

Instructions for Completing the Maryland Inventory of Historic Properties Architecture Form

This form is intended to comply with Title II of the Americans with Disabilities Act (ADA).

Use the fillable fields and check boxes to complete all sections of the form.

- Enter the inventory number at the top of each page.

Accompanying documentation must be embedded/included within the Maryland Inventory Form Word document template. This eliminates the need for continuation sheets or separate word documents. The accompanying documentation includes:

Capsule Summary	Maps
Chain of title	Photographs
Figures and drawings	Photo log

Process to insert/embed accompanying documentation:

- To add a figure, drawing, map, or photograph, click within the blue field.
- To add additional figures, drawings, maps, or photographs, click the “+” at the bottom right of the caption field.
- Add alt text by right clicking each embedded figure, drawing, map, or photograph, and clicking “View Alt Text.” Write alt text that is brief and specific (usually 35-100 characters).
- Compress each embedded figure, drawing, map, or photograph by:
 - clicking on the item
 - clicking on the Picture Format tab at the top
 - clicking Compress Photo
 - selecting “Print” quality from the list of options

Double check:

- **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 Architectural Registrar.
- **Section 6: Classification** includes the Resource Count. For detailed instructions on how to complete this item, refer to page 23 of the *Standards and Guidelines for Architectural and Historical Investigations in Maryland*.
- **Section 10: Geographical Data** includes the Acreage of Surveyed Property. For detailed instructions on how to complete this item, refer to page 32 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.

All forms must be saved and submitted electronically via Microsoft Teams as Word documents, rather than PDFs. Hard copies are required and must be three-hole punched.

Digital photo files must be submitted via Microsoft Teams as uncompressed TIF images shot at 300 dpi with a minimum resolution of 3000 x 2000.

Coordinate access to Microsoft Teams with the Architectural Registrar.

When completing the Addendum, insert each applicable numbered section of the form. Click the “+” at the bottom right of the numbered sections to add an additional section. Delete any unnecessary pages of accompanying documentation.