

## **2012 National Register Form Revisions – Discussion points used for April 2012 NR Webinars**

Every three years, the National Register nomination forms, 10-900, 10-900a, and 10-900b, are renewed by the Office of Management and Budget (OMB). It is at this time that any revisions are made based on feedback received from the Federal Register notification, SHPOs, NR staff, consultants, and others. These comments, along with initiatives established by OMB, are used to update our forms.

Some of OMB's guiding regulations include:

- Paperwork Reduction and Elimination Acts
- Privacy Provisions
- Information Collection Program Requirements

We have submitted revised forms to OMB and expect final approval sometime in June, 2012. Note: Any nominations currently "in the pipeline" are still acceptable.

### **Revisions to the current form**

#### **Geographic Data:**

In response to comments from state offices and preparers we are, on a trial basis, allowing for equivalent substitutes to the USGS map requirement. In conjunction with accepting map substitutes from such sources as Google Earth, Bing Maps, and ArcGIS Explorer, we are also accepting latitude/longitude coordinates (as opposed to UTM coordinates) as an option for geographic data. However, USGS maps and UTM coordinates are still an option and can be used instead.

#### **Owner Information:**

To comply with OMB's directive to reduce the amount of Personally Identifiable Information (PII) collected from the public, we have deleted the "Owner Information" section. This information, used for notification purposes by the SHPOs, is not needed by NPS as part of the nomination materials.

The following changes were made to reduce the burden on the preparer by making the form easier to fill out, providing clearer instructions, and reducing the amount of information required.

#### **Overall formatting:**

- One of our goals is reducing the amount of formatting contained in the document. We reduced the number of columns, boxes, and different font sizes. While this makes the form a few pages longer, it should be easier to fill out and enables crossing between newer and older versions of word processing programs.
- Header:
  - deleted the expiration date.
  - The section number has been moved to the footer, so the header only has to be filled in once.

- Footer: the footer area includes the section number and page number. The footer will appear as: “Section 7, page 12” or “Section 8, page 23.”
  - a. Page numbering: goes from page 1 through the end. The pagination doesn’t restart numbering for section 7, then start with number 1 again for section 8, etc.

**Changes by section:**

Section 1:

- a. Moved the “Name of related multiple property listing” here instead of Section 5.

Section 2:

- a. State code – deleted
- b. County code – deleted
- c. Zip code - deleted

Section 3:

- a. Added a line for the Applicable Criteria A, B, C, and/or D. Putting this on the first page immediately tells the reader why the property is significant. The same information is still required in Section 8.

Section 7:

- a. Materials – Replaced four fields (roof, walls, foundation, and other) with just one “Principle exterior materials of the property.” Originally, this section was included to help with a Congressionally-mandated acid rain study, but was never utilized. We are keeping the “principle materials” to help with searches for topics like, “Stone,” “Adobe,” or “Cast iron.”

- b. Clarified the **Narrative Description** instructions. Instructions now read:

(Describe the historic and current physical appearance and condition of the property. If applicable, describe contributing and noncontributing resources. Begin with a summary paragraph that briefly describes the general characteristics of the property, **such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity**).

- c. Redacting. We request that the preparer make a notification in the text of locations and materials that are sensitive and should not be released to the public.

Section 8:

- a. Clarified the summary paragraph instructions. Instructions now read:

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, **justification for the period of significance, and any applicable criteria considerations.**)

b. Deleted the heading: “Developmental history/additional information (if appropriate).” This information should be included in the Statement of Significance narrative.

Section 10: (the biggest change)

- a. Added “Use either UTM system or latitude longitude coordinates.
- b. Added NAD 1927 and NAD 1983 Datum fields to the UTM section.
- c. Added Latitude/Longitude Coordinates section.
- d. Added “Datum if other than WGS84” for the lat/longs.

Additional Documentation:

- Photographs.
  - a. Clarified the instructions from: “The size of each image must be 1600X1200 pixels...” to **“Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn’t need to be labeled on every photograph.”**
  - b. Labeled the credit lines as “Photo Log.” Note: the photo log is also in a rolling text format.
- Property owner.
  - a. Removed property owner information. In response to an OMB directive to reduce the amount of Personally Identifiable Information (PII), we are deleting this section.
- Maps.
  - a. Changed “A USGS map” to **“A USGS map or equivalent.”**

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**Options.** In order to reduce the public burden of filling out these forms, we are implementing these changes as options:

- a. Over the last three years, the form has allowed “continuous typing” or “rolling text” particularly useful in Section 7 and Section 8 of the nomination form. Some are still unaware that this is available. This means, the form automatically

goes to the next page and adds the header and footer as needed and eliminates the need to jump to a continuation sheet. This rolling format will remain. However, if preferred, the preparer can still use continuation sheets for additional text.

**b.** If desired, the preparer can still submit UTM coordinates and USGS maps.

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We look forward to a collaborative effort on these options and any future revisions. Over the next three years, we will be conducting various webinars to seek input on major changes to the form as we work towards not only updating and revising data categories but providing an easier format to electronically complete and submit National Register documentation.

You may submit all of the information: form, photographs, and maps on a CD as you have with digital photographs. If you do submit the form on CD, we still request a paper version.

The NR Continuation Sheet Form (10-900a) and the Multiple Property Documentation Form (10-900b) remain the same.

While we have submitted the revised forms to OMB for approval, we welcome your comments and will consider these ideas for the next renewal. Please direct any comments regarding the current revised form to: Paul Loether at [Paul\\_Loether@nps.gov](mailto:Paul_Loether@nps.gov).