

Administrative Box (upper right corner) It is essential to complete this box. Data without a source and date are useless after we are all gone. We also need know whom to contact in case of data entry problems.

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples
DATE asset inventoried	Date reporter collected information in the field; include month, day and year.	10/10/06 10-10-2006 10 Oct 06 October 10, 2006	Oct 10 2/12
Inventoried by	Person who collected the information in the field (the reporter)	William Clark P.T. Barnum	John JQP
Affiliation	Lewis & Clark Trail Heritage Fd. Chapter, agency or other entity that the reporter represents	Mouth of the Platte Chapter MT Fish, Wildlife and Parks US Forest Service, Lolo National Forest	Local chapter, LCTHF City parks
Address	Completed mailing address of reporter	Lewis and Clark National Historic Trail, 601 Riverfront Dr. Omaha, NE 68102	St. Louis
Phone	Best phone number for reporter, including area code	402-661-1874	555-9754
Email	Email address for reporter	LECL_Resources@nps.gov	
Data entry Date	Date data was entered into form and save/sent to compiler	10/10/06 10-10-2006 10 Oct 06 October 10, 2006	Oct 10 2/12
By	Person who entered data into electronic form, required whether same as reporter or not	C.S. Lewis Elton Smith	Mary LSG

Asset Inventory Data

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples
Collective Name (if any)	"Sets" of assets, either by location (all assets within a park), by use (all signs in an interpretive trail), or by project (Otak signs in WA; sculptures in Lewis and Clark Interpretive Trail).	Ponca State Park; Norton's Hill Interpretive Trail; Lewis and Clark Interpretive Trail	(single asset name)

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples
Name of Asset	Enter specific Lewis and Clark asset name. Enter name if building or structure. Enter unique descriptive name, followed by asset type. Use first few words if no title is given.	Red House Interpretive Center L&C Campsite, 17 June 1804 "This bird sang all night" wayside interpretive panel William Clark grave "Corps of Discovery," an opera in three acts "Lewis and Clark in Missouri" brochure "Reburial of Sgt. Floyd" reenactment	Wayside panel Trail head sign Chase Park Campsite Grave of William Clark Musical map
Physical location	Enter best available location information, don't give driving directions. If within public area, enter name of area. Enter current location for ephemeral objects.	Colter's Landing Fishing Access First St. and Broadway Washington Co. Historical Society	North on Hwy 57, left 3 miles to Co. Rd. XY. County museum
Address	Street address, if any.	1234 Holder Rd. 9485 Hwy 57	
City, County, State, Zip code	Enter closest municipality, if not within a town.	Sibley, Jackson Co., MO 64015	Alta
GPS Coordinates	Enter readings from GPS set to WGS 84 coordinates using decimal degrees as 12.12345 Enter to 5 decimal places.	Lat 38.30098 Long 89.45543 N 42.19789 W 98.12354	Lat 38° 30' 45" Long 89° 27' 11" Lat 38° 30.123' Long 89° 27.345'
Field ID Number (NOTE: this will be permanent ID in final spreadsheet for this site)	UNIQUE identification number assigned by reporter to a "site." First two characters are the State abbreviation, followed by the three initials of reporter's name, then consecutive numbers with three digits (just in case there are hundreds of L&C assets in NE.)	NE-LSG-001 IA-SUZ-021	TM-1 OZ-14 413 NE-124
OWNER	Enter apparent owner of the ASSET, as best as can be determined. If not 100 percent sure, enter a "?" at end of name. This may not be the agencies or others listed on asset (see funding source)	IL Department of Natural Resources City of New Haven? DAR (Daughters of the American Revolution)	State of Illinois County
MANAGER	Enter apparent managing agency of the ASSET or facility it is within, such as a park. Most of the time this will be	IL Department of Natural Resources	Fred Larson

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples
	the same as OWNER, but not always If not 100 percent sure, enter a "?" at end of name.	St. Louis County Division of Parks Manitou Bluffs LCTHF Chapter Illinois State Museums?	State park City park
CONTACT: Position/Name	Position or person responsible for management of asset Position preferred over person's name since staffing may change over time	District park manager, IL DNR Site superintendent, Lewis and Clark State Park Director, Chester Museum	
Address/State/Zip code Phone/Email	Contact information for contact position/person, or for managing agency if a specific contact is not identified	(Complete as fully as possible)	
RESOURCE CATEGORY	DON'T MIX PLACE-BASED AND EPHEMERAL ASSETS ON SAME DATA FORM		
Place-based Assets	Objects, structures, infrastructures, statues or anything else that is affixed to the ground and not intended to be moved for use.		
Park or Water Access Area	When L&C asset is within a public land area	Lewis and Clark State Park Colter's Landing Fishing Access	
Trail Section	For specific section of the L&C trail and associated trails	Katy Trail Fort Bellefontaine Interpretive Trail	L&C NHT
Natural Landmark	Geological or ecological site related to L&C expedition	Beacon Rock St. Michael's Prairie	
Exhibit or Signing	Exterior interpretive panels and displays; permanent interior exhibits	Wayside exhibits, interpretive panels, kiosks, historical markers; permanent L&C exhibit at Durham Western Historic Center, L&C mural at Arch	
Interpretive Center	May not be physically on L&C trail	Red House Interpretive Center	
Monument, Sculpture or Mural	Most often artistic works to commemorate L&C	Brunswick Legion Post Mural	
Historic Structure	Related to L&C presence	Red House Interpretive Center	
Other	Graves, known but unsigned areas, etc.	L&C campsites DAR bronze markers	
Ephemeral Assets	Items, objects, events, printed materials, etc. Designed for distribution or display, not attached to a single location permanently		
Artifact or collection	Most often found at museums or interpretive centers	Clark Collection; Missouri Historical Society;	

