

**DRAFT SUPPLEMENTAL
MEMORANDUM OF AGREEMENT**

AMONG

**THE U.S. ARMY CORPS OF ENGINEERS, HUNTINGTON DISTRICT, THE WEST
VIRGINIA STATE HISTORIC PRESERVATION OFFICE, AND THE MCDOWELL COUNTY
BOARD OF EDUCATION**

*REGARDING ADVERSE EFFECT TO
BIG CREEK HIGH SCHOOL,
WAR, WEST VIRGINIA*

**RESULTING FROM
WAR PreK-8 Elementary/Middle School**

WHEREAS, Stipulations 1 and 2 of the attached Memorandum of Agreement Resolving Adverse Effects from the War PreK-8 Elementary/Middle School (Undertaking) executed in October of 2005 (2005 MOA; Enclosure 1) were not completed by the West Virginia State Board of Education (State BOE), acting on behalf of the Board of Education of McDowell County pursuant to West Virginia Code § 18-2E-5(m)(4)(C)(2013) and the McDowell County Board of Education (County BOE).

WHEREAS, Stipulation 3 of the 2005 MOA was completed and accepted on October 23, 2006 by the West Virginia State Historic Preservation Office (WVSHPO) (Enclosure 2).

WHEREAS, the 2005 MOA resolved adverse effects to historic properties, specifically the Big Creek High School, that resulted from the Undertaking.

WHEREAS, the State BOE and County BOE agreed in the 2005 MOA to accomplish all stipulations by qualified agents before the lapse of this agreement to ensure U.S. Army Corps of Engineers, Huntington District (District) participation in the Undertaking.

WHEREAS, the State BOE and County BOE wish to resolve outstanding commitments by the execution of the following supplementary Memorandum of Agreement;

WHEREAS, the District has consulted with the WVSHPO pursuant to 36 CFR Part 800, regulations implementing Section 106 of the National Historic Preservation Act of 1966 (NHPA) (16 USC 470f), as amended;

WHEREAS, the State BOE concluded the County BOE's intervention status and returned full control of its affairs to the County BOE as of July 1, 2013;

WHEREAS, the District and the WVSHPO are agreeable to the County BOE carrying out the outstanding commitments of the following supplementary Memorandum of Agreement and relieving the State BOE of further obligations under the supplementary Memorandum of Agreement;

WHEREAS, the County BOE, the District and the WVSHPO have agreed that the proposed

supplementary Memorandum of Agreement shall resolve adverse effect as defined by 36 CFR 800.5(a)(1); and

NOW, THEREFORE, the District and the WVSHPO agree that the following data shall be collected in accordance with the following stipulations to satisfy the District's responsibilities under 16 USC 470(f) and the County BOE outstanding commitments that ensured the District's participation in the Undertaking.

STIPULATIONS

To resolve outstanding commitments made in the 2005 MOA (Enclosure 1), the County, BOE shall ensure that the following stipulations are completed within one (1) year of the date of the execution of this agreement. All work will be completed by Preservation Professionals meeting Professional Qualification Standards as set forth in the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* (48 FR 44716) in history, architectural history, or historic architecture and with extensive experience completing similar work.

1. **SCOPE**: The County BOE shall prepare a scope of work (Scope) to accomplish Stipulations 2 and 3 as described below. One (1) hard copy and one (1) digital (MS Word) version of the draft Scope shall be provided to the WVSHPO within fourteen (14) calendar days of execution of this agreement. The WVSHPO shall be given 14 calendar days upon receipt to review and provide written comments on the draft Scope. The County' BOE shall ensure that the draft Scope is revised to take into account all comments issued by the WVSHPO and then re-submit one (1) final hard copy and one (1) digital copy (PDF) of the final Scope to the WVSHPO within five (5) calendar days of receipt of all comments.

Upon receipt of written acceptance of the final Scope from WVSHPO, the County BOE can begin to accomplish this work.

Digital copies of all draft and final Scopes, comments, and correspondence (including transmittal letters) associated with draft and final Scopes shall be provided to the District to demonstrate that the schedule required herein is being maintained. No hard copies shall be submitted to the District.

2. **HISTORY**: The County BOE shall prepare a history (History) of the community of War, McDowell County, West Virginia and the role of the Big Creek High School in the community, county and West Virginia.

This document must be a minimum of 25 pages long, including footnotes, and meet the Secretary of the Interior's Standards for Historical Documentation (http://www.nps.gov/history/local-law/arch_stnds_5.htm#tech). Minimally, the report shall include sections with the following data.

1. Description of the study, its background and purpose.
2. Maps and photographs charting and describing the extent of War, McDowell

County, West Virginia and Big Creek High School.

3. History of War, McDowell County, West Virginia, including discussion of educational opportunities in McDowell County with specific attention to the history of Big Creek School in its role in educating McDowell County students.
4. Conclusions regarding the significance of the Big Creek High School to War, McDowell County, and West Virginia.
5. Appendices containing the following documentation:
 - a. The 2005 MOA and this Agreement
 - b. Final Scope (as required by Stipulation 1)

The County BOE shall submit a one (1) hard copy and one (1) digital copy (MSWord) of the draft History to the WVSHPO within seven (7) months of execution of this agreement. The WVSHPO shall have thirty (30) calendar days from receipt of the draft History to provide comments and request clarifications. The State and County' BOE's shall ensure that the draft History is revised to take into account all comments issued by the WVSHPO and then re-submit one (1) final hard copy and one (1) digital copy (PDF) of the final History to the WVSHPO within thirty (30) calendar days of receipt of all comments.

Upon receipt of written acceptance of this final History from WVSHPO, the County BOE shall provide one (1) digital copy (PDF) of the final history to the West Virginia Archives Library, the West Virginia and Regional Collection at West Virginia University, McDowell County schools, McDowell County libraries and the McDowell County Board of Education.

Digital copies of the draft and final History, comments, and correspondence (including transmittal letters) associated with draft and final History shall be provided to the District to demonstrate that the schedule required herein is being maintained. No hard copies shall be submitted to the District.

3. **HABS**: The County BOE shall prepare Historic American Building Survey (HABS) documentation on the Big Creek High School using the Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation (Enclosure 3). With the exception of photographic documentation, Documentation Level II (Page 4, Enclosure 3) shall be required for the Big Creek High School. With respect to photographic documentation, the standards set forth by the National Register Photo Policy Factsheet for digital photography (Enclosure 4) shall be utilized.

The County BOE shall submit one (1) hard copy and one (1) digital copy (MSWord) of the draft HABS documentation to the WVSHPO within seven (7) months of execution of this agreement. Photographic documentation for the draft HABS documentation shall be limited to digital submissions. The WVSHPO shall have thirty (30) calendar days from receipt of the draft HABS documentation to provide comments and request clarifications.

The State and County' BOE's shall ensure that the draft HABS documentation is revised to take into account all comments issued by the WVSHPO and then re-submit one (1) final hard copy and one (1) digital copy (PDF) of the final HABS documentation to the WVSHPO within thirty (30) calendar days of receipt of all comments. The final HABS documentation shall include printed images as required by Enclosure 4.

Upon receipt of written acceptance of this final HABS documentation from WVSHPO, the County BOE shall provide one (1) hard copy of the final HABS documentation to the West Virginia Archives Library, the West Virginia and Regional Collection at West Virginia University, and the McDowell County Board of Education.

Digital copies of the draft and final HABS documentation, comments, and correspondence (including transmittal letters) associated with draft and final HABS documentation shall be provided to the District to demonstrate that the schedule required herein is being maintained. No hard copies shall be submitted to the District.

DURATION

The stipulated measures will be completed within three (3) years of the date of the execution of this agreement. This agreement shall be null and void if its terms are not carried out within three (3) years of the date of the execution of this agreement. Prior to such time, the signatories may consult to extend the terms of this MOA and/or amend the MOA.

