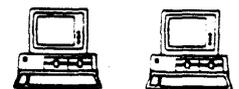
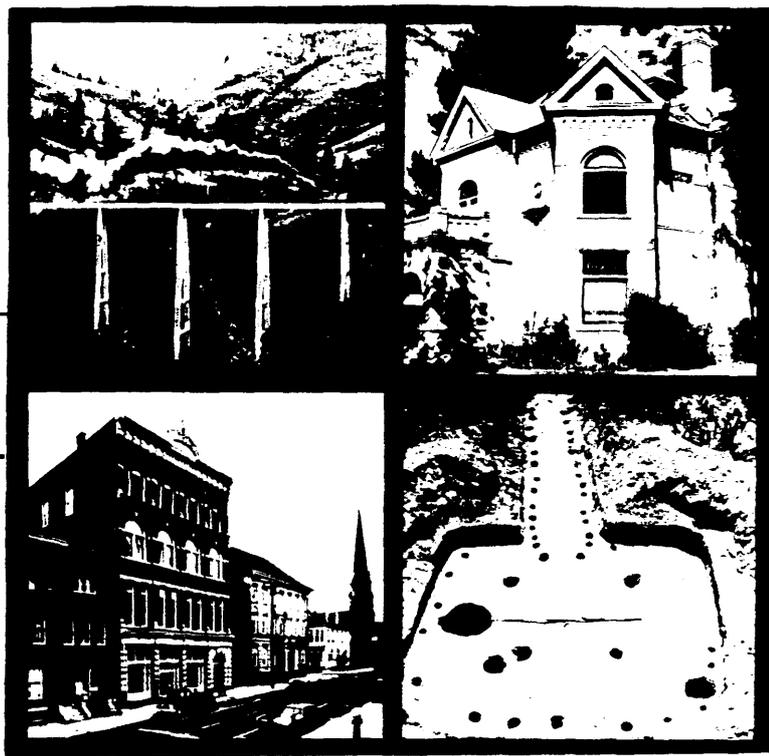


# NATIONAL REGISTER BULLETIN

Technical information on comprehensive planning, survey of cultural resources, and registration in the National Register of Historic Places.

U.S. Department of the Interior  
National Park Service  
Interagency Resources Division

## NATIONAL REGISTER INFORMATION SYSTEM MANUAL FOR STATE AND FEDERAL USERS



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by  
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**Cover:** Cumbres and Toltec Scenic Railroad, between Antonito, CO and Chama, NM (Ernest W. Robart); Reed Smoot House, Provo, UT (George R. Adams); Frederick Historic District, Frederick, MD (Jet Lowe); Champe-Fremont 1 Archeological Site, Omaha vicinity, NE (Nebraska State Historical Society).

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## I. INTRODUCTION

This manual is designed for State and Federal users of the National Register Information System (NRIS). The NRIS is a data base of properties listed in, determined eligible for, or pending listing in the National Register of Historic Places. NRIS is maintained and operated by the Interagency Resources Division of the National Park Service, U.S. Department of the Interior, Washington, D.C.

The host computer for the NRIS is a Hewlett-Packard 3000 minicomputer, Series 68. Hewlett-Packard software employed by the NRIS includes the IMAGE 3000 data base management system and the View-3000 subsystem. RELATE, a relational data base management system for the HP-3000 is also used for writing reports and for developing new components of the system.

On-line access is now available, on a six month trial basis, to all states and federal agencies. In the spring of 1988, the National Park Service will evaluate how the system is being used and ways in which it can be made more useful. The number and types of reports available may be expanded at this time.

NRIS is a menu-driven system designed to be useful and easy to use. Users may query the system by selecting choices from the menus. On-line help is available from every menu; users may exit the system from any menu. Data may be displayed but not modified. Data base searches are, generally, limited by State. All new users should consult the "NEW USER" option on the MAIN MENU.

## II. AGENCY ACCESS TO THE NATIONAL REGISTER INFORMATION SYSTEM

### SYSTEM DEVELOPMENT STATUS

As of September, 1987, the NRIS contains 37 data elements on approximately 670,000 contributing properties in more than 48,000 listings in the National Register of Historic Places. The property name, location, and certification information have been reviewed by SHPOs, except by MA, MI, NH, NJ, UT, VA, WY, and WV, and corrected if necessary. These States should complete their review in fiscal year 1988. The remaining data will be reviewed and verified in the future. Data are entered on pending properties as nominations are submitted; these records are edited after the property is listed to reflect any changes that might be made to the nomination through returns and resubmissions.

In addition to information on listed and pending properties, the NRIS currently contains 15 data elements on nearly 9000 properties that have been determined eligible for the National Register. In many cases complete information was not available. These records were entered recently and have not undergone SHPO review and verification.

