

# TEXAS HISTORICAL COMMISSION

## Historic Resources Survey

### Manual



(Updated 2/2019)



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

[www.thc.texas.gov](http://www.thc.texas.gov)

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# TEXAS HISTORICAL COMMISSION

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## INTRODUCTION

The Texas Historical Commission appreciates your efforts in conducting a historic resources survey. Architectural surveys identify significant properties in neighborhoods, communities and entire counties. Published inventories of such sites can be indispensable in raising a community's awareness of its cultural heritage and in its planning efforts. The information and photographs generated by a survey create an irreplaceable record of the present state of that heritage.








A historic resources survey is a systematic method of documenting historic resources through fieldwork and research. Each historic resource is documented with photographs, maps, and a written description on a form. The purpose of completing a local survey is to gather information needed to plan for the wise use of a community's resources.

Historic resources surveys can have many beneficial outcomes such as:

- Stimulates public awareness of a community's historic resources
- Essential if a community plans to pursue historical designations under local ordinances
- Helps local preservation advocates, land-use planners, economic development coordinators, and tourism promoters
- Provides a basis for preservation and planning at all levels of government and for individual groups or citizens
- Helps identify historic resources in anticipation of projects that may involve building demolition and land disturbance
- Documents properties representing a style, period, construction type or historic theme
- Encouraged participation by community members
- Promotes research and awareness of the community's heritage

The manual provided here is intended to assist with accurately filling out a Texas Historical Commission's (THC) Historic Resources Survey Form. The last section explains how to use the THC's Historic Resources Survey Form in a Microsoft Access database format. It may be helpful to print out the manual in order to complete the Historic Resources Survey Form electronically. Having the forms in an electronic format is beneficial as the information can be uploaded to the THC's Texas Historic Sites Atlas (<http://atlas.thc.state.tx.us/>) by THC IT staff, can be exported as a Microsoft Excel spreadsheet, and can be updated by communities and organizations in the future.



The THC Historic Resources Survey Packet (on a CD) contains these items:

Name	Type	Size
 Documents	File folder	
 images	File folder	
 useful tools	File folder	
 READ THIS FIRST.pdf	Adobe Acrobat Document	129 KB
 THC Historic Resources Survey Manual 2016 08.pdf	Adobe Acrobat Document	6,819 KB
 THC_survey_database_blank.accdb	Microsoft Access Database	10,240 KB
 THC_survey_database_blank_mdb.accdb	Microsoft Access Database	10,240 KB




















The subfolders contain additional items that will be needed during the survey project.

The **Documents subfolder** is where you will save your various reports and spreadsheets created during the project. This contains a useable Word document of the THC survey form for data entry as well as a PDF version for printing hard copies to take into the field. The THC survey form is useful for preliminary research gathering as well as using during the survey fieldwork phase. The information noted on the survey forms can be entered later into the Access database.

The **Images subfolder** contains a “NoImage.jpg” that is a placeholder image on the database survey forms until you link an image to the resource. It also contains a Thumbnails subfolder, which is where you will save the thumbnail images that you will create from the survey photos. More on this later in the manual.

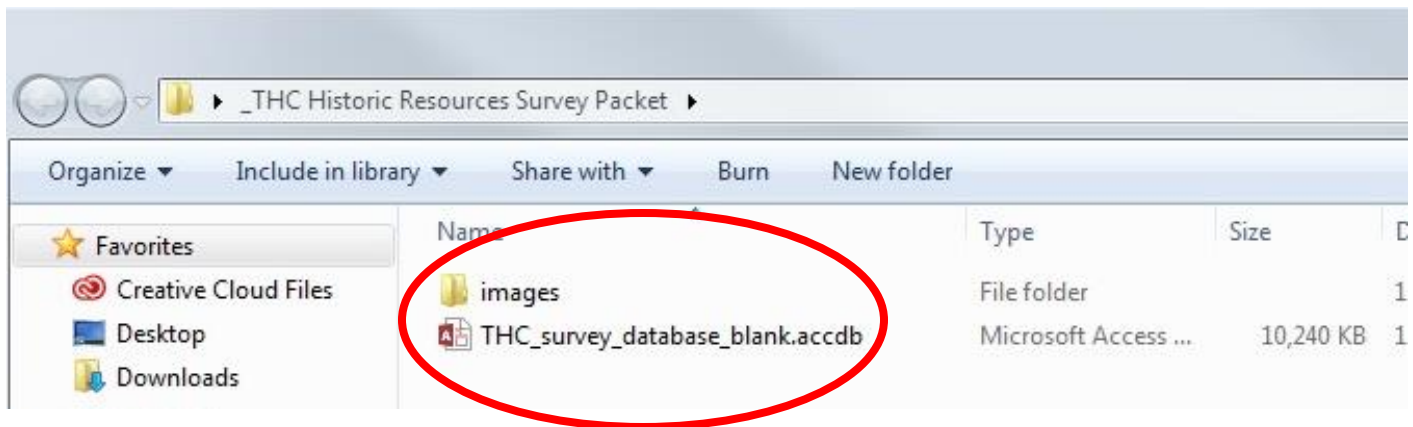
Name	Type	Size
 Thumbnails	File folder	
 noimage.jpg	JPEG image	746 KB

The **Useful Tools subfolder** contains items that you may find helpful during the project, such as presentations on architecture, how to label your photos, county abbreviations, etc. These are saved in various formats (PDFs, video, PowerPoint, Excel) so they can be viewed depending on your preference or audience.

Name	Type	Size
 architectural details.pdf	Adobe Acrobat Document	8,233 KB
 architectural styles residential.pdf	Adobe Acrobat Document	12,336 KB
 Commercial Architecture.pdf	Adobe Acrobat Document	4,036 KB
 Evaluating Historic Resources read only.pptx	Microsoft PowerPoint Presentation	30,377 KB
 Evaluating Historic Resources.pdf	Adobe Acrobat Document	3,552 KB
 Evaluating Historic Resources.wmv	Windows Media Audio/Video file	54,698 KB
 Historic Resources Survey.ppt	Microsoft PowerPoint 97-2003 Presentation	15,385 KB
 Historic Resources Survey.wmv	Windows Media Audio/Video file	53,651 KB
 Historic Resources Surveys.pdf	Adobe Acrobat Document	3,580 KB
 How to take Photographs.pdf	Adobe Acrobat Document	1,890 KB
 How to take Photographs.ppt	Microsoft PowerPoint 97-2003 Presentation	11,631 KB
 How to take Photographs.wmv	Windows Media Audio/Video file	45,588 KB
 Modern Architecture.pdf	Adobe Acrobat Document	4,222 KB
 Modern Architecture.ppt	Microsoft PowerPoint 97-2003 Presentation	26,499 KB
 Modern Architecture.wmv	Windows Media Audio/Video file	72,229 KB
 Photo Log.pdf	Adobe Acrobat Document	166 KB
 Photo Log.xlsx	Microsoft Excel Worksheet	13 KB
 Texas County Abbreviations TARL.pdf	Adobe Acrobat Document	72 KB
 THC Photo Labeling Protocol.pdf	Adobe Acrobat Document	90 KB

The THC prefers that the survey data is entered into the provided Access database as the information can later be utilized in a variety of ways. The computer to be used for the survey project should have at least Microsoft Access 2007, 2010, or 2013. The CD includes two versions of the Access database; the one ending in “.accdb” is for newer versions of Access, while the one ending in “.mdb.accdb” is for older versions.

**\*\*\*Save the entire THC Survey Packet onto the computer where the survey project information will be stored.\*\*\*** This will ensure that the Access database will work with the Images folder. **At a minimum, your project folder must look like this:**



The THC Access database has been programmed to look for photos in this Images folder. If you reorganize or create different folders for the photos, the database will not know where to find the Images, even if you have linked the images in the database. It is fine to add other subfolders to this project folder as needed, but the basic set up of the database with the Images folder needs to stay as is.



## **HEADER/IDENTIFYING INFORMATION**

This section is used to record a property's basic identifying information. This is the blue section of the survey form and the blue section of the Access database. This section should be filled out for all resources in the survey, whether doing a windshield-level or reconnaissance-level survey.

### **Project Information**

**Project #:** Obtain a project specific identification number from the Texas Historical Commission's Historic Resources Survey Coordinator (512.463.3386 or [Leslie.Wolfenden@thc.texas.gov](mailto:Leslie.Wolfenden@thc.texas.gov)). This can also be a project number specified by the client.

**County:** Enter the name of the county in which the project will be conducted.

**Address:** Enter the property's legal address. All addresses should be taken from the same source (i.e., tax records) and recorded in a consistent format. When abbreviating direction (e.g., N, SW) or street suffix (e.g., St., Ave.), use official postal service abbreviations, which are available from the post office or at [www.usps.com](http://www.usps.com). Common street suffixes can be found in Appendix B of this document.

The address section has been broken down into three parts: Address No., Street Name, and Block.

- The Address No. is for the street address number, which may include an apartment number (154 B) or unknown (can be entered as either '?' or '100 blk').
- The Street Name is the name of the road only, such as W. Main Street, Main St W, or West Main Street. The thing to keep in mind here is to be consistent in how the street names are entered because the database sorts in alphabetical order.
  - If you want all your East and West Main Street resources to sort together, you should use Main St E and Main St W, then all of the Main Street resources will sort together with Main Street E coming right before Main Street W.
  - If you want West Main Street separated from East Main Street, then you should use W. Main Street and E. Main Street, then W. Main Street will sort to the W's and E. Main Street will sort to the Es.
- The Block box is the block number where the resource is located. For example, if the resource's address is 178 Main Street, enter '100' for the block number; or if the address is 4672 South First Street, then enter '4600'.
  - This box is for database sorting purposes so that all the resources on the same block and street will sort together in the reports.

