

# **INSTRUCTIONS FOR RECORDING HISTORICAL RESOURCES**

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## PREFACE

This manual is the result of many hours of effort by a diverse consortium of preservation professionals and other interested persons. The effort was coordinated by the California Department of Transportation through an agreement with the California Office of Historic Preservation. The goals of the effort were to:

- Facilitate the integration of the Historic Resources Inventory and the California Archaeological Inventory;
- Encourage the collection of information about all types of historical resources;
- Permit more flexibility in the way information is collected; and
- Improve access to information about historical resources.

This manual builds on the knowledge and practical experience gained from the development and use of the Handbook for Completing an Archaeological Site Record (Office of Historic Preservation 1989b) and the Instructions for Completing the California Historic Resources Inventory Form (Office of Historic Preservation 1990). The procedures and forms described in this manual are designed to eventually supersede both existing manuals and their respective recording forms (DPR 422 and 523). The new forms in this manual have been assigned temporary designations within the DPR 523 series. The forms will be considered and labeled as the new DPR 523 series when these procedures are formally adopted.

It is recognized that the adoption of the recording procedures in this manual will also require ancillary changes in the California Historic Resources Inventory Survey Workbook (Office of Historic Preservation 1986) and California Archaeological Site Inventory: Information Center Procedural Manual (Office of Historic Preservation 1989a).

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## INTRODUCTION

Access to information about historical resources is a prerequisite for preservation efforts. Informed planning hinges on the use of that data and information about historical resources also plays an important role in research and education. In the absence of such information, historical resources may be harmed by development or even natural deterioration without consideration of the public loss. For that reason, managing information about historical resources is a fundamental role of the California Office of Historic Preservation (OHP).

The new recordation procedures described in this manual comprise a single system for documenting the full range of values present in a given location. As such, they are similar to the National Register of Historic Places (NRHP) nomination form. Like the NRHP form, California's new historical resource recording system provides for the collection of certain fundamental information about every resource on a simple one page form called a Primary Record. The Primary Record is designed to be used by anyone wishing to record a resource. A variety of more specific forms can then be used to supplement that information with further descriptive data and a statement of significance where appropriate.

This manual establishes guidelines regarding the kinds of resources that merit recordation and the different levels of information it may be appropriate to gather about them to meet a variety of user needs. The scope and organization of the information managed by the OHP is first explained in this introductory section. Detailed instructions are then provided for recording all kinds of historical resources. Other OHP publications are being developed to explain changes in how that information will be managed.

### The Scope of OHP's Filing System

For the longest time historical resources have been conceived of as buildings, structures, objects, and archaeological sites. That perspective has changed recently as more is learned about peoples of differing ethnic and economic backgrounds and their relationship to historical resources. A broader spectrum of resource types are now recognized, and awareness also has increased regarding the diverse values associated with historical resources. Both factors have contributed to the development of a more comprehensive and holistic view of the historic environment embodied in the use of concepts such as "cultural landscape."

The California Office of Historic Preservation (OHP) is committed to developing an increasingly comprehensive and integrated system for managing information about all types of historical resources in order to accommodate this holistic view of the historical landscape. The scope of the information the OHP manages will continue to broaden to meet the diverse legal, educational, research, and other needs of its many users. Integration of the files will contribute to the efficiency of that filing system, facilitating access to information and enhancing awareness of all aspects of California's diverse cultural landscape.

The information currently managed by the OHP and its regional Information Centers includes a variety of specific information about historical resources, as well as reports describing how those resources were identified, evaluated, and treated. The files for specific resources have been divided historically between the Historic Resource Inventory (HRI) and the Archaeological Inventory (AI). That separation has created a number of management problems, as discussed by the National Park Service (1990c) and the OHP (1991a). One solution to those problems is to integrate the HRI and AI files--a process now underway. The recordation procedures described in this manual are designed to facilitate that integration.

The OHP's filing system also manages reports documenting survey, treatment, and registration activities. Survey reports provide crucial information about the adequacy of efforts to identify historical resources and thus constitute another important source of information managed by the OHP. While this manual does not provide detailed instructions for conducting surveys, the forms explained here do provide mechanisms for cross-referencing reports, registration programs, and decisions about the significance and treatment of each

resource.

Information about how to conduct and report survey activities can be found in National Register Bulletin 24 (National Park Service 1985), the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (National Park Service 1983), and California Historic Resources Survey Workbook (Office of Historic Preservation 1986). Appendix 6 summarizes the fundamental topics that the Secretary of the Interior recommends covering in reports describing reconnaissance and intensive surveys, while more detailed suggestions are offered in Archaeological Resource Management Reports (ARMR): Recommended Contents and Format (Office of Historic Preservation 1989a).

## What Kinds of Resources Merit Recordation?

A broad threshold is set here for the kinds of resources that may be recorded for inclusion in the OHP's filing system. That threshold is designed to encompass resources that have been formally evaluated, as well as those whose importance has not yet been determined. **Any physical evidence of human activities over 45 years old may be recorded for purposes of inclusion in the OHP's filing system.** Documentation of resources less than 45 years old also may be filed if those resources have been formally evaluated, regardless of the outcome of the evaluation.

The 45 year criteria recognizes that there is commonly a five year lag between resource identification and the date that planning decisions are made. It explicitly encourages the collection of data about resources that may become eligible for the NRHP or California Register of Historic Resources (CRHR) within that planning period. More restrictive criteria must be met before the resources included in OHP's filing system are listed, found eligible for listing, or otherwise determined to be important in connection with federal, state, and local legal statutes and registration programs.

The OHP recognizes that there are a wide range of reasons for recording historical resources. It is understandable that within the constraints of a survey's objectives it is not always reasonable or appropriate to record all historical resources as defined here. Professional judgement in the field is essential when determining whether or not a resource warrants recordation. The scope of surveys may be defined by specific legal criteria. In such cases, survey methods may be clarified through consultation and agreement with the State Historic Preservation Officer.

Professional surveys that do not evaluate resources against specific legal criteria should record all resources that meet the broad threshold set here when those studies are conducted in connection with planned developments. Detailed recordation of all but the most limited resource types is generally required for such project-driven, non- evaluative professional surveys.

Surveys conducted for reasons other than development activities may focus on a narrower range of resources based on the user's need for information. For example, a thematic survey may focus exclusively on the identification of a certain type of resource or a reconnaissance survey may be conducted to develop a management plan for a large tract of land. The submission of records not produced as the result of surveys are also encouraged.

## Classifying Historical Resources

After discovering a historical resource it is useful to classify it. The OHP has adopted the NRHP resource categories as a basis for initial classification of California's historical resources. More detailed classification is then based on the presence of any of the attributes listed in Appendix 4. The NRHP categories are defined by the National Park Service (1990b:4-5) as follows, and examples of each category are provided in Appendix 5:

**Building:** A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

**Structure:** The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.

**Object:** The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

**Site:** A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure.

**District:** A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

The OHP encourages a comprehensive approach to identifying historical resources. In that approach all historically associated and/or physically superimposed resources are documented together as elements of California's cultural landscape. Even if you lack the expertise needed to record all aspects of a resource in detail, you are urged to provide a brief summary of the full range of values that may be present whenever feasible in Fields P3b and B11. This will ensure that each element receives more routine consideration in the planning process.

When conducting a comprehensive survey you should generally record large and complex cultural landscapes as districts. Small, simple groupings of resources such as a historic building constructed on top of an archaeological site or a house with an associated garage or barn are most appropriately documented together as an individual historical resource using a single Primary Record to index all of the values present and detailed recording forms, as appropriate, to present more detailed information about each component.

It should be emphasized that some resources lacking individual distinction nevertheless may contribute to the understanding and appreciation of California's history and prehistory. Such resources may include, but are not necessarily limited to isolated archaeological artifacts and remnants of cultural landscapes. **If a resource cannot be readily classified as one of the five National Register types defined above, the checkbox for "other" in Field P4 may be marked to designate the presence of an isolate or very minor resource.** The "other" checkbox should not be used for features that clearly fall into one of the National Register types. You are encouraged to document isolated and minor resources however it is most sensible to do so, either as individually recorded entities documented to the minimum standards discussed below, or as features of larger historical resources.

The term "feature" is used in this manual to refer to minor components of historical resources. Features generally consist of small constructed works, discrete activity areas, landscaping, earthworks, non-portable natural objects modified by human use, and other similar cultural entities. They include, but are not limited to values such as: a garage or landscaping associated with a house; a gate valve associated with a ditch; an adit, tailings, or ruined mill that are part of a mining complex; or a trash pit, orchard, discrete activity area, bedrock milling station, rock art panel, or carved tree associated with a site.

Traditional cultural properties (TCPs) are an important aspect of California's cultural heritage that are

receiving long-overdue attention. The California Native American Heritage Commission has maintained an inventory of sacred sites for many years. In 1988 the OHP published Five Views: An Ethnic Sites Survey for California (1988) to promote awareness about resources important to several ethnic groups including Native Americans. The OHP specifically encourages the documentation of TCPs on a Primary Record as a basis for including information about them in the file system. More detailed information about TCPs may be documented depending on the need for information about that resource. Consult National Register Bulletin 38 (National Park Service 1990a) for information about how to conduct a survey of TCPs.

### How Much Documentation Is Enough

The recording forms in this manual are designed to meet a wide range of needs for information about historical resources. They allow reasonable discretion regarding the level of information that is collected based on each user's needs and the relative value of the resources that are being documented. That flexibility is intended to encourage the recordation of historical resources not consistently incorporated into the OHP's files up to this time. Examples of all the forms discussed in this manual are provided in Appendix 1.

The minimum documentation needed before the record for a qualifying resource will be included in OHP's filing system generally consists of a completed one page Primary Record and a Location Map. However, the Location Map is optional for resources on small parcels of land in urbanized areas when a street address is provided. More detailed descriptive information and evaluations can be documented on the Building, Structure, and Object (BSO) Record; Archaeological Site Record; and District Record to meet needs not satisfied by the minimum threshold. A Sketch Map should also be prepared to accompany most detailed records.

The minimum level of documentation is designed to provide an initial record for all types of resources. It may even provide relatively complete descriptive data for simple resource types such as isolated archaeological finds and minor historic landscape features. However, it is important to emphasize that the Primary Record (and a Location Map when required) is **strictly non-evaluative** and constitutes the **minimum** documentation needed to include a record in OHP's filing system. Professional surveys conducted in connection with planned development projects should generally record all but the very simplest resources with a Primary Record, Location Map, **and** an appropriate detailed recording form or forms (e.g., BSO Record, Archaeological Site Record, and District Record).

Several optional records have also been designed for use in conjunction with any of the aforementioned records. They include a Linear Feature Record, Milling Station Record, Rock Art Record, Artifact Record, Photograph Record, and Continuation Sheet. Use of the optional forms is entirely discretionary and may be combined with either minimal or detailed recordation as appropriate.

In keeping with the flexible nature of this recordation approach, surveyors recording at the minimum level of documentation (e.g., the Primary Record) may opt to provide additional information, as desired, on a Continuation Sheet. Data fields/entries from any of the detailed and optional recording forms in this manual may be selected and used to organize the information presented on a Continuation Sheet. Every data field has been assigned a unique designation composed of a letter (signifying the record it came from) and number to facilitate such customized presentations.

### Format Requirements and Submission of Records

All records submitted for inclusion in the Inventory must be typewritten or computer-generated. Fields marked with a sidebar, asterisk, and boldface type in this manual must be completed. Please make every effort to produce clear and easily readable maps, photographs, and drawings when they are required.

The use of computers is encouraged in the production all of the records described in this manual. Every



required data field must be included on computer-generated forms, with header blocks presented as they appear on the sample forms. For records documenting buildings, structures, and objects it is preferable to format computer-generated records the same as those reproduced in Appendix 1, with continued text placed on a Continuation Sheet. It is particularly helpful to keep the photograph (required for buildings, structures, and objects in Field P5 on the Primary Record) on the first page of a record. When a photograph is not required, this space may be utilized for continuous text entry.

For records documenting sites the text of computer-generated data fields should usually be entered as a continuous block, with paragraphs used to break the text up as appropriate. Lengthy entries should generally be introduced with a paragraph that summarizes the data in that field. District Records may be produced with either continuous text or the use of a Continuation Sheet.

The OHP encourages you to submit all types of data about historical resources for inclusion in its filing system, from minimal records to detailed documentation, reports, registration data, and other pertinent information. Each type of information will further preservation efforts and contribute to greater awareness of the value of our rich and varied history and prehistory. Recorders are urged to submit two copies of each record to the appropriate regional Information Center listed in Appendix 8 soon after completion of a survey. Upon acceptance, the Information Center will assign a Primary Number and forward one copy of the record to the OHP for inclusion in its Central Records. A survey report is normally expected to accompany or follow any submission of detailed recording forms resulting from a professional survey.

For built resource surveys conducted in connection with federal undertakings it is acceptable to submit one copy of the survey report to the appropriate Information Center after completion of the study and a second copy can then be submitted directly to the OHP. In such cases, the second copy should identify each resource by the Primary Number assigned by the Information Center. For surveys funded through the OHP, records and survey reports should be submitted in accordance with the contract.

