The "Historic and Prehistoric Structures Handbook" represents a growth from and replacement of the "Inventory...for Historic Buildings...with Guidelines..." which was first distributed November 21, 1960. Like its predecessor, this handbook defines categories of structures and the types of activity which follow the decision to preserve them, and outlines the policies and procedures involved.

In addition, this handbook covers the definitions, policies and procedures relating to prehistoric structures, and constitutes Part I of the "Ruins Stabilization Handbook," Part II of which, a manual of field stabilization techniques, has already appeared. The name "Ruins Stabilization Handbook," Part II, will be changed to "Historic and Prehistoric Structures Handbook, Part II, Field Manual for Ruins Stabilization."

The "Inventory...for Historic Buildings...with Guidelines..." elicited many thoughtful and valid comments from the regional and design offices. These comments have been coordinated and most of them have been incorporated in the handbook, resulting in a greater degree of consistency and precision. In discussions between architects, archeologists and historians who have had parts in the preparation of this handbook, many points have arisen resulting in the further clarification of the approaches to the activities which follow the decision to preserve. Comments by reviewing officials have also resulted in additions and improvements to the handbook.

It is hoped that comments from the field will continue to be freely and frankly given. Revised pages of the handbook will be issued when needed. The "Inventory of Historic Structures" is being issued as a separate document.

Distribution is being made to all known holders of the "Inventory...for Historic Buildings...with Guidelines" and of the Ruins Stabilization Handbook," Part II. Additional copies may be obtained by memorandum to the Washington Office. This handbook superseded the "Inventory...for Historic Buildings...with Guidelines..." and existing copies should be destroyed.
HISTORIC AND PREHISTORIC STRUCTURES HANDBOOK

FEDERAL HALL

MONTEZUMA CASTLE

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
This Historic and Prehistoric Structures Handbook defines the various categories of structures in the Service's care, and the types of activity which follow the decision to preserve, and it provides the policy bases and describes the procedural machinery for decision-making on any proposed activity.

This Handbook combines in a single document information relating to historic and prehistoric structures. The two types of structures have in common their man-made origin and their value to the nation. Any building activities involving the two types of structures have significant similarities, and the procedures for regulating them are parallel. The inclusion of prehistoric structures will be an aid in systemizing their stabilization. The Handbook replaces the "Inventory... for Historic Buildings... with Guidelines" first distributed November 21, 1960. And it includes some of the material on Ruins Stabilization previously issued as Volume 23 of the old Administrative Manual. Volume 23 has now been completely superseded. In addition it incorporates new material on the activities which follow the decision to preserve prehistoric and historic structures, prepared by Washington, Regional, and Design Office staff members.

The earlier versions provided bases for broad review within the Service, defined terms and provided workable guides to contraction activity. In the case of historic structures, the "Guidelines" prevented promiscuous restoration.

The distinction between some of the terms to be defined are sometimes ambiguous. By pointing out these areas of ambiguity and by applying the definitions to sample structures, the Handbook seeks to reduce or avoid misunderstanding.

The grouping of various types of historic structures in the Inventory has been simplified from the arrangement followed in the Inventory accompanying the "Guidelines."
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HISTORIC AND PREHISTORIC STRUCTURES
Policies and Procedures

HISTORIC OF PRESERVATION

Legislative Provisions

Antiquities Act. The legal basis for the preservation of historic and prehistoric sites, buildings and objects is derived from three general laws passed by the Congress of the United States. The first of these is the Antiquities Act of 1906 which contains three principle provisions. The first provision makes it illegal for any person, without permission, to appropriate, excavate, injure or destroy any historic or prehistoric ruin or monument, or any object of antiquity, which are situated on lands owned or controlled by the Government of the United States.

The second provision authorizes the President of the United States to declare, by public proclamation, historic landmarks, historic and prehistoric structures, and other objects of historic or scientific interest situated on lands owned or controlled by the Government of the United States, to be national monuments.

The third provision regulates investigations or excavations on Federally-owned lands by recognized scientific or educational institutions working under permit obtained from the Secretary of the Interior, the Secretary of Agriculture or the Secretary of War (now Defense), depending upon the department administering the land in question.

Organic Act. A second legal milestone on behalf of our Nation's effort to further the cause of conservation was passed when Congress established the National Park Service by an Act of 1916 which brought the protection and preservation of many scattered areas under one bureau of government. Among other objectives, the Act states that the fundamental purpose of the national parks and monuments is "to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

Historic Sites Act. A third organic law enacted in 1935 by the Congress of the United States states "that it is a national policy to preserve for public use, historic sites, buildings and objects of national significance for the inspiration and benefit of
the people of the United States." Since 1935 this policy has guided the National Park Service in its widening activities dedicated to the preservation of valuable architectural and historical sites.

The Act also established an "Advisory Board on National Parks, Historic Sites, Buildings and Monuments," which as the title implies, acts in an advisory capacity to the National Park Service on a variety of matters including those pertaining to acquisition and preservation of architectural and historical remains.

History of Preservation Movement

A broad history of the preservation movement, which includes the movement to conserve historic and prehistoric structures, is in preparation and will appear as part of the History Handbook.

Committee for Historic Structures

The Committee for Historic Structures, composed of the Chief of History and Archeology, the Chief Architect, and the Chief of Operations and Maintenance, is charged with the responsibility of advising the Director in matters related to historic structures.
DEFINITIONS

A few definitions are necessary for the purpose of providing a uniform terminology with respect to the preservation of prehistoric and historic structures, features, etc. The definitions follow established usage. In an occasional case the use of a revised term has been considered advisable in order to make it applicable to both historic and prehistoric structures, or in order to group multiple parallel terms.

Structure Categories

Prime Architectural-Historic Structure - A structure of outstanding architectural and historical association. The term may include the structure's dependencies, which are secondary structures forming with the main a single composition. The Independence Hall group is an example of such a composition. The Custis-Lee Mansion, the Tlingit Fort at Sitka, and Tumacacori Mission are also prime architectural-historic structures.

Prehistoric Structure - A site or group of sites representing some use or occupational activity of a prehistoric people. The term may be applied to a single unit or to a complex of units related in time and/or space. In addition to house, village, and ceremonial structures, the term may refer to prehistoric camp sites, mines and quarries, burial sites, water control structures, etc. singly or in combination.

For the purpose of classification and procedure, the term prehistoric structure is taken to include ruined remains of structures built by Indian, Eskimo or other aboriginal cultures, regardless of the dates of construction.

Prehistoric sites or structures of all sorts are presently considered to be in the "prime" category because (1) The Antiquities Act and the several establishment Acts for prehistoric areas provide for the preservation of all such sites on an apparently equal and unequivocal basis, and (2) Such sites, particularly those which have not been completely excavated, always have the potential for producing scientific information of the utmost importance as new analytic techniques in archeology are developed.
Structure Categories (con.)

Structure Part of Historic Scene - An historic structure of less than prime architectural-historical significance but forming part of a surviving architectural-historic community which is presented as a whole to the visitor. Appomattox and Fort Laramie are such communities. Most of the structures composing them may be considered as parts of the respective historic scenes. Both parks, however, also contain prime architectural-historic structures.

Structure Exhibiting a Way of Life - An historic structure important only for its exemplification of an aspect of cultural history. The individual buildings of surviving pioneer farmsteads and mining camps are examples of this classification. Other structures of less architectural and historical importance than those justifying inclusion in the two higher classifications are also placed in this category.

Types of Treatment, General

Preservation - The retention of a structure - the attitude of mind and the decision to retain and prevent demolition or deterioration. After the decision has been reached to retain or preserve, one or more of the following actions takes place: routine maintenance or emergency stabilization, which are Park functions; or basic stabilization, rehabilitation, remodeling, restoration-reconstruction or comprehensive stabilization, which are programmed construction activities initiated by Historic or Prehistoric Structures Reports.

