



# MyHistoricLA

Guide to Public Participation in SurveyLA

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Thanks so much for your interest in SurveyLA, the Los Angeles Historic Resources Survey Project, our city's first-ever comprehensive effort to take stock of its diverse historic resources. To make SurveyLA a success, we need your active participation, and this guide, "MyHistoricLA," is designed to give you the tools you need to become part of this exciting effort.

Over the next few years, historic preservation professionals will be conducting the historic resources survey in all communities of Los Angeles. When we come to your neighborhood, the professional survey teams will be identifying buildings, neighborhoods and places of unique architectural, historic, or cultural significance. We will be making this information available in a comprehensive database, accessible to everyone on the Web.

SurveyLA is organized around the philosophy that you know the historic resources of your own community better than anyone. Only you may know the "hidden gem" just down the street or around the corner – an often-overlooked building or place that should become better known, long before it becomes threatened with demolition or alteration. Whether you're a resident, community activist, business owner, or interested citizen, we want to tap into your unique knowledge to inform the survey teams' decisions about what is historically and architecturally significant in your community.

This MyHistoricLA Guide will give you what you need to get started. It contains ideas of what you can pursue on your own, as well as detailed suggestions for how you can help organize your friends and neighbors into a community-wide effort to participate actively in SurveyLA.

Because Los Angeles has never had a citywide survey, we've lost many important historic resources and private property owners and developers have lacked any real guidance as to whether their projects might affect a historic place. The completed survey will be an invaluable planning tool for City policymakers, community activists, and private property owners alike, and will give your community important information to protect and celebrate its own rich history.

We look forward to partnering with you as SurveyLA comes to your neighborhood.

Sincerely,

Ken Bernstein  
Manager, City of Los Angeles Office of Historic Resources



# MyHistoricLA Guide

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## Acknowledgements

The **MyHistoricLA Guide** to Survey Evaluation was developed by staff of the City of Los Angeles, Department of City Planning with assistance from consultant teams and the California State Office of Historic Preservation.

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## Reference Materials

SurveyLA DVD

MyHistoricLA CD:

- Volunteer Registration Form and OHR Supplemental
- MyHistoricLA Historic Resources Identification Form
- MyHistoricLA PowerPoint
- MyHistoricLA Neighborhood Data Table

*A black vintage street lamp accents the historic residential neighborhood on Carroll Avenue in Echo Park. Photo courtesy of the Los Angeles Public Library.*





# Introduction & Purpose

MyHistoricLA is a guide to neighborhood participation in SurveyLA, the multi-year citywide Los Angeles historic resources survey project. The pages that follow provide general information about SurveyLA and answer some common questions about the project.

Historic resources surveys often focus on the architectural character of properties. SurveyLA is innovative, not only because of the new technology and methodology being developed and implemented, but because it will capture the social, historical, and cultural significance — the stories — associated with properties and places throughout the City.

Since professional surveyors will not necessarily know these stories, the success of SurveyLA is largely contingent upon community input. The sheer size and complexity of Los Angeles, a city of 466 square miles and 880,000 legal parcels, necessitates meaningful input from the people who live in every part of the city. MyHistoricLA provides a framework for neighborhood groups, organizations and individuals to understand the type of information needed for SurveyLA as well as specific activities that can be undertaken to gather this information. Activities may be selected based on various factors including the number of people likely to be involved, timeframe for completion, and existing information about potential historic resources based on a particular topic or geographic area.

The overall objective is to provide a format to allow neighborhoods and organizations to take ownership of and manage their own contributions to SurveyLA. The information provided will be used in the field by professional surveyors as they identify and evaluate resources citywide.





*Surveyors document potentially historic resources for SurveyLA.*

# SurveyLA Facts

## What is SurveyLA?

The Office of Historic Resources is launching SurveyLA – Los Angeles’ first-ever citywide survey of historic resources. SurveyLA will locate and document places that reflect important themes in the city’s history and development. Los Angeles has a remarkable and diverse architectural heritage: from unassuming Craftsman bungalows to flamboyant Art Deco towers, from pioneering suburban residential tracts to sleek Modernist icons, and from a remarkably intact historic downtown to places of deep cultural significance. SurveyLA represents one of the largest and most ambitious survey initiatives in the United States. This multi-year project is partially funded by a matching grant from the Getty Foundation, with the Getty Conservation Institute (GCI) providing technical and advisory support. Find out more at [www.SurveyLA.org](http://www.SurveyLA.org).

## What is a historic resources survey?

A historic resources survey is a process of identifying, researching and documenting properties that reflect important themes in the city’s growth and development. Historic resources include buildings, structures, objects, natural features and groupings of resources (historic districts). Examples of types of resources that may be included in SurveyLA are residential neighborhoods, individual houses, banks, bridges, religious buildings, courtyard apartments, motion picture studios, and parks.

## Why do we need a citywide survey?

SurveyLA resulted from a five-year study conducted by the GCI, which determined that only about 15 percent of Los Angeles has been previously surveyed to identify historic resources. Without a survey, places that matter to Angelinos may be lost to demolition. Information gained from the survey will give property owners and developers greater certainty about the historic significance of a site up-front so they can plan accordingly. It will also inform thoughtful decision-making by City officials, property owners, residents and preservation professionals. Survey results will shape community plans, facilitate environmental review processes, assist in disaster planning and tourism efforts, and provide educational opportunities. As the project progresses, survey data will be available to the public on the SurveyLA web site. The survey will not directly result in the designation of properties as City historic landmarks, which requires more in-depth research and an application process.

## How will the survey be conducted?

The survey begins with background research on a property, area or district to provide a basis to evaluate its significance. Survey teams will then conduct field inspections to identify the resource's architectural, physical, and visual qualities and characteristics, assess the impacts of changes or alterations, and document overall condition through photography. The field inspections are conducted from the public right-of-way only. Survey teams will not need to obtain access to private property or building interiors, nor ask questions of property owners or residents. The survey evaluations will be completed by consultant teams that meet professional qualification standards in the field of historic preservation.

The teams work under the supervision of the Office of Historic Resources.



*Period Revival architectural styles are characteristic of the Miracle Mile North HPOZ.*

# About MyHistoricLA

MyHistoricLA is a guide for neighborhood groups, historical societies, residents and others to use in gathering and organizing information about Los Angeles' historic resources in a format that will be useful for SurveyLA. The guide is organized into three activity categories, with step-by-step instructions for their implementation. The activities are designed to build on one another, but neighborhood groups may select one or more that are most relevant for them depending on the amount of existing information available, expertise within the neighborhood, and time available for the project. The activity categories are:

## MyNeighborhood

Group activities designed to start with the "big picture" analysis of the resources in a neighborhood, including overall neighborhood character and history.

## MyStory

Interviewing activity designed to capture information about the neighborhood and individual properties from people in the community.

## MyPlace

Research activities designed to collect specific information about properties.

## Things to Know Ahead of Activity Planning

1. The Citywide surveys will be completed during a three-year period from 2010 to 2012. Contact the OHR to find out when your community is scheduled to be surveyed to be sure you have enough time to complete the selected activities. (For information on the SurveyLA Phasing Plan see [www.SurveyLA.org](http://www.SurveyLA.org)). Ideally, information should be submitted three months before a survey begins.
2. SurveyLA will record potential historic resources dating from about 1850 to 1980, so think broadly about what to identify.
3. Both potentially significant individual resources and historic districts should be identified as part of your activities.
4. Information collected as part of MyHistoricLA is most useful if recorded in the MyHistoricLA Neighborhood Data Table prior to submission to the Office of Historic Resources. Before planning any neighborhood activity it is advisable that you review the MyHistoricLA Neighborhood Data Table Guide (on page 71) which details the type of data needed.
5. MyHistoricLA activities should focus on recording information on resources that are NOT already designated as City Historic-Cultural Monuments, Historic Preservation Overlay Zone (HPOZ) areas, listed in the National Register of Historic Places or California Register of Historical Resources, areas surveyed by the Community Redevelopment Agency (CRA), or areas surveyed as part of the SurveyLA Pilot Surveys (see the SurveyLA Phasing Plan [www.SurveyLA.org](http://www.SurveyLA.org)). The OHR can provide a list of properties designated in your community.
6. If your neighborhood, or parts thereof, have been previously surveyed and documented, the OHR, local library branches, historical societies, etc. may have survey reports and other data to assist you. Be sure to do some “background digging” on existing information available to you and contact the OHR for assistance.
7. Providing information to OHR on a property will ensure that it is included in SurveyLA, but does not mean that it will be found significant. Surveyors will be evaluating properties against standardized local, state, and national criteria for significance.



*Residents discuss historic resources in a community workshop.*

## **Activity Implementation**

MyHistoricLA activities are designed so that they can be implemented by individuals or groups. While the overall purpose is to inform SurveyLA, the activities may become a means for building neighborhood cohesiveness and could ultimately lead to the creation of a local historical society or other organization and a community network that works together on common projects and goals.

A Neighborhood Coordinator is critical to the successful organization and implementation of activities in this Guide, from determining the type of activity best suited to the particular community, to the submission of data to the OHR. Because the planning and implementation of activities requires more than one person, the creation of a Coordinating Committee is also recommended.

## **Neighborhood Coordinator**

Ideally, the Neighborhood Coordinator should be someone who is well-acquainted with a variety of people in his or her neighborhood or community. Preferably, the Neighborhood Coordinator has some experience in organizing events, including putting together a calendar with milestones or due dates, recruiting volunteers, meeting goals, and reporting results. The Neighborhood Coordinator can take charge of situations, but delegates and keeps others motivated and accountable.

## **Coordinating Committee**

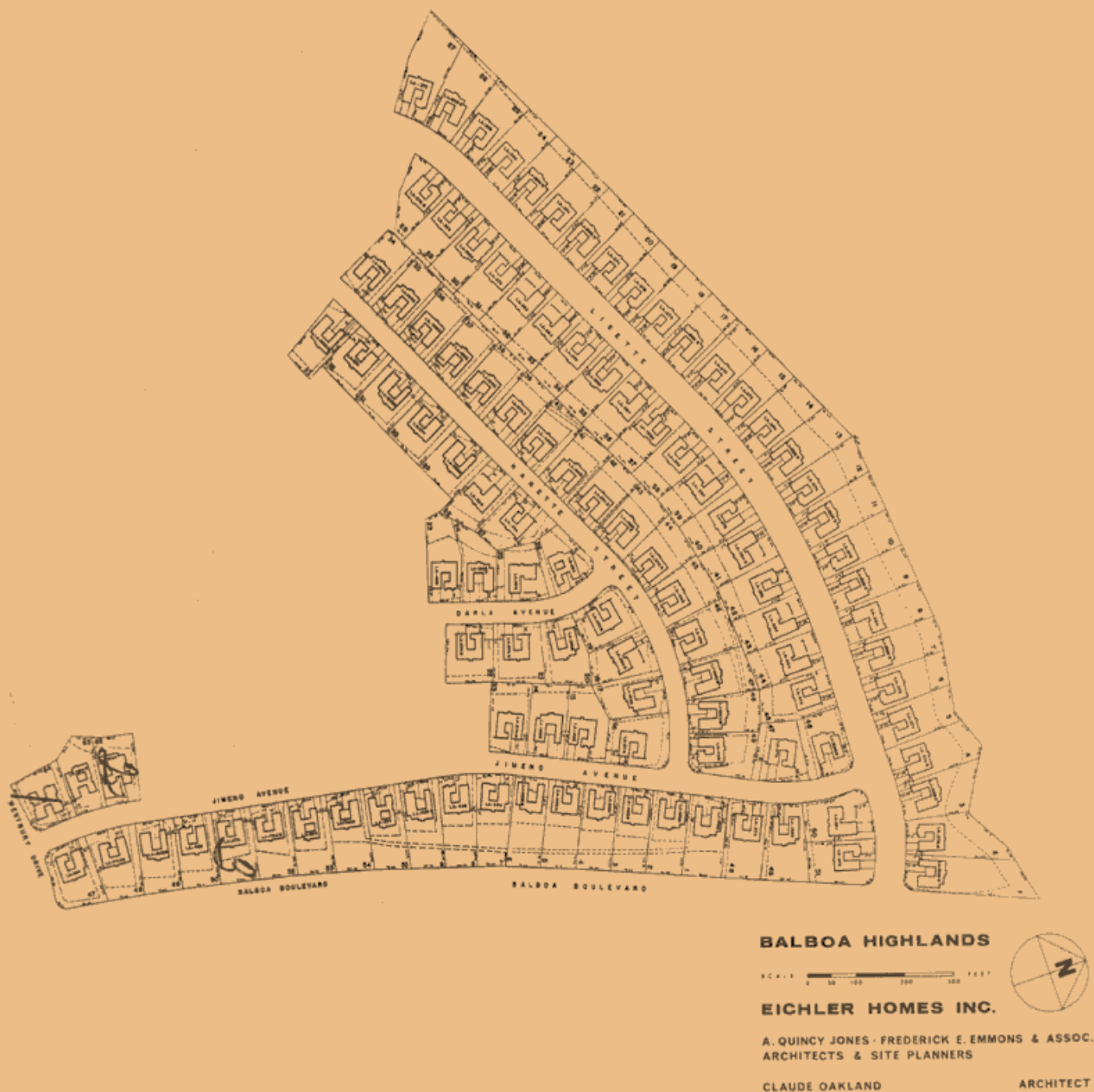
The Coordinating Committee is comprised of members of the community who represent the various groups and organizations, as well as individuals who enjoy being involved in their community. The members of the Coordinating Committee will assist the Neighborhood Coordinator with the selection, organization, and implementation of activities in this Guide. Each member will be responsible for a particular aspect of each activity and can, in turn, recruit others to serve on a subcommittee for purposes of carrying out the assignment.





