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FOREWORD

To assist you in carrying out your responsibilities identified with the Department of the Army Historic Preservation Program, there are two important Department of the Army publications, described below, which are essential for successful program execution:

- (1) TM 5-801-1 Historic Preservation: Administrative Procedures (November 1975). This technical manual sets forth guidance and procedures to be used by the Department of the Army in the implementation of the Army's Historic Preservation Program.
- (2) TM 5-801-2 Historic Preservation: Maintenance Procedures (projected for issuance early in 1976). This technical manual describes methods for preserving the building materials in historic properties.



TECHNICAL MANUAL

HEADQUARTERS
DEPARTMENT OF THE ARMY

No. 5-801-1

Washington, D.C., 1 November 1975

HISTORIC PRESERVATION
ADMINISTRATIVE PROCEDURESTable of Contents

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SECTION 1. INTRODUCTION

1-1. PURPOSE

This Technical Manual sets forth guidance and procedures to be used by the Department of the Army in the implementation of Executive Order 11593, "Protection and Enhancement of the Cultural Environment" (36 CFR 8921, 16 USC, 470), in accordance with Procedures for Identification, Protection and Enhancement of Historic and Cultural Properties (36 CFR Part 32), Procedures for the Protection of Historic and Cultural Properties (36 CFR Part 800) and AR 200-1, Environmental Protection and Enhancement. The manual has been prepared to explain and amplify the regulations of the Department of the Interior and the Advisory Council on Historic Preservation. It describes the procedures that shall be followed in the development and execution of a comprehensive preservation program that can be integrated with master planning activities to assure the protection and enhancement of

properties possessing historical, architectural, archeological, and cultural significance now under the jurisdiction or control of the Army. The manual is organized according to a sequence of tasks, the preservation process, that shall be followed by all installations having presently or potentially historic properties to protect. Formats contained in this Technical Manual to help expedite the gathering of data are intended for local reproduction as required.

1-2. BACKGROUND AND AUTHORITY.

Concern for the protection of our patrimony is new neither to Americans nor to the Army. Private efforts to preserve historic places began about 1860. Awareness of the need for protection through public laws led finally to the passage of significant legislation in the twentieth century. These are listed below with a brief summary.



Figure 1: Example of a historic structure: the walls and moat of Ft. Monroe.

1-2.1. Antiquities Act of 1906 (Stat. 225, 16 USC § 431). The Act requires that permits for the examination of ruins, the excavation of archeological sites, and the gathering of objects of antiquity be obtained before conducting such activities on lands under federal jurisdictions.

1-2.2. Historic Sites Act of 1935 (49 Stat. 666, U.S.C. § 461). The Act declares it a national policy to preserve for public use historic sites, buildings, and objects of national significance for the inspiration and benefit of the people of the United States.

1-2.3. National Historic Preservation Act of 1966 (80 Stat. 915, 16 U.S.C. § 470). The Act establishes a national policy for historic preservation stating "that the historical and cultural foundations of the Nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people."

a. Section 101(a) of the Act authorizes the Secretary of the Interior to expand and maintain a national register of districts, sites, buildings, structures and objects significant in American history, architecture, archeology and culture.

b. Section 106 of the Act requires that Federal agencies having direct or indirect jurisdiction over a proposed Federal, federally assisted or federally licensed undertaking, prior to the approval of the expenditure of funds or the issuance of a license, take into account the effect of the undertaking on any district, site, building, structure, or object included in the National Register and afford the Advisory Council on Historic Preservation a reasonable opportunity to comment with regard to the undertaking.

1-2.4. National Environmental Policy Act of 1969 (83 Stat. 852, 42 U.S.C. § 4321). The Act establishes a national policy for the protection and enhancement of the environment, stating that "it is the continuing responsibility of the Federal Government to use all practicable means, consistent with other essential considerations of national policy, to improve and coordinate Federal plans, functions, programs, and resources to the end that the nation may . . . preserve important historic, cultural, and natural aspects of our national heritage. . ."

1-2.5. Archeological and Historic Preservation Act of 1974 (88 Stat. 174, 16 U.S.C. § 469). The Act directs Federal agencies to notify the Secretary of the Interior whenever they find that a Federal, federally assisted, or federally licensed project may cause irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data. The Secretary of the Interior is authorized to undertake the recovery, protection, and preservation of such data or, in accordance with instructions from the Secretary, the

agency is authorized to undertake such activities. The Secretary is further directed to coordinate all Federal survey and recovery activities.

1-2.6. Executive Order 11593, "Protection and Enhancement of the Cultural Environment," 13 May 1971 (36 CFR 8921, 16 U.S.C. § 470). The Executive Order states that "the Federal Government shall provide leadership in preserving, restoring, and maintaining the historic and cultural environment of the Nation." Federal agencies are directed to administer cultural properties under their control in a spirit of stewardship and trusteeship for future generations and to initiate measures to direct their activities in such a way that federally owned properties of historical, architectural, or archeological significance are preserved, restored, and maintained for the inspiration and benefit of the people.

a. Section 1(3) of the Executive Order directs Federal agencies to institute procedures to ensure that Federal plans and programs contribute to the preservation and enhancement of non-federally owned properties of historical, architectural or archeological significance.

b. Section 2(a) of the Executive Order directs Federal agencies, with the advice of the Secretary of the Interior, and in cooperation with the appropriate State Historic Preservation Officer, to locate, inventory, and nominate to the Secretary of the Interior all properties under their jurisdiction or control that appear to qualify for inclusion in the National Register.

c. Section 2(b) of the Executive Order directs Federal agencies to exercise caution until the inventories and evaluations required by Section 2(a) are completed to ensure that any federally owned property that might qualify for nomination is not inadvertently transferred, sold, demolished, or substantially altered. Federal agencies are directed to refer questionable actions to the Secretary of the Interior for an opinion on the property's eligibility for inclusion in the National Register.

d. Section 2(c) of the Executive Order directs Federal agencies to institute measures to ensure that when a property on the National Register is to be demolished or substantially altered as a result of Federal action or assistance, timely steps are taken to make records of the property for deposit in the Library of Congress as part of the Historic American Buildings Survey or Historic American Engineering Record.

e. Section 2(d) of the Executive Order directs Federal agencies to initiate measures and procedures to provide for the maintenance, through preservation, rehabilitation, or restoration of federally owned National Register properties at professional standards prescribed by the Secretary of the Interior.

f. Section 2(e) of the Executive Order directs Federal agencies to submit procedures required under Section 2(d) to the Secretary of the Interior and the Advisory Council on Historic Preservation annually for review and comment.

g. Section 2(f) of the Executive Order directs Federal agencies to cooperate with purchasers and transferors of any property listed on the National Register in the development of viable plans to use the property in a manner compatible with preservation objectives.

h. Section 3(a) of the Executive Order directs the Secretary of the Interior to encourage State and local preservation officials to survey, evaluate, and nominate federally owned properties to the National Register.

1-2.7. Procedures for Identification, Protection and Enhancement of Historic and Cultural Properties (36 CFR Part 32). These procedures established by the Department of the Interior set forth the responsibilities of Secretary of the Interior and Federal agencies for the identification, protection, mitigation of loss or damage, recording, and maintenance of federally owned cultural properties and resources, pursuant to Executive Order 11593, as implemented in 36 C.F.R. Part 800 by the Advisory Council on Historic Preservation.

1-2.8. Procedures for the Protection of Historic and Cultural Properties (38 CFR Part 800). These

procedures established by the Advisory Council on Historic Preservation set forth the process for Federal agencies to obtain the comments of the Advisory Council on Historic Preservation, pursuant to Section 106 of the National Historic Preservation Act of 1966 and Sections 1(3) and 2(b) of the Executive Order 11593. (See Appendix A)

1-3. GOAL AND OBJECTIVES.

In accordance with AR 200-1, the goal of the Army is to protect through preservation, restoration or rehabilitation all sites, structures and objects of historical, architectural, archeological, or cultural significance located on Army-controlled property. In order to realize this broad goal, ten objectives have been established that can be accomplished by each installation through the preservation process set forth in this manual. These objectives are as follows:

a. Establish a historic preservation program as an integral part of the installation master plan and other long-range maintenance and development schedules.

b. Establish an inventory of historic properties on every installation.

c. Evaluate the inventory and place each item in one of four Categories of Significance in order to facilitate nomination to the National Register of Historic Places and implementation of modification criteria and maintenance programs.

d. Nominate all properties that appear eligible to the National Register.



Figure 2. Example of a historic district: Ft. Myer historic district, composed of the parade ground and properties of many styles and periods.

e. Implement historic preservation projects as an integral part of the installation maintenance and construction programs.

f. Find adaptive uses for historic properties in order to maintain them as usable structures on the installation.

g. Protect known and potential archeological sites.

h. Conserve historic properties so as to eliminate damage or destruction due to improper maintenance.

i. Include historic properties in the program for the preservation of the overall environmental quality of the installation.

j. Raise the level of appreciation of historic properties on installations so as to reflect the Army's role in history and its continuing concern for the protection of the nation's patrimony.

1-4. GLOSSARY OF PRESERVATION TERMS.

The following definitions are used by the National Register of Historic Places, the Advisory Council on Historic Preservation, and throughout this manual.

1-4.1. Historic Property — a generic term that may include one or more of the following types:

a. *Historic Building* — a structure created to shelter any form of human activity. For example, a house, barn, church, or hotel. (Fig. 3)

b. *Historic Structure* — a work constructed by man. It is often an engineering enterprise, but the term does extend itself to, for example, water towers, Indian mounds, bridges, or canal locks. (Fig. 1)

c. *Historic Object* — a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable, but still in its natural



Figure 3. Example of a historic building: the Big Gun Shop, built 1890, at Watervliet Arsenal.



Figure 4
(Above) *Example of an industrial archeological structure: the Hot Shot Furnace at Castillo de San Marcos, St. Augustine, Fla.*



Figure 5
(Right) *Example of an archeological site: the Garden Canyon Petroglyphs, Fort Huachuca.*

Figure 6
(Below) *Example of a historic object: the W.T. Preston owned by the Corps of Engineers and used for snagging and debris clearance in Puget Sound.*



habitat or associated in some way with its site. For example, a railroad engine or transport ship. (Fig. 6)

d. *Historic Site* — the location of an event, activity, building, structure, or object. For example, the place where an important frontier post was located.

e. *Historic District* — a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects which are united by past events or aesthetically by physical planning or development. A district may also be comprised of individual elements that are separated geographically but are linked by association and/or history, such as the mileage markers on the Boston Post Road. (Fig. 2)

f. *Archeological Site* — a place that contributes by its material remains to the study of the past. (Fig. 5)

g. *Industrial Archeological Site or Structure* — the standing remains of an industrial process or era. (Fig. 4)

1-4.2. Preservation Process.

a. *Survey* — the process of looking for historic properties according to given criteria.

b. *Inventory* — the categorizing of the historic properties surveyed by number, type, condition, and other criteria.

c. *Evaluation* — the determination, according to given criteria, of the significance of the properties inventoried.

d. *Modification* — any change made to the inventoried historic properties.

e. *Nomination* — the procedure undertaken to have a historic property listed on the National Register of Historic Places.

1-4.3. Preservation Programs. Preservation activities may include one or a combination of the programs described below designed to protect the historic property.

a. *Salvage Archeology* — the systematic collection of surface and subsurface cultural remains by professional archeologists from an area that will be damaged or destroyed by the effects of cultural or natural forces. Salvage archeology is usually performed within the area of a proposed highway, reservoir, or other construction project, but may also occur when relic collecting cannot be controlled or when natural forces, such as erosion, are slowly destroying an archeological or historical site.

b. *Reconstruction* — the re-creation of a historic property, or any part, from historical, architectural, and archeological evidence.

c. *Restoration* — the process of accurately re-covering, by the removal of later work and the replacement of missing original work, the form and details of a site, structure or part of a structure, together with its setting, as it appeared at a particular period of time. Restoration may be full or partial and may be combined with rehabilitation.

d. *Preservation* — either before or after restoration or rehabilitation, is the application of measures designed to sustain the form and extent of the historic property in its existing state. Preservation aims at halting further deterioration and providing structural safety but does not contemplate significant rebuilding. Preservation includes techniques of arresting or slowing the deterioration of a property; improvement of structural or mechanical conditions to make a property safe, habitable, or otherwise useful; and normal maintenance and minor repairs that do not change or adversely affect the fabric or historic appearance. The term is used also to describe any program designed to protect a historic property.

e. *Rehabilitation* — the process of returning a historic property to a state of efficiency by repairs or alterations while maintaining significant historical or architectural elements so that the property will serve a useful purpose. It ensures that portions of the property (external, internal, or in combination) which are important in illustrating cultural values are preserved or restored.

1-5. STATE HISTORIC PRESERVATION OFFICER (SHPO).

Implementation of the National Historic Preservation Act of 1966 is accomplished by State Historic Preservation Officers (formerly known as State Liaison Officers), who are responsible for administering the National Register program within their jurisdictions. These officers are appointed by the Governors of the fifty States, Guam, American Samoa, the Commonwealth of Puerto Rico, the Virgin Islands, the Trust Territory of the Pacific Islands and the Mayor of the District of Columbia. The SHPO's conduct statewide surveys to identify cultural resources located on public or private lands, prepare and implement Statewide Historic Preservation Plans, nominate properties to the National Register and direct the State's grant-in-aid program. They also assume responsibilities for compliance under Section 106 of the National Historic Preservation Act and Executive Order 11593 as outlined by the Advisory Council on Historic Preservation. (A list of SHPO's is in Appendix J).

SECTION 2. PRESERVATION PROCESS

2-1. INTRODUCTION.

This section presents an overview of the preservation process, including the organization of tasks and assignment of responsibilities (See Figure 7.)

2-2. ORGANIZATION OF THE PRESERVATION PROCESS.

The process by which the historic preservation objectives can be realized in the context of Executive Order 11593 and AR 200-1, shall be a regular part of installation duties and an on-going activity capable of recognizing all historic properties and shall utilize many different types of procedures for protecting them. The preservation program is best accomplished through a series of steps, reviewed and coordinated by an installation Historic Preservation Committee. These basic steps are summarized below:

a. A survey shall be made of all historic properties and an inventory compiled that includes basic information about the history of each property.

b. Each property surveyed shall be evaluated as to its historic, architectural, archeological or cultural significance and placed in one of four Categories of Significance (see Section 4).

c. Nomination forms shall be prepared for those properties that appear to be eligible for nomination to the National Register of Historic Places.

d. Modification Limitations shall be placed on each historic property according to its Category of Significance. These Limitations are intended to ensure that no damage or irreversible change is made to the historic property without the consent of the Historic Preservation Committee or other review bodies as required by law.

e. Preservation programs shall be made for each historic property based on the appropriate preservation technique, such as rehabilitation, preservation or restoration.

f. Programs for each historic property shall be coordinated with the installation's overall preservation program.

g. Historical research shall be undertaken whenever necessary. Generally, the extent of documentation required for a particular historic property is determined by four factors:

- the value of existing available documentation.
- the significance of the historic property.

- the type of preservation program to be implemented.
- the specific phase of the preservation activity being undertaken, e.g. survey, nomination, maintenance, etc.

2-3. RESPONSIBILITY FOR PRESERVATION ACTIVITIES

2-3.1. Summary. In accordance with AR 200-1, compliance with Executive Order 11593 and other federal regulations on historic preservation is the responsibility of all Army commanders. To assist at the installation level, a Historic Preservation Committee of installation personnel and others with knowledge of the installation's historic properties, should be organized. The Committee's purpose is to provide the commander with evaluations of the significance of the installation's historic properties and guidelines for their protection. The expertise of the Committee members, therefore, becomes an important resource for installation personnel assigned to activities involving the installation's historic properties.

2-3.2. Staff Duties. Staff for the Historic Preservation Committee shall be provided by the Office of the Facilities Engineer. The staff assignments shall include:

a. Undertake all survey activities. Assistance may be provided by installation personnel knowledgeable in history, architecture, construction and the physical development of the installation, or by professionals contracted to prepare the installation's inventory.

b. Prepare the Evaluation and Modification forms for review.

c. Maintain a Historic Preservation file. The file shall contain all forms, documentation maps, and photographs of all inventoried historic property and any properties subject to Federal review procedures for the protection of historic and cultural properties.

d. Prepare documentation for all reviews of a historic property and its environment by the Historic Preservation Committee, SHPO, the Advisory Council on Historic Preservation and the Department of the Interior.

e. Develop the installation preservation program and the historic property programs.

f. Prepare National Register nomination forms and requests for determination of eligibility.

2-3.3. Membership of the Historic Preservation Committee.

a. *General.* The Historic Preservation Committee shall have both voting members and non-voting members. The voting membership shall be limited to installation personnel. Non-voting members may be included to represent any area of expertise or relationship that the voting members believe will be helpful to the installation's preservation program. The Committee should consist of not less than the installation Commander and two staff persons. The maximum size of the combined voting and non-voting membership should seldom exceed 12, except in the case of an extensive preservation program requiring representatives from many different specialties or offices.

b. *Voting Members.* The Committee shall include the following staff positions on the installation:

- Installation Commander
- Facilities Engineer
- Historical Officer
- Environmental Coordinator

In addition, the Committee may include installation personnel with special competence, expertise, or experience in the history of the installation and related subjects pertinent to historic preservation. Such persons might include, if located on the installation:

- Museum Curator
- Public Information Officer
- Librarian
- Appropriate Staff Historian
- Family Housing Officer (if any housing property is included in the inventory)
- Personnel with special training, education, or experience relative to the history of the installation.

The total number of voting members of the Committee should not exceed seven, unless a greater number is desirable in order to include a member with specific knowledge for the evaluation process, e.g. installation personnel with expertise in archeology.

c. *Non-Voting Members.* The State Historic Preservation Officer (SHPO) or his designee shall be invited to be a non-voting member. This ensures that decisions by the Committee involving Federal procedures established by Executive Order 11593 will be brought to his attention and he can advise on the proper procedures to follow with regard to federal

requirements. The total number of non-voting members should not exceed five, unless a greater number is desirable in order to include members with specific expertise. (See Section 3-2.2.)

2-3.4. Duties of the Historic Preservation Committee. The Committee shall meet at least once a year. More frequent meetings may be necessary, however, in order to respond to problems, to evaluate inventoried properties, and to nominate places to the National Register. The Committee shall undertake the following activities as appropriate:

a. Review and recommend action to be taken on all completed Inventory forms and evaluate them according to the Categories of Significance.

b. Review and forward to HQDA (DAEN-MCZ-E) WASH DC 20314, all completed National Register forms for the National Register of Historic Place. (AR 200-1).

c. Prepare all documentation required by 36 CFR 800, "Procedures for the Protection of Historic and Cultural Properties," for review by the SHPO, the Advisory Council on Historic Preservation or the Secretary of the Interior and provide other assistance in meeting responsibilities under federal regulations.

d. Review and recommend action to be taken on all installation activities and decisions that may affect a historic property or its environment.

e. Review and recommend action to be taken on all actions described on a Modification Form for Historic Property.

f. Review and oversee development of all historic property programs and the installation preservation program.

g. Review all adaptive use modifications to Category I, II, and III properties.

h. Forward to the SHPO a copy of all inventories, evaluations, and programs for historic properties.

i. Consider and evaluate nominations of historic properties which are not wholly on the installation.

j. Assist the Public Information Officer in developing programs for installation personnel and visitors that include the historic properties of the installation.

k. Assist the Museum Curator, Librarian, appropriate Staff Historian or others in preserving the historical monuments, sites, and documents on the installation through special programs.

PRESERVATION PROCESS

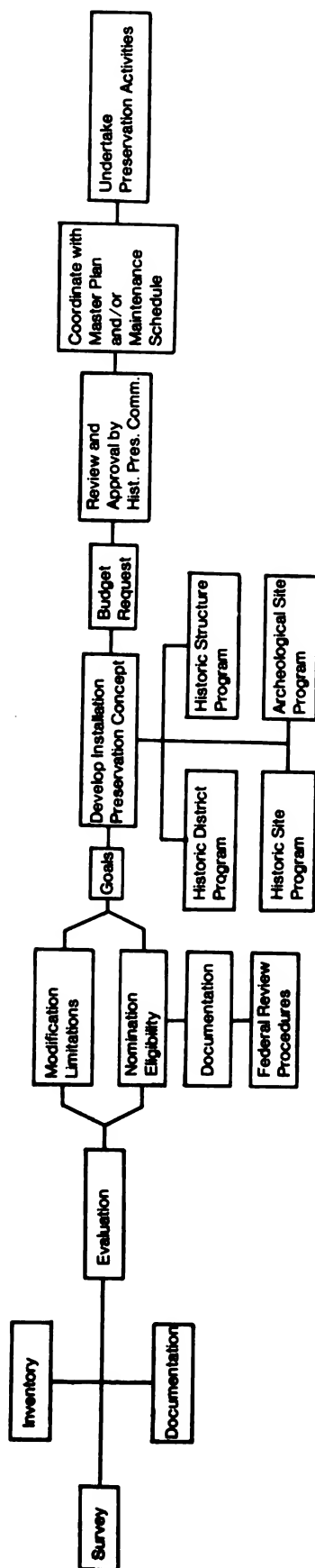


Figure 7.

SECTION 3. THE HISTORIC PROPERTY SURVEY

3-1. INTRODUCTION.

The Historic Property Survey is the basic fact-finding task upon which all subsequent preservation activities are based. The Survey has three phases that must be undertaken in consecutive order:

- a. Acquisition of background information.
- b. Reconnaissance.
- c. Inventory.

Some of the tasks of each phase may be undertaken as part of the survey work for preparation of the installation Master Plan or other installation activities. To assist in establishing a uniform record for all historic properties, an Inventory Form has been designed that permits the recording of a variety of information about different types of historic properties. In addition, the form can be used for recording more detailed information as research progresses. The Inventory Form should contain specific information adequate for the Historic Preservation Committee to make a decision on the significance of each historic property. The State Historic Preservation Officer should be informed of the survey and should be sent a copy of all survey forms, maps, and lists.

3-2. PERSONNEL RESOURCES.

It is important that skilled personnel conduct the survey. Personnel should be able to visually assess a property as well as be able to undertake the necessary research. An experienced architectural historian, for instance, may be able to recognize significant properties and salient features in a fraction of the time and with greater accuracy than an inexperienced person assigned to this duty. If the installation does not have the survey capability, those services may be contracted (see Appendix B for professional qualifications).

3-2.1. Personnel Resources on the Installation.

a. The Army Historical Officer — should be able to assist in the location of background information about the installation. In addition, assistance should be sought from the Staff Historian of the appropriate major command and the Center of Military History in undertaking research on the history of the installation and on individual historic properties.

b. The Museum Curator — is charged with developing and preserving historical monuments and sites of the installation. The Curator can assist in the acquisition

of background information, the selection of historic properties to be inventoried, and the research on individual properties.

c. The Public Information Officer — can assist in the location of pamphlets and descriptive information about historic sites on the installation.

3-2.2. Personnel Resources Off the Installation.

Assistance may be requested from sources off the installation. In many cases, the installation can contract with an architectural historian, archeologist, or historian for specific assignments. Assistance may also be requested from the offices listed below:

a. State Historic Preservation Officer (SHPO). The SHPO for each state shall be informed of all preservation activity in order to advise the installation on the location of appropriate resources. Although the SHPO usually has a small staff, he can advise the installation on basic survey procedures. Also, the SHPO may help to determine if other types of assistance are needed and to suggest experts or groups in the area who might be able to assist in the survey.

b. National Trust for Historic Preservation, Department of Field Services. The Trust has a file of consultants in historic preservation with different areas of expertise who are available to undertake contract jobs. In addition, they have publications that may offer guidance on specific types of historic research and documentation.

c. Department of Interior, Office of Archeology and Historic Preservation (OAHP) can offer consultation, procedures, and information on competent professionals in specialized fields. Their services should be particularly helpful in documenting archeological sites.

d. State Archives houses all public documents considered historic and in most states has a professional staff that includes historians.

e. State historical societies, usually private groups, often have historians working on their staffs or using their facilities.

f. Local and regional historical societies and historic preservation groups.

g. Colleges, universities, or other institutions of higher education and research may have staff or students with expertise in architectural history, historical research, archeology, and other skills needed to undertake a survey of historic properties.

h. Individuals known to have an interest in the history of the installation or in that aspect of the history of the military in which the installation played its most significant historic role.

3-3. SURVEY CRITERIA.

3-3.1. General Criteria. The general criteria used for determining eligibility of a historic property for nomination to the National Register shall be used to guide identification of the installation's historic properties. The survey shall include all properties that meet any of the following criteria.

3-3.2. National Register Criteria.

3-3.2.1. Eligible properties. The quality of significance in American history, architecture, or archeology, and culture is present in district, 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 that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

d. that have yielded, or may be likely to yield, information important in pre-history or history.

3-3.2.2. Ineligible properties and exceptions. 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 historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past fifty years generally, will 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 directly associated with his productive life; or

d. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association 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 it with its own historical significance; or

g. A property achieving significance within the past fifty years if it is of exceptional importance.

3-3.3. Army Criteria. For the installation survey, it may be helpful to consider the National Register Criteria as they apply or relate to the following aspects of the installation.

a. Properties, including sites, associated with pre-Army ownership or use, with the American Indians, or with the early local history.

b. Properties associated with the original purpose, founding, or mission of the installation.

c. Buildings, structures, and objects constructed as a prototype, model, or representing a change in technology or engineering.

d. Industrial structures or groups of industrial objects that together illustrate some aspect of the historical development of the Army.

e. Historic objects that are too large to be housed in an Army museum, are presently stationary and associated with the site, and contribute to an understanding of the installation's or Army's mission.

f. Historic structures important to the defense or mission of the installation, e.g. moats, fort walls, batteries.

g. Groups of structures that together indicate historic land uses and activities of the installation.

3-4. SURVEY PROCEDURES (see Figure 8).

3-4.1. Background Information. The first step in undertaking the survey is to become familiar with the history of the area and development of the installation. In order to do this, the following steps should be followed:

a. Obtain copies of Basic Information Maps showing all buildings, structures, topography, tree cover, and underground utilities (AR 210-20).

b. Become familiar with the circulation pattern, the configuration and layout of the various groups of buildings and the location of topographical features, structures, and the general appearance of all areas of the installation.

c. Review existing data that may describe or list installation historic properties. A copy of the latest draft of the comprehensive State Plan for Historic Preservation, a current list of National Register properties within the State, and any State registers or inventories of such resources that may exist, as well as identified properties in a project area that might qualify for nomination to the National Register, may be obtained from the appropriate State Historic Preservation Officer. The catalogs of the Historic American Buildings Survey, the Historic American Engineering Record, or any similar surveys and published reports should be utilized to identify resources (see Appendix J for addresses).

d. Obtain or prepare a general history of the installation that describes the physical development of the installation, the dates of construction of all the buildings, dates of acquisition of property, and other information necessary to interpret the history of the installation. (see Analysis of Existing Facilities, AR 210-20).

e. Prepare a list of all structures. (see Building Information Schedule, AR 210-20).

f. Become familiar with personnel on the installation capable of assisting in the Survey and knowledgeable about the resources in the community.

g. Contact a competent archeologist (usually at an area university) and request information regarding known or potential archeological sites on the installation. If archeological field surveys are to be undertaken, application for a permit under the Historic Sites Act must be made (see AR 405-80).

3-4.2 Reconnaissance. The purpose of the reconnaissance is to identify properties to be included in the Inventory. The reconnaissance team, which should include someone able to recognize architectural and aesthetic features, shall perform the following tasks:

a. Locate and mark on the General Site Map in the Basic Information Map Series, all property fifty or more years old (AR 210-20). Add all known or suspected ar-

cheological sites. If specific archeologically significant areas are not known at this time, indicate general area where they are believed to be located.

b. Make a tour of the installation and note on the map the location of sites and structures that appear to be of a historic nature, according to the Survey Criteria.

c. Note on the map the environment of historic properties, the location of archeological sites (or potential archeological sites), natural features (important trees, vistas, open space), landscaping, benches, lighting fixtures, sidewalk and street paving, that may contribute to the historic character of the installation.

d. Take black and white photographs of each historic property. Be sure there is at least one view of the front, main facade, or most important part of the property. Additional photographs may be needed to record the appearance of the property and its significant parts or areas.

3-4.3. Inventory.

3-4.3.1. Inventory Procedures. The Inventory phase of the survey consists of recording information necessary for the Historic Preservation Committee to make a decision about the historic significance of each surveyed property. There are two basic steps in carrying out this task:

a. From the reconnaissance information, prepare a list of historic properties on the installation. This list should include all historic districts, buildings, structures, objects, and sites including archeological or potential archeological sites that may have any historic, architectural, aesthetic, visual, or pre-historic value.

b. Complete a separate Inventory Form for each property. (see Page H-3). In the case of districts or groups of objects, one form should be completed for each property, then a separate form should be completed describing the district or group in which the property should be evaluated. This form then becomes the cover to which forms for each individual property are attached.

3-4.3.2. Completion of Inventory Forms. The Inventory Form has been designed to facilitate the collection of material about each historic property on the installation. Instructions for filling out each part of the Form are explained below.

DEPARTMENT OF THE ARMY INVENTORY OF HISTORIC PROPERTY FORM

I. IDENTIFICATION

Name of Installation: _____ Historic Property: _____

Date: _____

Surveyed by: _____
Name

_____ Rank

Office: _____

Address: _____

Telephone: _____

Photograph

Date: _____ Orientation: _____ Photographer: _____

Part I. IDENTIFICATION. The Historic Property should be identified by a building number or, for unnumbered properties, by a common name by which the property is generally referred. The Name shall be of that person to whom anyone using the Inventory Form can ask questions about the historic property inventories. The

space is for a 4" x 5" photograph of the historic property with the Date, Orientation (e.g. north elevation), and Photographer identified. All negatives shall be stored in accordance with Section 6-7. Personnel should be used who are expected to provide maximum future continuity in the preservation and survey activities.

II. HISTORIC PROPERTYA. Name: _____
(common)

_____ (historic)

B. Location: _____
Bldg. No. street no. street installation city, county, state

C. Category: building _____, structure _____, object _____, site _____, district _____, archeol. _____

D. Present Use: _____

E. Accessible to the Public? Yes _____, No _____, Restricted _____, Explain _____

Part II. HISTORIC PROPERTY.

Line A. The name should include the current identification by which the property is known locally (e.g. Of-

ficers' Quarters, gymnasium, etc.), and, if different, the historic name (e.g. the Custer House). The historic name ordinarily represents one or more of the following:

- original owner, builder, or use.
- significant persons or events associated with the property.
- innovative or unusual characteristics of the property.
- accepted professional, scientific, technical or traditional names.

If the source for the name is not clear, then it should be explained briefly here or in Part VI. For example, a historic name, such as "The Hospital" should be followed by the dates that it was so used, such as 1862-1867. An archeological site with no specific name may be referred to by its present use (e.g. Parade Ground archeological site). The source of all historical

data should be noted either with the data or in Section VII, Sources of Information, on the form.

Line B. The location should be exact enough to insure that the property could never be confused with any other property on the installation. For archeological sites and historic districts, give the boundaries or identify by reference to a map to be attached to the form.

Line C. Identification of the type of property being inventoried (see definitions Sec. 1-4.1).

Line D. The present use should include all the uses for the property (e.g. office, classrooms).

Line E. For purposes of developing the installation's preservation program it is important to record the accessibility of each property to the public or to personnel on the installation.

III. DESCRIPTION OF DISTRICT (historic or industrial) To be attached as cover to forms for individual properties within District.

- A. Date of construction of major areas: _____
- B. Acreage and dimensions: _____ units: _____
- C. Boundaries: _____
- D. Number and general arrangement of buildings, structures, open spaces and objects:

Part III. DESCRIPTION OF DISTRICT. Description of district should be completed only when there is a group of structures, buildings, or objects that are significant as an entity. This could include, e.g. a parade ground and the buildings around it, or the structures constructed in an industrial complex. This section should be used when the historic value of a whole group of properties is greater than the value of any one property alone. Inventory Forms for the individual properties must be attached to the Inventory Form used for the entire district or group.

Line A. Date of construction of major areas should include, when pertinent, dates such as, construction of the fort, design of the parade ground, planning or platting of a specific area. If there were later major changes to the original area, such as relocation or demolition of properties formerly in this area, or alteration of the size of the district, the date with one or two word explanation should be included here. The source of information

should be cited in Part VII.

