

NH DIVISION OF HISTORICAL RESOURCES
STATE OF NEW HAMPSHIRE, DEPARTMENT OF CULTURAL RESOURCES
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MEMORANDUM

TO: DHR, Agencies, Consultants

DATE: November 7, 2012

SUBJECT: Electronic Filing of Project Reports, Request for Project Review Forms using Compact Disks (CD) or Email

FROM: Edna Feighner, Review and Compliance Coordinator

Recently, the Division of Historical Resources (DHR) has had an increase in applicants submitting requests for project reviews, archaeological reports, architectural plans/specifications, and other project related documents electronically through email or by CD. These requests have been submitted to a number of different staff in the Division causing a delay in the project review process.

Through the years the DHR has developed a system that meets the needs of our review process, federal agencies and applicants. All requests for project review should be submitted to the DHR as original hard copies. Supplemental information in the form of a CD is not acceptable.

It is a state and federal mandate that information is made available to the public for research and file review. At this time the DHR does not have the capability to provide access electronically, nor does our state budget allow for printing of all documents submitted electronically.

Please advise clients and agencies that we do not accept electronic filings or CDs for either requesting project reviews, submittals of archaeological reports, architectural plans/specifications or supplemental information. Hard copies of all requests for review and project reports should be mailed to our office at:

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Please direct all questions to Christina St Louis, Review and Compliance Program Support at 271-3558.