
LOUISIANA HISTORIC RESOURCE INVENTORY GUIDELINES

PREPARED BY
THE LOUISIANA DIVISION OF HISTORIC PRESERVATION
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INTRODUCTION

The Louisiana Historic Resources Survey is an ongoing, statewide survey designed to uniformly collect information about buildings, sites, structures, and objects of historical, architectural, and cultural significance. This information is used to assess eligibility for listing in the National Register of Historic Places and for other statewide preservation activities. Currently, there are two types of surveys conducted in Louisiana:

Section 106 Mitigation Surveys: Federal agencies are required by law to consider the effects of their actions on historic properties. Any undertaking—an action, project, funding agreement, permit, license, or approval—requires the federal agency to comply with Section 106 of the [National Historic Preservation Act](#) as set forth in [36 CFR Part 800](#). Surveys conducted to satisfy the regulatory responsibilities of a federal agency therefore seek to identify affected properties and to collect the information needed to evaluate their historic significance. The Division of Historic Preservation (DHP) reviews survey information to determine if any affected properties meet the criteria for listing in the National Register. The scope and scale of review and compliance surveys vary greatly.

Historic Preservation Fund Survey Grants: Each year DHP distributes an allocation of federal funds for Survey and Planning projects through a competitive grants process. The grants are focused on on-going state and federally mandated programs and initiatives that are outlined in the Louisiana Comprehensive Historic Preservation Plan and include regional, parish, and local historic standing structure surveys of properties fifty years and older.

DHP has prepared the following guidelines to make survey standards clear, concise, and predictable. These guidelines are meant to be used with the National Park Service's [National Register Bulletin #24: Guidelines for Local Surveys: A Basis for Preservation Planning](#).

Applicants are requested to review the instructions carefully and to prepare the survey form in full. If you have questions about completing the Louisiana Historic Resource Inventory Form, contact us at (225) 342-8164.

SUBMISSION REQUIREMENTS

In order to process survey records, the following items must be submitted: Map or Shapefile, .pdf of the completed LHRI form, a database spreadsheet (which will be used to assign the Resource ID Number), and a printed color copy of the final form.

GEOGRAPHIC DATA

The Division of Historic Preservation maintains a GIS database which includes properties listed on the National Register, as well as all properties surveyed through the Louisiana Historic Resource Inventory. Forms submitted to our office must include the latitude and longitude of each building or structure which is being documented. In addition, you must submit either a map of the property location, a .kmz, or a GIS shapefile (.shp) and all accompanying data files (e.g., .sbn, .dbf, .prj, .sbx, and .shx) which contains one or more of the documented properties. The shapefile should be projected into WGS 1984, and should be set up with the following table structure:

StandStruc	Street	City	Zip	Photo1Path	Photo2Path	Photo3Path	Photo4Path	SSFilePath	Parish	Date_Surve
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StandStruc: The assigned LHRI Number
Street: The numbered street address
City: City within which is the resource is located
Zip: Zip code of Resource
Photo1Path: Digital File Name of the first photo (ex. img_0346.jpg)
Photo2Path: Digital File Name of the second photo
Photo3Path: Digital File Name of the third photo (If applicable)
Photo4Path: Digital File Name of the fourth photo (If applicable)
SSFilePath: The LHRI number followed by .pdf extension (ex. 24-00578.pdf)
Parish: The parish name typed in full
Date_Surve: Date the property was surveyed in MM/DD/YYYY format

PHOTOGRAPH REQUIREMENTS

Two high quality color photos must be inserted into the LHRI form. If submitting separate digital image files, the file name must be inserted into the database table. Due to the two photo limit within the forms, both views should be perspective views of the front and side and rear and side. Two additional digital photos may be submitted and referenced in the database table. In some cases, archival quality digital images must also be submitted.

Archival Photograph Requirements: In keeping with the National Park Service's (NPS) policy on National Register (NR) and National Historic Landmark (NHL) photographs, digital images produced by methods demonstrated to meet the 75-year permanence standard are also now acceptable. To be considered archival, electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the U.S. National Archives and Records Administration. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. The file name for each electronic image saved on the CD-R must correspond with the assigned Resource ID Number.

Photo Composition: Architectural photographs are of two general types: perspective photographs and elevation photographs. A perspective photograph is one that shows two sides of a structure taken at a 45-degree angle thereby documenting its characteristics as a three-dimensional form including size and volume. In a perspective photograph, the structure should fill about 75 percent of the frame, thereby including some environmental context. An elevation photograph approximates an elevation architectural drawing and is a photograph of one side of a structure taken head on. The emphasis on one side of a building as two-dimensional surface makes an elevation photograph more axiomatically correct, and approximate measurements can be taken from the photograph. In elevation photographs, the structure should fill the frame, isolating it from its surroundings. Elevation photographs provide the best documentation of shape and proportion of a building while perspective photographs best depict the three-dimensional form of a structure. For purposes of the Louisiana Historic Resource Inventory forms, perspective photographs are requested.

