



## **Historic Illinois Building Survey(HIBS) and Historic Illinois Engineering Record (HIER) Standards and Guidelines**

The Illinois State Historic Preservation Office (SHPO) within the Illinois Department of Natural Resources (IDNR) administers the state cultural resources program and is responsible for the Historic Illinois Buildings Survey/Historic Illinois Engineering Record (HIBS/HIER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. HIBS/HIER documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Abraham Lincoln Presidential Library (ALPL) is the repository for these documents.

This document outlines the SHPO's Documentation Standards the HIBS/HIER Standards. These performance standards define the criteria for projects to be accessioned into the HIBS/HIER Collection located at the ALPL.

Acceptable IL HIBS/HIER documentation often includes:

- Measured Drawings
- Large-Format Photographs
- Detailed Historical Context Development
- Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted.

These standards will be used:

- In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- In preparation of voluntary documentation to be submitted for inclusion in the HIBS/HIER Collection.

### **HIBS/HIER Documentation Standards**

The IL HIBS/HIER Documentation Standards address the development of documentation for historic buildings, sites, structures, and objects. HIBS/HIER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. HIBS/HIER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

**Standard 1: Documentation shall adequately explicate and illustrate that which is significant or valuable about the historic building, site, structure, or object.**

The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

**Standard 2: Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of the information.**

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

**Standard 3: Documentation shall be prepared on and submitted in materials that are readily reproducible, durable, and in standard sizes.**

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

**Standard 4: Documentation will be clearly and concisely produced.**

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

### **HIBS/HIER Documentation Guidelines**

The HIBS/HIER Documentation Guidelines supply more specific guidance and technical information for HIBS/HIER Documentation Standards. They describe the general approach for meeting the Standards. Agencies, organizations, and individuals proposing to undertake the production of HIBS/HIER documentation in a different manner will need to review and gain approval of their strategy with the HIBS/ HIER Coordinator prior to the execution of a contract for or the initiation of production of HIBS/HIER documentation.

The following definitions are used in conjunction with these guidelines:

- **Documentation** – Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.
- **Field Photography** – Photography other than large-format negatives, intended for the purpose of producing documentation, usually 35 mm.
- **Field Records** – Notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.
- **Large-Format Photographs** – Photographs made from 4” x 5” negatives. Appropriate techniques are to be implemented to correct perspective distortion.
- **Measured Drawings** – Drawings produced on HIBS/HIER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.
- **Photocopy** – A photograph, with large-format negative, of a photograph or drawing.
- **Select Existing Drawings** – Drawings of original construction or later alterations that portray or depict the subject’s historic value or significance.
- **Sketch Plan** – A floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

## Goal of Documentation

The goal of the HIBS/HIER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history. HIBS/HIER documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. HIBS/HIER documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, HIBS/HIER documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. HIBS/HIER documentation provides future researchers access to valuable information that would otherwise be lost.

HIBS/HIER documentation is developed as a result of two separate catalysts. First, the SHPO, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq] and/or Section 106 of the National Historic Preservation Act of 1966, as amended, requires recordation of historic properties proposed for demolition or substantial alteration as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to HIBS/HIER Standards and donate that documentation to the HIBS/HIER Collection. Required documentation levels will vary.

HIBS/HIER Standards describe the fundamental principles of the development of HIBS/HIER documentation. The HIBS/HIER Guidelines listed under each of the following HIBS/HIER Standards provide basic information about developing documentation for the HIBS/HIER Collection. The HIBS/HIER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of HIBS/HIER documentation is included in a separate document entitled HIBS/HIER Program/Technical Commentary, which can be made available upon request.

Documentation prepared for the purpose of inclusion in the HIBS/HIER Collection must meet the requirements listed below. The SHPO HIBS/HIER Coordinator retains the right to refuse documentation for inclusion in the HIBS/HIER Collection when that documentation does not meet HIBS/HIER requirements specified in this document.

**Standard 1: Content – HIBS/HIER documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.**

### Guidelines

Documentation shall meet one of the following levels to be considered adequate for inclusion in the HIBS/HIER Collection, unless another agreed-upon method for recordation is approved by the HIBS/HIER Coordinator.

