

Western Office SHPO Survey File Room Policy

The Western Office SHPO survey file room holds files on resources located within 25 counties in Western North Carolina at 176 Riceville Road in Asheville.

Western Office staff can accommodate survey file scanning requests of up to 5 total properties. If scans of more than 5 survey files are requested, patrons will be required to visit the survey file room to review/make scans of survey files. If scheduling a visit is not possible, staff may be able to accommodate a higher volume of scans, but will need additional time to fulfil the request.

The file room will be open by appointment only on Mondays or Wednesdays from 9-3. Other dates and times may be available upon request. Please request an appointment at least 48 hours ahead of your desired date and time by contacting Hannah Beckman-Black at 828-250-3112 or Hannah.beckman@ncdcr.gov

Please note: Our staff may be able to accommodate last-minute visits for guests to view five or fewer files depending on staff availability.

Planning Your Visit:

Prepare for your appointment by visiting our web map, HPOWEB, to determine which historic resources have been previously surveyed within your project area. Our staff can set aside the survey files you wish to review in advance of your visit if survey site numbers for resources are provided. Approximately 2000 surveyed sites may not appear on HPOWEB upon initial search because their location has not yet been verified. For a comprehensive project area search of previously surveyed resources, be sure to check the "Unverified locations" layer on HPOWEB.

Upon arrival, ring the doorbell to the office building and let the person answering know you have an appointment to visit the survey file room. Sign in using the visitors log at the bottom of the stairs. Once signed in, you may walk or take the elevator up to the second floor and visit Hannah's office at 203 in the south wing of the building. Hannah will lead you to the survey file room and assist with finding selected files. Once in the survey file room, please fill out the Survey File Room Sign-In Sheet before beginning your research.

Survey File Room Rules:

The primary purpose of the visitation policy is to ensure easy and efficient use of materials held by the Survey and National Register Branch that are related to the North Carolina inventory of historic structures. Your cooperation and consideration in following this policy is appreciated. Please review and adhere to the following rules for your visit.

- Anyone who is not staff of the State Historic Preservation Office is required to make an appointment.
- Appointments must be made at least 48 hours in advance of the time of the visit.
- Appointments will be scheduled based on the availability of staff to assist visitors.

- At most, two visitors will be permitted in the file room at any given time. When you make your appointment be sure to indicate if you will be bringing another person.
- The survey file room is also someone's office. Visitors are requested to work quietly. Use of cell phones for phone calls is prohibited in the office and file room areas.
- Access to certain areas may be restricted for reasons of safety and security.
- DPCR Western Office staff have priority for copy machine usage.
- The files are not permitted to leave the State offices.
- Scans of the survey file contents may be made on our scanner free of charge. Please bring your own flash drive to store scanned file contents. You are encouraged to bring a laptop computer (if possible) to check that scans are saving properly. Alternatively, cell phones or digital cameras may be used to photograph survey file contents.
- If you cannot keep an appointment, please call the Hannah Beckman-Black at your earliest convenience to reschedule. This is a courtesy to both Survey and National Register staff and other individuals needing access to the maps and files and will allow "emergency" appointments to be worked in.