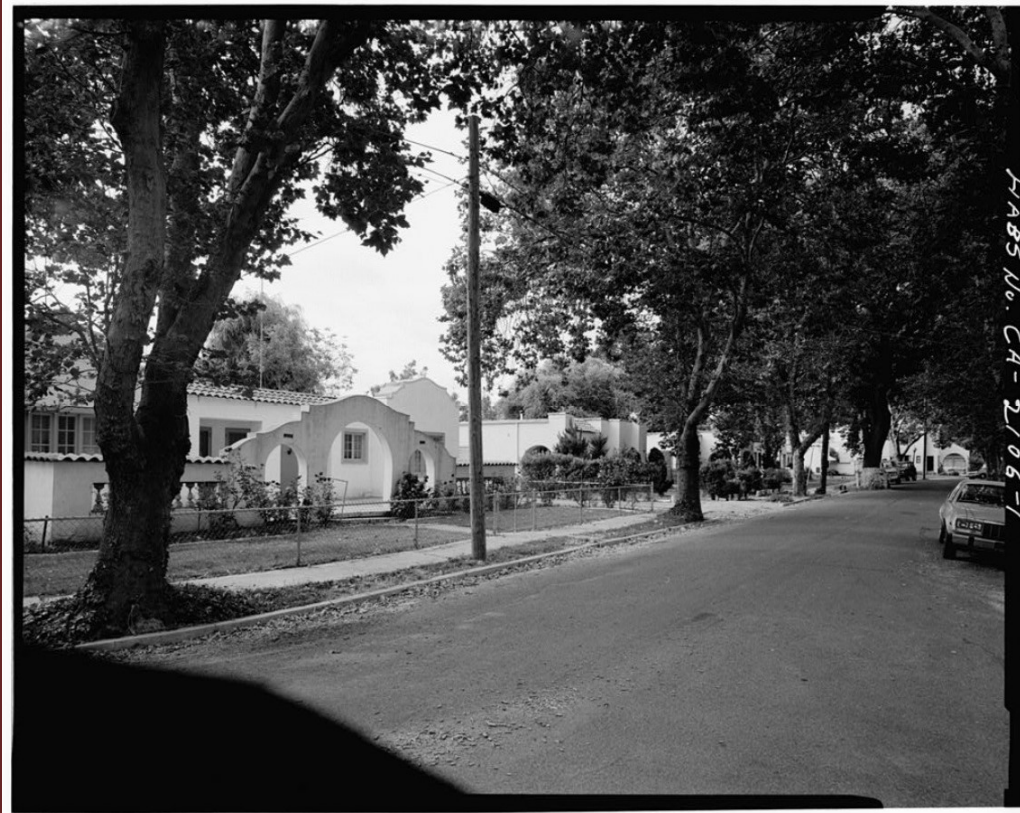


SURVEY HANDBOOK

City of San José

San José, Santa Clara County, California



O'Brien Court @ The Alameda – Historic American Building Survey

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Introduction

A historic survey provides an opportunity for a community to methodically assess the quality and quantity of the historic resources that make up its living heritage. Historic surveys document all historic resources including buildings, structures, and objects that are manifestations of cultural and historical development. For example, a survey can document and evaluate not only buildings, but natural features (such as man-made landscaping), objects (such as monuments and physical equipment), structures (such as bridges), and districts that include concentrations of neighboring buildings and features. As a planning tool, the historic survey allows for the documentation and objective assessment of the number and relative importance of historic resources within a governmental jurisdiction. As such, a survey of historic resources can provide a foundation for controlled and sensitive development (both urban and rural) that allows for the preservation of many aspects of a community's past for the enjoyment and education of the present and future generations.

San Jose's Historic Resources Inventory (HRI) has been developed over many years and presently lists over 4,000 historic structures (2,000 as of 1992 when this handbook was first printed.) These resources have undergone varying levels of documentation and evaluation in the past beginning in the 1970s. Many of the resources listed in the HRI were identified simply by windshield surveys, whereas at the opposite extreme, other resources have undergone intensive documentation and evaluation as part of environmental studies for proposed development projects. The goal of this handbook is to establish a means of standardizing future historical and architectural surveys conducted in San José. It is hoped that by providing this document to the various lead agencies and environmental consultants, those historic resources presently listed in the HRI, and those that will be added in the future, will all receive a consistent level of documentation and assessment for historic significance.

