Maryland Historical Trust

Computerization of Maryland's Historic Site Records

1998-21

National Center for Preservation Technology and Training
Technology Serving the Future of America's Heritage
www.ncptt.nps.gov/products

US Department of the Interior
National Park Service
National Center of Preservation Technology and Training
Publication No. 1998-21

Computerization of Maryland's Historic Sites Records
Maryland Historical Trust
July 28, 1998

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NCPTT's Preservation Technology and Training Grants program develops partners in non-profit organizations, universities and government agencies through out the United States to complete critical preservation work and lends significant support to developments in the conservation and preservation community.

Final Report Cover Sheet

NCPTT 1996 Grants

1.: Institution/Organization: Maryland Historical Trust
2. Project title: Computerization of Maryland's Historic Sites Records
3. Grant Number: **MT-2255-6-NC-**033

4. Summarize requested amendments (if any) to the original Grant Agreement or Work-Cost Budget and provide the approval date(s).

5. Briefly describe each of the final grant products.

6. Describe differences, if any, between the planned and actual work-costs.

7. Provide a brief final Work-Cost Budget breakdown.

8. Describe reasons for differences between the planned and actual work-costs.

9. Briefly describe how the work supported by this grant advanced the field of historic preservation.

10. If there will be a publication or video, state when copies will be forwarded to NCPTT.

11. Provide any other data or information required by grant special condition or funded work.

Signed: Maureen Kavanagh **Date:** June 30, 1998
Principal Investigator

Your Title: Administrator of Archeological Survey

Your Organization: Maryland Historical Trust

FINAL REPORT

1. Institution/Organization: Maryland Historical Trust

2. Project title: Computerization of Maryland's Historic Sites Records

3. Grant Number: **MT-2255-6-NC-033**

4. Summarize requested amendments (if any) to the original Grant Agreement or Work-Cost Budget and provide the approval date(s).

There were three requested amendments to this grant. Amendment #1 was a request for a time extension from 8/31/97 to 12/31/97, approved on 6/4/97. Amendment #2 was a request for a time extension from 12/31/97 to 6/30/98, approved on 12/8/97. Amendment #3 was a request for a change in personnel, to replace a contractual architectural historian/computer specialist with Maureen Kavanagh, using the same amount of in-kind match. Approval date: (?).

5. **Briefly describe each of the final grant products.**

There are four final grant products.

1) Historic Sites Inventory Form on Disk and instructions for use.

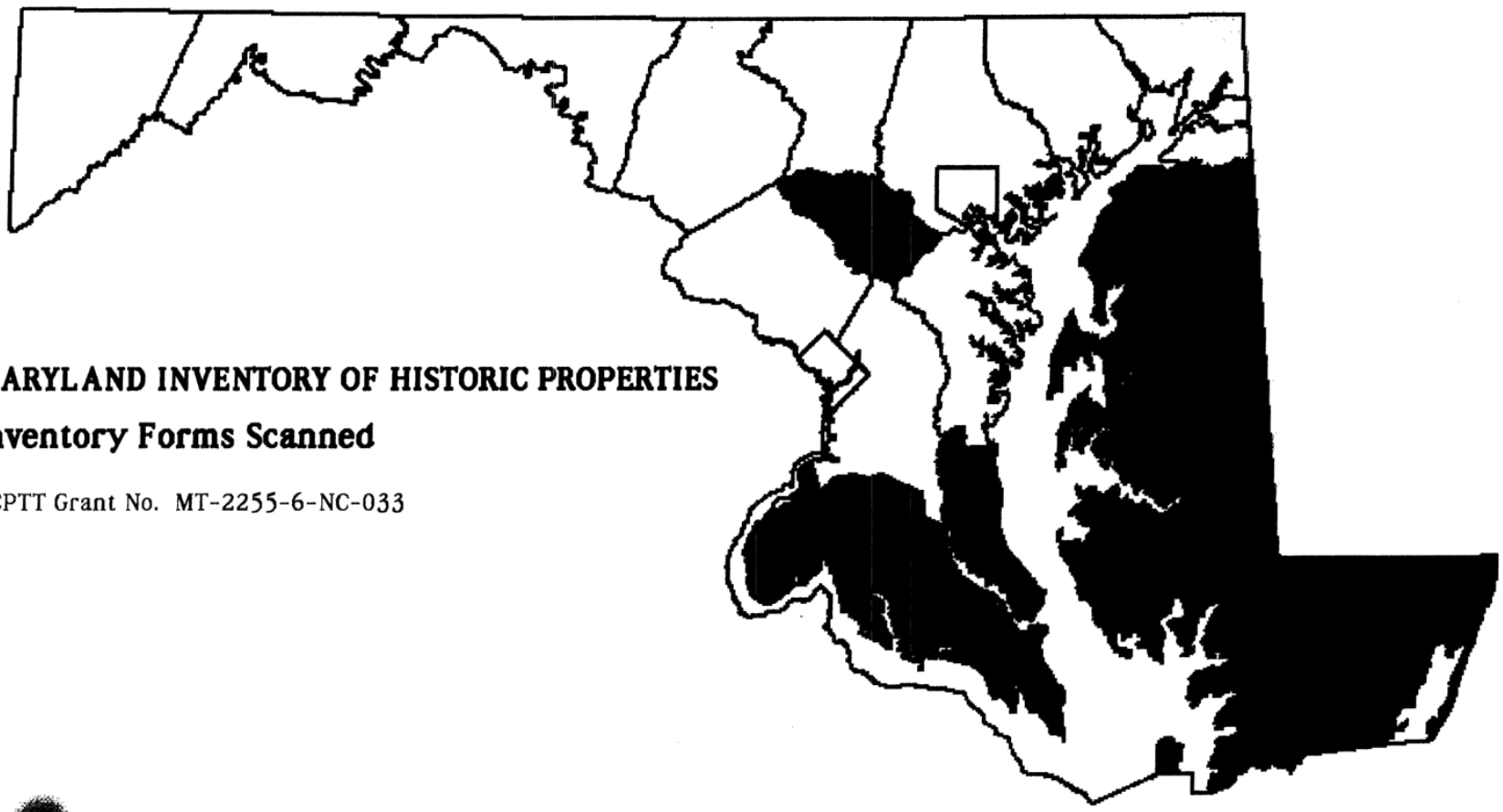
The inventory form on disk has been developed in Access ver. 7.0 for Windows 95, using the database structure developed for the Inventory (see product #4 below). It includes a startup form, an input form, an option for record editing, selection for printing, and guidelines and instructions for use. (Sample screen captures are appended to this report). The form developed is Version 1.0. It will be distributed to a few surveyors this summer who will field test the form. We also plan to use the form internally to develop inventory records.

Included as documentation are screen captures of the forms, six copies of the form on floppy disk, as well as printouts of the instructions and guidelines which accompany the form.

2) Twelve of Maryland counties historic sites inventory data converted to digital format and made available on CD.

Twelve counties of inventory forms have been scanned, OCR'd and text-edited. (See Figure 1 for county coverage). Database information has been entered on the descriptions of the property and the level of documentation on the inventoried properties. The formed were scanned on an HP LaserJet scanner into File Magic software; they were then OCR'd using File Magic. The OCR'd text was exported to text format (one file per inventory form). The text files were imported into Microsoft Word, where they were text edited. If the text was unreadable or too badly garbled it was retyped. Files were saved in Word and were also exported to text format. Text editing was not completed for two counties:
Calvert County and Talbot County.

The scanned forms were exported to TIFF format. This resulted in 32,653 individual TIFF files (one for each page of each scanned form). In order to make the data more accessible to users, we have decided to import the TIFF files into Adobe Acrobat (.pdf) format, which will result in a single .PDF file with multiple pages for each inventoried property. The conversion resulted in 6,506 individual files.



MARYLAND INVENTORY OF HISTORIC PROPERTIES

Inventory Forms Scanned

NCPTT Grant No. MT-2255-6-NC-033

Department of Housing and Community Development
Division of Historical and Cultural Programs

July 31, 1998

The format of the data, the organization of the CDs, and the scanning and editing procedures are detailed in the accompanying report on the Computerized Form Data. This is the read.me file which serves as the metadata for the digital form data.

The time it took to scan, OCR and text edit were compiled in order to assess the efficiency of this method. The overall rate for scanning and OCR for the forms was 297/day or 37/hour. While we used a document feeder, many of the forms had to be hand-fed through because they were back-to-back closed forms. In addition, the computer used was a fairly slow Pentium 90; this particularly affected the speed of the OCR process. Overall, our feeling was that more efficiency could be gained in this process, particularly by using a higher speed computer.

The text editing rates were calculated both on number of forms per hour and the number of megabytes of ASCII text per hour. As described in the report on the CD-ROM, the rate per page varied from 2.55 pages per hour for Kent County to 10.93 pages per hour for Caroline County, for an average of 4.48 forms per hour. These differences were less dramatic when converted to megabytes per hour: there the range was from .015 mb to .032 mb per hour.

One question is whether this method is more efficient than hand-typing the information in.. For this purpose, the number of kilobytes per hour was translated into number of characters per hour, and, after looking at a sample of the forms to determine the average length of words, to words per minute. In this way, the text editing can be directly compared to typing speeds.

The result was that the text editing varied from 50 words per minute in Kent County to 106.6 words per minute in Caroline County. As described in the procedures, many of the text entries in Kent County had to be retyped due to the poor quality of the forms and the resulting scans. These figures compare favorably to the average of 40 words per minute for typing estimates. While it is true that you have to include the costs of scanning, you do have the by-products of the scanned forms which are in themselves of great utility.

Our conclusion is that this process was an efficient way to convert the inventory information to text.

3) Sample data and project information on the Maryland Historical Trust WWW home page.

Enclosed with this documentation is the information posted on the Maryland Historical Trust WWW home page regarding the project, in text form. The posting address is http://www2.ari.netfmdshpo/gis.html. From that page, click on “What’s new with GIS”.

4) Documentation of database design.

Documentation of database design is enclosed. It includes a workflow, a logical model and overall design concept, data table design and relations, and data dictionary.

6. Describe differences, if any, between the planned and actual work-costs.

The major differences encountered were caused by the fact that the time needed to complete the tasks was underestimated. As a new or “demonstration” project, there were no reliable estimates for the time required for both text editing and scanning. As a result both were overly optimistic. The general result is that our staff contributed additional time in these two tasks.

7. Provide a brief final Work-Cost budget breakdown.

Actual figures will be provided with the final financial report. Work-cost budget breakdown is as the original budget with the following general changes:

1) Additional contribution of in-kind salaries for GIS technicians in an estimated amount of $27,000.
2) No donation of a microfiche scanner; this process was abandoned after determined not feasible for this project.
3) Substitution of in-kind salary contribution of the PI for the proposed contractual Architectural Historian per amendment request #3.

There were no changes to use of the NCPTT-funds provided for the project.

8. Describe reasons for differences between the planned and actual work-costs.

As mentioned above, the primary difference in planned and actual work-costs was caused by an underestimate of the time involved in both scanning and text editing of the inventory forms. This was caused both by lack of comparable estimates and by the highly variable nature of the data. Our estimates were made based on samples of forms in the inventory, but the forms varied in quality and condition so widely that our sampling did not cover all of the contingencies. In addition, more time than anticipated was spent determining the ideal settings for best image scanning quality.

9. Briefly describe how the work supported by this grant advanced the field of historic preservation.

Computerization of historic sites records, particularly architectural inventory forms, presents some unique challenges. Prior to this grant, the Trust had already accomplished the digitizing of historic sites locations for GIS, but needed to develop a data structure to provide digital access to the information contained in the historic sites inventory. The process used at the Trust concentrated on four major aspects of data access:

1) creating an electronic means of capturing, and storing and printing information relating to the Maryland Historic Properties Inventory Form;
2) providing staff and researchers information on the level of documentation on each property;
3) converting the information on the forms into a format that could be searched through keyword designations; and
4) developing a data structure for maintaining and improving management information on each property.

As a result of this grant:

- Future historic sites inventory data for Maryland can be accepted in digital format.
- Surveyors can use the inventory form-on-disk to simplify data entry and inventory form printing.
- Staff can begin building property histories in the management table. This will increase staff efficiency in locating information on properties and particularly in tracking Determinations of Eligibility for the National Register.
- Survey data can be provided on CD-ROM to consultants, grantees, and local and regional planning agencies--making the inventory data much more widely accessible.
- Other SHPOs interested in doing similar conversions of their records can use our experience to develop better cost and time estimates for projects.
- Digital conversion uses generic formats that are accessible through a variety of software packages, inclâding formats amenable to Internet/Intranet posting.
- Multi-disciplinary research will be encouraged through the integration of architectural, archeological, and historical data in both the GIS and in the keyword search engines.

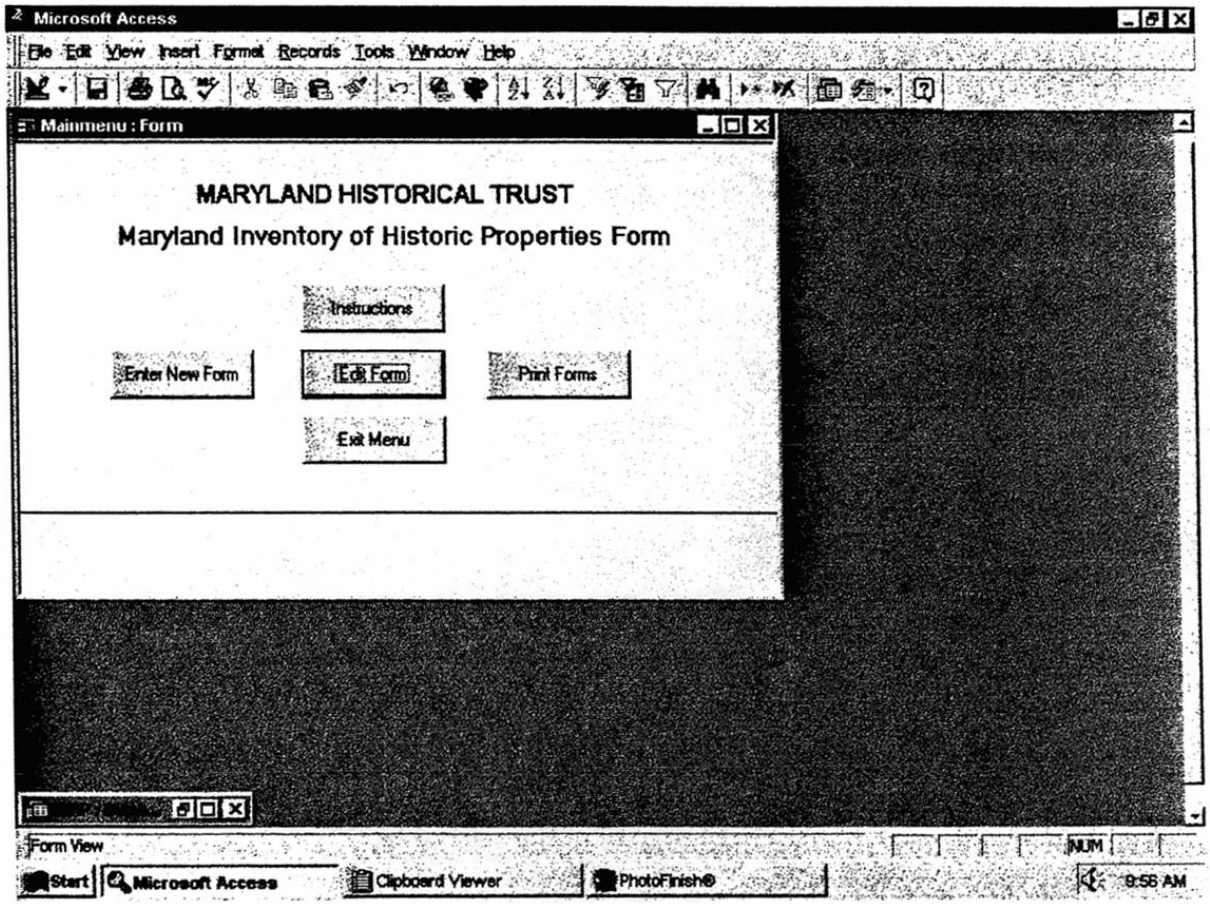
- Keyword searching of the text data will assist library researchers in all historic preservation-related activities: developing contexts for resources, locating examples of architectural details, work by particular architects, building styles, building functions, etc. As an example, a question might be to locate any references to slave quarters or cabins. The key word “slave” can be typed in and the software will display all text references which contain the word “slave”. In this method of search, even tentative or off-hand references buried in property descriptions will be located as possible leads. This type of search is now available in the MHT library for archeological site data and its popularity is phenomenal due to its ease of use and its search power. We anticipate that use of the architectural data óreated under this grant will be equally popular.

