

# ***Minnesota Historic Property Record Guidelines***

**Updated June 2009**

**Minnesota Department of Transportation  
and Minnesota Historical Society**

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## Background

Scholars, researchers, historians, architects, and others interested in historic properties use Minnesota Historic Property Record (MHPR) documentation to understand and preserve our past. MHPR documentation is ultimately acquired by the Minnesota Historical Society (MHS), where it is available for public use as part of the MHS collections.

The Minnesota State Historic Preservation Office (SHPO) and the MHS developed the MHPR program and related guidelines (MHPR Guidelines) in 2003 to document historic properties with state and local significance. MHPR documentation is typically limited to properties listed in the National Register of Historic Places (National Register) or determined eligible for National Register listing. Such properties are historically significant, or important to the history, architecture, engineering, or culture of a community or the state. They can be buildings, structures, objects, landscapes, or historic districts – or any combination of these. Historic properties that are nationally significant are typically documented through the Historic American Building Survey (HABS), Historic American Engineering Record (HAER), or Historic American Landscape Survey (HALS) program.<sup>1</sup> There may be cases where parts of the properties or historic district are documented under both the HABS/HAER/HALS program and the MHPR program.

The guidelines in this document, developed by the Minnesota Department of Transportation Cultural Resources Unit (Mn/DOT CRU), SHPO, and the MHS, update and expand both the original MHPR documentation package and the guidelines for preparing the package.

### Overview of MHPR Process

#### *Preliminary*

- Identify historic property and need for MHPR documentation
- Determine MHPR documentation level in consultation with agency sponsoring documentation

#### *Documentation*

- Complete elements of documentation:
  - MHPR Background Data Form
  - Narrative
  - Photography
  - Drawings and plans

#### *MHPR documentation package*

- Prepare package
  - Archival paper copies
  - Original photographic prints and negatives
  - Electronic file of complete package
- Submit MHPR documentation package to lead agency
- Lead agency submits MHPR documentation package to SHPO
- SHPO transfers MHPR documentation package to MHS

*Ongoing collaboration among MHPR documentation team members and lead agency throughout process.*

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<sup>1</sup> If completing HABS/HAER or HALS documentation, the SHPO would appreciate receiving a copy of the documentation.

The decision to prepare MHPR documentation often results from the National Historic Preservation Act Section 106 (Section 106) process as mitigation for demolition of, or significant alterations to, a historic property. Typically, a federal or state agency (hereinafter referred to as the lead agency) will be using MHPR documentation as mitigation. In these cases, the lead agency will serve as the primary contact when questions about the MHPR documentation arise. The lead agency may request that SHPO provide guidance on new property types or complex property types, as well as unusual submittal situations that involve the repository, the MHS. In a case when MHPR documentation is not being completed for a lead agency, questions can be addressed directly to the SHPO.

Once the decision is made to prepare MHPR documentation, it is important for the historian and photographer, as well as other members of the team preparing the MHPR documentation, to work closely together during the documentation process. This allows the team members to fully understand the significance of the historic property in order to portray its historical significant features through the narrative and photographs. An understanding of the property's significance will influence the research undertaken, the focus of the narrative, and the photo selection that comprises the MHPR documentation.

The MHPR Guidelines provide assistance with preparing MHPR documentation packages that meet the *Secretary of the Interior's Standards for Architectural and Engineering Documentation (Standards)*. The guidelines expand the original MHPR Guidelines to accommodate technological advances in photography and other documentation processes, and to provide more flexibility with two levels of documentation and guidance on documenting a wider variety of property types. The updated guidelines offer information for lead agencies, cultural resource consultants, photographers, and others who may be involved in MHPR preparation. The guidelines are based on the following resources (See Appendix B for full citations and web links):

- *U.S. Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation.*
- U.S. Department of the Interior, National Park Service. *Historic American Building Survey Guidelines.*
- U.S. Department of the Interior, National Park Service. *Historic American Engineering Record Guidelines.*
- U.S. Department of the Interior, National Park Service. *Historic American Landscape Survey Guidelines.*
- U.S. Department of the Interior, National Park Service. *National Register Bulletin: How to Complete the National Register Registration Form.*

Since the MHPR documentation is often requested as Section 106 mitigation for transportation projects involving historic bridges, and bridges are a distinctive structure type with specific documentation requirements, examples and information involving historic bridges are used throughout the MHPR Guidelines.

***The MHPR documentation package and guidelines***

The MHPR documents a property's historic significance, and the physical manifestations of that significance, through physical description, historical narrative, photographs, and drawings or plans. Understanding a property's historic significance and physical characteristics guides the focus and content of each component of the MHPR documentation. Combined, the elements of the documentation become the MHPR documentation package.

- **Background Data Form (Data Form):** The Data Form includes summary data on the property's name, location, and current status. It serves as the MHPR documentation package's cover sheet.
- **Narrative:** The narrative provides a physical description of the historic property and a discussion of its history and the property's historic context.
- **Photographs:** Photographs provide visual documentation of the property as a whole through its significant features and details.
- **Drawings and plans:** Architectural and engineering drawings and plans document the historic property with a precision not available in photography or narrative.

MHPR documentation utilizes two levels of documentation, similar to the levels in Historic American Buildings Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS) documentation. Level I documentation provides extensive, detailed information about the historic property. Level II provides a brief, concise documentation. Table 1 provides a comparative summary of the components of two levels.

**Table 1. Levels of MHPR Documentation**

	<b>Level I</b>	<b>Level II</b>
<b>Extent of documentation</b>	Detailed documentation	Basic documentation
<b>Cover Sheet</b>	MHPR Background Data Form	
<b>Narrative</b>	<ul style="list-style-type: none"> <li>• Property description</li> <li>• History of property</li> <li>• Bibliography</li> </ul> (Length limited only by subject and resources)	<ul style="list-style-type: none"> <li>• Basic property description</li> <li>• Basic history of property</li> <li>• Bibliography</li> </ul> (Approximately two pages)
<b>Drawings</b>	Photographic and/or photocopied reproduction of historic plans Optional: Measured Drawings	Not required (Historic plans may be photocopied)
<b>Photography</b>	Medium or large format documentation photography (black & white) See Appendix E for photography guidelines	35 mm documentation photography (black & white) See Appendix E for photography guidelines

In most cases, Level I documentation will be recommended because it provides the most complete record. However, there may be situations where Level II is appropriate. The lead agency will determine, in consultation with SHPO, the appropriate level of documentation. Section 106 Agreements that stipulate MHPR documentation will typically specify the level of documentation required. Upon completion of the MHPR documentation, the lead agency submits the documentation package to the SHPO, who then transfers it to the MHS collections. Appendix A provides additional information on MHPR submission requirements. The final MHPR shall meet the *Standards*. See Appendix B for location information for the *Standards*. The lead agency or SHPO may reject or require revisions to documentation that is incomplete, does not follow the guidelines, or if the property does not meet MHPR eligibility requirements. If HABS/HAER/HALS documentation exists for the MHPR property, a copy of that documentation package shall be submitted to the SHPO with the MHPR package.

The Guidelines below are divided into sections of instructions, with supplemental information in the appendices.

- Section 1: MHPR Background Data Form instructions
- Section 2: Level I documentation guidelines
- Section 3: Level II documentation guidelines.
- Section 4: Guidelines for MHPR documentation addenda

The appendices include supplemental resources and guidance:

- Appendix A: MHPR documentation submission requirements and copies of the MHPR Background Data Form and Continuation Sheet
- Appendix B: Selected resources for researching, developing, preparing, and formatting MHPR documentation
- Appendix C: Specific guidelines for describing historic bridges and buildings
- Appendix D: Directory of Mn/DOT records available for research
- Appendix E: Guidelines for Photographic Documentation
- Appendix F: Examples of the Index to Photographs and other materials related to the photography submissions, including MHPR Image Reproduction Agreement
- Appendix G: Information about copyrights and ownership

## **1. MHPR Background Data Form**

Each MHPR requires completion of an MHPR Background Data Form (Data Form), which serves as an introduction to the MHPR package. The same Data Form is used for Level I and Level II documentation, as well as addenda. The Data Form addresses the entire historic property being documented. If the historic property includes more than one resource, the individual resources are described in the Narrative section.

The Data Form is provided in a Microsoft Word electronic form. Use the Data Form Continuation Sheet when additional space is needed or to provide information on multiple resources, such as a historic district. Copies of the forms are in Appendix A and are available electronically at <http://www.mnhs.org/shpo/>.

### **A. Instructions for completing the Data Form**

#### **MHPR number and historic district name**

Enter the MHPR number in the upper right corner. The MHPR number corresponds to the assigned SHPO inventory number for the historic property. For information about the SHPO inventory number, see the SHPO Inventory Number subsection below.

If a property has not been previously documented in an MHPR, check the box marked “original” in the upper right hand corner of the Data Form. If preparing an Addendum to the MHPR, enter the addendum number in addition to the MHPR number. Addenda are numbered consecutively, beginning with Addendum number one (1). If the property is part of a historic district, enter the historic district name.

#### **(1) Name and SHPO inventory numbers**

##### **(a) Historic name**

If a National Register Registration Form (National Register Form) exists for the property, the names on the National Register Form may be used in the MHPR. Otherwise, determine the property’s historic name according to National Register guidelines: the “name that best reflects the property’s historic importance or was commonly used for the property during the period of significance. The term ‘property’ refers to the entire geographic area being documented. It may be an individual building, site, structure, or object, or it may be a district comprising a variety of buildings, sites, structures, or objects. Properties may be named for persons, events, characteristics, functions, or historic associations.”<sup>2</sup>

For example, if a residence is known for its historic association with John and Jane Smith, the historic name would be entered on the Background Data Form as “Smith, John and Jane, House.”

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<sup>2</sup> U.S. Department of the Interior, National Park Service. *National Register Bulletin: How to Complete the National Register Registration Form*, 8.

The historic name for a bridge is the Mn/DOT bridge number; for example, "Bridge 5721."

Additional guidance on identifying the property's historic name and format is in the *National Register Bulletin: How to Complete the National Register Registration Form*, pages 8-9.

**(b) Current name**

Enter the historic property's current name, if different from the historic name, in the corresponding field. If the current name and historic name are the same, or if there is no current name, enter "NA." The current name may be a current business name or common name for the property. Use the same format as used for the historic name.

The current name for a bridge is the name it is frequently referred to as; for example, "Lafayette Bridge."

**(c) SHPO inventory number**

Enter the SHPO inventory number assigned to the property. (Note: The SHPO inventory number is not the same as the SHPO Review and Compliance number.)

For example:

SHPO [number here] (House)

For a historic district or a property with multiple resources, select the SHPO number associated with the primary resource within the district or property. Then, enter each of the remaining SHPO inventory numbers followed by a note in parentheses identifying the resource associated with that particular inventory number.

