

**MEMORANDUM OF AGREEMENT
AMONG
THE FEDERAL COMMUNICATIONS COMMISSION (FCC),
THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICER (SHPO), AND
NEW CINGULAR WIRELESS PCS, LLC d/b/a AT&T (AT&T)
REGARDING
THE PROPOSED 16th-BROADWAY-ENID TELECOMMUNICATIONS TOWER
IN ENID, GARFIELD COUNTY, OKLAHOMA,
TCNS # 189670**

WHEREAS, AT&T proposes to construct a 115-foot monopole tower (125 feet overall height with appurtenances) at North 12th Street in Enid, Garfield County, Oklahoma (Latitude: 36°-23'-49.928"N, Longitude 97°-51'-39.715"W) to support communications facilities for its FCC-licensed services, the First Responder Network Authority (FirstNet), and other FCC licensees (Project); and

WHEREAS, AT&T is a licensee of the FCC and intends to use antennas on the tower in connection with the provision of its licensed service; and

WHEREAS, the FCC has determined that the Project is a federal undertaking subject to review under the National Historic Preservation Act (NHPA), as amended by Pub. L. No. 96-515 (54 U.S.C. § 306108); and

WHEREAS, AT&T, pursuant to delegation from the FCC, initiated review for the project pursuant to 36 CFR Part 800, the regulations implementing Section 106 of the NHPA (54 U.S.C. § 306108), as required by the FCC rules at 47 CFR §§ 1.1307(a)(4), 1.1320; and

WHEREAS, AT&T has consulted with the SHPO pursuant to 36 CFR Part 800, as well as pursuant to the *Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission* (NPA), 47 CFR Part 1, App. C, and is a signatory to this MOA; and

WHEREAS, the FCC, in consultation with the SHPO, established the Area of Potential Effects (APE), consistent with Stipulation VI of the NPA, to include the area of potential ground disturbance and any property that will be physically altered or destroyed by the project, as well as the geographic area in which the project introduces new visual elements; and

WHEREAS, the FCC and the SHPO have determined that the proposed Project may have an adverse effect on the East Hill Historic District, which is eligible for listing on the (NRHP); and

WHEREAS, AT&T, consistent with the FCC's requirements for environmental review, has considered and evaluated a number of alternatives for the project and concluded that these options are either unavailable to AT&T or do not meet the technical requirements necessary to satisfy the coverage needs of the telecommunications systems to be supported by the antennas; and

WHEREAS, members of the public were afforded a 30-day period to participate in and comment on this proceeding pursuant to a notice published in the *Enid News & Eagle* on November 13, 2019 and no objections pertaining to effects on Historic Properties were received; and

WHEREAS, local government officials were notified and afforded an opportunity to participate in and provide comments on this proceeding pursuant to Section V. of the NPA; and

WHEREAS AT&T has made a reasonable and good faith effort to identify and notify Federally-recognized Tribal Nations that might attach religious and cultural significance to Historic Properties within the APE of the project, including Apache Tribe of Oklahoma, Cherokee Nation, Cheyenne-Arapaho Tribes of Oklahoma, Delaware Nation, Kaw Nation, Kiowa Indian Tribe, Mescalero Apache Tribe, Northern Arapaho, Northern Cheyenne Tribe, Osage Nation, Pawnee Nation of Oklahoma, Ponca Tribe of Indians of Oklahoma, Santee Sioux Nation, Seminole Nation of Oklahoma, Spirit Lake Nation, United Keetoowah Band of Cherokee Indians in Oklahoma, Wichita and Affiliated Tribes, Wyandotte Nation, and none of the notified Tribal Nations have objected to the Project; and

WHEREAS, in accordance with Stipulation VII.D.2 of the NPA, AT&T has notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination with the specified and required documentation and the ACHP has declined to participate in the consultation pursuant to 36 CFR § 800.6(a)(1)(iii);

WHEREAS, upon transfer of any ownership interest in the aforementioned project, any and all assignees shall be subject to all terms and conditions of this agreement.

NOW, THEREFORE, the FCC, the SHPO, and AT&T agree that the Project shall be implemented in accordance with the following stipulations in order to take into account the effects of the project on Historic Properties; and agree that the following measures shall constitute full, complete and adequate mitigation under the NHPA, as amended, the implementing regulations of the ACHP, and the FCC's rules.

STIPULATIONS

The FCC, through coordination with AT&T and its assignees, shall ensure that the following measures are carried out following execution of this MOA:

I. MITIGATION OF ADVERSE EFFECT

AT&T shall complete streetscape photographs pursuant to subsections (A) and (B) below. Measures involving historical or archeological expertise shall be completed by a professional meeting the applicable Secretary of the Interior's Professional Qualifications Standards.

A. Streetscape Photography

1. AT&T shall provide streetscape photography and a keyed map depicting the location from which each photograph was taken of the East Hill Historic District for the Project. The photographer does not need to meet the Secretary of the

Interior's Professional Qualifications Standards. Photography shall be in accordance with the "Standards for Photography" in the *Oklahoma Architectural/Historic Resource Survey: A Field Guide* ("Field Guide," See Appendix A).

B. Photography Review and Submittal

1. AT&T shall prepare and submit all documentation and photographs to the SHPO in accordance with the requirements of the appended *Field Guide*.
2. The SHPO will have 30-calendar days, from the date of receipt, to review and comment on submittal. The SHPO will have one review period. If the SHPO does not respond within the 30-day review period, AT&T may assume SHPO concurrence.
3. After the 30-day review period, AT&T will address all comments and prepare a final photograph archive described above in Section I.A. AT&T will provide the SHPO with one (1) hard copy and one (1) digital copy of the final photograph archive.

II. REPORTING

Following the execution of this MOA and until it expires or is terminated, AT&T shall provide all parties to this MOA an annual summary report and a final report when the tower proponent completes the mitigation, detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and/or objections received in carrying out the terms of this MOA.

III. DISPUTE RESOLUTION

Should any signatory to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, the FCC shall consult with such party to resolve the objection. If the FCC determines that such objection cannot be resolved, the FCC will:

- A. Forward all documentation relevant to the dispute, including the FCC's proposed resolution, to the ACHP. The ACHP's policy is to provide the FCC with its advice on the resolution of any objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the FCC shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. The FCC will then proceed according to its final decision.
- B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day period, the FCC may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the FCC shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA and provide them and the ACHP with a copy of such written response.
- C. The FCC's responsibility to carry out all other actions subject to the terms of this

MOA that are not the subject of the dispute remain unchanged.

IV. REMOVAL

In the event that AT&T abandons the facilities at the Project site, AT&T will remove all of its antennas and equipment and restore the project area to the same condition as existed prior to commencement of the Project.

V. DURATION

This MOA will be null and void if the Stipulations are not carried out within a period of three years from the date of its execution. Prior to the termination or expiration of the MOA, the FCC may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation VII below.

VI. POST-REVIEW DISCOVERIES

In the event that AT&T discovers a previously unidentified site within the APE that may be a Historic Property that would be affected by the project, AT&T shall promptly stop work and notify the FCC, the SHPO and any potentially affected Indian tribe.

If AT&T and SHPO concur that the discovered resource is eligible for listing in the NRHP, AT&T will consult with the SHPO, and Indian tribes as appropriate, to evaluate measures that will avoid, minimize, or mitigate adverse effects. Upon agreement regarding such measures, AT&T shall implement them and notify the FCC of its action.

If AT&T and the SHPO cannot reach agreement regarding the eligibility of a post-review discovery, the matter will be referred to the FCC for review. If AT&T and the SHPO cannot reach agreement on measures to avoid, minimize, or mitigate adverse effects, the matter shall be referred to the FCC for appropriate action.

If AT&T discovers any human or burial remains during implementation of the project, AT&T shall cease work immediately, notify the SHPO and FCC, and adhere to applicable State and Federal laws regarding the treatment of human or burial remains.

VII. AMENDMENTS

This MOA may be amended prior to its expiration or termination when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

VIII. TERMINATION

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation VII above. If within thirty (30) days (or another time period agreed to by all

signatories) an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the project, the FCC must either (a) execute an MOA pursuant to 36 CFR Section 800.6 or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR Section 800.7. The FCC shall notify the signatories as to the course of action it will pursue.

Execution of this MOA and implementation of its terms evidence that the FCC has taken into account the effects of this project on historic properties and afforded the ACHP an opportunity to comment.

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TCNS # 189670**


SIGNATORY:
Federal Communications Commission

<i>Paul D'Ari</i> _____ Paul D'Ari, Senior Legal Counsel, Competition and Infrastructure Policy Division Wireless Telecommunications Bureau	4/23/2021 _____ Date
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SIGNATORY:

State Historic Preservation Office



Trait Thompson
State Historic Preservation Officer
Oklahoma State Historic Preservation Office

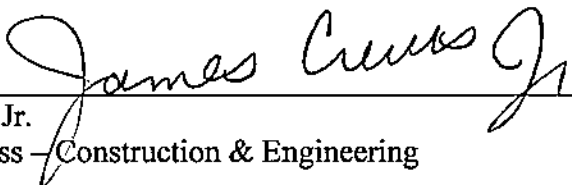
3/22/21

Date

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SIGNATORY:

New Cingular Wireless PCS, LLC d/b/a AT&T

 _____ James Crews, Jr. Director Access – Construction & Engineering	3-25-21 _____ Date
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APPENDIX A

ARCHITECTURAL/ HISTORIC RESOURCE SURVEY A FIELD GUIDE

Oklahoma Historical Society
Oklahoma State Historic Preservation Office
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105

Updated 2013

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FORWARD

Since its inception, the Oklahoma State Historic Preservation Office (SHPO) has emphasized the identification of historic, architectural, and archeological resources through comprehensive statewide surveys. Surveys fulfill a number of functions. They provide a context for evaluating properties nominated to the National Register of Historic Places, identify historic districts and individual properties that are eligible for listing in the National Register, assist in long-range planning for the protection of significant resources, record endangered properties, and fill in gaps in the Oklahoma Landmarks Inventory (OLI), the state's database of historic resources. In short, surveys contribute importantly to decisions that affect the quality of life in Oklahoma.

Architectural/historic resource surveys are integrated with the other programs administered by the SHPO. Along with Historic Contexts, they form the foundation of the Comprehensive Plan. The data is incorporated into the OLI, which is in turn consulted for contextual information for the Review and Compliance, Investment Tax Credit, and Certified Local Governments programs.

This field guide has been written to provide an easily usable manual for conducting surveys of historic and architectural resources. Methodologies for archeological surveys are not included.

THE NATIONAL REGISTER OF HISTORIC PLACES

What you need to know about the National Register before undertaking a survey.

