Guidelines for the Recordation of Architectural Resources for the Ohio Historic Inventory in I-Form- Quick Reference

Introduction

The following guidelines address the completion of records for the OHI for both reconnaissance- and intensive-level architectural surveys using I-Form. The I-Form system provides users the ability to complete OHI forms via the Internet and must be used in the completion of all survey projects. Adherence to the instructions set forth in these guidelines is required for using I-Form in documenting newly recorded architectural resources and/or updating resources previously included in the Ohio Historic Inventory. Records that do not meet the recordation standards of the State Historic Preservation Office as set forth in these guidelines will not be accepted and entered into the Ohio Historic Inventory and will be returned to the I-Form preparer for revisions.
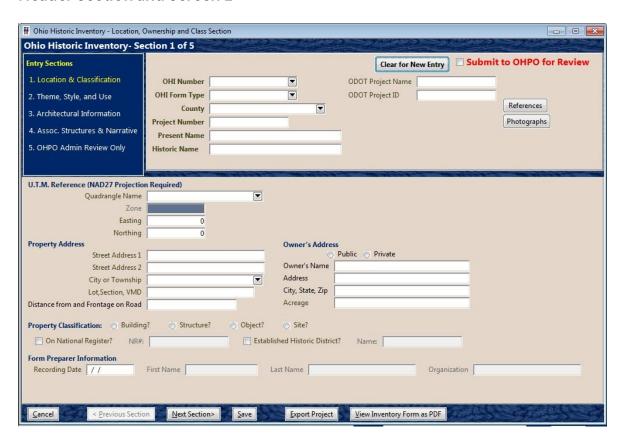
When using I-Form, be sure to consult the **Ohio Historic Inventory I-Form User Guide** for information on registering as an I-Form user and navigating within I-Form. This document can be found at the State Historic Preservation Office website or by contacting shpo@ohiohistory.org. Also, consult **How to Complete the Ohio Historic Inventory for Ohio** for guidance on background research, fieldwork methods, and the information that is required for an architectural survey report. This document can be ordered by contacting the State Historic Preservation Office.

Completing the Form

The following section illustrates the four screens in I-Form required for completion by the form preparer. **All** fields presented below are required for a reconnaissance-level survey, unless it is noted that they are required for intensive-level survey only. If information is not known, then select the "unknown" option or leave blank if "unknown" is not an option. **All** fields presented below that are applicable to the resource (e.g. Porch Information would not be applicable to a barn or a cemetery) are required in the completion of an intensive-level survey form.

Ohio Historic Inventory Form in I-Form

Header Section and Screen 1

The Header Section (top third of I-Form screen) is static through the I-Form interface and remains visible regardless of which Screen is in view. Fill out the following on the Header Section:

- OHI Number: please obtain from the State Historic Preservation Office (see page 17)
- OHI Form Type: select New or REV only
- County
- Project Number (if applicable)
- Present Name: use current owner's name if known or type of resource and address (i.e. House, 234 Spring St.)
- Historic Name (if known)
- References Tab: this tab is where information regarding the survey project and the resulting survey report is entered. Provide the full citation information for the survey report associated with the survey project that resulted in the completion of the OHI; **see the *Ohio Historic Inventory I-Form User Guide* for**
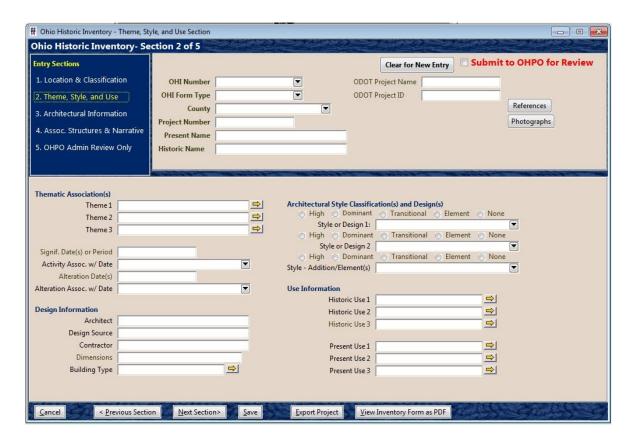
> **additional information on how to specifically enter in and save this information in I-Form.**

- Photographs Tab: include two photos of the resource from two different locations, preferably illustrating two elevations in each photograph, or one photo depicting the primary and side elevation and another photo depicting significant outbuildings associated with the primary resource. Include a site plan (location map) with a north arrow, a clearly marked resource, and the nearest intersection labeled, if possible. See the **Ohio Historic Inventory I-Form User Guide** and **Digital Imagery Standards** for additional information.

