How to Populate the North Carolina Historic Preservation Office's Historic Property Data Entry Form (Microsoft Access)

April 2021

This manual is intended to address frequently asked questions regarding the State Historic Preservation Office's (HPO's) data collection methodology. It is intended to provide straightforward guidance for collecting, organizing, and presenting key pieces of information on a site-by-site basis. The HPO's goal is to streamline data collection through standardization of data fields that limits surveyors' choices and thereby allows for state- or countywide searches that return reliable and consistent results.

Two important terms, *project database* and *Production database*, will occur frequently in this manual. The HPO's system of managing data relies on project-specific databases distributed as Microsoft Access files. The project database given to a surveyor is a copy of selected records from the statewide Production database as it existed on a specific date and at a specific time. A project database in MS Access allows a surveyor to edit existing records and create new records within the geographic area defined by his or her project. At the end of the project, these records are merged into the Production database, which is the HPO's statewide architectural survey containing more than 120,000 records of historic resources in North Carolina. The Production database, housed in Microsoft SQL Server, is a dynamic set of records edited daily by HPO staff.

This manual is intended to serve as a companion to the Architectural Survey Manual, *Practical Advice for Recording Historic Resources* (2021). *Practical Advice* provides surveyors with a wide range of guidance for planning and executing an architectural survey from start to finish and includes the HPO's standards for all survey products. HPOWEB, the HPO's GIS webservice, is another critical tool for survey that is not discussed in this manual. The following YouTube video can assist surveyors with understanding the various functionalities of HPOWEB, which are mentioned but otherwise not explained herein.

HPOWEB 2.0: https://www.youtube.com/watch?v=dHCMo_86UzE

Surveyors are encouraged to provide feedback to the Architectural Survey Coordinator on a project basis. This manual, alongside a generic project database, will be evaluated annually and edits to both will follow as needed. The Architectural Survey Coordinator can be reached at elizabeth.king@ncdcr.gov and 919-814-6580.

I. Property Identification and Location

Quad Name
This field is unlocked so that surveyors may use it to manage the data collected during fieldwork *if desired*. In the past, the HPO required surveyors to populate this field; however, the use of HPOWEB to map surveyed sites now allows the HPO to populate this field in-house. If you

choose to populate this field, HPO staff will override your choices when the project database is merged into Production. This field is limited to prepopulated values defined by the project area.

GIS Status
This field is locked for HPO use. The following key explains the codes used in this field.

P: Resource has been mapped with a point
B: Resource has been mapped with a boundary. Now essentially obsolete, this code was once used for linear features like the Blue Ridge Parkway and Appalachian Trail.
PB: Resource has been mapped with a point and a boundary

County
This field is limited to prepopulated values defined by the project area.

Survey Site No.
Input shall be limited to the unique alphanumeric code assigned to a single surveyed site, e.g., AM0001. As of 2021, each survey site number shall contain a two-letter county code and four numerals. Leading zeros are required for survey site numbers containing less than four numerals. Several counties are approaching 10,000 surveyed sites. The HPO will update this guidance as the need for a fifth numeral arises.

Blockface
For many years, the HPO recorded multiple related historic resources, most often city blocks or portions of city blocks called "blockfaces," using a single survey site number. While this practice is no longer in use, many existing Blockface files are encountered during survey updates. Frequently, individual resources within a Blockface also have been assigned a unique survey site number. This field is intended to flag individually surveyed resources that are also part of a Blockface file. For example, HK0032 is the survey site number assigned to houses within the 100 block of S. Highland St. in the Raeford Historic District (NR 2006). One of the houses in this block, the John W. McLauchlin House at 111 S. Highland St., has been individually surveyed as HK0025. The Blockface field for record HK0025 should contain "HK0032" to flag the McLauchlin House's inclusion in the Blockface file. The Blockface field for HK0032 should be empty.

Please note, the only appropriate input in the Blockface field is an alphanumeric survey site number, e.g., AM0001.

List Status
This field is locked for HPO use. The following key explains the codes used in this field.

NR: Resource has been individually listed in the National Register
SL: Resource has been individually added to the Study List
DOE: Resource has been Determined Eligible through the Section 106 process or other Federal action
SLDOE: Resource has both SL and DOE status

iHD: Resource is located within a NR, SL, DOE, or local historic district. Resource may be contributing *or* non-contributing to the district.
LO: Resource has been designated a Local Landmark
Cover: Indicates that this survey site number has been assigned to a Multiple Property Documentation Form (i.e., a "cover") under which there may be several resources individually listed in the National Register
CR: Indicates a duplicate record that should be "cross-referenced" with the official record of a surveyed site. May result from a past clerical error or be the result of a deliberate "duplicate" assigned to a resource listed in the National Register that is in two counties and thus has two survey site numbers.
SL-D: Resource was individually added to the Study List and subsequently demolished
NR-R: Resource was individually listed in the National Register and subsequently removed (i.e., de-listed)
M: Resource's status is "missing" due to clerical error in early HPO records

Because some resources have multiple statuses, this field prioritizes individual status first, in order of highest to lowest status (NR, SL *and/or* DOE, LO), then district status. For example, if an individual resource has Local Landmark designation and also is a contributing building within a National Register historic district, LO is the appropriate code for this field because individual status is prioritized above district status.

Link Path
This field is locked for HPO use.

- **<u>Naming Survey Sites</u>**

The names given to surveyed sites should reflect historic ownership, function, or events. Houses are typically named for their original owner or for a series of owners who contributed in important ways to the development of the site and/or occupied it for long periods. Churches, schools, commercial buildings, and industrial complexes should be surveyed using their original names or the names that are most likely to correspond to any potential Period of Significance for the resource. Later ownership or function, variations in spelling, and local nicknames can be noted in the **Other Name** field.

The owners of many elite houses named their property early in its history, e.g., Buck Spring Plantation. Many resources in North Carolina have been surveyed using owner-bestowed titles; in these cases, surveyors should note ownership in the **Other Name** field. For example, WR0001 is called Buck Spring Plantation in the **Name by which Alphabetized** field and the Nathaniel Macon House in the **Other Name** field. Occasionally the opposite is true. WR0018 is called the Mary Ann Browne House in the **Name by which Alphabetized** field and Oakley Grove in the **Other Name** field. If the surveyor has the opportunity to record a "titled" property for the first time, the methodology used to name WR0018 should be followed.

Descriptive names given to houses or other buildings late in their history can be noted in the Narrative Summary but should not be used to identify the surveyed resource in any of the name fields.

Whenever possible and appropriate, please provide both male and female associations (often, husband and wife), e.g., the **[First Name]** <u>Bill and Mary</u> **[Name by which Alphabetized]** <u>Davidson House</u> rather than the **[First Name]** <u>Bill</u> **[Name by which Alphabetized]** <u>Davidson House</u>.