DISPUTE RESOLUTION

Should any signatory to this agreement object at any time to any actions proposed or the manner in which the terms of this agreement are implemented, the District shall consult with such party to resolve the objection. If the District determines that such objection cannot be resolved, the District shall:

- A. Forward all documentation relevant to the dispute, including the District's proposed resolution, to the Advisory Council on Historic Preservation (ACHP). The ACHP shall provide the District with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the District shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, WVSHPO and consulting parties, and provide them with a copy of this written response. The District shall then proceed according to its final decision.
- B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, the District may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the District shall prepare a written response that takes into account any timely comments regarding the dispute from signatories and provide them and the ACHP with a copy of such written response.
- C. Signatories responsibilities to carry out all other actions subject to the terms of this agreement that are not the subject of the dispute remain unchanged.

AMENDMENTS

This agreement may be amended when such an amendment is agreed to in writing by all the signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

TERMINATION

If any signatory of this agreement determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment as described above. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the agreement upon written notification to the other signatories.

Once the MOA is terminated, the District must either (a) execute an MOA pursuant to 36 CFR Section 800.6(c)(1) or follow the process as set forth in 36 CFR Section 800.3 through 800.6. The District shall notify the signatories as to the course of action it will pursue.

EXECUTION

This agreement shall not be effective until executed by all signatories and shall be effective on the date of the last signature.

ANTI-DEFICIENCY ACT COMPLIANCE

All efforts requiring expenditure of federal funds are subject to the availability of federal funds. If sufficient federal funds are not made available to fully execute this agreement, the District shall consult with other signatories to either amend or terminate this agreement accordingly.

Execution of this agreement and implementation of its terms evidences that the District has afforded the ACHP a reasonable opportunity to comment on, and that the District has taken into account, effects to historic properties from the Undertaking.

Signatories:

THIS IS A DRAFT ONLY AND IS NOT INTENDED FOR SIGNATURE OR EXECUTION

ENCLOSURE 1: 2005 MOA

MEMORANDUM OF AGREEMENT
AMONG THE U.S. ARMY CORPS OF ENGINEERS,
THE WEST VIRGINIA STATE HISTORIC PRESERVATION OFFICER,
THE WEST VIRGINIA BOARD OF EDUCATION,
AND THE MCDOWELL COUNTY BOARD OF EDUCATION

REGARDING

Construction of the War PreK-8 Elementary/Middle School
at
War, McDowell County, West Virginia

WHEREAS, the U.S. Army Corps of Engineers, Huntington District, (USACE) is providing funding to the West Virginia Board of Education (State Board) for construction of the War PreK-8 Elementary/Middle School as part of a lump sum contract for relocation, rearrangement or alteration of facilities under the McDowell County Nonstructural (Floodproofing) Project; and

WHEREAS, the War PreK-8 Elementary/Middle School (Project) will be built on a football field immediately in front of the existing Big Creek High School, which will be closed and transferred from the McDowell County Board of Education (County Board) to the City of War; and

WHEREAS, the USACE in consultation with the West Virginia State Historic Preservation Office (SHPO) has determined that the Big Creek High School campus is eligible for listing in the National Register of Historic Places; and

WHEREAS, an archeological site (46MD62) has been identified in the football field of the Big Creek High School; and

WHEREAS, the USACE in consultation with the SHPO has determined that archeological site 46 MD61 is not eligible for listing in the National Register of Historic Places; and

WHEREAS, the USACE in consultation with the SHPO, has determined that the project may have adverse effects on the Big Creek High School; and

WHEREAS, the USACE has consulted with the SHPO, the Council for West Virginia Archaeology, Cherokee and Shawnee Indian tribes, and the Advisory Council on Historic Preservation (Council) in accordance with Section 106 of the National Historic Preservation Act, 16 U.S.C. 470f, and its implementing regulations 36 C.F.R. Part 800 to resolve the adverse effects of the Project on historic properties, and

WHEREAS, the USACE, in consultation with the SHPO has determined that the adverse effects of the Project will be reduced by certain activities of public benefit;

NOW, THEREFORE, the USACE, the State Board, the County Board, and the SHPO agree that the Project shall be implemented in accordance with the following stipulations to satisfy the USACE's responsibilities under Section 106 of the National Historic Preservation Act.

Stipulations

To ensure USACE participation in this UNDERTAKING, the State Board and County Board shall accomplish the following measures through qualified agents and demonstrate their successful execution prior to the lapse of this agreement:

1. Preparation of a brief history of the community of War and the role of Big Creek High School in the community.
2. Preparation of a National Register of Historic Places nomination form for Big Creek High School, including archeological site 46MD62 as a noncontributing property.
3. Development of lesson plans and teacher training to include archeology in the McDowell County elementary, middle and high school curricula; the County Board shall implement the plan.

Schedule and Duration

The stipulated measures will be completed within two years of the date of this agreement.

This MOA shall be null and void if its terms are not carried out within two (2) years from the date of its execution. Prior to such time, the signatories may consult to extend the terms of the MOA and/or amend the MOA.

Reporting and Review

The USACE, the State Board and the County Board shall ensure that draft copies of all products prepared pursuant to this agreement are submitted to the SHPO for 30 days review and comment and shall take into account the SHPO's comments in finalizing all products.

The USACE shall submit two copies of all final products to the SHPO and the State Board shall distribute 25 copies of the history report of War and 100 copies of the video to area schools and libraries.

Dispute Resolution

Should any party to this MOA object to any actions proposed or the manner in which the terms of this MOA are implemented, the USACE shall consult with the objecting party(ies) to resolve the objection. If the USACE determines, within 30 days, that such objection(s) cannot be resolved, the USACE shall:

- A. Forward all documentation relevant to the dispute to the Council in accordance with 36 CFR Section 800.2(b)(2). Upon receipt of adequate documentation, the Council shall review and advise the USACE on the resolution of the objection within 30 days. Any comment provided by the Council, and all comments from the parties to the

MOA, shall be taken into account by the USACE in reaching a final decision regarding the dispute.

- B. If the Council does not provide comments regarding the dispute within 30 days after receipt of adequate documentation, the USACE may render a decision regarding the dispute. In reaching its decision, the USACE shall take into account all comments regarding the dispute from the parties to the MOA.
- C. The USACE shall notify all parties of its decision in writing before implementing that portion of the UNDERTAKING subject to dispute under this stipulation. The USACE's decision shall be final.
- D. The USACE's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute shall remain unchanged.

Amendments and Noncompliance

If any signatory to this MOA determines that its terms will not or cannot be carried out or that an amendment to its terms must be made, that party shall immediately consult with the other parties to develop an amendment to this MOA pursuant to 36 CFR 800.6(c)(7) and 800.6(c)(8). The amendment shall be effective on the date a copy signed by all of the original signatories is filed with the Council. If the signatories cannot agree to appropriate terms to amend the MOA, any signatory may terminate the MOA in accordance with the following section, Termination.

Termination

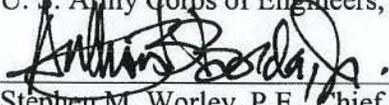
If the MOA is not amended following the consultation and stipulations, it may be terminated by any signatory. Within 30 days following termination, the USACE shall notify the signatories they intend to initiate consultation to execute a new MOA with the signatories under 36 CFR 800.6(c)(1) (*Resolution of Adverse Effects*); or request the comments of the Council under 36 CFR 800.7(a) (*Failure to Resolve Adverse Effects*).

Findings and Conclusions

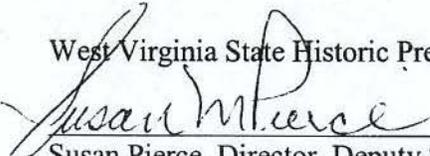
Execution of this MOA by the USACE, WVSHPO, the State Board, and the County Board; the submission of documentation and filing of this MOA with the Council pursuant to 36 CFR Section 800.6(b)(1)(iv) (*Resolution of Adverse Effects*) prior to the USACE's approval of this UNDERTAKING; and implementation of its terms is evidence that USACE has taken into account the effects of this UNDERTAKING on historic properties and afforded the Council an opportunity to comment.