### TYPES OF INFORMATION AVAILABLE

State and Federal users have access to three types of information related to properties listed in, determined eligible for, or pending listing in the National Register:

- . index--brief information by location or name
- . property report--full information by location or unique number (Property reports are not available for Determinations of Eligibility)
- . report library--brief information by selected data elements

The attached chart summarizes the information included on each available report. Data elements marked with "XXX" are included on the report. Data elements marked "search" may be used to select the information desired.

Users may also access a list of publications available from the National Register. Four types of publications are included on the list:

- . National Register Bulletins
- . Laws, Executive Orders, and Regulations
- . Standards and Guidelines
- . Informational Brochures

REPORTS AVAILABLE TO STATE AND FEDERAL USERS

DATA ELEMENTS	PROPERTY REPORT	INDEX		REPORT LIBRARY							
	Listed/Pend Prop Report	Listed/Pend Index	Det. of El. Index	RES. TYPE.	APP. CRIT.	FUNCTION				AREA SIG.	FED. AG.
				Listed by Res. Type	Listed by App. Crit.	Listed by Curr Func.	Listed by Curr Subfun	List by Hist Func.	List by Hist Subfun	List by Area Sign.	Listed/DOE Federal Ag.
Reference Number	search*	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
Control Number	XXX +										
Resource Name	XXX	search	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
Other Name/Site Number	XXX	XXX									
Address/Boundary	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
City	search	search	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
Vicinity	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
Restricted Address	XXX										
State	XXX	search	search	search	search	search	search	search	search	search	XXX
County	search	search	search	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
Ownership	XXX										
Resource Type	XXX			search							
Contributing/Noncontributing	XXX										
Federal Agency	XXX							search		search	search
Nomination/Determination Type	XXX								search		
Multiple Name	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
Nominator	XXX										
Nom. Name/Designation	XXX					XXX	XXX	XXX	XXX	XXX	
NPS Park Name	XXX										
Certification	XXX	XXX	XXX								
Certification Date	XXX	XXX	XXX								
Historic Function	XXX										
Historic Subfunction	XXX										
Current Function	XXX							search			search
Current Subfunction	XXX								search		
Construction Materials	XXX					search					
Architectural Style	XXX						search				
Other Description	XXX										
Level of Significance	XXX										
Applicable Criteria	XXX				search						
Significant Person's Name	XXX										
Criteria Consideration	XXX										
Areas of Significance	XXX										
Periods of Significance	XXX										
Circa	XXX									search	
Specific Significant Years	XXX										
Cultural Affiliation	XXX										
Architect/Builder/Engineer	XXX										
Other Documentation	XXX										
Acreage	XXX										
UTM Coordinates	XXX										
Project Name			XXX								

\*Data elements marked "search" may be used to select the information desired; these elements are also included on the reports.

+Data elements marked by "XXX" are included on the report.

Materials included on the list may be obtained by contacting:

U.S. Department of the Interior  
 National Park Service  
 National Register of Historic Places (413)  
 P.O. Box 37127  
 Washington, D.C. 20013-7127

202) 343-9559

### HOW TO ACCESS AND USE THE SYSTEM

#### Before Starting:

To access NRIS, users will need a computer terminal with a modem (300/1200 baud) and a communications package. NRIS is compatible with most "cursor-addressable" terminals (such as an IBM-PC or compatible). Before beginning a session the user must set the appropriate parameters in the communications software of the terminal. Relevant parameters include 8 data bits, 1 stop bit, no parity, and VT-100 terminal emulation. Users should allow a full 24 line display for the terminal screen. Three communications packages that have been tried and work well are PROCOMM, BITCOM, and SMARTCOM II. Users who have not done so already, should familiarize themselves with their communications software to gain a working knowledge before attempting access. Most problems with establishing communications have stemmed from incorrect use of the remote terminal's communications facility, rather than from problems with the host computer.

#### How to Sign on to NRIS:

- . Dial one of the following numbers: 2023431078 or 2023432079.
  - . If one phone number does not work, try the other.
  - . If a "9" is needed to reach an outside line, dial it before the above numbers.
  - . After "CONNECT" appears on the screen, press the carriage return (CR) a couple of times.
    - . A colon (:) should appear on the screen.
- . Type in one of the following sign-on statements.
  - . In a SHPO office, type: "HELLO <YOUR TWO LETTER STATE ABBREVIATION>, STATE.NATREG;TERM=18".
    - . For example, in the Montana SHPO, type: "HELLO MT,STATE.NATREG;TERM=18".
  - . Press CR.
  - . From a federal agency, type: "HELLO <YOUR FEDERAL AGENCY ABBREVIATION>,FED,NATREG;TERM=18".
    - . For example, from the National Park Service, type: "HELLO NPS,FED.NATREG;TERM=18".
    - . Federal agency abbreviations may be up to eight letters.
  - . Press CR.

