

HOW TO OBTAIN AN ARCHIVES SEARCH – VIRGINIA DEPARTMENT OF HISTORIC RESOURCES –

Visit the DHR Archives

The offices are located at [2801 Kensington Avenue in Richmond, Virginia](#). The archives are open from 9:00 am – 5:00 pm Tuesday through Thursday, excluding state holidays. There is no charge for use of the archives, but there are nominal charges for photocopies and printouts of maps. If there are previously recorded resources, you will need to run a report in DSS which provides information on known archaeological sites and architectural resources.

Purchase a license to use the online database of historic resources in Virginia

This system, known as DSS (Data Sharing System) can be accessed remotely. If you anticipate using this service regularly, you may wish to obtain a license. For details, visit [DHR's Data Sharing System](#) page. You may use DSS to prepare a map of the APE, show the locations of previously recorded resources, and run reports on the resources.

Archives search service

One of the services offered by DHR is a detailed archives search. The fee is based on the amount of research that is necessary. The search is performed by a member of the archives staff. A copy of the APE shown on a map and/or shapefiles of the APE is required. Details regarding the service and the current request form are available on the [DHR Archives Search](#) page.

Additionally you may obtain digital shapefiles of the historic resources within your APE for use in reports, GIS created maps or plan sheets for an additional fee.