

# A Model for Inventories and National Registers of Heritage Places

Expanding the Socio-Economic  
Potential of Cultural Heritage in  
the Caribbean



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## How to Use this Guide

This guide has been designed as an introduction and set of practical suggestions for adapting and implementing an **Inventory or National Register of Heritage Places** in your country.

The initial testing of the programme in St. Kitts extended over a period of about two years, but that timeline can be adjusted to be shorter or longer, depending on local conditions.

A series of appendices with further information and resources are included at the end of this document. Appendix 1: The St. Kitts National Register Nomination Form is included as a separate Microsoft Word file for you to download and adapt for your own use.



This implementation guide provides recommendations for establishing an **Inventory or National Register of Heritage Places**. This guide outlines a model for documenting and evaluating a broad range of cultural heritage and encouraging and supporting public engagement in such efforts.

The initial implementation of this inventory/register model was carried out in partnership with the St. Christopher National Trust (SCNT) in St. Kitts. The community engagement component was led by the Antiquities, Monuments & Museum Corporation (AMMC) of the Bahamas.

This project is part of a wider initiative of the Culture and Tourism Section, Department of Economic Development, Executive Secretariat for Integral Development, Organization of American States. Funding was provided by the **Permanent Mission of the United States to the OAS**.

Entitled “Expanding the Socio-Economic Potential of Cultural Heritage in the Caribbean,” the initiative was undertaken with the participation of 14 OAS member states: Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, with Haiti participating as an observer.

The overall goal of the initiative is to facilitate the sharing of heritage skills and development of new tools to improve regional capacity in safeguarding traditional landscapes, monuments, and craftsmanship through a new paradigm of active public engagement.

To that end, we hope that you find the information and implementation guidelines presented here to be useful in documenting and protecting the broad range of your nation’s cultural heritage places.



# Introduction

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Photo: Treasury Building, home to National Museum and St. Christopher National Trust, St. Kitts

Photo: Harbour Island community members conducting a field visit to a place of local significance

The Register and Inventory initiative, for which this document serves as a guide, is one of the five components of a Project of the Organization of American States (OAS) for 13 Caribbean Member States whose purpose is to enhance the socio-economic potential of Cultural Heritage in the Caribbean by developing sustainable frameworks for the protection and development of Cultural Heritage resources by governmental institutions, the private sector, and civil society. The project is funded by a generous contribution from the Permanent Mission of the United States to the OAS.

The five components of the project were identified from the needs that emerged from a region-wide survey whose conclusions were then verified and prioritized at a meeting of regional experts convened by the OAS in Barbados in 2014. In addition to the Register and Inventory Initiative dealt with in this implementation guide, the other components included the following goals:

- developing thematic regional networks;
- providing on-line training in Heritage matters;
- assessing the existing Heritage legislation in participating countries, and
- helping communities identify and develop sustainable cultural products to share with visitors as part of the Tourism industry.

The objective of the Register/Inventory component has been to work with the St. Christopher National Trust (SCNT) in St. Kitts to establish a Register of culturally significant places whose process and final product are meant to serve as a regional model to assist participating Member States that have not fully instituted official National Registers of Heritage places in creating them, and for those that do have such programs, to improve and enhance them according to their individual needs. To further that objective, representative observers from Antigua and Barbuda, Barbados, Dominica, and from the National Trusts of Grenada, Saint Lucia and St. Vincent and the Grenadines were invited to be regional advisors on the project through their participation in the two project workshops in St Kitts as well as in three monitoring missions, also in St Kitts, to assess the progress in establishing the SCNT National Register program and in encouraging local communities to participate in the pilot Inventory and Register.

Two important institutions with valuable experience in Cultural Heritage Registers have served as advisors to the project. One of them is the National Register of Historic Places of the United States, and the other is the Antiquities, Monuments and Museum Corporation (AMMC) of The Bahamas. In addition, two internationally recognized experts with broad experience on establishing and managing registers and securing community participation in them have been secured in senior project positions: Carol Shull and Ray Luce.

To meet the objective of establishing Registers that are fully representative of the breadth and depth of a country's Heritage, the model that has been developed relies on the involvement of local communities in the identification, evaluation and nomination of

culturally significant places to the Register. Since this has been a challenge in the development of The Bahamas Register, a model workshop was conducted there in July, 2015 in cooperation with the AMMC and attendance from a representative from the SCNT to build capacity on Harbour Island – the community chosen by AMMC for this activity. The results of this workshop were then analyzed for adaptation to similar workshops to be staged later with local community groups in St. Kitts and in other observer countries. In addition to this, a project electronic software was developed to receive the data for each site entry and to then make the Register and Inventory available for study and querying by the public through the Internet. The database can be used and adapted by all other participating countries.

Finally, a specialized regional network for all who work or have an interest in the development and management of Heritage Registers and Inventories has been established as part of this project. The network is open to all who wish to participate. To join, the following steps must be taken:

- register for a personal account on the new Caribbean heritage website ([www.caribheritage.org](http://www.caribheritage.org));
- once registered, apply for membership in the Caribbean Heritage Network (under "Get Involved") in the orange bar at the top;
- once registration has been approved (this is just a brief technical step to ward off spammers, etc.), join the Register/Inventory interest group (again, under "Get Involved");
- once a member of the Register/Inventory interest group, you will be able to upload images, Word files, PDF, RTF, XLS, TXT files directly to the IG repository through the "shared files" tab. It will ask you to give a title and brief summary of the uploaded file.

*N.B. This upload method is meant to provide a readily downloadable virtual library of texts related to heritage matters in the Caribbean-- so if there are any docs that have off-the-record or personal comments, do not upload them.*



# Part 1

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## Why an Inventory or National Register of Heritage Places is Essential

Photo: Wingfield Rum Distillery, St. Kitts

Photo: The Vic-Hum Club, Bahamas

Cultural Heritage is an expression of the significant experiences and ways of living in a community and a nation over a long period of time and passed from one generation to the next as a shared legacy. Cultural Heritage includes the history, customs, practices, beliefs, myths, places, objects, artistic and architectural expressions, and values that a community and nation feel are important to keep. Cultural Heritage is often classified as either intangible or tangible. Because Cultural Heritage is a resource valued by entire communities and by nations, governments are responsible for its protection according to their constitutional role as custodians of the public welfare and the common good of their citizens. The first step in doing so is the identification, evaluation and listing of existing Heritage resources that merit that special protection through the development of Inventories and National Registers.

This Guide and the project on which it is based limit the scope of National Registers to encompass only tangible, Heritage places that are significant for historic and architectural or artistic values as well as for cultural, social, sacred, ethnographic or information values. These values must also be related to certain intangible or associated attributes that are linked to the place. All properties in the Register, therefore, must have a definable geographic extent.

As stated earlier, in order for a government to discharge its protective obligation, it must begin by establishing Heritage Inventory programs that identify and characterize what those Heritage places are, what elements in them deserve conservation, and then for added protection, to give them official recognition under the constitution and legislation of the country. As shown in the country appendices in this guide, Heritage Inventories present some variations from country to country, but fundamentally, they all present strong similarities as to the information they gather and the types of Heritage resources they include.

National Inventories and Registers also fulfill many other important roles, such as:

- promoting social cohesion through pride in the nation's Heritage and unique sense of place;
- offering ways to engage the public in identifying the Heritage places they value;
- encouraging private sector involvement and investment in the conservation and proper use of Heritage places;
- documenting the characteristics and historic significance of Heritage in systematic ways that strengthen sustainable national planning, socio-economic development, Heritage Tourism, scholarly research, education, and strategies for risk preparedness and response;
- providing methods of determining which Heritage places are worthy of preservation and justifying establishing preservation incentives, disincentives, and related tools

such as:

- ❑ Grants for planning, rehabilitation, education, tourism related, interpretation, and other projects;
- ❑ tax incentives, credits and exemptions;
- ❑ Customs duties abatements for materials to be used in conservation and rehabilitation;
- ❑ review procedures to be followed in planning projects that would affect heritage places;
- ❑ disincentives and prohibitions to damaging and destroying Heritage places;
- ❑ building, fire and life safety code alternatives;
- ❑ other heritage preservation related incentives and disincentives.

## The Difference between an Inventory and a Register

Simply stated, Inventories and Registers are official annotated lists of Heritage resources for which specific data is collected and organized in a uniform manner. It is up to each country to decide which data it needs to protect and manage its Heritage places effectively. Inventories are the compilations of places that are known or suspected of possessing importance to communities. Registers are the official lists of Heritage places that have been determined to meet certain criteria of significance, and recognized by governments as worthy of the protection allowed by existing or future Heritage legislation. Thus, while all Registers are Inventories, not all Inventories are Registers, but are the bases from which Registers are developed. Nonetheless, depending on the legislation of each country, Registers may not represent or contain the full spectrum of its cultural resources. For this reason, Inventories are necessary to identify for communities and governments the full spectrum of Heritage places that need to be managed and transmitted to future generations.



# Part 2

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## Why the National Register of Historic Places of the United States Was Selected as a Model for St. Kitts

Photo: Street scene, Basseterre, St. Kitts, c. 1940-49

Photo: Community members prepare field notes on significant local properties, Harbour Island, Bahamas

# Advantages of the U.S. Model

The main reason for the selection of the US National Register as the model on which to build the St. Kitts model was its “bottom-up” approach. That is, communities and individuals can identify, prepare and propose nominations for the Heritage resources that they value. In contrast to this, other countries tend to rely on groups of experts and scholars to identify and list the Heritage places that will receive official recognition and protection. Growing trends at the international level recognize that the identification and protection of Heritage places is highly dependent on citizens and communities. The US National Register was a global pioneer in advancing this notion.

Advantages of the US Model, as prescribed by the National Historic Preservation Act are:

- it accepts for listing the full range of internationally recognized categories of Heritage places;
- it recognizes that Heritage can be of significance at the national level, the State and territory level, and at the local level- that is to say, exclusively important to certain local communities;
- it is all-inclusive. It has flexible criteria that can be used to evaluate the Heritage places of all groups, communities, ethnicities, and minorities in the country;
- it accepts resources in all types of ownership: public, private, and corporate;
- it links register listings to certain standards governing acceptable conservation treatments;
- it links listed properties with certain financial benefits at the federal and, depending on the location, at the State and local levels;
- It requires all agencies and bodies of the Federal Government to inventory all the properties under their jurisdiction and to nominate those that are eligible for the Register;
- it further requires all agencies and bodies of the Federal Government to consider the impact of any proposed federal action on Heritage places listed in or eligible for the National Register and to allow a presidentially appointed Advisory Council on Historic Preservation an opportunity to comment on such projects and make non-binding recommendations to mitigate any negative effects on the property. If Caribbean nations wish to install higher levels of protection, such as for vested properties on their national register, the system in France (Appendix 8) may be worth studying, as it

affords a very high level of protection to the highest level of significance, the “*monuments historiques*” or “*monuments classés*.”

- it recognizes cultural resources of national significance, which are listed in the National Register, by naming them National Historic Landmarks and by listing historic and cultural units of the National Park System.

## Aspects of the U.S. Model that may not be Applicable or Desirable for CARICOM Countries

These aspects include the following:

- because of the strength of private property rights under US law, the National Register affords very limited protection to listed resources. Under US federal law, private property owners can do whatever they choose with listed properties, even demolish them, provided no federal license, permit, or funding is involved. The restrictions on demolition and alterations in each Caribbean country will depend on the protections instituted by the national government.
- although anyone in the United States can prepare a nomination and nominations need not be lengthy or complex, more detailed information is included in nomination forms now than when the program was authorized in the 1960's. This level of added complexity has meant that many nominations are now prepared by experts or scholars under contract, thus adding to the expense of preparing nominations. Although this is not required, it does provide for stronger nominations that increase the rate of acceptance to Register listing. Caribbean countries should ensure citizen involvement and attempt to minimize the expense of preparing nominations.
- although the US Register has a grassroots base, nominations must be submitted and pre-approved for National Register listing by States, federal agencies, or American Indian Tribes, regardless of who prepares or proposes the nomination. This can act as a filter as to what is considered for the National Register. To balance this, however, there is an appeals process if the nominating authority does not submit the nomination for listing. Furthermore, there are official State, county and local or municipal inventories that include properties that are not necessarily listed in the National Register.

- other than consideration in the federal planning process, legal protection for heritage places generally depends on preservation laws adopted by State and local governments, whose robustness varies from place to place. Given the absence of local government structures in many Caribbean nations, heritage places should be linked directly to their National Register in each country.

# Part 3

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## How to Establish a National Register

Before establishing a fully functional National Register Program, every nation needs to undertake a planning process that will clearly define its nature and procedures, as well as the effects of being listed in the Register.

## Institutional Framework and Legal Authority

Because the National Register is a government's official list of Heritage places, and also because it is a legal instrument, the first step to be taken is to ensure that there is adequate legal authority to establish a National Register. That law or other legal authority may be legislation, decree, executive order, or other appropriate means, depending on the constitutional framework of the country. The legal authority needs to identify the agency or institution empowered by law with the authority to host, administer and expand the Register. The designated agency should also be authorized to administer appropriate preservation incentives and disincentives. For example:

- in the United States, the National Historic Preservation Act gives the Secretary of the Interior the authority to expand and maintain the National Register. The secretary delegates this authority to the National Park Service, which has established an office with a dedicated staff that expands and maintains the National Register and provides leadership and training to the general public for their involvement;
- in The Commonwealth of The Bahamas, the Antiquities, Monuments & Museum Corporation (AMMC) expands and maintains its National Register;
- in St. Kitts, the St. Christopher National Trust will expand and maintain its National Register.

## Legal Effects of Being Included in the National Register

In order to be truly comprehensive and representative, National Registers and Inventories must include places that are both publicly and privately owned. Since the government's legal authority varies from country to country, it is essential to identify each government's ability to limit what owners may or may not do with listed Heritage places. These limitations may, in turn, be clearly defined in the existing preservation law or in regulations.

The following is a list of some of the protections and implications of listing that should be analyzed for their legality and evaluated for adoption when possible:

- objection or consent of owners to Register listing;
- establishment of standards that must be met for the conservation and protection of all listed places;
- punishment for demolition, including demolition by neglect;
- requirement for review and approval, by a designated body of specialists, of any changes, alterations, or impact to the place;
- identification of incentives for private owners to preserve and maintain the values and significance of their Heritage places, such as grants, exemptions from real estate and import taxes for approved conservation materials, income tax credits, free or discounted technical advice, etc. to carry out approved projects;
- making the place accessible for public visitation as appropriate to the nature and function of the place.

## Ensuring Public Participation

Experience shows that a country or jurisdiction can best identify and protect Heritage places by a combination of “bottom-up” and “top down” approaches. On the one hand, this means that governmental authorities must provide the leadership to encourage and train communities in identifying and valuing their Cultural Heritage. On the other, it means that in addition to giving Heritage its proper protection, it must also be active in identifying Heritage places that should be included in the National Register. This project considers essential the participation of individual citizens, local communities, and the general public in the identification, maintenance, conservation and nomination to the National Register of their Cultural Heritage. As described later under Section IV of this Guide, in order to facilitate this participation, the Project developed and staged workshops for community involvement and public awareness in cooperation with the Antiquities, Monuments and Museum Corporation of the Bahamas and the St. Christopher National Trust of St Kitts. Full information on these workshops is provided in Appendix 5.

## Categories of Heritage to Include

This Guide and the project on which it is based, limit the scope of National Registers to encompass tangible Heritage places that are significant for historic and artistic values as well as for cultural, social, sacred, ethnographic or information values that are related to certain intangible or associative attributes that are linked to the place. Therefore, all properties in the Register must have a definable geographic location and boundaries. The appendices included at the end of this Guide on the various national experiences describe

the categories of Heritage that are eligible for official Heritage designation. For this project, the categories adopted for inclusion in the model National Register of St. Kitts are as delineated below. These categories were selected after extensive discussions and are derived from those in the National Register of the United States (Table 1).

**TABLE 1.** Definitions of Categories of Heritage that may be included in the inventory or National Register

<b>“Building (s)”</b>	A building, such as a house, barn, church, hotel, theater, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.
<b>“Corridor/ Route”</b>	A corridor or route forms a conduit for contact and exchanges among several locations. E.g. roads, pathways, canals, railroad lines.
<b>“District”</b>	A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. An example of this would be the historic core of a city, town or even an entire village
<b>“Object”</b>	The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment. Examples of this are boats, railroad cars, agricultural machinery, etc.
<b>“Site”</b>	A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure. Sites can also be linked with intangible or associative cultural manifestations whose origin and/or existence are dependent on the specific location. E.g. archaeological sites, battlefields, petroglyphs, garden, public park. Sites also include natural sites to which specific cultural significance is attributed.
<b>“Structure”</b>	The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter. Examples of this are cisterns, bridges, piers, fountains, etc.

