



Evolution of Historic Structure Reports and Historic Structure Preservation Guides of the U.S. National Park Service

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Source: *Bulletin of the Association for Preservation Technology*, Vol. 14, No. 4, Historic Structure Reports (1982), pp. 7-17

Published by: Association for Preservation Technology International (APT)

Stable URL: <http://www.jstor.org/stable/1493897>

Accessed: 27/12/2009 11:07

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EVOLUTION OF HISTORIC STRUCTURE REPORTS AND HISTORIC STRUCTURE PRESERVATION GUIDES OF THE U.S. NATIONAL PARK SERVICE

Randall J. Biallas, A.I.A.*

Background

In 1935, following the Moore House restoration at Colonial National Historical Park, Charles E. Peterson prepared a report entitled *The Physical History of the Moore House, 1930-1934*.¹ This report initiated the Historic Structure Report (HSR) concept and was the first completed in the National Park Service. To record documentary and physical research concerning the evolution of a structure, its condition before physical work, and finally the physical work itself established a National Park Service precedent. It underscored the importance of documenting for future researchers such projects.

Although many Historic Structure Reports were prepared in the decades following 1935, it was not until 1957 that the Director of the National Park Service sent a memorandum to field offices the subject of which was "Historic Buildings Report Form."² This established a Servicewide organizational structure for preparing the HSR then called a "Historic Buildings Report." Then in 1971 a Historic Structure Preservation Guide (HSPG) for maintaining historic structures was required and an organizational structure imposed with issuance of the *Activities Standards*.³

Such administrative activity partly developed out of the tremendous growth of the Park System following World War II. Furthermore, historical architects were usually stationed in design offices, whereas historians and archeologists worked in parks and regional offices. To assure some professional standard of quality and administrative order throughout a diverse, decentralized organization, a Servicewide organizational structure and approval process became necessary.

As noted in Lee H. Nelson's retrospective introduction to Peterson's recently published Moore House report, the public is little aware of the Historic Structure

Report's role in Park Service preservation programs.⁴ This is also true of the Historic Structure Preservation Guide. The purpose of this article is not to present a detailed administrative history of these documents, but simply to briefly trace their evolution and structural development for the historic preservation community.

Director's Memorandum of February 12, 1957, "Historic Buildings Report Form"; Associate Director's Memorandum of October 24, 1958, "Historic Structure Reports"; Inventory with Classification and Work Code for Historic Buildings and Structures . . . , 1960; and Historic and Prehistoric Structures Handbook, 1963

The 1935 Moore House report was prepared after restoration had been completed. However, beginning in 1956, Field Order 11-56 required that a "Survey Report" outlining the history, condition, and proposed work on a historic structure be prepared and approved by park management before the physical work began.⁵ This resulted in the evolution of a rather complicated HSR approval process and organizational structure as outlined in the Director's memorandum of October 24, 1958,⁶ the *Inventory with Classification and Work Code for Historic Buildings and Structures . . .* issued in November 1960,⁷ and the *Historic and Prehistoric Structures Handbook* issued in April 1963.⁸ (Fig. 1)

The Director's 1957 memorandum was the first Servicewide management document outlining a multidisciplinary approach to the preparation of an HSR. The organizational structure outlined included an Administrative Data Section, Historical Data Section, Architectural Data Section, Archeological Data Section, Landscape Data Section, and A Furnishing and Exhibits Data Section. The Associate Director's 1958 memorandum was the first document to use the term "Historic Structure Report."

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Activities Standards, 1971

The organizational structure of HSR's changed in 1971 with the issuance of the *Activities Standards*. Only an Administrative Section, Historical Data Section, Archeological Data Section, and an Architectural Data Section were required. The physical work was to be recorded in a new report called a *Historic Structure Preservation Guide* which also contained information regarding the maintenance of the structure. (Fig. 2)

Historic Preservation Fund, Grants Management Manual, 1979

In 1979, the Heritage Conservation and Recreation Service (formerly and now again a part of the National Park Service) issued the *Historic Preservation Fund, Grants Management Manual*.⁹ This document included an organizational structure for HSR's prepared under the Historic Preservation Fund based upon the 1971 *Activities Standards*. (Fig. 3) This organizational structure is still current.

Cultural Resources Management Guideline (NPS-28), 1980, 1981

With the issuance of Release No. 1 of the *Cultural Resources Management Guideline (NPS-28)* in October 1980, the organizational structure of a Historic Structure Report was changed to include only three sections: an Administrative Data Section, a Physical History and Analysis Section, and an Appendix.¹⁰ Release No. 2 of this Guideline in December 1981 continued this practice.¹¹ (Fig. 4)

The *Guideline*, in contrast to the organizational structure of the 1971 *Activities Standards*, integrated the three professional discipline sections — Historical Data, Archeological Data, and Architectural Data — into one Physical History and Analysis Section. This change encouraged a multidisciplinary working relationship that would lead to integrated recommendations to park management.

In the 1980 and 1981 guideline, the organizational structure of an *Historic Structure Preservation Guide* is much more detailed than it was in the 1971 Standards. (Fig. 5) This level of detail became necessary in order to standardize certain sections of an HSPG so they could be computerized. This simplified preparation and encouraged the development of a Servicewide preservation maintenance financial plan.

Future Evolution

Currently under development is a computerized inspection schedule with inspection instructions system called the Preservation Management Information System (PMI) which will become part of the HSPG system. This is a cooperative effort by the North Atlantic Region's Historic Preservation Center and the Washington Office's Historic Architecture Division. During 1983, work will begin on the computerization of preservation instructions and material specifications. From Charles Peterson's precedent setting report, the HSR and HSPG concept has expanded to fill a crucial role in Park Service management.