Routine Maintenance - Daily upkeep and repair which strives to combat the results of the abrasion of weather, visitors and personnel. It includes all activities and work required to keep historic and prehistoric structures in the state existing at the completion of work which followed the decision to preserve, to the end that the structures may be continuously used for their intended purposes.

Damaged siding is replaced, fingermarks are removed and, in the case of historic structures, new paint is applied when needed. But the fabric of the structure is not altered or otherwise affected by maintenance work. This activity is normally a Park function.

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Types of Treatment, General (con.)

Stabilization - The general term "stabilization" refers to the techniques and structural measures involved in various levels of treatment which are employed to prevent and correct natural deterioration of a structure.

Emergency Stabilization - Immediate action such as shoring, bracing, and other repair to prevent or arrest the disintegration of the structure. This activity is undertaken in an emergency when the structural or material integrity of the structure is seriously threatened by the elements or decay and the failure to act would result in damage to the structure. Emergency measures are also undertaken after floods, earthquakes, and other disasters. They might, in addition, be applied to a newly acquired structure in poor condition.

An example might be a colonial house of 1700, now in a dilapidated condition through neglect, in an area newly added to the system. Its deterioration is such that immediate measures are necessary to prevent damage by rain and wind. Temporary supports and braces are hastily placed at walls and ceilings. Closures are provided for window and door openings. Emergency stabilization does not require an historic or prehistoric structures report.

Basic Stabilization - Action which is not of an emergency nature but is performed as an agreed upon program of work after consideration of the various alternative methods of preventing damage to or disintegration of the structure. This activity is appropriate to unexcavated ruins or undocumented structures where no modification of the original structure is contemplated. In such cases all measures taken and materials used must be distinguishable from original work in such manner that the difference will be discernible to the technician, but, in the cases where the stabilized portions of the structure will be seen by the visitor, care must be taken to conceal stabilization measures to the greatest extent possible without altering the structure's fabric or violating the intent of stabilization which is a "holding action" until more comprehensive treatment can be given. The term Basic Stabilization replaces the previously used term, Limited Stabilization. Basic Stabilization requires an Historic or Prehistoric Structures Report.

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Some of the buildings at Fort Laramie National Historic Site are examples of structures on which this type of work has been practiced. There were some 14 structures in various stages of dilapidation when the area was proclaimed a monument in 1938. Basic Stabilization was programmed as a holding action. Moreover, in some cases the buildings were not yet well documented. To implement their preservation, basic stabilization was necessary. Walls were braced, footings were shored up, and temporary supports were placed under ceilings and roofs. While this work gave the structures a cluttered appearance, the original structures remained completely unmodified. Historians completing their studies or architects making detailed drawings of the structures after stabilization were not confused or misled by introduced features or substantial materials. A structure stabilized in this manner is not useful for interpretive purposes and it is assumed that eventually comprehensive stabilization or restoration-reconstruction will take place. If it had been foreseen that visitors would have been able to visit any of the structures after completion of stabilization work, greater care could have been taken to avoid obvious intrusions.

The foregoing terms, as defined, are generally applicable to both historic and prehistoric structures. The terms which follow are more specifically applicable either to prehistoric or to historic structures, as indicated. For example, Comprehensive Stabilization is most often, but not exclusively, applied to prehistoric structures and it usually represents the final action taken to preserve such structures. Similarly, Restoration-Reconstruction is more often, though not exclusively, applied to historic structures, and it usually represents the final action taken to preserve well-documented structures.

Types of Treatment, Historic Structures

Rehabilitation - Improving an historic structure's structural condition. Like stabilization, it does not involve any radical change or effect any return to an established period. In order to make a deteriorated barn useful for interpretation or other purposes, rehabilitation is undertaken. New structural members are added in the floor and loft construction. The barn is rendered structurally habitable. Rehabilitation stresses the improving of
Types of Treatment, Historic Structures (con.)

A structure's usability, whereas stabilization stresses the physical retention of the structure through the prevention of its deterioration.

Remodeling - Reworking the interior of a structure for present-day use, including installation of modern conveniences. A trading post, for instance, is to be used as the park headquarters. The interior is redone with modern materials, lighting fixtures and plumbing, so as to create up-to-date office facilities, while the historical exterior aspect of the post remains unchanged.

Restoration-Reconstruction - Restoring a structure to its appearance at its period of greatest importance. An early nineteenth century court house, as an example, is to be restored. Its status as a prime architectural-historic structure and the documented authenticity of most of its fabric as original justify the decision to restore. If the unchanged and original parts of the building had totalled only 50% or less, the decision would have been to rehabilitate, but not to restore.

In the restoration of the court house, the portions that have remained unchanged through the years are allowed to remain. Later intrusions are removed and replaced. Broken interior and exterior mouldings are reformed. Roof tiles matching the remaining portions of original roofing are procured or fabricated and placed on the roof areas from which original tiles have disappeared. Stonework is cleaned. Brickwork is pointed in such a way that its appearance will not obviously differ from that of the original. The building is painted on the exterior and interior the colors disclosed by research to be the colors of the period to which it is being restored. The changes made as part of the process of restoration are recorded. New structural members, for instance, are stamped with the date of the restoration.

The many elements of the work involving replacement of damaged or vanished elements can be said to be reconstructed. Because the reconstruction recreates the court house as nearly as research and construction techniques are able to recreate it in its historic early nineteenth century form, it is said to be restored.
Types of Treatment, Historic Structures (con.)

Restoration-Reconstruction activity on an historic structure often involves rehabilitation, restoration, and reconstruction in one operation. The different levels of treatment tend to merge. The definitions describe activities which in practice are not always totally separate and distinct.

The restoration of a brick masonry fort, for instance, might involve the rehabilitation of one bastion through the placing of new structural beams and slabs in its terreplein, the restoration of a ruinous sally-port and the repointing of existing brickwork, and the reconstruction of a barbican known to have existed during the fort's period of historical importance.

Restoration-Reconstruction also includes the restoring of certain portions only, such as exterior or interior; and re-establishing a structure by recording, dismantling, and re-erecting with original elements, including necessary replacements, a salvage restoration; and reconstructing a period structure by erecting a full-size, on-site replica as nearly as possible identical with the original. If a reconstruction is based on reasonably accurate documents, it can be said to be "accurate". If such authenticity is not determinable, the reconstruction is "conjectural". A Part I Historic Structures Report is required as a basis for decision to erect a conjectural restoration. No Part II or Part III reports are required. Subsequent construction changes to conjecturally reconstructed structures will be approved by memorandum at the Regional level.

Composite Restoration - Restoring a structure in such manner that its various portions, representing two or more past periods or methods of building, are retained. The Advisory Board's General Restoration Policy states that, "it is ordinarily better to retain genuine old work of several periods, rather than arbitrarily to 'restore' the whole, by new work, to its aspect at a single period."

An early 19th century Spanish mission group building with a late 19th century porch and loggia would be an example of such a structure. The retention of these later elements allows the structure to express the span of time through which it has lived, and the resulting qualities of character and age become very apparent. The Craigie-Longfellow House, built in 1759, is on the exterior a typical Massachusetts Georgian residence. It has interior alterations made while Longfellow lived in the house. These alterations
Types of Treatment, Historic Structures (con.)

are as worthy of preservation as are the older elements of the building, or more so. A Composite Restoration restores all of these varied features.

Types of Treatment, Prehistoric Structures

Comprehensive Stabilization - Action, carefully planned and programmed, taken to place a prehistoric structure in a sound structural condition and to return it to its original appearance insofar as archeological evidence for this permits. This usually is the final action taken in prehistoric sites which are intended for visitor use as part of the interpretive program.

