

Nevada State Historic Preservation Office
**NVCRIS ORGANIZATION REGISTRATION APPLICATION AND
AGREEMENT FOR SHPO SERVICES RENDERED**

May 18, 2005 Version

(This form subject to updates as approved by the Access Review Committee)

Each company, institution or agency requesting access to the NVCRIS computer system must complete a NVCRIS Organizational Registration Application and Agreement. Each company, institution or agency requesting access to the NVCRIS computer system and SHPO services must designate one person as Access Manager who is qualified under terms of the Archaeological Resources Protection Act Section 4 and the accompanying regulations 43 Code of Federal Regulations 7.8. The Access Manager is responsible for ensuring that terms of this agreement for use of NVCRIS are met by the company, institution or agency. An Access Manager is a required component of the NVCRIS Application and Agreement.

Organization Name: _____

Access Manager: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Authorized Representative/Responsible Party* _____

*An authorized representative must have signature authority for legal documents that bind the organization

Organization Type

____ Contractor/Consultant

____ Educational Institution

____ State Agency

____ Federal Agency

____ Other (specify _____)

Staff members applying for use under this registration agreement must be listed on Attachment A.

Each staff member applying must complete a NVCRIS Individual User Application and Agreement.

NVCRIS Organizational User's Application and Service Agreement
Page 2

I, the undersigned Authorized Organizational Representative, request registration for my organization to use the NVCRIS computer system. I understand and agree to all of the following conditions:

1. Information provided in the NVCRIS computer system is confidential as defined under the Archaeological Resources Protection Act and must not be released to unauthorized individuals or organizations. Confidential information includes, but is not limited to, the location of archaeological and paleontological sites and the location of owner-restricted property listings. Information will be treated as confidential. Please contact the Nevada SHPO with any questions.
2. Each user registered under this agreement shall be assigned access credentials of a login name and password. No user shall divulge his or her access credentials to any other person, even within their own organization. Sharing access credentials may result in revocation of system use privileges.
3. Any and all system security violations, actual or potential, shall be reported immediately to the NV SHPO.
4. The Authorized Organizational Representative shall notify NV SHPO within 15 days when a staff member is no longer employed by the organization.
5. NV SHPO may change passwords and access policies at any time. System users will be notified by SHPO.
6. The NVCRIS system may be unavailable periodically due to technical difficulties. The NV SHPO makes no guarantee of continuous availability.
7. The intent of NVCRIS is to be comprehensive, but NV SHPO cannot guarantee the accuracy or completeness of data; changes will occur frequently as new information is added and errors are identified and corrected.
8. The absence of information on cultural resources in a particular location does not indicate that cultural resources are lacking within that area. Information may be incomplete or the area may not have been surveyed.
9. NVCRIS does not replace the archives at the Nevada State Museum and the Harry Reid Center. NVCRIS is a subset database with primary emphasis on sites and projects. The archives will continue to be maintained and accessed as it has been in the past.

10. Use of NVCRIS to obtain information on known cultural resources does not constitute a complete effort to identify historic properties under 36 CFR 800.4 and may not serve as a substitute for a survey.
11. The organization shall supply NVCRIS with copies of any publications or reports that arise from the use of this database. Such reports or documents will credit NVCRIS for bibliographic or other information appropriately.
12. NV SHPO, its officers, staff and contractors shall be held harmless against any claims arising out of the use of the data in NVCRIS.
13. This agreement must be renewed annually. Any annual fees associated with use of NVCRIS will not be refunded in whole or part if the organization ceases to use the NVCRIS computer system.
14. This registration is non-exclusive and revocable. The organization applying for registration is responsible for the proper use of NVCRIS by its staff. Failure to comply with any of the conditions above or those in the NVCRIS User Application and Agreement may result in immediate suspension of use-privileges for all members of the organization.
15. Access to NVCRIS must serve the public interest and can be provided only where no harm to historic properties is expected to occur.
16. NV SHPO will charge an annual services agreement fee for each organization, to support the maintenance of the system, in conformance with NRS 383.101(2). The fee must be attached to this application beginning July 1, 2005. Annual fees shall run from July 1 to June 30 the following year.
17. On an annual basis, the NV SHPO has the ability to change the fee or fee structure base on costs of maintaining NVCRIS.

