

# PREPARING HABS/HAER/HALS DOCUMENTATION FOR TRANSMITTAL

## (Contact Information Updated January 2025)

### PREFACE

The transmittal guidelines have developed over time to provide guidance for those preparing HABS/HAER/HALS documentation for transmittal to the Washington office and the Library of Congress. The mission of the HABS/HAER/HALS collection is to preserve in perpetuity documentation of the historic sites, structures, and landscapes of the United States, from the vernacular to the nationally significant. As such, the collection is governed by the requirements set forth in the Secretary of the Interior's Standards for Architectural, Engineering, and Landscape Documentation, as well as the archival requirements of the Library of Congress. These standards and practices have long governed the Collection's curation, and have ensured it remains available to the American public. In addition, they ensure the documentation remains cohesive in terms of organization and that it is searchable and usable, no matter where it originates.

To make sure they meet these standards, projects are reviewed and approved by HABS/HAER/HALS staff prior to final transmittal to the Library of Congress. Those preparing documentation are encouraged to contact the Washington office or the appropriate NPS Regional office if questions arise and for review of draft documentation. The transmittal guidelines are regularly reviewed and updated in response to changes in policy or to reflect available archival supplies. HABS/HAER/HALS encourages user suggestions regarding the improvement and clarification of this document.

This manual is to be used in conjunction with the related legislation, standards, and discipline guidelines listed below.

*Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation:* <https://www.nps.gov/subjects/heritagedocumentation/soi-standards-guidelines.htm>

HABS/HAER/HALS guidelines for photography, measured drawings, and historical reports: <https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>

*Recording Historic Structures*, ed. John A. Burns, 2d ed. (Hoboken, NJ: John Wiley & Sons, Inc., 2004).

The following laws, along with other related legislation, which may be found on the National Park Service's website: <https://www.nps.gov/subjects/historicpreservation/laws.htm>

- Historic Sites Act of 1935, as amended (54 USC 320101 et seq., 54 USC 102303, 54 USC 102304, and 54 USC 309101)
- National Historic Preservation Act of 1966, as amended (54 USC 300101 et seq.)

**TABLE OF CONTENTS**

ARCHIVAL GUIDELINES.....	3
Archival Bond Paper.....	4
CD/DVDs.....	3
Ink.....	3
Laser Printing.....	3
Negative Sleeves.....	3
ASSIGNING SURVEY NAMES.....	4
Historic Name as Survey Name.....	4
Address as Survey Name.....	5
Survey Names for Complexes.....	5
Survey Names for Structures within an Historic District.....	5
Structures in Multiple Locations.....	6
COVER SHEETS.....	6
PHOTOGRAPHS & NEGATIVES.....	8
Labeling Prints & Negatives.....	8
Preparing Index to Photographs.....	9
Photo Mount Cards.....	9
Color Transparencies.....	10
WRITTEN HISTORICAL & DESCRIPTIVE DATA.....	10
MEASURED DRAWINGS.....	11
FIELD RECORDS.....	11
ADDENDA.....	12
COPYRIGHT & THE PUBLIC DOMAIN.....	13
Copyright Release Form.....	17
PRIVACY & SECURITY.....	15
Privacy Release Form.....	18
APPENDIX.....	19
STAFF CONTACT LIST.....	26

## GENERAL ARCHIVAL GUIDELINES

HABS/HAER/HALS documentation must be prepared using specific archival materials and archival processes in order to comply with the permanence standards that govern the collection. By adhering to these standards, even the very earliest HABS records from the 1930s are still available for researchers and will be into the future. Non-archival material deteriorates for two principal reasons: harmful substances in the environment attack it, and/or the physical and chemical composition is such that it will deteriorate regardless of how it is stored.

**Adhesive labels** of any kind should not be used.

**CD/DVDs.** CD/DVDs are acceptable for short-term storage and transfer of surveys materials to NPS. Because of the possibility of data loss, we do not recommend them for long-term storage. CD/DVDs can be labeled with a CD/DVD pen designed for that purpose. An inkjet printable disk that has a printable surface can also be used. No adhesive labels should be used as this damages the disk. To prevent warping or cracking, disks should be stored in a plastic case, commonly referred to as jewel cases.

**Erasers and Corrections fluids** should not be used except for Staedtler Mars® white vinyl plastic erasers, which are considered safe and are available in most art supply stores. Most other erasers, including pencil erasers, contain harmful chemicals like sulfur.

**Food.** Do not drink, eat, or smoke near documentation.

**Ink - Black ink** for drawings should be carbon-based rather than dye-based, waterproof, and state that it is formulated for use on drafting film. Inks recommended by the Library of Congress are: Koh-i-noor Rapiddraw® waterproof black India; Koh-i-noor Universal® waterproof black India; Higgins Black Magic® waterproof drawing ink; Staedtler Mars® matic drawing ink; and Pelikan “FT” drawing ink. These inks are available from office and artists suppliers.

**Ink - Ballpoint ink** contains acidic oil, which migrates and should never be used on any part of the documentation.

**Ink – Black ink for labeling negatives** should be permanent, indelible, waterproof, and designed for use on polyester film.

**Laser printing** on negative sleeves, photo mount cards, and Cover Sheets is not archival. Laser printing does not permeate these materials. These materials should either be impacted printed (e.g., typewriter) or xerographically printed (most large office copy machines print xerographically). Laser-printed archival bond for historical reports and Index to Photographs is acceptable.

**Light** is very damaging to documentation, causing fading and discoloration. Materials should not be left where they will be exposed to sunlight or bright lamps.

**Mylar®** can be used for sheet sets but vellum is strongly preferred for its archival stability. Drawings can be drawn on Mylar® archival ink. Drawings that are plotted should use vellum.