The State of California has published several handbooks to aid in the conducting of historical surveys (see OHP 1986 and Les-Thomas Associates 1986). Much of the information available in the State publications has been adapted for this handbook; however, this handbook has been specifically designed to address historical resources and survey conditions in San José and its sphere of influence.

The historic survey, as described in this handbook, is made up of five distinct phases:

1. Pre-field Preparation
2. Field Survey
3. Post-Field Research
4. Resource Evaluation
5. Preparation of Final Report

The following discussion provides procedural guidelines for each of these survey components. It is recognized that each survey area will in some ways be unique, and provision for possible peculiarities will also be addressed. To maintain consistency, a number of research aids and survey forms have been identified. Each of these forms will be discussed during the appropriate phase of the survey. A listing of forms is provided in the Appendix, and survey historians are advised to develop templates that are reflective to their methodologies and goals.

Survey Methodology

I. Pre-Field Preparation

Definition of the Survey Area

The initial task in conducting a historical resource survey is to determine the survey parameters. A goal of the survey may be to identify and evaluate specific types of resources (e.g., bridges, gas stations, etc.); resources associated with a particular period, historic activity, or cultural group (e.g., rancho period, dairy farming, or ethnic Italian resources); or most commonly, the survey area may be defined by specific geographical boundaries. From the outset, it is important to clearly identify the goals of the survey and to define the survey's geographical, temporal, and/or cultural limits.

Pre-Field Research

Once the type of survey has been determined and before actual field work begins, it is important to conduct basic preparatory research. Reviewing previous surveys of the subject area and/or resource types often saves time and gives insight to what might be expected during the field phase of the survey. A literature search should include previous inventories that may have been compiled for the area, historical studies of the subject area that may have been conducted by cultural resource consultants, environmental impact reports, other environment review documents, or academic surveys and studies. Repositories of this type of literature include City of San José offices, local public and college libraries, historical archives and museums, the California Office of Historic Preservation (OHP), and the Northwest Information Center at Sonoma State University (NWIC).

The City of San José has developed a historic context statement and identified the main themes of local history and architecture. In many cases, however, it is important to conduct more specific contextual research for a geographical area or a resource type. This research will aid in identifying the specific chronology and types of resources one would expect to find in the survey area. This research is also important during the evaluation phase in assessing the historic significance of those resources identified during the survey.

Another task during the pre-field research is to review historical maps to determine the developmental history of the subject area and to identify locations sensitive for

resources. In urban areas, the Sanborn Company fire insurance maps, dating to 1884, are the most valuable. Other historical maps include the 1876 Thompson & West Historical Atlas maps, the 1886-1888 Brainard maps, San José Public Library California Room (California Room) collections, the map collections of the County Surveyor's Office, and the History San José Research Library (HSJ-RL).

Based on the findings of the pre-field research, a field map of the survey area should be prepared that locates previously identified resource sites and historically sensitive zones. Depending on the size and location of the survey area, suitable base maps are the 1:500 or 1:1000 scale city quad maps and cadastrals (available from the Planning Division) or 7.5-minute United States Geological Survey maps.

Preparation of Survey Materials

Before commencing the field phase of the survey, field survey kits containing all necessary survey materials should be prepared for each survey team. A well-prepared survey kit will save time, will help keep the survey team organized, and make the survey process more efficient. A field kit should include the field maps, all necessary survey forms, photographic equipment (cameras and lenses), tablets or clipboards, etc.

Letters of Authorization or other type of credentials should be prepared for the field team. These credentials should identify the team members and explain the purpose of the survey in the event property owners or occupants question their activities. Private property should not be accessed. As a courtesy, business cards of the survey consultant or the agency contact person should be made available to interested property owners and residents who have questions about the survey process and/or purpose. It is good practice for field team members to wear safety vests.

