

**GUIDELINES
FOR
HISTORY/ARCHITECTURE PROJECTS
IN MINNESOTA**

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MINNESOTA HISTORICAL SOCIETY

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GUIDELINES FOR SHPO ARCHITECTURE/HISTORY PROJECTS

Introduction

Cultural resource projects are conducted by the State Historic Preservation Office (SHPO) with contracts to independent contractors, subgrants to Heritage Preservation Commissions, through interagency agreements with federal, state, and local government agencies, and through independent organizations interested in preserving cultural resources. The purpose of architecture/history surveys is to identify systematically the significant historic properties of Minnesota and integrate those properties into comprehensive local, state, and national preservation planning efforts. Survey decisions are based on the priorities established in the statewide historic preservation plan, Working Together: A Preservation Plan for Minnesota's Historic Properties, the activities of federal and state government agencies, and U.S. Department of the Interior requirements.

Survey data are used not only to identify significant historic properties and plan future preservation efforts, but also represent the primary information used in evaluating the potential adverse impact of federal, state, and locally licensed and funded projects on historic properties through the process established in 36CFR800. The inventory data also provides a database of similar resource groups that, taken together, form a system of property types. Property types, such as farmsteads, railroad depots, and churches, when placed within historic contexts, in turn provide the basis for evaluating which historic resources within a given type are worthy of preservation. The above constitutes an ongoing process of gathering and evaluating information on Minnesota's historic resources.

The purpose of these guidelines is to assist independent contractors, Heritage Preservation Commissions, federal and state agencies, and other interested parties in meeting the minimum requirements for documenting their findings. They are intended to help those unfamiliar with cultural resource management determine the type of research needed. These guidelines also provide discussions of the various steps involved in formulating and carrying out a cultural resources project. The guidelines and procedures are organized into two sections. The first section provides a general discussion of the various elements that constitute a cultural resource project. Each discussion in turn refers to an appendix. The appendices provide detailed instructions for satisfying the applicable requirements. These guidelines will be used for all projects sponsored by the State Historic Preservation Office or initiated by the process in 36CFR800. Cultural resource projects initiated independently by state, local, and other organizations are strongly encouraged to adopt these standards as well.

The guidelines and requirements presented below are built on the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, Federal Register, Volume 48, No. 190, September 29, 1983, 44716-44742. (All references in this document, unless otherwise noted, refer to the page numbers in the typescript version of the Secretary of the Interior's Standards (SIS) produced by the Minnesota SHPO.) A detailed discussion of federal requirements can be found in that document, and should be used in conjunction with these guidelines.



Preservation Planning

The cornerstone of the SHPO survey program is the state historic preservation planning process mandated by the Secretary of the Interior's Standards. The primary objective is to ensure that the various phases of the preservation process - the identification, evaluation, registration, and protection of significant cultural resources - are coordinated within an overall framework. The coordination of preservation planning is particularly important because many different individuals, agencies, and organizations accomplish various parts of the preservation process.

In order to develop a preservation plan, it is necessary to: 1) establish and develop historic contexts and use them in identifying significant cultural resources; 2) evaluate historic resources against established criteria and create inventories of significant properties; 3) nominate significant properties to the National Register of Historic Places and to other officially recognized state and local lists; 4) use the information gathered to establish policies, procedures, and strategies to protect and enhance cultural resources; and 5) solicit and integrate the public participation of interested individuals, organizations, and communities into the preservation planning process.

The overall planning framework contains two broad categories: a history component and a protection component. The history component includes procedures for identifying and evaluating historic properties and registering those found to be significant. This component focuses preservation efforts on developing a framework of historic contexts and themes linking the area's broad historic patterns with individual historic properties. The historic contexts themselves reflect the history of the state and its communities. This information is ultimately used for planning surveys and evaluating properties for potential registration.

The protection component provides incentives and establishes regulations to encourage appropriate treatment of historic properties. This component involves a wide range of local, state, and federal agencies, as well as the private sector. The protection component includes information about the various "preservation players" in the state, the laws and regulations of preservation, ways that the public can get involved in preservation, the method by which the SHPO devises its goals and annual work plan, and the standards for work on historic properties.

For additional information on the preservation planning process, see the Secretary of the Interior's Standards for Preservation Planning (SIS: 3-12).

Historic Contexts

A principal concept in preservation planning is the historic context (SIS: 6-9). The Secretary of the Interior's Standards defines a historic context as an organizational format that groups information about related historic properties, based on theme, geographic limits, and chronological period. For our purposes, a historic context describes one or more aspects of the historical development of an area. In addition, each context should have distinctive historic properties associated with it. For example, "Early Agriculture and River Settlement (1840-1870)" is a unique period in Minnesota's historical development. This context contrasts with the later



"Railroads and Agricultural Development (1870-1940)" context which is organizationally and culturally distinct. Both of these contexts conform to the Secretary of the Interior's Standards because they are organized around a central theme and have distinct geographical boundaries and chronological limits. A current list of historic contexts that have been identified for the state is available in Appendix A.

Historic contexts can be developed at a variety of scales appropriate for local, state, and regional planning. In Minnesota, historic contexts are arranged in a three-tier system. The first tier encompasses the state's broad historic patterns. The second tier of historic contexts consists of specific themes, such as State Owned Buildings and Geographic Features of Cultural Significance. Thematic contexts are important because they link phenomena that cross-cut several historic contexts. The third tier contains contexts developed for a particular city or other local area. For example, the city of Faribault's historic contexts are a mixture of thematic and broad historical patterns. Examples include "Early Settlement (1852- ca. 1870)," "Industry (1855-1945)," and "Commerce (1855-1945)". Local historic contexts should be organized so they can be easily integrated into the broad statewide contexts.

Historic contexts, as theoretical constructs, are linked to historic properties through the concept of property type (SIS: 9-10). A property type is defined as a grouping of individual properties based on shared physical or associative characteristics. Property types within the historic context "Railroads and Agricultural Development (1870-1940)" include farmsteads, railroad depots, and agricultural processing facilities such as creameries, grain elevators, and flourmills. In short, a fully developed historic context will contain a comprehensive summary of the history of an area and documentation for associated property types. A list of available property type documentation for Minnesota is provided in Appendix A.

