



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**

SUBMISSION PROCEDURES AND CHECKLISTS FOR CULTURAL RESOURCES MANAGEMENT SERVICES REQUESTED FROM THE ARIZONA STATE MUSEUM

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ACRONYMS AND ABBREVIATIONS USED IN THIS DOCUMENT

AAA	Arizona Antiquities Act
ARO	Archaeological Records Office
A.R.S.	Arizona Revised Statutes
ASM	Arizona State Museum
BDA	Burial Discovery Agreement
CRSL	Cultural Resources Summary Letter (for Non-Archaeologists)
GRIC	Gila River Indian Community
MP	Mandated Programs
NOI	Notification of Intent to Conduct Non-Collection Survey
PO	Arizona Antiquities Act Permits Office
PD	Project Director
PI	Principal Investigator
PRF	Project Registration Form
RCA	Records Curation Agreement
REPO	Archaeological Repository
RO	Repatriation Office
USGS	United States Geological Survey

ARIZONA STATE MUSEUM MANDATED PROGRAMS MISSION STATEMENT

As staff of Arizona's archaeological permitting authority and official archaeological repository, the Arizona State Museum's Mandated Programs team is committed to serving the people of the state by:

- administering the Arizona Antiquities Act and state repatriation law with integrity;
- ensuring that archaeological research on state lands is conducted by qualified professionals;
- ensuring that human remains and protected classes of objects are treated with dignity and respect and expeditiously conveyed to claimant individuals or groups;
- ensuring the accuracy of submitted information to facilitate management of and research focused on cultural resources;
- curating archaeological collections and associated records in accordance with state and federal legal requirements and the highest professional standards, thus preserving their research potential in perpetuity;
- making information available to professional archaeologists for the purpose of historic preservation planning; and
- making collections and associated records available for research and education.

CONTACT INFORMATION

There are several ways to contact Arizona State Museum personnel. In most situations, using the general email address for an office will yield a faster response than contacting individual personnel. These office emails can be used for any questions about ASM procedures or submissions and must be used for the specific tasks listed below. Please use ASM's centralized email address (asm_crm@email.arizona.edu) for questions about quotes or invoices, if you are unsure which office or offices to contact, or to submit forms as directed. See the *Submitting Forms Through the ASM Centralized Email Account* section for more information.

ARIZONA STATE MUSEUM OFFICE CONTACT INFORMATION

Office	Contact information	Guidance
Archaeological Records Office	asm-aro@arizona.edu 520-621-4011	○ Research appointment scheduling ○ All communication related to: ▪ ASM Accession Number assignment ▪ ASM Archaeological Site Number assignment ▪ ARO project submission review ▪ Records Research ▪ Document Requests ○ Delivery scheduling ○ General questions about ASM archaeological sites
Archaeological Repository	asm-repository@arizona.edu 520-626-9109	○ All communication related to: ▪ Repository Services Agreements ▪ Repository project submission review ○ Delivery scheduling ○ Artifact box requests ○ General questions about repository procedures
Arizona Antiquities Act Permits Office	asm-aaapermits@arizona.edu	○ Reporting archaeological finds on city, county, or state lands ○ Notifying ASM of emergency archaeological situations ○ All AAA Permit-related communication ○ General questions about AAA Permits
Repatriation Office	asm-repatriation@email.arizona.edu	○ All Burial Discovery Agreement-related communication ○ Notifications of inadvertent disturbances of human remains ○ General questions about repatriation
All ASM Mandated Programs Offices	asm_crm@arizona.edu	○ Form submission ○ ASM Mandated Programs-related questions if unsure which office or offices to contact

MAILING ADDRESSES

When mailing applications and project submission materials to the Arizona State Museum (ASM) Mandated Programs offices, use one of the addresses below, inserting the name of the appropriate office as specified by the procedure and checklist. Please include a cover letter specifying the nature of the enclosures and what response (if any) is being requested from ASM. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter. Packages should not be left at the ASM Admissions Desk or Security Office or left at the front door when the building is closed. ASM is closed for deliveries on weekends and federal holidays.

For all mail that can be directed to a post office box (e.g., through the US Postal Service), please use this address:

[Insert appropriate office here]

Arizona State Museum
University of Arizona
PO Box 210026
Tucson, AZ 85721-0026

For any carrier (e.g., FedEx, UPS) that requires a street address, please use this address:

[Insert appropriate office here]

Arizona State Museum, Bldg. 26, Rm. 308
University of Arizona, Central Receiving
3740 E. 34th St.
Tucson, AZ 85713

RECEIVING OFFICES FOR MAILED MATERIALS

See the table below for summary guidance on the offices that receive different kinds of mailed documents. Final project materials for projects carried out under an AAA Project-Specific Permit should only be submitted to the Archaeological Records Office or Archaeological Repository after the report is reviewed and approved by the Permits Office.

Receiving office	Application or materials to submit
Archaeological Records Office	• Non-Collection Survey conducted under an AAA Blanket Permit • Large-Scale and/or Long-Term Non-Collection Survey conducted under an AAA Project-Specific Permit • Archaeological investigations conducted under a Records Curation Agreement
Archaeological Repository	• Collection Survey curated at ASM • Monitoring curated at ASM • Testing/Data Recovery curated at ASM
Arizona Antiquities Act Permits Office	• Final, approved treatment plans • Final drafts of reports for projects carried out under an AAA Project-Specific Permit • AAA-Permitted Collection Survey <i>not</i> curated at ASM • AAA-Permitted Monitoring <i>not</i> curated at ASM • AAA-Permitted Testing/Data Recovery, <i>not</i> curated at ASM
Repatriation Office	• Signed Burial Discovery Agreement • Final, approved project work plans • Final, approved Reports of Remains

COVER LETTERS AND EXPLANATORY EMAILS

Every submission to ASM should include either a cover letter, if submitting hard copy materials, or an explanatory email, if submitting electronic materials. Including the information requested below for each project submission will ensure that requests are routed to the correct MP office and will limit delays.

Each cover letter or explanatory email should minimally include the following:

- ASM Job Number,
- ASM Accession Number (if already assigned),
- company name,
- company point of contact,
- company project name,
- company project number,
- a clear statement regarding the reason for submission, and
- what response (if any) is being requested from ASM.

DIGITAL SUBMISSION OF FORMS AND PROJECT COMPONENTS

SUBMITTING FORMS THROUGH THE ASM CENTRALIZED EMAIL ACCOUNT

ASM's centralized email address (asm_crm@email.arizona.edu) should be used for form submission, for questions about quotes or invoices, or if you are unsure which office to contact. Instructions for submitting forms are below.

Most services that can be requested from ASM require the submission of an additional document that provides necessary information to complete the request or, in the case of a Value-Added Service (i.e., Document Request, Records Research for Archaeologists, Cultural Resources Summary Letter for Non-Archaeologists), to provide a customized quote for the service. These forms are no longer directly emailed to ASM personnel. Please submit all such completed forms that ASM receives electronically to the centralized email account (asm_crm@email.arizona.edu).

Procedure for submitting electronic forms:

- 1) All completed forms listed below, along with relevant accompanying documents or shapefiles, should be emailed to the centralized email account (asm_crm@email.arizona.edu).
- 2) When submitting a completed form to the centralized email address, please use the email subject heading specified at the top of each form (see below):

Form to be submitted	Email subject heading
<i>AAA Blanket Permit Application</i>	AAA Blanket Permit Application
<i>AAA Blanket Permit End-of-Year Summary Report</i>	AAA Blanket Permit End-of-Year Report
<i>AAA Permit Update Request</i>	AAA Permit Update Request
<i>AAA Project-Specific Permit and Burial Discovery Agreement End-of-Year Report</i>	AAA Project-Specific Permit and Burial Discovery Agreement End-of-Year Report
<i>AAA Project-Specific Permit Application</i>	AAA Project-Specific Permit Application
<i>Archaeological Principal Investigator Qualification Application</i>	Archaeological Principal Investigator Qualifications Application
<i>Archaeological Project Director Qualification Application</i>	Archaeological Project Director Qualifications Application
<i>Archaeological Records Office Records Use Agreement</i>	Records Use Agreement
<i>Burial Discovery Agreement Application</i>	Burial Discovery Agreement Application
<i>Cultural Resources Summary Letter for Non-Archaeologists Request</i>	Cultural Resources Summary Letter

<i>Notification of Intent to Conduct Non-Collection Survey</i>	Notification of Intent
<i>Paleontological Principal Investigator Qualification Application</i>	Paleontological Principal Investigator Qualification Application
<i>Paleontological Project Director Qualification Application</i>	Paleontological Project Director Qualification Application
<i>Project Submission Update</i>	Project Submission Update Form
<i>Records Curation Agreement for Archaeological Investigations Conducted on Federal, Tribal, and Private Lands</i>	Records Curation Agreement
<i>Records Curation Agreement for Large-Scale and/or Long-Term Non-Collection Surveys Conducted on State Land Under an Arizona Antiquities Act Project-Specific Permit</i>	Records Curation Agreement
<i>Records Research Request for Archaeologists</i>	Records Research
<i>Request an ASM Accession Number</i>	Request an ASM Accession Number
<i>Request an ASM Site Number</i>	Request an ASM Site Number
<i>Request for Repository Services Agreement</i>	Request for Repository Services

Please note:

- 1) If these instructions are followed, the submitted form will be automatically forwarded to appropriate ASM personnel.
- 2) Each completed form, along with relevant accompanying addenda, documents, or shapefiles, should be sent in a separate email message, each bearing the appropriate email subject heading. For example, a *Records Research Form* and accompanying shapefiles should be sent in a separate email message from a *Burial Discovery Agreement Application*.
- 3) Include information relevant to the form and/or project submission in the email text. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in the email text.
- 4) The centralized email account will be monitored so that messages with incorrect subject headings will be forwarded to the appropriate ASM office. To ensure there are no delays in the appropriate ASM personnel receiving completed forms, please follow these instructions.
- 5) Please follow the instructions in this procedures and checklist manual in addition to the “Please Note” section at the end of each form. Any documents that require hard copy submittal will be identified in both locations and mailing instructions will be included.

SUBMITTING DIGITAL PROJECT COMPONENTS

Digital final project materials to be curated at the ARO, REPO, or PO should be submitted to the appropriate ASM office on a CD or DVD or through a secure online file sharing service. Submit digital final project materials to the RO via email; files too large to email may be submitted to the RO on a CD, DVD, or through a secure online file sharing service. You may request a link to upload submission files to ASM's Box account by contacting the general email address for the receiving office at ASM. Alternatively, you may use any similar secure file sharing service used by your organization. See individual checklists in this document for specific materials to be submitted, and please reach out to the receiving office with any questions.

ARIZONA ANTIQUITIES ACT PERMITS OFFICE

All Arizona Antiquities Act (AAA) Permit applications are submitted to the AAA Permits Office (PO). AAA Permits are issued for projects if any portion of the project area is located on city, county, or state land. Each AAA Permit application submitted to PO should contain the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate. All permit applications must name an approved Principal Investigator (PI). The permit application must also include the PI's original signature. Permit applications and associated materials may be submitted to ASM electronically to reduce the total permit turnaround time. However, a hard copy of the final ASM-approved Treatment Plan (if applicable) must be mailed to ASM within 30 days of permit issuance. Not doing so will result in permit revocation. See the *Mailing Addresses* section for mailing addresses and instructions.

REQUESTING AN AAA BLANKET PERMIT FOR A NON-COLLECTION SURVEY

Use this checklist when requesting an AAA Blanket Permit to conduct Non-Collection Survey that does not meet the criteria of a Large-Scale and/or Long-Term Non-Collection Survey on state land. AAA Blanket Permits are issued for each calendar year. Blanket Permit Applications may be submitted at any time, but the deadline to submit a Blanket Permit Application to ensure receipt of a Blanket Permit for any given year before 1 January will be posted on ASM's website.

Please note that all project materials for Non-Collection Surveys conducted on state land must be curated at ASM, regardless of whether the project is being conducted under an AAA Blanket Permit or an AAA Project-Specific Permit. Large-Scale and/or Long-Term Non-Collection Survey projects that require an AAA Project-Specific Permit are defined as projects that encompass 640 or more acres or 10 or more linear miles and/or entail fieldwork lasting 90 or more calendar days. See ASM's *Policy and Procedures Regarding Large-Scale Non-Collection Surveys and Long-Term Non-Collection Surveys* for additional information regarding the types of surveys that require AAA Project-Specific Permits.

- <https://statemuseum.arizona.edu/sites/default/files/2024-02/Policy-SurveyOver640AcresOr90Days.pdf>

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- AAA Blanket Permits may be requested separately in the ASM Request Quote for Services website.
- The standard turnaround time is 30 days from when both payment and forms are received.
 - Expedited services may be available for AAA Blanket Permits. See the *Mandated Programs Rate and Fee Schedule* for more information:
 - https://statemuseum.arizona.edu/sites/default/files/2026-07/fee_schedule_2026-07-01-final.pdf
- If the PD and/or PI are not already approved, then include a PD/PI review in the same quote request.
 - See also *Submitting an Archaeological Project Director Qualification Application, an Archaeological Principal Investigator Qualification Application, a Paleontological Project Director Qualification Application, or a Paleontological Principal Investigator Qualification Application* for more information.
- Previously approved PIs and/or PDs may be added to an existing AAA Permit by submitting an *AAA Permit Update Request* form.
 - See *Requesting an Update to an Arizona Antiquities Act Blanket or Project-Specific Permit* for more information.
- Any requested expedited services for the AAA Permit will begin once the PD/PI review is complete.
- If the requesting company, agency, or institution does not already have an AAA Blanket Permit for the year the survey work is scheduled, an AAA Blanket Permit may be included in the same quote request as registration for the Non-Collection Survey.
 - See *Requesting Project Registration and an ASM Accession Number* for more information.

