



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

May 6, 2013

Dear Colleagues:

Enclosed is guidance on how to submit a nomination on disk to the National Register of Historic Places.

The National Register of Historic Places has incorporated new technologies over the past few years. We are now capable of accepting nominations on disk (with the exception of the signature sheet). It is important to note that these guidelines involve changes in the media, not the content of a submission. Where we say "requirements" it is a requirement if you choose to submit materials in that particular format. We will always accept the paper form, printed photographs and USGS maps. We will also continue to accept nominations that are "in process" according to the standards that existed when work was started on the nomination.

This packet consists of a quick summary of the guidance on how to submit a nomination on disk as well as an appendix with more detailed instructions on how to use Adobe Acrobat.

One of our major goals is to make the nomination process easier, we welcome your comments. You can forward them either to Jeff Joeckel, your reviewer, or to Paul Loether.

Sincerely,

J. Paul Loether
Chief, National Register of Historic Places and
National Historic Landmark Programs

Enclosure

Guidance on How to Submit a Nomination to the National Register of Historic Places on Disk Summary (5/06/2013)

Summary

The National Register of Historic Places has accepted digital photographs for several years. We started accepting alternatives to the paper USGS map last year. We are now accepting the nomination form in pdf format. This means that a nomination can be entirely sent on disk, with the important exception of the signature sheet. We believe this will make it easier to submit nominations and quicker for us to post the nominations online.

This packet consists of a quick summary of the guidance on how to submit a nomination on disk as well as an appendix with more detailed instructions on how to use Adobe Acrobat.

Contact: Jeff Joeckel (jeff_joeckel@nps.gov)

Or your reviewer

Or Paul Loether (paul_loether@nps.gov)

Submitting a full nomination on disk (the almost all-electronic nomination)

New requirements **if you choose** to submit materials on disk:

- Language to include on the transmittal letter

Elements no longer required

- The nominating authority does not have to print the digital photographs
- The nominating authority does not have to print the nomination form (except for signature sheet – see below)
- Embedded images can be throughout the form (not just at the end)

What if you can only create part(s) of the entire file digitally?

Please submit what you can digitally. In cases of mixed media (paper and digital) then the physical file is the official record, and we need everything physically.

For example if you can send photographs digitally, then please send them on a disk as per our photo policy update, but also print out the nomination, print out the photos, send the maps, and correspondence. If you can send the nomination and photos, but not the map. Then send the nomination as a pdf, send the photos as .tifs, but also print out the nomination, print out the photographs, and print out the map.

Guidance on how to submit a nomination on disk.

For each nomination; a packet will include 2 disks (either CD &/or DVD) and a few pieces of paper:

1. On one disk
 - a. One pdf of the nomination (including the form with any embedded images, maps, and the photo log). If you cannot create one pdf with all of these elements, it is acceptable to submit multiple pdfs, but we really prefer just one.
 - b. Optional: On the same disk include a separate pdf of correspondence to our office. Or the correspondence can be physically included with the submission. Correspondence is everything you normally send to us that isn't part of the form including letters of objection, letters of support, comments, associated reports, etc.
 - c. Optional: GIS files (.kmz or .kml) can be submitted, if you've created them.
2. On a second disk
 - a. The digital images as .tif files following the photo policy
DO NOT INCLUDE THE DIGITAL PHOTOS IN A PDF

For more information see our photo policy update.

http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.pdf

3. A physical transmittal letter (cover letter). Having a physical transmittal will help us process the submission as soon as it comes in.
 - a. The transmittal letter should include the line “**The enclosed disk contains the true and correct copy of the nomination for the (NAME OF PROPERTY) to the National Register of Historic Places.**”
 - b. The transmittal letter must be physical, but other correspondence can either be physically submitted with the disk or as a separate pdf on disk one.
4. A physical signed copy of the first page of the nomination. (One of the things we still need to work out is the electronic signature, and until we do that, we need a physical signature.)
 - a. Print the first page, sign it, and physically mail it with the disks. The paper can be regular copier paper; it does not have to specifically be archival paper.
 - b. We will also physically sign the nomination, scan it, and add it to the record.