As illustrated in the Country Appendices at the end of this Guide, other countries afford official recognition and protection to a greater or lesser variety of Heritage resources. Therefore, when considering the establishment of a National Register, other national experiences should be evaluated for their desirability and adaptability to the needs of the countries of CARICOM.

## Adopting the Criteria for Accepting Heritage Places in to the Register

Since inclusion in a National Register carries important legal ramifications, it is important that every nominated property be evaluated and selected according to clearly stated and published criteria. The draft National Register Criteria for Evaluation developed for the St. Kitts National Register below were adapted from the Criteria for Evaluation used in the United States, which were also used in the initial establishment of the criteria of the World Heritage Convention. The US criteria are explained in the National Register Bulletin: *How to Apply the National Register Criteria for Evaluation*, available in (<https://www.nps.gov/nr/publications/bulletins/nrb15/>).

Generally speaking, the National Register Criteria for Evaluation are based on the quality of significance in the history, architecture, archeology, engineering, and culture of St. Kitts is present in properties that possess integrity of location, design, setting, materials, workmanship, feeling, and association and meet one of the stated criteria. This concept is closely related to the World Heritage concepts of “authenticity” and “integrity.” Buildings and structures that have been moved from their historic location or that were built less than 50 years ago, or relate to something that happened within the last 50 years may be eligible, but will require special consideration.

The following criteria were adopted to determine which places were eligible for listing in the St. Kitts National Register of Heritage Places. These criteria are worded in a manner to provide for a wide diversity of resources

**Criterion 1.** The property is associated with events, uses, practices, beliefs and/or traditions that:

- have made a significant contribution to the broad patterns of our history (Note: this is the criteria for properties that are historically significant.)
- have shaped the development of the cultural identity and who we are as a nation or a community
- occupy an important place in the traditional lifestyles and shared memories of the local community or the entire country

- support or house traditional uses that continue to play an important function in the community
- have generated the development of traditional crafts that are completely dependent on this geographic location.

**Criterion 2.** The property is associated with the lives of persons significant in our past.

**Criterion 3.** The property embodies the distinctive characteristics of a type, period, style, or method of construction.

**Criterion 4.** The property represents the work of a master architect, builder, or craftsman, or possesses high artistic values.

**Criterion 5.** The district represents a significant and distinguishable entity whose components may lack individual distinction.

**Criterion 6.** The property has yielded, or is likely to yield information important in pre-European contact or in history (archaeological resources).

## Designing and Adopting the Nomination Form for Gathering the Required Information and Supplementary Data

The transparent and intelligible application of the above criteria requires that the information collected for each nominated property be uniformly organized and presented. For the purpose of this project, the same nomination form is used for both the Inventory and the National Register. For the inventory, however, the information may not be as readily available, and should be supplemented as needed when the resource is considered for inclusion in the National Register.

All nominations must be made on the standard National Register form (See Appendix 1 for the nomination form adopted by the St. Christopher National Trust) with accompanying continuation sheets, and the maps and photographs that illustrate the property's characteristics and physical boundaries. The forms and instructions for completing nominations are available from the Trust and are to be on the Trust website. For consideration for inclusion in the National Register, forms must be adequately documented. To meet these requirements, the forms and accompanying maps and photographs must be completed in accordance with the instructions. The nomination form is a legal document and reference for historical, architectural, and archeological data upon which the protections for listed properties are founded.

In St Kitts, the nominations forms will be made available for downloading through the St.

Christopher National Trust website. Anyone, including the Trust itself, may prepare and submit a nomination.

It merits pointing out that the requirement to gather data in a uniform manner for all Inventoried and Register properties is meant to ease the querying and the analysis of the content of the Register, which is an important function to ensure that the totality of its content is balanced and representative of all periods, manifestations, and facets of the country's cultural and historic evolution. For instance, when querying European inventories, the extensive scholarly development in architectural history makes it possible to find those properties that illustrate the Classical, Romanesque, Gothic, Renaissance, Baroque, Neoclassical Revivals, and Modern styles. In younger countries lacking such long evolution in architectural trajectories, such as the United States, Mexico and Australia, it has been necessary to develop new stylistic classifications in order to assess the representativeness of their National Registers. One of the recommendations emerging from this project is the development of architectural studies that will lead to an acceptable classification of the rich vernacular manifestations of constructions in the Caribbean region. To assist the St. Kitts National Register, a preliminary classification has been developed under this project to serve as a seminal start for the ongoing development of a proper taxonomy, as shown in Appendix 2 of this Guide.

## Developing the National Register Electronic Database and Making it Available to the Public through the Internet

A database is any organized collection of information or facts, which may be paper-based or computerized. Today, the term “database” is often used to refer to the computer software that stores data, but this software is more properly referred to as a “Database Management System” (DBMS). This section will address the benefits of using a computerized database, options for DBMS, and a brief case study of the DBMS selected for St. Kitts including the decisions staff needed to make when developing their database.

### Benefits of Computerized Databases

While a paper-based database or filing system still serves important archival purposes, there are several benefits to computerized databases. Examples of what they provide are:

- more efficient information retrieval (e.g. it is easier to query a computer database to

“list all current churches” than it is to pull these files from a paper-based archive);

- more complex cross-references and queries (e.g. it is easier to query a computer database to or “list all historic churches that are no longer current churches” or “list all buildings built by J. Smith between 1800-1900 that are listed in our National Register”);
- support multiple users simultaneously accessing the same data;
- support remote access to the data;
- stricter maintenance of data standards and vocabulary lists by controlling field entry (i.e. using data entry forms with drop down menus rather than blank form lines will insure that terms are used consistently)
- the ability to share data with other digital systems, especially those used by planning agencies, disaster/emergency management agencies, environmental departments, and agriculture, forestry and mining units.

## Considerations and Constraints

When considering options for computerizing a database and selecting a DBMS, the following constraints should be kept in mind.

### HUMAN RESOURCES

- What training will be necessary for existing and future staff?
- What technical administration needs will the DBMS require and do current staff have this capacity?

### COST

- What is the upfront cost of the system?
- What are the ongoing subscription or license fees and terms?
- How often is the DBMS software updated and what are the costs associated with updates?
- What equipment will be needed to support the database and its DBMS?
- What costs are associated with maintaining onsite and offsite backups?

- If your data are already digital and you are looking to migrate, what costs are associated with migration?
- Will you require third-party support, and at what cost?

## **TECHNOLOGICAL LIMITATIONS OF THE ENVIRONMENT**

- Does your workplace experience problems with electricity? If so, would an Uninterruptable Power Supply (UPS) offer security from unplanned power outages or brown outs (that may result in corrupt data or data loss)?
- Does your workplace experience problems with internet connectivity? If so, a cloud-based system may not be ideal.
- Does your workplace use a virtual private network (VPN) and will the DBMS be supportable on your network?
- Does an Information Technology (IT) department or agency oversee your software purchases? If so, they may have security requirements, which may affect your selection of a DBMS.

## **INTEROPERABILITY (I.E. THE ABILITY TO EXCHANGE DATA WITH OTHER SYSTEMS) AND FUTURE USES**

- What other systems do you need to be able to import data from, and in what format?
- What other systems do you need to be able to export data to, and in what format?
- What data needs do you foresee 3 years from now? Five years from now? Does the DBMS give your database enough room to “grow” as your needs evolve?

## **Options in DBMS models**

There are three models of DBMS typically used in heritage contexts:

1. “Off the shelf”
2. “Homegrown”
3. Blended

### **OFF THE SHELF**

The “off the shelf” model refers to buying a DBMS that is specifically designed for Heritage data, requires little to no customization, and installs with minimal effort. Basically, it is

ready to receive data as soon as you purchase and install it (or subscribe to it in the case of cloud-based systems in which a web browser is used to interface with the database). There are several excellent examples available for museum collections and archives such as PastPerfect (<http://www.museumsoftware.com/>), Re:Discovery (<https://rediscoverysoftware.com/>), and Eloquent Archives (<https://www.eloquent-systems.com/products/archives/>). However, at the moment there are no comparable systems specifically designed for immoveable Heritage data.

## **HOMEGROWN**

Because of the lack of ‘off the shelf’ systems for built Heritage, many institutions that maintain Heritage Inventories and Registers have had to use a DBMS to custom-build their database. For instance, many entities have used a combination of Microsoft Access DBMS and ArcGIS to support databases they have designed internally. While such databases can cater directly to the specific needs of a particular agency at a particular time, problems often arise when key staff leave or “age out” of the organization, taking knowledge of the system with them, or when the database itself ages to the point of not being supported by current technology. Sometimes homegrown systems suffer from not being designed by or in consultation with an information architect or database developer, resulting in a suboptimal use of the DBMS technology or implementation of database standards. Finally, homegrown systems are notorious for being difficult to update and to interoperate with other database systems (such as those used by planning agencies, etc.).

## **BLENDED**

Only recently has a third model emerged in the form of an open source DBMS specifically designed for built Heritage (i.e. [Arches](#)). Since it is designed from the ground up for built Heritage following professional data standards for the field, it avoids many of the pitfalls of the homegrown model. On the other hand, because it is released under an open source license, the opportunity to customize and adapt the system to specific contexts still exists. While it offers the best of both worlds, the model is not a panacea and it must be remembered that “open source” may be free to download, but it’s never “free” to implement when considering the full range of costs in supporting the system.

# **How to select and Implement a Heritage Inventory Database: Step-by-Step**

Selecting and implementing a DBMS should follow a standard workflow:

1. specification of needs,
2. evaluation of options,
3. definition of data structure,

4. definition of authority tables (i.e. vocabulary lists),
5. mapping of analog/paper-based form elements to computerized database fields, and revision of 3 & 4 if any elements cannot be mapped
6. installation of software and backup system,
7. customization of computerized data elements and authority tables,
8. customization of design (e.g. branding and aesthetics) and graphical user interface (e.g. layouts and labels),
9. testing of software with sample data,
10. testing of software with a sample of users,
11. development of user documentation,
12. training of staff,
13. launching the system,
14. tracking/fixing of “bugs” and providing ongoing user support

*N.B., - Such a process cannot be followed overnight, nor should it be implemented by a single person.*

## Case Study of St. Christopher National Trust Database System

After considering the needs (Step 1) and constraints of the SCNT Inventory and Register (Step 3), the Arches DBMS was selected as an optimal platform. Arches is an open source DBMS specifically designed for built Heritage by the Getty Conservation Institute and World Monuments Fund.

Some of the features that guided the selection of Arches for the SCNT inventory and register were:

- Arches data entry forms and authority tables (i.e. vocabulary lists) are fully customizable while maintaining data standards and using form elements such as drop down menus to maintain data consistency
- Arches is a geo-spatial database, meaning that it supports the storage, retrieval, and display of geographic data (in the form of points, lines, and polygons on maps); in

other words, Arches can serve as a geographic information system (GIS) as well as a DBMS without requiring additional GIS software

- Arches is web-based, which means that no special software is required of the end user and that the SCNT can enable public access to the database via the internet
- Arches supports tracking information on as well as relationships between the following data entities:
  - Historic resources (e.g. buildings, structures, objects, sites)
  - Historic districts (i.e. groups of historic resources)
  - Historic events
  - Information resources (e.g. photos, maps, reports, archival sources, books)
  - Actors (e.g. historic person, architect, contemporary heritage organization)
  - Activities (e.g. conservation interventions, archaeological excavations)

Before using Arches, 43 authority tables (i.e. vocabulary lists) had to be populated, which are used to describe the data entities listed above. Defining these vocabularies requires specific domain expertise (e.g. “cultural period”, “architectural style”) and knowledge of the range of data likely to be encountered in the field or archives (e.g. “date types”, “information source type”). Most of these lists were identified and defined when the SCNT designed their paper-based inventory form. For organizations interested in using Arches, we recommend starting with defining the paper-based form elements (step 3), specifying the lists of potential

ARCHES HOMEPAGE FOR ST. KITTS

vocabulary terms (step 4), and then mapping these form elements and vocabulary terms to the Arches database system (step 5). Once the entities are mapped, we recommend iterating through the paper-based form once more to reconcile any elements that are not easily mapped (steps 3-5 again).

The Arches DBMS must be installed on a web server (step 6), and we recommend using Apache 2 on Linux (the SCNT installation is on an Amazon Web Services EC2 running Ubuntu 14.04). We found that the installation of Arches requires a high level of technical expertise. At the time of writing no clear documentation exists on how to install Arches for a production ready environment that would be safe from security exploits or hacking attempts. We relied upon a professional Linux systems administrator to install Arches and secure the Apache web server and its attendant software packages. Similarly, customizing the data structure (step 7), the design, and the graphical user interface (step 8) requires technical expertise in information architecture and website development, specifically in PostgreSQL, Python, JavaScript, HTML and CSS.

Testing and training (steps 9, 10, 12) went hand-in-hand and was also used to inform the creation of a knowledge base and set of tutorial videos (step 11), which walked staff through how to enter inventory forms into the system. We recommend that user documentation be

**St. Kitts**  
HERITAGE INVENTORY  
ST CHRISTOPHER NATIONAL TRUST

Home ★ Featured Search Map Data Manager RDM Help

**Data Manager**

- Resource Description
- Resource Summary**
- Descriptions
- Location
- Classifications
- Components
- Measurements
- Condition Assessment
- Images and Files
- Related Resources
- External System References
- Evaluate Resource
  - Designation
  - Evaluation Criteria

**New Resource** *Historic Resource*  
Arches ID: n/a

**RESOURCE SUMMARY** [Discard edits] [Save edits]

**Historic Resource Type**

Type [Add]

This resource has these types:  
No Types Defined

**Names**

Name [Pin] Type [Add]

This resource has these names:  
No Names Defined

**Significant Dates**

Date type [yyyy-mm-dd or EDTF date] [Add]

These dates are associated with this resource:  
No Dates Defined

**Areas of Significance**

Keyword [Add]

These areas of significance are associated with this resource:  
No Areas of Significance Defined

as visual as possible, utilizing screenshots or screencasts to demonstrate how to accomplish specific tasks. While many “bugs” (i.e. errors) were fixed during testing and training, we anticipate that more will be uncovered as the system is used more. Because of this, we recommend reserving some budget (or time/human resources) to address issues that emerge following the launch of the database (step 13) and to create an internal system for handling error complaints and user support requests (step 14).

## Determining the Evaluation Processes Leading to Listing in the St. Kitts National Register

A National Register is not a project with a beginning and an end, but rather, a permanent and continuous activity. The management and maintenance of a National Register requires dedicated permanent staff. The cost of housing and maintaining the Office of the Register must be calculated and proper budgets secured.

The St. Christopher National Trust has appointed a “Board Advisory Review Committee.” This committee is made up of individuals with professional expertise in Heritage related fields appointed by the Board of the St. Christopher National Trust to review and provide recommendations and advice to the Board on nominations to the National Register and related actions and to serve as an advisor as appropriate.

A copy of the St. Kitts National Register procedures is included at Appendix 4. The following is the sequence of the major steps to be followed in managing the St. Kitts National Register that may serve as a model for other CARICOM countries:

- any individual or organization can prepare and submit nominations to the SCNT;
- the SCNT itself may also initiate and prepare nominations;
- the SCNT logs in and acknowledges receipt of each nomination from others and decides which should be included in the Inventory and which appear to be eligible for listing in the National Register;
- the SCNT reviews each nomination to determine whether it is complete and adequate and if the property appears to meet the criteria for evaluation and prepares written comments;
- the SCNT notifies in writing the person or organization submitting the nomination, giving the evaluation of the SCNT of the property and nomination. The response to the request is filed.

- the SCNT may do an onsite inspection to assess integrity and eligibility, etc. of the property;
- the SCNT works with the person or organization submitting the nomination to edit and finalize the nomination which is then reviewed by the National Trust's Board Advisory Review Committee (the Committee);
- the Executive Director of the SCNT coordinates with the Board Advisory Review Committee to schedule nominations for consideration by the Committee;
- the SCNT provides notice for public consultation and comment at least 30 days before each Board Advisory Review Committee meeting that the property is being considered for listing and that the Committee will review the nomination. This notice indicates where a copy of the nomination can be obtained, specifies date, time, and place the nomination will be considered by the Committee at a public meeting, and explains the effects of listing;
- notice of nominations is provided by the SCNT through:
  - publication in Gazette, newspaper
  - formal letter to property owner(s)
  - formal notice to responsible minister and elected official
  - posting on the SCNT website;
- notice of review of major changes to listed Heritage places that may result in boundary changes or removals are considered and notice is provided in the same way as for new nominations;
- the Board Advisory Review Committee meets to assess whether the nominated property meets National Register criteria for evaluation and whether the nomination is adequate. The Committee considers any comments received. The Committee makes recommendations to the Board. The Committee may recommend sending the nomination back for additional information/revision;
- The Board meets and makes the decision on whether to list nominations and on related actions such as revisions to listed properties and removals, as appropriate. The Board considers the recommendations of the Committee and any comments received;
- If the Board approves, the Board President signs nominations listing properties in the

National Register and acts on other related actions once the Board has made its decision;

- Notice of National Register listing and related actions (removals, amendments, or revisions to listings) is provided by the SCNT through:
  - Publication in Gazette, newspaper
  - Formal letter to property owner(s)
  - Formal notice to responsible minister and elected official
  - Posting on the Trust website;
- the SCNT enters information on each property in the Arches database;
- the SCNT maintains the National Register files;

Major changes and revisions to listed properties will be processed in accordance with the procedures for processing nominations. These include boundary changes and relocating properties listed in the National Register, as follows:

- properties listed in the National Register should be moved only when there is no feasible alternative for preservation. When a property is moved, every effort should be made to reestablish its historic orientation, immediate setting, and general environment;
- If a property is moved after listing, information should be submitted to the SCNT, which will determine whether the property will remain listed in the National Register;
- listed properties may be removed or delisted from the National Register for the following reasons:
  - the property has ceased to meet the criteria for listing in the National Register because the qualities which caused it to be originally listed have been lost or destroyed;
  - additional information shows that the property does not meet the National Register criteria for evaluation.

