

Supplemental Material to the National Register Bulletin

**NATIONAL REGISTER
BULLETIN**

Technical information on the the National Register of Historic Places:
survey, evaluation, registration, and preservation of cultural resources

U.S. Department of the Interior
National Park Service
Cultural Resources
National Register, History and Education

**How to Complete the National Register
Registration Form**

**Attention!
New Photo Policy for
National Register
Nominations**

Office of Archaeology and Historic Preservation

National Register and State Register Programs
History Colorado
1200 Broadway
Denver, CO 80203
303-866-4681

<http://www.historycolorado.org/archaeologists/nomination-forms>

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This activity is also partially funded by the State Historical Fund, a program of History Colorado.

Nomination Submission Dates

*Deadlines for Official
Nomination Submission

**State Review Board
Meeting Dates

Nomination Submission Deadlines	Review Board Meeting Date
1/30/2015	5/15/2015
6/5/2015	9/18/2015
10/2/2015	1/15/2016
1/29/2016	5/20/2016
6/3/2016	9/16/2016
10/3/2016	1/20/2017
1/31/2017	5/19/2017
6/2/2017	9/15/2017
10/2/2017	1/19/2018
2/2/2018	5/18/2018
6/1/2018	9/21/2018

*Official nomination submissions must contain all required materials, including the nomination form, maps, and photographs. Exceptions may occur only with the advance approval of the OAHP National Register staff. Draft nominations may be submitted at any time for informal staff review.

**Only complete and adequately documented nominations will be scheduled for Review Board consideration.

If you have any questions about nomination submissions, call us at 303-866-4681.

Thank you!

National Register Nomination Materials

The National Register Bulletin *How to Complete the National Register Registration Form* contains detailed directions on the preparation of the nomination materials. Colorado has some specific requirements in addition to those of the National Register. These requirements are outlined below. A few other items are highlighted to emphasize and clarify materials in the bulletin.

1. National Register Nomination Form and Continuation Sheets

National Register nomination forms are available for downloading from our Web site at www.historycolorado.org/OAHP.

2. Maps

See the instructions in the National Register Bulletin: *How to Complete the National Register Registration Form*

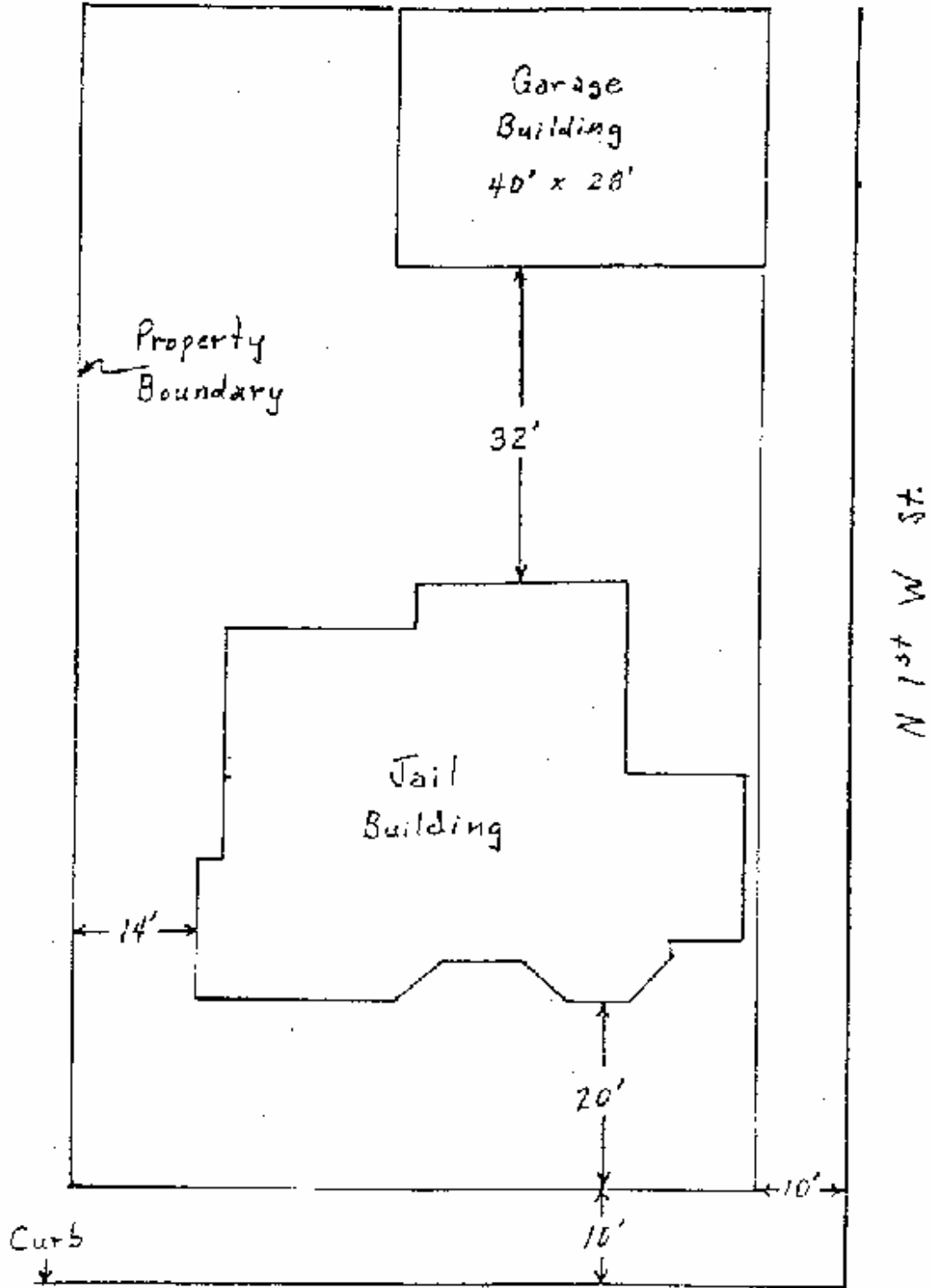
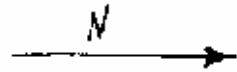
USGS (U.S. Geological Survey) Topographic Quad Map