For Multiple Property Submissions:

1. If you are submitting multiple properties within an MPS, for example a cover and 8 properties, you can include multiple pdfs on the first disk. Put the pdfs in separate folders on the disk. Likewise if the images for the multiple properties can fit on a single disk, that is acceptable. We prefer to have one nomination per disk (as stated above) but use your best judgment in regards to submitting an MPS that has multiple submissions.

Labeling the pdf:

Use the same naming convention as digital photographs:

State_county_property name (or district name).pdf

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House.pdf

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District.pdf

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse.pdf

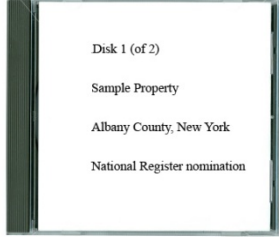
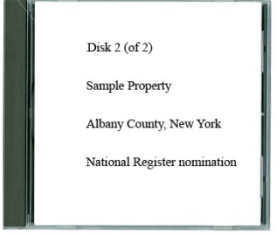

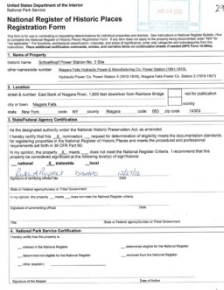
Labeling correspondence on the disk:

Use the same naming convention, but add the word “correspondence” to the beginning

Correspondence_State_county_property name (or district name).pdf

Labeling the digital photographs - as detailed in our photo policy

What a packet looks like:

			
<p>Disk one: - pdf of nomination - optional pdf of correspondence - optional GIS files</p>	<p>Disk two: has digital images in tif format, following our photo policy</p>	<p>Physical transmittal letter</p>	<p>Physical signature page, with real signature</p>

All parts mailed to us in one package as per our existing policies and address.

Quick Summaries: map and photo policy update:

National Register Electronic Map Requirements Summary

Required:

- WGS/NAD datum
- A map that very clearly labels the property being nominated. The point or district should be instantly distinguishable from the rest of the map.
- A scale.
- A north arrow.
- Reproducibility in black and white (same standards for black and white reproducibility as a site map.)
- Decimal degrees for each point, extending to at least six decimal places.
- It can be, but does not have to be on a continuation sheet.
- Provide a large scale map that depicts the entire nominated property within the full extent of the map. (A close up view.)
- Provide a small scale map that depicts the nominated property in a wider context (similar to the scale of a USGS topo map).

(Note: It is still acceptable to use hardcopy USGS maps and follow the previous map standard.)

Digital Photograph Update Summary (if you choose to submit nomination on disk)

- Printed photographs are no longer required
- Embedded images can be throughout the form (previous policy required embedded images to be at the end of the form). This applies for both pdf submissions and paper submissions.

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

New requirements **if you choose** to submit materials on disk:

- Language to include on the transmittal letter

Elements no longer required

- The nominating authority does not have to print the digital photographs
- The nominating authority does not have to print the nomination form (except for signature sheet – see below)
- Embedded images can be throughout the form (not just at the end)

Rationale:

We have accepted digital photographs for several years. We started accepting alternatives to the paper USGS map last year. We are now accepting the nomination form in pdf format. This means that a nomination can be entirely sent on disk, with the important exception of the signature sheet. We believe this will make it easier to submit nominations and quicker for us to post the nominations online.

What if you can only create part(s) of the entire file digitally?

Please submit what you can digitally. In cases of mixed media (paper and digital) then the physical file is the official record, and we need everything physically.

For example if you can send photographs digitally, then please send them on a disk as per our photo policy update, but also print out the nomination, print out the photos, send the maps, and correspondence. If you can send the nomination and photos, but not the map. Then send the nomination as a pdf, send the photos as .tifs, but also print out the nomination, print out the photographs, and print out the map.

Guidance on how to submit a nomination on disk.

For each nomination; a packet will include 2 disks (either CD &/or DVD) and a few pieces of paper:

1. On one disk
 - a. One pdf of the nomination (including the form with any embedded images, maps, and the photo log). If you cannot create one pdf with all of these elements, it is acceptable to submit multiple pdfs, but we really prefer just one.
 - b. Optional: On the same disk include a separate pdf of correspondence to our office. Or the correspondence can be physically included with the submission. Correspondence is everything you normally send to us that isn't part of the form including letters of objection, letters of support, comments, associated reports, etc.