A primary requirement of an architectural photograph is that vertical lines that are parallel in the building should be parallel in the photograph. In other words, the outside walls of a structure should not appear to converge toward the top of the photograph making the building look like it is falling over. Convergence occurs when the photographer tilts the camera backward to get the top of the building in the photograph. To overcome convergence, you should hold the

camera so that the back of the camera is vertical, at a 90-degree angle to the ground. This insures that the plane of the film, in the back of the camera, is parallel to the plane of the building.

Lighting is another important aspect of an architectural photograph. There are three types of light for exteriors: front light, sidelight, and backlight. The best lighting is front light when the sun is approximately 45 degrees between the axis of the lens and the most important façade being photographed. Acutely angled raking light is “side-light” which is excellent for revealing texture and detailed three-dimensional form. Of these, you should avoid backlight where the sun is coming from the rear putting the side being photographed in shadow. When an important feature is in the shade or a façade is backlit, you can be partially correct this by filling the frame with the feature being photographed to reduce the contrast in the scene.

In situations of direct sunlight on a cloudless day, you should be aware of shadows cast on buildings by surrounding trees and try to pick times of the day when the angle of the sun minimizes these shadows. Also, the time from late morning to early afternoon, when the sun is directly overhead, can cause “eaves” or “cornice” shadows that will cover half of a wall. In other words, when the sun is directly overhead, the projection of the roof over the walls can create a shadow far down the wall. The best lighting for survey photography is a bright overcast day.

Two perspective photographs are required to document a building or structure. These include 1) a photograph showing the front and one side of the building and 2) a second photograph showing the rear and the other side of the building. These two photographs document all four sides of a building. However, many photographs will be taken in cities and towns where the buildings are at high densities along streets and it is not possible to get a rear perspective. In this situation, the second photograph should show the front and other side of the building.

When framing the building in the viewfinder, ensure that the entire building is visible including the point where the building meets the ground and the peak of the roof or chimney and include the surroundings of the building, its site, and landscape context. As the subject of the photograph, the building should occupy about 75 percent of the picture area, leaving the surrounding 25 percent of the frame for visual information about the context of the building.

Below are examples of unacceptable photographs of the façade and side of the surveyed property:



The top left photo has a person partially in the frame and the tree obscures the side of the building. In the top right photo, the bush, tree, and lamppost obscure portions of the building and the glare from the sun makes viewing details on the building difficult. The bottom left photo shows too much of the surroundings and not enough of the surveyed building. The bottom right photograph documents the side only, leaving the façade undocumented.



An acceptable photograph, as seen below, is a perspective of the façade and right side of the building. Trees, lampposts, and people have been excluded as much as possible to give a complete, unobstructed view of the surveyed building.



Below are examples of unacceptable photographs of the rear and side of the surveyed property:




In the top left photo the building is obstructed by a column which the photographer is standing behind. The top right photo cuts off the top of the building. The bottom left photo is an elevation, not a perspective, which leaves the left side of the building undocumented. The bottom right photo, also an elevation, documents only a portion of the rear of the building.

The picture below, in contrast, documents the entire rear of the building and the side, while minimizes obstructions found on the site.



COMPLETING THE FORM

The LHRI form is a fillable .pdf document with drop down menus. We reccomend using a .pdf editor, but it will work in reader application as well.



Louisiana Historic Resource Inventory

Louisiana Division of Historic Preservation
Office of Cultural Development
Department of Culture, Recreation and Tourism

Resource ID Number

Historic Name

Latitude (Decimal Degrees)

Address

Longitude (Decimal Degrees)

City

Date Surveyed

National Register Status

Type of Resource

Contributing Status (District Surveys Only)

☐ Contributing

☐ Non-Contributing

☐ Other

Construction Date (Estimated)

Eligibility Criteria

☐ A-Event

☐ B-Person

☐ C-Design or Construction

☐ D-Potential Information

Date of Alterations (Estimated)

Form

Style

Architectural Description and Comments: Include details on windows, doors, foundation, roof, outbuildings, or any other architectural features of note. (There is no character limit.)

Insert Photo Here:

File/Image Name:

Insert Photo Here:

File/Image Name:

SHPO Concurrence (SHPO Use Only!)

☐



Louisiana Historic Resource Inventory

Louisiana Division of Historic Preservation
Office of Cultural Development
Department of Culture, Recreation and Tourism

Resource ID Number

Resource ID Number – The resource ID number consists of two separate numbers, the parish ID number and resource number. Resource numbers are assigned by the Division of Historic Preservation upon submittal of the executed **Database Spreadsheet** by the surveyor. The Division of Historic Preservation will affix the ID number(s) to the Database Spreadsheet and return it to the surveyor who will affix ID numbers to the Louisiana Historic Resource Inventory form(s) and submit them for review and editing.

