Oregon State Historic Preservation Office
Records Research Policy
(Updated February 27, 2015)

The Oregon State Historic Preservation Office (SHPO) maintains a master repository of records relating to both archaeological sites and historic buildings statewide. The data is available for research at SHPO or via on-line. 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 in the office and are strongly recommended for accessing historic building records. See details in the sections below.

On-line Access: The historic sites database and archaeological data are available on-line. The historic sites database includes only key fields of information about buildings and sites. The Oregon Archaeological Records Remote Access (OARRA) includes access to individual archaeological site records and reports. Due to the restricted nature of the archaeological records, users must meet specific criteria prior to being granted an OARRA account.

II. ARCHAEOLOGICAL RECORDS

Research can be conducted anytime on-line with an active account. Appointments to conduct office research can be scheduled through any of the SHPO archaeologists listed below. While on-line (OARRA) access to archaeological site records and reports are now available, access to some records (e.g., cemetery database, a layer of Paleoshorelines for the past 19,000 years, a submerged landform model of offshore federal waters, shipwreck database, primary references and some historic maps) are only available at SHPO. Future versions of the on-line system may contain some of these records.

To conduct research at SHPO, it is recommended that appointments be made at least one week in advance, although 48-hour notice is usually sufficient. **Please call for an appointment.**

Due to the sensitivity of the information, on-line and office access to SHPO Archaeological Records is restricted. Researchers 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).
   The Oregon SHPO keeps a record of all archaeologists that have been vetted and approved as "qualified" per ORS 390-.235(6)(b) Those that wish to be included on the SHPO list of qualified archaeologists must complete the Qualified Archaeologist Requirements and Checklist, available at http://www.oregon.gov/oprd/HCD/ARCH/Pages/index.aspx.

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

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

4. Archaeologists who are working for an agency or consulting firm where their immediate supervisor is an Oregon qualified archaeologist or is a current member of the RPA (options 1 or 2 above).

5. All professional archaeologists who work as the cultural resource specialist with a federal or state agency, possessing a minimum of a Bachelor's degree in anthropology with a specialization in archaeology and a minimum of four years of work experience that demonstrates a thorough knowledge of the fundamental principles, theories and field methods of professional archaeology.

Please note the following:

- A list of references and contact phone numbers should accompany each request for access. If SHPO is not familiar with an archaeologist and their company or institution, a reference may be contacted or additional information requested prior to granting access to OARRA.
- Access for non-Oregon "qualified" archaeologists meeting any of the remaining requirements above (2-5) is on a limited duration basis. An annual audit will be conducted by SHPO to remove the accounts of those for which the conditions of access no longer apply.
- Additional records aside from those available through SHPO should be part of the research process (e.g., Tribal data, publications, ethnographies, library sources and collections, interviews, museum collections, historical societies, historic catalogues, agency reports and

contractor reports not available at SHPO [often identifiable in References Cited sections of reports and publications], historic newspapers, maps, local historians, historic letters/journals, etc.)
- Sharing an OARRA account or disseminating confidential information will result in the **immediate termination of access** to SHPO records.

New researchers who wish to create an on-line account are required to provide current resumes or Curriculum Vitae (CV) to one of the SHPO archaeologists.

Please contact the following staff members to schedule an appointment:

- Dr. Dennis Griffin, 503-986-0674 or dennis.griffin@oregon.gov
- John Pouley, 503-986-0675 or john.pouley@oregon.gov
- Matthew Diederich, 503-986-0577 or matthew.diederich@oregon.gov

Once an on-line account is created it can be accessed at: https://maps.prd.state.or.us/shpo/archaeoview.html. An On-line Oregon Archaeological Site Form and Bibliographic Database are additionally available at: http://www.oregon.gov/oprd/HCD/ARCH/Pages/index.aspx.

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 Tracy Zeller at 503-986-0690 or tracy.zeller@oregon.gov

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.