10. If there will be a publication or video, state when copies will be forwarded to NCPTT.

N/A

11. Provide any other data or information required by grant special condition or funded work.

N/A


Microsoft Access
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MARYLAND HISTORICAL TRUST
Maryland Inventory of Historic Properties Form
Instructions
Enter New Form
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Print Forms
Exit Menu
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Microsoft Access
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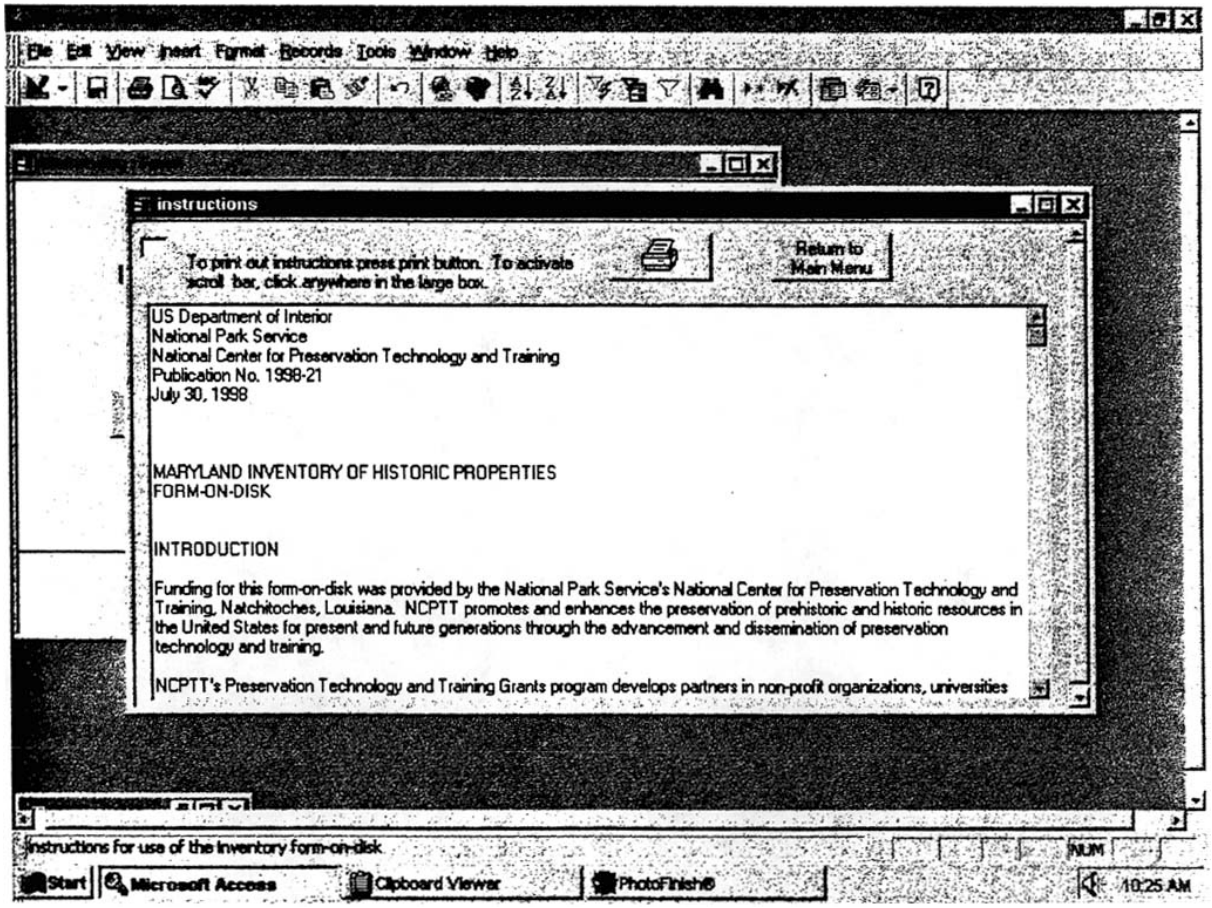
File Edit View Insert Format Records Tools Window Help
instructions
To print out instructions press print button. To activate scroll bar, click anywhere in the large box.
Return to Main Menu
US Department of Interior
National Park Service
National Center for Preservation Technology and Training
Publication No. 1998-21
July 30, 1998
MARYLAND INVENTORY OF HISTORIC PROPERTIES
FORM-ON-DISK
INTRODUCTION
Funding for this form-on-disk was provided by the National Park Service's National Center for Preservation Technology and Training, Natchitoches, Louisiana. NCPTT promotes and enhances the preservation of prehistoric and historic resources in the United States for present and future generations through the advancement and dissemination of preservation technology and training.
NCPTT's Preservation Technology and Training Grants program develops partners in non-profit organizations, universities
Instructions for use of the inventory form-on-disk
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Microsoft Access
Clipboard Viewer
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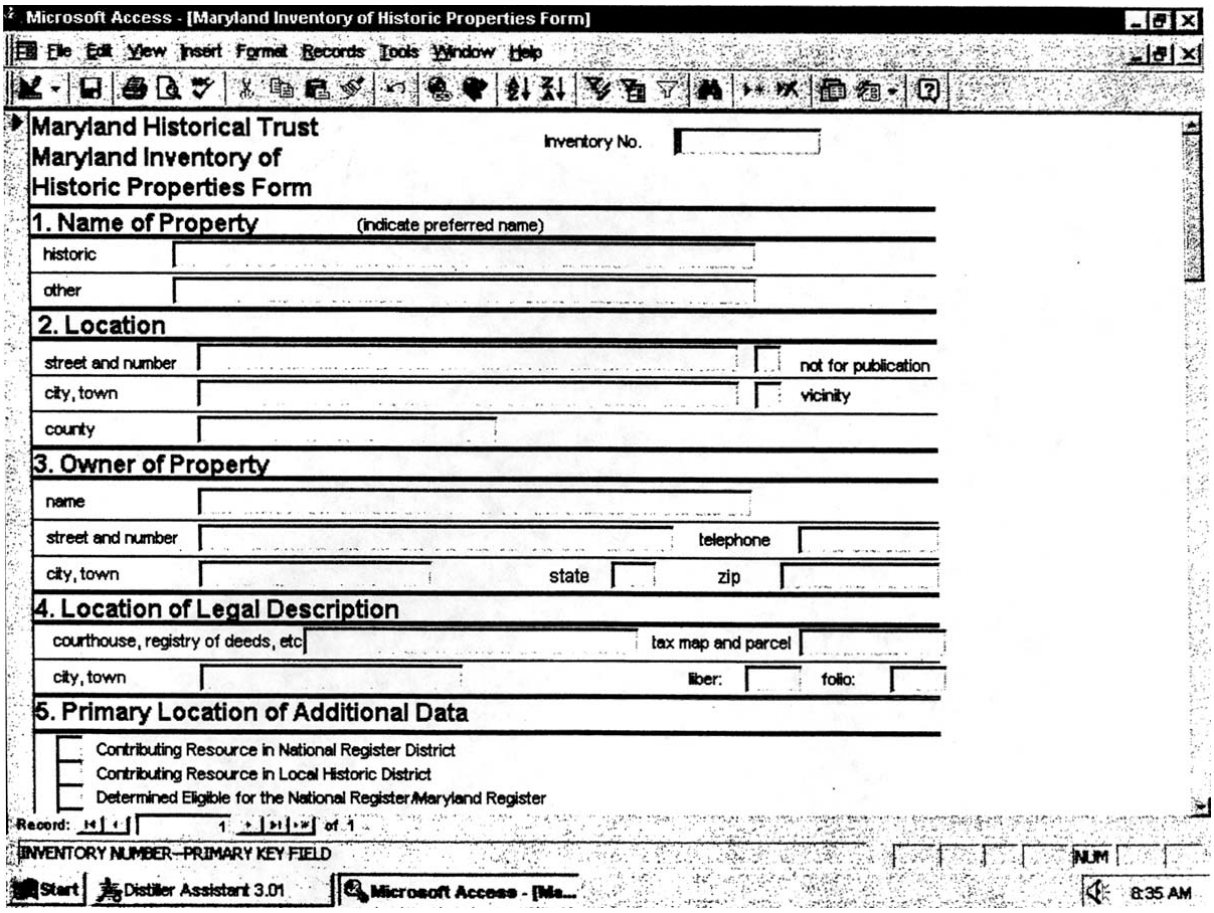
Microsoft Access - [Maryland Inventory of Historic Properties Form]
File Edit View Insert Format Records Tools Window Help
Maryland Historical Trust
Maryland Inventory of
Historic Properties Form
Inventory No.
1. Name of Property
(indicate preferred name)
historic
other
2. Location
street and number
not for publication
city, town
vicinity
county
3. Owner of Property
name
street and number
telephone
city, town
state
zip
4. Location of Legal Description
courthouse, registry of deeds, etc
tax map and parcel
city, town
liber:
folio:
5. Primary Location of Additional Data
Contributing Resource in National Register District
Contributing Resource in Local Historic District
Determined Eligible for the National Register/Maryland Register
Record: 1 of 1
INVENTORY NUMBER--PRIMARY KEY FIELD
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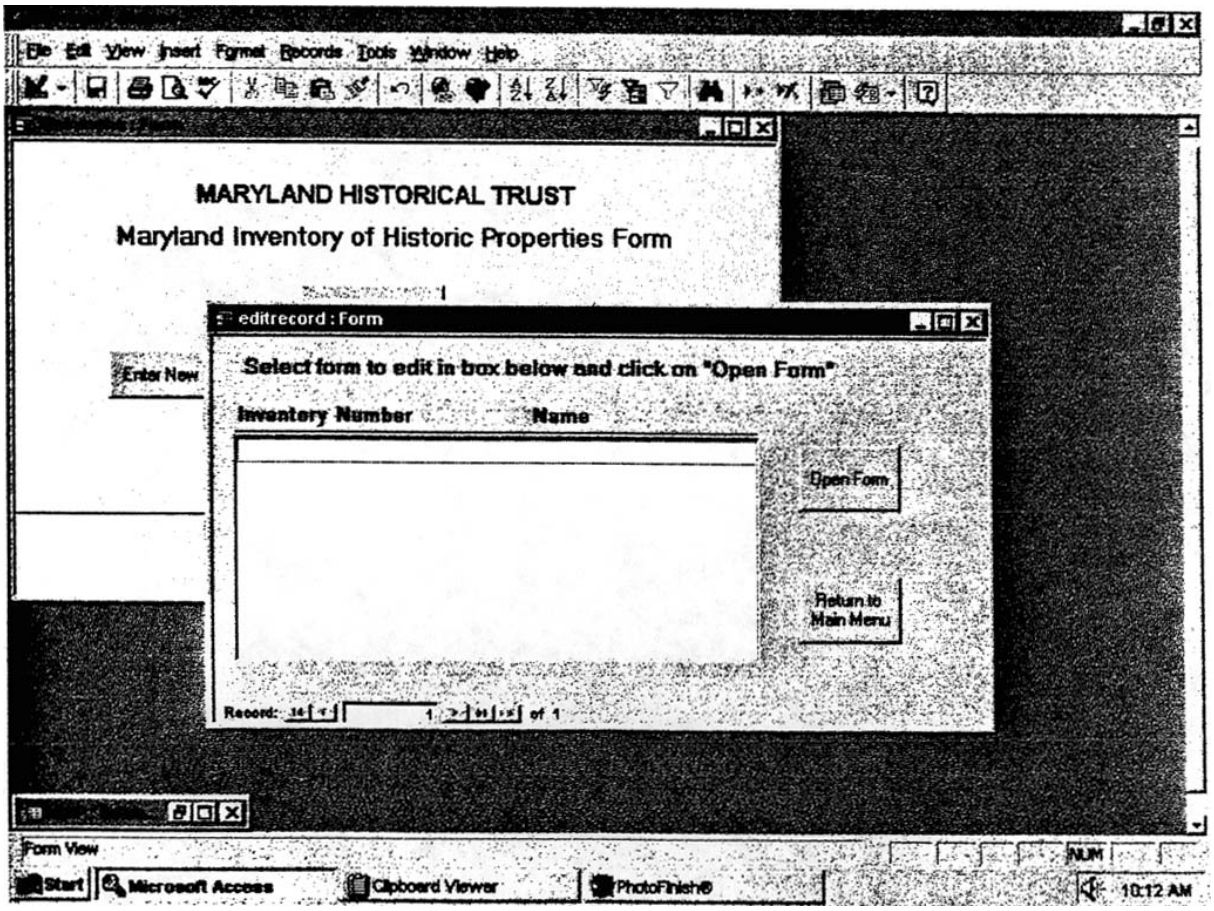
File Edit View Insert Format Records Tools Window Help
MARYLAND HISTORICAL TRUST
Maryland Inventory of Historic Properties Form
Enter New
editrecord : Form
Select form to edit in box below and click on "Open Form"
Inventory Number
Name
Open Form
Return to Main Menu
Record: 1 of 1
Form View
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Start
Microsoft Access
Clipboard Viewer
PhotoFinish®
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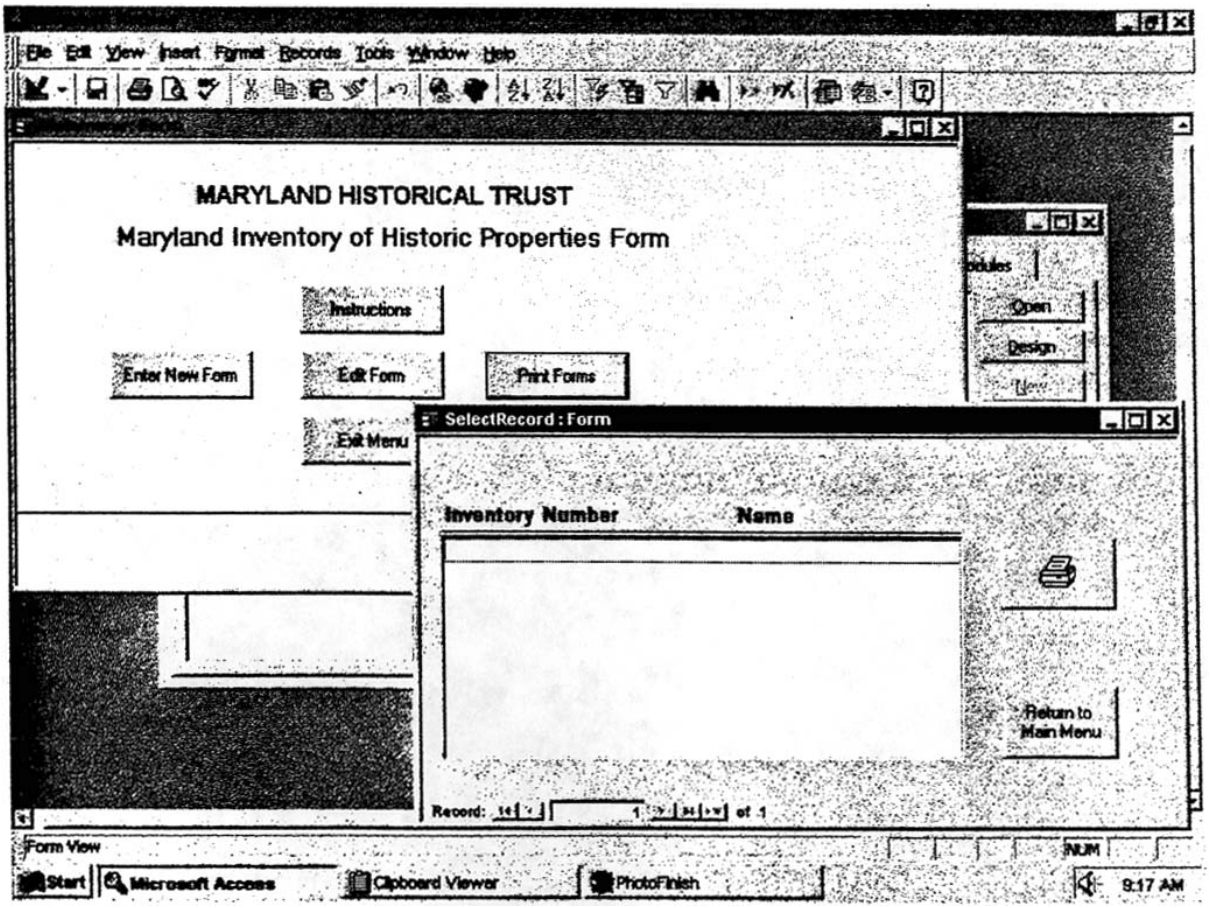
File Edit View Insert Format Records Tools Window Help
MARYLAND HISTORICAL TRUST
Maryland Inventory of Historic Properties Form
Instructions
Enter New Form
Edit Form
Print Forms
Exit Menu
Open
Design
SelectRecord : Form
Inventory Number
Name
Return to Main Menu
Record: 1 of 1
Form View
NUM
Start
Microsoft Access
Clipboard Viewer
PhotoFinish
9:17 AM

US Department of the Interior
National Park Service
National Center of Preservation Technology and Training
Publication No. 1998-21

Maryland Historical Trust
Maryland Inventory of Historic Properties

Form-On-Disk
Instructions and Guidelines

US Department of Interior
National Park Service
National Center for Preservation Technology and Training
Publication No. 1998-21
July 30, 1998

MARYLAND INVENTORY OF HISTORIC PROPERTIES FORM-ON-DISK

INTRODUCTION

Funding for this form-on-disk was provided by the National Park Service's National Center for Preservation Technology and Training, Natchitoches, Louisiana. NCPTT promotes and enhances the preservation of prehistoric and historic resources in the United States for present and future generations through the advancement and dissemination of preservation technology and training.

NCPTT's Preservation Technology and Training Grants program develops partners in non-profit organizations, universities and government agencies through out the United States to complete critical preservation work and lends significant support to developments in the conservation and preservation community.

The Maryland Historical Trust received a grant from the NCPTT to convert Maryland Inventory of Historic Properties data into digital format in order to integrate historic properties information into a working GIS system. The specific elements in the proposal were to scan the inventory forms and convert the information on the forms to text format using OCR (optical character recognition). In addition, as part of the grant, a database format was to be developed, as well as an inventory form on disk for use outside the Maryland Historical Trust. The grant was received to perform the data conversion for 12 of 23 counties in Maryland.

