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| ***Email completed form to: asm\_crm@email.arizona.edu*** |  | ***Email subject line: Records Research*** |
| **ASM use only** |
|  |  |  |  |  |  |  |  |
|  | No.  |  |  | Quoting | List | Site Maps | Project Maps |
|  |  |  |  |  |  | Standard | Empty | Standard | Empty |
| ASM Sites |  |  | No. | — | — |  |  |  |  |
| ASM Site Updates |  |  | Time (Minutes) |  |  |  |  |  |  |
| Projects |  |  | *Notes* |  |
|  |  |  | **Total Time (minutes)** |  |
|  |  |  |  |  |  |
|  |
| **Section 1. General Information** |
| a. ASM Job No. (Quote Reference ID): |  |
| b. Date requested: |  |
| c. Institution: |  |
| d. Project Number: |  |
| e. Project Name: |  |
| f. Request submitted by (name): |  |
| g. Requestor’s email: |  |
| h. Requestor’s mailing address: |  |
| i. Additional recipient name(s) *(optional)*: |  |
| j. Additional recipient email(s) *(optional)*: |  |
|  |
| **Section 2. Research Area** |
|  | a. Include one or more shapefiles (or KML files) for the research area (project area and/or buffered research area). |
|  | b. List the size of the research area: |  | square miles |
|  | c. List one Township, Range, and Section that the research area intersects: | T |  | R |  | S |  |
|  |
| **Section 3. Select Deliverables**  |
|  | [ ]  | List and detailed spreadsheet of ASM sites and archaeological projects in ASM collections that intersect the research area *(required)* |
|  | [ ]  | PDF map(s) of ASM sites that intersect the research area, depicted at a 1:24,000 scale on a USGS 7.5’ quadrangle *(optional)* |
|  |[ ]  PDF maps(s) of archaeological projects in ASM collections that intersect the research area, depicted at a 1:24,000 scale on a USGS 7.5’ quadrangle *(optional)* |
|  | If applicable: |
|  |[ ]  Maps are being ordered for a previously completed Records Research for Archaeologists request |
|  |  | List the previous ASM Job No.: |  |  |

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| **Section 4. Please Note** |
| 1. Quoting Guidelines:
2. All services offered by ASM must be requested through the ASM Request Quote for Services website: <https://asmquoterequest.oasis-prod.arizona.edu/ASM/quoterequest/>
3. In order to receive a quote for a Records Research for Archaeologists request, the institution making the request must hold an Arizona Antiquities Act (AAA) permit or have an *Archaeological Records Office Records Use Agreement* on file at ARO.
4. The fee for Records Research for Archaeologists is calculated based on the time that it will take to fill the request. ASM staff will email a customized quote for services once this form and shapefiles have been received.
5. Each map depicting ASM sites or archaeological projects in ASM collections that intersect the research area will add approximately 1 hour to the time needed to complete the request. Large research areas or research areas that are dense in ASM sites or archaeological projects may require multiple maps, each of which will require approximately 1 hour. If maps are requested but a deliverable map shows no ASM sites or archaeological projects, then that empty map will be quoted as adding no time (0 hours) to the request.
6. Deliverables
7. Deliverables will be sent electronically via the University of Arizona’s Box account, unless another delivery method is requested.
8. Maps can *only* be requested in conjunction with a list and spreadsheet of ASM sites and archaeological projects in ASM collections. If maps are not initially requested and are required after the deliverables have been issued, then a new Records Research for Archaeologists request must be submitted through the ASM Request Quote for Services website.
9. Maps provided as Records Research deliverables may be included in the “Previous Research” section of project reports. When included in “Previous Research,” maps must be reproduced as is, inclusive of the ASM logo and all other map elements. Maps provided as Records Research deliverables *may not* be used to depict the results of archaeological fieldwork—neither reproduced as is in the results section of a report, nor used as a basemap in a new map of the fieldwork results.
10. AZSITE Shapefile Requests
11. AZSITE shapefiles and attribute information are no longer available from ARO. Please contact the AZSITE Database Specialist, Gabe McGowan (gmcgowan@email.arizona.edu), for details regarding this service.
12. Options for Additional Research
13. If more information is needed beyond the results provided in the Records Research deliverables, please consider the following options:
	* Make an appointment to visit ARO free of charge to view maps, ASM site cards, Project Registration Forms (PRFs), and reports for the archaeological projects and ASM sites that intersect the research area. Appointments can be made on Tuesdays, Wednesdays, and Thursdays between 9:30 AM and 4:00 PM. Contact ARO to schedule an appointment (asm\_crm@email.arizona.edu, subject heading ARO Appointment).
	* For a fee, request copies of any ASM site cards, PRFs, and reports that are needed for additional research. Submit a Document Request through the ASM Request Quote for Services website and email a completed Document Request form (<https://statemuseum.arizona.edu/crm/document/document-request-form>), per the form’s instructions.
14. Form Submission Guidelines
15. ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions:
	* Email the completed form and shapefile to: **asm\_crm@email.arizona.edu**
	* Use this subject heading in the email: **Records Research**
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