

# User's Guide

**to Research Records of the  
Ohio Historic Preservation Office**

**National Register of Historic Places  
Ohio Archeological Inventory  
Ohio Historic Inventory**



Ohio Historic Preservation Office

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>General Instructions and File Use Guidelines</b> .....	<b>3</b>
Research Hours .....	3
Registration .....	3
General File Structure .....	4
Record Use.....	4
Making Photocopies .....	4
Citing Source Material.....	4
Photographs and Slides.....	5
Notification of Damaged or Recording Errors .....	5
<b>Description of Research Records</b> .....	<b>5</b>
Ohio Archeology Inventory .....	5
United States Geological Survey 7.5' Topographic Maps with plotted Ohio Archaeological Inventory Sites.....	5
United States Geological Survey 15' Topographic Maps .....	6
Contract and Other Archaeology Reports.....	6
Ohio Historic Inventory (OHI) .....	7
R&C Serial Numbers .....	7
Pending OHI Forms .....	7
Ohio Historic Bridge Inventory .....	8
Historic Buildings/Structures Survey Reports, Historical Overviews, and Research Papers.....	8
Ohio Historic Landscapes Survey and Historic American Buildings Survey and Historic American Buildings Survey/Historic American Engineering Records (HABS/HAER).....	8
National Register of Historic Places.....	8
Historic Contexts .....	9
Historic Preservation Plans.....	9
Subject Files.....	9
<b>Floor Plan of Ohio Historic Preservation Office File Area</b> .....	<b>10</b>

# USER'S GUIDE TO RESEARCH RECORDS OF THE OHIO HISTORIC PRESERVATION OFFICE

## Introduction

The Ohio Historic Preservation Office, a division of the Ohio Historical Society, is the official state repository for information on federal and state recognized historic places in Ohio. The *Ohio Archaeological Inventory*, the *Ohio Historic Inventory*, and the *National Register of Historic Places* are the three basic systems for recording information on historic and prehistoric places in Ohio. These three records are maintained in the file area by staff of the Inventory and Registration Department. To date over 41,000 historic places have been recorded in the Ohio Archaeological Inventory, 92,000 in the Ohio Historic Inventory, and 54,000 are included in over 3,500 nominations in the National Register of Historic Places.

The Ohio Historic Preservation Office also maintains the Ohio Historic Bridge Inventory, partial records from the Historic American Buildings Survey and the Historic American Engineering Record, the Ohio Historic Landscapes Survey, properties determined eligible (DOE) for listing in the National Register of Historic Places, a complete set of United States Geological Survey (USGS) 7.5' topographic maps for Ohio showing the locations of archaeological sites recorded in the Ohio Archaeological Inventory, a nearly complete set of USGS 15' topographic maps for Ohio, a complete set of county maps from Mills' Archaeological Atlas of Ohio, a copy of the Corps of Engineers Environmental Analysis of Central Ohio (map folio), contract archaeology reports for Ohio, historic buildings/structures survey reports, photographic negatives and slides of historic places, historic contexts, historic preservation plan files, and subject files that can be consulted when compliance activities or other research on historic places is conducted. Most of these materials are located in the file area. Please refer to the file area map at the end of this document to assist you in locating these files.

The Ohio Historic Preservation Office also contains records of the Resource Protection and Review and the Technical Preservation Services Departments. These include Section 106 and Tax Act files. These files generally are unavailable for public use. If you have a question about a particular property or project in these files, please contact a member of the secretarial staff for assistance.

Requests for records maintained in an electronic format by the Ohio Historic Preservation Office should be made to a member of the secretarial staff.

## General Instructions and File Use Guidelines

Records are stored in open files and all users are expected to handle them with care. Doing so will allow for efficient use of the records.

### Research Hours

Research hours are Monday through Friday 9:00 a.m. – 5:00 p.m., excluding holidays. The Ohio Historic Preservation Office cannot guarantee access to the records to first time researchers without a scheduled appointment. First time researchers are encouraged to make an appointment in advance.

