



Tree Care, Inventory and Record Keeping

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Trees and woody shrubs are an important part of the overall interpretation of a historic site and should be considered part of the living collection at Historic New England. As such Historic New England should maintain an inventory of trees so that the scope of the collection is understood and so that actions performed on a tree or woody shrub can be tracked. Documentation of work performed is a core philosophical tenet at Historic New England and it is especially important to document the removal of trees so future staff can understand the changes over time.

Guidelines for Inventory and Record Keeping

Inventory

- An inventory of trees and woody shrubs should be maintained for every property that includes:
 - ID number, Common Name, and Diameter at Standard Height.
 - ID numbers are unique to a site and start sequentially at 001.
 - A site plan should be prepared with trees indicated with their corresponding tree numbers.
- The basic inventory and site plan should be saved in three places.
- One copy to the archives, one copy for the Property Care files, one working copy.
 - The working copy will be maintained either in the office of the landscape manager or on site and should be used as the basis to log maintenance activities at the site.

Record Keeping

- All maintenance activities and condition notes should be entered into the working copy of the tree inventory or through the tree database.
- If a tree is removed it should be noted on the working copy inventory sheet and through the Tree removal Completion Report.
- These activities ensure future staff understand the history of work on the resource.

Tree Removal Completion Report

- A tree removal completion report should be filled out for every tree or groupings of trees removed during a project.
- Tree Removal Completion Report template is available for use. The base level information necessary in a report is:
 - ID number, general location, specific location, species, Diameter at standard height, age, approximate height and date of removal.
 - Pictures documenting the removal should be included.
 - An annotated site plan should be included if possible.
- File one copy with the working copy of the inventory and two copies to the team leader of property care for archival purposes.