Comprehensive Stabilization usually follows closely upon the heels of excavation of a structure, and it utilizes the evidence from the excavation record as a guide. Most comprehensive stabilization requires some archeological excavation, either as a part of the stabilization project or as a separate but closely related project of interpretive research.

With comprehensive stabilization, appearance is a major consideration. Every effort is made to satisfy the two requirements of stability and appearance. It is permissible to patch holes with materials and methods which will approximate the original. It is permissible to realign walls, returning them to their original positions, to use force to push them back into plumb position or to change them from their existing alignment.

Parts or elements of structures may be replaced or reset in their original position. This might include resetting part of a fallen wall or resetting a dislodged beam. Either original material or newer materials may be substituted for missing parts of a structure. A variety of means, as necessary, may be employed in the reinforcement of walls or foundations; internal structural reinforcement members may be built into a wall and concealed, or external ties may be used if these provide the best solution.

Comprehensive Stabilization differs from Restoration-Reconstruction in that the former makes no attempt to restore the structure to its complete original in-use appearance. The surviving original, plus the fallen or displaced elements evident in the archeological
Types of Treatment, Prehistoric Structures (con.)

record, mark the extent to which the structure may be returned to its original appearance. Further, the replaced or repaired elements must be readily distinguishable as such upon close scrutiny. Their appearance should approximate that of the original elements, and the characteristics distinguishing them from the original should not be apparent to the casual observer.

Comprehensive Stabilization requires a Prehistoric Structures Report.

Related Stabilization - Measures taken, not on the structure itself, but away from it, for its preservation. The requirement is that it must contribute to the stability of the structure and not detract unduly from its appearance. Typical examples of related stabilization measures are the walkways within the Council Chamber at Ocmulgee, the river diversion devices in the vicinity of the White House and Antelope House at Canyon de Chelly, and of Pueblo del Arroyo in Chaco Canyon, the retaining wall in front of the Lower Ruin at Tonto, the deep interceptor drainage line and surface dike at Aztec Ruins, and the protective roof of Casa Grande.

An Example - In order to clarify the terms pertaining to the usual treatment of prehistoric structures, let us consider the hypothetical example of Site 301, a Pueblo III structure in a Southwestern unit of the National Park System.

After establishment of the National Monument, an archeological site survey locates all archeological sites in the area and records them on an Archeological Base Map. Site 301, which requires some preservation measures, appears on the Inventory of Prehistoric Sites.

In appearance, the site is a rubble mound of masonry blocks surmounted by a number of free-standing wall remnants. The site is not immediately scheduled for use in the interpretive program, but the ruin is sufficiently important that it must not be allowed to deteriorate further. Basic Stabilization is the action obviously needed to prevent the structure from falling farther into ruin. Based on its condition with relation to similar structures in this area and in other areas of the System, Site 301 is assigned a priority number in the Inventory, and Basic Stabilization is tentatively programmed for a specific fiscal year.
Types of Treatment, Prehistoric Structures (con.)

In the meantime, the Superintendent, noting that certain key portions of the structure are critically weak and subject to collapse, applies Emergency Stabilization, placing supports under broken or sagging lintels, and bracing dangerously-leaning walls, etc.

As programmed, the Ruins Stabilization crew undertakes the Basic Stabilization measures necessary to insure that the original structure can be held in its existing condition indefinitely. The crew replaces the temporary braces and supports of Emergency Stabilization with stronger, more permanent, more comprehensive, better-engineered elements; it shores up weak foundations and perhaps caps walls to shed moisture. Basic Stabilization prevents any major breakdown of the structure without exposing additional portions or modifying the structure itself. Basic stabilization should be followed by periodic inspection and necessary Maintenance work to assure that the measures taken remain effective and to check new erosion before it can become a serious threat to the structure.

At some future date, Site 301 is to be included in the interpretive program. Again the Stabilization Proposal is prepared to outline the extent of the work contemplated and the estimated cost.

Archaeological excavation at Site 301 removes the rubble and exposes the remaining walls, foundations, floors, features, etc. of the original structure. It also exposes elements and features, sections of fallen wall which are no longer in place but whose relationship to the original structure is obvious.

Comprehensive Stabilization measures are applied along with and/or immediately following excavation so that there will be no deterioration of newly-exposed features. Existing elements of the structure are strengthened and repaired, and fallen or displaced elements are replaced to approximate the original structure to the extent that there is positive evidence for it in the record.

Related Stabilization, if required, should be applied as part of the same operation. The drainage from a slope may be diverted to prevent its washing and undermining the now-exposed foundation;
Types of Treatment, Prehistoric Structures (con.)

the bank of the nearby wash may be rip-rapped to prevent its being cut back toward the structure.

The structure thus stabilized should be inspected periodically and Maintenance work should be undertaken to check and repair minor erosion from natural and human forces before the structural integrity of the building is threatened. Normally included in this operation will be such things as renewing wall plaster, regrouting wall joints, replacing masonry elements, etc.

The stabilized structure will also require care and upkeep by Park forces - clean-up of wind-blown or visitor-thrown debris, weed-control, renewal of walking surfaces, etc., and periodic routine maintenance by Park forces or Ruins Stabilization crew.
General Restoration Policy

A basic component of any statement on historic and prehistoric structures is the General Restoration Policy recommended by the Advisory Board on National Parks, Historic Sites, Buildings and Monuments, and adopted by the National Park Service May 19, 1937. It remains in effect and retains its validity. The only modifications possible are related to the changing connotations of words over the years and to the changed climate of National Park Service restoration due to the extent of work done and to be done and to the increased involvement of the various professions within the Service.

Its various paragraphs are not always applicable to entire structures but their applicability to separate portions of the structures is undiminished.

The Historic and Prehistoric Structures Handbook is largely based on the Policy Statement, many of the thoughts of which have been here repeated and amplified. The numbered paragraphs of the Policy Statement constitute in themselves a guide to the preparation of Parts I and II of the Historic Structures Report.

Paragraph (1) has been modified by time and use to indicate that the decision to proceed with the proposed activity should be based on a brief statement of the available evidence, and that actual work should not be undertaken until the results of exhaustive research can be assessed. This modification and the addition of the words "interpretive" and "architectural" to the introductory paragraphs are incorporated in the Policy Statement which follows:

General Restoration Policy. The motives governing these activities are several, often conflicting: aesthetic, archeological and scientific, and educational. Each has its values and disadvantages.

Educational or interpretive motives often suggest complete reconstitution, as in their heyday, of vanished, ruinous or remodeled buildings and remains. This has often been
regarded as requiring removal of subsequent additions, and has involved incidental destruction of much archeological and historical evidence, as well as of aesthetic values arising from age and picturesqueness.

The demands of scholarship for the preservation of every vestige of architectural and archeological evidence - desirable in itself - might, if rigidly satisfied, leave the monument in conditions which give the public little idea of its major historical aspect or importance.

In aesthetic or architectural regards, the claims of unity or original form or intention, of variety of style in successive periods of building and remodelling, and of present beauty of texture and weathering may not always be wholly compatible.

In attempting to reconcile these claims and motives, the ultimate guide must be the taste, judgment and expert knowledge of the men in charge. Certain observations may, however, be of assistance to them:

1. No construction activity should be undertaken before reasonable efforts have been made to exhaust the archeological and documentary evidence as to the form and successive transformations of the monument.

2. Complete records of such evidence, by drawings, notes, and transcripts should be kept, and in no case should evidence offered by the monument itself be destroyed or covered up before it has been fully recorded.

3. It is well to bear in mind the saying: "Better preserve than repair, better repair than restore, better restore than construct."

