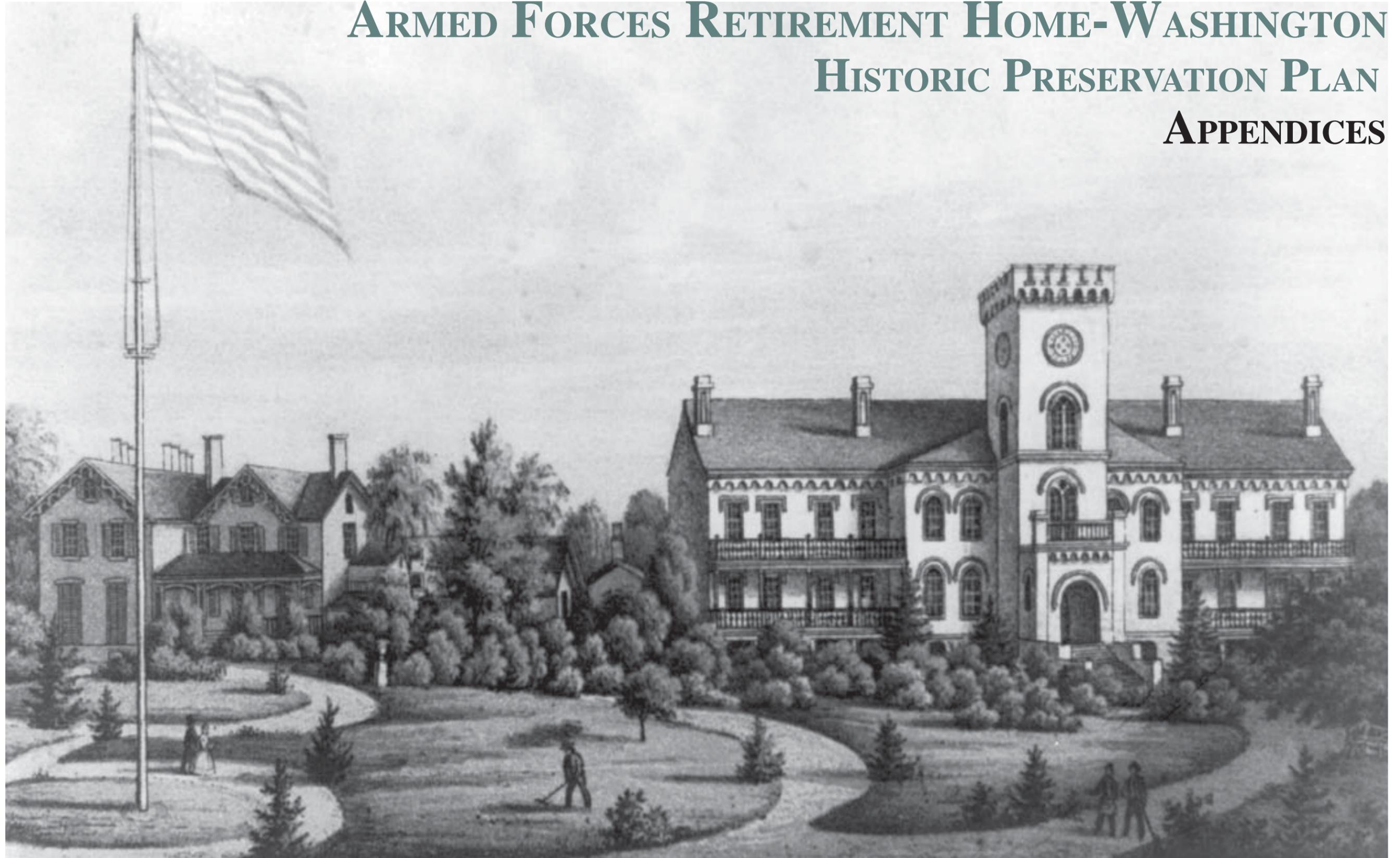


**ARMED FORCES RETIREMENT HOME-WASHINGTON**  
**HISTORIC PRESERVATION PLAN**  
**APPENDICES**



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NATIONAL REGISTER OF HISTORIC PLACES  
 INVENTORY - NOMINATION FORM

(Type all entries - complete applicable sections)

1. NAME  
 COMMON: U.S. Soldiers' and Airmen's Home  
 AND/OR HISTORIC: U.S. Military Asylum; The Old Soldiers' Home

2. LOCATION  
 STREET AND NUMBER: Rock Creek Church Road, N.W.  
 CITY OR TOWN: Washington  
 STATE: D.C. COUNTY: CODE: ZIP:

3. CLASSIFICATION  
 CATEGORY (Check One):  District  Building  Site  Object  
 OWNERSHIP:  Public  Private  Both  
 STATUS:  Occupied  Unoccupied  Preservation work in progress  
 ACCESSIBLE TO THE PUBLIC:  Yes:  Restricted  Unrestricted  No

PRESENT USE (Check One or More as Appropriate)  
 Agricultural  Commercial  Educational  Entertainment  Government  Industrial  Military  Museum  Park  Private Residence  Religious  Scientific  Transportation  Other (Specify): Retirement home

4. OWNER OF PROPERTY  
 OWNER'S NAME: Lieutenant General F. T. Unger, U.S. Army Retired, Governor  
 STREET AND NUMBER: U.S. Soldiers' and Airmen's Home, Rock Creek Church Road, N.W.  
 CITY OR TOWN: Washington STATE: D.C. CODE:

5. LOCATION OF LOCAL DESCRIPTION  
 COURTHOUSE, REGISTRY OF DEEDS, ETC.: D.C. Courthouse  
 STREET AND NUMBER:  
 CITY OR TOWN: Washington STATE: District of Columbia CODE:

6. REPRESENTATION IN EXISTING SURVEYS  
 TITLE OF SURVEY: none  
 DATE OF SURVEY:  Federal  State  County  Local  
 DEPOSITORY FOR SURVEY RECORDS:  
 STREET AND NUMBER:  
 CITY OR TOWN: STATE: CODE:

SEE INSTRUCTIONS

STATE COUNTY ENTRY NUMBER DATE

7. SIGNIFICANCE  
 PERIOD (Check One or More as Appropriate)  
 Pre-Columbian  16th Century  18th Century  20th Century  
 15th Century  17th Century  19th Century  
 SPECIFIC DATES (If Applicable and Known)  
 AREAS OF SIGNIFICANCE (Check One or More as Appropriate)  
 Aboriginal  Education  Political  Urban Planning  
 Prehistoric  Engineering  Religious/Phil.  Other (Specify)  
 Historic  Industry  Topography  
 Agriculture  Invention  Science  
 Architecture  Landscape  Sculpture  
 Art  Architecture  Social/Human  
 Commerce  Literature  Iteration  
 Communications  Military  Theater  
 Conservation  Music  Transportation

STATEMENT OF SIGNIFICANCE  
 The U.S. Soldiers' and Airmen's Home is the product of a quarter-century of effort by prominent military and political figures to secure legislation which would relieve the situation of old and disabled soldiers. The military asylum was the first attempt to provide for members of the regular army who had served during peacetime and had been disabled or retired from public service. The Washington, D.C. home is the only such Army institution in the Nation and the sole remaining of the original three asylums established in 1851.  
 The history of the establishment of the home significantly indicates the needs of the military personnel felt during this period, and reflects the awareness of the responsibility felt by Government and military leaders for the old and disabled soldiers.  
 History  
 Secretary of War James Barbour first officially recommended to Congress the propriety of founding an asylum for old and disabled soldiers November 27, 1827, in his Annual Message to the President. Such a plan was already in use by the Navy and other nations. He illustrated the need for Government action by the cases that the War Department even then was called upon to relieve. His suggestion was the first in a 25-year struggle to establish a military asylum during which proposals were constantly being made and shelved.  
 Between 1790 and 1861 the size and organization of the Regular Army changed almost yearly. During this time the Army engaged in two major and 23 lesser wars. Injury and disease took a terrible toll so that a great proportion of the veterans were discharged diseased or disabled, with no means of support. Totally disabled veterans of the Revolutionary War received \$5 per month and those of the War of 1812 received half-pay. However, soldiers of the Regular Army, injured or retired during peacetime, were left to shift for themselves.  
 (continued)

SEE INSTRUCTIONS

8. Significance (page 1) U.S. Soldiers' and Airmen's Home  
 In 1835 Lewis Cass, Secretary of War, presented the case for the super-annuated soldiers in a letter to President Jackson:  
 "In our service as is presently organized, a soldier can be retained only as long as his physical powers are sufficient to enable him to perform the duties required of him. When his constitution fails, unless it is the result of disabilities incurred in the line of his duty, he is discharged without any provision for his support, and generally, from the habits of his life, without the disposition and too often the power to labor and without the means of support. He is then thrown on charity of the community after devoting the best of his life to the service of his country."  
 Winfield Scott sparked the actual establishment of the home by earmarking Mexican tribute money for the fund of the still non-existent asylum. Upon the capture of Mexico City, Scott levied a tribute of \$150,000 on that city in lieu of pillage. Of this sum Scott deposited a check for \$100,000 and endorsed it "The Bank of America, New York City, will place the within amount to the credit of the Army Asylum, subject to order of Congress." Scott has always been considered the Father of the home, since he was personally interested in the project and was instrumental in its establishment and growth by virtue of his position as Chief of the Army, and, consequently, Chairman of the Board of Commissioners of the Asylum.  
 Spurred by Senator Jefferson Davis, Congress, on March 3, 1851, finally passed the bill founding "a military asylum for the relief and support of invalid and disabled soldiers of the Army of the U.S." President Fillmore signed it into law the same day. The legislation of 1851 authorized three asylum sites, one in D.C., and branch sites in New Orleans, Louisiana, and East Pascagoula, Mississippi, and later one at Harrodsburg, Kentucky. All these branches closed prior to 1860.  
 The present Washington home opened December 24, 1851, in a building on 17th Street, N.W., while the committee considered local sites for the permanent asylum. They purchased the George Riggs estate of 256 acres  
 Paul R. Goode, The United States Soldiers Home, (Richmond, Virginia, 1957) p. 23  
 (continued)

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
**NATIONAL REGISTER OF HISTORIC PLACES**  
**INVENTORY - NOMINATION FORM**

(Continuation Sheet)

STATE District of Columbia
COUNTY
FOR NPS USE ONLY
ENTRY NUMBER
DATE

(Number all entries)

8. Significance (page 2) U.S. Soldiers' and Airmen's Home

in 1851 and in June moved the first members to the Riggs House, the Anderson Cottage. The members moved to the Main Building, now Sherman South, in 1857 when that structure was finished. By 1857 the Governor and Deputy Governor occupied their new residences also.

General Scott, in 1857, invited President Buchanan and Secretary of War Floyd to take up summer residence at the asylum, which was then a country estate outside of swampy downtown Washington. Buchanan resided there for the summers of 1857-60. President Lincoln and his family occupied the Riggs House from mid-summer to November 1862-64. President Hayes stayed at the home during the summers of 1877-80 and President Arthur 1882-84.

President Lincoln stayed in the cottage during the battle of Fort Stepens, only 2 miles to the north. He recorded that while staying at the home he wrote the second draft of the Emancipation Proclamation:

"I put the draft of the Proclamation aside, waiting for a victory. Well the next news we had was of Pope's disaster at Bull Run. Things looked darker than ever. Finally came the week of the Battle of Antietam. I determined to wait no longer. The news came, I think, on Wednesday that the advantage was on our side. I was then staying at the Soldiers' Home. Here I finished writing the second draft of the Proclamation; came up on Saturday, called the cabinet together to hear it, and it was published the following Monday. I made a solemn vow before God that if General Lee was driven back from Maryland I would crown the result by the declaration for freedom to the slaves."

Since 1851 the U.S. Soldiers' and Airmen's Home has been in continuous operation, providing room, board, clothing, medical care, laundry and extensive recreation facilities freely to any 20-year veteran or disabled soldier who had contributed from his monthly pay. By December 27, 1859, there were 127 members living at the asylum and today it is the home of 2,700 men and women.

<sup>2</sup>Paul R. Goode, The United States Soldiers Home, (Richmond, Virginia, 1957), p. 68.

GPO 981724

DESCRIPTION	
CONDITION	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Deteriorated <input type="checkbox"/> Ruins <input type="checkbox"/> Unexposed <input type="checkbox"/> Altered <input checked="" type="checkbox"/> Unaltered <input type="checkbox"/> Moved <input checked="" type="checkbox"/> Original Site
DESCRIBE THE PRESENT AND ORIGINAL (if known) PHYSICAL APPEARANCE	
<p>Four pre-Civil War structures formed the core of the early Soldiers' Home, housing all the important administrative and dormitory facilities. Situated in a row along the top of a hill overlooking Washington, the Anderson Cottage, Sherman South Building, Quarters 1, and Quarters 2 remain and function today in much the same manner as in the first decade after 1851.</p> <p>An Army committee purchased the estate of about 256 acres from George Riggs in 1851. Then known as "Corn Riggs House," the present Anderson Cottage was built by Riggs about 1811<sup>1851</sup> as a summer home. Originally the house was a two-story brick structure in the Gothic style, with a wide front porch. The original exterior design of the house has remained basically unchanged, except that in 1897 the brick walls were coated with grey stucco, and in 1923 a small elevator shaft was constructed on the southwest corner. Today the house is still stucco grey, with white latticed windows, gingerbread, and wrought iron porches on the second floor.</p> <p>The first residents lived in the Corn-Riggs House from 1851 until the completion of the new Main Building in 1857. In 1851 2nd Lt. Barton S. Alexander became the architect for the Washington Asylum, contracted to design three structures, the Main Building (later renamed for Scott, and today Sherman South), Building 1, the Governor's Resident, and Building 2, originally the quarters of the Secretary-Treasurer, later those of the Deputy Governor. Gilbert Cameron built the three buildings, all of similar design and faced with unfinished New York marble. Construction began in 1854 and was completed in 1857; there was no more major building until 1869.</p> <p>The original Sherman South was a two-story Norman Gothic structure built on one of the highest points of land in the District of Columbia. At a 370-foot elevation, the main building provided living accommodations for the members and housed all activities of the home. In 1869 a third story was added over the mansard roof and a square castellated bellfry replaced the steeple of the clock tower. The building is connected by an annex to Sherman North, completed in 1891.</p>	

SEMINSTRUCTIONS

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
WASHINGTON, D.C.

The National Survey of Historic Sites and Buildings

U.S. Soldiers' and Airmen's Home, Rock Creek Church Road, N.W., Washington, D.C.

The U.S. Soldiers' and Airmen's Home is the product of a quarter-century of effort by prominent military and political figures to secure legislation which would relieve the situation of old and disabled soldiers. The military asylum was the first attempt to provide for members of the regular army who had served during peacetime and had been disabled or retired from public service. The Washington, D.C. home is the only such army institution in the Nation and the sole remaining of the original three asylums established in 1851.

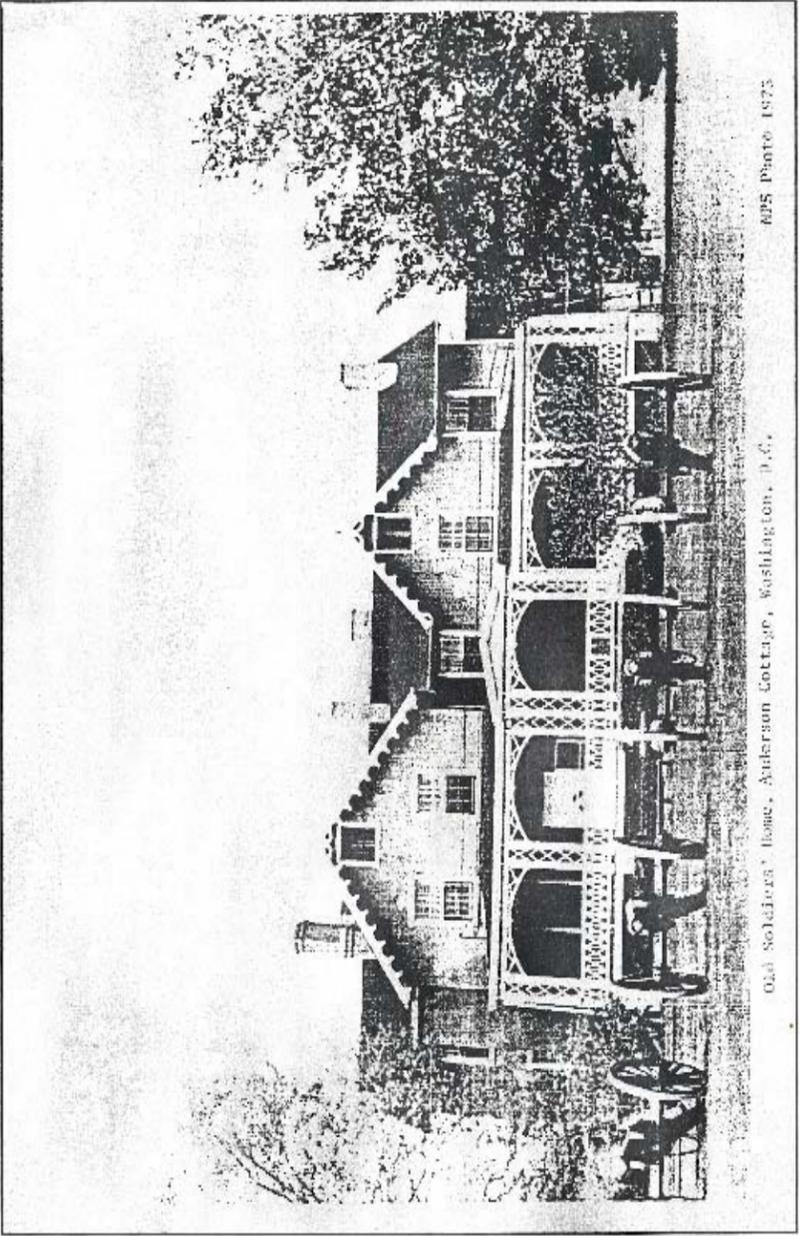
The history of the establishment of the home significantly indicates the needs of the military personnel felt during this period, and reflects the awareness of the responsibility felt by Government and military leaders for the old and disabled soldiers. Four pre-Civil War structures formed the core of the early Soldiers' Home, housing all the important administrative and dormitory facilities. Situated in a row along the top of a hill overlooking Washington, the Anderson Cottage, Sherman South Building, Quarters 1, and Quarters 2 remain and function today in much the same manner as in the first decade after 1851. The home is privately owned and not open to the public.

\*\*\*\*\*

NSHSB: 9-8-73  
B L

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
NATIONAL REGISTER OF HISTORIC PLACES  
PROPERTY PHOTOGRAPH FORM  
(Type all entries - attach to or enclose with photograph)

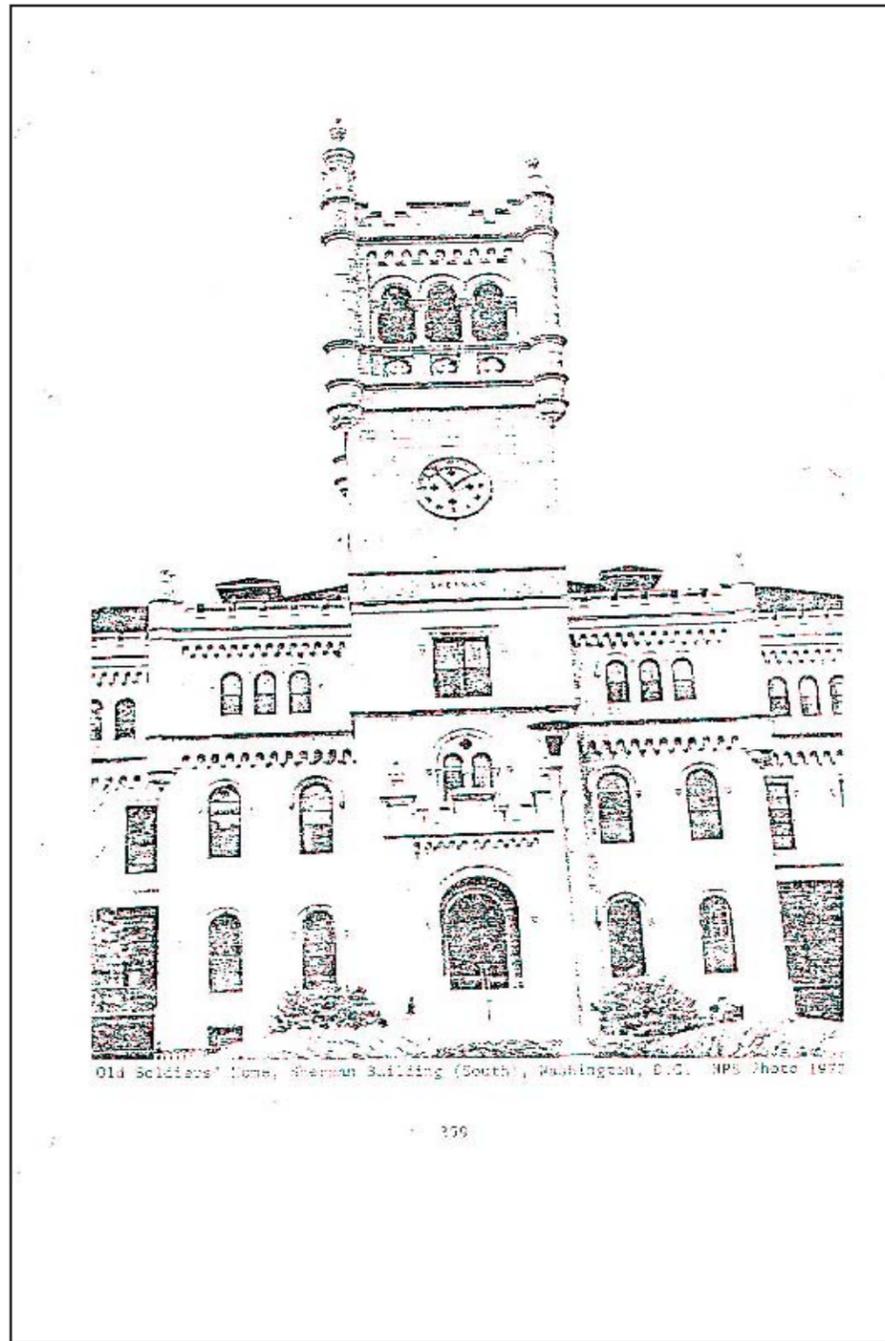
1. NAME		
COMMON	AND/OR HISTORIC	NUMERIC CODE (Assigned by NPS)
U.S. Soldiers' and Airmans' Home	U.S. Military Asylum; Old Soldiers' Home	
2. LOCATION		
STATE	COUNTY	TOWN
District of Columbia		Washington
STREET AND NUMBER		
Rock Creek Church Road, N.W.		
3. PHOTO REFERENCE		
PHOTO CREDIT	DATE	NEGATIVE FILED AT
Benjamin Levy, NPS	May, 1973	Historic Sites Survey, NPS 1100 L St, NW, Washington, DC
4. IDENTIFICATION		
DESCRIBE VIEW, DIRECTION, ETC.		
Old Soldiers' Home, Sherman Building (Spruch), front view		



NPS Photo 1973  
Old Soldiers' Home, Anderson Cottage, Washington, D.C.

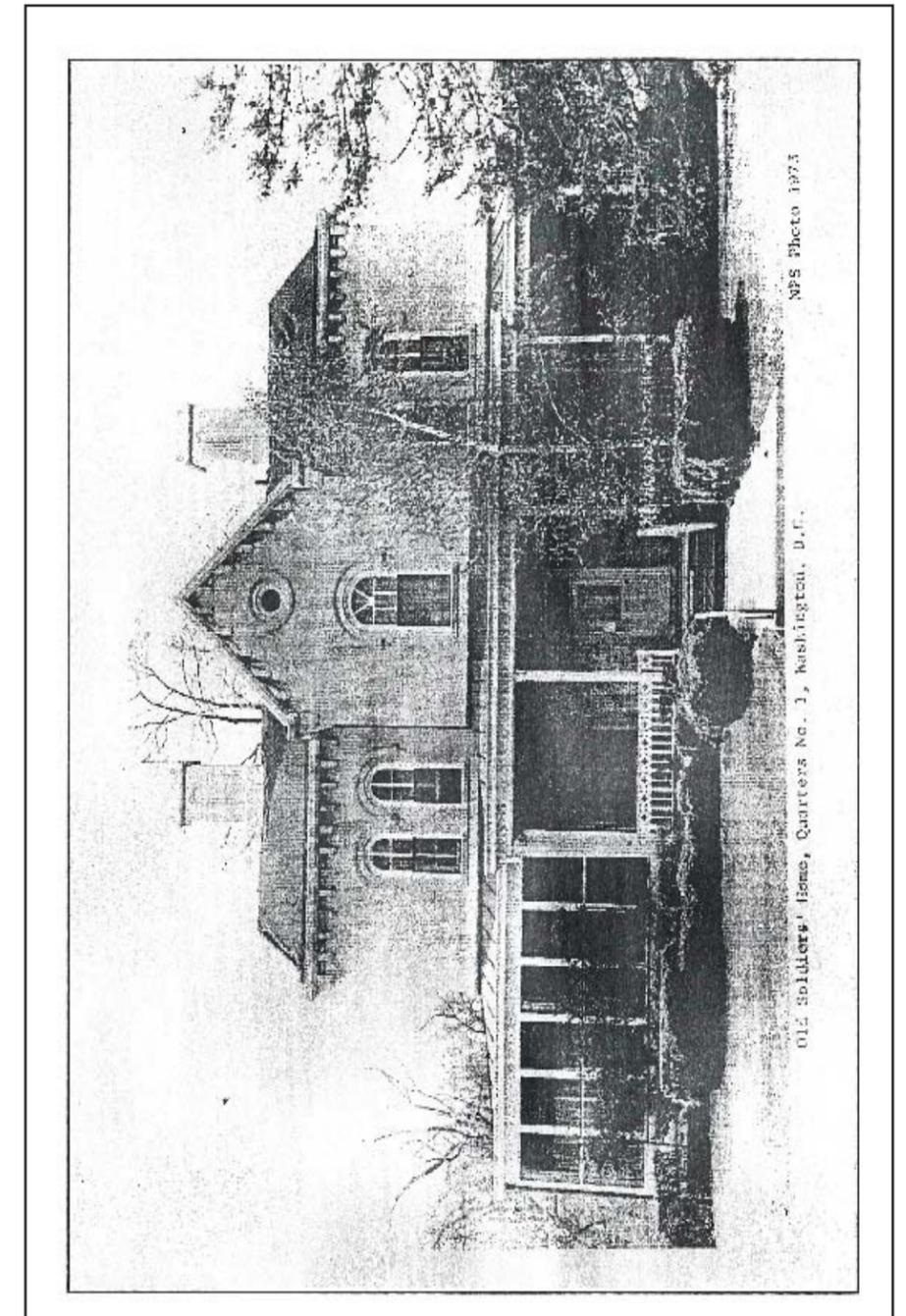
UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
NATIONAL REGISTER OF HISTORIC PLACES  
PROPERTY PHOTOGRAPH FORM  
(Type all entries - attach to or enclose with photograph)

1. NAME		
COMMON	AND/OR HISTORIC	NUMERIC CODE (Assigned by NPS)
U.S. Soldiers' and Airmans' Home	U.S. Military Asylum; Old Soldiers' Home	
2. LOCATION		
STATE	COUNTY	TOWN
District of Columbia		Washington
STREET AND NUMBER		
Rock Creek Church Road, N.W.		
3. PHOTO REFERENCE		
PHOTO CREDIT	DATE	NEGATIVE FILED AT
Benjamin Levy, NPS	May, 1973	Historic Sites Survey, NPS 1100 L St, NW, Washington, DC
4. IDENTIFICATION		
DESCRIBE VIEW, DIRECTION, ETC.		
Old Soldiers' Home, Quarters No. 1, front view		



UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
NATIONAL REGISTER OF HISTORIC PLACES  
PROPERTY PHOTOGRAPH FORM  
*(Type all entries - attach to or enclose with photograph)*

1. NAME		
COMMON	ALTERNATE HISTORIC	NUMERIC CODE (SEE INSTRUCTIONS)
U.S. Soldiers' and Airmen's Home	U.S. Military Asylum; Old Soldiers' Home	
2. LOCATION		
STATE	COUNTY	TOWN
District of Columbia		Washington
STREET AND NUMBER		
Rock Creek Church Road, N.W.		
3. PHOTO REFERENCE		
PHOTO CREDIT	DATE	NEGATIVE FILED BY
Benjamin Levy, NPS	May, 1973	Missouri Sikes Survey, NPS 1100 J. St., W. Washington, DC
4. IDENTIFICATION		
ON THE REVERSE SIDE OF THIS PHOTO, INDICATE: DATE, DIRECTION, AND		
Old Soldiers' Home, Anderson Cottage, Front View		

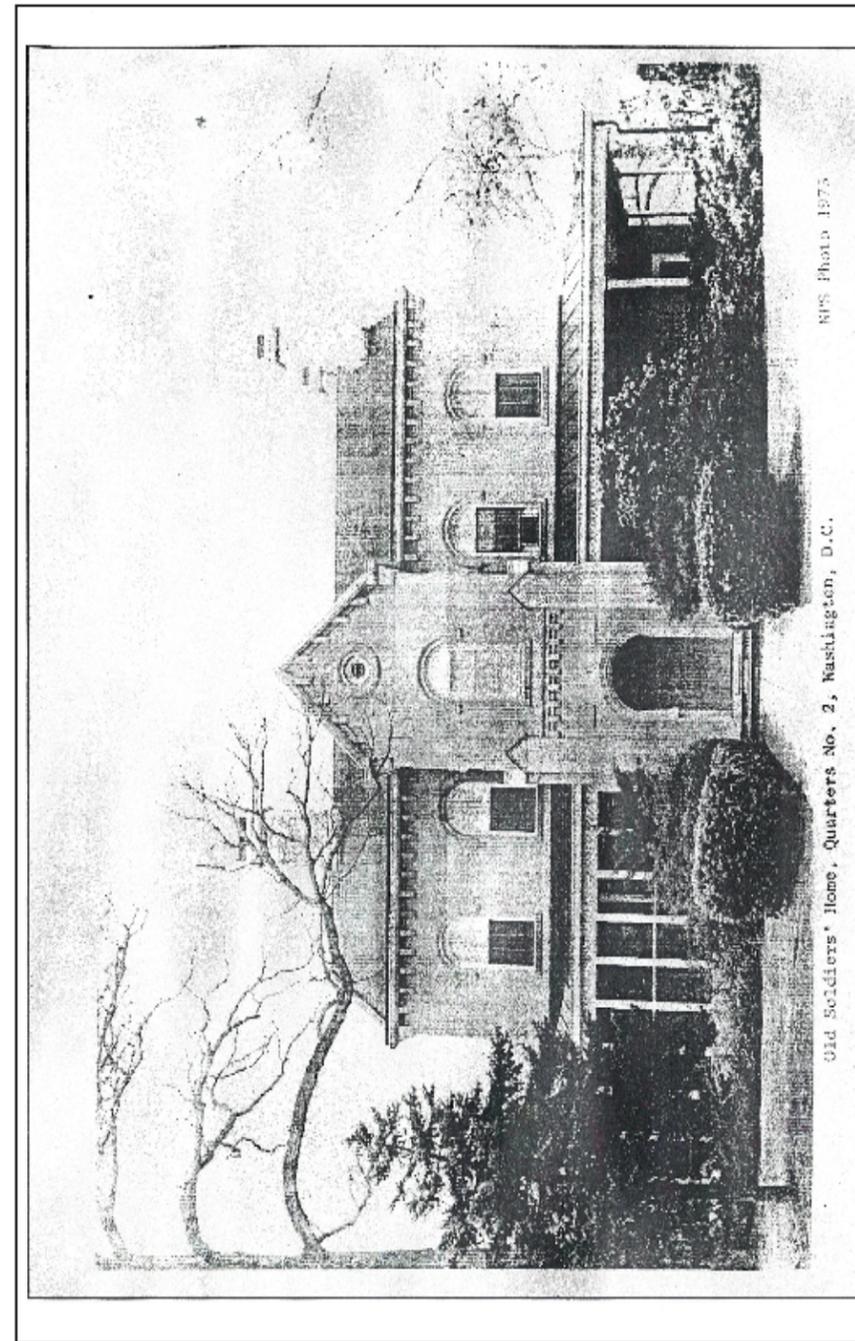


FORM 10-101 A  
8-77

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
NATIONAL REGISTER OF HISTORIC PLACES  
PROPERTY PHOTOGRAPH FORM  
(Type all entries - attach to or enclose with photograph)

1. NAME		
COMMON	AND/OR HISTORIC	NUMERIC CODE (Assigned by NPS)
U.S. Soldiers' and Airmen's Home	U.S. Military Asylum; Old Soldiers' Home	
2. LOCATION		
STATE	COUNTY	TOWN
District of Columbia		Washington
STREET AND NUMBER		
Rock Creek Church Road, N.W.		
3. PHOTO REFERENCE		
PHOTO CREDIT	DATE	NEGATIVE FILED AT
Benjamin Levy, NPS	May, 1973	Historic Sites Survey, NFS 1100 L St. N.W., Washington, DC
4. IDENTIFICATION		
Describe - ORIENTATION, ETC.		
Old Soldiers' Home, Quarters No. 2, front view		

987 032-009



Form No. 10-101  
Rev. 7-77

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

STATE: District of Columbia  
COUNTY: District of Columbia

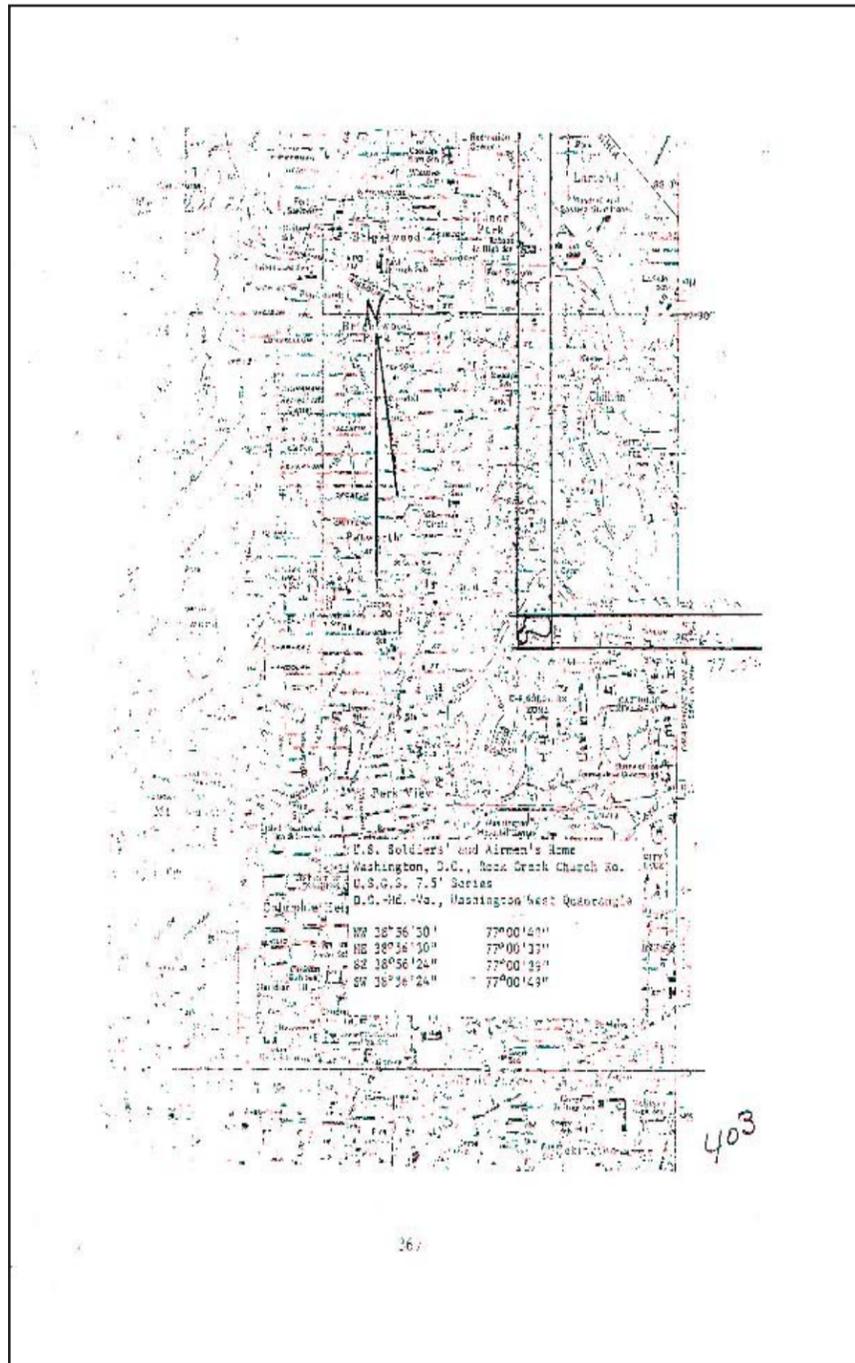
NATIONAL REGISTER OF HISTORIC PLACES  
PROPERTY MAP FORM  
(Type all entries - attach to or enclose with map)

FOR A.P.S. ONLY  
ENTRY NUMBER: DATE:

SEE INSTRUCTIONS

1. NAME		
COMMON	AND/OR HISTORIC	NUMERIC CODE (Assigned by NPS)
U.S. Soldiers' and Airmen's Home	U.S. Military Asylum; Old Soldiers' Home	
2. LOCATION		
STREET AND NUMBER	CITY OR TOWN	STATE
Rock Creek Church Road	Washington	District of Columbia
ZIP CODE	COUNTY	DATE
3. MAP REFERENCE		
SCHWER	SCALE	DATE
U.S.G.S. 7.5' Series	1:50,000	1966
4. REQUIREMENTS		
TO BE INCLUDED ON ALL MAPS		
1. Property boundaries where required.		
2. North arrow.		
3. Latitude and longitude reference.		

NPS 155-101



**17. MAPLE SHEET GEOGRAPHICAL REFERENCES**

Goode, Col. Paul R., *The United States Soldiers Home, Richmond, Virginia*; William Byrd Press, 1957.

Eberlein, Harold Donaldson and Hubbard Cortlandt Van Dyke, *Historic Homes of Georgetown and Washington City, Richmond, Virginia*; Uietz Press, 1938.

Report of National Capital Planning Commission

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**18. GEOGRAPHICAL DATA**

LATITUDE AND LONGITUDE COORDINATES DEFINING A RECTANGLE LOCATING THE PROPERTY				LATITUDE AND LONGITUDE COORDINATES DEFINING THE CORNER POINTS OF A PROPERTY OF LESS THAN ONE ACRE			
CORNER	LATITUDE		LONGITUDE		CORNER	LONGITUDE	
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	Degrees
NW	38°	56'	30"	77°	00'	49"	
NE	38°	56'	30"	77°	00'	39"	
SE	38°	56'	24"	77°	00'	39"	
SW	38°	56'	24"	77°	00'	39"	

APPROXIMATE ACREAGE OF NOMINATED PROPERTY: 0.5 ACRES

LIST ALL STATES AND COUNTIES FOR PROPERTY RE OVERLAPPING STATE OR COUNTY BOUNDARIES:

STATE	CODE	COUNTY	CODE
STATE:	CODE	COUNTY:	CODE
STATE:	CODE	COUNTY:	CODE
STATE:	CODE	COUNTY:	CODE
STATE:	CODE	COUNTY:	CODE

**19. FORM PREPARED BY**

NAME AND TITLE: Blanche M. Higgins, Research Assistant and Benjamin Levy, Senior Historian

ORGANIZATION: Division of History, Office of Archeology and Historic Preservation, National Park Service DATE: \_\_\_\_\_

STREET AND NUMBER: 1100 L Street, N.W.

CITY OR TOWN: Washington STATE: D.C. CODE: \_\_\_\_\_

---

**20. STATE LIAISON OFFICER CERTIFICATION**      **NATIONAL REGISTER VERIFICATION**

As the designated State Liaison Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service. The recommended level of significance of this nomination is:

National  State  Local

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that this property is included in the National Register.

Director, Office of Archeology and Historic Preservation

Date \_\_\_\_\_

ATTEST:

Keeper of the National Register

Date \_\_\_\_\_

368

SEE INSTRUCTIONS



# Federal Register

Thursday,  
July 13, 2000

## Part VII

### The President

Proclamation 7329—President Lincoln and  
Soldiers' Home National Monument

43673

Federal Register  
Vol. 35, No. 125  
Thursday, July 13, 2000

## Presidential Documents

Title 3—  
The President

Proclamation 7329 of July 7, 2000  
President Lincoln and Soldiers' Home National Monument

By the President of the United States of America

#### A Proclamation

Each year from 1862 through 1864, President Abraham Lincoln and his family left the White House to take up residence during the warm weather months at Anderson Cottage, a home in northwest Washington, D.C., on the grounds of a site then known as the Soldiers' Home. It is estimated that President Lincoln spent one quarter of his presidency at this home, riding out to it many evenings from late June until early November. The house and surrounding land are now part of the U.S. Soldiers' and Airman's Home, a component of the Armed Forces Retirement Home, an independent establishment in the executive branch. This house and its grounds are objects of great historic significance and interest.

It was here, in September of 1862, that President Lincoln completed the drafting of the Emancipation Proclamation. His second floor bedroom and much of the rest of the house are configured as they were when he was in residence, and original mantels, woodwork, and windows are retained. A magnificent copper beech tree under which he read and relaxed is still growing at the site. It was also from this house that, in July of 1864, he traveled 2 miles north to view the battle of Fort Stevens, during which he actually came under fire as he stood beside the Union troops defending the capital. The house has been designated a National Historic Landmark by the National Park Service.

The land was purchased by the Federal Government through the Soldiers' Home Trust, Fund in 1851 to establish a home for invalid and disabled soldiers of the U.S. Army, the first such attempt to provide for members of the regular army. The house was first used as a summer retreat by President Buchanan from 1857 to 1860, and continued to be used as such by several presidents, including President Hayes from 1877 to 1880 and President Arthur from 1882 to 1884. It became known as Anderson Cottage in honor of Major Robert Anderson, the Union commanding officer at Fort Sumter at the outbreak of the Civil War.

Section 2 of the Act of June 8, 1906 (34 Stat. 225, 16 U.S.C. 431), authorizes the President, in his discretion, to declare by public proclamation historic landmarks, historic and prehistoric structures, and other objects of historic or scientific interest that are situated upon the lands owned or controlled by the Government of the United States to be national monuments, and to reserve as a part thereof parcels of lands, the limits of which in all cases shall be confined to the smallest area compatible with the proper care and management of the objects to be protected.

WHEREAS it appears that it would be in the public interest to reserve such lands as a national monument to be known as the President Lincoln and Soldiers' Home National Monument:

NOW, THEREFORE, I, William J. Clinton, President of the United States of America, by the authority vested in me by section 2 of the Act of June 8, 1906 (34 Stat. 225, 16 U.S.C. 431), do proclaim that there are hereby set apart and reserved as the President Lincoln and Soldiers' Home National Monument for the purpose of protecting the objects identified above, all lands and interests in lands owned or controlled by the United

43674 Federal Register/Vol. 35, No. 125/Thursday, July 13, 2000/Presidential Documents

States within the boundaries of the area described on the map entitled "President Lincoln and Soldiers' Home National Monument" attached to and forming a part of this proclamation. The Federal land and interests in land reserved consist of approximately 2.3 acres, which is the smallest area compatible with the proper care and management of the objects to be protected.

All Federal lands and interests in lands within the boundaries of this monument are hereby appropriated and withdrawn from all forms of entry, location, selection, sale, or leasing or other disposition under the public land or other Federal laws, including but not limited to withdrawal from location, entry, and patent under the mining laws, and from disposition under all laws relating to mineral and geothermal leasing.

The monument historically has been a part of the U.S. Soldiers' and Airman's Home, a facility administered by the Armed Forces Retirement Home, an independent establishment of the Executive Branch. The Armed Forces Retirement Home, through the U.S. Soldiers' and Airman's Home, shall manage the monument as an integral part of that surrounding facility and consistent with the purposes and provisions of this proclamation. In managing the monument, the Armed Forces Retirement Home shall consult with the Secretary of the Interior through the National Park Service.

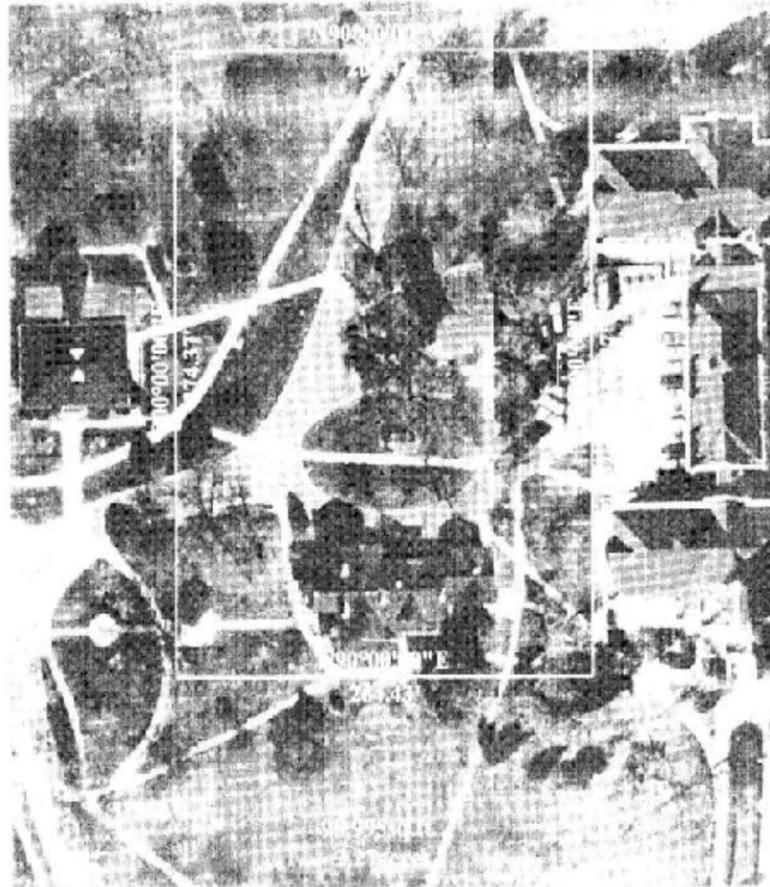
For the purpose of preserving, restoring, and enhancing the public's appreciation of the monument, the Armed Forces Retirement Home shall prepare, in consultation with the Secretary of the Interior through the National Park Service, a management plan for this monument within 3 years of this date. Further, to the extent authorized, the Armed Forces Retirement Home shall promulgate, in consultation with the Secretary of the Interior through the National Park Service, regulations for the proper care and management of the objects identified above.

Nothing in this proclamation shall be deemed to revoke any existing withdrawal, reservation, or appropriation; however, the national monument shall be the dominant reservation. Warning is hereby given to all unauthorized persons not to appropriate, injure, destroy, or remove any feature of this monument and not to locate or settle upon any of the lands thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this seventh day of July, in the year of our Lord two thousand, and of the Independence of the United States of America the two hundred and twenty-fifth.

*William Clinton*

Billing code 3208-01-P



National Park Service  
National Capital Region  
Land Resource Program Center  
Scale: 1:60,000  
60 0 60  
Scale: Feet

The President Lincoln and Soldiers'  
Home National Monument



This drawing should not be used for any legal  
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**1953 Master Plan:** S.E. Sanders and C.H. Turrell and Associates. *Master Plan, U.S. Soldiers' Home, Washington 13, D.C.* Washington, D.C., January 1953.

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Washington, D.C., 1985.

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“Cooperative Agreement Between the National Trust for Historic Preservation and the U.S. Soldiers’ and Airmen’s Home.” November 1999.

“First Modification to Cooperative Agreement Between the National Trust for Historic Preservation and the U.S. Soldiers’ and Airmen’s Home.” May 2001.

“Programmatic Agreement Among Armed Forces Retirement Home, National Trust for Historic Preservation in the United States and the District of Columbia Historic Preservation Office Regarding the Preservation of Historic Properties Pursuant to a Cooperative Agreement Between the National Trust for Historic Preservation in the United States and the Armed Forces Retirement Home.” April 2005.

“Second Modification to Cooperative Agreement Between the National Trust for Historic Preservation and the Armed Forces Retirement Home (formerly the U.S. Soldiers’ and Airmen’s Home).” December 2005.

## GLOSSARY OF HISTORIC PRESERVATION TERMS

**Antiquities Act** – enacted in 1906, the first legislation in the United States to preserve American antiquities including the designation and protection of national monuments on federally owned land.

**Association** – link of a historic property with a historic event, activity, or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

**Boundaries** – lines delineating the geographical extent or area of a historic property.

**Boundary Justification** – an explanation of the reasons for selecting the boundaries of a history property.

**Building** – a resource created principally to shelter any form of human activity, such as a house.

**Contributing Resource** – a building, site, structure, or object adding to the historic significance of a property.

**Criteria** – general standards by which the significance of a historic property is judged.

**Cultural Landscape** – a geographical area, including both cultural and natural resources and the wildlife or domestic animals therein associated with a historic event, activity, or person, or that exhibits other cultural or aesthetic values. The four general kinds of cultural landscapes are ethnographic, historic designed, historic vernacular, and historic site.

**Cultural Resource** – building, site, structure, object or district evaluated as having significance in pre-history or history.

**Design** – quality of integrity applying to the elements that create the physical form, plan, space, structure, and style of a property.

**Determination of Eligibility** – an action through which the eligibility of a property for the National Register listing is decided but the property is not actually listed; nominating authorities and federal agency officials commonly request determinations of eligibility for federal planning purposes and in cases where a majority of private owners has objected to National Register listing.

**District** – a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

**Eligibility** – ability of a property to meet the National Register criteria.

**Feature** – a prominent or distinctive quality or characteristic of a cultural landscape.

**Feeling** – quality of integrity through which a historic property evokes the aesthetic or historic sense of past time and place.

**Focal Point** – the object of one's view from a fixed vantage point.

**Historic Designed Landscape** – A landscape significant as a design or work of art. Such a landscape was consciously designed and laid out either by a master gardener, landscape architect, architect, or horticulturist to a design principle, or by an owner or other amateur according to a recognized style or tradition. Historic designed landscapes have a historical association with a significant person, trend or movement in landscape gardening or architecture, or a significant relationship to a theory or practice of landscape architecture.

**Historic Property** – any prehistoric or historic district, site, building, structure, or object.

**Historic Significance** – importance for which a property has been evaluated and found to meet the National Register criteria.

**Integrity** – authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

**Location** – quality of integrity retained by a historic property existing in the same place as it did during the period of significance.

**Materials** – quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

**Mothballing** - The act of securing a vacant building from vandalism and environmental impacts for an indefinite amount of

time. The NPS prefers even marginal interim uses where there is regular activity and monitoring for long periods of time. (*See Preservation Brief 31: Mothballing Historic Buildings*, published by the National Park Service and available on their web site, outlines the process.)

The following nine steps are outlined by NPS as the proper mothballing procedure:

### *Documentation*

1. Document the architectural and historical significance of the building.
2. Prepare a condition assessment of the building.

### *Stabilization*

3. Structurally stabilize the building, based on a professional condition assessment.
4. Exterminate or control pests, including termites and rodents.
5. Protect the exterior from moisture penetration.

### *Mothballing*

6. Secure the building and its component features to reduce vandalism or break-ins.
7. Provide adequate ventilation to the interior.
8. Secure or modify utilities and mechanical systems.
9. Develop and implement maintenance and monitoring plan for protection.

**National Historic Landmark (NHL)** – a historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

**National Register Criteria for Evaluation** – established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

**National Register of Historic Places (NR)** – official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture.

**Non-Contributing Resource** – a built, site, structure, or object that does not add to the historic significance of a property.

**Period of Significance** – span of time in which a property attained the significance for which it meets the National Register criteria.

**Property** – area of land containing a single historic resource, and constituting a single entry in the National Register of Historic Places.

**Resource** – any building, structure, site, or object that is part of or constitutes a historic property.

**Setting** – quality of integrity applying to the physical environment of a historic property.

**Significance** – importance of a historic property as defined by the National Register criteria in one or more areas of significance.

**Statement of Significance** – section of the registration form where the reasons a property is significant and meets the National Register criteria are stated and explained.

**View** - the extent of visibility from a fixed vantage point to a focal point within a view shed or view corridor.

**View Corridor** – the path that one’s view follows from a fixed vantage point to a focal point, including all the elements within that path. The termination of a view corridor corresponds with the focal point of a specific view.

**View Shed** – the peripheral visibility normally expressed as an angle, fanning out from a fixed vantage point. Within a single view shed, there can be several view corridors.

**Visibility, Area of** - those general locations where the Home can be seen from outside its boundaries. These areas provide secondary views into AFRH-W, without specific vantage points or focal points.

**Workmanship** – quality of integrity applying to the physical evidence of the crafts of a particular culture, people, or artisan.

#### ACRONYMS

<b>ACHP</b> -	Advisory Council on Historic Preservation
<b>AFRH</b> -	Armed Forces Retirement Home
<b>AFRH-W</b> -	Armed Forces Retirement Home- Washington
<b>ARPA</b> -	Archaeological Resources Protection Act of 1979
<b>COO</b> -	Chief Operating Officer
<b>CRM</b> -	Cultural Resource Management
<b>DCSHPO</b> -	District of Columbia State Historic Preservation Office
<b>DoD</b> -	Department of Defense
<b>DoI</b> -	Department of the Interior
<b>HP Plan</b> -	Historic Preservation Plan
<b>National Register</b> -	National Register of Historic Places
<b>NDAA</b> -	National Defense Authorization Act
<b>NEPA</b> -	National Environmental Policy Act
<b>NHL</b> -	National Historic Landmark
<b>NHPA</b> -	National Historic Preservation Act
<b>PA</b> -	Programmatic Agreement
<b>MOA</b> -	Memorandum of Agreement
<b>Secretary’s Standards</b> -	Secretary of the Interior’s Standards for the Treatment of Historic Properties
<b>WAC</b> -	Women’s Army Corps

## NARA GUIDE TO THE RECORDS OF THE ARMED FORCES RETIREMENT HOME

(Information from the National Archives Records Administration web site, <http://www.archives.gov>)

### **RECORDS OF THE ARMED FORCES RETIREMENT HOME (Record Group 231)**

1803-1943 (bulk 1851-1943)

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231.2.3 Records relating to employees

#### **231.1 Administrative History**

Established: effective November 5, 1991, by the Armed Forces Retirement Home Act of 1991, Title XV of the National Defense Authorization Act of 1991 (104 Stat. 1722), November 5, 1990. The Armed Forces Retirement Home (AFRH) consists of the Armed Forces Retirement Home Board, which exercises general oversight over the two AFRH retirement homes; and the two homes themselves: the U.S. Soldiers' and Airmen's Home (Washington, DC) and the U.S. Naval Home (Gulfport, MS).

Predecessor Agencies:

Military Asylum, Washington, DC (1851-59)

U.S. Soldiers' Home (1859-1972)

Functions: Provides independent living facilities for male and female veterans.

Finding Aids: Patricia Andrews, comp., "Preliminary Inventory of the Records of the United States Soldiers' Home," NM 61 (1965).

Related Records:

Record copies of publications of the United States Soldiers' Home in RG 287, Publications of the U.S. Government.

Records of the U.S. Naval Home in record groups 24, 45, 52, 71, and 181.

Records of the Veterans Administration, RG 15.

Records of the Adjutant General's Office, 1780s-1917, RG 94.

#### **231.2 Records of the U.S. Soldiers' Home**

1803-1960 (bulk 1851-1960)

History: Established as the Military Asylum, Washington, DC, by an act of March 3, 1851 (9 Stat. 595), with branches (1851-58) in New Orleans, LA, and East Pascagoula (Greenwood's Island), MS, and at Western Military Asylum, Harrodsburg, KY. Administered by a governor, who in turn was responsible to Board of Commissioners. Redesignated U.S. Soldiers' Home by an act of March 3, 1859 (11 Stat. 434). Accepted air force personnel as part of the army establishment, 1917-47, and continued to do so following establishment of the U.S. Air Force as a separate service, by the National Security Act of 1947 (61 Stat. 502), July 26, 1947, implemented by Transfer Order 1, Secretary of Defense, September 26, 1947. Redesignated U.S. Soldiers' and Airmen's Home, effective September 7, 1972, by order of the Secretary of Defense, November 4, 1972.

##### **231.2.1 Correspondence and orders**

Textual Records: Letters, 1868-99, 1902-30, and endorsements, 1879-1902, sent by the governor. Proceedings of the Board of Commissioners, and letters sent by the board secretary, 1868-83. Letters and endorsements sent by the office of the attending surgeon, 1881-1912. Letters received, 1899-1903, with index. Reports, memorandums, and orders, 1851-1930.

##### **231.2.2 Records relating to inmates**

Textual records: Registers of men admitted and discharged, 1851-1941. Muster rolls of inmates, 1870-79. Monthly and quarterly reports, 1857-1927. Registers of sick inmates, 1872-1943. Records relating to deceased inmates, 1852-1942, including registers, death certificates, statements of service, and descriptions. Warrants and records relating to confined prisoners, 1869-1927. Personal papers of various inmates of the Military Asylum, 1803-58.

##### **231.2.3 Records relating to employees**

Textual Records: Reports of civilian and inmate employees, 1851-62. Monthly reports of persons employed at East Pascagoula, MS, 1853, and Harrodsburg, KY, 1853-58. Register of employee transfers, discharges, absences, and resignations, 1938-41.

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Bibliographic note: Web version based on Guide to Federal Records in the National Archives of the United States. Compiled by Robert B. Matchette et al. Washington, DC: National Archives and Records Administration, 1995.3 volumes, 2428 pages.

Record Group 231: Records of the U.S. Soldiers Home; Finding Aid NM-61; Entry 2

VOLUME 1 OF 1	(BOOK): LETTERS SENT BY THE SECRETARY TO THE BOARD OF COMMISSIONERS AND PROCEEDINGS OF THE BOARD, FEBRUARY 1868 – SEPTEMBER 1883.
CORRESPONDENCE AND ORDERS, 1851-1930	START: February 19, 1868 12, 1851 END: September 15, 1883  429 P.

Record Group 231: Records of the U.S. Soldiers' Home; Finding Aid NM-61; Entry 8

BOX 1 OF 1	
CORRESPONDENCE AND ORDERS	+ FOLDER: C. 1848-1854 NM-61, E.8  (Includes): Various loose-leaf correspondence
CORRESPONDENCE, REPORTS, AND ORDERS RELATING TO REGULATIONS AND THE ADMINISTRATION OF THE MILITARY ASYLUM AND THE SOLDIERS' HOME, 1851-1909	+ FOLDER: NM-61 E8 C. 1855-1892  (Includes): Various loose-leaf correspondence  + FOLDER: NM-61-E8 1908 & UNDATED  (Includes): Various loose-leaf correspondence

Record Group 231: Records of the U.S. Soldiers' Home; Finding Aid NM-61; Entry 9

VOLUME 1 OF 1	(BOOK): ADMINISTRATIVE MEMORANDA (BOOK OF INFORMATION) AND GENERAL DATA, PERTAINING TO THE HOME.
BOOK OF INFORMATION AND GENERAL DATA WITH REGARD TO US. SOLDIERS' HOME {ADMINISTRATIVE MEMORANDA AND ORDERS, 1952-1923}	(INCLUDES): EXTRACTS FROM BOARD OF COMMISSIONERS MEETING, TOPICS INCLUDE ADMISSION, ANNUAL REPORTS, ARMY & NAVY HOSPITAL, BAND, BOARD OF COMMISSIONERS, BUILDINGS – NAMES OF, BUDGET, CLAIMS, CLOTHING ALLOWANCES, DAIRY, DENIST, COLLECTION OF ESTATES, FUNDS, FORT BAYARD, HISTORY, HUNTING, INCOME, INSANE, <b>LAND (P. 205 - 215) LOGS LAND TRANSACTIONS FROM RIGGS, TALOR, CORCRAN, WOOD TO JUDGE ADVOCATE GENERAL OF SOLDIERS' HOME, AS WELL AS DEEDS TO/FROM CORCRAN AND HANDY, LAWS, LINES OF DUTY, LIQUORS-INTOXICATING, MESS-ALLOWANCE FOR, MILITARY PRISON</b>  273 P.

Record Group 231: Records of the U.S. Soldiers' Home; Finding Aid NM-61; Entry 10

<p>BOX 1 OF 2</p> <p>CORRESPONDENCE AND ORDERS</p> <p>ORDERS ISSUED BY THE OFFICE OF THE GOVERNOR, OCT. 1862 – SEPT. 1906: MAY 1915-DEC. 1930</p> <p>VOLUME 1</p>	<p>(Book): <i>Order Book</i></p> <p>(Includes): Rulings given by the Lieut. General of the U.S. Army, Governor on court proceedings.</p> <p>Start: October 25, 1862 Ends: September 11, 1906</p> <p>(Includes): Name Index in Front</p> <p>673 p.</p>
<p>BOX 2 OF 2</p> <p>CORRESPONDENCE AND ORDERS</p> <p>ORDERS ISSUED BY THE OFFICE OF THE GOVERNOR, OCT. 1862 – SEPT. 1906: MAY 1915-DEC. 1930</p> <p>VOLUME 2</p>	<p>(Book): (Includes): Rulings given by the Lieut. General of the U.S. Army, Governor on court proceedings.</p> <p>Starts: May, 1915 Ends: December, 1930</p> <p>(Includes): Name Index in Front</p> <p>693 p.</p>

<p>Volume 1 of 7</p>	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: March 12, 1851 END: December 14, 1877</p> <p>530 p.</p> <p>Index to Subjects (see NARA photocopies)</p>
<p>Volume 2 of 7</p>	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: March 31, 1860 END: December 31, 1866</p> <p>Around 200 p.</p> <p>(Purchases and Disbursements of the Home)</p>
<p>Volume 3 of 7</p>	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: Jan. 11, 1878 END: June 27, 1885</p> <p>359 p.</p>
<p>Volume 4 of 7</p>	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: October 20, 1883 END: January 16, 1897</p> <p>601 p.</p> <p>(Contains duplicate entries (1883-1885) from Volume 3)</p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Volume 5 of 7	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: July 18, 1885 END: December 31, 1892</p> <p>347 p.</p> <p>(Contains duplicate entries entirely from Volume 4)</p>
Volume 6 of 7	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: January 21, 1893 END: November 18, 1902</p> <p>397 p.</p>
Volume 7 of 7	<p>RECORD OFFICE BOARD OF COMMISSIONERS SOLDIERS HOME, DC MEETING MINUTES</p> <p>START: January 20, 1903 END: December 17, 1912</p> <p>329 p.</p>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 1 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1858-TO MEETINGS 1890</p>	<ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF BOARD MEETINGS MARCH 1851 (PHOTOCOPIES)</li> <li>+ FOLDER: 1858-1959 35 US CONGRESS: STATUES AT LARGE AND TREATIES PASSED AT ITS SECOND SESSION (Book)* <i>1858-1959 35 US CONGRESS: STATUES AT LARGE AND TREATIES PASSED AT ITS SECOND SESSION OF 35<sup>TH</sup> CONGRESS</i>. Boston: Little, Brown and Company, Publishers of the Laws of the United States, 1859.</li> <li>+ FOLDER: 1881 REPORT OF US SENATE COMMITTEE ON MILITARY AFFAIRS CONCERNING INVESTIGATION OF THE HOME (Book)* <i>1881 Report of US Senate Committee on Military Affairs Concerning Investigation of the Home</i>. Hall Switch &amp; Signal Co., Section 6, General Catalogue, Telephone and Telegraph Apparatus.</li> <li>+ FOLDER: 1883-1886 SOLDIERS HOME REGISTER – LAWS AND REGULATIONS WITH ANNUAL REPORTS FOR 1883 THROUGH 1886 (2 COPIES) (Book)* <i>The Soldiers Home Register of Officers, Resident Inmates and Beneficiaries Also Containing the Laws and Regulations Appertaining to the Home</i>. Washington: Gibson Bros., Printers and Bookbinders, 1887.</li> <li>+ FOLDER: 1883-1890 LAWS AND REGULATIONS (1883) ALSO, HOME BY-LAWS PLUS U.S. STATUES RELATING TO THE HOME AND ITS RESIDENTS. (Book)* <i>The Laws and Regulations for the Soldiers' Home 1883</i>. Washington, D.C. Gibson Bros., Printers and Bookbinders, May 1891.</li> </ul>
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<p>Box 2 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1887- TO MEETINGS 1921</p>	<p>+ FOLDER: 1887 – 1891 REGISTERS OF OFFICERS RESIDENT INMATES AND BENEFICIARIES 1887 VOL. ALSO CONTAINS LAWS AND REGULATIONS PERTAINING TO THE HOME AS OF THAT YEAR.</p> <p style="padding-left: 40px;">SUB-FOLDER: 1887 (empty)</p> <p style="padding-left: 40px;">SUB-FOLDER: 1888 (Book)* <i>The Soldiers Home register of Officers, Resident Inmates and Beneficiaries</i>. Washington, DC: Washington, D.C. Gibson Bros., Printers and Bookbinders, Jan. 1, 1888.</p> <p style="padding-left: 40px;">SUB-FOLDER: 1890 (Book)* <i>The Soldiers Home register of Officers, Resident Inmates and Beneficiaries</i>. Washington, DC: Washington, D.C. Gibson Bros., Printers and Bookbinders, Jan. 1, 1890.</p> <p style="padding-left: 40px;">SUB-FOLDER: 1891 (Book)* <i>The Soldiers Home register of Officers, Resident Inmates and Beneficiaries</i>. Washington, DC: Washington, D.C. Gibson Bros., Printers and Bookbinders, Jan. 1, 1891.</p> <p>+ FOLDER: 1909-1914 CORRESPONDENCE RELATIVE TO THE GOVERNING AND INSPECTION ON “DISCIPLINARY COMPANIES” AT TWO US MILITARY PRISONS RE TO THE INCARCERATION FO HOME RESIDENTS FOR STRICTLY MILITARY OFFENSES. (STARTS: March 4, 1909, ENDS: December 15, 1914)</p> <p>+ FOLDER: RG 231 BOARD OF COMMISSIONERS FILES 1915-1922, US DEPARTMENT OF AGRICULTURE FARMERS BULLETINS RE TRACTORS.</p> <p style="padding-left: 40px;">(Books)*: <i>Bulletin no. 174</i>, April 15, 1915 <i>Bulletin no. 719</i>, May 5, 1916 <i>Bulletin no. 963</i>, June 1918 <i>Bulletin no. 1004</i>, 1918 <i>Bulletin no. 1035</i>, 1919 <i>Bulletin no. 1093</i>, May 1920</p>
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<p>Box 2 of 109 – cont-</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1887- TO MEETINGS 1921</p>	<p style="padding-left: 40px;"><i>Bulletin no. 1296</i>, 1922 <i>Bulletin no. 1297</i>, undated <i>Bulletin no. 1298</i>, 1922 <i>Bulletin no. 1299</i>, 1922 <i>Bulletin no. 1200</i>, undated</p> <p>+ FOLDER: 1918 REGULATIONS FO THE NATIONAL HOME FOR DISABLED VOL. SOLDIERS</p> <p style="padding-left: 40px;">(Book)* <i>Regulations of the National Home for Disabled Volunteer Soldiers</i>, 1918.</p> <p style="padding-left: 40px;">(Book)* <i>The Soldiers Home register of Officers, Resident Inmates and Beneficiaries</i>. Washington, DC: Washington, D.C. Gibson Bros., Printers and Bookbinders, Jan. 1, 1887.</p> <p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1921 JAN- MAY MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC) Start: January 12, 1921, Ends: May 9, 1921</p> <p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1921 JUNE-DEC MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC) Start: August 2, 1921, Ends: December 19, 1921</p>
<p>Box 3 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1921- TO MEETINGS 1922</p>	<p>+ FOLDER: REFERENCE FILES JAN 1921**</p> <p>+ FOLDER: REFERENCE FILES FEB 1921</p> <p>+ FOLDER: REFERENCE FILES MAR 1921</p> <p>+ FOLDER: REFERENCE FILES APRIL 1921</p> <p>+ FOLDER: REFERENCE FILES MAY 1921</p> <p>+ FOLDER: REFERENCE FILES JUNE 1921</p> <p>+ FOLDER: REFERENCE FILES JULY 1921</p> <p>+ FOLDER: REFERENCE FILES AUG 1921</p> <p>+ FOLDER: REFERENCE FILES SEPT 1921</p> <p>+ FOLDER: REFERENCE FILES OCT 1921</p> <p>+ FOLDER: REFERENCE FILES NOV 1921</p> <p>+ FOLDER: REFERENCE FILES DEC 1921</p>

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<p>Box 3 of 109 – cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1921- TO MEETINGS 1922</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1922 JAN-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC) Start: January 17, 1922, Ends: June 19, 1922</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1921 JULY-DEC MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC) Start: July 18, 1922, Ends: December 18, 1922</li> </ul>
<p>Box 4 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1922 – TO MEETINGS 1923</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1922**</li> <li>+ FOLDER: REFERENCE FILES FEB 1922</li> <li>+ FOLDER: REFERENCE FILES MAR 1922</li> <li>+ FOLDER: REFERENCE FILES APRIL 1922</li> <li>+ FOLDER: REFERENCE FILES MAY 1922</li> <li>+ FOLDER: REFERENCE FILES JUNE 1922</li> <li>+ FOLDER: REFERENCE FILES JULY 1922</li> <li>+ FOLDER: REFERENCE FILES AUG 1922</li> <li>+ FOLDER: REFERENCE FILES SEPT 1922</li> <li>+ FOLDER: REFERENCE FILES OCT 1922</li> <li>+ FOLDER: REFERENCE FILES NOV 1922</li> <li>+ FOLDER: REFERENCE FILES DEC 1922 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1923 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC) Start: January 16, 1923, Ends: November 7, 1923</li> <li>+ FOLDER: REFERENCE FILES JAN 1923**</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 4 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1922 – TO MEETINGS 1923</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES FEB 1923</li> <li>+ FOLDER: REFERENCE FILES MAR 1923</li> <li>+ FOLDER: REFERENCE FILES APRIL 1923</li> <li>+ FOLDER: REFERENCE FILES MAY 1923</li> <li>+ FOLDER: REFERENCE FILES JUNE 1923</li> </ul>
<p>Box 5 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1923 (JULY) - TO MEETINGS 1924 (OCT)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JULY 1923**</li> <li>+ FOLDER: REFERENCE FILES AUG 1923</li> <li>+ FOLDER: REFERENCE FILES SEPT 1923</li> <li>+ FOLDER: REFERENCE FILES OCT 1923</li> <li>+ FOLDER: REFERENCE FILES NOV 1923</li> <li>+ FOLDER: REFERENCE FILES DEC 1923 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: 1923 GENERAL REGULATIONS U.S. SOLDIERS HOME (MULTIPLE COPIES, MANY WITH INSERTS), FOLDER 1 OF 2  (Book)*: <i>1923 General Regulations U.S. Soldiers Home</i>. Government Printing Office, 1923.</li> <li>+ FOLDER: 1923 GENERAL REGULATIONS U.S. SOLDIERS HOME (MULTIPLE COPIES, MANY WITH INSERTS), FOLDER 2 OF 2  (Book)*: <i>1923 General Regulations U.S. Soldiers Home</i>. Government Printing Office, 1923.</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1924 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	Start: January 15, 1924, Ends: December 12, 1924
Box 5 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1923 (JULY) - To MEETINGS 1924 (OCT)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1924**</li> <li>+ FOLDER: REFERENCE FILES FEB 1924</li> <li>+ FOLDER: REFERENCE FILES MAR 1924</li> <li>+ FOLDER: REFERENCE FILES APRIL 1924</li> <li>+ FOLDER: REFERENCE FILES MAY 1924</li> <li>+ FOLDER: REFERENCE FILES JUNE 1924</li> <li>+ FOLDER: REFERENCE FILES JULY 1924</li> <li>+ FOLDER: REFERENCE FILES AUG 1924</li> <li>+ FOLDER: REFERENCE FILES SEPT 1924</li> <li>+ FOLDER: REFERENCE FILES OCT 1924</li> </ul>
Box 6 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1924 (NOV) - To MEETINGS 1926 (SEPT)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES NOV 1924**</li> <li>+ FOLDER: REFERENCE FILES DEC 1924 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1925 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1925**</li> <li>+ FOLDER: REFERENCE FILES FEB 1925</li> <li>+ FOLDER: REFERENCE FILES MAR 1925</li> <li>+ FOLDER: REFERENCE FILES APRIL 1925</li> <li>+ FOLDER: REFERENCE FILES MAY 1925</li> <li>+ FOLDER: REFERENCE FILES JUNE 1925</li> <li>+ FOLDER: REFERENCE FILES JULY 1925</li> <li>+ FOLDER: REFERENCE FILES AUG 1925</li> <li>+ FOLDER: REFERENCE FILES SEPT 1925</li> <li>+ FOLDER: REFERENCE FILES OCT 1925</li> <li>+ FOLDER: REFERENCE FILES NOV 1925</li> <li>+ FOLDER: REFERENCE FILES DEC 1925 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1926 MEETING MINUTES – BACKGROUND</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	(Loose-leaf correspondence to/from BOC)
Box 6 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1924 (NOV) - To MEETINGS 1926 (SEPT)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1926**</li> <li>+ FOLDER: REFERENCE FILES FEB 1926</li> <li>+ FOLDER: REFERENCE FILES MAR 1926</li> <li>+ FOLDER: REFERENCE FILES APRIL 1926</li> <li>+ FOLDER: REFERENCE FILES MAY 1926</li> <li>+ FOLDER: REFERENCE FILES JUNE 1926</li> <li>+ FOLDER: REFERENCE FILES JULY 1926</li> <li>+ Folder: Reference Files Aug 1926</li> <li>+ Folder: Reference Files Sept 1926 (Loose-leaf correspondence to/from BOC)</li> </ul>
Box 7 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1926 (OCT) - To MEETINGS 1928	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES OCT 1926**</li> <li>+ FOLDER: REFERENCE FILES NOV 1926</li> <li>+ FOLDER: REFERENCE FILES DEC 1926 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1927 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1927**</li> <li>+ FOLDER: REFERENCE FILES FEB 1927</li> <li>+ FOLDER: REFERENCE FILES MAR 1927</li> <li>+ FOLDER: REFERENCE FILES APRIL 1927</li> <li>+ FOLDER: REFERENCE FILES MAY 1927</li> <li>+ FOLDER: REFERENCE FILES JUNE 1927</li> <li>+ FOLDER: REFERENCE FILES JULY 1927</li> <li>+ FOLDER: REFERENCE FILES AUG 1927</li> <li>+ FOLDER: REFERENCE FILES SEPT 1927</li> <li>+ FOLDER: REFERENCE FILES OCT 1927</li> <li>+ FOLDER: REFERENCE FILES NOV 1927</li> <li>+ FOLDER: REFERENCE FILES DEC 1927 (Loose-leaf correspondence to/from BOC)</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1928 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)
Box 8 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1928 – TO MEETINGS 1930 (FEB)	+ FOLDER: REFERENCE FILES JAN 1928** + FOLDER: REFERENCE FILES FEB 1928 + FOLDER: REFERENCE FILES MAR 1928 + FOLDER: REFERENCE FILES APRIL 1928 + FOLDER: REFERENCE FILES MAY 1928 + FOLDER: REFERENCE FILES JUNE 1928 + FOLDER: REFERENCE FILES JULY 1928 + FOLDER: REFERENCE FILES AUG 1928 + FOLDER: REFERENCE FILES SEPT 1928 + FOLDER: REFERENCE FILES OCT 1928 + FOLDER: REFERENCE FILES NOV 1928 + FOLDER: REFERENCE FILES DEC 1928 (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1929 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1929** + FOLDER: REFERENCE FILES FEB 1929 + FOLDER: REFERENCE FILES MAR 1929 + FOLDER: REFERENCE FILES APRIL 1929 + FOLDER: REFERENCE FILES MAY 1929 + FOLDER: REFERENCE FILES JUNE 1929 + FOLDER: REFERENCE FILES JULY 1929 + FOLDER: REFERENCE FILES AUG 1929 + FOLDER: REFERENCE FILES SEPT 1929 + FOLDER: REFERENCE FILES OCT 1929 + FOLDER: REFERENCE FILES NOV 1929 + FOLDER: REFERENCE FILES DEC 1929

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	(Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1930 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1930** + FOLDER: REFERENCE FILES FEB 1930
Box 9 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1930 (MAR) - TO MEETINGS 1932	+ FOLDER: REFERENCE FILES MAR 1930 + FOLDER: REFERENCE FILES APRIL 1930 + FOLDER: REFERENCE FILES MAY 1930 + FOLDER: REFERENCE FILES JUNE 1930 + FOLDER: REFERENCE FILES JULY 1930 + FOLDER: REFERENCE FILES AUG 1930 + FOLDER: REFERENCE FILES SEPT 1930 + FOLDER: REFERENCE FILES OCT 1930 + FOLDER: REFERENCE FILES NOV 1930 + FOLDER: REFERENCE FILES DEC 1930 (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1931 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1931** + FOLDER: REFERENCE FILES FEB 1931 + FOLDER: REFERENCE FILES MAR 1931 + FOLDER: REFERENCE FILES APRIL 1931 + FOLDER: REFERENCE FILES MAY 1931 + FOLDER: REFERENCE FILES JUNE 1931 + FOLDER: REFERENCE FILES JULY 1931 + FOLDER: REFERENCE FILES AUG 1931 + FOLDER: REFERENCE FILES SEPT 1931 + FOLDER: REFERENCE FILES OCT 1931 + FOLDER: REFERENCE FILES NOV 1931 + FOLDER: REFERENCE FILES DEC 1931 (Loose-leaf correspondence to/from BOC)

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1932 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)
Box 10 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1932 – To MEETINGS 1933	+ FOLDER: REFERENCE FILES JAN 1932** + FOLDER: REFERENCE FILES FEB 1932 + FOLDER: REFERENCE FILES MAR 1932 + FOLDER: REFERENCE FILES APRIL 1932 + FOLDER: REFERENCE FILES MAY 1932 + FOLDER: REFERENCE FILES JUNE 1932 + FOLDER: REFERENCE FILES JULY 1932 + FOLDER: REFERENCE FILES AUG 1932 + FOLDER: REFERENCE FILES SEPT 1932 + FOLDER: REFERENCE FILES OCT 1932 + FOLDER: REFERENCE FILES NOV 1932 + FOLDER: REFERENCE FILES DEC 1932 (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1933 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1933** + FOLDER: REFERENCE FILES FEB 1933 + FOLDER: REFERENCE FILES MAR 1933 + FOLDER: REFERENCE FILES APRIL 1933 + FOLDER: REFERENCE FILES MAY 1933 + FOLDER: REFERENCE FILES JUNE 1933 + FOLDER: REFERENCE FILES JULY 1933 + FOLDER: REFERENCE FILES AUG 1933 + FOLDER: REFERENCE FILES SEPT 1933 + FOLDER: REFERENCE FILES OCT 1933 + FOLDER: REFERENCE FILES NOV 1933 + FOLDER: REFERENCE FILES DEC 1933

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	(Loose-leaf correspondence to/from BOC)
Box 11 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1934 - MEETINGS 1935	+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1934 JAN.-MAY MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1934 JUNE-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1934** + FOLDER: REFERENCE FILES FEB 1934 + FOLDER: REFERENCE FILES MAR 1934 + FOLDER: REFERENCE FILES APRIL 1934 + FOLDER: REFERENCE FILES MAY 1934 + FOLDER: REFERENCE FILES JUNE 1934 + FOLDER: REFERENCE FILES JULY 1934 + FOLDER: REFERENCE FILES AUG 1934 + FOLDER: REFERENCE FILES SEPT 1934 + FOLDER: REFERENCE FILES OCT 1934 + FOLDER: REFERENCE FILES NOV 1934 + FOLDER: REFERENCE FILES DEC 1934 (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1935 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 12 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1935 – To MEETINGS 1937</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1935**</li> <li>+ FOLDER: REFERENCE FILES FEB 1935</li> <li>+ FOLDER: REFERENCE FILES MAR 1935</li> <li>+ FOLDER: REFERENCE FILES APRIL 1935</li> <li>+ FOLDER: REFERENCE FILES MAY 1935</li> <li>+ FOLDER: REFERENCE FILES JUNE 1935</li> <li>+ FOLDER: REFERENCE FILES JULY 1935</li> <li>+ FOLDER: REFERENCE FILES AUG 1935</li> <li>+ FOLDER: REFERENCE FILES SEPT 1935</li> <li>+ FOLDER: REFERENCE FILES OCT 1935</li> <li>+ FOLDER: REFERENCE FILES NOV 1935</li> <li>+ FOLDER: REFERENCE FILES DEC 1935</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1936 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: REFERENCE FILES JAN 1936**</li> <li>+ FOLDER: REFERENCE FILES FEB 1936</li> <li>+ FOLDER: REFERENCE FILES MAR 1936</li> <li>+ FOLDER: REFERENCE FILES APRIL 1936</li> <li>+ FOLDER: REFERENCE FILES MAY 1936</li> <li>+ FOLDER: REFERENCE FILES JUNE 1936</li> <li>+ FOLDER: REFERENCE FILES JULY 1936</li> <li>+ FOLDER: REFERENCE FILES AUG 1936</li> <li>+ FOLDER: REFERENCE FILES SEPT 1936</li> <li>+ FOLDER: REFERENCE FILES OCT 1936</li> <li>+ FOLDER: REFERENCE FILES NOV 1936</li> <li>+ FOLDER: REFERENCE FILES DEC 1936 (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 12 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1935 - MEETINGS 1937</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1937 MEETING MINUTES – BACKGROUND FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul>

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<p>Box 13 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1937 – To MEETINGS 1938</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1937 MEETING MINUTES – BACKGROUND FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: REFERENCE FILES JAN 1937**</li> <li>+ FOLDER: REFERENCE FILES FEB 1937</li> <li>+ FOLDER: REFERENCE FILES MAR 1937</li> <li>+ FOLDER: REFERENCE FILES APRIL 1937</li> <li>+ FOLDER: REFERENCE FILES MAY 1937</li> <li>+ FOLDER: REFERENCE FILES JUNE 1937</li> <li>+ FOLDER: REFERENCE FILES JULY 1937</li> <li>+ FOLDER: REFERENCE FILES AUG 1937</li> <li>+ FOLDER: REFERENCE FILES SEPT 1937</li> <li>+ FOLDER: REFERENCE FILES OCT 1937</li> <li>+ FOLDER: REFERENCE FILES NOV 1937</li> <li>+ FOLDER: REFERENCE FILES DEC 1937</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1938 MEETING MINUTES – BACKGROUND FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1938 MEETING MINUTES – BACKGROUND FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 14 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1938 – To MEETINGS 1939 (APR)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1938**</li> <li>+ FOLDER: REFERENCE FILES FEB 1938</li> <li>+ FOLDER: REFERENCE FILES MAR 1938</li> <li>+ FOLDER: REFERENCE FILES APRIL 1938</li> <li>+ FOLDER: REFERENCE FILES MAY 1938</li> <li>+ FOLDER: REFERENCE FILES JUNE 1938</li> <li>+ FOLDER: REFERENCE FILES JULY 1938</li> <li>+ FOLDER: REFERENCE FILES AUG 1938</li> <li>+ FOLDER: REFERENCE FILES SEPT 1938</li> <li>+ FOLDER: REFERENCE FILES OCT 1938</li> <li>+ FOLDER: REFERENCE FILES NOV 1938</li> <li>+ FOLDER: REFERENCE FILES DEC 1938 (Loose-leaf correspondence to/from BOC)</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1939 MEETING MINUTES – BACKGROUND FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1939 MEETING MINUTES – BACKGROUND FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1939**</li> <li>+ FOLDER: REFERENCE FILES FEB 1939</li> <li>+ FOLDER: REFERENCE FILES MAR 1939</li> <li>+ FOLDER: REFERENCE FILES APRIL 1939</li> </ul>
<p>Box 15 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1939 (MAY) - TO MEETINGS 1940 (MAY)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES MAY 1939</li> <li>+ FOLDER: REFERENCE FILES JUNE 1939</li> <li>+ FOLDER: REFERENCE FILES JULY 1939</li> <li>+ FOLDER: REFERENCE FILES AUG 1939</li> <li>+ FOLDER: REFERENCE FILES SEPT 1939</li> <li>+ FOLDER: REFERENCE FILES OCT 1939</li> <li>+ FOLDER: REFERENCE FILES NOV 1939</li> <li>+ FOLDER: REFERENCE FILES DEC 1939 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1940 MEETING MINUTES – BACKGROUND FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1940 MEETING MINUTES – BACKGROUND FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1940**</li> <li>+ FOLDER: REFERENCE FILES FEB 1940</li> <li>+ FOLDER: REFERENCE FILES MAR 1940</li> <li>+ FOLDER: REFERENCE FILES APRIL 1940</li> <li>+ FOLDER: REFERENCE FILES MAY 1940</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 16 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1940 (JUNE) - TO MEETINGS 1941 (OCT)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JUNE 1940**</li> <li>+ FOLDER: REFERENCE FILES JULY 1940</li> <li>+ FOLDER: REFERENCE FILES AUG 1940</li> <li>+ FOLDER: REFERENCE FILES SEPT 1940</li> <li>+ FOLDER: REFERENCE FILES OCT 1940</li> <li>+ FOLDER: REFERENCE FILES NOV 1940</li> <li>+ FOLDER: REFERENCE FILES DEC 1940 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REPORT OF U.S. SENATE SUBCOMMITTEE APPOINTED TO INVESTIGATE CONDITIONS OF THE U.S. SOLDIERS HOME  (Book)* <i>Report of U.S. Senate Subcommittee Appointed to Investigate Conditions of the U.S. Soldiers Home</i>. Washington: U.S. Government Printing Office, March 26, 1940.</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1941 JAN.-JUNE MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1941 JULY-DEC. MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1941**</li> <li>+ FOLDER: REFERENCE FILES FEB 1941</li> <li>+ FOLDER: REFERENCE FILES MAR 1941</li> <li>+ FOLDER: REFERENCE FILES APRIL 1941</li> <li>+ FOLDER: REFERENCE FILES MAY 1941</li> <li>+ FOLDER: REFERENCE FILES JUNE 1941</li> <li>+ FOLDER: REFERENCE FILES JULY 1941</li> <li>+ FOLDER: REFERENCE FILES AUG 1941</li> <li>+ FOLDER: REFERENCE FILES SEPT 1941</li> <li>+ FOLDER: REFERENCE FILES OCT 1941</li> </ul>
<p>Box 16 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1940 (JUNE) - TO MEETINGS 1941 (OCT)</p>	

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Box 17 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1941 (NOV) - TO MEETINGS 1943 (JUNE)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES NOV 1941**</li> <li>+ FOLDER: REFERENCE FILES DEC 1941 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1942 JAN.-JUNE MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1942 JULY-DEC. MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1942**</li> <li>+ FOLDER: REFERENCE FILES FEB 1942</li> <li>+ FOLDER: REFERENCE FILES MAR 1942</li> <li>+ FOLDER: REFERENCE FILES APRIL 1942</li> <li>+ FOLDER: REFERENCE FILES MAY 1942</li> <li>+ FOLDER: REFERENCE FILES JUNE 1942**</li> <li>+ FOLDER: REFERENCE FILES JULY 1942</li> <li>+ FOLDER: REFERENCE FILES AUG 1942</li> <li>+ FOLDER: REFERENCE FILES SEPT 1942</li> <li>+ FOLDER: REFERENCE FILES OCT 1942</li> <li>+ FOLDER: REFERENCE FILES NOV 1942</li> <li>+ FOLDER: REFERENCE FILES DEC 1942 (Loose-leaf correspondence to/from BOC)</li> </ul>
Box 17 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1941 (NOV) - TO MEETINGS 1943 (JUNE)	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1943 JAN.-JUNE MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> </ul>
Box 18 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1943 – TO MEETINGS 1944 (AUG)	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1943 JULY-DEC. MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1943**</li> <li>+ FOLDER: REFERENCE FILES FEB 1943</li> <li>+ FOLDER: REFERENCE FILES MAR 1943</li> <li>+ FOLDER: REFERENCE FILES APRIL 1943</li> <li>+ FOLDER: REFERENCE FILES MAY 1943</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 18 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1943 – TO MEETINGS 1944 (AUG)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JUNE 1943</li> <li>+ FOLDER: REFERENCE FILES JULY 1943</li> <li>+ FOLDER: REFERENCE FILES AUG 1943</li> <li>+ FOLDER: REFERENCE FILES SEPT 1943</li> <li>+ FOLDER: REFERENCE FILES OCT 1943</li> <li>+ FOLDER: REFERENCE FILES NOV 1943</li> <li>+ FOLDER: REFERENCE FILES DEC 1943 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1944 MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1944**</li> <li>+ FOLDER: REFERENCE FILES FEB 1944</li> <li>+ FOLDER: REFERENCE FILES MAR 1944</li> <li>+ FOLDER: REFERENCE FILES APRIL 1944</li> <li>+ FOLDER: REFERENCE FILES MAY 1944</li> <li>+ FOLDER: REFERENCE FILES JUNE 1944</li> <li>+ FOLDER: REFERENCE FILES JULY 1944</li> <li>+ FOLDER: REFERENCE FILES AUG 1944</li> </ul>
Box 19 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1944 – TO MEETINGS 1946 (SEP)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES SEPT 1944**</li> <li>+ FOLDER: REFERENCE FILES OCT 1944</li> <li>+ FOLDER: REFERENCE FILES NOV 1944</li> <li>+ FOLDER: REFERENCE FILES DEC 1944 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1945 MEETING MINUTES – BACKGROUND FOLDER, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1945 MEETING MINUTES – BACKGROUND FOLDER, FOLDER 2</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<p>OF 2 (Loose-leaf correspondence to/from BOC)</p> <ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1945**</li> <li>+ FOLDER: REFERENCE FILES FEB 1945</li> <li>+ FOLDER: REFERENCE FILES MAR 1945</li> <li>+ FOLDER: REFERENCE FILES APRIL 1945</li> <li>+ FOLDER: REFERENCE FILES MAY 1945</li> <li>+ FOLDER: REFERENCE FILES JUNE 1945</li> <li>+ FOLDER: REFERENCE FILES JULY 1945</li> <li>+ FOLDER: REFERENCE FILES AUG 1945</li> <li>+ FOLDER: REFERENCE FILES SEPT 1945</li> <li>+ FOLDER: REFERENCE FILES OCT 1945</li> <li>+ FOLDER: REFERENCE FILES NOV 1945</li> <li>+ FOLDER: REFERENCE FILES DEC 1945</li> </ul> <p>(Loose-leaf correspondence to/from BOC)</p>
<p>Box 19 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1944 – To MEETINGS 1946 (SEP)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1946 MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 20 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1946 – To MEETINGS 1948</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1946**</li> <li>+ FOLDER: REFERENCE FILES FEB 1946</li> <li>+ FOLDER: REFERENCE FILES MAR 1946</li> <li>+ FOLDER: REFERENCE FILES APRIL 1946</li> <li>+ FOLDER: REFERENCE FILES MAY 1946</li> <li>+ FOLDER: REFERENCE FILES JUNE 1946</li> <li>+ FOLDER: REFERENCE FILES JULY 1946</li> <li>+ FOLDER: REFERENCE FILES AUG 1946</li> <li>+ FOLDER: REFERENCE FILES SEPT 1946</li> <li>+ FOLDER: REFERENCE FILES OCT 1946</li> <li>+ FOLDER: REFERENCE FILES NOV 1946</li> <li>+ FOLDER: REFERENCE FILES DEC 1946</li> </ul> <p>(Loose-leaf correspondence to/from BOC)</p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1947 MEETING MINUTES – BACKGROUND FOLDER (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1947**</li> <li>+ FOLDER: REFERENCE FILES FEB 1947</li> <li>+ FOLDER: REFERENCE FILES MAR 1947</li> <li>+ FOLDER: REFERENCE FILES APRIL 1947</li> <li>+ FOLDER: REFERENCE FILES MAY 1947</li> <li>+ FOLDER: REFERENCE FILES JUNE 1947</li> <li>+ FOLDER: REFERENCE FILES JULY 1947</li> <li>+ FOLDER: REFERENCE FILES AUG 1947</li> <li>+ FOLDER: REFERENCE FILES SEPT 1947</li> <li>+ FOLDER: REFERENCE FILES OCT 1947</li> <li>+ FOLDER: REFERENCE FILES NOV 1947</li> <li>+ FOLDER: REFERENCE FILES DEC 1947</li> </ul> <p>(Loose-leaf correspondence to/from BOC)</p>
<p>Box 20 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1946 - MEETINGS 1948</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1948 MEETING MINUTES – BACKGROUND FOLDER, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 21 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1948 – To MEETINGS 1949 (JUNE)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1948 MEETING MINUTES – BACKGROUND, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1948**</li> <li>+ FOLDER: REFERENCE FILES FEB 1948</li> <li>+ FOLDER: REFERENCE FILES MAR 1948</li> <li>+ FOLDER: REFERENCE FILES APRIL 1948</li> <li>+ FOLDER: REFERENCE FILES MAY 1948</li> <li>+ FOLDER: REFERENCE FILES JUNE 1948</li> <li>+ FOLDER: REFERENCE FILES JULY 1948</li> <li>+ FOLDER: REFERENCE FILES AUG 1948</li> <li>+ FOLDER: REFERENCE FILES SEPT 1948</li> <li>+ FOLDER: REFERENCE FILES OCT 1948</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES NOV 1948</li> <li>+ FOLDER: REFERENCE FILES DEC 1948 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1949 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1949**</li> <li>+ FOLDER: REFERENCE FILES FEB 1949</li> <li>+ FOLDER: REFERENCE FILES MAR 1949</li> <li>+ FOLDER: REFERENCE FILES APRIL 1949</li> <li>+ FOLDER: REFERENCE FILES MAY 1949</li> <li>+ FOLDER: REFERENCE FILES JUNE 1949</li> </ul>
<p>Box 22 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1949 – TO MEETINGS 1950</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JULY 1949**</li> <li>+ FOLDER: REFERENCE FILES AUG 1949</li> <li>+ FOLDER: REFERENCE FILES SEPT 1949</li> <li>+ FOLDER: REFERENCE FILES OCT 1949</li> <li>+ FOLDER: REFERENCE FILES NOV 1949</li> <li>+ FOLDER: REFERENCE FILES DEC 1949</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1950 JAN-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1950 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1950**</li> <li>+ FOLDER: REFERENCE FILES FEB 1950</li> <li>+ FOLDER: REFERENCE FILES MAR 1950</li> <li>+ FOLDER: REFERENCE FILES APRIL 1950</li> <li>+ FOLDER: REFERENCE FILES MAY 1950</li> <li>+ FOLDER: REFERENCE FILES JUNE 1950</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1950 JAN-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1950 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 23 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1951 – TO MEETINGS 1952 (MAR)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1951 JAN-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1951 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1951**</li> <li>+ FOLDER: REFERENCE FILES FEB 1951</li> <li>+ FOLDER: REFERENCE FILES MAR 1951</li> <li>+ FOLDER: REFERENCE FILES APRIL 1951</li> <li>+ FOLDER: REFERENCE FILES MAY 1951</li> <li>+ FOLDER: REFERENCE FILES JUNE 1951</li> <li>+ FOLDER: REFERENCE FILES JULY 1951</li> <li>+ FOLDER: REFERENCE FILES AUG 1951</li> <li>+ FOLDER: REFERENCE FILES SEPT 1951</li> <li>+ FOLDER: REFERENCE FILES OCT 1951</li> <li>+ FOLDER: REFERENCE FILES NOV 1951</li> <li>+ FOLDER: REFERENCE FILES DEC 1951</li> <li>+ FOLDER: U.S. SOLDIERS' HOME DISPERSAL (OF ITS DAIRY EQUIPMENT, ETC.) (Book)*: <i>U.S. Soldiers' Home Dispersal Monday-Tuesday, March 19-20, 1951 Washington, D.C. Mexico, N.Y.: 1951.</i></li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1952 JAN.-MAR. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 24 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1952 (APR) - TO MEETINGS 1953 (JUNE)	+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1952 APR-JUNE. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1952 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)
Box 24 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1952 (APR) - TO MEETINGS 1953 (JUNE)	+ FOLDER: REFERENCE FILES JAN 1952** + FOLDER: REFERENCE FILES FEB 1952 + FOLDER: REFERENCE FILES MAR 1952 + FOLDER: REFERENCE FILES APRIL 1952 + FOLDER: REFERENCE FILES MAY 1952 + FOLDER: REFERENCE FILES JUNE 1952 + FOLDER: REFERENCE FILES JULY 1952 + FOLDER: REFERENCE FILES AUG 1952 + FOLDER: REFERENCE FILES SEPT 1952 + FOLDER: REFERENCE FILES OCT 1952 + FOLDER: REFERENCE FILES NOV 1952 + FOLDER: REFERENCE FILES DEC 1952  + FOLDER: LAWS RELATING TO THE U.S. SOLDIERS' HOME (3 COPIES) (Book)*: <i>Laws Relating to the United States Soldiers' Home</i> , 1952.  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1953 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)
Box 25 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1953 (JULY) - TO MEETINGS 1954 (JUNE)	+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1953 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1953** + FOLDER: REFERENCE FILES FEB 1953 + FOLDER: REFERENCE FILES MAR 1953 + FOLDER: REFERENCE FILES APRIL 1953 + FOLDER: REFERENCE FILES MAY 1953

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 25 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1953 (JULY) - TO MEETINGS 1954 (JUNE)	+ FOLDER: REFERENCE FILES JUNE 1953 + FOLDER: REFERENCE FILES JULY 1953 + FOLDER: REFERENCE FILES AUG 1953 + FOLDER: REFERENCE FILES SEPT 1953 + FOLDER: REFERENCE FILES OCT 1953 + FOLDER: REFERENCE FILES NOV 1953 + FOLDER: REFERENCE FILES DEC 1953  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1954 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1954 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JAN 1954** + FOLDER: REFERENCE FILES FEB 1954 + FOLDER: REFERENCE FILES MAR 1954 + FOLDER: REFERENCE FILES APRIL 1954 + FOLDER: REFERENCE FILES MAY 1954 + FOLDER: REFERENCE FILES JUNE 1954
Box 26 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1954 (JULY) - TO MEETINGS 1955	+ FOLDER: REFERENCE FILES JULY 1954** + FOLDER: REFERENCE FILES AUG 1954 + FOLDER: REFERENCE FILES SEPT 1954 + FOLDER: REFERENCE FILES OCT 1954 + FOLDER: REFERENCE FILES NOV 1954 + FOLDER: REFERENCE FILES DEC 1954  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1955 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)  + FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1955 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 25 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1953 (JULY) - To MEETINGS 1954 (JUNE)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1952**</li> <li>+ FOLDER: REFERENCE FILES FEB 1952</li> <li>+ FOLDER: REFERENCE FILES MAR 1952</li> <li>+ FOLDER: REFERENCE FILES APRIL 1952</li> <li>+ FOLDER: REFERENCE FILES MAY 1952</li> <li>+ FOLDER: REFERENCE FILES JUNE 1952</li> <li>+ FOLDER: REFERENCE FILES JULY 1952</li> <li>+ FOLDER: REFERENCE FILES AUG 1952</li> <li>+ FOLDER: REFERENCE FILES SEPT 1952</li> <li>+ FOLDER: REFERENCE FILES OCT 1952</li> <li>+ FOLDER: REFERENCE FILES NOV 1952</li> <li>+ FOLDER: REFERENCE FILES DEC 1952</li> </ul>
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<p>Box 27 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1956 – To MEETINGS 1957</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1956 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1956**</li> <li>+ FOLDER: REFERENCE FILES FEB 1956</li> <li>+ FOLDER: REFERENCE FILES MAR 1956</li> <li>+ FOLDER: REFERENCE FILES APRIL 1956</li> <li>+ FOLDER: REFERENCE FILES MAY 1956</li> <li>+ FOLDER: REFERENCE FILES JUNE 1956</li> <li>+ FOLDER: REFERENCE FILES JULY 1956</li> <li>+ FOLDER: REFERENCE FILES AUG 1956</li> <li>+ FOLDER: REFERENCE FILES SEPT 1956</li> <li>+ FOLDER: REFERENCE FILES OCT 1956</li> <li>+ FOLDER: REFERENCE FILES NOV 1956</li> <li>+ FOLDER: REFERENCE FILES DEC 1956</li> </ul>
<p>Box 27 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1956 – To MEETINGS 1957</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1957 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1957 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 28 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1957 – To MEETINGS 1958</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1957**</li> <li>+ FOLDER: REFERENCE FILES FEB 1957</li> <li>+ FOLDER: REFERENCE FILES MAR 1957</li> <li>+ FOLDER: REFERENCE FILES APRIL 1957</li> <li>+ FOLDER: REFERENCE FILES MAY 1957</li> <li>+ FOLDER: REFERENCE FILES JUNE 1957</li> <li>+ FOLDER: REFERENCE FILES JULY 1957</li> <li>+ FOLDER: REFERENCE FILES AUG 1957</li> <li>+ FOLDER: REFERENCE FILES SEPT 1957</li> <li>+ FOLDER: REFERENCE FILES OCT 1957</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 28 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1957 – To MEETINGS 1958</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES NOV 1957</li> <li>+ FOLDER: REFERENCE FILES DEC 1957</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1958 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1958 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: REFERENCE FILES JAN 1958**</li> <li>+ FOLDER: REFERENCE FILES FEB 1958</li> <li>+ FOLDER: REFERENCE FILES MAR 1958</li> <li>+ FOLDER: REFERENCE FILES APRIL 1958</li> <li>+ FOLDER: REFERENCE FILES MAY 1958</li> <li>+ FOLDER: REFERENCE FILES JUNE 1958</li> <li>+ FOLDER: REFERENCE FILES JULY 1958</li> <li>+ FOLDER: REFERENCE FILES AUG 1958</li> <li>+ FOLDER: REFERENCE FILES SEPT 1958</li> <li>+ FOLDER: REFERENCE FILES OCT 1958</li> <li>+ FOLDER: REFERENCE FILES NOV 1958</li> <li>+ FOLDER: REFERENCE FILES DEC 1958</li> </ul>
<p>Box 29 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1959 – To MEETINGS 1960</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1959 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1959 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: REFERENCE FILES JAN 1959**</li> <li>+ FOLDER: REFERENCE FILES FEB 1959</li> <li>+ FOLDER: REFERENCE FILES MAR 1959</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 29 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1959 – To MEETINGS 1960</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES APRIL 1959</li> <li>+ FOLDER: REFERENCE FILES MAY 1959</li> <li>+ FOLDER: REFERENCE FILES JUNE 1959</li> <li>+ FOLDER: REFERENCE FILES JULY 1959</li> <li>+ FOLDER: REFERENCE FILES AUG 1959</li> <li>+ FOLDER: REFERENCE FILES SEPT 1959</li> <li>+ FOLDER: REFERENCE FILES OCT 1959</li> <li>+ FOLDER: REFERENCE FILES NOV 1959</li> <li>+ FOLDER: REFERENCE FILES DEC 1959</li>   <li>+ FOLDER: 1959-1967: “THIRD CATEGORY” FOR HOME ADMISSION. MASTER PLANNING BOARD RPT. (Includes): A Short Reference to “Category” Three.</li>   <li>(Book)*: <i>Report of the Master Planning Board United States Soldiers’ Home, Washington, D.C., 20315. Master Plan, August 16, 1967.</i></li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1960 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 30 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1960 – To MEETINGS 1962 (APR)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1960**</li> <li>+ FOLDER: REFERENCE FILES FEB 1960</li> <li>+ FOLDER: REFERENCE FILES MAR 1960</li> <li>+ FOLDER: REFERENCE FILES APRIL 1960</li> <li>+ FOLDER: REFERENCE FILES MAY 1960</li> <li>+ FOLDER: REFERENCE FILES JUNE 1960</li> <li>+ FOLDER: REFERENCE FILES JULY 1960</li> <li>+ FOLDER: REFERENCE FILES AUG 1960</li> <li>+ FOLDER: REFERENCE FILES SEPT 1960</li> <li>+ FOLDER: REFERENCE FILES OCT 1960</li> <li>+ FOLDER: REFERENCE FILES NOV 1960</li> <li>+ FOLDER: REFERENCE FILES DEC 1960</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 30 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1960 – To MEETINGS 1962 (APR)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1961 MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1961**</li> <li>+ FOLDER: REFERENCE FILES FEB 1961</li> <li>+ FOLDER: REFERENCE FILES MAR 1961</li> <li>+ FOLDER: REFERENCE FILES APRIL 1961</li> <li>+ FOLDER: REFERENCE FILES MAY 1961</li> <li>+ FOLDER: REFERENCE FILES JUNE 1961</li> <li>+ FOLDER: REFERENCE FILES JULY 1961</li> <li>+ FOLDER: REFERENCE FILES AUG 1961</li> <li>+ FOLDER: REFERENCE FILES SEPT 1961</li> <li>+ FOLDER: REFERENCE FILES OCT 1961</li> <li>+ FOLDER: REFERENCE FILES NOV 1961</li> <li>+ FOLDER: REFERENCE FILES DEC 1961</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1962 JAN.-APR. MEETING MINUTES – BACKGROUND, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 31 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1962 (MAY) - To MEETINGS 1963 (SEP)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1962 MAY-DEC. MEETING MINUTES – BACKGROUND, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1962**</li> <li>+ FOLDER: REFERENCE FILES FEB 1962</li> <li>+ FOLDER: REFERENCE FILES MAR 1962</li> <li>+ FOLDER: REFERENCE FILES APRIL 1962</li> <li>+ FOLDER: REFERENCE FILES MAY 1962</li> <li>+ FOLDER: REFERENCE FILES JUNE 1962</li> <li>+ FOLDER: REFERENCE FILES JULY 1962</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 31 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1962 (MAY) - To MEETINGS 1963 (SEP)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES AUG 1962</li> <li>+ FOLDER: REFERENCE FILES SEPT 1962</li> <li>+ FOLDER: REFERENCE FILES OCT 1962</li> <li>+ FOLDER: REFERENCE FILES NOV 1962</li> <li>+ FOLDER: REFERENCE FILES DEC 1962</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1963 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1963 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1963**</li> <li>+ FOLDER: REFERENCE FILES FEB 1963</li> <li>+ FOLDER: REFERENCE FILES MAR 1963</li> <li>+ FOLDER: REFERENCE FILES APRIL 1963</li> <li>+ FOLDER: REFERENCE FILES MAY 1963</li> <li>+ FOLDER: REFERENCE FILES JUNE 1963</li> <li>+ FOLDER: REFERENCE FILES JULY 1963</li> <li>+ FOLDER: REFERENCE FILES AUG 1963</li> <li>+ FOLDER: REFERENCE FILES SEPT 1963</li> </ul>
<p>Box 32 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1963 (OCT.) - To MEETINGS 1965</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES OCT 1963**</li> <li>+ FOLDER: REFERENCE FILES NOV 1963</li> <li>+ FOLDER: REFERENCE FILES DEC 1963</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1964 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1964 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 32 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1963 (OCT.) - To MEETINGS 1965</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1964**</li> <li>+ FOLDER: REFERENCE FILES FEB 1964</li> <li>+ FOLDER: REFERENCE FILES MAR 1964</li> <li>+ FOLDER: REFERENCE FILES APRIL 1964</li> <li>+ FOLDER: REFERENCE FILES MAY 1964</li> <li>+ FOLDER: REFERENCE FILES JUNE 1964</li> <li>+ FOLDER: REFERENCE FILES JULY 1964</li> <li>+ FOLDER: REFERENCE FILES AUG 1964</li> <li>+ FOLDER: REFERENCE FILES SEPT 1964</li> <li>+ FOLDER: REFERENCE FILES OCT 1964</li> <li>+ FOLDER: REFERENCE FILES NOV 1964</li> <li>+ FOLDER: REFERENCE FILES DEC 1964</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1965 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1965 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 33 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1965 – To MEETINGS 1966</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1965**</li> <li>+ FOLDER: REFERENCE FILES FEB 1965</li> <li>+ FOLDER: REFERENCE FILES MAR 1965</li> <li>+ FOLDER: REFERENCE FILES APRIL 1965</li> <li>+ FOLDER: REFERENCE FILES MAY 1965</li> <li>+ FOLDER: REFERENCE FILES JUNE 1965</li> <li>+ FOLDER: REFERENCE FILES JULY 1965</li> <li>+ FOLDER: REFERENCE FILES AUG 1965</li> <li>+ FOLDER: REFERENCE FILES SEPT 1965</li> <li>+ FOLDER: REFERENCE FILES OCT 1965</li> <li>+ FOLDER: REFERENCE FILES NOV 1965</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 33 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1965 – To MEETINGS 1966</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES DEC 1965</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1966 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1966 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: REFERENCE FILES JAN 1966**</li> <li>+ FOLDER: REFERENCE FILES FEB 1966</li> <li>+ FOLDER: REFERENCE FILES MAR 1966</li> <li>+ FOLDER: REFERENCE FILES APRIL 1966</li> <li>+ FOLDER: REFERENCE FILES MAY 1966</li> <li>+ FOLDER: REFERENCE FILES JUNE 1966</li> <li>+ FOLDER: REFERENCE FILES JULY 1966</li> <li>+ FOLDER: REFERENCE FILES AUG 1966</li> <li>+ FOLDER: REFERENCE FILES SEPT 1966</li> <li>+ FOLDER: REFERENCE FILES OCT 1966</li> <li>+ FOLDER: REFERENCE FILES NOV 1966</li> <li>+ FOLDER: REFERENCE FILES DEC 1966</li> </ul>
<p>Box 34 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1966 – To MEETINGS 1967 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1966 U.S. CODE ANNOTATED: TITLE 23 (HIGHWAYS) AND TITLE 24 (HOSPITALS, ASYLUMS &amp; CEMETERIES)</li>   <li style="padding-left: 40px;">(Book)*: <i>Code Annotated: Title 23 Highways Title 24 Hospitals, Asylums &amp; Cemeteries</i>. St. Paul, MN: West Publishing Co., 1966.</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1967 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1967 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</p> <p>(Book)*: <i>Congressional Record: Proceedings of the 90<sup>th</sup> Congress, First Session</i>. Vol. 113. No. 207. Monday, December 18, 1967.</p> <p>+ FOLDER: REFERENCE FILES JAN 1967** + FOLDER: REFERENCE FILES FEB 1967 + FOLDER: REFERENCE FILES MAR 1967 + FOLDER: REFERENCE FILES APRIL 1967 + FOLDER: REFERENCE FILES MAY 1967 + FOLDER: REFERENCE FILES JUNE 1967 + FOLDER: REFERENCE FILES JULY 1967 + FOLDER: REFERENCE FILES AUG 1967 + FOLDER: REFERENCE FILES SEPT 1967 + FOLDER: REFERENCE FILES OCT 1967</p>
<p>Box 35 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1967 (NOV.) - TO MEETINGS 1968 (JAN.)</p>	<p>+ FOLDER: REFERENCE FILES NOV 1967 + FOLDER: REFERENCE FILES DEC 1967</p> <p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1968 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</p> <p>(Book)*: <i>Congressional Record: Proceedings of the 90<sup>th</sup> Congress, First Session</i>. Vol. 113. No. 207. Monday, December 18, 1967.</p> <p>(Includes): <i>The United States Soldiers' Home A Study. Prepared by the Army members of the Joint Soldiers'- Airmen's Home Committee with assistance from the Standing Committee for Airmen's Home Affairs</i>. December 1964.</p> <p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1968 JULY-DEC. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<p>(Includes): <i>Annual Report U.S. Soldiers' Home</i>. Washington, D.C., 1968.</p> <p>+ FOLDER: REFERENCE FILES JAN. 1968**</p>
<p>Box 36 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1968 (FEB.) - TO MEETINGS 1969 (JUNE)</p>	<p>+ FOLDER: REFERENCE FILES FEB 1968** + FOLDER: REFERENCE FILES MAR 1968 + FOLDER: REFERENCE FILES APRIL 1968 + FOLDER: REFERENCE FILES MAY 1968 + FOLDER: REFERENCE FILES JUNE 1968 + FOLDER: REFERENCE FILES JULY 1968 + FOLDER: REFERENCE FILES AUG 1968 + FOLDER: REFERENCE FILES SEPT 1968 + FOLDER: REFERENCE FILES OCT 1968 + FOLDER: REFERENCE FILES NOV 1968 + FOLDER: REFERENCE FILES DEC 1968</p> <p>+ FOLDER: 1968 GENERAL REGULATIONS (2 COPIES) (BOOK)*: <i>GENERAL REGULATIONS UNITED STATES SOLDIERS' HOME</i>, 1968.</p>
<p>Box 36 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1968 (FEB.) - TO MEETINGS 1969 (JUNE)</p>	<p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1969 JAN.-JUNE MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</p> <p>(Includes): <i>Annual Inspection of the United States Soldiers' Home</i>, 12-16 August 1968.</p>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.