# MyNeighborhood

**MyNeighborhood activities include a Neighborhood Walkabout and Community Photo Collection Day. These activities are a good place to start if your neighborhood has little or no information available on historic resources or it can be a good place to pick up where previous research left off. This is the “big picture” analysis that will help you focus future research activities and gather the information needed for the MyHistoricLA Neighborhood Data Table.**



*Tract map for Balboa Highlands development, a HPOZ.*

# MyNeighborhood

## Neighborhood Walkabout

Going on a Neighborhood Walkabout is a great way to encourage members of your community to contribute to the shared history of a place or your neighborhood. The overall goal is to identify and record specific places and buildings, by address or area, which may be of architectural, social or cultural significance to your community. The Neighborhood Walkabout can be done on a single day or series of days depending on the size of the area, number of participants, and timeframe for completion.

The information collected during the Neighborhood Walkabout will help:

- Identify potentially significant individual properties in the neighborhood
- Identify areas that could be potential historic districts
- Provide a list of property-specific data that can be transmitted to the Office of Historic Resources for use in SurveyLA

### Neighborhood Coordinator and Coordinating Committee

The Neighborhood Coordinator and Coordinating Committee will be responsible for recruiting participants, obtaining the necessary materials, organizing the activity, assigning responsibilities to the participants, collecting the completed materials at the conclusion of the Walkabout, assigning volunteers to input any relevant data into the MyHistoricLA Neighborhood Data Table, and submitting the information to the Office of Historic Resources.



*View of Whitley Heights, c. 1925. Photo courtesy of the Los Angeles Public Library.*

## Participants

This activity may be completed by individuals or groups and is a good opportunity to partner with schools or youth organizations.



### QUESTIONS TO THINK ABOUT AS YOU BEGIN

- *When you walk out your front door, what kinds of buildings do you see?*
- *Do you see single-family homes or apartment complexes?*
- *Who lived in your neighborhood?*
- *Why does your neighborhood look the way it does?*
- *What are the most architecturally interesting buildings?*
- *Who were the architects, builders, or designers whose works contribute to the character of your neighborhood?*
- *What places have served as focal points for neighborhood activity?*
- *Which places shaped social and cultural movements in the community?*
- *What is culturally significant about your neighborhood?*
- *How has the neighborhood changed over time?*
- *What places within your neighborhood are the most meaningful to the people who live there?*
- *Which places are associated with important individuals and groups who shaped your community's history?*
- *What important businesses and organization were located there?*

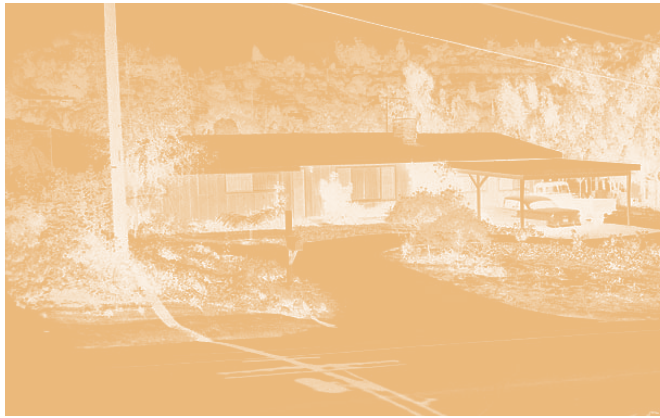
### SUPPLIES NEEDED



- ☐ Map of your neighborhood
- ☐ Digital camera(s)
- ☐ Neighborhood Walkabout Survey Forms (page 57)
- ☐ Clipboard(s), laptops or tablet PCs. Depending on the technical capabilities of the participants, data can be written on forms or entered directly into the computer.
- ☐ An Architectural Guidebook to Los Angeles, by David Gebhard and Robert Winter, Salt Lake City: Gibbs Smith, 2003 (referred to as Gebhard/Winter).
- ☐ Comfortable walking shoes
- ☐ Sunscreen and water

## Getting Started — Information Gathering

1. Identify and recruit participants for the Walkabout.
2. Decide if you can conduct the walkabout in a single day or over several days.
3. Obtain a map of your neighborhood. One good source for maps is the City's Zoning Information and Map Access System (ZIMAS):
  - Go to <http://zimas.lacity.org/>
  - Click on the "passport" to enter the system
  - Input a specific address or an intersection in the neighborhood
  - Zoom in so that the individual parcels are displayed
  - Click on "print map" which will bring up just the map and the key in a separate window
  - Click on the "save" button in the upper left and save the map as a PDF to your desktop. From the saved PDF you can print out the map
  - You may need to repeat these steps several times to compile a complete map of the neighborhood
4. If you live in a large neighborhood, use the map to break it down into walkable subsections (typically 3 x 2 block areas). You can also break your neighborhood down by land use sub-sections. For example, commercial areas, schools, churches, or other institutional buildings could be separated into their own categories.
5. Determine the walkable subsections and the best route for examining the neighborhood within each subsection.
6. Obtain a list of designated resources in your neighborhood from the Office of Historic Resources, or access this information on ZIMAS (see pages 80–83 for ZIMAS instructions). Indicate these resources on your map so you know that they have already been surveyed and designated.
7. Obtain copies of any previous surveys completed in your neighborhood (contact the OHR for assistance).
8. Obtain a copy of Gebhard/Winter (available at the Los Angeles Public Library or for sale in bookstores) and find the section in the book that covers your neighborhood.
9. Make a list of places from Gebhard/Winter and/or previous surveys that fall within your neighborhood boundaries, and indicate them on your map.
10. Record any other relevant information from Gebhard/Winter and/or previous surveys (architect, style, construction date, etc.)



*Postwar residential neighborhoods are an important part of the history of Los Angeles. Photo courtesy of the Los Angeles Public Library.*

## Getting Started – Project Implementation

1. Have participants list any properties or areas within your neighborhood that they believe may be important. These could be important for architectural, social, or cultural reasons. Remember that you are identifying potential individual resources and historic districts. Indicate them on your map.
2. Make copies of the annotated map.
3. Schedule the Walkabout(s) (date, time, and meeting location).
4. Conduct an orientation of the day's activity including a brief intro into SurveyLA, the purpose of the activity, how the activity will be conducted, how to fill out the Neighborhood Walkabout Survey Forms (page 57) and the desired outcome of the activity or deliverable.
5. Divide Walkabout participants into teams of 3-5 people and assign teams to specific subsections of your neighborhood.
6. Ensure that each group knows to return to the meeting location at the conclusion of the Walkabout.
7. Ask each group to assign a group leader, a recorder to take notes during the Walkabout, and a photographer.
  - The group leader will be responsible for following the route to cover the entire subsection and leading the group through the question process to identify the significant resources.
  - The recorder takes notes of all pertinent information for each significant resource identified by the group on the Walkabout forms.
  - The photographer takes photos of all significant resources identified by the group (see online photo guide at [www.SurveyLA.org](http://www.SurveyLA.org)). The recorder should note the photo number on the Neighborhood Walkabout Survey Form to avoid any confusion matching the photographs with addresses once the Walkabout is complete. All digital cameras automatically number the photographs as they are taken.



## GROUP LEADER TIPS

- *The group leader should pace the group according to the slowest participant so that the group stays together throughout the Walkabout.*
- *The group leader should walk in front to guide the way.*
- *Pause at corners and turns to keep the group together and safe from oncoming traffic.*
- *Make sure that the recorder and photographer have time to record the necessary information for each property identified during the Walkabout.*
- *The group leader should encourage input from all participants, and ask prompting questions to encourage discussion of potential historic buildings.*

## Conducting the Walkabout

On the appointed date for the Walkabout, be sure that each neighborhood subsection is assigned to a group, and that the group leader, recorder, and photographer are clear on their assignments. Give each group an annotated copy of the map for use in the field as well as an ample supply of the Neighborhood Walkabout Survey Forms.

In the field, each group will use the provided annotated map to verify the information from the Gebhard/Winter guide and other sources of information and the recorder will note it on the Neighborhood Walkabout Survey Form:

- Is the building still there?
- Is the building unique in your neighborhood or is it representative of the type of architecture found throughout your neighborhood?
- Are there other properties similar to those listed in the Gebhard/Winter guide?

Identify other buildings on the street that are significant to your group, and note why they are important. For example:

- We believe it is interesting for its design and/or architecture.
- Our neighborhood contains many excellent examples of this style of architecture.
- This style of architecture is rare in our neighborhood.
- Someone important lived or worked here.
- Something significant happened here.
- Someone important designed this building.



If the entire neighborhood or area may be significant, the recorder in each group should also note the characteristics of the neighborhood that make it unique:

- What are the boundaries of a potential district?
- What types of buildings are in the area (residences, schools, commercial buildings, etc.)?
- What architectural styles are represented?
- Sidewalks?
- Uniform setbacks?
- Mature street trees or other landscaping?
- Ornamental street lights or street signs?
- Central paved entryways?
- Driveways?
- Garages (attached or detached)?
- Other important characteristics?



*A neighborhood group participates in a Walkabout to gather information about their community.*

## Organizing Your Data and Next Steps

When each group has finished their Walkabout, completed Neighborhood Walkabout Survey Forms should be returned to the Neighborhood Coordinator.

If additional research on any of the identified properties is required, continue to the MyStory and MyPlace sections of this guide for activities that will help you to compile more detailed information on individual properties and potential districts.

When you are ready to submit your findings to the Office of Historic Resources, transfer the information into the MyHistoricLA Neighborhood Data Table. This is a Microsoft Excel data table that has been created to capture information gathered by MyHistoricLA in an organized way that can be used by the field surveyors. Detailed instructions for filling out the Data Table are outlined in the MyHistoricLA Neighborhood Data Table Guide on page 71.

**Note** *Inputting research information into the MyHistoricLA Neighborhood Data Table is an ideal activity for computer savvy volunteers, for people who want to be involved in the survey but are only available for projects that can be done from home, or for young volunteers such as high school students.*

## Neighborhood Walkabout Additional Information

For information on how other communities have successfully collected information about historic buildings in their neighborhoods, visit the following websites:

**Place Matters** [www.placematters.net](http://www.placematters.net)

Place Matters is devoted to the conservation of New York's historically and culturally significant places and they have developed a "Census of Places that Matter," which asks New Yorkers to nominate the places that they care about in the city.

**City of Memory** [www.cityofmemory.org](http://www.cityofmemory.org)

City of Memory is a New York-based project founded by City Lore. City of Memory is an online community map of personal stories and memories organized on a geographical map of the city.

**Power of Place** [www.janm.org/exhibitions/bh/resources/proj\\_overview.htm](http://www.janm.org/exhibitions/bh/resources/proj_overview.htm)

Undertaken by the Japanese American Museum, this project documents community life in the Boyle Heights neighborhood of Los Angeles.

