



OFFICE *of* ARCHAEOLOGY  
*and* HISTORIC PRESERVATION

**Service and Price List**

**File Searches**

A file search is a way to identify previously identified sites and surveys in a given area. Searches are based on locational criteria and can be defined by PLSS information, UTM coordinates, or by providing a map/shapefiles showing a boundary around the desired search area (preferred).

Results are provided in an excel spreadsheet containing information from 52 data field. Corresponding GIS shapefiles will accompany the spreadsheet (if available), as will a read-me document that provides an explanation of the data fields in the results list and GIS files.

Exact locations of archaeological and paleontological sites are only provided to professionals who qualify under the Dissemination of Cultural Resource Information: Policy and Procedures.

If you have questions about file searches, need a price quote, or would like to submit a completed request form, please email OAHP at [hc\\_filesearch@state.co.us](mailto:hc_filesearch@state.co.us).

**Reproductions**

Reproductions of OAHP site forms and reports are available upon request. Locations of archaeological and paleontological sites are only provided to professionals who qualify under the Dissemination of Cultural Resource Information: Policy and Procedures.

Reproductions are sent electronically as PDFs. Some items, including those over 11" x 17", are reproduced only on a case by case basis. Items that are not available for reproduction can be viewed in-house. If you have questions about requesting reproductions, would like to make an appointment to view records in-house, or would like to submit a completed request form, please email OAHP at [hc\\_filesearch@state.co.us](mailto:hc_filesearch@state.co.us).

**Fees**

Requests from students, private homeowners, or individuals conducting personal research may be eligible for fee reductions or waivers. Under normal circumstances, file search results and reproductions will be sent out within twenty business days of the request being received by OAHP. Larger requests may require more time to complete. Requests requiring a faster turnaround time will be assessed a **\$300.00 rush fee** for search requests, and a **\$100 rush fee** for reproductions. Rush requests will be done as time allows. Invoices will be sent as a PDF with the results of the file search or reproduction request. The requestor is responsible for forwarding the invoice to the responsible billing party and for ensuring that timely payment is made.

**File Search**

- ❖ \$30.00/section
- ❖ Request over 50 sections, email [hc\\_filesearch@state.co.us](mailto:hc_filesearch@state.co.us) for a quote.

**Digital Reproductions\***

- ❖ Site Forms
  - Flat fee per site form..... \$5.00
- ❖ Documents/Reports
  - 1-3 scans..... \$20.00
  - 4-6 scans..... \$50.00
  - 7-9 scans..... \$75.00
  - 10+ scans..... \$100.00 + \$10.00/scan after 10 scans

\* A \$15.00 surcharge per site form/document/report will be applied if one or more of the following criteria are met: requires digitization over 150 pages; includes digitization of oversize images (11" x 17" and larger); requires removal of binding; or housed in off-site location.



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**File Access Request**

A completed and signed copy of this form is necessary to access both electronic and hardcopy OAHP cultural resource records. Requests for information can be submitted by e-mail (hc\_filesearch@state.co.us), in hardcopy, or faxed (303-866-2711). If you have questions or concerns, please e-mail or call us at 303-866-5216 or 303-866-3395.

Some cultural resource information 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 property listings. Individuals who are not granted release of confidential information will be referred to the landholding agency on record.

Requestor's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone, E-mail: \_\_\_\_\_

Project Name/Number (for reference purposes): \_\_\_\_\_

Reason for request (please check all that apply):

Section 106 Related, lead government agency \_\_\_\_\_

I am a member of planning staff devoted to the day to day management of a CLG Preservation Commission, specify CLG \_\_\_\_\_

This request is related to an SHF project

I am a student or researcher seeking information for non-profit/personal research

Other, specify \_\_\_\_\_

Remarks/Special Requests/Billing Information (if different from above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Request Tracking - To be completed by OAHP staff***

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Requested: In-house  Mail  Phone  Fax  E-mail  Other: \_\_\_\_\_

File Search ID: \_\_\_\_\_ Locations of restricted resources provided? Yes  No

**Fees**

File Search \$ \_\_\_\_\_ Reproductions \$ \_\_\_\_\_ Custom Search \$ \_\_\_\_\_

Rush Job \$ \_\_\_\_\_ Other (specify) \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ Invoice Number: \_\_\_\_\_

**Requests for Forms, Documents or Maps:**

List all documents, maps, site forms, images, etc. using OAHP ID numbers when possible. Attach additional pages if needed.

Purpose: \_\_\_ View Records In-house      \_\_\_ Reproductions (specify): Digital \_\_\_ Hard Copy \_\_\_

Record ID	Comments	Record ID	Comments

**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; NAD83 is preferred)

- A. \_\_\_ \_\_\_; \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mE \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mN
- B. \_\_\_ \_\_\_; \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mE \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mN
- C. \_\_\_ \_\_\_; \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mE \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mN
- D. \_\_\_ \_\_\_; \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mE \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ mN

Custom Search Criteria:

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## User Agreement: OAHP Cultural Resource Records

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 agreement prior to access. These records include but are not limited to site forms, documents, maps, images, and GIS information. This user agreement will outline 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 2012)*. 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.

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I request access to the documents, site forms, images, maps, or GIS information 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 property listings. Individuals who are not granted release of confidential information will be referred to the landholding agency on record.
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 without permission, except that photocopies may be obtained under the fair use exception of the US copyright code. In most cases, OAHP does not hold the copyright to images and documentation. Researchers wishing to publish or publicly display images or other documentation assume responsibility for questions of copyright that may arise.
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 exists. 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.

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Signature of User

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Date