



# Marilyn Burgess

HARRIS COUNTY DISTRICT CLERK

201 Caroline | P.O. Box 4651 | Houston, Texas 77210-4651 | 832-927-5800 | [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)

## HISTORICAL DOCUMENT ROOM

201 Caroline, Room 200

Houston, Texas 77002

Phone: (832) 927-5729

Email: [HistoricalDocumentRoom@hcdistrictclerk.com](mailto:HistoricalDocumentRoom@hcdistrictclerk.com)

## RESEARCHER REGISTRATION FORM

Name

Researcher No.:

Address

City

State

Zip

Email

Phone (H/W/C)

Phone (H/W/C)

Identification

Affiliation

Nature of Research:

I have received, read, understand, and will abide by the rules governing the use of the Harris County historical document materials.

Researcher

Date

Historical Document Staff Member

Date



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## **REGULATIONS FOR USE**

The following regulations are intended to help preserve Harris County's historical and permanent valuable materials for future generations.

1. All patrons are required to complete a registration form.
2. Turn off or place all communication devices on vibrate, example—mobile phones, pagers, etc.
3. No food, drinks, gum, or tobacco products of any kind may be brought into the viewing area. Briefcases, notebooks, binders, notepads, bags, purses, and other personal property are not permitted in the viewing area. These items will be secured in a locked credenza cabinet in the viewing area during your visit.
4. Notes. Only pencils, loose sheets of paper, and/or personal (laptop) computers may be taken into the viewing area. Approved pencils and sheets of paper will be provided by the Historical Document staff.
5. Historical document materials must be handled with great care, as follows:
  - a. Please be sure your hands are clean and free from any oil or lotion.
  - b. Make no marks, erasures, or any other changes to the historical documents.
  - c. Do not remove encapsulated historical document materials from their protective coverings.
  - d. Keep all items on the table while being used. Place nothing in the lap or propped against the table.
  - e. Do not place anything on top, write on top of, alter, lean on, trace, or fold the historical document materials.
  - f. Turn pages slowly and carefully, touching only the margins if possible.
  - g. Keep historical documents in their existing order and arrangement.
  - h. Do not address errors on your own. Notify the Historical Document staff if you suspect any errors.
  - i. Maintain the sequence of pages within the folder by turning them like the pages of a book.
  - j. Align folder contents properly as you move through them; do not shake down the contents.
6. Photocopies. No personal scanners will be permitted. Only historical document staff will make photocopies. Every effort will be made by the Harris County Historical Document staff to accommodate photocopy requests in a timely manner. Some historical document materials, due to size and condition, may not be copied. This will be determined by the Harris County Historical Document staff.
7. All materials taken from the viewing area will be checked prior to the researcher's departure.