

Use of a Conservator Report

Each cemetery, especially historic cemeteries, is unique. Landscape features, resources including headstones, topography, soil, climate, and vegetation will vary from site to site. Each state, county, and city have different regulatory rules and legislation regarding cemeteries and historic cemeteries. Understanding the ownership, management, and rules which apply to the site prior to any work is important to assure no legal or jurisdictional rules are broken.

Conservation/preservation/restoration work should be done by an appropriately qualified individual, preferably a conservator. Work should be in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Buildings*, Standards of Practice and Code of Ethics of the American Institute for Conservation of Historic and Artistic Works (AIC), the National Park Service (NPS) including the National Center for Preservation Technology and Training (NCPTT), and the Department of Veteran Affairs (VA), where applicable. The Secretary's Standards require that treatments must do no harm, be reversible, and recognized as a legitimate treatment. For properties listed on the National Register of Historic Places, the Secretary's Standards should be followed.

Treatments/repairs should be documented according to the Standards of Practice and Code of Ethics of AIC. This includes written and photographed conditions prior to treatment, throughout treatment, and after treatment. A conservator's report should be provided after the treatments and will include information on treatments, including before and after photographs. These records should be maintained by the owner and other interested parties. Materials should be stored according to archival standards with photographs following the National Register of Historic Places Requirements for Digital and Film Photographic Prints. The conservator's report should include preliminary conditions overall and for each stone treated, photographs of the resource before, during and after treatment, written descriptions of all treatments, and further preservation concerns and recommendations for future restoration. Photographs and written notes are appropriate forms of documentation. Rubbings of inscriptions or applying materials to enhance inscriptions is never recommended. Retention of information regarding assessment and conservation/preservation/restoration should further adhere to public record laws as necessary.

The following document template provides basic information to be recorded for resources subject to cleaning and repair actions by any individual, whether a professional conservator or trained volunteer.

Conservation Report	
Cemetery	
Location	
Record Date	
Name of Interred	
Date of Death	
Inscription	

Material	
Material Condition	
Treatments	
Dates of Treatment	
Conservator Name	
Contact (phone/ address, email)	

Attachments: Photographs (date)
Location map