**Walking Neighborhood Surveys** [www.seneca.sc.us/files/1\\_4\\_o.pdf](http://www.seneca.sc.us/files/1_4_o.pdf)

Although geared towards school groups, this website has some good sample neighborhood survey forms and the types of information to look for.

*Historic photographs from personal collections are valuable resources for SurveyLA. Shown here is the Jeffries House in Lincoln Heights, c. 1936. Photo courtesy of the Los Angeles Public Library.*



# MyNeighborhood

## Community Photo Collection Day

Members of the community may have historic photographs that could provide valuable information for SurveyLA. A Photo Collection Day is a great way to generate interest in SurveyLA and directly involve the community in MyHistoricLA. The goal of the Photo Collection Day is to collect copies (or scan originals) of historic photographs from personal collections that illustrate buildings and other resources with potential historic significance in the community. The photographs could also provide additional information about the resources identified in the Neighborhood Walkabout.



### SUPPLIES NEEDED

- ☐ Scanning equipment and computer.
- ☐ White cotton gloves for handling delicate historic materials.
- ☐ Envelopes or folders for holding collected photographs.
- ☐ Photo Identification Form (page 61) to record the source and relevant information about each photograph.
- ☐ Photo Release Form (page 67) authorizing use of collected materials to inform the survey effort and be placed on the City's website.
- ☐ Blank CDs to submit scanned photographs to the Office of Historic Resources.
- ☐ Tables and chairs for equipment and participants.

**Note** *The places shown in the photographs collected for use in SurveyLA must exist today and be identifiable by street address. Unidentified photographs should not be collected for the project.*



## Activity Coordination

The Neighborhood Coordinator and Coordinating Committee will be responsible for recruiting participants, obtaining the necessary materials, organizing the activity, assigning responsibilities to the participants, collecting the completed materials at the conclusion of the Photo Collection Day, assigning volunteers to input any relevant data into the MyHistoricLA Neighborhood Data Table, and submitting the information to the Office of Historic Resources.

## Participants

Volunteers are needed for a variety of roles during this activity, so any interested members of the community may participate. Computer savvy volunteers will be needed to help set up the computer or scanning equipment and ensure that the appropriate settings are selected.

## Getting Started

1. Identify a location for the event. Possibilities include:
  - Local branch of the Los Angeles Public Library
  - Community or Senior Center
  - School gymnasium
2. Recruit volunteers to work at the event.
3. Determine the best method for collecting images in your community. If you do not have access to a scanner that can be used during the event, participants may be asked to provide a duplicate copy or high quality photocopy of their images, which can be scanned later for use in SurveyLA. Ideally, you will have a scanner (or multiple scanners) available during the event so that additional copies of the images are not necessary.
4. Obtain the necessary supplies, including white cotton gloves for handling historic materials. These can be purchased online from several sources, including [www.archivalsuppliers.com/prodinfo.asp?number=837-GLOV](http://www.archivalsuppliers.com/prodinfo.asp?number=837-GLOV).
5. Select a date and time for the event, and promote it within the community.
  - Place notices in community newsletters and on community websites as soon as the date and other information are available.
  - If funding is available, produce a promotional flyer or postcard that can be mailed to neighborhood residents and displayed in local stores.
  - Engage local print media to help promote the event through local interest stories.
  - The public library will also often allow promotional materials for community events to be displayed in local branches.
  - Consider reciprocal agreements with other local organizations to help cross-promote your activities.

6. In addition to historic photographs, participants should be asked to bring other relevant materials, including:
  - Newspaper clippings or articles relating to potential historic resources.
  - Real estate brochures (announcements of new planned communities, advertisements, etc.).
  - Materials from previous community events, such as walking tour guides or children's activity guides that have properties identified by address.
  - Maps (Community Plan maps, historic tract maps, Sanborn insurance maps).
  - Postcards illustrating historic properties or neighborhoods.

### **Conducting the Photo Collection Day**

1. Set up stations (up to three depending on projected participation) to screen, record, and scan photographs and other materials provided by participants.
2. Only items that have a distinguishable image of a specific property (or an overall view of an identifiable neighborhood) should be scanned for SurveyLA. Other materials that provide valuable historic information about an individual property (identifiable by address) or neighborhood should be reviewed and the relevant information recorded on the Photo Identification Form.
3. Volunteers who will be handling historic photographs and other fragile materials should be instructed to wear gloves and use pencils when recording information.
4. At the first station, volunteers will screen all materials to ensure that they are relevant to SurveyLA. To be used in the survey project, all images must illustrate buildings or resources that:
  - Still exist
  - Have potential historic significance
  - Are identifiable by address or location
5. Once the materials have been screened, participants can proceed to the second station, where a volunteer will record all of the relevant details on the Photo Identification Form (page 61). For images that will be scanned or collected, participants need to sign the Photo Release Form (page 67) to use the image in SurveyLA.
6. At the final station, volunteers will scan each image. Image files should be named with the property address and/or Assessor Parcel Number (if available).

## Scanning Tips

- Wear gloves. It's the simplest way to keep oils and salts from your fingers away from photographs. You might not see today's fingerprints yet, but they will acidify over time and show up as a stain. If gloves are a problem, be sure to wash your hands before working.
- Support fragile and large prints carefully. That includes on the way to the scanner as well as while you are scanning. Use two hands to pick up and move items to prevent bending and possible breaking. If the item is truly oversized, enlist the help of a friend. Very fragile items and tightly bound volumes can be digitized using a digital camera rather than a scanner.
- The resolution of the scans should be between: 240 dpi jpeg for a 4x6" image (minimum size) and 300 dpi jpeg for a 5x7" image (maximum size).
- Scan in color (RGB color mode).
- For the best quality, scan exactly to the size you intend to use. Altering the image afterwards in an image-editing program risks degrading the quality of the image.
- Never use an automatic feeder for photographs. They are fine for research notes and other modern office papers, but dragging a print across glass will scratch the emulsion. The photograph can also misfeed and jam, causing irreparable damage.
- If your preview scan shows that the image is crooked, be sure to pick up the photograph to reposition it; don't drag the photograph across the glass.
- When scanning a page of photos, scan the image of each individual building separately, or crop and save the images as separate files. SurveyLA photos need to be scans of single individual prints to be named and filed correctly.
- Save files as jpeg, Medium or High (on a scale of 1-10 choose jpeg 7 or 8). The jpeg format compresses the data, but is sufficient for SurveyLA.
- Label each scanned image with the address of the property.
- Save a set of scanned images on the computer's hard drive, and make two CD copies of the set of images, one for you and one for the OHR.



*Historic photographs of individual properties will help surveyors identify how properties have changed over time.*





*Commercial corridors are an important part of the history of your neighborhood, and images depicting a group of commercial properties will be very helpful to SurveyLA. Photo courtesy of the Los Angeles Public Library.*

## Organizing Your Data and Next Steps

At the conclusion of the Photo Collection Day, the two CDs containing the collected images, the Photo Collection forms, and the Release Forms should be collected by the Neighborhood Coordinator. One CD will be submitted to the Office of Historic Resources; the second is a back-up copy for the neighborhood.

The Photo Collection activity may result in the identification of potentially historic properties in the neighborhood that require additional research. Continue to the MyStory and MyPlace sections of this guide for additional activities to compile more detailed information on identified properties.

When you are ready to submit the photographs and any accompanying data to the Office of Historic Resources, transfer any property specific information from either the Photo Collection Form or any additional research into the MyHistoricLA Neighborhood Data Table. Detailed instructions for filling out the Data Table are outlined in MyHistoricLA Neighborhood Data Table Guide on page 71. Submit the Data Table, signed Release Forms, and one CD containing the scanned and labeled images to the Office of Historic Resources.

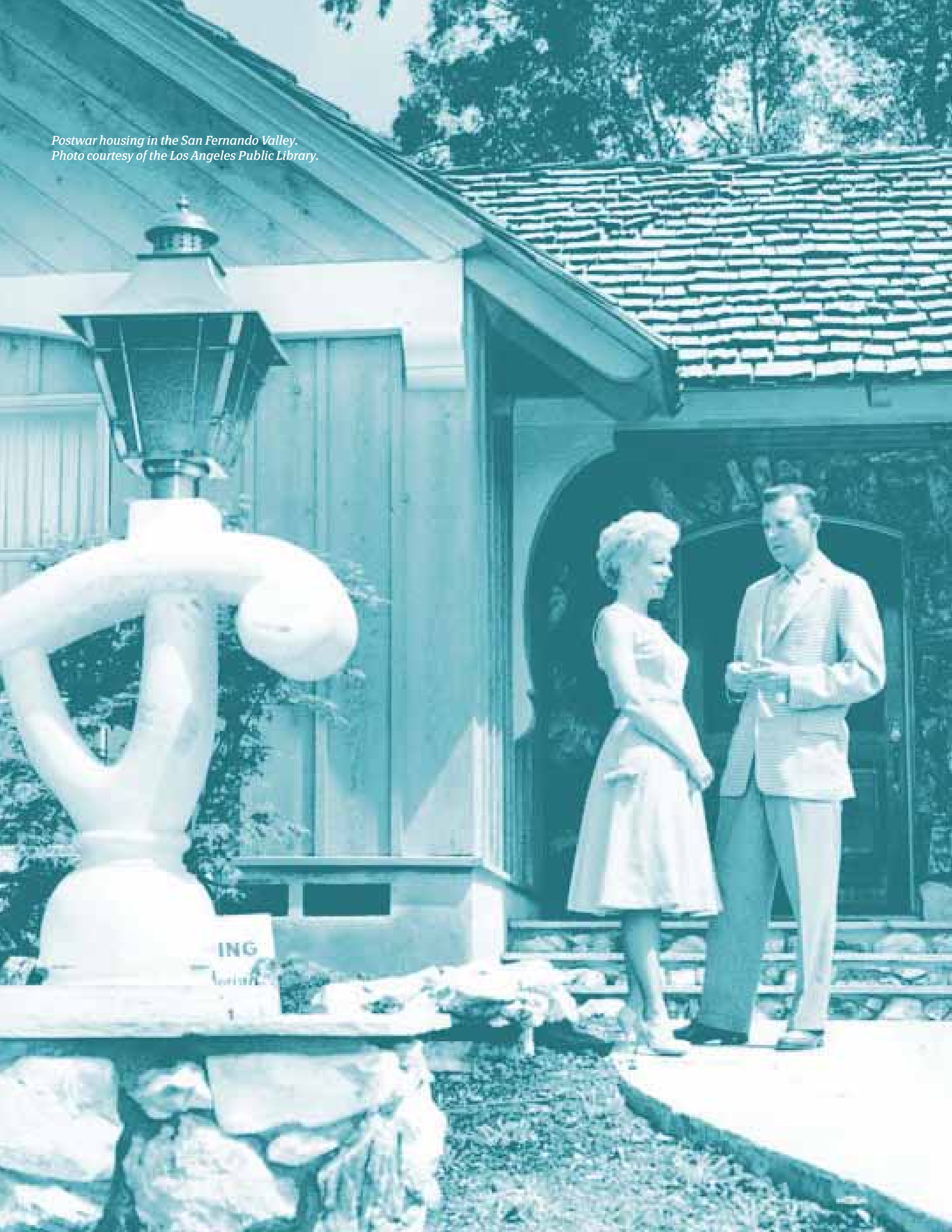
**Note** *Inputting research information into the MyHistoricLA Neighborhood Data Table is an ideal activity for computer savvy volunteers, for people who want to be involved in the survey but are only available for projects that can be done from home, or for young volunteers or high school students.*



# MyStory

**The purpose of MyStory is to capture information about the history of individual buildings or potential historic districts from people in the neighborhood. MyStory interviews may be completed as stand-alone activities or used to build upon the data collected from MyNeighborhood activities.**

Postwar housing in the San Fernando Valley.  
Photo courtesy of the Los Angeles Public Library.



# MyStory

## Interviews

Interviews are an effective way to gather information about individual properties and areas and to create a richer understanding of the history of the neighborhood. The objective of the interviews is to record information from knowledgeable community members and to use this information to complete the relevant fields of the MyHistoricLA Neighborhood Data Table.

