HISTORY Colorado

OFFICE *of* ARCHAEOLOGY
and HISTORIC PRESERVATION

Compass

Compass is an on-line cultural resource database administered by the Colorado Office of Archaeology and Historic Preservation (OAHP). This system was developed with a grant from the State Historical Fund and endeavors to provide qualified individuals with access to many of the fields currently available from the main OAHP database. The information stored in Compass allows the user to perform searches based on locational parameters in addition to searches using site attribute and management criteria.

Summarized below are several important points of interest to potential Compass users:

- Restricted Access: Certain modules of Compass require specific qualifications. Criteria for access to those modules are based on the Dissemination of Information - Access to Site Files: Policy/Procedures (2002). User applications will be reviewed in accordance with the policy, and registration privileges may be limited to partial access.
- OAHP Database: This system does not replace the main OAHP database at the Office of Archaeology and Historic Preservation. Compass is a sub-set of the main database with its primary emphasis on sites as opposed to documents or projects. The OAHP database, which contains hundreds of fields not included in Compass, will continue to be maintained and accessed as it has been in the past.
- Data Limitations and Corrections: The data available through Compass is not complete, may be inaccurate, and will be changed as new information arrives. We expect problems with the data. These problems may be the result of mistakes on site forms, incomplete or inaccurate encoding of the information into the database, and/or missing data. We will make every attempt to correct the problems as soon as possible. Please let us know when you discover problems by notifying us via e-mail: Compass@state.co.us.
- User Tracking: The use of Compass is monitored through various tracking procedures. Tracking includes identification of the user, duration of the visit, and a record of information accessed. This information is used for system assessment and security purposes.
- Images: Two types of images are currently available through Compass: images of the National and State Register forms and selected images from slides and photographs in the OAHP collection. A camera icon appears next to the search results when images are available for a particular site or document. Documents and some non-register site forms are available as PDF files.
- Updating the Data: The data in Compass will be updated monthly by downloading newly encoded data from the OAHP database. Site forms and surveys are generally entered into the OAHP database within three months of being received by OAHP.
- Future Enhancements: Compass features will continue to expand and improve over the years. Your suggestions and comments regarding possible future modifications are welcome and important to us (Compass@state.co.us).

We offer qualified users a ten-day trial period to allow them a chance to become familiar with the system. A subscription to use the system beyond the trial period is a nonrefundable annual fee of $250 per organization. An unlimited number of qualified staff from the organization may enroll under that subscription.

The subscription fee is waived for the staff of non-profit and Higher Education organizations

If you are interested in taking advantage of the trial period please complete the attached Compass: INDIVIDUAL USER APPLICATION AND AGREEMENT.

If you would like to apply for an annual subscription, please complete one copy of the Compass: ORGANIZATIONAL REGISTRATION APPLICATION AND AGREEMENT in addition to Compass: INDIVIDUAL USER APPLICATION AND AGREEMENT *for each staff member requesting access.* Please include a check for $250 made out to the Colorado Historical Society - OAHP.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Mary Sullivan
Director of Information Management
History Colorado – Office of Archaeology & Historic Preservation
Compass@state.co.us

I, the undersigned Authorized Organizational Representative, request registration for use of the Compass computer system. I understand that the following conditions apply:

1. Some of the information contained in this database is confidential and may not be released to unauthorized individuals or organizations. Confidential information includes, but is not limited to, locational information for all archaeological and paleontological sites and locational information on owner-restricted National Register property listings. If there are any questions, please contact OAHP.

2. Each user registered under this agreement will be assigned a login name and password. No user should discuss or divulge his or her login name or password to a third party. Doing so may result in the loss of use privileges.

3. It is the responsibility of the organizational authorized representative to notify OAHP within 15 days when a staff member is no longer employed by the organization.

4. There are no guarantees as to the data's accuracy or completeness, and changes will occur frequently.

5. The absence of information concerning cultural resources in a particular location does not necessarily indicate that none exist in that area. The absence of information concerning cultural resources in a particular location may be due to a lack of survey investigations in that area.

