



Guidelines and Resources for Compliance-Generated Determinations of Eligibility (DOEs)

Maryland Historical Trust / State Historic Preservation Office

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Introduction: As part of the “Section 106” process required by the National Historic Preservation Act and its equivalent state law, federal and state agencies must identify historic properties that might be directly or indirectly affected by their projects. These properties can include any building, structure, archeological site, object, landscape, or district that meets at least one of the National Register of Historic Places Criteria for Evaluation, specified in 36 CFR 60.4 and listed in Appendix H. Section 106 affords consideration to properties that are listed in the National Register as well as unlisted properties that are eligible for inclusion. Thus, agencies must assess the National Register eligibility of resources that have not previously been evaluated.

Agencies most often identify historic properties through the Section 106 procedures outlined in 36 CFR 800.4. This process allows agencies to study a property, recommend it as either meeting or not meeting the National Register Criteria, and present their findings to the State Historic Preservation Office (SHPO) for concurrence. The Maryland Historical Trust (MHT), Maryland’s SHPO office, uses the Determination of Eligibility (DOE) form to reach these “consensus determinations” between an agency and MHT for resources evaluated in Maryland. MHT permanently documents these determinations in the Maryland Inventory of Historic Properties (MIHP) and associated databases.

Efforts to identify and evaluate historic and archeological resources should follow the appropriate MHT guidance and procedures established in the *Standards and Guidelines for Archeological Investigations in Maryland* (Cole and Shaffer 1994) and the *Standards and*

Guidelines for Architectural and Historical Investigations in Maryland (MHT 2000). Survey efforts should build upon existing information, include relevant research and field investigations, provide defensible evaluations, and generate pertinent documentation of the resource being studied. Agencies and their consultants should contact the project reviewer in MHT's Project Review and Compliance Unit for guidance on the appropriate level of effort for a given project or resource.

The following guidance provides direction and resources regarding the DOE evaluation process, preparation of forms, required attachments, and submittal format. Although this guide focuses on the content of DOE forms for evaluating buildings and landscapes, it also offers assistance on assessing archeological sites. For further information on MHT's programs, services, and related documents, visit the MHT website at <http://mht.maryland.gov>.

Purpose of the Determination of Eligibility Form: The primary purpose of the DOE form is to fulfill a federal or state agency's obligations under Section 106 of the National Historic Preservation Act or the Maryland Historical Trust Act of 1985 (State Finance and Procurement Article §§5A-325 and 5A-326 of the Annotated Code of Maryland). In the spirit of these laws, DOE forms should provide accurate and meaningful documentation of historic properties that can benefit the public and future researchers. Professionals completing DOE forms should approach them as they would any other piece of research: begin their project with relevant research questions; approach their sources in a critical manner; consider the place of their work within larger efforts to understand Maryland's past; and provide citations, bibliographic notes, and recommendations for future research whenever appropriate.

DOE forms should be objective, non-editorial, and uninfluenced by the nature or possible impacts of the proposed project. It is the responsibility of agencies and their designees to provide a complete and appropriately formatted DOE form with attachments. Incomplete materials may be returned, and the Section 106 process cannot proceed until a satisfactory form is provided.

DOE forms become a permanent part of the MIHP and its associated databases. Government agencies, MHT, and a variety of other users may rely upon the eligibility determinations documented through the DOE process to inform project planning and cultural resource management decisions, as well as for general research purposes.

When to Complete a Determination of Eligibility Form: Agencies or their representatives should consult with the MHT project review staff prior to completing a DOE form. Depending on the nature of a project and the needs of the agencies involved, it may be appropriate to evaluate every building in the area of potential effect with either a regular DOE form or a DOE "short form." Certain circumstances, such as the evaluation of whole neighborhoods, a complex of resources, or an expansive geographic area may warrant special considerations. Sometimes it is necessary to reevaluate a resource that was previously determined eligible or ineligible - due to the passage of time, changes to the property's integrity, new information about the resource, or changing views of significance. Completion of a DOE form for a property that is already included in the National Register is not warranted since the property is already listed.

The following guidance applies to most projects and agencies.

- A map and digital photos, but not a DOE form, are needed if the potentially-affected property does not have a MIHP number, is not in a historic district, and is subject to one or more of the National Register Criteria Considerations (e.g. a building that is less than 50 years old), found in Appendix I.
- A DOE “short form” is generally sufficient if the potentially-affected property has not been evaluated in the past, does not have a MIHP number, is not in a historic district, and is unquestionably ineligible (e.g. a building that has been greatly modified in recent decades and displays very little integrity from any time more than 50 years ago).
- A complete DOE form is often needed if a property has not been evaluated in the past, has a MIHP number (including all archeological sites), is in a historic district, or appears to have any reasonable possibility of being eligible for listing in the National Register of Historic Places.