The National Register of Historic Places is the nation's catalog of buildings, districts, structures, sites, and objects significant in America's history, architecture, archeology, culture, and engineering. Properties may be significant at the national, state, or local level. Most properties listed in Oklahoma are significant at the local level.

Listing in the National Register conveys recognition to those properties that are worthy of preservation and makes them eligible for federal tax credits for rehabilitation certified by the National Park Service. Federal law also requires that all federal agencies and communities using Community Development Block Grants and other forms of federal assistance consider the effects of their projects on properties listed in or eligible for the National Register.

What are the Criteria for Listing in the National Register?

The National Register lists properties that meet one of four major criteria:

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

Properties listed in the National Register must also possess integrity of location, design, setting, materials, workmanship, feeling, and association. Furthermore, they must be at least 50 years of age, although exceptions may be made for especially significant resources.

Typically 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 are not considered for the National Register. However, such properties may qualify if they are integral parts of districts that meet the criteria or if they fall within specific categories established by the National Register. For additional information, refer to *Bulletin 15: How to Apply the National Register Criteria for Evaluation*, available from the SHPO or online at <http://www.nps.gov/nr/publications/bulletins/nrb15/>.

How Does the National Register Define a Contributing Resource in a Historic District?

The physical characteristics and historic significance of the district provide the basis for evaluating the contribution of component resources. Specific information about each resource, such as date, function, associations, information potential, and physical characteristics, can then be related to the overall district to determine whether or not the resource contributes. Resources that do not relate in a significant way to the district may contribute if they independently meet the National Register criteria.

Contributing Resource - a building, structure, site, or object that adds to the historic significance of a property.

Noncontributing Resource - a building, structure, sites, or object that does not add to the historic significance of a property.

For additional information about determining the contribution of resources to historic districts, consult *Bulletin 15: How to Apply the National Register Criteria for Evaluation* or online at <http://www.nps.gov/nr/publications/bulletins/nrb15/>.

How Do Surveys Relate to National Register Nominations?

Surveys provide the basis for National Register nominations. However, the goal of survey is to provide a database that can enable cultural resource managers to determine what is truly important and what level of preservation is appropriate. If nomination is desirable, additional research will be required, since nominations require more complete descriptions and historical documentation than that provided by survey documentation.

For additional information about the National Register, consult the *Oklahoma National Register Nomination and Request for Formal Determination of Eligibility Manual*, available from the Oklahoma SHPO.

HISTORIC PRESERVATION RESOURCE IDENTIFICATION

What Is Historic Preservation Resource Identification?

Historic Preservation Resource Identification is the process of recording historic buildings, structures, objects, districts, and sites.

Why Is It Important to Conduct Historic Preservation Resources Identification?

The purpose of the Oklahoma State Historic Preservation Office (SHPO) is to aid in the preservation of the state's historic properties, which provide a better understanding of our past. The information collected is added to the Oklahoma Landmarks Inventory (OLI), the state's database of historic resources.

The completed resource identification form and accompanying documentation are used to make preliminary opinions regarding the eligibility of an individual property or district for listing in the National Register of Historic Places. Resource identification data also helps us to understand the range and scope of specific types of resources, such as railroad depots, coal mining sites, or stone arch bridges remaining in the state. This information is used, in turn, to provide a context for evaluating other resources of that type.

The documentation provided on the Historic Preservation Resource Identification Form may, in itself, be the only true preservation possible for a particular resource. Contrary to popular belief, preservation does not necessarily mean that a resource will be physically retained in place or built. Sometimes preservation consists simply of the documentation of the resource through description, photographs, drawing, and narrative histories.

Who Can Conduct Historic Preservation Resources Identification?

The Oklahoma SHPO accepts completed Historic Preservation Resources Identification Forms from many sources, including local preservation groups and individual citizens. To be included in the OLI, the information on the form must be complete and accurate; it must be accompanied by at least two photographs. Submission of additional supporting documentation is also encouraged.

How Is the Oklahoma Landmarks Inventory Used?

Materials in the OLI become a permanent part of the SHPO's research database. The documentation is kept on file and is entered into a computer database. All materials submitted to or obtained by the SHPO, including photographs, negatives, slides, maps, drawings, and field notes, become the property of the agency. The SHPO reserves the right to use all materials for any of its programs including, but not limited to, publications, public programs, and research. Credit will be given to photographers, delineators, and authors when known and pertinent. The OLI is available to the public for research purposes. Reproduction of any materials in the OLI shall be done only with the permission of the SHPO in accordance with the policies and procedures of the Oklahoma Historical Society.

Where Are the Historic Preservation Resource Identification Records Kept?

All information is retained in the Oklahoma State Historic Preservation Office, a division of the Oklahoma Historical Society. The office is located at 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105. Public access to these records is available during regular office hours, Monday through Friday. An appointment is recommended. Access to certain types of records, such as those for archeological sites, is limited.

For more information about Historic Resource Identification, contact:

Oklahoma State Historic Preservation Office
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105-7914
405-521-6249

ARCHITECTURAL, HISTORIC, AND ARCHEOLOGICAL SURVEY FACTS

What Is Architectural, Historic, and Archeological Survey?

Survey is the systematic process of identifying and recording historic buildings, structures, objects, districts, and sites (both historic and prehistoric). Surveys may be organized to look at all of the resources within a fairly small geographical area, such as a residential neighborhood, the incorporated limits of a city, or a section of land. Surveys may also identify resources relating to a specific theme within a county, region, or state.

Why Undertake a Survey?

The principal purpose of a survey is to gather information needed to plan for the wise use of a community's resources. The historic resources in a community or neighborhood give it special character and cultural depth. To use those resources effectively and to respect their value and extend their lives, it is necessary to integrate historic preservation into community planning. Survey information can be used to prepare a preservation plan that helps the community establish policies, procedures, and strategies for maintaining and enhancing those resources that make the community special. The data can also facilitate the review of federally funded or permitted projects that are subject to compliance with Section 106 of the National Historic Preservation Act.

How Is Survey Information Used?

Survey information is used for a variety of purposes:

- To identify districts, individual properties, or archeological sites that require additional study or intensive-level survey.
- To identify individual properties and districts eligible for listing in the National Register of Historic Places.
- To identify areas that are not eligible for the National Register and require no additional study.
- To document potential historic districts.
- To document the existence and distribution of specific property types.
- To provide a context for evaluating properties nominated to the National Register.
- To assist in long-range planning for the protection of significant resources.

Who Can Conduct Surveys?

Historic and architectural surveys may be conducted by local civic groups using volunteer labor or by municipal agencies. However, to make the survey an effective preservation and planning tool, the SHPO recommends surveys be conducted or closely supervised by a professional consultant who meets the Secretary of the Interior's Qualifications.

Most surveys in Oklahoma are sponsored by the SHPO through subgrants. Recipients of subgrants may perform the work themselves or may subcontract the work to a professional consultant. All such work, however, must be conducted or closely supervised by professionals who meet the Secretary of the Interior's Qualifications and are ultimately responsible for the quality of the work. Furthermore, surveys conducted under subgrants must meet the Secretary of the Interior's Standards for Identification and Evaluation. These standards also apply to surveys conducted to meet documentation requirements under the Review and Compliance program.

What Are the Secretary of the Interior's Qualifications?

Architectural and historic resources surveys conducted under SHPO subgrants must be conducted or closely supervised by a historian, an architectural historian, or a historical architect, depending on the type of resources surveyed. Surveys of areas containing resources of both architectural and historic value must employ an architectural historian or a historical architect and a historian on the project. The minimum qualifications for these professional positions are as follows:

Historian – (1) A graduate degree in history or a closely related field, or (2) a bachelor's degree in history or a closely related field and at least two years of full-time experience in research, writing, teaching, or interpreting history at an academic institution, historical organization or agency, museum, or other professional institution, or substantial contribution to the body of scholarly knowledge in history through research and publication.

Architectural Historian – (1) A graduate degree in architectural history, art history, historic preservation or a closely related field, with coursework in American architectural history, or (2) a bachelor's degree in one of those field and at least two years full-time experience in research, writing, or teaching American architectural history or restoration architecture at an academic institution, historical organization or agency, museum, or other professional institution, or substantial contribution to the body of scholarly knowledge in architectural history through research and publication.

Historical Architect – A professional degree in architecture or a state license to practice architecture, plus at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field, or at least one year of full-time professional experience on historic preservation projects.

Archeological surveys must be conducted or closely supervised by a professional archeologist. The minimum qualifications are:

Archeologist – A graduate degree in archeology, anthropology, or a closely related field, plus at least one year of full-time, professional experience or equivalent specialized training in archeological research, administration or management, at least four months of supervised field and analytic experience in general North American archeology, and demonstrated ability to carry research to completion. In addition, a professional in prehistoric archeology must have at least one year of full-time professional experience at a supervisory level in the study of historic archeology.

Where can I find a qualified consultant?

The SHPO can provide you with a list of consultants who have expressed an interest in participating in historic preservation projects. You may also contact the schools of architecture and the history, geography, and anthropology departments of the major research universities and the regional or local colleges or universities for assistance. Select a consultant who has experience in conducting the type of survey you are undertaking and be sure to check references. If the project will involve volunteers or other nonprofessionals to carry out some tasks, choose a consultant with experience in training and supervising nonprofessionals.

For projects funded by SHPO subgrants, consultants must be selected through an open bidding process. However, do not select a consultant solely on the basis of the lowest bid.

For additional information on selecting consultants, refer to the “Employing a Professional National Register Preparer” available from the OK/SHPO at <http://www.okhistory.org/shpo/clg/selectconsultant.pdf>

How Can We Obtain a Survey Subgrant?

Subgrant projects are advertised each year and depend upon the federal funding cycle. Legal notices are placed in newspapers and previous subgrantees are notified. To ensure that you are notified, contact the SHPO and ask to be added to the mailing list. Portions of the subgrants are targeted for the survey of specific geographical areas or resource types. If sufficient funding is available, a portion may also be granted for surveys designed by community groups. All subgrants are awarded on a competitive basis.

For more information about architectural, historic, and archeological resource surveys, contact:

Oklahoma State Historic Preservation Office
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105
(405)521-6249

HISTORIC CONTEXT

A historic context provides a history and analysis, created for planning purposes, that groups information about historic properties based on a shared theme, specific time period, and geographical area. Such contexts can be developed for areas ranging from the very large to the very small. When contexts are well defined, properties can be identified and evaluated against established criteria to determine their significance in the broad patterns of our history, archaeology, architecture, and engineering heritage.

