

United Daughters of the Confederacy®

PRESERVATION OF RECORDS OF HISTORIC SITES COMMITTEE ANNUAL REPORT

September 1, 20 _____ – August 31, 20 _____

Chapter name and number _____

Division or Chapter Where No Division (CWND) name _____

Use one form for each historic site reported. All sites must be Confederate or Confederate-related. If more space is needed, use reverse of this sheet.

Site name _____

Site location (complete address, including county) _____

Mark with an x the appropriate site description below.

Battlefield ___ Building, home, or church ___ Cemetery ___ Monument/statue ___ Museum ___

Park ___ Other (give complete description) _____

Site marked? Yes ___ No ___ If no, can marker be obtained? Yes ___ No ___

Marker type? Federal ___ State ___ Private ___ Other (describe in detail below) _____

Write brief description and Confederate significance of site in space below. Include location, fees, and hours of operation, site history, description of Confederate activity at the site, date(s) of event/activity, site owner, and any other pertinent information.

Securely attach to this form any appropriate photos, brochures, newspaper articles, or other documentation of site.

For Chapter use. Enter Chairman's name, address, telephone, and e-mail in space below. Complete this form; send to the appropriate Division-level person by the Division deadline of _____

For Division/CWND use. Enter Chairman's name, address, telephone, and e-mail in space below. Compile Chapter reports; complete this form; send to General Committee Chairman by September 15.

Number of Chapters in Division _____ Number of Chapters reporting _____

Chairman contact information. _____

United Daughters of the Confederacy®
PRESERVATION OF RECORDS OF HISTORIC SITES COMMITTEE
Guidelines for Completion of Historic Sites Report Form

Listed below are suggestions for completing the Historic Sites Report Form: the types of sites, the information needed for each. Each site reported must be related to the Confederacy. Not all items listed below apply to all sites, and other pertinent information may be reported as necessary. Please fill out the form as completely as possible.

ALL HISTORIC SITES

1. Name and location of site – give address (or street intersections), town, county, and state; if not located in a town, include mileage to nearest town
2. Photograph(s) of site (identify site on reverse of photo)
3. Brief description and date of the Confederate historic event/activity that occurred at the site
4. Hours the site is open, if applicable
5. Admission fees, if any
6. Name of the organization that owns and/or established the facility or monument at site
7. Enclose newspaper/magazine articles and brochure, if applicable
8. Include as much as possible of the information listed below

CONFEDERATE STATUE, MONUMENT, OR MARKER (located at a Confederate site)

1. Date the statue, monument, or marker was erected and cost, if known
2. Photograph(s) of statue, monument, or marker; transcribe inscriptions if not clear in photos
3. Name of the organization that placed statue, monument, or marker
4. Specify how the site directly relates to the statue, monument, or marker

Do not submit for individual statues, monuments, or markers that are not located at a Confederate historic site. This information should be sent to the Monuments and Markers Committee.

CONFEDERATE CEMETERY (or Confederate section of any cemetery)

1. Date the cemetery was established
2. Number or approximate number of Confederate gravesites
3. Description (and photographs) of Confederate statues and memorial monuments in cemetery (This information should also be submitted to the Monuments and Markers Committee)

Do not submit Historic Sites Report Form for individual gravestones/headstones. This information should be sent to the Records of Interments of Confederate Veterans Committee.

CONFEDERATE MUSEUM

1. Date opened
2. Significance of site or collection
3. Name of organization that owns facility (UDC Chapter or Division; federal, state, or local government; other organization, etc.)

HISTORIC HOME, CHURCH, OR OTHER BUILDING

1. Name of original owner/occupant or original use; use during Confederate period
2. Date built or occupied
3. Name of present owner and current use

Form should be submitted by Chapter to Division Chairman, and Division Chairman to the current General Chairman. For the name and address of the current General Chairman, refer to the *Annual General Minutes* or the *UDC Magazine*, or contact the Business Office.