Attachment L:

Documentation Standards: Guidance for Existing Conditions Documentation-Historic American Buildings Survey (HABS) Standards

Guidance for Existing Conditions Documentation

Documentation will be prepared on 155 buildings (144 residential, 11 garage) to be retained and rehabilitated by the Partnership as per this Agreement. The documentation will serve as a baseline, existing conditions status for all 155 buildings. The documentation will be used as a reference and guide for the Army and the Partnership, and serve to protect the interests of both parties.

The Documentation will contain representative views of the interior and exterior of every building to be retained. At a minimum, one view of each side of the building will be taken, for a minimum total of four exterior views of each building. Interior views will be taken for each room; the number of views necessary to provide photographic coverage of the entire room will be determined on a case by case basis. A minimum of one photograph for each room will be taken. All views will be in sharp focus and be well-lit to identify and distinguish detail in the photograph. Multi-unit buildings will be treated as one building for exterior photos, and as individual units for interior photos.

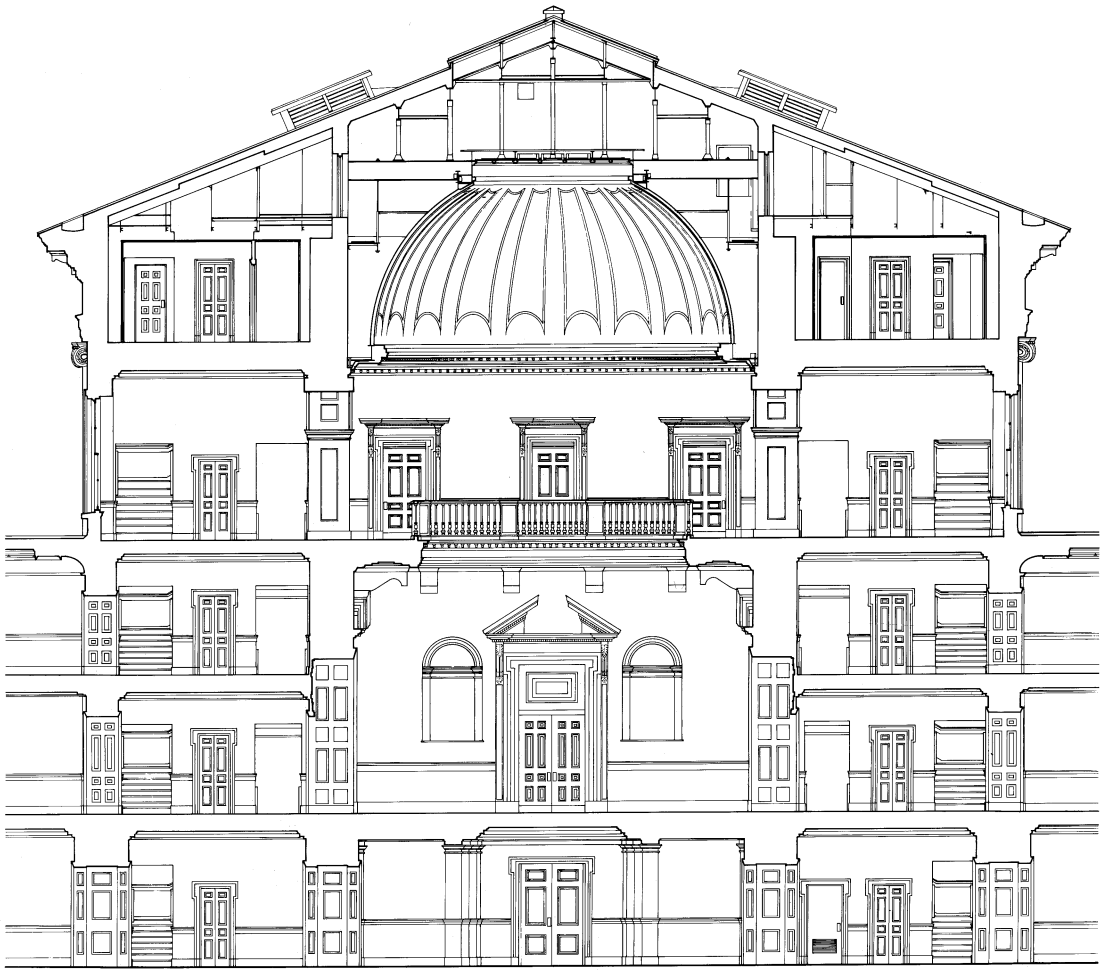
Documentation will be undertaken using 35mm format black and white film of 200 ASA or less. Chromogenic black and white film and/or any black and white film that utilizes a C-41 development process will not be accepted. Black and white prints will be a minimum of 4x6 inches in size, and need not be archival quality (resin-coated paper will suffice). Prints will be labeled with a soft lead pencil on the reverse of the image. Label data will include negative roll number, frame number, building number, date photo was taken, and a short descriptive statement, such as "Kitchen view east" or "front of building 19, view south." Negatives will be processed and stored in an archival manner.

Digital photographs, while desired, are not required for this project. Digital photographs may be presented as a supplement to the requirements for the documentation but will not be accepted in lieu of black and white 35mm prints and negatives as described above.

The documentation will be provided in a referenced book or catalog for easy access to representative views and information for each building. Prints will be presented in archival quality photo pages. Three copies of the documentation in print form will be completed by the Partnership: one for the Partnership, one for the Fort Belvoir CRM, and one for the SHPO office. One set of negatives processed and stored in an archival manner will be provided to the Fort Belvoir CRM.

Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation

HABS/HAER STANDARDS



Historic American Buildings Survey/
Historic American Engineering Record
Cultural Resources Program
U.S. Department of the Interior
National Park Service
Washington, D.C. 20013-7127

On the cover: Virginia State Capitol section drawing, drawn by Gerhard Pfundner, 1989.
Back Cover: Troy Gas Light Co. Gasholder House, in Troy, New York, drawn by Eric DeLony.

Acknowledgements: These standards were compiled and reissued in 1990, by Caroline H. Russell and the staff of the HABS/HAER Division. Thanks to Ronald M. Greenberg who reviewed the manuscript and to all the staff involved in the production.

SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES FOR ARCHITECTURAL AND ENGINEERING DOCUMENTATION: HABS/HAER STANDARDS

Originally published in the **Federal Register**, Vol. 48, No. 190,
(Thursday, September 29, 1983), pp. 44730-34.

Historic American Buildings Survey/
Historic American Engineering Record
Cultural Resources Program
National Park Service
U.S. Department of the Interior
Washington, D.C. 20013-7127

1990

Secretary of the Interior	Manuel Lujan, Jr.
Asst. Secretary, Fish & Wildlife & Parks	Constance Harriman
Director of the National Park Service	James M. Ridenour
Deputy Director	Herbert S. Cables, Jr.
Assoc. Director for Cultural Resources	Jerry L. Rogers
Deputy Assoc. Director for Cultural Resources	Rowland T. Bowers
Chief, HABS/HAER Division	Robert J. Kapsch
Acting Deputy Chief, HABS/HAER Division	John A. Burns
Chief, HAER	Eric N. DeLony
Principal Architect, HABS	Paul D. Dolinsky
Senior Historian, HABS	Allison K. Hoagland

The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) a division of the National Park Service is responsible for documenting the historic buildings, sites, structures, and objects of this country by producing measured drawings, large format photographs, and written histories. The Library of Congress, Prints and Photographs Division is the repository for these documents. The American Institute of Architects, the American Society of Civil Engineers, and the other founding engineering societies provide technical guidance. The regional offices of the National Park Service in Philadelphia, Atlanta, Denver, San Francisco, and Anchorage administer the mitigation documentation program.

Preface

This booklet contains the Secretary of the Interior's Standards for Architectural and Engineering Documentation as published in the *Federal Register* on September 29, 1983 - commonly known as the HABS/HAER Standards for the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) program of the National Park Service.

These performance standards are intended to define the products acceptable for inclusion in the HABS/HAER collections within the Library of Congress.

Those products include:

- Measured Drawings
- Large Format Photographs
- Written Data

These standards are as originally published in the *Federal Register* on September 29, 1983 except that the Recommended Sources of Technical Information and Annotated Bibliography contained in the notice of 1983 have been updated to reflect current availability of publications and other printed materials. These standards are not intended to be used alone but in conjunction with guidelines and other publications listed in the bibliography included here.

These standards will be used to produce for the following reasons, documentation that meets HABS/HAER standards:

- In preparing mitigation documentation in accordance with the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq.).
- In preparing documentation to be donated to the HABS/HAER collection.
- In preparing documentation as part of a HABS/HAER recording project.

Additional information concerning the HABS/HAER program is available by writing the Chief, HABS/HAER Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

Robert J. Kapsch
Chief
Historic American Buildings Survey/
Historic American Engineering Record
National Park Service

SECRETARY OF THE INTERIOR'S STANDARDS
for
ARCHITECTURAL AND ENGINEERING DOCUMENTATION[1]

These standards concern the development of documentation for historic buildings, sites, structures, and objects. This documentation, which usually consists of measured drawings, photographs, and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may preserve information about a property that is to be demolished.

These standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives.

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use and a size convenient for storage.

Standard IV. Documentation Shall be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references.

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[1] *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44730-44731.

SECRETARY OF THE INTERIOR'S GUIDELINES
for
ARCHITECTURAL AND ENGINEERING DOCUMENTATION[2]

Introduction

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Definitions
Goal of Documentation
The HABS/HAER Collections
Standard I: Content
Standard II: Quality
Standard III: Materials
Standard IV: Presentation
Architectural and Engineering Documentation
Prepared for Other Purposes
Recommended Sources of Technical Information
and Annotated Bibliography

Definitions

These definitions are used in conjunction with these Guidelines:

- Architectural Data Form-a one page HABS form intended to provide identifying information for accompanying HABS documentation.

- Documentation-measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.

- Field Photography-photography other than large-format photography, intended for the purpose of producing documentation, usually 35mm.

- Field Records-notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

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[2] *Federal Register*, Vol. 48, No. 190, Thursday, September 29, 1983, pp.44731-34.

- Inventory Card-a one page form which includes written data, a sketched site plan and a 35mm contact print drymounted on the form. The negative with a separate contact sheet and index should be included with the inventory card.

- Large Format Photographs-photographs taken of historic buildings, sites, structures or objects where the negative is a 4 X 5", 5 X 7" or 8 X 10" size and where the photograph is taken with appropriate means to correct perspective distortion.

- Measured Drawings-drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.

- Photocopy-A photograph, with large-format negative, of a photograph or drawing.

- Select Existing Drawings-drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.

- Sketch Plan-a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

Goal of Documentation

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

The HABS/HAER Collections: HABS/HAER documentation usually consists of measured drawings, photographs and written data that provide a detailed record which reflects a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. Documentation is used to provide the basis for enforcing preservation easement. In addition, documentation is often the last means of preservation of a property; when a property is to be demolished, its documentation provides future researchers access to valuable information that otherwise would be lost.

