

Large-Format Photographs—photographs taken of historic buildings, sites, structures, objects, or landscapes where the dimensions of the negatives are either 4" × 5", 5" × 7" or 8" × 10" and where the photographs are taken with appropriate means to correct perspective distortion.

Measured Drawings—drawings produced according to HABS/HAER/HALS guidelines depicting existing conditions or other relevant features of historic buildings, sites, structures, objects or landscapes. Measured drawings are usually produced in ink on an archival material, such as Mylar.

Written Data—inventory forms, data sheets, historical reports, or other original, written works of varying lengths that describe a building, site, structure, object, or landscape and highlight its historical, architectural, technological, or cultural significance.

Photocopy—a photograph, with large-format negative, of a photograph or drawings.

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

Sketch Plan—a floor or site plan, usually 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), the Historic American Engineering Record (HAER), and the Historic American Landscapes Survey (HALS) are the national historical architectural, engineering and landscape documentation programs of the National Park Service. The goal of HABS/HAER/HALS documentation is to provide architects, engineers, scholars, preservationists, and interested members of the public with comprehensive information on the historical, architectural, technological, or cultural significance of a building, site, structure, object or landscape. Placed on permanent deposit at the Library of Congress, HABS/HAER/HALS documentation serves as a permanent record of the growth and development of the nation's built environment.

HABS/HAER/HALS documentation usually consists of measured drawings, large-format photographs and written data that highlight the significance of a building, site, structure, object or landscape. This documentation acts as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic resources damaged by such

disasters. It is also used for scholarly research, interpretation, and education, and it often provides the basis for enforcing preservation easement. HABS/HAER/HALS documentation is often the last means of preservation of a property: when a property is to be demolished, documentation provides future researchers access to valuable information that otherwise would be lost.

HABS/HAER/HALS documentation is developed in a number of ways. The National Park Service regularly employs summer teams of student architects, engineers, and historians to develop HABS/HAER/HALS documentation under the supervision of National Park Service professionals. The National Park Service also produces HABS/HAER/HALS documentation in conjunction with restoration or other preservation treatment of historic buildings managed by the National Park Service. 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). Finally, individuals and organizations prepare documentation to HABS/HAER/HALS standards and donate the documentation to the programs.

The Secretary of the Interior's Standards describe in general terms the fundamental principals of HABS/HAER/HALS documentation. They are supplemented by other material describing more specific guidelines, preferred techniques for architectural photography, and formats for written historical reports. This technical information is found in the procedure manuals for the individual programs.

These guidelines contain useful information on how to produce documentation for other archives, such as state or local archives. The State Historic Preservation Officer (SHPO) or the state library should be consulted regarding archival requirements if the documentation is to become part of its collection. 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 HABS/HAER/HALS collections must meet the requirements below. The HABS/HAER/HALS office of the National Park Service reserves the right to refuse documentation that does not meet these requirements.

Content

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

Guideline: Documentation shall meet one of the following requirements for content:

A. 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 that are produced in accordance with the U.S. Copyright Act (as amended)

3. Written data: history and description

B. Level II

1. Drawings: select existing drawings, where available, may be photographed with large-format negatives or photographically reproduced on Mylar in accordance with the U.S. Copyright Act, as amended

2. Photographs: photographs with large-format negatives of exterior and interior views, or historic views where available and produced in accordance with the U.S. Copyright Act, as amended

3. Written data: history and description

C. Level III

1. Drawings: sketch plan

2. Photographs: photographs with large-format negatives of exterior and interior views

3. Written data: short form for historical reports

Commentary. The kind and amount of documentation should be appropriate to the nature and significance of the subject. For example, Level I would be inappropriate for a building that is a minor element of an historic district, notable only for context and scale. A full set of measured drawings for such a minor building would be expensive and would likely add little new insight into the growth and development of the built environment at either the local, regional, or national level. Large-format photography (Level III) would be the more appropriate choice for documenting this type of building.

Similarly, the aspect of the building, site, structure, object or landscape being documented should reflect the subject's overall significance. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium