

Contents of Reports

Basic Requirements

Qualifying research reports must include the following information for each structure:

- A. A transcript of the Tax Auditor's Duplicate entries pertaining to the property from the present back to 1808, as available.
- B. Copies of all deed transactions to the earliest traceable date.
- C. A summary of findings from the above, i.e., date of construction, additions, alterations, etc., progression of ownership—a re-cap of information.
- D. Biographical sketches of the primary occupants of the structure.
- E. An architectural inspection commentary on interior and exterior details.
- F. Photographs illustrating important interior and exterior architectural details. This is included with the report provided in part E, above.

Goal of the Report

When compiled as suggested above, each report will tell a comprehensive, authenticated story. As a completed project, the research program will serve a variety of purposes:

1. To identify structures that are representative of Hudson's heritage, which should be protected from destruction or uncharacteristic change.
2. To provide the community with as much documented information as possible to increase appreciation for, and preservation of, historic structures.
3. To correlate the preservation of the historic aspects of Hudson with the present and future progress of the Community.

Recommended Format and Possible Enhancements:

Once people start uncovering the story of their home, they find the experience is exciting and surprising. Many researchers decide to do more than just the bare minimum. To learn about how to format your report and to see some examples of "enhanced" reports, go to the library archives and ask the Archivist to pull out a couple of the recent reports, which are all filed in the archives. You might ask to look at some of these reports: The Ransom M. Sanford House at 94 Aurora St, the Sylvester and Julia Baldwin House at 98 Aurora, The Norman S Baldwin House at 30 Division, The Kirkham-Porter at 38 Aurora, or The Vernon D Taylor at 36 Baldwin. It is suggested to use the following sequence of sections, which also follows the required elements outlined above. A table of contents is optional.

You should turn in your report as a hard copy, unbound and, if possible, in digital form as well.

1) It is suggested that the cover have a picture of the house, the name awarded, and location in terms of Great Block, Block, and Lot, as well as current street address. It should also give the date of construction.

2) The inside page should have the name of the researchers, date the report was written, the person who did the inspection, and the reviewers.

3) There should be an introductory page that gives a short summary of the property. It may be just an introductory paragraph, or a longer narrative telling a story of how that property evolved and changed over the years, mentioning events or owners. Historic pictures of the home may be included. The library has many maps that show how the land was divided, subdivided and changed. Copies of the maps may be included.

By walking your neighborhood to find which homes have plaques, you might be able to find a neighboring home that has been researched. That research may be a valuable source of the early history of your own property, since many lots were subdivided from larger tracks of property.

4) Taxes. The page(s) on tax records should have the year, owner, acreage, description (block, lot, parcel, address as listed in the tax record), value. It is useful to have an explanatory note whenever there is a significant change in value, such as “addition built”, “wing removed”, “property subdivided”, etc. On this page, years with no change may be grouped. Here are links for an example and a blank form. It is suggested that you use whatever spreadsheet form your computer has available. It is not necessary to have copies of actual tax pages unless you find a good reason to include some. See these links:

[Tax Record Example 1](#)

[Tax Record Example 2](#)

[Tax Record Blank Form](#)

5) Deeds. Next section will cover the deeds. There should be copies of all deeds, arranged from oldest up to the present, with no gaps. It is suggested that the early deeds, which are difficult to read also be transcribed, at least the relevant parts. A neighbor who has done their own research may have this in their report, if your property is part of an original larger lot.

If the property has a long, complicated history, it may be easier to give a spreadsheet listing the dates, seller, purchaser, property description, and explanation (property added, home transferred to son, wife inherits, side lot sold off, etc) and then give a reference to the specific deed which is in an appendix.

Either way you chose to do this, there needs to be a summary which was described above as “A summary of findings from the tax duplicates and deed search, i.e., date of construction, additions, alterations, etc., progression of ownership—a re-cap of information.” Follow these links for examples:

[Ownership and Deed Record](#)

[Ownership Record](#)

6) Biographical Sketches. How much material is included is at the discretion of the researcher. Naturally, the more information included, the more interesting and colorful the report will be. The library can be very helpful. Some reports have pictures of the individuals and even pictures of the graves. All sources of information should be footnoted or listed separately.

7) Architectural study. At the start of the process, there should have been an architectural survey by the HHA approved expert. They will have generated an architectural report including pictures. This report will be inserted into your report next.

8) Appendix: Include an appendix if there is material that you want to include which did not fit into the previous sections (maps, pictures, newspaper clippings etc.)

9) Bibliography: If you have not referenced everything in the body of the report there should be a section at the end for a bibliography.

10) There are various ways you may decide to enhance your report in order to tell the story of your very special home. For example, some owners have done extensive restoration work and may want to include a section describing what was discovered during this process.

If you have questions, contact the HHA Research Committee member who is assigned to be your mentor in the process.