SIGNATORIES

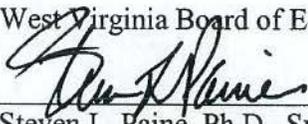
U. S. Army Corps of Engineers, Huntington District

 Date 20 Oct 2005
for Stephen M. Worley, P.E., Chief, Planning Branch

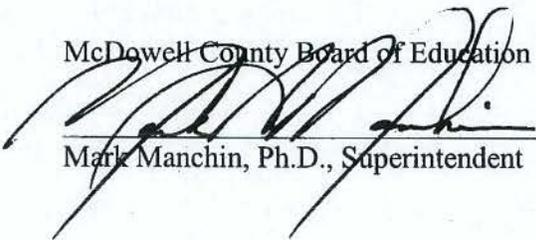
West Virginia State Historic Preservation Office

 Date 10/24/05
Susan Pierce, Director, Deputy State Historic Preservation Officer

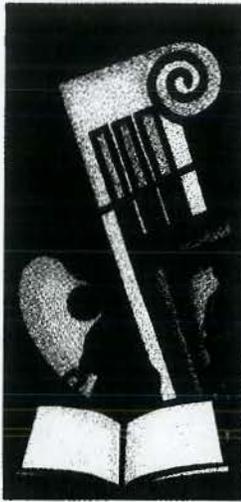
West Virginia Board of Education

 Date 10/24/05
Steven L. Faine, Ph.D., Superintendent

McDowell County Board of Education

 Date 10/24/05
Mark Manchin, Ph.D., Superintendent

**ENCLOSURE 2:
OCTOBER 23 2006 WVSHPO LETTER**



**WEST VIRGINIA
DIVISION OF
CULTURE & HISTORY**

The Cultural Center
1900 Kanawha Blvd., E.
Charleston, WV
25305-0300

Phone 304.558.0220
Fax 304.558.2779
TDD 304.558.3562
www.wvculture.org

EEO/AA Employer

October 23, 2006

Mr. Timothy B. Sedosky
Potesta and Associates, Inc.
2300 MacCorkle Avenue South
Charleston, WV 25304

RE: New Public School Construction
McDowell County
FR#: 04-717-MD-8

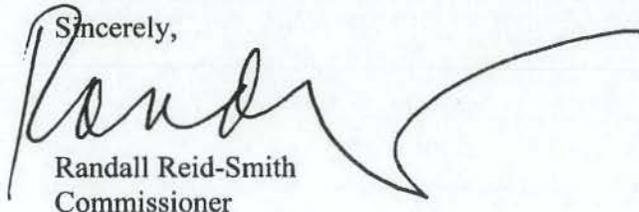
Dear Mr. Sedosky:

We have reviewed the educational materials submitted as mitigation for the above referenced project. As required by Section 106 of the National Historic Preservation Act, as amended, and its implementing regulations, 36 CFR 800: "Protection of Historic Properties," we submit our comments

Thank you for submitting a copy of the educational materials that were prepared as partial mitigation of the adverse effect to the Big Creek High School. The educational materials include sample lesson plans, power point presentations, which present information about West Virginia's history and prehistory, and a number of manuals that provide educators with information about teaching archaeology in the classroom. While we would have preferred that sample lesson plans specifically discuss West Virginia's prehistory rather than from Pennsylvania and elsewhere, the information provided in the power point presentations should supply educators with enough information to allow them to adapt the lesson plans. In our opinion, the educational material fulfills Stipulation 3 of the Memorandum of Agreement regarding Construction of the Pre K-8 Elementary/Middle School at War, McDowell County, West Virginia.

We appreciate the opportunity to be of service. If you have questions regarding our comments or the Section 106 process, please contact Lora A. Lamarre, Senior Archaeologist, at (304) 558-0240.

Sincerely,



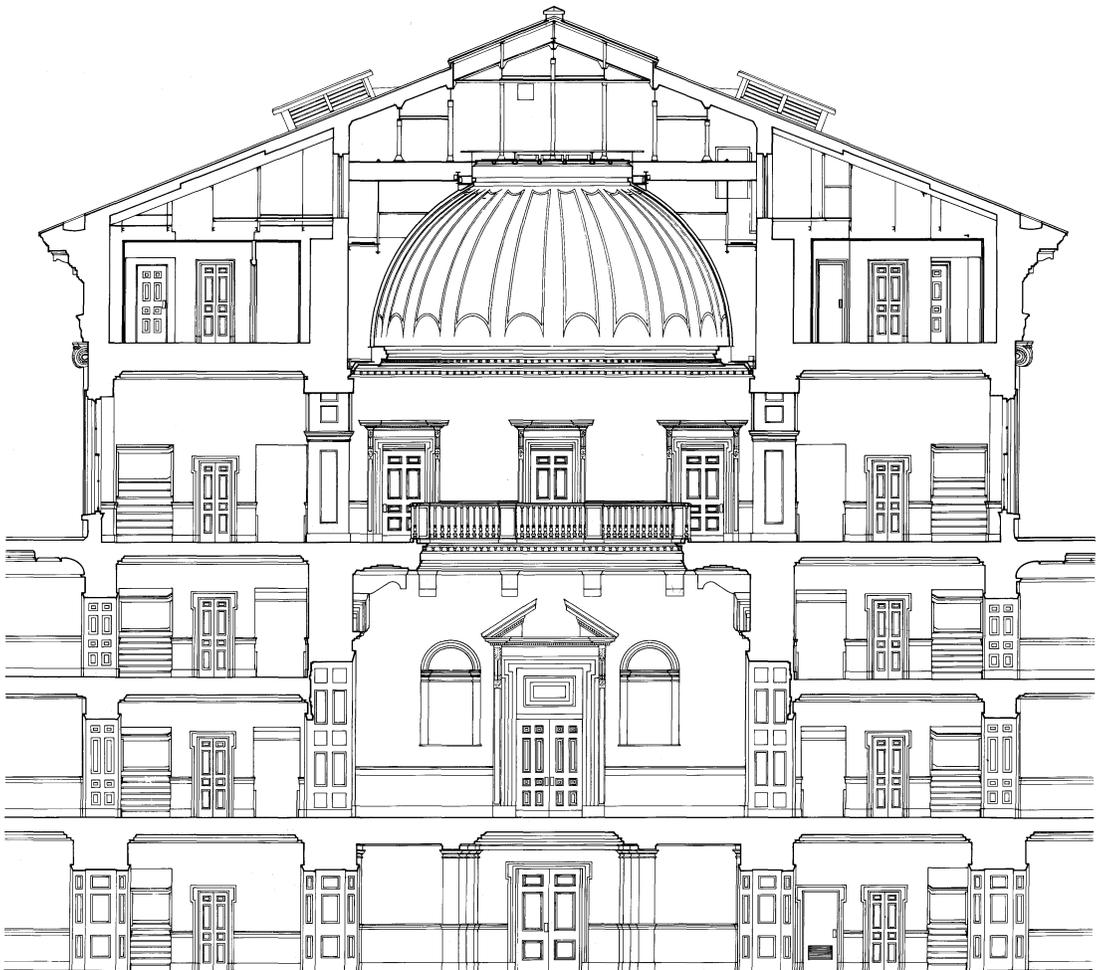
Randall Reid-Smith
Commissioner

RECEIVED

OCT 30 2006

**ENCLOSURE 3:
SECRETARY OF THE INTERIOR STANDARDS AND
GUIDELINES FOR ARCHITECTURAL AND
ENGINEERING DOCUMENTATION**

HABS/HAER STANDARDS



Historic American Buildings Survey/
Historic American Engineering Record

Cultural Resources Program
U.S. Department of the Interior
National Park Service

Washington, D.C. 20013-7127



On the cover: Virginia State Capitol section drawing, drawn by Gerhard Pfundner, 1989.
Back Cover: Troy Gas Light Co. Gasholder House, in Troy, New York, drawn by Eric DeLony.