Signature of Authorized Organization Representative Date

Please mail to NVCRIS, State Historic Preservation Office, 100 N. Stewart St., Carson City, NV 89701. Questions may be sent via e-mail to ambaldri@clan.lib.nv.us

Office use only *Date received* _____ *Approved Date* _____ *Activated Date* _____

Fee *Y* *N* *Fee Received?* *Y* *N*

ATTACHMENT A
Individual Users within an Organization
(Add lines as necessary)

Name

Title

Name

Title

Name

Title

Name

Title

Nevada State Historic Preservation Office
**NVCRIS INDIVIDUAL USER
APPLICATION AND AGREEMENT FOR
SHPO SERVICES RENDERED**

May 18, 2005 Version

(This form subject to updates as approved by the Access Review Committee)

Each individual user requesting access to NVCRIS must complete and submit this form to the NV SHPO. The NVCRIS Database Access Review Committee will review the form and either disapprove or approve the application within 30 days of receipt. Requests for additional information from the applicant will result in initiation of the 30-day review process upon receipt. The basic qualifications for access are those defined in ARPA Section 4 and the accompanying regulations 43 CFR 7.8. Agencies or organizations will complete and submit an Organization Application and Agreement for SHPO Services Rendered as well as an Individual Registration Application and Agreements for each listed user. The purpose of individual user authorizations is for SHPO and each agency to track persons who have access to sensitive information.

Individual user authorizations are provided to persons who do not have a separate professional affiliation with a company, institution, or agency that has or may have need for NVCRIS access.

Individual Name: _____

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

Check All Applicable qualifications

Access Type

- Archaeological Record Search as CRM Consultant (Sites and Inventories)
- Scholarly Research
- System Maintenance

Affiliation

Professional CRM

- Listed on current federal and state cultural resource permit (PermitNumber _____)
- Permanent status under Federal Job Series 193
- Graduate student working under the direction of a permitted faculty member (attach cover letter from faculty member)
- Contract archaeologist working for a federal agency

Non-professional CRM

- Current employee of a state or federal agency
- Current employee of a county or local government
- Contractor of a state or federal agency
- Contractor working for a county or local government

Reason for access to NVCRIS data:

- Land Use Planning
- Fire
- Law Enforcement
- Specific Project: Describe: _____
- Other: Describe: _____

I, the undersigned, request registration to obtain and use NVCRIS data specific to the area I manage or for which I have oversight. I understand and agree to all of the following conditions:

Terms of Use and User Agreement

1. I understand that NVCRIS data is confidential as defined under the Archaeological Resources Protection Act and the National Historic Preservation Act and must not be released to unauthorized individuals or organizations. I agree to abide by all local, state, and federal laws pertaining to this information, recognizing that some of the information in NVCRIS pertains to properties under the jurisdiction of federal, state, local and private entities. Confidential information includes, but is not limited to, any spatial data or database attributes associated with NVCRIS data provided, the location of archaeological and paleontological sites and the location of owner-restricted property listings. I will treat all information as confidential and I will contact the Nevada SHPO with any questions.
2. I understand that I may not share NVCRIS data with individuals or agencies not party to this agreement or divulge archaeological or paleontological site locations to any other person, even within this organization. Sharing this data will result in loss of privilege to use the data. Access to NVCRIS will be terminated upon completion of the pertinent contract or when employment has ended.
3. I will report any and all security violations, actual or potential, immediately to the NV SHPO.
4. I understand that NV SHPO cannot guarantee the accuracy or completeness of data. The data presented to the agency is static and can only be amended by NV SHPO.
5. I understand that the Access Manager appointed by my Agency or organization maintains corporate responsibility for appropriate use and access. The Access Manager may limit or monitor my access to NVCRIS data.
6. I agree to provide to NV SHPO, through the Access Manager, all new reports or site records resulting from archaeological surveys of the managed area so that updates to NVCRIS can occur. Errors observed in the existing NVCRIS data or additions to the NVCRIS data must be reported to NV SHPO.
7. I understand that the absence of information on cultural resources in a particular location does not indicate that cultural resources are lacking for that area. Information may be incomplete or surveys may have not been completed.