First Name (if any)
This field is not required but should be populated whenever information is available. Characters are limited, so the use of initials may be necessary for longer proper names. Full information can be provided in the **Narrative Summary** field when space is insufficient. *Do not extend* first name information into the **Name by which Alphabetized** field.

When surveying a property for an historic association it no longer possesses, it is often appropriate to add "(former)" to the First Name field. For example, an historic church that in recent years has been deconsecrated and converted to an entertainment venue should be surveyed as **[First Name]** <u>(former)</u> **[Name by which Alphabetized]** <u>First Church of Any Town</u>.

Name by which Alphabetized
This field allows the project database, and later the Production database, to be organized alphabetically. The field must begin with the first word in alphabetic sequence. For example, "Browne House" allows the Mary Ann Browne House to be sorted alphabetically.

Numerous resources cannot be positively identified during a survey project. When biographical information for a resource is lacking, name it as generically as possible, e.g., "House" rather than "Coastal Cottage" and "Church" rather than "Chapel." "Commercial Building" is frequently used in central business districts.

This field is also the appropriate place to add a few additional pieces of information on an as-needed basis. When primary resources have been removed from a surveyed site, "(Gone)" should be added to the end of the field. For example, "Olivet Moravian Church (Gone)" reflects the loss of the 1929 church building after it was recorded during the 1978 Forsyth County Architectural Survey.

Moved resources also should be flagged in this field. For example, survey site number FY0603 was assigned to the Wolff-Moser House on its original site in rural Forsyth County. When the house was moved to Bethania in 2004, it received a new survey site number (FY4204) that corresponds to the house's new location. The Name by which Alphabetized field was edited as follows:

[FY0603] Wolff-Moser House (Original site)
[FY4204] Wolff-Moser House (Current site)

If the Wolff-Moser House should be moved for a third time, then FY4204 should be changed to Wolff-Moser House (Second site) and the new survey site number would correspond to Wolff-Moser House (Current site).

Surveyors may also notice the use of (Duplicate site) in the Name by which Alphabetized field. This indicates that a single surveyed site has been erroneously assigned two (or more) survey site numbers. The **Narrative Summary** should provide more information about the other survey site number. Typically, the lower survey site number is given priority, but if the higher number is associated with a property's status (National Register, Study List, Determined Eligible, or Local Landmark), the higher number usually identifies the site. Surveyors who believe they have discovered a duplicate site involving two or more *previously assigned* survey site numbers should contact the HPO to confirm the potential duplicate site number and receive instructions on how to proceed. Surveyors who *have assigned* duplicate survey site numbers during an active survey are required to correct their mistake(s).

Other Name
Later ownership or function, variations in spelling, and local nicknames can be entered here. This field is intended primarily for names in historic, rather than recent or current, use.

▪ **Addressing Survey Sites**

In 1989, the General Assembly of North Carolina enacted Senate Bill 509, which mandates that local governments assign 911 addresses to properties requiring public safety services. In some counties, full implementation of the 911 address system took more than a decade; however, in 2021, the HPO anticipates that nearly all historic resources have been assigned a physical address. Exceptions include landscape features, infrastructure, support buildings that lack a clear historic association with a resource assigned a 911 address, and primary resources that are abandoned and/or ruinous. *The HPO advises surveyors to consider the county tax administration's data to be the authoritative source of a resource's 911 address.* This information can be obtained from a county's GIS website, or by using the Parcel layer in HPOWEB.

Many rural resources were surveyed prior to the implementation of the 911 address system. Some municipalities have altered their address system since their last architectural survey took place. **During survey updates, surveyors must confirm current 911 addresses and populate the database with this information.** Resources that have been removed from their sites since last surveyed are exempt from this requirement, *if* a 911 address was never assigned or is not discoverable.

Street No.
Surveyors should provide the street number assigned by the 911 address system, unless no such number has been assigned. In some cases, what the surveyor and/or HPO considers a primary resource is different from the primary resource identified in the 911 address system. For example, many unoccupied houses have been surveyed over the years. Sometimes these unoccupied houses sit on the same tax parcel as a newer, occupied dwelling, and the local authority has assigned a house number to the occupied dwelling but not to the older dwelling that is the surveyor's primary concern. Similarly, sometimes a dependent building such as a tobacco barn has been assigned a survey site number independent of a larger farm complex, yet this type of property will not have been assigned a 911 address. In such cases where a principal resource (from the HPO's perspective) is considered a dependent building in the 911 address system, the

surveyor should make a note in the **Narrative Summary** field *but should not populate* the Street No. field. For example, "AM0001 is part of the tax parcel associated with 123 E. Main St. and sits slightly northeast of the addressed dwelling."

St. Prefix *or* Suffix
Street direction is not always needed; however, if the local tax administration's data includes a street direction, the surveyor should populate this field. A field is provided both before and after the **Street/Road** field, as a few municipalities use directional suffixes rather than prefixes. Only one of the two fields should be populated. These fields are limited to prepopulated values.

Street/Road
Most survey projects are too large to allow pre-population of this field. For this reason, surveyors are asked to be mindful of spelling mistakes. The HPO will audit this field on a project basis. Street/Road should be provided even if a house number has not been assigned.

Road Type
This field is limited to prepopulated values. Notify HPO staff if you require a value that is not listed.

In a few cases, it may be preferrable to include the Road Type in the **Street/Road** field. For example, inputting "NC Hwy 33" in the **Street/Road** field and leaving empty the Road Type field results in an address that is more in keeping with common parlance than **[Street/Road]** <u>NC 33</u> **[Road Type]** <u>Highway</u>. However the surveyor chooses to complete these fields, it must be done consistently for all records associated with his or her project.

Side of Street (opt)
This field is limited to prepopulated values. This an optional field. Input is most helpful when a 911 address is not available.

Location Description
Prior to full implementation of the 911 address system, the Location Description field provided the best way to identify the location of most rural resources. A typical entry in this field reads, "State Route 1966, at junction with State Route 1910." This field remains crucial for those resources that have not received a 911 address.

In most cases, this field can be left blank, especially if a resource has a 911 address, if its tax parcel has been identified, and if it has been definitively mapped in HPOWEB.

Under no circumstances should a surveyor use this field to describe the physical characteristics of a location. Only information that assists in geospatially pinpointing a resource should be entered. A site description can be provided in the **Narrative Summary** *field.*

Town/City
For many projects, the HPO will limit this field to prepopulated values.

When conducting a survey update, surveyors should be mindful that many resources once considered to be in a rural crossroads community or in the vicinity of a city or town have in intervening years been claimed by a municipality as corporate limits have expanded. Sometimes local governments are willing to provide surveyors with the most up-to-date information about municipal limits and extra-territorial jurisdiction. If a local partner is unable to do so, the HPO recommends using HPOWEB's Municipal Boundaries layer, which as of this writing is current through 2017.

It is critical that digital photo labels and survey file labels match the address given in the project database. Update each component of the survey file when you update the address.

