

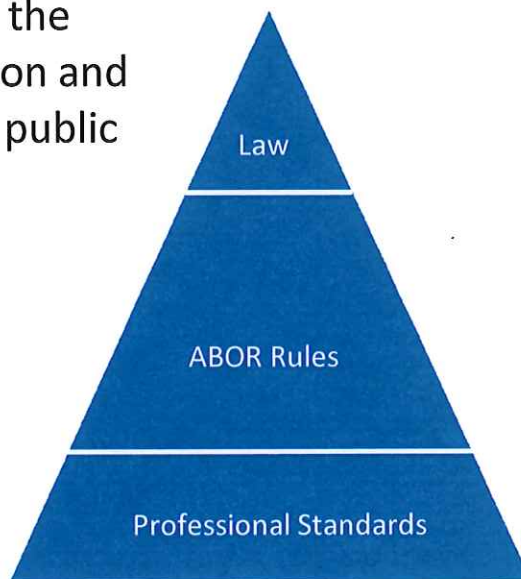
**APPENDIX IV:**

**MATERIAL PRESENTED TO ARIZONA BOARD OF REGENTS**

## Topics:

- The “big picture”: federal and state cultural resource management law
- ASM’s role: the museum’s specific legal responsibilities
  - Key concept: **curation in perpetuity**

ABOR rules specify the standards of curation and what constitutes a public repository.



## 54 U.S.C. 306108. Effect of undertaking on historic property

- The head of **any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking**, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, **shall take into account the effect of the undertaking on any historic property**. The head of the Federal agency shall afford the Council a reasonable opportunity to comment with regard to the undertaking.

## 54 U.S.C. 300308. Historic property

- ...the term “historic property” means any prehistoric or historic district, site, building, structure, or object **included on, or eligible for inclusion on, the National Register**, including artifacts, records, and material remains relating to the district, site, building, structure, or object.

## Nat'l Register Eligibility (cont.):

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant persons in our past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in history or prehistory.**

## A.R.S. 41-861.

### Agency responsibilities

- The chief administrator of **each state agency is responsible for the preservation of historic properties, which are owned or controlled by the agency**....Each agency shall undertake any preservation necessary to carry out this article in a manner consistent with the preservation of historic properties, the duties of the agency and professional standards, which the state historic preservation officer recommends.



## A.R.S 41-862. Program

- In cooperation with the state historic preservation officer, **each state agency shall establish a program to locate, inventory and nominate to the Arizona Register of Historic Places all properties under the agencies ownership or control that appear to meet the criteria for inclusion on the register. Each state agency shall exercise caution to insure that the property is not inadvertently transferred, sold, demolished, substantially altered or allowed to deteriorate significantly.**

## A.R.S. 41-863. Records

- **Each agency shall initiate measures, in consultation with the state historic preservation officer, to assure that if, as a result of state action or assistance given by the agency, historic property is to be substantially altered or demolished, timely steps are taken to make appropriate documentary recordation in accordance with standards which the state historic preservation officer establishes.** The agency shall deposit the records with the department of library, archives and public records and with the state historic preservation officer for future use and reference.

## A.R.S. 41-864. Review of agency plans

- The state historic preservation officer has thirty working days in which to review and comment on **any plans of a state agency, which involve property which is included on or may qualify for inclusion on the Arizona Register of Historic Places, including any construction projects, sale, lease or acquisition of historic properties**, to insure that the prehistoric, historical, architectural or cultural significant values will be preserved or enhanced.

## A.R.S. 41-842. Permits to explore

- Only institutions, organizations or corporations organized for scientific, research or land use planning purposes may pursue any activity prescribed in section 41-841.
- No such activity may be undertaken until a permit is first secured therefor from the director of the Arizona state museum.
- Permits shall be granted by the director for such periods of time and under such regulations as he may from time to time determine to **institutions, organizations or corporations which are qualified to conduct such activities** and which **shall** undertake to propagate the knowledge to be gained and to **preserve permanently all objects, photographs and records in public repositories** under their own supervision or control, or the supervision or control of other similar institutions, organizations or corporations.

