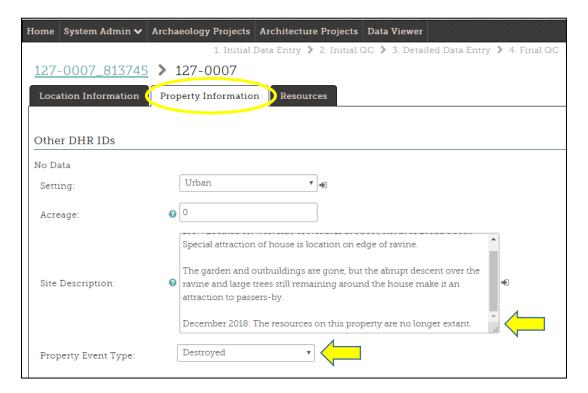# Virginia Department of Historic Resources (DHR)
Demolished Resource Data Entry Guidance

Properties of all types change over time, and VCRIS users updating older survey forms will often find that previously recorded resources have been demolished. Use the guidance below when entering data about a demolished resource or vacant lot to ensure clarity for future researchers.

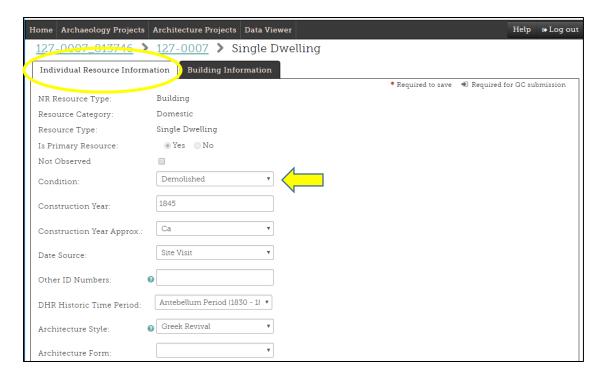- Two methods are used to indicate demolition in VCRIS:
    - **Property Event Type: Destroyed**
    - **Resource Condition: Demolished**

Property Event Type: Destroyed

- The "Property Event Type: Destroyed" selection (shown above) is used when a property's primary resource has been demolished and/or when all of the resources on a property have been demolished.

- Update Site Description to indicate which resources remain extant along with any other changes that have occurred since the prior survey.

- "Property Event Type: Destroyed" drop-down menu of the Property Information is used **only when updating previously surveyed properties.**
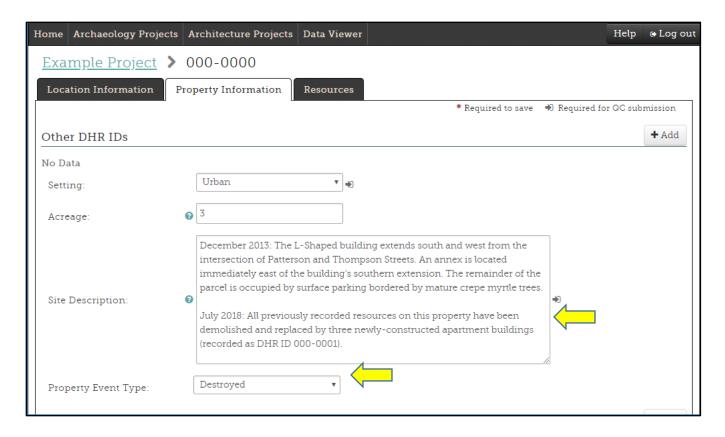
Resource Condition: Demolished

- On the Individual Resource Information page (shown above), the "**Resource Condition: Demolished**" selection is used to indicate the demolition of all individual resources on a property.

- For previously surveyed primary resources, select "Property Event Type**:** Destroyed" on the Property Information tab **and** "Resource Condition: Demolished" on the Individual resource information page.

- For previously surveyed properties on which **all** resources were demolished *prior* to the survey, surveyors should request to edit the property in VCRIS, change the Property Event Type to "Destroyed," update the condition of each resource to "Demolished," and add text entries confirming each resource's demolition.

