



Checklist for Submission of Forms to the Maryland Inventory of Historic Properties

Maryland Historical Trust

To facilitate the review process and subsequent accessioning of Determination of Eligibility (DOE) and Maryland Inventory of Historic Properties (MIHP) forms into the Maryland Historical Trust Library, please check that the following requirements have been completed prior to the submittal of the hard-copy documentation (and accompanying digital files) for review by MHT staff. All page numbers refer to the *Standards and Guidelines for Architectural and Historical Investigations in Maryland*, as revised in 2019:

DOE/MIHP Forms:

- All forms and accompanying documentation must be three-hole punched (p. 37).
- The inventory number as issued by MHT must be included in the appropriate space at the top of each page of the form and on all continuation sheets, maps, drawings, photographs, and the capsule summary (p. 19).
- All sections of the MIHP form, and a capsule summary, must be completed (p. 19).
- If using Continuation Sheets, fill in the inventory number, name of property, and the number of the section being continued. The inventory number and property name should be consistent with the associated property record in Medusa. If in doubt, contact the Architectural Registrar to verify the correct inventory number or property name.
- Section 1: Name of Property** and **Section 2: Location** should correspond with the information submitted to the Architectural Registrar at the time the number was assigned. If the name or address has changed, please notify the Inventory Registrar.
- Section 6: Classification** includes the Resource Count. For detailed instructions on how to complete this item, refer to page 23.
- Section 10: Geographical Data** includes Acreage of Surveyed Property. For detailed instructions on how to complete this item, refer to page 32. The Acreage of Surveyed Property section must be completed in order for MHT to fulfill state and federal reporting duties.

Accompanying Documentation:

- Each MIHP form must be accompanied by a capsule summary for inclusion with the inventory form (p. 33).
- Two maps (8½ × 11 inches) created using the appropriate section of the USGS topographical quad map, properly labeled, and clearly illustrating the location and boundaries of the resource are required, one at 1:24,000-scale and one at a zoomed-in view such as 1:12,000. For urban properties, a current tax, block and parcel map should be included along with the two USGS quad maps (p. 36).
- Aerial imagery may be submitted in addition to, but not in substitution for, the two USGS quad maps.
- MIHP forms prepared for MHT grant-funded survey projects require 5 × 7 inch printed black-and-white or color photographs, properly labeled and submitted in sideloaded archival storage pages (two/page) as specified on page 34.

For more information, please contact:

Mary Kate Mansius, Architectural Registrar, Maryland Historical Trust
100 Community Place, 3rd Floor, Crownsville, MD 21032

Phone: 410-697-9570
Email: mary.mansius@maryland.gov