**Local ID:** This is to be used by the local community for its own purposes. This could be the county/city tax identification number, parcel number, survey specific number, etc. It can also correlate to the map number that will be created as part of the survey project. This can be left blank if unknown or not needed for the project.

**City:** Enter the name of the city in which the property is currently located. If the property is outside of any established city boundaries, enter the name of the nearest city, followed by the abbreviation for vicinity: "vic." (i.e., Austin vic.)

## **SECTION 1: BASIC INVENTORY**

**Current Name:** Enter the name by which the property is currently known. If no name is known, leave blank.

**Historic Name:** Enter the name(s) by which the property was known historically (can be the same as the current name). If no name is known, leave blank. This is usually the building's name at the time of original construction, but there are exceptions:

- If the original owner or business is unknown or occupied the building for only a short time, and/or a subsequent owner/business established a significant or longstanding association with the property, use the name of the latter.
- If the building is significant primarily for its association with a specific historical figure, business, or event, the Historic Name should reflect that.

If the building has, or had, no formal or commonly accepted name, consider these options:

For Commercial Buildings:

- Leave blank
- Name of the business housed in the property (if the sole occupant)
- Property owner's last name, followed by the word "Building"

For Residential Buildings:

- Property owner's last name, followed by the word "House"
- Leave blank

For properties known by multiple names, either currently or historically, record all names, separated by semi-colons.

**Owner Information:** Enter the name of the property owner and his/her mailing address, if known. The local county tax appraisal district can usually provide names of property owners. This can often be found on the county appraisal district website. If unknown, enter "Unknown" or leave blank.

**Geographic Location:** This section is used to record more accurate information about the property's location, primarily for mapping purposes.

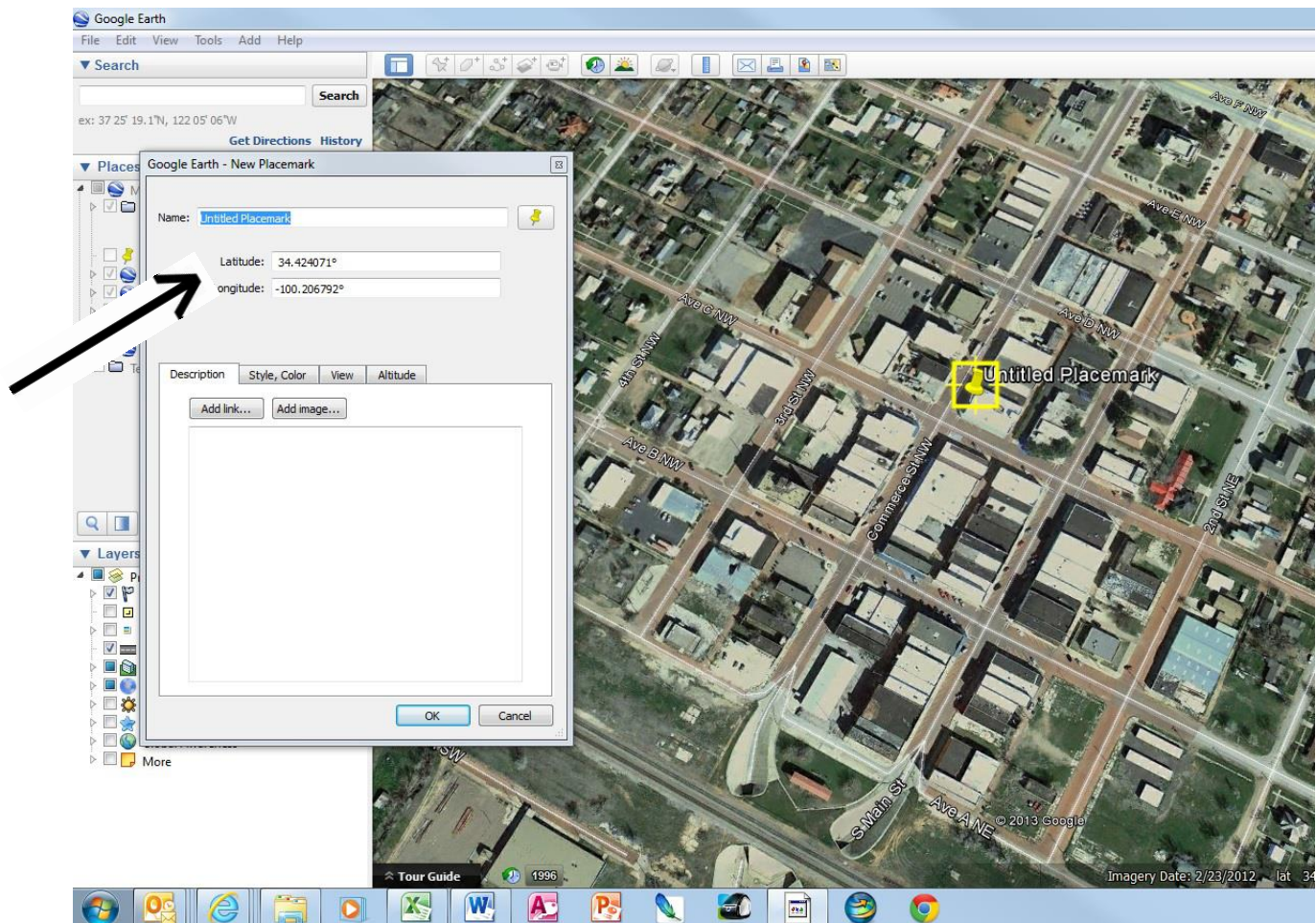
**Latitude and Longitude Coordinates:** The National Park Service (NPS) prefers locational information recorded using latitude and longitude coordinates, which allows for an accurate spatial database of designated properties nationwide utilizing GIS software.

**Latitude:** Latitude is a geographic coordinate that specifies the north-south position of a point on the Earth's surface.

**Longitude:** Longitude is a geographic coordinate that specifies the east-west position of a point on the Earth's surface.



These coordinates can be obtained by using a free online resource, such as Google Earth or LatLong.net. To obtain the coordinates, place the computer mouse or yellow pushpin over the center of the main façade; the coordinates should show up at the bottom of the screen or in the pop-up box (this is using Google Earth). Use as a six decimal place number by selecting “Decimal Degrees” under Tools/Options.



For additional instructions, refer to the NPS’s publication “GIS Map Guidance” or contact THC staff.

**Legal Description:** A legal description is often the simplest, and most accessible, means of accurately recording a property’s location. Although some rural properties have lengthy and confusing legal descriptions (making them less useful for survey recording), most properties’ locations can be indicated by the combination of a lot number, block number, and the name of the platted addition or subdivision. This information can often be obtained from the local county appraisal district, many of which are available online.

**Lot/Block:** Enter the lot and block numbers. Although the lot number(s) is typically listed first, use the words “Lot” and “Block” to clarify which is being referenced (i.e., Lots 1-3, Block 6).

**Addition/Subdivision:** If known, enter the name of the addition or subdivision in which the property is located. The addition/subdivision name is often included in the tax appraiser’s legal description or on the original plat map on file with the county clerk.

**Year of addition:** If known, enter the year that the addition or subdivision was platted. The date may not be recorded with the tax appraiser, but it can be found on the original plat in the county clerk's office.

**Property Type:** Place a check in the box next to the appropriate property type. See the NPS National Register Bulletin: *How to Apply the National Register Criteria for Evaluation* for more information.

**Building:** Check this box if the primary resource is a building, such as a house, church, hotel, or similar construction, created principally to shelter any form of human activity.

**Structure:** Check this box if the primary resource is a structure with functional construction made usually for purposes other than creating human shelter, such as a bridge, highway, lighthouse, windmill, etc.

**Object:** Check this box for those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be moveable, by nature or design, an object is associated with a specific setting or environment. Examples of an object would be a lamp post, monument, statue, etc.

**Site:** Check this box if the resource is a location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing or ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure. This can also be used for a vacant lot.

**Current Designations:** Place a check in the box next to each historical designation the property has received, if any. Only check the box if it is certain the building has been designated. The THC's History Programs Division (512.463.5853) can confirm whether or not a property has been awarded a state or national level designation. You can also use the Texas Historic Sites Atlas online to search for properties in your survey area by doing a Keyword search or by using the Atlas Map (<http://atlas.thc.state.tx.us/>). Designations are abbreviated on the form as follows:

**NR District:** Check this box if the property is within the boundaries of a listed **National Register Historic District**. Check the box to indicate if the property is listed as **Contributing** to the district. Enter the name of the listed National Register District in the box.

**NHL:** Check this box if the property is a **National Historic Landmark**. This is not the same as being listed on the National Register (see next item).

**NR:** Check this box if the property is **individually** listed on the **National Register of Historic Places**.

**RTHL:** Check this box if the property has been designated a **Recorded Texas Historic Landmark**. Note: The presence of a historical marker does not necessarily indicate that the property is a RTHL. Check with the THC to confirm.

**OTHM:** Check this box if the property has been designated an **Official Texas Historical Marker**, which is a subject marker that is educational in nature and reveals aspects of local history that are important to a community or region.

**HTC:** Check this box if the property has been designated a **Historic Texas Cemetery**.

**SAL:** Check this box if the property has been designated a **State Antiquities Landmark**.

**Local:** Check this box if the property has been designated as historic by a local government body (i.e., Landmarks Commission). You need to check at the local level for these designations (county or city).