#### 1. Documentation Level I

- a. Drawings: a full set of measured drawings depicting existing or historic conditions.
- b. Photographs
  - i. large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
  - ii. photocopies with large format (4" x 5") negatives of select existing drawings, site plans or historic views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

#### 2. Documentation Level II

- a. Drawings: original drawings photographically reproduced on archivally stable HIBS/HIER mylar.
- b. Photographs
  - i. large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
  - ii. historic views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

### 3. Documentation Level III

- a. Drawings: sketched floor plan
- b. Photographs: large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

The HIBS/HIER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the HIBS/HIER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

**Standard 2: Quality - HIBS/HIER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.**

#### Guidelines

For all levels of documentation, the following quality requirements shall be met:

1. **Measured Drawings** shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.
2. **Large-Format Photographs** shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective corrected and fully captioned.
3. **Written Contextual History(ies) and Physical Descriptions** for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted, or end noted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the HIBS/HIER Collection is dependent upon high-quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HIBS/HIER documentation is critical to the HIBS/HIER Collection.

**Standard 3: Materials HIBS/HIER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.**

#### Guidelines

For all levels of documentation, the following material requirements shall be met.

1. **Measured Drawings** – Ink on translucent, archivally stable materials in standard size of 24" x 36".
2. **Large-Format Photographs** – Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4" x 5" negatives will accompany prints; print size will be 5" x 7".

3. **Written History(ies) and Physical Description** – Text contained within the HIBS/HIER Written Outline Format; submitted on 8.5” x 11” archival bond paper.
4. **Field Records** – Field notebooks and field photography; photo identification sheet will accompany 35 mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5” x 12” folding file.
5. **95% Submittals** – 95% review documentation shall be emailed to the SHPO HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
6. **100% Submittals** - All 100% IL HIBS/HIER documentation accepted by the IL HIBS/HIER Program Coordinator must be submitted in the standard, archival formats in an archival clamshell.
7. **All IL HIBS/HIER Documentation is intended for reproduction.** Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard but are maintained as a courtesy to the collection user.
8. The basic durability standard for IL HIBS/HIER Documentation is **500 years**.

**Standard 4: Presentation - IL HIBS/HIER documentation shall be clearly and concisely produced.**

**Guidelines**

For all levels of documentation, the following requirements for presentation will be met.

1. **Measured Drawings** - Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a hand-printed equivalent style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.
2. **Large-Format Photographs** - 5x7”, black and white, fiber paper prints will be mounted on archival card stock and labeled in the appropriate manner.
3. **Written History(ies) and Physical Description** - Data shall be typewritten on 8.5’ x 11” archival, bond paper using the required IL HIBS/HIER outline format and follow accepted rules of grammar and notation.
4. **Sources of Technical Information** for IL HIBS/HIER Documentation
  - a) Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.
  - b) Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.
  - c) A Manual of Style. Chicago: University of Chicago Press, 1980.
  - d) HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.
  - e) HABS Historical Reports. Washington, D. C.: HABS/HAER, National Park Service, 1995. (Draft)
  - f) HABS Historian’s Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.
  - g) HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.
  - h) HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HIBS/HIER, Illinois Historic Preservation Agency, 1999.
  - i) Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)
  - j) Photographic Specifications for the Historic American Buildings Survey and the Historic American Engineering Record. Omaha, NE: Great Plains Systems Office, National Park Service, 1996.
  - k) Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

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## Attachment 2



# Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271  
www.dnr.illinois.gov

JB Pritzker, Governor  
Colleen Callahan, Director

## **Historic Illinois Building Survey (HIBS) and Historic Illinois Engineering Record (HIER) Program Administrative Policies**

1. The Historic Illinois Building Survey/Historic Illinois Engineering Record (HIBS/HIER) Coordinator/Cultural Resources Coordinator within the State Historic Preservation Office (SHPO) in the Illinois Department of Natural Resources (IDNR) administers the HIBS/HIER Program.
2. HIBS/HIER documentation can be generated as result of state and federal statutory compliance requirements, local government/commission mandates, or through voluntary contribution.
3. HIBS/HIER documentation requirements are established through the HIBS/HIER Standards and Guidelines. For general technical assistance, contact the HIBS/HIER Coordinator.
4. All HIBS/HIER documentation accepted for inclusion in the HIBS/HIER Collection must meet the HIBS/HIER Standards and Guidelines, HIBS/HIER technical requirements, and specific scopes of work, as established by the HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
5. No movement, demolition, alteration or other form of modification will be authorized on properties that are part of historic-preservation statute mitigation until fieldwork HIBS/HIER documentation is received, reviewed, and accepted in writing by the HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
6. A list of HIBS/HIER consultants/contractors will be maintained and updated as needed by the SHPO for public use. Firms, organizations, and/or individuals on the list must have successfully completed at least one HIBS/HIER documentation project and have expressed a desire to be considered for HIBS/HIER work. This list is not to be considered an endorsement by SHPO or IDNR. Consultants/ Contractors can be deleted from this list at their own request or through SHPO initiative, due to consultant/contractor failure to meet HIBS/HIER Standards and Guidelines or SHPO-generated scopes of work.
7. Specific HIBS/HIER documentation scopes of work are not formally established until the subject scopes are issued in writing by the SHPO and acknowledged in writing by lead agencies participating in regulatory project mitigation or entities generating HIBS/HIER documentation through self-initiative. It is strongly recommended that HIBS/HIER consultants/contractors not bid on HIBS/HIER documentation projects until the SHPO, and the concerned parties agree to scopes of work in writing.
8. HIBS/HIER consultants/contractors shall consult with the SHPO HIBS/HIER Coordinator/Cultural Resources Coordinator prior to commencing work to confirm the scope of work and specific historic contextual requirements.
9. HIBS/HIER consultants/contractors, or their clients, will submit to the SHPO a 95% digital HIBS/HIER draft for review and comment prior to producing and submitting 100% HIBS/HIER documentation for review and acceptance.

