ALABAMA
HISTORICAL
COMMISSION
The State Historic Preservation Office

A Guide to Completing the Historic Cemetery Survey Forms

INTRODUCTION

The Alabama Historical Commission encourages the documentation of all historic cemeteries in Alabama. Through the AHC's Cemetery Survey program, we can learn about the kinds of people who settled an area as well as the racial, ethnic, social, and religious affiliations of those settlers. We can also learn valuable information about the gravestone carvers who created the monuments that still stand today. Documentation is vital since many of Alabama's cemeteries are in rural and isolated areas and therefore easy targets for vandalism and neglect. The information collected in cemetery surveys will be helpful to those interested in the history of Alabama as well as its genealogy. By maintaining this information at the main office of the Alabama Historical Commission in Montgomery, it will be available for all interested researchers.

Anyone can perform a cemetery survey. The Alabama Historical Commission developed 5 cemetery survey forms: the **Main Form**, the **Map Form**, the **Historic Significance Form**, the **Object Form**, and the **Group Form**. While we do require that the Main, Map and Historic Significance Forms be completed for every cemetery, the other forms will serve to complement the information provided on the Main Form. This will allow surveyors to complete only the amount of work that is appropriate for their project. A key resource to your cemetery survey is AHC Cemetery Pamphlet 3c: Cemetery Glossary. This glossary provides definitions and photographs of Alabama cemeteries.

Please fill out the forms completely. If an answer is not applicable, please write N/A on the form. Also, exercise caution and common sense when surveying in cemeteries. Grave markers are often more fragile than they appear, leaving them open to damage by even a well-intentioned surveyor.

If you have additional questions, contact Lee Anne Wofford, AHC Cemetery Program Coordinator at (334)230-2659 or leeanne.wofford@preserveala.org.

I. DOCUMENTING CEMETERIES

Surveying cemeteries is an important first step for any cemetery project. A historic cemetery survey documents the physical aspects of a cemetery, including the general layout, paths, types of markers, marker materials, grouping practices, and individual inscriptions. By collecting this information, surveyors can evaluate the needs of the cemetery and establish priorities for cleaning, repair, and/or preservation

PHOTOGRAPHS
Photographs are indispensable as records of the present condition of the burial place and its characteristic features. It is seldom necessary or practical to photograph every marker in a cemetery; instead general views to illustrate the overall characteristics of the cemetery will suffice. Photographs should also be taken of representative examples of markers, as well as unusual markers.

As a practical matter, good photographic and written records for a historic graveyard or cemetery are highly desirable. Such records preserve some information should the cemetery suffer loss as a result of theft, vandalism, or damage from natural causes

OWNERSHIP
Determining ownership of graveyards is difficult, and sometimes, impossible. In some cases, family cemeteries on private land have been exempted from deeds and do not belong to the property owner on whose land they are located, but to the descendants of the family. For the volunteer group or family descendants trying to establish clear title and access to an abandoned cemetery, legal research and negotiation may be required. Sometimes the corporate body or trust fund that once provided care for a country cemetery, though inactive for many years, was never legally dissolved. Typically, in early community cemeteries founded by voluntary associations, the cemetery land remained under ownership of the founding organization while the original proprietors and their heirs separately held the individual plots.

SUGGESTIONS FOR SURVEYING A CEMETERY

The following list of supplies is suggested for accurate documentation, while causing the least amount of harm to the graveyard:

- ☐ Copies of the forms and instructions, pencils and clipboards.
- ☐ Cloth measuring tape, available at most fabric/sewing supply stores. Metal measuring tapes can cause damage to the markers.
- ☐ Compass.
- ☐ Whisk broom and plastic trowel to remove dirt from stone to allow for the text to be read. Only clean markers with plain water and a soft bristle brush—NEVER bleach or other household cleaners
- ☐ Flashlight or mirror. Shining a flashlight on the marker can make reading easier, without causing damage. Do not use chalk or shaving cream as they can be harmful to historic stone.
- ☐ Flags and a marker. This is particularly useful if more than one person is conducting the survey. Number the flags and stick them next to groups and objects that are to be surveyed. This way numbers on forms will not be duplicated and the map will be correctly labeled.
- ☐ Camera with plenty of film.