## THE MINIMUM LEVEL OF DOCUMENTATION

The Primary Record and a Location Map provide the minimum level of information needed to include a record in the OHP's filing system. The Location Map is optional for buildings located on small parcels of land in urban areas when an address is provided. This minimum level of documentation is designed to provide an initial record of all types of historical resources including buildings, structures, objects, sites, and districts, as well as cultural landscapes (sites) and traditional cultural properties (many of which are classified as sites).

### How to Prepare a Primary Record

The following are step-by-step instructions for completing the Primary Record. Please note that **required information is indicated with a sidebar, asterisk, and bold type** in the instructions that follow.

Header Block: Information provided in the header block will be used to track resource records and the decisions made about a documented resource. Enter the appropriate information in the spaces provided for Primary Number, Trinomial/HRI Number, Other Listings, and NRHP Status Code when known. The space provided for Review Code, Date, and Reviewer will be completed by the OHP or Information Center staff and **should always be left blank**.

Primary Number: Enter a number only if it has already been assigned by OHP or an Information Center.

Trinomial/HRI Number: Enter a number only if one has already been assigned by OHP or an Information Center.

NRHP Status Code: If only a Primary Record is filled out, enter a 7 in this field or leave it blank. You may enter a National Register Status Code other than 7 if an evaluation supported by a BSO Record, District Record, or other detailed documentation is attached.

Other Listings: Enter any national, state, and local designation programs in which the resource is listed. Provide a reference number if applicable. Enter only those designations already approved at the time of recordation. Use the following abbreviations: HABS (Historic American Building Survey), HAER (Historic American Engineering Record), NHL (National Historic Landmark), SHL (State Historical Landmark), CPHI (California Point of Historical Interest), CRHR (California Register of Historical Resources); or provide the name of the local register where applicable.

**\*Resource Name or #:** Use this field to provide an identifier that can be used to link all the pages of the record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource.

P1. Other Identifier: This space may be used to provide an identifier that relates to a project name, agency designation, or other unique identifier.

**\*P2. Location:** First, indicate whether or not the location of the resource should be kept confidential. Then provide the name of the county (or counties) (Field P2a); USGS 7.5' quadrangle, township, Range, and portion of a Section (Field P2b); and an Address (Field P2c) and/or UTM coordinate(s) (Field P2d). Other locational information may be provided in Field P2e as needed.

A Location Map must be attached to the Primary Record for sites, as well as other resources that do not have a street address. Locations Maps are also recommended for resources on large parcels where an address may not satisfactorily pinpoint the location of the resource within the parcel.

**\*P2a. County:** Give the name of the county or counties in which the resource is located. If it is located in more than one county, put the county containing the majority of the resource first. Include the appropriate county and state for resources that extend outside of California.

**\*P2b. USGS 7.5' Quadrangle, Township, Range, and Section:** Provide the name of the USGS 7.5' quadrangle(s) that cover the area in which the resource is located and describe its legal location to the nearest quarter quarter section where possible. For large or linear resources spanning an extensive geographic area it may be helpful to provide several legal descriptions. Indicate the township, range and base meridian for each legal description.

P2c. Address: Enter the complete address for the parcel on which the resource is located if one exists. Include the street or highway number and name, town or city, and zip code. For numbered highways, use "State Route" or "County Road" followed by a number.

P2d. UTM: UTM coordinates are required for sites, and should also be used for other resources that either do not have a street address or cannot be accurately located by the address due to the size of the parcel. For example, linear structures rarely have addresses and many rural buildings are located on large parcels. In such cases, UTM's should be provided to more accurately pinpoint the location of the resource.

Begin by entering the name of the U.S. Geological Survey quadrangle(s). Note the date the map was published or photorevised. For resources less than 10 acres, enter the UTM reference for the point corresponding to the center of the resource. Four UTM references are required when identifying the corners of larger resources. UTM references should be provided for both ends of linear structures and sites (or for the recorded segment of that resource). When more than one UTM reference is given, each

reference point should be depicted on a Location Map. Refer to Appendix 3 for further information about how to calculate UTM's.

P2e. Other Locational Data: While no further locational data is required, it may be helpful to supply additional information such as a parcel number; lot, block, and subdivision; and/or directions to a resource. Parcel numbers may be particularly useful to local governments that make decisions affecting historical resources. For resources that are particularly hard to find, it may even be necessary to supplement the Location Map with an Access Map showing how to get to the resource from an easily identifiable landmark.

**\*P3a. Description:** Provide a concise, well-organized description of the resource. Describe its physical characteristics and appearance and summarize any features that are associated with it. Where possible, note all aspects of the resource you observe, even if some of those elements are not recorded in detail.

Descriptions of buildings, structures, and objects should identify construction details, materials, workmanship, and alterations. Buildings are often described in terms of overall shape, number of stories, siding type, roof shape and materials, dormer shape, window location and pattern, door location, porch type, and ornamentation. Information on the nature and extent of any alterations should also be included. Boundary descriptions may be brief and may refer solely to the resource's parcel where appropriate. Describe the area outside the boundaries, mentioning as appropriate landscape, use, architecture, and other aspects related to setting.

Descriptions of linear structures and linear sites should include an overview of the entire resource when possible, even in cases where only a segment of that resource is recorded. The overview should attempt to describe the type of resource, when it was constructed, how long it is, its shape, its origin and destination, how it was constructed (e.g., materials, workmanship, special engineering accomplishments, etc.), its setting and physical condition, and to a limited degree, its function. When only a portion of a linear resource has been examined in the field, that segment should be identified on the Location Map.

Descriptions of sites should summarize observed physical characteristics and major cultural and natural features (e.g., midden, lithic scatter, shell mound, housepits, rock art, bedrock milling features, etc.). While interpretive comments may also be included, the principal goal of this section is to describe the site in as much detail as possible.

When recording traditional cultural properties, the description should be based on information provided by members of the community historically associated with that resource. Refer to National Register Bulletin 38 (National Park Service 1990a) for further information about recording TCPs.

Descriptions of districts should briefly summarize overall characteristics, setting, and the numbers and types of contributing **and** non-contributing resource elements. Discuss the characteristics that link the elements of the district and give it coherence. Mention natural and cultural features as appropriate. If you are describing an element of a district, provide the Primary Number and/or the resource identifier of the district, when known.

**\*P3b. Resource Attributes:** Enter those attributes which best define and describe the resource from the list of Resource Attributes in Appendix 4. Provide the code and a brief description for each attribute identified. For example, a complex resource may contain several attributes, such as a "(HP2) single family property," "(AH2) building foundation," and "(AP4) bedrock milling feature." The codes provided in this data field will enable attribute-based record searches which, when combined with other variables, will facilitate contextual research.

**\*P4. Resources Present:** Check the category or categories that best describe the resource that is being documented using Appendix 5 and National Register Bulletin 15 (National Park Service 1990b) for reference.

When documenting a resource with superimposed elements such as a building located on top of an archaeological site, check all categories that apply. If the resource is part of a district, check the box for "Element of District" in addition to the appropriate box (or boxes) that define the kind of resource. If the record is being prepared to document a district, check the district box.

**\*P5. Photograph or Drawing and Description:** A clear and descriptive glossy 3-1/2"x5" black and white photograph is required for all records documenting buildings, structures, and objects, and may also be supplied when documenting sites (including isolated finds and minor features). Describe the subject, view, date the photograph was taken, and the accession number of the photograph (roll and frame #) in Field P5b. Place the print in a clear polyethylene or polypropylene envelope and affix the envelope to the record in the space provided using transparent tape, preferably an archivally stable brand. Scanned halftone images **may** be an acceptable substitute for original photographs; however, you should consult with staff at the OHP and regional Information Centers of the California Historical Resources Information System **before** submitting records with such graphics.

Photographs of buildings, structures, and objects should provide an overview of the resource in its setting, or a detailed view of the resource itself where appropriate. One contemporary photograph showing the front and

one side of the resource is usually sufficient. For some resources, however, it may be useful to provide additional views, supplementary historical pictures, photographs of details, and photographs of ancillary structures, placed on Continuation Sheets. This space also can be used for a drawing, plan, or map of minor resources and isolated archaeological finds; or for supplementary text where a photograph or other graphics are not required.

**\*P6. Date Constructed/Age and Sources:** Indicate whether the resource is prehistoric, historic, or both, list the construction date or period of use, and briefly describe how that date or period was determined. Indicate whether the date or period of use is factual or estimated. The term "historic" applies to all historical resources associated with non-indigenous peoples, as well as those used by Native Americans after direct contact with non-indigenous peoples. The term "prehistoric" applies to all historical resources used by Native Americans prior to direct contact with non-indigenous peoples. Cite any references used to determine the age of the resource.

**\*P7. Owner and Address:** Give the name and address of the resource's current owner(s). If the owner is a government agency, clearly identify the agency by name (not simply "the State of California" or "the federal government"). You may give the name and address of the managing unit. Enter "unknown" or "withheld by owner" if appropriate. Ownership information is often required before a historical resource can be listed on various state and national registers or to meet local recordation requirements.

**\*P8. Recorded By:** Enter the name of the person who prepared the record, indicating their agency or organizational affiliation, if appropriate, and provide a complete address.

**\*P9. Date Recorded:** Indicate the date the record was prepared.

**\*P10. Survey Type:** Indicate whether the resource was recorded as the result of an intensive survey, reconnaissance survey, or other activity (e.g., volunteer effort) and describe the purpose of that effort. The terms "intensive survey" and "reconnaissance survey" are defined for the purposes of this entry in relation to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (National Park Service 1983). Appendix 6 briefly summarizes those definitions and the basic report contents that are recommended by the Secretary of the Interior for each type of survey.

**\*P11. Report Citation:** Provide a complete citation for any report or publication documenting the discovery of the resource, if one has been completed or is under preparation. If no survey report or publication exists or is planned, enter "none." List the name of the author, date of the report or publication, title, and the name

of the government agency, private firm, university department, publisher, etc. that the report was prepared for or published by.

**\*Attachments:** Check any forms that are attached to the Primary Record and list any other attachments if appropriate. Check "None" if there are no attachments.

### How to Prepare a Location Map

The purpose of the Location Map is to accurately depict the location of the resource on a U.S. Geological Survey topographic quadrangle or other government map. The Location Map differs from a Sketch Map in that it generally does not depict the internal arrangement of a resource. The only exceptions to this rule are the Location Maps created for linear resources and districts, which may depict component features and/or elements. The Location Map is optional for buildings located on small parcels of land in urban areas when an address is provided.

Provide the name, scale, and publication date of the map(s) used to depict the location of the historical resource, and include a copy of the appropriate portion(s) of that map or maps on the Location Map record. If the map has been photorevised, place the date of the revision in parentheses following the original date the map was published. The OHP recommends using maps published by the government, particularly U.S. Geological Survey topographic quadrangles (for rural areas) and Assessor's regional index maps (for urban areas). Because privately published maps are subject to copyright restrictions, you should check with the OHP before submitting such materials.

All Location Maps should include a bar scale and north arrow. Accurately plot the shape and location of the resource on an appropriate map. Very tiny resources may be depicted with a dot, while the exact configuration of larger resources should be drawn to scale using a heavy black line to indicate the perimeter of the resource. When possible, show the entire alignment of a linear resource, even if only a segment is recorded in detail. Do not obscure map details by filling in the areas covered by large historical resources solidly.

## DETAILED DESCRIPTION AND EVALUATION

Three recording forms can be used for detailed description and evaluation of all types of historical resources. Those forms consist of the Building, Structure, and Object (BSO) Record; Archaeological Site Record; and District Record. Each detailed record builds on the basic information gathered on the Primary Record, and therefore must be accompanied by that form, and a Location Map (when required), unless submitted as an update to an existing resource file.

Evaluation is a required field on the BSO Record and District Record, while it is optional on the Archaeological Site Record. Completing an evaluation involves assessing whether a historical resource meets defined criteria of significance. The NRHP Criteria for Evaluation are recommended as a uniform standard for California because they provide a basis for assessing the significance of historical resources at the national, state, and local levels. As such, they encompass and provide for routine consideration of other applicable state and local criteria. However, other criteria also may be applied when appropriate. The NRHP Criteria are provided for reference in Appendix 7.

The significance of a historical resource is best understood and judged in relation to a historic context. A historic context consists of: a theme, pattern, or research topic; geographic area; and chronological period. The theme, pattern or research topic provides a basis for evaluating the significance of a resource when it is defined in relation to established criteria. A historical resource is considered significant, and hence, eligible for the National Register if it is associated with an important historic context and it retains the integrity of

those characteristics necessary to convey its significance. When considering the integrity of a historical resource it is appropriate to take into account factors such as location, setting, design, materials, workmanship, feeling, and association.

Evaluation requires three basic steps: (1) identification of a significant historic context associated with the resource; (2) identification of the types of resources important in illuminating that context, and the physical characteristics those resources must possess to reflect the significance of the historic context; and (3) an assessment of whether the resource being evaluated has those required physical characteristics (National Park Service 1990b).

The amount of descriptive and historical information needed to establish whether or not a resource has the required physical traits necessary to convey its significance will depend on its complexity and type. Normally, detailed recording forms submitted in conjunction with an intensive survey report (as described in Appendix 6) provide the level of information needed to evaluate most historical resources. However, archaeological sites often require additional characterization.