10. The HIBS/HIER Program requires submittal of one archival set of 100% HIBS/HIER documentation with color printed images of the subject property, and one digital version of the 100% documentation to be displayed on the SHPO website.
11. SHPO review and comment period for HIBS/HIER documentation is generally thirty (30) working days. The review and comment period begins upon receipt of complete HIBS/HIER documentation at SHPO offices.
12. HIBS/HIER Collection is curated and managed by the Abraham Lincoln Presidential Library (ALPL). HIBS/HIER documentation is available for public use. The 100% archival set of HIBS/HIER documentation is available for use, provided the HIBS/HIER Coordinator or the ALPL Chief of Acquisitions authorizes such use.

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Attachment 3  
**Historic Illinois Building Survey (HIBS) and  
Historic Illinois Engineering Record (HIER) Written  
Outline Format**

HISTORIC ILLINOIS BUILDING SURVEY  
NAME OF BUILDING (SECONDARY NAME)

Location:

Present Owner: This heading may be combined to Present Owner and Occupant if they are one and the same. Include address of owner if it is different from address of structure.

Present Use:

Significance:

PART I. HISTORICAL INFORMATION

(Double space between outline headings -- single space text. Omit any heading or part of a heading that is not appropriate, and re-number other outline headings as needed.)

- A. Physical History
  - 1. Date(s) of construction:
  - 2. Architect:
  - 3. Original and subsequent owners:
  - 4. Builder, contractor, suppliers:
  - 5. Original plans and construction:
  - 6. Alterations and additions:
- B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

- A. General Statement:
- B. Description of Exterior:
  - 1. Over-all dimensions:
  - 2. Foundations:
  - 3. Walls:
  - 4. Structural system, framing:
  - 5. Porches, stoops, balconies, bulkheads:
  - 6. Chimneys:
  - 7. Openings:
    - a. Doorways and doors:
    - b. Windows and shutters:
  - 8. Roof:
    - a. Shape, covering:
    - b. Cornice, eaves:
    - c. Dormers, cupolas, towers:
- C. Description of Interior:
  - 1. Floor plans:
    - a. Describe by floors
    - b. Etc.
  - 2. Stairways:
  - 3. Flooring:

4. Wall and ceiling finish:
  5. Openings:
    - a. Doorways and doors:
    - b. Windows:
  6. Decorative features and trim:
  7. Hardware:
  8. Mechanical equipment:
    - a. Heating, air conditioning, ventilation:
    - b. Lighting:
    - c. Plumbing:
    - d. Etc.
- D. Site:
1. General setting and orientation:
  2. Historic landscape design:
  3. Outbuildings:

### PART III. SOURCES OF INFORMATION

- A. Original Architectural Drawings:
- B. Early Views:
- C. Interviews:
- D. Bibliography:
  1. Primary and unpublished sources:
  2. Secondary and published sources:
- E. Likely Sources Not Yet Investigated:
- F. Supplemental Material:

### PART IV. METHODOLOGY OF RESEARCH

- A. Research Strategy:
- B. Actual Research Process:
- C. Archives and Repositories Used:
- D. Research Staff:
  1. Primary Preparer: Name, Title, Organization
  2. Photographer: Name, Title, Organization
  3. Delineator: Name, Title, Organization
  4. Additional Staff: Name, Title, Organization

### PART V. PROJECT INFORMATION

NOTE: The project information statement will be provided by the SHPO Cultural Resources Manager handling the mitigation proceedings. This statement will cite the state or federal statute the general project is being reviewed under and the applicable Memorandum of Agreement requiring HIBS recordation.

For HIBS/HIER projects submitted without statutory involvement, a short statement identifying why the project was undertaken will be appropriate.

The project information statement will be duplicated on the title sheet of HIBS/HIER Level I and II mylars under the heading of "Project Information Statement."