Example #1 – Multiple resources

SHPO [number here] (Bridge)

SHPO [number here] (associated Pump Station)

Example #2 – Historic district

SHPO [number here] (House – 310 Nalle Street)

Additional SHPO inventory numbers for a historic district can be included on an MHPR Background Data Form Continuation Sheet. In rare cases, an older historic district may have a single inclusive SHPO inventory number. If so, enter that number.

Contact the SHPO Survey and Inventory Coordinator to request a SHPO inventory number if no number has been assigned to the property. See Appendix B for contact information.

**(2) Location**

Include the property address and/or street intersection, city or township, county, state, and zip code. If it is a bridge, enter the name of the feature crossed and feature carried. Enter the

section-township-range and/or other legal description as appropriate, and Universal Transverse Mercator (UTM) coordinates and the North American Datum (NAD).

**(3) Description**

Indicate the architectural style, form, or structure type that primarily describes the property.

If the historic property includes more than one resource, the description term should be the style, form, or structure type for the historic property as a whole or the main feature.

For example:

Modern Movement/Moderne or Pratt through truss

For guidance on the categories and subcategories of the style or architectural classification, see *National Register Bulletin: How to Complete the National Register Registration Form* pages 24-26 and use the terminology and categories as outlined. A property not described by any of the listed terms is identified as "Other:" followed by a descriptive term most commonly used to classify the property by type, period, method of construction, or other characteristics.

**(4) National Register of Historic Places status**

This section indicates the property's National Register status:

- Individually listed
- Individually eligible
- Located in a listed historic district
- Located in an eligible historic district
- A National Historic Landmark

Enter the date of designation or determination of eligibility for each applicable category.

**(5) Previous designation or recordation**

If a property has been designated as historically or architecturally significant by a locally-sponsored designation program, such as a community's landmark program or Heritage Preservation Commission (HPC) process, enter the date of designation, name of designation program(s), and name and location of the office or repository with the documentation file.

Use the "Other" category for programs such as HABS, HAER, or HALS. Record the name of program, date of designation, and location of repository that holds the documentation, if known.

**(6) Preparer's information**

Enter the federal or state agency that is sponsoring preparation of the MHPR documentation, and the date the documentation was prepared. Enter the primary MHPR preparer's name and contact information. Identify the name and contact information for the MHPR documentation photographer, if different from the primary preparer.

## **2. Level I Documentation**

### **A. Narrative**

The Level I narrative provides a comprehensive description of the property's physical characteristics and its history. The narrative section will be primarily the text section of the document following the Background Data Form. There is no "form" to use for this section and basic guidance is provided for organization and format. On the first page of the narrative, include the property's historic name and MHPR number centered at the top of the page. For subsequent pages, include the property's historic name and MHPR number in the upper right hand corner with the page number. The narrative section should begin with page 1. Please include subheadings to organize the narrative sections in the same order as described below. Sample narrative pages to demonstrate format are included in Appendix A.

Photocopies of historic photographs may illustrate the narrative and be included within the text portion of the document. If incorporated into the documentation, these should include complete bibliographic citations.

#### **(1) Description**

The narrative shall focus on providing a written description of the property that compliments and supplements the photographic documentation of the property. Table 2 below provides sources for information on the approach for preparing descriptions for various properties. For additional information on describing historic buildings and bridges, see Appendix C.

The level of detail for the description will vary depending on the size and type of property. For example, the description for an individual building or structure may include an elevation-by-elevation exterior description, including a discussion of any significant alterations. The interior of a building may be described in a general or more detailed manner, dependent upon the area of significance of the property. If a property includes ancillary buildings, such as a storage shed, a general description of the shed may be more appropriate than an elevation-by-elevation description if this building does not represent an area of the property's significance. For a historic district, the approach to the description will also vary based on the historic district's significance and its size. For a large district, a general description of resources comprising the district may be more appropriate than an elevation-by-elevation description of each individual property within the district. Individual resources may be described for a smaller district.

#### **(2) History and Context**

In addition to the description, the narrative will include a history of the property and its historic context. The history typically includes the date of construction, the architect or designer, and the builder, as well as a discussion about its development. A description of the qualities, important events, or important people that make the property significant would also be included. Provide a historic context for the property that focuses on and assists in demonstrating a property's significance. The amount of information in the history narrative varies with each property. The narrative is not intended to be a definitive history or scholarly study, but it shall be detailed enough to tell the property's story and reasons for its significance.

Table 2 below provides guidance to assist with preparing the history narrative.

**Table 2. Description and History Narrative**

	<b>Buildings</b>	<b>Structures</b>	<b>Landscapes</b>
<b>Physical Description and History Narrative</b>	For guidance on how to describe buildings, see Appendix C and page 31 of the National Register Bulletin entitled <i>How to Complete the National Register Registration Form</i> . See the <i>HABS/HAER Guidelines: HABS Historical Reports</i> for guidance on writing descriptions and the history narrative. (Websites for these sources are provided in Appendix B.)	Information included in the description will depend on the type of structure being documented. For guidance on structures, see “Appendix VI: Checklist for Describing Structures of Engineering or Industrial Significance” in the National Register Bulletin entitled <i>How to Complete the National Register Registration Form</i> . For general guidance on preparing the narratives, see <i>HAER Guidelines: 2.0 Historical Reports</i> . For bridges, see Appendix C. (Websites for these sources are provided in Appendix B.)	For guidance on describing landscapes, see <i>Historic American Landscapes Survey Guidelines for Historical Reports</i> (see Appendix B for website).

## **B. Photographs**

See *Guidelines for Photographic Documentation* in Appendix E, especially the Image Selection section.

## **C. Major bibliographic references and/or information sources**

In addition to the bibliography of sources used for the narrative, the MHPR shall include information on other significant sources located during research, such as historic photographs, interviews, and deeds and property records. If a bibliographic reference is obscure or its usefulness is not clear, add a descriptive note or annotation. The bibliography may also identify sources for additional information, allowing future researchers to learn more detailed information about the property. See Appendix B for citation guides.

## **D. Drawings and Plan Recordation**

### **(1) Drawings**

Measured drawings, occasionally required for major HABS or HAER projects, are rarely produced for MHPR documentation. When measured drawings are produced, they are typically produced because plans are not available and the historic property is eligible under National Register Criterion C. The lead agency, in consultation with the SHPO, will determine the need for measured drawings. If measured drawings are appropriate, see the *Secretary of the Interior’s*

*Standards and Guidelines for Architectural and Engineering Documentation* for standards. Additionally, HABS/HAER/HALS manuals, which are based on these standards and are more specific, could be used. See Appendix B for these resources.

**(2) Plan recordation**

Photographic reproduction of original architectural and engineering plans will often be included in an MHPR package. Plans will supplement the narrative and photographs. Original plans exist in the following formats and reproduction guidelines will vary by format:

- Ink on linen or paper
- Blueprints
- Ink on Mylar
- Microfilm copies of original plans

Because architectural and engineering plans are usually created in numbered sets of original sheets, MHPR documentation shall include complete sets if possible. Otherwise, key plan sheets shall be selected, based on significant elements and details discussed in the description or history narrative.

Plans identified as “shop drawings,” intended for fabricators and manufacturers, are extremely detailed and shall not be included unless other plans are not available or the shop drawings show key features not shown on other plans.

The reproduction method may depend on the fragility of the plans. In general, large-format copy-stand photography is the preferred method. Large format photography captures details and is best for subsequent enlargements. If the historic plans are on microfilm or in digital format, plan sheets should be printed out and the printouts then photographed with large format photography. The printouts would not be included with the MHPR package. See Appendix E for further information on reproduction of plans with large-format photography.

Photocopying microfilmed or digitized plans on archival bond paper is recommended to supplement the large format photography or when a method other than large format photography is required.

Record the location or repository of original plans or digital/microfilm copies in the *Major Bibliographic and Information Sources* section. Identify the repository name and street address or Internet address and indicate the plan format (e.g. blueprints or microfilm).

If the owner/agency intends to discard or destroy the original plans, notify SHPO. SHPO may consult with the owner/agency regarding the disposition of the plans.

**(3) Specific guidance for Mn/DOT bridge plans**

Mn/DOT has microfilmed and digitized plans for state-owned bridges. For access information, see the directory in Appendix D. The key sheets in bridge plan sets are those that depict the

superstructure and the overall structure with dimensions. Plans showing small parts or details typically are less significant, unless those details have been identified in the description or narrative as significant. A bridge engineer or Mn/DOT's Bridge Office staff can assist in the selection of key sheets for appropriate bridge documentation.

## **E. Interviews**

Interviews, when applicable, can provide important information about a property and its context. Interviewees may include current and former property owners, long-time community members knowledgeable about the property's history, technical experts, architects or engineers who designed the property, builders or contractors, or others who have knowledge about the property or information related to the property type.

Interviews should be recorded and subsequently transcribed. At the beginning of the interview, the interviewer should state his or her name, the interviewee's name and title or association with the historic property, the date of interview, and the interview location. This will provide appropriate identification within the interview recording and transcription. If the interview is not recorded, it is important for the interviewee to document the same information for later reference when creating the MHPR's bibliography.

If a transcription is prepared, a copy shall be submitted with the MHPR package. The digital file of the audio recording can be saved to a compact disc (CD) and included with the electronic submittal of the MHPR documentation report. See Appendix B for sources on conducting oral history interviews.

### **3. Level II Documentation**

Although this level of documentation is not often completed, Level II documentation is typically used for projects initiated outside Section 106 mitigation. For Level II documentation, the narrative section will be primarily the text section of the document following the Background Data Form. There is no “form” to use for this section and basic guidance is provided for organization and format. On the first page of the narrative, include the property’s historic name and MHPR number centered at the top of the page. For subsequent pages, include the property’s historic name and MHPR number in the upper right hand corner with the page number. The narrative section shall begin with page 1. Please include subheadings to organize the narrative sections in the same order as described below. Sample narrative pages to demonstrate format are included in Appendix A.

#### **A. Narrative**

The Level II narrative briefly and concisely describes the historic property and its history. If the property includes more than one resource, the narrative shall focus on the property overall, rather than individual resources. It includes a brief description and pertinent historical and architectural or engineering data to provide a general source of information. It is not intended to be definitive or formal study of the historic property, and generally should not exceed two pages.

Photocopies of historic photographs may illustrate the narrative and be included within the text portion of the document. If incorporated into the documentation, these shall include complete bibliographic citations.

#### **B. Photographs**

See “Image Selection” discussion in *Guidelines for Photographic Documentation* in Appendix E.

#### **C. Major bibliographic references and/or information sources**

In addition to the bibliography of sources used for the narrative, the MHPR shall include information on other significant sources located during research, such as historic photographs, interviews, and deeds and property records. If a bibliographic reference is obscure or its usefulness is not clear, add a descriptive note or annotation. The bibliography may also identify sources for additional information, allowing future researchers to learn more detailed information about the property. See Appendix B for citation guides.