**Negative sleeves** must be lignin free and follow the same pH levels as archival paper. It is preferable to have no thumb cut on the sleeve; however, a thumb cut on the seam side is acceptable as long as it does not expose the negative. The adhesive must close the seams to within 1/8" of the entire length of the edge. No adhesive must appear beyond the inner or outer edge of each seam, nor on the inside of sleeves. Seams should be smooth and flat with no

puckering or wrinkling. Only two sizes are<sup>1</sup> acceptable: 5<sup>3</sup>/<sub>8</sub>" x 7<sup>3</sup>/<sub>8</sub>" and 10<sup>1</sup>/<sub>2</sub>" x 8<sup>1</sup>/<sub>2</sub>". Both 4" x 5" and 5" x 7" prints are placed into the 5<sup>3</sup>/<sub>8</sub>" x 7<sup>3</sup>/<sub>8</sub>" size sleeves. Mylar, Glassine, and plastic negative sleeves are not acceptable.

**Paper - Archival Bond** must meet the following specifications: lignin-free, at least 25% cotton, non-recycled, and alkali-buffered. The paper should have a pH between 7.5 and 10. The paper should pass the Photographic Activity Test as described in American National Standards (ANSI) IT9.2-1933, Section 5.1, or latest version. Paper labeled acid-free is not necessarily archival. When in doubt, look for a watermark indicating the percentage of cotton in the paper. If there is no watermark, the paper is most likely not archival.

**Pencils - Soft (#1)** should be used to label the backs of black and white prints so that the emulsion does not crack or become embossed from the back. #2 pencils may be used on negative sleeves, archival paper, etc.

**Pins, paperclips, staples, rubber band or cellophane** should not be used. Pins, staples, and paperclips rust, and rubber bands and cellophane contain harmful chemicals and will deteriorate, adhere-to, and stain documents.

**Plastics** contain harmful chemicals and should not be used except for a few archival plastics such as uncoated polyester or polypropylene. All plastics trap excess moisture and fungus next to documents and adhere to photographic emulsions. Film negatives should not be placed in plastic sleeves of any kind.

**Vellum** is the preferred medium for sheet sets. Drawings can be plotted on vellum, or drawn using archival ink or pencil.

## ASSIGNING SURVEY NAMES AND HABS, HAER OR HALS NUMBERS

For more information about naming structures, see the HABS/HAER/HALS History Guidelines:

<https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>

Consistency and accuracy of survey names and HABS/HAER/HALS numbers throughout documentation is crucial. Every piece of documentation, including field records, must be labeled with the assigned number. The number includes the HABS, HAER, or HALS designation, and it is crucial that HABS, HAER or HALS be specified. For example, HABS TN-1033 is a different site from HAER TN-1033.

### Historic Name as Survey Name

HABS/HAER/HALS uses the historic, as-built name as the primary survey name. Any subsequent names are recorded as secondary or alternate names for the survey. For example:

FORT DAVID A. RUSSELL  
(Fort Francis E. Warren)  
(Francis W. Warren Air Force Base)

---

<sup>1</sup> Adhesive must meet requirements of ANSI IT9.2-1988, Section 3.4, or latest version

### **Address as Survey Name**

When the structure has no known historic name, the street address may be used. Specify in parentheses whether the structure is a residence, apartment, commercial building, etc. For example:

601 Elm Street (House)  
504 Main Street (Commercial Building)

### **Survey Names for Complexes**

Complexes are groups of structures related by location and identified with the same owner and name, or related historically. When a structure is part of a complex, the survey name for the complex must precede the individual building name, separated by a comma. This alerts the researcher to the fact that there are associated structures in the complex. Complexes are given related HABS/HAER/HALS survey numbers to ensure that all parts of a complex remain together on the shelves at the Library of Congress. Each complex receives a HABS, HAER, or HALS number. Each structure within the complex receives a designation of A-Z, AA-AZ, BA-BZ, etc. The survey name and number act as implicit cross-references. For example:

WRIGHT-PATTERSON AIR FORCE BASE	HAER OH-79
WRIGHT-PATTERSON AIR FORCE BASE, HANGAR No. 1	HAER OH-79-A
WRIGHT-PATTERSON AIR FORCE BASE, WIND TUNNEL	HAER OH-79-B

Documentation for the main record of a complex usually includes an historical and descriptive overview of the complex, an overall site plan, and photographs consisting of general views. Written historical reports, drawings, and photographs focusing on individual structures are then organized with the individual structure records. The overview report should refer to the individual structures and identify them by their HABS/HAER/HALS number while the reports on the specific building reports should refer back to the main record and identify it by its HABS/HAER/HALS number.

### **Survey Names for Structures within an Historic District or other Unified Groups of Structures**

Districts are comprised of structures with separate addresses that are united by an historic district designation, or some other historic, geographic, or administrative link. Sites within a district or unified group will be linked by a consistent district/unifying name, but not by a main survey name and number, such as with complexes. Individual structures within an historic district retain their structure name or address as the survey name, with the historic district listed as a district/unifying name.

A unified group of structures could be named after a neighborhood, project, or other linking element, even if the district is not an officially designated historic district, such as one listed in the National Register of Historic Places. For example, this protocol has been used for structures or sites that are recorded together as part of a specific recording project, such as the Covered Bridges National Recording Project.

If a survey is done for the overall district/unified group, it receives its own HABS, HAER, or HALS number. Unlike a complex in which individual structures receive a letter designation

(HABS AL-5-A), each structure within the district receives its own distinct HABS, HAER, or HALS number. The unifying/district name is included in the line above the address in the header information on the Cover Sheet and the first page of the Index to Photographs.

