



THE UNIVERSITY OF ARIZONA

**ARIZONA  
STATE MUSEUM**

SUBMISSION PROCEDURES AND CHECKLISTS FOR  
CULTURAL RESOURCES MANAGEMENT SERVICES REQUESTED  
FROM THE  
ARIZONA ANTIQUITIES ACT PERMITS OFFICE,  
ARCHAEOLOGICAL RECORDS OFFICE,  
ARCHAEOLOGICAL REPOSITORY, AND  
REPATRIATION OFFICE  
AT THE  
ARIZONA STATE MUSEUM

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## **ACRONYMS AND ABBREVIATIONS USED IN THIS DOCUMENT**

<b>AAA</b>	Arizona Antiquities Act
<b>ARO</b>	Archaeological Records Office
<b>A.R.S.</b>	Arizona Revised Statutes
<b>ASM</b>	Arizona State Museum
<b>BDA</b>	Burial Discovery Agreement
<b>CRSL</b>	Cultural Resources Summary Letter (for Non-Archaeologists)
<b>GRIC</b>	Gila River Indian Community
<b>MP</b>	Mandated Programs
<b>NOI</b>	Notification of Intent to Conduct Non-Collection Survey
<b>PO</b>	Arizona Antiquities Act Permits Office
<b>PD</b>	Project Director
<b>PI</b>	Principal Investigator
<b>PRF</b>	Project Registration Form
<b>RCA</b>	Records Curation Agreement
<b>REPO</b>	Archaeological Repository
<b>RO</b>	Repatriation Office
<b>USGS</b>	United States Geological Survey

## **ARIZONA STATE MUSEUM MANDATED PROGRAMS MISSION STATEMENT**

As staff of Arizona's archaeological permitting authority and official archaeological repository, the Arizona State Museum's Mandated Programs team is committed to serving the people of the state by:

- administering the Arizona Antiquities Act and state repatriation law with integrity;
- ensuring that archaeological research on state lands is conducted by qualified professionals;
- ensuring that human remains and protected classes of objects are treated with dignity and respect and expeditiously conveyed to claimant individuals or groups;
- ensuring the accuracy of submitted information to facilitate management of and research focused on cultural resources;
- curating archaeological collections and associated records in accordance with state and federal legal requirements and the highest professional standards, thus preserving their research potential in perpetuity;
- making information available to professional archaeologists for the purpose of historic preservation planning; and
- making collections and associated records available for research and education.

## **CONTACT INFORMATION**

There are two ways to contact Arizona State Museum personnel. The table below lists the direct contact information for ASM personnel.

For all other inquiries, including general questions, or if you are unsure which person can answer your question, or to schedule a research appointment in ARO, please use ASM's centralized email address (asm\_crm@email.arizona.edu). See the *Centralized Email Address: Contact an ASM Mandated Programs Office* section for more information.

### **ARIZONA STATE MUSEUM PERSONNEL**

<b>Office</b>	<b>Personnel</b>	<b>Contact information</b>
<b>Archaeological Records Office</b>	Kathryn MacFarland, PhD, RPA Acting Manager, Archaeological Records Office	520-621-0699 kmacfarl@arizona.edu
	Christina Jenkins, MA Library Specialist, Senior	520-621-4011 cjenkins@arizona.edu
	Emily Fioccaprile, PhD Research Specialist	520-621-4011 efioccop@arizona.edu
	Erica Young Research Specialist	520-621-4011 ericay@arizona.edu
<b>Archaeological Repository</b>	Kathryn MacFarland, PhD, RPA Manager, Archaeological Repository	520-621-0699 kmacfarl@arizona.edu
	Katherine Dungan, PhD Assistant Manager, Archaeological Repository	520-626-9109 kadungan@arizona.edu
	Kirthana Srinivasan, MA Museum Specialist	520-626-9109 kls2016@arizona.edu
	Deianira Morris Museum Specialist	520-626-9109 morrisd@arizona.edu
	Gregory Tanner Assistant Museum Specialist	520-626-9109 gregorytanner@arizona.edu
<b>Arizona Antiquities Act Permits Office</b>	Shannon Plummer, MA, RPA Arizona Antiquities Act Administrator	520-621-4795 splummer@arizona.edu
	Christopher Papalas, PhD, RPA Assistant Manager, Archaeological Permits Office	520-621-2096 papalas@arizona.edu
<b>Repatriation Office</b>	Cristin Lucas, MA Repatriation Coordinator	520-626-0320 lucasc@arizona.edu
	Stacy Ryan, MA Assistant Repatriation Coordinator	520-626-2950 sryan@arizona.edu
	For all Burial Discovery Agreement-related communication or to report an inadvertent disturbance of human remains:	asm-repatriation@arizona.edu

**MAILING ADDRESS**

When mailing applications and project submission materials to the Arizona State Museum (ASM) Mandated Programs offices, use the following address, inserting the name of the appropriate office as specified by the relevant procedure and checklist. Please include a cover letter specifying the nature of the enclosures and what response (if any) is being requested from ASM. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter. Packages should not be left at the ASM Admissions Desk or Security Office or left at the front door when the building is closed. ASM is closed for deliveries on weekends and federal holidays:

Arizona State Museum  
*[Insert appropriate office here]*  
The University of Arizona  
1013 E. University Blvd.  
PO Box 210026  
Tucson, AZ 85721-0026

**RECEIVING OFFICES FOR MAILED MATERIALS**

See the table below for summary guidance on the offices that receive different kinds of mailed documents. Final project materials for projects carried out under an AAA Project-Specific Permit should only be submitted to the Archaeological Records Office or Archaeological Repository after the report is reviewed and approved by the Permits Office.

<b>Receiving office</b>	<b>Application or materials to submit</b>
<b>Archaeological Records Office</b>	<ul style="list-style-type: none"><li>• Non-Collection Survey conducted under an AAA Blanket Permit</li><li>• Large-Scale and/or Long-Term Non-Collection Survey conducted under an AAA Project-Specific Permit</li><li>• Archaeological investigations conducted under a Records Curation Agreement</li></ul>
<b>Archaeological Repository</b>	<ul style="list-style-type: none"><li>• Collection Survey curated at ASM</li><li>• Monitoring curated at ASM</li><li>• Testing/Data Recovery curated at ASM</li></ul>
<b>Arizona Antiquities Act Permits Office</b>	<ul style="list-style-type: none"><li>• AAA Permit Application</li><li>• Final draft reports for projects carried out under an AAA Project-Specific Permit</li><li>• AAA-Permitted Collection Survey <i>not</i> curated at ASM</li><li>• AAA-Permitted Monitoring <i>not</i> curated at ASM</li><li>• AAA-Permitted Testing/Data Recovery, <i>not</i> curated at ASM</li><li>• Notification of Intent to Survey</li></ul>

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**Repatriation Office**

- Burial Discovery Agreement
  - Report of Remains
- 

**COVER LETTERS AND EXPLANATORY EMAILS**

Every submission to ASM should include either a cover letter, if submitting hard copy materials, or an explanatory email if submitting electronic materials. Including the information requested below for each project submission will ensure that requests are routed to the correct MP office and will limit delays.

Each cover letter or explanatory email should minimally include the following:

- ASM Job Number,
- ASM Accession Number (if already assigned),
- company name,
- company point of contact,
- company project name,
- company project number,
- a clear statement regarding the reason for submission, and
- what response (if any) is being requested from ASM.

## CENTRALIZED EMAIL ACCOUNT

ASM's centralized email address (asm\_crm@email.arizona.edu) can be used for four purposes: (1) form submission, (2) contacting personnel within a Mandated Programs office, (3) general inquiries, and (4) to schedule a research appointment in ARO. Instructions for each submission type are listed in the *Form Submission* and *Contact an ASM Mandated Programs Office* sections below.

### Form Submission

Most services that can be requested from ASM require the submission of an additional document that provides necessary information to complete the request or, in the case of a Value-Added Service (i.e., Document Request, Records Research for Archaeologists, Cultural Resources Summary Letter for Non-Archaeologists), to provide a customized quote for the service. These forms are no longer directly emailed to ASM personnel. Please submit all such completed forms that ASM receives electronically to the centralized email account (asm\_crm@email.arizona.edu).

Procedure for submitting electronic forms:

- 1) All completed forms listed below, along with relevant accompanying documents or shapefiles, should be emailed to the centralized email account (asm\_crm@email.arizona.edu).
- 2) When submitting a completed form to the centralized email address, please use the email subject heading specified at the top of each form (see below):

<b>Form to be submitted</b>	<b>Email subject heading</b>
<i>AAA Blanket Permit Application</i>	AAA Blanket Permit Application
<i>AAA Blanket Permit End-of-Year Summary Report</i>	AAA Blanket Permit End-of-Year Report
<i>AAA Permit Update Request</i>	AAA Permit Update Request
<i>AAA Project-Specific Permit and Burial Discovery Agreement End-of-Year Report</i>	AAA Project-Specific Permit and Burial Discovery Agreement End-of-Year Report
<i>AAA Project-Specific Permit Application</i>	AAA Project-Specific Permit Application
<i>Archaeological Principal Investigator Qualification Application</i>	Archaeological Principal Investigator Qualifications Application
<i>Archaeological Project Director Qualification Application</i>	Archaeological Project Director Qualifications Application
<i>Archaeological Records Office Records Use Agreement</i>	Records Use Agreement
<i>Burial Discovery Agreement Application</i>	Burial Discovery Agreement Application
<i>Cultural Resources Summary Letter for Non-Archaeologists Request</i>	Cultural Resources Summary Letter
<i>Document Request</i>	Document Request
<i>Notification of Intent to Conduct Non-Collection Survey</i>	Notification of Intent
<i>Paleontological Principal Investigator Qualification Application</i>	Paleontological Principal Investigator Qualification Application
<i>Paleontological Project Director Qualification Application</i>	Paleontological Project Director Qualification Application
<i>Project Submission Update</i>	Project Submission Update Form
<i>Records Curation Agreement for Archaeological Investigations Conducted on Federal, Tribal, and Private Lands</i>	Records Curation Agreement
<i>Records Curation Agreement for Large-Scale and/or Long-Term Non-Collection Surveys Conducted on State Land Under an Arizona Antiquities Act Project-Specific Permit</i>	Records Curation Agreement
<i>Records Research Request for Archaeologists</i>	Records Research
<i>Request an ASM Accession Number</i>	Request an ASM Accession Number



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***Request an ASM Site Number***

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Request an ASM Site Number

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***Request for Repository Services Agreement***

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Request for Repository Services

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Please note:

- 1) If these instructions are followed, the submitted form will be automatically forwarded to appropriate ASM personnel.
- 2) Each completed form, along with relevant accompanying addenda, documents, or shapefiles, should be sent in a separate email message, each bearing the appropriate email subject heading. For example, a *Records Research Form* and accompanying shapefiles should be sent in a separate email message from a *Burial Discovery Agreement Application*.
- 3) Include information relevant to the form and/or project submission in the email text. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in the email text.
- 4) The centralized email account will be monitored so that messages with incorrect subject headings will be forwarded correctly so that inquiries may be directed to appropriate ASM personnel. To ensure there are no delays in the appropriate ASM personnel receiving completed forms, please follow these instructions.
- 5) Please follow the instructions in this procedures and checklist manual in addition to the “Please Note” section at the end of each form. Any documents that require hard copy submittal will be identified in both locations and mailing instructions will be included.

**Contact an ASM Mandated Programs Office**

Please use ASM’s centralized email account if (1) you are unsure which person in an office can answer your question, (2) you have a general question, or (3) to schedule an appointment with ARO.

Procedure for submitting inquiries to an ASM Mandated Programs office:

- 1) Email your question to the relevant ASM Mandated Programs office utilizing the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)).
- 2) When submitting a query to the centralized email address, please use the email subject heading specified in the table below:

<b>ASM Mandated Programs Office</b>	<b>Reason for email</b>	<b>Email subject heading</b>
<b>Archaeological Records Office</b>	General inquiry	Archaeological Records Office
	Request an in-office or virtual appointment	ARO Appointment
	Voiding ASM site number(s)	Void an ASM Site Number
<b>Archaeological Repository</b>	General inquiry	Repository
	Schedule Phase 1 and/or Phase 2 project submission delivery	Repository delivery
<b>Arizona Antiquities Act Permits Office</b>	General inquiry	Permits Office
<b>Repatriation Office</b>	General inquiry	Repatriation Office

Please note:

- 1) If these instructions are followed, the submitted query will be automatically forwarded to appropriate ASM personnel.
- 2) Queries for multiple offices should be sent in separate email messages, each bearing the appropriate email subject heading. For example, a query for the Archaeological Records Office should be sent in a separate email message from a query for the Archaeological Repository.
- 3) Each email should include project information relevant to the service, form and/or other question in the email text. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in the email text.
- 4) The centralized email account will be monitored so that messages with incorrect subject headings will be forwarded correctly so that inquiries may be directed to appropriate ASM personnel. To ensure there are no delays in the appropriate ASM personnel receiving queries, please follow these instructions.

