



Record Search Service

The State 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 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.

An assigned staff member will be available to generate customized cultural resources information for potential project locations. They will provide 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. This information can be sent as a hard copy or electronically.

Additionally, PDF documents of identified Ohio Archaeological Inventory and Ohio Historic Inventory forms are available for \$.50 per record. PDF versions of National Register forms are \$2.00.

Cultural resources information provided by the State Historic Preservation Office via this service may precede, but does not constitute or substitute for, individual project reviews under Section 106.

Input: User will provide to the SHPO 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).

Output: SHPO will provide to the Record User:

- 1) Computer generated USGS-based maps and a print out of an aerial photograph indicating, for the area defined by the user, 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.

Conditions: The State 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 SHPO 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 REQUEST FORM

All Record Search requests require a copy of applicable USGS topographical map(s) and a signed Conditions form.

Custom shape searches (linear and other than radial) require an ESRI-compatible shapefile in decimal degree format using NAD 1927.

Your request cannot be processed until all required documents have been received.

Requests can be faxed (614-298-2037), or emailed (csimmons@ohiohistory.org), or mailed to the address below.

USER INFORMATION

Organization: _____ Date: _____
Name: _____ Email: _____
Address: _____
Telephone: _____ Fax: _____

PROJECT INFORMATION

Name of Project: _____
Name of Quad(s): _____
UTM or Latitude/Longitude: _____

TYPE OF SEARCH: (prices include sales tax)

Standard Search – 5 day turn around

- One-Mile Radius/Custom up to 3 sq. miles: \$145
 Two-Mile Radius/Custom up to 12 sq miles: \$225

Expedited Search – 2 day turn around

- One-Mile Radius/Custom up to 3 sq. miles: \$285
 Two-Mile Radius: \$445

_____ Add \$50 per square mile for custom shape search request for area greater than 12 square miles.

_____ Add \$30 if ESRI-compatible shapefile not provided for custom shape search request

DELIVERY: U.S. Mail Email with attachments Include resulting data as shapefile
 Overnight Svc billed to your account. UPS Account: _____ Fed Ex Account: _____

PAYMENT INFORMATION: Total Amt Due: \$ _____

___ Check enclosed. ___ Purchase Order enclosed. Credit Card: ___ AmEx ___ Discover ___ Visa ___ MC

Name on Card: _____ Card Number: _____

Cardholder Signature: _____ Expiration Date: _____ CID: _____

For SHPO use: Rec: _____ Compl: _____ Rec#: _____ Compl by: _____



CONDITIONS FOR USE OF DIGITAL RESOURCE AND LOCATIONAL DATA

By accepting State 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 State Historic Preservation Office as data source on any map or publication using State Historic Preservation Office data. Record user will also include the date that data were provided by the State Historic Preservation Office.
3. Although the State Historic Preservation Office maintains high standards of data quality control, the State 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 State 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 State 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 State Historic Preservation Office.

Name

Title

Company