Acknowledgements: These standards were compiled and reissued in 1990, by Caroline H. Russell and the staff of the HABS/HAER Division. Thanks to Ronald M. Greenberg who reviewed the manuscript and to all the staff involved in the production.

SECRETARY OF THE INTERIOR'S
STANDARDS AND GUIDELINES
FOR
ARCHITECTURAL AND ENGINEERING
DOCUMENTATION:
HABS/HAER STANDARDS

Originally published in the **Federal Register**, Vol. 48, No. 190,
(Thursday, September 29, 1983), pp. 44730-34.

Historic American Buildings Survey/
Historic American Engineering Record
Cultural Resources Program
National Park Service
U.S. Department of the Interior
Washington, D.C. 20013-7127

1990

Secretary of the Interior
Asst. Secretary, Fish & Wildlife & Parks
Director of the National Park Service
Deputy Director
Assoc. Director for Cultural Resources
Deputy Assoc. Director for Cultural Resources
Chief, HABS/HAER Division
Acting Deputy Chief, HABS/HAER Division
Chief, HAER
Principal Architect, HABS
Senior Historian, HABS

Manuel Lujan, Jr.
Constance Harriman
James M. Ridenour
Herbert S. Cables, Jr.
Jerry L. Rogers
Rowland T. Bowers
Robert J. Kapsch
John A. Burns
Eric N. DeLony
Paul D. Dolinsky
Allison K. Hoagland

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) a division of the National Park Service is responsible for documenting the historic buildings, sites, structures, and objects of this country by producing measured drawings, large format photographs, and written histories. The Library of Congress, Prints and Photographs Division is the repository for these documents. The American Institute of Architects, the American Society of Civil Engineers, and the other founding engineering societies provide technical guidance. The regional offices of the National Park Service in Philadelphia, Atlanta, Denver, San Francisco, and Anchorage administer the mitigation documentation program.

Preface

This booklet contains the Secretary of the Interior's Standards for Architectural and Engineering Documentation as published in the *Federal Register* on September 29, 1983 - commonly known as the HABS/HAER Standards for the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) program of the National Park Service.

These performance standards are intended to define the products acceptable for inclusion in the HABS/HAER collections within the Library of Congress.

Those products include:

- Measured Drawings
- Large Format Photographs
- Written Data

These standards are as originally published in the *Federal Register* on September 29, 1983 except that the Recommended Sources of Technical Information and Annotated Bibliography contained in the notice of 1983 have been updated to reflect current availability of publications and other printed materials. These standards are not intended to be used alone but in conjunction with guidelines and other publications listed in the bibliography included here.

These standards will be used to produce for the following reasons, documentation that meets HABS/HAER standards:

- In preparing mitigation documentation in accordance with the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 *et seq.*).
- In preparing documentation to be donated to the HABS/HAER collection.
- In preparing documentation as part of a HABS/HAER recording project.

Additional information concerning the HABS/HAER program is available by writing the Chief, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

Robert J. Kapsch
Chief
Historic American Buildings Survey/
Historic American Engineering Record
National Park Service

SECRETARY OF THE INTERIOR'S STANDARDS for ARCHITECTURAL AND ENGINEERING DOCUMENTATION¹

These standards concern the development of documentation for historic buildings, sites, structures, and objects. This documentation, which usually consists of measured drawings, photographs, and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may preserve information about a property that is to be demolished.

These standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives.

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use and a size convenient for storage.

Standard IV. Documentation Shall be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references.

¹ *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44730-44731.

SECRETARY OF THE INTERIOR'S GUIDELINES for ARCHITECTURAL AND ENGINEERING DOCUMENTATION²

Introduction

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

- Definitions
- Goal of Documentation
- The HABS/HAER Collections
- Standard I: Content
- Standard II: Quality
- Standard III: Materials
- Standard IV: Presentation
- Architectural and Engineering Documentation
Prepared for Other Purposes
- Recommended Sources of Technical Information
and Annotated Bibliography

Definitions

These definitions are used in conjunction with these Guidelines:

- Architectural Data Form-a one page HABS form intended to provide identifying information for accompanying HABS documentation.
- Documentation-measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.
- Field Photography-photography other than large-format photography, intended for the purpose of producing documentation, usually 35mm.
- Field Records-notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

² *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp.44731-34.

- Inventory Card-a one page form which includes written data, a sketched site plan and a 35mm contact print drymounted on the form. The negative with a separate contact sheet and index should be included with the inventory card.
- Large Format Photographs-photographs taken of historic buildings, sites, structures or objects where the negative is a 4 X 5", 5 X 7" or 8 X 10" size and where the photograph is taken with appropriate means to correct perspective distortion.
- Measured Drawings-drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.
- Photocopy-A photograph, with large-format negative, of a photograph or drawing.
- Select Existing Drawings-drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.
- Sketch Plan-a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

Goal of Documentation

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

The HABS/HAER Collections: HABS/HAER documentation usually consists of measured drawings, photographs and written data that provide a detailed record which reflects a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. Documentation is used to provide the basis for enforcing preservation easement. In addition, documentation is often the last means of preservation of a property; when a property is to be demolished, its documentation provides future researchers access to valuable information that otherwise would be lost.

HABS/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians, and architectural historians to develop HABS/HAER documentation, under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic

properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs, different Documentation Levels will be set.

The standards describe the fundamental principals of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These guidelines include important information about developing documentation for State or local archives. The State Historic Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

Standard I: Content

1. Requirement: *Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.*

2. Criteria: Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the HABS/HAER collections.

- a. Documentation Level I;
 - (1) Drawings: a full set of measured drawings depicting existing or historic conditions.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large-format negatives of select existing drawings or historic views where available.
 - (3) Written data: History and description.
- b. Documentation Level II;
 - (1) Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on mylar.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.
 - (3) Written data: history and description.
- c. Documentation Level III;
 - (1) Drawings: sketch plan.
 - (2) Photographs: photographs with large-format negatives of exterior and interior views.
 - (3) Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The HABS/HAER office retains the right to refuse to accept any documentation on buildings, sites, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography [Documentation Level III] would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area prior to additional, more comprehensive documentation.

Standard II: Quality

1. Requirement: *HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.*

2. Criteria: For all levels of documentation, the following quality standards shall be met:

a. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

b. Large format photographs: Large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure or object. Each view shall be perspective-corrected and fully captioned.

c. Written history: Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HABS/HAER documentation is critical to the HABS/HAER collections.

Standard III: Materials

1. Requirement: *HABS and HAER documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.*

2. Criteria: For all levels of documentation, the following material standards shall be met:

- a. Measured Drawings:
Readily Reproducible: Ink on translucent material.
Durable: Ink on archivally stable materials.
Standard Sizes: Two sizes: 19 X 24" or 24 X 36".
- b. Large Format Photographs:
Readily Reproducible: Prints shall accompany all negatives.
Durable: Photography must be archivally processed and stored. Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.
Standard Sizes: Three sizes: 4 X 5", 5 X 7", 8 X 10".
- c. Written History and Description:
Readily Reproducible: Clean copy for xeroxing.
Durable: Archival bond required.
Standard Sizes: 8½ X 11".
- d. Field Records:
Readily Reproducible: Field notebooks may be xeroxed. Photo identification sheet will accompany 35 mm negatives and contact sheets.
Durable: No requirement
Standard Sizes: Only requirement is that they can be made to fit into a 9½ X 12" archival folding file.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: All HABS/HAER records are intended for reproduction; some 20,000 HABS/HAER records are reproduced each year by the Library of Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability performance standard for HABS/HAER records is 500 years. Ink on mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintain in the HABS/HAER collections as a courtesy to the collection user.

Standard IV: Preservation

1. Requirement: *HABS and HAER documentation shall be clearly and concisely produced.*

2. Criteria: For levels of documentation as indicated below, the following standards for presentation will be used:

- a. Measured Drawings: Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a handprinted equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.
- b. Large format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.
- c. Written history and description: Data shall be typewritten on bond, following accepted rules of grammar.