- . After signing on, the computer will display a prompt for passwords.
  - . The passwords are not displayed.
  - . At the prompt for the account password, type "WAGH9".
    - . Press CR.
  - . During the trial period, at the prompt for the user password, type either "LW224" (State users) or "F4TW" (Federal users).
    - . Press CR.
- . The computer will next display a prompt for the terminal type.
  - . For a personal computer, type "PC".
    - . Press CR.
  - . For other terminal types, type "HELP".
    - . A list of terminal types to choose from will be displayed.
    - . Choose the most appropriate one.
      - . Press CR.
- . A WELCOME screen will appear on the terminal, and the computer will display a prompt asking whether to continue.
  - . Users experiencing communications problems may sign off by answering this prompt with a "N".
- . NRIS is self-explanatory from this point on. On-line help is available from each menu.

#### What to Do in Case of Problems:

Users who encounter communications problems should try signing off and signing on again. If the problems persist, call the NRIS Data Base Manager at (202) 343-9559 for assistance.

#### **TIPS**

Some possible uses of the NRIS database are listed below.

- . State offices and others evaluating newly identified resources may identify, by function, area of significance, applicable criteria or other characteristics, similar resources that have already been listed in the National Register to provide a context for evaluation.
- . Resources may be sorted by county for congressional lobbying purposes.
- . Resources may be sorted by location for facilitating review and compliance.
- . Office management tasks may be simplified by adding data to track tax certification or review activities. Users that wish to use the data in this fashion should obtain a copy of their data on diskette.

- . The data could be used to generate file labels or other file materials. Users that wish to use the data in this fashion should obtain a copy of their data on diskette.
- . Analysis of the data by county or areas of significance could reveal gaps in survey and registration and provide information to be incorporated into the State comprehensive plan.

Use the available reports creatively. Choose the report that most closely suits the requirements. To find the names of some bridges in a specific town for example, try using the INDEX option. For a comprehensive list of all hotels in a county, however, use the function code facility in the REPORT LIBRARY to identify districts that may include hotels and hotels that may not be apparent from their names. Selecting the appropriate report will save time and produce more useful results.

Although all procedures have been written to be as efficient as possible, delays are inevitable. Many variables affect search time but as a rule, searches take from 5 to 10 minutes. To minimize search time, be as specific as possible. For example, when using the INDEX to find information about a property or properties within a given county, be sure to supply the county code so that the computer will not search records for the entire State. Always use the unique reference number(s) if possible, to access full information in the PROPERTY REPORT.

Intensive users may wish to obtain a copy of NRIS data on diskettes for manipulation on their own computer. This use of the data will require some programming effort. States and Federal agencies may request diskettes (with annual updates) by calling the Data Base Manager.

### III. DEFINITIONS AND POINTS TO CONSIDER FOR DATA ELEMENTS FOR LISTED AND PENDING PROPERTIES

In order to use the NRIS effectively, it is important to understand how the data have been entered. In collecting and entering data, certain decisions were made on how to reflect a nomination in the data base. For instance, rather than enter the function of every resource in a historic district, only those that are predominant and significant were entered. When analyzing a property report for a historic district, the user must understand that the fact that "religion" is not entered as a function does not mean that there are no churches within the boundary.

This section of the user's manual, therefore, includes definitions of all of the data elements in the NRIS. In addition, for each data element there is a summary of some of the important rules developed for data entry. These should be kept in mind when interpreting the data in property reports or other reports drawn from the data base.

#### **REFERENCE NUMBER**

##### Definition:

This data element indicates a unique eight-digit number assigned by the computer when a record is entered.

##### Points to Consider:

- . The Reference Number is used to identify properties in the data base. If the Reference Number is not known, it may be found using the index option of the menu. If you want more information on a specific property, you can use the Reference Number to see the property report.
- . The first two numbers of the Reference Number are based on the last two digits of the year. The last six numbers are assigned sequentially as the property record is entered.
- . Until July 1986 the first two digits of the Reference Number indicated the calendar year in which the property was listed. Since this time, the National Park Service has been entering data on properties while they are pending. A reference number is assigned at this stage. If a property is listed in a different calendar year than it was initially received, the reference number will reflect the year the record was entered in the system rather than the year of listing.

**CONTROL IDENTIFICATION NUMBER**Definition:

This data element indicates when, and by whom, the data was entered.

Points to Consider:

- . This data is entered in the format "yymmddIII". "III" represents the initials of the person who entered the record.
- . In the beginning of the data collection project, this field was used for the National Register number that was assigned by the control staff that processed nominations. These numbers no longer have any meaning and should be disregarded.

**RESOURCE NAME**Definition:

This data element indicates the primary name of the resource.

Points to Consider:

- . The Resource Name is used to identify the property for name searches.
- . Generally, the historic name given on the nomination is used for the Resource Name unless the nomination specifically indicates otherwise.
- . When the name of a person is used in the Resource Name, the person's name will be inverted, i.e., last name, first name, building type. For example, Decatur, Stephen, House. Refer to National Register Bulletin 16, "Guidelines for Completing National Register Nominations", pages 37-38, for more information.

## OTHER NAME/SITE NUMBER

### Definition:

This data element indicates other names or numbers used for a property or site that are different from the resource name. State resource numbers assigned by the nominator, and reference numbers of related resources assigned by the NRIS are included in this field. Names and numbers in this field which follow "See Also:" refer to related resources.

