Archaeology Workshop Part II: Working with Arizona State Museum Mandated Programs and the Arizona Antiquities Act

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Workshop Overview

Hour 1

- Discuss the quote website/invoice process
- ASM's internal quote review process.
- Features of the ASM website
- Questions!

Hour 2

- Project submission process (ARO, Permits Office, Repatriation Office, Archaeological Repository)
- Review process
- Questions!

Workshop Goals

Hour 1

- Offer guidance on the new quote and invoice system implemented at ASM on July 1, 2018
- Increase understanding of the role of the Arizona Antiquities Act (AAA) to the quote and invoicing process
- Answer your questions

Hour 2

- Increase understanding of the project submission process to each office
- Increase understanding of the role of the AAA to the review process in each office
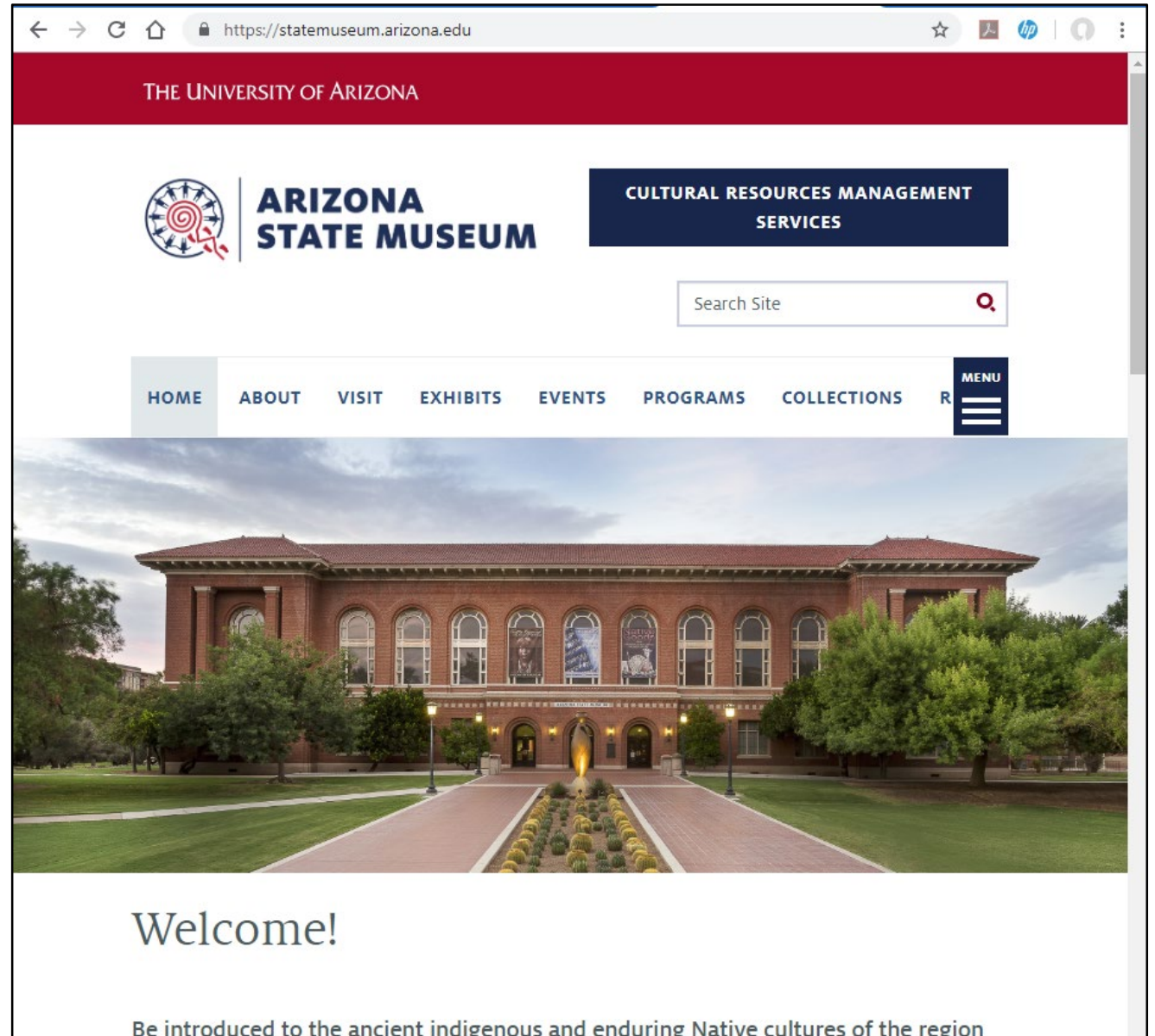- Answer your questions

First Hour

Quoting/ Invoicing Process and New ASM CRM website

ASM Request Quote for Services Website

All services must be initiated through this website

- https://uavpr.arizona.edu/ASM/quoterequest/index.php

- Only request services you need

- Unpaid project submissions under Pre-July 1, 2018 fee structure must be initiated through this website as well

ASM Request Quote for Services Website

No. Quote Requests Processed per Month
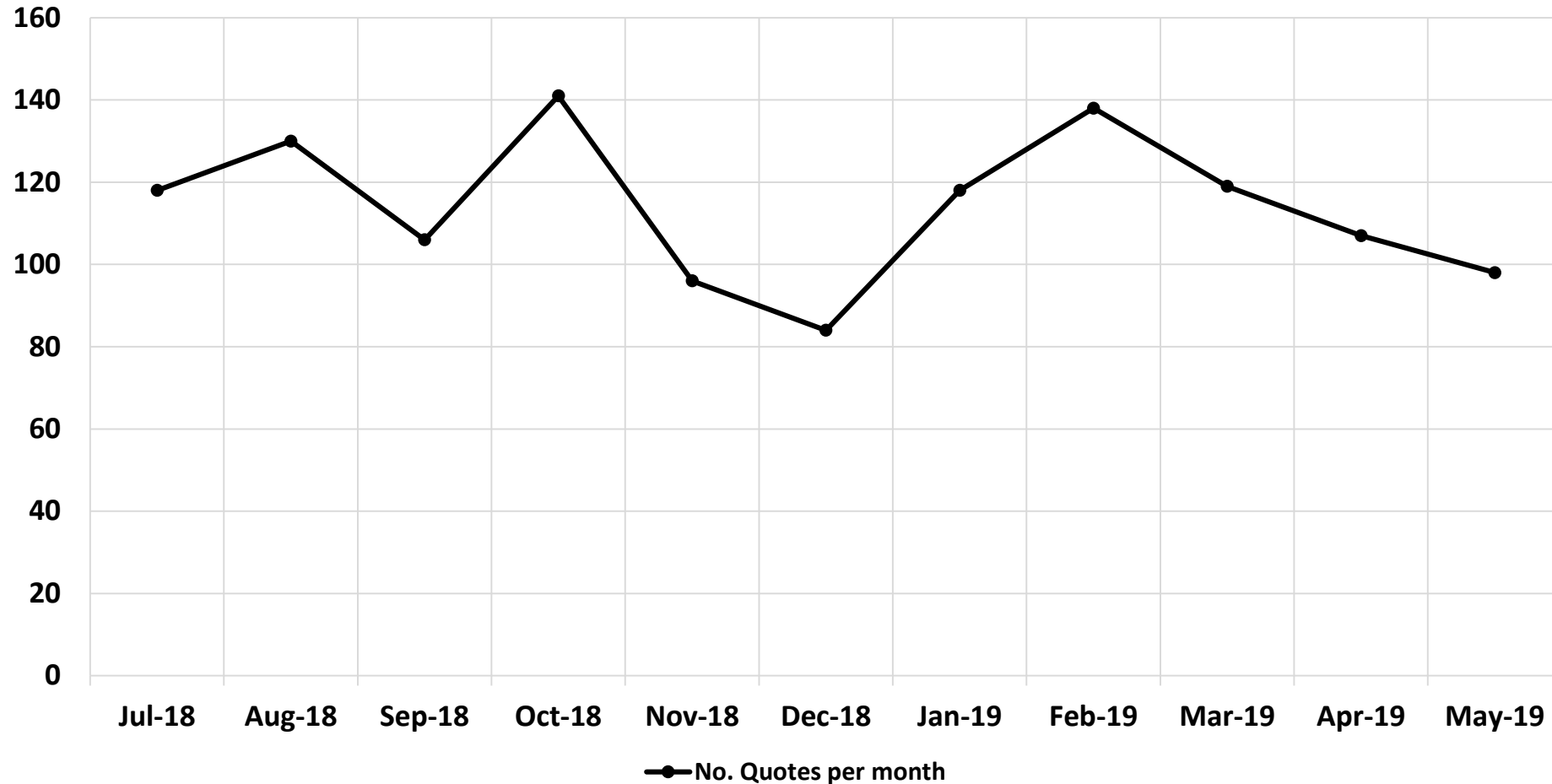
Arizona Antiquities Act (AAA) Permits
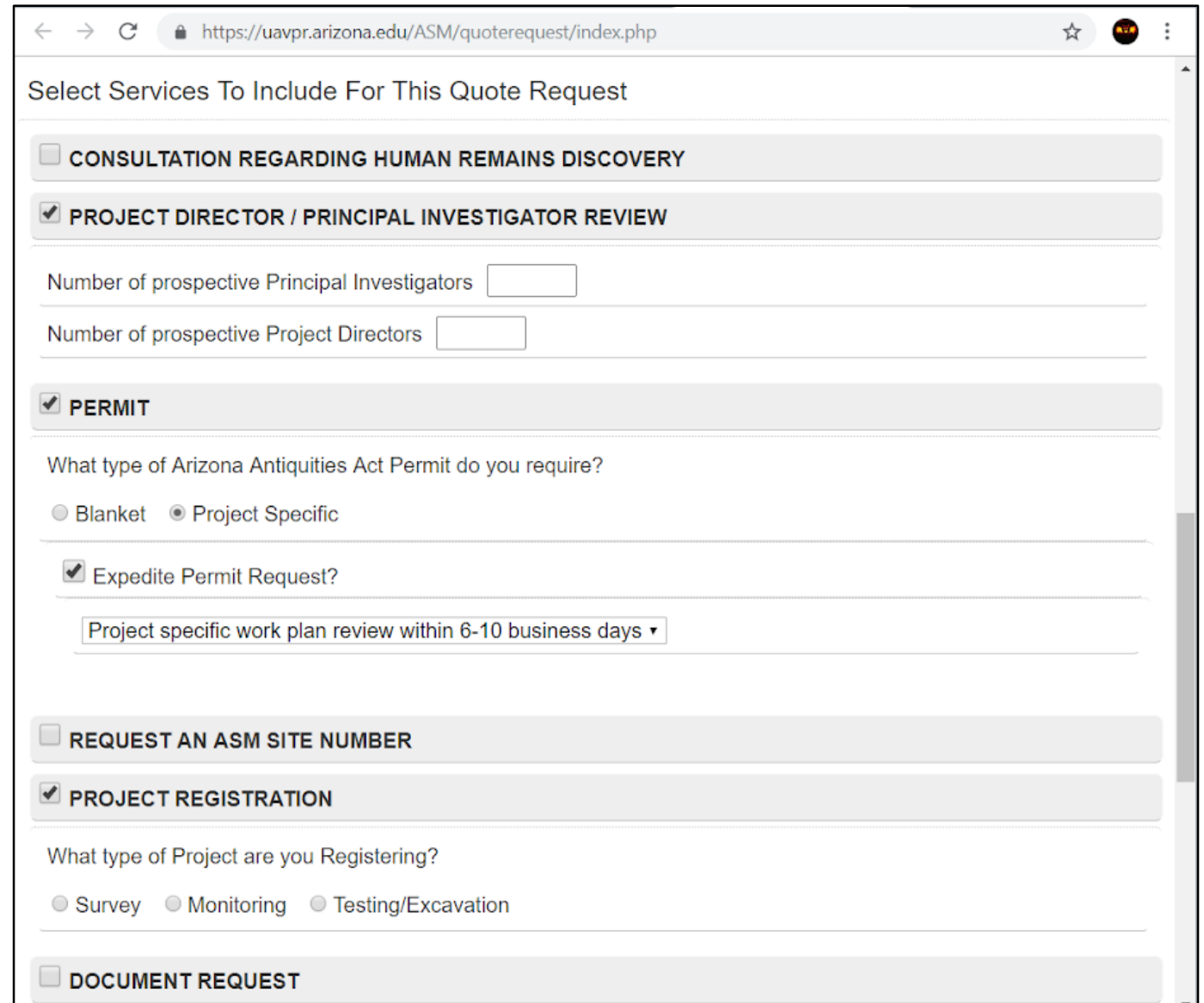
Take Aways:

