

BHP Guidelines for National Register Submissions

The Bureau for Historic Preservation (BHP) has developed this document to supplement the National Register Bulletin *How to Complete the National Register Registration Form*. All NPS Bulletins referred to in this document are available online at <http://www.nps.gov/history/nr/publications/bulletins.htm>.

This supplement describes items which are specific to Pennsylvania procedures for preparing National Register nominations for individual properties and historic districts:

1. Public notification requirements
2. Public participation activities/reports for historic districts
3. Nomination packets
 - format & editing
 - photography
 - organization of physical description and statement of significance
 - writing a physical description for an individual property
 - writing a physical description for a historic district
 - writing a statement of significance for an individual property
 - writing a statement of significance for a historic district
 - USGS maps, floor plans, site plans, boundary maps
 - historic district documentation
4. Forms
 - Notification Sheet
 - Public Participation Report
 - BHP review checklist
 - Nomination submission checklist

It is the responsibility of the applicant to ensure that all requirements for the nomination packet are complete. Under the terms of the National Register Federal Program Regulations, the BHP provides assistance and advice to people preparing National Register forms to ensure that standards set by the NPS are met. The State Historic Preservation Board reviews each nomination and recommends approval to the State Historic Preservation Officer before it is sent to the NPS for listing on the National Register. The process for nominating and listing takes about one year.

All nominations must be made on the National Register Registration Form. Information recorded on these forms documents the significance and integrity of properties. When a property is nominated by Pennsylvania, the form and accompanying materials are forwarded to the NPS. A copy is retained by the BHP. With few exceptions (for example archeological properties, which may be subject to vandalism), the National Register files are public records. Appointments may be made with the Bureau to examine National Register or Pennsylvania Historic Resource Survey files. The BHP also maintains a computer data base on National Register and Survey sites in the Commonwealth.

For further information, please contact this office by mail or telephone (717-783-8946).
Pennsylvania Historical and Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

1. Public notification requirements

NPS regulations require that all owners and local elected officials be awarded the opportunity to comment on the nomination process. Property owners have the right to object to listing. Public notice must be made not more than 75 and not less than 30 days before a nomination is submitted to the State Historic Preservation Board for review. Historic districts with fewer than 50 property owners must be notified by letter; districts with more than 50 owners can be notified by public notice in a local newspaper.

The term **owner** or owners means those individuals, partnerships, corporations or public agencies holding fee simple title to the property. It does not pertain to entities holding easements or less than fee interests (including leaseholds) of any nature; nor does it pertain to local or state government bodies. In cases of complex ownership, for example a branch of a corporation, list the owner as the name appears on the property deed. When preparing the mailing labels and Notification Sheet include the **name of a contact person legally authorized to represent the company**.

For all nominations BHP provides a **Notification Sheet** outlining the required information for property owners, newspapers, local officials and representatives. All applicants for all nominations must submit all mailing information on a **Microsoft Access** spreadsheet.

For all nominations of individual properties or *historic districts involving up to 50 property owners*, applicants must provide a completed Notification sheet and submit **three (3) sets of mailing labels and a floppy disk, CD or DVD with the mailing list in Access** identifying all property owners, local elected officials, and the state representative and senator for the district in which the property is located. The property owner list must be based on the most recent local official land recordation records or tax records.

For all *historic district nominations involving over 50 property owners*, the applicant must provide a completed Notification sheet and submit **three (3) sets of mailing labels and a floppy disk, CD or DVD with the mailing list in Access** identifying local elected officials, the state representative and senator for the district in which the property is located, and the name and address of two locally published newspapers (daily or weekly).

Federal Preservation Officers of each federal agency owning property within a historic district must also be notified of a pending nomination. In addition to the mailing lists, the applicant must provide BHP a list of **all federally-owned properties** within a district and the name of the owning agency(s).

