# FACT SHEET #15: OKLAHOMA HISTORIC PROPERTY RECORD GUIDELINES

## INTRODUCTION

The Oklahoma State Historic Preservation Office (SHPO) has developed the Oklahoma Historic Property Record (OHPR) in order to establish an archival format for the documentation of a historic property. A completed OHPR will usually include a historical report and large or medium format photography. The guidelines are to be used in conjunction with, and the final OHPR must meet, the Secretary of the Interior's Standards for Architectural and Engineering Documentation. The complete text of these standards can be found online at http://www.cr.nps.gov/local-law/arch_stnds_6.htm. The final report and photo documentation will be housed in the collections of the Oklahoma State Historic Preservation Office.

The Oklahoma State Historic Preservation Office (SHPO) has developed the Oklahoma Historic Property Record Guidelines to standardize documentation needs for a variety of its programs, particularly in the mitigation of adverse effect determinations in the Section 106 (National Historic Preservation Act) process. The SHPO also recommends that preservation professionals and stewards/managers of historic properties consider following these guidelines to ensure a complete record of a property's condition for use in planning for restoration, rehabilitation, or even reconstruction. In the event a historic property must be demolished through a non-federal action, these guidelines could be utilized as one way of offsetting the loss of the significant property.

## HISTORICAL REPORT

A standard outline format has been developed for the OHPR historical report to ensure that all important information is included and is readily accessible. The historical report is a compilation of historical and architectural/engineering data compiled for use as a research source. It is not intended to be a definitive study or formal stylistic analysis, but a source of basic graphic and contextual property information, and a reference to sources for additional information. There is no need to include lengthy verbal physical descriptions which are better illustrated in the companion photographs. References to appropriate photographs can be made within the historical report. Primary features to include in the written report are property characteristics not apparent in the photographic documentation. The report shall be submitted in final form printed, single-spaced, on 8½" x 11" archival bond paper. It shall be written in simple language, without excessive specialized terminology. The historical report shall follow the A *Manual of Style* (University of Chicago Press) guidelines. Indicate all sources for all information; footnotes, endnotes, or shortened notes in parentheses are all acceptable.

Severs Block, Muskogee, Muskogee County

Fox Building, Tulsa, Tulsa County

## PART I. PROPERTY IDENTIFICATION AND GENERAL INFORMATION

A. Name: Use the historic name. Any common name can be listed secondarily in parentheses after the historic name.

B. Identification Number: Please contact the SHPO National Register Program Coordinator for the appropriate inventory number.

C. Location: Include the address and/or intersection, as appropriate, city or town, county, and state. Provide the Section-Township-Range for rural properties and Longitude/ Latitude for all properties.

D. Present Owner, Present Occupant, Present Use: The first two may be combined if they are the same individual or group. Mention the address of the owner if it is different from that of the building complex. If a building is vacant, list "vacant" as its present use and eliminate the occupant category.

E. Significance: This statement is brief. A summary paragraph which covers both historical and architectural aspects of the structures and their relationship to the environment.

## PART II. HISTORICAL INFORMATION

**A. Physical History**

1. Date(s) of construction
2. Architect
3. Original and subsequent owners, occupants, uses
4. Builder, contractor, suppliers
5. Original plans and construction
6. Alterations and additions

**B. Historical Context**

Sanborn Map

## PART III. ARCHITECTURAL INFORMATION

The purpose of the written architectural information is to supplement the information provided by the photographs. The written description repeats some of the information evident in the graphic material in order to analyze, interpret, and clarify, as well as covers facts not always included in the photographs, such as materials, construction techniques, mechanical systems, color, condition, etc. Under each heading, the descriptions must be clear and concise, and cover all significant features, but do not describe in exact detail what is better shown in the graphic material. Avoid lengthy verbal descriptions; instead, refer the researcher to the appropriate photographs. Identify the features and discuss their significance, instead of merely describing them. Some historical information may be appropriate when discussing particular features. It is not necessary to include a discussion of each architectural feature for each structure.