Contents of the Determination of Eligibility Form: All DOE forms for built resources must be completed by a qualified architectural historian, historic preservationist, or historian and be accompanied by supporting materials as described in *Standards and Guidelines for Architectural and Historical Investigations in Maryland*. DOE forms for archeological sites must be completed by a qualified archeologist and follow relevant guidance contained in the *Standards and Guidelines for Archeological Investigations in Maryland* (Cole and Shaffer 1994). The professional completing the form must be intimately familiar with *National Register Bulletin 15; How to Apply the National Register Criteria for Evaluation*, available online at <http://www.nps.gov/history/nr/publications/bulletins/nrb15/>, and with other National Register Bulletins that relate to the specific type of property under evaluation (including archeological resources). The National Park Service offers copies of all the National Register Bulletins on its website at <http://www.nps.gov/history/nr/publications/index.htm#bulletins>.

The process of completing a DOE form should begin with a careful consideration of the nature of the subject property and the contexts, or areas of significance, under which it is most likely to meet the criteria for listing in the National Register of Historic Places. *Bulletin 15* and *The Maryland Preservation Plan* may be consulted for lists of the most commonly applied contexts. This initial consideration of a property and its potential areas of significance should be followed by archival and field research and finally by the completion of the DOE form. The form must contain the elements described below - a description of the property, a history of the property, an assessment of the property’s National Register eligibility, and supporting attachments.

- Description of the Property: DOE forms must contain sufficient description of buildings, structures, areas of land use, and the overall landscape of a property to evaluate its significance under National Register Criterion C and its historic integrity. This should include a narrative description of each building on the property including information

about feature age, form, stylistic elements, methods of construction, materials, and condition. Descriptions should be thorough, objective, and uninfluenced by the possible impacts of the proposed undertaking. A great number of “field guides” and architectural dictionaries are available to assist the preparer in this process. Appendix A lists a few of these resources.

Descriptions of archeological sites should include a brief discussion of the level of fieldwork conducted (number and type of shovel tests, excavation units, and other methods of investigation and analyses) along with a succinct description of the identified site remains (features, cultural deposits, surface remains, recovered materials) to evaluate significance under National Register Criterion D, and Criterion C where relevant. Site descriptions should specifically address the site’s integrity as revealed through the investigations.

- History of the Property: DOE forms must contain sufficient historical information to evaluate a property under National Register Criteria A and B. This should include information derived from historic maps and land records; examination of the existing buildings, structures, and landscape as historical sources; and relevant information from existing reports and other secondary sources. The completion of a DOE form requires the use of all or most of the common sources listed in Appendix B.

DOE forms for archeological sites should address National Register Criteria A and B as relevant to the resource under evaluation.

- Assessment of the Property: Assessments should specifically address historic contexts, which must either be placed in this section or a citation must be provided for a history, context report, or other existing and accessible document. Selected publications about local and regional architectural history, portions of which may serve as contexts, are listed in Appendix C. Assessments should separately evaluate the property under each of the National Register Criteria. The assessment section should define a property’s period(s) of significance and its boundaries. Assessments should follow the detailed guidance in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, found at <http://www.nps.gov/history/nr/publications/bulletins/nrb15/>.

DOE forms for archeological sites should provide sufficient justification to support the evaluation, particularly with regards to site integrity, research potential, and ability to yield important information (Criterion D). Archeological sites recommended as eligible under Criterion D must have the demonstrated potential (as revealed through professional investigation) to contribute information important in prehistory or history. The DOE form must identify the specific research topics or questions the site may address along with justification for the importance of those topics. The *National Register Bulletin 36: Guidelines for Evaluating and Registering Archeological Properties* contains detailed guidance on evaluating archeological sites and is available online at: <http://www.nps.gov/history/nr/publications/bulletins/arch/>.

- Attachments: The required DOE form attachments are essential to allow MHT reviewers to agree or disagree with the preparer's findings. They also serve the important function of allowing future researchers to build upon the preparer's work. All attachments must be prepared in accordance with *Standards and Guidelines for Architectural and Historical Investigations in Maryland*. Attachments must include the items listed in Appendix D.

Appendix A

Selected “Field Guides” and Architectural Dictionaries

America’s Architectural Roots; Ethnic Groups that Built America. ed. Dell Upton. New York: John Wiley & Sons, Inc. \ Preservation Press, 1986.

American Landscape Architecture; Designers and Places. ed. William H. Tishler. Washington, DC: The Preservation Press, 1989.

Brownstone, Douglass. *A Field Guide to America’s History.* New York: Facts on File, 1984.

Carter, Thomas and Elizabeth Collins Cromley. *Invitation to Vernacular Architecture; A Guide to the Study of Ordinary Buildings and Landscapes.* Knoxville: The University of Tennessee Press, 2005.

Dictionary of Building Preservation. ed. Ward Bucher, AIA. New York: John Wiley & Sons, Inc. \ Preservation Press, 1996.

Foster, Gerald L. *American Houses: A Field Guide to the Architecture of the Home.* New York: Houghton Mifflin, 2004.