**Other:** Check this box if the property has received a historical designation other than those listed above.

**Architect/Builder:** It is often difficult to positively identify a building's original architect and/or builder. Aside from having a cornerstone or original architectural drawings, there are a few other possibilities for archival documentation:

- **Building Permits:** Municipal building permits are an excellent source of information. Historic permit records are sometimes unavailable or difficult to find, but be sure to check with the city clerk.
- **Mechanics Liens:** Temporary liens placed on property by a builder or tradesperson to insure payment for costs incurred during construction or improvements should be recorded with the county clerk.
- **Deed and Plat Records:** Property may have been owned, subdivided and/or developed by its builder (i.e., lumber yard). If so, it may be reflected in the plat of the addition/subdivision and the original deed of each property – both of which are recorded with the county clerk.

**Construction Date:** Determining a date of construction (even an estimate) may require some detective work and some knowledge of architecture. Consult several of these sources and combine the clues from each in a collective evaluation. Be sure to differentiate between a confirmed date and an estimated date by putting a “c.” in front of an estimated date for “circa” (example: 1932 [confirmed] or c. 1925 [estimated]), and then check the appropriate box for Actual or Estimated. Also, list the **Source** from which the date was determined; this gives clues to how accurate the date might be. Construction dates can be rather accurately estimated, however, based on the property's style, the area's period of development, and supporting archival sources:

- **Building Permits:** Most conclusive evidence (see above).
- **Sanborn Maps:** Comparison of maps from different periods can establish a date range for construction, and some buildings' dates of construction may be noted. These can be found online, often available through your local library.
- **Tax Records:** A relative spike in a property's value from one year to the next may indicate when a building was constructed or added onto. “Year-built” dates listed by the tax appraiser, however, are not necessarily a reliable source; accuracy will vary county to county.
- **Deeds:** Although deeds only record transactions regarding land, they occasionally include mention of improvements constructed since the previous deed.
- **City Directories:** Historic city directories, often housed with a local library or historical society, are an excellent source of information. Besides identifying a property's occupants over time, the first appearance of a property's address can be an important clue to its date of construction. Remember, however, that another building could have occupied the property before the existing one.
- **County Appraisal District (CAD):** Real estate property details of individual properties that can often be accessed online will sometimes indicate date of construction; however, the accuracy of the dates should be verified with an additional source, such as Sanborn maps, architectural style, or other method, as the validity of these dates can vary widely depending on the county.

**Function:** The choices listed in this section refer to general categories of use, intentionally left somewhat broad to accommodate a range of properties. For a list of specific uses, and the corresponding category, see *How to Complete the National Register Registration Form*, a National Register Bulletin available from the THC or the National Park Service.

**Current Use:** Select the appropriate option to indicate the property's use at the time of the survey.

- Agriculture
- Commerce/Trade
- Communication
- Defense
- Domestic
- Educational
- Government
- Healthcare
- Industry/Processing
- Recreation/Culture
- Religious
- Social
- Transportation
- Vacant
- Other

**Historic Use:** Select the appropriate option to indicate the property's most significant or long-term historical use. The list of uses is the same as **Current Use** above. If the property housed more than one significant use during its historical life, either at the same time or in different periods, select all the corresponding options.

**Recorded by:** Enter the name of the surveyor(s).

**Date recorded:** Enter the date (MM/DD/YYYY) that the property is surveyed.



## Image Information

**Photo Data:** This section is used to link the written information about a property with the photographs taken of it. Survey photographs should be clear and provide an accurate visual representation of the property and its significant features. They should illustrate the qualities discussed in the architectural description and statement of significance. The primary image should show as much of the building as possible; for a stand-alone building, the view should be from an angle to show the main façade and a side elevation as seen below left; for a building attached to other buildings in a row, the view should be from the front to show the main façade as seen below right.



The THC Access database only allows for one image to be linked to the survey form; this should be the primary image. However, multiple photos of a resource can be stored in the Images subfolder. Additional photographs should show historically significant features, close-ups of details, side and rear elevations, and also any alterations that have affected the property's historical integrity.

If the survey is being conducted for the purpose of a National Register of Historic Places nomination, then the photographs must be done digitally in color and must follow the photographic requirements outlined in the *National Register Photo Policy Factsheet*, published by NPS. Contact THC National Register staff before beginning photo documentation to discuss the most up-to-date requirements.

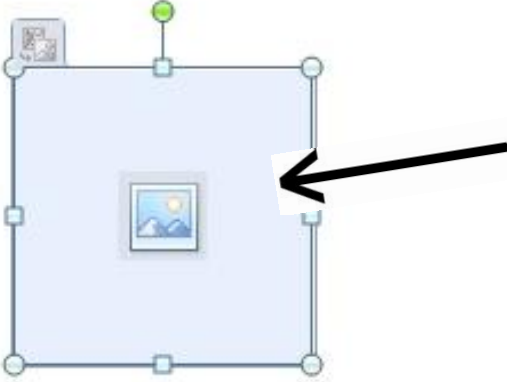
### Digital Camera Resolution

- Set the camera to the maximum or largest pixel dimension the camera allows.
- Minimum: 2000 x 3000-pixel image at 300 dpi in TIFF format.
- Do not modify the images in any way.

Camera phone technology has advanced to where these images are now acceptable per NPS. These need to follow the same digital image requirements as digital cameras.

If the survey is being conducted for purposes other than National Register, then JPEG format is acceptable. If you are going to be using the THC Access database or other Access database, the images will need to be converted to JPG format.

To insert an image into the Word format THC form, locate the Images folder with the survey photographs and select the primary image for this particular property; right click on the image and select Copy from the menu. Returning to the survey form at the bottom of the first page, right click in the Image box icon and select Paste. The selected image will populate the box. The image can then be adjusted to fill the box by dragging a corner of the image. Repeat for each form.

TEXAS HISTORICAL COMMISSION			
HISTORIC RESOURCES SURVEY FORM			
PROJECT#	<a href="#">Click here to enter text.</a>	Local ID	<a href="#">Click here to enter text.</a>
County	<a href="#">Click here to enter text.</a>	City	<a href="#">Click here to enter text.</a>
Address	<a href="#">Click here to enter text.</a>		
<b>SECTION 1</b>			
<b>Basic Inventory</b>			
Current Name	<a href="#">Click here to enter text.</a>		
Historic Name	<a href="#">Click here to enter text.</a>		
<b>Owner Information:</b>			
Name	<a href="#">Click here to enter text.</a>	Status	<a href="#">Click here to enter text.</a>
Address	<a href="#">Click here to enter text.</a>	City	<a href="#">Click here to enter text.</a>
State	<a href="#">Click here to enter text.</a>	Zip	<a href="#">Click here to enter text.</a>
Geographic Location: Latitude		<a href="#">Click here to enter text.</a>	Longitude: <a href="#">Click here to enter text.</a>
Legal Description (Lot/Block)		<a href="#">Click here to enter text.</a>	
Addition/Subdivision		<a href="#">Click here to enter text.</a>	Year <a href="#">Click here to enter text.</a>
Property Type: <input type="checkbox"/> Building <input type="checkbox"/> Structure <input type="checkbox"/> Object <input type="checkbox"/> Site <input type="checkbox"/> District			
Current Designations:			
<input type="checkbox"/> NR District (Is property contributing? <input type="checkbox"/> Yes <input type="checkbox"/> No)			
<input type="checkbox"/> NHL <input type="checkbox"/> NR <input type="checkbox"/> RTHL <input type="checkbox"/> OTHM <input type="checkbox"/> HTC <input type="checkbox"/> SAL <input type="checkbox"/> Local <input type="checkbox"/> Other <a href="#">Click here to enter text.</a>			
Architect: <a href="#">Click here to enter text.</a>		Builder: <a href="#">Click here to enter text.</a>	
Construction Date: <a href="#">Click here to enter text.</a>		<input type="checkbox"/> Actual <input type="checkbox"/> Estimated Source: <a href="#">Click here to enter text.</a>	
<b>Function</b>			
Current Use:	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Commerce/trade	<input type="checkbox"/> Defense
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Industry/Processing	<input type="checkbox"/> Recreation/Culture
<input type="checkbox"/> Vacant	<input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>	<input type="checkbox"/> Domestic	<input type="checkbox"/> Educational
Historic Use:	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Commerce/trade	<input type="checkbox"/> Defense
<input type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Industry/Processing	<input type="checkbox"/> Recreation/Culture
<input type="checkbox"/> Vacant	<input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>	<input type="checkbox"/> Domestic	<input type="checkbox"/> Educational
<b>Image Information</b>			
Recorded by: <a href="#">Click here to enter text.</a>		Date Recorded: <a href="#">Click here to enter text.</a>	
Photo Data:	ID# <a href="#">Click here to enter text.</a>	To: <a href="#">Click here to enter text.</a>	Primary Image ID: <a href="#">Click here to enter text.</a>
			

## **SECTION 2: ARCHITECTURAL DESCRIPTION**

This section is used to record information about the property's physical characteristics. It is the primary focus of the field portion of the survey.

This section may require research, analysis, or both, and is not intended for completion in the field. Collecting this more detailed information can be time consuming, and depending on the scope of the survey, some or all of the boxes may not be completed for every property. This is where the additional photographs that you took will come in handy back at the office for looking at details and alterations. Consult with the THC during survey planning to determine what level of information should be collected.

**General Architectural Description:** Use this space for a brief overall description of the property. This description is intended to provide researchers with a quick outline of the property's essential characteristics and typically includes features that are also recorded elsewhere on the form. Important details to note include the following: number of stories/floors, form, property type (i.e., residence, school, commercial building, warehouse, etc.), primary materials, and any predominant features. This is not intended to be a building condition assessment description.

**Example:** 1-story T-plan Folk Victorian wood frame residence with wood siding, gabled roof, and full-width porch supported by tapered box columns on brick piers; the windows have been replaced.

**Example:** 2-story 2-part commercial block building made of red brick with altered storefront area and modern canopy supported by tierods.