**A. General statement**

**B. Description of exterior**

1. Overall dimensions
2. Foundation(s)
3. Walls
4. Structural System, framing
5. Porches, stoops, balconies, bulkheads
6. Chimneys
7. Openings
    a. Doorways and doors
    b. Windows and shutters
8. Roof
    a. Shape, covering
    b. Cornice, eaves
    c. Dormers, cupolas, towers

Overholser Mansion, Oklahoma City, Oklahoma County

**C. Description of interior**

1. Floor plans
    a. Describe by floors
2. Stairways
3. Flooring
4. Wall and ceiling finish
5. Openings
    a. Doorways and doors
    b. Windows
6. Decorative features and trim
7. Hardware

Peter Conser House, Barn, Heavener, LeFlore County

**D. Site**

1. Historic Landscape Design
2. Outbuildings

## PART IV. SOURCES OF INFORMATION

The purpose of this section is to provide the researcher all pertinent sources. Be sure to include complete information on every source you locate and annotate the source with useful information.

- A. Original Architectural drawings
- B. Early Views
- C. Interviews
- D. Bibliography
  - 1. Primary and Unpublished Sources
  - 2. Secondary and Published Sources
- E. Likely Sources Not Yet Investigated
- F. Supplemental Material

## PART V. PROJECT INFORMATION

This is intended to be a summary of those involved with preparing the documentation.

- A. Research Strategy
- B. Actual Research Process
- C. Archives and Repositories Used
- D. Research Staff
  - 1. Primary Preparer
  - 2. Photographer
  - 3. Additional Staff

## PART VI. PHOTOGRAPH REQUIREMENTS

**Equipment and technical specifications**

Requirements will vary based on the significance level of the property.

***Locally or State Significant Property***

**Cameras**: At least a 6 megapixel digital SLR camera but a minimum of 6 megapixel point-and-shoot digital camera is acceptable.

**Image Format**: A first generation Tag image file format (TIFF) or RAW at a 300 dpi (2000x3000). If this is not possible due to equipment formatting, a Joint Photographic Experts Group (JPEG) converted to TIFF at 300 dpi (1200x1600) is acceptable. The JPEG must not be altered in any way prior to conversion.

**Labeling the image**: • State_County_Multiple (if applicable)_property name_0001 • Leading zeros prior to image number required.

**The Disk**: CD-R with patented Phthalocyanine dye and 24 Karat gold reflective layer. Disk must be labeled using CD/DVD safe markers.

***Nationally Significant Property***

**Cameras**: A large-format view camera with perspective correction capabilities will be required for exterior photographs, and a fixed-lens medium-format camera will be required for most interior views.

**Film**: Black and white 4" x 5" sheet film and 120mm roll film only (silver gelatin on polyester based film).

**Archival Processing**: The film must be archivally processed for permanence (use of fresh chemistry and thorough washing). All prints must be archivally processed for permanence on black and white, double weight, fiber base photographic paper. No resin-coated papers will be accepted. The photographs shall clearly depict the appearance of the property and areas of significance of the recorded building(s), associated site, and interior features.

Final submission of large format views must include the original negative for each view in its own archival negative sleeve, and one good quality 4" x 5" black and white contact print mounted on an 8" x 10" 4-ply acid-free mount card.* Submission of medium format (120mm) views must include the negatives in archival negative sleeves and one good quality, properly formatted 4" x 5" black and white print of each representative view mounted on an 8" x 10" 4 ply acid-free mount card. A photographic identification sheet labeled "Index to Photographs" is required and shall be printed on 8.5" x 11" archival bond paper. This identification sheet shall include the property recorded, the photographer, the date of photography, and listing of captions for each of the photographs (captions to include description of view and direction of camera).

*The negative sleeves and mount cards are available through archival photographic materials suppliers.

## PART VII: DRAWING REQUIREMENTS

**Drawing Content**: Content of drawings shall correspond to one of the HABS/HAER/HALS Documentation Levels I, II, III, or IV as defined in the current edition of the Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation (HABS/HAER Standards) and the Historic American Landscape Survey Guidelines for Drawings (HALS Standards) published by the National Park Service.

*The HABS/HAER/HALS Documentation Level applied in compilation of the OHPR for a given property shall be subject to SHPO approval.

**Drawing Quality and Materials**: OHPR drawing quality and drawing material requirements are identical to the HABS/HAER/HALS Standards specifications. Refer to the current edition of the HABS/HAER/HALS Standards for this information.