- Please see the ASM PO website for information regarding yearly AAA Blanket Permit renewal.
 - <https://statemuseum.arizona.edu/crm/arizona-antiquities-act-permits>

Step 2: Submit a completed and signed *AAA Blanket Permit Application* and any PD/PI review forms.

- Email a scan of the completed and signed permit application.
 - https://statemuseum.arizona.edu/sites/default/files/2026-06/po_aaa_blanket_permit_app.docx
 - The application must be signed by a listed PI.
- If the applicant institution has not been previously issued an AAA permit, a *First-Time Applicant* form must also be submitted.
 - https://statemuseum.arizona.edu/sites/default/files/po_aaa_permit_app_first_time.docx

Step 3: If the service request includes a PD/PI review, the permit application review will be scheduled once the invoice is paid, all forms are received, and PD/PI review is complete. If the service request does not include a PD/PI review, the permit application review will be scheduled after the invoice is paid and all forms are received.

Step 4: Personnel from PO will contact the applicant within 30 days if there are any questions regarding the AAA Blanket Permit application or PD/PI review forms.

Step 5: Once materials are accepted, a permit will be issued.

- Note that AAA Blanket Permits expire at the end of each calendar year. A new application must be submitted annually.

Step 6: Before fieldwork can begin for each project, the permit holder must submit a *Notification of Intent to Survey* (NOI).

- See *Submitting a Notification of Intent to Conduct Non-Collection Survey Prior to Conducting Non-Collection Survey Under an AAA Blanket Permit* for further information.

Step 7: Project Registration must be completed for all projects carried out under an AAA Blanket Permit.

- See *Requesting a Project Registration and ASM Accession Number* for further information.

Step 8: After fieldwork is completed:

- See *Submitting Reports of Work Carried Out Under Arizona Antiquities Act Permits for ASM Review* for information about report review, including concurrent review.
- Once a Non-Collection Survey project conducted under an AAA Blanket Permit has been completed, submit finalized project submission materials to ARO for review.
 - See *Submitting Project Materials for A Non-Collection Survey Conducted Under an AAA Blanket Permit* for further information.

Step 9: Submit a year-end report for all Non-Collection Surveys conducted under the year's AAA Blanket Permit

- An *End-of-Year Summary Report* must be filed by 31 March of the following year.
 - https://statemuseum.arizona.edu/sites/default/files/po_blanket_permit_end_of_year_report_template_email.docx
- If no work was conducted under a blanket permit, submit a letter indicating this. The letter will serve as the year-end report.

REQUESTING AN AAA PROJECT-SPECIFIC PERMIT

Use this submission procedure and checklist if requesting an AAA Project-Specific Permit for a Large-Scale and/or Long-Term Non-Collection Survey, Collection Survey, Site Monitoring, or Testing/Excavation project.

Please note that all project materials for Non-Collection Survey projects conducted on state land must be curated at ASM, regardless of whether the project is being conducted under an AAA Blanket Permit or an AAA Project-Specific Permit. Large-Scale and/or Long-Term Non-Collection Survey projects that require an AAA Project-Specific Permit are defined as projects that encompass 640 or more acres or 10 or more linear miles and/or entail fieldwork lasting 90 or more calendar days. See ASM's *Policy and Procedures Regarding Large-Scale Non-Collection Surveys and Long-Term Non-Collection Surveys* for additional information regarding the types of surveys that require AAA Project-Specific Permits.

- <https://statemuseum.arizona.edu/sites/default/files/2024-02/Policy-SurveyOver640AcresOr90Days.pdf>

Project materials from Site Monitoring, Testing/Excavation projects, and Collection Survey projects carried out under AAA Project-Specific Permits may be curated by the ASM Repository or by another approved repository. Please be aware that individual repositories may have geographic or other restrictions that limit which projects they will accept for curation. Please contact the chosen curation facility for guidance on their submission requirements and standards. In addition, certain materials must be submitted to ASM in fulfillment of AAA Project-Specific Permit requirements, regardless of the curation facility.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- AAA Permits are embedded within the Project Registration service of the ASM Request Quote for Services websites.
 - See *Requesting Project Registration and an ASM Accession Number* for more information.
- The standard turnaround time is 30 days from when both payment and forms are received.
 - Expedited services may be available for AAA Project-Specific Permits. See the *Mandated Programs Rate and Fee Schedule* for more information:
 - https://statemuseum.arizona.edu/sites/default/files/2026-07/fee_schedule_2026-07-01-final.pdf
- If the PD and PI are not already approved, request a PD/PI review in the same quote request.
 - See also *Submitting an Archaeological Project Director Qualification Application, an Archaeological Principal Investigator Qualification Application, a Paleontological Project Director Qualification Application, or a Paleontological Principal Investigator Qualification Application*
 - Any requested expedited services associated with the AAA Permit will begin once the PD/PI review is complete.
 - If the service request does not include a PD/PI review, the permit application review will be scheduled when payment and all forms are received.
- If requesting an AAA Project-Specific Permit for a Large-scale and/or Long-term Non-Collection Survey, see *Requesting a Records Curation Agreement* for more information.
- If requesting an AAA Project-Specific Permit for a Collection Survey, Monitoring, or Testing/Excavation to be curated at the ASM Repository, see *Requesting a Repository Services Agreement from the Arizona State Museum* for more information.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit an *AAA Project-Specific Permit Application* and other required materials.

If requesting an AAA Project-Specific Permit for work conducted under a general work plan, submit:

- an *AAA Project-Specific Permit Application* signed by the project's PI,
 - one signed and scanned digital copy
 - https://statemuseum.arizona.edu/sites/default/files/2024-02/po_aaa_ps_permit_app.docx
- a *General Work Plan Addendum Form*,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/po_aaa_permit_app_general_work_plan_addendum.docx
- a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a *Request an ASM Accession Number Form*, and
 - <https://statemuseum.arizona.edu/crm/document/request-asm-accession-number>
- if the project is to be curated at ASM, either
 - a *Request for Repository Services Agreement Form* (for a monitoring, testing/excavation, or collection survey project), or
 - a signed *Records Curation Agreement for Large-scale and/or Long-term Non-Collection Surveys Conducted on State Land Under an Arizona Antiquities Act Project-Specific Permit* (for a non-collection survey).
- If the project materials are to be curated at another approved repository, include a copy of a signed curation agreement issued by that repository.

For work conducted under a Project-Specific Treatment Plan, submit:

- an *AAA Project-Specific Permit Application* signed by the project's PI
 - https://statemuseum.arizona.edu/sites/default/files/2024-02/po_aaa_ps_permit_app.docx
- a Project-Specific Treatment Plan,
 - See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on Treatment Plan preparation.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatmentplans_maps_rev-01_july_2021.pdf
 - Mail a hard copy of the final ASM-approved Treatment Plan upon permit issuance. See the *Mailing Addresses* section for mailing addresses and instructions.
- a *Request an ASM Accession Number Form*, and
 - https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
- if the project is to be curated at ASM, either
 - a *Request for Repository Services Agreement Form* (for a monitoring, testing/excavation, or collection survey project), or
 - a signed *Records Curation Agreement for Large-scale and/or Long-term Non-Collection Surveys Conducted on State Land Under an Arizona Antiquities Act Project-Specific Permit* (for a non-collection survey).
- If the project materials are to be curated at another approved repository, include a copy of a signed curation agreement issued by that repository.

Step 4: Once the invoice is paid and all forms have been received, the permit application review will be scheduled.

Step 5: Personnel from PO will provide comments (if applicable) on the application package within 30 days.

Step 6: Once materials are accepted, a permit will be issued.

- Note the expiration date on the AAA Project-Specific Permit and any terms under which the permit is issued. Be sure to submit an *AAA Permit Update Request Form* if any project details change over the course of the project (e.g., staff changes, changes in project area, changes in project scope, project delays, etc.).
 - See *Requesting an Update to an Arizona Antiquities Act Blanket or Project-Specific Permit* for more information.

Step 7: Once a final draft report is ready for review, submit a copy to PO for final review.

- See *Submitting Reports of Work Carried Out Under Arizona Antiquities Act Permits for ASM Review* for information about report review, including concurrent review.
- See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on report preparation.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatmentplans_maps_rev-01_july_2021.pdf

Step 8: Once the Final Report of work conducted under the AAA Project-Specific Permit is approved, the report and project submission materials are then submitted to the appropriate ASM office.

- Do not send the Final Report and project submission materials for work conducted under an AAA Project-Specific Permit to any ASM office until the report has been approved by the AAA Permits Office. Doing so will result in delays.
- If submitting to the ASM Archaeological Repository and no artifacts were discovered, see *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Results in No Artifacts* for more information.
- If submitting to the ASM Archaeological Repository and artifacts will be submitted, see *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Include Artifacts* for more information.
- If submitting to the ASM Archaeological Records Office, see *Submitting Project Materials to ARO for a Large-scale and/or Long-term Non-Collection Survey Conducted Under an AAA Project-Specific Permit* for more information.
- If submitting final project materials to the ASM Permits Office for a project curated at another repository, see *Submitting Project Materials to the AAA Permits Office for Work Conducted Under an AAA Project-Specific Permit When Artifacts and Accompanying Documentation are Not Curated at ASM*.

Step 9: Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits.

- An *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year.
 - Form: https://statemuseum.arizona.edu/sites/default/files/2024-02/po_ro_YearEndReportForm_2021-07-01.docx
 - Instructions: https://statemuseum.arizona.edu/sites/default/files/po_ro_YearEndReport_instructions_cent_email_2021-07-01.docx
- If contributing information regarding a Burial Discovery Agreement, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant(s) and cc the Repatriation Office.

SUBMITTING A NOTIFICATION OF INTENT TO CONDUCT NON-COLLECTION SURVEY PRIOR TO CONDUCTING NON-COLLECTION SURVEY UNDER AN AAA BLANKET PERMIT

Each Notification of Intent to Conduct Non-Collection Survey (NOI) submitted to ASM should follow the procedure described below and should be accompanied by the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate. Do not submit a NOI for projects *not* on state, county, or municipal lands (i.e., *not* conducted under an AAA Blanket Permit).

Step 1: Submit the completed *Notification of Intent to Conduct Non-Collection Survey Form* to the centralized email account (asm_crm@email.arizona.edu) prior to conducting any fieldwork under an AAA permit. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- https://statemuseum.arizona.edu/sites/default/files/2026-06/po_notification_of_intent.docx
- An acknowledgement of receipt will be provided by ASM staff.
- An ASM Accession Number is not automatically issued with a NOI. See Step 3 for more information.

Step 2: If an extension of or an amendment to a NOI is needed, but the project does not yet have an ASM Accession Number, please completely fill out another NOI form and submit the completed form to the centralized email account. Please indicate on the NOI form that it is a revised NOI.

Step 3: Initiate a request for Project Registration for a Non-Collection Survey through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- The project receives an ASM Accession Number when it is registered and approved through the ASM Request for Quote website. See *Requesting a Project Registration and ASM Accession Number* procedure and checklist for more information.

SUBMITTING AN ARCHAEOLOGICAL PROJECT DIRECTOR QUALIFICATION APPLICATION, AN ARCHAEOLOGICAL PRINCIPAL INVESTIGATOR QUALIFICATION APPLICATION, A PALEONTOLOGICAL PROJECT DIRECTOR QUALIFICATION APPLICATION, OR A PALEONTOLOGICAL PRINCIPAL INVESTIGATOR QUALIFICATION APPLICATION

All Archaeological Project Director (PD), Archaeological Principal Investigator (PI), Paleontological PD, and Paleontological PI qualification applications are submitted to PO. Each PD and PI application submitted to PO should contain the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate. Documents should be submitted electronically.

Step 1: Contact personnel in PO to inquire whether the applicant has already been reviewed and approved as a PD or PI.

- If the applicant has not been previously approved as a PD or PI, initiate a request for a PD/PI review through the ASM Request Quote for Services website.
 - <https://arizonace.quickbase.com/db/bthqcer2g>
 - Expedited PD/PI reviews are available. See the *Mandated Programs Rate and Fee Schedule* for more information:
 - https://statemuseum.arizona.edu/sites/default/files/2026-07/fee_schedule_2026-07-01-final.pdf
 - Requests for PD/PI reviews can be combined with other services, including requesting or updating an AAA Permit, through the ASM Request Quote for Services website.
 - See *Requesting an AAA Blanket Permit for a Non-Collection Survey*, *Requesting a Project-Specific Permit*, and *Submitting an AAA Permit Update Request Form* for further guidance.
- If the applicant has already been approved and an AAA Blanket or Project-Specific Permit has been issued, the applicant may be added to the existing permit by submitting an *AAA Permit Update Request Form*.
 - See *Requesting an Update to an Arizona Antiquities Act Blanket or Project-Specific Permit* for more information.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Email a completed *Archaeological Project Director Qualification Application*, *Archaeological Principal Investigator Qualification Application*, *Paleontological Project Director Qualification Application*, and/or *Paleontological Principal Investigator Qualification Application* to the centralized email account (asm_crm@email.arizona.edu), as appropriate. See the *Submitting Forms Through the ASM Centralized Email Account* section for additional guidance. Review the *Archaeological Project Director Qualification Policy*, *Archaeological Principal Investigator Qualification Policy*, *Paleontological Project Director Qualification Policy*, and/or *Paleontological Principal Investigator Qualification Policy* to assist in the completion of forms.