## **4. Addenda to MHPR Documentation**

When circumstances warrant the preparation of an addendum to previously-prepared MHPR documentation, the information will be submitted in a separate, stand-alone package that supplements elements of the document as appropriate. The Background Data Form is also prepared and submitted with the MHPR addendum. In these cases, the addendum number (i.e. #1 for the first addendum and #2 for the second addendum) is entered into the addendum number in the top right section of the Background Data Form and Continuation Sheet.

There are no restrictions on need, use, or contents of the addendum. An addendum may contain only a narrative, only photographs or plans, or any combination of the elements. The numbering system for photographs and plans as indicated in the Index to Photographs will continue from the original MHPR or previous addendum. See Appendices E and F for information and examples.

## **Appendix A. Submission Requirements**

## **Appendix A. Submission Requirements**

The MHPR documentation package includes various elements that are submitted in different formats. The elements include:

- Archival paper copies of the Background Data Form, narrative, historic plan reproductions, photo index, and interview transcripts (if included)
- Original photographic prints and negatives
- Electronic Adobe Portable Document Format (PDF) file of the complete documentation package

The documentation package is submitted either to the lead agency, who then submits it to SHPO, or directly to SHPO if there is no lead agency. SHPO will then forward the packages to the MHS Library's Manuscript Collection. Electronic copies of the documentation may become available on the MHS website. Guidance on each of the submission formats follows.

### **Paper submissions**

MHPR documentation shall be submitted on archival materials. Post-it notes, other products with adhesive, and rubber bands shall not be used when compiling components of the MHPR documentation package. Sources for archival folders, photograph cards, and other archival materials are included in Appendix B.

All components of the MHPR documentation package printed from electronic sources, such as the Background Data Form, Continuation Sheet (if applicable), narrative, photo index and interview transcripts, shall be printed on 8.5-by-11 archival bond paper, using a minimum of one inch margins and 10 pt. font.

Photocopies of plan sheets shall be printed on 11-by-17 acid-free, archival bond paper. The 11-by-17 sheet shall be folded once to 8.5-by-11 size, with printed sides facing together on the inside.

### **Photography submissions**

See Appendix E for guidance on photography submissions.

### **Digital submissions**

Digital submissions of the MHPR shall include an electronic version of the entire report, photographs, and plans. Digital documentation shall be submitted in the Adobe PDF file. The Adobe PDF file provides a universal format that preserves the exact look and feel of the source document. At least two digital submissions should be prepared: one for the lead agency and one to accompany the submittal to SHPO.

PDF files from existing MHPR paper documents and electronic documents can be created using a scanner, Adobe Acrobat, and the integrated Optical Character Recognition (OCR) feature in Adobe Acrobat Version 7, 8, and 9 (also known as Paper Capture in Adobe Acrobat Version 6) or the Adobe Paper Capture Plug-in for Adobe Acrobat Version 5, which is available as a free download on Adobe's

website. The following information outlines the general workflow for converting paper and electronic MHPR documents into searchable PDF files. Additional guidance on using OCR or the Adobe Paper Capture Plug-in may be found in the Adobe Acrobat Help manual in the program.

### **General Workflow Guidance**

1. **Write/Print or Scan to PDF.** Using a PDF writer/printer, convert a Microsoft Word document to a PDF at a resolution of 150-300 dpi. This will result in a searchable PDF. Continue to step 3 of the workflow. If using a scanner, scan the MHPR in PDF format at a resolution of 200 to 600 dpi for black-and-white images and text, or a resolution of 200 to 400 dpi for grayscale or color images and text. This will result in a bitmap picture of the pages that can be viewed in Adobe Acrobat.
2. **Add Searchability.** In order to make a PDF that was created from a scanned document searchable by keyword or phrase, it is necessary to run OCR Text Recognition (Adobe Acrobat Versions 6, 7, 8, and 9) or the Adobe Paper Capture Plug-in (Adobe Acrobat Version 5). It is important to note that the Adobe Paper Capture Plug-in will only work on documents less than 50 pages long. For MHPRs longer than 50 pages, two options are available: divide the scanned PDF into discrete 50-page-or-less PDF files, run the Adobe Paper Capture Plug-in on each file, and then combine the newly searchable sections into a single PDF; or use Adobe Acrobat Capture 3.0 software, which can create searchable files for documents longer than 50 pages.
  - a. In Adobe Acrobat Version 5, set capturing preferences within the Adobe Paper Capture Plug-in Tool found in the Adobe Acrobat Tools drop-down menu.
    - i. Select the Primary OCR language as English.
    - ii. Choose an output file type of Searchable Image. This will put a text layer beneath the image of the scanned document. The files can be searched and will retain their on-screen and print quality.
    - iii. Select a downsampling option of 300 dpi for images contained in the scanned document. This will reduce the file size by downsampling the images. (Continue to step c.)
  - b. In Adobe Acrobat Versions 6-9, set capturing preferences within the OCR Text Recognition tool (also known as Paper Capture in Version 6), found in the Adobe Acrobat Document drop-down menu.
    - i. Select All Pages for the application of the tool.
    - ii. In the edit settings section, select the Primary OCR language as English.

- iii. Choose an output file type of Searchable Image. This will replace the bitmap images with text and graphics on a single layer. The files can be searched and will retain their on-screen and print quality.
      - iv. Select a downsampling option of (low) 300 dpi for images contained in the scanned document. This will reduce the file size by downsampling the images. (Continue to step c.)
    - c. Run the OCR Text Recognition or Paper Capture on all pages of the scanned PDF. After each page is processed, Adobe Acrobat will replace the original page with the captured version.
    - d. Use the Reduce File Size tool under the Adobe Acrobat File drop-down menu or the Document drop-down menu.
3. **Bookmarks.** After running Adobe Paper Capture, identify breaks in the document, such as “historical text,” “photos,” and “historic plans,” and add corresponding bookmarks from within Adobe Acrobat to enable easy navigation through the MHPR document.
4. **Metadata.** Upon printing or scanning the file, document metadata will be contained in the Document Summary Tab or Document Properties Description (found under File>(Document) Properties) and will include when the PDF was created. Within the Document Summary Tab, add a Title, Subject, and Author data to accompany other metadata. For example, the title would correspond to the name of the resource documented, such as “Brower Inn;” the subject is Minnesota Historic Property Record (MHPR); and the author includes the names of the document preparers.
5. **Security.** Change document security levels to disable the ability to alter document text or add comments. Within the Document Security Tab (found under File>Document Security or File>Document Properties>Security), change security options to include a low-level encryption level of 40-bit RCR (Acrobat 3.0 and later) to maximize user compatibility. If necessary, add a permissions password to disallow changing or editing the document but allow printing and content copying. Additional guidance on changing document security may be found in the Adobe Acrobat Help manual in the program.
6. **Save.** Save the newly searchable and archived PDF file.
7. **Test.** Test the searchability, bookmark links, metadata, and security of the document using a PDF reader such as Adobe Reader.
8. **Final PDF.** Copy the PDF file onto a CD and submit with the MHPR materials.

**Appendix B. Selected Resources for Researching, Developing,  
Preparing, and Formatting MHRs**

## **Appendix B. Selected Resources for Researching, Developing, Preparing, and Formatting MHPRs**

This appendix provides selected resources to use when researching and developing MHPRs. Contact and location information is included for several statewide research repositories commonly used for MHPR documentation. However, this should not be considered a comprehensive list. Preparers are also encouraged to contact local research repositories, such as local libraries and historical societies. For a list of local research repositories, visit the MHS website at <<http://www.mnhs.org/localhistory/mho/>> to use the Minnesota's Historical Organization's Directory. Resources are also included to provide guidance on preparing and formatting submissions. When available, Internet addresses are provided for resources.

### **Research repositories**

Minnesota Historical Society State Archives and Library  
345 W. Kellogg Blvd.  
St. Paul, MN 55102-1906  
651-259-3000  
<<http://www.mnhs.org>>

The MHS preserves and makes available a wide range of artifacts and materials chronicling Minnesota's history. The State Archives Department identifies, collects, and preserves the historically valuable records of state and local government in Minnesota generated from the territorial period to the present day. The Library contains printed materials that document the state, its people and its culture. Other collections include maps, photographs, newspapers, oral histories, and manuscripts.

Northwest Architectural Archives  
University of Minnesota  
213 Andersen Library  
222 21st Avenue South  
Minneapolis, MN 55455  
612-625-3550  
<<http://special.lib.umn.edu/manuscripts/architect.html>>

The Northwest Architectural Archives collects the records of architects, engineers, contractors, landscape architects, and interior designers from a region that includes Minnesota, western Wisconsin, northern Iowa, and the eastern Dakotas.

University of Minnesota O. Meredith Wilson Library  
309 19th Avenue South  
Minneapolis, MN 55455  
612-626-2227 (Reference)  
<<http://www.lib.umn.edu/>>

The University of Minnesota has numerous libraries. If uncertain which university library would be most appropriate for research to be conducted, begin with the O. Meredith Wilson Library as it provides collections and services in most fields in arts, humanities, and social sciences.

University of Minnesota Architecture and Landscape Architecture Library

210 Rapson Hall

89 Church St. S.E.

Minneapolis, MN 55455

612-624-6383

<<http://arch.lib.umn.edu/>>

The University of Minnesota Architecture and Landscape Architecture Library's collection focuses on the general subjects of Architecture, Landscape Architecture, Building Technology, City Planning, and Landscape Ecology.

University of Minnesota Walter (Science and Engineering) Library

117 Pleasant St. SE

Minneapolis, MN 55455

612-624-0224

<<http://sciweb.lib.umn.edu/>>

The University of Minnesota Walter Library's collections focuses on a variety of science- and engineering-related subjects such as Astronomy, Chemistry, Civil Engineering, History of Science, Mathematics, and Physics.

Minnesota Department of Transportation Library

M.S. 155, Room 175 Transportation Building

395 John Ireland Boulevard

Saint Paul, MN 55155

651-366-3791 or 800-657-3774

<<http://www.dot.state.mn.us/library/>>

Mn/DOT Library's collection covers aspects of transportation including highway engineering and design. See Appendix D for a directory of records held by Mn/DOT.

## **Contacts**

Minnesota State Historic Preservation Office

Minnesota Historical Society

345 Kellogg Blvd. W.

St. Paul, MN 55102-1903

651-259-3450

<<http://www.mnhs.org/shpo/>>

To obtain a SHPO Inventory Number, contact the SHPO Survey and Inventory Coordinator.

## Guides

### Formatting/style guides

MHPR documentation preparers are encouraged to use the footnote and bibliography style described in the following guides:

*The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers, 15<sup>th</sup> edition.*  
Chicago: University of Chicago, 2003.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations.* Chicago, IL:  
University of Chicago Press, 2007.