While anyone can prepare the documentation supporting an evaluation, responsibility for the evaluation must be taken by persons meeting the Secretary of the Interior's Professional Qualifications Standards (National Park Service 1983) in a discipline appropriate to the historic context within which the resource is being considered. In cases where the preparer does not meet the Standards, an OHP- sanctioned reviewer with appropriate qualifications may assume responsibility for the evaluation. However, to ensure timely inclusion of an evaluation in the OHP's filing system, submissions prepared by or under the direction of appropriately qualified professionals are recommended.

For further information about how to evaluate historical resources, refer to *National Register Bulletins 15 and 16A* (National Park Service 1990b, 1991), the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (National Park Service 1983), *Treatment of Archaeological Properties: A Handbook* (Advisory Council on Historic Preservation 1980), and *Guidelines for Archaeological Research Designs* (Office of Historic Preservation 1991b).

## Preparing the Building, Structure, and Object Record

The BSO Record can be used to evaluate and present detailed information about buildings, structures, and objects. The Linear Feature Record may be used as a supplement to the BSO Record when documenting and evaluating linear structures such as roads, canals, and railroad grades. Detailed instructions for preparing the BSO Record are provided below. **Required information is indicated with a sidebar, an asterisk, and bold type.**

Header Block: Enter the Primary Number and HRI Number if known. Leave both fields blank if unknown. Also be sure to update the header block and subsequent sections of the Primary Record if it was prepared separately from the BSO Record.

**\*NRHP Status Code:** Enter the appropriate code that best-defines the relationship of the resource to the National Register using the list in Appendix 2. Use the lowest initial number if more than one applies. For example, if a resource can be rated both 3S and 5D1, put 3S.

**\*Resource Name or #:** Enter the same name or number used in this field on the Primary Record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of your record together.

B1. Historic Name: Enter the historic name of the resource if known. A historic name may be either the formal name for the resource during its period of significance, or a name closely associated with its

significance. The historic name may refer to: the builder, designer, or historic owner(s); significant persons or events connected with the resource; original or later uses of the resource; or accepted professional, scientific, technical, or traditional names.

**B2. Common Name:** Enter the common or presently used name for the resource. If documenting a single family dwelling, use current owner's name **only** if local residents strongly associate the house with that owner. If historic and common names are identical, enter "same." If the resource has no common name, enter "none."

**B3. Original Use:** Enter the original use(s) of the building, structure, or object.

**B4. Present Use:** Identify the present use(s) of the building, structure, or object. Other past uses may be described in Field B10 (Significance) below.

**\*B5. Architectural Style:** Use standard architectural terminology to describe the style or construction type of buildings if applicable. If necessary, combine terms to describe the style (e.g. "Classical Revival with Craftsman elements"). See National Register Bulletin 16A (National Park Service 1991), Blumenson (1981), McAlester and McAlester (1984), City of Oakland (1978), and Whiffen (1969) for suggested stylistic terminology. See Sources of Additional Information for complete citations of these publications.

**\*B6. Construction History:** List alterations to the resource which substantially affect its architectural integrity. Be as specific as possible. For example, put "aluminum sliders" rather than merely "windows." Add the date(s) of the alterations if known.

**\*B7. Moved?:** Check whether or not the resource has been moved and give the date of the move, if known. Include any information you may have on the original location of the resource.

**\*B8. Related Features:** List other important features on the resource. Such features might include: barns, carriage houses, garages, outhouses, sheds, windmills, water towers, hitching posts, fences, walls, unusual curbs or sidewalks, formal gardens, prominent or unusual trees, and expansive lawns. Do not include other major historical resources that merit separate documentation.

**B9a. Architect:** If appropriate, enter the name of the architect, architectural firm, pattern book, engineer, artist, landscape architect, or planner responsible for designing the building, structure, or object. If the resource was not professionally designed, as in the case of a house constructed by an owner/builder, put "none." If no information about the designer was found, enter "unknown."

**B9b. Builder:** In the space provided for "Builder," enter the name of the person or firm actually responsible for construction. Do not put the name of someone who merely commissioned the work. If no information was found, enter "unknown."

**\*B10. Significance:** Resources are generally evaluated using a historic context—an organizational format which groups information about related historical resources based on theme, geographic limits, and chronological period. The information provided in this field should describe why the resource is significant within a relevant historic context.

Begin by identifying the historic "theme"—the subject or topic of historical study. Examples include "Commercial Development," "Citrus Industry," "River Transportation," "Residential Architecture," etc. For "area" put the locale in which the events covered by the theme occurred. Usually the area is the city or town being surveyed; however, there may be exceptions where contemporary boundaries do not coincide with historical boundaries. The area also might be a county, a part of a town, or a place defined by a topographical feature.

"Period of significance" refers to a chronological period as it relates to the historic context, and is defined as a year or range of years e.g., Commercial Development in Bakersfield, 1896-1941). For "property type" enter the specific type of resource that is being evaluated within the historic context. For example, the context "Commercial Development in Bakersfield, 1896-1941" may have retail stores and office buildings as associated property types. A form documenting the Woolworth Building in downtown Bakersfield would list "retail store" for the property type. In the space marked "applicable criteria" enter the letter(s) of the National Register (or other) criterion or criteria in which the resource is being evaluated. Put "N/A" if the resource is evaluated as ineligible for the National Register.

The statement of significance should explain why the resource is important in relation to its historic context(s). Make the strongest possible case using historical and/or architectural analysis as appropriate. Compare the resource with others that belong to the same property type and relate to the same historic context. Include an analysis of the integrity of the resource. Additional information about the resource may be included even if it is not specifically related to the context identified, to the extent that it will help establish the significance of the resource. When a resource is found ineligible for the National Register, a clear rationale should be offered to support the finding as well.

**B11. Additional Resource Attributes:** The historic attributes of the resource refer to its characteristics at the time it gained significance. Choose up to six numbers from the list of Resource Attribute Codes in Appendix 4. Enter each number, two dashes, and a brief description, e.g., "(HP3)--Duplex" or "(HP14)--Library." If more than one number is needed, the description may follow the numbers, e.g., "(HP12), (HP44)--YWCA."

**\*B12. References:** List any documents and style books used to discover information about the resource. Include page numbers and dates of publication. Also list oral interviews, including the name of the person interviewed and the date of the interview. You may abbreviate as necessary, but don't merely cite a general bibliography available elsewhere.

**B13. Remarks:** Include information about zoning, threats to the resource, previous surveys, and other relevant information in this data field, as appropriate.

**\*B14. Evaluator and Date of Evaluation:** Enter the name of the person who made the evaluation reflected in the "NRHP Status Code" field and indicate the date the evaluation was completed. If two or more people concurred in the evaluation, provide the name of the individual who meets the Secretary's Standards in the appropriate discipline. If a resume for the evaluator is not on file with the OHP or the appropriate regional Information Center listed (in Appendix 8), one should accompany the record (or should be included in an accompanying report).

**\*Sketch Map:** Draw or paste in a Sketch Map of the resource and any associated features discussed in Field B8 (Related Features) above. This Sketch Map is required regardless of whether or not a Location Map is also needed. The Sketch Map need not be drawn to scale, but must include a north arrow. Name or otherwise identify important features associated with the resource. In urban areas, and where possible in rural areas, identify the nearest intersection; otherwise, show roads (with names), buildings, rivers, railroad tracks, and other features that may help others locate the resource. If the resource's boundaries are other than parcel boundaries, indicate as such. Do not use this space merely to cite a map located elsewhere.

**Space Reserved for Official Comments:** Leave this space blank. Provide comparable space on computer-generated forms.

## Preparing the Archaeological Site Record

The Archaeological Site Record can be used to record detailed descriptive information about most historical resources classified by the National Register as sites. The Archaeological Site Record was



specifically developed to accommodate the documentation of both prehistoric and historic sites. As such, it includes a number of data fields essential for recording certain types of sites, but irrelevant for the documentation of others. The Archaeological Site Record must be accompanied by a detailed Sketch Map.

Several specialized recording forms have been developed as optional attachments to the Archaeological Site Record. They include: the Linear Feature Record; Milling Station Record; Rock Art Record; and Artifact Record. Instructions for preparing those optional attachments are provided later in this manual. Detailed instructions for preparing the Archaeological Site Record are given below. **Required information is indicated with a sidebar, asterisk, and bold type.**

**Header Block:** Enter the Primary # and/or Trinomial Number if known. Leave both fields blank if unknown. Also be sure to update the header block and subsequent sections of the Primary Record if the Archaeological Site Record was prepared separately.

**\*Resource Name or #:** Enter the same name or number used in this field on the Primary Record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of your record together.

**\*A1. Dimensions:** Enter the **length** and **width** of the site, describe the units of measurement, and indicate how the dimensions were determined (i.e., describe methods used to map the site). All sites with prehistoric components must be measured in meters, while the use of other appropriate units of measurement are acceptable for sites with historic components. The overall dimensions of multi-component sites should be measured in meters, with other units of measurement used to supplement the description of historic features where appropriate. State the orientation of the measurements in the space between parentheses using one of the four basic compass lines. Describe the datum in sufficient detail that it can be relocated by subsequent investigators. Also provide the following information about how you defined those limits:

Method of Measurement: Check the box that defines how length and width measurements were made and describe any other methods used.

Method of Determination: Check factors employed to determine the site boundary including: the distribution of artifacts and features; diminishing densities of cultural materials; changes in soil color or type; distinctive vegetation or topography; cultural materials visible in cut banks, animal burrows, or as the result of test excavation; the recognition of a historic property boundary; and other means. Provide a brief explanation of any other means used to determine the site boundaries. While it may not be possible to define absolute boundaries for a resource based on surface inspection, a clear justification should be offered for how you have defined the site's boundaries.

Reliability of Boundary Determination: Estimate how reliable the boundary determination is and check the appropriate box. Explain as necessary.

Limitations: Check any factors that hindered accurate determination of the extent of the site and explain any additional limitations you noted.

**A2. Depth:** Enter the depth of the archaeological deposit(s) present at the site, if any. An estimate of depth is acceptable as long as the rationale for that guess is explained. Leave the space after "depth" blank and check "unknown" if there is uncertainty about the site's depth. Enter "surface" on the line following "depth" and check "none" if there is no depth to the deposit, and indicate how this was determined.

**\*A3. Human Remains:** Record the presence or absence of any human remains observed on the site by marking the appropriate box. Indicate the quantity, condition, and location of any observed remains in the space after "explain." The location of observed human remains should be depicted on the detailed sketch map. If any osteological material has been removed from a site, identify where it is curated or to whom it was transferred for reinterment or analysis.

**\*A4. Features:** Assign a number to every feature present on a site, show its location on the detailed sketch map, and describe the feature and any cultural constituents associated with it. If no features were observed, enter "none" or "none observed."

The description of each feature should identify, where possible, the type of feature; its age, function, size, and condition; the nature of any associated archaeological deposits and cultural constituents; and any other pertinent details. Cultural constituents that are associated with or found near a feature should be described **as an aspect of that feature**, rather than in the general list of constituents entered in Field A6 (Cultural Constituents). List, briefly describe, and discuss the chronological implications of all cultural constituents associated with each feature, or a meaningful sample of them.

Information about the numbers and types of bedrock milling features and rock art features should be briefly summarized in this field. Such features also may be recorded in greater detail on a Milling Station Record or Rock Art Record if appropriate.

**\*A5. Cultural Constituents:** List, briefly describe, and discuss the chronological implications of all cultural constituents not associated with features of the site. Constituents that are associated with features should be described in Field A4 above. Cultural constituents encompass all artifacts, ecofacts, and other residues of human activities. Provide a complete inventory of observed constituents when they occur in small quantities. Describe the types of materials present and estimate their relative abundance for sites with large amounts of cultural material, taking care to identify any temporally diagnostic remains.

**\*A6. Were Specimens Collected?** Check whether or not any specimens were collected during the field visit that led to the preparation of the Archaeological Site Record. If any materials were collected, attach an Artifact Record **or** a catalog containing comparable information and show the locations where the specimens were collected as specific points or collection units on the detailed Sketch Map. Be sure to indicate where the specimens are curated. Please note that **specimens should only be collected under the auspices of a legitimate scientific study and with the permission of the landowner.**

**\*A7. Site Condition:** Indicate the relative condition of the site as a whole by checking "good," "fair," or "poor," and describe existing alterations and/or disturbances of the resource, its major features, and its setting. Indicate the degree of disturbance and the agents that caused that disturbance. Consider whether the site retains integrity of setting, feeling, association, workmanship, design, materials, and location.

**\*A8. Nearest Water:** Enter the name, type (if not specified in the name), seasonal availability, distance, and direction (from the site datum or site boundary closest to water source) to the nearest natural fresh water source or probable former source (for prehistoric sites) or historic source (for historic sites occupied after that source was created). If the nearest water cannot be determined, enter "unknown."

**\*A9. Elevation:** Enter the elevation or range of elevations for the site in meters or feet and describe how those measurements were determined (e.g., altimeter, interpreted from map, etc.).