8. I understand that access to NVCRIS does not constitute permission to enter onto or conduct investigations on any of the lands for which cultural resource records are maintained in NVCRIS.

9. The data derived from NVCRIS does not replace information archived at the Nevada State Museum or UNLV Harry Reid Center. The data from NVCRIS is a subset with primary emphasis on sites and projects. The Nevada State Museum and UNLV Harry Reid Center maintains hard copy files that include cultural resource reports.

10. I understand that use of NVCRIS data to obtain information on known cultural resources does not constitute a complete effort to identify historic properties under 36CFR 800.4 and may not serve as a substitute for a survey.

11. I agree to supply NVCRIS with copies of any publications or reports that arise from the use of this data. Such reports or documents will credit NVCRIS for bibliographic or other information appropriately.

12. I agree to indemnify and hold harmless NV SHPO, its officers, staff and contractors against any claims arising out of the use of the data in NVCRIS.

13. Access to NVCRIS must serve the public interest and can be provided only where no harm to historic properties is expected to occur.

14. Data must be maintained in a secure location with access restricted by password known only to the authorized user and Access Manager.

15. I understand that failure to comply with any of the stipulations above may result in immediate denial of access privileges by the agency or any disclosure of further data by NV SHPO.

16. NV SHPO will charge an annual services agreement fee for each organization, or if not part of an organization, an annual services agreement fee for an individual user, to support the maintenance of the system, in conformance with NRS 383.101(2). The fee must be attached to this application beginning July 1, 2005. Annual fees shall run from July 1 to June 30 the following year.

17. On an annual basis, the NV SHPO has the ability to change the fee or fee structure base on costs of maintaining NVCRIS.

Applicant Signature

Date

Please mail with original signature to NVCRIS, State Historic Preservation Office, 100 N. Stewart St., Carson City, NV 89701. Questions may be sent via e-mail to Alice Baldrice at ambaldri@clan.lib.nv.us

Nevada State Historic Preservation Office
NVCRIS DATA TRANSFER
APPLICATION AND AGREEMENT FOR SHPO SERVICES RENDERED

May 18, 2005 Version

(This form subject to updates as approved by the Access Review Committee)

The NVCRIS Data Transfer Agreement is a supplement to the NVCRIS user agreement. It allows an agency or organization access to spatial and cultural resource database files for specific project areas or administrative units. Each organization requesting access to NVCRIS data files must first complete a NVCRIS Registration Application and Agreement. Agencies/organizations requesting data transfer must designate one person as Access Manager. The Access Manager is responsible for ensuring that terms of this agreement for use of NVCRIS data are met by the agency or organization. Data transfer will be limited to a defined project area or specific management area and may not be transferred or re-distributed to other parties, agencies or organizations. The requesting agency or organization also has specific responsibilities for returning newly acquired cultural resource data to the Nevada State Historic Preservation Office (NVSHPO).

Agency or organization staff members applying for access under this Data Transfer registration agreement must be listed on Attachment A of this form and complete a separate NVCRIS Organization and Individual User Application and Agreement.

Agency/Organization Name: _____

Access Manager: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail: _____

Authorized Representative/Responsible Party* _____

*An authorized representative must have signature authority for legal documents that bind the agency/organization

Agency Type

_____ Federal Agency

_____ Local Government Agency

_____ State Agency

_____ Permitted CRM Contractor

_____ Other (specify _____)

NVCRIS Data Transfer Application and Service Agreement

Page 2

I, the undersigned Authorized Agency/Organization Representative, request registration for my organization to obtain and use NVCRIS data specific to the area I manage or for which I have oversight. I understand and agree to all of the following conditions:

1. Data from the NVCRIS computer system is confidential as defined under the Archaeological Resources Protection Act and the National Historic Preservation Act and must not be released to individuals or organizations not listed as part of this agreement. Confidential information includes, but is not limited to, any spatial data or database attributes associated with NVCRIS data provided, the location of archaeological and paleontological sites and the location of owner-restricted property listings. Information will be treated as confidential. Please contact the Nevada SHPO with any questions.
2. Each staff member registered under this agreement shall be allowed access to the assigned data through the access manager. Each staff member must agree not to share access to NVCRIS data, or divulge archaeological or paleontological site locations to any other person, even within his or her own organization. Sharing this data will result in loss of privilege to use the data.
3. Any and all system security violations, actual or potential, shall be reported immediately to the NV SHPO.
4. The undersigned Authorized Agency/Organization Representative shall notify NV SHPO immediately when the Access Manager is no longer employed by the organization
5. The Authorized Agency/Organization Representative and Access Manager shall notify NV SHPO within 15 days when a registered staff member is no longer employed by the organization or a contract has been terminated or ended.
6. The Authorized Agency/Organization Representative and Access Manager must agree that no maps showing site locations will appear in published documents or any documents made public such as management plans or environmental assessments. Any questions about the appropriateness of use must be directed to the NV SHPO.
7. The Authorized Agency/Organization Representative and Access Manager understands that the data presented is static and will need to be updated as projects occur.
8. The intent of NVCRIS is to be comprehensive, but NV SHPO cannot guarantee the accuracy or completeness of data. The Authorized Agency Representative or Access Manager will provide NV SHPO with all spatial and database records in NVCRIS format for any new reports or site records resulting from archaeological surveys of the managed area so that updates to NVCRIS can occur. Errors observed in the existing NVCRIS data or additions to the NVCRIS data must be reported to NV SHPO.

9. The absence of information on cultural resources in a particular location does not indicate that cultural resources are lacking within that area. Information may be incomplete or the area may not have been surveyed.
10. NVCRIS does not replace the main database at the Nevada State Museum and the Harry Reid Center. NVCRIS is a subset with primary emphasis on sites and projects. Hard copy data will continue to be maintained and accessed as it has been in the past.
11. Use of NVCRIS data for the managed area to obtain information on known cultural resources does not constitute a complete effort to identify historic properties under 36 CFR 800.4 and may not serve as a substitute for a survey.
12. The agency shall supply NVCRIS with copies of any publications or reports that arise from the use of this database. Such reports or documents will credit NVCRIS for bibliographic or other information appropriately.
13. NV SHPO, its officers, staff and contractors shall be held harmless against any claims arising out of the use of the data in NVCRIS.
14. This agreement must be renewed annually if the agency/organization expects to receive updated information about the pertinent area.
15. This registration is non-exclusive and revocable. The organization applying for registration is responsible for the proper use of NVCRIS data by its staff. Failure to comply with any of the conditions above or those in the NVCRIS User Application and Agreement will result in the termination of this agreement and a refusal to provide any further information to your agency as a whole.
16. Access to NVCRIS data must serve the public interest and can be provided only where no harm to historic properties is expected to occur.
17. NV SHPO will charge an annual services agreement fee per organization, to support the maintenance of the system, in conformance with NRS 383.101(2). The fee must be attached to this application beginning July 1, 2005. Annual fees shall run from July 1 to June 30 the following year.
18. On an annual basis, the NV SHPO has the ability to change the fee or fee structure base on costs of maintaining NVCRIS.
18. NVCRIS Data must be maintained in a secure location with access restricted by password known only to the authorized user or Access Manager.

Signature of Authorized Agency Representative

Date

Please mail to NVCRIS, State Historic Preservation Office, 100 N. Stewart St., Carson City, NV 89701. Questions may be sent via e-mail to ambaldri@clan.lib.nv.us

Office use only Date received _____ Approved Date _____ Activated Date _____

ATTACHMENT A
Individual Users within an Agency/Organization
With Access to Static Data
(Add lines as necessary)

Name

Title

Name

Title

Name

Title

Name

Title