



Guidance for All-Electronic Nomination Submittals in Virginia

As of May 2013, DHR and the National Park Service (NPS) have been accepting materials for nominating properties to the Virginia Landmarks Register (VLR) and the National Register of Historic Places on CD in lieu of traditional hardcopy formats. This guidance document is intended to provide you with the necessary information to submit all of the nomination materials in the required electronic formats for review and acceptance by DHR and NPD.

Typically, three types of electronic files are submitted with an all-electronic nomination: PDF, JPG, and TIFF. [For those who are new to working with these files types, an explanation of each format is at the end of this document, along with instructions for creating them.]

A list of the required components that comprise a complete all-electronic nomination packet is provided below, along with the required electronic format (PDF, JPG, and TIFF). Each is explained in greater detail in its respective numbered section.

Some materials that DHR retains in our archives still must be submitted in hardcopy format – photo prints, legal notification materials with an original signature; maps; and a public hearing form with original signature. These are discussed below as well.

For questions or assistance, please contact the Regional Office staff member you are working with to prepare your nomination. DHR has three regional offices: Eastern; Northern; and Western; for contact information, see http://dhr.virginia.gov/regional_offices/regional_offices.htm. You also may contact DHR's Register Historian at 804-482-6439 or by email at Lena.McDonald@dhr.virginia.gov.

Required Components of a Nomination Packet

The following materials are required to be submitted to DHR for a nomination package to be considered complete:

1. Nomination form in Microsoft Word format
2. Location map (PDF or JPG format; a scanned image also is acceptable if saved as a PDF or JPG)
3. Sketch map (PDF or JPG format; a scanned image also is acceptable if saved as a PDF or JPG)
4. Digital photographs (TIFF format, with each file not to exceed 10MB in size)
5. Photo prints (one copy for DHR)
6. Legal notification materials (hard copy notification form with original signature; 2 sets of mailing labels)
7. Public hearing form – only for historic district nominations and multiple-ownership properties i.e., those that have separate tax parcels with two or more unmarried or unrelated owners (hard copy with original signature)

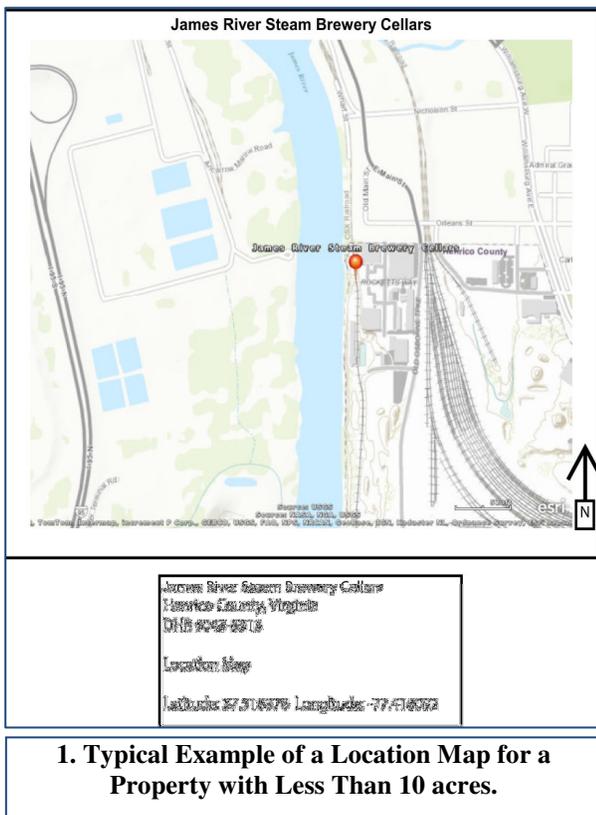
8. National Register nomination checklist

Detailed guidance on how to prepare each piece of the nomination packet is available on DHR's website, <http://www.dhr.virginia.gov/register/register.htm>. You also may contact DHR's Register staff and Regional Office staff for assistance.

1. Nomination form

DHR requires that the National Register nomination form be submitted in electronic format using Microsoft Word software. If you use software other than Microsoft Office, you may be able to convert your document to a Microsoft .doc or .docx file. Please be aware that the conversion process often creates formatting problems with the nomination form. Any such problems should be addressed prior to submitting the form to DHR. If you are unable to resolve formatting issues, please notify DHR staff of this when the form is submitted and we will attempt to assist you. The current nomination form may be downloaded from DHR's website; please see <http://www.dhr.virginia.gov/register/register.htm>.