II. Field Survey

The Survey Team

Ideally the survey team should be made up of three people: a photographer, a recorder, and an architectural historian. It is possible for one or two people to conduct the field survey; however, the survey process becomes more time-consuming and cumbersome. The most important member of the team is the individual with a background in architectural history who has been thoroughly trained in the identification of architectural and historical resources. It is important for this person to be able to recognize and describe potential historical resources and to complete the Field Survey form. This information is vital to complete the description on the State's DPR 523 forms during the evaluation phase of the survey. The photographer is responsible for taking suitable photographs of those resources identified as having potential for historical or architectural significance and their related context. The recorder maintains the field records, field map, and photograph log, which may be entered into a field tablet if properly enabled.

Tasks of Survey Team

Tasks to be completed during the field survey include the completion of the survey map, photographing the identified resources, the completion of a field survey form for each identified resource, and if possible, field interviews with neighborhood residents on the history of the area or the resources.

A simple Survey Reference Number system should be developed to identify surveyed resources. Depending on the scope and extent of the survey, the reference number may be assigned to the resource during the pre-field research phase, or it may be chronologically assigned during the field survey. This number is important in maintaining clear records and should be used to identify the resource on the survey map, the photo log, and on any forms completed for the resource during the survey.

As the survey progresses, all surveyed properties should be indicated on the survey map. As historic resources are identified, their exact locational coordinates should be recorded on the field map or be recorded within a Geographic Information System (GIS) enabled device. In the past, the UTM (Universal Transverse Mercator) was commonly used and inserted into DPR 523 forms. In more recent times, latitude and Longitude coordinates have become more common. Check with San José Planning Department staff to determine which is preferred, and what other information may be needed for eventual inclusion of the information into the City's GIS system. In potential historic districts, the addresses of non-contributing structures should also be listed, briefly described, and their locations indicated on the survey map.

Digital photographs of each identified historic resource should be taken. At least one photograph showing two sides of the structure is necessary. Photographs should contain some context. Additional photographs of building details, associated structures or features should be taken as appropriate. The photographic sequence, the address of the resource, the resource reference number, or a brief description of the photographic view should be logged as the photographs are taken. This information is important to accurately match the photographs with the resource descriptions upon completion of the field survey.

The Field Survey form should contain information describing the various architectural attributes of the resource. A properly prepared form prompts the surveyor with questions so that all appropriate information is collected, and the presence or absence of various features should be noted. Especially important to note are alterations to design features that may affect the integrity of the resource. The form should also prompt the surveyor to note associated structures and features such as outbuildings and landscaping. Attention should also be made to the role of the resource in the immediate neighborhood. Is it prominent? How does it relate to other buildings in the area? Does it contribute to a historic district? Again, it is important that the Survey Reference Number be entered on the form and on any supplementary field notes that may be taken.

Standard survey forms are intended for buildings, the most common type of resources to be encountered during a survey. If non-structural resources are encountered during

the survey, supplementary field notes should be taken describing each resource. If the survey is specifically designed to inventory non-structural or non-parcel resources or if these resources are expected to be a common occurrence during the survey, special survey forms should be prepared during the pre-field phase of the survey. Well-prepared field survey forms contribute to the efficiency of the survey team and to the consistency of the data collected.

Survey Etiquette

Although it is recommended that the survey team be as non-obtrusive in its activities as possible, it is common during field surveys to attract the attention of the residents in the neighborhood. Field surveyors should wear standard safety vests. Answering questions and explaining the survey can be viewed as a time-consuming nuisance, but a curious survey team can use neighborhood comments to good advantage. Courteous discussion with residents is an opportunity to discover who are the “old-timers” in the neighborhood and to collect local folklore or history about the individual structures. If individuals appear to be knowledgeable and willing informants about neighborhood history, attempt to obtain addresses and phone numbers for further oral interviews during the latter research phase rather than having an extended conversation during the field work.

Occasionally, residents will object to having their homes included in the survey. It is important for the field team to recognize the individual's feelings and to avoid confrontation or antagonism of property owners or residents. If a resident objects to their house being photographed, make a note of the address and the reason it was not included in the survey. If neighbors have questions or concerns that the survey team does not have the time or information to address satisfactorily, the team can distribute business cards of a contact person who will be able to respond to neighborhood concerns.