Survey and Historic Contexts

The history component of the planning process and its historic contexts are of particular importance to those conducting surveys. This component establishes a framework where information on various historic contexts is organized, analyzed, and made available to the public. It should be emphasized, however, that each historic context is a working, evolving system of information that is continuously expanded with information gained through fieldwork and historic research (SIS: 5-6).

At the beginning of a cultural resources project, the principal investigator should research the geographic area and/or theme of the project. He/She will need to decide which historic context(s) is most important for the project. If a historic context(s) for the area has already been developed as part of the state planning process, the research methods should take this information into consideration. On the other hand, if no previous work on an appropriate context has been synthesized, a context should be developed in conjunction with the project. In some cases, both an established context and a new context will be needed to evaluate the properties identified. As new contexts are formulated, they are integrated into the appropriate tier of the historic context system.



For example, if a project proposes to study historic school buildings in Faribault, the researcher should consult the Faribault Heritage Preservation Commission's locally developed historic context entitled "Bishop Whipple, Religion, Education (1855-1945)". The researcher should use the information contained in the context for planning the research. Another example could be a survey of barns in the Red River Valley. This survey would use the context "Railroads and Agricultural Development" to evaluate any properties identified. However, because our knowledge of barns is poorly developed, additional research on this property type would be needed before the barns could be evaluated. In this case, both the "Railroads and Agricultural Development" statewide context and context information on barns would be used to evaluate the significance of the identified properties.

The use of the history component of the state plan as a basis for conducting survey and registration activities assures that the evaluation of historic resources is based on relevant historical information (SIS: 13-14). In turn, integrating information from surveys into the history component of the state plan makes that information available for future research. Because the system of historic contexts and property types is flexible and is being continuously expanded, historic context and property type information and related bibliographies are maintained in the SHPO office in a flexible file system and in a series of loose-leaf notebooks. The current index to the property type file system is a quick reference for available context information.

Standards For Architecture/History Projects

National standards for architecture/history projects have been issued in [The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#).

http://www.cr.nps.gov/local-law/arch_stnds_0.htm These guidelines are general, applying to broad national issues. In response, SHPOs have developed and are successfully using standards for fieldwork and report writing for their states. The following standards and guidelines represent the minimal standards for all historic preservation projects in Minnesota.

SHPO Projects

The Minnesota Historical Society, through the State Historic Preservation Office (SHPO), administers the U.S. Department of the Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service. SHPO sponsored projects are completed under contract with independent contractors that meet professional requirements for their discipline and under grants or cooperative agreements with local governments or other nonprofits who apply for SHPO administrated funds.

The department in two ways initiates the surveys:

1. SHPO Projects. SHPO projects are formulated by the office in response to needs that have been identified by the SHPO staff, by other agencies and organizations, and by the general public through the planning process. They may be targeted towards a particular type of property or a geographic area, which we would like to understand historically because of its potential significance, or it may be performed in a area that is facing development pressure. SHPO projects are formulated to correlate with the system of statewide contexts.



2. Local Projects. Local surveys are usually sponsored by Heritage Preservation Commissions, often utilizing Certified Local Government Grants. These projects are used by local governments and the SHPO in their planning processes. Most Local surveys are initiated after a series of local historic contexts have been developed.

SHPO projects are selected during the annual SHPO planning cycle. Contract length is determined by the scope of the research. The cycle for Certified Local Government (CLG) grant-funded survey generally begins in January when grant applications are due. These proposals are reviewed in April by the MHS Grants Review Committee, with projects generally starting in mid-summer or early October. These projects usually last 9-12 months.

Compliance Projects

Compliance projects are completed throughout the year in response to federal or state funded or licensed undertakings that are likely to impact significant architecture/history resources. A significant number of compliance projects in Minnesota are initiated through the Section 106 process in 36CFR800 of the National Historic Preservation Act. These projects focus on areas where significant historic resources are known to exist. Agencies and organizations that are required to perform compliance architecture/history projects must submit documentation and reports that satisfy the standards and guidelines in this document.

Local Projects

Local architecture/history projects are usually sponsored by state and local units of government or local organizations interested in historic preservation planning. Although some organizations are not required to meet the Secretary of the Interior's Standards and the standards presented in this document, the SHPO strongly recommends that these standards be used. If organizations use these standards they can be assured that their projects will meet the minimal accepted professional standards for historic preservation research.

Professional Qualifications

All architecture/history projects in Minnesota must be carried out under the professional direction of a Principal Investigator. The Principal Investigator must meet established professional qualifications set forth by the U.S. Department of the Interior. See Appendix B for a list of the minimum professional qualifications required for each discipline. For its own protection, agencies and other organizations should be certain that its Principal Investigator meets these requirements.

Consultant Lists

The Minnesota State Historic Preservation Office assists individuals, agencies, Heritage Preservation Commissions (HPC), and Certified Local Governments (CLG) in locating qualified professionals for cultural resource services. The SHPO maintains lists of historians, architectural historians, and archaeologists who have expressed an interest in performing contract services in Minnesota. The SHPO does not screen or endorse those included on these lists. Agencies and



applicants are not required to use firms or consultants on the list, but may select other qualified consultants. It is the responsibility of the contracting organization to determine if the contractor and the work meet minimal professional standards.

Standards For Identification

Research Designs

After a contract or subgrant is awarded, the Principal Investigator must prepare a research design before the project can be initiated (SIS: 14-15). Research designs for surveys and other projects must meet the requirements of the Secretary of the Interior's Standards and Guidelines for Identification. Briefly stated, a research design should define the objectives of the proposed work, provide a brief description of the methods to be used, and present a short description of the expected results. Research designs must be approved by the SHPO before work can proceed. See Appendix C for the minimum requirements for research designs.

Archival Research

In addition to the research design, archival and other background research should be undertaken before any fieldwork takes place. Background research will familiarize the researcher with the historic contexts he/she will be working with during the project (SIS:15). In the absence of previously developed historic contexts or poorly developed historic contexts, archival research should address specific issues and topics identified in the research design. This work should not duplicate previous work but must include the SHPO research files and the standard research archives for the discipline. Other appropriate research includes consultation of standard historical reference works, historical maps, atlases, photographs, and other related documentation. Documentation of archival research should follow generally accepted bibliographic and reference procedures for the discipline. In addition, xerox copies of the most concise and relevant documentation should be produced for incorporation into the SHPO files.

