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## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

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### NEW HAMPSHIRE PROPERTY DOCUMENTATION PROGRAM STANDARD FORMAT AND MITIGATION LANGUAGE

Property Documentation occurs when a resource is being demolished or substantially changed; documentation records the building as it is within its physical and historical context. Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, object, or landscape being documented.

The NH Property Documentation program draws its standards from the Historic American Building Survey (HABS) as well as, when appropriate, the Historic American Engineering Record (HAER) and the Historic American Landscape Survey (HALS). For most projects, documentation will include a narrative report, large format film photography shot in the field (prints and negatives to be submitted to NH DHR), measured drawings, and appropriate location and site maps. All of this will be submitted in archival file folders, with narrative and drawings and maps on archival paper, photos and negatives printed archivally and sleeved in archival envelopes. All pages, sleeves, and photos should be labeled with pencil (preferred) or in archival ink. No staples, tape, glue, or other adhesives should be used.

A NH State number will be assigned to each property. Numbers will be assigned by NHDHR at the request of the contractor preparing the report, and should be requested before documentation is submitted so that labels can be completed properly.

Depending on the significance of the resource, the required drawings may include one or more of the following: full set of measured drawings depicting existing or historic conditions, partial set of measured drawings targeting specific floor plans or facades, selected existing drawings copied and reproduced (digitally or photographically), sketch plans, or sketch floor plans. For structures with engineering significance, digital technology producing measured drawings may be the most appropriate recordation.

Photographs may be taken and submitted for approval in advance of the narrative where project time constraints exist. Photographs will always be large format black and white field-shot photographs with large format negatives to become property of NH DHR. Generally exterior and interior views are required. Specific photographic coverage requirements may be made for individual projects. Photographs should be archivally processed, labeled with the NH State number and photograph number on the actual print, and sleeved in a similarly labeled archival sleeve. Negatives should be separately sleeved and the sleeves labeled. Documentation should also include photo list describing the views and a photo key on a sketch map.

Narrative reports may also vary in requirements depending on the property and project. Generally, the narrative report must contain a history and a description with a bibliography and a statement of significance. The preferred format for the front page is shown in the example, but states “New Hampshire Property Documentation” and the name of the property at the top of the page along with the state number assigned to this documentation report. Information on the front page should also include location (address, city, county, and state, with map coordinates – UTM preferred), present owner, present use, significance, and the beginning of the description.

Scope of work will most often be determined by the Memorandum of Agreement for the project necessitating documentation. A final scope should be submitted by the consultant to the lead agency which will approve it in consultation with NH DHR.

**Stipulations of a Programmatic Agreement (PA) or Memorandum of Agreement (MOA) may supersede information in this document.**

*LAST UPDATED 30 JUNE 2010, MKR*