

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
WASHINGTON, D.C. 20240

September 7, 1965

In Reply Refer To:  
M2215-101

FO 18-65

Memorandum

To: All Field Offices

From: Associate Director

Subject: Historical Resource Studies Program

My memorandum of July 23 with enclosures to the Regional Directors set forth in general terms the forthcoming reorganization of the Service. We now wish to explain in greater detail the plans for conducting historical research under the new organization.

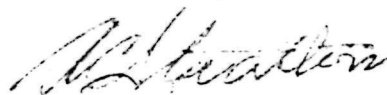
Our intention is to establish a group of skilled research and architectural historians in Washington who will be responsible for providing the major historical and architectural research needed by the Service. These specialists will report to the Chief, Division of History Studies, whose Division will remain under the Assistant Director, Resource Studies, and have no regional counterpart. Park historians whose principal duties are interpretive will no longer be assigned major research projects but will continue to perform such minor park investigations as the superintendent may direct and to pursue such studies as are necessary to familiarize them with the park story. The formulation of the historical research program will be the joint concern of Resource Studies and management. The park superintendent will have a primary concern.

The new procedures and forms described in this memorandum are required (1) by the new central research organization, and (2) because of the necessity to simplify the basic RSP History program. The new instructions and forms are intended for the information and guidance of all personnel concerned and become effective immediately for use by Regional and Park staffs. Since it is necessary to have firm program data for the Bureau of the Budget in hand promptly for the 1967 F.Y. hearings, please prepare your 1967 Resource Studies program in History and submit the necessary RSP forms directly to this Office by October 15. For History RSPs, please use the sample Form 10-22 enclosed, as a model, since a supply is not yet available. The submission of RSPs directly to this Office applies to all types of research, and this requirement supersedes the instruction on Line 10, Page 5, Chap. 2, "Programming Handbook," distributed by Assistant Director Montgomery's memorandum of August 24.

Formulation of 1966 F.Y. Program

The 1966 F.Y. will necessarily be a period of transition, with the central staff initially inadequate to perform planned research. For most projects funded by M&P, the delay will not be serious. For construction-related research, however, it is necessary that projects be delayed as little as possible. We would appreciate it, therefore, if each Region will carefully review the 1966 program transmitted by Mr. Bahlman's two memoranda of August 4, 1965, respectively entitled "Research Identified in Line Items of 1966 Fiscal Year Buildings and Utilities Program," and "Fiscal Year 1966 Program for Rehabilitation of Historic Structures," and have prepared RSP forms for discussion purposes covering those projects not already the subject of an RSP. Again, please use the sample Form 10-22. As soon as possible, representatives of the Division of History Studies will visit each Regional Office to discuss the 1966 historical research program and work out means by which priority projects may proceed. Until the Washington research group is staffed, we contemplate releasing programmed funds for projects that can be accomplished by personnel in the parks or the Regional or Design Offices. To ascertain which projects fall in this category will be the principal purpose of the discussions mentioned above.

This memorandum will remain in effect until incorporated in the "Resource Studies Handbook."



A. Clark Stratton

Enclosures 4

Interior Duplicating Section - Washington, D. C.

Enclosure No. 1

General Instructions

The Historical Resource Study Proposal, Form No. 10-22

The Historical Resource Study Proposal sheet, Form No. 10-22, is a single sheet to be filled in on both the front and the back. The front portion of the form is to be filled in largely by the Park staff, with the advice of the Regional Office, if required. The items on the reverse of the form will be filled in by this office, and copies of the completed form will be supplied the Regional and Park offices concerned. There will be four record copies of the form; the original and one copy will be required in the Washington office and one copy each should be retained in the Regional and Park offices. You will be informed when supplies of Form No. 10-22 may be requisitioned from this office on the regular DI-1 Form. Copies of the blank form and filled-in samples are enclosed.

Preparation of the Historical Studies Proposal, Form 10-22

Enclosed are detailed instructions covering the purpose and use of Form No. 10-22, the types of Resource Studies in History to be reported on Form No. 10-22, and a detailed explanation of the steps to be followed in completing each of the sections of the form. Those to be filled in by this office are indicated in the detailed instructions.