Line B. Acreage and/or appropriate dimensions: this is the square footage or acreage of the entire district or measurement of the boundaries of the districts. Be sure to include units of measure (i.e. 10.3 acres or 720 feet by 1,500 feet).

Line C. Boundaries should be determined, whenever possible, along natural and historic boundary lines, e.g. fort walls, geographical changes, such as stream bed, gulley; or along rear property lines to include all buildings facing into the district. Natural features or other parts of the environment important in protecting the area or in creating the special character of the area should be included.

Line D. Number and general arrangement of buildings, structures, open spaces, and objects. A general description of the district and identification of the type of area, e.g. battleground, parade ground, fort, etc.

IV. DESCRIPTION OF BUILDING, STRUCTURE, OR OBJECT

- A. Date of construction: _____ Original Use: _____
- B. Alterations (list by date): _____

- C. Condition: good _____, fair _____, deteriorated _____, other _____
- D. Dimensions _____ architect/builder _____
 (front) side)
- E. Building material: _____ structural system: _____
- F. Original Site? _____ moved? _____ when? _____
- G. Description: _____

Part IV. DESCRIPTION OF BUILDING, STRUCTURE, OR OBJECT.

Line A. Date of construction and original use. This information should be available from the Inventory of Military Real Property (AR 405-45). Sometimes the date given is the date of acquisition or of a major remodeling. Therefore, date of construction should be verified by other documents or an inspection of the historic property.

Line B. Alterations: Providing this information requires extreme caution because here the greatest mistakes can be made in misjudging the periods of construction in a structure. For the exterior, indicate if windows and doors removed or added, roof structure changed, porches, columns, and other exterior features altered in any way, original materials replaced by different materials, additions constructed, etc. For the interior, indicate if walls have been changed, staircases altered or moved, fire walls installed, and other ways in which the original appearance of the interior has been modified. Alteration dates may be available in old Quartermaster records, as well as on more current maintenance reports. Indicate the date or approximate year of the alteration and the source of the information.

Line C. Present Condition: "Good" means that there are no repairs necessary at the time other than regular maintenance; "Fair" indicates that some repair work is currently needed on the building; "Deteriorated" indicates that the building cannot be used in its present condition or is not being used efficiently because of neglect; "Other" may include a

statement about rehabilitation or alteration presently going on, relocation of the building, or existing plans for demolition of the building.

Line D. Dimensions: Give the exterior dimensions.

Architect/Builder: if the documentary research has determined the name of anyone connected with the design or construction of the building it should be indicated here with a reference to where the information was found. In many cases, standard Army plans or specifications were used. If this can be documented, it should be noted and the supervising officer's name given, if known.

Line E. Building Material: Describe foundations, walls, roof, trim, and interior materials, if important.

Structural System: Describe how the building is constructed, e.g. load bearing brick walls, steel frame, wood frame; also floor system, roof framing, and notable details in the construction of the building.

Line F. It is important to note whether or not the building is on its original site. If it is not, then the reason and date that it was moved should be documented. The historic significance of a building or structure may be greatly altered as a consequence of a move, especially if only part of the building was moved or important landscape features were lost.

Line G. Description: The floor plans, architectural style, decorative elements, unusual architectural or engineering construction, and other features should be described here. If the interior is important to the historic value, it should also be described here.

V. DESCRIPTION OF HISTORIC SITE OR ARCHEOLOGICAL SITE

- A. Acreage or appropriate dimensions: _____
- B. Date of events associated with site: _____
- C. Surface evidence of site: (check all appropriate descriptions and explain, if necessary, in Section VI).
- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> no visible evidence | <input type="checkbox"/> ruins | <input type="checkbox"/> surface traces visible |
| <input type="checkbox"/> under cultivation | <input type="checkbox"/> cellar hole | <input type="checkbox"/> underwater |
| <input type="checkbox"/> eroded | <input type="checkbox"/> walls | <input type="checkbox"/> other, explain in Section VI _____ |
- D. Sources of Information: _____
- _____ License or permit granted? _____ date _____
- _____ infra-red aerial photos, date _____, elevation _____ photographer _____
- _____ surface hunting date _____, by whom _____
- _____ testing date _____, by whom _____
- _____ excavation date _____, by whom _____
- _____ none. _____ other, explain _____
- E. Present repository of excavated or salvaged materials: _____

Part V. DESCRIPTION OF HISTORIC SITE OR ARCHEOLOGICAL SITE. This section of the Inventory is for properties such as battlefields, the site of a historic occasion, such as signing of a treaty, meeting of persons associated with a historic occasion, and documented or potential archeological sites.

Line A. Acreage or appropriate dimensions. Describe the extent of land covered by the site, and specify if any parts of the site have greater significance than any other parts. Be sure to give units of measure.

Line B. Date of events associated with site. Record dates of activities that give the site historic significance and state the source of this information.

Line C. Evidence of the Site. If the site contains visible remains from its former use they should be

recorded here. There should *not* be any disturbance of the subsoil of the site or any archeological "dig" made to locate artifacts at this time.

Line D. Sources of Information. If there has been an archeologist conducting research on the site, a reference to that research survey should be included here. Permits and licenses for surveys that have been authorized by Secretary of the Army or Secretary of the Interior are available in installation files or the Secretary of the Interior's files (AR 405-80).

Line E. Present repository of excavated or salvaged materials. Indicate if any materials have been taken from the site and their location, if known, e.g. the installation museum, community or local museum, etc.

VI. OTHER INFORMATION (Describe present condition, historical background, significance)

Part VI. OTHER INFORMATION. In this space, facts should be given that will assist in evaluating the

significance of the property described in Parts III, IV, or V..

VII. SOURCES OF INFORMATION (Attach research forms, if used)

Part VII. SOURCES OF INFORMATION. All sources should be listed here with as complete references as possible. For persons interviewed, give full name, rank, address, and date of interview. For books, pamphlets, and other documents, list in correct bibliographic form

with page numbers. (See Section 6-9.2). If the bibliography is extensive, it can be typed separately and attached to the Inventory Form. Sources identified, but not yet investigated should also be listed here.

SURVEY/EVALUATION PROCESS

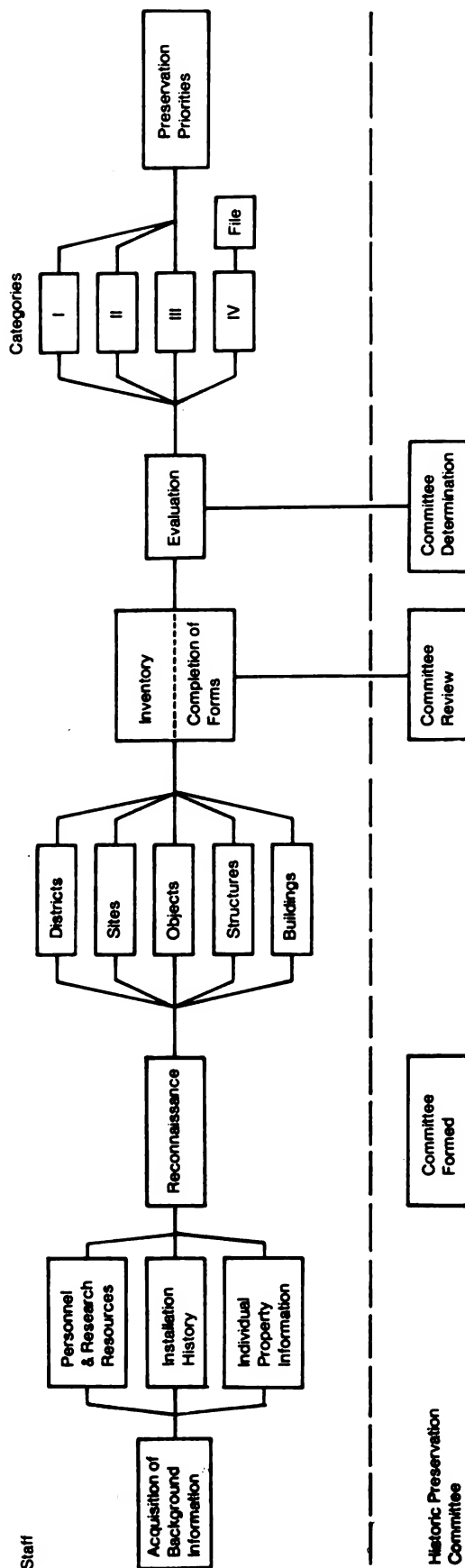


Figure 8

3-4.3.3. Additions to the Inventory of Historic Properties. After the initial survey of the installation, an annual review of non-inventoried properties shall be made to identify additions to the Inventory. Research on the history of the installation or on other properties may reveal information about properties formerly considered to have little historic value. Properties that were less than fifty years old may have been overlooked for that reason and should be reconsidered. Events may occur or new properties may be constructed or altered in such a way as to increase their historic value. Community interest may bring to the attention of the installation information about properties that were overlooked or unknown at the time of the initial survey.

3-4.3.4. Distribution and Location of Historic Preservation Material. All Inventory Forms and the Basic Information Map on which they are located shall be retained in the installation files for future reference. The Inventory Form plus any additional material, such as the research forms, preservation program for the property, shall be filed together at the installation and shall be available for review by installation personnel, the State Historic Preservation Officer, and except for secure properties, to members of the community concerned with historic preservation. A copy of all Inventory Forms and survey records shall be provided to the appropriate State Historic Preservation Officer for inclusion in the statewide comprehensive site survey and the State Historic Preservation Plan.

3-5. RESEARCH AND DOCUMENTATION RESOURCES.

3-5.1. General. Only the research and documentation necessary for completion of the Inventory Form is described here. Research undertaken for completing National Register Nomination Forms should build on the basic and preliminary data gathered on the Inventory Form.

3-5.2. Types of Research Documents. Documents used in historical research are divided into two types: primary and secondary.

a. Primary material consists of unpublished, manuscript material that often exists in only one copy and is the type usually housed in archives, vaults, or in the office in which it was written or prepared. In many cases these will be the only materials that will provide information about individual historic properties. Among primary materials pertinent to the installation survey documentation are the following:

(1) Maps on which earlier buildings, uses of properties at different times, and, sometimes, the plans and views of important structures are shown.

(2) Plans, plats, architectural and engineering drawings, surveys, and measured drawings by Historic American Building Survey, Historic American Engineering Record, or other records of the appearance of an installation facility.

(3) Records and reports on building maintenance, contracts for construction, correspondence, communications with other offices.

(4) Photographs, paintings, sketches, and other graphic representations of properties on the installation.

b. Secondary material consists of published or printed information and, therefore, is generally prepared for some specific purpose, such as a published history of the installation, information pamphlets prepared in the Office of the Museum Curator, the Public Information Office, or by some military society or organization. In addition, secondary material also includes newspaper and magazine articles, pamphlets (such as those prepared for special occasions, celebrations, and important meetings), etchings and engravings in books or collections describing the installation, the Army, specific military engagements, battles or wars, or state and local history.

3-5.3. Location of Research Documents. The location of research material varies considerably, and each installation will have to conduct an individual search for records that document the installation's history and the significance of its properties. Assistance may be available from the persons and offices listed as Survey Personnel Resources. (See Section 3-2). Research should begin with an examination of installation and local repositories. From these sources, information may be obtained about other special collections, private records, and individuals who can provide detailed information (see Section 6). For completion of the Inventory Forms, sufficient data usually is found in the following locations: (see Appendix J for addresses).

a. Army sources.

- Installation library.
- Installation museum.
- Vault of the Facilities Engineer (particularly for location of old plats and construction drawings).
- U.S. Military Academy Library.
- U.S. Military Academy Museum.
- The Army Library, Washington, D.C.
- Army Military History Research Collection.
- Office, Chief of Military History.

b. Local sources.

- Public library.
- County Court House (Clerk's office for records of deeds).

- College or University library.
- Historical or landmark society.
- c. State sources.
 - Archives.
 - Library (often attached to the state court building, capitol, or offices).
 - Historical society museum and library.
- d. Federal sources.
 - Library of Congress, Washington, D.C. (in addition to the main catalogue, the Division of Prints and Photographs, and the Division of Maps and Geography should be investigated).
 - National Archives, Washington, D.C.
- Smithsonian Institution, Washington, D.C.
- Office of Archeology and Historic Preservation, Department of the Interior, Washington, D.C.
- e. National professional organizations and private libraries and collections (such as the Avery Architectural Library at Columbia University, New York City) may provide guidance in locating information about specific properties or persons or events associated with them. Request information about such sources from local historians, archeologists, and architectural historians.

SECTION 4. HISTORIC PROPERTY EVALUATION

4-1. CRITERIA FOR EVALUATION CATEGORIES.

The Evaluation process involves determining the degree of significance of each inventoried historic property according to the criteria established for the four categories. The purpose of the Evaluation categories is to rank the historic properties according to the best judgment of their historic significance and to establish priorities for preservation activities.

The categories are defined as follows:

Category I — Historic properties of *great* importance which contribute significantly to the national cultural heritage or that of the installation and its environs, and which must be preserved. (Fig. 9)

Category II — Historic properties of importance which contribute significantly to the cultural heritage or visual beauty and interest of the installation and its environs, and which should be preserved. (Fig. 10 & 11)

Category III — Historic properties of value which contribute to the cultural heritage or visual beauty and interest of the installation and its environs, and which should be preserved, if practicable. (Fig. 13)

Category IV — Any property that has been inventoried but does not qualify in one of the above categories at this time is placed in a Category IV, indicating little or no historic value at this time. These properties remain, however, in the Inventory and in the historic preservation file in order to facilitate subsequent review and possible re-evaluation of their historic significance.

4-2. PRESERVATION PRIORITIES BY EVALUATION CATEGORY.

The evaluation category for the inventoried historic property is the basis for establishing the preservation



Figure 9. *Example of Category I: the National War College, designed by architects McKim, Mead, and White and built in 1903. Ft. McNair.*

program's priorities and modification limitations placed on that property. (See Figure 12).

a. *Category I:* Category I historic properties are to be given highest priority for further documentation and nomination to the National Register of Historic Places. No property that meets the nomination criteria for the National Register may be withheld from nomination. If present plans indicate that a qualified property is not to be preserved, it shall nonetheless be nominated and then become subject to the required review procedures of 36 CFR 800. These historic properties are also subject to the Modification Limitations that are intended to assure that irreversible changes to the historic property are properly reviewed and that all alternatives are considered.

b. *Category II:* Category II historic properties shall be nominated to the National Register if they meet National Register criteria. Research shall be undertaken where additional information may be necessary to complete the history of the property. If research alters substantially the initial basis for evaluation, the property shall be re-evaluated by the Historic Preservation Committee. In addition, further research may be important to the proper interpretation of the historic property on the installation and to the satisfactory choice of an adaptive use. Any changes to the historic property or its setting shall be reviewed by the Historic Preservation Committee and by the SHPO, since Category II properties may be eligible for listing in the National Register in the future. (See Figure 12).



Figure 10. Door of cast-iron Storehouse at Watervliet Arsenal.

Figure 11. Example of Category II: Storehouse of cast-iron at Watervliet Arsenal.



PRESERVATION PRIORITIES

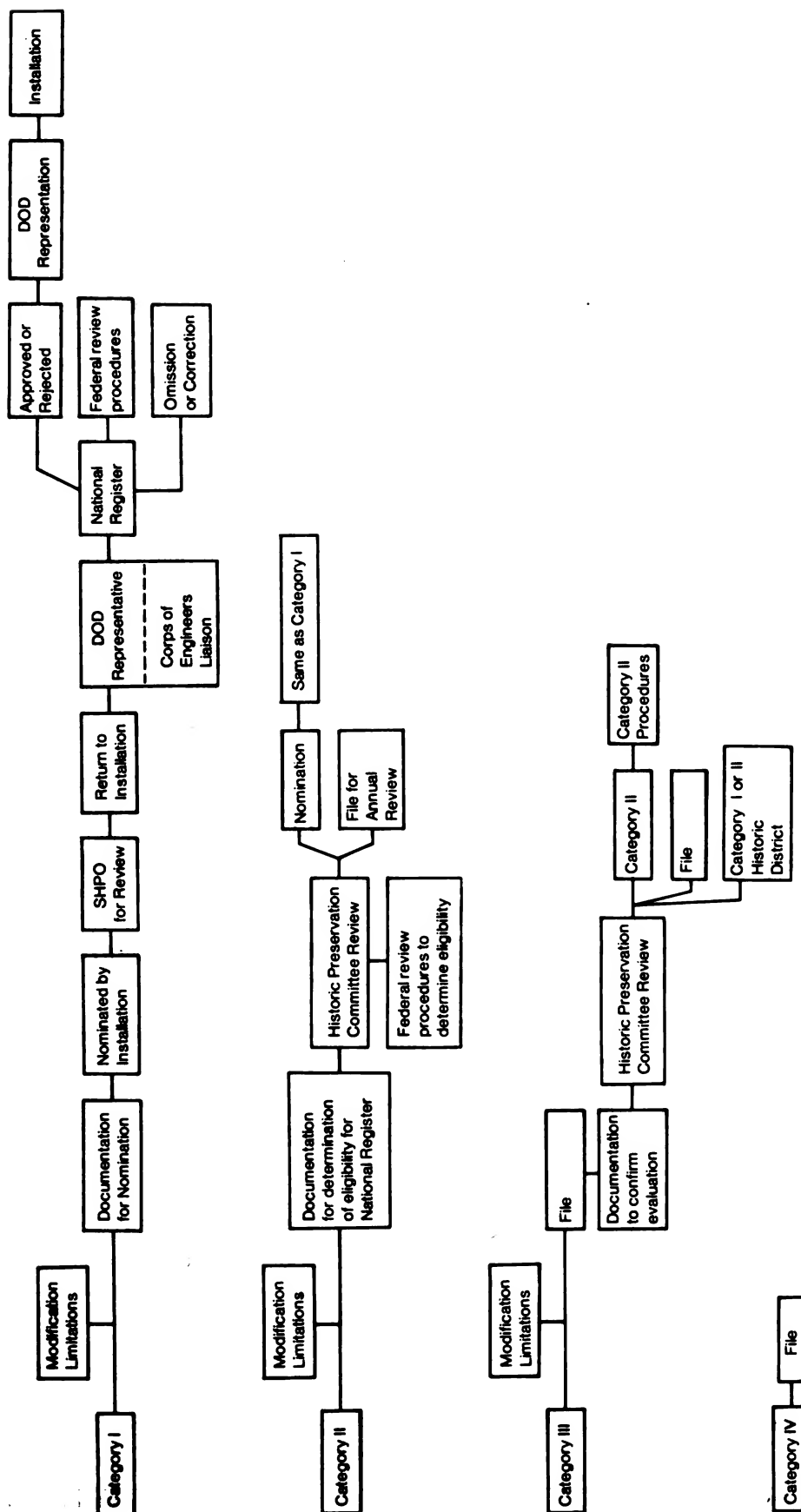


Figure 12.

c. **Category III:** Many historic properties in Category III are essential in establishing the overall or broad historic character of the installation or of some part of the installation. In many cases, ordinary buildings that are within historic districts may be individually in Category III, but the district may be Category I or II. If the property is in a historic district that has been nominated or is eligible to be nominated to the National Register, then it is subject to the same Federal review procedures as the district. If documentation resources exist, further research may be done to determine if reevaluation or nomination to the National Register should be considered for Category III properties at some future date. Also, many historic properties associated with very recent history (less than 50 years) may become eligible at a later date for nomination to the National Register. Such properties shall be reviewed annually by the Historic Preservation Committee. Any



Figure 13. *Example of Category III: the Officers' Club, Ft. Myer. In this case, the significance is determined by the fact that behind recent additions and alterations are two nineteenth century structures that should be subject to historic preservation review.*

major changes or proposed demolition of a Category III Historic Property must be reviewed and approved by the Historic Preservation Committee.

d. **Category IV:** Properties evaluated as Category IV may be treated like non-inventoried property. The Inventory and Evaluation Forms shall be kept in the Historic Preservation file to document the determination of no historic significance.

4-3. HISTORIC PRESERVATION COMMITTEE PROCEDURES.

Each property shall be evaluated according to the Criteria for Evaluation Categories (Section 4-1) and a program shall be developed to accomplish the preservation priorities (Section 4-2) that accompany each evaluation category. The Inventory Forms shall be kept current for review and shall be available for reference at all times. Properties added to the inventory or for which there is additional information shall be evaluated or reevaluated on a regular schedule. Any properties for which additional information is needed in order to evaluate it, shall not be modified until evaluated, or until Federal review procedures are complied with, to determine whether it is eligible for nomination to the National Register. The Evaluation of Historic Property Form (Page H-5) is designed to be used in recording the evaluation category for each inventoried historic property. It shall also be used to maintain a record of the preservation activities undertaken for that particular historic property. Decisions affecting the property shall be recorded on the evaluation form.

4-4. COMPLETION OF EVALUATION FORM. Instructions for completing the Evaluation Form are as follows:

DEPARTMENT OF THE ARMY
EVALUATION OF HISTORIC PROPERTY FORM

I. IDENTIFICATION

Name of Installation: _____ Historic Property: _____

Office: _____

Address: _____ Telephone: _____

Name of Historic Property: _____

Location: _____
 bldg no. street no. street installation, city, county, state

Part I: IDENTIFICATION. The installation, the historic property, and the office providing staff support to the Historic Preservation Committee should be clearly identified. This is similar to Part I and II, Lines A and B of the

Inventory Form and is repeated here in the case that the Evaluation Form becomes separated from the Inventory Form.

II. BRIEF STATEMENT OF SIGNIFICANCE (describe those aspects of the historic property that are the most significant).

Part II: BRIEF STATEMENT OF SIGNIFICANCE. This is a summary of findings that were recorded on the Inventory Form or on accompanying documentation and research forms. A statement should be written describing briefly the most significant facts about this

particular historic property, the most significant parts of the property, and the relationship to its broad historical context. The statement should identify any qualities that make the property eligible for nomination to the National Register.

III. EVALUATION

A. _____ Category I B. _____ Category II

C. _____ Category III D. _____ Category IV

Part III: EVALUATION Category. Evaluate each property according to the criteria in Section 4-1. In addition to the facts on the Inventory Form and in the Statement of Significance, it may be helpful to consider how the following aspects of the historic property affect its degree of significance.

a. How rare is the historic property? In most cases, the rarer or more unusual a property, the greater its significance.

b. How genuine is the historic property? Have extensive alterations and remodeling destroyed a sufficient amount of the authenticity or integrity of the original or historically significant aspects to reduce its historic value?

c. How important to the significance of a building is the interior? Has the interior been altered to an extent that it has reduced the overall significance of the building?

d. Is the historic property part of a district, a group of objects, or a historic landscape that adds to its historic significance?

e. Does the Inventory Form present adequate information for making an evaluation or is more documentation necessary? In some cases it may be necessary to delay the evaluation until more information is known about the property. No modification shall be made to the property, however, until an evaluation has been made.

IV. RELATIONSHIP TO INSTALLATION MASTER PLAN

A. Shown in Master Plan? Yes _____ No _____

B. Plan indicates:

_____ retention

_____ relocation, where? _____

_____ restoration

_____ salvage archeology, by whom? _____

_____ rehabilitation

_____ demolition, why? _____

_____ preservation

_____ new use, what? _____

C. If irreversible changes are planned, has Modification Form been filed? Yes _____ No _____
Or other documentation procedure? If so, describe:

Part IV: RELATIONSHIP TO INSTALLATION MASTER PLAN. This checklist provides an opportunity to review the maintenance program for the historic property and to anticipate changes to the program that

may be necessary in order to properly protect and preserve the property. It can also be a record of future plans for the historic property as well as an account of past actions.

V. NATIONAL REGISTER OF HISTORIC PLACES

A. Nominate to Register? Yes _____ No _____

B. If yes, complete the following:

1. _____ NR forms completed, date _____

2. _____ NR form submitted to SHPO, date _____

3. _____ NR form submitted to HQDA (DAEN-MCZ-E) WASH DC 20314, date _____

4. _____ Notification property accepted for National Register, date _____

5. _____ Printed in Federal Register, date _____, vol. _____, no. _____, part _____

C. If no, describe action to be taken and review process: _____

Part V: NATIONAL REGISTER OF HISTORIC PLACES. The decision to nominate a historic property to the National Register may be made separately from the evaluation decision. All Category I properties will

probably be eligible for nomination to the National Register and some Category II and possible some Category III properties may be also eligible for nomination to the Register.

VI. HISTORIC PROPERTY MODIFICATIONS (All Modification Forms shall be attached hereto)

A. Modification: _____

Date of Review: _____ Approved? Yes _____ No _____

B. Modification: _____

Date of Review: _____ Approved? Yes _____ No _____

C. Modification: _____

Date of Review: _____ Approved? Yes _____ No _____

Part VI: HISTORIC PROPERTY MODIFICATIONS. In accordance with 36 CFR Part 800, the Advisory Council on Historic Preservation may require a statement of effect when any activity of the Army involves a property,

or its environment, listed or eligible to be listed, in the National Register of Historic Places. Completion of this part of the Evaluation Form provides each installation commander with a record of reviews.

VII. MEMBERS OF HISTORIC PRESERVATION COMMITTEE

Voting	Nonvoting
Chairman: _____	SHPO: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Part VII: MEMBERS OF HISTORIC PRESERVATION COMMITTEE. The names of the persons on the Com-

mittee should be listed here with the dates that they served on the Committee.

VIII. EVALUATION FORM PREPARED BY: _____

Part VIII: EVALUATION FORM PREPARED BY. This line should be completed by the Committee Chairman or the staff person to whom requests for information or

questions may be directed concerning the contents of the form and the status of the historic property.

IX. SIGNATURE OF HISTORIC PRESERVATION COMMITTEE CHAIRMAN:

_____ Date: _____

Part IX: SIGNATURE OF HISTORIC PRESERVATION COMMITTEE CHAIRMAN. This form should be

signed at the time of evaluation.

4-5. EVALUATED PROPERTY.

The Evaluation Form shall be filed with the Inventory Form for the property. After evaluation is completed, work shall commence immediately on carrying out the

preservation priorities required by the Evaluation Categories and the Modification Limitations shall be in effect.

SECTION 5. NOMINATION PROCEDURES FOR THE NATIONAL REGISTER

5-1. PROPERTIES ELIGIBLE FOR NOMINATION.

5-1.1. Scope. Executive Order 11593 requires that all Federal agencies nominate eligible historic properties to the National Register. Through the process of survey and evaluation, the installation shall have determined which properties meet the criteria used to evaluate historic properties for possible inclusion in the National Register. Although there may be no plans for the preservation or retention of the property, any historic property that is eligible for nomination must be nominated to the Register. Whenever the installation plans to undertake a project that may affect a property of unknown or unidentified historic value, the installation commander should request the SHPO to assist in determining if the property meets National Register criteria. If there is any question, an opinion shall be requested from the Secretary of the Interior (see Section 5-4). If the Secretary of the Interior finds the property eligible for the National Register, the installation shall nominate it to the Register. All property eligible for the National Register is protected under Executive Order 11593, whether or not it has been officially nominated. Once a property is determined eligible by the Secretary of the Interior, it is subject to review by the Advisory Council on Historic Preservation.

5-1.2. Nomination of Historic Property only Partially on Installation. In the case that a historic property to be nominated to the National Register is located partially on land which is not under the jurisdiction or control of the Army, the installation shall consult with the State Historic Preservation Officer. Either the installation or the State Historic Preservation Officer shall prepare a nomination for the entire property. If the installation prepares the nomination form, the State Historic Preservation Officer must submit the nomination to the State Review Board, notify the other owner(s) of the property and signify that all the required State procedures have been fulfilled. See Appendix C for a form letter that the installation shall send to the State Historic Preservation Officer requesting the State's concurrence in situations where a single concurrent nomination appears to be the most logical approach and where the installation rather than the State takes the initiative.

5-2. PERSONNEL FOR PREPARING NOMINATION FORMS.

The personnel who prepared the installation inventory and act as the staff for the Historic Preservation Committee shall usually prepare the National Register nomination forms. Assistance should be requested from members of the Historic Preservation Committee, other qualified installation personnel, and from the State Historic Preservation Officer (SHPO) in determining if information is sufficient, accurate, and significant. If qualified personnel are not available, it may be necessary for the installation to contract with a historian, architectural historian, archeologist, or other qualified persons to prepare the National Register nomination forms.

5-3. PROCEDURES FOR COMPLETING NOMINATION FORMS.

- a. Review Appendix D, Completing the Nomination Forms.
- b. Transfer the appropriate information from the installation Survey and Evaluation Forms to the proper nomination forms (Forms 10-306, 10-300a, 10-301, 10-301a), available from the SHPO. Original forms *must* be used for archival reasons. Reproduced forms are not acceptable.
- c. Undertake any additional research necessary to complete the nomination forms.
- d. Complete the nomination forms and review them with the installation Historic Preservation Committee and the State Historic Preservation Officer.
- e. Make any corrections, additions, or changes recommended by the Historic Preservation Committee and the SHPO.
- f. Submit reviewed nomination forms to the installation commander (Chairman of the Historic Preservation Committee) for approval.
- g. Upon approval by the installation commander, forward nomination forms to SHPO requesting completion of Block 12, Form 10-306, Certificate of Nomination, and return to the installation commander. Allow 90 days for the SHPO to review and sign the nomination form. The SHPO may or may not make comments or sign the form.
- h. If 90 days from the date of submission of the nomination forms to the SHPO has passed with no com-

ment from the SHPO, the installation commander shall forward the nomination forms (RCS: DOI-1005) without SHPO signature to HQDA with a cover letter. The letter should list by name and address those properties for which nomination forms are attached with indication of those for which approval by the SHPO has not been given (None) or denied (No). Explanation should also be made of disagreement with SHPO comments.

i. If the SHPO makes comments, the forms should be corrected to reflect these. If the installation commander does not agree with the corrections, he should explain the reasons for not making them in a letter that accompanies the nomination forms.

j. The completed nomination forms are sent through channels to HQDA (DAEN-MCZ-E) WASH DC 20314. HQDA reviews and forwards the forms to the DOD Federal Representative who signs the nomination forms and forwards them to the National Register.

k. The National Register staff will notify the DOD Federal Representative if the nomination is rejected, or accepted without revision.

l. If the nomination needs revision before being accepted, the forms will be returned to the installation for correction.

m. Once the nomination has been accepted by the Secretary of the Interior or his designee, the historic property is listed in the National Register of Historic Places. A cumulative list of properties on the National Register is published annually (usually in February) in the "Federal Register, Part II," with regular additions published on the first Tuesday of each month. All properties on the National Register are protected under Section 106 of the Historic Preservation Act of 1966 (36 CFR Part 800), as amended. Any change, either beneficial or adverse, to a property on the National Register or that is eligible for the National Register must be reviewed in accordance with 36 CFR Part 800. (See Appendix A)

5-4. PROCEDURES FOR REQUESTING DETERMINATION OF ELIGIBILITY.

5-4.1. Scope. The following instructions are for making requests for determinations of eligibility of properties for inclusion in the National Register pursuant to Section 800.4 (a)(2) of the procedures of the Advisory Council on Historic Preservation in compliance with Executive Order 11593. Upon completion of the installation's survey and evaluation, if it is questionable whether some properties meet the criteria of the National Register, the installation commander shall re-

quest, in writing to HQDA (DAEN-MCZ-E), WASH DC 20314, an opinion from the Secretary of the Interior respecting the property's eligibility for inclusion in the National Register. A question on whether the criteria are met may occur when there is a difference of opinion on eligibility either between the installation commander and the State Historic Preservation Officer; or the installation commander, the State Historic Preservation Officer on one hand and private groups, or citizens on the other. For example, where both the installation commander and the State Historic Preservation Officer agree that a property is not eligible but local citizens believe it is, it would be appropriate to clarify the matter by making a request to the Secretary for a determination. The Secretary of the Interior's opinion respecting the eligibility of a property for inclusion in the National Register shall be conclusive for the purpose of the Advisory Council's procedures. That is, if the property is determined to be eligible, the installation must comply with the procedures of the Advisory Council before undertaking any project having an effect on the property and must nominate it to the National Register.

5-4.2. Procedures.

a. The installation commander shall prepare a letter requesting a determination of eligibility and providing information about the property. The information shall be the same as that requested on the nomination forms for the National Register. The National Register forms may be used or the same information may be submitted in a memorandum. The information must include photographs and a map showing the location of the property.

b. The request and information shall be forwarded to the SHPO for his opinion as to the need for a request for determination of eligibility. (See sample request, Appendix E).

c. The SHPO should return the package with his opinion within 30 days.

d. At the end of 30 days, the installation commander shall forward the request with a copy of the letter to the SHPO to HQDA (DAEN-MCZ-E), WASH DC 20314 for subsequent submission to the DOD Representative and the Office of Archeology and Historic Preservation, Department of the Interior.

e. The Secretary of the Interior will respond within 45 days. If the information is insufficient, however, the Secretary may request additional documentation and the 45 day period would, accordingly, be extended. It is in the interest of the Army to submit as complete a package of information as possible.

