



Southern Nevada Archaeological Archive  
 755 E. Flamingo Rd.  
 Las Vegas, NV 89119  
 702-862-5352  
[snaa@dri.edu](mailto:snaa@dri.edu)

## REQUEST FOR FILE SEARCH

***You must submit copies of all agency and antiquities permits required for the project and work in Nevada.***

<b>Date:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Company:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Project Billing Name and/or Number:</b>	

<b>Project Area Intersects the following USGS 7.5' Quadrangle(s):</b>

**Note: A copy of the 1:24,000 scale USGS 7.5' map(s) must accompany this request complete with the boundary of the area of potential effects (APE). If not, the file search request will be returned.**

Project Area Township:	Range:	Section:

**How far around the project area should the files be checked?**

**Note: the project area and surrounding APE to be checked must be provided on the map(s) submitted with the request. If not, the file search request will be returned.**

1 mile          .5 mile          Other (please specify) \_\_\_\_\_

[www.dri.edu/earth-ecosystem-sciences/earth-eco-laboratories/4067-southern-nevada-archaeological-archive](http://www.dri.edu/earth-ecosystem-sciences/earth-eco-laboratories/4067-southern-nevada-archaeological-archive)

# REQUEST FOR FILE SEARCH

## RESEARCH MATERIAL REQUESTED:

\*Copies of the Archive maps showing inventories and site locations can be provided by request

\*\* Consult with Archive staff regarding availability of archaeological site records and reports

\*\*\* *SNAA is not the repository of architectural forms and reports or NVRHP and NRHP forms.*

NVCRIS Check

Include Architectural Inventories and Resources

Site Records

Paper Copy

PDF Copy

Project Reports

Paper Copy

PDF Copy

Select Pages/Sections (specify below; additional cost may apply)

Architectural Inventories and Resources (additional cost may apply)

Paper Copy

PDF Copy

Other Research Material Requested (Be Specific; attach or email if more space is needed):

---

Transfer Options:

DRI's FTP site

USPS

FedEx

## ALLOW 7 TO 10 ARCHIVE STAFFED BUSINESS DAYS FOR COMPLETION

*The staffed Archive hours have been reduced to at most 10 hours per week.*

*These limited hours are used to accomplish all archive tasks, including but not limited to record searches. Please plan accordingly especially for large projects.*

## SEE ATTACHED FEE SCHEDULE FOR CURRENT FILE SEARCH RATES

**I understand** that the information curated at the Southern Nevada Archaeological Archive (SNAA) at the Desert Research Institute (DRI) 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 curated at DRI pertains to properties under the jurisdiction of federal, state, local and private entities. Confidential information includes, but is not limited to, cultural resource site records, technical reports, or information found on topographic base quadrangles curated by DRI for the state of Nevada.

**I will** treat all information as confidential and I will contact the Nevada State Historic Preservation Office, or appropriate federal, state, or local land administrator with any questions.

I have been provided with the current fee schedule for use of the SNAA and agree to pay for services provided within 30 days of receipt of invoice from DRI. I understand that failure to comply with any aspect of the above agreement is grounds for denial of subsequent access to the SNAA, and that at any time DRI reserves the right to refuse services to any patron of the archive.

---

Signature of Researcher

---

Date

Southern Nevada Archaeological Archive makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, or correctness of the data in its holdings, nor accepts any liability arising from any incorrect, incomplete, or misleading information contained therein. All information, data, and databases are provided "as is" with no warranty, expressed or implied, including but not limited to, fitness for a particular purpose.



## Archive Fee Schedule

---

**Effective February 23, 2017**

### Archive Use Fees

DRI Administrative Fee*	\$100.00 for all file searches
*The DRI Administrative Fee is applied to ALL record searches, whether Archive staff or patron conducted.	
File Search – performed by Archive staff	\$100.00 per hour (1 hour minimum charge)
File Search Expedited – performed by staff	\$200.00 per hour (1 hour minimum charge)
In-House File Search – performed by patron	\$100.00 per hour/per person (1 hour minimum charge)

### Other Charges

Photocopying	
Copy Rate	\$0.25 per page
Expedited Rate	\$25.00 per hour (1 hour minimum charge)
Electronic Media (PDF files)	
Site Records	\$2.50 (per file)
Reports (as available)	\$5.00 (per file)

All photocopying and electronic media will be prepared by Archive personnel only.

**Note:**

1. Electronic media options are limited to Adobe PDF files.
2. SNAA is not the repository of architectural forms and reports or Nevada Register of Historic Places and National Register of Historic Places forms.

Consult with Archive personnel regarding materials currently available.

Postage and Handling	
USPS - Small Package	\$5.00
USPS - Large Package	\$10.00
Federal Express - Ground	\$10.00
Federal Express – Express Saver	\$20.00

**Note: rates are not pro-rated**

### Payment for Services

Payment for services is due within 30 days of receipt of file search invoice from Archive. Instructions for payment (methods and where to send) will be provided on the invoice.

[www.dri.edu/earth-ecosystem-sciences/earth-eco-laboratories/4067-southern-nevada-archaeological-archive](http://www.dri.edu/earth-ecosystem-sciences/earth-eco-laboratories/4067-southern-nevada-archaeological-archive)