

07 NCAC 04R .1503 VISITATION POLICY

(a) The Survey and National Registry Branch is the repository of photographs, field notes, research reports, drawings, National Register of Historic Places nominations, maps, computer databases, and other materials related to the North Carolina inventory of historic structures. Visitors seeking access to the Survey and National Register Branch files shall make an appointment through the branch supervisor or his or her designee at least 24 hours in advance of the time of the proposed appointment. Information on how to contact the Survey and National Register Branch may be found at <http://www.hpo.dcr.state.nc.us/spbranch.htm>.

(b) When multiple visitors seek access to the files on the same day, the branch supervisor or his or her designee may limit duration of visits and limit the number of visitors using the file collection. The branch supervisor or his or her designee may limit access based upon the following factors:

- (1) the files are in use by the Department;
- (2) space is unavailable to view the files;
- (3) the files would be damaged or harmed by exposure to environmental elements, such as air, light, or moisture; and
- (4) any other circumstances that will ensure the preservation of the files, as determined by the branch supervisor or his or her designee. "Other circumstances" include those that may result in theft or damage during use.

(c) Visitors shall switch off cell phones, pagers, and other electronic devices in the office area.

(d) Survey and National Register Branch staff shall have priority in using the copy machine.

*History Note: Authority G.S. 121-4(13); 121-8(b),(c),(f); 143B-62(3);
Eff. April 1, 2001;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 26, 2015;
Amended Eff. June 1, 2017.*