2. Location Maps



If you are using DHR's guidance for creating electronically generated location maps with software such as ArcGIS Explorer or Google Earth, then you can create PDFs of the maps one of two ways. See DHR's **Guidelines for Preparing Maps for National Register Nominations in Virginia** and **Step by Step Instructions for Creating Digital Location Maps** for detailed instructions on creating electronically generated maps; please see <http://www.dhr.virginia.gov/register/training/Guidance.htm>.

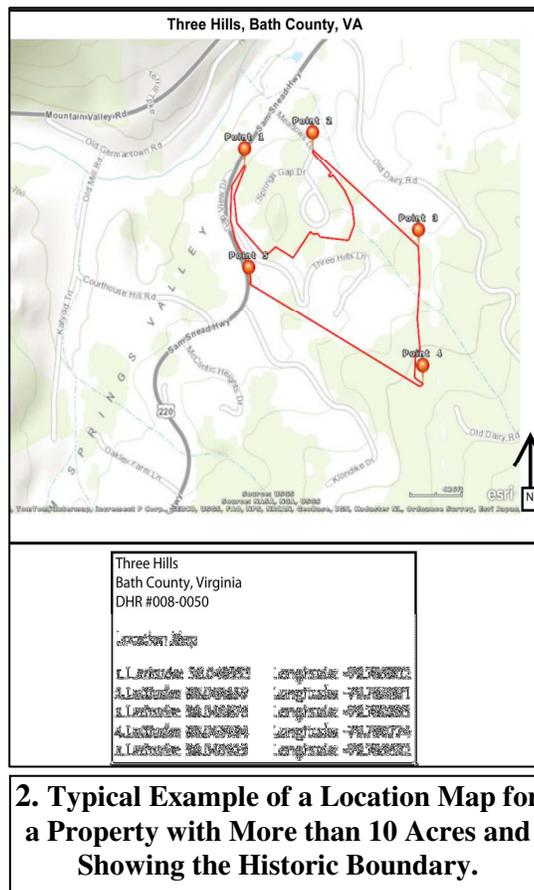
If you have PDF creation software (Adobe Acrobat, CutePDF Writer, etc.), you will be able to choose to print/save the map as a PDF. You also can print a hard copy of the location map, then scan the image to save it as a PDF or JPG file (instructions for scanning are at the end of this guidance document).

Electronically generated location maps typically will be saved in 8.5" x 11" paper size. This is the preferred size for location maps. Maps that must be printed on paper larger than 11" x 17" must be submitted to DHR in hard copy as well as electronic format.

All location maps submitted with National Register nominations must include the following information:

- Clear labeling of the property being nominated. The location of the historic boundaries should be instantly distinguishable from the rest of the map.
 - For properties with less than 10 acres, a single location coordinate must be provided.
 - For properties with more than 10 acres, a minimum of three location points must be shown, based on the shape of the historic boundary.
 - For irregularly shaped resources encompassing more than 10 acres, a polygon can be drawn around the resource boundaries and location points taken at the corners of the polygon.

- A scale.
- A North arrow.
- The WGS datum (the default datum is WGS84 for most readily available mapping websites and software) and the website or software used to generate the map (i.e., Bing Maps; Google Earth; ArcGIS; etc.).
- The name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA), as well as its DHR file number (i.e., 002-0542).
- Latitude/longitude coordinates for each point, extending to at least six decimal places; coordinates shown on the map must show the coordinates listed in Section 10 of the nomination form.
- The background may be a topographic map, street map, or aerial photo, as long as it reproduces clearly in black-and-white.
- *Optional:* The Location Map may also include the historic boundary of the property being nominated. The historic boundary must be precisely drawn and a true representation of where the nominated property is physically located.



