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| ***Email completed form to: asm\_crm@email.arizona.edu*** |  | ***Email subject line: Records Use Agreement*** |
| **Section 1. Institution Requesting Access** |
|  | a. Date: |  |
|  | b. Institution:  |  |
|  | c. Contact Name: |  |
|  | d. Contact Position:  |  |
|  | e. Contact Phone: |  |
|  | f. Contact Email |  |
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| **Section 2. Type of Requestor (select one)** |
|  |[ ]  The Institution is an Arizona Antiquities Act (AAA) Permit holder |
|  |  |  | *If the requestor is an AAA permit holder, please skip Section 3 and proceed to Section 4.* |
|  |[ ]  The Institution is not an AAA Permit holder |
|  |  |  | *If the requestor is not an AAA permit holder, please proceed to Section 3.* |
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| **Section 3. Non-permit holders**  |
|  | a. Contact sponsor (if Contact is a student): |  |
|  | b. Contact sponsor position: |  |
|  | c. Institution Address |  |
|  | d. City/State/Zip code: |  |
|  | e. Reason for requesting access to the ASM Archaeological Records Office and using data: |
|  |  | *Select all that apply:* |
|  |  |[ ]  Contract archaeology project |
|  |  |[ ]  Academic research |
|  |  |[ ]  Avocational research |
|  |  |[ ]  Other (explain):  |  |
|  | f. How will this information be used? |
|  |  | *Select all that apply:* |
|  |  |[ ]  CRM report |
|  |  |[ ]  Publication |
|  |  |[ ]  Thesis/dissertation |
|  |  |[ ]  Other academic paper |
|  |  |[ ]  Other (explain): |  |
|  | g. Provide a statement of your reason for accessing records in the ASM Archaeological Records Office (ARO): |
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| **Section 4. Agreement for use of Arizona State Museum’s Archaeological Records**  |
|  | 1. This signed Records Use Agreement must be on file in the ARO for all Institutions holding an AAA Permit and Non-AAA Permit Holders before conducting research in the ARO and requesting the Records Research for Archaeologists and Document Request services.
2. It is the responsibility of the applicant and the institution they represent (applicant) to consult with appropriate state, federal, or tribal land managers, or private property owners, before conducting any cultural resources records research investigations on, or related to, their lands and that copies of the products of such research will be shared with appropriate land managers or property owners, with sensitive site information redacted or excluded, as appropriate.
3. The applicant agrees to follow *Guidelines for Research at the Archaeological Records Office* (<https://statemuseum.arizona.edu/crm/documents>).
4. The applicant acknowledges that the ARO does not guarantee accuracy of records in its holdings.
5. The applicant shall notify the ARO in writing of record(s) error(s) when observed.
6. The applicant shall not disclose cultural resource information from the ARO when disclosure will violate federal, tribal, or state law (see A.R.S. §39-125 [<https://www.azleg.gov/ars/39/00125.htm>]).
7. The applicant acknowledges that violation of any law regarding cultural resource information may result in any singular or combination of the following: denial of future access and use of ARO records, revocation of an existing Arizona Antiquities Act Permit, denial of an Arizona Antiquities Act Permit Application.
8. The applicant acknowledges that approval of this application does not constitute permission to conduct archaeological fieldwork under any Arizona state statute.
9. The applicant acknowledges that failure to comply with the above conditions will result in immediate suspension of all privileges to use or get access to archaeological records information and may result in legal action against the individual or agency responsible for the misuse of these data.

**The signatory, as an ASM-vetted representative of the Institution, agrees to the foregoing statements, terms, and conditions of this document.**  |
| Signed: |  |  | Date: |  |
| Printed Name: |  |  |
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| **Section 5. Please Note:** |
| 1. Section 1c: Institution refers to the company, agency, or institution conducting work.
2. Section 2: All Institutions holding an AAA Permit must submit a signed ARO Use Agreement annually and distribute the *Guidelines for Research at the Archaeological Records Office* to appropriate Institution personnel prior to conducting research in the ARO.
3. Section 2: Non-AAA Permit Holders must send their curriculum vitae with this application. The application will be reviewed by ASM Head of Collections, and the Archaeological Records Office will contact you with the results.
4. An ASM-vetted representative is either:

(1) a Principal Investigator or Project Director listed on the Institution’s AAA Permit; or (2) an individual reviewed and approved by the ASM Head of Collections.1. ASM staff will not process forms emailed to staff email accounts. To avoid delays, follow these instructions:
	* 1. Email completed form to: **asm\_crm@email.arizona.edu**
		2. Use this subject heading in the email: **Records Use Agreement**
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