

**DEPARTMENT OF PARKS AND RECREATION
OFFICE OF HISTORIC PRESERVATION**

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Implementation Guidance
August 5, 2019****Background:**

The State Historical Resources Commission approved the [CHRIS THPO Tribal Access Policy](#) at the August 1, 2019 meeting. The Policy is limited to Tribes with a National Park Service THPO Agreement and provides a consistent means for THPO Tribes to access all manner of cultural resources data housed at the regional Information Centers (ICs). Where a THPO Tribe has an existing agreement with an individual IC governing access, the Tribe may decide to continue that agreement or follow this Policy.

Process for Obtaining Access:

The Tribal government shall provide, on tribal letterhead:

1. A list of individuals authorized to have access on behalf of the tribe, including whether the THPO is authorized to make changes to this list.
2. A list of geographic areas of interest, organized by county.
3. Agreement to comply with State Information Technology Security Requirements for digital data, and keep hard copy records safe and secure.

The Tribe shall send the letter to the appropriate regional IC, or to SHPO. The regional IC or the SHPO staff will input the information into the CHRIS online tracking database for all ICs to view.

Accessing Data:

Designated representatives are required to comply with all other CHRIS policies as detailed in the *Information Center Rules of Operation Manual*, including making appointments for in-house research or submitting a Records Search Request Form for research to be conducted by IC staff. Tribal representatives are encouraged to call the IC prior to visiting to discuss their research objectives and thereby maximize the productivity of their visit.

There is no charge for in-house research or digital inventory data. ICs will charge \$40 per hour for IC staff time, \$0.15 per page for prints or hard copies, and other media at actual cost (CDs, etc.). If CHRIS data is being accessed for purposes of environmental compliance required for Tribal projects (such as development projects) regular fees would apply, in accordance with the approved CHRIS Fee Structure. The Tribe determines whether the research is "in order to comply with environmental laws for development/completion of any project or activity carried out by or on behalf of the tribe" and should state this in their records search request or their request for an in-person research appointment.