To be useful in the preservation planning process, a historic context must possess certain characteristics. First, it must be defined by geographical boundaries. Second, its chronological limits must be defined, and third, an adequate historical theme must be expressed. The context must also incorporate the National Register Criteria for Evaluation. The general physical and associative characteristics of all property types within the historic context must be described. Furthermore, through examination of the context, it must be possible to determine whether each property type is eligible for listing in the National Register of Historic Places. Finally, the historic context should identify data gaps that may have been discovered in development of the context.

The depth and scope of a historic context varies depending on the problem under study. A context created for an urban survey should detail the many forces which influenced the development of the community and, thereby, its historic resources, based on scholarly research. An urban context will provide an overview of the historical evolution of the area, including a geographical description of the community, a general history of the economic, commercial and transportation development of the community, a description of the development of the physical layout of the city and the forces that influenced that development, a discussion of social, economic, and ethnic groups that have been important in the community's past, and a description of the architectural development of the area. A thematic context should provide an in-depth, scholarly history of the development of the theme within a defined geographical area. Both must include an analysis of property types within the context and a discussion of each known property with that type.

To facilitate the development of thematic contexts, the Oklahoma SHPO has divided the state into seven management regions, using county boundaries as primary dividing lines. Additionally, a list of broad themes has been developed to illustrate the major aspects of Oklahoma's past. These themes are as follows:

1. Exploration
2. Native American
3. Settlement
4. Transportation
5. Agriculture
6. Ranching
7. Ethnic
8. Industry (Other than Energy Related)
9. Energy
10. Commerce
11. Urban
12. Depression and Recovery

HOW TO ORGANIZE AND CONDUCT A HISTORICAL/ ARCHITECTURAL SURVEY

TRAINING

The amount and type of training necessary for the project will depend on the experience of those participating and the tasks they will be expected to carry out.

Training should emphasize the need for thorough, consistent, and accurate work in all tasks. An initial orientation session should spell out the goals and objectives of the survey and the relationship of each task to the final results. It should also include a general overview of the historical development of the survey area and its present physical character.

Archival Training

Before beginning archival training, the supervising historian must carefully plan the research project. Effective use of the volunteers and others without formal training in historical research methods depends on the quality of preparation by the supervising historian. He or she must have a basic understanding of the historic context of the study area and must have a clear idea of the time period under study, the questions the research should answer, the patterns or trends it is seeking to identify, and the results it is expected to produce. Moreover, he or she must determine the format for recording each piece of information and have the necessary forms or note cards ready to distribute. A volunteer manual should be prepared, detailing the methodology to be used with each type of archival source and providing basic information such as the time range and geographic limits of survey area, the names of known prominent people, and the types of historical information to be sought.

Training of amateur historic researchers should enable the volunteer to recognize the kind of historical data relevant to the survey project and record it in a usable format. The researcher should understand how the research information fits into the project as a whole and how it will be used.

Ideally, training should be conducted in at least two stages. In a lecture format, the supervisor should provide a general orientation to the project and the administrative procedures to be used. With the help of handouts and presentations he or she should discuss the methods to be used with each type of archival source and the type of information sought.

After the volunteers have signed up for the various archival tasks, a second training should be conducted at the research facilities that the volunteers will use. The volunteers should be shown how to handle the actual materials to be used, such as newspaper microfilm and city directories. Procedures for identifying and recording data should be discussed in detail. It is important that the volunteers feel comfortable using the materials and they leave the training session with a clear understanding of the research methodology.

Ongoing supervision is important to keep researchers on track and ensure a high quality of data collection.

Field Work Training

Training for field surveyors should be designed to acquaint them with:

- Architectural styles found locally
- Architectural terminology
- Construction techniques and materials used locally
- Techniques for filling out the forms
- Photographic techniques and equipment
- Obtaining Lat/Long coordinates

As in archival training, fieldwork training should be conducted in two phases. In a lecture format, the supervisor should provide a general orientation to the project and the administrative procedures to be used. Presentations should be used to teach vernacular architectural styles, materials, and terminology. Volunteers should also be given an illustrated identification guide, including styles, terminology for various building parts and details, materials and construction techniques. The guide may be a published book or a manual prepared especially for the project, depending on the types of resources to be surveyed.

Additional training should be provided in the field, to provide hands-on experience in the identification of resources and vernacular styles, description, and completion of forms. Emphasis should be placed on keen observation and attention to architectural detail. Photographic techniques for taking elevations and streetscapes and completing photo logs should also be taught in the field.

Surveyors should be taught to be alert for the archeological value of vacant land. Moreover, they should be trained to identify resources other than buildings, such as signage, monuments, light standards, street furniture, sidewalks, culverts, bridges and other engineering features, and landscape features.

Careful supervision of fieldwork is essential to the success of a survey project. The supervisor should check each surveyor's work at the beginning of the project and provide any necessary follow-up training or reassignments. Throughout the course of the project, the supervisor should provide periodic spot-checks of each surveyor's work to ensure the quality of the data collection effort.

ARCHIVAL RESEARCH

Archival research begins before fieldwork but will normally be continued simultaneously with the field survey. Both types of work are closely related. Archival research establishes the important patterns of history that will be apparent in the built environment, helps to predict what resources may be found in the survey, and indicates where to look and what to look for. It provides the historic and cultural context, which serves as a basis for evaluation. Field survey, on the other hand, helps to focus the archival investigation on extant resources and to identify questions about specific areas and properties.

Archival research can be very complex, and the specific approach depends on the resources being studied and the scope of the survey. It is extremely important to keep the archival research focused on the data necessary for the survey's goals. Below are some of the basic research steps preliminary to any level of survey, be it reconnaissance, intensive, or thematic.

Early on, the project director should establish the system to be used to compile the archival data. It may consist of a file folder system, with files for general information on each survey sub-unit, such as residential additions, and property files on each individual property surveyed, or the archival data may be kept in a card file and later integrated into file folders. These decisions depend on the types of data to be examined and the method to be used for analyzing the data.

Preliminary Archival Research

Preliminary archival research should be conducted prior to undertaking any reconnaissance-level, intensive-level, or thematic field survey.

Maps

The first step in a survey project is to gather maps of the study area. Maps provide basic information on the development of an area, and they indicate the dates and geographical range of development.

- **Plat maps** may be found at County Courthouses in the Recorder's office. For surveys of cities and towns, researchers should collect copies of all of the plat maps for the study area. Some areas may be platted more than once, so make sure that you collect all the replats, as well. These maps show the lot lines and provide the date of the plat and the name of the developer. By putting all of these together, one can construct the basic developmental history of an area.
- **Plat maps** for those areas allotted by the Dawes Commission are available at the Oklahoma Historical Society, Archives and Manuscripts Division.

- **Sanborn Fire Insurance Maps** are crucial for the survey of towns and cities. Most of these maps are available via an online database accessible at public libraries throughout Oklahoma. The original maps are available at the Western History Collections, University of Oklahoma. The Sanborn Fire Insurance Company mapped most of the incorporated areas of Oklahoma's towns and cities periodically between 1890 and the 1970s. Within the mapped area, a plan view of each building was drawn. At irregular intervals, the company redrew the maps, including newly incorporated or developed areas. By collecting the entire series of maps for the survey area, one can construct a detailed developmental history. The Sanborns are also the basic tool for dating construction (see example in the section on Determining Dates of Construction). They also indicate the addition of new wings, the enclosure of porches, and other construction changes. In addition, Sanborn Maps are available for purchase from EDR (www.edrnet.com); they bought the Sanborn Company and hold the copyrights for all maps not available in the public domain.
- **Maps of various types** can provide valuable data for understanding historic context and the developmental history of a community. The Western History Collections, University of Oklahoma, has a wide variety of historical maps on locales throughout the state. An index to the maps provides easy access. A comprehensive search of these maps should be preliminary to any survey.
- **Birds-eye views** were popular at the turn of the century. A birds-eye view is a drawing from an aerial perspective. For additional information on birds-eye views, see Donald A. Wise, "Bird's Eye Views of Oklahoma Towns," *The Chronicles of Oklahoma* 67 (Fall 1989): 228-247.

Local History Materials

Many local and county historical societies and local libraries maintain archives of historical materials, including pamphlets, ledgers, memoirs, and other records of the past. In addition, municipal offices, school districts, and county courthouses generally maintain records of meetings and transactions, ledgers, yearbooks, and other types of records useful in documenting local history and specific resources.

Secondary Sources

- **Local and County** histories, generally written by amateur historians and published by city and county historical societies, provide a quick overview of the area's development, including early settlement, economic growth, commercial development, the development of the area's infrastructure of streets, utilities, and transportation services, major fires, and important historical events. Frequently these books included biographical information on historically important people in the community and profiles of major businesses and institutions. Before undertaking fieldwork, survey researchers should consult local histories to familiarize themselves with the history of the area. Specific information such as dates, however, should be verified independently through scholarly research in primary sources written by eyewitnesses. Local and county histories are generally found at local and county historical societies and public libraries. Many are also available at the Oklahoma Historical Society library and at the Western History Collections, University of Oklahoma.

- **Historic Contexts** prepared as part of the Oklahoma Comprehensive Preservation Planning Process should also be consulted before fieldwork commences. These contexts are organized by sub-state preservation planning regions and by theme. In addition, several historic contexts have been prepared on urban areas of the state. Historic Contexts provide a general overview of a given theme within a planning region and an analysis of property types. (See Section on Historic Contexts.) The contexts are also available on request from the Oklahoma SHPO.
- ***The Chronicles of Oklahoma***, the journal of the Oklahoma Historical Society, contains articles about Oklahoma's history, including information about specific communities, historical resources, and people. *The Chronicles of Oklahoma* can be invaluable in the preparation of historic contexts for surveys. Volumes 1-80 (1923-2002) are available online through the Oklahoma Historical Society in conjunction with Oklahoma State University's Electronic Publishing Center. Issues dating from 1992-present are also available online through the Oklahoma Historical Society www.okhistory.org/publications/index.html.

Key Informants

Before undertaking a survey, contact key members of the community, including municipal and county planners, local preservation officers, and directors of local historical societies, local historians, and neighborhood leaders. Frequently they can identify historic resources, provide an overview of the area, and inform you of local preservation concerns.

Indian-Pioneer Papers

The Indian-Pioneer Papers is a collection of oral histories recorded during the 1930s. Although bordering on folklore more than history, these interviews can be very useful in the preliminary states of research. The collection is available at the Western History Collections, University of Oklahoma; the Edmond Low Library, Oklahoma State University; and the Oklahoma Historical Society archives. The collection at the Oklahoma Historical Society is the most useful because it is well indexed.

