



State of New Hampshire, Department of Natural and Cultural Resources  
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### **Burial Ground and Cemetery Inventory Form Instructions**

These instructions are a guide to completing the Burial Ground and Cemetery Inventory Form produced and distributed by the New Hampshire Division of Historical Resources (NHDHR). The form may be used to record marked burial grounds and marked cemeteries throughout New Hampshire and may be completed by cultural resources professionals and community members. The preparer of the form is encouraged to fill out as many fields as possible with information available to them and to use a computer and printer for submitted forms. All pages of the inventory form must be one-sided only.

#### **NHDHR INVENTORY #**

Inventory numbers are unique and assigned only by the NHDHR. Contact Megan Rupnik at [Megan.R.Rupnik@dncr.nh.gov](mailto:Megan.R.Rupnik@dncr.nh.gov) to obtain a new inventory number. This number must be entered at the top of every page and be marked on the back of anything attached to an inventory form (photo or map). You will need to provide the town, street address, tax parcel, or map coordinates to obtain an inventory number.

#### **MAPS**

USGS Quadrangle: The NHDHR asks that a map indicating the location of the burial ground /cemetery be attached to the form. USGS topographic maps can be printed or downloaded free of charge from UNH's GRANITView website at: <http://granitview.unh.edu>

Sketch Map: This map should show the property, as it exists today, as seen in aerial view (looking down at it) with all landscape features clearly identified. Street names or natural features should also be identified. Show north with an arrow.

#### **PHOTOGRAPHS**

Attach clear, crisp, and focused photographs. Color, digital photographs are acceptable. Digital images should not be pixilated. Photographs must be submitted in a 3x5 for larger format and printed on or stapled to letter-sized paper. A brief description of the photograph must be included with the direction in which the photographer was facing when taking the photograph. Representative photographs of the cemetery/burial ground are fine. For submission purposes, please do not include photographs of every headstone/monument.

#### **Please return completed forms to:**

New Hampshire Division of Historical Resources  
172 Pembroke Road  
Concord, New Hampshire 03301

