

Bureau for Historic Preservation

FILE ROOM POLICY

RULES AND INSTRUCTIONS FOR PATRONS USING THE BUREAU FOR HISTORIC PRESERVATION (BHP) RESOURCE RECORDS

We ask for your cooperation and care in using the records.

Appointment Instructions:

The BHP files can be accessed by the public **Monday through Thursday from 9:00 AM to 4:00 PM by appointment only**. Please note that 3:00pm is the latest time that appointments will be scheduled for the day. Due to space restrictions, we limit access to three parties at a time, with no more than two in a party; therefore, please call ahead to reserve a space in the research room. **Reservations can be made by calling a file room attendant at 717-783-8946. No one will be admitted to conduct research without an appointment.**

Arrival Instructions:

1. All visitors must register with the staff at the main Reception Desk of the BHP. You will be instructed to sign in a central log with your name, the name of your firm or agency, phone number, and your arrival time. Researchers using the **Pennsylvania Archaeological Site Survey (PASS)** files must read and sign the access agreement, in addition to the BHP File Room Policy, found at the front desk. You will be required to sign out when you leave.
2. Outside researchers are required to use the Research Room only, which is the glassed room to the right of the Reception Desk. If this room becomes over crowded, speak to the front desk staff who will find other accommodations for you. Please do not utilize any of the bureau's conference rooms or area tables without prior approval, since they may be booked for meetings.

Conducting Research:

Only the following files may be requested by the general public. Each party may consult files **by first completing a request form and submitting it to the file room assistant on duty**. Other BHP files not outlined below are for staff use only or may be accessed only when accompanied by a BHP staff member.

○ **Historic Survey Reports** include the following principal categories of survey reports for historic buildings, structures, sites, objects and districts:

- A. Historic resources survey/determination of eligibility reports from Environmental Review projects. The reference numbers for all such reports are the same as the Environmental Review number, which consists of a year, a sequential number, county code, and a submission identifier. Please note: the surveys that are located in more than one county are coded as 042 (multiple counties/statewide).
- B. County and municipal survey reports, usually relating to PHMC grant projects. The numbers for these reports consists of a year, a sequential number, and county code. For county and municipal survey reports the sequential "number" always begins with the letter "H", eg. 1984-H001-003.
- C. National Register Multiple Property Documentation (including Multiple Resource Areas and Thematic Resources). These are historic context / cover documents. The numbering for these files consists of a year, a sequential number, the county code (including 042) followed by: "M", eg. 1984-M001-003.

A list of the Historic Survey Reports is available in the research room. The reports are sorted by county and year. **Request Historic Survey Reports by number.** Please replace this list when you have finished searching.

○ **Historic Resource Files** (HRF) include both National Register listed properties as well as surveyed properties. The Historic Resource files are organized by key number, which is a unique identifier used for the BHP's cataloging purposes. **Please note: the level of survey varies greatly from municipality to municipality therefore you must first consult the Cultural Resource Geographic Information System (CRGIS) available online to obtain the KEY NUMBER prior to requesting files, <http://crgis.state.pa.us>.** **Historic Resource files that have a "National Register status" (noted in the CRGIS) other than "undetermined" must be requested by key number, otherwise for those properties that have not been National Register evaluated, you should request the municipality file. When searching for bridges, also consult county bridge files, which were included in the Lichtenstein Bridge Survey.**

○ Researchers using the **Pennsylvania Archaeological Site Survey** (PASS) files must read and sign the access agreement found at the front desk. The rules have been in effect for several years and are related to the confidentiality of the file. **Please note that PASS forms and maps may not be copied. Furthermore, specific site locations may not be noted on a map unless they are within your project area. Please request PASS files by number; this number may be obtained from the CRGIS.** The number begins with "36" (PA's state code), followed by a two letter County Code, and then a 4 digit sequence #.

○ **Archaeological Survey Reports** numbers are filed by Environmental Review number (see above). These can be found on the CRGIS. Please note: the surveys that are located in more than one county are coded as 042 (multiple counties/statewide). **Please request Archaeological Survey Reports by the ER number, letter designation, and report title.**

Copying:

The copier in the research room is the only copier available to researchers. **IT IS NOT PERMISSIBLE TO COPY PASS FILES.**

You must set up an account with our receptionist to receive an access code. Copy codes will be issued to each individual making copies, and you will be billed at a rate of \$.25/copy. Please remember to press the "MANAGEMENT" button on the copier before and immediately after copying to reset the machine. We will invoice the total number of copies logged to your account. **It is your responsibility to inform your accounting office of the number of copies per project if that is required by your internal accounting procedures.**

Please be courteous to other researchers that may need to use the copier.

Do not copy site locations.

Do not unbind reports.

Miscellaneous Information:

1. Restrooms are located on a side hall between the BHP and the elevators.
2. There is a cafeteria on the Plaza Level immediately below the BHP office.
3. In the event of a Fire Alarm, researchers should report to the receptionists who will assist them in exiting the building.
4. The BHP is not responsible for lost or stolen items while conducting research in the BHP offices. Please keep all personal belongings with you.
5. No food or drink is permitted in the research area. These files are unique resources that will be lost if damaged by spills.

Please sign acknowledgment prior to requesting files.

Acknowledgment:

I have received and reviewed the BHP File Room Policy concerning the use of the bureau's resource records and hereby agree to abide by these rules. **This acknowledgement will be retained on file. If any of your contact information changes please complete and sign a new acknowledgement.**

Signed: _____

Please print name: _____

Company / Agency: _____

Address: _____

Date: _____