This form will be distributed to surveyors who are adding sites to the state inventory. It can be used to enter new information into the inventory. It provides data entry, data editing, and printing functions.

INSTRUCTIONS FOR DISK

Version information

This form was created in Microsoft Access Version 7.0 for Windows 95. It can be imported into more recent versions of Microsoft Access.

This disk being released is MIHP form-on-disk Version 1.0.

Loading the form

To load the form onto your computer, insert the floppy disk into the a: drive. Using File Manager, select the file **mihp.mdb** on the a: drive and copy it onto your working. directory on your hard drive where you store your Microsoft Access data files. This directory is most frequently named "c:\data\access". The other file on the disk, **instructions.doc**, is this instruction file in Microsoft Word Version 6.0 format.

Using the form

To begin the form:

Open Access
Click on File (in the upper left corner), then select "Open database"
Find the "MIHP" database, click on it, and click the "Open" button.
Click on the tab labeled "Forms"
Click on the form titled "Mainmenu"
Click the "Open" button.
If you need to resize the form, use the center button on the upper right corner to maximize the form, and/or select "Window" on the menu on the top of the screen and click on "Cascade".

The main menu has five options. Each of the actions are described in detail below:

1) Instructions and guidelines. Clicking on this button displays these instructions and guidelines on the screen, and also makes them available for printing. To activate the scroll bar, click anywhere in the large box. You can then use the "Page Up" and "Page Down" keys to navigate quickly through the screen. To print the instructions, press the print button. When you are finished, click on "Return to main menu" in the top right corner.

2) Enter new form. Click on this button to enter a new inventory form. A blank form will be displayed. If you need to, use the middle button on the top right of the form (looks like a box) to maximize the form. The form is one long, continuous form which

contains all of the “pages” of the standard Maryland Inventory of Historic Properties Form. The inventory number is the only required field. Once you enter an inventory number, that information will be repeated automatically on each subsequent “page”. Page breaks on the paper form are indicated by heavy bars. Use the “tab” key to navigate forward, “shift” + “tab” to navigate back, or just click into any data entry field. You can also use “Page Down” to page through the form; however, if you do this on the last page it will start a new form. If this happens, just use the “Page Up” key to page up to the top of the first form. All of your information will re-display. Two fields are “memo” fields: the property description and the property significance. While it is possible to type the information directly into the scroll boxes provided, an experienced Windows user would probably prefer to create the information in a word processing package, e.g. WordPerfect or Microsoft Word, and then copy the text to the clipboard and paste it into the data entry form. When you have completed your data entry, click on the “Save Form” button on the bottom right of the last page. A message box will appear saying “Record saved”. Click “OK”. The record will be saved and the form will be closed. To enter a new record, click on “Enter New Form” to repeat the procedure.

3) Edit form. Click on this button to edit an inventory form. A selection box will be displayed. Select the form that you wish to edit and click on the “Open Form” button. Make the editing changes. When you are finished you can save the changed record by clicking on the “Save Form” button either at the top or the bottom of the form (two buttons are provided due to the length of the form). A message box “Record Saved” will be displayed. Click on “OK”. You will return to the main menu. Again, if you “Page Down” on the last page, the form will scroll into a new data entry form. To retrieve your information, “Page Up” to the very top of the form, and all of your information will be redisplayed. Advanced users can open the database table directly for editing.

4) Print form. Click on this button to print an inventory form. A selection box will be displayed. Select the form that you wish to print and click on the “Print” button. When you are finished you can select another form to print. Continue selecting until all desired forms have been printed. Click on “Return to Main Menu” to exit the print routine.

5) Exit menu. When you are finished, click on “Exit Form” to exit the form.

Closing Database and Exiting Microsoft Access

To close the database, click on “File” in the far upper left corner of the screen. On the drop down menu, select “Close”. This will close the MIHP database. Again, click on “File”. This time, select “Exit”. This closes Microsoft Access.

Sending data to the Maryland Historical Trust

The original database, without records, is less than 500 kb. As inventory records are added, the size of the database will increase. Because the length of description and significance fields can vary substantially, it is difficult to know how many records can be saved before the size of the database exceeds the size of an a: drive. Also, different versions of Access have different routines for archiving and saving data. When preparing to send digital data to the Trust, contact Maureen Kavanagh at 410-514-7659, or e-mail at kavanagh@dhcd.state.md.us to discuss procedures.

Questions and Technical Support

The data entry form that you are using is a new product and is undergoing testing and revision. If you experience any difficulty in using it, please contact Maureen Kavanagh at 410-514-7659, or e-mail at kavanagh@dhcd.state.md.us. For questions regarding the content of the forms, and general guidelines on the Maryland Inventory, contact Marcia Miller, Administrator of Architectural Research, at 410-514-7646, or e-mail at millerm@dhcd.state.md.us.

IV. GUIDELINES FOR COMPLETING THE MARYLAND INVENTORY OF HISTORIC PROPERTIES FORM FOR ARCHITECTURAL AND ENGINEERING RESOURCES.

Part 1: Introduction

The Maryland Inventory of Historic Properties is a broadly based record of Maryland's historical and cultural heritage. It currently consists of information on more than 40,000 properties including districts, sites, buildings, structures, and objects of known or potential value to the prehistory, history, terrestrial, and underwater archaeology, architecture, engineering, and culture of the state.

Established primarily for information and record purposes, the inventory is an important repository for the study of Maryland's history and culture. These records provide information on a wide range of historic properties and are used by scholars and planners to identify the state's heritage, evaluate that heritage, and plan for its preservation. Inclusion in the inventory also serves as a red flag to note that a property has some level of historical significance and may require further study and evaluation.

While listing in the inventory is tacit recognition by the State that a property makes a contribution to the historical and cultural heritage of Maryland, protective and financial benefits, often associated with historic properties, are not automatically extended to inventory properties. Moreover, inventory properties are not automatically evaluated in regard to significance or eligibility for inclusion in the Maryland Register of Historic Properties or the National Register of Historic Places; however, inventory documentation provides the basis upon which evaluation decisions can be made.

The Maryland Inventory of Historic Properties, created by an act of the Maryland Legislature, is maintained by the Maryland Historical Trust, Division of Historical and Cultural Programs, Maryland Department of Housing and Community Development.[1] The inventory is divided into two parts: standing structures (buildings, structures, districts, and objects) and archaeological sites.

Listed properties are usually at least 50 years of age and have a level of significance when evaluated in relation to major historical trends at the local or state level. A property should also demonstrate historical significance in one or more of four aspects of Maryland history: association with historic events or activities; association with persons who are important to the community or to

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[1] *Annotated Code of Maryland,* Article 83B, Title 5, Subtitle 6, Section 5-615.

specific developments of history; embodiment of distinctive characteristics of a type, period, or method of construction, or representing the work of a master; and have the potential to provide important information about history or prehistory.

The Maryland Historical Trust also maintains the Maryland Register of Historic Properties and administers the state's nominations to the National Register of Historic Places. These registers are broadly based in the types and levels of significance of properties recorded, but they reflect more intensive levels of documentation and evaluation not generally associated with the Maryland Inventory of Historic Properties. To be entered into the Maryland and National Registers, the property must go through a more rigorous nomination process than required for inclusion in the inventory. All properties listed on the Maryland and National Registers, if they have not been previously recognized, are automatically included in the Maryland Inventory. For information and questions on the Maryland and National registers, please contact the Administrator of Evaluation and Registration, Maryland Historical Trust, at 410-514-7649.

Part 2: The Form

These guidelines describe the requirements for completing the form used for entering standing structures into the Maryland Inventory of Historic Properties. All survey projects usually follow the basic standards of these guidelines as a basic standard. However, survey work undertaken with the direct supervision of MHT, using state or federal funds, or required by the compliance process, may incorporate more specific requirements. . Individual scopes of work or Memoranda of Agreement should also be consulted for direction. An entirely different form is utilized for the archaeological section of the inventory. For information on the archeological inventory (forms, inventory number assignment, etc.), please contact the Administrator of Archaeological Research. Copies of the *Standards and Guidelines for Archeological Investigations in Maryland* are available through the Office of Preservation Services, MHT.

The inventory form and accompanying documentation must be prepared by a qualified professional in at least one of the following disciplines: architectural history, history, historic preservation, or a closely related field. Please note, archaeology is not considered a closely related field for inventory documentation of standing structures. The federal qualifications for 36 CFR 61 certifications are more fully described in Chapter 1 of this manual. In certain cases where the sole purpose is to add to the inventory a historic property, which is of interest to an individual or organization, the form may be completed by the owner or member of the organization, with prior approval of the Trust. For questions regarding documentation for standing structures, please contact the Administrator of Architectural Research. Inventory number assignment for standing structures is made only in coordination with the inventory Registrar.

The form generally used for entering standing structures into the Maryland Inventory of Historic Properties is a five-page document, which is labeled the Maryland Inventory of Historic Properties (MIHP) Form. There is only one form for all fieldwork in Maryland regardless of the level or type of survey. This form should be completed using a typewriter or computer; programmed disks (in WordPerfect 5.1, 6.0, or Microsoft Word) or hard copies are available from the Trust by contacting the Inventory Registrar, at 410-514-7656. The form is supplemented by continuation sheets, which can be generated from the disk or copied from continuation sheets provided by the Trust. When submitted, the form and all accompanying documentation must be printed on acid-free, plain white bond paper. The information must be submitted on disk as well. Consistency in completing the form is critical. Standardized terminology and approaches as well as general definitions are included throughout these instructions. Complete each section and fill in every blank, use unknown or N/A when necessary. Continuation sheets may be used for any section where space is limited, but only after the space has been used; do not type see continuation sheet. Specific instructions for completing the computerized version of the inventory form is located on the MIHP form disk in the file titled READ ME.

Photocopied versions of the inventory form can be used if the copies are made on acid-free, plain white bond paper. Other computer-generated versions are not acceptable. Written approval from the Trust's Administrator of Architectural Research to use photocopied or National Register application forms or to make any alteration to the form must be given prior to commencement of the project.

The level of information to include on a form is dependent on several variables. The Maryland Historical Trust's goal is to obtain detailed and comprehensive documentation and research on all properties. Recognizing, however, that survey is undertaken for diverse reasons, the Trust will accept reconnaissance level documentation when appropriate to the nature of the resource andlor the project. The surveyor should always consult with Trust staff prior to undertaking the reconnaissance survey. Thus, survey documentation may be broken down into two standards: reconnaissance (the minimal amount) and intensive (in-depth research and analysis). Regardless of the level of survey, all components of the documentation must be completed, including all sections of the form, capsule summary, and preservation planning data. The documentation should also include at least one 5" x 7" black and white photograph, with its negative, a color slide, and a current map.

Reconnaissance level survey will include a concise, overall description of the resource and will include general, basic research of the site. At this level, the surveyor may document the exterior of the building only. Reconnaissance documentation provides information sufficient to identify and locate properties, and may serve as a useful planning tool.

All intensive level survey documentation must include an analysis of the resource and site specific research of its history. In addition to the minimal information, a comprehensive description of the exterior and interior of the building should emphasize the key elements, which determine the resource's significance. A discussion of the history must place the property in its context by addressing its relationship to the history of the community and/or the state and other similar properties. Multiple photographs should illustrate various aspects of the property. MHT-supported survey projects, including grant-funded and review and compliance projects, are required to prepare documentation at the intensive level in order to analyze and evaluate properties.

For projects where a determination of National Register eligibility (DOE) is being made, the property must be placed in its historical context and the statement of significance must address applicable National Register evaluation criteria. If determined ineligible, all criteria for evaluation must be addressed. The actual determination of eligibility should be placed on an accompanying DOE form. Separate DOE forms for individual resources and districts are located on the MIHP form disk in the files titled INDDOE or DISTDOE.

Each section of the form should be completed according to the instructions listed below. The number and name of each section organize the instructions. Specific directions, terminology and definitions are included. Further detailed information concerning documentation can be found in the appendices.

Inventory Number

The inventory number must be included in the appropriate space at the top right-hand corner of each page of the form and on all continuation sheets, maps, drawings, photographs, slides, negatives and the capsule summary. The preparer must confirm that the site does not hold an existing inventory number before requesting a new number. It is the preparer's responsibility to identify previous documentation of the site. If an inventory number has not already been assigned, please contact the Inventory Registrar. The formal request should be made in writing and include the names and addresses of all properties with the sites clearly located on a United States Geological Survey (USGS) map. This can be mailed or faxed to the Trust. Inventory numbers should be obtained and added to all documentation prior to the submission of all forms and of draft reports for all Review and Compliance surveys. Inventory numbers are assigned only in coordination with the Inventory Registrar. Local jurisdictions cannot assign numbers.

Section 1: Name of Property

This section identifies the various names by which the property being recorded has been known. The term property refers to the entire historic

resource being documented. A property may be an individual building, site, structure, or object or it may be a district consisting of numerous buildings, sites, structures, or objects.

Historic Name: The historic name is generally the name associated with the historic significance of the property. The historic name of the property will be used to identify the property in the Maryland Inventory of Historic Properties and any publications. The historic name is preferred for general reference because it continues to be meaningful regardless of changes in ownership or use.

Other Name: In the space provided, enter any other names by which the property has been commonly known, in chronological order of their use. These may reflect its history, current ownership, or popular use and may or may not fall into the category of historic name. In some circumstances, there is reason to use a common name for the property rather than the historic name. In this situation, type preferred after the appropriate name and explain the reason in Section 8: Significance. Be consistent throughout the form - use the historic or preferred name for all labels, including maps, drawings and photographs.

If the property being documented is part of an historic district or thematic or multiple property study for which a separate inventory form has been prepared include the name of the district or study in parenthesis to the right of the historic or preferred name and reference the name and inventory number in the narrative.

Section 2: Location

Street and Number: For individual buildings, structures, sites, and objects, enter the number and name of the street or road where the property is located using a mailing address. If the road has a route number rather than a name, give the number and indicate whether it is a Federal, State, or county road. If a property does not have a specific address, give the name of the nearest roads and the property's relationship to the roads (for example, ½ mile east of Middletown Road; northwest corner of Hampton Road and Smith Avenue). The address must be as exact as possible to be entered into the searchable database. For districts, enter either the inclusive street address numbers for all primary buildings and structures, for example: 12-157 South Street, 414 Eutaw Street and 40-819 Maple Avenue, or a rough description of the boundaries, for example: roughly bounded by Perdue, South, Roland, and Belmont streets, or eight blocks in downtown Gouldville.

City, Town: Enter the name of the city or town where the property is located. If the property is not located within the boundaries of a local jurisdiction, then place an X in the space for vicinity.

County: Enter the county in which the property is located.

Section 3: Owner of the Property

Give the names and addresses of ALL owners of the property at the time the inventory form is completed. Use state assessment records as the source for this information. For multiple owners of ten or fewer, list each owner; use a continuation sheet if necessary. For more than ten owners, enter multiple ownership and give the name of a contact person if appropriate.

Section 4: Location of Legal Description

Usually, the legal description is in the land records office in the courthouse for the county in which the property is located. Cite the tax map and parcel designation and deed reference to Liber (deed book) and folio (page); these are usually included in the assessment records. For more than ten owners, enter multiple deeds, and then you should enter the name of a contact person, if appropriate.

Section 5: Primary Location of Additional Data

Check or list any prior historical or architectural studies in which this property was included. Check if the property has been listed on or determined eligible for the National Register of Historic Places or the Maryland Register of Historic Properties. Individual DOE forms for properties determined eligible for the National Register through Review and Compliance projects are located in separate notebooks in the MHT library and should be examined. Check if a Historic Structures Report or other field report has been completed. List under other any broad surveys that include the property. Site specific research should be listed in Section 9: Major Bibliographic References.

Section 6: Classification

Mark X in the appropriate spaces, which apply to the property.

Category: Check off the main type of resources being documented. Mark only one box; if the property has a number of resources, it should be classified by the most important or main resource. Definitions of each resource type are listed below.

BUILDING (S)

A building, such as a house, barn, church, hotel, or similar historically and functionally related unit, such as a courthouse and jail or a house and barn.

SITE

A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, mined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure. Examples include gardens, ruins, shipwrecks, designed landscapes, and land areas having cultural significance.

STRUCTURE

The term structure is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter. Examples include bridges, corncribs, kilns, historic vessels, and roadways.

OBJECT

The term object is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment. Examples include monuments, boundary markers, and sculpture.

DISTRICT

A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Examples include residential areas, industrial complexes, rural villages, transportation networks, and large landscaped parks.

Current Function: Check off the current use of the resource (s). Historic function or use should be described in the preservation planning data and discussed in the narrative of Section 8: Significance.

Resource Count: Enter the number of contributing and non-contributing resources that make up the property. Count contributing and non-contributing resources separately and place the numbers by each resource type in the appropriate column. Total each column. Include in this count all resources regardless of whether they were previously entered into the Maryland Inventory or listed in the Maryland and National Registers. On the space below also enter the number of resources, which have been previously inventoried.

Completing this item requires three steps: 1) classify each resource by category:

building, site, structure, or object; 2) determine whether each resource does or does not contribute to the historic significance of the property; and 3) count the contributing and non-contributing resources in each category.

Number of Resources Previously Entered in the Maryland Inventory:

List the number of resources previously entered into the Maryland Inventory or listed on the Maryland and National Registers in the space below. This count should have been included in the total resource count as well.

Section 7: Description

Condition: Identify with an x the condition of the property as it existed at the time of the survey.

Narrative Descrzption: Provide a narrative describing the property and its physical characteristics as it exists today, noting the features which create the historic character plus changes that have been made over time and the impact of these changes on the historic character.