Construction-connected RSP's and the PCP Form

A large number of the Historical Resource Study Proposals will be concerned with construction projects. Research requirements for individual construction projects or for the entire construction program of a park shall be included on a PCP. This applies to both historical and architectural research requirements. A PCP shall be prepared for research alone when the end product of such research is an essential prerequisite to the construction project. The construction portion of a project shall not be programmed until research has been completed or it is reasonably assured that research needs will not delay the start of construction. The originator of a PCP for research should first prepare a Resource Study Proposal (Form No. 10-22), and the superintendent should submit it to this office with a copy to the Regional Director. The cost data will be entered in Washington and a copy of the form returned promptly. These data may then be used in preparing the PCP. The PCP and RSP should be cross-referenced by inserting the index number of each on the other.

We wish to emphasize, too, that the Historical Research Unit will also be responsible for architectural research. It is our hope to simplify

current procedures for preparing historic structures reports by assigning both the historical and architectural sections of a historic structures report to a single architectural historian in the Historical Research Unit.

#### Approval and Revision of Historical Resource Study Proposals

No Resource Studies in History may be undertaken without approval of the Washington Office, and, as previously explained, these will normally be completed in the Historical Research Unit. However, should circumstances arise requiring a deletion, revision, or addition to the annual program, the Park or Region may request such changes by submitting a new Form No. 10-22 to this office.

#### Long-Range Goals

Centralization of research by no means implies that the identification of research needs and the programming of research projects are to be wholly assumed by this office. We fully recognize that this is also a concern of the Regions and the park. We anticipate ultimately having, for each historical park, a Resource Studies section of the Master Plan to set the broad framework within which specific Resource Study Proposals may be developed. The Resource Studies section we visualize as a basic document carefully and thoughtfully prepared by the Park Superintendent and Park Historian with assistance from Resource Studies personnel in this office. The RSP's we visualize as project justifications prepared by park personnel. After approval by the Assistant Director, Resource Studies, the RSP would in effect become a requisition on the Historical Research Unit for the research product described therein.

Nor does this new system imply that the Park Historian will no longer be concerned with studies in his discipline. There will continue to be needed historical investigations in the parks that are not of sufficient scope to warrant referral to the Historical Research Unit. The Superintendent may at his discretion utilize the Park Historian to pursue such investigations. In addition, the Park Historian will need to pursue constant studies and reading aimed at familiarizing himself in depth with the park story; otherwise, his value as an interpreter suffers. At the same time, it should be clearly recognized that one objective of the new system is to enable the Park Historian to devote himself more fully to his principal mission, which is and always has been interpretation.

Enclosure No. 2

Instructions for Preparation of the Historical Resource Study Proposal,  
Form No. 10-22

Introduction

The Historical Resource Study Proposal form is the basic document used to identify and list those Resource Studies in History required on a fiscal-year basis. Such studies are necessary in preparing an up-to-date and sound annual program by which essential historical data are made available when needed for the proper investigation, selection, preservation, restoration, development, interpretation, protection, and management of the historical parks, and the various historic sites, structures, and features in the National Park System or under consideration for inclusion in it. The Historical Resource Study Proposal form also provides the following: (1) data by which management and professional direction may be given to Resource Studies in History and the results of such studies objectively evaluated and applied to Service needs; (2) data for annual budget estimates; and (3) statistical information on the status of architectural and historical research as requested by the Secretary's Office, the Bureau of the Budget, the Congress, and by other research organizations both in and out of the Federal Government.

Types of Resource Studies

The types of Resource Studies in History to be listed, described, and reported on the Historical Resource Study Proposal form are as follows:

a. Proposed Area Studies

(1) Site Identification Studies

Purpose: To provide data on historical values and features of a proposed park, or proposed land additions to an existing park, for use in the preparation of feasibility-suitability reports, boundary recommendations, and preliminary general development proposals.

Content: Identification of the historical resources of a proposed park (sites, structures, and other features) and exposition of the historical values inherent therein.

b. General Background Studies

Purpose: To develop the detailed historical data necessary for planning the general development and interpretation of historical parks.

Content: Detailed exposition of the park story in all its major elements with emphasis on the historical resources of the park and the historical values attaching thereto.

c. Interpretation Studies

Purposes: To provide data necessary for interpretive specialists to present the park story.

Content: Such narrative, documentary, and illustrative material as is required for the purpose.