### Architectural/Engineering descriptions

Blumenson, John J.G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945.* New York, NY: W.W. Norton & Co., 1981.

Harris, Cyril L. *Historic Architecture Sourcebook.* New York, NY: Dover Publications, Inc., 1977.

McAlester, Virginia and Lee. *A Field Guide to American Houses.* New York: Alfred A. Knopf, 2002.

### Historic Bridge descriptions

Frame, Robert M. "Reinforced-Concrete Highway Bridges in Minnesota." National Register of Historic Places Multiple Property Documentation Form. St. Paul: Minnesota Historical Society, 1988.

Gardner, Denis P. *Wood, Concrete, Stone, and Steel: Minnesota's Historic Bridges.* Minneapolis, MN:  
University of Minnesota Press, 2008

Hess, Jeffrey. "Minnesota Masonry-Arch Highway Bridges." National Register of Historic Places Multiple Property Documentation Form. St. Paul: Minnesota Historical Society, 1988.

Mead & Hunt, Inc. *Minnesota Bridges, 1956-1970: Politics, Policies, Technology, and Design.* Report prepared for Minnesota Department of Transportation, May 2008.

National Cooperative Highway Research Program, Transportation Research Council, National Research Council. *A Context for Common Historic Bridge Types, NCHRP Project 25-25, Task 15.* Prepared by Parsons Brinckerhoff and Engineering and Industrial Heritage, October 2005.

Quivik, Frederick L. and Dale L. Martin. "Historic Iron and Steel Bridges in Minnesota, 1873-1945." National Register of Historic Places Multiple Property Documentation Form. St. Paul: Minnesota Historical Society, 1988.

U.S. Department of the Interior, National Park Service. *Trusses: A Study by the Historic American Engineering Record, Record No. HAER T1-1.* Washington, D.C, n.d.

### Conducting oral interviews

*How to Conduct an Oral Interview*. Waco, TX: Baylor University Institute for Oral History, June 28, 2008.  
Accessed at <[http://www3.baylor.edu/Oral\\_History/Styleguiderev.htm](http://www3.baylor.edu/Oral_History/Styleguiderev.htm)>

### Preparing Documentation

Burns, John A., ed. *Recording Historic Structures, 2<sup>nd</sup> edition*. New Jersey: John Wiley & Sons, 2004.

U.S. Department of the Interior, National Park Service. *Historic American Building Survey Guidelines*.  
Washington, D.C. Accessed at <<http://www.nps.gov/hdp/standards/habsguidelines.htm>>

U.S. Department of the Interior, National Park Service. *Historic American Engineering Record Guidelines*. Washington, D.C. Accessed at  
<<http://www.nps.gov/hdp/standards/haerguidelines.htm>>

U.S. Department of the Interior, National Park Service. *Historic American Landscape Survey Guidelines*.  
Washington, D.C. Accessed at <<http://www.nps.gov/hdp/standards/halsguidelines.htm>>

U.S. Department of the Interior, National Park Service. *National Register Bulletin: How to Complete the National Register Registration Form*. Washington, D.C., 1997. Accessed at  
<<http://www.nps.gov/nr/publications/bulletins/nrb16a/>>

*Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*.  
Washington, D.C.: U.S. Department of the Interior. Originally published in the Federal Register,  
Vol. 48, No. 190, (Thursday, September 29, 1983), pp. 44730-34. Accessed at  
<<http://www.nps.gov/hdp/standards/index.htm>>

### Photography Resources

*Preservation of Photographs, Publication F-30*. Rochester, NY: Eastman Kodak Company, 1979.  
This book provides processing standards for archival stability and the conservation and care of historic images.

Stone, Jim. *A User's Guide to the View Camera*. New York, NY: HarperCollins Publishers, 1987.  
This book is a guide to use of equipment, films and setup for large format photography. It contains many illustrations with step-by-step procedures of particular value for the experienced photographer who wishes to advance to the large format.

U.S. Department of the Interior, National Park Service. *Historic American Building Survey/Historic American Engineering Record Specifications for the Production of Photographs*. Washington, D.C., 1984.

## **Sources for Archival Supplies and Materials**

Conservation Resources International ([www.conservationresources.com](http://www.conservationresources.com))

Light Impressions ([www.lightimpressions.com](http://www.lightimpressions.com))

**Appendix C. Specific Guidelines for Preparing the MHPR Narrative  
for Historic Bridges and Buildings**

## **Appendix C. Guidelines for Preparing the MHPR Narrative for Historic Bridges and Buildings**

### **Historic Bridges**

It is expected that historic bridges will commonly be the subject of MHPR documentation. Therefore, the following specific guidance and recommendations for the historic bridge narrative included in MHPR documentation are provided. The Mn/DOT Structure Inventory Report for a bridge and available plans can provide information to assist in completing the description.

#### **I. Description**

##### **A. Bridge's Location and Setting**

To place the bridge in its context, describe the bridge's location, setting and association to the transportation network.

##### **1. Location**

- a. Particular railroad, road, or other transportation route bridge is associated with (generally known as facility carried)
- b. Feature the bridge crosses
- c. How the bridge fits into the broader transportation system, including the following:
  - i. Location in relation to other roadways or rail lines
  - ii. Distance of the bridge from nearby major highways or rail lines and/or nearby cities (if in rural location)
  - iii. Orientation of bridge and facility carried (e.g. north/south, east/west, etc.)
  - iv. Road type
  - v. Bridge's owner
  - vi. Builder, fabricator, and/or designer

##### **2. Setting of bridge**

- a. General setting (e.g. urban, suburban, rural)
- b. Surrounding property types (e.g. agricultural, residential, commercial, industrial, recreation)
- c. Surrounding land use (e.g. farms –specifying types if possible, ranches, railroad, etc.)
- d. Features and obstacles surrounding bridge (e.g. canyons, cliffs, ravines, dams, railroad lines, other bridges, etc.) that may have caused issues the bridge crossing needed to address

##### **B. Bridge Description**

Identify the following characteristics of the bridge:

##### **1. Superstructure**

- a. Type of superstructure (truss, arch, beam, girder, etc.) and subtypes (for both main spans and approach spans)
- b. Superstructure material(s) (steel, aluminum, concrete) (for both main spans and approach spans)
- c. Number of spans (main and approach)
- d. Total structure length
- e. Length of main span

- f. Type and dimensions of deck
  - g. Roadway width including number of travel lanes, width of travel lanes, sidewalks and shoulders
  - h. Vertical clearance of the bridge
  - i. Degrees of skew or curve, if present
  - j. Connection type (truss and steel bridges)
  - k. Reinforcement or prestressed (concrete bridges)
  - l. Stone work and mortar details (masonry bridges)
  - m. Navigational clearance (if appropriate/applicable)
  - n. Identification and text on bridge plaque (if present)
2. Substructure (supports the bridge, includes piers, bents, piles, and abutments)
    - a. Material of abutments and piers/bents/piles
    - b. Number of piers/bents/piles
  3. Aesthetics/overall form/design
    - a. Type of railing
    - b. Type and description of lighting
    - c. Decorative treatments
    - d. Architectural details and references to any architectural styles
  4. Alterations
    - a. Any alterations to bridge, especially if alterations made to features that reflect the bridge's significance or original members (e.g. change of railing, widened or lengthened structure, significant repairs)
    - b. Date(s) of alterations

## **II. History and Context**

### **A. Bridge History**

1. Name of bridge designer and/or contractor
2. Plan development (based on any state or federal design standards)
3. Construction history
4. Date of construction completion

### **B. Area of Significance and historic context**

1. Engineering or technological reasons
2. Planning program or transportation network bridge is associated with
3. Aesthetics or design
4. Any other reasons for significance
5. Context information that demonstrates the bridge's area of significance

### **C. Historic fabric or elements that are physical manifestations of its significance.**

For more information about historic bridges and Minnesota Historic Bridges in particular, see sources in Appendix B.

## **Historic Buildings**

The following guidance for describing historic buildings for the description section of the narrative is adopted from the 2003 *Minnesota Historic Property Record Guidelines*.

### **I. General statement**

### **II. Description of exterior**

- A. Overall dimensions
- B. Foundation(s)
- C. Walls
- D. Structural system, framing
- E. Porches, stoops, balconies, bulkheads
- F. Chimneys
- G. Openings

- 1. Doorways and doors
- 2. Windows and shutters

### **H. Roof**

- 1. Shape, covering
- 2. Cornice, eaves
- 3. Dormers, cupolas, towers

### **III. Description of interior**

#### **A. Floor plans**

- 1. Describe by floors

#### **B. Stairways**

#### **C. Flooring**

#### **D. Wall and ceiling finish**

#### **E. Openings**

- 1. Doorways and doors
- 2. Windows

#### **F. Decorative features and trim**

#### **G. Hardware**

### **IV. Site**

#### **A. Historic landscape design**

#### **B. Outbuildings**

**Appendix D.     Directory of Mn/DOT Records**

## **Appendix D. Directory of Mn/DOT Records Useful for Historical Research**

This directory identifies records and files currently held by Mn/DOT and not transferred to the State Archives at the MHS. Listed below are collections including original paper documents, as well as documents available online through the Mn/DOT website. The records listed are project-specific, site-specific, or location-specific. They typically do not include general histories or overviews of Mn/DOT, its predecessor the Minnesota Department of Highways, or districts, divisions, departments, or work units.

Because these records are maintained by Mn/DOT as active records for current agency activities, and not as historical or archival files for research, they must be accessed and reviewed by using current Mn/DOT procedures. Access and contact information is included with the record description below. Access and use policies and contacts may change, and some records may cease to be publicly available or may be transferred to the State Archives.

Mn/DOT records agency-wide are administered by the Mn/DOT Office of Administration and the Mn/DOT Records Manager. Questions about access and use of Mn/DOT records that cannot be answered by the contact personnel listed below should be addressed to the Mn/DOT Records Manager.

### **Records available for historical research:**

#### **Record name: Bridge project records**

*Record type or description of contents:* For state-owned bridges. Original correspondence, reports, engineering studies, computations, and construction records.

*Location:* Files are stored off-site. Request and use at Bridge Office, 3485 Hadley Avenue North, Oakdale, MN 55128

*Needed to access:* Mn/DOT bridge number

*Current contact for retrieval:* Rebekah Dahlberg, Mn/DOT Bridge Design Section, Oakdale.  
651-366-4511

#### **Record name: Road project records**

*Record type or description of contents:* Original correspondence, reports, engineering studies, computations, and construction records.

