

III. METHODOLOGY

This section describes the scope of work for the project, project participants, preliminary research, project field work, photography, mapping, sources for research, the preparation of forms and the report, and acknowledgements.

Scope of Work

The survey called for an intensive examination of structures identified by the Town of New Castle, with input from the surveyors. In addition to fifteen structures identified for survey by the Town, two structures were added to the survey list at the suggestion of the surveyors following a reconnaissance of the survey area. The buildings identified were to be described, photographed, and researched, with Colorado Historical Society Historic Building Inventory forms completed for each resource. In accordance with the requirements of the Colorado Historical Society, the project also called for the completion of a USGS topographic map outlining the project area, a survey map showing the surveyed buildings' locations, and a final report explaining the survey findings and reviewing the historical background of the town. The evaluation of any potential National Register-eligible individual buildings or district within the survey area was also to be addressed on the forms and summarized in the final report.

Project Participants

Front Range Research Associates, Inc., of Denver, Colorado, conducted the historic buildings survey as consultant to the Town of New Castle. R. Laurie Simmons and Thomas H. Simmons of Front Range Research performed the field survey of historic structures. Ms. Simmons conducted historical research, produced final versions of the survey forms, and coauthored the final report. Mr. Simmons also conducted historical research, photographed the structures, prepared the maps and graphics, set up and maintained the computer data base, and coauthored the final survey report. Mike Blair, Planner for the Town of New Castle, coordinated and supervised the on-going project. Dale Heckendorn of the Colorado Historical Society was consulted regarding the eligibility of the resources.

Preliminary Research, File Search, and Field Work

Prior to the beginning of field work, the Town of New Castle provided: a map of New Castle with building outlines derived from a 1982 aerial survey base; a map outlining the project survey area; an enlarged map showing the draft of current land use in the survey area; and copies of the Garfield County Assessor's Property Appraisal Record for the buildings to be surveyed. The libraries of the Colorado Historical Society and the Denver Public Library were examined for information regarding New Castle prior to the beginning

of field work.

A file search at the Colorado Historical Society Office of Archaeology and Historic Preservation completed on 29 April 1996 revealed that three resources in the survey area had been recorded previously. Two prior survey forms were retrieved and examined; one (5GF1488) could not be located.

Field work was completed on 5 and 6 June 1996. The field work included examination of the buildings and documenting architectural details, building materials, and alterations; taking photographs of each structure; and preparation of notes for the survey map.

Photography

Photography was conducted at the time of the field survey. A black and white photograph was selected for each building surveyed. All prints produced were three by five inches and were produced on RC paper from thirty-five millimeter negatives. Photographs were identified by computer-produced labels indicating Smithsonian identification number, address, photographer, date, film roll and frame, camera direction, and location of negative. The prints, negatives, and computer-generated photographic logs (sorted by roll and frame number) were presented to the Town of New Castle at the conclusion of the project.

Mapping

An annotated USGS map and survey area map were prepared. The extent of the surveyed area was drawn on the USGS map and acreage was computed from that source. A base map for the survey area was produced from a map provided by the Town of New Castle. Individual resources surveyed were identified on the base map by Smithsonian identification number and street address.

Historical Research

Historical research provided essential information regarding individual resources and the development of the town as a whole. Information was obtained from public agencies and institutions as well as private citizens. General research materials about the area, including primary and secondary sources, were reviewed for background and site specific information.

The files of the Garfield County Assessor were utilized for information regarding the buildings' date of construction, alterations, size, legal descriptions, and ownership. The files, books, and manuscript collections of the Garfield County Public Library in New Castle were an important source of information about the history of the town. The New Castle Historical Society Museum historical files, displays, and photographs also provided information about the history of the town and about individual buildings included in the

study. Mayor Steve Rippy allowed the surveyors to copy historic photographs of the town in his collection. The newspaper indexes of the Denver Public Library Western History Department contained several references to New Castle. The newspaper microfilm maintained by the Colorado Historical Society library was also examined.

Preparation of Forms and Report

After completion of the field survey, Colorado Historical Society Historic Building Inventory forms were prepared, using a computerized version of the form. Complicating research on individual buildings was the lack of city directories identifying buildings and building occupants by street address. The town did not assign street numbers to buildings until the mid-1960s.

The Colorado Historical Society assigned Smithsonian identification numbers for each resource, which are included on forms, photographs, and the project map. The styles assigned to each building are those accepted by the Colorado Historical Society and are discussed in the booklet **A Guide to Colorado Architecture and Historic Survey Manual and How to Complete Cultural Resources Inventory Forms** published by that organization. Survey photographs were labeled and attached to forms utilizing acid-free sleeves provided by the Colorado Historical Society. Approximate building outlines were drawn on forms using footprints on the base map provided by the Town of New Castle.

All of these survey products, together with the final report, were submitted to the Town of New Castle and the Colorado Historical Society State Historic Preservation Office. The Colorado Historical Society houses the original documents and transfers the information generated on the inventory forms into its state-wide data base.

Acknowledgements

The surveyors would like to thank a number of individuals who assisted them in obtaining information about the Town of New Castle and its history for this study. Mike Blair, Planner, assisted in locating sources of information and providing introductory information about the town. Mayor Steve Rippy generously allowed photographs from his collection to be copied for use in the study and discussed the information he has gathered in the course of his research about buildings in New Castle. Frank Breslin, president of the New Castle Historical Society, provided a tour of the commercial district and allowed complete access to the records maintained by the Society at the museum. Fern Hess, long time resident of New Castle, answered questions about historic buildings and assisted the surveyors in finding information in the museum files. Several New Castle residents provided information about the buildings they own.