PD/PI Review

- Only needed if person not reviewed in that role for 5 years

AAA Blanket Permits

- Only include in quote request if do not already have this permit for the year

AAA Project-specific Permits

- Only needed if on State land
- Only needed if within an ASM site boundary

Project Registration: Non-collection Survey

Take Aways:

Number of linear inches

- Thickness of stack of paper to be submitted

- Minimum 1 inch

Digital Images

- See Digital Image Policy and Procedure, available on ASM website

- If project conducted on State land, minimum 1 photo of project area, if no ASM sites documented

New and Updated ASM sites

- Minimum 1 photo per ASM site (new & update)

Project Registration: Monitoring

Take Aways:

AAA Project-specific Permit

- Required for all monitoring projects located on State land within an ASM site

ASM sites

- See Monitoring outside ASM site boundary memorandum, available on ASM website

- Curation only required if within an ASM site boundary located on State land

- Minimum 1 ASM site update required for *all* monitoring projects

If not curated at ASM

- Minimum 1 inch of linear documents

Project Registration: Testing/Excavation

Take Aways:

AAA Project-specific Permit

- Required for all excavation projects located on State land within an ASM site

ASM sites

- Curation only required if within an ASM site boundary located on State land

- All excavation projects curated at ASM require an ASM site

- Minimum 1 new ASM site or ASM site update required for *all* excavation projects curated at ASM, or located on State land

If not curated at ASM

- Minimum 1 inch of linear documents

Project Registration

No. ASM Accession Numbers Issued per Month
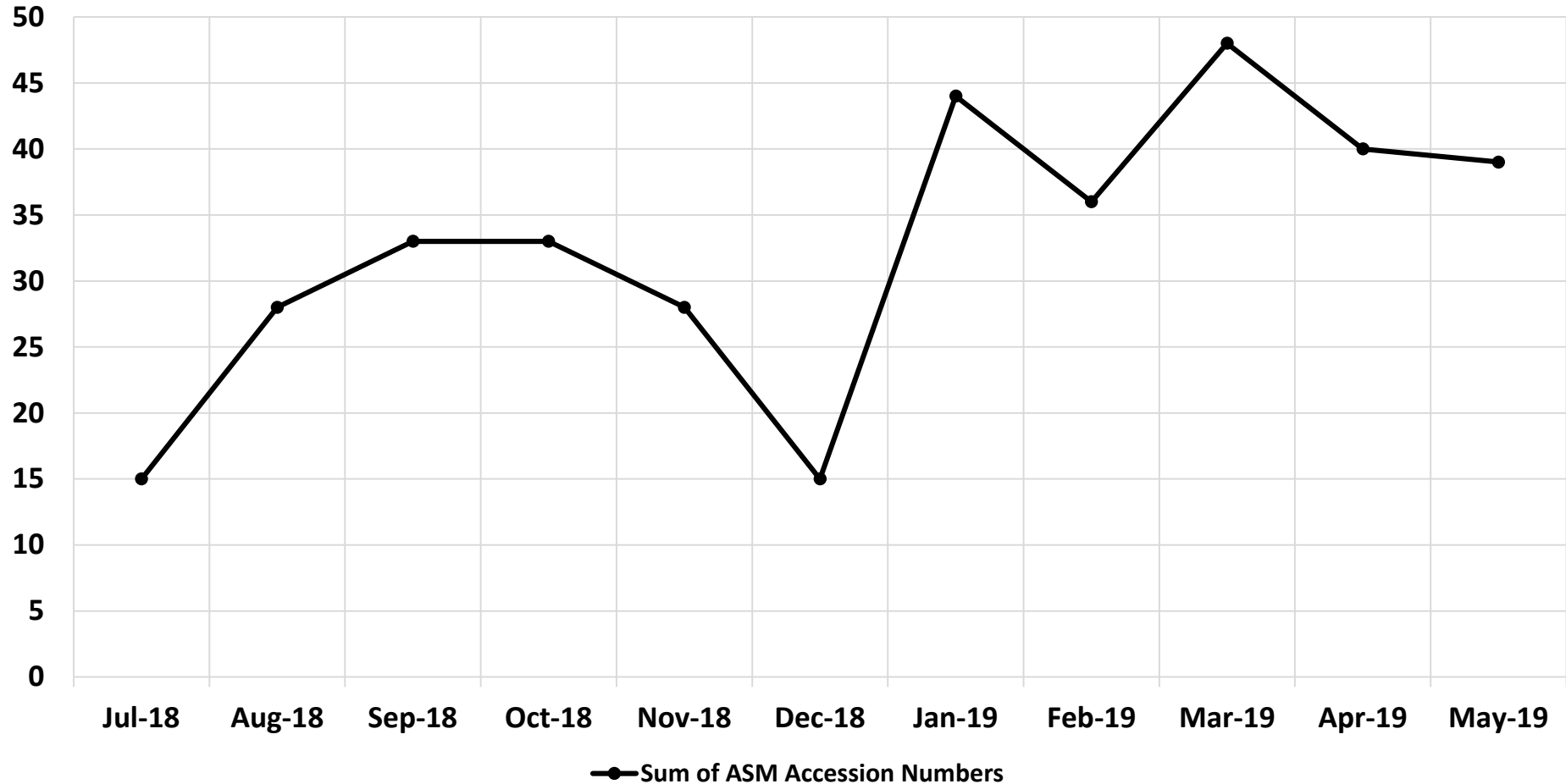
Project Registration