### Registration

Each researcher is required to register at the front desk before each visit to the file area. Each researcher must:

1. Sign-In

User's Guide to Research Records of the Ohio Historic Preservation Office

2. Complete **both** sides of the Information Release Form
3. Sign-Out when leaving the office.

## General File Structure

Please refer to the map at the end of this User's Guide to assist in locating records.

1. National Register files are in alphabetical order first by county then by resource name.
2. Ohio Archaeology Inventory files are in alphabetical order first by county then numerically by site number.
3. Ohio Historic Inventory files are in alphabetical order first by county, then sequential by area number and last alphabetically by street name. (See description of records for more details.)

## Record Use

1. Records must be used in the file area.
2. Records must be kept in order within each file and within each file drawer.
3. Records are not to be marked or soiled in any way.
4. Do not fold or bend records.
5. Under no circumstances are files to leave the Ohio Historic Preservation Office.
6. A completed OUT card must be used to hold the place of any file removed from the file drawers for viewing. OUT cards are located in various locations on top of the file cabinets.
7. When researching a file remove the entire file folder from the file drawer. Do not remove just a single form from the file.
  - USGS topographic maps are to be removed from their drawers as a set, not as single sheets. (See description of records for more details.)
8. Use all files on a flat surface.
9. Return the forms to their proper sequence and return the folder to the proper file drawer location. Be sure to straighten and tighten the stack of forms before placing them back into the folder. All OAI & OHI forms should be filed with their right margins at the top or open end of the folder.
10. Be sure to return the file folders you use to the appropriate green hanging file. Generally, no more than one red inventory file should be placed in each hanging file. Be sure the files are returned to the correct location.
11. Remove the OUT card and return it to the designated place on top of the file cabinets.

When opening and closing file drawers please use caution not to slam or otherwise force the drawers open or closed.

## Making Photocopies

Photocopies are not allowed of records or portions thereof that contain restricted information. USGS topographic maps may not be photocopied. Please bring your own maps with you and transfer information to them.

Researchers may make copies of records that are not restricted using the copy machine located in the file area. Please request a code and fee information at the reception/registration desk.

## Citing Source Material

User's Guide to Research Records of the Ohio Historic Preservation Office

When citing Ohio Historic Preservation Office source materials in a paper or report please acknowledge the individual and/or organization who prepared the record as well as the Ohio Historic Preservation Office.

### Photographs and Slides

Original photographs and slides serve as an archival record and may not be removed from the Ohio Historic Preservation Office. Arrangements can be made to have duplicates made of photographic images. The office does maintain some negatives for properties in the Ohio Historic Inventory and National Register. When using duplicated images, credits should be given to the original photographer.

### Notification of Damage or Recording Errors

Please report damages on a Damage Notification Form. Report any discrepancies, recording errors, factual errors, mapping mistakes or updated information about historic places on the Update/Change Form. These forms are located on top of the map cases. Please give completed forms to a member of the Secretarial staff. We appreciate your helping us keep the files as accurate and up-to-date as possible.

### **Description of Research Records**

#### Ohio Archeology Inventory (OAI)

Various types of recording formats have been used over the years to record archaeological sites to the OAI. The 3" x 5" file cards that originally comprised the Ohio Archaeological Inventory have been photocopied to 8 x 11 " sheets, and are included in the current Ohio Archaeological Inventory files. The inventory includes subsequent one-page OAI forms, the current ten-page OAI form, the Isolated Find Form and a two-page Preliminary Documentation Form (PDF). . The PDF is reserved for use by avocationalist work, or for preliminary site recording for non-compliance archaeological activities.

Ohio Archaeological Inventory forms are arranged alphanumerically by county and by site number. The site number corresponds to the site's plotting as found on the appropriate USGS 7.5' topographic map.