Footnotes

1. Charles E. Peterson, *The Physical History of the Moore House, 1930-1934* (Washington, D.C.: United States Department of the Interior, National Park Service, October 15, 1935)
2. Memorandum, Acting Director to Regional Directors and Chiefs, Design Centers, "Historic Buildings Report Form," February 12, 1957
3. United States Department of the Interior, National Park Service, *Activities Standards* (Washington, D.C.: National Park Service, December 21, 1971)
4. Charles E. Peterson, *The Moore House, The Site of the Surrender — Yorktown* (Washington, D.C.: National Parks & Conservation Association, 1981)
5. Memorandum, FO-11-56, Director to Washington Office and All Field Offices, "Plan Procedures," February 16, 1956
6. Memorandum, Associate Director to Regional Directors and Chiefs, Design Centers, "Historic Structure Reports," October 24, 1958
7. United States Department of the Interior, National Park Service, *Inventory with Classification and Work Code for Historic Buildings and Structures, Together with Guidelines on Restoration and the Preparation of Historic Structure Reports* (Washington, D.C.: National Park Service, November 1960)
8. United States Department of the Interior, National Park Service, *Historic and Prehistoric Structures Handbook*, Release No. 2 (Washington, D.C.: National Park Service, April 1963)
9. United States Department of the Interior, Heritage Conservation Recreation Service, *Historic Preservation Fund, Grants Management Manual* (Washington, D.C.: Heritage Conservation Recreation Service, October 1, 1979)
10. United States Department of the Interior, National Park Service, *Cultural Resources Management Guideline (NPS-28)*, Release No. 1 (Washington, D.C.: National Park Service, October 1980)
11. United States Department of the Interior, National Park Service, *Cultural Resources Management Guideline (NPS-28)*, Release No. 2 (Washington, D.C.: National Park Service, December 1981)

1. **Historic and Prehistoric Structures Handbook, Release No. 2, April 1963, Part 1, Chapter 4, pages 5-16.**

HISTORIC AND PREHISTORIC STRUCTURES
Policies and Procedures
Procedures - Historic Structures

HANDBOOK
 Part 1
 Chapter 4

that the Regional Director (1) will approve the report if within his authority, or (2) requests changes and the reason for any changes requested.

Historic Structures Reports

In order to consider the merits of any proposed activity, involving either an existing or a totally disappeared historic structure, it is necessary to have pertinent data on the structure in written form. The following is a guideline for their preparation.

The Superintendents of all Parks will originate Historic Structures Reports for all structures classified as historic when basic stabilization, rehabilitation, remodeling, restoration-reconstruction or demolition are proposed. Historic Structures Reports will not be required for routine maintenance or emergency stabilization.

Every proposed restoration-reconstruction or other activity involving an historic structure must be considered on its own merits. The importance of the original structure and the type of work to be done on it to fit it for its programmed uses will dictate the amount of care and expense. The percentage of the original structure remaining is an important consideration, determining the probable validity of any attempt at return to an historic period. Whether or not it is advisable to return a structure which exhibits evidences of several different eras to one historic period can be determined from an assessment of the facts presented in Part I of the Historic Structures Report.

The extent of these reports should be commensurate with the architectural and/or historic significance of the individual structure. While it is important that complete and adequate information is obtained, care should be taken to prevent inclusion of material irrelevant to the classification. Generally speaking, the extent of the reports is to vary according to the classification of the structures.

Reports for Class A historic structures will be more detailed than for Class B for which greatly abbreviated versions will suffice. Drawings and specifications will also be limited. Class C structures, having little or no outstanding architectural or historic significance, will ordinarily require only very brief reports. Administrative sections of the latter will be supplemented with photographic coverage and schematic drawings to fulfill architectural requirements. In the majority of cases involving Class C structures, historic documentation is sparse or non-existent. Records will, of course, be made to preserve highly significant information that may come to light or to interpret unique characteristics or functions.

Report Preparation Responsibility

The Regional Director has the responsibility for coordinating and transmitting the Historic Structures Reports. Superintendents shall prepare the portions of the reports that are within the capabilities of their staffs. Region Directors shall assist in preparing other sections of the reports, such as the historical and archeological. The Regional Director shall ensure that the historical data of Part II in draft form will be available to the architects prior to their preparation of the Part II architectural data.

The architectural and landscape architectural sections of the reports will be prepared by the Design Office, and will have clearance by the Chief, Design Office, before being forwarded to the Regional Director.

Report Distribution, Recommendation and Approval:

Part	Classification	Approval by
I	A	Director
	B	Director
	C	Regional Director
II	A	Director
	B	Regional Director
	C	Regional Director
III	A	Regional Director
	B	Regional Director
	C	Regional Director

Any report subject to the approval of the Regional Director may be submitted for prior review by the Director if desired by the Regional Director.

When the Regional Director receives the recommendation of the Chief, Design Office, he will send a consolidated review memorandum to the Superintendent, with a copy to the Chief, Design Office. This consolidated review memorandum will inform the Superintendent

If the consolidated review memorandum indicates that the Regional Director will (1) recommend the report to the Director for approval, he will recommend the report previously furnished for this purpose to the Director with copies to the Chief, Design Office and the Superintendent, or (2) approve the report if within his authority and forward a copy to the Director.