- Archaeological Project Director (application and policy):
 - <https://statemuseum.arizona.edu/crm/document/archaeological-project-director-qualification-app>
- Archaeological Principal Investigator (application and policy):
 - <https://statemuseum.arizona.edu/crm/document/archaeological-principal-investigator-qualification-app>
- Paleontological Project Director (application and policy):
 - <https://statemuseum.arizona.edu/paleontological-project-director-qualifications>

- Paleontological Principal Investigator (application and policy):
 - <https://statemuseum.arizona.edu/crm/document/paleontological-principal-investigator-qualifications>
- If requesting that the applicant be added to an existing permit, submit an *Arizona Antiquities Act Permit Update Request Form*.
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/po_aaa_permit_app_update.docx
- Email completed forms to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms Through the ASM Centralized Email Account* section for additional guidance.

Step 4: Once the invoice is paid and forms received, application review will be scheduled.

- The standard turnaround time is 30 days from when both payment and forms are received.

Step 5: Personnel from the PO will contact the requestor with the result of the review. Approved PDs and PIs may be included in new AAA Permit requests and can be added to existing AAA Permits. See *Submitting an AAA Permit Update Request Form* for additional information.

REQUESTING AN UPDATE TO AN ARIZONA ANTIQUITIES ACT BLANKET OR PROJECT-SPECIFIC PERMIT

AAA Permits must be amended if, for example, the principal investigator or project directors change, the scope of the project changes, the location of the project changes, or the project schedule is extended. Each request to update an AAA Permit submitted to ASM should follow the procedure described below. All forms should be filled out completely and include attachments, as appropriate. Documents should be submitted electronically.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Other services may be requested in the same quote request. If a PI or PD to be added to the Permit has not already been approved, include a request for a PD/PI review in the same quote request.
 - See also *Submitting an Archaeological Project Director Qualification Application, an Archaeological Principal Investigator Qualification Application, a Paleontological Project Director Qualification Application, or a Paleontological Principal Investigator Qualification Application*.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Email a completed *Arizona Antiquities Act Permit Update Request* form to the centralized email account (asm_crm@email.arizona.edu).

- https://statemuseum.arizona.edu/sites/default/files/2024-03/po_aaa_permit_app_update.docx
- If the proposed changes include changes to the approved Project-Specific Treatment Plan, submit the revised treatment plan.
- If the project area is changing, submit an updated USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
- If the project curation facility for a monitoring, testing/excavation, or collection survey is changing to ASM, also submit a *Request for Repository Services Agreement Form*.
 - See *Requesting a Repository Services Agreement from the Arizona State Museum* for more information.

Step 4: Once the invoice is paid and forms received, review will be scheduled.

Step 5: Personnel from PO will provide any comments to the requestor within 30 days.

Step 6: Once materials are accepted, the PO will email the requestor a copy of the updated permit, if applicable.

SUBMITTING REPORTS OF WORK CARRIED OUT UNDER ARIZONA ANTIQUITIES ACT PERMITS FOR ASM REVIEW

ASM reviews final reports for projects carried out under AAA Permits. See the *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on report preparation, https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatmentplans_maps_rev-01_july_2021.pdf. Use this submission procedure in submitting reports for review.

ASM will review reports concurrently with other agencies if requested to do so. Concurrent review should use the following steps:

Step 1: The requesting agency or the permit holder may submit a digital copy of the final draft report to the ASM Permits Office for concurrent review through a secure online file sharing service or to the PO office email address, asm-aaapermits@arizona.edu.

- Submissions through a secure online file sharing service are preferred. Emails should include the phrase “Concurrent Review” in the subject line.
- All submissions should include a cover letter or explanatory email clearly stating that concurrent review is requested.
 - See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.
- See also *Memorandum: Concurrent Review and Arizona State Museum*.
 - https://statemuseum.arizona.edu/sites/default/files/Memo_Concurrent_Review_Guidance.pdf

Step 2: ASM will send a request for revision, if needed, to the agency or permit holder that requested review. PO personnel are striving for a complete review within 30 days or by the due date indicated in the accompanying cover letter. However, the time to complete our review is dependent on the size and scope of the work described in the report.

Step 3: After the final draft report is approved, the report and project materials may be submitted to the appropriate ASM office.

- If submitting materials from a non-collection survey to the ASM Archaeological Records Office, see *Submitting Project Materials for A Non-Collection Survey Conducted Under an AAA Blanket Permit* and *Submitting Project Materials to ARO for a Large-scale and/or Long-term Non-Collection Survey Conducted Under an AAA Project-Specific Permit* for more information.
- If submitting materials from a site monitoring, testing/excavation project, or collection survey to the ASM Archaeological Repository, see *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Results in No Artifacts* and *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Include Artifacts* for more information.
- If submitting final project materials to the ASM Permits Office from a site monitoring, testing/excavation project, or collection survey where project materials will be curated at another repository, see *Submitting Project Materials to the AAA Permits Office for Work Conducted Under an AAA Project-Specific Permit When Artifacts and Accompanying Documentation are Not Curated at ASM*.
- Do not send the Final Report and project submission materials for work conducted under an AAA Project-Specific Permit to any ASM office until the report has been approved by the AAA Permits Office. Doing so will result in delays.

If the work was conducted under an AAA Project-Specific Permit and concurrent review *did not* occur, use the following steps:

Step 1: The permit holder should submit a digital copy of the final draft report to the ASM Permits Office for review through a secure online file sharing service or to the PO office email address, asm-aaapermits@arizona.edu.

- Submissions through a secure online file sharing service are preferred. Emails should include the phrase “Draft Report Review” in the subject line.
- All submissions should include a cover letter or explanatory email.
 - See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

Step 2: ASM will send a request for revision if needed. PO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size and scope of the work described in the report.

Step 3: After the final draft report is approved, the report and project materials may be submitted to the appropriate ASM office.

- If submitting materials from a non-collection survey to the ASM Archaeological Records Office, see *Submitting Project Materials to ARO for a Large-scale and/or Long-term Non-Collection Survey Conducted Under an AAA Project-Specific Permit* for more information.
- If submitting materials from a site monitoring, testing/excavation project, or collection survey to the ASM Archaeological Repository, see *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Results in No Artifacts* and *Submitting Project Materials for Work Conducted Under a Repository Services Agreement that Include Artifacts* for more information.
- If submitting final project materials to the ASM Permits Office for a project curated at another repository, see *Submitting Project Materials to the AAA Permits Office for Work Conducted Under an AAA Project-Specific Permit When Artifacts and Accompanying Documentation are Not Curated at ASM*.
- Do not send the Final Report and project submission materials for work conducted under an AAA Project-Specific Permit to any ASM office until the report has been approved by the AAA Permits Office. Doing so will result in delays.

If the work was conducted under an AAA Blanket Permit and concurrent review *did not* occur, the report should be submitted directly to the ARO with the final project materials.

- See *Submitting Project Materials for A Non-Collection Survey Conducted Under an AAA Blanket Permit* for further information.

SUBMITTING PROJECT MATERIALS TO THE AAA PERMITS OFFICE FOR WORK CONDUCTED UNDER AN AAA PROJECT-SPECIFIC PERMIT WHEN ARTIFACTS AND ACCOMPANYING DOCUMENTATION ARE NOT CURATED AT ASM

All permit holders conducting projects under an AAA Project-Specific Permit, regardless of where the resulting artifact collections are curated, are required to submit minimal project-related materials (e.g., Final Report, Project Registration Form, ASM Site Cards) to ASM for in-perpetuity curation, and these are to be submitted to PO. Each set of project-related materials submitted to PO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments. Digital project components should be submitted to PO on a CD or DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information. *Do not begin this process until the final report has been reviewed and approved by PO. Submitting reports to the curation facility that have not yet been reviewed and approved by ASM will result in delays.*

Step 1: Email a completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- Do not submit the *Project Submission Update* form or materials until the Final Report has been approved by ASM personnel (and any other reviewing agencies).
 - See also *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on report preparation.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update* form, Invoice 2 will be revised to reflect the Final Variables.

Step 2: Once Invoice 2 is paid, submit the following to PO, along with a cover letter (see the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions):

- a *Project Registration Form* (PRF),
 - one digital copy, including project area map(s)
 - one hard copy, including project area map(s)
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
- the Final Report,
 - one digital copy
 - two hard copies
- a copy of the signed repository receipt from the issuing institution,
 - one digital copy
 - one hard copy
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site, and
 - *ASM Site Card(s)*:
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card.doc
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.

- The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
- Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated):
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card_update_2020.docx
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
- latest version of the *AZSITE Entry Module* (instructions included in download):
 - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
 - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
 - Submit one digital copy of the completed Entry Module.
 - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
 - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
 - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

Step 3: PO and ARO personnel will review and process project materials for compliance with AAA.

- PRF and ASM Site Card review checklists are generated from:
 - *Rules Implementing A.R.S. § 15-1631 and § 41-841, et seq., The Arizona Antiquities Act*
 - https://statemuseum.arizona.edu/sites/default/files/rules%20implementing%20ARS%2015_1631%20and%2041_841%20et%20seq.pdf
 - *Archaeological Site Recording Manual*,
 - https://statemuseum.arizona.edu/sites/default/files/site_recording_manual.pdf
 - *Policy and Procedures Regarding Historical Sites and Features*, and
 - https://statemuseum.arizona.edu/sites/default/files/policy_procedures_hist_sites_features.pdf
 - *Policy and Procedures Regarding Historical-Period Waste Piles*.
 - <https://statemuseum.arizona.edu/sites/default/files/Policy-HistoricalWastePiles.pdf>
- Maps are reviewed to verify that they meet minimum requirements:
 - See *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit* for guidance on map preparation.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf
- Only minor edits to the *Project Registration Form* and *ASM Site Cards/Updates* can be made by ARO personnel. The rest will be included in a *Request for Revisions Worksheet*. Edits to report text are not made by ARO personnel.
- Possible review outcomes:
 - accept with no revisions,
 - letter stating the outcome
 - accept, minor revisions corrected by ARO personnel, and

- letter stating the outcome
 - *Request for Revisions Worksheet*, listing errors for reference
- Request for Revisions, missing data can be supplied to ARO personnel for additional review.
 - letter requesting revisions
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- PO and ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update* form relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

ARCHAEOLOGICAL RECORDS OFFICE

REQUESTING PROJECT REGISTRATION AND AN ASM ACCESSION NUMBER

Each project conducted under an AAA permit and any collection (including documents) submitted under an ASM Repository Agreement or ASM Records Curation Agreement is subject to Project Registration and must receive an ASM Accession Number as a result. Each Project Registration requested of ASM should follow the procedure described below. All forms should be filled out completely and include attachments, as appropriate.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Select the type of project to be registered.
- AAA Permits are no longer requested separately because they are embedded within the Project Registration service.
- If the requesting company, agency, or institution already has an AAA Blanket Permit for the year the work is scheduled, it is not necessary to request an AAA Blanket Permit when registering a Non-Collection Survey.

Step 2: The quote request is received and reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, Invoice 1 is issued.

Step 3: Once Invoice 1 is paid, an email will be sent with the scheduled start date for the service. Submit all appropriate forms, completely and accurately filled out, to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- Submit a completed *Request an ASM Accession Number Form* for every Project Registration request.
 - <https://statemuseum.arizona.edu/crm/document/request-asm-accession-number>
 - This form does not replace the *Notification of Intent to Conduct Non-Collection Survey Form*.
- If requesting Project Registration for a project **not** curated at ASM, see *Submitting Project Materials to the AAA Permits Office for Work Conducted Under an AAA Project-Specific Permit When Artifacts and Accompanying Documentation are Not Curated at ASM* for more information.
- If requesting Project Registration for a Collection Survey, Site Monitoring or Testing/Excavation with the resulting materials to be curated at ASM, see *Requesting a Repository Services Agreement from the Arizona State Museum* for more information.
- If requesting Project Registration for a Large-Scale and/or Long-Term Non-Collection Survey conducted under an AAA Project-Specific Permit, see *Requesting a Records Curation Agreement* for more information.
- If requesting Project Registration for an archaeological investigation exclusively on federal, Tribal, or private land that does not have an ASM Repository Agreement, see *Requesting a Records Curation Agreement* for more information.

Step 4: On the scheduled start date, all forms will be reviewed. Any requests for revisions made by ARO personnel may delay the service deliverable date.

REQUESTING A RECORDS CURATION AGREEMENT

A 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 when ASM is identified as the *records* repository, but the project does not have an ASM Repository Agreement. A RCA is also issued for Large-Scale and/or Long-Term Non-Collection Surveys conducted partly or solely on state land under an AAA Project-Specific Permit. Follow the procedures listed below to request a RCA as part of the Project Registration process.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Select the type of project to be registered.

Step 2: The quote request is received and reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, Invoice 1 is issued.

Step 3: Once Invoice 1 is paid, an email will be sent with the scheduled start date for the service. Submit all appropriate forms, completely and accurately filled out, to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance. Please note that this service cannot begin until all completed forms have been submitted.

- Submit a completed *Request an ASM Accession Number Form* for every Project Registration request.
 - https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
- Submit the appropriate completed and signed Records Curation Agreement.
 - *Records Curation Agreement for Archaeological Investigations Conducted on Federal, Tribal, and Private Lands*
 - <https://statemuseum.arizona.edu/crm/document/records-curation-agreements>
 - *Records Curation Agreement for Large-scale and/or Long-term Non-Collection Surveys Conducted on State Land Under an Arizona Antiquities Act Project-Specific Permit*
 - <https://statemuseum.arizona.edu/crm/document/records-curation-agreements>

Step 4: On the scheduled start date, all forms will be reviewed. Any requests for revisions made by ARO personnel may delay the service deliverable date.