SECTION 6: SOURCES OF INFORMATION FOR DOCUMENTING HISTORIC PROPERTIES

6-1. SCOPE.

In order to complete the National Register Nomination forms, it may be necessary to undertake research in addition to that completed for the Inventory Form. This section is intended to help guide the installation staff or research person to pertinent information about the history of a property. Review should be made of Section 3-5, Research and Documentation Resources, for preliminary information. In addition, reference should be made to items listed in the Bibliography for more specific information about particular types of historic properties and historic research. Since the search for information may involve the locating and collecting of valuable historic records and documents, procedures for their storage and protection are also discussed. There are many programs already in existence for documenting historic properties. Some of these are local or state programs; others are federal programs. A review should be made to determine if any property on the installation has been included and if historical research has already been undertaken. In addition to asking the SHPO and state archeologist, the resource personnel listed in Section 3-2 should be consulted.

6-2. DOCUMENTATION PROCESS.

The documentation process has been divided for organizational purposes into historical, physical, and archeological. Historical is a broad term referring mainly to those records that reveal something about the people and events associated with the particular historic property. Physical (or architectural) research involves locating material that will document the original construction process, building materials, landscaping and any subsequent changes to the appearance of the historic property. Archeological research is defined here as the analysis of the materials and construction techniques of an existing structure or the collection and interpretation of artifacts associated with a site. In most cases, information of all three types is necessary to document a historic property. These types of research should be considered in their broadest context. Even so, there may be other areas to research that could yield valuable information. If so, they should be pursued. Research should be kept up-to-date in order that future actions affecting the property have the benefit of all available information.

6-3. HISTORICAL RESEARCH

In the preparation of the Statement of Significance in the nomination form for the National Register (Item 8 form 10-306), it is necessary to include data concerning individuals significantly associated with the historic property. Also, the historic property should be related to the broad historical, architectural, archeological, or cultural context, either local, regional, state or national. In order to do this, it may be necessary to investigate primary source material, unless the event or person is so well known that documentation is already complete and adequate in secondary sources.

6-3.1. Research Questions. The following list of questions is intended to help guide the researcher in the selection of appropriate and pertinent data for the Statement of Significance or for similar historical background.

a. Who were the significant people and what were the significant events associated with the historic property? This helps to establish the outline for subsequent research.

b. What did the person(s) being researched actually do in the historic property? For example, he was commanding officer and lived in the historic property. Or, he was the engineer in charge of the construction of the fortifications.

c. How significant was the historic property in the life of the person(s) associated with it? Are there other places and events associated with this person that are more important? Other significant aspects of the person's life should be outlined and his birth and death dates should be given.

d. In the case of an event, what were the circumstances that led to this particular event? For example, Fort Huachuca is the site of the official surrender of the Apache Indian leader, Geronimo, in 1886, which marked the end of nine years of Indian Wars in Arizona.

e. What were the consequences of the event? For example, the surrender of Geronimo allowed the opening of the southwest to settlers and the safe travel of persons through the area to settlements in southern California. It also permitted troops at Fort Huachuca to be transferred to duty in Cuba and the Philippines.

f. In the case of an invention or activity, was it influential in subsequent technological development or in influencing later events? For example, development of the heliograph at Fort Huachuca was instrumental in the

Army's victory over the Apaches and the eventual surrender of their leader, Geronimo.

6-3.2. Historical Research Procedures. The following procedures consist of guidelines for locating material necessary for an adequate statement of historical significance. The procedures are listed in sequential order; if insufficient documentation is located in the first step then proceed to the second, and so forth. (See Appendix J for addresses).

a. Write to the appropriate Command Historian for the installation. State the name of the historic property being documented, give a summary of the historical information already obtained, and list the additional information needed in order to determine or document the historical significance of the property. In addition, include in the letter a copy of the installation Historic Property Inventory form for any specific properties being researched. Request may be made for assistance from the Command Historian in selecting a person to be employed by the installation to undertake the research, if the installation lacks personnel for the task.

b. The Command Historian may refer the installation to records in the National Archives. Correspondence with the National Archives should be directed to the Military Archives Division, National Archives. Inventories of the records can be read in the Central Research Room. The archival material is divided into two large sections: Old Army Records Unit (pre-1918) and Modern Army Records Unit (post-1917). Some of the types of records that may reveal information about persons stationed at an installation include:

- Return form (list of personnel assigned to installation) submitted to the War Department at the end of each month.

- Records of the Adjutant General's Office in the National Archives.

c. The Center for Military History should be sent a copy of the letter to the Command Historian. Historians on the staff of the Center may have special expertise in the area being researched.

d. A copy of the letter to the Command Historian should be sent to the Military History Research Collection.

e. The Army Library Division of the Army Service Center for the Armed Forces should be contacted and sent a copy of the letter to the Command Historian.

f. Enquiries about specific names of Army personnel after 1919 and until 1965 can be directed to National Personnel Records Center.

g. For research on the life of a civilian not employed by the Army, but associated with the installation or pre-Army history, send a copy of the letter written to the Command Historian to the Archivist, State Archives

in the capital city of the state in which the installation is located. The staff of the State Archives may be able to assist in locating records, letters, or other documents in which information about the person can be found. In some cases, the State Archives will not have the staff available to send you more than a cursory reply. If the research is essential to establishing the significance of the historic property, it may be necessary to travel to the state archives to review the documents. Private and state archives will usually photocopy material for a fee. Archival material is never loaned.

6-4. PHYSICAL RESEARCH

6-4.1. Scope

6-4.1.1. Research for Nomination Form. In the preparation of the nomination form for the National Register, it is necessary to describe the present and original (if known) physical appearance of the historic property (Item 7) and to write a statement of significance (Item 8). For both of these parts of the nomination form, research on the physical, architectural or environmental aspects of the historic property must be undertaken in order to provide accurate documentation of the relative significance of its design, construction, and materials.

6-4.1.2. Types of Research. Physical research seeks to provide the answer to questions regarding the development of the historic environment. To answer questions like this, it may be necessary to review a wide range of documents, from topographic maps to installation budget requests. The particular kind of document that will be the most helpful will usually depend on the type of historic property and the extent of documentation needed.

a. Buildings, structures, objects. Physical research on historic buildings, structures, and objects is the work, traditionally, of architectural historians. With the growing interest in the history of technology, however, many historians of American culture and industry have introduced a broader context for the examination of man-made features. Research should provide an explanation not only of the style or design of a property, but also of the building materials, site, form, and subsequent alterations and additions. In the case of a historic property that has been partially destroyed (either by natural or man-made forces), research may become more archeological than physical. If the property has had extensive changes, it may be helpful to record information on floor plans of the property or even to prepare measured drawings illustrating original features and alterations.

b. Districts. Research on a historic district requires an understanding of the development of a

group of structures and open space and the reasons for the present relationship of one to the other. Early plans and maps showing buildings or topographic features that have disappeared may help explain the existing pattern. Research may be important also for choosing a boundary for the district that is historically as well as visually or administratively significant. As historic facts are located, they can be noted on a series of large scale maps of the historic property. One map for each decade or significant period may be used to record physical features of a particular time. A series of such maps, especially if overlaid, will show the incremental changes that have contributed to the present appearance of the historic property. If these maps are kept up-to-date, they will provide a valuable historic document of the physical development of the installation.

c. **Natural Features.** Physical research also can include documentation of the characteristics of a historic landscape or landscape features. Unfortunately, the importance of these areas is often not recognized. This can be a result of the size of such areas, which makes recognizing design and form difficult, or because of neglect or modifications that have gradually obscured the original elements. For the research of historic districts, buildings, structures, and sites, documentation of these natural features in the man-made environment may be important. Some examples are available of the general importance of the landscape materials on Army

installations. For instance, the planting in the center of Fort Monroe contributes significantly to the character of the historic district and an impoverished condition can be observed where it has been removed. In the Watervliet Arsenal, however, the landscape is of a completely different nature. Historically and environmentally important landscape features can be observed there in relation to the remains of the old Erie Canal. Not only can the bed and walls of the canal still be seen, but, also some of the trees which once lined that canal are still standing as witnesses to that development. The landscape or its features do not necessarily have to originate in a purely aesthetic design but can also be a link with the historical development of a site. In addition to historic plant material, other elements such as pavements, walks, and foundations can also be important to a landscape. Recording an existing historic landscape can be done on large scale maps or plans on which the design, topography, and plant material are indicated.

6-4.1.3. Physical Research Questions. Research should be sufficient to answer the following questions:

a. How does the existing property differ from its appearance at the time of its greatest significance? and from its original appearance?

b. Is the manner in which it was constructed typical or atypical of similar properties built at approximately the same time? in that region? for the Army?



Figure 14. Photographs may also indicate the appearance of buildings that have been demolished, such as the Depot at Ft. Myer, as well as the previous appearance of existing buildings, such as the former hospital.

c. What is the connection between the historic property and the history of the development of the installation? or of the setting and location?

d. Has the interior of the property been altered? What is the significance of the interior in terms of engineering or architectural history? Is any machinery or equipment associated with the use of the property still intact?

e. What architectural style, construction method, engineering technique, etc., does the property illustrate?

f. In the case of a district, to what extent have the original arrangement of buildings, structures, streets, walks, pathways, green areas (gardens, parade ground, trees, lawns, etc.), retaining walls, fortification walls, boundaries, and other physical features been altered?

g. To what extent does the landscape contribute to the significance of the historic property? Does it reveal an earlier form or relationship with the environment?

h. If a district, what is the relationship between the district and the rest of the installation? For example, is it the oldest and central area? the original fort grounds? the highest part of the site? how is it distinguished from the rest of the installation?

i. Who was responsible for the design? Name of the architect, engineer, contractor, commanding officer, or other person, and a description of other projects or plans done by him, and the relation of this property to his life work.

6-4.2. Physical Research Procedures.

a. *Review Section 3-5.* Most of the physical research will be found in primary materials, such as those noted in Section 3-5.2.a.

b. *Review the Sources of Information noted on the Inventory of Historic Property form.* Review all records giving information about construction costs, materials, original plans, alterations, and architects and contractors employed.

c. Prepare a physical description of the historic property including the following information, where applicable:

- Kind of structure (dwelling, church, commercial, etc.).
- Building placement (detached, row, etc.).
- Basic plan (rectangle, ell, Greek cross, etc.).
- Size (approximate exterior dimensions), number of bays, number of stories.
- Wall material (brick, frame, shingles).
- Porches (stoops, attached sheds, etc.).
- Windows.
- Doors.
- Roof (gable, hip, flat, Mansard, etc.).
- Chimneys, dormers.
- Other decorative elements.

- Interior features.
- Outbuildings, landscaping, environmental details.
- Alterations and additions in any of the above.

d. If the date of original construction is not available on the Building Information Schedule, other material will have to be searched for this information. If the property was constructed by the Army, the date of construction, cost, and description of the materials should be located in the Facilities Engineer's Office. Care should be taken in using installation documents because date given for construction is sometimes the date of acquisition or date of major alterations.

e. If the historic property was constructed before acquisition by the Army, it may be necessary to search recorded land records, municipal documents, or insurance policies in order to locate information leading to the establishment of a construction date. In the court house for the county in which the installation is located, the deed transferring the property to the U.S. Army will be recorded. Once this is located, it may be possible to establish a claim of title by working chronologically backwards through the various deeds until either the original deed is found or until reference to the improvements indicates the date of construction. Assistance is usually available from the Recorder of Deeds for the court house, or from the State Archivist, if the records have been transferred to the State Archives. In the process of establishing a chain-of-title, names of owners, mortgagees, and others may be mentioned that can then be cross-referenced with other legal documents. Cross-checking to building permit records, subdivision and plat records, and to other descriptions of real property may also be possible. Guidance in this type of research should be obtained from the State Archivist or from a consultant historian or architectural historian.

f. Search should be made of original plans, early drawings, plats and other graphic material that will indicate the original or earlier appearance of the historic property. For material other than that located on the installation, write to the Command Historian for the installation. State the name of the historic property that is being documented, give a summary of the information known to date (e.g. date of construction, location, etc.), list the additional information or documents needed. For example: request might be made for the location and photocopy of floor plans, drawings, or sketches of Quarters No. 16 as originally constructed. Or, a request for information on availability of drawings of the fortification, gun emplacements, and batteries of the installation prior to 1917 might be appropriate.

g. A copy of the letter to the Command Historian may also be sent to regional and national depositories of

graphic and cartographic material. Among these are: Map and Geography Division, Library of Congress; Map Collection, National Archives; U.S. Army Military History Research Collection; State University or large university in region; State historical society; local or regional newspaper with photograph file (see Appendix J for addresses).

h. Any graphic material that is photocopied must be identified immediately before the source of the photocopy is lost.

i. If extensive research is necessary in order to establish the significance of the historic property for the National Register nomination or for other purposes, an architectural historian should be consulted.

j. Identification of the general design or construction type may be made through reference to architectural and engineering histories, such as those listed in the Bibliography. Evaluation of the significance of the design or construction should be undertaken by someone familiar with the history of similar properties of the period and region in which the historic property is located.



Figure 15. Early photographs, such as this one of 1875 showing the West Magazine, Watervliet Arsenal, can show the original or earlier appearance and setting of historic properties.



Figure 16. Recent photograph of the West Magazine, Watervliet Arsenal, shows the relation of the historic property to its present environment and shows the extent of alterations.

6-5. ARCHEOLOGICAL RESEARCH.

Familiarization with some of the techniques of archeological research is necessary in order to locate, inventory and document archeological sites and potential archeological sites eligible for nomination to the National Register. The techniques of archeological research can be used for the documentation of both sub-surface remains, surface sites, and standing structures. Ninety-nine percent of all historic properties have archeological sites of primary importance associated with them. Therefore, one of the first precautions is to avoid any destruction of ground associated with historic properties. No information as to how to excavate a site is given in this Technical Manual, nor are excavations encouraged. All amateur archeological investigations on installations should be discouraged and excavation should be allowed by professionals only in cases of pending destruction of a site or in the event the information recovered will contribute significantly to either historic or prehistoric cultural knowledge on a regional or national level. (See AR 200-1). If it becomes necessary to alter an archeological site, a professional archeologist having the specific expertise required should be consulted by the installation to survey the site and establish specific procedures for recording its significance. If necessary, granting licenses for excavation shall be in accordance with AR 405-80. If the installation follows procedures recommended for surveying its properties, collecting existing documentation, mapping archeological sites, and submitting properties for nomination, it can provide information about the historic properties that is far more valuable for preservation programs than any amateur excavation. The Historic Preservation Committee has a responsibility to teach installation personnel the importance of protecting the fragile non-renewable historic resources from destruction.

6-5.1. Archeological Research Questions. The following questions are intended to assist the researcher in determining the amount of information needed in order to sufficiently document an archeological site for nomination to the National Register, for evaluation by the Historic Preservation Committee, or for compliance with Advisory Council on Historic Preservation review. When the installation researcher is not competent in the fields of prehistoric or historic archeology, he should seek expert advice from the SHPO staff archeologist, the State Archeologist, or the nearest school with a Department of Anthropology that has archeologists on its staff.

a. What is the location and size of the site? Outline the site's boundary on a map.

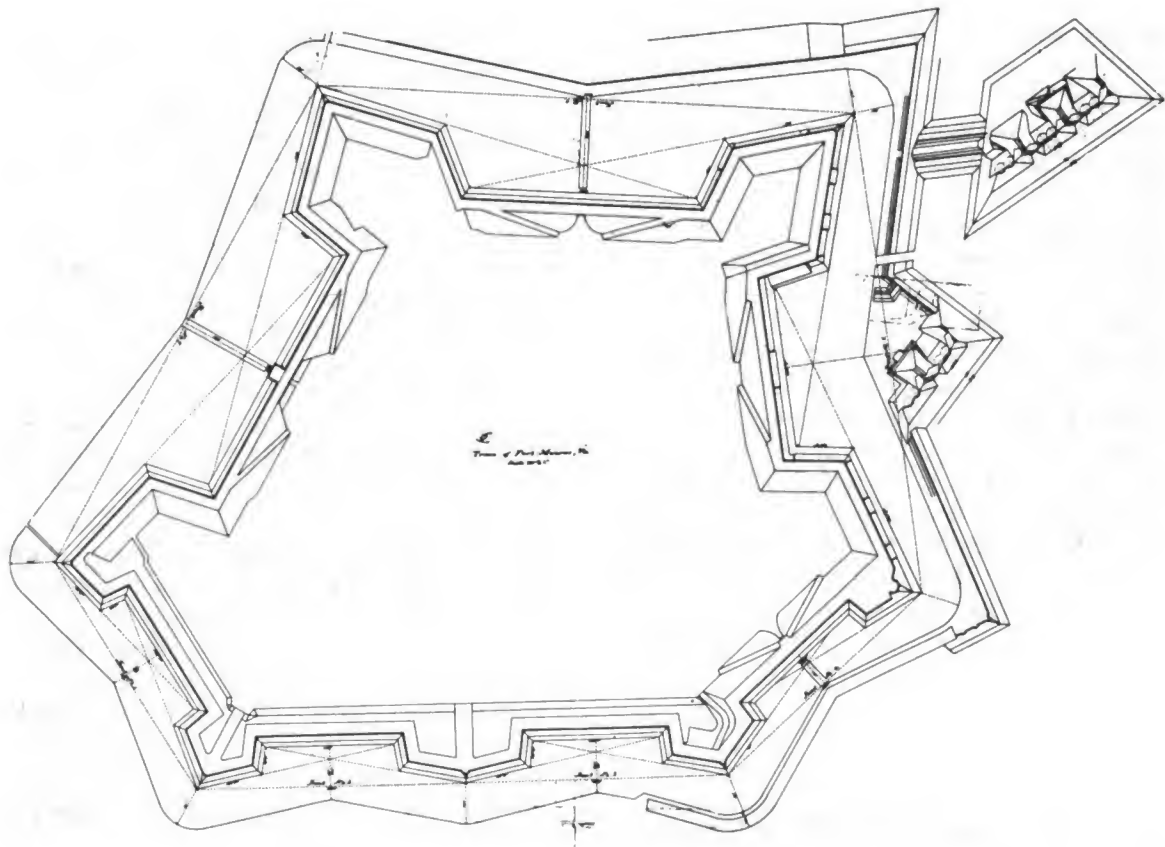


Figure 17. Early drawings, such as this one of Ft. Monroe, contribute to the historic documentation of the installation's history and identification of historic properties, such as the walls and redouts shown here.

b. What is the site type? (e.g. shell midden, camp-site, village, pithouse, mission, fort, redoubt, town, etc.) What cultural group created the site? (Pawnees, Apaches, Hopewellians, Revolutionary War soldiers, French, Spanish, etc.) What are the occupation dates?

c. What materials and/or artifacts can be seen *in situ*, above surface, at the site?

d. What previous interpretations have there been of the site, either through documentary research, archeological investigations, or surveys?

e. To what extent have alterations to the original parts, subsequent uses, or natural disasters, changed the historic significance of the site and any structures? To what extent have they affected the archeological record?

f. What is the relationship of the site to the topography and the environment?

g. What is the relationship of the people, cultures, or events associated with the archeological site to the historical or cultural development of the area? What potential does the site possess for helping us understand past cultures?

6-5.2. Archeological Research Procedures. The procedures set forth here for documenting archeological sites should be used in conjunction with the procedures for historical and architectural research when those techniques are necessary to complement or corroborate *in situ* above surface remains. Because of the problems that many installations may have in identifying potential archeological sites, considerable technical information has been given on the use of aerial photography. In the last analysis, however, a trained professional must interpret the potential a site may possess from his own study of the site, its artifacts, related work in other areas, and aerial photographs.

The following procedures are arranged in the usual order of work on a relatively unknown and unsurveyed archeological site. Identification of the precise location and size of sub-surface archeological sites may be very difficult. The most common procedures are the following.

a. *Field Surveying.* Examination of the surface of the site may be sufficient for identifying areas with artifacts, for example, concentrations of broken clay pipe

stems, pottery, glass, nails, arrowheads, work stones, mounds, earthenworks, man-made depressions, and building stones, bricks, and other building material. Pre-historic and historic sites identified by a surface survey may or may not appear on known historic maps or other records and thus be completely unidentified, historically speaking.

b. *Historical Record and Map Correlation.* When surface evidence is absent, as is often the case when the sites are deeply buried, removed, or destroyed by more recent activities, it may be possible to correlate information from historic documents with historic maps of the area. This correlation may be used also in the case of a surface survey.

c. *False Color Infra-Red and Black/White Photography.* Photoarcheology, or false color infra-red and black/white aerial photography, has proven to be a significant research tool for historic site archeology. Aerial photographs may be used to discover new sites, to identify and measure sites, within limits, and to plan for excavation work. Vertical and oblique aerial photographs, allowing for the effects of relief displacement, enable an accurate plan of the site to be drawn. Thus study of aerial photographs enables archeologists to make intelligent appraisals of a site before ever setting foot on the ground.

Since some installations may have the equipment available for aerial photography, it is described here in enough detail to indicate the differences between regular aerial photography which usually is taken at high altitudes and lacks the necessary resolution for extensive and accurate archeological photographic interpretation and false color infra-red aerial photography.

Aerial photography should be under the direction of a competent photogrammetrist with archeological experience. Before employing a specialist, however, records of the State Highway Department, the city engineer, and the county surveyor, should be checked for the existence of photographs. Frequently, these records contain excellent aerial photographs that can be of great assistance in archeological site identification.

The optimum altitude for taking large-scale general site surveys ranges from 2,000 to 3,000 feet. The clarity of resolution, however, and thus the importance to the interpreter, is greatly improved at elevations ranging from 300 to 1,000 feet. The elevation selected for aerial photography should be dependent upon the desired results: a broad overview, or a closer look at a smaller area.

Generally, photographs should be taken from a nearly vertical position, with careful consideration given to the intensity and angle of light, the angle and direction of the photography, and the type of camera being used. The scale relationship should be no smaller than 1" =

100 feet. Photographs should be taken from a twin-engine aircraft with a gyro-mounted camera such as the Wild RC-8. The format should be a 9" x 9" stereo pairs with a 60 percent overlap. False color infra-red aerial photographs should be flown when the sun is nearly vertical to the axis of the area being photographed, and should be flown during the spring growing season in heavily vegetated areas. However, in areas that are not heavily vegetated, such as the Mid-West and West, the photographs can be flown at any time of year. Interpretation of the photographs can only be done by an archeologist experienced in the use of aerial photographs. Once this preliminary survey has been taken, it is mandatory that other types of investigation and research take place to verify the photographic evidence. See Bibliography for references to additional information. (Appendix I)

d. *Underwater Sites.* Shipwrecks, or other remains under-water also constitute sites which should appear on the survey. Comparable research methods, coordinate locations and descriptions should be supplied so that these sites can be preserved or carefully investigated at a future date under water. Because of the special nature and problems of underwater archeology, consultation shall be made case by case with the Office of Archeology and Historic Preservation, National Park Service.

6-5.3 Sources of Information. Once the site has been located, the boundaries defined, at least tentatively, and a survey made of any above-surface remains, then research can proceed on the documentation of the site. In addition to consulting many of the sources listed for physical and historic research, the following offices, organizations, and collections may provide information for archeological sites:

- Office of Archeology and Historic Preservation, National Park Service. Professional archeologists in this office can assist in providing the names of state and local archeological groups, the location of documents pertinent to the history of the archeological site, and an evaluation of the significance of the site.
- Similar types of assistance may be available from the American Anthropological Association, and the Society for American Archeology.
- In the case of an industrial archeology site, request assistance from the Society for Industrial Archeology and the Historic American Engineering Record.
- SHPO's, State Archeologists, and university anthropology departments are all responsible for conducting archeological surveys and may be helpful.

6-6. MAP NOTATION.

An important part of any research effort is the location of the historic property on the ground. Building numbers and street addresses and similar classifications are often changed. Consequently, each historic property should be located on USGS maps with the exact universal transverse mercator coordinate(s) given on the nomination form (Item 10) of the National Register. (See Appendix D).

6.7. PHOTOGRAPHS.

6-7.1. Equipment and Guidelines. Photography is necessary for the illustration of historic properties (Inventory Form), the identification of elements surveyed, establishment of archival records, and to accompany the National Register nomination form. The following suggestions should be supplemented by professional instruction and photographic manuals and literature. Generally, a good 35mm camera will produce photographs of sufficient quality for purposes of the survey and archival record. Black and white prints from 4" x 5" to 8" x 10" will give sufficient detail to identify the subjects. Larger size prints may be necessary when the nature of the subject demands more detail. Standard color slides may be beneficial for lecture or public information purposes. These should always supplement the black and white photographs, so that a consistent record may be kept. All photographs should be clearly labeled, dated and stored for easy reference. Do not write on the face of the photograph; instead, put identification information on the back with a soft pencil; no ink! It is advisable to save and label all negatives for future use. Negative numbers should appear on all prints and survey forms for easy retrieval when additional copies are needed. In architectural and archeological photography, it is essential that the scale of the subject be clearly evident in the photography. Human figure automobiles, or calibrated measuring scales should be included whenever possible as a visual reference device.

6-7.2. Uses of Photographs.

a. *Illustrating Historic Properties.* The most common use of photographs is to illustrate a historic property. Photographs taken for the installation Inventory Form or the National Register nomination form should give an honest visual representation of the historical integrity and significance of the property, and should illustrate the parts of the property that are significant to the Evaluation Category or the National Register nomination.

b. *Identifying Elements of Historic Places.* In addition to standard photographs of the historic property, other types of photographs can be taken that will assist

in illustrating details and analyzing a building, structure, or site. The most common of these forms of photography are:

(1) *Photogrammetry.* A photographic method especially helpful in making measured drawings of inaccessible exterior elevations, such as towers and steeples.

(2) *Rectified Photography.* A method that provides photographic negatives of predetermined size or scale that can be enlarged to a convenient architectural scale, and printed on photo sensitive drafting film for use as working drawings, surveys, and feasibility studies.

(3) *False Color Infrared and Black/White Aerial Photography.* They can provide important information particularly for archeological sites (see Section 6-5.2.a).

c. *Establishment of Archival Records.* Photography can be used to record documentary material in addition to making a photographic record of a historic property for a permanent collection, such as the Historic American Buildings Survey and the Historic American Engineering Record.

6-8. MEASURED DRAWINGS.

Measured drawings are an important research tool as they necessitate a complete familiarity with a structure as well as recording the precise dimensions and many details. Records of cultural resources to be demolished or altered must meet the following criteria to be included in the Historic American Buildings Survey or the Historic American Engineering Records.

6-8.1. Historic American Buildings Survey (HABS). Requirements for measured drawings, photographs, and written data made to the standards of HABS are described in the publication *Recording Historic Buildings* by Harley J. McKee and the HABS "Field Instructions." Copies of these publications may be obtained from the Historic American Buildings Survey and the Government Printing Office. Installations required to make documentary records of a building should first contact HABS to determine if records already exist for the structure involved. If not, HABS will advise the agency on how to proceed.

a. The basic requirements for drawings are as follows:

- A title sheet with a site and roof plan including enough detail of the surrounding area to indicate spatial relationships with other nearby structures and/or landscape features.
- All floor plans except when repetitious.
- All elevations except when similar or repetitious.
- One or more cross sections to indicate floor-to-ceiling heights.

- Large scale details of all major and/or unique architectural elements.

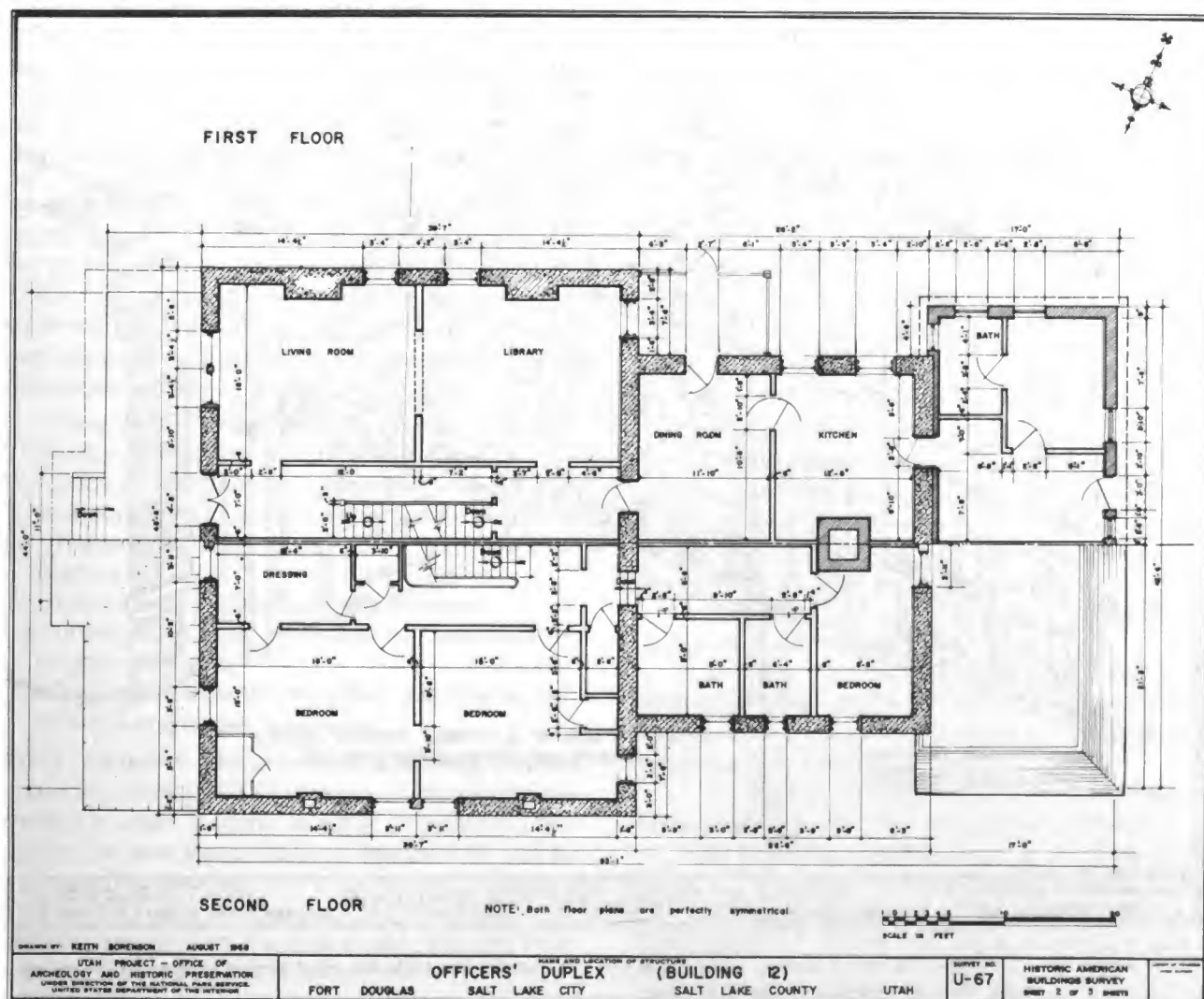
After one or more drawings are completed, check-prints are to be submitted to HABS for review and comments.

b. All drawings are to be completed in acetate ink (Pelikan T or equivalent) on HABS-supplied Mylar sheets (available in two sizes, 19" x 24" and 24" x 36"). Blank Mylar sheets and field notebooks may be obtained from HABS. Field notes, sketches, and field photographs are an integral part of a set of measured drawings and are to be retained for transmittal to HABS for deposit in the Library of Congress.

c. Photographic documentation should be taken with large format (4" x 5" minimum) cameras capable of perspective correction. Negatives are to be processed for archival permanence. Two contact prints are required for each negative.



Figure 18. Example of measured drawings made according to the specifications of the Historic American Buildings Survey of the Ft. Douglas Officers' Duplex.



d. Written data is to be compiled by qualified architectural historians and consists of two sections:

- Historical documentation of the buildings' original owner, architect, and date of erection, as well as any pertinent historical events associated with the structure.

- Written descriptions of notable interior and exterior architectural features. Worksheets which outline the items to be discussed in the written report are available from HABS.

