a resource for listing in the NRHP. If they agree that it meets NRHP criteria the property is treated as eligible for purposes of compliance with Section 106 of the National Historic Preservation Act.

Example of full description:

[CDOE IRMA Reference for Lagoon Island Cabin](#)

<https://irma.nps.gov/DataStore/Reference/Profile/2295320>

Table of Contents [Not Required]

Reference creator may add a Table of Contents or leave blank.

Notes [REQUIRED FIELD only if digital file is not Section 508 Compliant]

For References with files that are not Section 508 Compliant add the following text in the Notes field:

To receive this report in a format that is optimized to be accessible using screen readers for persons with visual or cognitive impairments, please email irma@nps.gov.

Edition [NOT APPLICABLE]

Not applicable for CDOE/DOE. Leave blank.

Digital Object Identifier Name [NOT APPLICABLE]

Not applicable for CDOE/DOE. Leave blank.

Published Report Series [REQUIRED FIELD]

To add a Reference to a report series:

- On bottom of Core tab page click on “Published Report Series (Optional).” This will open a hidden section of the Core tab page.

The screenshot shows a web form for creating a reference. It includes fields for 'Edition', 'Digital Object Identifier Name' (with a placeholder '10.---/-----' and a help icon), and a dropdown menu for 'Published Report Series (Optional)'. A red arrow points to the dropdown menu. At the bottom, there are buttons for 'Cancel', 'Save', 'Inactivate', 'Draft', and 'Activate'.

- Click on “Actions” (right side of screen) and select “Lookup an existing Reference” from the drop down menu. A separate search box will open

Search for a series

IRMA CODE Number: 2295097
 PUBLISHED REPORT SERIES: Determination of Eligibility for NPS historic resources (CDOE and/or DOE)

After the Search Box opens:

1. Type Determination of Eligibility in Search Text bar.
2. Click “Search.”
3. Select the series by clicking in the box to the left of the IRMA Code Number.
4. Click “Link” in the bottom right of the box to link the Reference to the series.

Code	Display Citation	Title	Year
☐ 2295097	Determination of Eligibility for NPS historic resou...	Determination of Eligibility for NPS historic resou...	2022

NOTE: A Reference can only belong to one series at a time.

PERMISSIONS TAB

The Permissions Tab contains information about access and ownership for the reference and any associated files. This tab is where permissions may be set to allow the audience access level to be broad (public) or more limited (internal).

Who may edit the Reference (i.e., Reference Owners)

Name	User Code	Email
Kathleen Madigan	kmadigan@nps.gov	kathleen_madigan@partner.nps.gov
Turkiya Lowe	TLLowe@nps.gov	Turkiya_Lowe@nps.gov
Heather Feil	HAMFeil@nps.gov	Heather_Feil@nps.gov

Reference Access Level: ☒ Public ☐ Internal

File Access Level: ☒ Public ☐ Internal ☐ Specific Individuals

Justification

Provide further clarification about the information being described by the reference.

Sensitivity: ☒ Not Sensitive ☐ Operations ☐ Unknown ☐ Sensitive

Copyrighted, Proprietary or Other Distribution Restrictions: ☒ None

Who may edit the Reference (Reference Owners) [REQUIRED FIELD]

Only Reference Owners have permission to edit references or add additional files at any point after the reference is created. The creator of the IRMA reference is automatically added as an owner.

Note: An individual must have previously accessed IRMA in order to appear as a choice for Reference Owner

Adding Reference Owners

To add owners, Choose “Add” and select NPS User from the dropdown list (this contains the names of both NPS staff and Partners). Begin typing the name of an NPS employee or partner. The field will automatically populate with the names of people in the NPS Active Directory. Choose a name and click “Add.”