Before a project is initiated, the SHPO's research files must be consulted. It is the responsibility of researchers to familiarize themselves with the SHPO files. These files will give the researcher information on the current state of knowledge on the geographical area, historic context, and property type being studied. The SHPO files are divided into three file types: 1) historic context notebooks; 2) property type files; and 3) National Register and inventory files.

1. *Historic Context Notebooks*. The SHPO historic context files are gathered together in loose-leaf notebooks. Each identified historic context consists of a written narrative defining the context's broad historical patterns, temporal limits, and geographical boundaries. The goals and priorities for future survey, registration, and treatment work have also been developed for many contexts. In addition, a summary of the property types associated with each context is provided.



A separate file of bibliographic material is also kept for each historic context. Annotated bibliographies of the primary and secondary literature associated with each context have been incorporated in many cases. A list of the currently identified statewide historic contexts is provided in Appendix A.

2. *Property Type Files*. The SHPO property type files are gathered together in a filing cabinet. Each identified property type represents a generic group of related structural properties, such as churches, hospitals, granaries, libraries, and railroad depots. The property type file is arranged alphabetically by type, and is cross-referenced to appropriate historic contexts. Each property type file contains bibliographic material and other related documentation. In a few instances, the criteria needed to qualify a property type for designation have been assembled. A list of currently available property type documentation is provided in Appendix A.

3. *National Register and Inventory Files*. The SHPO National Register and inventory files are arranged by civil subdivision (County, City, Township) and contain information on: 1) individual properties that have been nominated or placed on the National Register of Historic Places or determined eligible for listing; and 2) inventory forms for identified historic properties from the county's cities and townships. For additional information on the inventory files refer to the Inventory, CEF and National Register Metadata Manuals.

Minnesota properties listed on the National Register of Historic Places can be found in a searchable online database on the Minnesota Historical Society Web site:

<http://nrhp.mnhs.org/NRSearch.cfm>

The documentation in support of individual nominations are filed alphabetically by county and property name. File labels indicate the historic name of the property, the civil subdivision, and the county. The labels are color-coded and reflect the status of the property. Pink labels are properties listed on the National Register of Historic Places. Green labels are properties considered eligible or determined eligible, either through the 36CFR800 process or because the owner has objected to listing. Blue labels are properties nominated to the National Register by the State Review Board, without owner objection, but have not been reviewed by the National Register staff at the National Park Service. Brown labels indicate properties that have been removed from the National Register. A separate file exists for properties currently being prepared for nomination to the National Register.

The inventory files have white labels and are organized alphabetically by county and minor civil subdivision. Each city, township, or unorganized territory for which there are inventoried properties will have a separate file. At the beginning of each file is a map (a municipality plat map, township map, or other map) showing the civil subdivision and the location of individual properties. Individual properties are plotted on these maps using a consecutive numbering system corresponding to the last three digits of the inventory code number. Individual inventory forms are filed consecutively after the map with any corresponding documentation. For inventoried sites that have been listed on the National Register, a xeroxed copy on pink paper of the National Register form cover sheet is attached. Properties that have been determined eligible have a green cover sheet. The documentation for individually listed properties and eligible properties are folders by property name. Information on properties within National Register Districts are in folders by district name.



Field Methods

In conjunction with the preparation of the research design and archival research, the intensity of survey coverage must be determined. There are two types of surveys: 1) reconnaissance and 2) intensive.

Reconnaissance Surveys

The primary purpose of a reconnaissance survey is to gather sufficient information on a geographical area so informed decisions can be made concerning the type and location of resources found in the area (SIS: 16). In carrying out a reconnaissance survey, it should be kept in mind that the purpose of the survey is to characterize the resources in relation to historic contexts and to make recommendations for more detailed survey work. At the reconnaissance level, archival research should provide documentation for developing historic contexts and property type evaluations. A reconnaissance survey must document:

- 1) the types of properties looked for;
- 2) the boundaries of the area surveyed;
- 3) the method of survey, including the number of acres covered;
- 4) the types of historic properties in the surveyed area;
- 5) precise locations for the properties identified;
- 6) inventory forms; and
- 7) locations surveyed that did not contain historic properties.

Each county in Minnesota has been surveyed at the reconnaissance level for architecture/history properties.

Intensive Surveys

Intensive surveys identify and evaluate properties for their National Register eligibility (SIS: 16-17). In most circumstances, the surveyed properties and evaluations are based on well-developed historic contexts and/or property type documentation. An intensive survey usually involves a survey in a limited geographical area and is related to a specific historic context or a large number of resources of a specified property type that is found over a wide geographical area (e.g. depots, bridges, grain elevators). Intensive surveys usually follow reconnaissance surveys that identified historic contexts and historic properties.

The focus of intensive survey is the identification and evaluation of individual properties. Archival research is needed, however, to the degree necessary to complete context development and property type refinement. Once the documentation is completed, individual properties can be evaluated. An intensive survey should document:

- 1) the kinds of properties looked for;
- 2) the boundaries of the surveyed area;
- 3) survey methods, including the number of acres covered;
- 4) the precise location of each property;
- 5) inventory forms;



- 6) the appearance, significance, and integrity of the property sufficient to make an evaluation of its significance; and
- 7) an evaluation of each identified property's National Register eligibility.

Survey Products

The reconnaissance or intensive survey report is a summary of the research that has been compiled for a project, any evaluations that have resulted from the research, and recommendations for future preservation programs (SIS: 18). Specific guidelines have been developed for SHPO and compliance survey reports. The standard format facilitates use of the reports for updating the statewide historic preservation plan and insures that each survey report is comprehensive. See Appendix D for a complete summary of report guidelines.

Reports should be written in a style that will be useful for a wide audience. Besides providing a foundation for evaluating local historic resources, the historical research can be used by elementary and secondary teachers and for adult education programs. City planners and administrators will also use the information for comprehensive and historic preservation planning. In addition, the information collected during the survey contributes to the development of National Register nominations, brochures, and other educational instruments.