**A10. Environmental Setting:** Briefly describe the present vegetation zone, plants, animals, soils, geology, landforms, slope, aspect, exposure, and other environmental characteristics of the site and its vicinity to the extent that such conditions are relevant to understanding the site and its importance.

**A11. Historical Information:** Briefly summarize information gathered from reports, publications, historic documents, and oral interviews. In cases where historic materials are present, but no documentary or testimonial evidence was found, state that the historic use is unknown. Indicate where information about the resource was sought, even if the results were negative. Use a Continuation Sheet to attach historic maps and/or photographs if appropriate.

**\*A12. Age:** Check any categories that apply to the site and explain the evidence used to determine the period(s) during which it was occupied. More than one box should be checked for sites used, however intermittently, during more than one period. For prehistoric sites, describe any evidence that can be used to infer the site's position in a regional prehistoric chronological sequence where possible. The protohistoric check box should be marked if a site was occupied by Native Americans during the historic period, as determined from historic accounts and/or the presence of materials introduced by non-native peoples. Specific dates of occupation or site use should be identified for other types of historic archaeological sites when known.

**A13. Interpretations:** Provide information concerning any interpretations made for the site and discuss the evidence used to substantiate them. Possible interpretive categories include: site function, demographic observations, cultural ecology, research or scientific value, and ethnographic/cultural affiliations. While the observations discussed here may or may not be sufficiently detailed to constitute an evaluation, they should provide data helpful for planning the evaluation and treatment of the site. This field may be used to present a full historic context statement and evaluation of a site, if desired.

**A14. Remarks:** This field may be used to note additional information that doesn't readily fit elsewhere on this form. It may be useful to discuss the history of previous studies at a site, threats to the resource, or other data.

**A15. References:** List persons interviewed and documents used to discover information about the property. Enter "none" if no information was sought. Provide a complete citation for each document, sufficient for others to locate it. Identify persons interviewed by their full name, address (if permitted by the interviewee), and the date of the interview.

**A16. Photographs:** This field should be used to record any photographs or other recorded images taken during the documentation of the site. A Photograph Record can be attached to the Archaeological Site Record as an alternative to completing this field. If no images were taken, enter "none." Photographic documentation is strongly recommended for every site. Photographs should be placed on a Continuation Sheet and labeled.

**\*A17. Form Prepared By, Date, and Affiliation and Address:** Provide this information only if it differs from that given in Fields P8 and P9 on the Primary Record.

**\*Sketch Map:** A detailed Sketch Map must accompany every Archaeological Site Record. The Sketch Map should accurately depict the details of the site in its immediate environmental setting, providing sufficient detail to allow a person unfamiliar with the resource to recognize it. The Sketch Map should be drawn to scale. It must include: a datum point or points; site boundary; north arrow (labeled either "magnetic" or "true"); bar scale; the plotted locations of features, collected specimens, units, and other materials (if present); and a legend. The datum and methods used to map the site should be described in Field A1 on the Archaeological Site Record.

The site datum should be a relatively permanent natural or cultural feature. All features should be plotted accurately in correct relation to each other and the datum. Relevant information about the natural and cultural setting of the site should also be depicted. It is acceptable to estimate the locations of such natural features.

## Preparing the District Record

Districts consist of a significant concentration or continuity of associated historical resources. Districts may be recognized and documented at the time a survey is conducted, or they may become apparent only after several survey efforts reveal the historical relationships among the individually recorded resources in a

given geographic region. The District Record provides a vehicle for documenting the linkages among individual resources in both situations. Because the recognition of a district hinges on an understanding of its historic context, evaluation is required on the District Record.

A Primary Record, Location Map, and District Record are needed to document the district as a whole. Minimally, every component or element of the district is then documented separately on a Primary Record. In some cases, it may be appropriate to prepare additional documentation of district components when those elements appear to be individually significant as well.

Minor features such as landscaping, fences, curbing, prospect pits, and widely dispersed archaeological materials need not be separately recorded if they are adequately described in Field D3 (Detailed Description) on the District Record. Detailed instructions are provided below for filling out the District Record.

**Required data fields are indicated with a sidebar, asterisk, and boldface type.**

Header Block: Enter the Primary and/or HRI # and/or Trinomial if known. Leave blank if they are not known. Also be sure to update the header block and subsequent sections of the Primary Record if it was prepared at a different time than the District Record.

\*NRHP Status Code: Enter the appropriate code that best-defines the relationship of the district to the National Register using the list in Appendix 2. Note that districts themselves are given "S" ratings, while their contributors are assigned "D" ratings. For example, a district found eligible for the National Register is rated "3S," while the district's contributors are rated "3D."

Resource Name or #: Enter the same name or number used in this field on the Primary Record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of your record together.

D1. Historic Name: Enter the historic name of the district if applicable. A historic name may be either the formal name for the resource during its period of significance, or a name closely associated with its significance. The historic name might also refer to accepted professional, scientific, technical, or traditional names.

D2. Common Name: Enter the common or presently used name for the district. If historic and common names are identical, enter "same." If the resource has no common name, enter "none," or enter a brief description such as "500-700 block of Maple Street."

\*D3. Detailed Description: Provide a detailed description of the district, making sure to address the characteristics that give coherence to the area. Describe the nature and severity of any intrusions and disturbances. Mention design features, vegetation, and other relevant factors. List every resource documented separately as an element of the district. Identify each element by property type and indicate whether or not that element contributes to the significance of the historic context used to evaluate the district. This information may be included in the description itself, or as a separate entry on a Continuation Sheet. Addresses should be given for all buildings and structures in a district, when applicable. Other resources may be listed by type and Primary Number, Trinomial, HRI Number, and/or a resource identifier such as a historic name or temporary designation. Some minor features of a district such as plantings, mining prospect pits, fences, and curbing need not be separately recorded on individual recording forms **if** they are adequately described in this field.

At least two 5"x7" black and white photographs of representative streetscapes or other overall views must be included with the District Record. Describe the subject, view, and date the photograph was taken on a label and affix it to the back of the print. Place the print in a clear polyethylene or polypropylene envelope and affix the envelope to a Continuation Sheet using archivally stable transparent tape.

\*D4. Boundary Description: District boundaries may be described either in a narrative fashion, or by

entering the measurements of the maximum length and width of the resource, as appropriate. Narrative entries may use street names, property lines, geographical features, or other lines of convenience. When dimensions are given, indicate the units of measurement and describe the method used to obtain those measurements (e.g., taped, paced, extrapolated from map, etc.). The boundaries of the district should be clearly depicted on a Location Map, and where appropriate, on a Sketch Map as well.

**\*D5. Boundary Justification:** Provide a concise explanation as to how the boundaries of the district were determined, taking into account the property's significant elements, setting, integrity, and historical importance. Boundaries should encompass, but not exceed, the extent of the significant resources and land area that contribute to the importance of the district.

**\*D6. Significance:** The statement of significance should summarize the importance of the district in terms of its historic context, as defined by theme, period of significance, and geographic scope. The importance of each individual element of the district should be addressed in the separate records prepared for each contributing resource. Consider as contributors only those resources that convey the significance of the district. A Primary Record and a Location Map (when required) should be prepared for each contributor. Ancillary features of contributing elements need only be described as related features on those individual records. Minor features and Non-contributing elements of the district may be recorded with a Primary Record and Location Map (when required), or simply described in Field D3 above.

Begin by identifying the historic "theme"--the subject or topic of study. Examples include "Commercial Development," "Railroad Logging," "Water Conveyance Systems," "Prehistoric Obsidian Quarry Exploitation," "Historic Mining Camps," etc. Next, identify the geographic scope in the space following "area." The geographic scope is the locale in which the events covered by the theme occurred. The scope could be a city, county, or region; or it could also encompass an entire state or the nation. Then enter the "period of significance," which refers to the chronological period identified in the historic context and is defined by a year or range of years (e.g., Railroad Logging in Sierra Nevada Region, 1890-1940). In the space marked "applicable criteria" enter the letter(s) of the National Register (or other) criterion or criteria found applicable to the district as a whole. Put "N/A" if the resource is evaluated as ineligible for the NRHP.

The statement of significance should explain why the resource is important in relation to its historic context(s). Make the strongest possible case using historical, architectural, archaeological, and/or other analyses as appropriate. Compare the district with others that encompass the same property type(s) and relate to the same historic theme. Include an analysis of the integrity of the district, taking into consideration whether or not it retains integrity of location, design, materials, workmanship, feeling, association, and setting. Also indicate whether the district and its elements remain in use or have been abandoned. Additional information about the district may be included even if it is not specifically related to the context identified, to the extent that it will help establish the significance of the resource.

**\*D7. References:** List the documents that were used to discover information about the district. Include oral interviews, noting the name of persons interviewed, the date of the interview, and the address of the interviewee when possible. Provide a complete citation for each document, sufficient to locate it. Also provide a complete citation for any report or publication documenting the discovery of the resource. The report citation should list the name of the author, date of the report or publication, title, and the name of the government agency, private firm, university department, publisher, etc. that the report was prepared for or published by.

**\*D8. Evaluator/Date/Affiliation and Address:** Give the name, address, and organizational affiliation of the person responsible for evaluating the significance of the district and enter the date the evaluation was completed. If two or more people concurred in the evaluation, provide the name of the individual who meets the Secretary's Standards in the appropriate discipline. A resume for the evaluator should accompany the District Record (or a report submitted with it) if it is not already on file with the OHP or the appropriate regional Information Center listed in Appendix 8.

Sketch Map: A detailed Sketch Map is required when the layout and details of the district cannot be clearly conveyed on a Location Map due to the compactness of its elements. Sketch Maps should be drawn to scale and must include: the boundary of the district; a north arrow; a bar scale; the plotted locations of all features and/or elements; and a legend. It is also helpful to include information about the environmental setting of the district. For urban building surveys, a parcel map may be used to create the Sketch Map. It should include all of the items mentioned above and clearly indicate the names of all streets included within the district.

## PREPARING OPTIONAL ATTACHMENTS

Six additional forms have been designed as supporting attachments for the records discussed above. They include a Linear Feature Record (DPR 523E), Milling Station Record (DPR 523F), Rock Art Record (DPR 523G), Artifact Record (DPR 523H), and Photograph Record (DPR 523I), and Continuation Sheet (DPR 523L). Instructions are provided below for filling out each form.

### Linear Feature Record

The Linear Feature Record can be used to supplement both minimal or detailed recordation of prehistoric and historic linear structures and sites. Linear features are taken to include most long, narrow constructed works classified by the NRHP as structures, as well as trails and the ruins of linear structures (which are classified as sites). The Linear Feature Record may be used for documenting linear features in their entirety, segments of such resources, or observations made at a particular point along a linear feature.

When preparing the initial record for a linear feature or segment of one, the nature of the entire resource should be described on the Primary Record in Field P3a. Refer to the instructions for Field P3a for the kinds of information that should be included in the overall description of a linear feature. Detailed instructions for preparing the Linear Feature Record are provided below. The Linear Feature Record can be used to gather purely descriptive information about a linear resource, or it can serve as an adjunct to a formal evaluation documented on a BSO Record, District Record, or in a suitably detailed evaluation report.

Header Block: Enter the Primary Number, HRI Number, and/or Trinomial Number if known. Leave these fields blank if unknown. Also be sure to update the header block and subsequent sections of the Primary Record if it was prepared at a different time than the Linear Feature Record.

L1. Historic and/or Common Name: Enter the historic and/or common name of the resource if known. A historic name may be either the formal name for the resource during its period of significance, or a name closely associated with its significance. The historic name may refer to: the builder, designer, or historic owner(s); significant persons or events connected with the resource; original or later uses of the resource; or accepted professional, scientific, technical, or traditional names. A common or presently used name for the resource may be provided if one is known. If historic and common names are identical, enter "same." If the resource has no historic or common name, enter "none."

L2a. Portion Described: Check whether the record is for an entire linear feature, a segment of one, or a point observation along a linear feature. When recording a segment or point along a linear feature, provide a field designation for that portion or point and depict its location on a Location Map.

L2b. Location of Point or Segment: If you are preparing a Linear Feature Record for a segment of a linear feature or a point along one provide UTM coordinates, a legal description, and any other locational information that will help identify the specific location you are documenting.

**L3. Description:** Provide information about the construction techniques, configuration of, and materials used to construct the linear feature and describe any features, artifacts and/or archaeological sites/deposits that may be associated with it. Provide plans, sections, or other drawings as appropriate. The observations made in this section should not duplicate information provided in Field P3a (Description) on the Primary Record. If a Linear Feature Record is prepared for an entire linear feature, this field may be used to supplement information provided on the Primary Record. When this record is used to describe a particular segment or point along a linear feature, this field should be used to define the specific details observed in that location.

Describe in detail each cultural feature associated with the linear resource. Number or otherwise designate each feature and plot its location on a Location Map and/or a detailed Sketch Map. If no features are observed, indicate that finding. The features of a linear resource generally consist of components integral to the operation and proper functioning of that resource, rather than to resource elements like a ditch tender's camp or railroad depot which may be associated with a ditch or railroad grade as components of a district, yet require separate documentation as major resource elements (see Field L5 below). Some examples of the features of various kinds of linear resources include:

Roads: retaining walls, culverts, and tunnels  
Ditches: siphons, flumes, spillgates, and gate valves  
Trails: blazes, cairns, and paving  
Railroad grades: through cuts, sidings, retaining walls, and trestles

The description of a feature should include information about its construction details, dimensions, and any artifacts found near the feature. Plans, cross-sections, and elevations may be appended to the record if appropriate. Feature descriptions should include information about the brand names and patent numbers recorded on machinery.