Required Reference Owners

- NPS Deputy Federal Preservation Officer(s) (DFPO)
- Park CR Manager where proposed NRHP/NHL resource is located.
- Creator of CDOE/DOE form (if different from IRMA Reference creator).
- Regional Cultural Resource staff as appropriate such as Regional Historian; NRHP/NHL coordinator(s); Lead Archeologist, Architectural Historian, Landscape Architect; etc.
- CRIS DB National Coordinator
- CRIS DB Regional Coordinator

Any other appropriate owners beyond the Required Reference Owners may be added at the discretion of Park and Regional managers or staff or the DFPO/Park History staff. *Note:* NPS Partners can also be made reference owners.

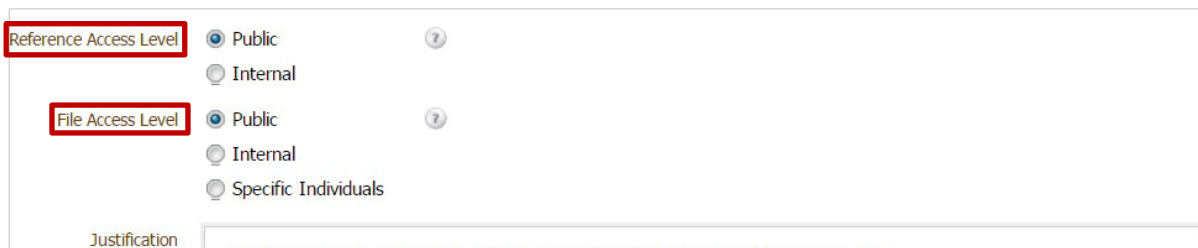
Reference Access Level [REQUIRED FIELD]

This section sets the permission level for users to be able to read the Reference fields. This does not set the permission level for the digital files.

- Set to “Public”. This allows the public to read the information in the Reference fields. Set to Internal *only* if File Access Level is being set to either Internal or Specific Individuals.
- NOTE: Setting Reference Access level to “Public” does not prevent you from setting File Access Level to “Internal.”

File Access Level [REQUIRED FIELD]

This is the section that sets the access level for the digital files. It controls who may read and/or download a digital file associated with a reference.



The screenshot shows a form with two sections: 'Reference Access Level' and 'File Access Level'. Both sections have a red box around the label. Each section has three radio button options: 'Public' (selected), 'Internal', and 'Specific Individuals'. There is a question mark icon to the right of each 'Public' option. Below the 'File Access Level' section is a 'Justification' text box.

- Public (non-sensitive). The information in the CDOE/DOE is non-sensitive. Anyone may read/download the attached digital files. (General Public)
- Internal (sensitive). Information in the CDOE/DOE is Operationally Sensitive. Only those with an NPS user account who are also logged in to IRMA will be allowed to read/download the attached digital files. (NPS Staff and Partners only)
- Specific Individuals (sensitive). Information in the CDOE/DOE is Legally Sensitive. Only specific NPS staff can read/download the digital files. This setting will lock out all users from reading/downloading the digital file(s) except individually chosen NPS employees or partners. If you determine this is warranted due to the legal sensitivity of the data, please consult with your regional or park unit CR Manager and your NPS FOIA Officer before choosing “Specific Individuals.”

To help you in determining file access levels - particularly the “Specific Individuals” setting, see:

[IRMA Data Store Guide: Reference Sensitivity, Proprietary, and Quality Designations](https://i19rma.nps.gov/DataStore/DownloadFile/626221)

<https://i19rma.nps.gov/DataStore/DownloadFile/626221>

Justification [REQUIRED FIELD]

This section provides further clarification about the information being described by the reference and in the digital file. Choices made in these fields do not affect Reference Access Level or File Access Level.

Sensitivity [Required Field]

Sensitivity options depend on Reference Access Level and File Access Level selections. They do not affect Access Levels, but simply clarify why a particular Access Level was chosen.