Along with the final report, the contractor is responsible for completing inventory forms for each property identified (SIS: 25-26). Only one copy of the inventory forms should be submitted. Inventory forms will be numbered in accordance with SHPO guidelines and must be typed. Several items on the inventory form must be completed so the inventory form can be computerized (see Appendix E). Each property must be named and a street address provided. Also required is a brief description of the architectural characteristics of each property. A photograph of the primary facade of the property must be attached to the inventory form (Appendix G), along with the survey date and surveyor's name. All inventoried properties must be demarcated on a map of sufficient detail that the property can be easily located on a USGS 7.5 quadrangle map (Appendix F).

It is recommended that all inventoried properties be placed on a USGS 7.5 map or copy since an accurate map coordinate must be prepared for each property. However, in large cities and urban areas it may be more practical to identify the location of each property on a large scale map and use the USGS map for determining its coordinates (see Appendix G). In addition to the map information, the following should be prepared for all surveys and incorporated into the final report:

- 1) Abstract or management summary
- 2) Research design
- 3) Survey methods and the extent of survey coverage
- 4) Summary of the archival research
- 5) Summary of historic contexts developed or modified
- 6) A listed of properties with completed inventory forms
- 7) Recommendations for further research
- 8) An annotated bibliography of the most important historical sources



Standards For Evaluation

The National Register Criteria for Evaluation identifies the range of resources and kinds of significance that qualify properties for listing on the National Register (SIS: 23-25). Appendix H contains the National Register's Criteria For Evaluation and Criteria Considerations. In addition to the criteria, evaluations must be made within a historic context. The historic context serves as the framework within which the National Register Criteria are applied to the property. The discussion presented below is intended to help you understand how these criteria are used.

The evaluation of a property is most efficiently made within the following sequence:

- 1) classify the property as a district, site, building, structure or object;
- 2) determine the associated historic context(s) of the property;
- 3) determine if the property is significant within the Criteria For Evaluation A, B, C, and D;
- 4) determine whether the property retains its historical integrity; and
- 5) determine if the property represents a type of property excluded from the Register because of Criteria Considerations.

The National Register of Historic Places includes significant properties, classified as buildings, sites, districts, structures, or objects. Specific instructions for classifying properties can be found in National Register Bulletin 15, Guidelines for Applying The National Register Criteria for Evaluation. Next, the property must have the characteristics that make the property a good representative of properties associated with a historic context. The evaluation itself must be in accordance with the National Register Criteria. (Appendix H)

If a property meets one or more of the criteria, it must also meet integrity requirements to be eligible. The evaluation of integrity is often a subjective judgment, but it must always be grounded in an understanding of a property's physical features and how they relate to its significance. The seven kinds of integrity are: 1) location; 2) design; 3) setting; 4) materials; 5) workmanship; 6) feeling; and 7) association. To retain integrity a property must possess several, and usually most, of these qualities. The retention of integrity is fundamental for a property to convey its significance.

Certain kinds of properties are not usually considered for listing in the National Register (religious properties, moved properties, birthplaces and graves, cemeteries, reconstruction properties, commemorative properties, and properties achieving significance within the past fifty years). These properties can be eligible for listing, however, if they meet special requirements, called Criteria Considerations (Appendix H). In addition to the Criteria Considerations, these properties must possess integrity and meet one of the four evaluation criteria. Criteria Considerations need only be applied to individual properties. Components of eligible districts do not have to meet the special requirements.

Standards For Treatment

HABS/HAER Documentation



Occasionally, historic properties are threatened with actions that may result in loss of integrity through radical or inappropriate alterations, or even demolition of the property itself. When this is the case, a "treatment activity" is specified by the Secretary of the Interior to document the property for inclusion in the Historic American Buildings Survey (HABS) or the Historic American Engineering Record (HAER) (SIS: 43-50). The State Historic Preservation Office assumes an active and important role in facilitating and monitoring HABS/HAER recording projects.

The Historic American Buildings Survey and the Historic American Engineering Record are the national historical architectural and engineering programs of the National Park Service that promote documentation incorporated into the HABS/HAER collection in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, structures, and objects significant in American history and the growth and development of the built environment. A number is assigned to each property file for future reference and data retrieval.

The HABS/HAER collections consist of measured drawings, photographs, and written data that provide a detailed record of the property. As a form of treatment, the documentation in the HABS/HAER record may be the last means of preservation of a property. When a property is to be demolished, this documentation provides valuable information for future research that would otherwise be lost. Appendix P discusses the different kinds of HABS/HAER reports. Although HABS/HAER documentation is developed in a number of ways, the preparation procedure is guided by specific standards and criteria. These requirements are periodically published in the Federal Register under the Secretary of the Interior's Guidelines for Architectural and Engineering Documentation. Expanded discussion of specific procedures is provided in manuals and specification sheets prepared by the National Park Service for specific use in the HABS/HAER program. (See Appendix I)

Historic Structure Reports

Properties for which substantial restoration, rehabilitation, or reconstruction is contemplated should consider the preparation of a "Historic Structure Report". The information included in this type of document serves as the primary tool for identification and evaluation of current conditions and as a guideline for setting priorities in short and long range planning (SIS: 37-41). Such a report is considered a prerequisite in applications for grant-assisted development work. It can include the preparation of HABS/HAER documentation in special circumstances.

The State Historic Preservation Office provides technical assistance in the preparation of a Historic Structure Report through evaluation of subject properties, setting realistic priorities for work, and commentary on short and long range planning and development proposals. Appendix J discusses the different components of Historic Structure Reports.

