THE UNIVERSITY OF ARIZONA
ARIZONA STATE MUSEUM

CONDUCTING RESEARCH IN THE ARCHAEOLOGICAL RECORDS OFFICE

The Archaeological Records Office (ARO) offers two types of appointments for conducting your own research: **virtual appointments** and **in-office appointments**.

1. During a **virtual appointment**, you will conduct your research remotely using photos of ARO's USGS 7.5' quad maps and two types of lists exported from ARO's database, provided by ARO personnel. If there are any ASM sites or projects in your research area, then you should either schedule an in-office appointment or use ASM's fee-based Document Request service to consult relevant ARO documents.

2. During an **in-office appointment**, you will conduct your research in person using ARO's USGS 7.5' quad maps and two types of lists exported from ARO's database, provided by ARO personnel. If there are any ASM sites or projects in your research area, then you may consult relevant ARO documents (self-directed).

	Virtual Appointment	**In-office Appointment**
Location	Remote	ARO
Cost	Free	Free
Size limit for research area	Four (4) quad maps *and* forty (40) sections	None
Consult ARO USGS 7.5' quad maps for the current ASM site boundaries that intersect your research area	✓	✓
Receive a list of projects held in ASM collections and ASM sites that intersect the Townships, Ranges, and Sections (TRSs) of your research area	✓	✓
Receive a site history (list of projects that have recorded an ASM site) for ASM sites that intersect your research area	✓	✓
Consult ASM documents—Project Registration Forms (PRFs), reports, and ASM site cards—for projects and sites that intersect your research area		✓
Ask ARO personnel questions about sites and projects that intersect your research area	✓	✓

Schedule an appointment

1. Send an email to the ASM centralized email account (asm_crm@email.arizona.edu). Use the subject heading **ARO Appointment**. If you have questions, please call 520-621-4011.
2. When requesting your appointment, indicate whether you would like a virtual or an in-office appointment.
3. For virtual appointments, provide the following details:
    a. your institution's name and the internal project number for your research area,
    b. a list of the USGS 7.5' quad maps where your research area is located (inclusive of any research buffer),
    c. a list of the TRSs where your research area is located (inclusive of any research buffer),
    d. a map of your research area (plotted on a USGS 7.5' quad map and inclusive of any research buffer), and
    e. whether your research area (inclusive of any research buffer) includes Tribal land.

    For very large research areas that will require multiple virtual appointments, you may request all of the appointments in a single email, as long as it is clear which USGS 7.5' quad maps and TRSs go with each appointment. For further details, please see *Frequently Asked Questions*, below.

4. For in-office appointments, please provide the following details:
    a. your institution's name and the internal project number(s) for your research area(s), and
    b. whether you will need a half-day slot or an all-day slot for your research (for details, see *Office hours for appointments*, below).

5. If your request is urgent or you have a preferred appointment date, include that information in your email. For further details, please see *Frequently Asked Questions*, below.

Office hours for appointments

1. Appointments are available Tuesday through Thursday between 9:30 am and 4:00 pm, with closure for lunch between 12:00 pm and 1:00 pm.
   a. For in-office appointments, we offer three slots:
      i. a half-day morning slot between 9:30 am and 12:00 pm,
      ii. a half-day afternoon slot between 1:30 pm and 4:00 pm, and
      iii. an all-day slot between 9:30 pm and 4:00 pm, with closure for lunch.
   b. All virtual appointment slots are between 9:30 am and 4:00 pm.
2. ARO is closed during all University of Arizona (UA) closures and holidays:
   https://hr.arizona.edu/sites/default/files/University_of_Arizona_Holiday_Schedule.pdf

FREQUENTLY ASKED QUESTIONS

Who can make an appointment?

The following people can make an appointment:

1. Arizona Antiquities Act (AAA) Permit Holders and other professional archaeologists within the same institution, and
2. non-AAA Permit Holders who have been approved to access ARO records. To apply for approval, submit an *Archaeological Records Office Records Use Agreement*. Instructions are on the form:
   https://statemuseum.arizona.edu/crm/document/records-use-agreement

Can more than one person attend an appointment?

A maximum of two people from the same institution may attend in-office and virtual appointments.

Which type of appointment should I choose?

You might prefer to start your research with a virtual appointment if:

1. you are not based in the Tucson area,
2. your research area is small, and/or
3. your research area is very large but you have time to receive your research materials over multiple appointments.

You might prefer to start your research with an in-office appointment if:

1. you have a very large research area,
2. you have multiple research areas to cover during a single appointment, and/or
3. you only need to consult PRFs, reports, and/or ASM site cards.

How much notice does ARO need to schedule my appointment?