- ✓ A full USGS 7.5 minute series topographic quadrangle map is required. Original maps only, copies are not acceptable. Digital or photocopied sections of the map are not sufficient.
- ✓ All USGS maps **must be labeled in pencil**. Maps with adhesive labels or labeled in ink will be returned.
 - Carefully circle the nominated property with a sharp pencil. The circle should be precise enough to determine the location of the nominated site.

Sketch Maps (See attached samples on following pages.)

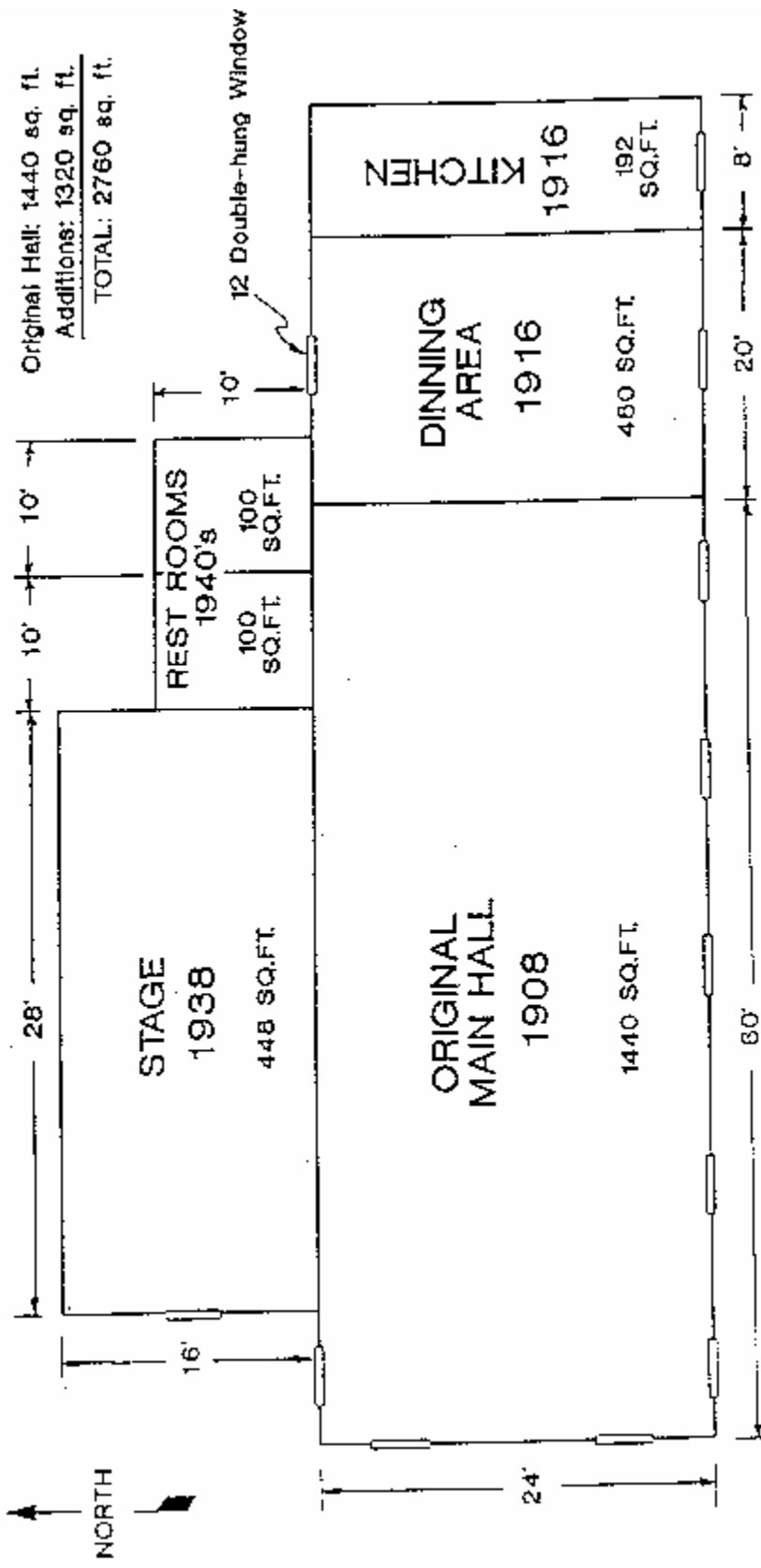
- ✓ These are needed for districts and properties containing more than one site, structure, or building to show the relationship between the various resources. Show the boundaries of the nominated property. In the case of districts, show contributing resources by cross-hatching or shading. Do not use color coding as this will not reproduce well in black and white.
- ✓ Sketch maps should be to scale to the maximum extent possible.
- ✓ Maps should fold to 8½" x 11" size.
- ✓ Maps should contain a legend with the following information:
 - property name
 - date
 - scale (or "not to scale")
 - north arrow
 - key to symbols used

SKETCH MAP OF CHEYENNE COUNTY JAIL



W 2nd St.

Cheyenne County Jail
Cheyenne Wells
Cheyenne County, Colo.
March, 1928



Pikes Peak Grange No. 163
 Franktown, Douglas County, Colo.
 Floor Plan
 June, 1990

3. Photographs

The National Register issued a revised photography policy effective January 25, 2010 (available at <http://www.nps.gov/nr/publications/guidance.htm> or see page 10 for the policy in its entirety).

Whichever policy option is used, **ONE SET of PRINTS is required with every nomination.** This set stays in the remains as part of the permanent files located at the Office of Archaeology and Historic Preservation in Denver.

The information below indicates acceptable photograph production techniques. Please note:

- ✓ **It is not sufficient to submit only digital images on a CD.** One set of black and white or color prints made with National Register acceptable ink and paper combinations must be submitted with the nomination.
- ✓ **Digital prints to National Register standards must be accompanied by approved ink and paper combinations.** These are specified in the new National Register photograph policy.

Additional items applying to all National Register photographs

The photographs should illustrate the exterior and interior qualities discussed in the nomination. They must clearly show the present condition of the nominated property. Submit as many photographs as necessary to depict the property fully. Additions, alterations, and intrusions should be illustrated.

For district nominations, photographs should include several streetscapes that give a general overall sense of the character of the nominated area. Photographs should show individually significant buildings, as well as representative building types, intrusions, and noncontributing buildings. For districts or complex properties, key photos to a sketch map with an arrow showing the camera position and direction of each shot.

Photographs should be unmounted and at least 3½" x 5". The National Register prefers 5" x 7" or larger photographs, but these are not required. Most nominations use 4" x 6" prints.