When the consolidated review memorandum requests minor changes which are mutually agreeable, the Regional Director will coordinate the making of the changes in the report, transmit corrected copies to the Director, Chief of Design Office, and Superintendent, and either (1) recommend the report to the Director, or (2) approve the report if within his authority.

In the event the consolidated review memorandum requests major revisions in the report, the same procedure outlined above for a new report will be followed.

When the Director approves or disapproves the report, the Regional Director will be notified by memorandum with copies to the Superintendent and Chief, Design Office.

Historic Structures Reports consist of three sections: Part I, Part II, and Part III.

Part I

Part I is a brief advance report recommending the general character of the proposed treatment of the structure and providing sufficient information on which to base administrative decisions to approve or disapprove the proposed treatment. In this sense it is similar to, and serves in lieu of, a preliminary drawing. Actual preliminary drawings are not usually required for construction activity involving historic structures. In the rare instance in which they are required, they will be prepared by the Design Office. Part I also makes recommendations relative to the advisability of removing portions of the structure for architectural examination or archeological investigation, the need for additional documentary research, the planned use of the structure and the cost of the work proposed. It scratches the surface of the available documentary evidence and presents only the minimum amount necessary as a basis for administrative decision. The report is to be presented in outline form and should not exceed ten or twelve pages in length for a Class A, less for a Class B or C structure. The contents for Part I are of such length that they seem to require a lengthy report. But the list of items is intended as a guideline. Not all items are applicable to each structure and almost all can be answered in a few words. A cover is not necessary. Items under different headings may be placed in succession on a page, there being no necessity of separate pages for the different headings.

The administrative data section of Part I is a very significant portion of the report, containing the actual description of the proposed activity, which is the reason for the preparation of the Historic Structures Report, and including a well-considered preliminary cost estimate of the proposed work and a statement of the careful administrative decision reached on the proposed use of the structure.

No portion of the structure shall be altered or removed for examination and research until Part I report is approved, and then only if specifically recommended in Part I.

Contents for Part I:

1. Approval Sheet
2. Title Page and Table of Contents
3. Administrative Data
 - a. Name and number of structure. Structure's number is as important as the name.
 - b. Proposed use of structure.
 - c. Justification for such use, as shown in the Master Plan.
 - d. Provisions for operating the structure.
 - e. Cooperative agreement, if any, executed or proposed for furnishing and/or operating the structure.
 - f. Brief description of proposed construction activity.
 - g. Well considered preliminary estimate of cost of proposed construction activity.

- h. One photograph of the existing condition of the structure, for identification purposes only.
 - i. Copy of PCP, revised if necessary.
4. Historical Data
- a. Brief statement of local tradition and hearsay regarding structure.
 - b. Brief resume of knowledge of the structure from readily available documentary evidence which should include, if possible, information on successive structural changes.
 - c. Name of architect or designer.
 - d. Name of builder.
 - e. Name of owner in historic period.
5. Architectural Data
- a. Brief description of structural and architectural design including comparison with other known similar structures.
 - b. Number of stories.
 - c. Principle construction materials.
 - d. Brief description of special features.
 - e. Brief description of existing condition of basic structure and of exterior and interior finish.
 - f. Estimate of extent and cost of additional work required to complete architectural research and investigation under Part II.
6. Archeological Data (if applicable)
- a. List of previous archeological reports relating to proposed construction activity and summary of pertinent data.
 - b. Brief statement of purpose and extent of further research proposed, if any.
 - c. Estimate of cost and time required.
7. Landscape Data
- a. Statement of existing physical evidence of historic conditions.
 - b. Brief resume of knowledge of walks, roads, planting, fences, etc. at historic period, from readily available documentary evidence.
 - c. Statement of further research and estimate of cost of such research.
8. Furnishing and Exhibition Data, if interior of structure is to be exhibited
- a. List and brief evaluation of historic furnishings now in the structure.
 - b. Statement of provision for drafting a furnishing plan.
 - c. Outline of proposed method of financing any refurnishing.
 - d. Estimate of cost of any refurnishing.

Part II

Part II report is the working report that contains the basic information necessary to proceed with the final construction drawings, specifications, and proposed work. It is supplementary to Part I and will be prepared following the approval of Part I through official channels. Part II contains additional information. Nothing need be repeated from Part I except as specifically required by the Part II contents outlined below. When a structure is important architecturally, archeologically, and/or historically, the Part II report will be a reasonable attempt to exhaust the documentary evidence. Here the importance is the word, "reasonable." Unless the classification is AAA, great scrutiny and serious consideration should be given before contemplating the large expenditure incurred by truly exhaustive research. Results of uncovering portions of the structure for investigation will be stated.

Partially completed final construction drawings shall be included in the Part II report for Class A and Class B structures. The

drawings shall be based on existing conditions, the approved Part I report, and the approved preliminary drawings, if any. Final construction drawings are the responsibility of the Design Office. They shall include floor plans, exterior and interior elevations where applicable, details, profiles, and such other information as is considered necessary to portray the exact intent and extent of the work to be accomplished. The completed final construction drawings do not require the Director's approval. They, together with the specifications, are to be transmitted to the Director for record purposes only.

If, during the course of construction, discoveries are made that suggest the advisability of altering or extending the scope of the construction activity, a supplement to the Part II report shall be issued, covering only the portions subject to change and their relation to the whole structure or group of structures.

