



# Santa Ana History Room

## Research Request Form

26 Civic Center Drive M-75

Santa Ana, CA 92701

Phone: 714-647-5280

Fax: 714-647-5291

### CONTACT INFORMATION

PLEASE TYPE OR PRINT

Your Name

Your Address

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Research Requested

Please note that we only research one item per request. (i.e. one person, one address, etc.)

Additional requests require additional forms.  
Circle one level.

|                 |      |
|-----------------|------|
| Level 1         | \$25 |
| Level 2         | \$35 |
| Level 3         | \$50 |
| Amount Enclosed | \$   |

Include as much detail as possible and let us know what you already have so we don't duplicate what you have already researched. Continue on back of form if necessary. **Additional charges may apply if we see fit.**

Make Payable to: **City of Santa Ana**

Do not send cash or blank checks through the mail.

### Santa Ana History Room Use Only

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_

Search Hours # of Copies

@ \$11/hr

Total

Less Prepaid

**Amount Due**

Date Mailed

Research File No.

Staff Name

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## Research Assistance: Research Request

The new service fees are categorized:

Newspaper Microfilm Research: **Level 1** (less than 2 hours of research)  
**25.00 Per Query-Maximum**

Newspaper Microfilm Research: **Level 2** (3 to 5 hours of research)  
**35.00 Per Query-Maximum**

Newspaper Microfilm Research: **Level 3** (5 hours or more of research)  
**50.00 Per Query-Minimum**

Newspaper Microfilm Research: **Level 3 - Additional for overtime**  
**11.00 Per Hour**

Recommendation: Each service levels varies on the specificity of the research.

Level 1 are research requests with exact dates and/or page numbers of the information you are researching.

Level 2 is geared towards having information, it may not be exact but it is detailed enough where we can work with what we have.

Level 3 is for those researches, with no precise dates or pages; it would mean our staff would have to check through every newspaper of every day, of every week, of every month, etc. With Level 3:

After the 5 hour mark additional charges may be applied if you wish for our staff to continue research.

Each Query is its own separate request, searching for “every article” in a given year or month is not an effective research request or requirement.

## Home History Research Request

\$150 Per Hour Research would include

- Permit History Research
- Occupancy Research
- Biographical /Genealogical Research
- Newspaper Research for address/occupants (copies of articles included.)
- Complied to a binder with finding

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**Additional charges may apply if we see fit.**



# Santa Ana History Room

## Photo Reproduction Form

26 Civic Center Drive M-75  
 Santa Ana, CA 92701  
 Phone: 714-647-5280

### CONTACT INFORMATION

PLEASE TYPE OR PRINT

|              |  |
|--------------|--|
| Name         |  |
| Your Address |  |

Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

How will the photograph(s) be used? \_\_\_\_\_  
 \_\_\_\_\_

### Photograph Information:

|        | Call Number | Photograph Title | # of copies | Cost |
|--------|-------------|------------------|-------------|------|
| 1      |             |                  |             |      |
| 2      |             |                  |             |      |
| 3      |             |                  |             |      |
| 4      |             |                  |             |      |
| Total: |             |                  |             |      |

Make check payable to: **City of Santa Ana** Do not send cash or blank checks through mail.

| Fees:   |  |  |
|---------|--|--|
| \$5.00  | Reproduce scanned Image                    |  |
| \$15.00 | Scan New Image                             |  |
| \$1.00  | Compact Disc Fee                           |  |
| \$25.00 | Commercial Use Fee for <i>one time</i> use |  |

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_