*Location:* Files are stored off-site. Request and use at Mn/DOT Bridge Office, Oakdale

*Needed to access:* State Project (SP) number, control section (CS) number

*Current contact for retrieval:* Rebekah Dahlberg, Mn/DOT Bridge Design Section, Oakdale.  
651-366-4511

#### **Record name: Bridge inspection files (pre-1970s)**

*Record type or description of contents:* For all bridges (state and locally owned). Original inspection documents (includes earlier 5 x 8-inch card file with hand-written record of "Bridge Maintenance, Repairs and Renewals," and later letter-size computer print-out reports), and inspection photographs (prints stapled to letter-size sheets). Contents reflect statewide inspection, maintenance, and repair documents prior to decentralization of statewide inspection data

collection in the 1970s. Current bridge inspection files are located in the agency responsible for inspecting the particular bridge: Mn/DOT District offices for state-owned bridges and county or city offices for locally-owned bridges.

*Location:* Mn/DOT Bridge Office, Oakdale

*Needed to access:* Mn/DOT bridge number

*Current contact for retrieval:* Official contact: James Pierce; informal contact: Peter Wilson.  
651-366-4500 for both contacts

*Record name:* **Bridge plans (engineering plans and drawings)**

*Record type or description of contents:* For state-owned bridges or bridges that were owned by the state at one time. Digitized scans of plans, usually plans that were microfilmed. The original ink-on-  
linen plans (or other media) should be considered destroyed or, in rare instances, transferred to the State Archives (see discussion of Minnesota Department of Highway records that follows). May include sets or sheets of shop drawings. Some bridge documents may be subject to Homeland Security restrictions, requiring authorization from the Bridge Office for access.

*Location:* Available online through the Mn/DOT Electronic Documents Management System (EDMS).  
Access through the Mn/DOT website in the following sequence of web pages:

- Mn/DOT Home Page, to
- Electronic Documents webpage, to
- Road and Bridge Plans and Construction Contracts search window
- Enter bridge number

*Needed to access:* Mn/DOT bridge number

*Record name:* **Structure Inventory Report**

*Record type or description of contents:* For all bridges (state and locally owned). The Structure Inventory Report contains the summary data for an individual bridge currently in service for vehicular traffic in Minnesota. Each report includes data on location, structure, roadway, and waterway, as well as additional technical and inspection summaries.

*Location:* Available online in PONTIS, accessible through the Mn/DOT Bridge Office web portal for Bridge Office Reports: <http://www.dot.state.mn.us/bridge/bridgereports/index.html>

*Needed to access:* Mn/DOT bridge number

*Contact for retrieval:* Log-in required. See project contact at Mn/DOT Cultural Resources Unit (CRU) or Bridge Office (651-366-4500) for access information.

*Record name:* **Bridge Inspection Report**

*Record type or description of contents:* For all bridges (state and locally owned). The Bridge Inspection Report contains a detailed report of the most recent inspection results for a bridge currently in service for vehicular traffic in Minnesota. These reports supplement and do not duplicate the Structure Inventory Report discussed above.

*Location:* Available online in PONTIS, accessible through the Mn/DOT Bridge Office web portal for Bridge Office Reports: <http://www.dot.state.mn.us/bridge/bridgereports/index.html>

*Needed to access:* Mn/DOT bridge number

*Contact for retrieval:* Log-in required. See project contact at Mn/DOT Cultural Resources Unit (CRU) or Bridge Office for access information.

**Record name: Construction Project Logs**

*Record type or description of contents:* For state and US highways. County, township, and municipal roads are not included. The Construction Project Log is a table of data, listed chronologically, about a particular segment (termed "control section") of a state or US highway in Minnesota. The log identifies the years the segment was built or reconstructed, followed by the project number, type of roadway surface, and project notes for each year listed. Each project is accompanied by a small map showing the particular part of the control section road included in that year's project. The Construction Project Log is useful for understanding the physical construction history of roads in the state system.

*Location:* Available online through the Mn/DOT Electronic Documents Management System (EDMS). Access through the Mn/DOT website in the following sequence of web pages:

- Follow this link: <http://www.dot.state.mn.us/roadway/data/html/roadwaydata.html>
- Click on "Construction Project Log" on left menu of links.
- The link will bring you to a list of paired links for each Minnesota county: (1) the county name, followed by (2) "View Map."
- The county name link will bring up a table of "Project Logs" (same as Construction Logs) for that county.
- The View Map link bring up a map that identifies roads in that county that are tracked in the construction logs and identifies their subsections or Control Sections. Note the Control Section number for the road being researched. Click on the road to get the table of Project Logs (the same table that is linked with "county name" in the step above).
- Within the table of Project Logs, identify the Control Section for which you want logs and click on the Control Section number, which will be a link to a PDF of that Construction Project Log.

*Needed to access:* Mn/DOT road control section number (see process in set above)

**Minnesota Department of Highways records in Minnesota State Archives**

**Minnesota Historical Society Library, Minnesota History Center, St. Paul**

The Minnesota State Archives holds records transferred from the Minnesota Department of Highways and Mn/DOT according to the state's records retention schedules. Records available for public use and research can be identified through the extensive finding aid for the Highway Department in the State Archives, located in the Minnesota History Center Library:

**State Archives Notebook No. 23: Minnesota Highway Department**

**Minnesota State Archives, Minnesota Historical Society Library, Minnesota History Center, St. Paul**

The records inventoried in State Archives Notebook No. 23 are extensive and document a wide range of Minnesota highway activities. The records generally end in 1976, when the Department of Highways was merged into the newly formed Mn/DOT. The Department of Highways records include many Record Groups and Record Subgroups for divisions, departments, and other collections. Some Record Groups, such as Biennial Reports, include documents for years after 1975. The particular Record Groups and dates will depend on the documents transferred to the State Archives in accordance with state records retention schedules and the status of processing the documents after they are transferred.

The record types include all the documents that a large state agency might generate, such as correspondence, reports, proceedings, financial records, personnel records, construction and maintenance records, maps, plans, photographs, and negatives. Researchers should review the finding aid thoroughly and examine the detailed box lists and folder lists that are included. Finding aids for selected Highway Department record groups and series are available online at:

<http://www.mnhs.org/library/findaids/index.htm>

- Click the alphabetical link to browse group “H” and search the list for finding aids identified as “Highway Department,” followed by the name of the collection, group, or series.

A small quantity of transferred records, largely original sheets of engineering plans for bridges, do not have publicly available inventories because of processing backlogs, and therefore may not be available for public use.

*State Archives Contact Information:*

- Website: <http://www.mnhs.org/preserve/records/index.htm>
- Phone: 651-259-3260
- In person: State Archives materials are available for use with other library and manuscripts materials at the Minnesota Historical Society Library in the Minnesota History Center.

**Minnesota Department of Transportation Library  
Mn/DOT Transportation Building, St. Paul**

The Mn/DOT Library is located in the Transportation Building in the State Capitol Complex. It contains a wide variety of materials related to transportation, with a focus on Minnesota. The Library is open to the public. The Library’s focus is on highway and bridge engineering and design. Historical researchers will find the Library collections useful for Highway Department reports and publications, including periodicals, maps, and past editions of state engineering specifications.

The collections include 19,000 books and reports, 30,000 microfiche reports, 500 periodicals, and 1,000 videos. The Library has many other resources that are identified on the Library website, including online and electronic databases. The Library website includes a directory of other state highway and transportation department libraries with contact information, and links to engineering and transportation professional associations.

*Mn/DOT Library Contact Information:*

- Website: <http://www.dot.state.mn.us/library/>
- Email: [library@dot.state.mn.us](mailto:library@dot.state.mn.us)
- Phone: 651-366-3791 or 800-657-3774
- Online catalog: access through the Library website above

- In person:

Mn/DOT Library

Minnesota Department of Transportation

M.S. 155, Room 175 Transportation Building

395 John Ireland Boulevard

Saint Paul, MN 55155

## **Appendix E. Guidelines for Photographic Documentation**

## **Appendix E. Guidelines for Photographic Documentation**

### **Introduction**

This appendix is a comprehensive guide for generating photographic documentation of historic properties for the Minnesota Historical Society's (MHS) Minnesota Historic Property Record (MHPR) program. Recordors wishing to submit their photographic documentation products to the MHPR program are required to follow the procedures described herein. Photographers are encouraged to read through the entire *Guidelines for Photographic Documentation* before beginning recordation to fully understand the methodology and to plan the way in which photography will play a role in the MHPR documentation package.

The *MHPR Guidelines for Photography* are closely based on the well-established principles and methodologies set forth in the *Secretary of the Interior's Standards and Guidelines for Archaeological and Historical Documentation* and expanded upon by the HABS (Historic American Buildings Survey), HAER (Historic American Engineering Record), and HALS (Historic American Landscape Survey) of the National Park Service. The *MHPR Guidelines for Photography* rely heavily upon these standards and guidelines but are adapted to reflect the current dynamic environment of the traditional film-based photographic industry.

Photography is an integral part of any MHPR documentation project. Photographs can capture visual form, structure, and detail that cannot be effectively conveyed by an historical narrative or delineated in an historical plan or measured drawing. MHPR photographic documentation consists of 35mm, medium-format, and large-format photographs that illustrate the historically significant features of an historic property (a building, site, structure, object, or landscape). The photographs are used for scholarly research, interpretation, and education. MHPR documentation is often the last means of preservation of a property and also may serve to facilitate the future repair and reconstruction of a property.

These guidelines will discuss decisions on what aspects of an historic property to record, how to photograph a property, the types of photography to use and the levels of accuracy required, and the appropriate scales for the photography.

### **Role of the Photographer**

The role of the MHPR project photographer is to complete an accurate and detailed photographic record of an historic property in consultation with the MHPR historian. The photographer provides the visual documentation that, together with the written history and plan documentation, becomes a permanent public record of a significant historic property. Historical documentary photography requires the technological skill of an architectural photographer plus the ability to convey the historically significant features of the property under study. Photography produced for the MHPR shall complement the historical narrative and graphic recordation of a site.

It is important for an MHPR recordation team (historians, historical architects/engineers, photographers, etc.) to work closely during the documentation process so all understand the scope and complexity of the property. A photographer who understands the history, function, and use of a property will be better able

to capture images that portray the property’s historically-significant features. Generally, the MHPR project leader shall schedule the photographer’s site visit after the project team has had time to familiarize themselves with the property’s historically-significant features. Close consultation is especially critical if the MHPR historian cannot be present on-site during the shoot.

It is recommended that a shot list be provided to the photographer by the MHPR historian that includes the locations and or character of the historic property to be documented.

It is expected that the photographer will be knowledgeable in traditional photographic equipment, methodology, and archival processing practices. This includes knowledge of large format camera systems, archival chemical treatments, handling procedures for archival materials, and the MHPR documentation guidelines.

## Levels of Documentation

Similar to the federal HABS/HAER/HALS program, the MHPR employs distinct levels of photographic documentation. Level I documentation is the more comprehensive and uses a medium format camera or a large format view camera. Level II documentation uses a 35mm camera and may be used to support Level I documentation or to document non-contributing historic properties in a district setting. The level of MHPR photographic documentation shall be determined in consultation with the MHPR historian, sponsoring agency, and the SHPO.