6-8.2. Historic American Engineering Record (HAER). The detailed requirements for measured drawings, photographs, technical reports and, in some cases, motion pictures to be made to the standards of HAER are not yet published. Due to the complexity of engineering structures and industrial works, the preparation of HAER records has proved to be extraor-

dinarily specialized. Experience has demonstrated that it is unusual for records prepared without direct supervision of the HAER staff to meet the exacting standards of archival collection and, therefore, inquiries should be directed to the Historic American Engineering Record, Office of Archeology and Historic Preservation, National Park Service. Installations required to make documentary records of a structure should first contact HAER to determine if records already exist for the structure involved. If not, HAER will advise the installation on how to proceed, usually as follows:

a. HAER records, especially measured drawings, are produced from notes made on location at a historic site. A recording team must make accurately drawn, clearly dimensioned, fully labeled field sketches of a structure, and if relevant, the machinery or equipment within it. Field photographs, usually 35mm, also clearly

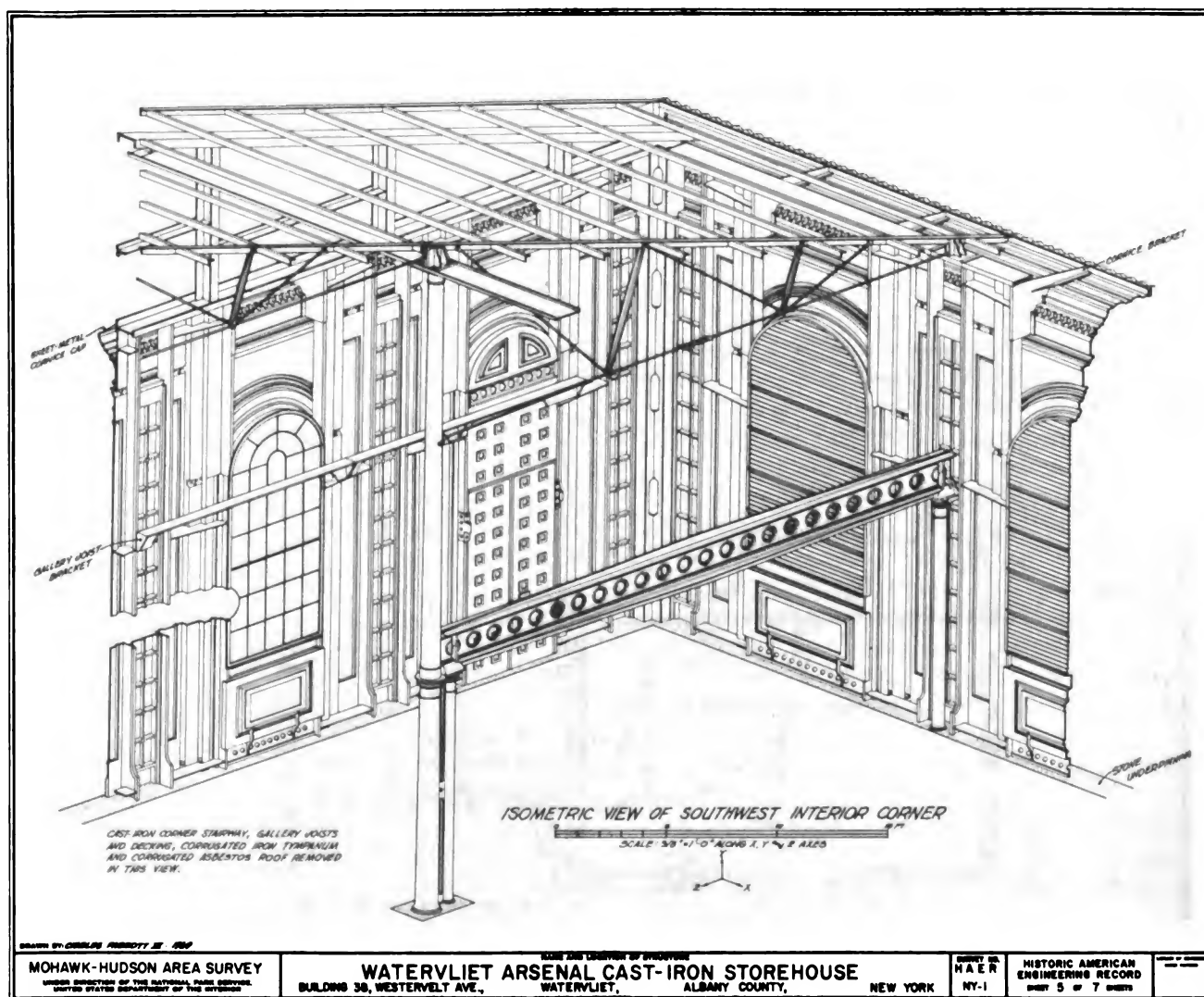


Figure 19. Example of measured drawings made according to the specifications of the Historic American Engineering Record of the Watervliet Arsenal Cast-Iron Storehouse.

labeled and identified, help assure complete coverage of all aspects of a structure. Field notes and photographs are an integral part of archival recording and should be included in the records submission.

b. Drawings are made in acetate ink on Mylar sheets measuring 24" x 36". Because they are intended as a permanent record, they must meet the highest standards of draftsmanship and clarity. Professional photographs are usually made with view camera equipment either in a 4" x 5" or 5" x 7" format, and are processed for archival quality. Written reports, treating the historical, technical, social, and cultural aspects of a recorded structure, are compiled by trained historians, and are typed on archival paper. Motion pictures may also prove useful for the documentation of historic industrial processes.

6-9. ORGANIZATION OF RESEARCH MATERIAL.

It is essential that all sources of information be recorded and all research material be kept in an orderly form available to all personnel undertaking research tasks, utilizing the material, and to members of the Historic Preservation Committee. Outlined below is a series of techniques for organizing the material found during the research process.

6-9.1. Research Notebook or File. For those historic properties requiring more research than can be noted on the Inventory Form or National Register nomination form, a separate binder or loose-leaf notebook should be set up for each property. If possible, the paper should be archivally stable. In the binder should be the following items:

- copy of the Inventory Form (original kept with Evaluation Form in Historic Preservation file).
- copy of the Evaluation Form (original kept with Inventory Form in Historic Preservation file).
- research documentation forms (described in Section 6-9.2).
- copy of map showing property locations.
- photographs and negatives (or reference to negative bank).
- measured drawings or other documents collected during research process.

6-9.2. Research Documentation Forms. For the purpose of insuring that all sources of information are recorded, a series of forms on which documentary material can be abstracted has been designed for use by the researcher. Also, sources presumed to contain information, but, upon checking are found in fact not to, should be recorded on the appropriate research form. These forms are listed and described below.

a. *Bibliography Form* (see Page H-9). Each publication that contains some information about the historic property should be recorded on a separate Bibliography form. Each item of the form should be filled out. If the information is not given in the publication, then n.a. (not available) should be written in the appropriate space. For correct author and other bibliographic forms, see *Bibliographical Procedures and Styles* by Blanche Prichard McCreem and Helen Dudenbostel Jones, Washington, D.C., The Library of Congress; available from the Government Printing Office. In the preparation of the final bibliography for the National Register nomination form or for other purposes, the information can be taken directly from the form without having to make recourse to the publication that may have been reviewed some time before. The bottom half of the form can be used to record notes and summaries made from the publication. Clear distinction must be made between quotations taken directly from the copyrighted material and summaries in the researcher's own words.

b. *Bibliography Form for Graphic Material* (see Page H-10). Reference to each map, plat, print, view, painting, photograph or other graphic representation of the historic property should be filled out. If some information is not given, then n.a. (not available) should be written in the appropriate space. Any photocopies of the item should be properly identified. Write in soft pencil or prepare labels that can be glued with rubber cement to the back of the photocopy that give the following information:

Title:

Artist:

Date:

Original (painting, drawing, print, photo):

Location of original:

1. *Title.* In the case that there is no official title to the item, but the view, scene, or plan can be identified, then the identifying statement should be inside parentheses. For example, (map of Fort Monroe), would be the way to identify an untitled map of the fort.

2. *Author.* The author should be the name of the person who made the map, plan, etc.

3. *Date.* The date the item was drawn or the photograph taken. Indicate if date of document different from date of information recorded (e.g. 1923 map of the fort as it was in 1865).

4. *Original.* Indicate if the item is an original, or if it is a copy, such as a print, photograph, photocopy.

5. *Location.* Location refers to the present location of the item (e.g. Facilities Engineer office, Installation Museum, Library of Congress Division of Prints and Photographs) or to the publication in which it was reproduced.

6. *Reference Number.* If the item or the publication has been given an identifying number, such as a call number or reference number, it should be recorded on the form.

7. *Approximate Size.* Size is an additional way to identify a graphic item, particularly when it may otherwise be exactly like some other map or view as far as title, artist and date. Give length and height.

8. *Black and White or Color.* This space also can be used to indicate the medium of the original, for example, watercolor, ink with color washes, etching, etc.

9. Space is provided at the bottom of the form for discussion of the information that this graphic document tells about the historic property.

c. *Manuscript Form (see Page H-2).* This form is intended for the researcher who is using primary material. Proper identification of manuscript material may vary considerably. A historian doing extensive research may wish to revise it for his particular needs. Important to other researchers is an identification of each individual piece of primary material (not just, for example, the Record Group Number in the National Archives) and the location of the material (e.g. private correspondence owned by Col. John Doe, (RET), 234 Fort Drive, Anytown, State).

Space is provided on the bottom half of the form for summary notes, quotes, or abstract of the contents of the document.

d. *Chain-of-Title Abstract Form (see Page H-11).* If it becomes necessary to undertake a chain-of-title search, this form will assist in recording the salient facts while working through the land records.

6-10. PROTECTION OF HISTORICAL DOCUMENTS.

During the course of the research on the installation, unique documents may be located that have their own historical significance. These documents can be extremely valuable and may be destroyed or lost through careless handling unless properly maintained. Such records may include, but are not limited to, the following:

- Record books of construction and maintenance programs.
- Reports prepared for ceremonial and anniversary occasions.
- Installation photographs.
- Plans and drawings of construction or alterations.
- Newspaper articles and other printed information clipped and originally filed in a scrapbook or other container.

Many of these records are on deteriorating paper or paper that has been folded or rolled for long periods of time. Such documents should be treated with great care. If possible, the document should be laid flat in a folder of acid-free or archival paper. Each item should be in a separate folder. If unrolling or unfolding the document causes it to tear or if parts of it are stuck together, it should be entrusted to an archivist for care. In all cases where documents are more than fifty years old, the installation commander should request that the U.S. Army Military History Research Collection, Carlisle, Pa., or the State Archivist to review the documents, evaluate their significance, and recommend the proper care and depository for them.

SECTION 7: MODIFICATION LIMITATIONS CRITERIA

7-1. SCOPE.

This section explains the Modification Criteria that establish guidelines for changes permitted to historic properties according to the Evaluation Category and the procedures for review by the Advisory Council on Historic Preservation. This phase of the preservation process is the link between the installation inventory and long-range maintenance planning for the installation's historic properties. The purpose of establishing Modification Criteria is to provide guidelines for the type of maintenance, alterations, and activities that may be undertaken on a Category I, II, or III historic property or on its setting or environment. By the use of Modification Criteria and a Historic Property Modification form (see Page H-7), procedures are established to protect the historic properties identified as being significant and to comply with the required review procedures contained in 36 CFR 800 (see Figure 20) for historic properties nominated or eligible to be nominated to the National Register. Prior to approving any action that may adversely affect a historic property, the installation commander shall request the opinion of the Secretary of the Interior for a determination of eligibility for the National Register (see Section 5-4). A modification or change in the functional use of a historic property shall also be reviewed. Adaptive use of a historic property may be important for its continuing viable life.

7-2. DEFINITION OF MODIFICATION LIMITATIONS.

For each Evaluation Category, there is a set of Modification Limitations. These Limitations are intended to insure that no *irreversible change* is made to a historic property without approval by the proper authorities. If the change is approved, documentation of the before-and-after appearance of the property shall be made.

7-2.1. Modification Limitations for Category I Historic Property.

7-2.1.1. Buildings, Structures, Objects, Districts. The same criteria apply for a Category I historic property as for a property in the National Register. This means that the "Procedures for the Protection of Historic and Cultural Properties" (36 CFR 800) of the Advisory Council on Historic Preservation shall be applied to all actions having an affect on Category I

properties. (See Section 7-3). These Criteria permit replacement and maintenance as long as it is done with the same materials, colors, and design.

Criteria for limitations on Category I properties, therefore, include the following:

- No part of the property may be allowed to deteriorate, be demolished, or be altered (including any properties in historic districts).
- The setting, landscape, and environment of the property may not be altered.
- The property may not be outleased or transferred to GSA without adequate restrictions to ensure its continuing preservation.

7-2.1.2. Modification Limitations for Category I Archeological Sites. Generally, for an archeological site, the criteria in "Procedures for the Protection of Historic and Cultural Properties," 36 CFR 800, are interpreted as including, but not being limited to:

- a. Destruction or alteration of all or part of the site by means of construction, farming, grading, military exercises, and/or erosion by mechanical or physical means.
- b. Installation of recreational equipment penetrating beneath the surface or ground level.
- c. The identification and precise location of an archeological site being made public, thereby allowing for rapid destruction by inquisitive people picking over the area without professional control.
- d. Transfer or sale of the federally owned archeological site without adequate conditions or restrictions regarding preservation, maintenance, or its use. Maintenance and use of archeological sites if similar to the use prior to inclusion in the Inventory or nomination is permitted if it is not damaging to the site. In many cases, work such as relocation of a drinking fountain, picnic tables, or hiking paths, may be done during routine maintenance.

7-2.2. Modification Limitations for Category II Historic Property.

7-2.2.1. Buildings, Structures, Objects, Districts. A Category II historic property is very significant to the history of the installation and may be eligible for nomination to the National Register. For those determined to be eligible for the National Register, the limitations for a Category I property apply. The limitations for modifications to Category II historic

properties not eligible for the National Register are as follows:

- a. May not be demolished or destroyed.
- b. Interior spaces or features that contribute to the evaluated significance of the historic property may not be altered.
- c. Exterior areas and features may receive regular maintenance, except for the following activities that may be undertaken only with the approval of the Historic Preservation Committee:
 - Change the color of the brick or stone (includes painting or cleaning with acids or dry sand blasting and waterproofing with materials that create surface films).
 - Substitution of one material for another, for example, brick for stone.
 - Change the color of the mortar or form of the joints.
 - Change the fenestration (for example, windows to doors and vice-versa).
 - Change structure, configuration, or visual appearance of roof.
 - Construct additions, wings, or appurtenances that destroy or interlock with existing construction.
 - Remove shutters, porches, columns, or exterior architectural detailing.
 - Remove trees or major plant material.
 - Alter sidewalks or locate a new structure near or adjacent to the historic property.
- d. Changes may not be made to industrial structures involving alteration of the architectural or engineering design of the structure or the machinery attached to or associated with the structure.

7-2.2.2. Modification Limitations for Category II Archeological Sites. Prehistorical sites, usually identified by aerial photography and/or surface identification will fall primarily into Category I, because of the difficulty of obtaining good documentation without excavation. Category II archeological sites are usually associated with an existing structure. Theoretically, every significant historic structure stands on a significant archeological site. The building, together with the artifacts and the remains that have accumulated in the ground around it, are a complex cultural entity that contains evidence of the human activities that were once associated with the structure. Category II sites should not be excavated needlessly because in most cases the buildings are already preserved and they protect the site's future archeological potential. Limitations, therefore, must be directed at insuring that the future maintenance and utilization of Category II historic properties do not significantly alter the archeological sites associated with those properties. Modification is limited to requiring that permission must

be granted by the Historic Preservation Committee (see Section 7-2.2.1.) based on a completed Modification Form (see Page H-7) and possession of a permit for archeological work from the Department of the Interior (AR 405-80), before any of the following work may be undertaken on a Category II archeological site:

- a. Disturbance of topsoil or subsoil for any maintenance activity, such as sewers, gas lines, underground electrics, installation of patio walls, paths, driveways, etc.
- b. Construction of any additions to the associated Category II historic structure.

7-2.3. Modification Limitations Criteria for Category III Historic Property.

7-2.3.1. Buildings, Structures, Objects, Districts. In general, a Category III historic property adds to the overall historic character of the installation without being, by itself, as outstanding as the properties in Categories I and II. Therefore, it is important to ensure that no maintenance is undertaken that destroys the particular quality of the historic property that is essential to the history of the installation or the historic character or setting to which it contributes. In most cases, protection should be provided to the exterior visual appearance of the property.

The following Limitations shall affect a Category III historic property:

- a. May not be demolished or moved without review by Historic Preservation Committee and SHPO.
- b. May not be altered to such an extent that the significance of the property to the installation's historic character or environment is lost.

7-2.3.2 Limitations for Category III Archeological Sites. Category III archeological sites are often historic sites, usually located by map or survey references, that have little significance but should be identified. A Category III archeological site may not be destroyed by construction methods or physical or chemical erosion prior to review by the Historic Preservation Committee and the SHPO.

7-3. PROCEDURES FOR REVIEW OF PROPOSED MODIFICATIONS.

7-3.1. General. All proposed modifications to properties nominated or eligible for nomination to the National Register shall be reviewed in accordance with the "Procedures for the Protection of Historic and Cultural Properties," 36 CFR 800. (Appendix A.) Modifications proposed for Category II and III properties shall be reviewed by the installation Historic Preservation Committee in accordance with the guidelines in Section 7-3.3. Category IV properties are not affected by the modification limitations.

7-3.2. Procedures for Compliance with Federal Review Procedures.

7-3.2.1. Introduction. The National Historic Preservation Act of 1966 (PL 89-665) established the Advisory Council on Historic Preservation (ACHP) as an independent unit of the Federal Government. Under Section 106 of the Act, the Council comments upon Federal, federally assisted, or federally licensed undertakings that may affect properties that are listed or are eligible for listing in the National Register of Historic Places. In addition, Executive Order 11593 directs the Council to comment upon proposals to transfer, sell, demolish, or substantially alter properties in Federal ownership that have been determined likely to meet the criteria for listing in the National Register of Historic Places. These required review procedures of the Advisory Council shall be complied with by any installation having historic property listed in the National Register or eligible for nomination to the National Register. The applicable federal regulation that contains the review requirements of Section 106 of PL 89-665 and Executive Order 11593 is 36 CFR Part 800, "Procedures for the Protection of Historic and Cultural Properties," and is included in its entirety in Appendix A. In addition, when an installation is the site of a Federal action significantly affecting the environment, the installation commander must include the comments of the Advisory Council on Historic Preservation in accordance with 36 CFR 800.6 with the environmental impact statement (EIS) (36 CFR 32). (See Appendix F).

7-3.2.2. Procedures for Section 106 Review. The Procedure for the Protection of Historic and Cultural Properties in Accordance With Section 106 of the National Historic Preservation Act and Section 1(3) and 2(b) of Executive Order 11593 (see Appendix A) are to be followed when any work is undertaken that may affect a historic property that is listed on the National Register or eligible for nomination to the National Register. The procedures, especially if there is an adverse effect, may be time consuming and adequate time must be built into the design preparation time. To facilitate the review, the installation shall:

a. Undertake Section 106 review procedures at the beginning of all repair, alteration or new construction projects.

b. Consult with SHPO on any questions regarding proper procedures, timing, and required historical documentation, in preparation for required consultation on determination of effect.

c. Be prepared to provide SHPO with:

- map or plan indicating the historic property and location of project.

- copies of the Inventory and Evaluation Forms plus technical reports that may be necessary to document the historic property and the extent of the affect of the proposed project.

d. Forward information copies of all correspondence and reports to HQDA (DAEN-MCZ-E), WASH DC 20314.

e. Undertake no work that will affect the historic property until the review procedures have been complied with.

7-3.2.3. Procedures for Environmental Impact Assessment. All environmental impact assessments shall include identification of cultural resources. In most cases, the cultural resources are the historic properties on the installation. Therefore, the information assembled on the Inventory, Evaluation, and Modification forms can be used to comply with EIA requirements (See AR 200-1).

7-3.2.4. Mitigative Measures. Where an installation historic property is to be demolished or altered, and, after compliance with the required review processes, the installation commander proposes to proceed with the undertaking, he shall make records of the existing property, including measured drawings, photographs, and maps (AR 200-1). Such records shall meet the criteria set forth by the Historic American Buildings Survey or the Historic American Engineering Record (see Section 6-8). In addition, the installation commander shall notify through channels the Secretary of the Interior of specific measures to be taken for the recovery, protection, and preservation of significant scientific, prehistorical, historical or archeological data that may be lost or destroyed by the modification. The installation commander shall comply with the recommendations of the Secretary for the proper documentation in accordance with "Procedures for Identification, Protection, and Enhancement of Historic and Cultural Properties," 36 CFR 32.

7-3.3. Historic Preservation Committee Review. If a project is proposed that involves any of the modifications for a Category II or Category III property not eligible for the National Register, the project must be reviewed and approved by the Historic Preservation Committee. Modifications shall be described on the Historic Property Modification Form and submitted for approval

to the Historic Preservation Committee. While approval by the Committee is not necessary for modifications other than those expressly listed for Category II and III historic properties, the Facilities Engineer shall consider any recommendations made by the Historic Preservation Committee on other modifications for a Category II or III historic property. All work on a Category II or III historic property shall be documented. Using the Historic Property Modification Form, a report shall be submitted within 60 days after completion of the project to the Historic Preservation Committee for inclusion in the installation's preservation file or notebook.

7-4. MODIFICATION OF HISTORIC PROPERTY FORM

All projects involving a modification to Category I, II, or III property shall be submitted for approval by the Historic Preservation Committee on an Historic Property Modification Form (Page H-7). In addition, any changes shall be recorded on the form. The form shall provide a uniform record on which available information may be recorded for review by Army staff, the SHPO, or others interested in the historic property. The parts of the form are described below.

DEPARTMENT OF THE ARMY MODIFICATION OF HISTORIC PROPERTY FORM

I. IDENTIFICATION

Name of the Installation: _____ Date: _____

Name or Type of Project: _____

Location: _____

Part I: IDENTIFICATION. Identification of the installation and the type of project being undertaken. For example, routine painting, addition of a porch, replacement of porch flooring, construction of an ad-

dition, remodeling of interior, etc. Location is the area of the total project, which might be part of a historic property or might include a large area in which the historic property is only one part.

II. HISTORIC PROPERTY AFFECTED

A. Name of Historic Property: _____

B. Location: _____

C. Category: _____, structure _____, object _____, site _____, district _____

D. Present Use: _____ Original Use: _____

E. Evaluation Category _____ eligible for NR _____ Nom. to NR _____

F. Amount of Authorization: _____

Part II: HISTORIC PROPERTY AFFECTED. Identification of the historic property that is being modified. This information should be identical to that which ap-

pears on the Inventory and Evaluation Forms, plus Line F, the amount of funds authorized for the modification.

ADVISORY COUNCIL PROCEDURES FOR PROTECTION OF HISTORIC AND CULTURAL PROPERTIES

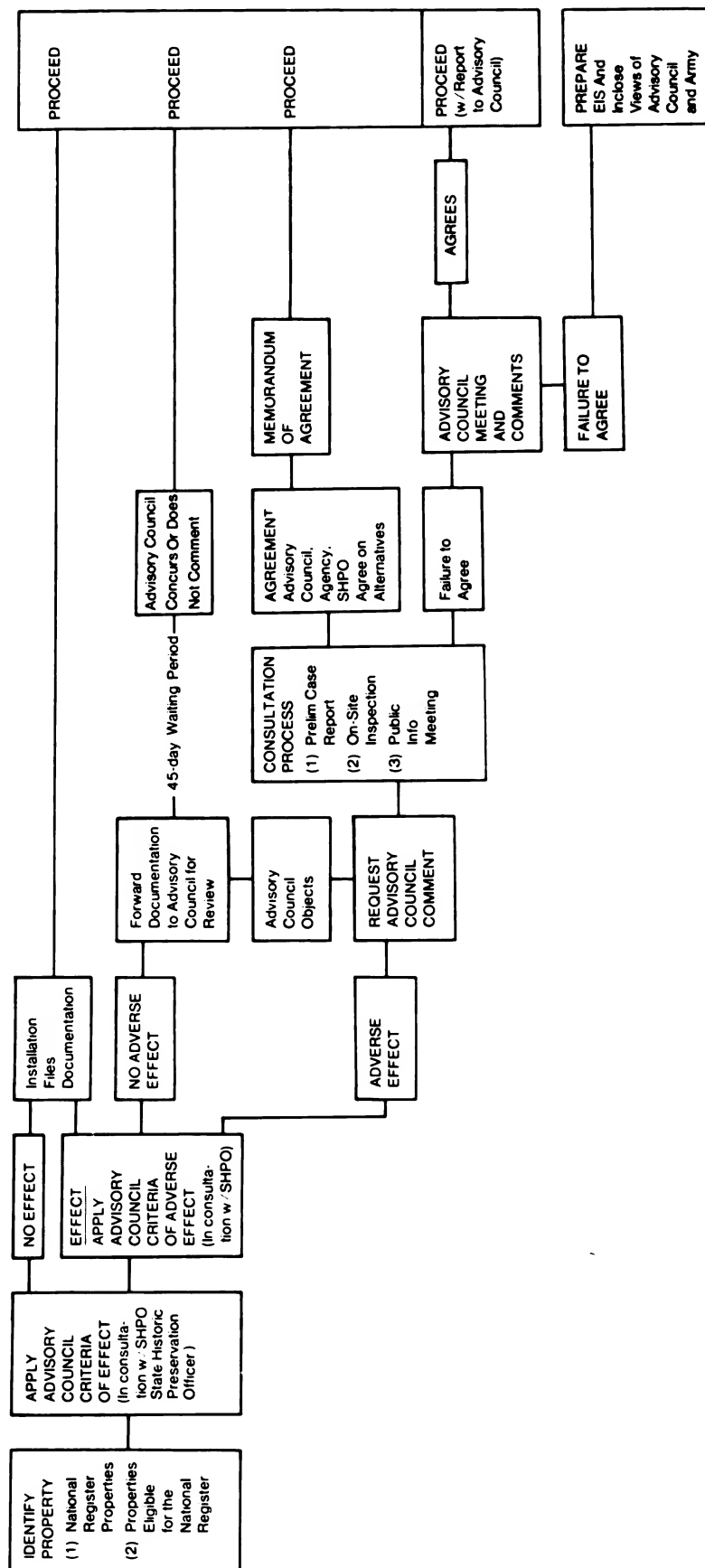


Figure 20.

III. BEFORE MODIFICATION:

Describe section, detail, etc. to be modified (Attach photographs)

Part III: BEFORE MODIFICATION. Description of the area, part, or feature of the historic property that is to be modified. This description must be a complete account of the materials, colors, details, and appearance of the

existing historic property. Photographs of the property plus details of the specific parts to be changed are essential. Additional sheets, photographs, and documentation should be attached.

IV. AFTER MODIFICATION:

Describe design, materials, colors, etc. used in modified area (attach photographs of work in progress and completed and design and working drawings, specifications, and other documents that describe work executed).

Part IV: AFTER MODIFICATION. If the modification is approved, then within 60 days after completion of the modifications, this section should be completed. If the work was extensive, additional sheets, photographs, drawings, or other documentation should be attached to this form. In this section there should be a complete account of the type of materials used, the extent of the

modifications, and if drawings of the work were made, a copy of them should be attached. The documentation should be complete enough for anyone in the future to be able to determine where and how the changes were made to the historic property. If demolition of the property is approved, measured drawings shall be made in addition to complete photo-documentation.

V. A. Name of Architect, Engineer, or Designer: _____

Address: _____

B. Construction firm, contractor, etc. _____

Address: _____

C. Subcontractors (with addresses)

Part V: NAME OF A/E AND CONTRACTORS. The names and addresses of all persons and offices in-

involved in the actual construction, alteration, or maintenance work should be recorded here.

VI. Form completed by _____ Date: _____

Part VI: PERSON COMPLETING FORM. This line shall be completed by the person most directly involved

in undertaking the modification and knowledgeable of the changes made.

7-5. ADAPTIVE USE.

7-5.1. Scope. The assignment of a new use to a historic property may achieve both the preservation of the property and the efficient utilization of it by the installation. Such a new use is called "Adaptive Use" and refers to any use for the historic property that is different from the original use but compatible with the preservation goals for the property (see Section 8). Many historic buildings can be readily adapted to new uses when the interior is of little or no significance. Imaginative uses of historic buildings can provide a more interesting environment for many activities while also demonstrating the creative and economic use of buildings and structures that add to the historic significance of the installation. The following guidelines should be followed in choosing an adaptive use for a historic property.

7-5.2. Category I Historic Property Adaptive Use Guidelines. Any change in the use of a Category I historic property shall be reviewed by the Historic Preservation Committee and the SHPO. The review should consider the following items:

- a. The new use should enhance the historic significance of the property.
- b. The new use should require a minimum of alterations, additions, or other changes, other than restoration, to be made to the historic property. Any changes must follow Modification Limitations.
- c. The new use should be considered a permanent use.

7-5.3. Category II Historic Property Adaptive Use Guidelines. All changes of use of Category II historic properties shall be reviewed and approved by the Historic Preservation Committee. The changes should be considered within the following guidelines:

- a. The change should not alter the historic significance of the property.
- b. The new use should require a minimum of alterations, additions, or other changes to the historic property.
- c. The new use should be planned to occupy the historic property for at least five years, unless it is a temporary use requiring no changes to be made to the existing historic property.

7-5.4. Category III Historic Property Adaptive Use Guidelines. Location of a new use for historic properties evaluated at Category III may be the easiest since they are contributing to, rather than creating alone, the historic significance of the installation. Uses may be varied since in many cases the entire interior of a Category III historic building or structure may be altered and remodeled. Adaptive uses for Category III historic properties should be selected in such a way that:

- a. The new use does not contribute to an increase in the deterioration of the historic property, and
- b. Alterations, additions, and other modifications necessary for housing the adaptive use of the historic property do not alter its historic significance.

SECTION 8: PRESERVATION PROGRAMS

8-1. GENERAL.

After the historic properties on the installation have been inventoried, evaluated and placed under the protection of the Modification Limitations, the long-range preservation program for the installation shall be developed. The procedures for preparing a comprehensive preservation program for the installation and that incorporate a program for each historic property are outlined in this section. Preliminary to the preparation of a plan, however, is the choice of goals and knowledge of the alternative types of programs for the protection of historic properties. Consequently, these two aspects of preservation planning are discussed prior to procedures for preparing the installation and individual historic property plans.

8-2. GOALS.

A clear statement of goals is essential to orient the preservation program toward activities that the installation can accomplish. Too often a preservation program is decided upon without clearly defining the purpose, considering the viability of the project, or determining the use of the properties after completion of the initial preservation work. Reasonable goals shall include those in Section 1-3 where applicable and may be expanded to include more specific objectives, such as:

- to increase the appreciation of the original or early mission of the installation by restoring the exterior of significant structures.
- to enhance the most historically significant area of the installation through landscaping and conservation.
- to insure that routine work does not alter or destroy the historic significance of any property.
- to insure that the design of new structures is compatible with the historic properties and sensitive to the historic character of the installation.

8-3. DEFINITION OF PRESERVATION PROGRAM ALTERNATIVES.

There are seven general types of preservation alternatives that can be undertaken separately or in conjunction with each other to preserve and maintain historic properties. These are listed below. The National Park Service standards may be helpful for developing the details of the program (see Appendix G).

8-3.1. Conservation (includes stabilization of ruins). This treatment is recommended for most historic districts, sites, archeological sites, and Category III structures, buildings, and objects. The basis for this treatment is continued maintenance of the historic property in its present state under the guidelines of the Category III Modification Limitations. In addition, a maintenance program will be established for early detection of deterioration. In the case of sites, this treatment calls for adequate identification of the site through signs, plaques, and other public information devices.

8-3.2. Preservation. This will be the most common form of protecting and safeguarding a Category I or Category II historic property. Preservation should be chosen when the installation wishes to safeguard the historic property from any new intrusions, alterations to its significant parts, or installation of inharmonious uses. Extensive restoration is not undertaken, but existing intrusions such as inharmonious fire walls, badly repaired masonry work and poorly installed mechanical equipment are altered to make them more compatible with the historic character of the property. The use of the property is as close to the original as possible or else an adaptive use is chosen that does not increase the rate of deterioration and is compatible with the historic significance of the property. In accordance with the modification limitations for Category I and II properties, changes to the property are minimal and are done only in order to reveal the significant parts of the property or as part of a careful maintenance schedule.