Number each photograph on the back **with pencil only.** (Venus Patriotic-Semester 430, Schwan All-Stabilo8046, or other very soft lead "art" pencil will write on resin coated paper.) Despite the instruction in the National Register bulletin, do not put any other information on the photographs. The staff will put all additional information on the photographs. Only label one set of prints. And please remember, **PHOTOGRAPHS WITH ADHESIVE LABELS OR LABELED IN INK WILL BE RETURNED.**

Special note on date-imprinted photographs

Many cameras will automatically imprint the date on the face of each photograph. If you use such a camera, **be certain that the date is correct**. Incorrect date imprints provide a confusing historical record. **PHOTOGRAPHS WITH DATE IMPRINTS WHICH DO NOT CORRESPOND TO THE ACTUAL DATE THE PHOTOGRAPHS WERE TAKEN WILL NOT BE ACCEPTED FOR NOMINATION PURPOSES.**

Complete a photograph log containing the information described in the National Register Bulletin: *How to Complete the National Register Registration Form*.

4. Color Images for Review Board Meeting Presentation

Each nomination is introduced at the Review Board meeting by the State Register staff by means of an electronic presentation. Color images of the nominated property are used in the presentation. If you submit color digital images as the official nomination photographs, no additional images are needed.

If you submit traditional film prints, then additional color images on a CD must be submitted for the board presentation. Submit 3 to 6 color prints, 4" x 6" or larger. Provide overall views of the property as well as any important exterior or interior details. For districts or complex properties, additional images will be necessary to adequately present the property to the Review Board.

For districts or complex properties, additional images will be necessary to adequately present the property to the State Review Board.

Additionally, for the Review Board review of the nomination prior to the Review Board meeting, please submit one set of the photos via a PDF document with two photos per page. This must be submitted with the nomination packet on the nomination deadline. See attachment A for a sample.

Directions for labeling the images:

- ✓ Number each print in the upper right corner and create a photo log as described in the National Register Bulletin: *How to Complete the National Register Registration Form*.
- ✓ For digital images, provide a log sheet keyed to the file name of each image.

5. Use of Materials Submitted

Upon submission to the Office of Archaeology and Historic Preservation, all nomination forms and supporting materials become public records pursuant to CRS Title 24, and may be accessed, copied, and used for personal or commercial purposes in accordance with state law unless otherwise specifically exempted. History Colorado may reproduce, publish, display, perform, prepare derivative works, or otherwise use the nomination materials for History Colorado and/or National Register purposes.

6. Proof of Ownership

Proof of ownership is required for all properties nominated to the National Register. This proof may be obtained from county land recordation records or tax records (county clerk's office). The exact document available will vary by county, but it must be from an official record with the source clearly shown. The copy must be dated by the government agency which issues it. The copy should be obtained no earlier than 90 days prior to the submission of the nomination. Ownership records copied and dated before this period will not qualify.

7. Footnotes and Endnotes

Footnotes are not required; however, the Review Board prefers that nominations contain citations throughout the text either through footnotes or other standard referencing. If you use them, please follow a standard format such as that illustrated below:

- For book citations

¹Author, *Title* (City, State: Publisher, Date), page.

¹Elliot West, *The Contested Plains: Indians, Goldseekers, and the Rush to Colorado* (Lawrence, KS: University of Kansas Press, 1998), 206.

- For newspaper citations

²Author, "Article Title," *Newspaper*, Date, Page.

²William Porter, "Civic Pride Stays True to Its Roots," *Denver Post*, 20 December 2007, p. B-01.

- For magazine or journal citations

³Author, "Article Title," *Magazine* (Date): page or pages.

³Robert Evans, "Pioneers of El Paso County," *Colorado Magazine* (July 1922): 14.

- For oral interviews

⁴Interviewee, credentials, interview by whomever, date, location, location of notes or transcripts or recordings.

⁴Jane Doe, Geologist, interview by John Smith, 12 February 2009, Leadville, CO, notes in the possession of John Smith, Denver, CO.

⁴Jose Garcia, Property Owner, interview by John Smith, 15 October 2009, Pueblo, CO, notes in the possession of John Smith, Denver, CO.

8. Bibliography

Bibliographies of primary as well as secondary sources should be standardized and consistent in their formatting. It is strongly suggested to use accepted bibliographical style, such as that published by Kate L. Turabian.

- For book citations

Author. *Title*. City, State: Publisher, Date.

West, Elliot. *The Contested Plains: Indians, Goldseekers, and the Rush to Colorado*. Lawrence, KS: University of Kansas Press, 1998.

- For newspaper citations

Individual newspaper articles are generally not cited in bibliographies.

- For magazine or journal citations

Author. "Article Title." Magazine (Date): page range of article.

Evans, Robert. "Pioneers of El Paso County." *Colorado Magazine* (July 1922): 14-30.