We require advanced notice of at least 24 hours to schedule an appointment, but wait times may be 1-2 weeks when demand is high. Providing as much notice as possible will increase the likelihood of getting an appointment on the day of your choice. If your project has an urgent deadline, then please indicate this when requesting your appointment. We may be able to schedule one type of appointment (virtual vs. in-office) sooner than the other.

How do I cancel my appointment?

To cancel your appointment, please send an email to the ASM centralized email account (asm_crm@email.arizona.edu) and use the subject heading **ARO Appointment**, or call 520-621-4011. For non-emergencies, please contact us at least 24 hours before the start of your appointment so that we can offer your slot to someone else.

An individual who misses three in-office appointments within 12 months may be banned from attending further in-office appointments for the next 12 months. That individual may be limited to requesting virtual appointments, and that individual's institution may be required to send someone else to attend in-office appointments. Non-emergency cancellations of in-office appointments with less than 24 hours of notice will be considered missed appointments.

The following do not count towards an individual's limit of three missed in-office appointments:

1. late cancellations for emergencies (up until the time of the appointment),
2. having a colleague from the same institution attend instead of the individual who requested the appointment, and
3. missing virtual appointments.

Can I change my virtual appointment to an in-office appointment or vice versa?

You can change from one type of appointment to the other, but unless we are given sufficient notice, we may need to assign you a different date and time slot.

1. Send an email to the ASM centralized email account (asm_crm@email.arizona.edu) and use the subject heading **ARO Appointment**. In your message, please:
    a. tell us your appointment number (which can be found in your original confirmation email),
    b. explain that you would like to change your appointment type, and
    c. provide all of the required details for virtual appointment requests or in-office appointment requests, as applicable (see *Schedule an appointment*, above).

Is there a size limit for research areas?

For in-office appointments, there is no size limit for research areas.

For virtual appointments, there is a size limit for research areas. We can accommodate a research area based on *both* of the following limits:

1. four (4) USGS 7.5' quad maps, *and*
2. forty (40) sections.

Very large research areas that exceed these limits must be split into multiple virtual appointments. When splitting your appointment request into multiple parts, please refer to *When requesting a virtual appointment, how should I format the lists of USGS 7.5' quad maps and TRSs?*, below. ARO may not be able to accommodate back-to-back appointments for very large research areas when demand is high.

When requesting a virtual appointment, how should I format the lists of USGS 7.5' quad maps and TRSs?

Please format the lists of USGS 7.5' quad maps and TRSs that intersect your research area in the following ways:

1. List the quad maps in your research area separately from the TRSs in your research area. Each TRS section should only be listed once, even if it appears on multiple quad maps.
2. For each quad map in the research area, list the USGS quad map name (e.g., Phoenix, Tucson) and the corresponding ASM quad map number (e.g., AZ T:12:NE, AZ BB:13:NW). ASM quad map numbers can be found here: https://statemuseum.arizona.edu/crm/document/quad-map-numbers
3. If your research area includes a buffer, then that should be included in the quad map list and the TRS list.
4. If your research area includes multiple townships and/or multiple ranges, list the sections for each unique township-range combination. For example, any of the following are acceptable:
    a. Township 1 North Range 1 East Sections 4, 5, and 6; Township 1 North Range 1 West Sections 1 and 2.
    b. T1N R1E S4, 5, and 6; T1N R1W S1 and 2.
    c. T1N R1E S4; T1N R1E S5; T1N R1E S6; T1N R1W S1; T1N R1W S2.
5. If your research area exceeds four (4) quad maps and/or forty (40) sections, then please split the research area into multiple parts, label each part (e.g., "Part 1," "Part 2"), and do one of the following:
    a. submit a separate appointment request email for each part of the research area, or
    b. send a single appointment request email that includes:
        i. a separate quad map list for each part of the research area (e.g., "Part 1: [quad map list]; Part 2: [quad map list]"), and
        ii. a separate TRS list for each part of the research area (e.g., "Part 1: [TRS list]; Part 2: [TRS list]").

How do virtual appointments work? What are Deliverables #1 and #2?

For most projects, a virtual appointment will be a four-step process:

1. When requesting your appointment, send information about your research area (see *Schedule an appointment*).
2. On the day of your appointment, ARO will send the following research materials as Deliverable #1:
    a. photographs of ARO USGS 7.5' quad maps showing your research area's TRSs, and
    b. a list of projects and ASM sites that intersect the TRSs in your research area.
3. Using Deliverable #1, you should compile a list of ASM sites for which you would like site histories and email it to ARO. At this stage, ask ARO any questions about the ASM site numbers or site boundaries on the map photos.
4. After receiving your list of sites, ARO will send Deliverable #2:
    a. a site history spreadsheet, listing the projects that have recorded each ASM site.