If vicinity
Choose "vicinity" for resources that are close to but not within a municipal boundary or its extraterritorial jurisdiction; otherwise, leave this field empty. When completing a survey update, please be mindful that notions of "vicinity" have changed dramatically over the life of the HPO's architectural survey program, and a once-rural property may be well inside municipal limits today.

Ownership Status
This field is limited to prepopulated values. Ownership status should reflect the property's status at the time of survey.

Needs Additional Research
Check this box if additional research is warranted outside the scope of the current survey. Indicate in the **Narrative Summary** what questions remain to be answered and/or what resources might yield additional information.

Actions Form

Save the record before opening the Actions Form!

The Actions Form ties the identity of the surveyor and the project to individual survey records. This is an important way to track the administrative history of the HPO's architectural survey program. The HPO prepopulates a current Action item for existing survey records scheduled for resurvey prior to releasing the project database to surveyors. Surveyors are required to enter a current Action item for new records created over the course of their project.

To create an Action item, tap or click the "Open Actions Form" button. Enter the survey site number. Doing so will prepopulate the Property Name and the year the survey takes place. Select your name or your firm's name from the Surveyor/Reporter field. The HPO will prepopulate this field for your use. Select the month that corresponds with the field survey of the resource. Last, choose an Action item from the list HPO staff will prepopulate for your use. Tap or click "Close Form" to return to the Data Entry Form.

II.   District/Neighborhood/Area (D/N/A) Association

This section of the form only applies to resources that have been surveyed as districts, neighborhoods, or areas rather than individually. This most commonly applies to historic districts with a designated status, i.e., that are listed in the National Register, have been added to the Study List, have been Determined Eligible through the Section 106 review process or another Federal action, or have been designated Local Landmarks. D/N/As also include resources that are surveyed at a district, neighborhood, or area level but either do not merit formal status or remain unevaluated.

To use this section of the database, the surveyor must first tap or click the "Open Districts Add/Edit Form" button. Doing so will navigate the surveyor away from the Data Entry Form and into the D/N/A Data Entry Form. (The former has a dark red banner, and the latter has a purple banner.) Once the D/N/A Data Entry Form is populated, the District will prepopulate in the **Name** field within the Data Entry Form. If the district has status, the status information will automatically populate when the Name is chosen from the values available. For National Register districts, the surveyor should select C or NC, as well as Building, Structure, Object, or Site.

Please note: the **Name** field must always contain a value. The default value is None. If None is accidentally deleted, you will receive an error message when the record attempts to save. Select None to resolve the error.

Please complete the D/N/A Data Entry Form using the guidance provided for the corresponding fields in the Data Entry Form.

To use the D/N/A Data Entry Form to record multiple resources using a single survey site number, the surveyor must first identify a district, neighborhood, or area in which the individual resources have a defensible historic association with one another. In recent years, many surveyors have used the D/N/A Data Entry Form to record neighborhoods that have a shared development history via a common plat of subdivision. This form allows surveyors to record historic development at a macro level, surveying collections of resources that are important as a group but that may lack individual distinction.

When the D/N/A Data Entry Form is used, the surveyor shall also create a record having the same survey site number in the Data Entry Form. Both forms must be populated so that the record transfers correctly from the project database to the Production database.

III.   Evaluation/Status (Individual property only)

This section of the form is not intended to address district/multiple-property records.

Most of this section of the form is locked for HPO use. If you observe an error in this section, please notify the HPO. HPO staff will update the Production database as needed.

The checkbox next to **Recommended for SL** is unlocked for surveyors who wish to use it to manage their data during a survey. Use of this field is optional.

IV. For Survey Update

This portion of the form allows the HPO to track trends between architectural surveys and survey updates. Surveyors should complete this portion of the form when surveyed sites are being re-surveyed for the second (or third, or fourth, etc.) time. When a district is being re-surveyed, the Survey Update field should be completed for each site within the boundaries, even if the individual resource is receiving a survey site number for the first time.

Remember, you are responding to the appearance and condition of the resource *since the time it was last surveyed*, not necessarily to its appearance at the time of original survey.

Month/Year
Select the month and year that the surveyed site was revisited during the survey update.

Next, select as many as needed from the following options:

No Substantial Change
To qualify for this category, the resource should at a minimum retain the same windows and siding present at the time it was last surveyed. "Same" can include materials that have been replaced in-kind. *Insubstantial* changes may include new paint schemes, new roof cladding replaced with compatible materials, porch or trim elements replaced with compatible materials, and changes to landscape features that do not support the surveyed site's significance in some way.

If interiors are accessed, the plan should remain intact to the date of last survey, with no loss or addition of walls.

Substantial Change by Alteration
Substantial changes include, but are not limited to, one or more of the following: windows, siding, or roofing materials not replaced in-kind; additions to one or more primary elevations; relocation of the primary entrance or access point; the addition or loss of dormer windows; loss or enclosure of a front or side porch; elevation of the foundation; changes to the height of a building; façade obscured with EIFS, plywood, or sheet metal; alteration to the interior plan. Substantial changes should be clearly explained in the **Narrative Summary**.

Substantial Change by Deterioration
The condition of the resource has substantially changed in a way that seems in keeping with the natural passage of time, rather than because of direct human action. In fact, deterioration is most likely a result of human *inaction*.

Outbuilding Loss
One or more outbuildings present at the time of last survey are no longer extant. The loss of specific outbuildings should be noted in the **Outbuildings and Other Features** form.

Substantial Change by Improvement
The resource has experienced change(s) that are more in keeping with its historic character. Positive changes include appropriate treatments according to the Secretary of the Interior's Standards and may also include the selective reversal of later alterations or correction to general deterioration. Substantial changes should be clearly explained in the **Narrative Summary**.

Removed from Site
Since the last survey, the primary resource has been removed from the site. This may be the result of demolition, disaster, or relocation to another site. Any details known about the loss of the primary resource, including an approximate date, should be noted in the **Narrative Summary**.

Not Found
Not Found is most appropriate when a surveyed site was inadequately mapped during prior survey work, and HPO staff has been unable to definitively locate the resource in recent years. During active survey, the surveyor has been unable to retrace the steps of a prior surveyor, and the continued existence of the resource has neither been proven nor disproven. Details should be noted in the **Narrative Summary**.

No Access
No Access means the resource was located, but the surveyor was physically prohibited from viewing it in adequate detail. Frequently, this is the result of locked gates blocking a private road to a resource that is far from the public right-of-way or that is obscured by vegetation. Surveyors should be able to see enough of the resource from a distance or from recent aerial photographs to confirm its continued existence. Details should be noted in the **Narrative Summary**.

File Missing
File Missing notes that the paper record created during the last survey and maintained in the HPO's file room could not be located prior to the current survey.

Newly Surveyed
This term is most useful when a district or other area in which multiple resources were surveyed using one survey site number is updated. This box should be checked if the prior survey record does not contain enough information about the specific resource to allow for a comparison of change since the last survey occurred.