Describe the setting, buildings and other major resources, outbuildings, and landscape features.

The description should be concise, factual, well organized and comprehensive. Begin with a one-paragraph summary that briefly describes the property, including its type, form, and method of construction, size and significant features. It should begin with the overall setting and location of the resources. Include in this section a discussion of known or estimated construction dates, and dates of major alterations or additions, and discuss dating evidence in the following paragraphs. The narrative should document the evolution of the property, describing major changes since its construction or period of significance. In additional paragraphs, elaborate upon the historic and non-historic features, which characterize the property. Identify all resources included in the Resource Count and indicate, with justification, whether they are contributing or non-contributing, providing dates if possible.

When at all possible, inventory coverage should include the interior of historic properties as an understanding and discussion of the interior is essential to evaluating its significance. All planning projects funded by the Trust must follow all leads to gain access to interiors. A discussion of interior accessibility, the process of contacting owners and justifications for non-admittance should be included in the project's final report. Regulatory projects should also make every effort to gain access and address these issues in the survey report.

OUTLINE FOR DESCRIBING PROPERTIES IN SECTION #7

When the description has to be brief, emphasis should be placed on the key elements that determine the building's significance—form, plan, spatial use, and key features.

I. Introduction

A. Briefly describe the geographic location of the historic site or property.

B. Summarize the physical setting and the number and type of buildings or features. Include all structures, even if they are not considered to be significant and are not mentioned again in the form. Include approximate construction dates to the extent possible. A discussion of specific dating evidence should be possible. A discussion of specific dating evidence should be included in the appropriate sections of the detailed description

II. Detailed Description

A. Begin with the principal dwelling house (or the dominant structure, if not a dwelling site).

1. Describe the overall form, size, height, and number of bays, roof form, and principal materials.

a. If the building was constructed in more than one stage, briefly summarize the building sequence in a logical order, even including modern additions that may not be discussed any further. If for some reason this cannot be done, be careful that your description doesn't become confused with references to the different stages. Sometimes a series of simple sketch plans labeled "Period I, Period II, etc., with the text keyed to the drawing will prove to be the easiest solution.

2. Proceed to a more detailed description of each exterior facade. Begin with the front or principal entrance facade, and then move in a logical sequence (clockwise; counter clockwise; front, rear, left gable, right gable). If there is a wing or addition, it is often helpful to describe the facade affected by the wing last, so that the description of the wing can follow in a logical sequence. Where relevant, description should note when feature is not original or historical.

a. The description of the facade should follow a logical order that is repeated for each successive facade. For example:

i) Fenestration: first story, second story, roof (if dormers),

ii) Materials: foundation, siding or brick bonding, roofing.

iii) Decorative elements: door and window trim, cornice.

3. As a general rule, proceed to a description of the exterior of any wings or additions before describing the interior of the original section. The exception would be an extremely complex house that defies orderly description. In this case, it is often easier to describe the principal house in its entirety and then move to later sections, which should have been briefly described in the introductory paragraph.

4. Describe the interior of the main structure in detail.

   a) Begin with the first floor, and always start by describing the floor plan.

   b) After describing the plan, proceed in a logical order from room to room. In a central passage house, for example, describe the stair passage first, then the rooms to one side (front to rear), then the rooms to the other side. In a hall-parlor plan house, describe the larger, more public hall first, then the parlor. Room descriptions should, where possible, include major features (staircases, fireplace, mantel, cupboards, paneling), decorative trim (baseboard, chair rail, cornice, door and window architraves), doors and hardware, and other details) original or altered flooring, early heating stoves, decorative plaster ceiling medallions).

   c) Describe each successive floor in a logical order. It is usually best to begin with the first floor and move up to the attic, then describe the cellar, if one exists. Upper floors are often similar to the first story but become simpler in detail as you move away from the first floor.

   d) The attic description should, where possible, include a description of the principal construction details of the roof, including evidence of the date (and possible sequence) of construction.

   e) The cellar description should, where possible, include the plan, visible construction details, and a discussion of any evidence of room use (cooking fireplaces, early shelving, hanging hooks, barred windows, lattice partitions).

5. Describe the interior of any wings or additions. Particular attention should be paid to the spatial and functional relationship of the wing to

the house. Was this a service wing for cooking and dining? Is there evidence of segregated living space for servants or farm laborers (i.e., a separate ladder or stair to rooms over the kitchen that has no direct access to the house)?

6. After the house has been described, move out into the yard. Describe any outbuildings or farm buildings that are considered significant, as well as historic landscape features (terraced gardens, fully mature plantings, the family cemetery, etc.).

Other issues to be discussed in Section 7 include:

1. Deterioration due to vandalism, neglect, lack of use, or weather, and the effect it has had on the property's historic integrity.

2. For moved properties:

   a) Date of move;

   b) Descriptions of location, orientation, and setting historically and after the move;

   c) Reasons for the move (if known);

   d) Method of moving; and

   e) Effect of the move and the new location on the historic. integrity of the property.

3. For restored and reconstructed buildings:

   a) Date of restoration or reconstruction;

   b) The historical basis for the work done;

   c) The amount of remaining historic material and replacement material;

   d) The effect of the work on the property's historic integrity; and

   e) For reconstructions, whether the work was done as part of a master plan.

4. For properties where landscape or open space adds to the significance or setting of the property, such as rural properties, college

campuses, or the grounds of public buildings:

a) The historic appearance and current condition of natural features; and

b) Land uses, landscape features, and vegetation that characterized the property during the period of significance, including gardens, walls, paths, roadways, grading, fountains, orchards, fields, forests, rock formation, open space, and bodies of water.

5. For industrial properties where equipment and machinery are intact:

a) The types, approximate date, and function of machinery; and

b) Their relationship to the historic industrial operations of the property.

6. For scenic roadways or viewsheds:

a) The historic appearance and current condition of both manmade features (such as the road) and natural features throughout the area; and

b) Land uses, features, and vegetation that characterized the roadway during its period of significance.

7. Architectural and Historic Districts:

a) Natural and man-made elements comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development.

b) Architectural styles or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.

c) General physical relationship of buildings to each other and to the environment, including facade lines, street plans, squares, open spaces, density of development, landscaping principal vegetation, and important natural features. Any changes to these relationships over time. Some of this information may be provided on the Resource Sketch Map.

d) Appearance of the district during the time when the district achieved

significance and any changes or modifications since.

e) General character of the district, such as residential, commercial, or industrial, and the types of buildings and structures, including outbuildings and bridges, found in the district.

f) General condition of buildings, including alterations, additions, and any restoration or rehabilitation activities.

g) Identity of the buildings, groups of buildings or other resources that do and do not contribute to the district's significance in the form of a list or coded sketch map.

h) Most important contributing buildings, sites, structures, and objects. Common kinds of other contributing resources.

i) Qualities distinguishing the district from its surroundings.

j) Presence of any archaeological resources that may yield important information as well as any related paleo-environmental data.

k) An open space such as parks, agricultural areas, wetlands, and forests, including vacant lots or ruins that were the site of activities important in history or prehistory.

1) For industrial districts:

1. Industrial activities and processes, historic and current, within the district; important natural and geographical features related to these processes or activities, such as waterfalls, quarries, or mines.

2. Original and other historic machinery still in place.

3. Linear systems within the district, such as canals, railroads, and roads including their approximate length and width and the location of terminal points.

m. For rural districts:

1. Geographical and topographical features such as valleys, vistas, mountains, and bodies of water that convey a sense of cohesiveness or give the district its rural or natural characteristics.

2. Examples and types of vernacular, folk, and other architecture, including outbuildings, within the district.

3. Man-made features and relationships making up the historic and contemporary landscape, including the arrangement and character of fields, roads, irrigation systems, fences, bridges, and vegetation.

4. The historic appearance and current condition of natural features such as vegetation, principal plant materials, open space, cultivated fields, or a forest.

Section 8: Significance

Mark X in the appropriate spaces, which apply to the property.

Period of Significance: Enter the dates for one or more periods of time when the property attained significance. For some properties, the period of significance can be as brief as a year and others may span many years and consist of beginning and closing dates. Base the period of significance on specific events directly related to the significance of the property. Usually the property's construction date defines the start of the period of significance. End dates can be determined by the length of time a property was associated with important events, activities, or persons or attained the characteristics, which impart architectural or historic significance.

Areas of Significance: Check all the areas of significance, which are directly related to the property. Enter only areas that are supported by the narrative statement. For districts, enter areas of significance applying to the district as a whole. If no category applies to the property, check other and identify the area in which the property attained significance.

The area of significance relates to the property's contributions to the broader patterns of American history, architecture, archeology, engineering, and culture. It is not the historic function. The terms are defined below:

Agriculture The process and technology of cultivating soil, producing crops, and raising livestock and plants.

Architecture The practical art of designing and constructing buildings and structures to serve human needs.

Archeology The study of prehistoric and historic cultures through excavation and the analysis of physical remains.

Art The creation of painting, printmaking, photography, sculpture, and decorative arts.

Commerce The business of trading goods, services, and commodities.

Communications The technology and process of transmitting information.

Community Planning/ Development The design or development of the physical structure of and communities.

Conservation The preservation, maintenance, and management of natural or manmade resources.

Economics The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.

Education The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.

Engineering The practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs.

Entertainment/Recreation The development and practice of leisure activities for refreshment, diversion, amusement, or sport.

Ethnic Heritage The history of persons having a common ethnic or racial identity.

Exploration/Settlement The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities.

Health/Medicine The care of the sick, disabled, and handicapped; the promotion of health and hygiene.

Industry The technology and process of managing materials, labor, and equipment to produce goods and services.

Invention The art of originating by experiment or ingenuity an object, system, or concept of practical value.

Landscape Architecture The practical art of designing or arranging the land for human use and enjoyment.

Law The interpretation and enforcement of society's legal code.

Literature The creation of prose and poetry.

Maritime History The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.

Military The system of defending the territory and sovereignty of a people.

Performing Arts The creation of drama, dance, and music.

Philosophy The theoretical study of thought, knowledge, and the nature of the universe.

Politics/Government The enactment and administration of laws by which a nation, state or other political jurisdiction is governed; activities related to political process.

Religion The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.

Science The systematic study of natural law and phenomena.

Social History The history of efforts to promote the welfare of society; the history of society and the lifeways of its social groups.

Transportation The process and technology of conveying passengers or materials.

Other An area not covered by the above categories.

Specific Dates: Enter the specific year(s) of the event(s) or association(s) for which the property is significant. As noted above under Period of Significance, for a property important for its architectural character, only the date of construction or major alterations will be included. If the exact construction date is not known, use a circa date or specify to the nearest quarter of a century. For significance acquired by associations with a person or event, list only the specific date of the occupation of the property or specific date the event occurred. If a property is significant for more than one reason, the Specific Date will be multiple years. If not enough information is known about the property to list specific dates, enter Unknown.

Construction dates: Enter the date of construction and date of any major alterations for the main resource. If the exact construction date is not known, use a circa date or specify to the nearest quarter of a century. If not enough

information is known about the property to list specific dates, enter Unknown.

Builder/Architect: Enter the name of any known architect (individual or firm), builder, designer, landscape architect, engineer, or artist primarily responsible for the design or construction of the property. Identify the individual's role after the name (John Smith, builder). If a building is from a pattern book or catalogue enter the name of the publication. This space is not for the name of the person for whom the property was developed. For more information on architects and builders in Maryland, contact the Maryland Historical Trust library. If the design source is not known, write unknown.

Evaluation: If the purpose of completing this form is to make a determination of eligibility for the National Register of Historic Places or the Maryland Register of Historic Properties, check the appropriate line. For compliance projects, the evaluation should be completed on a Determination of Eligibility (DOE) Form and submitted with the inventory form. Separate DOE forms for individual resources and districts are located on the MIHP form disk in the files titled INDDOE or DISTDOE. Questions concerning the DOE forms should be directed to the Administrator of Project Review and Compliance. This process should be completed in consultation with the Preservation Officer reviewing the project. On the DOE form, the preparer should address all applicable evaluation criteria for which the property is significant. If the property is determined not eligible, each criterion must be addressed with a justification for lack of significance. Include an objective discussion of the property's integrity as it relates to its eligibility. Avoid using the term potentially eligible. See below for more information on applying the criteria for evaluation. In Section 8 of the inventory form, the preparer should proceed with a concise discussion of the significance of the resource addressing the applicable criteria in a summary statement and then providing a narrative discussion of the history of the resource and its context.

If the purpose is mainly to identify and document the property (including most grant-funded projects), check not evaluated. The preparer should still discuss the significance of the resource by providing a statement of significance which addresses the applicable criteria and then proceeds with a narrative discussion of the history of the resource and its context.

All criteria under which this property is significant must be explained in the significance statement. A criterion which may apply but for which there is not enough information to justify may be discussed. It should be noted that more information is needed before that criterion can be marked as part of a determination of eligibility.

Applicable Criteria for Evaluation: The criteria used for evaluating properties for the Maryland Inventory of Historic Properties and the Maryland Register of Historic Properties are identical to those used for the National Register of Historic

Places. The criteria are designed to guide State and local governments, Federal agencies, and others in evaluating properties for eligibility for the National or Maryland Registers.

The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and:

a) that are associated with events that have made a significant contribution to the broad patterns for our history; or

b) that are associated with the lives of persons significant in our past; or

c) that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

d) that has yielded, or may be likely to yield, information important in prehistory or history.

Applicable Exception (Consideration): The applicable exception should be marked on the DOE form completed for all compliance projects. If the project is evaluating the resource for eligibility but is not completing a DOE form, the Applicable Exception should clearly be stated in the narrative statement of significance.

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

a) a religious property deriving primary significance from architectural or artistic distinction or historic importance; or

b) a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

c) a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his

productive life; or

d) a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

e) a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

f) a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or

g) a property achieving significance within the past 50 years if it is of exceptional importance.

Statement of Significance: Provide a narrative stating the significant qualities and associations that make the property important. Begin with a summary paragraph, which explains briefly why the property is significant in the areas, checked and how it meets selected criteria. In additional paragraphs, provide information to support your assertions regarding the significance of the resource. Include a discussion of the historical context in which the resource has been studied and the evaluative information that explains its significance in relation to other properties of its type with precisely defined geographic boundaries (a neighborhood, city, county, region, state or the nation).

Background information on events, development of the property (date of construction, factors leading to the construction, etc.) and biographical data on persons associated with the property should be included. An evaluation of the importance of the property in architectural history, and/or an assessment of the types of information the property may be expected to provide should also be included if available.

Employ primary sources for research whenever possible and carefully document all sources of information. Use footnotes to indicate sources and provide photostatic copies of key source documents, chain of title, etc. where appropriate.

Maryland Comprehensive Historic Preservation Plan Data: Enter the preservation planning data keyed to the appendix of *Preservation Vision 2000: The Maryland Plan* (available from the Office of Heritage Planning and Outreach). Using the terminology provided by the Trust, list the geographic organization(s), chronological and development period(s) and most prominent themes represented by the property being documented. This should be completed on the Preservation Plan framework included as Continuation Sheet 8.1. Contexts, which pertain to standing structures, are listed below. Refer to the

appendix of Preservation 2000: The Maryland Plan for a complete listing of statewide historic contexts with explanations.

Geographic Organization:

Eastern Shore (all Eastern Shore counties, and Cecil County)

Western Shore (Anne Arundel, Calvert, Charles, St. Mary's and Prince George's counties)

Piedmont (Harford, Baltimore, Carroll, Frederick, Howard and Montgomery counties, and Baltimore City)

Western Maryland(Washington, Allegany, and Garrett counties)

Chronological/Development Periods:

Contact and Settlement Period	A.D. 1570-1750
Rural Agrarian Intensification	A.D. 1680-1815
Agricultural-Industrial Transition	A.D. 1815-1870
Industrial/Urban Dominance	A.D. 1870-1930
Modern Period	A.D. 1930-Present

Historic Period Themes:

Agriculture

Architecture, Landscape Architecture and Community Planning

Economic (Commercial and Industrial)

Government/Law

Military

Religion

Social/Education/Culture

Transportation

Section 9: Major Bibliographical References

Enter the primary and secondary sources of information used in

documenting and evaluating this property. These may include land records, published works, oral interviews, library and historical society files, photograph collections, and drawings. Do not include general reference works, unless they provide specific information about the property or have assisted in evaluating the significance of the property. The format for bibliographical entries should be clear and consistent and follow the most recent edition of the Chicago Manual of Style. Use a continuation sheet if necessary.

Section 10: Geographical Data

Acreage of surveyed property: Enter the total number of acres surveyed. This may be the acreage to which the present owner(s) holds title (the tax parcel boundary), the area of potential effect for a large survey project, or include boundaries determined by the surveyor. The acreage should include all of the land surveyed even if no historic resources are located on large sections (but only if the entire area was actually considered). For example, if the inventory form for a 300-acre farm complex includes ten resources grouped within only five acres, it is important to know the surveyor found no other resources in the 300-acre parcel. Thus, the acreage for the surveyed property should be 300 acres. For a compliance project, the acreage should encompass the entire project area. Acreage should be accurate to the nearest whole acre. For properties of less than one acre, round to the nearest quarter or tenth of an acre, as appropriate. If the exact acreage is unknown, a close approximation must be given. The National Park Service requires this information.

