



**POLICY AND PROCEDURE REGARDING  
ASM CULTURAL RESOURCE MANAGEMENT SERVICE RATE DISCOUNTS**

*A.R.S. §§ 15-1631, 41-841, and 41-844, and  
Rules Implementing A.R.S. §15-1631 and §41-841 et seq.*

**I. Definitions**

- A. “Archaeological or paleontological project” means an archaeological or a paleontological education, preservation, or research project that is not originally conceived as the result of a proposed or planned construction project or similar project.
- B. “Archaeological specimen” means any item resulting from past human life or activities that is at least 50 years old.
- C. “Donation” means a transfer of property, from its owner, to ASM, as a gift.
- D. “In-perpetuity fee” means a charge for curation of archaeological specimens, paleontological specimens, or records assessed by the Arizona State Museum.
- E. “Paleontological specimen” means a fossilized plant or animal or fossilized evidence of a plant or animal, such as a footprint.
- F. “Rate” means a time-based charge for cultural resource management services provided by Arizona State Museum personnel.
- G. “Records” means all written, photographic, or otherwise encoded information obtained as part of an archaeological or a paleontological project. Records include, without limitation, field notes, field recording forms, photographic negatives and prints, maps, analysis records, and reports.
- H. “Transfer” means a conveyance of custody of property, from another party, to ASM. A transfer involves no claim of ownership by the person offering material to the museum and represents a quitclaim.

**II. Policy**

- A. The Arizona State Museum (ASM) charges rates and in-perpetuity fees to all entities that request cultural resource management services.
- B. As part of its mission, and consistent with A.R.S. § 15-1631, ASM may discount rates normally applied to an archaeological or a paleontological project for which cultural resource management services are requested.
- C. Discount rates may apply to:
  - 1. educational entities that are organized for scientific archaeological or paleontological research;
  - 2. non-profit entities that are organized for scientific archaeological or paleontological research; and
  - 3. independent student research.



- D. Rate discounts are considered on a case-by-case basis.
- E. ASM does not discount or waive in-perpetuity curation fees.
- F. In the case of digital images, ASM will consider reducing rates associated with processing.
  - 1. Because in-perpetuity costs of digital image curation are typically recovered as a component of the hourly rate charged for processing, the discounted rate will be limited to the current amount computed (per unit) to recover in-perpetuity curation costs.
- G. The applicant must meet all standards set forth in any ASM guidance documents before collections are submitted.
  - 1. Digital images must be submitted in accordance with “Policy and Procedures Regarding Digital Images of Work Conducted under an Arizona Antiquities Act Permit” (issued 15 February 2019).
- H. This policy does not apply to transfers or donations of archaeological specimens, paleontological specimens, or records offered to ASM, except those that were recovered or compiled as part of an archaeological or a paleontological project, as defined in I(A).

### III. Procedure

- A. The applicant submits a completed Application for Reduced Charges to the ASM Head of Collections.
- B. ASM reviews the request and responds with an approval or a denial.
  - 1. ASM will assess the applicant's eligibility based on institutional mission and status.
  - 2. Additional considerations will include, but are not limited to, the applicant's and the applicant's institution's history of compliance with the Arizona Antiquities Act and A.R.S. § 41-865.
- C. The applicant requests a quote from the ASM Request Quote for Services website.
- D. ASM reviews the data submitted via the Request Quote for Services website.
- E. ASM issues an invoice for the charges assessed.
- F. The applicant submits the materials to be curated and pays all charges assessed by ASM.