Howe, Barbara J., Delores A. Fleming, Emory L. Kemp, and Ruth Ann Overbeck. *Houses and Homes; Exploring Their History.* Walnut Creek: AltaMira Press in cooperation with the American Association for State and Local History, 1997.

An Illustrated Glossary of Early Southern Architecture and Landscape. ed. Carl R. Lounsbury. New York: Oxford University Press, 1994.

McAlester, Virginia and Lee McAlester. *A Field Guide to American Houses.* New York: Knopf, 1984.

McVarish, Douglas C. *American Industrial Archaeology; A Field Guide.* Walnut Creek, CA: Left Coast Press, 2008.

Pillsbury, Richard and Andrew Kardos. *A Field Guide to the Folk Architecture of the Northeastern United States.* [Hanover, NH]: Geography Publications at Dartmouth No. 8; Special Edition on Geographical Lore, [1970].

Appendix B

Common Sources of Information about Historic Places

- **Historic maps and aerial photographs:** Maps and aerial photographs provide valuable information about construction dates, land use, property ownership, and change over time. At a minimum, the map collections of the MHT library and a local library or historical society should be consulted in the preparation of a DOE form.
- **Land records:** Land records provide information about changes to a property over time, the names of a property's owners, and a variety of other information. Information from land records is often necessary to evaluate a property under National Register Criteria A and B. Deeds from all Maryland counties are available online at www.mdlandrec.net. Plats from all Maryland counties are available online at www.plats.net.
- **People:** In preparing a DOE form, the owners, users, and neighbors of a property should be consulted regarding its history.
- **The buildings and landscape:** The preparer of the DOE form should consider the age, arrangement, method of construction, and other visible factors of the buildings and landscape as historical sources. Professional judgments and assumptions should be noted and explained, and relevant citations should be provided whenever possible.
- **Other primary sources:** Agricultural and tax records, pattern books and builders guides, newspapers, and "vertical files" may provide necessary information about the subject property or provide relevant context. For many properties, relevant information is available at MHT, the Maryland Archives, and local libraries or historical societies. An increasing number of historic documents related to design and construction are publically available online from sources that include: Google Books (books.google.com), Making of America (moa.umdl.umich.edu), archive.org, Project Guttenberg (www.gutenberg.org), and Chronicling America (www.loc.gov/chroniclingamerica).
- **The Maryland Inventory of Historic Properties:** The MIHP contains information about thousands of Maryland properties. It is an essential source of information about the architectural history of Maryland and is uniquely valuable when considering the quality or uniqueness of a property as an example of regional architecture or history. Like all sources, MIHP forms are products of their time and circumstance and should be read critically.
- **Local histories:** Published county, city, and town histories are available in local libraries for nearly every location in the state. These are essential sources to evaluate the potential local significance of a property under National Register Criteria A and B.
- **Architectural Histories:** MHT and other presses have published survey summaries and architectural histories for many counties, regions, and property types in the state and region. Some of these are listed in Appendix C.

For further information on MHT programs and resources visit the website at:
<http://mht.maryland.gov>.

Appendix C

Selected Publications about Local and Regional Architectural History

- Architecture in Annapolis: A Field Guide; Second Edition.* ed. Marcia M. Miller and Orlando Ridout V. Crownsville, MD: Maryland Historical Trust Press, 2001.
- Architecture and Change in the Chesapeake: A Field Tour on the Eastern and Western Shores.* ed. Michael Bourne. Crownsville, MD: Maryland Historical Trust Press, 1998.
- Between the Nanticoke and the Choptank: An Architectural History of Dorchester County, Maryland.* ed. Christopher Weeks. Baltimore: Johns Hopkins University Press, 1984.
- Blumgart, Pamela James. *At the Head of the Bay: A Cultural and Architectural History of Cecil County, Maryland.* Crownsville, MD: Maryland Historical Trust, 1996.
- Bourne, Michael Owen. *Historic Houses of Kent County: An Architectural History, 1642-1860.* Chestertown, MD: The Historical Society of Kent County, 1998.
- Buildings of Virginia: Tidewater and Piedmont.* ed. Richard Guy Wilson. New York: Oxford University Press, 2002.
- Getty, Joe. *Carroll's Heritage: Essays on the Architecture of a Piedmont Maryland County.* Westminster, MD: Carroll County Commissioners and Historical Society of Carroll County, 1987.
- Hayward, Mary Ellen and Frank R. Shivers. *The Architecture of Baltimore; An Illustrated History.* ed. Baltimore: Johns Hopkins University Press, 2004.
- Hayward, Mary E. and Charles Belfoure. *The Baltimore Rowhouse.* Princeton: Princeton Architectural Press, 1999.
- Haryward, Mary Ellen. "Rowhouse: A Baltimore Style of Living." *3 Centuries of Maryland Architecture.* Maryland Historical Trust, 1982. pgs 65-79.
- Herman, Bernard L. *Architecture and Rural Life in Central Delaware 1700-1900.* Knoxville, TN: The University of Tennessee Press, 1987.
- Holcomb, Eric L. *The City as Suburb; A History of Northeast Baltimore Since 1660.* Staunton, VA: Center for American Places, 2005.
- Hughes, Elizabeth. *Historic St. Michaels: An Architectural History.* Chestertown, MD: River Press, 1996.
- King, Marina. "Sears mail-order house survey in Prince George's County, Maryland." Upper Marlboro, MD: M-NCPPC, 1988.