- The information gathered during the Interview will help:
- Verify previous information or research.
- Clarify or supplement information about specific properties gathered during MyNeighborhood activities.
- Provide details about important culturally or socially significant buildings and neighborhoods to create a richer understanding of these resources.
- Identify additional potentially significant properties or historic districts in the neighborhood that require further research.
- Provide a list of property-specific data that can be transmitted to the Office of Historic Resources for use in SurveyLA.

The information may be gathered with a simple question-and-answer format conducted by interviewers with minimal training. The information gathered during the interview can be adequately recorded by the interviewer on the Interview Questionnaires (page 63–66) and therefore no recording equipment or formal training is necessary to successfully complete this activity for MyHistoricLA.

**Note** *If your neighborhood would like to record the interviews for future use by the community, please see the information regarding establishing an oral history program in the “Beyond SurveyLA” appendix. SurveyLA will not be collecting tapes, digital files, or other materials gathered during the Interview activity, so please plan to transfer any relevant information gathered during the interviews onto the MyHistoricLA Neighborhood Data Table for submission to the Office of Historic Resources.*

### Activity Coordination

The Neighborhood Coordinator and Coordinating Committee will be responsible for compiling a list of properties that need additional research, recruiting interviewers and interviewees to participate in the project, gathering the completed interviews at the end of the project, assigning volunteers to verify information as needed and input any relevant data into the MyHistoricLA Neighborhood Data Table, and submitting the collected information to the Office of Historic Resources.



*Clockwise from Top: Although not significant architecturally, in the late 1960s, the Black Cat was the site of one of the first documented civil rights demonstrations in the United States for homosexual rights. It was designated HCM #939 in 2008; The South Los Angeles boyhood home of Ralph Bunche, the first African-American to win the Nobel Peace Prize, was designated HCM #159 in 1976; The Little Brown Church, built in 1940 in the San Fernando Valley, is important for the events that have taken place there. Photos courtesy of the Los Angeles Public Library.*



## Participants

Participants in this activity include interviewers, interviewees, and a volunteer to complete data entry. Interviewers may include any interested members of the community. Students may also be trained to conduct interviews with elderly neighbors, family members, or long-time members of the community who have specific information that will help inform SurveyLA. Conducting interviews is an excellent opportunity to create partnerships with a local senior center, church group, or other community or social groups.

Interviewees should include long-time community members, neighborhood historians, representatives from ethnic/cultural groups, and individuals with relevant subject matter expertise (see No. 2 below under “Getting Started”).



### QUESTIONS TO THINK ABOUT AS YOU BEGIN

- *Who lives in your community and why?*
- *What stories do they have to tell about buildings in the*
- *neighborhood and important local people and cultural events?*
- *Are there people in the neighborhood*
- *with particular expertise who*
- *could provide valuable information to SurveyLA?*



### SUPPLIES

- ☐ Note taking supplies (clipboard, pen/pencil, paper).
- ☐ Interview Questionnaire (pages 63–66) related to specific properties, people, or events.
- ☐ If your neighborhood has opted to record the interviews on audio or video tape, you will need recording equipment, which can range from a basic tape recorder and microphone to more sophisticated digital recorders or video recording equipment
- ☐ Digital camera.
- ☐ Bottled water for the interviewer and interviewee.
- ☐ Map or guide of the neighborhood to identify general location(s) or resources discussed in the interviews (particularly useful if specific addresses are not known).



## Getting Started

1. Based on information gathered during the MyNeighborhood activity or through other available sources in the community, create a list of identified properties or areas in your neighborhood for which you need additional information. Include properties that may be associated with important events or people in the history of your community. Be sure to consider potential historic districts.
2. Working with other members of the community, identify potential interviewees, including:
  - Long-time residents and/or business owners in the community.
  - Owners of identified potentially significant properties.
  - Leaders and participants in social or cultural events, activities, or organizations who are important to the history of the community.
  - Community members who are known to have collected information about individual properties or neighborhood history.
3. Recruit interviewers and assign them to identified interviewees.
4. Work with the interviewers to prepare the sequence of the interview and refine the specific research questions that will be addressed, using the Interview Questionnaires (pages 63–66) as a template:
  - Compile any existing information about the specific property, person or event that the interviewer will be discussing with the interviewee so that it can be verified or expanded on during the interview.
  - Review the goals of MyHistoricLA and the type of information needed for the MyHistoricLA Neighborhood Data Table and formulate questions to help achieve those goals.
  - Think about any potential social or cultural information the interviewee can provide, and structure specific questions to help uncover those details.
5. After determining what specific information you hope to obtain from the interviewee, finalize the list of topics and specific questions for the interview.
6. Interviewees may also be good sources for historic photographs or other collateral materials (such as newspaper articles, real estate ads, etc.). Plan to ask interviewees to provide materials that can be scanned, copied, or photographed for use in MyHistoricLA to the interviewee. Scanned photographs or images that are associated with a specific property can be submitted to the Office of Historic Resources. Please see pages 30–31 for information on scanning and submitting historic photographs.
7. Each interviewer should contact their assigned interviewee(s) and invite them to participate in the project.



*Lincoln High School was the site of a 1966 protest against the lack of education opportunities for Mexican-American students — the first demonstration of its type in Los Angeles. Photo courtesy of the Los Angeles Public Library.*



*Early industry in Los Angeles is an important part of its history. Photo courtesy of the Los Angeles Public Library.*

## Conducting the Interviews

Once the interviewees have agreed to participate, the interviewer should coordinate the logistics for the interview.

1. Be sure that the interviewee is clear about the goals of the interview for MyHistoricLA, and answer any questions they may have about how their information will be used.
2. Provide the interviewee with a list of questions or enough information about your goals for the interview to ensure that they are prepared to provide specific details and historic information about a property, neighborhood, person, or event that will help inform SurveyLA.
3. Request that the interviewee have any relevant historic photographs or other materials available at the time of the interview.
4. Select a date and time for the interview.
5. Select an interview location:
  - The interviewee should be asked where they would prefer to hold the interview. Often, conducting an interview in the interviewee's home is the best practice. They will typically feel more comfortable, and will have easy access to photographs and other materials.
  - If the interviewee's home is not a workable location, the interviewer should work with the Neighborhood Coordinator to identify additional options. Other interview locations to consider include local churches, meeting rooms in local libraries, and social or other clubs with which the interviewer or interviewee may be affiliated.
  - Ensure that the selected interview location is quiet and that there will be minimal distractions (traffic noise, phones ringing, children playing, etc.) that could interfere with the success of the interview.
6. Prior to conducting the interview, have the interviewee sign the Interview Release Form (for both their interview and any related photographs or other materials) indicating that they are willing to participate in the project, and that their information can be used by SurveyLA (page 63 and 67).
7. Conduct the interview using the Interview Questionnaires (pages 63–66) and any additional questions that were developed specifically for the interviewee.



## Interviewer Tips

- It is important to create a rapport with the interviewee, and to let them know how important their information is to the project.
- Ask one question at a time and give the interviewee a chance to respond fully before moving on to a follow-up question or new topic.
- Start with broad questions and move into more detailed information as the interview progresses.
- Try to ask prompting questions to help the interviewee remember specific details.
- Ask for definitions or clarification for any technical terms.
- Confirm the spelling of all proper names.

## Organizing your Data and Next Steps

After the interview is conducted, completed Interview Questionnaires should be returned to the Neighborhood Coordinator. If further research on any specific property or potential district is required, please continue to the MyPlace section of this Guide for additional activities that will help you to compile more detailed information.

When you are ready to submit your findings to the Office of Historic Resources, transfer the relevant information into the MyHistoricLA Neighborhood Data Table. Detailed instructions for filling out the Data Table are outlined in the MyHistoricLA Neighborhood Data Table Guide (page 71).

**Note** *Inputting research information into the MyHistoricLA Neighborhood Data Table is an ideal activity for computer savvy volunteers, for people who want to be involved in the survey but are only available for projects that can be done from home, or for young volunteers or high school students.*



*What are the stories in your neighborhood? Photo courtesy of the Los Angeles Public Library.*



# MyPlace

**The purpose of MyPlace is to collect specific information about individual buildings or neighborhoods in an organized way through a variety of research activities. The research activities in MyPlace can be used to build upon the data collected during MyNeighborhood and MyStory to provide detailed information to contribute to SurveyLA.**





*Neighborhood historic house tour.  
Photo courtesy of the Los Angeles Public Library.*

# MyPlace

## Property Specific Research

Some of the data needed to complete all of the necessary information in the MyHistoricLA Neighborhood Data Table will only be found by conducting specific research activities for individual properties. After completing this research you should have thorough documentation for all the potentially historic buildings that have been identified in your neighborhood, as well as the information needed to identify groups of buildings that could comprise historic districts.



### SUPPLIES

- ☐ Notebook or computer to compile information that is gathered. Keep track of when you looked for information, and where it was found (or where it wasn't found).
- ☐ Pencil for recording information (some libraries and archives will not allow the use of pens).
- ☐ Large folder or envelope to store photos, articles, or other loose information that you gather during your research.
- ☐ Magnifying glass for reviewing details in historic photographs, small print, or information on a map.
- ☐ Los Angeles Public Library (LAPL) Card as some databases are only accessible to library card holders.
- ☐ Petty cash or system of reimbursement for parking and photocopying fees, if necessary.

### Activity Coordination

The Neighborhood Coordinator and Coordinating Committee will be responsible for recruiting participants, organizing the research activities, assigning responsibilities and deadlines to the participants, collecting the completed research, assigning volunteers to input the relevant information into the MyHistoricLA Neighborhood Data Table, and submitting the information to the Office of Historic Resources.

## Participants

This activity can be done by any interested members of the community, including those with no previous experience researching historic properties. There may be community members with specific expertise or who have previously done research on specific buildings, people, or events in the neighborhood who could contribute this information to MyHistoricLA.



### QUESTIONS TO THINK ABOUT AS YOU BEGIN

- *What information has already been gathered about historic places in the neighborhood (e.g. previous neighborhood tours, etc.)?*
- *Who are the people in the neighborhood who might have specific research interests relevant to SurveyLA?*
- *What information is needed to supplement the data collected during MyNeighborhood and MyStory activities?*

## Getting Started

1. Recruit community members to participate in research activities.
2. If possible, identify community members who already have some experience with researching historic properties to help the Neighborhood Coordinator explain the research tasks.
3. Gather all existing research on potentially significant properties in your neighborhood. This information can come from the data gathered as part of MyNeighborhood and MyStory, or from previous neighborhood tours, existing oral histories, newspaper articles, real estate advertisements, or recommendations from members of the community.
4. Make sure that all available information about each identified property has been entered into the MyHistoricLA Neighborhood Data Table.
5. Review all of the information entered into the MyHistoricLA Neighborhood Data Table and determine what research tasks will need to be completed to provide additional information about specific properties in your neighborhood.
6. Become familiar with the Research Assignments outlined on pages 48–53 of this Guide. If you have questions or need assistance in communicating this information to members of the community, visit your local branch of the Los Angeles Public Library for assistance. You can also visit the History Department of the Central Library in downtown Los Angeles for a list of local researchers who might be available to provide additional guidance to your community about conducting research on historic properties.

7. Hold an information session with all of the volunteer research participants. The information session should accomplish the following goals:
  - Review the type of information needed to complete the MyHistoricLA Neighborhood Data Table.
  - Using the Research Assignments provided in this guide, as well as any guidance from the library or other community members who have already conducted research on historic properties, review where and how the information needed for the MyHistoricLA Neighborhood Data Table can be found.
  - Give specific Research Assignments to each participant.
  - Establish a deadline for returning completed assignments to the Neighborhood Coordinator.

## **Conducting Property Specific Research**

Once all of the participants have specific Research Assignments, they can begin to organize their research tasks and determine what research is necessary for the assignment. Examples of the types of sources that can be used for this project include:

### **PRIMARY SOURCES**

Primary sources are those that were either created during the historic time period (examples include newspaper articles, periodicals, real estate advertisements); or were created at a later date by a participant in the time period or event being studied (for example a memoir or oral history).

### **SECONDARY SOURCES**

Secondary sources interpret or analyze a historic event or time period, and are generally at least one step removed from the event. Examples include scholarly books and articles, and reference books.

### **CITY DIRECTORIES**

City directories are among the most important sources of information about urban areas and their inhabitants. They provide personal and professional information about a city's residents as well as information about its business, civic, social, religious, charitable, and literary institutions.