Before you go out into the cemetery:
- ☐ Ask the property owner for permission.
- ☐ Ask the AHC if they have any information on the cemetery.
- ☐ Gather all of your supplies.
- ☐ Check that you understand the Cemetery Survey Forms. If you have any questions, contact the AHC Cemetery Program Coordinator at (334)230-2659.

At the cemetery:
- ☐ Fill out the forms as completely as possible.
- ☐ Take pictures of the overall cemetery and of all groups and individual markers surveyed.
- ☐ Be careful not to damage the markers. Clean up after yourself when you leave.

After the visit:
- ☐ Develop film or put photos on CD.
- ☐ Turn in copies of the forms and photographs to AHC.

Reading a grave marker with a mirror

II. MAIN FORM

Historic Name
Enter the historic name of the cemetery. Generally this is the first name ascribed to the property.

Common Name
Enter any additional name(s) by which the cemetery is commonly known.

Address
Enter the street name and number of the property. Do not use post office box numbers or rural route numbers unless there is no other address available. If a property is located on an unnamed road, indicate whether or not it is a federal, state, or county road. Then indicate the road number. If the cemetery does not have a specific address, enter directions to the property.

Example: 2003 US Highway 82 East; 129 Main Street; Northwest corner of Maple Avenue and Magnolia Lane; 1.2 miles north of junction with County Road 14 and Highway 73, on the east side of the road.

County
Enter the name of the county in which the cemetery is located. If the cemetery crosses county boundaries, enter the name of all counties and indicate the county in which the main entrance is located.

Proximity to Town
Enter the choice from the list below which best describes the proximity of the cemetery to the city or town entered above:
> **Within town limits**: The cemetery is located within the limits of the town entered above.
> **Within one mile**: The cemetery is located within one mile of the town entered above.
> **One to five miles**: The cemetery is located within one to five miles of the town entered above.
> **Five or more miles**: The cemetery is located five or more miles from the town entered above.

Directions to cemetery from nearest town
Enter the name of the city or town where the cemetery is located. If the cemetery is located in a rural area outside the boundaries of a town or city, enter the name of the nearest city or town. If two towns are equally close, choose the larger, or the one that has a known historical association with the cemetery.

Township/Range/Section
Enter the township/range/section in which the cemetery is located. This information is found on United States Geological Survey (USGS) maps. USGS maps can be purchased at the Oil and Gas Board in Tuscaloosa or at Southern Trails in Montgomery.

Quadrangle Sheet
Enter the name of the USGS quadrangle sheet on which the cemetery is located.

Tax Map
Enter the tax map number of the cemetery if available.

Historic Atlas of Alabama Number (Volume 2, Cemetery locations by County)
Enter the number assigned to the cemetery in this volume by Craig Remington, University of Alabama. The AHC has a copy of this book and Lee Anne Wofford can look up the cemetery for you.

Contact Person
Enter the name of the person(s) who represents the cemetery.

Contact Address
Enter the address where the contact person can be reached.

Person Filling Out Form
Enter the name of the person who completes the paperwork.

Date
Enter the date when the cemetery documentation project was conducted.

_____

1. **Date of Burials**
   Enter the date of the oldest and most recent burials, either from historic records or from dates found on grave markers.

2. **Approximate number of marked and unmarked graves**
   Do your best to estimate the number of graves.

3. **Threats to Cemetery**
   Describe any threats facing the cemetery. Examples: Deterioration, Encroaching Development, Livestock, Vandalism, Neglect, etc.

4. **Does a burial listing exist?**
   Enter in the location of a burial listing if one such exists.

5. **Cemetery Access**
   Check the appropriate box

6. **Primary Access?**
   Describe how you enter the cemetery.

7. **Is the cemetery still active?**
   Do burials continue in the cemetery? If so, check yes.