Contents for Part II:

- 1. Approval Sheet
- 2. Title Page and Detailed Table of Contents (The inclusion of many subheadings in the bodies of architectural and historic sections is desirable to facilitate the finding of particular items in the reports.)
- 3. Administrative Data
 - a. Name and number of structure.
 - b. A condensed restatement of the proposed use of the structure, brought up to date by the inclusion of any more recent decision as to proposed use.
 - c. A condensed restatement of provisions for operating the structure.
 - d. A realistic estimate of cost of proposed construction activity, including copy of revised PCP.
- 4. Historical Data (It is desirable that this data in draft form be available to the architects prior to Part II architectural data preparation.)
 - a. Relevant historical data in narrative form. Reasonable efforts should be made to exhaust the documentary evidence.
 - b. Relevant illustrative documentation, including early descriptions, photographs, paintings, sketches, prints and plans placed in chronological sequence in order that structural changes made at various times can be identified.
 - c. Description of historical evidence, uncovered by any investigation made within the walls.
- 5. Architectural Data
 - a. Record drawings of existing conditions.
 - b. Photographs of existing conditions.
 - c. Detailed description of fabric, materials, construction, and existing conditions including results of any investigations made within the walls.
 - d. Architectural description of proposed construction activity.
- 6. Archeological Data (if applicable)
 - a. Detailed description of the extent of the research, surveys, and/or excavations performed, recommended in the approved Part I report.
 - b. Results of such work.
 - c. Photographs of findings.
 - d. Record drawings, if deemed necessary.
- 7. Landscape Data
 - a. Record drawings of existing conditions.
 - b. Record photographs of existing conditions.
 - c. Detailed description of the extent and findings of research performed, recommended in the approved Part I report.
 - d. Partially completed final construction drawings of proposed work.

8. Furnishings and Exhibition Data

- a. Statement of any architectural evidence found in the course of the survey which reveals or suggests how the structure was furnished.
 - (1) Evidence of lighting and heating devices.
 - (2) Evidence of floor coverings.
 - (3) Evidence of wall covering and window shades, drapes, etc.
- b. Statement of archeological evidence found in the course of the survey bearing on the furnishings of the structure.
- c. Citation of documentary references to furnishings found in the course of the survey.
- d. Architect's appraisal of the tastes and style found in the fabric of the structure which might be reflected in the furnishings.

Part III

The Part III report is the completion report of the project, containing a complete history of the project with "before" and "after" photographs and "as-built" drawings. Information given in Parts I and II need not be restated, but if a reference is considered necessary, it can be made to the proper heading in Part I or II.

Contents for Part III:

- 1. Form 10-174, "Completion Report," fully filled out, giving fiscal and other data.
- 2. Detailed description of the work.
- 3. Discussion of any new architectural or historical evidence discovered as a result of the work, given in sufficient detail for interpretation and maintenance purposes.
- 4. Enumeration of additional research items recommended for future investigation.
- 5. Enumeration of and justification for any changes from the working drawings and specifications, incorporated in the new construction.
- 6. Specifications.
- 7. Sufficient "before" and "after" photographs, exterior and (if applicable) interior, to illustrate what work was done.
- 8. Reduced copy of any original drawing considered necessary to indicate the conditions before work was begun.
- 9. Reduced copies of all final construction drawings, if any.

Release No. 2

April 1963

2. *Activities Standards, December 21, 1971, Part IV, pages 5-7, 9-10.*

Historic Structure Report

The Historic Structure Report presents such findings of historical, archeological, and architectural study and investigation of a historic structure and its setting as are necessary to permit execution at standard of the appropriate level of treatment (preservation, restoration, reconstruction). A Historic Structure Report will be programed to support all historic structure development projects.

A Historic Structure Report will be considered satisfactory when:

1. It includes such of the subsequent sections as may be applicable to support development:

a. Administration Section, usually prepared by the Park Superintendent, which will include:

- (1) Administrative statement identifying the project and the proposed treatment based on the Order of Significance and proposed treatment as shown in the List of Classified Structures.
- (2) Outline of cooperative agreements or other documents bearing on furnishing, management, and use of the structure.

b. Historical Data Section, prepared by the appropriate professional office, which will include:

- (1) Statement of historical significance of the structure and its setting.
- (2) Documentary and illustrative data on the history of ownership, construction, and use compiled at the appropriate level of investigation. (See Part III.)
- (3) Other historical data pertinent to the structure and setting but not to the development project that may be obtained in the course of the investigation and is not already included in a Historic Resource Study. This will be presented separately from the construction data.
- (4) Recommendations for further study if necessary with suggested sources.
- (5) An annotated bibliography of sources consulted.

c. Archeological Data Section, prepared by the appropriate professional office, which will include:

- (1) Description of investigative plan and techniques.
- (2) Inventory and plat of surface, and subsurface remains and analysis of their contribution to knowledge of the structure and grounds.
- (3) Recommendations for stabilization or restoration.

d. Architectural Data Section, prepared by the appropriate professional office, which will include:

- (1) Summary of documentary information as it pertains to the structure and its environment.

(2) Description and record of existing conditions by measured drawings and photography.

(3) Results of physical investigation of structural fabric.

(4) Descriptive and graphic indication of probable appearance of structure and grounds during historic periods.

(5) Recommended steps for preservation, restoration, or reconstruction including preliminary drawings.

(6) Updated Form 10-802 (Package Estimating Detail) providing cost estimates to carry out recommendations.

(7) Recommendations for further study if necessary.

NOTE: Usually the Historical Data Section is undertaken first to provide documentary data to the archeologists and historical architects as a basis for their studies. All sections may be combined in a common report, or they may be reproduced separately if there is a timelag in their preparation.