REQUESTING AN ASM SITE NUMBER

Each request for an ASM Site Number should follow the procedure described below and be accompanied by the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- An ASM Accession Number is required for all ASM site number requests.
 - If a project has gone through the Project Registration process and has an ASM Accession Number, include this number on the request initiated through the website, and other required forms.
 - If a project does not already have an ASM Accession Number, see *Requesting Project Registration and an ASM Accession Number* for information regarding this service.
- Expedited services may be available for projects with less than 30 ASM Site Number requests.
- Expediting a request for an ASM Site Number associated with a project that has not yet been registered (i.e., has not been assigned an ASM Accession Number) will not expedite the Project Registration service. ASM Site Number expedited services will start once the ASM Accession Number has been issued.
- ASM Site Numbers can be requested for archaeological sites located on federal, Tribal, private, or other non-state/county/municipal lands at the request of the landowner(s) or manager(s). However, a *Records Curation Agreement* must be in place and each ASM Site Card submission will be reviewed under the standards set out in the *Records Curation Agreement*.
 - <https://statemuseum.arizona.edu/crm/document/records-curation-agreements>
 - See the *Requesting a Records Curation Agreement* section for more information.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Once the invoice is paid, an email will be sent with the scheduled start date for the service. Submit all appropriate forms.

- Submit a completed *Request an ASM Site Number Form* and all accompanying maps.
 - <https://statemuseum.arizona.edu/crm/document/asm-site-number-request>
 - Refer to the *Instructions for Requesting an ASM Site Number*, also at the above link, when preparing forms and maps.
 - Include all UTM coordinates that will fit within a map; please use as few maps as possible.
 - If Project Registration and Request an ASM Site Number services are in the same quote request, please submit this form at the time of the request; do not wait for the ASM Accession Number to be issued.

Step 4: On the scheduled start date, all forms will be reviewed. Any requests for revisions may delay the service deliverable date.

Step 5: When ready to curate a project submission that includes ASM Site Numbers, see project submission guidelines for the receiving Mandated Programs Office (i.e., AAA Permits Office, Archaeological Records Office, Archaeological Repository) for guidance on submitting *ASM Site Cards*. Contact ARO via the office email account (asm-aro@email.arizona.edu) to void (i.e., return) any unused ASM Site Numbers before a project is submitted to ASM.

SUBMITTING PROJECT MATERIALS FOR A NON-COLLECTION SURVEY CONDUCTED UNDER AN AAA BLANKET PERMIT

All Non-Collection Survey project materials are submitted to ARO for review and curation. Each set of materials submitted to ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments in both digital and paper formats. Digital project components should be submitted on a CD or DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information.

Reports authored in support of Non-Collection Surveys are reviewed upon receipt of the final project submission, unless they were conducted under a Project-Specific Permit. Reports authored under a Project-Specific Permit must be reviewed and approved by the Permits Office prior to project submission to ARO. *However*, ASM personnel will review Non-Collection Survey reports conducted under AAA Blanket Permits prior to final project submission if ASM is part of an agency concurrent review. Consultants may request concurrent review if the lead agency has not initiated concurrent review or did not include ASM in their review requests. See *Memorandum: Concurrent Review and Arizona State Museum* for guidance.

- https://statemuseum.arizona.edu/sites/default/files/Memo_Concurrent_Review_Guidance.pdf
- ASM accepts electronic submittals of draft reports. All report submissions should be accompanied by an explanatory email or cover letter. See the *Cover Letters and Explanatory Emails* section for guidance.

Step 1: Submit the completed *Project Submission Update* form to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

Step 2: Once Invoice 2 is paid, submit the following project submission materials to ARO and include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.

- a *Project Registration Form* (PRF) with all appropriate maps attached,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
 - one digital copy
 - one hard copy
- the Final Report,
 - one digital copy
 - two hard copies
- an *ASM Site Card*, *ASM Site Card Update*, *or* *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
 - *ASM Site Card(s)*:
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card.doc
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
 - Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).

- *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card_update_2020.docx
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
- latest version of the *AZSITE Entry Module* (instructions included in download)
 - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
 - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
 - Submit one digital copy of the completed Entry Module.
 - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
 - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
 - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- digital images,
 - See ASM's policy and procedure on submitting digital images for curation:
 - https://statemuseum.arizona.edu/sites/default/files/aaa_policy_procedures_photos_2022-03-14.pdf
- a *Digital Image Data Sheet*,
 - https://statemuseum.arizona.edu/sites/default/files/aro_po_repo-digital_image_data_sheet-2023-10-25.docx
 - one digital copy
- a hard copy of field notes or internal field recording forms, and
 - Do not submit electronic versions of these field notes or forms. However, if all field notes were completed electronically in the field, please print these typed notes or forms and submit the hard copy in addition to a digital copy.
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit hardcopy project submission materials:

- mail project submission materials to ARO, or
 - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.
- in-person drop-off to ARO.
 - Email ARO personnel using the office email account (asm-aro@email.arizona.edu) to schedule a delivery time.
 - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

Digital project materials may be submitted with the hardcopy materials on a CD/DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for guidance.

Step 3: ARO Personnel will review and process project materials for compliance with AAA.

- The *PRF*, photo(s), report(s), maps, field notes or forms, *ASM Site Card*, and *ASM Site Card Update* review checklists are generated from:
 - *Rules Implementing A.R.S. § 15-1631 and § 41-841, et seq., The Arizona Antiquities Act*,

- https://statemuseum.arizona.edu/sites/default/files/rules%20implementing%20ARS%2015_1631%20and%2041_841%20et%20seq.pdf
 - *Archaeological Site Recording Manual*,
 - https://statemuseum.arizona.edu/sites/default/files/site_recording_manual.pdf
 - *Policy and Procedures Regarding Historical Sites and Features*, and
 - https://statemuseum.arizona.edu/sites/default/files/policy_procedures_hist_sites_features.pdf
 - *Policy and Procedures Regarding Historical-Period Waste Piles*.
 - <https://statemuseum.arizona.edu/sites/default/files/Policy-HistoricalWastePiles.pdf>
 - *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit*.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf
- Only minor edits can be made to the *PRF* and *ASM Site Cards/Site Card Updates* by ARO staff, and the rest will be included in a *Request for Revisions Worksheet*. Edits to report text are not made by ARO staff.
- Possible review outcomes:
 - accept with no revisions,
 - letter stating the outcome
 - accept, minor revisions corrected by ARO personnel, or
 - letter stating the outcome
 - *Request for Revisions Worksheet*, listing corrected errors for reference
 - Request for Revisions, missing data and/or project components.
 - letter requesting revisions
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update* form relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

SUBMITTING PROJECT MATERIALS TO ARO FOR A LARGE-SCALE AND/OR LONG-TERM NON-COLLECTION SURVEY CONDUCTED UNDER AN AAA PROJECT-SPECIFIC PERMIT

The project materials for all Large-Scale and/or Long-Term Non-Collection Surveys conducted under an AAA Project-Specific Permit are submitted to ARO for review and curation under the terms of a Records Curation Agreement only after the report has been reviewed and approved by the Permits Office (PO). For PO report review procedures, see *Submitting Reports of Work Carried Out Under Arizona Antiquities Act Permits for ASM Review*.

Each set of materials submitted to ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments in both digital and paper formats. Digital project components should be submitted on a CD or DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information.

Step 1: Submit the completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

Step 2: Once Invoice 2 is paid, submit the following project submission materials to ARO and include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.

- a *Project Registration Form (PRF)* with all appropriate maps attached,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
 - One digital copy
 - One hard copy
- the Final Report, previously reviewed and approved by PO,
 - One digital copy
 - Two hard copies
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
 - *ASM Site Card(s)*:
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card.doc
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites
 - Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
 - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card_update_2020.docx
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
 - latest version of the *AZSITE Entry Module* (instructions included in download)

- <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
- instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
- Submit one digital copy of the completed Entry Module.
- Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
- Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
- Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- digital images,
 - See the ASM's policy and procedure on submitting digital images for curation:
 - https://statemuseum.arizona.edu/sites/default/files/aaa_policy_procedures_photos_2022-03-14.pdf
- a *Digital Image Data Sheet*,
 - https://statemuseum.arizona.edu/sites/default/files/aro_po_repo-digital_image_data_sheet-2023-10-25.docx
 - One digital copy
- a hard copy of field notes or internal field recording forms, and
 - Do not submit electronic versions of these field notes or forms. However, if all field notes were completed electronically in the field, please print these typed notes or forms and submit the hard copy in addition to a digital copy.
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit hardcopy project submission materials:

- mail project submission materials to ARO, or
 - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.
- in-person drop-off to ARO.
 - Email ARO personnel using the office email account (asm-aro@email.arizona.edu) to schedule a delivery time.
 - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

Digital project materials may be submitted with the hardcopy materials on a CD/DVD or through a secure online hosting service. See the *Submitting Digital Project Components* section for guidance.

Step 3: ARO Personnel will review and process project materials for compliance with AAA.

- The *PRF*, photo(s), maps, field notes or forms, *ASM Site Card*, and *ASM Site Card Update* review checklists are generated from:
 - *Rules Implementing A.R.S. § 15-1631 and § 41-841, et seq., The Arizona Antiquities Act*,
 - <https://statemuseum.arizona.edu/sites/default/files/rules%20implementing%20ARS%2015%201631%20and%2041%20et%20seq.pdf>
 - *Archaeological Site Recording Manual*,
 - https://statemuseum.arizona.edu/sites/default/files/site_recording_manual.pdf
 - *Policy and Procedures Regarding Historical Sites and Features*, and
 - https://statemuseum.arizona.edu/sites/default/files/policy_procedures_hist_sites_features.pdf
 - *Policy and Procedures Regarding Historical-Period Waste Piles*.

- <https://statemuseum.arizona.edu/sites/default/files/Policy-HistoricalWastePiles.pdf>
 - *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit.*
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf
- Only minor edits can be made to the *PRF* and *ASM Site Cards/Site Card Updates* by ARO staff, and the rest will be included in a Request for Revisions worksheet.
- Possible review outcomes:
 - accept with no revisions,
 - letter stating the outcome
 - accept, minor revisions corrected by ARO personnel, or
 - letter stating the outcome
 - *Request for Revisions Worksheet*, listing corrected errors for reference
 - Request for Revisions, missing data and/or project components.
 - letter requesting revisions
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update Form* relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

SUBMITTING PROJECT MATERIALS FOR ARCHAEOLOGICAL INVESTIGATIONS CONDUCTED ON FEDERAL, TRIBAL, AND PRIVATE LANDS UNDER A RECORDS CURATION AGREEMENT

The project materials for all archaeological investigations conducted exclusively on federal, Tribal, and private lands are submitted to ARO for review and curation under the terms of a Records Curation Agreement. Each set of materials submitted to ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments in both digital and paper formats. Digital project components should be submitted on a CD or DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information. Reports are reviewed upon receipt of the final project submission unless previously reviewed and approved as part of an agency concurrent review in which ASM was included.

- For additional information regarding concurrent review, please see:
 - *Memorandum: Concurrent Review and Arizona State Museum*
 - https://statemuseum.arizona.edu/sites/default/files/Memo_Concurrent_Review_Guidance.pdf

Step 1: Submit the completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

Step 2: Once Invoice 2 is paid, submit the following project submission materials to ARO and include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.

- a copy of any federal and/or Tribal antiquities permit in which ASM is identified as the records repository,
 - one digital copy
 - one hard copy
- a copy of the contract or work agreement in which ASM is identified as the records repository,
 - one digital copy
 - one hard copy
- a *Project Registration Form* with all appropriate maps attached,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
 - one digital copy
 - one hard copy
- the Final Report,
 - one digital copy
 - two hard copies
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site,
 - *ASM Site Card(s)*
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card.doc
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites

- Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card_update_2020.docx
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
- latest version of *AZSITE Entry Module* (instructions included in download)
 - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
 - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
 - Submit one digital copy of the completed Entry Module.
 - Submit one digital PDF output of an ASM Site Card/Site Card Update for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
 - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
 - Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- digital images,
 - See the ASM's policy and procedure on submitting digital images for curation: <https://statemuseum.arizona.edu/crm/documents/aaa-policy-procedures-photos-final-2-15-2019>
- a *Digital Image Data Sheet*,
 - <https://statemuseum.arizona.edu/crm/document/digital-image-data-sheet>
 - One digital copy
- a hard copy of field notes or internal field recording forms, and
 - Do not submit electronic versions of these field notes or forms. However, if all field notes were completed electronically in the field, please print these typed notes or forms and submit the hard copy in addition to a digital copy.
- shapefiles of the investigated project area and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit hardcopy project submission materials:

- mail project submission materials to ARO, or
 - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.
- in-person drop-off to ARO.
 - Email ARO personnel using the office email account (asm-aro@arizona.edu) to schedule a delivery time.
 - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

Digital project materials may be submitted with the hardcopy materials on a CD/DVD or through a secure online hosting service. See the *Submitting Digital Project Components* section for guidance.

Step 3: ARO Personnel will review and process project materials.