## **ARIZONA ANTIQUITIES ACT PERMITS OFFICE**

All Arizona Antiquities Act (AAA) Permit applications are submitted to the AAA Permits Office (PO). AAA Permits are issued for projects if any portion of the project area is located on state land. Each AAA Permit application submitted to PO should contain the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate. All permit applications must name an approved Principal Investigator (PI). The permit application must also include the PI's original signature. Permit applications and associated materials may be submitted to ASM electronically to reduce the total permit turnaround time. However, the original application and a hard copy of the final ASM-approved Treatment Plan (if applicable) must be mailed to ASM within 30 days of permit issuance. Not doing so will result in permit revocation. See the *Mailing Address* section for mailing address and instructions.

### **REQUESTING AN AAA BLANKET PERMIT FOR A NON-COLLECTION SURVEY**

Use this checklist when requesting an AAA Blanket Permit to conduct Non-Collection Survey that does not meet the criteria of a Large-Scale and/or Long-Term Non-Collection Survey on state land. AAA Blanket Permits are issued for each calendar year. To ensure receipt of a blanket permit for any given year, a blanket permit application must be received by ASM no later than 1 December of the previous year.

Please note that all project materials for Non-Collection Surveys conducted on state land must be curated at ASM, regardless of whether the project is being conducted under an AAA Blanket Permit or an AAA Project-Specific Permit. Large-Scale and/or Long-Term Non-Collection Survey projects that require an AAA Project-Specific Permit are defined as projects that encompass 640 or more acres or 10 or more linear miles and/or entail fieldwork lasting 90 or more calendar days. See ASM's *Policy and Procedures Regarding Large-Scale Non-Collection Surveys and Long-Term Non-Collection Surveys* for additional information regarding the types of surveys that require AAA Project-Specific Permits.

- <https://statemuseum.arizona.edu/crm/document/large-scale-long-term-non-collection-surveys>

*Step 1:* Initiate a request through the ASM Request Quote for Services website only if Project Registration is also being requested and/or the PD and PI have not already been approved.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- AAA Permits are no longer requested separately in the ASM Request Quote for Services website because they are embedded within the Project Registration service.
- If the requesting company, agency, or institution already has an AAA Blanket Permit for the year the work is scheduled, it is not necessary to request an AAA Blanket Permit when registering a Non-Collection Survey.
- The standard turnaround time is 30 days.
- If the PD and/or PI are not already approved, then include a PD/PI review in the same quote request.
  - See also *Submitting an Archaeological Project Director Qualification Application, an Archaeological Principal Investigator Qualification Application, a Paleontological Project Director Qualification Application, or a Paleontological Principal Investigator Qualification Application* for more information
- Any requested expedited services for the AAA Permit will begin once the PD/PI review is complete.
- Please see the ASM PO website for information regarding yearly AAA Blanket Permit renewal.
  - <https://statemuseum.arizona.edu/crm/arizona-antiquities-act-permits>

*Step 2:* Submit a completed and signed *AAA Blanket Permit Application* and any PD/PI review forms to PO.

- If no other services are requested, it is not necessary to initiate a request through the ASM Request Quote for Services website before submitting this form.

- Email a scan of the completed and signed permit application *and* mail the original, signed application within 30 days of permit issuance. Not doing so will result in permit revocation. Please include a cover letter with all hard-copy submissions. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.
  - <https://statemuseum.arizona.edu/crm/document/aaa-blanket-permit-app>
  - The application must be signed by a listed PI.
- If the applicant institution has not been previously issued an AAA permit, a *First-Time Applicant* form must also be submitted.
  - <https://statemuseum.arizona.edu/crm/document/aaa-permit-app-first-time>

*Step 3:* If the service request includes a PD/PI review, the permit application review will be scheduled once the invoice is paid, all forms are received, and PD/PI review is complete. If the service request does not include a PD/PI review, the permit application review will be scheduled when all forms are received.

*Step 4:* Personnel from PO will contact the applicant within 30 days if there are any questions regarding the AAA Blanket Permit application or PD/PI review forms.

- Once materials are accepted, a permit will be issued.
- Note: AAA Blanket Permits expire at the end of each calendar year. A new application must be submitted annually.

*Step 5:* Before fieldwork can begin for each project:

- Initiate a Project Registration request through the ASM Request Quote for Services website.
  - <https://arizonace.quickbase.com/db/bthqcer2g>
- Submit:
  - a *Notification of Intent to Survey* (NOI). See *Submitting a Notification of Intent to Conduct Non-Collection Survey Prior to Conducting Non-Collection Survey Under an AAA Blanket Permit* for further information
  - a *Request an ASM Accession Number Form*. See *Requesting a Project Registration and ASM Accession Number* for further information

*Step 6:* After fieldwork is completed:

- ASM will review reports concurrently with other agencies. See *Memorandum: Concurrent Review and Arizona State Museum* for guidance.
  - <https://statemuseum.arizona.edu/crm/document/concurrent-review-and-asm>
- Once a Non-Collection Survey project conducted under an AAA Blanket Permit has been completed, submit finalized project submission materials to ARO for review.
  - See *Submitting Project Materials for A Non-Collection Survey Conducted Under an AAA Blanket Permit* for further information.

*Step 7:* Submit a year-end report for all Non-Collection Surveys conducted under the year's AAA Blanket Permit

- An *End-of-Year Summary Report* must be filed by 31 March of the following year.
  - <https://statemuseum.arizona.edu/crm/document/aaa-blanket-permit-end-of-the-year-summary-report>
- If no work was conducted under a blanket permit, submit a letter indicating this. The letter will serve as the year-end report.

## **REQUESTING AN AAA PROJECT-SPECIFIC PERMIT WHEN PROJECT MATERIALS *WILL BE* CURATED AT ASM**

Use this submission procedure and checklist if requesting an AAA Project-Specific Permit for a Large-Scale and/or Long-Term Non-Collection Survey, Collection Survey, Site Monitoring, or Testing/Excavation project when the materials will be curated at ASM under a Repository Services Agreement or a Records Curation Agreement. If the resulting collection will **not** be curated at ASM, see *Requesting an AAA Project-Specific Permit When Project Materials Will Not be Curated at ASM* for guidance.

Please note that all project materials for Non-Collection Survey projects conducted on state land must be curated at ASM, regardless of whether the project is being conducted under an AAA Blanket Permit or an AAA Project-Specific Permit. Large-Scale and/or Long-Term Non-Collection Survey projects that require an AAA Project-Specific Permit are defined as projects that encompass 640 or more acres or 10 or more linear miles and/or entail fieldwork lasting 90 or more calendar days. See ASM's *Policy and Procedures Regarding Large-Scale Non-Collection Surveys and Long-Term Non-Collection Surveys* for additional information regarding the types of surveys that require AAA Project-Specific Permits.

- <https://statemuseum.arizona.edu/crm/document/large-scale-long-term-non-collection-surveys>

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- AAA Permits are no longer requested separately because they are embedded within the Project Registration service.
- The standard turnaround time is 30 days from when both payment and forms are received.
- If the PD and PI are not already approved, then request a PD/PI review in the same quote request.
  - See also *Submitting an Archaeological Project Director Qualification Application, an Archaeological Principal Investigator Qualification Application, a Paleontological Project Director Qualification Application, or a Paleontological Principal Investigator Qualification Application*
  - Any requested expedited services associated with the AAA Permit will begin once the PD/PI review is complete.
  - If the service request does not include a PD/PI review, the permit application review will be scheduled when all forms are received.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Email a scan of the completed and signed *AAA Project-Specific Permit Application* to PO and mail the original, signed permit application within 30 days of permit issuance. Not doing so will result in permit revocation. Please include a cover letter with all hard-copy submissions. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.

If requesting an AAA Project-Specific Permit for a Large-scale and/or Long-term Non-Collection Survey, see *Requesting a Records Curation Agreement* for more information. If requesting an AAA Project-Specific Permit for a Collection Survey, Monitoring, or Testing/Excavation, see *Requesting a Repository Services Agreement from the Arizona State Museum* for more information.

If requesting an AAA Project-Specific Permit for work conducted under a general work plan, submit:

- an *AAA Project-Specific Permit Application* signed by the project's PI,
  - one signed and scanned digital copy
  - one hard copy

- <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
- a *General Work Plan Addendum Form*,
  - <https://statemuseum.arizona.edu/crm/document/general-work-plan-addendum>
- a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request Form*.
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

For work conducted under a Project-Specific Treatment Plan, submit:

- an *AAA Project-Specific Permit Application* signed by the project's PI
  - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
- a Project-Specific Treatment Plan,
  - See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on Treatment Plan preparation.
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
  - Mail a hard copy of the final ASM-approved Treatment Plan upon permit issuance. See the *Mailing Address* section for mailing address and instructions.
- a *Request an ASM Accession Number Form*, and
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
- should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request Form*.
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

*Step 4:* Once the invoice is paid and all forms received, the permit application review will be scheduled.

*Step 5:* Personnel from PO will provide comments (if applicable) on the application package within 30 days.

- Once materials are accepted, a permit will be issued. Note the expiration date on the AAA Project-Specific Permit and any terms under which the permit is issued. Be sure to submit an *AAA Permit Update Request Form* if any project details change over the course of the project (e.g., staff changes, project delays, etc.).
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

*Step 6:* Once a final draft report is ready for review, submit a hard copy to PO for final review.

- See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on report preparation.
  - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- ASM will review reports concurrently with other agencies.
  - ASM accepts electronic submittals of draft reports for concurrent review from other agencies only. Draft reports not submitted by an agency must be submitted in hard copy format along with a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter. See *Memorandum: Concurrent Review and Arizona State Museum* for guidance.
  - <https://statemuseum.arizona.edu/crm/document/concurrent-review-and-asm>

*Step 7:* Once the Final Report of work conducted under the AAA Project-Specific Permit is approved, the report and project submission materials are then submitted to the appropriate ASM office.

- If submitting to the ASM Archaeological Repository and no artifacts were discovered, see *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Results in No Artifacts* for more information.
  - Do not send the Final Report and project submission materials to the ASM Archaeological Repository until the report has been approved by the AAA Permits Office. Doing so will result in delays.
- If submitting to the ASM Archaeological Repository and artifacts will be submitted, see *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Include Artifacts* for more information.
  - Do not send the Final Report and project submission materials to the ASM Archaeological Repository until the report has been approved by the AAA Permits Office. Doing so will result in delays.
- If submitting to the ASM Archaeological Records Office, see *Submitting Project Materials to ARO for a Large-scale and/or Long-term Non-Collection Survey Conducted Under an AAA Project-Specific Permit* for more information.
  - Do not send the Final Report and project submission materials to the ASM Archaeological Records Office until the report has been approved by the AAA Permits Office. Doing so will result in delays.

*Step 8:* Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits.

- *An Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year.
  - <https://statemuseum.arizona.edu/crm/document/permit-burial-agreement-end-year-summary-report>
- If contributing information regarding a Burial Discovery Agreement, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant Tribe and cc the Repatriation Office.

## REQUESTING AN AAA PROJECT-SPECIFIC PERMIT WHEN PROJECT MATERIALS *WILL NOT BE* CURATED AT ASM

Specific materials must be submitted to ASM in fulfillment of AAA Project-Specific Permit requirements, regardless of the curation facility. Use this submission procedure and checklist if requesting an AAA Project-Specific Permit for a Collection Survey, Site Monitoring, or Testing/Excavation project and the resulting collection will be curated at an approved repository *other* than ASM. If collections will be curated at ASM, see *Requesting an AAA Project-Specific Permit When Project Materials Will be Curated at ASM* for guidance. Please contact the chosen curation facility for guidance on their submission requirements and standards. Please note that all project materials for non-collection survey projects must be curated at ASM, regardless of whether the project is being conducted under an AAA Blanket Permit or an AAA Project-Specific Permit.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- AAA Permits are no longer requested separately because they are embedded within the Project Registration service.
- The standard turnaround time is 30 days from when both payment and forms are received.
- If the PD and PI are not already approved, then request a PD/PI review in the same quote request.
  - See also *Submitting an Archaeological Project Director Qualification Application, an Archaeological Principal Investigator Qualification Application, a Paleontological Project Director Qualification Application, or a Paleontological Principal Investigator Qualification Application*.
  - Any requested expedited services associated with the AAA Permit will begin once the PD/PI review is complete.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Email a scan of the completed and signed *AAA Project-Specific Permit Application* and a copy of the curation agreement from the approved, issuing repository to PO. Mail the original, signed permit application within 30 days of permit issuance. Not doing so will result in permit revocation. Please include a cover letter with all hard-copy submissions. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions

- For work conducted under a general plan, submit:
  - an *AAA Project-Specific Permit Application* signed by the project's PI,
    - one signed and scanned digital copy
    - one hard copy
    - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
  - a *General Work Plan Addendum Form*,
    - <https://statemuseum.arizona.edu/crm/document/general-work-plan-addendum>
  - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
  - a copy of a signed curation agreement from the approved, issuing repository, and
  - should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request Form*.
    - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
- For work conducted under a Project-Specific Treatment Plan, submit:
  - a *Project-Specific Permit Application* signed by the project's PI
    - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
  - a Project-Specific Treatment Plan,



- See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on Treatment Plan preparation.
- [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- a copy of a signed curation agreement from the approved, issuing repository,
- should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request Form*.
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

*Step 4:* Once the invoice is paid and all forms received, the permit application review will be scheduled.