AAA Project-specific Permits and ASM Accessions for
Non-collection Surveys Processed per Month
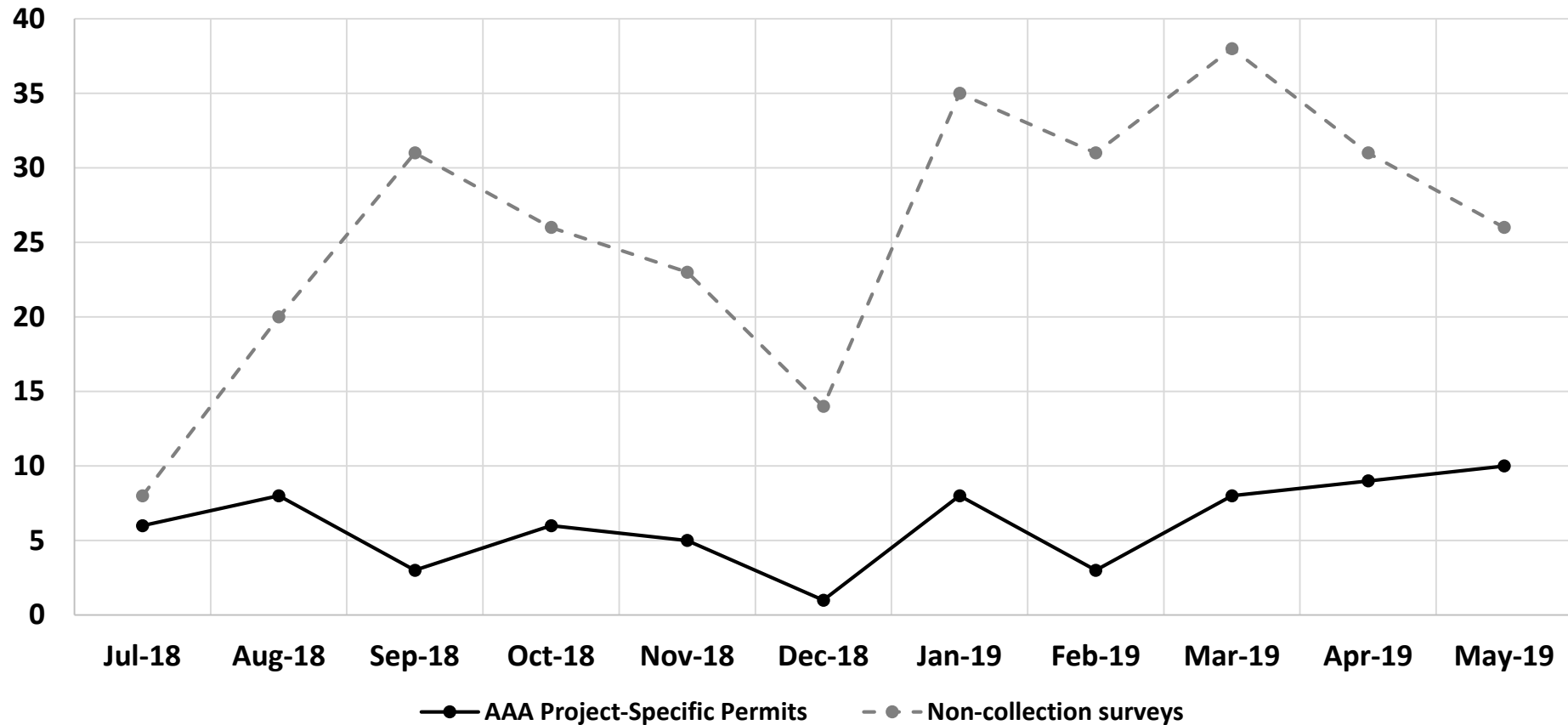
Request an ASM Site Number

Take Aways:

ASM Accession Number

- An ASM Accession Number is required if requesting a new ASM site number

- If a new ASM site number is needed, and the project does not already have an ASM Accession Number, include a Project Registration in the quote request

- If the project already has an ASM Accession Number, include this number (e.g., AP-2019-1234) in the "Project Name"

Expediting Available as of July 1, 2019

- See memorandum regarding this expediting service on the ASM website

Request an ASM Site Number

No. of ASM Site Numbers Issued per Month
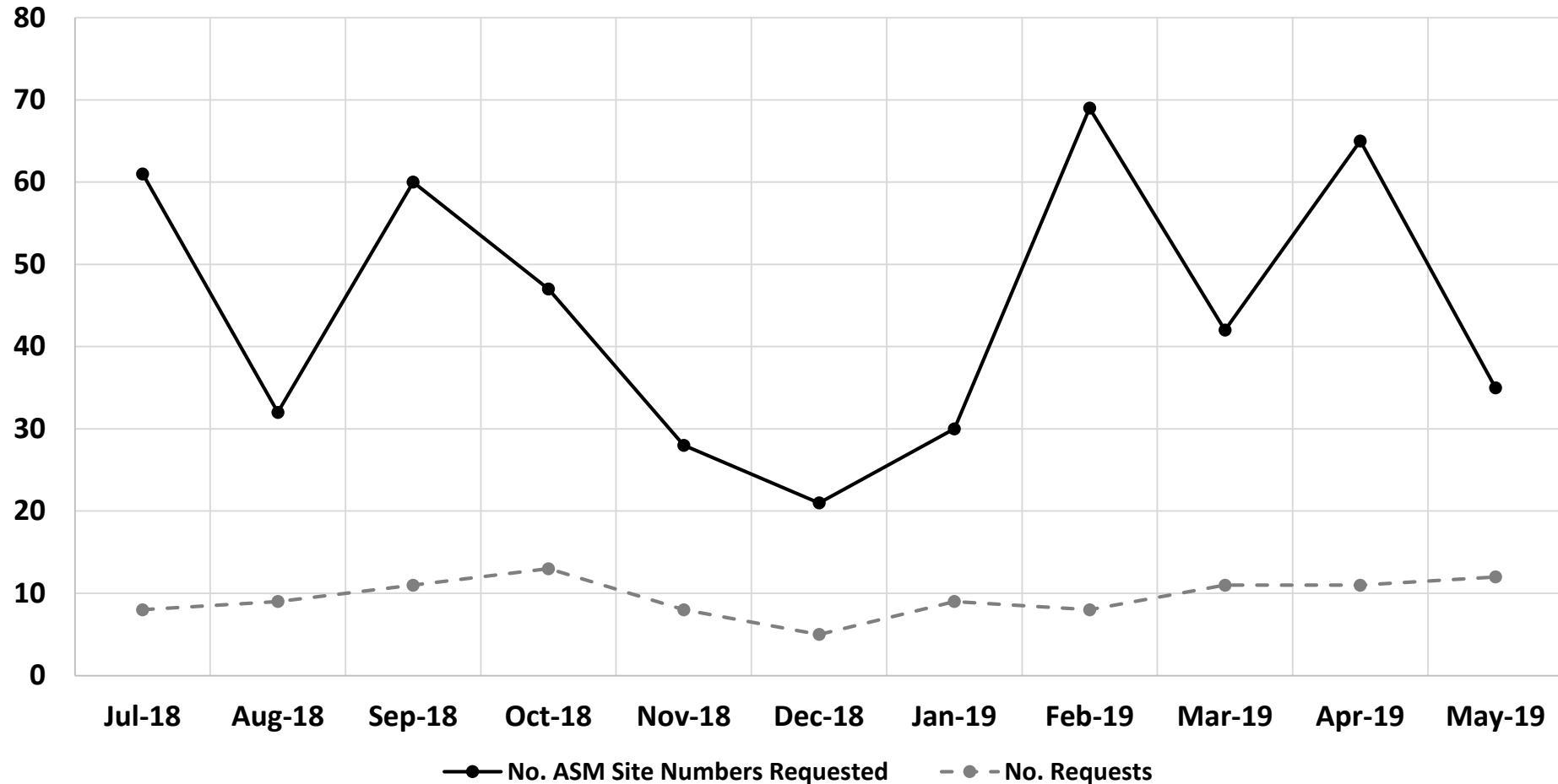
Document Requests & Records Research

Take Aways:

Document Requests

- ASM Site Cards and Project Registration Forms (PRFs) not yet available on the AZSITE website can be requested from the ARO

- Submit the completed Document Request form, available on the ASM website, for every request

- Use ASM Accession, and other ASM-specific numbers on the form, AZSITE-specific numbers are not searchable for ARO staff

Document Requests & Records Research

Take Aways:

Records Research

- Submit the completed Records Research Request form, available on the ASM website, and shapefiles of the research area for every request

- Deliverables that can be requested: list of ASM sites and projects, PDF maps of ASM sites and projects

- Deliverables will include all projects that have been submitted to the ARO, but are not yet included in the AZSITE dataset

- Shapefiles of sites and projects, as they currently exist on AZSITE, can be requested from the AZSITE manager

Document Requests & Records Research

No. Document Requests Completed per Month

Features of ASM's Website

Take Aways:

Website

- https://statemuseum.arizona.edu/crm

Where you can find:

- Current forms
- Information about each office
- State statutes
- FAQs
- Public notices

Forms: ARO and PO

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ARIZONA STATE MUSEUM

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

Forms and Guidance

Permits Office

1. AAA Blanket Permit Application
2. AAA Blanket Permit End-of-the-Year Summary Report
3. AAA Permit Application - First Time Applicant
4. AAA Permit Update Request
5. AAA Project-specific Permit Application
6. Archaeological Consultants
7. Cultural Resources Summary Letter for Non-Archaeologists
8. Fee Schedule
9. General Work Plan Addendum
10. Principal Investigator Qualification Form
11. Principal Investigator Qualification Policy
12. Project Director Qualifications Form
13. Project Director Qualifications Policy
14. Project Registration Form
15. Project Submission Update Form

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
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- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