### Points to Consider:

- . Archeological site numbers, if provided on the nomination are recorded in this field.
- . If there is sufficient room, the Resource Name will be used to reference related properties rather than the Reference Number.
- . "Related resources" that may be referenced after "See Also:" in this field include individually listed properties in a district and boundary increases or decreases. Other properties included in multiple submissions are not cross-referenced
- . While individual previously listed properties are referenced in the record for the district in which they are located, the district is not indicated in the record for the individual property. This is because district nominations rarely include more detail on the individual property.
- . If the district is listed prior to the individual property, however, the district is referenced in the Other Name field of the record for the individual property. This is because the property is counted as a contributing resource for the district, since previously listed properties are not counted in subsequent nominations. When it is individually listed, the count entered may be "0". (Contributing secondary resources that were not mentioned in the district may be counted for the individual listing.) Since the main resource was counted with the district, it is cross-referenced.

## ADDRESS/BOUNDARY

### Definition:

This data element indicates the street address or "boundary description" of the resource.

Points to Consider:

- For archeological sites and other properties with restricted addresses, "Address Restricted" is entered in the Address/Boundary field. (NOTE: There should also be a "Y" in the field "Restricted Address".)
- District addresses are often entered as general descriptions of the boundary. (For example: "Roughly bounded by Maple, Elm, Oak and Ash Streets") This should not be construed to be the description that is given in the Geographical Data section of the nomination since this field is only 120 characters long.

**CITY**Definition:

This data element indicates the city address of the resource.

Points to Consider:

- A city name is required for each county in which a property is located.
- If a property is not within the boundaries of a city or town, the name of the nearest city is entered and Vicinity is checked.

**VICINITY**Definition:

This data element indicates that the resource is within the vicinity of a town or city, rather than within its limits.

Points to Consider:

- All archeological sites are entered with "vicinity."

## RESTRICTED ADDRESS

### Definition:

This data element indicates that location information may not be published.

### Points to Consider:

- . For archeological sites and other properties with restricted addresses, "Address Restricted" is entered in the Address/Boundary field. (NOTE: There should also be a "Y" in the field "Restricted Address".)
- . If this is entered in the data base, the address should read "Address Restricted."
- . For records where this has been flagged, UTM references will not be revealed. If this information is required, contact the SHPO, FPO, or Keeper of the National Register.

## STATE

### Definition:

This data element indicates the State in which the property is located.

### Points to Consider:

- . This is one of the primary factors for sorting properties in the data base. The menus for indexes and property reports require this information.
- . If a property is located in more than one State, the nominating State is entered as the primary State.
- . For each State, a corresponding county and city is required.

## COUNTY

### Definition:

This data element indicates the county in which the property is located.

Points to Consider:

- This is one of the primary factors for sorting properties in the data base and facilitates searching for a property using the menu system.
- If a property is located in several counties, the primary county under which it will be entered is either the county that occurs first alphabetically, or the county in which a resource is predominantly located.
- Refer to National Register Bulletin 16 "Guidelines for Completing National Register of Historic Places Forms," pages 89-118 for a list of county codes.

**OWNERSHIP**Definition:

This data element refers to levels of ownership which are classified and coded as one or more of the following four types:

Private  
 Local--public  
 State--public  
 Federal--public

Points to Consider:

- Every level of ownership that applies is entered, this is not a summary or characterization of the majority of owners.
- If every level of ownership has been entered, the computer will store and report this information as "M".
- Clubs and organizations, while composed of group membership are considered private owners.

**RESOURCE TYPE**Definition:

This data element indicates whether the resource is either a building, district, site, structure, or object.

Points to Consider:

- . Each property is classified as only one resource type. Refer to National Register Bulletin 16 "Guidelines for Completing National Register of Historic Places Forms" for information on classifying resources.

**NO. OF CONTRIBUTING AND NONCONTRIBUTING RESOURCES**Definition:

This data element indicates the number of buildings, sites, structures, and objects which either contribute to the significance of the resource, or do not contribute but are found within the boundaries. Noncontributing resources are counted if they are substantial in size and scale.

Points to Consider:

- . For nominations submitted prior to October 1, 1986, the count was determined at the time of data entry from the documentation. Older nominations, particularly for districts, frequently did not enumerate in any way the resources included within the boundaries. If the nomination provided an estimate, this was entered. If the nomination only mentioned a few pivotal resources, and it was clearly only a small percentage of the total, "0" was entered.
- . See National Register Bulletin 16 "Guidelines for Completing National Register of Historic Places Forms" for information on how to count resources.

**FEDERAL AGENCY**Definition:

This data element indicates the federal agency that either owns or manages any part of the property or that is submitting the nomination.

Points to Consider:

- . If only one Federal agency is indicated, the Ownership and the Nominator fields will indicate whether the agency owns or nominated the property or both.