*Step 5:* Personnel from PO will provide comments (if applicable) on the application package within 30 days.

- Once materials are accepted, a permit will be issued.
- Note the expiration date on the AAA Project-Specific Permit and any terms under which the permit is issued. Be sure to submit an *AAA Permit Update Request Form* if any project details change over the course of the project (e.g., staff changes, project delays, etc.).
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

*Step 6:* Once a final draft report is ready for review, submit one hard copy to PO for final review.

- See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on report preparation.
  - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- ASM will review reports concurrently with other agencies.
  - ASM accepts electronic submittals of draft reports for concurrent review from other agencies only. Draft reports not submitted by an agency must be submitted in hard copy format along with a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter. See *Memorandum: Concurrent Review and Arizona State Museum* for guidance.
  - <https://statemuseum.arizona.edu/crm/document/concurrent-review-and-asm>

*Step 7:* Once the Final Report of work conducted under the AAA Project-Specific Permit is approved, the report and project submission materials can be submitted to PO.

- See *Submitting Project Materials to the AAA Permits Office for Work Conducted Under an AAA Project-Specific Permit When Artifacts and Accompanying Documentation are Not Curated at ASM* for more information.

*Step 8:* Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits. An *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year.

- <https://statemuseum.arizona.edu/crm/document/permit-burial-agreement-end-year-summary-report>
- If contributing information regarding a Burial Discovery Agreement, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant Tribe and cc the Repatriation Office.

## **SUBMITTING A NOTIFICATION OF INTENT TO CONDUCT NON-COLLECTION SURVEY PRIOR TO CONDUCTING NON-COLLECTION SURVEY UNDER AN AAA BLANKET PERMIT**

Each Notification of Intent to Conduct Non-Collection Survey (NOI) submitted to ASM should follow the procedure described below and should be accompanied by the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate. Do not submit a NOI for projects *not* on state, county, or municipal lands (i.e., *not* conducted under an AAA blanket permit).

*Step 1:* Submit the completed *Notification of Intent to Conduct Non-Collection Survey Form* to the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/notification-intent-conduct-non-collection-survey>
- An acknowledgement of receipt will be provided by ASM staff.
- An ASM Accession Number is not automatically issued with a NOI. See Step 3 for more information.

*Step 2:* If an extension of or an amendment to a NOI is needed, but the project does not yet have an ASM Accession Number, please completely fill out another NOI form and submit the completed form to the centralized email account. Please indicate in the email that the NOI form submission is an extension of or an amendment to the information already on file at ASM.

*Step 3:* Initiate a request for Project Registration for a Non-Collection Survey through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- The project receives an ASM Accession Number when it is registered and approved through the ASM Request for Quote website. See *Requesting a Project Registration and ASM Accession Number* procedure and checklist for more information.

**SUBMITTING AN ARCHAEOLOGICAL PROJECT DIRECTOR QUALIFICATION APPLICATION, AN ARCHAEOLOGICAL PRINCIPAL INVESTIGATOR QUALIFICATION APPLICATION, A PALEONTOLOGICAL PROJECT DIRECTOR QUALIFICATION APPLICATION, OR A PALEONTOLOGICAL PRINCIPAL INVESTIGATOR QUALIFICATION APPLICATION**

All Archaeological Project Director (PD), Archaeological Principal Investigator (PI), Paleontological PD, and Paleontological PI qualification applications are submitted to PO. Each PD and PI application submitted to PO should contain the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate. Documents should be submitted electronically.

*Step 1:* Contact personnel in PO to inquire whether the applicant has already been reviewed and approved as a PD or PI.

- If the applicant has not been previously approved as a PD or PI, initiate a request for a PD/PI review through the ASM Request Quote for Services website.
  - <https://arizonace.quickbase.com/db/bthqcer2g>
  - Expedited PD/PI reviews are available. See the *Mandated Programs Rate and Fee Schedule* for more information:
    - <https://statemuseum.arizona.edu/crm/document/rate-fee-schedule>
  - Requests for PD/PI reviews can be combined with other services through the ASM Request Quote for Services website.
- If the applicant has already been approved and an AAA Blanket or Project-Specific Permit has been issued, submit an *AAA Permit Update Request Form* to add the applicant to an existing permit.
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
- If an AAA Blanket or Project-Specific Permit has not been issued, see *Requesting an AAA Blanket Permit for a Non-Collection Survey*, *Requesting a Project-Specific Permit When Project Materials Will Be Curated at ASM*, or *Requesting a Project-Specific Permit When Project Materials Will Be Curated at ASM* for further guidance.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Email a completed *Archaeological Project Director Qualification Application*, *Archaeological Principal Investigator Qualification Application*, *Paleontological Project Director Qualification Application*, and/or *Paleontological Principal Investigator Qualification Application* to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)), as appropriate. See the *Centralized Email Account* section for guidance on using the centralized email account. Review the *Archaeological Project Director Qualification Policy*, *Archaeological Principal Investigator Qualification Policy*, *Paleontological Project Director Qualification Policy*, and/or *Paleontological Principal Investigator Qualification Policy* to assist in the completion of forms.

- Archaeological Project Director (application and policy):
  - <https://statemuseum.arizona.edu/crm/document/archaeological-project-director-qualification-app>
- Archaeological Principal Investigator (application and policy):
  - <https://statemuseum.arizona.edu/crm/document/archaeological-principal-investigator-qualification-app>
- Paleontological Project Director (application and policy):
  - <https://statemuseum.arizona.edu/crm/document/paleontological-principal-investigator-qualification-form>
- Paleontological Principal Investigator (application. And policy):
  - <https://statemuseum.arizona.edu/crm/document/paleontological-principal-investigator-qualification-form>

- If requesting that the applicant be added to an existing permit, submit an *Arizona Antiquities Act Permit Update Request Form*.
  - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
- Email completed forms to the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.

*Step 4:* Once the invoice is paid and forms received, application review will be scheduled.

## **SUBMITTING PROJECT MATERIALS TO THE AAA PERMITS OFFICE FOR WORK CONDUCTED UNDER AN AAA PROJECT-SPECIFIC PERMIT WHEN ARTIFACTS AND ACCOMPANYING DOCUMENTATION ARE NOT CURATED AT ASM**

All permit holders conducting projects under an AAA Project-Specific Permit, regardless of where the resulting artifact collections are curated, are required to submit minimal project-related materials (e.g., Final Report, Project Registration Form, ASM Site Cards) to ASM for in-perpetuity curation, and these are to be submitted to PO. Each set of project-related materials submitted to PO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments. Digital submission components should be submitted to PO on a CD/DVD. *Do not begin this process until the final report has been reviewed and approved by PO. Submitting reports to the curation facility that have not yet been reviewed and approved by ASM will result in delays.*

*Step 1:* Email a completed *Project Submission Update Form* to the centralized email account (asm\_crm@email.arizona.edu) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- Do not submit the *Project Submission Update* form or materials until the Final Report has been approved by ASM personnel (and any other reviewing agencies).
  - See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on report preparation.
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update* form, Invoice 2 will be revised to reflect the Final Variables.

*Step 2:* Once Invoice 2 is paid, mail the following to PO, along with a cover letter (see the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions):

- a *Project Registration Form* (PRF),
  - one digital copy, including project area map(s)
  - one hard copy, including project area map(s)
  - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
- the Final Report,
  - one digital copy
  - two hard copies
- a copy of the signed repository receipt from the issuing institution, and
  - one digital copy
  - one hard copy
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
  - *ASM Site Card(s)*:
    - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.

- Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
  - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated):
    - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
  - latest version of the *AZSITE Entry Module* (instructions included in download):
    - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
    - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
    - Submit one digital copy of the completed Entry Module.
    - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
    - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
    - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

*Step 3:* PO and ARO personnel will review and process project materials for compliance with AAA.

- PRF and ASM Site Card review checklists are generated from:
  - *Rules Implementing A.R.S. §15-1631 and §41-841, et seq., The Arizona Antiquities Act*
    - <https://statemuseum.arizona.edu/crm/document/rules-implementing-15-1631-and-41-841>
  - *Archaeological Site Recording Manual*,
    - <https://statemuseum.arizona.edu/crm/document/asm-site-recording-manual>
  - *Policy and Procedures Regarding Historical Sites and Features*, and
    - <https://statemuseum.arizona.edu/crm/document/historical-sites-and-features>
  - *Policy and Procedures Regarding Historical-Period Waste Piles*.
    - <https://statemuseum.arizona.edu/crm/document/historical-waste-piles>
- Maps are reviewed to verify that they meet minimum requirements:
  - See *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on map preparation.
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- Only minor edits to the *Project Registration Form* and *ASM Site Cards/Updates* can be made by ARO personnel. The rest will be included in a *Request for Revisions Worksheet*. Edits to report text are not made by ARO personnel.
- Possible review outcomes:
  - accept with no revisions,
    - letter stating the outcome
  - accept, minor revisions corrected by ARO personnel, and
    - letter stating the outcome
    - *Request for Revisions Worksheet*, listing errors for reference
  - Request for Revisions, missing data can be supplied to ARO personnel for additional review.

- letter requesting revisions
  - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- PO and ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update* form relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

## ARCHAEOLOGICAL RECORDS OFFICE

### REQUESTING PROJECT REGISTRATION AND AN ASM ACCESSION NUMBER

Each project conducted under an AAA permit and any collection (including documents) submitted under an ASM Repository Agreement or ASM Records Curation Agreement is subject to Project Registration and must receive an ASM Accession Number as a result. Each Project Registration requested of ASM should follow the procedure described below. All forms should be filled out completely and include attachments, as appropriate.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Select the type of project to be registered.
- AAA Permits are no longer requested separately because they are embedded within the Project Registration service.
- If the requesting company, agency, or institution already has an AAA Blanket Permit for the year the work is scheduled, it is not necessary to request an AAA Blanket Permit when registering a Non-Collection Survey.

*Step 2:* The quote request is received and reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, Invoice 1 is issued.

*Step 3:* Once Invoice 1 is paid, an email will be sent with the scheduled start date for the service. Submit all appropriate forms, completely and accurately filled out, to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.

- Submit a completed *Request an ASM Accession Number Form* for every Project Registration request.
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
  - This form does not replace the *Notification of Intent to Conduct Non-Collection Survey Form*.
- If requesting Project Registration for a project **not** curated at ASM, see *Submitting Project Materials to the AAA Permits Office for Work Conducted Under an AAA Project-Specific Permit When Artifacts and Accompanying Documentation are Not Curated at ASM* for more information.
- If requesting Project Registration for a Collection Survey, Site Monitoring or Testing/Excavation with the resulting materials to be curated at ASM, see *Requesting a Repository Services Agreement from the Arizona State Museum* for more information.
- If requesting Project Registration for a Large-Scale and/or Long-Term Non-Collection Survey conducted under an AAA Project-Specific Permit, see *Requesting a Records Curation Agreement* for more information.
- If requesting Project Registration for an archaeological investigation exclusively on federal, tribal, or private land that does not have an ASM Repository Agreement, see *Requesting a Records Curation Agreement* for more information.

*Step 4:* On the scheduled start date, all forms will be reviewed. Any requests for revisions made by ARO personnel may delay the service deliverable date.



## REQUESTING A RECORDS CURATION AGREEMENT

A Records Curation Agreement (RCA) is issued for archaeological investigations and/or use of ASM site numbers for projects conducted on federal, tribal, and private lands when ASM is identified as the *records* repository, but the project does not have an ASM Repository Agreement. A RCA is also issued for Large-Scale and/or Long-Term Non-Collection Surveys conducted partly or solely on state land under an AAA Project-Specific Permit. Follow the procedures listed below to request a RCA as part of the Project Registration process.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Select the type of project to be registered.

*Step 2:* The quote request is received and reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, Invoice 1 is issued.

*Step 3:* Once Invoice 1 is paid, an email will be sent with the scheduled start date for the service. Submit all appropriate forms, completely and accurately filled out, to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account. Please note that this service cannot begin until all completed forms have been submitted.

- Submit a completed *Request an ASM Accession Number Form* for every Project Registration request.
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
- Submit the appropriate completed and signed Records Curation Agreement.
  - *Records Curation Agreement for Archaeological Investigations Conducted on Federal, Tribal, and Private Lands*
    - <https://statemuseum.arizona.edu/crm/document/records-curation-agreements>
  - *Records Curation Agreement for Large-scale and/or Long-term Non-Collection Surveys Conducted on State Land Under an Arizona Antiquities Act Project-Specific Permit*
    - <https://statemuseum.arizona.edu/crm/document/records-curation-agreements>

*Step 4:* On the scheduled start date, all forms will be reviewed. Any requests for revisions made by ARO personnel may delay the service deliverable date.