Historic Structure Preservation Guide

The Historic Structure Preservation Guide is a reference document, tailored to the individual needs of a restored or reconstructed structure, from which park management may obtain guidance for continuing normal maintenance and minor repairs. It is ordinarily prepared at the conclusion of a development project as part of the construction supervision (identified as such on Form 10-238), but for completed projects lacking such a guide may also be programed in the annual professional services program.

A Historic Structures Preservation Guide will be considered satisfactory when it:

1. Documents new historical, archeological, and architectural data learned in the process of construction and not included in a Historic Resource Study or Historic Structure Reports.
2. Includes all drawings, technical specifications, and change orders used to carry out the project. Drawings may be reduced to letter size.
3. Provides detailed specifications for expendable items such as roof coverings so they may be replaced in material, design and texture as in the original.
4. Contains a schedule of paint colors related to a color standard such as the Munsell Color System and a suggested program for paint maintenance and repainting, giving formulas where special materials and textures are required.
5. Provides formulas and specifications for mortars, waterproofing, floor finishes, glazing, and any item not found in the normal market.
6. Provides manufacturers recommendations for maintenance where available.
7. Provides a schedule of periodic inspection to assure proper preservation.

December 21, 1971

3. Historic Preservation Fund, Grants Management Manual, October 1, 1979, pages 7-23-28.

HCRS MANUAL 6021

OCTOBER 1, 1979

K. Documentation Requirements. The following professional standards and requirements for historical, architectural and archeological documentation have been established to insure that the historical, architectural, archeological, and cultural properties listed in the National Register are preserved and enhanced in a historically accurate and professional manner.

1. Historic structure reports.

a. Purpose. The report should be utilized (1) to analyze the structure; (2) to establish preservation objectives for the property, and (3) to schedule the accomplishment of these preservation objectives. The applicability of the various areas for research and analysis will vary, depending upon the preservation objectives and the physical condition of the historic property.

b. When historic structure reports are required. When a grant assisted rehabilitation, restoration or reconstruction project involves fabricating significant missing architectural or landscape features, recapturing the appearance of a property at one particular period of its history, or removing later additions, a historic structure report must be completed prior to the preparation of a development project application. The construction phase of planned project work cannot be approved by HCRS in such cases until the required documentation has been satisfactorily completed.

c. Recommended format for historic structures reports:

- 1) Table of contents
- 2) Foreword or introduction, when appropriate
- 3) Brief history of the property
 - Significance and Historic Events
 - Persons Associated with, etc.
- 4) Construction History (Original)
 - Chronology
 - Documentation (Research)
 - Labor
 - Materials
 - Craftsmen/Builders/Architects associated with the property
- 5) Contemporary Descriptions
 - Newspaper
 - Letters, Diaries, etc.
 - Photographs (Early)
- 6) Alterations and Changes
 - Chronology
 - Description and Documentation
 - Construction Related Documents
 - Contemporary Descriptions
 - Photographs (Early)
 - Architectural Investigation
 - Archeology
- 7) Existing Conditions
 - General Statement of Condition and Form
 - Exterior Environment and Site Conditions
 - Roof
 - Walls
 - Foundation
 - Chimneys
 - Windows and Doors
 - Entrances, Porches, Porte-Cocheres
 - Finishes/Details/Embellishments
- 8) Interior of Building (Materials, construction, and identification of problems)
 - General Statement of Condition
 - Plan and Building Mechanical Systems (heating, lighting, plumbing, electric, etc.)
 - Room by Room Analysis
 - Floors
 - Walls
 - Ceilings
 - Woodwork
 - Doors
 - Windows

- 9) Measured Drawings, Architectural Plans, Elevations, Section, Details, Photographs of Details and Elevations
- 10) Evaluation of the documentation and development of the proposal for restoration/rehabilitation or reconstruction
 - Preservation Objectives: Use, etc.
 - Survey of Necessary Work (List of Work Priorities, Estimated Costs)
 - Structural Work
 - Mechanical Work
 - Other Work

2. Historical documentation.

a. Purpose. Grantees must insure that professional concepts, methods, and techniques are employed in order to make optimum use of funds and resources, and to contribute effectively to the acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction of properties listed in the National Register.

b. When historic documentation is required. When acquisition and development projects involve fabricating significant architectural or landscaping features, historical research about the project must be supervised by professionally qualified individuals (see 36 CFR 61 for professional staff requirements).

c. Guidelines for historical documentation. In order to understand the changes in a historic property over time the grantee should perform an analysis appropriate to the work to be performed. The analysis should result in an understanding of the property based upon information gained from documentary investigation, with particular emphasis, upon owners and occupants, and their influence on the evolution or development of the property.

The following sources can be consulted:

- Official records that may contain relevant information such as deeds, wills, chancery and civil suits, licenses, tax records, charters, ordinances, insurance policies, inventories, and account books related to the property.
- Repositories of early photographs, maps and sketches.
- Diaries, letters, papers, and newspaper accounts of persons associated with the property.
- Ethnic or social customs or regional characteristics, pertaining to building practices and property planning.

3. Architectural documentation.

a. Purpose. The purpose of the investigation is to synthesize the physical evidence derived from examining a structure, and comparable structures of the period and region, in conjunction with evidence supplied by historians and archeologists.

b. When Architectural documentation is required. Careful study and evaluation should precede any potentially destructive intrusion into the building materials of a historic property, and non-destructive methods must be used wherever possible. Architectural documentation must be completed before HCRS can approve any construction phase of planned work for a particular historic property.

c. Guidelines for architectural documentation. When architectural investigations are appropriate for a grant assisted project, the investigation must be supervised by professionally qualified individuals (see 36 CFR 61 for professional staff requirements).

