HISTORIC AMERICAN LANDSCAPES SURVEY (HALS) INVENTORY FORM

Refer to the step- by- step instructions on Page 4 for completing your HALSI form. For optimal performance, download the latest free version of Adobe (Acrobat) Reader (www.adobe.com). NOTE: Some optional features of this form are unavailable in Adobe (Acrobat) Reader.

Site Name[1]

Address[2]

City, Town, or Vicinity[3] County[4] State[5] National Park[6]

Coordinates[7]

dd latitude dd longitude datum[8] precision[9]

Statement of Significance[10]

Physical Description and Historical Summary[11]

Condition[12]

◯ excellent ◯ fair ◯ threatened
◯ good ◯ deteriorated ◯ altered

Accessible to Public[13]

◯ Yes ◯ No ◯ Unknown

Property Contact (owner, manager, etc.)[14]

Existing Site Surveys[15]

☐ HABS/HAER ☐ National Register ☐ County ☐ Other
☐ NHL ☐ State ☐ Local

Bibliographical and Other Sources on the Site[16]

Inventoried by[17] Date[18]

Email address[19]

Other Contact Information[20]

Images[21]

Enter image caption and citation information (photographer, date, etc.) below:

Submit Form[22]

Print Form

Submit by Email

Reset Form

If faxing or mailing a paper copy of this form, please direct it to:

Historic American Landscapes Survey
National Park Service
1849 C Street NW (2270)
Washington, DC 20240-0001
FAX: 202-371-6473

Instructions for Completing and Submitting the HALS Inventory Form

Refer to these step- by- step instructions while completing your HALSI form. For optimal performance, download the latest free version of Adobe (Acrobat) Reader (www.adobe.com). NOTE: Some optional features of this form are unavailable in Adobe (Acrobat) Reader.

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[1]**Site Name:** Enter a name and title for the site.
[2]**Address:** Enter a street address or a location description (i.e.: "Bounded by …").
[3]**City/town or vicinity:** Enter the name of the incorporated city or town closest to the site and within the same county or parish as the site. In cases where a site crosses county lines, enter the name of the nearest city or town in which most of the site is located.
[4]**County:** Enter the county or parish in which most of the site is located.
[5]**State:** Enter the state or territory in which most of the site is located.
[6]**National Park:** If the site is located within a national park, enter the 4- letter park code.
[7]**Coordinates:** Enter point coordinates (in decimal degrees) for the site. For the purposes of inventory, the point should be taken from the center, or, in the case of linear sites, at midpoint. Coordinates taken with a GPS unit and an accuracy of 5 meters are preferred.
[8]**Datum:** If known, enter the datum for the geospatial data in #7 above.
[9]**Precision:** If known, enter the degree of precision for the data in #7 above.
[10]**Statement of Significance:** Enter a summary statement of significance about the site.
[11]**Physical Description & Historical Summary:** Briefly describe the physical characteristics of the site and provide a summary history of the site, including significant periods.
[12]**Condition:** Provide a candid assessment of the current physical condition of the site.
[13]**Accessible to Public:** Indicate whether the site is accessible to the public, inaccessible, or unknown.
[14]**Property Contact:** Enter name and contact information of person or organization responsible for the site.
[15]**Existing Site Surveys:** If surveys of this site already exist, indicate the types of surveys by checking all boxes that apply.
[16]**Bibliographical and Other Sources on the Site:** Use this space to list books, articles, surveys, reports, brochures and other material relating to this site.
[17]**Inventoried by:** Enter the name of the person conducting the inventory.
[18]**Date:** Enter the date the form was completed.
[19]**Email address:** Enter an email address for the person listed in #17 above.
[20]**Other Contact Information:** Enter mailing address and telephone number of person or organization listed in #17.
[21]**Images:**

- **All users of this form:** Enter image captions in the space provided. You may attach up to 2 JPEG images (not to exceed 1MB per image) of the site to your email message to HALS.
- **Adobe Acrobat Professional and Standard users only:** Attach JPEG images (not to exceed1MB per image) to the form by selecting the "Add Images" button.

[22]**Submit Form:**

- **All users of this form:** Submit your completed inventory form to HALS by selecting the "Email" button. You can also print a copy for your records by selecting the "Print" button. To erase the form and start over, select "Reset."
- ***Adobe Acrobat Professional and Standard users only:*** If you are currently using Adobe Acrobat Professional and Standard, you may also save the form as a PDF document. To save a PDF of the completed HALSI form for your records, choose File>Save As... from the menu bar at the top of the screen and follow the prompts.