8-3.3. Rehabilitation. In most cases, choice of rehabilitation suggests that the historic property is in need of major repairs but that its historic significance is not great enough to warrant full preservation or restoration. This form of treatment is primarily applicable to structures and buildings whose significance is derived from the exterior design and the contribution they make to the overall character and visual appearance of a historic district. New uses of the building may be different from the original or previous uses and may require that the building be extensively modified on the interior.

8-3.4. Restoration. Restoration can be an expensive and costly activity and must be carried out by restoration architects, archeologists, and other experts in the particular area of work. On most installations this treatment will probably be limited to Category I or Cate-

gory II properties whose significance is hidden by later alterations, additions, or changes. In addition, there usually must be enough of the original or significant part of the property remaining that accurate documentation will be possible on which to base the restoration. For example, a wall along one side of a fortification may have been removed at the time the installation was expanded. Restoration of that wall may aid in interpreting the strategic relationship of the fort to the surrounding geological formations, defense lines, or other parts of the environment crucial to the historic significance of the installation. In the case that remaining walls and documentation are sufficient for accurate restoration, the choice of this preservation activity may enable the installation to better illustrate an important chapter in American history. An example on a small scale would be the restoration of the original front porch on Quarters #1, Fort Myer, as perhaps, documented by early photographs, before it was removed for the construction of a porte cochere. On the other hand, this must be considered against the fact that the construction of the porte cochere may tell something about the changing tastes of commanding officers and the preservation of the continuum of tastes and architectural styles in this house may be more important than fastidious restoration.

8-3.5. Reconstruction. It will seldom be necessary for the installation to become involved in a reconstruction project. If an archeological site reveals such a quantity of information that an accurate reconstruction could be made, then it would be advisable for the Army to turn the management of the project over to the local office of the National Park Service. Reconstruction of sites, such as historic landscapes, parks, gardens, paths, and roads may be considered when they would enhance an existing historic property. Or, for the same reason, the reconstruction of small outbuildings, fences, or other minor related structures could be undertaken. In general, however, any work of this nature must be planned by an expert and undertaken under the direction of a skilled professional in the field. For this reason, it is not discussed further herein.

8-3.6. Relocation. In rare cases the only activity that can save a historic structure is relocation. Occasionally the environment of a historic structure has been altered to such an extent that it is detrimental to the historic character of the property. In such a case, it may be better to move the structure to a more compatible site where, in addition, there may be other historic properties. Also, if the structure is scheduled for demolition, the relocation alternative may be acceptable to the Historic Preservation Committee, the SHPO, or the Advisory Council on Historic Preservation. Relocation of properties listed on the National Register will require re-

view procedures under 36 CFR 800 (see Section 7-2).

8-3.7. Salvage Archeology. The decision to conduct salvage archeology suggests that the historic property will be destroyed and consequently interpretation of it *in situ*, in place, will be impossible. Salvage archeology is then primarily undertaken to rescue any artifacts of significance. Procedures for authorizing salvage archeology activities on Army-controlled property are contained in AR 405-80 and AR 200-1.

8-4. PREPARATION OF THE INSTALLATION PRESERVATION PROGRAM.

8-4.1. Scope. Each installation shall develop a program for the safeguarding and enhancing of its historic properties (AR 200-1). The program shall coordinate the preservation activities for individual historic properties and districts. For purposes of discussion, however, the components of the installation program will be discussed first, followed by the procedures for preparing historic district plans, and, last, by the procedures for preparing preservation plans for individual properties. On installations where there are few historic properties or potential archeological sites, some of these procedures can be consolidated.

8-4.2. Components of the Installation Preservation Program. The minimum requires for an installation preservation program should include the following:

a. *Installation Development History.* For most installations this is already required in the installation master planning regulations (AR 210-20). Prepare a brief history of the installation and the significant historic events, persons, and activities associated with it or with pre-Army activities as they relate to the physical development of the installation.

b. *Historic Properties.* List the historic properties by evaluation category. Give a one-line statement summarizing the significance of each. Note those nominated and eligible for nomination to the National Register.

c. *Installation's Preservation History.* Discuss past programs on the installation involving historic preservation and the efforts and projects to preserve some of the significant places on the installation.

d. *Preservation Goals and Objectives.* State the goals and objectives of the installation's preservation program that shall provide the guidelines for policy decisions affecting historic properties on the installation.

e. *Relation of Preservation Program to Installation Master Planning.* Describe the relationship between the historic preservation activities and the installation's master planning (or, in the absence of a master plan, the maintenance schedules).

f. *Major Problems.* Describe the problems of preservation as an overall concept or in the case of indi-

vidual historic properties state the reasons for the problems, such as inadequate budget, or inadequate space for relocation of uses from historic structures to more appropriate structures.

g. *Inventory and Coordination of Individual Historic Property Programs and Maintenance Schedules.* Show how each historic property fits into the overall scheme for preservation at the installation.

h. *Short Range Construction Programs (see AR 415-15).* Outline the preservation programs that can be accomplished within the annual increments of the next five fiscal years with the amount of funds to be allocated to each increment.

i. *Intermediate Range Construction Programs.* Outline the comprehensive long-term preservation programs with a schedule for their logical execution, appropriate times to request funds, and eventual type of maintenance.

j. *Budget.* Estimate the total funds to be requested for preservation activities and the significance of the end result to implementing the goals of the Historic Preservation Program.

k. *Request* Historic Preservation Committee review and approve program.

l. *Submit budget request* in accordance with AR 200-1.

m. *Forward copy* of program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to appropriate SHPO.

8-5. PREPARATION OF THE HISTORIC DISTRICT PROGRAMS.

The development of a program for a historic district is similar to the preservation program for the entire installation. The chief difference being that in a historic district program, the area as a whole has historic significance, while in an installation program there may be large gaps of non-significant property between the historic properties.

The procedures to follow when preparing a historic district program are outlined below:

a. *Assemble Historic Property Reports.* Reports for the individual properties are described in Section 8-6.

b. *Prepare Physical History of the District.*

c. *Prepare Historic District Concept.* The concept must be designed in conjunction with the individual historic property programs, a landscape and circulation plan, a program for the interpretation of the historic district, and an analysis of the feasible uses for the structures and open spaces of the district. This program will provide policy guidelines as well as details for projects involving individual properties, maintenance schedules, and future uses of the district.

d. *Prepare a maintenance schedule* for the care of the district after the historic program is completed.

e. *Prepare a budget* in accordance with AR 200-1 and the installation preservation program.

f. *Request* Historic Preservation Committee to review and integrate program with Installation Preservation Program.

g. *Submit budget request* in accordance with AR 200-1.

h. *Forward* a copy of the program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to the appropriate SHPO.

8-6. PREPARATION OF HISTORIC STRUCTURE PROGRAMS.

8-6.1. *Scope.* For many installations, the major part of the preservation work will be devoted to the preparation of preservation programs for individual historic structures. Of the 7 preservation alternatives defined in Section 8-3, 6 of them pertain primarily to historic structures and are discussed here with the procedures for preparation of historic structure programs.

8-6.2. *Historic Structure Reconstruction Program.* See Section 8-3.5.

8-6.3. *Historic Structure Restoration Program.* Any restoration work must be undertaken by experts familiar with the type of historic property being restored, analysis techniques currently available for accurate restorations, and other information that will assure a restoration of the caliber the Army should expect on its installations. The following procedures are to be used in undertaking a restoration program:

a. *Prepare measured drawings and topographic site plan.* This not only forms the record of existing conditions, but also is necessary for the preparation of restoration plans.

b. *Complete photographic coverage of the historic property.* This is done to record details that may be removed or altered during restoration and to record work in progress. In some cases, photographic techniques may be used to assist in the preparation of the measured drawings.

c. *Conduct interdisciplinary research to document design construction and use of the structure.* This can yield important and invaluable information, from both written documents and graphic representations. Comparison and evaluation of these records may enable the researcher to develop a chronological physical history of the structure that is essential for an accurate restoration. Historic, physical, and archeological research procedures should be followed.

d. *Visual examination of the physical fabric.* This is one of the most important stages in the development of a restoration program. It requires an intimate knowledge of building techniques, stylistic elements of the period and region, and the type of materials used. The goal of such an examination is to determine the history of the physical fabric and its condition. Such an analysis can be assisted by the use of infrared reflectivity studies, thermographic studies, x-ray examination (particularly of a wood frame structure), paint, nail, mortar, hardware, and glass analysis, and similar scientific techniques.

e. *Preparation of an historic structure report.* It should contain all of the above information plus analysis and interpretation. Discrepancies and sometimes contradictory evidence has to be judged and placed within the proper context.

f. *Prepare the restoration concept.* Based on the historic property report, the concept should include drawings illustrating the modifications and actions to be undertaken, the interpretation of the restored historic property, and the relationship of the restored property to the installation, along with the necessary narrative justification of the concept. It may also include a furnishings, landscaping, and related design concepts.

g. *Prepare a maintenance schedule for the historic property* based on the condition of the property after completion of restoration. This should indicate the type of maintenance, the type of review for deterioration, and all other information necessary to insure that the historic property will be protected.

h. *Prepare an information program.* The restoration program must include a plan for the interpretation of the property once restored and any public information activities that are to take place during or after restoration.

i. *Prepare and submit budget requests for restoration concept and maintenance in accordance with AR 200-1.* The estimate should include cost of preparing specifications, working and design drawings of all phases of the work, and the names of persons recommended to undertake the work. The work may be undertaken in phases that could be reflected in smaller yearly costs rather than in one allocation.

j. *Submit program to Historic Preservation Committee to review and integrate with Installation Preservation Program and Historic District Program, if in a historic district.*

k. *Forward a copy of the program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to the appropriate SHPO.*

8-6.4. Historic Structure Preservation Program. When a preservation program is to be undertaken, consideration should be given to having the work either reviewed or undertaken by persons experienced in historic preservation. The installation will profit by the

judgement of experts in the field of restoration architecture, historic preservation, archeology, and related expertise, before marking irreversible or costly decisions. The following guidelines describe the general procedures for a preservation program:

a. *Prepare a set of measured drawings.* Elevations and floor plans showing the present condition and a topographic site plan should be included. These will become the basis of any drawings needed for indicating proposed modifications to the property.

b. *Assemble complete documentation.* The physical history of the property, date of alterations, additions, persons associated with the property, should be documented in accordance with the procedures of HABS or HAER.

c. *Prepare historic structure report.* Include historic, architectural, and archeological documentation, measured drawings, photographs, analysis of individual parts of the historic property that have significance, and all other information necessary in order to determine the proper preservation concept. This should include analysis of specific elements, such as paint, nails, mortar, hardware and glass for any part of the property to be modified.

d. *Develop preservation concept* based on the selected interpretation of the historic property, an analysis of continuation of present or original use versus modification of use, budget capabilities, and related installation programs.

e. *Prepare maintenance schedule* to go into effect upon completion of preservation work in order to insure long-term proper maintenance.

f. *Prepare budget requests for preservation concept and maintenance in accordance with AR 200-1.*

g. *Submit program to Historic Preservation Committee* for review and integration into Installation Preservation Program.

h. *Forward a copy of the program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to appropriate SHPO.*

8-6.5. Historic Structure Rehabilitation Program. A rehabilitation program for a historic structure shall include the following steps:

a. *Prepare measured drawings* of the historic property indicating clearly those areas to be altered.

b. *Assemble documentation* of the historic property, description of areas to be altered, in particular, any relationship of original or subsequent uses of the property to the mission of the installation. Information on the historic property inventory or historic property modification form may provide the basic information.

c. *Prepare a historic structure report.* All the material known about the historic property plus draw-

ings, photographs, and other documents should be brought together, analyzed, and used to substantiate an interpretation of the property for use in the concept.

d. *Prepare rehabilitation concept* based on the historic structure report. This concept should indicate how the interpretation of the property as suggested by the documentation will be carried out through the rehabilitation treatment. Also, the relationship of this historic property to its environment and the mission of the installation should be explained, particularly as they affect the choice of an adaptive use for the historic property.

e. *Establish a maintenance schedule* based on the condition of the historic property after rehabilitation. This should indicate the type of maintenance, the type of review for deterioration, and all other information necessary to insure that the historic property will be protected.

f. *Prepare budget requests for preservation concept and maintenance in accordance with AR 200-1.*

g. *Submit the rehabilitation program to the Historic Preservation Committee* for review and integration with the installation preservation program.

h. *Forward copy of the program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to appropriate SHPO.*

8-6.6. Historic Structure Conservation Program. When it has been determined that conservation is the proper alternative for the historic property, then the following procedures shall be followed:

a. *Prepare historic structure report.* In addition to the information on the Inventory of Historic Property form and, if applicable, the National Register Nomination form, the historic structure report should include the following:

(1) Documentation including measured drawings of the parts of the historic property that are the most significant and which contributed to the evaluation category for the property and which should therefore not be altered (such as street elevation, roof structures, etc.).

(2) Analysis of structural and material defects, problems of maintaining the property, and other aspects related to the preservation of the property.

b. *Prepare a conservation concept* based on the historic structure report. This concept should indicate how the historic property will be conserved, with reference to the documentation. List any significant changes to the property or its use that are expected to occur within the planning time of the master plan.

c. *Prepare a maintenance schedule* based on the conservation concept and indicating the cycle of repair and maintenance to be undertaken to assure that any deterioration of the historic property will be avoided. Also it should note specific aspects of the property

which have to be retained as a crucial part of its historic appearance.

d. *Prepare a budget* for the proposed conservation and maintenance in accordance with AR 200-1.

e. *Submit conservation program to Historic Preservation Committee for review* and integration into Installation Preservation Program.

f. *Forward copy of the program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to appropriate SHPO.*

8-6.7. Historic Structure Relocation Program. Any relocation program shall follow the procedures for a historic property preservation program. In addition, a structural engineering report shall accompany the plan with an analysis that demonstrates the feasibility of moving the historic property.

8-7. PREPARATION OF HISTORIC SITE PROGRAM.

8-7.1. Scope. The following guidelines shall be followed for the preservation of historic sites.

8-7.2. Archeological Site Program.

a. *Prepare archeological site report.* This report must contain adequate information upon which to make a decision as to the treatment of the site and the overall preservation technique. As a minimum such a report should include the following items:

(1) measured drawings of all standing structures.

(2) map notation of all surface remains and the location of surface artifacts.

(3) map notation of subsurface artifacts when they have been uncovered, more or less accidentally by construction projects, or other activities.

(4) the results of false color infra-red aerial photography and other photography techniques.

(5) documentation of site history.

(6) identification of artifacts known to have been found at the site.

(7) if necessary, license for archeological excavation. (see AR 405-80)

b. *Selection of proper archeological activity.* Based on the archeological site report, a decision must be made as to one of the alternative treatments of the site. No work, however, may be undertaken without a permit for archeological work granted by the Secretary of the Interior. The alternative treatments are as follows:

(1) **Stabilization and Interpretation of Sites.** Ruins, such as mills, burned out houses, earthwork fortifications, stone or brick structures, when stabilized and made safe, hold great fascination for the public and can greatly enhance historic interpretation of a site. Pre-historic sites are far more difficult to stabilize, because

they normally are contained beneath the ground as buried ruins. As permanent exhibits, both historical and industrial sites challenge the imagination and provide a stimulating variety to the environment of the installation, if they are properly maintained and landscaped. The potential of stabilization for archeological sites on installations has hardly been recognized. The ruin need not stand above ground for archeological remains below ground can be preserved as future cultural resources. In certain places, the location of walls indicating plans of buildings or fortifications no longer visible above ground, but known either through accurate aerial photo-archeological, archeological investigation, or documentary research and mapping, can be outlined on the ground and landscaped to delineate space and form relationships. Such interpretation or stabilization of archeological ruins done in relation to historic structures will greatly enhance their context. Limited stabilization and interpretation of varied archeological sites should always be based on fact and should not endanger the site.

(2) **Salvage Archeology.** See Section 8-3.7. and AR 405-80.

(3) **Probe and Verify.** If documentation has revealed a fairly complete profile of the original appearance of the site, it may be desirable to only undertake the minimum amount of probing in order to verify specific locations. The site can then be interpreted without disturbing the subsoil and any artifacts remain safe until a later time when excavation may be practicable. This treatment presupposes that the subsoil will not be disturbed and that any use of the site will be limited to above-surface activities.

(4) **Protect.** In most cases it is best not to do anything with the site. Documentation may be adequate to acquaint persons with the general significance of the site and excavation is unnecessary, either because similar sites have already been excavated, or the cost to excavate or even to probe the site is considered prohibitive. In these cases, a use for the site should be assigned that will not disturb the subsoil.

c. Prepare archeological site concept with budget. The next step is to prepare and submit an archeological site concept describing the specific archeological work to be undertaken based on the site report, obtaining a license, and an estimate of the budget for the work and for future maintenance of the site. Based on the amount of funds appropriated, a detailed program can be made including a schedule of the work, and, if necessary, agreements with laboratories (such as the Smithsonian Institution), and depositories (such as the installation or local museum), and contracts with trained personnel. The program must

include a description of the way in which the site will be interpreted upon completion of the plan activities and a program for regular maintenance.

8-7.3. Historic Site Programs.

8-7.3.1. Scope. The preservation of historic landscape features, which fulfill an important function in the overall plan of a military installation or are crucial in their relation to historic structures, is a difficult one. The problems presented because of the very character of the features, are more complicated than the ones for historic structures. Because of the character of plant material, gradual changes in visual appearance occur in quality, quantity, and variety of those plant materials. Preservation involves, therefore, a direct and continuous action with incorporation and recognition in the master planning process absolutely mandatory to guarantee survival. Restoration of historic garden and landscape features does not occur very often. The accurate recreation of vanished or partially surviving elements is a difficult process that requires a great amount of documentary research to determine not only form and design but also exact plant materials. Many of which are not readily available anymore and in some instances careful compromises will have to be made. Maintenance of historic landscape features to prevent their loss is the critical activity. In addition, recognition of their important role to the environment of the installation and historic properties must be made in the preparation of any preservation program. Historic sites, other than historic landscapes, are usually recognized by a plaque or information sign combined with one of the previously described preservation activities for either a district, structure, or archeological site. Reference should be made to the appropriate subsection.

8-7.3.2. Procedures for Determining the Program. The various ways in which the significance of the site can be conveyed to installation staff and visitors, while still being protected should be the criteria for examination of all possible preservation activities. The Historic Site Program should then be developed through the next steps.

a. Prepare a historic site report. This report should include all necessary documentation, photographs, and an archeological report, if appropriate.

b. Prepare a historic site concept outlining the way in which the site shall be preserved.

c. Prepare a maintenance schedule for the historic site after preservation activity is completed.

d. Submit budget request.

e. Develop final historic site program with specifications, budget, maintenance schedule, and explanation of interpretation.

f. *Submit program to Historic Preservation Committee* for review and integration into Installation Preservation Program.

g. *Forward* a copy of the program to HQDA (DAEN-MCZ-E) WASH DC 20314 and to appropriate SHPO.

8-8. TRANSFER OF PROPERTY.

Two Army Regulations specifically protect archeological or historical properties should the land on which they are situated be leased or sold: AR 405-80, Real Estate—Granting Use of Real Estate and AR 405-90, Real Estate—Disposal of Real Estate. In the case of a National Register Historic Place or a place eligible for nomination to the National Register, the review procedures of 36 CFR 800 must be followed. With the cooperation of GSA, and approval by DA, the installation may enter into agreements with local public bodies interested in assuming title to the historic property. Such agreements must be indicated on the installation's report of data required for excessing and disposal of the property.

a. *Transfer to Another Public Body.* Public agencies, state, county, municipal, and regional public agencies, are notified by GSA of the availability of the surplus property. If one of the agencies is interested in acquiring the property, it may be transferred at no cost

to that public agency if it is to be preserved either as an historic monument or for adaptive use including revenue producing activities (in accordance with Public Law 92-362 as amended August, 1972). Such a transfer can be advantageous to the installation in establishing good will with the community through the transfer of local historic properties for greater use by the public or lease to a private developer.

b. *Transfer to Private Ownership.* If the property is not disposed of to a public agency, it is normally offered for sale on a competitive bid basis to the general public. Such a purchase immediately removes the protection to the property given it by nomination to the National Register, unless federal funds, licenses, or other permits are involved. Therefore, the chief problems of competitive bid disposal are removal of any protection that will guarantee preservation of the historic property and finding a private owner or organization dedicated to preservation who is unable to secure title through competitive bidding.

Currently, the best solution for the protection of a historic property under the jurisdiction of the Army would be the retention of the property and the continued use by the Army through an adaptive use compatible with the historic character of the property and the needs of the installation.

APPENDIX A

Advisory Council on Historic Preservation

Procedures for The Protection of Historic and Cultural Properties

Properties included in, or eligible for inclusion in, the National Register are afforded protection under the National Historic Preservation Act of 1966 and Executive Order 11593, May 13, 1971, "Protection and Enhancement of the Cultural Environment." The Advisory Council on Historic Preservation has prescribed procedures for Federal agencies to follow. In accordance with these authorities these "Procedures for Protection of Historic and Cultural Properties" were published in the FEDERAL REGISTER of January 25, 1974 (39 FR 3366), and had been codified in 36 CFR Part 800. These procedures are set forth below.

Procedures for the Protection of Historic and Cultural Properties in Accordance With Section 106 of the National Historic Preservation Act and Sections 1(3) and 2(b) of Executive Order 11593.

800.1. Purpose and authorities. The National Historic Preservation Act of 1966 created the Advisory Council on Historic Preservation, an independent agency of the Executive branch of the Federal Government, to advise the President and Congress on matters involving historic preservation. Its members are the Secretary of the Interior, the Secretary of Housing and Urban Development, the Secretary of the Treasury, the Secretary of Commerce, the Attorney General, the Secretary of Transportation, the Secretary of Agriculture, the Administrator of the General Services Administration, the Secretary of the Smithsonian Institution, the Chairman of the National Trust for Historic Preservation, and 10 citizen members appointed by the President on the basis of their outstanding service in the field of historic preservation.

The Council reviews Federal, federally assisted, and federally licensed undertakings, affecting cultural properties as defined herein, in accordance with the following authorities:

(a) *Section 106 of the National Historic Preservation Act.* Section 106 requires that Federal, federally assisted, and federally licensed undertakings affecting properties included in the National Register of Historic Places be submitted to the Council for review and comment prior to the approval of any such undertaking by the Federal agency.

(b) *Section 1(3) of Executive Order 11593, May 13, 1971, "Protection and Enhancement of the Cultural*

Environment." Section 1(3) requires that Federal agencies, in consultation with the Council, establish procedures regarding the preservation and enhancement of nonfederally owned historic and cultural properties in the execution of their plans and programs. After soliciting consultation with the Federal agencies, the Advisory Council has adopted procedures, set forth in 36 CFR 800.3 through 800.10, to achieve this objective and Federal agencies should fulfill their responsibilities under section 1(3) by following these procedures. The Council further recommends that Federal agencies use these procedures as a guide in the development, in consultation with the Council, of their required internal procedures.

(c) *Section 2(b) of Executive Order 11593, May 13, 1971, "Protection and Enhancement of the Cultural Environment."* Federal agencies are required, by section 2(a) of the Executive Order, to locate, inventory, and nominate properties under their jurisdiction or control to the National Register. Until such processes are complete, Federal agencies must submit proposals for the transfer, sale, demolition, or substantial alteration of federally owned properties eligible for inclusion in the National Register to the Council for review and comment. Federal agencies must continue to comply with section 2(b) review requirements, even after the initial inventory is complete, when they obtain jurisdiction or control over additional properties that are eligible for inclusion in the National Register or when properties under their jurisdiction or control are found to be eligible for inclusion in the National Register subsequent to the initial inventory.

800.2 Coordination with agency requirements under the National Environmental Policy Act. Section 101(b)(4) of the National Environmental Policy Act (NEPA) declares that one objective of the national environmental policy is to "preserve important historic, cultural, and natural aspects of our national heritage and maintain, wherever possible, an environment which supports diversity and variety of individual choice." In order to meet this objective, the Advisory Council instructs Federal agencies to coordinate NEPA compliance with the separate responsibilities of the National Historic Preservation Act and Executive Order 11593 to ensure that historic and cultural resources are given proper consideration in the preparation of environmental im-

impact statements. Agency obligations pursuant to the National Historic Preservation Act and Executive Order 11593 are independent from NEPA and must be complied with even when an environmental impact statement is not required. However, where both NEPA and the National Historic Preservation Act or Executive Order 11593 are applicable, the Council on Environmental Quality, in its Guidelines for the Preparation of Environmental Impact Statements (40 CFR Part 1500), directs that compliance with section 102(2)(C) of NEPA should, to the extent possible, be combined with other statutory obligations — such as the National Historic Preservation Act and Executive Order 11593 — to yield a single document which meets all applicable requirements. To achieve this objective, Federal agencies should undertake, to the fullest extent possible, compliance with the procedures set forth below whenever properties included in or eligible for inclusion in the National Register are involved in a project to ensure that obligations under the National Historic Preservation Act and Executive Order 11593 are fulfilled during the preparation of a draft environmental impact statement required under section 102(2)(C) of NEPA. The Advisory Council recommends that compliance with these procedures be undertaken at the earliest stages of the environmental impact statement process to expedite review of the statement. Statements on projects affecting properties included in or eligible for inclusion in the National Register should be sent directly to the Advisory Council for review. All statements involving historic, architectural, archeological, or cultural resources, whether or not included in or eligible for inclusion in the National Register, should be submitted to the Department of Interior for review.

800.3. Definitions. As used in these procedures:

(a) "National Historic Preservation Act" means Public Law 89-665, approved October 15, 1966, an "Act to establish a program for the preservation of additional historic properties throughout the Nation and for other purposes," 80 Stat. 915, 16 U.S.C. 470, as amended, 84 Stat. 204 (1970) and 87 Stat. 139 (1973) hereinafter referred to as "the Act."

(b) "Executive Order" means Executive Order 11593, May 13, 1971, "Protection and Enhancement of the Cultural Environment," 36 FR 8921, 16 U.S.C. 470.

(c) "Undertaking" means any Federal action, activity, or program, or the approval, sanction, assistance, or support of any other action, activity or program, including but not limited to:

(1) Recommendations or favorable reports relating to legislation, including requests for appropriations. The requirement for following these procedures applies to both: Agency recommendations on their own proposals

for legislation and agency reports on legislation initiated elsewhere. In the latter case only the agency which has primary responsibility for the subject matter involved will comply with these procedures.

(2) New and continuing projects and program activities: directly undertaken by Federal agencies; or supported in whole or in part through Federal contracts, grants, subsidies, loans, or other forms of funding assistance; or involving a Federal lease, permit, license, certificate, or other entitlement for use.

(3) The making, modification, or establishment of regulations, rules, procedures, and policy.

(d) "National Register" means the National Register of Historic Places, which is a register of districts, sites, buildings, structures, and objects, significant in American history, architecture, archeology, and culture, maintained by the Secretary of the Interior under authority of section 2(b) of the Historic Sites Act of 1935 (49 Stat. 666, 16 U.S.C. 461) and section 101(a)(1) of the National Historic Preservation Act. The National Register is published in its entirety in the FEDERAL REGISTER each year in February. Addenda are published on the first Tuesday of each month.

(e) "National Register property" means a district, site, building, structure, or object included in the National Register.

(f) "Property eligible for inclusion in the National Register" means any district, site, building, structure, or object which the Secretary of the Interior determines is likely to meet the National Register Criteria. As these determinations are made, a listing is published in the FEDERAL REGISTER on the first Tuesday of each month, as a supplement to the National Register.

(g) "Decision" means the exercise of agency authority at any stage of an undertaking where alterations might be made in the undertaking to modify its impact upon historic and cultural properties.

(h) "Agency Official" means the head of the Federal agency having responsibility for the undertaking or a subordinate employee of the Federal agency to whom such authority has been delegated.

(i) "Chairman" means the Chairman of the Advisory Council on Historic Preservation, or such member designated to act in his stead.

(j) "Executive Director" means the Executive Director of the Advisory Council on Historic Preservation established by Section 205 of the Act, or his designated representative.

(k) "State Historic Preservation Officer" means the official within each State, authorized by the State at the request of the Secretary of the Interior, to act as liaison for purposes of implementing the Act, or his designated representative.

(1) "Secretary" means the Secretary of the Interior, or his designee authorized to carry out the responsibilities of the Secretary of the Interior under Executive Order 11593.

800.4. Agency procedures. At the earliest stage of planning or consideration of a proposed undertaking, including comprehensive or area-wide planning in which provision may be made for an undertaking or an undertaking may be proposed, the Agency Official shall take the following steps to comply with the requirements of section 106 of the National Historic Preservation Act and sections 1(3) and 2(b) of Executive Order 11593.

(a) *Identification of resources.* As early as possible and in all cases prior to agency decision concerning an undertaking, the Agency Official shall identify properties located within the area of the undertaking's potential environmental impact that are included in or eligible for inclusion in the National Register.

(1) To identify properties included in the National Register, the Agency Official shall consult the National Register, including monthly supplements.

(2) To identify properties eligible for inclusion in the National Register, the Agency Official shall, in consultation with the appropriate State Historic Preservation Officer, apply the National Register Criteria, set forth in 36 CFR 800.10, to all properties possessing historical, architectural, archeological, or cultural value located within the area of the undertaking's potential environmental impact. If the Agency Official determines that a property appears to meet the Criteria, or if it is questionable whether the Criteria are met, the Agency Official shall request, in writing, an opinion from the Secretary of the Interior respecting the property's eligibility for inclusion in the National Register. The Secretary of the Interior's opinion respecting the eligibility of a property for inclusion in the National Register shall be conclusive for the purposes of these procedures.

(b) *Determination of effect.* For each property included in or eligible for inclusion in the National Register that is located within the area of the undertaking's potential environmental impact, the Agency Official, in consultation with the State Historic Preservation Officer, shall apply the Criteria of Effect, set forth in 36 CFR 800.8, to determine whether the undertaking has an effect upon the property. Upon applying the Criteria and finding no effect, the undertaking may proceed. The Agency Official shall keep adequate documentation of a determination of no effect.

(c) *Effect established.* Upon finding that the undertaking will have any effect upon a property included in or eligible for inclusion in the National Register, the Agency Official, in consultation with the State Historic

Preservation Officer, shall apply the Criteria of Adverse Effect, set forth in 36 CFR 800.9, to determine whether the effect of the undertaking is adverse.

(d) *Finding of no adverse effect.* Upon finding the effect not to be adverse, the Agency Official shall forward adequate documentation of the determination, including evidence of the views of the State Historic Preservation Officer, to the Executive Director for review. Unless the Executive Director notes an objection to the determination within 45 days after receipt of adequate documentation, the Agency Official may proceed with the undertaking.

(e) *Finding of adverse effect.* Upon finding the effect to be adverse or upon notification that the Executive Director does not accept a determination of no adverse effect, the Agency Official shall: (1) Request, in writing, the comments of the Advisory Council; (2) notify the State Historic Preservation Officer of this request; (3) prepare a preliminary case report; and (4) proceed with the consultation process set forth in 36 CFR 800.5.

(f) *Preliminary case report.* Upon requesting the comments of the Advisory Council, the Agency Official shall provide the Executive Director and the State Historic Preservation Officer with a preliminary case report, containing all relevant information concerning the undertaking. The Agency Official shall obtain such information and material from any applicant, grants or other beneficiary involved in the undertaking as may be required for the proper evaluation of the undertaking, its effects, and alternate courses of action.

800.5 Consultation process — (a) *Response to request for comments.* Upon receipt of a request for Advisory Council comments pursuant to 36 CFR 800.4(e), the Executive Director shall acknowledge the request and shall initiate the consultation process.

(b) *On-site inspection.* At the request of the Agency Official, the State Historic Preservation Officer, or the Executive Director, the Agency Official shall conduct an on-site inspection with the Executive Director, the State Historic Preservation Officer and such other representatives of national, State, or local units of government, and public and private organizations that the consulting parties deem appropriate.

(c) *Public information meeting.* At the request of the Agency Official, the State Historic Preservation Officer, or the Executive Director, the Executive Director shall conduct a meeting open to the public, where representatives of national, State, or local units of government, representatives of public or private organizations, and interested citizens can receive information and express their views on the undertaking, its effects on historic and cultural properties, and alternate courses of action. The Agency Official shall provide adequate facilities for

the meeting and shall afford appropriate notice to the public in advance of the meeting.