6. Any and all system security violations, whether actual or potential, should be reported immediately to OAHP (Compass@state.co.us).

7. OAHP, its officers and staff, are harmless against any claims by third parties arising out of the use of the data in Compass.

8. Access may be interrupted without warning due to technical difficulties.

9. Information obtained through Compass may be used in lieu of doing a file search through OAHP. Nonetheless, obtaining information on previously recorded cultural resources does not constitute review under Section 106 of the National Historic Preservation Act or the State Register of Historic Properties Act.

10. This agreement, and the associated fee, must be renewed annually. No part of the fee is refundable.

11. OAHP retains the right to change passwords at any time with appropriate notification to the user.

12. This registration is nonexclusive and revocable. The organization applying for registration is responsible for the proper use of Compass by its staff. Failure to comply with the above conditions and those noted on the *Compass: User Application and Agreement* may result in the immediate suspension of all users associated with this organization and may carry implications for agreement renewal.

_____ _____

Signature of the Authorized Organizational Representative Date

Please mail completed form to: Compass, 1200 Broadway, Denver, CO 80203
Questions or comments may also be e-mailed (Compass@state.co.us).

OAHP Use Only

Date Application Received: _____ Date Approved: _____

Fee required? Yes ____ No ____ Fee received? Yes ____ No ____

Date Account Activated: _____

Compass: Individual User Application and Agreement

Each individual requesting access to the Compass system must complete and submit this form. The individual must be associated with an organization that has a current and approved *Compass: Organizational Registration Application and Agreement* on file at OAHP.

Individual's Name: _____

Associated Organization: _____

Mailing Address: _____

_____

Phone: _____ FAX: _____

E-mail: _____

Preferred password: _____

Must be 7-14 characters, include only letters or numbers, and must start with a letter

Signature of the Authorized Organizational Representative from the *Compass: Organizational Registration Application* approving use of Compass by this person under that organization's registration.

_____ _____

Signature - Authorized Organizational Representative Date

Type of Access Requested

There are four primary types of data available through Compass: Prehistoric Archaeological, Historic Archaeological, Architectural and Paleontological. Individuals may qualify to access information for one or any combination of these; or may qualify to access all four in a combined search. Below are the general criteria for access to the data. OAHP staff will use this information to help decide which level of access is appropriate for the individual. Additional information or clarification may be requested.

____ Architectural

Prehistoric Archaeological *(check all applicable qualifications)*

- ____ Listed on a current state or federal cultural resource permit
  Provide type and number: _____
- ____ Permanent status under Federal Job Series 193
- ____ Employed as an archaeologist for a registered non-profit historic preservation organization
- ____ Teaches archaeological classes at a college or university
- ____ Graduate student with permission from qualifying faculty - access may be for a limited time (attach a written note from faculty member)

Historic Archaeological *(check all applicable qualifications)*

____ Listed on a current state or federal cultural resource permit
Provide type and number: _____

____ Permanent status under Federal Job Series 193

____ Has completed professional historic archaeological work in the region within the last three years

____ Has completed professional historic and/or architectural work in the region within the last three years and has a specific reason for needing historic archaeological data

____ Employed as an archaeologist for a registered non-profit historic preservation organization

____ Teaches archaeological classes - or closely related courses - at a college or university

____ Graduate student with permission from qualifying faculty - access may be for a limited time (attach a written note from faculty member)

Paleontological *(check all applicable qualifications)*

____ Listed on a current state or federal paleontological or cultural resource permit
Provide type and number: _____

____ Permanent status in a Federal job as a paleontologist or Federal Job Series 193

____ Employed as a paleontologist or archaeologist for a recognized non-profit museum or historic preservation organization

____ Teaches paleontological or archaeological classes at a college or university

____ Graduate student with permission from qualifying faculty - access may be for a limited time (attach a written note from faculty member)

All (the four primary data types combined) *(check all applicable qualifications)*

