

**MEMORANDUM**

To: Entities issued an Arizona Antiquities Act Permit

From: Todd Pitezel, Ph.D., Arizona Antiquities Act Administrator | pitezel@email.arizona.edu *Todd*

Date: 8 June 2015

Ref: Reports and submissions for an Arizona Antiquities Act Project-specific Permit

All reports for work conducted under the authority of an Arizona Antiquities Act Project-specific Permit (Permit) are subject to review by the Arizona State Museum (ASM) Permits Office. Draft reports shall be submitted to the ASM Permits Office for approval before projects are curated at the repository identified on a Permit. Draft reports must be submitted as hard copies.

For projects that are conducted under a Permit, but that are not curated at ASM, the following shall be submitted to the ASM Permits Office after the project final report is approved:

- 1) an electronic ASM Project Registration Form;
- 2) official confirmation that project materials were received and accepted by the repository identified on the Permit;
- 3) two hard copies of the approved final project report;
- 4) one digital copy of the approved final project report;
- 5) the AZSITE Entry Module if new ASM site numbers were requested and used;
- 6) shape files if new ASM site numbers were requested and used; and
- 7) shape files if existing site boundaries were updated.

The project registration fees for these projects can be paid online or by check. See the ASM Cultural Resources Fee Schedule that will be effective 1 July 2015.

Please circulate this memorandum as appropriate throughout your organization.