## ABOR Policy 8-201 and Policy 8-204.

### Public repository

- an institution that **permanently houses and provides curatorial services for scientific or historical collections and records** for the benefit of the public.
- A public repository must provide reasonable public access for exhibit or for study of the collections and records in its care, custody or control. **A public repository must have a permanently employed professional curatorial staff appropriate to the size and scope of its collections.**

### Responsibilities of a public repository:

- Accession, inventory, and catalog collections and associated records
- Curate collections and associated records **in perpetuity**
- Provide appropriate space, climate, security
- Provide access for research, loans, and exhibits
- Provide conservation services





# SB 1418 Implementation

Arizona State Museum  
Proposed Rates and Fees  
12 December 2016



## Arizona State Museum (ASM) Background

- **ASM is the official repository for archaeological collections** from state, county, and municipal lands in Arizona **and the permitting agency for archaeological projects** on these lands.
- **ASM also administers Arizona's human burial protection law** on state, county, municipal, and private lands.
- **The Arizona Board of Regents directs and manages ASM through the University of Arizona** and sets apart sufficient space to accommodate it, per A.R.S. §15-1631.

### **Recovering Costs and Uses of State Funds**

- Per ARS §44-844(I) and ABOR Policy 8-205(I)(1), **rates and fees should be commensurate with the costs of services provided** in the removal, curation, or reburial of archaeological, paleontological, or historical objects or human remains as a result of construction or similar projects.
- Additionally, per ARS Titles 15 and 35 and Article 9, Section 7 of the Arizona State Constitution, **state funds must be used for allocated purposes, i.e., not to subsidize for-profit entities that contract with the University.**

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### **General Principles for Establishing Charges**

- Charges are commensurate with services provided
  - A move from task-based charges to time-based charges (direct billing of incurred costs) for all services
- Consistency in service rates across all ASM offices
- Cost recovery for curation in perpetuity via standard fees:
  - Artifacts (per box)
  - Documents (per linear foot)
- No charge for issuance of permits, consistent with ARS § 41-1001 through 41-1092

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### **Proposed Rates for Mandated Services**

- Mandated services provided, pursuant to ARS § 41-841 et seq. and ARS § 41-865:
  - Project registration
  - Burial agreements
  - Collections intake (accession, inventory, and cataloguing of collections and associated records)
  - Burial excavation and analysis
- Proposed hourly rates for mandated services:
  - Assistant = \$40
  - Specialist = \$85
  - Professional = \$127

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### **Proposed In-Perpetuity Curation Fees**

- Current-year costs:
  - Space, shelving, and environmental controls
  - Curation supplies (acid-free boxes, folders, etc.)
- Net present value of periodic costs in perpetuity:
  - Space, shelving, and environmental controls
  - Inventory of collections, per federal curation regulations and professional standards (American Alliance of Museums)
- Proposed fees for curation in perpetuity:
  - Artifacts, per box = \$3,004
  - Documents, per linear foot = \$2,577

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## Proposed Rate and Fee Structure

- Mandated services:
  - Project registration: hours x service rate
  - Burial agreements: hours x service rate
  - Collections intake: hours x service rate
  - Burial excavation and analysis: hours x service rate
  - Curation in perpetuity, artifacts = per-box fee
  - Curation in perpetuity, documents = per-linear-foot fee
  - Permit: no charge

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## Operating Procedures

- Non-binding project estimates will be provided at project initiation.
- Projects will be billed monthly based on actual service hours provided and curation fees will be due at the time of deposit based on the number of boxes of objects and linear feet of documents submitted.
  - Rates and Fees are subject to change through the process described in ARS § 15-1631, as amended by SB 1418.
  - For large and complex projects, there can be a period of 1-5 years between project initiation and the completion of some services.
  - Current Rates and Fees will be charged at the time services are provided or objects or documents are submitted.
- A deposit equal to 15% of the estimated cost of services to be rendered, not to include curation fees, will be due at project initiation.
- A software system will be used to track employee time, allowing precise and efficient determination of service-rate-based charges.
  - This system will be phased in before new, proposed fees go into effect.