- If Record and File Access Levels are set to “Public” you will only be able to choose “Not Sensitive.”
 - **Not Sensitive.** Digital file does not contain sensitive information.
- If File Access Level is set to “Internal” you will only be able to choose Not Sensitive, Operations, or Unknown.
 - **Operations.** Digital file contains Operationally Sensitive information. Should not be freely released to the public. Information is for NPS staff and partners. Information may still be shared under FOIA.
 - **Unknown.** Sensitivity or non-sensitivity of data has not been confirmed.
- If Record Access Level is set to Internal and File Access Level is set to Specific Individuals you will be able to choose Not Sensitive, Operations, Unknown, or Sensitive.
 - **Sensitive.** File contains Legally Sensitive information. Based on FOIA exemptions. File has one or more FOIA-exempt sensitivities. Should not be freely released or shared. Access to the digital files is limited to specific NPS staff members or partners.
 - If a justification of “Sensitive” is chosen there will be further options to choose from based on why the information in the files is considered Legally Sensitive,

To better understand and determine document Sensitivity, particularly as it pertains to “Sensitive”, see:

[IRMA Data Store Guide: Reference Sensitivity, Proprietary, and Quality Designations](#)

<https://20rma.nps.gov/DataStore/DownloadFile/626221>

☒ Specific Individuals

			Add ▾
	Name	User Code	Email
✕	Jeffrey Durbin	jdurbin@nps.gov	Jeffrey_Durbin@nps.gov
✕	Turkiya Lowe	TLLowe@nps.gov	Turkiya_Lowe@nps.gov

Justification

Provide further clarification about the information being described by the reference.

Sensitivity ?

- ☐ Not Sensitive
- ☐ Operations
- ☐ Unknown
- ☒ Sensitive

- | | |
|--|--|
| ☐ Archeological | ☐ Minerals |
| ☐ Caves | ☐ Paleontological |
| ☐ Commercial Value | ☐ Personally Identifiable Information (PII) |
| ☒ Cultural | ☐ Rare |
| ☐ Endangered | ☐ Security |
| ☐ Indian Sacred Sites | ☒ Threatened |
| ☒ Litigation | ☐ Wells |

Copyrighted, Proprietary, or Other Distribution Restrictions [REQUIRED FIELD]

Select “None”

CDOEs and DOEs are Federal Government documents and, as such, are not under copyright.

Quality of Information Source Being Described by this Reference [REQUIRED FIELD]

Select “High”

Additional Use Constraints [NOT APPLICABLE]

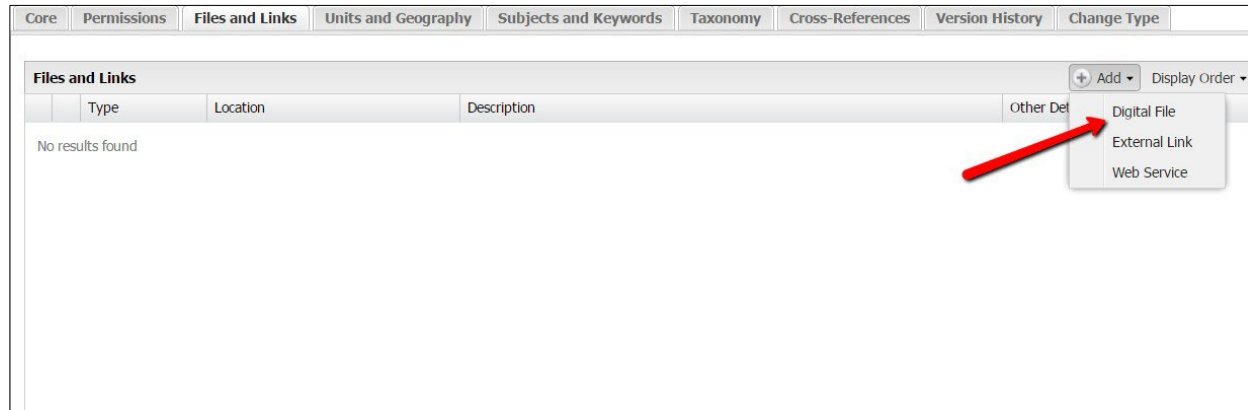
Not Applicable for CDOE/DOE. Leave Blank

Allow Data Stewards to Edit this Record [REQUIRED FIELD]