APPENDIX A HISTORIC CONTEXTS

A Summary of Current Historic Contexts

Broad Statewide Contexts

- A. Precontact Period (9500 BC - AD 1650)
 - 1. Paleoindian Tradition (9500 BC - 6000 BC)
 - a. Fluted Point Pattern (9500 BC - 8000 BC)
 - 1. Clovis Complex
 - 2. Folsom Complex
 - b. Plano/Lanceolate Point Pattern (8500 BC - 6000 BC)
 - 2. Archaic Tradition (6000 BC - 500 BC)
 - a. Shield Archaic
 - 1. Lake-forest Archaic
 - 2. Prairie Archaic
 - 3. Eastern Archaic
 - 3. Woodland Tradition (ca. 500 BC - AD 900/1650)
 - a. Early Woodland
 - b. Fox Lake
 - c. Havana Related (Sorg, Howard Lake)
 - d. Malmo
 - e. Laurel
 - f. Brainerd
 - g. St. Croix
 - h. Lake Benton
 - i. Late Woodland (Southeastern Minnesota)
 - j. Kathio
 - k. Blackduck
 - l. Psinomani (Wanikan, Sandy Lake, Ogechie, Selkirk)
 - 4. Plains Village Tradition (AD 900-1300)
 - a. Great Oasis
 - b. Cambria
 - 5. Mississippian Tradition (AD 900-1650)
 - a. Red Wing Oneota
 - b. Blue Earth Oneota
 - c. Orr Oneota
- B. Contact Period (1650-1837)
 - 1. Native American
 - a. Chiwere Siouan language group
 - b. Eastern Dakota
 - c. Western Dakota
 - d. Ojibwe



- 2. Euro-American
 - a. French
 - b. British
 - c. Initial United States Presence

- C. Post Contact Period Contexts
 - 1. Indian Communities and Reservations 1837-1934
 - 2. St. Croix Triangle Lumbering 1830s-1900s
 - 3. Early Agriculture and River Settlement 1840-1870
 - 4. Railroads and Agricultural Development 1870-1940
 - 5. Northern Minnesota Lumbering 1870-1930s
 - 6. Minnesota's Iron Ore Industry 1880s-1945
 - 7. Minnesota Tourism and Recreation in the Lake Regions 1870-1945
 - 8. Urban Centers 1870-1940

Thematic Contexts

- A. State Owned Buildings
- B. Geographic Features of Cultural Significance
- C. Quarries and Mines
- D. Rock Art
- E. Lithic Scatters
- F. Earthworks

Property Type Documentation

- A. MN Masonry-Arch Highway Bridges (1870-1945)
- B. Concrete Highway Bridges in MN (1900-1945)
- C. Historic Minnesota Iron and Steel Highway Bridges (1873-1945)
- D. Hydroelectric Power in Minnesota (1880-1940)
- E. Finnish Log Architecture (1880s-1930s)
- F. Red River Trails in Minnesota (1835-1871)
- G. Minnesota Military Roads (1850-1875)
- H. Federal Relief Construction (1933-1941)
- I. Minnesota State Park CCC/WPA/Rustic Style Historic Resources
- J. Minnesota's Lake Superior Shipwrecks (1650-1945)
- K. Portage Trails in Minnesota (1630s-1870s)



APPENDIX B PROFESSIONAL QUALIFICATIONS

All surveys, evaluations, and nominations to the National Register of Historic Places sponsored by the SHPO or by agencies in fulfillment of their Section 106 responsibilities must be conducted under the supervision of a qualified professional. The qualifications for these professionals are:

National Park Service
Code of Federal Regulations Volume 36, Part 61

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology or closely related field plus:

- a. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- b. At least four months of supervised field and analytic experience in general North American archaeology; and
- c. Demonstrated ability to carry research to completion.

In addition, to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic



archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

- a. At least one year of graduate study in architectural preservation, American Architectural history, preservation planning, or closely related field; or
- b. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.



APPENDIX C RESEARCH DESIGN

The research design provides the focus of a research project, and is required for all SHPO and compliance projects (SIS: 14-15). Each research design must integrate the proposed research into the SHPO state historic context documentation. In most cases, the research design should be prepared in consultation with the appropriate SHPO staff. This procedure insures the information obtained during the project can be integrated into the SHPO files. Each research design must address the following issues:

1. Objectives. The purpose of a research design is to define clearly a project's research problem(s). The objectives' statement must also include a critical assessment of the relevant historic contexts and property types in the project area. In addition, the objectives statement should identify the physical extent of the area to be investigated and the amount and kinds of information to be gathered. A map clearly identifying the project area must also be prepared.
2. Methods. The project's research methods must be clearly related to the research problem(s) identified in the objectives section. Any anticipated archival research or field survey methods should be carefully explained so that others using the gathered information can understand how the information was obtained. The methods selected should be compatible with the geographical area and the kinds of properties most likely to be present.
3. Expected Results. The expected results of a project should be stated in very general terms and should incorporate the anticipated final products of the project, plus the project's expected contribution(s) to the SHPO plan. Expectations about the kind, number, location, character, and condition of historic properties should be based on a combination of background research, proposed hypotheses, and analogies to similar areas.



APPENDIX D REPORTING GUIDELINES

All SHPO and compliance reports must include sections on the objectives of the project, the methods used, and archival research on the associated historic contexts identified in the SHPO plan (SIS: 18). To assure the timely completion of projects, a draft of the report should be submitted four to six weeks prior to the project completion date for review by the SHPO. As specified in the contract, copies of the final typed report must be submitted by the project completion date. The report must be produced in a highly readable typeface, at either 10 or 12 characters per inch, or 10 or 12 points. The final products, with the exception of the inventory forms, should be bound with GBC binding. One copy of the final report is required for SHPO. Only one copy of the inventory forms is required and must be submitted unbound. SHPO requests that a copy of the report be submitted on CD.

Following is the preferred outline format. Report writers are encouraged to follow the preferred outline.

1. Title Page. The title page should include the title of the project, including the nature and location of the survey, the author of the report, the principal investigator(s), the sponsoring institution, association, or agency, and the date the report was prepared. An acceptable version is on the following page.
2. Acknowledgment. For all SHPO projects, an acknowledgment of federal assistance and nondiscrimination policy should be stated on the page immediately following the title page. Refer to the contract or grant agreement for wording of the statement. For compliance projects, an acknowledgment of agency sponsorship should be given.
3. Table of Contents. The table of contents should list all report chapters and subdivisions. Pagination must be shown in the table of contents.
4. Abstract/Management Summary. The abstract must include **a brief description of the project, the number of properties inventoried, and number of acres surveyed**. In addition, the abstract should include a description of the project's location and purpose, a summary of the work accomplished, products of the research, any recommendations, and the depository of the products. If the report is for a compliance project, recommendations on a property's National Register eligibility must be incorporated.
5. Introduction. The introduction should summarize the scope of the project and the agencies and individuals involved. Public education efforts conducted in conjunction with the project should be discussed. In addition, the role of any volunteer or advisory groups and the success of their participation should be described.



