



W. S. Webb Museum of Anthropology
Office of State Archaeology
College of Arts and Sciences
211 Lafferty Hall
Lexington, KY 40506-0024
(859) 257-1944
Fax (859) 323-1968
www.uky.edu

TO: Archaeologists and Researchers requesting information from KyOSA

FROM: George M. Crothers, Ph.D; Director

DATE: December 15, 2014

RE: Change to Payment Policy for Project Registrations and Preliminary Records Reviews

Beginning January 15, 2015, the Kentucky Office of State Archaeology (KyOSA) will require payment for project registrations and information requests at the time the request is submitted. Requests may be:

1. submitted and paid online via credit card using our secure website at <https://anthropology.as.uky.edu/office-state-archaeology>,
2. submitted online and paid via credit card over the phone (859-257-8207), or
3. the request form maybe downloaded and mailed to our office with a check payable to the University of Kentucky.

Project registrations and information requests will not be processed until payment has been made. Information for academic or student research may request to have the fee waived. It is recommended that you contact the KyOSA to discuss any information requests for academic or student research prior to submitting the request. This will allow staff to assess what data is available and how best to provide access to that information.

Request forms need to be completely filled out prior to submission to the KyOSA and should include either a GIS shapefile of your project area project in NAD83 State Plane Kentucky 1600 FIPS (US Feet) OR a color USGS 7.5" topographic map section depicting your project area at a zoom of 1:24,000. Please note that if you would like to receive your request results as GIS shapefiles, you will need to submit your project area as a GIS shapefile. Please visit our website at <https://anthropology.as.uky.edu/office-state-archaeology> to learn more about how the request process works and what kinds of information are available.