- The *PRF*, photo(s), report(s), maps, *ASM Site Card*, and *ASM Site Card Update* review checklists are generated from:
 - *Archaeological Site Recording Manual*,

- https://statemuseum.arizona.edu/sites/default/files/site_recording_manual.pdf
- *Policy and Procedures Regarding Historical Sites and Features*, and
 - https://statemuseum.arizona.edu/sites/default/files/policy_procedures_hist_sites_features.pdf
- *Policy and Procedures Regarding Historical-Period Waste Piles*, and
 - <https://statemuseum.arizona.edu/sites/default/files/Policy-HistoricalWastePiles.pdf>
- *Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps Submitted to the Arizona State Museum (ASM) for Work Conducted Under an Arizona Antiquities Act (AAA) Permit*.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf
- Only minor edits can be made to the *PRF* and *ASM Site Cards/Site Card Updates* by ARO staff, and the rest will be included in a *Request for Revisions Worksheet*. Edits to report text are not made by ARO staff.
- Possible review outcomes:
 - accept with no revisions,
 - letter stating the outcome
 - accept, minor revisions corrected by ARO personnel, or
 - letter stating the outcome
 - *Request for Revisions Worksheet*, listing corrected errors for reference
 - Request for Revisions, missing data and/or project components.
 - letter requesting revisions
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions
- ARO personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the project submission and the number of issues encountered.
- *Reconciliation Invoice*: If there is any variance in Final Variables recorded in the *Project Submission Update* form relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

ARCHAEOLOGICAL REPOSITORY

REQUESTING A REPOSITORY SERVICES AGREEMENT FROM THE ARIZONA STATE MUSEUM

Project materials (e.g., field records, artifacts, and digital images) from Site Monitoring, Testing/Excavation projects, or Collection Survey are curated at ASM through Repository Services Agreements. Repository Services Agreements can be issued for ground-disturbing projects that do not anticipate collecting artifacts. Each request for a Repository Services Agreement from ASM should follow the procedure described below and contain the items listed below, as appropriate. All forms should be filled out completely and include attachments, as appropriate.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- A Repository Services Agreement is usually requested with a Project Registration for a Site Monitoring, Testing/Excavation project, or Collection Survey that is to be curated at ASM.
 - See the *Requesting a Project Registration and ASM Accession Number* procedure and checklist for more information.
 - Non-collection Surveys are not curated under Repository Services Agreements. See instead *Requesting a Records Curation Agreement* for Non-collection Surveys not carried out under an AAA Blanket Permit.
- If it is necessary to change curation facilities for a project that already has an AAA Project-Specific Permit, a Repository Services Agreement can be requested as part of the AAA Permit Update service.
 - See *Requesting an Update to an Arizona Antiquities Act Blanket or Project Specific-Permit* for more information.
- Expedited services may be available.
- All sites investigated must have ASM Site Numbers assigned. See *Requesting an ASM Site Number* for more information.

Step 2: The quote request is reviewed by ASM personnel. A final quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Once the invoice is paid, the Repository Services Agreement and other services in the quote will be scheduled. Submit all appropriate forms, completely and accurately filled out, to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance. Please note that this service cannot begin until all completed forms have been submitted.

- Submit a completed *Request for Repository Services Agreement Form*.
 - https://statemuseum.arizona.edu/sites/default/files/2026-07/repo-repository_services_agreement_request_cent_email-2026-07-01-final_0.docx
- Unless the project has already been registered, submit a completed *Request an ASM Accession Number Form*.
 - https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
- If the project already has an AAA Permit, submit a completed *Arizona Antiquities Act Permit Update Request* form.
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/po_aaa_permit_app_update.docx
- ASM personnel review the submitted materials for completeness and accuracy.

Step 4: Repository personnel send copies of the *Notice of Intent to Provide Repository Services* (i.e., Repository Services Agreement) to the requestor and to agencies and institutions listed within the request forms. If work is conducted under an AAA Project-Specific Permit, issuance of the Repository Services Agreement is also internally communicated to the Permits Office.

SUBMITTING PROJECT MATERIALS FOR WORK CONDUCTED UNDER A REPOSITORY SERVICES AGREEMENT THAT RESULTS IN NO ARTIFACTS

A stipulation of the ASM Repository Services Agreement is that any photos, ASM Site Update Cards, and other documentation of the associated fieldwork be submitted to the ASM Repository, regardless of whether or not artifacts were located/collected during fieldwork. If no artifacts were located during fieldwork, please use this list to guide the submission process. All forms should be filled out completely and include all required map attachments. Digital project components should be submitted to the Repository on a CD or DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information. This section is a brief overview of Repository guidelines and standards. See ASM's *2004 Repository Manual* and *2023 Archaeological Repository Interim Guidance Manual* for additional information about project submission requirements and standards: <https://statemuseum.arizona.edu/crm/document/repository-manual>.

Step 1: Submit a Project Submission Update Form to request Invoice 2.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- Email one digital copy of the completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the Submitting Forms through the ASM Centralized Email Account section for additional guidance.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.
- If the project was registered prior to July 1, 2018, do not submit a *Project Submission Update Form*. Instead, follow the instructions in the *Submitting Projects Registered Before July 1, 2018* section before following the submission procedure in Step 2.
- *Please be advised:*
 - Phase 1 project submission should be initiated only if the report has been finalized.
 - If a project is conducted under an Arizona Antiquities Act (AAA) Permit, the report should be reviewed and approved by the AAA Permits Office before project materials are submitted to the ASM Archaeological Repository.
 - If a Phase 1 project submission for work conducted under an AAA Permit is received by the ASM Archaeological Repository and the report has not yet been reviewed and approved by the AAA Permits Office, Repository personnel will not be able to review the submission and will refer the client to the AAA Permits Office for further guidance. Upon approval of the report by the AAA Permits Office, the client will be responsible for informing Repository personnel if a revised submission will be forthcoming or if the ASM Archaeological Repository can proceed with the project materials as originally submitted.

Step 2: Once Invoice 2 is paid, proceed with delivery procedures. Since no artifacts are to be curated, submit all Phase 1 and Phase 2 project materials in a single delivery.

Submit to the Repository the following digital and hard copy components:

- an *Archaeological Repository Project Submission Review: Phases 1 & 2 Form*,
 - https://statemuseum.arizona.edu/sites/default/files/2024-02/repo_project_submission_phases_1_and_2-2021-07-01.docx
 - one digital copy
 - one hard copy
- a *Project Registration Form (PRF)* with all appropriate maps attached,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
 - one digital copy

- one hard copy
- the Final Report,
 - one digital copy
 - three hard copies
- digital images,
 - See ASM's policy and procedures related to submitting digital images for curation: https://statemuseum.arizona.edu/sites/default/files/aaa_policy_procedures_photos_2022-03-14.pdf
- a *Digital Image Data Sheet*,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo-digital_image_data_sheet-2023-10-25.docx
 - one digital copy
 - one hard copy
- a hard copy of field notes and forms,
- an *ASM Site Card*, *ASM Site Card Update*, **or** *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site, and
 - *ASM Site Card(s)*:
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card.doc
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
 - Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
 - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card_update_2020.docx
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy will all appropriate maps attached.
 - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
 - latest version of the *AZSITE Entry Module* (instructions included in download)
 - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
 - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
 - Submit one digital copy of the completed Entry Module.
 - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
 - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
 - Return (i.e., void) any unused ASM site numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit Phase 1 and 2 project submission hardcopy materials:

- mail project submission materials to REPO or
 - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.

- in-person drop-off to REPO.
 - Email Repository personnel using the office email account (asm-repository@arizona.edu) to schedule a delivery time.
 - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

Digital project materials may be submitted with the hardcopy materials on a CD/DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for guidance.

Step 3: Repository personnel will process the project submission once received.

- All project submission materials will be evaluated.
 - Missing items will be noted and, after the full review is completed, the company will be notified and a request to check discrepancies will be made.
 - Paper archives are inventoried and prepared for transfer to the ASM Archives.
 - Photos are inventoried and cross-checked with the *Digital Image Data Sheet*.
- Possible review outcomes and associated documentation:
 - accept with no revisions,
 - letter stating the outcome
 - accept, minor revisions corrected by ASM Repository personnel, or
 - letter stating the outcome
 - *Request for Revisions Worksheet*, listing corrected errors for reference
 - Request for Revisions.
 - letter requesting revisions
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions
 - If any missing components are identified, ASM personnel will contact the submitting institution.
 - If systematic, large-scale errors in the way a collection has been prepared for curation are identified, ASM personnel will discuss a plan for rectifying these errors. See comments regarding Reconciliation Invoices, below.
- ASM Repository personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the submission and the number of issues encountered.
- Reconciliation Invoices:
 - If there is any variance in Final Variables recorded in the *Project Submission Update Form* relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.
 - If major issues are encountered (e.g., incorrect collection organization, use of non-archival materials, systematically incorrect inventories) the depositor may be given the option of taking the submitted project materials back for correction or having ASM Repository personnel address them. The reconciliation invoice covers ASM Repository personnel time and materials to address these issues.

SUBMITTING PROJECT MATERIALS FOR WORK CONDUCTED UNDER A REPOSITORY SERVICES AGREEMENT THAT INCLUDE ARTIFACTS

Records and collections from site monitoring, testing, and data recovery projects are submitted to the Archaeological Repository for curation if a Repository Services Agreement has been issued by ASM. All forms should be filled out completely and include all required map attachments. Digital project components should be submitted to the Repository on a CD or DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information. This section is a brief overview of Repository guidelines and standards. See ASM's *2004 Repository Manual* and *2023 Archaeological Repository Interim Guidance Manual* for additional information about project submission requirements and standards:

<https://statemuseum.arizona.edu/crm/document/repository-manual>.

Step 1: Submit a Project Submission Update Form to request Invoice 2.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- Email one digital copy of the completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update* form, Invoice 2 will be revised to reflect the Final Variables.
- If the project was registered prior to July 1, 2018, do not submit a *Project Submission Update Form*. Instead, follow the instructions in the *Submitting Projects Registered Before July 1, 2018* section before following the submission procedure in Step 2.
- Please be advised:
 - Phase 1 project submission should be initiated only if the report has been finalized.
 - If a project is conducted under an Arizona Antiquities Act (AAA) Permit, the report should be reviewed and approved by the AAA Permits Office before project materials are submitted to the ASM Archaeological Repository.
 - If a Phase 1 project submission for work conducted under an AAA Permit is received by the ASM Archaeological Repository and the report has not yet been reviewed and approved by the AAA Permits Office, Repository personnel will not be able to review the submission and will refer the client to the AAA Permits Office for further guidance. Upon approval of the report by the AAA Permits Office, the client will be responsible for informing Repository personnel if a revised submission will be forthcoming or if the ASM Archaeological Repository can proceed with the project materials as originally submitted.

Step 2: Once Invoice 2 is paid, proceed with Phase 1 delivery. Submit all Phase 1 items listed below for review at least 30 days in advance of an anticipated delivery date for the rest of the collection:

- an *Archaeological Repository Project Submission Review: Phases 1 & 2 Form*,
 - https://statemuseum.arizona.edu/sites/default/files/2024-02/repo_project_submission_phases_1_and_2-2021-07-01.docx
 - one digital copy
 - one hard copy
- a *Project Registration Form (PRF)* with all appropriate maps attached,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
 - one digital copy
 - one hard copy
- the Final Report,
 - one digital copy of finalized report

- The report is requested at this stage so that the *PRF*, digital inventory, and *ASM Site Card* submission can be accurately evaluated.
- a complete digital bag and box inventory,
 - https://statemuseum.arizona.edu/sites/default/files/repo_inventory_entry_module_db_template-external-2023-07-17.zip
 - Bag and box list data to be submitted should adhere to the ASM database template and can be submitted as either a Microsoft Access database or Excel spreadsheet.
 - Any analysis database tables can be submitted within the same database if appropriate metadata are provided.
- an *ASM Site Card*, *ASM Site Card Update*, or *AZSITE Entry Module* to document each newly recorded and previously recorded ASM site, and
 - *ASM Site Card(s)*:
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card.doc
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - The *ASM Site Card* should only be used for new ASM sites. Do not use it to update previously recorded ASM sites.
 - Return (i.e., void) any unused ASM site numbers by contacting via the office email account (asm-aro@email.arizona.edu).
 - *ASM Site Card Update(s)* for each previously recorded ASM site in the surveyed/project area (including sites not relocated)
 - https://statemuseum.arizona.edu/sites/default/files/asm_site_card_update_2020.docx
 - Submit one digital copy with all appropriate maps attached.
 - Submit one hard copy with all appropriate maps attached.
 - Do not use the *ASM Site Card* or an internal site documentation form to update ASM sites.
 - latest version of the *AZSITE Entry Module* (instructions included in download)
 - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
 - instructional webinar, 2021 Standalone Entry Module Intro: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
 - Submit one digital copy of the completed Entry Module.
 - Submit an individual, digital, PDF ASM Site Card/Site Card Update file for each ASM site documented in the *AZSITE Entry Module*, with all appropriate maps attached.
 - Submit one hard copy of ASM Site Card/Site Card Update output for each ASM site documented in the *AZSITE Entry Module* with all appropriate maps attached.
 - Return (i.e., void) any unused ASM Site Numbers by contacting ARO via the office email account (asm-aro@email.arizona.edu).
- shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit Phase 1 project submission hardcopy materials:

- mail project submission materials to REPO, or
 - Please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter and the *Mailing Addresses* section for mailing addresses and instructions.
- in-person drop-off to REPO.
 - Email Repository personnel using the office email account (asm-repository@arizona.edu) to schedule a delivery time.
 - When submitting, please include a cover letter. See the *Cover Letters and Explanatory Emails* section for guidance on information that should be included in a cover letter.

Digital project materials may be submitted with the hardcopy materials on a CD/DVD or through a secure online file sharing service. See the *Submitting Digital Project Components* section for guidance.

Step 3: Repository and ARO personnel will review all Phase 1 project components. Repository and ARO review outcomes will be summarized in a single communication. Once the *PRF*, *ASM Site Card* submission, and a digital copy of the object inventory are reviewed and approved, Repository personnel will be in contact to schedule a date for the delivery of Phase 2 project materials.

- Possible review outcomes and associated documentation:
 - accept with no revisions,
 - email stating the review outcome and initiating discussion on possible delivery dates
 - accept, minor revisions corrected by ARO and/or Repository personnel, or
 - email stating the review outcome and initiating discussion of possible delivery dates
 - *Request for Revisions Worksheet*, listing corrected errors for reference
 - Request for Revisions.
 - email stating the review outcome
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions to be resolved
- ARO and Repository personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the collection and the number of issues encountered.