Forms and Guidance

Permits Office

Archaeological Records Office

1. Archaeological Records Use Agreement
2. ASM Site Card
3. ASM Site Card Update
4. ASM Site Number Request
5. ASM Site Number Request Instructions
6. ASM Site Number System
7. ASM Site Recording Manual
8. Cultural Resources Summary Letter for Non-Archaeologists
9. Digital Image Data Sheet
10. Document Request Form
11. Fee Schedule
12. Notification of Intent
13. Notification of Intent Addendum
14. Project Registration Form
15. Project Submission Update Form
16. Records Research Request for Archaeologists

Forms: RO and Repository

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

Forms and Guidance

Permits Office

Archaeological Records Office

Archaeological Repository

1. Box Label
2. Box Summary
3. Bulk Material Inventory Form
4. Catalog Specimen Inventory Form
5. Certificate of Repatriation Compliance
6. Deed of Gift
7. Destructive Analysis Instructions
8. Destructive Analysis Request
9. Digital Image Data Sheet
10. Fee Schedule
11. Photographic Material Sheet - Not for Digital Photos
12. Project Registration Form
13. Project Submission Update Form
14. Repository Manual
15. Request for Access to Collections
16. Request for Repository Services Agreement
17. Research Loan Information
18. Research Loan Request
19. Specimens Release for Analysis Form
20. Summary of Project Instructions
21. Survey Material Inventory Form

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

Forms and Guidance

Permits Office

Archaeological Records Office

Archaeological Repository

State Repatriation

1. ASM Policy Regarding Excavation of Human Remains on Private Land
2. Burial Agreement Application
3. Burial Agreement Application Instructions
4. Burial Agreement Project Submission Update Form
5. Burial Record Form
6. Distinguishing Human from Non-Human Animal Bone
7. Fee Schedule
8. Guidelines for ARS § 41-844 and ARS § 41-865
9. Osteology Recording Packet

Guidance Documents / Policies and Memos

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

Forms and Guidance

Permits Office

Archaeological Records Office

Archaeological Repository

State Repatriation

Guidance Documents

1. Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps
2. ASM Policy Regarding Excavation of Human Remains on Private Land
3. Guidelines for ARS § 41-844 and ARS § 41-865
4. Rules implementing A.R.S. § 15-1631 and § 41-841 et seq.
5. Rules implementing A.R.S. § 41-865
6. SHPO Guidance for Use and Submittal of the Survey Report Summary Form
7. SHPO Survey Report Standards 2016

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

Forms and Guidance

Permits Office

Archaeological Records Office

Archaeological Repository

State Repatriation

Guidance Documents

Policies and Memorandums

1. ASM policy: Qualifications of Principal Investigators (26 Nov 2014)
2. ASM policy: Qualifications of Project Directors (13 Jan 2015)
3. Memorandum: Reports and Submissions for an Arizona Antiquities Act Project-specific Permit (8 Jun 2015)
4. Memorandum: New Arizona Antiquities Act Permits Office Procedures (4 Aug 2015)
5. Memorandum: Monitoring Ground Disturbance Outside Site Boundaries (21 Jun 2017)
6. ASM policy: Historical Sites and Features (21 Jun 2017)
7. ASM policy: Digital Images (15 Feb 2019)
8. Changes to ASM Value-Added Service Fees, Effective 1 July 2019 (30 May 2019)

State Statutes

Services

- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

State Statutes

The Arizona State Museum (ASM) preserves archaeological resources and is enabled by:

- **A.R.S. § 15-1631** ↘ – State museum

The ASM administers four state statutes in the Arizona Antiquities Act (A.R.S. §41-841 et seq.) related to state lands and one state statute (A.R.S. §41-865) related to private lands:

- **A.R.S. § 41-841** ↘ – Archaeological and vertebrate paleontological discoveries
- **A.R.S. § 41-842** ↘ – Permits to explore
- **A.R.S. § 41-843** ↘ – Prohibiting unnecessary defacing of site or object
- **A.R.S. § 41-844** ↘ – Duty to report discoveries; disposition of discoveries; definitions
- **A.R.S. § 41-865** ↘ – Disturbing human remains or funerary objects; rules; violation; classification; definitions

The statutes above are implemented through rules published in the Arizona Board of Regents Policy Manual, Chapter 8:

- **Rules implementing A.R.S. § 15-1631 and § 41-841 et seq.**, the Arizona Antiquities Act
- **Rules implementing A.R.S. § 41-865**

Cultural resource violations in state statutes:

- **A.R.S. § 13-3702** ↘ – Defacing or damaging petroglyphs, pictographs, caves or caverns
- **A.R.S. § 13-3702.01** ↘ – Excavating certain sites, collecting specimens; classification
- **A.R.S. § 41-845** ↘ – Unlawful reproduction of original archaeological specimen
- **A.R.S. § 41-846** ↘ – Violation, classification

The **Arizona State Historic Preservation Office** ↘ administers the State Historic Preservation Act.

Frequently Asked Questions

Take Aways:

Includes answers to questions regarding:

- Online quote system

- ASM services

- AAA permits

- Burial agreements and discovery of human remains

- ASM repository

Questions?

RE:

Quoting/ Invoicing Process

and

New ASM CRM website

Second Hour

Project Submission and Review Processes

Project Submission Review

Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment plans, and Maps

Available now on the ASM website

https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps

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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

Management Report
These are the questions under consideration by ASM when reviewing reports documenting work conducted under an AAA Permit. This list is generated from the rules implementing A.R.S. § 15-1631 and § 41-841, et seq., specifically, the Arizona Board of Regents Policy Manual, Chapter 8, Policy 8-203(G), "Information Included in Management Reports."

1) Are the appropriate statutes cited?
    For example, if the work is conducted on State land, is the AAA listed?

2) Are all ASM reference numbers correctly listed?
    For example, the ASM Accession Number and AAA Permit Number should be included along with any relevant ASM Site Numbers.

3) Are all ASM reference numbers correctly formatted?
    Sample Numbers (please note leading zeros):
        ASM Accession Number: AP-2019-2345 or AP-2019-0035
        AAA Blanket Permit Number: 2019-567bl or 2019-002bl
        AAA Project-Specific Permit Number: 2019-567ps or 2019-002ps
        ASM Site Number: AZ BB:13:17(ASM)

4) Is the project sponsor clearly identified?
    What person, corporation, company, partnership, agency, or organization is paying the costs associated with the proposed development or management action and the archaeological activities conducted in advance?

5) Is the survey method clearly described?
    What was the intensity of the survey? What are the names of the individuals employed in the actual work? What were the dates of the fieldwork? Include information regarding areas that could not be surveyed and why. On surveys where less than 100 percent coverage is employed, the report should qualify the methods used to establish the sample surveyed while also seeking to quantify what portion(s) of the project area or area of potential effect remains unsurveyed.

6) Are the landowners of the Project Area clearly identified?
    Please be reminded that landownership and land jurisdiction may not be held by the same entity. The rules require ASM to keep information on land ownership. Land ownership must be clearly depicted in figures and authors should be careful to distinguish between ownership and jurisdiction in the narrative.

Date: 10 June 2019
Revised: --

Page 1 of 10

Project Submissions: ARO

Project Submission Checklist

Project Registration Form
- One digital copy
- One hard copy

Project Submission Update Form
- One digital copy
- One hard copy

Final Report
- One digital copy
- Two hard copies (one for ARO working copy, one for ASM archives)

Photo Archive
- Digital images
  - see ASM's policy and procedure on submitting digital images on ASM website
- **Digital Image Data Sheet**
  - One digital copy

Hard copy field notes
- Electronic submission not accepted

Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset
- All in PCS, UTM, NAD 83, Zone 12N
- Templates available from the AZSITE manager

Project Submissions: ARO

Project Submission Checklist: Site Cards

ASM Site Card OR AZSITE Entry Module to document newly recorded ASM sites

- **ASM Site Card requirements**
  - One digital copy*
  - One hard copy*
- **AZSITE Entry Module requirements**
  - One digital copy of completed Entry Module
  - One digital PDF output of ASM Site Card for each ASM site documented in the AZSITE Entry Module* ♦
  - One hard copy of ASM Site Card output from the AZSITE Entry Module* ♦

ASM Site Card Update for previously recorded ASM sites in the project area (including sites not relocated)

- ASM Site Card Update
  - One digital copy *
  - One hard copy*
- *AZSITE Entry Module does not support incorporation of ASM site updates to the AZSITE database.* Use the ASM Site Card Update referenced above when updating ASM sites.