### **CITY BUILDING PERMITS**

The City of Los Angeles has building permits from 1905 to the present, along with approved building plans for some resources.

### **ZIMAS**

Zimas is the Department of City Planning's Internet-based Geographic Information System (GIS) and allows users to access property information. You can search for an address, Assessor Parcel Number (APN), legal description, or find a property on the map.

### **SANBORN MAPS**

Sanborn maps were created for fire insurance assessments, and updated annually between 1867 and 1970. They show a building's footprint, height, use, structural materials, precise geographic location, and street address over time.

### **GENEALOGY DATABASES**

To research the people who owned and lived in a building or neighborhood, as well as the contractor and builder who built it, you can use genealogy websites to supplement the story.

### **HISTORIC PHOTOGRAPHS**

The Los Angeles Public Library has a collection of historic photos, which is searchable through their website. Also consider searching at local branch libraries, historical societies, and house museums for photographs and other historic images.

## **Research Assignment:**

### **Assessor Parcel Number (APN) & Community Plan Area (CPA)**

The Assessor Parcel Number (APN) and Community Plan Area (CPA) are important pieces of information to record for SurveyLA. The APN is the most critical piece of information for the SurveyLA database, as the property information and maps are all linked to this information. The field work for SurveyLA will be sequenced based on the CPA.

- Go to the Department of City Planning's Zone Information and Map Access System (ZIMAS) to research the APN & CPA for the identified properties in your neighborhood: <http://zimas.lacity.org>
- Click on the passport to get to the application.
- Enter in the address number and street for the property. For the street, enter the name only; do not enter a direction (N,S,E,W) or a suffix (St, Ave, etc.).
- After you enter the address, a search results page will pop up. This will usually lead you to the information that you need.
- Click the button under the link column marked "Map." After a few seconds of loading, you will see a map of the area in which the parcel is located, with two dropdowns and two columns of information on the right.
- The first dropdown will have the address, and the second will have a number of categories, starting with "Address/Legal Information."
- The APN can be found in "Address/Legal Information" or "Assessor Information."
- The CPA can be found under "Jurisdictional Information." All properties should be in the same CPA for any community.

## Research Assignment: Building Permits

To confirm the year a property was built, architect and builder, and building permit number and date, plan to search for the original building permit. The City of Los Angeles has building permits from 1905 to the present for properties in the city. Blueprints and drawings are usually not available for buildings built prior to 1978.

- Building permits are found on microfilm in the Records Department of the Department of Building and Safety.
- Contact the OHR before starting research to see if they can provide any special access to the Records Department of the Department of Building and Safety. The OHR may also be able to assign student interns to complete limited building permit research.
- You can access building permits by visiting the Records Department and filling out a request form for same-day service. Office hours are 7:30 am – 4:30 pm Monday, Tuesday, Thursday, and Friday; Wednesday office hours are 9:00 am – 4:00 pm. There are two locations where you can access permits:

### **Metro Office**

201 North Figueroa Street, Rm. 1106262  
Los Angeles, CA 90012  
Ph: (213) 482-6899 Ph:  
Fax: 213-482-6862 Fax:

### **Van Nuys Office**

Van Nuys Boulevard, Rm. 251  
Van Nuys, CA 91401  
(818) 374-4394  
818-374-5013

Please note that underground parking is available at the Metro office for a fee.

- After requesting permit records, you can view them at the counter and make notes of the relevant information, or you can have copies made for a small fee.
- You can also fax or mail in a request form to either office that will be answered within 7-15 working days.
- Prior to visiting the Records Department, visit their website for additional information, or to fill out an information request form: [http://www.ladbs.org/permits/bldg\\_permit\\_records.htm](http://www.ladbs.org/permits/bldg_permit_records.htm)
- If you need additional assistance, both the Metro and Van Nuys offices provide training for individuals who wish to learn how to research large numbers of properties. Training is available at the Metro Office on Tuesdays only by calling 213-482-6899; or at the Van Nuys Office on Wednesdays only by calling 818-374-4390.



## Research Assignment: Sanborn Maps

Sanborn Maps were produced between 1867 and the 1950s for insurance company underwriters to show a building's fire risks. These maps have become critical tools for researching historic properties, as they provide many details, including:

- The outline of each building, the size, shape and construction materials, heights, and function of structures, location of windows and doors.
- The maps also give street names, street and sidewalk widths, property boundaries, building use, and house and block numbers.
- Textual information on construction details (for example, steel beams or reinforced walls) is often given on the plans while shading indicates different building materials.
- Extensive information on building use is given, ranging from symbols for generic terms such as stable, garage, and warehouse to names of owners of factories and details on what was manufactured in them. In the case of large factories or commercial buildings, even individual rooms and the uses to which they were put are recorded on the maps.
- Other features shown include pipelines, railroads, wells, dumps, and heavy machinery.
- Digital Sanborn Maps are available through the Los Angeles Public Library at <http://databases.lapl.org/>. You can research Sanborn Maps from your home computer with a valid LAPL library card.
- Select "Sanborn Maps" from the list of available databases, enter your LAPL card number and the last four digits of your phone number, and then click "Browse Maps" when the Sanborn Maps homepage comes up.
- You will select "CA" and "Los Angeles" from the State and City drop down lists, and then you can select the relevant date for the maps you would like to review. The most relevant maps will probably be the 1906-1950 maps.
- Bound volumes, each containing approximately 100 sheets, were created for large cities. In Digital Sanborn Maps if you select a map that is divided into volumes, you are automatically taken to the first volume in the set.
- A volume selection box appears to the right of the date box to allow you to view other volumes. The best way to navigate a volume is to find the key sheet which provides a birds-eye view of the city indicating which areas of the city are in which volumes.
- Volumes are specific to the date or date range you select in the date box.
- Each Sanborn Map is divided into numbered sheets, each approximately 65x55 cm. If you arranged all the sheets together on the floor, you would have a complete, but very large map! Because streets and buildings are located on various sheets, you need to use the key and index sheets to navigate.

- Maps with several sheets also include a key sheet and/or an index sheet. A key sheet provides a birds-eye view of the city. You will be able to see sheet numbers (or volume numbers) over different areas of the town. You can then browse the sheet thumbnails to pull up the sheet you are looking for. An index sheet provides an alphabetical list of streets (usually including block numbers) and prominent buildings, labeled “specials.” The index refers you to the sheet number for that address or building.
- Once you have found the appropriate map, you can confirm the year built, original use, and historical name and record it in the MyHistoricLA Neighborhood Data Table.
- You may also see whether a building has been significantly changed from its original appearance if the footprint shown on the map is significantly different from how the building appears today. This information can be entered into the Alteration text field in the MyHistoricLA Neighborhood Data Table.

## Research Assignment: People & Events

There are numerous sources for researching the people and events associated with historic buildings or neighborhoods. A good place to start is the local branch of the public library, or a local historical society. These are good sources for previous oral histories or community projects that have already uncovered information about the important people and events in the community. This information can be reviewed and the relevant details for the MyHistoricLA Neighborhood Data Table recorded. The Los Angeles Public Library also provides access to several databases that can be helpful with this research:

### LOS ANGELES CITY DIRECTORIES AND STREET ADDRESS DIRECTORIES

The Los Angeles Public Library has digitized a portion of its collection of Los Angeles city directories and Los Angeles street address directories. If you know the construction date of a property, you can go to the City directories to find the original owner and original use (for a commercial property). You can search the city directory by the person’s name, or you can search by address in the street directory. You can also search the directories over time to identify other owners who may be historically significant. Select City directories starting in 1915 are available at: [rescarta.lapl.org:8080/ResCarta-Web/jsp/RcWebBrowse.jsp](http://rescarta.lapl.org:8080/ResCarta-Web/jsp/RcWebBrowse.jsp)

### CALIFORNIA INDEX

The California File indexes information about people, places, and events that have impacted life in Southern California. Relevant information can be recorded in the Key Person and Key Event fields in the MyHistoricLA Neighborhood Data Table. [www.lapl.org/resources/en/california\\_index.html](http://www.lapl.org/resources/en/california_index.html)

## PROQUEST NEWSSTAND

ProQuest provides access to the full text of over 300 U.S. and International news sources, including the Los Angeles Times and the Los Angeles Daily News. Search the historic Los Angeles Times for information about people and events in your community who are associated with specific properties. This information will be recorded in the Key Person and Key Event fields in the MyHistoricLA Neighborhood Data Table. To access this database from home, you need a valid LAPL card: [databases.lapl.org/](http://databases.lapl.org/)

## GENEALOGY & LOCAL HISTORY INDEX

Once you have identified the key people related to historic properties in the community, you can find additional information about them in the genealogy files at the LAPL History & Genealogy Department. The genealogy file contains local history information, selected history resources, and an index of family names in published genealogies that are located in the History & Genealogy Department at the central library. The genealogy index can be accessed online at [www.lapl.org/resources/indexes/local.html](http://www.lapl.org/resources/indexes/local.html)

## OTHER ONLINE TOOLS FOR RESEARCHING PEOPLE

To confirm birth and death dates, or to do more in-depth research on a specific person, you the following online resources are available:

- California Birth and Death Indices  
[www.vitalsearch-ca.com/](http://www.vitalsearch-ca.com/)
- California Marriage Indices  
[vitals.rootsweb.ancestry.com/ca/death/search.cgi](http://vitals.rootsweb.ancestry.com/ca/death/search.cgi)
- Social Security Death Index  
[www.ancestry.com](http://www.ancestry.com)
- Genealogical Sources  
[www.cagenweb.com/losangeles/](http://www.cagenweb.com/losangeles/)  
[www.archives.gov/genealogy](http://www.archives.gov/genealogy)

## Research Assignment: Historic Photographs

Historic photographs can provide important data about a historic property, including the year it was built, the architect, and any association with historic people or events.

Historic photographs are also important to SurveyLA to help confirm how a property has changed over time. The Los Angeles Public Library's History and Genealogy Department's Photo Collection emphasizes the history of Los Angeles, Southern California, and California.

You can search for historic photographs online with a valid LAPL card: [catalog1.lapl.org/cgi-bin/cw\\_cgi?getLimitedTerms+17898](http://catalog1.lapl.org/cgi-bin/cw_cgi?getLimitedTerms+17898)

## Research Assignments Additional Information

For additional information on conducting research on historic properties, please see:

American Association for State and Local History  
[www.aaslh.org](http://www.aaslh.org)

Los Angeles Conservancy Historic Research Guide  
[www.laconservancy.org/preservation/historic\\_research\\_guide.php4](http://www.laconservancy.org/preservation/historic_research_guide.php4)

Green, Betsy J. *Discovering the History of Your House and Your Neighborhood*.  
Santa Monica, CA: Santa Monica Press, 2002.

Los Angeles Public Library  
[www.lapl.org/resources/guides/hist-house.html](http://www.lapl.org/resources/guides/hist-house.html)



*Historic tract maps can help to unravel a neighborhood's history.*



**Forms**





# MyNeighborhood

## Neighborhood Walkabout

### Survey Form

1. Photograph #
2. Building/Resource address
3. Name of building/resource (if applicable)
4. If a resource (landscape, natural feature, object, structure, etc.), please describe
5. If a building, is it listed in the Gebhard/Winter guide?  
☐ Yes   ☐ No
6. If so, confirm the information from the Gebhard/Winter guide  
Is the building/site still there?  
☐ Yes   ☐ No  
Has the building/site been altered?  
☐ Yes   ☐ No  
If so, how?

Is the building/site unique in your neighborhood or is it representative of the type of architecture found throughout your neighborhood?

☐ Unique   ☐ Representative

Are there other properties similar to those listed in the Gebhard/Winter guide?

☐ Yes   ☐ No

If so, describe

**MyNeighborhood**  
Neighborhood Walkabout  
Survey Form (Continued)

7. Why do you think this building/site is important?

- ☐ We believe it is interesting for its design and/or architecture
- ☐ Our neighborhood contains many examples of this style of architecture
- ☐ This style of architecture is rare in our neighborhood
- ☐ Someone important lived or worked here
- ☐ Something significant happened here
- ☐ Someone important designed this building
- ☐ An important business or organization occupied the building
- ☐ Other notable details or characteristics

8. If identifying a potential historic district, note the general characteristics of the neighborhood

What are the street boundaries?