- Lanier, Gabrielle M. and Bernard L. Herman. *Everyday Architecture of the Mid-Atlantic; Looking at Buildings and Landscapes*. Baltimore: Johns Hopkins University Press, 1997.
- Larew, Marilyn M. *Bel Air: An Architectural and Cultural History, 1782-1945*. Bel Air, MD: Town of Bel Air and Maryland Historical Trust, 1995.
- Lebherz, Ann and Mary Margrave. *Pre-1800 houses of Frederick County*. Frederick, MD: (6733A S. Clifton Rd., Frederick 21703): A. Lebherz, [1997-1999].
- Legler, Dixie and Carol M. Highsmith. *Historic Bridges of Maryland*. Crownsville, MD: Maryland Historical Trust, 2002.
- M-NCPPC Historic Preservation Section. "Historic Contexts in Prince George's County." Upper Marlboro, Maryland: M-NCPPC Planning Department, 1991.
- Pearl, Susan. "Prince George's County African-American Heritage Survey." 1996
- Rivoire, J. Richard. *Homeplaces: Traditional Architecture of Charles County, Maryland*. La Plata: Southern Maryland Studies Center, 1990.
- Scott, Pamela and Antoinette J. Lee. *Buildings of the District of Columbia*. New York: Oxford University Press, 1993.
- Touart, Paul. *Along the Seaboard Side: An Architectural History of Worcester County, Maryland*. Crownsville, MD: Maryland Historical Trust Press, 1994.
- Touart, Paul Baker. *Somerset: An Architectural History*. Crownsville, MD: Maryland Historical Trust, 1990.
- Ware, Donna. *Anne Arundel's Legacy: The Historic Properties of Anne Arundel County*. Crownsville, MD: Maryland Historical Trust Press, 1990.
- Ware, Donna M. *Green Glades & Sooty Gob Piles; The Maryland Coal Region's Industrial and Architectural Past*. Crownsville, MD: Maryland Historical Trust, 1991.
- Weeks, Christopher. *An Architectural History of Harford County, Maryland*. Baltimore: Johns Hopkins University Press, 1996.
- Where Land and Water Intertwine: An Architectural History of Talbot County, Maryland*. ed. Christopher Weeks. Baltimore: Johns Hopkins University Press, 1984.

Appendix D

Attachments to the Determination of Eligibility Form

- Paper Copy: DOE forms must be printed on acid free paper and contain the following information in the format specified by the *Standards and Guidelines for Architectural and Historical Investigations in Maryland*. For places not previously recorded in the MIHP, a number must be obtained in advance from the Trust's Inventory Registrar. For contributing resources to a National Register listed or eligible historic district, please use the MIHP number for the district. Properties within a district that are individually eligible for the NR may have their own MHIP number assigned.
- Bibliography: The bibliography should include the sources of historical information about the property as well as sources of technical information that are relevant to the research methods and analysis used to prepare the DOE form. For DOE forms on archeological sites, a separate bibliography is not needed as long as the form includes a citation for the report that documents the associated archeological investigations.
- Maps: Attachments must include two 8½"x11" copies of the appropriate section of a United States Geological Survey (USGS) quadrangle (quad) map that clearly illustrate the location and boundaries of the resource, labeled with the property's name, MIHP number, and the name of the quadrangle. Sections of historic maps and site plans with the location and boundaries of the resource clearly marked are also encouraged. For DOEs on archeological sites, USGS quad maps are not required, but detailed site plans are welcome.
- Photographs: Photographs should include images clearly showing all facades of primary buildings, all accessory buildings and structures, all significant landscape features, and the general landscape and context of the property. Photographs must be either traditional black-and-white images prepared in accordance with *Standards and Guidelines for Architectural and Historical Investigations in Maryland* or digital images prepared in accordance with Appendix E. Traditional black-and-white photographs are the preferred format. DOE forms with photographs not meeting these standards may be returned, delaying the Section 106 process. Photographs are not required for DOE forms on archeological sites, but preparers have the option of providing photographs with the DOE forms.
- Drawings: The appropriate level of documentation varies by resource and the scope of the research project. Site and building plans provide valuable information and are encouraged.
- Electronic copies: DOE forms must be completed using the electronic form provided on the SHPO website and must be accompanied by a WORD or, preferably, ACCESS copy of the form's text. PDF copies of the form and all attachments are encouraged. If digital images are being submitted, these electronic copies may be on the same CD-R or DVD-R as the digital images, see Appendix E.