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

- c. Optional: GIS files (.kmz or .kml) can be submitted, if you've created them.
2. On a second disk
 - a. The digital images as .tif files following the photo policy
DO NOT INCLUDE THE DIGITAL PHOTOS IN A PDF

For more information see our photo policy update.

http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.pdf

3. A physical transmittal letter (cover letter). Having a physical transmittal will help us process the submission as soon as it comes in.
 - a. The transmittal letter should include the line **“The enclosed disk contains the true and correct copy of the nomination for the (NAME OF PROPERTY) to the National Register of Historic Places.”**
 - b. The transmittal letter must be physical, but other correspondence can either be physically submitted with the disk or as a separate pdf on disk one.
4. A physical signed copy of the first page of the nomination. (One of the things we still need to work out is the electronic signature, and until we do that, we need a physical signature.)
 - a. Print the first page, sign it, and physically mail it with the disks. The paper can be regular copier paper, it does not have to specifically be archival paper.
 - b. We will also physically sign the nomination, scan it, and add it to the record.

Labeling the pdf:

Use the same naming convention as digital photographs:

State_county_property name (or district name).pdf

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House.pdf

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District.pdf

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse.pdf

Labeling correspondence on the disk:

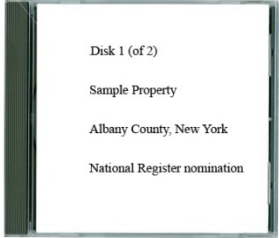
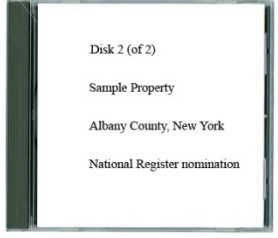


Use the same naming convention, but add the word “correspondence” to the beginning

Correspondence_State_county_property name (or district name).pdf

Labeling the digital photographs - as detailed in our photo policy

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

What a packet looks like:

			
<p>Disk one: - pdf of nomination - optional pdf of correspondence - optional GIS files</p>	<p>Disk two: has digital images in tif format, following our photo policy</p>	<p>Physical transmittal letter</p>	<p>Physical signature page, with real signature</p>

All parts mailed to us in one package as per our existing policies and address.

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

Technical guidance for submission (software and standards)

Examples given are for Adobe Acrobat version 9, but the instructions should be similar for all versions of Acrobat.

Software to use:

- Your current word processor is most likely fine. (MS Word is recommended.)
- PDF creation software. We recommend Adobe Acrobat. As of January 2013, the current version is Adobe Acrobat XI, but older versions will also work. (We are currently using version 9.)
- A scanner that can scan bitonal, grayscale, color, 300-600 ppi.

Create one pdf with all of the materials (pages) necessary for the nomination: the form, any continuation sheets, the maps, photo log, and any other materials that you feel necessary to include as part of the final record (i.e. survey sheets, reports, etc.) This can either be done in your word processor, or you can use Adobe Acrobat to combine multiple files into one pdf file. If you cannot create one pdf file, multiple pdfs are acceptable, but we prefer just one.

Do not include the correspondence from your office to ours in this pdf or digital photographs. Create a separate pdf for correspondence, or send correspondence physically. The digital images should be submitted on the second disk.

How to convert from your word processor to pdf.

1. Open the file in your word processor
2. Print the file
3. For the printer, select Adobe PDF
4. Save the file as a pdf
5. Open the file in Adobe Acrobat
6. Make sure that there are no security settings:
 - a. Click on File >Properties
 - b. Click on the Security Tab
 - c. Make sure that everything is allowed

Scanning paper:

If parts (pages) of the nomination are already in paper format, you can scan the paper then include with the pdf.