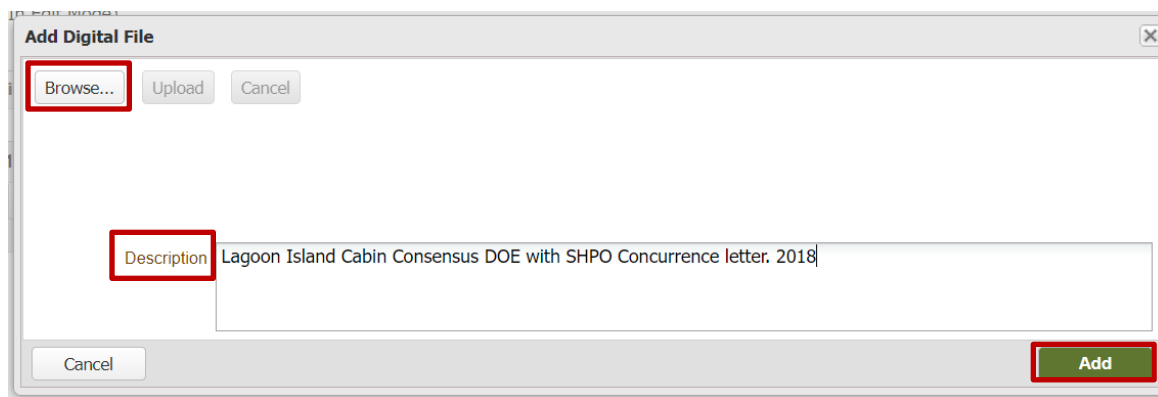
Select “Yes.” This allows IRMA staff to edit the Reference as needed.

FILES AND LINKS TAB

The Files and Links Tab is where the CDOE or DOE file is uploaded to IRMA. Click “Add” and select “Digital File.”



- Click “Browse” to locate the CDOE or DOE file.
- Choose the CDOE or DOE file.
- Fill in the Description field.



Description [REQUIRED FIELD]

- File Description should contain name of resource and date (year) published.
- Do not add External Link or Web Server. These quickly go out of date.

Example:

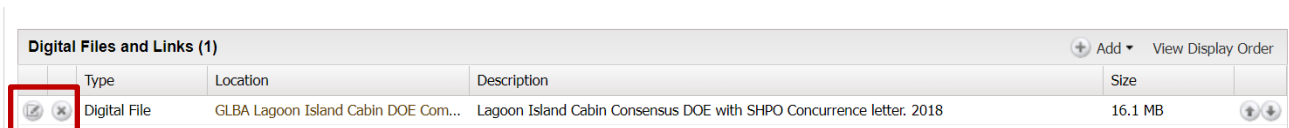
Lagoon Island Cabin Consensus DOE with SHPO Concurrence letter. 2018

After adding the description, select “Add” to finish uploading the file.

- Type, Location (File name), and size are automatically generated based on the uploaded file.
- You may add more than one file to the Reference. To reorder multiple files after adding, click the up and down arrows to the right of the file Description.

Edit or Delete an uploaded file

To edit a file description click on the pencil icon to the left of “Type.” To delete a file click on the X icon to the left of “Type.”



UNITS AND GEOGRAPHY TAB

This tab defines the overall relevance of the resource to the National Park Service. In addition, the bounding box shows the spatial footprint of the content (park) unit and indicates geographic relevance.

Unit Code	Unit Name
AKRO	Alaska Region Office
GLBA	Glacier Bay National Park and Preserve
HIST	Cultural Resources - History

Unit Code	Unit Name	Status
GLBA	Glacier Bay National Park and Preserve	Approved

Producing Unit Link(s) [REQUIRED FIELD]

The unit(s) most directly involved in creating the Reference content and responsible for it as a product. These are the park units or offices that should be contacted if there is a question about the CDOE or DOE Reference or digital file.