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**Example:  
Project Registration for Monitoring  
(Curated at ASM)**

- Create accession file and database record
- Create curation agreement and obtain signatures
- Prepare cover letters and mail documents
- Consult with clients as needed
- Arrange for and accept delivery
- Review submitted documentation

<u>Old Cost Structure</u>	<u>New Cost Structure*</u>
\$3,000	\$1,105

\*cost estimated using time-based rates and average time to complete tasks listed

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**Example:  
Project Registration for Testing or Excavation  
(Curated at ASM)**

- Create accession file and database record
- Create curation agreement and obtain signatures
- Prepare cover letters and mail documents
- Consult with clients as needed
- Arrange for and accept delivery, check in collections
- Review submitted documentation

<u>Old Cost Structure</u>	<u>New Cost Structure*</u>
\$6,000	\$1,315

\*cost estimated using time-based rates and average time to complete tasks listed

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**Example:  
Project Registration for Survey  
(Curated at ASM)**

- Process Notification of Intent to Conduct Survey
- Create accession file and database record
- Issue site numbers and update site number database
- Review submitted documentation
- Plot sites on maps, check landownership, update site database

Old Cost Structure	New Cost Structure*
\$0.60/acre	\$670

\*cost estimated using time-based rates and average time to complete tasks listed

**Example:  
Collections Intake and Curation in Perpetuity  
Per box (artifacts)**

- Review electronic inventory and physically check contents of boxes against inventory
- Rehouse artifacts as needed
- Catalog and photograph objects; create database records for each catalogued object
- Inventory and rehouse documents; create database records for documents
- Inventory and upload digital images and other digital files to servers; create database records for digital files

Old Cost Structure	New Cost Structure
\$1,000	\$4,359 (\$1,355 time-based* + \$3,004 in-perpetuity)

\*cost estimated using time-based rates and average time to complete tasks listed



# ARIZONA STATE MUSEUM

## Cultural Resource Management Services

Dr. Kimberly Andrews Espy, Senior Vice President for Research  
Dr. James Watson, Associate Director, Arizona State Museum

Feb. 1, 2017



## Arizona State Museum

### Informational Update

Arizona State Museum Proposed Rates & Fees Process

Pursuant to ARS § 15-1631  
as amended by SB 1418 (2016)



## Arizona State Museum

- History and Background
- Legal Framework
- Mandated Services Description
- Methodology for Proposed Rates and Fees
- SB 1418 Process



## Arizona State Museum Background

- Established in 1893 as Territorial Museum under Arizona Territorial Legislature 19 years prior to statehood at the University of Arizona under the oversight of the Arizona Board of Regents.
- House Bill 42 created the territorial museum expressly for the “collection and preservation of the archaeological resources, specimens, and mineral wealth, the flora and fauna of the Territory.”
- Derives its authority from A.R.S. §15-1631
- Official repository for archaeological collections from state, county, and municipal lands in Arizona
- Permitting agency for archaeological projects on these lands
- Administers the Arizona’s human burial protection law on state, county, municipal, and private lands
- ASM is the oldest and largest anthropology museum in the region





## ASM Mission

To **preserve, create and share** knowledge of the peoples and cultures of Arizona and surrounding region:

- Conduct Research
  - Accredited by American Alliance of Museums
  - Affiliate of the Smithsonian Institute
- Teach university courses and provide out of classroom learning experiences
- Engage Community
  - 25,000 visitors annually with 2,000 K-12 students with in-house tours
- Exhibitions
  - Two permanent exhibits (Path of Life and Pottery Gallery) with a third opening (Basketry Interpretive Gallery) in April 2017
- Collection and Preservation



## Arizona State Museum

ASM works closely with the Native American communities to preserve cultural heritage:

- Serves all 22 tribes of AZ and several in NM and CA
- Facilitates tribal consultations and the Southwest Native Nations Advisory Board
- Documents and repatriates federal collections that fall under Native American Graves Protection & Repatriation Act (NAGPRA)





## Arizona State Museum

### Nation's largest state-run curation facility

- Curates world's largest collections of ancient materials from the region covering 13,000 years of Arizona prehistory and history
- More than 3 million individually cataloged objects and ~50,000 cubic feet of bulk research material (1/3 are federal collections)
- 85% from development (i.e., construction) projects