V.   GIS/ER

Parcel #
Surveyors should consult the county tax administration's data to find the Parcel Identification Number for surveyed sites. This information can be obtained from a county's GIS website, or by using the Parcel layer in HPOWEB.

Typically, the remaining fields in this section of the form will be locked for HPO use.

VI.   Principal Resource

This section of the Data Entry Form is strongly biased toward buildings and structures. Some commonly surveyed resource types, such as cemeteries, landscape features, and infrastructure, will not conform to this method of organizing data. Nevertheless, **Material Integrity**, **Condition**, **Location Integrity**, and **Date(s)** should be populated for each surveyed site.

Material Integrity
The concept of Integrity addresses the accumulation of humanmade alterations and changes to a historic resource that have happened over time. When surveyors are not using the Data Entry Form as part of a National Register project, it can be difficult to determine Material Integrity, as a potential Period of Significance for the resource has rarely been defined. (Moreover, the vast majority of surveyed sites are not "Significant" according to the meaning assigned by the National Register of Historic Places.) In general, the resource's material integrity should be judged against its date of construction as the default "period of significance," unless there is another obvious point in the resource's history that seems more significant. (If so, this should be one of the dates identified in the **Date(s)** field.) Many surveyed sites will be of medium integrity; high integrity is rare, and sites of low integrity are only occasionally worth surveying. GONE should be selected when a resource has been demolished or otherwise removed from its site.

Condition
As distinct from "Integrity," condition reflects changes to a resource resulting from natural causes, most often weathering. Damage to or loss of historic fabric due to weathering does not necessarily entail a loss of integrity. More often, resources damaged by natural causes are considered to retain a higher degree of material integrity than those where non-historic fabric replaces historic. Ruinous includes, but is not limited to, resources that are structurally unsound because they have lost any of their basic structural elements. GONE should be selected when a resource has been demolished or otherwise removed from its site.

Location Integrity
Location integrity asks the surveyor to categorize a surveyed site based on whether the principal resource remains on its original site; has been moved to a new site and/or is being surveyed for the first time at a location other than its original site; or has uncertain location integrity. Moved and Uncertain should be clearly explained in the **Narrative Summary**. If a resource has been

demolished or otherwise destroyed, the surveyor should base location integrity on his or her understanding of whether the resource was on its original site at the time it was destroyed.

Date(s)
Select **Circa** whenever a date is uncertain or approximate. Do not use "s" to indicate uncertainty, e.g., "1850s." Rather select ca. and enter 1850 or 1855. Refrain from entering characters other than numerals, unless you need a semi-colon to separate important dates, e.g., 1855; 1910; 1947. This is a free-text field and will be audited on a project basis to check for obvious errors and omissions.

Major Style Group
Style is an important method of categorizing architecture; however, most historic buildings and structures in North Carolina are not high-style, or at least are not "textbook" examples of popular national styles. It was common in North Carolina, particularly before World War II, for any given architectural style to enjoy its peak in popularity ten, and sometimes twenty years after it was introduced nationally. Vestigial examples of styles like the Colonial Revival have lingered in North Carolina's built environment for decades longer than their national popularity lasted.

Catherine W. Bishir's *North Carolina Architecture* (1990, 2005) remains the most comprehensive discussion of North Carolina's architecture, both high-style and vernacular, in relation to national building trends. Particularly useful for buildings constructed prior World War II, this is the most nuanced discussion of architecture statewide. Also useful is a series of three guidebooks divided into eastern, western, and Piedmont North Carolina: *A Guide to the Historic Architecture of Eastern North Carolina,* by Catherine W. Bishir and Michael T. Southern (1996), *A Guide to the Historic Architecture of Western North Carolina*, by Bishir, Southern, and Jennifer F. Martin (1999), and *A Guide to the Historic Architecture of Piedmont North Carolina*, by Bishir and Southern (2003).

In addition to these statewide references, the HPO has for nearly 50 years been instrumental in publishing the results of many countywide and numerous municipal architectural surveys. Surveyors should familiarize themselves with any survey-based publications in their study area and in neighboring counties. Architectural survey reports falling into the "grey literature" category are linked to the HPO's website. Full-length National Register nominations and Historic Structure Survey Reports produced through the Section 106 review process are also available through the website. Follow the links below for access to these sources of information.

Architectural survey reports: https://www.ncdcr.gov/about/history/division-historical-resources/nc-state-historic-preservation-office/architectural-6

National Register nominations: https://www.ncdcr.gov/about/history/division-historical-resources/nc-state-historic-preservation-office/architectural-0

Historic Structure Survey Reports: https://files.nc.gov/ncdcr/historic-preservation-office/environmental-review/Historic-Structure-Survey-Report_List.pdf

National guides to architecture such as Virginia and Lee McAlester's *A Field Guide to American Houses* should be considered of secondary importance to the above resources and should not be considered authoritative if the information therein is at odds with publications produced in tandem with the HPO – e.g., all the references listed above. *A Field Guide* is most useful for architecture that emerged following World War II, when North Carolina's built environment began to adhere more closely to national trends and timelines. For that reason, the HPO recommends that surveyors obtain the revised and expanded second edition of *A Field Guide*, which was first published in 2015. The second edition offers what is currently the best guide to American residential architecture constructed after World War II. Surveyors are also advised to consider two important national publications on twentieth century housing, the National Park Service's bulletin on *Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places* (2002) and the National Cooperative Highway Research Program's *A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing* (2012). The HPO maintains a list of hyperlinks to websites and grey literature concerning historic resources from the recent past, which is available to surveyors upon request.

Many buildings display influences from different styles. Choose the response from the prepopulated list that is *most* representative. While it may feel frustrating to be less than precise about a building's style, remember that you can fully describe the building in the **Narrative Summary**, and that the Narrative Summary is keyword searchable in the HPO's Production database. In general, surveyors should identify a building's original style, unless the building was *historically* altered to the extent that its original style is entirely obscured. Greensboro's Blandwood is a good example of historic alterations that are more significant than the original construction (see *North Carolina Architecture* 2005: 291-292).

Other frequently surveyed types of resources will most often not possess an overt style. Cemeteries, landscape features, outbuildings, and infrastructure are examples of resources that are often difficult or impossible to classify in this way. Not Applicable has been provided for resource types that are not effectively categorized by style.

Traditional/Vernacular
Many historic resources in North Carolina are better described as traditional and/or vernacular rather than according to a nationally popular style. Concepts like construction, building type and/or form, plan, and even a resource's relationship to the site on which it was built often are equally as important as style when describing traditional or vernacular resources. An I-house or a small front-gable house that lacks overt stylistic elements or a building or structure constructed of exposed logs are all potentially categorized in this way.

Postmedieval
More a method of building than a true style, Postmedieval is an appropriate way of describing the earliest extant buildings in North Carolina, those that predate the Georgian style.