   If ARO receives your list of ASM sites before 2:00 pm on the day of your appointment, ARO will send the site histories the same day, and this marks the end of your appointment. If you send your list of ASM sites after 2:00 pm on the day of your appointment, ARO will schedule another appointment for this request.

Most virtual appointments will need to be followed up with an in-office appointment to review documents (free of charge), or by using the fee-based Document Request service.

During a virtual appointment, how will I receive my research materials (Deliverables #1 and #2)?

ARO will deliver your research materials (Deliverables #1 and #2) electronically via the UA Box account, unless another delivery method is requested.

During a virtual appointment, how should I use my research materials (Deliverables #1 and #2)?

When you receive Deliverable #1

1. Check the USGS 7.5' quad map photographs to see whether any ASM sites intersect your research area and ask ARO for histories of those sites.
2. Please note the following about the list of projects and ASM sites that intersect your research area's TRSs:
    a. The list will not include projects or sites that have not yet been submitted to ASM.
    b. Not all projects and ASM sites on this list will intersect your research area because information is provided for full sections, not just the portion intersecting your project area. For example, if your research area covers the eastern half of Township 1N Range 1E Section 1, the list will also include projects and sites in the western half of Township 1N Range 1E Section 1. Consult ASM's reports and site cards to determine which projects and sites are relevant to your research area.
    c. To account for any incomplete TRS location data in ARO's database, you should also request a site history spreadsheet (list of projects that have recorded an ASM site) for each ASM site within your research area. Site histories do not rely on location data and may provide you with additional information.

While you are waiting for Deliverable #2

1. Use the ASM Library and Archives' online catalog to find report citations for the projects that intersect the TRSs where your research area is located. For more information, see the *How do I use ASM's Library and Archives online catalog?* FAQ.

When you receive Deliverable #2

1. Use the ASM Library and Archives' online catalog to look up report citations for any additional projects that appear in the site history spreadsheet. The catalog may also help you to find testing, excavation, and monitoring projects that have updated the ASM sites in your research area but have not yet been linked to those sites in ARO's database, which contains mostly non-collection survey data.
2. If you are an AZSITE user, check AZSITE for:
    a. site and project shapefiles, and
    b. scanned PRFs and ASM site cards.
   Please see the AZSITE website for more information: http://azsite3.asurite.ad.asu.edu/Azsite/index.html
3. Make a list of all PRFs, reports, and ASM site cards that you need to consult to complete your research and either:

a. schedule an in-office appointment to view these documents, free of charge, or
b. use ARO's Document Request service to obtain scans of these documents for a fee. Download the Document Request form and instructions from the ASM website (https://statemuseum.arizona.edu/crm) and submit an online quote request (https://arizonace.ui.quickbase.com/nav/app/bthqcer2g/).

Please note that site cards consulted in person at ARO will be "as is." If an update has not yet been added to a site card, you should consult the report in which that update is described. Site cards provided via the Document Request service include all updates. If, during an in-office appointment you would like to consult a report that is located in another ASM office (e.g., Library and Archives, Repository, as listed in the ASM Library and Archives' online catalog), ARO staff will need advance notice to retrieve that report for the appointment.

How are virtual appointments different from ARO's Records Research for Archaeologists service?

The research materials provided during virtual appointments provide you with a starting point for your research.
1. Virtual appointments, like in-person appointments, are available free of charge.
2. You must determine whether all of the projects and ASM sites in Deliverable #1 are relevant to your project.
3. You must look up the details (e.g., institution, project name) for each project that intersects your research area.
4. You must create your own maps of the projects and previously recorded sites that intersect your research area, as applicable.

The Records Research for Archaeologists service conducts the majority of your research for you.
1. The Records Research for Archaeologists service is available for a fee.
2. Records Research deliverables include only the projects and ASM sites that intersect your research area.
3. The list of projects and sites provided as a Records Research deliverable includes some details (e.g., institution, project name) about each project that intersects your research area.
4. If requested, ARO will create maps of the projects and sites that intersect your research area.
5. Download the Records Research for Archaeologists form and instructions from the ASM website (https://statemuseum.arizona.edu/crm/document/records-research-request-archaeologists) and submit an online quote request for this service (https://arizonace.ui.quickbase.com/nav/app/bthqcer2g/).

What should I bring with me to an in-office appointment?

We suggest that you bring the following items:
1. a map of your project area plotted on a USGS 7.5' (1:24,000-scale) topographic quad map,
2. a list of the quad name(s) and number(s) for your research area, and
3. a list of the Townships, Ranges, and Sections (TRSs) that your research area intersects.