4. It is ordinarily better to retain genuine old work of several periods, rather than arbitrarily to "restore" the whole, by new work, to its aspect at a single period.
General Restoration Policy (con.)

5. This applies even to work of periods later than those now admired, provided their work represents a genuine creative effort.

6. In no case should our own artistic preferences or prejudices lead us to modify, on aesthetic grounds, work of a bygone period representing other artistic tastes. Truth is not only stranger than fiction, but more varied and more interesting as well as more honest.

7. Where missing features are to be replaced without sufficient evidence as to their own original form, due regard should be paid to the factors of period and region in other surviving examples of the same time and locality.

8. Every reasonable additional care and expense are justified to approximate in new work the materials, methods, and quality of old construction, but new work should not be artificially "antiqued" by theatrical means.

9. Work on the preservation and restoration of old buildings requires a slower pace than would be expected in new construction and should be funded accordingly.

Cammerer's Policy Statement

Director Arno B. Cammerer's memorandum dated June 20, 1938, is also germane to any subsequent study of historic and prehistoric structures. It is repeated here almost in its entirety, with only such modifications as are dictated by the increased range of its applicability.

A basic function of the National Park Service is the preservation and interpretation of historic and prehistoric sites. In order to perform this function effectively, it is necessary that the relationship of architectural, historical, and archeological research to the development programs for such areas be clearly understood. The policies in this regard appearing below are herewith adopted. Within the framework of these policies, the Regional Director will
Cammerer's Policy Statement (con.)

endeavor to provide technical research assistance to the administrative officers in charge of historic sites and to those directly concerned with planning and development.

It is a fundamental principle that research should precede actual developmental work. When it accompanies the execution of a project the demands of the moment are likely to force hasty and inadequate investigation and thus enhance the liability to error. Furthermore, planning itself can be intelligently undertaken only in the light of all the data revealed by research.

Inadequate and erroneous data or misinterpretation of that collected, will result in faulty restoration or reconstruction. To secure complete and accurate information and interpret it correctly, requires trained and experienced personnel. Reliance should not be placed on data compiled by untrained or inexperienced persons, nor should architectural, historical, or archeological research be assigned to any non-professional personnel. In no case should an archeological excavation be undertaken even by a professional person without prior approval.

Once an inaccurate restoration or reconstruction has been made, it is difficult, if not impossible to repair the error. Removal and reconstruction along proper lines of a faulty building, earthwork or other material object might well double the original cost and unduly delay the development of an area. In the case of an inadequately executed archeological excavation the damage is even more serious, for the material accumulated has probably been so damaged or so inadequately recorded as to make it valueless for scientific purposes.

The Service should be capable of instantly proving the authenticity of its work. Accordingly, the policy is adopted of fully documenting the plans for each interpretive or developmental feature involving historic or prehistoric remains with a view to placing the Service in such a position of security that it can fully justify, at any time, any
stabilization, reconstruction, or restoration project on areas under its jurisdiction. The research data shall, at the time of park development, be inserted on the project application as project justification or as a technical report justifying and fully documenting the work that is to be performed.

Collaboration of all technicians engaged in research on the character, features, and history of a given site, is essential if the best results are to be obtained. Not only should archeologists, architects and historians studying the same site work closely together, but the data compiled by them should be regularly checked with the results of historical-architectural studies and museum research.

The use of modern and standardized methods of gathering and recording architectural, historical, and archeological data for use in planning is a basic requisite for effectuating any sound program of development for an historic or prehistoric site. Unless the best methods known are adhered to and a sufficient trained personnel is available to permit their thorough application, developmental plans should be halted or postponed.

Discussion and Summary, Historic Structures

A structure of truly outstanding architectural and historical importance, such as the Moore House at Yorktown, demands the utmost care in preservation or restoration. In such cases, every reasonable additional care and expense are justified to approximate in new work the materials, methods, and quality of old construction, but new work should not be artificially "antiqued" by theatrical means. Work on old buildings requires a slower pace than would be expected in new construction. Slow work is costly.

Less important structures, architecturally and historically, do not require the same degree of care. Expensive work is not justified when the structure is of minor significance or important only as part of an historic scene or way of life exhibit.
Historic Structures philosophies are based on scholarship, architecture, and interpretation.

1. Scholarship requires the retention of every vestige of architectural and archeological evidence. This evidence may be in the form of later additions, retention of which would cause the structure to have a different appearance than it had in its period of greatest historical importance. This is fitting for a structure repeatedly altered but still attractive, exhibiting a life history of change; every part of it is historic.

Removal of old work that is sound and not incongruous should be avoided, if it represents a period style and gives antiquity to the structure. The quality of antiquity which distinguishes an old or historic structure from a new or reconstructed one is very precious and must not be sacrificed to correct differences from original workmanship, especially when those differences reflect a span of time inevitably involving differences in building techniques and style. The evidence in the structure of this time span may be among those qualities that give character and age, which are superior to modern reproductions of old workmanship or reconstruction.

Where missing features are to be replaced without precise evidence as to their original form, due regard should be paid to surviving examples of the features from the same period and locality.

The dictum of the Advisory Board Restoration Policy, "Better preserve than repair, better repair than restore, better restore than construct," applies to every phase of the work on an historic structure, to each room and to each piece of the structure or its fabric. Conscientiously applied, it discourages a return to an historic period, greatly reduces costs and results in the retention of structures that have a maximum possible percentage of original materials and workmanship regardless of period.

This does not mean that unsightly accretions or elements that disfigure a building should not be removed, but such work should proceed cautiously and after the most mature reflection.
The adherence to this philosophy often results in the retention of work representing periods later than those now admired. But tastes change and the National Park Service preserves for posterity.

2. The requirements of Architecture are various, pertaining to unity and original form or intention, picturesqueness because of successive periods of building, and present beauty of texture and weathering.

In no case should our own artistic preferences lead us to modify on aesthetic grounds, work of a bygone period representing other artistic tastes. In the words of the Advisory Board's Restoration Policy, "Truth is not only stranger than fiction, but more varied and more interesting as well as more honest."

Architectural judgment and taste are exercised in the selection of structures to preserve and the promoting of the attitude and decision to preserve, the tact and wisdom to recommend the proper course of work, if any, involving an historic structure, and the understanding of historical architecture to insure the work's correctness.

The use of historically documented methods of patching and stabilization which result in mottled or incongruous effects should be avoided. It is proper that patching and stabilization should be slightly different from original work in order that the scholar's scrutiny would be able to differentiate between the old and new, but the difference should not be noticeable to the layman. Methods and techniques are available so that new work is not visually discernible as new.

Historic materials and methods are necessary in the replacement of missing features to duplicate historic effects, but modern materials and techniques should be used to stabilize and rehabilitate historic structures when the duplication of historical effects is not a factor or the work to be done is, by its nature and location in the structure, hidden from view.

An historic structure requires a sound structural fabric for the attachment and preservation of its visible portions for the
Discussion and Summary, Historic Structures (con.)

unimpaired support of the loads for which it was historically designed and for the support of new loads resulting from group visitation and mechanical equipment.

The long term maintenance of a structure originally built for short term use must be an early consideration during Historic Structures Report preparation. An example is a trapper's cabin which is proposed for rehabilitation so it can be shown as an exhibit of a way of life.

3. So that it may present to the visitor a structure representing a particular period of historic importance, Interpretation requires the complete reconstitution to the appearance of that period of a vanished, ruinous or remodeled structure. In the case of a remodeled structure, the removal of subsequent additions is involved with the incidental destruction of archeological and historical evidence and aesthetic values arising from age and picturesqueness.