- For federally nominated properties with more than one Federal agency indicated, the nominating agency can only be determined from the nomination itself.

#### **NOMINATION/DETERMINATION TYPE**

##### Definition:

This data element indicates whether the resource is nominated individually or as part of a multiple resource submission.

##### Points to Consider:

- If a property is originally nominated individually and later nominated as part of a multiple submission, the Nomination/Determination Type will be entered as "single" to reflect the original status. The multiple name will be added to the record, however, with an indication that this is additional documentation to the original listing.

#### **MULTIPLE NAME**

##### Definition:

This data element indicates the name of the multiple resource nomination.

##### Points to Consider:

- If the property was originally listed individually and later nominated as part of a multiple submission, "(AD)" will appear after the multiple name.
- This is not a key item and can only be searched through a special report.

#### **NOMINATOR**

##### Definition:

This data element indicates who was responsible for submitting the nomination to the National Register.

Points to Consider:

- . Both State and Federal will only be entered if the nomination was concurrent, not if one of the officials was merely commenting.
- . "Other" is entered for National Historic Landmarks since they are automatically included in the National Register upon designation.

**NOMINATOR NAME/NPS DESIGNATION**Definition:

Presently this data element is used primarily to identify resources owned by the National Park Service, and to indicate National Historic Landmarks. In the absence of an approved State program, however, it can also be used to indicate the Certified Local Government or the individual or organization responsible for nominating the resource.

Points to Consider:

- . If there is more than one designation, the non-NPS related designation will be entered. For example, "National Historic Landmark" will be entered for an NPS property that is also a NHL. (The park designation will appear in the NPS Park Name field.)

**NPS PARK NAME**Definition:

This data element indicates the code(s) for units of the National Park System.

Points to Consider:

- . The park code is entered for all properties within the boundaries of National Parks, even though they may be privately owned or managed.

## CERTIFICATION

### Definition:

This data element indicates the codes for the type of certification a property has received, e.g., "Listed on the National Register" or "Determined Eligible for the National Register." Any subsequent certification actions that have been taken on a property are also indicated in this field.

### Points to Consider:

- . Currently, you may see an index of properties listed and/or pending. When the Determinations of Eligibility Subsystem is added to the menu system, these may also be added to your search.
- . Records with only a "DR" code are pending nominations and have not been listed in the National Register.
- . Boundary increases are considered new listings. The record of a boundary increase will therefore have "LI" (Listed in the National Register) as the certification code. The "BI" (Boundary Increase) code will be included in the record of the original resource to indicate that its boundaries have been increased.
- . Boundary decreases follow a similar pattern as boundary increases except that the part of the property that represents the decrease is considered removed.

## CERTIFICATION DATE

### Definition:

This data element is the date that the property was given the certification; it denotes official action by the National Park Service.

### Points to Consider:

- . The date associated with the "DR" Certification Code is the date that the nomination was received by the National Register. In accordance with the regulations 36 CFR 60, the Keeper of the Register has 45 days to make a decision on listing. If there is no "LI" (listed) date and more than 45 days have passed, it does not mean that a decision has not been made. Either the nomination was returned, or the listed date

has not yet been entered because the nomination is still being processed.

- The Certification Date will always reflect an official action with one exception. If a listed property is moved without prior approval, the date entered for the "PM" (Property Moved) Certification Code will be the date of the actual move. If the specific month and date were not given, "00" will be entered for the missing numbers.

### HISTORIC FUNCTION AND SUBFUNCTION

#### Definition:

This data element indicates the property's function and subfunction, during its period of significance.

#### Points to Consider:

- The function codes characterize the overall sense of the resource, i.e., only predominant and significant functions are entered.
- The function of previously listed resources in districts are not included in the record of the district unless the individual property is a critical component.
- The functions do not always reflect the significance of a property. The function of a house significant as the home of a famous lawyer will be residential, not law.
- Only the functions of extant resources are entered. If an area used to be a commercial center, but only houses not associated with commerce remain, only residential will appear as a function in the data base. If the property is significant for the archeological remains or resources associated with commerce, then commerce would also appear in the data base.
- The function of outbuildings is only included if they are documented as contributing.
- For a list of the functions and subfunctions that could potentially be entered, see National Register Bulletin 16, "Guidelines for Completing National Register of Historic Places Forms", pages 49-53.

## CURRENT FUNCTION AND SUBFUNCTION

### Definition:

This data element indicates the property's function and subfunction at the time of nomination.

### Points to Consider:

- . The function codes characterize the overall sense of the resource, i.e., only predominant and significant functions are entered.
- . The function of previously listed resources in districts are not included in the record of the district unless the individual property is a critical component.
- . If the property is nominated while restoration work is in progress, the current function will be "work in progress". The function planned for the property when work is completed is not entered.
- . Only the functions of extant resources are entered. If an area used to be a commercial center, but only houses not associated with commerce remain, only residential will appear as a function in the data base. If the property is significant for the archeological remains or resources associated with commerce, then commerce would also appear in the data base.
- . The function of outbuildings is only included if they are documented as contributing.
- . Refer to National Register Bulletin 16, "Guidelines for Completing National Register of Historic Places Forms", pages 49-53 for a list of functions and subfunctions.

