



Maryland Department of Planning  
Maryland Historical Trust

Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor

David R. Craig, Secretary  
Wendi W. Peters, Deputy Secretary

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

To facilitate the review process and subsequent accessioning of Determination of Eligibility (DOE) and Maryland Inventory of Historic Properties (MIHP) forms and materials into the Maryland Historical Trust Library, please check that the following requirements have been completed prior to the submittal of documentation:

### DOE/MIHP Forms:

- All forms must be **three-hole punched** (*Standards and Guidelines for Architectural and Historical Investigations in Maryland* p. 39).
- The **inventory number** must be included in the appropriate space at the top right-hand corner of each page of the form and on all continuation sheets, maps, drawings, photographs, slides, negatives, and the capsule summary (*Standards and Guidelines* p. 24).
- All sections** of the MIHP form, and a capsule summary, must be completed (*Standards and Guidelines* p. 23).
- Section 1: Name of Property** and **Section 2: Location** should correspond with the information submitted to the Inventory 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 26 of the *Standards and Guidelines*.
- Section 10: Geographical Data** includes **Acreage of Surveyed Property**. For detailed instructions on how to complete this item, refer to page 34 of the *Standards and Guidelines*. **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 (*Standards and Guidelines* p. 35).
- Two copies (8 ½" x 11") of the appropriate section of the USGS quad map, properly labeled, and clearly illustrating the location and boundaries of the resource are required. For urban properties, a current tax, block and parcel map should be included along with the USGS quad map (*Standards and Guidelines* p. 38).
- Photographs should be labeled according to the instructions detailed on page 37 of the *Standards and Guidelines*.
- Photographs should be submitted in archival storage pages (heavyweight polypropylene pages) with two **side-loading pockets** in a 5" x 7" format that fit a standard three-ring binder. Vinyl or polyvinyl chloride (pvc) sheets are not acceptable (*Standards and Guidelines* p. 37).
- Please do not place photographs back-to-back in the archival storage pages. Only two photographs should be stored per archival storage page, with one in each of the two side-loading pockets. This is a change from the Standards and Guidelines published in 2000.**