Box 40 of 109	
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1971 (DEC.) - TO MEETINGS 1972 (DEC.)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES DEC 1971**</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1972 JAN.-AUG. MEETING MINUTES – BACKGROUND (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1972 SEP-DEC. MEETING MINUTES – BACKGROUND, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC) (Includes): <i>Annual Report U.S. Soldiers Home Washington, D.C., FY 1972.</i></li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1972 SEP-DEC. MEETING MINUTES – BACKGROUND, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC) (Includes): <i>Management Analysis Report 72-4, Projections of the U.S. Soldiers' Home Financial Status.</i> Prepared by the Comptroller of the Air Force, August 11, 1972.</li> <li>+ FOLDER: REFERENCE FILES JAN 1972**</li> <li>+ FOLDER: REFERENCE FILES FEB 1972</li> <li>+ FOLDER: REFERENCE FILES MAR 1972</li> <li>+ FOLDER: REFERENCE FILES APRIL 1972</li> <li>+ FOLDER: REFERENCE FILES MAY 1972</li> <li>+ FOLDER: REFERENCE FILES JUNE 1972</li> <li>+ FOLDER: REFERENCE FILES JULY 1972</li> <li>+ FOLDER: REFERENCE FILES AUG 1972</li> <li>+ FOLDER: REFERENCE FILES SEPT 1972</li> <li>+ FOLDER: REFERENCE FILES OCT 1972</li> <li>+ FOLDER: REFERENCE FILES NOV 1972</li> <li>+ FOLDER: REFERENCE FILES DEC 1972</li> </ul>
Box 40 of 109 –cont.	
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1971 (DEC.) - TO MEETINGS 1972 (DEC.)	

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 41 of 109	
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1971 (DEC.) - TO MEETINGS 1972 (DEC.)	<ul style="list-style-type: none"> <li>+ FOLDER: 1972 COMP. OF BOARD OF COMMISSIONERS</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1973 JAN.-AUG. MEETING MINUTES – BACKGROUND, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1973 JAN.-AUG. MEETING MINUTES – BACKGROUND, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1973 SEPT.-DEC. MEETING MINUTES – BACKGROUND, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC) (Includes): <i>Annual Report of the Board of Commissioners United States Soldiers' Home and Airmen's Home for the Fiscal Year 1973, 1973.</i></li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1973 SEPT.-DEC. MEETING MINUTES – BACKGROUND, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1973**</li> <li>+ FOLDER: REFERENCE FILES FEB 1973</li> <li>+ FOLDER: REFERENCE FILES MAR 1973</li> <li>+ FOLDER: REFERENCE FILES APRIL 1973</li> <li>+ FOLDER: REFERENCE FILES MAY 1973</li> <li>+ FOLDER: REFERENCE FILES JUNE 1973</li> <li>+ FOLDER: REFERENCE FILES JULY 1973</li> <li>+ FOLDER: REFERENCE FILES AUG 1973</li> </ul>
Box 41 of 109 –cont.	
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1971 (DEC.) - MEETINGS 1972 (DEC.)	

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 42 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1973 (DEC.) - TO MEETINGS 1974</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES SEPT 1973**</li> <li>+ FOLDER: REFERENCE FILES OCT 1973</li> <li>+ FOLDER: REFERENCE FILES NOV 1973</li> <li>+ FOLDER: REFERENCE FILES DEC 1973</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1974 MEETING MINUTES (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: REFERENCE FILES JAN 1974**</li> <li>+ FOLDER: REFERENCE FILES FEB 1974</li> <li>+ FOLDER: REFERENCE FILES MAR 1974</li> <li>+ FOLDER: REFERENCE FILES APRIL 1974</li> <li>+ FOLDER: REFERENCE FILES MAY 1974</li> <li>+ FOLDER: REFERENCE FILES JUNE 1974</li> <li>+ FOLDER: REFERENCE FILES JULY 1974</li> <li>+ FOLDER: REFERENCE FILES AUG 1974</li> <li>+ FOLDER: REFERENCE FILES SEPT 1974</li> <li>+ FOLDER: REFERENCE FILES OCT 1974</li> <li>+ FOLDER: REFERENCE FILES NOV 1974</li> <li>+ FOLDER: REFERENCE FILES DEC 1974</li> </ul>
<p>Box 43 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1974 (MAY) - TO MEETINGS 1975 (DEC)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: USSAH USER FEE STUDY – MAY, 1974  (Includes): <i>United States Soldiers' and Airmen's Home User Fee Study</i>, May 1974.</li>   <li>(Includes): <i>Information Summary: The Board of Commissioners United States Soldiers' and Airmen's Home</i>, September 1985.</li>   <li>(Includes): General Regulations United States Soldiers' and Airmen's Home Washington, D.C., October 1, 1974.</li>   <li>+ FOLDER: 1974 (OCT) GENERAL REGULATIONS  (Includes): General Regulations United States Soldiers' and Airmen's Home Washington, D.C.,</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 43 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1974 (MAY) - TO MEETINGS 1975 (DEC)</p>	<p>October 1, 1974.</p> <ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1974-1976 MEETING MINUTES, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)  (Includes): <i>FY 1977 Budget United States Soldiers' and Airmen's Home, Washington, D.C., Submission to Office of Management and Budget.</i>  (Includes): <i>Annual Report United States Soldiers' and Airmen's Home. Washington, D.C., FY 1975.</i>  (Includes ): <i>Annual Inspection by the Inspector General and Auditor General Department of the Army, 20-24 January 1975.</i></li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1974-1976 MEETING MINUTES, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)  (Includes): <i>United States Soldiers' and Airmen's Home User Fee Study</i>, September 1974</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1975 JAN-JUNE MEETING MINUTES (Loose-leaf correspondence to/from BOC)</li>   <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1975 JULY-DEC MEETING MINUTES, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)  (Includes): <i>Annual Report United States Soldiers' and Airmen's Home. Washington, D.C., FY 1975.</i></li> </ul>
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<p>Box 44 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1975 (DEC) - To MEETINGS 1975-80</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1975 JULY-DEC MEETING MINUTES, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1975**</li> <li>+ FOLDER: REFERENCE FILES FEB 1975</li> <li>+ FOLDER: REFERENCE FILES MAR 1975</li> <li>+ FOLDER: REFERENCE FILES APRIL 1975</li> <li>+ FOLDER: REFERENCE FILES MAY 1975</li> <li>+ FOLDER: REFERENCE FILES JUNE 1975</li> <li>+ FOLDER: REFERENCE FILES JULY 1975</li> <li>+ FOLDER: REFERENCE FILES AUG 1975</li> <li>+ FOLDER: REFERENCE FILES SEPT 1975</li> <li>+ FOLDER: REFERENCE FILES OCT 1975</li> <li>+ FOLDER: REFERENCE FILES NOV 1975</li> <li>+ FOLDER: REFERENCE FILES DEC 1975</li> <li>+ 1975 MEETING MINUTES</li> <li>+ 1975-80 USER FEE REPORTS AND MATERIAL (HR13549), FOLDER 1 OF 2</li> <li>+ 1975-80 USER FEE REPORTS AND MATERIAL (HR13549), FOLDER 2 OF 2</li> </ul> <p style="text-align: center;">(Includes): FY 1980 General Inspection of the United States Soldiers' and Airmen's Home (USSAH) by the Inspector General, April 11, 1980.</p>
<p>Box 44 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1975 (DEC) - MEETINGS 1975-80</p>	

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 45 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1975 (DEC) - To MEETINGS 1975-80</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1976 JAN-MAY MINUTES, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1976 JAN-MAY MINUTES, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1976 JUNE-AUG. MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1976 AUG.-DEC. MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 1976**</li> <li>+ FOLDER: REFERENCE FILES FEB 1976</li> <li>+ FOLDER: REFERENCE FILES MAR 1976</li> <li>+ FOLDER: REFERENCE FILES APRIL 1976</li> <li>+ FOLDER: REFERENCE FILES MAY 1976</li> <li>+ FOLDER: REFERENCE FILES JUNE 1976</li> <li>+ FOLDER: REFERENCE FILES JULY 1976</li> <li>+ FOLDER: REFERENCE FILES AUG 1976</li> <li>+ FOLDER: REFERENCE FILES SEPT 1976</li> <li>+ FOLDER: REFERENCE FILES OCT 1976</li> <li>+ FOLDER: REFERENCE FILES Nov 1976</li> <li>+ FOLDER: REFERENCE FILES Dec 1976</li> </ul>
<p>Box 46 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1976 - MEETINGS 1977 (AUG.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1976-1977: MEETING MINUTES</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1977 JAN.-AUG. MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1977 SEPT.-DEC. MINUTES (Loose-leaf correspondence to/from BOC)</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN 1977**</li> <li>+ FOLDER: REFERENCE FILES FEB 1977</li> <li>+ FOLDER: REFERENCE FILES MAR 1977</li> <li>+ FOLDER: REFERENCE FILES APRIL 1977</li> <li>+ FOLDER: REFERENCE FILES MAY 1977</li> <li>+ FOLDER: REFERENCE FILES JUNE 1977</li> <li>+ FOLDER: REFERENCE FILES JULY 1977</li> <li>+ FOLDER: REFERENCE FILES AUG 1977</li> </ul>
<p>Box 47 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1977 (OCT.) - TO MEETINGS 1978-79</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES OCT 1977**</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1978 MINUTES, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1978 MINUTES, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>(Includes): Governor's Memorandum of 7 April 1978</li> <li>+ FOLDER: REFERENCE FILES JAN 1978**</li> <li>+ FOLDER: REFERENCE FILES APRIL 1978</li> <li>+ FOLDER: REFERENCE FILES JULY 1978</li> <li>+ FOLDER: BOARD OF COMMISSIONERS (FY 80 BUDGET): MINUTES OF SPECIAL MEETING – 1 AUG. 1978  (Includes): <i>FY 1980 Budget, United States Soldiers' and Airmen's Home Washington, D.C.</i></li> </ul>
<p>Box 47 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1977 (OCT.) - MEETINGS 1978-79</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES AUG 1, 1978**</li> <li>+ FOLDER: REFERENCE FILES AUG 3, 1978</li> <li>+ FOLDER: REFERENCE FILES AUG 10, 1978</li> <li>+ FOLDER: REFERENCE FILES OCT 17, 1978</li> <li>+ 1978-79: MONTHLY VISIT – MEMBER OF BOARD OF COMMISSIONERS</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<p>(Includes): Memos from November 16, 1978 and January 16, 1979.</p>
<p>Box 48 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1978 – TO MEETINGS 1979 (AP.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: BOARD/COMMISSIONERS GENERAL ELECTIONS  (Includes): <i>General Regulations United States Soldiers' and Airmen's Home Washington, D.C., October 1, 1974.</i></li> <li>+ BOARD OF COMMISSIONERS: 1978-1981 GENERAL (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1979 JAN-APRIL MINUTES, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1979 JAN-APRIL MINUTES, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1979 JULY-DEC. MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: MINUTES OF QUARTERLY MEETING, 17 APR. 1979. (Includes): <i>FY 1979 General Inspection of the United States Soldiers' and Airmen's Home (USSAH) by the Inspector General.</i></li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 49 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1979 (AP.) - TO MEETINGS 1979 (DEC.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES APR 17, 1979**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: MINUTES OF MEETING – 17 JUL, 1979 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JULY 17, 1979**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: MINUTES OF MEETING – 7 AUG., 1979 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES AUG. 7, 1979**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: MINUTES OF MEETING – 16 OCT., 1979 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT. 16, 1979**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS (SELECTION OF CS): MINUTES OF SPECIAL MEETING, 7 DEC., 1979 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES DEC. 7, 1979**</li> </ul>
<p>Box 50 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1979- TO MEETINGS 1980 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS: ASSISTANCE REQUESTS, 1979-88.</li> <li>+ FOLDER: 1979-1989 HOME SERVICE RECOGNITION BY THE U.S. POSTAL SERVICE  (Includes): Two Postcards</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: 1979-1980 MEMBERSHIPS AND BIOGRAPHIES  (Includes): Directory with name, date of appointment, telephone number, and duty position.</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 50 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1979- MEETINGS 1980 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1980 MINUTES (Loose-leaf correspondence to/from BOC)  (Includes): <i>FY 1980 General Inspection of the United States Soldiers' and Airmen's Home (USSAH) by the Inspector General.</i></li> <li>+ FOLDER: REFERENCE FILES JAN. 15, 1980**</li> <li>+ FOLDER: BOARD MEETING 15 APRIL, 1980 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES APRIL 15, 1980**</li> <li>+ FOLDER: BOARD MEETING 15 JULY 1980 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD MEETING 29 JULY 1980 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JUL 15 &amp; 29, 1980**</li> <li>+ FOLDER: 21 OCTOBER 1980 BOC MEETING (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT 21, 1980**</li> </ul>
<p>Box 51 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1980- TO MEETINGS 1981 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES, 1980-BACKUP**  (Includes): <i>FY 1981 Budget, United States Soldiers' and Airmen's Home, Washington, D.C.</i></li> <li>+ FOLDER: 1980-1981: MEETING MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: PRIORITY\WAITING LISTS, 1980-1981 (for Health care)</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 51 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1980-MEETINGS 1981 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1980 MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD MEETING 21 JANUARY 1981 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN. 21, 1981**</li> <li>+ FOLDER: BOARD MEETING 13 APRIL 1981 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES APR. 13, 1981**</li> <li>+ FOLDER: BOARD MEETING 22 JULY 1981 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JUL 22, 1981**</li> <li>+ FOLDER: SPECIAL MEETING AUG 4/81: BUDGET (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES AUG. 4, 1981**</li> <li>+ FOLDER: REFERENCE FILES OCT. 20, 1981</li> </ul>
<p>Box 52 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1981 (OCT)-TO MEETINGS 1982 (AP.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES OCT. 20, 1981**</li> <li>+ FOLDER: PHOTOS: RESIDENTS AND STAFF, FY 81 FOLDER 1: B/W PHOTO OF HEATING PLANT FOLDER 2: COLOR PHOTO OF STAFF IN HOSPITAL FOLDER 3: COLOR PHOTO OF NURSES AT TABLE FOLDER 4: COLOR PHOTO OF STAFF IN CAFETERIA FOLDER 5-13: COLOR PHOTOS OF STAFF ASSISTING RESIDENTS AT HOME FOLDER 14: B/W PHOTO OF HOME ADMINISTRATORS IN MEETING FOLDER 15: B/W PHOTO OF RESIDENTS IN CAFETERIA SERVING LINE</li> </ul>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 52 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1981 (OCT)-TO MEETINGS 1982 (AP.)</p>	<p>FOLDER 16: B/W PHOTO OF RESIDENTS /OUTSIDE ON BENCH</p> <p>FOLDER 17: B/W PHOTO OF KENNETH SNEATHEN (RESIDENT) WORKING IN CRAFT SHOP AT HOME</p> <p>FOLDER 18: B/W PHOTO OF TONEY KROKOSKI (RESIDENT) IN JOSEPH LIBRARY</p> <p>FOLDER 19: B/W PHOTO OF JOSEPH EGO (RESIDENT) RECEIVING MEDICATION AT HOME</p> <p>FOLDER 20: COLOR PHOTO OF VOLUNTEER TAKEN DURING ANNUAL CARNIVAL</p> <ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1982 MINUTES, FOLDER 1 OF 3 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1982 MINUTES, FOLDER 2 OF 3 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1982 MINUTES, FOLDER 3 OF 3 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING 19 JAN, 1982 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 19, 1982**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MEETING 20 APRIL, 1982 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES APR. 20, 1982**</li> </ul>
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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 53 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1982 (JULY)- TO MEETINGS 1983</p>	<ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS: MINUTES OF MEETING- 20 JULY 1982 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JUL 20, 1982**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING –2 AUGUST 1982 (FY 1984) (SPECIAL BUDGET) (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES AUG. 2, 1982**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES MEETING – 19 OCTOBER 1982 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT 19, 1982**</li> <li>+ FOLDER: USSAH RESTORATION PLAN 1982  (Includes): Funding Requirements, Survey Report, and Restoration Plans for Scott, Sheridan, LaGarde, Pipes, Sherman, Grant Buildings, Supply Warehouse, Auto Hobby Shop, Ignatia Hall, Administration Building, Bd of Commissioners, Security Building, Stanley Hall, QM Spt. Bldg., Staff Quarters, and Sherman So.</li> <li>+ FOLDER: 1982-1983: MEETING MINUTES  (Includes): Quarterly meetings: 18 Oct, 1983; 19 April, 1983; 19 Oct., 1982; 20 April, 1982; 19 Jan., 1982</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: 1982-1985 GENERAL (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 1 OF 6 (Loose-leaf correspondence to/from BOC)</li> </ul>
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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 53 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1982 (JULY)- MEETINGS 1983</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 2 OF 6 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 3 OF 6, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 3 OF 6, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 54 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1983 TO MEETINGS 1983 (JULY)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 4 OF 6 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 5 OF 6 (Loose-leaf correspondence to/from BOC)  (Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, January 1 to March 31, 1983.</i> Bethesda, MD: Ricketts, Gregg and Fattoini.  (Includes) Progress Report of Restoration Projects and Inspection Findings at the Home</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 6 OF 6, #1 (Loose-leaf correspondence to/from BOC)  (Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, January 1 to March 31, 1983.</i> Bethesda, MD: Ricketts, Gregg and Fattoini.</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 54 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1983 MEETINGS 1983 (JULY)</p>	<p>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1983 MINUTES, FOLDER 6 OF 6, #2 (Loose-leaf correspondence to/from BOC)</p> <p>(Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, April 1 to June 30, 1983</i>. Bethesda, MD: Ricketts, Gregg and Fattoini.</p> <p>(Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, July 1 to September 30, 1983</i>. Bethesda, MD: Ricketts, Gregg and Fattoini.</p> <p>+ FOLDER: REFERENCE FILES JAN 18, 1983** + FOLDER: REFERENCE FILES APR 19, 1983 + FOLDER: REFERENCE FILES JUL 19, 1983 + FOLDER: REFERENCE FILES JUL 19, 1983 BACKUP, FOLDER 1 OF 2</p>
<p>Box 55 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1983 (JULY) TO MEETINGS 1984 (JAN)</p>	<p>+ FOLDER: REFERENCE FILES: 19 JULY 1882, BACK-UP, FOLDER 2 OF 2** + FOLDER: REFERENCE FILES AUG. 9, 1983 + FOLDER: REFERENCE FILES AUG. 9, 1883 BACK-UP + FOLDER: REFERENCE FILES OCT. 18, 1883 + FOLDER: REFERENCE FILES OCT. 18, 1883 BACK-UP + FOLDER: REFERENCE FILES 1883 BACK-UP</p> <p>+ FOLDER: BOARD QUARTERLY MEETINGS, 1983-84, 701-02 (Includes): Meetings from 17 April 1984; 19 July 1983</p> <p>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING OF 17 JAN 1984</p> <p>+ FOLDER: REFERENCE FILES JAN 17, 1984** + FOLDER: REFERENCE FILES JAN 17, 1984 BACK-UP</p>

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<p>Box 55 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1983 (JULY) MEETINGS 1984 (JAN)</p>	<p>+ FOLDER: BOARD MEETING JAN 1984, 701-704, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</p> <p>(Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, January 1 to March 31, 1984</i>. Bethesda, MD: Ricketts, Gregg and Fattoini.</p> <p>+ FOLDER: BOARD MEETING JAN 1984, 701-704, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</p> <p>(Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, October 1 to December 31, 1983</i>. Bethesda, MD: Ricketts, Gregg and Fattoini.</p>
<p>Box 56 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1984 (AP.) TO MEETINGS 1984</p>	<p>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF 17 APRIL 1984 MEETING (Loose-leaf correspondence to/from BOC)</p> <p>+ FOLDER: REFERENCE FILES APR 17, 1984** + FOLDER: REFERENCE FILES APR 17, 1984, BACK-UP</p> <p>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING, 17 JULY 1984 (Loose-leaf correspondence to/from BOC)</p> <p>+ FOLDER: REFERENCE FILES JUL 17, 1984** + FOLDER: REFERENCE FILES JUL 17, 1984, BACK-UP</p> <p>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF 6 AUGUST 84 MEETING (Loose-leaf correspondence to/from BOC)</p> <p>+ FOLDER: REFERENCE FILES AUG 6, 1984** + FOLDER: REFERENCE FILES AUG 6, 1984, BACK-UP</p>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 56 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1984 (AP.) MEETINGS 1984</p>	<ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF 16 OCT. 84 MEETING (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT. 16, 1984**</li> <li>+ FOLDER: REFERENCE FILES OCT. 16, 1984, BACK-UP</li> <li>+ FOLDER: REFERENCE FILES 1984 – BACK-UP</li> <li>+ FOLDER: 1984: BOARD OF COMMISSIONERS-MISC., FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul> <p>(Includes): <i>FY 1986 Budget Submission to Board of Commissioners United States Soldiers' and Airmen's Home Washington, D.C. Operation and Maintenance (84-8931)</i></p>
<p>Box 57 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1984 To MEETINGS 1985</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1984: BOARD OF COMMISSIONERS-MISC., FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: 1984: REAPPOINTMENT OF GOVERNOR OF USSAH [GEORGE H. MCKEE, LT. GENERAL, USAF (RET.)] (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: 1984-1985: MEETING MINUTES (Loose-leaf correspondence to/from BOC)</li> </ul> <p>(Includes): Meetings from 23 Oct., 1985; 7 Aug., 1985; 24 July, 1985; 24 April, 1985; 23 January, 1985; 16 October, 1984; 17 July, 1984; 17 April, 1984; 17 January, 1984</p> <ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING, 23 JANUARY 1985 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN. 23, 1985**</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 57 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1984 MEETINGS 1985</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JAN. 23, 1985, BACK-UP</li> <li>+ FOLDER: 1985: BOARD MEETINGS, JAN-APR (Loose-leaf correspondence to/from BOC)</li> </ul> <p>(Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, October 1 to December 31, 1984.</i> Bethesda, MD: Ricketts, Gregg and Fattoini.</p> <p>(Includes): Ricketts, Gregg and Fattorini. <i>United States Soldiers' and Airmen's Home Report of Audit, January 1 to March 31, 1985.</i> Bethesda, MD: Ricketts, Gregg and Fattoini.</p> <ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS MEETING OF 24 APRIL 1985 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES APR 24, 1985**</li> </ul>
<p>Box 58 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1985 (AP.) TO MEETINGS 1985 (JULY)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES APR 24, 1985, BACK-UP**</li> <li>+ FOLDER: 1985: BOARD MEETINGS, JUNE (BUDGET REVIEW) (Loose-leaf correspondence to/from BOC)</li> </ul> <p>(Includes): <i>FY 1987 Budget United States Soldiers' and Airmen's Home Washington, D.C.</i></p> <ul style="list-style-type: none"> <li>+ FOLDER: 1985: BOARD MEETING, JULY (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING OF 24 JULY, 1985 (Loose-leaf correspondence to/from BOC)</li> </ul> <p>(Includes): FY 87 Budget; Restoration Briefing,</p> <ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JULY 24, 1985**</li> <li>+ FOLDER: REFERENCE FILES JULY 24, 1985, BACK-UP</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 59 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1985 (AUG.) TO MEETINGS 1985-87</p>	<ul style="list-style-type: none"> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF SPECIAL BUDGET MTG., 7 AUGUST 1985 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES AUG. 7, 1985**</li> <li>+ FOLDER: REFERENCE FILES AUG. 7, 1985, BACK-UP</li> <li>+ FOLDER: 1985: BOARD /MEETINGS, AUG –OCT. (Loose-leaf correspondence to/from BOC)  (Includes): <i>FY 1987 Budget United States Soldiers' and Airmen's Home Washington, D.C.</i></li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING OF 23 OCT., 1985 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT. 23, 1985**</li> <li>+ FOLDER: REFERENCE FILES OCT. 23, 1985, BACK-UP</li> <li>+ FOLDER: BOARD OF COMMISSIONERS – MEMBERSHIP (DOD DIRECTIVE #5160.44) 1985-86 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS: 1985-87 GENERAL (Loose-leaf correspondence to/from BOC)</li> </ul>
<p>Box 60 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1986 (JAN) TO MEETINGS 1986 (MAY)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1986 MINUTES (Loose-leaf correspondence to/from BOC)  (Includes): Quarterly Meetings from 22 Oct., 1986; 6 Aug., 1986; 5 June, 1986; 23 April, 1986; 22 Jan., 1986</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF 22 JAN 1986 MEETING (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES: JAN 22, 1986**</li> </ul>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 60 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1986 (JAN) MEETINGS 1986 (MAY)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES: JAN 22, 1986, BACK-UP</li> <li>+ FOLDER: 1986 BOARD MEETING, JAN-SEPT. (Loose-leaf correspondence to/from BOC)  (Includes): Leonard G. Birnbaum and Co. <i>Report of Audit United States Soldiers' and Airmen's Home Secretary-Treasurer's Accounts for the Period July 1, 1986 to September 30, 1986.</i></li> <li>+ FOLDER: FEB. 1986 LETTER FROM EISENHOWER LIBRARY TO ASSOC. ADM. OF USSAH RE PRES. EISENHOWER'S VISITS TO THE HOME (Research inquiry)</li> <li>+ FOLDER: REFERENCE FILES APR 23, 1986**</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MEETING OF 16 MAY 1986 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES MAY 16, 1986**</li> </ul>
<p>Box 61 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1986 (AUG) TO MEETINGS 1986</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES AUG 6, 1986**</li> <li>+ FOLDER: REFERENCE FILES AUG 6, 1986, BACK-UP</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF 22 OCTOBER, 1986 MEETING (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT. 22, 1986**</li> <li>+ FOLDER: 1986: MISC.: MEMOS, REPORTS TO THE BOARD, FOLDER 1 OF 2 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: 1986: MISC.: MEMOS, REPORTS TO THE BOARD, FOLDER 2 OF 2 (Loose-leaf correspondence to/from BOC)</li> </ul>

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Box 62 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1986 TO MEETINGS 1987 (APR.)	<ul style="list-style-type: none"> <li>+ FOLDER: 1986: MISC.: HOME INSPECTION, MEMBERSHIP ANALYSIS, FY 86 OPERATING BUDGET (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS 1986/1987 GENERAL (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1987 MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDERS: REFERENCE FILES JAN 21, 1987**</li> <li>+ FOLDERS: REFERENCE FILES JAN 21, 1987, BACK-UP</li> <li>+ FOLDERS: REFERENCE FILES APR 20, 1987</li> <li>+ FOLDERS: REFERENCE FILES APR 20, 1987, BACK-UP</li> </ul>
Box 63 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1987 (AUG.) TO MEETINGS 1987 (OCT.)	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES AUG 5, 1987**</li> <li>+ FOLDER: REFERENCE FILES AUG 5, 1987, BACK-UP</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF 28 OCT., 1987 MEETING (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES OCT. 28, 1987**</li> <li>+ FOLDER: BD. OF COMMISSIONERS – HOUSE APPROPRIATIONS CTE. SURVEYS &amp; INVESTIGATIONS TEAM REPORT ON USSAH OCT. 1987 (Loose-leaf correspondence to/from BOC)</li> </ul> <p>(Includes): Memo re: Airmen’s Restoration Program</p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 64 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1987 TO MEETINGS 1988 (JAN.)	<ul style="list-style-type: none"> <li>+ FOLDER: 1987 ARMY STAFF REORGANIZATION, 1903-1985 (A CEN. OF MILITARY HIST. STUDY) (Loose-leaf correspondence to/from BOC)</li> <li>(Includes): Julia, Major Francis T. <i>Historical Analysis Series, A CMH Study: Army Staff Reorganization 1903-1985</i>. Center of Military History, 1986.</li> <li>+ FOLDER: RG231: BOARD OF COMMISSIONERS FILES 1988 MINUTES (Loose-leaf correspondence to/from BOC)</li> <li>(Includes): Summary of Board Minutes from 26 Oct. 1988, 26 Oct 1988, 10 Aug. 1988, 27 April 1988, 27 Jan. 1988</li> <li>(Includes): <i>Fiscal Year 1988 Annual Inspection United States Soldiers’ and Airmen’s Home (USSAH)</i></li> <li>+ FOLDER: BOARD OF COMMISSIONERS JAN-NOV, 1988 GENERAL (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING OF 27 JAN 1988 (Loose-leaf correspondence to/from BOC)</li> <li>+ FOLDER: REFERENCE FILES JAN 27, 1988**</li> </ul>

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Box 65 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1988 (APR) TO MEETINGS 1988 (AUG)	+ FOLDER: BOARD OF COMMISSIONERS MINUTES OF MEETING, 27 APRIL 1988 (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES APR. 27, 1988** + FOLDER: REFERENCE FILES MAY 9, 1988
Box 65 of 109 –cont. COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1988 (APR) MEETINGS 1988 (AUG)	+ FOLDER: BOARD OF COMMISSIONERS MEETING OF 10 AUG. 1988 (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES AUG 10, 1988**
Box 66 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1988 (AUG) TO MEETINGS 1988	+ FOLDER: 1988: BOARD OF COMMISSIONERS MEETING, AUG. 10, BACK-UP (Loose-leaf correspondence to/from BOC)  (Includes) <i>FY 90 Budget U.S. Soldiers' and Airmen's Home Washington, D.C. 20317</i>  + FOLDER: BOARD OF COMMISSIONERS MEETING, AUG. 10, BACK-UP  (Includes): Transparency of Emblem for Scott Building Renovation  + FOLDER: BOARD OF COMMISSIONERS: AUG. 1988-FEB 1989 GENERAL (Loose-leaf correspondence to/from BOC)  + FOLDER: BOARD OF COMMISSIONERS MINUTES OF 26 OCT. 1988 MEETING (Loose-leaf correspondence to/from BOC)  (Includes): Ricketts, Ricketts, Nelson, & Mudd.

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	<i>United States Soldiers' and Airmen's Home Secretary-Treasurer's Accounts Report of Audit July 1 to September 30, 1988. Ricketts, Ricketts, Nelson, &amp; Mudd.</i>  + FOLDER: REFERENCE FILES OCT. 26, 1988**  + FOLDER: BOARD OF COMMISSIONERS: 1988 OMB STUDY (Loose-leaf correspondence to/from BOC)  + FOLDER: 1989: MEETING MINUTES  (Includes): Minutes from meeting of 25 Oct, 1989; 9 Aug, 1989; 12 July, 1989; 1 May, 1989; 25 January, 1989  + FOLDER: BOARD OF COMMISSIONERS 1989 MINUTES OF 25 JAN 89 MEETING  (Loose-leaf correspondence to/from BOC)
Box 67 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1989 (JAN) TO MEETINGS 1989 (MAY)	+ FOLDER: REFERENCE FILES JAN 25, 1989**  + FOLDER: BOARD OF COMMISSIONERS: MAR-SEPT. 1989 GENERAL  (Loose-leaf correspondence to/from BOC)  (Includes): Correspondence on Demolition of LaGarde Building and gate/road construction  + FOLDER: BOARD OF COMMISSIONERS: MINUTE OF MEETING, MAY 1, 1989  (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES, MAY 1, 1989**

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Box 68 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1989 (JULY) TO MEETINGS 1990	+ FOLDER: BOARD OF COMMISSIONERS MEETING OF 12 JULY 1989  (Loose-leaf correspondence to/from BOC)  + FOLDER: REFERENCE FILES JULY 12, 1989**  + FOLDER: 9 AUG. 1989 BOARD OF COMMISSIONERS  (Includes): Back-Up Papers for 9 Aug. 1989 B/C Meeting
Box 68 of 109 –cont. COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1989 (JULY) TO MEETINGS 1990	+ FOLDER: REFERENCE FILES AUG. 9, 1989** + FOLDER: REFERENCE FILES OCT. 25, 1989 + FOLDER: REFERENCE FILES OCT. 25, 1989, BACK-UP  + FOLDER: VISITS TO THE USSAH, 1989-1991  (Includes): Record of Visits from 28 July, 1988 – 14 Feb., 1991  SUB-FOLDER: Administration Visits – Bd. of Commissioners  SUB-FOLDER: Binnicker, James C., CMSAF Chief Master Sergeant of the Air Force  SUB-FOLDER: Gates, Julius W., SMA Sergeant Major of The Army  SUB-FOLDER: Hatch, Henry J., Lt. General Chief of Engineers – U.S. Army Corps of Engineers  SUB-FOLDER: Hickey, Thomas J., LTG, USAF DCS, Personnel, U.S. Air Force  SUB-FOLDER: Jaco, Neal T., Brig. General, USA Commander, US Army & Family Support Center

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	SUB-FOLDER: Ledford, Frank F., Jr., USA The Surgeon General, US Army  SUB-FOLDER: Nelson, Keith E., Maj. Gen, USAF TJAG  SUB-FOLDER: Smith, Leo W., II, Lt. Gen, USAF Principal Deputy Assistant Secretary of the AF, Financial Mgt (Res Mgt)  SUB-FOLDER: Watts, Claudius E. III (Lt. Gen.) Comptroller of The Air Force  + FOLDER: 1990: MEETING MINUTES  (Includes): Record of minutes from 25 July, 1990; 24 Jan, 1990; 25 April, 1990; 25 March 1990
Box 68 of 109 –cont. COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1989 (JULY) MEETINGS 1990	+ FOLDER: RG231 BOARD OF COMMISSIONERS FILES 1990  (Loose-leaf correspondence to/from BOC)  (Includes): Proposed Budget, FY 1992
Box 69 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1990 TO MEETINGS 1990	+ FOLDER: BOARD OF COMMISSIONERS: 1990  (Loose-leaf correspondence to/from BOC)  (Includes): Ricketts, Ricketts, Nelson & Mudd. <i>United States Soldiers' and Airmen's Home Secretary-Treasurers' Accounts Report of Audit July 1 to September 30, 1989.</i> Ricketts, Ricketts, Nelson & Mudd.  + FOLDER: REFERENCE FILES JAN 24, 1990** + FOLDER: REFERENCE FILES JAN 24, 1990, BACK-UP

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES MAR 26, 1990</li> <li>+ FOLDER: REFERENCE FILES MAR 26, 1990, BACK-UP</li> <li>+ FOLDER: REFERENCE FILES APR 25, 1990</li> <li>+ FOLDER: REFERENCE FILES APR 25, 1990, BACK-UP</li>   <li>+ FOLDER: MAY 31 – LETTER FROM PENTAGON TO ASSOC. ADM. OF USSAH</li> </ul> <p style="text-align: center;">(Includes): Letter to Mr. Grant, from Jason Kamiya, 31 May, 1990.</p>
<p>Box 70 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1990 TO MEETINGS 1990 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES JUL 25, 1990**</li> <li>+ FOLDER: REFERENCE FILES JUL 25, 1990, BACK-UP</li> <li>+ FOLDER: REFERENCE FILES OCT 24, 1990</li> <li>+ FOLDER: REFERENCE FILES OCT 24, 1990, FOLDER 1 OF 2</li> <li>+ FOLDER: REFERENCE FILES OCT 24, 1990, FOLDER 2 OF 2</li> <li>+ FOLDER: REFERENCE FILES OCT 24, 1990, BACK-UP, FOLDER 1 OF 2</li> </ul>
<p>Box 71 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1990 (OCT.) TO MEETINGS 1991 (OCT.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES OCT 24, 1990, BACK-UP, FOLDER 2 OF 2**</li> <li>+ FOLDER: REFERENCE FILES: JAN 16, 1991 (BACK-UP)</li> <li>+ FOLDER: REFERENCE FILES JAN 16, 1991, EXTRA COPIES</li> <li>+ FOLDER: REFERENCE FILES MAY 1, 1991</li> </ul> <p style="text-align: center;">(Includes): <i>United States Soldiers' and Airmen's Home Washington, D.C. 20317 Budget Request Fiscal Year 1993.</i></p> <ul style="list-style-type: none"> <li>+ FOLDER: REFERENCE FILES AUG 7, 1991**</li> <li>+ FOLDER: 1991: OCT. 16, BOT (FIRST MEETING) MINUTES, FOLDER 1 OF 3</li> </ul> <p style="text-align: center;">(Correspondence to/from BOT)</p> <ul style="list-style-type: none"> <li>+ FOLDER: 1991: OCT. 16, BOT (FIRST MEETING) MINUTES, FOLDER 2 OF 3</li> </ul>

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	<p style="text-align: center;">(Correspondence to/from BOT)</p> <p style="text-align: center;">(Includes): Back-up from 16 Oct.1991 Board of Trustees meeting</p>
<p>Box 72 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1991 (OCT.) TO MEETINGS 1992 (MAR.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1991: OCT. 16, BOT (FIRST MEETING) MINUTES, FOLDER 3 OF 3</li> </ul> <p style="text-align: center;">(Correspondence to/from BOT)</p> <p style="text-align: center;">(Includes): Electronic Disk of Transcripts of BD of Trustees Mtgs – 10/16/91 4/1/92 (NOT FOR RECORD); as well as 3 Cassette Tapes of Meeting</p> <ul style="list-style-type: none"> <li>+ FOLDER: 1991: NOV. 7 – AFRH BOARD (FIRST MEETING)</li> </ul> <p style="text-align: center;">(Correspondence to/from BOT)</p> <ul style="list-style-type: none"> <li>+ FOLDER: 1991: DEFENSE AUTHORIZATION BILL FOR FY 1991</li> </ul> <p style="text-align: center;">(Includes): Discussion Draft, July 23, 1990, 31 p.</p> <ul style="list-style-type: none"> <li>+ FOLDER: USSAH: MISC. (GENERAL) 1991</li> </ul> <p style="text-align: center;">(Includes): General Regulations, October 23, 1990 Congressional Record; List of Board Meeting Minutes referencing Members from Germany at Home; rendering (copy) of Mississippi arsenal; Brief History of Sherman Building.</p> <ul style="list-style-type: none"> <li>+ FOLDER: USSAH: MISC. (GENERAL, INCL. PHOTOS OF GROUNDS, BUILDINGS AND SOME INDIVIDUALS)</li> </ul>

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	<p>(Includes): Color photographs of residents at Home, brochure, BOC Meeting Minutes from 7 August 1991, List of Buildings by architect/builder</p> <p>(Includes): Sub-Folders with B/W photographs of grounds, workers in kitchen, Major John Locke, Home members, negatives of award ceremonies and grounds, posters, and color photographs of cropped building images as well as vegetation.</p>
Box 72 of 109 –cont.	<p>+ FOLDER: 1992: MARCH 24 BOT QUARTERLY MEETING, FOLDER 1 OF 3</p> <p>(Correspondence to/from BOT)</p>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1991 (OCT.) MEETINGS 1992 (MAR.)	<p>+ FOLDER: 1992: MARCH 24 BOT QUARTERLY MEETING, FOLDER 2 OF 3</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: 1992: MARCH 24 BOT QUARTERLY MEETING, FOLDER 3 OF 3</p> <p>(Correspondence to/from BOT)</p> <p>(Includes): <i>United States Soldiers' and Airmen's Home Fiscal Year 1993 Budget Request Congressional Submission.</i></p> <p>(Includes): <i>United States Soldiers' and Airmen's Home FY 1994 Budget.</i></p>

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Box 73 of 109	<p>+ FOLDER: 1992 MAY 7 AFRH BOARD (SECOND MEETING)</p> <p>(Correspondence to/from BOT)</p>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1992 (MAY) To MEETINGS 1994 (DEC.)	<p>+ FOLDER: 1992: MAY-NOV. BOT QUARTERLY MEETINGS</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: 1992: NOV. 6 AFRH BOARD (THIRD MEETING)</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: ANNUAL REPORT (FOR AFRH)</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: BUDGET REQUEST, FY 1992</p>
Box 73 of 109 –cont.	<p>+ FOLDER: 1992-1994: SEMI-ANNUAL REPORTS (FOR USSAH)</p> <p>(Correspondence to/from BOT)</p>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1992 (MAY) To MEETINGS 1994 (DEC.)	<p>+ FOLDER: MARCH BOT QUARTERLY MEETING</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: MAY 5 AFRH BOARD (FOURTH MEETING)</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: 1993: JUNE BOT QUARTERLY MEETING (INCLUDES BUDGET REQUEST FOR FY 1995)</p> <p>(Correspondence to/from BOT)</p>
	<p>+ FOLDER: 1993: AUG. 26 AFRH BOARD (FIFTH MEETING)</p> <p>(Correspondence to/from BOT)</p>

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<p>Box 73 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1992 (MAY) MEETINGS 1994 (DEC.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1993: SEPT. BOT QUARTERLY MEETING (Correspondence to/from BOT)</li> <li>+ FOLDER: DEC.- EXEC. COMMITTEE MEETING, AFRH BOARD (Correspondence to/from BOT)</li> <li>+ FOLDER: FINANCIAL FILES, AFRH (Correspondence to/from BOT)</li> <li>+ FOLDER: 1993: FISCAL RPT. FOR AFRH (Correspondence to/from BOT)</li> <li>+ FOLDER: 1994: MAR. 3 – AFRH BOARD (SIXTH MEETING) (Correspondence to/from BOT)</li> <li>+ FOLDER: 1994: MARCH-DEC., BOT QUARTERLY MEETINGS (Correspondence to/from BOT)  (Includes): Minutes from 23 March 1994, 22 June 1994, 11 October 1994, 14 December 1994</li> </ul>
<p>Box 74 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1994 TO MEETINGS 1995 (DEC.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1994: FINANCIAL FILES – BRIEFING ON FINANCIAL OPERATIONS AND STORIES RE ACTIVE DUTY WITHHOLDING INCREASE (AFRH &amp; U.S. NAVAL HOME)  (Includes): <i>Briefing on Financial Operations of the Armed Forces Retirement Home, U.S. Solders'; and Airmen's Home and the U.S. Naval Home. Apr 18, 1994.</i>  (Includes): <i>Armed Forces Retirement Home: Stories on Active Duty Withholding Increase, Jan-Aug 1994</i></li> </ul>

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<p>Box 74 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1994 MEETINGS 1995 (DEC.)</p>	<p style="text-align: center;"><i>News Clips.</i></p> <ul style="list-style-type: none"> <li>+ FOLDER: 1994 (FY): BUDGET REQUEST</li> <li>+ FOLDER: TOWN HALL MEETING, FEB. 23, 1995 BG DONALD HILBERT, PRESIDING SCOTT BUILDING AUDITORIUM (INCLUDES 1 AUDIO CASSETTE)</li> <li>+ FOLDER: 1995: MARCH-JUNE, BOT QUARTERLY MEETINGS  (Includes): Minutes from 22 March 1995, June 28, 1995</li> <li>+ FOLDER: 1995: JULY 7 – ADDRESS OF DR. DENNIS JAGNIGEN, MD, TO HOME RESIDENYS, FOLDER 1 OF 3  (Includes): Electronic Disk of talk</li> <li>+ FOLDER: 1995: JULY 7 – ADDRESS OF DR. DENNIS JAGNIGEN, MD – AUDIO CASSETTES (2), FOLDER 2 OF 3</li> <li>+ FOLDER: 1995: JULY 7 – ADDRESS OF DR. DENNIS JAGNIGEN, MD – AUDIO CASSETTES (4), FOLDER 3 OF 3</li> <li>+ FOLDER: 1995: SEPT.-DEC., BOT EXECUTIVE COMMITTEE (FIRST MEETING – SEPT.)  (Includes): Minutes from September 27, 1995 and December 13, 1995.</li> </ul>
<p>Box 75 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1995 (DEC.) TO MEETINGS 1997 (NOV.)</p>	<ul style="list-style-type: none"> <li>+ FOLDER: TOWN HALL MEETING, 12/28/95 BG DONALD HILBERT, PRESIDING SCOTT BUILDING AUDITORIUM, (INCLUDES 3 AUDIO CASSETTES)</li> <li>+ FOLDER: 1996: AFRH ADMINISTRATIVE FILES – AGREEMENT BETWEEN HOME AND A RESIDENT  (Includes): Residency Agreement</li> <li>+ FOLDER: 1996: MARCH-DEC., BOT EXECUTIVE</li> </ul>

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<p>Box 75 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1995 (DEC.) TO MEETINGS 1997 (NOV.)</p>	<p>COMMITTEE (SECOND MEETING-MARCH) BOT QUARTERLY MEETINGS</p> <p>(Includes): Minutes from March 27, 1996, June 26, 1996, October 3, 1996, and Dec. 11, 1996.</p> <p>+ FOLDER: TOWN HALL MEETING, MAY 22, 1996, (INCLUDES 1 AUDIO CASSETTE)</p> <p>+ FOLDER: TOWN HALL MEETING, SEP 30, 1996, (INCLUDES 2 AUDIO CASSETTES)</p> <p>+ FOLDER: 1997: MARCH-NOV., BOT EXECUTIVE COMMITTEE MEETINGS</p> <p>(Includes): Minutes from March 24, 1997, June 17, 1997, and November 25, 1997.</p> <p>+ FOLDER: TOWN HALL MEETING NOV 17, 1997 MAJ GEN DON HILBERT, PRESIDING, (INCLUDES 1 AUDIO CASSETTE AND 1 DISK)</p>
<p>Box 76 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1998 (MAR.) TO PHOTOS, (UNDATED)</p>	<p>+ FOLDER: 1998: MARCH-DEC., BOT EXECUTIVE COMMITTEE MEETINGS</p> <p>+ FOLDER: TOWN HALL MEETING, APRIL 20, 1998 MG DONALD HILBERT, LT GEN PATRICK HUGHES, NO TEXTUAL COPY FOIUND 5/17/2005, (INCLUDES 1 AUDIO CASSETTE AND 1 DISK)</p> <p>+ FOLDER: 1998: REPORTS, BOT QUARTERLY MEETING (JUNE 22) AND EXECUTIVE COMMITTEE MEETING (SEPT. 17)</p>

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<p>Box 76 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES MEETINGS 1998 (MAR.) TO PHOTOS, (UNDATED)</p>	<p>+ FOLDER: MISCELLANEOUS: 1998</p> <p>(Correspondence to/from BOT)</p> <p>(Includes): Newspaper articles, etc.</p> <p>+ FOLDER: 1999: MARCH 18 – EXEC. COMMITTEE MEETING (BOT)</p> <p>+ FOLDER: 1999: JUNE 24 (2 COPIES) BOT QUARTERLY MEETING</p> <p>+ FOLDER: 1999: SEPT. 16 – EXEC. COMMITTEE (BOT)</p> <p>+ FOLDER: SOLDIERS HOME PARK (DRAWING) N.D.</p> <p>(Sanborn or Baist Map of Soldiers Home Park, labeled “Plan 17”)</p> <p>+ FOLDER: PHOTOS: N.D.</p> <p>(Includes): Various B/W Photos of residents and officers at Home</p>
<p>Box 77 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1883 TO ANNUAL RPTS/INSPECTIONS 1887</p>	<p>+ FOLDER: ANNUAL REPORTS OF BOC OF THE SOLDIERS’ HOME, 1883-1893</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, Washington, D.C. by the Inspector General of the Army, 1883-1893.</i></p> <p>Overlapping dates are a result of reprinted Annual reports.</p> <p>+ FOLDER: ANNUAL RPTS. OF BOC, 1883-1905</p>

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<p>Box 77 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1883 To ANNUAL RPTS/INSPECTIONS 1887</p>	<p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, Washington, D.C. by the Inspector General of the Army, 1886-1905.</i></p> <p>Overlapping dates are a result of reprinted Annual reports.</p> <p>+ FOLDER: ANNUAL RPTS. OF BOC OF THE SOLDIERS' HOME, 1884-1887 (PARTIAL VOL, ONLY)</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, Washington, D.C. by the Inspector General of the Army, 1884-1887.</i></p> <p>Overlapping dates are a result of reprinted Annual reports.</p>
<p>Box 78 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1886 To ANNUAL RPTS/INSPECTIONS 1899</p>	<p>+ FOLDER: 1886-1894 ANNUAL (BOC) REPORT AND ANNUAL (ARMY) INSPECTION</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1886-1894.</i></p> <p>Overlapping dates are a result of reprinted Annual reports.</p>

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	<p>+ FOLDER: 1889-1899 ANNUAL REPORT BY BOC OF HOME AND ANNUAL INSPECTION BY ARMY IG OF SAME.</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1889-1899.</i></p> <p>Overlapping dates are a result of reprinted Annual reports.</p>
<p>Box 79 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1894 To ANNUAL RPTS/INSPECTIONS 1911</p>	<p>+ FOLDER: ANNUAL RPTS. OF BOC, 1894-1902</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1894-1902.</i></p> <p>Overlapping dates are a result of reprinted Annual reports.</p> <p>+ FOLDER: 1895-1900 ANNUAL (BOC) REPORT AND ANNUAL (ARMY) INSPECTION</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1895.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1896.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of</i></p>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 79 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1894 TO ANNUAL RPTS/INSPECTIONS 1911</p>	<p><i>Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1897.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1898.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1899.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1900.</i></p> <p>+ FOLDER: 1901-1904 ANNUAL (BOC) REPORT AND ANNUAL (ARMY) INSPECTION</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1901.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1902.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army,</i></p>
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<p>Box 79 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1894 TO ANNUAL RPTS/INSPECTIONS 1911</p>	<p>1903.</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1904.</i></p> <p>+ FOLDER: 1904 (FY) NAT'L HOME FOR DISABLED VOL. SOLDIERS – ANNUAL REPORT</p> <p>(Book)*: <i>Annual Report of the Board of Managers of the National Home for Disabled Volunteer Soldiers for the Fiscal Year Ended June 30, 1904.</i></p> <p>+ FOLDER: 1905-1911 ANNUAL (BOC) REPORT AND ANNUAL (ARMY) INSPECTION</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1905.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1906.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1907.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army,</i></p>
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<p>Box 79 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1894 TO ANNUAL RPTS/INSPECTIONS 1911</p>	<p>1908.</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1909.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1910.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1911.</i></p>
<p>Box 80 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1906 TO ANNUAL RPTS/INSPECTIONS 1923</p>	<p>+ FOLDER: 1906-1915 ANNUAL REPORTS OF BOC, 1906-1915</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1906-1915.</i></p> <p>+ FOLDER: 1912-1917 ANNUAL (BOC) REPORT AND ANNUAL (ARMY) INSPECTION</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1912.</i></p>

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<p>Box 80 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1906 TO ANNUAL RPTS/INSPECTIONS 1923</p>	<p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1913.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1914.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1915.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1916.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1917.</i></p> <p>+ FOLDER: 1916-1921 ANNUAL REPORTS OF BOC, 1916-1921</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1916-1921.</i></p> <p>+ FOLDER: 1917-1920 ANNUAL (BOC) REPORT AND ANNUAL (ARMY) INSPECTION</p>
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<p>Box 80 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1906 TO ANNUAL RPTS/INSPECTIONS 1923</p>	<p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1917.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1918.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1919.</i></p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1920.</i></p> <p>+ FOLDER: 1921-1922 ANNUAL RPTS. OF BOC, 1921-1922</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1922.</i></p> <p>+ FOLDER: 1923 ANNUAL RPTS. OF BOC, 1923</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1923.</i></p>
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<p>Box 81 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1924 TO ANNUAL RPTS/INSPECTIONS 1930</p> <p>Box 81 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1924 TO ANNUAL RPTS/INSPECTIONS 1930</p>	<p>+ FOLDER: 1924 ANNUAL RPT. OF BOC, 1924</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1924.</i></p> <p>+ FOLDER: 1925 ANNUAL RPT. OF BOC, 1925</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1925.</i></p> <p>+ FOLDER: 1926 ANNUAL RPT. OF BOC, 1926</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1926.</i></p> <p>+ FOLDER: 1927 ANNUAL RPT. OF BOC, 1927</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1927.</i></p> <p>+ FOLDER: 1928 ANNUAL RPT. OF BOC, 1928</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army,</i></p>
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<p>Box 81 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1924 TO ANNUAL RPTS/INSPECTIONS 1930</p>	<p>1928.</p> <p>+ FOLDER: 1929 ANNUAL RPT. OF BOC, 1929</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1929.</i></p> <p>+ FOLDER: 1930 ANNUAL RPT. OF BOC, 1930</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1930.</i></p>
<p>Box 82 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1931 TO ANNUAL RPTS/INSPECTIONS 1938</p>	<p>+ INCLUDES: SEVEN</p> <p>+ FOLDER: 1931 ANNUAL RPT. OF BOC, 1931</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1931.</i></p> <p>+ FOLDER: 1932 ANNUAL RPT. OF BOC, 1932</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1932.</i></p> <p>+ FOLDER: 1933 ANNUAL RPT. OF BOC, 1933</p>

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<p>Box 82 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1931 TO ANNUAL RPTS/INSPECTIONS 1938</p>	<p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1933.</i></p> <p>+ FOLDER: 1934 ANNUAL RPT. OF BOC, 1934</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1934.</i></p> <p>+ FOLDER: 1935 ANNUAL RPT. OF BOC, 1935</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1935.</i></p> <p>+ FOLDER: 1936 ANNUAL RPT. OF BOC, 1936</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1936.</i></p> <p>+ FOLDER: 1937 ANNUAL RPT. OF BOC, 1937</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1937.</i></p> <p>+ FOLDER: 1938 ANNUAL RPT. OF BOC, 1938</p>
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	(Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1938.</i>
Box 83 of 109 COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1939 TO ANNUAL RPTS/INSPECTIONS 1946	+ FOLDER: 1939 ANNUAL RPT. OF BOC, 1939  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1939.</i>  + FOLDER: 1940 ANNUAL RPT. OF BOC, 1940  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1940.</i>  + FOLDER: 1941 ANNUAL RPT. OF BOC, 1941  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1941.</i>  + FOLDER: 1942 ANNUAL RPT. OF BOC, 1942  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army,</i>

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	1942.  + FOLDER: 1943 ANNUAL RPT. OF BOC, 1943  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1943.</i>  + FOLDER: 1944 ANNUAL RPT. OF BOC, 1944  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1944.</i>  + FOLDER: 1945 ANNUAL RPT. OF BOC, 1945  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1945.</i>  + FOLDER: 1946 ANNUAL RPT. OF BOC, 1946  (Book)*: <i>Annual Report of the Board of Commissioners of the Soldiers Home, District of Columbia, and Report of the Annual Inspection of the Home by the Inspector General of the Army, 1946.</i>
Box 83 of 109 –cont. COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1939 TO ANNUAL RPTS/INSPECTIONS 1946	

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COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1947 To ANNUAL RPTS/INSPECTIONS 1953	+ FOLDER: 1947 ANNUAL RPT. OF BOC, 1947  (Book)*: <i>Annual Reports of the U.S. Soldiers' Home, 1947.</i>
	+ FOLDER: 1948 ANNUAL RPT. OF BOC, 1948  (Book)*: <i>Annual Reports of the U.S. Soldiers' Home, 1948.</i>
	+ FOLDER: 1949 ANNUAL RPT. OF BOC, 1949  (Book)*: <i>Annual Reports of the U.S. Soldiers' Home, 1949.</i>
	+ FOLDER: 1950 ANNUAL RPT. OF BOC, 1950  (Book)*: <i>Annual Reports of the U.S. Soldiers' Home, 1950.</i>
	+ FOLDER: 1951 ANNUAL RPT. OF BOC, 1951  (Book)*: <i>Annual Reports of the U.S. Soldiers' Home, 1951.</i>
	+ FOLDER: 1952 ANNUAL RPT. OF BOC, 1952  (Book)*: <i>Annual Reports of the U.S. Soldiers' Home, 1952.</i>
Box 84 of 109 –cont.	
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1947 To ANNUAL RPTS/INSPECTIONS 1953	+ FOLDER: 1953 ANNUAL RPT. OF BOC, 1953  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1953.</i>

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Box 85 of 109	+ FOLDER: 1954 ANNUAL RPT. OF BOC, 1954  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1954.</i>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1954 ANNUAL RPTS/INSPECTIONS 1959	+ FOLDER: 1955 ANNUAL RPT. OF BOC, 1955  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1955.</i>
	+ FOLDER: 1956 ANNUAL RPT. OF BOC, 1956  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1956.</i>
	+ FOLDER: 1957 ANNUAL RPT. OF BOC, 1957  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1957.</i>
	+ FOLDER: 1958 ANNUAL RPT. OF BOC, 1958  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1958.</i>
Box 85 of 109 –cont.	
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1954 ANNUAL RPTS/INSPECTIONS 1959	+ FOLDER: 1959 ANNUAL RPT. OF BOC, 1959  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1959.</i>

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Box 86 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1960 TO ANNUAL RPTS/INSPECTIONS 1965	+ FOLDER: 1960 ANNUAL RPT. OF BOC, 1960  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1960.</i>
	+ FOLDER: 1961 ANNUAL RPT. OF BOC, 1961  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1961.</i>
	+ FOLDER: 1962 ANNUAL RPT. OF BOC, 1962  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1962.</i>
	+ FOLDER: 1963 ANNUAL RPT. OF BOC, 1963  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1963.</i>
	+ FOLDER: 1964 ANNUAL RPT. OF BOC, 1964  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1964.</i>
Box 86 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1960 TO	+ FOLDER: 1965 ANNUAL RPT. OF BOC, 1965  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1965.</i>

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ANNUAL RPTS/INSPECTIONS 1965	
Box 87 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1966 TO ANNUAL RPTS/INSPECTIONS 1971	+ FOLDER: 1966 ANNUAL RPT. OF BOC, 1966  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1966.</i>
	+ FOLDER: 1967 ANNUAL RPT. OF BOC, 1967  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1967.</i>
	+ FOLDER: 1968 ANNUAL RPT. OF BOC, 1968  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1968.</i>
	+ FOLDER: 1969 ANNUAL RPT. OF BOC, 1969  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1969.</i>
	+ FOLDER: 1970 ANNUAL RPT. OF BOC, 1970  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1970.</i>
	+ FOLDER: 1971 ANNUAL RPT. OF BOC, 1971

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 87 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1966 TO ANNUAL RPTS/INSPECTIONS 1971	(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1971</i>
Box 88 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1972 TO ANNUAL RPTS/INSPECTIONS 1975	+ FOLDER: 1972 ANNUAL RPT. OF BOC, 1972  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1972</i>  + FOLDER: 1973 ANNUAL RPT. OF BOC, 1973  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1973</i>  + FOLDER: 1973 ANNUAL INSPECTION (ARMY IG), FOLDER 1 OF 2  (Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 22-26 January 1973 by the Inspector General, Department of the Army.</i>  + FOLDER: 1973 ANNUAL INSPECTION (ARMY IG), FOLDER 2 OF 2  (Includes): <i>Annual Inspection by the Inspector General Department of the Army 22-26 January 1973, United States Soldiers' and Airmen's Home Washington, D.C.</i>

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Box 88 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1972 TO ANNUAL RPTS/INSPECTIONS 1975	+ FOLDER: 1974 ANNUAL RPT. OF BOC, 1974  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1974</i>  + FOLDER: 1974 ANNUAL INSPECTION (1974) (ARMY IG)  (Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 21-25 January 1974 by the Inspector General, Department of the Army.</i>  + FOLDER: 1975 ANNUAL RPT. OF BOC, 1975  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1975</i>
Box 89 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1975 TO ANNUAL RPTS/INSPECTIONS 1979	+ FOLDER: 1975 ANNUAL INSPECTION 1975 (ARMY IG)  (Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 20-24 January 1975 by the Inspector General, Department of the Army.</i>  + FOLDER: 1976 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1976</i>  + FOLDER: 1976 ANNUAL INSPECTION (ARMY IG)  (Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report</i>

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<p>Box 89 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1975 TO ANNUAL RPTS/INSPECTIONS 1979</p>	<p>19-23 January 1976 by the Inspector General, Department of the Army.</p> <p>+ FOLDER: 1977 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1977</i></p>
	<p>+ FOLDER: 1977 ANNUAL INSPECTION 1977 (ARMY IG)</p> <p>(Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 10-14 January 1977 by the Inspector General, Department of the Army.</i></p>
	<p>+ FOLDER: 1978 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1978</i></p>
	<p>+ FOLDER: 1978 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 9-13 January 1978 by the Inspector General, Department of the Army.</i></p>
	<p>+ FOLDER: 1979 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1979</i></p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

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<p>Box 90 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1979 TO ANNUAL RPTS/INSPECTIONS 1982</p>	<p>+ FOLDER: 1979 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 29 January - 2 February 1979 by the Inspector General, Department of the Army. (2 copies)</i></p>
	<p>+ FOLDER: 1980 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1980</i></p>
	<p>+ FOLDER: 1980 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report on United States Soldiers' and Airmen's Home RCS Cong-1014 Inspection Report 3-7 March 1980 by the Inspector General, Department of the Army.</i></p>
	<p>+ FOLDER: 1981 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1981</i></p>
	<p>+ FOLDER: 1981 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report of the Annul Inspection for Fiscal Year 1981 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 26-30 January 1981. (2 copies)</i></p>
	<p>+ FOLDER: 1982 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1982</i></p>

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<p>Box 90 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1979 TO ANNUAL RPTS/INSPECTIONS 1982</p>	<p>+ FOLDER: 1982 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report of the Annul Inspection for Fiscal Year 1982 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 25-29 January 1982.</i></p>
<p>Box 91 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1983 TO ANNUAL RPTS/INSPECTIONS 1985</p>	<p>+ FOLDER: 1983 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1983.</i></p> <p>+ FOLDER: 1983 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report of the Annul Inspection for Fiscal Year 1983 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 24-28 January 1983.</i></p> <p>+ FOLDER: 1984 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1984</i></p> <p>+ FOLDER: 1984: INSPECTION, BUDGET AND AUDIT REPORT, FOLDER 1 OF 2</p> <p>(Includes): <i>Report of the Annul Inspection for Fiscal Year 1983 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 24-28 January 1983 (2 copies).</i></p>

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<p>Box 91 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1983 TO ANNUAL RPTS/INSPECTIONS 1985</p>	<p>(Includes) FY 1986 Budget, Submission to Board of Commissioners, United States Soldiers' and Airmen's Home Washington, D.C., Operation and Maintenance (84-8931).</p> <p>+ FOLDER: 1984: INSPECTION, BUDGET AND AUDIT REPORT, FOLDER 2 OF 2</p> <p>(Includes): Ricketts, Fattorini &amp; Nelson. <i>United States Soldiers' and Airmen's Home Report Audit April 1-June 30, 1984.</i> Ricketts, Fattorini &amp; Nelson</p> <p>(Includes): Ricketts, Fattorini &amp; Nelson. <i>United States Soldiers' and Airmen's Home Report Audit July 1-September 30, 1984.</i> Ricketts, Fattorini &amp; Nelson</p> <p>+ FOLDER: 1984 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report of the Annul Inspection for Fiscal Year 1984 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 9-13 April 1984.</i></p> <p>+ FOLDER: 1985 ANNUAL RPT. OF BOC</p> <p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1985</i></p>
<p>Box 91 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1983 TO ANNUAL RPTS/INSPECTIONS 1985</p>	<p>+ FOLDER: 1984 ANNUAL INSPECTION (ARMY IG)</p> <p>(Includes): <i>Report of the Annul Inspection for Fiscal Year 1984 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 6-10 May 1984.</i></p>

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Box 92 of 109	+ FOLDER: 1986 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1986</i>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1986 To ANNUAL RPTS/INSPECTIONS 1989	+ FOLDER: 1986 ANNUAL INSPECTION (ARMY IG)  (Includes): <i>Report of the Annul Inspection for Fiscal Year 1986 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 14-25 July 1986</i>
	+ FOLDER: 1987 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1987</i>
	+ FOLDER: 1987 ANNUAL INSPECTION (ARMY IG)  (Includes): <i>Report of the Annul Inspection for Fiscal Year 1987 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 3-14 August 1987.</i>
	+ FOLDER: 1988 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1988</i>
	+ FOLDER: 1988 ANNUAL INSPECTION (ARMY IG)  (Includes): <i>Report of the Annul Inspection for Fiscal Year 1988 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 1-12 August 1988.</i>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 92 of 109 –cont.	+ FOLDER: 1989 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1989.</i>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1986 To ANNUAL RPTS/INSPECTIONS 1989	
Box 93 of 109	+ FOLDER: 1989 ANNUAL INSPECTION (ARMY IG)  (Includes): <i>Report of the Annul Inspection for Fiscal Year 1989 of the United States Soldiers' and Airmen's Home Washington, D.C. by the Inspector General, Department of the Army, 30 October-14 November 1989.</i>
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1989 To PROCEEDINGS, 1891	+ FOLDER: 1990 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1990.</i>
	+ FOLDER: 1990: INSPECTION REPORT: AFRH (2 COPIES)  (Includes): <i>Inspector General Department of Defense Armed Forces Retirement Homes Inspection Report 90-INS-23.</i>
	+ FOLDER: 1991 ANNUAL RPT. OF BOC  (Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1991.</i>
	+ FOLDER: 1992 ANNUAL RPT. OF BOC

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 93 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1989 TO PROCEEDINGS, 1891</p>	<p>(Book)*: <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1992.</i></p> <p>+ FOLDER: FY 1995 &amp; 1996: AFRH ANNUAL RPT.</p> <p>(Includes): <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1995.</i></p> <p>(Includes): <i>Annual Report of the Board of Commissioners, United States Soldiers' Home For the Fiscal Year 1996.</i></p> <p>+ FOLDER: 1995: INSPECTION REPORT OF AFRH</p> <p>(Includes): <i>Inspector General Department of Defense Armed Forces Retirement Home Inspection Report 95-INS-12.</i></p> <p>+ FOLDER: 1891 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1891</i></p> <p>Start: January 17, 1891 End: December 19, 1891</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p>
<p>Box 93 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES ANNUAL RPTS/INSPECTIONS 1989 TO PROCEEDINGS, 1891</p>	

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 \*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 94 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1892 TO PROCEEDINGS, 1897</p>	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ FOLDER: 1892 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1892</i></p> <p>Start: January 16, 1892 End: December 17, 1892 Approx.53 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1893 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1893</i></p> <p>Start: January 21, 1893 End: December 16, 1893 45 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1894 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1894</i></p> <p>Start: January 20, 1894 End: December 15, 1894 39 p.</p> <p>(Includes): Name Index in Front</p> <p>+ FOLDER: 1895 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners,</i></p>
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 \*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 94 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1892 TO PROCEEDINGS, 1897	1985  Start: January 19, 1895 End: December 21, 1895 41 p.  Transcribed into type from originals (Includes): Name Index in Front  + FOLDER: 1896 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1896</i>  Start: January 18, 1896 End: December 19, 1896 55 p.  Transcribed into type from originals (Includes): Name Index in Front  + FOLDER: 1897 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1897</i>  Start: January 12, 1897 End: December 18, 1897 70 p.  Transcribed into type from originals (Includes): Name Index in Front
Box 94 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1892 TO PROCEEDINGS, 1897	

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 95 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1898 TO PROCEEDINGS, 1903	+ (Includes): Six bound letter-sized books.  + FOLDER: 1898 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1898</i>  Start: January 15, 1898 End: December 27, 1898 55 p.  Transcribed into type from originals (Includes): Name Index in Front  + FOLDER: 1899 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1899</i>  Start: January 26, 1897 End: December 16, 1897  Transcribed into type from originals (Includes): Name Index in Front  + FOLDER: 1899: MISC. BOC PROCEEDING EXTRACTS (1899-1902)  (Includes): Brief extracts from the proceedings of the BOC of the Soldiers' Home at meetings held September 16, 1899; November 7, 1899; November 11, 1899; June 21, 1900; Dec. 16, 1902.  Box 95 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1898 TO PROCEEDINGS, 1903
	+ FOLDER: 1900 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1900</i>  Start: January 20, 1900 End: December 18, 1900

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	<p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1901 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1901</i></p> <p>Start: January 22, 1901 End: December 17, 1901 55 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1902 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1902</i></p> <p>Start: January 21, 1902 End: December 16, 1902 57 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1903 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1903</i></p> <p>Start: January 20, 1903 End: December 15, 1903 77 p.</p>
<p>Box 95 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1898 TO PROCEEDINGS, 1903</p>	

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	<p>Transcribed into type from originals (Includes): Name Index in Front</p>
<p>Box 96 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1904 TO PROCEEDINGS, 1909</p>	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ FOLDER: 1904 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1904</i></p> <p>Start: January 19, 1904 End: December 20, 1904 59 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1905 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1905</i></p> <p>Start: January 17, 1905 End: December 19, 1905 59 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1906 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners,</i></p>

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<p>Box 96 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1904 TO PROCEEDINGS, 1909</p>	<p>1906</p> <p>Start: January 16, 1906 End: December 18, 1906 56 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1907 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1907</i></p> <p>Start: January 9, 1907 End: December 17, 1907 57 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1908 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1908</i></p> <p>Start: January 21, 1908 End: December 15, 1908 42 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1909 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1909</i></p> <p>Start: January 19, 1909 End: December 21, 1909</p>
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<p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1904 TO PROCEEDINGS, 1909</p>	<p>54 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p>
<p>Box 97 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1910 TO PROCEEDINGS, 1916</p>	<p>+ (Includes): Seven bound letter-sized books.</p> <p>+ FOLDER: 1910 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1910</i></p> <p>Start: January 18, 1910 End: December 27, 1910 67 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1911 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1911</i></p> <p>Start: January 17, 1911 End: December 21, 1911 48 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1912 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioner2, 1912</i></p>

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Box 97 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1910 TO PROCEEDINGS, 1916	<p>Start: January 16, 1912 End: December 17, 1912 47 p.</p> <p>Transcribed into type from originals (Includes): Name Index in Front</p> <p>+ FOLDER: 1913 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners of the Soldiers' Home, 1913</i></p> <p>Start: January 21, 1913 End: December 16, 1913 51 p.</p> <p>(Includes): Subject &amp; Name Index in Front</p> <p>+ FOLDER: 1914 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners</i></p> <p>Start: January 20, 1914 End: December 15, 1914 48 p.</p> <p>(Includes): Subject &amp; Name Index in Front</p> <p>+ FOLDER: 1915 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners</i></p> <p>Start: January 19, 1915 End: December 21, 1915 44 p.</p> <p>(Includes): Subject &amp; Name Index in Front</p> <p>+ FOLDER: 1916 PROCEEDINGS OF BOC</p>
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Box 97 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1910 TO PROCEEDINGS, 1916	<p>(Book)*: <i>Proceedings of Board of Commissioners</i></p> <p>Start: January 18, 1916 End: December 19, 1916 48 p.</p> <p>(Includes): Subject &amp; Name Index in Front</p>
Box 98 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1917 TO PROCEEDINGS, 1922	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ FOLDER: 1917 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1917</i></p> <p>Start: January 16, 1917 End: December 18, 1917 46 p.</p> <p>(Includes): Subject &amp; Name Index in Front</p> <p>+ FOLDER: 1918 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1918</i></p> <p>Start: January 15, 1918 End: December 17, 1918 38 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1919 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1919</i></p> <p>Start: January 21, 1919</p>

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<p>Box 98 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1917 TO PROCEEDINGS, 1922</p>	<p>End: December 16, 1919 46 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1920 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1920</i></p> <p>Start: January 20, 1920 End: December 21, 1920 57 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1921 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1921</i></p> <p>Start: January 18, 1921 End: December 20, 1921 142 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1922 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1922</i></p> <p>Start: January 17, 1922 End: December 19, 1910 128 p.</p> <p>(Includes): Subject Index in Front</p>
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<p>Box 99 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1923 TO PROCEEDINGS, 1927</p>	<p>+ (Includes): Five bound letter-sized books.</p> <p>+ FOLDER: 1917 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1923</i></p> <p>Start: January 16, 1923 End: December 18, 1923 153 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1924 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1924</i></p> <p>Start: January 15, 1924 End: December 16, 1924 125 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1925 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1925</i></p> <p>Start: January 20, 1925 End: December 15, 1925 116 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1926 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1926</i></p>
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<p>Box 99 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1923 To PROCEEDINGS, 1927</p>	<p>Start: January 19, 1926 End: December 21, 1926 96 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1927 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1927</i></p> <p>Start: January 18, 1927 End: December 20, 1927 111 p.</p> <p>(Includes): Subject Index in Front</p>
<p>Box 100 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1928 To PROCEEDINGS, 1933</p>	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ FOLDER: 1928 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1928</i></p> <p>Start: January 17, 1928 End: December 18, 1928 100 p.</p> <p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1929 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1929</i></p> <p>Start: January 15, 1929 End: December 17, 1929 115 p.</p>

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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 100 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1928 To PROCEEDINGS, 1933</p>	<p>(Includes): Subject Index in Front</p> <p>+ FOLDER: 1930 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1930</i></p> <p>Start: January 21, 1930 End: December 16, 1930 110p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1931 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1931</i></p> <p>Start: January 20, 1931 End: December 15, 1931 109 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1932 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1932</i></p> <p>Start: January 19, 1932 End: December 20, 1932 104 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1933 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1933</i></p>
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\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 100 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1928 TO PROCEEDINGS, 1933	Start: January 17, 1933 End: December 19, 1933 122 p.  (Includes): Subject Index in Back
Box 101 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1934 TO PROCEEDINGS, 1938	+ (Includes): Six bound letter-sized books.  + FOLDER: 1934 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1934</i>  Start: January 16, 1934 End: December 18, 1934 114 p.  (Includes): Subject Index in Back  + FOLDER: 1935 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1935</i>  Start: January 15, 1935 End: December 17, 1935 101 p.  (Includes): Subject Index in Back  + FOLDER: 1936 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1936</i>  Start: January 21, 1936

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 101 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1934 TO PROCEEDINGS, 1938	End: December 21, 1936 85 p.  (Includes): Subject Index in Back  + FOLDER: 1937 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1937</i>  Start: January 18, 1937 End: December 20, 1937 99 p.  (Includes): Subject Index in Back  + FOLDER: 1938 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1938</i>  Start: January 17, 1938 End: December 19, 1938 114 p.  (Includes): Subject Index in Back  + FOLDER: 1939 PROCEEDINGS OF BOC  (Book)*: <i>Proceedings of Board of Commissioners, 1939</i>  Start: January 16, 1939 End: December 18, 1939 123 p.  (Includes): Subject Index in Back
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\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 102 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1940 TO PROCEEDINGS, 1924 <u>(MISLABELED)</u></p>	<p>+ (Includes): Five bound letter-sized books.</p> <p>+ FOLDER: 1940 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1940</i></p> <p>Start: January 15, 1940 End: December 16, 1940 105 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1941 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1941</i></p> <p>Start: January 13, 1941 End: December 30, 1941 101 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1942 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1942</i></p> <p>Start: January 19, 1942 End: December 21, 1942 125 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1943 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1943</i></p>
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\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 102 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1940 TO PROCEEDINGS, 1924 <u>(MISLABELED)</u></p>	<p>Start: January 2, 1943 End: December 20, 1943 100 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1944 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1944</i></p> <p>Start: January 17, 1944 End: December 18, 1944 108 p.</p> <p>(Includes): Subject Index in Back</p>
<p>Box 103 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1945 TO PROCEEDINGS, 1949</p>	<p>+ (Includes): Five bound letter-sized books.</p> <p>+ FOLDER: 1945 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1945</i></p> <p>Start: January 15, 1945 End: December 17, 1945 112 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1946 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1946</i></p> <p>Start: January 21, 1946 End: December 16, 1946 101 p.</p> <p>(Includes): Subject Index in Back</p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 103 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1945 To PROCEEDINGS, 1949</p>	<p>+ FOLDER: 1947 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1947</i></p> <p>Start: January 20, 1947 End: December 15, 1947 91 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1948 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1948</i></p> <p>Start: January 19, 1948 End: December 20, 1948 116 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1949 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1949</i></p> <p>Start: January 17, 1949 End: December 19, 1949 144 p.</p> <p>(Includes): Subject Index in Back</p>
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\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 104 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1950 To PROCEEDINGS, 1954</p>	<p>+ (Includes): Five bound letter-sized books.</p> <p>+ FOLDER: 1950 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1950</i></p> <p>Start: January 13, 1950 End: December 18, 1950 152 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1951 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1951</i></p> <p>Start: January 15, 1951 End: December 17, 1951 115 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1952 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1952</i></p> <p>Start: January 21, 1952 End: December 15, 1952 114 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1953 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1953</i></p>
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\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 104 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1950 To PROCEEDINGS, 1954</p>	<p>Start: January 26, 1953 End: December 21, 1953 92 p.</p> <p>(Includes): Subject Index in Back</p> <p>+ FOLDER: 1954 PROCEEDINGS OF BOC</p> <p>(Book)*: <i>Proceedings of Board of Commissioners, 1954</i></p> <p>Start: January 18, 19504 End: December 20, 1954 105 p.</p> <p>(Includes): Subject Index in Back</p>
<p>Box 105 of 109</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1955 To PROCEEDINGS, 1960</p>	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ (Book)*<i>1955 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 17, 1955 Ends: December 19, 1955 135 p.</p> <p>(Includes): Index p.128-135</p> <p>+ (Book)*<i>1956 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 16, 1956 Ends: December 17, 1956 107 p.</p> <p>(Includes): Index p.101-107</p> <p>+ (Book)*<i>1957 Proceedings Board of Commissioners United States Soldiers Home.</i></p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

<p>Box 105 of 109 –cont.</p> <p>COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1955 To PROCEEDINGS, 1960</p>	<p>Starts: January 22, 1957 Ends: December 16, 1957 102 p.</p> <p>(Includes): Index p.97-102</p> <p>+ (Book)*<i>1958 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 20, 1958 Ends: December 15, 1958 100 p.</p> <p>(Includes): Index p. 94-100</p> <p>+ (Book)*<i>1959 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 19, 1959 Ends: December 21, 1959 102 p.</p> <p>(Includes): Index p.95-102</p> <p>+ (Book)*<i>1960 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 18, 1960 Ends: December 19, 1960 89 p.</p> <p>(Includes): Index p.85-89</p>
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\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 106 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1961 TO PROCEEDINGS, 1966	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ (Book)*<i>1961 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 16, 1961 Ends: December 18, 1961 83 p.</p> <p>(Includes): Index p.82-83</p> <p>+ (Book)*<i>1962 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 15, 1962 Ends: December 17, 1962 86 p.</p> <p>(Includes): Index p.85-86</p> <p>+ (Book)*<i>1963 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 21, 1963 Ends: December 16, 1963 95 p.</p> <p>(Includes): Index p.94-95</p> <p>+ (Book)*<i>1964 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 20, 1964 Ends: December 21, 1964 90 p.</p> <p>(Includes): Index p.89-90</p> <p>+ (Book)*<i>1965 Proceedings Board of Commissioners United States Soldiers Home.</i></p>
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\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 106 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1961 TO PROCEEDINGS, 1966	<p>Starts: January 18, 1965 Ends: December 20, 1965 86 p.</p> <p>(Includes): Index p.85-86</p> <p>+ (Book)*<i>1966 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 17, 1966 Ends: December 19, 1966 90 p.</p> <p>(Includes): Index p.88-90</p>
Box 107 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1967 TO PROCEEDINGS, 1972	<p>+ (Includes): Six bound letter-sized books.</p> <p>+ (Book)*<i>1967 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 16, 1967 Ends: December 18, 1967 98 p.</p> <p>(Includes): Index p. 95-98</p> <p>+ (Book)*<i>1968 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 15, 1968 Ends: December 16, 1968 105 p.</p> <p>(Includes): Index p.103-105</p> <p>+ (Book)*<i>1969 Proceedings Board of Commissioners United States Soldiers Home.</i></p> <p>Starts: January 13, 1969</p>

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 107 of 109 –cont.	Ends: December 15, 1969 71 p.
COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES PROCEEDINGS, 1967 TO PROCEEDINGS, 1972	(Includes): Index p.70-71
	+ (Book)*1970 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 19, 1970 Ends: December 15, 1970 75 p.
	(Includes): Index p.74-75
	+ (Book)*1971 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 19, 1971 Ends: December 21, 1971 77 p.
	(Includes): Index p.76-77
	+ (Book)*1972 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 18, 1972 Ends: December 19, 1972 79 p.
	(Includes): Index p.76-79

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

	+ (Includes): Four bound letter-sized books.
	+ (Book)*1973 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 16, 1973 Ends: December 18, 1973 88 p.
	(Includes): Index p.83-88
	+ (Book)*1974 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 15, 1974 Ends: December 12, 1974 80 p.
	(Includes): Index, p. 79-80
	+ (Book) 1975 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 21, 1975 Ends: December 16, 1975 164 p.
	(Includes): Index, p. 163-164
	+ (Book) 1976 <i>Proceedings Board of Commissioners United States Soldiers Home.</i>
	Starts: January 20, 1976 Ends: December 21, 1976 138 p.
	(Includes): Index, p. 137-138

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 109 of 109  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES Proceedings 1977 to 1979	+ (Includes): Three bound letter-sized books.  + (Book) <i>1977 Proceedings Board of Commissioners United States Soldiers Home.</i>  Starts: January 18, 1977 Ends: October 14, 1977 201 p.  + (Book) <i>1978 Proceedings Board of Commissioners United States Soldiers Home.</i>  Starts: January 17, 1978 Ends: October 11, 1978 314 p.  (Includes): floor plans of Ignatia Hall
Box 109 of 109 –cont.  COMMISSIONERS AND TRUSTEES MEETING AND REFERENCE FILES Proceedings 1977 to 1979	+ (Book) <i>1979 Proceedings Board of Commissioners United States Soldiers Home.</i>  Starts: January 16, 1979 Ends: December 7, 1977 104 p.

\* Note: Special attention is drawn to items of larger size, including bound, printed, and sometimes published items within each folder.

\*\* Note: All Reference files contain loose leaf photocopies of correspondence, which are duplications from source boxes.

Box 1 of 19  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS THE BUGLER PUB. 1982 TO THE BUGLER PUB. 1993	+ FOLDER: <i>BUGLER</i> FILES, 1982-1985* + FOLDER: <i>BUGLER</i> FILES, 1986 + FOLDER: <i>BUGLER</i> FILES, 1987 + FOLDER: <i>BUGLER</i> FILES, 1988 + FOLDER: <i>BUGLER</i> FILES, 1989 + FOLDER: <i>BUGLER</i> FILES, 1990 + FOLDER: <i>BUGLER</i> FILES, 1991 + FOLDER: <i>BUGLER</i> FILES, 1992 + FOLDER: <i>BUGLER</i> FILES, 1993
Box 2 of 19  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS THE BUGLER PUB. 1994 TO THE BUGLER PUB. 1998	+ FOLDER: <i>BUGLER</i> FILES, 1994 + FOLDER: <i>BUGLER</i> FILES, 1995 + FOLDER: <i>BUGLER</i> FILES, 1996 + FOLDER: <i>BUGLER</i> FILES, 1997 + FOLDER: <i>BUGLER</i> FILES, 1998
Box 3 of 19  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS THE BUGLER PUB. 1999 TO WEEKLY BULLETINS, 1952	+ FOLDER: <i>BUGLER</i> FILES, 1999 + FOLDER: <i>BUGLER</i> FILES, 2000 + FOLDER: <i>BUGLER</i> FILES, 2001  + FOLDER: WEEKLY BULLETINS, 1946** + FOLDER: WEEKLY BULLETINS, 1947 + FOLDER: WEEKLY BULLETINS, 1948 + FOLDER: WEEKLY BULLETINS, 1949 + FOLDER: WEEKLY BULLETINS, 1950 + FOLDER: WEEKLY BULLETINS, 1951 + FOLDER: WEEKLY BULLETINS, 1952

\* *The Bugler* is a newspaper published by the Solders' Home, Washington, D.C. The first issue was published in November of 1982 under the direction of Clyde Burnett, the fist editor of the paper.

\*\* *The Soldiers' Home Bulletin* is a weekly publication of events, programs, reminders, and activities at the Home.