Required Producing Unit Links:

- Regional Office. Regional Offices may be searched for by name (Pacific West Regional Office) or by 4-Letter acronym (PWRO). More than one Regional Office may be added if applicable.
- Park unit where the historic resource is located.
- Cultural Resource – History (This is the NPS Park NR office.)

To add a Producing Unit

1. Click on “+ Add.” This will open a small search box with a dropdown menu.
2. In the search box type the name or acronym of a regional office, park unit, or other program and click on your selection.
3. Click the green “Add” button.
 - This will enter the unit into the system and leave a blank box open.
4. Continue to add producing units.
5. When finished click the “Close” button.

1 + Add x Remove All

Add Unit(s) that produce content

Pacific West Region Office (PWRO)

2 and 4

Close 5 3 Add

Content Unit Link(s) [REQUIRED FIELD]

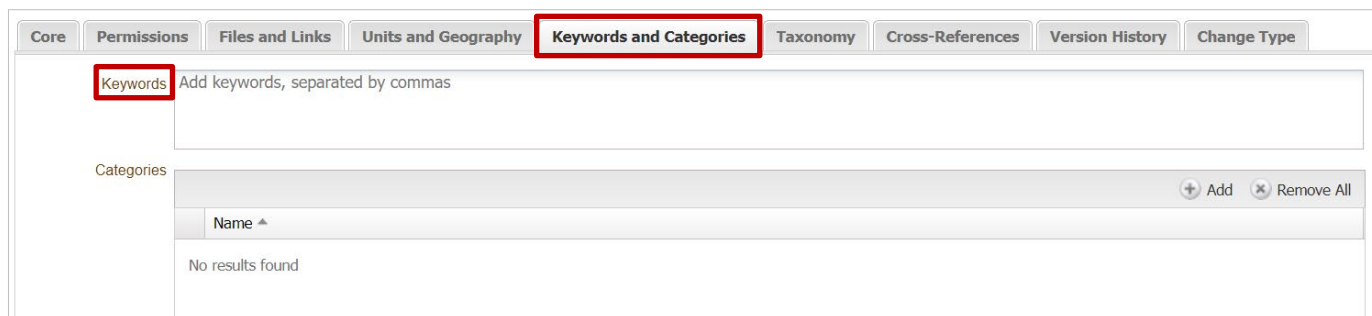
Park unit(s) where CDOE or DOE historic resource is located. More than one park unit may be added if applicable. Steps for adding a Content Unit are the same as for adding a Producing Unit.

Bounding Box(es) [AUTOMATICALLY GENERATED BY IRMA]

Bounding boxes are automatically generated by the system based on Content Unit boundaries.

KEYWORDS AND CATEGORIES TAB

Keywords are intended to help users and the IRMA system narrow down a search for a Reference. IRMA will search across all information in a Reference to include Keywords.



The screenshot shows the 'Keywords and Categories' tab selected. The 'Keywords' section has a text input field with the placeholder 'Add keywords, separated by commas'. The 'Categories' section shows a table with one header row 'Name' and one body row 'No results found'. There are 'Add' and 'Remove All' buttons in the top right of the categories section.

Keywords [REQUIRED FIELD]

Required Keywords

The following keywords are required:

- CDOE, consensus DOE, determination of eligibility, DOE, finding of effect, historic preservation, park history, national register of historic places, nrhp,
- CRIS designation(s) (*CRIS-HR, CRIS-CL, etc.*) + Resource ID(s), FMSS + Number (ex. CRIS-CL 12345, FMSS 54321)
- *If available:* NRIS + Number (ex. NRIS 67891)

Additional keywords

May be added at the citation creator's discretion.

- Additional keywords should focus on those words that are not already in the title or description of the reference.
- Keywords are separated by commas .
- Keywords may have, but do not need, uppercase letters.
- Don't worry about putting keywords in alphabetical order. IRMA's system will automatically alphabetize the keywords once the Reference is saved. The system will also automatically remove duplicates.

Click on the green "Save" button at the bottom of the screen after adding keywords.

Categories [NOT APPLICABLE]

This feature is not active. Leave blank.

