



NATIONAL REGISTER BULLETIN

**GUIDELINES FOR LOCAL SURVEYS:
A BASIS FOR PRESERVATION PLANNING**

Next

U.S. Department of the Interior, National Park Service

PDF of: [Guidelines for Local Surveys: A Basis for Preservation Planning bulletin](#)
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*Photo credit: view of Tacoma, Washington, published by J.J. Stoner, Madison, Wisconsin, 1884.
(Library of Congress, Map Division, Washington, DC)*

Contents

Acknowledgments and Foreword

Introduction

- How to use this publication ?
- What is a survey?
- What is a historic resource?
- Why undertake a historic resource survey?
- What should you know about the National Register before undertaking a survey?
- Who is the State Historic Preservation Officer (SHPO)?
- What assistance can the SHPO provide?
- What is a *certified* local government preservation program and how can survey contribute to certifications?
- What is the value of a historic resource survey and inventory?
- Who should sponsor a survey?

Chapter I: Planning the Survey

Initial Questions

- What kinds of resources should the survey seek?
- What kinds of information should be gathered?
- What different kinds of surveys are commonly used?
- How large an area should be included in a survey?
- How long should a survey take?

Elements of Survey Planning

- How is the purpose of the survey established?
- What are *historic contexts*?
- How are survey goals and priorities established?
- How should the storage and use of survey data be considered during survey planning?
- How can a community involve the public in planning a survey?
- What form should a survey design take?

Mobilizing Resources for the Survey

- What qualifications should those supervising a survey have?
- Where can qualified professionals be located?
- How is a professional consultant selected?
- What fees do historic resources consultants charge?
- How do non-professionals fit into a survey?
- What kind of training will ensure a consistent and high-quality survey?
- How much should a survey cost?
- Where can funding for surveys be obtained?

Chapter II: Conducting the Survey

Archival Research

- How should archival research be organized?
- What sources of information should be consulted?
- Where may primary and secondary information be found?

Conducting Field Survey

- How is a reconnaissance of above-ground properties carried out?
- How is a reconnaissance of archeological sites carried out?
- How is an intensive survey of above-ground properties carried out?
- How is an intensive survey of archeological sites carried out?
- How can oral history or ethnography contribute to the survey?
- What kinds of data will be needed to evaluate historic resources?
- What additional planning information may be gathered in the survey process?
- Forms, maps, photographs: How should survey data be recorded?
- What equipment will be needed for survey work?

Chapter III: Review and Organization of Survey Data

- How are survey data reviewed during fieldwork?
- How and why are resources evaluated?
- What are the advantages and disadvantages of using numerical and categorical evaluation systems?
- What kinds of due process considerations may be required in evaluating properties?
- What kind of documentation should be included in the inventory files?
- How can information be stored to permit efficient retrieval at a later date?

Chapter IV: Use of Survey Data in Planning

What are the major components of preservation planning?
How are survey data used in ongoing identifications?
How are survey data used in making evaluation decisions?
How can survey data contribute to strategies for the preservation and enhancement of historic resources?
How can survey data be used in community development planning?

[Chapter V: Publications](#)

What should be published once a survey is completed?
What are some considerations in production and distribution of survey publication?
What are some alternatives to traditional publication?

[Appendix I: Archeological Surveys](#)

[Appendix II: Federal Legislation Affecting Historic Preservation](#)

[Appendix III: Legal and Financial Tools Used to Preserve and Enhance Historic Resources](#)

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