6. Research Design and Methodology. The objectives and methods used to execute the research program must be summarized in this section. Included in this section are: 1) a short summary of the research objectives; 2) project personnel and how the project was conducted, including a description of the project area, the types of properties documented, and the criteria for coverage; and 3) any modifications to the original research design. A map showing the location of the project must be included. The formal research design prepared at the beginning of the project should be placed in an appendix at the end of the report.

7. Thematic Research and Bibliography. Historic context research should be discussed in this section. Context summaries should be organized according to the units identified in the SHPO plan. At the conclusion of each context discussion, include a list of all properties mentioned, their addresses, and the contexts to which they belong. A comprehensive bibliography must be included at the end of each historic context discussion. The literature reviewed must be appropriately cited using standard bibliographic citation conventions for the discipline. If appropriate, the following subheadings should be included for each historic context: 1) historic overview; 2) important architects, engineers, and builders; and 3) notable people--including properties and bibliographic information on the major figures in the community's history.

8. Survey Results. A comprehensive list of all properties identified, arranged numerically by street address and street name, must be included in this section. Copies of all inventory forms are handed in separately from the final report (see Appendix F). A detail map of all identified properties must be included; map codes should be in black since color coded maps do not photocopy well. A map reduction is suitable for the body of the report, but a large scale map sufficient to show the exact location of each property must be included with the inventory forms. For additional reporting requirements, see Appendix F, G, and H on guidelines for inventory forms, maps, and photographs.

9. Recommendations. This section contains recommendations of research needs, a list of properties that should be researched in greater depth, threats to resources, and priorities for future work. Properties eligible for the National Register of Historic Places should be summarized. The report should also summarize the current status of historic preservation groups in the area or the potential for adoption of a local historic preservation ordinance. In addition, educational uses of the survey materials should be suggested.



APPENDIX E INVENTORY FORMS

The following instructions refer to the completion of the Minnesota Architecture-History Inventory Form (see example on the following page). If you decide to design your own inventory form, the information categories on the SHPO inventory form must be present on the form you design. The information contained on the form will be input into the inventory database being developed by the SHPO. In some cases, not all the information on the form is available, although the data should be provided if available. **The location information, including township, range, section, and quarter sections (to at least the quarter of quarter) plus the UTM is critical** and must be provided on each inventory form. All SHPO and compliance projects must provide completed inventory forms with the final survey report. Inventory form(s) must be submitted unbound so they can be easily incorporated into the inventory files. Minnesota SHPO would like to obtain copies of the databases for the inventoried properties used in the projects. This would facilitate data entry and accuracy for inclusion of the records into the SHPO master History/Architecture Inventory database. Reports will not be accepted without completed inventory forms.

Please read the following instructions carefully. General instructions are presented first. Specific instructions are provided for each data category.

- a. All inventory forms must be typed or produced on a laser or ink jet printer using a highly readable type face, either 10 or 12 characters per inch, or 10 or 12 points.
- b. Do not use abbreviations or codes, unless otherwise specified.
- c. If a particular source was used to document a property, the appropriate document must be identified by a bibliographic entry.
- d. The following information categories must be filled out for each inventory form: **Property Name** (or type), **Address**, **County**, **City/Township**, **Inventory Number**, **UTM**, **Township/Range/Section**, **Quarter Sections** (to at least the quarter of quarter) **USGS Quad**, **Photo Number(s)** for SHPO funded projects), **Survey Name**, **Form Prepared By**, **Date Surveyed**, **Description**, **Resource Date (when known)**, **Style (when known)**, and National Register Eligible.

Inventory numbers must be obtained from the SHPO Survey and Information Management Coordinator prior to the completion of the forms.



Minnesota Architecture-History Inventory Form:

Property Name. The property name refers to the historic name of the property. Generally the name will reflect the building's historic use, significance, or original owner. If the historic name of the property is unknown, a simple functional name can be used to indicate the property (e.g. house, commercial building, depot, and warehouse).

Address. This is the address of the property, not the owner's address. Place the property's street number and name, including north, south, east, and west in this section. Do not include a street name without a number (use "circa 595 Girard" if the street number is not available). For small towns and rural properties that do not have a street numbers, include the name of the road, nearby intersections, and appropriate distances to key points.

County. The county designation refers to the name of the county where the property is located. The name that appears in this category must match the reference initials in the inventory number.

City/Township. List the appropriate civil subdivision. If the property is located in an incorporated city or township, use the name of the city. If the property is located outside an incorporated city or village, the name of the township in which the property is located should appear. Properties located in "unorganized territory" should be stated as such. The name that appears in this data field must match the reference initials used in the inventory number.

Inventory Number. The inventory number is a three-section code that identifies the county, civil subdivision, and the individual property number. The county code consists of two alphabetic characters that identify the county. The civil subdivision code consists of three characters that identify the city or township. The final part of the code is the property number. Each property within a particular civil subdivision receives a unique number. Numbers begin with 001 or 0001 and are numbered in the sequence in which they are inventoried. The available inventory numbers for each survey must be obtained from the SHPO. It is the responsibility of the Principal Investigator to obtain inventory numbers.

Property Identification Number (PIN). When available, include the PIN number. This information is available in county recorders office. Cities and townships often have this information available.

Review and Compliance Number. The review and compliance number refers to the review the SHPO office conducts. In most instances, this information will be filled out in the SHPO office when a federal, state, or local review is initiated on a property. In instances where a review has already been completed, the surveyor is responsible for filling out the information and attaching the available SHPO documentation to the inventory form.



Township/Range/Section/Quarter Sections. Township, range, and section information must be filled out for each inventoried property. Townships are identified by their township number, such as Township 108. The North designation is not required since all Township designations in Minnesota are north. The range is identified by their range number, such as Range 23. For section number, the appropriate section number is listed. Quarter section information must be provided to at least the quarter of quarter.