The film standard for 35mm, medium, and large format MHPR photographic documentation is Kodak TMAX ISO 100 or an equivalent emulsion (subject to approval by the SHPO). Color transparencies may be included as part of MHPR photographic documentation, although they do not have the archival longevity of black and white film. The MHPR standard for color transparencies is Fuji Velvia ISO 50 or an equivalent emulsion (subject to approval by the SHPO). The film standard for historical plan duplication is 4” x 5” Ilford Ortho Plus black and white orthochromatic copy film or an equivalent emulsion subject to approval by the SHPO.

In order to ensure long-term archival stability, all film must be hand-processed according to manufacturer’s specifications using fresh chemical solutions and treated in an appropriate hypo-clearing bath. (With the growth of digital photography, hand-processing is typically available only in large cities.) Machine processing does not provide sufficient chemical control or adequate washing and may not be used in the production of MHPR photographs. The use of C-41 black and white film or C-41 automatic processing is not permitted.

### Level I Photographic Documentation (Medium and Large Format)

<b>Camera</b>	Medium Format	6cm x 6cm (2¼” x 2¼”) camera (Examples: Hasselblad 503CW, Mamiya 645)
	Large Format	4” x 5” or 8” x 10” view camera with full swings, tilts, rises, and falls for perspective correction (Examples: Sinar F1, Cambo 45N, Toyo-View 45C)

<b>Film</b>	Medium Format	Black and White: 120mm or 220mm Kodak TMAX ISO 100, Ilford Delta Pro 100, or equivalent Color Transparency: 120mm or 220mm Fuji Velvia ISO 50, Kodak E100VS Ektachrome or equivalent
	Large Format	Black and White: 4" x 5" or 8" x 10" Kodak TMAX ISO 100, Ilford FP4 Plus ISO 125 or equivalent Color Transparency: 4" x 5" or 8" x 10" Fuji Velvia ISO 50, Kodak E100VS Ektachrome or equivalent Historical Photograph Duplication: 4" x 5" or 8" x 10" Kodak TMAX ISO 100, Ilford FP4 Plus ISO 125 or equivalent Historical Plan Duplication: 4" x 5" or 8" x 10" Ilford Ortho Plus Orthochromatic Copy Film shot in tungsten light at ISO 40.
<b>Film Processing</b>	Black and White	All film must be hand-processed according to manufacturers' specifications, using fresh chemistry. Each step in the development process must be thoroughly completed with recommended agitation. Developer shall be replenished according to manufacturers' specifications. Following the fixing process, all film must be thoroughly washed in fresh water for 2 minutes; treated in a hypo-clearing bath (Permawash or equivalent) to remove all traces of processing chemicals, and washed again in fresh water for 5 minutes. Negatives with visible fixer stains, poor focus, scratches or other defects will be rejected.
	Color Transparency	Commercial laboratory processing is recommended.
<b>Printing</b>	Medium Format	Medium format images shall be enlarged to fit on a 5" x 7" sheet of double-weight, fiber-based photographic paper (there will be a 1-inch empty margin on both sides of the print). All paper shall be processed according to manufacturers' specifications, using fresh chemistry. Each step in the development process must be thoroughly completed. Following the fixing process, all prints must be thoroughly washed in fresh water for 2 minutes; treated in a hypo-clearing bath (Permawash or equivalent) to remove all traces of processing chemicals, and washed again in fresh water for 5 minutes. Prints with visible fixer stains, folds, wrinkles, or other defects will be rejected. The reverse side of each print is marked lightly in No. 1 pencil with the MHPR inventory number that corresponds with its negative (example: MHPR No. HE-MPS-001-01).
	Large Format	4" x 5" negatives shall be contact-printed onto double-weight, fiber-based photographic paper (Ilford Multigrade IV FB or equivalent). All paper shall be processed according to manufacturers' specifications, using fresh chemistry. Each step in the development process must be thoroughly completed. Following the fixing process, all prints must be thoroughly washed in fresh water for 2 minutes; treated in a hypo-clearing bath (Permawash or equivalent) to remove all traces of processing chemicals, and washed again in fresh water for 5 minutes. Prints with visible fixer stains, folds, wrinkles, or other defects will be rejected. Each contact print image shall consist include the entire sheet of film, including the clear borders surrounding the negative image. The reverse side of each contact print is marked lightly in No. 1 pencil with the MHPR inventory number that corresponds with its negative (example: MHPR No. HE-MPS-001-01).

## Level II Photographic Documentation (35mm)

<b>Camera</b>	Single-lens reflex film camera (Example: Canon A1, Nikon F3)
<b>Film</b>	Black and White: 35mm Kodak TMAX ISO 100, Ilford Delta 100, or equivalent. C-41 film, and other black and white films that are machine-processed, are not acceptable.
<b>Film Processing</b>	All film shall be hand-processed according to manufacturers' specifications, using fresh chemistry. Each step in the development process must be thoroughly completed with recommended agitation. Developer shall be replenished according to manufacturers' specifications. Following the fixing process, all film must be thoroughly washed in fresh water for 2 minutes; treated in a hypo-clearing bath (Permawash or equivalent) to remove all traces of processing chemicals, and washed again in fresh water for 5 minutes. Negatives with visible fixer stains, poor focus, scratches or other defects will be rejected. C-41 processing is not acceptable. If unsure about the processing requirements, contact the sponsoring agency or the SHPO.
<b>Printing</b>	35mm images shall be enlarged to fit on a 5" x 7" sheet of double-weight, fiber-based photographic paper. All paper shall be processed according to manufacturers' specifications, using fresh chemistry. Each step in the development process must be thoroughly completed. Following the fixing process, all prints must be thoroughly washed in fresh water for 2 minutes; treated in a hypo-clearing bath (Permawash or equivalent) to remove all traces of processing chemicals, and washed again in fresh water for 5 minutes. Prints with visible fixer stains, folds, wrinkles, or other defects will be rejected. The reverse side of each print shall be marked lightly in No. 1 pencil with the MHPR inventory number that corresponds with its negative (example: MHPR No. HE-MPS-001-01).

## Photographic Equipment

### Cameras

Although MHPR photographic documentation utilizes 35mm single-lens reflex cameras and medium-format (120mm) cameras, it relies primarily on large-format (4" x 5" or 8" x 10") view cameras, because of their ability to create perspective-corrected images with very high levels of detail. Large format cameras have the ability to very clearly depict details of historic properties and their surroundings. Cameras shall be of the highest professional quality with an assortment of professional quality lens that are regularly maintained and in good optical and working condition.

The photographer must use the swing, tilt, rise and fall adjustments of the large format camera to correct perspective distortion in the image. Walls and/or engineering elements shall be parallel in the vertical plane with a visible vertical scale stick to help control for building scale. In a few instances, perspective distortion may be unavoidable, particularly with distant views or other elevated elements.

### Lenses and Filters

The minimum complement of lenses shall include one of "normal" focal length, one wide angle, and one telephoto. A normal lens for a 35mm camera is 50mm; for a medium format camera, 75mm; for a 4" x 5" view camera, 135mm; and for an 8" x 10" view camera, 300mm. A common description of a normal lens is that it "sees" what the human eye sees. Wide angle lenses shall be rectilinearly corrected as to avoid

barrel-or pincushion distortion. The widest large format lens appropriate for MHPR documentation is typically 90mm, although wider lenses may be required in special cases where shooting space is very restricted. Telephoto lenses will flatten the image by compressing the view, making them useful for recording detail at great distances without changing the perspective. A copy lens is a flat field lens for photographing flat objects such as historical images and historical plans. A normal camera “shooting” lens is not acceptable for this application.

Large format lenses must have adequate covering power to accommodate view camera movements without vignetting the image and must be of the highest professional quality to maintain extreme sharpness. The type of lens will also determine its ability to render edge-to-edge resolution quality. In field photography of 3-dimensional property settings a typical photographic lens (curved front element) can be employed. With flat objects (walls, copy work etc.) a flat lens (or “flat field” lens) is required. Using the rear element of a symmetrical lens, such as Symmar lens, to achieve a longer focal length will produce a softer image that is not acceptable for MHPR documentation.

Except for a medium yellow filter and a polarizing filter, photographic filters are not allowed for MHPR photography. A medium yellow filter is often used to slightly increase image contrast in landscape shots. A polarizing filter is useful for the elimination of reflections, glare, and texture. A polarizing filter shall be used in when copying historical photographs and construction plans to remove glare and texture.

### **Tripod and Cable Shutter Release**

A tripod and cable shutter release are required for large format photography as they help eliminate camera vibration. The tripod must be stable and of a significant weight and size to support the camera and lens used. The use of a cable release further “sharpens” the image by isolating the camera from movement of the photographer. A cable release is also required for any long exposures.

### **Scale Stick**

A scale stick shall be included when possible in views to show the relative scale of the property being recorded. It shall be positioned vertically and flush against a built feature in a position easily visible to the camera. For general views, the scale stick shall be four feet long and at least one inch wide. Three feet of the stick shall be painted in alternate black and white areas of one foot each; the last foot shall be painted in alternate black and white areas of one inch each.

For detail views, especially in small-scale spaces, a scale device can be a simple six or twelve-inch rule, preferably with a dual metric rule included. In large-scale landscapes, human and animal figures or vehicles (i.e. cars, trucks and airplanes) can take the place of a scale stick. It is helpful to have a variety of means to attach a scale device (bungee cords, black photographic tape, magnets, a ball of putty-like adhesive, string, clips, or clamps).

### **Flash Equipment and Reflectors**

Reflectors, studio lights, and quartz or electronic strobes may all be used to relieve dark shadows or reveal architectural or engineering details.

# Photographic Considerations

## Image Selection

An initial review of the historic property to be photographed is useful during the planning process. Large sites or neighborhoods may require a windshield survey in which the MHPR documentation team, including the photographer, can make an initial assessment of significant landscape features or site elements to be documented. Initial surveys of large sites may be best viewed from high vantage points such as overlooks, towers, and tall structures or with aerial photography.

With the level of documentation determined, the scope of photographic documentation is influenced by the research undertaken for the property and determination of what is to be captured by photography. What elements of the property are most critical to capture? Recordation teams shall list priorities for photographic documentation and determine a schedule for carrying out tasks.

It will be important to have an understanding of the property to determine the most efficient and effective way to capture the significant historical qualities of the property. The recordation team shall first consider the character-defining features of the property and insure that these elements are conveyed. What are the defining features of this property? What makes it distinct from other properties? What are its most significant features? Photography can document a range of property characteristics from broad landscape systems to individual property features or materials.

Once the decision to produce photography has been reached, the type of information essential in the finished photography package must be considered. The size of the property, the scope of the study, and the level of recordation desired will dictate the answers to the following questions.

- What images will best explain and illustrate the significant features of the property?
- What level of detail is required? This will determine the scale and hence the detail of the photography package.
- How many images are required? If historical plans being reproduced as part of the documentation, then the number of required images may be fewer.