Photographs

- **Historical Photographs** of downtowns, residential areas, and individual properties provide information about the historical appearance of resources and, thus, are helpful in evaluating historical integrity. They can also be useful in dating construction and additions. Sources of photographs include local historical societies and local libraries; local colleges and universities; private citizens in the local area; the Oklahoma Historical Society, Archives and Manuscripts Division; and the Western History Collections, University of Oklahoma. Photographs of Oklahoma during the late 1930s are available on microfilm in the Farm Security Administration collection, University of Oklahoma Library, Microforms Division. A comprehensive search for photographs can provide crucial information for a survey.
- **Aerial Photographs** can provide important information about the history of a community's development and about rural resources. Since 1940, the

Agricultural Stabilizing and Conservation Service (ASCS) of the U.S. Department of Agriculture has been taking aerial photos of Oklahoma at regular intervals. The Oklahoma Department of Transportation has been conducting aerial surveys of the entire state since 1969. City planning departments and private aerial photography companies may also be sources of aerial photographs.

Intensive Archival Research

Intensive archival research should be conducted simultaneously with intensive-level and thematic field surveys. The actual research sources and strategy will depend on the nature of the survey and the problem to be solved. In some instances, it may be appropriate to delay systematic research in newspapers and city directories until the preparation of National Register nominations, because of the time it takes to do the research.

City Directories

City directories are one of the best tools for determining dates of construction, if a fairly continuous series is extant for the survey area (see section on Determining Dates of Construction). They also provide good information on the occupants of buildings, often including the occupant's occupation, marital status, and race. Indications of race and occupation can be used to understand racial segregation patterns and socioeconomic patterns in the community. The directories document changes in businesses in commercial buildings and often provide informative advertising copy. Most include introductory sections that provide general descriptions of the community and its infrastructure. Those with "criss-cross directories" which list properties in order of their addresses are easiest to use. For directories without such reference points, the best approach is to scan the directory for addresses in the study area and record them into a computer database, which can sort by property. City directories are often available at local historical societies and public libraries. Directories for a limited number of cities are available at the Oklahoma Historical Society library.

Newspapers

Newspapers provide the most accurate information on dates of construction, the development of infrastructure and transportation systems, the development of subdivisions, the names of architects and builders, major fires, economic growth, and major historical events in a community. Because early newspapers printed much local gossip, they provide a wealth of information useful in developing historic contexts and specific information about historical resources. The Oklahoma Historical Society's Research Center has the largest collection of Oklahoma newspaper titles on microfilm (<http://www.okhistory.org/research/newspapers>). Other sources of newspapers include local libraries, the local newspaper, local colleges and universities, and the Western History Collections and the Journalism Library at the University of Oklahoma. The Oklahoman Archives are also available online at <http://newsok.com/home/archives>. The archives are also available through library electronic databases; check with your local library for more information.

Oral Histories

Interviews with older residents of a community and those who owned or occupied historical resources during the period of significance can often provide valuable information. Remember, however, that frequently memories can be inaccurate, particularly in regard to dates. It is useful to bring historical photographs and other documents that may help the interview subject recall events and details. Oral histories are also available at the Oklahoma Historical Society archives and at local historical societies.

Biographical Indexes

“Who’s who” compilations of biographical sketches can provide useful information on the people associated with historic resources. In some instances, they provide information on the construction of the resources themselves. These indexes are available at local libraries, local historical societies, and the Oklahoma Historical Society library.

Tax Records

Records of the annual tax rolls can be useful in determining dates of construction (see section on Determining Dates of Construction) and changes in ownership. Do not rely on the tax cards, as the information on the older buildings is often erroneous. Tax rolls are available at the county tax assessor’s office.

TYPES OF FIELD SURVEYS

Field surveys are usually divided into two basic types: reconnaissance and intensive survey. Both types may be done as part of the same survey project. In some cases, reconnaissance survey may be all that is necessary. Generally, however, reconnaissance survey is used to identify areas or properties that would benefit from an intensive-level survey.

The following discussion focuses on the methods for conducting a systematic survey in which all of the historical and architectural resources in a specified geographical area are considered. This section concludes with thematic surveys, which consider only specific property types.

All field surveys should conform to the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation (http://www.cr.nps.gov/local-law/arch_stnds_0.htm). The evaluation of properties should also be guided by the *National Register of Historic Places Criteria for Evaluation*.

Reconnaissance Survey

Reconnaissance surveys are used to refine historic contexts, to estimate the distribution of historic properties in an area, to identify general areas that warrant consideration in community plans, and to identify individual properties and areas that would benefit from an intensive-level survey. Reconnaissance survey is basic to the systematic identification of properties and districts that appear eligible for listing in the National Register. It is also useful for drawing comparisons between a given property and others of its type or style (for example, reconnaissance survey may be used if one is attempting to justify that a particular property is the best or only example of its type or style in a local area.)

Reconnaissance surveys generally fall into two categories: windshield survey and sample survey. In many cases, a windshield survey may be sufficient. In other cases, a combination of windshield survey and sample survey is necessary. All reconnaissance surveys conducted under subgrant to the Oklahoma SHPO must use a combination of the windshield and sample techniques. For that reason, this section describes the methodology for reconnaissance survey as a linear process.

Preliminary Preparation

The first step in a reconnaissance survey is to define the geographical area to be studied. This may be a sub-state management region, a county, a city, or a portion of a city. A reconnaissance survey area should be fairly large and inclusive, yet should be manageable within the scope of the project's budget and schedule. Reconnaissance survey boundaries should be drawn broadly and should not necessarily be limited to the historic area of a community.

Compile maps of the survey area, including road maps, city or county planning maps, U.S. Geological Survey maps, and a complete series of plat maps and Sanborn Fire

Insurance Company maps. A complete series of aerial photographs is also useful. The plat maps and Sanborn maps, in particular, can provide relative dates for the construction of most of the buildings in an area. With these maps, create a general base map of the entire study area. A good base map may be available from the local planning department, or it may be necessary to construct a base map from a number of maps.

Using the plat maps and the Sanborn maps (or for rural areas, the aerial photographs and USGS maps), divide the survey area into manageable study units. The maps will help you to define those units according to historic development patterns. In those instances where historic districts have already been listed (either by the National Register or by local governments) or identified as potentially eligible, use those districts as study units. Otherwise, in urban areas it is best initially to divide study units along the boundaries of historic subdivisions, as the properties within a subdivision generally will be related both historically and visually. You may wish to divide those units further into smaller units, using natural boundaries such as creeks, manmade boundaries such as highways or major thoroughfares, or visual boundaries such as major changes in the scale of buildings. Rural areas could be divided along section lines.

Before sending crews out into the field, you should provide each surveyor with identification. Frequently, property owners will want to know why a surveyor is filling out a form or taking photographs of their properties. Surveyors should be instructed to courteously explain the study, provide the name of the sponsoring organization, and show identification. It is also advisable to inform the local police department, the local government, and other appropriate organizations, such as neighborhood associations, about the survey.

Windshield Survey

In most urban areas, and in many rural areas, most of the buildings are visible from streets and roads. As a result, a windshield survey can be an efficient method for the initial identification of historic buildings, structures, landscapes, and land use patterns and for historic districts made up of buildings, structures, and landscapes.

In a windshield survey, researchers drive the streets and roads of a defined geographical area (the study unit). The basic purpose of the windshield survey is to get a general picture of the distribution of different types and styles of properties, and of the character of different neighborhoods. The survey team should keep in mind that not all resources are visible from the street and be alert to opportunities to note outbuildings, sites, structures, and objects.

Windshield survey is most effectively carried out by teams of two or three, one of whom drives while the others observe and record information. The observers/recorders should be thoroughly familiar with local land use patterns, architectural styles, and architectural terminology.

With Sanborn map in hand, the survey team should first drive the study unit and compare the area as it is today with the record on the map, noting changes in land use, demolition, infill construction, and obvious losses of integrity, such as wholesale siding with asbestos tiles or, in commercial areas, aluminum facades. Visual elements that provide continuity should also be noted; for example, setbacks, the rhythm of roof

silhouettes and porches, street planning, and landscaping. Subjectively, one should get a sense of whether the streetscape retains the “feel” of the historic period.

At this point, the survey team should be able to make a general assessment regarding the historic character of the study unit. A particular unit may obviously possess a great deal of historical character and integrity; it may obviously be too new to be eligible for the National Register (at least until the passage of time makes it old enough for reevaluation); it may be old but victim to such a loss of integrity that it is ineligible for the National Register; or it may be that it requires a second, somewhat closer look, before judgment is passed. These assessments should be recorded on the base map.

At least two photographs should be taken of each resource. Representative streetscape photographs that characterize the area should be taken. (See section on “Standards for Photography.”) The number of streetscapes taken will depend on the size of the study unit and the amount of visual variation within the area. A log of the photographs should be carefully maintained.

The survey team should make a second drive through each study unit. Based on the second windshield survey, the team can identify: (1) individual properties and districts that appear to meet the National Register criteria for listing, (2) individual properties and districts that require an intensive-level survey to determine whether they meet the National Register criteria, and (3) areas that require no further study due to loss of integrity. The second windshield survey should also be used to fill in any gaps in the information collected previously.

Be aware that it is not the purpose of the reconnaissance survey to delineate the actual boundaries of historic districts that are eligible for the National Register. Those boundaries can be determined only through intensive survey.

The result of the windshield surveys should be a narrative thumbnail sketch of each study unit, with information on the streetscapes, including the land use pattern, the general age of the area, the character of the building stock (such as type, style, building material, integrity, and condition), the landscaping, and particularly notable and representative properties. The thumbnail sketch should also assess whether the area appears eligible for the National Register and would benefit from an intensive-level survey or no additional survey is required. The assessment must be justified and the boundary of each area should be specified and justified. These assessments should also be coded onto the base map.

Final Report

The final report for a reconnaissance survey should provide an overview of the study, including the following:

- The boundaries of the area studied
- The methods used for surveying the area
- The kinds of properties looked for
- The kinds of properties observed
- A list of individually eligible properties

- The tentative boundaries of historic districts
- The locations of areas that appear to not contain any historic properties
- A clearly labeled map

The report should also include a Historic Context for the study area. (See section on Historic Context.)

In addition, the report should include information on the visual character of the area, including the land use pattern, the general age of the area, the character of the building stock, the landscaping, and particularly notable and representative properties. The information should be organized in one of three groups: (1) potential historic districts, (2) areas that would benefit from an intensive-level survey, and (3) areas containing no historic properties or districts.

A file for each documented property should be submitted to the SHPO with the final report. Each file should include a completed Historic Preservation Resource Identification Form, two labeled photographs, Lat/Long coordinates, and any research or field notes.

Additionally, SHPO-funded survey projects must carefully conform to the specifications provided in the project contract regarding identification forms and packaging requirements, photographs, maps, project reports, and historic contexts.

Intensive Survey

An intensive survey is most useful when it is necessary to know precisely what historic properties exist in a given area or when knowledge of the actual boundaries of potential historic districts is desirable.

In an intensive survey, the goal is to document all historic buildings, structures, sites, objects, and potential districts in sufficient detail to enable an evaluation of the property's eligibility for listing in the National Register. As a result, intensive survey involves the inspection of every property in the area being studied (the special characteristics of thematic survey are discussed below). In intensive surveys of potential historic districts, non-historic properties must also be documented as noncontributing resources.

As with reconnaissance survey, it is important that intensive survey fieldwork be preceded and accompanied by archival research (see section on Intensive Archival Research). As the survey progresses, archival researchers and field surveyors should interact closely. It is important that the project director integrate the two research efforts.

Preliminary Preparation

The first step is to define the boundaries of the study area. Next, assemble maps of the intensive survey area, including road maps, city or county planning maps, U.S. Geological Survey maps, and a complete series of plat maps and Sanborn Fire Insurance maps. A complete series of aerial photographs is also useful. The plat maps and Sanborn maps, in particular, can provide relative dates for the construction of most

of the buildings in an area. Next, create a base map. For urban areas, the most recent Sanborn maps are best. If Sanborn maps are not available, a plat map may be substituted. Check with the city's planning department for more map options.

It is generally necessary to divide the survey area into manageable units, such as groups of city blocks or defined neighborhoods. You can organize the project to either survey each study unit one by one or assign a team to each.

The survey team should be trained, supervised, and properly equipped. Each field surveyor should be familiar with local architectural styles, architectural terminology, photographic techniques, and the procedures for properly completing the Historic Preservation Resource Identification Form.

Field Work

An intensive survey should be carried out essentially on foot. All major buildings, structures, objects, and sites, and when possible all outbuildings and other ancillary structures and objects, should be recorded. In many cases, it is desirable to walk along alleys to identify secondary resources (discretion should be exercised regarding the safety of this procedure, of course). In surveying commercial and public buildings, interiors should be inspected to identify significant features, when possible. Cultural landscapes should be carefully described and mapped, as well.

A photographic record of each property must also be made. A minimum of two photographs must be taken of each property. Create and maintain a photo log to include each photograph, the address of the property, and the direction in which the camera is facing.

Latitude and Longitude can be collected in the field if you have a GPS receiver that collects geographic locations. These devices can be expensive. Accurate coordinates can be collected by using Google Earth or other online sources.

Normally, a field survey will focus on the architectural or landscaped qualities of the properties involved, and will require the description of each building, structure, object, or cultural landscape, with reference to standard architectural and landscape architectural terminology. When archival research suggests properties may be important for their association with historical events, trends, groups, or individuals, special attention should be given to aspects of each property that may reflect this association. When a property has special cultural value to a social or ethnic group, its description should emphasize any aspects of the property that reflect its value to the group.

Other types of information about the property, such as the date of construction, the historic name of the property, and the architect or builder should be recorded, if available from a cornerstone, date/name block, or other marker. Additionally, the presence and construction dates of additions or alterations should be noted.

It is important for surveyors to be aware of and record the designed landscapes associated with historic resources, such as formal gardens, urban parks, boulevards, and tree-lined streets.

Similarly, surveyors should be alert to the archeological value of buildings, structures and vacant land. The construction and organization of the building or structure, its modifications over time, and the evidence of activities that occurred in it may all be important.

Archival research may also indicate the presence of historical or archeological sites. The location and physical description of each site should be recorded, and (for archeological sites) their potential for yielding data assessed. This assessment will require consultation with a professional archeologist.

Integrating Field and Archival Data

The physical data gathered in the field must be integrated with the archival information obtained for each property, and each survey form must be checked for accuracy and completeness. Generally speaking, the field surveyors will not be able to supply the date of construction of each recorded property, unless a cornerstone or date block is present. The construction date (or an estimate) must be obtained from archival resources.

In addition, other types of information gleaned from archival research, such as events, persons, groups historically associated with the property, architects and builders, and resource names should be recorded on the Historic Preservation Resource Identification Form. Once the photographs have been printed and labeled, the Project Director should check each form to ensure accurate architectural style and terminology.

Finally, an assessment of each property's eligibility for listing in the National Register should be recorded under "Description of Significance." Within historic districts, each property should be assessed as to whether it is a contributing or noncontributing resource in the proposed district.

To determine the tentative boundaries of historic districts, it is useful to take the base map and mark the contributing or noncontributing status of each building on the appropriate location. The map may show that portions of the study area do not meet the National Register criteria for eligibility, and the boundaries of the proposed district may be adjusted to exclude those portions. The map may also reveal that the entire study area is ineligible for listing as a district. It is important to remember, however, that the presence of noncontributing properties scattered within an area does not necessarily render it ineligible for National Register listing as a district. It all depends on the total visual impact of those properties on the area's historical integrity.

Once the district boundaries are defined, it may be necessary to correct the "Description of Significance" on the forms for resources falling outside the district boundaries. Forms for properties retaining integrity that fall outside district boundaries should be corrected to state "noncontributing outside boundary" or "Not eligible." If the property is individually eligible for National Register listing, that information should be stated under "Description of Significance."

Final Report

The final report for an intensive survey should provide an overview of the study area, including the following:

- The boundaries of the area studied
- The methods used for surveying the area
- The kinds of properties looked for
- The kinds of properties observed
- A list of individually eligible properties, if applicable
- The tentative boundaries of each historic district, if applicable, along with a general characterization of each (including a brief historic context, the age, predominant styles, land use patterns, and landscaping), a justification for its eligibility, and a coded map showing the contributing/noncontributing status of each property and the tentative boundaries
- The locations of areas that appear not to contain any historic properties or are ineligible for listing in the National Register as districts
- A copy of a coded base map showing eligible and ineligible areas within the intensive survey boundaries

In addition, a file for each documented property should be submitted to the SHPO. Each file should include a completed Historic Preservation Resource Identification Form, two properly labeled photographs, lat/long coordinates, and any research or field notes.

Additionally, SHPO-funded survey projects must carefully conform to the specifications provided in the project contract regarding identification forms and packaging requirements, photographs, maps, project reports, and historic contexts.

Thematic Surveys

Thematic surveys are conducted at the intensive level. They are distinguished from other intensive surveys by their focus on a particular property type, such as coal mines, industrial properties, barns, art deco skyscrapers, resources built by the Works Progress Administration, buildings designed by Bruce Goff, or resources associated with Route 66.

They also differ in that the National Register eligibility of each property must be evaluated individually. Thematic districts are nominated as “multiple properties,” and each property included within the nomination must be individually eligible for National Register listing.

Thematic surveys should follow the preparation of a well-developed Historic Context. The Context should provide a comprehensive, scholarly history of the subject and should identify the property types associated with a particular theme, describe the characteristics of each property type, and define integrity for each type.

The methodology for thematic survey differs from other types of surveys primarily in the increased importance of planning and preparation before the initiation of the fieldwork.

Particularly when a thematic survey covers a large area of land, such as a county or a sub-state management region, it is crucial that the field strategy be devised carefully to avoid overlooking properties or unnecessarily having to retrace the same ground. Thematic surveys also require more in-depth preliminary archival research than other types of surveys so that the probable location of properties within the survey area can be determined or predicted. It is important to make every effort to document every property of the particular type within the study area.

In general, the methodology for conducting a thematic survey draws from windshield and intensive approaches. The actual methodology used depends on the nature of the area being surveyed, the type of property being studied, the complexity of location of the property type, and the completeness of the archival record regarding the property type. For suggested approaches to thematic survey, consult *Thematic Survey of Grain Elevators in Western Oklahoma, 1889-1950*, by W. David Baird, Pepperdine University, and *Historic Context and Predictive Model Documents, Architectural/Historic Intensive Level Survey of Coal Mining Related Resources of Pittsburgh County*, by William Bryans of the Oklahoma Historic Preservation Survey, Oklahoma State University (both are available on request from the Oklahoma SHPO).

Final Report

The final report for a thematic survey should provide an overview of the study, including the following:

- Project objectives
- The boundaries of the area studied
- The research design and methods used for surveying the area
- The kinds of properties looked for
- The kinds of properties observed
- A list of individually eligible properties
- A list of recorded properties that do not meet the National Register criteria
- A list of properties identified in archival research that no longer exist and a list of those that could not be located, if applicable
- A map showing the distribution of the property type within the study area
- A map showing the distribution of those resources that appear eligible for listing in the National Register

In addition, a comprehensive Historic Context should be included, unless one is already on file with the Oklahoma SHPO.

A file for each documented property also should be submitted to the SHPO. Each file should include a completed Historic Preservation Resource Identification Form, two properly labeled photographs, lat/long coordinates, and any research or field notes.

Additionally, SHPO-funded survey projects must carefully conform to the specifications provided in the contract for file type and size, packaging requirements, photographs, maps, project reports, and historic contexts.

WHAT TO LOOK FOR IN A SURVEY

Most surveys, except for those organized according to specific themes, should seek to identify all of the historic resources within the study boundaries. These may include resource types that most people do not recognize as significant, such as lighting, WPA-built culverts, and potential archeological sites. Within historic districts, buildings that are not notable may still contribute importantly to the historic character of the district if they retain their historical integrity. In districts, design elements such as boulevard or curvilinear street layouts and historic landscaping should also be recorded.

The National Register classifies historic resources into five broad categories: buildings, sites, structures, objects and districts, all of which may be present within the study boundaries. All resources require an individual form. The only exception is a resource that has a main building and one outbuilding; these can be entered on one form. However, if multiple resources are present, use separate forms for each building, structure and object. See examples of the types of resources that may be found listed below.

Buildings

- Notable examples of architectural styles or periods or methods of construction, including local or regional types. Example: a cobblestone cottage, a Sullivanesque commercial building, an airplane Bungalow, a round barn.
- Buildings showing the history and development of the community or region. Example: a railroad depot, an early commercial building, a roadside diner along Route 66.
- Buildings associated with particular ethnic or social groups. Example: the Creek Council House, a Czech *Sokol*, a Mennonite Church, a commercial bank in the all-black town of Boley.
- Complexes of building that are functionally and historically related. Example: a farmhouse and barn, a railroad depot and Harvey House.
- Commercial structures or blocks. Example: a bank, a warehouse, a department store building, a 1920s service station.
- Buildings by significant architects or builders. Example: the Price Tower, designed by Frank Lloyd Wright; a house designed by Bruce Goff; the Sooner Theater in Norman, designed by local architect Harold Gimeno.
- Architectural curiosities. Example: the Townley's milk bottle building in Oklahoma City.
- Rare examples of architectural styles or types. Example: a shotgun house, a Folk Victorian cottage.
- Studios of significant artists, writers, or musicians. Example: The Oscar Jacobson House.
- Institutions important to the community, such as churches, schools, and theaters.
- Buildings where significant technological advances took place.