3. Test: Inspection of the documentation by HABS/HAER staff.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is in use, architectural and engineering documentation, like other treatment activities, are undertaken to achieve the goals identified by the preservation planning process. Documentation is deliberately selected as a treatment for properties evaluated as a significant, and the development of the documentation program for a property follows from the planning objectives.

Documentation efforts focus on the significant characteristics of the property, as defined in the previously completed evaluation. The selection of a level of documentation and the documentation techniques (measured drawings, photography, etc.) is based on the significance of the property and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than that required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to the portions of the property controlled by the easement, for example, exterior facades; while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

The principles and content of the HABS/HAER criteria may be used for guidance in creating documentation requirements for other archives. Levels of documentation and the durability and sizes of documentation may vary depending on the intended use and the repository. Accuracy of documentation should be controlled by assessing the reliability of all sources and making that assessment available in the archival record; by describing the limitations of the information available from research and physical examination of the property and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. Usefulness of the documentation products depends on preparing the documentation on durable materials that are able to withstand handling and reproduction, and in sizes that can be stored and reproduced without damage.

Recommended Sources of Technical Information and Annotated Bibliography³

Recording Historic Structures is available through AIA Press, request publication #ISBN 1-55835-018-7 (hardcover - \$26.95) or #ISBN 1-55835-021-7 (softcover - \$19.95), plus \$3.00 shipping charge, and D.C. or Maryland sales tax, if applicable. AIA Order Department, 9 Jay Gould Court, P.O. Box 753, Waldorf, Maryland 20601.

Recording Historic Structures. John A. Burns, editor. Washington, D.C.: The AIA Press, 1989.

With over 200 photographs, drawings, illustrations, a bibliography, and an index, this handbook discusses each aspect of the documentation of historic structures, using examples from the HABS/HAER collection.

The following printed materials are available by writing to: HABS/HAER - National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. Please send check or money order made out to the U.S. Treasury, to cover the cost of reproduction and handling. Availability and price accurate as of June 1, 1990.

Guidelines for Recording Historic Ships. Richard K. Anderson, Jr. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1988. Free, limited quantity.

This document marks the revival of the 1930's Historic American Merchant Marine Survey and provides the definitive guide to maritime recording.

HABS Field Instructions for Measured Drawings. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. \$5.00
Gives procedures for producing measured drawings of historic buildings to HABS/HAER standards.

HABS Historian's Procedures Manual. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1983. \$2.00
Provides guidelines for producing written data on historic buildings to HABS/HAER standards.

HAER Field Instructions. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. \$5.00
Provides guidelines for documenting to HABS/HAER standards, historic engineering and industrial sites and structures with measured drawings and written data.

³The original recommended sources of technical information contained in the *Federal Register* notice of September 29, 1983 have been omitted since most are out of print and/or superceded. The above recommended sources of technical information represent information available and current as of 1990.

Specifications for the Production of Photographs. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1984. \$2.00
Provides criteria for the production of large format photographs for acceptance to the HABS/HAER collection.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1985. \$2.00
Provides transmittal procedures and archival requirements of documentation for acceptance to the HABS/HAER collection.

Industrial Eye is available from (request publication #ISBN 0-89133-124-7): Decatur House Museum Shop, 1600 H Street, NW, Washington, D.C. 20006. Please enclose a check or money order made out to the National Trust for \$34.95 plus \$3.00 for postage and handling.

Industrial Eye. Photographs by Jet Lowe from the Historic American Engineering Record. Washington, D.C.: National Trust for Historic Preservation, 1987.
Photographs of the county's engineering and industrial landmarks, illustrating the use of large format photography to document historic engineering works and interpret industrial processes. All photographs meet HABS/HAER standards.

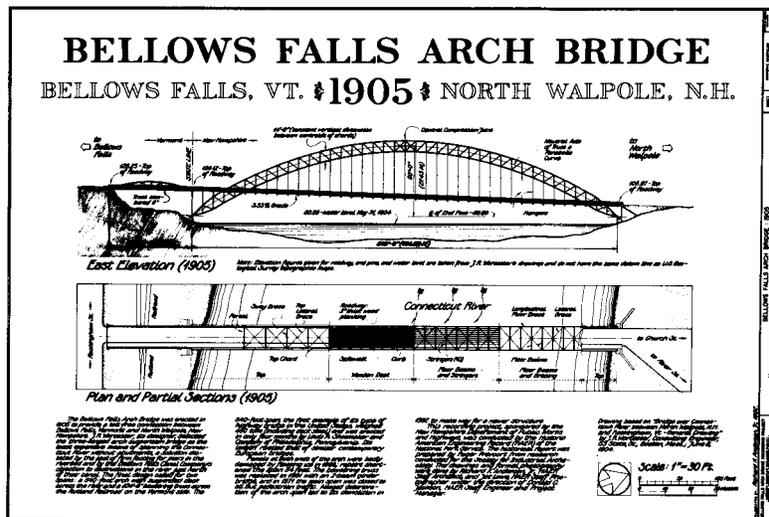
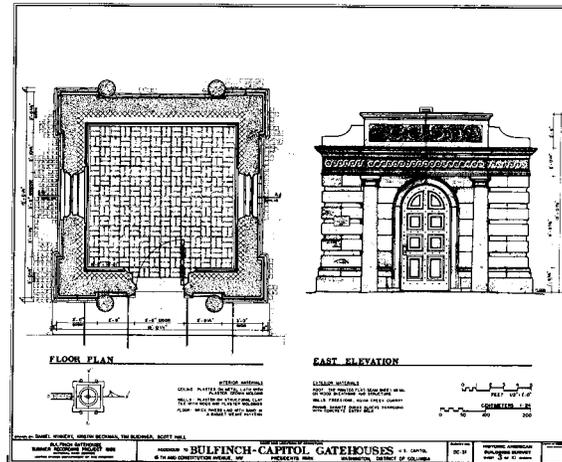
A Record in Detail is available for \$34.95 plus \$2.50 postage and handling from:
University of Missouri Press, 200 Lewis Hall, Columbia, Missouri 65211.

A Record in Detail: The Architectural Photographs of Jack E. Boucher. Columbia: University of Missouri Press, 1988.
A selection of the works of HABS photographer Jack E. Boucher, demonstrating the effective use of large format photography to record historic buildings. All photographs meet HABS/HAER standards.

Architectural Graphic Standards, Eighth Edition. American Institute of Architects. New York: John Wiley & Sons, Inc., 1988.
The standard reference for architectural information, this edition is the first to have a chapter on historic preservation, including four pages on HABS.