Examples:

(1) Museum background reports for exhibits, dioramas, paintings, and audiovisual presentations, if a major identifiable project is required and financing provided in the PCP.

(2) Studies required for Service publications. Most such publications can be written from studies already performed. Where further such study is necessary the Historical Research Unit will perform it. The drafting of such publications, however, will ordinarily be the responsibility of park or regional historians.

(3) Furnishing Studies. Such studies will be prepared by the Historical Research Unit normally on the basis of an approved PCP providing adequate financing. If not part of a construction project, Furnishing Studies will be prepared by the Historical Research Unit if adequately justified and consistent with the requirements of higher priority studies. The Division of Interpretation and Visitor Services will be responsible for preparation of the Furnishings plan based on the information contained in the Furnishings Study.

d. Development Studies

(1) Historic Structures Reports

Purpose: To provide the historical and architectural data necessary for authentic restoration, reconstruction, or other form of rehabilitation of historic structures.

Content: As outlined in the Historic and Prehistoric Structures Handbook. Parts I and II only will be prepared by the Historical Research Unit; Part III is a completion report that will continue to be handled under existing procedures.

(2) Master Plan Studies

Purpose: To make clear what a site, park, or portion of a park looked like in historic times for Master Planning purposes.

Content: Narrative and graphic material as required for the purpose.

Examples: Historical base map, troop movement map, troop position map, and such other studies as may be necessary for Master Planning purposes.

e. Park Histories

Purpose: To provide a history of the park as an administrative, management, and interpretive tool.

Content: Narrative history of the park with emphasis on park origins, legislation, development, administration, and interpretation.

f. Special Studies

(1) Federal Surplus and Demolition Property Studies

Purpose: To fulfill the responsibilities of the Secretary of the Interior under the Federal Surplus Property Act of 1944, as amended by the Act of June 10, 1948, as amended (50 U.S.C., Supplement IV, Appendix, Section 1622 /h /); and the Federal Property Demolition Act of August 27, 1935, as amended July 18, 1940 (40 U.S.C., 1952 ed., sec. 304a-2).

Content: Brief analysis of historical values and proposed use of surplus Federal historical properties to determine their suitability for conveyance to State and local governments for historic-monument purposes; evaluation of historic Federal properties proposed for demolition to determine their significance within the meaning of the Historic Sites Act of August 21, 1935 (49 Stat. 666). Studies of Federal surplus properties are made for the Bureau of Outdoor Recreation on a reimbursable basis as provided by law; studies on Federal properties proposed for demolition are made at the direct request of the General Services Administration and their cost is defrayed by the National Park Service.

Park-type Investigations

Park historical investigations which the Superintendent may direct to be done as needed will be performed by the Park Historian (Interpreter).

These will not be entered on the Historical Resource Study Proposal form. Examples of such investigations are fact files, securing readily obtainable data for wayside exhibits, informational signs, and historical publications, and study for personal orientation in the elements of the park story. A certain amount of this kind of investigation is necessary in order to free the Historical Research Unit for major research and in order to sustain the interpretive abilities of the Park Historian.

#### Detailed Instructions

The sections of the Historical Resource Study Proposal form, listed as they appear on the form, are to be completed as given below. Those sections to be completed by WASO are so indicated.

Fiscal Year: If study is geared to construction and/or other timetable, the applicable year will be entered by the person preparing the form. If not, to be entered by WASO.

Priority: To be entered by WASO

Title: Give brief, general descriptive title for the study.

Purpose: Here answer the question: What is needed? Give brief description of the character and scope of the proposed study, including a short statement of the actual management or interpretive need to be met in the park, such as a gap in historical knowledge, a building to be restored or rehabilitated, or the documentation of a historical base map.

Justification: Here answer the question: Why is the study needed? This is the most essential part of the Resource Study Proposal and should consist of a strong and articulate statement of why the proposal must be accomplished as soon as possible, or as scheduled, with emphasis upon the consequences to the Park and the Service, if not completed. Explain the direct relationship of the proposal, for example, in saving a historic structure or remain, or show that important construction or interpretive development cannot proceed until the study is completed. Be specific.

Master Plan Reference: Include title, number, and date of pertinent master plans.