**Additions/Modifications:** Check this box if the property has undergone any visible or documented (i.e., building permit or Sanborn map) changes. Enter the date of the change(s) in the blank that follows, if known, along with a brief description. If the date is estimated, place a "c." before the year (e.g., c. 1935).

**Example:** modern canopy, replacement windows and doors, vinyl siding; large side addition added c.1965

**Relocated:** Check this box if the property has been moved from its original location. If so, briefly indicate why it was moved, the approximate date moved, and from where, in the blank that follows if that information is known.

**Stylistic Influence(s):** Getting comfortable with identifying properties' stylistic influences takes a good deal of study and practice, but a number of guide books are available to help (see below). Many properties also incorporate a blend of styles, although one style may be dominant. If there is difficulty recognizing a property's style in the field, just skip the question and address it after completing the field survey. With a good photograph, compare the property with information in guidebooks, discuss it with fellow surveyors, or ask for assistance from the THC.

### **Select Style Guidebooks:**

#### *Residential Architecture*

McAlester, Virginia and Lee, *A Field Guide to American Houses* (New York: Alfred A. Knopf, 1997; updated 2013).

#### *Commercial Architecture*

Longstreth, Richard W., *The Buildings of Main Street: A Guide to American Commercial Architecture* (Washington, D.C.: Preservation Press, 1987).

There are several architectural style sources included in the **Useful Tools subfolder** on the CD.



**Structural Details:** Completing this section is rather straightforward once the terminology is known. Some terms are illustrated below to assist with identification, and an architectural dictionary may come in useful. Illustrated dictionaries tend to be most helpful.

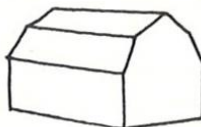
**Roof Form:** Refer to the following images to determine the form of the property's roof and dormers. If the form is not listed, check "Other" and describe it in the blank that follows.



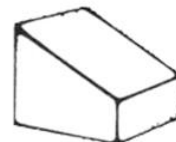
**Gable**



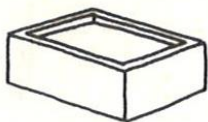
**Hipped**



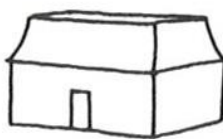
**Gambrel**



**Shed**



**Flat w/ parapet**



**Mansard**



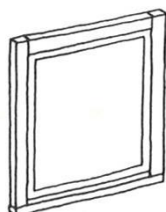
**Pyramidal**

**Roof Materials:** Check the appropriate box to indicate the existing roofing material on the primary resource. If the material is not listed, check "Other" and describe it in the blank that follows. If the roofing material is not visible or is unknown, do not check a box, unless the material can be verified another way.

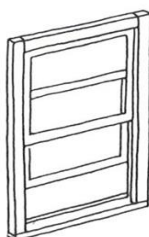
**Wall Materials:** Check the appropriate box to indicate the existing exterior sheathing material(s) (what is visible) on the primary resource. If a property incorporates a combination of materials, check all corresponding boxes. If the material is not listed, check "Other" and describe it in the blank that follows.

**Windows:** This section is used to record information on both the operation and the material of the windows, so multiple boxes will probably be checked.

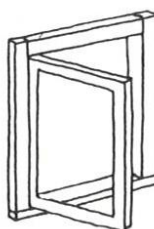
**Window Operation:**



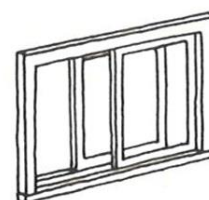
**Fixed**



**Sash**



**Casement**



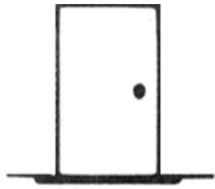
**Sliding**

**Additional Details:**

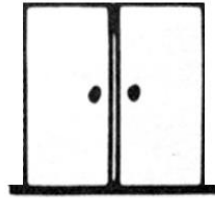
**Decorative screenwork:** Check this box if decorative screens cover the windows.

**Other:** Check this box if the window's material or method of operation is not listed, and describe it in the blank that follows.

**Doors:** Check all boxes that apply (refer to images below). If there are notable features about the doors that are not listed, check “Other” and describe them in the blank that follows.



**Single**



**Double**



**With transom**



**With sidelights**

**Plan:** This section is primarily intended for recording the building’s “footprint” – the shape of its outline at ground level – but a few of the terms refer to the layout of interior spaces, which cannot always be determined from the outside.



**L-plan**



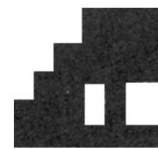
**T-plan**



**Center Passage**



**Shotgun**



**Irregular**



**Rectangular**

**2-room:** This refers, very literally, to a building comprised of only two interior spaces, typically of a similar size.

**Bungalow:** This term refers to a house of relatively modest size, typically 1 to 1 ½ stories, with the dining, kitchen and bedroom areas arranged around the perimeter of a central living room.

**Four Square:** This term refers to a house where width and depth are each comprised of two equal-sized bays wide and two bays deep, creating a square footprint of four rooms per floor. This is often seen as a two-story residence, but can be found as a one-story residence.

**Modified L-plan:** This term applies to all of the many variations (either through initial design or later alterations) on the traditional L-plan form, such as extending one wing to make a partial-T, widening either or both of the wings, or filling in a portion of the ell.

**Open:** This term refers generally to an interior floor plan that includes large, open multi-functional spaces or distinct rooms connected by especially wide openings, most often found in more modern (post-1940) houses.

**Stories:** Enter the number of stories (vertical levels) on the property. An additional level housed in the roof structure (i.e., with dormers) is considered a half story and can be entered as 1.5 or 2 ½ .

**Basement:** Check the appropriate box to indicate whether the property includes no basement, a partial basement, or a full basement. Although sometimes apparent (i.e., with basement windows), this cannot always be determined from the exterior.

## Chimneys:

**Specify number(s):** Enter the number of existing chimneys on the building.

**Interior:** The chimney walls are encased within the building envelope.

**Exterior:** The chimney walls are visible from the outside of the building envelope.



**Exterior**



**Interior**

**Brick:** Check this box if the chimney is constructed of exposed brick.

**Stone:** Check this box if the chimney is constructed of exposed stone.

**Stucco:** Check this box if the chimney is covered with stucco or plaster.

**Corbelled Caps:** Check this box if the chimney has corbelled caps on it.

**Other:** Check this box if the chimney material is not listed, and then describe it in the blank that follows.

**Porches/Canopies:** Use this section to record information about a building's main porch(es) and canopy(ies). Check all boxes that apply.

**Roof Form:** Check the appropriate box to indicate the porch's roof form (shed, flat, hip, gable or inset). Refer to the above illustrations of the main roof forms.

## Support:



**Wood posts**



**Masonry piers**



**Fabricated metal**



**Box columns**



**Classical columns**



**Tapered box supports on brick piers**



**Suspension cables/chains**



**Suspension rods**



**Spindlework**



**Jigsaw trim**

*Drawings courtesy of Canadian Inventory of Historic Building/Parks Canada and A Field Guide to American Houses by McAlester.  
Photos provided by the Texas Historical Commission.*

**Ancillary Buildings:** Use this section to record ancillary buildings on the property.

**Garage:** Enter the number of *detached* garage buildings on the property. Note: Count only the number of buildings, not stalls (i.e., 2-car garage = 1 building).

**Barn:** Enter the number of barns on the property. Only outbuildings used specifically for storing agricultural equipment or livestock should be counted as barns.

**Shed:** Enter the number of sheds on the property. Shed is a generic term used to describe a relatively small outbuilding used for general storage.

**Other:** Enter the number and type of other ancillary buildings on the property (i.e., 1 outhouse or 2 chicken coops).

**Landscape/Site Features:** Use this section to record significant features of the property's site.

**Sidewalks:** Check this box if the site includes sidewalks.

**Terracing:** Check this box if the property includes terraces, stepped banks of earth used to accommodate especially steep sites.

**Drives:** Check this box if the site includes an automobile driveway.

**Well/Cistern:** Check this box if a well or cistern is on the property.

**Gardens:** Check this box if the site includes areas of designed landscaping.

**Other:** Check this box to indicate the presence of other notable site features and use the space that follows for a brief description.

**Landscape Notes:** add any descriptions about the landscape or site features.

### **SECTION 3: HISTORICAL INFORMATION**

This section requires an understanding of the criteria used to evaluate properties for inclusion in the National Register of Historic Places (NR) and some experience applying those criteria. Because properties must be evaluated within their historical context, it is also important to have a good understanding of local history, as well as how existing historic resources reflect that history. We recommend consulting with the THC and becoming familiar with applicable NR publications.

This section is also intended to record the surveyor's initial impression of a property's historic integrity – whether or not it retains enough of its important characteristics to convey its historical significance. Evaluating integrity in the field can be a challenge, and it often takes an experienced eye to recognize non-historic alterations on sight alone. Sanborn Maps can be helpful for identifying changes over time, and historical images are ideal for comparing past and present conditions. When needed, the THC can evaluate collected information to help determine a property's integrity.

**Associated Historical Context:** Historic contexts are those patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning within history or prehistory is made clear. Select the appropriate option(s) for the appropriate Associated Historical Context.