**L4 Dimensions:** Enter the dimensions of the linear feature at a specific observation point, segment, or along the entire resource, or indicate the range of variations in those dimensions. Also provide a scaled cross-sectional sketch in Field L4e and define the length of the segment you are recording when only a portion of a resource is recorded. All dimensions should be in feet for historic features and metric units for prehistoric features. Indicate how that dimension was determined (e.g., taped, estimated, etc.).

**L4a. Top Width:** Enter the width of the linear feature at its highest point and indicate the unit of measurement. For water delivery systems such as ditches and canals, the top width should be measured at the crest of the berm(s) or wall(s). Record more than one width or a range of widths if appropriate. For example, a single water delivery system may be composed of a flume, earthen ditch, and concrete canal that each have different top widths.

**L4b. Bottom Width:** Provide a width for the base of the feature, or provide a range of widths if appropriate.

**L4c. Height or Depth:** Enter the maximum depth or height of the resource if applicable, or indicate variation in that dimension along the length of the linear feature or segment thereof. If the depth/height of a linear feature has been modified (e.g., siltation of ditch), that fact should be noted.

**L4d. Segment Length:** Enter the overall length of the segment of the resource being recorded and indicate the unit of measurement. The length of the entire resource should be given in Field P3 on the Primary Record, if known, and should be repeated here if you record an entire linear resource. Define where dimensions were measured from (e.g., "from intake structure at dam to junction with Columbia Ditch") and note whether observation, extrapolation from maps, or direct measurement led to the determination.

L4e. Sketch of Cross Section: Use the space provided to draw a representative scaled cross section of the linear feature and indicate what direction the drawing faces. Show the location of the drawn cross section on the Location Map prepared to accompany the Linear Feature Record.

L5. Associated Resources: List previously recorded resources that are historically associated with the use of the linear resource and provide a Primary Number, Trinomial, and/or HRI Number of each resource, if known. Refer to a resource identifier such as a historic name in cases where a Primary Number is unknown or remains to be assigned. Associated resources that have not yet been recorded can also be mentioned. However, their existence should be stated as "unknown" if they have not been examined.

L6. Setting: This field may be used to provide a general description of the natural or physical environment of the linear feature in cases where that setting contributes to the significance of the resource or appreciation of it. Information in this category may include descriptions of natural features, landscape characteristics, slope, vegetation, and so forth. For example, it may be important to describe the flora associated with a trail that connects a series of meadows in a forested region or the geology and terrain of a flume hung from the wall of a canyon.

L7. Integrity Considerations: Describe any existing alterations of the resource and its setting, focusing on whether or not it retains historic integrity in terms of setting, feeling, association, workmanship, design, materials, and location. Indicate whether it remains in use or has been abandoned. Provide an estimate of the proportion of the resource that has been destroyed or modified, where possible.

L8. Photograph, Map, or Drawing and Description: This space may be used for additional graphic documentation of the linear resource at the discretion of the recorder.

L9. Remarks: This field can be used to present further historical information about the resource, discuss previous efforts to document it, and offer other information that does not fit elsewhere on this form.

L10. Form Prepared By: Provide this information only if it differs from that given in Fields P9 and P10 on the Primary Record.

L11. Date: Enter the date this record was prepared.

Sketch Map: A Location Map can often be used to depict the portion of a linear resource that has been documented, its features, and the location of cross section drawings, photographs, or other graphic documentation. For particularly complex linear resources, however, a detailed Sketch Map is recommended. Sketch Maps should generally be drawn to scale, and must include a north arrow and bar scale.

## Milling Station Record

The Milling Station Record may be used to provide a detailed record of one or more bedrock milling stations and any associated artifacts. A bedrock milling station is defined as a non-portable bedrock outcrop or boulder with surfaces and/or depressions ground into it for purposes of milling. The Milling Station Record is an optional form. It is designed to supplement the information in an Archaeological Site Record, not to eliminate the need for its preparation. Professional surveys conducted in advance of development activities should generally prepare a Primary Record, Location Map, and Archaeological Site Record when a site with a milling station(s) is encountered. Additional information can then be collected on a Milling Station Record if desirable.

Identify each separate bedrock outcrop with evidence of milling activities (milling station) as a numbered feature of a site. The location of each outcrop (milling feature) should be depicted on the sketch map of the site, with the total number of milling surfaces at that feature listed by type in Field A5 (Features) on the



Archaeological Site Record. The dimensions, rock type, and overall condition of each milling station should be provided in the upper portion of the Milling Station Record, along with the resource name or number listed in the Primary Record and the name of the person who prepared the record.

Give the dimensions of each milling station in metric units. Each dimension should be for the maximum extent of the bedrock outcrop or boulder on which milling activities occurred. The height should be measured as the maximum distance from the ground to the highest point on the bedrock outcrop. Outcrops partially covered with archaeological deposits should not be excavated to obtain measurements unless that excavation is part of a professional archaeological testing program.

Appropriate information should then be entered in the lower portion of the Milling Station Record for each of the individual milling surfaces observed on a culturally modified bedrock outcrop. Spaces are provided for the feature number (milling station number), milling surface number (element of an individual milling station), type, dimensions, depth, contents, and remarks. Use the keys at the bottom of the record for abbreviations of the types of features and their contents.

Dimensions for the individual milling surfaces present on a milling station should be measured with a tape in centimeters as the maximum length, width, and depth of the culturally modified (e.g., pecked and/or ground) bedrock. Use a straight edge laid across the rim of each milling surface to measure its maximum depth. The "Remarks" column can be used to record a variety of information such as wear patterns, surface residues, shape, configuration and condition of the culturally modified surfaces, and the presence of any associated artifacts on the outcrop/milling station.

Prepare a plan of each milling station on a Continuation Sheet, showing the size and shape of the bedrock outcrop and the relative locations of the individual milling surfaces. The plan should include: a north arrow (marked true or magnetic); distances between the individual milling surfaces on the outcrop; and a bearing and distance to a site datum. It is often helpful to include other details on the plan like vegetation, height above ground, and associated artifacts. If a milling station plan is drawn to scale and includes a bar scale, it is not necessary to indicate distance between the individual surfaces on the outcrop.

## **Rock Art Record**

The Rock Art Record may be used to record detailed information about individual rock art features. Rock Art is defined as any non-portable bedrock outcrop, boulder, cave wall, or other rock surface intentionally modified by pecking, scraping, grinding, and/or the application of pigment to form a graphic design/image. The Rock Art Record is an optional form. It is designed to supplement the information in an Archaeological Site Record, not to eliminate the need for its preparation. Professional surveys conducted in advance of development activities should generally prepare a Primary Record, Location Map, and Archaeological Site Record when a site with a rock art feature(s) is encountered. Additional information can then be collected on a Rock Art Record if desirable.

Identify each separate bedrock outcrop or boulder with rock art on it and assign a number to the rock art panel that corresponds with its designation as a feature of a site. The location of each rock art panel (feature) should be depicted on the sketch map of the site and briefly described in Field A5 (Features) on the Archaeological Site Record. Use the following instructions to complete the Rock Art Record.

Header Block: Enter the Primary and/or Trinomial Numbers if known. Leave both fields blank if unknown.

Resource Name or #: Enter the same name or number used in this field on the Primary Record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of your record together.

R1. Feature/Panel #: Identify the number assigned to the feature and indicate how many total rock art panels are present at the site after the word "of."

R2. Feature/Panel Location: Enter the distance and azimuth from a site datum to a designated position on the rock art panel or feature, as shown on a plan. If the site datum is a point within the rock art, so indicate. Also check whether the rock art was found on a cliff face, boulder, bedrock outcrop, cave/rockshelter surface, or other location, and describe any other kinds of locations.

R3. Host Surface: Describe the type of rock or other host surface on which the rock art panel or feature appears and identify the color of that surface rock outcrop and rock art images.

R4. Host Background: Check any characteristics that pertain to the background surface of the host rock or ground surface including patination, painting, glacial polish, smoke blackening, lack of natural alteration ("natural"), and other surface conditions. Provide an explanation if you check "other."

R5. Detailed Description of Feature/Panel: Check whether the feature consists of petroglyphs, pictographs, a geoglyph, or a combination of such elements, and then describe the size of the feature and host rock outcrop or ground surface, number and types of elements or stylistic motifs, method of production, color of motif and other relevant descriptive details. All measurements should be taped in metric units.

R6. Feature/Panel Integrity and Natural/Cultural Deterioration: Check whether the rock art feature or panel is in good, fair, or poor condition, and note any natural and cultural modification or deterioration of it by circling any items that apply. Use the space provided to explain in greater detail whether the feature/panel retains integrity of setting, feeling, association, workmanship, design, material, and location.

R7. Style(s) and Suspected Cultural Affiliation: Where possible, identify the rock art style(s) and cultural affiliation of the group(s) known or believed to have created the images in the rock art panel. Offer reasons supporting any statements about the stylistic and cultural affiliations of the rock art.

R8. Elements Superimposed? Check whether or not any elements are superimposed and describe superimposed elements by style, position, and relative age if known. Be sure to clearly depict superimposed elements on the plan showing the rock art panel.

R9. Feature/Panel Visibility: Check whether the rock art feature or panel is visible, semi-visible, or hidden from public view. Take into account the remoteness and accessibility of the site and how obtrusive the rock art is to an untrained observer.

R10. Associated/Nearby Cultural Materials: Describe any artifacts, ecofacts, or other cultural residues found in close proximity to the rock art panel. If no materials are observed near the panel, enter "none."

R11. Conservation Recommendations: Describe any conservation recommendations that may help preserve the rock art panel.

R12. Form Prepared By and Date: Supply the name of the recorder and the date this record was prepared only if it differs from the information supplied on the Primary Record.

Sketch of Rock Art Panel/Feature: Sketch the panel on a Continuation Sheet, showing the size and shape of the bedrock outcrop and the relative locations of the individual elements/motifs on that outcrop. The sketch should generally be drawn to scale, including at the minimum: a north arrow (marked true or magnetic); bar scale; and a bearing and distance to a site datum. Include other details, such as vegetation, height above ground, associated artifacts, and distance to a road or trail, if relevant. A photograph of the rock art panel is also recommended as an attachment.

## Artifact Record

The Artifact Record may be used to record information about any specimens observed and/or collected at an archaeological site. Information comparable to that requested on the Artifact Record is required when any specimens are collected from a site. The Artifact Record is also useful for listing any diagnostic materials that are noted, but not collected. When used as supporting documentation, the Artifact Record may provide details that require only summary description in Field A5 (Features) or Field A6 (Cultural Constituents) on the Archaeological Site Record.

Begin by listing the Primary Number and Trinomial, if known. Then repeat the resource name or number listed on the Primary Record. Describe where any collected specimens are curated, giving the name of the institution and its address. Provide the artifact/specimen number (field designation or accession number), type, condition, description (form, material, etc.), dimensions, and provenience. The location of the specimen may be a collection unit or azimuth and distance from site datum. Show each location on a Sketch Map and indicate whether the specimen was drawn or photographed and if it was collected.

## Photograph Record

The Photograph Record may be used to record information about any type of photographic images prepared as a record of a historical resource. It may be used in conjunction with any of the other records described in this manual. It is designed to identify images taken as still photographs, filmed or taped movies, aerial photographs, etc., and to provide technical details relating to the capture of those images.

Begin by providing the name of the project. List the resource name or number for each resource in the "Subject/Description" column for individual exposures. Spaces are provided for camera format, lens focal length, film type and speed, year, media repository, date, time, exposure/frame number, subject, view toward, and accession number (if any). It also may be helpful to identify the places where photographs are taken on a sketch map of a resource.

## Continuation Sheet

The Continuation Sheet is a general form that can be used for a variety of purposes including the presentation of: (1) continued text; (2) feature and artifact illustrations; (3) photographic prints; (4) historic maps; and (5) updating the information from a prior survey effort. Every Continuation Sheet must provide the resource name or number as it appears on the Primary Record for the resource, the name of the recorder, and the date the record was prepared. Continued information should be clearly referenced with the number and name of data field it relates to. Graphics should be labeled to indicate their subjects, view, scale, and sources as appropriate. The source of all historic photographs, maps, or drawing should be identified.

## UPDATING INFORMATION ABOUT A RESOURCE

As a planning tool, it is important that information about historical resources is regularly updated to ensure its accuracy. Updates may amplify or correct information about a resource, or simply confirm that the existing record remains accurate at the time of a subsequent field examination. The documentation for a historical resource should be updated under the following conditions:

- When it is reevaluated;
- When changes occur to the resource or its setting;
- When erroneous information needs correcting; and/or
- When additional information is necessary for planning decisions.