- For previously surveyed properties on which the **primary resource** was demolished *prior* to the survey **and replaced by a new primary resource** (i.e. ca. 1900 single dwelling replaced by ca. 2000 single dwelling), surveyors should request to edit the property in VCRIS, update the condition of the primary resource to "Demolished," and add a text entry to the architectural description confirming the resource's demolition. Add a new resource for the new primary resource, making sure to select "Yes" under "Is Primary Resource:" on the Individual Resource Information page.

- For previously surveyed properties on which one or more **secondary resources** was demolished *prior* to the survey, surveyors should request to edit the property in VCRIS, update the condition of the razed resources to "Demolished," and add a text entry to the architectural description confirming the resource's demolition and describing any remaining above-ground features, such as foundations, or chimneys. All extant resources should be updated to reflect changes since the previous survey and new resource entries should be added for modern additions to the property.

Newly Surveyed Properties

- For newly surveyed properties where a demolished building retains **aboveground features**, such as foundation remnants or a chimney stack, the resource should be entered into VCRIS. The appropriate VCRIS Resource Category for such features is Unknown: Chimney or Unknown: Foundation. **Do not enter these aboveground features as an archaeological site.**

- When surveying a property where past demolitions are visually evident but there are **no aboveground features** (i.e. a garage and shed on either side of a dwelling-sized depression), mention the apparent demolitions in the Surveyor Assessment. Do not enter building sites lacking aboveground features into VCRIS.

Demolished Resources in Historic Districts

- For previously surveyed properties within a historic district on which **all resources have been demolished and replaced with new construction** since the prior survey:
    - Request a new tertiary ID and create a new VCRIS record. The newly recorded property may be mapped in the same location as the previously recorded, demolished property.
    - Update the record for the demolished resource(s) if it has not been updated since demolition. Use **Property Event Type: Destroyed** to indicate that the previously recorded property has been demolished and reference the DHR ID associated with the record with the new construction in the Survey Assessment.
    - Properties on which all resources have been demolished and replaced should be omitted from historic district inventories and sketch maps and replaced by the VCRIS record/ID associated with the extant new construction.

- A previously surveyed property on which all resources were demolished, but not replaced with new construction, *prior* to the present survey should **not be included** in the present survey nor issued a tertiary DHR ID number associating it with a historic district. Instead, the surveyor should request to edit the previous survey record, and update the record to reflect demolitions as shown above.

- If the location of a demolished resource is known to retain above-ground features, such as foundation remnants or a portion of a chimney stack, the resource can be included in the survey as a property with an assigned tertiary ID number, as long as sufficient information has been gathered through field investigation and historic research to determine whether the resources on the property are contributing or non-contributing to the historic district.

- A demolished resource that does not retain any above-ground features should not be included in the survey**, unless** archaeological investigations have demonstrated the presence of sub-surface cultural deposits with integrity. If archaeological investigations have occurred, the site should be assigned a tertiary ID number. The appropriate VCRIS resource category for such features is Archaeology Site: Archaeological Site. In addition, an archaeological site record should be recorded in VCRIS referencing the tertiary ID. If archaeological investigations are beyond the scope of the survey, note the potential for archaeology in the survey summary and indicate that these locations are not included in the inventory.

- When a district inventory is being updated as part of an update to the district's nomination, historic resources that have been demolished since the original nomination should be recorded as such and recorded as a group at the end of the inventory. A demolished resource, if it is now a vacant lot, should not be classified as either contributing or non-contributing in the updated inventory. Any new building or structure that has been erected on the site of a demolished historic resource should recorded as a new property with a new DHR ID and classified as non-contributing.

Impending Demolition of Resources

In the case of survey that is completed in advance of scheduled resource demolition:

- Do not label a building "demolished" if it is still standing. VCRIS data entry should reflect current conditions of **each individual resource.**

- Indicate future plans for the property in the Property Notes or Surveyor Assessment text boxes.

Hardcopy Survey Requirements

- For previously surveyed properties on which **all resources were demolished** prior to the present survey, submission requirements include a printed VCRIS form and digital images labeled to DHR conventions, found at DHR's Survey Photograph Policy (2016); Site plans and hardcopy survey photos are not required.

- For properties on which **partial demolition or building replacement has occurred**, submission requirements include a hardcopy survey packet consisting of a printed VCRIS form, site plan, and labeled photographs along with labeled digital images.