## ASM Federal Legal Mandates

- National Historic Preservation Act (NHPA)  
Public Law 89-665; 54 U.S.C. 300101 et seq.
- Archaeological Resources Protection Act (ARPA)  
Public Law 96-9516; U.S.C. 470aa-470mm
- Native American Graves Protection and Repatriation Act (NAGPRA)  
Public Law 101-601; 25 U.S.C. 3001 et seq.
- Federal curation standards and requirements



## ASM State Legal Mandates

### Arizona Antiquities Act (AAA)

- A.R.S. § 41-841 through 41-846
- Permit authority for archaeological activity conducted on more than 9.5M acres of state, county, and municipal lands in Arizona
- Administers preservation of archaeological discoveries in Arizona
- Issues AAA Permits for archaeological work on state lands



3000 year old basket curated and conserved at ASM

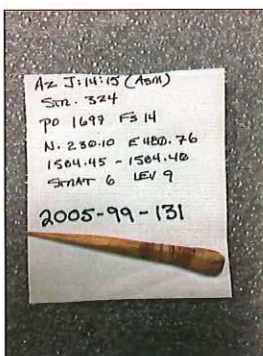
### Arizona Burial Laws

- A.R.S. § 41-844 A.R.S. § 41-865
- Oversees discovery, treatment & repatriation of human remains from state, county, municipal, and private lands in Arizona



## ASM Mandated Services

Mandated services pursuant to ARS § 41-841 (Arizona Antiquities Act), ARS § 41-865, and ABOR Policy Manual Chapter 8 (8-101 through 8-208)



800 year old Ancestral Hopi Weaving Tool during Collections intake, 01/2017

- **Project Registration** (including development of curation agreements if collection to be curated by ASM)
- Development of **Burial Agreements**
- **Consultation** for discovery of human remains on state lands
- **Collections intake**
- **Curation** of collections and associated records in perpetuity
- Excavation and analysis of **human remains** (when required)







## Project Initiation

- Process varies by type of project sponsor and land ownership
- Project sponsor hires the Cultural Resource Management Firms
- Research design and work plan written by CRM Firms
- Consulting parties may include State Historic Preservation Office (SHPO), ASM, Native American communities, governmental entities
  - SHPO is a Division of Arizona State Parks and Trails
    - Reviews compliance pursuant to Section 106 of National Historic Preservation Act (NHPA)
    - Administers the Arizona State Historic Preservation Act (SHPA) A.R.S. § 41-861 et seq.
- Consulting parties approve plans
- Permit application and repository agreements with ASM are initiated



## Example

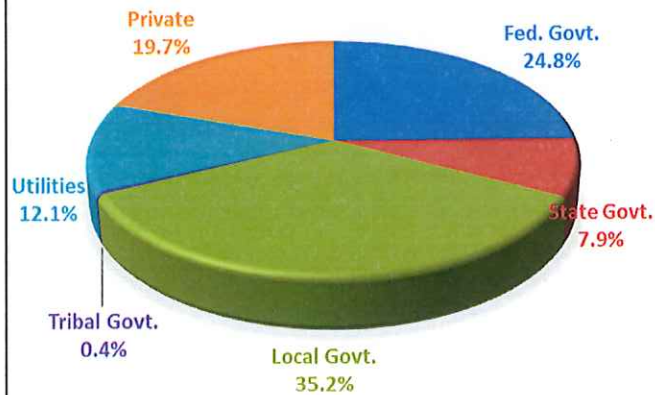
### Widening of I-10 by the Federal Highway Administration:

- FHWA notifies relevant parties including ASM, SHPO, and Native American Communities
- FHWA CRM writes and submits research design and work plan
  - Parties comment and plan may be revised
  - Plan approved by SHPO and ASM
- Under the Arizona Antiquities Act, FHWA submits a permit application along with the Repository Agreement to ASM
- Project work is conducted
- CRM writes and submits a report for review and approved
- At project conclusion, artifacts and documentation are submitted for curation in perpetuity to ASM



## ASM Fee Collection

DISTRIBUTION OF ASM FEES GARNERED 2006-2016  
(BY PROJECT PROPONENT)



Majority of fees are garnered from governmental infrastructure development or private development projects



## Rationale for Proposed Changes in Rates & Fees

- Financial analysis of historic charges revealed **under-recovery** from project sponsors of costs for providing services mandated by state and federal law
- Previous task-based fees:
  - utilized estimated average of time spent per task to set the standardized fee
  - substantial portions of the employee effort and other costs necessary to provide the services associated with mandated programs were not properly recovered
- Furthermore, costs of **in-perpetuity** storage, despite statutory requirement, were not included in the previous fees.