## REQUESTING AN ASM SITE NUMBER

Each request for an ASM Site Number should follow the procedure described below and be accompanied by the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- An ASM Accession Number is required for all ASM site number requests.
  - If a project has gone through the Project Registration process and has an ASM Accession Number, include this number on the request initiated through the website, and other required forms.
  - If a project does not already have an ASM Accession Number, see *Requesting Project Registration and an ASM Accession Number* for information regarding this service.
- Expedited services are available for projects with less than 30 ASM Site Number requests.
- Expediting a request for an ASM Site Number associated with a project that has not yet been registered (i.e., has not been assigned an ASM Accession Number) will not expedite the Project Registration service. ASM Site Number expedited services will start once the ASM Accession Number has been issued.
- ASM Site Numbers can be requested for archaeological sites located on federal, tribal, private, or other non-state/county/municipal lands at the request of the landowner(s) or manager(s). However, a *Records Curation Agreement* must be in place and each ASM Site Card submission will be reviewed under the standards set out in the *Records Curation Agreement*.
  - <https://statemuseum.arizona.edu/crm/document/records-curation-agreements>
  - See the *Requesting a Records Curation Agreement* section for more information.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Once the invoice is paid, an email will be sent with the scheduled start date for the service. Submit all appropriate forms.

- Submit a completed *Request an ASM Site Number Form* and all accompanying maps.
  - <https://statemuseum.arizona.edu/crm/document/asm-site-number-request>
  - Refer to the *Instructions for Requesting an ASM Site Number*, also at the above link, when preparing forms and maps.
  - Include all UTM coordinates that will fit within a map; please use as few maps as possible.
  - If Project Registration and Request an ASM Site Number services are in the same quote request, please submit this form at the time of the request; do not wait for the ASM Accession Number to be issued.

*Step 4:* On the scheduled start date, all forms will be reviewed. Any requests for revisions may delay the service deliverable date.

*Step 5:* When ready to curate a project submission that includes ASM Site Numbers, see project submission guidelines for the receiving Mandated Programs Office (i.e., AAA Permits Office, Archaeological Records Office, Archaeological Repository) for guidance on submitting *ASM Site Cards*. Contact ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to void (i.e., return) any unused ASM Site Numbers before a project is submitted to ASM. See the *Centralized Email Account* section for guidance on using the centralized email account.

## SUBMITTING PROJECT MATERIALS FOR A NON-COLLECTION SURVEY CONDUCTED UNDER AN AAA BLANKET PERMIT

All Non-Collection Survey project materials are submitted to ARO for review and curation. Each set of materials submitted to ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments in both digital and paper formats. Digital submission components should be submitted on a CD/DVD.

Reports authored in support of Non-Collection Surveys are reviewed upon receipt of the final project submission, unless they were conducted under a Project-Specific Permit. Reports authored under a Project-Specific Permit must be reviewed and approved by the Permits Office prior to project submission to ARO. *However*, ASM personnel will review Non-Collection Survey reports conducted under AAA permits prior to final project submission if ASM is part of an agency concurrent review. See *Memorandum: Concurrent Review and Arizona State Museum* for guidance.

- <https://statemuseum.arizona.edu/crm/document/concurrent-review-and-asm>
- ASM accepts electronic submittals of draft reports from other agencies only. Draft reports not submitted by an agency must be submitted in hard copy format along with a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

*Step 1:* Submit the completed *Project Submission Update* form to the centralized email account (asm\_crm@email.arizona.edu) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

*Step 2:* Once Invoice 2 is paid, mail the following project submission materials to ARO and include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.

- a *Project Registration Form* (PRF) with all appropriate maps attached,
  - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
  - one digital copy
  - one hard copy
- the Final Report,
  - one digital copy
  - two hard copies
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
  - *ASM Site Card(s)*:
    - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
    - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.
  - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
    - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>

- Submit one digital copy with all appropriate maps attached.
  - Submit one hard copy with all appropriate maps attached.
  - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
- latest version of the *AZSITE Entry Module* (instructions included in download)
  - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
  - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
  - Submit one digital copy of the completed Entry Module.
  - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
  - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
  - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- digital images,
  - See ASM’s policy and procedure on submitting digital images for curation: <https://statemuseum.arizona.edu/crm/documents/aaa-policy-procedures-photos-final-2-15-2019>
- a *Digital Image Data Sheet*,
  - <https://statemuseum.arizona.edu/crm/document/digital-image-data-sheet>
  - one digital copy
- a hard copy of field notes or internal field recording forms, and
  - Do not submit electronic versions of these field notes or forms. However, if all field notes were completed electronically in the field, please print these typed notes or forms and submit the hard copy in addition to a digital copy.
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit project submission materials:

- mail project submission materials to ARO, or
  - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.
- in-person drop-off to ARO.
  - Email ARO personnel using the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to schedule a delivery time. See the *Centralized Email Account* section for guidance on using the centralized email account.
  - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

*Step 3:* ARO Personnel will review and process project materials for compliance with AAA.

- The *PRF*, photo(s), report(s), maps, field notes or forms, *ASM Site Card*, and *ASM Site Card Update* review checklists are generated from:
  - *Rules Implementing A.R.S. §15-1631 and §41-841, et seq., The Arizona Antiquities Act*,
    - <https://statemuseum.arizona.edu/crm/document/rules-implementing-15-1631-and-41-841>
  - *Archaeological Site Recording Manual*,
    - <https://statemuseum.arizona.edu/crm/document/asm-site-recording-manual>
  - *Policy and Procedures Regarding Historical Sites and Features*, and
    - <https://statemuseum.arizona.edu/crm/document/historical-sites-and-features>
  - *Policy and Procedures Regarding Historical-Period Waste Piles*.

- <https://statemuseum.arizona.edu/crm/document/historical-waste-piles>
  - *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit.*
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- Only minor edits can be made to the *PRF* and *ASM Site Cards/Site Card Updates* by ARO staff, and the rest will be included in a *Request for Revisions Worksheet*. Edits to report text are not made by ARO staff.
- Possible review outcomes:
  - accept with no revisions,
    - letter stating the outcome
  - accept, minor revisions corrected by ARO personnel, or
    - letter stating the outcome
    - *Request for Revisions Worksheet*, listing corrected errors for reference
  - Request for Revisions, missing data and/or submission components.
    - letter requesting revisions
    - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update* form relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

## SUBMITTING PROJECT MATERIALS TO ARO FOR A LARGE-SCALE AND/OR LONG-TERM NON-COLLECTION SURVEY CONDUCTED UNDER AN AAA PROJECT-SPECIFIC PERMIT

The project materials for all Large-Scale and/or Long-Term Non-Collection Surveys conducted under an AAA Project-Specific Permit are submitted to ARO for review and curation under the terms of a Records Curation Agreement only after the report has been reviewed and approved by the Permits Office (PO).

- For PO report review procedures, see the *Requesting an AAA Project-Specific Permit When Project Materials Will Be Curated at ASM* section.

Each set of materials submitted to ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments in both digital and paper formats. Digital submission components should be submitted on a CD/DVD.

*Step 1:* Submit the completed *Project Submission Update Form* to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

*Step 2:* Once Invoice 2 is paid, mail the following project submission materials to ARO and include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.

- a *Project Registration Form (PRF)* with all appropriate maps attached,
  - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
  - One digital copy
  - One hard copy
- the Final Report, previously reviewed and approved by PO,
  - One digital copy
  - Two hard copies
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
  - *ASM Site Card(s)*:
    - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites
    - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
    -
  - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
    - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
  - latest version of the *AZSITE Entry Module* (instructions included in download)
    - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>

- instructional webinar, 2021 Standalone Entry Module Intro:  
<https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
  - Submit one digital copy of the completed Entry Module.
  - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
  - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
  - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account (asm\_crm@email.arizona.edu), using the subject heading “Void an ASM Site Number.”
- digital images,
    - See the ASM’s policy and procedure on submitting digital images for curation:  
<https://statemuseum.arizona.edu/crm/documents/aaa-policy-procedures-photos-final-2-15-2019>
  - a *Digital Image Data Sheet*,
    - <https://statemuseum.arizona.edu/crm/document/digital-image-data-sheet>
    - One digital copy
  - a hard copy of field notes or internal field recording forms, and
    - Do not submit electronic versions of these field notes or forms. However, if all field notes were completed electronically in the field, please print these typed notes or forms and submit the hard copy in addition to a digital copy.
  - shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit project submission materials:

- mail project submission materials to ARO, or
  - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.
- in-person drop-off to ARO.
  - Email ARO personnel using the centralized email account (asm\_crm@email.arizona.edu) to schedule a delivery time. See the *Centralized Email Account* section for guidance on using the centralized email account.
  - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

*Step 3:* ARO Personnel will review and process project materials for compliance with AAA.

- The *PRF*, photo(s), maps, field notes or forms, *ASM Site Card*, and *ASM Site Card Update* review checklists are generated from:
  - *Rules Implementing A.R.S. §15-1631 and §41-841, et seq., The Arizona Antiquities Act*,
    - <https://statemuseum.arizona.edu/crm/document/rules-implementing-15-1631-and-41-841>
  - *Archaeological Site Recording Manual*,
    - <https://statemuseum.arizona.edu/crm/document/asm-site-recording-manual>
  - *Policy and Procedures Regarding Historical Sites and Features*, and
    - <https://statemuseum.arizona.edu/crm/document/historical-sites-and-features>
  - *Policy and Procedures Regarding Historical-Period Waste Piles*.
    - <https://statemuseum.arizona.edu/crm/document/historical-waste-piles>
  - *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit*.

- [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- Only minor edits can be made to the *PRF* and *ASM Site Cards/Site Card Updates* by ARO staff, and the rest will be included in a Request for Revisions worksheet.
- Possible review outcomes:
  - accept with no revisions,
    - letter stating the outcome
  - accept, minor revisions corrected by ARO personnel, or
    - letter stating the outcome
    - *Request for Revisions Worksheet*, listing corrected errors for reference
  - Request for Revisions, missing data and/or submission components.
    - letter requesting revisions
    - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update Form* relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.



## SUBMITTING PROJECT MATERIALS FOR ARCHAEOLOGICAL INVESTIGATIONS CONDUCTED ON FEDERAL, TRIBAL, AND PRIVATE LANDS UNDER A RECORDS CURATION AGREEMENT

The project materials for all archaeological investigations conducted exclusively on federal, tribal, and private lands are submitted to ARO for review and curation under the terms of a Records Curation Agreement. Each set of materials submitted to ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments in both digital and paper formats. Digital submission components should be submitted on a CD/DVD.

Reports are reviewed upon receipt of the final project submission unless previously reviewed and approved as part of an agency concurrent review in which ASM was included.

- For additional information regarding concurrent review, please see:
  - *Memorandum: Concurrent Review and Arizona State Museum*
    - <https://statemuseum.arizona.edu/crm/document/concurrent-review-and-asm>

*Step 1:* Submit the completed *Project Submission Update Form* to the centralized email account (asm\_crm@email.arizona.edu) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

*Step 2:* Once Invoice 2 is paid, mail the following project submission materials to ARO and include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.

- a copy of any federal and/or tribal antiquities permit in which ASM is identified as the records repository,
  - one digital copy
  - one hard copy
- a copy of the contract or work agreement in which ASM is identified as the records repository,
  - one digital copy
  - one hard copy
- a *Project Registration Form* with all appropriate maps attached,
  - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
  - one digital copy
  - one hard copy
- the Final Report,
  - one digital copy
  - two hard copies
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
  - *ASM Site Card(s)*
    - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites
    - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.
  - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)

- <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
  - Submit one digital copy with all appropriate maps attached.
  - Submit one hard copy with all appropriate maps attached.
  - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
- latest version of *AZSITE Entry Module* (instructions included in download)
  - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
  - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
  - Submit one digital copy of the completed Entry Module.
  - Submit one digital PDF output of an ASM Site Card/Site Card Update for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
  - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
  - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)), using the subject heading “Void an ASM Site Number.”
- digital images,
  - See the ASM’s policy and procedure on submitting digital images for curation: <https://statemuseum.arizona.edu/crm/documents/aaa-policy-procedures-photos-final-2-15-2019>
- a *Digital Image Data Sheet*,
  - <https://statemuseum.arizona.edu/crm/document/digital-image-data-sheet>
  - One digital copy
- a hard copy of field notes or internal field recording forms, and
  - Do not submit electronic versions of these field notes or forms. However, if all field notes were completed electronically in the field, please print these typed notes or forms and submit the hard copy in addition to a digital copy.
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit project submission materials:

- mail project submission materials to ARO, or
  - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.
- in-person drop-off to ARO.
  - Email ARO personnel using the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to schedule a delivery time. See the *Centralized Email Account* section for guidance on using the centralized email account.
  - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

*Step 3:* ARO Personnel will review and process project materials.