Returning the structure to its historic appearance is necessary where the interpretive story to be told involves one event or limited period of time and the structure itself is a prime part of that story. But because of the great expense involved, a return to an historic period should be the exception, not the rule.

The Advisory Board advises, "It is ordinarily better to retain genuine old work of several periods, rather than arbitrarily to 'restore' the whole, by new work, to its aspect at a single period." Restoring a structure to a single period when its accretions over the years are so many as to approximate fifty percent of the structure is to be avoided. In such a case, the structure literally dies of restoration.

In the exceptional case where a structure is to be returned to its historic era, the date to which it is to be returned should be determined early in the preparation of the Historic Structures Report and reflected in every aspect of the planning and construction activity.

In summary, judgment and incisive thought are required to reconcile and select the proper course from among the divergent
tendencies in respect to the treatment of the historic structure under consideration, urged by the scholarly, the architectural and the interpretive points of view.

In every case, regardless of the relative importance of the historic structure and regardless of the activity to be undertaken, the key word is integrity.

Prehistoric Stabilization Policy

Further refinement of policy which is applicable to the stabilization of prehistoric sites in particular was formulated by a Director's Committee of Stabilization which met in Santa Fe, New Mexico, in 1940.

Applicable to prehistoric ruins and mounds, and to a limited extent to historic buildings, the policy, in brief, states that (A) where scientific or historical value is of prime importance this must be preserved at all costs in unexcavated ruins or historic sites which are not completely recorded. Here any work must be of an obvious nature with materials which cannot be confused with the original, and there can be no modification of the original structure. (B) In excavated sites or historic buildings whose major value is to the interpretive program through visitor use, the major considerations are appearance and authenticity consistent with sound preservation.

Since 1935 and 1940 respectively, these policies have not only guided the National Park Service in its widening activities dedicated to the preservation of valuable architectural sites, but also have provided the broad guidelines from which the methods, disciplines, and techniques which are discussed in Part 2 of the Handbook, were formulated.

Further explanations of the observations and establishment of policies enumerated above follow:

(3) Obligation to science as well as to the public necessitates a firm policy of no modification of unexcavated sites. Maintenance of those sites unmodified may involve, however,
Prehistoric Stabilization Policy (con.)

Basic Stabilization. Comprehensive Stabilization should not be applied to unexcavated ruins.

(4) Excavation of sites in National Park Service areas should not be encouraged unless adequate means of stabilizing those sites are known and available and until arrangements for correlation and integration of excavation and stabilization have been approved.

(5) Excavated ruins not immediately proposed for exhibit shall be backfilled, if more elaborate methods of stabilization are not feasible, or, for some reason, not desirable.

(6) Previous stabilization improperly and unsuitably carried out should be replaced, as opportunity affords, by proper stabilization, but such work should not take precedence over emergency stabilization, or other urgently needed stabilization work.

(7) Stabilization work should be held to the minimum necessary for adequate preservation with minimum impairment of the site.

(8) Basic Stabilization measures should be conspicuously distinct. Subordination of Stabilization measures to appearance in Comprehensive Stabilization by means of concealment, coloration, and structural inconspicuousness is highly desirable. In general, Related Stabilization measures should not attempt to simulate original construction but they should be harmonious and subordinated. While conforming to the requirements of obviousness, aboriginal materials and techniques shall be rigidly adhered to in Comprehensive Stabilization where the needs of preservation can be adequately satisfied.

(9) Prehistoric structures constitute scientific data. Scientists and the public must be able to discriminate aboriginal from altered conditions now and for all time. Although stabilization procedures are required to be distinguished clearly upon close examination, the permanency of these measures cannot be assured. Therefore, they must be supported by complete
Prehistoric Stabilization Policy (con.)

recordation. Preservational Stabilization projects cannot be considered as complete until recordation has been accomplished.

(10) Investigation necessitated by stabilization procedures should anticipate uncovering of important scientific data. Consequently, provision must be made for professional technical supervision. Scientific information salvaged in investigation and stabilization must be reported in such form as to be available for use by interpretational and facilitational programs.

(11) Completed Emergency and Basic Stabilization should be the immediate objective in general, with Comprehensive Stabilization regarded as the ultimate goal.

(13) Every reset, replaced, or substituted beam shall be so marked as to be unmistakably distinguishable from original beams in their original sockets.

(15) Archeological and historic sites are perishable and irreplaceable. Visitor use results in accelerated cumulative deterioration. This entails the application of a principle of limited use. The degree of limitation shall be governed by the extent of perceived deterioration. Whenever visitor traffic threatens imminent destruction, direct use or contact should be prohibited. In such cases, other means of interpretation or exhibition should be substituted.

(17) Maintenance of a restored structure differs radically from stabilization of an original structure, since the preserving unmodified of historic or prehistoric remains is not involved, save in the case of some documented restoration in situ. Consequently, restrictions such as those set up for stabilization of ruins are not required, and the problem approximates that of maintenance of facilitating (modern) structures. Maintenance of a documented restoration in situ involves, of course, proper regard for any historic or prehistoric remains incorporated in the structure.
Discussion and Summary, Prehistoric Structures

In recent years it has been necessary to use increasing amounts of concrete and integral structural members in order to maintain and keep open fragile ruins which suffer from heavy visitation. But, in some of these instances it has been administratively determined that to further stabilize a given structure would constitute a deviation too far from aboriginal appearance and methods and would, therefore, exceed justifiable limitation within the intent of both the stabilization policy and the Act of Congress which makes it mandatory for the National Park Service "to conserve the scenery and natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

Thus, Montezuma Castle was closed to visitor traffic in 1952 because engineers determined that stresses and strains of increasing loads exceeded the safety limits and were more than the structure could withstand any longer. A restoration model of the interior of the Castle was constructed to serve as a substitute for the tour through the ruin proper. The model stands at the base of the cliff below, and in full view of the Castle, thereby implementing Policy 15 quite effectively.

Because of their fragile condition, interior portions of Cliff Palace at Mesa Verde have likewise been closed to traffic. Nevertheless, many visitors continue to enjoy the experience of closeup views into rooms of this superlative ruin by conducted tours which extend into and parallel with the long axis of the cave. Similar closures or partial closures to fragile sites or fragile sectors within the sites may become necessary at other prehistoric and historic areas within the National Park System. In each case, suitable provisions for viewing advantageously either the original or a substitute will be devised.

Detailed recordation of all stabilization measures by written, photographic, and graphic means, as discussed in Part 2, applies also to Basic Stabilization and to much Related Stabilization and might be needed for certain types of drainage measures. Such recordation is fully as important, and just as definitely required by National Park Service policy, for archeological mounds of the eastern United States and for historic structures as for Southwestern archeological sites.

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PROCEDURES - HISTORIC STRUCTURES

General Outline of Procedures

A general outline of the activities which follow the decision to preserve an historic structure, from classification to completed construction, follows:

The Superintendent submits a Field Report, recommending inclusion of a structure in the Inventory of Historic Structures. He proposes a classification for the structure. After consideration by the Regional Director and the Design Office, the proposal is reviewed by the Director, and the inclusion and classification approved or disapproved. Placement of a structure on the Inventory of Historic Structures does not necessarily imply that work on it is about to take place.

All historic structures will be indicated on the Master Plan. Historic Structures Reports and activity will be instituted only for those shown. The overall classification letter, A, B, or C, upon its determination by the Committee on Historic Structures, is to be recorded for each such structure in the next revision of the Master Plan. The Inventory of Historic Structures remains the primary source of classification information and is kept current.

The Project Construction Proposal, or PCP, is prepared by the Superintendent. The Design Office reviews the estimates and justifications on the PCP for accuracy and adequacy, and recommends adjustments if necessary. The Historic Structures Report, Part I, is then prepared. The PCP is revised, if Part I's recommendations in respect to the proposed work's scope and cost necessitate a revision, and the PCP is incorporated in the Part I.