3. Sketch Maps

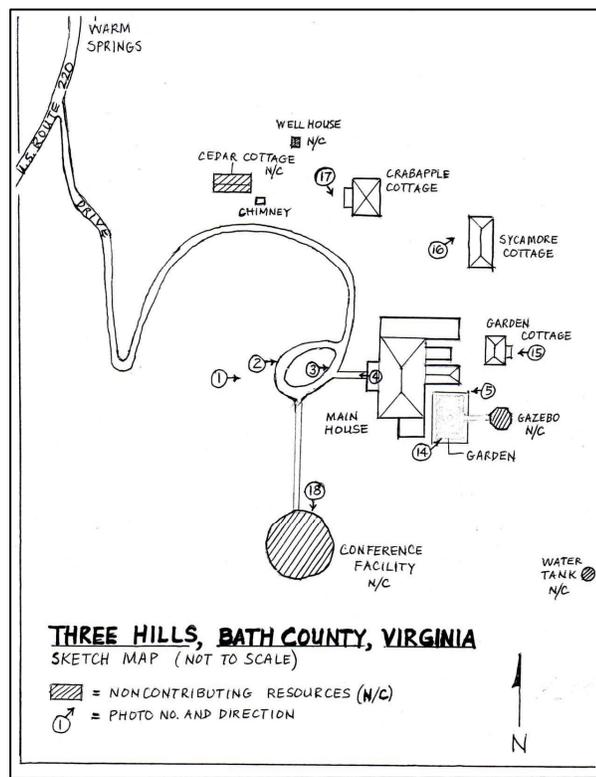
Sketch maps can be generated using either software or pencil and paper, or a combination thereof. If you are using software to create your sketch map, when it is completed, either print and scan it *or* use your PDF creation software (Adobe Acrobat, CutePDF Writer, etc.) to convert

the electronic image to a PDF. If you have created a sketch map using pencil and paper, you can scan the image using the instructions above and save it as a PDF or JPG file.

DHR provides all nomination files to researchers who visit our archives. The hard copy files must include a sketch map of the nominated property (whether it is an individual resource or historic district). DHR does not currently have the capability to print large-format maps for inclusion in our archives files. Therefore, if you are preparing a sketch map that must be printed on large-format paper (larger than 11" x 17"), then a hard copy of the map must be submitted in addition to the PDF.

All sketch maps submitted with National Register nominations must include the following information:

- The name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA).
- A North arrow
- Adjacent streets/roads and any major natural features (rivers, lakes, etc.) in the immediate vicinity
- A scale of 1" = 200' is required for all historic district nominations. Individually nominated properties may provide a tax parcel number(s) in Section 10 of the nomination in lieu of a scaled map.
- Historic boundaries
 - The boundaries must match the verbal description in Section 10 of the nomination form and the boundaries on the location map
 - If the sketch map is zoomed in to show only a portion of the property, then another map, such as the location map, must include the true and correct historic boundaries.



3. Example of a Hand-Drawn Sketch Map with a Photo Key.

- All associated resources and whether they are contributing or non-contributing
 - The number and types of resources on the sketch map must match the resource counts in Section 5 of the nomination form
 - Resources shown on the map must match the resources described in Section 7 of the nomination form, including contributing/non-contributing status
- The sketch map must be printable in black-and-white; do not use multi-color shading or A digitally generated sketch map may have a topographic map, street map, tax parcel

map, GIS-based map, aerial photo, or plain white background, as long as it prints clearly in black-and-white; a hand-drawn sketch map may be drawn on plain white paper or graph paper.

- A photo key can be included on the sketch map, or the photo key can be a standalone map. The photo locations and numbers must match those provided in the Photo Log section of the nomination form
 - If the photo key is not included on the sketch map, it *must* be submitted as a separate map.
 - Photo key information also must be printable in black-and-white.

4. Digital Photographs

For detailed guidance on how to prepare digital photographs, please refer to DHR's **Photograph Guidance for National Register Nominations in Virginia**, posted on DHR's website; please see <http://dhr.virginia.gov/registerstrainingGuidance.htm>.

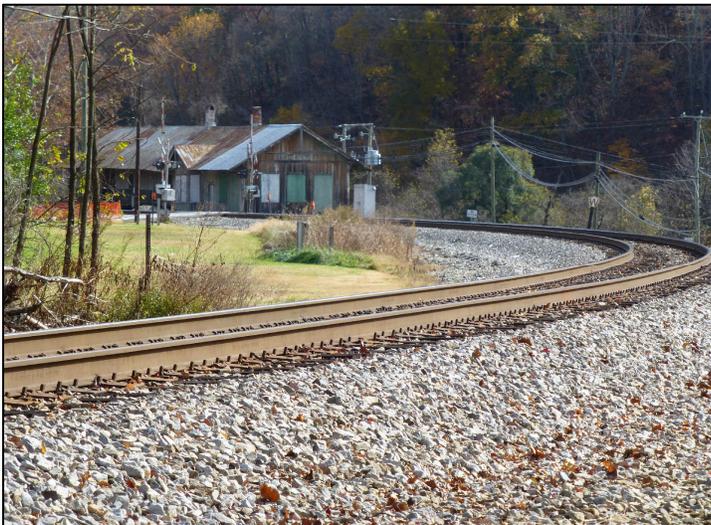
If you are submitting an all-electronic nomination package, DHR will continue to require submittal of one set of labeled photo prints. The prints will be placed in DHR's archives files and made available to researchers who come to our facility.