- The *PRF*, photo(s), report(s), maps, *ASM Site Card*, and *ASM Site Card Update* review checklists are generated from:
  - *Archaeological Site Recording Manual*,
    - <https://statemuseum.arizona.edu/crm/document/asm-site-recording-manual>
  - *Policy and Procedures Regarding Historical Sites and Features*, and
    - <https://statemuseum.arizona.edu/crm/document/historical-sites-and-features>
  - *Policy and Procedures Regarding Historical-Period Waste Piles*, and
    - <https://statemuseum.arizona.edu/crm/document/historical-waste-piles>

- *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit.*
  - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)
- Only minor edits can be made to the *PRF* and *ASM Site Cards/Site Card Updates* by ARO staff, and the rest will be included in a *Request for Revisions Worksheet*. Edits to report text are not made by ARO staff.
- Possible review outcomes:
  - accept with no revisions,
    - letter stating the outcome
  - accept, minor revisions corrected by ARO personnel, or
    - letter stating the outcome
    - *Request for Revisions Worksheet*, listing corrected errors for reference
  - Request for Revisions, missing data and/or submission components.
    - letter requesting revisions
    - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update* form relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

## **ARCHAEOLOGICAL REPOSITORY**

### **REQUESTING A REPOSITORY SERVICES AGREEMENT FROM THE ARIZONA STATE MUSEUM**

Each request for a Repository Services Agreement from ASM should follow the procedure described below and contain the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- A Repository Services Agreement is requested with a Project Registration for a Collection Survey, Site Monitoring, or Testing/Excavation that is to be curated at ASM (see *Requesting a Project Registration and ASM Accession Number* procedure and checklist for more information).
- Expedited services are available.
- All sites investigated must have ASM Site Numbers assigned. See *Requesting an ASM Site Number* for more information.

*Step 2:* The quote request is reviewed by ASM personnel. A final quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Once the invoice is paid, the Project Registration and Repository Services Agreement service will be scheduled. Submit all appropriate forms, completely and accurately filled out, to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance. Please note that this service cannot begin until all completed forms have been submitted.

- Submit a completed *Request an ASM Accession Number Form*.
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
- Submit a completed *Request for Repository Services Agreement Form*.
  - <https://statemuseum.arizona.edu/crm/document/request-repository-services-agreement>
- ASM personnel review the submitted materials for completeness and accuracy.

*Step 4:* Repository personnel send copies of the *Notice of Intent to Provide Repository Services* (i.e., Repository Services Agreement) to the requestor and to agencies and institutions listed within the request forms. If work is conducted under an AAA Project-Specific Permit, issuance of the Repository Services Agreement is also internally communicated to the Permits Office.

## SUBMITTING PROJECT MATERIALS FOR WORK CONDUCTED UNDER A REPOSITORY SERVICES AGREEMENT THAT RESULTS IN NO ARTIFACTS

A stipulation of the ASM Repository Services Agreement is that any photos, ASM Site Update Cards, and other documentation of the associated fieldwork be submitted to the ASM Repository, regardless of whether or not artifacts were located/collected during fieldwork. If no artifacts were located during fieldwork, please use this list to guide the submission process. All forms should be filled out completely and include all required map attachments. Digital submission components should be submitted to the Repository on a CD/DVD. This section is a brief overview of Repository guidelines and standards. See ASM's *Repository Manual* for additional information about project submission requirements and standards:

<https://statemuseum.arizona.edu/crm/document/repository-manual>.

*Step 1:* Submit a *Project Submission Update Form* to request Invoice 2.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- Email one digital copy of the completed *Project Submission Update Form* to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to request Invoice 2. See the *Centralized Email Account* section for guidance.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.
- *Please be advised:*
  - Phase 1 project submission should be initiated only if the report has been finalized.
  - If a project is conducted under an Arizona Antiquities Act (AAA) Permit, the report should be reviewed and approved by the AAA Permits Office before project materials are submitted to the ASM Archaeological Repository.
  - If a Phase 1 project submission for work conducted under an AAA Permit is received by the ASM Archaeological Repository and the report has not yet been reviewed and approved by the AAA Permits Office, Repository personnel will not be able to review the submission and will refer the client to the AAA Permits Office for further guidance. Upon approval of the report by the AAA Permits Office, the client will be responsible for informing Repository personnel if a revised submission will be forthcoming or if the ASM Archaeological Repository can proceed with the project materials as originally submitted.

*Step 2:* Once Invoice 2 is paid, proceed with delivery procedures. Since no artifacts are to be curated, submit all Phase 1 and Phase 2 project materials in a single delivery.

Submit to the Repository all digital components on a CD/DVD, along with the hard copy components:

- an *Archaeological Repository Project Submission Review: Phases 1 & 2 Form*,
  - <https://statemuseum.arizona.edu/crm/document/project-submission-review-phases-1-2>
  - one digital copy
  - one hard copy
- a *Project Registration Form (PRF)* with all appropriate maps attached,
  - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
  - one digital copy
  - one hard copy
- the Final Report,
  - one digital copy
  - three hard copies
- digital images,
  - See ASM's policy and procedures related to submitting digital images for curation:  
<https://statemuseum.arizona.edu/crm/documents/aaa-policy-procedures-photos-final-2-15-2019>

- a *Digital Image Data Sheet*,
  - <https://statemuseum.arizona.edu/crm/document/digital-image-data-sheet>
  - one digital copy
  - one hard copy
- a hard copy of field notes and forms,
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site, and
  - *ASM Site Card(s)*:
    - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
    - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
  - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
    - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy will all appropriate maps attached.
    - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
  - latest version of the *AZSITE Entry Module* (instructions included in download)
    - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
    - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
    - Submit one digital copy of the completed Entry Module.
    - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
    - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
    - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit Phase 1 and 2 project submission materials:

- mail project submission materials to REPO, or
  - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.
- in-person drop-off to REPO.
  - Email Repository personnel using the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to schedule a delivery time. See the *Centralized Email Account* section for guidance on using the centralized email account.
  - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

*Step 3:* Repository personnel will process the project submission once received.

- All project submission materials will be evaluated.
  - Missing items will be noted and, after the full review is completed, the company will be notified and a request to check discrepancies will be made.
  - Paper archives are inventoried and prepared for transfer to the ASM Archives.
  - Photos are inventoried and cross-checked with the *Digital Image Data Sheet*.
- Possible review outcomes and associated documentation:
  - accept with no revisions,
    - letter stating the outcome
  - accept, minor revisions corrected by ASM Repository personnel, or
    - letter stating the outcome
    - *Request for Revisions Worksheet*, listing corrected errors for reference
  - Request for Revisions.
    - letter requesting revisions
    - *Request for Revisions Worksheet*, identifying errors, comments, and questions
    - If any missing components are identified, ASM personnel will contact the submitting institution.
    - If systematic, large-scale errors in the way a collection has been prepared for curation are identified, ASM personnel will discuss a plan for rectifying these errors. See comments regarding *Reconciliation Invoices* below.
- ASM Repository personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the submission and the number of issues encountered.
- Reconciliation Invoices:
  - If there is any variance in Final Variables recorded in the *Project Submission Update Form* relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.
  - If major issues are encountered (e.g., incorrect collection organization, use of non-archival materials, systematically incorrect inventories) the depositor may be given the option of taking the submitted project materials back for correction or having ASM Repository personnel address them. The reconciliation invoice covers ASM Repository personnel time and materials to address these issues.

## SUBMITTING PROJECT MATERIALS FOR WORK CONDUCTED UNDER A REPOSITORY SERVICES AGREEMENT THAT INCLUDE ARTIFACTS

Records and collections from site monitoring, testing, and data recovery projects are submitted to the Archaeological Repository for curation if a Repository Services Agreement has been issued by ASM. All forms should be filled out completely and include all required map attachments. Digital submission components should be submitted to the Repository on a CD/DVD. This section is a brief overview of Repository guidelines and standards. See ASM's *Repository Manual* for additional information about project submission requirements and standards: <https://statemuseum.arizona.edu/crm/document/repository-manual>.

*Step 1:* Submit a *Project Submission Update Form* to request Invoice 2.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- Email one digital copy of the completed *Project Submission Update Form* to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update* form, Invoice 2 will be revised to reflect the Final Variables.
- *Please be advised:*
  - Phase 1 project submission should be initiated only if the report has been finalized.
  - If a project is conducted under an Arizona Antiquities Act (AAA) Permit, the report should be reviewed and approved by the AAA Permits Office before project materials are submitted to the ASM Archaeological Repository.
  - If a Phase 1 project submission for work conducted under an AAA Permit is received by the ASM Archaeological Repository and the report has not yet been reviewed and approved by the AAA Permits Office, Repository personnel will not be able to review the submission and will refer the client to the AAA Permits Office for further guidance. Upon approval of the report by the AAA Permits Office, the client will be responsible for informing Repository personnel if a revised submission will be forthcoming or if the ASM Archaeological Repository can proceed with the project materials as originally submitted.

*Step 2:* Once Invoice 2 is paid, proceed with Phase 1 delivery. Submit all Phase 1 items listed below for review at least 30 days in advance of an anticipated delivery date for the rest of the collection. Submit all digital components on a CD/DVD, accompanied with hard copy components to the Repository:

- an *Archaeological Repository Project Submission Review: Phases 1 & 2 Form*,
  - <https://statemuseum.arizona.edu/crm/document/project-submission-review-phases-1-2>
  - one digital copy
  - one hard copy
- a *Project Registration Form (PRF)* with all appropriate maps attached,
  - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
  - one digital copy
  - one hard copy
- the Final Report,
  - one digital copy of finalized report
  - The report is requested at this stage so that the *PRF*, digital inventory, and *ASM Site Card* submission can be accurately evaluated.
- a digital copy of the complete bag and box inventory,
  - <https://statemuseum.arizona.edu/crm/document/digital-bag-and-box-inventory-template>
  - Bag and box list data to be submitted should adhere to the ASM database template and can be submitted as either a Microsoft Access database or Excel spreadsheet.



- Any specialized analysis database tables can be submitted within the same database if appropriate metadata are provided.
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site, and
  - *ASM Site Card(s)*:
    - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy with all appropriate maps attached.
    - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
    - Return (i.e., void) any unused ASM site numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
  - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
    - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
    - Submit one digital copy with all appropriate maps attached.
    - Submit one hard copy will all appropriate maps attached.
    - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
  - latest version of the *AZSITE Entry Module* (instructions included in download)
    - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
    - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
    - Submit one digital copy of the completed Entry Module.
    - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
    - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
    - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit Phase 1 project submission materials:

- mail project submission materials to REPO, or
  - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Address* section for mailing address and instructions.
- in-person drop-off to REPO.
  - Email Repository personnel using the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to schedule a delivery time. See the *Centralized Email Account section* for guidance on using the centralized email account.
  - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

*Step 3:* ARO and Repository Personnel will review all Phase 1 project components. ARO and Repository review outcomes will be summarized in a single communication. Once the *PRF*, *ASM Site Card* submission, and a digital copy of the object inventory are reviewed and approved, and any reconciliation invoices from ARO are settled, Repository personnel will be in contact to schedule a date for the delivery of Phase 2 project materials.

- Possible review outcomes and associated documentation:
  - accept with no revisions,
    - email stating the review outcome and initiating discussion on possible delivery dates
  - accept, minor revisions corrected by ARO and/or Repository personnel, or
    - email stating the review outcome and initiating discussion of possible delivery dates
    - *Request for Revisions Worksheet*, listing corrected errors for reference
  - Request for Revisions.
    - email stating the review outcome
    - *Request for Revisions Worksheet*, identifying errors, comments, and questions to be resolved
- ARO and Repository personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the collection and the number of issues encountered.