Box 4 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 1953 To WEEKLY BULLETINS, 1961	+ FOLDER: WEEKLY BULLETINS, 1953 + FOLDER: WEEKLY BULLETINS, 1954 + FOLDER: WEEKLY BULLETINS, 1955 + FOLDER: WEEKLY BULLETINS, 1956 + FOLDER: WEEKLY BULLETINS, 1957 + FOLDER: WEEKLY BULLETINS, 1958 + FOLDER: WEEKLY BULLETINS, 1959 + FOLDER: WEEKLY BULLETINS, 1960 + FOLDER: WEEKLY BULLETINS, 1961
Box 5 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 1962 To WEEKLY BULLETINS, 1970	+ FOLDER: WEEKLY BULLETINS, 1962 + FOLDER: WEEKLY BULLETINS, 1963 + FOLDER: WEEKLY BULLETINS, 1964 + FOLDER: WEEKLY BULLETINS, 1965 + FOLDER: WEEKLY BULLETINS, 1966 + FOLDER: WEEKLY BULLETINS, 1967 + FOLDER: WEEKLY BULLETINS, 1968 + FOLDER: WEEKLY BULLETINS, 1969 + FOLDER: WEEKLY BULLETINS, 1970
Box 6 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 1971 To WEEKLY BULLETINS, 1977	+ FOLDER: WEEKLY BULLETINS, 1971 + FOLDER: WEEKLY BULLETINS, 1972 + FOLDER: WEEKLY BULLETINS, 1973 + FOLDER: WEEKLY BULLETINS, 1974 + FOLDER: WEEKLY BULLETINS, 1975 + FOLDER: WEEKLY BULLETINS, 1976 + FOLDER: WEEKLY BULLETINS, 1977
Box 7 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 1978 To WEEKLY BULLETINS, 1982	+ FOLDER: WEEKLY BULLETINS, 1978 + FOLDER: WEEKLY BULLETINS, 1979 + FOLDER: WEEKLY BULLETINS, 1980 + FOLDER: WEEKLY BULLETINS, 1981 + FOLDER: WEEKLY BULLETINS, 1982

Box 8 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 9/1985 To WEEKLY BULLETINS, 1993	+ FOLDER: USSAH WEEKLY BULLETINS PRIOR TO 1991 (SEPT. 1985 – DEC. 1990) + FOLDER: USSAH WEEKLY BULLETINS - 1991 + FOLDER: USSAH WEEKLY BULLETINS - 1992 + FOLDER: USSAH WEEKLY BULLETINS - 1993
Box 9 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 1994 To WEEKLY BULLETINS, 1996	+ FOLDER: USSAH WEEKLY BULLETINS - 1994 + FOLDER: WEEKLY BULLETINS - 1995 + FOLDER: WEEKLY BULLETINS – 1996
Box 10 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 1997 To WEEKLY BULLETINS, 1999	+ FOLDER: WEEKLY BULLETINS - 1997 + FOLDER: WEEKLY BULLETINS – 1998 + FOLDER: WEEKLY BULLETIN 1999
Box 11 of 19 PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS WEEKLY BULLETINS, 10/2001 To WEEKLY BULLETINS, 6/2002	+ FOLDER: WEEKLY BULLETINS, OCT. – DEC., 2001 + FOLDER: WEEKLY BULLETINS, JAN – JUNE, 2002

<p>Box 12 of 19</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS</p> <p>MISC. PUBLS. ROYAL HOSP. '65</p> <p>TO</p> <p>MISC. PUBLS. AFRH ANNUAL RPT. 1996</p>	<p>+ FOLDER: 1965 – THE ROYAL HOSPITAL, CHELSEA, ENGLAND</p> <p>(Book): <i>The Royal Hospital, Chelsea, England</i>. Margate, Kent: Eyre &amp; Spottoswppde Ltd, Thanet Press, no publication date.</p> <p>+ FOLDER: 1965-1993, MEMBER GUIDE</p> <p>(Includes): Seventeen Books:</p> <p><i>Members' Handbook/Guide, United States Soldiers' Home</i></p> <p>+ FOLDER: 1969-1985; MISC. MAGAZINES, SOME CONTAINING AN ARTICLE PERTAINING TO THE HOME</p> <p>(Includes):</p> <p>Richard, Paul Jr. "RA 6-9100." <i>Army Digest: The Official Magazine of the Department of the Navy</i>. Vol. 24, No. 7. July 1969.</p> <p>Katz, John. "And they Won't Even Fade Away." <i>Airman: Official Magazine of the U.S. Air Force</i>. Vol XIX, No. 2. February 1975. p. 34.</p> <p>Hake, Janet. "More than a Home." <i>Soldiers: Official U.S. Army Magazine</i>. Vol. 30, No. 12. December 1975. p. 44.</p> <p><i>The Geneses of the United States Army Corps of Engineers: A sketch of events from 1775 to 1978 and portraits and profiles of the 46 Chiefs of Engineers</i>. Washington, D.C.: Department of the Army Office of the Chief of Engineers, 1978.</p> <p>(Includes): Biography of Major General Alexander Mackenzie, first Chief of Engineers to serve on Board of Commissioners, USSAH, February, 1904.</p> <p>Stack, Cecil SSgt. "A Small World." <i>Soldiers: Official U.S. Army Magazine</i>. Vol. 40, No. 11. November 1985.</p>
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<p>Box 12 of 19 –cont.</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS</p> <p>MISC. PUBLS. ROYAL HOSP. '65</p> <p>TO</p> <p>MISC. PUBLS. AFRH ANNUAL RPT. 1996</p>	<p>+ FOLDER: 1985 –1988, ARMY ECHOES</p> <p>(Includes): Twenty-eight issues</p> <p>+ FOLDER: 1992 – ANNUAL REPORT, AFRH</p> <p>(Includes): <i>The Annual Report of the United States Soldiers' and Airmen's Home for the Fiscal Year 1992</i>.</p> <p>+ FOLDER: 1993 – ANNUAL REPORT, AFRH</p> <p>(Includes): <i>The Annual Report of the United States Soldiers' and Airmen's Home for the Fiscal Year 1993</i>.</p> <p>+ FOLDER: 1994-1996 – ANNUAL REPORT, AFRH</p> <p>(Includes): <i>The Annual Report of the United States Soldiers' and Airmen's Home for the Fiscal Year 1994</i>.</p> <p>(Includes): <i>The Annual Report of the United States Soldiers' and Airmen's Home for the Fiscal Year 1995</i>.</p> <p>(Includes): <i>The Annual Report of the United States Soldiers' and Airmen's Home for the Fiscal Year 1996</i>.</p>
<p>Box 13 of 19</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS</p> <p>ARMY PHOTO FEATURES TO</p> <p>PUBLICITY, 1981</p> <p>ACTIVITIES REPORTS</p>	<p>+ FOLDER: 1963 (OCT. 29) – ARMY NEWS PHOTO FEATURES</p> <p>(Includes): Poster-size advertisement for the Home</p> <p>+ FOLDER: 1969-1977, SOUVENIR PAMPHLETS GIVING BRIEF BACKGROUND OF THE HOME</p> <p>(Includes): Four various pamphlets</p> <p>+ FOLDER: 1970 – SOLDIERS' HOME NATL. CEMETERY</p> <p>(Includes): Pamphlet for Cemetery (2 copies)</p>

<p>Box 13 of 19 –cont.</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS ARMY PHOTO FEATURES TO PUBLICITY, 1981 ACTIVITIES REPORTS</p>	<ul style="list-style-type: none"> <li>+ FOLDER: 1974 WHITE HOUSE  (Includes): Memo re: Correspondence Management for White House/Congressional Inquiries</li> <li>+ FOLDER: ACTIVITY REPORTS – 1979  (Includes): U.S. Air Force Public Affairs Staff Directory, October 1983.  Kosier, Edwin. “Taking Care of Our Own.” <i>Sergeants</i>. Vol. 17, No. 6, June 1979. p. 22</li> <li>+ FOLDER: ACTIVITIES REPORT – PUBLIC INFORMATION 1980  (Includes): Various correspondence.  Pendrak, Mike AAVS. “A Place for Living.” <i>Airman: Official Magazine of the U.S. Air Force</i>. Vol. XXIV, No. 6. June 1980. p.20.  Gates, Ed. “A Home With Much to Offer.” <i>Airforce</i>. Published by the Air Force Association, February 1980. p. 92.</li> <li>+ FOLDER: 1980s; TEXT TO ACCOMPANY SLIDE PRESENTATION OF HOME OVERVIEW. SLIDES NOT FOUND. FOLDER 1 OF 2</li> <li>+ FOLDER: 1980s; TEXT TO ACCOMPANY SLIDE PRESENTATION OF HOME OVERVIEW. SLIDES NOT FOUND. FOLDER 2 OF 2</li> <li>+ FOLDER: ACTIVITIES REPORTS – 1981  (Includes): Various Correspondence</li> </ul>
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<p>Box 14 of 19</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS PUBLICITY, 1981 CONGRESS AND WHITE HOUSE TO PUBLICITY, N.D. PHOTOS</p>	<ul style="list-style-type: none"> <li>+ FOLDER: CONGRESSIONAL AND WHITE HOUSE (1981)</li> <li>+ FOLDER: 1-28 PUBLIC AFFAIRS 1981</li> <li>+ FOLDER: CONGRESSIONAL WHITE HOUSE 1982</li> <li>+ FOLDER: 1-28 PUBLIC AFFAIRS 1982</li> <li>+ FOLDER: 1982 – REPORT OF INFORMATION ACTIVITIES</li> <li>+ FOLDER: JULY 1982-1983 MONTHLY VISITS – MEMBERS BOARD OF COMMISSIONERS</li> <li>+ FOLDER: 1983 INFORMATION ACTIVITY – REPORT OF</li> <li>+ FOLDER: SUSPENSE FILE 1983  (Includes): Potential applicants, etc.</li> <li>+ FOLDER: 1984 – PUBLIC AFFAIRS</li> <li>+ FOLDER: WEST POINT MAGAZINE (ASSEMBLY) STORY ABOUT HOME, NOV 1991  (Includes): Childress, Kerri J. “West Point and the U.S. Soldiers’ and Airmen’s Home.” <i>Assembly: Associates of Graduates, United States Military Academy</i>. Vol. L, No. 2. November 1991. p. 16.</li> <li>+ FOLDER: PUBLICITY – HOME TESTIMONY BY GEN. ALTOM D. SLAY, CMDR. OF U.S. AIR FORCE SYS. COMMANDS., N.D.</li> <li>+ FOLDER: 1999 – NATL. TRUST FOR HISTORIC PRESERVATION, “SAVE AMERICA’S TREASURES”</li> <li>+ FOLDER: PHOTOS – MISC., N.D.  (Includes): Various B/W photographs of residents and buildings (ca late 1950s, early 1960s); Late 1930s</li> </ul>
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Box 14 of 19 –cont.  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS PUBLICITY, 1981 CONGRESS AND WHITE HOUSE TO PUBLICITY, N.D. PHOTOS	(2"x3") B/W photo of Forwood Building and Golf Course; 1975 postcard of Forwood Building; Etching of Hospital Ward Wing and Auditorium by Twiddy, 1952
Box 15 of 19  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1918 TO NEWSPAPER CLIPPINGS, 1963	+ FOLDER: 1918-1986, NEWSPAPER CLIPPINGS, FOLDER 1 OF 2 + FOLDER: 1918-1986, NEWSPAPER CLIPPINGS, FOLDER 2 OF 2 + FOLDER: WASHINGTON STAR FILES – 1943 + FOLDER: COPIES OF NEWSPAPER CLIPPINGS FROM FILES OF MARTIN LUTHER KING LIBRARY 1942-1953 + FOLDER: 1946-1948, INTERNAL MEMOS + FOLDER: 1947-1968, NEWSPAPER CLIPPINGS + FOLDER: 1949-2002, NEWSPAPER CLIPPINGS + FOLDER: NEWSPAPER CLIPPINGS 1950-1963 + FOLDER: TIMES-HERALD FILES – 1951 + FOLDER: NEWSPAPER CLIPPINGS 1953-1963
Box 16 of 19  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1953 TO NEWSPAPER CLIPPINGS, 1972	+ FOLDER: 1953-1967, NEWSPAPER CLIPPINGS + FOLDER: PUBLICITY & CLIPPINGS 1957-1974 + FOLDER: 1958-1991, NEWSPAPER CLIPPINGS + FOLDER: NEWSPAPER CLIPPINGS – 1962-1975 + FOLDER: NEWSPAPER CLIPPINGS – 1964

Box 16 of 19 –cont.  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1953 TO NEWSPAPER CLIPPINGS, 1972	+ FOLDER: 1964 – 1972, NEWSPAPER CLIPPINGS + FOLDER: NEWSPAPER CLIPPINGS – 1965 + FOLDER: 1969-1971, NEWSPAPER SUPPLEMENTS (3)
Box 17 of 19  PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1973 TO NEWSPAPER CLIPPINGS, 1986	+ FOLDER: NEWSPAPER CLIPPINGS 1973, 1974, 1975 + FOLDER: 1973 – 1990, NEWSPAPER CLIPPINGS + FOLDER: NEWSPAPER CLIPPINGS – 1975 + FOLDER: NEWSPAPER CLIPPINGS – 1977 + FOLDER: ARMY TIMES CLIPPINGS 1977-1991 + FOLDER: NEWSPAPER CLIPPINGS – 1978 + FOLDER: NEWSPAPER CLIPPINGS – 1979 + FOLDER: WASHINGTON POST FILES 1979-1990 + FOLDER: NEWSPAPER CLIPPINGS, 1980 + FOLDER: NEWSPAPER CLIPPINGS, 1981 + FOLDER: NEWSPAPER CLIPPINGS, 1985 + FOLDER: 1985-1986, NEWSPAPER CLIPPINGS + FOLDER: 1985-1986, NEWSPAPER\MAGAZINE ARTICLES, FOLDER 1 OF 3

<p>Box 18 of 19</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1985 To NEWSPAPER CLIPPINGS, 1991</p>	+ FOLDER: 1985-1986, NEWSPAPER\MAGAZINE ARTICLES, FOLDER 2 OF 3	
	+ FOLDER: 1985-1986, NEWSPAPER\MAGAZINE ARTICLES, FOLDER 3 OF 3	
	+ FOLDER: 1985-1986, PHOTOS AND COLOR NEGATIVE FILM	
	+ FOLDER: NEWSPAPER CLIPPINGS 1986	
	+ FOLDER: AIR FORCE TIMES CLIPPINGS 1986-1988	
	+ FOLDER: WASHINGTON TIMES CLIPPINGS 1986-1992	
	+ FOLDER: NEWSPAPER CLIPPINGS MISC 1987	
	+ FOLDER: NEWSPAPER CLIPPINGS 1988	
	+ FOLDER: NEWSPAPER CLIPPINGS, 1989	
	+ FOLDER: NEWSPAPER CLIPPINGS 1990	
	+ FOLDER: CLIPPINGS FROM MAGAZINES THAT HAVE BEEN ENTERED IN COMPUTER DURING 1991	
	+ FOLDER: NEWSPAPER CLIPPINGS WHICH HAVE BEEN ENTERED IN THE COMPUTER DURING 1991-92	
	+ FOLDER: NEWSPAPER CLIPPINGS MISC 1991	
	<p>Box 19 of 19</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1991 To ALCOHOLISM, N.D.</p>	+ FOLDER: VETERANS ADMINISTRATION – 1991 NEWSPAPER CLIPPINGS
		+ FOLDER: AIRMEN MAGAZINE – 1991-1992
+ FOLDER: CIVIL WAR (RELEVANT INFORMATION) 1991-1992		
+ FOLDER: SOLDIERS’ MAGAZINE – 1992		
+ FOLDER: 1994, NEWSPAPER CLIPPINGS		

<p>Box 19 of 19 –cont.</p> <p>PUBLICATIONS AND PUBLIC AFFAIRS MATERIALS NEWSPAPER CLIPPINGS, 1991 To ALCOHOLISM, N.D.</p>	+ FOLDER: NEWSPAPER CLIPPINGS – 1995
	+ FOLDER: THE WASHINGTON TIMES, NEWSPAPER CLIPPING
	+ FOLDER: NEWSPAPER CLIPPINGS – 1996
	+ FOLDER: NEWS CLIPPINGS – 1997
	+ FOLDER: NEWS CLIPPINGS – 1998
	+ FOLDER: NEWS CLIPPINGS – 1999
	+ FOLDER: NEWS CLIPPING – 2000
	+ FOLDER: ALCOHOLISM – NEWSPAPER CLIPPINGS, N.D.

**CHRONOLOGY OF HISTORIC AFRH-W MAPS**

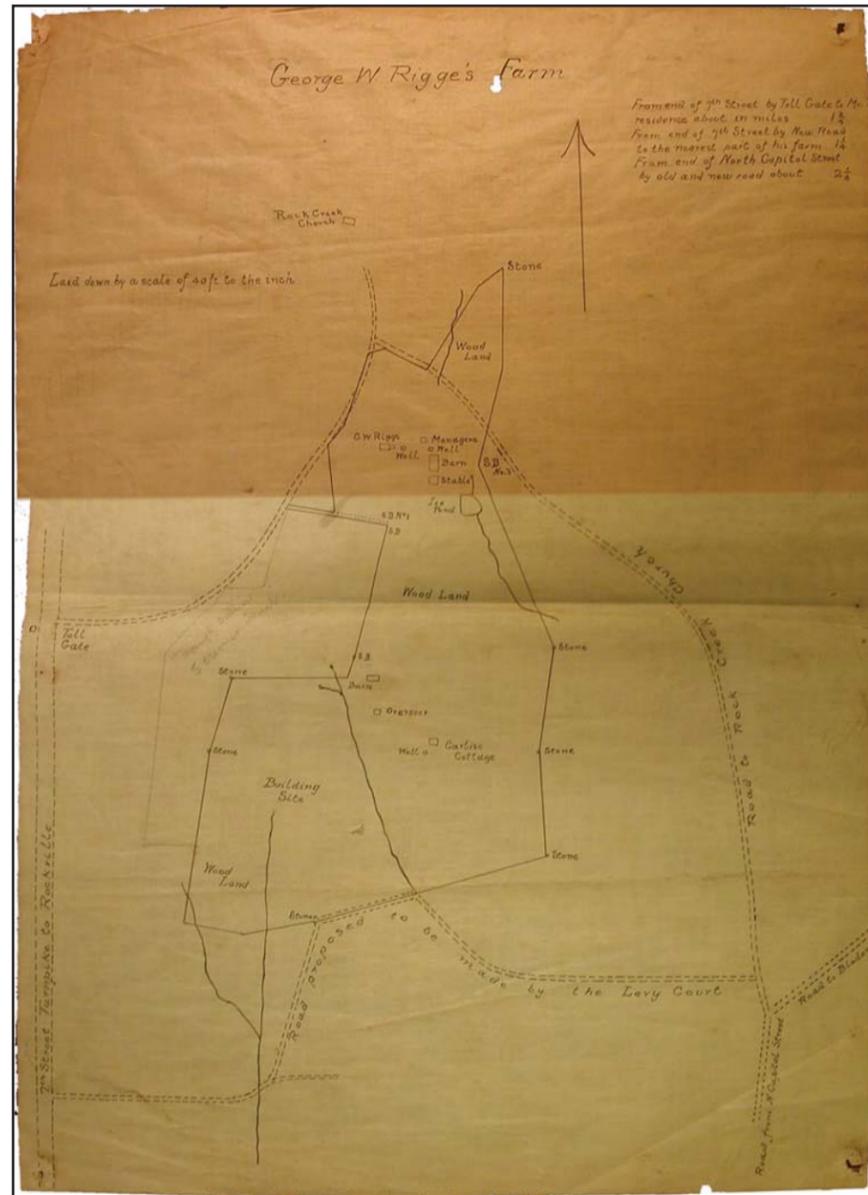


Figure 1: Map of George W. Rigge's Farm 1851. Records of the U.S. Soldiers' Home, RG 231, National Archives, Washington, DC.



Figure 2: Boschke, A. Topographical Map of the District of Columbia Surveyed in the Years 1856, '57, '58, and '59. Washington, D.C.: D. McClelland, Blanchard & Mohun, 1861. (Courtesy of Library of Congress)

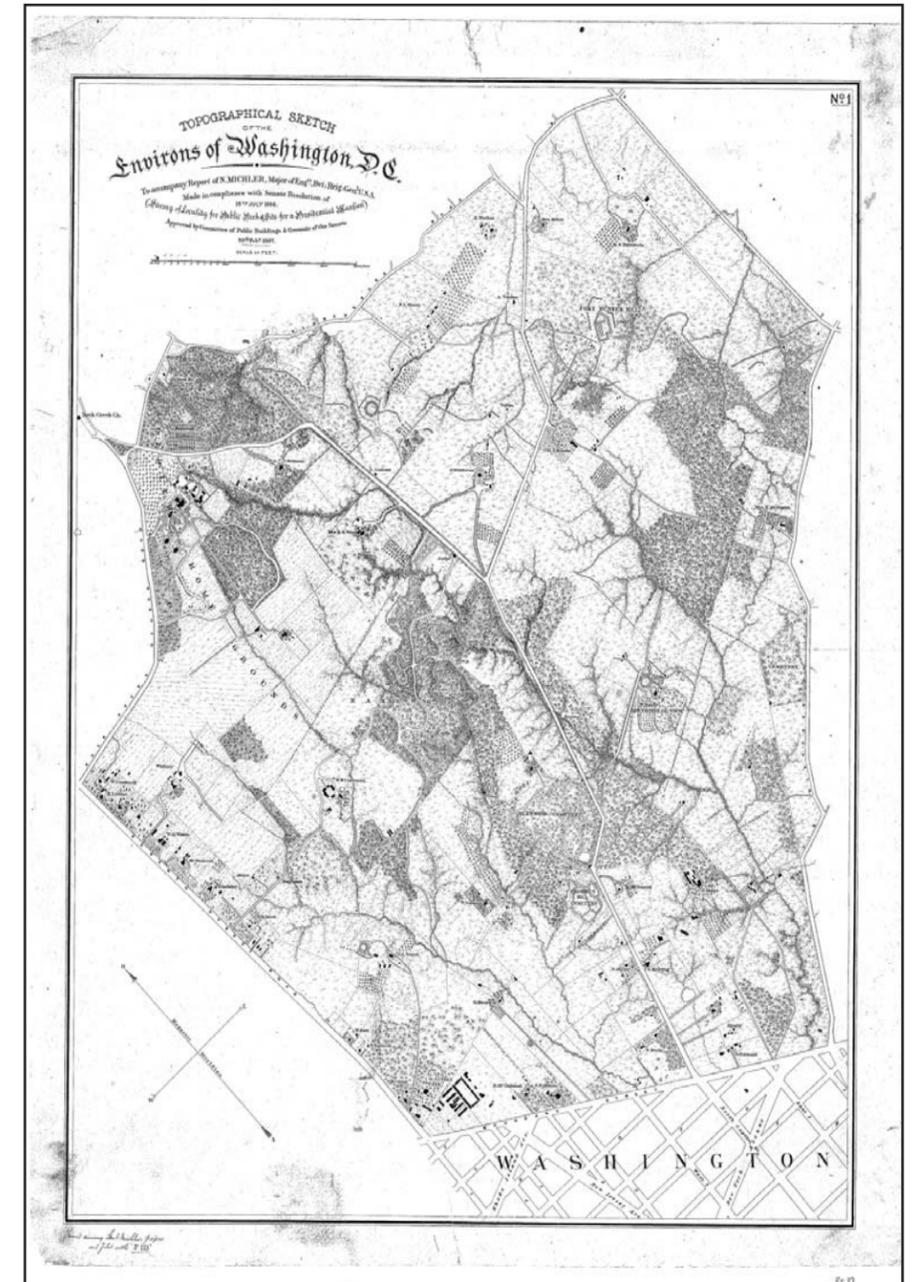


Figure 3: Michler, Nathaniel. Topographical sketch of the environs of Washington, D.C.: Survey of locality for public park & site for a presidential mansion to accompany report of N. Michler, Major of Eng'rs, Bvt. Brig. Gen'l U.S.A. Washington, DC, 1866/1867. (Courtesy of Library of Congress)



Figure 4: Bootes, Samuel. *Map of Old Solder's Home and Adjoining Land Laying Between the Seventh Street and Harewood Roads near Washington, D.C.*, ca. 1870 (Courtesy of the District of Columbia Historical Society)

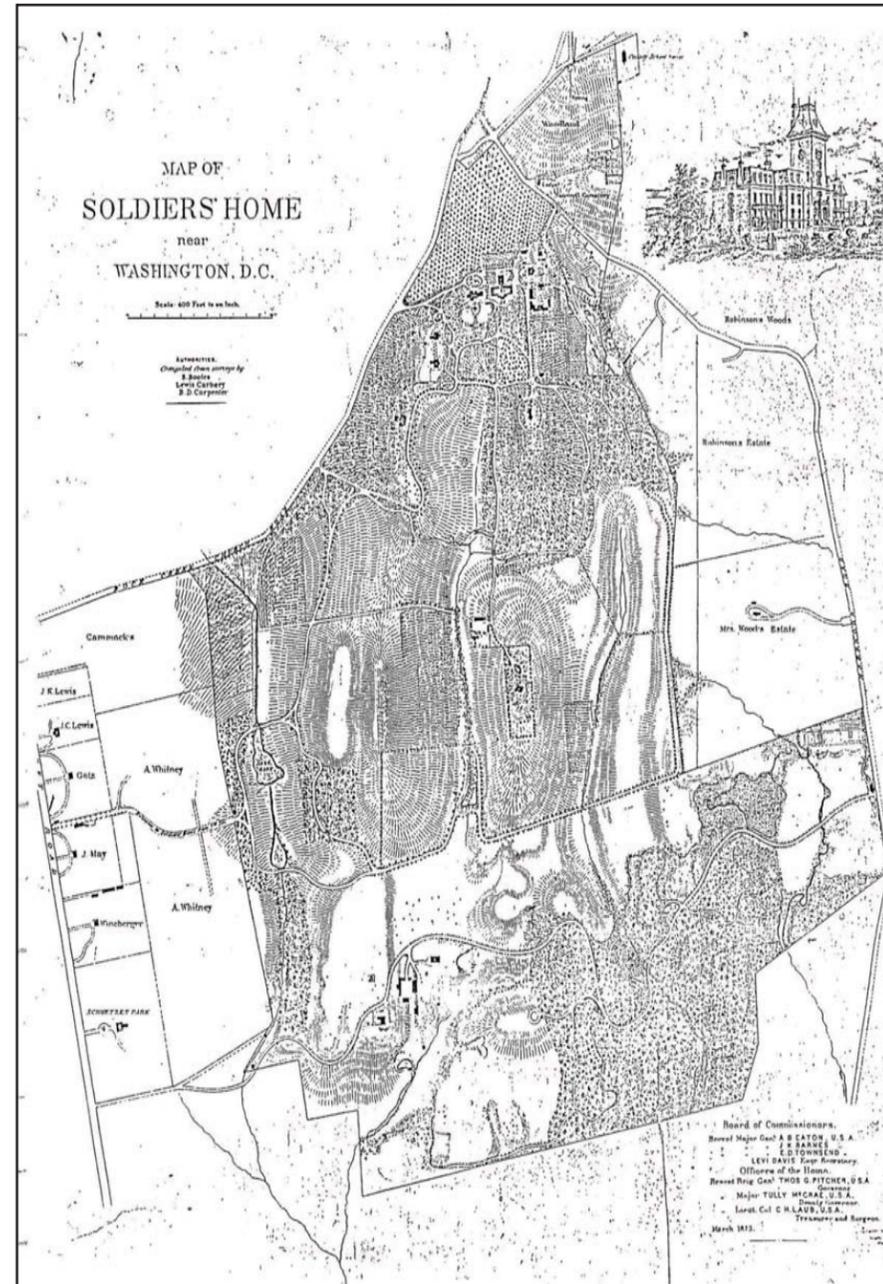


Figure 5: Bootes, S., Lewis Carbery, and B.D. Carpenter, *Map of Soldiers' Home near Washington, D.C.* New York: American Photo-Lithograph Company, 1873. (Courtesy of the Office of the AFRH Architect)

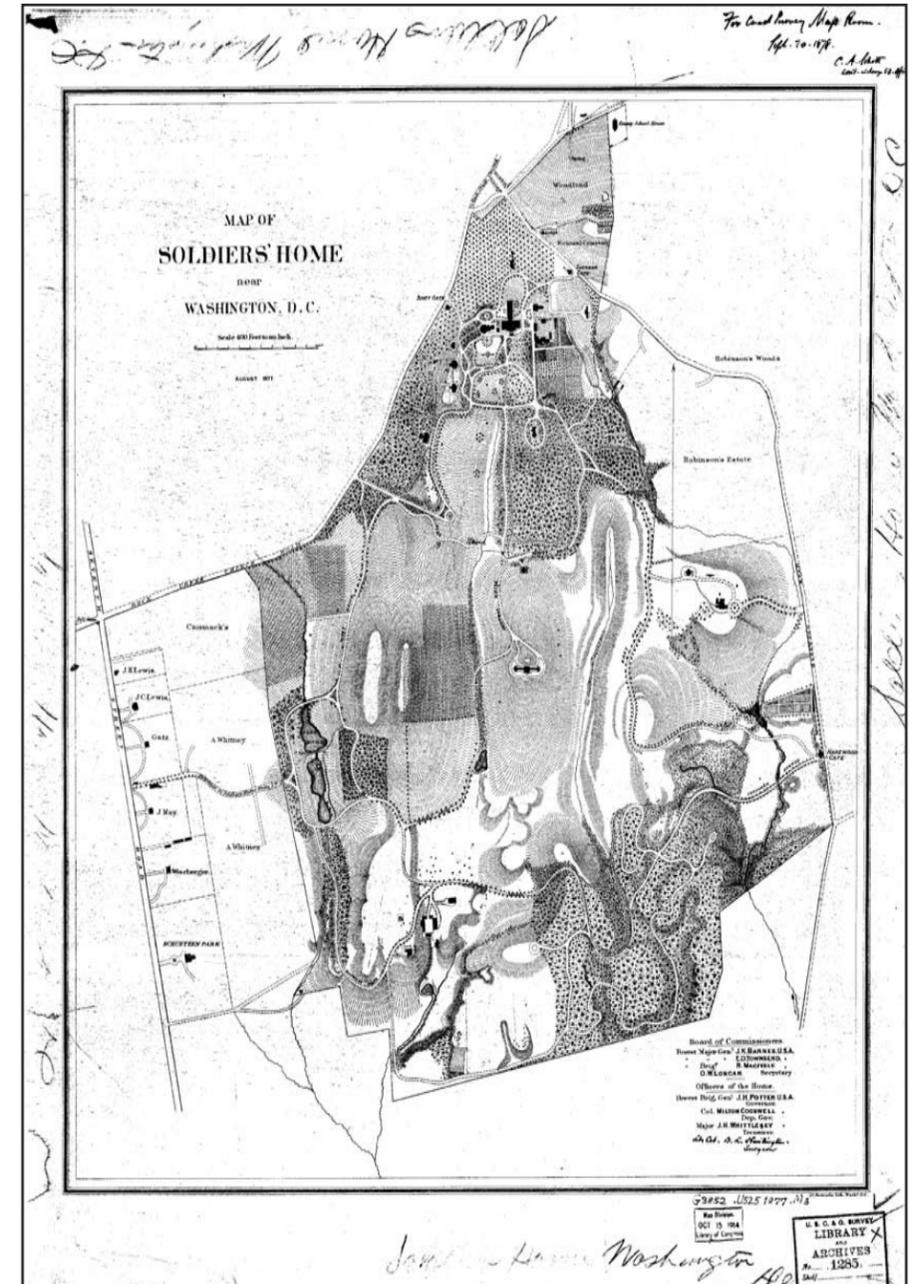


Figure 6: J.C. Entwistle, Lithographs. *Map of Soldiers' Home near Washington, D.C.* Washington, DC, 1877. (Courtesy of the Office of the AFRH Architect)

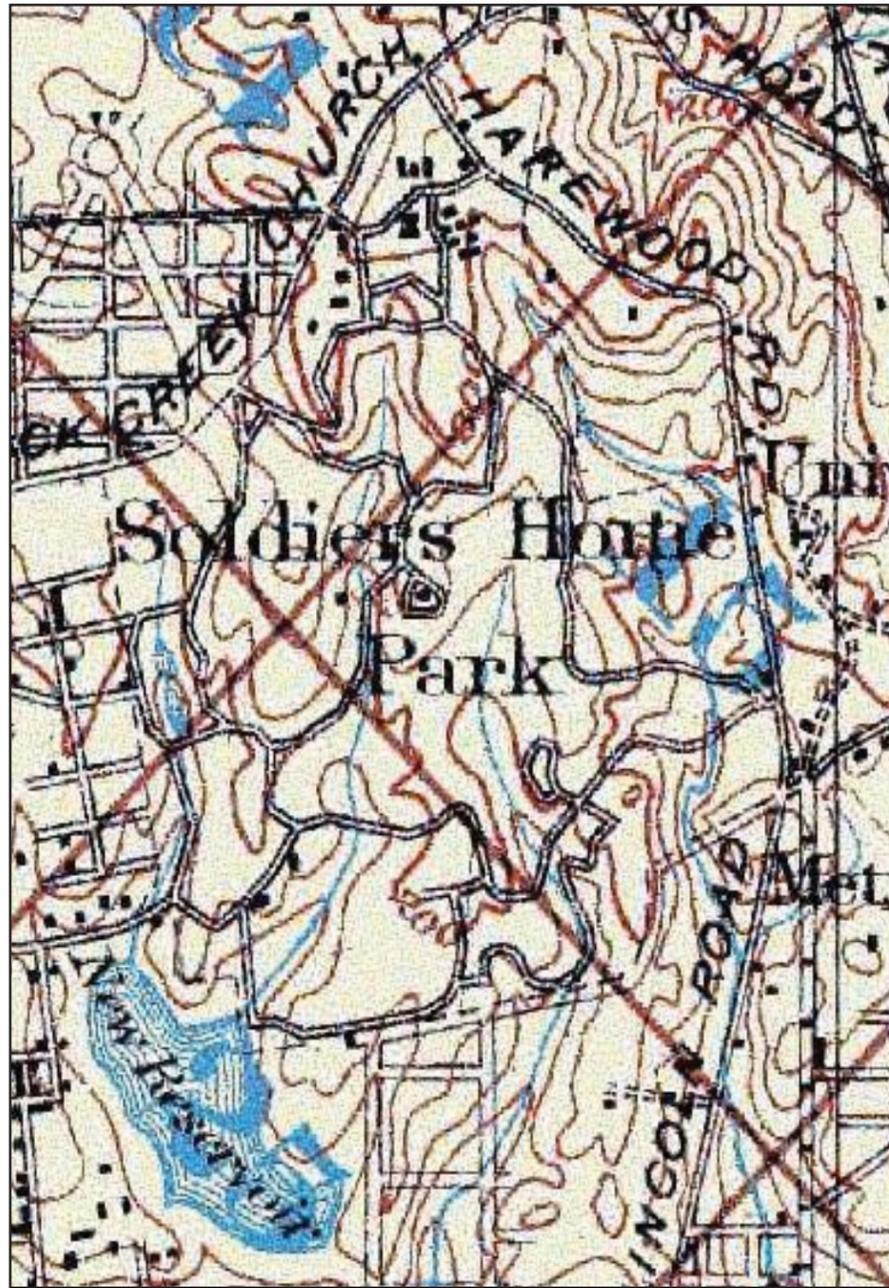


Figure 7: U.S. Coast and Geodetic Survey, *Survey of Washington and Vicinity*, 1888.

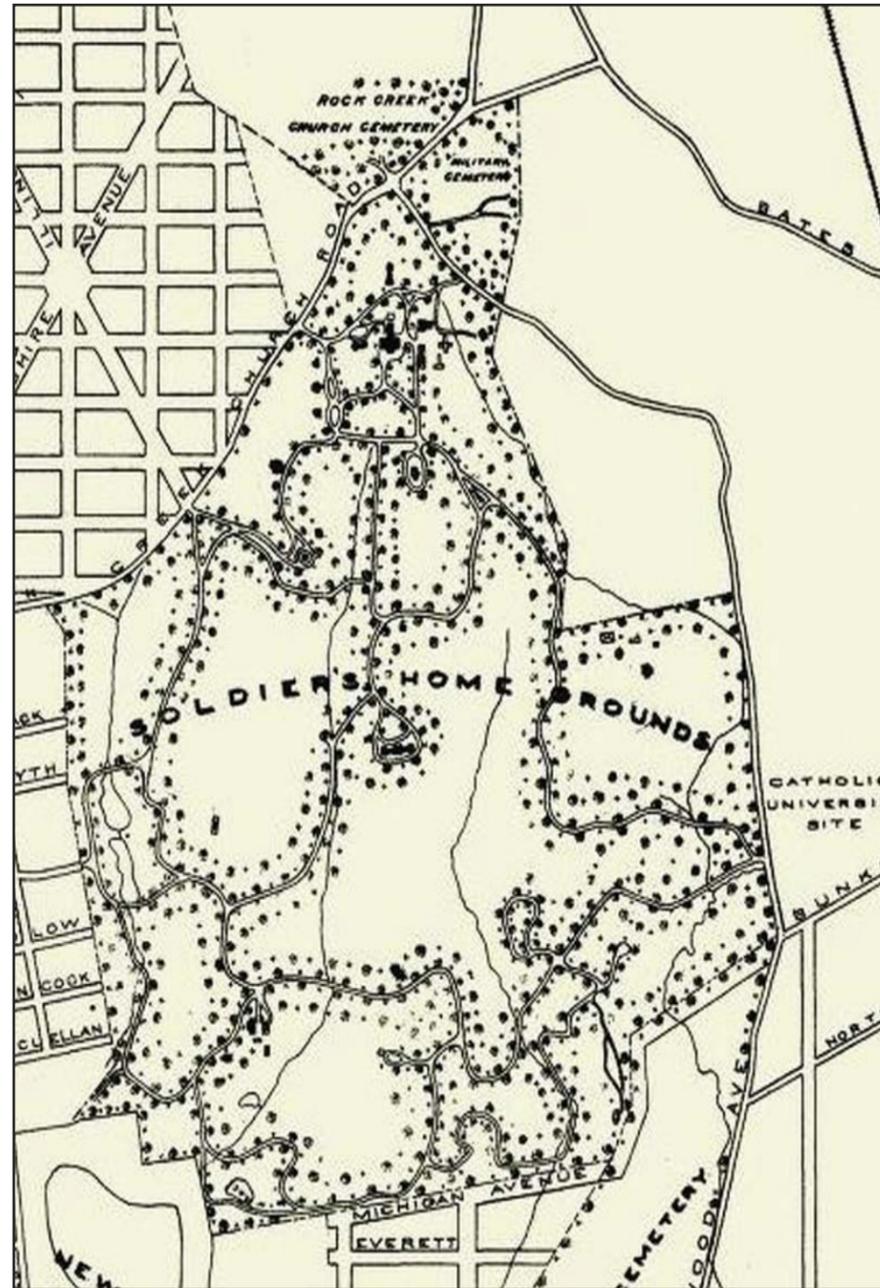


Figure 8: Lusk, J.L. *Sewers, City of Washington, to Accompany the Annual Report of the Commissioners*. Washington, DC, 1892.

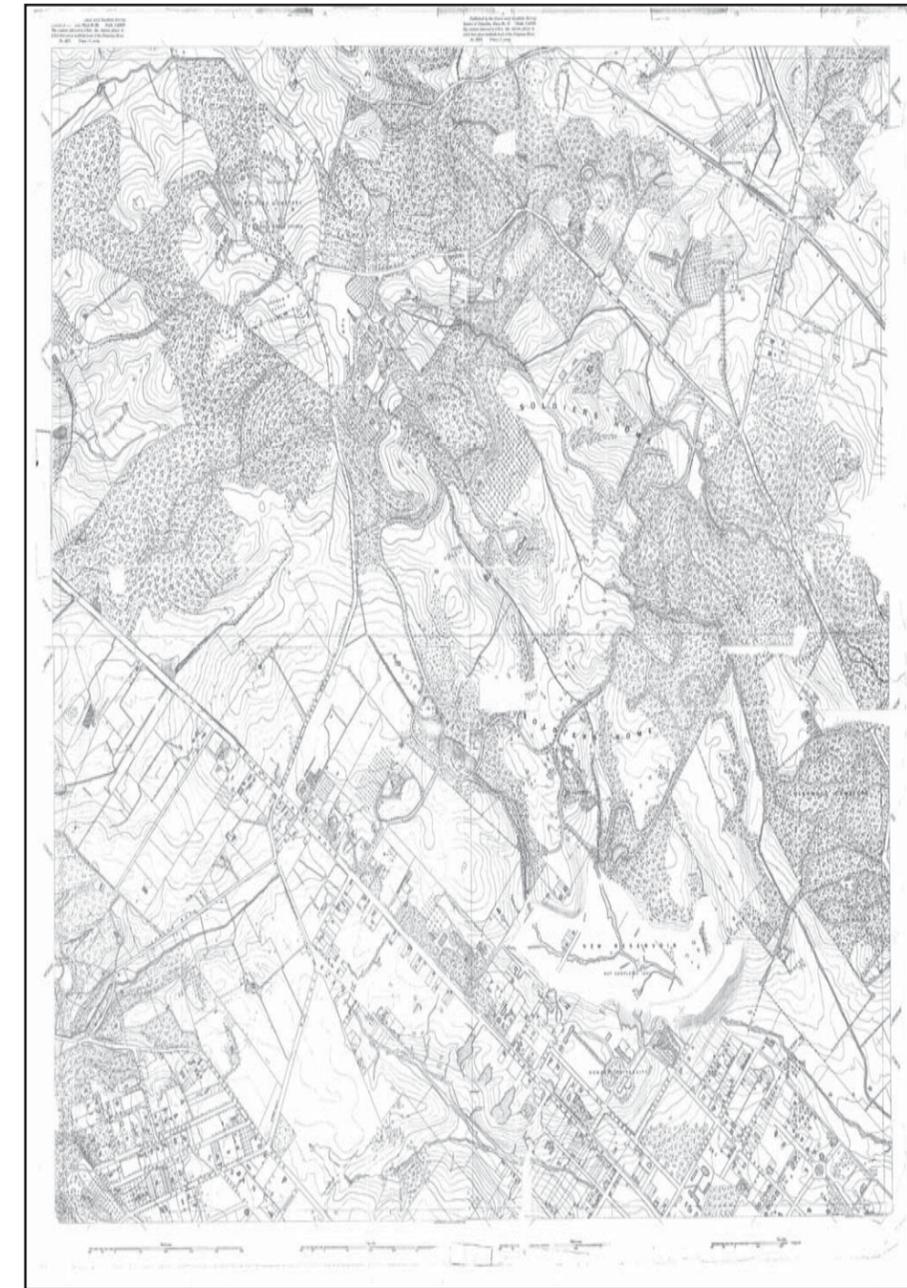


Figure 9: U.S. Coast and Geodetic Survey, *District of Columbia, Sheets 14, 15, 24 and 25*. Washington, DC, 1894.

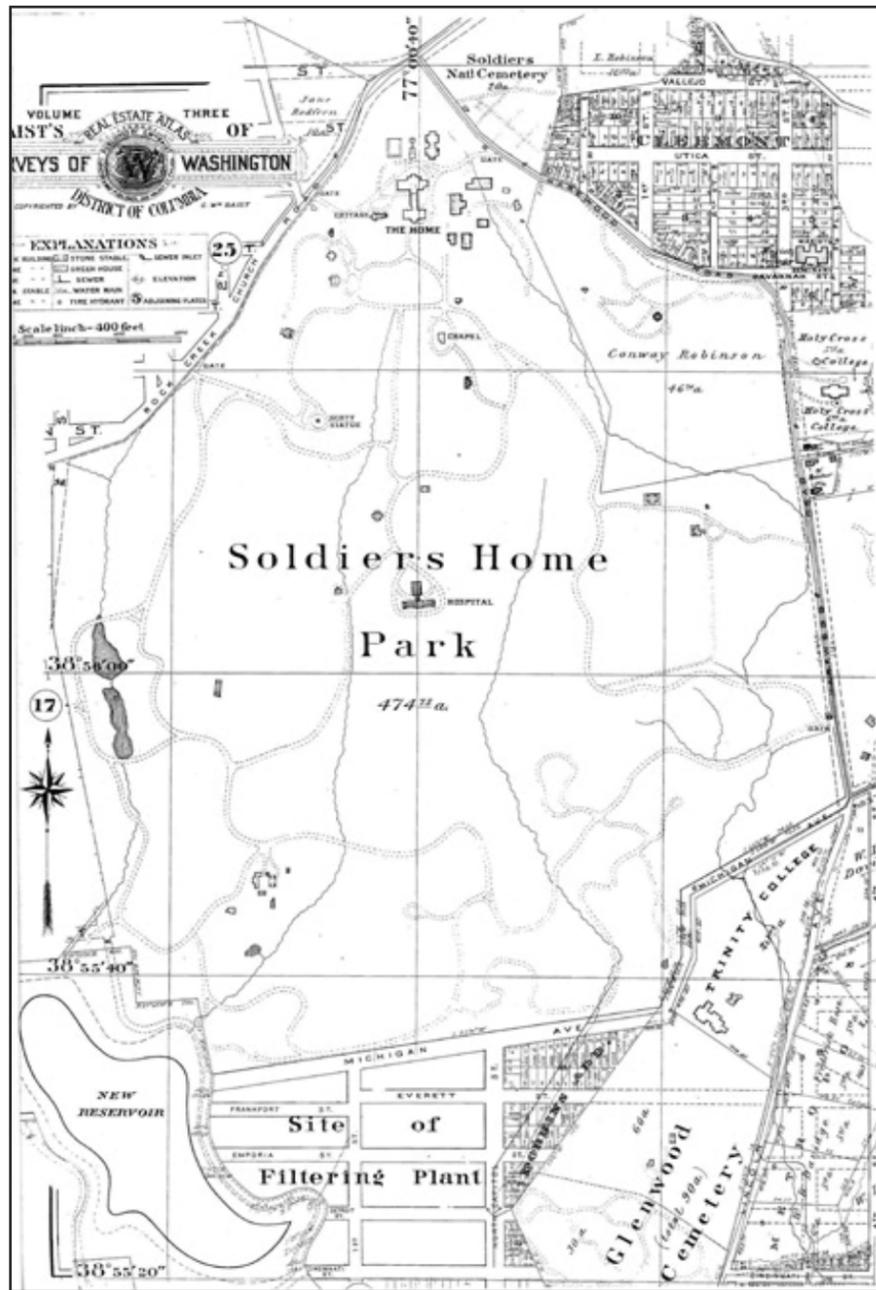


Figure 10: Baist, G. William. Real Estate Atlas Survey of Washington, District of Columbia. Philadelphia: G. William Baist and Sons, vol. 3, 1903.

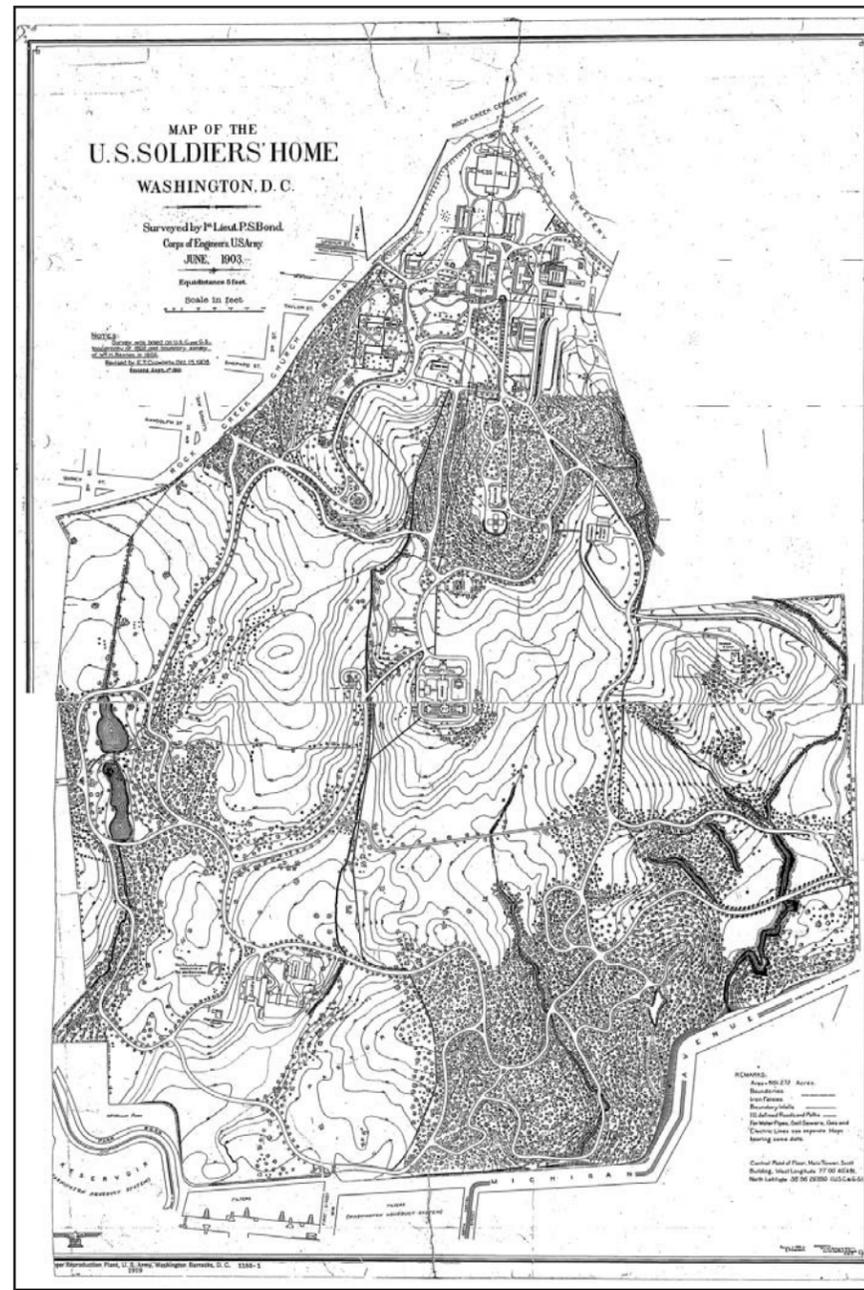


Figure 11: Bond, Paul S. 1879 Map of the U.S. Soldiers' Home, Washington, D.C. surveyed by 1st Lieut. P.S. Bond, U.S. Army, Corps of Engineers, June 1903. Washington, DC: United States Army Corps of Engineers, 1903. (Courtesy of the Office of the AFRH Architect)

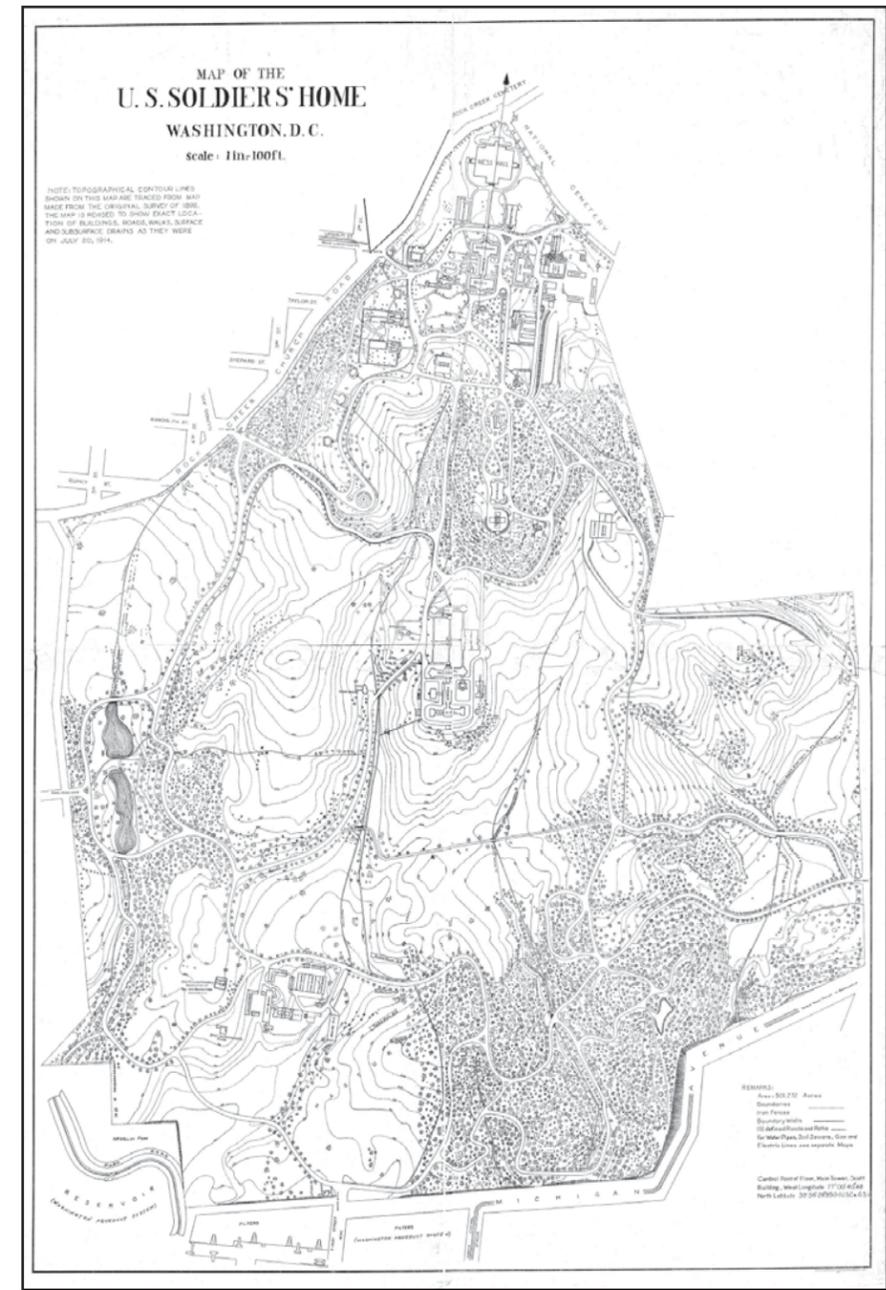


Figure 12: Map of the U.S. Soldiers' Home, Washington, D.C., 1914. (Courtesy of the Office of the AFRH Architect)

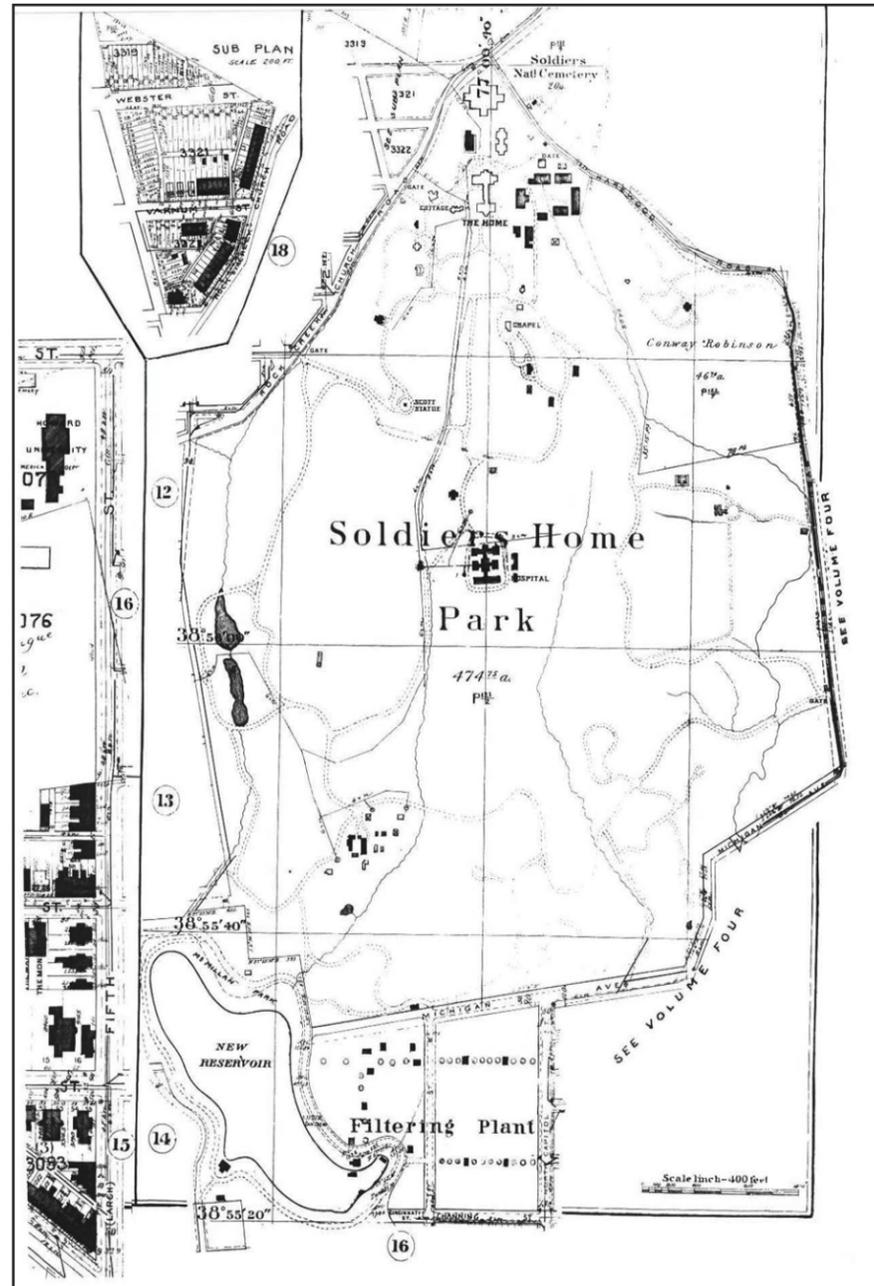


Figure 13: Figure 9: Baist, G. William. Real Estate Atlas Survey of Washington, District of Columbia. Philadelphia: G. William Baist and Sons, vol. 3, 1919.

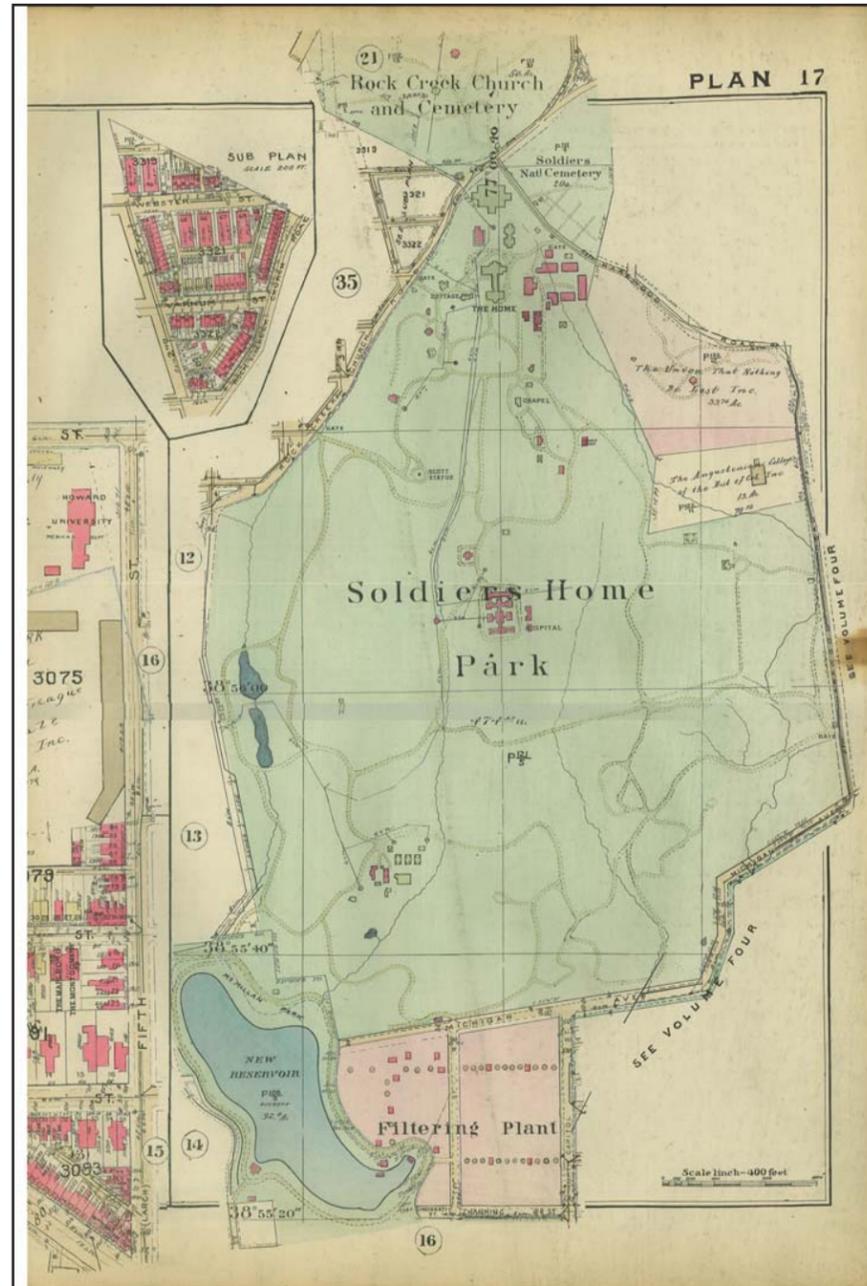


Figure 14: Figure 9: Baist, G. William. Real Estate Atlas Survey of Washington, District of Columbia. Philadelphia: G. William Baist and Sons, vol. 3, 1925.

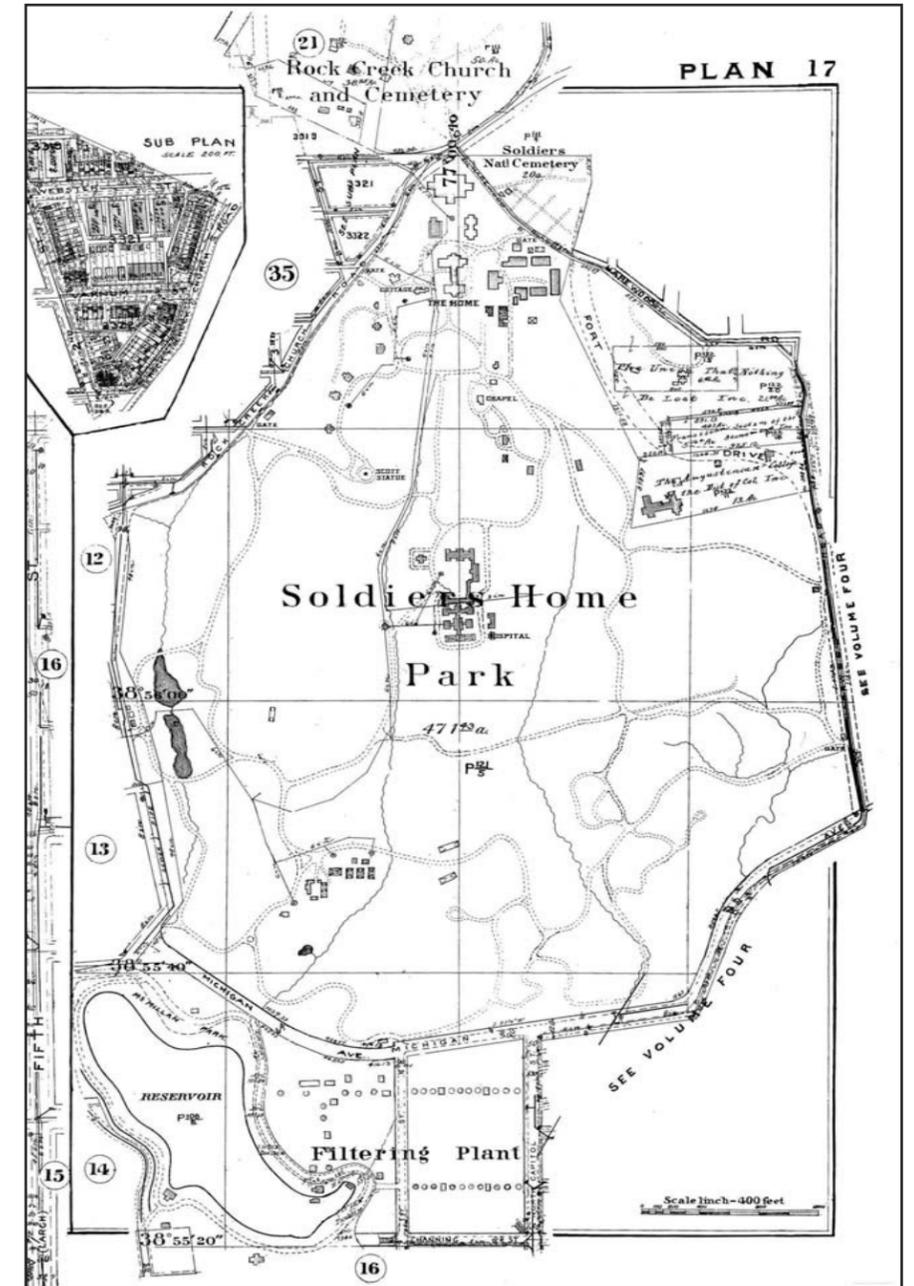


Figure 15: Figure 9: Baist, G. William. Real Estate Atlas Survey of Washington, District of Columbia. Philadelphia: G. William Baist and Sons, vol. 3, 1931.



Figure 16: U.S. Engineer Office. United States Soldiers' Home, Washington, D.C., Site Plan. Washington, D.C., 1944. (Courtesy of the Office of the AFRH Architect)



Figure 17: Aerial photograph of the AFRH, 1945 (Courtesy of the Office of AFRH Architect)



Figure 18: Porter and Lockie, *United States Soldiers' Home Site Plan*, Washington, D.C., 1947. (Courtesy of the Office of the AFRH Architect)

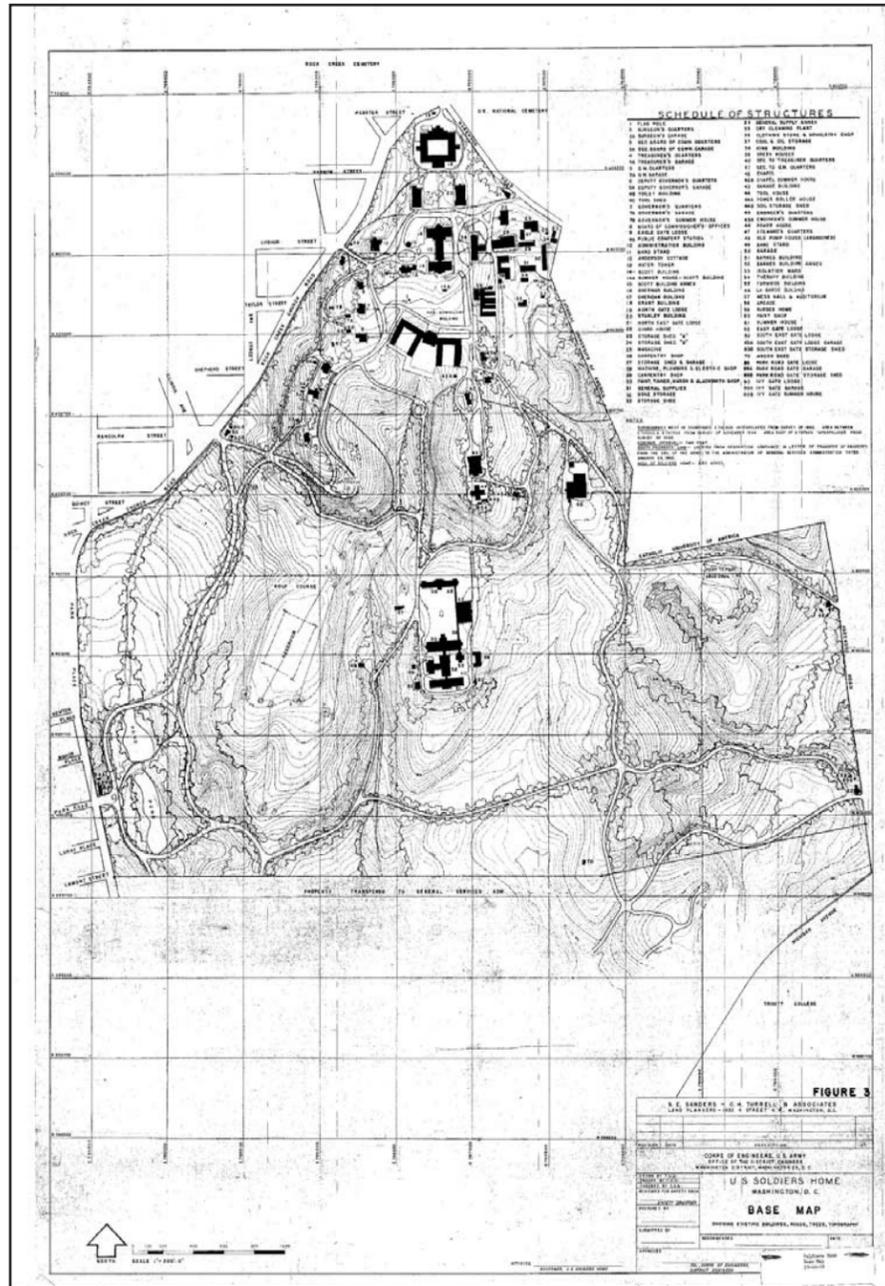


Figure 19: Sanders, S.E. and C. H. Turrell, and Associates. US Soldiers Home, Washington, D.C., Base Map. Washington, DC: United States Army Corps of Engineers, 1952.

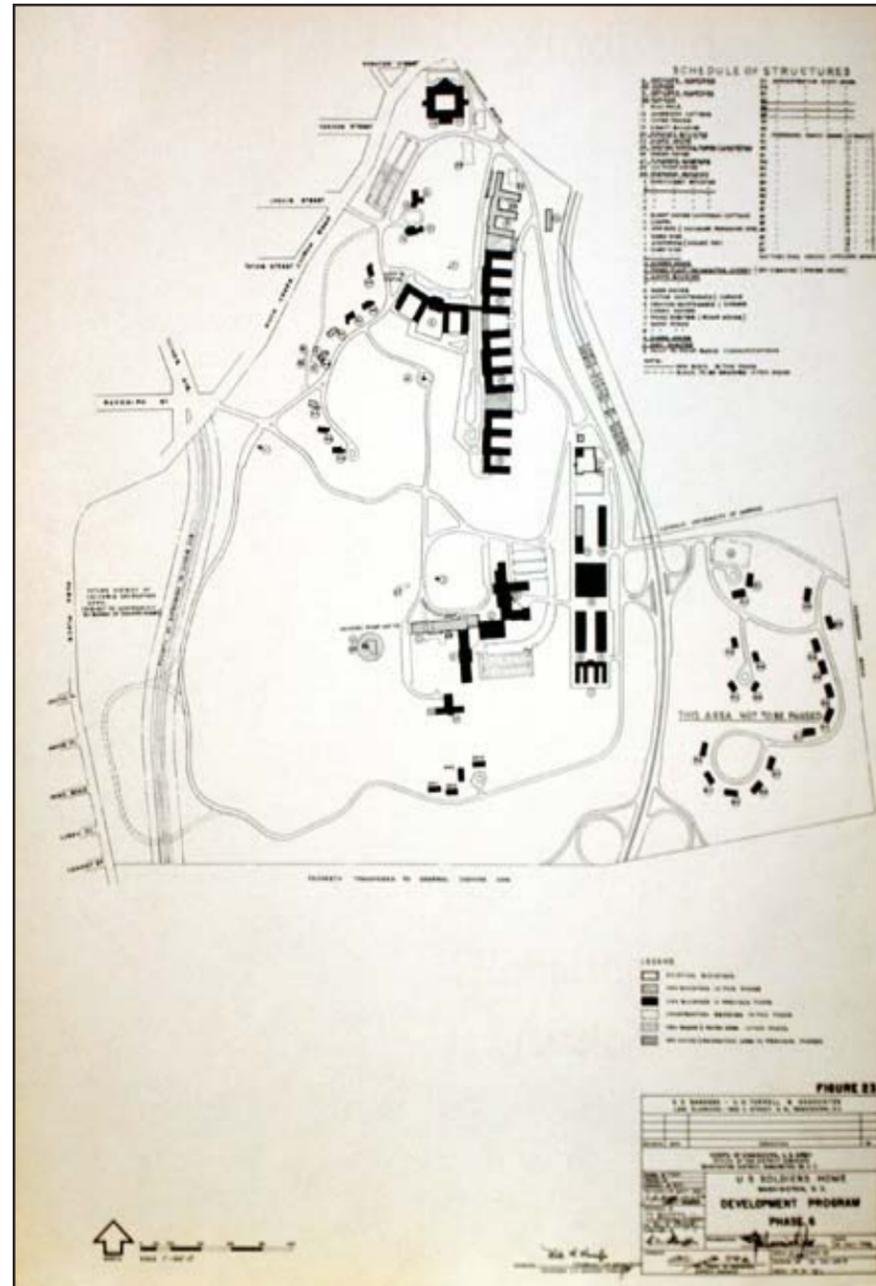


Figure 20: U.S. Army Corps of Engineers, U.S. Soldiers' Home, Washington, D.C., Development Program Phase 6, Washington, D.C., 1953. (Courtesy of the AFRH Architect)

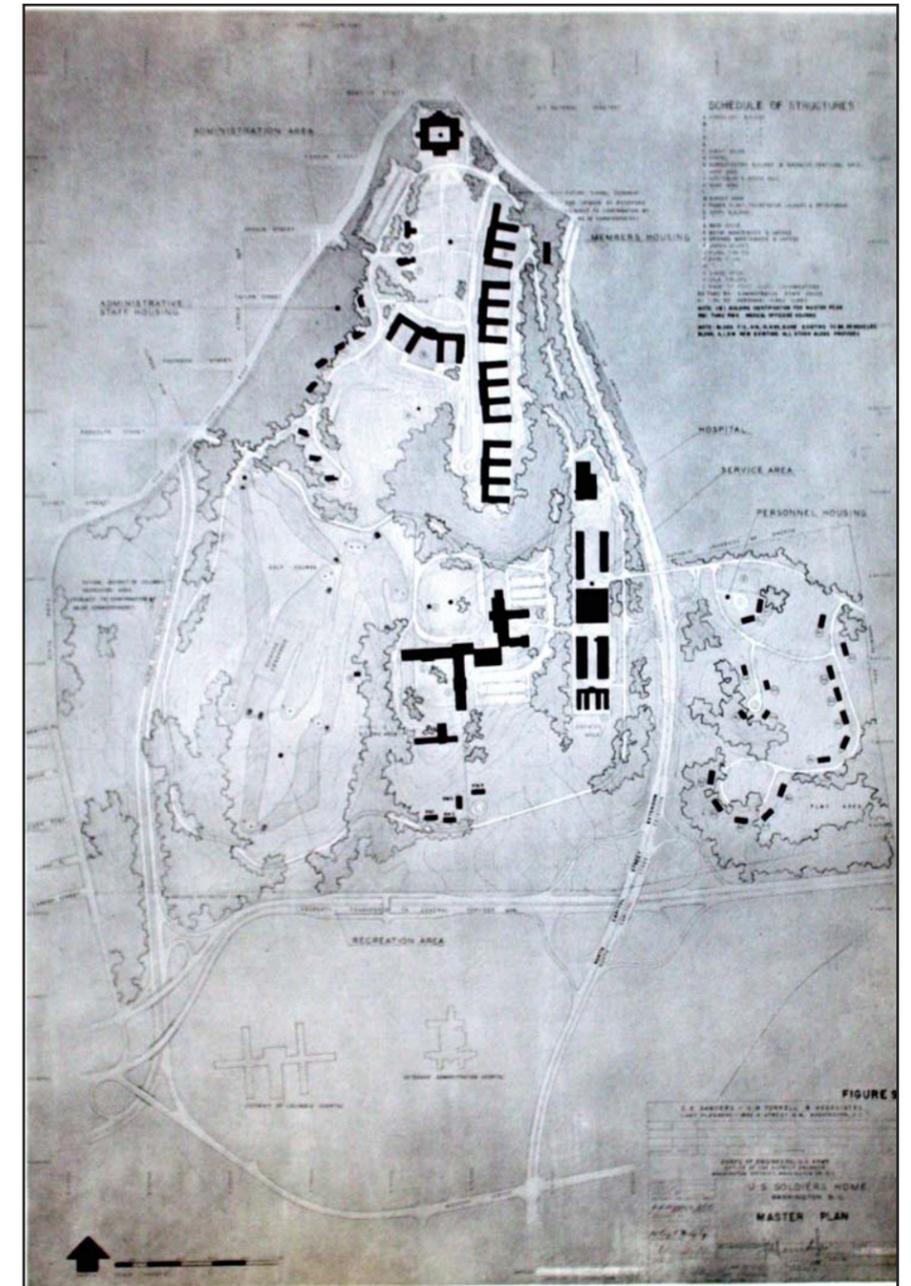


Figure 21: Figure 19: U.S. Army Corps of Engineers, U.S. Soldiers' Home, Washington, D.C., Master Plan, Washington, D.C., 1953. (Courtesy of the Office of the AFRH Architect)

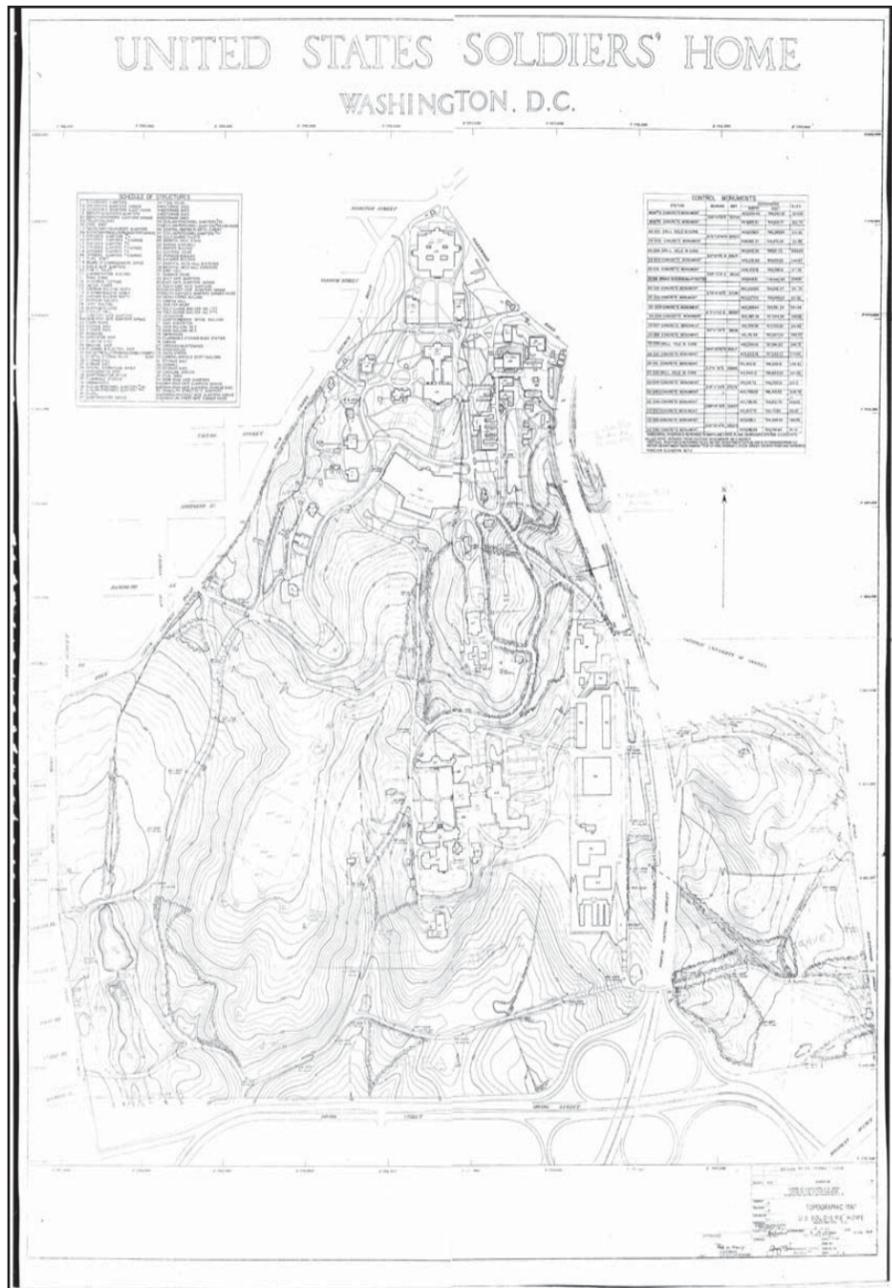


Figure 22: U.S. Army Corps of Engineers, *Topographic Map of the U.S. Soldiers' Home, Washington, D.C.*, Washington, D.C., 1958. (Courtesy of the Office of the AFRH Architect)

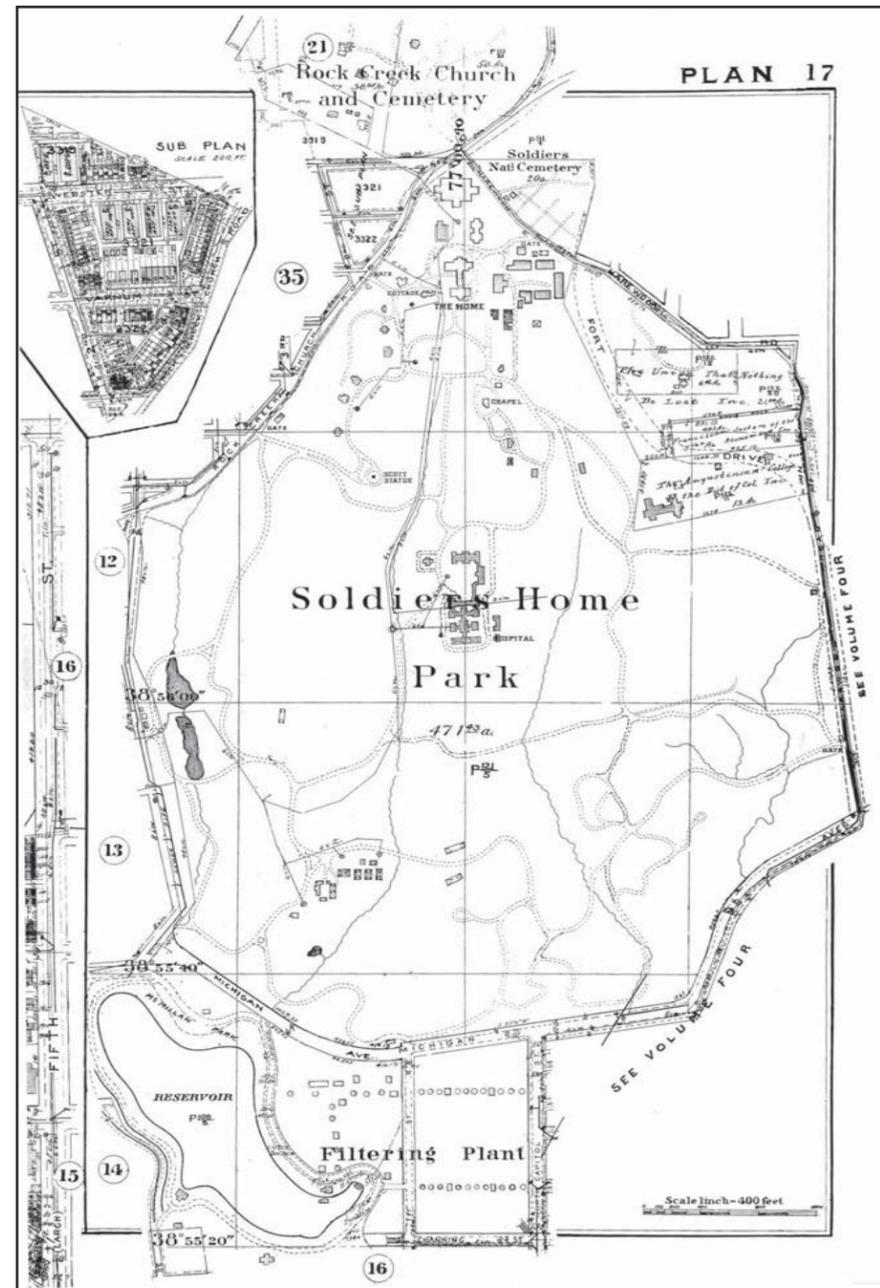


Figure 23: Baist, G. William. *Real Estate Atlas Survey of Washington, District of Columbia*. Philadelphia: G. William Baist and Sons, vol. 3, 1960.

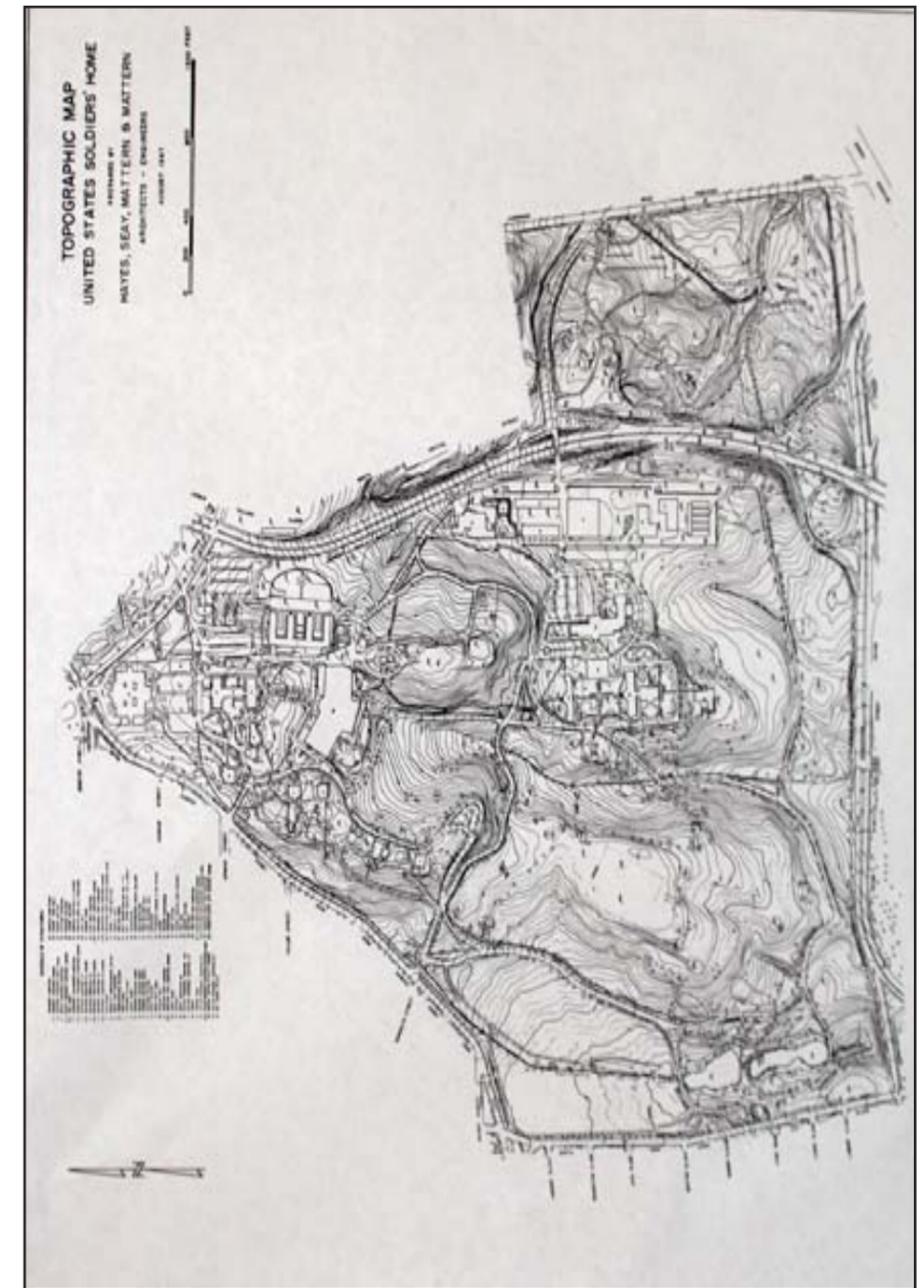


Figure 24: Hayes, Seay, Mattern and Mattern, *Topographic Map of the United States Soldiers' Home*, August 1967. (Courtesy of the Office of the AFRH Architect)

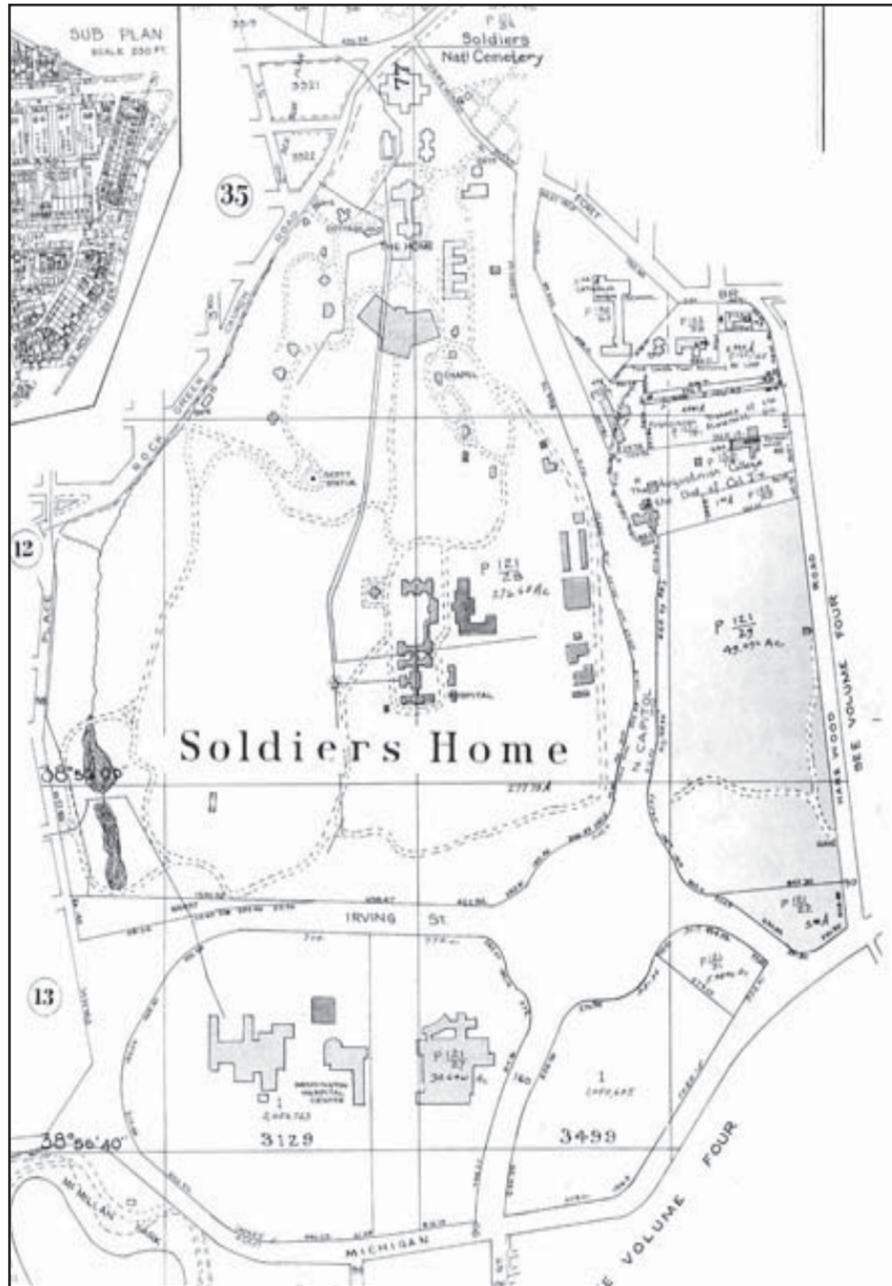


Figure 25: Baist, G. William. *Real Estate Atlas Survey of Washington, District of Columbia*. Philadelphia: G. William Baist and Sons, vol. 3, 1968.

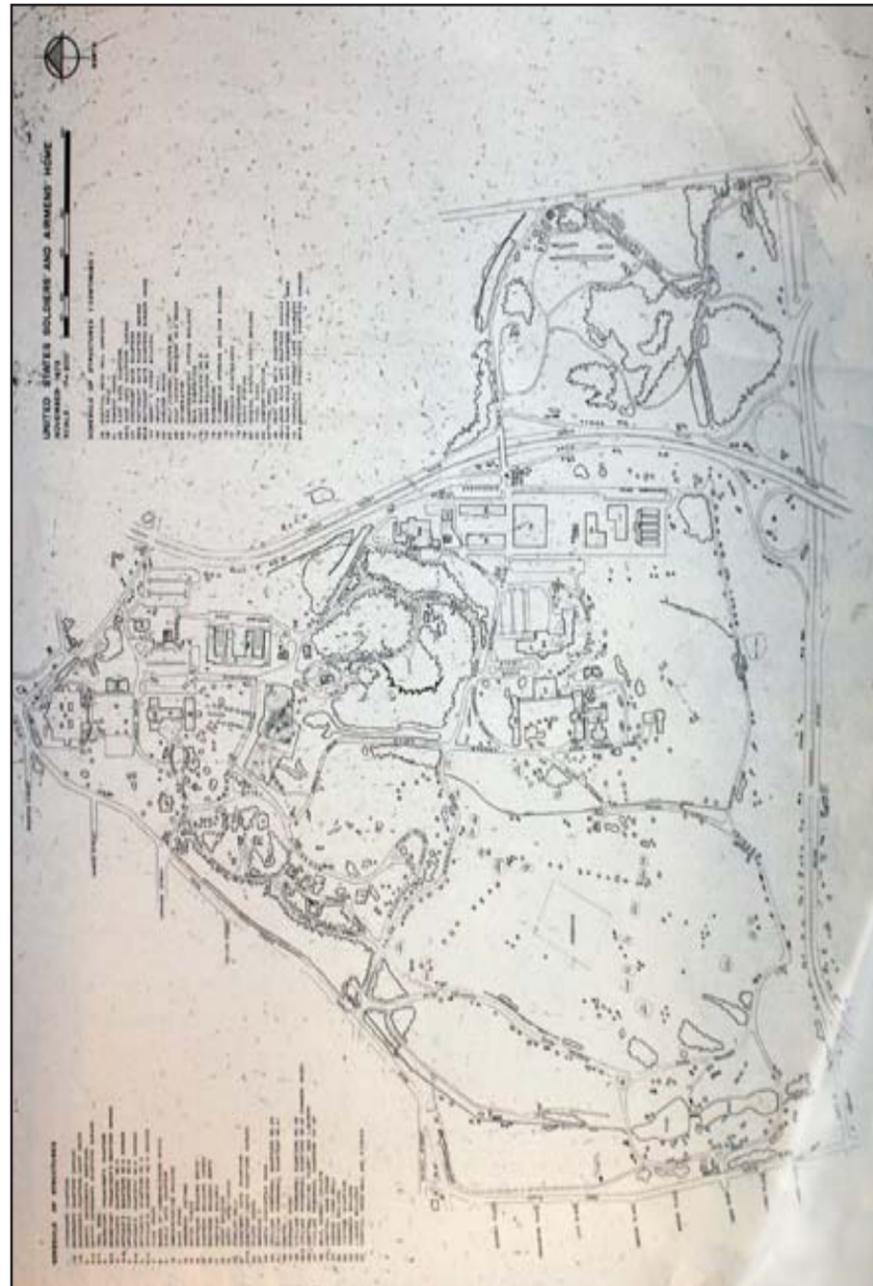


Figure 26: *United States Soldiers' and Airmen's Home*, November 1975. (Courtesy of the Office of the AFRH Architect)

## SUMMARY OF ARCHIVAL RESOURCE COLLECTIONS

### General

The *United States Congressional Serial Set* contains congressional documents (e.g., Senate and House reports, executive documents, etc.) published since the establishment of a constitutional government. The Home's various annual reports as well as federal investigations of the institution were published in these records. The *Serial Set* is available in microform in libraries holding government documents collections.

### National Archives and Records Administration

There are two Washington, D.C., metropolitan area National Archives facilities with Military Asylum/Soldiers' Home records.

#### **National Archives Building, Washington, D.C.**

700 Pennsylvania Avenue, NW  
Washington, DC 20408

The main National Archives building holds the bulk of the Home's records. They are organized under Record Group 31 (RG 31), Records of the Armed Forces Retirement Home. A finding aid – *Preliminary Inventory of the United States Soldiers' Home (Record Group 231)* – was completed in 1965. It contains all textual accessions up to the date of its completion. Subsequent accessions have not yet been added to the finding aid nor have they been added to the printed hierarchical reference report. These files contain mainly textual records; however, some photographs and maps are also included in the files.

There is an electronic research tool published in the National Archives Guide to Federal Records available at the agency's Web site. Its URL is:

<<http://www.archives.gov/research/guide-fed-records/groups/231.html>>

#### **National Archives at College Park**

8601 Adelphi Road  
College Park, MD 20740

- *Records of the Office of the Surgeon General* (RG 231): Plans of Hospitals and Medical Buildings.
- *Records of the Commission of Fine Arts* (RG 66), D.C. Area ("Soldiers' Home).
- *Records of the Coast and Geodetic Survey* (RG 23): maps.

### Library of Congress

The Library of Congress Prints and Photographs Reading Room has extensive photographic collections. Photographs of the Home and its buildings throughout the nineteenth and early twentieth century are archived there. A small fraction of the Library of Congress holdings has been digitized. The Library of Congress Web portal includes searchable catalogs of its collections. Search results include links to digitized photographic material, some of which is available in archival (TIFF) format for downloading.

The Library of Congress also has digitized a substantial collection of congressional documents as part of its *American Memory* project. Laws, bills, debates, and other documents relevant to the Home and created during congressional sessions prior to 1876 are available in electronic format via the project's search portal in the "Century of Lawmaking" section at this URL: <<http://memory.loc.gov/ammem/amlaw/lawhome.html>>

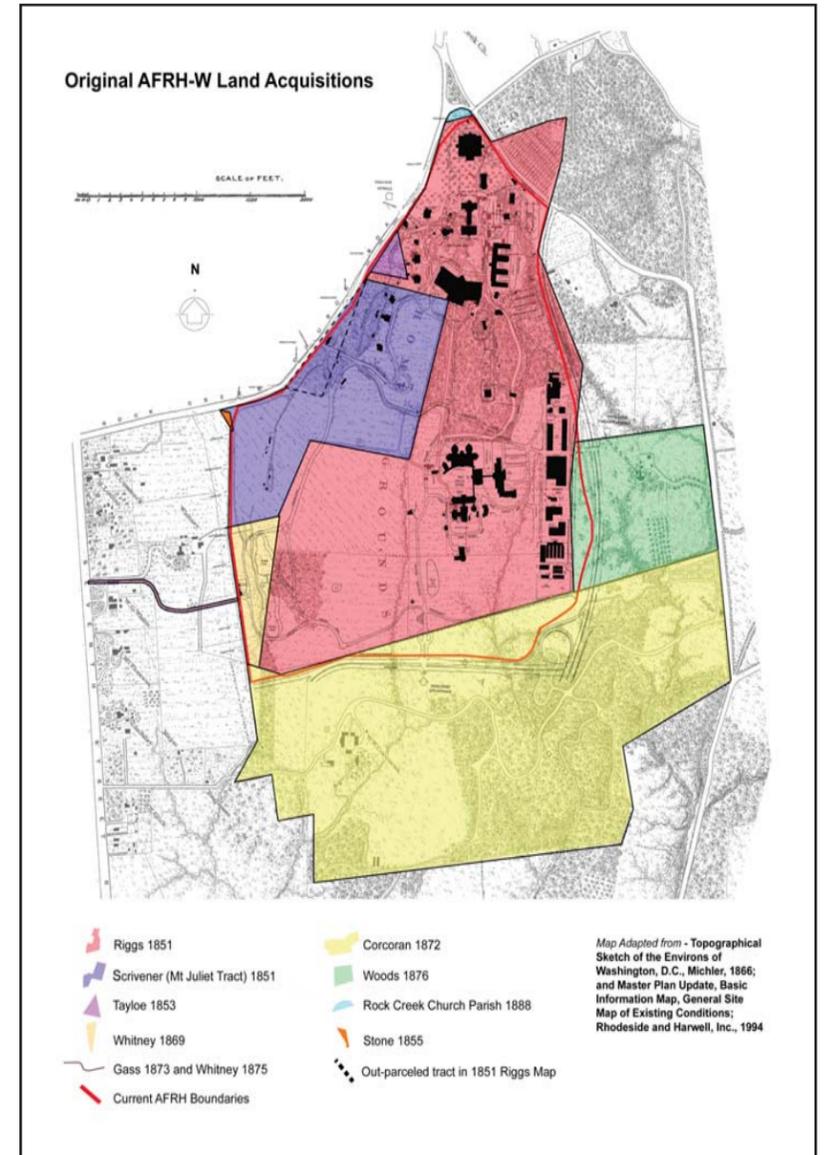
Another collection within the American Memory project includes photographs, drawings, and historical reports prepared under the auspices of the National Park Service's Historic American Building Survey (HABS) and Historic American Engineering Record (HAER). HABS has conducted several projects within the Home and the results are being digitized for access via the Internet. The HABS and HAER collections may be accessed through this URL:

<b>AFRH-W PROPERTY ACQUISITIONS AND DISPOSALS</b>			
Date	Transaction	Acres	Resulting Acreage of Home
Dec. 12, 1851	Acq. from George W. Riggs and Wife, \$50,000.00	197.02	197.02
Dec. 12, 1851	Acq. Charles Scrivener (in conj. with the property of George W. Riggs), \$7,500.00	58.00	255.02
Oct. 1, 1853	Acq. from Benjamin O. Tayloe and William H. Tayloe, \$613.75	3.00	258.02
May, 1855	Acq. from James Stone, \$1,000.00	3.00	261.02
July 25, 1861	Acq. of Cemetery Lands	15.00	276.02
May 17, 1869	Acq. from Asa Whitney and Wife,	9.86	285.88
Dec. 7, 1872	Acq. from W.W. Corcoran, \$225,000.00	190.02	475.90
June 9, 1873	Acq. from Steward I. Gass and Wife, \$1,328.00	0.64	476.54
Aug. 1, 1873	Acq. from Catherine M. Whitney, \$526.25	0.24	476.78
Oct. 25, 1876	Acq. from Emily Woods and other, \$30,000	38.00	514.78
April 17, 1883	Transferred to War Department	(15.00)	499.78
April 18, 1888	Acq. from Rock Creek Church Parish, \$364.84	0.22	500.00
Dec. 5 1922	Transferred to D.C. Government for highway purposes- Rock Creek Church	(0.27)	499.73
Mar. 7 1929	Transferred to D.C. Government for highway purposes- Michigan Avenue east from First Street, N.W.	(0.42)	499.31
June 21, 1932	Transferred to D.C. Government for highway purposes- Michigan Avenue east from First Street, N.W.	(3.23)	496.08
May 31, 1933	Transferred to D.C. Government for highway purposes- Park Place	(0.58)	495.50
Feb. 21, 1950	Transferred to D.C. Government for highway purposes- Harewood Road, N.E.	(1.46)	494.04
Oct. 23, 1950	Transferred to D.C. Government for highway purposes- new south boundary of Home to Augustinian College	(7.16)	486.88
Oct. 23, 1950	Transferred to D.C. Government for highway purposes- Augustinian College to Harewood Road	(3.55)	483.33
	Transferred to D.C. Government for highway purposes- between North Capitol Street and Carroll High School	(1.74)	481.59
1950	Transferred to Washington Hospital Center	(46.70)	434.89
1950	Transferred to Veterans Administration for Hospital	(42.43)	392.46
April 23, 1951	Transferred to D.C. Government for highway purposes- Michigan Avenue to new south boundary of Home	(6.77)	385.69
Aug. 27, 1954	Transferred to D.C. Government for highway purposes- Park Place to First Street	(16.36)	369.33

Date	Transaction	Acres	Resulting Acreage of Home
	Transferred to D.C. Government for highway purposes- Northwest Cloverleaf	(3.19)	366.14
	Transferred to D.C. Government for highway purposes- Northwest Cloverleaf	(3.55)	362.59
	Transferred to D.C. Government for highway purposes- North Capitol Street to Michigan Avenue and Harewood Road	(12.11)	350.48
May 7, 1957	Transferred to D.C. Government for highway purposes- additional area for Michigan Avenue and Harewood Road	(1.57)	348.91
Jan. 9, 1959	Transferred to D.C. Government for Fringe Parking Lot	(5.48)	343.43
	Transferred to D.C. Government for Shrine Parking Lot Catholic Archdiocese	(5.48)	337.95
Feb. 26, 1959	Transferred to D.C. Government for fence line boundary	(0.96)	336.99
Mar. 3, 1960	Transferred back to the Home as not needed for highway purposes	(3.81)	333.18
Jan. 13, 1964	Transferred to D.C. Government for fence line- North Capitol Street	(1.80)	331.38
Dec., 1969	Transferred to Trinity College	(24.12)	307.26
2004	Transferred to the Catholic University of America	(46.00)	261.26
<b>Total Land Acquisitions</b>		<b>317.98</b>	<b>acres</b>
<b>Total Land Disposals</b>		<b>(253.74)</b>	<b>acres</b>

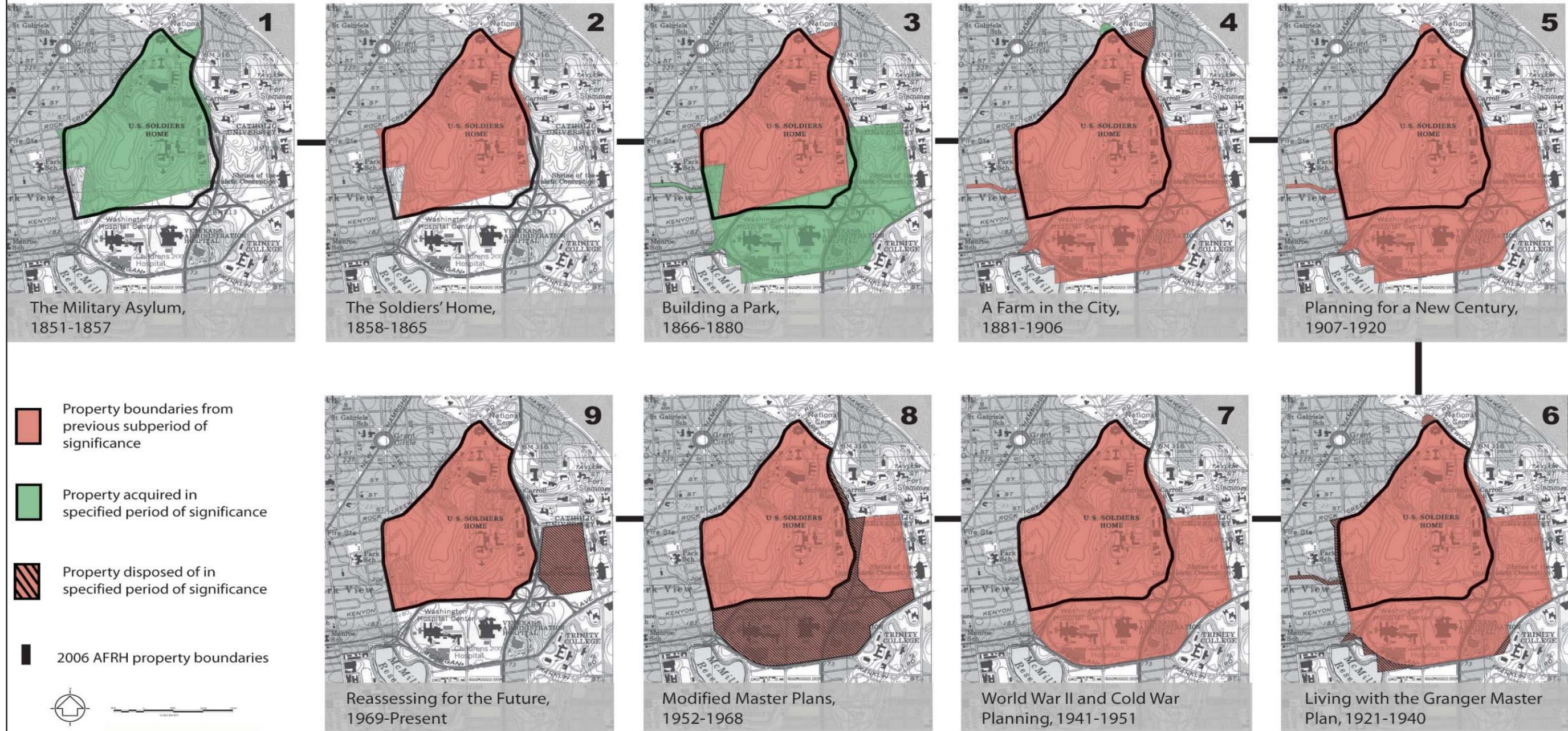
Information on land acquisitions and disposals was adapted from Appendix A of the 1985 Preservation Plan for the AFRH-W. [Geier Brown Renfrow Architects, "Preservation Plan, United States Soldiers' and Airmen's Home, Washington, DC" (report prepared for the Department of the Army, Project No. 223, Washington, DC, July 19, 1985)];

The 1985 report did not include a citation for the land acquisition/disposal information, but the table is comparable to information found in the Records of the United States Soldiers' Home, (RG 231) at the National Archives in Washington, DC. [(Commissioners and Trustees Files, Meetings 1858 to Meetings 1890, fol. Annual Reports, box 1, entry 8A, RG 231, National Archives, Washington, DC)].



