



**ALABAMA  
HISTORICAL  
COMMISSION**  
*The State Historic Preservation Office*

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[www.preserveala.org](http://www.preserveala.org)

## **POLICY FOR REVIEWING ALABAMA HISTORICAL COMMISSION FILES**

We ask that all visitors abide by the following Alabama Historical Commission (AHC) guidelines when researching the National Register, Alabama Register and Architectural Survey files.

### **BEFORE YOUR VISIT...**

- Two appointments are available Monday through Friday—a morning appointment, **8:30 am to 11:30 am**, and an afternoon appointment, **1:00 pm until 4:00 pm**.
- Appointments can be made by contacting Lee Anne Wofford or Nicole Woods, **preferably by email**, at least **2 working days** in advance. When making appointments, please provide the county(ies) of interest, an emergency contact number where you can be reached the day of your appointment, and if you prefer the morning and/or the afternoon appointment.
- Please visit the AHC website at [www.preserveala.org](http://www.preserveala.org) to download current listings for the Alabama Register, National Register, Cemetery Register, and Survey files.
- The AHC will be closed for official state holidays ([www.alabama.gov/stateemployees/state\\_holidays.php](http://www.alabama.gov/stateemployees/state_holidays.php)).

### **DURING YOUR VISIT...**

- An AHC staff member must be present when researchers are using the files. However, AHC staff will not perform file searches or make copies for you.
- Please turn cell phones to silent or vibrate during your visit. Step in to the lobby or go outside while using a cell phone.
- Internet access is not available for researchers.
- Only designated AHC staff can photocopy documents containing private information. Otherwise, researchers are responsible for copying documents.
- When using the copy machine, the AHC Copy Policy will apply: the first 15 copies are free of charge; each page thereafter will be \$.15. Only **exact change** or **checks** payable to the Alabama Historical Commission will be accepted. **Payment is due the day of the appointment.**
- We ask that each researcher fill out an Inventory Usage Form for AHC administration purposes.

For questions about this policy or to set up an appointment, please contact:  
**Lee Anne Wofford**.....[LeeAnne.Wofford@preserveala.org](mailto:LeeAnne.Wofford@preserveala.org) or (334)230-2659  
**Nicole Woods**.....[Nicole.Woods@preserveala.org](mailto:Nicole.Woods@preserveala.org) or (334)230-2673