*Step 4:* On the scheduled delivery date, submit the following for Phase 2 project submission. *Please Note:* Partial transfers will not be accepted. If any components of the submission are missing, the delivery will not be accepted, and another date will need to be scheduled:

- completed ASM paperwork, as appropriate,
  - a *Project Registration Form* (final, approved)
    - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
    - one hard copy
  - a *Box Summary Form*
    - <https://statemuseum.arizona.edu/crm/document/box-summary>
    - one hard copy
    - one digital copy
  - a *Bulk Material Inventory Form*
    - <https://statemuseum.arizona.edu/crm/document/bulk-material-inventory-form>
    - one hard copy, with each individual box inventory in its corresponding box
    - one digital copy of all box inventories
  - a *Catalog Specimen Inventory Form*
    - <https://statemuseum.arizona.edu/crm/document/catalog-specimen-inventory-form>
    - one hard copy in each corresponding box of catalog objects
    - one digital copy
  - an *Analyzed Sample Inventory Form* if any analyzed samples are present
    - <https://statemuseum.arizona.edu/crm/document/analyzed-sample-inventory-form> one hard copy in each corresponding box of analyzed samples
    - one digital copy
  - an *Archive Inventory Form*
    - <https://statemuseum.arizona.edu/crm/document/archive-inventory-form> one hard copy in each corresponding box of archive materials
    - one digital copy
  - a *Digital Image Data Sheet*,
    - <https://statemuseum.arizona.edu/crm/document/digital-image-data-sheet>
    - one digital copy
    - one hard copy
  - a signed *Deed-of-Gift* for any collections from private land
    - <https://statemuseum.arizona.edu/crm/document/deed-of-gift>
    - two hard copies
    - The donor shall receive a signed copy that can be used as a receipt for tax records.
  - a *Specimen Release Form* if any samples were released for external or destructive analysis.
    - <https://statemuseum.arizona.edu/crm/document/specimens-release-analysis-form>

- one hard copy
  - a *Certificate of Collections Review Compliance Form* (formerly *Certificate of Repatriation Compliance*) if any faunal material is to be submitted to ASM.
    - <https://statemuseum.arizona.edu/crm/document/certificate-collections-compliance>
    - one hard copy
- the Final Report,
  - three hard copies, bound.
- digital images,
  - See ASM's policy and procedure on submitting digital images for curation: <https://statemuseum.arizona.edu/crm/documents/aaa-policy-procedures-photos-final-2-15-2019>
- a hard copy of field notes and forms,
  - If all field notes and forms were completed electronically in the field, please print these typed notes or forms and submit a hard copy, in addition to a digital copy.
- a hard copy of analysis records,
  - If analysis notes were completed electronically in the field, please print these typed notes or tables and submit a hard copy, in addition to a digital copy.
- all artifacts and samples being transferred as part of the transaction.
- Required Collection Organization and Artifact Documentation:
  - artifact bags
    - Every bag of artifacts/samples must be housed appropriately in plastic bags or containers.
      - Polypropylene plastic bags (minimally 4 mil, per federal standards) must be used.
      - Artifacts should not be in contact with acidic materials.
      - Do not use cotton in direct contact with objects (fibers will hook to surfaces).
    - Original paper bag labels should be segregated from the objects by inserting them in a smaller plastic bag. Do not put the acid-free bag tag in with the acidic label.
  - artifact bag tags
    - Each bag must have an acid-free bag tag with complete provenience information printed on card stock.
      - Each bag tag should include: the full ASM Site Number (e.g., AZ BB:13:17(ASM)), Bag/FN/FS/SP Number, Material Class and/or Object Type, Feature Number, Horizontal and Vertical Control Information (e.g., Unit, Grid, Stratum, Level, Depth) as recorded in the database, Excavation Date, and Crew ID.
      - All sites investigated must have ASM Site Numbers assigned.
      - To request an ASM Site Number, see the *Requesting an ASM Site Number* procedure and checklist.
    - If submitting handwritten bag tags:
      - Original bag tags should be transcribed onto acid-free cardstock.
      - All artifact bag tags must have legible handwriting/printing.
  - artifact boxes and box labels
    - Use the *ASM Box Label Form*:
      - <https://statemuseum.arizona.edu/crm/document/box-label>
      - Box labels should be placed in an adhesive-backed plastic sleeve, attached to the short side of the box. Please avoid covering the handle opening on the box sides.
    - Archival boxes are 10" x 12" x 15" and made of archival polypropylene.
    - Archival boxes and plastic label sleeves are supplied by the ASM Repository. Contact Repository personnel for boxes, plastic label sleeves, and/or assistance. See *Contact ASM Personnel* section for guidance on contacting Archaeological Repository personnel.
  - Box Submission Order:
    - Boxes should be numbered in the order described below.

- 1) Bulk Material in boxes
  - a. Grouped by ASM Site Number, then material class.
  - b. Box weight should not exceed 40 pounds. Boxes that exceed this weight limit and contain multiple artifacts will be split by ASM Repository personnel and a Reconciliation Invoice for the additional boxes will be issued.
- 2) Oversized Bulk Material
  - a. All oversized bulk material should be placed at the end of the bulk box sequence.
  - b. Each oversized object minimally counts as two half-boxes. Objects that are larger than 1 cubic foot of space may need to be counted as more than two half-boxes to accurately reflect shelf space.
- 3) Catalog Specimens and Analyzed Samples
  - a. Use caution when packing catalog specimens and samples in artifact boxes. Segregate fragile items from larger, heavier items.
  - b. Archaeological samples can be transferred to ASM in boxes containing catalog objects. However, the samples must be clearly identified and grouped into a larger bag and included in the *Analyzed Sample Inventory Form*
- 4) Oversized Catalog Specimens
  - a. All oversized catalog objects should be placed at the end of the catalog box sequence.
  - b. Each oversized catalog object minimally counts as two half-boxes. Objects that are larger than 1 cubic foot of space may need to be counted as more than two half-boxes to accurately reflect shelf space.
- 5) Paper and Digital Archives
  - a. Paper archives are measured by the linear inch.
  - b. The full archive is included in the linear inch calculation for the project submission. This includes, but is not limited to:
    - i. all copies of the Final Report(s),
    - ii. *ASM Site Cards* and *ASM Site Update Cards*,
    - iii. field notes and forms,
    - iv. analysis records, and
    - v. ASM forms and curation paperwork.
- 6) Oversized Maps

- A finalized, digital copy of the complete bag and box inventory should already have been submitted prior to delivery. If any additional revisions were requested for submission with Phase 2, please include the finalized digital inventory on a CD/DVD.

*Step 5:* On the day of Phase 2 project submission delivery, Repository personnel will review collections prior to unloading to confirm that:

- all project submission components conform to ASM standards,
- all paperwork has been completed, including a signed *Deed-of-Gift* if material is from an archaeological site located on private land,
- all inventories are properly completed, and
- artifact bag tags contain required information and are properly incorporated within artifact/sample bags.
- If a major issue is encountered, the delivery will be halted and the submitting institution will have to reschedule after correcting problem(s). If there is no major issue, delivery will proceed as planned.
- All evaluation criteria used by Repository personnel on the delivery date are listed in the *Archaeological Repository Project Submission Delivery Review Form*.
  - <https://statemuseum.arizona.edu/crm/document/project-submission-delivery-review>

*Step 6:* Repository personnel will process the collection after transfer is complete.

- All project submission materials will be evaluated.
  - Digital and hard copy inventories will be cross-checked with box contents.
  - Missing items will be noted and, after the full review is completed, the depositor will be notified and a request to check discrepancies will be made.
  - Paper archives will be inventoried, cross-checked with the *Archive Inventory Form*, and prepared for transfer to the ASM Archives.
  - Photos will be inventoried and cross-checked with the *Digital Image Data Sheet*.
- Possible review outcomes and associated documentation:
  - accept with no revisions,
    - letter stating the outcome
  - accept, minor revisions corrected by ASM Repository personnel, or
    - letter stating the outcome
    - *Request for Revisions Worksheet*, listing corrected errors for reference
  - Request for Revisions.
    - letter requesting revisions
    - *Request for Revisions Worksheet*, identifying errors, comments, and questions
    - If any missing objects are identified, ASM personnel will contact the submitting institution.
    - If systematic, large-scale errors in the way a collection has been prepared for curation are identified, ASM personnel will discuss a plan for rectifying these errors. See comments regarding *Reconciliation Invoices* below.
- ASM Repository personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the collection and the number of issues encountered.
- Reconciliation Invoices:
  - If there is any variance in Final Variables recorded in the *Project Submission Update Form* relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.
  - If major issues are encountered (e.g., incorrect collection organization, use of non-archival materials, systematically incorrect inventories) the depositor may be given the option of taking the submitted project materials back for correction or having ASM Repository personnel address them. The reconciliation invoice covers ASM Repository personnel time and materials to address these issues.

## **REPATRIATION OFFICE**

### **SUBMITTING A BURIAL DISCOVERY AGREEMENT APPLICATION TO THE REPATRIATION OFFICE FOR PROJECTS WITH ANY PORTION LOCATED ON STATE LAND**

All Burial Discovery Agreement (BDA) applications initiated under A.R.S. §§ 41-844 and 41-865 are submitted to the Repatriation Office (RO). Each BDA application submitted to ASM's RO should contain all required forms and attachments. Please fill in, sign, and review the application for completeness prior to submission. BDA applications and associated materials may be submitted to ASM electronically to reduce the total turnaround time. However, the original, signed BDA application and a hard copy of the final ASM-approved Treatment Plan (if applicable) must be mailed to ASM within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

#### **General Burial Discovery Agreement (any portion located on state land)**

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services are available for General BDA applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Submit the completed BDA application materials to RO in electronic format. RO will not process a BDA application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
  - Submit one signed and scanned digital copy.
  - Submit one hard copy.
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale, with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a copy of the Treatment Plan.
  - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum*.
    - Submit one signed and scanned digital copy
    - Submit one hard copy
    - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
  - For projects to be conducted under a Project-Specific Treatment Plan, submit a copy of the Project-Specific Treatment Plan (see checklist for details).
    - Submit one signed and scanned digital copy
    - Submit one hard copy
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)

For ground-disturbing projects on state land not requiring an AAA permit (i.e., if the project is on state land, and not within an ASM site boundary), please also submit a completed *Request an ASM Accession Number Form*:

- [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
- If Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

For projects to be conducted under the following General BDAs, please also include confirmation from the appropriate municipality that this project is allowed to use the specified General BDA.

- City of Phoenix
  - Include a *City of Phoenix Burial Agreement Request Form* (provided by the City of Phoenix Archaeology Office) or an email confirmation from Laurene Montero (Laurene.Montero@phoenix.gov).
- City of Tempe
  - Include an email confirmation from Zachary Lechner (zachary\_lechner@tempe.gov)
- Pima County
  - Include an email confirmation from Ian Milliken (Ian.Milliken@pima.gov).

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.
- The original, signed application and a hard copy of the ASM-approved Treatment Plan, if applicable, must be mailed within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

*Step 4:* Once the invoice is paid and all application materials have been provided, the BDA application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

*Step 5:* Once the submitted application has been approved, RO will issue a BDA. Please note that the issued BDA will not go into effect until *Step 6* (Project Initiation) is complete.

*Step 6:* Project Initiation.

- Email the following materials to the claimant Tribe(s) designated in the BDA, and cc RO (contact information for the claimant Tribe(s) and RO will be listed in the agreement):
  - a signed *General Burial Discovery Agreement Signature Page*,
    - included with the BDA provided by RO
  - a copy of the project work plan, and
    - For projects to be conducted under a general work plan please include the *Repatriation Office General Work Plan Addendum Form* that was submitted along with the application.
    - For projects to be conducted under a Project-Specific Treatment Plan please include a copy of the Project-Specific Treatment Plan that was submitted along with the application.
  - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
- Mail the following materials to RO (contact information for RO will be listed in the BDA):
  - the original, signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO, and
  - a hard copy of the ASM-approved Treatment Plan, if applicable.
- Mail the following materials to the claimant Tribe(s) designated in the BDA (contact information for the claimant Tribe(s) will be listed in the agreement):
  - A copy of the signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO

*Step 7:* If Human Remains, Funerary Objects, or Sacred Ceremonial Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or* Page 47 of 67

*Animal Mortuary Feature(s) Form* for each day of reporting and/or a *Notification of Disturbance of Sacred Objects Form* for each week of reporting.

Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.



## Standard Burial Discovery Agreement (any portion located on state land)

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services are available for Standard BDA applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Submit the completed BDA application materials to RO in electronic format. RO will not process a BDA application until all materials have been received. Submission instructions are listed below:

- a *Burial Discovery Agreement Application*,
  - Submit one signed and scanned digital copy.
  - Submit one hard copy.
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a copy of the Treatment Plan.
  - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum*:
    - Submit one signed and scanned digital copy.
    - Submit one hard copy.
    - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
  - For projects to be conducted under a Project-Specific Treatment Plan, submit a copy of the Project-Specific Treatment Plan (see checklist for details).
    - Submit one signed and scanned digital copy.
    - Submit one hard copy.
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)

For projects on state land not requiring an AAA permit (i.e., if the project is on state land, but not within an ASM site boundary), please also submit a completed *Request an ASM Accession Number Form*:

- [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
- If Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- The original, signed application and a hard copy of the ASM-approved Treatment Plan, if applicable, must be mailed within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

*Step 4:* Once the invoice is paid and all application materials have been provided, the BDA application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

*Step 5:* Once the submitted application has been approved, RO will issue a BDA. Please note that the issued BDA will not go into effect until *Step 6* (Project Initiation) is complete.

*Step 6:* Project Initiation.

- Email the following materials to the claimant Tribe(s) designated in the BDA, and cc RO (contact information for the claimant Tribe(s) and RO will be listed in the agreement):
  - a signed *Acceptance of Standard Burial Discovery Agreement: Contractor Instructions and Procedures*, included in the BDA provided by RO
  - a signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO
  - a copy of the project work plan,
    - For projects to be conducted under a general work plan, include the *Repatriation Office General Work Plan Addendum* form that was submitted along with the application.
    - For projects to be conducted under a Project-Specific Treatment Plan, include a copy of the Project-Specific Treatment Plan that was submitted along with the application.
  - A USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
  - for projects to be conducted under the Gila River Indian Community Standard BDA also include:
    - the completed *Project Information Spreadsheet*, Provided along with the BDA by RO and
    - a signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO.
- Mail the following materials to RO (contact information for RO will be listed in the agreement):
  - an original, signed *Acceptance of Standard Burial Discovery Agreement: Contractor Instructions and Procedures*, included in the BDA provided by RO,
  - an original, signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO,
  - a hard copy of the ASM-approved treatment plan, if applicable, and
  - **for projects to be conducted under the Gila River Indian Community Standard BDA also include** an original, signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO.
- Mail the following materials to the claimant Tribe(s) designated in the BDA (contact information for the claimant Tribe(s) will be listed in the agreement):
  - a copy of the signed *Acceptance of Standard Burial Discovery Agreement: Contractor Instructions and Procedures*, included in the BDA provided by RO,
  - a copy of the signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO, and
  - **for projects to be conducted under the Gila River Indian Community Standard BDA also include** a copy of the signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO.