# Part 4

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## Launching and Operating National Register of Heritage Places and the Inventory

A permanent National Register and Inventory program is a fundamental first step in protecting a country's Cultural Heritage, but it is not the only one. To act as a responsible steward, governments should create a protective environment through the establishment of additional permanent programs that set the standards for management, rehabilitation, and restoration of all Register properties to allow for the oversight of their application. This Guide and its overarching project, however, are only focused on the logistics of establishing and running the National Register program.

As with any other governmental program, long-term funding for its operations needs to be secured as part of the national budget approval process. For this reason, it is important that the cost of running the program be identified and periodically updated as dictated by its growth.

Given the difficulties in securing appropriate budgets from the public Treasury, many countries have developed the means to procure supplementary funds through taxation in various tourism revenue sources, such as hotels, docking and airport fees, etc. Many studies show that visitors are willing to pay these additional taxes when they are allocated to support the conservation of Cultural Heritage places.

## Staffing and Human Resources

When an agency or organization establishes a National Register Program, it needs first to examine its current and future staff complement in relation to its existing mandate and the added responsibilities of managing the Register. At first, current management, administrative, computer and legal staff will probably be adequate to do some, if not all of the work in establishing the Program. A current or newly hired individual(s) should be given responsibility, time, and specific training for the Program. Regardless of whether they are new or current staff, all those involved in the Program, should be trained to understand the program in the same way.

Decisions will have to be made to assign staff duties in developing the following:

- procedures/regulations for establishing, maintaining, and expanding a National Register and Inventory system
- registration forms and instructions for completing the forms
- logging and filing systems
- databases and websites to keep track of the National Register and Inventory and make some of that information available to the public
- preservation incentives and preservation standards.

Ideally, the staff at a National Register Office should have knowledge of the country's

History, Architecture, Archaeology, Anthropology, and Cultural Heritage and in the application of preservation standards, if the office will be reviewing changes to historic buildings. Such knowledge can be obtained in several ways, including:

- Training of existing staff
- Hiring new staff with those types of expertise
- Contracting with individuals or groups to provide those services
- Arranging for pro-bono advisors for certain responsibilities

The establishment of cooperative programs with colleges and universities to offer internships for credit could attract students of History and Culture and other appropriate fields, who could assist with the drafting and review of nominations and in other administrative duties such as archiving and electronic communications techniques such as social media. Such programs have worked very well in many countries and contribute greatly to the development of national expertise in the areas of Heritage Conservation and management.

Regardless of how the work is assigned or how the staff is made up, clear lines of authority to oversee the program, set priorities, and review the work must be adopted and made well known to all staff.

## Review Board

As explained elsewhere in this Guide, the listing of a property in the National Register may have a number of legal implications. Therefore, every candidate property must be carefully and rigorously evaluated to ensure that it meets the required criteria for listing.

Furthermore, the process of evaluation should be transparent and easily understood by the public. Such judgements require a degree of expertise that can be found among staff members, and should be supplemented by a group of appointed expert outsiders who can serve - especially recognized academics and scholars. The group may also include other appropriate individuals

Depending on the interests and the mandate of other government agencies, the National Register Program should also involve those agencies to ensure their cooperation. It might also be appropriate to include representatives from those agencies on the Review Board to ensure a broad application of the National Register criteria. It is also important that the staff of these agencies also receive the basic training to understand the nature of the National Register. Among the agencies to be considered could be elected officials and those responsible for:

- Tourism

- Culture and the Arts
- Education
- Archives

## Establishing the Office

In addition to the human resources needed to run the National Register Program, the equipment and space requirements of the Program must be identified. The program needs resources to do its work, such as:

- adequate work space for staff and meeting places to confer among themselves and with visitors;
- adequate equipment, including computers, software, etc.;
- stable up to date Internet access ;
- files for the Program;
- access to library and archives for previous files and information about the country's historic resources;
- transportation for staff to visit cultural properties.

## Integrating Previous Inventories and Vested Properties

While not all countries have official Registers in the proper sense, there is in most countries a summary list of cultural properties or “monuments”. In addition, many countries have accrued inventories of Heritage places that have been gathered over the years for different purposes, such as Tourism development. The descriptive and analytical information contained in these inventories for each property covers the full range of possibilities, from the very exhaustive to the minimal, such as its mere location.

The integration of these recorded Heritage properties into a new National Register or its preliminary National Inventory is one of the important initial decisions that need to be made. The possible decisions include the following:

- use the previously recorded properties as the beginning point for additions to the new Inventory and National Register. This is the recommended course of action.

- make them all part of the country's Inventory without further review. Since the information that must go into a Register must be uniformly organized, this is not recommended, as each pre-existing Inventory contains different levels of information which is recorded on a variety of forms and methods.
- automatically list all of them on the new National Register without further review. This is not recommended as prior to being listed in the Register each property should be evaluated independently and placed on a uniform form. In doing so, it may become evident that some properties do not qualify for listing on the National Register.

## Filing and Archiving Systems for Information and Documents on Paper

By its very nature, a National Register Program generates considerable paperwork, much of which constitutes legal documents. Despite the many advances in digital technologies, the management and systematic storage of written paper records continue to be of primary importance. Therefore, early planning for their storage and accessibility is a necessity. Implicit in this is the establishment of a clear policy as to which types of documents merit permanent safekeeping and which do not. Some files, such as a logging system to keep track of proposed nominations, and a complete list of properties listed in the Inventory and/or National Register may be kept on a computer as well as in paper files.

At first, the filing system may be fairly simple, but as the program matures, it will inevitably become more complex and may require additional filing categories. The items below are a suggestion for a possible filing organization:

- sites identified by the public through requests for national register listing
- Inventory
- National Register listings (This will be the primary file for a property. The computerized site file will not include all the information about the property)

Determine how much material you want to include in the file (Should include at least the completed, signed nomination form and notes and materials gathered to complete the form)

Eventually, it may be desirable to include topical files on articles and information on things such as:

- Sugar mills
- Light houses

- Churches
- Types of buildings— chattel houses etc.
- Precolonial and other archaeological sites
- Rock art sites
- Other topical files

## Filing Oral Histories and Videos

Not all sites in the Inventory or included in the National Register may rely on traditional bibliographies for the description of their history or the determination of their significance. Many Heritage places, especially those that are significant to local communities, can best be documented through recorded oral histories and interviews with members of the local communities. These constitute an important source of information that needs to be stored and made accessible to future researchers, especially if they are not transcribed on to paper.

For recordings in a digital audio format, there is safety in numbers. So, in addition to keeping a copy on a computer, also store the audio on an external hard drive or thumb drives. It is prudent to make at least three copies. For analog recordings, they should get digitized and then stored as outlined above, or store the analog in a cool, dry place. A plastic or wooden cabinet would be good.

## Public Information, Awareness, and Outreach

For more than a century, governments have recognized their duties as stewards of Cultural Heritage because the population considers it a valuable asset that gives meaning to national and communal identity and collective traditions. For this reason, the inclusion of communities in the National Register process and the sharing of information it contains with the public are integral parts of the government's obligations.

In the digital age, websites and Internet communications are essential tools for knowledge sharing. To accomplish this objective, a National Register website should provide, as a minimum, the following:

- details of the program and its procedures
- benefits of listing a property on the National Register

- Inventory and National Register forms with instructions on how to complete them
- information on properties listed in the National Register
- May be a part of the website or a link to a separate database
- consider including information on properties in the Inventory
- the story of the National Register.

While websites can provide information in great detail, a number of more proactive outreach programs increase public participation and community involvement and foster political support for the objectives of the Program.

Working with local civic and religious groups to train them in identifying properties that merit being inventoried and listing in the National Register is an essential way to spread the preservation ethic throughout the country and to enlarge the National Register effectively. School groups should be included in such events so that the new generations may become interested in their Heritage. A guide to the way in which under this project community workshops were organized and staged in The Bahamas and later explained in St. Kitts may be found at Appendix 5.

Another way to reach and engage with young people is to use Heritage places to develop elementary and secondary school preservation curriculum components based on the Social Sciences, Art, History, Geography, and other subjects and then assisting local teachers with strategies for their use and application.

Articles written for newspapers and magazines describing specific Heritage places in the National Register and about the Register itself are an effective way to disseminate knowledge and foster national pride about a country's Cultural Heritage. Another good way to keep the public informed is to issue press releases for every new listing in the Register, describing the values of the place in alluring ways. Articles written for travel and airline magazines and other tourist guides are particularly important in the Caribbean, not only to offset the perception of the region as only a "sun, sand and sea" paradise, but also to promote support and respect for outside visitors toward local Heritage and traditions.

There are many other ways to publicize the National Register Program and, more generally, to promote support for the protection and conservation of Cultural Heritage. Regular participation in radio and television programs dealing with culture and travel is often a tool used in many countries. This could include preparing catchy visuals for very short spots for public service information that are offered free of charge.

In addition to providing information to the public, it is also important for the National Register and the country's Heritage program to establish a visible and palpable presence in the community. This can be done through celebratory events at each property that is listed in the Register, and to which local dignitaries and elected officials should be invited. The

events can include giving certificates to the owners and the placement of a permanent plaque identifying the place as a National Register property.

# Acknowledgements

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Output 3 was adopted as a project of the St. Christopher National Trust of St. Kitts and Nevis. We thank the staff and Board of the Trust for their participation in this initiative.

The Governor-General of St. Kitts and Nevis, Sir Tapley Seaton, offered welcome support for the implementation of this project. In addition, we are grateful for the interest and participation of the St. Kitts and Nevis Department of Culture, represented by Director Troy Mills and Research and Documentation Specialist Marlene Phillips. We were also assisted by the St. Kitts and Nevis Ministry of Tourism with participation of Dianille Taylor-Williams and Therez Versailles.

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The community workshop in Harbour Island was a success due to the enthusiastic and effective coordination of the Antiquities, Monuments and Museums Corporation of The Bahamas, especially Director of Museums, Keith Tinker; Corporation Secretary, Alexander Flowers, and Senior Historical Preservation Architect, Alicia Oxley.

# Appendices

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# Appendix 2

## How to Complete the St. Kitts National Register Form

This Appendix details how to complete the St Kitts National Register Form. The instructions can be adapted, as appropriate, by each nation after designing the blank form.

These guidelines are based on the U.S. National Register Bulletin: [How to Complete the National Register Registration Form](#).

### 1. Name of Property

**Official Name:** Enter the name by which the property is known officially.

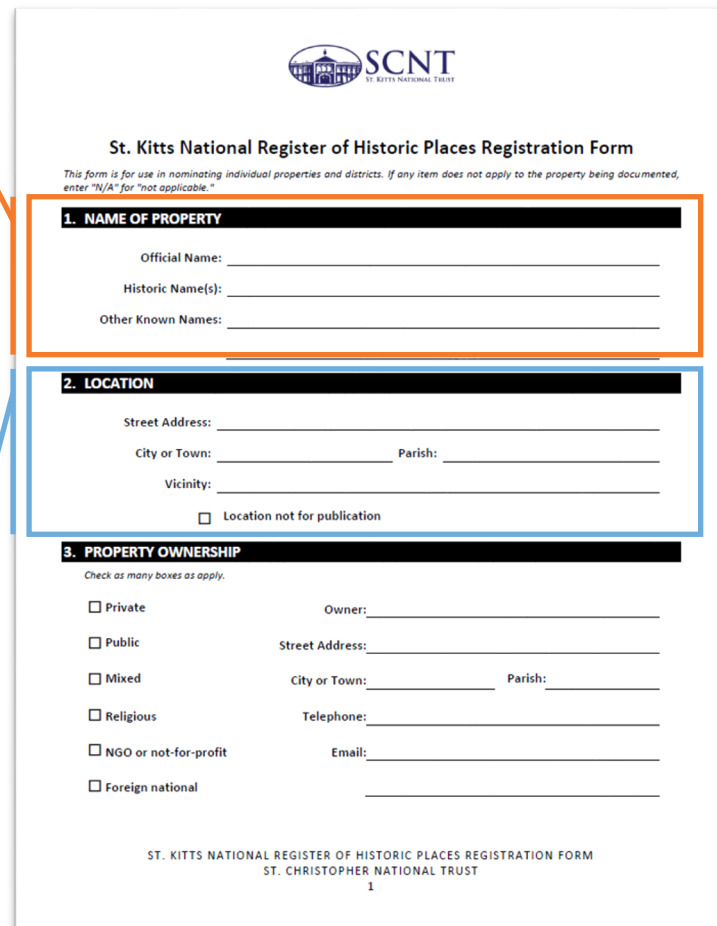
**Historic Name(s):** Enter the name or names that best reflect the property's historic importance or that were commonly used for the property during the period of significance.

**Other Known Names:** Enter any other names by which the property has been commonly known. Also enter the site number, if one has been assigned to the property.

### 2. Location

**Street Address:** Enter the name and number of the street or road where the property is located. Use abbreviations.

- If the road has a highway route number rather than a name, enter the highway number.
- If a property does not have a specific address, give the names of the nearest roads. Describe, if possible, the property's relationship to the roads.



The form is titled "St. Kitts National Register of Historic Places Registration Form" and features the SCNT logo. It includes instructions for use and is divided into three main sections: 1. NAME OF PROPERTY, 2. LOCATION, and 3. PROPERTY OWNERSHIP. Section 1 includes fields for Official Name, Historic Name(s), and Other Known Names. Section 2 includes fields for Street Address, City or Town, Parish, and Vicinity, with a checkbox for "Location not for publication". Section 3 includes a checklist for ownership types (Private, Public, Mixed, Religious, NGO or not-for-profit, Foreign national) and fields for Owner, Street Address, City or Town, Parish, Telephone, and Email. The form is numbered 1 at the bottom.

SEE PAGE 1 OF REGISTRATION FORM

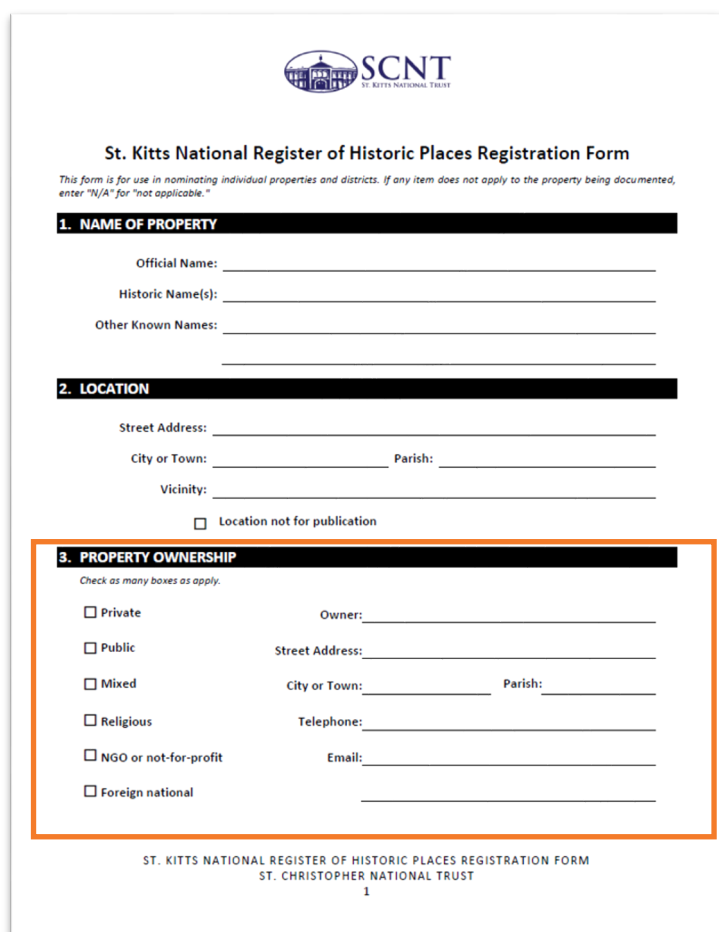
- For districts, enter either the inclusive street address numbers for all buildings and structures or a rough description of the boundaries of the district.