# Soldiers' Home Property Acquisitions and Disposals by Subperiod of Significance

The following diagram shows the boundaries of the Soldiers' Home as they changed over time, starting with the first property acquisition in 1851.



EHT Traceries, Inc., 2006.  
 Base Map adapted from the USGS Washington West Quadrangle Map, 1983.

**LIST OF SOLDIERS' HOME GOVERNORS**

Goode, Colonel Paul R. *The United States Soldiers' Home: A History of its First Hundred Years.*  
Virginia: William Byrd Press, Inc., 1957.

NAME AND RANK	FROM	UNTIL
Col. Ichabod B. Crane, 1 <sup>st</sup> Artillery	June 23, 1851	Nov. 1, 1853
Col. Mathew M. Payne, 2 <sup>nd</sup> Artillery	Nov. 1, 1854	Mar. 31, 1858 <sup>1</sup>
Col. (Brig. Gen.) Justin Dimick, Retired	Feb. 8, 1864	April 1, 1868
Lt. Col. (Maj. Gen.) John B. McIntosh, 42 <sup>nd</sup> Infantry	April 1, 1868	July 1, 1868
Col. (Brig. Gen.) Albemarle Cady, Retired	July 1, 1868	Jan. 29, 1860
Col. Arthur T. Lee, Retired	Sep. 13, 1869	Feb. 21, 1870
Col. Arthur T. Lee, Retired	April 16, 1870	Oct. 5, 1871
Col. (Brig. Gen.) Thomas G. Pitcher, 1 <sup>st</sup> Infantry	Oct. 5, 1871	July 1, 1877
Col. (Brig. Gen.) Joseph H. Potter, 24 <sup>th</sup> Infantry	July 1, 1877	July 2, 1881
Col. (Maj. Gen.) Samuel D. Sturgis, 7 <sup>th</sup> Cavalry	July 2, 1881	May 15, 1885
Col. (Maj. Gen.) Henry J. Hunt, Retired	May 15, 1885	Feb. 11, 1889
Brig. Gen. (Maj. Gen.) Orlando B. Willcox, Retired	Sep. 14, 1893	April 16, 1898
Brig. Gen. John C. Kelton, Retired	July 9, 1892	July 15, 1893
Brig. Gen. (Maj. Gen.) David S. Stanley, Retired	Sep. 14, 1893	April 16, 1898
Brig. Gen. George D. Ruggles, Retired	April 16, 1898	Jan. 11, 1903
Brig. Gen. Hamilton S. Hawkins, Retired	Jan. 11, 1903	Mar. 27, 1910
Lt. Gen. Samuel B. M. Young, Retired	April 28, 1910	April 30, 1920
Maj. Gen. (Gen.) Tasker H. Bliss, Retired	May 1, 1920	April 30, 1927
Maj. Gen. Henry P. McCain, Retired	May 1, 1927	April 30, 1936
Maj. Gen. Frederick W. Coleman, Retired	May 1, 1936	Jan. 5, 1945
Maj. Gen. Howard K. Loughry, Retired	June 1, 1945	July 31, 1951
General Wade H. Haislip, Retired	Aug. 1, 1951	

**LIST OF SOLDIERS' HOME CONSTRUCTION OFFICERS<sup>i</sup>**

Goode, Colonel Paul R. *The United States Soldiers' Home: A History of its First Hundred Years.*  
Virginia: William Byrd Press, Inc., 1957.

NAME AND RANK	FROM	UNTIL
Capt. Chauncey C. Baker, QMC	Jan. 31, 1903	July 19, 1904
Brig. Gen. Peter C. Hains, Rtd.	July 19, 1904	July 26, 1904
Lt. Col. John W. Summerhayes, Rtd.	July 26, 1904	May 20, 1905
Capt. John S. Sewell, CE	July 1, 1905	June 15, 1907
Brig. Gen. Crosby P. Miller, Rtd.	June 15, 1907	April 1, 1912 <sup>2</sup>
Co. George Ruhlen, Rtd	Apr. 1, 1912	June 20, 1915 <sup>2</sup>
Col. William P. Evans	July 1, 1915	Sep. 28, 1916 <sup>11</sup>
Capt. Edward Canfield, Jr.	1916	May 25, 1917 <sup>111</sup>
Capt. Alfred H. Granger, CE	July 15, 1919	March 15, 1921
Capt. A. A. Hileman	April. 19, 1921	June 7, 1922

<sup>ii</sup> This list does not include Lieut. Barton S. Alexander, Corps of Engineers, who acted as the architect and supervised the building of the original Scott [B]uilding [Building 14] and Quarters No. 1 and 2 [Buildings 1 and 2] from 1852 to 1855, nor Captain George W. Davis, 14<sup>th</sup> Infantry, who performed the same duties for the construction of Sheridan [B]uilding [now demolished].

<sup>ii</sup> These officers also acted as Quartermaster from July 20, 1910. Office of Quartermaster abolished as of December 1916.

<sup>iii</sup> No record to show Captain Canfield's date of detail. He was relieved by Major West, then Secretary-Treasurer, as Construction Officer. From that time until the Office of the Quartermaster was reestablished, the duty of constructing officer was performed by the Secretary-Treasurer except for hospital construction as noted above.

Hospital construction. Dates from Proceedings of Board of Commissioners. Reemployed as civilian by the Board of Commissioners after December 1919.

THE SECTION EAST OF ROCK CREEK.

TURNING from the western to the central section, it is of the utmost importance to secure an agreeable park-like connection between Rock Creek Park and Soldiers' Home as bringing into organic relation two of the largest and most beautiful places of recreation lying within reach of the principal residence district of the city, and considered in relation to the proposed new holdings such a connection would form one of the links binding the eastern and the western parks into a comprehensive system.

Starting from the Piney Branch entrance of Rock Creek Park at Sixteenth street, the line would continue for some distance in the valley of Piney Branch, thus taking advantage of one of the most charming passages of natural valley scenery in the District. This leads to the grounds of the Municipal Hospital, which will always be maintained in a park-like and attractive fashion. Rising from the valley by an easy grade along the southern side of the hospital grounds, which the parkway takings would round out and complete, the route would enter a formal plaza to be created at the Seventh street entrance to the hospital, where there will be a convergence of streets, according to the adopted highway plan, from eight different directions. Between this point and the Soldiers' Home it would be easy to form, by widening Savannah street, a magnificent formal boulevard 4,000 feet in length, terminated on the west by the new hospital buildings and on the east by the Soldiers' Home itself. While the present buildings of the latter do not lie exactly on the axis of Savannah street, the projected new building, if placed so as to complete the quadrangle already partially formed, would come precisely at the head of the proposed boulevard, forming, with the hospital, a composition of great dignity.

Swinging around the new building of the Soldiers' Home to the north, the continuation of the parkway would pass south of the two

100 PARK SYSTEM OF THE DISTRICT OF COLUMBIA.

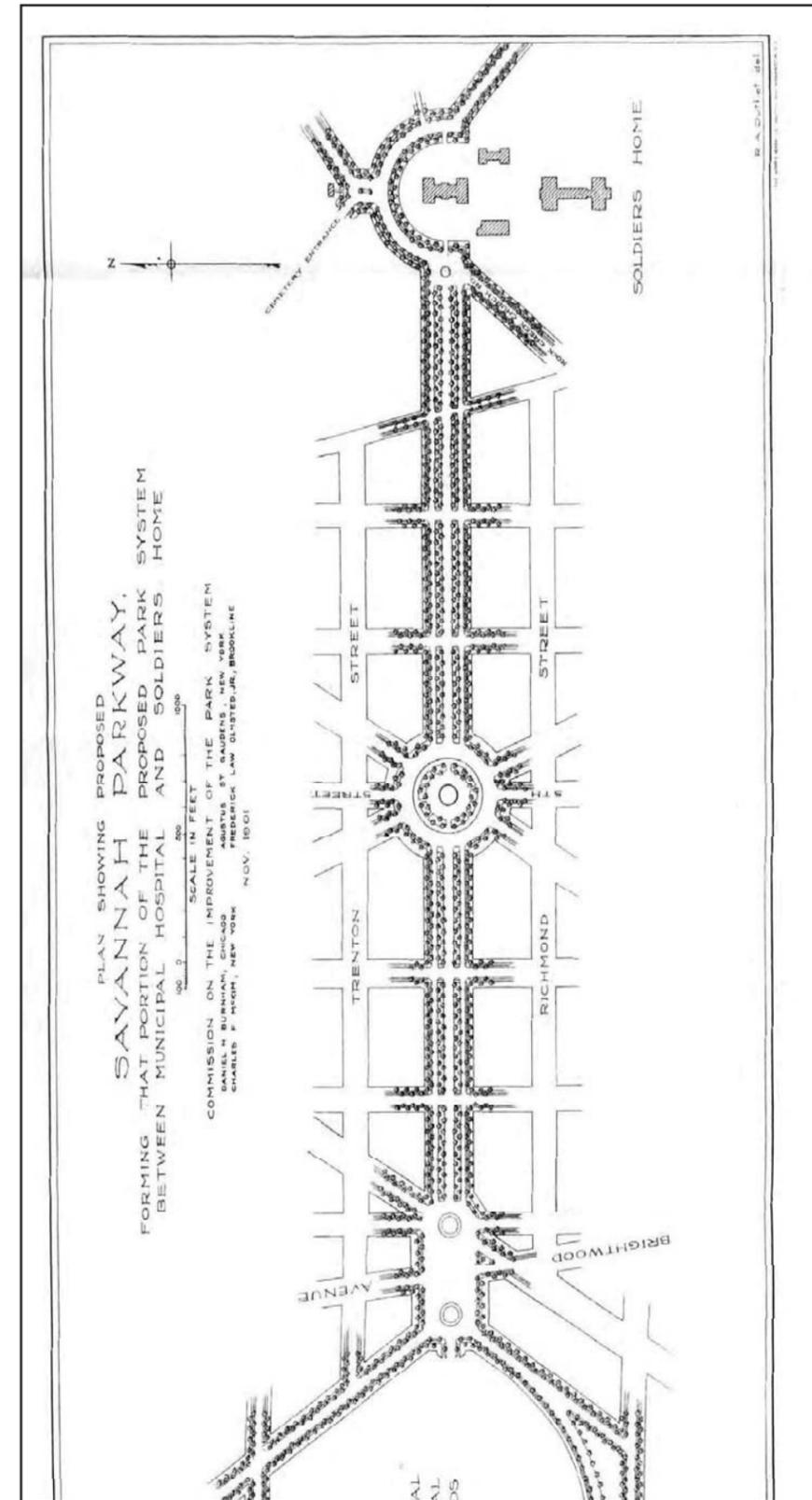
cemeteries and would follow the valley along the boundary of the Home to Harewood road. To secure good grades and preserve the beauty of the valley certain additional lands would have to be acquired and thrown into the grounds, compensating for some of the boundary strips that would elsewhere have to be taken from them. Following Harewood road the parkway would skirt the beautiful open valley to the west, and near the southeastern corner of the grounds would turn within the edge of the woods into the valley and follow its course,



No. 11.—Section of Savannah Parkway.

thus avoiding a grade crossing of the electric cars and surface traffic of Michigan avenue, which now crosses the valley in fill and would pass over the parkway by a suitable bridge.

The Soldiers' Home grounds are a highly developed tract of land, 502 acres in extent, heavily treed in some sections, and in others having an open meadow-like appearance. An extensive road system is already constructed, and there are a number of large buildings. These grounds are set apart as a home for old soldiers of the Regular Army, and are maintained out of the proceeds of fines imposed for breaches of discipline; but by courtesy are usually thrown open to the public, forming in effect a most beautiful park. If they were to be considered simply from the point of view of the casual visiting public, the grounds might be improved by some rearrangement of the road system, lessening the grades and doing away with some of the abrupt turns on certain main lines which would then attract the greater part of the travel and thus relieve the other roads, many of which, for use by large numbers, are crooked, narrow and steep, although in themselves very picturesque and attractive. It is to be hoped that the future will see the continuation



of the policy which has been wisely followed in the past of concentrating the buildings at a limited number of points, and of keeping the greater part of the landscape perfectly simple and not disturbed by attempts at ornamentation.

At the head of North Capitol street there is opportunity for a very grand formal entrance, which should take the form of a triumphal arch commemorative of a great soldier and statesman.

On account of its situation between the Soldiers' Home grounds and Howard Park, in the growing section of the District, and on account of its considerable expanse of water, forming an element in the Soldiers' Home landscape, the new reservoir can be made an important supplement to the park system. To that end a small strip of land should be acquired on its western side next Howard University, to provide for a drive and to afford at least a fringe of landscape under public control. The present acreage is 67.7, or with the adjacent filter grounds 101.7. The proposed addition would be about 8 acres in extent. The purchase of another block of land about 320 feet square would be desirable, in order to connect Howard Park with the reservoir, and thus with the Soldiers' Home grounds. Howard Park has a beautiful grove of large oak trees, and if thus connected and if provided with a wider entrance from the neighboring Seventh street, would not only be more accessible and useful in itself, but would form part of a most desirable southwestern approach to the Soldiers' Home.

The connection from Soldiers' Home to the proposed park on the Patterson property should follow at first the valley extending south from Michigan avenue toward Eckington. This valley, now crossed diagonally by Lincoln avenue, is charmingly wooded for a distance of half a mile, and it should be the aim in fixing the boundaries to preserve this charm. The boundary streets should be so adjusted to the surface as not to mar what lies within them, and the width of taking should be such that the construction of the central drive, if carefully planned, would leave considerable breadth of the natural park-like effect undisturbed. While the width would vary, the typical arrangement would be somewhat as indicated in the cross section on page 92, although less rugged in character. Beyond the wooded portion of the valley, the width would be somewhat reduced and a formal arrangement would be adopted, although following curved lines in order to avoid

abrupt angles and in order to secure good grades without great expense for construction. The Metropolitan Branch Railroad would be crossed by an overhead bridge and the parkway would join the wooded portion of the Patterson property at a high level, so that the continuation of the drive through the park woods would not be complicated by the new location of the Baltimore and Ohio tracks, which should pass under this part of the park by a short tunnel.

About a mile and a quarter northeast of the Capitol, just beyond Florida avenue and west of the large tract of finely wooded land occupied by the Columbia Institution for Deaf and Dumb, is a beautiful piece of land, formerly the Patterson



View, Villa Albani Road.

estate. It is on the edge of the hilly section overlooking the city proper, and its northern part, high and undulating, is covered with a grove of large old trees, from the edge of which there is an inspiring outlook over the open southerly slope leading down to a broad gentle pasture enlivened by a very few outstanding trees. There is probably no better example in the whole District of the "park-like" type of landscape, using the word in its stricter sense, and its acquisition is desirable not only for the sake of its great natural beauty, but because its stretch of nearly level greenward, lying between Eckington and Northeast Washington, would be of the utmost value to the future population of the surrounding region. The grove about the old mansion and to the north of it would be hardly less valuable, for it is of such a character and upon such comparatively gentle slopes as to adapt it to use by large numbers of people better than any other large piece of woodland available for park purposes.

The wooded portion is crossed by the line fixed by act of Congress for the Baltimore and Ohio tracks, which would here be 55 feet below

grade, and it is very desirable, if the region is to become a park, that the hill should be tunneled rather than gashed by a wide, open cut. Parallel to the track and about 200 feet from it is the line of New York avenue, as shown on the highway-extension plans. If the tracks are placed in a tunnel the avenue might be diverted slightly to the north around the hill and made the limit of the park, or it might be carried straight through as a traffic street below grade in a comparatively narrow cut crossed by the park drives and paths upon masonry arches, as is done in the case of the transverse streets in Central Park, New York.

In the development of the Patterson property as a public park the first aim should be to keep the open meadow and hillside landscape simple and undisturbed, to preserve the charming frame of woods upon the east and north, to create, by planting, a similar margin on the west and south, and to preserve the sylvan character of the rest of the estate, but would be well to set apart, in the grove and in the margin of the open, certain limited areas for popular amusements other than mere enjoyment of scenery. It might be well to convert the interesting old mansion into a sort of casino for the sale of refreshments and for other public uses.

Between the Patterson property and Mount Hamilton there are no natural features of much attractiveness and a formal type of parkway would seem to meet the requirements of the case. Two routes are open—to the north or to the south of Mount Olivet Cemetery. Either would be convenient and agreeable, but on the whole that to the north seems the better, chiefly because of easier grades in passing the base of Mount Hamilton and continuing on to Anacostia Park. Here again considerations of land cost as ascertained by negotiations with the owners should largely influence the final selection of route.

Mount Hamilton, one of the highest hills between the Anacostia and Rock Creek, rises above the general level as a steep, isolated summit, reaching an elevation of 225 feet, at a point just east of the Bladensburg road and about three-quarters of a mile west of the Anacostia flats, over which it commands very extensive projects. In other directions, also, the views are remarkably good, especially across the city in the direction of the Capitol, to which it is nearer than any other hill of such considerable height. It is correspondingly conspicuous in the views from a large part of the

District. It is heavily timbered with a growth quite typical of Southern mountain scenery, which gives it, together with its very steep slopes, a distinct character, to be found so perfectly nowhere else in the District.

In addition to these reasons for preserving it as a park, the cost of grading streets and cutting the land down to a level practicable for ordinary uses would be very excessive. In other words, the place is admirably adapted for park purposes and very ill adapted for anything else. The area which it is proposed to take is indicated on map No. D-288, and amounts to about 119 acres. The boundaries shown are adapted for the construction of streets on good grades.

In the development of Mount Hamilton the leading motive should be to preserve and accentuate its peculiarly mountain-like character of vegetation and surface, and to that end paths and other artificial constructions should be reduced to the minimum compatible with its convenient use by the public. It will probably be desirable, however, to build a single drive on a good grade, winding its way through the woods to a concourse at the summit, where a single white marble pavilion might be erected to serve as a shelter and to accentuate the peak as seen from a distance.

A short link of informal parkway should be provided to connect Mount Hamilton Park with the area to be reclaimed along the banks of the Anacostia River.

of Mr. Paul M. Castiglioni, the legislative representative, National Federation of Post Office Motor Vehicle Employees. There they will see this case set out in toto, and I am sure they will be sympathetic if further legislation is brought to the floor on the subject.

The CHAIRMAN. Does the gentleman from Indiana insist upon the point of order?

Mr. LUDLOW. Mr. Chairman, I understand the gentleman from Rhode Island concedes the point of order.

The CHAIRMAN. The Chair sustains the point of order, and the Clerk will read.

The Clerk read as follows:

This title may be cited as the Post Office Department Appropriation Act, 1943.

Mr. MAY. Mr. Chairman, I move to strike out the last word and I ask unanimous consent to speak out of order.

The CHAIRMAN. Is there objection to the request of the gentleman from Kentucky?

There was no objection.

Mr. MAY. Mr. Chairman, within the last hour 3 aged veterans from the Soldiers' Home in Washington have furnished me a petition containing three and one-half pages of typewritten matter from occupants of the United States Soldiers' Home, now having some 1,400 members. They furnished me a petition signed by more than 900 of the occupants of the home and ask that I present to the Congress this, their petition.

It is my information that this property was acquired by the United States Government as a soldiers' home about 90 years ago. It is now proposed by some groups of people in Washington that they take over this property for the purpose of converting it into a housing project under the emergency of national defense—another one of the many things that is being cloaked in the robes of national defense interests in order to do something that ought not be done.

It is my information that the title to this property contains a bar against that kind of procedure; that it contains a restrictive clause which provided that this should not be done. I am not asserting this as a fact, but that is my information from these gentlemen. That provision provides that if and when the property is converted to any other use than the use for which it was intended—that is, a home for disabled soldiers—the title shall revert to the heirs or the estate of the donor or grantor, as the case may have been. Of course, that is a complete statutory bar to taking it except with that condition.

I simply present this petition on behalf of those old soldiers, with the hope that the Members of the House will read it, and if and when there is a proposal in the Appropriations Committee or the House Military Affairs Committee, or any other committee of Congress that due notice will be taken of the right of these dependent defenders of our country.

I ask unanimous consent to revise and extend my remarks and include this petition therewith.

The CHAIRMAN. Without objection, it is so ordered.

There was no objection.

The petition referred to is as follows:

UNITED STATES SOLDIERS' HOME,  
Washington, D. C., February 2, 1942.  
To the Congress of the United States:

We, the undersigned, members of the United States Soldiers' Home, respectfully request your interest and protection in behalf of the thousands of veterans throughout the United States who are now entitled to the benefits of this home.

1. This home was established by an act of Congress approved March 3, 1851. By this act the Congress retained under its own jurisdiction the trusteeship for the old, infirm, and disabled soldiers of the Regular Army. The Regular Army veterans, therefore, have no one to look to for protection save the Congress and, in the 91 years of the existence of this home, they have never petitioned in vain. We know that we shall not be denied your protection now. For now we are under attack. Commercial interests are trying, under the guise of national defense, and civilian requirements, to get our property away from us and have proposed to send us "down the river" to land less desirable.

2. At this same time every effort is being made by the Park Commissioners to provide adequate parks and places of amusement for the residents of the District of Columbia. Now, what is this land but a public park? And it was the first such public park in the District of Columbia, maintained without one cent of cost to the taxpayer of either the District or the National Government. The entire cost of maintaining this home is paid by the enlisted man on the active list of the Regular Army. With the exception of the actual living quarters of the members in barracks and hospital, every bit of this land constitutes a public park of which there are all too few in the District. A glance at the record will show the following facilities of the reservation to be available to the public generally:

(a) Over 11 miles of surfaced roads within our gates open for traffic. We pay all costs of maintenance.

(b) Our gates are open 24 hours a day for public traffic, and over 99 percent of the traffic is by the public.

(c) Our grounds are extensively used as playgrounds for children, adults, their families and friends.

(d) In winter we provide sledding hills for children and adults with protection against harm by our own local police.

(e) At Easter we provide egg-rolling lawns for crowds even greater than can be accommodated at the White House because we have a greater expanse of lawn.

(f) Throughout the entire summer we have evening band concerts attended by a large number of residents of the District of Columbia and visiting tourists.

(g) Sightseeing busses have the home on their itineraries and, recognizing it as one of the beauty spots of the District of Columbia, bring a large number of tourists here. Those who appreciate the beauty of the grand panoramic view of the entire city of Washington and the magnificent forest of trees have no wish to see these destroyed to make room for concrete buildings or commercial activities.

(h) We have built and maintain baseball fields for the children of the surrounding community who use it freely, never realizing for a moment that this is not a public park. They think it is.

(i) Howard University is authorized to drill and train its Reserve Officers' Training Corps recruits on designated grounds.

(j) During the school year at least three grades from kindergarten through high school visit the home dairy and chicken farm weekly—frequently coming in busses accompanied by their teachers. College and university students and constituents of Members of Congress, particularly from rural districts, in the city on sightseeing tours visit and inspect the modern dairy and thoroughbred

Holstein herd of cattle, both from interest and educational purposes.

We are very proud of the historic honor which has been bestowed upon this home in the past when the soldiers of the Regular Army here were given the privilege of entertaining, as a summer White House, three Presidents of the United States; namely, Mr. Lincoln, Mr. Buchanan, and Mr. Hayes.

3. We not only live in this community and have our large groups of friends here among the residential population, but as a group we contribute freely out of the meager compensation we receive to every charitable activity in Washington; in fact, we are among the first to be approached when the Red Cross, the Community Chest, the Mile of Dimes, and others need help.

4. It has been estimated that there are now at least 2,000,000 veterans living all over the United States, who by their personal contributions have established their eligibility for membership in this home and who have a paid-up interest in it, even though they do not find it convenient to come here until they get old or need hospitalization. There may be added to this many more veterans of the present terrible combat. For the boys now in service there is nothing too good, and it is our hope that we may keep this home for them also. It may be stated here that of the number of resident members in this home at the present time, over 500 served in the World War; it is our firm belief that the citizens of the United States did not look upon us as parasites 20 years ago, and our brothers in service at this time should not look forward to being called parasites 20 years hence.

5. This home is our pride, the pride of the soldiers of the Regular Army. It has taken the contributions of several millions of them to build and maintain it, and we speak for each and every one of them when we ask you, as our duly constituted trustees, to protect our interests and insure that this institution shall remain forever intact, to be passed on to future old, infirm, and disabled members of the Regular Army in the same splendid condition, or even better, than when we received it from our predecessors.

6. In conclusion, we wish to go on record and assure you that we have the utmost confidence in the officers of this home, and we ask that before Congress ever even considers any proposition to destroy the effectiveness of this home, or its property, that no action be taken until after the officers of this home, its board of commissioners, and, above all, its governor, Maj. Gen. Frederick W. Coleman, have been heard from. General Coleman will speak well for us and for the millions of other veterans who have established an eligibility for this home; we know that he will leave nothing undone in our behalf.

Very respectfully yours,

BENJAMIN I. MOTLEY,  
CHARLES M. ARMSTRONG,  
HERMAN VEAN.

Committee, Representing Members,  
United States Soldiers' Home,  
Washington, D. C.

The pro forma amendment was withdrawn.

The Clerk concluded the reading of the bill.

Mr. LUDLOW. Mr. Chairman, I move that the committee do now rise and report the bill back to the House with the recommendation that the bill do pass.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. BOEHNE, Chairman of the Committee of the Whole House on the state of the Union, reported that that Committee, having had under consideration the bill H. R. 6511, directed him to report

SUMMARY OF ARCHAEOLOGICAL INVESTIGATIONS OF THE HOME

**Phase I Archeological Survey of the ICF Building Project Area (1989)**

Under contract to the U.S. Soldiers' and Airmen's Home (AFRH), the Catholic University of America conducted an archaeological survey in compliance with Section 106 of the National Historic Preservation Act in advance of the proposed construction of an Intermediate Care Facility (ICF) in the current Laclede Building vicinity. Catholic University archaeologists investigated 1600,000 square feet in the defined area of potential effects. They conducted archival research and conducted test excavations (nine two-foot by two-foot excavation units). No intact archaeological resources eligible for listing in the National Register of Historic Places were identified. The report documents extensive ground altering activities within the soil profiles exposed and the report's recommendations indicate that a separate document with archaeological recommendations for areas outside of the 1989 project area would be submitted. No such subsequent document has been identified.

**Phase II Archeological Investigation: United States Soldiers' and Airmen's Home (2000)**

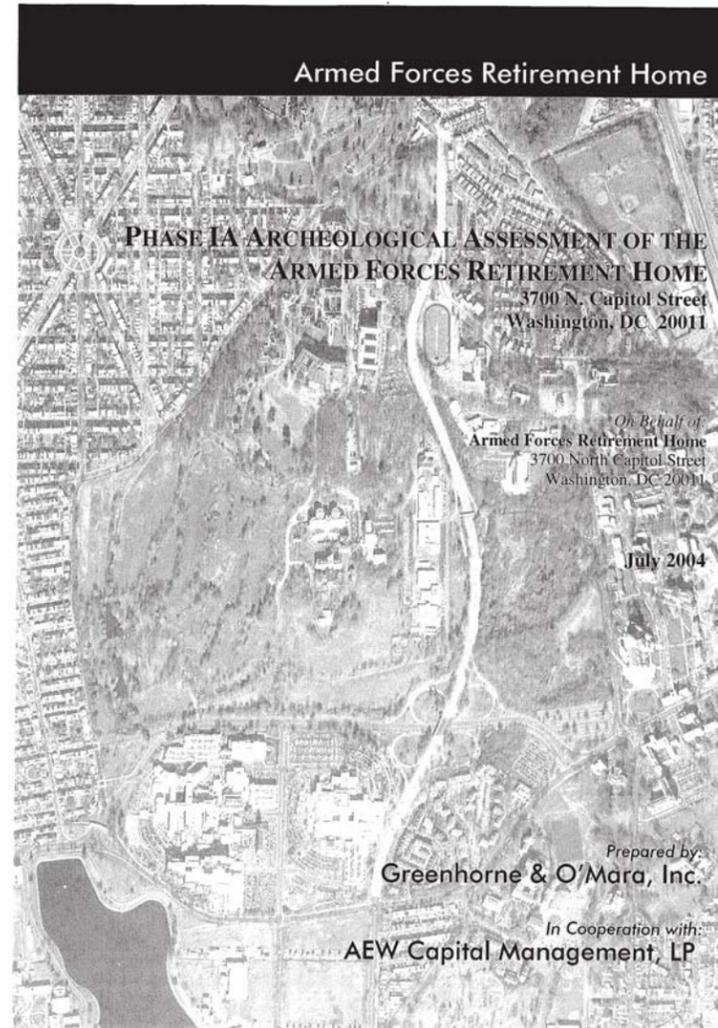
Conducted by John Milner and Associates under contract to Law Engineering and Environmental Services, this study was done to assist the Home in planning for the transfer of 49 acres to Catholic University. Test excavations were conducted in the vicinity of historically documented buildings. No intact archaeological resources were encountered and no subsequent work was conducted. This property is now owned by the Catholic University of America, and the Armed Forces Retirement Home is no longer responsible for archaeological investigations in this tract.

**Archaeological Investigations of the President Lincoln and Soldiers' Home National Monument at the Armed Forces Retirement Home, Washington, D.C. (2004)**

As part of its restoration project to transform the former Anderson Building into a public interpretive site highlighting Abraham Lincoln's presidency and use of the property, the National Trust for Historic Preservation retained the archaeological consulting firm The Lewis Berger Group to undertake research in proximity to the building. This project included archival research and the excavation of archaeological test units to expose soil profiles and potential archaeological features. The Berger project was conducted in two phases. The findings of the report show that no "landscape features or well-preserved archaeological deposits" were identified, and its authors recommended that all future ground altering activities include planning for archaeological evaluations.

**Phase IA Archeological Assessment of the Armed Forces Retirement Home (2004)**

Consulting firm Greenhorne & O'Mara, Inc., prepared a cursory review of the Home to assess its likelihood to contain intact archaeological resources. The consultants conducted archival research and reviewed previous archaeological studies in the Home's vicinity to proffer statements regarding archaeological "sensitivity." The report recommends "additional research and limited fieldwork" to refine the understanding of archaeological resources within the Home's grounds.



**PHASE IA ARCHAEOLOGICAL ASSESSMENT OF THE  
ARMED FORCES RETIREMENT HOME  
3700 N. CAPITOL STREET  
WASHINGTON, DC 20011**

On Behalf of:  
**Armed Forces Retirement Home**  
3700 N. Capitol Street  
Washington, DC 20011

Prepared By:  
**Greenhorne & O'Mara, Inc.**  
9001 Edmonston Road  
Greenbelt, Maryland 20770

In Cooperation With:  
**AEW Capital Management, LP**  
927 15th Street, NW  
Washington, DC 20005

July 2004

EXECUTIVE SUMMARY

The Armed Forces Retirement Home (AFRH), a federally owned facility that operates as the only nationally-based retirement home for military personnel, is located at 3700 N. Capitol Street, in Washington, DC. To assist the Armed Forces Retirement Home (AFRH) in the determination of potential alternative uses of parts of its expansive campus, the General Services Administration (GSA) commissioned Greenhorne and O'Mara Inc. (G&O) to conduct a Phase IA Archeological Assessment of the property at 3700 N. Capitol Street in Washington, DC. This 276-acre, federally owned facility operates as a nationally-based retirement home for military personnel. This assessment involved a general field reconnaissance, inspection of geological and topographic maps, and regional archeological and historical background research. Overall, the project area was considered to have a generally low sensitivity for intact prehistoric or historic archeological remains; however, localized sections of the project area were determined to have a moderate sensitivity for such cultural resources. Therefore, additional research and limited fieldwork is recommended to identify the nature and extent of potentially significant cultural resources within the AFRH property.

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1.0 INTRODUCTION

To assist the Armed Forces Retirement Home (AFRH) in the determination of potential alternative uses of parts of its expansive campus, the General Services Administration (GSA) commissioned AEW Capital Management, LP and its sub-consultant Greenhorne and O'Mara, Inc. (G&O), to conduct a Phase IA Archeological Assessment of the property at 3700 N. Capitol Street in Washington, DC. This 276-acre, federally owned facility operates as a nationally-based retirement home for military personnel. This assessment involved a general field reconnaissance, inspection of geological and topographic maps, and regional archeological and historical background research.

As the property is federally owned, any proposed development of this facility would be an undertaking subject to the requirements of Section 106 of the National Historic Preservation Act. The work under this contract was conducted to meet the requirements of the National Environmental Policy Act of 1969, (42 USC 4321) National Historic Preservation Act of 1966, as amended, and Archeological Resources Protection Act of 1979 (16 USC 470aa et seq). This Phase IA Archeological Assessment was designed to meet the recognized study and reporting standards of the Secretary of the Interior, as specified in the Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716 et seq) (1983), and the Guidelines for Archeological Investigations in the District of Columbia (1998).

This study was conducted in May and June of 2004. Dr. Thomas Barrett, Ph.D., RPA, served as Principal Investigator and Project Manager, Mr. Kevin O'Briant served as Archival Researcher and Ms. Julie Liptak created the graphics; the qualifications of the investigators are presented in Appendix A.

2.0 STUDY AREA LOCATION AND DESCRIPTION

2.1 Location

The AFRH (hereafter referred to as "the project area") is located in the uplands of the north-central portion of Northwest Washington, DC. This property is located within zip code area 20011, and is situated within the intersection of North Capitol Street, Harewood Road, Irving Street, Rock Creek Church Road, and Park Place (Figure 1). The total area of the main campus is approximately 276-acres. This campus includes a hospital, both retirement and nursing homes, a cemetery, various supporting structures, a golf course, and other recreational features (Figure 2). The geographic coordinates of the project area are 38° 56' 12.8" North latitude and 77° 0' 39.6" West longitude.

2.2 Environmental Setting

The topography at the AFRH generally slopes towards the southeast. Elevations at the property range from 190 to 320 feet, as measured by the National Geodetic Vertical Datum of 1929 (USGS, Washington West Quadrangle, 1965; photorevised 1983). There are not currently any definable wetlands on the property.

The project area is physically situated within the Coastal Plain Physiographic Province, about 1.5 miles east of the Fall Line, at its border with the Piedmont Province. The Coastal Plain consists of an eastward thickening wedge of unconsolidated and/or semi-unconsolidated sediments deposited on top of crystalline bedrock. The natural surface materials at the site consist of Pleistocene age deposits of the Wicomico Formation. The Wicomico Formation is characterized by gravel, sand, and silt, with local basal deposits of carbonaceous clay containing tree stumps and other woody debris (Johnston 1964).

The project area is covered by a variety of soil types, including: Woodstown, Sassafras, Iuka, Keyport, Chillum, Croom, Galestown-Rumford, and Udorthent (Smith 1976). Slopes in the project area range from 0 to 40% (ibid: Sheet 7). Many soils in the project area have an Urban land association; namely, these are characterized by primarily 'fill' material and occur on "nearly level to moderately sloping areas, most of which are occupied by structures and works" (USDA, SCS 1975: General Soil Map).

Prior to clearing for historic farming and urban construction, the local forest was probably dominated by deciduous species such as oak, sassafras, and Virginia pine (Smith 1976:3). Wooded patches within the project area still retain elements of this native vegetation, but introduced species are also present (Gardner and Henley 1989:16).

Two historic maps (Ellicott 1794 and Boschke 1861), which were reviewed in the National Archives but unavailable for photocopying, depicted the topography of the project area prior to urban development. In 1794, the future AFRH property was situated on the crest of a ravine trending down towards Tiber Creek. The flat-topped ridge that now contains the golf course appears to have been the highest elevation in the vicinity; in fact, it figured prominently in an 1861 lithograph, titled "View from the Military Asylum" (Sachse 1861).

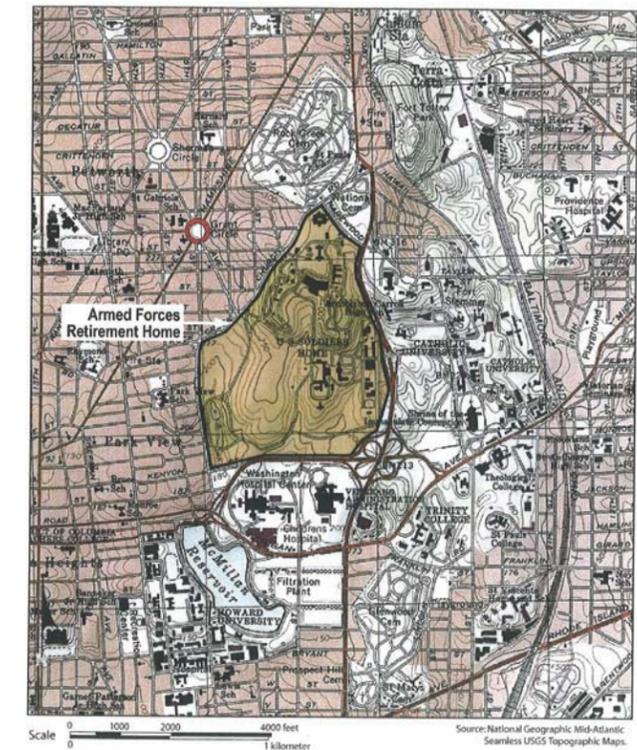


Figure 1: USGS Project Location Map



Figure 2: Project Area Aerial Photo (1965)

These same broad and pleasant vistas most likely account for the choice of this location by the wealthy banker, George W. Riggs, for his residence in 1842.

The most prominent ridge within the AFRH property forms a general drainage divide from which seven first-order streams once flowed, with some perhaps originating from springs on the hill itself. Most of these either drained towards the southeast and into the Tiber Creek or Northwest Branch, or more to the northwest and into Piney Branch, a tributary of Rock Creek. Two first-order streams joined to form a second-order stream near the center of the property. The fishponds currently in the center of the property originated as dammed portions of a second-order stream, and Buildings 69-78 also stand atop what was an old ravine once traversed by a stream.

### 3.0 CULTURAL BACKGROUND

#### 3.1 Methods

Prior to the initiation of field reconnaissance, general background research was conducted for the AFRH project area. This included a review of the archeological and historical site files of the District of Columbia Historic Preservation Division (DC-HPD), soil surveys of the U.S. Department of Agriculture (USDA), as well as local cultural resource management reports and the National Register of Historic Places (NRHP). Additional research was conducted at the National Archives in Washington, where relevant historic documents including maps and published histories were examined and recorded where possible.

#### 3.2 Prehistoric Context

Previously reported prehistoric finds from the District of Columbia have formed the basis for a general prehistoric culture history of the region; these developments are summarized below, according to their commonly accepted temporal periodization. The initial and terminal dates of each period or phase are based on calibrated radiocarbon dates.

##### 3.2.1 Paleoindian Period (11,000 BC-9000 BC)

The Paleoindian Period exhibits a pattern of cultural adaptation based on environmental conditions that marked the shift from the Late Pleistocene to the Early Holocene. During this period of glacial warming, the climate was probably three to eight degrees colder than at present and the vegetation consisted of spruce, pine, fir, and alder (Brush 1986:149; Leedecker and Holt 1991:72). Prehistoric settlements at this time consisted of small hunting camps that were tethered to sources of high quality lithic raw materials. The primary means of subsistence was the hunting of large game such as moose, elk, and deer (Kavanagh 1982).

In the archeological record, early Paleoindian sites are usually characterized by the presence of large, fluted, lanceolate shaped projectile points such as Clovis, while later Paleoindian components are identified with projectile point types such as the Dalton/Hardaway. Preferred lithic materials for these projectile points were high-quality cryptocrystalline stones such as jasper and chert. Clovis points have been found throughout North America, from the west to the East Coast, and as far north as Nova Scotia.

In the general vicinity of the project area, surface finds of fluted points have been reported from five locations. Four were identified along the Anacostia River, and one in northwestern DC (Humphrey and Chambers 1985:8; Moore and Chase 1992:43). None of these distinctive and diagnostic artifacts have been reported within the AFRH.

##### 3.2.2 Archaic Period (9000-1000 BC)

Archaic sites are much more numerous, larger, and richer in artifacts than the earlier

Paleoindian sites. They represent a series of adaptations that were increasingly sedentary and focused on large rivers and major tributaries. Other, often smaller, sites located away from the main streams probably represent seasonal or other specialized activities. Increasing territoriality and regional diversity are reflected in the varieties of artifacts, especially projectile points, through the Early, Middle, and Late Archaic Periods. As Archaic peoples became more sedentary, they began using local lithic materials such as quartz and quartzite, in contrast to the Early Archaic Period when the preferred material was still imported.

The appearance of mortars and pestles suggests that vegetable foods assumed greater importance in the Archaic. These changes have been interpreted as a shift in subsistence strategies towards a broad-spectrum adaptation, utilizing a number of species of animals and plants. According to Whyte (1995), white-tailed deer may have had a more focal role in the diet than the seasonally available fauna, based on the faunal remains from the Cactus Hill site in Virginia (44SX202). The faunal remains from the Cactus Hill site are indicative of generalized foraging based on a seasonal schedule (Whyte 1995). Remains from this site include turtle, snake, frog, fish, turkey, muskrat, squirrel, and white-tailed deer (Whyte 1995).

During the Archaic, rising sea levels submerged the lower Susquehanna River and began forming the Chesapeake Bay (Kraft 1976), creating large estuarine marshes that offered an increased quantity and variety of food resources. As temperatures increased during this period, hemlock, birch, and oak began to replace spruce (Brush 1986:149; Custer 1990:10; Leedecker and Holt 1991:72). Evidence from Paleoindian and Early Archaic sites suggests that the transition from the Paleoindian way of life in the east was not a sharp break, but rather a gradual transition (Custer 1990). The Archaic Period is commonly divided into Early, Middle, Late, and Terminal phases.

**Early Archaic (9000 BC-7500 BC).** During the Early Archaic Period, environmental conditions were not drastically different from Paleoindian times. Glacial recession continued and deciduous forests expanded, possibly leading to a greater proliferation of game species during this period. The most distinctive cultural characteristic of the Early Archaic was the appearance of notched projectile points, most notably the Kirk varieties. There was a continuation in the use of high quality lithic materials until the end of this period when quartz and quartzite were more frequently used. Archeological investigations in the Patuxent River drainage showed that the majority of Kirk points found were made of rhyolite. This indicates people traveled long distances in order to obtain the preferred lithic raw materials, or that by this time long-range trade networks had been established (Steponaitis 1980:68).

During the period 8500 – 6700 BC, there was an environment of “pine and hemlock-covered slopes, mixed coniferous-deciduous forests on the valley floor, and a hydrophytic gallery forest along rivers. Though little faunal evidence is available for this period it is assumed that this environment supported bear, deer, elk, and variety of small game adapted to a northern climate” (Kavanagh 1982:9). The faunal assemblage from the Cactus Hill site (44SX202) contains species that are still common in the region today (Whyte 1995). After 7,000 BC the spread of deciduous woodlands into upland areas,

which had previously been predominantly spruce, hemlock, and pine forests opened up new habitats to be exploited by animals and humans (Custer 1990).

Both Gardner (1974) and Custer (1980) have hypothesized that during the Early and Middle Archaic periods, people banded together into macro-base camps, or groups of families in the spring and summer, and divided up into smaller, micro-base camps in the fall and winter months. The larger base camps were located in the valley floodplains while the smaller autumn and winter encampments were located in the upland regions.

For the AFRH area, one Early Archaic component was reported from the Potomac Avenue site (below Chain Bridge, between Dalecarlia Reservoir and Arizona Avenue) (McNett 1972). Another Early Archaic component at site ECBS Seven in Rock Creek Park has been tentatively suggested on the basis of a single side-notched point fragment (Inashima 1985:147). W.H. Holmes' collections from the region also include such early point types (Inashima 1985:27).

**Middle Archaic (7500-4500 BC).** The start of the Middle Archaic Period coincides with the beginning of the Atlantic climatic episode: a warm, humid period with a gradual rise in sea level that led to the development of inland swamps (Barse and Beaugard 1994:9). It was a period marked by an increase in summer drought, sea level rise, grassland expansion into the Eastern Woodlands, and the appearance of new plant species (Carbone 1976:106; Hantman 1990:138). A greater variety of plant resources allowed for an increase in general foraging as a supplement to hunting (Kavanagh, 1982:50). Settlements consisted of small base camps located in or near inland swamps that were convenient to seasonally available subsistence resources, as well as smaller temporary upland hunting.

Components dating to Paleoindian and Early Archaic times are almost nonexistent at Middle Archaic sites, as the “local ecology of very few sites was able to transcend the changes between the Pleistocene and latter part of the Early Holocene” (Gardner 1989:34). Tool types, which were common to the Paleoindian and Early Archaic lithic assemblages, such as unifacial tools and formal end scrapers, decreased substantially during the Middle Archaic (Egloff and McAvoy 1990:64). The bifurcate tradition of projectile points began at this time, and ground stone tools also became widely utilized as subsistence and settlement patterns shifted. Some projectile point styles dating to this period include Stanly Stemmed/Neville, Morrow Mountain I and II, Guilford, and Piscataway. The Piscataway type is late in this time period, and at its earliest dates to the transition from the Middle to Late Archaic (Kavanagh 1982:50). Ground stone tools also became widely utilized as subsistence and settlement patterns shifted.

Rhyolite continued to remain a popular raw lithic material, though there was a move towards greater use of local lithic sources. It is believed that the tendency towards greater reliance of local lithic resources is what led to a marked increase in numbers of expedient or informal flake tools for short term use.

No Middle Archaic sites were reported within the District but some Morrow Mountain points, diagnostic of the later part of this period, were collected by Holmes in the Rock Creek vicinity around the beginning of the 20<sup>th</sup> century.

**Late Archaic (4500-2000 BC).** The Late Archaic environment is characterized by a warmer and drier climate, a continued rise in sea level, and the “reappearance of open grassy areas” (Carbone 1976:189) as well as the establishment of the faunal assemblage seen today. Seasonal hunting and foraging continued, but exploitation of riverine resources rapidly became an important part of the subsistence base. The first large semi-sedentary base camps were established along rivers and streams.

During the Late Archaic Period the Middle Atlantic was exposed to cultural influences coming from both the Southeast and Northeast regions. Some of the projectile point types dating to this period include: Otter Creek, Vosburg, and Brewerton variants belonging to the Laurentian tradition, as well as Lackawaxen and Bare Island types belonging to the Piedmont tradition. Halifax Side-Notched and Vernon points also belong to this period of the Late Archaic.

For the District of Columbia, few diagnostic artifacts (e.g., Halifax and Brewerton points) have been reported from this period. For example, Inashima (1985:33) illustrated only one such point from Holmes' early collections, which was ascribed to the time period from 4500 to 2000 BC. A lithic scatter at Halcyon House in Georgetown (51NW16) may also date to the Late Archaic (Potter 1985). Site ECBS Eighteen in Rock Creek Park also yielded two points that resemble the Late Archaic Vernon and Bare Island types (Inashima 1985:227).

**Terminal Archaic (2000-1200 BC).** During the Terminal Archaic, the Broadspire tradition first appeared and was characterized by types such as the Savannah River and Susquehanna Broadspire. The Broadspire tradition was followed by the fishtail tradition (Kavanagh 1982). Besides the formal chipped stone tools, during the Late Archaic, there appears to have been an increase in the production of expedient tools made out of flakes and crude cores (Klein and Klatka 1991:98).

Rhyolite continued to be a popularly used lithic material, and rock shelter sites may be associated with rhyolite procurement (Kavanagh 1982:60-62). It was during the Late/Terminal Archaic and Early Woodland periods that rhyolite was transported the greatest distance away from the sources in the Catoctin Mountains down to the Coastal Plain. However, the network, which facilitated the rhyolite trade, is not well understood (Kavanagh 1982:99).

The Terminal Archaic period was in many ways, a peak of prehistoric activity in the District of Columbia. For example, Holmes reported collecting numerous broadspire points of several diagnostic types (e.g., Savannah River, Holmes, Koens-Crispin) in many different locations. At the Rose Hill quarry, investigated by Holmes in 1890-91, steatite (soapstone) was carved into rough preforms for tub-shaped vessels. Finished vessels were found in other sites in the area particularly on the Potomac floodplain below Chain Bridge (Humphrey and Chambers 1985:15). This quarry, already destroyed by

development in 1900, had been identified on the western edge of Connecticut Avenue, between present Albemarle Street and the Washington Technical Institute two miles west of the project area. Holmes also investigated an extensive quartzite quarry on Piney Branch, which was restudied by a New York University/National Park Service field school (Munford 1982). This major site was described by Holmes as, "the greatest aboriginal boulder quarry known, and the most important implement shops yet observed on the Atlantic slope" (ibid 1897:15), and was situated only a mile west of the AFRH, just beyond 14th Street.

### 3.2.3 Woodland Period (1200 BC-European Contact)

The introduction of pottery into the artifact assemblage around 1200 BC typically characterizes the beginning of the Woodland Period. Innovations in ceramic types have become a significant basis for dating deposits within the Woodland Period. At the end of the Woodland Period, the geographic distribution of ceramic types within the Middle Atlantic corresponded with ethnohistoric cultural/linguistic boundaries. Comparable boundaries extend back to at least AD 200 (Stewart 1987:118).

It was previously thought that the break between the Archaic and Woodland Periods represented the introduction of horticulture. Although cultivated plants were used by Early Woodland groups in the South and Midwest there is presently no evidence that cultivated foods played a role in the diet of Early Woodland people in the Chesapeake Bay area. Very efficient hunting and gathering systems (Caldwell 1958), including riverine and marine species exploitation, may have made the acceptance of cultigens slow at first. Only after AD 800 to 900, when varieties of tropical cultigens adapted to local conditions arrived in the Middle Atlantic area, did cultivated foods begin to assume an important role (Smith 1995). The Woodland Period is similarly divided into Early, Middle, and Late phases.

Early Woodland (1200 BC-500 BC). Ceramic manufacture and increased sedentism traditionally marks the beginning of the Early Woodland Period. The earliest types from Maryland's Coastal Plain are the steatite tempered Marcey Creek and Selden Island varieties, which were quickly replaced by the sand or crushed quartz tempered Accokeek wares. These ceramics are associated with fishtail and corner-notched point types. In particular, Accokeek ceramics are often associated with Calvert and Rossville points (Wesler et al. 1981:183). Early Woodland settlement patterns were still riverine-based, often at the junction of fresh water and brackish water streams. Smaller camps would be established seasonally in areas where there was high potential for other resources.

Gardner (1982:60) has proposed that the settlement-subsistence system of this period focused on a series of base camps where the populations aggregated to exploit seasonal resources. These base camps focused on harvesting anadromous fish in the spring and early summer and exploiting estuarine resources in the fall and early winter. Barber (1991) argues for an increase in sedentism in part as a result of a stabilized sea level creating additional stable environments that could be exploited.

In the DC region, early pottery has been recovered at several sites along the lower Potomac (e.g., Marcey Creek, Selden Island, and Accokeek). Closer to the AFRH, Early Woodland pottery was also found at the Theodore Roosevelt Island No.1 site (McNett and Ayers 1974). Two Accokeek sherds were also reported from the ECBS Eighteen site (Inashima 1985:227).

Middle Woodland (500 BC-AD 900). Diversification of ceramic vessel forms, size and decoration are characteristic of the Middle Woodland Period. The major ceramic type in the region was the shell-tempered Mockley, which evolved from the sand-tempered Popes Creek (Barse and Beauregard 1994:14). At this time, base-camp settlements located at freshwater/brackish water junctions were abandoned in favor of broader floodplain sites where maximum resource exploitation of "tidal and non-tidal aquatic resources" was possible (Davis et al. 1997). Site size also decreased during this period. Projectile point types associated with the Mockley phase are Fox Creek, Selby Bay, and Jack's Reef. The presence of non-local rhyolite, argillite, and jasper at a few sites suggests that localized exchange networks may have been in place between the Coastal Plain and areas near both western Maryland and the New Jersey Fall Line (Barse and Beauregard 1994:15).

The local Middle Woodland population utilized a wide spectrum of wild, seasonal resources through a settlement system focused on central base camps with storage facilities and widespread procurement sites (Curry and Kavanagh 1991:16-24). Inhabiting the Coastal Plain, the population must have crossed the Piedmont on trips for direct procurement of rhyolite from quarries in the Catoctin and Blue Ridge Mountains.

For the District of Columbia, the Roosevelt Island No.1 site also contained Middle Woodland ceramics of the Popes Creek and Mockley types. The steatite quarries in the District were again exploited in the late Middle Woodland, this time to apparently manufacture stylized, platform pipes (see Humphrey and Chambers 1985:14). A rather unique find was a rare cremation from ca. AD 800, and furnished with various grave goods including an antler comb and a large triangular biface – this site was discovered recently during archeological investigations for the Whitehurst Freeway (P. Glumac, M. Petraglia, personal communications).

Late Woodland (AD 900-1600). The establishment of stable agriculture during the Late Woodland Period led to the development of sedentary floodplain village communities. Hunting, gathering, and fishing were still practiced, but to a lesser extent than earlier. Predominant Coastal Plain ceramics of the period are the fabric-impressed Townsend series and the cord-marked Potomac Creek series. Ceramic decoration and embellishment appear to be very important at this time. Triangular projectile points are associated with the period. Late Woodland villages were located farther away from water than earlier and had more concentrated activity areas. Thirty-four Late Woodland occupation sites have been identified along the Mattawoman Creek drainage (Davis et al. 1997). After AD 1500, there was an increase in social and political action among native tribes in Maryland and Virginia, and it has been suggested that an alliance of coastal plain Algonquian groups had formed prior to European contact (Potter 1993:151).

Late Woodland pottery was also found at Roosevelt Island No.1. A triangular arrow point was excavated at the Potomac Palisades site near Foxhall Village, overlooking the Potomac. Several sites have been identified in recent years along both banks of the Anacostia River, including 51SE25 and 51SE26 and the Howard Road site. Most of the pottery at these sites was a grit-tempered Potomac Creek ware, typical of the period ca. 1350-1600. Earlier Woodland and Late Archaic components were also present (Potter 1985:38). Holmes also recorded numerous "village sites" along the east bank of the Anacostia; stating that, "the most important ancient village-site in the whole tidewater province is situated on the Anacostia River within the city and little more than a mile from the Capitol" (Holmes 1897:15).

To summarize, most previously known prehistoric sites in the District have been located either on the banks of the major rivers (Potomac or Anacostia) or in the vicinity of quarry resources (quartzite or steatite). In addition, small campsites have been identified close to lower-order tributary streams, and in particular, Rock Creek. The AFRH project area falls into none of these categories. However, it did offer access to several intermittent streams, and would have offered an excellent view of the Potomac. These attributes may have made it attractive for brief stays by hunting parties. Small prehistoric sites have been identified at similar locations inland from other major rivers in the region, for example the Nash site, a mile from the Patuxent (Fiedel and Galke 1995), and the Hunting Run sites, in the uplands half a mile south of the Rapidan (Catts et al. 1996). Nevertheless, the quarries on Piney Branch, and fishing stations along the Potomac and Anacostia, probably acted as the primary locational factors for settlement within the District of Columbia, with prehistoric populations only sporadically visiting the AFRH property (Fiedel 1998).

### 3.3 Historic Context

#### *Euro-American Contact and Settlement Period (AD 1570 – 1750)*

Early exploration of the Chesapeake Bay area began in the late 1500s. Spanish missionaries may have explored parts of southern Maryland during the 16<sup>th</sup> century, but it was not until John Smith's voyages on the Potomac in 1608 that documented contact occurred between Europeans and Native Americans in the region. At this time, the material culture of the natives began to shift away from stone and bone tools, toward brass arrow points, glass trade beads, and other iron and brass objects. Maryland (including the District of Columbia) was established as an English colony in 1634, and quickly became an important tobacco-producing colony. Historic settlement of the inner coastal plain area began in the mid-17<sup>th</sup> century, although settlement was focused along the Potomac and Patuxent rivers. The relations between Native Americans and Europeans in southern Maryland were strained from the start, and deteriorated as colonists continually encroached upon the land of the natives. By the beginning of the 18<sup>th</sup> century, most local Native American tribes had either migrated out of the DC area or had been decimated by disease.

Rural Agrarian Intensification (1680 – 1815)

In the Rural Agrarian Intensification phase of the region's development, and on the Western Shore region in particular, a stable agricultural society based heavily on tobacco was established. Early landowners in the area established manors and plantations that covered many hundreds of acres. The growth of trade and shipping led to the development of port towns and trading centers. The governmental system changed from proprietary to provincial to state. Religious, social, cultural, and educational institutions were established and small local industries began to appear. Also, in 1800 the District of Columbia was formally established as the seat of the federal government. Transportation in the 18th century relied at first on rivers, but as the century progressed, roads were built to facilitate the connection between port towns and churches.

Agricultural-Industrial Transition (1815 – 1870)

During the Agricultural-Industrial Transition period, the development of new manufacturing technologies began to influence the traditionally agricultural society. Commerce and industry became increasingly important in the Western Shore region, and the impacts of the Industrial Revolution were felt most strongly here in the new transportation systems and local manufacturing industries. By 1870, the area surrounding DC was still largely agricultural, with crossroads communities, rural churches, schools, mills, blacksmith shops and other small enterprises supporting a still largely agricultural economy. Emancipation came to the slaves within DC in 1862, but not yet for those in Maryland; consequently, many African-Americans escaped into the district to find their freedom.

Industrial/Urban Dominance (1870 – 1930)

After the end of the Civil War, most of the District of Columbia was still relatively undeveloped and rural in character. The center of the city was the seat of federal government, but limited industrial development actually occurred within its borders at this time. Nearby truck farmers grew cash crops such as corn, cucumbers, and potatoes for sale in the urban markets of Washington, D.C., and the railroad allowed produce to be shipped to other major cities along the Eastern Seaboard.

Modern Period (1930 – Present)

As across the region, the effects of the Depression and then post-World War II prosperity were seen in the District of Columbia. Suburban growth followed by urban decline reflected the national trends. The traditional and historic resources of the city are gradually being replaced by large-scale development. Most of the area retained its 19th century character, a mixture of residences and small farms, well into the 20th century. But the permanent transformation of the area occurred with the increased use of the automobile and the post World War II-era expansion of both Baltimore and Washington into their supporting hinterlands.

3.4 Project Area History

Based on archival research at the DC Historic Preservation Division, it appears that at the onset of European colonization the land comprising the AFRH was the territory of the Analostan/Anacostan/Necostah tribes, which according to early maps included all areas within the current District of Columbia north and west of the Goose/Tiber Creek (now Constitution Avenue). Early European settlement was restricted to the land south and east of this watercourse. The first English patent encompassing the study area was granted to one Charles Beall in 1718, in what was then Frederick County, Maryland (and in 1776, part of Montgomery County). The name of the patent was "Mount Pleasure" or "First Part of Pleasant Hills". In 1723, Robert White purchased 114 acres of Mt. Pleasure from Charles Beall. In 1739, another patent of 50 acres within the study area was granted to James White and called, appropriately enough, "White's Lott". In 1741, an additional 40 acres located at roughly Harewood and Michigan Avenue was patented as "Addition to White's Lott". White also added another patent the same year called "Diamond". In 1752, White resurveyed the land and increased the total acreage to 434.5 acres and renamed it "Mill Seat". In 1792 a patent called "Pleasant Hills Improved" was granted for the remaining area surrounding what is now the AFRH property.

Between 1792 and 1851, the ownership of the project area is less than clear, yet it appears that it remained in the White family until 1842, when 198 acres were sold to George Washington Riggs (co-founder of Riggs Bank). Riggs had a house built on the property by William Degges, a private contractor, in the "Cottage Gothic" style popularized in the early 1800s by Andrew Jackson Downing. In its heyday, the house was second only to the White House in Washington as a mansion. It was the first house in Washington to have natural gas to replace kerosene lamps, and even had a hand-pulled dumbwaiter. This cottage and the farmland surrounding it were ultimately purchased by the federal government in 1851 to form the historic core of what was called the "Military Asylum" (<http://www.defenselink.mil/specials/heroes/history.html>).

In the early years of the Asylum, Lieutenant Barton Alexander was employed as architect of the grounds. His contributions form the core of the current National Historic Landmark, including Officer's Quarters One and Two and the original portion of the Sherman Building. By 1858 several buildings had been built around the former Riggs mansion to house retired and disabled soldiers.

The Riggs house was renamed "Anderson Cottage" after Maj. Robert Anderson, who commanded the Union's Fort Sumter, the site of the first Civil War battle. Anderson, along with Jefferson Davis and Gen. Winfield Scott, had sought to establish a soldiers' home for many years. During the Mexican-American War, General Scott had obtained roughly \$175,000 in ransom money not to ransack Mexico City. He used some of this to pay his troops and to buy supplies, but he offered the remainder to Congress to establish the Soldiers' Home (ibid).

During the Civil War, Lincoln wrote his final draft of the Emancipation Proclamation at Anderson Cottage after the Battle of Antietam in Maryland on Sept. 17, 1862, and issued

it five days later. Lincoln also spent the last night of his life at his beloved country haven. The next evening, April 13, 1865, he was dead at the hands of assassin John Wilkes Booth (ibid).

The first phase of construction of the Soldiers' Home was completed in 1857. Three white marble buildings were erected at the highest point on the property, next to the former Riggs house. The main building (the present Sherman Building) was planned to house a dormitory, hospital, and administrative space, and the others were to be officers quarters. In 1869, several buildings were added but many of these brick or sandstone structures have been demolished. In 1872, the 200-acre Corcoran property to the south of the Home was purchased by the Board of Commissioners. The new tract was used for a hospital expansion, farmland, and a large public park. In 1876, the Barnes Building, (Building 52) designed by Edward Clark, was completed. This hospital building stood just north of the Ignatia Guest House (Building #65), built after 1941. Between 1890 and 1917, 21 buildings were constructed on the Home grounds (EHT Tracerics 2004).

In addition to its role in caring for retired veterans, the AFRH grounds were developed as a major public park in the 1870s, in a style inspired by Frederick Law Olmstead. Sweeping views and scenic drives complemented a variety of recreation activities designed to ease the humid doldrums of DC in the summer. Many features of this parkland remain in the picturesque cultural landscape that has been preserved on the project area's grounds.

The Soldiers' Home was designated a national historic landmark in 1973 as the first of its kind to house disabled or retired enlisted American soldiers. In 2001, Congress officially renamed the U.S. Soldiers' and Airmen's Home as the Armed Forces Retirement Home – Washington (<http://www.sid-ss.net/honors/hon-13a.htm>).

3.5 Previous Investigations

3.5.1 Archeological Research

The site files of the District of Columbia Historic Preservation Division (DC-HPD) contain no records of any prehistoric archeological sites on the grounds of the AFRH. The closest known site in these files, 51NW10, is located just over a mile to the northwest. A map of archeological sites in the District (Humphrey and Chambers 1985:ii), also depicts two unidentified sites roughly a mile to the north and the west, respectively, from the project area. These sites are presented in Table 1.

Table 1: Archeological Sites within 1 mile of the Project Area

SITE	SITE TYPE	CULTURAL AFFILIATION
51NW10	Prehistoric	Undetermined
# (?)	Prehistoric	Undetermined
# (?)	Prehistoric	Undetermined

Although an archeological assessment was performed on two parcels that surround Buildings 56 and 63 (Fiedel 1998), the only archeological testing conducted on the AFRH grounds occurred around the La Garde Building (Gardner and Henley 1989). The latter project yielded only a few recent historic artifacts, and the former assessment recommended limited field testing prior to any construction activity - these results will be discussed further below.

3.5.2 Cartographic Evidence

As early as 1794, Ellicott's map showed that Rock Creek Road was already in existence. This road (now Rock Creek Church Road) has retained its old course up to the present. George W. Riggs, Jr., constructed his estate near the road in 1842-3. His estate included the family home and several outbuildings and cottages. A hand-drawn map shows the Riggs estate in 1851 (Figure 3), when it was purchased by the Board of Commissioners of the Soldiers' Home. Also shown is a structure called the "Corlise Cottage," and two apparently associated buildings northwest of it. This building complex was located in the area of the present King Health Center complex. The date of construction of the cottage is unknown, but it appears to have been demolished by 1877, along with the nearby structures. The land to the south of the Corlise cottage was purchased from the Brackenridge family, owners since 1798, by William W. Corcoran in 1851. Corcoran's house, called "Harewood," had been built by 1861, when it was depicted on local map. This house and its associated outbuildings were situated about 500 ft south of present Irving Street.

Also noted on an 1861 map (Boschke), the residence of a Mrs. Emily S. Wood was located somewhere in the vicinity of the present radio station building. The southern half of the parcel formed a northeastern extension of the Corcoran estate. A complex of small outbuildings, laid out in a long rectangular pattern, was situated at the northeast corner of the Corcoran property. In 1873, following the Commissioners' purchase of the Corcoran property, the Wood house was still occupied. In 1876, the 38-acre Wood property was purchased by the Commissioners of the Home (Board of Commissioners 1877).

The Wood house continued to be depicted on maps of this area from 1877 to 1892 (Board of Commissioners 1877, Lydicker and Greene 1884, and U.S. Coast and Geodetic Survey 1892). One new building was shown to the northwest on an 1877 map, and this wooden structure, along with two smaller wooden structures located to its northeast, also appeared on an 1892 map. No longer depicted at this date was the outbuilding complex on the Corcoran property.

The Army Corp of Engineers map of 1884 also shows few residences or other structures within the project area; rather, this map reflects the development and use of the grounds as a prominent public park (Figure 4). There are several open spaces, surrounded by woods and connected by trails, scattered across the AFRH property. The two extant fishing ponds are not shown on the 1884 map, although they were installed by this time.

Table 2 (below) presents the Historic Properties listed by the District of Columbia Historic Preservation Division within 1 mile of the AFRH project area.

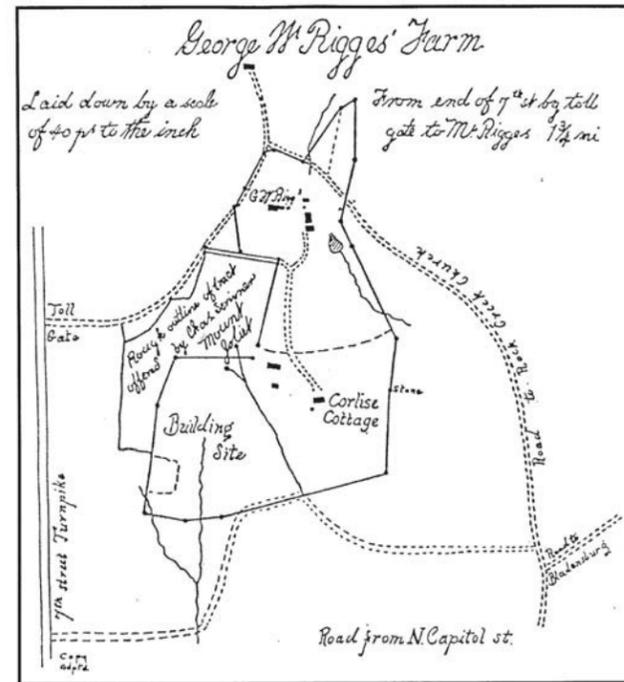


Figure 3: 1851 Map of Riggs Property (DC-HPD files)

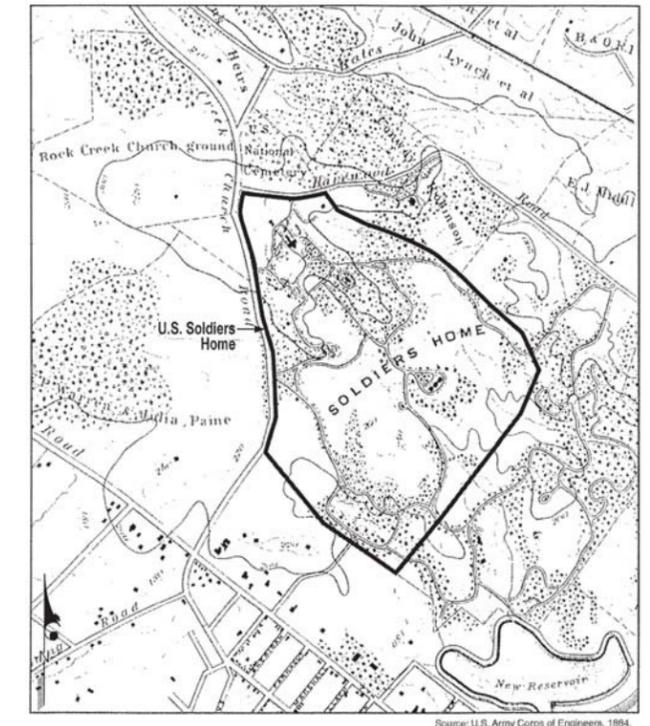


Figure 4: 1884 Army Corps of Engineers Map

**Table 2: Historic Properties within 1 mile of the Study Area**

Site Name	Site Address
Corn Rigs (Anderson House, Cottage)	Rock Creek Church & Lower Service Rd.
Adams Memorial	New Hampshire Ave. & Rock Crk. Ch Rd.
St. Paul's Episcopal Church	Rock Creek Church Road
Rock Creek Church Yard and Cemetery	Rock Creek Church Rd. and Webster St.
Ingleside (Stoddard Baptist Home)	1818 Newton Street
1800 Block of Park Road (North Side)	N/A
Mount Pleasant	1600-2000 Park Road
1644-66 Park Road	N/A
Sacred Heart Church	1516 Park Road and Pine Street
Riggs-Tompkins Building	1402-14 Monroe Street
Tivoli Theatre	1367 Park Road
Engine Co. No. 24	3702 Georgia Ave
National Baptist Memorial Church	16th Street and Columbia Road
Warder-Totten House	2633 16th Street
Church of Jesus Christ of Latter Day Saints	2810 16th Street
Pink Palace (Inter-Amer. Defense Board)	2600 16th Street
All Souls Unitarian Church	Harvard and 16th Street
David White House	1459 Girard Street
Old French Embassy	2460 16th Street
Park Tower	2440 16th Street
2437 15th Street	N/A
Olympia Apartments	14th and Euclid Street
Meridian Hall	2401 15th Street
Meridian Mansions (The Envoy)	2400 16th Street
Clifton Terrace	1308, 1312, and 1350 Clifton Street
Alden, Babcock, and Calvert Apartments	2618, 2620, and 2622 13th Street
Manhattan Laundry/Washington and Georgetown Car Barn	1326-46 Florida Ave
Cardozo Senior High School (Central High School)	13th Street between Florida Avenue and Clifton Street
Greater U Street, NW	N/A
Prince Hall Masonic Temple	1000 U Street
Banneker Recreation Center	2500 Georgia Avenue
Howard Hall, Howard University	607 Howard Place
Miner Building	2565 Georgia Avenue
Southern Aid Society Bldg/Dunbar Theatre	645 T Street
Howard Theatre	620 T Street
Mary Church Terrell House	326 T Street
Samuel Gompers House	2122 1st Street
Franciscan Monastery	1400 Quincey Street, NE
Soldiers' Home Cemetery	Harewood & Rock Creek Church Rd.

**4.0 RECONNAISSANCE AND ASSESSMENT**

**4.1 Methods**

Archeological sensitivity was assessed using soil surveys, topographic and historic maps, and information from pedestrian reconnaissance. Relevant criteria included topography, distance to water, historic occupations and structures, and general degree of disturbance over time. These data were used to divide the project area into different zones of archeological sensitivity. These methods were essentially the same as those of a previous study that focused on two parcels in the center of the AFRH property (Fiedel 1998).

Previously published results of numerous surveys in the Mid-Atlantic region have provided the basis for a general predictive model of archeological sensitivity. Recoverable traces of prehistoric occupation have most often been identified where soils are well drained, on level or gently sloping terrain (with less than an 8% slope), and/or near a source of potable water (i.e., within 200 meters). Elevated locations offering clear views of the surrounding area were also commonly employed for temporary occupations and/or hunting camps. These factors were combined with the results of the background research and were used to produce an archeological sensitivity model for the AFRH.

**4.2 Archeological Sensitivity Model**

*4.2.1 Prehistoric Archeological Potential*

Within the AFRH project area, the most likely areas of prehistoric occupation are sections of level (0-8% slope), well-drained Sassafras soil or moderately well-drained Woodstown and Luka soils (found in stream floodplains). Occupation of more sloping terrain is less probable, and it is likely that construction disturbances in the vicinity of other AFRH structures has effectively eliminated any prehistoric archeological potential in such areas. Based on these soil associations and slope factors, several sections of the property would thereby have the potential for prehistoric sites (Figure 5). But considering the peripheral character of the project area relative to the more abundant prehistoric activity elsewhere in the District, however, even these favorable areas should be ascribed only moderate archeological probability.

*4.2.2 Historic Archeological Potential*

Historic maps indicated the former existence of two building complexes in the center of the AFRH property. The Wood house dates earlier than 1861; the unnamed complex on the former Corcoran property was probably built some time between 1861 and 1872. It seems that the site of the Wood house may have been severely affected by subsequent grading, as it falls within an area of Udorthent soil on the 1976 Soil Survey map (Smith 1976). It is therefore unlikely that traces of the main house have survived intact, although there might be remnants of its northern outbuildings. The location of the Corcoran estate outbuildings may not have been as heavily disturbed as was the vicinity of the Wood house. Also, as the grounds surrounding Anderson Cottage (the former Riggs house; circa 1842) has remained relatively intact, this area may retain historic

archeological potential. In sum, several specific sections of the AFRH property have the potential to contain historic archeological resources (Figure 6).

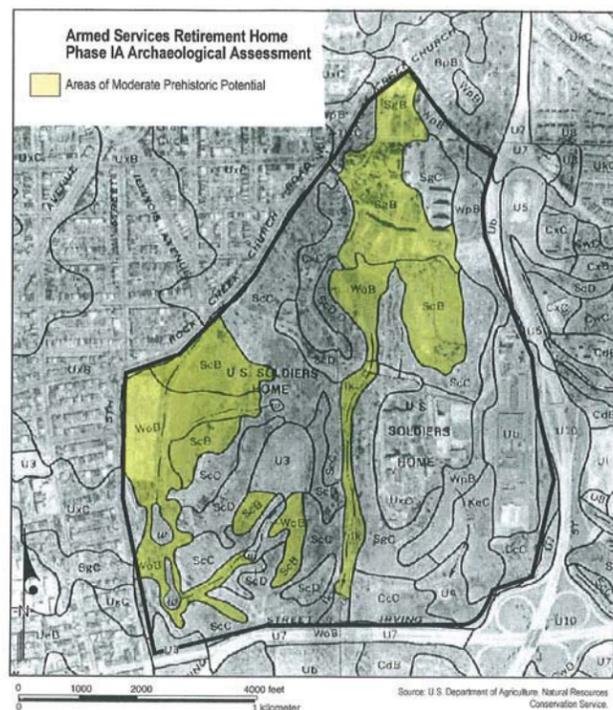


Figure 5: AFRH Prehistoric Archeological Sensitivity Map

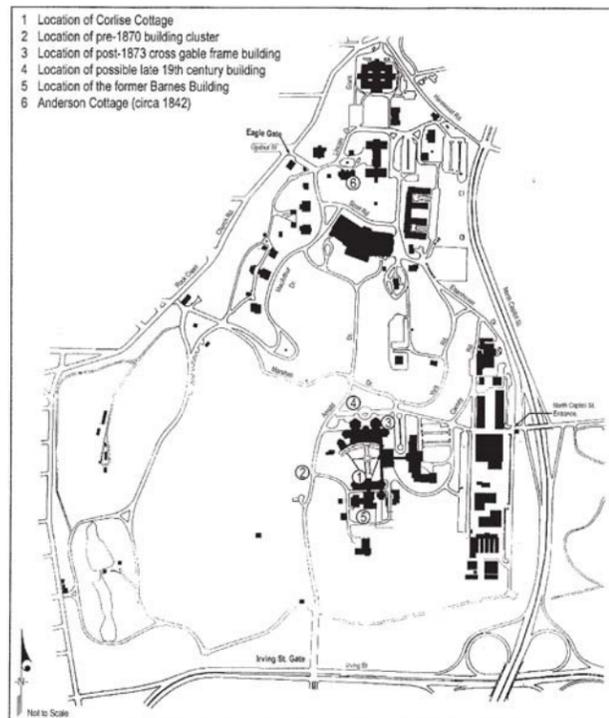


Figure 6: AFRH Historic Archeological Sensitivity Map

5.0 CONCLUSIONS AND RECOMMENDATIONS

5.1 Conclusions

Despite its central location and historic significance, the extensive construction and grading activities associated with the operation of the Old Soldier's Home during the 19<sup>th</sup> and 20<sup>th</sup> centuries has greatly altered many areas within the AFRH property. Therefore, this assessment concludes that the project area has an overall moderate probability to contain intact cultural remains. However, particular sections of the AFRH property may yet retain intact archeological remains dating to the prehistoric and historic periods.

5.2 Recommendations

In view of the generally moderate potential for prehistoric occupation in areas of the property, and the potential for surviving mid-to-late 19<sup>th</sup> century in the central core, limited archeological testing is recommended for portions of the project area (see Figures 5 and 6). These areas are recommended for limited testing; specifically, the hand excavation of shovel test pits (STP) placed on a 30-meter grid interval. However, the initial aim of such investigations should be to determine the extent of disturbance, grading, and filling, to establish whether cultural deposits could have maintained integrity. Following this field determination, and if potentially significant archeological remains are identified, we would recommend a program of limited subsurface testing with shovel test pits placed on a 50-foot grid interval across the areas of moderated archeological sensitivity for prehistoric and historic resources.

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#### APPENDIX A: QUALIFICATIONS OF INVESTIGATORS

- Principal Investigator** Thomas P. Barrett, Ph.D., RPA, earned his Master's and Doctoral degrees in Anthropology from the University of New Mexico, and his Bachelor's degree in Anthropology from the University of Maryland. Dr. Barrett has over 17 years of experience in archeological field work, research, and cultural resource management in the Mid-Atlantic and Southwest regions of the United States, as well as in Japan.
- Archival Research** Mr. Kevin O'Briant is an archaeologist with more than 10 years of professional experience. He has conducted research for archeological investigations for numerous projects in the Midwest and Southwest, and evaluated the potential effects on several proposed project areas in the Northeast. He has also conducted osteological studies of human burials at the Campsville Field School, in Illinois under the direction of Dr. Jane Buikstra.

TREES AND SHRUBS ON U. S. SOLDIERS' AND AIRMEN'S HOME  
PROPERTY, 1980s-1990s

Plant Name	Plant Family
Osage Orange	Maculura pomifera
Sweet Buckeye	Aesculus octandra
Tulip Tree	Liriodendron tulipifera
Bull Bay	Magnolia grandiflora
White Ash	Fraxinus americana
Bald Cypress	Taxodium distichum
Sugar Maple	Acer saccharum
Arborvite	Thuja occidentalis
Weeping Mulberry	Morus alba pendula
Ginkgo	Ginkgo biloba
Copper Beech	Fagus sylvatica pendula
Sweet Bay	Magnolia virginiana
Deodar Cedar	Cedrus deodara
Sweet Osmanthus	Osmanthus fragrans
Willow Oak	Quercus phellos
American Wlm	Ulmus Americana
American Sycamore	Platinus occidentalis
Hemlock	Tsuga Canadensis
Japanese Black Pine	Pinus thunbergii
Norway Maple	Acer platanoides
American Linden	Tilia Americana
Japanese Maple	Acer palmatum
Suacer Magnolia	M. soulangiana
Chestnut Oak	Quercus Montana
Persimmon	Diospyros virginiana
American Holly	Ilex opaca
Colorado Spruce	Picea pungens
Black Walnut	Juglans nigra
White Pine	Pinus strobus
Southern Red Oak	Quercus falcate
Silver Maple	Acer saccharinum
Corkscrew Willow	Salix alba CV
Weeping willow	Salix babylonia
Atlas Cedar	Cedrus atlantica glauca
Umbrella tree	Magnolia fraseri
White Oak	Quercus alba
American Beech	Fagus grandifolia
Black Cherry	Prunus serotina
Mockernut Hickory	Carya tomentosa
Catalpa	Catalpa bignonioides
Paulownia	Paulownia tomentosa

Plant Name	Plant Family
Smooth Bark Oak	Quercus velutina
Golden-Rain Tree	Koelreuteria paniculata
Red Maple	Acer rubram
RedBud	Cercis Canadensis
Pink Dogwood	Cornus f. rubra
Flowering Crabapple	Malus speriosa
Flowering Peach	Prunis persica
Kwanzan Cherry	Prunis kwanzan CV
Sweet Gum	Liquidambar stvraciflua
Virginia Pine	Pinus virginiana
Short Leaf Pine	Pinus echinata
Laurel Oak	Quercus laurifolia
Hawthorn	Cartaegus speciosa
Ohio Buckeye	Aesculus glabra
Norway Spruce	Picea abies
Yulan Magnolia	Magnolia denuttra
Merrill Magnolia	M. leobnerii Merrill
Dward Allberta Spruce	Picea glauca conica
Pyramidal Yew	Taxus caspedata
Boxwood	Buxus micropholia
Burford Holly	Ilex cornuta burfordii
Bradford Pear	Pyrus calleryana
English Yew	Taxus buccata
Lombardi Poplar	Populus nigra
Mountain Laurel	Kalmin latifolia
American Larch	Larix laricina
Common Lilac	Syringe vulgaris (white)
Border Forsythia	Forsythia intermedia
Japanese Andromeda	Pieris japonica
Prickly Juniper	Juniperia oxycedrus
Yellow Poplar	Liriodendron tulipifer (var.)
Evergreen Elm	Ulmus parvifolia semperv.
Japanese Crabapple	Malus floribunda
Pin Oak	Quercus palustris
Ailanthus	<u>Simaroubaceae</u>
Birch	<u>Betulaceae</u>
Boxelder	<u>Aceraceae</u>
Eastern Red Cedar	<u>Cupressaceae</u>
White Cedar	<u>Cupressaceae</u>
Black Cherry	<u>Rosaceae</u>

Plant Name	Plant Family
Chestnut	<u>Fagaceae</u>
Cryptomeria	<u>Cupressaceae</u>
Eleagnus	<u>Elaeagnaceae</u>
Black Gum	<u>Cornaceae (Nyssaceae)</u>
Black Berry	<u>Rosaceae</u>
Hibiscus Hickory	<u>Malvaceae</u>
Honey Suckle	<u>Caprifoliaceae</u>
Horn Beam	
Horse Chestnut	<u>Sapindaceae</u>
Black Locust	<u>Fabaceae</u>
Honey Locust	<u>Fabaceae</u>
Maple Hedge	<u>Sapindaceae</u>
Sassafras	<u>Lauraceae</u>
Smoke Tree	<u>Anacardiaceae</u>
Balsom Poplar	
Cottonwood Poplar	<u>Salicaceae</u>
Japanese Snowbell	<u>Primulaceae</u>

## SUMMARY OF THE NATIONAL HISTORIC PRESERVATION ACT

(1966)

(From the Advisory Council for Historic Preservation web site, [www.achp.gov](http://www.achp.gov))

### **A. Purpose and Structure**

The National Historic Preservation Act expresses a general policy of supporting and encouraging the preservation of prehistoric and historic resources for present and future generations, directing Federal agencies to assume responsibility for considering such resources in their activities. NHPA does not mandate preservation of such resources but requires Federal agencies to consider the impact of their actions on historic properties. The statute sets forth a multifaceted preservation scheme to accomplish these policies and mandates at the State and Federal levels.

The act first authorizes the Secretary of the Interior to expand and maintain a National Register of Historic Places, an inventory of districts, sites, buildings, structures, and objects significant on a national, State, or local level in American history, architecture, archeology, engineering, and culture. It is up to the Secretary to list properties in the National Register and to determine the eligibility of properties for listing using published criteria and procedures. Listing in the Register qualifies a property for Federal grants, loans, and tax incentives.

Second, NHPA encourages State and local preservation programs. States may prepare and submit to the Secretary of the Interior programs for historic preservation, which the Secretary must approve if they provide for the designation of a State Historic Preservation Officer (SHPO) to administer the State preservation program; establish a State historic preservation review board; and provide for adequate public participation in the State program. The SHPO must identify and inventory historic properties in the State; nominate eligible properties to the National Register; prepare and implement a statewide historic preservation plan; serve as a liaison with Federal agencies on preservation matters; and provide public information, education, and technical assistance.

Although the organization of the State programs and the actual roles of the SHPOs may differ from State to State, the provisions of NHPA have influenced States' administrative structures. For example, most State governments now undertake comprehensive survey and planning activities and retain professional staff with

preservation expertise to oversee State activities affecting historic properties. Many States have certified local governments to carry out preservation activities and, since NHPA was amended in 1992, Indian tribes may now assume all or part of the functions of a SHPO with respect to tribal lands.

NHPA also authorizes a grant program, supported by the Historic Preservation Fund, to provide monies to States for historic preservation projects and to individuals for the preservation of properties listed in the National Register. The grant program provides for two categories of grants: one for survey and planning purposes, which provides essential financial support for administering each State program; the other for "bricks and mortar" preservation or rehabilitation of historic properties. States and other grant recipients must match the Federal funds. Through the Historic Preservation Fund, in 1995 the Federal Government gave States \$30,940 million to carry out preservation-related activities.

Finally, NHPA established the Advisory Council on Historic Preservation, which is now an independent Federal agency. Composed of 20 members from both the public and private sectors, the Council employs a professional staff trained in many aspects of preservation. Council members include the Secretaries of the Interior and Agriculture and four other Federal agency heads designated by the President; the Architect of the Capitol; four members of the general public; a Native American or Native Hawaiian; four historic preservation experts; one governor; and one mayor, all appointed by the President. The chairman of the National Trust for Historic Preservation and the president of the National Conference of State Historic Preservation Officers serve as ex officio members. NHPA directs the Council to advise the President and Congress on historic preservation matters, review the policies and programs of Federal agencies to improve their consistency with the purposes of the act, conduct training and educational programs, and encourage public interest in preservation. Most importantly, the act places the Council in the central role of administering and participating in the preservation review process established by Section 106.

### **B. Legislative History**

The act has been amended several times since its inception in 1966, each time strengthening and clarifying various aspects of the law. Significant amendments occurred first in 1976 when Congress established the Historic Preservation Fund as the source of matching grants to States and to the National Trust for Historic Preservation

to carry out historic preservation activities. The 1976 amendments also extended the application of Section 106 to include properties eligible for listing on the National Register, not just those already listed. Of great importance to the Council, the 1976 amendments rendered it an independent Federal agency; previously, it had been staffed and supported through the National Park Service.

NHPA changed significantly again in 1980 when Congress added Section 110, which directed Federal agencies to assume more responsibility for the stewardship and protection of historic properties they owned or controlled. The 1980 amendments also better articulated the duties of SHPOs, provided for the certification of local government preservation programs and for local government participation in National Register nominations and the Section 106 process itself. The Council's duties were expanded as well to include the evaluation of Federal agencies' historic preservation programs.

Congress amended NHPA most recently in 1992, providing a greater role for Native Americans and Native Hawaiians in Federal and State preservation programs, requiring Federal agencies to establish their own internal procedures to incorporate historic preservation planning into agency programs, and obligating Federal agencies to withhold Federal assistance in cases of anticipatory demolition. The amendments also set forth more specific measures to withhold confidential information about the location of historic properties, specify the responsibilities of Federal agencies that receive formal comment from the Council, and clarify several key terms, among them "undertaking," "State," and "Indian tribe." Although the 1992 amendments did not directly amend the language of Section 106 of NHPA, the new provisions significantly affect the Section 106 compliance process.

### **C. Key Statutory Provisions: Sections 106 and 110**

#### **1. Section 106**

The Council's most significant involvement in the Federal preservation process is through Section 106 of NHPA. Section 106 provides that:

The head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any Federal funds on the

undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register. The head of any such Federal agency shall afford the Advisory Council on Historic Preservation established under Title II of this Act a reasonable opportunity to comment with regard to such undertaking.

Section 106 requires each Federal agency to do two things prior to carrying out, approving financial assistance to, or issuing a permit for a project that may affect properties listed or eligible for listing in the National Register of Historic Places. First, the agency must consider the impact of the project on historic properties. Second, the agency must seek the Council's comments on the project. Section 106 originally applied only to properties actually listed in the National Register; however, in 1976, Congress extended its provisions to properties not yet listed but still meeting the criteria. Much of the Council's daily work involves commenting in response to agency requests under Section 106. To administer these requests under the authority granted by Congress, the Council has issued regulations to govern agencies' compliance with Section 106. These regulations set forth procedures, known as the "Section 106 process" that explain how Federal agencies must take into account the effects of their actions on historic properties and how the Council will comment on those actions.

## 2. Section 110

Section 110 of NHPA governs Federal agency programs by providing for consideration of historic preservation in the management of properties under Federal ownership or control. Originally a codification of Executive Order No. 11593, Section 110 established special preservation responsibilities for Federal agencies with an emphasis on property management activities. Section 110 does not replace or invalidate Executive Order No. 11593, but rather supplements it.

As passed in 1980, Section 110 established procedures for Federal agencies managing or controlling property. Among other things, agencies must assume responsibility for the preservation of historic properties under their jurisdiction and, to the maximum extent feasible, use historic properties available to the agency. Additionally, Federal agencies were directed to carry out their programs and projects in accordance with the purposes of NHPA. Further, Section 110(f) requires that, prior to the approval of any Federal undertaking that may directly and adversely affect any National

Historic Landmark, agencies must undertake such planning and action as may be necessary to minimize harm to the landmark and obtain Council comments on the undertaking. The review required by Section 110(f) is similar to that required under Section 106 but involves a higher standard of care. Generally, Section 110(f) review is accomplished under the Council's procedures implementing Section 106.

The 1992 amendments to NHPA added greater Federal agency responsibility for consideration of historic properties during agency decision making. The amended Section 110 requires each Federal agency to establish a historic preservation program. The program must provide for the identification and protection of the agency's historic properties; ensure that such properties are maintained and managed with due consideration for preservation of their historic values; and contain procedures to implement Section 106, which must be consistent with the Council's regulations. Specifically, the amendments explain that such procedures must provide a process for the identification and evaluation of historic properties for listing in the National Register and the development of agreements in consultation with SHPOs, local governments, Native Americans and Native Hawaiians and the interested public.

Congress also added a new provision that directs Federal agencies to withhold grants, licenses, approvals, or other assistance to applicants who intentionally significantly and adversely affect historic properties. This provision, known as the "anticipatory demolition" section, is designed to prevent applicants from destroying historic properties prior to seeking Federal assistance in an effort to avoid the Section 106 process. Finally, the 1992 amendments to Section 110 add the responsibility that the head of a Federal agency, without delegation, must document any decision under Section 106 where a Memorandum of Agreement has not been executed. This provision ensures a high level of Federal agency review where there is a failure to reach an agreement and, thus, strengthens the incentives for agencies to sign MOA. The amendments also codified a provision of the Council's regulations stating that an MOA will govern implementation of the undertaking in a binding manner.

The Secretary of the Interior, in consultation with the Advisory Council, is responsible for developing guidelines to implement the requirements of Section 110 of the act. The Council and the National Park Service jointly issued guidelines in 1989 and new guidelines are under development to address the 1992 amendments to NHPA.

## Section 110 of the NHPA (16 U.S.C. 470h-2):

(a) (1) The heads of all Federal agencies shall assume responsibility for the preservation of historic properties which are owned or controlled by such agency. Prior to acquiring, constructing, or leasing buildings for purposes of carrying out agency responsibilities, each Federal agency shall use, to the maximum extent feasible, historic properties available to the agency. Each agency shall undertake, consistent with the preservation of such properties and the mission of the agency and the professional standards established pursuant to section 101(g), any preservation, as may be necessary to carry out this section. [Standards 1, 6 and 7].

(2) Each Federal agency shall establish (unless exempted pursuant to section 214), in consultation with the Secretary [of the Interior], a preservation program for the identification, evaluation, and nomination to the National Register of Historic Places, and protection of historic properties. [Standard 1]. Such program shall ensure -

(A) that historic properties under the jurisdiction or control of the agency are identified, evaluated, and nominated to the National Register [Standards 2 and 3];

(B) that such properties under the jurisdiction or control of the agency as are listed in or may be eligible for the National Register are managed and maintained in a way that considers the preservation of their historic, archeological, architectural, and cultural values in compliance with section 106 and gives special consideration to the preservation of such values in the case of properties designated as having national significance [Standard 4];

(C) that the preservation of properties not under the jurisdiction or control of the agency, but subject to be potentially affected by agency actions are given full consideration in planning [Standards 4 and 6];

(D) that the agency's preservation-related activities are carried out in consultation with other Federal, State, and local agencies, Indian tribes, Native Hawaiian organizations carrying out historic preservation planning activities, and with the private sector [Standard 5]; and,

(E) that the agency's procedures for compliance with section 106 -

(i) are consistent with regulations issued by the [Advisory] Council [on Historic Preservation] pursuant to section 211 [Standard 4];

(ii) provide a process for the identification and evaluation of historic

properties for listing in the National Register and the development and implementation of agreements, in consultation with State Historic Preservation Officers, local governments, Indian tribes, Native Hawaiian organizations, and the interested public, as appropriate, regarding the means by which adverse effects on such properties will be considered [Standard 4]; and,

(iii) provide for the disposition of Native American cultural items from Federal or tribal land in a manner consistent with section 3(c) of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3002(c)) [Standard 4].

(b) Each Federal agency shall initiate measures to assure that where, as a result of Federal action or assistance carried out by such agency, a historic property is to be substantially altered or demolished, timely steps are taken to make or have made appropriate records, and that such records then be deposited, in accordance with section 101(a), in the Library of Congress or with such other appropriate agency as may be designated by the Secretary, for future use and reference [Standard 6].

(c) The head of each Federal agency shall, unless exempted under section 214, designate a qualified official to be known as the agency's "preservation officer" who shall be responsible for coordinating that agency's activities under this Act. Each Preservation Officer may, in order to be considered qualified, satisfactorily complete an appropriate training program established by the Secretary under section 101(h) [Standard 1].

(d) Consistent with the agency's mission and mandates, all Federal agencies shall carry out agency programs and projects (including those under which any federal assistance is provided or any Federal license, permit, or other approval is required) in accordance with the purposes of this Act and, give consideration to programs and projects which will further the purposes of this Act [Standard 1].

(e) The Secretary shall review and approve the plans of transferees of surplus federally owned historic properties not later than ninety days after his receipt of such plans to ensure that the prehistorical, historical, architectural, or culturally significant values will be preserved or enhanced [Standard 7].

(f) Prior to the approval of any Federal undertaking which may directly and adversely affect any National Historic Landmark, the head of the responsible Federal agency shall, to the maximum extent possible, undertake such planning and actions as may be necessary

to minimize harm to such landmark, and shall afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on the undertaking [Standard 4].

(g) Each Federal agency may include the costs of preservation activities of such agency under this Act as eligible project costs in all undertakings of such agency or assisted by such agency. The eligible project costs may also include amounts paid by a Federal agency to any State to be used in carrying out such preservation responsibilities of the Federal agency under this Act, and reasonable costs may be charged to Federal licensees and permittees as a condition to the issuance of such license or permit [Standard 1].

(h) The Secretary shall establish an annual preservation awards program under which he may make monetary awards in amounts not to exceed \$1,000 and provide citations for special achievement to officers and employees of Federal, State, and certified local governments in recognition of their outstanding contributions to the preservation of historic resources. Such program may include the issuance of annual awards by the president of the United States to any citizen of the United States recommended for such award by the Secretary.

(i) Nothing in this Act shall be construed to require the preparation of an environmental impact statement where such statement would not otherwise be required under the National Environmental Policy Act of 1969, and nothing in this Act shall be construed to provide any exemption from any requirement respecting the preparation of such a statement under such Act.

(j) The Secretary shall promulgate regulations under which the requirements of this section may be waived in whole or in part in the event of a major natural disaster or an imminent threat to the national security.

(k) Each Federal agency shall ensure that the agency will not grant a loan, loan guarantee, permit, license, or other assistance to an applicant who, with intent to avoid the requirements of section 106, has intentionally significantly adversely affected a historic property to which the grant would relate, or having the legal power to prevent it, allowed such significant adverse effect to occur, unless the agency, after consultation with the Council, determines that circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant [Standard 4].

(l) With respect to any undertaking subject to section 106 which

adversely affect any property included in or eligible for inclusion in the National Register, and for which a Federal agency has not entered into an agreement with the Council, the head of such agency shall document any decision made pursuant to section 106. The head of such agency may not delegate his or her responsibilities pursuant to such section. Where a section 106 memorandum of agreement has been executed with respect to an undertaking, such memorandum shall govern the undertaking and all of its parts [Standard 4].

**Section 106 of the NHPA (16 U.S.C. 470f):**

The head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register. The head of any such Federal agency shall afford the Advisory Council on Historic Preservation established under Title II of this Act a reasonable opportunity to comment with regard to such undertaking.

**36 CFR PART 800 -- PROTECTION OF HISTORIC PROPERTIES (incorporating amendments effective August 5, 2004)**

**Subpart A -- Purposes and Participants**

Sec.

800.1 Purposes.

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**Subpart C -- Program Alternatives**

800.14 Federal agency program alternatives.

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800.16 Definitions.

Appendix A -- Criteria for Council involvement in reviewing individual section 106 cases

**Authority:** 16 U.S.C. 470s.

**Subpart A-Purposes and Participants**

**§ 800.1 Purposes.**

(a) *Purposes of the section 106 process.* Section 106 of the National Historic Preservation Act requires Federal agencies to take into account the effects of their undertakings on historic properties and afford the Council a reasonable opportunity to comment on such undertakings. The procedures in this part define how Federal agencies meet these statutory responsibilities. The section 106 process seeks to accommodate historic preservation concerns with the needs of Federal undertakings through consultation among the agency official and other parties with an interest in the effects of the undertaking on historic properties, commencing at the early stages of

project planning. The goal of consultation is to identify historic properties potentially affected by the undertaking, assess its effects and seek ways to avoid, minimize or mitigate any adverse effects on historic properties.

(b) *Relation to other provisions of the act.* Section 106 is related to other provisions of the act designed to further the national policy of historic preservation. References to those provisions are included in this part to identify circumstances where they may affect actions taken to meet section 106 requirements. Such provisions may have their own implementing regulations or guidelines and are not intended to be implemented by the procedures in this part except insofar as they relate to the section 106 process. Guidelines, policies and procedures issued by other agencies, including the Secretary, have been cited in this part for ease of access and are not incorporated by reference.