____ Listed on a current state or federal cultural resource permit
Provide type and number: _____

____ Permanent status under federal Job Series 193

____ Employed as an archaeologist for a recognized non-profit historic preservation organization

____ Teach archaeological classes at a college or university

____ Graduate student with permission from qualifying faculty - access may be for a limited time (attach a written note from faculty member)

User Agreement

I request access to the Compass computer system. I have read and agreed to the following conditions:

1. Some of the information contained in this database is confidential and may not be released to unauthorized individuals or organizations. Confidential information includes, but is not limited to, locational information for all archaeological and paleontological sites and locational information on owner-restricted National Register property listings. If there is any question, please contact the landholding agency or the SHPO.

2. I will not discuss or divulge my login name or password to a third party. Doing so may result in the loss of user privileges.

3. I understand that there are no guarantees as to the data's accuracy or completeness and it will be changed frequently. If I find inaccuracies I understand that it is my responsibility to report them to OAHP (Compass@state.co us).

4. I understand and acknowledge that Compass contains information from archaeological and historic properties that are under the jurisdiction, ownership, or control of other entities, such as state and federal agencies, private individuals, and tribal governments. These properties may be afforded additional levels of legislative protection related to the restrictions on cultural resource information. I agree to use Compass information only in compliance with applicable municipal, county, state, tribal or federal laws and regulations.

5. I understand that I must renew this agreement annually.

6. I understand that access may be interrupted without warning due to technical difficulties.

7. I understand that access to Compass does not constitute permission to enter onto or conduct archaeological investigations on any of the land for which cultural resource records are maintained in the inventory. I further understand that it is my responsibility to obtain permission from the appropriate municipal, county, state, federal, or tribal officials, or private property owners, before instituting any archaeological or cultural resource investigations on, or related to, their lands. Copies of the products of such research should be sent to appropriate officials or landowners, and all permit terms and conditions must be honored.

8. I understand that the absence of information concerning cultural resources in a particular area does not necessarily indicate that none exist. The absence of information concerning cultural resources in a particular location may be due to a lack of survey investigations in that area.

9. I understand that obtaining information on previously recorded cultural resources does not constitute review under Section 106 of the National Historic Preservation Act or the State Register of Historic Properties Act.

10. I agree to indemnify and hold OAHP, its officers and staff, harmless against any claims by third parties arising out of the use of the data in Compass.

11. I understand that, with appropriate notification to the user, OAHP retains the right to change passwords at any time.

12. I realize that failure to comply with the above may result in the immediate suspension of Compass use and may carry implications for renewal of the agreement.

_____ _____

Signature of Applicant Date

Please mail completed form to: Compass, 1200 Broadway, Denver, CO 80203
Questions or comments may also be e-mailed (Compass@state.co.us).

OAHP Use Only

Date Application Received: _____ Date Approved: _____

Fee required? Yes ____ No ____ Fee received? Yes ____ No ____

Date Account Activated: _____

Compass: Organizational Registration Application and Agreement

Please complete a *Compass: Organizational Registration Application and Agreement* for each company, institution, or agency requesting access to the Compass system. In addition, attach a completed *Compass: Individual User Application and Agreement* for each individual within the organization who is requesting access to the system. Additional qualified staff may be added under this agreement at any time.

Attach a check made out to COLORADO HISTORICAL SOCIETY - OAHP
for $250 to cover the annual registration fee.

Organization Name: _____

Mailing Address: _____

_____

Phone: _____ FAX: _____

E-mail: _____

Authorized Organizational Representative: _____

Type of Organization:

Contractor / Consultant ____ State Agency: ____

Non-profit organization* ____ Federal Agency: ____

Educational institution* ____ Other: ____ specify _____

Local Government ____ (no charge for CLGs)

* no annual fee required - only staff and facility may enroll under these organizations

Please list staff members applying for use under this registration agreement (add additional lines if needed). **A completed and signed *Compass: Individual User Application and Agreement* must be submitted for each individual applicant.**

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title

_____ _____
Name Title