



Welcome to the Eastern Kentucky University Archives. We are committed to providing you with accurate and reliable information in a timely manner. In order to help us, please be as specific as possible in completing the research request form below.

Archives staff will search **indexed and cataloged** sources for **ONE TYPE OF RECORD** (i.e. will, deed, vertical file, James Rankin Mason Papers, Sports Information Office Records, etc.) relating to one person, or photocopy one Family History File, for a **non-refundable processing fee** of \$5.00 for in-state patrons. This service is available to out-of-state patrons for a \$10.00 fee.

The processing fee includes up to ten (10) photocopies. Additional photocopies are \$0.25 per page (we reserve the right to limit the number of copies per request). Charges for additional copies will be billed with the reply.

All other reproduction fees vary according to the format of the material being copied and the type of copy required. Use fees may be applicable depending upon the intended use of the reproduction.

Please submit payment (check or money order only - made payable to **Eastern Kentucky University**) with the completed research request form to:

University Archives
Eastern Kentucky University
521 Lancaster Ave.
Richmond, KY 40475-3102.

We will reply only to research requests that are submitted on this form. Use a separate form for each request. You may submit more than one form at a time, **in one envelope and with one payment to cover all requests**, however, each request will be treated separately, and may increase the response time proportionately. For more in-depth research, requiring more than 15 minutes research/search time to complete, the following non-refundable fee is applicable:

L \$30.00 per hour (or any part of an hour)

***We cannot guarantee any results no matter how much time is spent on your request.
Please allow up to six weeks for a response.***

EKU Archives Research Request Form

Please provide your name and address for our response:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ E-mail: _____

Please specify your research request:

Please indicate below the name and exact record to be searched as well as a date or date range (i.e. John Winston Smith, Deed Books, 1872-1882).

Name to be searched: _____

Type of record to be searched: _____

Date (or 10 year date range): _____

For copies of Family History Files, we will require payment for each file copied but you may list several files here and submit one check (for example, an out-of-state request for Filson, John - File #146 and Filson Family - File #145 will be a \$20.00 payment).

Family History File(s) # _____

If your request is not genealogical in nature, or you would like a more in-depth genealogical search, please use the space below to give us an abstract of your topic or subject of research (please be as specific as possible - for example, use Edward John Albee, not Albee Family; Richmond Bakery, 1870, not bakeries in the 1870s; diary of Edna Beecher, not women's diaries of the 1850s). These searches generally require an hour or two (at \$30 per hour):

Continued on back: _____

Records previously searched: _____

(We don't want to duplicate work that has already been done.)