III. Post-Field Research

Once potential resources have been identified, the next step is to organize the files and conduct site specific research on each resource. This research is necessary to complete a working table of properties and ultimately for the completion of State DPR 523 forms including evaluation of the historical or architectural significance of identified resources.

Preparation of Resource Folders

Upon completion of the field survey, the Field Survey forms, and any other field notes should be organized in file folders, digital or otherwise. The folders (hereafter referred to as the Resource Folder) should be identified with the resource name, address, and reference number. During subsequent research, all materials relating to the individual resource should be labeled appropriately and filed in the Resource Folder. General contextual information should be filed in a separate folder.

A Historic Inventory Check List form should be prepared for each identified resource and kept at the beginning of the resource folder. For surveys where resources to be evaluated are pre-determined, the Check Lists can be prepared during the pre-field phase. The Survey Reference Number should also be entered on this form and whether the Field Survey form has been completed. The Check List serves the important functions of organizing basic information about the resource; prompting the use of various types of archival sources; recording which sources were checked; and which yielded pertinent information. Not all items listed on the Inventory Check List may be appropriate sources of information for all resources and the researcher is expected to use discretion in prioritizing those sources of data that will be most likely to reveal pertinent information.

Basic identification information for the resource is recorded in the Check List form. This information includes the resource's current address, any former addresses, cross streets, assessor's parcel number (APN), the subdivision date, and the subdivision block, range and lot numbers if within the Original City. This information will be used to identify the specific parcel in the various records studied during the archival research. Most of this information can be obtained from the APN map obtained (downloaded) from the Assessor's Office or from other historical maps. If this information is not initially discovered, it may be revealed during the archival research and should then be recorded for future reference.

Basic archival sources should be listed on the Check List form with boxes to indicate if the source was checked and whether pertinent information was found and copied for inclusion in the resource research folder. Many of these sources may provide general contextual information as well. This information should be added to the General Information folder and checked off on a Check List form kept in that folder.

Site Specific Research

Archival sources should be listed on a Check List form in the general order that research will be conducted. Resource inventories are generally checked during the pre-field research. If resources are listed in any of the various government inventories it should be noted on the Check List and the information copied for the Resource Folder.

The goal of the archival research is to learn the historical background of the building or historical resource by ascertaining property ownership history, construction dates, occupant history, and land use and/or building functions. Since each property has a unique history, there are no simple directions for accomplishing this task. Research on each property will reveal different types and levels of information that will lead to different types of records. This discussion will generally outline a typical research methodology and discuss basic types of records and what kinds of information they may contain. However, these are not the only records that may reveal relevant information and, if appropriate, the researcher should be creative in discovering other sources of data.

Sanborn Maps

If the property is located within the Original City limits of San José, the approximate chronology of the building can be ascertained from the Sanborn Company fire insurance maps for the city. These maps are unique in providing a high level of detail including the shape of the building, outlying buildings, type of construction (wood frame, brick, metal,) and use of the structure (dwelling, store, auto garage, etc.) Some landscape features and business names are also provided. The Sanborn Company only mapped the urban areas and the expanded core of the city in successive revisions; therefore, the geographic coverage varies from the earliest set to the latest. San José editions of the Sanborn Company maps were published in 1884, 1891, and 1915. These base maps were periodically updated by the subscribers making interim versions available for 1887, 1889, 1901, 1911, and for various dates between 1915 and 1966. The index page of each volume indicates to what date that volume has been updated. Some of these maps can be found online at the Library of Congress, and many have been microfilmed and are available at the HSJ-RL and the California Room. Images of the subject property from the microfilm versions should be made for successive years for later use in conducting research. Online Sanborn maps provided by private companies can be copied for research purposes, but not used in a deliverable as to not violate copyright laws.

Property Ownership and Map/Aerial Research

The next task is to determine the names of as many of the owners and occupants of the property with corresponding dates as possible. Many types of records can provide property ownership information. A search of the deed records at the County Recorder's will produce a line of title; however, this process in Santa Clara County is often time-consuming and frustrating.

Other records that reveal property ownership are block books, compiled by the City Assessor. These maps show property lines with the owner's name and values of property and improvements. They date from 1871 to the 1880s, but not complete years or complete wards of the city. Thomas Block Books for the City of San José date from the early 1920s through the 1940s. Collections of these maps are available at the HSJ-RL and the California Room. Copies of recent tax rolls (1979-2007) are at the California Room.

