

**Oregon State Historic Preservation Office**  
**Records Research Policy**  
*(Updated July 19, 2011)*

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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 available online by mid-2006. This database includes 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 Department.

## 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. **We do ask that researchers call, not e-mail, at least two (2) days in advance for an appointment.**

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).
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.

With a scheduled appointment, SHPO archaeological staff can assist qualified researchers in accessing 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](mailto:dennis.griffin@state.or.us)
- John Pouley, 503-986-0675 or [john.pouley@state.or.us](mailto:john.pouley@state.or.us)
- Matthew Diederich, 503-986-0577 or [matthew.diederich@state.or.us](mailto:matthew.diederich@state.or.us)
- Tom Churchill, 503-986-0676 or [thomas.churchill@state.or.us](mailto:thomas.churchill@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).

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](mailto:susan.haylock@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.