5. Photo prints

For detailed guidance on how to prepare and label photo prints, please refer to DHR's **Photograph Guidance for National Register Nominations in Virginia**, posted on DHR's website; please see <http://dhr.virginia.gov/registerstrainingGuidance.htm>.

The prints will be placed in DHR's archives files and made available to researchers who come to our facility.

6. Legal notification materials



4. The Boones Mill Historic District in Franklin County was listed in the National Register in 2014.

Legal notification materials are submitted in order to comply with Federal and State regulations concerning notification of proposed National Register/VLR nominations to property owners, adjacent owners, and local government officials. Strict compliance with the notification regulations is required or a nomination **will not proceed**. Please contact Regional Staff or the National/State Register Historian if you need any guidance with preparing the legal notification materials.

A combination of electronic and hardcopy materials must be submitted. The legal notification form itself, along with instructions for completing it, is

available on DHR's website; please see http://dhr.virginia.gov/register/downloading_register_forms.htm. This form must be printed out and signed by the person who prepared it.

The legal notification form is to be accompanied by two sets of mailing labels for all property owners, adjacent owners, and local government officials who are to receive notification of the nomination.

The following notification materials may be submitted in electronic format *or* hardcopy:

- A tax parcel map (either hardcopy or JPG or PDF format) showing the location of the nominated property and all adjacent properties within 300 feet of the nominated property must be submitted in either hardcopy or electronic format.
- Accompanying the map, a list of all property owners and adjacent owners is to be submitted that provides the owner's name, physical location of the property, and mailing address for the owner (if different from the physical address). The owner lists may be submitted in hardcopy format or as a Word document or Excel spreadsheet.

7. Public hearing form (historic districts only)

For historic districts and multiple-ownership resources (those resources that have separate tax parcels with two or more unmarried or unrelated owners), a hardcopy Public Hearing Form must be completed and turned in, along with the owner and adjacent owner labels, when the nomination is submitted. This form can be obtained from DHR Regional Office staff.

Nomination authors must work in consultation with the respective Regional Office and the local government when completing the form. Public hearing date ranges are listed on the public hearing form in coordination with each quarterly Board meeting. Authors should be prepared to make a brief presentation at the hearing that describes the historic district's historical and/or architectural significance, and the methods by which the survey and nomination processes were completed. The public hearing space *must be accessible* to those with mobility limitations.

8. National Register Nomination Checklist

The National Register nomination checklist provides nomination authors with step-by-step guidance for completing the National Register nomination form itself and the accompanying maps, photos, and other forms that comprise the nomination packet. It is available for download on DHR's website; please see <http://www.dhr.virginia.gov/register/register.htm>.

Example of a Digital Nomination

An example of an all-electronic historic district nomination is the Byrd Park Court Historic District, available at http://dhr.virginia.gov/register/Cities/Richmond/127-6755_ByrdParkCourtHD_2015_NRHP_FINAL.pdf.

An example of an all-electronic individual property nomination is the Riverside Farm, available at http://dhr.virginia.gov/register/Counties/Nelson/062-0096_Riverside_Farm_2015_NRHP_FINAL.pdf.

How to Submit an All-Electronic Nomination

Electronic materials for the nomination packet may be submitted to DHR in a variety of ways. The preferred option is to use two CDs or DVDs. Disk one will contain the nomination form itself, maps, and any electronic version of the legal notification materials. Disk two will contain *only* the digital photographs, all saved as TIFFs.

Electronic materials also may be submitted to DHR via email. Please be aware, however, that email inboxes for all DHR staff can accept file attachments that are no more than 10MB in size. Thus, emailing the nomination form is usually fine, but it can be laborious to email large image files and PDFs. Files that have been correctly compressed can be emailed as .zip files, as long as any images will retain appropriate resolution when they are unzipped.

A file sharing site also can be used. DHR's public site is available here - <https://vitashare.virginia.gov/workflow/jsp/logon.jsp>; scroll down and click the "Public Access" button and follow instructions from there. Commercial and private file sharing sites also can be used as long as DHR staff are provided with correct login information by the nomination author.

What if You Can't Create an All-Electronic Submittal?

