



Oregon Secretary of State
Archives Division

OREGON STATE ARCHIVES

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RESEARCHER'S GUIDE TO THE OREGON STATE ARCHIVES

Parking: [Metered parking](#) is available in the Archives parking lot located on Summer Street at a rate of \$1.50 per hour. These meters accept debit and credit cards, and the minimum purchase is one hour. Two unmetered parking spaces are available for persons with disabilities. Additional debit/credit card metered parking is available on Summer Street. Free 90-minute parking is located on D Street and in the neighborhood to the north of the building.

Hours: Open by appointment from 8:30 a.m. to 12:00 p.m. and 1:00 to 4:30 p.m. Monday through Friday, except state holidays.

Registration: A Registration Form must be completed and will stay active for one year. A current and valid government-issued photo identification is required to use public records in the State Archives. Upon completion, you will receive a Reference Room Identification Card to use for future visits. The cards are valid for one year and may be renewed annually. If you have a valid Reference Room Identification Card, show it at the registration desk.

Reference Room: Pens, food, drinks, coats, and bags are NOT allowed in the Reference Room. Locker keys are provided free of charge from Archives staff if you need to secure personal items. A complete list of rules for the Reference Room is included on the Registration Form and can also be accessed online at [OAR166-010-0015](#). Ask the Reference Archivists if you have questions or require assistance.

Making a Request for Records: If you know the specific records that you would like to request, share that information with the Reference Archivist who will retrieve the records for you. If you are not sure where to begin, ask a Reference Archivist for assistance. The more information you can provide, the better able they will be to help you. Try to be as specific as possible when requesting records. If you find a record citation in the Oregon Historical Records Index (OHRI) or on microfilm, include the complete citation. The Reference Archivist will retrieve the records for you.

Using the Records: We allow a maximum of two researchers per table. When the Reference Archivist brings the records to you, they will provide you with a place-marker card to aid in keeping the records in order. Remove only one file folder from the box at a time and put the place-marker card in its place. Keep the file folders and the materials within the folder in their original order. If you have questions regarding the arrangement of the records, notify one of the Reference Archivists. Do not rearrange the records.

Making Copies: The copy machines are self-service, and copies cost \$0.25 per page. The copy machines are not coin operated. Count your copies when you are done and then pay one of the Reference Archivists. Copying of materials is dependent on the condition of materials, and restrictions may be in place. Use of the automatic feed is prohibited. You may use a camera or cell phone (without flash) to take pictures of the records at your table at no charge.

Oversized Records: Many of the large volumes are heavy, awkward, and fragile, and care must be taken when using them. Use a book cradle when viewing the volumes, as this will help prevent damage to the record. Ask a Reference Archivist for permission before making copies. Volumes must be copied by taking a photograph of the page with a camera or cellphone without flash.

Maps, Blueprints & Drawings: Most of these records are too large to be copied on the copy machines. However, if needed, the Reference Archivists can arrange to have these records sent out for duplication for a fee. Contact a Reference Archivist for more information.

Photographs: When examining photographs, you must wear nitrile gloves as the oils on a person's hands can permanently damage photographs. Ask a Reference Archivist if you need gloves or if you have questions regarding obtaining copies of photographs.

Finished for the Day: When you have finished reviewing the records, return them to the Reference Archivists.