- Agriculture
- Architecture
- Arts
- Commerce
- Communication
- Education
- Exploration
- Health
- Immigration/Settlement
- Law/Government
- Military
- Natural Resources
- Planning/Development
- Religion/Spirituality
- Science/Technology
- Social/Cultural
- Transportation
- Other

**Applicable National Register (NR) Criteria:** To help evaluate historic properties, NR separates the general quality of historical significance into four specific criteria. A property may be significant under one or more criteria, and all corresponding boxes should be checked on the survey form:

**Criterion A:** Associated with events that have made a significant contribution to the broad pattern of our history;

**Criterion B:** Associated with the lives of persons significant in our past;

**Criterion C:** Embodies the distinctive characteristics of a type, period, or method of construction; or represents the work of a master; or possesses high artistic value; or represents a significant and distinguishable entity whose components lack individual distinction (Architectural significance);

**Criterion D:** Has yielded, or is likely to yield, information important in prehistory or history.

See *How to Apply the National Register Criteria for Evaluation*, a National Register bulletin available from the THC or NPS, for more detailed explanations of each criterion and their applicability to various properties.

**Areas of Significance:** Every historic property must be evaluated in relation to the historical context(s) to which it contributed. The NR areas of significance are broad historical themes (i.e., Agriculture, Commerce) used to indicate the general nature of the context(s) associated with the property. A list of NR areas of significance can be found above under the **Associated Historical Context** list or in *How to Complete the National Register Registration Form* with examples of commonly associated properties. Identify all that apply and record them in the blanks, separated by semi-colons.

**Period of Significance:** A property's period of significance is the time in which it achieved its historical significance. It may be a single year, like the construction date of an architecturally significant property, or an extended period of time, like the period that an important historical figure lived in a particular residence. Again, see *How to Complete the National Register Registration Form* for more detailed discussion on identifying a property's period of significance.

**Level of Significance:** Each property that receives NR designation is assigned a level of significance. Check the appropriate box to indicate the surveyed property's level of significance, based on the descriptions below and the more detailed explanations found in *How to Apply the National Register Criteria for Evaluation*.

**National:** A historic property is only recognized as nationally significant if the events or persons with which it is associated, its architectural type or style, or its information potential have impacted the history of the nation as a whole. Dallas' Dealey Plaza, for instance, is nationally significant for its associations with the assassination of John F. Kennedy, an event that clearly impacted the entire country. Relatively few historic properties are considered nationally significant, and their nationwide influence must be well-supported.

**State:** A historic property is recognized as having statewide significance if the events or persons with which it is associated, its architectural type or style, or its information potential have impacted the history of the entire state. Properties recognized as having statewide significance are often the first, the largest, the only, or the best example of their kind in the state.

**Local:** Locally significant properties are classified as such because their influence is tied primarily to local history. The vast majority of properties with NR designation are listed at the local level of significance, and this should be considered the "default" level of significance unless statewide or national significance can be clearly justified.

**Integrity:** Although a property's historic integrity is ultimately evaluated based on cumulative change, criteria established by the National Register of Historic Places separate integrity into seven distinct categories that can be evaluated independently: Check as many boxes as apply.

**Location:** Check this box if the property remains on its original site. If the resource was moved, it may still retain integrity of location if it was moved during its period of significance to a similar setting.

**Design:** Check this box if the property's form, plan, structure and style remain largely unaltered.



**Materials:** Check this box if the property retains most of its historic materials (i.e., façade treatment, windows, doors, etc.).

**Workmanship:** Check this box if the property retains physical evidence of the original craftsman's work (i.e., metalwork, masonry, etc.).

**Setting:** Check this box if the property's surroundings (i.e., site, neighborhood) remain relatively similar to their historic state.

**Feeling:** Check this box if the property's character still conveys a sense of its historic period.

**Association:** Check this box if the property continues to convey its connections to significant people or events that helped define its history.

Fill in the **Integrity Notes** section with any relevant integrity information. Also see *How to Apply the National Register Criteria for Evaluation*, a National Register bulletin available from the THC or the National Park Service.

**Individually Eligible:** A property that is eligible for listing in the National Register of Historic Places must meet one of the NR Criteria mentioned above (A, B, C, D) by being associated with an important historic context and retaining sufficient historic integrity of those features necessary to convey its significance. Select Yes, No or Undetermined.

**Within Potential NR District:** Check the appropriate box to indicate whether the property lies within the boundaries of a potential National Register Historic District (NR district). An NR district is an area with a significant concentration of historic properties that are also united by common historical or architectural associations. Survey maps are very helpful for identifying concentrated areas of historic resources, but their historical and/or architectural connections to each other must also be considered. The THC can assist in determining the potential for an NR district. Select Yes, No or Undetermined.

**Is property contributing?** Properties within the boundaries of a NR district are designated as either Contributing or Noncontributing. Contributing properties are those that convey their associations with the common historical themes or physical characteristics that unite the district. Noncontributing properties are those that do not convey their associations, typically because they were either constructed or significantly altered after the period for which the district is significant. Again, the THC can assist with such determinations.

**Priority:** One purpose of a historic resources survey is to help prioritize historic properties within the local community, deciding which resources are the most important to preserve, either because of their rarity or their especially important role in defining the character of local history. Prioritizing must be done carefully and thoughtfully, however, as those determinations ultimately will be guiding future preservation planning decisions. A property considered significant by one person or group may not be by another, and entire contexts and resource types are sometimes unintentionally neglected. So, it is important to involve as much of the community as possible in determining priorities, and even then, those priorities should be treated more as a working, evolving guide than a final ruling on the importance of any property.

**High:** A high priority property has demonstrated significance in the community or is a rare example of its type. It also has a high degree of historic integrity and would most often qualify individually for NR designation.

**Medium:** A medium priority property is also historically significant but is slightly less of a priority, perhaps because it is relatively common or has been altered. Although it may not qualify for individual designation, it would likely be a contributing resource if within the boundaries of a NR district.

**Low:** A low priority property either lacks a demonstrated historical significance, has been substantially altered, or is too new to be considered a historic resource. It would most likely not qualify for historical designation.

**Explain:** As mentioned above, prioritization should be carefully thought out, and the criteria by which a property is judged may change with time. An explanation and justification of a property's priority should be recorded in this space, so future researchers can understand the rationale that was used.

### Other Information

Select Yes, No, or Unknown to indicate whether **prior documentation** of the property is available. If prior documentation is available, indicate the **Type** (see below) and any **Details**.

**HABS:** Check this box if the property has been documented by the Historic American Buildings Survey (HABS). The THC or the US Library of Congress can help determine whether HABS documentation is available.

**Survey:** Check this box if the property was included in a previous historic resources survey. Check the THC's online Historic Sites Atlas (<http://atlas.thc.state.tx.us/>) or contact the THC for verification. This may also be a survey done by other sources, such as Texas Department of Transportation, the city or county. Be sure to include the title of the survey and the date conducted in the Documentation Details section.

**Documentation Details:** Provide the details of the prior documentation and when it was completed (e.g., Camp Mabry Building #15, HABS #TX-3516-A 2002, Downtown Historic Resource Survey of Oakville 2001, etc.).

## **THC ACCESS DATABASE**

The THC Historic Resources Survey is also available in Access database format. Using Access is beneficial for the THC and communities as the information can be uploaded into the THC's Texas Historic Sites Atlas (<http://atlas.thc.state.tx.us/>), can be exported as a Microsoft Excel spreadsheet, and can be updated in the future by the community or organization that conducted the survey.

Whenever a community or consultant is preparing to start a survey, the THC can send a THC Historic Resources Survey packet on CD that contains a THC Access database with subfolders (Images, Docs, Useful Tools). The community or consultant needs to have Microsoft Access on the computer where the survey information will be entered (at least Microsoft Access 2007, 2010, 2013 or newer).

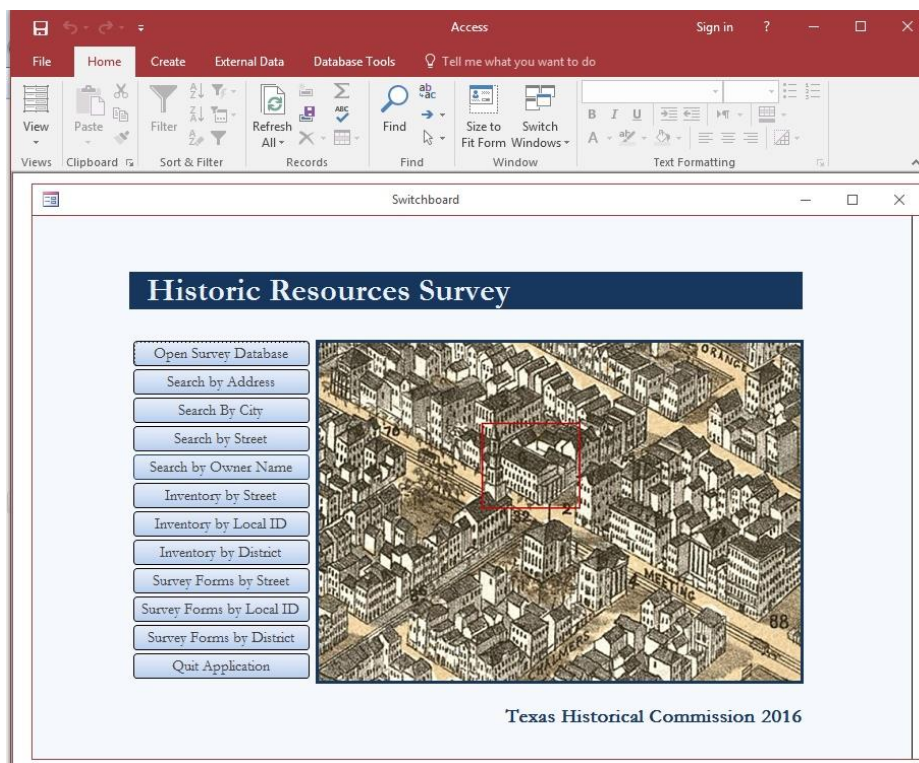
It is recommended to make a digital copy of this THC packet and save it as a new project on the computer so that a project specific database is locally available (e.g., Childress Downtown, Hyde Park Neighborhood); retain the original THC packet for future survey projects.

