

RECORD SEARCH GUIDELINES

Please use the following protocol for conducting a search of the archaeological and historic records at the Idaho State Historic Preservation Office (SHPO).

REQUIRED QUALIFICATIONS AND CONFIDENTIALITY STATEMENT

In order to submit a record search request and conduct research at SHPO, the researcher must meet certain professional qualifications and have a signed Confidentiality Agreement with a résumé on file at SHPO. If an individual's employment changes, a new form and résumé must be submitted.

INITIATING A RECORD SEARCH

All record searches are initiated by submitting a completed Record Search Form and map by e-mail to recordsearch@ishs.idaho.gov.

A completed form will include all the information requested at the top of the form:

- researcher names
- telephone
- e-mail address
- affiliation/company
- billing address
- project name
- associated federal/state agency
- a succinct project description including expected ground disturbance and visual impact
- legal description (township, range, and sections only) and list of quads

The standard area of a record search will include a 1 mile buffered area extending from the APE. If the researcher would like the record search to include an area other than 1 mile of the APE (½ mile beyond a linear APE), the extent of the research area should be requested in terms of a uniform distance from the APE. Reasons for enlarging or minimizing the research area must be justified.

The "Additional comments" section of the form may be used to address any other issues, including requests for GIS shapefiles. The Idaho SHPO Geodatabase includes point, line, and polygon data depending on the site. The polygon site data has been recently established and contains a limited number of site boundaries for sites over 1000m². Currently, the Idaho SHPO does not have survey boundaries in GIS.

Absolutely required and essential is an attachment to the form: a copy of a map with the APE clearly marked. At least one township, range and section should be marked as a reference. This map may be in .jpg or .pdf format. It is essential that this file be as small as possible. Scale can vary as long as there are sufficient identifying features to relate the APE to a standard USGS quad map. Aerial photos can be difficult to read and should not be used for this purpose. Please send no other attachments (*i.e.* engineering plans, maps of prior surveys, etc.).

Providing a GIS shapefile can help in expediting a record search. When providing a shapefile, please include only geographic locations related to the specific project. Do not attempt to buffer the APE; please send only the APE.

The minimum record search cost is \$60 per location (up to 2 square miles). The square miles are calculated using GIS. The record search area includes the APE plus an additional mile radius or ½ mile buffer for linear projects. The record search cost is \$30 for each additional square mile after the initial minimum charge for 2 square miles. Additional fees may be added for record searches involving extra negotiation or clarification, any database manipulation, or unusual density/complexity in mapping linear APEs. Record searches exceeding \$500 must be prepaid.

A response from SHPO should be received in 5 business days and will consist of the requested information, a request for clarification, or a notice that workloads or complexity of the record search request may require additional time.

RECORD SEARCH RESULTS

The record search results will include a SHPO record search number. This number must be included when discussing your pre-field research in your final project report.

The initial record search request will result in site lists, survey lists, and a map of sites. These documents will be sent to the researcher by email. The archaeological site list will include the site numbers, UTM's (NAD83), and attributes of the sites (i.e. lithic scatter with points, cores). The historic sites list will include site numbers, UTM's, property name, property address, and National Register information if applicable. The results may also include linear site lists. The survey list will include report title, author, year, and reference to each section within the research area. The actual lists and maps provided by SHPO should not be used in a report, this information should be analyzed and synthesized into the pre-field research section of a report.

REQUESTING ADDITIONAL INFORMATION

After receiving and reviewing the map(s) and lists, the researcher may want to request digital copies of site forms and/or reports. If so, the researcher should list all desired documents in numeric order on the second page of the RECORD SEARCH FORM. The listed documents may be grouped together by archaeology site number, historic site number, and SHPO report number. The form can then be re-emailed to recordsearch@ishs.idaho.gov and a CD (or email) will be prepared within 3 to 5 business days. If the total size of the request is under 10MB, the requested documents may be emailed.

Each request will include a processing fee of \$10 per CD or \$5 per email. Archaeology and architectural site forms may be purchased for \$4 per site. The Idaho SHPO is working on scanning all survey reports. Reports that have been scanned will be indicated on the record search results. Scanned reports may be purchased for \$10 per report. If a report has not been scanned and the requester would like SHPO staff to scan a report, there will be a \$15 per hour charge in addition to the price of the report. Although the Idaho State Archives houses our material over 10 years of age, the Archives will not provide scanned copies of reports. These documents must be accessed in person.

If a researcher would like to conduct their own research in the SHPO ASI Repository, there is a \$30 per hour charge (maximum of \$60 per day) plus the cost of photocopies. Inventory reports that are no longer housed in the ASI Repository may be accessed through the Idaho State Archives. Please refer to the Box Accession Number when requesting documents to be un-shelved. Photocopy fees apply. For researchers located outside of the Boise area, a list of local (hourly rate) researchers is available.

FEE SCHEDULE

MAPS AND LISTS:	\$30 per square mile of research area including APE plus added mile radius or ½ mile for linear projects with following stipulations
	• \$60 minimum per location
	• additional fees may be added for record searches involving extra negotiation or clarification, any database manipulation, or unusual density /complexity in mapping linear sites
PROCESSING OF CD / EMAIL:	\$10 / \$5
SITE FORM PDF:	\$4 per site
REPORT PDF:	\$10 per report
PHOTOCOPIES:	\$.20 per page, \$.50 per page if copied by staff
REPOSITORY USE:	\$30 per hour, maximum \$60 a day (limited to 2 researchers)

- Individual or multiple (submitted at the same time) Records Search requests exceeding \$500 must be prepaid.