**City or Town:** Enter the name of the city or town where the property is located. For properties outside the boundaries of a city or town, follow the instructions for Vicinity.

**Parish:** Enter the name of the parish where the property is located.

**Vicinity:** For a property located outside a city or town (or where address is restricted), enter name of nearest city or town.

**Location not for publication:** Mark "x" in the box to indicate that the property's location is being withheld. Typically, this is done for properties that are particularly subject to looting and vandalism.



The image shows a registration form for the St. Kitts National Register of Historic Places. The form is titled "St. Kitts National Register of Historic Places Registration Form" and includes a logo for the St. Kitts National Trust. It is divided into three main sections: 1. NAME OF PROPERTY, 2. LOCATION, and 3. PROPERTY OWNERSHIP. Section 3 is highlighted with an orange border. Below the form, there is a note to see page 1 of the registration form.

**St. Kitts National Register of Historic Places Registration Form**  
This form is for use in nominating individual properties and districts. If any item does not apply to the property being documented, enter "N/A" for "not applicable."

**1. NAME OF PROPERTY**

Official Name: \_\_\_\_\_  
 Historic Name(s): \_\_\_\_\_  
 Other Known Names: \_\_\_\_\_

**2. LOCATION**

Street Address: \_\_\_\_\_  
 City or Town: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Vicinity: \_\_\_\_\_  
☐ Location not for publication

**3. PROPERTY OWNERSHIP**  
Check as many boxes as apply.

☐ Private Owner: \_\_\_\_\_  
☐ Public Street Address: \_\_\_\_\_  
☐ Mixed City or Town: \_\_\_\_\_ Parish: \_\_\_\_\_  
☐ Religious Telephone: \_\_\_\_\_  
☐ NGO or not-for-profit Email: \_\_\_\_\_  
☐ Foreign national \_\_\_\_\_

ST. KITTS NATIONAL REGISTER OF HISTORIC PLACES REGISTRATION FORM  
 ST. CHRISTOPHER NATIONAL TRUST  
 1

SEE PAGE 1 OF REGISTRATION FORM

the owners. If the property has multiple owners, enter all owners using continuation sheets at end of form. If an owner's address is in a foreign country, fill in the name of the country in the City or Town blank.

## 3. Property Ownership

Check all boxes that apply:

**Private:** Property owned by an individual, group of people, business or corporation.

**Public:** Property owned by a St. Kitts government or local government such as a municipality or town.

**Mixed:** Property owned by any mixture of the categories of ownership.

**Religious:** Property owned by a church or other religious organization.

**NGO or not-for-profit:** Property owned by a non-governmental organization (NGO) or is a not-for-profit organization that is independent from governmental. They are usually funded by donations but some avoid formal funding altogether and are run primarily by volunteers.

**Foreign national:** Property owned by any person not a citizen of St. Kitts or any foreign entity (such as a foreign corporation).

**Owner:** Enter the names and addresses of all the owners. If the property has multiple owners, enter all owners using continuation sheets at end of form. If an owner's address is in a foreign country, fill in the name of the country in the City or Town blank.

## 4. Classification

### TYPE OF RESOURCE

Check only one box using the definitions printed on the form as a guide.

### COUNTING RESOURCES OR ELEMENTS

This section of the form offers two columns for counting types of resources or elements within the heritage place being inventoried. In the left column, record the count of resources or elements that contribute to the historical and/or cultural significance of the site. In the right, record the count of resources or elements that do not possess any cultural value at this time. These counts can be useful when revisiting the site in the future to note any changes. Attaching a sketch map or an annotated aerial view of the site (printed from Google or Bing Maps) can be helpful. The following bullet points offer more guidance when counting.

- Count all buildings, sites, structures, and objects located within the property's boundaries that are substantial in size and scale. Do not count minor resources, such as small sheds or grave markers, unless they strongly contribute to the property's historic significance.
- Count a building or structure with attached ancillary structures, covered walkways, and additions as a single unit unless the attachment was originally constructed as a separate building or structure and later connected. Count rowhouses individually, even though attached.
- Do not count interiors, facades, or artwork separately from the building or structure of which they are a part.
- Count gardens, parks, vacant lots, or open spaces as "sites" only if they contribute to the significance of the property.
- Do not count landscape features separately from the property of which they are a part unless they are particularly important or large in size and scale, such as a statue by a well-known sculptor or an extensive system of irrigation ditches.

**4. CLASSIFICATION**

Check only one box.

☐ **Building(s)** A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

☐ **Site** A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure. E.g. archaeological sites, battlefields, petroglyphs, gardens, public parks.

☐ **Corridor/Route** A corridor or route forms a conduit for contact between several locations. E.g. roads, canal, railroad line.

☐ **Structure** The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.

☐ **Object** The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

☐ **District** A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

**NUMBER OF RESOURCES OR ELEMENTS WITHIN THE PROPERTY**

	Number of historic or culturally significant resources	Number of resources that have been added recently and/or have no cultural value
Buildings		
Sites		
Structures		
Objects		
<b>TOTAL</b>		

ST. KITTS NATIONAL REGISTER OF HISTORIC PLACES REGISTRATION FORM  
ST. CHRISTOPHER NATIONAL TRUST  
2

SEE PAGE 2 OF REGISTRATION FORM

## 5. Function or Use

Circle the most specific categories and subcategories.

For districts, circle the functions applying to the district as a whole, and also circle the functions of buildings, sites, structures, and objects that are of outstanding importance to the district, such as a county courthouse in a commercial center or present in substantial numbers, such as apartment buildings in a residential district

### HISTORIC FUNCTIONS (PAGE 3)

Circle functions for extant resources that contribute and/or relate to the property's significance .

### CURRENT FUNCTIONS (PAGE 4)

Circle functions for both contributing and noncontributing resources that currently exist.

HISTORIC FUNCTIONS <i>Circle all that apply.</i>	
Domestic	single dwelling, chattel house, multiple dwelling, secondary structure, hotel, institutional housing, camp, village site
Commerce	business, professional, organizational, financial, specialty store, department store, restaurant, warehouse, open market, trade (archeology)
Social	traditional meeting place, clubhouse, civic
Government	capitol, city hall, correctional facility, fire station, government office, diplomatic, custom house, post office, public works, courthouse
Education	school, college, library, research facility, education-related
Religion	religious facility, ceremonial site, church-related residence, sacred place
Funerary	cemetery, graves/burials, mortuary
Recreation and Culture	theater, auditorium, museum, music facility, outdoor recreational area, playing field, festival site, monument/marker, rock art, work of art
Agriculture and Subsistence	processing, storage, agricultural field, animal facility, fishing, horticultural facility, agricultural outbuilding, irrigation, water storage
Industry	manufacturing, extractive, waterworks, energy, communications, antenna, processing, industrial storage, chimney/stack
Health care	hospital, clinic, sanitarium, medical business/office, health resort
Military/Defense	arms storage, coast guard-related, batteries, battle site, fortification, infantry-related, military facility, parade field
Landscape	parking lot, park, plaza, garden, forest, unoccupied land, underwater site, natural feature, street furniture, conservation area
Transportation	bridge, vehicle, vehicular road-related, vessel, shipwreck, docks, water-related, locomotive, railcar, rail line, rail-related, airplane, air-related, pathway/trail, pedestrian-related, mechanical ride
Other	under construction, unknown, vacant, other:

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CURRENT FUNCTIONS <i>Circle all that apply.</i>	
Domestic	single dwelling, chattel house, multiple dwelling, secondary structure, hotel, institutional housing, camp, village site
Commerce	business, professional, organizational, financial, specialty store, department store, restaurant, warehouse, open market, trade (archeology)
Social	traditional meeting place, clubhouse, civic
Government	capitol, city hall, correctional facility, fire station, government office, diplomatic, custom house, post office, public works, courthouse
Education	school, college, library, research facility, education-related
Religion	religious facility, ceremonial site, church-related residence, sacred place
Funerary	cemetery, graves/burials, mortuary
Recreation and Culture	theater, auditorium, museum, music facility, outdoor recreational area, playing field, festival site, monument/marker, rock art, work of art
Agriculture and Subsistence	processing, storage, agricultural field, animal facility, fishing, horticultural facility, agricultural outbuilding, irrigation, water storage
Industry	manufacturing, extractive, waterworks, energy, communications, antenna, processing, industrial storage, chimney/stack
Health care	hospital, clinic, sanitarium, medical business/office, health resort
Military/Defense	arms storage, coast guard-related, batteries, battle site, fortification, infantry-related, military facility, parade field
Landscape	parking lot, park, plaza, garden, forest, unoccupied land, underwater site, natural feature, street furniture, conservation area
Transportation	bridge, vehicle, vehicular road-related, vessel, shipwreck, docks, water-related, locomotive, railcar, rail line, rail-related, airplane, air-related, pathway/trail, pedestrian-related, mechanical ride
Other	under construction, unknown, vacant, other:

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## 6. Description

## NARRATIVE DESCRIPTION

Provide a description of the property and its physical characteristics. Describe the setting, buildings and other major resources, outbuildings, and landscape features. The description should briefly document the evolution of the property, describing major changes since its construction.

Begin with a summary paragraph that briefly describes the general characteristics of the property, such as its location and setting, type, style, method of construction, size, and significant features. Describe the current condition of the property and indicate whether the property has historic integrity in terms of location, design, setting, materials, workmanship, feeling, and association.

Districts usually require street by street description with a more detailed description of pivotal buildings or resources.

The description should be concise, factual, and well organized. The information should include and be consistent with resource counts, functions, architectural classification and materials. Use common professional terms when describing buildings, structures, objects, sites, and districts.

See the [Guidelines for Describing Properties within the online U.S. National Register Bulletin, How to Complete the National Register Form](#), for examples of what to include in a narrative description.

## MATERIALS OF ARCHITECTURAL ELEMENTS

Enter the principal materials for the foundation, walls, and roof and, where appropriate, other prominent exterior elements. Enter only materials visible from the exterior of a building, structure, or object. Use the materials in parentheses under the Material category for guidance in identifying materials. Use the Additional Notes blanks to add any additional details, for example, roof type. Under "Other", enter the principal materials of other parts of the exterior, such as chimneys, porches, lintels, cornices, and decorative elements. For properties not having any buildings or structures, enter "N/A."

For historic districts, list the major building materials visible in the district, placing the most predominant ones first.

**6. DESCRIPTION**

**Narrative Description**  
Describe the current physical appearance and the general characteristics of the property, such as its design, materials, location, type, style, size, and significant features. Indicate whether the property appears to be missing some key elements that have disappeared, been demolished or transformed. Provide also a description of elements that appear to have been added recently and/or bear no relationship to the cultural significance of the property. (Use additional sheets if needed.)

**Architectural Elements Visible from Exterior**

Architectural Elements Visible from Exterior	Material (asphalt shingle, brick, cast concrete block, clay cinder block, concrete, earth, stone, stucco, wood, wood shingle, zinc)	Additional Notes (e.g. roof type)
Foundation		
Walls		
Roof		
Other:		
Other:		

**Current Overall Maintenance and Conditions of Property and its Elements**

Well maintained <input type="checkbox"/>	Adequate <input type="checkbox"/>	Dilapidated <input type="checkbox"/>	Ruined <input type="checkbox"/>
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## CURRENT OVERALL MAINTENANCE OR CONDITIONS OF PROPERTY

Check the appropriate box that best describes the current maintenance and condition.

## 7. Significance

### APPLYING THE REGISTER CRITERIA

Generally speaking, the National Register criteria for evaluation are based on the quality of significance in the history, architecture, archeology, engineering, and culture of St. Kitts that is present in properties that possess integrity of location, design, setting, materials, workmanship, feeling, and association and meet one of the stated criteria. This concept is closely related to the World Heritage concepts of “authenticity” and “integrity.”

Properties may meet multiple criteria, so check all boxes that apply, following the guidelines given on the form.

If the criteria “Property embodies the distinctive characteristics of a type, period, style, or method of construction” is checked, use the illustrated glossary in **Appendix 3** of these Guidelines to identify the appropriate building types and architectural styles to check. Mark all that apply. For properties not described by any of the listed terms, including bridges, ships, locomotives, and buildings and structures that predate European contact or those that do not fit into one of the categories, enter “Other”.

For districts, mark only the criteria considerations applying to the entire district or to a predominant resource or group of resources within the district.

### CRITERIA CONSIDERATIONS

Check all that apply. Buildings and structures that have been moved from their historic location or that were built less than 50 years ago, or relate to something that happened within the last 50 years may be eligible, but may require special consideration for listing.

### IDENTIFYING RELATED GROUPS

Check all boxes that may apply. Heritage places may hold significance for multiple groups and on different scales. Some places are only significant to local communities, while other places hold significance on a larger scale.

### ELEMENTS OF SIGNIFICANCE

Check all boxes of the tangible and associated intangible elements that contribute to the property’s significance.

**7. SIGNIFICANCE**

Applicable National Register Criteria (Why is this place important?)  
Check all that apply:

- ☐ Property is associated with events, uses, practices, beliefs and/or traditions that
  - a. have made a significant contribution to the broad patterns of our history (Note: this is the criteria for properties that are historically significant. Please look at the “Areas of Significance” on page 8 to see if it fits into the history of one or more of those areas)
  - b. have shaped the development of the cultural identity and who we are as a nation or a community
  - c. occupy an important place in the traditional lifestyles and shared memories of the local community or the entire country
  - d. support or house traditional uses that continue to play an important function in the community
  - e. have generated the development of traditional crafts that are completely dependent on this geographic location.
- ☐ Property is associated with the lives of persons significant in our past. Identify those persons:
 

<input type="checkbox"/> Blouse and skirt	<input type="checkbox"/> With 2 story verandah
<input type="checkbox"/> Chatel House	<input type="checkbox"/> With upper level verandah
<input type="checkbox"/> Georgian	<input type="checkbox"/> With lower level verandah
<input type="checkbox"/> Multi-gabled	<input type="checkbox"/> Without verandah
<input type="checkbox"/> Neo-classical	<input type="checkbox"/> Double-gabled
<input type="checkbox"/> Neo-gothic	<input type="checkbox"/> Triple-gabled
<input type="checkbox"/> One story stone structure	
<input type="checkbox"/> Other:	
- ☐ Property represents the work of a master architect, builder, or craftsman, or possesses high artistic values.
- ☐ District represents a significant and distinguishable entity whose components may lack individual distinction.
- ☐ Property has yielded, or is likely to yield information important in pre-European contact or history.

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**Criteria Considerations**  
Mark all that apply:

- ☐ Removed from its original location
- ☐ Less than 50 years old

**For whom does this property hold significance?**  
Mark all elements that make this property important and merit protection:

- ☐ All humanity (World Heritage status or potential listing)
- ☐ Western Hemisphere
- ☐ The United Kingdom
- ☐ Other European countries
- ☐ Ancestral African countries
- ☐ Caribbean Region
- ☐ Eastern Caribbean
- ☐ St. Kitts and Nevis
- ☐ Local community
- ☐ Other:

**Elements of Significance**  
Mark all elements that make this property important and merit protection.

Tangible Elements	Intangible Elements
<input type="checkbox"/> Materials and design	<input type="checkbox"/> Land use for specific traditional purposes
<input type="checkbox"/> Floor plan of buildings/ Interior layout	<input type="checkbox"/> Place of assembly for community activities
<input type="checkbox"/> Specific elements in buildings, structures, or objects	<input type="checkbox"/> Place for traditional communal leisure
<input type="checkbox"/> Special construction techniques	<input type="checkbox"/> Setting for recurrent communal festivals, etc.
<input type="checkbox"/> Design or layout of landscape, gardens, or sites	<input type="checkbox"/> Associated with memory of past events or historic figures
<input type="checkbox"/> Individual trees	<input type="checkbox"/> Direct association to myths and folklore
<input type="checkbox"/> Individual natural features	<input type="checkbox"/> Sacred meaning of the place
<input type="checkbox"/> Overall setting	<input type="checkbox"/> Traditional crafts exclusive to the place
<input type="checkbox"/> Viewsheds to important vistas	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	

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Select one or more Areas of Significance, in which the property qualifies for National Register listing. If no category or subcategory applies to the property, enter "Other" with the name of the area in which the property attained significance. For districts, enter areas of significance applying to the district as whole.

Enter specific dates of significance such as construction, additions, and when any notable events occurred such as those qualifying the property for National Register listing or adding to its significance. A property may have several significant dates. For some properties it may be appropriate to enter a span of years rather than a single year.

## STATEMENT OF SIGNIFICANCE

Drawing on facts about the history of the property and the historic trends that the property reflects, make the case for the property's historic significance and integrity. The statement should explain the following:

- National Register criteria selection
- Criteria considerations
- Significant persons related to property
- Significant related dates and periods
- Areas of significance

The statement of significance should contain an introductory paragraph that summarizes the property's significance followed by supporting paragraphs that briefly discuss 1) the history of the property, particularly as it represents important historic contexts and reflects the significant events, associations, characteristics, or other reasons the property meets the National Register criteria, and 2) the historic contexts, themes, trends, and patterns of development relating to the property.