*all appropriate maps should be attached

♦ Forthcoming requirement that will be announced

Project Submission Review: ARO

All submitted pieces are reviewed by ASM staff for compliance with the AAA

- Our review checklists are generated from: (1) Rules Implementing the AAA, (2) ASM Site Recording Manual

- Maps are verified: (1) for accuracy against the ARO maps, (2) printed to-scale

- Only minor edits can be made by ARO staff, the rest will be included in a **Request for Revisions**

Three possible outcomes (currently)

No revisions
- Letter stating the outcome

Minor revisions, corrected by ARO
- Letter stating the outcome
- Revision worksheet, listing out errors for reference

Request for Revisions
- Letter requesting revisions
- Revision worksheet, identifying errors, comments, questions
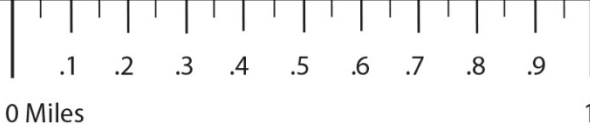
Project Submission Review: ARO

Map review tool: we will literally be on the same page

We plan to make this available to all AAA permit holders at the end of the summer
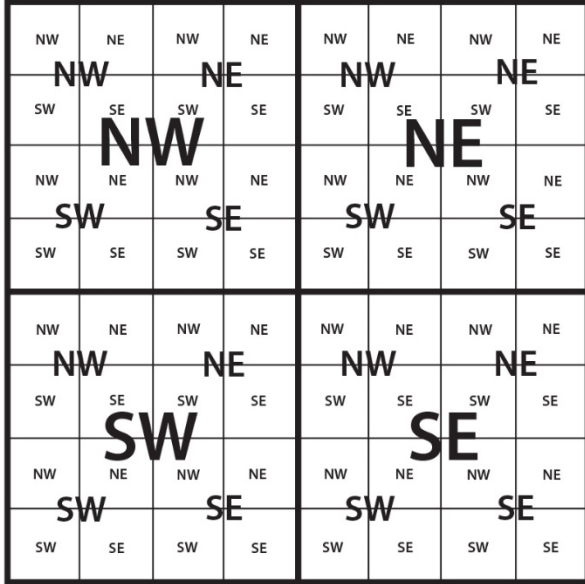
Permit Submissions: Permits Office (PO)

Arizona Antiquities Act (AAA) Blanket Permits

- Submit signed, completed blanket permit application **annually**. Blanket permits are issued on a calendar year basis.

- If applicant institution currently holds an AAA permit, a **quote request is not required** for blanket permits.

- If applicant institution hasn't been previously issued an AAA permit, submit a **First-Time Applicant form** with application.

- Blanket permit applications must be received by the Permits Office by **December 1** to ensure blanket permit receipt by January 1 of the following year.

- An **End-of-Year Summary Report** must be submitted by **31 March** of the following year. A template is available.

- If **no work** was conducted under a blanket permit, **a letter** indicating that fact will serve as the year-end report.

- Notifications of Intent to Survey (NOI)s and final project submission materials should be submitted to **ASM's ARO**.

Permit Submissions: PO

Arizona Antiquities Act (AAA) Project-specific Permit Applications:

For work being conducted under a general work plan, submit:

- A signed project-specific permit application.

- A PO General Work Plan Addendum form.

- USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated.

For work being conducted under a project-specific plan, submit:

- A signed project-specific permit application.

- A project-specific treatment plan(see checklist for details).

Permit Submissions: PO

Additional information regarding project-specific permit applications:

- If project is not being curated at ASM, a copy of the **signed repository agreement** must be submitted with permit application materials.

- Review turnaround time is **up to 30 days**. Expedited reviews are available depending on ASM staff availability.

- Site boundaries depicted on maps must match what is on file at **ASM's ARO**.

- Should project details change over the course of the project (e.g. staff changes, project delays, etc.), submit an **AAA Permit Update Request** form.

- If project changes include deviations to the approved treatment plan, provide **specific details** and an updated map.

- All submittals are reviewed by PO staff for **compliance with the AAA**.

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Project Director (PD) and Principal Investigator (PI) Qualifications Reviews

- Prior to submitting a quote request, **contact the PO** to ensure applicant hasn't been previously reviewed.

- If applicant has been previously reviewed and approved, AND has been listed on an AAA permit in the past 5 years, a **re-review is not required**.

- Review "**ASM Policy on Qualifications for Project Directors**" and "**ASM Policy on Qualifications for Principal Investigators**" to assist with application completion.

- To ensure the quickest review turnaround, **make sure forms are completed in full**. Listing "various" on forms in lieu of specific project information is considered an incomplete submission.

Submit the following for each individual:

- A Project Director Qualifications Application and/or Principal Investigator Qualifications Application.

- A current curriculum vitae.

Project Submissions: PO

Final Submission Checklist – only for projects NOT curated at ASM

Project Registration Form
- One digital copy
- One hard copy

Project Submission Update Form
- One digital copy
- One hard copy

Final Report
- One digital copy
- Two hard copies (one for ASM library working copy, one for ASM archives)

Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

ASM Site Cards see "Project Submission Checklist: Site Cards" slides above.

Copy of Signed Receipt of Materials from associated institution.

Notes:
- Submit a hard copy of draft final report to the PO for review BEFORE submitting final curation materials.
- Submit draft final for review BEFORE submitting request for invoice #2.
- If project is being curated at ASM, all final curation materials should be submitted directly to ASM's Repository.

Applications: Repatriation Office (RO)

Burial Agreement applications

For all Burial Agreements, submit:

- Burial Agreement Application

- USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated

For work conducted under a general work plan, also submit:

- RO General Work Plan Addendum form

For work conducted under a project-specific work plan, also submit:

- Hard copy and digital copy of treatment plan (see checklist for details).

NOTE:

- If a burial agreement and project-specific permit are being requested for the same project, submit both applications with a single copy of the treatment plan **in same package to PO.**

Project Initiation: RO

General Burial Agreements

Submit the below materials upon receipt of burial agreement and before beginning of project

- **Email digital copies of the following to the claimant tribe(s) and "cc" the RO:**
  - Signed general burial agreement signature page
  - Completed Project Information spreadsheet (Gila River Indian Community [GRIC] only)
  - RO General Work Plan Addendum form
  - USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated.
- **Mail the following hard copies to the RO:**
  - Original signed general burial agreement signature page
- **Mail the following hard copies to the claimant tribe(s):**
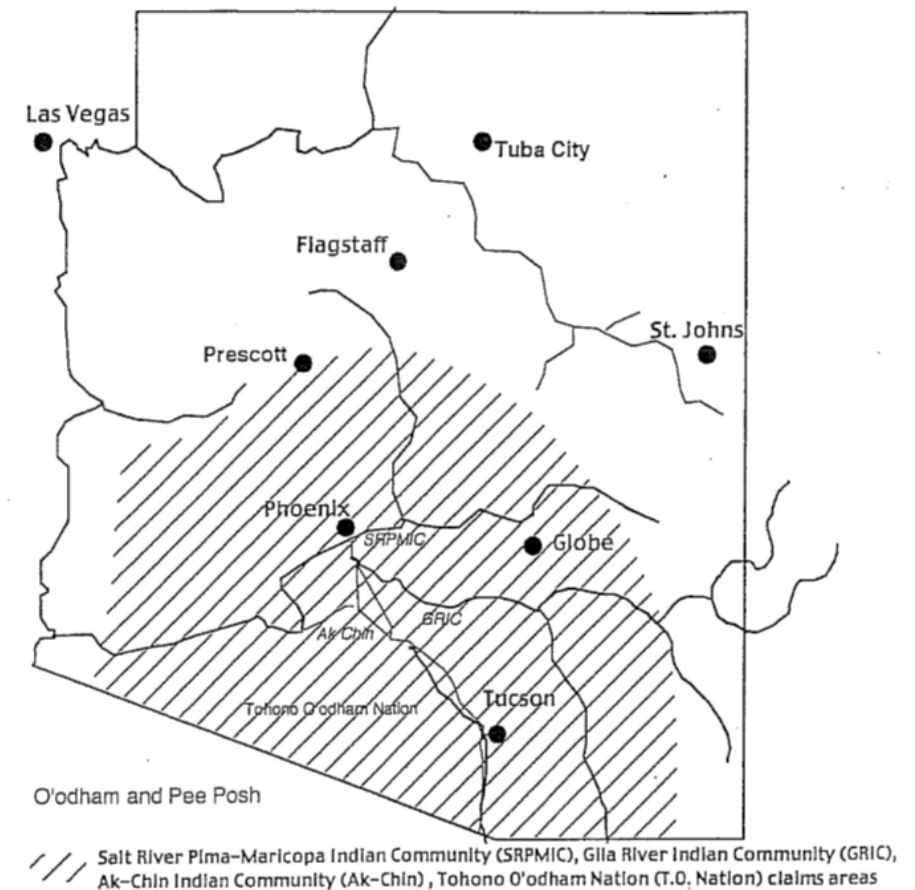 - Copy of signed general burial agreement signature page

Project Initiation: RO

Standard Burial Agreements (slide 1 of 2)

Submit the below materials upon receipt of burial agreement and before beginning of project

- **Email digital copies of the following to the claimant tribe(s) and "cc" the RO:**
  - Signed *Acceptance of "Standard Burial Agreement: Contractor Instructions and Procedures"*
  - Signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*
  - Signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (GRIC only)
  - Completed Project Information spreadsheet (GRIC only)
  - Treatment plan
  - USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated.