Appendix E

Guidelines for Digital Images

The Maryland Historical Trust, the State Historic Preservation Office (SHPO), will accept digital images for Determination of Eligibility (DOE) forms and other submissions to the Maryland Inventory of Historic Properties (MIHP). Traditional black-and-white photographs are still the preferred format of the MIHP. Traditional black-and-white photographs are processed using chemistry designed exclusively for black-and-white images and do not include negatives processed with C-41 color chemistry or prints on chromogenic papers. The DOE “short” forms that are required for certain ineligible properties are not added to the MIHP and do not require archival photographs. Regular DOE forms are permanently added to the MIHP, and if they are supported by digital images instead of traditional black-and-white photographs, must include archival prints, digital image files, and a photo log that meet the requirements below. These SHPO requirements vary slightly from those of the National Register of Historic Places in the labeling and packaging of prints, the size and naming convention for digital files, and the requirement for additional information in the photo log.

All original images, including digital photographs, in the MIHP are intended to be available to the public for unrestricted use and reproduction, provided appropriate credit is given to editors, creators, and photographers. It is the responsibility of the preparers of DOE forms and other MIHP documentation to secure any necessary permission for unrestricted use and reproduction of digital photographs submitted to the MIHP. DOE forms accompanied by digital photographs without these permissions are not acceptable.

Prints: Prints must be 5” X 7” and printed in black-and-white using the full color spectrum of an ink and paper combination demonstrated to last seventy-five years or longer before showing significant signs of fading, deterioration, or discoloration. A non-comprehensive list of ink and paper combinations that have been demonstrated to meet this seventy-five year permanence standard may be found below. All prints must be produced from digital image files meeting the requirements described below. All printed digital photos must be packaged in side-loading polypropylene pages and labeled on the back with soft pencil. In addition to the label information described on pages 36-7 of *The Standards and Guidelines for Architectural and Historical Investigations in Maryland*, printed digital photos should be labeled with the name of the corresponding digital image file.

Digital Image Files: All prints must be accompanied by a corresponding digital image file. Digital image files must be in an uncompressed TIF format, named in accordance with Appendix B, and saved on an archival CD-R Gold or DVD-R Gold. Digital images files must:

- be original capture .tif or .tiff (Tagged Image File format) files or raw files converted to .tiff;
- be named in accordance with File Requirements below;
- have a pixel array of at least 3000 x 2000;
- have a resolution of 300 ppi (pixels per inch) or larger;
- be saved in RGB color mode; and
- be submitted on a closed and finalized CD-R Gold or DVD-R Gold labeled in permanent archival ink (not a Sharpie) with the MIHP number and date.

Photo Log: A photo log in Microsoft Word format must be included with the DOE form and saved on the archival CD-R Gold or DVD-R Gold. Each log should include the exact image file name and a description of the view. The log must also note the ink and paper combination used to create the prints and the brand, make, and dye type of the CD-R Gold or DVD-R Gold.

Ink and Paper Combinations: The SHPO does not endorse any particular commercial product or process, but follows the recommendation for permanence established by the National Register of Historic Places. The non-comprehensive list below consists of ink and paper combinations demonstrated to meet the seventy-five year permanence standard. Since the longevity of a print is dependent on the ink and paper combination used to produce it, specific printers are not identified. More information on the archival properties of inks and digital papers can be found at: <http://www.nps.gov/history/nr/publications/bulletins/photopolicy/index.htm> and <http://www.wilhelm-research.com>.

Epson UltraChrome pigmented inks:

- Epson Premium Glossy Paper
- Epson Premium Semigloss Photo Paper
- Epson Premium Luster Photo Paper
- Epson Premium Semimatte Photo Paper
- Epson UntraSmooth Fine Art
- PaperSomerset Velvet for Epson
- Epson Velvet Fine Art Paper
- Epson Textured Fine Art Paper
- Epson Enhanced Matte Paper

Epson Picture Mate Inks:

- Epson Picture Mate Photo Papers

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

HP 59 gray photo cartridge:

- HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

HP 100 gray photo cartridge:

- HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

HP Viverra inks (95 and 97 tri-color cartridges):

- HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

File Requirements: The file naming system for digital image files is based on the Maryland Inventory of Historic Properties (MIHP) number. The MIHP numbering convention is generally consistent throughout the state, but slight variations by county do exist and therefore the digital naming system will also have slight variations by location. The basic naming structure for digital image files consists of three elements separated by underscores: 1. the MIHP number (county code-four digit number); 2. the eight digit numerical date of creation (yyyy-mm-dd); and 3. a two digit photo number. Thus, digital image files of the Maryland State House (MIHP number AA-685) taken on June 3 2007 would be named AA-0685_2007-06-03_01.tif; AA-0685_2007-06-03_02, etc.