To identify your state senator and representative check the blue pages of your telephone directory, visit the website www.legis.state.pa.us or inquire at your local public library or county courthouse.

2. Public participation/activities for historic districts

The NPS requires that a public participation process be followed for all historic districts. The precise scope and nature of such a process is flexible, but the goal is to ensure that all

affected property owners and the local officials are aware of the nomination activity and have an opportunity to comment.

Local public meetings are required for historic districts. Generally, these meetings are held after an acceptable National Register form has been reviewed by the BHP but prior to the Historic Preservation Board meeting for which the nomination has been scheduled. (Contact the BHP for further information.)

BHP provides a *Report on Public Participation Strategy* form to guide the applicants in developing a public participation strategy.

3. Nomination Packets

The National Register form and accompanying documentation must contain all the information needed to document the property for purposes of nomination. Books, articles or other research materials should not be submitted to supplement or substitute for the form.

Format & Editing

Nomination forms and narratives must be typed or computer-generated. Use a normal typeface size (10 to 12 pica). All paper materials should be on 8 _ x11 paper. Maps, sketches and site plans may be on larger paper, but no submission should be larger than 11x14 (ledger size) paper. If a larger size map or image is submitted, **two (2) copies** of the large format plus a legible copy on paper no larger than 11x14 must also be included. **All pages of the form, continuation sheets, and supplemental material should always be formatted with one inch margins on all sides.**

Submit the final revised version of the nomination on a floppy disk, CD or DVD using MS-Word. Supplemental material formatted as pdfs can be accepted. BHP can provide a blank Word version of the nomination form when requested. Nomination forms also may be downloaded from the NPS website. Computer-generated forms must contain, in the same order, all items as they appear on the National Register form. **Do not alter the form by adding, changing or removing sections in any way.**

All supplemental material must be legible, able to be photocopied legibly, and accurately labeled with the name of the resource, county, and state. Copies of nomination forms are placed on the PHMC website and provided to a variety of individuals and organizations.

Photography

All nominations must include adequate photographic documentation of the resource. Submit **two (2) sets** of black and white photos, properly labeled (*How to Complete the National Register Registration Form*, p 64). One set is for state files, the other for the National Park Service files in Washington, D.C. BHP prefers that the photos be labeled with name, county, state, and photo number, with all other information on a continuation sheet. For safer handling and filing BHP prefers that the set to be retained by the state not exceed 4x6 or 5x7 inches.

Photographs must be processed according to the *Proposed Updated Photographic Policy National Register of Historic Places Revised March 2008* available online at <http://www.nps.gov/history/nr/policyexpansion.htm>. While the digital images may be taken in color, they must be printed in black & white using papers and inks that meet NPS archival standards. The continuation sheet with the photo list for digital images must **specify the paper and ink used in making the prints.**

Color-processed black and white photographs on color paper and electrostatic copies are not acceptable as primary documentation but may be used as supplemental images and can be printed on continuation sheets, other archival 8 _ x 11 paper, or archivally stable computer photo paper. Supplemental color digital images may also be submitted for individual properties if the properties are complicated or have features which are effectively shown in color (stenciling, etc.).

Organization of physical description and statement of significance

The National Register Bulletin *How to Complete the National Register Registration Form* provides detailed guidance regarding the information to be presented when preparing a physical description (pp 24-34) and statement of significance (pp 35-51). Please use the following outlines to organize the narrative statements. Begin the narrative description on a continuation sheet (NPS 10-900-a) rather than on the form (NPS 10-900).

In preparing the Physical Description or Statement of Significance, always cross-reference the narrative to photographs or figures where relevant.

