

ARCHAEOLOGICAL SURVEY OF IDAHO
IDAHO STATE HISTORIC PRESERVATION OFFICE
210 Main Street
Boise, Idaho 83702
(208) 334-3847

RECORD SEARCH GUIDELINES

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

Required Qualifications and Confidentiality Statement

In order to submit a record search request and conduct research at ASI/SHPO, the researcher must meet certain professional qualifications and have a signed Confidentiality Statement with a resume on file at ASI/SHPO. Contact the ASI/SHPO for further information.

Initiating a Record Search

All record searches are initiated by submitting a Record Search Form by e-mail to recordsearch@ishs.idaho.gov. A copy of the form must be downloaded from the Idaho State Historical Society web site, www.idahohistory.net, where it can be found under State Historic Preservation Office, Federal Historic Preservation Project Review (Section 106). Do not attempt to use the form in place while on the ISHS web site. So that the form can function properly, you must use the latest version of Adobe Acrobat Reader available free on the Internet. This form is interactive (to be filled out by both the researcher and ASI/SHPO) and incremental (certain sections to be completed depending upon the stage of the record search).

To initiate the record search, all the information requested at the top of the form must be provided:

- 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

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 must be in .jpg format. 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.).

If the researcher would like the record search to include an area beyond 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 the research area must be stated.

The “Additional comments” section can be used to address any other issues.

The researcher should keep in mind that a clear, straight-forward, and succinct request needing no further clarification will speed up the record search process and keep their record search fee at a minimum.

Once all required information has been added to the form, please e-mail it with the required attachment. Click on File and Attach to e-mail. Once you are in the e-mail window, enter the ASI/SHPO record search address (see above), enter your project name in the Subject space, and attach the required map of your APE as specified above.

A response from ASI/SHPO should be received in 3 to 5 business days and will consist of the requested information, a request for clarification, or a notice that work loads or complexity of the record search request may require additional time. The next “Correspondence” section of the Record Search Form will be used to request and obtain clarifications or conduct any additional correspondence at this stage. Both the researcher and ASI/SHPO will use this space being careful to include the date with each correspondence.

ASI-Produced Information

The initial record search request will result in site lists, survey lists, and if there are linear sites, a map or set of maps showing only those linear sites. These documents will be sent to the researcher by e-mail. 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 and the UTM. There may also be linear site lists to accompany the linear site map(s). The survey list will include report title, author, year, and reference to each section within the research area. This list will not include surveys added to the inventory during the current fiscal year.

Until further notice, the list of historic sites will not include most historic buildings in cities and towns. If the project area is located in a city or town, the researcher will need to conduct further research in the Historic Sites maps on the main floor at SHPO.

Request for Detailed Maps and/or Site Forms

After receiving and reviewing the map(s) and lists, the researcher may want to request a CD with copies of scanned site forms. If so, the researcher should list all desired forms **in numeric order by county** in the next section. Any forms submitted in the current fiscal year are still in the process of being scanned and are not available on CD. Until further notice, all historic forms are also unavailable. These will have to be photocopied by the researcher at ASI/SHPO.

The researcher may want to postpone their CD request until after further research at ASI/SHPO.

Additional Research at ASI/SHPO

Further research may be conducted at ASI/SHPO by the researcher. However, the USGS quad maps are no longer available for use by researchers. Researchers will not be allowed to view these maps. Although the survey list e-mailed to the researcher includes titles of all surveys added to the inventory up to the current fiscal year, the researcher may want to obtain further detail from the computer-accessible database. Also, the reports themselves are available for review and photocopying. The researcher may also want to view and/or photocopy archaeological site forms added to the inventory during the current fiscal year as well as site forms in the historic sites inventory. As indicated above, the researcher will need to view the historic sites maps to obtain numbers for historic sites within cities and towns. Due to limited space, each research party cannot exceed two people.

Completion of the Research

Upon completion of the research at ASI/SHPO, the researcher needs to note hours, number of photocopies, and number of printer pages on the ASI Research form available at ASI/SHPO. If research occurs over more than one day, a form should be completed for each day.

If the researcher needs a CD of site forms (see above regarding forms not available), the researcher will need to list the desired site forms **in numeric order by county** on the ASI Research form and place it on the CD Request shelf at ASI/SHPO. A CD will be prepared within 3 to 5 business days.

If a CD has already been obtained or is not needed, the researcher will place the completed ASI Research form on the Completed Research shelf.

New Fee Schedule

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| 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 <ul style="list-style-type: none">• \$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: | \$10 |
| Site forms on CD: | \$4 per site |
| BLM Reports on CD: | \$8 per report |
| Photocopies: | \$.20 per page, \$.50 per page if copied by staff |
| Printer pages: | \$1.00 per page (limit 20 pages) |
| 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.