Georgian
Georgian is the earliest true architectural style in use in North Carolina. The HPO's survey files include examples of the Georgian style from the mid-eighteenth century through the turn of the

nineteenth century. Occasionally, vestigial examples of the Georgian style linger to ca. 1810, though this is most often in tandem with the Federal style.

Georgian-Federal
This term is intended for buildings that display elements of both the Georgian and the Federal styles, and for which the two styles appear to have been applied *simultaneously* during the building process or within a very short window of one another.

Federal
The earliest high-style buildings in North Carolina are typically executed in the Federal style. While the national application of the Federal style was based on classical refinement, vernacular examples in North Carolina can be wonderfully eclectic. In North Carolina, the Federal style has been observed as early as 1810, appears to have peaked in the 1820s, and by 1835 was most often seen in tandem with the Greek Revival style.

Historically, the HPO has not made a fine distinction between the Federal style and what some architectural historians refer to as Early Classical Revival.

Federal-Greek Revival
This term is intended for buildings that display elements of both the Federal and the Greek Revival styles, and for which the two styles appear to have been applied *simultaneously* during the building process or within a very short window of one another. In North Carolina, many houses constructed ca. 1835 display a thorough blending of these two styles.

Greek Revival
The Greek Revival style dominated the antebellum era (1840-1860) in North Carolina, and vestiges of the style were in use throughout Reconstruction, most often in the retention of returned gable ends and tapered post-and-lintel mantels.

Italianate
Except for several houses of national importance – Blandwood, Cooleemee, and Coolmore – North Carolina has very little high-style Italianate architecture and few vernacular Italianate-style buildings prior to the 1870s. During the antebellum era, minor elements of the Italianate style were sometimes used in tandem with the Greek Revival style. Between 1870 and 1890, elements of the Italianate style were widely applied to houses and commercial buildings, most often in the form of wide eaves with decorative brackets, arched windows with window crowns, and decorative eave gables that in modern times have been colloquially termed "Triple A roofs." Vernacular Italianate-style houses often adhere to the traditional "boxy" footprint and flat façade; however, because of its relatively late popularity in North Carolina, the Italianate style is often seen on some of the first houses to introduce depth and dimension, including those with gable-front-and-wing footprints.

Gothic Revival
Like the Italianate style, high-style examples of the Gothic Revival style are relatively rare in North Carolina except for a handful of examples. Unlike the Italianate style, there are few vernacular references to the Gothic Revival. The most common use for this term will be to

categorize vernacular front-gabled churches with one or more bell towers from the mid-to-late nineteenth and early twentieth centuries. Among residential buildings, elements of the Gothic Revival style are most often seen in tandem with other "romantic" styles of the 1870s and 1880s. The most encountered references are sharp, steep front-facing gables or dormers, stylized sawnwork, and occasionally vertical siding.

Exotic Revival
Exotic Revivals such as "Egyptian" and "Oriental" are most often expressed in fraternal or commercial architecture, or in cemeteries. References to these styles in North Carolina's domestic architecture are found alongside other popular styles of the same era. In most cases, it will be sufficient to note elements drawing inspiration from the Exotic Revivals in the **Narrative Summary** field, which when merged with the Production database is keyword searchable. While the Egyptian Revival is occasionally found in tandem with the Greek Revival style, i.e., during the antebellum era, the Oriental Revival is more often found alongside the Queen Anne style of the late nineteenth century.

Second Empire
The Second Empire style enjoyed a relatively brief period of popularity in North Carolina, roughly the 1870s and early 1880s. It is almost exclusively found within cities that enjoyed a measure of affluence after Reconstruction. Examples tend to be relatively high-style, and few of the style's hallmarks appear to have entered the vernacular.

Stick/Eastlake
The Stick or Eastlake style is rare in North Carolina, perhaps in part because its stylistic predecessor, the Gothic Revival, was never widely popular here. Most often, Stick-style elements are found applied to what is better classified as a Queen Anne-style house. These elements can be identified in the **Narrative Summary** field, which when merged with the Production database is keyword searchable.

Queen Anne
The Queen Anne style, which was widely publicized in builders' guides and plan books, is by far the most widespread of the Victorian-era domestic styles in North Carolina. Unlike the other domestic styles in use during the Victorian era, high-style examples of the Queen Anne can be found in most small towns throughout the state. Modest, one- or one-and-a-half-story examples are common in nearly every town and many rural areas. The style's popularity began in the 1880s and lingered into the 1910s. Later examples of the style are often thoroughly blended with elements of the Colonial Revival style. Use <u>Queen Anne-Colonial Revival</u> to classify these houses.

Shingle
In North Carolina, the Shingle style is found primarily among second homes built on the state's coast or in its mountains, generally around the turn of the twentieth century. It is rare outside the context of vacation or recreation.

Sullivanesque
The Sullivanesque style is typically associated with multistory commercial buildings constructed around the turn of the twentieth century; as such, its use is largely limited to North Carolina's biggest cities.

Romanesque
The Romanesque style may include "Romanesque Revival" or "Richardsonian Romanesque." The first is more common in North Carolina and was primarily applied to commercial buildings, churches, and public buildings from the turn of the twentieth century. True examples of Richardsonian Romanesque are rare here.

Renaissance
Renaissance styles may include the Renaissance Revival, Italian Renaissance, or French Renaissance style. In North Carolina, these styles appear at the turn of the twentieth century but were most popular in the late 1910s and 1920s. The Renaissance styles were applied to commercial, public, and domestic buildings, most often architect-designed. Most dwellings completed in this style were built for elite clients.

Chateauesque
The Biltmore House in Asheville is often considered the epitome of the Chateauesque style, and by association, the use of this style is largely limited to architect-designed dwellings from the late nineteenth and turn of the twentieth century.

Beaux Arts
The Beaux Arts style in North Carolina was most notably applied to courthouses and other public buildings, as well as some commercial buildings, between the turn of the twentieth century and the Great Depression.

Classical Revival
The Classical Revival style includes a wide range of buildings, including domestic and all types of public and institutional buildings. It was most popular in the 1910s and 1920s. A somewhat expansive category, Classical Revival can include grand residences dominated by full-height porticos as well as streamlined institutional buildings blending classically derived ornament and symmetry with an early modern preference for relatively plain exteriors and simple rectilinear forms.

The National Park Service considers the Neoclassical Revival style to be a subcategory of the Classical Revival.

Queen Anne-Colonial Revival
This term is intended for buildings that display elements of both the Queen Anne and the Colonial Revival styles, and for which the two styles appear to have been applied *simultaneously* during the building process or within a very short window of one another. Many houses in North Carolina built ca. 1900-1915 should be classified this way. Some architectural historians refer to this blending of styles as "Free Classic Queen Anne."