When removing OAI's from the file drawers, please pull the entire folder in which your form(s) are located and take them back to your desk. Please completely label an Out-card (Name/Folder/Date) and insert them in place of the OAI folders. This will let staff and other researchers know of their whereabouts and help track usage history. Once back at your desk, pull the entire OAI stack out of their folder to work with them. Doing so eliminates damage caused to forms by attempting to slide them in and out of folders. Be sure OAI's remain in order. Your help in taking care of the OAI is greatly appreciated. When returning pull the Out-card and pencil a line through your entry.

#### United States Geological Survey 7.5' Topographic Maps with plotted Ohio Archaeological Inventory Sites.

USGS 7.5' topographic maps are filed alphabetically by map name. A geographical index of these maps is located on the wall to the right of (when facing) the map cabinets. The OAI topographic maps show the locations and boundaries of archaeological sites recorded in the OAI.. The site numbers listed on these maps correspond to the OAI form site numbers. The maps may also contain some notations concerning the location and description of archaeological sites that are not represented in the Ohio Archaeological Inventory.

Generally, the location of archaeological sites is restricted information that is exempt from disclosure under the National Historic Preservation Act Amendments of 1992 and the United States' Freedom of Information Act. **It is the policy of the Ohio Historic Preservation Office to disclose site location information only to persons with**  
User's Guide to Research Records of the Ohio Historic Preservation Office

**a legitimate need to know and who are working with us to identify and help conserve archaeological sites.**

USGS 7.5' topographic maps are now stored face down, with the top of the map to your left. To remove maps, lift the left corner closest to you to read the map names. After finding your map, carefully lift this and all other maps above your map out of the storage drawer. Maps cannot be removed by sliding them out of their location, as this is causing damage, including removal of Whiteout used over the years to make plotting corrections. Please return your map in the same manner as it was retrieved, making sure not to fold or bend. With our apologies, these maps **cannot** be photocopied, as our machines cannot handle oversized materials without damage. You must provide your own topographic map and hand copy any site locations necessary for your research.

United States Geological Survey 15' Topographic Maps

A nearly complete set of USGS 15' topographic maps is located in the file drawer area(see labels). Some of the 15' maps are in poor condition, so please handle these and all maps with care. A second set of folded 15' maps is located in the green file boxes on top of the microfilm cabinets. Please re-fold and re-file carefully, and in alphabetical order.

Many of the archival 15' maps have early Ohio Historical Society field markings which can help understand some of the recording history to archaeological sites. The 15' maps can also provide important information regarding landscape use and settlement history. The early dates for these maps (ca. 1900-1930s) can allow for the observation of the historical properties, including house, farm, rail, mining and other important historical features and developments. 15' map series are now being scanned and added to web based services. MapTech's 15'' website : <http://historical.maptech.com>, is highly recommended.

A complete set of county maps from Mills' *Archaeological Atlas of Ohio* is located in the drawer immediately below the 15' topographic maps in the file area. Please re-file carefully, in alphabetical order by county name. A bound set is also available in the Archives Library under call number A 970.912771 M629a.

Contract and Other Archaeology Reports

Contract archaeology reports are prepared by consultants pursuant to federal, state, or local regulations. They contain information about the nature of the project, survey, recording and excavation methodologies, field results, site recommendations, maps of survey areas, the location of identified archaeological resources, references, etc. An abstract summarizing the archaeological investigations is generally included at the beginning of each report .

Contract archaeology reports are filed by county, in alphabetical order. Each report is assigned a sequential National Archaeological Database (NADB) number in the order it is received. Reports are then organized in ascending numeric order. An Author Index Report and a Location Index Report, as well as a county map, are located at the front of each county file.

The Author Index Report is a list of reports sorted in alphabetical order by the primary author's last name. The Location Index Report is a list of reports by Townships or City vicinity for each such area in which the survey occurs. Reports for projects that occur across multiple counties will appear in each County Location Report, but the report will be filed in the **first alphabetical county** in which the survey occurs.(i.e., report of a project in both Adams and Brown Counties will be filed in Adams County).