8. **TYPE**: Enter the choice from the list below that best describes the category of the cemetery.
   Community: A cemetery established by a group of families or small hamlets that do not have an organized political structure.
   Family: A burial place for members of the immediate or extended family; typically found in rural areas, and often, but not always, near a residence. Different from a family plot, which is an area reserved for family members within a larger cemetery.*
   Hospital: A cemetery associated with or on the grounds of a hospital.
   Memorial Park: A twentieth century cemetery cared for in perpetuity by a business or nonprofit corporation. Generally characterized by open expanses with flush or other regulated grave markers. In the last half of the nineteenth century, earlier manifestations were called a "lawn" cemetery.*
   Military (other than National): A burial ground established for war casualties, veterans, and eligible dependents. Many states have also established cemeteries for veterans.*
   Municipal: A cemetery established by an agency of local government, whose responsibility is to provide a place for burial of the town or county's dead.
   Pet: An area set aside for burial of cherished animals.*
   Potter's Field: A place for the burial of indigent or anonymous persons. The term comes from a Biblical reference: Matthew 27:7, where, with regard to Judas throwing down the silver after he betrayed Jesus, is written, "Any they [priests] took counsel, and bought with them [the pieces of silver] the potter's field, to bury strangers in.*
   Prison: A cemetery associated with a state or federal prison where persons who were incarcerated in the facility are interred.
   Religious: A cemetery or graveyard associated with an organized religion most often located adjacent to (or sometimes near) its associated church, synagogue, or building. The ground might then be referred to as a "churchyard" rather than as a cemetery or graveyard.

*Definition taken from National Register Bulletin Guidelines for Evaluating and Registering Cemeteries and Burial Places.

9. **Condition**
   Maintained: the grass is kept cut; overgrown vegetation is at a minimum; and some care and attention is given to broken grave markers.
   Not maintained: weeds and grass are out of control; markers are broken
   Partially maintained: Some care is given a few times per year, but not regularly scheduled or planned.
   Neglected/Forgotten: This cemetery is heavily overgrown and almost unrecognizable as a cemetery.
   Overgrown: This cemetery receives no maintenance and is covered in out of control vegetation.
   Trash/Dumping Ground: evidence of extensive littering is present
   Evidence of vandalism: obvious signs of destruction are present

10. **SIZE**
    Select the choice from the list below that best describes the approximate size of the cemetery.

11. **SETTING**: Enter the selection from the list below which best describes the setting of the cemetery.
    Rural/Undisturbed: The cemetery is located in an isolated rural area that has few man-made resources nearby.
    Rural/Developed: The cemetery is located in a rural community with a reasonable amount of development.
    Small Town: The cemetery is located in a small town with a population of less than 12,500 inhabitants.
    Urban: The cemetery is located in an urban area with a population over 12,500 inhabitants.

12. **Perimeter**
    Describe what type of perimeter surrounds the cemetery.

13. **EVIDENCE OF SEGRATION OR GROUPING**: If the cemetery is divided into groups or segregated in any way, select all that apply.

14. **ORIENTATION OF GRAVES**: Enter the selection(s) from the list that best describes the orientation of graves and any object or natural feature that the graves may be oriented towards.

15. **MARKER TYPES**: Enter all the types of gravestones found in the cemetery (see glossary for detailed descriptions of gravestone types).
    Above-ground tomb: A structure for the entombment of human remains, which is entirely aboveground and is designed in such a way that space is available for one or more coffins.
    Box tomb: A structure resembling a rectangular box with approximate measures of three feet by six feet and two to three feet high, with a flat top designed to hold a ledger stone and placed over an in-ground burial.
    Column: A pillar, usually circular in plan.
    Comb Grave: A stone structure built over an in-ground grave that is in triangular shape. It most often consists of two rectangular sandstone slabs placed together to form a gabled roof over the grave. Small triangle-shaped stones at the head and foot of the grave support the slabs.
    Coping/Curbing/Cradles: The use of brick, marble, cement, granite, or other materials to outline a single grave plot or group of graves.
    Footstone: A small stone placed to mark the foot of a grave. It is usually made of the same type of stone, and in the same style, as the marker at the head of the grave; usually not inscribed or inscribed with only the initials of the deceased's name.
    Headstone: An upright stone marker with a base; usually inscribed with personal information, epitaphs, or both; sometimes decorated with a carved motif.*
    Ledger or Ledger Stone: A large (usually 3' x 6') rectangular grave marker of stone laid flat over a grave, or set on the top of box and table tombs. Ledgers often contain detailed information about the deceased.
    Obelisk: A tall four-sided shaft of stone, usually tapered, popularized by romantic taste for classical imagery.*
    Rock Cairn: A mound of stones erected as a memorial or a marker.
    Statuary: One or more statues.
    Tablet Stone: A marker made of a single piece of stone (usually slate, sandstone or marble) approximately two to three inches thick, that is set vertically into the ground. It does not have a base. Markers of this type usually date from the eighteenth through the first decades of the nineteenth centuries.