Ownership of larger properties once outside the City Limits can be found on the Official County Maps of 1890, 1902-03, 1914, and 1929 and others. Copies of these large wall maps are located at the Santa Clara County Surveyor's Office, the Office of Public Works, the County Administration Building lobby, and at the HSJ-RL. The Sourisseau Academy has digitized the 1929 map. The Thompson & West *Historical Atlas* maps show property ownership and some building locations in 1876. Many recorded maps are available online from the Surveyor's Office.

Besides land ownership, these maps may also show structure footprints, indicate land use, or reveal subdivision history. Also be alert to street name changes. If possible, images should be obtained for all relevant portions of maps.

The California Room makes available copies of vertical aerials (by Fairchild Aerial Photography and USGS for San José from 1931, 1948, 1960, 1968, and 1981), and oblique photos from the City of San José Planning Department. Check with the librarian for procedures on handling these maps. Additional photos can be found at History San José and at the Santa Clara County Archives.

The Library of Congress hosts copies of Bird's Eye View drawings of the city of 1869, 1875, and 1901. These drawings are fairly accurate and can help identify building dates.

City Directories

Upon completion of the map and deed research, a chronological list of property owners can be compiled. However, not all properties were occupied by the owners. Occupant history can be derived from the city directories. Listing names, addresses, occupation and/or businesses of the residents, city directories were published for San José and Santa Clara County from 1870 through 1979. From 1870 to 1912, the directories only provide an alphabetical listing of residents and businesses. They also provide classified listings of institutions and businesses. Beginning in 1913, the directories also provide residential listings by address. Here again it is important to be alerted to changes in addresses through time. Vague addresses and inconsistent addresses are common in the earlier years. In 1884, the city changed the way streets were addressed, adding North, South, East, and West. After 1884, directory addresses can be correlated to those shown on the Sanborn maps. Local businesses often advertised in the directories. For commercial and industrial resources check the list of advertisers, and if available, copy relevant advertisements for the Resource Folder. Tracing occupant history through city directories before 1913 can be difficult; however, directory reversing projects are underway and may soon be made available to researchers. One has been done for 1870 and is now available online from HSJ-RL and at the California Room. Some pre-1913 directories can be found online and are searchable.

The HSJ-RL and the California Room have the most complete sets of directories. The Sourisseau Academy also has a nearly complete set. All city directory data should be recorded on a City Directory form.

Construction History

An estimate of the construction date can be made by a careful visual examination of the structure. Additional information on the date of initial construction can be determined from a variety of records. If the building was constructed after 1884, an approximate construction date can be determined from its first appearance on the Sanborn Company maps. This date can be refined by the earliest listing of the address in the city directories. Approximate dates of alterations can also be deduced from changes in the building footprint on the Sanborn maps.

Online real estate sites often indicate construction dates of buildings, and some real estate data services such as Metrosan provide real estate data services. The build dates from these sources should not be relied upon, as they do not necessarily correlate with

what is found in the field. In Santa Clara County, those dates, especially prior to 1947, were often estimated and just as often inaccurate.

For properties when the owner is involved, the Santa Clara County Assessor has an authorization form that allows access to their building file for the property. These contain information back to 1947 and often include a photocopy of an original photo, sketches, and permit dates as well as an estimated date of construction. The County Building Department also has an index of permit records available at the public counter that is useful for researching properties built from 1947 while in unincorporated lands.

Another source of possible construction date information, especially for the pre-1884 period, are the City Tax Assessment Rolls. These records list the property owners, all taxable properties, values of land and improvements, and the value and sometimes the type of personal property. City properties are generally identified by subdivision name, block and lot number or by surrounding property owners. County properties are identified by rancho name, Pueblo Lot, and/or by surrounding property owners, geographical features, subdivision or tract, or metes and bounds. Clues to construction dates can sometimes be determined by the change from unimproved property to taxable improvements, or when there is a sudden jump in the value of taxable improvements. Significant changes in improved property value are generally reliable indicators of construction activity on the property. If used to estimate construction, the date should correspond to the architectural style of the building. Tax Assessment Rolls, dating from 1850 through the 1890s, are available at the HSJ-RL. Only intermittent years (1850, 1860, 1862 and 1876) are available for County properties and are located in the Santa Clara County Archives. Tax rolls for the incorporated cities of East San Jose and Willow Glen are also available at the Research Library. All Tax Roll information should be recorded on Data Source Records.