Colonial Revival
The Colonial Revival style was not widely used in North Carolina before the turn of the twentieth century, when it was frequently used in tandem with the Queen Anne style (see <u>Queen Anne-Colonial Revival</u>). The Colonial Revival style became extremely popular in the 1910s and remained in constant use in North Carolina through the 1960s and 1970s, when elements of the style were applied to ranch houses, split-levels, and split-foyers. In rural North Carolina, elements of the Colonial Revival style are often blended with the Craftsman style (see <u>Craftsman-Colonial Revival</u>). The Colonial Revival style was also applied to public and commercial buildings and was a particularly popular choice for churches constructed after World War II.

Dutch Colonial Revival style should be included in this category.

Georgian Revival
In North Carolina, the Georgian Revival style was not nearly as popular as the related Colonial Revival style. It was used primarily by architects between roughly 1920 and 1940. The Georgian Revival style was commonly applied to both domestic and public buildings.

Tudor Revival
The Tudor Revival style was most used by architects designing houses for elite clients in the 1920s. It is rarely seen in small towns and rural areas, though many period revival cottages bear Tudor Revival-style influences. There are several high-style Tudor Revival schools in North Carolina. Elizabethan- and Jacobean-style buildings may be included in this category.

French Eclectic
The French Eclectic style is rare in North Carolina and was most used by architects designing houses for elite clients in the 1920s and 1930s.

Collegiate Gothic
As the name implies, the Collegiate Gothic style was most often applied to educational buildings, though a few churches were also designed in this style during the 1920s.

Mission/Spanish Colonial Revival
This category can also include the Spanish Revival and Mediterranean Revival styles. While not widely popular in North Carolina, there are several prominent architect-designed residences, educational buildings, and medical buildings constructed during the first quarter of the twentieth century in one or more of the styles that reference the colonial-era Spanish presence in North America. Later, more modest housing that includes bungalows and ranch houses occasionally incorporated elements of these styles.

Craftsman
The Craftsman style is second only to the Colonial Revival style in popularity in North Carolina among houses constructed during the first quarter of the twentieth century. Many vernacular houses from the 1930s retained influences from the style, most commonly the orientation of a front-facing gable and/or prominent porch roof and tapered post-on-plinth porch supports. Use <u>Craftsman-Colonial Revival</u> for those dwellings that blend the two styles.

Craftsman-Colonial Revival
This term is intended for buildings that display elements of both the Craftsman and the Colonial Revival styles, and for which the two styles appear to have been applied *simultaneously* during the building process or within a very short window of one another. In many small towns and rural areas, the popularity of the Colonial Revival style influenced the exterior and interior finishes of bungalows and other house forms commonly associated with the Craftsman style.

Prairie
The Prairie style was far less popular than the Craftsman style in North Carolina; however, there are residential examples of the style scattered around the state from the first quarter of the twentieth century.

Period Revival Cottage
This category includes modest, much simplified versions of the grand, architect-designed estates constructed in various revival styles during the 1920s,1930s, and 1940s. Contemporaneous to the bungalow, the period revival cottage is often seen as an alternative to the Craftsman style. Like the bungalow, the period revival cottage was popularized through house plan catalogs. In North Carolina, many period revival cottages make subtle reference to the Tudor Revival style or resemble an archetypal English cottage.

Rustic Revival
The Rustic Revival style is most associated with recreational architecture (including vacation homes) from the 1930s; however, Federal programs associated with the New Deal also employed this style to construct community and civic buildings. Its use in North Carolina ranges from modest to landmark examples.

Art Deco
The Art Deco style was relatively popular among commercial buildings, theaters, and civic buildings constructed in the 1930s. It is rarely useful for categorizing domestic buildings.

Moderne
A fair number of commercial and transportation buildings, as well as a handful of residences, were constructed in the Moderne style during the 1930s, 1940s, and 1950s.

International Style
In North Carolina, the earliest appearance of the International Style appears to have been during the mid-1930s. During the late 1940s and 1950s, a handful of architect-designed residences were constructed. Commercial buildings were constructed in the International Style through the 1970s.

Minimal Traditional (See also Domestic Type/Form: Minimal Traditional)
The Minimal Traditional style arose from planning oversight provided by the Federal Housing Administration. Because of this association, the Minimal Traditional style is applicable to domestic buildings. Many thousands of Minimal Traditional-style dwellings were constructed in North Carolina between 1930 and 1950. Examples are found across the state in urban and rural settings. Some neighboring states refer to these dwellings as "Small Houses" or "FHA Houses."

The Minimal Traditional style is often associated with the house form of the same name but was also applied to some of the earliest ranch-house forms.

Cape Cod houses should be included in this category and its associated form.

Misc. Modernist
Misc. Modernist is a rather general category that can be used for conceptual architect-designed dwellings and churches, as well as for contractor-built graded schools and formulaic government buildings from the late 1940s through the mid-to-late 1970s.

Ranch style (See also Domestic Type/Form: Ranch)
The HPO recognizes "ranch" as more of a house form than an absolute style; however, particularly when considering ranch houses from the 1950s, style and form are often hard to separate. Use professional judgement to determine whether a ranch house has Minimal Traditional, Colonial Revival, or Contemporary stylistic elements (or more rarely, Mission/Spanish Colonial Revival). If no other style is appropriate, Ranch style should be selected. Ranch style is limited to domestic buildings.

Contemporary (See also Domestic Type/Form: Contemporary)
It is difficult in most instances to separate the Contemporary style from its associated house form; however, some ranch, split-level, and split-foyer houses are executed in the Contemporary style. The Contemporary style is most applicable to domestic buildings, but some small office buildings also express this style.

Shed (See also Domestic Type/Form: Shed)
The Shed style is indistinguishable from the Shed form, in that the form of the building imparts the style. If Shed is selected in this field, it must also be selected in the **Domestic Type/Form** field.

New Formalism
Edward Durrell Stone's ca. 1963 design of the North Carolina Legislative Building is inarguably the height of New Formalism in the state. Because it is a relatively recent style, the HPO is still unclear about the extent to which New Formalism influenced domestic architecture in North Carolina. Several local government buildings and some public housing complexes were executed in the style.

Brutalism
To date, an historic context for Brutalism in the United States is not well-developed; however, recent surveys have demonstrated the use of Brutalism in North Carolina's largest cities to construct government and commercial buildings in the 1960s and 1970s. The HPO does not anticipate finding domestic buildings that relate to this style.

Late Twentieth Century
While this category is not a style, it is intended to be a method of categorizing a generation of buildings for which adequate historic context is not yet available. This category will be most useful when assigning a survey site number to a resource that is not yet 50 years old but is within

the boundaries of a historic district. The HPO will use this category to compare buildings of this generation as they "age in." Surveyors are welcome to propose vocabulary for these resources in the **Narrative Summary** field, which is keyword searchable.

Twenty-first Century
While this category is not a style, it is intended to be a method of categorizing a generation of buildings for which adequate historic context is not yet available. This category will be most useful when assigning a survey site number to a resource that is very recently built but is within the boundaries of a historic district. The HPO will use this category to compare buildings of this generation as they "age in." Surveyors are welcome to propose vocabulary for these resources in the **Narrative Summary** field, which is keyword searchable.