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The statement should be concise, factual, well-organized, and in paragraph form. Include only information pertinent to the property and its eligibility. Additional documentation should be maintained by the St. Christopher National Trust.

### Summary Paragraph

In the summary paragraph, simply and clearly state the reasons why the property meets the National Register criteria. Providing brief facts that explain how the property meets the criteria, how it contributed to the areas of significance listed, and the ways it was important to the history of its locality, or the nation. Mention the important themes or historic contexts to which the property relates. Identify the following items:

- Specific associations or characteristics through which the property has acquired significance, including historic events, activities, persons, physical features, artistic qualities, architectural styles, and archeological evidence that represent the historic contexts within which the property is important to the history of the local community, the State, or the nation.
- Specific ways the property meets the qualifying criterion and has contributed to each area of significance entered on the form.
- Role of any important persons or groups entered on the form.
- Ways the property relates to any criteria considerations marked on the form.

### Supporting Paragraphs

Discuss the chronology and historic development of the property. Highlight and focus on the events, activities, associations, characteristics, and other facts that are the basis for its meeting the National Register criteria. The guidelines address the key points that should be covered. Consult with the St. Christopher National Trust to determine what and how much information is needed to support the property's significance and integrity.

Using the summary paragraph as an outline, make the case for significance in subsequent paragraphs. Begin by providing a brief chronological history of the property. Then for each area of significance, beginning with the ones of primary importance, discuss the facts and circumstances in the property's history that led to its importance.

Be selective about the facts you present. Consider whether they directly support the significance of the property. Avoid narrating the entire history of the property. Focus on the events, activities, or characteristics that make the property significant. For example, identify significant architectural details if a building is significant for its design, or explain the role the property played in local commerce or industry.

Be specific in all references to history or geography. Give dates and proper names of owners, architects or builders, other people, and places. Keep in mind the reader who will have little or no knowledge of the property or the area where it is located.

Include descriptive and historical information about the area where the property is located to orient the reader to the property's surroundings and the kind of community or place where it functioned in the past. Again, focus on facts that help explain the property's role and illustrate its importance.

## 8. References

**Previous documentation in SCNT files:** Mark whether documentation is on file with the St. Christopher National Trust. Include any identification numbers and sources such as the ID# from previous surveys, as well as naming other sources in the SCNT files.

**Oral References:** Enter the names and contact information of individuals who have provided information to assist in completing the form.

**Bibliography:** Enter the primary and secondary sources used in documenting and evaluating this property. Use continuation sheets if necessary. These include books, journal or magazine articles, interviews, oral history tapes, planning documents, historic resource studies or survey reports, census data, newspaper articles, deeds, wills, correspondence, business records, diaries, and other sources. Do not include general reference works unless they provide specific information about the property or have assisted in evaluating the property's significance.

Use a standard bibliographical style such as that found in *The Chicago Manual of Style*.

## 9. Geographical Data

### ACREAGE OF PROPERTY

Enter the number of acres comprising the property in the blank. Acreage should be accurate to the nearest whole acre; fractions of acres to the nearest tenth should be recorded, if known. If the property is substantially smaller than one acre, "less than one acre" may be entered.

### COORDINATES

Recording the geographic coordinates of a place enables the identification of the site on maps and Geographic

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Information Systems (GIS). Use an online mapping service such as Bing Maps or Google Maps to identify the coordinates of the property. These systems automatically use the WGS84 standard.

Enter one set of coordinates for a center point of the property, or four sets of coordinates to bound the property in a rectangle.

### How to Use Bing Maps to Identify Coordinates

1. Go to the [Microsoft Bing Maps website](https://www.bing.com/maps)
2. Locate the property that you are interested in finding.
3. Right-click on the desired spot on the map to bring up a menu with further details including the set of coordinates of the current point.

### How to Use Google Maps to Identify Coordinates

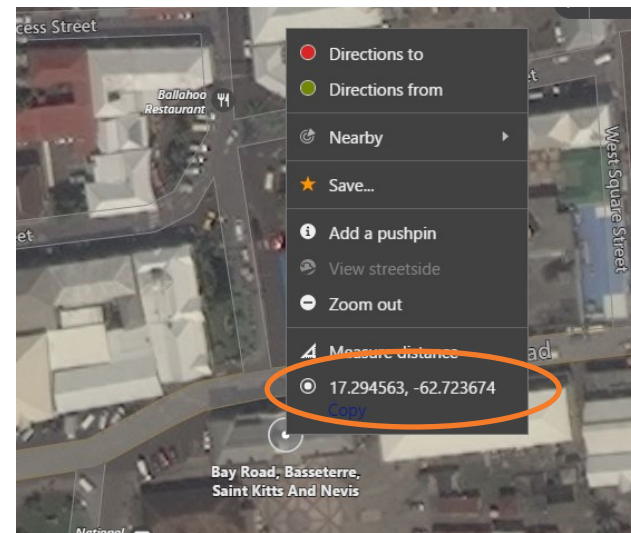
1. Go to the [Google Maps website](https://www.google.com/maps)
2. Locate the property that you are interested in finding.
3. Left-click on the desired spot on the map to bring up a box at the bottom of the map with the set of coordinates of the current point.

## BOUNDARY DESCRIPTION

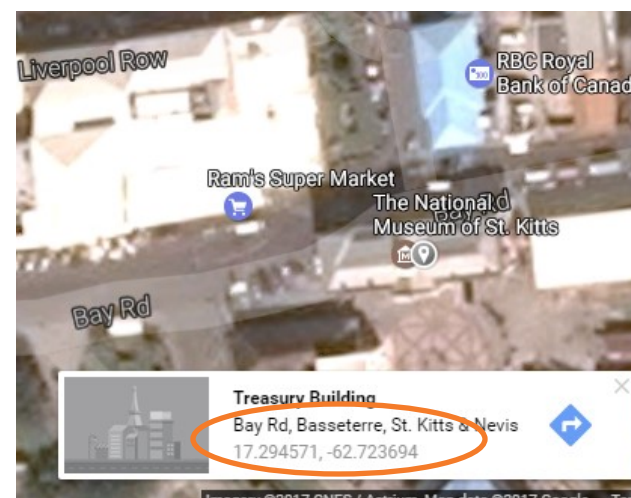
Describe the boundaries of the property accurately and precisely using identifiers such as parcel numbers, block and lot numbers, metes and bounds, and/or landmarks. Provide a brief and concise explanation of the reasons for selecting the boundaries. The reasons should be based on the property's historic significance and integrity.

A map may be substituted for a narrative verbal boundary description. Reference to the map should be made in the blank on the form.

The complexity and length of the justification depends on the nature of the property, the irregularity of the



BING MAPS DETAIL



GOOGLE MAPS DETAIL

9. GEOGRAPHICAL DATA	
Acreage of property: _____	
Coordinates of Property Record at least one set of decimal coordinates for the property in WGS 84 (e.g. using Google Earth or Bing Maps).	
Latitude to 6 decimal places	Longitude to 6 decimal places
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
Boundary Description _____ _____ _____	
10. PROPERTY IDENTIFICATION & FORM PREPARATION	
<input type="checkbox"/> Property identified by St. Christopher's National Trust for inventory inclusion.	
<input type="checkbox"/> Property identified by third party:	Name: _____ Street: _____ Town: _____ Parish: _____ Telephone: _____ Email: _____
<input type="checkbox"/> Form prepared by St. Christopher's National Trust	
<input type="checkbox"/> Form prepared by third party:	Name: _____ Street: _____ Town: _____ Parish: _____ Telephone: _____ Email: _____
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boundaries, and the methods used to determine the boundaries. For example, a city lot retaining its original property lines can be justified in a short sentence, while a paragraph may be needed where boundaries are very irregular, where large portions of historic acreage have been lost, or where a district's boundaries are ragged because of new construction.

## 10. Property Identification and Form Preparation

Mark in the boxes whether the property was identified by the St. Christopher's National Trust for inventory inclusion and whether the form was prepared by the St. Christopher's National Trust. If not, mark in the boxes that the property was identified by a third party and /or if the form was prepared by a third party and provide the names, addresses, and contact information.

**9. GEOGRAPHICAL DATA**

Acreage of property: \_\_\_\_\_

**Coordinates of Property**  
Record at least one set of decimal coordinates for the property in WGS 84 (e.g. using Google Earth or Bing Maps).

Latitude to 6 decimal places	Longitude to 6 decimal places
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Boundary Description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. PROPERTY IDENTIFICATION & FORM PREPARATION**

☐ Property identified by St. Christopher's National Trust for inventory inclusion.

☐ Property identified by third party: Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_ Parish: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

☐ Form prepared by St. Christopher's National Trust

☐ Form prepared by third party: Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_ Parish: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

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## 11. Additional Information

If not on file at the St. Christopher's National Trust, provide the following:

### MAPS

Submit a map clearly locating the property within a city or other geographical area.

Submit at least one detailed map or sketch map for districts and for properties containing a substantial number of sites, structures, or buildings.

Display the following information:

1. Boundaries of the property carefully delineated.
2. Names of streets and highway numbers, including those bordering the district.
3. Names of places, such as street addresses or parcel numbers that correspond to the description of resources.

**11. ADDITIONAL DOCUMENTATION**

Indicate whether the following documentation exists or has been provided in the SCNT files:

☐ Map(s)  
☐ Sketch map  
☐ Photographs, slides, or negatives  
☐ Digital photographs  
☐ Other: \_\_\_\_\_

**12. REGISTER LISTING**

Date form was completed: \_\_\_\_\_  
Date accepted for listing: \_\_\_\_\_  
Date entered in Register: \_\_\_\_\_  
Signature of Form Preparer: \_\_\_\_\_  
Signature of President of the SCNT Board: \_\_\_\_\_

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4. A north arrow (magnetic or true).
5. Approximate scale.
6. Contributing buildings, sites, structures, and objects, keyed to the photographs and description and significance statements.
7. Noncontributing buildings, sites, structures, and objects, keyed to the photographs and description and significance statements.
8. Land uses and natural features covering substantial acreage or having historic significance, such as forests, fields, orchards, rivers, lakes, and harbors.
9. Number and vantage point of each accompanying photograph.

For archeological sites and districts, include the following additional terms:

1. Location and extent of disturbances, including previous excavations.
2. Location of specific significant features and artifact loci.
3. Distribution of sites in a district.

For properties of 10 or more acres, an appropriate St. Kitts map may be used in place of a sketch map as long as it contains the required information. Several maps drawn to a larger scale may be used to show the concentration of resources in a small area; these should be keyed as inserts to a map covering the entire property, such as a large area map or the USGS map.

Sketch maps may also supplement the description of the property to illustrate the evolution of a property, alterations to a building or complex of buildings, floor plans of a significant interior, major architectural styles, periods, or building types in a historic district, or composition of representative sites within an archeological district.

## **PHOTOGRAPHS**

Submit clear photographs. The size of each image should be 1600x1200 pixels (2 mega pixels) (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) (6 mega pixels) or larger. For a single property include photographs that show the front, side, and back of the building, and significant features. For a district key all photographs to a sketch map.

The preferred way to label photographs is to print in pencil (soft lead pencils work best) on the back of the photograph. Include the following information:

1. Name of property or, for districts, the name of the building or street address followed by the name of the district.

2. Parish where the property is located.
3. Name of photographer.
4. Date of photograph.
5. Description of view indicating direction of camera.
6. Photograph number. (For districts, use this number to identify the vantage point on the accompanying sketch map.)

## 12. Register Listing

Use this section of the form to log the dates and status of the listing and record the signatures of the form preparer and current President of the SCNT.

## Continuation Sheet

Use a continuation sheet or sheets, if more space is needed for any item or items on the form. On each continuation sheet enter the section of the form being continued and from what page number.

Information for several sections may be placed on one continuation sheet. In this case, enter the section of the form and page being continued before continuing that section.

Order pages in numerical sequence regardless of the section number. For example, ten sheets accompanying a form would be numbered "1" through "10."

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CONTINUATION SHEET

# Appendix 3

## Part 1. Illustrated Glossary of Building Types & Architectural Styles in St. Kitts

### Georgian



**GEORGIAN WITHOUT  
BALCONY**

Photo credit: Ray Luce



**GEORGIAN WITH  
BALCONY**

Photo credit: Ray Luce

## Neo-Gothic



Photo credit: Ray Luce

## Chattel House (regional vernacular)



Photo credits: Ray Luce



## “Blouse and Skirt”



**BLOUSE AND SKIRT  
WITH NO BALCONIES**

Photo credit: Ray Luce



**BLOUSE AND SKIRT  
WITH TOP BALCONY**

Photo credit: Ray Luce



**BLOUSE AND SKIRT  
WITH BOTTOM  
BALCONY**

Photo credit: Ray Luce



## **BLOUSE AND SKIRT WITH TWO FULL BALCONIES**

Photo credit: Ray Luce



## **One Story Stone**



Photo credit: Ray Luce

## Multi Gable



### TWO GABLES

Photo credit: Ray Luce



### TWO GABLES

Photo credit: Ray Luce



## THREE GABLES

Photo credit: Ray Luce



## THREE GABLES

Photo credit: Ray Luce



## THREE GABLES

Photo credit: Ray Luce

## Part 2. Caribbean styles derived from Caribbean architectural books:

- No Academic Style
- Baroque
- Rococo
- Neoclassicism
- Romanesque
- Gothic (or Neo Gothic)
- Dutch Caribbean
- Jacobean
- Georgian
- Early Classical Revival
- Mudejar
- Greek Revival
- Gothic Revival
- Victorian
- Exotic Revival
- Italianate
- Romanesque
- Jacobean Revival
- Georgian Revival
- Moderne
- Art Deco
- International Style
- Other \_\_\_\_\_

## Part 3. Caribbean Architecture Bibliography

Crain, Edward E. *Historic Architecture in the Caribbean Islands*, Gainesville: University Press of Florida, 1994

Buisseret, David, *Historic Architecture of the Caribbean*, London: Heinemann Educational Books, 1980

Gordon, Suzanne, and Anne Hersh, *Searching For Sugar Mills, An Architectural Guide to the Eastern Caribbean*, Oxford: Macmillan Caribbean, 2005

Gosner, Pamela, *Caribbean Georgian, the Great and Small Houses of the West Indies*, Washington, Three Continents Press 1982

Gravette, Andrew, *Architectural Heritage of the Caribbean, An A-Z of Historic Buildings*, Kingston: Ian Randle Publishers, 2000

Slesin, Suzanne, Stafford Cliff, Jack Berthelot, Martine Gaume, and Daniel Rozensztroch (Photographs by Gilles De Chabaneix) *Caribbean Style*, New York: Clarkson N. Potter, Inc. Publisher, 1985

# Part 4. Checklist for Describing Structures of Engineering and Industrial Significance

## Railroads and Related Resources

- Dates of construction Principal engineers Distance (length in miles) Terminus points
- Grade: highest and lowest points
- Type of track/ gage (standard or narrow)
- Major buildings and structures along right-of-way that are included within the boundaries
- Historic rolling stock, with name of manufacturer, if known
- Cuts and earthfills Dimensions of trolleys Power system
- Signage and traffic control equipment
- Alterations

## Bridges

- Dates of construction Manufacturer (if prefabricated) Engineers
- Association with particular railroad, road, or other transportation route
- Substructure (structure below deck)
- Height above feature spanned
- Material of abutments and piers
- Deck and superstructure (above deck)
- Type of truss, arch, etc.
- Materials and dimensions of deck Materials of superstructure Number of spans and lengths
- Construction depth
- Width of road
- Alterations

## Trestles and Viaducts

- Dates of construction
- Number of spans and lengths

- Engineers
- Association with particular railroad, road, or other transportation route
- Number of piers (bents) Materials of construction Double or single track
- Manufacturer and I or contractor
- Feature spanned (river valley, gorge, etc.)
- Width
- Major height (water level to deck level)
- Alterations

## Lighthouses

- Dates of construction
- Engineers
- Approximate dimensions of lighthouse; dimensions at base and top, height of focal plane above sea level.
- Material used in construction: brick, stone, iron, wood-painted, etc. Form of lighthouse: conical, octagonal, rod or steel screw pile tower
- Distinguishing architectural details
- Type of illuminant and lenses used: existing and previous source; shape of lantern panes; range of light beam
- Special signaling equipment: fog horns, radio signals, etc.
- Associated buildings and structures within the boundaries, including the keeper's house, oil house, sheds, and cisterns.
- Alterations

## Water Supply and Control Systems

- Dates of construction, Construction materials
- Principal engineers
- Flood control systems
- Water distribution systems
- Filtration systems
- Settling tanks
- Cisterns
- Associated buildings and structures (gatehouse, dams, pumping station, reservoirs, etc.)
- Purpose (public water, irrigation, flood control, etc.)
- Alterations

## Electrical Systems

- Dates of construction
- Principal engineers
- Wiring (type, placement above or below ground)
- Substations
- Towers for power lines (dimensions, type, etc.)
- Light fixtures Transformer boxes Switches Alterations

## Heavy Power Machinery

- Dates of construction
- Manufacturer, model number
- Cylinder bore and stroke
- Horsepower
- R.P.M. (revolutions per minute)
- Pounds per square inch (of steam)
- Manufacturer
- Materials
- Type of valves and gear
- Type of crosshead guides
- Type of connecting rod ends
- Type of crank
- Method of drive (rope, direct, etc.)
- Flywheel diameter and face
- Type of condenser
- Uses of exhaust steam
- Changes to engine
- Boiler history, if known
- Earlier power sources on site
- Alterations

## Sanitary Systems

- Dates of construction
- Principal engineers
- Construction materials
- Settling tanks
- Piping system
- Filtration systems

- Alterations

## **Mills, Factories, and Other Processing Facilities**

- Dates of construction
- Construction materials
- Principal engineers
- Power source

## **Buildings and Structures**

- Dimensions, functions, construction materials, physical layout, etc.
- Historic machinery and equipment
- Site transportation systems (railroad spurs, loading and shipping docks, etc.)
- Alterations

# Appendix 4

## Draft Procedures for expanding and maintaining the St. Kitts National Register of Historic Places

### Authorization and organization expanding and maintaining National Register

The St. Kitts National Register of Historic Places is expanded and maintained by the Saint Christopher National Trust under the authority of the Saint Christopher National Trust Act, No. 12 of 2009 and the National Conservation and Environment Protection Act, No. 5 of 1987.