You may also wish to bring the following:
1. a phone, camera, or handheld scanner for photographing/scanning ARO maps and documents (see the *May I photograph, scan, or photocopy ARO maps and documents during an in-office appointment?* FAQ), and/or
2. a notebook or laptop for taking notes.

May I photograph, scan, or photocopy ARO maps and documents during an in-office appointment?

The use of non-flash photography and handheld document scanners that do not make contact with ARO documents is allowed. Alternatively, scans of ASM documents can be obtained for a fee through ARO's Document Request service.

May I email ARO documents to myself or save them to a flash drive during an in-office appointment?

ARO documents that are already scanned and available to view on ARO's server during an in-office appointment may not be emailed or saved to flash drives. Scans of ASM documents can be obtained for a fee through ARO's Document Request service.

Can I consult a report that is located in another ASM office during an in-office appointment?

If you need to consult a report that is located in another ASM office (e.g., Repository, as listed in the ASM Library and Archives' online catalog), then you must request it in advance of your appointment or return at a later date.

How do I read the ASM site numbers on ARO's USGS 7.5' quad maps?

Use this formula: "AZ " + the quad letter + ":" + the quad number + ":" + the number that is handwritten on the quad map in or next to the site boundary + "(ASM)."

1. For in-office appointments, the quad letter and quad number are handwritten in the bottom right margin of each quad map.
2. For virtual appointments, the quad letter and quad number are listed in the file name of each quad map photo. For example, the full ASM site number for a site marked "133" on a photo with the file name "AZBB13NW_quad_map_photo.JPG" is "AZ BB:13:133(ASM)."
3. If a site extends onto multiple quad maps, then the full site number will be written out on all of the quad maps that have a different quad letter and/or quad number than the site.

One of the projects on my Deliverable #1 or #2 spreadsheet has an unusual AZProj number that starts with "Needs-Acc." What is this?

AZProj numbers (ASM Survey numbers) that begin with "Needs-Acc" are temporary AZProj numbers for old projects.

1. At present, ARO cannot associate these projects with real AZProj or ASM Accession numbers. However, our database requires at least one of these two project numbers. A temporary AZProj number allows us to store project information in our database until we can do some additional research and confirm that the project definitely does not already have an Accession number (and therefore should be assigned a new one).
2. Examples of projects that may have "Needs-Acc" temporary AZProj numbers include:
    a. projects that are housed in ARO's Additional Site Information Files (ASIF), which are organized geographically by ASM quads and site numbers,
    b. projects that are housed in ASM's Library and Archives under Library of Congress call numbers or another call numbering system, and
    c. projects that are listed on ARO's ASM site number register (i.e., we have assigned new site numbers to these projects) but that have not yet been registered with or submitted to ASM.
3. If the ARO staff member handling your appointment has not already included a note about the "Needs-Acc" project on your Deliverable #1 or #2 spreadsheet, please ask for more information.

How do I use ASM's Library and Archives online catalog?

For the majority of the reports in ASM holdings, citation and report location information are available free of charge by consulting the ASM Library and Archives' online catalog: https://statemuseum.arizona.edu/visit/collections/library-and-archives

1. Reports are searchable by AZProj number and/or ASM Accession number. The catalog pages for some reports also list the ASM site numbers that can be found in those reports. Below are some tips for searching:
    a. For projects with AZProj numbers dated 2003 and later, the AZProj and ASM Accession numbers are the same. Projects dated 2002 and earlier may have only an AZProj number or only an ASM Accession number. If a project dated 2002 or earlier has both, then the two numbers will be different. Catalog records will distinguish between these numbers in the call number(s) listed in the "Request Options" section.
    b. Do not zero-fill AZProj and ASM Accession numbers (i.e., use YYYY-123 instead of YYYY-0123). For ASM Accession numbers, omit the AP- prefix (i.e., use YYYY-123 instead of AP-YYYY-123). Some older ASM Accession numbers may be formatted with only two digits in the year (YY-123).
    c. When searching for ASM site numbers, you can omit the "AZ " prefix and "(ASM)" suffix.
    d. Enclose search terms in quotation marks (e.g., "AA:12:111") to get more focused results.
2. Some projects are not easily searchable by AZProj or ASM Accession number in the catalog. If you cannot find a project's report citation, contact ARO for assistance with the citation. If you have additional questions about how to use the catalog, the ASM's Library and Archives team can provide more information:
    a. Email: larc@email.arizona.edu
    b. Website: https://statemuseum.arizona.edu/visit/collections/library-and-archives