### **Requesting & Assigning Survey Numbers**

A number may be requested either through the Collections Management Staff at the Washington Office or through the HABS/HAER/HALS Coordinators at the National Park Service Regional Offices. The staff may request a draft for review before a number is assigned. A contact list is included in the Appendix to this document. It is also available on the HABS/HAER/HALS website:

<https://www.nps.gov/subjects/heritagedocumentation/contact-regions.htm>

The following information must be provided when requesting a number:

- Site/Structure name(s)
- Address
- City or vicinity
- County
- State

Note that both the structure and the city/vicinity must be within the county assigned. Use the closest city within the county, even though there may be a closer city that is in a neighboring county.

### **Structures in Multiple Locations**

Occasionally, structures exist in more than one city, county, or state. For example, a bridge may span a river with different cities, counties, or states on either side. One of the locations will need to be chosen as a primary location. The primary location is used in the title block for the various components of the documentation. The secondary location(s) should be noted on the first page of the historical report. The secondary location will be entered into the HABS/HAER/HALS database and searchable via the Library of Congress' website.

## COVER SHEETS

A Cover Sheet on archival card stock must be included with each survey. The Cover Sheet must be xerographically printed or impact printed because laser or inkjet printing is not archival.

In the upper left corner, the following title block must be used (this same title block will appear on the Index to Photographs):

NAME (all caps)  
Alternate name(s) in parentheses (if applicable)  
National Park Service Unit name (if applicable)  
District/Unifier name (if applicable)  
Address  
City/vicinity  
County  
State

For example:

GUNSTON HALL  
10709 Gunston Road  
Lorton vicinity  
Fairfax County  
Virginia

Or

KALAUPAPA SOCIAL HALL  
(Paschoal Community Hall)  
Kalaupapa National Historical Park  
Kalaupapa Leprosy Settlement  
Moloka'i Island  
Kalaupapa  
Kakawao County  
Hawaii

The HABS, HAER, or HALS number is placed in the upper right-hand corner.

In the center of the Cover Sheet, identify only the documentation being transmitted using the following terms, in the following order:

PHOTOGRAPHS  
COPIES OF COLOR TRANSPARENCIES  
WRITTEN HISTORICAL AND DESCRIPTIVE DATA  
REDUCED COPIES OF MEASURED & INTERPRETIVE DRAWINGS  
FIELD RECORDS

The address of the transmitting National Park Service office should be centered at the bottom of the page. For documentation not being reviewed by a NPS Regional Office, the address of the Washington Office should be used.

HISTORIC AMERICAN BUILDINGS SURVEY (or HISTORIC AMERICAN ENGINEERING  
RECORD or HISTORIC AMERICAN LANDSCAPES SURVEY)

National Park Service  
U.S. Department of Interior  
1849 C Street NW  
Washington, DC 20240

A CD/DVD containing a PDF of the Cover Sheet must be submitted. The PDF and the paper copy must exactly match each other. The conversion to PDF may alter the page layout so printing the paper copy from the PDF rather than the word-processing document is recommended. NOTE: All electronic copies (cover sheet, index to photographs, historical report, drawings, and field notes) may be submitted on the same CD/DVD.

For examples of Cover Sheets, see the Appendix.

## **PHOTOGRAPHIC PRINTS & NEGATIVES**

For more information about producing and printing photographs, see the HABS/HAER/HALS guidelines for photography:

<https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>

Each photograph transmitted to the Library of Congress requires a large-format safety film negative (4" x 5", 5" x 7", or 8" x 10") and a contact print, archivally processed, on fiber-based paper. Resin-coated papers are not archival. Due to the difficulty of obtaining materials, double- or single-weight fiber-based enlarging paper may be used in place of contact paper.

Archival, digitally-produced "contact-style" prints produced from scanned TIFFs of the film negatives are acceptable. The digitally-produced prints must be of equivalent quality to the traditional contact print and be a true representation of the negative including the borders. The print must be on fiber-based digital printing paper, without brighteners, and printed using carbon or pigment inks. The printer/paper/ink combination used to produce the digital print must be rated by an independent rating organization to have a permanency of at least 150 years.

Non-standard negative sizes (i.e. 35mm or 2" x 2") are not acceptable for HABS/HAER/HALS formal documentation. These sizes, as well as born-digital photography may be used for field recording only and, if taken, should be included with the field records.

Each photograph receives a sequential number starting with 1, unless it is an addendum. For example, HAER AL-52-2 identifies the second photograph in the series of views for the HAER AL-52 survey.

### **Labeling Prints & Negatives**

For identification purposes, label the back of each print in the upper right-hand corner with the photograph number, such as HAER PA-149-1, HAER PA-149-2, etc. The upper right-hand corner will vary depending on whether the photograph is oriented horizontally or vertically. Use a soft #1 pencil, write with light pressure, and place the photograph on a hard surface while writing so that the emulsion does not crack or become embossed from the back. The back of the print should be stamped, using archival ink, with the following information:



HABS/HAER/HALS Collection, Library of Congress Prints and Photographs Division

NOTE: this will be done by the NPS Regional Office or the NPS Washington Office.

Label each negative with the photograph number. Use a Rapidograph pen, or other archival pen designed for use on film that is permanent, smudgeproof, and waterproof. Print the number on the blank margin of the upper right corner along the edge of the film, as this corner will be closest to the negative sleeve opening. For negatives with no blank margin, write in the black margin; the printing can be read when tilted towards the light. Print on the base (shiny) side of the negative and not on the emulsion (dull) side so that the negative number reads correctly when the negative is scanned or printed. If the ink does not take to the negative base, carefully erase a portion of the border with a Staedtler Mars® plastic white vinyl eraser. This usually provides a surface that will take the ink.