In cases of mixed media (paper and digital), DHR staff will assist you with scanning the maps to create JPG or PDF files. However, digital photos still must be provided. Photo prints of digital images can be obtained from any commercial photo lab, as well as a CD of the images. The nomination form must be submitted using Microsoft Word software.

What is a PDF and How Do I Create It?

A PDF is a "Portable Document Format" file format. A PDF can have text, photos, drawings, and other visual or content features. It is designed to be viewed on most computers without changes to its appearance or design, and without using specialized software. A file created with a specialized software, such as Adobe InDesign, ArcGIS, or AutoCAD, can be converted to a PDF file, after which anyone with a PDF reader software, such as Adobe Acrobat Reader, can open the file and view its contents. JPG and TIFF files are typically image files. They often are created by taking a photo with a digital camera or electronically scanning a document, such as a historic map.

PDF Creation Software

Map images, online historic images, or website pages are among the materials that you may submit with your nomination form. Converting these to PDFs will require software that can create PDFs. The NPS recommends Adobe Acrobat software for this purpose. Adobe Acrobat software is readily available through vendors such as Best Buy, Staples, Amazon, and similar retailers.

Free versions of PDF creation software also are available at various websites. DHR uses CutePDF Writer, available at <http://cutepdf.com/>. Adobe Acrobat Reader XI is a free software download and it also can be used to create PDFs; however, the software requires a paid subscription to access this function. Acrobat Reader is available at <https://get.adobe.com/reader/>.

If you are unable to create a PDF file, DHR also will accept images as JPGs or TIFFs and convert them to PDFs as part of the nomination review process.

Scanning and Saving Images as PDFs or JPGs

Location maps, sketch maps, photo keys, historic photos and maps, and other hard copy materials can be scanned and saved as either PDF or JPG files. The following directions for scanning are derived from the scanning standards used by the National Archives – <http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html>).

Use a scanner that includes settings for bitonal, grayscale, and color scans, and that can scan at a minimum resolution of 300-600 pixels per inch (ppi). Most scanners allow you to choose to save an image as either a PDF or JPG file. PDFs are preferred; however, DHR will accept JPGs if this is the only setting available.

Bitonal (1-bit) scanned at 300-600 ppi.

- This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

Gray scale (8-bit) scanned at 300-400 ppi.

- This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.

Color (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi.

- Color mode is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended. NOTE – Color scans are acceptable for historic images and historic maps. Current location maps, site plans/sketch maps, and tax parcel maps may be scanned in color but **MUST** reproduce legibly in black and white.

Settings for PDF files

- Do not place any security settings on the PDF: no self-sign security, user passwords, and/or permissions
- Do not place interactive media (no video clips) in the PDF
- Do not place comments/annotations within the PDF
- Do not utilize electronic signatures.

PDF capabilities are always expanding, but we need a “clean” PDF, If there is a capability beyond simple text and embedded images that you would like to use, check with DHR staff first.

Optical Character Recognition (OCR) – making a PDF searchable

If you convert a Word document to PDF, it is automatically text searchable. If you scan paper and then create a PDF it is not text searchable. To make it text searchable you need to “OCR” it.

1. Open the file in Adobe Acrobat
2. Click on Document>OCR Text Recognition>Recognize Text Using OCR
3. Check the settings, choose “Searchable Image (Exact)”

Creating JPG and TIFF Files

For the purposes of a Register nomination, a JPG file is typically created one of two ways: either it is an electronically scanned image (see above) that has been saved as a JPG or it is a digital photograph. A TIFF file is another type of digital photograph. Most digital cameras today permit users to choose between using a JPG, TIFF, or RAW format. DHR recommends using the TIFF format for photos that will accompany National Register nominations, but JPG format also is acceptable. Photos taken in RAW format may be difficult to use without photo editing software.



5. The Harrison Farmstead and Melrose Caverns was Listed in the National Register in 2014.

An important difference between JPG and TIFF files is their long-term stability. A TIFF (Tagged Image Format File) historically has been the most stable file type for long-term electronic storage of a digital image and has a higher resolution that allows closer examination of an image on a computer monitor. For these reasons, DHR and NPS require that all current digital photographs of a nominated property be submitted as TIFFs. Because of their high resolution, TIFFs tend to be much larger files than JPGs. Digital storage limitations, therefore, often necessitate the use of the JPG or PDF format for other types of electronic images, such as historic photos, drawings, or maps.

Photo editing software, such as Adobe Photoshop Elements, can easily convert a TIFF image to a JPG and vice versa. If you are not able to create a TIFF, you may submit JPGs instead and DHR will convert the files