Photography produced during mitigation documentation may be the last recordation of a property slated for demolition or alteration, making recordation of a property's entire salient features important for future generations.

## Composition

All photographs must be composed to give primary consideration to the historically significant features of the property, with aesthetic considerations secondary. Significant features shall not be cropped out or hidden by vegetation or otherwise obscured unless absolutely unavoidable. Intrusive items, such as litter, trash barrels, automobiles, bicycles, etc. shall be removed or concealed unless they are part of the property's significance. Period furnishings, especially those that enhance the property or provide

information, shall not be moved, but care must be taken to avoid the blocking of architectural details or essential structural elements. Artistic judgment is necessary and must be exercised by the photographer. Portions of a landscape element, such as the edge of a path or the top of a tree, the base or top of a column or gate, must not be cropped if possible from the image area.

## **Lighting**

The physical orientation of historic buildings and bridges will often require multiple visits to capture the correct lighting. Although unfiltered, raking sunlight is generally preferred for building and bridge photography, and in some cases, a bright overcast day will provide more evenly-distributed lighting that reduces harsh shadows and contrasts. In general, the appropriate time of day for a photograph is dependent on the property being photographed. There is no right or wrong time—there is only the correct time when light and shadow convey the most meaning from a scene.

Reflectors, studio lights, and quartz or electronic strobes may all be used to relieve dark shadows or reveal architectural or engineering details. Care shall be taken not to overlight a subject and wash out fine details.

Photographs taken at different times of day may help define engineering structure, architectural perspective, and construction material texture. Early morning and late evening light will cast long shadows and building façades or elements of the property's setting. Care must be taken to not lose the details of significant historical features in shadows. Midday summer light can create strong contrast and lack of shadows, which may obscure significant architectural elements or engineering structure. During Minnesota winters, the sun may never illuminate portions of a property or the landscape setting. Consequently, the photographer will need to determine what time of day to photograph certain views. If possible, this shall be determined well ahead of the shoot.

Studio lights shall be used for historical construction plan copy work and the reproduction of historical photographs. Historically valuable documents shall not be exposed to intense light or prolonged heat. If color transparencies are being made, filters maybe required to balance the studio light temperature to the film stock. The best and most consistent lighting source for landscape documentation is sunlight.

## **Focus and Exposure**

All areas of the photograph must be in razor sharp focus from the foreground to background of the image. With large format cameras the use of a magnifying device to focus the image on the ground glass of the camera is strongly recommended. Negatives must exhibit a full range of contrast and adequate image density. Poorly exposed negatives will be rejected and can result in the need to re-shoot.

## **Photo Reproduction**

### **Historical Photographs and Duplication**

Original historical images are of great value for the interpretation of any historic property. When possible, new archival prints shall be made from selected available historical negatives. If the negative for an historical photograph no longer exists, the photograph shall be photoduplicated using a large format

camera and a flat-field copy lens (to eliminate optical distortion). TMAX 100 black and white film shall be used to capture the full range of image tones. Care must be taken to adequately light the historical image (preferably with polarized light) and avoid reflective glare. The processing and printing of duplicate historical image materials shall follow the same archival standards as described above.

If historical images are photoduplicated, the MHPR Image Reproduction Agreement shall be completed and submitted to the MHS with the MHPR documentation package (see Appendix F for agreement).<sup>1</sup> This will allow the images to become part of the MHS collection. If permission is not granted, photo copies of the image can be included in the narrative section of the documentation.

Any information regarding the historical image's date, ownership (private or institutional), original photographer, or the image subject shall be fully recorded in the Index to Photographs. Historical images shall be listed in chronological order at the beginning of the Index as described below.

If a historical image is accessible and individually catalogued in the MHS Archives, duplicate archival prints are not needed to be produced. The MHPR documentation can include a photocopy of the image with any information regarding the historical image's date, ownership repository information and original photographer.

Some historical images that support an MHPR's narrative history section may only be available in low-resolution format unsuitable for large-format photoduplication (e.g., as poor photocopies or as low-resolution digital photographs or scans). Although these images may be referred to in the MHPR text, they shall be presented in a separate appendix to the MHPR without being numbered in the Index to Photographs. All available image data shall accompany such images.

Optionally, scans of historical photographs and negatives may be included in electronic format on the same CD-ROM as the final MHPR documentation package.

Black and white photocopies and color photocopies are not considered a visually effective or archivally stable method of photoduplication and shall only be submitted as an appendix with MHPR documentation when no other duplication options are available.

## **Historical Plan Duplication**

Historical construction plans may exist in numerous forms, from original paraffin-impregnated linen sheets and blueprints to microfilm, microfiche, and electronic image or document files. The selection of key plan sheets for photoduplication is critical. Each sheet shall help to convey historically significant design or construction features of an architectural or engineering property. It is recommended that an historical architect be consulted during the selection of historical building plan sheets, particularly when the building is significant for its construction method. Similarly, a bridge engineer with knowledge of historical bridge design and construction shall be consulted during the selection of key bridge plan sheets. Generally, shop drawings shall not be reproduced unless other plans are not available, or the shop drawings depict

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<sup>1</sup> Form shall not be included in PDF scan of the MHPR.

key features not shown on other plans. The MHPR documentation team shall use discretion regarding the copying of entire plan sets.

When original construction plan sheets are available, they shall be photoduplicated with a large-format camera using a copy lens. (A copy lens is an optically “flat” lens designed for photographing 2-dimensional objects. A “normal” lens is not acceptable because the front lens element curvature creates a sharp image center with out-of-focus edges.) Each plan sheet shall be mounted (without damaging the sheet) to a flat surface and properly lit with tungsten bulbs to avoid surface glare. Because proportion and scale are so important in plan duplication, great care shall be taken to achieve razor-sharp focus and to perfectly align the camera’s film plane with the plane of the mounted sheet.

A high-contrast, orthochromatic lithographic negative film such as Ilford Ortho Plus shall be used for historical plan duplication. However, because orthochromatic films are insensitive to red, special notation shall be made when historical architectural or engineering plans include “red-line” corrections or notations. If red-line corrections are critical to the proper interpretation of the historical plans, or if the original plan sheets are difficult to handle or photograph because of deteriorated condition, high-resolution digital images (at least 12.8 megapixels on a full-frame CMOS sensor) may be made of each sheet. Each digital image shall then be printed on 11” x 17” sheets for inclusion in the MHPR documentation package.

When historical plan sheets exist only as microfilm, microfiche, or as electronic files, the plans shall be printed as large as possible, then photographed with a large-format camera as described above. If hard copies of the plans are to be submitted with the MHPR documentation, they shall be printed onto 11” x 17” archival bond paper.

## **Comparative Photography**

Comparative photographs are one or more pictures of the same subject which are made specifically to repeat an historical image. Re-photographed scenes often provide visual clues to alteration and change (or lack thereof over time) of a property. If available, information regarding the season of the original photograph and the type of lens used will be useful in duplicating the character of the historical view. Getting an exact angle due to changes in the landscape or surrounding structures may not be feasible, but even a close comparison may yield evidence useful in the documentation of an historic property.

Comparative photography is often one of the most insightful research tools in determining the evolution of the property. Obscured views may be identified and missing or construction materials or structural additions may be assessed.

## **Index to Photographs and Plans**

A photographic caption sheet labeled “Index to Photographs” is required for all MHPR packages and shall be printed on 8.5” x 11” archival bond paper (see Appendix F for examples of the acceptable format for single properties and for districts). This identification sheet shall include the property recorded, the photographer, the date of photography, and listing of captions for each of the photographs (captions to include description of view and direction of camera). A photographic key map may be required to effectively depict each photograph location and angle of view. The Index includes all items that negatives

were prepared for. The Index shall include historical images, current documentary images, and images of historical plans, preferably in that order.

Individual photographs shall be numbered consecutively using the property's MHPR inventory number (example: for the Stewart Grain Elevator: HE-MPC-0625-01 [for image 1]; HE-MPC-0625-02 [for image 2], etc.). The numbering sequence shall begin with chronologically-ordered historical images of the property, followed by current documentary images, and finally, by images of historical plans. For MHPR documentations that include multiple properties within streetscapes or historic districts, the Index to Photographs shall provide a separate numerical image sequence for each property, following the same rules regarding the order of image categories (example for the Schwarté Estate historic district— Residence: RL-BFD-0098-01, RL-BFD-0098-02, etc.; Garage: RL-BFD-0099-01, RL-BFD-0099-02, etc.; Horse Stables: RL-BFD-0100-01, RL-BFD-0100-02, etc.). See Appendix F for examples of acceptable formats.

For MHPR addenda, the Index to Photograph's image numbering sequence shall continue from the original MHPR or most recent addendum.

The Index to Photographs shall include a description of any site limitations, include weather, seasonal light level, existing conditions of the property, obscuring vegetation, or limited access.

## **Photography Submissions**

Large format photographs created to MHPR standards are archived within the collections of the MHS in Saint Paul, Minnesota. For this reason, MHPR requires high standards of archival stability.

Photographers are required to observe archival standards, especially regarding their chemical processing of film and prints. When in doubt, photographers and photographic laboratories are urged to substantially exceed the manufacturer's specifications for washing and clearing films and papers. Materials found not to strictly adhere to MHPR standards and procedures will not be accepted.

Large format films and prints produced for MHPR photographic documentation are accepted by the MHS as part of the state's permanent public record. Certain archival standards must be addressed and procedures understood and followed to maintain the continued high level of photographic record that currently exists within this collection. The MHS requires that the archive durability standard for the collection be 500 years; for this reason MHPR documentation utilizes black and white materials as its primary foundation of photographic documentation.

Submission of 35mm documentary photographs must include the original roll of negatives in an archival polyethylene sheet (negatives may be cut into strips) and one, good-quality, properly labeled 5" x 7" print of each image on double-weight fiber-based paper. Each print shall be mounted on a properly labeled, slotted, 8½" x 11" acid-free mount card.

Submission of medium-format (120mm) documentary photographs must include the roll of negatives in an archival polyethylene sheet (negatives may be cut into strips) and one good quality, enlarged and properly labeled 5" x 7" black and white print on double-weight fiber-based paper. Prints shall be mounted on a properly labeled, slotted, 8½" x 11" acid-free mount card.

Submission of large-format (4" x 5" and 8" x 10") documentary photographs must include the original negative for each view in its own properly-labeled archival negative sleeve and one good quality, properly labeled 4" x 5" black and white contact print on double-weight fiber-based paper. Prints shall be mounted on a properly labeled, slotted, 8½" x 11" acid-free mount card.

All photographs (sleeved negatives with matching contact prints) and the Index to Photographs shall be packaged together, unbound, for each historic property.