## Methodology

- Rates and fees cannot gift or subsidize external entities that contract with the University by improperly using State Funds allocated for educational purposes, consistent with requirements in ARS Titles 15 and 35, and Article 9, Section 7 of the Arizona State Constitution
- A.R.S. § 41-844: "The expense of any curation or reburial pursuant to this section that is required as a result of a construction project or similar project shall be borne by that project." section 41-811(I)
- Feedback from the utility company stakeholders during two input meetings in September and December 2016
  - Rates to be transparent, scalable, in proportionate to the work.
- To develop the proposed rates and fees:
  - Standards and foundational processes that the university utilizes to determine appropriate rates for the delivery of services was employed, described by <http://www.fso.arizona.edu/rate-studies>.
  - Standards and processes are guided by the federal government which has issued [uniform guidance](#) to ensure that only allowable costs incurred by the institution in the delivery of services are billed to the federal government in the execution of grants or contracts.



## Outcome

In accordance with ARS § 414-844(I) and ABOR Policy 8-205(I)(1) Duty to Report Discoveries:

- Proposed Rates and Fees are standardized
  - Per labor hours
  - Per box
- And commensurate with the expenses incurred in the provision of services provided in the removal, curation, or reburial of human remains, sacred ceremonial objects, or objects of national and tribal patrimony as the result of a construction or similar project.



## SB 1418 Requirements

- ✓ Post fee Notice of Intent on website before 1 January.
- ✓ Provide Notice of Intent to ABOR
- ✓ ABOR submit Notice of Intent to Secretary of State for publication in Register
- ✓ Post Draft Proposal on website on or before second Monday of the calendar year
- Public Comment Period at least 30 days after the publication in the Register
- If application, post Revised Draft Proposal, must postdate 30-day public comment period
- Second Public comment Period (if necessary) at least 20 days after posting of Revised Draft Proposal
- ASM posts Final Draft Proposal
- ABOR reviews for adoption