County variations are as follows:

- Allegany County: Allegany County MIHP numbers contain district numbers (I-VII) and letters. Digital images for MIHP number AL-V-A-47 and shot on June 7, 2007 would be labeled:

AL-V-A-0047_2007-07-03_01.tif, AL-V-A-0047_2007-07-03_02.tif, etc.
- Frederick County: Frederick County MIHP numbers contain district numbers (1-8). Digital images for MIHP number F-7-326 and shot on November 3, 2007 would be labeled:

F-7-0326_2007-11-03_01.tif, F-7-0326_2007-11-03_02.tif etc.
- Frederick Historic District MIHP numbers use the code FHD followed by a four digit number: FHD-1234_2007-11-03_01.tif, etc.
- Garrett County: Garrett County MIHP numbers contain district numbers (I-VI) and letters. Digital images for MIHP number G-V-A-261 and shot on March 13, 2007 would be labeled:

G-V-A-0261_2007-03-13_01.tif, G-V-A-0261_2007-03-13_02.tif, etc.
- Montgomery County: Montgomery County MIHP numbers include a colon after the county code, followed by a space and a regional number (1-37), follow by a dash and a site number. In digital file names, the colon is replaced by a semi-colon and the space remains. Digital images for MIHP number M: 37-44 and shot on August 5, 2007 would be labeled:

M; 33-44_2007-08-05_01.tif, M; 37-44_2007-08-05_02.tif, etc.

Some Montgomery County MIHP numbers have site sub-numbers: M: 37-44-01. These sub-number are indicated after a dash: M; 37-44-01_2007-08-05_01.tif
- Prince George's County: Prince George's County MIHP numbers include a colon after the county code followed by a regional number (61-87), a dash and a site number. In digital file names, the colon is replaced by a semi-colon. Digital images for MIHP number PG:60-25 and shot on January 20, 2007 would be labeled:

PG;60-25_2007-01-20_01.tif, PG;60-25_2007-01-20_02.tif, etc.
- Laurel Historic District MIHP numbers use the code LAU- in between the semi-colon and the site number (there are no district numbers):

PG;LAU-12_2007-01-20_01.tif, etc.
- Washington County: Washington County MIHP numbers contain district numbers (I-IV). Digital images for MIHP number WA-II-313 and shot on October 31, 2007 would be labeled:

WA-II-0313_2007-10-31_01.tif, WA-II-0313_2007-10-31_02.tif etc.
- Resources in town historic districts in Washington County insert a town code (with dashes) between the county code and site number: Hagerstown: WA-HAG-001_2007-01-01_01.tif, etc; Hancock: WA-HAN-001_2007-01-01_01.tif, etc.; Williamsport: WA-WIL-001_2007-01-01_01.tif, etc.

Appendix F

Instructions for Completing the Computer DOE Forms

Electronic versions of the DOE database in Microsoft Access and the DOE form in Microsoft Word can be obtained through MHT's website: <http://mht.maryland.gov>. Microsoft Access format is preferred for all DOE forms.

1. To download a copy of the DOE form in Microsoft Access from MHT's website, double click on either the *DOE database form for structures* or the *DOE database form for archeology* under forms on the State & Federal Project Review page. Choose the Save option to keep a copy of the database on your computer. Before entering data into the database, copy and rename it in order to preserve a blank database on your computer for future use.

To copy the database, do the following:

- a. In Windows Explorer, find the database file. The file downloaded from MHT is named *DOEExtStructXP02.mdb* or *DOEExtArcheoXP02.mdb* depending on whether you downloaded the database for structures or archeology.
- b. Right-click the file name and choose copy
- c. Right-click and choose paste

To rename the database, do the following:

- a. Right-click the file name and select rename
 - b. Type the new name. Be sure to retain the .mdb extension
 - c. Press ENTER
2. You are now ready to complete a determination of eligibility. When using the DOE database to record architectural resources, the preparer must determine which level of documentation is appropriate (i.e. regular DOE form or the Short Form DOE). Refer to *When to Complete a Determination of Eligibility Form* in the Introduction of this document for guidance in making this decision. Preparers of determinations of eligibility for archeological resources do not have the option to complete Short Form DOEs, since all inventoried archeological sites have an assigned MHIP number.
 3. The Short Form does not have a Microsoft Word equivalent and is only available in the Access database. The Short Form is the same as the regular DOE Form except that it requests less information and thus has fewer fields. See Appendix G for details on the minimum information required for ineligible resources.
 4. Access Tips:
 - a. The file you download from MHT is called *DOEExtStructXP02.mdb* or *DOEExtArcheoXP02.mdb*. The file is a blank database.
 - b. For each project, use one database to record all structures and one database to record all archeological sites. The database can contain one record or multiple records depending on your needs. The database file is then sent to MHT on CD or via email for review.
 - c. To move between pages on the screen, click the labeled tabs at the top of the forms.

