Brian P. Kemp
Governor

Christopher Nunn
Commissioner

GEORGIA DEPARTMENT
of COMMUNITY AFFAIRS

RESEARCHING FILES AT HPD

Available for researchers by appointment only – please call ahead at 404-486-6377. Research times vary depending on HPD Staff availability. Files available for research purposes include:

Architects and Builders in Georgia

The information primarily covers biographical data on architects and builders who worked in Georgia from the 1800s to the 1960s. The list is available at: Georgia Architects list_2025 (1).pdf

Historic Bridge Survey

This survey is produced by the Georgia Department of Transportation (GDOT). GDOT is currently updating their site. If you need access to this information contact er@dca.ga.gov

Centennial Farms (by county)

Centennial Farms files contain research submitted by owners including histories of each farm.

HABS/HAER

A selection of reduced plans and black & white photos of HABS survey in Georgia from 1935. HPD does NOT own copyright and cannot offer prints for use. Library of Congress owns originals. These can be accessed at: HABS/HAER/HALS (nps.gov)

Historic Resources Survey (by county)

Physical survey files are organized by county, and the surveys are keyed to maps; most have an accompanying survey report. Physical survey forms include photographs or slides. The physical files also contain a State-Owned Buildings Survey (organized by state agency). Surveys from 2005 to the present are digitized, meaning the survey forms and photographs are available in GNAHRGIS www.gnahrgis.org. HPD has a physical copy of the survey reports and maps from 2005 to 2024; all surveys after 2024 are completely digital. Select pre-2005 surveys have been digitized and are in GNAHRGIS, please see the File User's Guide for more information available at: https://dca.georgia.gov/community-assistance/historic-preservation/historic-resource-surveys

Identified Sites (by county)

These files contain a variety of materials on historic places in Georgia. Some of the files include material submitted for listing in the National Register. Names may vary if project was never finalized.

Multiple Property Documentation Form (MPDF)

An MPDF is a cover document and not a National Register Nomination. It serves as a basis for evaluating the National Register eligibility of related properties. An MPDF may be used to nominate thematically-related historic properties simultaneously or to establish the registration requirements for properties that may be nominated in the future. HPD has several of these on file see **Topical (by subject)** below or ask HPD staff.

National Register Listed Properties (by county and official name of the nomination)

Complete National Register nomination is included in the file (text, maps, slides, photographs, etc.) The first researched sites in Georgia date to 1969. Materials will reflect the age of the documentation.

Topical (by subject)

More than 100 topics such as architectural style, religious camp meetings, railroad depots, synagogues, and Women's History Project are included in these files. The list is available at: Topical files index for website_2025.pdf

GEORGIA DEPARTMENT
of **COMMUNITY AFFAIRS**

Historic Preservation Division Researcher Rules   2025

Files are made available to the public with the expectation that researchers will treat them with care, as many are fragile and irreplaceable. Research can be conducted at HPD by appointment only. Day-of requests for pulling files is not encouraged; same-day file access is not guaranteed.

- One box, file, folder, or document at a time (depending upon the collection) is typically provided to the researcher.
- Keep the documents and resources in order. Do not remove clips or staples without permission.
- Pencil and notepaper are available upon request. No pens or highlighters allowed. Bags and purses are not permitted in the researcher's room. Arrangements can be made to store these items elsewhere.
- No food or drinks allowed
- Most documents may be photographed by the researcher with their own digital camera, or other device. Flatbed scanners or other researcher's devices are only permitted with prior permission.
- Do not run any photos, stapled, or torn documents through an automatic feeder.
- Most of the information contained in the historic resources survey files can be found on-line at GNAHRGIS (www.gnahrgis.org) and should be accessed in that manner. If you are unfamiliar with GNAHRGIS, please ask for help.
- Maps in front of historic resources survey files should be re-folded with map titles visible.
- If accessing, survey forms must be kept in numerical order within each folder. (To conserve space, half of forms have photographs at the bottom of page and half of forms have photographs at the top of page. Please maintain this system.)
- 35mm slides, or other photographic materials are not to be removed from sleeves without permission. 35mm slide and other scans of original film are performed only by HPD staff, with lead time as needed. HPD staff can provide a magnifying loop if requested.
- Oversize documents can be photographed. If other reprographic methods are desired, HPD staff contact will provide costs and options.
- Use of DCA equipment including, but not limited to, copiers and scanners is not allowed without prior permission and/or contractual arrangements.
- Immediately report any missing files or other problems your HPD staff contact, or to Donald Rooney, 404-486-6377, Donald.rooney@dca.ga.gov
- Files, Books, Maps and other DCA/HPD resources are not to be removed from the premises.
- We reserve the right to inspect your belongings when you leave.

Print Name _____

Company _____

Address _____

Telephone/Cell _____

Email _____

HPD Staff may request a business card, or other form of identification for our records

DATE	NAME/DESCRIPTION/CONTENTS OF FILE	Received by Researcher (Initial)	Returned to HPD Staff (Initial)

By signing this document, I agree to the terms of the **Historic Preservation Division Researcher's Rules 2025**

_____   _____

Signature   Date