Label the front (the side without seams) of the negative sleeve with the photograph number. Turn the negative sleeve so that the opening is on the right and label the upper right-hand corner. This can be impact printed, xerographically printed, or written with a #1 or #2 pencil. Do not use ballpoint ink, a laser printer, or an inkjet printer to print the label.

The negative should be placed in the labeled negative sleeve so that the emulsion side of the negative is facing away from any adhesive seams. This helps protect the emulsion from deteriorating. Only two sleeve sizes are used: 5<sup>3</sup>/<sub>8</sub>" x 7<sup>3</sup>/<sub>8</sub>" and 10<sup>1</sup>/<sub>2</sub>" x 8<sup>1</sup>/<sub>2</sub>". Both 4" x 5" and 5" x 7" prints are placed into the 5<sup>3</sup>/<sub>8</sub>" x 7<sup>3</sup>/<sub>8</sub>" size sleeves.

See the Appendix for an illustration of a labeled negative and archival sleeve.

### **Preparing the Index to Photographs**

The Index to Photographs is a list of captions describing each image. It must accompany all photographs and be printed single-sided on 8.5" x 11" archival bond. It contains:

- Name of program (HABS, HAER or HALS, written out and centered)
- Index to Photographs (centered)
- Survey title block identical to the Cover Sheet (flush left)
- HABS/HAER/HALS number (flush right)
- Photographer's name and dates photographs were taken (flush left)
- Survey number in capital letters with the sequential number for each view (flush left)
- Captions (written with regular capitalization rather than all caps).

Be specific when identifying a photograph and writing captions. Provide compass directions, location information, and note significant details. To avoid confusion, compass directions should not be abbreviated, but written out.

A CD/DVD containing a PDF of the Index to Photographs must be submitted. The PDF and the paper copy must exactly match each other. The conversion to PDF may alter the page layout so printing the paper copy from the PDF rather than the word processing document is recommended. NOTE: All electronic copies (cover sheet, index to photographs, historical report, drawings, and field notes) may be submitted on the same CD/DVD.

See the Appendix for an example of Index to Photographs.

### **Photo Mount Cards**

If traditional wet printing is used to create the photographic prints, then each print must be mounted on an archival 8½" x 11" photo mount card. These mount cards have slits in which to insert the 4" x 5" or 5" x 7" prints. Horizontal photographs are mounted with the top to the left, along the side with the punched holes, so that the images face out to the right. At the top of the page, flush right, the following three lines should be impact printed, xerographically printed, or written in pencil:

HISTORIC AMERICAN BUILDINGS SURVEY (or HAER or HALS)  
See Index to Photographs for Caption  
HABS (or HAER or HALS) XX - X - X (ex. HAER AR-351-1)

If the contact print is 8" x 10", include the instruction "(see verso)" below the view number and place the photograph on the reverse side of the mount card and place both in a clear archival, top-loading, plastic sleeve. Archival plastics such as polypropylene must be used.

Digitally-produced prints can be laid out on an 8½" x 11" sheet to mimic the appearance of a photo mount card so there is consistency across the entire HABS/HAER/HALS collection. This eliminates the need for a photo mount card.

For examples of a photo mount card and a digital print card, see the Appendix.

### **Color Transparencies**

Color transparencies are organized separately from the black and white photographs. The black and white photographs are numbered first, followed by the color transparencies. When labeling color transparencies, the view number is followed by the suffix (CT), such as, HAER PA-149-10 (CT).

The Index to Color Transparencies is a separate section from the Index to Black and White Photographs, but does not need to be on a separate page. The subheadings on the Index to Photographs differentiate between the two types of images.

The color transparencies are housed and labeled similarly to the black and white photographs, except that the suffix (CT) is added to the label.

### **WRITTEN HISTORICAL AND DESCRIPTIVE DATA**

The historical reports should follow the Chicago Manual of Style. For more information and guidelines for producing historical reports, see:

<https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>

The historical report must be printed single-sided on 8½" x 11" archival bond. Pages larger than 8½" x 11" cannot be included as part of the formal documentation, and any oversized illustrations must be placed in the field notes.

Any images included in the historical report should be put at the end of the document and not be imbedded in the text, so they can be easily taken out of the report if copyright or other restrictions dictate their removal. Each image should be cited and the source noted. All copyright laws and regulations apply to these images. A copyright release form must be obtained for any applicable images; copyright information is provided later in this document.

It is essential that every page of the historical report include a header on the top right detailing the survey name, the HABS, HAER, or HALS number, and the page number. For example:

CENTER STREET BRIDGE  
HAER PA-627  
(Page 2)

A CD/DVD containing a PDF of the historical report must be submitted. The PDF and the paper copy must exactly match each other. The conversion to PDF may alter the page layout so printing the paper copy from the PDF rather than the word processing document is recommended. NOTE: All electronic copies (cover sheet, index to photographs, historical report, drawings, and field notes) may be submitted on the same CD/DVD.

## **MEASURED DRAWINGS**

For more information please refer to the guidelines for producing measured and interpretive drawings:

<https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>

Drawings must be one of three standardized sizes, 19" x 24", 24" x 36", or 34" x 44". Each full-size drawing set must be accompanied by one set of reduced 8½" x 11" copies on archival bond.

Field records used to create the drawings should be submitted with the drawings.

CAD drawings must use the official HABS, HAER, or HALS title block, which is available upon request. Hand drawings must be done on Mylar or vellum with the HABS/HAER/HALS title block pre-printed on them. Staff may request to review drawings before official title block or Mylar/vellum is released.

If created electronically, a CD/DVD containing PDFs of the drawings must be submitted with the drawings. NOTE: All electronic copies (cover sheet, index to photographs, historical report, drawings, and field notes) may be submitted on the same CD/DVD.