Sites

- Archeological sites with known or potential research value, either prehistoric or historic. Example: Rose Hill Plantation in Choctaw County.

- Sites associated with important historical events, such as battlefields or trails. Example: the Honey Springs Battlefield, the Chisholm Trail.
- Cemeteries associated with important events and those important for architectural or artistic qualities. Example: Mass Grave of the Mexican Miners, Mount Calvary Cemetery, McAlester.
- Landscape architecture. Example: Platt National Park.

Structures

- Industrial and engineering structures, such as aqueducts, utility stations, oil wells, or dams. Example: Oklahoma City Discovery Well.
- Transportation structures, such as railroads, roads, tunnels, bridges and roundhouses. Example: the original Route 66 roadbed near Miami.
- Agricultural structures, such as granaries and grain elevators, silos, corncribs, and apiaries. Example: the Davison Silo.
- Movable structures associated with a particular location, such as locomotives, carousels, airplanes, and artillery.

Objects

- Historical or art objects, such as statues, outdoor sculptures, monuments, road markers, light standards, or outdoor clocks. Example: Pioneer Woman Statue, Ponca City.

Districts

- Groups of related buildings in neighborhoods or commercial areas, including associated objects, sites, structures, and landscapes. Example: the Anadarko Downtown Historic District, the Mesta Park Historic District in Oklahoma City.
- Groups of buildings, structures, objects, or sites related to ethnic or social groups. Example: Boley National Historic Landmark.
- Farmlands and their related buildings and structures.
- Groups of structures or buildings related to industrial or technological developments.
- School or university campuses.

Districts may include noncontributing properties (properties that lack historical integrity or were built after the period of significance), but they must generally possess visual continuity. City planning elements such as street layout and building setbacks, landscaping, and the height, massing, designs, and color of noncontributing buildings may help to lend a sense of visual continuity. Districts do not have to be contiguous. They can be related by theme.

**INSTRUCTIONS FOR COMPLETING
HISTORIC PRESERVATION RESOURCE IDENTIFICATION
PROPERTY FORM
Using OK/SHPO Access Database**

THESE INSTRUCTIONS ARE TO BE USED WITH THE LIST
OF TERMS AS A GUIDE TO COMPLETE THE
HISTORIC PRESERVATION RESOURCE IDENTIFICATION FORM.

1. **PROPERTY NAME:** This field should include the name of the Survey being conducted.
2. **RESOURCE NAME:** This is the name of an individual building, structure, object or site within a multiple resource property such as a district or complex.
3. **RESOURCE ADDRESS:** The street address of the resource or if an address is not available directional information should be included here.
4. **CITY:** Nearest city or town
5. **VICINITY:** If the resource is located within the city limits, leave blank; if resource is not located within the city limits, type a V in the field.
6. **COUNTY:** List county name.
7. **LOT:** The lot(s) on which the resource is located.
8. **BLOCK:** The block in which the lot(s) are located.
9. **PLAT NAME:** This is the legally recorded name of the subdivision that is in the official plat book.
10. **SECTION:** Section number and nearest quarter division.
11. **TOWNSHIP:** Township number.
12. **RANGE:** Range number.
13. **LATITUDE (NORTH):** Enter the Latitude of the property. Lat/Long coordinates in decimal degree to 6 decimal places are preferred but UTM is also acceptable.
14. **LONGITUDE (WEST):** Enter the Longitude for the property in decimal degrees to 6 decimal places.
15. **UTM ZONE:** Select the UTM Zone (13, 14 or 15). If you have entered the Lat/Long you may leave the UTM fields blank.
16. **NORTHINGS:** Enter UTM northings for the property.
17. **EASTINGS:** Enter the UTM eastings for the property.
18. **RESOURCE TYPE:** Select from district, building, site, object, or structure.
19. **HISTORIC FUNCTION:** Select the use of the resource during its period of significance.
20. **CURRENT FUNCTION:** Select the current use of the resource from the dropdown menu.
21. **AREA OF SIGNIFICANCE, PRIMARY:** This is the most important area of significance.
22. **AREA OF SIGNIFICANCE, SECONDARY:** This is the next most important area of significance if one exists; if not, leave blank.
23. **DESCRIPTION OF SIGNIFICANCE:** Enter the statement of significance and eligibility assessment of the resource. If the property is within an identified historic district, state whether it is contributing or noncontributing to the district and the name of the district.
24. **DOCUMENT RESOURCE:** List the sources of information used for documenting this resource and its significance. If using an oral interview, provide the name and date of the person interviewed.

25. **NAME OF PREPARER:** Who did research and completed the form?
59. **SURVEY PROJECT:** Is this a survey project? Select YES/NO
26. **PROJECT NAME:** Enter the survey name here. If this is not a survey project leave this field blank.
27. **DATE OF PREPARATION:** Month and year the form was completed.
28. **PHOTOGRAPHS:** Are photographs included with form. Select YES/NO. **NOTE:** Form is incomplete without photographs.
29. **YEAR:** Enter the year the photographs were taken.
30. **ARCHITECT/ BUILDER:** This is the name of the designer and/or craftsman responsible for resource's design and/or execution. If you do not know, enter unknown.
31. **YEAR BUILT:** What is the year of construction of resource? This date should be obtained from tax records, plat registration documents, or Sanborn Fire Insurance Company maps. **NOTE:** Form is incomplete without date.
32. **ORIGINAL SITE:** Is the resource located where originally built or where historic significance occurred? Select YES/NO.
33. **DATE MOVED:** If NO was selected for #32, enter the date the move occurred.
34. **FROM WHERE:** If NO was selected for #32, enter where the resource was previously located.
35. **ACCESSIBLE:** Is resource viewable from a public thoroughfare?
36. **ARCHITECTURAL STYLE:** See the list of terms for guidance. Use only the designations from the dropdown menu. If the resource is a style that is not listed in the dropdown menu, use OTHER.
37. **OTHER ARCHITECTURAL STYLE:** Use this field to enter alternative styles if the style was not available in the dropdown menu for #36.
38. **FOUNDATION MATERIAL:** Select the primary foundation material from the dropdown menu. Include any additional materials in the DESCRIPTION OF RESOURCE #51. If the foundation is not visible, enter: UNCOLLECTED
39. **ROOF TYPE:** Enter the roof type.
40. **ROOFING MATERIAL:** Select the present roofing material. If the material is not visible on a flat roof, enter: UNCOLLECTED.
41. **WALL MATERIAL, PRIMARY:** Select the primary wall material.
42. **WALL MATERIAL, SECONDARY:** Select an additional wall material if is present on the resource.
43. **WINDOW TYPE:** Style and configuration. See reference sheets for types of windows. If the window is boarded and cannot be seen, enter: UNCOLLECTED.
44. **WINDOW MATERIAL:** Select the material of the window sash, not the applied storm windows. If the window is boarded and cannot be seen, enter: UNCOLLECTED.
45. **DOOR TYPES:** Style and configuration. Most doors may be described as "paneled" "glazed paneled," "slab," or "glazed slab." If the door is boarded and cannot be seen, enter: UNCOLLECTED.
46. **DOOR MATERIAL:** Select the material of the door. If the door is boarded and cannot be seen, enter: UNCOLLECTED.
47. **EXTERIOR FEATURES:** Indicate large defining features of the resource. Example: Large wrap-around porch, balconies, end chimneys, and window dormers.
48. **INTERIOR FEATURES:** Describe character defining features of the interior of the resource. Example: Wooden mantels over fireplaces; staircase; decorative woodwork; vaulted ceilings. If you have not seen the interior, leave this blank.

49. **DECORATIVE DETAILS:** Describe any special or unique decorations and trims that were historically on the resource and that are still present. If there are none, leave this blank.
50. **CONDITION OF RESOURCE:** Select from the following: 01 Excellent is perfectly maintained; 02 Good is very well maintained; 03 Fair is somewhat in need of maintenance; 04 Poor is badly in need of maintenance, 05 Ruins means most or all of the resource is destroyed or missing.
51. **DESCRIPTION OF RESOURCE:** Overall description of resource's historic appearance and alterations that have occurred since original construction. Include dates of alterations, if known.
52. **COMMENTS:** Include any general comments about the resource.
53. **PLACEMENT ON MAP:** Sketch map should be drawn legibly and large enough to be clear. It need not be to scale, but reference points must be present on generally available sources such as city or county maps. Clearly label (A) Nearby major and adjacent reference roads and streets, (B) property location in relation to reference points. If resource is located on city block, indicate location in reference to corner or other landmarks. Form is **incomplete** without a map. However, if survey maps indicating the address of each property will be submitted, you may enter: See survey map.
55. **CONTINUATION:** Continuations of any numbered item or information that may not be covered by numbered items.
54. **LIST ON NATIONAL REGISTER:** Select from YES, NO, or ELIGIBLE.
56. **NATIONAL REGISTER ENTRY:** If the resource has been previously listed on the National Register of Historic Places include the NR ID number which can be found here <http://www.ocgi.okstate.edu/shpo/allsites.htm> .

HISTORIC PRESERVATION RESOURCE IDENTIFICATION LIST OF TERMS

RESOURCE TYPES

- DISTRICT
- BUILDING
- SITE
- OBJECT
- STRUCTURE

FUNCTION TYPES

DOMESTIC

- SINGLE DWELLING
- MULTIPLE DWELLING
- SECONDARY STRUCTURE
- HOTEL
- INSTITUTIONAL HOUSING
- CAMP
- VILLAGE SITE

COMMERCE/TRADE

- BUSINESS
- PROFESSIONAL
- ORGANIZATIONAL
- FINANCIAL INSTITUTION
- SPECIALTY STORE
- DEPARTMENT STORE
- RESTAURANT
- WAREHOUSE
- TRADE (ARCHEOLOGY)

SOCIAL

- MEETING HALL
- CLUBHOUSE
- CIVIC

GOVERNMENT

- CAPITOL
- CITY HALL
- CORRECTIONAL FACILITY
- FIRE STATION
- GOVERNMENT OFFICE
- DIPLOMATIC BUILDING
- CUSTOM HOUSE
- POST OFFICE
- PUBLIC WORKS
- COURTHOUSE

FUNCTION TYPE (cont.)