O'odham and Pee Posh

/// Salt River Pima–Maricopa Indian Community (SRPMIC), Gila River Indian Community (GRIC), Ak-Chin Indian Community (Ak-Chin) , Tohono O'odham Nation (T.O. Nation) claims areas

Project Initiation: RO

Standard Burial Agreements (slide 2 of 2)

Submit the below materials upon receipt of burial agreement and before beginning of project

- **Mail hard copies to the claimant tribe(s):**
  - Copy of signed *Acceptance of "Standard Burial Agreement: Contractor Instructions and Procedures"*
  - Copy of signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*
  - Copy of signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (GRIC only)
  - Completed Project Information spreadsheet (GRIC only)

- **Mail hard copies of the following to the RO:**
  - Original signed *Acceptance of "Standard Burial Agreement: Contractor Instructions and Procedures"*
  - Original signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*
  - Original signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (GRIC only)

Project Initiation: RO

Project-specific Burial Agreements

Submit the below materials upon receipt of burial agreement and before beginning of project

- Email digital copies of the following to the claimant tribe(s) and "cc" the RO:
  - Signed burial agreement
  - Treatment plan
  - USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated

- Mail hard copies of the following to the RO:
  - Original signed burial agreement

- Mail hard copies of the following to the claimant tribe(s) and "cc" the RO:
  - Copy of signed burial agreement

Project Submission: RO

Materials to submit upon conclusion of project

If Human Remains were discovered, provide the following materials to RO within 120 days of project completion:

- Submit to RO:
    - Draft Report of Remains (ROR) and final report for review
    - Once the ROR is approved, submit a hard copy and digital copy of approved document
    - Final report for review (if a project-specific permit was also received for this project, a single hard copy of the final report can be submitted to the PO).

- Email to claimant tribe(s) and "cc" RO:
    - Digital copy of final ROR
    - Digital copy of final, approved report

Project Submission: RO

Materials to submit upon conclusion of project

If no Human Remains were discovered:

- Email the RO that no Human Remains were discovered and "cc" the claimant tribe(s)

- Submit to RO a hard copy of final report for review (if an AAA Project-specific Permit was also received for this project, a single hard copy of the final report can be submitted to the PO)

- Once final report is approved, provide a digital copy of report to claimant tribe(s) and "cc" RO

Submissions to PO and RO

If both a project-specific permit and a burial agreement are being requested as part of the same project, submit materials in the below manner:

Before the project starts:

- All application materials should be submitted to the PO in the same envelope. A single copy of treatment plan (if applicable) needs to be included.
- Comments from both offices will be consolidated into a single document and emailed to the person listed as "permit contact".

Upon completion of the project:

- A single hard copy of the draft final report should be submitted to the PO.
- Comments from both offices will be consolidated into a single document and emailed to the person listed as "permit contact".

All other materials must be submitted to each individual office per their guidelines.

Project Submissions: Repository

Project Submission Checklist

Project Registration Form
- One digital copy
- One hard copy

Project Submission Update Form
- One digital copy
- One hard copy

Final Report
- One digital copy
- Three hard copies, bound (one for Repository working copy, one for ASM archives, one for ASM Library)

Signed Deed of Gift *if collection from Private land*
- One digital copy
- Form should be completely filled out

Photo Archive
- Digital images
  - see ASM's policy and procedure on submitting digital images on ASM website
- **Digital Image Data Sheet**
  - One digital copy

Hard copy field notes
- Electronic submission not accepted

Project Submissions: Repository

Project Submission Checklist

ASM Site Numbers

- ASM site numbers are required for all sites investigated and submitted for curation
- ASM Site Card Update required for all sites investigated; see ARO checklist for submission guidelines
- If site has a non-ASM site number, a new ASM site number must be assigned, and an ASM Site Card (or AZSITE Entry Module) submitted; See ARO checklist for submission guidelines

Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset

- See ARO checklist for submission guidelines

Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bags

- Every bag of artifacts/samples must be housed appropriately in plastic bags or containers
  - Polypropylene plastic bags (minimally 4 mil – Federal standards)
  - Artifacts should not be in contact with acidic materials
  - Do not use cotton in direct contact with objects (fibers will hook to surfaces)
- Bag tags can be generated directly from accompanying database tables
- Original paper bag labels should be segregated from the objects by inserting it in a smaller plastic bag. Do not put acid free bag tag in with the acidic label.

Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bag Tags

- Each bag must have an acid-free bag tag printed on card stock with complete provenience information printed out

- Each bag tag should include:
  - Site number,
  - Bag/FN/FS/SP number
  - Feature number
  - Grid
  - Stratum
  - Level
  - Depth
  - Excavation date
  - Crew ID
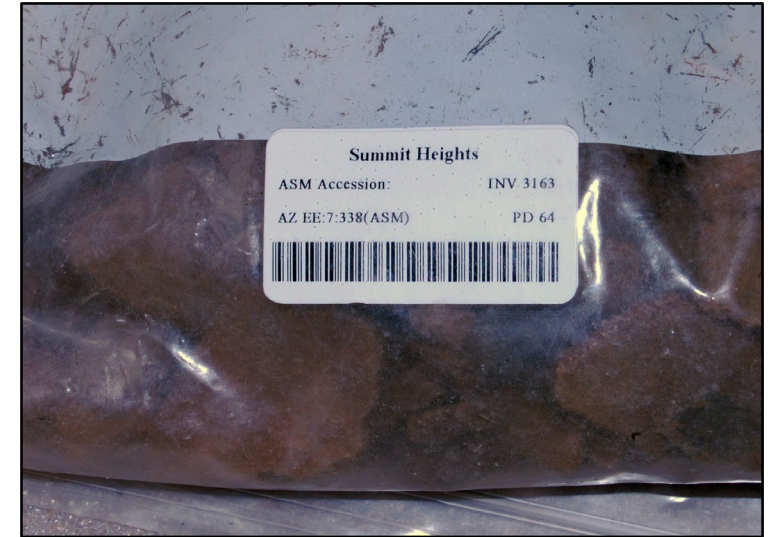
Not acceptable
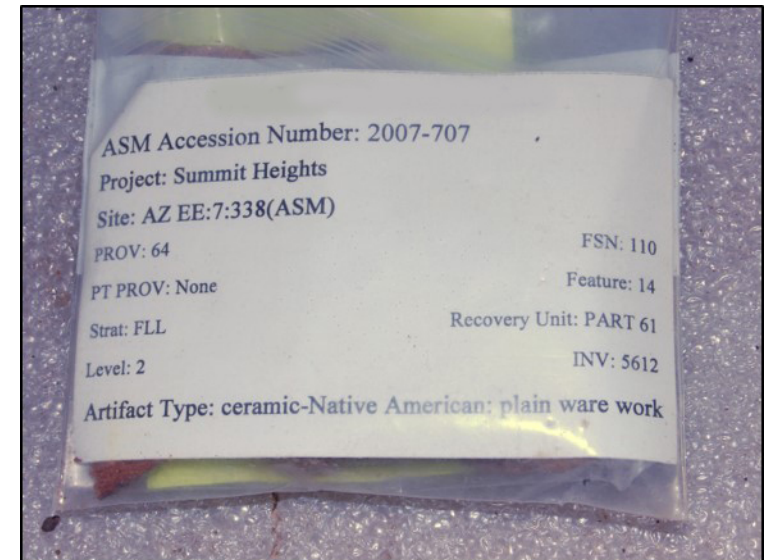
Bag tag with required information

Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bags

- If submitting handwritten bag tags:
  - Original bag tag should be transcribed onto acid-free cardstock
  - See example at right

- Note: legible handwriting/printing is critical!
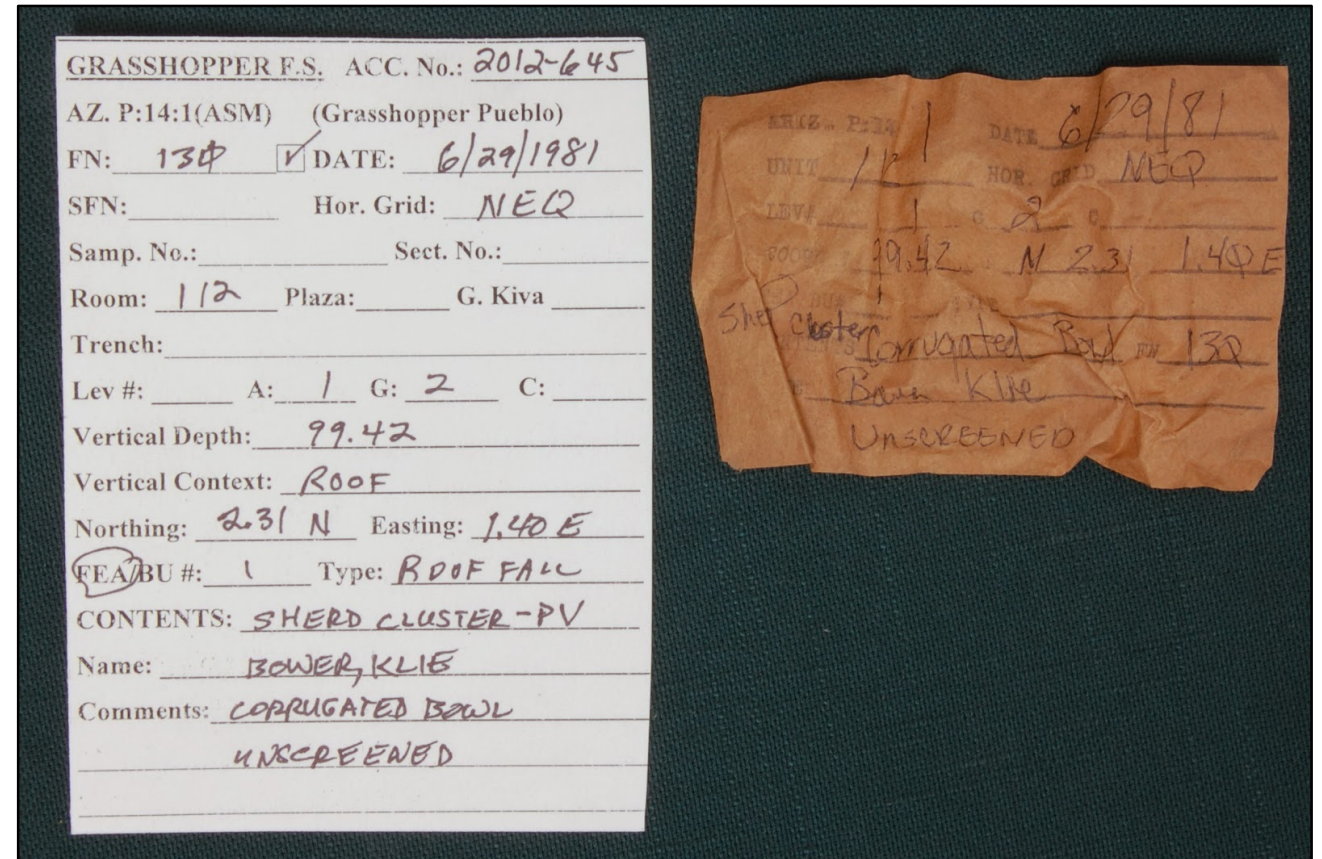
Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bags