## **FIELD RECORDS**

Field records are materials that support and/or complement the formal survey documentation. However, because field records do not conform to one or more HABS/HAER/HALS standards, they are processed and transmitted as “informal” documentation. Although not all items transmitted as field records are archivally stable, it is preferable that these items be stable for as long as possible. Field Records are maintained by the Library of Congress, Prints and Photographs Division, at an off-site nonpublic storage area. Researchers are welcome to use these materials, but must request them in advance of their visit.

Each item in field records must be marked with the HABS, HAER or HALS number. Any oversized materials should be folded to 8½" x 11" size.

Field records consist of any materials created in the field for documentation purposes, such as field drawings, photographs, point clouds, etc. Field records may also include research materials that may be of interest to researchers but do not meet HABS/HAER/HALS standards, such as copyrighted or oversized materials.

The following are examples of materials that could be included in field records:

- Measurements taken by the architects directly from the structure, both in paper and electronic formats
- Photographic documentation taken to aid the architects in their drafting
- Historic or modern photographs gathered from other sources that are restricted, i.e., not in the public domain. Copyrighted or other restricted materials should clearly be labeled as such. Negatives need not accompany photographic prints.
- Any materials that are not easily accessible by a researcher, or may be in danger because they are stored in a non-secure or non-archival facility. Examples might include architectural drawings, maps, or pamphlets.

Field records are not meant to be a “catch-all” for every bit of information about a structure and should not include materials that do not warrant the expense associated with copying, cataloguing, and storing the materials. The following items should not be included in field records:

- Drafts of the documentation
- Copies of items cited in the bibliography that are readily accessible at another archival repository
- Copies of National Register of Historic Places or National Historic Landmark nominations

## **ADDENDA**

Addenda refers to any new documentation of a previously transmitted survey. To verify if the documentation is an addenda, consult the Library of Congress’s website (<http://www.loc.gov/pictures/collection/hh/>) and the HABS/HAER/HALS staff.

Please be aware of the difference between an addendum to an existing survey and an addition to a complex. Transmitting new documentation about a previously undocumented structure within a previously recorded complex is not an addendum. Because the individual structure has not yet been surveyed, it will receive its own unique survey number.

### **Addenda – Cover Sheet**

Every addendum must include a Cover Sheet. The words “Addendum to” are placed above the survey name in the title block. An addendum Cover Sheet lists only the documentation being added under the addendum.

### **Addenda – Photographs**

Before organizing and labeling addenda photographs, verify the number of previously transmitted black and white photographs and/or color transparencies

The addenda photographs are labeled with the next sequential view number after those black and white and/or color transparencies previously transmitted to the Library of Congress (i.e., if there were 15 photographs previously transmitted, the addenda photograph would begin at 16).

### **Addenda – Index to Photographs**

The words “Addendum to” are placed in the title block above the survey name. Photo caption addenda pages do not need to be numbered. Precede the list of captions with the statement “Photographs [number X] through [X] were previously transmitted to the Library of Congress.” (For example: “Photographs HABS CO-68-1 through HABS CO-68-15 were previously transmitted to the Library of Congress.”) If no photographs were previously transmitted, this statement does not apply (and does not need to be included), but the words “Addendum to” are still used in the heading.

If the Index to Photographs is an addendum to previous documentation which had photographs but did not include a list of captions (as was typical in the 1930s), the format is the same.

### **Addenda – Historical Report**

Only the first page of the new historical report states that the documentation is an addendum. This is done by placing the words “Addendum to” above the survey name in the title block. Addendum pages are numbered consecutively from the last page number of the previously transmitted report. In addition, as a preface, the following statement should be added, “[X number of] pages were previously transmitted to the Library of Congress.” (For example: “36 pages were previously transmitted to the Library of Congress.”) If no historical report was previously transmitted, this statement is not needed, but the words “Addendum to” should still be included on the first page.

### **Addenda – Drawings**

Unlike historical reports, each set of drawings is numbered independently, and each starts with number 1. If the original documentation included drawings, then the addenda must include the words “Addendum to.” If the original documentation did not include drawings, then these words are not necessary.

### **Addenda – Previously Transmitted Surveys with Incorrect Names or Location**

When research reveals that a structure was previously recorded with the incorrect name or location, then the old name or location along with the new name or location should be noted and included as a preface to the historical report.

## **COPYRIGHT & THE PUBLIC DOMAIN**

The 1976 U.S. Copyright Act regulates how maps, historic photographs, architectural and engineering drawings, textual material, and other media that were created by an individual or an agency outside HABS/HAER/HALS or the U.S. Government can be incorporated into HABS/HAER/HALS surveys as formal documentation. Although the act does not prohibit the use of these materials, it requires that the HABS/HAER/HALS project team verify the copyright

status of all materials to be included in a survey prior to final submission and, if necessary, secure a transfer (release and assignment) of copyright to the National Park Service, releasing it to the public domain. Without a release and assignment of copyright, materials CANNOT enter the HABS/HAER/HALS collection at the Library of Congress as formal documentation.

**1976 Copyright Act: Terms of Protection**

As amended, the 1976 Copyright Act grants all creators of original works limited exclusive rights to reproduce, distribute, perform, and/or display their works. [In the case of works-made-for-hire, the Act grants the same rights to the hiring individual or agency.] The term of these rights varies according to the date of creation, publication, and/or registration of the work. If the work has been published or registered with the U.S. Copyright Office (<http://www.copyright.gov>), the term of protection is calculated based on the publication or registration date:

<b>Date of work</b>	<b>Term of Protection</b>
Published before January 1, 1923	Expired; in the public domain
Published between January 1, 1923, and December 31, 1963	28 years from date of publication plus a renewal term of 67 years if renewal application has been filed with the U.S. Copyright Office; if a renewal application has not been filed, this material is now in the public domain
Published between January 1, 1964, and December 31, 1977	28 years from date of publication plus automatic extension of 67 years
Created (but not necessarily published) on or after January 1, 1978	Life of author + 70 years or through 2047, whichever is greater; works-for-hire 95 years from publication or 120 years from creation

If the work has not been either published or registered, the creation date is used to determine the term of protection:

<b>Date of work</b>	<b>Term of Protection</b>
Created before January 1, 1978, but not published or registered	Life of creator + 70 years
Created between January 1, 1978, and December 31, 2002, but not published or registered	Life of creator + 70 years, not to expire before December 31, 2047

Once the term of protection has expired, the materials enter the public domain.

