**RECORDS curation AGREEMENT for**

**archaeological investigations**

**conducted on Federal, Tribal, and Private lands**

The Arizona Board of Regents, on behalf of the Arizona State Museum (ASM) agrees to be the records repository in perpetuity for and provide access to records generated by [Name of Company/Institution] (consultant) as a result of archaeological investigations conducted on the [Company/Institution Project Name] ([Company/Institution Project Number]) (project).

This Records Curation Agreement (RCA) is issued for archaeological investigations and/or use of ASM Site Numbers for projects conducted on federal, tribal, and private lands in Arizona when ASM is identified as the records repository.

This RCA is not valid for archaeological investigations conducted on federal, tribal, and private lands where an ASM Repository Agreement has been issued, for work conducted under the authority of an Arizona Antiquities Act Permit, for donated or transferred material, or for paleontological projects.

ASM will accept records covered by this agreement, accession them into its permanent collections, and curate them in perpetuity according to established ASM standards and procedures. Records will be accessible for research, publication, exhibition, education, and other purposes in conformance with established ASM policy and procedures and applicable state and federal law.

Use of this document by the consultant as evidence of a RCA for the project constitutes acceptance of the following provisions, regardless of whether archaeological sites are identified:

1. The consultant shall agree to use ASM Site Numbers for all recorded sites, according to the site definition criteria in the most current version of the ASM Site Definition Policy and the *Archaeological Site Recording Manual*.
2. The consultant shall submit the following minimal final project records in paper and digital formats, along with a cover letter, to the ASM Archaeological Records Office (ARO) for review and curation:
3. A copy of any federal and/or tribal antiquities permit in which ASM is identified as the records repository,
4. A copy of the contract or work agreement in which ASM is named as the records repository,
5. A Project Registration Form with USGS 7.5’ quadrangle map showing the investigated project area,
6. Two copies of a Management Report written to ASM standards,
7. ASM Site Cards/Site Card Updates with maps for all sites visited,
8. Digital image(s) of the project area and/or of each ASM site visited,
9. An ASM Digital Image Data Sheet,
10. Field notes, logs, and recording forms, and
11. Shapefiles of the investigated project area and all recorded ASM site boundaries for inclusion in the AZSITE dataset.

Detailed project submission requirements are listed in the following documents:

1. “Management Report” and “Maps” sections in the most current version of *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum for Work Conducted Under an Arizona Antiquities Act Permit,*
2. “Submitting Project Materials for Archaeological Investigations Conducted on Federal, Tribal, and Private Lands Under a Records Curation Agreement” section in the most current version of *Submission Procedures and Checklists for Cultural Resources Management Services Requested from the Arizona Antiquities Act Permits Office, Archaeological Records Office, Archaeological Repository, and Repatriation Office at the Arizona State Museum*.
3. If the project is cancelled prior to fieldwork being conducted, the consultant shall submit to the ARO a copy of the project sponsor’s directive to cancel the project and the consultant shall contact the ARO to void the ASM Accession Number.
4. If the project is cancelled after fieldwork has been conducted but prior to submission of project records, the consultant shall submit to the ARO a copy of the project sponsor’s directive to cancel the project, a summary letter of work conducted, including relevant maps and descriptions of sites recorded, a Project Registration Form with map, and ASM Site Cards/Site Card Updates for any sites visited.
5. The consultant shall submit all revisions requested by ASM for records that do not meet the minimum project submission standards. Once final versions of the records are approved, an acknowledgement letter will be issued to the consultant.
6. The consultant shall pay for services rendered. Fees for records submitted to ASM are listed in the *ASM Cultural Resource Services Rates and Fees Schedule.*
7. The consultant shall provide in its proposal and contract adequate time for the delivery, review, and final acceptance of all project records to ASM, as well as payment for services rendered, before termination of the project contract.
8. The consultant grants ASM any rights it may hold for publication, distribution, and independent use of records covered by the RCA.
9. The consultant grants ASM the right to dispose of any records that are not the final approved versions of the required project documentation.

By signing below, the signatory certifies the authority to enter into the RCA, acknowledges having read the foregoing, and agrees to accept the provisions herein. Failure by the consultant to comply with the provisions of the RCA constitutes grounds to terminate the RCA. Upon termination of the RCA by ASM, the project sponsor, land-managing agency, and permitting agency will be notified in writing and all records will be returned to the consultant.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: [mm/dd/yyyy]

[Typed Name of Project Director or Principal Investigator]

Email the completed and signed form to: asm\_crm@email.arizona.edu

Use subject heading: Records Curation Agreement