Acreage of historical setting: This refers to the property historically associated with the resource (s). In many cases, the significant elements of a historic resource will occupy an area that is different from (usually smaller than) the total area surveyed. For example, the 300-acre farm complex mentioned above comprises ten buildings and structures related to the farmstead within only five acres, surrounded by 295 acres of fields or wood lot on which no additional resources are found. In this case, the historical setting would be five acres with an explanation in the verbal boundary justification or narrative description. In a compliance project, an area of potential effect might cover several square miles within which a series of historic resources, each with a definable historic acreage, can be identified. The historic setting would include only the definable acreage associated with the resources. For inventory forms, which make a determination of eligibility, the acreage should include only the area being evaluated.

Quadrangle and Scale: List the name of the United States Geological Survey quadrangle map upon which the property is located. The scale of the quadrangles used by the Maryland Historical Trust is 1:24000.

Verbal boundary description and justification: Describe both the survey and historical setting boundaries of the property. A legal parcel number or block and

lot number, a sequence of metes and bounds, or dimensions may be used. Provide a brief and concise explanation of the reasons for selecting the survey boundaries. Discuss how these differ from the historical setting and provide a justification for the latter boundary. Also, list all states or counties for properties overlapping state or county boundaries. A continuation sheet may be used if necessary.

Section 11: Form Prepared by

Enter the name, title, organization, address and daytime telephone number of the person(s) who compiled the inventory form. If different persons prepared the description and significance sections, identify who prepared which part. If multiple authors contributed to the form, you may prefer to list only one person as coordinator with the other contributors acknowledged in the bibliography section. This section is intended to identify a person who can be contacted if a question arises or if additional information is needed. Also enter the date the form was completed. If the form is completed long after the property was inspected, include the date of the field inspection as well.

ACCOMPANYING DOCUMENTATION

Continuation Sheets

Use continuation sheets when the space on the inventory form is insufficient to enter all the information necessary for documenting the property. A header for continuation sheets has already been created on the Maryland Inventory of Historic Properties disk (see Headers A and B). If used, fill in the inventory number, name of property in which it is located, and the number of the section being continued at the top of the sheet. Number the pages according to the section being continued (the computerized version will automatically number sheets for Sections 7 and 8). List the section number followed by a decimal point and page number. For example, continuation sheets for Section 7: Description, should be numbered 7.1, 7.2, 7.3, etc. For Section 8, the Preservation Planning Data is placed on continuation sheet 8.1; any additional information should begin on continuation sheet 8.2. Note on the inventory form in the appropriate sections the number of the continuation sheet on which the information is continued.

Capsule Summary

Each Maryland Inventory of Historic Properties form must be accompanied by a capsule summary in narrative form for inclusion in the inventory. The narrative should include a brief (one to two paragraph) description of the property noting its overall appearance and any key characteristics of the resource(s), and a statement of significance and summary

paragraph on the history of the resource in its context. This must be typed, double-spaced, on plain white acid-free paper. A heading should include the name of the property, MIHP number, location, town or town vicinity in which the property is located, approximate date of construction, and access (public or private), typed at the top left margin.

Photographs

Submit clear and descriptive black and white photographs, developed at least as 5" by 7" prints, with negatives and color slides for each property recorded on an inventory form. All photography should be completed with a 35mm single-lens reflex (SLR) camera or larger format. Smaller size prints will not be accepted; nor will color prints or color film developed as black and white. Check individual project requirements for the number of sets of photos and slides to be provided.

The photographs should be recent and give an honest visual representation of the historical integrity and significant features of the property. The number of photographic views will vary according to the size and complexity of the property. Submit as many photographs as needed to depict the current condition and significant aspects of the property including representative views of both contributing and noncontributing resources. For historic districts, provide overall streetscape views showing the resources in context, as well as views of representative individual properties within the district. Slides should depict views comparable to those shown in the prints. Prints of historic photographs may supplement documentation and may be particularly useful in cases where alterations make a property's historic integrity questionable.

Buildings, Structures and Objects

Submit one or more views to show the principal facades and the environment or setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual details if the significance of the property is entirely or in part based on them.

If property includes a number of resources, such as a farmstead, key the photographs to a sketch map of the property.

Architectural and Historic Districts

Submit photographs representing the major building types and styles, pivotal buildings and structures, representative noncontributing resources, and any

important topographical or spatial elements defining the character of the district.

Streetscapes, landscapes, or aerial views are recommended.

Views of individual buildings are not necessary, if streetscapes and other views clearly illustrate the significant historical and architectural qualities of the district.

Key all photographs to the Resource Sketch Map for the district or prepare a separate photograph map.

Each photograph is to be labeled legibly on the back of the print. A soft graphite (lead) pencil must be used to label photographs; prints labeled in any other medium will be returned. While it is difficult to write on resin-coated photographic paper with many pencils, soft grades such as #1 (commonly available in office-supply stores) or #4B, #5B (sold in art-supply stores) work well. Do not use china marking or grease pencils, as theft waxy medium will smudge and transfer to the surface of other prints. Felt-tip markers, including permanent markers labeled for photographic purposes, are not acceptable, as their archival stability is questionable.

Provide the following information on the back of each photograph:

1) Maryland Inventory of Historic Properties (MIHP) number

2) Name of property or, for districts, the name of the building or street address followed by the name of the district

3) County and State

4) Name of photographer

5) Date of photograph

6) Location of negative (enter MD SHPO)

7) Description of subject of photograph

Provide a concise caption, which clearly explains what is shown in the photograph. This may describe the camera location and direction of view (view east on Main Street from Third Street), or indicate the resource and elevation shown (Main House, south facade, Corncrib, west elevation). Interiors may require other information (Main house, first floor SW parlor, camera facing N; mantel, second floor N chamber, etc.). For districts, include the name and street number of the specific resource (s) shown in the photograph: Reese House, 20 Main Street, SE elevation.

Photograph number (sequential, e. g. #1 of 7; 1/7)

Photographs must be placed in archival storage pages for submittal to the Trust. These must be polypropylene, heavyweight pages in a 5" by 7" format, with two top-loading pockets, which fit a standard three-ring binder. Vinyl or polyvinyl chloride (pvc) sheets are not acceptable. Photo sleeves are available through archival photographic storage companies. The photographs should be placed in the storage pages in a logical sequence showing the overall setting views, the exterior, overall interior views, specific rooms, details, and ending with all secondary resources. They may be placed back to back so those four photographs are placed in one page.

Negatives are to be submitted in **archival, polypropylene** negative holders. The following information is to be printed neatly or typed in the area provided on the holders: property name MIHP number, name of photographer, and date taken. If hand written, a permanent pen, such as the Sanford Sharpie or Kaiser-Schreiber, must be used.

Color slides should be taken of representative views and key characteristics. These should follow the photographs as closely as possible. Each color slide is to be labeled legibly with a fine tip pen with permanent ink. Self-adhesive labels applied to slide mounts are unacceptable. The following information must be included on each slide mount: the MIHP inventory number should be placed in the upper right-hand corner; the name of the property and the location should be printed directly above the image; the description of the subject and view (barn, N elevation) should be printed directly below the image with the name of the photographer on the next line below; and the date the slide was taken in the lower right-hand corner. Slides are always labeled the same way, even with a vertical shot.

[insert image] DRAWING OF CORRECT WAY TO LABEL SLIDES

Maps

Locational map: Submit a map clearly locating the property within the city or broader geographical context for each inventory form. This must be an 8 ½" by 11" photocopy made from the appropriate section of the United States Geological Survey quadrangle map with the location of the property clearly circled. It is extremely important for the map to reflect only the resource being surveyed. For urban properties, a current tax, block and parcel map is best. For incorporated towns and cities, prior approval of base map is required. For regulatory surveys, which make a determination of eligibility, the map should clearly define the property boundaries and eligible resource, if different. Each map should include a north arrow and a typed block that lists the inventory number, property name, town or town vicinity, county, and map or quadrangle name (adhesive labels are not acceptable). Two copies of the map must be

submitted.

Resource Sketch Map: If the property contains a number of buildings, structures, objects, and/or sites, prepare a map which illustrates the approximate location of these resources within the boundaries of the property, and clearly identifies contributing and non-contributing resources as well as theft use. This map does not need to be drawn to scale but must be labeled as to inventory number, name of property, town or town vicinity, county, a north arrow, and the title Resource Sketch Map.

Historic Maps: Historic maps should be included when possible. The property should be clearly marked on an 8½ by 11" photocopy and the map labeled as to inventory number, name of property, town or town vicinity, county, north arrow, date and source of the historic map.

Measured Drawings

Floor plans: When possible, provide a plan of the room arrangement of the principal building(s), which characterizes the property. The plan need not be drawn to precise scale but it should be generally proportional and should indicate overall exterior dimensions. It may be drawn either free hand or hard-line but must be clear and detailed. Graph paper is helpful for organizing the drawing. The plan should illustrate the principal floor, generally the first floor, and needs to include additions, porches, etc. Denote arrangement of rooms, chimney or fireplace locations, and the placement of stairs, doors, and windows. Conventional symbols for representing these elements should be used.

The plan must be labeled with the inventory number, name of the property, town or town vicinity, county, year drawn, the delineator, and the floor represented. Plans should be drawn to fit an 8 ½" by 11" sheet of paper. For compliance projects where drawings are required, refer to the individual Memorandum of Agreement for specific requirements.

When the significance of the resource is based on architectural character or if the resource is complex, measured floor plans should be completed. These may be annotated field drawings, in pencil, at 'A" scale, and should include a minimum of the principal floor plan. If warranted, other floor plans, sections, elevations or details may be completed. Larger scale drawings should be completed where appropriate.

Addenda

Addenda may be completed for survey projects where fieldwork is updating existing inventory forms if a) the original form was adequate and provided good documentation and b) the current project will strictly update the current conditions. If the existing form is inadequate, reconnaissance level or the

majority of the information needs correcting; a new form must be prepared. Examples where an addendum may be used include: a) a MIHP form exists for a complex where the main house was well documented but the outbuildings were not discussed; b) an intensive form exists but the property has been significantly altered since the field investigation; or c) a property was originally surveyed but did not provide an evaluation. Consultation with MHT staff is recommended before an addendum is completed.

Addenda should contain all new information in a narrative format. They should be typed, single-spaced, on plain white acid free paper. A heading with the name of the property, inventory number, location, name of the surveyor and date should be placed in the upper left margin. The title "Addendum" must be clearly placed in the center of the top line. Addenda updating the entire form will run through the existing information in logical order. If a change is necessary, for example if there is a new owner, list Section 3 and provide the current information. If the addendum is only updating Sections 7 and 8, the narrative text should contain the section and page number in a similar manner as continuation sheets.

SUBMITTAL OF DOCUMENTATION

All Maryland Inventory forms and accompanying documentation will be submitted to the Trust in a standardized manner. Inventory forms should be placed together in a three-ring binder (3-inch or smaller) in the following order: capsule summary, the four main pages of the inventory form with continuation sheets placed directly behind in sequential order, drawings, and maps (with two copies of the locational map placed first). Individual forms need not be placed in binder but should be hole-punched. Photographs in archival storage pages should be placed at the end of the property's documentation. This order follows the manner in which the inventory forms are stored in the inventory notebooks at the Trust. The final survey report shall be placed in front of the individual forms in the same notebook. Once the information has been reviewed and accessioned into the library, the Trust will return the submitted binders at the preparer's request. All labeled negative sleeves and slide boxes can be submitted in an accompanying envelope. For further guidance on accessioning procedures, please refer to chapter 7 of the Architectural Survey Guidelines.

Please note: documentation, which does not meet all of the above requirements, will be returned for revision. Review will not proceed until all requirements are met.

SUBMIT COMPLETED FORMS, ALONG WITH A COVER LETTER, TO:

Office of Research, Survey, and Registration

Administrator of Architectural Research

Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032-2023

SUBMIT COMPLIANCE DOCUMENTATION, ALONG WITH A COVER LETTER, TO:

Office of Preservation Services
Administrator, Project Review and Compliance
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032-2023

US Department of the Interior
National Park Service
National Center of Preservation Technology and Training
Publication No. 1998-21

Maryland Historical Trust
Maryland Inventory of Historic Properties

Computerized Form Data

US Department of the Interior
National Park Service
National Center for Preservation Technology and Training
Publication No. 1998-21
July 30, 1998

Maryland Historical Trust
Maryland Inventory
of Historic Properties

Computerized Form Data

INTRODUCTION

Funding for this project was provided by the National Park Service's National Center for Preservation Technology and Training, Natchitoches, Louisiana. NCPTT promotes and enhances the preservation of prehistoric and historic resources in the United States for present and future generations through the advancement and dissemination of preservation technology and training.

NCPTT's Preservation Technology and Training Grants program develops partners in nonprofit organizations, universities and government agencies through out the United States to complete critical preservation work and lends significant support to developments in the conservation and preservation community.

ABOUT THIS DISK

The information on this disk is derived from the Maryland Inventory of Historic Properties, a listing maintained by the Maryland Historical Trust, located in the Maryland Department of Housing and Community Development. The Maryland Inventory of Historic Properties is a broad-based repository of information on districts, sites, buildings, structures, and objects of known or potential value to the prehistory, history, upland and underwater archeology, architecture, engineering, or culture of the State of Maryland. The inventory was created shortly after the Maryland Historical Trust was founded in 1961, and now includes data on more than 10,000 archeological sites and 30,000 historic and architectural resources. The archeological sites and the historic and architectural resources are maintained as two separate listings, and this project focused on the latter. Each listed property is described on a standard inventory form, and is assigned a unique number. Each form describes attributes such as property ownership, location, classification, a description of the resource. Supplemental records include maps, photographs, chains-of-title, drawings, correspondence, and other related materials.

PROJECT DESCRIPTION

The Maryland Historical Trust received a grant from the NCPTT to convert Maryland Inventory of Historic Properties data into digital format in order to integrate historic properties information into a working GIS system. The specific elements in the proposal were to scan the inventory forms and convert the information on the forms to text format using OCR (optical character recognition). In addition, as part of the grant, a database format was tp be developed, as well as an inventory form on disk for use outside the Maryland Historical Trust. The computerized data is to be made accessible through a GIS, through keyword search software, and on CD-ROM. The grant was received to perform the data conversion for 12 of 23 counties in Maryland.

DATA CONVERSION

The following twelve counties were included in the project:

Calvert
Caroline
Charles
Dorchester
Howard
Kent
Queen Annes
St. Marys
Somerset
Talbot
Wicomico
Worcester

Scanning and OCR Procedures

All Maryland Historical Trust State Historic Sites Inventory Forms for the twelve project counties were scanned, including any continuation sheets. If there was a National Register of Historic Places Inventory-Nomination form, that was scanned instead of the state inventory form. One form was scanned for each property in the designated counties. If a form was not available, a descriptive paragraph (called a capsule summary) was scanned. Other forms which were scanned if the State inventory form was not available were the Historic American Buildings Survey Inventory Form, the National Park Service Review Sheet/Historic Preservation Certification Application or the Maryland Historical Trust Intemal NR-Eligibility Review Form.

The scanning was done on a Pentium 90 computer using FileMagic document management software. The scanner used was a Hewlett-Packard ScanJet with an Automatic Document Feeder. The vast majority of the forms were scanned at 200 dpi. The brightness and contrast were set at 50 percent. Almost all of the National Register forms were scanned at 300 dpi because of the low quality of the copies. Any form which was of poor quality and hard to read was scanned at 300 dpi. The contrast would also be increased to 80 percent for some of these forms when deemed appropriate. HABS forms were generally of poor quality and scanned at 300 dpi.

Once the forms were scanned, they were OCR'd using the File Magic document management software. Once this process was completed, the scanned page images were output to TIFF format. The OCR'd text was output to an ASCII text format.

Editing the MIHP text files after OCR:

The exported text files were imported into Microsoft Word version 6.0 for editing. The editing included spell-checking, reading and editing for content, and, in some cases, retyping the information. The rate at which the text files were edited varied significantly depending on several factors including quality of copy, quality of original printer or typewriter ribbon, font used, and color of paper.

Many older National Register of Historic Places forms are second- or third-generation copies, and parts of some letters become faded. This can also happen with a poor quality printer (dot matrix for example) or bad typewriter ribbon. In these cases the OCR cannot convert the image into a known word.

Another problem is the tendency of the OCR program to read the word that the image looks most closely like. Sometimes it is the wrong word, but will be perfectly acceptable to the spellcheck function. For example:

"The pent eave is covered with green asphalt subsidies. . ." (shingles)

"zip coffee" or "zip comedy" (zip code)

"…capped by a decorative filial at the peak." (finial)

"…the building is three boys wide." (bays)

The frequency of these misreads is enough that if the quality of the scan is poor enough, one must read the entire form to ensure that these words are caught. The following list of words should illustrate that necessity:

World liars (World	Wars)	the Civil Way (the Civil War)	whelks (walks)
cable, able (gable)		waif, wail (wall)	wore (were)
modem (modem)		cast (east)	Deviously (previously)
riot, hot (not)		some (same)	watching (matching)

Once edited, the text was saved in Microsoft Word 6.0 format, and in ASCII text format.

TIFF to PDF Conversion

The scanned images produced one data file for each scanned page. This resulted in over 32,000 individual data files. In order to make the forms more accessible, they were converted to a PDF format using Adobe Exchange Version 3.0. They can be read and printed using Adobe Acrobat V. 3.01 and above.

Database Development

As part of this grant, a new database structure was developed for the inventory of historic properties. The data structure developed has four relational tables: MIHP_BAS, the basic data; MIHP_DOCS, information on the documentation and GIS digitizing; MIHP_MGMT, management information tracking; and MIHPSLID, slides of inventoried properties in the MHT library.

Certain fields were exported into a single flat table for this disk. They include the property name, address, location information, a property description, and listing of documents such as photos, drawings, etc., in the inventory. A data dictionary for this extracted table is included on this disk. For the full database structure, contact Maureen Kavanagh at kavanagh@dhcd.state.md.us.