### Effects of listing under law

Reserved

### Definitions

**“Building”** A building such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

**“Board”** means the management body of the Trust established under section 10 of the Saint Christopher National Trust Act.

**“Board Advisory Review Committee”** is the committee made up individuals with professional expertise in heritage preservation appointed by the Board of the Saint Christopher National Trust to review and provide recommendations and advice to the Board on nominations to the National Register and related actions and to serve as an advisor otherwise as appropriate.

**“Corridor/Route”** A corridor or route forms a conduit for contact between several locations. E.g. roads, canal, railroad line.

**“District”** A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

**“Object”** The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

**“Owner” or “Owners”** means those individuals, partnerships, corporations or public agencies holding fee simple title to property. Owner or owners does not include individuals, partnerships, corporations or public agencies holding easements or less than fee interests (including leaseholds) of any nature.

**“President”** means the head of the Board of the Trust, who lists properties in the National Register and signs related actions once decisions on them are made by the Board.

**“Site”** A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure. E.g. archaeological sites, battlefields, petroglyphs, garden, public park.

**“Structure”** The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.

**“Trust”** means the Saint Christopher National Trust established under section 3 of the Saint Christopher National Trust Act.

## Criteria for evaluation

Generally speaking, the National Register criteria for evaluation are based on the quality of significance in the history, architecture, archeology, engineering, and culture of St. Kitts is present in properties that possess integrity of location, design, setting, materials, workmanship, feeling, and association and meet one of the stated criteria. This concept is closely related to the World Heritage concepts of “authenticity” and “integrity.” Buildings and structures that have been moved from their historic location or that were built less than 50 years ago, or relate to something that happened within the last 50 years may be eligible, but require special consideration.

The following criteria were adopted to determine which places are eligible for listing in the St. Kitts National Register of Heritage Places. These criteria are worded in a manner to provide for a wide diversity of resources.

**Criterion 1.** Property is associated with events, uses, practices, beliefs and/or traditions that:

- have made a significant contribution to the broad patterns of our history (Note: this

is the criteria for properties that are historically significant.)

- have shaped the development of the cultural identity and who we are as a nation or a community
- occupy an important place in the traditional lifestyles and shared memories of the local community or the entire country
- support or house traditional uses that continue to play an important function in the community
- have generated the development of traditional crafts that are completely dependent on this geographic location.

**Criterion 2.** Property is associated with the lives of persons significant in our past.

**Criterion 3.** Property embodies the distinctive characteristics of a type, period, style, or method of construction.

**Criterion 4.** Property represents the work of a master architect, builder, or craftsman, or possesses high artistic values.

**Criterion 5.** District represents a significant and distinguishable entity whose components may lack individual distinction.

**Criterion 6.** Property has yielded, or is likely to yield information important in pre-European contact or history (archaeological resources).

## National Register nominations

All nominations to the National Register are made on standard National Register forms with accompanying continuation sheets, maps and photographs. The forms and instructions for completing nominations are available from the Trust and on the Trust website. Nomination forms must be adequately documented. To meet these requirements, the forms and accompanying maps and photographs must be completed in accord with the instructions. The nomination form is a legal document and reference for historical, architectural, and archeological data upon which the protections for listed properties are founded.

### PREPARING AND SUBMITTING NOMINATIONS

Anyone can prepare and submit nominations to the Trust.

The Trust also may initiate and prepare nominations.

The Trust will provide National Register nomination forms and instructions for completing nominations on request.

The Trust will work closely with property owners and others to share information in the Trust

files and assist individuals who want to nominate properties.

## **PROCESSING NOMINATIONS**

The Trust logs in and acknowledges receipt of each nomination.

The Trust reviews each nomination to determine whether nomination is complete and adequate and if property appears to meet criteria for evaluation and prepares written comments.

The Trust notifies nomination submitter in writing on the Trust's evaluation of the property and nomination and files response to request and any submitted nomination with staff comments.

The Trust may do an onsite inspection to assess integrity and eligibility, etc.

The Trust works with submitter to edit and finalize nomination to be reviewed by the Board Advisory Review Committee.

The Trust Executive Director coordinates with the Board Advisory Review Committee to schedule nominations for consideration by the Committee.

The Trust provides notice at least 30 days before each Board Advisory Review Committee meeting that property is being considered for listing and that the nomination will be reviewed by the Committee. Notice indicates where a copy of the nomination can be obtained; specifies date, time, and place the nomination will be considered by the Committee at a public meeting; and explains effects of listing.

Notice of nominations and major changes to listings including removals, as appropriate, to be considered is provided by the Trust through:

- Publication in Gazette
- Formal letter to property owner(s)
- Formal notice to responsible minister and elected official(s)
- Posting on the Trust website

The Board Advisory Review Committee meets to assess whether the nominated property meets National Register criteria for evaluation and whether the nomination is adequate. The Committee makes recommendations to the Board. The Committee may recommend sending the nomination back for additional information/revision.

The Board meets and makes the decision on whether to list nominations and on related actions such as revisions to listed properties and removals, as appropriate. The Board considers the recommendations of the Committee and any comments received.

The Board President signs nominations listing properties in the National Register and acts on other related actions once the Board has made its decision.

Notice of National Register listing and related actions (removals, amendments or revisions to listings) is provided by the Trust through:

- Publication in Gazette
- Formal letter to property owner(s)
- Formal notice to responsible minister and elected official
- Posting on the Trust website

The Trust enters information on each property in Arches database.

The Trust maintains the National Register files.

## **CHANGES OR REVISIONS TO LISTED PROPERTIES**

Major changes and revisions to listed properties will be processed in accord with the procedures for processing nominations.

Boundary changes will be processed in accord with the procedures for processing nominations.

## **Relocating listed properties**

Properties listed in the National Register should be moved only when there is no feasible alternative for preservation. When a property is moved, every effort should be made to reestablish its historic orientation, immediate setting, and general environment.

If a property is moved after listing, information should be submitted to the Trust, which will determine whether the property will remain listed in the National Register.

Removing properties from the National Register will be processed in accord with the procedures for processing nominations.

Grounds for removing properties from the National Register are as follows:

1. The property has ceased to meet the criteria for listing in the National Register because the qualities which caused it to be originally listed have been lost or destroyed.
2. Additional information shows that the property does not meet the National Register criteria for evaluation.

# Appendix 5

## Engaging Community Members in the identification and nomination of Cultural Heritage Resources

To be truly inclusive, a nation's National Register should provide for individuals and communities to identify and propose heritage places they value to be added to the National Register and allow them to participate fully in the identification and listing process.

This appendix describes a three-day Workshop for the Community Involvement in the Commonwealth of the Bahamas' National Register of Historic Resources. The goal of the workshop held July 14 – 16, 2015 in Harbour Island, Eleuthera, was to develop a model for involving communities in documenting and adding historic resources to The Commonwealth of the Bahamas National Register of Historic Resources and to serve as a model for the Caribbean Region. The workshop was cosponsored by the Organization of American States, Coherit Associates LLC, and The Commonwealth of the Bahamas Antiquities, Monuments & Museum Corporation (AMMC).

### Logistics and Organization

**Location:** Harbour Island; population of less than 2,000 people.

**Length and time of year:** 3 days, enough time to get to know each other. Held during low season when hotel accommodations were less expensive for visitors and local students were out of school (allowing for their participation).

**Food:** Used local caterers. Participants had refreshment breaks and lunch together.

**Logistics:** The AMMC worked with local officials and citizens to make all the arrangements for the venue, catering, invitees, and local transportation.

**Workshop location:** A centrally located church hall offered a comfortable, easily accessible venue known to local people.



A FULL ROOM WITH A REPRESENTATIVE CROSS SECTION OF THE COMMUNITY  
PHOTO CREDIT: AMMC

**Set up:** Registration table at entry door; front head table with lectern and microphone. Screen, laptop, and digital projector for PowerPoint presentations. Round tables for participants to work together. Flipcharts on easels and markers for brainstorming together, and multi-colored sticker dots for voting.

**Participants:** A broad range of community members were represented: old, young, local officials, teachers, students, expats, and citizens—people who may or may not have known each other or have ever worked together. Invitations to participants issued by local people.

**Moderator:** Mr. Alexander Flowers, AMMC Secretary and former Administrator of the North Eleuthera District

## Programme Highlights

### DAY 1

- Opening ceremony with the invocation, national anthem, recognition of special guests, welcome and brief remarks by local government officials and AMMC leadership, and benediction
- Presentation of aim of OAS project
- Icebreaker introduction
- AMMC presented the intent of workshop and introduction to The Bahamas National Register of Historic Resources
- PowerPoint presentation showing a broad range of historic resources some obvious - some not so obvious, and an explanation of how the US involves communities
- AMMC discussed community participation, what is eligible for The Bahamas National Register, and described which historic resources had already been identified on Harbour Island
- Participants were asked to consider: what makes Harbour Island special to you that is reflected in its heritage and its historic resources? What is part of your daily life that may be historic? All were encouraged to have a say.
- Breakout groups worked at round tables to consider the question. Each person was handed an index card and asked to individually list historic resources. Each group then brainstormed together and chose a recorder to make a combined list of historic



COMPILING LIST OF  
HISTORIC RESOURCES  
PHOTO CREDIT: AMMC

resources on a flipchart.

- A spokesperson from each group reported the group's findings.
- Workshop coordinators compiled the historic resources identified by each group. Resources were grouped according to physical proximity and divided among three groups of participants who would visit each site and conduct preliminary onsite survey with a local guide.

## DAY 2

- Onsite survey: Each group visited the selected historic resources (using golf carts as the mode of transportation). Groups were each led by knowledgeable locals. Each group was asked to look at and evaluate identified resources for their integrity and condition and to search for other historic resources that should be added to the lists.
- After visits, groups reconvened and discussed their findings, reviewed resources seen, and added to and/or subtracted from the lists.
- Each group gave a report of what they found, status of resources and any new heritage places they identified.
- The groups' lists were combined into one master list across the flipcharts and participants voted on which properties they thought were of the highest priority for documenting and listing in The Bahamas National Register. Each participant received a number of stick on dots with different values (red dots = 5 points, green dots = 3 points, orange dots = 1 point). Participants voted by placing multi-colored sticker dots on their priority properties.
- A committee tallied the votes to determine which historic resources received the most



SITE VISITS IN SMALL GROUPS  
PHOTO CREDIT: AMMC



PRESENTING THE RESOURCE LIST  
PHOTO CREDIT: AMMC

points to create a list of the top nine priority historic resources on the island.

## DAY 3

- The list of the nine top priority historic resources was presented, and participants were asked to volunteer prepare nominations for the properties.
- Knowledgeable local participants were asked to lead each of three groups.
- Participants volunteered and self-selected which group to join. Each group agreed to prepare draft National Register nominations for three priority properties of the top 9 identified and to coordinate with and submit the draft nominations to AMMC for recommended listing on The National Register.
- Participants corroborated with the AMMC in defining the boundaries of Dunmore Town Historic District and updating the status of local historic resources previously identified by the AMMC.
- Participants evaluated the workshop.

Resulting volunteer groups and associated sites for nomination preparation

GROUP 1	GROUP 2	GROUP 3
The Cannons	Government Dock	Fig Tree
Titus House Old Jail	Broadway	3 Sisters Restaurant
Lighthouse Church of God	Roberts House	Vichum Club

## Outcomes of the workshop

Participants, who reflected a broad representation of the community (public officials, adults, students, expats and others), brainstormed together, made onsite inspections, discussed, and developed a list of priority historic resources they deemed most worthy of listing in The Bahamas National Register of Historic Resources.

Participants divided into three groups, and each group agreed to research and prepare draft National Register nominations for three priority properties of the top nine identified, and to coordinate with and submit the draft nominations to AMMC to nominate and list these properties in The National Register.

Participants helped AMMC update its information on the status of historic resources.

## Why the workshop was successful:

- Sound Planning
- Engagement of Leaders
- Range of Interested Participants Reflecting Community
- Good location and setup, great food, fun, hands on
- Every participant had a say in determining which historic resources are significant and worthy of preserving and listing in The National Register and which to help document and nominate.



TWO OF THE “NON-TRADITIONAL”  
TYPE OF SITES THAT LOCAL  
COMMUNITY MEMBERS  
IDENTIFIED AS SIGNIFICANT

PHOTO CREDIT: AMMC



# Appendix 6

## Sources Related to the National Register of Historic Places of the U.S.

### About the Program

National Register of Historic Places Website

<https://www.nps.gov/nr/>

National Register of Historic Places Brochure

<https://www.nps.gov/nr/publications/bulletins/brochure/>

National Register of Historic Places Poster

[https://www.nps.gov/nr/publications/bulletins/NR\\_Brochure\\_Poster/NR\\_Brochure\\_Poster.pdf](https://www.nps.gov/nr/publications/bulletins/NR_Brochure_Poster/NR_Brochure_Poster.pdf)

National Register of Historic Places Publications

<https://www.nps.gov/nr/publications/>

### Legislation, Regulations, and Related Policies

National Historic Preservation Act

<http://www.achp.gov/nhpa.pdf>

Federal Regulations, National Register Program

<https://www.nps.gov/nr/regulations.htm>

Federal Regulations, Protection of Historic Properties

<http://www.achp.gov/regs-rev04.pdf>

Secretary of the Interior's Treatment Standards for the Treatment of Historic Properties

<https://www.nps.gov/tps/standards.htm>

Tax Incentives for Preserving Historic Properties

<https://www.nps.gov/TPS/tax-incentives.htm>

## Forms

National Register of Historic Places Registration Forms

<https://www.nps.gov/nr/publications/forms.htm>

How to Complete the National Register Registration Form

<https://www.nps.gov/nr/publications/bulletins/nrb16a/>

Sample filled nomination forms

[https://www.nps.gov/Nr/sample\\_nominations.htm](https://www.nps.gov/Nr/sample_nominations.htm)

## National Register Bulletins

How to Apply the National Register Criteria for Evaluation

<https://www.nps.gov/nr/publications/bulletins/nrb15/>

Researching a Historic Property

<https://www.nps.gov/nr/publications/bulletins/nrb39/>

Guidelines for Evaluating and Registering Archeological Properties

<https://www.nps.gov/nr/publications/bulletins/arch/>

Guidelines for Evaluating and Documenting Historic Aids to Navigation to the National Register of Historic Places

<https://www.nps.gov/nr/publications/bulletins/nrb34/>

Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields

<https://www.nps.gov/nr/publications/bulletins/nrb40/>

Guidelines for Evaluating and Registering Cemeteries and Burial Places

<https://www.nps.gov/nr/publications/bulletins/nrb41/>

How to Evaluate and Nominate Designed Historic Landscapes

<https://www.nps.gov/nr/publications/bulletins/nrb18/>

Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Last Fifty Years

<https://www.nps.gov/nr/publications/bulletins/nrb22/>

Guidelines for Evaluating and Documenting Rural Historic Landscapes

<https://www.nps.gov/nr/publications/bulletins/nrb30/>

## Guidelines for Evaluating and Documenting Properties Associated with Significant Persons

<https://www.nps.gov/nr/publications/bulletins/nrb32/>

## Guidelines for Evaluating and Documenting Traditional Cultural Properties

<https://www.nps.gov/nr/publications/bulletins/nrb38/>

## Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places

<https://www.nps.gov/nr/publications/bulletins/nrb20/>

## Defining Boundaries for National Register Properties

<https://www.nps.gov/nr/publications/bulletins/boundaries/>

## Guidelines for Local Surveys: A Basis for Preservation Planning

<https://www.nps.gov/nr/publications/bulletins/nrb24/>

## Telling the Stories: Planning Effective Interpretive Programs for Places Listed in the National Register of Historic Places

<https://www.nps.gov/nr/publications/bulletins/interp/>

## Photo Policy Fact Sheet

<https://www.nps.gov/nr/publications/bulletins/photopolicy/>

# Resources for Educators

**Website on Teaching with Historic Places (TwHP)**, uses properties listed in the National Register of Historic Places to enliven history, social studies, geography, civics, and other subjects. TwHP has created a variety of products and activities that can be adapted to the Caribbean region to help teachers bring historic places into the classroom.