### **Entering Survey Information into the Access Database**

When first opening the THC Access database, it may show two warning messages. The first message is “Read-Only. This database has been opened read-only. You can only change data in linked tables. To make design changes, save a copy of the database ‘Save As...’ Click on Save As and then Yes; then save the new database in the appropriate location on your computer with the survey project name.

The second warning message is “Security Warning: Some active context has been disabled. Click for more details. Enable Content.” Click on Enable Content.

Open the THC Historic Resources Survey Access database program. Your screen will look like this:



This page is known as the Switchboard page or Home page.

To begin entering the survey information, click on the “Open Survey Database” button from the Switchboard or Home page menu. Your screen will now show the first page of the survey form that looks like this:

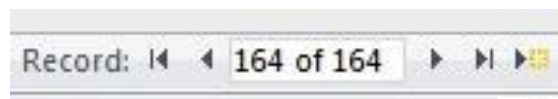
The screenshot shows the Microsoft Access interface for the 'Survey Form - Complete - Access' database. The ribbon at the top includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', and a search bar. The form itself is titled 'TEXAS HISTORICAL COMMISSION' and 'Historic Resources Survey Form'. It features a header section with fields for 'Project #', 'County', 'Address No.', 'Street Name', 'Local Id', 'City', and 'Block'. Below this is a tabbed interface with five tabs: 'Basic Inventory', 'Image', 'Architectural Description', 'Structural Details', and 'Historical Information'. The 'Basic Inventory' tab is active, displaying various input fields for property information, including 'Current Name', 'Historic Name', 'Owner Information' (Name, Address, City, State, Zip), 'Geographic Location' (Latitude, Longitude, Legal Description, Addition/Subdivision, Year), 'Property Type', 'Listed NR District Name', 'Current Designations' (with checkboxes for NR District, NHL, NR, RTHL, OTHM, HTC, SAL, Local, Other), 'Architect', 'Builder', 'Construction Date', 'Source', 'Function' (Current Use, Historic Use), 'Recorded By', and 'Date Recorded'. At the bottom, there is a footer with buttons for 'Save Record', 'Find Record', 'Add Record', 'Close Form', 'Print Report', 'Quit App', and 'Delete Record'. The status bar at the very bottom shows 'Form View' and 'Num Lock'.

## Starting a New Form

To start a new form, just begin filling out the form. For all pull-down menu options, be sure to double click on your choice for it to be properly selected. Once the blue section at the top of the form is filled out, this Header/Identifying information will show up on each tab for this property. This page shows the five different tabs where information can be entered: Basic Inventory, Image, Architectural Description, Structural Details, and Historical Information. The information on each tab is the same as the THC paper survey form or the THC Microsoft Word document form, so use **Sections 1-3** in this manual to fill out the Access database forms, using pull-down menus instead of check boxes.

Under each tab, enter as much information as is known about each property. You can always come back later to fill in more information. Be sure to save the form by using the “Save Record” button at the bottom of the screen before starting a new record or form.

To start the next form, click on the right-pointing arrowhead with the yellow sunburst icon at the bottom of the screen page (near the record numbers, bottom left). Repeat the process for the next new form.



\*\*\* On the Image tab, you need to make sure that you have relabeled all of your survey photos and moved them to the main Image folder **BEFORE** starting to link photos to the properties. Once you have linked your photos to the properties, you **SHOULD NOT** move the images out of this main Image folder; otherwise the links are broken and will no longer work.

See the “Photographs in the Access Database” and “Photo Labeling Protocol” sections below on how to relabel your photos. \*\*\*

### Returning to Previously Filled-out Form

To open a previously filled-out form to review or enter additional information, you can either search by address number or by street name. Click on the “Search By Address” button on the Switchboard page (or Home page) and enter the address number desired, and click OK. This will bring up all of the entered properties with that number address. Click on the “Search by Street” button on the Switchboard page and enter the name of the street desired, and click OK. This search will bring up all of the entered properties on that street. It is probably that several property results will appear; using the arrow buttons at the bottom left of the form, click through the results until the one you are looking for appears.

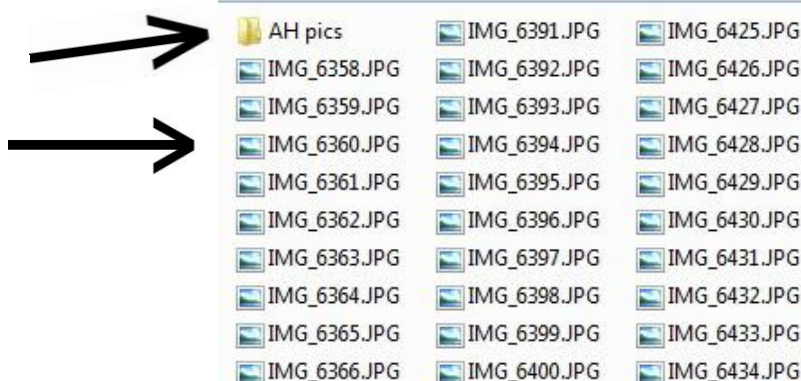
### Photographs in the Access Database

In the THC Historic Resources Survey packet is a folder labeled Images. This folder will have a placeholder image called “noimage.” This is the image that will show up in the image box on the Access database Image tab until a specific survey photo has been linked to a specific form. More information on linking photos below.

Once the survey fieldwork has been conducted and the photos have been downloaded onto the computer, the photos need to be relabeled. Often, there will be several people taking photos of the survey area. It is recommended to keep each individual’s photos in separate folders. These folders can be labeled by the individual surveyor’s initials (e.g., AH pics) or by survey block (e.g., 200 blk). The THC recommends making a copy of the photos before relabeling the images. This is a safety precaution in case of accidental deletion or incorrect labeling. So now the Image folder with subfolders of survey photos and a copy of the survey photos should look similar to this:

Images folder

- “AH pics” folder with original survey photos inside
- Copy of “AH pics” photos



## Photo Labeling Protocol

Using the copy photos (not the original survey photos), the photos should be re-labeled utilizing the THC Photo Labeling Protocol:

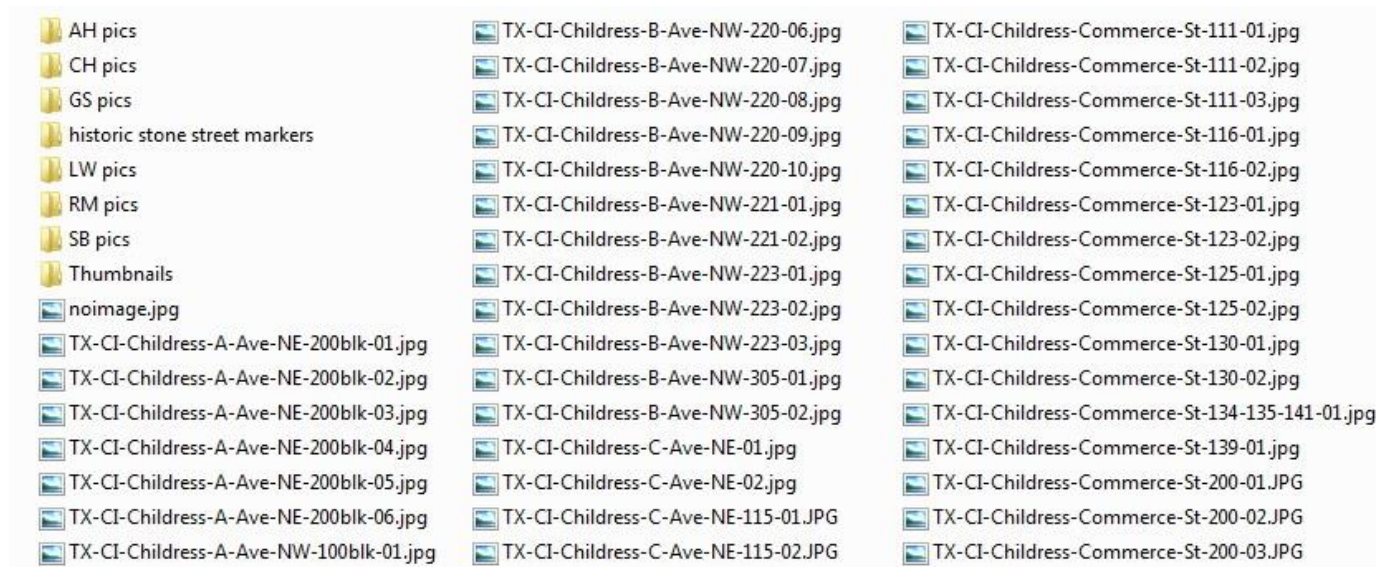
TX-CountyCode-City-Streetname-Streetsuffix-Ordinal-Address#-2digitphotonumber.format

- Example: the first photo of a building at 103 East Marshall Street, Pittsburg, Camp County, Texas would be:
  - **TX-CP-Pittsburg-Marshall-St-E-103-01.jpg**
- The second photo of the same building would be:
  - **TX-CP-Pittsburg-Marshall-St-E-103-02.jpg**
- If there is no ordinal (north, south, northwest, etc.), leave it out; there is no need to keep the extra hyphen in there. Use the abbreviation of the ordinal, do not spell it out (use E, W, SW; not East, West or Southwest).
  - **TX-CP-Pittsburg-Marshall-St-103-01.jpg**
- If there is a “half” address, it can be indicated with a point-five: 103 ½ East Marshall
  - **TX-CP-Pittsburg-Marshall-St-E-103.5-01.jpg**
- A unit number/letter can be added to the end of an address: 103 B East Marshall
  - **TX-CP-Pittsburg-Marshall-St-E-103B-01.jpg**
- If the address cannot be verified after research and/or during survey, then a general number of the block can be used: the building is on the 100 block of Marshall Street.
  - **TX-CP-Pittsburg-Marshall-St-E-100blk-01.jpg**
- If there is a two-word city or street name, run the words together but distinguish with capital letters. PortArthur, JoeSayers, LiveOak
- Abbreviate street names where possible (use St, Rd, SH, RR; not Street, Road, State Highway, Ranch Road). See Appendix B for Street Suffixes. An example of this for 17465 State Highway 71 East in Pittsburg:
  - **TX-CP-Pittsburg-SH71-E-17465-01.jpg**

Use the Texas Archeological Research Laboratory (TARL) county codes for the county abbreviation. This is included in the THC Historic Resources Survey packet and at the end of this document in Appendix A.