Architectural documentation includes the appropriate elements of the following:

- 1) Measured drawings and photographs to record properly the building or structure, and to accurately portray the plans, elevations and sections to understand the building or structure's materials and construction. For certain unusually large or complicated historic properties or for multiple resource projects in historic districts

photogrammetry may be helpful in recording unusual, irregular or complex details.

- 2) Comparison with other buildings or structures in the area, or other works by the same architect, designer or builder to clarify a building's general style and regional variations. Derivation from previous styles and any contribution to succeeding ones should also be noted.
- 3) Period source books and pattern books to identify or duplicate original detailing or decorative items.
- 4) Materials, construction details, tool marks, texture, and color to reveal information pertaining to the physical characteristics and condition of the building.

In the preparation of acquisition and development project applications, consideration must be given to the historic setting, including the landscape and its condition; the plant material and animal life; the scale, materials, and spacing of the building; and other cultural or living patterns which are a part of the historic property.

The historic setting should be preserved in a manner commensurate with its significance as an integral part of a National Register property. A conscientious effort should be made to prevent intrusion upon the historic scene by uncharacteristic visual, audible or atmospheric elements. In addition, the effect upon the present natural, social, economic, cultural, and esthetic environment caused by an historic preservation project must be thoroughly considered.

4. **Cultural Resources Management Guideline (NPS-28), Release No. 2, December 1981, Chapter 3, page 18, Appendix F.**

CULTURAL RESOURCES MANAGEMENT
NPS-28
Documents

Guideline
Chapter 3

Historic Structure Report. A historic structure report consists of the collection, presentation, and evaluation of anthropological/archeological, historical, and architectural/engineering research findings on a historic or prehistoric structure and its setting, along with the recommendation for treatment and use. Each HSR must include an administrative section, a physical history and analysis section, and an appendix. It is usually written and coordinated by historical architects and historians at the level necessary to determine and execute the recommended treatment, i.e., preservation, restoration, or reconstruction. It analyzes and records all periods of construction (not just "significant" periods), modification, source materials, building techniques, other evidence of its use, and its cultural and social setting and history. It can present alternatives for treatment based on fabric investigation. The report must be reviewed in draft by the park manager; the regional historical architect; and the chief historical architect, Office of Cultural Resources Management, Washington. Approval rests with the regional director subject to review and consideration of comments received.

a description and record of existing conditions, using measured drawings, photography, or other appropriate means
 an evaluation of the impact of the proposed use on the integrity of the structure, including the effect of compliance with regulations for human safety, energy conservation, handicapped access, etc.

an engineering report on safety and load-bearing limits of the structure as warranted by the proposed use or apparent condition

an identification and analysis of significant material, structural, natural, environmental, and human factors affecting preservation of the structure and recommended measures to deal with them, including any constraints on proposed use

the recommended steps for preservation, restoration or reconstruction; a discussion of the basis for such recommendations; and preliminary drawings and engineering designs

an analysis of the impact of the proposed action on the structure and its contents (if any) in accordance with 36 CFR 800.3, and on other affected cultural resources and the historic scene, with recommendations to avoid or mitigate any potential adverse effects

an updated package estimating detail (form 10-802) providing cost estimates to carry out recommendations, prepared and reviewed by the appropriate specialists

a recommendation for further study in support of the proposed treatment project, if necessary, with suggested sources

APPENDIX F: PREPARING A HISTORIC STRUCTURE REPORT

Each historic structure report must include three elements.

The first element is an administrative data section, prepared by or with the park superintendent, that contains

the name, number, management category, and proposed treatment of the structure, as recorded in the List of Classified Structures

the proposed use of the structure

identification of the planning document proposing the treatment and use (normally the general management plan, the cultural resources management plan, and the interpretive prospectus), cooperative agreements, and any other documents bearing on the proposed management, furnishing, and use of the structure

a justification of the proposed treatment, if restoration or reconstruction, in terms of the applicable criteria in the "Management Policies" and NPS-28 and the characteristics and the limitations of the resource

any recommended change in the proposed treatment or use based on the degree of documentary or physical evidence, the condition of the structure, or other professional findings in the completed analysis section

recommendations for the documentation, cataloging, conservation, and storage of any objects, documents, records, photographs, negatives, and tapes collected or produced as a result of the study

The second element is a physical history and analysis section, prepared by appropriate cultural resources specialists, usually under the direction of a historical architect or historian, that contains

a statement of the anthropological/archeological, historical, or architectural/engineering significance of the structure and its setting (including associated aboveground and subsurface features and their relationship to national, regional, or local history)

a narrative and graphic description of the appearance, occupation, and use of the structure and its setting during significant periods or over time, based on a documentary and oral historical evidence, physical evidence from architectural fabric investigation, and any archeological investigation; all sources of information and data must be cited

The third and last element is an appendix that contains

a record of all fabric analyses performed (paint, mortar, etc.) listing basic data with specific recommendations for treatment

an assessment of future anthropological/archeological, historical, and/or architectural/engineering research potential

records of any documentary data such as furnishings evidence, found during the investigation that are pertinent to the structure or setting but not to the treatment project for which the report was funded; comprehensive collections of data should be undertaken under separately funded studies (see the discussion below)

an annotated bibliography of sources

Data obtained during treatment and not previously included in the historic structure report should be presented in an addendum to the report. Further addenda are appropriate whenever new data become available.