(c) *Timing.* The agency official must complete the section 106 process "prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license." This does not prohibit agency official from conducting or authorizing nondestructive project planning activities before completing compliance with section 106, provided that such actions do not restrict the subsequent consideration of alternatives to avoid, minimize or mitigate the undertaking's adverse effects on historic properties. The agency official shall ensure that the section 106 process is initiated early in the undertaking's planning, so that a broad range of alternatives may be considered during the planning process for the undertaking.

**§ 800.2 Participants in the Section 106 process.**

(a) *Agency official.* It is the statutory obligation of the Federal agency to fulfill the requirements of section 106 and to ensure that an agency official with jurisdiction over an undertaking takes legal and financial responsibility for section 106 compliance in accordance with subpart B of this part. The agency official has approval authority for the undertaking and can commit the Federal agency to take appropriate action for a specific undertaking as a result of section 106 compliance. For the purposes of subpart C of this part, the agency official has the authority to commit the Federal agency to any obligation it may assume in the

implementation of a program alternative. The agency official may be a State, local, or tribal government official who has been delegated legal responsibility for compliance with section 106 in accordance with Federal law.

(1) *Professional standards.* Section 112(a)(1)(A) of the act requires each Federal agency responsible for the protection of historic resources, including archeological resources, to ensure that all actions taken by employees or contractors of the agency shall meet professional standards under regulations developed by the Secretary.

(2) *Lead Federal agency.* If more than one Federal agency is involved in an undertaking, some or all the agencies may designate a lead Federal agency, which shall identify the appropriate official to serve as the agency official who shall act on their behalf, fulfilling their collective responsibilities under section 106. Those Federal agencies that do not designate a lead Federal agency remain individually responsible for their compliance with this part.

(3) *Use of contractors.* Consistent with applicable conflict of interest laws, the agency official may use the services of applicants, consultants, or designees to prepare information, analyses and recommendations under this part. The agency official remains legally responsible for all required findings and determinations. If a document or study is prepared by a non-Federal party, the agency official is responsible for ensuring that its content meets applicable standards and guidelines.

(4) *Consultation.* The agency official shall involve the consulting parties described in paragraph (c) of this section in findings and determinations made during the section 106 process. The agency official should plan consultations appropriate to the scale of the undertaking and the scope of Federal involvement and coordinated with other requirements of other statutes, as applicable, such as the National Environmental Policy Act, the Native American Graves Protection and Repatriation Act, the American Indian Religious Freedom Act, the Archeological Resources Protection Act and agency-specific legislation. The Council encourages the agency official to use to the extent possible existing agency procedures and mechanisms to fulfill the consultation requirements of this part.

(b) *Council.* The Council issues regulations to implement section 106,

provides guidance and advice on the application of the procedures in this part, and generally oversees the operation of the section 106 process. The Council also consults with and comments to agency officials on individual undertakings and programs that affect historic properties.

(1) *Council entry into the section 106 process.* When the Council determines that its involvement is necessary to ensure that the purposes of section 106 and the act are met, the Council may enter the section 106 process. Criteria guiding Council decisions to enter the section 106 process are found in appendix A to this part. The Council will document that the criteria have been met and notify the parties to the section 106 process as required by this part.

(2) *Council assistance.* Participants in the section 106 process may seek advice, guidance and assistance from the Council on the application of this part to specific undertakings, including the resolution of disagreements, whether or not the Council is formally involved in the review of the undertaking. If questions arise regarding the conduct of the section 106 process, participants are encouraged to obtain the Council's advice on completing the process.

(c) *Consulting parties.* The following parties have consultative roles in the section 106 process.

(1) *State historic preservation officer.*

(i) The State historic preservation officer (SHPO) reflects the interests of the State and its citizens in the preservation of their cultural heritage. In accordance with section 101(b)(3) of the act, the SHPO advises and assists Federal agencies in carrying out their section 106 responsibilities and cooperates with such agencies, local governments and organizations and individuals to ensure that historic properties are taking into consideration at all levels of planning and development.

(ii) If an Indian tribe has assumed the functions of the SHPO in the section 106 process for undertakings on tribal lands, the SHPO shall participate as a consulting party if the undertaking takes place on tribal lands but affects historic properties off tribal lands, if requested in accordance with § 800.3(c)(1), or if the Indian tribe agrees to include the SHPO pursuant to § 800.3(f)(3).

(2) *Indian tribes and Native Hawaiian organizations.*

(i) *Consultation on tribal lands.*

(A) *Tribal historic preservation officer.* For a tribe that has assumed the responsibilities of the SHPO for section 106 on tribal lands under section 101(d)(2) of the act, the tribal historic preservation officer (THPO) appointed or designated in accordance with the act is the official representative for the purposes of section 106. The agency official shall consult with the THPO in lieu of the SHPO regarding undertakings occurring on or affecting historic properties on tribal lands.

(B) *Tribes that have not assumed SHPO functions.* When an Indian tribe has not assumed the responsibilities of the SHPO for section 106 on tribal lands under section 101(d)(2) of the act, the agency official shall consult with a representative designated by such Indian tribe in addition to the SHPO regarding undertakings occurring on or affecting historic properties on its tribal lands. Such Indian tribes have the same rights of consultation and concurrence that the THPOs are given throughout subpart B of this part, except that such consultations shall be in addition to and on the same basis as consultation with the SHPO.

(ii) *Consultation on historic properties of significance to Indian tribes and Native Hawaiian organizations.* Section 101(d)(6)(B) of the act requires the agency official to consult with any Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to historic properties that may be affected by an undertaking. This requirement applies regardless of the location of the historic property. Such Indian tribe or Native Hawaiian organization shall be a consulting party.

(A) The agency official shall ensure that consultation in the section 106 process provides the Indian tribe or Native Hawaiian organization a reasonable opportunity to identify its concerns about historic properties, advise on the identification and evaluation of historic properties, including those of traditional religious and cultural importance, articulate its views on the undertaking's effects on such properties, and participate in the resolution of adverse effects. It is the responsibility of the agency official to make a reasonable and good faith effort to identify Indian tribes and Native Hawaiian organizations that shall be consulted in the section 106 process. Consultation should commence early in the planning process, in order to identify and discuss relevant

preservation issues and resolve concerns about the confidentiality of information on historic properties.

(B) The Federal Government has a unique legal relationship with Indian tribes set forth in the Constitution of the United States, treaties, statutes, and court decisions. Consultation with Indian tribes should be conducted in a sensitive manner respectful of tribal sovereignty. Nothing in this part alters, amends, repeals, interprets or modifies tribal sovereignty, any treaty rights, or other rights of an Indian tribe, or preempts, modifies or limits the exercise of any such rights.

(C) Consultation with an Indian tribe must recognize the government-to-government relationship between the Federal Government and Indian tribes. The agency official shall consult with representatives designated or identified by the tribal government or the governing body of a Native Hawaiian organization. Consultation with Indian tribes and Native Hawaiian organizations should be conducted in a manner sensitive to the concerns and needs of the Indian tribe or Native Hawaiian organization.

(D) When Indian tribes and Native Hawaiian organizations attach religious and cultural significance to historic properties off tribal lands, section 101(d)(6)(B) of the act requires Federal agencies to consult with such Indian tribes and Native Hawaiian organizations in the section 106 process. Federal agencies should be aware that frequently historic properties of religious and cultural significance are located on ancestral, aboriginal, or ceded lands of Indian tribes and Native Hawaiian organizations and should consider that when complying with the procedures in this part.

(E) An Indian tribe or a Native Hawaiian organization may enter into an agreement with an agency official that specifies how they will carry out responsibilities under this part, including concerns over the confidentiality of information. An agreement may cover all aspects of tribal participation in the section 106 process, provided that no modification may be made in the roles of other parties to the section 106 process without their consent. An agreement may grant the Indian tribe or Native Hawaiian organization additional rights to participate or concur in agency decisions in the section 106 process beyond those specified in subpart B of this part. The agency official shall

provide a copy of any such agreement to the Council and the appropriate SHPOs.

(F) An Indian tribe that has not assumed the responsibilities of the SHPO for section 106 on tribal lands under section 101(d)(2) of the act may notify the agency official in writing that it is waiving its rights under § 800.6(c)(1) to execute a memorandum of agreement.

(3) *Representatives of local governments.* A representative of a local government with jurisdiction over the area in which the effects of an undertaking may occur is entitled to participate as a consulting party. Under other provisions of Federal law, the local government may be authorized to act as the agency official for purposes of section 106.

(4) *Applicants for Federal assistance, permits, licenses and other approvals.* An applicant for Federal assistance or for a Federal permit, license or other approval is entitled to participate as a consulting party as defined in this part. The agency official may authorize an applicant or group of applicants to initiate consultation with the SHPO/THPO and others, but remains legally responsible for all findings and determinations charged to the agency official. The agency official shall notify the SHPO/THPO when an applicant or group of applicants is so authorized. A Federal agency may authorize all applicants in a specific program pursuant to this section by providing notice to all SHPO/THPOs. Federal agencies that provide authorizations to applicants remain responsible for their government to government relationships with Indian tribes.

(5) *Additional consulting parties.* Certain individuals and organizations with a demonstrated interest in the undertaking may participate as consulting parties due to the nature of their legal or economic relation to the undertaking or affected properties, or their concern with the undertaking's effects on historic properties.

(d) *The public.*

(1) *Nature of involvement.* The views of the public are essential to informed Federal decisionmaking in the section 106 process. The agency official shall seek and consider the views of the public in a manner that reflects the nature and complexity of the undertaking and its effects on historic properties, the likely interest of the public in the effects on historic properties, confidentiality concerns of private individuals and businesses, and

the relationship of the Federal involvement to the undertaking.

(2) *Providing notice and information.* The agency official must, except where appropriate to protect confidentiality concerns of affected parties, provide the public with information about an undertaking and its effects on historic properties and seek public comment and input. Members of the public may also provide views on their own initiative for the agency official to consider in decisionmaking.

(3) *Use of agency procedures.* The agency official may use the agency's procedures for public involvement under the National Environmental Policy Act or other program requirements in lieu of public involvement requirements in subpart B of this part, if they provide adequate opportunities for public involvement consistent with this subpart.

#### Subpart B-The section 106 Process

##### § 800.3 Initiation of the section 106 process.

(a) *Establish undertaking.* The agency official shall determine whether the proposed Federal action is an undertaking as defined in § 800.16(y) and, if so, whether it is a type of activity that has the potential to cause effects on historic properties.

(1) *No potential to cause effects.* If the undertaking is a type of activity that does not have the potential to cause effects on historic properties, assuming such historic properties were present, the agency official has no further obligations under section 106 or this part.

(2) *Program alternatives.* If the review of the undertaking is governed by a Federal agency program alternative established under § 800.14 or a programmatic agreement in existence before January 11, 2001, the agency official shall follow the program alternative.

(b) *Coordinate with other reviews.* The agency official should coordinate the steps of the section 106 process, as appropriate, with the overall planning schedule for the undertaking and with any reviews required under other authorities such as the National Environmental Policy Act, the Native American Graves Protection and Repatriation Act, the American Indian Religious Freedom Act, the Archeological Resources Protection Act and agency-specific legislation, such as section 4(f) of the Department of

Transportation Act. Where consistent with the procedures in this subpart, the agency official may use information developed for other reviews under Federal, State or tribal law to meet the requirements of section 106.

(c) *Identify the appropriate SHPO and/or THPO.* As part of its initial planning, the agency official shall determine the appropriate SHPO or SHPOs to be involved in the section 106 process. The agency official shall also determine whether the undertaking may occur on or affect historic properties on any tribal lands and, if so, whether a THPO has assumed the duties of the SHPO. The agency official shall then initiate consultation with the appropriate officer or officers.

(1) *Tribal assumption of SHPO responsibilities.* Where an Indian tribe has assumed the section 106 responsibilities of the SHPO on tribal lands pursuant to section 101(d)(2) of the act, consultation for undertakings occurring on tribal land or for effects on tribal land is with the THPO for the Indian tribe in lieu of the SHPO. Section 101(d)(2)(D)(iii) of the act authorizes owners of properties on tribal lands which are neither owned by a member of the tribe nor held in trust by the Secretary for the benefit of the tribe to request the SHPO to participate in the section 106 process in addition to the THPO.

(2) *Undertakings involving more than one State.* If more than one State is involved in an undertaking, the involved SHPOs may agree to designate a lead SHPO to act on their behalf in the section 106 process, including taking actions that would conclude the section 106 process under this subpart.

(3) *Conducting consultation.* The agency official should consult with the SHPO/THPO in a manner appropriate to the agency planning process for the undertaking and to the nature of the undertaking and its effects on historic properties.

(4) *Failure of the SHPO/THPO to respond.* If the SHPO/THPO fails to respond within 30 days of receipt of a request for review of a finding or determination, the agency official may either proceed to the next step in the process based on the finding or determination or consult with the Council in lieu of the SHPO/THPO. If the SHPO/THPO re-enters the section 106 process, the agency official shall continue the consultation without being required to reconsider previous findings or determinations.

(d) *Consultation on tribal lands.* Where the Indian tribe has not assumed the responsibilities of the SHPO on tribal lands, consultation with the Indian tribe regarding undertakings occurring on such tribe's lands or effects on such tribal lands shall be in addition to and on the same basis as consultation with the SHPO. If the SHPO has withdrawn from the process, the agency official may complete the section 106 process with the Indian tribe and the Council, as appropriate. An Indian tribe may enter into an agreement with a SHPO or SHPOs specifying the SHPO's participation in the section 106 process for undertakings occurring on or affecting historic properties on tribal lands.

(e) *Plan to involve the public.* In consultation with the SHPO/THPO, the agency official shall plan for involving the public in the section 106 process. The agency official shall identify the appropriate points for seeking public input and for notifying the public of proposed actions, consistent with § 800.2(d).

(f) *Identify other consulting parties.* In consultation with the SHPO/THPO, the agency official shall identify any other parties entitled to be consulting parties and invite them to participate as such in the section 106 process. The agency official may invite others to participate as consulting parties as the section 106 process moves forward.

(1) *Involving local governments and applicants.* The agency official shall invite any local governments or applicants that are entitled to be consulting parties under § 800.2(c).

(2) *Involving Indian tribes and Native Hawaiian organizations.* The agency official shall make a reasonable and good faith effort to identify any Indian tribes or Native Hawaiian organizations that might attach religious and cultural significance to historic properties in the area of potential effects and invite them to be consulting parties. Such Indian tribe or Native Hawaiian organization that requests in writing to be a consulting party shall be one.

(3) *Requests to be consulting parties.* The agency official shall consider all written requests of individuals and organizations to participate as consulting parties and, in consultation with the SHPO/THPO and any Indian tribe upon whose tribal lands an undertaking occurs or affects historic properties, determine which should be consulting parties.

(g) *Expediting consultation.* A consultation by the agency official with the SHPO/THPO and other consulting parties may address multiple steps in §§ 800.3 through 800.6 where the agency official and the SHPO/THPO agree it is appropriate as long as the consulting parties and the public have an adequate opportunity to express their views as provided in § 800.2(d).

##### § 800.4 Identification of historic properties.

(a) *Determine scope of identification efforts.* In consultation with the SHPO/THPO, the agency official shall:

(1) Determine and document the area of potential effects, as defined in § 800.16(d);

(2) Review existing information on historic properties within the area of potential effects, including any data concerning possible historic properties not yet identified;

(3) Seek information, as appropriate, from consulting parties, and other individuals and organizations likely to have knowledge of, or concerns with, historic properties in the area, and identify issues relating to the undertaking's potential effects on historic properties; and

(4) Gather information from any Indian tribe or Native Hawaiian organization identified pursuant to § 800.3(f) to assist in identifying properties, including those located off tribal lands, which may be of religious and cultural significance to them and may be eligible for the National Register, recognizing that an Indian tribe or Native Hawaiian organization may be reluctant to divulge specific information regarding the location, nature, and activities associated with such sites. The agency official should address concerns raised about confidentiality pursuant to § 800.11(c).

(b) *Identify historic properties.* Based on the information gathered under paragraph (a) of this section, and in consultation with the SHPO/THPO and any Indian tribe or Native Hawaiian organization that might attach religious and cultural significance to properties within the area of potential effects, the agency official shall take the steps necessary to identify historic properties within the area of potential effects.

(1) *Level of effort.* The agency official shall make a reasonable and good faith effort to carry out appropriate identification efforts, which may include background research, consultation, oral history interviews,

sample field investigation, and field survey. The agency official shall take into account past planning, research and studies, the magnitude and nature of the undertaking and the degree of Federal involvement, the nature and extent of potential effects on historic properties, and the likely nature and location of historic properties within the area of potential effects. The Secretary's Standards and Guidelines for Identification provide guidance on this subject. The agency official should also consider other applicable professional, State, tribal and local laws, standards and guidelines. The agency official shall take into account any confidentiality concerns raised by Indian tribes or Native Hawaiian organizations during the identification process.

(2) *Phased identification and evaluation.* Where alternatives under consideration consist of corridors or large land areas, or where access to properties is restricted, the agency official may use a phased process to conduct identification and evaluation efforts. The agency official may also defer final identification and evaluation of historic properties if it is specifically provided for in a memorandum of agreement executed pursuant to § 800.6, a programmatic agreement executed pursuant to § 800.14 (b), or the documents used by an agency official to comply with the National Environmental Policy Act pursuant to § 800.8. The process should establish the likely presence of historic properties within the area of potential effects for each alternative or inaccessible area through background research, consultation and an appropriate level of field investigation, taking into account the number of alternatives under consideration, the magnitude of the undertaking and its likely effects, and the views of the SHPO/THPO and any other consulting parties. As specific aspects or locations of an alternative are refined or access is gained, the agency official shall proceed with the identification and evaluation of historic properties in accordance with paragraphs (b)(1) and (c) of this section.

(c) *Evaluate historic significance.*

(1) *Apply National Register criteria.* In consultation with the SHPO/THPO and any Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to identified properties and guided by the Secretary's Standards and Guidelines for Evaluation, the agency official shall

apply the National Register criteria (36 CFR part 63) to properties identified within the area of potential effects that have not been previously evaluated for National Register eligibility. The passage of time, changing perceptions of significance, or incomplete prior evaluations may require the agency official to reevaluate properties previously determined eligible or ineligible. The agency official shall acknowledge that Indian tribes and Native Hawaiian organizations possess special expertise in assessing the eligibility of historic properties that may possess religious and cultural significance to them.

(2) *Determine whether a property is eligible.* If the agency official determines any of the National Register criteria are met and the SHPO/THPO agrees, the property shall be considered eligible for the National Register for section 106 purposes. If the agency official determines the criteria are not met and the SHPO/THPO agrees, the property shall be considered not eligible. If the agency official and the SHPO/THPO do not agree, or if the Council or the Secretary so request, the agency official shall obtain a determination of eligibility from the Secretary pursuant to 36 CFR part 63. If an Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to a property off tribal lands does not agree, it may ask the Council to request the agency official to obtain a determination of eligibility.

(d) *Results of identification and evaluation.*

(1) *No historic properties affected.* If the agency official finds that either there are no historic properties present or there are historic properties present but the undertaking will have no effect upon them as defined in § 800.16(i), the agency official shall provide documentation of this finding, as set forth in § 800.11(d), to the SHPO/THPO. The agency official shall notify all consulting parties, including Indian tribes and Native Hawaiian organizations, and make the documentation available for public inspection prior to approving the undertaking.

(i) If the SHPO/THPO, or the Council if it has entered the section 106 process, does not object within 30 days of receipt of an adequately documented finding, the agency official's responsibilities under section 106 are fulfilled.

(ii) If the SHPO/THPO objects within 30 days of receipt of an adequately documented finding, the agency official shall either consult with the objecting party to resolve the disagreement, or forward the finding and supporting documentation to the Council and request that the Council review the finding pursuant to paragraphs (d)(1)(iv)(A) through (d)(1)(iv)(C) of this section. When an agency official forwards such requests for review to the Council, the agency official shall concurrently notify all consulting parties that such a request has been made and make the request documentation available to the public.

(iii) During the SHPO/THPO 30 day review period, the Council may object to the finding and provide its opinion regarding the finding to the agency official and, if the Council determines the issue warrants it, the head of the agency. A Council decision to provide its opinion to the head of an agency shall be guided by the criteria in appendix A to this part. The agency shall then proceed according to paragraphs (d)(1)(iv)(B) and (d)(1)(iv)(C) of this section.

(iv)(A) Upon receipt of the request under paragraph (d)(1)(ii) of this section, the Council will have 30 days in which to review the finding and provide the agency official and, if the Council determines the issue warrants it, the head of the agency with the Council's opinion regarding the finding. A Council decision to provide its opinion to the head of an agency shall be guided by the criteria in appendix A to this part. If the Council does not respond within 30 days of receipt of the request, the agency official's responsibilities under section 106 are fulfilled.

(B) The person to whom the Council addresses its opinion (the agency official or the head of the agency) shall take into account the Council's opinion before the agency reaches a final decision on the finding.

(C) The person to whom the Council addresses its opinion (the agency official or the head of the agency) shall then prepare a summary of the decision that contains the rationale for the decision and evidence of consideration of the Council's opinion, and provide it to the Council, the SHPO/THPO, and the consulting parties. The head of the agency may delegate his or her duties under this paragraph to the agency's senior policy official. If the agency official's initial finding will be revised, the agency official shall proceed in

accordance with the revised finding. If the final decision of the agency is to affirm the initial agency finding of no historic properties affected, once the summary of the decision has been sent to the Council, the SHPO/THPO, and the consulting parties, the agency official's responsibilities under section 106 are fulfilled.

(D) The Council shall retain a record of agency responses to Council opinions on their findings of no historic properties affected. The Council shall make this information available to the public.

(2) *Historic properties affected.* If the agency official finds that there are historic properties which may be affected by the undertaking, the agency official shall notify all consulting parties, including Indian tribes or Native Hawaiian organizations, invite their views on the effects and assess adverse effects, if any, in accordance with § 800.5.

#### § 800.5 Assessment of adverse effects.

(a) *Apply criteria of adverse effect.* In consultation with the SHPO/THPO and any Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to identified historic properties, the agency official shall apply the criteria of adverse effect to historic properties within the area of potential effects. The agency official shall consider any views concerning such effects which have been provided by consulting parties and the public.

(1) *Criteria of adverse effect.* An adverse effect is found when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association. Consideration shall be given to all qualifying characteristics of a historic property, including those that may have been identified subsequent to the original evaluation of the property's eligibility for the National Register. Adverse effects may include reasonably foreseeable effects caused by the undertaking that may occur later in time, be farther removed in distance or be cumulative.

(2) *Examples of adverse effects.* Adverse effects on historic properties include, but are not limited to:

(i) Physical destruction of or damage to all or part of the property;

(ii) Alteration of a property, including restoration, rehabilitation, repair, maintenance, stabilization, hazardous material remediation and provision of handicapped access, that is not consistent with the Secretary's Standards for the Treatment of Historic Properties (36 CFR part 68) and applicable guidelines;

(iii) Removal of the property from its historic location;

(iv) Change of the character of the property's use or of physical features within the property's setting that contribute to its historic significance;

(v) Introduction of visual, atmospheric or audible elements that diminish the integrity of the property's significant historic features;

(vi) Neglect of a property which causes its deterioration, except where such neglect and deterioration are recognized qualities of a property of religious and cultural significance to an Indian tribe or Native Hawaiian organization; and

(vii) Transfer, lease, or sale of property out of Federal ownership or control without adequate and legally enforceable restrictions or conditions to ensure long-term preservation of the property's historic significance.

(3) *Phased application of criteria.* Where alternatives under consideration consist of corridors or large land areas, or where access to properties is restricted, the agency official may use a phased process in applying the criteria of adverse effect consistent with phased identification and evaluation efforts conducted pursuant to § 800.4(b)(2).

(b) *Finding of no adverse effect.* The agency official, in consultation with the SHPO/THPO, may propose a finding of no adverse effect when the undertaking's effects do not meet the criteria of paragraph (a)(1) of this section or the undertaking is modified or conditions are imposed, such as the subsequent review of plans for rehabilitation by the SHPO/THPO to ensure consistency with the Secretary's Standards for the Treatment of Historic Properties (36 CFR part 68) and applicable guidelines, to avoid adverse effects.

(c) *Consulting party review.* If the agency official proposes a finding of no adverse effect, the agency official shall notify all consulting parties of the finding and provide them with the documentation specified in § 800.11(e). The SHPO/THPO shall have 30 days from receipt to review the finding.

(1) *Agreement with, or no objection to, finding.* Unless the Council is reviewing the finding pursuant to paragraph (c)(3) of this section, the agency official may proceed after the close of the 30 day review period if the SHPO/THPO has agreed with the finding or has not provided a response, and no consulting party has objected. The agency official shall then carry out the undertaking in accordance with paragraph (d)(1) of this section.

(2) *Disagreement with finding.*

(i) If within the 30 day review period the SHPO/THPO or any consulting party notifies the agency official in writing that it disagrees with the finding and specifies the reasons for the disagreement in the notification, the agency official shall either consult with the party to resolve the disagreement, or request the Council to review the finding pursuant to paragraphs (c)(3)(i) and (c)(3)(ii) of this section. The agency official shall include with such request the documentation specified in § 800.11(e). The agency official shall also concurrently notify all consulting parties that such a submission has been made and make the submission documentation available to the public.

(ii) If within the 30 day review period the Council provides the agency official and, if the Council determines the issue warrants it, the head of the agency, with a written opinion objecting to the finding, the agency shall then proceed according to paragraph (c)(3)(ii) of this section. A Council decision to provide its opinion to the head of an agency shall be guided by the criteria in appendix A to this part.

(iii) The agency official should seek the concurrence of any Indian tribe or Native Hawaiian organization that has made known to the agency official that it attaches religious and cultural significance to a historic property subject to the finding. If such Indian tribe or Native Hawaiian organization disagrees with the finding, it may within the 30 day review period specify the reasons for disagreeing with the finding and request the Council to review and object to the finding pursuant to paragraph (c)(2)(ii) of this section.

(3) *Council review of findings.*

(i) When a finding is submitted to the Council pursuant to paragraph (c)(2)(i) of this section, the Council shall review the finding and provide the agency official and, if the Council determines the issue warrants it, the head of the agency with its opinion as to whether the adverse effect criteria have

been correctly applied. A Council decision to provide its opinion to the head of an agency shall be guided by the criteria in appendix A to this part. The Council will provide its opinion within 15 days of receiving the documented finding from the agency official. The Council at its discretion may extend that time period for 15 days, in which case it shall notify the agency of such extension prior to the end of the initial 15 day period. If the Council does not respond within the applicable time period, the agency official's responsibilities under section 106 are fulfilled.

(ii)(A) The person to whom the Council addresses its opinion (the agency official or the head of the agency) shall take into account the Council's opinion in reaching a final decision on the finding.

(B) The person to whom the Council addresses its opinion (the agency official or the head of the agency) shall prepare a summary of the decision that contains the rationale for the decision and evidence of consideration of the Council's opinion, and provide it to the Council, the SHPO/THPO, and the consulting parties. The head of the agency may delegate his or her duties under this paragraph to the agency's senior policy official. If the agency official's initial finding will be revised, the agency official shall proceed in accordance with the revised finding. If the final decision of the agency is to affirm the initial finding of no adverse effect, once the summary of the decision has been sent to the Council, the SHPO/THPO, and the consulting parties, the agency official's responsibilities under section 106 are fulfilled.

(C) The Council shall retain a record of agency responses to Council opinions on their findings of no adverse effects. The Council shall make this information available to the public.

(d) *Results of assessment.*

(1) *No adverse effect.* The agency official shall maintain a record of the finding and provide information on the finding to the public on request, consistent with the confidentiality provisions of § 800.11(c). Implementation of the undertaking in accordance with the finding as documented fulfills the agency official's responsibilities under section 106 and this part. If the agency official will not conduct the undertaking as proposed in the finding, the agency official shall reopen consultation under paragraph (a) of this section.

(2) *Adverse effect.* If an adverse effect is found, the agency official shall consult further to resolve the adverse effect pursuant to § 800.6.

**§ 800.6 Resolution of adverse effects.**

(a) *Continue consultation.* The agency official shall consult with the SHPO/THPO and other consulting parties, including Indian tribes and Native Hawaiian organizations, to develop and evaluate alternatives or modifications to the undertaking that could avoid, minimize or mitigate adverse effects on historic properties.

(1) *Notify the Council and determine Council participation.* The agency official shall notify the Council of the adverse effect finding by providing the documentation specified in § 800.11(e).

(i) The notice shall invite the Council to participate in the consultation when:

(A) The agency official wants the Council to participate;

(B) The undertaking has an adverse effect upon a National Historic Landmark; or

(C) A programmatic agreement under § 800.14(b) will be prepared;

(ii) The SHPO/THPO, an Indian tribe or Native Hawaiian organization, or any other consulting party may at any time independently request the Council to participate in the consultation.

(iii) The Council shall advise the agency official and all consulting parties whether it will participate within 15 days of receipt of notice or other request. Prior to entering the process, the Council shall provide written notice to the agency official and the consulting parties that its decision to participate meets the criteria set forth in appendix A to this part. The Council shall also advise the head of the agency of its decision to enter the process. Consultation with Council participation is conducted in accordance with paragraph (b)(2) of this section.

(iv) If the Council does not join the consultation, the agency official shall proceed with consultation in accordance with paragraph (b)(1) of this section.

(2) *Involve consulting parties.* In addition to the consulting parties identified under § 800.3(f), the agency official, the SHPO/THPO and the Council, if participating, may agree to invite other individuals or organizations to become consulting parties. The agency official shall invite any individual or organization that will assume a specific role or responsibility

in a memorandum of agreement to participate as a consulting party.

(3) *Provide documentation.* The agency official shall provide to all consulting parties the documentation specified in § 800.11(e), subject to the confidentiality provisions of § 800.11(c), and such other documentation as may be developed during the consultation to resolve adverse effects.

(4) *Involve the public.* The agency official shall make information available to the public, including the documentation specified in § 800.11(e), subject to the confidentiality provisions of § 800.11(c). The agency official shall provide an opportunity for members of the public to express their views on resolving adverse effects of the undertaking. The agency official should use appropriate mechanisms, taking into account the magnitude of the undertaking and the nature of its effects upon historic properties, and the relationship of the Federal involvement to the undertaking to ensure that the public's views are considered in the consultation. The agency official should also consider the extent of notice and information concerning historic preservation issues afforded the public at earlier steps in the section 106 process to determine the appropriate level of public involvement when resolving adverse effects so that the standards of § 800.2(d) are met.

(5) *Restrictions on disclosure of information.* Section 304 of the act and other authorities may limit the disclosure of information under paragraphs (a)(3) and (a)(4) of this section. If an Indian tribe or Native Hawaiian organization objects to the disclosure of information or if the agency official believes that there are other reasons to withhold information, the agency official shall comply with § 800.11(c) regarding the disclosure of such information.

(b) *Resolve adverse effects.*

(1) *Resolution without the Council.*

(i) The agency official shall consult with the SHPO/THPO and other consulting parties to seek ways to avoid, minimize or mitigate the adverse effects.

(ii) The agency official may use standard treatments established by the Council under § 800.14(d) as a basis for a memorandum of agreement.

(iii) If the Council decides to join the consultation, the agency official shall follow paragraph (b)(2) of this section.

(iv) If the agency official and the SHPO/THPO agree on how the adverse

effects will be resolved, they shall execute a memorandum of agreement.

The agency official must submit a copy of the executed memorandum of agreement, along with the documentation specified in § 800.11(f), to the Council prior to approving the undertaking in order to meet the requirements of section 106 and this subpart.

(v) If the agency official, and the SHPO/THPO fail to agree on the terms of a memorandum of agreement, the agency official shall request the Council to join the consultation and provide the Council with the documentation set forth in § 800.11(g). If the Council decides to join the consultation, the agency official shall proceed in accordance with paragraph (b)(2) of this section. If the Council decides not to join the consultation, the Council will notify the agency and proceed to comment in accordance with § 800.7(c).

(2) *Resolution with Council participation.* If the Council decides to participate in the consultation, the agency official shall consult with the SHPO/THPO, the Council, and other consulting parties, including Indian tribes and Native Hawaiian organizations under § 800.2(c)(3), to seek ways to avoid, minimize or mitigate the adverse effects. If the agency official, the SHPO/THPO, and the Council agree on how the adverse effects will be resolved, they shall execute a memorandum of agreement.

(c) *Memorandum of agreement.* A memorandum of agreement executed and implemented pursuant to this section evidences the agency official's compliance with section 106 and this part and shall govern the undertaking and all of its parts. The agency official shall ensure that the undertaking is carried out in accordance with the memorandum of agreement.

(1) *Signatories.* The signatories have sole authority to execute, amend or terminate the agreement in accordance with this subpart.

(i) The agency official and the SHPO/THPO are the signatories to a memorandum of agreement executed pursuant to paragraph (b)(1) of this section.

(ii) The agency official, the SHPO/THPO, and the Council are the signatories to a memorandum of agreement executed pursuant to paragraph (b)(2) of this section.

(iii) The agency official and the Council are signatories to a

memorandum of agreement executed pursuant to § 800.7(a)(2).

(2) *Invited signatories.*

(i) The agency official may invite additional parties to be signatories to a memorandum of agreement. Any such party that signs the memorandum of agreement shall have the same rights with regard to seeking amendment or termination of the memorandum of agreement as other signatories.

(ii) The agency official may invite an Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to historic properties located off tribal lands to be a signatory to a memorandum of agreement concerning such properties.

(iii) The agency official should invite any party that assumes a responsibility under a memorandum of agreement to be a signatory.

(iv) The refusal of any party invited to become a signatory to a memorandum of agreement pursuant to paragraph (c)(2) of this section does not invalidate the memorandum of agreement.

(3) *Concurrence by others.* The agency official may invite all consulting parties to concur in the memorandum of agreement. The signatories may agree to invite others to concur. The refusal of any party invited to concur in the memorandum of agreement does not invalidate the memorandum of agreement.

(4) *Reports on implementation.*

Where the signatories agree it is appropriate, a memorandum of agreement shall include a provision for monitoring and reporting on its implementation.

(5) *Duration.* A memorandum of agreement shall include provisions for termination and for reconsideration of terms if the undertaking has not been implemented within a specified time.

(6) *Discoveries.* Where the signatories agree it is appropriate, a memorandum of agreement shall include provisions to deal with the subsequent discovery or identification of additional historic properties affected by the undertaking.

(7) *Amendments.* The signatories to a memorandum of agreement may amend it. If the Council was not a signatory to the original agreement and the signatories execute an amended agreement, the agency official shall file it with the Council.

(8) *Termination.* If any signatory determines that the terms of a memorandum of agreement cannot be or are not being carried out, the signatories

shall consult to seek amendment of the agreement. If the agreement is not amended, any signatory may terminate it. The agency official shall either execute a memorandum of agreement with signatories under paragraph (c)(1) of this section or request the comments of the Council under § 800.7(a).

(9) *Copies.* The agency official shall provide each consulting party with a copy of any memorandum of agreement executed pursuant to this subpart.

**§ 800.7 Failure to resolve adverse effects.**

(a) *Termination of consultation.* After consulting to resolve adverse effects pursuant to § 800.6(b)(2), the agency official, the SHPO/THPO, or the Council may determine that further consultation will not be productive and terminate consultation. Any party that terminates consultation shall notify the other consulting parties and provide them the reasons for terminating in writing.

(1) If the agency official terminates consultation, the head of the agency or an Assistant Secretary or other officer with major department-wide or agency-wide responsibilities shall request that the Council comment pursuant to paragraph (c) of this section and shall notify all consulting parties of the request.

(2) If the SHPO terminates consultation, the agency official and the Council may execute a memorandum of agreement without the SHPO's involvement.

(3) If a THPO terminates consultation regarding an undertaking occurring on or affecting historic properties on its tribal lands, the Council shall comment pursuant to paragraph (c) of this section.

(4) If the Council terminates consultation, the Council shall notify the agency official, the agency's Federal preservation officer and all consulting parties of the termination and comment under paragraph (c) of this section. The Council may consult with the agency's Federal preservation officer prior to terminating consultation to seek to resolve issues concerning the undertaking and its effects on historic properties.

(b) *Comments without termination.* The Council may determine that it is appropriate to provide additional advisory comments upon an undertaking for which a memorandum of agreement will be executed. The Council shall provide them to the

agency official when it executes the memorandum of agreement.

(c) *Comments by the Council.*

(1) *Preparation.* The Council shall provide an opportunity for the agency official, all consulting parties, and the public to provide their views within the time frame for developing its comments. Upon request of the Council, the agency official shall provide additional existing information concerning the undertaking and assist the Council in arranging an onsite inspection and an opportunity for public participation.

(2) *Timing.* The Council shall transmit its comments within 45 days of receipt of a request under paragraph (a)(1) or (a)(3) of this section or § 800.8(c)(3), or termination by the Council under § 800.6(b)(1)(v) or paragraph (a)(4) of this section, unless otherwise agreed to by the agency official.

(3) *Transmittal.* The Council shall provide its comments to the head of the agency requesting comment with copies to the agency official, the agency's Federal preservation officer, all consulting parties, and others as appropriate.

(4) *Response to Council comment.* The head of the agency shall take into account the Council's comments in reaching a final decision on the undertaking. Section 110(l) of the act directs that the head of the agency shall document this decision and may not delegate his or her responsibilities pursuant to section 106. Documenting the agency head's decision shall include:

(i) Preparing a summary of the decision that contains the rationale for the decision and evidence of consideration of the Council's comments and providing it to the Council prior to approval of the undertaking;

(ii) Providing a copy of the summary to all consulting parties; and

(iii) Notifying the public and making the record available for public inspection.

**§ 800.8 Coordination With the National Environmental Policy Act.**

(a) *General principles.*

(1) *Early coordination.* Federal agencies are encouraged to coordinate compliance with section 106 and the procedures in this part with any steps taken to meet the requirements of the National Environmental Policy Act (NEPA). Agencies should consider their section 106 responsibilities as early as possible in the NEPA process, and plan

their public participation, analysis, and review in such a way that they can meet the purposes and requirements of both statutes in a timely and efficient manner. The determination of whether an undertaking is a "major Federal action significantly affecting the quality of the human environment," and therefore requires preparation of an environmental impact statement (EIS) under NEPA, should include consideration of the undertaking's likely effects on historic properties. A finding of adverse effect on a historic property does not necessarily require an EIS under NEPA.

(2) *Consulting party roles.* SHPO/THPOs, Indian tribes and Native Hawaiian organizations, other consulting parties, and organizations and individuals who may be concerned with the possible effects of an agency action on historic properties should be prepared to consult with agencies early in the NEPA process, when the purpose of and need for the proposed action as well as the widest possible range of alternatives are under consideration.

(3) *Inclusion of historic preservation issues.* Agency officials should ensure that preparation of an environmental assessment (EA) and finding of no significant impact (FONSI) or an EIS and record of decision (ROD) includes appropriate scoping, identification of historic properties, assessment of effects upon them, and consultation leading to resolution of any adverse effects.

(b) *Actions categorically excluded under NEPA.* If a project, activity or program is categorically excluded from NEPA review under an agency's NEPA procedures, the agency official shall determine if it still qualifies as an undertaking requiring review under section 106 pursuant to § 800.3(a). If so, the agency official shall proceed with section 106 review in accordance with the procedures in this subpart.

(c) *Use of the NEPA process for section 106 purposes.* An agency official may use the process and documentation required for the preparation of an EA/FONSI or an EIS/ROD to comply with section 106 in lieu of the procedures set forth in §§ 800.3 through 800.6 if the agency official has notified in advance the SHPO/THPO and the Council that it intends to do so and the following standards are met.

(1) *Standards for developing environmental documents to comply with Section 106.* During preparation of the EA or draft EIS (DEIS) the agency official shall:

(i) Identify consulting parties either pursuant to § 800.3(f) or through the NEPA scoping process with results consistent with § 800.3(f);

(ii) Identify historic properties and assess the effects of the undertaking on such properties in a manner consistent with the standards and criteria of §§ 800.4 through 800.5, provided that the scope and timing of these steps may be phased to reflect the agency official's consideration of project alternatives in the NEPA process and the effort is commensurate with the assessment of other environmental factors;

(iii) Consult regarding the effects of the undertaking on historic properties with the SHPO/THPO, Indian tribes and Native Hawaiian organizations that might attach religious and cultural significance to affected historic properties, other consulting parties, and the Council, where appropriate, during NEPA scoping, environmental analysis, and the preparation of NEPA documents;

(iv) Involve the public in accordance with the agency's published NEPA procedures; and

(v) Develop in consultation with identified consulting parties alternatives and proposed measures that might avoid, minimize or mitigate any adverse effects of the undertaking on historic properties and describe them in the EA or DEIS.

(2) *Review of environmental documents.*

(i) The agency official shall submit the EA, DEIS or EIS to the SHPO/THPO, Indian tribes and Native Hawaiian organizations that might attach religious and cultural significance to affected historic properties, and other consulting parties prior to or when making the document available for public comment. If the document being prepared is a DEIS or EIS, the agency official shall also submit it to the Council.

(ii) Prior to or within the time allowed for public comment on the document, a SHPO/THPO, an Indian tribe or Native Hawaiian organization, another consulting party or the Council may object to the agency official that preparation of the EA, DEIS or EIS has not met the standards set forth in paragraph (c)(1) of this section or that the substantive resolution of the effects on historic properties proposed in an EA, DEIS or EIS is inadequate. If the agency official receives such an objection, the agency official shall refer the matter to the Council.

(3) *Resolution of objections.* Within 30 days of the agency official's referral of an objection under paragraph (c)(2)(ii) of this section, the Council shall review the objection and notify the agency as to its opinion on the objection.

(i) If the Council agrees with the objection:

(A) The Council shall provide the agency official and, if the Council determines the issue warrants it, the head of the agency with the Council's opinion regarding the objection. A Council decision to provide its opinion to the head of an agency shall be guided by the criteria in appendix A to this part. The person to whom the Council addresses its opinion (the agency official or the head of the agency) shall take into account the Council's opinion in reaching a final decision on the issue of the objection.

(B) The person to whom the Council addresses its opinion (the agency official or the head of the agency) shall prepare a summary of the decision that contains the rationale for the decision and evidence of consideration of the Council's opinion, and provide it to the Council. The head of the agency may delegate his or her duties under this paragraph to the agency's senior Policy Official. If the agency official's initial decision regarding the matter that is the subject of the objection will be revised, the agency official shall proceed in accordance with the revised decision. If the final decision of the agency is to affirm the initial agency decision, once the summary of the final decision has been sent to the Council, the agency official shall continue its compliance with this section.

(ii) If the Council disagrees with the objection, the Council shall so notify the agency official, in which case the agency official shall continue its compliance with this section.

(iii) If the Council fails to respond to the objection within the 30 day period, the agency official shall continue its compliance with this section.

(4) *Approval of the undertaking.* If the agency official has found, during the preparation of an EA or EIS that the effects of an undertaking on historic properties are adverse, the agency official shall develop measures in the EA, DEIS, or EIS to avoid, minimize, or mitigate such effects in accordance with paragraph (c)(1)(v) of this section. The agency official's responsibilities under section 106 and the procedures in this

subpart shall then be satisfied when either:

(i) a binding commitment to such proposed measures is incorporated in (A) the ROD, if such measures were proposed in a DEIS or EIS; or

(B) an MOA drafted in compliance with § 800.6(c); or

(ii) the Council has commented under § 800.7 and received the agency's response to such comments.

(5) *Modification of the undertaking.* If the undertaking is modified after approval of the FONSI or the ROD in a manner that changes the undertaking or alters its effects on historic properties, or if the agency official fails to ensure that the measures to avoid, minimize or mitigate adverse effects (as specified in either the FONSI or the ROD, or in the binding commitment adopted pursuant to paragraph (c)(4) of this section) are carried out, the agency official shall notify the Council and all consulting parties that supplemental environmental documents will be prepared in compliance with NEPA or that the procedures in §§ 800.3 through 800.6 will be followed as necessary.

#### § 800.9 Council review of section 106 compliance.

(a) *Assessment of agency official compliance for individual undertakings.* The Council may provide to the agency official its advisory opinion regarding the substance of any finding, determination or decision or regarding the adequacy of the agency official's compliance with the procedures under this part. The Council may provide such advice at any time at the request of any individual, agency or organization or on its own initiative. The agency official shall consider the views of the Council in reaching a decision on the matter in question.

(b) *Agency foreclosure of the Council's opportunity to comment.*

Where an agency official has failed to complete the requirements of section 106 in accordance with the procedures in this part prior to the approval of an undertaking, the Council's opportunity to comment may be foreclosed. The Council may review a case to determine whether a foreclosure has occurred. The Council shall notify the agency official and the agency's Federal preservation officer and allow 30 days for the agency official to provide information as to whether foreclosure has occurred. If the Council determines foreclosure has occurred, the Council shall transmit the determination to the

agency official and the head of the agency. The Council shall also make the determination available to the public and any parties known to be interested in the undertaking and its effects upon historic properties.

(c) *Intentional adverse effects by applicants.*

(1) *Agency responsibility.* Section 110(k) of the act prohibits a Federal agency from granting a loan, loan guarantee, permit, license or other assistance to an applicant who, with intent to avoid the requirements of section 106, has intentionally significantly adversely affected a historic property to which the grant would relate, or having legal power to prevent it, has allowed such significant adverse effect to occur, unless the agency, after consultation with the Council, determines that circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant. Guidance issued by the Secretary pursuant to section 110 of the act governs its implementation.

(2) *Consultation with the Council.* When an agency official determines, based on the actions of an applicant, that section 110(k) is applicable and that circumstances may justify granting the assistance, the agency official shall notify the Council and provide documentation specifying the circumstances under which the adverse effects to the historic property occurred and the degree of damage to the integrity of the property. This documentation shall include any views obtained from the applicant, SHPO/THPO, an Indian tribe if the undertaking occurs on or affects historic properties on tribal lands, and other parties known to be interested in the undertaking.

(i) Within thirty days of receiving the agency official's notification, unless otherwise agreed to by the agency official, the Council shall provide the agency official with its opinion as to whether circumstances justify granting assistance to the applicant and any possible mitigation of the adverse effects.

(ii) The agency official shall consider the Council's opinion in making a decision on whether to grant assistance to the applicant, and shall notify the Council, the SHPO/THPO, and other parties known to be interested in the undertaking prior to granting the assistance.

(3) *Compliance with Section 106.* If an agency official, after consulting with

the Council, determines to grant the assistance, the agency official shall comply with §§ 800.3 through 800.6 to take into account the effects of the undertaking on any historic properties.

(d) *Evaluation of Section 106 operations.* The Council may evaluate the operation of the section 106 process by periodic reviews of how participants have fulfilled their legal responsibilities and how effectively the outcomes reached advance the purposes of the act.

(1) *Information from participants.* Section 203 of the act authorizes the Council to obtain information from Federal agencies necessary to conduct evaluation of the section 106 process. The agency official shall make documentation of agency policies, operating procedures and actions taken to comply with section 106 available to the Council upon request. The Council may request available information and documentation from other participants in the section 106 process.

(2) *Improving the operation of section 106.* Based upon any evaluation of the section 106 process, the Council may make recommendations to participants, the heads of Federal agencies, and the Secretary of actions to improve the efficiency and effectiveness of the process. Where the Council determines that an agency official or a SHPO/THPO has failed to properly carry out the responsibilities assigned under the process in this part, the Council may participate in individual case reviews conducted under such process in addition to the SHPO/THPO for such period that it determines is necessary to improve performance or correct deficiencies. If the Council finds a pattern of failure by a Federal agency in carrying out its responsibilities under section 106, the Council may review the policies and programs of the agency related to historic preservation pursuant to section 202(a)(6) of the act and recommend methods to improve the effectiveness, coordination, and consistency of those policies and programs with section 106.

#### § 800.10 Special requirements for protecting National Historic Landmarks.

(a) *Statutory requirement.* Section 110(f) of the act requires that the agency official, to the maximum extent possible, undertake such planning and actions as may be necessary to minimize harm to any National Historic Landmark that may be directly and adversely affected by an undertaking. When

commenting on such undertakings, the Council shall use the process set forth in §§ 800.6 through 800.7 and give special consideration to protecting National Historic Landmarks as specified in this section.

(b) *Resolution of adverse effects.* The agency official shall request the Council to participate in any consultation to resolve adverse effects on National Historic Landmarks conducted under § 800.6.

(c) *Involvement of the Secretary.* The agency official shall notify the Secretary of any consultation involving a National Historic Landmark and invite the Secretary to participate in the consultation where there may be an adverse effect. The Council may request a report from the Secretary under section 213 of the act to assist in the consultation.

(d) *Report of outcome.* When the Council participates in consultation under this section, it shall report the outcome of the section 106 process, providing its written comments or any memoranda of agreement to which it is a signatory, to the Secretary and the head of the agency responsible for the undertaking.

#### § 800.11 Documentation standards.

(a) *Adequacy of documentation.* The agency official shall ensure that a determination, finding, or agreement under the procedures in this subpart is supported by sufficient documentation to enable any reviewing parties to understand its basis. The agency official shall provide such documentation to the extent permitted by law and within available funds. When an agency official is conducting phased identification or evaluation under this subpart, the documentation standards regarding description of historic properties may be applied flexibly. If the Council, or the SHPO/THPO when the Council is not involved, determines the applicable documentation standards are not met, the Council or the SHPO/THPO, as appropriate, shall notify the agency official and specify the information needed to meet the standard. At the request of the agency official or any of the consulting parties, the Council shall review any disputes over whether documentation standards are met and provide its views to the agency official and the consulting parties.

(b) *Format.* The agency official may use documentation prepared to comply with other laws to fulfill the

requirements of the procedures in this subpart, if that documentation meets the standards of this section.

#### (c) *Confidentiality.*

(1) *Authority to withhold information.* Section 304 of the act provides that the head of a Federal agency or other public official receiving grant assistance pursuant to the act, after consultation with the Secretary, shall withhold from public disclosure information about the location, character, or ownership of a historic property when disclosure may cause a significant invasion of privacy; risk harm to the historic property; or impede the use of a traditional religious site by practitioners. When the head of a Federal agency or other public official has determined that information should be withheld from the public pursuant to these criteria, the Secretary, in consultation with such Federal agency head or official, shall determine who may have access to the information for the purposes of carrying out the act.

(2) *Consultation with the Council.* When the information in question has been developed in the course of an agency's compliance with this part, the Secretary shall consult with the Council in reaching determinations on the withholding and release of information. The Federal agency shall provide the Council with available information, including views of the SHPO/THPO, Indian tribes and Native Hawaiian organizations, related to the confidentiality concern. The Council shall advise the Secretary and the Federal agency within 30 days of receipt of adequate documentation.

(3) *Other authorities affecting confidentiality.* Other Federal laws and program requirements may limit public access to information concerning an undertaking and its effects on historic properties. Where applicable, those authorities shall govern public access to information developed in the section 106 process and may authorize the agency official to protect the privacy of non-governmental applicants.

(d) *Finding of no historic properties affected.* Documentation shall include:

(1) A description of the undertaking, specifying the Federal involvement, and its area of potential effects, including photographs, maps, drawings, as necessary;

(2) A description of the steps taken to identify historic properties, including, as appropriate, efforts to seek information pursuant to § 800.4(b); and

(3) The basis for determining that no historic properties are present or affected.

(e) *Finding of no adverse effect or adverse effect.* Documentation shall include:

(1) A description of the undertaking, specifying the Federal involvement, and its area of potential effects, including photographs, maps, and drawings, as necessary;

(2) A description of the steps taken to identify historic properties;

(3) A description of the affected historic properties, including information on the characteristics that qualify them for the National Register;

(4) A description of the undertaking's effects on historic properties;

(5) An explanation of why the criteria of adverse effect were found applicable or inapplicable, including any conditions or future actions to avoid, minimize or mitigate adverse effects; and

(6) Copies or summaries of any views provided by consulting parties and the public.

#### (f) *Memorandum of agreement.*

When a memorandum of agreement is filed with the Council, the documentation shall include, any substantive revisions or additions to the documentation provided the Council pursuant to § 800.6(a)(1), an evaluation of any measures considered to avoid or minimize the undertaking's adverse effects and a summary of the views of consulting parties and the public.

(g) *Requests for comment without a memorandum of agreement.* Documentation shall include:

(1) A description and evaluation of any alternatives or mitigation measures that the agency official proposes to resolve the undertaking's adverse effects;

(2) A description of any reasonable alternatives or mitigation measures that were considered but not chosen, and the reasons for their rejection;

(3) Copies or summaries of any views submitted to the agency official concerning the adverse effects of the undertaking on historic properties and alternatives to reduce or avoid those effects; and

(4) Any substantive revisions or additions to the documentation provided the Council pursuant to § 800.6(a)(1).

#### § 800.12 Emergency situations.

(a) *Agency procedures.* The agency official, in consultation with the appropriate SHPOs/THPOs, affected Indian tribes and Native Hawaiian organizations, and the Council, is encouraged to develop procedures for taking historic properties into account during operations which respond to a disaster or emergency declared by the President, a tribal government, or the Governor of a State or which respond to other immediate threats to life or property. If approved by the Council, the procedures shall govern the agency's historic preservation responsibilities during any disaster or emergency in lieu of §§ 800.3 through 800.6.

(b) *Alternatives to agency procedures.* In the event an agency official proposes an emergency undertaking as an essential and immediate response to a disaster or emergency declared by the President, a tribal government, or the Governor of a State or another immediate threat to life or property, and the agency has not developed procedures pursuant to paragraph (a) of this section, the agency official may comply with section 106 by:

(1) Following a programmatic agreement developed pursuant to § 800.14(b) that contains specific provisions for dealing with historic properties in emergency situations; or

(2) Notifying the Council, the appropriate SHPO/THPO and any Indian tribe or Native Hawaiian organization that may attach religious and cultural significance to historic properties likely to be affected prior to the undertaking and affording them an opportunity to comment within seven days of notification. If the agency official determines that circumstances do not permit seven days for comment, the agency official shall notify the Council, the SHPO/THPO and the Indian tribe or Native Hawaiian organization and invite any comments within the time available.

(c) *Local governments responsible for section 106 compliance.* When a local government official serves as the agency official for section 106 compliance, paragraphs (a) and (b) of this section also apply to an imminent threat to public health or safety as a result of a natural disaster or emergency declared by a local government's chief executive officer or legislative body, provided that if the Council or SHPO/THPO objects to the proposed action within seven days, the agency official shall comply with §§ 800.3 through 800.6.

(d) *Applicability.* This section applies only to undertakings that will be implemented within 30 days after the disaster or emergency has been formally declared by the appropriate authority. An agency may request an extension of the period of applicability from the Council prior to the expiration of the 30 days. Immediate rescue and salvage operations conducted to preserve life or property are exempt from the provisions of section 106 and this part.

#### § 800.13 Post-review discoveries.

(a) *Planning for subsequent discoveries.*

(1) *Using a programmatic agreement.* An agency official may develop a programmatic agreement pursuant to § 800.14(b) to govern the actions to be taken when historic properties are discovered during the implementation of an undertaking.

(2) *Using agreement documents.* When the agency official's identification efforts in accordance with § 800.4 indicate that historic properties are likely to be discovered during implementation of an undertaking and no programmatic agreement has been developed pursuant to paragraph (a)(1) of this section, the agency official shall include in any finding of no adverse effect or memorandum of agreement a process to resolve any adverse effects upon such properties. Actions in conformance with the process satisfy the agency official's responsibilities under section 106 and this part.

(b) *Discoveries without prior planning.* If historic properties are discovered or unanticipated effects on historic properties found after the agency official has completed the section 106 process without establishing a process under paragraph (a) of this section, the agency official shall make reasonable efforts to avoid, minimize or mitigate adverse effects to such properties and:

(1) If the agency official has not approved the undertaking or if construction on an approved undertaking has not commenced, consult to resolve adverse effects pursuant to § 800.6; or

(2) If the agency official, the SHPO/THPO and any Indian tribe or Native Hawaiian organization that might attach religious and cultural significance to the affected property agree that such property is of value solely for its scientific, prehistoric, historic or archeological data, the agency official may comply with the

Archeological and Historic Preservation Act instead of the procedures in this part and provide the Council, the SHPO/THPO, and the Indian tribe or Native Hawaiian organization with a report on the actions within a reasonable time after they are completed; or

(3) If the agency official has approved the undertaking and construction has commenced, determine actions that the agency official can take to resolve adverse effects, and notify the SHPO/THPO, any Indian tribe or Native Hawaiian organization that might attach religious and cultural significance to the affected property, and the Council within 48 hours of the discovery. The notification shall describe the agency official's assessment of National Register eligibility of the property and proposed actions to resolve the adverse effects. The SHPO/THPO, the Indian tribe or Native Hawaiian organization and the Council shall respond within 48 hours of the notification. The agency official shall take into account their recommendations regarding National Register eligibility and proposed actions, and then carry out appropriate actions. The agency official shall provide the SHPO/THPO, the Indian tribe or Native Hawaiian organization and the Council a report of the actions when they are completed.

(c) *Eligibility of properties.* The agency official, in consultation with the SHPO/THPO, may assume a newly-discovered property to be eligible for the National Register for purposes of section 106. The agency official shall specify the National Register criteria used to assume the property's eligibility so that information can be used in the resolution of adverse effects.

(d) *Discoveries on tribal lands.* If historic properties are discovered on tribal lands, or there are unanticipated effects on historic properties found on tribal lands, after the agency official has completed the section 106 process without establishing a process under paragraph (a) of this section and construction has commenced, the agency official shall comply with applicable tribal regulations and procedures and obtain the concurrence of the Indian tribe on the proposed action.

#### Subpart C-Program Alternatives

#### § 800.14 Federal agency program alternatives.

(a) *Alternate procedures.* An agency official may develop procedures to implement section 106 and substitute them for all or part of subpart B of this part if they are consistent with the Council's regulations pursuant to section 110(a)(2)(E) of the act.

(1) *Development of procedures.* The agency official shall consult with the Council, the National Conference of State Historic Preservation Officers or individual SHPO/THPOs, as appropriate, and Indian tribes and Native Hawaiian organizations, as specified in paragraph (f) of this section, in the development of alternate procedures, publish notice of the availability of proposed alternate procedures in the Federal Register and take other appropriate steps to seek public input during the development of alternate procedures.

(2) *Council review.* The agency official shall submit the proposed alternate procedures to the Council for a 60-day review period. If the Council finds the procedures to be consistent with this part, it shall notify the agency official and the agency official may adopt them as final alternate procedures.

(3) *Notice.* The agency official shall notify the parties with which it has consulted and publish notice of final alternate procedures in the Federal Register.

(4) *Legal effect.* Alternate procedures adopted pursuant to this subpart substitute for the Council's regulations for the purposes of the agency's compliance with section 106, except that where an Indian tribe has entered into an agreement with the Council to substitute tribal historic preservation regulations for the Council's regulations under section 101(d)(5) of the act, the agency shall follow those regulations in lieu of the agency's procedures regarding undertakings on tribal lands. Prior to the Council entering into such agreements, the Council will provide Federal agencies notice and opportunity to comment on the proposed substitute tribal regulations.

(b) *Programmatic agreements.* The Council and the agency official may negotiate a programmatic agreement to govern the implementation of a particular program or the resolution of adverse effects from certain complex project situations or multiple undertakings.

(1) *Use of programmatic agreements.* A programmatic agreement may be used:

(i) When effects on historic properties are similar and repetitive or are multi-State or regional in scope;

(ii) When effects on historic properties cannot be fully determined prior to approval of an undertaking;

(iii) When nonfederal parties are delegated major decisionmaking responsibilities;

(iv) Where routine management activities are undertaken at Federal installations, facilities, or other land-management units; or

(v) Where other circumstances warrant a departure from the normal section 106 process.

(2) *Developing programmatic agreements for agency programs.*

(i) The consultation shall involve, as appropriate, SHPO/THPOs, the National Conference of State Historic Preservation Officers (NCSHPO), Indian tribes and Native Hawaiian organizations, other Federal agencies, and members of the public. If the programmatic agreement has the potential to affect historic properties on tribal lands or historic properties of religious and cultural significance to an Indian tribe or Native Hawaiian organization, the agency official shall also follow paragraph (f) of this section.

(ii) *Public Participation.* The agency official shall arrange for public participation appropriate to the subject matter and the scope of the program and in accordance with subpart A of this part. The agency official shall consider the nature of the program and its likely effects on historic properties and take steps to involve the individuals, organizations and entities likely to be interested.

(iii) *Effect.* The programmatic agreement shall take effect when executed by the Council, the agency official and the appropriate SHPOs/THPOs when the programmatic agreement concerns a specific region or the president of NCSHPO when NCSHPO has participated in the consultation. A programmatic agreement shall take effect on tribal lands only when the THPO, Indian tribe or a designated representative of the tribe is a signatory to the agreement. Compliance with the procedures established by an approved programmatic agreement satisfies the agency's section 106 responsibilities for all individual undertakings of the program covered by the agreement until

it expires or is terminated by the agency, the president of NCSHPO when a signatory, or the Council. Termination by an individual SHPO/THPO shall only terminate the application of a regional programmatic agreement within the jurisdiction of the SHPO/THPO. If a THPO assumes the responsibilities of a SHPO pursuant to section 101(d)(2) of the act and the SHPO is signatory to programmatic agreement, the THPO assumes the role of a signatory, including the right to terminate a regional programmatic agreement on lands under the jurisdiction of the tribe.

(iv) *Notice.* The agency official shall notify the parties with which it has consulted that a programmatic agreement has been executed under paragraph (b) of this section, provide appropriate public notice before it takes effect, and make any internal agency procedures implementing the agreement readily available to the Council, SHPO/THPOs, and the public.

(v) If the Council determines that the terms of a programmatic agreement are not being carried out, or if such an agreement is terminated, the agency official shall comply with subpart B of this part with regard to individual undertakings of the program covered by the agreement.

(3) *Developing programmatic agreements for complex or multiple undertakings.* Consultation to develop a programmatic agreement for dealing with the potential adverse effects of complex projects or multiple undertakings shall follow § 800.6. If consultation pertains to an activity involving multiple undertakings and the parties fail to reach agreement, then the agency official shall comply with the provisions of subpart B of this part for each individual undertaking.

(4) *Prototype programmatic agreements.* The Council may designate an agreement document as a prototype programmatic agreement that may be used for the same type of program or undertaking in more than one case or area. When an agency official uses such a prototype programmatic agreement, the agency official may develop and execute the agreement with the appropriate SHPO/THPO and the agreement shall become final without need for Council participation in consultation or Council signature.

(c) *Exempted categories.*  
(1) *Criteria for establishing.* The Council or an agency official may propose a program or category of undertakings that may be exempted

from review under the provisions of subpart B of this part, if the program or category meets the following criteria:

(i) The actions within the program or category would otherwise qualify as "undertakings" as defined in § 800.16;

(ii) The potential effects of the undertakings within the program or category upon historic properties are foreseeable and likely to be minimal or not adverse; and

(iii) Exemption of the program or category is consistent with the purposes of the act.

(2) *Public participation.* The proponent of the exemption shall arrange for public participation appropriate to the subject matter and the scope of the exemption and in accordance with the standards in subpart A of this part. The proponent of the exemption shall consider the nature of the exemption and its likely effects on historic properties and take steps to involve individuals, organizations and entities likely to be interested.

(3) *Consultation with SHPOs/THPOs.* The proponent of the exemption shall notify and consider the views of the SHPOs/THPOs on the exemption.

(4) *Consultation with Indian tribes and Native Hawaiian organizations.* If the exempted program or category of undertakings has the potential to affect historic properties on tribal lands or historic properties of religious and cultural significance to an Indian tribe or Native Hawaiian organization, the Council shall follow the requirements for the agency official set forth in paragraph (f) of this section.

(5) *Council review of proposed exemptions.* The Council shall review an exemption proposal that is supported by documentation describing the program or category for which the exemption is sought, demonstrating that the criteria of paragraph (c)(1) of this section have been met, describing the methods used to seek the views of the public, and summarizing any views submitted by the SHPO/THPOs, the public, and any others consulted. Unless it requests further information, the Council shall approve or reject the proposed exemption within 30 days of receipt, and thereafter notify the relevant agency official and SHPO/THPOs of the decision. The decision shall be based on the consistency of the exemption with the purposes of the act, taking into consideration the magnitude of the exempted undertaking or program and the likelihood of impairment of historic

properties in accordance with section 214 of the act.

(6) *Legal consequences.* Any undertaking that falls within an approved exempted program or category shall require no further review pursuant to subpart B of this part, unless the agency official or the Council determines that there are circumstances under which the normally excluded undertaking should be reviewed under subpart B of this part.

(7) *Termination.* The Council may terminate an exemption at the request of the agency official or when the Council determines that the exemption no longer meets the criteria of paragraph (c)(1) of this section. The Council shall notify the agency official 30 days before termination becomes effective.

(8) *Notice.* The proponent of the exemption shall publish notice of any approved exemption in the Federal Register.

(d) *Standard treatments.*

(1) *Establishment.* The Council, on its own initiative or at the request of another party, may establish standard methods for the treatment of a category of historic properties, a category of undertakings, or a category of effects on historic properties to assist Federal agencies in satisfying the requirements of subpart B of this part. The Council shall publish notice of standard treatments in the Federal Register.

(2) *Public participation.* The Council shall arrange for public participation appropriate to the subject matter and the scope of the standard treatment and consistent with subpart A of this part. The Council shall consider the nature of the standard treatment and its likely effects on historic properties and the individuals, organizations and entities likely to be interested. Where an agency official has proposed a standard treatment, the Council may request the agency official to arrange for public involvement.

(3) *Consultation with SHPOs/THPOs.* The Council shall notify and consider the views of SHPOs/THPOs on the proposed standard treatment.

(4) *Consultation with Indian tribes and Native Hawaiian organizations.* If the proposed standard treatment has the potential to affect historic properties on tribal lands or historic properties of religious and cultural significance to an Indian tribe or Native Hawaiian organization, the Council shall follow the requirements for the agency official set forth in paragraph (f) of this section.

(5) *Termination.* The Council may terminate a standard treatment by publication of a notice in the Federal Register 30 days before the termination takes effect.

(e) *Program comments.* An agency official may request the Council to comment on a category of undertakings in lieu of conducting individual reviews under §§ 800.4 through 800.6. The Council may provide program comments at its own initiative.

(1) *Agency request.* The agency official shall identify the category of undertakings, specify the likely effects on historic properties, specify the steps the agency official will take to ensure that the effects are taken into account, identify the time period for which the comment is requested and summarize any views submitted by the public.

(2) *Public participation.* The agency official shall arrange for public participation appropriate to the subject matter and the scope of the category and in accordance with the standards in subpart A of this part. The agency official shall consider the nature of the undertakings and their likely effects on historic properties and the individuals, organizations and entities likely to be interested.

(3) *Consultation with SHPOs/THPOs.* The Council shall notify and consider the views of SHPOs/THPOs on the proposed program comment.

(4) *Consultation with Indian tribes and Native Hawaiian organizations.* If the program comment has the potential to affect historic properties on tribal lands or historic properties of religious and cultural significance to an Indian tribe or Native Hawaiian organization, the Council shall follow the requirements for the agency official set forth in paragraph (f) of this section.

(5) *Council action.* Unless the Council requests additional documentation, notifies the agency official that it will decline to comment, or obtains the consent of the agency official to extend the period for providing comment, the Council shall comment to the agency official within 45 days of the request.

(i) If the Council comments, the agency official shall take into account the comments of the Council in carrying out the undertakings within the category and publish notice in the Federal Register of the Council's comments and steps the agency will take to ensure that effects to historic properties are taken into account.

(ii) If the Council declines to comment, the agency official shall continue to comply with the requirements of §§ 800.3 through 800.6 for the individual undertakings.

(6) *Withdrawal of comment.* If the Council determines that the consideration of historic properties is not being carried out in a manner consistent with the program comment, the Council may withdraw the comment and the agency official shall comply with the requirements of §§ 800.3 through 800.6 for the individual undertakings.

(f) *Consultation with Indian tribes and Native Hawaiian organizations when developing program alternatives.* Whenever an agency official proposes a program alternative pursuant to paragraphs (a) through (e) of this section, the agency official shall ensure that development of the program alternative includes appropriate government-to-government consultation with affected Indian tribes and consultation with affected Native Hawaiian organizations.

(1) *Identifying affected Indian tribes and Native Hawaiian organizations.* If any undertaking covered by a proposed program alternative has the potential to affect historic properties on tribal lands, the agency official shall identify and consult with the Indian tribes having jurisdiction over such lands. If a proposed program alternative has the potential to affect historic properties of religious and cultural significance to an Indian tribe or a Native Hawaiian organization which are located off tribal lands, the agency official shall identify those Indian tribes and Native Hawaiian organizations that might attach religious and cultural significance to such properties and consult with them. When a proposed program alternative has nationwide applicability, the agency official shall identify an appropriate government to government consultation with Indian tribes and consult with Native Hawaiian organizations in accordance with existing Executive orders, Presidential memoranda and applicable provisions of law.

(2) *Results of consultation.* The agency official shall provide summaries of the views, along with copies of any written comments, provided by affected Indian tribes and Native Hawaiian organizations to the Council as part of the documentation for the proposed program alternative. The agency official and the Council shall take those views

into account in reaching a final decision on the proposed program alternative.

**§ 800.15 Tribal, State, and local program alternatives. (Reserved)**

**§ 800.16 Definitions.**

(a) *Act* means the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470-470w-6.

(b) *Agency* means agency as defined in 5 U.S.C. 551.

(c) *Approval of the expenditure of funds* means any final agency decision authorizing or permitting the expenditure of Federal funds or financial assistance on an undertaking, including any agency decision that may be subject to an administrative appeal.

(d) *Area of potential effects* means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking.

(e) *Comment* means the findings and recommendations of the Council formally provided in writing to the head of a Federal agency under section 106.

(f) *Consultation* means the process of seeking, discussing, and considering the views of other participants, and, where feasible, seeking agreement with them regarding matters arising in the section 106 process. The Secretary's "Standards and Guidelines for Federal Agency Preservation Programs pursuant to the National Historic Preservation Act" provide further guidance on consultation.

(g) *Council* means the Advisory Council on Historic Preservation or a Council member or employee designated to act for the Council.

(h) *Day or days* means calendar days.

(i) *Effect* means alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register.

(j) *Foreclosure* means an action taken by an agency official that effectively precludes the Council from providing comments which the agency official can meaningfully consider prior to the approval of the undertaking.

(k) *Head of the agency* means the chief official of the Federal agency responsible for all aspects of the agency's actions. If a State, local or tribal government has assumed or has

been delegated responsibility for section 106 compliance, the head of that unit of government shall be considered the head of the agency.

(l)(1) *Historic property* means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe or Native Hawaiian organization and that meet the National Register criteria.

(2) The term *eligible for inclusion in the National Register* includes both properties formally determined as such in accordance with regulations of the Secretary of the Interior and all other properties that meet the National Register criteria.

(m) *Indian tribe* means an Indian tribe, band, nation, or other organized group or community, including a native village, regional corporation or village corporation, as those terms are defined in section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

(n) *Local government* means a city, county, parish, township, municipality, borough, or other general purpose political subdivision of a State.

(o) *Memorandum of agreement* means the document that records the terms and conditions agreed upon to resolve the adverse effects of an undertaking upon historic properties.

(p) *National Historic Landmark* means a historic property that the Secretary of the Interior has designated a National Historic Landmark.

(q) *National Register* means the National Register of Historic Places maintained by the Secretary of the Interior.

(r) *National Register criteria* means the criteria established by the Secretary of the Interior for use in evaluating the eligibility of properties for the National Register (36 CFR part 60).

(s)(1) *Native Hawaiian organization* means any organization which serves and represents the interests of Native Hawaiians; has as a primary and stated purpose the provision of services to Native Hawaiians; and has demonstrated expertise in aspects of

historic preservation that are significant to Native Hawaiians.

(2) *Native Hawaiian* means any individual who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawaii.

(t) *Programmatic agreement* means a document that records the terms and conditions agreed upon to resolve the potential adverse effects of a Federal agency program, complex undertaking or other situations in accordance with § 800.14(b).

(u) *Secretary* means the Secretary of the Interior acting through the Director of the National Park Service except where otherwise specified.

(v) *State Historic Preservation Officer (SHPO)* means the official appointed or designated pursuant to section 101(b)(1) of the act to administer the State historic preservation program or a representative designated to act for the State historic preservation officer.

(w) *Tribal Historic Preservation Officer (THPO)* means the tribal official appointed by the tribe's chief governing authority or designated by a tribal ordinance or preservation program who has assumed the responsibilities of the SHPO for purposes of section 106 compliance on tribal lands in accordance with section 101(d)(2) of the act.

(x) *Tribal lands* means all lands within the exterior boundaries of any Indian reservation and all dependent Indian communities.

(y) *Undertaking* means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license or approval.

(z) *Senior policy official* means the senior policy level official designated by the head of the agency pursuant to section 3(e) of Executive Order 13287.

**Appendix A to Part 800 -- Criteria for Council Involvement in Reviewing Individual section 106 Cases**

(a) *Introduction.* This appendix sets forth the criteria that will be used by the Council to determine whether to enter an individual section 106 review that it normally would not be involved in.

(b) *General policy.* The Council may choose to exercise its authorities under

the section 106 regulations to participate in an individual project pursuant to the following criteria. However, the Council will not always elect to participate even though one or more of the criteria may be met.

(c) *Specific criteria.* The Council is likely to enter the section 106 process at the steps specified in the regulations in this part when an undertaking:

(1) *Has substantial impacts on important historic properties.* This may include adverse effects on properties that possess a national level of significance or on properties that are of unusual or noteworthy importance or are a rare property type; or adverse effects to large numbers of historic properties, such as impacts to multiple properties within a historic district.

(2) *Presents important questions of policy or interpretation.* This may include questions about how the Council's regulations are being applied or interpreted, including possible foreclosure or anticipatory demolition situations; situations where the outcome will set a precedent affecting Council policies or program goals; or the development of programmatic agreements that alter the way the section 106 process is applied to a group or type of undertakings.

(3) *Has the potential for presenting procedural problems.* This may include cases with substantial public controversy that is related to historic preservation issues; with disputes among or about consulting parties which the Council's involvement could help resolve; that are involved or likely to be involved in litigation on the basis of section 106; or carried out by a Federal agency, in a State or locality, or on tribal lands where the Council has previously identified problems with section 106 compliance pursuant to § 800.9(d)(2).

(4) *Presents issues of concern to Indian tribes or Native Hawaiian organizations.* This may include cases where there have been concerns raised about the identification of, evaluation of or assessment of effects on historic properties to which an Indian tribe or Native Hawaiian organization attaches religious and cultural significance; where an Indian tribe or Native Hawaiian organization has requested Council involvement to assist in the resolution of adverse effects; or where there are questions relating to policy, interpretation or precedent under section 106 or its relation to other

authorities, such as the Native American Graves Protection and Repatriation Act.

SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES (36CFR§68.3)

The Secretary of the U.S. Department of the Interior is responsible for maintaining and publishing standards for the preservation, rehabilitation, restoration, and reconstruction of historic properties. The NHPA requires federal agencies to apply these standards in the protection and management of their historic resources, both built and natural.

**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of technical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**Standards for Preservation:**

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The placement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques

or examples of craftsmanship that characterize a property will be preserved.

6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

**Rehabilitation** is defined as the act or process of returning a property to a state of utility and of making possible a compatible use for a property through repair, alterations, and additions which makes possible an efficient contemporary use while preserving those portions or features which convey its historical, cultural, or architectural values.

**Standards for Rehabilitation:**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive

feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

**Standards for Restoration:**

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly

documented for future research.

4. Materials, features, spaces, and finishes that characterize other historical periods will be documented priority to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by the project will be protected and preserved in place. If such resources must be disturbed, mitigation measure will be undertaken.
10. Designs that were never executed historically will not be constructed.

**Reconstruction** is defined as the act of process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

#### **Standards for Reconstruction**

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of landscape, building, structure, or object in its historic location will be preceded by a thorough archeological

investigation to identify and evaluate those features and artifacts, which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

#### SECRETARY OF THE INTERIOR'S STANDARDS FOR ARCHITECTURAL AND ENGINEERING DOCUMENTATION

These standards concern the development of documentation for historic buildings, sites, structures and objects. This documentation, which usually consists of measured drawings, photographs and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may present information about a property that is to be demolished.

These Standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER, in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives.

#### **Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.**

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

#### **Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.**

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

### **Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.**

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use and a size convenient for storage.

### **Standard IV. Documentation Shall be Clearly and Concisely Produced.**

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references.

## **Secretary of the Interior's Guidelines for Architectural and Engineering Documentation**

### **Introduction**

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their approaches with the National Park Service.

### **The Guidelines are organized as follows:**

Definitions

Goal of Documentation

The HABS/HAER Collections

Standard I: Content

Standard II: Quality

Standard III: Materials

Standard IV: Presentation

Architectural and Engineering Documentation Prepared for Other Purposes

Recommended Sources of Technical Information

### **Definitions**

These definitions are used in conjunction with these Guidelines:

**Architectural Data Form**-a one page HABS form intended

to provide identifying information for accompanying HABS documentation.

**Documentation**-measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.

**Field Photography**-photography, other than large-format photography, intended for the purpose of producing documentation, usually 35mm.

**Field Records**-notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

**Inventory Card**-a one page form which includes written data, a sketched site plan and a 35mm contact print dry-mounted on the form. The negative, with a separate contact sheet and index should be included with the inventory card.

**Large Format Photographs**-photographs taken of historic buildings, sites, structures or objects where the negative is a 4 x 5, 5 x 7" or 8 x 10" size and where the photograph is taken with appropriate means to correct perspective distortion.

**Measured Drawings**-drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.

**Photocopy**-A photograph, with large format negative, of a photograph or drawing.

**Select Existing Drawings**-drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.

**Sketch Plan**-a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown improper relation and proportion to one another.

### **Goal of Documentation**

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into

the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

### **The HABS/HAER Collections**

HABS/HAER documentation usually consists of measured drawings, photographs and written data that provide a detailed record which reflects a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. Documentation is used to provide the basis for enforcing preservation easement. In addition, documentation is often the last means of preservation of a property, when a property is to be demolished, its documentation provides future researchers access to valuable information that otherwise would be lost.

HABS/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians and architectural historians to develop HABS/HAER documentation under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation, in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs, different Documentation Levels will be set.

The Standards describe the fundamental principles of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These Guidelines include important information about developing documentation for State or local archives. The State Historic

Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

### Standard I: Content

**1. Requirement:** Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.

**2. Criteria:** Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the HABS/HAER collections.

a. Documentation Level I;

1. Drawings: a full set of measured drawings depicting existing or historic conditions.
2. Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large format negatives of select existing drawings or historic views where available.
3. Written data: history and description.

b. Documentation Level II;

1. Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on Mylar.
2. Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.
3. Written data: history and description.

c. Documentation Level III;

1. Drawings: sketch plan.
2. Photographs: photographs with large-format negatives of exterior and interior views.
3. Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

**3. Test:** Inspection of the documentation by HABS/HAER staff.

**4. Commentary:** The HABS/HAER office retains the right to refuse to accept any documentation on buildings, sites, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography (Documentation Level III) would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large-format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, and written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER

office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area **prior** to additional, more comprehensive documentation.

## Standard II: Quality

**1. Requirement:** HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

**2. Criteria:** For all levels of documentation, the following quality standards shall be met:

- a. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings, but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings, prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.
- b. Large format photographs: Large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure or object. Each view shall be perspective-corrected and fully captioned.
- c. Written history: Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

**3. Test:** Inspection of the documentation by HABS/HAER staff.

**4. Commentary:** The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HABS/HAER documentation

is critical to the HABS/HAER collections.

## Standard III: Materials

**1. Requirement:** HABS and HAER documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.

**2. Criteria:** For all levels of documentation, the following material standards shall be met:

- a. Measured Drawings:  
Readily Reproducible: Ink on translucent material  
Durable: Ink on archivally stable materials.  
Standard Sizes: Two sizes: 19 x 24" or 24 x 36"
- b. Large Format Photographs:  
Readily Reproducible: Prints shall accompany all negatives.  
Durable: Photography must be archivally processed and stored  
Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.  
Standard Sizes: Three sizes: 4 x 5", 5 x 7", 8 x 10".
- c. Written History and Description:  
Readily Reproducible: Clean copy for xeroxing.  
Durable: Archival bond required.  
Standard Sizes: 8 1/2 x 11"
- d. Field Records:  
Readily Reproducible: Field notebooks may be xeroxed.  
Photo identification sheet will accompany 35mm negatives and contact sheets.  
Durable: No requirement.  
Standard Sizes: Only requirement is that they can be made to fit into a 9 1/2 x 12" archival folding file.

**3. Test:** Inspection of the documentation by HABS/HAER staff.

**4. Commentary:** All HABS/HAER records are intended for reproduction; some 20,000 HABS/HAER records are reproduced each year by the Library on Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability

performance standard for HABS/ HAER records is 500 years. Ink on Mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintained in the HABS/HAER collections as a courtesy to the collection user.

## Standard IV: Presentation

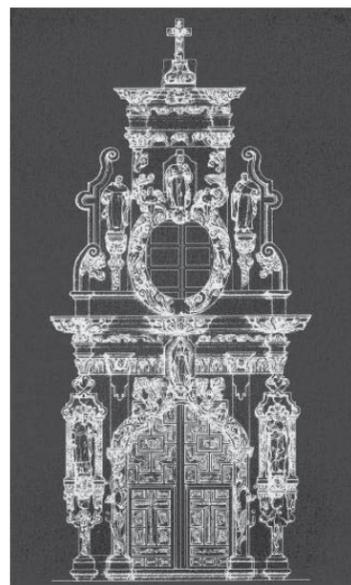
**1. Requirement:** HABS and HAER documentation shall be clearly and concisely produced.

**2. Criteria:** For levels of documentation as indicated below, the following standards for presentation will be used:

- a. Measured Drawings: Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a handprinted equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.
- b. Large format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.
- c. Written history and description: Data shall be typewritten on bond, following accepted rules of grammar.

**3. Test:** Inspection of the documentation by HABS/HAER staff.

HABS/HAER GUIDELINES  
HABS HISTORICAL REPORTS



U.S. Department of the Interior  
National Park Service  
Historic American Buildings Survey/  
Historic American Engineering Record  
1849 C Street, NW, NC300  
Washington, DC 20240  
(202) 343-9618  
<http://www.cr.nps.gov/habshaer>



October 2000

HABS/HAER GUIDELINES  
HABS HISTORICAL REPORTS

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Front Cover: Mission San Juan y San Miguel de Aguayo, San Antonio, Bexar County, Texas.

INTRODUCTION

Historic American Buildings Survey (HABS) documentation takes three forms: architectural measured drawings, large-format photography, and written reports. These guidelines are intended to direct you in the production of the last.

Like the rest of HABS documentation, the historical reports serve many purposes, some of which we cannot foresee at the time the documentation is produced. At the least, the reports provide raw data in an accessible format for easy use by future researchers. At its best, a HABS historical report also synthesizes the information, making conclusions about the building being documented, either through an analysis of the building itself and its history, or by setting it in an appropriate context.

For guidance in research techniques, analysis of buildings, and writing history, see the "History" chapter of *Recording Historic Structures*, ed. John A. Burns (Washington: American Institute of Architects Press, 1989). That basic handbook of the HABS/HAER program describes ways of finding information on historic buildings and sites. These guidelines will discuss the arrangement of your information into a final report.

Historian's Duties

Although HABS receives documentation from many sources, these guidelines are directed at one producer of that documentation--the HABS summer historian. The Washington office of HABS fields teams at sites all over the country, usually for twelve-week terms in the summer. HABS also receives documentation from the mitigation program, wherein HABS documentation may be required in order to mitigate the adverse effects of a federal action. Generally this documentation is produced by contractors to various agencies under the supervision of regional office staff. Unlike the HABS summer projects, which terminate on a specific date, the mitigative documentation is not accepted by HABS until it has been edited and prepared for transmittal to the Library of Congress. The requirements for that documentation are therefore slightly different, and an historian preparing documentation under that program should contact the appropriate regional office.

The HABS summer historian is usually based in the field with a team of architects or other historians. The historian reports to two people: the head of the team (which is usually an architect if the team is composed largely of architects) and an historian in HABS's Washington office. For issues such as work hours, access to buildings, and general day-to-day administration, the field team leader is your boss. But for the content and format of the historical documentation, you are responsible to the historian in Washington, hereafter referred to as the supervisor.

Besides producing an historical report to the supervisor's specifications, the historian should also assist with the measured drawings and the large-format photography. The historian might uncover or verify historical information that will appear on the HABS drawings; the historian might find original drawings to aid the architects in their work; or the historian might discover information about additions or alterations helpful to understanding the building. In addition, the historian is responsible for writing the significance statement that appears on the title sheet of the measured drawings; the precise wording and punctuation should be approved by your supervisor before it is inked. The historian should be aware that the building will most likely be documented with large-format photography, and be mindful of the types of photographs that would best illustrate the historical issues. Photographers often appear on site after the team has gone home (winter being the best time to avoid excessive foliage), so it might be necessary to leave a list of desired photographs with your supervisor.

The architects and photographers can also be helpful to the historians. The building itself is one of the best research sources, and you can profit by the architects' experience with it. Walk through the building with the architects after they have become familiar with it. Not only will you learn things about the building's history, but the description that you write will benefit by the architects' views.

The historian will also take photographs. Black-and-white prints, taken early in the project, can serve as notes when researching or writing. Color slides are necessary for the final presentation to the community, when the historian may be called upon to present his/her findings. The architects will also be taking field photographs for their own use. If HABS provides the film and pays for the developing, the photographs or slides are HABS property.

Outlines and drafts will be reviewed by your supervisor at the time indicated on a schedule that you will both set at the beginning of the summer. Historians often have difficulty completing work within the standard twelve-week HABS summer season. Most historians could spend twice the amount of time available on any project. The extent of the documentation is determined by the time available; don't bite off more than you can chew! If you work steadily through the summer, you should be able to complete your project on time. Be sure to leave enough time to write the report; it is easy to get carried away with the research. Some historians work well by writing many drafts, adding information as they get it. Others like to accumulate everything they can before committing one word to paper. Either way, you should schedule your work to have a written draft by the beginning of August.

Eventually, the historical report will be sent to the Library of Congress with the historian's name on it as author, as well as project information including the editor, supervisor, and other members of the team. HABS encourages its historians to publish their findings or to present papers on the project. Once at the Library the report is in the public domain, and anyone can use the material.

#### Formats

Rather than prescribe a strict format for the written documentation, HABS prefers to let the kind of structure or site being documented dictate the final form of that documentation. At the same time, we want to give some guidance to our historians in the field. HABS recommends one of three formats to its historians: a narrative format, an outline format, and a short format. The narrative is divided into chapters or sections, emphasizing significant aspects of the building or site. The outline format prescribes aspects to be discussed, although sections can be expanded or deleted as appropriate. The short format is used when minimal information--not exceeding a page or two in length--has been collected.

The kinds of sites that are being documented by HABS have changed dramatically in the last few decades. HABS initially concentrated its efforts on buildings constructed before the Civil War--single buildings of simple forms, ideally suited to this outline format. More recently, HABS has been examining a broader range of resources, including collections of buildings, technologically complex buildings, landscapes, and urban plans. For these, narrative formats have proven to be more useful, often used in conjunction with the outline format when specific buildings or places were being discussed. Some examples of different kinds of projects, showing the different forms that the historical documentation took, follow.

Rancho Santa Fe, California, was planned in the early 1920s as a community of gentlemen-ranchers. Architect Lilian Rice designed an axially arranged commercial core and several buildings along it in a Spanish Revival style. Most of

the houses in the community were built in this same style. To document this unusual community, the historian produced a narrative overview of its development, and HABS outline-format reports on the fifteen individual buildings that were documented by measured drawings.

The steel industry of southwestern Pennsylvania required vast amounts of refractory brick--brick that would withstand the high temperatures of the blast furnaces. Refractory brickyards were established in the region, and workers were housed in a variety of company towns. The historian examined eight towns, some carefully planned, others haphazardly built, in a narrative report with sub-sections on each town.

Pierre L'Enfant designed the city of Washington, D.C., in 1791, overlaying a street grid with diagonal avenues intersecting at circles and squares. The plan results in some spectacular vistas and highlights important buildings. The historians produced a narrative overview of the development of the city in respect to this plan and a look at other planned capitals and cities worldwide. The HABS outline format was modified to accommodate the history and description of specific avenues and parks.

Monocacy National Battlefield includes two farmhouses documented by HABS. Although the houses have some history in common--their roles as farms in the Monocacy valley and their relation to the Battle of Monocacy--the houses were documented with separate reports, so as not to link two entities that were historically not part of a unit. The outline-format history was complemented by analysis, in the Historical Context section, of each house in relation to the battle, and the role of each as farms in the valley. One of these reports is included as an example in this manual.

As demonstrated by these projects, a flexible approach is best when trying to fit groups of buildings and sites into the HABS collection. Discuss the format with your supervisor.

#### Completing the Historical Report

The historian's report will be edited in the HABS office before it is sent to the Library of Congress, where it is available to the public. If the supervisor has approved drafts of the report during the summer, the editing will be light. If the historian leaves everything until the last minute, and drops a draft on the supervisor's desk the last day of the project, extensive editing may be required. If you request it, we will send you a copy after editing for your approval.

All historical reports should be prepared on an IBM-compatible computer using WordPerfect software. Keep your formatting simple, as the report will be printed out in the HABS office, probably in a different font than you used. If you are not using WordPerfect, keep your formatting extremely simple--charts and graphs will not translate. At the end of the summer, send in a hard copy of your report, at least one disk (you may want to send another as insurance), all of your notes, and all the equipment and supplies you were provided at the beginning of the summer. Your notes are HABS's property, and it is important for us to have these on hand during the editing process. You may xerox anything you want for your own files. At the completion of editing, the notes are usually discarded; if you want a local repository to receive them, let your supervisor know.

#### GENERAL GUIDELINES

HABS has four standards guiding its documentation. The first standard regards content: the documentation shall adequately explicate and illustrate what is significant or valuable about the structure. Second, the **quality**: the documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information. Third, **materials**: the documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling. And fourth, **presentation**: the documentation shall be clearly and concisely produced.

Many of the guidelines presented here pertain to the materials and presentation standards. The uniformity of the reports results in a clear presentation. The HABS reports will be xeroxed onto archival bond, and must be reproducible. At best, many people see this xerox of our reports; most will see only a microfiche reduction. Keep this in mind when selecting supplemental graphic material. Also, researchers have to pay by the page for copies of these reports, so the reports are single-spaced.

The historical report should be written in simple language, without excessive specialized terminology. HABS follows the Chicago Manual of Style guidelines, which are simplified in Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (5th ed., Chicago and London: University of Chicago Press, 1987). For architectural terms, Cyril L. Harris, Historic Architecture Sourcebook, or the Getty Art History Information Program's Art & Architecture Thesaurus (New York: Oxford University Press, 1990) are reliable guides. Grammar and punctuation conventions observed by HABS are found within these guidelines.

Indicate sources for all information. Footnotes, endnotes, or shortened notes in parentheses are all acceptable.

HABS documentation is sent to the Library of Congress as part of the HABS collection within the Prints and Photographs Division. The historical report will be edited to conform with the format and organization of other catalogued materials. Each report will be filed with its photographs and reduced copies of the HABS drawings, but not necessarily with other reports in a project. In other words, each report must stand on its own, and cross-referencing is recommended. The guidelines for transmitting HABS documentation to the Library of Congress are contained in separate guidelines, "Transmitting HABS/HAER Documentation."

Every historical report, whether one page or fifty, must have some crucial information: the name of the structure or site, its location, and the HABS number.

#### Assigning Names to Structures and Sites

When assigning the primary name to a structure, the proper name to use is the historic name, which will not change with each new owner or use. The historic name often requires careful research to ascertain. It is generally the name of the original owner of a house, or the original name or designated use of a public or commercial building. Occasionally, the recognized historic name of a house is not the personal name of the owner, but a designated name, such as

Mount Vernon. For groups of buildings, use the traditional name, such as that of the neighborhood, rather than historic district or other administrative designations. Always note the origin or source of the historic name in the text of the report.

Occasionally the historic name is not well known, and researchers using the HABS records may not be able to identify a structure by that designation. Secondary names, which are common or current names, are included to aid in the use of HABS records. More than one secondary name can be included, such as

WILLIAM PENN TAVERN  
(Gruber House, Obolds Hotel)

If a later owner was particularly prominent or was responsible for a substantial alteration or addition, that name is linked to the original owner's name by a hyphen, such as

BROWN-GARRISON HOUSE.

It is best, however, to avoid excessive use of hyphenated names.

If the building is a church, include the denomination in the name, such as

ST. MARK'S EPISCOPAL CHURCH.

Do not use statements such as "Now the" or "Currently" with a name as part of a title, since this eventually will be outdated. Avoid using words such as "Old" in a name (e.g., Old Post Office) unless it is part of the recognized name (e.g., Old Curiosity Shop).

If the original name cannot be determined, the address, qualified by a general designation, is used as the name, such as

549 ELM ST. (House)  
201 MAIN ST. (Commercial Building)

The current name will suffice as a secondary name, such as

201 MAIN ST. (Joe's Bar)

#### Determining Location

The exact location of a structure must be carefully indicated. This includes the number and street, the city or town, county, and state. Locations are handled somewhat differently for urban and rural areas.

**Urban:** Use the number and street, such as 512 Main St., followed by the corner or

intersection in parentheses if appropriate, such as

500 Main St. (northwest corner of Oak)

If the street name is a number, use the local convention to determine whether to write it in digits or words (although it will always be written out in the data base):

54 E. 42nd St.  
301 Seventh Ave.

If the property is large, indicate streets bounding it, such as

West side of Main Street, between Oak Avenue and Elm Street  
West side of Main Street, bounded by Court, Oak, and Elm streets.

In small towns without street numbers, a more descriptive address is required. Relate the structure to named streets or local landmarks, such as

South side of Main Street, 0.5 mile west of Oak Avenue  
East side of Main Street, 0.7 mile north of Ridge Creek

If street names have changed, use the current one. If the old street name is important, and constitutes part of the name of the structure, that is fine, but the address should be modern. For example:

(Name of structure): Kongensgade 18 (House)  
(Address): 18 King St.

In all instances, the city or town, county, and state must be identified.

**Rural:** In rural areas, a more descriptive address is necessary. Structures are located within one-tenth of a mile from the nearest intersection, such as

South side of U.S. Route 13, 0.3 mile east of State Route 605.

For extremely remote structures, it is necessary to relate them to a natural landmark and/or the nearest road, such as

0.1 mile south of Parker Creek, 0.5 mile north of State Route 662,  
2.5 miles east of intersection with County Road 4.

If appropriate, the distance and direction to the nearest town line can be added. As a general guideline, the address goes from the most specific (the street name) to general (mileage from nearest town).

If the structure is not located within the boundaries of a city or town, it is located in reference to the nearest city or town. Always include the word "vicinity" with the town name to clarify the location, such as

Millville vicinity.

Generally, the vicinity is the nearest city or town that has a zip code. Consider local usage and custom here. Keep the vicinity in the same county as the property. Identify the county and state.

UTM: If the UTM coordinates are known, include them here. All of the buildings recorded with HABS measured drawings and all buildings listed on the National Register have had their Universal Transverse Mercator Coordinates plotted on a USGS map. For rural buildings, the UTM's are a means of definitely locating the structures; for urban buildings, street addresses are usually much clearer. If known, the appropriate USGS quadrangle map name and the UTM coordinates should be included after the address.

USGS Mountain Grove Quadrangle, Universal Transverse  
Mercator Coordinates:17.594470.4207610.

#### HABS Number

Every building is assigned a HABS number, which is its identifying number within the HABS collection. The number consists of a two-letter state abbreviation, hyphen, and number. The HABS number must appear on every item of documentation sent to the Library of Congress. If the building you are documenting has been assigned a HABS number, put it in the header of every page of your report (see format below). The HABS number is always preceded by "HABS No." to differentiate it from items in the HAER collection.

If a complex is being documented, the site as a whole will receive a HABS number, such as

Fort Tejon, HABS No. CA-39

and each building that is part of the complex will receive a subsidiary number:

Fort Tejon Barracks No. 1, HABS No. CA-39-A  
Fort Tejon Officers' Quarters, HABS No. CA-39-C.

These A, B, C numbers serve as an implicit cross-reference.

## OUTLINE FORMAT

The standard outline format has been developed for HABS reports to help insure that all important information is included and is readily accessible. This format is most efficient for individual structures. This section illustrates the outline format in detail, heading by heading, and discusses the material to be included under each heading. The format is flexible to suit a variety of circumstances. Omit or change the headings to suit the structure and the information available.

The outline is divided into five main sections: Identification Information, Historical Information, Architectural Information, Sources of Information, and Project Information. Standardized spacing and layout are used.

### Identification Information

**Name:** The name section includes the office name, the name of the structure, and the HABS number. See Assigning Name to Structure, above. Example:

HISTORIC AMERICAN BUILDINGS SURVEY

PRIMARY NAME HABS No. XX-###  
(Secondary Name)

**Location:** This includes the number and street, followed by corner or intersection if appropriate, city or town, county, and state. See Determining Location, above. This basic location should then be expanded, giving the general setting and orientation. Include compass direction that the structure faces (to clarify the description that follows), description of immediate environment, topography, and approaches.

A second paragraph gives the UTM coordinates, if known. Example:

16915 Avenida de Acacias, corner of Paseo Delicias,  
Rancho Santa Fe, San Diego County, California.  
Located on the southwest corner of Block G in the  
Civic Center of Rancho Santa Fe, the building faces  
east onto Paseo Delicias and south onto Avenida de  
Acacias.

USGS Rancho Santa Fe Quadrangle, Universal  
Transverse Mercator Coordinates:  
11.481055.3653250.

**Present Owner,  
Present Occupant,**

**Present Use:** These three items should present no difficulties. The first two may be combined if they are the same individual or group. Mention the address of the owner if it is different from that of the building. If a building is vacant, list that as its present use and eliminate the occupant category. For a demolished structure, name the last owner, occupant, and use, a statement that the structure was demolished, and the date of demolition. The occupant category can be omitted when recording structures such as monuments and memorials.

HABS Historical Reports: Outline Format, page 2

**Significance:** This statement is pithy and brief. It reflects the reasons that the structure was recorded, and covers both historical and architectural aspects of the structure and its relationship to its environment. Several sentences are adequate. Any statements made here are expanded in other sections of the report. A similar statement will appear on the title sheet of the drawings. Do not oversimplify and avoid such generalizations as "an example of the Victorian style." In fact, avoid simplistic and often meaningless terms such as Colonial or Victorian altogether.

### PART I. HISTORICAL INFORMATION

#### A. Physical History:

- 1. Date of erection:** Be as complete as possible. Mention sources of all dates cited. If found, give dates of plans, building permits, abrupt changes in tax assessments, cornerstone-laying ceremonies, completion or dedication dates, existence of a date stone, etc. If the date is unknown, state "Not known." If no exact date can be determined, but an estimate is possible, indicate by "ca." (for "circa") and state the source or reasons for making the estimate (stylistic basis, abrupt changes in value of property, local tradition, etc.).
- 2. Architect:** If not known, state "Not known" or "None," as appropriate. If a structure has been traditionally or stylistically attributed to an architect, explain and give sources and reasons for the attribution. A brief biographic entry is appropriate here, especially if the architect is not well known or is a local figure. If the structure has a special place in the architect's development, include that in this section. Be aware of the difference between such statements as "built by" and "built for." When needed, this section can include information on master builders, landscape architects, artists, sculptors, muralists, etc. Place the appropriate titles with, or in place of, the title "Architect."
- 3. Original and subsequent owners, occupants, uses:** The owners, occupants and uses have a varying degree of importance, depending on the kind of structure being documented. For some buildings, such as churches, this section is less important. For houses that are owner-occupied, only the owners need be charted. But for rental houses or commercial buildings, knowing the occupants or uses as well as the owners can be informative. Change the category as needed.

A chain of title is the best way to establish the owners, especially for rural buildings. The owners of urban buildings are often better documented through tax books, but the utility of either depends on the locality. A legal description of the property (lot and square number) should precede the list of owners.

The property need only be researched to the time of construction, or immediately before that. It is not necessary to trace the title of an 1890 building back to the land grant of 1740. If the tenants changed frequently during a particular time period, and these changes have not affected the structure, a brief summary of the occupants can be offered, such as "1915-35, numerous commercial enterprises."

- 4. Builder, contractor, suppliers:** This section can include items such as the construction firm or the source of the building materials.

HABS Historical Reports: Outline Format, page 3

- 5. Original plans and construction:** Include a capsule description of the structure's original appearance. Original drawings, perspectives, early views, etc., should be described. Contemporary descriptions from newspapers, contracts, letters, etc., can be quoted or summarized. Material from past residents or from physical examination of the structure may contribute to the narrative on its original appearance. Be sure to note all sources in this section. A comprehensive list of existing original documents and their location will be included in the Sources of Information.
- 6. Alterations and additions:** Dates of alterations and additions are included here, along with a description of the changes and the person responsible. Deal with this material on a chronological basis, and devote a separate paragraph to each major change.

