OAS-Conducted File Search

As an alternative to conducting in-person background research of the OAS records for a cultural resource management project, consultants may request that OAS staff conduct a file search on their behalf utilizing the OAS Information System-Area of Information (OASIS-AOI) Application. The fee for OAS staff to conduct this OASIS-AOI file search is $250/project*.

To initiate a request for an OAS-Conducted File Search:

- Consultants must first complete an OAS File Search Request Form for a given project, including having it signed by the qualified Principal Investigator (PI).
  - Under "data being requested" check "OAS-Conducted File Search using OASIS-AOI."
  - The PI must submit an OASIS Access Application Form if they have not previously done so.
- Submit the completed form and a zipped .shp file (preferred), .kmz file, or USGS topographic map of the APE to: conradaaron@ou.edu.
  - Submission of a map (rather than .shp or .kmz file) will require that OAS staff first digitize the APE to render it in a format that will facilitate the GIS-based query of the OASIS data layers. This will add time to the process of completing the requested file search.
- Payment of the fee for the OAS-Conducted File Search may be submitted online (preferred).
  - If that is not possible an invoice will be provided that may be paid by cash or check.
  - Be sure to indicate the payment method in the appropriate section on the OAS File Search Request Form.
- Upon receipt of payment, a properly completed file search request form, and APE geometry, OAS staff will compile the following information for your project based on the Area of Potential Effects (APE) using the OASIS-AOI Application and provide it to the PI (or designated representative):
  - A pdf report that includes a map of the APE with summary tables and associated .shp files of the sites, surveys, and site leads within the project area plus a 100-foot buffer (to account for possible mapping or projection issues).
  - A pdf report that includes a map of the APE plus a 1-mile buffer with summary tables of the sites, surveys, and site leads within that area.
    - This document should be incorporated as supporting documentation in the resulting archaeological report in accordance with guidance on Pre-field Research issued in Section B.8 of Oklahoma SHPO Fact Sheet #16.
    - This map and summary data are intended to complement, not replace, the need to provide a fuller text-based discussion of previous investigations and previously-identified sites in and around the APE as part of the Cultural Context and Pre-field Research, or other content that is specifically requested by the responsible agency.
  - Attribute tables for the selected features that are in the 1-mile buffer around the APE.
  - A table with distance measurements between the edge of the APE and the nearest edge of each archaeological site in the 1-mile buffer area around the APE.
  - On-line access to associated digital site forms.
- Be aware that NRHP-eligibility recommendations found on the site forms may not accurately reflect consensus determination and should not be treated as such in the absence of corroborating documentation.

Apart from the map of the APE plus a 1-mile buffer, no other data provided with these file searches shall be rendered in documentation that is publicly available or otherwise distributed except as may be permitted under the terms and conditions of the non-disclosure agreement.

*Additional fees at a rate of $250/hour will be charged if the file search is particularly complicated and takes more than one hour to complete.