NATIONAL REGISTER OF HISTORIC PLACES
STATE HISTORIC PRESERVATION OFFICE OF IOWA
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Digital National Register Submissions

You now have the option of providing National Register of Historic Places nominations digitally. If you choose to continue to submit some items in hardcopy, in compliance with the National Park Service requirements you will need to submit **all** items in hardcopy.

CD-R or DVD Disks

- **Disk 1**
  - **PDF of the Nomination** – Include the form pages, continuation sheets and maps (topographical maps will be replaced with electronic maps included with the nomination) in one PDF if possible. If not, make separate file folders for each item on the disk. More details on maps below.
    - During the nomination review by the State Historic Preservation Office (SHPO) staff will request revisions be made to the nomination using Microsoft Word with Track Changes turned on. Preparers will email the revised nomination back to each of the reviewers at the State Historic Preservation Office.
  - **Digital Images in JPG Format** – Follow the National Register of Historic Places digital photo policy. The photograph limit for a typical individual property is eight. Embedded images may be inserted throughout the nomination.
  - **PowerPoint Presentation** –The slide limit for a typical individual property is 8, and 15 for an average historic district. This number may vary with the size of the district, but you must discuss this with the State Historic Preservation Office staff. If the preservation office determines there are too many slides the presentation will be thinned down at the office's discretion.
  - **Historic District Nominations Only** –Include a table, created in Microsoft Word, of all the property owners within the historic district and their current mailing addresses (no duplicates). This will be used for notification letters. You will still need to provide a list of property owners at the end of the nomination itself.

- **Disk 2**
  - Disk 2 will be Gold Archival quality with digital images in .TIFF format following the National Register of Historic Places digital photo policy. This disk will be sent to the National Park Service (NPS) with the disk containing the nomination. Create multiple disks if all the images will not fit on one disk.

- **Disk 3**
  - When the state review is completely finished Disk 3 will be forwarded on to the National Park Service with the finalized nomination on it. Disk 3 will be created after the State Nomination Review Committee (SNRC) requested revisions have been made by the preparer, emailed to the State Historic Preservation Office and after the final State Historic Preservation Office review (staff will request this disk).

What if you can only create part(s) of the entire file digitally? With mixed media (paper and digital) you will submit what you can digitally and everything, including that, in hardcopy. For example if you can only produce the photographs digitally, you will submit a disk with the photographs, hardcopy photographs and hardcopy of the nomination (electronic maps will be included in the nomination).

Multiple Property Submissions

- You will submit the Multiple Property Submissions (MPS) cover and the nomination(s) PDFs on one disk if possible. Make a different folder for each nomination on the disk. If you can't get them all on one disk the National Park Service prefers one disk per nomination. For example: the Multiple Property Submissions on one disk with eight nominations on eight disks.
- Likewise with the photographs - if they all fit on one disk place each nomination's photographs in separate folders on the disk. If not, use a separate disk for each nomination's photographs.

Labeling

- Label the PDF using the same naming convention as you will use to label the National Register of Historic Places digital photographs (see the National Register of Historic Places digital photo policy).

Maps

- Provide either WGS <u>or</u> NAD datum – available by querying on the Internet
- Provide 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
- Source of the map
- Reproducibility in black and white (same standards for black and white reproducibility as a site map).
- Latitude/Longitude Decimal degrees for each point, extending to at least six decimal places. Maps can be, but do 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 topographical maps and follow the previous map standard with the exception that you will be using latitude/longitude. However remember, with mixed media (paper and digital) you will submit what you can digitally and everything, including that, in hardcopy.

State Historic Preservation Office Complementary Investigation

Sending large files:

- Send large amounts of data that can be looked at one item at a time via Google Drive, Google Docs. You need a Google account and we can only send to those with accounts.

Google maps:

- Go to Google Maps
- Enter an address in the Search field in the upper left corner
- Right click on the pin the program places to depict the property
- Click on "What's here?"
- You will find the latitude and longitude numbers in the box located in the upper left corner. Include the six digits after the decimal.
- The Scale is in the lower right corner. This may not copy or print out with the map so you may need to enter it on the map manually.
- If you want to customize your maps you will need a Google account.

If you don't care to use Google Maps you can use whatever program works for you and fulfills the requirements.

Note: By allowing a photograph or slide to be submitted to the State of Iowa for inclusion in the inventory of the State Historic Preservation Office (SHPO), for survey, for evaluation as a possible nomination to the National Register of Historic Places, or for nomination to the National Park Service with a National Register of Historic Places form, photographers grant permission to the Iowa Department of Cultural Affairs and its entities to use the photograph for print and electronic publication and other purposes, including duplication, display, distribution, study, publicity, and audio-visual presentations.