EDUCATION

- SCHOOL
- COLLEGE
- LIBRARY
- RESEARCH FACILITY
- EDUCATIONAL RELATED HOUSING

RELIGION

- RELIGIOUS STRUCTURE
- CEREMONIAL SITE
- CHURCH SCHOOL
- CHURCH RELATED RESIDENCE

FUNERARY

- CEMETERY
- GRAVES/BURIALS
- MORTUARY

RECREATION

- THEATER
- AUDITORIUM
- MUSEUM
- MUSIC FACILITY
- SPORT FACILITY
- OUTDOOR RECREATION
- FAIR
- MONUMENT/MARKER
- WORK OF ART (SCULPTURE, CARVING, ROCK ART)

AGRICULTURE/ SUBSISTENCE

- PROCESSING
- STORAGE
- AGRICULTURAL FIELD
- ANIMAL FACILITY
- FISHING FACILITY OR SITE
- AGRICULTURAL OUTBUILDINGS
- HORTICULTURE FACILITY
- IRRIGATION FACILITY

INDUSTRY/PROCESSING EXTRACTION

- MANUFACTURING FACILITY
- EXTRACTIVE FACILITY
- WATER WORKS
- ENERGY FACILITY
- COMMUNICATION FACILITY
- PROCESSING SITE

FUNCTION TYPE (cont.)

HEALTH CARE

- HOSPITAL
- CLINIC
- SANATORIUM
- MEDICAL BUSINESS/OFFICE
- RESORT

DEFENSE

- ARMS STORAGE
- FORTIFICATION
- MILITARY FACILITY
- BATTLE SITE
- COAST GUARD FACILITY
- NAVAL FACILITY
- AIR FACILITY

LANDSCAPE

- PARKING LOT
- PARK
- PLAZA
- GARDEN
- FOREST
- UNOCCUPIED LAND
- UNDERWATER
- NATURAL FEATURE
- STREET FURNITURE/OBJECT
- CONSERVATION AREA
- STREET FURNITURE/STRUCTURE
- CONSERVATION

TRANSPORTATION

- RAIL-RELATED
- AIR-RELATED
- WATER-RELATED
- ROAD-RELATED
- PEDESTRIAN-RELATED

WORK IN PROGRESS

UNKNOWN

VACANT/NOT IN USE

OTHER

AREA OF SIGNIFICANCE

AGRICULTURE

ARCHEOLOGY

- PREHISTORIC ARCHEOLOGY
- HISTORIC-ABORIGINAL
- HISTORIC-NON-ABORIGINAL

ARCHITECTURE

ART

COMMERCE

COMMUNICATIONS

COMMUNITY PLANNING AND DEVELOPMENT

CONSERVATION

ECONOMIC

EDUCATION

ENGINEERING

ENTERTAINMENT/RECREATION

ETHNIC HERITAGE

- ASIAN
- BLACK
- EUROPEAN
- HISPANIC
- NATIVE AMERICAN
- OTHER

EXPLORATION/SETTLEMENT

HEALTH/MEDICINE

INDUSTRY

INVENTION

LANDSCAPE ARCHITECTURE

LAW

LITERATURE

MARITIME HISTORY

MILITARY

PERFORMING ARTS

PHILOSOPHY

POLITICS/GOVERNMENT

RELIGION

SCIENCE

SOCIAL HISTORY

TRANSPORTATION

OTHER

ARCHITECTURAL STYLES

NO DISTINCTIVE STYLE
COLONIAL
EARLY REPUBLIC
FEDERAL

MID 19TH CENTURY
GREEK REVIVAL
GOTHIC REVIVAL
ITALIAN REVIVAL
EXOTIC REVIVAL
OCTAGON MODE

LATE VICTORIAN
GOTHIC
ITALIANATE
SECOND EMPIRE
STICK/EASTLAKE
QUEEN ANNE
SHINGLE STYLE
ROMANESQUE
RENAISSANCE

LATE 19TH AND EARLY 20TH CENTURY REVIVALS
COLONIAL REVIVAL
CLASSICAL REVIVAL
TUDOR REVIVAL
LATE GOTHIC REVIVAL
MISSION/SPANISH COLONIAL REVIVAL
BEAUX ARTS
PUEBLO

LATE 19TH AND EARLY 20TH CENTURY AMERICAN MOVEMENTS
PRAIRIE SCHOOL
COMMERCIAL STYLE
CHICAGO
SKYSCRAPER
BUNGALOW/CRAFTSMAN

MODERN MOVEMENT
MODERNE
INTERNATIONAL STYLE
ART DECO

OTHER
NATIONAL FOLK
SHOTGUN
FOLK VICTORIAN
MIXED (More than two styles from different periods)

MATERIAL TYPES

NONE LISTED
EARTH

WOOD
WEATHERBOARD
SHINGLE
LOG
PLYWOOD/PARTICLE BOARD
SHAKE

BRICK

STONE
GRANITE
SANDSTONE
LIMESTONE
MARBLE
SLATE

METAL
IRON
COPPER
BRONZE
TIN
ALUMINUM
STEEL
LEAD
NICKEL
CAST IRON

STUCCO
TERRA COTTA
ASPHALT
ASBESTOS
CONCRETE
ADOBE
CERAMIC TILE
GLASS
CLOTH/CANVAS

SYNTHETICS
FIBERGLASS
VINYL
RUBBER
PLASTIC

OTHER
INAPPLICABLE
UNCOLLECTED

CONDITION

- 01 EXCELLENT perfectly maintained
- 02 GOOD very well maintained
- 03 FAIR somewhat in need of maintenance
- 04 POOR badly in need of maintenance
- 05 RUINS most or all resource is destroyed or missing

DETERMINING DATES OF CONSTRUCTION

Because resources are normally eligible for the National Register only if they are at least 50 years old, it is extremely important to provide an accurate date of construction on the Historic Preservation Resource Identification Form. This date should be accurate within 5 years of the actual date of construction.

There are a number of fairly quick methods to estimate the date:

Sanborn Fire Insurance Maps

The Sanborn Fire Insurance Company mapped most incorporated towns in Oklahoma periodically between 1890 and the 1970s. Within the mapped area (which may not include the entire town), a plan view of each building was drawn. It is possible to estimate the date of construction by interpolating between the map on which the building first appears and the previous map (if that map showed a vacant lot or different building). The Sanborn maps are available at the Western History Collections, University of Oklahoma. Photocopies of the entire map series for a given community may be purchased from the Western History Collections. Many libraries throughout the state offer access to a database of electronic Sanborn Maps. In addition, Sanborn Maps are available for purchase from EDR (www.edrnet.com); this company bought the Sanborn Company and holds the copyrights for all maps not available in the public domain.

City Directories

Beginning about 1920, and in some cases earlier, the city directories for many of the larger communities in Oklahoma include a "criss-cross directory" which listed owners in the order of the street address. One can generally interpolate the date of construction between the year of the directory in which a building is first listed and the previous directory. If an unbroken series exists, you can assume that a resource was built in the year prior to that in which it first appears in the city directory. City directories are often available at local libraries or historical societies. The Oklahoma Historical Society library has city directories for a limited number of communities.

Plat maps

If all the buildings within a platted addition appear to be approximately the same age, one can often assume that the buildings were constructed within five years of the date of the plat. Plat maps are available at county courthouses. Make sure that the addition was not re-platted at a later date. Your property may be older than the addition if the property appears to be a different style or setback. This is often true of farmsteads that were later subdivided for redevelopment. Be suspicious if the style is older than surrounding houses or if the setback is different.

Tax assessor annual rolls

Look for significant jumps in the assessed value of a property. These jumps generally signify improvements to the property. Tax assessor rolls are available at the County Assessor's Office. Do not depend on the date of construction provided on the tax assessor card, since the tax assessor cards for older properties are often inaccurate.

Photographs

Photographs may provide relative dates of construction. Look for photographs of buildings, parades, automobiles, street scenes, and people. Beware of the date provided on photographs. Better estimates come from cars, surrounding buildings, streets and lights, and known events.

Newspapers

Newspapers typically reported the construction of commercial and public buildings and the development of subdivisions. In small towns, they often reported almost all building construction and additions to buildings. Newspapers are fairly time-consuming to research, but they provide the most accurate dates of construction. Before checking the newspapers, try to narrow the date of construction down to a few years. Look at the "local news" column or, in larger towns, the real estate section. Newspapers may be available at your local library or newspaper office. The Oklahoma Historical Society has the most complete newspaper collection in the state.

STANDARDS FOR PHOTOGRAPHY

Photographs must be submitted for each property for which a survey form is completed. A sufficient number of streetscape photographs to characterize each study unit, when applicable, must also be submitted. The documentation must conform to the following standards:

For Digital photographs:

1. .JPEG file format.
2. Have a pixel array (also referred to as pixel depth or pixel dimension) of at least 1200 by 1600.
3. Have a resolution of 300 ppi.
4. Be RGB color mode.
5. File names should correspond to property address.
6. Record all photographs on CD-R gold or DVD-R gold disc.
7. Label discs with survey information: county, city, survey project name. If the label is handwritten, discs and cases should be labeled with archival quality markers **not** with permanent markers. If it is not handwritten, it should be a direct print.
8. All prints will be three by five inch or four by six inch (3" x 5" or 4" x 6"). Archival quality printing is not required.
9. All prints should be labeled. The preferred method is hand labeled with pencil or archival quality marker. It is acceptable to use adhesive labels.

10. All prints will be placed in new appropriately labeled envelopes between the dimensions of six by nine or eight and a half by eleven (6"x9" or 8.5"x11") placed within the folder of the property it documents.

For traditional Black and White photographs:

1. All processing of negatives will be to industry standards as specified in the manufacturer's product literature.
2. All prints will be three by five inch or four by six inch (3" x 5" or 4" x 6"), matte. Archival quality printing is not required.
3. All prints should be labeled. The preferred method is hand labeled with pencil or archival quality marker. It is acceptable to use adhesive labels.
4. Photographic prints will be processed in accordance with industry standards as recommended in the manufacturer's product literature.
5. All prints will be placed in new appropriately labeled envelopes between the dimensions of six by nine or eight and a half by eleven (6"x9" or 8.5"x11") placed within the folder of the property it documents.
6. A contact sheet for each roll of film shall be maintained in a PhotoGuard (or equivalent) polypropylene pocket designed for binder storage.
7. All photographic negatives will be maintained in Print File Archival Preserver (or equivalent) negative holders designed for binder storage. Negatives will be inserted to correspond with the contact sheet, arranged so that strips do not extend beyond the edge of the sheet.
8. An index will be compiled and maintained with the negatives. The index will include a listing of each property in order of the file folders, with a cross reference to the roll sheet and negative frame number.
9. Negatives and accompanying materials will be maintained in a ring binder, arranged in the following order: (1) index, and (2) contact sheet followed by the corresponding negative holder, organized numerically by roll number.