Not all information on alterations comes from documents; the building is your most important source here. Note if an alteration is based on physical evidence, and estimate the date, if possible, noting that it is an estimation. Use graphic sources as well; old photographs and drawings can be a valuable tool.

#### B. Historical Context:

The context of a building can vary tremendously, and is essentially what you make it. This section might include a general history of the structure and provide information on persons and events connected with the structure. "Events" might be a major battle that took place on the property, or could include the uses of the building over time, or the uses of various rooms. Previous buildings on the site, if they have a bearing on the present one, and previous buildings of the same use, such as post offices and churches, can be important.

This section can also be used more expansively, and might examine the building's relationship to the surrounding area. If you are researching a farm building, you could investigate the agricultural history of the area, and discuss the relationship of farm to town and the growth of transportation routes. If it is an urban building, you could discuss the development of the neighborhood, or what certain businesses meant to a town. If it is a vernacular building, you could compare this one to similar types. If there is an overview report associated with the project, it may cover some of these more general topics, and this section would focus specifically on this building. Your supervisor will have suggestions on which direction to take this section.

### PART II. ARCHITECTURAL INFORMATION

The purpose of the written architectural information is to supplement the information provided by the measured drawings and photographs. The written description repeats some of the information evident in the graphic material in order to analyze, interpret, and clarify, as well as covers facts not always included in the drawings or photographs, such as materials, construction techniques, mechanical systems, color, condition, etc. Remember that most researchers will not see the full-size drawings or original photographs, so some clarification may be necessary. Under each heading, the descriptions must be clear and concise, and cover all significant features, but do not describe in exacting detail what is better shown in the graphic material. Avoid lengthy verbal descriptions; instead, refer the researcher to the appropriate drawings or photographs. Identify the features and discuss their significance, instead of merely describing them. Some historical information may be appropriate when discussing particular features.

Any heading or part of a multiple heading that is not needed for a particular structure is omitted, just as any heading needed for a particular structure is added, such as exterior hardware, porte cochère, signs, etc. The following suggestions for what information can be included under each heading are intended only as guides. It is not necessary to include each fact for each structure. Allow the individual structure to determine what facts are necessary.

**A. General statement:**

1. **Architectural character:** This is a statement on the architectural interest or merit of the structure.
2. **Condition of fabric:** Give overall condition here and place information on specific features, like the roof, under the appropriate heading.

**B. Description of Exterior:**

1. **Overall dimensions:** The dimensions can be expressed in numbers (rounded to the nearest inch; front dimension given first) or in general terms, such as bays and stories (fenestrated attics count as a half story). Include layout and shape. Both main section and wings are included here.
2. **Foundations:** Include material, thickness, water table, etc.
3. **Walls:** Include overall finish materials and ornamental features on elevations, such as quoins, pilasters, belt courses, etc. When a building is stuccoed, also note the material underneath. Mention details such as the bond of a brick wall, whether the stone is laid randomly or in courses, the color and texture of the materials, the type and source of stone if known, etc.
4. **Structural system, framing:** A thorough description of the structural system is important, since this information is often not readily apparent. Note wall type (such as load-bearing, curtain wall, etc.), floor systems, and roof framing.
5. **Porches, stoops, balconies, porticoes, bulkheads:** Describe materials, form, details, and location. Porch roofs should be discussed here, not in Roofs, below. Include a paragraph on each major porch; others can be described briefly.
6. **Chimneys:** Mention materials, number, form, and location.
7. **Openings:**
  - a. **Doorways and doors:** Include location, description, and trim.
  - b. **Windows and shutters:** Include fenestration, type (such as casement, two-over-two-light double-hung sash, etc.), sills, lintels, trim, and shutters. If there is a variety of windows, characterize them generally.
8. **Roof:**
  - a. **Shape, covering:** Include shape (gable, hip, gambrel, etc.) and materials.
  - b. **Cornice, eaves:** Include materials, form, notable features, and gutter

system.

- c. **Dormers, cupolas, towers:** Include number, location, and individual descriptions.

**C. Description of Interior:**

1. **Floor plans:** Describe the general layout if there are drawings. If there are no drawings, be more specific. Start with the lowest floor and proceed to the top. If two or more floors are identical, combine the descriptions.

A drawing of the plan is recommended. If there are no HABS measured drawings of the building, simple floor plans can be included with the historical report. These can be simple, straightforward line drawings on an 8-1/2" x 11" sheet of paper, measured or not. Copies of original drawings can be included, or if original drawings are hard to read, traced from original drawings. Labels, north arrow, overall dimensions, source of information for the drawing, and date of the drawing are required. The plan should be attached at the end of the report, as part of the supplemental material (see Supplemental Material, below).

2. **Stairways:** Include location (if not mentioned above) and describe type, railing, balusters, and ornamental features.
3. **Flooring:** Include material, finish, and color. Describe width of boards and direction they run.
4. **Wall and ceiling finish:** Include finish materials, paneling, color, wallpaper, and decorative details of note. Mention location of specific features being discussed. In a highly finished building, you may want to describe the following on a room-by-room basis: baseboard (height, molding profile), wainscot (material), chair rail (height from floor, molding profile), wall (material), and cornice (molding profile).
5. **Openings:**
  - a. **Doorways and doors:** Include a description of the characteristic type found and individual descriptions of notable ones, including paneling, color, finish, and trim. Mention location of specific doors being discussed.
  - b. **Windows:** Include any notable interior window trim. Discuss natural lighting features and provisions for borrowing light from other interior spaces.
6. **Decorative features and trim:** Include woodwork not described above, cabinets, built-in features, fireplace treatments, and notable ornamental features. Mention materials and location of specific features being discussed.
7. **Hardware:** Describe original or notable hinges, knobs, locks, latches, window hardware, and fireplace hardware. Mention location of specific features being discussed.
8. **Mechanical equipment:**

- a. **Heating, air conditioning, ventilation:** Describe original and present systems, and any remaining devices of interest.
  - b. **Lighting:** Describe original lighting fixtures and those of interest. Mention location of each being discussed.
  - c. **Plumbing:** Describe original systems and any systems of interest.
  - d. **Use any appropriate heading:** Include any feature appropriate for the structure, such as elevators, call-bell systems, etc.
9. **Original furnishings:** Describe and locate any pieces of historical interest, such as furniture, draperies, carpets, etc., original to the structure.

**D. Site:**

1. **Historic landscape design:** Include layout, character, plantings, and walks of original or historic landscape treatments. Historical information, such as dates of certain features, may be appropriate here.
2. **Outbuildings:** Outbuildings will have separate reports if they are documented with drawings or isolated photographs. But if outbuildings are documented only as a minor part of the site, they are described in this section. Include a separate description of each outbuilding, including the location and function of each structure, and historical information if it has not been included above.

**PART III. SOURCES OF INFORMATION**

This is an essential section of the historical report. It is important to refer the researcher to all pertinent sources. Be sure to include complete information on every source you locate and annotate the source with useful information, such as "includes reproductions of original drawings" or "discusses possible dates for structure."

- A. **Architectural drawings:** Include the date and location of the drawings and note anything significant, such as features not built as originally planned. Not only original drawings are useful; alteration drawings should be noted too.
- B. **Early Views:** Include photographs, engravings, etc. If known, specify medium, artist, date, publisher, and plate size. Give the location of the item and include information such as a negative number needed for ordering a copy. A note on the importance of the view is useful, such as "north front of church before tower was removed."
- C. **Interviews:** Include the name of the person interviewed, the date and place of the interview, and the person's association with the structure or site.
- D. **Bibliography:** If the written sources are extensive, you can divide them into primary and secondary, or unpublished and published. Unpublished materials should always be accompanied by their location. Include items such as deed books, inventories, censuses, tax records, insurance records, manuscripts, letters, historical society files, etc.
- E. **Likely Sources Not Yet Investigated:** List here anything not referred to for this report,

but known or thought to contain further or related information.

- F. Supplemental Material:** Supplemental material can be graphic or written, and it is usually put at the very end of the report, but explained here. See Supplemental Material section.

**PART IV. PROJECT INFORMATION**

This is a summary of those involved with preparing the documentation, including the measured drawings, photographs, and historical report. It includes the names and titles of those in the field and in the office who participated in the project, as well as the co-sponsors, and the date of the project. This statement is similar to the project statement on the title sheet of the measured drawings. If different sections of the report were written by different people, that is noted here. If substantial changes are made while editing the report in the office, the names of the editors are included. If there are particular people who helped the historian in the field, an acknowledgment can be made here.

HABS observes strict conventions concerning the appearance of the final product. Many of these will be added in the office, but it is helpful if you incorporate them as you go. In WordPerfect, the "indent" key (not the "tab") is essential for the outline format—use it! Certain lines are written in all capitals, as illustrated below. The final report is single-spaced. Following is a summary of the outline format.

HISTORIC AMERICAN BUILDINGS SURVEY

*Include a heading at the top of every page after the first:*

NAME OF STRUCTURE  
(Secondary Name) HABS No.

NAME OF STRUCTURE  
(Secondary Name)  
HABS No. XX-### (Page #)

Location:  
Present Owner:  
Present Occupant:  
Present Use:  
Significance:

C. Description of Interior:

1. Floor plans:
2. Stairways:
3. Flooring:
4. Wall and ceiling finish:
5. Openings:
  - a. Doorways and doors:
  - b. Windows:
6. Decorative features and trim:
7. Hardware:
8. Mechanical equipment:
  - a. Heating, air conditioning, ventilation:
  - b. Lighting:
  - c. Plumbing:
  - d. Use any heading:

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Date of erection:
2. Architect:
3. Original and subsequent owners, occupants, uses:
4. Builder, contractor, suppliers:
5. Original plans and construction:
6. Alterations and additions:

B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

A. General Statement:

1. Architectural character:
2. Condition of fabric:

B. Description of Exterior:

1. Overall dimensions:
2. Foundations:
3. Walls:
4. Structural system, framing:
5. Porches, stoops, balconies, bulkheads:
6. Chimneys:
7. Openings:
  - a. Doorways and doors:
  - b. Windows and shutters:
8. Roof:
  - a. Shape, covering:
  - b. Cornice, eaves:
  - c. Dormers, cupolas, towers:

D. Site:

1. Historic landscape design:
2. Outbuildings:

PART III. SOURCES OF INFORMATION

- A. Architectural drawings:
- B. Early Views:
- C. Interviews:
- D. Bibliography:
- E. Likely Sources Not Yet Investigated:
- F. Supplemental Material:

PART IV. PROJECT INFORMATION

HISTORIC AMERICAN BUILDINGS SURVEY

U. S. POST OFFICE  
(Crown American Corporation Building)

HABS No. PA-5390

Location: 131 Market St., southeast corner of Locust and Market streets, Johnstown, Cambria County, Pennsylvania.

Present Owner/ Occupant: Crown American Corporation.

Present Use: Office building.

Significance: This was the first building in Johnstown designed specifically to serve as a post office, by John Knox Taylor, supervising architect of the Treasury. A grand example of the Greek Revival commercial style, the design of the post office represents the optimism felt about Johnstown in the first decades of the twentieth century.

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Date of erection: 1912-1914. The Supervising Architect of the U.S. Treasury signed the official proposal drawing for the structure on May 1, 1911. Construction began on April 26, 1912, and the building was occupied on January 16, 1914.
2. Architect: James Knox Taylor. Taylor was supervising architect of the U.S. Treasury between 1897 and 1912. Under his tenure, the office of the supervising architect was responsible for the construction and maintenance of all government buildings.
3. Original and subsequent owners: U.S. government, 1914 to 1968; Crown American Corporation, 1968 to present.
4. Original and subsequent occupants: After the post office left the building in 1938, the U.S. government used the Market Street building as office space for various agencies. The 1938 city directory lists the occupant as the Works Progress Administration; in 1943 the building was vacant. From 1951 to 1965 the Veterans Administration was the major tenant, with various agencies such as the Internal Revenue Service, Selective Service, Bureau of Mines, and U.S. Coast Guard Recruiters occupying space at different periods. The building was vacant from 1966 to 1968, when Crown Construction (later Crown American Corporation) moved in. When Crown Construction bought the building in 1968 for \$127,500, the terms of sale (deed No. 836-584) stipulated that the company spend not less than \$200,000 on improvements, and would never use the property as a public garage, parking lot, or manufacturing establishment.

5. Builder, Contractor, Suppliers:

Superintendent: Charles Marsh, for U.S. Department of the Treasury  
Contractor: W.H. Fissell, New York, New York  
Landscape Designer: E.H. Bochman, Pittsburgh, Pennsylvania  
Decorative Sculptor: Ernest Bairstow, Washington, D.C.  
Iron, Cast Iron, Copper, Bronze: John Pirk Iron Works, Brooklyn, New York  
Exterior Marble: Pennsylvania Marble and Granite Company, West Grove and Baker, Pennsylvania  
Interior Marble: Vermont Marble Company, Proctor, Vermont  
Granite: Stone Mountain Granite Corporation  
Ornamental Plaster: Charles S. Alms, Greensburg, Pennsylvania  
Architectural Terra Cotta: South Amboy Terra Cotta Company, South Amboy, New Jersey  
Ornamental Iron: Flour City Ornamental Iron Works, Minneapolis, Minnesota  
Office Safe: J.J. Baum Safe Company  
Post Office Lock Boxes: Yale and Towne Manufacturing Company  
Furniture: The Federal Equipment Company, Carlisle, Pennsylvania

6. Original plans and construction: The original proposal drawing (showing the Market Street elevation, the first-floor section, and basement, first floor, and mezzanine plans) by James Knox Taylor, the supervising architect of the U.S. Treasury, is dated May 1, 1911. The drawing is signed by the Secretary of the Treasury, the Postmaster General, and the Assistant Secretary of the Interior. The contractors, W. H. Fissell, were awarded the contract to construct the building for \$121,508. Except for a few minor alterations the building retains its original appearance.

7. Alterations and additions: Originally there were revolving doors on both Market and Locust street entries. These were removed in spring 1932 when one of them spun out of control, hitting an elderly gentleman, who fell to the floor, fractured his hip and subsequently died. (Correspondence to Supervising Architect, 1932.) After the post office moved out, the Locust Street entrance was blocked and the decorative metalwork in the portico in antis was replaced with reflective glass. The original plans detail the revolving doors.

B. Historical Context:

From 1897 to 1912 the office of the supervising architect was responsible for the construction and maintenance of all government buildings. Under the provisions of the 1893 Tarsney Act, these were designed within the Treasury Department or bid on by private architects and contracted out ("History of Post Office Construction"). Large government projects generally were designed by private architects, but by 1904 it was determined to be more cost effective to design smaller buildings in-house. Buoyed by the World's Columbian Exposition of 1893 and the subsequent City Beautiful movement, in 1901 Supervising Architect James Knox Taylor announced a return to the "classic style of architecture" for government buildings. (Lois Craig, The Federal Presence, 232.) The

Johnstown Post Office follows that mandate.

On December 13, 1905, House Resolution 7036 was passed, giving the Treasury Department the authority to build a post office in Johnstown. In December 1907 Johnstown postmaster L. J. Foust wrote to Taylor, indicating a desperate need for a new post office. He cited a jump in the number of post office employees from nineteen to fifty-eight between 1897 and 1906, concluding that the present building (on Franklin Street, below the Tribune offices) was simply too small. The supervising architect agreed, and in 1908 asked for proposals from local landholders interested in selling land to be used for the new building. The corner of Market and Locust streets, belonging to real estate salesman Alexander Adair, was chosen, and on December 23, 1908, U.S. Department of the Treasury site agent Fred Brackett reported on the general difficulties involved in building in Johnstown, and the specific problems with the chosen site:

It is difficult to find a site in Johnstown within the business district that will not be subject to a disastrous overflow of water, to avoid which entirely, the site must be selected on high ground entirely outside of the business district. If a site is selected within the business district, extraordinary measures must be taken to protect the basement of the Post Office building from damage by flood, and the common danger which menaces businessmen must be shared by the government. . . . [The proposed site on Market and Locust] is fairly well situated, the only apparent objections being the city "lockup" or jail in the rear of City Hall (an adjoining site), and its liability to overflow of water from spring freshets.

Project supervisor Charles Marsh wrote monthly progress reports to Taylor during the construction period. Taylor's authority was far-reaching; he even took it upon himself to approve samples of all materials used in the building. In spite of the great deal of time this required (several letters between Marsh and Taylor record Marsh's consternation with the slow process), the project proceeded without serious delay.

In addition to Marsh's progress reports, Taylor sent Treasury Department inspectors to the site. One of the most interesting (and least technical) observations came from inspector A. A. Packard on November 12, 1913:

The terra cotta ornament and crown mould do not quite harmonize with the [exterior] marble work, but will probably tone down soon, as a result of smoke and fumes prevalent in vicinity.

The building was occupied on January 17, 1914. The postmaster and supervising architect continued to correspond after 1914, mainly about administrative matters. On May 28, 1935 Postmaster Frank J. Studeny wrote to the Honorable Joseph Gray of the House of Representatives, complaining that the lobby of the post office was too small, the roof leaked, and the building was not set up to handle parcel post effectively. Gray, in turn, approached the postmaster general, and by September 3, 1935, bids were being accepted for a new post office site in Johnstown. Construction on the new building, at the corner of Franklin and Locust streets, began in late 1937, and by the next fall the post office moved to the new building. The old building on Market was then used as offices for government

agencies.

PART II. ARCHITECTURAL INFORMATION

A. General Statement:

1. Architectural character: The building is a textbook example of Greek Revival styling, with a Doric order portico and a flat entablature.
2. Condition of fabric: Excellent.

B. Description of Exterior:

1. Overall dimensions: 91'-8" x 90'-8". The building is one story, with a basement and a mezzanine. The three-bay main facade on Market Street features an entrance portico created by eight columns.
2. Foundations: The brick basement walls are 8" thick.
3. Walls: Above grade the basement walls are faced with granite to the first floor; on the first floor and above, the superstructure is faced with Pennsylvania white marble. The Doric entablature has triglyphs and ornamental terra cotta metopes. Ashlar limestone medallions atop the four outer columns signify Justice, the seal of the United States, the seal of Pennsylvania, and the Pony Express. Originally a cast-iron facing covered with electroplated bronze stretched across the portico behind the columns.
4. Structural systems, framing: Reinforced concrete structure. The roof is wood-framed composition; the floor is reinforced concrete.
5. Openings:
  - a. Doorways and doors: Originally there were wooden revolving doors on both the Market and Locust Street entrances. The Locust Street entrance has been closed off completely. Originally there were three revolving doors on Market Street (between the central four columns); they were removed in 1932. Now standard metal-encased glass swinging doors provide access to the building.
  - b. Windows and shutters: The original drawing includes two-story windows on the Market Street elevation, one on either side of the portico, but they were never installed. Originally the portico in antis was composed of glass covered by decorative metalwork; today, the metalwork has been removed and reflective glass installed. Originally all the exterior windows and doors were encased in electroplated cast iron.
6. Roof: The roof is flat, with ornamental terra cotta lion's-head dentils running

across the terra cotta cornice.

C. Description of Interior:

1. The original floor plans are attached; the interior has been completely remodeled.
2. Flooring: Finished oak and pine.
3. Wall and ceiling finish: Available information reveals that ornamental terra cotta inserts in the main lobby pilasters were painted blue and cream.
4. Mechanical equipment: Available information indicates that the main part of the basement was devoted to a boiler.

D. Site: The building faces northwest on what has historically been a busy corner in the downtown commercial district.

PART III. SOURCES OF INFORMATION

A. Architectural Drawings: The only extant drawings of the first Johnstown post office, dated May 1, 1911, and signed by James Knox Taylor, are housed at the Cartographic and Architectural Branch of the National Archives, part of Record Group 121.

B. Bibliography:

Craig, Lois. *The Federal Presence: Architecture, Politics, and Symbols in United States Government Buildings*. Cambridge, Massachusetts: MIT Press, n.d. [1977?]

*General Correspondence and Related Records 1910-1939: Letters of the Supervising Architect*. Record Group 121, National Archives, Washington, D.C.

[Harris, Emily J.] "History of Post Office Construction." U.S. Postal Service, Office of Real Estate, Washington, D.C. July 1982.

Policicchio, Benjamin. "The Architecture of Johnstown." *Johnstown: The Story of A Unique Valley*. Johnstown: Johnstown Flood Museum, 1985.

C. Supplemental Material:

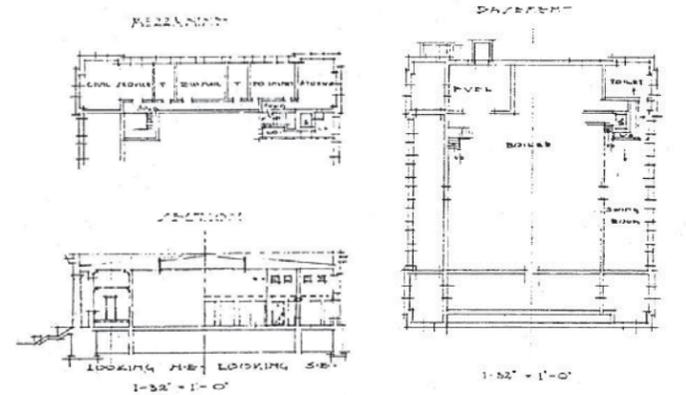
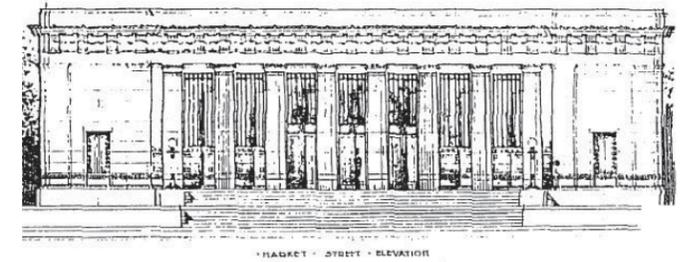
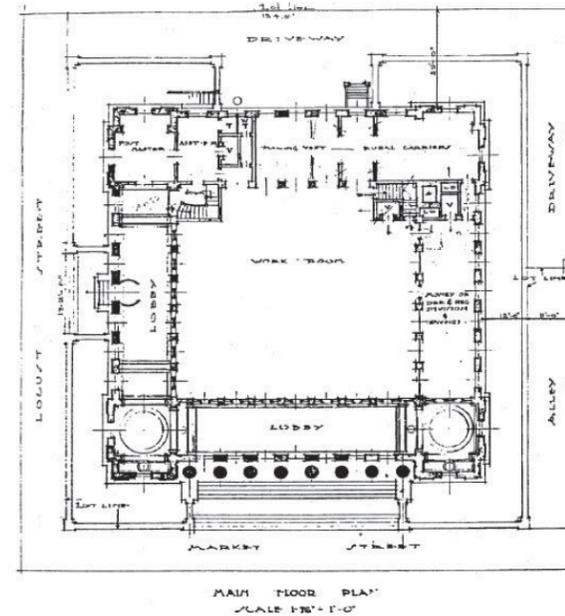
Drawings of floor plans, Market Street elevation, and section, from the National Archives.

PART IV. PROJECT INFORMATION

This report was prepared by HABS historian Terri L. Hartman as part of a larger project to document the city of Johnstown in the summer of 1988. The project was completed by the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER),

Robert J. Kapsch, chief, at the request of America's Industrial Heritage Project (AIHP), Randy Cooley, director. Both AIHP and HABS/HAER are agencies of the National Park Service, U.S. Department of the Interior. Alison K. Hoagland, HABS historian, was project manager and editor. Large-format photographs were contributed by HAER photographer Jet Lowe.

An overview of the history of the city is included in HABS No. PA-5669; see additional HABS reports on buildings in the downtown and other neighborhoods. These reports were incorporated in the publication edited by Kim E. Wallace, *The Character of a Steel Mill City: Four Historic Neighborhoods of Johnstown, Pennsylvania* (Washington, D.C.: Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1989).



HISTORIC AMERICAN BUILDINGS SURVEY

CLIFTON FARM  
(Worthington Farm, Riverside Farm)

HABS NO. MD-1052

Location: Monocacy National Battlefield, approximately one mile off Baker Valley Road, driveway just south of the I-270 overpass, Frederick vicinity, Frederick County, Maryland.

The Clifton Farm sits atop a slight knoll, facing east, with gently rolling fields all around. The winding Monocacy River lies to the north and west. An approximately 1-mile-long dirt drive winds around from the southeast. There are no longer any outbuildings, but the fields are still planted.

Present Owner and Occupant: U. S. National Park Service (Monocacy National Battlefield)

Present Use: Awaiting restoration for use as interpretive site.

Significance: Built about 1851, Clifton is representative of a rural house type which was common among the substantial farmers in Frederick County and the surrounding region during the first two thirds of the nineteenth century. The Battle of Monocacy (July 9, 1864), where the Confederacy won a nominal victory, but Union commander Lew Wallace succeeded in delaying Confederate Jubal A. Early long enough to prevent the latter's seizure of Washington, was fought on the Clifton farm and neighboring farms.

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Date of erection: Ca. 1851. The first definite record of the house is from 1852, when the county assessment listed a "brick dwelling and barn" for the property. The farm "Clifton" was created by combining portions of neighboring tracts. The necessary lands had been united in the hands of wealthy farmer Griffin Taylor in 1847. In 1851 Taylor sold Arcadia, his primary farm and the one on which stood the mansion in which he had resided up to that time.

For a year Clifton was the only farm owned by Taylor; then in 1852 he purchased the adjoining property, Araby, where he afterward resided. In combination with

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the documentary evidence, several elements in the house's original construction point to the 1850s as being the era in which it was built: circular-sawn studs, the use of bridging to help support the floors, and the simplified carpentry of the roof system (reflecting modern abandonment of the mortise-and-tenon joint). The rafters are mitered and nailed together at the peak (without a ridge board), and their feet are nailed to the attic floor joists (with an intervening false plate). There are no tie beams reinforcing the pairs of rafters. The fact that Taylor's final purchase of land for Clifton Farm in 1847 appears to have been made largely to secure ground on which to make a lane from the Georgetown Pike to the farmstead, however, raises the possibility that the house was built in that year.

2. Architect: Not known.

3. Original and subsequent owners: Reference is to the Land Records of Frederick County, Maryland, which fall under the supervision of the Frederick County Circuit Court.

Clifton Farm was created ca. 1847-1851 by combining three tracts, totalling 300 acres, each of which had heretofore been part of a larger tract. The farmstead was sited at the intersection of the three pieces.

A: 121 acres, from "Arcadia"  
1835 Deed April 21, 1835, recorded in Liber JS 48, folios 522-524. John McPherson, of Frederick County, trustee for the estate of John Brien To Griffin Taylor. (Griffin Taylor sold the remainder of Arcadia, 287 acres with a mansion located on the other side of the Monocacy, to Michael Keefer in 1851.)

B: 132 acres, from the John L. Harding Farm  
1841 Deed September 25, 1841, recorded in Liber HS 14, folio 304. James M. Harding, William J. Ross, and Madison Nelson, of Frederick County, trustees for the estate of John L. Harding To Griffin Taylor. (Griffin Taylor sold the remainder of the Harding Farm, 380 acres, to Daniel and Edward Baker in 1841.)

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C: 47 acres, from "Araby"

1847 Deed August 18, 1847, recorded in Liber WBT 5, folios 282-283. William J. Ross, of Frederick County, trustee for John and Fanny McPherson To Griffin Taylor.

1856 Deed April 2, 1856, recorded in Liber ES 8, folios 564-566. Godfrey Koontz and Michael Keefer, of Frederick County, trustees for the estate of Griffin Taylor To John F. Wheatley and T. Alfred Ball, of Georgetown, District of Columbia.

1862 Deed April 18, 1862, recorded in Liber BGF 7, folios 439-440. John F. Wheatley and wife Catharine, of Baltimore City, Maryland, and Turner A. Ball and wife Elizabeth, of Washington City, District of Columbia To John T. Worthington.

1905 Will written and probated 1905, recorded in Liber WBC 1, folio 104. John T. Worthington To Glenn H. Worthington, of Frederick, and Clarke Worthington, of Staunton, Virginia (sons).

1931 Half-interest: Will written June 2, 1930, probated June 2, 1931, recorded in Frederick County Wills, Liber RLL 2, folio 204. Clarke Worthington, of Staunton, Virginia To Augusta National Bank, of Staunton, Virginia (as trustee).

1951 Half-interest: Deed December 24, 1945, recorded in Liber 496, folio 387-388. Augusta National Bank (as trustee) To Mary Ruth Pfeil, Richard A. Worthington, Julie H. Martin, Dorothy W. Reed, and John C. Worthington, the heirs of Glenn H.

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Worthington.

- 1934 Half-interest: Will written May 16, 1933, probated August 20, 1934, recorded in Liber MFS 1, folio 404.  
Glenn H. Worthington, of Frederick  
To  
His children.
- 1953 Deed July 8, 1953, recorded in Liber 522, folio 21.  
Mary Ruth Pfeil and husband Robert H., of Frederick County, Richard A. Worthington and wife Ruth S., of Polk County, Iowa, Julia H. Martin and husband Lorenzo W., of Washington, D. C., Dorothy W. Reed and husband Paul H., of Washington, D. C., and John C. Worthington and wife Nina Brown, of DeKalb County, Georgia  
To  
Jenkins Brothers, Incorporated.
- 1971 Deed March 30, 1971, recorded in Liber 843, folios 739-740.  
Jenkins Brothers, Inc., of Frederick County  
To  
Jenkins Foods Corp.
- 1982 Deed March 26, 1982, recorded in Liber 1169, folios 933-941.  
Jenkins Foods Corporation of Frederick  
To  
United States of America (National Park Service).

4. Original plans and construction: The house has an L-shaped plan, with a main block built in a two-story, center-passage, single-pile configuration, and a two-story, one-room ell projecting from the main block's rear. Both sections are original. The house was built with two porches, one across the full width of the facade, and a small one on the rear of the main block at the juncture of the two sections. The house faces east.

5. Alterations and additions: The house has never received a major or permanent structural addition. There have been a number of alterations, however.

Ca. 1856-1857, during the period in which the house was the joint property of T. A. Ball and John F. Wheatley, the owners undertook to upgrade the house's

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appearance from that of a superior class of tenant farmhouse to that of the dwelling of a prosperous freeholder. They transformed the interior finish of the center stair passage and the two south rooms of the main block, replastering the walls, replacing the window, doorway and baseboard trim, and hiring painters to create *trompe l'oeil* ornamentation (this latter work in the stair passage and in the first-floor room only). In addition, graining was applied to the doors in the main block. The north room on the second floor of the main block may also have been fitted with its built-in floor-to-ceiling cupboard.

Less evidence presents itself for dating subsequent alterations. The woodwork of the front doorway suggests that it was rebuilt in the 1870s, though the size of the door aperture in the masonry was not changed. John T. Worthington's widowed cousin Lavinia Worthington ran the house as a boardinghouse ca. 1895-1905. It was possibly in this period that the kitchen was shifted from the cellar of the ell to its first floor, with the installation of a cookstove to complete this change in room use. The running of a water pipe into the first floor of the ell (the house's only concession to indoor plumbing), and the laying of an additional layer of narrow floorboards in that room and in the adjoining (north) room of the main block, may also have been elements of the change in kitchen arrangements.

Later changes to the house included the installation of electric lighting, probably ca. 1935 when the same was done at the neighboring Gambrell House. Sometime after Jenkins Brothers, Inc., purchased Clifton from the Worthington family in 1953, the kitchen was updated with a modern gas-fueled cooking range and linoleum floor covering. It was also sometime following 1953 that several rooms received partitions (now removed by the National Park Service) to better enable the house's employment as a barracks for migrant farmworkers. Many changes have been made over the years in the house's heating arrangements (see mechanical systems, Part II. 8.).

The space in the main-block cellar beneath the center passage and the south room has been changed twice over the past century or so. It was originally two rooms corresponding to those above. At some point the cellar's south room was divided into three spaces (a passage and two rooms). Later these partitions were removed, as well the original one between the south room and that under the center passage, leaving the area one large space.

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(Worthington Farm, Riverside Farm)  
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B. Historical Context

1. The house and its occupants:

The Clifton Farm House was built sometime from 1847 to 1852, most likely in the year 1851. On the county assessment of 1852 it appeared as one of two houses, both built of brick, owned by wealthy agriculturist Griffin Taylor.

Taylor's other brick house in 1852 was Araby, his own residence. Taylor had just that year purchased Araby Farm, which adjoined Clifton Farm to the east. Taylor's abode from 1835 to 1851 had been Arcadia (listed on the National Register in 1991), located just across the Monocacy River. He had moved to the vicinity from Virginia. Both Arcadia and Araby had probably been built (or begun) around the close of the eighteenth century, and both were two-story, center-passage, double-pile brick houses with smaller attached structures. Of Clifton's 300 acres, 121 acres had originally been part of Arcadia. Access across the river was had by means of a ford, which would prove instrumental in the Confederate victory in the Battle of the Monocacy (fought on this and neighboring farms on July 9, 1864).

The Clifton Farm House is a two-story, center-passage, single-pile house, with ell, constructed of brick. Griffin Taylor's intentions for this structure, a modest one in comparison to the Georgian plantation houses in which he lived before 1851 and after 1852, are not clear. It appears most likely that he built the house to be his own temporary residence (between mansions), and afterwards to serve as the home of a farm manager and perhaps eventually of a married child. Araby, which Taylor purchased in 1852, had gone unoccupied by an owner since 1848, due to a protracted settlement process attending the death of the previous owner, Isaac Baugher. Apparently Taylor had had his eye on Araby when he sold Arcadia in 1852.

Taylor built the Clifton House in the manner of a tenant house of a superior class of soundness, comfort and finish. The original woodwork, found in the north rooms on both floors of the main block, is of a respectable but not elegant character. Similar tenant houses of a higher grade were built by wealthy landowners during this period in other parts of the Mid-Atlantic region, such as central Delaware. Griffin Taylor died in 1855, aged just fifty-one. An 1856 advertisement in the Frederick Examiner for Taylor's real estate made explicit the relationship between the Araby and Clifton farmsteads, that the former was the principal on the estate and the latter a subsidiary.

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FIRST.--THAT BEAUTIFUL AND PRODUCTIVE

**FARM**

called "Araby," CONTAINING

**261 acres of Land,**

more or less. This farm was the residence of the late deceased, and is one of the most desirable in the county. It lies three miles South of Frederick, on the Georgetown road and within half a mile of the Baltimore and Ohio Railroad, and in sight of a large Flouring Mill. The improvements are of the best order, consisting of a large TWO-STORY BRICK

**MANSION HOUSE,**

with Back Building, suitable for a large family; a stone Tenant HOUSE, Blacksmith Shop, a large Switzer Barn, Corn Crib, Smoke House, Ice House, with all other suitable necessary out-buildings; running water in nearly every field, and a Pump and running fountain in the Barn yard. . . . There is also a large

APPLE ORCHARD,  
on the premises.

**2nd.-- The Farm,**

adjoining Araby, called "Clifton,"

**CONTAINING 300 ACRES**

more or less; 280 acres are in a high state of cultivation, the residue in Timber, and is acknowledged to be one of the most productive Farms in Frederick County. There is running water in every field. The improvements consist of a new TWO-STORY BRICK

**HOUSE**

AND KITCHEN, a good Frame Barn, and a Corn Crib, sufficiently large to house four hundred barrels of Corn; with a large number of FRUIT TREES  
around the dwelling. . . .

The purchasers of Clifton and Araby in 1856 were two partners from Georgetown, T. A. Ball and John F. Wheatley. The link between Clifton and Araby continued

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for most of their ownership, until 1860. In 1857 the Ball and Wheatley partnership formed a consortium with neighboring miller James H. Gambrill to operate a distillery which they built at Gambrill's "Araby Mills." It is likely that the three men had actually come up with this idea in 1856, when Araby and Clifton were on the market. Gambrill had purchased the mills as recently as 1855, and is said to have immediately embarked on ambitious renovations. He was no doubt open to new ventures for the mill. The firm was known as "Wheatley and Gambrill"; Ball farmed Clifton and Araby to raise the necessary grain (rye or barley), Gambrill ground it into malt, and Wheatley ran the distillery. The timing was not right to begin this seemingly cost-efficient operation, however. An economic recession set in in 1857 which continued until the onset of the Civil War (1861). The distillery failed in 1860. Ball and Wheatley sold Araby Farm to C. K. Thomas, and Wheatley moved away. Ball, evidently the partner who resided in the Clifton house, stayed on for a time.

Turner Alfred Ball's relatively brief (six years) occupancy of the Clifton Farm House left a profound decorative legacy. Ca. 1856-1857 Ball apparently sought to upgrade the feel of the house from that of the better-than-average dwelling for a tenant farmer to that a prosperous agriculturist's mansion. He applied new trim to the center stair passage and the south rooms of the main block, on both the first and second floors, and he had that first-floor room and the passage embellished with an elaborate trompe l'oeil paint scheme.

The painter who executed the work was almost certainly Constantine Brumidi, the Italian immigrant who created the frescoes which grace the U.S. Capitol in Washington, during the mid-to-late 1850s. Brumidi is known to have carried out a number of commissions to decorate the interiors of private homes in the region during the period he was working in the Capitol. The artist is thought to have applied his craft to at least eight Frederick County houses (aside from the Clifton Farm House), as related in an undated essay written by a staff member of the Frederick County Landmarks Foundation. Only two of these eight, an 1856 farmhouse in southern Frederick County called "Saleauo," and 101 East Church Street in Frederick, are known to have survived to 1991. The paintwork in these two houses is dated as ca. 1856-1858 and 1857, respectively. The work at Saleauo and that at the Clifton Farm House appear so similar as to suggest that they must have been done by the same man. Consultation with experts in the field might confirm this identification. T. A. Ball, who moved from Georgetown to Frederick County in 1856, may even have been instrumental in introducing Brumidi to the county. The trompe l'oeil paintwork at the Clifton Farm House consists of gray faux panelling with dark red borders on the walls and ceilings

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(including that of the center passage), with a white ceiling medallion (somewhat discolored in 1991).

Ball and Wheatley sold Clifton Farm to John T. Worthington in 1862. Born in 1826 into an extended Frederick County family of "prominent" well-off farmers, Worthington wed Mary Ruth Delilah Simmons (born ca. 1832), also of "prominent" local lineage, in 1856. John and Mary Worthington spent the rest of their lives at Clifton, Mary dying in 1902, John in 1905. They renamed the place "Riverside Farm." John was a lifelong farmer until physical disability dictated his retirement, sometime in the 1890s. He was evidently a successful agriculturist, managing to acquire an additional farm as well as to hold onto and improve Clifton. The Worthingtons also maintained a townhouse in Frederick until the 1890s, at 37 West Third Street (no longer an active address in 1991), which John had evidently inherited from his father, James W. Worthington.

The Clifton Farm House is an exemplary architectural embodiment of the mode of life of the comparatively well-off farmer of the region in the mid-nineteenth century. One aspect of the lower Mid-Atlantic's vernacular domestic architecture during this era was the separation of a house's service space from the polite living space inhabited by the master and his family. In the Clifton House this tendency is illustrated by the elegant stairway located in the center passage of the main block. This stairway connects only the first and second floors. The sole access to cellar or garret is by the ell's stairs. It appears that prior to ca. 1895 cooking was done in the cellar room of the ell and in a kitchen building separate from the house. John T. Worthington's great-grandson David Reed identifies the south room on the first floor of the main block as the "parlor" or "best room," and the room across the passage and next to the ell on the same floor (the north room) as the house's "dining room," as of the 1930s. He believes that this had always been the pattern of these two rooms' use. The parlor, where well-regarded guests would have been entertained and special family occasions celebrated, was thus as far removed from the service spaces as possible. Reed is in possession of some of the house's furnishings from during John T. Worthington's occupancy, which are of elegant character.

The first-floor ell room, which adjoins the dining room, was not at first the location of the house's kitchen. There were two fireplaces in the cellar of adequate size for cooking, one in the ell and one at the south end of the main block, as well as a separate kitchen building (evidently a one-and-a-half-story one-room structure). The two cellar spaces with fireplaces differ in that the interior of the south room in the main block (which by 1991 had lost its north party wall) was

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completely plastered, while that of the ell cellar had only had its stone foundation wall plastered. It is likely that the hearth in the cellar of the ell was used for cooking during the cooler part of the year, while that at the other end of the house was employed for laundering, or dairying, or rendering, or more than one of these farmstead activities. The room on the first floor of the ell may have served as an office and "mud room" for the farmer prior to being made into the primary kitchen. Its first-period interior woodwork is of a level of finish not so fine as the first-period woodwork of the first floor of the main block, but finer than that of the second floor. A fireplace not of adequate size for cooking was the original source of heat in this room.

At some point in the 1890s, as the aging John T. Worthington's health declined, the manner in which Clifton functioned as a residence changed drastically. It went from a substantial farmer's manse to a boardinghouse. Worthington ceased farming, and his widowed cousin-by-marriage Lavinia Worthington (born ca. 1848) and Lavinia's widowed sister-in-law Loyd Dorsey (born ca. 1836) moved into Clifton to care for him and Mary. Of the Worthingtons' three living children (all sons), Glenn was a lawyer resident in the town of Frederick, and John Henry and Clarke were merchants in Staunton, Virginia. The 1900 census records Lavinia as head of household, though John and Mary Worthington remained in residence, noting Lavinia's occupation as "keeping boarders." It appears likely that it was in this boardinghouse period that the primary location of the kitchen was changed to the first floor of the ell, which likely involved fitting that space with a cookstove.

John T. Worthington died in 1905 (Mary having preceded him by three years), and Clifton Farm descended to Glenn and Clarke Worthington as co-owners. Neither brother took up residence there. Instead the farm was rented to tenant farmers. According to David Reed, three generations of the same family were tenants at the Clifton Farm from 1905 to 1953. Few changes were made to the house during this period; electric lighting was introduced but not central heating or indoor plumbing (beyond one pipe to bring water to the kitchen).

In 1953 the Worthington family sold the property to Jenkins Brothers, Inc., a corporate farming operation owned by another Frederick family. The Jenkins family's ownership of Clifton lasted until 1982, at which time the property was acquired by the National Park Service. During the Jenkins period the house was employed as a virtual barracks for migratory farmworkers.

2. Farming in the Monocacy Valley:

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Although the primary-source research undertaken for this project made little examination of the years before ca. 1790, secondary sources indicate that the vicinity of the Clifton and Gambrill farms had been occupied by settlers, and the land first claimed, in the 1730s or 1740s. This area was part of the fertile, limestone-based formation known as the Frederick Valley or Monocacy Valley, a wide belt of bottomland which follows the course of the Monocacy River through Frederick County. The Frederick Valley was the first region of the county to be settled, and as such was occupied from one end to the other within a couple of decades. The town of Frederick was laid out just three miles to the north of the Araby area in 1745; this young town became the seat of the new county of Frederick in 1748.

The first meeting of the Frederick County Court, in 1749, reviewed and certified the ferry licenses that fell within its purview. Among the county's four ferries (three of which crossed the Monocacy) was one in the Araby area, that over the Middle Ford on Monocacy, operated by Daniel Ballenger. This ferry operated into the early 1800s, when it was superseded by a wooden bridge in the same location as the modern one which carries Route 355 over the river. (The point on the river at which the ferry crossed is a stone's throw downriver from the bridge, however.) The existence of this ferry in 1749 implies that the road from the town of Frederick to Georgetown (Rt. 355 in 1991) was also there at the time, and that it was one of the county's major roads, as it would continue to be until the creation of Interstate 270. The combination of excellent soil, proximity to town, access to a major transportation route, and waterpower potential (which would be fully realized by the nearby mill, owned and operated by James H. Gambrill) made the Araby neighborhood a prime location.

The general mode for settlers' acquisition of land in the Frederick Valley in the 1730s and 1740s was not for the homesteaders themselves to claim the land from the provincial land office. As historian Elizabeth Kessel relates, most of the land in the valley was claimed by various well-positioned and -financed residents of the Tidewater region of Maryland, who always seemed to be in step with, or a step ahead of, the actual settlers. The latter chose good homestead sites and squatted, and were generally able to arrange relatively easy terms of purchase with the owning grandees.

Evidently, from an early date the situation in the Araby neighborhood diverged from this mode, in that the ownership of a large amount of land remained concentrated in a few wealthy hands. The overall Monocacy Battlefield area (i.e., the Gambrill, Clifton, Thomas, Daniel Baker, Edward Baker, Best, Markel and

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McGill properties in 1864) was divided between just two owners until 1801. This situation, and its long persistence, was probably due to the neighborhood's high desirability as a location, as discussed above. It was not until 1795 that both owners were residents, though one was from 1759 onward. No research has been done on the non-owning inhabitants who were no doubt occupying these respective tracts prior to the 1759 and 1795 purchases.

Subsequent divisions of properties increased the number of owners in the area to four in 1806, which was the number until 1841. Prior to the latter year the Araby vicinity, as it was by then called (after one of the estates), seems to have been thoroughly a neighborhood of wealthy agriculturists. In the 1835 Frederick County assessment the smallest of the four properties was recorded as 616 acres in extent, about four times the size of a more typical farm in the county, the largest as 1,111 acres. Two or three of the owners generally had their primary or only residence on their Araby farms at any given time. Divisions of property which occurred between 1841 and 1860 increased the number of owners in the Araby neighborhood to eight.

The area's character had become somewhat less that of an enclave of the rural elite by 1864, but only somewhat. Arcadia (McGill's) and Araby (Thomas's) remained rich agriculturists' seats, Araby Mills prospered greatly under James H. Gambrill's ownership, and two other properties (Best's and Markel's) were tenancies owned by wealthy town families. It would be more accurate to suggest that the farms of John T. Worthington and the Baker brothers, Daniel and Edward, represented an intrusion of the substantial-but-not-wealthy middling class of farmer, than it would be to posit a democratization of the neighborhood.

As of the Battle of the Monocacy (July 9, 1864), the farmstead on the Clifton Farm was probably not an extensively developed one. This was despite the fact that the property's land had long been farmed. An 1856 advertisement for the property printed in the Frederick Examiner noted that the farm possessed 280 acres improved and 20 acres woods, the high proportion of improved suggesting that people had been at work clearing the farm's land for several generations. As an independent farmstead this one was relatively new, however, having only been cobbled together by wealthy agriculturist Griffin Taylor from parts of three older properties ca. 1847-1851. From 1852 to 1860 "Clifton" (as the farm had been named at its creation) had been a subsidiary one to the much older Araby (or Thomas's; probably started by 1760), the two adjoining properties comprising one large agricultural estate. The 1856 advertisement had described the Clifton farmstead complex as consisting

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of a new two-story brick house and kitchen [evidently separate buildings], a good frame barn, and a corn crib, sufficiently large to house four hundred barrels of corn, with a large number of fruit trees around the dwelling.

The primary farmstead Araby, on the other hand, featured

a blacksmith shop, a large switzer barn, corn crib, smokehouse, ice house, with all other suitable necessary out-buildings; . . . also a large apple orchard,

as well as Araby mansion and a "stone tenant house."

At the time of the battle the Clifton Farm was probably much the same as described in the above advertisement. From 1856 until it was purchased by John T. Worthington in 1862, it was owned by partners T. A. Ball and John F. Wheatley. For four of those six years, or until Ball and Wheatley sold Araby separately to C. K. Thomas in 1860, the Clifton Farm continued to be a subsidiary farmstead to Araby. Aside from their ownership of the two farms, from 1857 to 1860 Ball and Wheatley were partners with neighbor James H. Gambrell in a distillery located at Gambrell's Araby Mills. Ball raised the grain (rye or barley), Gambrell ground it to make malt, and Wheatley distilled the whisky. The distillery failed in 1860, Ball and Wheatley sold Araby while retaining Clifton, and Wheatley moved to Baltimore. The Clifton Farm house was evidently the residence of T. A. Ball.

In his 1932 account of the Battle of the Monocacy, Worthington's son Glenn noted the existence in 1864 of a "quarter" standing near the south end of the house. This was the one known addition to the farmstead made by 1864, by either Ball or Worthington. A photograph of the farmstead taken ca. 1930, in the collection of David Reed, shows a one-and-half-story building with a center chimney in the location indicated by Glenn Worthington. It was similar to slave houses built in the Chesapeake region during the nineteenth century, and probably had a two-room-long, one-room-deep plan.

Worthington had owned seven blacks in 1860 (at which time he was a tenant farmer on a different farm), and retained "a few" in 1864, according to his son Glenn. By the latter's account, the thirty-eight-year-old, middling-level farmer had inherited the slaves, and the blacks had remained patient and loyal during the war. The Emancipation Proclamation of 1863, after all, had only freed slaves resident in the then unconquered (and still extensive) portions of the Confederacy. The two

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slaves known to have been present in 1864 were John Ephraim Tyler Butler and Thomas Palm. Disregarding the inherent injustice of slavery, Worthington needed labor from outside his nuclear family, whether unfree or paid. His and wife Mary's two children, John and Glenn, were but 7 and 6 years old. Only one of Worthington's neighbors, C. K. Thomas, is known to have owned a slave in 1864 (a 14-year-old boy named Horace). The number of free, paid farm laborers present in the neighborhood at that date, when both armies had enlisted their shares of Maryland's young manhood, is unknown.

Agricultural census records (see figures #1 & #2) suggest that in 1864 John T. Worthington was pursuing the same form of husbandry practiced by all of his Araby fellows in the years just before and after the war. The neighborhood agriculture emphasized the raising of a certain few commodities for regional markets, with a variety of other products grown for subsistence. The market commodities, raised on all or nearly all neighborhood farms, comprised butter, hay, slaughtered livestock (for meat and leather), and most important, wheat. In this mixture of profitable agricultural goods Araby was representative of Frederick County's more fertile valley areas. Products grown by all Araby farms in modest quantities, evidently for home consumption, included oats, potatoes, garden vegetables, apples and peaches. All farms raised large crops of Indian corn, but this was probably used primarily as animal feed. Some farmers produced tobacco, rye, wool, honey or clover seed, or raised enough apples and peaches to take some to market, but these were almost always secondary activities. Worthington favored none of these latter in 1870.

Winter wheat, sown in September and harvested in early July, was the most important market crop. This had been so since the first farms of the Frederick Valley had passed their pioneer stage in the mid-eighteenth century, and Frederick County farms had joined those of other wheat-growing areas of the Mid-Atlantic region in feeding a large portion of the Atlantic world. Around 1820 the destination for the county's wheat had begun to shift from the international market to the rising cities of Washington and Baltimore, a trend which had accelerated since 1840. Between that year and 1860 both cities more than doubled their respective populations. A decade or so after 1864 another great shift in the regional wheat trade would get underway, with spring wheat grown in the Upper Midwest combining with the nation's fast growing rail network to gradually drive Maryland's farms and mills out of the bread-wheat industry.

To John T. Worthington in 1864 winter wheat was still the greatest focus for his agrarian energies. His son Glenn's account of the battle describes the frantic (and

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uncompleted) efforts undertaken by Worthington, C. K. Thomas and their helpers to gather in the reaped wheat on their respective farms on the morning of the battle (July 9th). Jubal Early and his Confederate Army of the Valley arrived in the vicinity just at harvest time. Later in the day stacks of wheat, which Thomas had not been able to take in, turned the initial charge made by the right wing of Confederate John B. Gordon's division into confusion, as the advancing soldiers were forced to break ranks. For a time Confederate and Union troops charged and countercharged amidst a host of burning wheat stacks.

Another factor which influenced agriculture on Frederick Valley farms in the course of the years from 1820 to 1864, beside those of the demise of foreign demand for wheat and the growth of Washington and Baltimore, was that of the great improvement in the region's means of transportation. With a much improved road system, which included the Georgetown Pike, and the Baltimore and Ohio Railroad (opened in 1831), the great demand in the rising cities enabled butter, meat and hay to take much of the edge off of wheat's preeminence among the Frederick Valley's market crops. By 1864 Araby neighborhood farms, presumably including that of John and Mary Worthington, were sending considerable quantities of these goods to the cities. Araby's residents had particularly easy access to the Georgetown Pike and to the B & O, since both passed directly through the neighborhood. Census figures suggest that the belt of farmland immediately encircling Frederick, including the Araby neighborhood, became a particular hub of dairy activity.

According to local historians writing in the late 1800s and early 1900s, Frederick County had been noted for its fine pasturage, and had been something of a center for livestock raising from its early years. The number of tanneries reported for the county in the 1820 census of manufactures, thirty-seven, is an impressive one at that early date. There were forty-three in 1850, though the number of tanneries decreased to twenty-one in 1870. This numerical decline was possibly the result of an increase in the scale of the typical tannery's business, with a related trend toward centralization. At any rate the hides of slaughtered animals no doubt represented a significant commodity to Araby farmers.

John Worthington saw to the wheat, the hay (horses lived in cities as well as people), the beef and pork, and the hides, but the butter would have been Mary Worthington's responsibility. Dairying was woman's work on American farms in 1864, as it had been in Western society for centuries. In recent years historians have speculated that the mid-nineteenth century's intensified growth in the scale of dairy work on those northeastern farms with access to urban markets gave many a

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farm woman a greater role in the management of her family's farm and its household economy.

The middle decades of the nineteenth century comprised an era of great innovation in American agricultural technology. Of particular note was the introduction of a plethora of labor-saving mechanical devices, such as horse-drawn or -powered machines for reaping, hay-turning, threshing and cultivating, handcranked butter churns, and seed drills. The whole range of traditional farming tools (plows, harrows, scythes, etc.) was improved as well.

There is little evidence as to John T. Worthington's farming methods or tools in 1864. It is likely, however, that the presence of his slaves and a lack of other assets led him to pursue a relatively traditional, labor-intensive approach, with a gang of workers wielding cradle scythes to cut the mature wheat instead of two men tending one of Cyrus McCormick's horse-drawn reapers. The county assessment of 1866 noted no valuation for "farming implements" in its appraisal of Worthington's taxable estate, though three of his neighbors had such assets recorded. The 1870 agricultural census and the 1876 county assessment did make sizable valuations for implements at Worthington's, as with all his farming neighbors. The Civil War's drain on northern farm manpower and the strong wartime market for farm commodities impelled a rapid diffusion of the new machinery among middling Northern farmers. (Prior to the war the improved technology had largely been the province of wealthy "agriculturists.") But the availability of Worthington's slaves in 1864 probably obviated his need to follow this trend.

3. The Battle of Monocacy:

The Battle of Monocacy was fought on July 9, 1864, on the banks of the Monocacy River three miles to the southeast of Frederick, Maryland. Nominally a Confederate tactical victory, "The Battle that Saved Washington" was fought by Union forces as a delaying action, and ultimately proved a strategic success for the Union cause.

The fight at the Monocacy came about as part of the sequence of events triggered by a diversionary campaign planned by Robert E. Lee and executed by Confederate Lieutenant General Jubal A. Early. The Confederate generals intended to derail Ulysses S. Grant's strategy for attaining a decisive Union victory by forcing Grant to abandon his siege of Petersburg and pull the Army of the Potomac back to northern Virginia, or even Maryland, in order to secure

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Washington. Lee knew that Grant had stripped the Washington garrison to the bone to enlarge his army for the all-out advance down eastern Virginia. This put the national capital with its government offices, navy yard and storehouses of munitions and supplies, and its tremendous symbolic and psychological importance, in a potentially precarious position. Early, commander of the Army of the Valley, swept the Shenandoah Valley of Union forces and invaded Maryland, crossing the Potomac River with fifteen thousand or so troops near Harpers Ferry on July 5-6.

Early's opponent at Monocacy was Union Major General Lew Wallace, commander of the Middle Department (headquartered in Baltimore). The latter post was a regional rear-echelon administrative district. Wallace took the field as commander, an unauthorized move, because the War Office in Washington willfully refused to acknowledge Early's threat until it was almost too late. The Confederate general had done a masterful job of screening his advance. Informed by the Baltimore and Ohio Railroad that the company's agents at Shenandoah Valley depots reported a major Confederate move, numbers unknown, Wallace scraped together odds and ends of Union garrison troops, trainees, and local militia, counting in all some 2,300 men. He rushed these troops to the strategic location where he planned to give battle, and where the armies would indeed clash, arriving himself to supervise preparations on July 5. This place had long been known to local inhabitants as Araby, the name of a large estate which in the early 1800s had encompassed a large part of the vicinity. More recently the name Frederick Junction had been applied, since just on the west side of the Monocacy the through line of the B & O, going from Baltimore to Harpers Ferry, was joined to the three-mile spur line serving the town of Frederick.

Lew Wallace had three motives in pitting his small and unseasoned force against the advancing foe: to determine Early's strength, to determine the latter's objective (which could plausibly have been Baltimore instead of Washington), and to buy time for the sending of substantial Union forces, which Wallace did not know of but prayed were being sent from the main army in Petersburg. Defeat seemed a certainty to the Union commander, but he sensed that he and his men had been thrust into a role from which they must not retreat.

Fortunately for the Union, General Grant was also receiving vague but troubling reports from the Shenandoah. Though assured by the War Office that nothing more was on than rebel raiding activity, Grant decided on July 5 to send the Sixth Corps, composed of veteran fighters, by ship to ensure the capital's defense. He hurried ahead the corps' Third Division, commanded by Brigadier General James

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B. Ricketts. On July 8, Ricketts brought two of the division's brigades, some 3,500 troops, by rail to join Wallace at Araby.

In the meantime, July 7, Wallace had advanced some of his troops into the hill country to the west of Frederick to skirmish with the Confederate advance guard, in an unsuccessful effort to discern the size of the overall Confederate army. Skirmishing continued between Union troops and Early's cavalry on the level country just beyond Frederick's western outskirts during July 8. That evening, still unsure of the strength of the main Confederate force, Wallace withdrew his forward troops to the chosen defensive position on the east bank of the Monocacy.

Wallace's selection of ground on which to make his stand was far from arbitrary. Nor was Araby unknown turf to the officers and men of the opposing armies. The town of Frederick had developed into a major road junction. It would be little exaggeration to say that all roads in the western half of Maryland led there. Below the greater Frederick region the Potomac River was unfordable. Once across, if it sought to employ roads substantial enough to permit rapid passage, an eastward bound invading army would have to pass through Frederick. From the Frederick crossroads The Baltimore Pike (US Rt. 40 in 1991) ran east, and the Georgetown Pike (Rt. 355) southeast (toward Washington).

Due to Frederick's central location, the town, and Araby, had seen blue and gray uniforms before. The proposed boundaries of the Monocacy National Battlefield, in fact, encompass the sites of several Civil War events not directly related to the 1864 battle. The main Confederate and Union armies both camped at Araby within a few days of each other during the week-and-a-half prior to the Battle of Antietam, in September 1862. It was in the Best Farm woodlot, just across the Georgetown Pike from the Best farmstead itself, that Lee and his generals held a council of war on September 8, 1862. In a now famous blunder, a Confederate officer left a copy of the campaign plan resulting from the meeting on this ground, wrapped around three cigars. Five days later Union troops setting up camp found "The Lost Order," which set in motion Lee's near-entrapment at Antietam. The Army of the Potomac camped at Araby again in late June 1863, just before the Battle of Gettysburg. In early August 1864 Union generals Grant and Sheridan held a meeting at Araby House (the Thomas Farm mansion) to plan Sheridan's campaign in the Shenandoah Valley campaign.

Wallace's dispositions of July 9, 1864, were designed to block Early's progress along either of the two main eastward pikes by arranging his troops in a line along the east bank of the Monocacy from just north of the Baltimore Pike bridge to just

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south of the Georgetown Pike bridge, a distance of two-and-a-half miles. The B & O Railroad bridge was just a few hundred yards upriver from the Georgetown Pike bridge. Wallace concentrated his forces at the bridges, with Ricketts's veterans at the Georgetown Pike, the more likely Confederate advance route. The possibility of enemy fording of the Monocacy between the two bridges necessitated the manning at thin strength of the entire line, however. This Union position ensured Wallace of the attainment of his limited goals. The defensive value of the Monocacy's east bank was enhanced by the steepness of its slope for the whole extent of Wallace's line, particularly near its south end, where the bank rises steeply, at some points fifty or sixty feet above the river. There were also already manmade defenses in this vicinity. The need to protect the railroad bridge over the Monocacy from raid or sabotage had led to the creation of two blockhouses, one on each side of the river, and of rifle pits on an overlooking bluff on the east bank just north of the track. This post was manned on a permanent basis by about a hundred militia.

There was an Achilles' heel in Wallace's position, one recognized by Wallace himself. This was a ford through the Monocacy, referred to by historians of the battle as the Worthington-McKinney Ford. The ford lay three-quarters of a mile downriver from the south end of the Union line, and could be used by Early to outflank Wallace. Here the banks were not steep but rose very gradually, and advance from the ford could be swift. Wallace posted three troops of cavalry (probably about seventy men) to guard the ford. He did not extend his main line to cover it because of the chance that Early's destination was Baltimore, the shortage of Union troops, and the fact that Wallace's object was mere delay. That the Confederates would carry the day was a foregone conclusion.

The Worthington-McKinney Ford proved to be the route the Confederates took to tactical victory. Desultory dueling between Confederate and Union took place at both bridge vicinities throughout the day. Some of the battle's hardest (and deadliest) fighting was done by 200 or so Union skirmishers assigned to hold the railroad junction area on the west side of the river for as long as possible. The main action of the battle, however, was that between Confederate forces which crossed the river at the Worthington-McKinney Ford (Brigadier General John McCausland's cavalry brigade followed by Major General John B. Gordon's infantry division), about 3,500-4,000 troops, and Ricketts's division of 3,000-3,500, which turned to meet them.

Early did take advantage of the ford, but his was a less than perfect flanking maneuver. Cavalry general McCausland had found the ford, with the pressed

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assistance of a local farmer, and led his men across, on his own initiative. For three hours or so before Early reacted and ordered Gordon's division to go to their aid, McCausland's dismounted cavalry troopers prosecuted the fight on the east side of the river with no support. In all Early had four infantry divisions plus McCausland's cavalry brigade, and he could easily have mustered another division beside Gordon's to join this assault and bring the battle to a quicker and less costly (to the Confederates) close without jeopardizing any part of his line. Ricketts's Union veterans were almost all engaged in this main action. In Early's defense it must be said that he did not know that any battle-hardened Union troops were present, so that he might have thought Gordon and McCausland could easily carry the day. Also, difficulty of effective communication among commanding generals and the various units in an army, in the heat of battle, was a general problem during the Civil War, as in virtually all wars of the "black powder" era.

From about 11 AM to 4 PM the lines of battle in the very bloody main action swayed back and forth over the Worthington and Thomas farms. This central part of the fight would have constituted a more or less even match between Gordon's and Ricketts's veterans, from 2 PM on, except that the Confederates did bring their considerable superiority in artillery (thirty-six cannon to seven Union guns) to bear quite effectively. Confederate cannon placed at the Best farmstead shelled Union troops on the Thomas Farm, along with a single Confederate gun which had been manhandled through the ford and positioned at the Worthington House. Eventually Confederate troops outflanked and drove off Union troops holding a key position on the high ground above the river, on the northerly side of the Thomas Farm, with the result that Wallace ordered a general retreat (toward Baltimore). He had accomplished what he had set out to do.

Early had lost about 700 killed or wounded of his 15,000 or more troops, Wallace 98 killed, 594 wounded, and 1,188 "missing" of his 5,800. About 700 of the Union "missing" had been taken prisoner; no doubt the remainder were militia and trainees who had taken unauthorized leave. The rate of casualties among the units which had borne the brunt of the fighting (Gordon's division and McCausland's brigade on the Confederate side, and Ricketts's division for the Union), must have been high, around 15 to 20 percent in both cases.

Lew Wallace's stand at the Monocacy succeeded in delaying Jubal Early's advance for one crucial day. On the afternoon of July 11 the Confederates arrived before the Washington defenses, only to find that these had been rendered impregnable by the arrival of the balance of the Sixth Corps. After a day of skirmishing (July 12), Early set out to recross the Potomac and return to the Shenandoah Valley, whence

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he would be pursued and brought to ground by General Philip Sheridan.

What might have followed, had Early taken Washington, is one of history's imponderables. Some writers have asserted that such a blow would have again made armed British and French intervention a strong possibility, or that this shock to an already war-weary northern public would have caused Lincoln's electoral defeat and thus have brought on a suit for peace by the northern government. The effects would probably have been less profound. Early could have held Washington but briefly, and would likely not have attempted more than a brief sojourn. Britain and France were too far beyond the stage of considering intervention. The psychological effect on the northern public of seeing the capital in Confederate hands, at that late stage of the war, has probably been exaggerated by the abovementioned writers. It would probably just have made the committed Unionist majority, including so many who had lost husbands, sons, grandsons and sweethearts, that much more resolute to "see the thing through." Because of Grant's dislocating need to shift his army northward to retake Washington, or to try to apprehend Early, the direct military effect would likely have been to prolong the war another six months or a year. Thus it may be possible that the sacrifice made by Union troops at Monocacy spared the nation a great deal more suffering.

The Clifton Farm figured prominently in the day's action. The neighboring Thomas Farm (Araby, adjoining Clifton to the east) was the scene of the battle's close and crucial combat, but the Confederates' advances to the east bank fighting passed through the Worthington-McKinney Ford (below and to the west of the Worthington House) and over the Clifton Farm. At one point, in a Union counterattack against McCausland's dismounted Confederate cavalry, pursuing Union skirmish line troops advanced well onto the Clifton Farm, resulting in light combat (deadly for some) around the house.

Unfortunately, the Clifton Farm as acquired by the National Park Service in 1982 is not that of 1864 in geographical extent. A small part was condemned in 1951 for what would become Interstate 270, the existence of which road is a general complication to the visitor's visual comprehension of the main east bank battlefield. In addition, that part of the Clifton Farm extending to the east of I-270, important in the history of the battle, was never sold by the Worthington heirs. It still belongs to the estate of Glenn H. Worthington. A thorough courthouse search for a deed from the Worthingtons for this land turned up nothing. Sometime in the 1930s it was occupied by squatters. According to Glenn Worthington's grandson David Reed, these trespassers' descendants are still living there. For whatever reason, the Worthington heirs decided not to take issue with the squatters when

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the rest of the Clifton Farm was disposed of in the early 1950s.

The Clifton House, of course, survives. From the cellar windows the Worthington family and their slaves watched and listened to the fighting. Among these witnesses was six-year-old Glenn H. Worthington, who would complete a lengthy account of the battle, *Fighting for Time*, sixty-eight years later. The Confederates posted a cannon in the house's front yard, firing on the Thomas House, and Major General John C. Breckinridge (Gordon's immediate superior) observed the closing stages of the battle from this yard. According to the map of the battle's action prepared by Glenn Worthington and presented in his book, the Clifton House served as a Confederate field hospital. (The map also depicts the pattern on the Clifton and Thomas farms at the time of the battle, and the troop movements on both sides of the river in the main battle area.)

PART III. ARCHITECTURAL INFORMATION

A. General Statement:

1. Architectural character: The Clifton House is constructed of brick on a two-story, single-pile center-passage plan, with an integral two-story, single-cell ell. It is representative of a rural house type which was common among the substantial farmers in Frederick County and the surrounding region during the first two thirds of the nineteenth century. The house never received any permanent structural addition, but a significant alteration to its interior detailing was made during the ownership of Ball and Wheatley, ca. 1856-1857. The ornamental *trompe l'oeil* paintwork in the center stair passage and the adjoining south first-floor room, applied at that time, is a notable example of a style of interior decoration favored by many well-off inhabitants of the Valley region of the lower Mid-Atlantic during the mid-nineteenth century.

2. Condition of fabric: The current condition of the Clifton Farm House is fair to poor. Abandoned for many years and last used to house migrant workers, the house has not been properly maintained and is in a deteriorated state. Since acquired by the National Park Service, efforts have been made to stabilize the house prior to restoration. Collapsed elements, such as the porch and chimneys, have been dismantled and are being stored in the basement. The missing windows have been temporarily replaced with innovative louvered inserts which keep out the rain, rodents, etc., while allowing a natural flow of air through the house to prevent condensation and moisture damage. The interior is suffering from

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insensitive partitions, cracking plaster, a missing balustrade on the stairway, removal of much of the moldings and doors, and general disrepair.

B. Description of Exterior:

1. Overall dimensions: This is a two-story, single-pile, center-passage dwelling, five-bay-by-one-bay, measuring approximately 43'-6" x 17'-6"; with a one-bay deep by one-bay wide ell to the north side of the rear wall, measuring approximately 17'-6" in width and 15' in depth.

2. Foundations: The foundations are of rubble stone (laid in slabs). To the rear are two entries at the basement level, set in stairwells laid out by walls of stone like that used in the foundation.

3. Walls: The walls are of brick laid in common bond (5:1).

4. Structural system, framing: The house is of load-bearing masonry construction with circular- and flat-sawn studs and joists, with bridging between the floor joists. Mortise and tenon joints hold heavier framing in crucial support areas such as stairways and chimney-hearth beds. The roof rafters--which are marked with roman numerals--are mitered and nailed at the peak (there is no ridge board), and nailed to the attic floor joists by means of an intervening false plate. Cut nails are used throughout (with the appearance of a very few wire nails).

5. Porches, stoops: The porches, located to the front and rear, are now missing. The porch that ran the length of the east front facade collapsed and was dismantled for storage in the basement. It is evident that a porch the length of the facade was an original feature of the house based on the gaps in the brickwork of the facade which allowed for the joining of the porch's roof rafters and floor joists to the facade. Bits of flashing reveal the profile of the former low-hipped roof of the porch. An historic (early twentieth-century) photograph of the house shows the porch in place. The low hipped roof of the porch was supported by six Italianate-style, bracketed posts, completed with balustrade, resting on brick piers.

There is also evidence of a porch--gaps in the brickwork and bits of flashing--along the south wall of the rear ell, including the rear doorway of the main block. This porch ran the length of the south wall of the ell, and probably had a low hipped roof. The area under the porch was painted.

The ghost outline of a gable-front hood can be seen covering the basement entry in

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the main block.

6. Chimneys: There are two interior chimneys at either gable end of the main block, and one at the gable end of the rear ell. The stacks of all, however, are missing. An historic (early twentieth-century) view of the house shows the stacks of the main block to have been of brick, short, and tapered in towards the top, with a single, corbelled lip. The stack to the rear of the ell was a short, straight stack with a corbelled lip.

7. Openings:

a. Doorways and doors: The house has six exterior doorways, one each to the center of the east front and west rear facades of the first story of the main block, one each to the first story of the south and north facades of the rear ell; and two into the basement, one at the rear of the main block and the other at the south facade of the ell. Both basement entries are set in stairwells, held by stone walls.

The front doorway has a full frontispiece, with sidelights, transom window and corner lights (now boarded). Ornamental console brackets are located to either side of the transom window. The doorway is recessed with panelled reveals, with a large 3/4-round bead along the outer edge of the wall. There is a flat wood lintel, wood sill, and a four-panel door with raised panels held with a cyma reversa panel mold.

The doorway to the rear of the main block has no frontispiece, but has the same door (only shorter to accommodate the space under the stair). The other exterior doors--which have transom windows--are missing (currently boarded over).

b. Windows and shutters: Some of the windows have been moved, and louvered inserts are in place (as a temporary measure) to allow the house to breathe. The typical window is a six-over-six-light, double-hung sash, slightly longer in the first floor than in the second. The exceptions are small, four-light casement windows in the all three gable ends of the main block and ell (located right of center). Also, there is a long, narrow, four-over-four-light sash window at the south wall of the ell which lights the back stairway. A window to the west rear of the main block, slightly below the level of the other second-floor windows, lights the main stairway landing. The window surrounds consist of a large 3/4-round bead, with a

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smaller inner bead as a stop for the sash. All have flat wood lintels and sills.

An historic photograph also shows louvered shutters. The hinges are still found along the window surrounds, but there is no evidence of shutter hardware on the brick walls (there is, however, hardware on the sills which would have been used to hold the shutters open).

According to an historic photograph, the four basement windows located in the east front of the main block were six-light fixed windows, and there were four-light basement windows (one each) at the north and south sides of the ell, and one to the rear of the main block. These windows have been removed and are now boarded over.

8. Roof:

a. Shape, covering: The roof of both the main block and the ell are gabled and covered with raised-seam metal, with ornamental snow birds, and metal gutters and down-spouts (all new, but hooks for the old down-spouts remain).

b. Cornice, eaves: The cornice of both the main block and wing, front and rear, consists of three courses of corbelled brick. There is no overhang of the roof in the gable ends, only a plain, slightly tapering board along the edge.

C. Description of Interior:

1. Floor plans:

a. Basement: There is a full basement, with a dirt floor, under both the main block and the rear ell. Currently, the basement of the main block is divided into two rooms, but the room at the south side was once partitioned into two rooms and passage (as indicated by the top portion of a beaded board partition). In addition, the walls and ceiling are finished with plaster in this area only. The area beyond the partition has white-washed walls. One of the floor joists has been hewed-out at one side to accommodate the base of the newel post (now missing). This entire area now has a concrete floor.

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The room at the north end of the main block is separated by a stone and brick wall with a doorway to the center. The base of the chimney block corbels out at the top of the north wall.

The basement room under the ell also has a fireplace, this one with a stone hearth. The wall between the main block and the ell is all brick (no stone foundation walls--ell is contemporary). The walls are whitewashed and the ceiling has exposed joists. There is a stairway in the ell along the rear wall. A exterior doorway is located at the south wall.

b. First floor: The first floor of the main block consists of a single-pile, center passage plan, with a formal parlor to the south, and a dining parlor to the north of the stairhall. There is a fireplace to the center of the end wall in both rooms, with a built-in cabinet to the east of the fireplace in the dining parlor. The stairhall has entries, front and rear. There are two doorways at the west rear wall of the dining parlor which provide access--via short hallways--to the kitchen and stairways of the ell. The stairway runs along the wall between the main block and the ell. A single run goes up at the foot of the north-side doorway (with an exterior doorway across from it) and down, from the south-side doorway. There is a fireplace at the west rear wall of the ell.

c. Second floor: The second floor follows the same plan as the first, with a bedroom to either side of the open stairhall, and a third bedroom over the ell. There is a fireplace in the north bedroom (and a hole for a stove pipe in the chimney block in the south bedroom). There is a built-in cabinet or closet to the east of the fireplace in the north room. A doorway at the west rear wall of the north bedroom provides access to the bedroom over the ell. There, the stairway from the first floor opens into the room. There is a boxed-winder stairway to the attic in the southwest corner, with a closet underneath. Again, there is a hole for a stove pipe in the chimney block, but no evidence of a fireplace.

d. Attic: Entered only from the ell, there is a large open attic over both sections of the house. It is unfinished, with a low ceiling with the rafters exposed, but with a floor in both sections.

2. Stairways: There are three stairways, one in the main block and two in the ell. The stairway in the main block is an elegant, two-flight, open well, open string stair, with most of the balustrade missing. It rises eleven steps to a landing, turns

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90 degrees up one more step to a second landing, and then turns again 90 degrees and continues up five steps to the second floor hall. What remains of the balustrade are only some stubs of the balusters--rounded and turned--the holes in the steps for the balusters--two per step--and the post against the wall that held the flat, rounded handrail. Based on the holes in the floor, the balustrade formed one long, elegantly curving handrail with a newel post at the base of the stairway only (also missing). Decorative brackets in the open string stair scroll in either direction (some missing). The open string, including brackets, were wood-grained. The rear exterior door is under the landing (the area directly under the first run is enclosed, inaccessible space).

There is a single-run stairway along the wall between the main block and the ell, enclosed on the first floor by a partition wall, and open on the second floor. Evidence of a closed balustrade remains. There is a flight down to the basement (only interior access) underneath it, also enclosed by a wood partition wall.

There is a boxed-winder stairway from the second floor of the ell into the attic. It is enclosed with a partition wall of random-width beaded board laid vertically, with a closet underneath.

3. Flooring: The original flooring throughout the house is of unfinished wood planks, laid north-south except in the first floor of the stairhall, where it runs east-west. The dining room and kitchen in the ell now have narrow board flooring which has been laid (east-west) over the original flooring. Remnants of a linoleum floor--made to look like wood flooring--is found tacked-down near the rear door in the stairhall. This was installed in 1935 (based on the newspaper used as padding underneath). The kitchen now has linoleum flooring (in places) and individual pieces of linoleum were laid on each tread and corresponding riser in the back stair to the second floor. The basement in the ell and north side of the main block has a dirt floor, and concrete in the south side of the main block.

4. Wall and ceiling finish: The walls are plaster applied to the brick exterior walls, or lath and plaster partition walls (with horse hair in the plaster), now in disrepair. There is no chair rail or cornice molding in any of the rooms. There is, however, elegant *trompe l'oeil* and stenciling in the stairhall (first and second floors) and in the south, formal parlor (see ornamental features, Part II.C.6.). There is a baseboard which varies from room to room. It is all of a wide board with a 1/4-round kick molding (except in the kitchen), with a fillet along the top in the south bedroom, and a cyma reversa molding along the top in the stairhall on both floors and in the south parlor. The ceilings are lath and plaster.

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The two small halls which join the main block with the ell are only partially finished. The wall between the back stairway in the ell and the dining room in the main block is plastered at the north end (where there is an entry into the house), but is whitewashed brick at the south end (where the stairway to the basement is located). The wall between the stairway and the kitchen in the ell is a partition wall only, consisting of studs with wide, horizontally-laid boards on the kitchen side. On the stairway side, narrow beaded board has been added, but where it is now missing, wallpaper can be seen between the studs. In addition, there is no plaster on the ceiling; the floor joists are exposed, and painted white.

5. Openings:

a. Doorways and doors: The doorway surrounds vary from room to room and in some cases have been removed, as have most of the doors. What was probably the original window surrounds on the first floor of the main block (now found in the north dining room), is a symmetrically molded piece of flat, wide board with two wide fillets, a astragal bead along the inner edge, a plain corner block and a corbelled plinth. Under the sill is found a matching piece of molding.

A similar surround is found in the north bedroom and in the ell (first and second floors), but with only one fillet and without the corner block (mitered) and plinth.

The moldings found in the south parlor and bedroom and in the stairhall (first and second floor) is a more elaborate replacement, probably installed ca. 1867 when the *trompe l'oeil* was added. This consists of a (cyma reversa) architrave trim with a astragal bead along the inner edge.

The existing doors have four raised panels. Still found on the first floor are the exterior doors--front and rear--which have raised panels with cyma-reversa panel moldings or stops. The only other door extant on the first floor is located between the dining room and the ell and has raised panels with molding on the kitchen side only. The only extant door on the second floor is found on the south bedroom and has four raised panels without panel moldings. All of the above doorways and doors (that are not painted or painted over) are wood-grained. A door to the attic (there but not hanging) is a vertical-board door.

b. Windows: The molding around the windows, like the doorways, differs

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from room to room (between the north and south side of the house, and from floor to floor), but corresponds to the doorway surrounds. It too is missing in many cases though enough remains to distinguish each room.

6. Decorative features: The most distinctive decorative feature of the house is the *trompe l'oeil* and stenciling found in the stairhall--first and second floors--and in the south parlor. In the stairhall, the *trompe l'oeil* consists of four-color (two shades of gray-green, a red-brown and cream) panelled walls, floor to ceiling, and on the ceilings themselves. There is also a black, stenciled cornice consisting of an alternating clover and dart pattern, along a band. There is also a small ceiling medallion in the first-floor hall consisting of a foliated scroll design radiating out from the center.

The parlor has the same stenciled cornice design (walls are plain). The ceiling has *trompe l'oeil* made to look like a cyma reversa plaster mold which runs approximately 12"-18" from the outer edge of the ceiling, in shades of gray-green and cream. Inside this is a black line which curves at the corners, with a *fleur de lis*. There is also a ceiling medallion consisting of concentric circles (from the outside, in: black, red-brown, bright blue, gray) with a radiating, foliated scroll design (gray-greens and cream).

Where extant (and not painted) the doorways and doors were painted to resemble wood graining. The mantel in the north bedroom was also wood-grained, as was the built-in closet. The open string of the stairway was also wood-grained.

The only extant mantel is in the second floor, north bedroom. It is fairly plain, with simple pilasters and a wide shelf, but was wood-grained.

7. Architectural furniture: There are built-in cupboards or closets in the north dining room and bedroom above. The dining room cupboard has the same surround--including corner block and plinth--as the windows and doorways in this room. The cupboard consists of two sections--a smaller bottom section and higher upper section--both with double doors (removed) and shelves with grooves for plate display. The second-floor closet has double doors with a single recess panel, and a smaller cupboard above, also with double doors.

The moldings, partition walls and doors in the second-floor room of the ell, and in the back stairway leading to it, are painted a light, slate blue. This is probably the original color for the moldings in the ell as it appears to be the only layer of paint.

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8. Hardware: Most of the hardware, along with the doors, has been removed. There are hinges in the second floor of the ell and in a doorway in the north bedroom which read "N ENG B? Co (New England Butt Company)." Remnants of a box lock remain on the rear door of the main block.

9. Mechanical systems:

a. Heating: Many changes have been made over the years in the house's heating arrangements; this aspect of the building defies interpretation as to the sure attribution of dates. It appears, however, that the house was built to accommodate a combination of fireplace and stove heat. As first built the house possessed six fireplaces, located in the north room on the second floor of the main block, in all three first-floor rooms, and in the ell and in the south room of the main block in the cellar. The fireplace in the first-floor ell was not large enough for cooking; both of those in the cellar were.

It may have been as a part of the first extensive interior renovations that additional stoves were installed in the house. (There are no stoves currently in place in the house.) At some time the fireplace in the north room on the first floor of the main block was partially closed up, and a stove installed. The circular hole broken into the chimney above the fireplace, made to receive the stove pipe, has a thick cast-iron rim, implying a relatively early date in the house's history for this alteration. Similar holes and linings in the chimneys are found in the second-floor room in the ell, and in the second-floor south room of the main block. There is no evidence of there ever having been fireplaces in these rooms, and it is probable that these latter rooms were fitted with stoves when the house was first built. They have no hearths, and only narrow shelves in place of mantels.

The presence of additional, evidently later stove holes implies further change to the heating arrangements. There are two stove holes in the chimney in the first floor of the ell. The one which is probably the earlier does not have a metal rim, but is located in the center of a large, rectangular charred area (approximately 28" wide by 18" high). This was likely an aperture into which was set a cookstove's pipe, when the first floor of the ell was first converted to use as a kitchen, probably in the boardinghouse period, ca. 1895-1900. The other evident stove hole in this room is a rough-shaped one, knocked into the chimney in a careless manner. This latter opening probably dates to the Jenkins Brothers period

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(1953-1982).

In the north room of the second floor of the main block is found another stove hole, one with a thin metal rim. The fireplace opening in the mantel was partially closed in a manner inattentive to quality of finish, with rough boards nailed on. This was likely done either in the boardinghouse period or relatively early in that of the tenant farm (1905-1953). There is also a stove hole in the south room of the first floor of the main block, the original "best room" of the house. This is a rough-shaped aperture carelessly knocked into the chimney, similar to one of those in the first floor of the ell, and probably dates to the Jenkins Brothers period. There is yet another stove opening in the north room of the main block of the cellar.

b. Plumbing: There is plumbing for running water in the kitchen located in the first floor of the ell only. The house does not have now, nor has it ever had, indoor bathrooms.

c. Electric: Electricity for lighting was added to the house ca. 1935.

D. Site:

1. Historic landscape design: As of 1991, many 1864 landscape features survive within the Clifton Farm bounds (as owned by the National Park Service). The ford presumably still exists. The long farm lane which angles around to the southwest from the ford, and then curves up to the northeast to reach the Clifton house, still follows the same course. Confederate general Gordon marched his division along this circuitous route after crossing the river, ensuring that his crucial move went unseen by anyone on the Union side until the last moment.

West of the interstate the field pattern of the farm appears to be largely unaltered, so that those in which McCausland and Gordon mustered their troops for their separate advances to combat can be seen. The line of trees, more or less perpendicular to the river shoreline, which climbs the slope from the river to the Clifton house, marks the location of an 1864 fence line. After mustering in the meadow on the west side of the fence, McCausland's troopers climbed over and made their initial, spirited but disastrous charge across the Clifton cornfield (the latter bisected by the interstate). Union general Ricketts's troops waited in ambush behind the fence which ran along the eastern side of the cornfield, which also marked the boundary between the Clifton and Thomas farms. The location of this

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Union position is east of the interstate. McCausland's briefly successful second attack moved across the large field immediately to the south of the Clifton House.

Notable modern intrusions of vegetation on the property's landscape include the brush which covers much of the house-lot-barnyard area, the cluster of trees immediately to the east of the house, a newer line of trees parallel to and east of the treeline marking the west side of the 1864 cornfield referred to above, and the trees along the interstate which stand on the 1864 cornfield. Another difference is the location of the farm's entrance lane. The 1864 lane from the house out to the public road ran northeast, meeting the Georgetown Pike (now Route 355) at the bridge over the Monocacy. Today's long, straight lane, running south by southeast to Baker Valley Road, dates to the condemnation for Interstate 270. Only that part of the lane between the house and the north end of this modern straight way runs along the same course as in 1864.

2. Outbuildings: John T. Worthington does not appear to have added much to the farm's architectural complex. David Reed, who visited the farm frequently in the 1930s, does not believe that he did. A photograph taken of the farmstead ca. 1930 shows the original outbuildings including a barn and a small kitchen building, probably the ones referred to in the 1856 advertisement, the slave-quarter building mentioned by Worthington's son Glenn in his 1932 account of the Battle of the Monocacy (*Fighting for Time*), two small buildings indistinct in the photograph, and a gambrel-roofed dairy barn probably built after John T. Worthington's death (which came in 1905). The slave quarter was a one-and-half-story structure two rooms long and one room deep, with a center chimney, similar to other such buildings built in the Chesapeake region during the first half of the nineteenth century. It appears to have been of frame construction. None of the farmstead's buildings other than the house survived in 1991.

PART III. SOURCES OF INFORMATION

A. Early Views: From the collection of David Reed, Washington, D. C.

\* Photograph of Worthington Farm House, probably early 20th-century (see index to photographs).

\* Photograph of Worthington Farmstead, ca. 1930 (see index to photographs).

\* Drawing of Worthington Farmstead, ca. 1930.

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B. Interviews:

Virginia Hendrickson, August 22, 1991, 137 S. Prospect St., Hagerstown, Md. 21740

Austin Renn, August 22, 1991, "Saleudo," Rt. 1, Box 20, Adamstown, Md. 21710

David Reed, August 29, 1991, 4845 Linnean St., Washington NW, D. C. 20008

Smith family members, September 3, 1991, interviewed at the Gambrill House:  
\* Jeanette Smith, c/o Sally Thomas  
\* Ai B. Smith II, 5114 Mussetter Rd., Ijamsville, Maryland 21754  
\* Sally Thomas, 4825 Buckeystown Pike, Frederick, Maryland 21701

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PART IV. PROJECT INFORMATION

This project was sponsored by the National Capital Region (NCR) of the National Park Service, Robert Stanton, Director, under the direction of Rebecca Stevens, Regional Historical Architect, Professional Services Division, NCR; and Richard Rambur, Superintendent of Antietam and Monocacy National Battlefields. The documentation was undertaken by the Historic American Buildings Survey (HABS), Robert J. Kapsch, Chief, under the direction of Paul Dolinsky, Chief of HABS; with assistance by HABS architect Joseph D. Balachowski and HABS historian Catherine C. Lavoie. The project was completed during the summer of 1991 at the HABS field office in the Gambrill House, Monocacy National Battlefield, Urbana, Maryland, by project supervisor Michael E. Brannan, architect, with architecture technicians David Eric Naill (Virginia Polytechnic Institute), John Kenneth Pursley (Auburn University), and Elena Lazukova (Moscow Institute of Restoration of Monuments of History and Culture, USSR, through US-ICOMOS). The project historian was Philip Edmund Pendleton (University of Delaware). Pendleton conducted all of the research associated with the project and wrote the historical information sections (Part I), including the in-depth historical context. Pendleton also wrote the sections on the mechanical systems (Part II.C.9), the sections relating to the site (Part II.D), and prepared the figures. The architectural information section--with the exception of the above mentioned--was written by HABS historian Catherine C. Lavoie. The photography was produced by Jack E. Boucher, HABS photographer.

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Figure #1

**U. S. Censuses of Agriculture and Manufactures, 1860**

	<u>T. A. Ball (ag)</u>	<u>D. Baker (ag)</u>	<u>J. Gambrell (ma)</u>
Improved acres	500	200	Capital \$18,000
Unimp. acres	60	25	Power water
Real est value of farm	\$30,000	\$10,000	# empl. 4 men
Implements val.	\$300	\$60	Wages \$70 per mo.
Horses	10	3	Matl. 50,000 bu wht
Milk cows	6	4	Value \$60,000
Other cattle	15	3	Prod. 12,000 bbls
Swine	40	20	Value \$65,000
Livestock val	\$1,000	\$500	
Winter wheat (bu.)	3,500	1,000	
Indian corn (bu.)	500	1,000	
Oats (bu.)	500	zero	
Irish potatoes (bu.)	20	20	
Orchard prod val	\$5	\$30	
Butter (lbs.)	150	60	
Hay (tons)	8	12	
Value of animals slaughtered	\$150	\$60	

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Figure #2

**U. S. Census of Agriculture, 1870**

	<u>J. Worthington</u>	<u>J. Gambrell</u>	<u>C. K. Thomas</u>	<u>D. Baker</u>
Improved acres	276	60	300	200
Wooded acres	25	60	zero	25
Real est value of farm	\$20, 600	\$6,000	\$24,000	\$15,750
Implements val.	\$450	\$100	\$1,000	\$407
Wages per annum	\$700	\$300	\$1,500	\$300
Horses	6	4	13	8
Mules and asses	zero	zero	2	zero
Milk cows	7	3	9	9
Oxen	2	zero	2	zero
Other cattle	17	zero	18	4
Sheep	zero	zero	9	zero
Swine	17	25	48	40
Livestock value	\$1,465	\$1,000	\$3,385	\$1,162
Winter wheat (bu.)	1,000	240	2,300	1,100
Rye (bu.)	zero	zero	100	25
Indian corn (bu.)	1,500	300	2,500	2,000
Oats (bu.)	60	zero	100	20
Irish potatoes (bu.)	50	150	200	100
Butter (lbs.)	250	240	500	240
Hay (tons)	20	12	25	15
Value of animals slaughtered	\$552	\$280	\$720	\$320
Total value of farm products	\$3,494	\$1,025	\$6,220	\$3,677

**NARRATIVE FORMAT**

The narrative format is more appropriate for certain kinds of sites, such as landscapes, towns, or neighborhoods. Whether HABS written documentation will be in narrative or outline formats is the decision of your supervisor, who will also give you some parameters for your report. The outline and narrative formats may be combined, with the description in one form and the history in the other. If the narrative format is used, retain the initial identification section, the sources of information, and the project information. You might want to divide your narrative into historical and architectural sections. You will probably also want to include supplemental material; see Supplemental Material Section. Use the outline format as a checklist to insure the inclusion of all necessary items.

For groups of buildings, different questions must be asked than for an individual structure. Try to include the following information:

1. Physical context of the site (how it relates to the surrounding environment).
2. Historical context of the site (its relationship to the historical development of the surrounding area and to trends in local and American history).
3. Specific history of the site, including the dates of initial planning and development, the changes in plan and evolution of the site, individuals associated with the site (including architects, planners, etc.), and historical events or developments associated with the site.
4. Physical description of the site according to the original plan, as it has changed over time, and at present.

Because of the fluid nature of the narrative format, no examples are included here. Your supervisor will provide you with examples appropriate for your site.

### SHORT FORMAT

The short format was devised for situations in which detailed information was unnecessary or unavailable. It is a one- or two-page distillation of the outline format, and is as follows:

HISTORIC AMERICAN BUILDINGS SURVEY

	NAME OF STRUCTURE (Secondary Name)	HABS No. XX-###
<u>Location:</u>	(street, city, county, state)	
<u>Significance:</u>	(one sentence)	
<u>Description:</u>	(physical characteristics of the building, past and present)	
<u>History:</u>	(building date, architect, builder, owners, uses, etc.)	
<u>Sources:</u>	(citations of sources used)	
<u>Historian:</u>	(name, affiliation, and date documentation prepared)	

In the example that follows, HABS No. AK-39-A, the Holy Ascension Russian Orthodox Church, was documented with a HABS outline-format report. The short format was selected for this secondary structure.

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HISTORIC AMERICAN BUILDINGS SURVEY  
HOLY ASCENSION RUSSIAN ORTHODOX CHURCH  
BISHOP'S HOUSE  
HABS No. AK-39-B

Location: Between Broadway and Bayview avenues, Unalaska, Alaska.

Significance: Predating the present church building, the rectory was constructed in 1882 as part of a campaign to improve the housing of Russian Orthodox priests. Bishop Nestor, who initiated the campaign, envisioned this as his base in the western part of his large diocese; he lived in San Francisco.

Description: Located about 150' west of the church, the Bishop's House is a two-story wood-framed building with novelty siding. The two-story central section has a gable roof and hexagonal projecting bays on both front and rear; the bays have pyramidal roofs. On the sides, lower one-story wings have hip roofs. All roofs are covered with wood shingles, and there is a central chimney. The house is ornamented with hoodmolds over the doors and brackets at the cornice.

History: The Bishop's House was constructed by the Alaska Commercial Company in 1882, according to designs by Mooser and Pissis, San Francisco architects commissioned by Bishop Nestor. The original plans show a hipped roof on the central section and rectangular projecting bays in the front and rear; the one-story hip-roofed wings are the same as at present. Entrance was to be through the westernmost bay, but the house was built with a center entrance.

Fr. Nicholas Rysev found the house uninhabitable, as it was too expensive to heat (letter of November 1892, Alaskan Russian Church Archives). The school building, constructed in 1882 to the west, was joined to the bishop's house in about 1907. By that time, a number of shed additions had been made on the east side of the house. The house was damaged in the 1960 fire that destroyed the school, and not repaired until restoration work began in 1976. Work on the interior is not yet completed.

Sources: Barbara Smith, "National Register nomination: Holy Ascension Orthodox Church," National Park Service, 1984. The building has been declared a National Historic Landmark and the complete nomination is located in the History Division, National Park Service. The nomination includes copies of the original architectural drawings of the house, as well as historic photographs.

Alaskan Russian Church Archives, Reel 67, Manuscript Division, Library of Congress, Washington, D.C.

Historian: Alison K. Hoagland, HABS Historian, 1990.

### SUPPLEMENTAL MATERIAL

Often while researching a structure for the preparation of HABS reports, important documents and early views are found. This information will be of interest to a researcher using the HABS collection, especially if the item is not readily available in another collection. Copies of these items can be included for reference purposes. There are two methods of retaining copies, either as part of the HABS report or with the field notes.

All items must be placed in the public domain. Written permission from the owner of the original item must be obtained before the item is placed in the collection. The owner must understand that the item is in the public domain and is available for reproduction without further approval from the owner. Credit lines can be requested but not enforced by the Library of Congress. Be aware of copyrighted items. They cannot be placed in the public domain unless the copyright has expired or the author has issued a written release.

As part of the HABS report: The item must be reproducible, according to HABS standards. If a photograph is accompanied by a large format negative and is not under copyright restrictions, it can be placed with the photographs for a structure. If a negative is not available, the photograph is xeroxed as part of the report. Copies of items, such as illustrations in books or historic photographic views, should be in the public domain or accompanied by a signed copyright release form; these items also should not be available in other collections or repositories. If they are part of another collection or are copyrighted, please note their existence, location, and ordering details in the "Sources of Information" section of the HABS report. Reference-only xerox copies may be made and filed in the field notes.

Xerox copies of written material--such as deeds, inventories, articles, and construction specifications--or graphic material, such as floor plans or early views, can be submitted. These items will be xeroxed onto 8-1/2" x 11" archival bond and included with the report. A complete bibliographic citation is necessary.

As part of field records: The field records for a structure consist of reference material that is not part of the formal HABS documentation, but is placed in the Library of Congress and is available to researchers who go there. It is not reproduced in the microfiche of the HABS collection. The field records usually include the original field notebooks used to prepare the HABS measured drawings, the 35mm photographs taken by recording team members, and any supplemental material of importance.

Various types of duplicate items may be added to the field material. Photographic prints of items, such as early views and architectural drawings, can be made and filed with the field material. The print can be made from a 35mm negative, which is less expensive than the large-format negative required for the formal documentation. Also, the negative need not be supplied with the print. Large-scale items, such as architectural drawings, maps, site plans, etc., can be folded and placed in the field records.

Because the field records are less accessible to researchers, careful judgment is required as

to what to put where. Discuss this with your supervisor.

**EXAMPLES**

Although a full set of HABS measured drawings is desired for nearly every building, such an undertaking is not always possible, due to funding and time constraints. A HABS drawing usually involves hand-measuring every detail, drawing it to scale, and finally inking it on mylar. A full set of drawings includes plans and elevations, as well as sections and details; sometimes an axonometric view is included.

When there is less time or fewer architects, a simple floor plan drawing (whether found during the research process or traced by the historian) can go a long way toward illustrating important aspects of the building that are not portrayed in the photographs. While these drawings do not meet HABS standards, they can be an informative supplement to a historical report.

**GRAMMAR AND PUNCTUATION**

The standard reference guides used by HABS/HAER for grammar and punctuation are the *Chicago Manual of Style* and *A Manual for Writers* (Turabian, 5th edition). In addition--and sometimes as an exception--to these references, there are additional matters of style germane to architectural and technical subject matter. Above all, be consistent.

- years:** 1930s, '30s  
not Thirties, and never 1930's using an apostrophe
- 1850-60, 1850-1940  
do not repeat century unless it changes  
always include the decade, i.e., not 1850-7
- first quarter of the nineteenth century  
not first quarter of the 1800s
- spring 1888, December 1900  
do not capitalize season, or state as "summer of 1969"  
do not use a comma, as in "December, 1900"
- dates:** July 4, 1776, was a great day.  
note comma after the year
- ca. 1850: not c. or circa (written out)
- towns:** Omaha, Nebraska, is a lovely town.

note comma after the state

**numbers/numerals:** All numbers from one to ninety-nine are written out, while 100 and above are cited as numerals, except in the case of ages, street numbers, dimensions, and millions.

For example: "In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western states. Many did not live past the age of 40, although one 89-year-old man lived into the twentieth century. He lived at 37 Gold Rush Ave. The frame dwelling was a 10'-4" x 12'-0" space and cost only \$577.00 when the old man bought it in December 1898, yet legend says he was worth \$2 million."

nineteenth century, eighteenth century, eighteenth-century dogma  
not 19th century or 18th-C (see hyphenations below)

**percent:** 0.7 percent, 50 percent; always use a numeral, and only in a chart or graph may % be used

**money:** \$5.87, \$24.00, \$24.25, \$234.98, 1 cent, 10 cents, 99 cents.  
do not write out dollars.

**dimensions:** measurements and dimensions are *never* written out; they always appear as numerals, and feet or inches are always indicated using technical symbols, with two types of exceptions.

For example: "Two families live at 333 Third St., which is the historic town lot No. 146. The Byrnes live on the first floor, where the bedroom is 12'-6" x 9'-0", the bathroom is 5'-0" x 4'-0"-3/4", and the kitchen is only about 8' square. The second-story space has been remodeled into two equal-sized 12'-0"-wide rooms with four large windows that measure nearly 5' tall."

20'-6" x 18'-0"  
6'-3-1/2"  
2" x 4"  
9'3/4"

use a lowercase x, not "by"  
use apostrophes and quotation marks for feet and inches, respectively  
hyphenate all feet and inches numerals, and any fractions indicate an even measurement with -0"

**Note:** When punctuating dimensions, commas fall outside the inches/feet marks: The planks measured . . . 10'-6", 5'-2-1/3", and 2'-0".

exception 1: 10 cubic feet and 10 square feet, *not* 10 cubic'  
exception 2: approximate measurements do not require the -0": i.e.,  
The three commercial buildings are about 20' wide and 40' deep.

**streets/addresses:** 222 Packard St.  
capitalize and abbreviate street, avenue, boulevard, etc., but *not* short items such as road or lane, when the number prefaces the street name

Sam lived on Packard Street.  
write out and capitalize street when no number is given

It is at the intersection of Packard and Mills streets.  
when two proper names (also true of companies, rivers, etc.) are listed, do *not* capitalize street

The houses surveyed are No. 15 and No. 27 Mill Street.  
The deed cites lot No. 146.  
"number(s)" is always capitalized and abbreviated as No. or Nos.  
(Also: LaSalle, Illinois, is a No. 1 town.)

Interstate 66, U.S. 30 or Route 30  
write out and capitalize "interstate" on first reference.  
Subsequent references are abbreviated, i.e., I-66

**capitalization:** U.S. government, U.S. Department of the Interior, U.S. exports, the U.S. Army write out "United States" when it is the noun, but *not* when it is an adjective; do *not* place a space between U. and S.

**acronyms:** write out the complete name on first reference, putting the proper name's acronym in parentheses afterward; thereafter use the acronym only:

For example: The U.S. Department of Agriculture (USDA) and Society of Architectural Historians (SAH) have an agreement to study historic barns in the United States, but the SAH is unsure of the USDA's commitment.

