



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

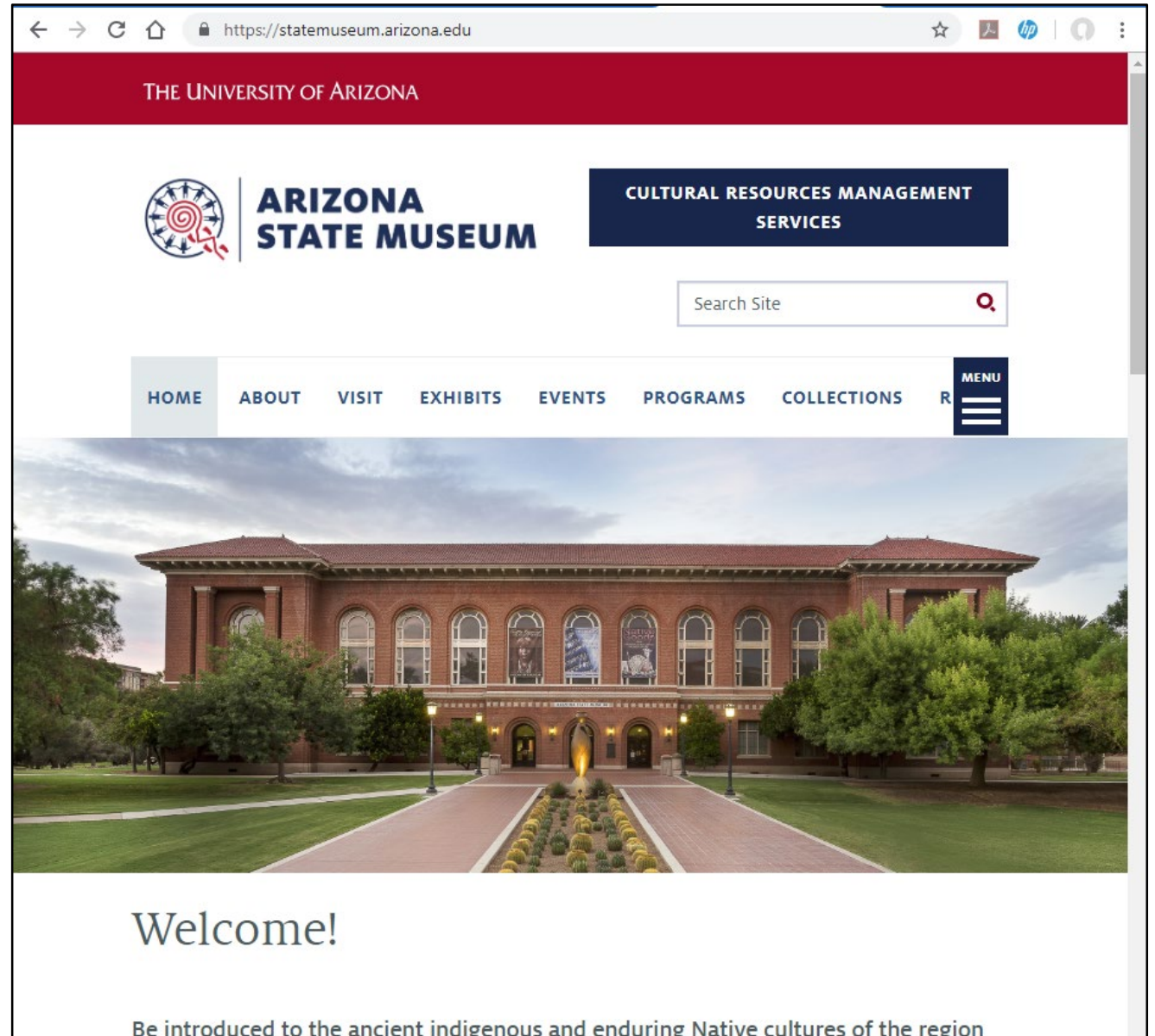
First Hour

Quoting/ Invoicing Process and New ASM CRM website



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**





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

The screenshot shows a web browser window with the URL <https://uavpr.arizona.edu/ASM/quoterequest/index.php>. The page header includes the Arizona State Museum logo and navigation links for Home, Quote Request, and Pay ASM Invoice. The main content area is titled "ASM Request Quote for Services Form".

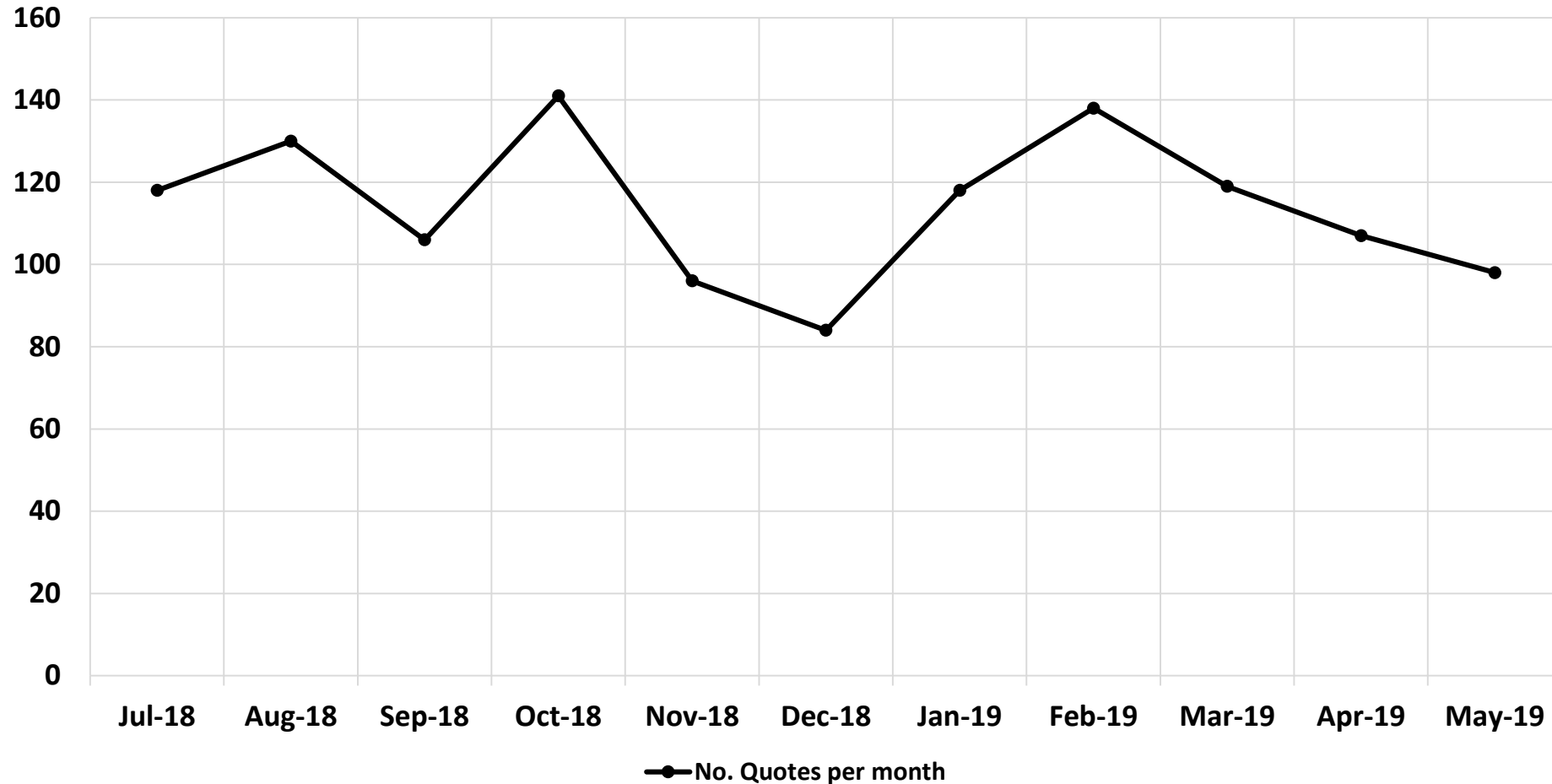
The form contains the following sections:

- Select the name of the entity for whom this quote is to be issued:** A search box with "Search.." and a dropdown menu showing "Algonquin Consultants, Inc." and "Alpha Underground Construction". A button "Add Other/Unlisted" is located below the dropdown.
- Project Details:** A section with a grey header containing:
 - Project Sponsor:** A text input field.
 - *Project Name:** [If this project already has an ASM Accession Number, please list it after the Project Name. Ex. "Project Name (AP-2018-###)"] A text input field.
 - Project Number:** (Please Note: This number is the primary way ASM staff can match received forms to paid services. Please include the project number when requesting a quote.) A text input field.
 - *Project Description:** A text input field.