MAP STANDARDS

Each survey must provide, at a minimum, a map of the survey area, coded to indicate the results of the survey, and a map of each area that appears eligible for listing in the National Register. Maps for thematic surveys should show the distribution of the property type and the distribution of those that appear eligible for the National Register.

The maps used by local planning departments often provide the basis of a good base map. For intensive surveys, Sanborn maps are useful for delineating historic districts and identifying the contribution of component resources.

Base maps may be submitted in a large format. However, all maps must also be reproducible in an 8 ½" x 11" format and inserted in the project report. The map must be of professional quality, drawn by a draftsman or cartographer or generated by computer, and they must be highly legible. Maps must provide the following information:

1. They must be clear and readable.
2. The name of the survey should appear on the map, and the map should be labeled with a descriptive title.
3. All streets must be clearly labeled on each map.
4. The map must include a legend and a north arrow.
5. The month and year that the map was prepared for the survey should appear on the map.
6. The boundaries of the survey area.
7. The boundaries of any eligible historic districts and the contributing /noncontributing status of properties.

COMPUTER DATA STANDARDS

For surveys conducted under contract to the Oklahoma SHPO, the survey data must be submitted in a computer format using the OK/SHPO's database, as well as in hard-copy form in folders. Subgrantees should request a copy of the OK/SHPO database, which provides the database structure. The survey data must be submitted on CD-ROM, according to the following format:

1. All data will be placed on a new CD-ROM.
2. All data CDs will be labeled as to content and capacity occupied.
3. All data will be produced in the OK/SHPO's database. The template and instructions for the database are available from the OK/SHPO upon request.
4. All data will be entered in ALL CAPITALS.

GPS STANDARDS

For all surveys conducted the project must include geographical coordinates for each resource identified in the survey. The coordinate information will be included on the Resource Identification Form. The coordinates can be either Latitude/Longitude or UTM. Lat/Long format is preferred and must be entered in the decimal degree to 6 decimal places.

GLOSSARY

Americans with Disabilities Act (ADA)- Public Law 101-336 which prohibits discrimination on the basis of disability by private entities in places of public accommodation, requires that all new places of public accommodation and commercial facilities be designed and constructed so as to be readily accessible and usable by persons with disabilities. Public agencies and private entities must comply.

Archeological Resources- Sites that can provide information about prehistoric human occupation (activities). Generally, we consider that the information will be found below the surface of the ground, but this is certainly not always the case. Archeological resources range from sites which contain numerous artifacts and features beneath the ground's surface to those which contain only a few small artifacts scattered on the ground.

Building- A structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. "Building" may refer to a historically related complex such as a courthouse and jail or house and barn.

Certified Local Government (CLG)- A local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the National Historic Preservation Act. Basically, a CLG enforces a local historic preservation ordinance and meets other requirements specified in the Certified Local Governments Program for Oklahoma.

Contributing Resource- A building, structure, site, or object that adds to the historic significance of a property.

Covenant- A deed restriction limiting the owner's use of his/her property.

Cultural Resource- A building, structure, district, or object evaluated as having significance in prehistory or history.

Design Guidelines- The document that sets forth the standards by which a historic preservation commission judges applications for certificates of appropriateness.

Determination of Eligibility (DOE)- An action through which eligibility of a property for National Register listing is decided but the property is not actually listed, and nominating authorities and federal agency officials commonly request determinations of eligibility for planning purposes and in cases where a majority of private property owners has objected to National Register listing.

District- A significant concentration, linkage, or continuity of buildings, structures, sites, or objects united historically or aesthetically by plan or physical development.

Documentation- Information that describes, locates, and explains the significance of a historic property.

Evaluation- The process by which the significance and integrity of a historic property are judged and eligibility for National Register listing is determined.

Eligible Property- An eligible property is any district, building, site, structure, or object that meets at least one of the National Register criteria and possesses historical integrity. In most instances, properties that have achieved significance within the past 50 years are not eligible for the National Register. Eligible properties receive the same measure of protection under federal law, as do those listed in the National Register.

Historic American Buildings Survey (HABS)- The program the National Park Service established in 1933 to document the history of the building arts in the United States with architectural measured drawings, photographs, and written reports. The Survey aids urban neighborhoods and rural communities, state and local governments, and federal agencies in surveying and recording their historic architectural resources.

Historic American Engineering Record (HAER)- The program the National Park Service established in 1969 to survey and document America's historic industrial, engineering, and transportation resources and to record the working and living conditions of the people associated with them.

Historic American Landscapes Survey (HALS)- The program the National Park Service established in 2000 to survey and document landscapes. HALS builds on the HABS/HAER documentation traditions, while expanding the range of stories that can be told about human relationships with the land. HALS documents the dynamics of landscapes, as HABS and HAER document unique buildings and engineering structures and systems.

Historic Context- A unit created for planning purposes that groups information about historic properties based on a theme, specific time period, and geographical area.

Historic Resources- The buildings, structures, objects, and sites (including historic archeological sites) that represents human activity.

Identification- The process by which information is gathered about historic properties.

Integrity A property possesses integrity if the authenticity of a property's historic identity is evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Intensive-Level Survey- means (1) systematic, detailed field (and archival) inspection of an area designed to identify fully the architectural, archeological, and historic properties and calculated to produce a level of documentation sufficient, without any further data, to evaluate National Register eligibility (and nominate if appropriate); or (2) systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance within specific historic contexts.

Inventory- A list of historic resources determined to meet specified criteria of significance.

Minimum-Level Documentation- Information on the location, type, condition, and significance, or identification of research needed to determine the importance of a property, but which must be supplemented with information before the property could be submitted as a nomination to the National Register. Completion of the Oklahoma

SHPO's "Historic Preservation Resource Identification Form" (including required photographs) constitutes minimum level documentation.

National Historic Landmark (NHL)- A historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

National Historic Preservation Act, as amended- The 1966 legislation establishing the National Register of Historic Places and extending the national historic preservation programs to properties of state and local significance.

National Park Service (NPS)- The bureau of the Department of the Interior to which the Secretary of the Interior has delegated the authority and responsibility to administer the National Historic Preservation Program.

National Register of Historic Places (NR)- The national list of sites, districts, buildings, structures, and objects significant in American history, architecture, archeology, engineering or culture, maintained by the Secretary of the Interior under authority of the National Historic Preservation Act.

National Register of Historic Places Multiple Property Documentation Form- The form required for nominating properties to the National Register which includes all or a defined portion of the cultural resources identified in a specified geographical area.

National Register Level of Documentation- means information on a property that is sufficient, without further data, to submit the property as a nomination to the National Register of Historic Places.

Noncontributing Resource- means a building, structure, site, or object that does not add to the historic significance of a property.

Object- Those constructions that are primarily artistic in nature or 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.

Oklahoma Historical Society (OHS)- The state agency whose mission it is to identify, collect, interpret, and preserve Oklahoma's rich heritage.

Oklahoma Landmarks Inventory (OLI)- The State Historic Preservation Office's database on the state's historic resources.

Preservation (Historic Preservation)- includes identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, conservation, and education and training regarding the foregoing activities or any combination of the foregoing activities.

Preservation Partner- Any agency, organization, or individual who participates in the development and implementation of Oklahoma's state preservation plan.

Preservation Planning- The process by which goals, priorities, and strategies for preservation activities are set forth and carried out.

Property- An area of land containing a single historic resource, or a group of resources, and constituting a single entry in the National Register of Historic Places.

Reconnaissance-Level Survey- means (1) small-scale archival or field research, designed to provide a general impression of an area's architectural, archeological, and historic properties and their values, but not calculated to provide a level of documentation sufficient to determine a property's eligibility or to nominate a property to the National Register; or (2) an examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present.

Reconstruction- The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

Recordation- The documentation of a historic resource.

Registration- The process which results in historic or archeological properties being listed in or determined eligible for listing in the National Register.

Rehabilitation- The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

Research Design- A statement of proposed identification, documentation, investigation, or other treatment of a historic property that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments.

Restoration- The act or process of accurately recreating the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by replacement of missing earlier work.

Secretary of the Interior's Professional Qualification Standards- The professional qualifications included in the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* which detail the minimum education and experience a person must possess in order to successfully perform tasks associated with the preservation of archeological and historic resources.

Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation-The standards and guidelines which provide technical information about archeological and historic preservation activities and methods. These include guidance for preservation planning, identification, evaluation, registration, historic research and documentation, architectural and engineering documentation, archeological investigation, historic preservation projects, professional qualifications, and preservation terminology.

Significance- Is the quality of a resource, either by association or example, that gives the resource historic weight and value. This is determined by the recognition or potential of a resource to yield valuable data, serve as a representative model or aid in the understanding of historic events, period or people. The evaluation of significance is

considered within a historic context that may be local, state, or national. Significance must be directly related to the specific site, building, structure, object, or district.

Site- The location of an event, prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, architectural, or archeological value regardless of the value of any existing structure.

State Historic Preservation Officer (SHPO)- The person designated by the Governor or Chief Executive Officer to act for the state in matters pertaining to the national historic preservation program. Oklahoma statutes provide that the Executive Director of the Oklahoma Historic Society shall be designated the State Historic Preservation Officer.

Structure- Those functional constructions made usually for purposes other than creating human shelter, such as a bridge.

Survey- A carefully designed and systematic process of identifying and gathering data on the historic resources of a given area. It includes field survey, the physical search for and recording of historic resources on the ground, but it also includes planning and background research before field survey begins.

Traditional Cultural Property (TCP)- Is generally a property that is eligible for inclusion in the National Register of Historic Places because of its association with cultural practices or beliefs of a living community that (a) are rooted in that community's history, and (b) are important in maintaining the continuing cultural identity of the community. "Traditional" in this context refers to those beliefs, customs, and practices of a living community of people that have been passed down through the generations, usually orally or through practice. The traditional cultural significance of a historic property, then, is significance derived from the role the property plays in a community's historically rooted beliefs, customs, and practices. There are many definitions of the word "culture"; but in the National Register programs the word is understood to mean the traditions, beliefs, practices, lifeways, arts, crafts, and social institutions of any community, be it an Indian tribe, a local ethnic group, or the people of the nation as a whole.

Thematic Area- The Oklahoma SHPO has identified twelve major themes that describe broad patterns of historical activity significant in the development of the state.

Thematic Survey- Survey projects that are carried out to identify specific resources related to one of the thematic areas designated by the OK/SHPO are thematic surveys.

UTM (Universal Transverse Mercator)- A set of coordinates - zone, northing, easting - which indicates a unique location that appears on maps of the United States Geological Survey.