

# National Register Criteria

Source: National Register Bulletin  
Guidelines for Local Surveys: A Basis for Preservation Planning  
National Park Service

## THE CRITERIA OF THE NATIONAL REGISTER OF HISTORIC PLACES

The following criteria are designed to guide the States, Federal agencies, and the Secretary of the Interior in evaluating potential entries (other than areas of the National Park System and National Historic Landmarks) for the National Register:

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

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

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

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

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

For further information on the National Register criteria and how to interpret them, contact the National Register office of the National Park Service.

# 25 Ways to Promote Archeology

Source: National Register Bulletin  
Guidelines for Local Surveys: A Basis for Preservation Planning  
National Park Service

## 25 Simple things you can do to promote the public benefit of archaeology

Archaeologists have a special responsibility to promote the public benefits that can be derived from the practice of archaeology and the appropriate investigation of archaeological resources. A variety of other groups, some with very different and quite destructive perspectives on archaeological resources, busily pursue different agendas for use of the archaeological record.

If archaeologists do not act to counter these, who will? This brochure provides a wealth of suggestions about what you can do to be an advocate for archaeology.

### Spread the Word -- Enthusiastically

1. *Include* public outreach in all of your projects. Provide tours. Develop or contribute to a WWW page
2. *Hone* your writing skills and use them. Write letters to the editors of your local newspapers. Learn to write for specific audiences. Above all, avoid jargon!
3. *Talk* about the values of archaeology, historic places and preservation and highlight local archaeological activities. Practice the effective "sound bite."
4. Cooperate with the media and build contacts with history and science writers and broadcasters

### Get the most out of tge National Register of Historic Places

5. *Nominate* sites and multiple properties to the National Register of Historic Places.
6. *Use* state and local registers as well to honor and document important sites.
7. *Request* an Author's Packet from the National Register of Historic Places and write a Teaching with Historic Places lesson plan.

### Get on the tourism train

8. *Contact* state travel offices and local convention and visitor bureaus with accurate, interesting information on archaeological travel destinations.

### Improve undergraduate and graduate education

9. *PROFESSORS: Include* discussion of public archaeology in all of your courses: business, legal and ethical issues, and the responsibility to communicate with the public about archaeology. Ensure that students learn that archaeological sites are found in their communities, not only in exotic locales.
10. *Educate* the administration of your school about the importance of public outreach.
11. *STUDENTS: Request* courses in public archaeology and methods of public education.

**Join up: There is strength in numbers**

12. *Join* the professional council and the vocational society in your state. Keep your dues current, attend meetings, and participate by giving papers or writing for journals. Provide your insight as a Professional, a Citizen, and a Constituent.

**Provide your insight as a professional, a citizen, and a constituent**

13. *Know* your local, state, and federal legislators and let them know what you think. (The League of Women Voters is one source of information.)
14. *Learn* about issues that impact archaeology, such as federal land management, resource protection, and historic preservation. Check out the Government Affairs section of SAA's Web page.
15. *Communicate* the business and financial contributions of archaeology to the Chamber of Commerce in your community.

**Get involved with local communities**

16. *Contact* all local community interest groups about your work. Know local cultures, history and customs.
17. *Be sensitive* to the traditional knowledge and values of Native Americans and other ethnic and racial minorities.
18. *Speak* to local organizations, civic associations, and clubs.

**Build bridges**

19. *Contact and cooperate* with other professionals to promote a multidisciplinary approach to Cultural Resource Management.
20. *Talk* to developers, civil engineers, and planners and write articles for their professional journals.
21. *Initiate and maintain* contact with historical societies and local historic preservation commissions.
22. *Work* with agricultural, environmental, and land trust organizations to promote consideration of cultural resources in open space, or protection through easements or other preservation strategies.

**Build a constituency of teachers and students**

23. *Support and participate* in the public education activities of your professional societies.
24. *Volunteer* to be a resource person for teachers to help get archaeology in the curriculum.
25. *Encourage* your school system (and particularly your own children's teachers) to subscribe to SAA's Archaeology and Public Education and to use the National Park Service's Teaching with Historic Places series of lesson plans.

# Rehabilitating Historic Buildings Checklist

Source: Heritage Preservation Services  
Technical Preservation Services for Historic Buildings

**Rehabilitation acknowledges the need to alter or add to a historic building to meet continuing or changing uses while retaining the building's historic character.**

This series of questions in a "checklist" format has been designed to help anyone who is considering the rehabilitation of a historic building. The **CHECK LIST** suggests a typical process of documenting, evaluating, and assessing a historic building prior to undertaking rehabilitation work.

Please note that the following is general guidance; therefore, it cannot be used to determine which features of a specific historic building are important in defining the historic character and must be preserved, or which features could be altered--if necessary--for the new use. This kind of careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, and historians who are skilled in the preservation and rehabilitation of historic buildings.

## 1. CHECK AVAILABLE DOCUMENTATION

What historical or architectural documentation is available about the building and site that can help to determine how it looked early in its history, as well as the cumulative changes made over time? For example:

- state or local historical survey or inventory
- historical documents, views, photographs in libraries, archives, historical societies, recorded by Historic American Buildings Survey/Historic American Engineering Record
- National Register nomination

## 2. EVALUATE THE HISTORIC CHARACTER (THE WAY IT LOOKS TODAY)

Historic buildings are physical records of past inhabitants. The character-defining aspects of the building that need to be identified and evaluated may include the form and detailing of interior materials, such as masonry, wood, and metal; exterior features such as roofs, porches, and windows; interior materials, such as plaster and wood; and interior features, such as moldings and stairways, room configuration, and spatial relationships, as well as structural and mechanical systems.