Information about a resource may be updated in two ways, depending on the extent of the changes and/or additions to the original record. If only minor changes or additions to an existing record are required, then a Continuation Sheet can be used to augment selected data fields, as appropriate. Minor updates also may be prepared to verify that existing information about a resource remains accurate. Such updates should list the "resource identifier" from Field P1 on the Primary Record; date of field visit; name, affiliation (if any), and address of the person preparing the update; and the number and name of any data fields where additional observations are made. Also provide the HRI Number and/or Trinomial, if known.

The resource should be completely rerecorded in cases where substantial changes are required to an existing record. The recorder should use good judgment in determining which approach to take when preparing an update. Any corrections of a previous record should be clearly explained and justified. If the boundaries of a previously recorded historical resource are modified, provide a justification for the change and prepare a new Location Map and/or Sketch Map as required. Full citations should be provided for any new studies of a resource, in order to update Field P11 (Report Citation) on the Primary Record. A copy of the report(s) should accompany or follow the submitted update.

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## SOURCES OF ADDITIONAL INFORMATION

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1981 Identifying American Architecture. American Association for State and Local History, Nashville.

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1985 The Guide to Architecture in San Francisco and Northern California. Gibbs M. Smith, Inc./Peregrine Smith Books, Layton, Utah.

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1977 A Guide to Architecture in Los Angeles and Southern California. Peregrine Smith, Inc., Santa Barbara and Salt Lake City.

McAlester, Virginia, and Lee McAlester

1984 A Field Guide to American Houses. Alfred A. Knopf, New York.

National Park Service

1983 Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines. Washington, DC.

1985 Guidelines for Local Surveys: A Basis for Preservation Planning. National Register Bulletin 24. Washington, DC.

1990a Guidelines for Evaluating and Documenting Traditional Cultural Properties. National Register Bulletin 38. Washington, D.C.

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1990c State Program Review Report, Round III: California State Historic Preservation Office. Division of National Register Programs, Western Region, San Francisco.

1991 How to Complete the National Register Form. National Register Bulletin 16A. Washington, DC.

Oakland, City of

1978 Rehab Right. Planning Department, City of Oakland.

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1986 California Historic Resources Inventory Survey Workbook. Sacramento.

1988 Five Views: An Ethnic Sites Survey for California. Sacramento.

1989a Archaeological Resource Management Reports (ARMR): Recommended Contents and Format. Preservation Planning Bulletin 4(a). Sacramento.

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1989c Instructions for Completing the Historic Resources Inventory Form. Sacramento.

Office of Historic Preservation (cont.)

1991a Evaluation of the Survey and Inventory Program Area, National Historic Preservation Program. Sacramento.

1991b Guidelines for Archaeological Research Designs. Preservation Planning Bulletin 5. Sacramento.

Whiffen, Marcus

1969 American Architecture Since 1780: A Guide to the Styles. M.I.T. Press, Cambridge, Massachusetts.

## **APPENDIX 1: BLANK RECORDING FORMS**

This appendix contains examples of all of the recording forms described in this manual. Those forms consist of:

**Primary Record** (DPR 523A)  
**Building, Structure, and Object Record** (DPR 523B)  
**Archaeological Site Record** (DPR 523C)  
**District Record** (DPR 523D)  
**Linear Feature Record** (DPR 523E)  
**Milling Station Record** (DPR 523F)  
**Rock Art Record** (DPR 523G)  
**Artifact Record** (DPR 523H)  
**Photograph Record** (DPR 523I)  
**Location Map** (DPR 523J)  
**Sketch Map** (DPR 523K)  
**Continuation Sheet** (DPR 523L)

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**PRIMARY RECORD**

Primary # \_\_\_\_\_  
HRI# \_\_\_\_\_  
Trinomial \_\_\_\_\_  
NRHP Status Code \_\_\_\_\_

Other Listings \_\_\_\_\_  
Review Code \_\_\_\_\_ Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ \* Resource Name or #: (Assigned by recorder) \_\_\_\_\_

P1. Other Identifier: \_\_\_\_\_

- \* P2. Location: ☐ Not for Publication ☐ Unrestricted
- \* a. County \_\_\_\_\_ and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)
- \* b. USGS 7.5' Quad \_\_\_\_\_ Date \_\_\_\_\_ T \_\_\_\_; R \_\_\_\_; \_\_\_\_ ¼ of \_\_\_\_ ¼ of Sec \_\_\_\_; \_\_\_\_ B.M.
- c. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
- d. UTM: (Give more than one for large and/or linear resources) Zone \_\_, \_\_\_\_ mE/ \_\_\_\_ mN
- e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate)

\* P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

\* P3b. Resource Attributes: (List attributes and codes) \_\_\_\_\_

\* P4. Resources Present: ☐ Building ☐ Structure ☐ Object ☐ Site ☐ District ☐ Element of District ☐ Other (Isolates, etc.)

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)

P5b. Description of Photo: (view, date, accession #) \_\_\_\_\_

\* P6. Date Constructed/Age and Source: ☐ Historic ☐ Prehistoric  
☐ Both

\* P7. Owner and Address: \_\_\_\_\_

\* P8. Recorded by:  
(Name, affiliation, and address)

\* P9. Date Recorded: \_\_\_\_\_

\* P10. Survey Type: (Describe) \_\_\_\_\_

\* P11. Report Citation: (Cite survey report and other sources, or enter "none.")

\* Attachments: ☐ NONE ☐ Location Map ☐ Continuation Sheet ☐ Building, Structure, and Object Record  
☐ Archaeological Record ☐ District Record ☐ Linear Feature Record ☐ Milling Station Record ☐ Rock Art Record  
☐ Artifact Record ☐ Photograph Record ☐ Other (List):



State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
BUILDING, STRUCTURE, AND OBJECT RECORD

Primary # \_\_\_\_\_

HRI # \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ \*NRHP Status Code \_\_\_\_\_  
\*Resource Name or # (Assigned by recorder) \_\_\_\_\_

\_\_\_\_ B1. Historic Name: \_\_\_\_\_  
\_\_\_\_ B2. Common Name: \_\_\_\_\_  
\_\_\_\_ B3. Original Use: \_\_\_\_\_  
\_\_\_\_ B4. Present Use: \_\_\_\_\_  
\_\_\_\_ \*B5. Architectural Style: \_\_\_\_\_  
\_\_\_\_ \*B6. Construction History: (Construction date, alterations, and date of alterations) \_\_\_\_\_

\*B7. Moved? No Yes Unknown Date: \_\_\_\_\_ Original Location: \_\_\_\_\_

\*B8. Related Features:

B9a. Architect: \_\_\_\_\_ b. Builder: \_\_\_\_\_

\*B10. Significance: Theme \_\_\_\_\_ Area: \_\_\_\_\_

Period of Significance: \_\_\_\_\_ Property Type: \_\_\_\_\_ Applicable Criteria: \_\_\_\_\_  
(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

B11. Additional Resource Attributes: (List attributes and codes) \_\_\_\_\_

\*B12. References:

B13. Remarks:

\*B14. Evaluator:

\*Date of Evaluation: \_\_\_\_\_  
( This space reserved for official comments)

Sketch Map with north arrow required.

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**ARCHEOLOGICAL SITE RECORD**

Primary # \_\_\_\_\_

Trinomial \_\_\_\_\_

Page \_\_\_ of \_\_\_ \*Resource Name or # (Assigned by Recorder) \_\_\_\_\_

\*A1. Dimensions: a. Length \_\_\_\_\_ ( ) b. Width \_\_\_\_\_ ( )

Method of Measurement: Paced Taped Visual estimate Other: \_\_\_\_\_

Method of Determination (Check any that apply.): Artifacts Features Soil Vegetation Topography  
Cut bank Animal burrow Excavation Property boundary Other (Explain): \_\_\_\_\_

Reliability of Determination: High Low Explain: \_\_\_\_\_

Limitations (Check any that apply): Restricted access Paved/built over Site limits incompletely defined  
Disturbances Vegetation Other (Explain): \_\_\_\_\_

A2. Depth: None Unknown Method of Determination: \_\_\_\_\_

\*A3. Human Remains: Present Absent Possible Unknown (Explain): \_\_\_\_\_

\*A4. Features: (Number, briefly describe, indicate size, list associated cultural constituents, and show location of each feature on sketch map.)

\*A5. Cultural Constituents: (Describe and quantify artifacts, ecofacts, cultural residues, etc., not associated with features.)

\*A6. Were Specimens Collected? No Yes (If yes, attach Artifact Record or catalog and identify where specimens are curated.)

\*A7. Site Condition: Good Fair Poor (Describe disturbances.):

\*A8. Nearest Water: (Type, distance, and direction.)

\*A9. Elevation:

A10. Environmental Setting: (Describe culturally relevant variables such as vegetation, fauna, soils, geology, landform, slope, aspect, exposure, etc.)

A11. Historical Information:

\*A12. Age: Prehistoric Protohistoric 1542-1769 1769-1848 1848-1880 1880-1914 1914-1945  
Post 1945 Undetermined Describe position in regional prehistoric chronology or factual historic dates if known:

A13. Interpretations: (Discuss data potential, function[s], ethnic affiliation, and other interpretations)

A14. Remarks:

A15. References: (Documents, informants, maps, and other references)

A16. Photographs (List subjects, direction of view, and accession numbers or attach a Photograph Record.):

Original Media/Negatives Kept at: \_\_\_\_\_

\*A17. Form Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Affiliation and Address: \_\_\_\_\_

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**DISTRICT RECORD**

Primary # \_\_\_\_\_  
HRI# \_\_\_\_\_  
Trinomial \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ \* NRHP Status Code \_\_\_\_\_  
\*Resource Name or # (Assigned by recorder) \_\_\_\_\_

D1. Historic Name: \_\_\_\_\_ D2. Common Name: \_\_\_\_\_

\* D3. Detailed Description (Discuss overall coherence of the district, its setting, visual characteristics, and minor features.  
List all elements of district.):

\* D4. Boundary Description (Describe limits of district and attach map showing boundary and district elements.):

\* D5. Boundary Justification:

D6. Significance: Theme \_\_\_\_\_ Area \_\_\_\_\_  
Period of Significance \_\_\_\_\_ Applicable Criteria \_\_\_\_\_  
\_\_\_\_\_(Discuss district's importance in terms of its historical context as defined by theme, period of significance, and geographic scope. Also address the integrity of the district as a whole.)

\* D7. References (Give full citations including the names and addresses of any informants, where possible.):

\* D8. Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliation and Address: \_\_\_\_\_  
\_\_\_\_\_

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**LINEAR FEATURE RECORD**

Primary # \_\_\_\_\_  
HRI# \_\_\_\_\_  
Trinomial \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ \*Resource Name or # (Assigned by recorder) \_\_\_\_\_

L1. Historic and/or Common Name: \_\_\_\_\_

L2a. Portion Described: Entire Resource Segment Point Observation Designation: \_\_\_\_\_

- b. Location of point or segment: (Provide UTM coordinates, legal description, and any other useful locational data. Show the area that has been field inspected on a Location Map.)

L3. Description: (Describe construction details, materials, and artifacts found at this segment/point. Provide plans/sections as appropriate.)

L4e. Sketch of Cross-Section (include scale) Facing:

L4. Dimensions: (In feet for historic features and meters for prehistoric features)

- a. Top Width \_\_\_\_\_
- b. Bottom Width \_\_\_\_\_
- c. Height or Depth \_\_\_\_\_
- d. Length of Segment \_\_\_\_\_

L5. Associated Resources:

L6. Setting: (Describe natural features, landscape characteristics, slope, etc., as appropriate.):

L7. Integrity Considerations:

L8b. Description of Photo, Map, or Drawing (View, scale, etc.) \_\_\_\_\_  
\_\_\_\_\_

L9. Remarks:

L10. Form Prepared by: (Name, affiliation, and address)

L11. Date: \_\_\_\_\_

Primary # \_\_\_\_\_

Trinomial \_\_\_\_\_

Feature #	Outcrop Dimensions (m) and Orientation					Bedrock Type and Condition
		x		x	Height	
		x		x	Height	
		x		x	Height	
		x		x	Height	
		x		x	Height	

Feature #	Milling Surface #	Type	Length (cm)	Width (cm)	Depth (cm)	Contents	Remarks

Type Key:				Contents Key:			
CO	Conical mortar	PM	Possible mortar	S	Filled with soil	R	Contains rock
OM	Oval mortar	MS	Milling slick	L	Filled with leaves	P	Contains pestle
SM	Saucer mortar	BM	Basin milling feature	U	Unexcavated	M	Contains mano
Other:				Other:			

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**ROCK ART RECORD**

Primary # \_\_\_\_\_

Trinomial \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ Resource Name or # (Assigned by Recorder) \_\_\_\_\_

**R1. Feature # (Panel #):** \_\_\_\_\_ of \_\_\_\_\_

**R2. Feature/Panel Location** (From site datum.): \_\_\_\_\_  
Found on: Cliff face Boulder Bedrock Cave/shelter surface Other: \_\_\_\_\_

**R3. Host Rock:** \_\_\_\_\_ **R4. Host Background:** Patinated Natural  
Painted Glaciated Smoke blackened Other: \_\_\_\_\_ **R5. Detailed Description of Panel:** (Check any that apply)  
Petroglyphs Pictographs Geoglyph  
(Describe feature/panel size, size of host rock, number and types of elements/motifs, method of production, etc.)