<https://www.nps.gov/subjects/teachingwithhistoricplaces/index.htm>

## Teaching with Museum Collections lesson plan template

<https://www.nps.gov/museum/tmc/>

# Resources for Heritage Tourists

## Website on Discover Our Shared Heritage Travel Itineraries

Over 3,000 places in over 60 itineraries. Travel itineraries are based on properties listed in the National Register of Historic Places. The itineraries spotlight different communities, geographic regions and themes across the country.

<https://www.nps.gov/subjects/heritagetravel/discover-our-shared-heritage.htm>

# Appendix 7

## The Bahamian Experience

The National Register of Historic Resources is the official national list of building, structures, districts, sites and objects significant in the history, architecture, archaeology, paleontology, engineering and culture of the Commonwealth of The Bahamas. These resources contribute to an understanding of the historic and cultural foundation of the Nation. The National Register includes:

- All prehistoric and historic resources under the mandate of the National Museum of The Bahamas, Antiquities, Monuments and Museums Corporation.
- National historic landmarks, which are properties recognized by the Minister as possessing national significance.
- Properties that have historical significance in Islands of the Commonwealth of The Bahamas and its communities that may have been nominated by preview agencies.
- Other properties/resources that have been approved for listing by the Antiquities, Monument and Museums Corporation.

Governed by the Antiquities, Monuments and Museum Act (1998) & the Regulations (1999), the National Register listing is designed to assist in the preservation of historic resources in several ways:

- To recognize and appreciate the importance of historic properties/resources.
- To consider historic properties in national planning projects.
- To allow owners of historic properties eligibility to tax concessions and other benefits.

The Antiquities, Monuments and Museum Act (1998) & Regulations (1999) authorized the Minister responsible, to nominate properties and other resources to the National Register. Additionally, the Minister has the authority to carry out other preservation activities. Consequentially, preservation officers from the Antiquities, Monuments and Museums Corporation have been mandated to nominate resources which are significant to the Bahamian patrimony.

# Appendix 8

## Summary of Existing Legislation concerning registers in the participating Caribbean member states

This summary has been compiled as part of the second component of this project, where international and regional experts analysed the effectiveness of existing heritage legislation in each country.

Sixteen elements considered to be essential for an effective legislation were analyzed for each country. The elements are:

Statement of Purpose, Definitions, Designation of the Heritage Authority, Establishment of lists, a register or inventory, Protective Process, Funding, Management of publicly-owned heritage sites, Management of other government-owned historic properties, Government agency programs, Authority for regional and local government programs, Archaeological resource protection, Emergency situations, World Heritage Convention participation, Public and Stakeholder Involvement, Private Law Authorisation, and Creation of non-profits organizations.

Only the information related to registers and lists has been included in this appendix.

### **ANTIGUA AND BARBUDA**

The Town and Country Planner, with the approval of the Minister of Planning, can create and populate a heritage register.

“(1) The Town and Country Planner may, and if so directed by the Minister shall cause a survey of the buildings in the whole or any part of the country to be made with a view to determining if, having regard to the importance of preserving the architectural, cultural and historical heritage of the country, any such building or part thereof or group of buildings of special architectural or historic interest ought to be preserved or protected, as hereinafter provided.

(2) The Town and Country Planner shall compile or cause to be compiled or adopt the compilation of a list of the buildings of special architectural or historic interest in any area, and may amend, add to or delete from any such list of buildings so compiled and submit that list to the Minister for approval.” [Physical Planning Act, Section 43 (1-2)]

## **BARBADOS**

The Barbados Museum and Historical Society is the primary heritage authority in Barbados.

“The [Barbados Museum and Historical] Society shall be responsible for the administration of this [the Preservation of Antiquities and Relics] Act.” [Preservation of Antiquities and Relics Act, Section 3]

No specific information on inventory or register was found in the existing legislation.

## **BELIZE**

The Institute for the Research and Management of Material Culture (IRMAC) controls the heritage registry for Belize, and it has the power to add to that register, but the criteria for deciding on how to fill the register are obscure.

“The objects and functions of IRMAC shall be as follows: (a) to carry out the powers and duties with regard to ancient monuments and antiquities set out in this Act; (b) to collect, store, document and catalogue antiquities and other objects of material culture” [National Institute of Culture and History Act, Section 35]

“Any person who at any time has or takes or comes into possession, custody or control of any ancient monument or antiquity shall within fifteen days of his first having or taking or coming into such possession, custody or control of the ancient monument or antiquity, register his possession, custody or control with IRMAC. The register kept under section 6 of the Repealed Act shall be incorporated in and become part of the register to be kept under this Act, and all duties and obligations under section 6 of the Repealed Act shall pass to IRMAC.” [National Institute of Culture and History Act, Section 39(1-2)]

## **DOMINICA**

The National Trust of Dominica legislation remains in draft form but is formulated to have broad powers to act as the Heritage Authority in this country:

"The National Trust shall be a body corporate with perpetual succession and a common seal and shall have power to enter into contracts and to acquire, hold, lease, exchange and otherwise deal with or dispose of property, whether movable or immovable: Provided that the National Trust shall not transfer, mortgage, lease, charge or dispose of any land without the approval of the Minister." [Draft National Trust Act 1983, 3. (2)]

The Authority responsible for creating and populating the heritage register for Dominica:

46. (1) The Authority may, and if so directed by the Minister shall cause a survey of the buildings in the whole or any part of Dominica to be made with a view to determining if, having regard to the importance of preserving the architectural, cultural and historical heritage of Dominica, any such building or part thereof or group of buildings of special architectural or historic interest ought to be preserved or protected, as hereinafter provided.

(2) The Authority shall compile or cause to be compiled or adopt the compilation of a list of the buildings of special architectural or historic interest in any area, and may amend, add to

or delete from any such list of buildings so compiled and submit that list to the Minister for his approval. [2002 Physical Planning Act 5, Part VI Environmental Protection, 46. (1-2)]

## **GRENADA**

A heritage register in Grenada appears not to be mandatory.

“The [Physical Planning and Development] Authority on the advice of the [National and Cultural Heritage] Advisory Committee (a) may compile lists of buildings, monuments and sites of prehistoric, historic or architectural merit or interest; (b) may adopt, with or without modifications, any such lists compiled by the Grenada National Trust under the National Trust Act and; (c) may amend any such lists from time to time.” [Physical Planning and Control Development Act, Part VI, Section 42(1)]

## **GUYANA**

There is no specific information in the legislation about the establishment of a register, but one is known to exist.

The law, however, designates the establishment of a National Trust,

“(1) There is hereby established a body to be known as the National Trust which shall be a body corporate with power to do all things necessary for the purposes of this Act except that the National Trust shall not transfer, mortgage, lease, charge or dispose of any land without the approval of the Minister. (2) The National Trust consist[s] of the following members (a) the Commissioner of Lands; (b) the Town and Country Planning Officer; (c) the Archivist; and (d) six other persons appointed by the Minister” [National Trust Act, Section 3(1-2)]

## **SAINT LUCIA**

The legislation designates the National Trust of Saint Lucia as the primary heritage authority responsible for tangible cultural heritage. There appears to be no specific guidance in the heritage legislation on the establishment of a register, but it does designate the national Trust with the authority to establish official heritage lists.

The following excerpts from the law define its responsibility:

"4.- The objects of the Trust shall be- (a) the listing of buildings, objectives and monuments of prehistoric and architectural interest and places of natural beauty with their animal and plant life; (b) the listing of objects of prehistoric, historic and archeological interests; (c) the compilation of photographic and architectural records of the above; (d) to locate and to promote the preservation of buildings and objects of archeological architectural, historic, artistic or traditional interest and the establishment of museums; (e) to promote and preserve for the benefit and enjoyment of the State of submarine and subterranean areas of beauty or natural or historic interest and to preserve (as far as possible) their natural aspect, features, animals and plant life; (f) to list the flora and fauna in the areas mentioned in the paragraph (e) and to promote their conservation; (g) to make the public aware of the value and beauty of the State's heritage as set out above; (h) to pursue a policy of preservation, and to act in an advisory capacity; (i) to acquire property for the benefit of the

State; (j) to attract funds by means of subscription, donations, bequests and grants for the execution of the above objects; (k) to administer the Trust property for the furtherance and achievement of the above objects." [Saint Lucia National Trust Act, section 4]

## **SAINT VINCENT AND THE GRENADINES**

The Minister of Culture and Tourism must compile some form of heritage register, and any criteria for deeming a building 'historic' are not mentioned.

"The Minister shall compile and maintain a list containing at least the name (if any) and description of all buildings which in his opinion ought for the purposes of this Act to be preserved and he may add to or vary such list." [Preservation of Historic Buildings and Antiquities Act, Section 4(1)]

In addition, the law states that:

"No person shall, in respect to a listed building, carry out or cause to be carried out any development, as defined in the Town and Country Planning Act, for which a grant of permission for development is under that Act required, except under and in accordance with the conditions of such grant issued by the Physical Planning and Development Board established by section 3 of this Act.

## **SURINAME**

*Analysis of the existing legislation is pending on translation from the Dutch.*

## **THE BAHAMAS**

The Bahamas several definitions related to tangible cultural heritage.

"antiquities means (a) an artifact; or (b) a place, building, site or structure erected, formed or built by human agency which is at least fifty years old and the ruins or remains of any such place, building, site or structure including underwater cultural heritage, whether or not the same has been modified, added to or restored at any time." [Antiquities, Monuments and Museum Act, Section 2]

"artifact means (a movable object made, shaped, painted, carved, inscribed, or otherwise created, manufactured, produced, used or modified by human agency which is at least fifty years old, whether or not it has been modified, added to or restored at any time; or (b) fossil remains or impressions" [Antiquities, Monuments and Museum Act, Section 2]

"monument means a place, building, site or structure, including underwater cultural heritage, which is declared to be a monument under section 3" [Antiquities, Monument and Museum Act, Section 2]

"supposed antiquity means on object or site which may reasonably be supposed to be or to contain an antiquity" [Antiquities, Monuments and Museum Act, Section 2]

"underwater cultural heritage means all traces of human existence having a cultural, historical or archaeological character which have been partially or totally under water,

periodically or continuously, for at least fifty years and includes—(i) sites, structures, buildings, artifacts and human remains together with their archaeological and natural context; (ii) vessels, aircraft, other vehicles or any part thereof, their cargo or other contents, together with their archaeological and natural context; and (iii) objects of prehistoric character.” [Antiquities, Monuments and Museum Act, Section 2(1)(c)]

The Minister responsible for Antiquities, Monuments, and Museums, "may, after consultation with the Board, by notice published in the Gazette, declare any place, building, site or structure, which the Minister considers to be of public interest by reason of its historical, anthropological or paleontological significance to be a monument." [Antiquities, Monuments, and Museum Act, Section 3(1)]

## **TRINIDAD AND TOBAGO**

“The [National]Trust [of Trhinidad and Tobago] may with the approval of the Minister and in accordance with principles and procedures laid down in regulations made under section 30 (a) prepare a list of buildings and sites of particular national, historic or architectural interest which should be preserved as listed properties and can effectively be so preserved under the provisions of this Act and any such list shall describe the lands included in the list with precision either in words or by reference to a registered deed or Certificate of Title or State Grant; (b) prepare lists of properties of interest not falling under paragraph (a) above or categories of such properties which should be preserved as listed properties under the provisions of this Act; (c) revoke the listing of any property or revise the listing of any category of property.” [National Trust of Trinidad and Tobago Act, Section 8(1)]

"Without prejudice to regulations 2 and 3, the criteria for listing buildings are (a) individual architectural merit; (b) historical associations, social and economic; (c) sociological interest; (d) technological innovation or virtuosity; (e) association with well-known characters or events; (f) group value, especially as examples of town planning.” [National Trust of Trinidad and Tobago Act, Second Schedule, Regulation 4]

# Appendix 9

## Different Features of Register Models in other Countries

The fact that this Guide is focused on the model developed for the Saint Kitts Register adapted from the National Register of the United States, should not be interpreted as a recommendation for its adoption in toto by other countries in the region. While all registers and inventories bear many similarities in structure and procedures, there are within each country particular features and approaches whose integration into a new register may prove desirable for the existing conditions as well as more compatible with the heritage categories that define the culture of each country participating in the project. Such variations in approach extend to the integration of tangible and intangible heritage in a single register, while in some countries, the level of protection is linked to the level of significance of the listed property.

The content of this Appendix presents a brief overlook of the most salient features in various countries of the world.

### Australia

Australia's National Heritage List includes natural, historic and Indigenous places of outstanding significance to the nation.

The Australian Heritage Council assesses if a National Heritage List-nominated place is considered to have heritage value and is required to advise the Minister for the Environment if the place meets one or more of nine National Heritage List criteria.

#### CRITERIA

The National Heritage criteria against which the heritage values of a place are assessed are:

1. importance in the course, or pattern, of Australia's natural or cultural history
2. possession of uncommon, rare or endangered aspects of Australia's natural or cultural history
3. potential to yield information that will contribute to an understanding of Australia's natural or cultural history

4. importance in demonstrating the principal characteristics of a class of Australia's natural or cultural places; or a class of Australia's natural or cultural environments;
5. importance in exhibiting particular aesthetic characteristics valued by a community or cultural group
6. importance in demonstrating a high degree of creative or technical achievement at a particular period
7. strong or special association with a particular community or cultural group for social, cultural or spiritual reasons
8. special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history
9. importance as part of Indigenous tradition.

## SIGNIFICANCE THRESHOLD

As well as assessing a place against criteria for its heritage value, the Council is also required to apply a 'significance threshold'. This test helps the Council to judge the level of significance of a place's heritage value by asking 'how important are these values?'.

To reach the threshold for the National Heritage List, a place must have 'outstanding' heritage value to the nation. This means that it must be important to the Australian community as a whole.

To determine whether a place has 'outstanding' heritage values, it is compared to other, similar types of places. This allows the Council to determine if one place is 'more' or 'less' significant compared to other similar places, or if it is unique. The degree of significance can also relate to the geographic area, for instance, the extent of a place's significance locally, regionally, nationally or internationally.

## MORE INFORMATION

Department of the Environment and Energy's Website from which the above was compiled:  
<http://www.environment.gov.au/heritage/about/national>

## Canada

The Canadian Register of Historic Places (CRHP) is a public, online database that provides a single source of information about all historic places recognized for their heritage value at the local, provincial, territorial and national levels throughout Canada. The Register was launched in 2004 and was a result of the Historic Places Initiative, which also produced *The Standards and Guidelines for the Conservation of Historic Places in Canada*.

To be included on the Canadian Register of Historic Places, a historic place must already be formally recognized by the federal, provincial, territorial or municipal government. Each province and territory has a different system of formally recognizing historic places. Places that are important to the entire country may be recognized as National Historic Sites of Canada. Members of the public are welcome to nominate sites through their local jurisdiction, following the guidelines at <http://www.historicplaces.ca/en/pages/register-repertoire/conservation.aspx>.

## MORE INFORMATION

Canada's Historic Places Website, from which this information was compiled:  
<http://www.historicplaces.ca/en/pages/about-apropos.aspx>

The Standards and Guidelines for the Conservation of Historic Places in Canada  
<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

Guidelines for Writing Statements of Significance  
<http://www.historicplaces.ca/media/5422/sosguideen.pdf>

## Chile

The Consejo de Monumentos Nacionales (National Monuments Council) is a technical agency under the Ministry of Education that is responsible for administering the nation's register of National Monuments as mandated in Law No. 17.288 (1970). Chaired by the Ministry of Education, the Council is comprised of 20 representatives of public and private institutions such as national museums, archives, planning agencies, and professional organizations. Listing in the register affords the monument protection of the State.