Writing a PHYSICAL DESCRIPTION for an Individual Property

- Introductory Paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. Provide an overview of the setting and grounds of the nominated property, type, materials, structural system, shape, scale, actual or approximate construction date(s) and integrity of the building(s).
- Describe the grounds and setting.
- Describe, in a general way, the exterior of the principal building on the property including definition features such as chimneys, roofs, dormers, cornices, fenestration, type of window sash, foundation material, porches, additions and architectural detailing. Pay particular attention to the principal facade(s). Summarize the appearance of other sides. Identify the function of the building as it relates to its appearance. Reference specific photographs or images as pertinent.
- Describe, in a general way, the interior of the principal building(s), especially its plan and principal spaces. Identify the structural system. Describe features such as doors, architectural detailing, staircases, paneling, and fireplaces that define the building's architectural character. Do *not* describe furnishings unless they are part of a designed interior that has been identified as part of the significance of the property. For

- instance, if the building is a mill, identify and describe surviving equipment. Reference specific photographs or images as pertinent.
- When there are additional resources on the nominated property, these must also be described and identified as contributing or noncontributing. For each additional building, describe its scale, materials, fenestration, roofs and physical relationship to the main building. Interior features of these secondary buildings should be explained to reflect the property's significance. Likewise, describe appearances and locations of other structures, sites or objects which are included in the resource count. Describe the grounds and setting. Reference specific photographs or images as pertinent.
 - End the description with an explanation of the property's overall physical integrity. Summarize what changes have been made to the resource(s), including additions, and when these changes occurred. You must then assess how the changes or additions affect the property's ability to reflect its historic or architectural significance. (See NR Bulletin, *How to Apply the National Register Criteria for Evaluation*, pp. 44-49.)

Writing a PHYSICAL DESCRIPTION for a Historic District

- Introductory paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. Describe the overall setting and layout of the district, predominant architectural character, building scale, predominate exterior building materials, number and types of buildings, structures, sites and objects in the district, and period of development.
- Describe the general physical characteristics of the district such as plan or layout, parks and open spaces, setbacks of buildings, types of buildings (commercial, residential, industrial, etc.) and scale and overall appearance. Indicate which characteristics are principally represented and which are less dominant. For industrial districts, also include information on the industrial processes and the machinery that remains. For rural districts explain the land uses, patterns of spatial organization, circulation networks, topographical or other features that convey a sense of cohesiveness and rural character. For all historic districts, briefly characterize how the land uses and appearance of resources outside the district boundaries differ from the district. (See NR Bulletin, *Guidelines for Evaluating and Documenting Rural Historic Landscapes*.) Reference specific photographs or images as pertinent.
- For districts that are architecturally significant, predominant architectural styles must be identified. Indicate what proportion of buildings reflect specific styles. Then cite a few examples of each predominant style identified by name, street address, map, and photograph number.
- Structures, sites or objects located in the district should be described by function, size, materials and age. If archaeological sites are included in a historic or archaeological district, these sites must be described in detail. (See *How to Complete the National Register Registration Form* pp. 32-33)

for describing archaeological sites.) Reference specific photographs or images as pertinent.

- The description should close with a discussion of the district's physical integrity. Discuss non-contributing resources, including their percentage as a portion of the total number of resource, types, ages, physical characteristics and dispersion or concentration within the district. General physical changes to contributing resources including additions and restoration activities should also be summarized. You must assess how the non-contributing resources and changes to contributing resources affect the district's ability to convey its historic or architectural significance and period of significance.

Writing a STATEMENT OF SIGNIFICANCE for an Individual Property

- Introductory paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. State why the property is significant in relation to each applicable National Register criteria and area of significance. The reasons that are summarized in this paragraph should be elaborated upon and justified in subsequent paragraphs. Identify the period of significance and briefly explain how the beginning and end dates were selected.
- Summarize the property's history in one or a few paragraphs. This summary should include: how the property was used over its history, the date(s) of construction and alteration, who built it, who owned it during what years (if there were many different owners, only the most important owners need to be mentioned), and other principal dates, events or associations. Focus your discussion on the period of significance but also briefly follow the property's history to present. Strictly limit information on events/associations which precede the existence and/or the period of significance of the resource being nominated.
- Next, for each criteria and area of significance discuss why the property is an important reflection of broader themes and patterns (historic context). Compare the property to others of the same or similar period, characteristics or association. Base the comparisons on the area(s) of significance for which the property is being nominated. For examples of other properties used in comparison, be sure to include their historic names, specific locations and brief descriptions. (See *How to Complete the National Register Registration Form*, p 51, "Guidelines for Developing Historic Context".)

