

**INVENTORY
OF
ARIZONA HISTORIC CEMETERIES
(IAHC)**

**Instructions
for the
Historic Property Inventory Form
for
Cemeteries and Graves**

May 2010

**State Historic Preservation Office (SHPO)
1300 West Washington Street
Phoenix AZ 85007**



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INTRODUCTION

On February 14, 2012, Arizona will celebrate its hundredth anniversary as a state. To help commemorate Arizona's centennial milestone a comprehensive plan was established. An integral part of the plan has been the creation of legacy projects through which the amazing history of Arizona can be told, better understood, and appreciated. One of the legacy projects is the Inventory of Arizona Historic Cemeteries (IAHC). The State Historic Preservation Office (SHPO), in conjunction with the Pioneers' Cemetery Association (PCA) and volunteers from a number of agencies and organizations, will create an inventory of historic cemeteries throughout the state. This will serve as an important step in the preservation of these important places. The IAHC was officially accepted as an Arizona Statehood Centennial Project on February 28, 2008.

The primary objective of the IAHC project is the initial recording of all historic cemeteries in Arizona by Centennial Year 2012. A historic cemetery is identified as being at least fifty years old, and can be as small as an individual grave or as large as a modern cemetery. The SHPO has created a special form volunteers can use to collect information about historic cemeteries. Completing and submitting a "Historic Property Inventory Form for Cemeteries and Graves" is essential for IAHC listing and a fillable form is available online at pioneercem@yahoo.com or www.azstateparks.gov

The IAHC project requires no in-depth study or analysis of any cemetery, or its gravestones, and no tracings of rubbings of any individual headstones are encouraged. Photographs are recommended as an excellent way to document a cemetery and can be submitted with the IAHC Form. Because ARS § 42-11110 exempts cemeteries from property taxation, the form asks for the tax parcel number. To qualify for tax exemption an exemption form has to be filed with the County Assessor in the county where the cemetery is located. At this time, the project is not seeking detailed information such as the name associated with each burial.

Permission to access cemeteries on government, tribal, and private land must be obtained from the governing entity prior to entry.

These instructions are intended to assist volunteers complete the IAHC Forms. The data sheets request information concerning 25 different research variables consecutively numbered Item 1-25, and essentially pertain to five categories of information: 1) property identification, 2) contact information, 3) gravestone description, 4) photographs and 5) recorder information. The Continuation Sheet provides additional space for elaborating on Items 1-25. It also allows the opportunity to include cemetery maps, sketches, photographs, etc. Each Continuation Sheet should be numbered and contain the name of the cemetery being recorded.

The Pioneer Cemetery Association (PCA) is a non-profit organization headquartered in the historic Smurthwaite House at 1317 W. Jefferson Street. The PCA is a dedicated volunteer association of amateurs and professionals bound together by the common purpose of historic cemetery protection, preservation, research, and education. Special thanks go to Diane Sumrall (IAHC Maricopa County Coordinator) and James B. Rodgers (Archeologist) for developing the instructions for the Historic Property Inventory Form. The PCA can be contacted at pioneercem@yahoo.com or 602.534.1262.

The State Historic Preservation Office (SHPO) is Arizona's official repository for information on historic resources. The SHPO can be contacted at www.azstateparks.gov or 602.542.4009.

**STATE OF ARIZONA
HISTORIC PROPERTY INVENTORY FORM FOR
CEMETERIES AND GRAVES
RECORDING INSTRUCTIONS**

I. PROPERTY IDENTIFICATION

- Item 1 Enter the official, most popular, or most recent name for the cemetery. List all other known names on a Continuation Sheet.
- Item 2 Identify the general area (e.g., community, town, city, Native American reservation, U.S. National Forest, etc.) where the cemetery is located.
- Item 3 Identify the Arizona County where the cemetery is located.
- Item 4 Briefly describe the general location of the cemetery. This could be a street address, a location relative to an intersection in a town or city, or a highway milepost marker, etc.
- This is also an excellent opportunity to use a Continuation Sheet and provide a map, or unscaled sketch, showing the exact location of the cemetery. Such a map can be easily copied from a topographic (topo) map, a city, county, or Arizona map, or any of many different Internet sources (e.g. TopoQuest, Google, Google Earth, etc.). Be sure to add a caption, as well as a scale if possible, and correctly label the resulting map.
- Item 5 This Item and Item 9 asks for the UTM (Universal Transverse Mercator) Grid System location, rather than Geographic Grid System of latitude and longitude, for the center of a single burial or very small cemetery or the main corners of a larger cemetery. The UTM locations of Item 5 are to be obtained using a handheld GPS (Global Positioning System) receiver properly set to provide all readings in relation to North American Datum 1927, or simply NAD 27 CONUS. If the GPS receiver is set in relation to one of many other possible datums, please indicate the datum used.
- Item 6 Tax parcel numbers are a matter of public record and are available from the County Assessor's Office. In some Arizona counties, this information can be quickly retrieved online. In other counties, the offices need to be visited personally. Once there, it is very easy to see whether or not a tax exemption has been filed since 1998.
- Item 7 For more accuracy, a township section might be further subdivided by quartering it one or more times. A burial located in the extreme southeastern corner of Section 13, for example, would be listed as occurring the southeast one-quarter (SE4). If more quartering is done, (e.g. SW4NE4NW4) use the Continuation Sheet to present the resulting information.
- Item 8 Indicate the size or total acreage of the cemetery. The Continuation Sheet might be useful here for indicating how the acreage was actually obtained (i.e., measurement taping in the field, Internet map scaling, etc.).