Building permit indexes exist for 1895, 1910-1921, 1920-1940 and are available from the California Room and the Sourisseau Academy. The Sourisseau Academy has the permits for 1920-1929. For later twentieth century buildings, the Building Division of the Department of Planning, Building, and Code Enforcement (PBCE) has been scanning and uploading online building permit records. These records generally date back to the 1940s, although many earlier records can often be found. They are filed by address or APN. The permits are issued for demolition, construction, and alteration, and usually include the names of owner, construction contractor, and/or architect, the function of the building, and the estimated cost of the project. The California Room has microfilm copies of permit records from 1940-1980. More recent permits at the City Building Division sometimes contain scans of the original drawings, from which an architect can be identified. These are only viewable at the Building Division public counters on the first floor of City Hall.

The HSJ-RL is collecting information about local architects and architect-designed buildings in San José. These files should be checked to see if any of the structures identified in the survey are included in these records. Other sources of construction history and building architects are found online in various regional construction

magazines. Many of these periodicals can be found online, and some are available at the Bancroft Library and the Environmental Design Library at the University of California, Berkeley and at the San Francisco Public Library. Some information transcribed from the Pacific Daily Builder is being made available at the California Room – check with the librarian.

Building dates and architects/builders can often be found in online newspaper databases, such as genealogybank.com and newsbank.com, but require paid subscription or membership in an institution with a subscription. Likewise, a wealth of general historical information on personages can be found at ancestry.com, but also requires paid subscription.

Photo databases for local archives should be checked for photos of buildings, which can help date them.

When the architect of a building has been identified, then professional and biographical data on the architect should be obtained. Biographical information on local architects can be obtained from the sources discussed below. Analysis of the architect's professional contributions may be obtained from books on local architecture and architectural history available at local public and university libraries.

Biographical Research

Biographical information on owners, occupants, and the architect of the specific resource can be obtained from both primary records and secondary sources. Primary records include the city directories (previously discussed), Great Register of Voters, census records, probate records, and newspaper articles. The type of records appropriate for a resource depends on the level of research necessary to make a suitable evaluation of the resource's significance. The following section generally discusses the many types of records available to the researcher, who will then need to evaluate the relative value of the information to be gained versus the time it will take to extract relevant data.

Secondary Sources

Secondary sources include indexes such as the California Room Index that identifies citations related to people, places, and events, published histories and biographical works generally available at local libraries and archives, and some have been digitized and put online by Google, Inc. and others. Most known local secondary sources have been listed as an attachment to this document and is considered the bibliography of the San José Historic Context Statement. It generally saves time if an alphabetical listing of all owners and residents, businesses associated with the property, and the architect is made. It is then possible to quickly check the California Room Index and note each source and related page numbers for possible relevant information. The San José Historic Context Statement also includes a listing of well-known historic personages that should be checked. Other secondary sources that are found that are not listed in the context statement should be identified complete bibliographic information noted on the forms. The format for presenting bibliographic information is part of the Chicago Style.

This style lists the sources cited beginning with the author's name and the title of the source, followed by relevant publication details such as city, publisher, and date of publication.

Census Information

The population census for Santa Clara County is available on microfilm for 1852, and for each decade from 1860 through 1910. Census data from 1852-1940 can be found from many online sources. The 1850 and 1890 federal censuses are not available; however, a special state census was taken in 1852. The type of data collected by the census taker varied from decade to decade. The census forms for each year therefore reflect the specific information collected during that census year. As individuals are found listed in the population census the pertinent information should be copied onto the appropriate form for that year. Information may include age, sex, race, occupation, birthplace of the individual and his parents, and other personal information. Following the head of the household will be everyone living in the household, including spouse, children, other relatives, and domestic workers or employees. When searching names, consider alternative spellings, as names are often misspelled in census reports.