Cross Reference to PCP No.: All construction-related studies, i.e., studies to be done to gain information needed in order to proceed with construction--must be cross-indexed with the PCP number and the RSP number should be referred to in the PCP.

Year PCP Programmed: Give fiscal year when PCP is actually programmed, if known.

RSP Index No.: This is the Historical Resource Study Proposal number and should remain unchanged during the life of the proposal. These proposals will be prefixed with the park abbreviation and with the letter "H" (H-1, H-2, H-3, etc.). Subsequent revisions of the proposal will retain the same Index number, suffixed by a, b, c, d, etc.

Duration of Study: To be entered by WASO. Will include the estimated number of months or years involved in the studies and the number of man-years required or the percentage thereof for each study.

Study to be done by: To be entered by WASO.

Estimate of Cost: To be entered by WASO.

Form of the Final Product: To be entered by WASO. This will indicate whether the final product is to be a formal typed report; documentation for a Master Plan sheet or drawing; the basis for interpretive developments; a printed publication; or other.

Percentage of Completion: To be entered on a quarterly basis by WASO.

Enclosure No. 3

FORM 10-22  
(Aug. 1965)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

Park:  
Fiscal Year:  
Priority: (To be entered by WASO)

HISTORICAL RESOURCE STUDY PROPOSAL

Title:

Purpose:

Justification:

\_\_\_\_\_  
PREPARED BY:

\_\_\_\_\_  
Master Plan Reference:

\_\_\_\_\_  
RECOMMENDED:                      Date

\_\_\_\_\_  
Park Superintendent              Date

APPROVED:

Cross Reference to PCP No.:

Year PCP Programmed:

RSP Index No.:

\_\_\_\_\_  
Assistant Director,              Date  
Resource Studies

Duration of Study: (To be entered by WASO)

Study to be done by: (To be entered by WASO)

- a. Service:
- b. Contract or Agreement:
  - (1) Institution or Organization:
  - (2) State or Federal Agency:
  - (3) Other:

Estimate of Cost: (To be entered by WASO)

- a. Service Account No.:
- b. Other Funding:
- c. Cost Schedule:

<u>Components</u>	<u>Fiscal Years</u>
Personal Services	
Contract Services	
Travel	
Other Direct Expenses	
Reproduction and Printing	
Total	

Form of Final Product: (To be entered by WASO)

Percentage of Completion: (To be entered by WASO)

September 30	_____
December 31	_____
March 31	_____
June 30	_____

Enclosure No. 4

FORM 10-22  
(Aug. 1965)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

Park: Castle Clinton NM  
Fiscal Year:  
Priority: (To be entered by WASO)

HISTORICAL RESOURCE STUDY PROPOSAL

Title: Castle Garden as Immigrant Depot, 1855-1890.

Purpose: A thorough documentary study is needed of the period during which Castle Garden served as the principal immigration depot in the United States, 1855-1890.

Justification: This documentary history is essential to the preparation of accurate museum exhibits and authentic interpretive literature covering this period of the history of Castle Clinton. Detailed knowledge of the 35-year period in which more than 7 million new Americans entered the United States at Castle Garden is required to trace the physical changes which occurred in the structure to meet the ever-increasing immigration demands, to describe the changes in administrative organization and procedures which occurred, and to discuss the changing character of immigration in this period. The development of adequate interpretive devices and services requires full historical knowledge of this period which is now lacking.

PREPARED BY:

Master Plan Reference:

Date

RECOMMENDED:

Cross Reference to PCP No.:

Park Superintendent

Date

Year PCP Programmed:

APPROVED:

RSP Index No.:

Assistant Director,  
Resource Studies

Date

Duration of Study: (To be entered by WASO)

Study to be done by: (To be entered by WASO)

a. Service:

b. Contract or Agreement:

(1) Institution or Organization:

(2) State or Federal Agency:

(3) Other:

Estimate of Cost: (To be entered by WASO)

a. Service Account No.:

b. Other Funding:

c. Cost Schedule:

Components

Fiscal Years

Personal Services

Contract Services

Travel

Other Direct Expenses

Reproduction and Printing

Total

Form of Final Product: (To be entered by WASO)

Percentage of Completion: (To be entered by WASO)

September	30	_____
December	31	_____
March	31	_____
June	30	_____

Enclosure No. 4a

FORM 10-22  
(Aug. 1965)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

Park: Minute Man NHP  
Fiscal Year:  
Priority: (To be entered by WASO)

HISTORICAL RESOURCE STUDY PROPOSAL

Title: The Wayside

Purpose: The Service needs a fully documented basic historical research study of The Wayside. It is one of the most important historic structures and properties to be included within Minute Man National Historical Park. It was the home of the Muster Master of the Concord Minute Men Companies. He and the house were directly related to the military events of April 19, 1775. It was also the later home of the Alcotts, Nathaniel Hawthorne, and Margaret Sidney, who helped make Concord a center of intellectual and cultural life in mid-19th century America.