## CONSTRUCTION MATERIALS

### Definition:

This data element indicates the primary materials used in the foundation, walls, and roof, as well as materials used in important exterior features. This information is used for determining types and distribution of historic materials and assists in focusing technical preservation assistance.

Points to Consider:

- . Only materials found on the exterior are entered. Structural and interior materials are not entered. If a house is brick, sheathed in stucco, only stucco is entered.
- . "Other" refers to ornamental details or features. A material may appear under "Walls" and "Other" if it applies to both categories.
- . For structures with no walls or roofs, "Not Applicable" will appear.
- . Abutments and piers materials for bridges will be entered under "Foundation". Structural or surface materials will appear under "Other." Covered bridges may have "Walls" and "Roof" materials.
- . Archeological sites with ruins or buildings may have materials entered under the appropriate category. If nothing appears above ground, "Not Applicable." was entered.
- . Frame construction is a type of construction, not a building material. Wood will only appear listed if the nomination indicated that the frame was indeed wood.

**ARCHITECTURAL STYLE OR STYLISTIC INFLUENCE AND OTHER DESCRIPTION**Definition:

This data element indicates architectural style(s) or stylistic influence(s) reflected by the resource.

Points to Consider:

- . Style or stylistic influence pertains solely to the exterior of a building except for the very rare instance that the property is nominated EXCLUSIVELY for its interior architecture.
- . Generally only the predominant style or stylistic influence of the resource is entered.
- . Many kinds of properties, including bridges, ships, locomotives, or vernacular buildings and structures, cannot be classified by the style or stylistic influences included in the NRIS code tables. Other appropriate terminology (up to 28 characters) is entered under the Other Description field. As the nomenclature for vernacular architectural forms and other types of resources is standardized, the NRIS code table will be expanded.

- . The style of outbuildings is not entered unless they are significant themselves.
- . If more than three styles appear in the nomination, the styles may be grouped under a larger heading if possible. For example, if a district included Greek Revival, Gothic Revival, and Italian Villa style houses as well as houses from a later period, "Mid 19th Century Revival" would be entered so that the other styles may also be included.
- . Refer to National Register Bulletin 16 "Guidelines for Completing National Register of Historic Places Forms" pages 56-58 for a list of architectural styles.

### **LEVEL OF SIGNIFICANCE**

#### Definition:

This data element indicates the level at which the certifying officer evaluated the significance of the property, i.e., local, State, or national.

#### Points to Consider:

- . If the level of significance was not included on an older nomination, local was entered.
- . More than one level of significance may appear relating to different aspects of the property's significance.

### **APPLICABLE CRITERIA**

#### Definition:

This data element indicates the category of acceptance under which a resource has been listed on the National Register.

#### Points to Consider:

- . The Applicable Criteria will correlate with the Area and Period of Significance.
- . For Criterion A, the area of significance will reflect the event and generally will be an area like transportation or commerce.

- . For Criterion B, the area of significance will reflect the significant person and generally will be an area like law, commerce, or health/medicine. If Criterion B is entered, the person will be indicated under the data element Significant Person's Name.
- . For Criterion C, the area of significance will be either architecture, art, engineering, landscape architecture, or community planning and development (which may also relate to Criterion A).
- . For Criterion D, the area of significance will be archeology and may also reflect the type of information that the property is expected to yield such as agriculture or engineering for the ruins of an ancient irrigation system.
- . Refer to National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation" for more information on the criteria.

#### **SIGNIFICANT PERSON'S NAME**

##### Definition:

This data element indicates a significant person associated with the nomination.

##### Points to Consider:

- . Names are only entered in this field in Criterion B is applicable.
- . If there is more than one significant person justified in the nomination, the most important one is chosen and "et al." is entered after the name to indicate that other significant people are discussed in the nomination.
- . If there is more than one significant person, and one is not clearly most important, then "Multiple" is entered.

#### **Criteria Consideration**

##### Definition:

This data element indicates under which criteria exception a resource has been listed in the National Register.