ASM Request Quote for Services Website

No. Quote Requests Processed per Month





Arizona Antiquities Act (AAA) Permits

Take Aways:

PD/PI Review

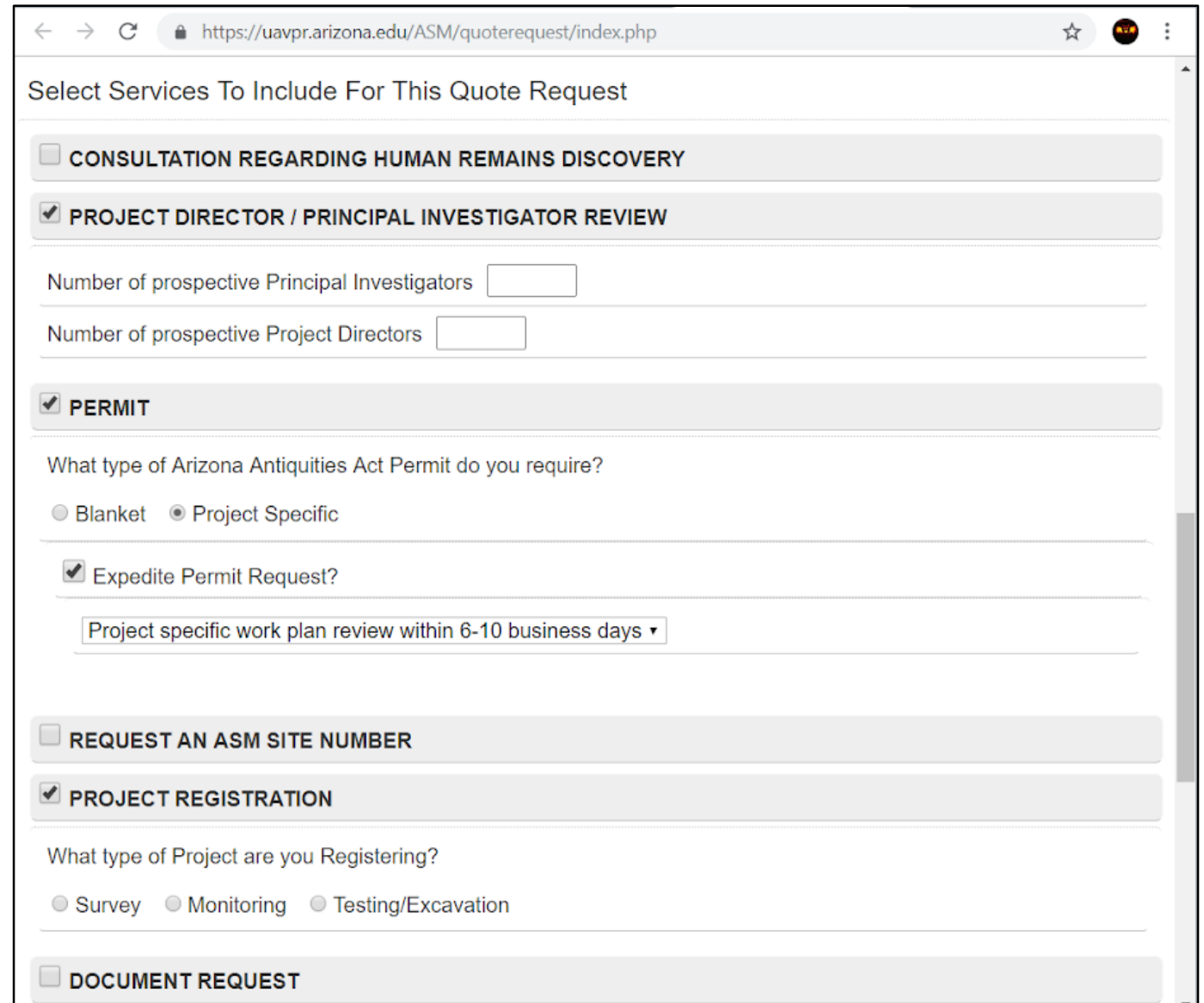
- Only needed if person not reviewed in that role for 5 years

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



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

Select Services To Include For This Quote Request

- CONSULTATION REGARDING HUMAN REMAINS DISCOVERY
- PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR REVIEW

Number of prospective Principal Investigators

Number of prospective Project Directors

- PERMIT

What type of Arizona Antiquities Act Permit do you require?

Blanket Project Specific

Expedite Permit Request?

- REQUEST AN ASM SITE NUMBER
- PROJECT REGISTRATION

What type of Project are you Registering?

Survey Monitoring Testing/Excavation

- DOCUMENT REQUEST



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)

The screenshot shows a web browser window with the URL <https://uavpr.arizona.edu/ASM/quoterequest/index.php>. The page has a navigation bar with three tabs: "REQUEST AN ASM SITE NUMBER", "PROJECT REGISTRATION" (which is selected), and "DOCUMENT REQUEST". Below the navigation bar, the "PROJECT REGISTRATION" section contains the following fields and options:

- What type of Project are you Registering?
 - Survey
 - Monitoring
 - Testing/Excavation
- Survey Type:
 - Collection
 - Non-Collection
- Number of linear inches of documents to be curated at ASM
- Notification of Intent to conduct non-collection survey required if Project Area is located on State land. (*acknowledgement required*)
- Number of person field days
- Number of acres to be surveyed
- Number of new sites to be recorded (Please note: If you would like to request a new ASM Site Number, please request this service in the tab "Request an ASM Site Number.")
- Number of digital images to be curated at ASM
- Number of sites to be updated

At the bottom of the page, there are three additional tabs: "DOCUMENT REQUEST", "RECORDS RESEARCH", and "BURIAL EXCAVATION AND ANALYSIS", all of which are currently unselected.



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

The screenshot shows a web browser window with the URL <https://uavpr.arizona.edu/ASM/quoterequest/index.php>. The form is titled "PERMIT" and "PROJECT REGISTRATION".

PERMIT

What type of Arizona Antiquities Act Permit do you require?

Blanket Project Specific

Expedite Permit Request?

REQUEST AN ASM SITE NUMBER

REQUEST AN ASM SITE NUMBER

PROJECT REGISTRATION

What type of Project are you Registering?

Survey Monitoring Testing/Excavation

This Project will be Curated at ASM

Yes No

Do you require an expedited ASM Repository Agreement?

No Yes

Number of sites- exclusively Prehispanic

Number of Prehispanic sites person field days

Number of sites- exclusively Historic

Number of Historic sites person field days

Number of sites- both Prehispanic and Historic components (mixed)

Number of person field days for sites with Prehispanic and Historic components

Collections will be made from private land

Number of half-boxes of artifacts (including cataloged objects) to be curated at ASM

Number of cataloged objects to be curated at ASM

Number of digital images to be curated at ASM

Number of new sites to be recorded (Please note: If you would like to request a new ASM Site Number, please request this service in the tab "Request an ASM Site Number.")

Number of sites to be updated

Number of linear inches of documents to be curated at ASM



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

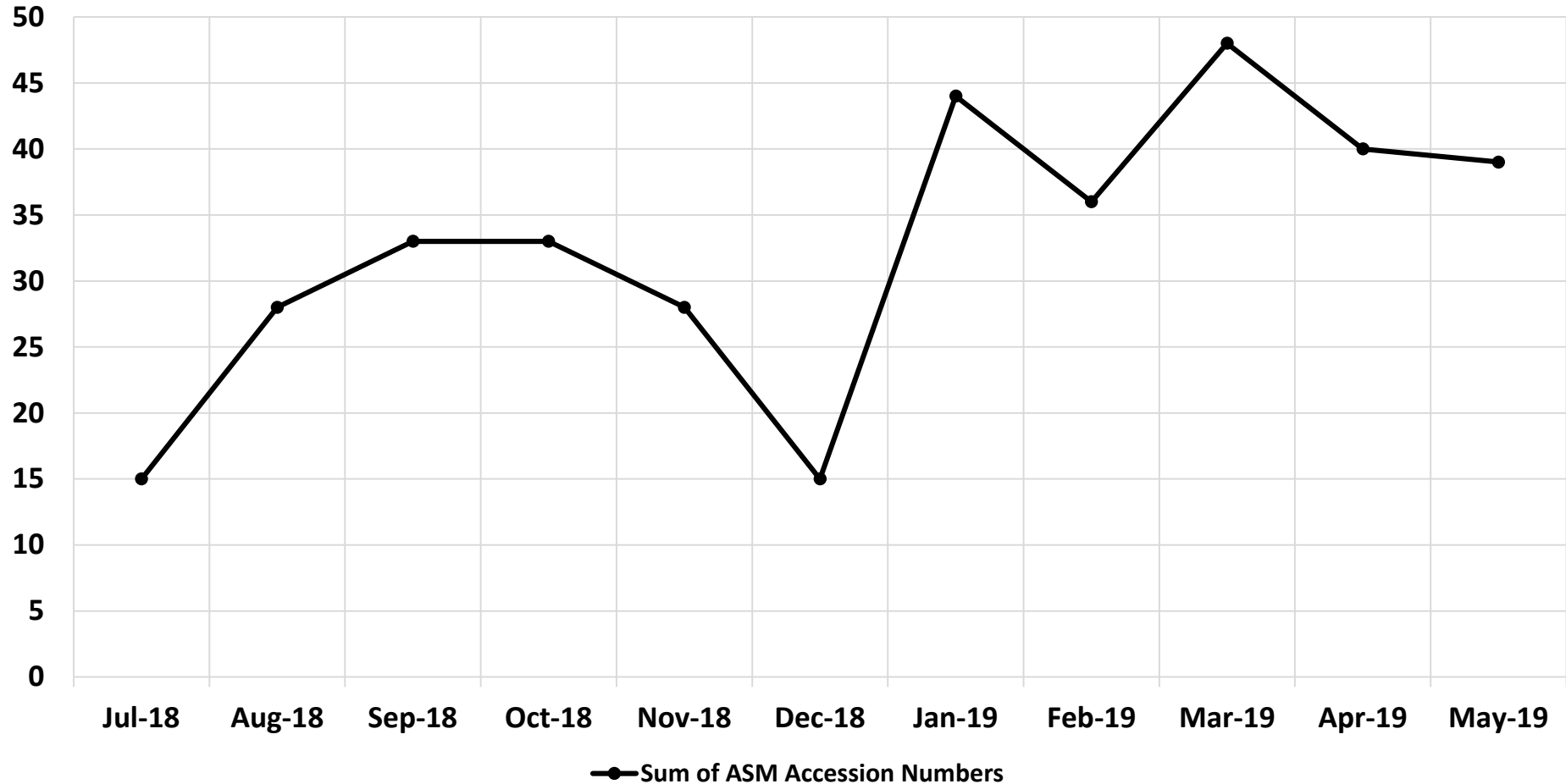
The screenshot shows a web browser window with the URL <https://uavpr.arizona.edu/ASM/quoterequest/index.php>. The page title is "PROJECT REGISTRATION". The form contains the following sections:

- What type of Project are you Registering?** with radio buttons for Survey, Monitoring, and Testing/Excavation (selected).
- Will this Project be Curated at ASM?** with radio buttons for No and Yes (Yes is selected).
- Do you require an expedited ASM Repository Agreement?** with radio buttons for No and Yes (No is selected).
- Provide the Name(s) of USGS 7.5-minute, 1:24,000-scale quadrangle map(s) in which testing/excavation is to be performed.** This section includes a "Map Name" dropdown menu, a "List Additional Map" button, and a "Site Number(s)" text input field.
- Prehispanic Site Activity** with input fields for "Number of person field days" and "Number of sites".
- Historic Site Activity** with input fields for "Number of sites" and "Number of person field days".
- Mixed Site Activity (Prehispanic and Historic)** with input fields for "Number of person field days" and "Number of sites".
- Number of new sites to be recorded** (Please note: If you would like to request a new ASM Site Number, please request this service in the tab "Request an ASM Site Number.") with an input field.
- Number of sites to be updated** with an input field.
- Collections will be made from private land.**
- Number of half-boxes of artifacts (including cataloged objects) to be curated at ASM** with an input field.
- Number of cataloged objects to be curated at ASM** with an input field.
- Number of digital images to be curated at ASM** with an input field.
- Number of linear inches of documents to be curated at ASM** with an input field.

Project Registration



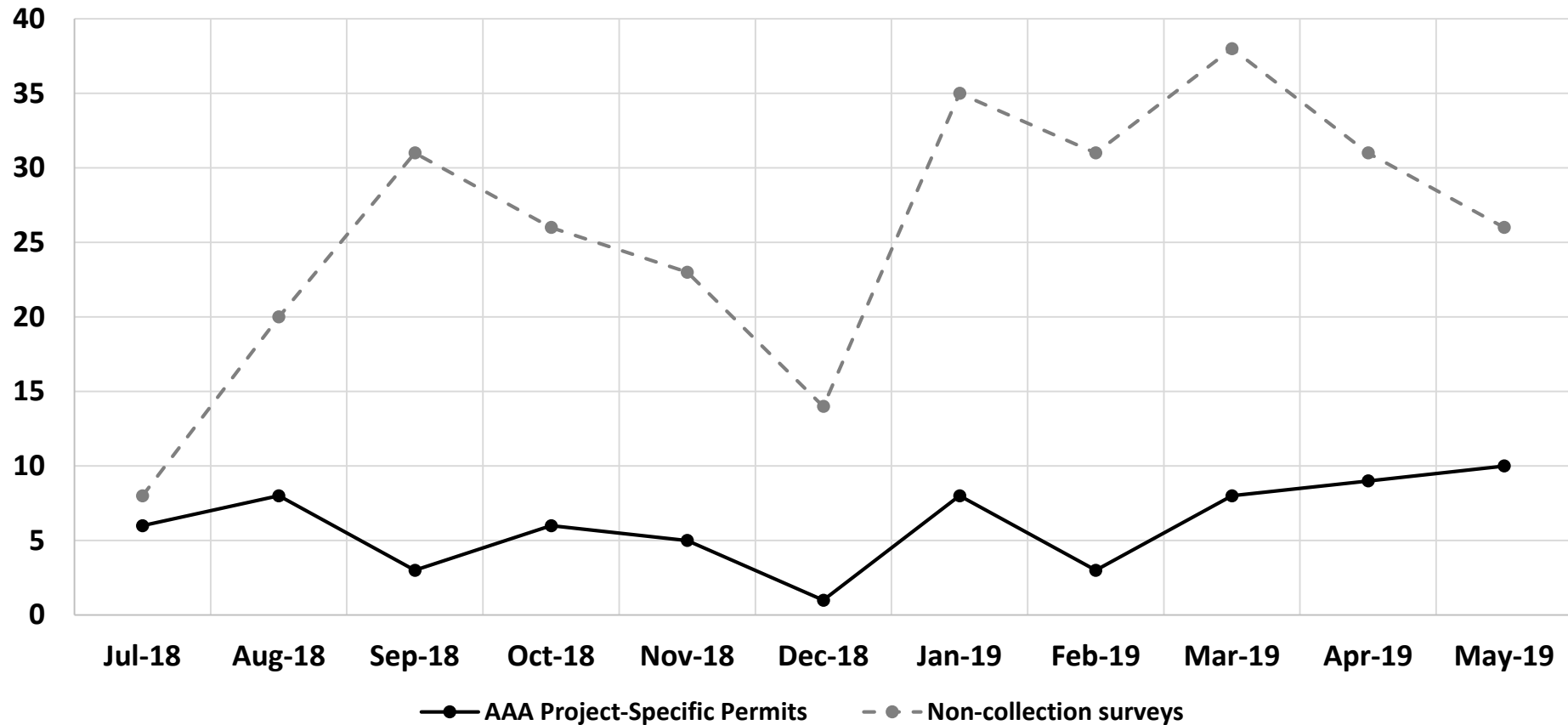
No. ASM Accession Numbers Issued per Month



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

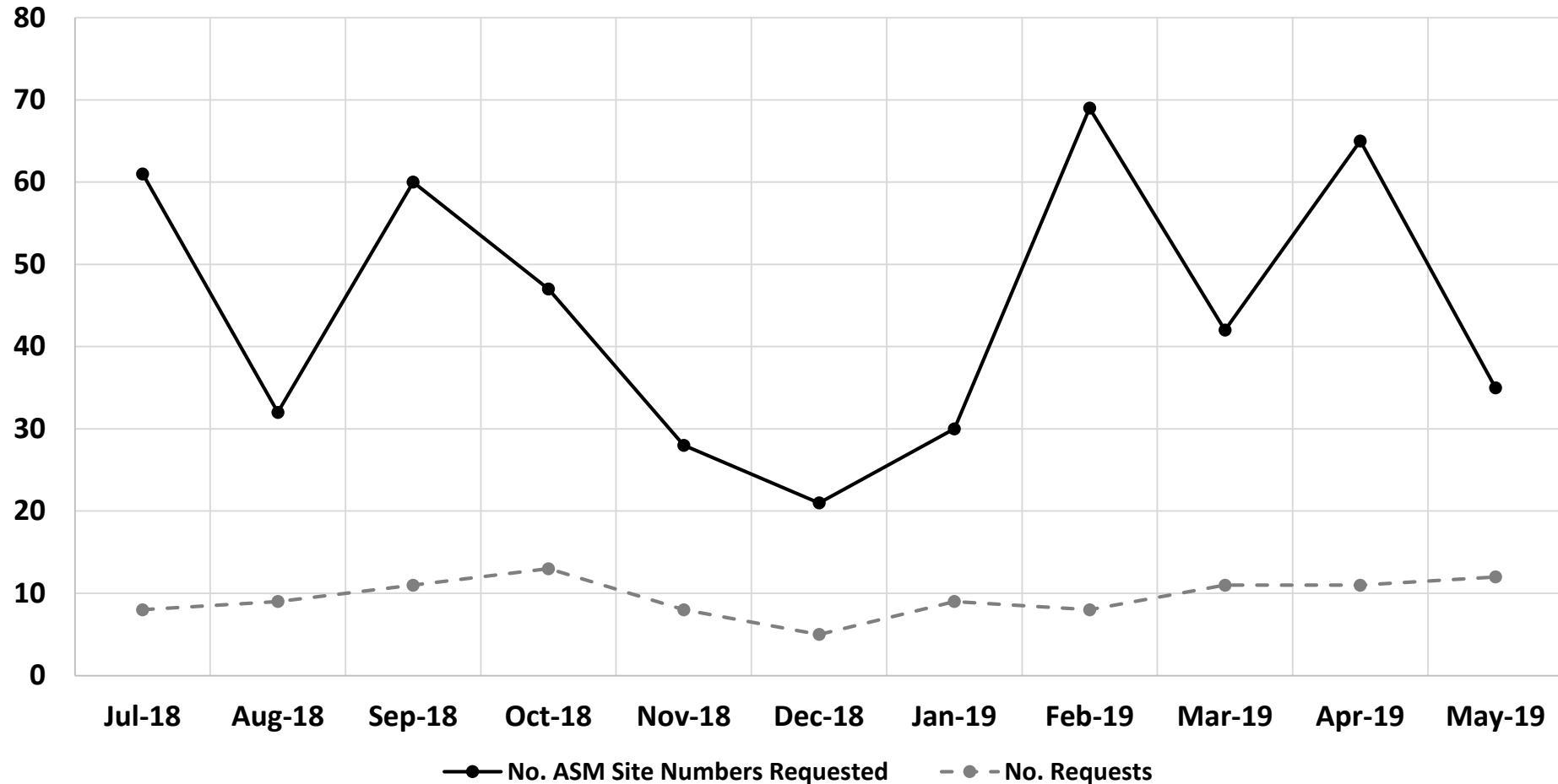
- See memorandum regarding this expediting service on the ASM website

A screenshot of a web browser displaying the URL https://uavpr.arizona.edu/ASM/quoterequest/index.php. The page shows a form with several sections. The first section is titled "PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR REVIEW" and contains a checkbox. The second section is titled "PERMIT" and also contains a checkbox. The third section is titled "REQUEST AN ASM SITE NUMBER" and has a checked checkbox. Below this section is a text area with the question: "Is the Project Area located entirely on non-state land? (If the project already has an ASM Accession, include it in the 'Project Name' field. If the project does not have an ASM Accession, include a Project Registration in the same quote request.)" and two radio buttons labeled "Yes" and "No". Below this is a text input field with the label "Number of ASM site numbers requested. (Please only request this service when the final number of new ASM sites is known.)". The fourth section contains two checkboxes: "Project Registration must be completed. (acknowledgement required)" and "A Record Management Agreement for each registered project is required. (acknowledgement required)". The final section is titled "PROJECT REGISTRATION" and contains a checkbox.