Step 4: On the scheduled delivery date, submit the following for Phase 2 project submission. *Please Note:* Partial transfers will not be accepted. If any components of the submission are missing, the delivery will not be accepted, and another date will need to be scheduled:

- completed ASM paperwork, as appropriate,
 - a *Project Registration Form* (final, approved)
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo_project_registration_form.docx
 - one hard copy
 - a *Box Summary Form*
 - https://statemuseum.arizona.edu/sites/default/files/repo-box_summary_form.docx
 - one hard copy
 - one digital copy
 - a *Bulk Material Inventory Form*
 - https://statemuseum.arizona.edu/sites/default/files/repo-box_inventory_form-2022-02-07.docx
 - one hard copy, with each individual box inventory in its corresponding box
 - one digital copy of all box inventories
 - a *Catalog Specimen Inventory Form*
 - https://statemuseum.arizona.edu/sites/default/files/repo-catalog_inventory_form_2022-02-07.docx
 - one hard copy in each corresponding box of catalog objects
 - one digital copy
 - an *Analyzed Sample Inventory Form* if any analyzed samples are present
 - https://statemuseum.arizona.edu/sites/default/files/repo-analyzed_sample_inventory_form_2023-10-25.docx
 - one hard copy in each corresponding box of analyzed samples
 - one digital copy
 - an *Archive Inventory Form*

- https://statemuseum.arizona.edu/sites/default/files/repo-archive_inventory_form-2023-10-25.docx
 - one hard copy in each corresponding box of archive materials
 - one digital copy
- a *Digital Image Data Sheet*,
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_po_repo-digital_image_data_sheet-2023-10-25.docx
 - one digital copy
 - one hard copy
- a signed *Deed-of-Gift* for any collections from private land
 - https://statemuseum.arizona.edu/sites/default/files/repo-deed_of_gift_fillable-2022-07-28.pdf
 - two hard copies
 - The donor shall receive a signed copy that can be used as a receipt for tax records.
- a *Specimen Release Form* if any samples were released for external or destructive analysis.
 - https://statemuseum.arizona.edu/sites/default/files/2024-03/repo-specimen_release_form.docx
 - one hard copy
- a *Certificate of Collections Review Compliance Form* (formerly *Certificate of Repatriation Compliance*) if any faunal material is to be submitted to ASM.
 - https://statemuseum.arizona.edu/sites/default/files/2024-02/repo-certificate_collections_compliance_2021-07-01.docx
 - one hard copy
- the Final Report,
 - three hard copies, bound.
- digital images,
 - See ASM's policy and procedure on submitting digital images for curation: https://statemuseum.arizona.edu/sites/default/files/aaa_policy_procedures_photos_2022-03-14.pdf
- a hard copy of field notes and forms,
 - If all field notes and forms were completed electronically in the field, please print these typed notes or forms and submit a hard copy, in addition to a digital copy.
- a hard copy of analysis records,
 - If analysis notes were completed electronically, please print these typed notes or tables and submit a hard copy, in addition to a digital copy.
- all artifacts and samples being transferred as part of the transaction.
- Required Collection Organization and Artifact Documentation:
 - artifact bags
 - Every bag of artifacts/samples must be housed appropriately in plastic bags or containers.
 - Polypropylene plastic bags (minimally 4 mil, per federal standards) must be used.
 - Artifacts should not be in contact with acidic materials.
 - Do not use cotton in direct contact with objects (fibers will hook to surfaces).
 - Original paper bag labels should be segregated from the objects by inserting them in a smaller plastic bag. Do not put the acid-free bag tag in with the acidic label.
 - artifact bag tags
 - Each bag must have an acid-free bag tag with complete provenience information printed on card stock.
 - Each bag tag should include: the full ASM Site Number (e.g., AZ BB:13:17(ASM)), Bag/FN/FS/SP Number, Material Class and/or Object Type,

Feature Number, Horizontal and Vertical Control Information (e.g., Unit, Grid, Stratum, Level, Depth) as recorded in the database, Excavation Date, and Crew ID.

- All sites investigated must have ASM Site Numbers assigned.
- To request an ASM Site Number, see the *Requesting an ASM Site Number* procedure and checklist.
- If submitting handwritten bag tags:
 - Original bag tags should be transcribed onto acid-free cardstock.
 - All artifact bag tags must have legible handwriting/printing.
- artifact boxes and box labels
 - Use the *ASM Box Label Form*:
 - https://statemuseum.arizona.edu/sites/default/files/repo-box_label.docx
 - Box labels should be placed in an adhesive-backed plastic sleeve, attached to the short side of the box. Please avoid covering the handle opening on the box sides.
 - Archival boxes are 10" x 12" x 15" and made of archival polypropylene.
 - Archival boxes and plastic label sleeves are supplied by the ASM Repository. Contact Repository personnel for boxes, plastic label sleeves, and/or assistance. See *Contact ASM Personnel* section for guidance on contacting Archaeological Repository personnel.
- Box Submission Order:
 - Boxes should be numbered in the order described below.
 - 1) Bulk Material in boxes
 - a. Grouped by ASM Site Number, then material class.
 - b. Box weight should not exceed 40 pounds. Boxes that exceed this weight limit and contain multiple artifacts will be split by ASM Repository personnel and a Reconciliation Invoice for the additional boxes will be issued.
 - 2) Oversized Bulk Material
 - a. All oversized bulk material should be placed at the end of the bulk box sequence.
 - b. Each oversized object minimally counts as two half-boxes. Objects that are larger than 1 cubic foot of space may need to be counted as more than two half-boxes to accurately reflect shelf space.
 - 3) Catalog Specimens and Analyzed Samples
 - a. Use caution when packing catalog specimens and samples in artifact boxes. Segregate fragile items from larger, heavier items.
 - b. Archaeological samples can be transferred to ASM in boxes containing catalog objects. However, the samples must be clearly identified, grouped into a larger bag, and included in the *Analyzed Sample Inventory Form*
 - 4) Oversized Catalog Specimens
 - a. All oversized catalog objects should be placed at the end of the catalog box sequence.
 - b. Each oversized catalog object minimally counts as two half-boxes. Objects that are larger than 1 cubic foot of space may need to be counted as more than two half-boxes to accurately reflect shelf space.
 - 5) Paper and Digital Archives
 - a. Paper archives are measured by the quarter linear inch.
 - b. The full archive is included in the quarter linear inch calculation for the project submission. This includes, but is not limited to:
 - i. all copies of the Final Report(s),
 - ii. *ASM Site Cards* and *ASM Site Update Cards*,

- iii. field notes and forms,
- iv. analysis records, and
- v. ASM forms and curation paperwork.

6) Oversized Maps

- A finalized, digital copy of the complete bag and box inventory should have been submitted prior to delivery. If any additional revisions were requested for submission with Phase 2, please include the finalized digital inventory with the other digital materials in the final submission.

Step 5: On the day of Phase 2 project submission delivery, Repository personnel will review collections prior to unloading to confirm that:

- all project components conform to ASM standards,
- all paperwork has been completed, including a signed *Deed-of-Gift* if material is from an archaeological site located on private land,
- all inventories are properly completed, and
- artifact bag tags contain required information and are properly incorporated within artifact/sample bags.
- If a major issue is encountered, the delivery will be halted and the submitting institution will have to reschedule after correcting problem(s). If there is no major issue, delivery will proceed as planned.
- All evaluation criteria used by Repository personnel on the delivery date are listed in the *Archaeological Repository Project Submission Delivery Review Form*.
 - https://statemuseum.arizona.edu/sites/default/files/repo_project_submission_phases_1_and_2-repo_personnel_review_delivery-2023-10-25.docx

Step 6: Repository personnel will process the collection after transfer is complete.

- All project submission materials will be evaluated.
 - Digital and hard copy inventories will be cross-checked with box contents.
 - Missing items will be noted and, after the full review is completed, the depositor will be notified and a request to check discrepancies will be made.
 - Paper archives will be inventoried, cross-checked with the *Archive Inventory Form*, and prepared for transfer to the ASM Archives.
 - Photos will be inventoried and cross-checked with the *Digital Image Data Sheet*.
- Possible review outcomes and associated documentation:
 - accept with no revisions,
 - letter stating the outcome
 - accept, minor revisions corrected by ASM Repository personnel, or
 - letter stating the outcome
 - *Request for Revisions Worksheet*, listing corrected errors for reference
 - Request for Revisions.
 - letter requesting revisions
 - *Request for Revisions Worksheet*, identifying errors, comments, and questions
 - If any missing objects are identified, ASM personnel will contact the submitting institution.
 - If systematic, large-scale errors in the way a collection has been prepared for curation are identified, ASM personnel will discuss a plan for rectifying these errors. See comments regarding *Reconciliation Invoices* below.
- ASM Repository personnel are striving for a complete review within 30 days. However, the time to complete our review is dependent on the size of the collection and the number of issues encountered.
- Reconciliation Invoices:

- If there is any variance in Final Variables recorded in the *Project Submission Update Form* relative to the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.
- If major issues are encountered (e.g., incorrect collection organization, use of non-archival materials, systematically incorrect inventories) the depositor may be given the option of taking the submitted project materials back for correction or having ASM Repository personnel address them. The reconciliation invoice covers ASM Repository personnel time and materials to address these issues.

REPATRIATION OFFICE

SUBMITTING A BURIAL DISCOVERY AGREEMENT APPLICATION TO THE REPATRIATION OFFICE FOR PROJECTS WITH ANY PORTION LOCATED ON STATE LAND

All Burial Discovery Agreement (BDA) applications initiated under A.R.S. §§ 41-844 and 41-865 are submitted to the Repatriation Office (RO). Each BDA Application submitted to ASM's RO should contain all required forms and attachments. Please fill in, sign, and review the application for completeness prior to submission. BDA Applications and associated materials may be submitted to ASM electronically to reduce the total turnaround time. However, a hard copy of the final ASM-approved Treatment Plan (if applicable) or *Repatriation Office General Work Plan Addendum Form* must be mailed to ASM within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Standard Burial Discovery Agreement (any portion located on state land)

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services may be available for Standard BDA Applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. Additional guidance can be found in *Burial Discovery Agreement Application Instructions*:
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed BDA Application materials to RO in electronic format. RO will not process a BDA Application until all materials have been received. Submission instructions are listed below:

- a *Burial Discovery Agreement Application*,
 - Submit one signed and scanned digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a copy of the Treatment Plan.
 - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum Form*:
 - Submit one digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
 - For projects to be conducted under a Project-Specific Treatment Plan, submit a copy of the Project-Specific Treatment Plan (see checklist for details).
 - Submit one signed and scanned digital copy.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf

For projects on state land not requiring an AAA permit (i.e., if the project is on state land, but not within an ASM site boundary), please also submit a completed *Request an ASM Accession Number Form*:

- https://statemuseum.arizona.edu/crm/document/request_asm_accession_number

- If Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- A hard copy of the ASM-approved Treatment Plan, if applicable, or the *Repatriation Office General Work Plan Addendum* form must be mailed within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 4: Once the invoice is paid and all application materials have been provided, the BDA Application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 5: Once the submitted application has been approved, RO will issue a BDA. Please note that the issued BDA will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant(s) designated in the BDA, and cc RO (contact information for the claimant(s) and RO will be listed in the agreement):
 - signed project information, acceptance, and instruction pages, as specified in the BDA provided by the RO.
 - a copy of the project work plan,
 - For projects to be conducted under a general work plan, include the *Repatriation Office General Work Plan Addendum Form* that was submitted along with the application.
 - For projects to be conducted under a Project-Specific Treatment Plan, include a copy of the Project-Specific Treatment Plan that was submitted along with the application.
 - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
 - **for projects to be conducted under the Gila River Indian Community Standard BDA or the Salt River Pima-Maricopa Indian Community Standard BDA, also include:**
 - the completed *Project Information Spreadsheet*, provided along with the BDA by RO and
 - a signed *Instructions for the Respectful Treatment and Repatriation of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO.
- Mail the following materials to RO (contact information for RO will be listed in the agreement):
 - original, signed project information, acceptance, and instruction pages, as specified in the BDA provided by the RO,
 - an original, signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, included in the BDA provided by RO,
 - a hard copy of the ASM-approved treatment plan, if applicable, and
 - **for projects to be conducted under the Gila River Indian Community Standard BDA or the Salt River Pima-Maricopa Indian Community Standard BDA, also include** an original, signed *Instructions for the Respectful Treatment and Repatriation of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO.
- Mail the following materials to the claimant(s) designated in the BDA (contact information for the claimant(s) will be listed in the agreement):
 - signed project information, acceptance, and instruction pages, as specified in the BDA provided by the RO,

- **for projects to be conducted under the Gila River Indian Community Standard BDA or the Salt River Pima-Maricopa Indian Community Standard BDA also include** a copy of the signed *Instructions for the Respectful Treatment and Repatriation of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO.

Step 7: If Human Remains, Funerary Objects, or Sacred Ceremonial Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting and/or a *Notification of Disturbance of Sacred Objects Form* for each week of reporting.

- Sacred Ceremonial Objects listed in the BDA can be repatriated without further review by ASM. Any objects not listed in the BDA that are identified by the claimant(s) as Sacred Ceremonial Objects and requested for repatriation must be reviewed by ASM prior to repatriation to determine if they are eligible for repatriation under A.R.S. § 41-844.

Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

Project-Specific Burial Discovery Agreement (any portion located on state land)

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services for Project-Specific BDAs are not available.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. Additional guidance can be found in *Burial Discovery Agreement Application Instructions*:
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed BDA Application materials to RO in electronic format. RO will not process a BDA Application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
 - Submit one signed and scanned digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a copy of the Treatment Plan.
 - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum Form*.
 - Submit one digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
 - For projects to be conducted under a Project-Specific Treatment Plan, submit a copy of the Project-Specific Treatment Plan (see checklist for details).
 - Submit one digital copy.
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf

For projects on state land not requiring an AAA permit (i.e., if the project is on state land, but not within an ASM site boundary), please also submit a completed *Request an ASM Accession Number Form*:

- https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
- If Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- A hard copy of the ASM-approved Treatment Plan, if applicable, or the *Repatriation Office General Work Plan Addendum Form* must be mailed within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 4: Once the invoice is paid and all application materials have been provided, the BDA Application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 5: Once the submitted application has been approved, RO will begin drafting the BDA. Please note that Project-Specific BDAs are negotiated on a case-by-case basis. The negotiation process is as follows:

- RO personnel will consult with the appropriate descendant community or communities to designate a lead claimant or claimants.
- RO personnel will generate a draft BDA, in consultation with the appropriate claimant(s).
- Copies of the draft BDA will be transmitted to the claimant(s) and the client to review and provide comments (typically a 30-day review period is designated).
- Following receipt of comments, RO personnel will generate a final BDA and assign a case number. These materials will be transmitted to the claimant(s) and the client by RO. Please note that the BDA will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant(s) designated in the BDA, and cc RO (contact information for the claimant(s) and RO will be listed in the agreement):
 - a signed BDA,
 - a copy of the project work plan,
 - For projects to be conducted under a general work plan, include the *Repatriation Office General Work Plan Addendum Form* that was submitted along with the application.
 - For projects to be conducted under a Project-Specific Treatment Plan, include a copy of the Project-Specific Treatment Plan that was submitted along with the application.
 - a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
 - any additional materials indicated in the BDA.
- Mail the following materials to RO (contact information for RO will be listed in the BDA):
 - the original, signed Burial Discovery Agreement, and
 - a hard copy of the ASM-approved Treatment Plan or *Repatriation Office General Work Plan Addendum Form*.
- Mail the following to the claimant(s) designated in the BDA (contact information for the claimant(s) will be listed in the Burial Discovery Agreement):
 - a copy of the signed Burial Discovery Agreement.

Step 7: If Human Remains, Funerary Objects, or Sacred Ceremonial Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting and/or a *Notification of Disturbance of Sacred Objects* for each week of reporting.

- Sacred Ceremonial Objects listed in the BDA can be repatriated without further review by ASM. Any objects not listed in the BDA that are identified by the claimant(s) as Sacred Ceremonial Objects and requested for repatriation must be reviewed by ASM prior to repatriation to determine if they are eligible for repatriation under A.R.S. § 41-844.

Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

General Burial Discovery Agreement (any portion located on state land)

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services may be available for General BDA Applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. Additional guidance can be found in *Burial Discovery Agreement Application Instructions*:

- <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- If there is uncertainty about which type of agreement is needed, please contact the RO for assistance before submitting a quote.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed BDA Application materials to RO in electronic format. RO will not process a BDA Application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
 - Submit one signed and scanned digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale, with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
- a copy of the Treatment Plan.
 - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum Form*.
 - Submit one digital copy
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
 - For projects to be conducted under a Project-Specific Treatment Plan, submit a copy of the Project-Specific Treatment Plan (see checklist for details).
 - Submit one digital copy
 - https://statemuseum.arizona.edu/sites/default/files/checklist_guide_aaa_reports_treatment_plans_maps_rev-01_july_2021.pdf

For ground-disturbing projects on state land not requiring an AAA permit (i.e., if the project is on state land, and not within an ASM site boundary), please also submit a completed *Request an ASM Accession Number Form*:

- https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
- If Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- A hard copy of the ASM-approved Treatment Plan, if applicable, or the *Repatriation Office General Work Plan Addendum Form* must be mailed within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 4: Once the invoice is paid and all application materials have been provided, the BDA Application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 5: Once the submitted application has been approved, RO will issue a BDA. Please note that the issued BDA will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant(s) designated in the BDA, and cc RO (contact information for the claimant(s) and RO will be listed in the agreement):
 - a signed *General Burial Discovery Agreement Signature Page*,
 - included with the BDA provided by RO
 - a copy of the project work plan, and
 - For projects to be conducted under a general work plan please include the *Repatriation Office General Work Plan Addendum Form* that was submitted along with the application.
 - For projects to be conducted under a Project-Specific Treatment Plan please include a copy of the Project-Specific Treatment Plan that was submitted along with the application.
 - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
- Mail the following materials to RO (contact information for RO will be listed in the BDA):
 - the original, signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO, and
 - a hard copy of the ASM-approved Treatment Plan, if applicable, or the *Repatriation Office General Work Plan Addendum Form*.
- Mail the following materials to the claimant(s) designated in the BDA (contact information for the claimant(s) will be listed in the agreement):
 - A copy of the signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO

Step 7: If Human Remains, Funerary Objects, or Sacred Ceremonial Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting and/or a *Notification of Disturbance of Sacred Objects Form* for each week of reporting.

Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

SUBMITTING A BURIAL DISCOVERY AGREEMENT APPLICATION TO THE REPATRIATION OFFICE FOR PROJECTS LOCATED ENTIRELY ON PRIVATE LAND

All BDA Applications initiated under A.R.S. §§ 41-844 and 41-865 are submitted to the Repatriation Office (RO). Each BDA Application submitted to ASM's RO should contain all required forms and attachments. Please fill in, sign, and review the application for completeness prior to submission.

Standard Burial Discovery Agreement (private land only)

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services may be available for Standard BDA Applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. Additional guidance can be found in *Burial Discovery Agreement Application Instructions*:
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.
- Project Registration is not required for projects located entirely on private land that seek only a BDA service. However, if a final report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project are intended to be curated at ASM, then Project Registration may be selected in the quote request and all associated costs must be paid. If Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please note that ASM sites will not be officially updated by ASM's Archaeological Records Office for projects located entirely on private land without Project Registration. Please see Step 3 for more information.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed BDA Application materials to RO in electronic format. RO will not process a BDA Application until all materials have been received. Submission instructions are listed below:

- a *Burial Discovery Agreement Application*,
 - Submit one signed and scanned digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
- a copy of the project work plan or *Repatriation Office Private Land Addendum Form*, and
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a completed *Request an ASM Accession Number Form*.
 - https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
 - If Project Registration is *not* included in the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- A hard copy of the completed *Repatriation Office Private Land Addendum Form* and, if applicable, a hard copy of the approved final work plan must be mailed within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 4: Once the invoice is paid and all application materials have been provided, the BDA Application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 5: Once the submitted application has been approved, RO will issue a BDA. Please note that the issued BDA will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant(s) designated in the BDA, and cc RO (contact information for the claimant(s) and RO personnel will be listed in the BDA):
 - signed project information, acceptance, and instruction pages, as specified in the BDA provided by the RO, and
 - a digital copy of the *Repatriation Office Private Land Addendum Form* or project work plan that was submitted along with the application, and
 - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
 - **For projects to be conducted under the Gila River Indian Community Standard BDA or the Salt River Pima-Maricopa Indian Community Standard BDA, also include:**
 - the completed *Project Information Spreadsheet*, provided along with the BDA by RO, and
 - a signed *Instructions for the Respectful Treatment and Repatriation of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (if appropriate—please refer to the provided BDA for more detailed instructions), included in the BDA provided by RO.
- Mail the following materials to RO (contact information for RO will be listed in the agreement):
 - original, signed project information, acceptance, and instruction pages, as specified in the BDA provided by the RO.
 - **For projects to be conducted under the Gila River Indian Community Standard BDA or the Salt River Pima-Maricopa Indian Community Standard BDA, also include** an original, signed *Instructions for the Respectful Treatment and Repatriation of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO (if appropriate—please refer to the provided BDA for more detailed instructions).
- Mail the following materials to the claimant(s) designated in the BDA (contact information for the claimant(s) will be listed in the BDA):
 - a copy of signed project information, acceptance, and instruction pages, as specified in the BDA provided by the RO. **For projects to be conducted under the Gila River Indian Community Standard BDA or the Salt River Pima-Maricopa Indian Community Standard BDA, also include** a copy of signed *Instructions for the Respectful Treatment and Repatriation of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony*, included in the BDA provided by RO (if appropriate—please refer to the provided BDA for more detailed instructions).

Step 7: If Human Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting. Sacred Ceremonial Objects are not protected under A.R.S. § 41-865; however, if the landowner chooses to repatriate Sacred Objects to the claimant(s), please follow the protocols laid out in the BDA and use a *Notification of Disturbance of Sacred Objects Form*.

Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.

Project-Specific Burial Discovery Agreement (private land only)

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services for Project-Specific BDAs are not available.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. Additional guidance can be found in *Burial Discovery Agreement Application Instructions*:
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- If there is uncertainty about which type of agreement is needed, please contact the Repatriation Office for assistance before submitting a quote.
- Project Registration is not required for projects located entirely on private land that seek only a BDA service. However, if a final report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project are intended to be curated at ASM, then Project Registration may be selected in the quote request and all associated costs must be paid. If Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please note that ASM sites will not be officially updated by ASM's Archaeological Records Office for projects located entirely on private land without Project Registration. Please see Step 3 for more information.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed BDA Application materials to RO in electronic format. RO will not process a BDA Application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
 - Submit one signed and scanned digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
- a project work plan or *Repatriation Office Private Land Addendum Form*, and
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a completed *Request an ASM Accession Number Form*.
 - https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
 - If Project Registration is not included in the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- A hard copy of the completed *Repatriation Office Private Land Addendum Form* and, if applicable, a hard copy of the approved final work plan must be mailed within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 4: Once the invoice is paid and all application materials have been provided, the BDA Application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 5: Once the submitted application has been approved, RO personnel will begin drafting the BDA. Please note that project-specific BDAs are negotiated on a case-by-case basis. The BDA negotiation process is as follows:

- RO personnel will consult with the appropriate descendant community or communities to designate a lead claimant or claimants.
- RO personnel will generate a draft BDA, in consultation with the appropriate claimant(s).
- Copies of the draft BDA will be transmitted to the claimant(s) and the client to review and provide comments (typically a 30-day review period is designated).
- Following receipt of comments, RO will generate a final BDA and assign a case number. These materials will be transmitted to the claimant(s) and the client by RO. Please note that the BDA will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant(s) designated in the BDA, and cc RO (contact information for the claimant(s) and RO personnel will be listed in the BDA):
 - signed BDA,
 - a digital copy of the project work plan or *Repatriation Office Private Land Addendum Form* that was submitted along with the application,
 - a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
 - any additional materials indicated in the BDA.
- Mail an original, signed BDA to RO (contact information for RO will be listed in the agreement).
- Mail a copy of the signed BDA to the claimant(s) designated in the agreement (contact information for the claimant(s) will be listed in the BDA).

*Step 7: If Human Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting. Sacred Ceremonial Objects are not protected under A.R.S. § 41-865; however, if the landowner chooses to repatriate Sacred Objects to the claimant(s), please follow the protocols laid out in the BDA and use a *Notification of Disturbance of Sacred Objects Form*.*

*Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.*

General Burial Discovery Agreement (private land only)

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Expedited services may be available for General BDA Applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of BDA is required. Additional guidance can be found in *Burial Discovery Agreement Application Instructions*:
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- If there is uncertainty about which type of agreement is needed, please contact the RO for assistance before submitting a quote.
- Project Registration is not required for projects located entirely on private land that seek only a BDA service. However, if a final report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project are intended to be curated at ASM, then Project Registration may be selected in the quote request and all associated costs must be paid. If Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please note that ASM sites will not be officially updated by ASM's Archaeological Records Office for projects located entirely on private land without Project Registration. Please see Step 3 for more information.

Step 2: The quote request is reviewed by ASM personnel. A quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed BDA Application materials to RO in electronic format. RO will not process a BDA Application until all materials have been received. Submission instructions are listed below:

- *Burial Discovery Agreement Application*,
 - Submit one signed and scanned digital copy.
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a map at 1:24,000 scale with a USGS quadrangle background, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
- a project work plan or *Repatriation Office Private Land Addendum Form*, and
 - <https://statemuseum.arizona.edu/crm/document/burial-discovery-agreement-materials>
- a completed *Request an ASM Accession Number Form*.
 - https://statemuseum.arizona.edu/crm/document/request_asm_accession_number
 - If a Project Registration is not included among the services requested of ASM, then submission of a completed *Request an ASM Accession Number Form* is required in order to generate numbers for internal tracking purposes only.

To submit application materials:

- Email the completed BDA materials to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- A hard copy of the ASM-approved treatment plan, if applicable, or *Repatriation Office Private Land Addendum Form* must be mailed within 30 days of BDA issuance. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 4: Once the invoice is paid and all application materials have been provided, the BDA Application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 5: Once the submitted application has been approved, RO will issue a BDA. Please note that the BDA will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant(s) designated in the BDA, and cc RO (contact information for the claimant(s) and RO personnel will be listed in the BDA):
 - a signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO,
 - a digital copy of the project work plan or *Repatriation Office Private Land Addendum Form* that was submitted along with the application, and
 - a USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated.
 - Mail an original, signed *General Burial Discovery Agreement Signature Page* to RO (contact information for RO will be listed in the BDA), included with the BDA provided by RO
 - Mail a copy of a signed *General Burial Discovery Agreement Signature Page*, included with the BDA provided by RO, to the claimant(s) designated in the BDA (contact information for the claimant(s) will be listed in the agreement)

*Step 7: If Human Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the BDA. Use a *Notification of Disturbance of Human Remains and/or Animal Mortuary Feature(s) Form* for each day of reporting. Sacred Ceremonial Objects are not protected under A.R.S. § 41-865; however, if the landowner chooses to repatriate Sacred Objects to the claimant(s), please follow the protocols laid out in your BDA and use a *Notification of Disturbance of Sacred Objects Form*.*

*Step 8: When the project has been concluded, follow the instructions listed in *Submitting Burial Discovery Agreement Project Materials upon Conclusion of a Project*.*

SUBMITTING BURIAL DISCOVERY AGREEMENT PROJECT MATERIALS UPON CONCLUSION OF A PROJECT

If Human Remains or Other Protected Cultural Items Were Encountered:

The materials that must be submitted to the Repatriation Office (RO) and to the claimant(s) upon the conclusion of a project covered by a BDA are listed below. All forms should be filled out completely and include all required attachments. Digital project components should be submitted via email whenever possible. For cases in which digital materials are too large to submit via email, please submit a CD or DVD or submit materials through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information. Do not submit or disseminate to claimant(s) any materials until the final Report of Remains has been reviewed and approved by RO. Submitting a Report of Remains that has not been reviewed and approved by the RO will result in delays.

