

National and State Historic Preservation Acts  
Documentation Standards for Historic Properties

The following requirements are set forth pursuant to A.R.S. section 41-861, *et seq.* and are intended to outline the typical documentation requirement for compliance with the provisions of section 41-863 of the Act. Following guidance issued by the National Park Service, these standards may also be applied in memoranda of agreement by Agencies pursuant to 36 CFR Part 800 as part of mitigation of adverse effects.

When all options for rehabilitation or alternative uses of a structure have been considered and an Agency concludes that it must demolish a building or structure that meets the criteria for the National or Arizona Register of Historic Places, the following documentation will generally be accepted as appropriate mitigation:

1. A narrative that includes the original name and construction date of the building or structure, the architect or builder (if appropriate and known), and a brief discussion of the original function of the building or structure and its uses over time. The narrative should include a statement concerning why the property is perceived as having historic importance. Associations with local or state development, construction by a major program (e.g., WPA), or affiliation with the origins of a state institution are all potential areas of historic significance. For residential properties the name and any potential significance of the original or long-term occupants may be sufficient. Properties notable for their architectural style or method of construction should have a statement to that effect.
2. A map indicating geographic location and contextual relationship of the property to adjacent structures. Buildings in campus or similar group settings should be indicated on a map of the entire complex.
3. Reproductions of any original floorplans and architectural or engineering drawings of the property showing their original appearance and design. An effort should be made to locate these plans in Agency or other archives. If the original drawings cannot be located, a floorplan and simple elevation drawings of the primary exterior facades should be prepared for all major buildings. Major dimensions and a scale should appear on any drawings. The number and extent of drawings required in some situations may be determined by consultation with the State Historic Preservation Officer.
4. A set of 5"x7" black and white photographs and color slides showing all significant facades and architectural detailing, especially along the roofline and around the primary original entrance. Identifying features such as name plaques or cornerstones should be photographed. Significant interior spaces such as lobbies or staircases should be photographed if any noteworthy features exist. One photograph should show the building with its surroundings or its relationship to adjacent buildings, as appropriate. At least one of the black and white elevation photographs should include a measuring stick or ruler to provide scale. All photographs must be labeled on the back with the photographer's name, date of photograph, direction of view, and location. *Note: All photographs must be produced on B&W paper and with B&W processing. Many developers now use color processing on color papers. These are not archivally stable and are not acceptable.* Negatives should be submitted to the State Historic Preservation Office.

The materials described above should be submitted to the State Historic Preservation Office and the Department of Library, Archives and Public Records in a suitable notebook or folder.

NOTE: Early consultation with the SHPO staff is recommended to ensure that all documentation requirements are understood. It is possible that in exceptional cases some additional material will be required.

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