Instructions for completing the West Virginia Cemetery Inventory Form

1. **Trinomial Number**: This number will be assigned by the State Historic Preservation Office when we receive the completed form.

2. **Cemetery Name, Historic/Common**: Many cemeteries have older, or historic, names as well as names commonly used by the family or community. If the name is unknown, please provide a name that you feel is appropriate.

3. **County**: Please tell us the county in which the cemetery is located.

4. **7.5' Quadrangle Name**: The SHPO maintains a series of quadrangle maps covering the entire state of West Virginia. If you do not know which map to use please tell us the name of the town nearest to the cemetery and we will provide a map for you.

5. **UTM Zone/Easting/Northing**: These are map coordinates used to locate resources on USGS Topographic Quadrangle maps. Please leave blank if you do not know how to calculate the coordinates.

6. **Location**: Please tell us how to find the cemetery from the nearest marked road.

7. **Ownership**: Please tell us who owns or administrates the cemetery.

8. **Burial Population**: This information is very important to an understanding of the cemetery. If the cemetery has an evident ethnic, religious or cultural concentration (such as a slave cemetery or a Masonic cemetery), please note this on the form.

9. **Predominant Surnames**: This information is important to genealogists and family researchers. Please list the surnames (last names) you find most often.

10. **Mass Grave**: Some cemeteries will have a mass grave (a grave containing many persons). This grave may be the result of a mine accident, epidemic, or other disaster. If your cemetery has such a grave, please note this on the form.

11. **Public Accessibility**: Please let us know if we must have permission to visit the cemetery, and from whom this permission must be obtained.

12. **Access Into Cemetery**: Please tell us whether the cemetery may be reached by car, or must be reached by foot.

13. **Terrain**: Please tell us about the landform on which the cemetery is located (hilltop, hillside ridgeline, terrace, etc.).

14**. Bounded By**: Please tell us if the cemetery has a marked boundary, such as a fence or wall.

15. **Condition**: A cemetery's condition can tell us a great deal about its age and current use. Please check the appropriate description.

16. **Disturbances**: Please describe any evidence of vandalism, subsidence, or other disturbance.

17. **Cemetery Size and Orientation**: Please tell us how big the cemetery is (in feet), and how it is oriented (for example, if you walked from one end of the cemetery to the other, in which direction would you be walking?).

18. **Historical Background**: Please include as much information as possible, as this helps us to understand the cemetery's history. If you run out of room, simply add pages to the Inventory Form.

19. **Gravestones**: The information recovered from headstones gives us a glimpse of the individuals whose lives are commemorated by those stones. Please provide as many details as possible about the stones, including inscriptions if the time permits. This is also a good time to take photographs of the cemetery.

20. **Attachments**: Please attach any maps, photographs, sketches, or other information to the form.

21. **Recorder Contact Information**: Please indicate the name, address and telephone number of the person completing the form.

If you are submitting the completed form for Section 106 compliance purposes, please indicate the Project Name and FR Number (if known) for which the form is being submitted.

For all other submissions, please mail or bring the completed form to:

> Survey Coordinator
> The WV State Historic Preservation Office
> 1900 Kanawha Blvd., East
> Charleston, WV 25305.