

## Preparing District Nominations and Survey Databases Concurrently and Efficiently

The following method for completing a district nomination and the accompanying survey database is an efficient method aimed at eliminating or lessening the need to do the same work twice. **This method depends on you using our suggested edits the first time we provide that editing to you.** If you cut-and-paste inventory entries into the database without making the recommended edits to the inventory list first, you may be asked to revise both Section 7 inventory *and* the database again.

When preparing a National Register nomination for a district in North Carolina, the preparer will submit current survey data, including a completed database for the district, even if the district was recently surveyed. Recently surveyed means that an architectural survey was successfully conducted in concert with the HPO within the two years prior to drafting the nomination.

Additional notes about databases and nominations follow the suggested steps for completing the database along with the nomination. **Please read them in their entirety.**

By following this suggested path, described below, our review and your revisions of the district database can happen as efficiently as possible.

1. Request a project database from the HPO. **You must request a new project database from the HPO no matter how recently the survey has been completed, and even if the preparer of the nomination conducted the survey recently** because the MS Access file containing the survey data becomes obsolete after the survey data is processed by HPO staff. Please see the additional notes at the end of this document for more information.
2. Conduct your architectural survey or survey update in the field.
3. Back in the office, open the database and complete the top two-thirds of the Architectural Data Form, including all the short-text, prepopulated fields.
4. When you get to the narrative summary field in the Architectural Data Form, leave the database and write the associated narrative summary in the inventory entry in the nomination. Leave the narrative portion of the database blank or un-updated for the moment.

5. When you've completed your nomination draft, submit it along with the database, which should have fully populated short-text fields for each entry, but no information or no updated information in the narrative summary field.
6. The HPO staff person assigned to review your nomination will review the top two-thirds of the database and the nomination and return comments to you.
7. Complete all your edits to your nomination.
8. Complete any edits needed to the short-text fields of the database.
9. Copy-and-paste your edited and corrected descriptions from your inventory list into the database narrative summary field.
10. Submit the database and revised nomination to our office, along with all other required National Register documentation as enumerated on the Final Draft Submission Checklist.
11. From this point forward, we will not review or edit your Section 7.

Please pay attention to the following additional notes:

**Prior to beginning a district nomination, the nomination preparer must request a new project database from the HPO no matter how recently the survey has been completed, and even if the preparer of the nomination conducted the recent survey because the MS Access file containing the survey data becomes obsolete after the survey data is processed by HPO staff.**

**For district nominations using recent survey work that has been completed within two years of the nomination preparation:**

- The preparer will request a new project database from the HPO.
- The preparer can expect that the database is substantially complete based on the recent survey.
- The only database changes the preparer will make will be where major changes have occurred in the district since the survey was completed.
- If the prior survey work failed to record a resource that is enumerated in the nomination inventory, the preparer will need to obtain a Survey Site Number and create a database record and survey file for that resource.

- The only new survey photographs required will be those that document those recent changes to buildings within the district.
- The preparer will still need to make streetscape photos for the nomination because it's unlikely that the surveyor took streetscapes during the survey.

**For district nominations in areas surveyed more than two years ago:**

- The preparer will request a new project database from the HPO.
- The preparer will update each entry in the database, even if that update is a simple note of no change.
- Updating may also include breaking older block face files into individual records, which will require requesting additional Survey Site Numbers, creating new database records, and new physical files.
- The preparer will make new photos of every resource in the district.

**For updating existing district nominations:**

- The preparer will request a new project database from the HPO.
- The preparer will update each entry in the database, even if that update is a simple note of no change.
- Updating may also include breaking older block face files into individual records, which will require requesting additional Survey Site Numbers, creating new database records, and new physical files.
- Updating may include copying the original inventory entry from the original nomination into the database.
- The preparer will make new photos of every resource in the district.

**To nominate a district that's not been fully surveyed in the past or is not already listed in the Register,** please be in touch with Beth King regarding survey expectations, getting a new database, and getting new survey site numbers.