16. Veteran's Gravestones
   If any veteran's gravestones are present, indicate which war(s) are represented.

17. MARKER DESIGNS: Enter all the different types of designs visible in the cemetery.

18. GRAVE ARTICLES: Select all the different types of articles found decorating graves.

19. ASSOCIATED HISTORIC BUILDINGS/COMMUNITIES/NEIGHBORHOODS: List all buildings or communities nearby that contribute to the cemetery.

20. LANDSCAPE FEATURES: Select all the features that apply to the cemetery.
   Casual/Unplanned: The cemetery is not a planned design.
   Designed Plantings: The cemetery has carefully arranged and designed plantings or flowerbeds.
   Designed Drives/Walks: The cemetery has designed drives and walks.
   Designed Fencing/Walls: The cemetery contains designed fencing, walls, and/or hedgerows.
   Informal/Picturesque: The cemetery is designed to appear natural and informal, associated with the Picturesque Movement of landscape design.
   Terracing/Contouring: The cemetery is artificially terraced or contoured, often with retaining walls.

21. ORNAMENTAL PLANTINGS/HISTORIC VEGETATION: Describe the type and placement of any decorative plantings within the cemetery.

22. ADDITIONAL DESCRIPTIONS: Explain in greater detail, as needed, about the cemetery and its physical characteristics.

III. MAP FORM

The Historic Cemetery Map Survey Form allows for two options.:
Option 1: Either sketch a map of the cemetery that is a general overview map or a detailed map of every burial. If you already have a map, just attach it to this form.
Option 2: Attach a portion of a county highway map, USGS map, or other detailed map with the precise location of the cemetery clearly marked.

Name of Cemetery
Enter the historic and/or common name of the cemetery.

Map _____ of _____
If more than one map form is used for the entire cemetery, number each one along with the total forms used. (For total count, do not count maps used with the group form). Label the map so that it is obvious how all of the maps are related.

IV. HISTORIC SIGNIFICANCE SURVEY FORM

The Historic Cemetery Significance Survey Form allows for the discussion of important people, events and trends associated with the cemetery. Use this space to enter any historical information concerning the cemetery. If more room is needed, use an 8 ½" by 11" piece of white paper with the AHC cemetery number clearly visible on each piece of paper. If a history has already been written, attach it to this form.

Name of Cemetery
Give the historic or common name of the cemetery.

1. **This cemetery derives its importance from**: Enter the selection from the list below that best
   Important Person (Buried on site): The cemetery is the burial site of a person important to our history on a local, state, or national level.
   Stone Carver: The cemetery contains markers identified as the work of a stone carver or carvers recognized for contributions to the funerary art of the area.
   Monument Manufacturer: The cemetery is associated with a particular stone manufacture(s), as evidenced by the manufacturer's name on the gravestones.
   Landscape Designer/Architect: The landscape design or buildings within the cemetery are associated with a specific person or firm.
   Military Significance: Veterans are buried here.
   Unique Burial Practices: Interesting burial traditions or grave articles are found here.
   Unique Grave Markers: Interesting and rare or unique grave markers are found here.
   Historical Event: A historical event happened near here or caused people to be buried here (such as an epidemic).
   Significant Broad Pattern in History: A broad historical pattern is associated with the cemetery.
   Significant Church: A church is associated with this cemetery.
   Significant Community: An important community is or was located near here.
   Significant Family: A significant family is associated with the cemetery.

2. **In a narrative statement, provide a brief history of the cemetery.**
   Use the space to detail why this cemetery is important. Use additional sheets if necessary.   Burial listings will be accepted.

3. **DATES OF SIGNIFICANCE**: Enter the date(s) when the cemetery was associated with important events, activities, or persons, or attained the characteristics that are significant.

4. **BIBLIOGRAPHICAL SOURCES**: List all sources used for researching the significance of the cemetery. If more space is needed, use the
   back of this sheet or a piece of white 8 ½" by 11" piece of paper, with the AHC number of the cemetery clearly labeled.

V. Object Form

The Historic Cemetery Object Survey Form is for the description of individual graves within the cemetery or other works of art within the cemetery. If the object being described is not associated with just one particular grave, such as a monument for a family, include this information under the "Additional Information/Description" section of the form.