- For oral interviews

⁴Interviewee, credentials. Interview by whomever, date, location. Location of notes or transcripts or recordings.

⁴Doe, Jane, Geologist. Interview by John Smith, 12 February 2009, Leadville, CO. Notes in the possession of John Smith, Denver, CO.

⁴Garcia, Jose, Property Owner. Interview by John Smith, 15 October 2009, Pueblo, CO. Notes in the possession of John Smith, Denver, CO.

9. Property Owner

The property owner information is used in making notifications related to Review Board meetings, listing notifications, and other contacts. Be sure that this is the property owner's mailing address. The address may differ from that used to identify the property on the front of the nomination form. In cases where the property is owned by a group or organization (e.g., Bigtown School District), please also provide the name and title of the appropriate contact person (e.g., Nancy Smith, school superintendent).

Current Photos



Photo 1 Southwest (main) Façade, camera facing northeast



Photo 2 Southeast side of porch, camera facing northwest*

*Continue for each photo of the photograph log

National Register Photo Policy Factsheet

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital **TIFFs** are preferred.

- Digital Camera Resolution (Set the camera to the maximum or largest pixel dimension the camera allows).

BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

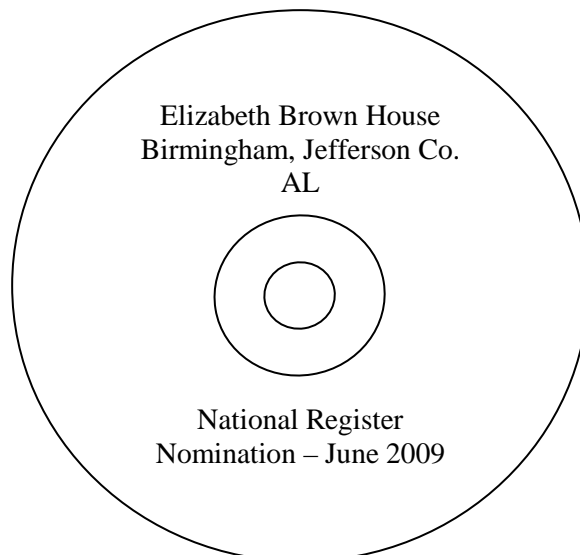
Not acceptable: CD-RW or DVD-RW (if packaging says “rewriteable” do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



Printing the Images

Print photos at 300 dpi (select this option in your computer's print menu).

Selecting the Paper and Inks

- Archival quality paper:

BEST: Manufacturer recommended paper for photograph prints

Some examples:

- Epson Premium Glossy Paper
- Kodak Ultra Photo Premium
- HP Professional Satin Photo Paper
- Matte Epson Ultra Premium Glossy Photo Paper
- HP Premium Plus Photo Paper

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

- Printer Inks:

BEST: Manufacturer recommended ink for *photograph* printing

Some examples:

- Epson UltraChrome K3
- Kodak No. 10 Pigmented Inks
- HP Vivera Pigment Inks
- Epson Claria "Hi-Definition Inks"
- Epson DuraBrite Ultra Pigmented Inks
- HP Vivera 95 dye-based inks

Note: NPS does not endorse any particular commercial product or process. The product examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.

Identifying Photographic Prints

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Best: Write the label information within the white margin **on the front** of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Birmingham Commercial Historic District, Jefferson County, AL
1 of 25

OR

Birmingham Commercial Historic District
Jefferson Co., AL
Photo 1 of 25

NR Nomination Photograph Log Page

Examples of acceptable photo pages

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

Photo #1 (AL_JeffersonCounty_BelcherNixonBld_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207
Number of Photographs: 10

Photo #1
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

AL_JeffersonCounty_BelcherNixonBld_0001
South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

BEST:	35MM SLR Camera
Acceptable:	35MM point-and-shoot camera
Not acceptable:	Disposable Cameras

Selecting the Film

Acceptable:	35MM black/white film
Or	35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable:	Photographic paper specifically designed for black/white prints
Or	35mm black/white images printed on paper designed for <i>color</i> prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
Or	35mm color images printed on paper designed for <i>color</i> images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images

Color and black-and-white images may not be embedded within the text of a nomination.

As of March 1, 2010, any nominations with embedded images within the text will not be accepted and will be returned for correction.

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1).

An "Index of Figures" (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section.

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.

If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Questions?

Please contact Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.