## Arizona State Museum

Thank you

Questions



A sample of Hohokam pottery curated at ASM



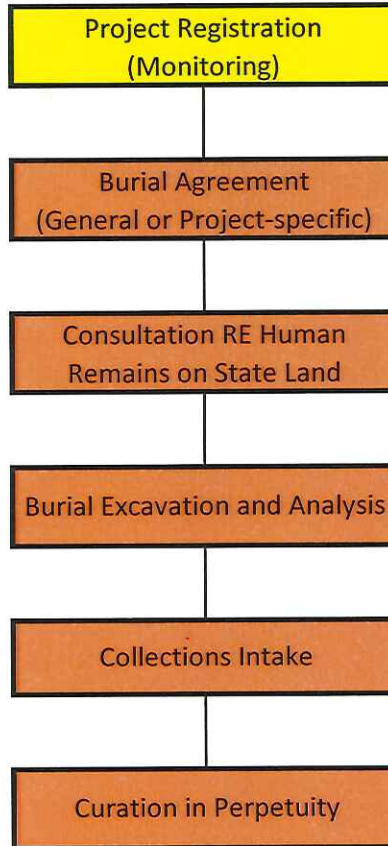


ARIZONA STATE MUSEUM CULTURAL RESOURCE MANAGEMENT SERVICES FLOW CHARTS

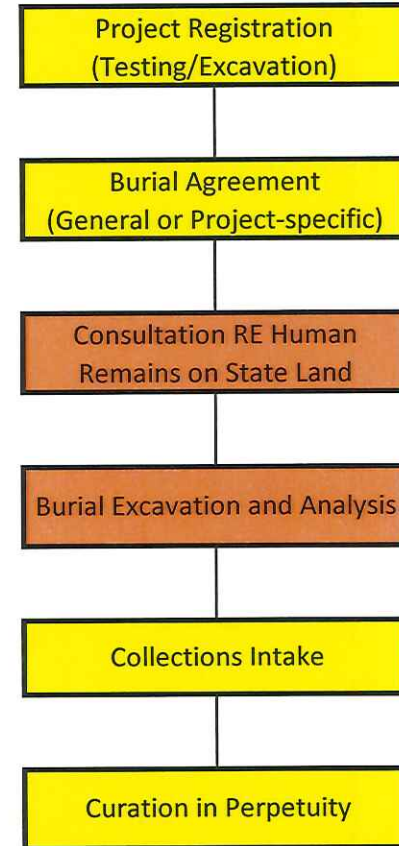
Survey Project



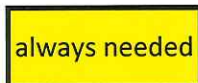
Monitoring Project



Testing/Excavation Project



KEY:



## MANDATED CULTURAL RESOURCE MANAGEMENT SERVICES AND TASKS

Mandated services provided pursuant to ARS § 41-841 et seq., ARS § 41-865, and ABOR Policy Manual Chapter 8 include:

1. project registration, including the development of curation agreements if the collection associated with a given project is to be curated by ASM;
2. development of burial agreements;
3. consultation regarding the discovery of human remains on state lands;
4. collections intake, if the collection associated with a given project is curated by ASM;
5. curation of collections and associated records in perpetuity, if the collection associated with a given project is curated by ASM and;
6. burial excavation and analysis, when required.

### **Project Registration**

ASM is responsible for ensuring the care of all archaeological materials recovered from state lands and the lands of all political subdivisions of the state, as well as the records associated with these collections, whether they are to be curated at ASM or at another public repository. Under federal and state law, a permit for archaeological activity cannot be issued by ASM until ASM is presented evidence that the project sponsor and/or that entity's agent has secured a curation agreement from a public repository. Project registration is the process by which ASM either develops a curation agreement for curation at ASM or obtains information required to track collections and records to be curated by other public repositories.

#### Project Registration for Monitoring (Collections Curated at ASM)

The specific tasks associated with this service include:

- Create an Accession file and database record.
- Create a Curation Agreement and obtain signatures.
- Prepare cover letters and mail documents.
- Consult with clients as needed.
- Arrange for and accept delivery of collections and associated records.
- Review submitted documentation.

#### Project Registration for Testing or Excavation (Collections Curated at ASM)

The specific tasks associated with this service include:

- Create an Accession file and database record.
- Create a Curation Agreement and obtain signatures.
- Prepare cover letters and mail documents.
- Consult with clients as needed.
- Arrange for and accept delivery of collections and associated records.
- Review submitted documentation.

#### Project Registration for Survey (Collections Curated at ASM)

The specific tasks associated with this service include:

- Process a Notification of Intent to Conduct Survey.
- Create an Accession file and database record.
- Issue site numbers and update the site number database.
- Review submitted documentation.
- Plot sites on maps, check landownership, update the site database.

### Project Registration for Monitoring, Testing, or Excavation (Collections Not Curated at ASM)

The specific tasks associated with this service include:

- Consult with clients as needed.
- Review submitted documentation.
- Create a permanent record file and database entries.
- Receive and process two hard-copies and one digital copy of final report.

### **Burial Agreements**

The specific tasks associated with this service include:

- Review the work plan and send comments to the client.
- Write the draft burial agreement, address client comments, and prepare the final agreement.
- Review the draft report of human remains, prepare comments, and send comments to the client.
- Review the project report and send comments to the client.
- Prepare paper and electronic records for curation in perpetuity.

### **Consultation Regarding the Discovery of Human Remains on State Lands**

The specific tasks associated with this service include:

- Provide telephone consultation.
- Organize and attend face-to-face consultation meetings, regardless of whether a burial agreement is required.