Fill out the following for Screen 1:
- Quadrangle
- UTM Reference
- Address: include street number and name.
- City or Township
- Owner's Address
- Acreage: obtain from county website or approximate if not available online; only enter numbers, no text in this field.
- Property Classification
- National Register Status
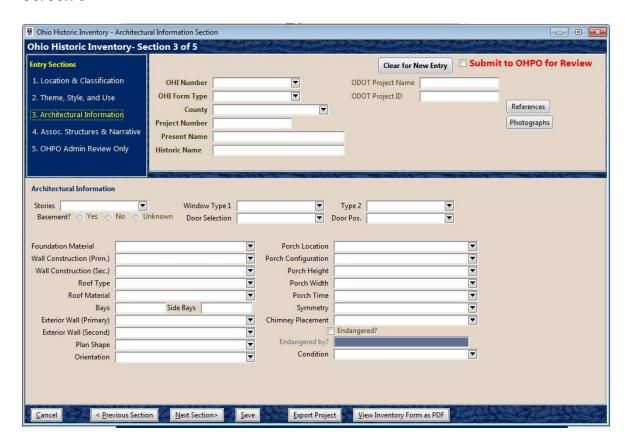- Form Preparer Information

Screen 2

For Screen 2:

- Thematic Association (***intensive-level survey only***)
- Date(s) or Period and Activity Associated with the Date: enter the original construction date of the surveyed resource
- Alteration Date(s) and Alteration Associated with the Date (if applicable or known)
- Builder/Design Source/Contractor (if applicable or known)
- Dimensions: can be approximate; do not use quotation marks to indicated feet.
- Building Type: if "other" is selected, elaborate in Section 42.
- Architectural Style Classification and Design: if "other" is selected, elaborate in Section 42.
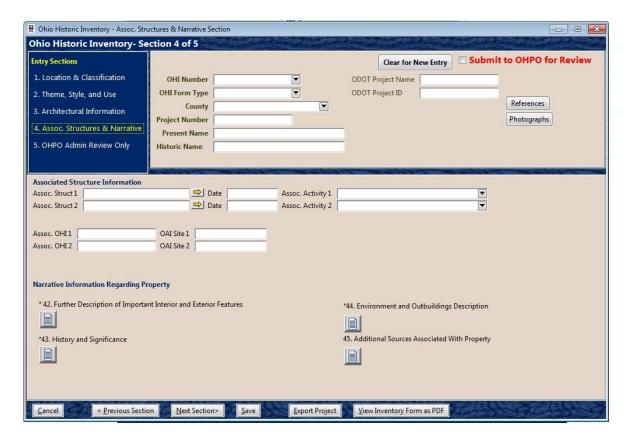- Historic Use
- Present Use

Screen 3

For Screen 3:

- Stories
- Window Type
- Basement
- Door Selection and Position
- Foundation Material
- Wall Construction (i.e. framing system)
- Roof Type and Material
- Bays
- Exterior Wall Plan Shape
- Orientation
- Porch Location/Configuration/Height/Width/Time (if applicable; otherwise leave blank)
- Symmetry
- Chimney Placement
- Endangered Information (if known)
- Condition

Screen 4

For Screen 4:
- Associated Structure Information (all fields if applicable; do not include non-historic outbuildings)
- Associated OHI/OAI (if applicable)
- Narrative Information Regarding Property (see below)

Section 42. Further Description of Important Interior and Exterior Features: this open text field should provide a concise exterior description of the resource, including the overall appearance, fenestration pattern, types of building materials, specifics on the main elevation or important features of the resource, and any alterations and additions.