Once the photos have been relabeled using the Photo Labeling Protocol, the Image folder should look similar to this:






## Linking Photos into the Access Database

Now that all of the survey photos have been relabeled in the main Image folder, the photos can be linked into the Access database. Click on the Image tab; your screen will look similar to this:

The screenshot shows the 'Texas Historical Commission Historic Resources Survey Form' with the 'Image' tab selected. The form includes fields for Project # (1), County (Andrews), Address (1234 Test), Local Id, and City. Below these are tabs for Basic Inventory, Image, Architectural Description, Structural Details, and Historical Information. The Image tab contains three input fields: Starting Photo Id, Ending Photo Id, and Primary Image Id. A folder icon next to the Primary Image Id field is highlighted by a black arrow. A large 'Place Holder' watermark is visible across the center of the form. At the bottom, there are buttons for Save Record, Find Record, Add Record, Close Form, Print Report, Quit App, and Delete Record. A status bar at the very bottom shows 'Record: 1 of 1' and a search field.

Click on the Folder icon next to the Primary Image ID box (see black arrow) to browse your computer server to locate the folder where the survey photos are saved in the main Image folder. Select the appropriate photo that goes with the particular property and click Save. A verification window may ask you to enter the address for this property. This will link the photo to the entry. Your screen will now look similar to this:

TEXAS HISTORICAL COMMISSION				161
<b>Project #</b> <input style="width: 150px;" type="text" value="00002"/>		<b>Historic Resources Survey Form</b>		<b>Local Id</b> <input style="width: 150px;" type="text"/>
<b>County</b> <input style="width: 150px;" type="text" value="Childress"/>		<b>City</b> <input style="width: 150px;" type="text" value="Childress"/>		
<b>Address</b> <input style="width: 250px;" type="text" value="220 B Ave NW"/>				
<b>Basic Inventory</b>	<b>Image</b>	<b>Architectural Description</b>	<b>Structural Details</b>	<b>Historical Information</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>Starting Photo Id:</b> <input style="width: 200px;" type="text" value="TX-CI-Childress-B-Ave-NW-220-01.jpg"/></p> <p><b>Ending Photo Id:</b> <input style="width: 200px;" type="text" value="TX-CI-Childress-B-Ave-NW-220-10.jpg"/></p> <p><b>Primary Image Id:</b> <input style="width: 200px;" type="text" value="TX-CI-Childress-B-Ave-NW-220-01.jpg"/> </p> </div> <div style="width: 35%; text-align: center;">  </div> </div>				
<div style="display: flex; justify-content: space-between; margin: 0 auto; width: 90%;"> <span>Save Record</span> <span>Find Record</span> <span>Add Record</span> <span>Close Form</span> <span>Print Report</span> <span>Quit App</span> </div> <div style="text-align: right; margin-top: 5px;"> <span>Delete Record</span> </div>				
Record: <span>◀ 1 of 1 ▶</span> <span>🔍 Filtered</span> <span>Search</span>				

Manually enter the “Starting Photo ID” information into the top box and the “Ending Photo ID” information into the middle box. For example, if there are ten photos for one property, the “Starting Photo ID” would be TX-CI-Childress-B-Ave-NW-220-01 and the “Ending Photo ID” would be TX-CI-Childress-B-Ave-NW-220-10.

Repeat this process for all of the resources in the survey project area.

### Creating Thumbnail Images for Survey Inventory Report

If a Survey Inventory Report is needed for the project, thumbnail images of the survey photos need to be created. A thumbnail image is a reduced size version of an image. This can easily be done by downloading a freeware program, such as Easy Thumbnails, or in a photo editing program, such as Adobe PhotoShop.

Using the Easy Thumbnails software as an example (other thumbnail programs should be similar), from your computer network, select the Images folder where all the renamed survey photos are stored in the left column

under “Look in:” box; the box below will show the images’ names. Then select where the thumbnail images will be saved under “Save in:” box; there should be a subfolder called “Thumbnails” already in the Images folder (this came as part of the THC survey packet). Then click Make All button on the bottom right part of the screen. The thumbnail program will now start generating all of the thumbnails. When the program is finished creating thumbnails, it will indicate how many thumbnails were created. Click OK and close the thumbnail program. See the black arrows below to locate selections noted above.



## Preparing Survey Packet to Send to the THC

Once the information has been entered into the Access database and the database forms are as complete as they can be, the survey information needs to be sent to the THC. To be included in the packet for the THC is electronic information (Access database, Images folder, and Docs folder) and hard copied information (Survey Forms, Survey Inventory report, maps).

The hard copies should be printed on 8.5x11 copy paper. Hard copy maps can be printed either 8.5x11 or 11x17 copy paper (please do not print on legal-sized paper).

### Electronic Information:

- Access database of the survey project
- Images folder with all renamed images of the survey, including the Thumbnails subfolder
- Docs folder with any reports created (maps, historic context report, survey report, spreadsheets, etc.)
  - This should include PDF, Excel, GIS, and Word (or equivalent) versions

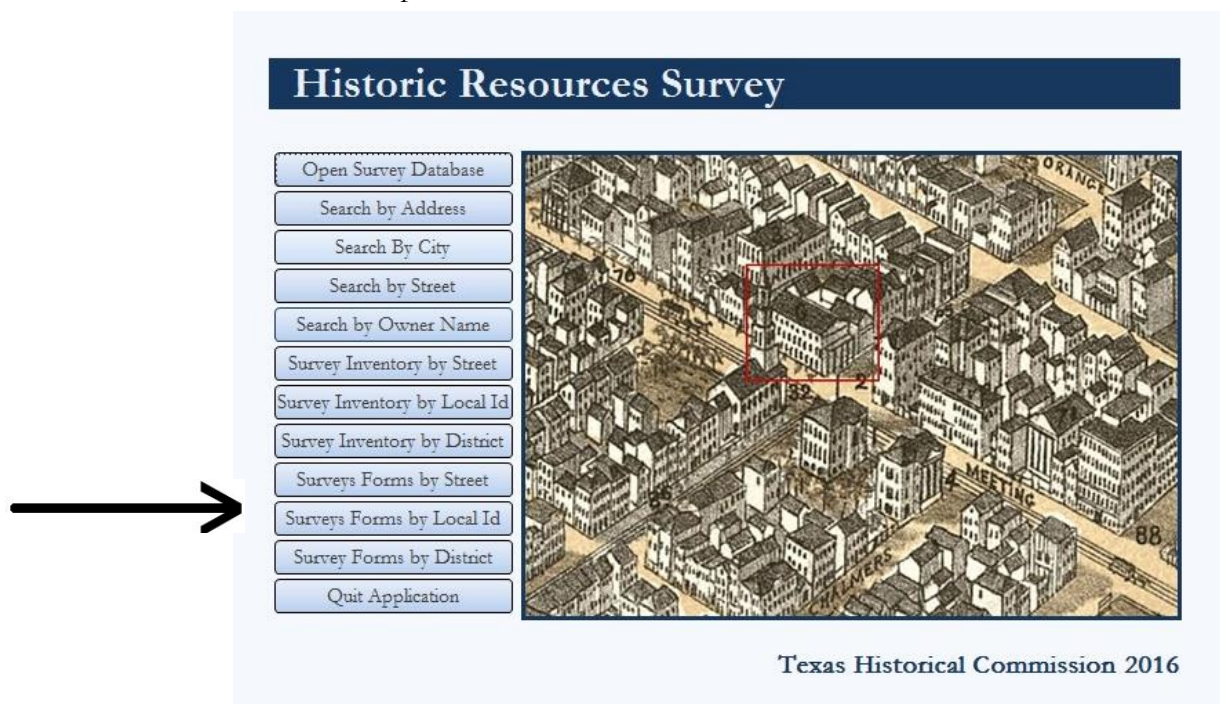
### Hard Copy Information:

- Survey Forms
- Survey Inventory report
- Maps
- Survey report (if applicable)
- Historic Context report (if applicable)

The THC Access database automatically sorts the entries by Street Name, then Address Number. This is one of the more common ways to organize forms.

## Printing Survey Forms


To print all of the survey forms, go to the Switchboard/Home page and select the “Print All Survey Forms” button. This can be done by Street Name, by Local ID, or by District. It may take a few moments for the computer to process all of the data. From the File tab at the top left of the Access database window, select “Print” and then “Print” again.





## Printing Inventory Forms

To print the Inventory forms, go to the Switchboard/Home page and select either the Survey Inventory by Street, by Local ID, or by District. The Inventory form include a thumbnail image of each resource, address, current/historic name, current/historic function, stylistic influence/historical context, construction dates, existing designations, eligibility recommendation, and priority rating.



### Historic Resources Survey

Open Survey Database

Search by Address

Search By City

Search by Street

Search by Owner Name

Survey Inventory by Street

Survey Inventory by Local Id


Survey Inventory by District

Surveys Forms by Street

Surveys Forms by Local Id

Survey Forms by District

Quit Application



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If only certain forms need to be printed, then click the “Open Survey Database” button or the “Search by Address” button (to find the specific form) from the Switchboard/Home page. Once the specific form has been located, click the “Print Report” button at the bottom of the page. This will print the three-page form for the selected property.