*Step 7:* If Human Remains, Funerary Objects, or Sacred Ceremonial Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting and/or a *Notification of Disturbance of Sacred Objects Form* for each week of reporting.

*Step 8: When the project has been concluded, follow the instructions listed in [Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project](#).*

## **Project-Specific Burial Discovery Agreement (any portion located on state land)**

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- We are no longer able to offer Project-Specific BDAs as an expedited service until further notice.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.

*Step 2:* The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Submit the completed BDA application materials to RO in electronic format. RO will not process a BDA application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
  - Submit one signed and scanned digital copy.
  - Submit one hard copy.
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a copy of the Treatment Plan.
  - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum*.
    - Submit one signed and scanned digital copy.
    - Submit one hard copy.
    - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
  - For projects to be conducted under a Project-Specific Treatment Plan, submit a copy of the Project-Specific Treatment Plan (see checklist for details).
    - Submit one signed and scanned digital copy.
    - Submit one hard copy.
    - [https://statemuseum.arizona.edu/crm/document/aaa\\_minimum\\_requirements\\_checklist\\_reports\\_treatment\\_plans\\_maps](https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps)

For projects on state land not requiring an AAA permit (i.e., if the project is on state land, but not within an ASM site boundary), please also submit a completed *Request an ASM Accession Number Form*:

- [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
- If Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- The original, signed application and a hard copy of the ASM-approved Treatment Plan, if applicable, must be mailed within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

*Step 4:* Once the invoice is paid and all application materials have been provided, the BDA application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

*Step 5:* Once the submitted application has been approved, RO will begin drafting the BDA. Please note that Project-Specific BDAs are negotiated on a case-by-case basis. The negotiation process is as follows:

- RO personnel will consult with the appropriate Tribe(s) in order to designate a lead claimant or claimants.
- RO personnel will generate a draft BDA, in consultation with the appropriate Tribes.
- Copies of the draft BDA will be transmitted to the claimant Tribe(s), the client, and the project proponent to review and provide comments (typically a 30-day review period is designated).
- Following receipt of comments, RO personnel will generate a final BDA and assign a case number. These materials will be transmitted to the Tribes, the client, and the project proponent by RO. Please note that the BDA will not go into effect until *Step 6* (Project Initiation) is complete.

*Step 6:* Project Initiation.

- Email the following materials to the claimant Tribe(s) designated in the BDA, and cc RO (contact information for the claimant Tribe(s) and RO will be listed in the agreement):
  - a signed BDA,
  - a copy of the project work plan,
    - For projects to be conducted under a general work plan, include the *Repatriation Office General Work Plan Addendum Form* that was submitted along with the application.
    - For projects to be conducted under a Project-Specific Treatment Plan, include a copy of the Project-Specific Treatment Plan that was submitted along with the application.
  - a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
  - any additional materials indicated in the BDA.
- Mail the following materials to RO (contact information for RO will be listed in the BDA):
  - the original, signed Burial Discovery Agreement, and
  - a hard copy of the ASM-approved Treatment Plan.
- Mail the following to the claimant Tribe(s) designated in the BDA (contact information for the claimant Tribe(s) will be listed in the Burial Discovery Agreement):
  - a copy of the signed Burial Discovery Agreement.

*Step 7:* If Human Remains, Funerary Objects, or Sacred Ceremonial Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting and/or a *Notification of Disturbance of Sacred Objects* for each week of reporting.

*Step 8:* When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

## **SUBMITTING A BURIAL DISCOVERY AGREEMENT APPLICATION TO THE REPATRIATION OFFICE FOR PROJECTS LOCATED ENTIRELY ON PRIVATE LAND**

All BDA applications initiated under A.R.S. §§ 41-844 and 41-865 are submitted to the Repatriation Office (RO). BDAs for projects located entirely on private land are not subject to normal rates and fees. However, expedited service can be added to any request. Each BDA application submitted to ASM's RO should contain all required forms and attachments. Please fill in, sign, and review the application for completeness prior to submission.

### **General Burial Discovery Agreement (private land only)**

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services are available for General BDA applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.
- Project Registration is not required for projects located entirely on private land that seek only a BDA service. However, if a final report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project are intended to be curated at ASM, then Project Registration may be selected in the quote request and all associated costs must be paid. If Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please note that ASM sites will not be officially updated with ASM's Archaeological Records Office for projects located entirely on private land without Project Registration. Please see Step 3 for more information.

*Step 2:* The quote request is reviewed by ASM personnel. If no additional services are requested, ASM personnel will verify the client would like to proceed with the requested service and no quote will be issued because there is no charge for this service. If, however, any additional services (e.g., Project Registration, expedited service) are requested, a quote is emailed to the requestor. Once the quote is approved by the requestor, an invoice is issued.

*Step 3:* Submit the completed BDA application materials to RO in electronic format. RO will not process a BDA application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
  - Submit one signed and scanned digital copy.
  - Submit one hard copy.
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
- *Repatriation Office Private Land Addendum Form*, and
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- *a completed Request an ASM Accession Number Form*.
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
  - If a Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.
- For projects to be conducted under the following General BDAs, please also include confirmation from the appropriate municipality that this project is allowed to use the specified General BDA, and
  - City of Phoenix
    - Include a *City of Phoenix Burial Agreement Request Form* (provided by the City of Phoenix Archaeology Office) or email confirmation from Laurene Montero (Laurene.Montero@phoenix.gov).

- City of Tempe
  - Include an email confirmation from Zachary Lechner (zachary\_lechner@tempe.gov)
- Pima County
  - Include an email confirmation from Ian Milliken (Ian.Milliken@pima.gov).

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.
- The original, signed application and a hard copy of the ASM-approved treatment plan, if applicable, must be mailed within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

*Step 4:* If any revisions or clarifications are required, you will be contacted by RO personnel. If the service request does not require revisions or clarifications and does not include any additional services, the BDA application will be scheduled once all forms are received and the client has confirmed the desire to proceed with the requested service. If the service request includes any additional services, the BDA application review will be scheduled once the invoice is paid and forms are received.

*Step 5:* Once the submitted application has been approved, RO will issue a BDA. Please note that the BDA will not go into effect until *Step 6* (Project Initiation) is complete.

*Step 6:* Project Initiation.

- Email the following materials to the claimant Tribe(s) designated in the BDA, and cc RO (contact information for the claimant Tribe(s) and RO personnel will be listed in the BDA):
  - a signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO
  - a digital copy of the *Repatriation Office Private Land Addendum Form* that was submitted along with the application, and
  - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
  - Mail an original, signed *General Burial Discovery Agreement Signature Page* to RO (contact information for RO will be listed in the BDA), included with the BDA provided by RO
  - Mail a copy of a signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO, to the claimant Tribe(s) designated in the BDA (contact information for the claimant Tribe(s) will be listed in the agreement)

*Step 7:* If Human Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s)* form for each day of reporting. Sacred Ceremonial Objects are not protected under A.R.S. 41-865; however, if you choose to repatriate Sacred Objects to the claimant Tribe(s), please follow the protocols laid out in your BDA and use a *Notification of Disturbance of Sacred Objects Form*.

*Step 8:* When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

## Standard Burial Discovery Agreement (private land only)

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services are available for Standard BDA applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.
- Project Registration is not required for projects located entirely on private land that seek only a BDA service. However, if a final report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project are intended to be curated at ASM, then Project Registration may be selected in the quote request and all associated costs must be paid. If Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please note that ASM sites will not be officially updated with ASM's Archaeological Records Office for projects located entirely on private land without Project Registration. Please see Step 3 for more information.

*Step 2:* The quote request is reviewed by ASM personnel. If no additional services are requested, ASM personnel will verify that the client would like to proceed with the requested service. No quote will be issued because there is no charge for this service. If, however, any additional services (e.g., Project Registration, expedited service) are requested, a quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Submit the completed BDA application materials to RO in electronic format. RO will not process a BDA application until all materials have been received. Submission instructions are listed below:

- a *Burial Discovery Agreement Application*,
  - Submit one signed and scanned digital copy.
  - Submit one hard copy.
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
- *Repatriation Office Private Land Addendum Form*, and
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a completed *Request an ASM Accession Number Form*.
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
  - If Project Registration is *not* included in the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- The original, signed application and a hard copy of the completed *Repatriation Office Private Land Addendum* form must be mailed within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

*Step 4:* If any revisions or clarifications are required, you will be contacted by RO personnel. If the service request does not require revisions or clarifications and does not include any additional services, the BDA application will be scheduled once all forms are received and the client has confirmed the desire to proceed with the requested service. If the service request includes any additional services, the BDA application review will be scheduled once the invoice is paid and forms are received.



*Step 5:* Once the submitted application has been approved, RO will issue a BDA. Please note that the issued BDA will not go into effect until *Step 6* (Project Initiation) is complete.

*Step 6:* Project Initiation.

- Email the following materials to the claimant Tribe(s) designated in the BDA, and cc RO (contact information for the claimant Tribe(s) and RO personnel will be listed in the BDA):
  - a signed *Acceptance of Standard Burial Discovery Agreement: Contractor Instructions and Procedures*, included in the BDA provided by RO
  - a signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO
  - a digital copy of the *Repatriation Office Private Land Addendum Form* that was submitted along with the application, and
  - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
  - **For projects to be conducted under the Gila River Indian Community Standard BDA also include:**
    - the completed *Project Information Spreadsheet*, provided along with the BDA by RO, and
    - a signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (if appropriate—please refer to the provided BDA for more detailed instructions), included in the BDA provided by RO
- Mail the following materials to RO (contact information for RO will be listed in the agreement):
  - an original, signed *Acceptance of Standard Burial Discovery Agreement: Contractor Instructions and Procedures*, included in the BDA provided by RO, and
  - an original, signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO.
  - **For projects to be conducted under the Gila River Indian Community Standard BDA also include** an original, signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO (if appropriate—please refer to the provided BDA for more detailed instructions).
- Mail the following materials to the claimant Tribe(s) designated in the BDA (contact information for the claimant Tribe(s) will be listed in the BDA):
  - a copy of signed *Acceptance of Standard Burial Discovery Agreement: Contractor Instructions and Procedures*, included in the BDA provided by RO, and
  - a copy of signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO.
  - **For projects to be conducted under the Gila River Indian Community Standard BDA also include** a copy of signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO (if appropriate—please refer to the provided BDA for more detailed instructions).

*Step 7:* If Human Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting. Sacred Ceremonial Objects are not protected under A.R.S. 41-865; however, if you choose to repatriate Sacred Objects to the claimant Tribe(s), please follow the protocols laid out in your BDA and use a *Notification of Disturbance of Sacred Objects Form*.

*Step 8: When the project has been concluded, follow the instructions listed in [Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project](#).*

## Project-Specific Burial Discovery Agreement (private land only)

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- We are no longer able to offer Project-Specific BDAs as an expedited service until further notice.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.
- Project Registration is not required for projects located entirely on private land that seek only a BDA service. However, if a final report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project are intended to be curated at ASM, then Project Registration may be selected in the quote request and all associated costs must be paid. If Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please note that ASM sites will not be officially updated with ASM's Archaeological Records Office for projects located entirely on private land without Project Registration Please see Step 3 for more information.

*Step 2:* The quote request is reviewed by ASM personnel. If no additional services are requested, ASM personnel will verify that the client would like to proceed with the requested service. No quote will be issued because there is no charge for this service. If, however, any additional services (e.g., Project Registration, expedited service) are requested, a quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Submit the completed BDA application materials to RO in electronic format. RO will not process a BDA application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
  - Submit one signed and scanned digital copy.
  - Submit one hard copy.
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
- a *Repatriation Office Private Land Addendum Form*, and
  - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a completed *Request an ASM Accession Number Form*.
  - [https://statemuseum.arizona.edu/crm/document/request\\_asm\\_accession\\_number](https://statemuseum.arizona.edu/crm/document/request_asm_accession_number)
  - If Project Registration is not included in the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.
- The original, signed application and a hard copy of the completed *Repatriation Office Private Land Addendum* form must be mailed within 30 days of BDA issuance. See the *Mailing Address* section for mailing address and instructions.

*Step 4:* If any revisions or clarifications are required, you will be contacted by RO personnel. If the service request does not require revisions or clarifications and does not include any additional services, the BDA application will be scheduled once all forms are received and the client has confirmed the desire to proceed with the requested service. If the service request includes any additional services, the BDA application review will be scheduled once the invoice is paid and forms are received.