MHPR submissions are reviewed by the SHPO staff and by the MHS archive staff. The SHPO staff determine if the submission meets the criteria and if additional photography and or packaging is required for acceptance. The MHS archive staff determines if the submission meets physical archival standards. The sponsoring agency may review "in progress" projects for direction, content and quality so that any problems can be addressed early.

**Appendix F.      Photography Submission Examples and MHPR Image  
Reproduction Agreement**

**Index to Photos – Single Property Example**

MINNESOTA HISTORIC PROPERTY RECORD

INDEX TO PHOTOGRAPHS

Mn/DOT BRIDGE 0001

MHPR No. LW-STE-001

Carrying TH 999 over the MUYBRIDGE RIVER  
STEICHEN VICINITY  
LAKE OF THE WOODS COUNTY  
MINNESOTA

Historical photograph on file at the Lake of the Woods County Historical Society, Baudette, Minnesota

Large-format photographs by Edward Curtis, Curtis Studios, Inc., September 2010.

Historical plans are dated May 1, 1900. On file at the Mn/DOT Bridge Office, Oakdale, Minnesota.

Scale stick in photographs is 4 feet long.

- |               |   |
|---------------|---|
| LW-STE-001-01 | OBLIQUE VIEW OF BRIDGE UNDER CONSTRUCTION, LOOKING SOUTHEAST. HISTORICAL PHOTOGRAPH DATED JUNE 1, 1900. |
| LW-STE-001-02 | VIEW OF BRIDGE NORTH ELEVATION IN MUYBRIDGE RIVER VALLEY SETTING, LOOKING SOUTH.                        |
| LW-STE-001-03 | VIEW OF BRIDGE SOUTH ELEVATION IN MUYBRIDGE RIVER VALLEY SETTING, LOOKING NORTH.                        |
| LW-STE-001-04 | VIEW OF EAST HALF OF BRIDGE NORTH ELEVATION, LOOKING SOUTH.   |
| LW-STE-001-05 | VIEW OF WEST HALF OF BRIDGE NORTH ELEVATION, LOOKING SOUTH-SOUTHWEST.                                   |
| LW-STE-001-06 | OBLIQUE VIEW OF BRIDGE ARCH NORTH ELEVATION FROM MUYBRIDGE RIVER BANK, LOOKING SOUTHEAST.               |
| LW-STE-001-07 | VIEW OF BRIDGE ARCHES, DECK BEAMS, FOOTINGS, AND ABUTMENT SLOPES, LOOKING EAST.                         |
| LW-STE-001-08 | VIEW OF BRIDGE ARCHES, DECK BEAMS, FOOTINGS, AND ABUTMENT SLOPES, LOOKING WEST.                         |

LW-STE-001-09	VIEW OF ARCH, SPANDRELS, DECK BEAMS, AND PIER STRUCTURE AT JUNCTION OF MAIN ARCH DECK AND WEST APPROACH SPAN DECK, LOOKING SOUTHEAST.
LW-STE-001-10	VIEW OF FOOTING AND ARCH SOUTH ELEVATION AT SOUTHWEST FOOTING, LOOKING NORTH.
LW-STE-001-11	OBLIQUE VIEW OF FOOTING AND ARCH AT SOUTHWEST FOOTING, LOOKING SOUTHEAST.
LW-STE-001-12	OBLIQUE VIEW OF SOUTH ELEVATION OF SOUTHWEST ABUTMENT, LOOKING NORTH-NORTHWEST .
LW-STE-001-13	OBLIQUE VIEW OF WEST ELEVATION OF NORTHEAST BRIDGE ABUTMENT AND BRIDGE SOUTH ELEVATION, LOOKING EAST-NORTHEAST.
LW-STE-001-14	VIEW OF NORTH ELEVATION OF WEST APPROACH SPAN DECK, LOOKING SOUTHEAST.
LW-STE-001-15	VIEW OF NORTH ELEVATION OF DECK, PIER, RAILING, AND EXPANSION JOINT AT JUNCTION OF TRUNK HIGHWAY 999 PAVEMENT AND EAST APPROACH SPAN, LOOKING SOUTH.
LW-STE-001-16	VIEW OF NORTH ELEVATION OF DECK, PIER, RAILING, AND EXPANSION JOINT AT JUNCTION OF WEST APPROACH SPAN AND MAIN ARCH SPAN, LOOKING SOUTH.
LW-STE-001-17	VIEW OF BRIDGE APPROACH AND DECK, LOOKING WEST ALONG TRUNK HIGHWAY 999.
LW-STE-001-18	VIEW OF BRIDGE APPROACH AND DECK, LOOKING EAST ALONG TRUNK HIGHWAY 999.
LW-STE-001-19	HISTORICAL PLAN SHEET No. 1: GENERAL PLAN AND ELEVATION.
LW-STE-001-20	HISTORICAL PLAN SHEET No. 2: EAST ABUTMENT PLANS AND ELEVATIONS.
LW-STE-001-21	HISTORICAL PLAN SHEET No. 5: WEST ABUTMENT PLANS AND ELEVATIONS.
LW-STE-001-22	HISTORICAL PLAN SHEET No. 8: EAST PIER PLANS AND ELEVATIONS.

LW-STE-001-23	HISTORICAL PLAN SHEET No. 10: WEST PIER PLANS AND ELEVATIONS.
LW-STE-001-24	HISTORICAL PLAN SHEET No. 12: APPROACH SPAN DETAILS.
LW-STE-001-25	HISTORICAL PLAN SHEET No. 13: APPROACH SPAN DETAILS.
LW-STE-001-26	HISTORICAL PLAN SHEET No. 14: ARCH SPAN ELEVATION.
LW-STE-001-27	HISTORICAL PLAN SHEET No. 15: ARCH SPAN PLAN OF DECK.
LW-STE-001-28	HISTORICAL PLAN SHEET No. 16: ARCH SPAN REINFORCEMENT DETAILS.
LW-STE-001-29	HISTORICAL PLAN SHEET No. 19: DETAILS OF DRAINS, ICE BREAKERS AND CONCRETE RAILING.

## **Index to Photos – Historic District Example**

MINNESOTA HISTORIC PROPERTY RECORD

INDEX TO PHOTOGRAPHS

Walter Rozak Farmstead  
Village of Happy Corner  
Marshall County  
Minnesota

MHPR No. MS-FSM-001 to 004

Historical photograph on file at the Marshall County Historical Society, Warren, Minnesota.

Elizabeth Perrini, egg Studio, Photographer, April – June, 2010.

Historical plans are dated August 1, 1922 (MS-FSM-001); January 1931 (MS-FSM-002 and 003); and March 31, 1962 (MS-FSM-004). On file at the Minnesota Historical Society, Saint Paul, Minnesota.

Scale stick in photographs is 4 feet long.

- |               |  |
|---------------|--|
| MS-FSM-001-01 | OBLIQUE VIEW OF ROZAK HOUSE UNDER CONSTRUCTION, LOOKING NORTH. HISTORICAL PHOTOGRAPH DATED FEBRUARY 4, 1923.                       |
| MS-FSM-001-02 | OBLIQUE VIEW OF SOUTH (FRONT) AND EAST ELEVATIONS OF ROZAK HOUSE, LOOKING NORTH. NORTH (REAR) ADDITION TO HOUSE PARTIALLY VISIBLE. |
| MS-FSM-001-03 | ELEVATION VIEW OF SOUTH (FRONT) FAÇADE OF ROZAK HOUSE, LOOKING NORTH.  |
| MS-FSM-001-04 | OBLIQUE VIEW OF NORTH AND EAST ELEVATIONS OF ROZAK HOUSE, LOOKING SOUTHWEST.   |
| MS-FSM-001-05 | HISTORICAL PLAN SHEET No. 1: HOUSE MAIN (SOUTH) ELEVATION.   |
| MS-FSM-001-06 | HISTORICAL PLAN SHEET No. 4: HOUSE FLOOR PLAN, GROUND AND SECOND FLOORS.   |
| MS-FSM-002-01 | OBLIQUE VIEW OF ROZAK BARN UNDER CONSTRUCTION, LOOKING NORTH. HISTORICAL PHOTOGRAPH DATED JULY 21, 1931.                           |
| MS-FSM-002-02 | OBLIQUE VIEW OF SOUTHWEST AND SOUTHEAST ELEVATIONS OF ROZAK BARN, LOOKING NORTH.   |

MS-FSM-002-03 VIEW OF ROZAK BARN HAY MOW INTERIOR SHOWING REUSED TIMBER BRACING, LOOKING NORTHEAST.

MS-FSM-002-04 VIEW OF ROZAK BARN ANIMAL PEN LEVEL INTERIOR, LOOKING SOUTHWEST ALONG CATTLE STANCHION AISLE.

MS-FSM-002-05 HISTORICAL PLAN SHEET No. 1: GENERAL PLAN AND ELEVATION OF ROZAK BARN.

MS-FSM-003-01 OBLIQUE VIEW OF ROZAK HOPS SILO FOLLOWING OPENING CEREMONY, LOOKING WEST. HISTORICAL PHOTOGRAPH DATED JULY 23, 1931.

MS-FSM-003-02 OBLIQUE VIEW OF ROZAK HOPS SILO SHOWING CANTILEVERED WALKWAY CONNECTION TO ADJACENT BARN MOW, LOOKING SOUTH.

MS-FSM-003-03 VIEW OF ROZAK HOPS SILO INTERIOR, SHOWING BAMBOO STAVE CONSTRUCTION SYSTEM, LOOKING UP.

MS-FSM-003-04 HISTORICAL PLAN SHEET No. 5: ROZAK HOPS SILO GENERAL PLAN AND ELEVATION.

MS-FSM-003-05 HISTORICAL PLAN SHEET No. 7: MECHANICAL DETAILS FOR ROZAK HOPS SILO CONVEYOR SYSTEM.

MS-FSM-004-01 OBLIQUE VIEW OF ROZAK FALLOUT SHELTER UNDER CONSTRUCTION, LOOKING SOUTH. HISTORICAL PHOTOGRAPH DATED SEPTEMBER 2, 1962.

MS-FSM-004-02 VIEW OF ROZAK FALLOUT SHELTER ACCESS DOOR AND TUNNEL, LOOKING WEST.

MS-FSM-004-03 OBLIQUE VIEW OF ROZAK FALLOUT SHELTER MAIN LIVING AREA, LOOKING NORTH.

MS-FSM-004-04 ELEVATION VIEW OF ROZAK FALLOUT SHELTER AIR SCRUBBER SYSTEM ON WEST WALL OF STORAGE ROOM, LOOKING EAST.

MS-FSM-004-05 HISTORICAL PLAN SHEET No. 1: GENERAL PLAN AND ELEVATION OF ROZAK FALLOUT SHELTER.

Insert pdfs of  
Photo labeling  
Negative labeling  
Mount cards

## MHPR IMAGE REPRODUCTION AGREEMENT

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## **Appendix G. Copyright and Ownership**

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