## **Public Domain**

Public Domain is “the realm embracing property rights belonging to the community at large, subject to appropriation by anyone, specifically, status unprotected by copyright or patent [or trademark].”<sup>2</sup> Materials enter the public domain when and only when:

1. Copyright protection for the work expires
2. Copyright is abandoned by the copyright owner (i.e. transferred or released and assigned)
3. Copyright protection is forfeited by failure of the copyright owner to comply with the law

Materials in the public domain include:

1. All materials published before January 1, 1923, and not renewed.
2. All materials entirely created, commissioned, and/or published by the U.S. Government, including materials produced by Federal government employees in the course of their jobs. [Materials created or published by the U.S. Government in collaboration with a non-U.S. Government individual or agency may or may not be in the public domain. Materials fitting this category may require additional background research.]

A common misconception about copyright and the public domain is that anything old and/or unpublished is copyright-free. This is false. All unpublished works created before 1978 but not registered are eligible for protection under the current law and must be thoroughly investigated before being included in HABS/HAER/HALS surveys as formal documentation.

## **State Records**

Records in state archives, departments of transportation, and other state agencies may or may not be in the public domain depending on the record laws of that state. Check with the State Archivist or Attorney General’s Office in that state for details. If the state or any contractor working for the state claims copyrights to drawings, historic views, or other materials, a release and transfer of copyright from the copyright owner to the National Park Service is required in order for the material to be included as formal documentation.

## **Materials Donated to a Documentation Project by a Second or Third Party Sponsor**

The legal transfer of copyright is not binding unless set down in writing, even if the materials in question are donated or voluntarily incorporated into a documentation project by the owners of the materials. State agencies, private corporations, and all other non-U.S. Government sponsors of HABS/HAER/HALS recording projects must transfer all right to the materials under consideration to the National Park Service if they wish to have them included in the formal documentation.

## **Copyright Release Form**

The Library of Congress and the National Park Service require completed copyright release on NPS letterhead for all materials that may be eligible for protection under the U.S. Copyright Act as amended. The copyright release cannot be altered and must be signed as written, or the transfer is considered null and void. The original form should be sent to the HABS/HAER/HALS Washington Office. NPS Regional Offices are advised to keep a copy of the signed form for their records.

---

<sup>2</sup> *Webster’s Third New International Dictionary*

## **PRIVACY AND SECURITY ISSUES**

In the process of recording a site for HABS/HAER/HALS, architectural field teams, historians, photographers, and others might encounter or produce sensitive graphic or textual information that, if introduced into the public domain via the HABS/HAER/HALS Collection at the Library of Congress, might compromise or otherwise adversely affect the safety and the security of a site, individual, or entire community. This may include photographs of people captured during the documentation process who were not associated with the production of HABS/HAER/HALS documentation. A signed release form may be required for these individuals. Security and confidentiality concerns are best addressed at the earliest stages of the documentation process by the parties involved in the recording project. Property stewards, National Park Service regional coordinators, State Historic Preservation Officers, Federal Preservation Officers, tribal representatives, and other stakeholders are best informed and positioned to address these concerns and make reasoned determinations regarding sensitivity of the material to be included in the documentation. All parties to a project resulting in HABS/HAER/HALS documentation are encouraged to acknowledge security concerns as a legitimate factor in determining the appropriate level and extent of HABS/HAER/HALS documentation.

The latest version of the Copyright Release Form is available on HDP's website at:

<https://www.nps.gov/subjects/heritagedocumentation/copyright-guidance.htm>



**APPENDIX**

**Sample Cover Sheet for a survey within the National Park Service's George  
Washington Memorial Parkway**

THEODORE ROOSEVELT ISLAND  
(Analostan Island)  
(Mason's Island)  
George Washington Memorial Parkway  
Potomac River  
Washington  
District of Columbia

HALS DC-12  
DC-12

PHOTOGRAPHS

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

REDUCED COPIES OF MEASURED DRAWINGS

FIELD RECORDS

HISTORIC AMERICAN LANDSCAPES SURVEY  
National Park Service  
U.S. Department of the Interior  
1849 C Street NW  
Washington, DC 20240-0001

**Sample Cover Sheet of a building within the Ybor City historic district**

GUTIERREZ BUILDING  
Ybor City  
1603 East Seventh Avenue  
Tampa  
Hillsborough County  
Florida