*Step 5:* Once the invoice is paid and all application materials have been provided, the BDA application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

*Step 6:* Once the submitted application has been approved, RO personnel will begin drafting a BDA. Please note that project-specific BDAs are negotiated on a case-by-case basis. The BDA negotiation process is as follows:

- RO personnel will consult with the appropriate Tribes in order to designate a lead claimant or claimants.
- RO personnel will generate a draft BDA, in consultation with the appropriate Tribes.
- Copies of the draft BDA will be transmitted to the claimant Tribe(s), the client, and the project proponent to review and provide comments (typically a 30-day review period is designated).
- Following receipt of comments, RO will generate a final BDA and assign a case number. These materials will be transmitted to the Tribes, the client, and the project proponent by RO. Please note that the BDA will not go into effect until *Step 6* (Project Initiation) is complete.

*Step 7:* Project Initiation.

- Email the following materials to the claimant Tribe(s) designated in the BDA, and cc RO (contact information for the claimant Tribe(s) and RO personnel will be listed in the BDA):
  - signed BDA,
  - a digital copy of the *Repatriation Office Private Land Addendum Form* that was submitted along with the application,
  - a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
  - any additional materials indicated in the BDA.
- Mail an original, signed BDA to RO (contact information for RO will be listed in the agreement).
- Mail a copy of the signed BDA to the claimant Tribe(s) designated in the agreement (contact information for the claimant Tribe(s) will be listed in the BDA).

*Step 8:* If Human Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s)* form for each day of reporting. Sacred Ceremonial Objects are not protected under A.R.S. 41-865; however, if you choose to repatriate Sacred Objects to the claimant Tribe(s), please follow the protocols laid out in your BDA and use a *Notification of Disturbance of Sacred Objects Form*.

*Step 9:* When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

## SUBMITTING BURIAL DISCOVERY AGREEMENT PROJECT MATERIALS UPON CONCLUSION OF A PROJECT

### If Human Remains or Other Protected Cultural Items Were Encountered:

The materials that must be submitted to the Repatriation Office and to the claimant Tribe(s) upon the conclusion of a project covered by a BDA are listed below. All forms should be filled out completely and include all required attachments. Digital submission components should be submitted via email whenever possible. For cases in which digital materials are too large to submit via email, please submit a CD or DVD.

*Step 1:* Submit a *Project Submission Update Form* to request Invoice 2.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- Submit one digital copy.
- Email a completed *Project Submission Update Form* to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.
- If the project is located entirely on private land, please submit the *Project Submission Update Form*. There will be no need for an Invoice 2 if no other services were requested of ASM.

*Step 2:* Once Invoice 2 is paid, submit the following materials to RO:

- a *Report of Remains*, and
  - Guidance is provided in the *Minimum Requirements and Checklist for Reports of Remains Submitted to the Arizona State Museum for Work Conducted Under a Burial Discovery Agreement* document, available on the ASM website:
  - <https://statemuseum.arizona.edu/crm/document/report-of-remains-checklist>
- transfer documentation.
  - Provide a digital and a hard copy of the repatriation transfer documentation. This documentation must include:
    - a detailed inventory of all human remains, funerary objects, animal burials, sacred ceremonial objects, and objects of national or tribal patrimony that were repatriated, and
    - a copy of the signed transfer paperwork, which must include the names and affiliations of all individuals involved in the transfer.
- For work conducted under an AAA permit, submit a digital copy of the project Final Report for review by RO and a hard copy of the project Final Report to PO. See the *Mailing Address* section for mailing address and instructions.

*Step 3:* Once the invoice is paid and all materials have been provided, the submitted materials will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

- If there is any variance in Final Variables recorded in the *Project Submission Update Form* from the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

*Step 4:* Once these submissions have been reviewed and approved by RO personnel, please submit the following materials to the claimant Tribe(s) indicated in the BDA, both digitally and in hard copy, using the contact information provided in the agreement (copy RO on all email transmissions):

- *Report of Remains*, and
- transfer documentation.
- For work conducted under an AAA permit, also submit a copy of the project Final Report.

*Step 5:* Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits.

- An *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year.
  - <https://statemuseum.arizona.edu/crm/document/permit-burial-agreement-end-year-summary-report>
- If contributing information regarding a BDA, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant Tribe and cc RO.

**If No Human Remains or Other Protected Cultural Items Were Encountered:**

The materials that must be submitted to the Repatriation Office and to the claimant Tribe(s) upon the conclusion of a project covered by a BDA are listed below for those projects where no human remains or other protected cultural items were encountered. All forms should be filled out completely and include all required attachments. Digital submission components should be submitted via email whenever possible. For cases in which digital materials are too large to submit via email, please submit a CD or DVD.

*Step 1:* Submit a *Project Submission Update Form* to indicate that a project is ready for submission.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- Submit one digital copy.
- Email a completed *Project Submission Update Form* to the centralized email account (asm\_crm@email.arizona.edu) to request Invoice 2. See the *Centralized Email Account* section for guidance on using the centralized email account.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

*Step 2:* Submit *Communication of No Discoveries* to RO and to the claimant Tribe(s) upon conclusion of the project:

- Email RO and the Tribe(s), according to the contact protocols in the BDA, communicating that the project is concluded, and no human remains or other protected cultural remains were encountered over the course of the project.

*Step 3:* For work conducted under an AAA permit, complete the following additional process:

- submit the project Final Report for review to the Permits Office, and
- upon approval of the Final Report, submit a digital and a hard copy to the claimant Tribe(s) using the contact information provided in the BDA.
  - Copy RO on all email communications.

*Step 4:* Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits

- An *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year, and
  - <https://statemuseum.arizona.edu/crm/document/permit-burial-agreement-end-year-summary-report>
- If contributing information regarding a BDA, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant Tribe and cc RO.

## **VALUE-ADDED SERVICES**

### **REQUESTING A CULTURAL RESOURCES SUMMARY LETTER (RECORDS RESEARCH FOR NON-ARCHAEOLOGISTS)**

Non-archaeologists may request a Cultural Resources Summary Letter (CRSL) from ARO. Each CRSL request should follow the procedure listed below. All forms should be filled out completely and include attachments, as appropriate.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- After completing company and project information, select the Records Research service and then choose “Cultural Resources Summary Letter for Non-archaeologists.”
- The standard turnaround time for the CRSL deliverable is 30 calendar days from when both payment *and* the form and map are received.
- Expedited services are available for an additional cost, and subject to the availability of ARO staff. The quote website lists the options for expedited service.

*Step 2:* Immediately after the quote request has been submitted, email a completed *Cultural Resources Summary Letter for Non-archaeologists Request Form* and an aerial photograph/map to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/cultural-resources-summary-letter-non-archaeologists>
- Attach an aerial photograph or USGS 7.5-minute topographic map that clearly delineates the project area. Do not submit construction or engineering maps.
- [Optional] You may submit a KML (Keyhole Markup Language) file or shapefiles depicting the project area in lieu of an aerial photograph or a USGS map.
  - KML files include the file extensions .kml or .kmz.
  - Shapefiles include the file extensions .shp, .shx, and .dbf, and may also include any other associated files (such as .prj).

*Step 3:* ARO’s research will begin once the form and aerial photograph/map have been received, the quote has been accepted, and the invoice for the job has been paid.

*Step 4:* Upon completion of the research, ARO will deliver the CRSL electronically, unless an alternative delivery method is specifically requested. For non-expedited requests, the standard turnaround time is 30 calendar days.



## **REQUESTING DOCUMENTS FROM THE ARCHAEOLOGICAL RECORDS OFFICE**

Each request for documents from ARO should follow the procedure listed below. All forms should be filled out completely. An *Archaeological Records Office Records Use Agreement* (<https://statemuseum.arizona.edu/crm/document/records-use-agreement>) must be on file at ARO for all non-AAA Permit Holders before a Document Request quote will be issued.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>

*Step 2:* Immediately after the quote request has been submitted, email a completed *Document Request Form* to the centralized email account (asm\_crm@email.arizona.edu). See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/document-request-form>

*Step 3:* When the quote request is received, a customized quote will be created by ASM personnel and emailed to the requestor for approval. Once the quote has been approved, the size and complexity of the Document Request will determine whether it needs to be scheduled.

- Standard Document Requests do not need to be scheduled. An invoice will be issued upon approval of the quote.
- Large, time-intensive Document Requests need to be scheduled. Upon approval of the quote, ASM personnel will contact the requestor with a schedule for project deliverables. Once the schedule has been approved, an invoice will be issued.

*Step 4:* ARO's work on the Document Request will begin once the invoice has been paid. Document Requests are typically completed within 2-10 business days, depending on the volume and complexity of requests. Large, time-intensive Document Requests will be completed according to the agreed schedule.

*Step 5:* All documents will be delivered electronically via ARO's Box account, unless an alternative delivery method is specifically requested.

## REQUESTING RECORDS RESEARCH FOR ARCHAEOLOGISTS

Each Records Research for Archaeologists request should follow the procedure described below. All forms should be filled out completely and include attachments, as appropriate. An *Archaeological Records Office Records Use Agreement* (<https://statemuseum.arizona.edu/crm/document/records-use-agreement>) must be on file at ARO for all non-AAA Permit Holders before a Records Research for Archaeologists quote will be issued.

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>

*Step 2:* Immediately after the quote request has been submitted, email a completed *Records Research for Archaeologists Form* and shapefiles of the research area to the centralized email account ([asm\\_crm@email.arizona.edu](mailto:asm_crm@email.arizona.edu)). See the *Centralized Email Account* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/records-research-request-archaeologists>
- Attach shapefiles (or KML files) for the research area.
  - Shapefiles must contain three related files with the file extensions .shp, .shx, and .dbf. They may also contain additional related files with the file extensions .prj, .cpg, .sbn, .sbx, and/or .shp.xml. If the shapefile does not include a .prj (projection metadata) file, then in your email please indicate which coordinate system the shapefile uses.
  - KML (Keyhole Markup Language) files may be sent as an alternative to shapefiles, and should have the file extension .kml or .kmz. KML files should include the research area as a polygon (vector) layer, not as a raster.
  - If the Records Research request includes a buffered research area, submit shapefiles or KML files for both the unbuffered project area and the buffered research area, either separated into two files or combined into a single file with two polygons.

*Step 3:* When a quote request is received, a customized quote will be created by ASM personnel and emailed to the requestor.

*Step 4:* Once the quote is approved, ASM personnel will contact the requestor with the schedule for the Records Research start date. Once the schedule has been approved, an invoice will be issued.

*Step 5:* Once the invoice is paid, the *Records Research for Archaeologists* service will be started on the agreed-upon start date. If the invoice is paid after the agreed-upon start date, the service will have to be rescheduled. The results delivery date will depend on the complexity of the task, but the typical turnaround time is 5-15 business days.

*Step 6:* The requested deliverables will be delivered electronically via ARO's Box account, unless an alternative delivery method is specifically requested.

## **SUBMITTING PROJECTS UNDER A PRE-JULY 1, 2018 FEE STRUCTURE**

If a project was registered before July 1, 2018 and received an ASM Accession Number, it likely falls under an older fee structure. If Project Registration was completed before July 1, 2018 for work conducted under an AAA Project-Specific Permit when artifacts and accompanying documentation were not to be curated at ASM, the relevant fees were almost certainly paid at the time of Project Registration. If this is the case, submit project materials to the appropriate Mandated Programs office with a cover letter explaining the project status.

If curation fees were not paid prior to July 1, 2018, please follow the procedure below:

*Step 1:* Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Include the ASM Accession Number in the *ASM Accession Number* section of the website.
  - If this is an old project that did not receive an ASM Accession Number at the time of Project Registration, explain these circumstances in the *Project Description* field of the *Project Details* section of the website.
- Within the *Project Description* field at the top of the webpage, identify the project as registered prior to July 1, 2018 and include any information that is relevant to creating a customized quote for the appropriate fee structure. This will ensure that all needed variables are accounted for in the customized quote.
  - If submitting a Non-Collection Survey, include the total gigabytes of digital photos to be submitted.
  - If submitting records for a Collection Survey, Monitoring, or Testing/Data Recovery project that is curated at ASM, minimally include the total gigabytes of digital photos to be submitted. If the Repository Agreement predates 2005, additional information may be required to create the customized quote.
- Select the type of project to be submitted under *Project Registration*. Answer all questions asked in the logic structure of the website. AAA Permits are embedded within the Project Registration service portion of the quote website and will be included in the quote request if any part of the project area is located on state land. ASM Personnel will understand that the AAA Permit is not needed for this customized quote and disregard this portion of the quote request.
- Select only the services that are needed at this point in the submission process.
  - For example, if submitting project materials for a Non-Collection Survey project and new ASM Site Numbers were requested in the past, there is no need to repeat the request for new ASM Site Numbers.

*Step 2:* The quote request is received and reviewed by ASM personnel. Any additional information required to generate a customized quote for the Pre-July 1, 2018 project will be requested from the submitting institution. Once all data are in hand, a customized quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

*Step 3:* Once the invoice is paid, submit all appropriate project materials to the receiving office. See the *Receiving Offices for Mailed Materials* section for guidance on the offices that receive each project type.