**R6. a. Feature/Panel Integrity:** Good Fair Poor Explain: \_\_\_\_\_  
**b. Natural Deterioration** (Check any that apply.): Water erosion Surface spalling Block fractures  
Lichen growth Wind Erosion Sun exposure Rock fall Plant defacement Animal nesting  
Mineral accretion NONE Other (Explain): \_\_\_\_\_  
**c. Cultural Deterioration** (Check any that apply.): Bullet holes Graffiti Chalk Scratched Altered  
Livestock Logging Visitor use NONE Other (Explain): \_\_\_\_\_

**R7. Style(s) and Suspected Cultural Affiliation:**

**R8. Elements Superimposed?** No Yes (Describe)

**R9. Feature/Panel Visibility:** Visible Semi-visible Hidden

**R10. Associated/Nearby Cultural Materials:**

**R11. Conservation Recommendations:**

**R12. Form Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Affiliation and Address:** \_\_\_\_\_

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**ARTIFACT RECORD**

**Primary #** \_\_\_\_\_

**Trinomial** \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ Resource Name or # (Assigned by recorder) \_\_\_\_\_

Location Where Collected Specimens are Curated: \_\_\_\_\_

[illegible]

**TYPE KEY: (List Abbreviations Used)**

**CONDITION KEY:**

**F** *Fragmentary*

**C Complete**

**Other:**

**State of California -- The Resources Agency  
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PHOTOGRAPHIC RECORD**

Primary # \_\_\_\_\_  
HRI# \_\_\_\_\_  
Trinomial \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ Project Name: \_\_\_\_\_ Year \_\_\_\_\_  
 \_\_\_\_\_ Camera Format: \_\_\_\_\_ Lens Size: \_\_\_\_\_  
 \_\_\_\_\_ Film Type and Speed: \_\_\_\_\_ Negatives Kept at: \_\_\_\_\_

Mo.	Day	Time	Exp./Frame	Subject/Description	View Toward	Accession #



State of California -- The Resources Agency  
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**LOCATION MAP**

Primary # \_\_\_\_\_  
HRI# \_\_\_\_\_  
Trinomial \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ \*Resource Name or # (Assigned by recorder) \_\_\_\_\_  
\*Map Name: \_\_\_\_\_ \*Scale: \_\_\_\_\_ \*Date of map: \_\_\_\_\_

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**SKETCH MAP**

Primary # \_\_\_\_\_  
HRI# \_\_\_\_\_  
Trinomial \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ \* Resource Name or # (Assigned by recorder) \_\_\_\_\_  
\* Drawn by: \_\_\_\_\_ \* Date of map: \_\_\_\_\_

NOTE: Include bar scale and north arrow.

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
CONTINUATION SHEET

Primary # -----  
HRI # -----  
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Page \_\_\_\_\_ of \_\_\_\_\_ \*Resource Name or # (Assigned by recorder) \_\_\_\_\_

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☐ Continuation ☐ Update

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## APPENDIX 2: NRHP STATUS CODES

This appendix explains the use of the codes that should be entered in the "NRHP Status Code" field in the header of the Primary Record when an evaluation of a historical resource is completed. The codes found here represent a short list of the most frequently used status determinations, selected from a more extensive list that is available from the OHP on request. Be sure to read the entire list before deciding which code to use. Take special care that evaluations for districts and their components fit together properly. Note that districts themselves are given "S" ratings, while contributors receive "D" ratings. Thus, a district judged eligible for the National Register is rated "3S," but the district's contributors are rated "3D."

### **The initial number in a code indicates the general status:**

1. Listed in the National Register.
2. Determined eligible for the National Register in a formal process involving federal agencies.
3. Appears eligible for listing in the National Register in the judgment of the person(s) completing or reviewing the form.
4. Might become eligible for listing.
5. Ineligible for the National Register but still of local interest.
6. None of the above.
7. Undetermined.

### **Each general status is divided into more specific codes as follows:**

1. Listed in the National Register:
  - 1S. Separately listed.
  - 1D. Contributor to a listed district.
  - 1B. Both 1S and 1D.
2. Determined eligible for listing in the National Register:
  - 2S1. Determined eligible for separate listing by the Keeper of the National Register.
  - 2S2. Determined eligible for separate listing through a consensus determination by a federal agency and the State Historic Preservation Officer.
  - 2S3. Determined eligible for separate listing by a unit of the National Park Service other than the Keeper of the National Register.
  - 2D1. Contributor to a district determined eligible by the Keeper.
  - 2D2. Contributor to a district determined eligible for listing through a consensus determination.
  - 2D3. Determined eligible for listing as a contributor to a district by a unit of the National Park Service other than the Keeper.
  - 2B5. Determined eligible by more than one method listed above.
3. Appears eligible for listing in the National Register:
  - 3S. Appears eligible for separate listing.
  - 3D. Contributor to a district that has been fully documented according to OHP instructions and appears eligible for listing.
  - 3B. Both 3S and 3D.
4. Might become eligible for listing:
  - 4R. Meets both of the following conditions: (1) Is located within the boundaries of a fully documented district that is listed in, determined eligible for, or appears eligible for the National Register; and (2) may become a contributor to the district when it is restored to its appearance during the district's period of significance.
  - 4S. May become eligible for separate listing in the National Register when one of the following occurs (use the code for the most important reason if more than one applies):
    - 4S1. The property becomes old enough to meet the Register's 50-year requirement.

- 4S2. More historical or architectural research is performed on the property.
  - 4S7. The architectural integrity of the property is restored.
  - 4S8. Other properties, which provide more significant examples of the historical or architectural associations connected to this property, are demolished or otherwise lose their architectural integrity.
  - 4D. Contributor to a fully documented district that may become eligible for listing when (use the code for the most important reason if more than one applies):
    - 4D1. The district becomes old enough to meet the Register's 50-year requirement.
    - 4D2. More historical or architectural research is performed on the district.
    - 4D7. The integrity of the district is restored.
    - 4D8. Other districts, which provide more significant examples of the historical or architectural associations connected to this district, are demolished or otherwise lose their architectural integrity.
  - 4X. May become eligible as a contributor to a district that has not been fully documented.
5. Not eligible for National Register but of local interest because the resource:
- 5S1. Is separately listed or designated under an existing local ordinance, or is eligible for such listing or designation.
  - 5S3. Is not eligible for separate listing or designation under an existing local ordinance but is eligible for special consideration in local planning.
  - 5D1. Is a contributor to a fully documented district that is designated or eligible for designation as a local historic district, overlay zone, or preservation area under an existing ordinance or procedure.
  - 5D3. Is a contributor to a fully documented district that is unlikely to be designated as a local historic district, overlay zone, or preservation area but is eligible for special consideration in local planning.
  - 5N. Needs special consideration for reasons other than the above.
6. None of the above:
- 6W. Removed from listing by the Keeper of the National Register.
  - 6X. Determined ineligible for listing in the National Register by the Keeper of the National Register.
  - 6Y. Determined ineligible for listing in the National Register through a consensus determination of a federal agency and the State Historic Preservation Officer.
  - 6Z. Found ineligible for listing in the National Register through an evaluation process other than those mentioned in 6X and 6Y above.
7. Not evaluated.

## APPENDIX 3: CALCULATING UTM COORDINATES

(For use in Fields P2d and L2b)

The Universal Transverse Mercator (UTM) Grid System provides a simple and accurate method for recording the geographic location of a historic property. The UTM Grid System has a number of advantages over the Geographic Coordinate System of latitude and longitude, particularly speed, precision, and the use of linear, metric units of measure. Determining UTM references 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, a plastic measuring tool, may be obtained from J & J Reproduction and Drafting Supplies, Inc., 9017-F Mendenhall Court, Columbia, MD 21045.)

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 US is included in zones 10 through 19), beginning at the 180-degree meridian near the International Date Line. The zones are flattened and gridded into squares measuring one kilometer on each side. UTM grid references are printed around the margins of many USGS quadrangles published since 1950, and all published since 1959 with blue grid ticks spaced at 1000 meter (one kilometer) intervals. Any point in the zone may be referenced by citing its zone number, its distance in meters from a north-south reference line ("easting"), and its distance in meters from the Equator ("northing"). 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 flat work surface on which the map may be spread out in full;
- a straightedge (ordinary rulers may not be accurate enough) long enough to reach completely across the map -- generally 28" to 36";
- a very sharp pencil;
- an ink pen for recording references; and
- a UTM coordinate counter.

To measure each point, follow these steps:

1. Draw a line from the top of the map to the bottom (north to south), connecting the UTM ticks of the same value directly west of the point, that is the ticks with the highest easting value west of the point.
2. Draw a line from the left to the right side of the map (west to east), connecting the UTM ticks of the same value directly south of the point, that is the ticks with the highest northing value south of the point. This line will intersect the north-south line somewhere to the southwest of the point.
3. Record the zone number on a worksheet. This number appears in the lower left corner of the map.
4. Record on a worksheet the numbers given by the map ticks through which the lines have been drawn. These are the first three digits of the easting value and the first four digits of the northing value.
5. Locate the scale on the coordinate counter matching that of the map, e.g., 1:24,000. Align the counter on the map so that:
  - a. the side of the scale that reads from right to left lies along the east-west line.
  - b. 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.
6. Read the coordinate counter scales, right to left for the easting and upward for the northing to get a measured value in three decimal places. In each case, enter the measured value on the worksheet after the number recorded in step 4.
7. Check the readings for plausibility -- are all figures in the correct decimal place? The easting will have six digits and the northing seven.

8. Check the figures for accuracy by remeasuring.
9. Be sure that the correct order is observed: zone number, easting, northing (Z,E,N).

If the resource is less than 10 acres, enter the UTM reference for the point in the middle of that resource. UTM coordinates should be provided for the beginning and termination of linear structures and sites or recorded segments of such resources. If a resource is 10 or more acres, the area must be enclosed in a quadrangle and a UTM reference should be given for each corner. Where multiple UTM coordinates are provided, each reference point should be depicted on the Location Map prepared for the resource.



## APPENDIX 4: RESOURCE ATTRIBUTE CODES

(for use in Fields P3b and B11)

The following codes should be used to define the attributes of historical resources in Fields P3b and B11 on the Primary Record and Building, Structure, and Object Record, respectively. The codes are first summarized below and then defined in greater detail in the following pages of this appendix.

### Attributes of Historic Resources:

HP1. Unknown	HP24. Lighthouse
HP2. Single family property	HP25. Amusement park
HP3. Multiple family property	HP26. Monument/mural/gravestone
HP4. Ancillary building	HP27. Folk Art
HP5. Hotel/motel	HP28. Street furniture
HP6. 1-3 story commercial building	HP29. Landscape architecture
HP7. 3+ story commercial building	HP30. Trees/vegetation
HP8. Industrial building	HP31. Urban open space
HP9. Public utility building	HP32. Rural open space
HP10. Theater	HP33. Farm/ranch
HP11. Engineering structure	HP34. Military property
HP12. Civic auditorium	HP35. CCC/WPA property
HP13. Community center/social hall	HP36. Ethnic minority property (list group)
HP14. Government building	HP37. Highway/trail
HP15. Educational building	HP38. Women's property
HP16. Religious building	HP39. Other
HP17. Railroad depot	HP40. Cemetery
HP18. Train	HP41. Hospital
HP19. Bridge	HP42. Stadium/sports arena
HP20. Canal/aqueduct	HP43. Mine structure/building
HP21. Dam	HP44. Adobe building/structure
HP22. Lake/river/reservoir	HP45. Unreinforced masonry building
HP23. Ship	HP46. Walls/gates/fences

### Attributes of Historic Archaeological Sites:

AH1. Unknown	AH9. Mines/quarries/tailings
AH2. Foundations/structure pads	AH10. Machinery
AH3. Landscaping/orchard	AH11. Walls/fences
AH4. Privies/dumps/trash scatters	AH12. Graves/cemetery
AH5. Wells/cisterns	AH13. Wharfs
AH6. Water conveyance system	AH14. Ships/barges
AH7. Roads/trails/railroad grades	AH15. Standing structures
AH8. Dams	AH16. Other

### Attributes of Prehistoric Archaeological Sites and Ethnographic Sites:

AP1. Unknown	AP9. Burials
AP2. Lithic scatter	AP10. Caches
AP3. Ceramic scatter	AP11. Hearths/pits
AP4. Bedrock milling feature	AP12. Quarry
AP5. Petroglyphs	AP13. Trials/linear earthworks
AP6. Pictographs	AP14. Rock shelter/cave
AP7. Architectural feature	AP15. Habitation debris

AP8. Cairns/rock features

AP16. Other

**Historic Resource Attribute Definitions:**

HP1. Unknown: No reasonable guess can be made about the historic use or function of the resource.

HP2. Single Family Property: A building constructed to house one family.

HP3. Multiple Family Property: Any building providing longer than temporary lodging for more than one person or household. E.g., duplexes, apartment buildings, dormitories, bunkhouses, etc.

HP4. Ancillary Building: Barns, outhouses, detached garages, carriage houses, sheds, etc.

HP5. Hotel/Motel: Any building or group of buildings providing temporary lodging for travelers.

HP6. Commercial Building, over 3 stories: Any type of building dealing with management, retail sales, or marketed services. E.g., stores, banks, gas stations, office buildings, etc. Do not include basement in height count.

HP7. Commercial Building, over 3 stories: Do not include basement in height count.

HP8. Industrial Building: Any building where the manufacture or distribution of products occurs. E.g., canneries, mills, foundries, warehouses, etc.

HP9. Public Utility Building: Any building that houses services available to the public at large. E.g., firehouses, power houses, electrical substations. etc.

HP10. Theater: Any place where plays, variety shows, motion pictures, etc., are presented. Includes amphitheaters.

HP11. Engineering Structure: A structure not covered in any other category. E.g., docks, runways, water towers, etc.

HP12. Civic Auditorium: Publicly owned buildings for concerts, speeches, etc.

HP13. Community Center/Social Hall: Any building designed to hold meetings of social groups. E.g., fraternal halls, women's clubs, boy scout cabins, etc.

HP14. Government Buildings: Any building designed to house government administration or transactions. E.g., post offices, city halls, county courthouses, etc.

HP15. Educational Building: Any building with an educative purpose. E.g., schools, libraries, museums, etc.

HP16. Religious Building: Any building holding religious ceremonies or connected the operations of religious organizations (e.g., churches, seminaries, parsonages, etc.

HP17. Railroad Depot: Stations and other buildings connected to the operation of railroads and streetcars. E.g., sheds, roundhouses, etc.

HP18. Train: Engines, streetcars, and rolling stock.

HP19. Bridge: Any overpass for automobiles, trains, pedestrian, etc.

HP20. Canal/Aqueduct: Any artificial waterway for transportation or irrigation. Includes large pipes, conduits, drainage ditches, and bridge-like structures for carrying water.

HP21. Dam: Any barrier constructed to hold back water.

- HP22. Lake/River/Reservoir: Any inland body of water, natural stream of water, or place where water is collected and stored.
- HP23. Ship: Any vessel able to navigate inland or ocean waters.
- HP24. Lighthouse: Any building or structure from which ships are guided by sight or sound.
- HP25. Amusement Park: An outdoor place with various amusement buildings, structures, or devices. Includes zoological parks.
- HP26. Monument/Mural/Gravestone: 1) Any object with a commemorative or artistic purpose; 2) Any painting, photograph, etc. on a wall or ceiling. E.g., statue, obelisk, sculpture, etc.
- HP27. Folk art: Any object that expresses the artistic capacities of a people without being the product of formal training.
- HP28. Street Furniture: Any object that is permanently placed near a street. E.g., fire hydrants, streetlights, benches, curbstones, hitching posts, etc.
- HP29. Landscape Architecture: Any place in which trees, bushes, lawns, fountains, walls etc. have been arranged for esthetic effect.
- HP30. Trees/Vegetation: Any plant, whether planted or growing naturally, not part of a landscape plan.
- HP31. Urban Open Space: Any area that has experienced little building or other development within in a city limits. E.g., parks, grounds, or large open lots.
- HP32. Rural Open Space: Any area that has experienced little building or other development outside a city limits.
- HP33. Farm/Ranch: Any place where crops or animals are raised.
- HP34. Military Property: Any property owned by one of the U.S. armed services, including the national Guard.
- HP35. New Deal Public Works Project: Any property built under one of the public works programs of the New Deal. Includes properties aided by funds or personnel from the Works Progress Administration (WPA) and successors, Public Works Administration (PWA), Civilian Conservation Corps (CCC), etc.
- HP36. Ethnic Minority Property: Any property closely associated with events, individuals, groups, or social patterns important in the history of an ethnic group. Includes properties designed by important ethnic group members. Add further information by including the name of the ethnic group involved. The OHP has abbreviations for five groups, so put these two letters in front of the name: AA African Americans, CH Chinese, JA Japanese, LA Latino, NA Native Americans. The OHP will adopt other abbreviations as properties associated with other ethnic groups are identified.
- HP37. Highways/Trail: Any roadway, from freeway to footpath.
- HP38. Women's Property: Any property closely associated with events, individuals, groups. or social patterns important in the history of women. Includes work of women designers as well as buildings such as YWCAs and women's clubs.
- HP39. Other: If no other code applies, enter HP39.
- HP40. Cemetery: Burial ground with monuments (except archeological sites).
- HP41. Hospital: Any facility for treatment of the sick.
- HP42. Stadium/Sports Arena: Any structure or building that provides a place in which sporting events are viewed.

HP43. Mine: Any structure or building connected with mining. E.g., mine shafts, head frames, stamp mills, shops, etc.

HP44. Adobe building/Structure.

HP45. Unreinforced masonry building.

HP46. Walls/gates/fences.

**Historic Archaeological Site Attribute Definitions:**

AH1. Unknown: no characteristics listed on the site record.

AH2. Foundations: structural footings or lineal alignments made from wood, brick or rock to support a structure (e.g., slabs of concrete, leveled earth pads, pilings, walls, stairs, etc.).

AH3. Landscaping: evidence of modification through contouring of the land or planting vegetation (e.g., hedgerow, orchards, terraces, and ponds).

AH4. Privy pits/trash scatters/dumps: any refuse deposits, outhouse pits, or other accumulation of debris (e.g., trash pits, trash scatters, outhouse pits, and dumps).

AH5. Well/cistern: a hole or receptacle designed to hold or provide access to water which may or may not be lined.

AH6. Water conveyance system: any device constructed to transport water over a distance (e.g., flumes, pipes, ditches, canals, and tunnels).

AH7. Road/trail/railroad bed: a lineal construction, either depressed, elevated, or on ground level, designed to facilitate the transportation of people or vehicles (e.g., bridge, railroad grade, tunnel, trail, wagon road, etc.).

AH8. Dam: a barrier constructed to contain a body of water.

AH9. Mine: an excavation and associated structures built into the earth to extract natural resources (ore, precious metals, or raw lithic materials). This category includes quarries. Examples include: shafts, elevators, mining tunnels, quarry, glory holes, tailings.

AH10. Machinery: a mechanical device (e.g., mills, farm equipment, steam donkeys, windmills, etc.).

AH11. Wall/fence: any wall or fence including postholes or posts placed at regular intervals, retaining walls, post-cairns, walls, fences, jetties, and breakwaters.

AH12. Grave/cemetery: any single or multiple burial location.

AH13. Wharf: a structure or remains of a structure built at the shore of a harbor or river for the docking of ships or boats; pier; dock.

AH14. Ships/barges: floating vessels designed for transporting people or goods across water.

AH15. Standing structure: any historic building that is still standing (e.g., outhouse, shed, house, cabin, office building, barn, etc.).

AH16. Other: check if there is no other category in which the site description could be placed.

**Prehistoric Archaeological Site Attribute Definitions:**

AP1. Unknown: no characteristics listed on the site record.

AP2. Lithic scatter: a major characteristic of the site is a scatter of chipped or flaked stone resulting from human manipulation (e.g., obsidian flakes and few or no other artifacts).

AP3. Ceramic scatter: a major characteristic of the site is a scatter of pot sherds. If the site contains both lithics and ceramics, check both.

AP4. BRM/milling feature: site contains one or more bedrock mortars, milling surfaces or cupules which indicate material processing activity.

AP5. Petroglyphs: site contains a stone surface which has been scored by humans in a patterned manner for a purpose other than material processing. This category includes intaglios.

AP6. Pictographs: site includes any design painted on a rock surface.

AP7. Architectural feature: site contains any feature which indicates the presence of human construction activity (e.g., post holes, house pits, dance house, sweat lodge, hunting blinds, fish traps).

AP8. Stone feature: site contains a patterned arrangement of rocks purposefully constructed or modified (e.g., rock alignments, cairns, rock rings of unknown function, etc.). AP9. Burial: the site contains human bone.

AP10. Cache: the site contains an natural or constructed feature used for storing food or goods.

AP11. Hearths/pits: site contains any feature which indicated cooking activity, such as roasting pits, association of cracked or burnt rock, discolored soil, ash and carbonized wood or plants.

AP12. Quarry: site contains a source of lithic material with evidence of human usage.

AP13. Lineal feature: site contains natural or constructed features indicating human use such as trails, earth works, windrows or stone fences.

AP14. Rock shelter/cave: a concavity within a rock surface evidencing human use.

AP15. Habitation debris: site contains a deposit characterized by a wide range of artifacts, materials or features which represent a variety of human activities.

AP16. Other: check here if there is no other category in which the site description can be placed.

## APPENDIX 5: HOW TO CATEGORIZE HISTORICAL RESOURCES

NRHP Category	Examples	Suggested Records Used for Intensive Surveys
<b>Building</b>	houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, mills, factories, stationary mobile homes, train depots, hotels, theaters, schools, stores, and churches	523A and 523B, plus 523J (when appropriate)
<b>Structure</b>	bridges, tunnels, dredges, firetowers, turbines, dams, corncribs, power plants, silos, shot towers, grain elevators, windmills, kilns, mounds, earthworks, cairns, palisade fortifications, railroad locomotives and cars, boats and ships, telescopes, carousels, bandstands, gazebos, and aircraft	523A and 523B, plus 523J (when appropriate)
	canals, ditches*, flumes*, pipelines*, roads, utility lines*, fences*, rock walls*, railroad grades, and historic footpaths	523A, 523B, 523E and 523J
<b>Object</b>	sculpture, monuments, boundary markers, statuary, and fountains	523A and 523B, plus 523J (when appropriate)
<b>Site</b>	habitation and village sites; rock shelters; hunting and fishing sites; petroglyphs and rock carvings; grounds and gardens; battlefields; campsites; shipwrecks; cemeteries and funerary sites; ruins of historic buildings and structures; treaty signing sites; and natural features such as springs, rock formations, and other land areas having cultural significance	523A, 523C, 523J, and 523K (with optional attachments as appropriate)
	designed landscape	523A, 523B, or 523C, 523J, and 523K
	trails, and the ruins of canals, ditches*, flumes*, pipelines*, roads, utility lines*, fences*, rock walls*, and railroad grades	523A, 523C, 523E and 523J
<b>District</b>	college campuses, central business districts, residential neighborhoods, commercial areas, large forts, industrial complexes, civic centers, rural villages, complex canal or irrigation systems, groups of habitations and associated activity areas, large ranches/estates/ plantations, transportation networks, and large landscaped parks	523A, 523D and 523J (for the District ) plus 523A for each contributor

\*With the exception of items marked with an asterisk, all examples are taken from National Register Bulletin 16A (National Park Service 1991:15).

## APPENDIX 6: TYPES OF SURVEY ACTIVITIES

(For reference when filling in Field P10 on the Primary Record)

Reports documenting survey activities add to the information available about historical resources by describing how the resources were identified and evaluated. The Secretary of the Interior has offered specific recommendations concerning the level of effort entailed in "reconnaissance" and "intensive" surveys.

A reconnaissance survey entails a systematic effort to identify and summarize information about historical resources in a given area. Reports documenting reconnaissance surveys should provide thorough documentation of objectives and expectations of the survey, the methods used to discover resources, and the adequacy of such efforts. While reconnaissance surveys may employ widely different strategies, the reports prepared to document them should minimally contain the following kinds of information:

1. A clear statement of the purpose of the survey.
2. A definition of the survey area (with map of areas examined).
3. A research design that examines current knowledge of a relevant historic context or contexts, defines resource types associated with that context, and establishes expectations regarding survey results (e.g., where resources will be found, how many of each type, etc.). The research design may simply refer to a previously published one **if it is applicable and reasonably current**.
4. A definition of the methods that were used during the survey. If a variety of methods are used, the area covered by each method should be separately depicted on the survey coverage map listed in Item 2 (above).
5. A summary of the results of the survey including a map depicting resource locations, analysis of findings relative to the study's research design, discussion of any limitations of the survey, and individual records for all identified heritage resources.

Intensive surveys go beyond the systematic identification and description of historical resources to encompass the evaluation of those properties within a historic context. Thus, in addition to the five categories of information needed for a reconnaissance report, the report documenting an intensive survey should also contain:

6. An evaluation of heritage resources identified during the survey as determined within a historic context using the National Register criteria (or CEQA criteria if appropriate).
7. Evidence that the evaluation was conducted or confirmed by an appropriately qualified professional.

Further recommendations regarding the content of heritage resource reports can be found in OHP's Archaeological Resource Management Reports (ARMR): Recommended Contents and Format (1989) and the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (National Park Service 1983).

## APPENDIX 7: NATIONAL REGISTER CRITERIA AND CONSIDERATIONS

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### Criteria for Evaluation

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

- (a) that are associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) that are associated with the lives of persons significant in our past; or
- (c) that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) have yielded, or may be likely to yield, information important in prehistory or history.

### Criteria Considerations

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

- (a) a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- (b) a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- (c) a birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building 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 exceptional significance; or
- (g) a property achieving significance within the past 50 years if it is of exceptional importance.

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(Reprinted in full from Code of Federal Regulations, Title 36, Part 60.)



## APPENDIX 8: LIST OF REGIONAL INFORMATION CENTERS

Please see the OHP website for the most current information centers listings:

<http://ohp.cal-parks.ca.gov>