(d) *Consideration of alternatives.* Upon review of the pending case and subsequent to any on-site inspection and any public information meeting, the Executive Director shall consult with the Agency Official and State Historic Preservation Officer to determine whether there is a feasible and prudent alternative to avoid or satisfactorily mitigate any adverse effect.

(e) *Avoidance of adverse effect.* If the Agency Official, the State Historic Preservation Officer, and the Executive Director select and unanimously agree upon a feasible and prudent alternative to avoid the adverse effect of the undertaking, they shall execute a Memorandum of Agreement acknowledging avoidance of adverse effect. This document shall be forwarded to the Chairman for review pursuant to 36 CFR 800.6(a).

(f) *Mitigation of adverse effect.* If the consulting parties are unable to unanimously agree upon a feasible and prudent alternative to avoid any adverse effect, the Executive Director shall consult with the Agency Official and the State Historic Preservation Officer to determine whether there is a feasible and prudent alternative to satisfactorily mitigate the adverse effect of the undertaking. Upon finding and unanimously agreeing to such an alternative, they shall execute a Memorandum of Agreement acknowledging satisfactory mitigation of adverse effect. This document shall be forwarded to the Chairman for review pursuant to 36 CFR 800.6(a).

(g) *Memorandum of Agreement.* It shall be the responsibility of the Executive Director to prepare each Memorandum of Agreement required under these procedures. In preparation of such a document the Executive Director may request the Agency Official to prepare a proposal for inclusion in the Memorandum, detailing actions to be taken to avoid or mitigate the adverse effect.

(h) *Failure to avoid or mitigate adverse effect.* Upon the failure of consulting parties to find and unanimously agree upon a feasible and prudent alternative to avoid or satisfactorily mitigate the adverse effect, the Executive Director shall request the Chairman to schedule the undertaking for consideration at the next Council meeting and notify the Agency Official of the request. Upon notification of the request, the Agency Official shall delay further processing of the undertaking until the Council has transmitted its comments or the Chairman has given notice that the undertaking will not be considered at a Council meeting.

800.6 Council procedures — (a) Review of Memorandum of Agreement. Upon receipt of a Memorandum of Agreement acknowledging avoidance of adverse effect or satisfactory mitigation of adverse effect, the Chairman shall institute a 30-day review

period. Unless the Chairman shall notify the Agency Official that the matter has been placed on the agenda for consideration at a Council meeting, the memorandum shall become final: (1) Upon the expiration of the 30-day review period with no action taken; or (2) when signed by the Chairman, Memoranda duly executed in accordance with these procedures shall constitute the comments of the Advisory Council. Notice of executed Memoranda of Agreement shall be published in the Federal Register monthly.

(b) *Response to request for consideration at Council meeting.* Upon receipt of a request from the Executive Director for consideration of the proposed undertaking at a Council meeting, the Chairman shall determine whether or not the undertaking will be considered and notify the Agency Official of his decision. To assist the Chairman in this determination, the Agency Official and the State Historic Preservation Officer shall provide such reports and information as may be required. If the Chairman decides against consideration at a Council meeting, he will submit a written summary of the undertaking and his decision to each member of the Council. If any member of the Council notes an objection to the decision within 15 days of the Chairman's decision, the undertaking will be scheduled for consideration at a Council meeting. If the Council members have no objection, the Chairman shall notify the Agency Official at the end of the 15-day period that the undertaking may proceed.

(c) *Decision to consider the undertaking.* Upon determination that the Council will consider an undertaking, the Chairman shall: (1) Schedule the matter for consideration at a regular meeting no less than 60 days from the date the request was received, or in exceptional cases, schedule the matter for consideration in an unassembled or special meeting; (2) notify the Agency Official and the State Historic Preservation Officer of the date on which comments will be considered; and (3) authorize the Executive Director to prepare a case report.

(d) *Content of the case report.* For purpose of arriving at comments, the Advisory Council prescribes that certain reports be made available to it and accepts reports and statements from other interested parties. Specific informational requirements are enumerated below. Generally, the requirements represent an explication or elaboration of principles contained in the Criteria of Effect and in the Criteria of Adverse Effect. The Council notes, however, that the Act recognizes historical and cultural resources should be preserved "as a living part of our community life and development." Consequently, in arriving at final comments, the Council considers those elements in an undertaking that have relevance beyond historical and cultural con-

cerns. To assist it in weighing the public interest, the Council welcomes information not only bearing upon physical, sensory, or esthetic effects but also information concerning economic, social, and other benefits or detriments that will result from the undertaking.

(e) *Elements of the case report.* The report on which the Council relies for comment shall consist of:

(1) A report from the Executive Director to include a verification of the legal and historical status of the property; an assessment of the historical, architectural, archeological, or cultural significance of the property; a statement indicating the special value of features to be most affected by the undertaking; an evaluation of the total effect of the undertaking upon the property; a critical review of any known feasible and prudent alternatives; and recommendations to remove or mitigate the adverse effect;

(2) A report from the Agency Official requesting comment to include a general discussion and chronology of the proposed undertaking; when appropriate, an account of the steps taken to comply with section 102(2)(A) of the National Environmental Policy Act of 1969 (83 Stat. 852, 42 U.S.C. 4321): an evaluation of the effect of the undertaking upon the property, with particular reference to the impact on the historic, architectural, archeological and cultural values; steps taken or proposed by the agency to take into account, avoid, or mitigate adverse effects of the undertaking; a thorough discussion of alternate courses of action; and, if applicable and available, a copy of the draft environmental statement prepared in compliance with section 102(2)(C) of the National Environmental Policy Act of 1969;

(3) A report from any other Federal agency having under consideration an undertaking that will concurrently or ultimately affect the property, including a general description and chronology of that undertaking and discussion of the relation between that undertaking and the undertaking being considered by the Council;

(4) A report from the State Historic Preservation Officer to include an assessment of the significance of the property; an identification of features of special value; and evaluation of the effect of the undertaking upon the property and its specific components; an evaluation of known alternate courses of action; a discussion of present or proposed participation of State and local agencies or organizations in preserving or assisting in preserving the property; an indication of the support or opposition of units of government and public and private agencies and organizations within the State; and the recommendations of his office;

(5) A report by an applicant or potential recipient when the Council considers comments upon an ap-

plication for a contract, grant, subsidy, loan, or other form of funding assistance, or an application for a Federal lease, permit, license, certificate, or other entitlement for use. Arrangements for the submission and presentation of reports by applicants or potential recipients shall be made through the Agency Official having jurisdiction in the matter; and

(6) Other pertinent reports, statements, correspondence, transcripts, minutes, and documents received by the Council from any and all parties, public or private. Reports submitted pursuant to this section should be received by the Council at least two weeks prior to a Council meeting.

(f) *Coordination of case reports and statements.* In considerations involving more than one Federal department, either directly or indirectly, the Agency Official requesting comment shall act as a coordinator in arranging for a full assessment and discussion of all inter-departmental facets of the problem and prepare a record of such coordination to be made available to the Council. At the request of the Council, the State Historic Preservation Officer shall notify appropriate governmental units and public and private organizations within the State of the pending consideration of the undertaking by the Council, and coordinate the presentation of written statements to the Council.

(g) *Council meetings.* The Council does not hold formal hearings to consider comments under these procedures. Two weeks notice shall be given, by publication in the FEDERAL REGISTER, of all meetings involving Council review of Federal undertakings in accordance with these procedures. Reports and statements will be presented to the Council in open session in accordance with a prearranged agenda. Regular meetings of the Council generally occur on the first Wednesday and Thursday of February, May, August, and November.

(h) *Oral statements to the Council.* A schedule shall provide for oral statements from the Executive Director; the referring Agency Official presently or potentially involved; the applicant or potential recipient, when appropriate; the State Historic Preservation Officer; and representatives of national, State, or local units of government and public and private organizations. Parties wishing to make oral remarks shall submit written statements of position in advance to the Executive Director.

(i) *Comments by the Council.* The comments of the Council, issued after consideration of an undertaking at a Council meeting, shall take the form of a three-part statement, including an introduction, findings, and a conclusion. The statement shall include notice to the Agency Official of the report required under 36 CFR 800.6(j) of these procedures. Comments shall be made

to the head of the Federal Agency requesting comment or having responsibility for the undertaking. Immediately thereafter, the comments of the Council will be forwarded to the President and the Congress as a special report under authority of section 202(b) of the Act and published as soon as possible in the FEDERAL REGISTER. Comments shall be available to the public upon receipt of the comments by the head of the Federal agency.

(j) *Report of agency action in response to Council comments.* When a final decision on the undertaking is reached by the Federal Agency, the Agency Official shall submit a written report to the Council containing a description of actions taken by the Federal Agency subsequent to the Council's comments; a description of actions taken by other parties pursuant to the actions of the Federal Agency; and the ultimate effect of such actions on the property involved. The Council may request supplementary reports if the nature of the undertaking requires them.

(k) *Record of the Council.* The records of the Council shall consist of a record of the proceedings at each meeting, the case report prepared by the Executive Director, and all other reports, statements, transcripts, correspondence, and documents received.

(l) *Continuing review jurisdiction.* When the Council has commented upon an undertaking pursuant to 36 CFR 800.6 such as a comprehensive or area-wide plan that by its nature requires subsequent action by the Federal Agency, the Council will consider its comments or approval to extend only to the undertaking as reviewed. The Agency Official shall ensure that subsequent action related to the undertaking is submitted to the Council for review in accordance with 36 CFR 800.4(e) of these procedures when that action is found to have an adverse effect on a property included in or eligible for inclusion in the National Register.

800.7 Other powers of the Council — (a) *Comment or report upon non-Federal undertaking.* The Council will exercise the broader advisory powers, vested by section 202(a)(1) of the Act, to recommend measures concerning a non-Federal undertaking that will ad-

versely affect a property included in or eligible for inclusion in the National Register; (1) Upon request from the President of the United States, the President of the U.S. Senate, or the Speaker of the House of Representatives, or (2) when agreed upon by a majority vote of the members of the Council.

(b) *Comment or report upon Federal undertaking in special circumstances.* The Council will exercise its authority to comment to Federal agencies in certain special situations when written notice that an undertaking will have an effect has not been received. For example, the Council may choose to comment in situations where an objection is made to a Federal agency finding of "no effect."

800.8. Criteria of effect. A Federal, federally assisted, or federally licensed undertaking shall be considered to have an effect on a National Register property or property eligible for inclusion in the National Register (districts, sites, buildings, structures, and objects, including their settings) when any condition of the undertaking causes or may cause any change, beneficial or adverse, in the quality of the historical, architectural, archeological, or cultural character that qualifies the property under the National Register Criteria.

800.9. Criteria of adverse effect. Generally, adverse effects occur under conditions which include but are not limited to:

- (a) Destruction or alteration of all or part of a property;
- (b) Isolation from or alteration of its surrounding environment;
- (c) Introduction of visual, audible, or atmospheric elements that are out of character with the property or alter its setting;
- (d) Transfer or sale of a federally owned property without adequate conditions or restrictions regarding preservation, maintenance, or use; and
- (e) Neglect of a property resulting in its deterioration or destruction.

800.10 National Register Criteria. (See Section 3-3).

APPENDIX B

Professional Qualifications

The Army may enter into contracts or cooperative agreements with any suitably qualified Federal or State agency, any educational or scientific organization, or any institution, corporation, association, or qualified individual for the conduct of cultural resource surveys, evaluations, preservation, restoration, rehabilitation or archeological and historic data recovery. Agencies, institutions, corporations, associations, or individuals will be considered qualified when they meet the basic minimum criteria given below.

- a. *Archeologist.* The recommended minimum formal qualifications for individuals practicing archeology as a profession are B.A. or B.Sc. degree from an accredited college or university, followed by two years of graduate study with concentration in anthropology and specialization in archeology during one of these programs, and at least two summer field schools or their equivalent under the supervision of archeologists of recognized competence; a Master's thesis or its equivalent in research and publications is highly recommended, as is the Ph.D. degree. Individuals lacking such formal qualifications may present evidence of a publication record and references from archeologists who do meet these qualifications.
- b. *Historian.* The recommended qualifications for a historian are a graduate degree in history or closely related field; or a bachelor's degree plus at least two years 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 a bachelor's degree in history or closely related field plus substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- c. *Historical architect.* The recommended qualifications for an historical architect are a Bachelor of Architecture degree; and at least one year of graduate study in one of the following: Architectural preservation, American architectural history, or preservation planning; and practical experience on preservation and restoration projects; and licensing as a Registered Architect. An historical architect is engaged in the field of architectural preservation as the primary aspect of

his professional practice. Additional full-time experience on preservation projects may be substituted for graduate study or registration. Experience should be obtained on architectural preservation and restoration projects, and should include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

- d. *Architectural historian.* The recommended qualifications for architectural historian are a graduate degree in architectural history or art history with a concentration in American art and/or architecture or a special degree or certificate in preservation or conservation with emphasis on American architecture; or a bachelor's degree in architectural history or art history plus applicable experience in research, writing, teaching, restoration architecture or in American architectural history with an academic institution, historical organization or agency, museum, or other professional institution; or a bachelor's degree in art history, architectural history, or closely related field plus substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- e. *Project directors or principal investigators.* Persons in charge of an archeological project or of a historic or cultural research investigation, in addition to meeting the appropriate standard given above, should have the doctorate or an equivalent level of professional experience as evidenced by a publication record that demonstrates experience in field project formulation, execution and reporting. Manuscripts, other than those in press will not usually suffice for this purpose. Professional references should also be made available that will indicate the relevance of prior work. While the project director or principal investigator should have had significant experience in the cultural milieu of the proposed project, this is not an essential requirement. However, principal investigators lacking such experience should incorporate into a project scope of work cognizance of whatever limitations may thus result, if any, and indicate plans to compensate for these limitations. If the prior

projects were of a sort not ordinarily resulting in a published report, a narrative should be provided that describes the proposed project director's previous experience along with appropriate personal references.

(f.) *Organizational qualifications.* Archeological data recovery investigations present substantial field logistical problems and administrative tasks for coordination and supervision of specialized technical personnel and consultants, records management and publication preparation. Successful completion of a project through these various phases can rarely be guaranteed by a non-organizational structure. A project conducted within such a structure can be relatively insensitive to personnel shifts, have continuity in administration and have an established project support mechanism (e.g., adequate laboratory support facilities). It is rare that any individual can carry out all these functions and guarantee continuity. For these reasons, it is seldom the case that a "qualified individual" can be found for contracting purposes and therefore most contracting is entered into with organizations, institutions, foundations or agencies which are responsible for project completion according to the terms of a contract. Any institution, organization, etc. obtaining an archeological or historical preservation or data recovery contract, and sponsoring a principal investigator or project director meeting the previously given requirements, should also provide, or have access to the following capabilities:

- (1) Adequate nonexpendable field equipment necessary to conduct whatever field operations are defined in the scope of work.
- (2) Adequate laboratory and office space and facilities necessary for proper treatment, analysis and storage of specimens and records likely to be obtained from a given project. This

does not necessarily include such specialized facilities as pollen, geochemical, or radiological laboratories, but does include facilities sufficient properly to preserve or stabilize specimens for any subsequent specialized analysis.

- (3) Adequate historical, archeological and/or architectural library resources to conduct whatever level of research is associated with a project.
- (4) Adequate photographic, cartographic and editorial facilities and services to successfully prepare a project report manuscript for publication.
- (5) Administrative ability to ensure completion of contracted projects within agreed time schedules.
- (6) Adequate long term storage and curatorial capability. Projects undertaken will frequently be interdisciplinary in nature and may result in the accumulation of a significant quantity of field records, photographs, maps and specimens. Even though results of an investigation may be published, such records and specimens constitute an important public scientific and historical resource that will continue to be of value to the Nation. All archeological or historical project plans or scopes of work must contain adequate and realistic provisions for the storage and management of such records and specimens except that all Historic American Buildings Survey and Historic American Engineering Record quality drawings, photographs, maps, etc. made pursuant to Executive Order 11593, section 2(c) shall be submitted to the Director, Office of Archeology and Historic Preservation, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240 for transmission to the Library of Congress.

APPENDIX C

State Historic Preservation Officer Transmittal Letter

Dear State Historic Preservation Officer:

Enclosed is a nomination for (name of property) which has been prepared by (Federal agency). A portion of the area included in the nomination is not located on land under the jurisdiction or control of this agency but is an integral part of the cultural resource for which we have prepared a nomination. So that we may submit the property to the National Register as a single concurrent nomination, please notify the other property owners and submit the nomination to your State Review Board.

If your Review Board approves the nomination, please sign the forms and return them to us with a letter stating that you and your Review Board have reviewed and approved the nomination, that the appropriate owner or owners have been notified, and that all other State procedures have been fulfilled. We will then submit the nomination to the National Park Service. This request is in recognition that a Federal agency can not legally nominate properties which include land not under its jurisdiction unless the appropriate State procedures for nominating properties to the National Register have been followed.

We appreciate your cooperation in the submittal of this concurrent nomination.

Sincerely yours,

Federal Representative for
Executive Order 11593

Enclosures

APPENDIX D

Completing the Nomination Forms

Information submitted in the nomination forms is used as follows:

1. to evaluate the property for inclusion in the National Register;
2. as an archival source for research;
3. to obtain information for the National Register publications;
4. to define the value protected by Section 106;
5. to determine the appropriateness of proposed Federally funded preservation projects.

It is essential that the information in the forms be accurate and complete. Errors of fact can seldom be uncovered by the National Register staff. It must be assumed that all information appearing on forms certified by State Historic Preservation Officers or Federal Representatives is, to the best of their knowledge, correct. Personnel who prepare the nomination forms are requested to double check all technical information.

Form No. 10-306 (Rev. 10-74)

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

NATIONAL REGISTER OF HISTORIC PLACES INVENTORY -- NOMINATION FORM

FOR FEDERAL PROPERTIES

FOR NPS USE ONLY

RECEIVED

DATE ENTERED

SEE INSTRUCTIONS IN *HOW TO COMPLETE NATIONAL REGISTER FORMS*
TYPE ALL ENTRIES -- COMPLETE APPLICABLE SECTIONS

1 NAME

HISTORIC

AND/OR COMMON

1. Name

- 1.1** This section is important not only because it identifies the specific property being nominated to the Register, but also because it provides a means of identifying and recording the different names by which the property has been known through the years. These names will be used in referring to the property in the National Register files and, if the property is accepted, in the "Federal Register" and subsequently in the publication entitled "The National Register of Historic Places."

1.2 Method.

The method for naming properties described below in Sections 1.3-1.6 has been established by the Historic American Buildings Survey, the National Survey of Historic Sites and Buildings, and the National Register. Both States and Federal agencies submitting nominations should adhere to these guidelines as closely as possible.

1.3 Historic name.

It is important to use an historic name—one which will continue to be meaningful regardless of changes in occupancy or use. This is the name which is generally preferred in referring to a property as it ordinarily represents one or more of the following:

- A. Original owner or builder.
- B. Significant persons or events associated with the property.

- C. Original or later significant uses of the property.
- D. Innovative or unusual characteristics of the property.
- E. Accepted professional, scientific, technical or traditional names (see following examples, Section 1.5).

The National Register will ordinarily use the historic name, as it most accurately reflects the significance of the property. If a State or Federal agency has a strong preference, this should be indicated by typing the word "preferred" in parenthesis by the desired name.

1.4 Common name.

This name represents the title by which the property is known locally. It may be representative of the history of the property or it may represent another facet (present ownership, etc.). It is useful to include this name, however, as it will identify the property locally as well as provide a convenient means of differentiating it from similarly named properties.

1.5 Examples of names.

- A. Original owner or builder:
 - 1. Decatur, Stephen, House
 - 2. Fairbanks, Jonathan, House
- B. Significant persons or events associated with the property:
 - 1. Brown, John, House
 - 2. Hammond-Harwood House
 - 3. American Flag Raising Site
 - 4. Columbus Landing Site
- C. Original or later significant uses of the property:
 - 1. Great Falls Portage
 - 2. Pony Express Stables
 - 3. Delaware Aqueduct
 - 4. Faneuil Hall
 - 5. United States Post Office
 - 6. Warren County Courthouse
 - 7. Louisiana State Capitol
 - 8. Cathedral of the Madeleine (Roman Catholic)
 - 9. St. Peter's Episcopal Church
- D. Innovative or unusual characteristics of the property:
 - 1. Lucy, the Margate Elephant
 - 2. Fireproof Building
 - 3. 1767 Milestones
 - 4. Whipple Cast and Wrought-iron Bowstring Truss Building
 - 5. Moselle Iron Furnace Stack
- E. Accepted professional, scientific, technical or traditional names:
 - 1. Wright II Archeological Site
 - 2. Lehner Mammoth Kill Site
 - 3. Experimental Breeder Reactor #1
 - 4. Trinity Site
 - 5. Monticello
 - 6. Vieux Carre Historic District
 - 7. Kawaewae Heiau
 - 8. Barrio de Analco

1.6 Archeological names.

The common or presently used name of an archeological site may be derived from the name of the present owner, e.g. John Doe Farm or Wright-Patterson Air Force Base. This method is most often used for prehistoric sites where the aboriginal name is unknown. However, if the site consists of a historically known Indian village or a colonial site whose name was recorded before the site was abandoned or destroyed, then the historically known name should be listed under the historic name. If an archeological survey of the site has been conducted and the site has been given a survey designation, this should also be listed under the historic name.

1.7 Other names.

If a property does not fall into any of the above categories, it is always acceptable to write the applicable names and provide supporting material for the name preferred in Item 8 of the form.

2 LOCATION

STREET & NUMBER

— NOT FOR PUBLICATION

CITY TOWN

CONGRESSIONAL DISTRICT

— VICINITY OF

STATE

CODE

COUNTY

CODE

2. Location

2.1 Location.

Include the number and the name of the street or road on which the property is located. If the road has a number rather than a name, indicate whether it is a Federal, State or county road. If a property does not have a specific address, give the names of the nearest roads. If a property is rural and in the vicinity of a town or city, indicate this by checking the blank marked "vicinity of." In the case of a historic district or a similarly complicated property, you may use a continuation sheet (Form 10-300a) to list the inclusive street address numbers for all streets within the district (example: 12-157 Main St.; 18-280 First St., etc.). It is important to include the Congressional district number. This will speed notification when the property is entered in the National Register.

2.2 GSA code book.

The General Services Administration publishes a Geographical Location Code Book which supplies the standard codes to be used on the forms. Copies of this publication are available on Fedstrip or Milstrip requisition forms. These may be requisitioned through the General Services Administration FSS Stores Depot, FSS Stock Number 7610-926-9078. Agencies located in Washington, D.C., may procure this publication by a Charge-A-Plate through the FSS Self-Service Store in the General Services Administration Regional Office Building, Washington, D.C. Other agencies may purchase this publication from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

2.3 Locations not to be published.

If, for some reason, the location of a property is not to be published, indicate that status in the block marked "Not for Publication." It is a good idea to give a suggested less specific location which may be published; this may be indicated in Item 2 of the form or separately on a continuation sheet (Form 10-300a).

3 CLASSIFICATION

CATEGORY	OWNERSHIP	STATUS	PRESENT USE	
<input type="checkbox"/> DISTRICT	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> OCCUPIED	<input type="checkbox"/> AGRICULTURE	<input type="checkbox"/> MUSEUM
<input type="checkbox"/> BUILDING(S)	<input type="checkbox"/> PRIVATE	<input type="checkbox"/> UNOCCUPIED	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> PARK
<input type="checkbox"/> STRUCTURE	<input type="checkbox"/> BOTH	<input type="checkbox"/> WORK IN PROGRESS	<input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> PRIVATE RESIDENCE
<input type="checkbox"/> SITE	PUBLIC ACQUISITION	ACCESSIBLE	<input type="checkbox"/> ENTERTAINMENT	<input type="checkbox"/> RELIGIOUS
<input type="checkbox"/> OBJECT	<input type="checkbox"/> IN PROCESS	<input type="checkbox"/> YES RESTRICTED	<input type="checkbox"/> GOVERNMENT	<input type="checkbox"/> SCIENTIFIC
	<input type="checkbox"/> BEING CONSIDERED	<input type="checkbox"/> YES UNRESTRICTED	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> TRANSPORTATION
		<input type="checkbox"/> NO	<input type="checkbox"/> MILITARY	<input type="checkbox"/> OTHER

3. Classification

3.1 Category.

In this section mark one box which applies to the nominated property as described below:

- A. A *district* is a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects which are united by past events or aesthetically by plan or physical development. A district also may be comprised of individual elements which are separated geographically but are linked by association or history.

Examples:

Georgetown Historic District (Washington, DC)

Martin Luther King Historic District (Atlanta, GA)

Durango-Silverton Narrow Gauge Railroad (right-of-way between Durango and Silverton, CO).

- B. A *site* is the location of a significant event, activity, building, structure, or archeological resource where the significance of the location and any archeological remains outweighs the significance of any existing structures.

Examples:

Cabin Creek Battlefield (Pensacola vic., OK)

Mound Cemetery Mound (Chester vic., OH)

Mud Springs Pony Express Station Site (Dalton vic., NB)

- C. A *building* is a structure created to shelter any form of human activity. This may refer to a house, barn, church, hotel, or similar structure. Buildings may refer to a historically related complex, such as a courthouse and jail or a house and barn.

Examples:

Molly Brown House (Denver, CO)

Meek Mansion and Carriage House (Hayward, CA)

Huron County Courthouse and Jail (Norwalk, OH)

Fairintosh Plantation (Durham vic., NC)

- D. A *structure* is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale.

Examples:

Swanton Covered Railroad Bridge (Swanton vic., VT)

Old Point Loma Lighthouse (San Diego, CA)

North Point Water Tower (Milwaukee, WI)

Reber Radio Telescope (Green Bank vic., WV)

- E. An *object* is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Examples:

Lucy, the Margate Elephant, (Margate City, NJ)

Delta Queen Steamboat (Cincinnati, OH)

Adams Memorial (Rock Creek Cemetery, Washington, DC)

Sumpter Valley Gold Dredge (Sumpter, OR)

3.2 Ownership.

Two sections are included under this heading and should be completed as appropriate.

- A. Public ownership (on the Federal, State, or local level) and private ownership are, in most cases, easily determined by the name of the owner. However, in places where there is multiple ownership (a historic district) you may check "Both" and describe the general types of ownership within the description.
- B. If public acquisition is involved, please indicate on a continuation sheet the stage which the negotiations have reached.
- C. If the public agency involved in the acquisition is a Federal or State agency, please indicate in a paragraph on a Continuation Sheet the involved agency and the intended disposition of the property. Federal agencies most commonly involved in these proceedings are the Department of Transportation, the Department of Housing and Urban Development, the Small Business Administration, the Corps of Engineers, the Department of the Interior, and the General Services Administration.

3.3 Status.

It is entirely possible to check more than one blank in this section. If preservation work is in progress, the proposed alterations should be discussed in Item 7 of the form.

3.4 Accessible to the public.

This section indicates whether the public has access to the property. In this case "Restricted" means that access is regulated. Regulation may include visits by appointment, scheduled hours, etc. "Unrestricted" in referring to districts means that the public has access to view exteriors seen from a public way.

3.5 Present use.

Information about present use helps to determine the function of the property.

4 OWNER OF PROPERTY

NAME

STREET & NUMBER

CITY TOWN

VICINITY OF

STATE

4. Owner of Property

- A. In the case of a single private owner, this section should involve no difficulty. For instance:
 Mr. and Mrs. Joe Doe
 120 Main Street
 Pleasantown, Anystate
- B. For districts involving property owners too numerous to mention, write in "Multiple Ownership" on the line reserved for the owner's name.

4.1 Agency (for Federally originated nominations only).

Enter the name of the Federal agency owning or administering the property, the name of the Regional Headquarters (if applicable), the address of the Regional Headquarters, and the State in which the Headquarters is located.

5 LOCATION OF LEGAL DESCRIPTIONCOURTHOUSE
REGISTRY OF DEEDS, ETC.

STREET & NUMBER

CITY TOWN

STATE

5. Location of Legal Description

This section requires the name of the place where the legal description of the property is maintained. The chain of title, and book and page reference to the title are *not* necessary. The legal description is usually kept on file in the Recorder's Office of the County Courthouse.

6 REPRESENTATION IN EXISTING SURVEYS

TITLE

DATE

__FEDERAL __STATE __COUNTY __LOCAL

DEPOSITORY FOR
SURVEY RECORDS

CITY TOWN

STATE

6. Representation in Existing Surveys

- A. Most properties nominated to the National Register have already been recorded in historical, architectural or archeological surveys (National, State or local), and this fact should be noted in

this section. Information supplied here serves as a reference to identify such surveys and locate the repository for survey records. Copies of existing survey records are *not* required. As with other items, Continuation Sheets may be used where necessary.

- B. Most State Historic Preservation Offices maintain continuing Statewide surveys of significant properties. Federal agencies directed by Executive Order 11593 inventory properties under their jurisdiction or control. Other Federal surveys include the Historic American Buildings Survey, the Historic American Engineering Record, and the National Survey of Historic Sites and Buildings (National Historic Landmarks Program).

7 DESCRIPTION

CONDITION		CHECK ONE	CHECK ONE
<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> DETERIORATED	<input type="checkbox"/> UNALTERED	<input type="checkbox"/> ORIGINAL SITE
<input type="checkbox"/> GOOD	<input type="checkbox"/> RUINS	<input type="checkbox"/> ALTERED	<input type="checkbox"/> MOVED DATE _____
<input type="checkbox"/> FAIR	<input type="checkbox"/> UNEXPOSED		

DESCRIBE THE PRESENT AND ORIGINAL (IF KNOWN) PHYSICAL APPEARANCE

7. Description

The condition of the property is important in making an accurate judgment of its merits. Check the blanks which best describe in your estimation the present condition of the property. *Ruins* and *Unexposed* generally refer to archeological sites. In district nominations, more than one blank may be checked.

7.1 Altered or unaltered.

- A. The conditions "altered" and "unaltered" refer to the present state of the property as compared to its condition at the time it achieved significance. Normal weathering or aging does not ordinarily constitute an alteration.
- B. Known alterations should be described and documented in the written statement of appearance. It is particularly important to supply dates if available. A restoration is considered an alteration even if an attempt has been made to restore the property to its original form. In cases involving numerous alterations to buildings, it would be helpful to include a floor plan with the nomination.

7.2 Moved or original site.

If a property has been moved, the following information should be given in the description wherever possible: 1) date of move; 2) original location and description; 3) distance the property has been moved; 4) explanation of the effect of the move on the historical integrity of the property and upon its new location; 5) justification for the move.

7.3 Describe the present and original (if known) physical appearance.

- A. The description of the property should be concise, factual, detailed and articulate.
- B. If the property is a historic district or conservation zone, see the section on historic districts.
- C. Individual *buildings, structures, or objects* should be described in detail using appropriate professional terminology and the description should detail what changes, if any, have occurred. Unique details or unusual features should be pointed out and should be visible in the accompanying photographs. Marcus Whiffen's *American Architecture Since 1780: a Guide to the Styles* (The M.I.T. Press, Cambridge, 1969) provides a standard guide to American architectural styles and should be consulted when questions of terminology arise. If local terms or styles are used, they should be accompanied with a description or explanation.

- D. The present condition of a *site* and its environment must be described. The integrity of the site—the degree to which it has retained its historical character—is very important and should be thoroughly discussed in the nomination. If an archeological site is described, the following should be included when known: site type, culture group responsible for the site, approximate dates of occupation, present condition of the site.

8 SIGNIFICANCE

PERIOD	AREAS OF SIGNIFICANCE -- CHECK AND JUSTIFY BELOW				
PREHISTORIC	__ ARCHEOLOGY-PREHISTORIC	__ COMMUNITY PLANNING	__ LANDSCAPE ARCHITECTURE	__ RELIGION	
1400-1499	__ ARCHEOLOGY-HISTORIC	__ CONSERVATION	__ LAW	__ SCIENCE	
1500-1599	__ AGRICULTURE	__ ECONOMICS	__ LITERATURE	__ SCULPTURE	
1600-1699	__ ARCHITECTURE	__ EDUCATION	__ MILITARY	__ SOCIAL HUMANITARIAN	
1700-1799	__ ART	__ ENGINEERING	__ MUSIC	__ THEATER	
1800-1899	__ COMMERCE	__ EXPLORATION/SETTLEMENT	__ PHILOSOPHY	__ TRANSPORTATION	
1900-	__ COMMUNICATIONS	__ INDUSTRY	__ POLITICS-GOVERNMENT	__ OTHER (SPECIFY)	
		__ INVENTION			

SPECIFIC DATES	BUILDER/ARCHITECT
STATEMENT OF SIGNIFICANCE	

8. Significance

- A. The statement of significance is the most important section of the nomination because it identifies the qualities in the property that are to be protected by National Register listing. All areas checked must be justified in the statement of significance below.
- B. Nominations should be directed to a whole property, rather than some functional segment. Thus it is inappropriate to nominate a mound and not an associated village, burial area, etc., or to nominate a house and not the associated outbuildings, etc.