## CATEGORIES OF LISTED HERITAGE

The law recognizes five categories of heritage that may be listed as National Monuments:

1. Historic Monuments: places, ruins, constructions, and objects in public or private hands that are recognized for their historical significance, antiquity, or artistic interest
2. Public Monuments: commemorative sculpture, inscriptions, and objects managed by the Council of National Monuments
3. Archaeological Monuments: sites, ruins, places, and artifacts above and below the surface that are of archaeological or paleontological interest (and thus are national property)
4. Typical or Picturesque Zones: urban or rural landscapes that are notable because of their stylistic unity, materiality, or construction such as historic centers, traditional

villages

5. Natural Sanctuaries: terrestrial and marine habitats and formations whose conservation are of national scientific interest

## MORE INFORMATION

National Monuments Council website from which this information was compiled:

<http://www.monumentos.cl/consejo/606/w3-channel.html>

Law No. 17.288 National Monuments and Related Norms (in Spanish)

[http://www.monumentos.cl/consejo/606/articles-11181\\_doc\\_pdf.pdf](http://www.monumentos.cl/consejo/606/articles-11181_doc_pdf.pdf)

## England

England's list of nationally protected buildings or sites is known as The Heritage List (officially the National Heritage List for England or NHLE). Historic England maintains the List, which contains information on Listed Buildings, Scheduled Monuments, Registered Parks, Gardens and Battlefields and Protected Wreck Sites. Members of the public can search the list online and also share their own understanding and photos of the places listed.

## NOMINATIONS & ELIGIBILITY

Historic England invites public nominations through a [free online application form](#). They also offer Fast-Track Listing and Listing Enhancement as paid services.

Four categories of heritage are eligible for public nomination:

1. Buildings of [historical, architectural, or "special" interest](#)
2. Monuments and war memorials
3. Parks, gardens, and battlefields
4. Shipwrecks

In addition, archaeological sites and ruins that meet the test of national importance may be protected through "scheduling." Scheduled sites are then recorded on the Heritage List.

Historic England has published [44 booklets available as free PDF downloads](#) on their website, which offer guidance on the selection criteria for each subtype of heritage categories (e.g. agricultural buildings, vernacular houses, industrial structures, military structures, battlefields, etc.).

## MORE INFORMATION

Historic England's Listing website from which this information was compiled

<https://historicengland.org.uk/listing/>

Listing Fact Sheet with Benefits of Listing

<http://content.historicengland.org.uk/content/docs/listing/listing-fact-sheet.pdf>

## France

As the first country to have institutionalized heritage conservation in the early 19th century, the French model presents a time-tested system for identifying and protecting the heritage of France that are identified as “monuments historiques”. As of 2015, approximately 43,600 buildings and 300,000 moveable objects have been registered as monuments historiques.

### LEVELS OF PROTECTION AND PROCESS

There are two levels of protection under the French model:

1. Classification as a monument historique, denoting national significance
2. Inscription on the supplementary inventory of monuments, denoting regional significance

Anyone may apply for the protection of an immovable heritage place or movable heritage object. Applications are administered by the regional directorates of cultural affairs or conservation of art and antiquities. Processed applications are then submitted to the regional heritage commission of sites or departmental commission of movable objects for opinion. Applications may be advanced to the National Commission of Historical Monuments for consideration of classification.

### MORE INFORMATION

The website for the Monuments Historiques from which this information was compiled

<http://www.culturecommunication.gouv.fr/Thematiques/Monuments-historiques-Sites-patrimoniaux-remarquables/Presentation/Monuments-historiques>

Procedures for the protection of Monuments Historiques (in French)

<http://www.culture.gouv.fr/culture/organisation/dapa/procedures.pdf>

## Ireland

The Republic of Ireland maintains a number of different inventories depending upon the type of heritage being identified.

### NATIONAL LISTS

The Department of Arts, Heritage and the Gaeltacht maintains two lists:

1. **National Monuments**, which include buildings, structures, and archaeological sites and ruins whose protection is a matter of national importance due to its historical, architectural, traditional, artistic, or archaeological interest. Monuments may be protected via recording in the Record of Monuments of Places or registering in the Register of Historic Monuments, or via preservation order or ownership or guardianship by a national or local authority.
2. **National Inventory of Architectural Heritage**, which includes historic buildings, gardens, and sites of architectural, historical, archaeological, artistic, cultural, social, or technical interest.

## LOCAL PLANNING AUTHORITIES

Additional inventories are maintained by local planning authorities for mitigation purposes as mandated by the Planning and Development Act (2000). These include:

1. Record of protected structures: architectural heritage of architectural, historical, archaeological, artistic, cultural, social, or technical interest
2. Architectural Conservation Areas and Areas of Special Planning Control: place, area, group of structures or townscape of architectural, historical, archaeological, artistic, cultural, social, or technical interest.
3. Areas of Special Amenity: places of outstanding natural beauty or of special recreational value

## MORE INFORMATION

National Monuments Service website

<https://www.archaeology.ie/>

Architectural Heritage (National Inventory) and Historic Monuments Act, 1999

<http://www.irishstatutebook.ie/eli/1999/act/19/enacted/en/print>

Planning and Development Act, 2000

<http://www.irishstatutebook.ie/eli/2000/act/30/enacted/en/print.html>

## Japan

The Japanese approach to heritage conservation is unique and interesting. The ancient cultural traditions of Japan are such that the identification and protection of their heritage resources is based on a long-standing recognition of the inextricable relationship between natural and cultural heritage as well as between tangible and intangible resources. Thus,

Japan has always recognized the importance of protecting built heritage places as well as securing the inter-generational transmission of the ancestral building crafts that are needed to maintain their vernacular construction traditions. In fact, Japan even recognizes the knowledge of great master craftsmen by recognizing them as living national treasures.

## CATEGORIES OF CULTURAL PROPERTIES

- **Tangible Cultural Properties:** consist of (a) those of high historical or artistic value such as structures, paintings, sculptures, crafts, calligraphic works, classical books and ancient documents, and (b) those of high scientific value such as archeological artifacts and other historical materials.
- **Intangible Cultural Properties:** those that have high historical or artistic value such as drama, music and craft techniques. They are embodied by individuals or groups who have mastered *waza*
- **Folk Cultural Properties:** s items indispensable for understanding the transition in people's daily lives, such as (i) manners and customs relating (a) to food, clothing and housing, (b) to occupation, (c) to religious faith and (d) to annual events, (ii) folk performing arts, (iii) folk skills, and (iv) clothes, implements and houses used in connection with the foregoing
- **Monuments:** shell mounds, tumuli, sites of fortified capitals, sites of forts or castles and monumental houses, which are of high historical or scientific value. They also include gardens, bridges, gorges, seashores, mountains, and other places of scenic beauty which are of high artistic or scenic value. Moreover they include animals, plants, and geological and mineral formations which are of high scientific value.
- **Cultural Landscapes:** those that have evolved with the modes of life or livelihoods of people in Japan and with the geo-cultural features of the region.
- **Groups of Traditional Buildings:** those that have high value and form historic scenery together with their surroundings.

The government designates, selects and registers important items in respective categories as Important Cultural Properties, Important Intangible Cultural Properties, Important Tangible / Intangible Folk Cultural Properties, Historic Sites, Places of Scenic Beauty, and Natural Monuments. It gives high priority to the protection of them.

Also protected are underground cultural properties (Buried Cultural Properties), and traditional skills and techniques that are necessary for the restoration and preservation of cultural properties (Conservation Techniques for Cultural Properties).

## MORE INFORMATION

*Cultural Properties for Future Generations* from which the above information was compiled  
[http://www.bunka.go.jp/tokei\\_hakusho\\_shuppan/shuppanbutsu/bunkazai\\_pamphlet/pdf/pamphlet\\_en\\_03\\_ver04.pdf](http://www.bunka.go.jp/tokei_hakusho_shuppan/shuppanbutsu/bunkazai_pamphlet/pdf/pamphlet_en_03_ver04.pdf)

## Scotland

The online catalogue of Scotland's archaeology, buildings, industrial and maritime heritage is called Canmore. Compiled and managed by Historic Environment Scotland, Canmore contains information and collections from all its survey and recording work, as well as from a wide range of other organisations, communities and individuals who are helping to enhance this national resource.

Historic Environment Scotland lists buildings and manmade structures of special architectural or historic interest. A dedicated team researches and assesses all designation applications. Listing is carried out under the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

## CRITERIA

Main reasons for selecting a building for listing are:

- age and rarity
- architectural or historic interest
- close historical association

Listed buildings are classified at one of three levels: national or international importance (Category A), regional importance (Category B), or local importance (Category C).

## MORE INFORMATION

Historic Environment Scotland's website from which the above information was compiled:  
<https://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/>

## Singapore

The Preservation of Monuments Act, 2009, designated the National Heritage Board as the entity responsible for identifying, documenting, protecting, and promoting monuments of national importance. Monuments include buildings and manmade structures, archaeological ruins and sites, and sites containing remains of vehicles, vessels, and aircrafts. The National Heritage Board has gazetted 72 monuments, the details of which are available via a public

website.

## MORE INFORMATION

National Heritage Board website from which the above information was compiled:

<https://www.nhb.gov.sg>

National Monuments

<https://roots.sg/learn/places?place=0835292fb9ae4cc4b86ac3d75b7fee3c&tabView=map>

# World Heritage List

The Operational Guidelines for the World Heritage Convention present some procedures that may be useful in considering when building a national register. Specifically, the acceptable heritage categories, the criteria, the issues of authenticity and integrity, and the serial nomination approach are of interest.

## CULTURAL HERITAGE CATEGORIES

- monuments: architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features, which are of outstanding universal value from the point of view of history, art or science;
- groups of buildings: groups of separate or connected buildings which, because of their architecture, their homogeneity or their place in the landscape, are of outstanding universal value from the point of view of history, art or science;
- sites: works of man or the combined works of nature and man, and areas including archaeological sites which are of outstanding universal value from the historical, aesthetic, ethnological or anthropological point of view.

## CRITERIA RELATING TO CULTURAL HERITAGE

- (i) represent a masterpiece of human creative genius;
- (ii) exhibit an important interchange of human values, over a span of time or within a cultural area of the world, on developments in architecture or technology, monumental arts, town-planning or landscape design;
- (iii) bear a unique or at least exceptional testimony to a cultural tradition or to a civilization which is living or which has disappeared;
- (iv) be an outstanding example of a type of building, architectural or technological ensemble or landscape which illustrates (a) significant stage(s) in human history;

- (v) be an outstanding example of a traditional human settlement, land-use, or sea-use which is representative of a culture (or cultures), or human interaction with the environment especially when it has become vulnerable under the impact of irreversible change;
- (vi) be directly or tangibly associated with events or living traditions, with ideas, or with beliefs, with artistic and literary works of outstanding universal significance. (The Committee considers that this criterion should preferably be used in conjunction with other criteria);
- (vii) contain superlative natural phenomena or areas of exceptional natural beauty and aesthetic importance;

## AUTHENTICITY

The ability to understand the value attributed to the heritage depends on the degree to which information sources about this value may be understood as credible or truthful. Knowledge and understanding of these sources of information, in relation to original and subsequent characteristics of the cultural heritage, and their meaning, are the requisite bases for assessing all aspects of authenticity.

Depending on the type of cultural heritage, and its cultural context, properties may be understood to meet the conditions of authenticity if their cultural values (as recognized in the nomination criteria proposed) are truthfully and credibly expressed through a variety of attributes including:

- form and design;
- materials and substance;
- use and function;
- traditions, techniques and management systems;
- location and setting;
- language, and other forms of intangible heritage;
- spirit and feeling; and
- other internal and external factors.

Attributes such as spirit and feeling do not lend themselves easily to practical applications of the conditions of authenticity, but nevertheless are important indicators of character and sense of place, for example, in communities maintaining tradition and cultural continuity.

"Information sources" are defined as all physical, written, oral, and figurative sources, which make it possible to know the nature, specificities, meaning, and history of the cultural heritage.

## **INTEGRITY**

Integrity is a measure of the wholeness and intactness of the natural and/or cultural heritage and its attributes. Examining the conditions of integrity, therefore requires assessing the extent to which the property: a) includes all elements necessary to express its Outstanding Universal Value; b) is of adequate size to ensure the complete representation of the features and processes which convey the property's significance; c) suffers from adverse effects of development and/or neglect.

For cultural properties, the physical fabric of the property and/or its significant features should be in good condition, and the impact of deterioration processes controlled. A significant proportion of the elements necessary to convey the totality of the value conveyed by the property should be included. Relationships and dynamic functions present in cultural landscapes, historic towns or other living properties essential to their distinctive character should also be maintained.

## **SERIAL INSCRIPTIONS**

Serial inscriptions allow for more than one site to be included in a single nomination. These sites must relate to and share a common theme.

Serial inscriptions will include two or more component parts related by clearly defined links: a) Component parts should reflect cultural, social or functional links over time that provide, where relevant, landscape, ecological, evolutionary or habitat connectivity. b) Each component part should contribute to the Outstanding Universal Value of the property as a whole in a substantial, scientific, readily defined and discernible way, and may include, inter alia, intangible attributes. The resulting Outstanding Universal Value should be easily understood and communicated. c) Consistently, and in order to avoid an excessive fragmentation of component parts, the process of nomination of the property, including the selection of the component parts, should take fully into account the overall manageability and coherence of the property, and provided it is the series as a whole – and not necessarily the individual parts of it – which are of Outstanding Universal Value.

## **MORE INFORMATION**

Convention Concerning the Protection of the World Cultural and Natural Heritage

<http://whc.unesco.org/en/conventiontext/>

Operational Guidelines for the Implementation of the World Heritage Convention

<http://whc.unesco.org/en/guidelines/>

# A Note on the OAS Caribbean Cultural Heritage Initiative

The Sustainable Heritage Endorsement Programme is one of five components of the greater OAS project, “Expanding the Socio-Economic that address priority issues in strengthening the economic value and social significance of the region’s cultural heritage resources. The five programmes’ outputs build on the recommendations of regional stakeholders from public, private, NGO, and academic sectors collected during the earlier needs assessment phase of the project (2012-2014).

These other four programmes are:

## **A CARIBBEAN HERITAGE NETWORK**

To facilitate communication and sharing of capacity between heritage agencies, professionals, and students in all of the participating member states. It features online resources such as reports, and teaching materials; regional directories of educational programmes, heritage specialists, and traditional practitioners; as well as information exchange tools for network members. Hosted at the University of the West Indies Cave Hill ([www.caribheritage.org](http://www.caribheritage.org)).

## **A REGIONAL STANDARD FOR PROTECTIVE HERITAGE LEGISLATION AND FINANCIAL INCENTIVES**

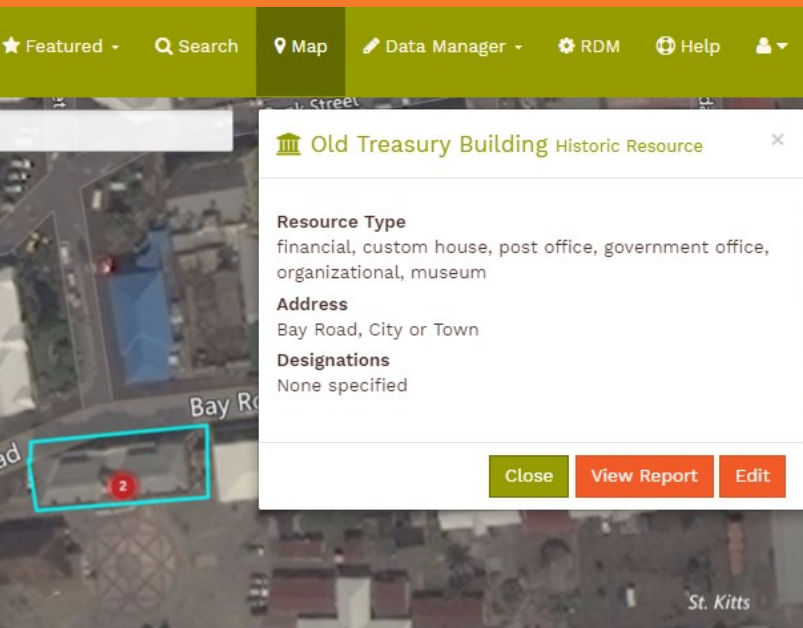
To provide an instrument to assess and strengthen the effectiveness of protective heritage legislation and financial incentive policies in all countries. Hosted by a task force of regional experts and international cultural property lawyers.

## **A SUSTAINABLE HERITAGE TOURISM ENDORSEMENT PROGRAM**

To implement a model for incentivizing responsible local Heritage Tourism economies. The model combines sustainability standards with business mentorship for local SMEs and entrepreneurs. The Grenada National Trust (host) will issue endorsements to local businesses that protect and promote Cultural Heritage and offer quality services and experiences to the growing segments of Heritage tourists.

## **A REGIONAL DIRECTORY AND CURRICULAR ENHANCEMENT OF HERITAGE EDUCATION**

To identify existing heritage programmes and courses in the region, evaluate gaps in current heritage curricula relative to professional competencies, and to demonstrate the process of developing online courses to fill these gaps and improve professional development opportunities. Hosted by the Open Campus of the University of the West Indies.



St. Kitts online heritage inventory

Independence Square, Basseterre, St. Kitts



# OAS

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