Standard Commercial
This category is used for historic commercial buildings that do not display elements of any of the above styles.

Standard Institutional
This category is used for historic institutional buildings such as hospitals, schools, and government-owned properties that do not display elements of any of the above styles.

Industrial
This category is used for historic resources where industrial function dictates the resource's appearance and overall aesthetic.

Historic style unknown
This category is used for resources that have been so highly altered or are in such poor condition that their historic style cannot be determined, and no historic photographs or other resources are available to reveal the resource's historic appearance.

Construction

Timber Frame
Timber frame is used to categorize buildings and structures having fitted and joined timbers with joints secured by wooden pegs. This category may include post-and-beam, half-timbering, and fachwerk. In North Carolina, most frame buildings constructed prior to the U.S. Civil War will fall into this category.

Mixed Frame
This category describes the use of hand-hewn heavy principal framing members such as corner posts, sills, and joists *alongside* milled dimensional lumber. The practice of mixing timber and light framing materials bridges the gap between the two methods of construction. In some parts of North Carolina, the transition between methods was relatively brief; in remote parts of the state, mixed framing techniques were used until the arrival of good roads, sometimes as late as the 1940s. This category should not be selected unless the surveyor has made a close examination of the building or structure's frame.

Light Frame
Light frame is used to categorize buildings and structures constructed from milled dimensional lumber fastened with nails or other hardware. In North Carolina, most frame buildings constructed after Reconstruction will fall into this category, which includes balloon frame, platform frame, stick frame, pole frame, boxed frame, and many prefabricated houses. The surveyor should specify the framing type, if known, in the **Narrative Summary**.

Loadbearing Masonry
Loadbearing masonry may include, but is not limited to, the following: brick, finished or unfinished stone, cast stone, concrete block, cinder block, concrete masonry units, structural clay tile, and glass block. The masonry material *must* bear the load of the building without reinforcement. The surveyor should specify the material in the **Narrative Summary**.

Masonry Veneer
This category includes all the above materials but is meant to categorize buildings and structures with loadbearing skeletons, typically of wood or steel frame, that are not visible and are otherwise unknown to the surveyor. This category is also appropriate if the surveyor suspects, but has not confirmed, that the building is constructed of loadbearing concrete block or tile behind a visible brick veneer.

Log
Log buildings and structures are constructed of horizontal logs interlocked with corner notches. This category may include logs that are round, half-round, or planked. Historically, many structurally log buildings were clad in weatherboards.

Steel Frame
Steel frame refers to a skeleton frame of vertical steel columns and horizontal I-beams. This category may include, but is not limited to, trusses, reinforced concrete, and many prefabricated commercial buildings.

Unknown
This category is provided so that surveyors do not have to guess a resource's construction. For example, from a distance, it is not always easy to tell whether a weatherboarded house is constructed of frame or log. Surveyors should specify their reasons for choosing Unknown in the **Narrative Summary**.

Primary Exterior Material

This field is used to classify the primary *original* exterior cladding of buildings and structures, or the exterior cladding a building or structure had during its Period of Significance, if distinct from the resource's date of construction. Replacement of materials *in-kind* may be considered "original." If the original exterior treatment has been fully obscured by later alterations and no historic photographs or other types of documentation are available to reveal the resource's historic appearance, then the surveyor should select Unknown. If the surveyor knows the original siding material was weatherboards but is unsure whether the weatherboards were plain,

beaded, molded, or novelty, <u>Weatherboard type unknown</u> is the correct selection. If <u>Other</u> is selected, the material must be specified in the **Narrative Summary**.

This field is prepopulated in the Data Entry Form. The complete list of values is given here to illustrate where brand-name products and other shorthand fit into the schema:

Weatherboard plain
Weatherboard beaded
Weatherboard molded
Weatherboard novelty *(includes drop siding such as German/Dutch Lap siding)*
Weatherboard type unknown
Board and batten
Wood shingles
Asbestos
Asphalt *(typically, rolled asphalt)*
Exposed logs
Brick
Stone
Concrete masonry units *(includes concrete blocks and cinder blocks)*
Glazed tile/struct. glass *(includes architectural terracotta, Vitrolite, and Carrara glass)*
Simulated masonry *(includes Perma-stone and Formstone)*
Stucco
Pebbledash *(also called roughcast)*
Aluminum
Vinyl
Metal
Plywood/OSB *(includes T1-11)*
Wood composite *(includes Hardie Plank, Masonite, and pressboard)*
Waney-edge *(also called fletch, rusticated, and wavy siding)*
Curtain wall *(includes glass, metal, and composite materials)*
Concrete *(includes raw, cast, and precast concrete)*
EIFS
Other (*must be specified in **Narrative Summary***)
Unknown

<u>Later Covering</u>
This field is prepopulated with the same values as **Primary Exterior Material**, plus <u>None</u>. <u>None</u> is the correct selection when the original exterior material remains the resource's primary cladding, or when original exterior materials have been maintained or replaced *in kind*. Many later coverings are not necessarily non-historic.

<u>Height</u>
This field records the height of the primary resource. Determining the presence of a half-story is often the most difficult part of categorizing buildings and structures in this way when interiors are not accessed. In general, a resource likely has a half-story if it also has dormer windows (on the front or rear slope of the main roof) or full-size windows beneath the primary gables.

"Story-and-a-jump" is a colloquial term used during the nineteenth and twentieth centuries in North Carolina to describe a house in which the space above the first-floor level was living space (versus storage space) but had very low, slanting ceilings. From the exterior, story-and-a-jump houses often appear to have an extended knee wall above the first-floor level and typically have small windows within the primary elevation. Story-and-a-jump houses should be categorized as one-and-a-half-story houses.

Roof
This field categorizes the primary roof frame of a building or structure. Make a selection based on the main block of the building, not its ells, wings, or additions.

Plan
Plan categorizes the arrangement of rooms in a house, or of shared spaces in a school or church. When a surveyor does not have access to the interior of a building, and no other source of information reveals its plan, the surveyor should select No int access.

The domestic plans prepopulated in this field by-and-large reflect folk housing in North Carolina during the eighteenth and nineteenth centuries. This is because these simple arrangements of rooms were repeated over and over by traditional builders to the extent that many vernacular house typologies depend in part on plan. Popular house types and forms, such as foursquares, bungalows, ranch houses, and split-levels, were later constructed by builders and contractors using variations on standardized plans prepared by commercial businesses. It is often time-consuming to identify and rarely useful to generalize about popular house plans during the average survey.

Not applicable is the correct selection when plan is not applicable to the resource type surveyed, such as infrastructure or landscape features.

Domestic Type/Form
This category contains both house types and house forms.