**hyphenations:** many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified by employing the general rules of hyphenation:

1. in general, hyphenate an adjectival construction, one that which precedes the subject
2. in general, do *not* hyphenate an "ly" word, including "federally"
3. do *not* hyphenate "late" or "early" before a century

one-over-one-light double-hung sash: write out the numbers, *not* 1/1 double-hung sash

bird's-eye view, bull's-eye window  
load-bearing brick wall; but the brick wall is load bearing  
stained-glass windows; but the windows contain stained glass  
side-hall and center-hall plans; but the house has a center hall  
third-floor window, but the window is on the third floor  
rough-cut stone  
five- and seven-course bond (note division form in a series); but American bond is laid in seven or five courses  
single-family and multi-family dwelling  
gable-end chimney; but the chimney is on the gable end  
side-gable roof  
canal-era, Civil War-era structure (*not* Civil-War-era)  
bead-and-reel molding; the molding motif is bead and reel  
standing-seam (metal roof)  
nineteenth-century lighthouse  
but do *not* hyphenate a "late" or "early," i.e., a late eighteenth-century springhouse  
Palladian-style, . . . a Mission-style roofline  
append "-style" to an established architectural term if your subject is reminiscent of the original but not an example of the actual model; this is not to be confused with proper names such as International Style, which take capital letters and would *not* be hyphenated

**spelling:**

**single word:**

beltcourse, stringcourse  
courthouse  
gristmill, sawmill  
hoodmolds  
Neoclassical (*not* neoclassical, Neo-classical)  
sidelights  
wraparound porch  
powerhouse, but power plant  
jerkinhead (roof)  
latticework

**two words:**

row house  
bell tower  
concrete block,  
concrete-block base  
main line

**clarifications:**

facade vs. elevation

a facade is the wall of a building, usually the front; an elevation is a drawing of a wall

interior vs. inside; exterior vs. outside

interior and exterior connote defined boundaries, while the others are nonspecific

concrete vs. cement

cement is the dry mix to which water and aggregate are added to make concrete

cinder block vs. concrete block

*cinder* block is made with a lightweight cinder aggregate and is widely used for interior partitions; *concrete* block is heavier, stronger and used in structural walls

storefront

the first-floor facade of a commercial structure, *not* the entire front facade

glazing, lights, panes, sash, windows, fenestration

in architectural parlance, windows can be described in general as glazing; units of windows are lights, *not* panes; lights grouped into a frame are sash; fenestration indicates a number and arrangement of window openings in a facade

L-plan vs. ell

buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; an "ell" is the wing or block, usually a rear add-on, that is the three-dimensional version of the wing indicated on the L-plan

molding vs. moulding

in England carved mouldings are commonplace, but in America, we use moldings

mantel vs. mantle

a *mantel* is the structural support above and the finish around a fireplace; a mantle is an outer wall or casing composed of a separate material than the core apparatus, as in ablaster furnace, **and** it is the feature on a gaslight from which the flame emits

wood vs. wooden

*wood* is wood; *wooden* may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

historic vs. historical

*historic* is the adjective used to denote something that is old and presumably important, i.e., historic building fabric; *historical* is the adjective used when the subject relates to history, i.e., historical society

lath vs. lathe

*lath* is a strip of wood used as the groundwork for plaster, as applied to walls (plural, laths); *lathe* is a machine for shaping circular pieces of wood or metal

# Executive Order 13287

## PRESERVE AMERICA

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the National Historic Preservation Act Economic (16 U.S.C. 470 et seq.) (NHPA) and the National Environmental Policy Act (42 Security U.S.C. 4321 et seq.), It is hereby ordered:

### Section 1. Statement of Policy.

It is the policy of the Federal Government to provide leadership in preserving America's heritage by actively advancing the protection, enhancement, and contemporary use of the historic properties owned by the Federal Government, and by promoting intergovernmental cooperation and partnerships for the preservation and use of historic properties. The Federal Government shall recognize and manage the historic properties in its ownership as assets that can support department and agency missions while contributing to the vitality and economic well-being of the Nation's communities and fostering a broader appreciation for the development of the United States and its underlying values. Where consistent with executive branch department and agency missions, governing law, applicable preservation standards, and where appropriate, executive branch departments and agencies ("agency" or "agencies") shall advance this policy through the protection and continued use of the historic properties owned by the Federal Government, and by pursuing partnerships with State and local governments, Indian tribes, and the private sector to promote the preservation of the unique cultural heritage of communities and of the Nation and to realize the economic benefit that these properties can provide. Agencies shall maximize efforts to integrate the policies, procedures, and practices of the NHPA and this order into their program activities in order to efficiently and effectively advance historic preservation objectives in the pursuit of their missions.

### Sec. 2. Building Preservation Partnerships.

When carrying out its mission activities, each agency, where consistent with its mission and governing authorities, and where appropriate, shall seek partnerships with State and local governments, Indian tribes, and the private sector to promote local economic development and vitality through the use of historic properties in a manner that contributes to the long-term preservation and productive use of those properties. Each agency shall examine its policies, procedures, and capabilities to ensure that its actions encourage, support, and

foster public-private initiatives and investment in the use, reuse, and rehabilitation of historic properties, to the extent such support is not inconsistent with other provisions of law, the Secretary of the Interior's Standards for Archeology and Historic Preservation, and essential national department and agency mission requirements.

### Sec. 3. Improving Federal Agency Planning and Accountability.

(a) Accurate information on the state of Federally owned historic properties is essential to achieving the goals of this order and to promoting community economic development through local partnerships. Each agency with real property management responsibilities shall prepare an assessment of the current status of its inventory of historic properties required by section 110(a)(2) of the NHPA (16 U.S.C. 470h-2(a)(2)), the general condition and management needs of such properties, and the steps underway or planned to meet those management needs. The assessment shall also include an evaluation of the suitability of the agency's types of historic properties to contribute to community economic development initiatives, including heritage tourism, taking into account agency mission needs, public access considerations, and the long-term preservation of the historic properties. No later than September 30, 2004, each covered agency shall complete a report of the assessment and make it available to the Chairman of the Advisory Council on Historic Preservation (Council) and the Secretary of the Interior (Secretary).

(b) No later than September 30, 2004, each agency with real property management responsibilities shall review its regulations, management policies, and operating procedures for compliance with sections 110 and 111 of the NHPA (16 U.S.C. 470h-2 & 470h-3) and make the results of its review available to the Council and the Secretary. If the agency determines that its regulations, management policies, and operating procedures are not in compliance with those authorities, the agency shall make amendments or revisions to bring them into compliance.

(c) Each agency with real property management responsibilities shall, by September 30, 2005, and every third year thereafter, prepare a report on its progress in identifying, protecting, and using historic properties in its ownership and make the report available to the Council and the Secretary. The Council shall incorporate this data into a report on the state of the Federal Government's historic properties and their contribution to local economic development and submit this report to the President by February 15, 2006, and every third year thereafter.

(d) Agencies may use existing information gathering and reporting systems to fulfill the assessment and reporting requirements of

subsections 3(a)-(c) of this order. To assist agencies, the Council, in consultation with the Secretary, shall, by September 30, 2003, prepare advisory guidelines for agencies to use at their discretion.

(e) No later than June 30, 2003, the head of each agency shall designate a senior policy level official to have policy oversight responsibility for the agency's historic preservation program and notify the Council and the Secretary of the designation. This senior official shall be an assistant secretary, deputy assistant secretary, or the equivalent, as appropriate to the agency organization. This official, or a subordinate employee reporting directly to the official, shall serve as the agency's Federal Preservation Officer in accordance with section 110(c) of the NHPA. The senior official shall ensure that the Federal Preservation Officer is qualified consistent with guidelines established by the Secretary for that position and has access to adequate expertise and support to carry out the duties of the position.

### Sec. 4. Improving Federal Stewardship of Historic Properties.

(a) Each agency shall ensure that the management of historic properties in its ownership is conducted in a manner that promotes the long-term preservation and use of those properties as Federal assets and, where consistent with agency missions, governing law, and the nature of the properties, contributes to the local community and its economy.

(b) Where consistent with agency missions and the Secretary of the Interior's Standards for Archeology and Historic Preservation, and where appropriate, agencies shall cooperate with communities to increase opportunities for public benefit from, and access to, Federally owned historic properties.

(c) The Council is directed to use its existing authority to encourage and accept donations of money, equipment, and other resources from public and private parties to assist other agencies in the preservation of historic properties in Federal ownership to fulfill the goals of the NHPA and this order.

(d) The National Park Service, working with the Council and in consultation with other agencies, shall make available existing materials and information for education, training, and awareness of historic property stewardship to ensure that all Federal personnel have access to information and can develop the skills necessary to continue the productive use of Federally owned historic properties while meeting their stewardship responsibilities.

(e) The Council, in consultation with the National Park Service and

other agencies, shall encourage and recognize exceptional achievement by such agencies in meeting the goals of the NHPA and this order. By March 31, 2004, the Council shall submit to the President and the heads of agencies recommendations to further stimulate initiative, creativity, and efficiency in the Federal stewardship of historic properties.

**Sec. 5. Promoting Preservation Through Heritage Tourism.**

(a) To the extent permitted by law and within existing resources, the Secretary of Commerce, working with the Council and other agencies, shall assist States, Indian tribes, and local communities in promoting the use of historic properties for heritage tourism and related economic development in a manner that contributes to the long-term preservation and productive use of those properties. Such assistance shall include efforts to strengthen and improve heritage tourism activities throughout the country as they relate to Federally owned historic properties and significant natural assets on Federal lands.

(b) Where consistent with agency missions and governing law, and where appropriate, agencies shall use historic properties in their ownership in conjunction with State, tribal, and local tourism programs to foster viable economic partnerships, including, but not limited to, cooperation and coordination with tourism officials and others with interests in the properties.

**Sec. 6. National and Homeland Security Considerations.**

Nothing in this order shall be construed to require any agency to take any action or disclose any information that would conflict with or compromise national and homeland security goals, policies, programs, or activities.

**Sec. 7. Definitions.**

For the purposes of this order, the term “historic property” means any prehistoric or historic district, site, building, structure, and object included on or eligible for inclusion on the National Register of Historic Places in accordance with section 301(5) of the NHPA (16 U.S.C. 470w(5)). The term “heritage tourism” means the business and practice of attracting and accommodating visitors to a place or area based especially on the unique or special aspects of that locale’s history, landscape (including trail systems), and culture. The terms “Federally owned” and “in Federal ownership,” and similar terms, as used in this order, do not include properties acquired by agencies as a result of fore-closure or similar actions and that are held for a period of less than 5 years.

**Sec. 8. Judicial Review.**

This order is intended only to improve the internal management of the Federal Government and it is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

GEORGE W. BUSH  
THE WHITE HOUSE,  
*March 3, 2003*



# Federal Register

Friday,  
February 6, 2004

Part II

## The President

Executive Order 13327—Federal Real  
Property Asset Management

## Presidential Documents

Title 3—

Executive Order 13327 of February 4, 2004

The President

## Federal Real Property Asset Management

By the authority vested in me as President by the Constitution and the laws of the United States of America, including section 121(a) of title 40, United States Code, and in order to promote the efficient and economical use of Federal real property resources in accordance with their value as national assets and in the best interests of the Nation, it is hereby ordered as follows:

**Section 1. Policy.** It is the policy of the United States to promote the efficient and economical use of America's real property assets and to assure management accountability for implementing Federal real property management reforms. Based on this policy, executive branch departments and agencies shall recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability, and other appropriate action.

**Sec. 2. Definition and Scope.** (a) For the purpose of this executive order, Federal real property is defined as any real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands. For the purpose of this order, Federal real property shall exclude: interests in real property assets that have been disposed of for public benefit purposes pursuant to section 484 of title 40, United States Code, and are now held in private ownership; land easements or rights-of-way held by the Federal Government; public domain land (including lands withdrawn for military purposes) or land reserved or dedicated for national forest, national park, or national wildlife refuge purposes except for improvements on those lands; land held in trust or restricted fee status for individual Indians or Indian tribes; and land and interests in land that are withheld from the scope of this order by agency heads for reasons of national security, foreign policy, or public safety.

(b) This order shall not be interpreted to supersede any existing authority under law or by executive order for real property asset management, with the exception of the revocation of Executive Order 12512 of April 29, 1985, in section 8 of this order.

**Sec. 3. Establishment and Responsibilities of Agency Senior Real Property Officer.** (a) The heads of all executive branch departments and agencies cited in sections 901(b)(1) and (b)(2) of title 31, United States Code, and the Secretary of Homeland Security, shall designate among their senior management officials, a Senior Real Property Officer. Such officer shall have the education, training, and experience required to administer the necessary functions of the position for the particular agency.

(b) The Senior Real Property Officer shall develop and implement an agency asset management planning process that meets the form, content, and other requirements established by the Federal Real Property Council established in section 4 of this order. The initial agency asset management plan will be submitted to the Office of Management and Budget on a date determined by the Director of the Office of Management and Budget. In developing this plan, the Senior Real Property Officer shall:

- (i) identify and categorize all real property owned, leased, or otherwise managed by the agency, including, where applicable, those properties outside the United States in which the lease agreements and arrangements reflect the host country currency or involve alternative lease plans or rental agreements;
- (ii) prioritize actions to be taken to improve the operational and financial management of the agency's real property inventory;
- (iii) make life-cycle cost estimations associated with the prioritized actions;
- (iv) identify legislative authorities that are required to address these priorities;
- (v) identify and pursue goals, with appropriate deadlines, consistent with and supportive of the agency's asset management plan and measure progress against such goals;
- (vi) incorporate planning and management requirements for historic property under Executive Order 13287 of March 3, 2003, and for environmental management under Executive Order 13148 of April 21, 2000; and
- (vii) identify any other information and pursue any other actions necessary to the appropriate development and implementation of the agency asset management plan.

(c) The Senior Real Property Officer shall be responsible, on an ongoing basis, for monitoring the real property assets of the agency so that agency assets are managed in a manner that is:

- (i) consistent with, and supportive of, the goals and objectives set forth in the agency's overall strategic plan under section 306 of title 5, United States Code;
- (ii) consistent with the real property asset management principles developed by the Federal Real Property Council established in section 4 of this order; and
- (iii) reflected in the agency asset management plan.

(d) The Senior Real Property Officer shall, on an annual basis, provide to the Director of the Office of Management and Budget and the Administrator of General Services:

- (i) information that lists and describes real property assets under the jurisdiction, custody, or control of that agency, except for classified information; and
- (ii) any other relevant information the Director of the Office of Management and Budget or the Administrator of General Services may request for inclusion in the Government-wide listing of all Federal real property assets and leased property.

(e) The designation of the Senior Real Property Officer shall be made by agencies within 30 days after the date of this order.

**Sec. 4. Establishment of a Federal Real Property Council.** (a) A Federal Real Property Council (Council) is established, within the Office of Management and Budget for administrative purposes, to develop guidance for, and facilitate the success of, each agency's asset management plan. The Council shall be composed exclusively of all agency Senior Real Property Officers, the Controller of the Office of Management and Budget, the Administrator of General Services, and any other full-time or permanent part-time Federal officials or employees as deemed necessary by the Chairman of the Council. The Deputy Director for Management of the Office of Management and Budget shall also be a member and shall chair the Council. The Office of Management and Budget shall provide funding and administrative support for the Council, as appropriate.

(b) The Council shall provide a venue for assisting the Senior Real Property Officers in the development and implementation of the agency asset management plans. The Council shall work with the Administrator of General Services to establish appropriate performance measures to determine the effectiveness of Federal real property management. Such performance measures shall include, but are not limited to, evaluating the costs and benefits

involved with acquiring, repairing, maintaining, operating, managing, and disposing of Federal real properties at particular agencies. Specifically, the Council shall consider, as appropriate, the following performance measures:

- (i) life-cycle cost estimations associated with the agency's prioritized actions;
- (ii) the costs relating to the acquisition of real property assets by purchase, condemnation, exchange, lease, or otherwise;
- (iii) the cost and time required to dispose of Federal real property assets and the financial recovery of the Federal investment resulting from the disposal;
- (iv) the operating, maintenance, and security costs at Federal properties, including but not limited to the costs of utility services at unoccupied properties;
- (v) the environmental costs associated with ownership of property, including the costs of environmental restoration and compliance activities;
- (vi) changes in the amounts of vacant Federal space;
- (vii) the realization of equity value in Federal real property assets;
- (viii) opportunities for cooperative arrangements with the commercial real estate community; and
- (ix) the enhancement of Federal agency productivity through an improved working environment. The performance measures shall be designed to enable the heads of executive branch agencies to track progress in the achievement of Government-wide property management objectives, as well as allow for comparing the performance of executive branch agencies against industry and other public sector agencies.

(c) The Council shall serve as a clearinghouse for executive agencies for best practices in evaluating actual progress in the implementation of real property enhancements. The Council shall also work in conjunction with the President's Management Council to assist the efforts of the Senior Real Property Officials and the implementation of agency asset management plans.

(d) The Council shall be organized and hold its first meeting within 60 days of the date of this order. The Council shall hold meetings not less often than once a quarter each fiscal year.

**Sec. 5. Role of the General Services Administration.** (a) The Administrator of General Services shall, to the extent permitted by law and in consultation with the Federal Real Property Council, provide policy oversight and guidance for executive agencies for Federal real property management; manage selected properties for an agency at the request of that agency and with the consent of the Administrator; delegate operational responsibilities to an agency where the Administrator determines it will promote efficiency and economy, and where the receiving agency has demonstrated the ability and willingness to assume such responsibilities; and provide necessary leadership in the development and maintenance of needed property management information systems.

(b) The Administrator of General Services shall publish common performance measures and standards adopted by the Council.

(c) The Administrator of General Services, in consultation with the Federal Real Property Council, shall establish and maintain a single, comprehensive, and descriptive database of all real property under the custody and control of all executive branch agencies, except when otherwise required for reasons of national security. The Administrator shall collect from each executive branch agency such descriptive information, except for classified information, as the Administrator considers will best describe the nature, use, and extent of the real property holdings of the Federal Government.

(d) The Administrator of General Services, in consultation with the Federal Real Property Council, may establish data and other information technology (IT) standards for use by Federal agencies in developing or upgrading Federal

agency real property information systems in order to facilitate reporting on a uniform basis. Those agencies with particular IT standards and systems in place and in use shall be allowed to continue with such use to the extent that they are compatible with the standards issued by the Administrator.

**Sec. 6. General Provisions.** (a) The Director of the Office of Management and Budget shall review, through the management and budget review processes, the efforts of departments and agencies in implementing their asset management plans and achieving the Government-wide property management policies established pursuant to this order.

(b) The Office of Management and Budget and the General Services Administration shall, in consultation with the landholding agencies, develop legislative initiatives that seek to improve Federal real property management through the adoption of appropriate industry management techniques and the establishment of managerial accountability for implementing effective and efficient real property management practices.

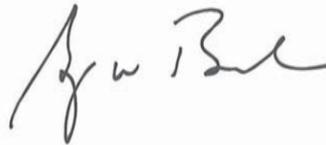
(c) Nothing in this order shall be construed to impair or otherwise affect the authority of the Director of the Office of Management and Budget with respect to budget, administrative, or legislative proposals.

(d) Nothing in this order shall be construed to affect real property for the use of the President, Vice President, or, for protective purposes, the United States Secret Service.

**Sec. 7. Public Lands.** In order to ensure that Federally owned lands, other than the real property covered by this order, are managed in the most effective and economic manner, the Departments of Agriculture and the Interior shall take such steps as are appropriate to improve their management of public lands and National Forest System lands and shall develop appropriate legislative proposals necessary to facilitate that result.

**Sec. 8.** Executive Order 12512 of April 29, 1985, is hereby revoked.

**Sec. 9. Judicial Review.** This order is intended only to improve the internal management of the executive branch and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, or other entities, its officers or employees, or any other person.



THE WHITE HOUSE,  
February 4, 2004.

[FR Doc. 04-2773  
Filed 2-5-04; 9:19 am]  
Billing code 3195-01-P

**Title 43, Subtitle A, Part 3 (revised December 23, 1954)**

**s 3.1 Jurisdiction.** Jurisdiction over ruins, archeological sites, historic and prehistoric monuments and structures, objects of antiquity, historic landmarks, and other objects of historic and scientific interest, shall be exercised under the act by the respective Departments as follows:

- (a) By the Secretary of Agriculture over lands within the exterior limits of forest reserves;
- (b) By the Secretary of the Army over lands within the exterior limits of military reservations;
- (c) By the Secretary of the Interior over all other lands owned or controlled by the Government of the United States, Provided, The Secretaries of the Army and Agriculture may by agreement cooperate with the Secretary of the Interior in the supervision of such monuments and objects covered by the Act of June 8, 1906 (34 Stat. 225; 16 U.S.C. 431433), as may be located on lands near or adjacent to forest reserves and military reservations, respectively.

**s 3.2 Limitation on permits granted.** No permit for the removal of any ancient monument or structure which can be permanently preserved under the control of the United States in situ, and remain an object of interest, shall be granted.

**s 3.3 Permits; to whom granted.** Permits for the examination of ruins, the excavation of archeological sites, and the gathering of objects of antiquity will be granted, by the respective Secretaries having jurisdiction, to reputable museums, universities, colleges, or other recognized scientific or educational institutions, or to their duly authorized agents.

**s 3.4 No exclusive permits granted.** No exclusive permits shall be granted for a larger area than the applicant can reasonably be expected to explore fully and systematically within the time limit named in the permit.

**s 3.5 Application.** Each application for a permit should be filed with the Secretary having jurisdiction, and must be accompanied by a definite outline of the proposed work, indicating the name of the institution making the request, the date proposed for beginning

the field work, the length of time proposed to be devoted to it, and the person who will have immediate charge of the work. The application must also contain an exact statement of the character of the work, whether examination, excavation, or gathering, and the public museum in which the collections made under the permit are to be permanently preserved. The application must be accompanied by a sketch plan or description of the particular site or area to be examined, excavated, or searched, so definite that it can be located on the map with reasonable accuracy.

**s 3.6 Time limit of permits granted.** No permit will be granted for a period of more than 3 years, but if the work has been diligently prosecuted under the permit, the time may be extended for proper cause upon application.

**s 3.7 Permit to become void.** Failure to begin work under a permit within 6 months after it is granted, or failure to diligently prosecute such work after it has been begun, shall make the permit void without any order or proceeding by the Secretary having jurisdiction.

**s 3.8 Applications referred for recommendation.** Applications for permits shall be referred to the Smithsonian Institution for recommendation.

**s 3.9 Form and reference of permit.** Every permit shall be in writing and copies shall be transmitted to the Smithsonian Institution and the field officer in charge of the land involved. The permittee will be furnished with a copy of the regulations in this part.

**s 3.10 Reports.** At the close of each season's field work the permittee shall report in duplicate to the Smithsonian Institution, in such form as its secretary may prescribe, and shall prepare in duplicate a catalogue of the collections and of the photographs made during the season, indicating therein such material, if any, as may be available for exchange.

**s 3.11 Restoration of lands.** Institutions and persons receiving permits for excavation shall, after the completion of the work, restore the lands upon which they have worked to their customary condition, to the satisfaction of the field officer in charge.

**s 3.12 Termination.** All permits shall be terminable at the discretion of the Secretary having jurisdiction.

**s 3.13 Report of field officer.** The field officer in charge of land

owned or controlled by the Government of the United States shall, from time to time, inquire and report as to the existence, on or near such lands, of ruins and archaeological sites, historic or prehistoric ruins or monuments, objects of antiquity, historic landmarks, historic and prehistoric structures, and other objects of historic or scientific interest.

**s 3.14 Examinations by field officer.** The field officer in charge may at all times examine the permit of any person or institution claiming privileges granted in accordance with the act and this part, and may fully examine all work done under such permit.

**s 3.15 Persons who may apprehend or cause to be arrested.** All persons duly authorized by the Secretaries of Agriculture, Army and Interior may apprehend or cause to be arrested, as provided in the Act of February 6, 1905 (33 Stat. 700) any person or persons who appropriate, excavate, injure, or destroy any historic or prehistoric ruin or monument, or any object of antiquity on lands under the supervision of the Secretaries of Agriculture, Army, and Interior, respectively.

**s 3.16 Seizure.** Any object of antiquity taken, or collection made, on lands owned or controlled by the United States, without a permit, as prescribed by the act and this part, or there taken or made, contrary to the terms of the permit, or contrary to the act and this part, may be seized wherever found and at any time, by the proper field officer or by any person duly authorized by the Secretary having jurisdiction, and disposed of as the Secretary shall determine, by deposit in the proper national depository or otherwise.

**s 3.17 Preservation of collection.** Every collection made under the authority of the act and of this part shall be preserved in the public museum designated in the permit and shall be accessible to the public. No such collection shall be removed from such public museum without the written authority of the Secretary of the Smithsonian Institution, and then only to another public museum, where it shall be accessible to the public; and when any public museum, which is a depository of any collection made under the provisions of the act and this part, shall cease to exist, every such collection in such public museum shall thereupon revert to the national collections and be placed in the proper national depository.

**Final  
Environmental and Historic Preservation Policies and  
Procedures**

April 1, 2004

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**Environmental and Historic Preservation Policies and Procedures**  
(As adopted on September 13, 1979 and amended on September 3, 1981, October 21, 1982,  
and April 1, 2004)

**Section 1. Purpose**

The National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. 4321, et seq., requires federal agencies to carefully consider environmental impacts in their decisions. All federal agencies must direct, to the fullest extent possible, their policies, plans, and programs to protect and enhance environmental quality. These procedures adopt and supplement the Council on Environmental Quality's (CEQ) regulations for implementing the procedural provisions of NEPA and describe the way the National Capital Planning Commission, beginning at an early point in its decision making process, considers the environmental and historic aspects of proposed actions that it may review and approve. The Commission's goals are to avoid or minimize adverse environmental consequences and enhance its decision processes based on a better understanding of environmental and historic resources impacts. In addition, these procedures provide guidance for early implementation of Section 106 of the National Historic Preservation Act (NHPA) in conjunction with NEPA.

The policy and procedures serve three primary functions. First, the National Capital Planning Commission must meet the requirements of NEPA for projects the Commission sponsors or co-sponsors as major federal actions that may significantly affect the environment. Second, the Commission must adhere to and meet the objectives of NHPA and its Section 106 process when the Commission is the sole federal agency or acting in a specific approval authority that will constitute a federal undertaking subject to the Section 106 process. Third, the procedures provide guidance to other federal agencies by outlining the required documentation that must accompany each project or master plan submission to the Commission, and which will be acted upon in accordance with the Commission's authority.

In addition to NEPA and NHPA, the Commission will consider other environmental mandates during its decision making process including, but not limited to:

- (1) Executive Order 12898, Environmental Justice
- (2) Clean Air Act, as amended
- (3) Endangered Species Act, as amended
- (4) Resource Conservation and Recovery Act
- (5) Executive Order 11988, Floodplain Management
- (6) Executive Order 11990, Protection of Wetlands
- (7) Federal Communications Commission Guidelines for Evaluating the Environmental Effects of Radiofrequency Emissions

With regard to NHPA, these procedures require all submitted projects and plans to provide relevant information about conformance with NHPA as required by Section 106 of the Act. The applicant must submit documentation indicating compliance with the Section 106 process. However, the Section 106 compliance documentation may be combined and should be coordinated with NEPA documents when possible. Submission of Section 106 documentation is required regardless of the status of NEPA compliance. See Sections 4, 5, 7, and 8 of the procedures and Appendices A and B for specifics.

**Section 2. Explanation of Abbreviations and Terms**

"Advisory Council on Historic Preservation or Advisory Council" refers to an independent federal agency that was established by NHPA in 1966 and provides a forum for influencing federal activities, programs, and policies as they affect historic resources.

"Adverse Effect" refers to a determination that an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association. Consideration shall be given to all qualifying characteristics of a historic property, including those that may have been identified subsequent to the original evaluation of the property's eligibility for the National Register. Adverse effects may include reasonably foreseeable effects caused by the undertaking that may occur later in time, are distant by location, or may be cumulative.

"Categorical Exclusion" (CX) means a category of actions that have been found by the Commission, in accordance with 40 CFR 1507.3, to not require an Environmental Assessment or an Environmental Impact Statement based on the lack of significant individual or cumulative environmental effects of the actions, absent extraordinary circumstances.

"CEQ" refers to the Council on Environmental Quality.

"Commission" refers to the National Capital Planning Commission, which was created by the Planning Act.

"Compelling reason" refers to the situation of taking historic properties into limited account during the planning of a project which responds to a disaster or emergency declared by the President, Governor of a State, or local government official that responds to immediate threats to life or property, and that the scope and timing of the planning steps are not phased to reflect the agency official's consideration of project alternatives in the NEPA process and that the decision expressed is commensurate with the assessment of other environmental factors.

"Comprehensive Plan" refers to the *Comprehensive Plan for the National Capital*, which was prepared and adopted pursuant to the Planning Act.

"Cooperating agency" means any federal agency other than a lead agency which has jurisdiction by law or special expertise with respect to any environmental impact involved in a proposal (or a reasonable alternative) for legislation or other major Federal action significantly affecting the quality of the human environment. A State or local agency of similar qualifications or, when the effects are on a reservation, an Indian Tribe, may by agreement with the lead agency become a cooperating agency.

"Council" refers to the Council of the District of Columbia, as defined in Section 103 of the Home Rule Act.

"Environmental Impact Statement" (EIS) is a detailed written statement as required by Section 102(2)(C) of NEPA.

"Environmental Assessment" (EA) is a document that briefly discusses the environmental consequences of a proposed action and alternatives prepared for the purposes set forth in 40 CFR 1508.9.

"Environs" refers to the territory surrounding the District of Columbia within the National Capital Region as defined in 40 U.S.C. 8702.

"EPA" refers to the United States Environmental Protection Agency.

"Executive Director" refers to the director employed by the Commission pursuant to Section 2(c) of the Planning Act.

"Finding of No Significant Impact" (FONSI) refers to a document by a federal agency that briefly presents the reasons why an action, not otherwise excluded, will not significantly affect the environment. It shall include the EA or a summary of it.

"Home Rule Act" refers to the District of Columbia Self-Government and Governmental Reorganization Act (December 24, 1973, 87 Stat. 774).

"Historic property" refers to any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe or Native Hawaiian organization and that meet the National Register criteria.

"Mayor" refers to the Mayor of the District of Columbia, as defined in Section 103 of the Home Rule Act.

"Memorandum of Agreement" refers to the document that records the terms and conditions agreed upon to resolve the adverse effects of an undertaking upon historic properties.

"National Capital" refers to the District of Columbia and territory owned by the United States within the environs.

"National Historic Landmark" refers to a historic property that the Secretary of the Interior has designated a National Historic Landmark.

"National Register of Historic Places" refers to the nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect historic and archeological resources.

"NEPA" refers to the National Environmental Policy Act, as amended (42 U.S.C. 4321, et seq.).

"NEPA document" refers to a Categorical Exclusion determination, an Environmental Assessment, an Environmental Impact Statement, or any other environmental document identified in CEQ NEPA Regulations, 40 CFR 1508.10.

"Newly acquired site involving a project" refers to any land area with boundary limits that is proposed to be improved upon from an undeveloped or un-built condition, including but not limited to, building construction or other built structure with or without related site improvements, or site development, such as grading, any landform modification, landscaping, street, or road extensions.

"NHPA" refers to the National Historic Preservation Act, (P.L.89-665 as amended).

"Planning Act" refers to the National Capital Planning Act of 1952, as amended (40 U.S.C. 8721 et seq.).

"Programmatic Agreement" refers to a document that governs the implementation of a particular program or the resolution of adverse effects from certain complex project situations or multiple undertakings where historic properties are involved.

"Protect confidentiality concerns of affected parties" refers to the need to protect limited sources of information pertaining to historic or archeological resources related to their location, quality, quantity, disposition or other important aspect, which may jeopardize their existence and importance as a Section 106 resource, or other properties that meet the National Register criteria.

"Record of Decision" (ROD) refers to a concise public record of an agency's decision in cases requiring EISs that is prepared in accordance with 40 CFR 1505.2.

"Redevelopment Act" refers to the District of Columbia Redevelopment Act of 1945, as amended.

"Region" refers to the National Capital Region as defined in Section 1(b) of the Planning Act.

"Section 106 consultation" refers to the process of seeking, discussing, and considering the views of other participants, and, where feasible, seeking agreement with them regarding matters arising in the Section 106 process. The Secretary's "Standards and Guidelines for Federal Agency Preservation Programs pursuant to the National Historic Preservation Act" provide further guidance on consultation.

"Section 106 process" refers to Section 106 of the NHPA as implemented by the Advisory Council's Regulations, 36 CFR, Part 800 – Protection of Historic Properties.

"Site Proposal" refers to the geographical location of a planned action.

"State Historic Preservation Officer" (SHPO) refers to the official appointed or designated, pursuant to section 101(b)(1) of NHPA, to administer the state historic preservation program or a representative designated to act for the State Historic Preservation Officer.

"Undertaking" means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a federal agency, including those carried out by or on behalf of a federal agency; those carried out with federal financial assistance; those requiring a federal permit, license or approval; and those subject to state or local regulation administered pursuant to a delegation or approval by a federal agency.

"Zoning Act" refers to the Act of June 20, 1938, 52 Stat. 797, as amended.

"Zoning Commission" refers to the Zoning Commission created by Section 1 of the Act of March 1, 1920, 41 Stat. 500, as amended.

"Zoning Regulations" refers to the regulations, including the maps, and amendments thereto, promulgated by the Zoning Commission pursuant to the Zoning Act.

**Section 3. Policy**

In its planning and decision making, the Commission will use all practicable means and measures to further the National Environmental Policy set forth in Section 101 of NEPA and the Section 106 process of NHPA. To the maximum extent practicable, the Commission will ensure that its actions protect and, where possible, improve the quality of the human environment including the built and sociocultural environments of the National Capital Region. This effort will improve and coordinate the federal plans, functions, programs, and resources to carry out both the policy set forth in NEPA and the purposes of the Planning Act, the Zoning Act, and other statutes granting the Commission a planning and regulatory role.

The Executive Director, in conformance with this policy, will use the NEPA review process prescribed in the CEQ regulations as a practical planning procedure, and integrate the NEPA review process and the Section 106 processes into decision making in an efficient manner. The Executive Director will seek to avoid and minimize adverse effects to historic properties and to inform the Commission and the public of significant environmental impacts and reasonable alternatives that would avoid or minimize adverse impacts or enhance the quality of the human environment. These efforts will be initiated at the earliest possible stage in planning any Commission-sponsored action. The Commission will ensure that it has reviewed and fully understood the environmental and historic impacts of requested action decisions before making relevant decisions.

Moreover, it is the policy of the Commission that in those limited circumstances where applicable, the Commission shall adhere to the provisions of Section 110 (d), (e), and (f) of the NHPA and, consistent with the Commission's mission and mandates, shall carry out programs and projects (including those under which any federal assistance is provided or any federal license, permit, or other approval is required) in accordance with the purposes of the NHPA and give consideration to programs and projects which will further the purposes of the NHPA. Furthermore, in accordance with Section 112 of the NHPA, the Executive Director shall assure that all actions taken by employees or contractors of the Commission shall meet professional standards under regulations developed by the Secretary of the Interior, in consultation with the Advisory Council, other affected agencies, and the appropriate professional societies of the disciplines involved, specifically archaeology, architecture, conservation, history, landscape architecture, and planning.

**Section 4. Commission Decision Points**

The Commission will begin its NEPA review as soon as possible after receiving a complete proposal submission and shall independently evaluate and verify the accuracy of information received from an applicant in accordance with 40 CFR 1506.5(a). Federal agencies making submissions involving an EIS or EA will seek to have the Commission participate as a cooperative agency during the submitting agency's preparation of the NEPA document. If cooperating agency status of the Commission is not established, delay in the requested approval by the Commission may occur when necessary.

(A) Federal, District, and Non-federal projects subject to Commission approval. The Commission review and approval of proposed federal, District of Columbia, and non-federal plans, projects and acquisitions of real property are described herein in relation to the Commission's Project Plans Submission Requirements, Master Plan Submission Requirements, or Submission Requirements for Antennas on Federal Property. Generally, projects are submitted as a Concept proposal, a Preliminary design, and a Final design in compliance with the preceding requirements. Furthermore, the Commission requires that the following environmental documents (NEPA Environmental Assessment, Environmental Impact Statement, or a Categorical Exclusion determination) and NHPA Section 106 process information accompany the request for an approval decision:

1. Master Plan Approval- In requesting an approval of a final master plan, the submitting agency shall submit, at a minimum, an Environmental Assessment as specified at Section 10 of these procedures and provide documentation of completion of the Section 106 process. In a submission requiring either an Environmental Assessment or an Environmental Impact Statement, the final determination resulting from the document must be completed and signed by the responsible federal lead agency prior to the submission of the proposal to the Commission for review.

2. Site Proposal Approval- In requesting the approval of a site for a commemorative work authorized under the Commemorative Works Act of 1986, 40 U.S.C. 8905(a), or other law providing for separate site and design proposals, the submitting agency shall submit an environmental document that considers the potential environmental effects of a site selection decision upon the proposed site and a reasonable range of alternative sites. The level of detail in the environmental analysis should be proportional to the scope of the site decision, including consideration of design guidelines and other criteria required by 40 U.S.C. 8905(b), and should defer detailed consideration of the effects of the design approval decision to a subsequent environmental document, to the extent that detailed consideration of alternative design proposals is impractical. The submitting agency may tier their environmental documents for design proposals to eliminate repetitive discussions of issues and to focus on the issues that are ripe for decision at the site and design approval stages. The federal agency shall, in accordance with Sections 800.3 and 800.4 of 36 CFR, Part 800, submit documentation demonstrating that it has identified consulting parties to the extent possible, established a public participation plan for the commemorative works approval process and identified, in consultation with the appropriate SHPO, the Commission and other consulting parties, the historic properties at the sites being considered for the commemorative work.

3. Concept Proposal Approval- In requesting a concept approval, the submitting agency shall not be required to provide an environmental document or Section 106 process documentation, with the exception of a conceptual design for commemorative works authorized under the Commemorative Works Act of 1986, 40 U.S.C. 8905(a). For a commemorative work conceptual design, the submitting agency shall ensure that the NEPA and Section 106 requirements for a preliminary plan approval are completed in advance of submission. However, the final determination on an Environmental Assessment or an Environmental Impact Statement prepared for a commemorative work concept design must only be completed and may be signed by the responsible federal lead agency prior to submission to the Commission.

4. Preliminary Plan approval- In requesting preliminary plan approval, the submitting agency shall submit an environmental document as specified at Sections 8, 9, or 10 of these procedures. In a submission requiring either an Environmental Assessment or an Environmental Impact Statement, the final determination resulting from the document must be completed and signed by the responsible federal lead agency prior to the submission of the proposal to the Commission for review. If applicable, the submitting agency shall provide documentation demonstrating that the Section 106 process has at least been initiated with the appropriate SHPO at the time of submission in accordance with Section 800.3 of 36 CFR, Part 800. The federal agency should also demonstrate compliance with the Section 106 process through 36 CFR 800.4 in consultation with the appropriate SHPO. The federal agency should establish the likely presence of historic properties with an appropriate level of field investigation, taking into account the number of alternatives under consideration, the magnitude of the undertaking and its likely effects, and the views of the SHPO and any other consulting parties, including the Commission. Consulting parties and other interested parties should be identified to the extent possible at this phase. Where alternatives under consideration consist of large land areas, generalized site areas, yet-to-be-

defined specific design qualities and characteristics, or where access to properties is restricted, the applicant may use a phased process to conduct identification and evaluation efforts for Section 106 purposes. Deferral of final identification and evaluation of historic properties effects may occur if the documents used by the applicant comply with the National Environmental Policy Act and the Section 106 process pursuant to Sec. 800.8 (c) of 36 CFR, Part 800.

If the agency is able to make an assessment of adverse effects pursuant to Sec. 800.5, in consultation with the appropriate SHPO, that information should be included in the submission. However, the Finding pertaining to the Environmental Assessment or the Record of Decision derived from the Environmental Impact Statement must reflect the agency's determination of effect under Section 800.5 of 36 CFR, Part 800 even though the Section 106 process may not have been completed.

5. Final Plan approval- In requesting final plan approval, the submitting agency shall comply with the environmental document requirements for preliminary plan approval and shall provide documentation demonstrating completion of the Section 106 process, including all requirements of Section 800.6 of 36 CFR, Part 800.

(B) Legislative Proposals. The Commission, in the development of Commission-initiated legislative proposals that would affect the environment, will include in any recommendation or report to Congress relevant NEPA documentation. The document will be available as part of the formal transmittal of a legislative proposal to Congress or up to 30 days later in order to allow time for completion of an accurate legislative environmental impact statement consistent with 40 CFR 1506.8.

(C) Land Acquisitions. Prior to the Commission's acceptance of custody and accountability (for federal lands), or acceptance of an offer to donate or contract for purchase (for private lands), the Commission will complete the necessary NEPA document and all necessary Section 106 process requirements including, but not limited to, those set forth in 36 CFR, Subpart B, Sections 800.3, 800.4, 800.5 and 800.6.

(D) Non-federal projects subject to Commission Approval. Non-federal applicants shall prepare the necessary NEPA and Section 106 documents, in conformance with the respective CEQ and Advisory Council requirements, according to the specifications set out in subsection (A) of this section. However, the Commission will make an independent evaluation of the NEPA document and will be the responsible lead federal agency for NEPA purposes, if there is no other anticipated federal agency involvement. When the non-federal applicant uses an existing NEPA document prepared by any other entity, the Commission will take responsibility for the scope and contents of the environmental document if it is sufficient as required by regulations. See 40 CFR, 1506.3 and 1506.5. The Commission will review another federal agency's NEPA document, as provided for in Section 12 of these procedures, and may adopt the document if it meets the standards for an adequate document as specified by CEQ regulations. Otherwise, the Executive Director will require preparation of a subsequent NEPA document noting in the draft NEPA document why the original submitted text was considered inadequate. Where the Commission acts as lead agency, or as a cooperating agency where appropriate, an EIS or EA involving a non-federal applicant may be prepared for the Commission by a contractor that the Commission selects and funded by the applicant in accordance with 40 CFR 1506.5(c). The contractor shall provide a disclosure statement pursuant to 40 CFR 1506.5(c).

(E) Emergency Actions. Where emergency circumstances make it necessary for the Commission to take an action with significant environmental impact without observing the provisions of these procedures, the

Commission or the Executive Director must, as soon as practicable, consult with CEQ regarding alternative arrangements for NEPA compliance.

**Section 5. Scoping in the Commission NEPA Process**

NCPC and all applicants to the Commission shall engage in scoping prior to preparation of the applicable NEPA document. *Scoping* means determining the scope or range of environmental and historic resource analysis needed and that must occur in preparing either an EA or EIS. Scoping is discussed in the CEQ regulations largely in the context of EIS preparation but there shall be scoping for the preparation of an EA as recently augmented by CEQ discussions. Scoping is a key effort to help eliminate unimportant issues, focus the analysis on important issues, and prevent redundancy and excess bulk in documents. At a minimum the Executive Director shall ensure that the scoping process includes:

(A) Participation of affected federal, state, and local agencies, any affected Indian Tribe, the proponent of the action, and other interested persons (including those who might not be in accord with the action on environmental grounds). 36 CFR, Subpart B, Section 800.3 "Initiating the Section 106 Process" is applicable to this effort and must be demonstrated.

(B) Determining the significant issues that will require in-depth analysis. 36 CFR, Subpart B, Section 800.3 "Initiating the Section 106 Process" is applicable to this effort and must be demonstrated.

(C) Identifying and eliminating from detailed study the issues that are not significant or have been covered by prior environmental review. In narrowing the discussion of issues, a brief presentation of why they will not have a significant effect on the human environment, or a reference to their coverage elsewhere, must be provided.

(D) Allocating assignments for preparing the NEPA document if necessary.

(E) Indicating any Environmental Assessments or Environmental Impact Statements (available, or that will be prepared) that relate to, but are not part of, the scope of the project under consideration.

(F) Identifying other environmental review and consultation requirements so the lead and cooperating agencies may prepare other required analyses and studies concurrently with, and integrated with, the project.

(G) Indicating the relationship between the timing of the preparation of environmental analyses and the agency's tentative planning and decision making schedule.

(H) At the direction of the Executive Director, establishing the type of scoping for a specific action sponsored by the Commission, and which specific methods of obtaining agency, Tribal, applicant, and other public participation may be used. 36 CFR, Subpart B, Section 800.3 "Initiating the Section 106 Process" is applicable to this effort.

Scoping through public involvement, consultations with agencies having jurisdiction by law or expertise, and publication of notices and draft documents, is required by the CEQ regulations for an EIS. Agencies with "jurisdiction by law" are those whose permission or assistance may be required by the Commission in order for the action to proceed (e.g., the Army Corps of Engineers if wetlands may be affected), and those with other kinds of regulatory or advisory authority with respect to the action or its effects on

particular environmental factors (e.g., the Fish and Wildlife Service or the National Oceanic and Atmospheric Administration with respect to threatened or endangered species under their respective jurisdiction, or the Advisory Council on Historic Preservation with respect to historic properties and the Section 106 Review Process). 36 CFR, Subpart B, Section 800.3 "Initiating the Section 106 Process" is applicable to this effort. Continued dialogue and discussions with relevant outside agencies is essential to decisions and to the NEPA process.

Agencies with "expertise" are those who are likely to have authoritative information and opinions about the area where the action is proposed, or about environmental impacts (e.g., the U.S. Geological Survey in the Department of the Interior, or a State Historic Preservation Officer). The Commission expects federal, state, Indian tribal, and local agencies with jurisdiction by law or expertise to be consulted in the NEPA document preparation by the applicant.

**Section 6. Applicant NEPA Compliance Obligations**

Commission actions involve application to the Commission for review and approval. All submissions will specify accompanying NEPA documents unless the action is categorically excluded from preparation of an EA or EIS at Section 8 of these procedures. Specification of the applicable exclusion must occur. For all submissions to the Commission, the applicant will be required to:

(A) Consult with the Commission as early as possible in the planning process to obtain guidance with respect to the appropriate level and scope of any studies or environmental information that the Commission may require to be submitted as part of, or in support of, the request for review.

(B) Conduct studies that the Commission deems necessary and appropriate to determine the environmental impacts of the proposed action. This effort shall at a minimum include an EA or EIS, if necessary, as specified at Sections 10 or 9.

(C) In the instance of a non-federal applicant submission when the Commission may act as lead federal agency, the applicant shall:

1. Consult with affected federal, state, regional and local agencies, American Indian tribes, and other potentially interested parties during the location and preliminary planning stages of the proposed action to identify environmental factors and permitting requirements.

2. Notify the Commission as early as possible of other federal, state, regional, local or American Indian tribal actions required for project completion to allow the Commission to coordinate the federal environmental review, and fulfill the requirements of 40 CFR 1506.2 regarding elimination of duplication with state and local procedures, as appropriate.

3. Notify the Commission of private entities and organizations interested in the proposed undertaking, in order that the Commission can consult, as appropriate, with these parties in accordance with 40 CFR 1501.2(d)(2).

4. Notify the Commission if the applicant plans to take an action that is within the Commission's jurisdiction that may have an adverse environmental impact or limit the choice of alternatives. If the Executive Director determines that the action would have an adverse environmental impact or would limit the choice of reasonable alternatives under 40 CFR 1506.1(a), the Executive Director will notify the applicant that the Commission will take

appropriate action to ensure that the objectives and procedures of NEPA are achieved in accordance with 40 CFR 1506.1(b).

**Section 7. Applicant NHPA Section 106 Compliance Obligations**

NHPA Section 106 process information will be provided in all submissions as identified at Section 4(A). Particular additional requirements are applicable as follows and are relevant to the submission circumstances as determined by Executive Director:

(A) NCPC as the responsible lead federal agency for the undertaking. It is the statutory obligation of the Commission to fulfill the requirements of Section 106 and to ensure that an Agency Official with jurisdiction over an undertaking takes legal and financial responsibility for Section 106 compliance when the Commission is the responsible lead federal agency for the undertaking. If the Commission is the sole federal agency acting upon the applicant's project or plan, the submitting applicant must provide the Commission with information about an undertaking and its effects on historic properties as soon as Commission involvement is reasonably anticipated. The Executive Director may authorize an applicant to initiate consultation with the SHPO and others, but will remain legally responsible for all findings and determinations if the Commission is the lead federal agency for compliance with Section 106. The Executive Director shall notify the SHPO when an applicant or group of applicants is so authorized. Federal agencies that provide authorizations to applicants remain responsible for their government-to-government relationships with Indian tribes.

If the Commission is the sole federal agency acting upon the submission, the Executive Director will review the proposal as an undertaking as defined in 36 CFR 800.16(y) of the regulations and determine whether it is a type of activity that has the potential to cause effects on historic properties. Each specific submission will provide the necessary information to make a review and determination and will include information specified at 36 CFR, Subpart B, Sections 800.3 "Initiation of the Section 106 process," Section 800.4 "Identification of Historic Properties," Section 800.5 "Assessment of Adverse Effects," and Section 800.6 "Resolution of Adverse Effects." In addition, if applicable, 36 CFR, Subpart B, Section 800.10 "Special requirements for protecting National Historic Landmarks" may be necessary.

(B) Requirements to be achieved when NCPC is the lead responsible agency under Section 106. Based on the above referenced requirements in paragraph (A) and in conformance with 36 CFR, Subpart B, Section 800.8(c), the Section 106 review shall be carried out in coordination with NEPA review as follows:

1. Conduct Section 106 review when screening a project that may be categorically excluded from NEPA review to see whether "extraordinary circumstances" are evident requiring further review (40 CFR 1508.4). Whether such extraordinary circumstances are found to be present will depend on the severity of the impacts and the applicability of the extraordinary circumstances pursuant to Section 8 of these procedures. But even if no further review is required under NEPA, Section 106 review must be completed.

2. During preparation of any EA, conduct Section 106 review in order both to comply with Section 106 itself and to determine whether historic resources will be adversely affected, and if so, whether measures can be implemented to reduce adverse effects to a less than significant level. The results of the review should be reported in the FONSI if

one is issued, with an explanation of how Section 106 review has resulted in avoiding significant adverse effect.

3. Section 106 review will be conducted during preparation of any EIS. Scoping, identification (see Section 5), and assessment of effects should be done during the analysis leading to the draft EIS, with the results presented in the DEIS. Consultation to resolve adverse effects should be coordinated with public comment on the DEIS, and the results reported in the FEIS. Any Memorandum of Agreement (MOA) developed under Section 106, or the final comments of the Advisory Council, should be addressed in the ROD. Unless there is some compelling reason to do otherwise, the Section 106 MOA will be fully executed before the ROD is issued, and the ROD shall provide for implementation of the MOA's terms.

(C) Public Involvement in the Section 106 Review Process. The opinions of the public are essential to informed federal decision making in the NHPA Section 106 process specified above and at Section 4(A). The submitting applicant will seek and consider the views of the public in a manner that reflects the nature and complexity of the undertaking and its effects on historic properties, the likely interest of the public in the effects on historic properties, confidentiality concerns of private individuals and businesses, and the relationship of the federal involvement to the undertaking. This information will be provided to the Commission in all submittals.

#### Section 8. Categorical Exclusions

The Categorical Exclusion is a "category of actions which do not individually or cumulatively have a significant effect on the human environment and which have been found to have no such effect in procedures adopted by a Federal agency in implementation of these regulations . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required." CEQ Regulations, 40 CFR 1508.4.

The Commission has determined the following:

(A) Criteria for Categorical Exclusion. Specific criteria for typical classes of action that normally do not require either an Environmental Impact Statement or an Environmental Assessment.

1. Minimal or no effect on the environment.
2. No significant change to existing environmental conditions.
3. No significant cumulative environmental impact associated with the action.
4. Similarity to actions previously assessed with a Finding of No Significant Impact and monitored to confirm the Finding.

(B) Extraordinary circumstances. The Executive Director, acting on behalf of the Commission, must consider the characteristics of a project or plans that would require additional environmental review or analysis due to the qualities described below. If these circumstances are present, the application of a Categorical Exclusion would not occur and the appropriate environmental document will be prepared and made available to the Commission prior to its taking action on the item. The circumstances of such consideration include:

1. Effects of a greater scope or magnitude than normally experienced based on Commission review records for application of a particular Categorical Exclusion.
2. Potential for degradation of existing unsatisfactory environmental conditions.

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3. Use of unproven technology.
4. Reasonable evidence of potential adverse effects on an endangered or threatened species, archeological remains, historic or other protected resources.
5. The action is related to individually insignificant but cumulatively significant environmental effects as described in the Federal Environment Element, the Parks and Open Space Element of the Comprehensive Plan for the National Capital, or other applicable Commission plans or programs.

(C) Categorical Exclusions. Actions that normally do not require either an Environmental Impact Statement or an Environmental Assessment include:

1. Repair, replacement, and routine installation of onsite primary or secondary electrical distribution systems.
2. Repair, replacement, and routine installation of components such as windows, doors, roofs; and site elements such as site or building identification signs, sidewalks, patios, fences, retaining walls, curbs, or gates. Additional features include water distribution lines, and sewer lines which involve work that is essentially replacement in kind.
3. Grounds and facility maintenance activities undertaken in accordance with the Presidential Memorandum on Environmentally and Economically Beneficial Landscape Practices on Federal Landscaped Grounds (60 Fed Reg. 40837) and other applicable standards for grounds and facilities management.
4. Procurement activities for goods and services for facility operations maintenance and support in accordance with applicable federal standards for procurement and recycling.
5. Interior construction or renovation involving non-historic structures, or if historic, have demonstrated in the Commission submission compliance with the Section 106 process.
6. Reductions in force resulting from federal agency workload adjustments, reduced personnel or funding levels, skill imbalances, or other similar causes.
7. A federal interest review of and, as a part thereof, coordinating federal agency comments on, general plans and capital improvement programs of local governments in the Maryland and Virginia portions of the Region and on regional policies and plans of the Metropolitan Washington Council of Governments pursuant to the Commission's function as the central federal planning agency in the Region and in furtherance of the purposes set forth in Section 1(a) of the Planning Act.
8. Review of an action that a District of Columbia agency has submitted and designated as an exclusion in accordance with the requirements and procedures of the District of Columbia Code, Chapter 9, Environmental Controls, Subchapter VI, Section 6-986.
9. Certify to the Council, together with findings and recommendations, whether a District Element of the Comprehensive Plan, or amendment thereto, adopted by the Council has a negative impact on the interests or functions of the Federal Establishment in the National Capital. 40 U.S.C. 8721(b)-(c); D.C. Code 2-1002(a)(4)(A).
10. Determine whether a modification to the District element of the Comprehensive Plan, submitted by the Council, as to which the Commission has certified a negative impact on the

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interests or functions of the Federal Establishment in the National Capital, has been made in accordance with the Commission's findings and recommendations. 40 U.S.C. 8721(c)(3)(C)-(D); D.C. Code 2-1002(a)(4)(B).

11. Adopt a Federal Element of the Comprehensive Plan or amendment thereto. 40 U.S.C. 8721(a); D.C. Code 2-1003.

12. Submit to the Zoning Commission proposed amendments or general revisions to the Zoning Regulations. 40 U.S.C. 8724(a); D.C. Code 2-1006(a).

13. Approve changes to highway plans for portions of the District of Columbia prepared by the Mayor, pursuant to D.C. Code 9-103.02, when such plans involve no major traffic volume increase, has a minimal or no effect on the environment, no significant change to existing environmental conditions, and no significant cumulative environmental impact associated with the action as demonstrated in a submitted District of Columbia Environmental Impact Screening Form (EISF).

14. Approve the sale of real estate owned in fee simple by the District of Columbia for municipal use, which the Council and Commission find to be no longer required for public purposes as specified in 40 U.S.C. 8734(a) when such plans involve no major traffic volume increase, has a minimal or no effect on the environment, no significant change to existing environmental conditions, and no significant cumulative environmental impact associated with the action as demonstrated in a submitted District of Columbia Environmental Impact Screening Form (EISF).

15. Approve the sale by the Secretary of the Interior of minor parcels of real estate held by the United States in the District of Columbia under the jurisdiction of the National Park Service that may be no longer needed for public purposes. 40 U.S.C. 8735(a); D.C. Code 10-804. Such an action shall be accompanied by a National Park Service NEPA determination that demonstrates a minimal or no effect on the environment, no significant change to existing environmental conditions, and no significant cumulative environmental impact associated with the action.

16. Approve the exchange of minor parcels of District-owned land, or part thereof, for an abutting lot or parcel of land, or part thereof. 40 U.S.C. 8734; D.C. Code 10-901, when such plans involve minimal or no effect on the environment, no significant change to existing environmental conditions, and no significant cumulative environmental impact associated with the action as demonstrated in a submitted District of Columbia Environmental Impact Screening Form (EISF).

17. Approve settlements for the purpose of establishing and making clear the title of the United States in land and water in, under, and adjacent to the Potomac River, the Anacostia River, or Eastern Branch, and Rock Creek. D.C. Code 10-102.

18. Approve harbor regulations made by the Council that have a negligible effect upon the interests and rights of the Commission, pursuant to D.C. Code 22-4401.

19. Review and report on special exception applications within the Naval Observatory Precinct District. D.C. Municipal Regulations 11-1533.

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20. Review and approval of the installation of communication antennae on federal buildings and co-location of communication antennae on federal property consistent with the General Services Administration Bulletin FPMR D-242, *Placement of commercial antennas on Federal property* and the NCPC Submission Requirements for Antennas on Federal property.

21. Review and approval of acquisition of occupiable space by lease acquisition, construction, or expansion, or improvement of an existing facility where all of the following conditions are met:

- (a) The structure and proposed use are in compliance with local planning and zoning and any applicable District of Columbia, state, or federal requirements
- (b) The proposed use will not substantially increase the number of motor vehicles at the facility;
- (c) The site and the scale of construction are consistent with those of existing adjacent or nearby buildings; and
- (d) There is no evidence of community controversy or other environmental issues.

22. Review and approval of land exchanges or transfers of jurisdiction that will not lead to anticipated changes in the use of land and that have no potential for environmental impact.

All projects, activities and programs excluded from NEPA review under these procedures shall still be reviewed to determine if the proposal qualifies as an undertaking requiring review under Section 106 of the National Historic Preservation Act, pursuant to 36 CFR, Subpart B, Section 800.3(a).

**Section 9. Commission Actions That Normally Require Commission Preparation of Environmental Impact Statements**

Because the Commission acts upon a broad range of proposals for action by federal and non-federal applicants, each of which represents a unique context and intensity of effects, there are no "typical classes" of Commission action that normally require an EIS. However, the Commission shall consider each specific submission on a case-by-case basis in accordance with the following context and intensity criteria:

(A) Context. The significance of proposals for Commission action shall be judged based on the effects of the proposal on society as a whole, the National Capitol region and its environs, the particular interests affected, and effects on the locality or area that is the subject of the proposed action. The context of the proposed action shall be identified by reference to, and in accordance with, the actions and effects considered in the *Comprehensive Plan for the National Capital, National Capital Urban Design and Security Plan, Legacy Plan, Federal Capital Improvements Program* and other applicable Commission plans and programs. Proposals for Commission action that detract or differ substantially from the goals and objectives of Commission plans and programs are generally more likely to be found significant than proposals that are consistent with Commission plans and programs. Proposals for Commission action in or affecting the Monumental Core, units of the National Park System, or the water and habitat quality of the Potomac and Anacostia Rivers and other water bodies listed under Section 303(d) of the Federal Water Pollution Control Act are generally more likely to be found significant than proposals that have little or no effect upon those resources.

(B) Intensity. The significance of proposals for Commission action shall be judged based on the severity of the proposal's impact on the environment by reference to, and in accordance with, the goals and policies of the Federal Environment Element and Parks and Open Space Element of the *Comprehensive Plan for the National Capital*, and other applicable Commission plans and programs. In considering the effects identified in CEQ regulations, 40 CFR 1508.27(b), effects of proposals for Commission action that are

individually or cumulatively inconsistent with, including delay in achievement of, the goals and policies of the Federal Elements or related Commission plans and programs are generally more likely to be found significant than proposals that are consistent with Commission goals, policies, plans and programs considering the proposal's effects regarding magnitude, extent, duration, and frequency of consequences on those objectives. The Commission shall specifically consider any effects that are inconsistent with:

1. The Chesapeake Ecosystem Unified Plan, the goals, policies, and initiatives contained in the Chesapeake Bay 2000 Program, and successor or related agreements for the protection and restoration of the habitat and water quality of the Chesapeake Bay watershed;
2. The *Legacy Plan* and successor or related plans to improve conditions in and around the Monumental Core and avoid adverse effects upon districts, sites, highways, structures, or objects listed in or eligible for listing in the National Register of Historic Places;
3. Regional attainment of the National Ambient Air Quality Standard for ozone and other criteria air pollutants;
4. Noise reduction efforts in and around the Mall area and nearby locations along the Potomac and Anacostia Rivers that, because of their open space pastoral setting and recreational land use opportunities, are susceptible to noise effects;
5. The Environmental Protection Agency's Chesapeake Bay 2000 Program and other regional and local efforts continue to contribute to improved water quality in the Region, as well as effects on water quality including:
  - a) dissolved oxygen levels in the Upper Potomac Estuary
  - b) the ability of urban streams to meet bacterial standards for safe water contact
  - c) sedimentation from excessive upstream erosion
  - d) increases in the amount of impervious surfaces and stormwater runoff
  - e) loss of wetlands or streamside forest buffers
6. Waste management practices promoting resource conservation and recovery as a means of reducing the impact of solid waste and avoiding the generation of hazardous waste material that poses significant risks of exposure to humans and to the environment;
7. Efforts to ensure that no group of people, including a racial, ethnic, or socioeconomic group, bears a disproportionate share of the negative environmental consequences of actions within the jurisdiction of the Commission;
8. Antenna Submission Requirements aimed at addressing the aesthetic impacts of antennas on the scenic and visual qualities of the National Capitol Region;
9. Smart Growth and Sustainability opportunities, including tree replacement initiatives to reverse the loss of trees in the National Capitol Region, and the conservation and management of Environmentally Sensitive Areas in the National Capital Region, including vegetation, floodplains, wetlands, aquifers and recharge areas, soils, native species and wildlife habitats.

Another federal lead agency may determine that an EIS is normally required on an action that they are proposing to submit for consideration by the Commission. In such circumstances, the agency will coordinate with the Commission in the preparation of the EIS and the Commission shall be identified by the lead agency as an official cooperating agency.

(C) Non-federal applicants' preparation of an EIS will require the Commission to be the lead federal agency for NEPA, unless another federal agency agrees to act as lead agency. In the role as lead federal agency, the Commission will direct and circulate the EIS and develop a related ROD in accordance with the requirements of the CEQ Regulations. The Commission shall ensure that, in the draft and final EIS developed by the Commission, a disclosure statement is executed by any contractor (or subcontractor), under contract to prepare the EIS document in accordance with 40 CFR 1506.5(c), and that the disclosure appears as an appendix to the EIS.

In the preparation of a non-federal applicant EIS directed by the Commission, the following steps will be taken:

1. Notice of Intent (NOI) and scoping. The Commission shall publish an NOI in the Federal Register, in accordance with 40 CFR 1501.7, containing the elements specified in 40 CFR 1508.22 as soon as practicable after a decision is made to prepare an EIS.

Through the NOI, the Commission will invite comments and suggestions on the scope of the EIS. The Executive Director shall disseminate the NOI in accordance with 40 CFR 1506.6. Publication of the NOI in the Federal Register shall begin the public scoping process. The public scoping process for a Commission EIS will allow a minimum of 30 days for the receipt of public comments. The Commission will hold at least one public scoping meeting after publication of the NOI as part of the public scoping process for a Commission EIS. The Executive Director will publish public notification of the location, date, and time of public scoping meeting(s) in the NOI or by other appropriate means, such as news releases to the local media, or letters to affected parties. Public scoping meetings will not be held until at least 30 days after public notification.

2. In determining the scope of the EIS, the Executive Director shall consider all comments received during the announced comment period held as part of the public scoping process. The Executive Director may also consider comments received after the close of the announced comment period. A public scoping process is optional for a Commission supplemental EIS (40 CFR 1502.9(c)(4)). If the Executive Director initiates a public scoping process for a supplemental EIS, the provisions of this section shall apply.

(D) Public review of an EIS.

1. The public review and comment period on a Commission draft EIS will be no less than 45 days (40 CFR 1506.10(c)). The public comment period begins when EPA publishes a Notice of Availability of the document in the Federal Register.
2. The Executive Director will hold at least one public meeting during the public comment period on the draft EIS. Such a public meeting will be announced at least 30 days in advance of its scheduled occurrence. The announcement shall identify the subject of the draft EIS and include the location, date, and time of the public meeting.

(E) The Executive Director will prepare a final EIS following the public comment period and the public meeting on the draft EIS. The final EIS shall respond to oral and written comments received during public review of the draft EIS, as provided at 40 CFR 1503.4.

(F) The Commission will make a decision about a proposal covered by an EIS after a 30-day "review period" following completion of the final EIS. The 30-day period starts when the EPA Notice of Availability for the final EIS is published in the Federal Register. If the Executive Director decides to recommend an action on a proposal covered by an EIS, information to be contained in a Record of Decision (ROD), including monitoring and enforcement provisions as described at 40 CFR 1505.2, will be incorporated into the Executive Director's Recommendation report. The Executive Director's Recommendation report will be available to the public prior to the Commission meeting where the proposal will be specifically acted upon. The Commission will arrive at its decision about the proposal and its environmental effects, as well as other considerations as specified in 40 CFR 1505.2, in a public meeting of record as identified by the Commission monthly agenda. The Commission may revise a ROD

at any time, so long as the revised decision is adequately supported by an existing EIS. A revised ROD shall be subject to a public review and subject to the provisions of this paragraph.

(G) A supplemental Environmental Impact Statement will be prepared by the Executive Director if there are substantial changes to the EIS proposal or significant new circumstances or information relevant to environmental concerns, as discussed in 40 CFR 1502.9(c)(1).

1. The Executive Director may supplement a draft EIS or final EIS at any time, to further the purposes of NEPA, in accordance with 40 CFR 1502.9(c)(2).

2. The Executive Director will prepare, circulate, and file a supplement to a draft or final EIS in the same manner as any original draft and final EIS, except that scoping is optional for a supplement. If the Executive Director decides to recommend an action on a proposal covered by a supplemental EIS, information to be contained in a ROD, including monitoring and enforcement provisions as described at 40 CFR 1505.2, will be incorporated into the Executive Director's Recommendation report. The Executive Director's Recommendation report will be available to the public prior to the Commission meeting where the proposal will be specifically acted upon. The Commission will arrive at its decision about the proposal and its environmental effects, as well as other considerations as specified in 40 CFR 1505.2, in a public meeting of record as identified by the Commission monthly agenda.

(H) The Executive Director, as provided in 40 CFR 1506.3, may adopt an existing EIS in accordance with CEQ Regulations.

(I) Section 106 consultation should be conducted during preparation of any EIS. Scoping, identification (see Section 5), and assessment of effects should be done during the analysis leading to the draft EIS, and the results should be presented in the draft EIS. Consultation to resolve adverse effects should be coordinated prior to and during public comment on the draft EIS, with the results reported in the final EIS. Any Memorandum of Agreement (MOA) developed under Section 106, or the final comments of the Advisory Council, should be addressed in the ROD. Unless there is some compelling reason to do otherwise, the Section 106 MOA should be fully executed before the ROD is issued, and the ROD should provide for implementation of the MOA's terms. 36 CFR, Subpart B, Section 800.8(c) of the Advisory Council's implementing regulations offers further guidance.

#### **Section 10. Environmental Assessments**

If a proposal or action is one that normally does not qualify for Categorical Exclusion, and the Executive Director does not find that consideration of the proposal should be documented in an EIS, the Executive Director will require preparation of an Environmental Assessment (EA). CEQ regulations identify the process of preparing Environmental Assessments, and that EAs are documents prepared to determine if an EIS is necessary. EAs should concisely describe the need for the proposal, the proposed action, and alternatives that meet the need for the proposal and the requirements of NEPA Section 102(2)(E), their environmental consequences, and a list of agencies and persons consulted (See Appendix A). If an EA determines that the proposed action will not have a significant effect on the human environment, the Executive Director will not prepare an EIS but must prepare a Finding of No Significant Impact (FONSI) (40 CFR 1508.13, "Finding of No Significant Impact") if the Commission utilizes the EA in its decision as a final approval action in concert with its authority under the Planning Act.

(A) Criteria used to determine those categories of action that normally require an Environmental

Assessment, but not necessarily an Environmental Impact Statement, include:

1. Detectable but likely insignificant degradation of environmental quality
2. Detectable but likely insignificant cumulative impact on environmental quality
3. Detectable but likely insignificant impact on protected resources

(B) Preparation of an EA for Commission review or adoption, if required, should generally adhere, for content, to the outline identified in Appendix A. Written in plain language, the EA should be analytic rather than encyclopedic and it should use an interdisciplinary analysis. The EA must encompass the range of alternatives to be considered by the Commission and it should be publicly scoped to assess alternatives and environmental impacts and involve interested persons and agencies in the development of the EA.

(C) If either a federal or the non-federal applicant uses an existing EA in a submission requiring Commission approval, the Commission will adopt and take responsibility for the scope and contents of the environmental document if it is sufficient as defined by CEQ regulations. See 40 CFR, 1506.3 and 1506.5. The Commission will review another federal agency's EA, as provided for in Section 12 of these procedures, and may adopt the document if it meets the standards for an adequate document.

(D) Public review of an EA. The public review and comment period on a Commission-prepared EA will be no less than 30 days. The public comment period begins when the Commission publishes a Notice of Availability of the document in its tentative monthly Agenda or by separate mailing. Anyone may request a copy of the EA by contacting the Commission or the Commission website.

(E) The Commission will prepare a FONSI only if the related EA supports the finding that the proposed action will not have a significant effect on the human environment. If a required EA does not support a FONSI, the Commission will seek to have an EIS prepared, or the proposal will not be further considered for review and approval. In addition to the requirements found at 40 CFR 1508.13, a FONSI will include the following:

1. Any commitments to mitigation that are essential to render the impacts of the proposed action not significant, beyond those mitigations that are integral elements of the proposed action.
2. The date of issuance.
3. The signature of the Executive Director.

(F) A FONSI will be available for public review before the Commission takes an action on staff recommendation for the proposed action.

(G) Based on a review of the typical classes of actions it undertakes, the Commission has established that the following actions will normally require an Environmental Assessment but not necessarily an EIS prior to Commission action on the submitted proposal:

1. Approve a site proposal or preliminary design and recommendation to federal agencies, District of Columbia agencies, and non-federal applicants on actions or plans for a newly acquired site involving a project submitted to the Commission pursuant to 40 U.S.C. 8722(b)(1).

2. Approve preliminary plans for federal public buildings on existing federal land in the District of Columbia, and the provisions for open space in and around the same, pursuant to 40 U.S.C. 8722(d); D.C. Code 2-1004(c), except where such approval would apply to actions as specified at Section 8(C), item 21 of these procedures.

3. Approve the conceptual design of any commemorative work authorized under the Commemorative Works Act of 1986, 40 U.S.C. 8905(a). In the analysis for a commemorative work conceptual design the submitting agency shall ensure that the NEPA and Section 106 requirements, as provided at Section 4 (A)(3) of these procedures, are completed in advance of submission.

4. Approve a final report and recommendation to a federal or District of Columbia agency on any master plan or master plan modification submitted to the Commission. 40 U.S.C. 8722(c); D.C. Code 2-1004(d).

5. Approve the location, height, bulk, number of stories, size, and the provision for open space in and around District of Columbia public buildings in the central area of the District as concurrently defined by the Commission and Council. 40 U.S.C. 8722(e); D.C. Code 2-1004(c)<sup>1</sup>

6. Approve acquisition of lands in the District of Columbia and adjacent areas in Maryland and Virginia for the National Capital park, parkway, and playground systems and, in connection with acquisitions in Maryland and Virginia, make agreements with state officials as to the arrangements for such acquisitions. 40 U.S.C. 8731; D.C. Code 2-1009.

7. Approve a comprehensive or general plan of the District of Columbia pursuant to Section 6(a) of the Redevelopment Act.

8. Approve plans showing the location, height, bulk, number of stories, size, and provisions for open space and off-street parking in and around buildings for foreign governments and international organizations on land sold or leased by the Secretary of State in the northwest section of the District of Columbia bounded by Connecticut Avenue, Tilden Street, Reno Road, 36<sup>th</sup> Street, Yuma Street, and Van Ness Street, pursuant to Section 4 of the Act of October 8, 1968 (Public Law 90-553) as amended by Public Law 97-186.

9. Approve transfers of jurisdiction over properties within the District of Columbia owned by the United States or the District among or between federal and District authorities, pursuant to 40 U.S.C. 8124(a), except where such transfers or jurisdiction conform to master plans or site and building plans approved by the Commission, or to urban renewal plans and modifications thereof, adopted by the Commission, or conform to the conditions specified at Section 8(C), item 22 of these procedures.

<sup>1</sup>The central area has been concurrently defined by the Commission and Council to include the Shaw School and Downtown Urban Renewal Areas.

(H) Section 106 consultation should be conducted during preparation of any EA. Scoping, identification (see Section 5), and assessment of effects should be done during the analysis leading to preparation of the EA, and the results should be presented in the EA. Consultation to resolve adverse effects should be coordinated with public comment and evidence of that effort must occur and be reported in the EA. Any Memorandum of Agreement (MOA) required under Section 106, or the final comments of the Advisory Council, should be addressed in the Finding of No Significant Impact (FONSI). 36 CFR, Subpart B, Section 800.8(a) of the Advisory Council's implementing regulations offers further guidance.

#### **Section 11. Public Participation**

Public participation is required as a part of the EIS scoping and in the draft EIS review. The Commission must involve environmental agencies, applicants, and the public, to the extent practicable, in the preparation of EAs, and in determining whether extraordinary circumstances exist that may involve application of a Categorical Exclusion. The level and kind of public participation depend on the nature of the proposed action and the likely environmental issues.

Public involvement is appropriate:

- During scoping.
- During the actual analysis of alternatives, the affected environment, and potential impacts.
- During the review of the results of analyses as recorded in EAs and EISs.

Commission recommended actions for involving the concerned public include:

- Identify the potential "stakeholders" (that is, those with an economic, cultural, social, or environmental "stake") in the action through background research, consultation with knowledgeable parties, and public meetings.
- Consult with stakeholders to establish and address their concerns.
- Use facilitators where appropriate and necessary.

Where there may be language or cultural barriers to effective communication about scoping actions or decisions, public participation measures must be sensitive to such barriers and make appropriate efforts to overcome them. Translations into the community's usual language, and meetings held in ways that accommodate their cultural traditions, values, and modes of communication may be necessary.

Public meetings for purposes of scoping MUST:

- Ensure that meeting facilities are accessible to the disabled.
- Provide signers or interpreters for the hearing impaired, if requested.
- Make special arrangements as needed for consultation with affected Indian tribes or other Native American groups who have environmental concerns that cannot be shared in a public forum.

To the fullest extent possible, the Commission shall use the public participation processes designed for carrying out NEPA requirements concurrent with and integrated with the environmental impact analyses and related surveys and studies required to comply with the NHPA, Section 106; the Comprehensive Environmental Response, Compensation, and Liability Act; the Native American Graves Protection and Repatriation Act (NAGPRA); Superfund Amendments & Reauthorization Act (SARA) Title III (Emergency Planning and Community Right-to-Know Act, or EPCRA); the Fish and Wildlife Coordination Act, the Endangered Species Act, and applicable Executive Orders.

With regard to the Section 106 process, the submitting applicant must, except where appropriate to protect confidentiality concerns of affected parties, provide the public with information about an undertaking and its effects on historic properties and seek public comment and input prior to submittal of the potential undertaking to the Commission. Members of the public may also provide views on their own initiative for the Executive Director, the Commission, and submitting applicant to consider in decision making.

#### **Section 12. Delegations to the Executive Director**

In conjunction with carrying out these procedures, the Commission delegates to the Executive Director the functions of:

- (A) Determining whether to prepare an EIS, make a Finding of No Significant Impact, or issue a Categorical Exclusion determination.
- (B) Scoping and obtaining the information required for the preparation of a draft EIS or an environmental assessment.
- (C) Preparing a draft EIS.
- (D) Circulating a draft EIS for review and comment to EPA, affected and interested public agencies, and the general public.
- (E) Integrating agency and public comments, where appropriate, into the preparation of the final EIS.
- (F) Distributing the final EIS to EPA and all agencies and individuals who commented on the draft EIS.
- (G) Determining the appropriate environmental documentation for each stage of Commission review, including adoption of federal agency prepared NEPA documents when appropriate.
- (H) Monitoring and ensuring that mitigation and other conditions established by the Commission are implemented, including informing the public and cooperating or commenting agencies on progress regarding mitigation measures that the Commission proposed and were adopted.
- (I) Preparing, circulating, and filing supplements to either draft or final environmental impact statements, if the Executive Director or the Commission finds that there are substantial changes to a proposed action that are relevant to environmental concerns, significant new circumstances or information relevant to environmental concerns and bearing on the proposed action or its impact, or that the purpose of NEPA will be furthered by doing so.

These delegations are not to be construed, however, to extend to the requirement to respond to any comments of the Advisory Council on Historic Preservation. That responsibility solely resides with the Chairman of the Commission.

#### **Section 13. Public Information**

Interested persons can obtain information on all elements of the Commission's NEPA and Section 106 processes from the Commission at 401 Ninth Street, NW, North Lobby, Suite 500, Washington, D.C.

20576. The public is also invited to visit the National Capital Planning Commission's web site at [www.ncpc.gov](http://www.ncpc.gov). The Office of Urban Design and Plans Review, at (202) 482-7200, can provide specific information on any aspect of a Commission NEPA document. The Commission will, to the maximum extent practicable, use the Commission's website and other effective means of communication to provide the public with current and relevant information regarding the quality of the human environment in the National Capital Region and the past, present and reasonably foreseeable future effects of Commission actions and proposals.

#### **Section 14. Supersession**

The Commission's environmental policies and procedures published at 36 F.R. 23706, 37 F.R. 3010, 37 F.R. 4936, 37 F.R. 11198, 37 F.R. 16039, and 47 FR 51481 are superseded.

#### **Section 15. Authority**

These procedures are adopted pursuant to the National Environmental Policy Act of 1969, as amended, 42 U.S.C. 4321 et seq., the Council on Environmental Quality's Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (43 F.R. 55978-56007), and the implementing regulations of Section 106 of the National Historic Preservation Act, 36 CFR, Part 800-Protection of Historic Properties.

APPENDICES

Appendix A

OUTLINE FOR PREPARATION OF ENVIRONMENTAL ASSESSMENTS

The Environmental Assessment should contain brief discussions of the following:

- I. Description and purpose of and need for the proposal.
- II. Alternatives, including the No Action alternative.
- III. Environmental effects of the proposed action and alternatives.

The most important and significant environmental consequences of the areas listed below should be discussed. Only those areas that are relevant to the proposal should be addressed in as much detail as is necessary to allow an analysis of the alternatives and the proposal. All applicable areas should be scoped in the initial evaluation and, if justified, eliminated from further consideration in preparing the Environmental Assessment. The areas to be considered are the following:

- A. Natural/ecological features (such as flood plains, wetlands, coastal zones, wildlife refuges and endangered species)
- B. Air quality
- C. Sound levels
- D. Water supply, wastewater treatment and storm water runoff
- E. Energy requirements and conservation
- F. Solid Waste
- G. Transportation
- H. Community facilities and services
- I. Social and economic effects
- J. Historic and aesthetic features. Any effects on historic properties or districts, unique features (architectural styles, vistas), etc., will be discussed, as well as compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. In particular, 36 CFR, Subpart B, Section

800.8(c), Coordination with the National Environmental Policy Act, will be adhered to when preparing an Environmental Assessment in which the Commission is the lead federal agency. The applicant will notify in advance the State Historic Preservation Office and the Advisory Council on Historic Preservation that it intends to use the NEPA process for NHPA purposes and will meet the standards specified at 36 CFR, Subpart B, Section 800.8(c)(1). If the Commission has found during its preparation of an Environmental Assessment that the effects of the undertaking on historic properties are adverse (as defined by Section 106 review criteria), the Commission shall specify in the FONSI the proposed measures to avoid, minimize or mitigate such effects and ensure that the approval of the undertaking is conditioned accordingly. The Commission's responsibilities under Section 106 and the procedures shall then be satisfied when either the proposed measures have been adopted through a binding commitment on the agency, the applicant or other entities, as appropriate, or the Advisory Council on Historic Preservation has commented and received the response to such comments under 36 CFR, Subpart B, Section 800.7. Where the NEPA process results in a FONSI, the Commission must adopt such a binding commitment through a Memorandum of Agreement drafted in compliance with 36 CFR, Subpart B, Section 800.6(c).

K. Environmental Justice

- IV. Listing of agencies and persons consulted in preparation of the assessment.

**Appendix B**

OUTLINE OF INFORMATION NECESSARY FOR PREPARATION OF ENVIRONMENTAL IMPACT STATEMENTS

I. DESCRIPTION OF THE PROPOSAL

A. Purpose of and Need for Action. In discussing the purpose of and need for the action, this section should also include a brief description of the proposal, its size and location, and any appropriate maps and/or diagrams. Where applicable, Comprehensive Plan modifications (as a related proposed action) should also be identified.

B. Affected Environment. Identification and succinct description of the geographic area(s) affected by the proposed action and the alternatives considered, including other activities in the area affected by or related to the proposed action (if any). The CEQ Regulations advise that "the description shall be no longer than is necessary to understand the effects of the alternatives. Data and analysis in a statement shall be commensurate with the importance of the impact with the less important material summarized, consolidated, or simply referenced." (40 CFR 1502.15)

II. ALTERNATIVES INCLUDING PROPOSED ACTION

As advised by the CEQ Regulations, this section "...should present the environmental impacts of the proposed action and the alternative in comparative form, thus sharply defining the issues and providing a clear basis for choice among options..." (sec. 1502.14)

The no action alternative and all reasonable alternatives should be addressed, including ones not within the jurisdiction of the responsible agency. Also included should be a brief explanation of the reasons for eliminating other alternatives that were considered. This section should provide enough detail so that the comparative merits of each alternative can be evaluated.

III. ENVIRONMENTAL CONSEQUENCES

This section should include discussions of the following:

A. Environmental Effects of the Alternatives and the Proposed Action.<sup>2</sup>

In this discussion, consideration should be given to the following factors where needed to reflect the most significant or important effects for analysis of the alternatives:

1. Physical - Biological

a. Natural/Ecological Features - This should include a discussion of effects on topography, hydrology, soils, flora, fauna, floodplains, wetlands, coastal zones, endangered species, etc.

b. Air Quality - This discussion should focus on effects on the particular site/area affected by stationary, mobile and/or demolition/construction sources, if any, related to the proposed action and alternatives within the context of overall air quality goals/objectives.

c. Sound Levels - This discussion should focus on potential sound level effects associated with the proposed action and alternatives, such as demolition/construction, stationary (mechanical equipment) and mobile (transportation) sources on-site and in the surrounding area, within the context of existing and relevant knowledge of noise effects, mitigation measures, and any existing or proposed noise standards/controls. Any unusual noise generation from the proposed action must be addressed.

d. Site and Surrounding Area Land Uses, Plans, Policies and Controls - This discussion should focus on the effects of the proposed action and alternatives on such things as street layouts and traffic movement/circulation patterns; setback and siting relationships; vehicular/pedestrian access; proposed federal, state, local and regional land use plans, policies and controls; etc.

<sup>2</sup>Each of the factors listed should address direct, indirect, and cumulative effects and their

2. Urban Systems

a. Water Supply, Wastewater Treatment and Storm Water Runoff - This discussion should focus on the effects on availability and capacity of the existing water supply, wastewater treatment and storm water systems (with any planned changes/expansions accounted for) to serve the proposed action(s) and alternatives based on documentation and evaluation of the anticipated water supply needs, and wastewater treatment and storm water demands, recognizing any unusual requirements, within the framework of applicable federal, regional and local regulations and standards. Any potential impacts on specific bodies of water (such as Rock Creek, the Potomac and Anacostia Rivers, etc.) should be addressed.

b. Public Utilities, Energy Requirements and Conservation - This discussion should focus on: (1) off-site effects of the proposed action, including anticipated insufficient capacity, delivery, and service level problems (Example: the inability of an off-site central heating facility to service a new project); (2) any on-site problems, such as effects on air quality from on-site plants; and (3) energy requirements and conservation measures related to the proposed action and alternative, and mitigation measures for each.

c. Solid Waste - This discussion should focus on the effects on the availability and capacity of disposal systems to serve the project and alternatives (with any timely changes or expansions accounted for), based on the anticipated amount and type of solid waste generated, including any unusual or special disposal requirements, methods for handling them, and recycling applicability.

d. Hazardous waste generation and/or removal - This issue would include any state, federal and or local regulatory requirements pertaining to exposure and disposal of hazardous materials.

significance plus any appropriate means to mitigate adverse environmental impacts.

e. Community Facilities and Services - This discussion should focus on the effects of the proposed action and alternatives on such facilities as police, fire, recreation/parks, schools, libraries, etc.

f. Housing - (Optional, depending upon the nature of the proposed action, as it may affect jurisdictional or regional housing markets and requirements (aggregate demand, type, location, size, etc.)

g. Transportation - This discussion should focus on the effects on such things as transit systems capacities and constraints, vehicular congestion, safety considerations, mobile source levels and a discussion on the volume of pedestrian traffic in the area and the efficiency of supporting infrastructure, etc.

3. Socio-Cultural and Economic Environments

a. Socio-Cultural - This discussion should focus on effects on the existing population patterns and characteristics (number, age, sex, race, family structure, etc.), any relevant demographic trends, and any related changes in land use, water and public services of the area(s) involved. The scope of this discussion is dependent upon the nature and extent of the proposed action (e.g. a large-scale federal employment change could be expected to have a regional focus).

b. Economic - Effects on local and/or regional economic changes should be addressed, as available, to be able to project (employment changes, absolute/relative income changes, expenditure patterns, property value and tax changes, and direct and induced changes in development/construction patterns, business relocation, etc.)

4. Environmental Justice

In a memorandum issued with Executive Order 12898, the President specifically recognized the importance of procedures under NEPA to identify and address Environmental Justice concerns. The

memorandum states "each Federal agency shall analyze the environmental effects, including human health, economic and social effects, of Federal actions, including effects on minority communities and low-income communities, when such analysis is required by [NEPA]." The memorandum emphasizes the importance of NEPA's public participation process by instructing federal agencies to provide opportunities for community input in the NEPA process, and improve the accessibility of meetings, crucial documents, and notices. Agencies are further instructed to consult with affected Environmental Justice communities to identify potential effects and mitigation measures.

CEQ's guidance outlines the following six principles that should be addressed in the course of NEPA review to ensure consideration of Environmental Justice:

a. Consider the human composition of the affected area -- that is, its population and characteristics. Determine whether communities are distinguished by low-income levels or high-minority composition. If so, determine whether there may be disproportionately high and adverse effects on such populations.

b. Consider not only direct impacts on the health and environmental quality of Environmental Justice communities, but indirect, multiple, and cumulative effects as well.

c. Recognize that the cultural, social, occupational, historical, and economic characteristics of an Environmental Justice community may amplify the environmental effects of an action. Such a population may be more sensitive to such effects, and less resilient in adapting to them, than another community.

d. Implement effective public participation strategies that seek to overcome linguistic, cultural, institutional, geographic and other barriers and bring about meaningful participation that includes active outreach.

e. Ensure early and meaningful community representation in the process of NEPA analysis and review, recognizing that there may be diverse constituencies within a given community, who are seeking complete representation.

f. Where Indian tribes may be involved, make sure that interactions with tribes are consistent with the government-to-government relationship between the U.S. and tribal governments, the U.S. government's trust responsibility to tribes, and any pertinent treaty rights.

5. Historic and Aesthetic Values

Any effects on historic properties or districts, unique features (architectural styles, vistas), etc., will be discussed, as well as compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. In particular, 36 CFR, Subpart B, Section 800.8(c)(1), coordination with the National Environmental Policy Act, will be adhered to and completed addressing the following:

a. Applicants are encouraged to coordinate compliance with Section 106 and the procedures in that part with any steps taken to meet the requirements of NEPA. Applicants should consider their Section 106 responsibilities as early as possible in the NEPA process, and plan their public participation, analysis, and review in such a way that they can meet the purposes and requirements of both statutes in a timely and efficient manner. The determination of whether an undertaking is a "major Federal action significantly affecting the quality of the human environment," and therefore requires preparation of an Environmental Impact Statement (EIS) under NEPA, should include consideration of the undertaking's likely effects on historic properties, as defined by Section 106. A finding of adverse effect on a historic property does not necessarily require an EIS under NEPA.

b. State Historic Preservation Officers (SHPO), Indian tribes, and Native Hawaiian organizations, other consulting parties, and organizations and individuals who may be concerned with the possible effects of a federal action on historic properties should be prepared to consult with agencies early in the NEPA process, when the purpose of and need for the proposed action as well as the widest possible range of alternatives are under consideration.

c. Applicants should ensure that preparation of an EIS and ROD include appropriate scoping, identification of historic properties, assessment of effects upon them, and consultation leading to resolution of any adverse effects.

d. Applicants may use the process and documentation required for the preparation of an EIS/ROD to comply with Section 106 in lieu of the procedures set forth in 36 CFR, Subpart B, Sections 800.3 through 800.6. The applicant will notify in advance the SHPO and the Advisory Council on Historic Preservation that it intends to use the NEPA process for NHPA purposes and will meet the standards specified at 36 CFR, Subpart B, Section 800.8(c)(1).

e. The applicant, upon approval by Commission staff, shall submit the draft EIS or final EIS to the SHPO, Indian tribes, and Native Hawaiian organizations that might attach religious and cultural significance to affected historic properties, and other consulting parties prior to or when making the document available for public comment. The Commission also will direct the applicant to submit the draft EIS and final EIS to the Advisory Council on Historic Preservation.

f. Prior to or within the time allowed for public comment on the document, a SHPO, an Indian tribe, or Native Hawaiian organization, another consulting party, or the Advisory Council on Historic Preservation may object to the Executive Director that preparation of the draft EIS or final EIS has not met the standards set forth in 36 CFR, Subpart B, Section 800.8(c)(1) or that the substantive resolution of the effects on historic properties proposed in the draft EIS or final EIS is inadequate. If the Executive Director receives such an objection, the Executive Director shall refer the matter to the Advisory Council on Historic Preservation.

g. If the Executive Director has found during the preparation of the draft EIS or final EIS that the effects of the undertaking on historic properties are adverse, the Executive Director shall specify in the ROD the proposed measures to avoid, minimize, or mitigate such effects and ensure that the approval of the undertaking is conditioned accordingly. The Commission's responsibilities under Section 106 and the procedures shall then be satisfied when either the proposed

measures have been adopted through a binding commitment on the agency, the applicant, or other entities, as appropriate, or the Advisory Council on Historic Preservation has commented and received the response to such comments under 36 CFR, Subpart B, Section 800.7. Where the NEPA process results in a FONSI, the Commission must adopt such a binding commitment through a Memorandum of Agreement drafted in compliance with 36 CFR, Subpart B, Section 800.6(c). Where the NEPA process results in an EIS, the binding commitment does not have to be in the form of a Memorandum of Agreement drafted in compliance with 36 CFR, Subpart B, Section 800.6(c).

h. If the undertaking is modified after approval of the ROD in a manner that changes the undertaking or alters its effects on historic properties, or if the Commission fails to ensure that the measures to avoid, minimize, or mitigate adverse effects (as specified in the ROD, or in the binding commitment adopted pursuant to 36 CFR, Subpart B, Section 800.8(c)(4)) are carried out, the applicant shall notify the Advisory Council on Historic Preservation and all consulting parties that supplemental environmental documents will be prepared in compliance with NEPA or that the procedures in 36 CFR, Subpart B, Sections 800.3 through 800.6 will be followed as necessary.

#### IV. LIST OF PREPARERS

According to the CEQ Regulations, this should include the "names and qualifications of persons primarily responsible for preparing the environmental impact statement or significant background papers, including basic components of the statement."

#### V. LIST OF AGENCIES, ORGANIZATIONS, AND PERSONS RECEIVING COPIES OF THE STATEMENT

List all pertinent organizations, agencies, individuals, and government representatives that received a copy of either the draft EIS and/or final EIS.

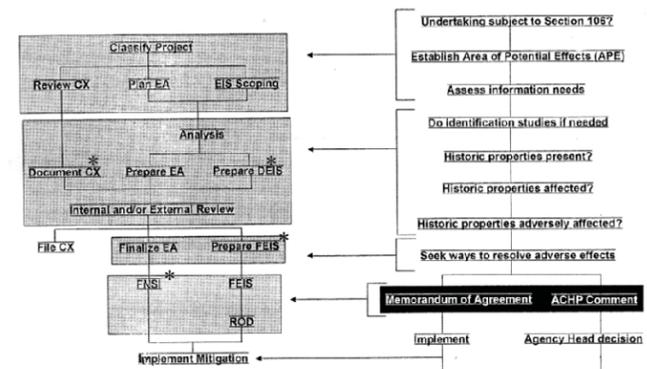
#### VI. INDEX

Develop an index that reasonably assists the reader of the draft or final EIS in identifying and locating major topic areas or elements of the EIS information. The index should have a level of detail sufficient to focus on areas of the EIS of reasonable interest to any reader. The material listed, however, cannot be restricted to only the most important topics. If the authors of the EIS believe that the reader is reasonably likely to be interested in a topic, it should be included. This index should be carefully developed and checked to ensure accuracy in its content and page identification.

#### VII. APPENDIX (if any)

According to section 1502.18 of the CEQ Regulations, the Appendix shall: "(a) consist of material prepared in connection with an environmental impact statement (as distinct from material which is incorporated by reference); (b) normally consist of material which substantiates any analysis fundamental to the impact statement; (c) normally be analytical and relevant to the decision to be made; and (d) be circulated with the environmental impact statement or be readily available on request.

Coordinating NEPA and Section 106



- \* DEIS - Draft Environmental Impact Statement
- FEIS - Final Environmental Impact Statement
- FNSI - Finding of No Significant Impact (also FONSI)
- CX - Categorical Exclusion

**COOPERATIVE AGREEMENT**  
Between  
**THE NATIONAL TRUST FOR HISTORIC PRESERVATION**  
and  
**THE U.S. SOLDIERS' AND AIRMEN'S HOME**

**ARTICLE I. Background and Objectives**

- A. This agreement is entered into by and between the National Trust for Historic Preservation and The United States Soldiers' and Airmen's Home to cooperate in the preservation and restoration of Anderson Cottage, a National Historic Landmark and a historic site important to the Nation's heritage due to its association with Abraham Lincoln.
- B. The National Trust for Historic Preservation (hereinafter called the National Trust) is a private, non-profit organization chartered by the Congress by means of the National Historic Preservation Act of 1949 (16 U.S.C. §§ 468-468c) in order to promote the preservation of historic American sites, buildings, objects, and antiquities of national significance, and to facilitate public participation in the preservation of sites, buildings, and objects of national significance or interest. Under 16 U.S.C. § 468c(g), the National Trust is expressly authorized by Congress to contract and make cooperative agreements with federal agencies respecting the protection and preservation of any historic site for public use.
- C. The U.S. Soldiers' and Airmen's Home is a facility of the Armed Forces Retirement Home.
- D. U.S. Soldiers' and Airmen's Home's participation in this cooperative agreement furthers its responsibilities under Section 110 the National Historic Preservation Act, 16 U.S.C. § 470b-2, to preserve historic properties under its control consistent with the purposes of that Act.

**ARTICLE II. Scope of Work**

- A. By this agreement, the National Trust and the U.S. Soldiers' and Airmen's Home seek to work cooperatively to devise a program for the preservation and rehabilitation of Anderson Cottage, as well as for the development of an interpretive program for the site.
- B. Immediately upon approval of this Agreement, the National Trust will issue a Request for Proposals (RFP) for professional consulting services to complete a Preservation and Management Plan for the rehabilitation and

restoration of Anderson Cottage, located on the grounds of the U.S. Soldiers' and Airmen's Home. The Preservation and Management Plan is the next step in the process of developing the Anderson Cottage to its full potential. The Preservation and Management Plan will provide detailed recommendations for the Anderson Cottage and the historic core of the U.S. Soldiers' and Airmen's Home with a comprehensive approach to future use, management, and maintenance of the resource as a public attraction. A short list of firms will be interviewed in December of 1999 or before, and the project will commence after an Agreement has been executed, about January 2000 or before.

- C. The long-range goals of this Cooperative Agreement are to study, recommend, and pursue ways to implement options to preserve and rehabilitate Anderson Cottage for interpretation and public education.

**ARTICLE III. Scope of Obligations**

- A. The parties will share resources, facilities, information, and expertise to enhance the ability of each party to advance—both jointly and individually—the preservation of the site.
- B. The U.S. Soldiers' and Airmen's Home will provide access to the site to the National Trust, its consultants, contractors and sub-contractors.

**ARTICLE IV. Funding**

- A. The funding required for the Preservation and Management Plan Project will be provided by the National Trust entirely from private grants, gifts and contributions.
- B. Each party is to bear its own costs, except as may otherwise be indicated by written, mutual agreement of the National Trust and the U.S. Soldiers' and Airmen's Home.

**ARTICLE V. Term of agreement**

- A. Work under this Agreement will be initiated upon the approval of the Agreement by both parties. This Agreement will remain in effect for a period of five years from the date of approval by both parties.
- B. This Agreement may be modified by amendment at any time by mutual concurrence of both parties. Modifications will be in writing and approved by the Key Officials identified in Article VI below or their designees.
- C. This Agreement may be extended or renewed at any time by written, mutual agreement of the parties.

- D. This Agreement may be terminated by written, mutual agreement of the National Trust and the U.S. Soldiers' and Airmen's Home. The Agreement may also be unilaterally suspended or terminated by either party upon 60 days advance written notice to the other party.

**ARTICLE VI. Products**

- A. The initial product is the Preservation and Management Plan. Parties may agree to other products as may be identified by letter or amendment to this Agreement.

**ARTICLE VII. Key Officials**

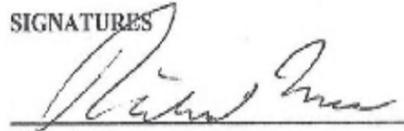
- A. The responsible official for the National Trust for the project authorized by this Agreement is:

William Dupont  
National Trust for Historic Preservation  
1785 Massachusetts Avenue, NW  
Washington, DC 20036

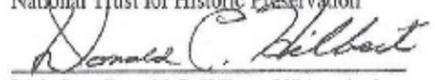
- B. The responsible official for the U.S. Soldiers' and Airmen's Home for the project authorized by this Agreement is:

Kerri Childress  
U.S. Soldiers' and Airmen's Home  
3700 North Capitol Street, NW  
Washington, DC 20317

**SIGNATURES**

  
Richard Moe  
President

National Trust for Historic Preservation

  
Maj. Gen. Donald C. Hilbert, USA retired  
Director

U.S. Soldiers' and Airmen's Home

October 28, 1999  
Date

November 3, 1999  
Date

FIRST MODIFICATION  
to  
COOPERATIVE AGREEMENT  
between  
NATIONAL TRUST FOR HISTORIC PRESERVATION  
and  
THE U.S. SOLDIERS' AND AIRMEN'S HOME

This FIRST MODIFICATION to the COOPERATIVE AGREEMENT between the National Trust for Historic Preservation and the U.S. Soldiers' and Airmen's Home, concerning the preservation and restoration of the President Lincoln and Soldiers' Home National Monument (formerly known as Anderson Cottage), a National Historic Landmark and a historic site important to the Nation's heritage due to its association with Abraham Lincoln, is made this 24<sup>th</sup> day of May, 2001.

The Cooperative Agreement is hereby modified as follows:

1. Article II, Scope of Work, is modified by adding paragraphs D, E, F, and G as follows:

D. Restoration and Rehabilitation. The National Trust and the U.S. Soldiers' and Airmen's Home (USSAH) agree to undertake and implement the restoration of the President Lincoln and Soldiers' Home National Monument (hereinafter called the Lincoln Cottage) to the period of Lincoln's residency as follows:

(i) The National Trust will contract with architects, engineers and other professional consultants to develop plans and specifications for the restoration and rehabilitation in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, which plans and specifications shall be subject to the approval of the U.S. Soldiers' and Airmen's Home;

(ii) Following approval of the restoration plans and specifications, and subject to the availability of funding therefor, the National Trust will contract with appropriate contractors to perform the restoration of Lincoln Cottage in accordance with the approved plans. The U.S. Soldiers' and Airmen's Home agrees to provide the National Trust, its contractors, agents and employees with access to the site necessary to perform the restoration, subject to their compliance with USSAH campus regulations.