8.1 Period.

Check the period(s) during which the property achieved significance. This may mean date of construction, major alteration, or association with an individual, event, or culture, etc. It may, therefore, be necessary to check more than one area.

8.2 Areas of significance.

- A. As many areas of significance as are appropriate may be checked, but each must be justified at the beginning of the statement of significance.
- B. Definitions or explanations of the historical areas of significance follow:
- Archeology-Prehistoric: the scientific study of the life and culture of indigenous peoples before the advent of written records.
- Archeology-Historic: the scientific study of the life and culture of indigenous peoples after the advent of written records; and the scientific study of the life and culture of nonindigenous peoples (European, African, Asiatic) in the New World.
- Agriculture: farming, livestock raising, and horticulture.
- Architecture: the style and construction of buildings and structures.
- Art: concerning creative works and their principles; fine arts and crafts. Do not include architecture, sculpture, music or literature here; specific categories are established for these areas.
- Commerce: production and exchange of goods and the social contacts thereby encouraged.

8.2 Areas of significance. (Continuation)

Communications: art or science of transmitting information.

Community Planning: the design of communities from predetermined principles.

Conservation: official maintenance or supervision of natural or man-made resources.

Economics: the science that deals with the production, distribution, and consumption of wealth.

Education: formal schooling or the methods and theories of teaching or learning.

Engineering: the applied science concerned with utilizing products and sources of power for supplying human needs in the form of structures, machines, etc.

Exploration/Settlement: the investigation of regions previously unknown or little known; the establishment of a new colony or community.

Industry: enterprises producing goods and services.

Invention: something originated by experiment or ingenuity. (Properties connected with the inventors themselves would be classified here.)

Landscape Architecture: the art or practice of planning or changing land and water elements for the enhancement of the physical environment.

Literature: the production of writings, especially those of an imaginative nature.

Military: concerning the armed forces and individual soldiers.

Music: the art of combining vocal or instrumental sounds or tones.

Philosophy: a system of principles for the conduct of life; the theory or analysis of the principles underlying thought or knowledge and the nature of the universe.

Politics/Government: an established system of political administration by which a nation, State, district, etc. is governed and the processes which determine how it is to be conducted.

Religion: systems and expressions of belief in a suprahuman power that have made a contribution to the patterns of culture.

Science: a systematic study of nature.

Sculpture: the art of forming material into the three-dimensional representation.

Social/Humanitarian: concerning human beings living together in a group or the promotion of the welfare of humanity.

Theater: the dramatic arts and the places where they are enacted.

Transportation: concerning the work or business or means of conveying passengers or materials.

8.3 Specific dates, architect/builder.

The most significant date or dates should be provided here, and the builder and/or architect should be listed, if known.

8.4 Statement of Significance.

- A. In addition to information obtained from reference sources, the statement of significance should include one or more sentences summarizing the primary reason or reasons for the property's nomination. All areas of significance checked above must be justified in the statement, *preceding* a discussion of the history of the property. The importance of each property in State, local or national history must be explicitly stated. Additional facts should be included such as:
 1. period of construction or use
 2. historically significant events
 3. data concerning individuals significantly associated with the property
 4. information which the property has yielded or may be likely to yield (especially for archeological sites)
- B. A statement of significance should not only list persons, events, episodes, or dates. It should relate the property to a broad historical, architectural, archeological, or cultural context, either local, regional, State or national.
- C. Any quoted material which appears in this section or the description (form Item 7) should be footnoted. Quotations taken out of context should faithfully represent the meaning of the original source.
- D. As a checklist for insuring that the property being nominated meets the criteria and that the statement of significance is sufficient, consult the following questions under the category heading which best applies to the property. In addition, be sure that each area of significance checked is supported in the statement.
 1. Building, structure, object.

- a. If a building or structure is nominated for its significance in architecture, does it retain enough of its significant design, aspect or feeling to be recognizable or could the important elements of design or appearance be restored? (This does not mean that buildings which have additions or alterations are not eligible, as they may reflect later significant styles and design.)
 - b. If a building or structure is nominated for historical significance, does the existing building have an identifiable relationship to the history described?
 - c. Is the building or structure located where originally constructed? If not, explain fully in the description (form Item 7) and justify the new location and the reason for the move. If a building, structure or object may be moved in the near future, mention should be made of this.
 - d. Does the building, structure or object have an unusually important association with its location?
2. Site.
 - a. Does the property retain integrity compatible with the subject being commemorated? (This present site of a treaty signing which took place in a deep woods is probably not eligible if the area is now a suburban development.)
 - b. If the site has been nominated in the area of archeological significance, has the site contributed, or does it have a potential for contributing useful information in the reconstruction of the cultural sequence? How does the site relate to other similar investigations and archeological findings?
 3. Exceptions.
If the property nominated represents an exception to the criteria, the statement of significance should discuss the specific exceptions set forth in the criteria. Such exceptions include properties that are: less than 50 years old; moved; reconstructed; cemeteries and grave sites; birthplaces; primarily commemorative in nature; owned or used by religious institutions.

9 MAJOR BIBLIOGRAPHICAL REFERENCES

9. Bibliography

This section should contain a list of sources from which information on the form was compiled. General reference works on architecture, archeology, etc., should *not* be included unless they specifically mention the property by name. Use a standard bibliographical style, listing author, full title, date and location of publication, and publisher. For an article, list the magazine or journal from which it was taken, volume number and date. For unpublished manuscripts, indicate where copies are available. Interviews should also be listed here with the date of interview.

10 GEOGRAPHICAL DATA

ACREAGE OF NOMINATED PROPERTY _____

UTM REFERENCES

A	ZONE	EASTING	NORTHING
C			

B	ZONE	EASTING	NORTHING
D			

VERBAL BOUNDARY DESCRIPTION

LIST ALL STATES AND COUNTIES FOR PROPERTIES OVERLAPPING STATE OR COUNTY BOUNDARIES

STATE	CODE	COUNTY	CODE
STATE	CODE	COUNTY	CODE

10. Geographical Data**10.1 Acreage.**

The acreage should faithfully represent the significance for which the property is being nominated. Excessive acreage such as buffer zones should *not* be included as the environment of a property is also protected under Section 106 of the Historic Preservation Act. If an exceptionally large area is being nominated, a justification for this acreage should be reflected in either Items 7 or 8 of the form. Acreage must be entered on the form.

10.2 UTM reference.

The UTM (Universal Transverse Mercator) Grid System provides a simple and accurate method for recording the geographic location of an historic site. The UTM Grid System has a number of advantages over the Geographic Coordinate System (latitude/longitude), particularly speed and precision, and the use of linear, metric units of measure. UTM involves no complicated geometric constructions, and in its simplest application, requires only a straightedge, a "coordinate counter," and a sharp pencil as working tools. (The coordinate counter is a plastic measuring tool.)

The UTM grid location ("reference") of a point may be found if the point can be located on a USGS quadrangle map that has the blue UTM grid tick marks along its edges. Most USGS quadrangles published since 1950, and all published since 1959, regardless of scale, have these ticks. If no USGS map with UTM ticks exists for a location, its coordinates in terms of latitude and longitude, or any State grid system, may be used instead, although complex mathematical formula must be applied at the Register to convert such coordinates to UTM grid references. Computer programs are available to perform this task, but the initial recording of locations in UTM grid terms is always preferable to any translated value.

In the UTM system, the Earth is divided into 60 "zones," running north and south, each 6 degrees wide. Each zone is numbered (most of the USA is included in zones 10 through 19), beginning at the 180-degree meridian near the International Date Line. On a map, each zone is flattened, and a square grid is superimposed upon it. The grid is marked off in meters, and any point in the zone may be referenced by citing its zone number, its distance in meters from the Equator ("northing") and its distance in meters from a reference line ("easting"). These three figures, the zone number, easting, and northing, make up the complete "UTM grid reference" for any point, and distinguish it from any other point on Earth.

The simplest method of determining a UTM reference is based on drawing part of the UTM grid on the map, and measuring from the grid lines to the point. It requires the following:

- A. a flat work surface on which the map may be spread out in full
- B. a straightedge (ordinary rulers may not be quite straight) long enough to reach completely across the map—generally about 30" to 36" long
- C. a very sharp pencil
- D. an ink pen for marking reference points
- E. and a UTM coordinate counter

For each point to be measured, follow these steps:

- A. Draw a line from the top of the map to the bottom, connecting the UTM ticks directly west of the point, i.e., with the highest easting value less than that of the point.
- B. Draw a line from the left to the right side of the map, connecting the grid ticks directly south of the point i.e., with the highest northing value below the point. This will intersect the previous line somewhere to the southwest of the point.
- C. Copy the zone number onto the worksheet.
- D. Copy onto the worksheet the portions of the easting and northing values given with the map ticks through which the lines have been drawn.
- E. Locate the scale on the coordinate counter which matches that of the map. Align the counter on the map so that:
 1. the side of the scale that reads from right to left lies along the east-west line
 2. the side of the scale that reads from left to right passes directly through the point.
 Check the alignment to be sure that it is precise.
- F. Read the coordinate counter scales, right-to-left for the easting and upward for the northing. Enter the measured values onto the form.
- G. Check the readings for plausibility—are all figures in the correct decimal place?
- H. Check the figures for accuracy by remeasuring.
- I. Be sure that the correct order is observed: zone number, easting, northing.

If the area of a property is less than 10 acres, only one UTM reference for a point centered on the site has to be completed. If the property includes 10 or more acres, the area nominated must be enclosed by a 3-or-more sided figure with a UTM reference for each corner.

For more information on the UTM Grid System, guidelines are available from the National Register. If USGS maps are not available, a State map with longitude and latitude coordinates may be used. For more information, see the section "Property Map Forms."

10.3 Verbal boundary description.

The purpose of this section is to define boundaries of large and/or complex properties. This section should be completed for district nominations, properties larger than 10 acres, or properties with complicated boundaries. The verbal boundary description should include street names, property lines, geographical features, etc. which separate the property from its surroundings.

10.4 Overlapping state or county boundaries.

This section should be completed only if the property nominated extends over more than one State or county.

11 FORM PREPARED BY

NAME TITLE

ORGANIZATION

DATE

STREET & NUMBER

TELEPHONE

CITY OR TOWN

STATE

11. Form Prepared By

Write in this section the name(s), address(es) and phone number(s) of the persons *directly* involved in compiling the information contained in the form. This information will enable the National Register staff to contact the person responsible, if necessary, after consultation with the State office or Federal Representative.

12 STATE HISTORIC PRESERVATION OFFICER CERTIFICATION

THE EVALUATED SIGNIFICANCE OF THIS PROPERTY WITHIN THE STATE IS

NATIONAL ____

STATE ____

LOCAL ____

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service

NAME _____

TITLE _____

DATE _____

FOR NPS USE ONLY

I HEREBY CERTIFY THAT THIS PROPERTY IS INCLUDED IN THE NATIONAL REGISTER

DATE _____

DIRECTOR, OFFICE OF ARCHEOLOGY AND HISTORIC PRESERVATION
ATTEST

DATE _____

KEEPER OF THE NATIONAL REGISTER

12. Certification**12.1 State nominations—certification.**

- A. The signature of the State Historic Preservation Officer on a State nomination certifies that the property has been evaluated and reviewed at the State level according to all criteria and procedures required by the National Park Service before being forwarded to the National Park Service.
- B. Three suggested levels of significance are listed on the form, and the certifying official is asked to make an evaluation. His choice represents an opinion, and is for information only. These distinctions will not appear in any printed version of the National Register. Regardless of their evaluated level of significance, all properties receive the same protection under Section 106 of the National Historic Preservation Act of 1966 (as amended). Properties evaluated by State Historic Preservation Officers as possessing national significance will automatically be forwarded to the Historic Sites Survey (National Historic Landmarks Program) for consideration.
- C. The appropriate signature and date in this section are of utmost importance for the legal protection of the property. Nominations cannot be accepted unless this section is complete.

12.2 Federal nominations—certification.

- A. The signature of the State Historic Preservation Officer on a Federal nomination indicates that the State has reviewed the property and has come to a conclusion concerning the eligibility of the property for listing in the National Register. This recommendation is *not* the State Historic Preservation Officer's opinion of the quality of the form, but rather of the significance of the property.
- B. The signature of the Federal representative on the nomination indicates that the Federal agency has recognized the property as potentially eligible for nomination to the National Register, and has given the appropriate State Historic Preservation Officer an opportunity to evaluate the significance of the property.
- C. Three suggested levels of significance are listed on the form, and the Federal Representative is asked to make an evaluation. This choice represents an opinion, and is for information only. These distinctions will not appear in any printed version of the National Register. Regardless of their level of significance, all properties receive the same protection under Section 106 of the National Historic Preservation Act of 1966. Properties evaluated by Federal Representatives as possessing national significance will automatically be forwarded to the Historic Sites Survey (National Historic Landmarks Program) for consideration.

12.3 National Register verification.

This is to be completed *only* by the National Park Service, Office of Archeology and Historic Preservation. When a property is accepted for the National Register, this section will be signed and dated by the Director of the Office of Archeology and Historic Preservation, and by the Keeper of the National Register.

Form No. 10-300a
(Rev. 10-74)

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

**NATIONAL REGISTER OF HISTORIC PLACES
INVENTORY -- NOMINATION FORM**

FOR NPS USE ONLY

RECEIVED

DATE ENTERED

CONTINUATION SHEET

ITEM NUMBER

PAGE

A. Form 10-300a, Continuation Sheet

- A.1** The Continuation Sheet is designed to provide additional space for information requested on the form. The name of the property and the item number which is continued should be filled in for each Continuation Sheet used. If several items do not fit into the spaces provided on the nomination form, they may be continued on one Continuation Sheet.

Form No. 10-301
(Rev. 10-74)

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

**NATIONAL REGISTER OF HISTORIC PLACES
PROPERTY MAP FORM**

FOR NPS USE ONLY

RECEIVED

DATE ENTERED

SEE INSTRUCTIONS IN *HOW TO COMPLETE NATIONAL REGISTER FORMS*
TYPE ALL ENTRIES -- ENCLOSE WITH MAP

1 NAME

HISTORIC

AND/OR COMMON

2 LOCATION

CITY TOWN

____ VICINITY OF

STATE

COUNTY

3 MAP REFERENCE

SOURCE

SCALE

DATE

4 REQUIREMENTS

TO BE INCLUDED ON ALL MAPS

1. PROPERTY BOUNDARIES
2. NORTH ARROW
3. UTM REFERENCES

B. Form 10-301, Property Map Form

B.1 Name.

The names should be identical to those on Form 10-300.

B.2 Location.

In this section, fill in only the city or town, State, and county.

B.3 Map reference.

The map reference section should include the type and name of the map, the date when it was produced, and its scale. The description of the property boundaries, where required, should appear in Item 10 (Verbal Boundary Description) of Form 10-300.

B.3.1 Types of maps preferred.

Whenever possible, 7.5 or 15 minute series United States Geological Survey maps are to be used. Where USGS maps are not available, a State map which includes a series of coordinates may be used. In these special cases longitude and latitude coordinates should be filled in.

B.4 Requirements.

Information to be indicated on the map must include:

- 1) name of property
- 2) boundaries (if 10 acres or over) enclosed in a three-or-more sided figure
- 3) north arrow (magnetic or true), if not printed on map
- 4) appropriate UTM references and computations.

For archival reasons, Xerox copies of USGS maps are not acceptable. Site plans, plat maps, etc., used as supplemental material may be Xeroxed on acid-free paper.

Form No. 10-301a
(Rev. 10-74)

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

**NATIONAL REGISTER OF HISTORIC PLACES
PROPERTY PHOTOGRAPH FORM**

FOR NPS USE ONLY

RECEIVED

DATE ENTERED

SEE INSTRUCTIONS IN *HOW TO COMPLETE NATIONAL REGISTER FORMS*
TYPE ALL ENTRIES -- ENCLOSE WITH PHOTOGRAPH

1 NAME

HISTORIC

AND/OR COMMON

2 LOCATION

CITY/TOWN

____ VICINITY OF

STATE

COUNTY

3 PHOTO REFERENCE

PHOTO CREDIT

DATE OF PHOTO

NEGATIVE FILLED AT

4 IDENTIFICATION

DESCRIBE VIEW, DIRECTION, ETC. IF DISTRICT, GIVE BUILDING NAME & STREET

PHOTO NO

C. Form 10-301a, Property Photograph Form

Photographs are an important part of the nomination submission and, along with the text, form the basis of the National Register evaluation. Photographs should give an honest visual representation of the historical integrity and significance of the property and should show why the property qualifies for the National Register. Photographs submitted with nomination forms are often used in National Register publications, so it is important for prints to be of high quality.

C.1 Name.

The names should be identical to those on the main form for the property.

C.2 Location.

In this section fill in only the city or town, State and county.

C.3 Photo reference.

This section should include the name of the photographer, the date of the photograph (the year is sufficient), and the location of the negative. Photographs should be contemporary with the nomination form. The submission of historical photographs is acceptable as an addition when necessary. They cannot be substituted, however, for contemporary photographs.

C.4 Identification.

To insure that reviewers of the nomination will be able to distinguish the specific building, location, view and direction, please make the identification as detailed as possible. The photographs must be identified in *#1 pencil* on the reverse of the print. Heavier grade pencils or ink show through when photographs are used in publication. Identification should be identical to the information in Item 4 of the Property Photograph Form. For archival and reproduction reasons, photograph forms that are stapled, glued or taped to the photographs themselves cannot be accepted. Forms should be attached to the photographs only with paper clips. No writing should appear on the front of the photograph.

C.5 Size and number of photographs.

Prints should be medium weight, glossy finish, unmounted, and may vary from 4" x 5" to 8" x 10" (preferred). One copy of each view is sufficient. One Property Photograph Form should accompany each photograph. The number of photographs required for a complete nomination varies according to the complexity of the property:

1. Individual buildings, structures or objects. Include only as many photographs as are necessary for depicting the property clearly. One of the photographs should show the environment or context in which the property is located. Additions, alterations, intrusions and dependencies should appear in the photographs. If the significance for which the property is nominated includes interiors, representative views should be submitted.
2. Districts. Districts should be represented visually in selected street, landscape or aerial views. Photographs of pivotal buildings or areas should be included either individually or in street-scapes. Elements which help define the quality of the district may be included, but it is not necessary or desirable to submit photographs of each individual structure.
3. Sites. Photographs provided with site nominations should give a clear indication of the historical integrity, content, environment, and land configuration of the site.

APPENDIX E**Statement of the Opinion of the State Historic Preservation
Officer Concerning the Eligibility of a Property for
Inclusion in the National Register.**

I understand that the Department of Defense is requesting the opinion of the State Historic Preservation Officer
agency
concerning the eligibility of _____ for inclusion in the
property(ies)

National Register and that my opinion may be submitted to the Secretary of the Interior with a formal request for a determination of eligibility on this property. This statement confirms my consultation as part of the determination of eligibility procedures.

- ____ (1) In my opinion, the property is eligible for inclusion in the National Register.
____ (2) In my opinion, the property is not eligible for inclusion in the National Register.
____ (3) I have no opinion and prefer to defer to the opinion of the Secretary of the Interior.

Justification and comments:

Signed: _____
State Historic Preservation Officer

APPENDIX F

Assessment of Cultural Resources for Project Planning.

Cultural resource assessments prepared by or for an agency for compliance with "Procedures for the Protection of Historic and Cultural Properties" (36 CFR Part 800) and/or for discussion in environmental impact assessment should include the following information:

(A) Identification of cultural resources.

- (1) *A statement of the kinds of cultural resources, their distribution, and the kinds of cultural values, historic values, or data categories known or thought potentially to be present or represented by these resources.* This statement should be derived from evaluation of existing data and the location and inventory procedures given in Section 3. The statement should specify the existence of properties: (a) included on the National Register; (b) nominated to or determined eligible for inclusion in the National Register; and (c) other properties of historical, architectural, archeological, or cultural significance, including those identified by appropriate State and local officials. Explanation and documentation should be provided in each case for those cultural resources professionally determined not to meet the National Register Criteria.
- (2) *A statement relating the identified resource to its cultural setting.* This statement should consist of an area or regional integration of the individually identified properties and values into a broader assessment of significance, and of interpretive and research potential. The enumeration of historical values defines the limits of this potential and should be used to support conclusions regarding impact and mitigation.

(B) Impact on cultural resources.

- (1) *A statement fully evaluating the effect that loss of all or part of the resource would have upon future investigation or appreciation.* This evaluation follows directly from the previously identified values and discussions. Evaluation of the impact on identified properties should include careful consideration of the following: (a) adverse effects arising from destruction or alteration of all or part of a property, isolation

from or alteration of its surrounding environment, or the introduction of physical, visual, audible, or atmospheric elements that are out of character with the property and its setting; (b) the cumulative impact of the proposed action upon the property, taken in consideration with impacts from other sources; (c) secondary or indirect impacts resulting from associated activities induced or promoted by the proposed action which may have a more substantial long-term impact on the property; (d) unavoidable adverse effects of the proposed action on the property, recognizing that this is an irreversible and irretrievable commitment; (e) the relationship between local short-term uses of the property and the long-term preservation and enhancement of the property, indicating to what extent long-term considerations of preservation and enhancement are foreclosed by the proposed action; and (f) any irreversible and irretrievable commitments of historic and cultural properties, recognizing the unique and nonrenewable nature of such properties.

Since adverse effects upon cultural resources may be cumulative, the impact of destruction or alteration of a particular resource should be measured against the extent to which that resource represents an important aspect of human occupation. Progressive destruction of a characteristic category of cultural resources (for example, all archeological sites on a river floodplain, or all 17th century Dutch farmsteads) may seriously impair future opportunities for scientific research or preservation of our cultural heritage. Adverse secondary effects, from impacts on existing community facilities and activities, from new facilities and activities, or from changes of natural conditions, may often be more substantial than the primary or direct, effects of the proposed action. For instance, will construction of a water control structure alter downstream flow patterns so that cultural resources situated beyond the project area will be destroyed by new or accelerated bank erosion?

Destruction or alteration of cultural resources, and consequent reduction of opportunities for future research or preservation, constitute an irreversible and irretrievable commitment. If it is possible to realistically measure this effect in quantitative terms (such as costs of fully recovering the identified information values and data categories), this should be done. Such measurement constitutes a statement of the magnitude of potential resource loss, and is necessary for the proper weighting of historic resources in decision making processes. There should be as many evaluations of effect as there are project alternatives which pose different impact situations.

- (2) *A statement of professional recommendations for mitigation of unavoidable losses.* Professional recommendations for mitigation should describe efforts that will be made to prevent or minimize loss of or intrusion upon cultural resources. Where destruction of such resources is unavoidable, the statement should explain intended measures to recover archeological, historical, architectural, technological, ethnological, or other cultural data. Such measures may include recording by photographs and measured drawings of cultural resources about to be lost or altered; archeological excavation to recover data and materials; removal of structures or salvage of

architectural components; or other steps that will ensure full knowledge of the lost cultural resources. The measures should ordinarily include provision for publication of information thus gained and initial deposition of artifacts and materials in a repository where they may be of public and educational benefit. There should be as many recommendations for minimizing impact as there are project alternatives which pose different situations. The foregoing identification, analysis of impact and recommendations for mitigation are required also prior to implementation of any mitigation actions.

- (3) *A statement of the procedures used to collect and evaluate information.* So that reviewers may satisfactorily evaluate the sufficiency of the cultural resource assessment, a statement should be included describing the methodology utilized. Published information sources, professional informants, the detail with which project areas were examined on the ground and by what techniques (surface inspection, subsurface testing, aerial photography and other remote sensing, etc.) should be described. Maps showing areas actually inspected should be included. Any reports prepared by professional consultants should be appended as supporting material.

APPENDIX G

Maintenance Standards

According to the Department of the Interior, maintenance activities may be classified as preservation, rehabilitation, or restoration when they meet the criteria set forth below. For each class of activity, the Department recommends that procedures be developed and work conducted in accordance with the accompanying standards.

(A) *Preservation.*

- (1) *Definition.* This is the application of measures designed to sustain the form and extent of an archeological, architectural, or historic site, object or structure essentially in its existing state; it aims at halting further deterioration and providing structural safety, but does not contemplate significant rebuilding. Preservation includes techniques of arresting or slowing the deterioration of a property; improvement of structural or mechanical conditions to make a structure safe, habitable, or otherwise useful; and normal maintenance and minor repairs that do not change or adversely affect the fabric or historic appearance.
- (2) *Standard.* An historic property and its environment are preserved when:
 - (a) A plan of work is prepared and approved by the appropriate officials and professional personnel before any preservation treatment is applied.
 - (b) All preservation work done to a structure is properly recorded and includes photographs before treatment, work in progress, and of the completed work. This report also includes a descriptive narrative of all work done including methods and materials used. Items removed for protective storage are labeled to show their provenance.
 - (c) Qualified professional archeologists have accomplished any excavations necessary to the preservation work.
 - (d) Measures have been taken to arrest or slow deterioration of the historic fabric.
 - (e) Any preservation treatment is done in such manner that it conforms to the structure's original appearance but can be distinguished from the original where observable. When new materials (such as

reinforcement beams or mechanical systems) are required, such materials are concealed or do not intrude or detract from the aesthetic and historic qualities unless this concealment would result in alteration or destruction of historically significant materials or spaces, whether visible or hidden from view.

- (f) Normal housekeeping and minor repairs that do not change or adversely affect the fabric or historic appearance are carried out on a regular basis.
- (g) Items requiring periodic replacement, such as paint or roof coverings, are replaced in kind unless a change is required to return to the historic appearance.
- (h) Measures have been taken to control vegetal growth in the historic environment and to remove growth which is physically damaging to the resource.
- (i) Proposed intrusions, such as roads and necessary utilities, are planned so that the effect on the historic integrity of a property or its environment is minimized.
- (j) Accretions of time, such as additions to the original building or forest growth, are retained unless they are causing damage to the resource.

(B) *Rehabilitation.*

- (1) *Definition.* This is the process of returning a structure to a state of efficiency by repairs or alterations so that it will serve an adaptive, useful purpose. Those portions of the structure (external, internal, or in combination) which are important in illustrating cultural values are preserved or restored. A property is suitable for rehabilitation when its historical significance does not justify full restoration and when its condition or proposed use precludes preservation in its existing form.
- (2) *Standard.* A property is rehabilitated when:
 - (a) Every reasonable effort is made to provide a compatible use which will require a minimum alteration to the structure.
 - (b) Professional interdisciplinary studies are made prior to any alteration.

- (c) A record is made of physical conditions and design prior to the rehabilitation.
- (d) Removal of the historic fabric is held to a minimum consistent with the proposed use.
- (e) Major repairs or alterations do not destroy those portions of the structure which are important in illustrating cultural values.
- (f) Installation of modern utilities and other features is designed for a minimum intrusion on the historic scene and appropriate respect for the historic fabric.

(C) *Restoration.*

- (1) *Definition.* This is the process of accurately recovering the form and details of a site, structure, or part of a structure, together with its setting, as it appeared at a particular period of time by means of the removal of later work and the replacement of missing original work. Restoration may be of the following kinds: full restoration (exterior and interior); or partial restoration (exterior, interior, or any part thereof). Partial restoration is adopted when only parts of a structure are important in illustrating cultural values or contribute to the values for which the property was registered.
- (2) *Standard.* A property is restored when:
 - (a) Interdisciplinary studies, including history, architecture, and archeology are com-

pleted prior to beginning any proposed restoration.

- (b) A documented and graphic record of existing conditions has been prepared.
- (c) Adequate documentary and physical evidence remain to accurately recreate the visual historic conditions.
- (d) A documentary and graphic report showing the proposed work has been prepared.
- (e) Proposals include techniques necessary to reproduce accurate design, color, and texture.
- (f) Steps are taken to preserve remaining original fabric.
- (g) Manmade features introduced after the date or period of the event commemorated are eliminated unless they: (1) are compatible with the historic scene and not an impediment to public understanding of the property, (2) have significance in their own right, or (3) are necessary for safety or protection of the resource and the public.
- (h) To the extent deemed practicable and desirable for public understanding, elements of the historic scene are retained, including manmade features, vegetative growth, and historic land use.

APPENDIX H

Sample Forms

Manuscript Form	H- 2
Inventory of Historic Property Form	H- 3
Evaluation of Historic Property Form	H- 5
Modification of Historic Property Form	H- 7
Bibliography Form For Printed Material	H- 9
Bibliography Form for Graphic Material	H-10
Chain-Of-Title Abstract Form	H-11

Historic Property: _____

Installation: _____

Researcher: _____ Date: _____

**DEPARTMENT OF THE ARMY
MANUSCRIPT FORM**

Use to abstract or record information from any (circle appropriate type) manuscript, paper, report, or other unpublished document. Not intended for abstracting legal instruments.

Title (or description): _____

Author: _____

Date(s): _____

Type of document (e.g. official Army report, letter, memorandum, diary, etc.):

Original: _____ Photocopy (e.g. microfilm): _____

Location: _____

Call No. (or Accession or Reference No.): _____

Abstract of information pertinent to historic property:

Page or Item No.

Summary Notes

DEPARTMENT OF THE ARMY INVENTORY OF HISTORIC PROPERTY FORM

I. IDENTIFICATION

Name of Installation: _____ Historic Property: _____

Date: _____

Surveyed by: _____
Name

Rank

Office: _____

Address: _____

Telephone: _____

Photograph

Date: _____ Orientation: _____ Photographer: _____

II. HISTORIC PROPERTY

A. Name: _____
(common)

(historic)

B. Location: _____
Bldg. No. street no. street installation city, county, state

C. Category: building _____, structure _____, object _____, site _____, district _____, archeol. _____

D. Present Use: _____

E. Accessible to the Public? Yes _____, No _____, Restricted _____, Explain _____

III. DESCRIPTION OF DISTRICT (historic or industrial) To be attached as cover to forms for individual properties within District.

A. Date of construction of major areas: _____

B. Acreage and dimensions: _____ units: _____

C. Boundaries: _____

D. Number and general arrangement of buildings, structures, open spaces and objects: _____

IV. DESCRIPTION OF BUILDING, STRUCTURE, OR OBJECT

- A. Date of construction: _____ Original Use: _____
- B. Alterations (list by date): _____

- C. Condition: good _____, fair _____, deteriorated _____, other _____
- D. Dimensions _____ architect/builder _____
 (front) side)
- E. Building material: _____ structural system: _____
- F. Original Site? _____ moved? _____ when? _____
- G. Description: _____

V. DESCRIPTION OF HISTORIC SITE OR ARCHEOLOGICAL SITE

- A. Acreage or appropriate dimensions: _____
- B. Date of events associated with site: _____
- C. Surface evidence of site: (check all appropriate descriptions and explain, if necessary, in Section VI).
 _____ no visible evidence _____ ruins _____ surface traces visible
 _____ under cultivation _____ cellar hole _____ underwater
 _____ eroded _____ walls _____ other, explain in Section VI _____
- D. Sources of Information: _____ License or permit granted? _____ date _____
 _____ infra-red aerial photos, date _____, elevation _____ photographer _____
 _____ surface hunting date _____, by whom _____
 _____ testing date _____, by whom _____
 _____ excavation date _____, by whom _____
 _____ none. _____ other, explain _____
- E. Present repository of excavated or salvaged materials: _____

VI. OTHER INFORMATION (Describe present condition, historical background, significance)

VII. SOURCES OF INFORMATION (Attach research forms, if used)

V. NATIONAL REGISTER OF HISTORIC PLACES

A. Nominate to Register? Yes _____ No _____

B. If yes, complete the following:

1. _____ NR forms completed, date _____

2. _____ NR form submitted to SHPO, date _____

3. _____ NR form submitted to HQDA (DAEN-MCZ-E) Wash, D.C. 20314, date _____

4. _____ Notification property accepted for National Register, date _____

5. _____ Printed in Federal Register, date _____, vol. _____, no. _____, part _____

C. If no, describe action to be taken and review process: _____

VI. HISTORIC PROPERTY MODIFICATIONS (All Modification Forms shall be attached hereto)

A. Modification: _____

Date of Review: _____ Approved? Yes _____ No _____

B. Modification: _____

Date of Review: _____ Approved? Yes _____ No _____

C. Modification: _____

Date of Review: _____ Approved? Yes _____ No _____

VII. MEMBERS OF HISTORIC PRESERVATION COMMITTEE

Voting

Nonvoting

Chairman: _____

SHPO: _____

VIII. EVALUATION FORM PREPARED BY: _____

IX. SIGNATURE OF HISTORIC PRESERVATION COMMITTEE CHAIRMAN: _____

Date: _____

DEPARTMENT OF THE ARMY
MODIFICATION OF HISTORIC PROPERTY FORM

I. IDENTIFICATION

Name of the Installation: _____ **Date:** _____

Name or Type of Project: _____

Location: _____

II. HISTORIC PROPERTY AFFECTED

A. Name of Historic Property: _____

B. Location: _____

C. Category: _____, structure _____, object _____, site _____, district _____

D. Present Use: _____ Original Use: _____

E. Evaluation Category _____ eligible for NR _____ Nom. to NR _____

F. Amount of Authorization: _____

III. BEFORE MODIFICATION:

Describe section, detail, etc. to be modified (Attach photographs)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

IV. AFTER MODIFICATION:

Describe design, materials, colors, etc. used in modified area (attach photographs of work in progress and completed and design and working drawings, specifications, and other documents that describe work executed.).