Step 1: Submit the following materials to RO for review:

- a digital copy of the *Report of Remains*, and
 - Guidance is provided in the *Minimum Requirements and Checklist for Reports of Remains Submitted to the Arizona State Museum for Work Conducted Under a Burial Discovery Agreement* document, available on the ASM website:
 - https://statemuseum.arizona.edu/sites/default/files/ro_report_of_remains_checklist_2022-12.pdf
- transfer documentation.
 - Provide a digital copy of the repatriation documentation form, available on the ASM website: <https://statemuseum.arizona.edu/crm/document>
 - Documentation must include:
 - a detailed inventory of all human remains, funerary objects, animal burials, sacred ceremonial objects, and objects of national or Tribal patrimony to be repatriated, and
 - a digital copy of the signed transfer paperwork, which must include the names and affiliations of all individuals involved in the transfer.
 - Repatriation may occur at any time prior to completion of the Report of Remains or within six months of project completion, as agreed upon with the claimant(s).
- If any revisions or clarifications are required, you will be contacted by RO personnel.
- For work conducted under an AAA permit, submit a digital copy of the project Final Report for review by RO and a hard copy of the project Final Report to PO. See the *Mailing Addresses* section for mailing addresses and instructions.

Step 2: Submit a *Project Submission Update Form* to request Invoice 2.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- Submit one digital copy.
- Email a completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

Step 3: Once Invoice 2 is paid and all materials have been approved, submit the following materials to RO:

- a digital and hard copy of the approved *Report of Remains*, and
 - Guidance is provided in the *Minimum Requirements and Checklist for Reports of Remains Submitted to the Arizona State Museum for Work Conducted Under a Burial Discovery Agreement* document, available on the ASM website:
 - https://statemuseum.arizona.edu/sites/default/files/ro_report_of_remains_checklist_2022-12.pdf
- transfer documentation.

- Provide a digital and a hard copy of the final repatriation transfer documentation. This documentation must include:
 - a detailed inventory of all human remains, funerary objects, animal burials, sacred ceremonial objects, and objects of national or Tribal patrimony that were repatriated, and
 - a copy of the signed transfer paperwork, which must include the names and affiliations of all individuals involved in the transfer.

If there is any variance in Final Variables recorded in the *Project Submission Update Form* from the actual project materials submitted to ASM, a reconciliation invoice will be issued.

Step 4: Once submissions have been reviewed and approved by RO personnel, please also submit the following materials to the claimant(s) indicated in the BDA, both digitally and in hard copy, using the contact information provided in the agreement (copy RO on all email transmissions):

- *Report of Remains*, and
- transfer documentation.
- For work conducted under an AAA permit, also submit a copy of the project Final Report.

Step 5: Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits.

- An *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year.
 - <https://statemuseum.arizona.edu/crm/document/permit-burial-agreement-end-year-summary-report>
- If contributing information regarding a BDA, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant(s) and cc RO.

If No Human Remains or Other Protected Cultural Items Were Encountered:

The materials that must be submitted to the Repatriation Office and to the claimant(s) upon the conclusion of a project covered by a BDA are listed below for those projects where no human remains or other protected cultural items were encountered. All forms should be filled out completely and include all required attachments. Digital project components should be submitted via email whenever possible. For cases in which digital materials are too large to submit via email, please submit a CD or DVD or submit materials through a secure online file sharing service. See the *Submitting Digital Project Components* section for more information.

Step 1: Submit *Communication of No Discoveries* to RO and to the claimant(s) upon conclusion of the project:

- Email RO and the claimant(s), according to the contact protocols in the BDA, communicating that the project is concluded, and no human remains or other protected cultural remains were encountered over the course of the project.

Step 2: For work conducted under an AAA permit, complete the following additional process:

- submit the project final draft report for review to the Permits Office, and
- upon approval of the Final Report, submit a digital and a hard copy to the claimant(s) using the contact information provided in the BDA.
 - Copy RO on all email communications.

Step 3: Submit a *Project Submission Update Form* to indicate that a project is ready for submission.

- https://statemuseum.arizona.edu/sites/default/files/2026-07/aro_po_repo_ro_project_submission_update_2026-07-01-final.docx
- Submit one digital copy.
- Email a completed *Project Submission Update Form* to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.
- If there is a variance greater than 10 percent (plus or minus) between the Estimated and Final Variables recorded in the *Project Submission Update Form*, Invoice 2 will be revised to reflect the Final Variables.

Step 4: Contribute any required information to the year-end report for any projects conducted under AAA Project-Specific Permits

- An *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* must be filed by 31 March of the following year, and
 - Form: https://statemuseum.arizona.edu/sites/default/files/2024-02/po_ro_YearEndReportForm_2021-07-01.docx
 - Instructions: https://statemuseum.arizona.edu/sites/default/files/po_ro_YearEndReport_instructions_cent_email_2021-07-01.docx
- If contributing information regarding a BDA, send a copy of the *Arizona Antiquities Act Project-Specific Permit and Burial Discovery Agreement End-of-Year Summary Report* to the claimant(s) and cc RO.

VALUE-ADDED SERVICES

REQUESTING A CULTURAL RESOURCES SUMMARY LETTER (RECORDS RESEARCH FOR NON-ARCHAEOLOGISTS)

Non-archaeologists may request a Cultural Resources Summary Letter (CRSL) from ARO. Each CRSL request should follow the procedure listed below. All forms should be filled out completely and include attachments, as appropriate.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- After completing company and project information, select the Records Research service and then choose “Cultural Resources Summary Letter for Non-archaeologists.”
- The standard turnaround time for the CRSL deliverable is 30 calendar days from when both payment *and* the form and map are received.
- Expedited services may be available for an additional cost, subject to the availability of ARO staff. The quote website lists the options for expedited service.

Step 2: Immediately after the quote request has been submitted, email a completed *Cultural Resources Summary Letter for Non-archaeologists Request Form* and an aerial photograph/map to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- https://statemuseum.arizona.edu/sites/default/files/2024-03/aro_cultural_resources_summary_letter_request_2021.docx
- Attach an aerial photograph or USGS 7.5-minute topographic map that clearly delineates the project area. Do not submit construction or engineering maps.
- [Optional] You may submit a KML (Keyhole Markup Language) file or shapefiles depicting the project area in lieu of an aerial photograph or a USGS map.
 - KML files include the file extensions .kml or .kmz.
 - Shapefiles include the file extensions .shp, .shx, and .dbf, and may also include any other associated files (such as .prj).

Step 3: ARO’s research will begin once the form and aerial photograph/map have been received, the quote has been accepted, and the invoice for the job has been paid.

Step 4: Upon completion of the research, ARO will deliver the CRSL electronically, unless an alternative delivery method is specifically requested. For non-expedited requests, the standard turnaround time is 30 calendar days.

REQUESTING DOCUMENTS FROM THE ARCHAEOLOGICAL RECORDS OFFICE

Each request for documents from ARO should follow the procedure listed below. All forms should be filled out completely. An *Archaeological Records Office Records Use Agreement* (<https://statemuseum.arizona.edu/crm/document/records-use-agreement>) must be on file at ARO for all non-AAA Permit Holders before a Document Request quote will be issued.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- When requesting Project Registration Forms, include the AZProj or ASM Accession Number for each project. For example:
 - AZProj Number 2001-10
 - ASM Accession Number AP-2001-145
- When requesting ASM Site Cards, include the full ASM site number. For example:
 - AZ U:9:165(ASM)
- When requesting reports, include the AZProj or ASM Accession Number and a bibliographic citation. Citation information for most reports held by ASM is available in ASM's Library and Archives online catalog.
 - https://arizona-primo.hosted.exlibrisgroup.com/primo-explore/search?tab=asm&search_scope=asm&vid=01ASM&lang=en_US&offset=0

Step 2: When the quote request is received, a customized quote will be created by ASM personnel and emailed to the requestor for approval. Once the quote has been approved, the size and complexity of the Document Request will determine whether it needs to be scheduled.

- Standard Document Requests do not need to be scheduled. An invoice will be issued upon approval of the quote.
- Large, time-intensive Document Requests need to be scheduled. Upon approval of the quote, ASM personnel will contact the requestor with a schedule for project deliverables. Once the schedule has been approved, an invoice will be issued.

Step 3: ARO's work on the Document Request will begin once the invoice has been paid. Document Requests are typically completed within 2-10 business days, depending on the volume and complexity of requests. Large, time-intensive Document Requests will be completed according to the agreed schedule.

Step 4: All documents will be delivered electronically via ARO's Box account, unless an alternative delivery method is specifically requested.

REQUESTING RECORDS RESEARCH FOR ARCHAEOLOGISTS

Each Records Research for Archaeologists request should follow the procedure described below. All forms should be filled out completely and include attachments, as appropriate. An *Archaeological Records Office Records Use Agreement* (<https://statemuseum.arizona.edu/crm/document/records-use-agreement>) must be on file at ARO for all non-AAA Permit Holders before a Records Research for Archaeologists quote will be issued.

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>

Step 2: Immediately after the quote request has been submitted, email a completed *Records Research for Archaeologists Form* and shapefiles of the research area to the centralized email account (asm_crm@email.arizona.edu). See the *Submitting Forms through the ASM Centralized Email Account* section for additional guidance.

- <https://statemuseum.arizona.edu/crm/document/records-research-request-archaeologists>
- Attach shapefiles (or KML files) for the research area.
 - Shapefiles must contain three related files with the file extensions .shp, .shx, and .dbf. They may also contain additional related files with the file extensions .prj, .cpg, .sbn, .sbx, and/or .shp.xml. If the shapefile does not include a .prj (projection metadata) file, then in your email please indicate which coordinate system the shapefile uses.
 - KML (Keyhole Markup Language) files may be sent as an alternative to shapefiles, and should have the file extension .kml or .kmz. KML files should include the research area as a polygon (vector) layer, not as a raster.
 - If the Records Research request includes a buffered research area, submit shapefiles or KML files for both the unbuffered project area and the buffered research area, either separated into two files or combined into a single file with two polygons.

Step 3: When a quote request is received, a customized quote will be created by ASM personnel and emailed to the requestor.

Step 4: Once the quote is approved, ASM personnel will contact the requestor with the schedule for the Records Research start date. Once the schedule has been approved, an invoice will be issued.

Step 5: Once the invoice is paid, the *Records Research for Archaeologists* service will be started on the agreed-upon start date. If the invoice is paid after the agreed-upon start date, the service will have to be rescheduled. The results delivery date will depend on the complexity of the task, but the typical turnaround time is 5-15 business days.

Step 6: The requested deliverables will be delivered electronically via ARO's Box account, unless an alternative delivery method is specifically requested.

SUBMITTING PROJECTS REGISTERED BEFORE JULY 1, 2018

If a project was registered before July 1, 2018 and received an ASM Accession Number, it likely falls under an older fee structure and does not have a tracking number in ASM's financial system. If Project Registration was completed before July 1, 2018 for work conducted under an AAA Project-Specific Permit when artifacts and accompanying documentation were not to be curated at ASM, the relevant fees were almost certainly paid at the time of Project Registration. If this is the case, submit project materials to the appropriate Mandated Programs office with a cover letter explaining the project status.

If curation fees were not paid prior to July 1, 2018, please follow the procedure below:

Step 1: Initiate a request through the ASM Request Quote for Services website.

- <https://arizonace.quickbase.com/db/bthqcer2g>
- Include the ASM Accession Number in the appropriate field.
 - If this is a very old project that did not receive an ASM Accession Number at the time of Project Registration, explain these circumstances in the Project Description field of the *General Project Information* section of the website.
- Within the Project Description field, identify the project as registered prior to July 1, 2018.
- In the *Services* portion of the website, select the service type "Project Registration" and indicate that the project was registered prior to July 1, 2018. You will be prompted to provide information about the quantity of digital data and boxed material to be submitted. If the Repository Agreement predates 2005, additional information may be required to create the customized quote, and ASM personnel will reach out with additional questions after reviewing the quote request.
- Select only the services that are needed at this point in the submission process.
 - For example, if submitting project materials for a Non-Collection Survey project and new ASM Site Numbers were requested in the past, there is no need to repeat the request for new ASM Site Numbers.

Step 2: The quote request is received and reviewed by ASM personnel. Any additional information required to generate a customized quote for the Pre-July 1, 2018 project will be requested from the submitting institution. Once all data are in hand, a customized quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Once the invoice is paid, submit all appropriate project materials to the receiving office. You will not need to submit a *Project Submission Update Form*. See the *Receiving Offices for Mailed Materials* section for guidance on the offices that receive each project type and the sections on submitting project materials for detailed instructions on the submission process.