Scanning requirements: (From National Archives Standards - <http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html>)

- **Bitonal** (1-bit) scanned at 300-600 ppi.
This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

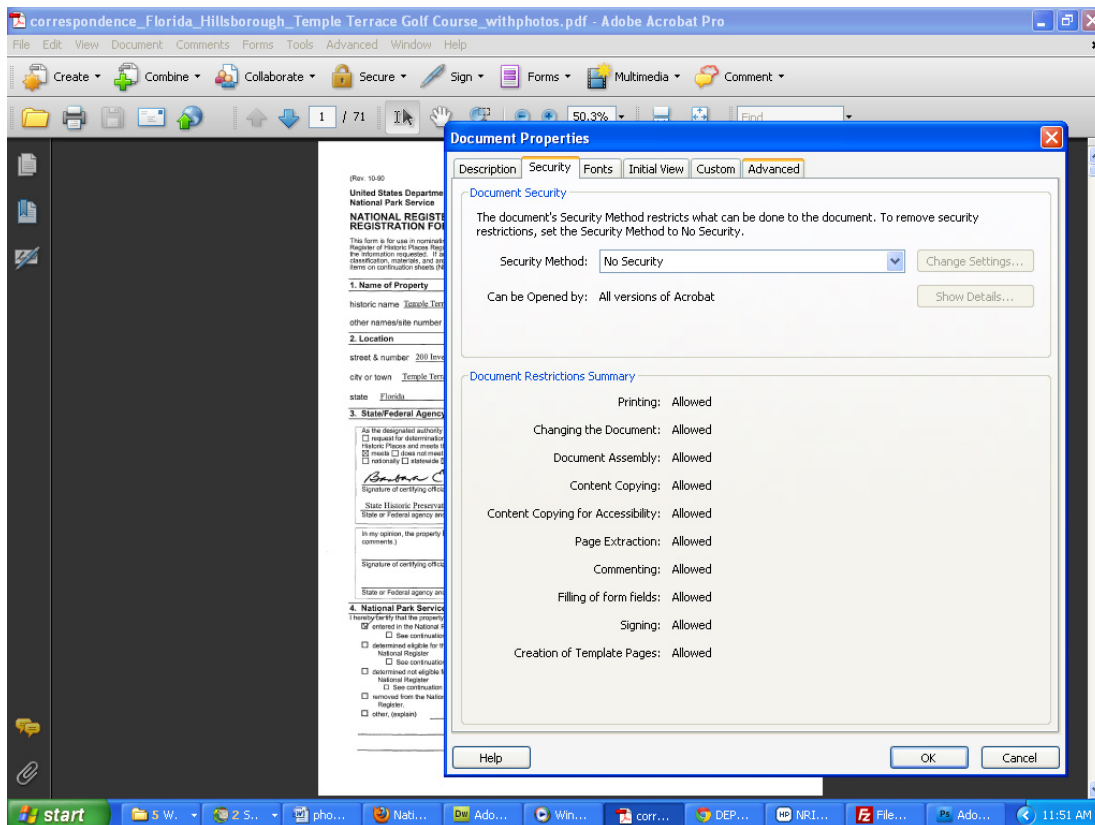
K:\jjoেকে\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

- **Gray scale (8-bit) scanned at 300-400 ppi.**
This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.
- **Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi.**
Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.

Settings for Adobe Acrobat:

- Do not place any security settings on the pdf: no self-sign security, user passwords, and/or permissions
- Do not place interactive media (no video clips) in the pdf
- Do not place comments/annotations within the pdf
- Do not utilize electronic signatures. (Electronic signatures is a separate issue, and for now we require a physical signature.)
- PDF capabilities are always expanding, but we need a “clean” pdf, if there is a capability beyond simple text and embedded images that you would like to use, check with us first.



K:\jjoECKE\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

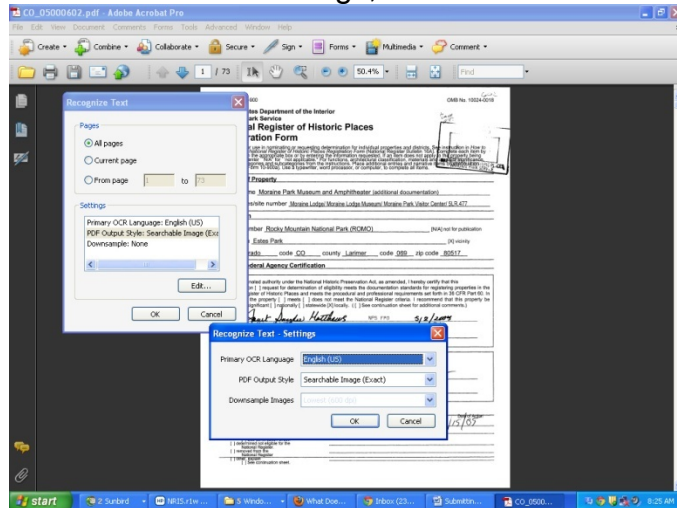
Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

Optical Character Recognition (OCR) – text searchable

If you convert a Word document to pdf, it is automatically text searchable.