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

A screenshot of a web browser displaying the 'REQUEST AN ASM SITE NUMBER' form. The browser address bar shows 'https://uavpr.arizona.edu/ASM/quoterequest/index.php'. The form has two main sections: 'DOCUMENT REQUEST' and 'RECORDS RESEARCH'.
DOCUMENT REQUEST (checked):
- Number of reports requested (please also complete current request form and submit to ASM staff so we can make a customized quote) [input field]
- Number of ASM Project Registration Forms (please also complete current request form and submit to ASM staff so we can make a customized quote) [input field]
- Number of ASM Site Cards requested (please also complete current request form and submit to ASM staff so we can make a customized quote) [input field]
RECORDS RESEARCH (checked):
- Which do you require?
 - Records Research Request for Archaeologists
 - Cultural Resources Summary Letter for Non-archaeologists
- Provide the Name(s) of USGS 7.5-minute, 1:24,000-scale quadrangle map(s) in which research is to be performed and approximate number of square miles within the research area for each map (*1 required)
- Map Name [dropdown menu] Square Miles [input field: 0.0]
-
- Please submit shapefiles of the research area and current request form to ASM staff so we can make a customized quote. (acknowledgement required)

Document Requests & Records Research



Take Aways:

Records Research

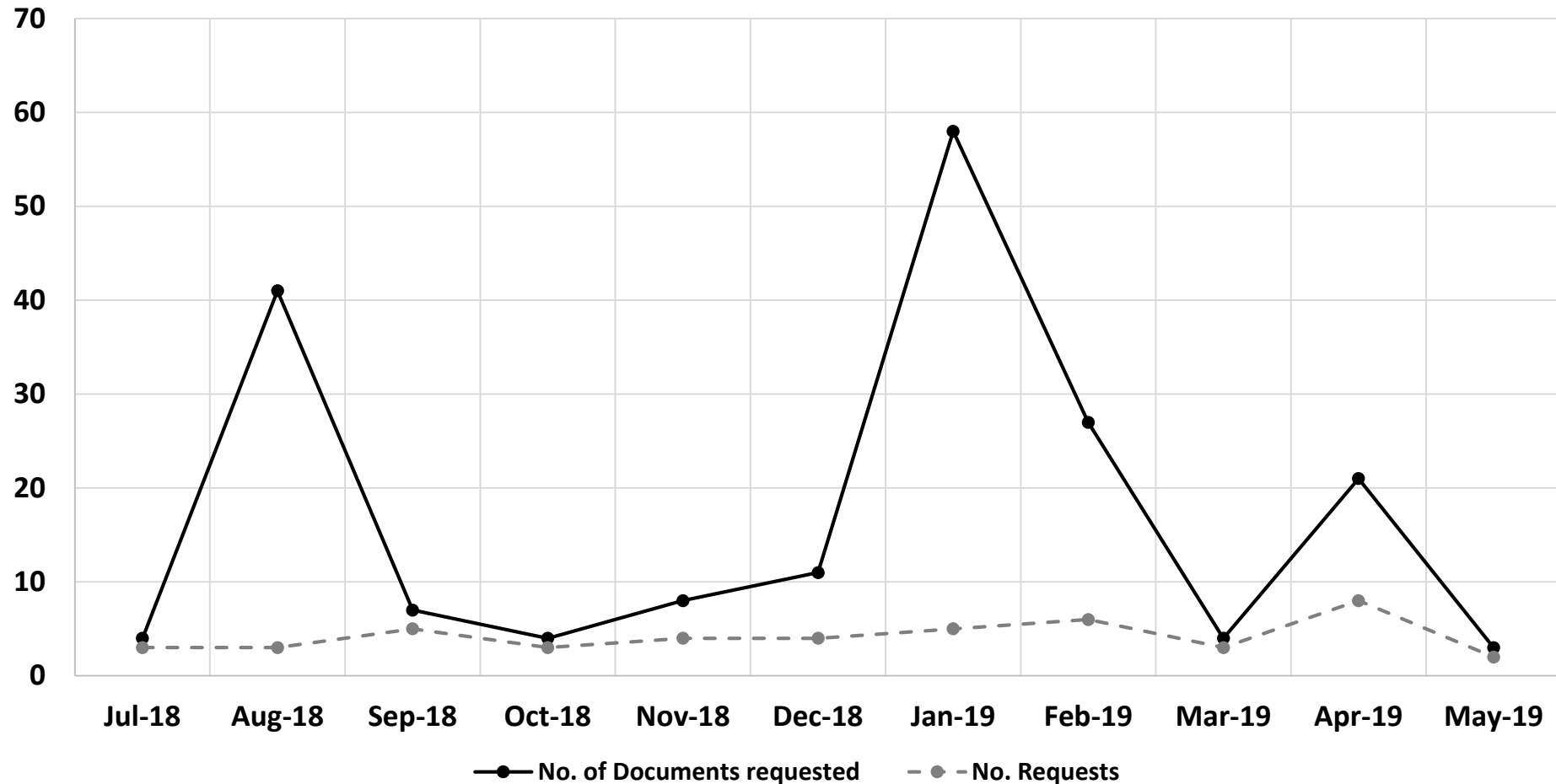
- Submit the completed Records Research Request form, available on the ASM website, and shapefiles of the research area for every request
- Deliverables that can be requested: list of ASM sites and projects, PDF maps of ASM sites and projects
- Deliverables will include all projects that have been submitted 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

A screenshot of a web browser displaying the Arizona State Museum's request form. The browser address bar shows the URL: https://uavpr.arizona.edu/ASM/quoterequest/index.php. The page has a header that says "REQUEST AN ASM SITE NUMBER". Below this, there are two main sections: "PROJECT REGISTRATION" and "DOCUMENT REQUEST". The "DOCUMENT REQUEST" section is checked and contains three input fields for the number of reports, ASM Project Registration Forms, and ASM Site Cards requested, each with a note to complete a current request form for a customized quote. Below this is the "RECORDS RESEARCH" section, which is also checked. It asks "Which do you require?" with two radio button options: "Records Research Request for Archaeologists" (selected) and "Cultural Resources Summary Letter for Non-archaeologists". Below this, it asks for the "Name(s) of USGS 7.5-minute, 1:24,000-scale quadrangle map(s) in which research is to be performed and approximate number of square miles within the research area for each map (*1 required)". There is a dropdown menu for "Map Name" and an input field for "Square Miles" with the value "0.0". A green button labeled "List Additional Map" is below this. At the bottom, there is a checkbox for "Please submit shapefiles of the research area and current request form to ASM staff so we can make a customized quote. (acknowledgement required)".