*Example:

- *The two-story wood-frame vernacular-style dwelling features a rusticated concrete-block foundation, weatherboard siding, replacement 1/1 vinyl sash windows, and a gable-front roof clad in asphalt shingles. The three-bay façade has a centered replacement vinyl-paneled door flanked by single windows, and all are sheltered by a full-width hipped-roof porch supported by turned posts and balustrade. Three windows are evenly spaced above on the*

second story level. A one-story lean-to addition was added to the rear (north) elevation in ca.1940.

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Section 43. History and Significance: this open text field should include any information relevant to the resource's history and/or architectural significance, and any information that substantiates the significance of the resource relative to the National Register criteria. Intensive-level surveys require resource-specific research, and the information collected specifically on the resource should be included in this field.

*Reconnaissance-Level Survey Examples:

- *Built in 1906 in the village of Middlebranch, this dwelling is an excellent example of the Queen Anne-style of architecture with its asymmetrical massing, varied exterior finishes (wood clapboards and shingles), bay windows, wraparound porch, turret, and steeply pitched, irregularly shaped roof. Overall, the house retains a high level of integrity with minimal alterations.*

- *This circa 1900 gable-front dwelling is an example of a common late-nineteenth century vernacular form found throughout the Mahoning Valley Region. The dwelling was originally part of a larger agricultural complex, of which only the barn remains. The dwelling has been significantly altered with a rear addition and new exterior building materials, including windows and siding.*

*Intensive-Level Survey Example:

- *Property is located in the George Washington Carver subdivision built in the mid-1940s by the Hanford Construction Co. This division consisted of 144 Cape-Cod style homes and afforded African American veterans returning from WWII the opportunity to purchase new homes using the G.I. Bill programs. Some of the original homeowners were Tuskegee Airmen stationed at nearby Lockbourne Air Force Base. Many of the civilian residents held service jobs or worked in local factories. This property was first owned by U. S. Army member, William E. James. Columbus City Directories indicate that he owned and lived in the house from 1947-1969. In 1970 Howard J. Rains is the listed owner/occupant. Between 1963 and 1965 more than 90 of the original houses in the subdivision were demolished or moved due to the construction of I-70.*

- *This vernacular-style gable-front dwelling was built in 1870 by Joseph A. Howells on East Satin Street in the Village of Jefferson. Howells resided at the dwelling with his wife, Eliza, and was the publisher for the Ashtabula Sentinel newspaper, a position formerly held by his father W. C. Howells and partner J.L. Oliver. The Sentinel had moved from Ashtabula to the Village of Jefferson in 1853, in order to reside in the county seat. The house exhibits little architectural ornamentation*

and has been altered with replacement siding, windows, and modifications to the front porch.

Section 44. Description of Environment and Outbuildings: this open text field requires a description of the resource's setting (e.g. rural, residential, commercial, etc.), and parcel and an inventory of secondary resources. Example: *Located in a residential area of similar houses, the house stands on the north side of Spring Street on a level grassy lot with mature trees and plantings.* The secondary resources description should include their physical location to the primary resource, using north, south, east, and west, as well as a brief physical description. Example: *A concrete block one-car garage topped with an asphalt-shingled gable-front roof stands northwest of the dwelling.* It should also be noted if there are no secondary resources associated with the primary resource.

Section 45. Sources of Information: This open text field will include only brief citation information specific to the subject resource. Use established bibliographic format.

General Guidance for Open Text Fields:
- Write the text in a Word document first and then copy and paste into the fields. Do not have footnotes or endnotes attached to the text.
- Use complete sentences (except for Section 45).
- Use 9 point Arial font for all open text field boxes.
- Make sure that the text appears justified to the left in all open fields.
- Keep text concise and relevant to the resource. Do not speculate on the appearance or use of the property if there is no evidence to support such claims. It is also preferable that the information provided in the open text fields is concise enough that the survey form is no longer than two pages when converted to a PDF.