



Information Request and
Data Use and Distribution Agreement

Use this form to request digital documentation from HPO collections not otherwise available online:

- Please fill in all requested information,
- Sign and date the Distribution Agreement, and
- Submit the completed form to NJHPO@dep.nj.gov.

I. CONTACT DETAILS

Name:				
Organization:				
Mailing Address:				
City/State/Zip:		/		/
Phone:		Email:		

II. REQUESTED DOCUMENTATION

	Doc Type	Doc Name/Title	Doc ID
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Requests are limited to a maximum of twenty items. Additional documents must be requested separately.

Notes:



III. DATA USE AND DISTRIBUTION AGREEMENT

By accepting copies of or access to HPO's digital collections, the user agrees to abide by the terms and conditions of the following:

I. DESCRIPTION OF DATA TO BE PROVIDED

New Jersey and National Register nominations; Certifications and/or State Historic Preservation Officer opinions of eligibility; HPO digitized images; GIS data; HPO copies of cultural resource reports prepared by federal, state, county, and local governments and private applicants for state/federal permits.

II. DISCLAIMER

For all data contained herein, the HPO makes no representations of any kind including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the data furnished hereunder. The HPO assumes no responsibility to maintain them in any manner or form.

III. TERMS OF DISCLOSURE

The New Jersey Historic Preservation Office maintains the official inventory of known historic properties for the State of New Jersey per the requirements of the National Historic Preservation Act of 1966, as amended. The use of this information is restricted pursuant to Section 304 of the National Historic Preservation Act, as amended, and Section 9 of the Archaeological Resources Protection Act. By signing this agreement, you agree to use the sensitive archaeological and historic property data contained in the materials provided pursuant to the confidentiality provisions established by Section 304 of the National Historic Preservation Act and Section 9 of the Archaeological Resources Protection Act.

IV. TERMS OF AGREEMENT

1. Digital data received from the HPO are to be used solely for internal purposes in the conduct of daily affairs.
2. The data are provided as is, without warranty of any kind, and the user is responsible for understanding the accuracy limitations of all data provided herein. The HPO assumes no responsibility for any reproduction or data manipulation done by the user.
3. Digital data received from the HPO may not be reproduced or redistributed for use by anyone without first obtaining permission from the HPO.
4. Any maps, publications, reports, or other documents produced as a result of this project that utilize HPO digital data will credit the HPO as the source of the data with the following credit/disclaimer: "This [map/publication/report] was developed using New Jersey Historic Preservation Office digital data, but this secondary product has not been verified by the HPO and is not state-authorized."
5. Users shall require any independent contractor hired to undertake work that will utilize digital data obtained from the HPO to agree not to use, reproduce, or redistribute HPO data for any purpose other than the specified contractual work. All copies of HPO data utilized by an independent contractor will be required to be returned to the original user at the close of such contractual work.

For data including archaeological site locations, the following provisions also apply:

6. Digital data containing specific archaeological site location is only available to research staff under the supervision of a Principal Investigator who meets the Secretary of the Interior's Minimum Professional Qualification Standards for Archaeology.
7. Users agree not to distribute or disclose specific archaeological site location information in public documents or make this information available to unauthorized individuals within or outside of their agency/institution without the authorization of the HPO. Users understand that if their agency/institution is required to maintain public records, they will be maintained in a way that ensures that no data subject to Section 304 of the National Historic Preservation Act and Section 9 of the Archaeological Resources Protection Act is disclosed.

Users hereby agree to abide by the use and reproduction conditions specified above and agree to hold any independent contractor to the same terms. By using data provided herein, the user acknowledges that terms and conditions have been read and that the user is bound by these criteria.

Researcher

Signature

Name

Date

Principal Investigator *(For requests incl. archaeological data)*

Signature

Name

Date



INSTRUCTIONS

Please fill out information requests with as much detail as possible. All submittals will be processed in the order in which they are received. HPO staff will provide digital versions of specific documentation identified by the requestor that are not otherwise available online. Requestors should specifically list requested documentation as referenced in the research tools linked below. Staff are not able to conduct research or evaluate cultural resources potential for your area of interest.

Detailed instructions for each section of the form are provided below.

I. CONTACT DETAILS

- **Name:** Requestor's full name.
- **Organization:** Organization name.
- **Mailing Address:** Organization street or mailing address.
- **City/State/Zip:** Address location.
- **Phone:** Area code and phone number
- **Email:** Valid email address. Responses will be sent to this email address.

II. REQUESTED DOCUMENTATION

- **Doc Type:** Select the type of documentation requested from the list:
 - Nomination
 - Eligibility Document
 - Report
 - Other
- **Doc Name:** Enter the name, title, or other description of the requested documentation.
- **Doc ID:** Enter any applicable reference numbers from the research sources linked below. For reports include the full shelf code. For nominations include the NRIS Number and GIS ID numbers. For eligibility documents include the GIS ID numbers.
- **Notes:** Include any general notes about the request.

III. DATA USE AND DISTRIBUTION AGREEMENT

- **Researcher:** Sign and date the form where indicated.
- **Principal Investigator:** Sign and date the form where indicated for requests that include archaeological site documentation. Principal Investigators must meet the Secretary of the Interior's Minimum Professional Qualification Standards for Archaeology.

RESEARCH TOOLS

Primary sources to research HPO's collections are linked below:

- **[LUCY 2.0 Online Map Viewer:](#)**
 - See [NJ Cultural Resources GIS](#) for additional information and LUCY 2.0 User Guide.
- **[Survey Report Bibliographies:](#)**
 - Countywide report listings in PDF format.
- **[HPO DataMiner Survey Report Search:](#)**
 - Provides report listings and links to digitized documents appropriate for public release.
 - See [Survey Report Search](#) for additional information and DataMiner FAQ

For digitized National Register nominations, National Park Service and the National Archives have overlapping but not duplicative sets of nominations available at their respective sites:

- **[National Register of Historic Places: Digital Archive on NPGallery:](#)**
 - See [National Register Database and Research](#) for an overview of researching the National Register
- **[National Archives Catalog:](#)**
 - Search by NRIS Number with "National Register" (ex. "[National Register 71000493](#)")