

**HISTORIC PRESERVATION TRUST OF BERKS COUNTY
ARCHIVE CATALOG PREFIX GLOSSARY**

I. SITES:

MV.....Morlatton Village
MJ.....Mouns Jones House Site
BK...Bridge Keeper's House Site
WH.....White Horse Tavern/Inn Site
GD.....George Douglass Homestead
K.....Jacob Keim Farmstead
DT.....Johan DeTurk House and Leasehold
H.....David Hottenstein Homestead
HPT...Multiple Sites and Miscellaneous documents

II. STRUCTURES:

MJH....Mouns Jones House
BKH...Bridge Keeper's House
WHT...White Horse Tavern/Inn
GDH...George Douglass House/Mansion
GDS....George Douglass Stable
KC.....Jacob Keim Ancillary Building ["Cabin"]
KH.....Jacob Keim House
KGC...Keim Ground Cellar
KCP.... Keim/Hartman Cider Press
KB.....Keim Barn
KO.....Keim Outhouse
DTH....Johan DeTurk House/Ancillary Building
HH.....David Hottenstein House
HDO....Hottenstein Doctor's Office Building
HSH....Hottenstein Ground Cellar & Smokehouse
HBH....Hottenstein Bake House

III. DOCUMENT TYPE: Use **SITE** or **STRUCTURE** prefix *plus*:

- A. DWG** for site/structure record drawing including traditional blueprints computer-generated architectural and survey drawings, and other precisely scaled or dimensioned technical drawings;
- B. FN** for Field Notes drawing including freehand sketches, dimensioned and annotated field drawings, diagrams, and other graphic representations not intended as finished drawings under "A" above;
- C. TX** for printed or manuscript text document;
- D. PH** for photographs.

IV. DOCUMENT SET [DocSet]: Use **SITE** or **STRUCTURE** prefix *plus* **DOCUMENT TYPE** designator for all documents in related set. For example, a search using **DTHPH** would retrieve photos of the Johan DeTurk house. **KHTX** would retrieve printed and manuscript materials related specifically to the Jacob Keim House while **KTX** results in textual records related to the Jacob Keim Farmstead—in addition to its history and genealogy—as a whole.

VI. DOCUMENT GROUP: Records of related documents in the following groups are retrievable by entering the indicated Group Code

<u>Group Code</u>	<u>Document Group</u>
DTHEEWF	2009 restoration of DeTurk House east eaves wall foundation and cellar drain.
DTHEEWF	2009 restoration of DeTurk House east kitchen doorway and outlookers.
DTHRCVD	2009 restoration of DeTurk House root cellar vault abutment partition wall and passage doorway.
DTHSUMB	DeTurk House Summer Beams [kitchen summer beam restored in 2009].
DTHKFP	DeTurk House kitchen fireplace restoration in 2009.
DTR09PH	All photos of 2009 DeTurk restoration project.
DTR09FN	All field note drawings associated with the 2009 DeTurk house restoration project.
BKR10PH	All photos of 2010 Bridge keeper's House restoration project.
BKR10FN	All field note drawings associated with the 2010 Bridge Keeper's House restoration project.