- Examples of bag tags generated from Microsoft Access bag inventory database

- Print out on acid-free cardstock

- Each tag should be inserted into each bag

Project Submission: Repository

How to Organize a Collection and Document Data

Complete Artifact Bag Inventory

- Paper box inventory included with each box

- Digital copy of complete inventory
  - Microsoft Access database, or Excel spreadsheet
  - ASM database template should be used
  - Acid-free bag tags can be directly generated from this database
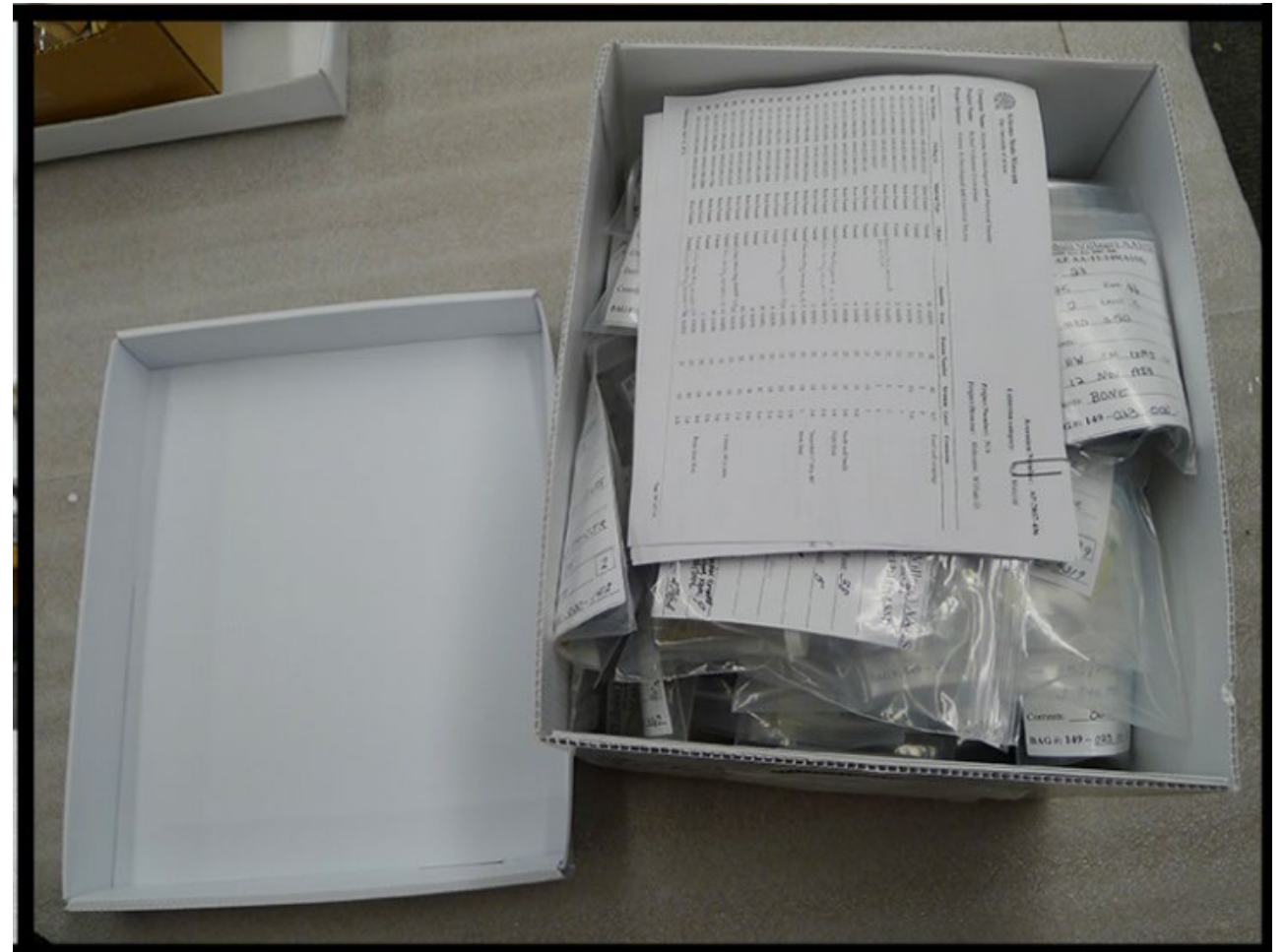
Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Boxes

- Use the ASM box label form, available on the ASM website

- Box label should be in a plastic sleeve, attached to the short side of the box

- Archival boxes are 10" x 12" x 15"
  - Made of archival plastic
  - Supplied by the ASM Repository
  - Contact Archaeological Repository staff for boxes and/or assistance

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ARIZONA
STATE MUSEUM
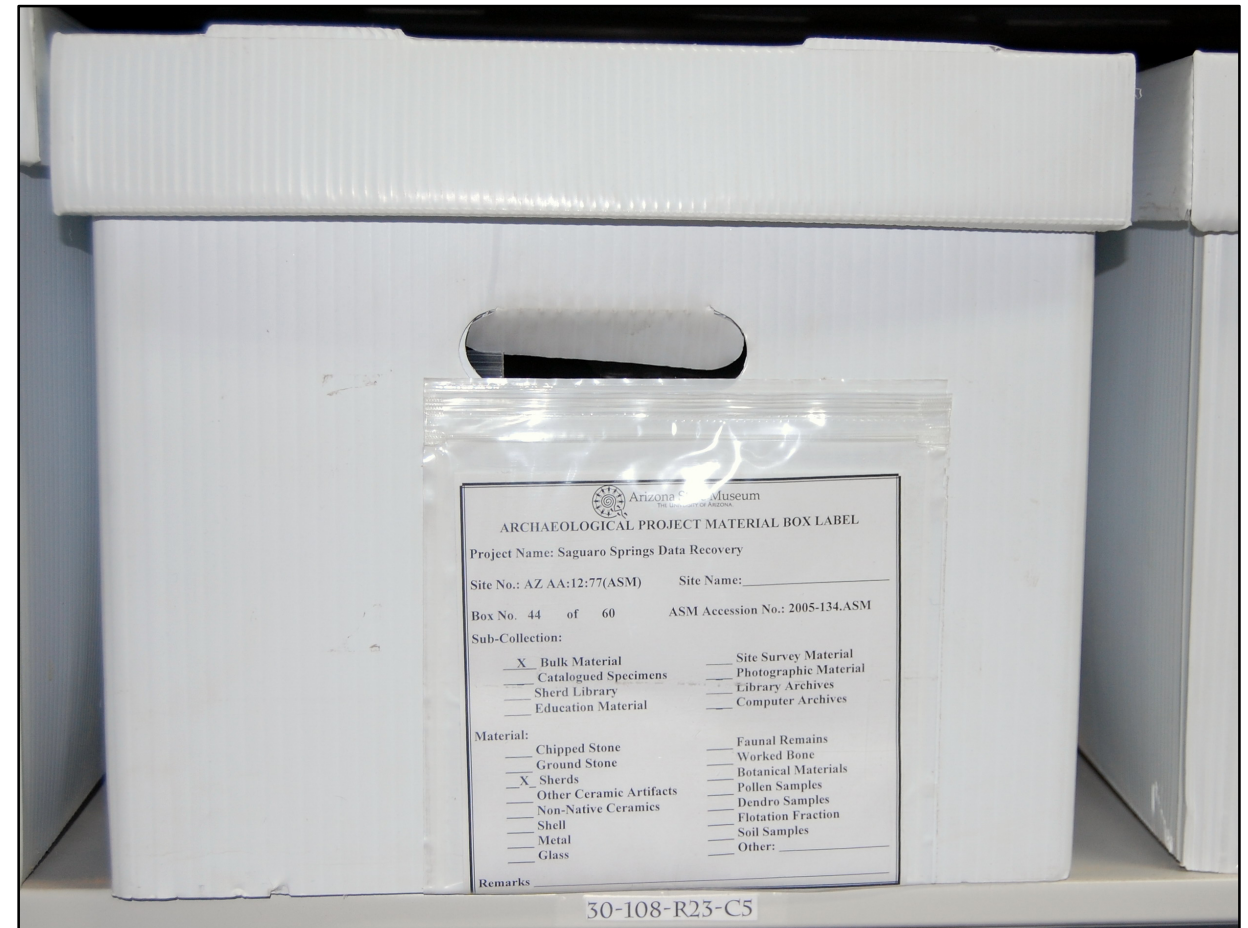
How to Organize a Collection and Document Data

Submission Order

- The boxes must be organized in the following order:

  1) Bulk Material in boxes

  2) Oversized Bulk Material

  3) Catalog specimens

  4) Oversized Catalog specimens

  5) Paper and Digital Archives

  6) Oversized Maps

- This way there are no gaps in the box order as the Bulk Material is shelved and other components are processed into the ASM collections.

