

File Search and Copy Price List

Effective July 10, 2008

A file search is conducted anytime OAHP staff is asked to supply information concerning cultural resources or cultural resource surveys in a specific location. File search requests can be placed in person at OAHP, phoned in (303-866-5216), Faxed (303-866-2711), or sent by e-mail (file.search@chs.state.co.us).

The standard file search is a computer printout on 15" x 11" paper. The results include information from 34 data fields and are sorted by site number. Exact locations of archaeological and paleontological sites are only provided to professionals who qualify under the *Dissemination of Information - Access to Site Files: Policy/Procedures* (1991).

A hardcopy printout of the results with an explanatory letter will be mailed. Let us know if you would like the results e-mailed or put on a disk in an ASCII format (comma delimited fields that can be dumped into an Excel spreadsheet or an Access database).

The charges listed below apply to most file search and photocopy requests. Please let us know if the request is related to student research, a SHF grant, or is being conducted for a non-profit organization and we will discount the fees.

Under normal circumstances, file search results will be sent out within five business days. A flat charge of \$288 will be assessed to file searches larger than 36 sections, 23,040 acres in unsectioned lands, or a combination thereof. Invoices will be mailed with the search results. Requests requiring a faster turn around time will be assessed a **\$15.00** surcharge and will be done as time allows.

Sectioned land	\$8 per section
Unsectioned land	\$8 per 640 acres. (Provide a shapefile or UTM's, along with a map)
Custom Searches*	\$20.00 per request
Site forms/reports photocopied	\$.20 a page (larger requests require more time to complete)
Site forms/reports e-mailed	\$.20 a page (larger requests require more time to complete)
Local Faxes	\$.50 a page
Long Distance Faxes	\$1.00 a page

* Customized Searches are generally searches based on criteria other than locational attributes. Please contact OAHP at (303) 866-3395 if you have any questions or to get information concerning customized searches.

File Access Request

July 10, 2008

A completed and signed copy of this form is necessary for access to both the electronic and hardcopy cultural resource files at the OAHP offices. Requests for information may also be submitted by telephone (303-866-5216), e-mail (file.search@chs.state.co.us), or FAX (303-866-2711) and may require a signed user agreement prior to release of restricted information.

Some of the information provided is confidential and may not be released to unauthorized individuals or organizations. Confidential information includes, but is not limited to, locational information for all archaeological and paleontological sites and locational information on owner-restricted National Register property listings. If there is any question, please contact the landholding agency or OAHP.

Individual's Name: _____

Organization: _____

Address: _____

Telephone: _____

Reason for the Request: Section 106 Related _____ Other _____

Project Name/Number: _____

Lead Government Agency: _____

Remarks/Special Requests: _____

Please complete information on the following page in addition to reading and signing the agreement on page 3.

Request Tracking

To be completed by OAHP staff only

Request Received by (OAHP staff): _____ Date _____

Requested: in house___ mail___ phone___ fax___ email___ Other _____

Locations of archaeological resources provided? Yes ___ No ___

File Search ID _____ Date Completed _____

Fees

File Search \$ _____ Photocopies \$ _____ FAX \$ _____

Rush Job \$ _____ Custom Search \$ _____

Other (specify) _____ Cost \$ _____

Total Cost \$ _____ Invoice Number: _____

Forms, Documents or Maps Requested

List all documents, maps, site forms, images, etc., using reference numbers when possible. Attach additional pages if needed. Specify if any portion of the document was not released.

Staff Assisting: _____

Staff Comments: _____

Compass access as a visitor (general times): _____

	Site / Document / Image / Quad	Reproductions provided? Describe. (Photocopies, FAX, e-mail, etc.)	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Request for Database Search

	<u>County</u>	<u>Township</u>	<u>Range</u>		<u>Sections</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

UTM Reference (please specify datum; NAD 27 is preferred)

- A. ___ ___; ___ ___ ___ ___ ___ ___ mE ___ ___ ___ ___ ___ ___ mN
- B. ___ ___; ___ ___ ___ ___ ___ ___ mE ___ ___ ___ ___ ___ ___ mN
- C. ___ ___; ___ ___ ___ ___ ___ ___ mE ___ ___ ___ ___ ___ ___ mN
- D. ___ ___; ___ ___ ___ ___ ___ ___ mE ___ ___ ___ ___ ___ ___ mN

Custom Search Description: _____

User Agreement: OAHP Cultural Resource Files

All individuals requesting access to cultural resource or paleontological records housed at the Office of Archaeology and Historical Preservation (OAHP) must complete and sign the following form prior to access. These records include but are not limited to forms, documents, maps, and images concerning archaeological, historical, architectural, and paleontological resources. The information provided on this form will help determine the nature and extent of the records that will be provided.

Access to all or part of many cultural resource records is restricted. The criterion under which individuals may obtain access to cultural resource information is provided in OAHP's *Dissemination of Information: Policy and Procedures, 1991 (revised 2002)*. As outlined in that policy, access to archaeological information by non-archaeologists is on a case-by-case basis and generally includes only select information.

I request access to the documents, forms, photographs or maps listed on this form. I have read and agreed to the following conditions:

1. Some of the information provided is confidential and may not be released to unauthorized individuals or organizations. Confidential information includes, but is not limited to, locational information for all archaeological and paleontological sites and locational information on owner-restricted National Register property listings. If there is any question, please contact the landholding agency or OAHP.
2. There are no guarantees as to the information's accuracy or completeness and it may change frequently.
3. The information provided concerns cultural and paleontological resources that are under the jurisdiction, ownership, or control of other entities, such as state and federal agencies, private individuals, and tribal governments. These properties may be afforded additional levels of legislative protection related to the restrictions on cultural resource information. The information will be used in compliance with applicable municipal, county, state, tribal or federal laws and regulations.
4. Information provided in a digital format is to remain in the sole possession of the undersigned. If digital information is requested for use on a shared system, a signed statement detailing access and security on that system will be provided to OAHP prior to release of the information. OAHP staff will review the statement to determine the nature and extent of information to be provided.
5. OAHP documentary and photo collections are available to researchers for personal and scholarly use. Material from these collections may not be published or reproduced, except that photocopies may be obtained under the fair use exception of the US copyright code.
6. Access to records does not constitute permission to enter onto or conduct investigations on any of the land for which records are provided. It is the users responsibility to obtain permission from the appropriate municipal, county, state, federal, or tribal officials, or private property owners, before instituting any investigations on, or related to, their lands. Copies of the products of such research should be sent to appropriate officials or landowners, and all permit terms and conditions must be honored. Both the State and the landowner may pursue causes of action against the user in the event the information is misused.
7. The absence of information concerning resources in a particular area does not necessarily indicate that none exist. The absence of information concerning resources in a particular location may be due to a lack of survey investigations in that area or incomplete information.
8. I understand that obtaining information on previously recorded cultural and paleontological resources does not constitute review under Section 106 of the National Historic Preservation Act or the State Register of Historic Properties Act.

Signature of User

Date