The Park places the project on its Park priority list, which is based on and supported by the PCP. From this list the project is placed on the regional and service-wide annual construction programs. When the project appears on a final service-wide program, the funds are allocated and the Part II Report is prepared and approved.

Whether or not the project is to be accomplished by day labor or by contract, working drawings and specifications are prepared.
In the event that the work is to be done under a contract, bids are requested and received, the contract is awarded and construction begins. After the completion of construction, regardless of the method of its accomplishment, the Part III Report is prepared.

The architectural and historical research for the Part I Report is chargeable to regular operating funds. Where physical investigation of the structure is required for the preparation of the architectural data section of Part II, and work is actually performed on the structure as a means of determining the total nature of the work contemplated, these professional services are financed as a part of project costs, and are listed on the PCP.

Regardless of the source of funds, - construction, maintenance and rehabilitation, donated, or any other source - and regardless of the status of the PCP, the classification and procedural provisions apply.

A recapitulation, in tabular form, of the sequence of procedures following the decision to preserve an historic structure, follows:

1. Master Plan
2. PCP (if Buildings and Utilities, or Roads and Trails, funds are to be used)
4. Revised PCP
5. Program
6. Part II, Historic Structures Report
7. Working Drawings and Specifications
8. Work Order
9. Part III, Historic Structures Report, including Completion Report Form
Historic Structures Classifications

The classification indicates in one symbol the significance of the historic structure and the extent and type of construction activity that is proposed, is underway, or has been completed. The overall importance is indicated graphically by the length of the symbol.

AAA Prime Architectural-Historic Structure - Restoration-Reconstruction

AA Prime Architectural-Historic Structure - Stabilized or Rehabilitated

BBB Structure Part of Historic Scene - Restoration-Reconstruction

BB Structure Part of Historic Scene - Stabilized, Rehabilitated, or Remodeled

CC Structure Exhibiting a Way of Life - Stabilized, Rehabilitated, Restored, or Remodeled.

Grading and Regrading Procedures

Classification of an historic structure is not necessarily static. Provision for changes in classification, deletion, and addition, including the consideration of structures in new areas, is as follows: the Superintendent takes the initial step by submitting a Field Report to the Regional Director, using Form 10-445 (see Appendix 1, this chapter), the Historic American Buildings Survey Inventory Form, copies of which are obtainable from the appropriate design office. It is a brief, one-page form with spaces for all necessary data on the structure, including architectural description, historic significance and physical condition. The Superintendent's recommendation for classification of the structure will be appended. The Regional Director will consider the recommendation and transmit his recommendation to the Director. The Committee for Historic Structures is charged with the continuing responsibility of considering these recommendations and recommending to the Director his final action.
### OUTLINE OF PROGRESSIVE STEPS FOR GRADING AND REGRADING HISTORIC STRUCTURES

<table>
<thead>
<tr>
<th>Category</th>
<th>Field Report by Superintendent</th>
<th>Recommended by Regional Director</th>
<th>Consideration by Committee on Historic Structures</th>
<th>Approval of Classification by the Director</th>
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<tr>
<td>ADDITION</td>
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<td>Reconsideration by Committee</td>
<td>Reassignment of Classification by the Director</td>
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<td>DOWN-GRADING</td>
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<tr>
<td>DELETION</td>
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<td>&quot;</td>
<td>Removal from Inventory</td>
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Historic Structures Inventory

All man-made features are to be included - buildings, bridges, stone retaining walls, canal locks and earthworks. The listing of Indian mounds, prehistoric Indian dwellings and other aboriginal remains is discussed in Chapter 5, Procedures - Prehistoric Structures. In the instances of an extreme multiplicity of minor features, such as walls and fences, selective administrative judgment in deciding which, if any, to list should be used.

The structures are listed by Region and by Park, with structure number, classification and theme study. The theme study entry included for each applicable structure in the Inventory refers to the National Park Service's National Survey of Historic Sites and Buildings, which selects structures, within various categories of national life and culture, as being "of exceptional value" and also lists "other sites considered in the survey." Inclusion in such a theme study indicates that the structure has been found to be a noteworthy (and largely unmodified) exemplification of one of the broad aspects of national history.

The Inventory includes only structures owned by the Federal Government.

Additions and other changes to the Inventory will be reflected on revised pages, which will be issued as needed and dated with the month of revision.

Historic Structures Reports

In order to consider the merits of any proposed activity, involving either an existing or a totally disappeared historic structure, it is necessary to have pertinent data on the structure in written form. The following is a guideline for their preparation.

The Superintendents of all Parks will originate Historic Structures Reports for all structures classified as historic when basic stabilization, rehabilitation, remodeling, restoration-reconstruction or demolition are proposed. Historic Structures Reports will not be required for routine maintenance or emergency stabilization.
Every proposed restoration-reconstruction or other activity involving an historic structure must be considered on its own merits. The importance of the original structure and the type of work to be done on it to fit it for its programmed uses will dictate the amount of care and expense. The percentage of the original structure remaining is an important consideration, determining the probable validity of any attempt at return to an historic period. Whether or not it is advisable to return a structure which exhibits evidences of several different eras to one historic period can be determined from an assessment of the facts presented in Part I of the Historic Structures Report.

The extent of these reports should be commensurate with the architectural and/or historic significance of the individual structure. While it is important that complete and adequate information is obtained, care should be taken to prevent inclusion of material irrelevant to the classification. Generally speaking, the extent of the reports is to vary according to the classification of the structures.

Reports for Class A historic structures will be more detailed than for Class B for which greatly abbreviated versions will suffice. Drawings and specifications will also be limited. Class C structures, having little or no outstanding architectural or historic significance, will ordinarily require only very brief reports. Administrative sections of the latter will be supplemented with photographic coverage and schematic drawings to fulfill architectural requirements. In the majority of cases involving Class C structures, historic documentation is sparse or non-existent. Records will, of course, be made to preserve highly significant information that may come to light or to interpret unique characteristics or functions.

Report Preparation Responsibility

The Regional Director has the responsibility for coordinating and transmitting the Historic Structures Reports. Superintendents shall prepare the portions of the reports that are within the capabilities of their staffs. Region Directors shall assist in preparing other sections of the reports, such as the historical and archeological. The Regional Director shall ensure that the historical
data of Part II in draft form will be available to the architects prior to their preparation of the Part II architectural data.

The architectural and landscape architectural sections of the reports will be prepared by the Design Office, and will have clearance by the Chief, Design Office, before being forwarded to the Regional Director.

Report Distribution, Recommendation and Approval:

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<th>Part</th>
<th>Classification</th>
<th>Approval by</th>
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<tbody>
<tr>
<td>I</td>
<td>A</td>
<td>Director</td>
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<td>Director</td>
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<td>II</td>
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<td>III</td>
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<td>B</td>
<td>Regional Director</td>
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<tr>
<td></td>
<td>C</td>
<td>Regional Director</td>
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</table>

Any report subject to the approval of the Regional Director may be submitted for prior review by the Director if desired by the Regional Director.

When the Regional Director receives the recommendation of the Chief, Design Office, he will send a consolidated review memorandum to the Superintendent, with a copy to the Chief, Design Office. This consolidated review memorandum will inform the Superintendent that the Regional Director (1) will approve the report if within his authority, or (2) requests changes and the reason for any changes requested.

If the consolidated review memorandum indicates that the Regional Director will (1) recommend the report to the Director for approval, he will recommend the report previously furnished for this

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Report Distribution, Recommendation and Approval (con.)

Purpose to the Director with copies to the Chief, Design Office and the Superintendent, or (2) approve the report if within his authority and forward a copy to the Director.