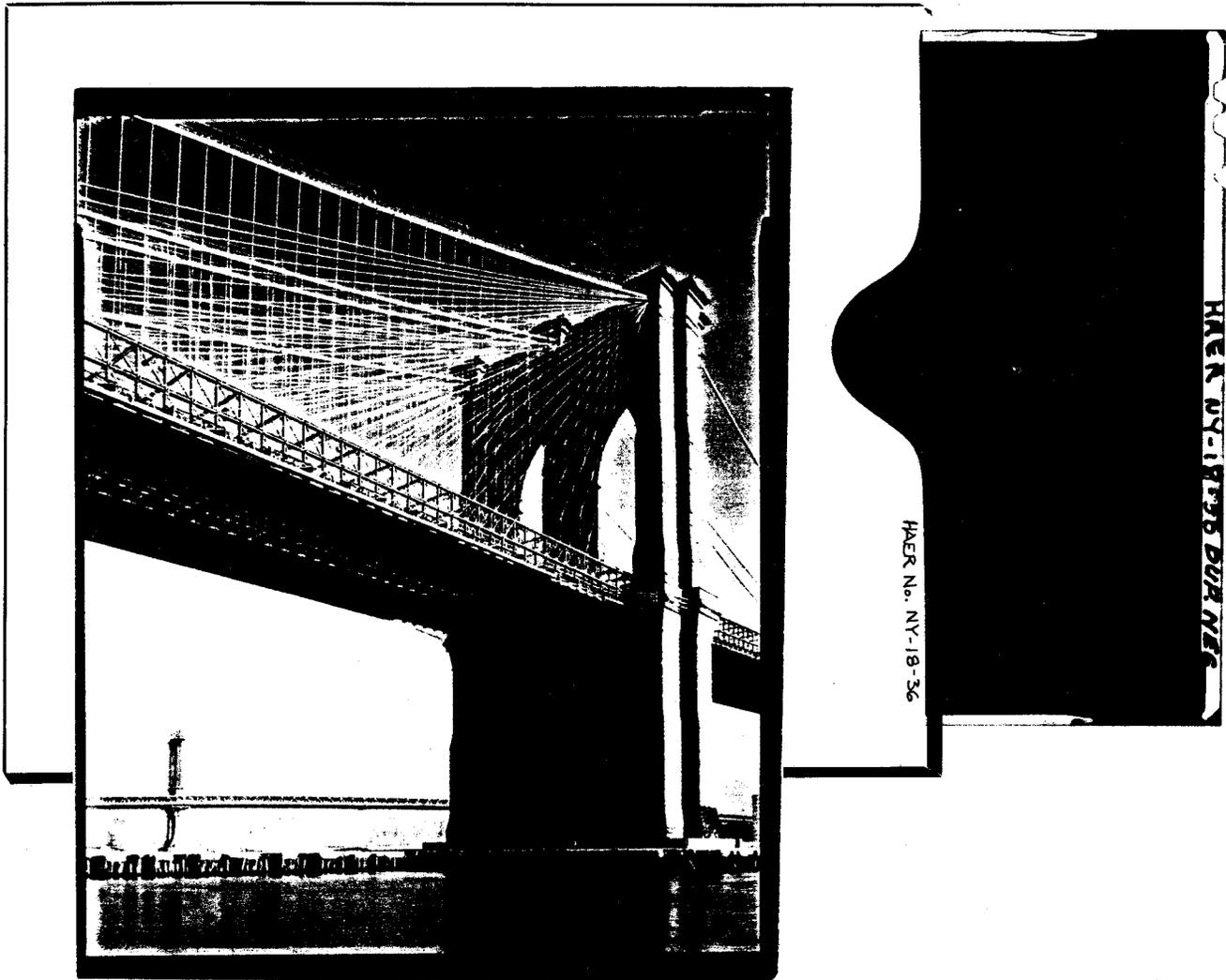
For further information about HABS/HAER contact:

Historic American Buildings Survey/
Historic American Engineering Record
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127



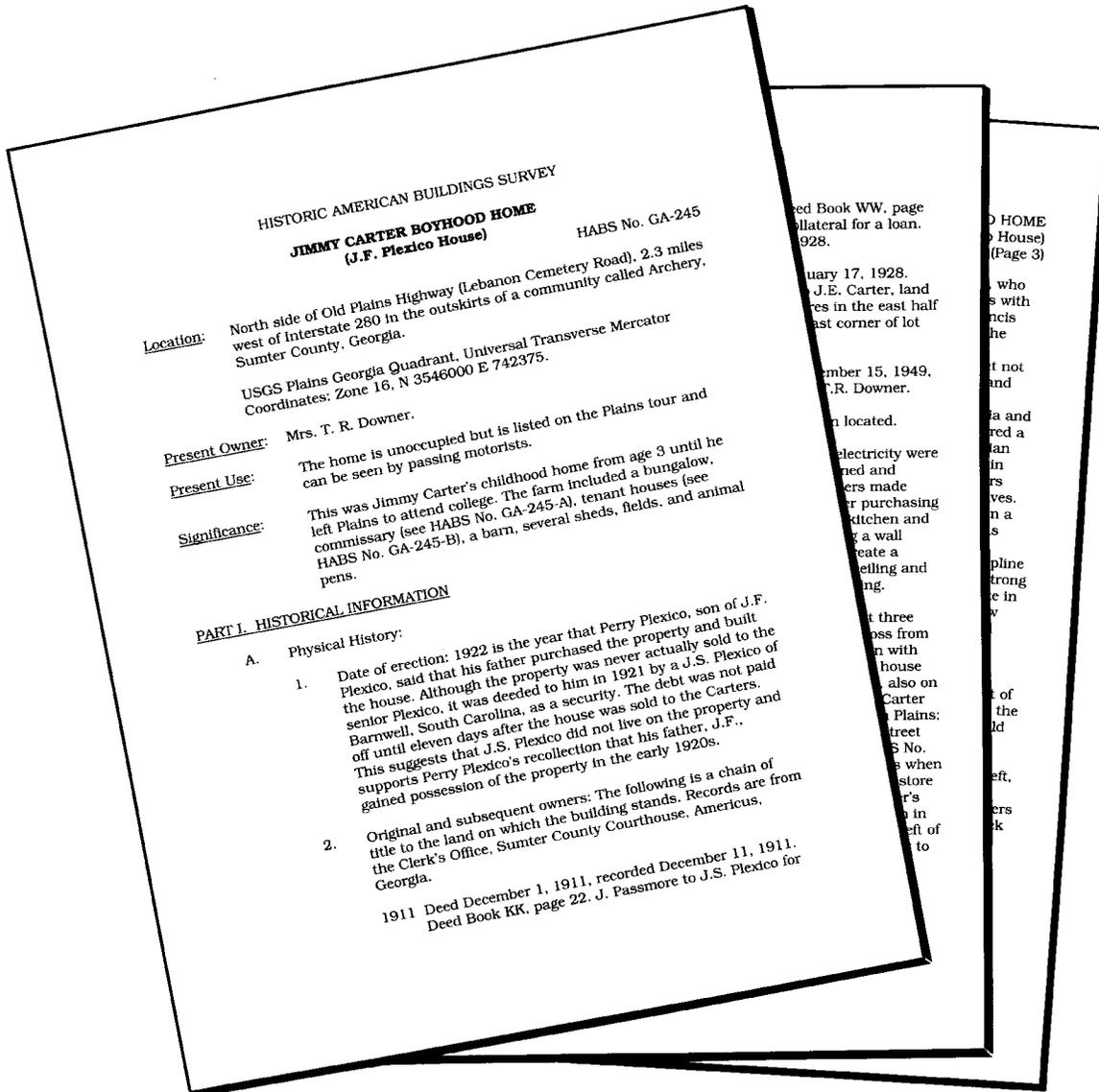
Measured Drawings:

Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. Since measured drawings must be readily reproducible and durable, HABS/HAER standards call for ink on translucent and archivally stable materials, such as mylar. As illustrated in the reductions above, drawings are produced in two standard sizes, 19 X 24" and 24 X 36".



Large Format Photographs:

HABS/HAER standards require that large format (cameras that produce 4 X 5", 5 X 7", or 8 X 10" negatives) photographic documentation be done with black and white film. A print must accompany each negative. The negatives and contact prints are archivally treated and the contact paper is fiber-based instead of resin-coated (RC). The paper and negatives must have had sufficiently long washings in water in order to remove all processing chemicals.