Document Requests & Records Research



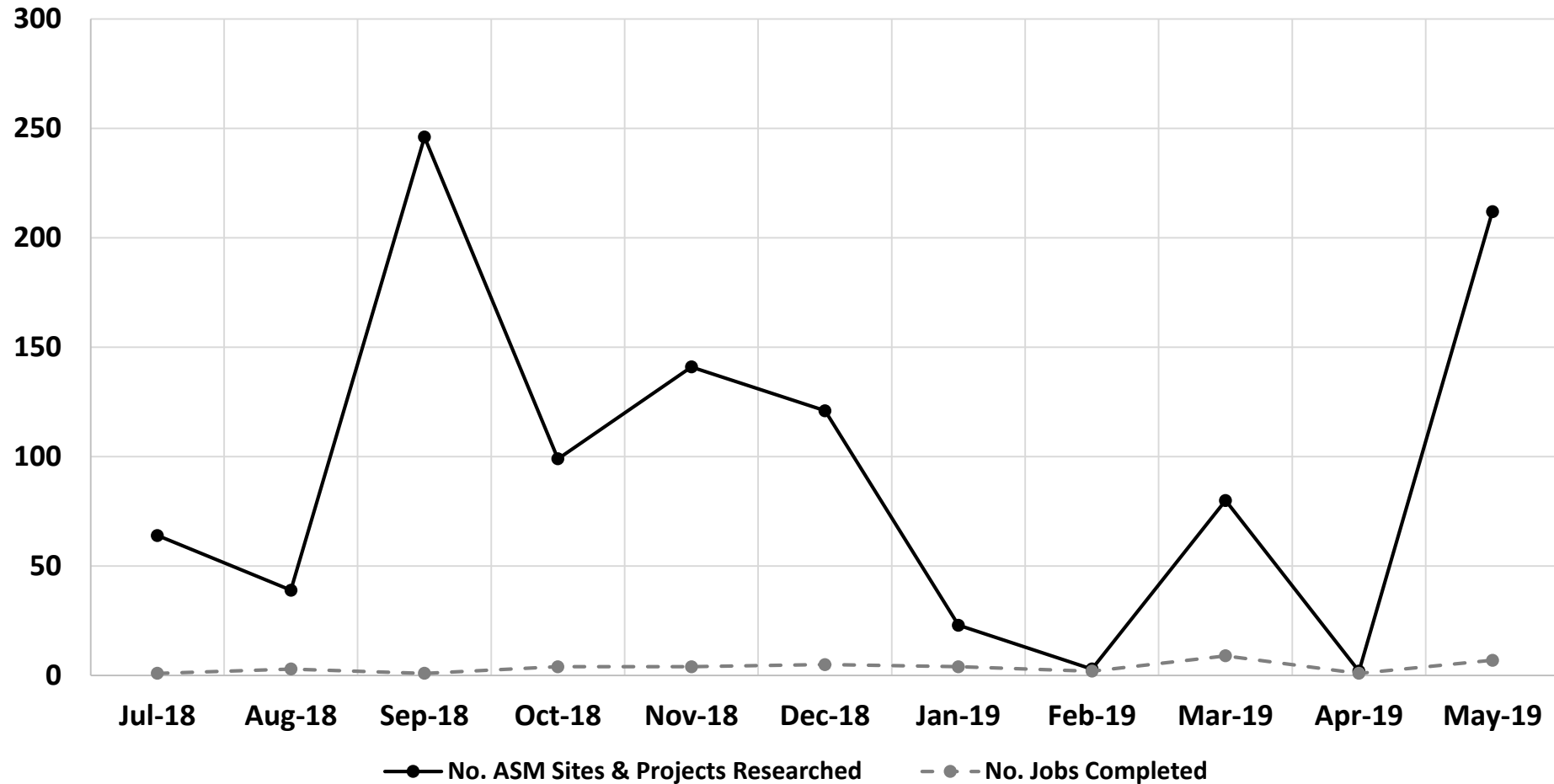
No. Document Requests Completed per Month



Document Requests & Records Research



No. Records Research Jobs 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

This screenshot shows the homepage of the Cultural Resources Management Services (CRM) section of the Arizona State Museum website. The page features a navigation menu with links for Home, About, Visit, Exhibits, Events, Programs, Collections, Research, and Join/Give. A search bar is located in the top right corner. The main content area is titled "Cultural Resources Management Services" and includes a "Services" sidebar with links to the Permits Office, Archaeological Records Office, State Repatriation Office, Archaeological Repository, Forms and Guidance, AZSITE, Frequently Asked Questions, State Statutes, and Public Notice, 2016-17. The main text describes the museum's role in preserving archaeological and paleontological discoveries on state lands and lists its state-mandated responsibilities, such as maintaining site records, curating collections, and issuing permits for surveys and excavations.

This screenshot shows the "Forms and Guidance" page within the CRM section of the Arizona State Museum website. The page features a navigation menu and a search bar. The main content area is titled "Forms and Guidance" and includes a "Services" sidebar with links to the Permits Office, Archaeological Records Office, State Repatriation Office, Archaeological Repository, Forms and Guidance, AZSITE, Frequently Asked Questions, State Statutes, and Public Notice, 2016-17. The main text provides information on how to request forms and guidance, including a link to the Request Quote for Services website.



Forms: ARO and PO

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
Archaeological Repository
Forms and Guidance
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
<u>Archaeological Repository</u>

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
<u>State Repatriation</u>

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
<ol style="list-style-type: none">1. Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps2. ASM Policy Regarding Excavation of Human Remains on Private Land3. Guidelines for ARS § 41-844 and ARS § 41-8654. Rules implementing A.R.S. § 15-1631 and § 41-841 et seq.5. Rules implementing A.R.S. § 41-8656. SHPO Guidance for Use and Submittal of the Survey Report Summary Form7. 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
<ol style="list-style-type: none">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)



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

Services

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

Frequently Asked Questions

Please peruse this section for answers to commonly asked questions. This area will be periodically updated so be sure to check back often. Museum staff are here to help, if you are not sure about something, please contact us. Contact information for ASM Mandated Program Staff is listed in the [Directory for ASM Faculty and Staff](#) and also may be found by visiting the specific areas of ASM Mandated Programs: [Cultural Resources Management Services](#) pages. (Content Last Updated 7-11-19)

Questions About the Online Quote System

- How are services requested from the Arizona State Museum? ✓
- Can you provide an example of the steps involved for a typical project registration with ASM? ✓
- What if I have a problem with invoices or payment? ✓
- How do I pay for services? ✓
- We understand there is a queue for all services, but what if we need faster turnaround? ✓

General Questions About ASM Services

- Does ASM provide records research services for archaeologists? ✓
- How do I request Records Research through the online system? ✓
- How are charges for records research calculated? ✓
- What if I want to do my own archaeological records research? ✓
- How can I request a copy of a document from the records office? ✓
- How are charges for document requests calculated? ✓
- How do I request an ASM Site number? ✓
- How do we know what forms are submitted as a hard copy vs. an electronic copy? ✓

Questions about Arizona Antiquities Act (AAA) Permits

- Does ASM charge to issue a AAA permit? ✓
- How do I report archaeological or paleontological discoveries on state land? ✓
- Where do I submit AAA permit applications? ✓
- Where do we submit treatment plans and reports conducted under AAA project-specific permits? ✓
- Where shall we direct questions about adding PI's and PD's to AAA Permits? ✓
- When do I file the notification of intent to survey form? ✓

Questions about Burial Agreements and the Discovery of Human Remains

- Where do we submit the burial agreement application? ✓
- Who handles state repatriation issues for the museum? ✓
- What is a project-specific burial agreement? ✓
- How does my company establish a burial agreement for our project? ✓
- Does ASM provide burial excavation and analysis services? ✓

Questions About ASM's Repository

- Who do I contact about repository agreements or access to the ASM repository collections? ✓
- Is there a guide on how to process collections for submission to the ASM repository? ✓
- Who do we contact about scheduling repository submissions or making curation box requests? ✓

Questions?



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**

RE:

***Quoting/
Invoicing
Process***

and

***New ASM
CRM website***



Second Hour

Project Submission and Review Processes



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**



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



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, ct scq., 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.



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



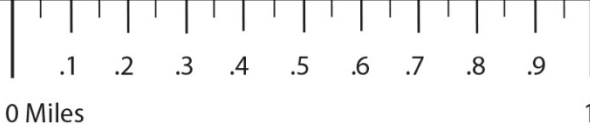
Project Submission Review: ARO

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



THE UNIVERSITY OF ARIZONA
**ARIZONA
STATE MUSEUM**
statemuseum.arizona.edu/crm



0 Miles 1

**Public Land Survey System (PLSS)
Section Template**

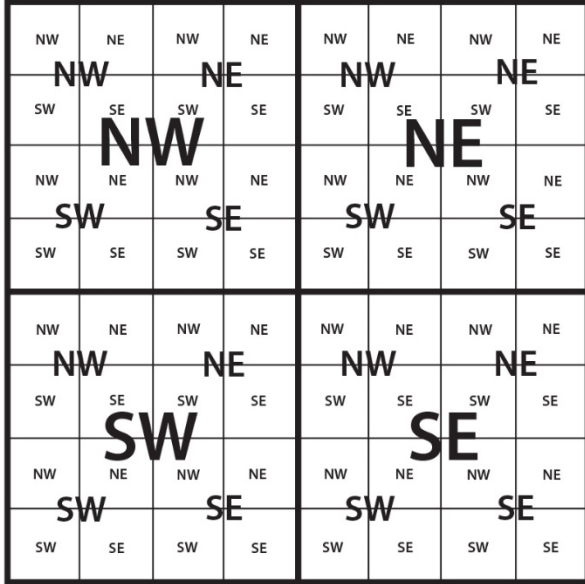
Use this tool for
map scale verification

Section Numbering

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

↕ Township

↔ Range



1:24,000 scale



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**.