When the consolidated review memorandum requests minor changes which are mutually agreeable, the Regional Director will coordinate the making of the changes in the report, transmit corrected copies to the Director, Chief of Design Office, and Superintendent, and either (1) recommend the report to the Director, or (2) approve the report if within his authority.

In the event the consolidated review memorandum requests major revisions in the report, the same procedure outlined above for a new report will be followed.

When the Director approves or disapproves the report, the Regional Director will be notified by memorandum with copies to the Superintendent and Chief, Design Office.

Historic Structures Reports consist of three sections: Part I, Part II, and Part III.

Part I

Part I is a brief advance report recommending the general character of the proposed treatment of the structure and providing sufficient information on which to base administrative decisions to approve or disapprove the proposed treatment. In this sense it is similar to, and serves in lieu of, a preliminary drawing. Actual preliminary drawings are not usually required for construction activity involving historic structures. In the rare instance in which they are required, they will be prepared by the Design Office. Part I also makes recommendations relative to the advisability of removing portions of the structure for architectural examination or archeological investigation, the need for additional documentary research, the planned use of the structure and the cost of the work proposed. It scratches the surface of the available documentary evidence and presents only the minimum amount necessary as a basis for administrative decision. The report is to be presented in outline form and should not exceed ten or twelve pages in length.

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Part I (con.)

for a Class A, less for a Class B or C structure. The contents for Part I are of such length that they seem to require a lengthy report. But the list of items is intended as a guideline. Not all items are applicable to each structure and almost all can be answered in a few words. A cover is not necessary. Items under different headings may be placed in succession on a page, there being no necessity of separate pages for the different headings.

The administrative data section of Part I is a very significant portion of the report, containing the actual description of the proposed activity, which is the reason for the preparation of the Historic Structures Report, and including a well-considered preliminary cost estimate of the proposed work and a statement of the careful administrative decision reached on the proposed use of the structure.

No portion of the structure shall be altered or removed for examination and research until Part I report is approved, and then only if specifically recommended in Part I.

Contents for Part I:

1. Approval Sheet
2. Title Page and Table of Contents
3. Administrative Data
   a. Name and number of structure. Structure's number is as important as the name.
   b. Proposed use of structure.
   c. Justification for such use, as shown in the Master Plan.
   d. Provisions for operating the structure.
   e. Cooperative agreement, if any, executed or proposed for furnishing and/or operating the structure.
Part I (con.)

f. Brief description of proposed construction activity.

g. Well considered preliminary estimate of cost of proposed construction activity.

h. One photograph of the existing condition of the structure, for identification purposes only.

i. Copy of PCP, revised if necessary.

4. Historical Data

a. Brief statement of local tradition and hearsay regarding structure.

b. Brief resume of knowledge of the structure from readily available documentary evidence which should include, if possible, information on successive structural changes.

c. Name of architect or designer.

d. Name of builder.

e. Name of owner in historic period.

5. Architectural Data

a. Brief description of structural and architectural design including comparison with other known similar structures.

b. Number of stories.

c. Principle construction materials.

d. Brief description of special features.

e. Brief description of existing condition of basic structure and of exterior and interior finish.

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Part I (con.)

f. Estimate of extent and cost of additional work required to complete architectural research and investigation under Part II.

6. Archeological Data (if applicable)

a. List of previous archeological reports relating to proposed construction activity and summary of pertinent data.

b. Brief statement of purpose and extent of further research proposed, if any.

c. Estimate of cost and time required.

7. Landscape Data

a. Statement of existing physical evidence of historic conditions.

b. Brief resume of knowledge of walks, roads, planting, fences, etc. at historic period, from readily available documentary evidence.

c. Statement of further research and estimate of cost of such research.

8. Furnishing and Exhibition Data, if interior of structure is to be exhibited

a. List and brief evaluation of historic furnishings now in the structure.

b. Statement of provision for drafting a furnishing plan.

c. Outline of proposed method of financing any refurnishing.

d. Estimate of cost of any refurnishing.
Part II report is the working report that contains the basic information necessary to proceed with the final construction drawings, specifications, and proposed work. It is supplementary to Part I and will be prepared following the approval of Part I through official channels. Part II contains additional information. Nothing need be repeated from Part I except as specifically required by the Part II contents outlined below. When a structure is important architecturally, archeologically, and/or historically, the Part II report will be a reasonable attempt to exhaust the documentary evidence. Here the importance is the word, "reasonable." Unless the classification is AAA, great scrutiny and serious consideration should be given before contemplating the large expenditure incurred by truly exhaustive research. Results of uncovering portions of the structure for investigation will be stated.

Partially completed final construction drawings shall be included in the Part II report for Class A and Class B structures. The drawings shall be based on existing conditions, the approved Part I report, and the approved preliminary drawings, if any. Final construction drawings are the responsibility of the Design Office. They shall include floor plans, exterior and interior elevations where applicable, details, profiles, and such other information as is considered necessary to portray the exact intent and extent of the work to be accomplished. The completed final construction drawings do not require the Director's approval. They, together with the specifications, are to be transmitted to the Director for record purposes only.

If, during the course of construction, discoveries are made that suggest the advisability of altering or extending the scope of the construction activity, a supplement to the Part II report shall be issued, covering only the portions subject to change and their relation to the whole structure or group of structures.

Contents for Part II:

1. Approval Sheet

2. Title Page and Detailed Table of Contents (The inclusion of many subheadings in the bodies of architectural and historic
sections is desirable to facilitate the finding of particular items in the reports.)

3. Administrative Data

a. Name and number of structure.

b. A condensed restatement of the proposed use of the structure, brought up to date by the inclusion of any more recent decision as to proposed use.

c. A condensed restatement of provisions for operating the structure.

d. A realistic estimate of cost of proposed construction activity, including copy of revised FCP.

4. Historical Data (It is desirable that this data in draft form be available to the architects prior to Part II architectural data preparation.)

a. Relevant historical data in narrative form. Reasonable efforts should be made to exhaust the documentary evidence.

b. Relevant illustrative documentation, including early descriptions, photographs, paintings, sketches, prints and plans placed in chronological sequence in order that structural changes made at various times can be identified.

c. Description of historical evidence, uncovered by any investigation made within the walls.

5. Architectural Data

a. Record drawings of existing conditions.

b. Photographs of existing conditions.
Part II (con.)

c. Detailed description of fabric, materials, construction, and existing conditions including results of any investigations made within the walls.

d. Architectural description of proposed construction activity.

6. Archeological Data (if applicable)

a. Detailed description of the extent of the research, surveys, and/or excavations performed, recommended in the approved Part I report.

b. Results of such work.

c. Photographs of findings.

d. Record drawings, if deemed necessary.

7. Landscape Data

a. Record drawings of existing conditions.

b. Record photographs of existing conditions.

c. Detailed description of the extent and findings of research performed, recommended in the approved Part I report.

d. Partially completed final construction drawings of proposed work.

8. Furnishings and Exhibition Data

a. Statement of any architectural evidence found in the course of the survey which reveals or suggests how the structure was furnished.

(1) Evidence of lighting and heating devices.
Part II (con.)

(2) Evidence of floor coverings.

(3) Evidence of wall covering and window shades, drapes, etc.

b. Statement of archeological evidence found in the course of the survey bearing on the furnishings of the structure.

c. Citation of documentary references to furnishings found in the course of the survey.

d. Architect's appraisal of the tastes and style found in the fabric of the structure which might be reflected in the furnishings.

Part III

The Part III report is the completion report of the project, containing a complete history of the project with "before" and "after" photographs and "as-built" drawings. Information given in Parts I and II need not be restated, but if a reference is considered necessary, it can be made to the proper heading in Part I or II.