HABS No. FL-263

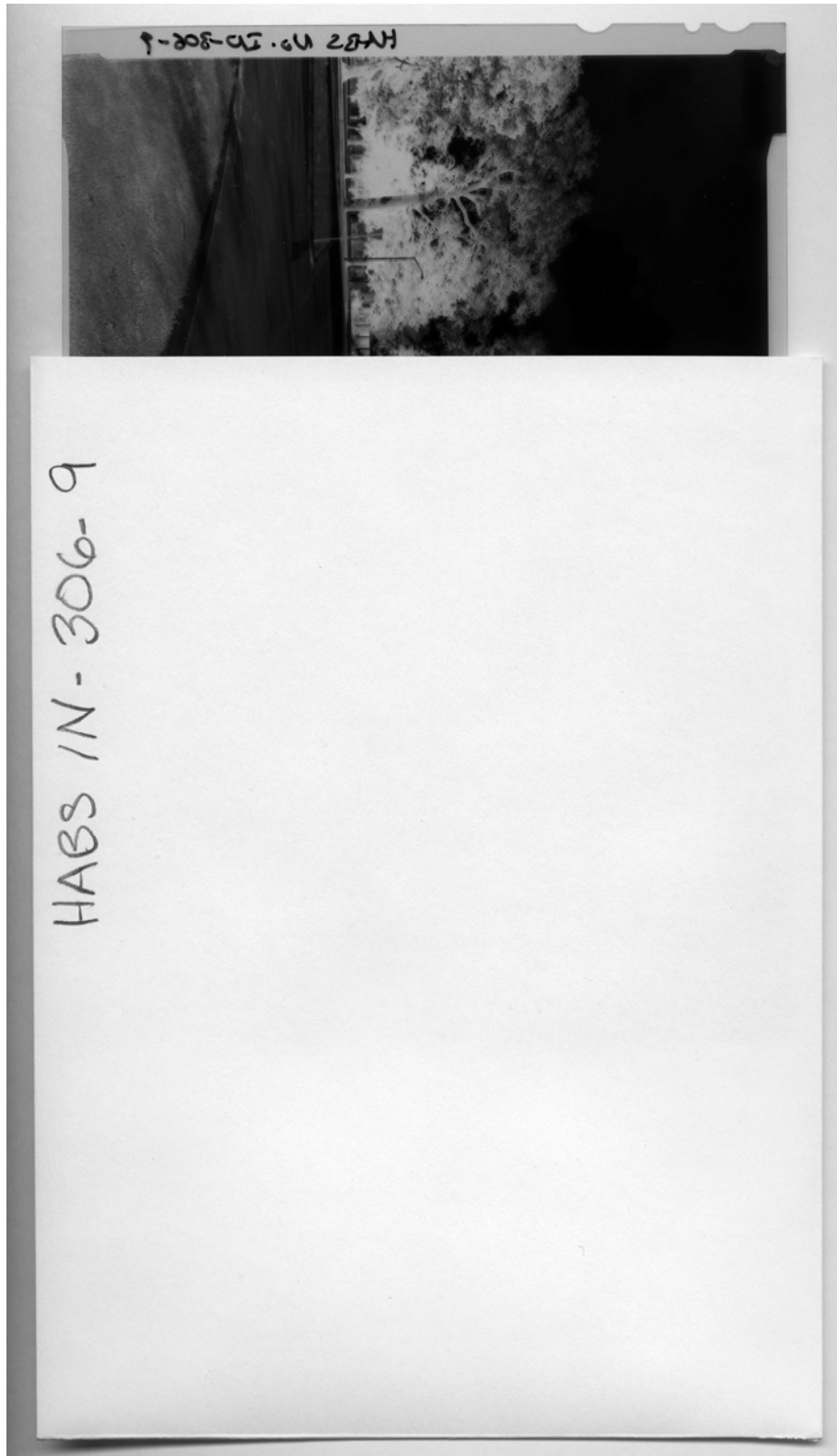
PHOTOGRAPHS

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

REDUCED COPIES OF MEASURED DRAWINGS

HISTORIC AMERICAN BUILDINGS SURVEY  
National Park Service  
U.S. Department of the Interior  
1849 C St. NW  
Washington, DC 20240

**Example of labeled negative and archival sleeve showing the correct way to insert the negative into the sleeve**



## Sample Index to Photographs (1 of 2): Black & white photographs

### HISTORIC AMERICAN ENGINEERING RECORD

#### INDEX TO PHOTOGRAPHS

SANTA SUSANA FIELD LABORATORY, ALFA TEST AREA, TEST STAND ONE  
(Building Number 2727)  
Santa Susana Field Laboratory  
5800 Woolsey Canyon Road  
Simi Valley vicinity  
Ventura County  
California

HAER CA-2283-A

#### INDEX TO BLACK AND WHITE PHOTOGRAPHS

Jet Lowe, photographer, May 2011

CA-2283-A-1	General view of the east elevation of test stand one (Alfa I) in the Alfa Test Area. The terminal building, shelter for pressurized, gaseous supply tanks and the foundation remnants of test stand two are in the right foreground. The observation and control bunker is in the left background.
CA-2283-A-2	Oblique view of the north and east elevations of test stand one (Alfa I) in the Alfa Test Area. The Bravo Test Area (HAER CA-2284) can be seen in the distant background, framed by the elevated cable tray.
CA-2283-A-3	Close-up view of test stand one (Alfa I) looking at the engine mounting structure, high pressure and high volume supply lines, hydraulic lines for actuators and wire harnesses for various data acquisition from numerous transducers and for servomotor monitoring to measure and control the performance of the numerous components of a captive-fired rocket engine.
CA-2283-A-4	Detail view of the engine lift mechanism located in test stand one (Alfa I) in the Alfa Test Area.
CA-2283-A-5	General view looking northwest at the Alfa Test Area. Test stand one (Alfa I) is in the center of the view, the terminal building, shelter for pressurized tanks and the foundation remnants of test stand two extend to the right.
CA-2283-A-6	General view looking at the south elevation of test stand one (Alfa I) in the Alfa Test Area.
CA-2283-A-7	Close-up view of the south elevation of test stand one (Alfa I) in the Alfa Test Area of the flame deflector and lower superstructure of the test stand.

**Sample Index to Photographs (2 of 2): Addendum photo set (with black & white and color photographs)**

**HISTORIC AMERICAN BUILDINGS SURVEY**

**INDEX TO PHOTOGRAPHS**

ADDENDUM TO:  
F. C. BOGK HOUSE  
2420 North Terrace Avenue  
Milwaukee  
Milwaukee County  
Wisconsin

HABS WI-252

Photographs no. HABS WI-252-1 through HABS WI-252-15 were previously transmitted to the Library of Congress.

