



ARCHAEOLOGICAL CURATION FACILITY
DEPARTMENT OF ANTHROPOLOGY
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
6000 J STREET, SACRAMENTO, CA 95819-6106
(916) 278-5371

RECORDS REQUEST FORM

Request for access to the Archaeological Curation Facility (ACF) archives are processed on a case by case basis. Please submit this form along with a copy of our research proposal, contract or other documentation explaining your need for access to the ACF archives. Some documentation is controlled by outside agencies. These agencies will be contacted upon receipt of this form to determine access level and reproduction services allowed. Notice of approval/disapproval for access will be given within 2-3 weeks of submission of all documentation.

ACF will provide access to records by either extending an invitation to the requestor to review the records in person or the ACF will supply digital scans of the information in a reasonable time-frame agreed upon by both parties. Not all records can be digitized at this time and access may only be granted for an on-site visit. Fees may apply for on-site research or duplication of archival materials.

For questions, please contact: Karen Dively, Collections Manager: karen.dively@csus.edu.

Researcher Information

Name:	
Affiliation:	
Address:	City, State, Zip:
Phone:	Email:

Purpose of Research

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Research Request Dates (please give at least two different dates for which you are seeking access)

Date and Time #1	
Date and Time #2	
Date and Time #3	

Archive Collection Information

Site Name	
Site Trinomial	
Name of Project (if known)	
Dates of Project (if known)	
Project Director (if known)	
Type of Files Requested (i.e., field notes, maps, etc.) attach additional sheets if necessary	

Conditions of Use

1. Archaeological locations and records of Native American graves and sites are generally considered confidential. Public law generally restricts public access to this sensitive information. Laws governing the dissemination of records include: National Historic Preservation Act, Archaeological Resources Protection Act, and the California Public Records Act. In order to protect archaeological locations, the Researcher agrees to not distribute or disclose specific site locations to unauthorized individuals or in publically distributed documents without first consulting with the ACF or controlling agency.
2. ACF may provide digital scans or photocopies of archival information and is determined on a case-by-case basis. Information and reproductions may be subject to copyright and other relevant laws. Copies of digital files or hard copies of information received from the ACF may not be distributed or sold without the written consent of the ACF. Researchers agree to contact ACF for permission to use the reproductions (both digital and hard copies) for any other purpose (i.e., publication or public presentations) outside of the initial request.
3. Fees may be assessed for photocopies and creation of digital scans (if they do not already exist) (see Attachment A). The Researcher is responsible for payment of all fees at the time documents are photocopied, or when digital files are released by the ACF.

Signature:

Researcher Signature

Title

Print Name

Date

Research request approved by:

ACF Representative

Controlling Agency Representative

Print Name

Print Name

Title

Date

Title

Date

The above listed documents were provided by ACF.

ACF Representative: _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT A

**ARCHIVE REPRODUCTION FEE SCHEDULE
(Subject to change)**

	Rate
Photocopies	\$0.20/page
New digital scans of documentation	\$15/hour
CD ROM	\$1/disk