

### RECONNAISSANCE SURVEY

1. The purpose of a recon survey is to identify historic (~50 years old) properties and determine whether they are potentially worthy of preservation. This is done by basic, thorough documentation of resources, including but not limited to:
  - a. Basic description of each resource's exterior and character-defining features.
  - b. Identifying basic historic uses and history of the resources through observation, atlases, maps.
  - c. Basic condition assessment in dropdown and note form.
  - d. Photographic and graphic documentation of each resource. Each side of the surveyed resource should be photographed (without trespassing), as well as, any pertinent details. Overall photos showing the relationship of the built resources should also be taken. A site plan (preferably digitally-made) of should be created. Every built resource (historic or not) should be noted on the plans.
  - e. A suggested determination of potential eligibility for each resource (Yes, Contributing, No, State Only) along with one-two sentences explaining the determination and integrity.
  - f. A list of sources consulted for each resource (even if NO information was found because this helps future researches not duplicate work).
  - g. Additional information the surveyor believes is relevant (may be attached in PDF).
2. Access to properties is preferable, in order to complete the photographic documentation and descriptions. However, if a known historic property is inaccessible, a record should be created for it with a note about inaccessibility and any information about the property that helps future surveyors/researchers know of its presence. If not accessible, the SR/NR eligibility should be "Not Assessed."
3. It is highly recommended that the surveyor request KSHS's initial review of one completed KHRI entry to determine if all parties are on course.

**Reconnaissance:** Emphasis on physical historic integrity, with basic information about potential significance.

**Intensive:** Emphasis on historic significance, with basic additional information about historic integrity.

### INTENSIVE SURVEY

1. The purpose of an intensive survey is to confirm or counter eligibility determined during a reconnaissance survey or to provide enough information to make a determination. This is done by PSIQ-level documentation of the resources, including but not limited to:
  - a. Detailed description of each resource's exterior in complete sentences; a summary format of interiors, where accessible (e.g., basic plan layout; mention of character-defining features).
  - b. Identifying historic uses and current uses of each resource.
  - c. One-two (or more, if needed!) sentences explaining WHY the resource/farmstead is significant.
  - d. A list of sources for each resource (even if NO information was found because this helps future researches not duplicate work).
  - e. If research and/or further visual inspection determines the resource is INELIGIBLE, a statement or two explaining why this is so.
  - f. Additional photographic and graphic documentation, when accessible.
  - g. Additional information the surveyor believes is relevant (may be attached in PDF).
2. Survey comprises all resources identified in reconnaissance surveys that could be eligible for listing in the SR/NR.
3. Access to properties is ideal for additional photographs and examination of resources; HOWEVER, access to properties is NOT required to complete additional research to determine the historic significance of the property.
4. The surveyor should indicate in the General Remarks of KHRI the level of work undertaken during this round of survey. For instance, if a property was not accessible, that should be noted. If little additional historic information is available, that should also be noted along with a list of sources referenced.
5. The eligibility should be updated in the NR dropdowns and remarks box based upon additional information, including more thorough physical investigation of the resources (if possible) AND additional historic information about the property.
6. It is highly recommended that the surveyor request KSHS's initial review of one completed KHRI entry to determine if all parties are on course.