PD/PI Submissions: PO

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

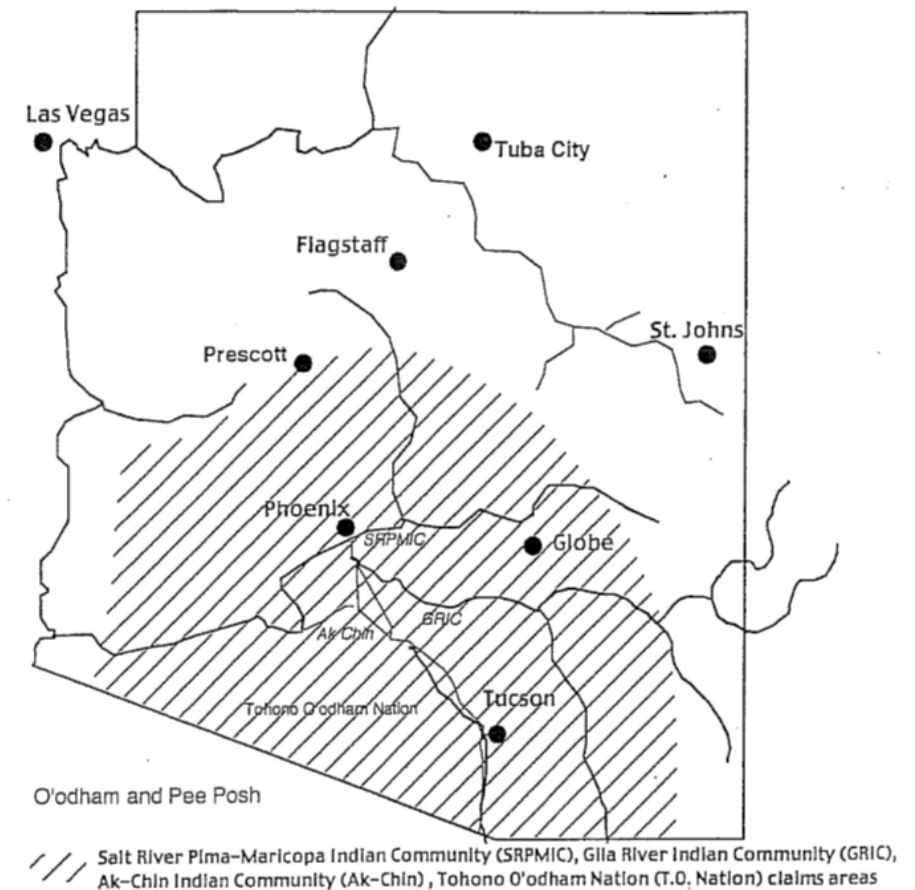


Project Initiation: RO

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 Object 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.





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.



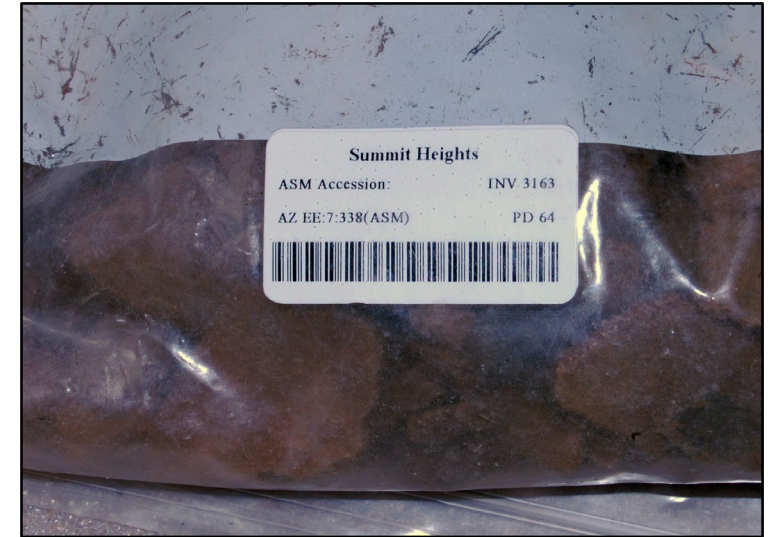


Project Submission: Repository

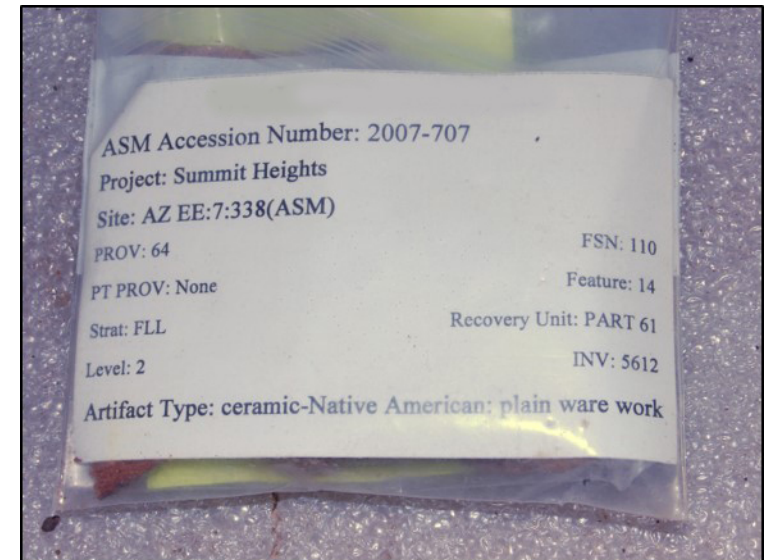
How to Organize a Collection and Document Data

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

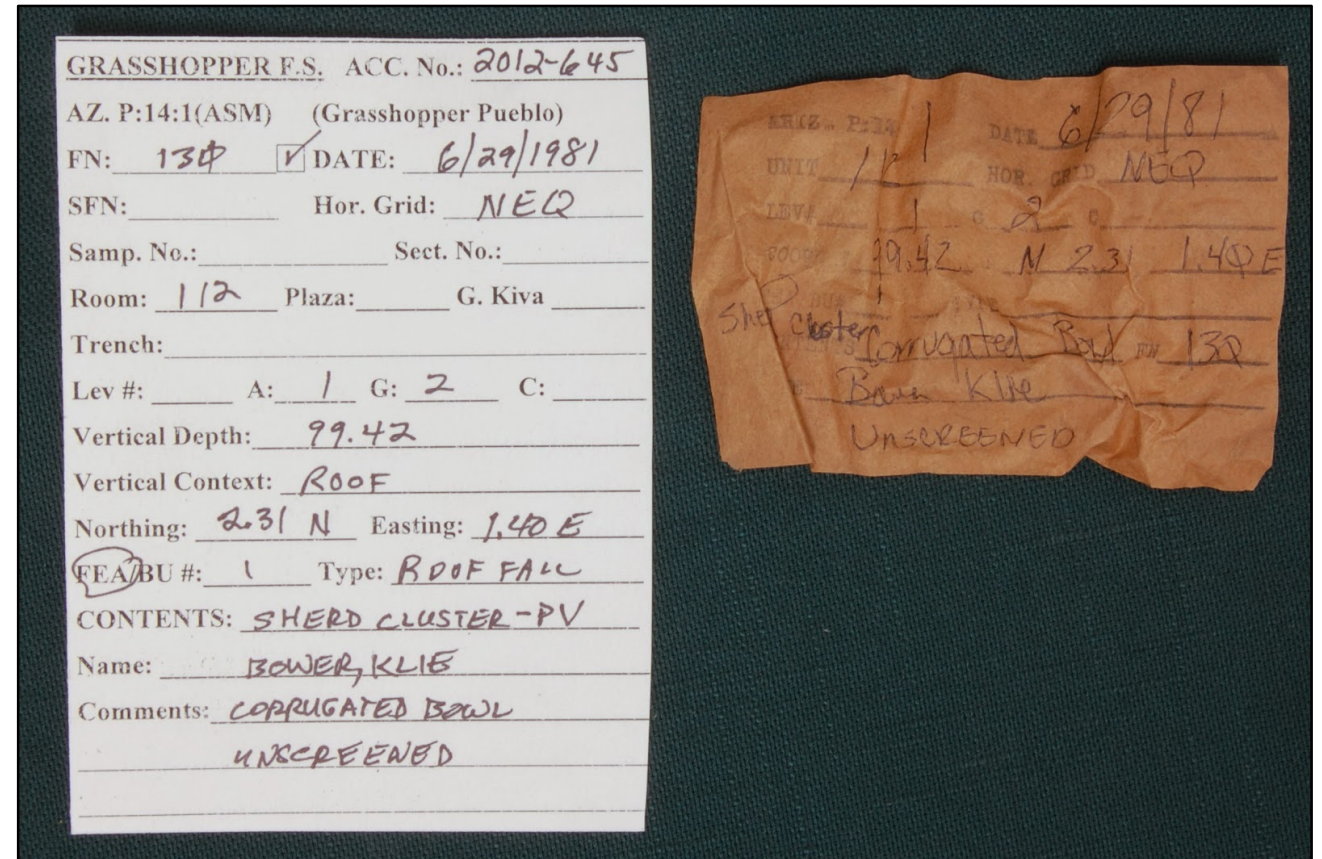


Project Submission: Repository

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

SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1425-82-13 Box # 0 Bag #: 13 PD #: 1425 Feature #: 6 SubFea #: 0 Context: Pit House Stratum: IIA Level: Vertical_Context Cultural Material: Faunal Bone Count: 1 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2217-23-3_a Box # 23 Bag #: 3 PD #: 2217 Feature #: 369 SubFea #: 0 Context: Stratum: II a/b Level: 1 Vertical_Context Mixed Material: Ceramic Sherds (1 of 2 Count: 326 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1221-68 Box # 68 Bag #: PD #: 1221 Feature #: 103 SubFea #: 0 Context: Pit House Stratum: IIB Level: Vertical_Context Roof-fall Material: Ceramic sherds Count: 1 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1376-68 Box # 68 Bag #: PD #: 1376 Feature #: 124 SubFea #: 0 Context: Pit House Stratum: IIA/IIB Level: Vertical_Context Mixed Material: Ceramic RV Count: 8 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1167-3 Box # 68 Bag #: PD #: 1167 Feature #: 0 SubFea #: 0 Context: Stripping Units Stratum: I-III Level: Vertical_Context Mixed Material: Ceramic Sherd Count: 1 Fea. Type: General Site
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1015-71-2 Box # 68 Bag #: 2 PD #: 1015 Feature #: 0 SubFea #: 0 Context: Stripping Units Stratum: I-III Level: Vertical_Context Mixed Material: Ceramic RV Count: 6 Fea. Type: General Site
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1119-69-2 Box # 68 Bag #: 2 PD #: 1119 Feature #: 100 SubFea #: 0 Context: Pit House Stratum: IIC Level: Vertical_Context Floor Material: Ceramic RV Count: 7 Fea. Type: structure

SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2157-31-16 Box # 68 Bag #: 16 PD #: 2157 Feature #: 369 SubFea #: 0 Context: Stratum: II a Level: 1 Vertical_Context Fill Material: Ceramic Sherds Count: 1 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2324-29-140 Box # 68 Bag #: 140 PD #: 2324 Feature #: 321 SubFea #: 0 Context: Stratum: II b Level: 2 Vertical_Context Floor-fill Material: Ceramic Sherds Count: 2 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2640-63 Box # 69 Bag #: PD #: 2640 Feature #: 434 SubFea #: 0 Context: Stratum: II a Level: 1 Vertical_Context Fill Material: Faunal Bone Count: 30 Fea. Type: pit
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2218-63-5 Box # 69 Bag #: 5 PD #: 2218 Feature #: 369 SubFea #: 0 Context: Stratum: II b Level: 2 Vertical_Context Roof-fall Material: Faunal Bone Count: 6 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 1280-82-22 Box # 69 Bag #: 22 PD #: 1280 Feature #: 103 SubFea #: 0 Context: Pit House Stratum: IIC Level: Vertical_Context Floor Material: Faunal Bone Count: 2 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2124-63-37 Box # 69 Bag #: 37 PD #: 2124 Feature #: 362 SubFea #: 0 Context: Stratum: II b Level: 2 Vertical_Context Fill Material: Shell Count: 3 Fea. Type: structure
SITE_No: AZ AA:12:40 (ASM) Phase: Data Recovery Bag_ID: 2313-63-38 Box # 69 Bag #: 38 PD #: 2313 Feature #: 321 SubFea #: 0 Context: Stratum: II a Level: 1 Vertical_Context Fill Material: Shell Count: 1 Fea. Type: structure

Acc. No. AP-2007-396 Coll. Category: Bulk Material
Site_No.: AZ AA:12:122(ASM) Project Phase: Data Recovery
Feature_No.: 223 FN_No: 6518
Feature Type Pithouse
Unit ID: Unit 193 Stratum: 11 Level 1
Contents: Botanical Sample Quantity: 1
Catalog No.:

Acc. No. AP-2007-396 Coll. Category: Bulk Material
Site_No.: AZ AA:12:122(ASM) Project Phase: Data Recovery
Feature_No.: 223.08 FN_No: 6643
Feature Type Posthole/post
Unit ID: Unit 98 Stratum: 30 Level 1
Contents: Botanical Sample Quantity: 1
Catalog No.:

Acc. No. AP-2007-396 Coll. Category: Bulk Material
Site_No.: AZ AA:12:122(ASM) Project Phase: Data Recovery
Feature_No.: 268 FN_No: 5923
Feature Type Small pit
Unit ID: Stratum: 50 Level
Contents: Historic Ceramics Quantity: 1
Catalog No.:

Acc. No. AP-2007-396 Coll. Category: Bulk Material
Site_No.: AZ AA:12:122(ASM) Project Phase: Data Recovery
Feature_No.: 274 FN_No: 6171
Feature Type Pithouse
Unit ID: Unit 149 Stratum: 11 Level 1
Contents: Botanical Sample Quantity: 1
Catalog No.:

Acc. No. AP-2007-396 Coll. Category: Bulk Material
Site_No.: AZ AA:12:122(ASM) Project Phase: Data Recovery
Feature_No.: 276.02 FN_No: 6267
Feature Type Small pit
Unit ID: Unit 143 Stratum: 30 Level 1
Contents: Pollen Samples Quantity: 1
Catalog No.:

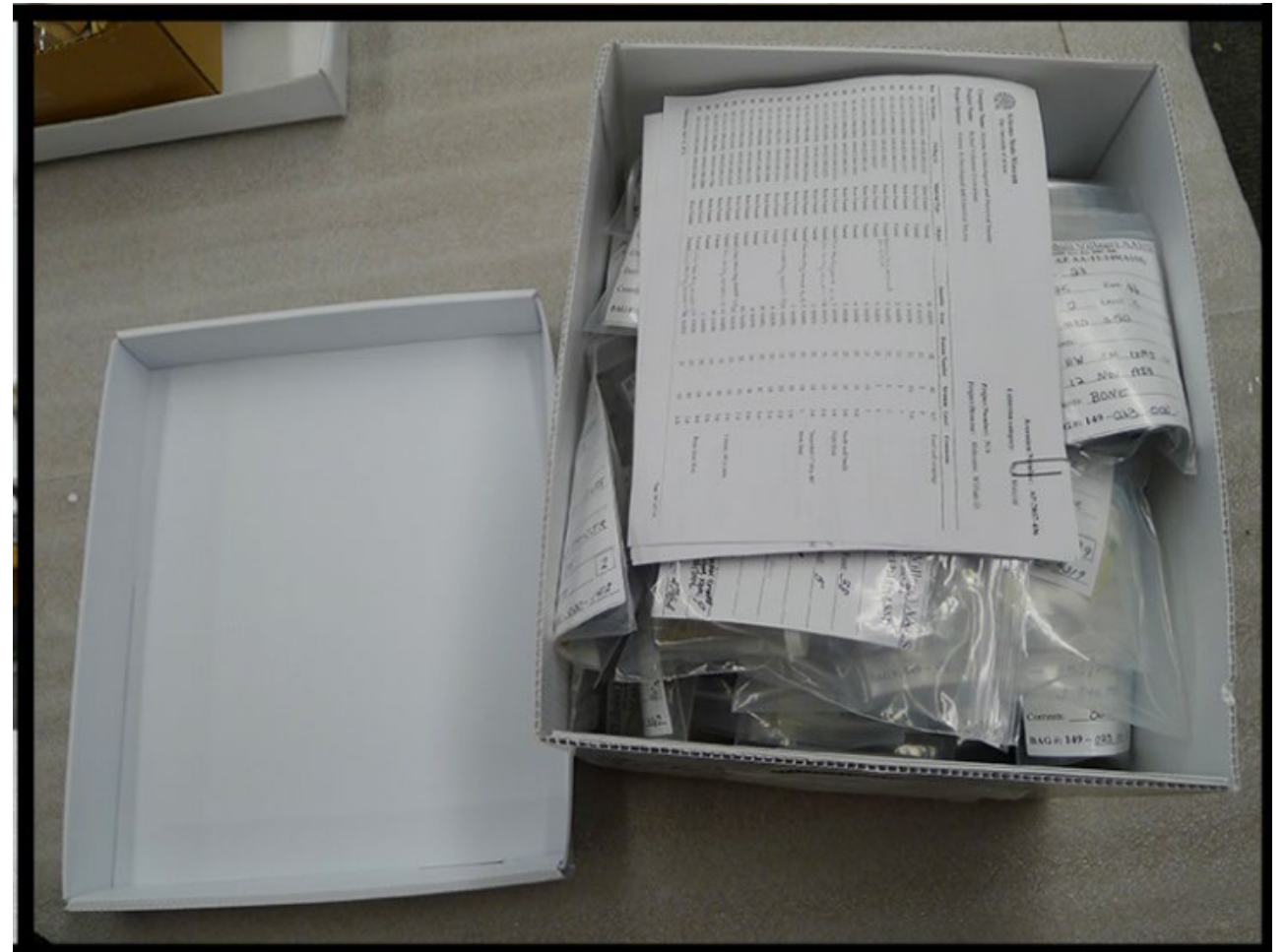


Project Submission: Repository

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



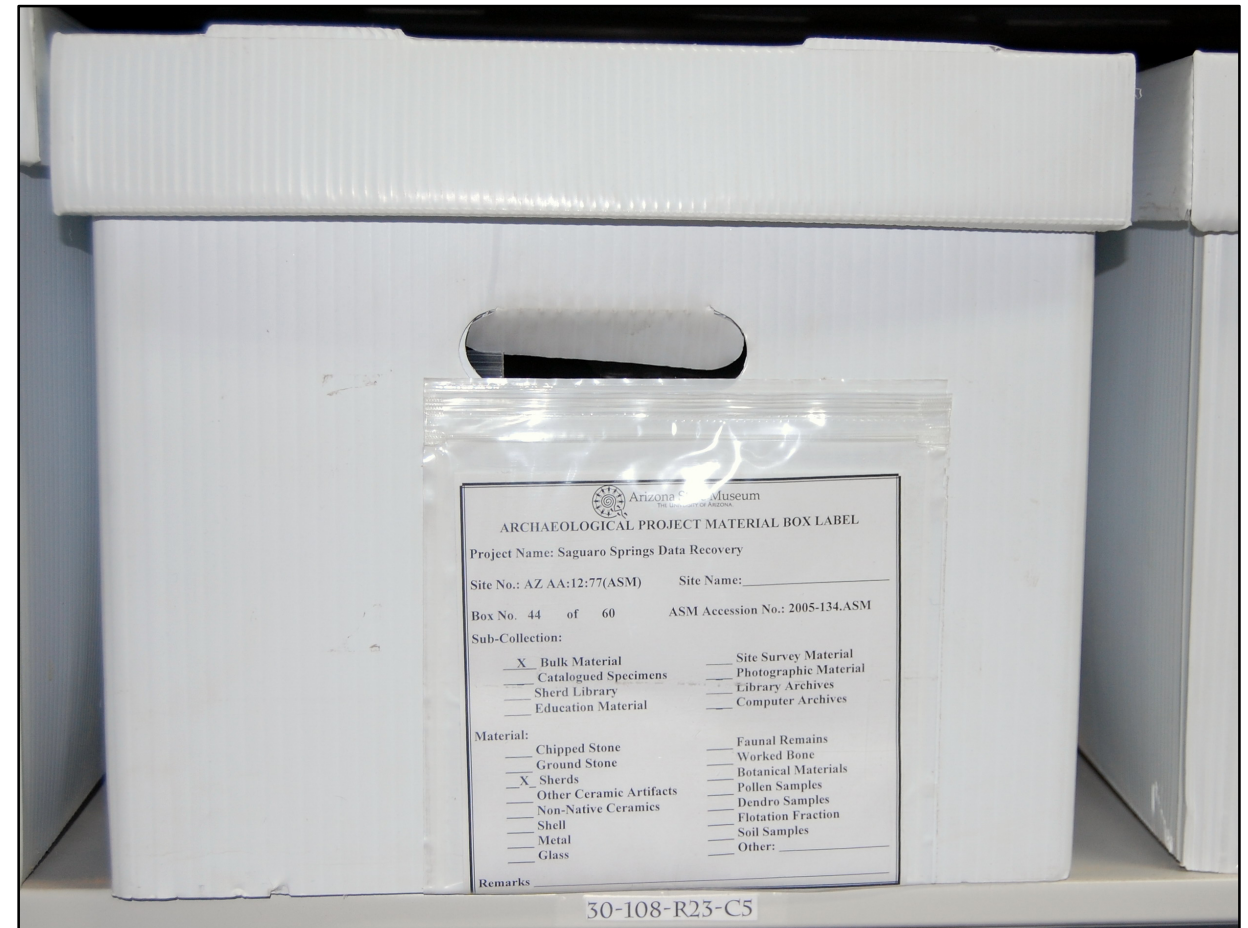


Project Submission: Repository

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





Project Submission Review: Repository

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.

THE UNIVERSITY OF ARIZONA ARIZONA STATE MUSEUM		REQUEST FOR REPOSITORY SERVICES AGREEMENT
ASM use only		
ASM Accession No. _____	ASM Permit No. _____	
Section 1. Applicant Information		
a. ASM Job No.:	_____	
b. Date:	_____	
c. Institution:	_____	
d. Address:	_____	
e. City, State, Zip Code:	_____	
f. Phone:	_____	
g. Contact Name:	_____	
h. Contact Email:	_____	
Section 2. Project Information		
a. Project name:	_____	
b. Project number:	_____	
c. Project sponsor, contact:	_____	
d. Project sponsor address:	_____	
Section 3. Type(s) of Investigation (select all that apply):		
<i>a. Select all that apply:</i>		
<input type="checkbox"/> Archaeological collection survey	<input type="checkbox"/> Archaeological excavation	
<input type="checkbox"/> Archaeological testing	<input type="checkbox"/> Archaeological site monitoring	
Section 4. Project Description		
a. Landowner (not lessee):	_____	
b. Landowner address:	_____	
c. Agency Contact:	_____	
d. Permit Agency:	_____ <i>Select:</i> <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> County	
e. Estimated Person-field days:	_____	
f. ASM site(s) to be investigated. Specifically identify Landowner and/or Agency (e.g., ASLD, Private, BLM)		
ASM Site Number	Landowner and/or Agency	
_____	_____	
_____	_____	
_____	_____	
Archaeological Repository Date: 10 July 2018 Revised: 7 February 2019		
		Page 1 of 2



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 one month 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.





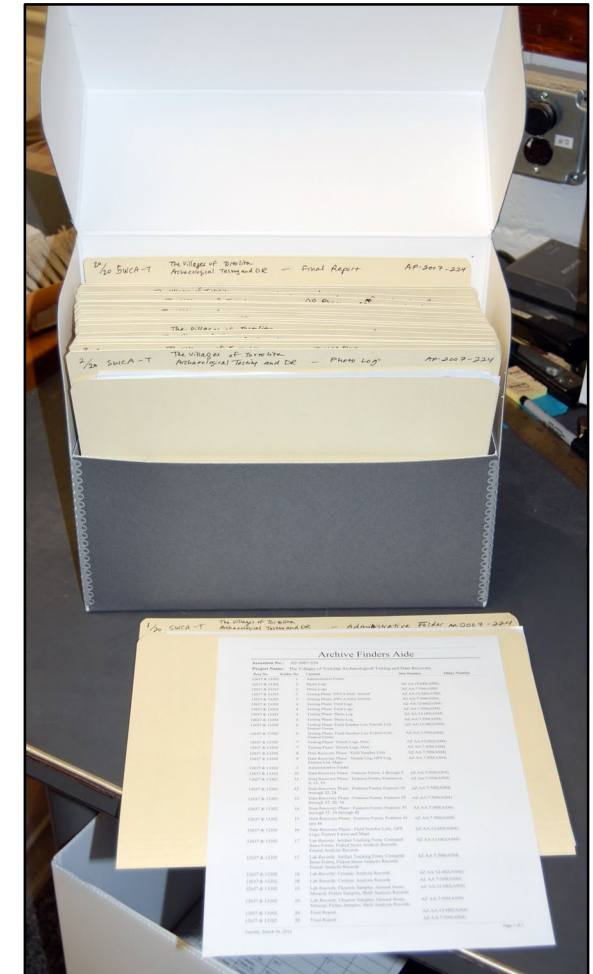
Post-submission Process Review: Repository

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





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

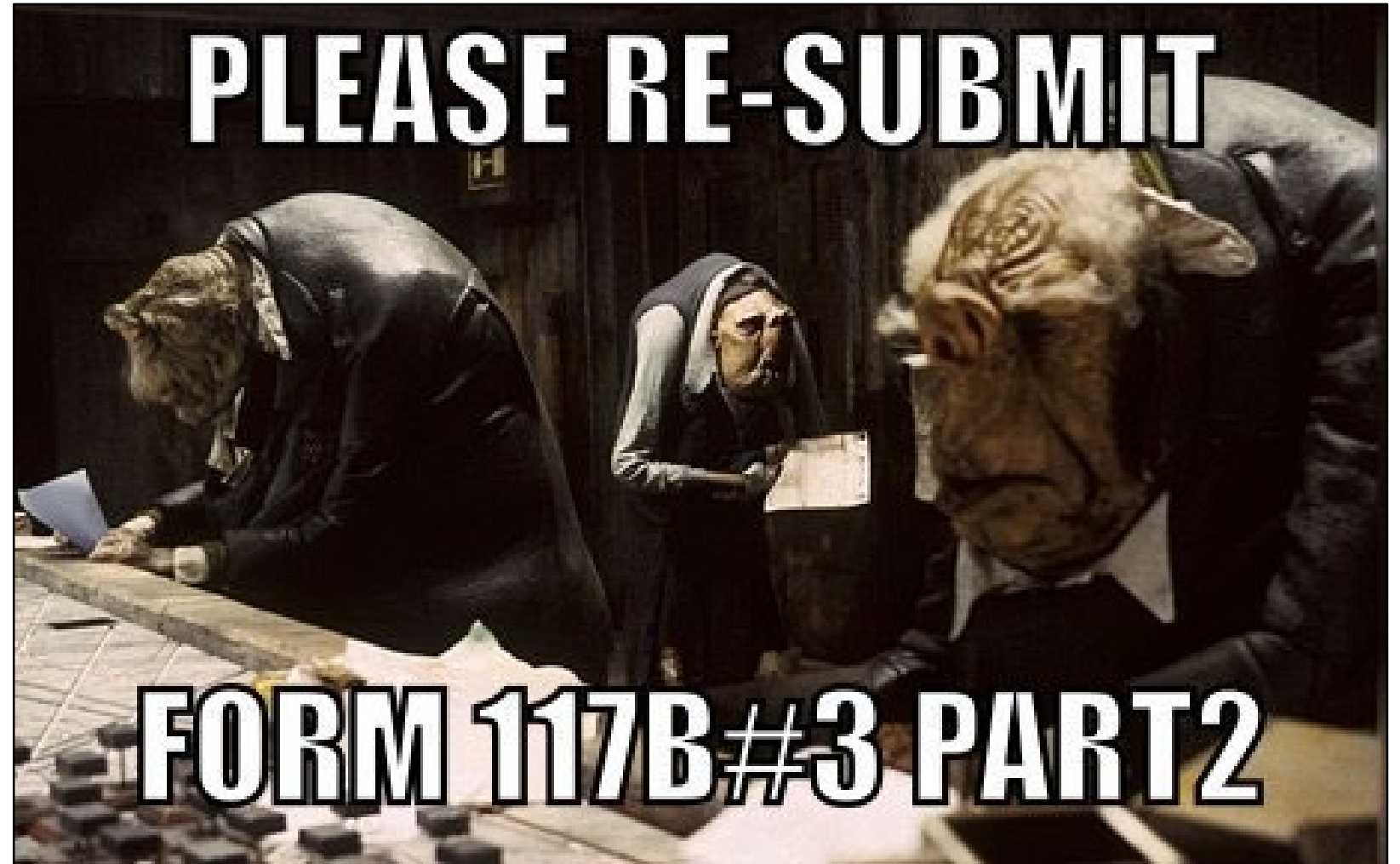
- Fields requesting information which will help limit emails
- Simplify questions asked within the quote system
- Restructure the Records Research request section
- Restructure the Burial Agreement request section

Questions?



RE:

***Project
Submission
and Review
Processes***





Contact us!

Feel free to contact us during and after the conference:

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