UTM. In addition to Township, range and section information, UTM's must be determined for each inventoried property. The Datum (1927 or 1983) must be provided for each set of coordinates.

Instructions for determining a UTM can be obtained by referring to National Register Bulletin 16A, How to Complete the National Register Documentation Forms, pp. 80-81. USGS Quadrangle. For each identified property, the appropriate USGS 7.5 quadrangle map must be identified.

Architect. If the architect, designer, engineer, or builder is known, place the name here. If cited in a publication, include the reference.

Style. Indicate the primary style of the property. Use the nomenclature established in Bulletin 16A, How to Complete National Register Documentation Forms, pp. 25-26.

Date Constructed. Indicate the date the building was constructed or developed. The source of this information should also be indicated. Additional dates should also be provided when known. For instance, provide the date of construction of an addition. Provide a circa date when the actual date is unknown.

Photo Number(s). Indicate all photo numbers associated with the property, from all surveys. Only photo numbers from the MHS Audio-visual Library will be used. Attach photos to a separate piece of paper.

Survey Name. Cite the name of the survey.

Form Prepared By. Indicate the name of the individual that conducted the survey and filled out the form.

Date Surveyed. Indicate the month, day, and year of the survey.

Description. Provide brief descriptive information on the property that is not recorded elsewhere on the form. Include--setting, massing, general dimensions, fenestration, porches, chimneys, decorative elements, additions, alterations, significant interior features if available, outbuildings, and landscaping. If more than one structure is located on a



property, write a description for each contributing property and prepare a sketch map showing the relationship of structures and the boundary of the area.

Significance Notes. If the property is historically significant briefly explain how the property meets National Register Criterion A, B, or C. If the property is significant under Criterion D discuss what kinds of information the property is likely to contain. Include comparative statements and any other information needed to substantiate eligibility. If the eligibility of the property is questionable or is important in a local context, describe why it may or may not be eligible to the National Register. Bibliographic sources should be cited when available.

Historic Context. List the historic context(s) the property is associated with. Refer to the SHPO context list for the appropriate association.

Consultant's Recommendation of Eligibility. The surveyor should determine if the inventoried property is eligible for the National Register. All positive and negative determinations must be supported in the significance statement. In instances where an eligibility determination is not made, not enough information should be checked. Label this field - **Consultant's Recommendation of Eligibility.**

APPENDIX F MAPPING STANDARDS

1. Survey Reports. The survey map must locate and identify, by inventory number, all inventoried properties. All properties, whether individual or in districts, must be clearly identified and located on a map. The original survey map must be provided to the SHPO. All maps must be approved in advance by the SHPO and must be suitable for reproduction. Some communities will require more than one map to cover the survey area. Each map must clearly delineate the survey boundaries. The inventory number of each property must be used to identify the location of each property; the county and township codes can be deleted on the map. All maps must have a scale and north arrow.

For rural properties, a USGS map or county/township plat map may be the most appropriate map for locating properties. In cities and urban areas, it is necessary to use large-scale maps produced by the appropriate local governmental unit or planning agency, the Minnesota Department of Transportation, or other regional planning agencies. If space on the survey map is limited, boundaries can be included on a small-scale map, with reference to a large-scale map that has the individual properties located and identified. The USGS 7.5 quadrangle maps serve as excellent base maps since they also can be used to obtain the required UTM coordinates.



APPENDIX G PHOTOGRAPHY STANDARDS

SHPO Projects

At the conclusion of all SHPO projects, the following photographic documentation is required.

1. *Black and White Photos.* The Minnesota Historical Society will provide the film for all SHPO projects. Black and white 35mm photographs are used to record all inventory and nominated properties. The contractor will not substitute film unless it is a brand name and specified in the supplemental instructions. As each roll is exposed, the film should be submitted to the SHPO for developing. The contractor will not have exposed film commercially developed. In approximately two weeks, two contact sheets for each roll will be returned to the contractor. The contractor should then complete a photograph identification sheet for each roll and forward this to the SHPO (see the following attachment). One copy of the original contact sheet must be cut apart and attached to the inventory forms. The sheet number should be written on the back of each frame. In addition, the contact sheet number must be placed on the inventory form near the photo. Please do not attach the photo in the same place on every form.

If it is important to obtain black and white copies of historic photos in the field, and if the photos cannot be brought to the SHPO for copying, these field copies should be made on separate rolls of film and clearly labeled when returned to the SHPO for developing.

2. *Digital Images.* Digital images may be used for inventory forms and reports. Printed images should be minimally 4” in width by 2.66” in height. SHPO requests copies of the digital images be provided on CD. Images on the CD should have a minimum resolution of 300 dpi. Required format is TIFF.

Include the following information for images on the CD of digital images:

Creator:	Organization or person primarily responsible for the image
Subject:	Subject of image, i.e. Inventory Number and Property Name
File Format:	TIFF
Date:	Date of Image

3. *Color Slides.* For each property nominated to the National Register, a selection of 35mm color slides is required. The Minnesota Historical Society will provide the film for all HPF surveys; all other surveys projects must provide their own film. Developing slide film is the responsibility of the survey administrator. Slides should be mounted on plastic mounts and be labeled with the following information: name of property (historic), city or township, county, date, view (camera facing).



All photos, digital images and negatives from SHPO projects, as well as slides, become the property of the Minnesota Historical Society.

Compliance Projects

Many architecture/history projects in Minnesota are initiated by federal or state agencies, local government units, and other organizations. These organizations are encouraged to contact the SHPO in the early stages of their project to see if the SHPO is interested in supplying the photographic film and processing for their project. These requests will be handled on a case-by-case basis.

Photographic Standards

The staff photographers of the Minnesota Historical Society's Conservation Department have provided the following guidelines for taking quality photographs.

Camera and lens criteria. Use a professional quality 35mm SLR cameras with interchangeable lenses and full manual exposure capabilities. Multi-coated lenses with clear optics and a lens shade are necessary for good images. The standard 50mm focal length is used and occasionally the 35mm and 28mm are needed. Perspective control lenses are also helpful.