Name of Cemetery
Give the historic or common name of the cemetery

Object Number
Assign a unique number to each grave marker surveyed.

Date
Enter the date of when the survey was conducted.

PHYSICAL DESCRIPTION

If an object is not constructed over a particular grave, but delineates several graves, such as a statue, enter the information under Head of Object. If there is a separate base, enter this information under Foot/Base of Object. For any information that does not fit into a specific category, enter it into the Additional Information/Description section.

HEAD OF OBJECT

1. **TYPE OF OBJECT AT HEAD**: Select the description that best describes the object at the head of the grave.
   Column: A pillar, usually circular in plan.
   Headstone: An upright stone marker with a base; usually inscribed with personal information, epitaphs, or both; sometimes decorated with a carved motif.*
   Obelisk: A tall four-sided shaft of stone, usually tapered, popularized by romantic tastes for classical imagery.*
   Statuary: One or more statues.
   Tablet stone: A marker made of a single piece of stone (usually slate, sandstone or marble) approximately two to three inches thick set vertically into the ground. It does not have a base.

2. **MATERIALS**: Select the material of the object at the head of the grave.

3. **CONDITION**: Select the condition that best describes the condition of the object at the head of the grave.

4. **MEASUREMENT**: Enter the height, width, and depth of the object at the head of the grave.

5. **PREVIOUS REPAIRS TO OBJECT**: Select the choice that best describes any repairs that have been made to the object at the head of the grave.

6. **INSCRIPTIONS**
   Condition of Text: Select the choice that best describes the condition of the text on the marker at the head of the grave.

   Text
   Write out in full the text of the marker. Do not correct spelling errors, change punctuation, or line breaks. Where you are unable to read a word make note of this or put the suspected text in brackets. Write NA if "not applicable."

BODY OF OBJECT

7. **TYPE OF OBJECT AT BODY**: Select the choice that best describes the type of object over the body of the grave.
   Above-ground tomb: A structure for the entombment of human remains, which is entirely above ground, and which is designed in such a way that space is available for one or more coffins.
   Box tomb: A structure resembling a rectangular box, with approximate measurements of three feet by six feet and two to three feet high, with a flat top designed to hold a ledger stone and placed over an in-ground burial.
   Comb grave: A stone structure built over an in-ground grave that is in a triangular shape. It most often consists of two rectangular sandstone slabs placed together to form a gabled roof over the grave. Small triangle-shaped stones at the head and foot of the grave support the slabs.
   Cradle: A decorative curbing that surrounds a single grave or graves. It is usually made of the same material as the headstone and incorporated as part of the overall marker design.
   Ledger: A large (usually 3' x 6') rectangular grave marker of stone laid flat over a grave, or set on the top of box and table tombs. Ledgers often contain detailed information about the deceased.

8. **MATERIALS**: Select the materials of the object over the body of the grave.

9. **CONDITION**: Select the choice that best describes the condition of the object over the body of the grave.

10. **MEASUREMENT**: Enter the height, width, and depth of the object over the body of the grave.

11. **PREVIOUS REPAIRS TO OBJECT**: Select the choice that best describes any repairs that have been made to The object over the body of the grave.

12. **INSCRIPTIONS**
    Condition of Text: Select the choice that best describes the condition of the text on the marker over the body of the grave.

    Text
    Write out in full the text of the marker. Do not correct spelling errors, change punctuation, or line breaks. Where you are unable to read a word make note of this or put the suspected text in brackets. Write NA if "not applicable."

FOOT OF OBJECT

13. **TYPE OF OBJECT AT FOOT**: Select the description that best describes the object at the foot/base of the grave.
    Base: The lowest part of a statue or architectural structure.
    Column: A pillar, usually circular in plan.
    Foot stone: A small stone placed to mark the foot of a grave. It is usually made of the same type of stone, and in the same style, as the headstone; usually not inscribed or inscribed with only the initials of the deceased's name.
    Obelisk: A tall four-sided shaft of stone, usually tapered, popularized by romantic taste for classical imagery.*
    Statuary: One or more statues.

14. **MATERIALS**: Select the materials of the object at the foot/base of the grave.

15. **CONDITION**: Select the choice that best describes the condition of the object at the foot/base of the grave.

16. **MEASUREMENT**: Enter the height, width, and depth of the object at the foot/base of the grave.