SPECIALIZED TABS

The information in these reference tabs is not required for DOE and CDOE references.

Taxonomy [USUALLY NOT APPLICABLE]

Natural Resource. Indicates whether the digital file(s) contains specific information about one or more living organisms (e.g., plants, vertebrates, invertebrates). The digital file is either wholly about a living organism or contains a large amount of information about other resources very closely associated with a living organism.

While Homo Sapien is on the IRMA taxonomy list, it is not usually applied to cultural resource information in IRMA other than archeological resources.

Cross-References (“See Also”)

Allows a reference creator to associate their reference with any other references in IRMA. This lets a user know that the other reference(s) is important to “see also”. Cross referencing is a one-way process, from your reference to the other reference(s).

Version History

Applicable for CDOEs and DOES only when changing permissions on an existing reference or digital file. See Editing a Reference below for more information.

Version History is strictly about the information resource, not about the version of the reference or citation.

Change Types [NOT APPLICABLE]

Allows the reference owner to change the type of reference (e.g. from published report to book, from unpublished report to published report).

EDITING A REFERENCE

To edit a Reference without changing the reference permissions or updating digital files:

- Search for the reference in IRMA and click on its title to open or go to My Content at the top of the screen and choose “Dashboard.” This will let you see all of the References that you’ve created/ have you listed as a Reference Owner.
- Click on the “Actions” button on the right side of the screen.
- Choose “Edit” from the dropdown menu.

Home Search Reports Create My Content Help Contact Us

Published Report - (Code: 2295320)

Title Lagoon Island Cabin Consensus Determination of Eligibility (CDOE) and Finding of Effect. SHPO Concurrence Letter

Description Lagoon Island Cabin (Glacier Bay National Park & Preserve, Alaska) Consensus Determination of Eligibility (CDOE) with supporting text, sources, photographs as well as a Finding of Effect for initial structure stabilization. SHPO Concurrence Letter is included with the CDOE. Documents find t Island Cabin eligible for listing in the National Register of Historic Places.

Consensus DOE: Federal agencies use the Consensus Determination of Eligibility (Consensus DOE) process provided by Section 800.4 of the Advisory Council on Historic Preservation's regulations. [Section 800.4 C (1) (2)] This allows Federal decision makers, in consultation with SHPOs, FPOs or THPOs, and other consulting parties to assess a property and, should they both agree that it meets the criteria for listing on the National Register of Historic Places, treat the property as eligible for purposes of compliance with Section 106 of the NHPA as implemented by the Council's re ...more

Citation Feil H. 2018. Lagoon Island Cabin Consensus Determination of Eligibility (CDOE) and Finding of Effect. SHPO Concurrence Letter. ConsensusDOE. National Park Service. Anchorage, Alaska

Visibility Public

click here for more info

Digital Files and Links (1)

Type	Download Link	Size	Description
Digital File	GLBA Lagoon Island Cabin DOE Complete Pack...	16.1 MB	Lagoon Island Cabin Consensus DOE with SHPO Concurrence letter. 2018

The Reference will now be in Edit mode and the system will recognize it as a Draft.

Home Search Reports Create My Content Help Contact Us

Editing Published Report - (Code: 2295320)

* Required to Submit

Display Citation Feil H. 2018. Lagoon Island Cabin Consensus Determination of Eligibility (CDOE) and Finding of Effect. SHPO Concurrence Letter. ConsensusDOE. National Park Service. Anchorage, Alaska

Current Lifecycle Active (In Edit Mode)

Core Permissions Files and Links Units and Geography Keywords and Categories Taxonomy Cross-References Version History Change Type

* Title Lagoon Island Cabin Consensus Determination of Eligibility (CDOE) and Finding of Effect. SHPO Concurrence Letter

Date Published Year Year 2018

Author(s)

Name	Add
Heather Feil (Architectural Historian, National Park Service)	

**** Remember to Save and Activate the Reference when done editing. ****

The Reference will remain in Inactive mode and will not be available to NPS staff and the public if it's not reactivated.