What types of buildings are in the area (residences, schools, commercial buildings, etc.)?

- ☐ Residences
- ☐ Schools
- ☐ Commercial
- ☐ Other

Check all of the features that contribute to the potential district's significance

☐ Sidewalks

☐ Uniform setbacks

☐ Mature street trees or other landscaping

☐ Ornamental street lights or street signs

☐ Central paved entryways

☐ Driveways

Garages    ☐ Attached    ☐ Detached

List other important characteristics

Additional Notes



# MyNeighborhood

## Photo Identification Form

For all materials collected during a Community Photo Day or as part of an Interview (photographs, as well as articles and other materials), record the following information:

---

1. Address of building(s)
2. Name of building(s) where applicable, e.g. business or organization
3. Photograph Source (name & address)
4. Date of photograph (can be approximate if not known exactly)
5. Markings or notations (sometimes on back of photos)
6. Name or identity of people (original owner, important historic figure) depicted in photograph
7. Reason for Significance
8. Other relevant information





# My Story

## Interview Questionnaire— Property-Specific

Interviewee Name

Interviewee Address

1. How long have you lived in the neighborhood?
2. Why did you move to the neighborhood?
3. Before we talk about a specific historic property, think about all the significant places in the neighborhood. Can you talk about some of the places that are important to you?
4. Describe the specific historic resource that you have information about
5. Address of historic resource
6. Name of historic resource
7. What was the original use?
8. When was it constructed?

9. Who was the architect or builder?
10. What changes have been made to either the interior or exterior?
11. What do you know about the original owners?
12. Do you know anyone else who lived here?
13. Was this the site of an important event?
14. Does the site have any social significance?
15. Does the site have any cultural significance?
16. Do you have any historic photographs of the building or street?
17. Do you have any other information about the building that could help us understand its history or the history of the community?

# MyStory

## Interview Questionnaire— Neighborhood-Specific

Interviewee Name

Interviewee Address

1. How long have you lived in the neighborhood?
2. Why did you move to the neighborhood?
3. Think about all the significant places in the neighborhood.  
Can you talk about some of the places that are important to you?
4. What do you consider to be the boundaries of the neighborhood?
5. What do you call the neighborhood?

6. What are some of the general characteristics of the neighborhood?
7. Were many of the properties constructed around the same time?
8. What is the historic or architectural significance of the neighborhood?
9. Were there significant social or cultural events that took place in the neighborhood?
10. How has the neighborhood changed in the time that you have lived here?

# Photo Release

This agreement is entered into this day of \_\_\_\_\_, by \_\_\_\_\_  
and between the City of Los Angeles, a municipal corporation, duly organized and existing  
under the laws of the state of California, having an address at City Hall, Room 620, 200 North  
Spring Street, Los Angeles, California 90012, ("CITY"), and having an address at \_\_\_\_\_  
\_\_\_\_\_"GRANTOR").

The GRANTOR grants the CITY non-exclusive use of any photographs identified  
and described as follows:

The GRANTOR grants non-exclusive property rights to the CITY to use any photographs,  
as described above, including the public display of such on the CITY's website.

The GRANTOR indemnifies the CITY in the event any photographs provided to the CITY are the  
property of a third party.

Where possible, the CITY shall give credit to the GRANTOR or photographer of any photographs.  
Accepted and agreed to by:

GRANTOR

Signature

Print Name

Dated





# Interview Release

The purpose of this interview is to gather and preserve information about the architecture, culture, social life, and people in the community by means of a recorded interview, for use in SurveyLA, the Los Angeles Citywide Historic Resources Survey.

We the undersigned voluntarily offer full use of the information contained in the recordings and in any transcripts of these interviews. In view of the historical value of this research material, we hereby assign rights, titles and interest pertaining to the recording to the City of Los Angeles.

Interviewee (signature)

Date

---

Name of interviewee (print)

---

Address of interviewee

---

Telephone number of interviewee

---

E-mail address of interviewee

---

Interviewer (signature)

Date

---

Name of interviewer (print)

---



# Neighborhood Data Table User Guide



# MyHistoricLA

## Neighborhood Data Table User Guide

### Section I — Introduction

This step-by-step guide explains how to enter data into the Office of Historic Resources (OHR) MyHistoricLA Neighborhood Data Table (Data Table) and is designed to be used with the publication MyHistoricLA: Guide to Public Participation in SurveyLA (MyHistoricLA). The Data Table is an Excel spreadsheet with multiple fields developed to help the OHR collect, organize, and record information on potential historic properties that has been gathered during community outreach efforts and from other sources such as previous historic resources surveys. This information is being compiled in advance of the actual SurveyLA field surveys (to be completed 2010-2012) and will be used in the field by professional survey teams to directly inform the identification and evaluation of properties. The data is particularly important for field surveyors to identify resources of social, cultural, and historical significance that are not readily identified by visual inspection.

### Section II — Getting Started

- **Who do you contact for help?** For any questions regarding this Data Table and data entry contact Janet Hansen at [janet.hansen@lacity.org](mailto:janet.hansen@lacity.org) or at (213) 978-1191.
- **How do I get a copy of the Data Table?** The Data Table is available from the Office of Historic Resources via email or on a CD. You must have Microsoft Excel installed on your computer to use the Data Table.
- **What do you record?** You will only record information on resources that you believe have architectural, cultural, social, and/or historical significance and should be included in SurveyLA. Resources include buildings, structures, objects, landscapes, etc.
- **How do you get this information?** Generally you will be entering information on potential historic resources that you have gathered by completing community activities detailed in MyHistoricLA. If you are entering data based on previously published surveys, please contact the OHR for additional instruction.
- **How will you know what information to include in the Data Table?** Although you are not required to complete all data fields for every property, you should provide enough information to establish potential significance. The type and amount of information gathered during SurveyLA activities may be limited by factors relating to the number of community



members participating, availability of research sources, and the amount of time allocated. For example, if a property is significant for its architectural or design qualities you would at a minimum want to indicate address, architectural style, architect, and construction date. If a property is significant for its association with an important event, you would at a minimum indicate address, the name of the event, the date it occurred, and the reason why it is important.

- **What about properties already designated?** Entries to the Data Table should only be made for properties that are not designated locally (Historic Cultural Monuments or HPOZs) or listed in the National or California Registers. The OHR already maintains information on these properties and they will not be re-surveyed as part of SurveyLA. Instructions for using the Planning Department's Zoning Information and Map Access System (ZIMAS) to determine if a resource is designated are available in Section IV of this guide. You may also contact the OHR for a list of designated resources in your neighborhood and for information regarding previous surveys.

### Section III — Data Entry Instructions

Upon opening the Excel spreadsheet, the blank Data Table appears. The top row (or header) of the Data Table shows the specific categories of information that may be recorded on resources. When you click anywhere on the column associated with a category (either on the category name or a cell below) instructions will appear to guide you in entering data. These instructions are detailed below. To enter data, simply type the information in each cell by category, following the instructions. A few categories have a drop-down list or menu from which to select an appropriate entry (these are identified below). On the spreadsheet, a drop down list can be accessed by clicking a category name and then clicking on the down arrow which appears to the right. Scroll down the list to the appropriate selection and click.

Fill in the cells under as many of the categories as are appropriate for the resource and the activities you have completed, but at a minimum include:

- Address
- Direction (if applicable)
- Street
- Suffix
- Source
- Comments (reason for significance)

## Address

Enter the address number(s) only. This should be the number(s) on the building. For properties with multiple numbers, record the full range (such as a commercial building with many storefronts or an apartment building). For properties on a corner, you may make separate entries for each street. If a property has multiple numbers that are not sequential, you must enter a separate row of information for each corresponding number. If applicable, you may input a fraction (e.g. apartments).

<i>Correct:</i>	Address	<i>Incorrect:</i>	Address
	1411-1415		1411-15
	11699		11699/11711
	11711		
	244		244 & 244 1/2
	244 1/2		

## Direction

If a street has a directional indicator like North, South, etc, enter N, E, S, W, NW, SW, NE, SE or select from the drop down list.

## Street

Enter the full street name. If the street name is numeric, write the number.

<i>Correct:</i>	Van Nuys	<i>Incorrect:</i>	Fifth
	5th		Ave 61
	Avenue 61		

## Suffix

Select the appropriate street suffix from the drop-down list.

## APN (Assessor Parcel Number)

Enter the 10-digit APN (e.g. 1234567890). Do not use spaces or hyphens. You can use ZIMAS to identify APNs. Instructions for using ZIMAS can be found in Section IV of this guide.

## ZIP

Enter the five digit ZIP code.

## CPA (Community Plan Area)

Use the drop-down list to select the full name of the Community Plan Area in which the property is located. Instructions for using ZIMAS to identify the CPA can be found in Section IV of this guide.

*Correct:* West Adams - Baldwin Hills – Leimert

Southeast Los Angeles

*Incorrect:* West Adams

SE L.A.

## Source

This field refers to the specific source of the data being entered. For example, if the information was found in a Los Angeles Times article, note the date and section/page here. For building permits, you need only enter “Building Permit” as there are other categories to record specific information on permits. You may enter in multiple sources.

Ex.

- Los Angeles Conservancy Modern Committee
- LADOP 1995 Survey; SHPO Statewide Database; LABOE 1984 Olympic-Normandie East Survey
- John Doe

## Datasource

Leave this field blank.

## Significance Category

Leave this field blank.

## Year Built

The year built should be based on factual data available on original building permits or from Assessor Data (see MyHistoricLA). Enter a four-digit number, with no letters or ranges. If a building was constructed over a range of years, use the first year in the range. Note: If different buildings on a property have different construction dates, and are significant for different reasons, then record each building separately in the table (it is okay to have multiple buildings associated with a single address or APN).

Ex.

*Correct:* 1900

*Incorrect:* c1990 or 1990-1991

## Year Built Description

Enter other or more specific information (as relevant) relating to the year built. For example, a property with a circa date would be entered here as well as dates relating to major significant additions or date ranges for construction over a period of years.

## Architect

Enter the name of the architect or designer, if known, using first, middle and last names as applicable and available. You may also enter the name of an architecture firm here. This information may be available from original building permits.

## Builder

Enter the name of the builder, if known using first, middle and last names as applicable and available. This information is generally available from original building permits.

## Style

From the drop-down list, choose the architectural style that best represents the resource. If you are not familiar with style terminology then leave blank. Choose “none” if style is not applicable (e.g. a tree would be none) or “no style” if there is no discernable style.

## Original Use

Enter the original use of the resource, if known, such as: church, single-family residence, duplex, retail store, gas station, bank, college campus, utility building, commercial sign, etc. Often the original use and current use are the same. This field records changes in use to extant resources (and not previous uses of the property generally).

## Status Code

Leave this field blank.

## Common Name

Enter the name of the resource as it is referred to today, if known. Generally, a single-family residence would not have a common name.

## Historic Name

Enter the historic name(s) of the resource, if known. Single-family residence names may be associated with original or long-time owners. Commercial and industrial properties may be associated with specific businesses. Multi-family properties such as apartment buildings were often named at the time of construction. Original signs provide clues to historic names as do city directories (see MyHistoricLA). Historic names and common names may be the same.

## Original Owner

Enter the original owner of the resource, if known, listing first, middle and last names as applicable. This information may be available from original building permits, County Assessor data or from city directories (see MyHistoricLA).

### **Key Person**

Enter the name of a key person in the resource's history if applicable listing first, middle, and last names. Key person may be the original owner or another person directly associated with the historical significance of the property. That is, an individual whose activities, contributions, and impact to a theme important in Los Angeles' history and development can be demonstrated through scholarly research and judgment. Properties associated with key persons illustrate (rather than commemorate) a person's important achievements and must reflect the time period in which he or she achieved significance.

### **Key Person Date**

Enter a date range or year during which a key person was associated with a property related to the key person, for example the period of time an important person lived in a house (1910-1945) or date that a person was associated with a single achievement (1939 or 08-21-1905).

### **Key Event**

Indicate a key event or events relating to the significance of the resource. For example, the place of a significant civil rights protest or the long-time location of an important social organization such as a woman's club.

### **Key Event Date**

Enter in any key dates relating to the event(s). This could be a single date (08-21-1905) or a range of years (1910-1930).