Tripod or other support. Use a cable release or self-timer when using a tripod. A tripod is always required when using shutter speeds below 1/60th of a second and lens focal lengths up to 100mm. Lenses longer than 100mm should use a shutter speed close to its focal length (135mm-1/125th, 200mm-1/250th, and 300mm-1/500th).

Filters. A skylight 1B or Haze UV filter will protect your investment. A polarizing filter is recommended to improve photographic rendering. The polarizing filter will reduce reflections in windows, darken the blue in the sky, and produce a slight increase in contrast. Other filters for BW photography will create some false image relationships by changing grey tone relationships. The rule of thumb for filters is it will absorb its own color and transmit all others. This can be helpful when copying a BW photograph that has a stained area on it.

Exposure meter. A good hand held incident meter is preferred. Proper exposure is very important. Test your camera in a wide variety of lighting conditions to become familiar with your meter and its readings. When using an in-camera meter understand that it has limitations, and compensate accordingly. In most cases the best contrast or light is with the sun coming from behind or over your shoulder.

Film criteria. Film type accepted is silver gelatin on a polyester base. The film of choice is Kodak T Max 100 rated at ISO 80, use 24 exposure rolls only. The 24 exposure rolls ensure one 8x10 proof sheet per entire roll and data record sheet. If you are in the filed



and run out of film, any fine grain BW film ASA 50 - 400 is acceptable. If using 36 exposure rolls stop at frame 30. All film must be used within the expiration date and should have a polyester base. Acceptable sample films are: Kodak Plus-X Professional and Ilford FP4.

Color negatives or film processed in C-41 processing are not accepted. Films such as Ilford XP-1 or Ilford XP-2. or Kodak Max B&W can be confused as being archival. These films are chromogenic dye films. The silver is washed down the drain just like in color film. This type of film will be refused.

APPENDIX H NATIONAL REGISTER EVALUATION CRITERIA

The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and

- A** that are associated with events that have made a significant contribution to the broad patterns of our history or
- B** that are associated with the lives of persons significant in our past or
- C** that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or distinguishable entity whose components may lack individual distinction or
- D** that have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations. Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historical buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A** a religious property deriving primary significance from architectural or artistic distinction or historical importance or
- B** a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event or
- C** a birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his productive life
- D** a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinction design features, or from associated with historic events or



- E** a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived or
- F** a property primarily commemorative in intent if design, age, tradition or symbolic value has invested in with its own exceptional significance or
- G** a property achieving significance within the past 50 years if it is of exceptional importance.

APPENDIX I HABS/HAER DOCUMENTATION

There are four levels of HABS/HAER documentation. Each is briefly described below.

1. Level I documentation includes the preparation of measured drawings to depict existing conditions. The drawings should include at a minimum a site plan, floor plan(s), elevations, sections, and construction details. Also required for Level I documentation are photographs which thoroughly depict the property; included are historic views if available. Finally, a written history, based on primary sources, footnoted, and with reference to research methods must be included. All materials must be submitted on archival stable materials.

2. Level II documentation differs from Level I in allowing for the submission of existing drawings (either original or alteration) in lieu of the preparation of measured drawings. While existing drawings often do not describe "as-built conditions", they are adequate for this level of documentation. Reference must be provided for existing drawings in accessible collections that are not available for reproduction and submission with the Level II report. In certain circumstances, measured drawings of the Level I type are required to supplement documentation in cases where existing drawings are not available or non-existent. As in Level I, Level II requires archival-quality photographic documentation and written documentation.

3. Level III documentation requires no preparation of measured or duplicated existing drawings. It does, however, require a sketch plan of the property and an architectural data form to supplement photographic and written documentation.

4. Level IV documentation consists simply of a standard completed HABS/HAER inventory card. Unlike the other levels of documentation, Level IV is rarely considered adequate for HABS/HAER collections. It is usually employed to identify historic resources in a given area prior to establishing requirements for further, more comprehensive work.

Submission of HABS/HAER documentation to the State Historic Preservation Office must consist of two original copies of all materials (drawings, photographs, negatives, and written data). One copy will be forwarded to the National Park Service Regional Office in Denver, Colorado, for processing and eventual transmittal for entry into the HABS/HAER collection at the Library of Congress. The other copy will remain on file at the Department of Archives and Manuscripts of the Minnesota Historical Society.



APPENDIX J HISTORIC STRUCTURES REPORT

Essentially, the historic structure report includes an overview of all aspects of the property; these aspects are briefly outlined below.

1. Brief History of the Structure. The brief history includes a chronology of historic events, persons associated with the property, ownership history, etc. The significance of these events and persons forms a basis for the association of the property to the broad historical context of the area or region in which it is located.
2. Construction History. This section addresses aspects of the original construction of the property, including chronology of developments; relevant historical documentation such as letters, vouchers, etc.; site work and construction data; references to craftsmen, architects, and/or builders associated with the property; along with early photographic documentation.
3. Alterations and Changes. The physical evolution of the property is addressed in this section. Documentation may include construction-related documents, contemporary descriptions, photographs, and architectural and archaeological investigation.
4. Exterior of the Building. This section is essentially an architectural description of the exterior fabric of the property. Assessment of features include identification of character-defining elements which require preservation in the course of the project work.
5. Interior of the Building. This section is an architectural description of the interior fabric in which a detailed assessment of features is made and character-defining elements identified for preservation. Included in this section is a room-by-room analysis, identifying materials, construction techniques, details, and finishes.
6. Existing Conditions. This section addresses needs for architectural conservation, restoration, or reconstruction. Existing conditions are analyzed and damage, structural problems, and other features requiring treatment are identified.
7. The Proposed Project Work. In this section, data from all previous sections is evaluated and analyzed to develop recommendations for necessary work and to establish preservation objectives. This section also deals with priorities, phasing, and estimated costs. Descriptions of architectural, archaeological, structural, mechanical, and other work are outlined in this section.
8. Associated Documentation. This section is a compendium of measured drawings, architectural plans, photographs, and details. Proposals for cyclical maintenance



programming and protective measures concerning the property are addressed. Finally, this section includes listings of bibliography, references, and appendices.



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