Other types of census data available for Santa Clara County include the Products of Agriculture and the Products of Industry. These records are available on microfilm at the Bancroft Library at UC Berkeley and San Jose State University Special Collections and Archives. It is also available online at ancestry.com, which requires subscription. The agricultural census is organized by geographic area within the county and by the landowner's name. Information collected included the number of improved acres; types and amounts of crops produced, types and number of livestock; value of land, machinery, livestock, crops; and employee wages. Unfortunately, property location is not always clear, especially if the farmer owned or leased several farms or ranches. Data collected from the agricultural census should be recorded on the Agricultural Census form. Additional agricultural information can be found within the narratives associated with the Brainard's maps published in the late 1880s by *The Pacific Tree and Vine*, available at the California Room.

The Products of Industry census is similar to the agricultural census only it lists manufacturing enterprises. Listed by the company owner's name, information includes inventory value, number of employees, length of workday, wages per day and annual wages paid, products or materials produced and on hand, and value of materials produced. This data should be recorded on the Products of Industry form. Additional business information can be found in the *Davis' Commercial Encyclopedia of the Pacific Southwest*, published during the second decade of the twentieth century.

Great Register of Voters

Personal biographical data can also be easily obtained for males from the Great Register of Voters. Voter registers are available at the HSJ-RL and the California Room for various dates from 1866. Twentieth century voter registrations are available on microfilm in the California Room which also list women voters after 1914. Typical

information includes the voter's name, age at time of registration, ward or precinct, address, occupation, place of birth, and naturalization information. Data collected from the Great Registers should be entered in Data Source Records. Voter registration data is also available on ancestry.com.

Other Biographical Records

Other primary records that provide biographical information include probate records, birth, marriage, and death records, and newspaper obituaries. The index to probate records is at the County Clerk's office in the Superior Court building (191 North First St.). These indexes are arranged alphabetically by last name with the date probate was initiated and the case or file number. The clerk at the desk in the Record's Division will obtain the roll of microfilm with the appropriate file number. Information in the probate file varies greatly from case to case. Types of information may include a copy of the decedent's will, papers filed by the executor of the estate, property inventories and financial statements, any judgments regarding controversies over the estate, and guardianship of minor children. In some cases, probate records cover several decades. This type of data is increasingly available online through sources mentioned previously, and indexes can be found at HSJ-RL. In most cases informative documents can be copied for the Resource Folder, or miscellaneous bits of information can be recorded on a Data Source Record form.

If a death date has been determined either from a secondary source, probate record, or from the death record, it is possible to check local newspapers for obituaries. Generally, the obituary will appear in the newspaper one to five days after the death date. Obituaries in many early San José newspapers have been indexed at the HSJ-RL. Local newspapers have been microfilmed and are available at the Research Library, and at the Martin Luther King Jr. Main Library. The California Room has some clipping files of obituaries. Obituaries should be copied, or notes taken and recorded on the Data Source Record form. Again, many years of San Jose obituaries are available on genealogy.com and other databases that contain vital records.

Vital records for birth, marriage, and deaths are available in the County Recorder's Office at 70 West Hedding St. It is not always possible for researchers to easily access these records. Contact the clerk in this office regarding prevailing rules, regulations, and record fees. The California birth and death indexes are available on vitalsearch-ca.com and ancestry.com, both subscription sites.

Oral Interviews

Often it is possible to trace surviving members of the families or long-time residents of neighborhoods. These individuals are often wonderful sources of information about the history of specific structures and their occupants, and of the general development of the neighborhood. Names of children and grandchildren are often mentioned in probate records, in obituaries, and on death certificates. Neighborhood residents may also lead to the discovery of surviving family members. In most cases, family members are delighted to provide information about the old family home or business, and often have

old photographs and other documents to share. Any contacts made, no matter how successful the interviewer is in obtaining information, should be recorded on a Data Source Record. Data obtained from oral interviews should be orally recorded, if possible, and also transcribed on a Data Source Record.

Additional Contextual Research

For an unusual resource type or architectural style, it may be appropriate to do additional contextual research. This research provides a fuller understanding of the importance of the resource in the development of the city. It will also aid in evaluating specific attributes or characteristics of the resource in relationship to other resources of similar type in San José.

