



Memorandum

Subject: Record Search Service

The Ohio Historic Preservation Office offers a record search service for a fee to parties undertaking federally funded, licensed, or permitted projects. The purpose of the service is to help record users know early in the decision-making process how likely it is that preferred project sites will affect properties listed in or eligible for listing in the National Register of Historic Places and recorded in the cultural resources inventories. The information provided through this service will be generated specifically for locations within either a one-mile or two-mile radius from the center of the project area as specified by the record user. For linear projects, the information provided will be generated for a buffer area defined by the user. Such requests that are not accompanied by an electronic shape file of the project will be assessed an additional fee.

An assigned staff member will be available to generate customized cultural resources information for potential project locations. Our goal is to give you a quick response to your needs by providing printouts of portions of USGS maps and aerial photographs that plot known historic resource sites near locations you are considering. In addition to the maps and photographs, information about identified sites will be compiled in an accompanying table. PDF documents of identified sites (Ohio Archaeological Inventory, Ohio Historic Inventory and National Register) are available for \$.50 per record. Depending on your needs and the size of the result data files, this information will be sent as a hard copy or transmitted electronically.

Cultural resources information provided by the Ohio Historic Preservation Office via this service may precede, but does not constitute or substitute for, individual project reviews under Section 106. The information provided by the OHPO is for use in analyzing potential sites for their proximity and effects to known historic properties. This information may also assist in balancing consideration of historic properties with other important factors during the selection of a preferred site.

Procedure:

Record User will provide to the OHPO for each proposed project area for which cultural resources information is sought: 1) Completed Records Search Form, 2) Signed Conditions Form, and 3) locational information (a copy of the USGS 7.5' series topographical map--appropriate portion with name label--indicating the proposed project location and Universal Transverse Mercator coordinates or latitude and longitude of the location).

OHPO will provide to the Record User: 1) Computer generated USGS-based maps and a print out of an aerial photograph indicating, within a one- or two-mile radius of the project or other area for linear projects, the location of properties that are: included in the state inventories (Ohio Historic Inventory, Ohio Archaeological Inventory), listed in the National Register of Historic Places, formally determined eligible for listing by the Keeper of the National Register, or designated as National Historic Landmarks, 2) Sites summary information for all properties identified in number 1, above, and 3) Instructions on how to obtain detailed information about properties located within the selected proximity of the project sites. PDFs of identified properties can be provided for \$.50 per record after the record search results are provided to the user. 4) Shapefile of search results data (optional).

OHIO HISTORICAL SOCIETY
Ohio Historic Preservation Office

1982 Velma Ave., Columbus, Ohio 43211-2497 ph: 614.298.2000 fx: 614.298.2037
www.ohiohistory.org

Response Time: The Ohio Historic Preservation Office will respond to submissions within five business days of receipt of a complete request. Submissions received after 12:00 Noon will be considered received the next day. For example, a request received on Monday morning will be mailed, e-mailed, or shipped by Friday. When available, requests for expedited searches will be processed within two business days of receipt. In this case, the response to a request received on Monday morning will be sent by Tuesday. Submissions may be by fax or hard copy. Responses may be electronic or via hard copy (select on Records Search Form). Hard copy responses will be sent via U.S. Mail unless the use of a private shipper is noted. In this case your account will be billed.

Fees: The cost for the five-day search service per installation site is \$135 for a one-mile radius and \$210 for a two-mile radius. The cost for expedited requests, when available from the Ohio Historic Preservation Office is \$265 for a one-mile radius and \$415 for a two-mile radius. For a custom shape search the cost is \$135 for a standard search of an area of up to 3 square miles and \$265 for an expedited search. Add \$45 per square mile for custom shape searches above 3 square miles. For users with a high volume of requests, billing accounts may be requested and the user will be billed monthly.

Conditions: The Ohio Historic Preservation Office serves as the official state repository of historic resources inventories. This information has been compiled primarily by independent cultural resource consultants. This office makes no warranty as to the fitness of the data for any purpose. The absence of historic resources in the OHPO records for your project area does not necessarily mean that no historic properties are present. It may be that the project area in question has not been subjected to a cultural resources survey.



RECORDS SEARCH FORM

Please send a completed Records Search Form and signed Conditions Sheet with a copy of applicable USGS topographical map(s) to the Ohio Historic Preservation Office, 1982 Velma Ave., Columbus, Ohio 43211-2497. Fax: 614-298-2037. The record search will be initiated following receipt of all documents. For custom shape searches (linear and other than radial), provide an ESRI-compatible shapefile in decimal degree format using NAD 1927. An additional fee will be applied to custom searches not accompanied by a shapefile.

USER INFORMATION

Name: _____ Telephone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

PROJECT INFORMATION

Name of Project: _____

Name of Quad(s): _____

UTM or Latitude/Longitude: _____

TYPE OF SEARCH:

Standard Search – Five Day

One-Mile Radius/Custom up to 3 sq. miles: \$135

Two-Mile Radius: \$210

_____ Add \$45 per square mile for custom shape search request for area greater than 3 square miles.

_____ Add \$25 if ESRI-compatible shapefile not provided for custom shape search request

Expedited Search – Two Day

One-Mile Radius/Custom up to 3 sq. miles: \$265

Two-Mile Radius: \$415

TYPE OF DELIVERY: U.S. Mail Email with attachments Include resulting data as shapefile

Private Shipper Overnight Service. The shipper will bill your account.

UPS Account: _____ Fed Ex Account: _____

PAYMENT INFORMATION:

Check enclosed Purchase Order # _____ Visa American Express MasterCard Discover

Bill to my account

Amount Due \$ _____

Name on Card _____

Card # _____ CID # _____

Expiration Date _____

Cardholder Signature _____ Date _____

For Office Use

Received: _____

Completed: _____

Mail Out: _____

Pymt Processed: _____

Entered: _____

Record #: _____

Filed: _____

Search By: _____



CONDITIONS FOR USE OF DIGITAL RESOURCE AND LOCATIONAL DATA

By accepting Ohio Historic Preservation Office data, the record user agrees to abide by all of the following conditions:

1. Access to data conveys no rights for the record user to release or distribute these data, or derivative works containing these data, in any form including electronic/magnetic or machine-readable form.
2. Record user will identify the Ohio Historic Preservation Office as data source on any map or publication using Ohio Historic Preservation Office data. Record user will also include the date that data were provided by the Ohio Historic Preservation Office.
3. Although the Ohio Historic Preservation Office maintains high standards of data quality control, the Ohio Historic Preservation Office makes no warranty that the data are necessarily accurate or complete.
4. Obtaining information on previously recorded historic properties does not constitute review or comment under Section 106 of the National Historic Preservation Act. If a project is federally funded, licensed, permitted or assisted, the federal agency may require you to obtain Ohio Historic Preservation Office comment under Section 106.
5. Record user understands and acknowledges that release of precise locations may threaten archaeological and historical resources. Record user shall take reasonable precautions to ensure the security of site locations.
6. Record user understands and acknowledges that the accuracy of these data is time-limited.
7. Record user will indemnify and hold the Ohio Historic Preservation Office and its officers and employees harmless against any claims by third parties arising out of the use by record user of the data provided hereunder.
8. This agreement is the entire agreement between the parties with respect to the subject matter hereof, and may be amended only in writing signed by both parties.
9. Record user shall pay agreed fees within 30 days of being billed by the Ohio Historic Preservation Office.

Name

Title

Company

Signature

Date

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