If you scan paper then create a pdf it is not text searchable. To make it text searchable you need to “OCR” it.

1. Open the file in Adobe Acrobat
2. Click on Document>OCR Text Recognition>Recognize Text Using OCR
3. Check the settings, choose “Searchable Image (Exact)”



Parts of the nomination:

Maps:

If you are following the GIS guidance provided and are creating maps from Bing Maps, Google Earth, or ArcGIS Explorer, then you can create pdfs of the maps. Simply add these pdf maps to the nomination in Adobe Acrobat.

(GIS Guidance: <http://www.nps.gov/history/nr/publications/guidance/pastwebinars.htm>)

Sketch Maps:

If you have digital versions of the sketch maps, you should be able to add them to the nomination pdf in Adobe Acrobat. You can also scan them, and add to the pdf.

GIS files (.kml or .kmz) can be included as a separate file on the same disk as the nomination.

- Name them according to the same naming convention:
EX: AL_Jefferson County_Elizabeth Brown House.kml
- These files do not replace the requirement to include the coordinates (UTM or Lat/Long) in text within the form.

K:\jjoECKE\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

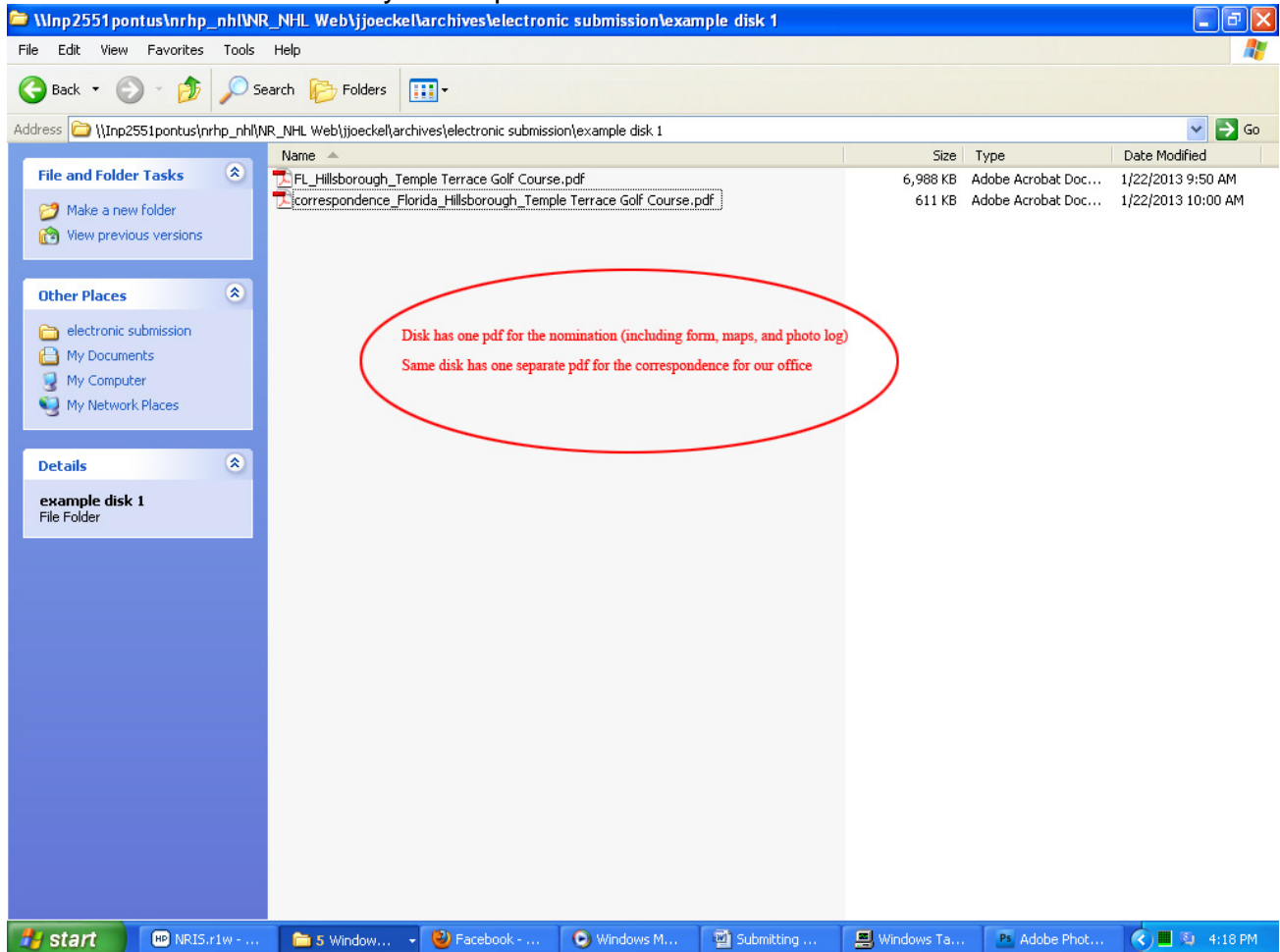
Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

