

Indiana DNR – Division of Historic Preservation and Archaeology

Minimum Architectural Documentation Standards

The following criteria represent the minimum architectural documentation standards to be used by the Division of Historic Preservation and Archaeology. These criteria are to be used to record significant buildings and structures that are either listed in or eligible for inclusion in the Indiana Register of Historic Sites and Structures or the National Register of Historic Places. The intent of the standards is to create documents which will preserve a record of a resource in the event that it is altered or demolished in the future. Minimum documentation standards are as follows:

1. Photographs

A minimum of ten (10) images are required for each resource, however, depending on the size and complexity of the resource more may be necessary. Views must include all exterior facades or elevations, the major entrance, significant interior spaces, such as principal rooms and stairs, interior and exterior architectural details, as well as any character-defining features of the resource. For resources such as historic bridges, please include relevant photographs of spans, arches, railings, and any architectural details or unique character-defining features. Photographs must be taken with adequate lighting to ensure clear depiction of architectural or engineering details and character-defining features. Oblique views of elevations or specific features are acceptable as long as all architectural or engineering details are clearly discernable.

a) Digital Photographs

Digital photographs in color should be taken using a digital SLR camera or device that can produce at least 5.0-megapixel quality. Most cell phones today meet this requirement. Per guidance on digital photographic records issued by the U.S. National Archives and Records Administration, the photographs should be saved as uncompressed .TIF (Tagged Image File format). If .TIF is not available, we will accept .JPEG photographs as long as they meet 1600x1200 pixels at 300 ppi (pixels per inch) or larger. When possible, please take the photographs in landscape format, although portrait may be necessary for taller buildings. We will also accept scanned images, such as historic photographs and drawings, if they are scanned in a high resolution that are clear and easy to read.

b) Hard Copy Prints

If submitting photographs in hard copy, please ensure the following:

Prints cannot be smaller than 4" x 6"

Each print must be labeled with the following information on the back. If labeling by hand, then pencil or archival marker must be used:

Building Name
Address
City, County
Location and direction of camera and description of view
Date of photograph

2. Photo Log & Photo Key

A photo log must accompany the photographs. The photo numbers of the images must correspond to the photo log. Please utilize the following naming convention: IN_County_ResourceName01" (eg.

IN_MarionCounty_UnionStation01”). The log should also contain the identification items required for traditional prints (listed above). If submitting on a CD, it should be labeled with the name of the resource/property, and the county where it is located.

A photo key must also accompany the photographs. Preferably, an aerial map and/or floor plans should show the photograph locations in reference to the resource.

3. Written Description

A brief description of the structure and its condition must accompany the documentation in PDF format. If photographs are sent in hard copy, then a printed copy must be included. The description should include architectural or engineering style, plan, number of stories, building materials, organization of major elevations, details, and significant interior and exterior elements.

4. Statement of Significance

The history and significance of the building or structure must be explained using the equivalent of one to two standard pages of text sent in PDF format. The statement should begin with a summary paragraph that succinctly discusses the date or era of construction and why the resource is important (what makes it National Register eligible). If the building or structure is important for association with an historical event or person, its relationship to the event or person must be clear. Enough history and background should be presented to establish the resource’s importance. If the building is architecturally significant or a structure such as a bridge is significant in engineering, the statement must indicate how it is an outstanding example of an important style, type, advance in engineering, or the work of a significant architect or engineer/building. Include any dates and descriptions of major alterations. This section should include a list of bibliographic sources, including author, title, place of publication and publisher, and the date of publication.

5. Drawings and/or Sketch Plan

If available, include architectural or engineering drawings in PDF format. If documentation is submitted in hard copy, then a printed copy should be no larger than 11” x 17” as long as the details and text are still clearly legible. Drawings should include a site plan, floor plans, elevations, and section and details. If architectural/engineering drawings are not available, then you may include a sketch plan of the site. Historic bridge plans are also acceptable.

Submittal Process

We will accept this information on CD, flash drive, or any other approved storage device or online transfer method. If submitting via hard copy, all information should be presented in a three-ring binder or spiral bound notebook. Alternative data recording technologies to those listed here may be acceptable. Please contact DHPA.

All submittals are sent to:

Digital Copy: DHPAreview@dnr.in.gov

Hard Copy:

Indiana Division of Historic Preservation and Archaeology
402 W. Washington Street, Room W274
Indianapolis, IN 46204 317-232-1646

Accepted by the Indiana Historic Preservation Review Board, April 13, 2022