Editing Permissions or Updating Digital Files

Editing Permissions for References and Files (Access Levels)

Once a reference has been created and activated, you may find that you need to reset the Reference Access and/or File Access permissions.

Be sure to review the *Permissions Tab* section in this guide before choosing a new permission setting.

Changing Access Levels from Internal or Specific Individuals to Public. Also for newly created References.

- Open the reference file and go into Edit mode by clicking the Actions button at the top of the screen and choosing Edit.
- Open the Permissions tab.
- Reset one or both of the permissions to Public. *Note:* you cannot set File Access to Public if Reference Access is set to Internal.
- Save the reference
- Activate the reference.

Changing Permissions from Public to Internal or Specific Individuals.

If the reference is newly created and activated, follow the steps above. If the reference has been activated for a little while and the permissions are set to Public, IRMA will gray out the permissions options. You will not be allowed to change them without going through the steps below.

- Open the reference file, click on the Actions button and choose “print to PDF”. A new browser window will open containing all of the information in the current reference.
- Go to your original reference browser window. **Do Not Click the Back Arrow** from the PDF window. This will cause you to lose the PDF information.
- Go into Edit mode by clicking the Actions button and choosing Edit.
- Open the Version History tab. Click on Add and choose the Clone option. This will create a duplicate of the current reference. Type in an explanation as to why the Reference Access and/or File Access is being reset.
- A new version of the reference will be created. The system will keep you in the new reference and will restrict access to the old reference. The old reference will still be in IRMA, but no one outside of IRMA can access it and it won't appear in any searches. It will, however, appear as version 1 on the new reference. This is done in order to meet FOIA requirements as well as other federal and DOI rules on openness and reproducibility.
- Go to the Permissions tab
 - For File Access permission change only (Internal).
 - Reference Access is left as Public. File Access is changed to Internal. Specific Individuals is not an option.
 - For both Reference Access and File Access permission changes (Internal and/or Specific Individuals).
 - Change Reference Access to Internal

- File Access will auto change to Internal. You may choose Specific Individuals.
 - For Specific Individuals setting pick Sensitivity options.
- The newly created reference version may not have all of the information from the original reference. It may also be missing the digital file(s).
 - Go through each tab in the new reference version and fill out any fields that didn't transfer. Use the PDF/browser window that was created with “print to PDF” to compare old and new reference versions.
 - Check the Files and Links tab for absence/presence of digital file(s). You may need to reload the digital file(s).
 - Save the reference
 - Activate the reference.

Updating Digital Files

Note: Additional digital files may be added to an existing reference at any time. The process is the same as the one outlined in the *Files and Links* section in this guide.

Once a reference has been created and activated, you may find that you need to update one or more of the digital file(s). To do this:

- Open the reference file, click on the Actions button, and choose “print to PDF”. A new browser window will open containing all of the information in the current reference.
- Go to your original reference browser window. **Do Not Click the Back Arrow** from the PDF window. This will cause you to lose the PDF information.
- Go into Edit mode by clicking the Actions button and choosing Edit.
- Open the Version History tab. Click on Add and choose the Clone option. This will create a duplicate of the current reference. Type in an explanation as to why the digital files(s) have been updated.
- A new version of the reference will be created. The system will keep you in the new reference and will restrict access to the old reference. The old reference will still be in IRMA, but no one outside of IRMA can access it and it won't appear in any searches. It will, however, appear as version 1 on the new reference. This is done in order to meet FOIA requirements as well as other federal and DOI rules on openness and reproducibility.
- Go to the Files and Links tab
 - Upload the updated digital file(s)
- The newly created reference version may not have all of the information from the original reference.
 - Go through each tab in the new reference version and fill out any fields that didn't transfer. Use the PDF/browser window that was created with “print to PDF” to compare old and new reference versions.

- Check the Files and Links tab for absence/presence of digital file(s). You may need to reload the digital file(s).
- Save the reference
- Activate the reference.