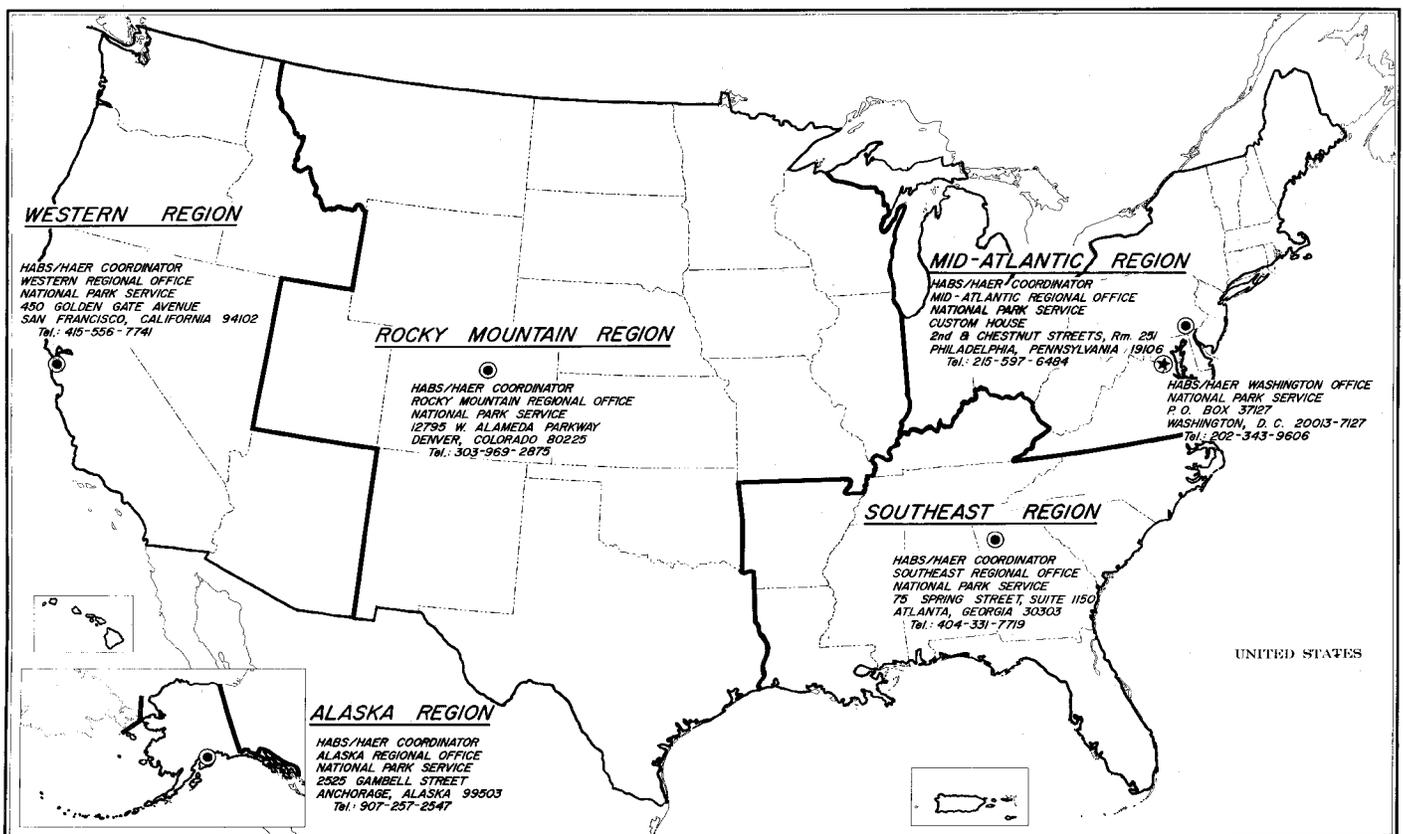


Written History and Description:

Written history and description are based on primary sources to the greatest extent possible and should include an assessment of the reliability and limitations of the sources. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying the name of the researcher, date of research, sources researched, and limitations of the project. The histories will be submitted on 8½ X 11" archival bond.

MITIGATIVE DOCUMENTATION PROGRAM

Under the provisions of the amended National Historic Preservation Act, Federal agencies are required to produce documentation to HABS/HAER standards on buildings, structures, sites, and objects that are listed in or eligible for listing in the National Register of Historic Places and that are threatened with demolition or substantial alteration by projects with Federal involvement. The five National Park Service regional offices charged with external historic preservation responsibilities administer the HABS/HAER mitigative documentation program. The actual work is usually conducted by contractors and supervised by the responsible Federal agency. The documentation produced is reviewed by the regional coordinator and transmitted to the HABS/HAER Washington office for inclusion in the HABS/HAER collections at the Library of Congress.

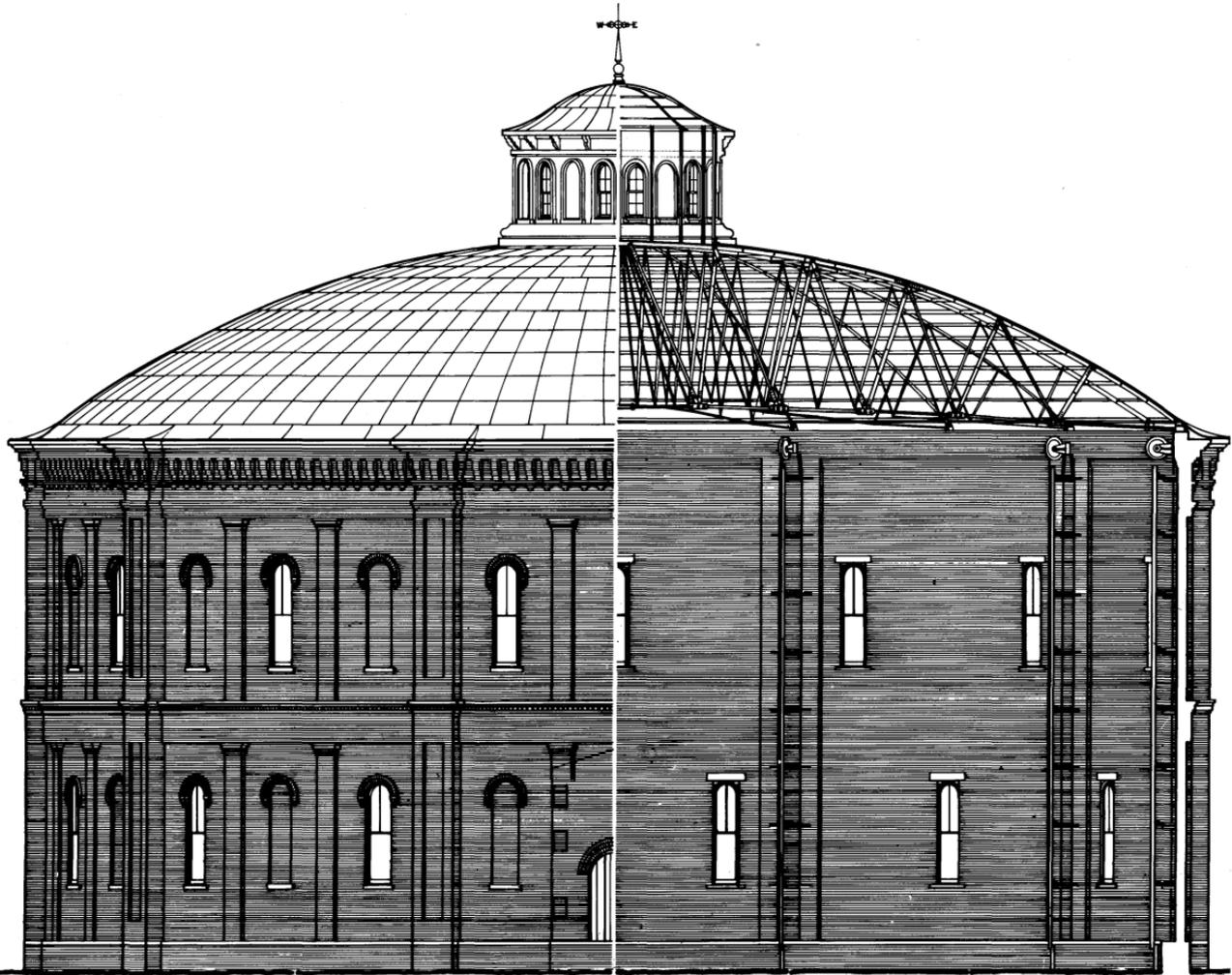


SUMMARY

PERFORMANCE STANDARDS OF THE HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN ENGINEERING RECORD (HABS/HAER)

(SECRETARY OF THE INTERIOR'S STANDARDS FOR ARCHITECTURAL AND ENGINEERING DOCUMENTATION, *FEDERAL REGISTER*, SEPTEMBER 29, 1983, PP. 44730-44734)