Copyright

Much that is available online and at local libraries and archives is copyrighted. Check with the librarians, archivists, and other owners of information on use restrictions.

IV. Resource Evaluation

Upon completion of the archival research, all the data forms and copied materials should be organized for the final evaluation of the resource. At this point in the survey process sufficient information should have been collected to evaluate the resource for historical and/or architectural significance. The data collected is now ready to be summarized and entered on the DPR series 523 form(s). The forms to be used is dependent on the type of survey, whether reconnaissance or intensive. Form use and level of detail must be reviewed and scoped by San José's Historic Preservation Officer prior to beginning entry of information.

California Historic Resource Inventory Form (DPR 523)

Instructions for preparing DPR 523 forms were consolidated in 1995 by the California OHP to replace earlier 1986 forms called California Historic Resources Inventory forms and other related manuals. The forms were designed as a vehicle for concisely recording important information about historical properties and comprise a single system for documentation of a full range of values present in a given location. As such, they are similar to the National Register of Historic Places (NRHP) nomination form. Like the NRHP form, California's historical resource recording system provides for the collection of certain fundamental information about every resource on a simple one-page form called a Primary Record. The Primary Record is designed to be used by anyone wishing to record a resource. A variety of more specific forms can then be used to supplement that information with further descriptive data and a statement of significance when appropriate.

The Instructions for Recording Historical Resources is maintained by OHP online at:

<https://ohp.parks.ca.gov/pages/1054/files/manual95.pdf>

Other OHP publications explain how the information is managed. Presently, all recorded information submitted to and processed by the California OHP through local survey and other regulatory process in which they are involved are filed in the “Built Environment Resources Directory” (BERD). The BERD consists of non-archaeological resources in the California OHP Inventory and is organized by county. The “CSV” file can be downloaded here:

https://ohp.parks.ca.gov/?page_id=30338

City of San Jose Historic Evaluation Criteria and Hierarchy of Significance

As a further aid in determining relative historical significance of the various resources, the City of San José had until 2020 used a numerical evaluation system. The use of this system was discontinued, and presently significance criteria is used from the *California Register of Historical Resources* and the *City of San José Historic Preservation Ordinance*, as well as Goals and Policies of the *Envision San José 2040 General Plan*. The Historical Evaluation Criteria, the Hierarchy of Significance, Evaluation Sheet, and Evaluation Tally Sheet from the rating system are still available and are useful in preparing narratives pertaining to historical significance.

V. Preparation of the Final Report

Summary Catalog of Evaluated Properties

A summary spreadsheet of the surveyed properties should be prepared that lists all the resources. For large surveys that include many resources, it is of value to work from a database. If a database is used, it should be able to assemble and export PDF files.

Based on the final evaluations, a narrative summary should be prepared that discusses aspects of the survey procedure and findings that may have been unique or problematic. The summary should discuss the findings in terms of San José’s historical context and historical themes, in addition to relating the findings to the focused contextual statement or statements that may have been specifically prepared for the survey. A conclusion should include recommendations for resource management, survey procedure changes, additional study, or suggestions for future survey projects.

Final Survey Map

A final survey map(s) should indicate all properties included in the survey; all properties evaluated for significance; and those properties with historical significance. The GIS staff assigned to the San José Planning Department, as well as the Historic Preservation Officer, will coordinate how and when the information can be included into the GIS system.

Survey Recording Forms

The DPR 523 forms and other related information should be transmitted in PDF form and the San José Planning Department may require a printed version for staff use and transmittal to the California Room.

Appendix

Appendix I (forms)

Appendix I is a listing of typical working forms for conducting surveys. Survey teams should develop these forms (digital or paper) that work best for them. Examples of the 1992 forms prepared by Glory Anne Laffey can be found at the California Room. They include:

- Check List of Research Sources
- Visual Survey Forms
- Photographic Logs
- Data Source Worksheets
- City Directory Working Tables
- Great Register Working Tables
- Census Worksheets

Appendix II (bibliography)

This appendix is a full bibliography of historical information useful for conducting research for survey work and development of historical contexts in San José.

Not included are cultural resources management reports (also sometimes called “grey literature,” as many are not available to the public). Development of this listing is ongoing.

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