Writing a STATEMENT OF SIGNIFICANCE for a Historic District

- Introductory paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. State why the district is significant in relation to each applicable National Register criteria and area of significance. The reasons summarized in this paragraph should be

- elaborated and justified in subsequent paragraphs. Briefly explain how the beginning and end dates for the period of significance were selected.
- Summarize the history of the development of the district and include examples of resources which illustrate the district's period and area(s) of significance. Explain how the physical character of the district and existing building stock portrays this development. Also, *briefly* summarize the district's history from the end of the period of significance to the present.
 - Provide contextual information for each area of significance that the district meets. Discuss how the district compares to other districts or comparable areas in the county or region. The points of comparison will depend on the areas of significance; make sure that the comparisons are based on what is being claimed for the significance of the district. (See *How to Complete the National Register Registration Form*, p 51, "Guidelines for Developing Historic Context".)

USGS map, floor plans, site plans, boundary maps

Other than the USGS map all maps, plans, schematics, etc should be on plain paper no greater than 11x14 (ledger size). The following information should always be included: the name of the property, county, state, a north arrow, a scale bar. The scale bar and drawings do not need to be precise but they should be accurate enough to convey the scale and relationships of buildings and their interiors.

All photos must be keyed to the site plans and floor plans. Separate copies of the plans may be used for photo keys. (See *How to Complete the National Register Registration Form* p 64.)

For all maps, plans, or drawings larger than 11x14, **two (2) sets** of maps are required.

USGS map

An original USGS quadrangle sheet (7.5 min series, 1:24,000) showing the boundary of the nominated area is required. (See *How to Complete the National Register Registration Form*, p 54-55) Professional nomination preparers should include the UTM's on map and form. USGS maps downloaded from the Internet may only be used if they are printed full size, in color, at high resolution on archivally stable paper.

Sketch Floor Plan

Submit sketch floor plans of the building(s) being nominated. If the nomination involves a complex, such as a farmstead or industrial site, include sketch floor plans of the primary buildings. Floor plans should be roughly to scale and overall dimensions should be included. Do not use color to distinguish any aspects or feature of the floor plans. The plans should include the following information:

- an outline of the building, showing the location of partitions, windows, doors, fireplaces, stairs and porches

- for buildings with additions or significant alterations, clear notations as to when each section was built, locations of historic production processes and surviving machinery
- for maps keyed to the photos, indicate the number and vantage point of each photo

Site Plan/District Map

Provide a sketch site plan showing the proposed boundary of the nominated area. Site plans for individual buildings and complexes must provide the footprint for each resource. Site plans for districts can use tax parcel maps to indicate each property in the district. Be sure to locate all contributing and noncontributing resources and number and vantage point of each photo. Include a second copy of all large format maps as well as a legible reduced copy no larger than 11x14 for each large size map.

The historic district map must be cross referenced with the inventory, either by address, tax parcel, inventory number or other clear identifier. Do not use color as a map or inventory code. See NR Bulletin *How to Complete the National Register Registration Form*, p 61, for an example.