Recently received reports that were received after the last report printing and have not yet been added to these indices are placed at the back of each county, with a post-it marked "NEW" attached to the envelope/folder. There are supplemental Author and Location reports filed above the cabinets. These reports reflect the "NEW" reports that do not yet appear on the County Author and Location master reports.

Some larger survey (multiple volume) reports are located **above** the Archaeology Reports filing cabinets. Be sure to consider this in your search.

Please place an Out-card in the report location, complete with your Name, Report Number and Date. When re-filing, return the report(s) to their numerical order and please scratch out your Out-card information.

The Resource Protection and Review Department maintains contract archaeology reports that are currently under review, or are waiting additional or subsequent work. Please contact a member of the Secretarial staff to help access these reports.

### Ohio Historic Inventory (OHI)

The Ohio Historic Inventory is arranged vertically and subdivided by *county name*. Within each county individual OHI forms are grouped sequentially by what is known as an *Area Number*. The *Area Number* is the last group of digit(s) that appears on the official trinomial number on the OHI forms. *Area Numbers* represent a township, city or neighborhood subdivision within a specific county. In order to determine what area the number represents, the user should refer to the county map located in the front of each county file.

Within each area the OHI forms are arranged alphabetically by *street location* or *address* (#6 on OHI form). For example, a property located on a County Road will be filed before one located on a State Route and the one on a State Route before a U.S. Route. Similarly, a property located at 100 Adams Street will be filed before one at 200 Adams Street. Generally, in situations where a rural area and a town share the same area number, the rural properties will be filed before the town forms.

### R&C Serial Numbers

This information frequently appears in the top left margin of the OHI form. It is a cross-reference to a Review and Compliance project file. The serial number corresponds to a specific log number assigned by this office to the project. Staff of the Resource, Protection & Review Department process R&C projects.

In most cases the property documented on the OHI with an R&C Serial Number has been evaluated using the National Register criteria at that time and within the parameters of the undertaking. A transmittal letter from this office to the applicant will typically state whether the property is in the project area and whether it meets the National Register criteria. In some instances the property is just outside the project area or it is not being affected by the project, so a determination of its eligibility is not rendered.

The transmittal letter and accompanying project materials, which typically include additional property descriptions, photographs, maps, and historic contexts, are filed in the R&C files. In order to examine these file you will need to ask the Review & Compliance Assistant for help. In addition to the R&C project file, there may be an accompanying Phase I and Phase II Cultural Resources Survey Report that includes the property recorded on the OHI. These reports are filed either in the appropriate county files with the OAI Reports or in the file cabinets above the OHI forms. Access to the R&C files are not as readily available as other records, so please seek assistance with the Secretarial staff if you need to view these files.

### Pending OHI Forms

Inventory forms that are awaiting review and have not been filed in the OHI files are temporarily stored in the file cabinet in the IR file room. If you wish to see these forms contact an IR staff member.

Minimum Level Documentation forms for buildings and structures may also be found in blue folders at the

beginning of some counties in the Ohio Historic Inventory. These forms provide limited information and are not part of the Ohio Historic Inventory.

### Ohio Historic Bridge Inventory

The Ohio Historic Bridge Inventory has its own separate red file folder and is stored as the last file folder within each county of the Ohio Historic Inventory. While a substantial number of bridges have been recorded on Ohio Historic Bridge Inventory forms, a much larger number of vehicular bridges have been recorded on a bridge survey form developed by the Ohio Department of Transportation. All of the original Ohio Department of Transportation survey forms are filed at the Ohio Department of Transportation's central office at 1980 West Broad Street, Columbus, Ohio.

### Historic Buildings/Structures Survey Reports, Historical Overviews, and Research Papers

During the past twenty five years the Ohio Historic Preservation Office has amassed a significant body of information contained in historic resources survey reports, historical overviews, and research papers. Most of these documents are kept on top of the file cabinets above the OHI forms. Many of the titles are cited on cross-reference forms stored in their respective county OHI file. Copies of the historic resource report bibliography are located in each study carrel. The symbols along the left margin of the page indicate where the reports are filed. If a copy cannot be located please contact a member of the Secretarial Staff for assistance.