Historic Name	Latitude (Decimal Degrees)
<input type="text"/>	<input type="text"/>
Address	Longitude (Decimal Degrees)
<input type="text"/>	<input type="text"/>
City	Date Surveyed
<input type="text"/>	<input type="text"/>

Historic Name - List the historic name of the property, if known. Generally, this is the name of the original owner/occupant, the name of the property by an early owner/occupant or the name of the most significant person or event associated with the property. If two or more names are associated with the property, hyphenated names can be used. If historic name not known, you may leave this blank.

Address/City - Please include the street number and name on the address line, and the city name. This should be the official mailing or 911 address of the property.

Latitude/Longitude - This should be the Northing/Easting coordinates of the property, in the decimal degree form. If a GPS receiver or a GPS application is not available, these coordinates may be obtained using an online mapping application.

Date Surveyed - This should reflect the date of the fieldwork in MM/DD/YYYY format.

National Register Status

Contributing Status (District Surveys Only)

- ☐ Contributing
☐ Non-Contributing
☐ Other

Eligibility Criteria

- ☐ A-Event
☐ B-Person
☐ C-Design or Construction
☐ D-Potential Information

National Register Status – There are seven choices in the field: **Potential District** - This property is located within a potential National Register District that is being surveyed for eligibility. **Potential Individual Listing** - This property is eligible for listing on the National Register. **Individually Listed** - This property is Individually Listed on the National Register. **Contributing to a District**- This property is a contributing element to a listed National Register District. **Non-Contributing to a District** - This property does not contribute to the significance of a listed National Register District. **Ineligible**- This property does not meet the qualifications required for listing on the National Register, either individually or as part of a district. **Other**- Undetermined or unknown status. Note: The surveyor’s assessment of National Register of Historic Places eligibility is not official but their professional assessment assist the Louisiana State Historic Preservation Office making eligibilty determantions.

Contributing Status (District Surveys Only) - When surveying an eligible or listed historic district, this section will be used to deternine whether the property contributes to that district.

Eligibility Criteria - To be eligible for listing on the National Register, a resource must embody one of these four categories of significance: A - association with a historic event or trend, B - association with a significant person, C- an important example of design or construction, or D - archaeology. More than one may be selected. For additional information on how to apply eligibility criteria, click on this link:

https://www.crt.state.la.us/Assets/OCD/hp/nationalregister/nationalregistry101/101_-_Eligibility_Criteria.pdf

Type of Resource

Construction Date (Estimated)

Date of Alterations (Estimated)

Form

Style

Type of Resource - Check the property type that applies to the resource: Building, Site, Structure or Object.

Construction Date - Estimated date of construction. This can be based on historic maps, building plaques and corner stones, or may be estimated based on architectural style and type.

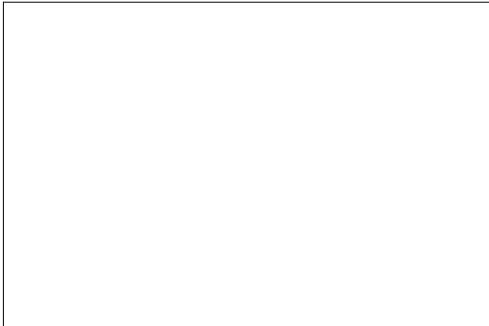
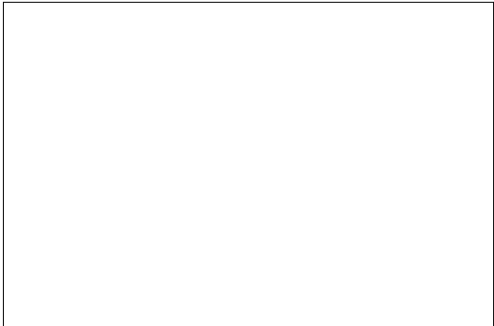
Date of Alterations - List any known or estimated dates of significant alterations. This may be left blank.

Form- Chose the building form that best describes this resource. Only one may be chosen, but you may use the comment section to describe more complex building types.

Style - Chose the style that is best reflected on this structure. If there is no distinct style, you may chose "No Style", and if there are multiple styles reflected, this may be described in the comments section.

Architectural Description and Comments: Include details on windows, doors, foundation, roof, outbuildings, or any other architectural features of note. (There is no character limit.)

Architectural Decriptions and Comments- This section should be used to describe the resource being surveyed, using as mant characters as neccesary.

Insert Photo Here:	File/Image Name:
	
Insert Photo Here:	File/Image Name:
	

Inserting Photos - This section is designed to allow you to click and select a photo to insert. If using a tablet in the field, you should also have the option to access the camera after clicking on the box, and take the photo.

