HISTORIC AMERICAN LANDSCAPES SURVEY

HISTORIC NAME
(Secondary name)

HALS NO. XX-##

Location: Provide the street address or a location description when appropriate (e.g., "Bounded by …").

Include the city, town or vicinity and county and state.

List the name of the park or district, if the site is located within a national, state, or city park and/or a historic district.

Enter geospatial point coordinates in decimal degrees for the site and record a description of the point's location (e.g., center of site, southeast corner of site, or northwest corner of a specific building, etc.); source (coordinates taken with a GPS unit and an accuracy of 3 meters are preferred, but you may also use an application such as Google Earth); map projection if applicable and known, and datum (e.g., NAD27, NAD83,WGS84, etc.).
Example:
38.90164, -77.02851 (Center of HALS Office, Google Earth, Simple Cylindrical Projection, WGS84)

Significance: Include a brief statement of the historic importance of the site.

Description: Describe the physical characteristics of the site, including a discussion of past and present features. Include a candid assessment of the current physical condition of the site.

History: Provide information that includes dates, builders/designers, owners, uses, and some discussion of the site evolution and the context in which it was created and later evolved.

Sources: Include a consistently-formatted list of the sources used including books, articles, surveys, reports, brochures, websites, and other material relating to this site.

Historian: Enter the name of the person(s) that prepared this documentation.

Enter mailing address, telephone number, and affiliation of person(s) listed unless private.

Enter the date the form was completed.

Include a descriptive caption for each inserted JPEG or TIFF image with parenthetical citation (Photographer or Delineator, Date). Images may be up to 6.5 inches wide and 8 inches tall.

Detailed Guidelines:
Guidelines for preparing Standard and the Short format HALS documentation are provided on the NPS website (http://www.nps.gov/hdp/standards/halsguidelines.htm). Instructions for the Standard Format are provided in Section 2 (page 9) of the Histories link, and instructions for the Short Format are provided in Section 3 (page 22). A digital MS Word template for the Short Format HALS History is also available at this website to help get you started.

Upon Completion:
Proofread your document for spelling and format. Font: 12 Times New Roman with 1 inch margins.

Save and print a copy for your records.

Be sure to include completed Release and Assignment Form(s) for your donated history and graphics as necessary.

Email your completed short format HALS history to HALS: Paul_Dolinsky@nps.gov.

HALS will assign and add the HALS number to the document and transmit it to the Library of Congress.

RELEASE AND ASSIGNMENT

I, _____, am the owner, or am authorized to act on behalf of the owner, of the materials described below including but not limited to copyright therein, that the National Park Service has requested to use, reproduce, and make available as public domain materials at the Library of Congress as part of the Historic American Buildings Survey/Historic American Engineering Record collections. (If not the sole copyright owner, please specify in the space below any additional permissions needed to grant these rights.) I hereby transfer and assign to the National Park Service any and all rights including but not limited to copyrights in the materials specified below.

Survey Number: HABS No. _____, HAER No. _____, *or* HALS No. _____

Types of Materials (please check all that apply)**:**
Photographs ____   Illustrations ____   Textual materials ____   Oral History/Interviews ____
Audiotape   ____   Videotape   ____   Other (describe)   _____

Detailed Description of Materials (attach additional pages if necessary)**:**
_____
_____
_____

Additional Permissions Needed, if any (for example, copyright owner, subjects in photographs, illustrations in text):
_____

Disposition of Materials After Use (please check one):   ____ Return to owner
                                                                  ____ May be retained

_____   _____   _____
Name (please print)   Signature   Date

_____   _____
Address   Telephone Number