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**Historic Resources Survey Form**

Project # 00002 County Childress Address 301 North Main Street Local Id City Childress

**Basic Inventory** **Image** **Architectural Description** **Structural Details** **Historical Information**

**Current Name:** First Bank & Trust  
**Historic Name:** First Bank & Trust

**Owner Information:** Name First Bank & Trust Status Address PO Box 1090 City Childress State TX Zip 79201-1090

**Geographic Location:** Longitude -100.206020 Latitude 34.423868  
 Legal Description (Lot\Block) Lots 1-12 BLK 14 OP  
 Addition/Subdivision Year

**Property Type:** Building  
**Current Designations:** ☐ NR District is property contributing? ☐  
☐ NHL ☐ NR ☐ RTHL ☐ OTHM ☐ HTC ☐ SAL ☐ Local ☐ Other

**Architect:** **Builder:**  
**Construction Date:** 1969 **Source:** bank history

**Function**  
**Current Use:** Commerce/Trade **Clear**  
**Historic Use:** Commerce/Trade **Clear**

**Recorded By:** Leslie Wolfenden, Jim Moody **Date Recorded:** 7/31/2013

**Save Record** **Find Record** **Add Record** **Close Form** **Print Report** **Quit App**

## **CONCLUSION**

The THC appreciates your survey efforts as it adds to the statewide survey inventory of more than 100,000 historic resources in Texas. There are still large portions of Texas yet to be surveyed. Additionally, updates to existing surveys are necessary to keep current information on file. The THC is constantly striving to expand our survey data holdings. Now your survey is a part of the statewide effort.

Once the THC Survey Coordinator has received your survey packet, it will take approximately 30 days to review the project and to provide comments or feedback.

This survey project can lead to further preservation projects by your community such as National Register of Historic Places nominations, Design Guidelines or Standards to protect the historical character of the district, local historic districts, architectural walking tours, and videos and brochures on historical topics.

## **BIBLIOGRAPHY**

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McAlester, Virginia and Lee, *A Field Guide to American Houses* (New York: Alfred A. Knopf, 1997, updated 2013).

National Park Service <http://www.nps.gov/history/NR/publications/index.htm>

*Guidelines for Local Surveys: A Basis for Preservation Planning*

*How to Apply the National Register Criteria for Evaluation*

*How to Complete the National Register Registration Form*

Texas Historic Sites Atlas <http://atlas.thc.state.tx.us/>



APPENDICES

## APPENDIX A: TEXAS COUNTY ABBREVIATIONS

1. Anderson	AN	62. De Witt	DW	132. Kent	KT	203. San Augustine	SA
2. Andrews	AD	63. Dickens	DK	133. Kerr	KR	204. San Jacinto	SJ
3. Angelina	AG	64. Dimmitt	DM	134. Kimble	KM	205. San Patricio	SP
4. Aransas	AS	65. Donley	DY	135. King	KG	206. San Saba	SS
5. Archer	AR	66. Duval	DV	136. Kinney	KY	207. Schleicher	SL
6. Armstrong	AM	67. Eastland	EA	137. Kleberg	KL	208. Scurry	SC
7. Atascosa	AT	68. Ector	EC	138. Knox	KX	209. Shackelford	SF
8. Austin	AU	69. Edwards	ED	139. Lamar	LR	210. Shelby	SY
9. Bailey	BA	70. Ellis	EL	140. Lamb	LA	211. Sherman	SH
10. Bandera	BN	71. El Paso	EP	141. Lampasas	LM	212. Smith	SM
11. Bastrop	BP	72. Erath	ER	142. La Salle	LS	213. Somervell	SV
12. Baylor	BY	73. Falls	FA	143. Lavaca	LC	214. Starr	SR
13. Bee	BE	74. Fannin	FN	144. Lee	LE	215. Stephens	SE
14. Bell	BL	75. Fayette	FY	145. Leon	LN	216. Sterling	ST
15. Bexar	BX	76. Fisher	FS	146. Liberty	LB	217. Stonewall	SN
16. Blanco	BC	77. Floyd	FL	147. Limestone	LT	218. Sutton	SU
17. Borden	BD	78. Foard	FD	148. Lipscomb	LP	219. Swisher	SW
18. Bosque	BQ	79. Fort Bend	FB	149. Live Oak	LK	220. Tarrant	TR
19. Bowie	BW	80. Franklin	FK	150. Llano	LL	221. Taylor	TA
20. Brazoria	BO	81. Freestone	FT	151. Loving	LV	222. Terrell	TE
21. Brazos	BZ	82. Frio	FR	152. Lubbock	LU	223. Terry	TY
22. Brewster	BS	83. Gaines	GA	153. Lynn	LY	224. Throckmorton	TH
23. Briscoe	BI	84. Galveston	GV	154. Madison	MA	225. Titus	TT
24. Brooks	BK	85. Garza	GR	155. Marion	MR	226. Tom Green	TG
25. Brown	BR	86. Gillespie	GL	156. Martin	MT	227. Travis	TV
26. Burleson	BU	87. Glasscock	GC	157. Mason	MS	228. Trinity	TN
27. Burnet	BT	88. Goliad	GD	158. Matagorda	MG	229. Tyler	TL
28. Caldwell	CW	89. Gonzales	GZ	159. Maverick	MV	230. Upshur	UR
29. Calhoun	CL	90. Gray	GY	160. McCulloch	MK	231. Upton	UT
30. Callahan	CA	91. Grayson	GS	161. McLennan	ML	232. Uvalde	UV
31. Cameron	CF	92. Gregg	GG	162. McMullen	MC	233. Val Verde	VV
32. Camp	CP	93. Grimes	GM	163. Medina	ME	234. Van Zandt	VN
33. Carson	CZ	94. Guadalupe	GU	164. Menard	MN	235. Victoria	VT
34. Cass	CS	95. Hale	HA	165. Midland	MD	236. Walker	WA
35. Castro	CAS	96. Hall	HL	166. Milam	MM	237. Waller	WL
36. Chambers	CH	97. Hamilton	HM	167. Mills	MI	238. Ward	WR
37. Cherokee	CE	98. Hansford	HF	168. Mitchell	MH	239. Washington	WT
38. Childress	CI	99. Hardeman	HX	169. Montague	MU	240. Webb	WB
39. Clay	CY	100. Hardin	HN	170. Montgomery	MQ	241. Wharton	WH
40. Cochran	CQ	101. Harris	HR	171. Moore	MO	242. Wheeler	WE
41. Coke	CK	102. Harrison	HS	172. Morris	MX	243. Wichita	WC
42. Coleman	CN	103. Hartley	HT	173. Motley	MY	244. Wilbarger	WG
43. Collin	COL	104. Haskell	HK	174. Nacogdoches	NA	245. Willacy	WY
44. Collingsworth	CG	105. Hays	HY	175. Navarro	NV	246. Williamson	WM
45. Colorado	CD	106. Hemphill	HH	176. Newton	NW	247. Wilson	WN
46. Comal	CM	107. Henderson	HE	177. Nolan	NL	248. Winkler	WK
47. Comanche	CJ	108. Hidalgo	HG	178. Nueces	NU	249. Wise	WS
48. Concho	CC	109. Hill	HI	179. Ochiltree	OC	250. Wood	WD
49. Cooke	CO	110. Hockley	HQ	180. Oldham	OL	251. Yoakum	YK
50. Coryell	CV	111. Hood	HD	181. Orange	OR	252. Young	YN
51. Cottle	CT	112. Hopkins	HP	182. Palo Pinto	PP	253. Zapata	ZP
52. Crane	CR	113. Houston	HO	183. Panola	PN	254. Zavala	ZV
53. Crockett	CX	114. Howard	HW	184. Parker	PR	TARL Form: Texas County Abbreviations (Date 9/2004)	
54. Crosby	CB	115. Hudspeth	HZ	185. Parmer	PM		
55. Culberson	CU	116. Hunt	HU	186. Pecos	PC		
56. Dallam	DA	117. Hutchinson	HC	187. Polk	PK		
57. Dallas	DL	118. Irion	IR	188. Potter	PT		
58. Dawson	DS	119. Jack	JA	189. Presidio	PS		
59. Deaf Smith	DF	120. Jackson	JK	190. Rains	RA		
60. Delta	DT	121. Jasper	JP	191. Randall	RD		
61. Denton	DN	122. Jeff Davis	JD	192. Reagan	RG		
		123. Jefferson	JF	193. Real	RE		
		124. Jim Hogg	JH	194. Red River	RR		
		125. Jim Wells	JW	195. Reeves	RV		
		126. Johnson	JN	196. Refugio	RF		
		127. Jones	JS	197. Roberts	RB		
		128. Karnes	KA	198. Robertson	RT		
		129. Kaufman	KF	199. Rockwall	RW		
		130. Kendall	KE	200. Runnels	RN		
		131. Kenedy	KN	201. Rusk	RK		
				202. Sabine	SB		

## **APPENDIX B: STREET SUFFIX ABBREVIATIONS**

Av or Ave	Avenue
Bld	Boulevard
Byp	Bypass
Cir	Circle
Ct	Court
Cres	Crescent
Xng	Crossing
Dr	Drive
Expy	Expressway
FM	Farm to Market Road
Lp	Loop
Pkwy	Parkway
Plz	Plaza
RR	Ranch Road
RM	Ranch to Market Road
Rd	Road
SH	State Highway
St	Street
Ter	Terrace
Trl	Trail
Trce	Trace
US	United States Highway