Contents for Part III:

1. Form 10-174, "Completion Report," fully filled out, giving fiscal and other data.

2. Detailed description of the work.

3. Discussion of any new architectural or historical evidence discovered as a result of the work, given in sufficient detail for interpretation and maintenance purposes.

4. Enumeration of additional research items recommended for future investigation.

5. Enumeration of and justification for any changes from the working drawings and specifications, incorporated in the new construction.
Part III (con.)


7. Sufficient "before" and "after" photographs, exterior and (if applicable) interior, to illustrate what work was done.

8. Reduced copy of any original drawing considered necessary to indicate the conditions before work was begun.

9. Reduced copies of all final construction drawings, if any.
<table>
<thead>
<tr>
<th>STATE</th>
<th>COUNTY</th>
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<th>VICINITY</th>
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### Historic American Buildings Survey Inventory

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<th>STYLE</th>
<th>ARCHITECT</th>
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### Notable Features, Historical Significance and Description

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<th>WALL CONSTRUCTION</th>
<th>NO. OF STORIES</th>
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</table>

### Physical Condition of Structure

- Exterior
- Interior
- Enlarged

### Location Map

(Optional)

### Published Sources

(Title, Page)

Interviews, Records, Photos, Etc.

### Name, Address and Title of Recorder

Date of Record

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PROCEDURES - PREHISTORIC STRUCTURES

The procedures outlined below are designed to establish an inventory of the Basic, Comprehensive, and Related Stabilization projects needed to bring prehistoric structures to a maintenance level, and to initiate a capital investment program to schedule, budget and accomplish these projects in a regular and timely order. The steps involved are Inventory, Proposal, Accomplishments and Reporting.

Inventory

The purpose of the Inventory is to identify the primary Basic, Comprehensive, and Related Stabilization projects needed in the prehistoric structures of the System and to establish a priority list, based on the relative importance and urgency of each project, as a basis for programming.

All prehistoric structures which require Basic or Comprehensive or Related Stabilization to bring them to a maintenance level should be listed in the Inventory. All types of unstabilized prehistoric structures, features, or portions thereof, that show marked or dangerous instability and/or are subject to erosion or deterioration beyond the scope of maintenance capability or funding, should be included. Stabilized structures which need a major overhaul for better stability or appearance should be included. Unexcavated sites or structures which have no free-standing remnants or features and which are essentially stable in their unexcavated condition should not be included. Small structures, features, or portions thereof, which are within the scope of maintenance capability and funding, should not be included.

The primary responsibility for identifying and reporting stabilization projects needed lies with the Park Superintendent. Each site or structure which requires Basic, Comprehensive or Related Stabilization should be reported on a Stabilization Project Sheet (see Appendix 1 of this chapter), in sufficient detail so that extent, cost, importance and urgency of the problem can be evaluated. One copy of the Project Sheet should be kept in the Park files and two copies forwarded to the Regional Director for evaluation and approval. The Regional Director will establish Regional priorities and make up a Regional Inventory. One copy of the Inventory, together with one copy of each of the approved Project Sheets will be forwarded to the
Inventory (con.)

Director (attention Chief Archeologist). The Regional Inventory should be reviewed, revised and submitted annually, including new and/or revised Project Sheets.

The Washington Office will make up a Master Inventory from the compiled Regional Inventories and will establish a Servicewide priority list of projects needed. This Master Inventory will be used as the basis for long-range programming, for the determination of Regional ceiling allowances in budget estimates, and for the allocation of appropriated funds. The cost estimates for the projects will be consolidated and will be carried in the Control Schedules under a single line item, Stabilization of Prehistoric Structures.

Stabilization Proposal

The purpose of proposal (PCP and Stabilization Proposal) is to provide a means for scheduling specific projects in the Construction Program for specific years, and to describe and justify the work and funds needed.

Proposals for Basic, Comprehensive and Related Stabilization will be prepared in essentially the same manner as other proposals for the annual construction programs (see Programming Handbook, Chapter 2). Superintendents will submit lists of high priority stabilization projects to the Regional Directors upon call, and at least annually. Sufficient numbers of projects shall be shown to permit preparation by Regional Office of annual construction programs for three fiscal years beyond the current fiscal year. Each of the projects shown on the lists shall be supported by a Project Construction Proposal form and a supplemental Stabilization Proposal.

The Stabilization Proposal (no form) should show the PCP number, the date of preparation and the name of the preparator. It should clearly identify the site, describe in some detail the nature and extent of the work proposed, provide ample justification for the work, give cost estimates with a breakdown of basic components, and indicate the probable duration of the project. Depending on the size and complexity of the project, the Proposal may require one or several sheets.
Stabilization Proposal (con.)

Two copies of the PCP and accompanying Stabilization Proposal will be forwarded to the Regional Director. The Regional Director will consolidate the park stabilization proposals and will include the total estimates in his annual construction program as a single line item under the heading, Stabilization of Prehistoric Structures. The line item will be supported by copies of the PCP-Stabilization Proposals, with a covering list, submitted to the Director with the Regional annual construction programs.

The Regional annual stabilization programs will be reviewed by the Branch of Programs and the Branch of Archeology and will be consolidated into the Servicewide annual construction programs.

Accomplishment

As indicated in Chapter 3, Policies, prehistoric ruins stabilization requires professional archeological direction and supervision. In addition, certain stabilization projects may require the special knowledge and skills of professionals trained and experienced in this work. Both Service and contracting archeologists should be evaluated carefully in terms of their capabilities for the individual projects.

Funds appropriated under Construction for Stabilization of Prehistoric Structures will be allotted to Regional Directors in the usual manner. The stabilization projects may be accomplished by Service archeologists on Regional staffs, by contracts with qualified institutions or individuals, or by qualified Service archeologists on area staffs. Primary responsibility for the accomplishment of stabilization projects lies with Regional Directors in any case, and Regional Archeologists should undertake inspection and general supervision of all stabilization projects. During the course of the project, particular attention should be paid to adherence to Service preservation and stabilization policies, professional field techniques, and both written and photographic recordation. (See Chapter 4, Part 2, this handbook.)

Reporting

The purpose of the reporting is to make a fiscal accounting for the funds expended and to provide a permanent record of the work done.

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Reporting (con.)

As soon as possible after the close of each stabilization project, the Project Supervisor should prepare and submit two reports - the Completion Report and the Stabilization (or Excavation-Stabilization) Report. The Completion Report (Form 10-174) is required for all projects funded from construction appropriations. It provides a fiscal accounting and breakdown of cost components for the project. Instructions for the preparation and submission of this report are found in Part IV, Chapter 4, Section 2, Page 1 of the Accounting Handbook.

The Stabilization Report is a detailed report of the work done on a prehistoric structure. Summarizing the Stabilization Record Sheets, Field Notes, etc., the Report describes, both photographically and verbally, the condition of the structure prior to the start of the project, the details of stabilization done under the project, and the conditions and appearance at the close of the project. The Report should also provide a resume of previous stabilization on the structure and should show clearly the materials and techniques employed in the current project. Any archeological excavation undertaken as a part of stabilization should be reported fully either as a chapter of the Stabilization Report or, if warranted, as a separate excavation report. The primary purpose of the Stabilization Report is to provide a permanent record of modification to a prehistoric structure both for archival purposes and as a guide to future treatment of the structure.

One copy of the Stabilization Report is to be submitted to the Regional Director. In the case of Southwest Archeological Center projects, one copy is to be retained at the SWAC office. One copy of the Stabilization Report will also be kept in the files of the Park involved.
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<td>PREHISTORIC RUINS STABILIZATION</td>
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*Form 10-277*  
*May 1963*  

*Release No. 1*  
*April 1963*