Historic District Documentation

- **Two (2)** field views by BHP staff will be required for historic districts. The first will occur before preparation of the nomination and inventory and will establish boundaries for the proposed district. The second will field check the inventory. Some modification of the boundary and revision of the inventory and nomination may be required following the field check.
- For historic districts, an inventory of all the contributing and non-contributing resources is required. BHP prefers that it be prepared as a table with the required information organized into columns. Each sheet of the inventory must include the name of the district, the municipality, the county and state. Arrange the building inventory by street address. If street address does not apply, organize the inventory by tax parcel number or other number referenced to the historic district map. If the inventory was prepared in a spreadsheet include a CD or DVD with the electronic version of the inventory. BHP has developed data entry screens in Microsoft ACCESS for district inventories; the database will automatically print and count resources. BHP encourages preparers to use the database. Contact BHP for further information regarding use of the database. **All inventories prepared with PHMC grant funds must use the database.**
The minimum record for inventory entries is: tax parcel, address, name of property, date, style, # stories, material, type of resource (building, structure, object, site), historic function, c/nc (contributing/non contributing) status. Other information is optional.
- When a nomination for a historic district is presented to the state Historic Preservation Board, it is BHP's practice to make a presentation summarizing the district for the Board and guests. If digital images were not submitted, please provide color images in jpg format or a short PowerPoint presentation

summarizing the major features and characteristics of the proposed district. Historic images may be included. The number of images necessary to convey the character of a property will vary; we recommend about 24 images for districts.

BUREAU FOR HISTORIC PRESERVATION CHECKLIST OF NOMINATION PARTS

A copy of this checklist should be completed and enclosed with each registration form submitted to the BHP. All materials are to be labeled as required in the Bulletin *How to Complete the National Register Registration Form*.

- ___ NATIONAL REGISTER FORM (one copy plus electronic version in MS-Word).
- ___ CONTINUATION SHEETS (one copy plus electronic version in MS-Word).
- ___ BLACK AND WHITE PHOTOS (two sets plus CD if digital).
- ___ USGS MAP. One original quadrangle sheet.
- ___ SKETCH MAP (two copies if large format plus one copy no larger than 11x14).
- ___ RESOURCE INVENTORY (one copy plus electronic spreadsheet; for historic districts or complicated properties).
- ___ FLOOR PLANS (buildings or complexes).
- ___ COLOR DIGITAL PHOTOS OR POWERPOINT (for historic districts or complicated properties).
- ___ REPORT ON PUBLIC PARTICIPATION STRATEGY (for historic districts).
- ___ NOTIFICATION SHEET
- ___ MAILING LABELS (**3 sets**) and SPREADSHEET (in Access) containing names and addresses of all owners, chief elected local officials, state senator and representative, and local newspaper(if appropriate).

BUREAU FOR HISTORIC PRESERVATION NATIONAL REGISTER REVIEW/RETURN OUTLINE

BHP Review/Return Comments For Individual Properties:

Section 7 Narrative (only items marked with an “x” apply)

- a. Introductory paragraph does not clearly identify the setting, scale, exterior materials, construction date(s), architectural style(s) or integrity.
- b. Important exterior features are not clearly described, such as:
- c. Important interior features are not clearly described, such as:
- d. Secondary/ancillary resources are not clearly described. More information is needed on:
- e. More information must be provided on additions and other alterations and how these changes affect integrity. Describe what changes were made and when; then assess how these alterations affect the property’s ability to reflect its significance.
- f. Reorganize the narrative as follows in order to provide sufficient clarity:
- g. Other substantive problems:

Section 8 Narrative (only items marked with an “x” apply)

- a. Introductory paragraph does not clearly state why the property is important in terms of National Register criteria and areas of significance or justify the period of significance.
- b. Narrative does not clearly outline the history of the property and should be improved as follows:
- c. The following areas of significance claimed for this resource are not explained or applicable:
- d. The following areas of significance which appear applicable to this property have not been sufficiently explained:
- e. Narrative does not clearly place the property in context or compare it with known resources.
- f. Narrative does not sufficiently demonstrate how the property’s history and significance is represented by existing resources.
- g. Rewrite or reorganize the narratives as follows for clarity:
- h. Other substantive problems:

BHP Review/Return Comments For Historic Districts:

Section 7 Narrative (only items marked with an “x” apply)