### Ohio Historic Landscapes Survey and Historic American Buildings Survey and Historic American Buildings Survey/Historic American Engineering Records (HABS/HAER)

The Ohio Historic Landscapes Survey forms (green folder) are filed in the front of the Ohio Historic Inventory by county. HABS/HAER forms are sometimes filed in the Ohio Historic Bridge Inventory.

Copies of these forms may, on occasion, also be found inter-filed in the Ohio Historic Inventory. The office also has HABS drawings and some photos on microfilm. The film is stored in the top drawer of the microfilm cabinet. The Ohio Historic Preservation Office also maintains a separate HABS/HAER correspondence and administrative file. If you would like access to these files contact a member of the Secretarial Staff.

### National Register of Historic Places

A master list of all of Ohio's National Register of Historic Places listed sites is kept in a pair of three-ring binders on the table in the NRHP file area. Because this list is amended regularly it is not always current, although it will include all properties listed prior to the last year. If you have any questions about historic places that may have been listed recently or historic places that have been submitted for staff review, contact a member of the Secretarial Staff.

Goldenrod folders contain nomination forms for properties and districts listed in the National Register of Historic Places. Blue folders contain forms for demolished or destroyed National Register of Historic Places properties. Green folders contain Multiple Property Documentation forms (see Historic Contexts, below). The Inventory and Registration Department also has separate file drawers for historic places that have been tabled, rejected or not yet considered by the Ohio Historic Site Preservation Advisory Board, or pending review by the National Park Service, as well as files for historic places determined eligible for listing on the National Register of Historic Places. If you need to see these files contact a member of the Secretarial Staff.

The National Register of Historic Places nomination forms are arranged by **county**, and within each county arranged in alphabetical order by the **historic name** of the listed property.

User's Guide to Research Records of the Ohio Historic Preservation Office

## Historic Contexts

The Ohio Historic Preservation Office maintains documents that describe the patterns, themes, or trends of prehistory or history by which a specific occurrence, property, or site is understood and its significance evaluated. These documents are referred to as historic contexts (formerly “study units”). Historic contexts are developed at various geographical levels or scales. Regardless of the scale, the historic context establishes the framework from which decisions about the significance of related historic places can be made.

Various formats are used to create historic contexts. Study Units and Multiple Property Documentation forms are two. Historic contexts are filed in various places within the Ohio Historic Preservation Office. Archaeology contexts have been completed using various schemes and formats since the early 1980s. These historic contexts are located in the file area in the drawers immediately following the contract reports. Multiple Property Documentation forms are in green folders in the National Register of Historic Places. Please contact a member of the Secretarial Staff to gain access these documents.

## Historic Preservation Plans

The Ohio Historic Preservation Office maintains copies of local historic preservation plans that contain useful information regarding historic contexts for evaluating local historic places, local development pressures, local historic preservation efforts, etc. Many of these plans were prepared through the Certified Local Government program of the National Park Service, administered by the Ohio Historic Preservation Office. The Ohio Historic Preservation Office has developed a State Historic Preservation Plan, which outlines some of the same type of information as in a local plan, but on a statewide scale. The State Historic Preservation Plan, *Future for Ohio's Past: The Ohio Historic Preservation Plan*, can be accessed on our website at [www.ohiohistory.org/resource/histpres/toolbox/preservationplan.html](http://www.ohiohistory.org/resource/histpres/toolbox/preservationplan.html).

## Subject Files

The Inventory and Registration Department also maintains a Subject File. This file consists of articles, references, citations, etc., about particular thematic subjects of interest to historic preservationists. These files are located in the file area between the OHI and OAI file cabinets.

## Floor Plan of Ohio Historic Preservation Office File Area