STANDARDS	I. CONTENT				II. QUALITY				III. MATERIALS				IV. PRESENTATION							
REQUIREMENTS	"DOCUMENTATION SHALL ADEQUATELY EXPLICATE AND ILLUSTRATE WHAT IS SIGNIFICANT OR VALUABLE ABOUT THE HISTORIC BUILDING, SITE STRUCTURE OR OBJECT BEING DOCUMENTED."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ACCURATELY, FROM RELIABLE SOURCES WITH LIMITATIONS CLEARLY STATED TO PERMIT INDEPENDENT VERIFICATION OF INFORMATION."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ON MATERIALS THAT ARE READILY REPRODUCIBLE FOR EASE OF ACCESS; DURABLE FOR LONG STORAGE; AND IN STANDARD SIZES FOR EASE OF HANDLING."				"HABS AND HAER DOCUMENTATION SHALL BE CLEARLY AND CONCISELY PRODUCED."							
CRITERIA	LEVEL				I				II				III				IV			
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
A. MEASURED DRAWING	FULL SET OF MEAS. DWGS.	SEE PHOTOS BELOW	SKETCH PLAN	INVENTORY CARD	MEASURED DRAWINGS ARE TO BE PRODUCED FROM RECORDED, ACCURATE MEASUREMENTS. THOSE PORTIONS DRAWN FROM EXISTING DRAWINGS OR OTHER SOURCES SHOULD BE SO IDENTIFIED AND SOURCES LISTED.				INK ON TRANSLUCENT MATERIAL	8x10" PHOTO-COPY	INK ON BOND PAPER	INK ON INVENTORY CARD	ADEQUATE DIMENSIONS ON ALL SHEETS							
									INK ON ARCHIVALLY STABLE MATERIAL				MECH. LETTERING OR EQUIVALENT			SKETCH PLANS SHALL BE NEAT AND ORDERLY				
									19x24" OR 24x36"	8x10" PHOTO-COPY	8 1/2 x 11"	INVENTORY CARD								
B. PHOTOGRAPHS	LARGE FORMAT PHOTOGRAPHS EXTERIOR & INTERIOR					PHOTOGRAPHS SHALL CLEARLY DEPICT THE APPEARANCE OF THE PROPERTY AND AREAS OF SIGNIFICANCE. ALL VIEWS ARE TO BE PERSPECTIVE-CORRECTED AND FULLY CAPTIONED.				PRINTS SHALL ACCOMPANY ALL NEGATIVES				DUPLICATE PHOTOS WITH A SCALE STICK		MIN. OF ONE PHOTO WITH A SCALE (PRINCIPAL FACADE)				
	LARGE FORMAT PHOTOCOPIES: - SELECT EXISTING DWGS - SELECT HISTORIC VIEWS			35mm B&W					MUST BE ARCHIVALLY PROCESSED, NO R/C PAPER											
									4x5" OR 5x7" OR 8x10"		35mm FILM									
C. WRITTEN DATA	HISTORY AND DESCRIPTION IN NARRATIVE OR OUTLINE FORMAT		ONE PAGE SUMMARY	INVENTORY CARD	BASED ON PRIMARY SOURCES		SECONDARY SOURCES MAY PROVIDE ADEQUATE INFORMATION		CLEAN COPY FOR XEROXING				TYPEWRITTEN ON BOND				TYPED ON INVENTORY CARD			
					INCLUDE: - METHODOLOGY - NAME OF RESEARCH & DATE OF RESEARCH - SOURCES - FRANK ASSESSMENT OF SOURCES AND THEIR LIMITATIONS				ARCHIVAL BOND REQUIRED											
									8 1/2 x 11"											
D. OTHER	OTHER MEDIA CAN AND HAVE BEEN USED. CONTACT HABS/HAER OFFICE BEFORE EMPLOYING A MEDIA OTHER THAN THOSE SPECIFIED ABOVE.																			
TESTS	INSPECTION BY HABS/HAER OFFICE STAFF. DOCUMENTATION NOT MEETING HABS/HAER STANDARDS WILL BE REFUSED.																			
COMMENTARIES	KIND AND AMOUNT OF DOCUMENTATION SHOULD BE APPROPRIATE TO THE NATURE, AND SIGNIFICANCE OF THE BUILDING, SITE, STRUCTURE OR OBJECT BEING DOCUMENTED.				THE PRINCIPLE OF INDEPENDENT VERIFICATION IS CRITICAL IN ASSURING HIGH QUALITY OF HABS/HAER MATERIALS.				BASIC DURABILITY PERFORMANCE STANDARD IS 500 YEARS.				HABS/HAER ARE MOST WIDELY USED OF SPECIAL COLLECTIONS AT THE LIBRARY OF CONGRESS.							



ENCLOSURE 4:
NATIONAL REGISTER PHOTO POLICY FACTSHEET

National Register Photo Policy Factsheet

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital **TIFFs** are preferred.

- Digital Camera Resolution (Set the camera to the maximum or largest pixel dimension the camera allows).

BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

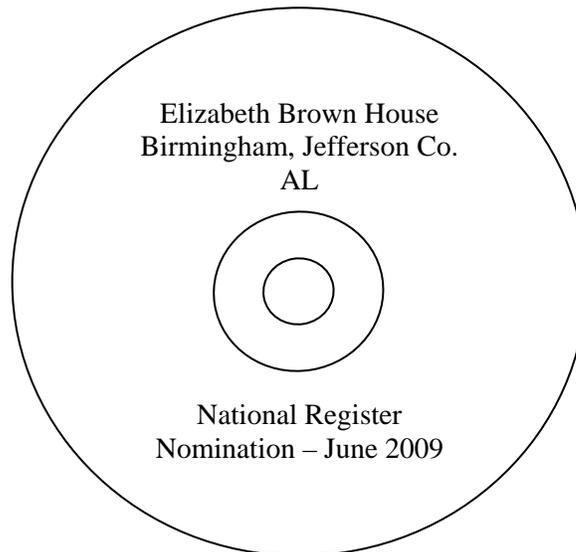
Not acceptable: CD-RW or DVD-RW (if packaging says “rewriteable” do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



Printing the Images

Print photos at 300 dpi (select this option in your computer's print menu).

Selecting the Paper and Inks

- Archival quality paper:

BEST: Manufacturer recommended paper for photograph prints

Some examples:

- Epson Premium Glossy Paper
- Kodak Ultra Photo Premium
- HP Professional Satin Photo Paper
- Matte Epson Ultra Premium Glossy Photo Paper
- HP Premium Plus Photo Paper

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

- Printer Inks:

BEST: Manufacturer recommended ink for *photograph* printing

Some examples:

- Epson UltraChrome K3
- Kodak No. 10 Pigmented Inks
- HP Vivera Pigment Inks
- Epson Claria "Hi-Definition Inks"
- Epson DuraBrite Ultra Pigmented Inks
- HP Vivera 95 dye-based inks

Note: NPS does not endorse any particular commercial product or process. The product examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.

Identifying Photographic Prints

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Best: Write the label information within the white margin **on the front** of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Birmingham Commercial Historic District, Jefferson County, AL
1 of 25

OR

Birmingham Commercial Historic District
Jefferson Co., AL
Photo 1 of 25

NR Nomination Photograph Log Page

Examples of acceptable photo pages

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

Photo #1 (AL_JeffersonCounty_BelcherNixonBld_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207
Number of Photographs: 10

Photo #1
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

AL_JeffersonCounty_BelcherNixonBld_0001
South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

BEST:	35MM SLR Camera
Acceptable:	35MM point-and-shoot camera
Not acceptable:	Disposable Cameras

Selecting the Film

Acceptable:	35MM black/white film
Or	
	35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable:	Photographic paper specifically designed for black/white prints
Or	
	35mm black/white images printed on paper designed for <i>color</i> prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
Or	
	35mm color images printed on paper designed for <i>color</i> images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images

Color and black-and-white images may not be embedded within the text of a nomination.

As of March 1, 2010, any nominations with embedded images within the text will not be accepted and will be returned for correction.

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1).

An "Index of Figures" (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section.

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.

If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Questions?

Please contact Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@nps.gov.