- a. Introductory paragraph does not clearly identify the setting, layout, and general characteristics including the scale, construction, ages, types, architectural styles, and integrity.
- b. Narrative does not provide sufficient information on the general physical characteristics of the district, such as:
- c. Narrative does not provide sufficient information on the predominant architectural styles, building types and construction of buildings.
- d. Structures, sites or objects are not clearly described, including the following information:
- e. Narrative does not explain physical characteristics which differentiate contributing and noncontributing resources.
- f. Narrative does not provide clear information on noncontributing resources and/or changes to contributing buildings and how these affect the district’s overall integrity.
- g. Reorganize or rewrite the narrative as follows in order to provide sufficient clarity:
- h. Other substantive problems:

Section 8 Narrative (only items marked with an “x” apply)

- a. Introductory paragraph does not clearly state the importance of the district in terms of National Register criteria and areas of significance.
- b. Narrative does not clearly outline the history of the district and should be improved as follows:
- c. The following areas of significance should not be claimed for this district:
- d. The following areas of significance which appear applicable to this district have not been adequately explained:
- e. Narrative does not sufficiently place the district in context and does not compare it with other concentrations of resources/historic districts.
- f. Narrative does not sufficiently demonstrate how the property’s history and significance is represented by existing resources.
- g. Narrative needs to be rewritten or reorganized as follows in order to provide sufficient clarity:
- h. Other substantive problems:

Commonwealth of Pennsylvania
Pennsylvania Historical and Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

**NATIONAL REGISTER NOTIFICATION PROCESS IN PENNSYLVANIA
NOTIFICATION SHEET**

Return this sheet with the nomination form. Include three (3) sets of mailing labels for all owners of properties or districts with less than fifty (50) property owners, the chief local elected municipal and county officials, and the state Senator and Representative for the district in which the property is located. For districts with more than 50 owners also include the name and address of two locally circulated daily or weekly newspapers. Include a floppy disk, CD or DVD with the address database in Access.

Date: _____

Prepared by:

Name _____

Address _____

Email _____

Telephone number _____

See the *BHP Guidelines for National Register Submissions* for instructions. The following information is required in order for us to process your registration form. Please complete both sides of this sheet. Return this sheet with your completed registration form to the Bureau for Historic Preservation, Commonwealth Keystone Building, 2nd Floor, 400 North Street, Harrisburg, PA 17120-0093.

Name of Resource (from Section 1 of the registration form):

Location (from Section 2 of the registration form):

Street and number: _____

Municipality: _____

County: _____

List any properties, and address, within the nomination boundary owned by federal agencies and the name of the agency:

For historic districts with more than 50 owners, list the name and address of the newspaper most commonly read in the area:

name of newspaper: _____

phone number: _____

address: _____

name of newspaper: _____

phone number: _____

address: _____

For an individual property or historic district with 50 owners or fewer: list the name and address of each owner of individual resources or of each property owner in the district. **If the owner is a corporation, agency, or other organization, include the name of a contact person legally authorized to represent the company.**

Name and addresses of chief elected local officials for the county and municipality in which the resource is located (if the resource is located in more than one municipality, include the names of elected officials for all municipalities in which it is located):

Chair of County Commissioner and address:

Mayor or Township Supervisor Chair and address:

Name and district # of the Pennsylvania State Senator and Representative whose districts include the nominated resource (You can locate Pennsylvania legislators by zip code or county at www.legis.state.pa.us):

State Senator Name _____

District # _____

State Representative Name _____

District # _____

Historic District: _____
Municipality: _____

BUREAU FOR HISTORIC PRESERVATION REPORT ON PUBLIC PARTICIPATION STRATEGY

Proposed National Register Historic Districts

Use the following outline to prepare a brief report on public participation:

1. Describe your public participation strategy:
What are you going to do?
How are you going to do it?
When are you going to do it?
Who will be involved?
2. List all community organizations, local agencies and officials contacted; include date of contact and how contacted – meeting, telephone conversation, letter, etc.:
3. List community, neighborhood and/or preservation organizations which have interest in the area proposed as a historic district. Summarize meetings or other contacts with these organizations including dates.
4. Public meetings – provide list of attendees.
5. Provide copies of all written comments received from owners, residents, officials and organizations regarding the establishment of an historic district in the community. If no comments were received please explain.
6. Provide copies of media coverage (including copy of press release) and direct mail contact with property owners, residents regarding the proposed district:

Your report on public participation including copies of letters, news articles, or other related information should be stapled to this sheet and submitted with your completed National Register form.

Submitted by _____ Name _____
Address _____
_____ Day Time Telephone # _____

National Register of Historic Places
Digital Photography Specifications Checklist

Every NR submission utilizing digital photography must provide both black-and-white prints and electronic images on CD-R or DVD-R.

<u>Media:</u>	<ul style="list-style-type: none"> • CD-R Archival Gold or DVD-R Archival Gold
<u>Media Labels:</u>	<ul style="list-style-type: none"> • Archival CD/DVD labeling markers or archival labels or direct print CD • Include-Resource Name, Multiple (if applicable), County and State
<u>Images:</u>	<ul style="list-style-type: none"> • Original-capture .tiff or raw converted to .tiff • Pixel depth or dimension minimum 3000 x 2000 • 300 dpi (camera default is usually lower, adjustment needed) • RGB Color
<u>Image labeling:</u>	<ul style="list-style-type: none"> • State, County, Resource Name, Multiple (If Applicable), Image number • (Example: AL_AllenCounty,_SmithHouse_0001) • Leading zeros are required • Nomination must contain photo log with rest of NR required labeling information (Name of photograph, date, description)
<u>B/W Prints:</u>	<ul style="list-style-type: none"> • Listed below are printers, inks and papers known to meet the National Register of Historic Places minimum standards for the production of prints of black-and-white photographs to be submitted as part of the final, traditional paper copy of a nomination

NOTE: The list below includes products known at this time to meet the minimum documentation specifications established for the compilation of National Register nomination documents. The list is not intended to be restrictive or comprehensive, and does not constitute, and shall not be taken as, endorsement by the National Park Service or the Department of the Interior of any of the specific products or manufacturers identified.

Acceptable Ink and Paper Combinations For Digital Images

The non-comprehensive list below includes products that meet the NR-NHL permanence standard. Specific printers are not identified, as the longevity of a print is dependent on the ink and paper combinations used to produce it, rather than on the printer.

- | | |
|----------------------------------|-------------------------------------|
| Epson UltraChrome pigmented inks | Epson Premium Glossy Paper |
| | Epson Premium Semigloss Photo Paper |
| | Epson Premium Luster Photo Paper |
| | Epson Premium Semimatte Photo Paper |
| | Epson UltraSmooth Fine Art Paper |

	Somerset Velvet for Epson
	Epson Velvet Fine Art Paper
	Epson Textured Fine Art Paper
	Epson Enhanced Matte Paper
Epson Picture Mate inks	Epson PictureMate Photo Paper
Hewlett-Packard (HP) 84/85 dye-based inkset	HP Premium Plus Photo and Proofing Gloss
	HP Premium Plus High Gloss Photo Paper
	HP Premium Plus Soft Gloss Photo Paper
	HP Premium Photo Paper, Gloss
	HP Premium Photo Paper, Soft Gloss
Hewlett-Packard 59 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
Hewlett-Packard 100 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
Hewlett-Packard Vivera inks (95 and 97 tri-color cartridges)	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

This list is not intended to be comprehensive. Photographs produced using other ink and paper combinations that can be documented to meet the 75-year permanence standard will be accepted, provided that verifiable information attesting to their anticipated longevity can be provided. **Prior approval by NPS is required.**