

United States Ombudsman Association Archives
Records Request and Reproduction Fees for the Stanley V. Anderson Collection

All records requests must be put in writing, either through email, writing, or fax.

The Stanley V. Anderson Collection is available for public use.

The requester should at minimum identify the records being requested with sufficient clarity to assist the USOA Archives to identify, retrieve, and review the records in a timely fashion. For example, “Send me anything written by Dr. Gellhorn” or “I’m looking for anything on ombudsmanship in Denmark” are not serviceable records requests. Please provide the relevant Box and Folder (or Journal Article number) information from the finding aid and journal article database, along with either the author of or the title of the item(s) requested.

A USOA Archives records request form is available on the USOA’s website. Use this form to provide the archives with the relevant information to assist them in locating the requested material. After being filled out, the records request form must be scanned and emailed (in either Microsoft Word or PDF format), faxed, or sent through the postal service to the USOA Archives in Dayton, Ohio.

If it is not clear what records are being sought, the USOA may refuse the request until the requestor provides a clarified research request. If the requestor is unsure of the manner in which the records are ordered, the USOA Archives staff can clarify any information on the USOA collections for the requester, but only through communication via telephone or email.

Records requests filled by Ombudsman staff are limited to one-half hour (unless special arrangement with the Dayton Ombudsman office has been made), and requests must be submitted in writing, e-mail, or fax.

Costs for Records Requests

Photocopying is done by the Dayton Ombudsman office staff within the limits of the Copyright Law and the condition of the material.

A non-refundable research fee of \$10 must accompany each records request. The research fee covers up to \$2.50 in postage and handling for mailed requests, as well as the time for the office staff to locate and answer the request (up to ½ hour).

There will be a \$5 fee for each additional ½ hour of the office staff’s time for large records requests (this fee includes the amount for additional postage for larger records requests).

The standard fee for regular and legal size photocopies is \$.15 cents per page (8.5”x11” size). This will be charged in addition to the records request fee.

Note: USOA Members will be charged only the price of copies and shipping and handling (no records request fee will be charged).

Note About U.S. Copyright Law

Materials from the Stanley V. Anderson Collection will not be scanned and emailed to the records requestor, due to the copyrighted nature of the majority of the collection items.

The copyright law of the United States (Title 17, US Code) specifies that a photocopy or reproduction is not to be used for any purpose other than personal study, scholarship, or research. If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be committing copyright infringement.

The USOA Archives reserves the right to refuse to accept a records reproduction request if, in its judgment, to fulfill the request would violate U.S. copyright law.