HABS/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians, and architectural historians to develop HABS/HAER documentation, under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic

properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs, different Documentation Levels will be set.

The standards describe the fundamental principals of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These guidelines include important information about developing documentation for State or local archives. The State Historic Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

Standard I: Content

1. Requirement: *Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.*

2. Criteria: Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the HABS/HAER collections.

a. Documentation Level I;
   (1) Drawings: a full set of measured drawings depicting existing or historic conditions.
   (2) Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large-format negatives of select existing drawings or historic views where available.
   (3) Written data: History and description.

b. Documentation Level II;
   (1) Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on mylar.
   (2) Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.
   (3) Written data: history and description.

c. Documentation Level III;
   (1) Drawings: sketch plan.
   (2) Photographs: photographs with large-format negatives of exterior and interior views.
   (3) Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The HABS/HAER office retains the right to refuse to accept any documentation on buildings, sites, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography [Documentation Level III] would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area prior to additional, more comprehensive documentation.

Standard II: Quality

1. Requirement: *HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.*

2. Criteria: For all levels of documentation, the following quality standards shall be met:

a. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

b. Large format photographs: Large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure or object. Each view shall be perspective-corrected and fully captioned.

c. Written history: Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HABS/HAER documentation is critical to the HABS/HAER collections.

Standard III: Materials

1. Requirement: *HABS and HAER documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.*

2. Criteria: For all levels of documentation, the following material standards shall be met:

a. Measured Drawings:
Readily Reproducible: Ink on translucent material.
Durable: Ink on archivally stable materials.
Standard Sizes: Two sizes: 19 X 24" or 24 X 36".

b. Large Format Photographs:
Readily Reproducible: Prints shall accompany all negatives.
Durable: Photography must be archivally processed and stored. Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.
Standard Sizes: Three sizes: 4 X 5", 5 X 7", 8 X 10".

c. Written History and Description:
Readily Reproducible: Clean copy for xeroxing.
Durable: Archival bond required.
Standard Sizes: 8½ X 11".

d. Field Records:
Readily Reproducible: Field notebooks may be xeroxed. Photo identification sheet will accompany 35 mm negatives and contact sheets.
Durable: No requirement
Standard Sizes: Only requirement is that they can be made to fit into a 9½ X 12" archival folding file.

3. Test: Inspection of the documentation by HABS/HAER staff.

4. Commentary: All HABS/HAER records are intended for reproduction; some 20,000 HABS/HAER records are reproduced each year by the Library of Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability performance standard for HABS/HAER records is 500 years. Ink on mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintain in the HABS/HAER collections as a courtesy to the collection user.

Standard IV: Preservation

1. Requirement: *HABS and HAER documentation shall be clearly and concisely produced.*

2. Criteria: For levels of documentation as indicated below, the following standards for presentation will be used:

   a. Measured Drawings: Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a handprinted equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.
   b. Large format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.
   c. Written history and description: Data shall be typewritten on bond, following accepted rules of grammar.

3. Test: Inspection of the documentation by HABS/HAER staff.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is in use, architectural and engineering documentation, like other treatment activities, are undertaken to achieve the goals identified by the preservation planning process. Documentation is deliberately selected as a treatment for properties evaluated as a significant, and the development of the documentation program for a property follows from the planning objectives.

Documentation efforts focus on the significant characteristics of the property, as defined in the previously completed evaluation. The selection of a level of documentation and the documentation techniques (measured drawings, photography, etc.) is based on the significance of the property and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than that required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to the portions of the property controlled by the easement, for example, exterior facades; while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

The principles and content of the HABS/HAER criteria may be used for guidance in creating documentation requirements for other archives. Levels of documentation and the durability and sizes of documentation may vary depending on the intended use and the repository. Accuracy of documentation should be controlled by assessing the reliability of all sources and making that assessment available in the archival record; by describing the limitations of the information available from research and physical examination of the property and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. Usefulness of the documentation products depends on preparing the documentation on durable materials that are able to withstand handling and reproduction, and in sizes that can be stored and reproduced without damage.

Recommended Sources of Technical Information and Annotated Bibliography[3]

Recording Historic Structures is available through AIA Press, request publication #ISBN 1-55835-018-7 (hardcover - $26.95) or #ISBN 1-55835-021-7 (softcover - $19.95), plus $3.00 shipping charge, and D.C. or Maryland sales tax, if applicable. AIA Order Department, 9 Jay Gould Court, P.O. Box 753, Waldorf, Maryland 20601.

Recording Historic Structures. John A. Burns, editor. Washington, D.C.: The AIA Press, 1989.

With over 200 photographs, drawings, illustrations, a bibliography, and an index, this handbook discusses each aspect of the documentation of historic structures, using examples from the HABS/HAER collection.

The following printed materials are available by writing to: HABS/HAER - National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. Please send check or money order made out to the U.S. Treasury, to cover the cost of reproduction and handling. Availability and price accurate as of June 1, 1990.

Guidelines for Recording Historic Ships. Richard K. Anderson, Jr. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1988. Free, limited quantity.

This document marks the revival of the 1930's Historic American Merchant Marine Survey and provides the definitive guide to maritime recording.

HABS Field Instructions for Measured Drawings. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1981. $5.00

Gives procedures for producing measured drawings of historic buildings to HABS/HAER standards.

HABS Historian's Procedures Manual. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1983. $2.00

Provides guidelines for producing written data on historic buildings to HABS/HAER standards.

HAER Field Instructions. Washington, D.C.: Historic American Buildings Survey/ Historic American Engineering Record, National Park Service, 1981. $5.00

Provides guidelines for documenting to HABS/HAER standards, historic engineering and industrial sites and structures with measured drawings and written data.