E. Public Visitation. Contemporaneously with the development of plans for the restoration of the Lincoln Cottage, the National Trust and the U.S. Soldiers' and Airmen's Home agree to develop plans for controlled public visitation to the site as a National Monument and as a potential National Trust Historic Site. The National Trust will develop the plans for public visitation, which shall be subject to the approval of the U.S. Soldiers' and Airmen's Home. Such plans shall include specifically provisions

necessary to minimize disturbance to the residents of the U.S. Soldiers' and Airmen's Home from public visitation, and provisions that the primary general liability from the public visitation program will be borne by the party operating the public visitation program. Upon completion of restoration and rehabilitation of the Lincoln Cottage and approval of the public visitation plan, the USSAH agrees the National Trust will operate and manage the Lincoln Cottage for purposes of scholarly research, education and the approved public visitation plan.

F. Administrative Control. Upon taking administrative control of the Lincoln Cottage, the National Trust will, over the term of the restoration and rehabilitation, take on progressively more of the responsibility for the repair, maintenance, and upkeep of the interior and exterior of the Lincoln Cottage. The parties agree to be flexible, within reason, to the gradual transition of responsibility for care and maintenance of the Cottage as the restoration progresses. During the restoration process, the responsibilities of maintenance of the Cottage will be shared as indicated herein. The process of the progressive transition of responsibility shall be coordinated between the National Trust Project Manager and the USSAH's representative for the project. During the restoration the USSAH will continue with routine maintenance on the Cottage, including but not limited to matters such as clearing gutters, continued landscape maintenance to the extent possible around the restoration, repair of safety hazards that are not part of the restoration, and other events, which may arise to prevent deterioration of the Cottage. (See Article III.C--below--the USSAH is responsible for defects in USSAH property and/or negligence on its part.) At the present time, the Cottage utilities are not separated from the USSAH's system and the USSAH will continue to maintain utilities to enable operation of the Cottage, including but not limited to heating and cooling, hot water, electricity and telephone. At such time when it is possible for electricity, telephone and the cooling system to be separately metered or segregated during the restoration, the National Trust agrees that it will assume responsibility for those costs. The Parties currently anticipate that USSAH will continue to heat the Lincoln Cottage as long as the current heating system is in existence. Once the Cottage is fully restored, long term responsibilities for the interior and exterior of the Cottage will require this provision to be revisited to determine the full extent of the responsibility of the National Trust or the Costewardship Organization (Reference Article II.G.) and potential support from the USSAH (for example, emergency plumbing assistance).

G. Creation of National Trust Costewardship Organization. The National Trust and the U.S. Soldiers' and Airmen's Home agree the public visitation program at the Lincoln Cottage may be operated by a non-profit organization created specifically for the purpose of acting as a National Trust costewardship organization for the Lincoln Cottage. The U.S. Soldiers' and Airmen's Home agrees that the organization will be created by the National Trust, and that when it is to be created, the charter shall be subject to the approval of the U.S. Soldiers' and Airmen's Home. The board of directors of the costewardship organization will include one *ex officio* voting representative from the National Trust and one *ex officio* voting representative from the U.S. Soldiers' and Airmen's Home. The costewardship organization's operations shall be subject to the

terms of this Cooperative Agreement, and such other agreements as may be entered into between the National Trust and the U.S. Soldiers' and Airmen's Home concerning the Lincoln Cottage.

2. Article III, Scope of Obligations is modified by adding paragraphs C, D, E and F as follows:

C. Liability. The National Trust shall indemnify, save and hold harmless and defend the USSAH against all fines, claims, damages, losses, judgments, and expenses arising out of or from any omission or activity of the National Trust in connection with activities under this agreement. The National Trust shall not in any event indemnify or hold harmless the USSAH, its officers or employees from and/or against any claims arising from defects in USSAH property and/or negligence on the part of the USSAH, its officers and/or employees. The National Trust will maintain, at its sole expense, insurance providing coverage for, and with limits of liability not less than, the following:

- |                                    |  |
|------------------------------------|--|
| (i) Workers' Compensation:         | - Statutory Amount   |
| (ii) Commercial General Liability: | - \$2,000,000.00 general aggregate<br>- \$1,000,000.00 each occurrence |
| (iii) Automobile Liability:        | - \$1,000,000.00 combined single limit                                 |

The parties agree that the limits of liability may be adjusted from time to time by mutual agreement to ensure that the limits of liability are appropriate. The USSAH shall be named as an additional insured on all such policies. All such policies shall specify that the insurer shall have no right of subrogation against the USSAH for payment of any premiums or deductibles thereunder, and such insurance policies shall be assumed by, credited to the account of and undertaken at the National Trust's sole risk.

D. All USSAH property or facilities damaged or used by the National Trust in connection with the restoration and rehabilitation will be restored by the National Trust, its contractors, agents and employees to the same or better condition, according to the plans and specifications approved in Article II.D. as when they were made available for the use of the National Trust, its contractors, agents and employees on the property during the period of restoration and rehabilitation.

E. Any public announcement of this Agreement shall be coordinated between the National Trust and USSAH. The National Trust shall not use the name of USSAH on any product or service which is directly or indirectly related to either this Agreement or assignment which implements this Agreement without the prior written approval of USSAH. By entering into this Agreement, USSAH does not directly or indirectly endorse any product or service provided, or to be provided by the National Trust, its contractors, agents and employees, or the Costewardship Organization. The National Trust shall not in any way imply that this Agreement is an endorsement of any such product or service. The pre-approved standard clause describing the relationship

DRAFT

3/19/04  
SECOND MODIFICATION  
to  
COOPERATIVE AGREEMENT  
between  
NATIONAL TRUST FOR HISTORIC PRESERVATION  
and the  
ARMED FORCES RETIREMENT HOME  
(FORMERLY THE U.S. SOLDIERS' AND AIRMEN'S HOME)

This SECOND MODIFICATION to the COOPERATIVE AGREEMENT between the National Trust for Historic Preservation and the Armed Forces Retirement Home (AFRH, formerly the U.S. Soldiers' and Airmen's Home), concerning the preservation and restoration of the President Lincoln and Soldiers' Home National Monument (formerly known as Anderson Cottage), a National Historic Landmark and an historic site important to the Nation's heritage due to its association with Abraham Lincoln, is made this \_\_\_\_ day of \_\_\_\_\_ 2004.

The Cooperative Agreement is hereby modified as follows:

1. Article II, Scope of Work, is modified by adding paragraphs H, I, J, K, L and M as follows:

H. Establishment of Visitor Center. AFRH and the National Trust agree that the National Trust for Historic Preservation will establish a Visitor Center for the President Lincoln and Soldiers' Home National Monument, in the historic Administration Building, constructed in 1905. The Visitor Center will be the first building that visitors enter when they arrive on the AFRH-W campus to visit the National Monument. The Visitor Center will offer orientation via exhibits about Civil War Washington, the Soldiers' Home history, and Lincoln's pre-presidential life. These exhibits will set the stage for all visitors' tours through the Cottage. The Center also will contain public bathrooms, office space for site management staff, a multi-purpose meeting and lecture space, and a museum gift shop. For the term of this Agreement, the AFRH agrees to make available to the National Trust, the building commonly referred to as the "Administration Building", located immediately to the left of the Eagle Gate entrance on the AFRH campus at 3700 North Capitol Street, N.W. Washington, D.C. 20317, as shown in Exhibit A (hereinafter, the "Administration Building").

I. Rehabilitation. The National Trust and AFRH agree to undertake and implement the rehabilitation of the Administration Building for the purposes of providing a Visitor Center as follows:

(i) The National Trust will contract with architects, engineers and other professional consultants to develop plans and specifications for the

rehabilitation of the Administration Building in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties; such plans and specifications shall be subject to the approval of the AFRH, which approval shall not be unreasonably withheld. The rehabilitation plans will include the abatement of hazardous materials located in the Administration Building, including asbestos.

(ii) Following approval of the rehabilitation plans and specifications, and subject to the availability of funding therefor, the National Trust will contract with appropriate contractors to perform the rehabilitation of the Administration Building in accordance with the approved plans. The AFRH agrees to provide the National Trust, its contractors, agents and employees with access to the site necessary to perform the rehabilitation, (subject to their compliance with AFRH campus regulations.)

(iii) All improvements to the building installed by the National Trust will become the property of the AFRH at conclusion of this agreement and/or are to be removed at the discretion of the AFRH and at the sole expense of National Trust.

J. Exhibition. The National Trust agrees to undertake and implement an exhibition for the interpretation of the President Lincoln and Soldiers' Home National Monument, to be installed in the Administration Building in accordance with the plan for controlled Public Visitation to be developed in accordance with paragraph II. E. of this Cooperative Agreement.

K. Parking. In order to facilitate visitor access, the AFRH agrees to provide parking space for a minimum of three buses and 30 privately owned passenger vehicles for visitors and employees of the National Trust at the President Lincoln and Soldiers' Home National Monument. The National Trust and the AFRH anticipate that such parking spaces shall be designated in a nearby parking lot likely to be built in the location indicated in Exhibit B. Issues of parking and visitor access will be addressed in accordance with the plan for controlled Public Visitation to be developed in accordance with paragraph II. E. of this Cooperative Agreement.

L. Signage. The AFRH and the National Trust acknowledge and agree that the Administration Building is being provided to the National Trust for the establishment of a Visitor Center in support of the President Lincoln and Soldiers' Home National Monument. The AFRH and the National Trust agree that appropriate signage will be designed and installed by the National Trust for these purposes, subject to the AFRH's review and approval of size, color, style and placement.

M. Archaeological Artifacts. The AFRH agrees that, in the event archaeological artifacts are discovered during the course of the National Trust's restoration of the Lincoln Cottage or other activities on the site, the National Trust will retain control of any such archaeological artifacts for use in the interpretation of the Lincoln Cottage, and

pursuant to appropriate treatment of such archaeological artifacts. The AFRH will retain ownership of the artifacts.

3. ARTICLE IV, Funding is modified by adding the following subparagraph:

D. (i) Commencing on March 1, 2004, the National Trust agrees to pay to AFRH-W a sum equal to its share of the costs of security and grounds upkeep provided by AFRH-W that are attributable to the Administration Building. The cost for security shall be one hundred and seventeen and no/100 dollars (\$117.00) per month and the cost for grounds upkeep shall be three hundred and seventy and no/100 (\$370.00) per month, payable in monthly installments of four hundred and eighty seven and no/100 dollars (\$487.00) per month. (Electricity, telephone and other costs shall be metered separately; see below, paragraph 3. D. (iii).) Should additional buildings be added or removed from AFRH-Washington, the National Trust and the AFRH agree that the proportionate share for security and grounds upkeep will be adjusted to reflect the portion attributable to the Administration Building. No later than September 30 of each year, the AFRH agrees to provide the National Trust with an estimate of the payments for the next fiscal year, based on the previous year actual costs incurred. The National Trust agrees to pay the estimated amount in equal monthly installments on the first of each month. Following the conclusion of each fiscal year, the AFRH agrees to provide the National Trust with a statement of the actual expenses incurred in the year, and to make an adjustment to reflect the actual costs incurred. The AFRH agrees to maintain the records of the costs and expenses for a period of three years. The National Trust shall have the right to audit the statement of costs and expenses.

(ii) The National Trust agrees to pay the cost of developing designs for improvements to the Administration Building, estimated to cost approximately three hundred thousand and no/100 dollars (\$300,000.00), which designs, plans and specifications shall be approved by the AFRH prior to construction in accordance with paragraph II. I of this Cooperative Agreement. The National Trust agrees to further pay the cost of construction of the improvements, estimated to cost approximately one million five hundred and sixty thousand and no/100 dollars (\$1,560,000.00).

(iii) At the present time, the utilities for the Administration Building are not separated from the AFRH-Washington system and the AFRH will continue to maintain utilities to enable operation of the Administration Building, including but not limited to heating and cooling, water, hot water. The National Trust will pay for electricity and telephone as they become separately metered for the National Trust's use. The National Trust will provide janitorial service for the Administration Building and Lincoln Cottage.

4. ARTICLE V, Term of Agreement is modified by deleting subparagraph A and replacing it with the following:

A. Work under this Agreement will be initiated upon the approval of the Agreement by both parties. This Agreement will remain in effect for a period of fifty years from the date of approval by both parties (November 3, 1999).

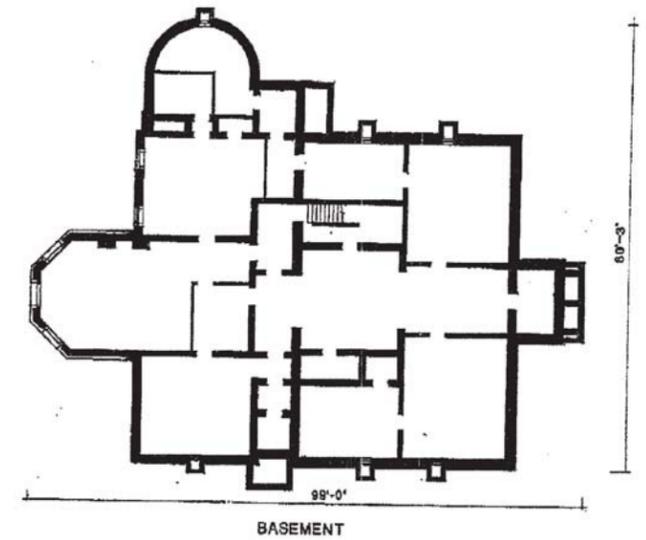
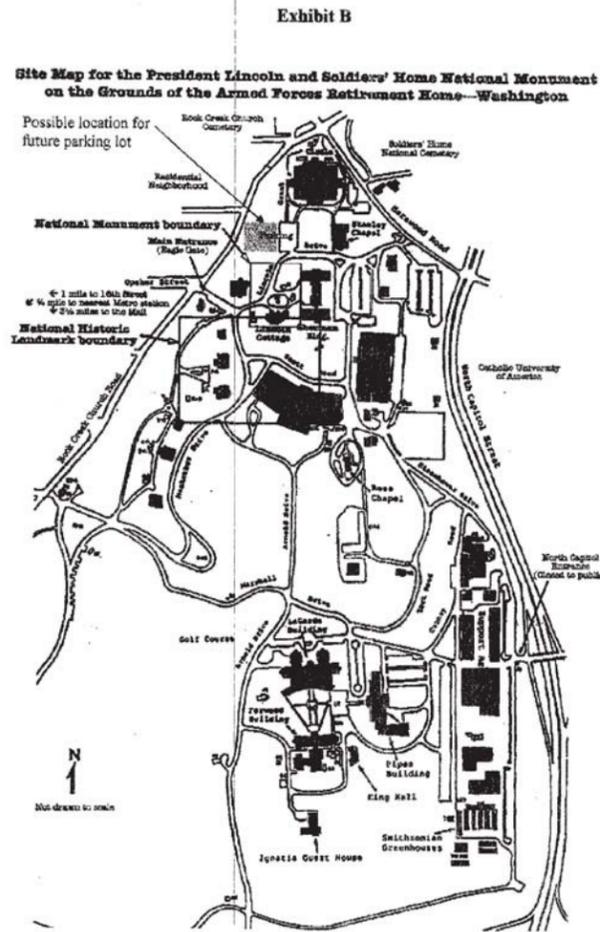
SIGNATURES

Richard Moe  
President  
National Trust for Historic Preservation

Date

Timothy C. Cox  
Chief Operating Officer  
Armed Forces Retirement Home

Date



#10 ADMINISTRATIVE BUILDING  
SCALE 1/16" = 1'-0"

PROGRAMMATIC AGREEMENT

AMONG

ARMED FORCES RETIREMENT HOME,  
NATIONAL TRUST FOR HISTORIC PRESERVATION IN THE UNITED STATES  
AND THE DISTRICT OF COLUMBIA HISTORIC PRESERVATION OFFICE

REGARDING THE PRESERVATION OF HISTORIC PROPERTIES PURSUANT  
TO A COOPERATIVE AGREEMENT BETWEEN THE NATIONAL TRUST FOR  
HISTORIC PRESERVATION IN THE UNITED STATES AND  
THE ARMED FORCES RETIREMENT HOME

WHEREAS, the Armed Forces Retirement Home (AFRH) is an independent federal agency that operates as an active military retirement home, housing approximately 1,000 retired veterans at a 270-acre campus in Washington, DC, which includes the Lincoln Cottage National Historic Landmark; and

WHEREAS, the AFRH and the National Trust for Historic Preservation (NTHP) entered into a cooperative agreement that permits the National Trust to research and restore the Lincoln Cottage and to interpret the Cottage for the public; and

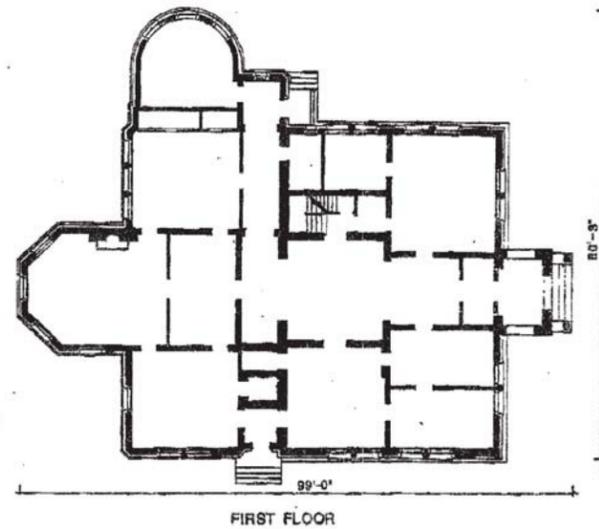
WHEREAS, the undertaking consists of the restoration and management, for public access, of the Lincoln Cottage by the NTHP; and

WHEREAS, the AFRH has defined the Area of Potential Affect (APE) as the 2.3 acres, which comprise the boundary of the Lincoln Cottage National Historic Landmark and include a circa 1890 stone water tower, a circa 1890 summerhouse, and a circa 1906 bandstand; and

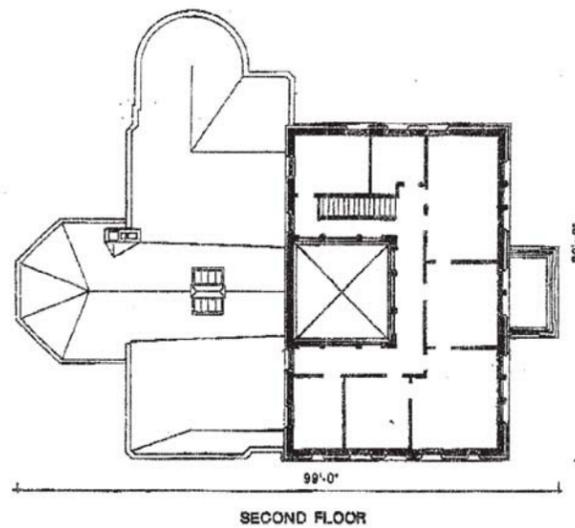
WHEREAS, the AFRH has determined that the undertaking will not have an adverse effect on the Lincoln Cottage National Historic Landmark and has consulted with the District of Columbia Historic Preservation Office (SHPO) and invited the National Park Service (NPS) and Advisory Council on Historic Preservation (ACHP) to participate in the consultation pursuant to 36 CFR Part 800.10 (b)(c) regulations implementing Section 106 of the National Historic Preservation Act (16 U.S.C. Section 470F); and

WHEREAS, the National Trust for Historic Preservation in the United States (National Trust) is a congressionally-chartered nonprofit organization that has authority under its statutory charter to enter into cooperative agreements with federal agencies for preservation purposes;

Exhibit A



#10 ADMINISTRATIVE BUILDING  
SCALE 1/16" = 1'-0"



#10 ADMINISTRATIVE BUILDING  
SCALE 1/16" = 1'-0"

WHEREAS, the AFRH, the SHPO and the National Trust wish to establish this Programmatic Agreement (PA) to provide for appropriate consultation and review by the SHPO of the decision-making and implementation of the stabilization, preservation, restoration and rehabilitation of the President Lincoln and Soldiers' Home National Monument and other historic properties covered by the Cooperative Agreement or lease between AFRH and the National Trust;

NOW, THEREFORE, the AFRH, the National Trust and the SHPO agree to the following stipulations to provide for review of the plans for the treatment of historic properties by AFRH and the National Trust in implementing the Cooperative Agreement or lease, including the restoration of the Lincoln Cottage at the President Lincoln and Soldiers' Home National Monument.

#### STIPULATIONS

The National Trust and the AFRH agree that the following stipulations will be carried out for the treatment of historic properties by the National Trust and AFRH pursuant to the Cooperative Agreement or lease, including the treatment of the President Lincoln and Soldiers' Home National Monument.

- Standards.** The National Trust and AFRH agree that all treatments will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995, 36 CFR Part 68.
- Preservation Advisory Committee.** The National Trust will establish a peer advisory committee named the Preservation Advisory Committee. The purpose of the Preservation Advisory Committee will be to provide peer review of the treatment of the Lincoln Cottage and other buildings within the purview of the Cooperative Agreement. The National Trust will continue to convene the Preservation Advisory Committee during the term of the restoration of the Lincoln Cottage. The SHPO, or its representative, will participate as a member of the Preservation Advisory Committee.
- Submission of Plans for Restoration, Rehabilitation or other treatment to SHPO.** The National Trust will develop detailed plans and specifications for the exterior restoration of the Lincoln Cottage in accordance with the Secretary's Standards for Restoration and will submit all such plans and specifications to the AFRH and to the SHPO for review and approval prior to implementing such plans and specifications. The National Trust will develop detailed plans and specifications for the interior of the Lincoln Cottage in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The National Trust may also develop preliminary,

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schematic or detailed plans and specifications for other historic properties covered by the Cooperative Agreement or lease. The National Trust agrees to submit all such plans and/or specifications to the AFRH and to the SHPO for review and approval prior to implementing any such plans and specifications. The SHPO will review the plans and return comments within thirty (30) days of receipt from the National Trust.

4. **Amendment:** If any signatory to the PA, including any invited signatory, determines that its terms will not or cannot be carried out or that an amendment to its terms must be made, that party shall immediately consult with the other parties to develop an amendment to this PA pursuant to 36 CFR Part 800.6(c) (7) and 800.6(c) (8). The amendment will be effective on the date a copy signed by all of the original signatories is filed with the ACHP. If the signatories cannot agree to appropriate terms to amend the PA, any signatory may terminate the agreement in accordance with stipulation 6.

5. **Dispute Resolution.** Should any signatory to this PA object to any action carried out or proposed by the National Trust with respect to implementation of this PA, the National Trust will consult with the objecting party to resolve the objection. If the objection cannot be resolved through consultation, the AFRH will undertake additional consultation in accordance with 36 CFR 800.6(b). Any activity that is the subject of a dispute shall be discontinued until the dispute is resolved.

6. **Termination of the Agreement.** Termination: If the PA is not amended following the consultation set out in Stipulation 3, it may be terminated by any signatory or invited signatory. Within 30 days following termination, AFRH shall notify the signatories if it will initiate consultation to execute a PA with the signatories under 36 CFR Part 800.6(e) (1) or request the comments of the ACHP under 36 CFR Part 800.7(a) and proceed accordingly.

7. **Term.** This PA will be in effect for five (5) years from the execution date, which will be the date of the final signature, unless the PA is terminated in accordance with Stipulation 5 above.

**Execution:** AFRH and the NTHP intend to carry out its commitments outlined in the Stipulations section above. If AFRH and NTHP are unable to carry out their commitments in these stipulations for any reason, then AFRH and NTHP will enter into consultation with the SHPO in accordance with 36 CFR Part 800.6 (c) (7). Execution of this PA by AFRH, NTHP and the SHPO, the submission of documentation and filing of this PA with the ACHP pursuant to 36 CFR Part 800.6(b) (1) (iv) prior to AFRH's approval of this undertaking, and implementation of its terms evidence that AFRH has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

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#### ARMED FORCES RETIREMENT HOME

By: Timothy Cox Date: 4-7-05  
Timothy Cox  
Chief Operating Officer

#### NATIONAL TRUST FOR HISTORIC PRESERVATION IN THE UNITED STATES

By: Richard Moe Date: 4/27/05  
Richard Moe  
President

#### District of Columbia HISTORIC PRESERVATION OFFICE

By: Lisa Burcham Date: 4/27/05  
Lisa Burcham  
District of Columbia State Historic Preservation Officer

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**PRESERVATION DOCUMENTATION OUTLINE**

Following is an outline of a documentation report appropriate for submission to the DC SHPO for larger projects that require DC SHPO review.

<b>REPORT COMPONENTS</b>	<b>REPORT BODY</b>
<i>Cover</i>	AFRH-W Resource Name, Project Title, Date of Submission
<i>Executive Summary</i>	1) Scope and Purpose of Project (including id of affected resource) 2) Project Team
<i>Description of Existing Resource to be Affected</i>	1) Resource Inventory Data Sheet 2) Brief narrative including historic documentation 3) Photographs 4) Drawings (11"x17")
<i>Description of Proposed Work</i>	1) Brief narrative describing proposal and explaining need 2) Drawings (11"x17")
<i>Preservation Design Issues</i>	1) Identify preservation issues 2) Identify possible alternative approaches 3) Described preferred treatment and justification
<i>Effects</i>	1) Summarize effect of proposed preferred treatment 2) Summarize proposed mitigation measures

# 43 Preservation Briefs

Technical Preservation Services  
National Park Service  
U.S. Department of the Interior



## Preservation Brief 43 The Preparation and Use of Historic Structure Reports

Deborah Slaton

- » [Introduction](#)
- » [Guiding the Treatment of Significant Historic Properties](#)
- » [When to Prepare the Report](#)
- » [Commissioning the Report](#)
- » [How Much Will It Cost?](#)
- » [Report Preparation](#)
- » [Report Organization](#)
- » [Report Production and Availability](#)
- » [Summary](#)

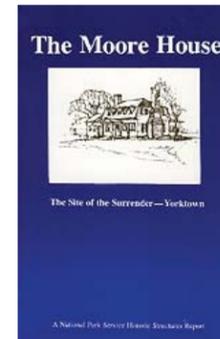
**A NOTE TO OUR USERS:** The web versions of the **Preservation Briefs** differ somewhat from the printed versions. Some illustrations are new, captions are simplified, illustrations are typically in color rather than black and white, and some complex charts have been omitted.

### Introduction

A historic structure report provides documentary, graphic, and physical information about a property's history and existing condition. Broadly recognized as an effective part of preservation planning, a historic structure report also addresses management or owner goals for the use or re-use of the property. It provides a thoughtfully considered argument for selecting the most appropriate approach to treatment, prior to the commencement of work, and outlines a scope of recommended work. The report serves as an important guide for all changes made to a historic property during a project-repair, rehabilitation, or restoration-and can also provide information for maintenance procedures. Finally, it records the findings of research and investigation, as well as the processes of physical work, for future researchers.

<http://www.cr.nps.gov/hps/tps/briefs/brief43.htm> (1 of 22) [5/1/2007 9:20:20 AM]

**A historical "first."** The first historic structure report prepared in the United States, *The Moore House: The Site of the Surrender-Yorktown*, was written by Charles E. Peterson of the National Park Service in the early 1930s. In the decades since the Moore House report was completed, preservation specialists commissioned by owners and managers of historic properties have prepared thousands of reports of this type. Similar studies have also been used for many years as planning tools in France, Canada, Australia, and other countries, as well as in the United States. Although historic structure reports may differ in format, depending upon the client, the producer of the report, the significance of the structure, treatment requirements, and budgetary and time restrictions, the essential historic preservation goal is the same.



In the introduction to the first historic structure report in this country, Charles E. Peterson of the National Park Service wrote in 1935, "any architect who undertakes the responsibility of working over a fine old building should feel obligated to prepare a detailed report of his findings for the information of those who will come to study it in future years." Since then, thousands of historic structure reports (HSRs) have been prepared to help guide work on historic properties. Photo: National Parks and Conservation Association.

Mesick

In response to the many inquiries received on the subject, this Preservation Brief will explain the purpose of historic structure reports, describe their value to the preservation of significant historic properties, outline how reports are commissioned and prepared, and recommend an organizational format. The National Park Service acknowledges the variations that exist in historic structure reports and in how these reports address the specific needs of the properties for which they have been commissioned. Thus, this Brief is written primarily for owners and administrators of historic properties, as well as architects, architectural historians, and other practitioners in the field, who have limited experience with historic structure reports. It also responds to the requests of practitioners and owners to help define the scope of a historic structure report study.

<http://www.cr.nps.gov/hps/tps/briefs/brief43.htm> (2 of 22) [5/1/2007 9:20:20 AM]

## Guiding the Treatment of Significant Historic Properties



Historic structure reports are prepared for many different types of structures with various intended uses. Examples include courthouses and state capitols still serving their historic function, such as the Wisconsin State Capitol (above); significant properties that are to be rehabilitated and adaptively reused; and properties that are to be preserved or restored as house museums. Photo: Wiss Janney Elstner Associates, Inc.

A historic structure report is generally commissioned by a property owner for an individual building and its site that has been designated as historically or architecturally significant, particularly buildings open to the public, such as state capitols, city halls, courthouses, libraries, hotels, theaters, churches, and house museums. It is certainly possible, but is less common, to prepare a historic structure report for a privately owned residence.

Besides the building itself, a historic structure report may address immediate site or landscape features, as well as items that are attached to the building, such as murals, bas reliefs, decorative metalwork, wood paneling, and attached floor coverings. Non-attached items, including furniture or artwork, may be discussed in the



The scope of such studies includes the interior as well as exterior of the historic structure. This is the interior of the Stanley Field Hall, Field Museum, Chicago. Photo: McGuire Iglesias & Associates, Inc.

historic structure report, but usually receive in-depth coverage in a separate report or inventory. One significant property may include multiple buildings, for example, a house, barn, and outbuildings; thus, a single historic structure report may be prepared for several related buildings and their site.



The University of Vermont has more than thirty contributing buildings in four historic districts listed in the National Register of Historic Places. The Campus

Historic structure reports can be prepared for other historic resource types as well, including bridges, canals, ships, mines, and locomotives, which are categorized as structures by the National Register of Historic Places; sculpture and monuments, which are categorized as objects; and college campuses and industrial complexes, which are categorized as districts. For battlefields, gardens, designed landscapes, and cemeteries, which are categorized as sites, parallel evaluation and investigation is usually undertaken through a separate document called a cultural landscape report.

**A team approach.** With such an array of subject matter, it is not surprising that preparation of a

<http://www.cr.nps.gov/hps/tps/briefs/brief43.htm> (3 of 22) [5/1/2007 9:20:20 AM]

Master Plan recognizes a commitment to respect and maintain the historic integrity of these facilities. Historic structure reports are available for many of the University's historic structures. Photo: University of Vermont Historic Preservation Program.

historic structure report is almost always a multidisciplinary task. For a small or simple project, the project team may include only one or two specialists. For a complex project, a team may involve historians, architectural historians, archeologists, architects, structural engineers, mechanical engineers, electrical engineers,

landscape architects, conservators, curators, materials scientists, building code consultants, photographers, and other specialists.

The disciplines involved in a specific historic structure report reflect the key areas or issues to be addressed for the particular property. The project leader or designated principal author for the report is responsible for coordinating and integrating the information generated by the various disciplines. Designation of a principal author may depend on the goals of the historic structure report and on which disciplines are emphasized in the study.



For small or simple projects, the project team may include only one or two specialists while complex projects may involve a large number of investigators and specialists. Evaluation of this barn may primarily involve an historian, an architectural conservator, and a structural engineer. Photo: Wiss Janney Elstner Associates, Inc.

#### Value of the Historic Structure Report

The completed historic structure report is of value in many ways. It provides:

- A primary planning document for decision-making about preservation, rehabilitation, restoration, or reconstruction treatments
- Documentation to help establish significant dates or periods of construction
- A guide for budget and schedule planning for work on the historic structure
- A basis for design of recommended work
- A compilation of key information on the history, significance, and existing condition of the historic structure
- A summary of information known and conditions observed at the time of the survey
- A readily accessible reference document for owners, managers, staff, committees, and professionals working on or using the historic structure
- A tool for use in interpretation of the structure based on historical and physical evidence
- A bibliography of archival documentation relevant to the structure
- A resource for further research and investigation
- A record of completed work

**Benefits for large-scale and long-term projects.** In the development of any historic structure report, the scope of work and level of detail are necessarily adjusted to meet the

requirements of a particular project, taking into account the property's significance, condition, intended use, and available funding. This does not mean that every significant historic property requires-or receives-a comprehensive investigation and detailed report. Some historic structure reports are of very limited scope. It may be necessary for a project to proceed without a historic structure report, either because of the cost of the report or a perceived need to expedite the work.

Most large-scale or long-term work projects would benefit greatly from the preparation of such a report-and not only from the value of the report as an efficient planning tool (See box above). If work proceeds without a historic structure report to guide it, it is possible that physical evidence important to understanding the history and construction of the structure may be destroyed or that inappropriate changes may be made. The preparation of a report prior to initiation of work preserves such information for future researchers. Even more importantly, prior preparation of a report helps ensure that the history, significance, and condition of the property are thoroughly understood and taken into consideration in the selection of a treatment approach and development of work recommendations. One of the goals of a historic structure report is to reduce the loss of historic fabric or significance and to ensure the preservation of the historic character of the resource.

#### When to Prepare the Report

**Optimal first phase.** The historic structure report is an optimal first phase of historic preservation efforts for a significant building or structure, preceding design and implementation of preservation, rehabilitation, restoration, or reconstruction work. Information contained in the report documents existing conditions and serves as a basis for proposing physical changes. As additional information is learned relevant to the history of the building, and as work on the historic structure is implemented, the report can be amended and supplemented.

#### Scope of Work

The following questions should be answered to determine the scope of work required for the study:

- Is the building's history well understood?
- Has the period of significance been established?
- Does the building represent a variety of periods of construction, additions, and modifications, not all of which may be significant?
- What archival documentation is available?
- Does the building have physical problems that require repair? What construction materials and systems are known to exhibit distress or deterioration?
- Does the building have code or functional problems that interfere with its use?
- Is the building in use? Is a new or more intensive use planned?
- Is funding available to commission the report needed to address these requirements? If not, can the scope of the report be reduced to answer critical

- questions in a limited report?
- Has the time frame for the overall project been established?

The length of time required to prepare a historic structure report and the budget established for its development will vary, depending on the complexity of the project, the extent and availability of archival documentation, and to what extent work has already been performed on the building. If the scope of a historic structure report for a simple building is limited to a brief overview of historic significance, a walk-through condition assessment, and general treatment, the study and report may be completed within a few months' time by an experienced investigator. On the other hand, a historic structure report for a larger building with numerous past alterations and substantive problems will require extensive research and on-site study by a multidisciplinary team. This type of report can often take up to two years to complete.



At the Hudson Opera House, a multi-arts center in Hudson, New York, the historic structure report was prepared incrementally. The first phase of the report focused on assessment and recommendations for repair of the roofing, the most critical issue in preservation of the building. Photo: Gary Schiro.

**Incremental preparation.** If budgetary constraints preclude completing the historic structure report as one project, it can be prepared incrementally. The work recommendations should not be developed or implemented prior to completion of research and investigation, except for emergency stabilization to prevent immediate failure or damage, or temporary measures to address critical health and safety issues. A partial historic structure report can be completed in preparation for anticipated work that must be initiated to preserve or protect the building. This type of report includes analysis of only those building elements and systems that may be affected by the proposed work, and involves only the specialists needed to address the types of investigation and work planned. For example, research and documentation of existing interior finishes may be required before undertaking localized structural stabilization that will require removal of interior materials.

In undertaking such work prior to the completion of a historic structure report, caution should be taken not to alter or unnecessarily remove changes to the building that had occurred over time. The completed report may conclude that such changes to the building may have acquired significance in their own right and therefore merit preservation.

**Documenting past work.** Sometimes a historic structure report is initiated when repair or restoration work on the historic building has already been completed. Although it is always recommended that the study be done prior to new work, in this case, the report needs to document--as fully as possible--the condition and appearance of materials, elements, and spaces as they existed prior to the work performed. The extent to which this can be achieved depends on the quality of archival documentation available and physical recording

undertaken prior to the completed work. The report should describe the nature and extent of the past repair or restoration work, and, if possible, should also document research performed, reasons for design decisions made, and the construction process for the work already completed on the structures.

### Commissioning the Report

Commissioning a historic structure report requires answering a series of questions to establish the scope of work. The goals of the report need to be defined and the report should be designed to support planning for the future of the historic structure. This effort may involve gathering information to answer questions about what is significant about the building and site; what uses are appropriate for the building, or whether existing uses need to be modified; what known conditions require repair and whether those repairs are urgent; and what short-term and long-term goals need to be addressed. Finally the available budget for the historic structure report project should be established before a request for proposals is issued.

The procedures for preparing a historic structure report and the outline of report content and organization can serve as the basis to develop a scope of work for the study and also to solicit proposals for a report that reflects the requirements of the specific structure, and, of course, the available budget. Although the request for proposals should always establish such a scope of work, firms may be invited to suggest adjustments to the scope of work based on their past experience. The request for proposals should include a qualifications submittal from each proposer. This submittal should include resumes for the principal investigators and a description of experience in preparing historic structure reports or similar studies, as well as experience with buildings of similar type, age, and construction to the subject of the study. References and sample of work may be requested from the proposer as part of this submittal. An interview with one or more candidates is highly recommended, both so that the proposers can present their project approach and qualifications, and so that the client can ask questions in response to the submitted proposal.

### How Much Will It Cost?

The cost of undertaking a historic structure report is determined by numerous factors, some of which may be unique to a particular property. Common to most projects, however, are seven factors that help determine the cost of a report:

1. The level of significance of the property will certainly influence the cost. That is, a property that is nationally significant would likely require a greater effort than a property that is only locally significant.
2. The treatment and use for which the historic structure

report information provides a basis is an important cost consideration. If the decision is reached to maintain a building in its current form, the level of effort required in preparing a historic structure report would be less than where the intended treatment is a comprehensive restoration. A change in building use likewise may increase the level of effort; for example, the additional work involved in addressing different building code provisions.

3. The availability of information about the historic resource has a direct bearing on costs. Some historic structures are well researched, and drawings may have been prepared to exacting standards, while others may require considerable original research and investigation to establish the evolution of the structure. On occasion, a property owner's in-house staff or volunteers may undertake research in advance of a contracted study as a way to reduce the cost of the report.

4. The location of and access to a historic building is a cost factor for some studies. A property in a remote mountain location can involve high travel costs relative to properties in or near an urban area. A structure requiring special techniques for exterior physical inspection would involve higher access costs than a small residential structure.

Historical photographs are an invaluable aid and time saver in establishing a building's original construction and evolution; in guiding the replication of missing features; and even in understanding existing material deterioration. The availability of information, such as

Historical photographs are an invaluable aid and time saver in establishing a building's original construction and evolution; in guiding the replication of missing features; and even in understanding existing material deterioration. The availability of information, such as archival photographs, surviving original architectural drawings, or HABS documentation, has a direct bearing on the cost of preparing a historic structure report. In this circa 1890 photo of the Rancho San Andrés Castro Adobe, the "lumbering up" on the south end is a character-defining feature of adobe construction that is rarely seen today. Photo: Historic Structure Report for Rancho San Andrés Adobe by Edna Kimbro, State Historian, California State Parks, Monterey District.

### Collecting Information for the Report

#### A typical study involves:

- Preliminary walk through
- Research and review of archival documentation
- Oral histories
- An existing condition survey (including exterior and interior architectural elements, structural systems, mechanical and electrical systems, etc.)
- Measured drawings following the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*
- Record photography
- Evaluation of significance
- Discussion with the owner and users about current and future intended uses for the structure
- Selection and rationale for the most appropriate approach to treatment (preservation, rehabilitation, restoration, or reconstruction)
- Development of specific work recommendations

5. The size and architectural character of a property affects the time required to prepare a historic structure report. A simple four-room vernacular structure would usually involve less effort than a complicated high-style courthouse with many significant spaces.



Numerous factors influence the cost of preparing a historic structure report including the level of significance, size, and complexity of the property; required treatment and use; existing condition; and the location and access to the structure. Historic structure reports were prepared for several small lighthouses along the Oregon coast, including the Coquille River Lighthouse, shown here. Photo: Wiss, Janney Elstner Associates, Inc.

6. The physical condition of the structure and also the extent of physical fabric that is accessible for study will be cost determinants as well. Obviously, a property in good condition is usually less problematic than one in a deteriorated state. For a structure that was continuously occupied and where alterations cover earlier fabric, the opportunity to extract information from physical fabric dating to early periods may be limited without extensive removals that are usually beyond the scope of the historic structure report study. Even where buildings are vacant, there are instances where certain physical investigations may need to be limited because of the destructive impact that will occur to historic fabric.

7. The type of final report that is required can significantly affect the cost of the project, but is an area where costs can readily be controlled. Historic structure reports do not necessarily need to be professionally bound and printed. In-house desktop publishing has become commonplace, and a formal work product can often be obtained without excessive costs. Overly sophisticated printing and binding efforts represent a misplaced funding allocation for most historic properties. There are distinct advantages to having a report prepared in an appropriate electronic form, thus reducing the number of hard copies and facilitating future updates and additions to the report. For most properties where historic structure reports are prepared, ten or so hard copies should suffice. Providing one copy of the report in a three-ring binder is a helpful and inexpensive way to furnish the owner with a "working" copy of the document.

#### Suggested steps for collecting information prior to configuring the data into the actual report are as follows:

**Preliminary walk through.** A preliminary walk through of the building and its site with the owner or site manager, appropriate building staff representatives, and key members of the historic structure report team is important to review the project scope of work. During the walk through, a brief review of existing conditions can be performed to highlight user concerns and gather information about distress and deterioration observed. Building staff may also be able to provide information on recent repairs, current maintenance procedures, and specific areas of active deterioration. A brief review of existing documentation available on site is also useful. Site personnel may be able to recommend additional archival resources.

**Historical research.** Archival research should be directed toward gathering information on the building's history, original construction and later modifications, occupancies, and uses over time. Research for the report is not intended to produce a large compendium of historical and genealogical material, but rather selected information necessary to understand the evolution of the structure, its significance, and justification for the treatment selected. For significant sites where other types of studies such as archeological investigations or a cultural landscape report have been completed or are underway, coordination is required to ensure that research information is shared and that the research effort is not duplicated.



Historical research is directed toward gathering information on a structure's history, original construction and later modifications, occupancies, and uses over time. Research may range from national repositories such as the Library of Congress to local collections or private family records. Old newspapers, architectural journals and even manufacturing trade catalogs can be surprising sources of historical accounts and illustrations. This circa 1902 photograph of New York's Flatiron Building is of the construction in progress; such photographs are useful in understanding building chronology as well as concealed conditions of as-built construction such as building framing. Photo: Library of Congress, LC-D401-14278.

If a National Register nomination or other inventory has already been completed for the building and its site, the bibliography of that document may suggest possible sources for further research. In addition, a completed National Register nomination can serve as a starting point for development of the historic structure report sections on history and significance, and can be included in the appendix of the report.

Public and university libraries, and state and local historical societies are likely sources of relevant materials. Municipal records collections often contain deed and building permit information that is useful in developing a chronology of ownership and construction. Architectural, engineering, and construction documents, shop drawings, repair documents, and maintenance records are valuable sources of information. The original drawings and specifications, if extant, may be kept at the archives of the historic building but may also have been retained by the firm that designed the building or successor firms. Building records and other archival documentation may have remained with the structure or site, with previous owners, or with related properties.

Historic photographs are invaluable in developing a chronology of building changes and in determining the character and detailing of missing elements. Photographs in private collections, not intended as formal documentation, can often be useful. For example, family photographs taken outdoors can document a building that appears in the background. Renderings and paintings can also be useful, but these images must be carefully analyzed and compared with other information to ensure accurate interpretation. Correspondence and oral histories can be important additions to the overall information, but may be unreliable and should be confirmed, when possible, by comparison with photographic documentation and physical evidence.

Fire insurance maps, such as Sanborn maps, can provide information on type of construction materials. When maps from different years are available, these can be useful in

developing a chronology of additions and other changes to the structure.

**Existing condition survey.** A survey is performed to document physical spaces and elements, and to assess the current condition of building materials and systems. In conjunction with historical research, the condition survey helps determine the historic integrity of a structure. The survey and inspection should address the building's exterior and interior materials, features and finishes; structural systems; interior spaces; mechanical, electrical, and plumbing systems; and fire detection and security systems. Further study may be required such as non-intrusive or intrusive investigation, field testing, sample removal, and laboratory testing and analysis of materials.



Archaeological studies may be valuable in uncovering important evidence of changes to a historic structure. Following historical research and after several archeological soil probes, a decision was made to excavate an area in front of a mid-nineteenth century fireplace, revealing the original dirt floor and hearth undetected by earlier restoration efforts. Photo: NPS files.

Archeological investigations can provide information on the locations of building foundations and other sub-grade building elements, and can assist in developing information on the function of adjacent site areas, building elements, and previously unfinished floor spaces. The survey may also address the immediate site landscape, if this is not covered in a separate cultural landscape report.

Information gathered during the survey can be documented with field notes on baseline drawings consisting of field sketches or measured drawings. In addition, documentation can include photographs (35-mm, large format, digital, perspective-corrected, and scale-rectified photographs; photogrammetry; and laser techniques), sketches and measured drawings, computer-aided design and drafting (CADD), video records, and written notes and field measurements. Depending upon project requirements, documentation may need to be prepared to archival standards regarding paper, photographs and negatives, electronic records, and backup data.

**Measured drawings and record photography.** The collection of the Historic American Building Survey/Historic American Engineering Record (HABS/HAER) archive at the Library of Congress should be searched in case the property has been previously documented through drawings and photographs. While many historic properties have been documented since the start of this invaluable collection in the 1930s, it is still more likely that this type of documentation does not exist for a property for which a historic structure report is being undertaken. Preparation of such documentation to portray the current condition of a property can be an invaluable addition to the historic structure report. Besides serving as a documentary record of a structure, the recording documents can serve another purpose such as an easement document, information for catastrophic loss protection, interpretive drawings, or baseline drawings for proposed work. If undertaken as part of the current building study, the measured drawings and record photography should follow the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*.



The use of special access methods may be necessary for close-up investigation of building elements. At the Wisconsin State Capitol, project architects and engineers used rappelling techniques. Photo: Wiss, Janney, Elstner Associates, Inc.

**Materials Investigation and Testing.** Field examination and testing of building material may include non-destructive (non-intrusive) or, where necessary, destructive (intrusive) examination and/or testing of materials, components, and systems. Examples of non-destructive methods of field examination and testing include field microscopy, the use of a metal detector to locate concealed metal elements, and X-ray techniques to assess concealed conditions. Some examples of destructive methods of field examination and testing include structural testing, strain relief testing, and inspection openings (probes).

Instruments such as a borescope, through which concealed conditions can be viewed through a small hole, permit enhanced examination while limiting damage to the existing building fabric.

Depending upon existing conditions and the results of the site inspection, field monitoring may be required. Field monitoring can include humidity and temperature monitoring, documentation of structural movement and vibrations, light level monitoring, and other environmental monitoring.

In addition, materials samples may be removed for laboratory studies. A wide range of laboratory testing may be appropriate to establish the composition of various construction materials, determine causes of deterioration, and identify and assess appropriate conservation and repair measures. Materials analysis may also be helpful in dating changes to the structure and in developing a chronology of construction. For example, mortar analysis may be performed to determine the composition of original and repointing mortars and to provide information for use in designing a mortar mix for repointing. As another example, paint and other coatings may be analyzed to determine finish types and composition, and original and subsequent color schemes, using special analysis techniques and comparison with color standard systems. Samples should generally be returned to the owner and retained in case future testing is required. In some cases, it may be appropriate to reinstall the samples after materials studies have been completed.



Paint studies may not only help establish the chronology of paints and paint colors used on a building but also may aid in the dating of existing architectural features. Examination of the paint

Sample removal and analysis may also be required to identify hazardous materials, which are present in many historic buildings. For example, lead and other heavy metals are components of many older paints and coatings, and asbestos is a constituent of

some roofing materials, claddings, sealants, and insulation. Mold and mildew may be present and require special treatment; in this case a consulting industrial hygienist may need to be included in the project team. Analysis may be performed to confirm the materials present, determine the nature of the hazard, and help identify methods of remediation or management.

layers on these modillions utilizing a hand-held microscope enabled an investigating team to confirm in the field which modillions were original and which were later replacements. Photo: NPS files.

As buildings constructed during recent decades become "historic," newer materials require study and analysis as part of historic structure reports. For example, curtain wall components and joint sealants may require analysis to determine their composition, identify causes of deterioration, and select appropriate replacement sealants. Composite materials and plastics, present in post-World War II buildings, may also require special effort to determine repair techniques or appropriate materials for replacement.

All of the information gathered during the physical investigation, and through field testing and laboratory analysis, should be documented in field notes, sketches, photographs, and test reports. This information is incorporated in the historic structure report and provides a basis for the development of treatment recommendations.

**Evaluation of significance.** The process of evaluation occurs throughout the study of the historic structure as information is gathered, compared, and reviewed. Historical data and physical evidence are reviewed to help evaluate the historical, architectural, engineering, and cultural significance of the property, its construction and use, and occupants or other persons associated with its history and development. This evaluation includes determination of the period(s) of primary significance. An overview of the building's history and an assessment of its significance are included in the report.

**The Secretary of the Interior provides four distinct but interrelated approaches to the treatment of historic properties:**

- **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.
- **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods.
- **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

Depending on the historical significance of the property, and whether a detailed history has already been written, a brief or more detailed history may be appropriate. A chronology of construction and changes to the building, developed through historic and physical research, is an effective approach to identifying original building elements, as well as modifications that have occurred over time. If a comprehensive National Register nomination or other inventory has been prepared, the significance may already be defined. In other cases, the significance of a building and even its treatment may have been established through

authorizing legislation or through the charter of an organization or foundation that owns the historic property. Where appropriate, however, the building's significance should be re-evaluated in light of research performed for the historic structure report.

The results of the research, investigation, and field and laboratory testing are reviewed as a basis for developing specific work recommendations. The history and significance of the building and its site are evaluated to understand what spaces, elements, and finishes are of architectural or historical importance, and to confirm the overall project goals and treatment direction. The physical condition of the building and its systems is evaluated with regard to existing deterioration and distress, and needed repairs, as well as changes required to meet treatment goals. Attention is given to identification of life safety issues and code considerations. Conditions are also identified that could lead to future safety risks, loss of historic fabric, or loss of performance.

**Selection of a treatment approach.** Once the building's history, significance, and physical condition have been researched and investigated, an appropriate treatment is usually selected. Depending upon the intended use of a property, funding prospects, and the findings of the investigation, it may be necessary in some cases to identify and discuss an alternate treatment as well. For example, a building currently occupied by caretakers that is a candidate for restoration and use as a museum may require such ambitious funding support that, for the foreseeable future, a more practical treatment could be to preserve the building and retain the caretakers. In this case, the treatment recommendation would be to restore the property and project work relevant to the restoration would be described. However, the alternate treatment (in this instance an interim one) of preserving the building in its current form would also be described, including discussion of work appropriate to preservation such as repairing the existing roof and installing a monitored fire detection system.



The treatment approach selected for a building usually is determined by the intended use of a property, funding prospects, and the findings of an investigation. The Wolf Creek Inn, operated by the Oregon Parks and Recreation Department, is among the most intact and oldest active traveler's inns in Oregon. The historic structure report outlined a rehabilitation treatment which included such work recommendations as repairs to specific historic fabric, landscape restoration and site improvements, and upgrading of the building's mechanical and electrical systems. Photo: Historic American Building Survey, 1934.

In selecting an appropriate treatment, *The Secretary of the Interior's Standards for the Treatment of Historic Properties* can be particularly helpful. In use for more than twenty-five years, the Standards are a widely accepted means of planning for and undertaking project work in a manner that preserves historic materials and elements. The Secretary's Standards have been adopted by many state and local review entities for review of work proposals on historic structures.

The Standards and their accompanying Guidelines describe four different options for treatment and list recommended techniques for exterior and interior work consistent with

each option. One treatment (preservation, rehabilitation, restoration, or reconstruction) is usually selected and followed throughout the course of a project involving a particular building. Application of a single treatment approach helps to avoid inappropriate combinations of work, such as restoring a building's appearance to an earlier time in history while simultaneously constructing a new addition.

**Development of work recommendations.** The work recommendations are a central feature of the report. They are developed only after the research and investigation has been completed and the overall project goal established as to whether a particular building should be preserved, rehabilitated, restored, or reconstructed. The specific work recommendations need to be consistent with the selected treatment. If analysis performed during the study suggests that the approach or use initially proposed would adversely affect the materials, character, and significance of the historic building, then an alternate approach with a different scope of work or different use may need to be developed. The process of developing work recommendations also needs to take into account applicable laws, regulations, codes, and functional requirements with specific attention to life safety, fire protection, energy conservation, abatement of hazardous materials, and accessibility for persons with disabilities.

In addition to project goals, the proposed work is also guided by the building's condition. The scope of recommended work may range from minor repairs to structural stabilization to extensive restoration. In addition, the scope of work may be very narrow (e.g., priming and painting of woodwork and repair of deteriorated roof flashings), or very extensive (e.g., stabilization of timber framing or major repair and repointing of exterior masonry walls). The result of implementing (or not implementing) the recommended work needs to be considered as the recommendations are developed.



The historic structure report for the Hotel Florence, shown here in 1886, provided a basis for stabilization and repair work which has been completed. Initial phases of work addressed preservation of the building envelope, structural repairs, and limited mechanical and electrical improvements. The report also provided recommendations for future rehabilitation work that will be implemented in phases

Of course, the available project budget is also a factor in determining the extent of recommended work and whether it must be accomplished in several phases or projects. Whether or not available budget is the primary factor in determining the extent of work that can be performed, it is often useful to prioritize recommended work items. The recommended tasks can be examined in terms of relative importance and the time required for implementation. Prioritizing repairs can be critical where immediate or short-term work is needed to stabilize a building or structure, eliminate safety hazards, make the building weather tight, and protect it against further deterioration.

Appropriate procedures for undertaking the recommended work items are described in the historic structure report and are intended to serve as a basis for planning the repair, rehabilitation, or restoration design. The level of detail to which the

as funding becomes available. Photo: Historic American Buildings Survey. work items are defined should be limited in the historic structure report, as these recommendations serve as the foundation for, rather than in place of, design and construction documents for the work. For example, baseline drawings annotated with existing condition notes can later serve as a starting place for development of construction drawings. Outline procedures provided in the report for recommended work items can be used later to develop specifications for the work. Finally, a general opinion of probable costs associated with the recommended work is often prepared. A cost estimate is useful to building owners and managers in budget planning and also assists in prioritizing the work. For large or complex projects, the services of a professional cost estimator may be helpful in this effort.

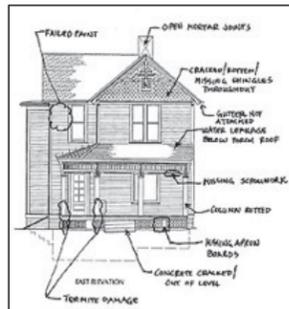
### Report Preparation



The historic structure report for the Noland House in Independence, Missouri, a vernacular house that is significant as part of the context of Harry S. Truman's life and family in Independence, Missouri, includes photographs and measured drawings to record existing features and conditions of the building. The measured drawings will also provide a basis for construction documents for future preservation work. This photograph illustrates the front elevation of the house. Photo: Bahr, Vermeer & Haecker, Architects Ltd.

Upon completion of the research, physical investigation, evaluation, and work recommendations, the historic structure report is compiled. The principal investigator may submit an outline of the report for owner review at the beginning of the report preparation. A draft report may also be submitted for review when the report is partially complete, especially if there are many new research findings, significant physical distress conditions to be addressed, or complicated choices to be made in determining the treatment.

The report should be prepared in a style and format that is readily accessible and user-friendly; however, it is not essential that a standardized method or format be followed for all historic structure reports. The report can be primarily narrative or graphic, but is most typically a combination of these formats. Ease and economy of report preparation should be considered but should not take precedence over clarity and thoroughness of documentation.



This is one of the measured drawings for the Noland House (see above, left). Drawing: Bahr, Vermeer & Haecker, Architects Ltd.

**Meetings and presentations.** In addition to meetings with site personnel early in the study process, it is helpful for the project team to meet at key points during the research, investigation, and development of the historic structure report. For example, it is useful for the project team members performing archival research to meet with site personnel to review documents and findings, and to help ensure that important archival sources have not been overlooked. Project team members may also walk through the building with site personnel during the investigation phase to review and discuss existing conditions and possible recommendation approaches. When the report is in draft form, a meeting of the project team with those personnel who will be reviewing and using the report is useful to discuss overall goals, treatments, and recommendations as these are being developed. Finally, when the study is complete, a presentation of the completed study by the project team helps to familiarize the owner and building personnel with the report, highlight key issues, answer questions, and provide a transition to the use of the report as a working document by the building's caretakers.

### Report Organization

The scope of the study-historical research, condition survey, investigation and testing, evaluation, selection of appropriate treatment, and development of specific work recommendations-generates a wealth of information about the history and condition of the building and the specific work needed to, preserve, rehabilitate, restore, or reconstruct it. This information is typically a combination of historical and technical data obtained by different members of the project team and presented as an integrated report in text, photographs, drawings, and tables. The project leader or principal author must guide the development of the report so that key issues are addressed, information is documented and assimilated in the report findings and discussion, recommendations are clearly presented, and no information is lost or misinterpreted in the compilation process.

In order to integrate the many pieces of information into a coherent and comprehensive whole, the historic structure report is generally organized into two principal sections preceded by a brief introduction that summarizes overall findings and recommendations and provides project administrative data. The main sections of the report consist of (1) a narrative that documents the evolution of the building, its physical description, existing condition, and an evaluation of significance; and (2) a discussion of historic preservation objectives, together with recommendations for an overall treatment approach and for specific work. The report is usually supplemented with footnotes or endnotes, bibliography, and appendices of historical documentation and technical data.

It is highly recommended that a post project record of all work performed later be added as a supplement to the historic structure report. This record may consist of annotated drawings, photographs, and other documentation of the work performed. Site personnel may help coordinate this supplement or record if the principal author of the report is not involved in the later construction phase. Some organizations and government agencies consider the post project record to be a third part of a historic structure report and not just a supplement.

When physical evidence is discovered during the course of the construction work or when new documentary evidence is discovered as research continues after completion of the report, this also should be recorded and incorporated into the historic structure report or in an appendix to the report. An important goal of the historic structure report process is to maintain the report as an active and working document, both to facilitate the use of information compiled in the report and to permit the report to readily accommodate new information as it becomes available.

### Report Production and Availability

The historic structure report is most often prepared in the form of a printed, illustrated manuscript. In recent years, attention has been given to creating or transforming the historic structure report into an electronic document as well. In electronic format, the report can easily be shared with interested parties and is readily updated.

However, because historic structure reports are still mostly produced in printed format (although sometimes concurrently with an electronic document), it is important that, after production, one or more copies be provided to the property owner and also made available to the project team. As the basis for design and construction documents, the historic structure report needs to be readily available and extensively used during implementation of the work.

At least one site copy should be maintained in a physical format that can be readily updated, such as a three-ring notebook to which additional documentation can easily be added. Field documentation materials, including photographs and negatives, measured field drawings, condition reports and surveys, materials test reports, and other information gathered during the study can be stored in an archive by the building owner for future reference.

An archival copy should also be provided to the owner, and a minimum of one archival copy kept at the project site and at an appropriate local or regional archive, such as a state historical library. Copies of the historic structure report may also be provided to a local historical organization or university and the state historic preservation agency or historical society. In addition, a copy may be given to the National Trust for Historic Preservation Collection at the University of Maryland at College Park, which has established a reference collection of historic structure reports.

### Summary

Various agencies and organizations have employed historic structure reports as planning tools for many years, for example, the National Park Service, General Services

Administration, New York State Office of Parks, Recreation and Historic Preservation, and the Society for the Preservation of New England Antiquities. These and other agencies and organizations may have specific requirements and procedures for reports prepared for properties under their stewardship that differ from those described in this Preservation Brief. All historic structure reports, however, share a common goal—the careful documentation and appropriate treatment of significant historic structures.

The historic structure report is an optimal first phase of historic preservation efforts for a significant building, preceding design and implementation of its preservation, rehabilitation, restoration, or reconstruction. If work proceeds without a historic structure report as a guide, physical evidence important to understanding the history and construction of the building may be destroyed. The preparation of a report prior to initiation of work provides documentation for future researchers. Even more importantly, prior preparation of a report helps ensure that the history, significance, and condition of the property are thoroughly understood and taken into consideration in the selection of an appropriate treatment and in the development of work recommendations. A well prepared historic structure report is an invaluable preservation guide.

#### Content and Organization of Report

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Study Summary  
Project Data

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Historical Background and Context  
Chronology of Development and Use  
Physical Description  
Evaluation of Significance  
Condition Assessment

#### Part 2 - Treatment and Work Recommendations

Historic Preservation Objectives  
Requirements for Work  
Work Recommendations and Alternatives

Bibliography  
Appendices  
Supplemental Record of Work Performed (section often added later)  
Completion Report  
Technical Data (on work completed)

**Introduction.** This section includes a concise account of research and investigation findings and recommendations for treatment and use, and a record of project

#### administrative data.

- *Study Summary* - a brief statement of the purpose, findings, and recommendations of the study, including major research findings, key issues addressed by the study, and a summary of recommendations for treatment and use.
- *Project Data* - a summary of project administrative data (e.g., location, ownership, and landmark status of property) and the methodology and project participants.

**Part 1 Developmental History.** This section consists of a narrative report based on historical research and physical examination documenting the evolution of the building, its current condition and causes of deterioration, and its significance.

- *Historical Background and Context* - a brief history of the building and its context, its designers and builders, and persons associated with its history and development.
- *Chronology of Development and Use* - a description of original construction, modifications, and uses, based on historical documentation and physical evidence.
- *Physical Description* - a description of elements, materials, and spaces of the building, including significant and non-significant features of the building.
- *Evaluation of Significance* - a discussion of significant features, original and non-original materials and elements, and identification of the period(s) of significance (if appropriate).
- *Condition Assessment* - a description of the condition of building materials, elements, and systems and causes of deterioration, and discussion of materials testing and analysis (if performed as part of this study).

**Part 2 Treatment and Work Recommendations.** This section presents the historic preservation objective and selected treatment (preservation, rehabilitation, restoration, or reconstruction), requirements for work, and recommended work that corresponds with the defined treatment goal.

- *Historic Preservation Objectives* - a description and rationale for the recommended treatment and how it meets the project goals for use of the building, e.g., rehabilitation for a new use, restoration for interpretive purposes, etc.
- *Requirements for Work* - an outline of the laws, regulations, and functional requirements that are applicable to the recommended work areas (e.g., life safety, fire protection, energy, conservation, hazardous materials abatement, and handicapped accessibility).
- *Work Recommendations and Alternatives* - a presentation of tasks recommended to realize the proposed treatment approach; evaluation of proposed solutions; and description of specific recommendations for work, including alternate solutions, if appropriate.

#### Notes, Bibliography and Appendices

- Footnotes or endnotes
- Bibliography, annotated if possible
- List of sources of information (e.g., archives, photograph collections)

- Appendices (e.g., figures, tables, drawings, historic and current photographs, reference documents, materials analysis reports, etc.)
- Index (if the report is particularly long or complex)

**Supplemental Record of Work Performed.** This section documents work performed, which may include planning studies, technical studies such as laboratory studies or structural analysis, or other investigation work that was not part of the scope of the original historic structure report, and records physical work on the building (construction documents, annotated drawings, photographs). The section is usually added later to update the report, as most historic structure reports are issued prior to implementation of the recommended treatment approach and specific work. It is sometimes referred to as Part 3 of the report.

- *Completion Report* - a record of the work accomplished, physical evidence discovered during construction, and how findings affect interpretation of the building.
- *Technical Data* - a collection of field reports, material data sheets, field notes, correspondence, and construction documents.

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**Front cover image: Wisconsin State Capitol. Photo: Wiss, Janney, Elstner Associates, Inc.**

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## 31 Preservation Briefs



### Mothballing Historic Buildings

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**A NOTE TO OUR USERS:** The web versions of the **Preservation Briefs** differ somewhat from the printed versions. Many illustrations are new, captions are simplified, illustrations are typically in color rather than black and white, and some complex charts have been omitted.

**When all means of finding a productive use** for a historic building have been exhausted or when funds are not currently available to put a deteriorating structure into a useable condition, it may be necessary to close up the building temporarily to protect it from the weather as well as to secure it from vandalism. This process, known as mothballing, can be a necessary and effective means of protecting the building while planning the property's future, or raising money for a preservation, rehabilitation or restoration project. If a vacant property has been declared unsafe by building officials, stabilization and mothballing may be the only way to protect it from demolition.



**This building has been successfully mothballed for 10 years because the roof and walls were repaired and structurally stabilized, ventilation louvers added, and the property maintained. Photo: NPS files.**

This Preservation Brief focuses on the steps needed to "de-activate" a property for an extended period of time. The project team will usually consist of an architect, historian, preservation specialist, sometimes a structural engineer, and a contractor. Mothballing should not be done without careful planning to ensure that needed physical repairs are made prior to securing the building. The steps discussed in this Brief can protect buildings for periods of up to ten years; long-term success will also depend on continued, although somewhat limited, monitoring and maintenance. For all but the simplest projects, hiring a team of preservation specialists is recommended to assess the specific needs of the structure and to develop an effective mothballing program.

A vacant historic building cannot survive indefinitely in a boarded-up condition, and so even marginal interim uses where there is regular activity and monitoring, such as a caretaker residence or non-flammable storage, are generally preferable to mothballing. In a few limited cases when the vacant building is in good condition and in a location where it can be watched and checked regularly, closing and

locking the door, setting heat levels at just above freezing, and securing the windows may provide sufficient protection for a period of a few years.

But if long-term mothballing is the only remaining option, it must be done properly. This will require stabilization of the exterior, properly designed security protection, generally some form of interior ventilation--either through mechanical or natural air exchange systems--and continued maintenance and surveillance monitoring.



**Boarding up without adequate ventilation and maintenance has accelerated deterioration of this property. Photo: NPS files.**

Comprehensive mothballing programs are generally expensive and may cost 10% or more of a modest rehabilitation budget. However, the money spent on well-planned protective measures will seem small when amortized over the life of the resource. Regardless of the location and condition of the property or the funding available, the following 9 steps are involved in properly mothballing a building:

#### Documentation

1. Document the architectural and historical significance of the building.
2. Prepare a condition assessment of the building.

#### Stabilization

3. Structurally stabilize the building, based on a professional condition assessment.
4. Exterminate or control pests, including termites and rodents.
5. Protect the exterior from moisture penetration.

#### Mothballing

6. Secure the building and its component features to reduce vandalism or break-ins.
7. Provide adequate ventilation to the interior.
8. Secure or modify utilities and mechanical systems.
9. Develop and implement a maintenance and monitoring plan for protection.

These steps will be discussed in sequence below. Documentation and stabilization are critical components of the process and should not be skipped over. Mothballing measures should not result in permanent damage, and so each treatment should be weighed in terms of its reversibility and its overall benefit.

#### Documentation

Documenting the historical significance and physical condition of the property will provide information necessary for setting priorities and allocating funds. The project team should be cautious when first entering the structure if it has been vacant or is deteriorated. It may be advisable to shore temporarily areas appearing to be structurally unsound until the condition of the structure can be fully assessed. If pigeon or bat droppings, friable asbestos or other health hazards are present, precautions must be taken to wear the appropriate safety equipment when first inspecting the building. Consideration should be given to hiring a firm specializing in

hazardous waste removal if these highly toxic elements are found in the building.

### Documenting and recording the building

Documenting a building's history is important because evidence of its true age and architectural significance may not be readily evident. The owner should check with the State Historic Preservation Office or local preservation commission for assistance in researching the building. If the building has never been researched for listing in the National Register of Historic Places or other historic registers, then, at a minimum, the following should be determined:

The overall historical significance of the property and dates of construction;

The chronology of alterations or additions and their approximate dates; and,

Types of building materials, construction techniques, and any unusual detailing or regional variations of craftsmanship.

Old photographs can be helpful in identifying early or original features that might be hidden under modern materials. On a walk-through, the architect, historian, or preservation specialist should identify the architecturally significant elements of the building, both inside and out.



Documenting a building's history and assessing its condition provide information to set priorities for stabilization and repair, prior to mothballing. Photo: NPS files.

By understanding the history of the resource, significant elements, even though deteriorated, may be spared the trash pile. For that reason alone, any materials removed from the building or site as part of the stabilization effort should be carefully scrutinized and, if appearing historic, should be photographed, tagged with a number, inventoried, and safely stored, preferably in the building, for later retrieval.

A site plan and schematic building floor plans can be used to note important information for use when the building is eventually preserved, restored, or rehabilitated. Each room should be given a number and notations added to the

plans regarding the removal of important features to storage or recording physical treatments undertaken as part of the stabilization or repair.

Because a mothballing project may extend over a long period of time, with many different people involved, clear records should be kept and a building file established. Copies of all important data, plans, photographs, and lists of consultants or contractors who have worked on the property should be added to the file as the job progresses. Recording actions taken on the building and identifying where elements that have been removed are stored will be helpful in the future.

The project coordinator should keep the building file updated and give duplicate copies to the owner. A list of emergency numbers, including the number of the key holder, should be kept at the entrance to the building or on a security gate, in a transparent vinyl sleeve.

### Preparing a condition assessment of the building

A condition assessment can provide the owner with an accurate overview of the current condition of the property. If the building is deteriorated or if there are

significant interior architectural elements that will need special protection during the mothballing years, undertaking a condition assessment is highly recommended, but it need not be exhaustive.

A modified condition assessment, prepared by an architect or preservation specialist, and in some case a structural engineer, will help set priorities for repairs necessary to stabilize the property for both the short and long-term. It will evaluate the age and condition of the following major elements: foundations; structural systems; exterior materials; roofs and gutters; exterior porches and steps; interior finishes; staircases; plumbing, electrical, mechanical systems; special features such as chimneys; and site drainage.

To record existing conditions of the building and site, it will be necessary to clean debris from the building and to remove unwanted or overgrown vegetation to expose foundations. The interior should be emptied of its furnishing (unless provisions are made for mothballing these as well), all debris removed, and the interior swept with a broom. Building materials too deteriorated to repair, or which have come detached, such as moldings, balusters, and decorative plaster, and which can be used to guide later preservation work, should be tagged, labeled and saved.



Buildings seriously damaged by storms or deterioration may need to be braced before architectural evaluations can be made. Photo: John Milner Architects. Photo: NPS files

Photographs or a videotape of the exterior and all interior spaces of the resource will provide an invaluable record of "as is" conditions. If a videotape is made, oral commentary can be provided on the significance of each space and architectural feature. If 35mm photographic prints or slides are made, they should be numbered, dated, and appropriately identified. Photographs should be cross-referenced with the room numbers on the schematic plans. A systematic method for photographing should be developed; for example, photograph each wall in a room and then take a corner shot to get floor and ceiling portions in the picture. Photograph any unusual details as well as examples of each window and door type.



Loose or detached elements should be identified, tagged and stored, preferably on site. Photo: NPS files

For historic buildings, the great advantage of a condition assessment is that architectural features, both on the exterior as well as the interior, can be rated on a scale of their importance to the integrity and significance of the building. Those features of the highest priority should receive preference when repairs or protection measures are outlined as part of the mothballing process. Potential problems with protecting these features should be identified so that appropriate interim solutions can be selected. For example, if a building has always been heated and if murals, decorative plaster walls, or examples of patterned wall paper are identified as highly significant, then special care should be taken to regulate the interior climate and to monitor it adequately during the mothballing years. This might require retaining electrical service to provide minimal heat in winter, fan exhaust in summer, and humidity controls for the interior.

### Stabilization

Stabilization as part of a mothballing project involves correcting deficiencies to slow down the deterioration of the building while it is vacant. Weakened structural members that might fail altogether in the forthcoming years must be braced or reinforced; insects and other pests removed and discouraged from returning; and the building protected from moisture damage both by weatherizing the exterior envelope and by handling water run-off on the site. Even if a modified use or caretaker services can eventually be found for the building, the following steps should be addressed.

### Structurally stabilizing the building

While bracing may have been required to make the building temporarily safe for inspection, the condition assessment may reveal areas of hidden structural damage. Roofs, foundations, walls, interior framing, porches and dormers all have structural components that may need added reinforcement.



Interior bracing which will last the duration of the mothballing will protect weakened structural members. Photo: John Milner Architects.

Structural stabilization by a qualified contractor should be done under the direction of a structural engineer or a preservation specialist to ensure that the added weight of the reinforcement can be sustained by the building and that the new members do not harm historic finishes. Any major vertical post added during the stabilization should be properly supported and, if necessary, taken to the ground and underpinned.

If the building is in a northern climate, then the roof framing must be able to hold substantial snow loads. Bracing the roof at the ridge and mid-points should be considered if sagging is apparent. Likewise, interior framing around stair openings or under long ceiling spans should be investigated. Underpinning or bracing structural piers weakened by poor drainage patterns may be a good precaution as well. Damage caused by insects, moisture, or from other causes should be repaired or reinforced and, if possible, the source of the damage removed. If features such as porches and dormers are so severely deteriorated that they must be removed, they should be documented, photographed, and portions salvaged for storage prior to removal.

If the building is in a southern or humid climate and termites or other insects are a particular problem, the foundation and floor framing should be inspected to ensure that there are no major structural weaknesses. This can usually be done by observation from the crawl space or basement. For those structures where this is not possible, it may be advisable to lift selective floor boards to expose the floor framing. If there is evidence of pest damage, particularly termites, active colonies should be treated and the structural members reinforced or replaced, if necessary.

### Controlling pests

Pests can be numerous and include squirrels, raccoons, bats, mice, rats, snakes, termites, moths, beetles, ants, bees and wasps, pigeons, and other birds. Termites, beetles, and carpenter ants destroy wood. Mice, too, gnaw wood as well as plaster, insulation, and electrical wires. Pigeon and bat droppings not only damage wood finishes but create a serious and sometimes deadly health hazard.

If the property is infested with animals or insects, it is important to get them out and to seal off their access to the building. If necessary, exterminate and remove any nests or hatching colonies. Chimney flues may be closed off with exterior grade plywood caps, properly ventilated, or protected with framed wire screens. Existing

vents, grills, and louvers in attics and crawl spaces should be screened with bug mesh or heavy duty wire, depending on the type of pest being controlled. It may be advantageous to have damp or infected wood treated with insecticides (as permitted by each state) or preservatives, such as borate, to slow the rate of deterioration during the time that the building is not in use.

**Securing the exterior envelope from moisture penetration**

It is important to protect the exterior envelope from moisture penetration before securing the building. Leaks from deteriorated or damaged roofing, from around windows and doors, or through deteriorated materials, as well as ground moisture from improper site run-off or rising damp at foundations, can cause long-term damage to interior finishes and structural systems. Any serious deficiencies on the exterior, identified in the condition assessment, should be addressed.



Regrading has protected this masonry foundation wall from excessive damp during its 10-year mothballing. Note the attic and basement vents, temporary stairs, and interpretive sign. Photo: NPS files.

To the greatest extent possible, these weatherization efforts should not harm historic materials. The project budget may not allow deteriorated features to be fully repaired or replaced in-kind. Non-historic or modern materials may be used to cover historic surfaces temporarily, but these treatments should not destroy valuable evidence necessary for future preservation work. Temporary modifications should be as visually compatible as possible with the historic building.

Roofs are often the most vulnerable elements on the building exterior and yet in some ways they are the easiest element to stabilize for the long term, if done correctly. "Quick fix" solutions, such as tar patches on slate roofs, should be avoided as they will generally fail within a year or so and may accelerate damage by trapping moisture. They are difficult to undo later when more permanent repairs are undertaken. Use of a tarpaulin over a leaking roof should be thought of only as a very temporary emergency repair because it is often blown off by the wind in a subsequent storm.

If the existing historic roof needs moderate repairs to make it last an additional ten years, then these repairs should be undertaken as a first priority. Replacing cracked or missing shingles and tiles, securing loose flashing, and reanchoring gutters and downspouts can often be done by a local roofing contractor. If the roof is in poor condition, but the historic materials and configuration are important, a new temporary roof, such as a lightweight aluminum channel system over the existing, might be considered. If the roofing is so deteriorated that it must be replaced and a lightweight aluminum system is not affordable, various inexpensive options might be considered. These include covering the existing deteriorated roof with galvanized corrugated metal roofing panels, or 90 lb. rolled roofing, or a rubberized membrane (refer back to cover photo). These alternatives should leave as much of the historic sheathing and roofing in place as evidence for later preservation treatments.



For masonry repairs, appropriate preservation approaches are essential. For example, if repointing deteriorated brick chimneys or walls is necessary to prevent serious moisture penetration while the building is mothballed, the mortar should match the historic mortar in composition,

color, and tooling. The use of hard portland cement mortars or vapor-impermeable waterproof coatings are not appropriate solutions as they can cause extensive damage and are not reversible treatments.

For wood siding that is deteriorated, repairs necessary to keep out moisture should be made; repainting is generally warranted. Cracks around windows and doors can be beneficial in providing ventilation to the interior and so should only be caulked if needed to keep out bugs and moisture. For very deteriorated wall surfaces on wooden frame structures, it may be necessary to sheathe in plywood panels, but care should be taken to minimize installation damage by planning the location of the nailing or screw patterns or by installing panels over a frame of battens. Generally, however, it is better to repair deteriorated features than to cover them over.

Foundation damage may occur if water does not drain away from the building. Run-off from gutters and downspouts should be directed far away from the foundation wall by using long flexible extender pipes equal in length to twice the depth of the basement or crawl space. If underground drains are susceptible to clogging, it is recommended that the downspouts be disconnected from the drain boot and attached to flexible piping. If gutters and downspouts are in bad condition, replace them with inexpensive aluminum units.

If there are no significant landscape or exposed archeological elements around the foundation, consideration should be given to regrading the site if there is a documented drainage problem. If building up the grade, use a fiber mesh membrane to separate the new soil from the old and slope the new soil 6 to 8 feet (200 cm-266 cm) away from the foundation making sure not to cover up the dampcourse layer or come into contact with skirting boards. To keep vegetation under control, put down a layer of 6 mil black polyethylene sheeting or fiber mesh matting covered with a 2"-4" (5-10 cm.) of washed gravel. If the building suffers a serious rising damp problem, it may be advisable to eliminate the plastic sheeting to avoid trapping ground moisture against foundations.

**Mothballing**

The actual mothballing effort involves controlling the long-term deterioration of the building while it is unoccupied as well as finding methods to protect it from sudden loss by fire or vandalism. This requires securing the building from unwanted entry, providing adequate ventilation to the interior, and shutting down or modifying existing utilities. Once the building is de-activated or secured, the long-term success will depend on periodic maintenance and surveillance monitoring.

**Securing the building from vandals, break-ins, and natural disasters**

Securing the building from sudden loss is a critical aspect of mothballing. Because historic buildings are irreplaceable, it is vital that vulnerable entry points are sealed. If the building is located where fire and security service is available then it is highly recommended that some form of monitoring or alarm devices be used.

To protect decorative features, such as mantels, lighting fixtures, copper downspouts, iron roof cresting, or stained glass windows from theft or vandalism, it may be advisable to temporarily remove them to a more secure location if they cannot be adequately protected within the structure.



Mothballed buildings are usually boarded up, particularly on the first floor and basement, to protect fragile glass windows from breaking and to reinforce entry points. Infill materials for closing door and window openings include plywood, corrugated panels, metal grates, chain fencing, metal grills, and cinder or cement blocks. The method of installation should not result in the destruction of the opening and all associated sash, doors, and frames should be protected or stored for future reuse.

Generally exterior doors are reinforced and provided with strong locks, but if weak historic doors would be damaged or disfigured by adding reinforcement or new locks, they may be removed temporarily and replaced with secure modern doors. Alternatively, security gates in an new metal frame can be installed within existing door openings, much like a storm door, leaving the historic door in place. If plywood panels are installed over door openings, they should be screwed in place, as opposed to nailed, to avoid crowbar damage each time the panel is removed. This also reduces pounding vibrations from hammers and eliminates new nail holes each time the panel is replaced.

For windows, the most common security feature is the closure of the openings; this may be achieved with wooden or pre-formed panels or, as needed, with metal sheets or concrete blocks. Plywood panels, properly installed to protect wooden frames and properly ventilated, are the preferred treatment from a preservation standpoint.



This painted trompe l'oeil scene on plywood panels is a neighborhood-friendly device. Photo: NPS files.

There are a number of ways to set insert plywood panels into windows openings to avoid damage to frame and sash. One common method is to bring the upper and lower sash of a double hung unit to the mid-point of the opening and then to install pre-cut plywood panels using long carriage bolts anchored into horizontal wooden bracing, or strong backs, on the inside face of the window. Another means is to build new wooden blocking frames set into deeply recessed openings, for example in an industrial mill or warehouse, and then to affix the plywood panel to the blocking frame. If sash must be removed prior to installing panels, they should be labeled and stored safely within the building.

Plywood panels are usually 1/2"-3/4" (1.25-1.875 cm.) thick and made of exterior grade stock, such as CDX, or marine grade plywood. They should be painted to protect them from delamination and to provide a neater appearance.

These panels may be painted to resemble operable windows or treated decoratively. With extra attention to detail, the plywood panels can be trimmed out with muntin strips to give a shadow line simulating multi-lite windows. This level of detail is a good indication that the building is protected and valued by the community.

If the building has shutters simply close the shutters and secure them from the interior. If the building had shutters historically, but they are missing, it may be appropriate to install new shutters, even in a modern material, and secure them in the closed position. Louvered shutters will help with interior ventilation if the sash are propped open behind the shutters.

There is some benefit from keeping windows unboarded if security is not a problem. The building will appear to be occupied, and the natural air leakage around the windows will assist in ventilating the interior. The presence of natural light will also

help when periodic inspections are made. Rigid polycarbonate clear storm glazing panels may be placed on the window exterior to protect against glass breakage. Because the sun's ultraviolet rays can cause fading of floor finishes and wall surfaces, filtering pull shades or inexpensive curtains may be options for reducing this type of deterioration for significant interiors. Some acrylic sheeting comes with built-in ultraviolet filters.



A view showing the exterior of the Brearley House, New Jersey, in its mothballed condition. Photo: Michael Mills, Ford Farewell Mills Gatsch, Architects.

Securing the building from catastrophic destruction from fire, lightning, or arson will require additional security devices. Lightning rods properly grounded should be a first consideration if the building is in an area susceptible to lightning storms. A high security fence should also be installed if the property cannot be monitored closely. These interventions do not require a power source for operation. Since many buildings will not maintain electrical power, there are some devices available using battery packs, such as intrusion alarms, security lighting, and smoke detectors which through audible horn alarms can alert nearby neighbors. These battery packs must be replaced every 3 months to 2 years, depending on type and use. In combination with a cellular phone, they can also provide some level of direct communication with police and fire departments.

If at all possible, new temporary electric service should be provided to the building. Generally a telephone line is needed as well. A hard wired security system for intrusion and a combination rate-of-rise and smoke detector can send an immediate signal for help directly to the fire department and security service. Depending on whether or not heat will be maintained in the building, the security system should be designed accordingly. Some systems cannot work below 32°F (0°C). Exterior lighting set on a timer, photo electric sensor, or a motion/infra-red detection device provides additional security.

#### Providing adequate ventilation to the interior

Once the exterior has been made weathertight and secure, it is essential to provide adequate air exchange throughout the building. Without adequate air exchange, humidity may rise to unsafe levels, and mold, rot, and insect infestation are likely to thrive. The needs of each historic resource must be individually evaluated because there are so many variables that affect the performance of each interior space once the building has been secured.

A mechanical engineer or a specialist in interior climates should be consulted, particularly for buildings with intact and significant interiors. In some circumstances, providing heat during the winter, even at a minimal 45° F (7°C), and utilizing forced-fan ventilation in summer will be recommended and will require retaining electrical service. For masonry buildings it is often helpful to keep the interior temperature above the spring dew point to avoid damaging condensation. In most buildings it is the need for summer ventilation that outweighs the winter requirements.



Many old buildings are inherently leaky due to loose-fitting windows and floorboards and the lack of

This exhaust fan has tamper-proof housing. Photo: Michael Mills, Ford Farewell

insulation. The level of air exchange needed for each building, however, will vary according to geographic location, the building's construction, and its general size and configuration. **Mills Gatsch, Architects.**

There are four critical climate zones when looking at the type and amount of interior ventilation needed for a closed up building: hot and dry (southwestern states); cold and damp (Pacific northwest and northeastern states); temperate and humid (Mid-Atlantic states, coastal areas); and hot and humid (southern states and the tropics).

Once closed up, a building interior will still be affected by the temperature and humidity of the exterior. Without proper ventilation, moisture from condensation may occur and cause damage by wetting plaster, peeling paint, staining woodwork, warping floors, and in some cases even causing freeze thaw damage to plaster. If moist conditions persist in a property, structural damage can result from rot or returning insects attracted to moist conditions. Poorly mothballed masonry buildings, particularly in damp and humid zones have been so damaged on the interior with just one year of unventilated closure that none of the interior finishes were salvageable when the buildings were rehabilitated.



Portable monitors are used to record temperature and humidity conditions in historic buildings during mothballing. Photo: NPS files.

The absolute minimum air exchange for most mothballed buildings consists of one to four air exchanges every hour; one or two air exchanges per hour in winter and twice that amount in summer. Even this minimal exchange may foster mold and mildew in damp climates, and so monitoring the property during the stabilization period and after the building has been secured will provide useful information on the effectiveness of the ventilation solution.

There is no exact science for how much ventilation should be provided for each building. There are, however, some general rules of thumb. Buildings, such as adobe structures, located in hot and arid climates may need no additional ventilation if they have been well weatherized and no moisture is penetrating the interior. Also frame buildings with natural cracks and fissures for air infiltration may have a natural air exchange rate of 3 or 4 per hour, and so in arid as well as temperate climates may need no additional ventilation once secured. The most difficult buildings to adequately ventilate without resorting to extensive louvering and/or mechanical exhaust fan systems are masonry buildings in humid climates. Even with basement and attic vent grills, a masonry building many not have more than one air exchange an hour. This is generally unacceptable for summer conditions. For these buildings, almost every window opening will need to be fitted out with some type of passive, louvered ventilation.

Depending on the size, plan configuration, and ceiling heights of a building, it is often necessary to have louvered opening equivalent to 5%-10% of the square footage of each floor. For example, in a hot humid climate, a typical 20'x30' (6.1m x 9.1m) brick residence with 600 sq. ft. (55.5 sq.m) of floor space and a typical number of windows, may need 30-60 sq. ft. (2.75sq.m-5.5 sq. m) of louvered openings per floor. With each window measuring 3'x5' (.9m x 1.5 m) or 15 sq. ft. (1.3 sq.m), the equivalent of 2 to 4 windows per floor will need full window louvers.

Small pre-formed louvers set into a plywood panel or small slit-type registers at the base of inset panels generally cannot provide enough ventilation in most moist climates to offset condensation, but this approach is certainly better than no louvers at all. Louvers should be located to give cross ventilation, interior doors should be fixed ajar at least 4" (10cm) to allow air to circulate, and hatches to the

attic should be left open.

Monitoring devices which can record internal temperature and humidity levels can be invaluable in determining if the internal climate is remaining stable. These units can be powered by portable battery packs or can be wired into electric service with data downloaded into laptop computers periodically. This can also give long-term information throughout the mothballing years. If it is determined that there are inadequate air exchanges to keep interior moisture levels under control, additional passive ventilation can be increased, or, if there is electric service, mechanical exhaust fans can be installed. One fan in a small to medium sized building can reduce the amount of louvering substantially.

If electric fans are used, study the environmental conditions of each property and determine if the fans should be controlled by thermostats or automatic timers. Humidistats, designed for enclosed climate control systems, generally are difficult to adapt for open mothballing conditions. How the system will draw in or exhaust air is also important. It may be determined that it is best to bring dry air in from the attic or upper levels and force it out through lower basement windows. If the basement is damp, it may be best to zone it from the rest of the building and exhaust its air separately. Additionally, less humid day air is preferred over damper night air, and this can be controlled with a timer switch mounted to the fan.

The type of ventilation should not undermine the security of the building. The most secure installations use custom-made grills well anchored to the window frame, often set in plywood security panels. Some vents are formed using heavy millwork louvers set into existing window openings. For buildings where security is not a primary issue, where the interior is modest, and where there has been no heat for a long time, it may be possible to use lightweight galvanized metal grills in the window openings. A cost effective grill can be made from the expanded metal mesh lath used by plasterers and installed so that the mesh fins shed rainwater to the exterior.

#### Securing mechanical systems and utilities

At the outset, it is important to determine which utilities and services, such as electrical or telephone lines, are kept and which are cut off. As long as these services will not constitute a fire hazard, it is advisable to retain those which will help protect the property. Since the electrical needs will be limited in a vacant building, it is best to install a new temporary electric line and panel (100 amp) so that all the wiring is new and exposed. This will be much safer for the building, and allows easy access for reading the meter.

Most heating systems are shut down in long term mothballing. For furnaces fueled by oil, there are two choices for dealing with the tank. Either it must be filled to the top with oil to eliminate condensation or it should be drained. If it remains empty for more than a year, it will likely rust and not be reusable. Most tanks are drained if a newer type of system is envisioned when the building is put back into service. Gas systems with open flames should be turned off unless there is regular maintenance and frequent surveillance of the property. Gas lines are shut off by the utility company.

If a hot water radiator system is retained for low levels of heat, it generally must be modified to be a self-contained system and the water supply is capped at the meter. This recirculating system protects the property from extensive damage from burst pipes. Water is replaced with a water/glycol mix and the reserve tank must also be filled with this mixture. This keeps the modified system from freezing, if there is a power failure. If water service is cut off, pipes should be drained. Sewerage systems will require special care as sewer gas is explosive. Either the traps must be filled with glycol or the sewer line should be capped off at the

building line.

### Developing a maintenance and monitoring plan

While every effort may have been made to stabilize the property and to slow the deterioration of materials, natural disasters, storms, undetected leaks, and unwanted intrusion can still occur. A regular schedule for surveillance, maintenance, and monitoring should be established. The fire and police departments should be notified that the property will be vacant. A walk-through visit to familiarize these officials with the building's location, construction materials, and overall plan may be invaluable if they are called on in the future.

The optimum schedule for surveillance visits to the property will depend on the location of the property and the number of people who can assist with these activities. The more frequent the visits to check the property, the sooner that water leaks or break-ins will be noticed. Also, the more frequently the building is entered, the better the air exchange. By keeping the site clear and the building in good repair, the community will know that the building has not been abandoned. The involvement of neighbors and community groups in caring for the property can ensure its protection from a variety of catastrophic circumstances.

The owner may utilize volunteers and service companies to undertake the work outlined in the maintenance chart. Service companies on a maintenance contract can provide yard, maintenance, and inspection services, and their reports or itemized bills reflecting work undertaken should be added to update the building file.

Sidebar

### Mothballing Checklist

In reviewing mothballing plans, the following checklist may help to ensure that work items are not inadvertently omitted.

#### Moisture

- Is the roof watertight?
- Do the gutters retain their proper pitch and are they clean?
- Are downspout joints intact?
- Are drains unobstructed?
- Are windows and doors and their frames in good condition?
- Are masonry walls in good condition to seal out moisture?
- Is wood siding in good condition?
- Is site properly graded for water run-off?
- Is vegetation cleared from around the building foundation to avoid trapping moisture?

#### Pests

- Have nests/pests been removed from the building's interior and eaves?
- Are adequate screens in place to guard against pests?
- Has the building been inspected and treated for termites, carpenter ants, rodents, etc.?
- If toxic droppings from bats and pigeons are present, has a special company been brought in for its disposal?

#### Housekeeping

- Have the following been removed from the interior: trash, hazardous materials such as inflammable liquids, poisons, and paints and canned goods that could freeze and burst?
- Is the interior broom-clean?
- Have furnishings been removed to a safe location?
- If furnishings are remaining in the building, are they properly protected from dust, pests, ultraviolet light, and other potentially harmful problems?
- Have significant architectural elements that have become detached from the building been labeled and stored in a safe place?
- Is there a building file?

#### Security

- Have fire and police departments been notified that the building will be mothballed?
- Are smoke and fire detectors in working order?
- Are the exterior doors and windows securely fastened?
- Are plans in place to monitor the building on a regular basis?
- Are the keys to the building in a secure but accessible location?
- Are the grounds being kept from becoming overgrown?

#### Utilities

- Have utility companies disconnected/shut off or fully inspected water, gas, and electric lines?
- If the building will not remain heated, have water pipes been drained and glycol added?
- If the electricity is to be left on, is the wiring in safe condition?

#### Ventilation

- Have steps been taken to ensure proper ventilation of the building?
- Have interior doors been left open for ventilation purposes?
- Has the secured building been checked within the last 3 months for interior dampness or excessive humidity?

### Maintenance Chart

#### 1-3 months; periodic

- regular drive by surveillance
- check attic during storms if possible
- monthly walk arounds
- check entrances
- check window panes for breakage
- mowing as required
- check for graffiti or vandalism
- enter every 3 months to air out
- check for musty air
- check for moisture damage
- check battery packs and monitoring equipment
- check light bulbs
- check for evidence of pest intrusion

#### every 6 months; spring and fall

- site clean-up; pruning and trimming
- gutter and downspout check
- check crawlspace for pests
- clean out storm drains

#### every 12 months

- maintenance contract inspections for equipment/utilities
- check roof for loose or missing shingles
- termite and pest inspection/treatment
- exterior materials spot repair and touch up painting
- remove bird droppings or other stains from exterior
- check and update building file

### Conclusion

Providing temporary protection and stabilization for vacant historic buildings can arrest deterioration and buy the owner valuable time to raise money for preservation or to find a compatible use for the property. A well planned mothballing project involves documenting the history and condition of the building, stabilizing the structure to slow down its deterioration, and finally, mothballing the structure to secure it. The three highest priorities for a mothballed building are 1) to protect the building from sudden loss, 2) to weatherize and maintain the property to stop moisture penetration, and 3) to control the humidity levels inside once the building has been secured.

While issues regarding mothballing may seem simple, the variables and intricacies of possible solutions make the decision-making process very important. Each building must be individually evaluated prior to mothballing. In addition, a variety of professional services as well as volunteer assistance is needed for careful planning and repair, sensitively designed protection measures, follow-up security surveillance, and cyclical maintenance.

In planning for the future of the building, complete and systematic records must be kept and generous funds allocated for mothballing. This will ensure that the historic property will be in stable condition for its eventual preservation, rehabilitation, or restoration.

### Further Reading

Cotton, J. Randall. "Mothballing Buildings." *The Old-House Journal*. July/August, 1993.

Fisher, Charles E. and Thomas A. Vitanza. "Temporary Window Vents in Unoccupied Historic Buildings." *Preservation Tech Note (Windows, No. 10)*. Washington, DC: National Park Service, 1985.

Frazier Associates. "Mothballing Historic Buildings." *Preserving Prince William, 2*. County of Prince William, VA, 1990.

Michell, Eleanor. *Emergency Repairs for Historic Buildings*. London: Butterworth Architecture, 1988.

"Mothballing Vacant Buildings," An Anti-Arson Kit for Preservation and Neighborhood Action. Washington, DC: Federal Emergency Management Agency, 1982.

Solon, Thomas E. "Security Panels for the Foster-Armstrong House." Association for Preservation Technology Bulletin. Vol XVI no. 3 & 4, 1984. (note the design of the panels, but be aware that additional louvering may be needed on other projects).

### Acknowledgements

The author, Sharon C. Park, Senior Historical Architect, Heritage Preservation Services Division, National Park Service, would like to acknowledge the assistance of the following individuals in the preparation and review of this publication. H. Ward Jandl served as the technical editor and assisted with producing this Preservation Brief. In addition the following persons have provided invaluable information and illustrations: Ernest A. Conrad, PE; Doug Hicks, NPS Williamsport Preservation Training Center; Thomas C. Taylor, Colonial Williamsburg; Karen Gordon, Seattle Urban Conservation Office; Kevin B. Stoops, Seattle Department of Parks and Recreation; Michael Mills, AIA; Christina Henry, architect, Mary Beth Hirsch, Ohio Historical Society. Thanks also to Heritage Preservation Services Division staff members Michael J. Auer, Anne E. Grimmer, Kay D. Weeks, Tim Buehner, and Jean Travers, and to the numerous staff members of the NPS Regional offices who submitted comments. All photographs and drawings are by the author unless otherwise noted.

**Washington, D.C. September, 1993**

**Home page logo: Appropriately mothballed historic building. Photo: NPS files.**

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*This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), Heritage Preservation Services Division, National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments to a broad public.*

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KDW

Print Form

Submit by Email



Armed Forces Retirement Home - Washington

Cultural Resources Management Action Request (CRMAR)

Submit to the AFRH-W Office of Campus Operations

DO NOT BEGIN ANY WORK UNTIL RECEIPT OF WRITTEN AUTHORIZATION

DATE OF REQUEST: [ ]

NAME OF APPLICANT: [ ]

AFFILIATION OF APPLICANT:

AFRH Administration  AFRH-W Administration  Tenant/Permittee

Developer/Owner  Other [ ]

CONTACT INFORMATION FOR APPLICANT:

Telephone: [ ] E-mail: [ ]

PROPOSED ACTION INFORMATION

AFRH staff in charge of overseeing proposed action: [ ]

Contractor(s) expected to carry out the proposed action: [ ]

Brief Description of Proposed Action: [ ]

RESOURCE(S) TO BE AFFECTED:

Resource Name(s): [ ]

Is any removal of building or landscape material anticipated?  Yes  No



Armed Forces Retirement Home - Washington

This action **MAY PROCEED** as proposed without further review:

OCO Signature: [ ] Date: [ ]

This action **MAY NOT PROCEED** as proposed without further review:

OCO Signature: [ ] Date: [ ]

Date Returned to Applicant: [ ] Applicant Signature: [ ]



# Armed Forces Retirement Home - Washington

## Historic Preservation Action Request (HPAR)

Internal Form – The Chief of Office of Campus Operations to the Federal Preservation Officer

### SECTION 1:

DATE OF REQUEST:

NAME OF APPLICANT:

AFFILIATION OF APPLICANT:

AFRH Administration    AFRH-W Administration    Tenant/Permittee

Developer/Owner    Other  

CONTACT INFORMATION FOR APPLICANT:

Telephone:    E-mail:

**PROPOSED ACTION INFORMATION**

CLASSIFICATION OF UNDERTAKING:

BRIEF DESCRIPTION OF PROPOSED ACTION:

RESOURCES TO BE AFFECTED:

Resource Name:    AFRH-W Building Number:

Contributing Status:    Relative Level of Significance:

Initial Determination of Effect:

Use additional sheets if necessary.

Is the proposed activity exempt?    Yes    No

OCO Signature:    Date:



# Armed Forces Retirement Home - Washington

## Historic Preservation Action Request, cntd.

Date of FPO Receipt:

IF OCO HAS DETERMINED THE PROPOSED ACTION TO BE **EXEMPT**:

FPO SIGNATURE:    Date:

IF OCO HAS DETERMINED THE PROPOSED ACTION TO BE **NON-EXEMPT**:

Section 2 of the HPAR must be completed by the FPO if the proposed activity is non-exempt.

### SECTION 2:

Area of Potential Effect (as determined by the FPO)

Additional historic resources identified? If so, see additional sheet (s).

**NO ADVERSE EFFECT** on historic properties or resources identified by FPO

**ADVERSE EFFECT** on historic properties or resources identified by FPO.

Determination of effect recorded in AFRH-W RI/CRM Database

FPO Signature:    Date:

# DC SHPO UNDERTAKING REVIEW REQUEST (URR)

DATE: \_\_\_\_\_ PROPOSED START DATE: \_\_\_\_\_

RESOURCE(S) TO BE AFFECTED:

BRIEF DESCRIPTION OF PROPOSED ACTION:

IS ANY DEMOLITION OR REMOVAL OF BUILDING OR LANDSCAPE MATERIAL ANTICIPATED?

IS THERE AN ADVERSE EFFECT ON RESOURCE(S)?    Yes                      No

IF YES, EXPLAIN:

## ATTACHMENTS:

MAP SHOWING APE, INDICATING LOCATION OF AFFECTED RESOURCES

COMPREHENSIVE PHOTOS OF APE

COMPREHENSIVE PHOTOS OF AFFECTED RESOURCE(S)

AFRH-W RI/CRM DATA SHEET FOR AFFECTED RESOURCE(S)

ARCHITECTURAL DRAWINGS, SUFFICIENT TO INDICATE DESIGN OF PROPOSED WORK

## ADDITIONAL INFORMATION:

INTERNAL AFRH-W INFO:

NAME OF PROJECT PROPOSER REQUESTING PERMISSION TO PROCEED:

TELEPHONE:

E-MAIL:

WHO WILL OVERSEE THE ACTION?

CONTRACTOR(S) EXPECTED TO CARRY OUT THE ACTION:

SIGNATURE OF AFRH FEDERAL PRESERVATION OFFICE (FPO)

DATE

## CONCURRENCE:

THE DC SHPO CONCURS WITH THE FINDING OF NO ADVERSE AFFECT.

SIGNATURE OF DC SHPO

DATE