Images:

Embedded images, as pages of the form, can be included in the pdf. We no longer require that embedded images be placed at the end of the form. Embedded images can be placed throughout the form for both pdf submissions and paper submissions.

File structure of the disks :

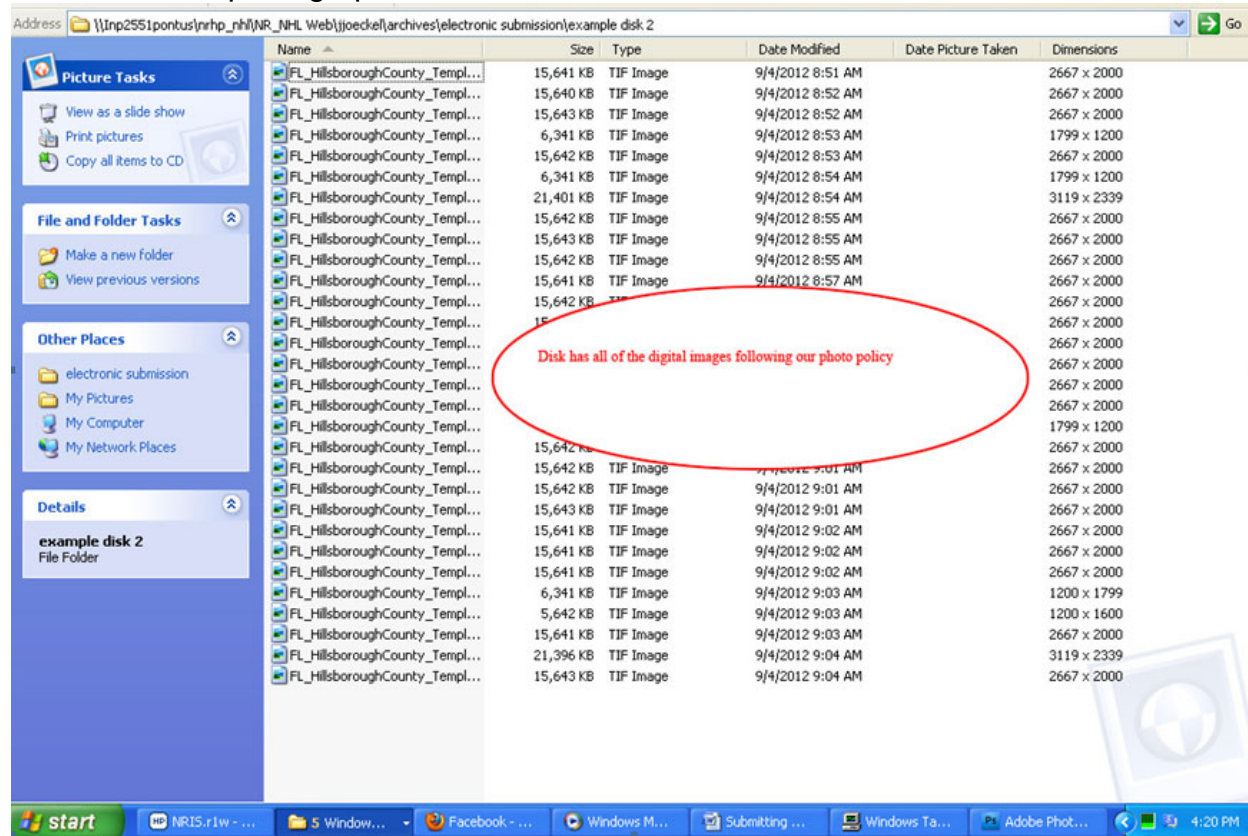
Disk 1 with the nomination and any correspondence