Disk Contents

The CD-ROM contains the following data:

```
county--
        |--database---
•               |--Access20
                |--text delimited
        |--forms
        |--formtext---
                |--word60
                |--text
```

(1) database---The database on this disk is a single table in two formats: Access Version 2.0, and text delimited. The database listing reflects the most useful identification information contained in the

MIHP_BAS table, as well as information on the level of documentation on each property in the MHT Inventory Records (fields extracted from MIHP_DOC). Both formats of the table can be imported into a variety of database software packages. A data dictionary for this database can be found in the Appendix I. The database listing can be used to locate properties by name and obtain the cross-reference to the inventory number.

(2) forms. The scanned forms for the county are in the forms subdirectory, in PDF format. Each form is referenced by its inventory number. Some properties did not have forms, so there may be gaps in the numbers.

(3) formtext. The text converted from the forms is available in two formats: Microsoft Word 6.0 and ASCII text format, each in its own subdirectory. Each file is referenced by the inventory number. If the user wishes to created a single file which is searchable for keywords, the text files can be merged into one or several larger files using word processing software.

INTENDED USE

These files are to be used for general information for background research only, and only for uses that are compatible with the Trust's goals of identification, evaluation, and preservation of historic properties. Use of this data does not constitute consultation which may be required under any applicable state or federal preservation laws (such as Section 106 of the National Historic Preservation Act of 1966, or Article 83(b) of the Annotated Code of Maryland). The survey and inventory are prepared for information and record purposes only and do not constitute any infringement of individual property rights.

This information is not to be copied, published or further distributed without the written permission of the Maryland Historical Trust staff. Any question regarding use and interpretation of this data should be directed to Marcia Miller, Administrator of Architectural Survey, at miller@dhcd.state.md.us, or telephone at (410) 514-7646.

APPENDIX I
DATABASE STRUCTURE AND DATA DICTIONARY

NAME	TYPE	SIZE	DESCRIPTION
MIHP_NUM	Text	12	Inventory Number assigned to resource
MIHPSORT	Text	12	Inventory number with leading zeros for sorting
NAME_HIST	Text	53	Historic name
LOC_STREET	Text	50	Street address of property
LOC_TOWN	Text	20	Town location of property
LOC_COUNTY	Text	16	County location of property
GEO_QUAD	Text	21	USGS 7/5' topographic quadrangle location
DESCR1P	Text	204	brief description of chronology & function of resource
CONSTR_MAT	Text	25	primary construction material if structure
CROSS_REF	Text	8	indicates if resource listed on National Register, as National Historic Landmark, or MHT Preservation Easement
NRHD	Text	1	indicates if resource located in National Register Historic District
LDHD	Text	1	indicates if resource located in locally-designated Historic District
CAPSUM	Text	1	indicates if inventory form contains a capsule summary
FORM	Text	1	indicates if resource has a completed inventory form
OTHERFORMS	Text	50	lists other forms in the MHT library (other than scanned form)
CHAINTITLE	Text	1	indicates if inventory form contains a chain of title
FLOORPLANS	Text	1	indicates if inventory form contains floorplans
MAPPED	Text	1	indicates if property mapped on USGS topo quad
DRAWINGS	Text	1	indicates if inventory form contains drawings
FORM_MAP	Text	1	indicates if USGS topo map included with form
MAPS	Text	30	lists maps included with the inventory form
NUM_PHOTOS	Text	3	indicates number of photos in MHT documentation
ODD_PHOTOS	Text	55	specifies unusual size or other properties of photos
VERT_FILE	Text	1	indicates if additional information contained in vertical files in MHT library
COMMENTS	Text	30	any additional comments relating to documentation
DIG	Text	1	indicates if resource is digitized in MHT GIS system
NUMPOLYS	Number	8	indicates number of polygons digitized for resource

Maryland Inventory of Historic Properties
Sample Inventory Form

MARYLAND HISTORICAL TRUST QA-1

MAGI # 1800015204

INVENTORY FORM FOR STATE HISTORIC SITES SURVEY

1 NAME

HISTORIC
Great Hopes

AND/OR COMMON
Peters Farm, Hamm Farm, Ella Higman Farm

2 LOCATION

STREET & NUMBER
Peters Corner Road, 1 mile south of Md. Rt. 300

CITY, TOWN
Sudlersville ___ VICINITY OF

CONGRESSIONAL DISTRICT

STATE
Maryland

COUNTY
Queen Anne's

3 CLASSIFICATION

CATEGORY	OWNERSHIP	STATUS	PRESENT USE	
___DISTRICT	___PUBLIC	X OCCUPIED	___AGRICULTURE	___MUSEUM
X BUILDING(S)	X PRIVATE	___UNOCCUPIED	___COMMERCIAL	___PARK
___STRUCTURE	___BOTH	___WORK IN PROGRESS	___EDUCATIONAL	X PRIVATE RESIDENCE
___SITE	PUBLIC ACQUISITION	ACCESSIBLE	___ENTERTAINMENT	___RELIGIOUS
___OBJECT	___IN PROCESS	___YES: RESTRICTED	___GOVERNMENT	___SCIENTIFIC
	___BEING CONSIDERED	___YES: UNRESTRICTED	___INDUSTRIAL	___TRANSPORTATION
		X NO	___MILITARY	___OTHER:

4 OWNER OF PROPERTY

NAME
Dr. & Mrs. Paul E. Hensley Telephone #:

STREET & NUMBER
Great Hopes, Box 108A

CITY, TOWN
Sudlersville ___ VICINITY OF

STATE, zip code
Maryland 21668

5 LOCATION OF LEGAL DESCRIPTION

COURTHOUSE, REGISTRY OF DEEDS, ETC. Queen Anne's County Courthouse

Liber #: MWM 169
Folio #: 510

STREET & NUMBER
Courthouse Square

CITY, TOWN
Centreville

STATE
Maryland

6 REPRESENTATION IN EXISTING SURVEYS

TITLE

DATE

___FEDERAL ___STATE ___COUNTY ___LOCAL

DEPOSITORY FOR SURVEY RECORDS

CITY, TOWN

STATE

7 DESCRIPTION

CONDITION		CHECK ONE	CHECK ONE
_EXCELLENT	_DETERIORATED	_UNALTERED	✓ORIGINAL SITE
✓GOOD	_RUINS	✓ALTERED	_MOVED DATE_____
_FAIR	_UNEXPOSED		

DESCRIBE THE PRESENT AND ORIGINAL (IF KNOWN) PHYSICAL APPEARANCE

Great Hopes is located on the south side of Peters Corner Road, .2 mile southwest of Maryland Route 300 (Peters Corner), and about 4 miles east of Sudlersville.

The early part of the house is the two story brick, hall—parlor plan section, built about 1785. The gambrel roof section and lean-to were built in 1969 and 1973 respectively.

Flemish bond is used only on the south facade of the old house. Both facades are identical otherwise, with a central entrance flanked by two small 6/6 windows on the first story, with two 6/6 windows on the second story and two basement windows with horizontal grills. All of the exterior millwork is restoration work dating from the 1960's.

The east gable is laid in 3—course common bond, as are all other sides, and is relieved by only one 6—pane casement north of the chimney. The west gable has the single window south of the chimney, and here the chimney protrudes about 18" from the face of the gable.

The 17 x 20 frame gambrel roof section replaces a c. 1900 16 x 14 2—story wing, which in turn was

CONTINUATION SHEET

7.1 DESCRIPTION

a replacement of the original 16 x 20 one story frame kitchen. (See 1798 Federal Direct Tax).

Inside, the original plan consisted of a “hall and parlor”, with north and south entrances into the “hall”. The original partition separating these two rooms was a vertical board wall; but it had been removed prior to the restoration.

The east end of the hall is fully paneled with raised paneling and contains a cupboard on the north, a 4’ wide arched fireplace in the center end a stair with closet beneath on the south. The enclosed stair has two steps into the room. An unusual crown molding is on the top of the paneling only. Wide chair rail and baseboard circled the room and the window and door were perfectly plain with an ovolo molding on the edge of the jamb.

The “parlor” had no paneling, but only en architrave around the smaller fireplace in addition to the trim. A curious lack of chair rail and baseboard in its north-west corner suggests the original presence of a small free-standing corner cupboard. South of the fireplace is the door to the wing, the only original heavy frame in the house.

On the second floor, the original plan consisted of four cubicles, the two on the side measuring 6 x 12 and the other two 10 x 12. The one at the head of the stairs

CONTINUATION SHEET

7.2 DESCRIPTION

was only used for a hall, but the other three appear to have been used as sleeping rooms. The partitions are all vertical beaded board, reminiscent of the post and plank partitions of the English long houses of the 16th century. The doors are raised panel, hung on cast iron butt hinges. The northeast room contains a very small arched fireplace, fully plastered. There was originally chair rail along the exterior walls. When the addition was built in 1969, a doorway was broken through the west wall of the southwest room.

The attic was originally unfinished, with wide floor boards, some of which had been previously used. The roof is composed of plain rafters, two feet on center, secured at the ridge with a pegged mortise-and-tenon joint and reinforced with one set of collar beams, half—lapped and pegged. A board partition with batten door was installed in the ‘70’s, which cane from the “Chesterville Hotel”, Kent County.

The wings contain a kitchen, dining room with open stair on the first story and a hall bedroom and bath on the second. Several elements from the Liden House, Caroline County, were used to create an old atmosphere.

Access to the basement is from the north side of the chimney on the west gable, within the wing. The

CONTINUATION SHEET

7.3 DESCRIPTION

basement had originally a dirt floor (now concrete) and there are arch supports beneath the two fireplaces.

8 SIGNIFICANCE

PERIOD	AREAS OF SIGNIFICANCE -- CHECK AND JUSTIFY BELOW			
PREHISTORIC	_ARCHEOLOGY-PREHISTORIC	_COMMUNITY PLANNING	_LANDSCAPE ARCHITECTURE	_RELIGION
_1400-1499	_ARCHEOLOGY-HISTORIC	_CONSERVATION	_LAW	_SCIENCE
_1500-1599	_AGRICULTURE	_ECONOMICS	_LITERATURE	_SCULPTURE
_1600-1699	✓ARCHITECTURE	_EDUCATION	_MILITARY	_SOCIAL/HUMANITARIAN
✓1700-1799	_ART	_ENGINEERING	_MUSIC	_THEATER
_1800-1899	_COMMERCE	_EXPLORATION/SETTLEMENT	_PHILOSOPHY	_TRANSPORTATION
_1900-	_COMMUNICATIONS	_INDUSTRY	_POLITICS/GOVERNMENT	_OTHER (SPECIFY)
		_INVENTION		

SPECIFIC DATES **BUILDER/ARCHITECT**

STATEMENT OF SIGNIFICANCE

The original part of Great Hopes is the two story, two bay brick house, built around 1785. Its original “hall-parlor plan” was extremely common from the beginning of Maryland architecture through the 19th century. The form of the house was also very common for mid-l8th century through the 19th century in Delaware as well as Maryland. This example is one of the smaller houses to have such a plan, measuring 18’ x 26’. It is of interest because of the original paneling in the living room and the unusual board partition on the second story. The second story plan, with four cubicles, is a feature frequently found in late eighteenth and early 19th century when privacy became more important in the sleeping room. The recent wings contain fragments from Liden House, Caroline County.

A certificate of resurvey recorded at the Hall of Records, Annapolis, bearing the date 1785 refers

CONTINUE ON SEPARATE SHEET IF NECESSARY

CONTINUATION SHEET

8.1 STATEMENT OF SIGNIFICANCE

to the official survey of lands of William Peters which he called Great Hopes. The property consisted of three earlier surveys called Ridgeway's Chance, Small Hope and Maynor's Addition, and some vacant land, equaling 238 1/2 acres. William Peters had purchased the first two parcels from John Ridgeway in 1772 and the latter in 1781. A resurvey of this sort was frequently under-taken soon after the construction of the dwelling. Although the house is not mentioned in the certificate, it is believed to have been constructed shortly before 1785. From the Federal Direct Tax of 1798, which gives full description and measurements, including windows, we know that the house was standing in that year. Moreover, from the Will of William Peters probated in the same year, there is mention of "the plantation whereon I now live". From the facts that he owned no other plantations, the Ridgeways lived in Cecil County, and from the stylistic detail, we can safely assume that William Peters built the house called Great Hopes.

William Peters was the son of William and Agnes Peters of Chester Hundred and was probably born around 1750. He married Sarah Ridgeway, daughter of John and Mary Ridgeway, in 1773, a year after having purchased the original acreage from his future in—laws. Other than being a farmer, little definite has been learned about

CONTINUATION SHEET

8.2 STATEMENT OF SIGNIFICANCE

the person of William Peters. There is a possibility he served in the Revolutionary Army as a man bearing the same name mentioned in the “Revolutionary Papers” at Annapolis as “not heretofore paid”, in 1783. Upon his death in 1798 an inventory was made of his “goods and chattels” which included amongst his household items “some old books”. This is curious since he and his wife were both unable to sign their names. Of the Six Hundred Thirty Six pound value placed on his goods end chattels, his household furniture comprised about one sixth value, slaves one third value and the other half was mostly cattle, food stuffs and machinery. Real estate was not taxed at the time of death; however, in 1793 the Federal Direct Tax was made which assessed his farm and dwelling at $627.50. Few buildings in Chester Hundred exceeded the value of Great Hopes in 1798.

Great Hopes remained in possession of William and Sarah Peters’ son, Peregrine, until 1837 when Peregrine sold it to Thomas Walker. In the deed, not only is his wife’s name included, but also his children: Warner, Wesley, Noah and Henrietta. After this date there is no mention of Peregrine or his family in the Queen Anne’s County records.

Walker sold the farm in 1841 to John R. Hamm, whose heirs sold it in 1866 to John Dailey. Some of the local

CONTINUATION SHEET
8.3 STATEMENT OF SIGNIFICANCE

residents recall where the Hamm family tomb stones stood in the locust grove south of the house, the stones having been removed by Mr. Higman in the 1930’s, who purchased the property from the Dailey Heirs.

In 1965 Michael Bourne purchased the house and 2 1/2 acres from Michael and Elizabeth Hegesi; the house having stood vacant for about seven years.

9 MAJOR BIBLIOGRAPHICAL REFERENCES

CONTINUE ON SEPARATE SHEET IF NECESSARY

10 GEOGRAPHICAL DATA

ACREAGE OF NOMINATED PROPERTY _____

VERBAL BOUNDARY DESCRIPTION

LIST ALL STATES AND COUNTIES FOR PROPERTIES OVERLAPPING STATE OR COUNTY BOUNDARIES

STATE COUNTY

STATE COUNTY

11 FORM PREPARED BY

NAME / TITLE
Michael Bourne, Historic Sites Surveyor

ORGANIZATION
Queen Anne's County Historical Society

DATE
4/6/83

STREET & NUMBER

TELEPHONE

CITY OR TOWN
Centreville

STATE
Maryland

The Maryland Historic Sites Inventory was officially created by an Act of the Maryland Legislature, to be found in the Annotated Code of Maryland, Article 41, Section 181 KA, 1974 Supplement.

The survey and Inventory are being prepared for information and record purposes only and do not constitute any infringement of individual property rights.