**INDEX TO BLACK AND WHITE PHOTOGRAPHS**

Jarob J Ortiz, photographer, October 2016

WI-252-16	Detail view of second-story windows and cornice on northwest (front) facade
WI-252-17	Interior view of living area, looking south
WI-252-18	Interior view of living area, looking east
WI-252-19	Interior view of dining area, looking north

**INDEX TO COLOR TRANSPARENCIES**

Jarob J Ortiz, photographer, October 2016

WI-252-20 (CT)	Detail view of second-story windows and cornice on northwest (front) facade
WI-252-21 (CT)	Interior view of living area, looking south
WI-252-22 (CT)	Interior view of living area, looking east
WI-252-23 (CT)	Interior view of dining area, looking north

**Sample Photo Mount Card: For wet process prints**

HISTORIC AMERICAN ENGINEERING RECORD  
SEE INDEX TO PHOTOGRAPHS FOR CAPTION

HAER No. *A2-74-1*



**Sample Digital Print Card (1 of 2): For negatives that have been  
scanned and then printed using an inkjet printer**

HISTORIC AMERICAN BUILDINGS SURVEY  
SEE INDEX TO PHOTOGRAPHS FOR CAPTION  
HABS No. ID-122-H-26



**Sample Digital Print Card (2 of 2): For negatives that have been scanned and then printed using an inkjet printer**

Program name → HISTORIC AMERICAN BUILDINGS SURVEY  
SEE INDEX TO PHOTOGRAPHS FOR CAPTION  
HABS No. ID-122-H-26

Survey number ←      Photo number ←



Black border around negative

- Show the entire negative (including notches), without cropping.
- Scan and print at contact print size (i.e., the same as the negative).

**Note:** Scans of 4" x 5" negatives can be printed to match the correct orientation of the image (horizontal or vertical).

All 5" x 7" prints need to be oriented vertically to fit on the page.



**Sample Historical Report: Addendum to a survey with a previously transmitted  
Historical Report**

**ADDENDUM TO  
CHICAGO RIVER BASCULE BRIDGE, MONROE STREET  
HAER No. IL-53  
(Page 3)**

**HISTORIC AMERICAN ENGINEERING RECORD  
CHICAGO RIVER BASCULE BRIDGE, MONROE STREET**

This report is an addendum to a 2 page report previously transmitted to the Library of Congress in 1995.

**Location:** Spanning the South Branch of the Chicago River at Monroe Street, Chicago, Cook County, Illinois.

UTM: 16/447040/4636500

Quad: Chicago Loop

**Date of Construction:** 1919

**Designer:** City of Chicago

**Builder:** Fitzsimmons & Connell Dredge & Dock Co. (substructure);  
Ketler & Elliot Company (superstructure)

**Present Owner:** City of Chicago.

**Present Use:** Vehicular bridge.

**Significance:** The Monroe Street Bridge is representative of the simple trunnion bascule bridge that became widely known as the "Chicago Type." Although bridges of the "Chicago type" shared basic principles, the design had undergone significant development since the original "Chicago-type" bridge opened at Cortland Street in 1902. By 1913 when initial studies for a new bridge at Monroe began, engineers of the city's Bridge Division had roughly standardized a "second generation" of the "Chicago-type."

## Contact Information

### Washington Office

- Mary McPartland, Collections Manager, mary\_mcpartland@nps.gov, 202-354-2260
- Survey number requests: hdp\_collections@nps.gov

### Anchorage Office: AK

- John Wachtel, Historical Architect, john\_wachtel@nps.gov, 907-644-3459
- Grant Crosby, Historical Architect, grant\_crosby@nps.gov, 907-644-3463

### San Francisco & Seattle Offices: CA, GU, HI, ID, NV, OR, WA, Pacific Islands

- Christopher E. Johnson, Historian, christopher\_e\_johnson@nps.gov, 206-220-4141
- Sara Stratte, Historical Architect, sara\_stratte@nps.gov, 206-220-4017
- Doug Wilson, Archeologist, Preservation Partnerships Program Manager (Acting), doug\_wilson@nps.gov, 360-921-5241

### Denver Office: AZ, CO, MT, NM, OK, TX, UT, WY

- Poppie Gullett, Historian, poppie\_gullett@nps.gov, 720-930-2865
- John P. Olson, Historical Architect, john\_p\_olson@nps.gov, 303-905-6165
- Justin Henderson, Program Manager, Heritage Partnerships Program, justin\_henderson@nps.gov, 303-842-4807

### Omaha Office: AR, IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI

- Mark Buechel, Historical Architect, mark\_buechel@nps.gov, 402-661-1920 (for IL, MO, WI)
- David Calease, Architectural Historian, david\_calease@nps.gov (for IL, IN, MN)
- Dena Sanford, Architectural Historian, dena\_sanford@nps.gov, 308-436-9797 (for KS, MI, NE)
- Rachel Franklin-Weekley, Manager, rachel\_franklin-weekley@nps.gov, 402-661-1928 (for IA, OH)

### Atlanta Office: AL, FL, GA, KY, LA, MS, NC, PR, SC, TN, VI

- Alesha Cerny, Architectural Historian, ser\_hdp@nps.gov, 404-276-5092
- Ellen Rankin, Architectural Historian, ser\_hdp@nps.gov, 470-587-7940

### Philadelphia Office: CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV

- Catherine Turton, Community Planner, catherine\_turton@nps.gov, 215-597-1726
- Jed Porter, Historical Architect, jed\_porter@nps.gov, 215-597-1585