17. **PREVIOUS REPAIRS TO OBJECT**: Select the choice that best describes any repairs that have been made to the object at the foot/base of the grave.

18. **INSCRIPTIONS**
    Condition of Text: Select the choice that best describes the condition of the text on the marker at the foot/base of the grave.

    Text
    Write out in full the text of the marker. Do not correct spelling errors, change punctuation, or line breaks. Where you are unable to read a word make note of this or put the suspected text in brackets. Write NA if "not applicable."

ADDITIONAL DESCRIPTION

19. **SIGNATURE OF STONE CARVERS (SPECIFY NAME, TOWN IF AVAILABLE)**: Use this space to enter the name of the stone carver who carved the objects. If given, list the name of the town.

20. **MARKER DESIGNS**: Select all of the different types of designs visible within the group.

21. **GRAVE ARTICLES**: Select all of the articles found decorating the grave.

22. **PLACEMENT OF ARTICLES**: Describe where on the grave the articles are located on the grave.

    Example: on the marker; along the edges of the grave.

23. **ADDITIONAL INFORMATION/DESCRIPTION**: Use this space to describe in further detail the grave marker.

VI. Group Form

The Historic Cemetery Group Survey Form is used to document a collection of graves with a physical distinction between themselves and the other burials in the cemetery. Possible groups could be several rows of veterans' graves, each with a government issued military marker or a family burial plot with a fence or wall surrounding the burials.

Name of Cemetery
Give the historic or common name of the cemetery.

Group Number
The number is the unique number assigned to each group surveyed in the cemetery.

Date
Enter the date of when the survey was conducted.

<u>**PHYSICAL DESPCRIPTION**</u>

1. **BURIALS GROUPED BY**: Select the description that best describes why this grouped in sectioned together.
2. **GROUPING INDICATED BY**: Describe the physical characteristics that separate this group of burials from others.
3. **ENCLOSURE DESCRIPTION:** Describe any type of enclosure around the group and the material of which it is made.
4. **MARKER TYPES**: Select from the list all of the marker types which are used in the group.
    Above-ground tomb: A structure for the entombment of human remains, which is entirely above ground, and which is designed in such a way that space is available for one or more coffins.
    Box tomb: A structure resembling a rectangular box, with approximate measurements of three feet by six feet and two to three feet high, with a flat top designed to hold a ledger stone and placed over an in-ground burial.
    Column: A pillar, usually circular in plan.
    Comb grave: A stone structure built over an in-ground grave that is in a triangular shape. It most often consists of two rectangular sandstone slabs placed together to form a gabled roof over the grave. Small triangle-shaped stones at the head and foot of the grave support the slabs.
    Coping/Curbing/Cradles: The use of brick, marble, cement, granite or other materials to outline a single grave plot or group of graves.
    Footstone: A small stone placed to mark the foot of a grave. It is usually made of the same type of stone, and in the same style, as the headstone; usually not inscribed or inscribed with only the initials of the deceased's name.
    Headstone: An upright stone marker with a base; usually inscribed with personal information, epitaphs, or both; sometimes decorated with a carved motif.*
    Ledger or Ledger Stone: A large (usually 3' x 6') rectangular grave marker of stone laid flat over a grave, or set on the top of box and table tombs. Ledgers often contain detailed information about the deceased.
    Obelisk: A tall four-sided shaft of stone, usually tapered, popularized by romantic taste for classical imagery.*
    Rock Cairn: A mound of stones erected as a memorial or a marker.
    Statuary: One or more statues.
    Tablet stone: A marker made of a single piece of stone (usually slate, sandstone or marble) approximately two to three inches thick, that is set vertically into the ground. It does not have a base. Markers of this type usually date from the eighteenth through the first decades of the nineteenth centuries.
5. **MARKER MATERIALS**: Select from the list all of the materials which are used for the markers in the group.
6. **MARKER DESIGNS**: Select all of the different types of designs visible within the group.
7. **Grave Articles**: Select all of the different types of articles found decorating the group's graves.
8. **Placement of Articles**: Describe where on the grave the articles are located.
9. **ORNAMENTAL PLANTINGS/HISTORIC VEGETATION**: Describe the type and placement of any decorative plantings within the cemetery.

MAP
Sketch a map of the group layout. Use the symbols found on the back of the Historic Cemetery Map Survey Form for your drawing.