Pre-submission Process Review: Repository

Initial Steps: Obtaining a Repository Agreement

Submit completed "Request for Repository Services Agreement" form

- Signifies the acceptance to prepare collections to the ASM Standards
- List the sites that are to be investigated
- Identifies the level of effort.
- Identifies all land owners or agencies, and contact information.

Prior-to submission Process Review: Repository

Initial Steps: Ready to Initiate Project Submission

Company submits "Project Submission Update" form, invoice 2 issued

- Project submission Update form is available on the ASM website

After payment, but <u>one month</u> prior to delivery, submit the following project submission materials to the Repository:

- Project Registration Form
- ASM Site Card Update for all sites investigated; see ARO checklist for submission guidelines
- ASM Site Card (or AZSITE Entry Module); see ARO checklist for submission guidelines
- Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset; see ARO checklist for submission guidelines
- Digital copy of Final Report

Once these submission materials are reviewed and approved, an appointment can be made for delivery with Repository Staff for delivery of full project submission.

Submission Process Review: Repository

Procedure for delivery: Collections review

Repository staff review the collections prior to unloading

- Confirm that all material conforms to ASM standards
- The following will be reviewed:
    - Completed paperwork
    - Presence of Deed-of-Gift if required by material from private land
    - All Inventories properly completed
    - Bag Tags are appropriate and properly incorporated within the artifact/sample bags

If a major issue is encountered, the delivery will be halted, and company will have to reschedule after correcting problem(s).

If no major issue, delivery will proceed as planned.

Post-submission Process Review: Repository

The Repository staff will process the collection after transfer is complete

Repository staff will completely evaluate all project submission materials

- Staff will cross-check submitted inventories to the box contents.

- Any missing items will be noted and after full review is completed the company will be notified and requested to check on items at their end.

- Paper archives are prepared for transfer to ASM Archives

- Photos are inventoried and transferred to the Photo Archivist

We are striving for a complete review within 30 days; however this is dependent on size of collection and number of issues encountered

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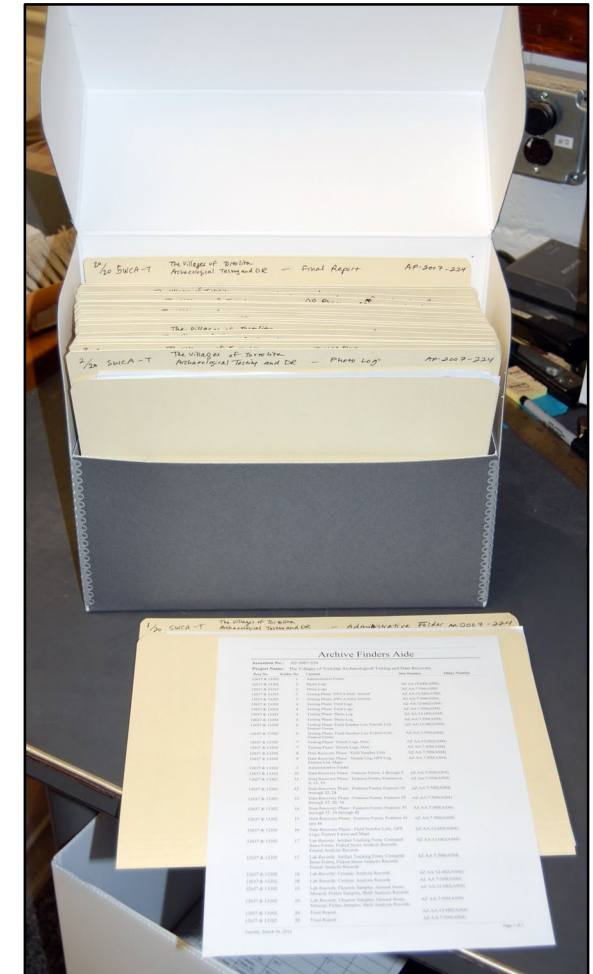
Coming Soon!

To increase efficiency, the following will be available soon:

Request an ASM Accession form

- Submitted independently of a Notification of Intent form, AAA Project-specific Permit application, Request for Repository Services form, or Burial Agreement application submitted for project located on private land

- Will be required as of July 1, 2019

- Will be available on the ASM website by end of June

Project Submission Checklists

- This presentation includes brief versions of a checklist for each office in Mandated Programs

- A formal checklist for each office will be available on ASM website by end of June

Centralized ASM CRM email address

- Simplifies communication with ASM staff
    - All forms will be submitted to this email address and will be automatically forwarded to appropriate ASM staff
    - All questions related to ASM services and project submission will be directed to this email address
- We will announce when this email address goes "live"

Improvements to the ASM Request Quote for Services website
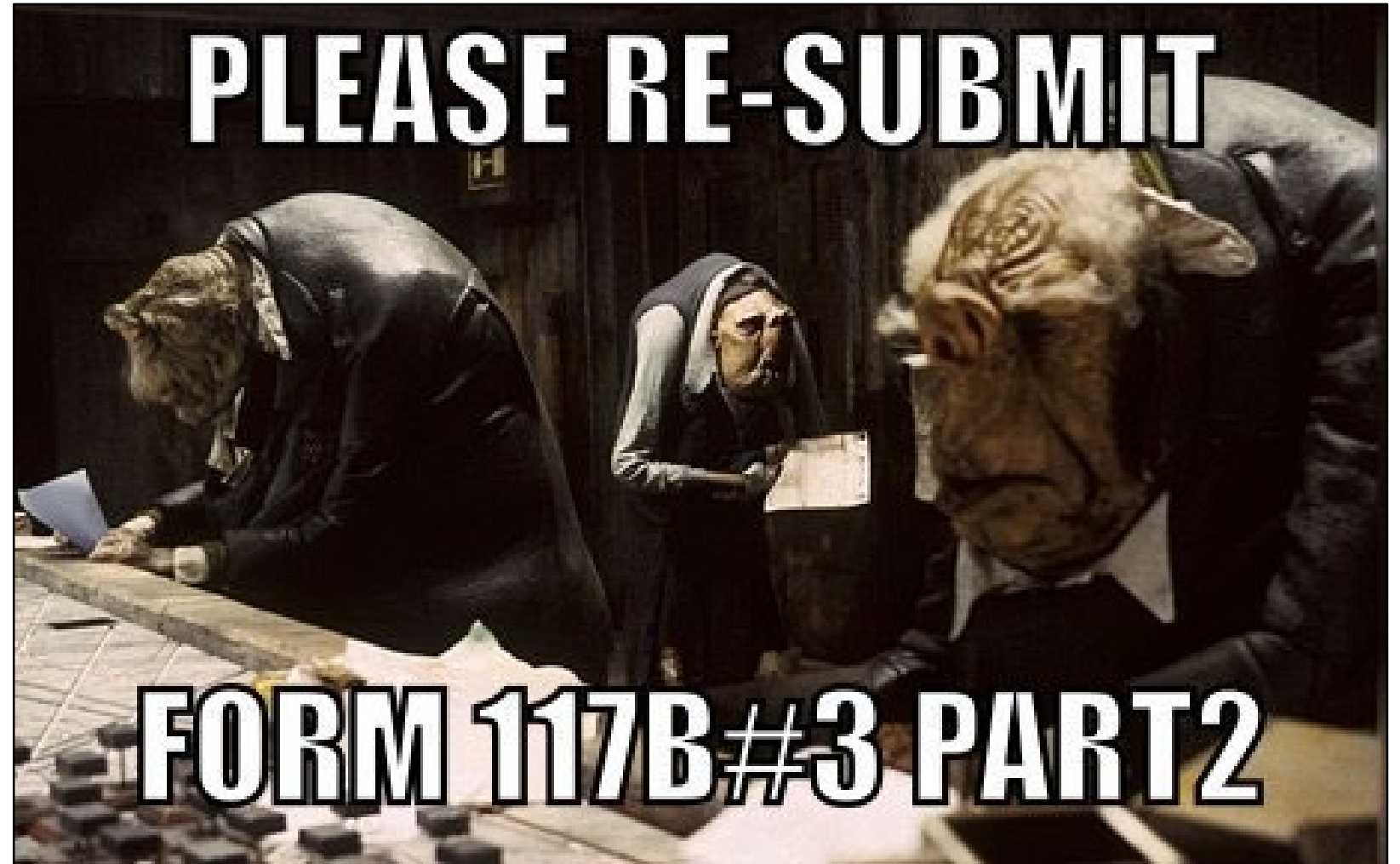
- Fields requesting information which will help limit emails
- Simplify questions asked within the quote system
- Restructure the Records Research request section
- Restructure the Burial Agreement request section

Questions?

RE:
Project Submission and Review Processes

Contact us!

Feel free to contact us during and after the conference:

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