

Oregon State Historic Preservation Office

Records Research Policy

(10/2805)

The Oregon State Historic Preservation Office (SHPO) maintains a master repository of records relating to both archaeological sites and historic buildings statewide. Access and use of these records is encouraged within the following guidelines.

I. GENERAL INFORMATION

Location: 725 Summer Street NE, Suite C
Salem OR 97301

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday
Note: Archaeological records are only available from
8:00 a.m. to 4:00 p.m.

Appointments: Advance appointments are required for accessing archaeological records and are strongly recommended for accessing historic building records. See details in the sections below.

Online Access: The historic sites database is scheduled to be available online by mid-2006. This will include only key fields of information about buildings and sites, not full-text or scanned images; that will be a future project.

The archaeological sites and reports databases are not scheduled to be available online in the foreseeable future due to the restricted nature of those records.

Fees: Regular photocopies or scans: 20 cents each

Note: Scans of archaeological records are not permitted under the current policy.

Payment may be by cash, credit card (Visa or MasterCard), or check, payable to Oregon Parks and Recreation Dept.

II. ARCHAEOLOGICAL RECORDS

Appointments are required in order to ensure that SHPO archaeologists are available to assist qualified researchers in accessing maps, reports, and site forms for their area of interest. Appointments can be scheduled through any of the SHPO archaeologists listed below. It is recommended that appointments be made at least a week in advance, though 48-hour notice is usually sufficient.

Due to the sensitivity of the information, access to SHPO Archaeological Records is restricted and an appointment for research is required. Professional archaeologists are allowed unrestricted access to SHPO Archaeological Records if they meet at least one of the following criteria:

1. All “Qualified Archaeologists” as defined in ORS 390.235(6)(b).

“Qualified archaeologist” means a person who has the following qualifications:

- (A) A post-graduate degree in archaeology, anthropology, history, classics or other germane discipline with a specialization in archaeology, or a documented equivalency of such a degree;
- (B) Twelve weeks of supervised experience in basic archaeological field research, including both survey and excavation and four weeks of laboratory analysis or curating; and
- (C) Has designed and executed an archaeological study, as evidenced by a Master of Arts or Master of Science thesis, or report equivalent in scope and quality, dealing with archaeological field research.

2. Members of the Register of Professional Archaeologists (RPA).

3. Graduate students with written justification for access from qualifying faculty - access may be for a limited time.

4. Archaeologists who are working for an agency or consulting firm where their immediate supervisor has a graduate degree in Anthropology and/or is a current member of the RPA (options 1 or 2 above).

ACCESS BY NON-ARCHAEOLOGISTS

Other individuals may have limited access to SHPO’s archaeological records. The type and extent of data available to these individuals is determined on a case-by-case basis. General information concerning the presence or absence of an archaeological site within the boundaries of a proposed project will be provided to agencies needing such information for management purposes. Site-specific data on known sites, however, will only be provided to professional archaeologists.

With a scheduled appointment, SHPO archaeological staff can assist a qualified researcher with access to maps, reports, and site forms for their area of interest. Please contact the following staff members to schedule an appointment:

- Dr. Dennis Griffin, 503-986-0674 or dennis.griffin@state.or.us
- Susan Lynn White, 503-986-0675 or susan.white@state.or.us

New researchers are required to bring a current resumé or Curriculum Vitae (CV) with them for SHPO files.

Currently SHPO Archaeological Services is creating an integrated Archaeological Inventory Database. The SHPO Archaeological Inventory Database will be a computerized database that will consist of digitized maps of known cultural resources and previous archaeological surveys; scanned archaeological site forms and survey reports; a bibliographic database; General Land Office (GLO) survey maps; and orthographic photo maps. The **Bibliographic Database** consists of report-specific information. The information will include a **radiocarbon (¹⁴C) database** and **obsidian source database**. SHPO maps have been converted into a computerized Geographical Information System (GIS) and current archaeological sites and surveys are directly entered into this GIS program (ArcView/ArcGIS 8.3).

It is the goal of SHPO Archaeological Records Management to provide qualified researchers access to a computer terminal with the integrated Archaeological Inventory Database at its office in Salem to fully investigate their area of interest.

III. HISTORIC BUILDING RECORDS

Any member of the public may have access to National Register files and the Statewide Inventory of Historic Properties under staff supervision. Researchers are encouraged to schedule an appointment in advance, though SHPO staff will try to accommodate drop-in visitors to the extent possible. Staff availability and research space limitations may prevent full access for some drop-in visitors. To schedule an appointment, contact the following SHPO staff:

- Suzie Haylock 503-986-0672 or susan.haylock@state.or.us
- Kimarie Lamb 503-986-0690 or kimarie.lamb@state.or.us

In compliance with state office building policies, all visitors must sign in at the front reception desk upon arrival and be escorted into the work area by a staff member. As a general rule, visitors will not be allowed free access to any SHPO files. Instead, a staff member shall pull and re-file the files.

In using the files, visitors are expected to follow basic research library etiquette: no food or drink in the file area; use one file at a time to avoid mixing up the files; handle the documents with care to avoid tearing or bending the materials; no re-shelving or refilling without staff assistance.