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**MEMORANDUM – Update to State Level Documentation**

**To:** Federal Agencies Preparing Agreement Documents; Consultants on Projects Involving Both Cultural Historic and Archaeological Sites

**From:** Craig Potts, Executive Director and State Historic Preservation Officer, KHC

**Date:** February 12, 2020

As our office continues its momentum toward an electronic records system, we have identified the need to update our official guidance for State Level Documentation. Please see our updated guidance attached. Generally, State Level Documentation is appropriate for a building/structure proposed for demolition or unsympathetic modification, helping preserve a record of the physical appearance and plan of that building/structure at a point in time and documenting the historical development of that building/structure. State Level Documentation is typically paired with a community-based product as part of a comprehensive mitigation package included in an agreement document. For Section 106 projects, a copy of the State Level Documentation is required to go on file in a local repository.

Please note that advance coordination with our office and any consulting parties is required before choosing State Level Documentation as a mitigation product. When preparing agreement documents, please include the State Level Documentation as presented here in an Appendix to the document and refer to the Appendix in the stipulations.

## State Level Documentation for Historic Properties

Historic properties subject to demolition or other adverse effects will be documented in the following manner by an SOI-qualified Architectural Historian or Historian (Preservation Professional). One **bound** copy of the entire State Level Documentation package will be submitted to the KHC for review and, upon acceptance, one additional **bound** copy of the entire package shall be provided to a local agency, archive, university, or preservation organization. Please note that KHC will not be responsible for delivering this additional copy to the local repository. The State Level Documentation package shall include the following required components:

1. **A Kentucky Historic Resources Individual Survey Form** (KHC survey form) or a Group Survey Form (KHC group form) shall be completed or updated as applicable. In order to avoid duplicate numbering as well as receive guidance on which KHC survey form is appropriate, please contact the KHC Survey Coordinator in advance to receive your KHC survey number. The completed KHC survey form should be presented along with but separate from the main documentation package, printed in color, and stapled in the top left corner.
2. **Historic context**, a synthesis of both archival research and current information, presented *both* as part of the documentation package as well as included in the “Historical Information” section of the KHC survey form in order to facilitate the separate archiving of these documents. Archival research, thorough but less intensive than a stand-alone historic context, shall be conducted to gather specific historical information about the property and its context with sources cited. If historic archival images are located, please include a representative sample or link to that resource.
3. **Digital photographs** showing all exterior elevations as well as close-ups of significant, character-defining features (i.e. brackets, hood moldings, decorative millwork, log notching/chinking, traditional timber frame joinery/truss systems, mantels, historic hardware/lighting, interior finishes, and/or stair details). Image resolution shall be no less than 6 megapixels (2000 x 3000 pixel image). Images should be in Tag Image File format (TIFF) or RAW format. The electronic files of the digital images should be included on an archival DVD-R disk and a flash drive submitted with the documentation package. Electronic files shall be labeled with the name and address of the building (if applicable), KHC survey number, view, and date of capture. A selection of images shall be printed on archival quality, acid-free paper (rather than as true photographic prints) at a minimum size of 5” x 7” (maximum size of 8 x 10”). These images shall be presented in the documentation package along with an index of photographs keyed to numbered photos. The photography index shall include the name and address of building (if applicable), view, and any explanatory notes necessary for review.
4. **Measured floor plans** of each floor of the building will be prepared by the Preservation Professional. Existing professional scaled drawings/building plans will be utilized whenever possible and presented in a .pdf format along with a hard copy of the existing plans. If existing drawings/plans are not available, will not meet the format recommended below, or parties otherwise agree that drawings/plans need to be prepared, drawings shall be created at a scale of ¼” per 1’-0” and shall be analytical in nature, labeling construction details, alterations, and additions. If applicable, drawings of building details (windows, moldings, mantels, etc.) shall be created at a scale of ½” per 1’-0”. Hand drawings shall be in pencil on archival-quality, acid-free vellum; however, if other formats are used (i.e. 3-dimensional laser scanning/photogrammetry or Computer-Aided Design/CAD) the scale shall be comparable to that of the hand drawings. The latter native digital plans shall be presented in .pdf format along with a hard copy set of plans. Each drawing / image file shall be labeled as described in 1(c) above and shall be accompanied by a written description of the building(s) as well as an explanation of construction details. If plans for larger, more complicated properties will be completed, please contact our office to discuss an appropriate scale for the plans. If HABS or HAER documentation are stipulated in a MOA, these standards replace the measured floor plans subsection of this State Level Documentation requirements.