File/Image Name - Type in the digital file name (if available). This will be used to link the original digital file within the database and online map.

Only two photos are required, but additional photos may be submitted with the digital form. These should be linked by typing file names within the database spreadsheet.

OBTAINING RESOURCE ID NUMBERS

In order to obtain a resource ID number for each surveyed structure, you must submit a spreadsheet to the Division of Historic Preservation Survey Coordinator. The spreadsheet will then be returned with the appropriate resource numbers. Resource numbers will begin with a 2-digit parish code, followed by a string of consecutive numbers based on how many resources have been recorded in that parish. There are two types of spreadsheets that DHP will accept:

Batch Processing LHRI forms into a Spreadsheet- The easiest and recommended method to obtain a spreadsheet in the appropriate format which will be ready to submit to DHP is to create one using the completed LHRI forms. In order to do this, you will need Adobe Professional. To begin, save all of the .pdf LHRI forms into single folder.

1. Open Adobe Professional
2. Click the on "Tools" in the upper right hand corner.
3. Click on the Forms Tab in the navigation plane.
4. Select "More Form Options"
5. Select "Merge Data files into Spreadsheet"
6. Navigate to the folder containing the LHRI forms and select them all. This should produce a spreadsheet which can be submitted the DHP to obtain numbers.

Download the Spreadsheet- You can find a blank version of the spreadsheet on our website: <https://www.crt.state.la.us/cultural-development/historic-preservation/louisiana-historic-standing-structures-survey/index>

APPENDIX B – RESEARCH RESOURCES

The availability of research material varies greatly depending on the area covered by a survey project. In general, published local histories are more likely to exist for larger communities. For research on rural areas and small towns, relying on primary sources and oral history may be necessary. Knowledgeable local citizens are often aware of the most useful sources and consultants would benefit from seeking their advice. Some basic sources, however, are useful in almost every survey.

Historic Maps

Historic maps can aid in tracing a community's development. The most commonly used maps are Sanborn maps, which detail property and land-use for cities and towns. Extensive information is given on building construction and use, street names and addresses, and property boundaries. Other features shown include pipelines, railroads, wells, and dumps. Today, these maps are utilized extensively by architectural historians, environmentalists, genealogists, historians, historic preservationists, and urban historical geographers. In Louisiana, map dates range from 1885 to 1951, with most falling in the early part of the 20th century, and are available online through the Louisiana Library Connection <http://www.state.lib.la.us/library-collections/louisiana-gumbo>.

Plats, Deeds, and Land Records

Plats and land records can provide detailed information on significant properties and neighborhoods. Typically, it is not feasible to conduct extensive deed research within the scope of a survey project; however, it may yield information about ownership of landmark properties and historical development that may be included in the survey report. Plats can be useful for documenting suburban development and the historical evolution of significant properties. These records are available in the office of the Clerk of Court of the parish. A complete list may be found here: <http://www.laclerksofcourt.org/clerksofcourt.htm>

City Directories

Louisiana city directories date from the nineteenth century and are generally arranged alphabetically by surname and can provide an individual's residence, occupation, and employer. Directories from 1938 on are Polk Cross-Reference directories, which allow users to look for persons by name, address, or phone number.

Tax Assessor's Files

In addition to obtaining the Tax Parcel ID Number, these files can contain basic information about building construction and alteration dates, but the accuracy of such information varies greatly. Tax assessment files tend to be fairly accurate for twentieth-century neighborhoods and districts and should be consulted during surveys covering such areas. Louisiana Assessors Association, Louisiana Assessors by Parish <http://www.laassessors.com/assessors.htm> or Louisiana Tax Commission Parish Tax Rolls http://www.latax.state.la.us/Menu_ParishTaxRolls/TaxRolls.aspx

State Library of Louisiana

The Louisiana Collection is a research collection related to the State of Louisiana. Current information in the areas of law, study guides and travel are included with other materials that record the history and culture of Louisiana. Although the emphasis is on print format, microform and electronic materials are included. Most of the material in the Louisiana collection is listed in the library's online catalog.

Additionally, the State Library of Louisiana has the Louisiana Gumbo Project. This contains the Louisiana Works Progress Administration Collection, a collection of predominantly black and white photographs from 1930's to 1970's, and the Louisiana Historical Photographs Collection. For more information, visit the State Library of Louisiana <http://www.state.lib.la.us>.

Local and University Libraries

Local libraries often house special collection that relate to the history and development of that community. They often house old newspapers and journals that can provide insight into events that shaped the community; information about building materials, architects, and contractors; and lists of building permits or articles relating to the construction of specific buildings. University libraries often house special collections or archival material that is not available at a local library.

Local Historical Societies

Local historical societies may be a useful resource for finding documents about local or regional history, historic photographs, and, occasionally, oral histories.