- d. Press the “Tab” key to move between fields.
 - e. If desired, the justification text can be “cut-and-pasted” from a word processing program.
 - f. Spell check is available. Use it!
5. As stated above, the DOE Form is available in Microsoft Word format in addition to the preferred Access database. The field descriptions discussed below are also useful for completing the Microsoft Word version of the form.

Descriptions of Database/Form Fields

All of the fields for the regular DOE Form are described and explained below. The fields are organized by the three screens navigated by the tabs labeled “Property and Project Data”, “Preparer’s Recommendation” and “Justification”. In the tables below, fields indicated with an asterisk (*) do not appear on the Short Form for Ineligible Properties.

Property and Project Data

Determination of Eligibility--Regular DOE Form

Property & Project Data Preparer's Recommendation Justification

Inventory No.: Name:

County: Is the property an historic district?

Address:

Street No. Prefix Street Name Street Type Suffix Route

Other:

City: Zip Code:

Quad: and and

Owner:

Tax Account ID:

Tax Map Number: Tax Parcel Number:

Project:

Agency:

Select Doe To Edit:

Add Record Preview Report Delete Record Close Form

Record: 1 of 1 No Filter Search

<i>Field Name</i>	<i>Description</i>
Inventory No. *	Enter the Maryland Inventory of Historic Properties (MIHP) Inventory Number (architecture or archeology number). If an inventory number has not already been assigned, please contact the Inventory Registrar, Barbara Shepherd at 410-514-7656. To obtain a new inventory number, you will need the name of the property, the address, and two USGS quad maps with location and quad name.
Name	Enter the name by which the property is known. The term "property" refers to the entire historic resource being documented. (i.e. Lewistown Historic District, Wilson-Tannard House, Millard Farm, SHA Bridge No.

<i>Field Name</i>	<i>Description</i>
	0201801) For archeology sites, if the site does not have a name, please use the site number as the name.
County	Enter the county in which the property is located.
Is the property being evaluated as a historic district? *	Select “Yes” or “No”. Do not use the Short Form to evaluate historic districts.
Address	Enter the street address of the property. For bridges, use the “Other” field to enter the street name/route number and the name of the feature being crossed [i.e. Belair Road (US 1) over Gunpowder Falls].
City	Enter the city in which the property is located.
Zip Code	Enter the postal code for the property.
Quad	Enter the name(s) of the United States Geological Survey quadrangle on which the property appears.
Owner *	Enter the name of the current owner of the property.
Tax Account ID *	Enter the tax account ID number of the property. This is the Property Account Identifier Number assigned to the property by the State Department of Assessments and Taxation (SDAT). This number can be found by searching SDAT’s database at www.dat.state.md.us . In Baltimore City ward, section, block and lot are used instead. The numbers combined should be entered here.
Tax Map Number	Enter the number of the Tax Map on which the property is located. This number can be found by searching SDAT’s database at www.dat.state.md.us .
Tax Parcel Number	Enter the number of the Parcel on which the property is located. This number can be found by searching SDAT’s database at www.dat.state.md.us .
Project	If applicable, enter the name of the federal or state project for which this DOE is being prepared. (e.g. MD 410 road widening, Buckeystown Cell Tower Site 333, Viewmont Elementary Rehabilitation, etc.)
Agency	Enter the federal or state agency that is sponsoring the above project. (e.g. FCC, SHA, GSA, etc.)

* These fields are not found on the Short Form for Ineligible Properties

Preparer's Recommendation

Determination of Eligibility--Regular DOE Form

Property & Project Data **Preparer's Recommendation** Justification

Preparer's Eligibility Recommendation:

Eligibility Recommendation:

Criteria: A B C D Considerations: A B C D E F G None

There is a previous DOE for this property

To be completed only if the property is a contributing/ non-contributing resource:

District Inventory Number NR Listed District NR Eligible District

District Name:

Prepared by:

First Name Last Name:

Agency: Date:

Please Continue to Justification Section

Select Doe To Edit:

Add Record **Preview Report** **Delete Record** **Close Form**

Record:

<i>Field Name</i>	<i>Description</i>
Eligibility Recommendation	This is the preparer's recommendation. Click the arrow and choose "Recommended" or "Not Recommended" from the list. For properties within historic districts, select "Recommended" for contributing resources and "Not Recommended" for resources that do not contribute to the historic district.
Criteria *	These are the National Register Criteria For Evaluation. Click to put an "✓" in the applicable box(es). This applies only to resources recommended eligible for listing in the National Register.

