



North Carolina Citizen Cemetery Site Form Instructions

Notes on This Form

The North Carolina Citizen Cemetery Site Form is designed to allow non-professional members of the public to submit information relating to a wide variety of cemeteries across the state. Submission of this form to the NC Office of State Archaeology (OSA) is a vital step in the historic preservation process. This information will be stored at the state and accessed by researchers and contractors, descendant communities, local governments, and agencies seeking compliance with State and Federal preservation laws. In other words, recording a cemetery for OSA may help prevent it from being damaged or destroyed.

Once your cemetery is recorded with us it will be assigned a site number, which you may request notice of to hold for your records. If the cemetery has already been recorded, OSA will add your completed form to the cemetery's file and list the submission as a "revisit." Updates to listed cemeteries are welcomed because they are important tools for understanding how cemeteries change over time.

Recording a cemetery on this form does not "list" it on the National Register of Historic Places or the North Carolina Historical Marker Program. For more information on listing resources on the historic registers, contact OSA's historic cemetery specialist.

Instructions and Tips

Map:

- A map may be a legible copy of a road or topographic map or a computer-generated map (like Google Maps). If available, OSA will also accept a GIS shapefile. Make sure the location of the cemetery is clearly legible. Include boundaries, if possible.

Plan View Map:

- A plan view map may be a hand-drawn or computer-generated image showing an overhead view of the outline of the cemetery and placement of things within it like headstones, depressions, plants, enclosures, artifacts, interior paths, etc.

Marker Description Form:

- Please record epitaph information that you can clearly discern; do not presume words, names, or phrases. Leave spaces or underscores for letters or words that are illegible. Do not correct marker's spelling or punctuation. This will help with future genealogical searches.
- Examples of marker types include (but are not limited to) bench, cenotaph, chest tomb, cradle grave, crypt, field stone, headstone/tablet, mausoleum, monument, slap/capstone/ledger, table, temporary (funeral home), and more.
- Duplicate the form or its rows as possible to have enough space for all of the cemetery's markers.

Photography:

- Photographs are welcomed additions to your submission. Some photographs you might consider submitting are: front and back of markers, depressions, cemetery architectural features, memorial plantings, artifact clusters, damage, overall shots of cemeteries
- To brighten or make inscriptions more legible without impacting the integrity of the marker, consider wetting the stone with water or using a flashlight, mirror, or photography reflector to cast light across the front of the marker at a 70-90-degree angle.
- When possible, include an object for scale such as a ruler, a quarter, a pencil, etc.
- When possible, give photographs file names that describe the image, such as: JohnSmithMarkerFront.jpg, HarperMausoleum.jpg, OakwoodCemetery_FacingNorth.jpg

Other histories, narratives, or genealogies:

- OSA welcomes accompanying historical information about the cemeteries or those who are interred there. Please cite sources where you can so that future researchers know where to go or who to talk to for more information.

Still need help?

Contact OSA! Melissa.timo@ncdcr.gov or 919-814-6562

Please email or mail completed form, map and any photographic attachments to:

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