- Item 9 Unlike the information provided in Item 5, the UTM grid location(s) requested here is obtained by using a physical or online map that clearly contains a UTM grid. In Arizona, the resulting location should reference a particular point as it occurs so many meters (6 digits) east (____ m E) and so many meters (7 digits) north (____ m N) of a particular datum in a specific UTM zone. Once again, please note the formal designation of the map datum used and the pertinent UTM zone. Such information is generally included in a corner of all relevant maps. Further, all but a small western part of Arizona occurs in UTM Zone 12S; the exception is in UTM Zone 11S.
- Item 10 Place a check mark indicating whether the ownership of a cemetery is public, private, a corporation, tribal, or unknown.
- Item 11 Indicate the date of the earliest and the latest burial in the cemetery. This information can be obtained from headstones or archival records. Also note whether or not the cemetery is still being used.

II. CONTACT INFORMATION

- Item 12 Provide name, mailing address, telephone number, and email address of the owner, or responsible person, of the cemetery. This information is also available at a county assessor's office.
- Item 13 Provide name, mailing address, telephone number, and email address of the person responsible for maintaining the official records of the cemetery. This information is commonly available for active cemeteries.
- Item 14 Provide name, mailing address, telephone number, and email address of the person responsible for opening the graves of the cemetery. This information is commonly available for active cemeteries.

III. GRAVESTONE DESCRIPTION

- Item 15 Indicate the number of burials at the cemetery. If actual counts are impossible provide an approximate number of graves and use a Continuation Sheet to explain how it was determined.
- Item 16 Mark the box if the cemetery is one of the 146 official cemeteries of the United States government. There are three National Cemeteries in Arizona.
- Item 17 Mark all boxes appropriately indicating the material and general kind of gravestones represented at the cemetery. Describe all other ones here or on a Continuation Sheet.
- Item 18 Describe all other cemetery features, such as gates, fences, ponds, columbaria, niches, memorial markers, memorial monuments, etc.
- Item 19 Indicate the present condition of the cemetery by filling in all of the different applicable boxes. If other conditions exist, discuss them on a Continuation Sheet.

- Item 20 Discuss briefly here or elaborate on the Continuation Sheet any information suggesting the cemetery might have general or specific ethnic or social associations. Such information can often be obtained from either archival records or headstone inscriptions.

IV. PHOTOGRAPHS

- Item 21 Photographs are an excellent means for documenting critical aspects of a cemetery (e.g., general features, general condition, individual burials, headstone epitaphs, etc.). Photographs may be taken using a digital camera, 35 mm camera, black-and-white film, color film, etc. Submit all meaningful photographs along with the IAHC Form. Each photograph should have a caption on the back (written in pencil) that includes the following information:
- 1) The name of the cemetery being photographed
 - 2) The county where it occurs
 - 3) Name of the photographer
 - 4) Date of the photo
 - 5) View or direction of the photograph
 - 6) Subject being photographed.
- Item 22 Historic context refers to a major theme, or pattern of cultural activity (e.g., mining, ranching, railroading, city development, etc.) that has state or national significance. A cemetery could easily constitute a part of such a context and, if available historic information about the cemetery should be included here or on a Continuation Sheet.
- Item 23 Indicate whether the cemetery is located at its original location or if it has been moved. If moved, note the original cemetery location.

V. RECORDER INFORMATION

- Item 24 Provide name, business or institutional affiliation, mailing address, phone number, and email address of the person filling out the IAHC Form. Also note the date the form was completed, using the standard month/day/year format.
- Item 25 If information is different from Item 24, provide the name, business or institutional affiliation, mailing address, phone number, and email address of the person who actually did the field cemetery documentation. Note the date the fieldwork was completed, using the standard month/day/year format.