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples
		(state, county and local historical societies, museums)	
K-16 Curriculum	Materials supporting state schooling requirements and standards	L&C Traveling Trunks	
Lifelong Learning Curriculum/ Educational Tours	Informal or formal (college affiliated) opportunities for non-traditional students	L&C Elderhostels	
Passport Project	Iowa program developed for Bicentennial		
Poster/Temporary Exhibit	Display for temporary use, circulated then dismantled	MHS exhibit	
Pamphlet or Brochure	Print items for distribution to public, or for limited distribution in support of Bicentennial	L&C in Montana maps Final reports for L&C Commissions	
Media Article	News item distributed in print, by broadcasts, or over internet	"Sets" or series in newspapers; Broadcasts for local special events; NE Bicentennial Commission website	Multiple L&C articles recorded individually
Events	On-going annual events or one-time Bicentennial events related to L&C	Omaha Family Festival (Sept. 2006) Annual Onawa L&C encampment	
Other	Unique creations or activities related to L&C or Bicentennial	Opera, plays, symphonies, etc.	
BUDGET INFORMATION			
Development funded by	Funding agencies and other parties are usually listed on signs, etc. Check funding type and enter details in description.	NPS L&C Challenge Cost Program IL L&C Bicentennial Commission IL Department of Natural Resources	State of Illinois (too broad)
Maintenance funded by	Maintenance funding often by owner or manager, but not always, specific funds for upkeep may be listed on or near asset. Check funding type and enter specific information in description.	NGFP, Ponca State Park City of Lynch, Dept of Streets	L&C NHT State of Illinois (too broad)
RESOURCE DESCRIPTION	Physical description of asset plus specifics on development and maintenance funding. Include anything that may be useful to future use and management. Enough information must be here to help uniquely identify this asset.	2' X 3" interpretive panel, "This bird sang all night; sign 3 of half-mile interpretive trail located at Captain's Hill, Norton Natural Area. MDNR project and supported. Embedded fiberglass on 4X4 wooden posts.	Sign Campsite plaque

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples
		4-panel interpretive kiosk, includes: Native peoples, Botany of L&C, L&C across Missouri; Retrograde Bend. L&C Campsite of 30 October 1804, now in middle of river, sign on IL shoreline. Maintained by Cape Girardeau Chapter. Symphony by Rob Kapilow and Narcisse Blood (a Blackfeet tribal member) commissioned by....etc.	(Lack of information in this space)
Bicentennial Relationship			
Pre-Bicentennial/not enhanced	Asset existed before 2001 and was unchanged during 2001-2006 period.		
Enhanced for/during Bicentennial	Asset existed before Bicentennial, but was improved during 2001-2006 period.		
Created for/during Bicentennial	Asset developed or installed during 2001-2006 period.		
Cultural sensitivity			
Not for public release	Check this if information on a site should not be released to the public.	Sites on private lands not open to public	Checked for parks or other public lands
Special tribal significance	Sites considered sacred by or with cultural affiliation to Native American groups.	(May or may not be open to public.)	
MANAGEMENT OR MAINTENANCE		Based on best judgment of reporter	
Landscape maintenance/lawn care	Use only when park or water access area is checked above		
Routine building maintenance/ custodial care	Use only when buildings are part of L&C asset being reported		
Sign/wayside/building repair or rehab	Use when carpentry repairs are required		
Routine parking/sidewalk maintenance	Used only where these facilities exist		
Trail maintenance	Use only trail section checked above		
Professional curation/archiving	Use for artifact or collection, monuments, sculpture or murals		
Other	Describe any requirements not covered elsewhere		
Frequency	Based on best judgment of reporter Check one box that best fits the L&C asset being reported		

DATA Entry Field	Description (data expected)	Good data examples	Incorrect data examples	
THREATS/CHALLENGES/CURRENT CONDITION				
Erosion Flooding Wind effects Isolated location Vandalism Inadequate access Jurisdictional issues Conflicting uses or misuse Other	Check all that apply, based on reporter's best judgment			
Details on threats/challenges/current conditions	Describe observed and potential issues	Sign sun faded, needs replacement Vandalized, gun shot damage Sign not found, missing? Trail misused by ATVs Site difficult to find, inadequate directional signs Parking inadequate for site	(Lack of information)	
SUPPLEMENTAL PAGE	Use for multiple L&C assets within a single "site" such as a cluster of signs or along an interpretive trail. All supplemental items must: 1) be the same type of asset, and 2) have identical information on the main data form If conditions 1 AND 2 are not met, use a separate data form for each asset.			
Example	Main data form	Supplemental Item Name	Field Id.	GPS
Multiple signs in an interpretive trail, all with same funding, maintenance and threats.	Field ID MO-LSG-023 Collective name: Norton's Hill Interpretive Trail Asset Name: (Blank) (Asset description including construction details, providing number of signs along trail, length of trail, etc.)	"This bird sang all night" interpretive panel.	MO-LSG-023a	42.12345, 89.43253
		"Confluence of the Osage" interpretive panel	MO-LSG-023b	42.12698, 89.44325
Adjacent signs, or within a short distance when all funding, maintenance and threats are the same.	Field ID NE-GSD-101 Collective Name: (filled or not) Asset Name: (blank) Physical location: overlook, 100' north of Ponca Interpretive Center (Asset description indicating location and number of signs adjacent to each other.)	"Fishing with Lewis and Clark" interpretive sign	NE-GSD-101a	43.97865, 90.32415
		"Missouri River" interpretive sign	NE-GSD-101b	43.97865, 90.32415