<i>Field Name</i>	<i>Description</i>
Considerations *	These are the National Register Criteria Considerations. Click to put an “✓” in the applicable box(es). This applies only to resources recommended eligible for listing in the National Register.
There is a previous DOE for this property *	Click here to put an “✓” in the box if there has been a previous determination of eligibility for this resource.
To be completed only if the property is a contributing/ non-contributing resource:	Complete this section only when evaluating resources within National Register-listed or eligible historic districts.
District Inventory Number	Enter the district’s MIHP number.
NR listed District	Click here to put an “✓” in the box if the district is listed in the National Register of Historic Places.
NR Eligible District	Click here to put an “✓” in the box if the district has been determined eligible by the Maryland Historical Trust.
District Name	Enter the name of the historic district. (Frederick Historic District, Takoma Park National Register District, etc.)
First Name/ Last Name	Enter the preparer’s name
Agency	Enter the preparer’s agency/ firm name
Date	Enter the month, day, and year in which the form was prepared. Must be in mm/dd/yyyy format.

* These fields are not found on the Short Form for Ineligible Properties

Justification

Determination of Eligibility--Regular DOE Form

Property & Project Data Preparer's Recommendation **Justification**

Documentation on the property is presented in:

Justification for decision:

To change to Short Doe Form:

1. Erase Inventory No.: 2. Select: 3. Change Form: 4. Close this form and open the short form, select it from the "Select DOE to Edit" pull-down, and continue.

Select Doe To Edit:

Add Record Preview Report Delete Record Close Form

Record: 1 of 1 No Filter Search

<i>Field Name</i>	<i>Description</i>
Documentation on the property is presented in *	Enter the name of the library, repository, or report from which the information was obtained. (e.g. Baltimore County Library, MIHP form, Phase II Archeological and Architectural Investigations)
Justification for decision	This is the preparer's judgment. Describe all structures and landscape features. Provide a history of the property. Explain in detail why the property is eligible or ineligible for listing in the National Register of Historic Places. Be certain to address all NR criteria and the integrity of the property.

* This field is not found on the Short Form for Ineligible Properties

Appendix G

Guidance for Completing the Short Form for Ineligible Resources

For all properties MHT determines do not meet the criteria for eligibility in the National Register, MHT documents the decision in the DOE database. MHT staff, agencies, or consultants may initiate recommendations of ineligibility. MHT reviews compliance recommendations and makes the appropriate determination that a resource does not meet the criteria for National Register eligibility based upon the minimum information necessary to reach a justifiable decision.

In cases of ineligibility it is still necessary to ensure that appropriate evaluations are completed for the resources and that permanent records are maintained. To facilitate the submission of the information for resources recommended as ineligible and the tracking of ineligible properties, MHT developed a Short Form for Ineligible Properties (Short Form) in the DOE database. MHT strongly encourages agencies and consultants to utilize this streamlined and electronic format for documenting properties that are *unquestionably* ineligible (e.g. a building that has been greatly modified in recent decades and displays very little integrity from any time more than 50 years ago).

Short Forms may be used for:

1. Resources (except archeological sites or historic districts) recommended or determined ineligible for the National Register;
2. Any property recommended as a non-contributing resource to a National Register listed or eligible historic district.

The Short Form (minimum required information) includes:

1. Property name;
 2. Property address, city, county, and zip code;
 3. A brief description of the property, with dates of construction (or approximate age), and justification of why the property is not eligible;
 4. One copy of the appropriate section of United States Geological Survey (USGS) quadrangle (quad) map which clearly illustrates the location of the resource, labeled with the property's name and address, and the name of the quadrangle (the map may include the locations of multiple properties);
 5. Photograph(s) (For resources documented on a Short Form, the photographs may be digital, print, Polaroid, color or black and white.)
- When submitting information for review, provide MHT with paper copies of the Short Form (with attachments) and an electronic copy of the DOE database on CD or sent via email.
 - For large submittals with multiple properties recommended as ineligible, please consult with the MHT's project reviewer in advance to determine the most efficient format for data submittal. Close coordination with MHT on such projects will greatly facilitate MHT's evaluation of submitted information.

- If insufficient information is provided on which to make an informed decision regarding eligibility, the MHT project reviewer may request the preparation and submission of a full DOE form for the resource.
- All resources determined to be ineligible using the Short Form are documented and tracked through the DOE database. MHT does not assign MIHP numbers to properties documented through the Short Form. MHT enters the documentation on ineligible resources by importing electronic submittals.
- Documentation of ineligibility for districts or individual properties with existing MIHP numbers, including all archeological sites, requires the completion of a DOE Form.

Appendix H

National Register Criteria for Evaluation (36 CFR 60.4)

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

- Criterion A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- Criterion B. That are associated with the lives of significant persons in or past; or
- Criterion C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction (architecture or engineering); or
- Criterion D. That have yielded or may be likely to yield, information important in history or prehistory. (This criterion is used primarily for archeological resources.)

The above is adapted from *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, a technical bulletin published by the National Park Service and available online at <http://www.nps.gov/history/nr/publications/bulletins/nrb15/>.

Appendix I

National Register Criteria Considerations (36 CFR 60.4)

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

- a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or
- d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- g. A property achieving significance within the past 50 years if it is of exceptional importance.

The above is adapted from *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, a technical bulletin published by the National Park Service and available online at <http://www.nps.gov/history/nr/publications/bulletins/nrb15/>.