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

V. A. Name of Architect, Engineer, or Designer: _____

Address: _____

B. Construction firm, contractor, etc. _____

Address: _____

C. Subcontractors (with addresses)

VI. Form completed by _____ Date: _____

Historic Property: _____

Installation: _____

Researcher: _____ **Date:** _____

DEPARTMENT OF THE ARMY
BIBLIOGRAPHY FORM FOR PRINTED MATERIAL

(Use one form for each book, pamphlet, article, etc.)

Use to abstract or record information from any (circle appropriate type) book, article, pamphlet, brochure, or other printed material.

Author: _____

Title: _____

Publisher: _____

Place: _____

Date: _____ Edition: _____

Location of item: _____ Call No.: _____

Page numbers where information located: _____

Abstract of information pertinent to historical property

Page	Summary Notes
------	---------------

Historic Property: _____

Installation:_____

Researcher: _____ **Date:** _____

DEPARTMENT OF THE ARMY
BIBLIOGRAPHY FORM FOR GRAPHIC MATERIAL
(Use one form for one graphic item only)

Use to describe any (circle appropriate type) map, plan, drawing, photograph, painting, print, sketch, plat or photocopy or any other graphic material.

Title (or description):_____

Author (artist, architect, draftsman, engineer, photographer, etc.): _____

Date: _____

Original: _____ Photocopy: _____ Print: _____

Location: _____

Reference Number (if any): _____

Approximate Size: _____ x _____ Black and White: _____ Color: _____

Describe the relevance of this graphic material to documentation of the historic property:

Historic Property: _____

Installation: _____

Researcher: _____ Date: _____

**DEPARTMENT OF THE ARMY
CHAIN-OF-TITLE ABSTRACT FORM**

Use when establishing chain-of-title of property through research in county court records. Begin with present owner and research in reverse chronological order.

Name of County _____ Location of Recorded Deeds: _____

1. Date: _____ Book (liber): _____ Page (folio): _____

Grantee (present owner): _____

Grantor (person from whom property transferred): _____

Reference to previous owner: Name _____

Date: _____ Book (liber): _____ Page (folio): _____

Description of property: _____

2. Date: _____ Book (liber): _____ Page (folio): _____

Grantee: _____

Grantor: _____

Reference to previous owner: Name _____

Date: _____ Book (liber): _____ Page (folio): _____

Description of property: _____

APPENDIX I BIBLIOGRAPHY

I-1. INTRODUCTION

The following items are intended to provide an indication of the type of literature available in the field of historic preservation. Those items with an asterisk (*) are recommended reading.

Requests for literature on a specific topic may be directed to the Office of Archeology and Historic Preservation, Department of the Interior and to the National Trust for Historic Preservation.

Reference should also be made to general bibliographies, such as:

Guide to Historic Preservation, Historical Agencies, and Museum Practices: A Selective Bibliography. Cooperstown: New York State Historical Association, 1970.

Historic Preservation: A Bibliography. Compiled by Gary L. Menges. Council of Planning Librarians Exchange Bibliography No. 79, 1969. Available from Council of Planning Librarians, Box 229, Monticello, Illinois 61856.

Bookstore Catalogue. National Trust for Historic Preservation. Up-dated annually, lists material that can be purchased from National Trust Bookstore. Free. Available from National Trust for Historic Preservation, 740-748 Jackson Place, N.W., Washington, D.C. 20006.

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Williams, Henry L. and Ottalie K. Williams. *Old American Houses: How to Restore, Remodel, and Reproduce Them*. New York, 1957.

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Ziegler, P. *Historic Preservation in Inner City Areas, A Manual of Practice*. Pittsburgh: Allegheny Press, 1971.

APPENDIX J DIRECTORY

J-1. AGENCIES, OFFICES, AND ORGANIZATIONS REFERRED TO IN THIS TM.

Advisory Council on Historic Preservation
1522 K Street, N.W., Suite 430
Washington, D.C. 20005

The American Anthropological Association
1703 New Hampshire Avenue, N.W.
Washington, D.C. 20009

U.S. Army Service Center for the Armed Forces
Army Library Division
Attention: ANRAL-RS
Washington, D.C. 20310

U.S. Army Military History Research
Collection
Carlisle Barracks, Pennsylvania 17013

U.S. Army Center for Military History
Forrestal Building
Washington, D.C. 20314
Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Historic American Buildings Survey
Office of Archeology and Historic Preservation
National Park Service
Washington, D.C. 20240

Historic American Engineering Record
Office of Archeology and Historic Preservation
National Park Service
Washington, D.C. 20240

Library of Congress
Washington, D.C. 20540

National Personnel Records Center (Military Personnel
Records)
9700 Page Boulevard
St. Louis, Missouri 63132

Director, Military Archives Division
National Archives
Washington, D.C. 20408

National Trust for Historic Preservation
740-748 Jackson Place, N.W.
Washington, D.C. 20006

National Trust Mid-Western Field Service
1800 South Prairie Avenue
Chicago, Illinois 60616

National Trust Western Field Service
802 Montgomery Street
San Francisco, California 94133

National Trust New England Field Service
141 Cambridge Street
Boston, Massachusetts 02114

Office of Archeology and Historic Preservation
National Park Service
Department of the Interior
Washington, D.C. 20240

Smithsonian Institution
Washington, D.C. 20560

Society for American Archeology
1703 New Hampshire Avenue, N.W.
Washington, D.C. 20009

Society for Industrial Archeology
Museum of History and Technology
Smithsonian Institution
Room 5020
Washington, D.C. 20560

J-2. ORGANIZATIONS WHICH MAY BE OF ASSIS- TANCE IN LOCATING PROFESSIONAL EXPERTISE WITH SENSITIVITY TO HISTORIC PRESERVATION CONCERNS

The disciplines represented in this list include archi-
tecture, archeology, history, planning, and technical as-
pects of preservation. Also included are lists of the
State Arts Councils, and university architecture and
history departments, and the State Historic Preserva-
tion Officers. SHPOs and their professional staffs
remain the primary source of historic preservation ex-
pertise and they should be consulted first when at-
tempting to identify historic properties in a particular
location or searching for historic preservation con-
sultants.

American Anthropological Association
Society for American Archeology
1703 New Hampshire Avenue, NW
Washington, D.C. 20009
202-232-8800

American Association for State and Local History
1315 8th Avenue, South
Nashville, Tennessee 37203
615-242-5583

American Associations of Museums
2233 Wisconsin Avenue, NW
Washington, D.C. 20007
202-338-5300

American Canal Society
P.O. Box 638
Glen Echo, Maryland 20768

American Historical Association
400 A Street, NW
Washington, D.C. 20003
202-544-2422

American Institute of Architects
State Preservation Coordinators
1735 New York Avenue, NW
Washington, D.C.
202-785-7300

American Institute of Planners
1776 Massachusetts Avenue, NW
Washington, D.C. 20006
202-872-0611

American Society of Civil Engineers
American Society of Mechanical Engineers
History and Heritage Committees
United Engineering Center
345 East 47th Street
New York, New York 10017

American Society of Landscape Architects
Historic Landscape Committee
1750 Old Meadow Road
McLean, Virginia 22101
703-893-3140

American Society of Planning Officials
1313 East 60th Street
Chicago, Illinois 60615
312-947-2560

American Studies Association
P.O. Box 30 Bennett Hall University of Pennsylvania
Philadelphia, Pennsylvania 19104

Association for Preservation Technology
P.O. Box 2682
Ottawa, Ontario, Canada

Association for the Preservation of Virginia Antiquities
2705 Park Avenue
Richmond, Virginia 23220
703-359-0239

Boston Architectural Center
320 Newbury Street
Boston Massachusetts 02115
617-536-3170

Colonial Williamsburg
Goodwin Building
Williamsburg, Virginia 23185
703-229-1000

Cornerstone, Mormon Architectural Heritage
P.O. Box 11114
Salt Lake City, Utah 84111

Council on Abandoned Military Posts-U.S.A.
P.O. Box 171
Arlington, Virginia 22210

Friends of Cast Iron Architecture
44 West 9th Street
New York, New York 10011
212-477-2124

National Association for Housing and Redevelopment
Officials
2600 Virginia Avenue, NW
Washington, D.C. 20037
202-333-2020

National Trust for Historic Preservation
Consultant Reference File, Field Service Department
740-748 Jackson Place, NW
Washington, D.C. 20006
202-382-3304

Organization of American Historians (Historic Preservation Committee)
112 North Bryan Street, Bloomington, Indiana 47401
812-337-7311

Railway and Locomotive Historical Society
Kresge Hall, Harvard Business School
Boston, Massachusetts 02163

Railway Station Historical Society
430 Ivy Avenue,
Crete, Nebraska 68333

State Arts Councils
(see separate list)

State Historic Preservation Officers
(see separate list)

Society of Architectural Historians
1700 Walnut Street
Room 716
Philadelphia, Pennsylvania 19103
215-735-0246

Society for Historical Archeology
Moravian College
Bethlehem, Pennsylvania

or
c/o Roderick Sprague, Department of Anthropology
University of Idaho, Moscow, Idaho 83843

Society for Industrial Archeology
Museum of History and Technology
Smithsonian Institution Room 5020
Washington, D.C. 20560

Society for the Preservation of New England Antiquities
141 Cambridge Street
Boston, Massachusetts 02114
617-227-3960

Whistlers in the Woods (Steam Engines)
Route 1, P.O. Box 265-A
Rosville, Georgia 30741

J-3. UNIVERSITY ARCHITECTURE AND HISTORY DEPARTMENTS

This list is only a partial guide to the Architecture and History departments of the many universities and colleges found in each State. It was compiled by combining the universities the Historic American Buildings Survey contacts each year to recruit architecture students for their summer team projects and the universities offering courses in historic preservation that have been listed by the National Trust for Historic Preservation.

School of Architecture and Environmental Design
California Polytechnic State University
San Luis Obispo, California 93401

Department of Architecture
University of Florida
Gainesville, Florida 32601

Department of Architecture
University of Miami
Coral Gables, Florida 33124

University of Georgia
School of Environmental Design
Athens, Georgia 30601

College of Architecture and Planning
Ball State University
Muncie, Indiana 47306

Department of Architecture
University of Illinois
Urbana, Illinois 61801

College of Architecture and Design
Kansas State University
Manhattan, Kansas 66506

School of Architecture and Urban Design
University of Kansas
Lawrence, Kansas 66044

College of Architecture
University of Kentucky
Lexington, Kentucky 40506

Graduate School of Design
Harvard University
Cambridge, Massachusetts 02138

College of Architecture and Design
Department of Architecture
University of Michigan
Ann Arbor, Michigan 48104

School of Architecture and Landscape Architecture
University of Minnesota
Minneapolis, Minnesota 55455

School of Architecture
Washington University
St. Louis, Missouri 63130

School of Architecture
Syracuse University
Syracuse, New York 13210

School of Architecture
Columbia University
New York, New York 10027

College of Architecture, Art, and Planning
Cornell University
Ithaca, New York 14850

School of Architecture
Pratt Institute
Brooklyn, New York 11205

Department of Architecture
North Carolina State University
Raleigh, North Carolina 27607

Department of Architecture
North Dakota State University
Fargo, North Dakota 58102

College of Design, Architecture, and Art
University of Cincinnati
Cincinnati, Ohio 45221

School of Architecture
Ohio State University
Columbus, Ohio 43210

Department of History
Middle Tennessee State University
Murfreesboro, Tennessee 37130

College of Architecture
University of Houston
Houston, Texas 77004

College of Architecture and Environmental Design
Texas A & M University
College Station, Texas 77843

Department of Architecture
Texas Tech University
Lubbock, Texas 79409

Department of Architecture
University of Texas at Arlington
Arlington, Texas 76010

School of Architecture
University of Virginia
Charlottesville, Virginia 22903

J-4. STATE ARTS AGENCIES

J-4.1. State Agencies

ALABAMA STATE COUNCIL ON THE ARTS AND HUMANITIES

Executive Director
322 Alabama Street
Montgomery, Alabama 36104
(205) 269-7804

ALASKA STATE COUNCIL ON THE ARTS

Executive Director
360 K Street, Suite 240
Anchorage, Alaska 99501
(907) 279-3824 or 272-5342

AMERICAN SAMOA ARTS COUNCIL

Chairman
Office of the Governor
Pago Pago, American Samoa 96920

ARIZONA COMMISSION ON THE ARTS AND HUMANITIES

Executive Director
6330 North 7th Street
Phoenix, Arizona 85014
(602) 271-5884

THE OFFICE OF ARKANSAS STATE ARTS AND HUMANITIES

Executive Director
404 Train Station Square
Victory-at-Markham
Little Rock, Arkansas 72201
(501) 371-2539 or 2530

CALIFORNIA ARTS COMMISSION

Executive Director
808 "O" Street
Sacramento, California 95814
(916) 445-1530

THE COLORADO COUNCIL ON THE ARTS AND HUMANITIES

Executive Director
1550 Lincoln Street, Room 205
Denver, Colorado 80203
(303) 892-2617 or 2618

CONNECTICUT COMMISSION ON THE ARTS

Executive Director
340 Capitol Avenue

Hartford, Connecticut 06106
(203) 566-4770

DELAWARE STATE ARTS COUNCIL

Executive Director
Wilmington Tower, Room 803
1150 Market Street
Wilmington, Delaware 19801
(302) 571-3540

D.C. COMMISSION ON THE ARTS AND THE HUMANITIES

Director
543 Munsey Building
1329 E Street, N.W.
Washington, D.C. 20004
(202) 347-5905 or 5906

FINE ARTS COUNCIL OF FLORIDA

Executive Director
c/o Division of Cultural Affairs
Department of State
The Capitol Building
Tallahassee, Florida 32304
(904) 488-2416

GEORGIA COUNCIL FOR THE ARTS

Director
706 Peachtree Center, South Bldg.
225 Peachtree Street, NE
Atlanta, Georgia 30303
(404) 656-3990

INSULAR ARTS COUNCIL OF GUAM

Director
P.O. Box EK (Univ. of Guam)
Agana, Guam 96910
729-2466

HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS

Executive Director
250 South King Street, Room 310
Honolulu, Hawaii 96813
(808) 548-4145

IDAHO STATE COMMISSION ON ARTS AND HUMANITIES

Executive Director
c/o State House
Boise, Idaho 83720
(208) 384-2119

ILLINOIS ARTS COUNCIL

Director
111 North Wabash Avenue, Room 1610
Chicago, Illinois 60602
(312) 793-3520

INDIANA ARTS COMMISSION

Executive Director
 Union Title Building
 155 East Market, Suite 614
 Indianapolis, Indiana 46204
 (317) 633-5649

IOWA STATE ARTS COUNCIL

Executive Director
 State Capitol Building
 Des Moines, Iowa 50319
 (515) 281-5297 or 262-2803

KANSAS CULTURAL ARTS COMMISSION

Executive Director
 117 West 10th Street, Suite 100
 Topeka, Kansas 66612
 (913) 296-3335

KENTUCKY ARTS COMMISSION

Executive Director
 100 W. Main Street
 Frankfort, Kentucky 40601
 (502) 564-3757

LOUISIANA COUNCIL FOR MUSIC AND PERFORMING ARTS, INC.

President
 International Building, Suite 804
 611 Gravier Street
 New Orleans, Louisiana 70130
 (504) 525-7241

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

Director
 State House
 Augusta, Maine 04330
 (207) 289-2724

MARYLAND ARTS COUNCIL

Executive Director
 15 West Mulberry
 Baltimore, Maryland 21210
 (301) 685-7470

MASSACHUSETTS COUNCIL ON THE ARTS AND HUMANITIES

Executive Director
 14 Beacon Street
 Boston, Massachusetts 02108
 (617) 727-3668

MICHIGAN COUNCIL FOR THE ARTS

Executive Director
 Executive Plaza
 1200 Sixth Avenue
 Detroit, Michigan 48226
 (313) 256-3735

MINNESOTA STATE ARTS COUNCIL

Acting Director
 100 East 22nd Street
 Minneapolis, Minnesota 55404
 (612) 296-2059 or 339-7691

MISSISSIPPI ARTS COMMISSION

Executive Director
 State Executive Building
 P.O. Box 1341
 Jackson, Mississippi 39205
 (601) 354-7336 or 266-7246 (Univ. of Miss.)

MISSOURI STATE COUNCIL ON THE ARTS

Executive Director
 111 South Bemiston, Suite 410
 St. Louis, Missouri 63105
 (314) 721-1672

MONTANA ARTS COUNCIL

Executive Director
 235 East Pine
 Missoula, Montana 59801
 (406) 543-8286 or 543-8287

NEBRASKA ARTS COUNCIL

Executive Director
 P.O. Box 1536
 Omaha, Nebraska 68101
 (402) 345-2542

NEVADA STATE COUNCIL ON THE ARTS

Acting Director
 560 Mill Street
 Reno, Nevada 89502
 (702) 784-6231 or 6232

NEW HAMPSHIRE COMMISSION ON THE ARTS

Executive Director
 Phenix Hall, 40 North Main Street
 Concord, New Hampshire 03301
 (603) 271-2789

NEW JERSEY STATE COUNCIL ON THE ARTS

Executive Director
 27 West State Street
 Trenton, New Jersey 08625
 (609) 292-6130

THE NEW MEXICO ARTS COMMISSION

Executive Director
 Lew Wallace Building
 State Capitol
 Santa Fe, New Mexico 87501
 (505) 827-2061

NEW YORK STATE COUNCIL ON THE ARTS

Executive Director
 250 West 57th Street
 New York, N.Y. 10019
 (212) 586-2040

NORTH CAROLINA ARTS COUNCIL

Executive Director
N.C. Dept. of Cultural Resources
Raleigh, North Carolina 27611
(919) 829-7897

NORTH DAKOTA COUNCIL ON THE ARTS AND HUMANITIES

Chairman
Department of English
North Dakota State University
Fargo, North Dakota 58102
(701) 237-7143

OHIO ARTS COUNCIL

Executive Director
50 West Broad Street, Suite 2840
Columbus, Ohio 43215
(614) 466-2613

OKLAHOMA ARTS AND HUMANITIES COUNCIL

Executive Director
4400 N. Lincoln Blvd., Suite 258
Oklahoma City, Oklahoma 73105
(495) 424-1606

OREGON ARTS COMMISSION

Executive Director
328 Oregon Building
494 State Street
Salem, Oregon 97301
(503) 378-3625

COMMONWEALTH OF PENNSYLVANIA COUNCIL ON THE ARTS

Executive Director
503 North Front Street
Harrisburg, Pennsylvania 17101
(717) 787-6883

INSTITUTE OF PUERTO RICAN CULTURE

Executive Director
Apartado Postal 4184
San Juan, Puerto Rico 00905
(809) 723-2115

RHODE ISLAND STATE COUNCIL ON THE ARTS

Executive Director
4365 Post Road
East Greenwich, Rhode Island 02818
(401) 884-6410

SOUTH CAROLINA ARTS COMMISSION

Executive Director
1205 Pendleton Street
Columbia, South Carolina 29201
(803) 758-3442

SOUTH DAKOTA STATE FINE ARTS COUNCIL

Executive Director
108 West 11th Street

Sioux Falls, South Dakota 57102
(605) 339-6646

TENNESSEE ARTS COMMISSION

Executive Director
222 Capitol Hill Building
Nashville, Tennessee 37219
(615) 741-1701

TEXAS COMMISSION ON THE ARTS AND HUMANITIES

Executive Director
P.O. Box 13406, Capitol Station
Austin, Texas 78711
(512) 475-6593

UTAH STATE DIVISION OF FINE ARTS

Director
609 East South Temple Street
Salt Lake City, Utah 84102
(801) 328-5895

VERMONT COUNCIL ON THE ARTS, INC.

Executive Director
136 State Street
Montpelier, Vermont 05602
(802) 828-3291

VIRGINIA COMMISSION ON THE ARTS AND HUMANITIES

Executive Director
1215 State Office Building
Richmond, Virginia 23219
(804) 770-4492 or 770-3591

VIRGIN ISLANDS COUNCIL ON THE ARTS

Executive Director
Caravelle Arcade
Christiansted, St. Croix
U.S. Virgin Islands 00820
(809) 773-3075, x3

WASHINGTON STATE ARTS COMMISSION

Executive Director
1151 Black Lake Boulevard
Olympia, Washington 98504
(206) 753-3860

WEST VIRGINIA ARTS AND HUMANITIES COUNCIL

Executive Director
State Office Building 6, Rm. B-531
1900 Washington Street, East
Charleston, West Virginia 25305
(304) 348-3711 or 253-8313

WISCONSIN ARTS BOARD

Executive Director
One West Wilson Street
Madison, Wisconsin 53702
(608) 266-0190

WYOMING COUNCIL ON THE ARTS

Executive Director
200 West 25th Street
Cheyenne, Wyoming 82002
(307) 777-7742

J-4.2. Regional Coordinators

Regional Coordinator
Pacific Area
P.O. Box 6606
Denver, Colorado 80206
(303) 321-1098

for Washington, Oregon, Montana, Idaho, Wyoming,
Utah, Nevada, Colorado, New Mexico, Arizona, Alaska.

Regional Coordinator
Lower Plains Area
7440 Somerset
St. Louis, Missouri 63105
(314) 863-6687

for North Dakota, South Dakota, Nebraska, Kansas,
Iowa, Oklahoma, Texas, Missouri, Minnesota, Wisconsin,
Illinois, Indiana, Michigan, Kentucky.

Regional Coordinator
Southeastern States
630 North Blount Street
Raleigh, North Carolina 27604
(919) 832-0047

for Alabama, Arkansas, Florida, Georgia, Louisiana,
Mississippi, North Carolina, South Carolina, Tennessee.

Regional Coordinator
Mid-Atlantic States
1562 Moorings Drive, Apt. 22B
Reston, Virginia 22090
(703) 437-4019

for New Jersey, Pennsylvania, Maryland, Delaware,
Ohio, Virginia, West Virginia, District of Columbia, Virgin
Islands.

J-5. STATE HISTORIC PRESERVATION OFFICERS**ALABAMA**

Chairman,
Alabama Historical Commission
Alabama Department of Archives and History
Archives and History Building
Montgomery, Alabama 36104.

ALASKA

Director
Department of Natural Resources
Division of Parks
323 East Fourth Avenue
Anchorage, Alaska 99501

ARIZONA

Director
State Parks Board
1688 West Adams
Phoenix, Arizona 85007

ARKANSAS

Director
Department of Natural and Cultural Heritage
300 West Markham
Little Rock, Arkansas 72201

CALIFORNIA

Director
Department of Parks & Recreation
State Resources Agency
P.O. Box 2390
Sacramento, California 95811

COLORADO

Chairman
State Historical Society
Colorado State Museum
200 14th Avenue
Denver, Colorado 80203

CONNECTICUT

Director
Connecticut Historical Commission
59 South Prospect Street
Hartford, Connecticut 06106

DELAWARE

Director
Division of Historical and Cultural Affairs
Department of State
Dover, Delaware 19901

FLORIDA

Director
Division of Archives, History and
Records Management
Department of State
401 East Gaines Street
Tallahassee, Florida 32304

GEORGIA

Chief
Historic Preservation Section
Department of Natural Resources
270 Washington Street, S.W.
Atlanta, Georgia 30334

HAWAII

Chairman
Department of Land and Natural Resources
State of Hawaii
P.O. Box 621
Honolulu, Hawaii 96809

IDAHO

Director
Idaho Historical Society
610 North Julia Davis Drive
Boise, Idaho 83706

ILLINOIS

Director
Department of Conservation
602 State Office Building
400 South Spring Street
Springfield, Illinois 62706

INDIANA

Director
Department of Natural Resources
State of Indiana
608 State Office Building
Indianapolis, Indiana 46204

IOWA

Director
Division of Historic Preservation
B-13, Mac Lean Hall
Iowa City, Iowa 52242

KANSAS

Executive Director
Kansas State Historical Society
120 West 10th Street
Topeka, Kansas 66612

KENTUCKY

Director
Kentucky Heritage Commission
401 Wapping Street
Frankfort, Kentucky 40601

LOUISIANA

Director
Department of Art, Historical and Cultural Preservation
Old State Capitol
Baton Rouge, Louisiana 70801

MAINE

Director
Maine Historical Preservation Commission
31 Western Avenue
Augusta, Maine 04330

MARYLAND

Director
Maryland Historical Trust
21 State Circle
Annapolis, Maryland 21401

MASSACHUSETTS

Director
Massachusetts Historical Commission

40 Beacon Street
Boston, Massachusetts 02108

MICHIGAN

Director
Michigan History Division
Department of State
Lansing, Michigan 48918

MINNESOTA

Director
Minnesota Historical Society
690 Cedar Street
St. Paul, Minnesota 55101

MISSISSIPPI

Director
State of Mississippi
Department of Archives and History
P.O. Box 571
Jackson, Mississippi 39205

MISSOURI

Director
Missouri Department of Natural Resources
P.O. Box 176
1204 Jefferson Building
Jefferson City, Missouri 65101

MONTANA

Administrator
Recreation and Parks Division
Department of Fish and Game
State of Montana
Mitchell Building
Helena, Montana 59601

NEBRASKA

Director
Nebraska State Historical Society
1500 R Street
Lincoln, Nebraska 68508

NEVADA

Administrator
Division of State Parks
201 South Fall Street
Carson City, Nevada 89701

NEW HAMPSHIRE

Commissioner
Department of Resources and Economic Development
P.O. Box 856
Concord, New Hampshire 03301

NEW JERSEY

Commissioner
Department of Environmental Protection

P.O. Box 1420
Trenton, New Jersey 08625

NEW MEXICO

State Historic Preservation Officer
State Capitol
403 Capitol Building
Santa Fe, New Mexico 87503

NEW YORK

Commissioner
Parks and Recreation
Room 303, South Swan Street Building
Albany, New York 12238

NORTH CAROLINA

Director
Division of Archives and History
Department of Cultural Resources
109 East Jones Street
Raleigh, North Carolina 27611

NORTH DAKOTA

Superintendent
State Historical Society of North Dakota
Liberty Memorial Building
Bismarck, North Dakota 58501

OHIO

Director
Ohio Historical Society
Interstate # 71 at 17th Avenue
Columbus, Ohio 43211

OKLAHOMA

State Historic Preservation Officer
1108 Colcord Building
Oklahoma City, Oklahoma 73102

OREGON

State Parks Superintendent
300 State Highway Building
Salem, Oregon 97310

PENNSYLVANIA

Executive Director
Pennsylvania Historical and Museum Commission
Box 1026
Harrisburg, Pennsylvania 17120

RHODE ISLAND

Director
Rhode Island Department of Community Affairs
150 Washington Street
Providence, Rhode Island 02903

SOUTH CAROLINA

Director
State Archives Department
1430 Senate Street
Columbia, South Carolina 29211

SOUTH DAKOTA

Director
Office of Cultural Preservation
Department of Education and Cultural Affairs
State Capitol
Pierre, South Dakota 57501

TENNESSEE

Director
Tennessee Historical Commission
170 Second Avenue North Suite 100
Nashville, Tennessee 37219

TEXAS

Executive Director
Texas State Historical Survey Committee
P.O. Box 12276
Capitol Station
Austin, Texas 78711

UTAH

Director
Division of State History
603 East South Temple
Salt Lake City, Utah 84102

VERMONT

Director
Vermont Division of Historic Sites
Pavilion Building
Montpelier, Vermont 05602

VIRGINIA

Executive Director
Virginia Historic Landmarks Commission
221 Governor Street
Richmond, Virginia 23219

WASHINGTON

Director
Washington State Parks and Recreation Commission
P.O. Box 1128
Olympia, Washington 98504

WEST VIRGINIA

State Historic Preservation Officer
West Virginia Antiquities Commission
Post Office Box 937
Morgantown, West Virginia 26506

WISCONSIN

Director
State Historical Society of Wisconsin
816 State Street
Madison, Wisconsin 53706

WYOMING

Director
Wyoming Recreation Commission
604 East 25th Street, Box 309
Cheyenne, Wyoming 82001

DISTRICT OF COLUMBIA

Director
Office of Housing & Community Development
Room 112-A, District Building
14th & E Streets, NW
Washington, D.C. 20004

AMERICAN SAMOA

Territorial Historic Preservation Officer
Department of Public Works
Government of American Samoa
Pago Pago, American Samoa 96799

COMMONWEALTH OF PUERTO RICO

State Historic Preservation Officer
Institute of Puerto Rico Culture
Apartado 4184
San Juan, Puerto Rico 00905

GUAM

Director
Department of Parks & Recreation
Government of Guam
P.O. Box 682
Agana, Guam 96910

TRUST TERRITORY

Chief, Land Resources Branch
Department of Resources and Development
Trust Territory of the Pacific Islands
Saipan, Marianas Islands 96950

VIRGIN ISLANDS

Planning Director
Virgin Islands Planning Board
Charlotte Amalie,
St. Thomas, Virgin Islands 00801

J-6. FEDERAL REPRESENTATIVES

The following are the Federal representatives responsible for implementing Executive Order 11593.

DEPARTMENT OF AGRICULTURE

Director
Division of Recreation
Forest Service
Department of Agriculture
Washington, D.C. 20250

DEPARTMENT OF COMMERCE

Deputy Director for Operations
Office of Administrative Services
Department of Commerce
Washington, D.C. 20230

DEPARTMENT OF DEFENSE

Director
Real Property and Natural Resources Division

Office of the Assistant Secretary of Defense (Installations and Logistics)
Washington, D.C. 20301

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Director
Office of Facilities Engineering
Department of Health, Education, and Welfare
Washington, D.C. 20201

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Assistant Secretary for Community Planning and Development
Department of Housing and Urban Development
Washington, D.C. 20410

DEPARTMENT OF THE INTERIOR

Deputy Assistant Secretary for Fish and Wildlife and Parks
Department of the Interior
Washington, D.C. 20240

DEPARTMENT OF JUSTICE

Administrative Service Program Staff
Office of Management and Finance
Department of Justice
Washington, D.C. 20530

DEPARTMENT OF TRANSPORTATION

Community Affairs Specialist, Office of Consumer Affairs
Department of Transportation
Washington, D.C. 20590

DEPARTMENT OF THE TREASURY

Director of Administrative Programs
Department of the Treasury
Washington, D.C. 20220

INDEPENDENT AGENCIES

Publications Editor
Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, D.C. 20235

Director, Data and Support Systems Division
Environmental Protection Agency
Washington, D.C. 20400

Secretary
Federal Communications Commission
Washington, D.C. 20554

Advisor of the Chairman
Federal Power Commission
Washington, D.C. 20426

Historian
Project Environment and Conservation
Federal Power Commission

825 North Capitol Street
Washington, D.C. 20426

Historic Preservation Office
General Services Administration
Washington, D.C. 20405

Chief
Section of Administrative Services
Interstate Commerce Commission
Washington, D.C. 20423

Director, NASA History Program Office
National Aeronautics and Space Administration
Washington, D.C. 20546

Landmarks Coordinator
National Capital Planning Commission
1325 G Street, N.W.
Washington, D.C. 20005

Special Assistant to the Director
National Science Foundation
Washington, D.C. 20550

Administrator
Small Business Administration
1441 L Street, N.W.
Washington, D.C. 20416

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