

Instructions for Completing the Historic Place Documentation Worksheet

A blank Historic Place Documentation Worksheet is available at history.lds.org/churchhistoryadviser. Once completed, the form should be submitted electronically to the Global Support and Training Division. Instructions for doing this are available on the website.

Historic Place Documentation Worksheet	
Church area:	Name and contact information of owner (if not Church-owned):
Country:	
Historic place name:	Current use:
	Physical description
Closest street address:	
GPS coordinates (web programs can help you locate these):	Have you taken photographs of the place to be included with this form?
Latitude:	<input type="checkbox"/> No
Longitude:	<input type="checkbox"/> Yes
Property owner (check one):	Take as many photographs as needed to adequately document the place. Include the photographs with this report.
<input type="checkbox"/> Church-owned	
<input type="checkbox"/> Privately-owned	
<input type="checkbox"/> Government-owned	
<input type="checkbox"/> Other	

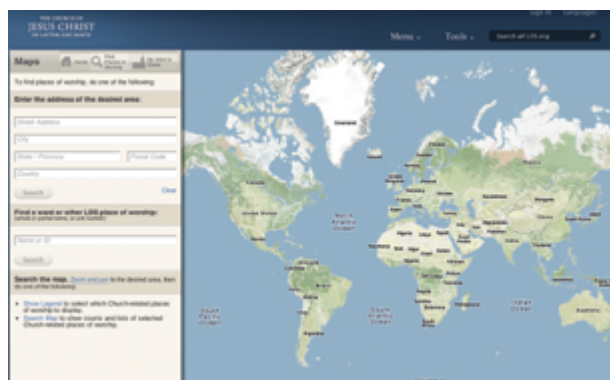
Worksheet can be found at history.lds.org/churchhistoryadviser.

Church area; Country; Historic place name.

Please indicate the Church area and country where the historic place is located. List the name the historic place is commonly known by, or choose a name that briefly and specifically describes the place.

Closest street address. If the historic place already has an address, use it. If not, use the nearest street address or some description of its location that will be easy to follow.

GPS coordinates. Using an Internet map tool or GPS device, locate the historic place, and record the GPS coordinates. The website LDS.org features a map tool that can help identify the GPS coordinates



The map tool on LDS.org can be used to identify the GPS coordinates of a historic place.

of a historic place. Using the tool, place a virtual marker on the site. Once this virtual marker is placed, the program will specify the coordinates for latitude (Y) and longitude (X). For example, using the map tool to locate the Salt Lake Temple gives the coordinates of approximately 40.770438 latitude and -111.891900 longitude.

Property owner and contact information. Check the appropriate box and, if the property is not Church-owned, indicate the name and contact information of the owner. If the owner is the government, list the name and address of the governing body's headquarters.

Current use; Physical description. Where appropriate, ask the property owner what the historic place is currently being used for. Also describe its physical characteristics, including a description of the surrounding area and properties. Is it in a commercial, agricultural, or residential area? Describe its role in current or future government plans. What is the use of adjoining land? Are there homes in the area, and what are their conditions?

Photographs. Including photographs with brief descriptions will greatly facilitate the decision-making processes in phases 2–5. Therefore, it is important to use a good digital camera that you are familiar with to take several quality photographs.

Adjust the camera to the settings appropriate for the conditions and use the highest resolution possible. Frequently check the photographs to ensure they are turning out well.

When possible, photograph both exterior and interior views of buildings. The exterior photos should clearly show the structure and the immediate surrounding landscaping. Photos taken from a corner can often show both the front of the structure and one side. Take enough photographs to show all four sides of the structure and any outbuildings on the property. Remember to be respectful of property owners.

If the structure is a meetinghouse, take photographs of the chapel both from the back looking toward the podium and from the stand looking toward the back of the chapel. Also photograph the cultural hall and any special features, including any decorative paintings, murals, or architectural details.

Additional tips for good photographs:

Take photographs at a time when the historic place is well lighted and not in deep shadow so the details can be seen. When low light is unavoidable, use a tripod or place the camera on a steady, level surface.

Keep the camera as straight as possible. When photographing just the historic place and not its surroundings, try to avoid elements such as telephone poles or other structures.

For wide-angle photographs, stand far enough away so that you can see the whole historic place.

Why is this place important? Give a brief explanation as to why local members feel this place is important.

Additional information. Include specific details that clarify the context of the historical place. These include construction and dedication dates, names of architects and designers, and names of Church units associated with the place.

Important individuals associated with the place.

List General Authorities, stake presidents, bishops, auxiliary leaders, government and civic leaders, early Church members who had significant impact, and others associated with the place. Be sure to include full names and titles and the nature of their association.

Stories about this place. Include information about construction, member involvement, unique circumstances, and faith-building stories associated with the place.

Attach a list of sources for this historical information.

As you research the historic place, keep a list of the sources you accessed. Record titles of books and periodicals, together with their authors, publication information, and page numbers. For oral histories, record the name of the person interviewed, the date of the interview, and where the interview was performed. (See *Church History Guides: Oral Histories* for more information about recording and processing interviews.) For unpublished items, record the date of creation, the author, where the items came from, and why they were written. Include the Church History Library call number if applicable.

Your name. The name of the person completing the worksheet.