[3]The original recommended sources of technical information contained in the *Federal Register* notice of September 29, 1983 have been omitted since most are out of print and/or superceded. The above recommended sources of technical information represent information available and current as of 1990.

Specifications for the Production of Photographs. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1984. $2.00

Provides criteria for the production of large format photographs for acceptance to the HABS/HAER collection.

Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1985. $2.00

Provides transmittal procedures and archival requirements of documentation for acceptance to the HABS/HAER collection.

Industrial Eye is available from (request publication #ISBN 0-89133-124-7): Decatur House Museum Shop, 1600 H Street, NW, Washington, D.C. 20006. Please enclose a check or money order made out to the National Trust for $34.95 plus $3.00 for postage and handling.

Industrial Eye. Photographs by Jet Lowe from the Historic American Engineering Record. Washington, D.C.: National Trust for Historic Preservation, 1987.

Photographs of the county's engineering and industrial landmarks, illustrating the use of large format photography to document historic engineering works and interpret industrial processes. All photographs meet HABS/HAER standards.

A Record in Detail is available for $34.95 plus $2.50 postage and handling from:
University of Missouri Press, 200 Lewis Hall, Columbia, Missouri 65211.

A Record in Detail: The Architectural Photographs of Jack E. Boucher. Columbia: University of Missouri Press, 1988.

A selection of the works of HABS photographer Jack E. Boucher, demonstrating the effective use of large format photography to record historic buildings. All photographs meet HABS/HAER standards.

Architectural Graphic Standards, Eighth Edition. American Institute of Architects. New York: John Wiley & Sons, Inc., 1988.

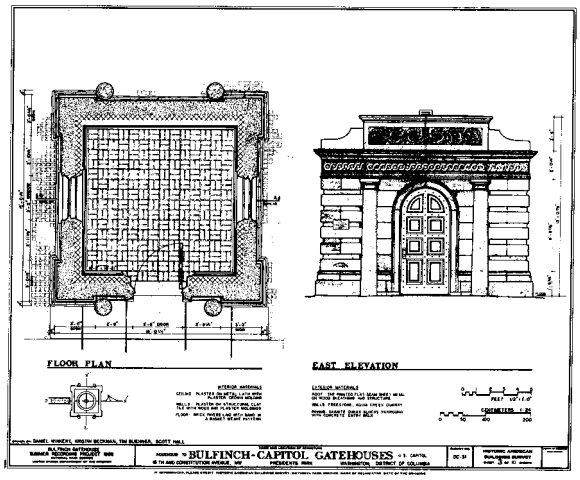
The standard reference for architectural information, this edition is the first to have a chapter on historic preservation, including four pages on HABS.

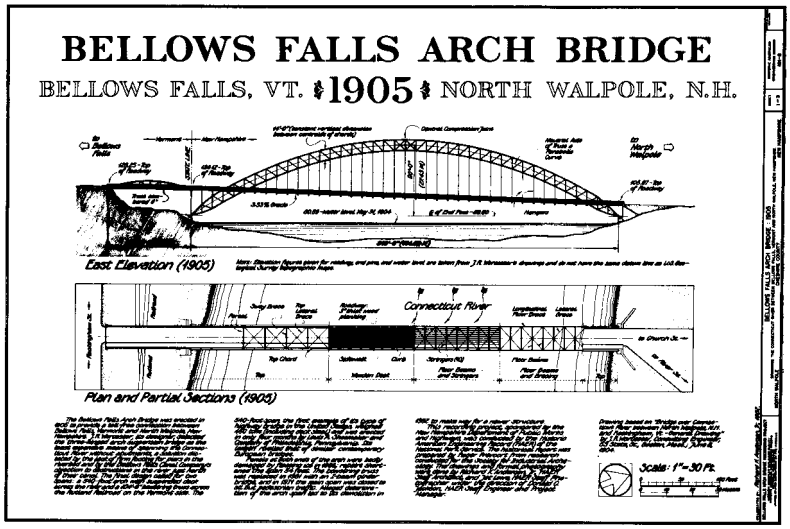
For further information about HABS/HAER contact:

Historic American Buildings Survey/
Historic American Engineering Record
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127

