

HISTORIC PRESERVATION SERIES



Series No. 14

Office of History and Archaeology
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Revised April 2003

Annual Certified Local Government Report Outline

The Alaska Certified Local Government Historic Preservation Program State Guidelines call for each CLG to submit an annual report of its activities to the Alaska Office of History and Archaeology for the past calendar year (January 1- December 31). The purpose of the annual report is to provide information on the local government's historic preservation activities. This information helps the Office of History and Archaeology to evaluate local CLG programs and to be aware of the activities of the historic preservation commissions around the state. Information about CLG program activities can be provided in outline or narrative form. The annual report should provide, as applicable, the following:

A. LOCAL PRESERVATION ORDINANCES:

1. A copy of any new ordinances, and amendments or proposed amendments made to the local historic preservation ordinance.
2. A copy of any changes or proposed changes regarding historic preservation to the local comprehensive plan.

B. LOCAL HISTORIC PRESERVATION COMMISSION:

1. A list of current member of the historic preservation commission, and any changes in the commission of membership.
2. A resume for any *new* professional members (archaeologist, historian, architectural historian or architect), and a short statement of occupation and expertise for any *new* non-professional members.
3. A list of commission vacancies. Noting duration and efforts to fill them.
4. A list with dates of commission meeting and copies of the meeting minutes.
5. A list of CLG training sessions or workshops attended by commission members and staff.

C. SURVEY AND INVENTORY OF HISTORIC PROPERTIES:

1. A summary of local survey activity, including the number and types of surveys conducted and the total amount of acreage covered.
2. A count of historic properties recorded and reported to the Alaska Heritage Resources Survey (AHRS).
3. A summary of the results of each survey conducted, including type of resources recorded, the number of new sites or structures recorded, the number of properties investigated during the survey, and the number of volunteers and property owners involved.
4. A count of local government staff and non-staff researchers who used the local cultural resources inventory files.

D. PRESERVATION PLANNING ACTIVITIES:

1. A summary of progress writing or updating the local preservation plan.
2. The current status of the plan.

E. NATIONAL REGISTER PROGRAM PARTICIPATION:

1. A list of the names and locations of historic properties evaluated by the commission for listing in the National Register of Historic Places.
2. A list with the dates of public hearing or regularly scheduled meetings at which the public had the opportunity to comment on the nomination(s).
3. An explanation of how the commission arranged for review by a qualified historian, archaeologist, architect or historical architect if one or more of the three professions were not represented on the commission when nominations to the National Register were evaluated.
4. A list of names and locations of nominations of historic properties to the National Register prepared and submitted to the Office of History and Archaeology by the commission or its staff.

F. PROTECTION OF HISTORIC PROPERTIES:

1. A count of local projects received for impacts on cultural resources by the commission, its staff, or by other city staff.
2. A summary of the types of local projects reviewed that impacted or had the potential to impact historic properties.

G. PUBLIC EDUCATION PROJECTS:

1. A list of public education projects addressing historic preservation conducted by the CLG.

H. HISTORIC PRESERVATION GRANT ACTIVITIES:

1. A list of CLG Historic Preservation Fund grants applied for and received.
2. A list and brief description of other (non-CLG Historic Preservation Fund) preservation grants applied for and received.

I. OTHER PRESERVATION ACTIVITIES:

1. A summary of any other local events, projects or achievements involving historic resources in the community.

These topics need not be presented in the order listed above, but should be addressed to the extent that the information is available.

For clarification or more information about the annual report requirements, please contact Summer Rickman, CLG Coordinator at the Alaska Office of History and Archaeology at (907) 269-8717.