K:\jjoeckel\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

Disk 2 with the photographs



Example of digital nomination:

Temple Terrace Golf Course nomination:

www.nps.gov/history/nr/publications/sample_nominations/FL_Hillsborough_Temple%20Terrace%20Golf%20Course.pdf

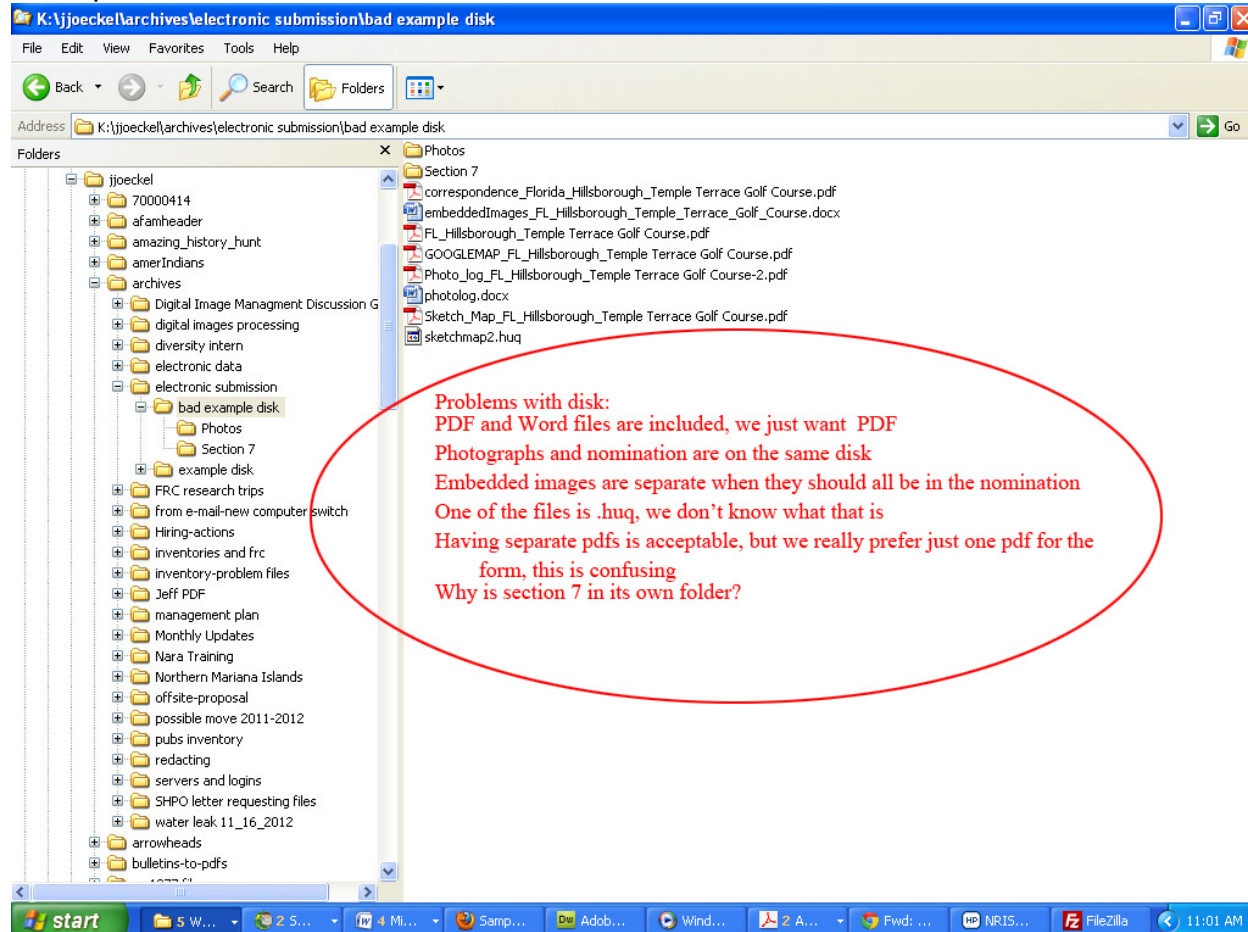
It is also on our sample nominations page:

http://www.nps.gov/history/nr/sample_nominations.htm

K:\jjoেকে\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

Example of file structure we don't want:



Frequently Asked Questions:

Why a separate disk for the digital photographs?

Basically, for our inner-office processing. If we need to coordinate changes to the text with the nominating authority, then the pdf of the text can be easily changed and a new disk returned without handling the much larger file size tifs.

What about printed versions of the nomination:

You can print a reading copy of the file. If you submit the full nomination on disk and include a printed copy of the file, then the printed copy is the copy, the digital version of the nomination is the permanent record. (If, for some reason, the printed and the digital versions are different, then the digital version is the permanent record. Please don't send different versions of the nomination.)

What if you can only create part(s) of the entire file digitally?

K:\jjoeckel\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

Please submit what you can digitally. In cases of mixed media (paper and digital) then the physical file is the official record, and we need everything physically.

For example if you can send photographs digitally, then please send them on a disk as per our photo policy update, but also print out the nomination, print out the photos, send the maps, and correspondence. If you can send the nomination and photos, but not the map. Then send the nomination as a pdf, send the photos as .tifs, but also print out the nomination, print out the photographs, and send the map.

How does this affect restricted properties?

This guidance does not change how we treat restricted properties.

- Do not use the settings in Adobe Acrobat to restrict the pdfs, there should be no security settings applied to the pdf file.
- Do not use the blackout or redact feature in Adobe Acrobat. There are issues with the feature.
- Additional guidance for restricted properties is available in our webinar from April 12, 2012:

<http://www.nps.gov/history/nr/publications/guidance/pastwebinars.htm>

As well as Appendix D: summary guidance on how to redact restricted archeological properties

Background:

- We view this as another step towards the “all electronic submission”. We still have a few hurdles to overcome, but we are getting closer. Two issues are electronic signatures and the technical obstacle of sending large files securely.
- The National Archives is undergoing a very large transformation towards electronic records management and we are following their standards and guidelines. (<http://www.archives.gov/era/>)
- This will help us to post full nominations online much closer to the listing date than we have up to this point. For an example of what we are looking to do within a week or two of listing:

<http://www.nps.gov/history/nr/feature/places/12000888.htm>

(You will note that we combined the digital photographs into the pdf, we do that in our office to make web viewing easier for the public. We require separate .tif photos in your nomination submission)

Submission tips:

Please see our webinar from April 12, 2012 (on the updated form and redacting) for authoritative guidance on ways to redact information.

<http://www.nps.gov/history/nr/publications/guidance/pastwebinars.htm>

Please see our sample nominations page for good examples of nominations and the Technical Review Checklist and Substantive Checklist

K:\jjoেকে\archives\electronic submission\Combining policies\new\Submitting a full nomination on disk_full.doc

Appendix A - Submitting a full nomination on disk (the almost all-electronic nomination)

http://www.nps.gov/history/nr/sample_nominations.htm

Please see our GIS Guidance

www.nps.gov/history/nr/publications/guidance/GISmapguidance_2012_07_19.docx

Questions:

Jeff Joeckel: jeff_joeckel@nps.gov, 202-354-2225

Edson Beall: edson_beall@nps.gov, 202-354-2255