Appendices

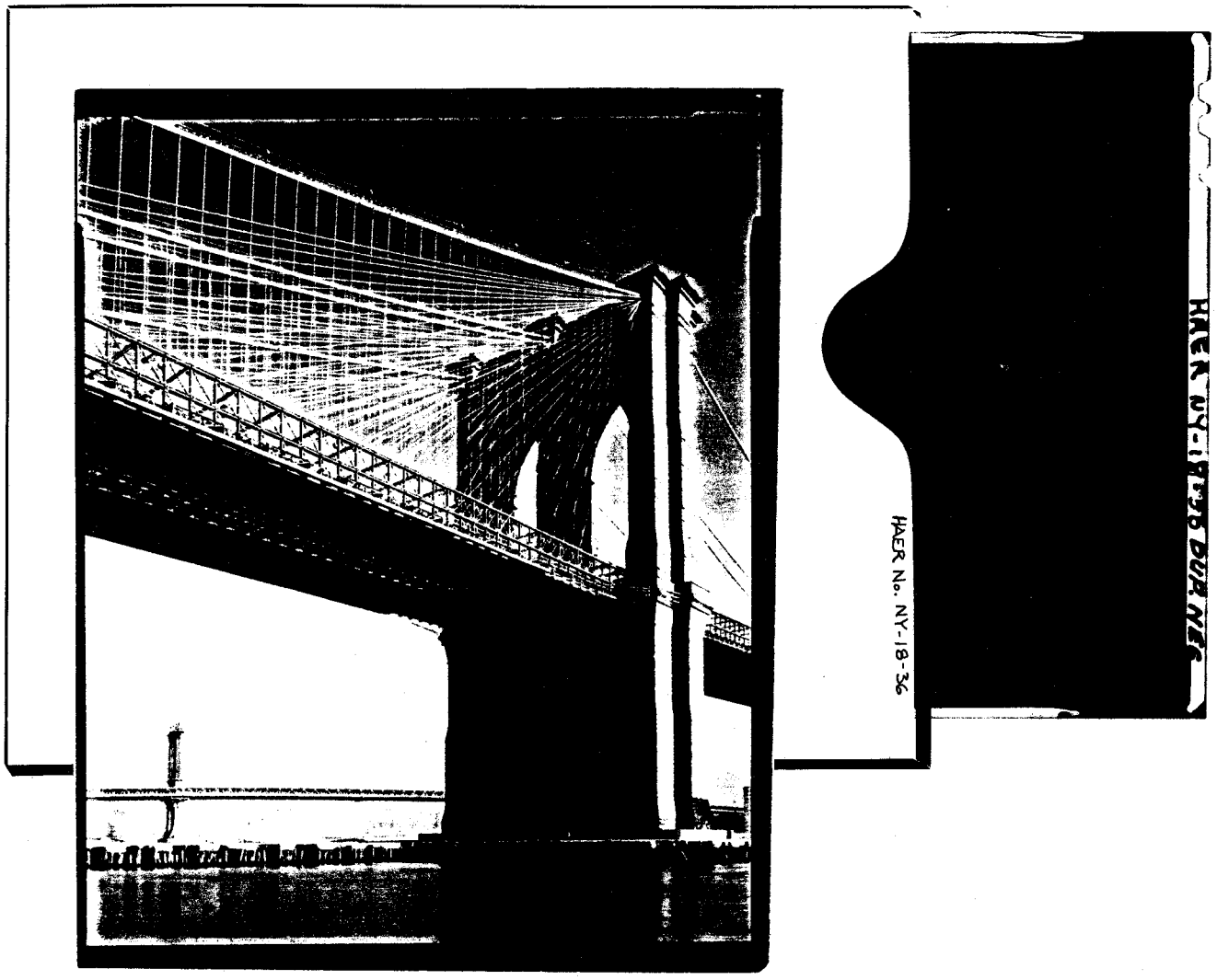
Appendix A





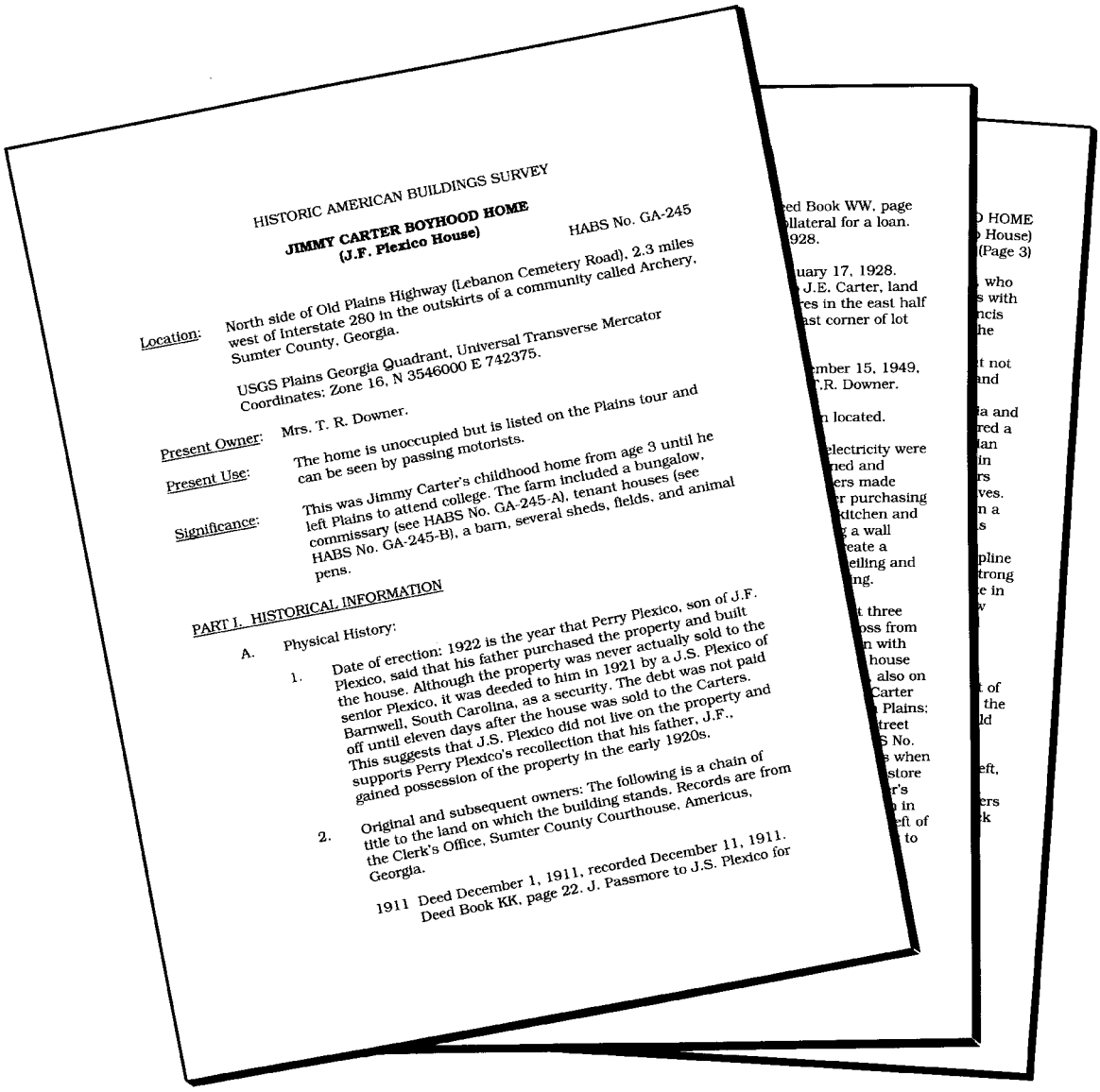
Measured Drawings:

Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. Since measured drawings must be readily reproducible and durable, HABS/HAER standards call for ink on translucent and archivally stable materials, such as mylar. As illustrated in the reductions above, drawings are produced in two standard sizes, 19 X 24" and 24 X 36".



Large Format Photographs:

HABS/HAER standards require that large format (cameras that produce 4 X 5", 5 X 7", or 8 X 10" negatives) photographic documentation be done with black and white film. A print must accompany each negative. The negatives and contact prints are archivally treated and the contact paper is fiber-based instead of resin-coated (RC). The paper and negatives must have had sufficiently long washings in water in order to remove all processing chemicals.



HISTORIC AMERICAN BUILDINGS SURVEY

JIMMY CARTER BOYHOOD HOME
(J.F. Plexico House)

HABS No. GA-245

Location: North side of Old Plains Highway (Lebanon Cemetery Road), 2.3 miles west of Interstate 280 in the outskirts of a community called Archery, Sumter County, Georgia.

USGS Plains Georgia Quadrant, Universal Transverse Mercator Coordinates: Zone 16, N 3546000 E 742375.

Present Owner: Mrs. T. R. Downer.

Present Use: The home is unoccupied but is listed on the Plains tour and can be seen by passing motorists.

Significance: This was Jimmy Carter's childhood home from age 3 until he left Plains to attend college. The farm included a bungalow, commissary (see HABS No. GA-245-A), tenant houses (see HABS No. GA-245-B), a barn, several sheds, fields, and animal pens.

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Date of erection: 1922 is the year that Perry Plexico, son of J.F. Plexico, said that his father purchased the property and built the house. Although the property was never actually sold to the senior Plexico, it was deeded to him in 1921 by a J.S. Plexico of Barnwell, South Carolina, as a security. The debt was not paid off until eleven days after the house was sold to the Carters. This suggests that J.S. Plexico did not live on the property and supports Perry Plexico's recollection that his father, J.F., gained possession of the property in the early 1920s.

2. Original and subsequent owners: The following is a chain of title to the land on which the building stands. Records are from the Clerk's Office, Sumter County Courthouse, Americus, Georgia.

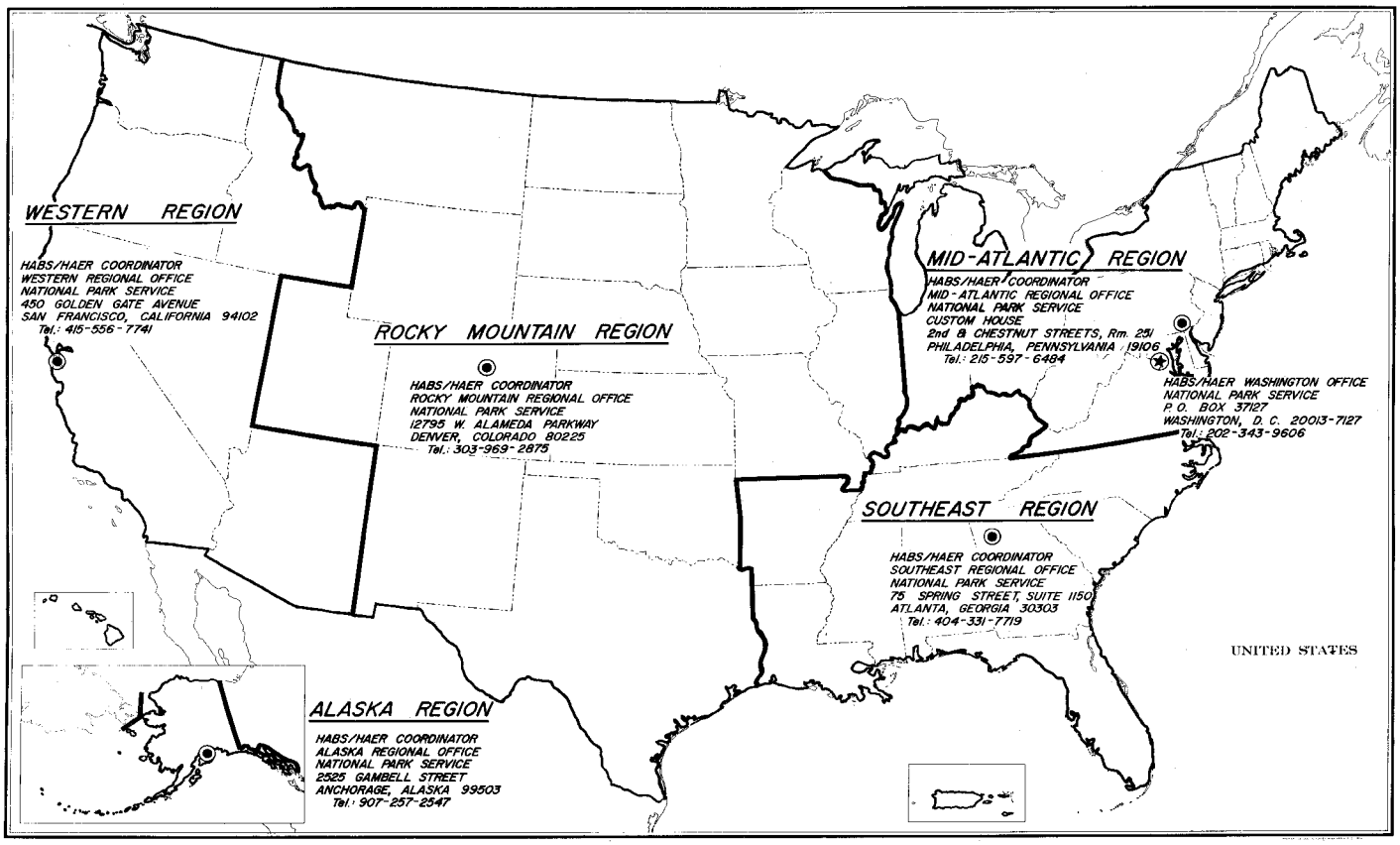
1911 Deed December 1, 1911, recorded December 11, 1911. Deed Book KK, page 22. J. Passmore to J.S. Plexico for