During the course of research for a historic structure report, it may be economical or desirable to gather data not specifically needed to support the treatment project. Such data on a structure, its occupants, its grounds, and/or its furnishings may be desired for interpretive or other purposes. When such is the case, the park should program for a historic resources study, historic grounds report, and/or historic furnishing report in conjunction with the HSR and should request funding from an appropriate source.

5. Cultural Resources Management Guideline (NPS-28), Release No. 2, December 1981, Chapter 3, page 11, Appendix C.

**CULTURAL RESOURCES MANAGEMENT
NPS-28
Documents**

**Guideline
Chapter 3**

Historic Structure Preservation Guide. The historic structure preservation guide is a reference for park maintenance personnel for programming, continued housekeeping, and routine and cyclic preservation maintenance. It is usually prepared at the conclusion of treatment and is tailored to the individual needs of a historic or prehistoric structure(s) and the structure's historic furnishings.

The HSPG provides the information needed to ensure the orderly, timely, and proper inspection and maintenance of the structure and its furnishings. In addition, it provides a means for evaluating maintenance activities, for ascertaining their strengths and weaknesses, and for adopting appropriate corrective measures. It is the official document guiding all preservation maintenance activities. Any proposed action affecting fabric or historic appearance of cultural resources not covered by the guide must be submitted to the regional office for professional evaluation and certification.

**APPENDIX C: PREPARING A HISTORIC STRUCTURE
PRESERVATION GUIDE**

Historic structure preservation guides are working documents. They are produced in loose-leaf format with the pages dated so they can be updated whenever necessary without reprinting the entire document.

In order to develop a usable plan, park maintenance personnel, a historical architect, anthropologist/archeologist, historian, and a curator (if appropriate) must play an active part in its formulation. The following procedures for developing an HSPG are to be used:

As a first step, a historical architect, an anthropologist, a curator, and historian (as appropriate) will assemble basic inspection and preservation instructions, material specifications, and prepare or modify as-built drawings and other pertinent reference materials.

Upon completion of an initial draft of the above documents, the specialists and the park staff will meet at the site. It is important that all members of the park staff concerned with the use as well as the preservation of the resources participate so that all are aware of what the HSPG is, what it contains, and how it is to be used. Copies of the draft will be forwarded to the park before the meeting, and attendees will be expected to suggest additions, changes, or deletions.

Upon receipt of the initial draft of the guide, the park staff is to draft a cyclic preservation maintenance schedule based on it. This document can be reviewed when the specialists visit the site.

Based on the revised draft of the guide resulting from the above meeting, the document is to be completed and submitted for park concurrence and regional approval.

PREPARATION

The guides contain three major sections: instructions, schedules, and reference materials.

INSTRUCTIONS - SECTION 1

The instructions section is organized in the Construction Specification Institute's format, with some modifications. That format provides 16 subject divisions (e.g., concrete, wood and plastics), with topic headings under each subject for specific items. The complete listing follows.

Division 1 provides general data, references, and instructions pertaining to the guide, including background information and the rationale for treatment of the structure(s) (topic 01000), a brief explanation of pertinent legal/policy constraints and procedures governing the preservation of resources (topics 01100, 01200, 01250), and general instructions on the formulation and use of maintenance and inspection schedules (topics 01300, 01400). A list of references is included at the end of this division (topic 01800).

Divisions 2-16 contain the body of the instructions. Division 12 includes the housekeeping of furnishings contained within a given structure. Particular attention may be given to Section 12700 entitled "Historic Equipment." This refers to such items as stoves, fixtures, utilities, etc., that are retained for display purposes and which may or may not be in active use. All non-historic equipment which is contained within the structure for active use would be contained in Divisions 11 and 13-16 as appropriate.

Each division is organized by relevant CSI topic headings, and each topic is further divided into three parts, as follows:

Inspection Instructions

Inspection instructions cover what to inspect, what to look for in terms of unsatisfactory conditions, and, where appropriate, some

quantifying factors (such as how much paint deterioration is permissible before repainting). Note that the inspection instructions are not the same as the inspection schedule (see "Schedules," Section 2).

Preservation Instructions

This part contains instructions on the various preservation activities. Activities are divided into three basic categories: housekeeping, routine maintenance, and cyclic maintenance. Housekeeping is the removal of undesirable or harmful deposits of soil or dirt. Routine maintenance consists mostly of service activities like tightening, adjusting, and oiling. Housekeeping and routine maintenance treatment are performed more frequently than annually and funded from the park base account. Cyclic preservation treatment usually involves replacement or at least mending of the structural fabric. It is performed less frequently than annually and is funded from the regional cultural resources cyclic maintenance account.

Materials Specifications

This part specifies the materials and, where necessary, the tools needed to carry out preservation instructions.

The following table contains the current division listings.