Points to Consider:

- . This information pertains only to the significant property within a single resource or to the majority of properties within a district, with the exception of Criteria Consideration G which applies if any of the contributing resources has a significance less than 50 years old.
- . Criteria Consideration A is applicable if the property has religion for an historical function, is significant for religion, or is currently owned by a religious institution.
- . Criteria Consideration B is applicable if the "footprint" of the property was changed during or after its period of significance. The Certification Code for moved properties will only be entered if the property was moved after it was listed.
- . Criteria Consideration C is applicable if the property is nominated under Applicable Criterion B and the significant person lived in the house before or after the period of significance or if the grave of a significant person is nominated only for association with that person.
- . Criteria Consideration D is applicable if a cemetery is described, evaluated, and addressed as significant under Applicable Criteria A, B, or C.
- . Criteria Consideration E is applicable if most or all of the fabric of a resource is not original or the resource is disassembled and reassembled on a new lot.
- . Criteria Consideration F is applicable if a resource's sole or primary function is commemorative and/or the commemorative function is a primary significance of the resource; or the resource is designated by the United States Congress as a memorial.
- . Criteria Consideration G is applicable if a property is less than fifty years old, the period of significance extends to less than fifty years before the nomination, the property has non-contiguous periods of significance one of which is less than fifty years before the nomination, or the property is older than fifty years but did not achieve significance until less than fifty years ago. See the Supplement to National Register Bulletin 16, page 14 for information on Depression era districts whose period of significance extends to 1941.
- . Refer to National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation" for more information on the criteria exceptions.

## AREAS OF SIGNIFICANCE

### Definition:

This data element indicates the area(s) of significance of the resource.

### Points to Consider:

- . The areas of significance will correspond to the applicable criteria and periods of significance.
- . The areas of significance on the old nomination form do not correspond to the NRIS codes. In entering these areas, the closest area was chosen based on the Statement of Significance.
- . Although previously listed resources in a district are not counted in the record for the district, they may contribute to the significance of the district. An Area of Significance relating to the previously listed resource may appear in the district record if the individual resource is a critical component of the district.
- . Refer to National Register Bulletin 16 "Guidelines for Completing National Register of Historic Places Forms", pages 65-67 for a list of areas of significance.

## PERIODS OF SIGNIFICANCE

### Definition:

This data element indicates significant historic and/or prehistoric periods of the resource.

### Points to Consider:

- . The Period of Significance corresponds to the Areas of Significance and Applicable Criteria. For example, the Period of Significance for a building significant for architecture only is the date of construction; for the site of a significant battle, it would be the date of the battle; for a commercial district, it would be the period of historically significant commercial development.
- . The Period of Significance is entered by codes of 25, 100, 150, 500, or 2000 year periods. If the period of significance defined in the nomination overlaps the cutoff between two

codes, both will be entered. Thus, periods defined on the new form may or may not fit in the data base, depending on how they fall. It is important to remember that the period codes indicate the general time frame during which the property was significant but is not a precise definition.

- . The Period of Significance will usually, but not always, correspond to the Significant Date. If the Significant Date does not fit within the Period of Significance, the date probably relates to an important alteration or move of the property.
- . Periods of Significance are not always consecutive.

### CIRCA AND SPECIFIC SIGNIFICANT YEARS

#### Definition:

This data element indicates the circa and/or specific dates related to the property's significance or that are important to the history of the resource.

#### Points to Consider:

- . As a general rule, date ranges reflecting the Period of Significance are not entered under Specific Significant Years. If the date range refers to the construction of the resource, it will be entered.
- . The construction dates of the first and last buildings are not entered for districts. Specific dates for districts are those relating to events important to the district as a whole.
- . Dates that are not covered by the Period of Significance are dates of important alterations or moves of the property.
- . If "1880s" or "mid 1880s" is given as a date, "c. 1885" is entered.

### CULTURAL AFFILIATION

#### Definition:

This data element indicates the cultural affiliation of the people who are associated with the resource. This data element is relevant only to resources significant under Criterion D.

Points to Consider:

- . This element is applicable only for properties eligible under Criterion D. For these properties it is mandatory.
- . Cultural Affiliation is not entered for properties associated with a specific ethnic group that are eligible under Criterion A or B only. These properties should have the Area of Significance "Ethnic Heritage."
- . If more than three cultural affiliations are relevant, "et al." will be entered in the last occurrence of this field.

**ARCHITECT/BUILDER/ENGINEER/DESIGNER**Definition:

This data element indicates the name of the Architect, Builder, Engineer, or Designer associated with the resource.

Points to Consider:

- . This information is entered, if known, regardless of whether the property is eligible under Criterion C.
- . If an architect is given in the inventory for only a small percentage of the buildings in a district, and none of these is emphasized as being of special importance, none will be entered.
- . If the nomination indicates that the owner of the house actually built it, rather than having it built, the owner's name will be entered.
- . If several people or firms are involved in designing and/or constructing a property, but the nomination clearly emphasizes one individual or firm, this name will be entered in the first occurrence and "et al." will be entered in the second.
- . If both the firm and the architect's names are given, the firm name takes precedence and will appear first.

**OTHER DOCUMENTATION**Definition:

This data element indicates where additional documentation on the resource can be found.

Points to Consider:

- . If National Register has been indicated, the property is related to another National Register listing. See the Other Name field for a cross reference.
- . When the DOE subsystem is edited, properties that have been determined eligible and then listed will be identified. Both the listed and the DOE subsystem will be edited to reflect this and the DOE indicator will be more reliable.
- . The HABS and HAER references have not yet been checked against the HABS/HAER data base and therefore may not be completely reliable.