Justification: The Wayside will become one of the few historic house museums in the Park, and historic furnishings will be acquired with the property. The proposed basic research study of the house, furnishings, inhabitants, and grounds, is essential to the rehabilitation, preservation, and interpretation of this important property. The preparation of an interpretive prospectus and other interpretive materials is dependent on the completion of the basic research study. The current owner of the property is advanced in age and is perhaps the most important living authority on its history. It is urgent that the large amount of basic historical information which the owner has, some of which cannot be acquired from any other source, be secured promptly and this requires that the research study begin as soon as possible.

PREPARED BY: \_\_\_\_\_

Master Plan Reference: \_\_\_\_\_

\_\_\_\_\_  
Date

RECOMMENDED: \_\_\_\_\_

Cross Reference to PCP No.:

\_\_\_\_\_  
Park Superintendent      Date

Year PCP Programmed:

APPROVED: \_\_\_\_\_

RSP Index No.:

\_\_\_\_\_  
Assistant Director,      Date  
Resource Studies

Duration of Study: (To be entered by WASO)

Study to be done by: (To be entered by WASO)

a. Service:

b. Contract or Agreement:

(1) Institution or Organization:

(2) State or Federal Agency:

(3) Other:

Estimate of Cost: (To be entered by WASO)

a. Service Account No.:

b. Other Funding:

c. Cost Schedule:

Components

Fiscal Years

Personal Services

Contract Services

Travel

Other Direct Expenses

Reproduction and Printing

Total

Form of Final Product: (To be entered by WASO)

Percentage of Completion: (To be entered by WASO)

September	30	_____
December	31	_____
March	31	_____
June	30	_____

Enclosure No. 4b

FORM 10-22  
(Aug. 1965)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

Park: C & O Canal NM  
Fiscal Year:  
Priority: (To be entered by WASO)

HISTORICAL RESOURCE STUDY PROPOSAL

Title: Historic Structures Report, Part II, Construction and Lining,  
Paw Paw Tunnel, C & O Canal.

Purpose: Detailed historical information is needed regarding the manner  
in which the shaft of the Tunnel was bored, the types of rock strata  
and water courses passed through, and particular knowledge is needed  
regarding the method of constructing the brick lining of the Tunnel.

Justification: This type of physical history is required to complete  
the historical data section of the Historic Structures Report, Part II,  
for this feature. Rehabilitation of the Tunnel is scheduled in the  
1966 F. Y. and this type of detailed historical data on the original  
construction of the feature would be extremely useful in its restoration  
and future repair and maintenance. In addition, the historical data  
produced will be essential in interpretive developments at the site of  
the Paw Paw Tunnel.

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PREPARED BY:

Master Plan Reference:

---

Date

RECOMMENDED:

Cross Reference to PCP No.:

---

Park Superintendent

Date

Year PCP Programmed:

APPROVED:

RSP Index No.:

---

Assistant Director,  
Resource Studies

Date



Duration of Study: (To be entered by WASO)

Study to be done by: (To be entered by WASO)

a. Service:

b. Contract or Agreement:

(1) Institution or Organization:

(2) State or Federal Agency:

(3) Other:

Estimate of Cost: (To be entered by WASO)

a. Service Account No.:

b. Other Funding:

c. Cost Schedule:

Components

Fiscal Years

Personal Services

Contract Services

Travel

Other Direct Expenses

Reproduction and Printing

Total

Form of Final Product: (To be entered by WASO)

Percentage of Completion: (To be entered by WASO)

September 30 \_\_\_\_\_

December 31 \_\_\_\_\_

March 31 \_\_\_\_\_

June 30 \_\_\_\_\_