### **Alteration**

Enter significant alterations to the resource. Generally, these will be based on visual inspection of a property. Alterations may also be determined from building permits, but it is not expected that all permits for a property will be researched for SurveyLA as this can be very time consuming (and generally properties with extensive alterations may lack the level of physical integrity needed to be significant). However, building permits may be consulted on an "as needed" basis to confirm alterations.

### **Survey Date**

Leave this field blank.

## Criteria

Leave this field blank.

**The fields below refer to original permits for building construction. Refer to MyHistoricLA for information about researching original permits.**

## Building Permit Number

Enter the building permit number.

## Building Permit Date

Enter the date the building permit was issued.

## Original Cost of Construction

Enter the cost of construction indicated on the original building permit.

## Date Entered

Enter the date on which you recorded information about the resource on the Data Table. Please record the date as follows: MM/DD/YYYY.

## Comments

Comments should be entered here in free text and should provide reasons/support for the significance of the resource. This information is extremely important for field surveyors and should be clear, concise and accurate. Do not enter comments based on conjecture or undocumented information.

Ex.

- This residence served as the Japanese YWCA from 1920-1935.
- One of the earliest glass curtain wall buildings in America. Known as the “narrowest little skyscraper in the West.”

## Section IV — Using ZIMAS

How to look up previous survey and designation information using ZIMAS (the Planning Department's Zone Information & Map Access System):

Currently ZIMAS includes properties:

1. Designated as City Historic-Cultural Monuments (HCM)
2. Under consideration as City Historic-Cultural Monuments (in process)
3. Located within designated City Historic Preservation Overlay Zones (HPOZ)
4. Designated as State Landmarks
5. Listed in the National Register of Historic Places (individually or within a historic district)
6. Determined eligible for listing in the National Register of Historic Places (individually or within a historic district) with concurrence from the State Office of Historic Preservation

To search for information on historic resources in ZIMAS follow the directions below:

1. To enter ZIMAS click here [zimas.lacity.org](http://zimas.lacity.org) or enter the URL into your browser.
2. Search for a specific property by street address or Assessor Parcel Number (APN) as indicated in the "Search By" tab. Enter the address or APN following the instructions:

The screenshot shows the ZIMAS web application in a browser window. The main navigation bar includes links for Home, Search, Resources, and About. A sidebar on the left lists various search criteria: Address, Street Intersection, Assessor Parcel No., PIN Number, Legal Description, Map Sheet, Case Number, Community Plan Area, Council District, and Certified Neighborhood Council. The 'Search By' tab is active, displaying a search form. The form has two main sections: 'SEARCH BY:' and 'SEARCH BY ADDRESS:'. The 'SEARCH BY:' section includes a dropdown menu for 'Address' and a list of search criteria. The 'SEARCH BY ADDRESS:' section contains two input fields: 'House Number' and 'Street Name'. A red box highlights these two fields, and a red arrow points to the 'Street Name' field. Below the input fields, there is a 'GO' button and a checkbox for 'Display resulting parcel in a new popup for comparison?'. The background of the application shows a map of Los Angeles.

**ZIMAS**

**SEARCH BY:**

Address

Street Intersection

Assessor Parcel No.

PIN Number

Legal Description

Map Sheet

Case Number

Community Plan Area

Council District

Certified Neighborhood Council

**SEARCH BY ADDRESS:**

To search by property address, enter its house number in the first field and enter its street name in the second field below. Click GO when ready. Alternatively, you can click on the map items on the left to search by other methods such as Street Intersection, Assessor Parcel Number, Council District, etc.

House Number:

Street Name:

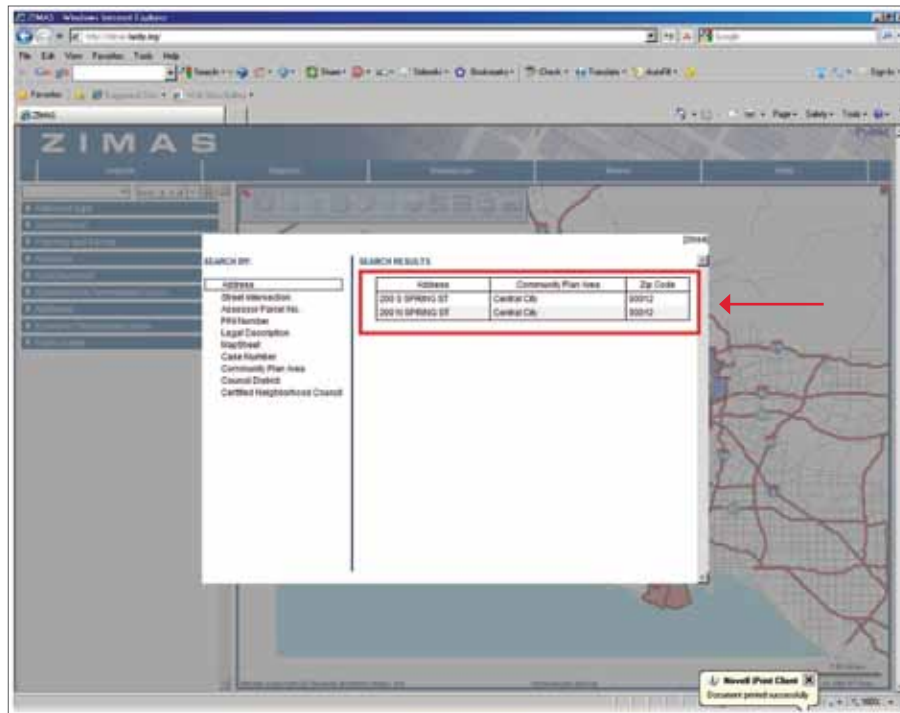
Example: Enter "14400"  NOTE: Do not use prefixes or suffixes. Example: For "Van Nuys Blvd." enter "van nuys"

Click "GO" to start the search.

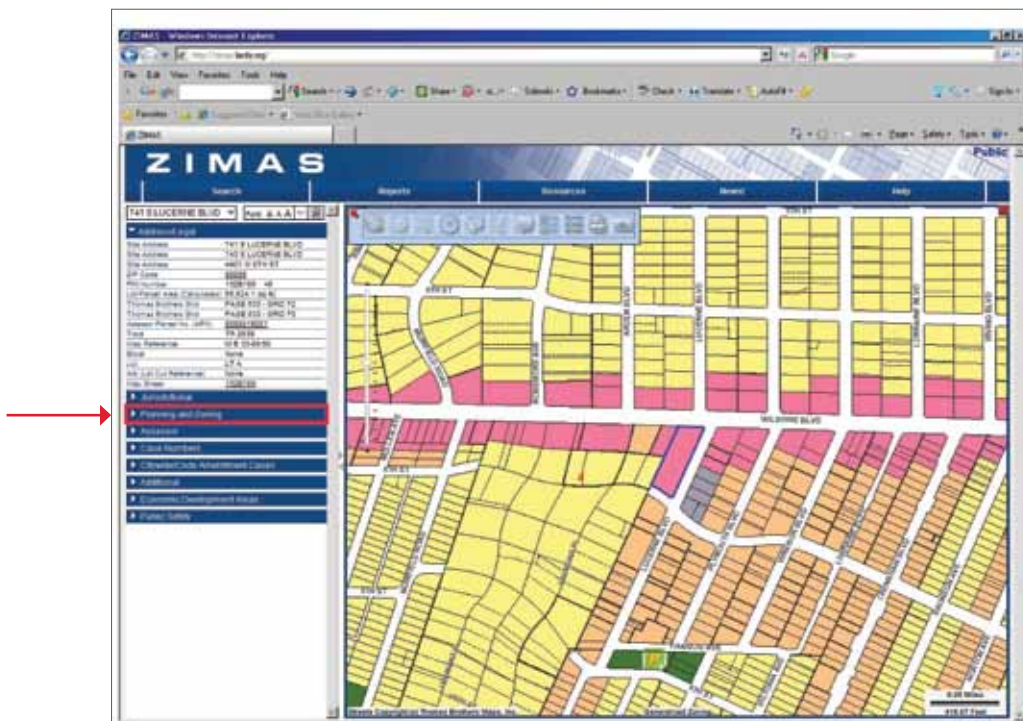
☐ Display resulting parcel in a new popup for comparison?



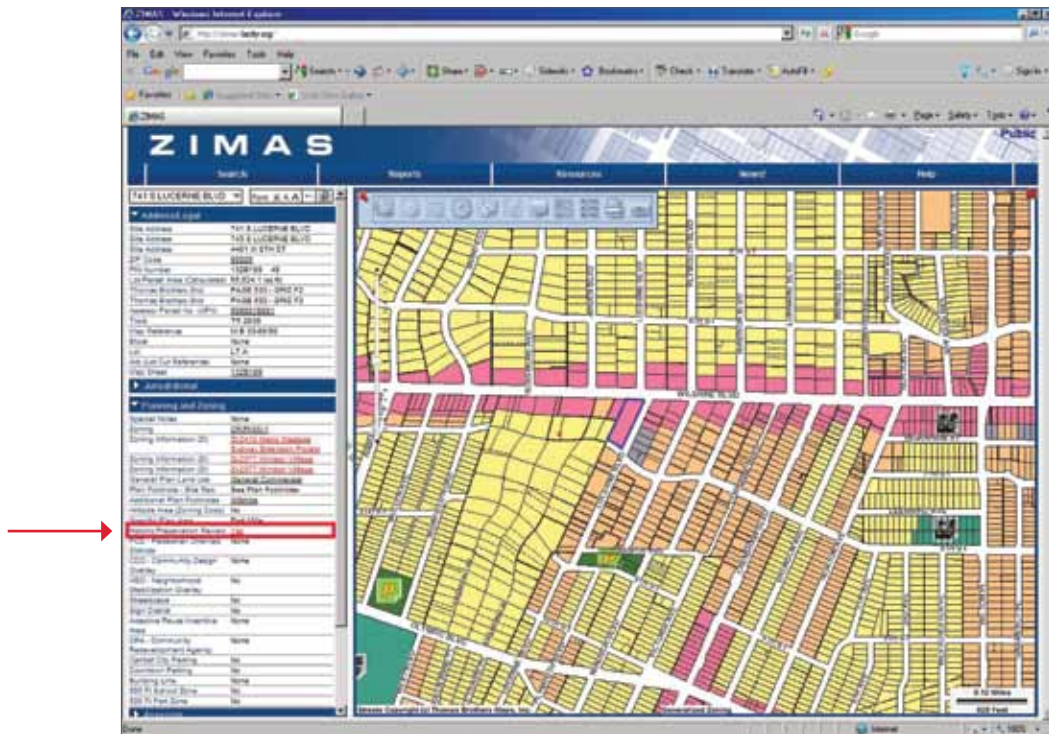
3. If multiple properties appear, select the specific address you are looking for.



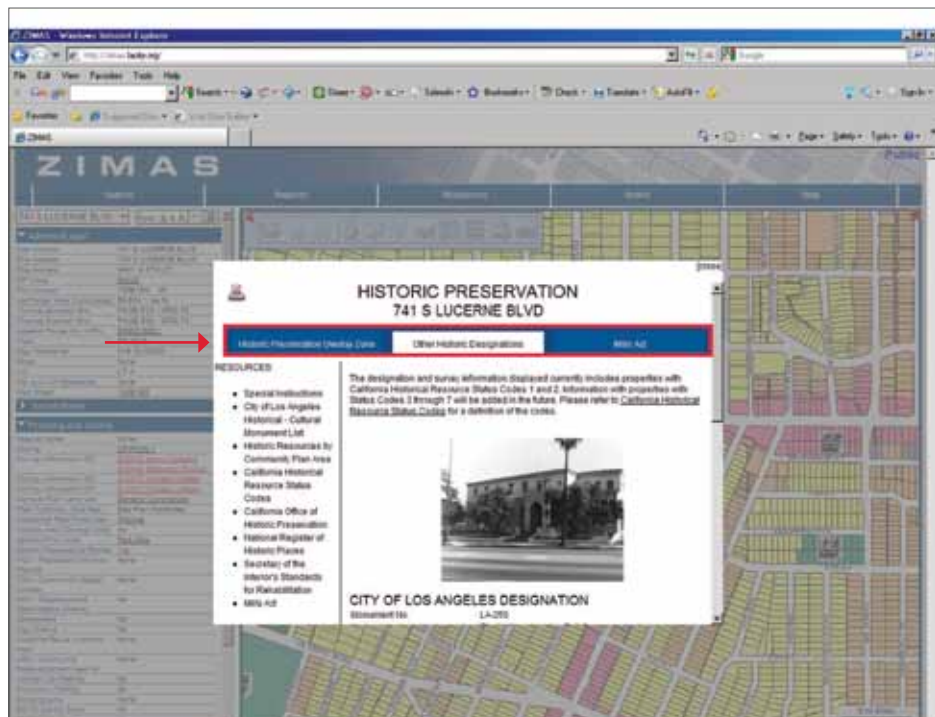
4. Under “Property Information” click on the arrow next to “Planning and Zoning Information.”