Architect, Builder, or Design Source
This is one of the only free-text fields in the Principal Resource section of the Data Entry Form. Potential responses to this field are too numerous to limit; however, the HPO has prepopulated a list of the most-used terms for your convenience. Please confirm the architect or builder is not listed before inputting additional data. The HPO's Production database will be audited on a yearly basis to check for spelling mistakes and to consolidate duplicate responses.

Refrain from entering any information in this field other than simple proper names.

Surveyors should consult the website "North Carolina Architects & Builders, a Biographical Dictionary," which is searchable by location, to ascertain professionals who were active within their project area: https://ncarchitects.lib.ncsu.edu/.

If you are entering the name of an architect or a builder not prepopulated in the project database, please use the following convention:

Last Name, First Name Middle Name/Initial, e.g., Holt, Jacob W.

If the surveyed site is *attributed* to the architect, builder, or design source but not documented, please check the box next to **Attributed**. Doing so will cause the field to display the following:

Holt, Jacob W. (Attrib.)

In some cases, it may be more appropriate to identify an architectural firm rather than an architect. Business names that begin with an architect's full name should be alphabetized using the Last Name, First Name format. For example:

Odell, A. G., Jr. and Associates

In the preceding example, note that a space is included between the first and middle initials and that a comma is needed between "A. G." and Jr. because the order of A. G. Odell Jr.'s name has been inverted. (Here and elsewhere, the Architectural Survey Program follows the *The Chicago Manual of Style*.)

Enter any additional comments into the **Narrative Summary** rather than this field.

VII.   Outbuildings and Other Features

The HPO has prepopulated a list of over 100 outbuildings and other feature types for your convenience. When recording a resource type that has not been prepopulated, choose Other and specify the type of resource in the **Description** field, which is a free-text field. Please confirm that the outbuilding or other feature type is not listed, considering any regional or group variations in nomenclature, before choosing Other. The HPO's Production database will be audited on a yearly basis to consolidate duplicate responses.

Save the record before tapping or clicking the "Outbldg/Features Form" button. This will open a new form. Enter the survey site number. Doing so will prepopulate the **Property** field. **Feature Type** is a required field. Try to select one of the prepopulated values. If the value you need is not listed, you may select Other and specify the resource type in the **Description** field.

C or NC should be selected from the **Contrib.** field if the outbuilding or feature is part of a National Register property or district. Otherwise, leave this field empty.

Construction and **Condition** have been limited to prepopulated values. Additional context can be provided in the **Description** field. Populate **Construction** and **Condition** using the guidance provided for the same fields in the Data Entry Form.

Circa date assumes an approximate date of construction. If a definitive date is known, it can be noted in the **Description** field. **Description** should be used to describe the outbuilding or feature in detail, like the **Narrative Summary** in the Data Entry Form.

Once you have completed the first outbuildings and other features record, use the "Next Record"/"Previous Record" buttons in the header, or the arrows at the bottom left corner of the form, to create as many additional records as needed.

VIII. Historical Associations

Major Theme/Second Theme
These fields are limited to prepopulated values drawn from pages 40-41 of the National Park Service's *National Register Bulletin (16a): How to Complete the National Register Form*. Please consult this document for definitions of each term. While these terms are drawn from a table categorizing Areas of Significance, the HPO does not mean to imply that each surveyed site is "Significant" according to National Register Criteria. However, the HPO has found these categories useful for organizing data.

Major Theme/Second Theme should be chosen with respect to the resource's *historic* function. Evaluate themes on an individual basis – resources within historic districts may or may not individually represent the Areas of Significance collectively identified in their National Register nomination forms.

Most surveyed sites will have Architecture as their Major Theme, and many sites will not have an obvious Second Theme.

Many long-standing buildings have served a variety of purposes over their lifetimes. Use your professional judgment to choose the historic function that seems most important, or the function that is most obvious based on the resource's integrity. A good rule of thumb is to ask yourself, "Why did this resource deserve to be surveyed?" Many historic schools also have been used as fraternal or community gathering spaces. If a building was constructed and operated as a school, Education is probably the best choice for Major Theme. If this building *historically* also served as a fraternal hall or a community building, Social History is likely a good choice for Second Theme. Some schools were historically affiliated with a particular church or denomination. Religion may be a good choice for Second Theme in that instance.

Group Association and Religious Affiliation
Unlike the other fields within this section of the Data Entry Form, the Group Association and Religious Affiliation fields are not directly drawn from National Park Service guidance for completing a National Register form. Rather, these fields have been tailored to North Carolina's specific cultural history. These fields are limited to prepopulated values. If more than one response per field is appropriate, try to identify the historic association/affiliation that seems most important, or most obvious based on the resource's integrity. Additional

associations/affiliations can be noted in the **Narrative Summary** field. These terms will return from a general keyword search in the Production database.

These fields will be left empty for most surveyed sites. Associations/affiliations should be logical and obvious based on the history of the resource. If there is no appropriate response for either field, leave it empty.

Some terms appear in both the Group Association and Religious Affiliation fields but should not necessarily be selected for both fields at every site. For example, Jewish may be an appropriate Group Association for a commercial building associated with a prominent Jewish merchant; however, the same commercial building is unlikely to have a Religious Affiliation.

If Ethnic History, Exploration/Settlement, or Religion is selected for **Major Theme/Second Theme**, the appropriate association/affiliation must be selected from these fields.

Historic Function

This field is limited to prepopulated values largely based upon pages 20-23 of the National Park Service's *National Register Bulletin (16a): How to Complete the National Register Form*. Please consult this document for examples of how to use each term.

This field should be completed for each surveyed site. Remember, the function selected should reflect historic, rather than current, use.

IX.   Narrative Summary

The Narrative Summary is the primary free-text field and is the correct place to qualify or add context to any of the values chosen in the sections of the Data Entry Form that precede it. The Narrative Summary is also the place to describe important features of the resource not accounted for in previous sections of the form.

The Narrative Summary should thoroughly describe the primary resource and as much of its history as is known to the surveyor. Sources of information, particularly important conversations with property owners and local historians, should be stated.

If a surveyor is completing a survey update, and the Narrative Summary field already contains a thorough description of the resource, the surveyor is not required to restate the previous work. Instead, the surveyor can summarize changes to the resource since it was last surveyed. (Use complete sentences, please.) The surveyor should clearly differentiate his or her work from older work in this field by adding the year at the beginning of the first sentence. For example,

2021: Since the 1998 survey, the clay tile roof has been replaced with asphalt shingles. The exterior of the house is otherwise unchanged. The current owner, Mrs. Jane Doe, states that she inherited the house after the death of her husband's aunt in 2003.

1998: [*Text from previous survey*]

Additional guidance on writing Narrative Summaries is provided in Chapter 6 of the Architectural Survey Manual, *Practical Advice for Recording Historic Resources* (2021).

X.   Internal HPO Notes

This field is locked for HPO use. Notes often include clerical information about the survey file or comments about the resource's individual eligibility as determined through the Section 106 process. Surveyors may find these comments useful for understanding the HPO's past interactions with a given property and/or property owner.