



THE UNIVERSITY OF ARIZONA

ARIZONA STATE MUSEUM

POLICY AND PROCEDURES REGARDING DIGITAL IMAGES OF WORK CONDUCTED UNDER AN ARIZONA ANTIQUITIES ACT PERMIT

*A.R.S. §41-842 and §41-844;
Rules Implementing A.R.S. §15-1631 and §41-841 et seq., The Arizona Antiquities Act*

I. Policy

- A. All digital images of work conducted under an Arizona Antiquities Act Permit, including those in reports, must be submitted to the repository identified on the permit as publishable-quality images.
- B. Each report of work conducted under an Arizona Antiquities Act Permit must include:
 - 1. at least one image of each new site that is identified during fieldwork;
 - 2. at least one image of each previously recorded site that is visited during fieldwork; and
 - 3. at least one image of each survey area in which no site was identified.
- C. Each report of work conducted under an Arizona Antiquities Act Project-specific Permit must include:
 - 1. images that support the written description or interpretation of features, artifacts, recording methods, analytic methods, and stratigraphic, associational, or environmental relationships; and
 - 2. at least one image of each artifact that is destroyed by destructive analysis.

II. Procedures

- A. Take images in TIFF at a minimum resolution of 300 ppi and a minimum of 8 x 10 inches.
- B. Name images as the word “image” immediately followed by sequential numbering beginning with the number 1 (i.e., image1, image2, image3...imageX).
- C. Use the ASM Digital Image Data Sheet to log images sequentially using the file names described in Section II(B).
- D. Submit the images and the ASM Digital Image Data Sheet on a CD or DVD.
- E. Do not submit personal, travel, duplicate, redundant, or poor quality (e.g., out-of-focus, bad exposure) images.