Division 1	CSI 16-Division Format	
		General
01000		Introduction
01100		Laws
01200		Policies
01250		Procedures (e.g., Advisory Council review and comment)
01300		Inspection schedules
01400		Cyclic preservation maintenance schedule
01500		Safety
01550		Security
01564		Pest control
01630		Storage
01720		Records
01800		Bibliography (references)
Division 2		Site
02500		Site drainage
02610		Roads
02620		Curbs and gutters
02630		Walks
02710		Fences and gates
02750		Landscape watering system
02760		Site furnishings
02820		Lawns and ground cover
02830		Trees and shrubs
02840		Flowers and vegetable gardens
Division 3		Concrete
03150		Expansion and contraction joints
03300		Cast-in-place concrete
03360		Specialty placed concrete
03400		Precast concrete
Division 4		Masonry
04110		Mud mortar
04120		Lime mortar
04130		Cement mortar
04140		Premixed mortar
04150		Chemically amended mortars (e.g., epoxies, acrylics, etc.)
04210		Brick masonry
04212		Adobe masonry
04410		Rough stone
04420		Dressed stone
04450		Stone veneer
Division 5		Metals
05100		Structural metal framing
05200		Metal joists
05300		Metal decking
05400		Lightguage metal framing
05500		Metal fabrications
05700		Ornamental metal
Division 6		Wood and Plastics
06110		Framing and sheathing
06220		Millwork and trim
06410		Cabinet work
06420		Wood paneling
06430		Wood stairs
06440		Wood flooring
06450		Ceilings

<u>Division 7</u>	<u>Thermal and Moisture Protection</u>
07200	Insulation
07300	Shingles
07350	Roofing tiles
07400	Siding
07500	Membrane roofing
07610	Sheet metal roofing
07620	Flashing and trim
07630	Gutters and downspouts
07660	Gravel stops
07810	Skylights
07830	Hatches
<u>Division 8</u>	<u>Doors and Windows</u>
08100	Metal doors
08200	Wood doors
08390	Screen and storm doors
08500	Metal windows
08600	Wood windows
08650	Screened openings
08700	Hardware
08800	Glazing
<u>Division 9</u>	<u>Finishes</u>
09100	Lath and plaster
09200	Wallboard
09300	Tile
09650	Resilient flooring
09680	Carpeting
09900	Painting
09950	Wall covering
<u>Division 10</u>	<u>Specialties</u>
10200	Louvers and vents
10300	Fireplaces
10440	Signs
<u>Division 11</u>	<u>Equipment</u>
11970	Audiovisual equipment
<u>Division 12</u>	<u>Furnishings</u>
12100	Artwork
12500	Window treatments
12600	Furniture
12670	Floor coverings
12700	Historic equipment
12800	Furnishings accessories
<u>Division 13</u>	<u>Special Structures</u>
13850	Swimming pool
<u>Division 14</u>	<u>Conveying Systems</u>
14100	Dumbwaiters
14200	Elevators
14500	Chutes
<u>Division 15</u>	<u>Mechanical</u>
15200	Water supply system
15300	Wastewater disposal system
15500	Fire protection systems
15600	Heating/cooling systems
<u>Division 16</u>	<u>Electrical</u>
16100	Basic wiring system
16500	Lighting
16610	Lighting protection
16720	Alarm and detection systems
16740	Telephones
16850	Portable electric heating/ cooling equipment
16900	Controls and instrumentation

equipment (type, amount, frequency of use, rental or purchase)
 space (type and amount available or needed)
 personnel (maintenance and supervisory, permanent, seasonal, part-time, day labor, skills required)
 assistance (tests and research, plans and specifications, training)
 costs (initial and recurring)
 how to accomplish (in-house vs. service contract, etc.)
 priority (condition, health/safety, budget constraints, operations, appearance)

Inspection Schedule. Inspection schedules are prepared by a historical architect or curator. They are included on a computerized form that lists the primary elements of the structure and furnishings to be inspected at a given time and references specific instructions as required.

Individual inspection schedules can be annual, seasonal, quarterly, monthly, weekly, daily, random, or on special occasions. Annual, seasonal, or quarterly inspections require that an inspection report be completed and returned to the regional office. Sample pages of an inspection report are attached.

The schedules are organized to permit, insofar as possible, sequential checking of items, resulting in the least physical effort and most efficient completion of the task. For instance, all inspection items relating to the facade are listed by elevation so that the inspector will not have to continually circle a building while checking off each item. The sequence of items to be inspected generally goes from the grounds to the exterior to the interior of a building and from the bottom to the top of that building.

Schedule Organization

The basic organization of the schedules is as follows:

- general
- site
- structures (building by building)
- subfloor
- elevations (items listed from bottom to top)
 - north
 - northeast
 - east
 - southeast
 - south
 - southwest
 - west
 - northwest
- roof
- interior
- rooms (room by room, in walk-through sequence, inspection items listed bottom to top by elevation)
- attic

If an item is satisfactory, a notation to that effect is recorded. If an item is deficient, that deficiency shall be noted, as well as any appropriate remarks on special requirements. If special funding is required to repair the deficiency, an estimate of the necessary funds is included on the form to be used by the region in its financial plans.

REFERENCE MATERIALS - SECTION 3

This section contains or references pertinent documents and other materials needed to complete and record work as it is done on the structure. It may include the following:

- individual building data (form 10-768, record of work on structure)
- construction and shop drawings
- specifications
- completion reports
- job order requests (form 10-577)
- purchase orders (SF-147)
- photographs
- munsell color chips and/or Trichromatic coefficients
- wallpaper and other samples
- operating manuals
- warranties, guarantees, bonds, etc
- service contracts
- emergency plans and procedures

Maintenance inspection forms are being developed and will be published later.

SCHEDULES - SECTION 2

Two basic types of schedules are contained in the historic structure preservation guide: the cyclic preservation maintenance schedule and the inspection schedule(s).

Cyclic Preservation Maintenance Schedule. This park schedule includes all of the preservation activities required under the instructions. Factors that should be considered in scheduling these activities include

- frequency
- location (Is the work to be performed in situ or in a shop or other special facility?)
- time (preparation and cleanup, transportation, actual task time)
- material (type, amount, stock)