RETURN TO: Maryland Historical Trust
The Shaw House, 21 State Circle
Annapolis, Maryland 21401
(301) 267-1438

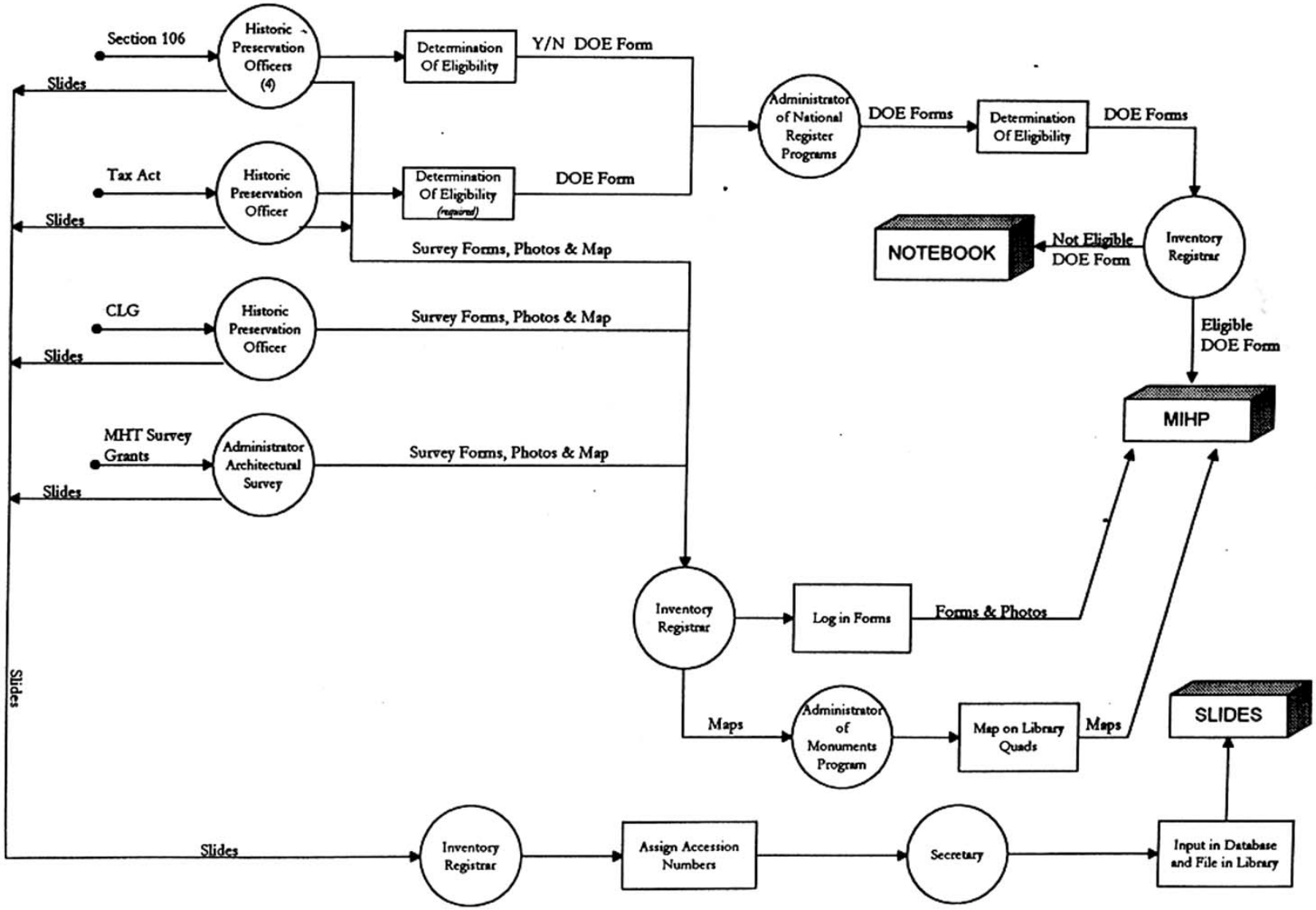
US Department of the Interior
National Park Service
National Center of Preservation Technology and Training
Publication No. 1998-21

Maryland Historical Trust
Maryland Inventory of Historic Properties

Database (MIHP.MDB)
Database Documentation

MARYLAND INVENTORY OF HISTORIC PROPERTIES DATABASE (MIHP.MDB)

WORKFLOW


Section 106
Historic Preservation Officers (4)
Slides
Determination Of Eligibility
Y/N DOE Form
Tax Act
Historic Preservation Officer
Slides
Determination Of Eligibility (required)
DOE Form
Survey Forms, Photos & Map
CLG
Historic Preservation Officer
Slides
Survey Forms, Photos & Map
MHT Survey Grants
Administrator Architectural Survey
Slides
Survey Forms, Photos & Map
Slides
Administrator of National Register Programs
DOE Forms
Determination Of Eligibility
DOE Forms
NOTEBOOK
Not Eligible DOE Form
Inventory Registrar
Eligible DOE Form
MIHP
Inventory Registrar
Log in Forms
Forms & Photos
Maps
Administrator of Monuments Program
Map on Library Quads
Maps
SLIDES
Slides
Inventory Registrar
Assign Accession Numbers
Secretary
Input in Database and File in Library

MARYLAND INVENTORY OF HISTORIC PROPERTIES DATABASE (MIHP.MDB)

LOGICAL MODEL

June 30, 1998

Logical Model for Maryland Inventory of Historic Properties Database

Description of Data

The Maryland Inventory of Historic Properties Database contains information on historic properties which are listed on the Maryland state inventory, a listing maintained by the Maryland Historical Trust, within the Office of Research, Survey, and Registration. Each property (a site, structure, building, district, or object) is recorded on a standard inventory form and its location mapped on a series of 7.5' USGS topographic quadrangle maps. The inventory forms and accompanying documentation, including black and white photographs, are stored in the MHT Library. Extra documentation may be contained in "vertical files" which contain related material such as newspaper articles, correspondence, additional photos, etc. Slides documenting historic properties are accessioned into the library under a separate system.

There are approximately 30,000 individually inventoried historic properties in Maryland as of June 1998. Many of these contain additional "contributing resources" which are individual components of an inventoried property (particularly districts). Each inventory form has a minimum of 4 pages of information, and there is frequently additional information provided on continuation sheets. Documentation on a single property can often exceed 50 pages of text.

The database model reflects the following characteristics of the data:

1) The information, while voluminous, is fairly static. There is a large bulk of "Basic Information" about each property, largely reflected on the existing paper form. The information which serves as the basic identification/significance has been placed into the main table: MIHP_BAS, which by and large mirrors the inventory form.

The nature of historic sites data is that it is particularistic, original, variable, and rich. Much of the significant information about historic properties cannot be pigeon-holed into database categories. This project, therefore, has focused on development of a database to serve as primary inventory control and basic research and management data elements. The richness and variability of the historic sites information is preserved through the scanning and text editing of the site description and statement of significance. The data will be most commonly searched by users through a keyword search software, such as ZyIndex, used in the MHT library.

2) As described above, there are many different types of supporting documentation: photos, slides, HABS forms, floorplans, historic maps, etc. Also, the process of digitizing the inventoried properties requires tracking information about which properties have been digitized, how many polygons there are, etc. This type of information is not about the property per se, but about its documentation and digital management. This information is contained in the second table, MIHP_DOC. This table maintains information on both the digital and paper documentation of each property.

3) While the information on properties' historic character remains fairly static, there is a large amount of management information which is fairly dynamic. This includes condition reports, evaluation for significance, review of potential impacts, site destruction, etc. This type of information, which reflects the "history" of events affecting a property, is contained in a management table: MIHP_MGMT.

4) An existing table on slides in the library has been incorporated into the MIHP database, as a logical relation exists through the MIHP_NUM.

Logical Model

The MIHP database has four relational tables:

1. MIHP_BAS **Primary Key: MIHP_NUM**

This table contains the basic information of each historic property as reflected on the inventory form. It includes basic information on ownership, description, historic context, and property significance.

2. MIHP_DOC **Relation: 1:1** **Foreign Key: MIHP_NUM**

This table contains information on the level of documentation maintained at the Trust for each property. It includes fields to indicate presence of materials such as chain of title, floorplans, drawings, as well as the number and types of photographs in the index binders. It also includes tracking information on the digitizing process for the GIS.

3. MIHP_MGMT **Relation: 1:many** **Foreign Key: MIHP_NUM**

This table contains information on current status and evaluation of the property. Events entered into this table will be determinations of eligibility, demolition, destruction, field reports on condition, or other events which provide a historical record of activities affecting a property.

4. MIHPSLID **Relation: 1:many** **Primary Key: SLIDE_NUM**
Foreign Key: MIHP_NUM

This table contains a listing of slides maintained in the MHT library. There are over 100,000 slides in the library. The slides table is linked to MIHP BAS through the MIHP number.

Report forms

A report form for this database is being created to generate the MHT Inventory Form from the data entered in the database. This form will be used by surveyors who employ the inventory form on disk to enter survey data.

Input forms

An input form for this database is being created to have a similar look and feel as the MET Inventory Form. This form will be available to surveyors on the inventory form on disk. Additional input forms are designed for data entry (slides) and will be designed for the management table.

Plans for Implementation

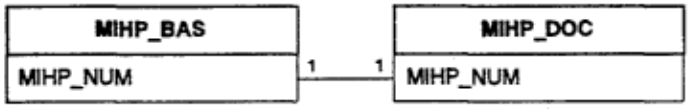
Currently, the database is maintained in Access version 2.0 on an NT network at the Maryland Department of Housing and Community Development. It resides on a network sewer for backup purposes. Maureen Kavanagh is currently the sole user of the database. Meetings are underway with the network database team to finalize form development, finalize user profiles, develop procedures for data validation, provide training for users, and develop a schedule for networking. The system must also incorporate update logs. It is anticipated that the database will be networked within the next 12 months. A newer version of Access will also be installed during this period. Access will not support update logs;

and currently the network administrators are investigating Microsoft SQL Server as the database engine, with Access reports and forms as the front-end as the longer term solution.

Data from the database is periodically exported to .dbf files, by county, in order to link to the GIS and to distribute the database information on CD-ROM. This provides the data to outsiders, who can then import the more generic format into their own systems.

Relationships

Reference

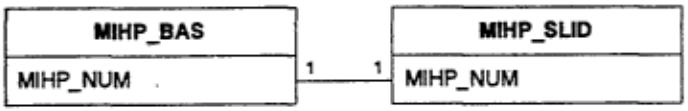


Attributes: One to One, Enforced

Reference1

Attributes: One to Many, Enforced

Reference2



Attributes: One to One, Not Enforced

MARYLAND INVENTORY OF HISTORIC PROPERTIES DATABASE (MIHP.MDB)

DATA STRUCTURE

Name	Type	Size
MIHP_NUM	Text	12
MIHP_SORT	Text	12
NAME_HIST	Text	53
NAME_OTH	Text	50
LOC_STREET	Text	50
LOC_TOWN	Text	20
LOC_COUNTY	Text	16
LOC_PUB	Text	1
LOC_VIC	Text	1
OWNR_MULT	Yes/No	1
OWNR_MULT1	Memo	1
OWNR_NAME	Text	50
OWNR_STREET	Text	50
OWNR_CITY	Text	15
OWNR_STATE	Text	2
OWNR_ZIP	Text	9
OWNR_TELE	Text	15
LEG_DESC	Text	50
LEG_MAPPAR	Text	15
LEG_CITY	Text	15
LEG_LIBER	Text	10
LEG_FOLIO	Text	10
ADD_CRNR	Text	1
ADD_CRLD	Text	1
ADD_DENR	Text	1
ADD_DINR	Text	1
ADD_HABS	Text	1
ADD_HSR	Text	1
ADD_OTH1	Text	1
ADD_OTH2	Text	30
CLS_CAT_D	Text	1
CLS_CAT_B	Text	1
CLS_CAT_S1	Text	1
CLS_CAT_S2	Text	50
CLS_CAT_O	Text	1
CLS_OWN_P1	Text	1
CLS_OWN_P2	Text	1
CLS_OWN_BO	Text	1
CLS_CF_AG	Text	1
CLS_CF_COM	Text	1
CLS_CF_DEF	Text	1
CLS_CF_DOM	Text	1
CLS_CF_EDU	Text	1
CLS_CF_FUN	Text	1
CLS_CF_GOV	Text	1
CLS_CF_HC	Text	1

CLS_CFJND	Text	1
CLS_CF_LAN	Text	1
CLS_CF_REC	Text	1
CLS_CR_REL	Text	1
CLS_CF_SOC	Text	1
CLS_CF_TRA	Text	1
CLS_CF_WIP	Text	1
CLS_CF_UNK	Text	1
CLS_CF_VAC	Text	1
CLS_CF_OTH1	Text	1
CLS_CF_OTH2	Text	25
CLS_RC_CO N_B	Number (Integer)	2
CLS_RC_CON_51	Number (Integer)	2
CLS_RC_CON_S2	Number (Integer)	2
CLS_RC_CON_O	Number (Integer)	2
CLS_RC_CON_TOT	Number (Integer)	2
CLS_RC_NON_B	Number (Integer)	2
CLS_RC_NON_S1	Number (Integer)	2
CLS_RC_NON_S2	Number (Integer)	2
CLS_RC_NON_O	Number (Integer)	2
CLS_RC_NON_TOT	Number (Integer)	2
CLS_NCR_PL	Number (Integer)	2
DES_CON_EX	Text	1
DES_CON_GD	Text	1
DES_CON_FR	Text	1
DES_CON_DET	Text	1
DES_CON_RU	Text	1
DES_CON_ALT	Text	1
DES_SUMM	Memo	1
SIG_PER_16	Text	1
SIG_PER_17	Text	1
SIG_PER_I8	Text	1
SIG_PER_19	Text	1
SIG_PER_20	Text	1
SIG_AREA_AG	Text	1
SIG_AREA__AR1	Text	1
SIG_AREA_AR2	Text	1
SIG_AREA_ART	Text	1
SIG_AREA_COM1	Text	1
SIG_AREA_COM2	Text	1
SIG_AREA_COMM3	Text	1
SIG_AREA_CON	Text	1
SIG_AREA_ECO	Text	1
SIG_AREA_EDU	Text	1
SIG_AREA_ENG	Text	1
SIG_AREA_ENT	Text	1
SIG_AREA_ETh	Text	1
SIG_AREA_EXP	Text	1
SIG_AREA_HEA	Text	1
SIG_AREA_IND	Text	1
SIG_AREA_INV	Text	1

SIG_AREA_LAND	Text	1
SIG_AREA_LAW	Text	1
SIG_AREA_UT	Text	1
SIG_AREA_MAR	Text	1
SIG_AREA_MIL	Text	1
SIG_AREA_PER	Text	1
SIG_AREA_PHIL	Text	1
SIG_AREA_POL	Text	1
SIG_AREA_REL	Text	1
SIG_AREA_SCI	Text	1
SIG_AREA_SOC	Text	1
SIG_AREA_TRANS	Text	1
SIG_AREA_OTH1	Text	1
SIG_AREA_OTH2	Text	1
SIG_DATES	Text	15
SIG_ARCHITECT	Text	40
SIG_SPEC_DATES	Text	15
SIG_BUILDER	Text	40
SIG_EVAL_NR	Text	1
SIG_EVAL_MR	Text	1
SIG_EVAL_NE	Text	1
SIG_SUMM	Memo	-
SIG_HC_GO	Text	25
SIG_HC_CHR	Text	30
SIG_HC_HPT	Text	50
SIG_HC_RT	Text	30
SIG_HC_CAT	Text	30
SIG_HC_HE	Text	30
SIG_HC_HFU	Text	30
SIG_HC_KDS	Text	30
MAJ_BIB_REFS	Text	150
GEO_ACRE	Text	15
GEO_ACRE_SURV	Text	15
GEO_OUAD	Text	20
GEO_QUADSCALE	Text	10
GEO_VERB	Text	200
PREP_NAME	Text	50
PREP_ORG	Text	50
PREP_DATE	Date/Time	8
PREP_STREET	Text	30
PREP_TELE	Text	15
PREP_CITY	Text	15
PREP_STATE	Text	2
PREP_ZIP	Text	9
PGCO_NO	Text	20
DESCRIP	Text	204
CONSTR_MAT	Text	25
NRHD	Text	1
LDHD	Text	1

Columns

Name	Type	Size
MIHP_NUM	Text	12
MAPPED	Text	I
CAPSUM •	Text	1
FORM	Text	1
OTHERFORMS	Text	50
CHAINTITLE	Text	1
FLOORPLANS	Text	1
DRAWINGS	Text	1
FORM_MAP	Text	1
MAPS	Text	30
NUM_PHOTOS	Text	3
ODD_PHOTOS	Text	55
VERT_FILE	Text	1
DIG	Text	1
NUMPOLYS	Number (Integer)	2
DIG_AP	Text	1
POLYS_AP	Number (Integer)	2
DETAILS	Text	11
CROSS_REF	Text	8
COMMENTS	Text	30

Columns

Name	Type	Size
MIHP_NUM	Text	12
ACTIONDATE	Text	8
INFO_SOURCE	Text	15
ACTIVITY	Text	25
REASON	Text	30
INVESTIGAT	Text	20
RESULT	Text	27
COMMENTS	Memo	-
ENTERED_BY	Text	10

Columns

Name	Type	Size
SUDE_NUM	Number (Double)	8
MIHP_NUM	Text	12
NAME1	Text	50
NAME2	Text	50
DESCRIP	Text	75
PHOTOGRPHR	Text	12
MONTH	Number (Double)	8
YEAR	Number (Double)	8

MARYLAND INVENTORY OF HISTORIC PROPERTIES DATABASE (MLHP.MDB)

DATA DICTIONARY

MIHP.MDB---DATA DICTIONARY

TABLE: MIHP_BAS

FIELD NAME	DESCRIPTION	ENTRY FORMAT/TYPE
MIHP_NUM	INVENTORY NUMBER--PRIMARY KEY	text
MIHP_SORT	sorting version of inventory number	include leading zeros
NAME_HIST	Section (1) historic name	text
NAME_OTH	Section (1) other name	text
LOC_STREET	Section (2) number and street address	enter number and street
LOC_TOWN	Section (2) city/town	enter full city/town name
LOC_COUNTY	Section (2) county	enter full county name
LOC_PUB	Section (2) location for publication?	"X" if true
LOC_VIC	Section (2) vicinity of?	"X" if true
OWNR_MULT	Section (3) multiple owners	T/F
OWNR_MULT1	Section (3) multiple owner information	memo
OWNR_NAME	Section (3) owner name	text
OWNR_STREET	Section (3) owner street address	text
OWNR_CITY	Section (3) owner city	text
OWNR_STATE	Section (3) owner state	text
OWNR_ZIP	Section (3) owner zip	text
OWNR_TELE	Section (3) owner telephone	text
LEG_DESC	Section (4) location of legal description	text
LEG_MAPPAR	Section (4) state tax map and parcel number	text
LEG_CITY	Section (4) city location of legal description	text
LEG_LIBER	Section (4) liber	text
LEG_FOLIO	Section (4) folio	text
ADD_CRNR	Section (5) contributing resource in National Register District	"X" if true
ADD_CRLD	Section (5) contributing resource in Local Historic District	"X" if true
ADD_DENR	Section (5) determined eligible for National Register/Maryland Register	"X" if true
ADD_DINR	Section (5) determined ineligible for National Register/Md. Register	"X" if true
ADD_HABS	Section (5) recorded by HABS/HAER	"X" if true
ADD_HSR	Section (5) Historic Structure Report or research report at MHT	"X" if true
ADD_OTH1	Section (5) other documentation?	"X" if true
ADD_OTH2	Section (5) description of other documentation	text
CLS_CAT_D	Section (6) category--district	"X" if true
CLS_CAT_B	Section (6) category--building	"X" if true
CLS_CAT_S1	Section (6) category--structure	"X" if true
CLS_CAT_S2	Section (6) category--site	"X" if true
CLS_CAT_O	Section (6) category--object	"X" if true
CLS_OWN_P1	Section (6) ownership--public	"X" if true
CLS_OWN_P2	Section (6) ownership—private	"X" if true
CLS_OWN_BO	Section (6) ownership--both	"X" if true
CLS_CF_AG	Section (6) current function--agriculture	"X" if true
CLS_CF_COM	Section (6) current function--commerce/trade	"X" if true