**What is the original configuration of the building? What are the architectural changes that have been made over time during successive occupancies?** They may include:

- additions such as a porch, wing, or upper story
- changes to surfaces and finishes (unpainted to

- painted, slates to asphalt; polychrome to monochrome)
- blocking of windows, removal of shutters
- changes to grade
- change to a cornice, loss of stairs or steps
- adding false fronts
- changes to basic plan (single family to multiple family).
- changes to the building site

**Remember** that most buildings change over time with different occupancies and uses. These changes may or may not be an integral part of the historic character and should be evaluated very carefully prior to work.

## 3. ASSESS ARCHITECTURAL INTEGRITY, INCLUDING EXISTING PHYSICAL CONDITION

Has the architectural integrity of the historic building and its setting been assessed? Architectural integrity means the intactness of the building as an architectural system (its plan, features, materials, finishes, and structural system).

Are there physical problems that threaten the building's architectural and structural integrity?

Has a structural survey determined deficiencies due to settlement, deflection of beams, seismic inadequacy, or cuts through structural members for mechanical pipes and ducts?

Is there inherent material damage, such as material failure due to poor design, poor quality materials, severe environmental or moisture problems, neglect, or improper maintenance?

Is there human-inflicted damage, such as removed or lost ornamentation, inappropriate coatings, bad repointing or cleaning, insensitive additions, or partitioning of significant interior spaces?

Are historic features hidden behind later alterations? These may include ornamental ceilings or cornices obscured by dropped ceilings.

## 4. PLAN FOR THE REHABILITATION WORK

Have both the interior and exterior of the historic building been thoroughly photographed to document their condition prior to any construction work?

Will testing be needed to determine the condition of the materials or the systems?

Will the project require specially fabricated replacement materials, such as terra-cotta or ornamental metals?

Will the project involve specialized crafts, such as stone carving or ornamental plastering, and if so, where can the necessary expertise be found? It is generally necessary to write unique specifications rather than use standard specifications for certain types of work on a historic building.

Will the impact of a proposed new addition or adjacent new construction be minimized by keeping the size, shape, materials, and detailing in scale with the surrounding environment?

What protective measures will be taken to preserve character-defining features and finishes during the construction work?

Will the project require making bathrooms or other areas and amenities accessible to persons with disabilities? Have options been studied to achieve accessibility without threatening or destroying character-defining interior spaces, features, and finishes?

On the exterior, will the rehabilitation work preserve distinctive historic fabric and the historic character? Loss of fabric or change of character often occur when:

- storefronts are altered
- visible skylights are added on top of an existing building
- new dormers are added on prominent roofs
- entire new floors are added on top of an existing building
- porches are enclosed
- new window openings are created
- brick walls are abrasively cleaned
- configuration and detailing of new window sash is historically inappropriate

On the interior, will the rehabilitation work preserve distinctive historic fabric and the historic character? Loss of fabric or change of character often occur when:

- principals rooms are partitioned
- interior plaster is removed to expose brick
- interiors are gutted to introduce new atriums or add new floor levels
- significant stairs are removed or altered
- prominent hallways are narrowed in width
- decorative ceilings are covered by dropped ceilings

Will an architect or other qualified historic preservation personnel be available during construction to ensure that work is carried out according to established preservation principles?

Have construction personnel received adequate training in

undertaking historic preservation work?

#### 5. CHECK CODES AND OTHER LEGAL REQUIREMENTS

Are there easements, overlay zones, or local ordinances governing alterations to property (check deed records, zoning offices)?

Depending on the current or anticipated use (museum, commercial/retail, public space), how does the Americans with Disabilities Act, a federal civil rights law, apply to the historic building?

How do state and local building codes apply to the historic building? What impact will they have upon the character and integrity? Are code variances available? Are there code equivalency possibilities for the building?

Is local historic preservation commission review required?

#### 6. CHECK USE OF FEDERAL FUNDS/REVIEW REQUIREMENTS

Will federal funds be involved in the project, necessitating review by the State Historic Preservation Office and consultation with the Advisory Council on Historic Preservation?

Will federal historic preservation tax credits be used? If so, do you have a copy of the *Secretary of the Interior's Standards for Rehabilitation* (36CFR 67)?

Have you obtained a copy of the *Historic Preservation Certification Application* package from the State Historic Preservation Office?

- Note that for federal historic preservation tax credits, the *Secretary of the Interior's Standards for Rehabilitation* (36 CFR 67) take precedence over local requirements and design guidelines.

#### 7. CHECK AVAILABLE PUBLICATIONS

The following publications may be requested free from TPS by contacting: Heritage Preservation Services, National Center for Cultural Resources, 1201 Eye St., NW 2255, Washington, D.C. 20005. Or phone: (202) 513-7270, FAX: (202) 513-7270, E-mail: nps\_hps-info@nps.gov

- The Secretary of the Interior's Standards for Rehabilitation . (1990) in English or Spanish (please specify). 36 CFR 67.
- Caring for the Past (Catalog of Historic Preservation Publications developed by Technical Preservation Services). This comprehensive listing of sales publications includes the popular *Preservation Briefs series*, *Preservation Tech Notes*, and *Guidelines for Rehabilitating Historic Buildings*.
- Preservation Tax Incentives for Historic Buildings This booklet provides an overview of the federal Preservation Tax Incentives program and its requirements.