Written History and Description:

Written history and description are based on primary sources to the greatest extent possible and should include an assessment of the reliability and limitations of the sources. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying the name of the researcher, date of research, sources researched, and limitations of the project. The histories will be submitted on 8½ X 11" archival bond.

MITIGATIVE DOCUMENTATION PROGRAM

Under the provisions of the amended National Historic Preservation Act, Federal agencies are required to produce documentation to HABS/HAER standards on buildings, structures, sites, and objects that are listed in or eligible for listing in the National Register of Historic Places and that are threatened with demolition or substantial alteration by projects with Federal involvement. The five National Park Service regional offices charged with external historic preservation responsibilities administer the HABS/HAER mitigative documentation program. The actual work is usually conducted by contractors and supervised by the responsible Federal agency. The documentation produced is reviewed by the regional coordinator and transmitted to the HABS/HAER Washington office for inclusion in the HABS/HAER collections at the Library of Congress.



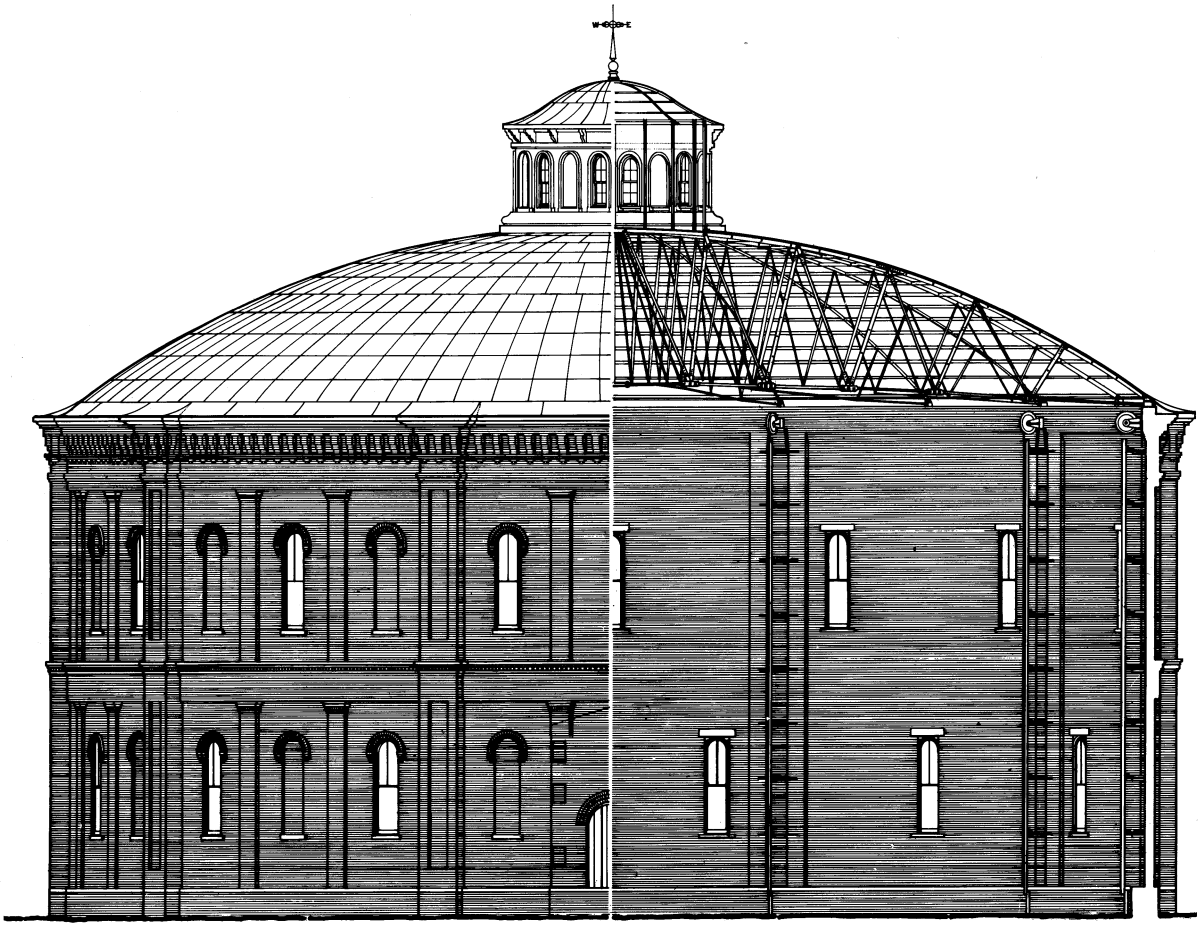
SUMMARY

PERFORMANCE STANDARDS OF THE HISTORIC AMERICAN BUILDINGS SURVEY/HISTORIC AMERICAN ENGINEERING RECORD (HABS/HAER)

