



MINNESOTA HISTORICAL SOCIETY

**MINNESOTA HISTORIC PROPERTY RECORD GUIDELINES**  
**State Historic Preservation Office**

**INTRODUCTION**

The Minnesota State Historic Preservation Office (SHPO) and the Minnesota Historical Society (MHS) have developed the Minnesota Historic Property Record (MHPR) in order to establish an archival format for the documentation of a historic property. A completed MHPR will usually include a historical report and large or medium format photography. The guidelines are to be used in conjunction with, and the final MHPR must meet, the *Secretary of the Interior's Standards for Architectural and Engineering Documentation*. The complete text of these standards can be found online at [http://www.cr.nps.gov/local-law/arch\\_stnds\\_6.htm](http://www.cr.nps.gov/local-law/arch_stnds_6.htm). The final report and photo documentation will be housed in the manuscript collections of the Minnesota Historical Society.

**HISTORICAL REPORT**

A standard outline format has been developed for the MHPR historical report to ensure that all important information is included and is readily accessible. The historical report is a compilation of historical and architectural/engineering data compiled for use as a research source. It is not intended to be a definitive study or formal stylistic analysis, but a source of basic graphic and contextual property information, and a reference to sources for additional information. There is no need to include lengthy verbal physical descriptions which are better illustrated in the companion photographs. References to appropriate photographs can be made within the historical report. Primary features to include in the written report are property characteristics not apparent in the photographic documentation. The report should be submitted in final form printed, single-spaced, on 8½x11 archival bond paper. It should be written in simple language, without excessive specialized terminology. The historical report should follow the *A Manual of Style* (University of Chicago Press) guidelines. Indicate all sources for all information; footnotes, endnotes, or shortened notes in parentheses are all acceptable. For use of architectural terms, Cyril L. Harris' *Historic Architecture Sourcebook* is a reliable guide.

**PART I. PROPERTY IDENTIFICATION and GENERAL INFORMATION**

- A. Name:** Use the historic name. Any common name can be listed secondarily in parentheses after the historic name.
- B. Identification Number:** The numbering system corresponds to the assigned SHPO inventory number for the historic property. Please contact the SHPO Survey and Inventory Coordinator for the appropriate inventory number.
- C. Location:** Include the address and/or intersection, as appropriate, city or town, county, and state. Also provide the section-township-range and UTM coordinates.
- D. Present Owner, Present Occupant, Present Use:** The first two may be combined if they are the same individual or group. Mention the address of the owner if it is different from that of the building complex. If a building is vacant, list "vacant" as its present use and eliminate the occupant category.
- E. Significance:** This statement is brief. A summary paragraph which covers both historical and architectural aspects of the structures and their relationship to the environment.

## **PART II. HISTORICAL INFORMATION**

### **A. Physical History**

1. Date(s) of erection
2. Architect
3. Original and subsequent owners, occupants, uses
4. Builder, contractor, suppliers
5. Original plans and construction
6. Alterations and additions

### **B. Historical Context**

## **PART III. ARCHITECTURAL INFORMATION**

The purpose of the written architectural information is to supplement the information provided by the photographs. The written description repeats some of the information evident in the graphic material in order to analyze, interpret, and clarify, as well as covers facts not always included in the photographs, such as materials, construction techniques, mechanical systems, color, condition, etc. Under each heading, the descriptions must be clear and concise, and cover all significant features, but do not describe in exacting detail what is better shown in the graphic material. Avoid lengthy verbal descriptions; instead, refer the researcher to the appropriate photographs. Identify the features and discuss their significance, instead of merely describing them. Some historical information may be appropriate when discussing particular features. It is not necessary to include a discussion of each architectural feature for each structure.

### **A. General statement**

### **B. Description of exterior**

1. Overall dimensions
2. Foundation(s)
3. Walls
4. Structural System, framing
5. Porches, stoops, balconies, bulkheads
6. Chimneys
7. Openings
  - a. Doorways and doors
  - b. Windows and shutters
8. Roof
  - a. Shape, covering
  - b. Cornice, eaves
  - c. Dormers, cupolas, towers

### **C. Description of interior**

1. Floor plans
  - a. Describe by floors
2. Stairways
3. Flooring
4. Wall and ceiling finish
5. Openings
  - a. Doorways and doors
  - b. Windows
6. Decorative features and trim
7. Hardware

### **D. Site**

1. Historic Landscape Design
2. Outbuildings

## **PART IV. SOURCES OF INFORMATION**

The purpose of this section is to provide the researcher all pertinent sources. Be sure to include complete information on every source you locate and annotate the source with useful information.

- A. Original Architectural drawings**
- B. Early Views**
- C. Interviews**
- D. Bibliography**
  - 1. Primary and unpublished sources**
  - 2. Secondary and published sources**
- E. Likely Sources Not Yet Investigated**
- F. Supplemental Material**

## **PART V. PROJECT INFORMATION**

This is intended to be a summary of those involved with preparing the documentation.

- A. Research Strategy**
- B. Actual Research Process**
- C. Archives and Repositories Used**
- D. Research Staff**
  - 1. Primary Preparer**
  - 2. Photographer**
  - 3. Additional Staff**

## **PHOTOGRAPHIC REQUIREMENTS**

### **Equipment and technical specifications:**

**Cameras:** A large-format view camera with perspective correction capabilities will be required for exterior photographs, and a fixed-lens medium-format camera will be required for most interior views.

**Film:** Black and white 4x5 sheet film and 120mm roll film only (silver gelatin on polyester based film).

**Archival Processing:** The film must be archivally processed for permanence (use of fresh chemistry and thorough washing). All prints must be archivally processed for permanence on black and white, double weight, fiber base photographic paper. No resin-coated papers will be accepted.

The photographs shall clearly depict the appearance of the property and areas of significance of the recorded building(s), associated site, and interior features.

Final submission of large format views must include the original negative for each view in its own archival negative sleeve, and one good quality 4x5 black and white contact print mounted on an 8" x 10" 4 ply acid-free mount card. \* Submission of medium format (120mm) views must include the negatives in archival negative sleeves and one good quality, properly formatted 4x5 black and white print of each representative view mounted on an 8" x 10" 4 ply acid-free mount card. A photographic identification sheet labeled "Index to Photographs" is required and should be printed on 8.5x11" archival bond paper. This identification sheet should 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). To identify the individual photographs, use the historic property inventory number [example: Stewart Grain Elevator HE-MPC-0625-01 (for photo 1), HE-MPC-0625-02 (for photo 2), etc.]

\*The negative sleeves and mount cards are available through archival photographic materials suppliers.