CLS_CF_EF	Section (6) current function--defense	“X” if true
CLS_CF_DOM	Section (6) current function--domestic	“X” if true
CLS_CF_EDU	Section (6) current function--education	“X” if true
CLS_CF_FUN	Section (6) current function--funerary	“X” if true
CLS_CF_GOV	Section (6) current function--government	“X” if true
CLS_CF_HC	Section (6) current function--health care	“X” if true
CLS_CF_IND	Section (6) current function--industry	“X” if true
CLS_CF_LAN	Section (6) current function--landscape	“X” if true
CLS_CF_REC	Section (6) current function--recreation/culture	“X” if true
CLS_CF_REL	Section (6) current function--religion	“X” if true
CLS_CF_SOC	Section (6) current function--social	“X” if true
CLS_CF_TRA	Section (6) current function--transportation	“X” if true
CLS_CF_WIP	Section (6) current function--work in progress	“X” if true
CLS_CF_UNK	Section (6) current function--unknown	“X” if true
CLS_CF_VAC	Section (6) current function--vacant	“X” if true
CLS_CF_OTH1	Section (6) current function--other?	“X” if true
CLS_CF_OTH2	Section (6) current function--desc. of other	text
CLS_RC_CON_B	Section (6) resource count--contributing--number of buildings	integer
CLS_RC_CON_S1	Section (6) resource count--contributing--number of structures	integer
CLS_RC_CON_S2	Section (6) resource count--contributing--number of sites	integer
CLS_RC_CON_O	Section (6) resource count--contributing--number of objects	integer
CLS_RC_CON_TOT	Section (6) resource count--contributing--total number of resources	integer
CLS_RC_NON_B	Section (6) resource count--noncontributing--number of buildings	integer
CLS_RC_NON_S1	Section (6) resource count--noncontributing--number of structures	integer
CLS_RC_NON_S2	Section (6) resource count---noncontributing-number of sites	integer
CLS_RC_NON_O	Section (6) resource count---noncontributing number of sites	integer
CLS_RC_NON_TOT	Section (6) resource count--noncontributing--total number of resources	integer
CLS_CR_PL	Section (6) number of contributing resources previously listed in Inventory	integer
DES_CON_EX	Section (6) condition--excellent	“X” if true
DES_CON_GD	Section (6) condition--good	“X” if true
DES_CON_FR	Section (6) condition--fair	“X” if true
DES_CON_DET	Section (6) condition--deteriorated	“X” if true
DES_CON_RU	Section (6) condition--ruins	“X” if true
DES_CON_ALT	Section (6) condition--altered	“X” if true
DES_SUMM	Section (7) one paragraph summary and comprehensive description	memo
DIG_PER_16	Section (8) significance--period-1600’s	“X” if true
DIG_PER_17	Section (8) significance--period-1700’s	“X” if true
DIG_PER_18	Section (8) significance--period-1800’s	“X” if true
DIG_PER_19	Section (8) significance--period-1900’s	“X” if true
DIG_PER_20	Section (8) significance--period-2000’s	“X” if true
SIG_AREA_AG	Section (8) significance--area--agriculture	“X” if true
SIG_AREA_AR1	Section (8) significance--area--archeology	“X” if true

SIG_AREA_AR2	Section (8) significance--area--architecture	"X" if true
SIG_AREA_ART	Section (8) significance--area--art	"X" if true
SIG_AREA_COM1	Section (8) significance--area--commerce	"X" if true
SIG_AREA_COM2	Section (8) significance--area--communications	"X" if true
SIG_AREA_COM3	Section (8) significance--area--community planning	"X" if true
510_AREA_CON	Section (8) significance--area--conservation	"X" if true
SIG_AREA_ECO	Section (8) significance--area--economics	"X" if true
SIG_AREA_EDU	Section (8) significance--area--education	"X" if true
SIG_AREA_ENG	Section (8) significance--area--engineering	"X" if true
SIG_AREA_ENT	Section (8) significance--area--entertainment/recreation	"X" if true
SIG_AREA_ETH	Section (8) significance--area--ethnic heritage	"X" if true
SIG_AREA_EXP	Section (8) significance--area--exploration/settlement	"X" if true
SIG_AREA_HEA	Section (8) significance--area--health/medicine	"X" if true
S10_AREA_ND	Section (8) significance--area--industry	"X" if true
SI0_AREA_INV	Section (8) significance--area--invention	"X" if true
SIG_AREA_LAND	Section (8) significance--area--landscape architecture	"X" if true
SIG_AREA_LAW	Section (8) significance--area--law	"X" if true
510_AREA_LIT	Section (8) significance--area--literature	"X" if true
SIG_AREA_MAR	Section (8) significance--area--maritime history	"X" if true
SIG_AREA_MIL	Section (8) significance--area--military	"X" if true
SIG_AREA_PER	Section (8) significance--area--performing arts	"X" if true
SIG_AREA_PHIL	Section (8) significance--area--philosophy	"X" if true
SIG_AREA_POL	Section (8) significance--area--politics	"X" if true
SIG_AREA_REL	Section (8) significance--area--religion	"X" if true
SIG_AREA_SCI	Section (8) significance--area--science	"X" if true
SIG_AREA_SOC	Section (8) significance--area--social history	"X" if true
SIG_AREA_TRANS	Section (8) significance--area--transportation	"X" if true
SIG_AREA_OTH1	Section (8) significance--area--other?	"X" if true
SIG_AREA-OTH2	Section (8) significance--area--description of other	"X" if true
510_ARCHITECT	Section (8) architect(s)	text
$10_SPEC_DATES	Section (8) specific dates for property	text
510_BUILDER •	Section (8) name of builder(s)	text
SIG_EVAL_NR	Section (8) evaluation for National Register	"X" if true
SIG_EVAL_MR	Section (8) evaluation for Maryland Register	"X" if true
SIG_EVAL_NE	Section (8) not evaluated	"X" if true
SIG_SUMM	Section (8) statement of significance	memo
SIG_HC_GO	Section (8) historic context--Geographic Organization	text (list box)
SIG_HC_CHR	Section (8) historic context--Chronological/Developmental Period(s)	text (list box)
SIG_HC_HPT	Section (8) historic context--Historic Period Themes	text (list box)
SIG_HC_RT	Section (8) historic context--Resource Type	text (list box)
SI0_HC_CAT	Section (8) historic context--Category	text (list box)
SIG_HC_HE	Section (8) historic context--Historic Environment	text (list box)
SIG_HC_HFU	Section (8) historic context--Historic Function(s) and Use(s)	text (list box)

SIG_HC_KDS	Section (8) historic context-- Known Design Source	text (list box)
MM_BIB_REPS	Section (9) Major Bibliographic References	text
GEO_ACRE	Section (10) Geographic--Acreage of project area	text
GEO_ACRE_SURV	Section (10) Geographic--Acreage surveyed	text
CEO_QUAD	Section (10) Geographic--Quadrangle	text
GEO_QUADSCALE	Section (10) Geographic--Quadrangle scale	text
CEO_VERB	Section (10) Geographic--Verbal boundary description & justification	text
PREP_NAME	Section (11) Prepared by---Name	text
PREP_ORG	Section (11) Prepared by---Organization	text
PREP_DATE	Section (11) Prepared by---Date	text
PREP_STREET	Section (11) Prepared by---Street Address	text
PREP_TELE	Section (11) Prepared by---Telephone	text
PREP_CITY	Section (11) Prepared by---City	text
PREP_STATE	Section (11) Prepared by---State	text
PREP_ZIP	Section (11) Prepared by---Zip Code	text
PGCO_NO	alternate numbers assigned by PG Co.	text
DESCRIP	short description of property--chronology, style & function	text
CONSTR_MAT	construction material	text
NRHD	Indicate if located in National Register HD	text (TIP)
LDHD	Indicate if located in locally designated HD	text (T/F)

TABLE: MIHP_DOC

FIELD NAME MIHP_NUM	DESCRIPTION	ENTRY FORMAT/TYPE
MIHP_NUM	Inventory Number--Foreign Key	text
MAPPED	Is property mapped on 7.5' topo quad?	text (T/F)
CAPSUM	Is there a capsule summary with the form	text (T/F)
FORM	Is there a completed inventory form	text (T/F)
OTHERFORMS	Indicate other forms (HABS, etc.) and dates	text
CHAINTITLE	I there a chain of title in documentation	text (T/P)
FLOORPLANS	Are there floorplans in documentation	text (T/P)
DRAWINGS	Are there drawings in documentation	text (T/F)
FORM_MAP	Is there a quad map included with the form?	text (T/F)
MAPS	Describe maps (historic, tax, etc.) with form	text
NUMHOTOS	Indicate number of photographs with form	text
ODD_PHOTOS	Indicate photos of interior, outbuildings or unusual size	text
VERT_FILE	Indicate whether additional documentation exists in the vertical file	text (T/F)
DIG	Is property digitized in GIS	text (T/F)
NUMPOLYS	number of GIS polygons for property	numeric--integer
DIG_AP	Is property digitized on the Annapolis layer	text (T/F)
POLYS_AP	Indicate number of Annapolis polygons dig.	numeric--integer
DETAILS	name of detail map (of historic district) in library property is mapped on	text
CROSS_REF	Indicate if NR, NHL, and/or Easement	text
COMMENTS	Additional comments about documentation/tracking	text

TABLE: MIHP_ MGMT

FIELD NAME	DESCRIPTION	ENTRY FORMAT/TYPE
MIHP_NUM	Inventory Number--Foreign Key	text
ACTIONDATE	date of activity	text
INFO_SOURCE	source of information (if outside report)	text
ACTIVITY	management action taken: Site Report Field Visit Monitoring Survey Documentation National Register listing Determined Eligible for NR Determined Ineligible for NR Property move Property alteration Property destruction	text ,
REASON	reason for action: Section 106 regional survey other inventory grant project general monitoring	text
INVESTIGAT	name of person taking the action	text
RESULT	result of action taken: report letter update form new inventory form memo to site file NR eligibility form	text
COMMENTS ENTERED_BY	additional comments name of person entering info	text text (initials)

TABLE: MIHP_SLID

FIELD NAME	DESCRIPTION	ENTRY FORMAT/TYPE
SLID_NUM	Library Accession Number--Primary Key	numeric--integer
MIHP_NUM	Inventory Number of Historic Property	text--recorded on slide
NAME1	Name of Property or Project	text--recorded on slide
NAME2	Additional Name information	text--recorded on slide
DESCRIP	Description of view	text--recorded on slide
PHOTOGRPHR	Name of photographer	text--recorded on slide
MONTH	month slide was taken	number--(1 through 12)
YEAR	year slide was taken	4 digit number for year

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GIS UPDATE

The Division of Historical and Cultural Programs has been continuing the development of computerized historic sites data for the Geographic Information System. The digitizing of the historic sites locations was completed in 1994 with the exception of the Baltimore City data. The last few years' efforts have been focused on developing database information relating to the properties. Support was received from the National Endowment of Humanities in 1995 for archeological sites database development. A Demonstration CD-ROM was created as part of that project, which concluded in September 1997. Support was received from the National Park Service, National Center for Preservation Technology and Training for architectural standing structure data development. That project has just been completed, and project information and some sample data is posted.

DIGITAL DATA PRODUCTS

GIS data is now available from the Division of Historical and Cultural Programs. Data offered include
the following:

USGS topographic maps (sample)

The USGS 7.5' topographic quadrangle maps covering Maryland were scanned, and are available as TIFF images. The images are scanned at 250 dpi and are 256 color. Each quad map is approximately 33 mB in size. The maps are organized by county and are available on CD-ROM.

County	Number of CD's	Cost
Allegany	1	$ 135
Anne Arundel	1	135
Baltimore (inc. Balt, City)	2	270
Calvert	1	135
Caroline	1	135
Carroll	1	135
Cecil	1	135
Charles	2	270
Dorchester	2	270
Frederick	2	270
Garrett	1	135
Harford	1	135
Howard	1	135
Kent	1	135
Montgomery	2	270
Prince Georges	2	270
Queen Annes	1	135
Saint Marys	2	270
Somerset	2	270
Talbot	1	135
Washington	2	270
Wicomico	1	135
Worcester	1	135
STATEWIDE	32	$4320

Historic Sites Data Layers

There are four historic sites GIS data sets distributed for outside use.

1) National Register of Historic Properties

This data layer depicts boundaries of historic properties in Maryland that are listed on the National Register of Historic Places, a listing maintained by the US Department of Interior. The current file NRHP1997 contains information on all properties listed on the National Register as of October 18, 1996. Of the 1173 total, all but 185 have been mapped, 183 of them in Baltimore City.

2) Maryland Historical Trust Preservation Easements

This data layer depicts properties where owners have entered into an easement agreement with the Maryland Historical Trust to protect their property's historic character. The current file (EASE1997) contains information on MHT Easement properties as of February 1997. Of the 417 total, 314 have been digitally mapped. The majority of the unmapped easements (91) are in the City of Baltimore.

3) Maryland Inventory of Historic Properties

This data layer depicts all historic properties which have been listed on the state inventory as having historic significance or potential historic significance. Properties in Baltimore City have not been. digitally mapped. The current files (MIHP 1997) contain information on Maryland Inventoried Historic Properties as of February 1997. Since county survey is not complete, the absence of sites in the GIS layer should not be interpreted as negative data.

4) Archeological Sites Presence Grid

This data layer (ARCH1994) consists of 700-meter wide grid cells superimposed on each county. Cells which cover areas where archeological sites have been recorded in the Maryland state inventory are classified as "present". Specific archeological site locations are not released in order to protect the resource. Again, since county survey is not complete, the absence of sites in the GIS layer should not be interpreted as negative data. The data is only current through September 1994 (now being updated).

These data sets have been packaged by county for distribution. Each set consists of a digital file of the property locations (vector .E00 format), and a database table which contains identification information. The cost is $128 per county.

The Department of Housing and Community Development cooperates with other Maryland state agencies through the Maryland Geographic Information Coordinating Committee to standardize our data formats, scales, and projections through the MSGIC Technology Toolbox program. As part of that program, our data is also available from approved re-sellers of Technology Toolbox GIS data. Many of the resellers offer turn-key systems, installation and other technical support in addition to the data. To learn more about that program or the resellers, visit the MSGIC home page.

To order the data directly, download the license agreement and order form.

NCPTT PROJECT AND SAMPLE DATA

INTRODUCTION

Funding for this project was provided by the National Park Service's National Center for Preservation Technology and Training, Natchitoches, Louisiana. NCPTT promotes and enhances the preservation of prehistoric and historic resources in the United States for present and future generations through the advancement and dissemination of preservation technology and training.

NCPTT's Preservation Technology and Training Grants program develops partners in non-profit organizations, universities and government agencies through out the United States to complete critical preservation work and lends significant support to developments in the conservation and preservation community.

PROJECT DESCRIPTION

The Maryland Historical Trust received a grant from the NCPTT in 1996 to convert Maryland Inventory of Historic Properties data into digital format in order to integrate historic properties information into a working GIS system. The specific elements in the proposal were to scan the inventory forms and convert the information on the forms to text format using OCR (optical character recognition). In addition, as part of the grant, a database format was to be developed, as well as an inventory form on disk for use outside the Maryland Historical Trust. The computerized data is to be made accessible through a GIS, through keyword search software, and on CD-ROM. The grant was received to perform the data conversion for 12 of 23 counties in Maryland.

The twelve counties for which data were converted are: Calvert, Caroline, Charles, Dorchester, Howard, Kent, Queen Annes, Saint Marys, Somerset, Talbot, Wicomico, and Worcester. This provides complete coverage for the Eastern Shore (except Cecil Co.) and part of central Maryland.

DATA ACCESS:

The database information will be linked to the MHT GIS workstation. In addition, the converted text files are being loaded onto a library workstation where they will be accessible through the keyword searching software ZyIndex. Lastly the scanned forms, database and form text data will be accessible on CD-ROM.

SAMPLE DATA.

Scanned Inventory Forms:

As a sample of the scanned forms, three inventory forms from Queen Annes County are on this site. The project produced 6,506 PDF files in total. If you have Adobe Acrobat plug in (Version 3.0), you can view (and print) these sample forms by clicking on the title.

QA-1.PDF
QA-9.PDF
QA-10.PDF

Keyword Searching:

As an example of the keyword search capabilities, the text from QA-1.txt through QA-20.txt has been merged into a larger text file: QA.txt. While the keyword search software used at Maryland Historical Trust has many enhanced features, such as a viewable index, wildcard searches, and contexts and thesaurus capabilities, a simple search can be simulated in an Internet browser by using the "Find" button on the navigation bar. For example, search for types of outbuildings, architectural features or other appropriate terms to see how the key word search will locate references in the inventory texts (e.g. try "17th" to locate references to 17th century, "diary", "Flemish bond" etc.). This method can be used to answer a variety of research questions and to access data which is deeply "buried" in the documents.

For additional information concerning the database, database format, or form-on-disk, or more detailed information on the project procedures and methods, contact Maureen Kavanagh.