**ACREAGE**Definition:

This data element indicates the size of the resource in acres.

Points to Consider:

- . If the acreage was indicated as "less than one," ".9" will be entered.
- . If there is no acreage specified in the nomination, "0" was entered.
- . Acreage is always rounded to the nearest tenth.

**UTM COORDINATES**Definition:

This data element indicates the Coordinates of the Universal Transverse Mercator (UTM) Grid System that define the boundary of the property. The UTM coordinate is a specific geographic point.

Points to Consider:

- If a resource contains 10 or more acres, there will be at least three UTMS to define a polygon enclosing the area.
- If there are more than 28 UTM coordinates listed in the nomination, 28 will be entered in the order that they are given.
- Latitude and longitude references are converted to UTMs using a computer program.

**IV. DEFINITIONS AND POINTS TO CONSIDER FOR DATA ELEMENTS  
FOR DETERMINATIONS OF ELIGIBILITY**

**REFERENCE NUMBER**

**Definition:**

This data element indicates a unique number assigned by the computer when the record is entered. Unlike reference numbers for listed properties, the number is not tied to the year that the nomination was received. DOE reference numbers are assigned sequentially as records are entered, and are up to four digits long.

**Points to Consider:**

- . Since there is only limited information on DOEs, full property reports are not available. Reference numbers for DOEs are not included in the index since they may not be used with the menu system.

**TODAY**

**Definition:**

This data element indicates the date that data on the DOE is entered in the data base.

**Points to Consider:**

- . This date is entered automatically by the computer.

**DATA COLLECTOR**

**Definition:**

This data element contains the initials of the data collector responsible for collecting and entering data on the resource.

**RESOURCE NAME**Definition:

This data element definition for properties determined eligible is the same as the definition for Resource Name for listed and pending properties. See page 07 for more information.

Points to Consider:

- . See page 07 for more information.

**ADDRESS/BOUNDARY**Definition:

This data element definition for properties determined eligible is the same as the definition for Address/Boundary for listed and pending properties. See page 08 for more information.

Points to Consider:

- . See page 08 for more information.

**CITY**Definition:

This data element definition for properties determined eligible is the same as the definition for City for listed and pending properties. See page 09 for more information.

Points to Consider:

- . See page 09 for more information.

**VICINITY**Definition:

This data element definition for properties determined eligible is the same as the definition for Vicinity for listed and pending properties. See page 09 for more information.

Points to Consider:

- . See page 09 for more information.

**ARCHEOLOGICAL SITE INDICATOR**Definition:

This data element indicates whether or not the property is an archeological resource.

**STATE**Definition:

This data element definition for properties determined eligible is the same as the definition for State for listed and pending properties. See page 10 for more information.

Points to Consider:

- . See page 10 for more information.
- . If a property is located in two States, the States will be entered in alphabetical order. Only two States may be entered for properties determined eligible.

**COUNTY**Definition:

This data element definition for properties determined eligible is the same as the definition for County for listed and pending properties. See page 10 for more information.

Points to Consider:

- . See page 10 for more information.
- . If a property is located in two counties, the counties will be entered in alphabetical order. Only two counties may be entered for properties determined eligible.

**ADDITIONAL STATES AND COUNTIES**Definition:

This data element indicates that the resource is located in more than two States or counties.

Points to Consider:

- . If "Y" is entered in this field, there are one or more counties or States that are not recorded in the data base. For information on these locations, contact the Federal Agency or the Keeper of the National Register.

**RESTRICTED ADDRESS**Definition:

This data element definition for properties determined eligible is the same as the definition for Restricted Address for listed and pending properties. See page 10 for more information.

Points to Consider:

- . See page 10 for more information.

**RESOURCE TYPE**Definition:

This data element definition for properties determined eligible is the same as the definition for Resource Type for listed and pending properties. See page 11 for more information.

Points to Consider:

- . See page 11 for more information.

**FEDERAL AGENCY**

Definition:

This data element indicates the federal agency that is submitting the request for determination.

**NOMINATION/DETERMINATION TYPE**

Definition:

This data element definition for properties determined eligible is the same as the definition for Nomination/Determination Type for listed and pending properties. See page 13 for more information.

Points to Consider:

- . See page 13 for more information.

**MULTIPLE NAME**

Definition:

This data element definition for properties determined eligible is the same as the definition for Multiple Name for listed and pending properties. See page 13 for more information.

Points to Consider:

- . See page 13 for more information.

**PROJECT NAME**Definition:

This data element indicates the name of the federal project or survey in which the resource is included, e.g., Tennessee Tombigbee Waterway.

**CERTIFICATION**Definition:

This data element definition for properties determined eligible is the same as the definition for Certification for listed and pending properties. See page 15 for more information.

Points to Consider:

. See page 15 for more information.

**CERTIFICATION DATE**Definition:

This data element definition for properties determined eligible is the same as the definition for Certification Date for listed and pending properties. See page 15 for more information.

Points to Consider:

. See page 15 for more information.