(SECRETARY OF THE INTERIOR'S STANDARDS FOR ARCHITECTURAL AND ENGINEERING DOCUMENTATION, *FEDERAL REGISTER*, SEPTEMBER 29, 1983, PP. 44730-44734)

STANDARDS	I. CONTENT				II. QUALITY				III. MATERIALS				IV. PRESENTATION			
REQUIREMENTS	"DOCUMENTATION SHALL ADEQUATELY EXPLICATE AND ILLUSTRATE WHAT IS SIGNIFICANT OR VALUABLE ABOUT THE HISTORIC BUILDING, SITE STRUCTURE OR OBJECT BEING DOCUMENTED."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ACCURATELY, FROM RELIABLE SOURCES WITH LIMITATIONS CLEARLY STATED TO PERMIT INDEPENDENT VERIFICATION OF INFORMATION."				"HABS AND HAER DOCUMENTATION SHALL BE PREPARED ON MATERIALS THAT ARE READILY REPRODUCIBLE FOR EASE OF ACCESS; DURABLE FOR LONG STORAGE; AND IN STANDARD SIZES FOR EASE OF HANDLING."				"HABS AND HAER DOCUMENTATION SHALL BE CLEARLY AND CONCISELY PRODUCED."			
CRITERIA / LEVEL	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
A. MEASURED DRAWING	FULL SET OF MEAS. DWGS.	SEE PHOTOS BELOW	SKETCH PLAN	INVEN-TORY CARD	MEASURED DRAWINGS ARE TO BE PRODUCED FROM RECORDED, ACCURATE MEASUREMENTS. THOSE PORTIONS DRAWN FROM EXISTING DRAWINGS OR OTHER SOURCES SHOULD BE SO IDENTIFIED AND SOURCES LISTED.				INK ON TRANS-LUCENT MATERIAL	8×10" PHOTO-COPY	INK ON BOND PAPER	INK ON INVENTORY CARD	ADEQUATE DIMENSIONS ON ALL SHEETS			
									INK ON ARCHIVALLY STABLE MATERIAL				MECH. LETTER-ING OR EQUIVA-LENT		SKETCH PLANS SHALL BE NEAT AND ORDERLY	
									19×24" OR 24×36"	8×10" PHOTO-COPY	8½×11"	INVEN-TORY CARD				
B. PHOTOGRAPHS	LARGE FORMAT PHOTOGRAPHS EXTERIOR & INTERIOR			35mm B&W	PHOTOGRAPHS SHALL CLEARLY DEPICT THE APPEARANCE OF THE PROPERTY AND AREAS OF SIGNIFICANCE. ALL VIEWS ARE TO BE PERSPECTIVE-CORRECTED AND FULLY CAPTIONED.				PRINTS SHALL ACCOMPANY ALL NEGATIVES				DUPLI-CATE PHOTOS WITH A SCALE STICK	MIN. OF ONE PHOTO WITH A SCALE (PRINCIPAL FACADE)		
	LARGE FORMAT PHOTOCOPIES: — SELECT EXISTING DWGS — SELECT HISTORIC VIEWS								MUST BE ARCHIVALLY PROCESSED, NO R/C PAPER							
									4×5" OR 5×7" OR 8×10"			35mm FILM				
C. WRITTEN DATA	HISTORY AND DESCRIPTION IN NARRATIVE OR OUTLINE FORMAT		ONE PAGE SUM-MARY	INVEN-TORY CARD	BASED ON PRIMARY SOURCES		SECONDARY SOURCES MAY PROVIDE ADEQUATE INFORMATION		CLEAN COPY FOR XEROXING				TYPEWRITTEN ON BOND			TYPED ON INVEN-TORY CARD
					INCLUDE: — METHODOLOGY — NAME OF RESEARCH & DATE OF RESEARCH — SOURCES — FRANK ASSESSMENT OF SOURCES AND THEIR LIMITATIONS				ARCHIVAL BOND REQUIRED							
									8½×11"							
D. OTHER	OTHER MEDIA CAN AND HAVE BEEN USED. CONTACT HABS/HAER OFFICE BEFORE EMPLOYING A MEDIA OTHER THAN THOSE SPECIFIED ABOVE.															
TESTS	INSPECTION BY HABS/HAER OFFICE STAFF. DOCUMENTATION NOT MEETING HABS/HAER STANDARDS WILL BE REFUSED.															
COMMENTARIES	KIND AND AMOUNT OF DOCUMENTATION SHOULD BE APPROPRIATE TO THE NATURE, AND SIGNIFICANCE OF THE BUILDING, SITE, STRUCTURE OR OBJECT BEING DOCUMENTED.				THE PRINCIPLE OF INDEPENDENT VERIFICA-TION IS CRITICAL IN ASSURING HIGH QUALITY OF HABS/HAER MATERIALS.				BASIC DURABILITY PERFORMANCE STANDARD IS 500 YEARS.				HABS/HAER ARE MOST WIDELY USED OF SPECIAL COLLECTIONS AT THE LIBRARY OF CONGRESS.			

Robert J. Kapsch - from the Association for Preservation Technology *Bulletin* Vol. XXII No. 1/2 1990, p.32.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