- When the information appears, go to "Historic Preservation Review." If a red "Yes" appears, then the property falls into one of the categories listed above. Click on "Yes" for the "Historic Preservation" page.



- On the "Historic Preservation" page there are three tabs at the top of the page. The "Resources" to the left of each tab links to additional information which applies to the property.



- Historic Preservation Overlay Zone – Displays information specific to properties within HPOZs. “HPOZ Info” links to the left show additional information on the HPOZ.
- Other Historic Designation – Displays other designations and survey information on properties (including Historic-Cultural Monument and National Register of Historic Places information).

### **How to look up Assessor Parcel Number (APN) and Community Plan Area (CPA) using ZIMAS**

Follow steps 1-3 above and type in the property address. Under “Property Information” click on the down arrow, next to “Assessor Information”, to find the Assessor Parcel Number (APN). Assessor information may also display a Year Built for the resource. The APN can also be found under “Address/Legal Information.” The CPA can also be found under “Jurisdictional Information.”



# Appendices



*The Los Angeles Conservancy celebrates the historic theaters that line Broadway in downtown Los Angeles. Photo courtesy of the Los Angeles Public Library.*



# Appendix A

## Organization & Community Outreach

The following tips are provided to assist you in organizing a community event and to enlist greater participation in SurveyLA.

### Forming a Coordinating Committee

The first step in undertaking any neighborhood activity is identifying participants who can take a leadership role to select the appropriate activities for your community, ensure that all the necessary tasks are being covered, and help to promote the event to your neighbors. The Neighborhood Coordinator should work with interested members of the community to recruit participants for MyHistoricLA.

### Community Participation

You may consider holding a kick-off meeting to introduce SurveyLA to the community and inspire your neighbors to participate in MyHistoricLA. The Office of Historic Resources has developed a video and volunteer Speakers Bureau for SurveyLA. If you would like to schedule someone from the SurveyLA Speaker's Bureau to participate in the kick-off meeting, contact Janet Hansen at (213) 978-1191 or [janet.hansen@lacity.org](mailto:janet.hansen@lacity.org) for more information.

### Logistics of Planning Activities

For group activities, the next step is to select a date and time for your activity, and secure an appropriate venue. Consider holidays and other important community activities when selecting a date. Depending on the type of activity, there will be several important considerations when selecting a venue, including the size of the room needed to accommodate your group, available amenities such as a projection screen (if you are planning a presentation). Other considerations are parking facilities near the event location, disabled access, and proximity to public transportation.

Potential locations include local branches of the public library, church meeting halls, school facilities, and fraternal organizations.



## Finding Sponsors

Consider approaching local businesses to participate in your activity as a sponsor, advertiser, or for in-kind donations. For example, local printing companies may consider donating printing services for an event in exchange for promotion of their business on all printed materials. Engage potential sponsors early in the process to maximize the benefit to your organization, as well as to optimize the promotional opportunities for the sponsor.

Consider approaching your Neighborhood Council to request funding for your event: [www.ci.la.ca.us/DONE/page2.cfm?doc=home](http://www.ci.la.ca.us/DONE/page2.cfm?doc=home), [www.allncls.org](http://www.allncls.org)

## Getting the Word Out

The key to any successful event is marketing and promotion.

- Promote your event in community newsletters and on community websites as soon as the date and other information are available.
- If funding is available, produce a promotional flyer or postcard that can be mailed to neighborhood residents and displayed in local stores.
- Engage local print media to help promote the event through local interest stories.
- The public library will also often allow promotional materials for community events to be displayed in local branches.
- You should also consider reciprocal agreements with other local organizations to help cross-promote your activity.



*Neighbors discuss local historic preservation projects.*

## Recruiting Volunteers

You will want to promote your efforts to community members who may want to participate. This includes people who can conduct research, as well as assist in organizing or implementing an activity.

- Contact the Office of Historic Resources for assistance from SurveyLA volunteers.
- You may also consider partnering with a local school or youth group, senior center, or other community groups.
- Promote volunteer opportunities in the community newsletter or website, as well as on any relevant messages boards. OHR can also help recruit volunteers through the SurveyLA website.
- Be specific and realistic about volunteer duties and expectations, and provide clear instructions for completing any volunteer task.



*The SurveyLA Speakers Bureau is available to help you inform your community about SurveyLA.*



# Appendix B

## Beyond SurveyLA

Once you have compiled information about historic resources in your neighborhood, you can think about how to use it beyond providing valuable input for SurveyLA. You will want to share with the community the results of your efforts and showcase the important historic properties, people, and events in your community. Your efforts could lead to the formation of a neighborhood association, or the start of a local history collection or archive of photographs and other materials relating to the history of the community. The information can also be useful when the community is considering proposals for future development and to nominate properties that your neighborhood wants to protect as City of Los Angeles Historic-Cultural Monuments.

Survey data might also be used to develop elementary and secondary school curricula. This would provide a concrete return to the community on its investment in the survey process. Heritage education—the use of local cultural and historical resources in teaching children in K–12—can help generate an appreciation for the local community and its built environment, including historic preservation.

You may also decide to create activities and events within your community to help educate your neighbors about the community, to share the information that you discovered during MyHistoricLA, and to promote an understanding of the historic, cultural, and social resources within your neighborhood.

**Sample “Beyond SurveyLA” activities—the following activities are only selected examples of the types of events that you may decide to hold within your community.**

### Lectures

You may consider hosting a lecture on a variety of topics relevant to your area. A lecture is a good opportunity to learn about the community as well as gather information for SurveyLA. Following the lecture, you may ask for input from the participants about additional historic places, important people, or events in the community. This information can be provided to the Neighborhood Coordinator for inclusion in the MyHistoricLA Neighborhood Data Table. You can also have copies of the MyHistoricLA Historic Resource Identification Form available at the lecture, or direct attendees to the Office of Historic Resources website to submit the information: [preservation.lacity.org/survey/historic-identification](https://preservation.lacity.org/survey/historic-identification)

Potential lecture topics include:

- A particular architectural style or architect prevalent in your area.
- The general history of your neighborhood.
- An important event.
- A significant social or cultural movement.

Potential speakers:

- Local historians who have already researched relevant topics.
- Local research librarians or archivists.
- Teachers.
- Community members with particular expertise.

## **Tours**

Walking tours are a great way to see the neighborhood and discover its unique historic places. You can organize a walking tour in your neighborhood focusing on:

- A particular geographic area
- Architectural styles
- Cultural themes

An in-depth tour of a single historic resource can also be effective. The research conducted in preparation for these tours will also be valuable to SurveyLA. In addition, as with the lecture activities, input should also be sought from attendees. Encourage docents to make their tours interactive:

- Solicit information from tour-goers along the way;
- Hold a Q&A session at the conclusion of the tour to ask people to think about other important places in the neighborhood.

This information can be provided to the Neighborhood Coordinator for inclusion in the MyHistoricLA Neighborhood Data Table. You can also have copies of the MyHistoricLA Historic Resource Identification Form available at the tour, or direct attendees to the Office of Historic Resources website to submit the information: [preservation.lacity.org/survey/historic-identification](https://preservation.lacity.org/survey/historic-identification)

## **Then and Now Photography Exhibit**

A great way to showcase how neighborhoods have both changed and stayed the same is a Then and Now Photography Exhibit. This can be a virtual exhibit, with photographs displayed on a website, or you can find a physical location and display actual photographs. The “then” photographs will come from the historic photographs that you have gathered as part of MyHistoricLA from the library, archives, and individuals as part of the Community Photo Day. Using these images as reference points, photograph the buildings as they exist today.

## Virtual Museum

A virtual museum is a website that offers an effective way to continually involve the community in activities that help to compile the story of your neighborhood. Virtual Museums also offer partnership opportunities with local schools or the public library. Content for the virtual museum can be created in a manageable way, and can be expanded one page at a time, as more information is gathered. Content can include images, photographs, historical research, as well as video or audio recordings. The collection of information should be interactive, encouraging participation on the part of the visitor. This could be in the form of general questions, specific requests for information about a particular resource, or solicitation for images to include. The technology for creating a simple web page can be easily mastered, and a successful site does not depend on bells and whistles. Instead, the focus should be on lively content and ease of navigation.

Some examples of effective virtual museums can be found through the following websites:

[www.fno.org/museum/museweb.html](http://www.fno.org/museum/museweb.html)

[www.virtualmuseum.ca/English/CommunityMemories/index.html](http://www.virtualmuseum.ca/English/CommunityMemories/index.html)

[www.mohumanities.org/Library/PDF/virtualmuseum.pdf](http://www.mohumanities.org/Library/PDF/virtualmuseum.pdf)

## Community Oral History Project

Oral history is a good way to get community members involved in collecting your shared history. A formal oral history project can build upon the information that you gathered during the Interview activity. You can record the interviews and the tapes will become valuable resources for community members and researchers in the future. There are many resources available to help you start an oral history program in the community:

UCLA Oral History Project

[www2.library.ucla.edu/libraries/cohr/6265.cfm](http://www2.library.ucla.edu/libraries/cohr/6265.cfm)

Tips for Interviewers

[bancroft.berkeley.edu/ROHO/rohotips.html](http://bancroft.berkeley.edu/ROHO/rohotips.html)

American Association for State and Local History

[www.aaslh.org/publicat.htm](http://www.aaslh.org/publicat.htm)

Donald A. Ritchie, Donald A. Doing Oral History. New York: Twayne Publishers, 1995. This book covers all aspects of oral history, from setting up interview projects and conducting interviews to teaching oral history and preserving oral history materials.

Sample community oral history projects

Indivisible Stories of an American Community

[www.indivisible.org](http://www.indivisible.org)

Projects: Columbia Heights West Arlington, Virginia

[www.gmu.edu/departments/iet/projects.html](http://www.gmu.edu/departments/iet/projects.html)



# Appendix C

## Additional Resources

There are several online resources that can provide additional information about SurveyLA, as well as assist with the activities in MyHistoricLA:

SurveyLA  
[www.surveyla.org](http://www.surveyla.org)

MyHistoricLA  
[www.preservation.lacity.org/survey/historic-identification](http://www.preservation.lacity.org/survey/historic-identification)

City of Los Angeles Office of Historic Resources  
[preservation.lacity.org](http://preservation.lacity.org)

Getty Conservation Institute SurveyLA Website  
[www.getty.edu/conservation/field\\_projects/lasurvey/index.html](http://www.getty.edu/conservation/field_projects/lasurvey/index.html)

### Designation Programs

City of LA Historic – Cultural Monument (HCM) Ordinance  
[preservationla.org/files/Cultural%20Heritage%20Ordinance.pdf](http://preservationla.org/files/Cultural%20Heritage%20Ordinance.pdf)

City of Los Angeles HPOZ Ordinance  
[preservationla.org/files/Citywide%20HPOZ%20Ordinance.pdf](http://preservationla.org/files/Citywide%20HPOZ%20Ordinance.pdf)

National Park Service National Register Information System (NRIS) – includes information about individual resources and historic districts listed in the National Register of Historic Places  
[www.nr.nps.gov](http://www.nr.nps.gov)

### Preservation Organizations

Los Angeles Conservancy  
[www.laconservancy.org](http://www.laconservancy.org)

California Office of Historic Preservation  
[ohp.parks.ca.gov](http://ohp.parks.ca.gov)

National Trust for Historic Preservation  
[www.preservationnation.org](http://www.preservationnation.org)





# Contact Information— Office of Historic Resources

## Primary Contact

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Department of City Planning

200 N. Spring Street, Room 620

Los Angeles, CA 90012