### **Collections Intake (accession, inventory, and cataloguing of collections and associated records)**

The specific tasks associated with this service include:

- Review the electronic inventory and physically check the contents of boxes against the inventory.
- Rehouse artifacts as needed.
- Catalogue and photograph objects.
- Create database records for each catalogued object.
- Inventory and rehouse documents.
- Create database records for documents.
- Inventory and upload digital images and other digital files to servers.
- Create database records for digital files.

### **Curation of Collections and Associated Records in Perpetuity**

The specific tasks associated with this service include:

- Provide space, shelving, and environmental controls.
- Provide archival-quality curation supplies (acid-free boxes, folders, etc.).
- Conduct an annual inventory.

### **Burial Excavation and Analysis**

The specific tasks associated with this service include:

- Perform site visit and assessment.
- Document and remove (excavate) human remains and funerary objects.
- Analyze remains in secured laboratory (including, at a minimum, inventory and morphological and metric observations).
- Determine cultural or religious affinity.
- Consult with groups of cultural or religious affinity and possible site visit.
- Dispose of human remains and funerary objects, which may include reburial, repatriation, or permanent safekeeping at ASM.



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### **Project Registration**

ASM is responsible for ensuring the care of all archaeological materials recovered from state lands and the lands of all political subdivisions of the state, as well as the records associated with these collections, whether they are to be curated at ASM or at another public repository. Under federal and state law, a permit for archaeological activity cannot be issued by ASM until ASM is presented evidence that the project sponsor and/or that entity's agent has secured a curation agreement from a public repository. Project registration is the process by which ASM either develops a curation agreement for curation at ASM or obtains information required to track collections and records to be curated by other public repositories.

### Project Registration for Monitoring (Collections Curated at ASM)

The specific tasks associated with this service include:

- Create an Accession file and database record.
- Create a Curation Agreement and obtain signatures.
- Prepare cover letters and mail documents.
- Consult with clients as needed.
- Arrange for and accept delivery of collections and associated records.
- Review submitted documentation.

### *Sub-tasks for Issuing Curation Agreements:*

- Receive request, including entering into Repository database and Issued and Received database.
- Enter payment info into Repository budget.
- Create Permanent Accession folder.
- Request new Accession Number.
- Create Notice of Intent to Provide Repository Services Agreement.
- Create Repository collection worksheet.
- Obtain signatures for agreement.
- Generate copies of agreement to be sent to all applicable parties.
- Prepare cover letters.
- Mail out agreements and notices.
- Process payments for business office: process check/electronic payment, create memo.
- Enter into Business Office database.
- Submit to Business Office.
- Create initial Collections Information System (CIS) database entry.
- Create Repository copy of Permanent Accession folder.
- Bring Permanent Accession folder to Registrar's office.
- Give copy of Request form to Permits Office.
- Consult with contractors as needed.

*Sub-tasks for Receiving and Basic Processing (for ALL projects, with or without artifacts):*

- Set up delivery schedule.
- Pull appropriate Accession folder.
- Receive delivery, sign for transfer and release, make copies of transfer documents.
- Process payments for Business Office: process check/electronic payment.
- Enter into Business Office database.
- Submit to Business Office.
- Enter into Issued and Received database and Repository database.
- Enter/Update project status in Permits database.
- Check-in Process, including confirming presence of required documentation and content of digital records and photo images.
- Process Deeds-of-Gift (if applicable), including obtaining required signatures, writing cover letters and mailing out packets.
- Send copy of report and Project Registration Form (PRF) to Archaeological Records Office.
- Distribute circulation copy of report to library.
- Process report for Repository shelf-copy filing.

Project Registration for Testing or Excavation (Collections Curated at ASM)

The specific tasks associated with this service include:

- Create an Accession file and database record.
- Create a Curation Agreement and obtain signatures.
- Prepare cover letters and mail documents.
- Consult with clients as needed.
- Arrange for and accept delivery of collections and associated records.
- Review submitted documentation.

*Sub-tasks for Issuing Curation Agreements:*

- Receive request, including entering into Repository database and Issued and Received database.
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- Check-in Process, including confirming presence of required documentation and content of digital records and photo images.
- Process Deeds-of-Gift (if applicable), including obtaining required signatures, writing cover letters and mailing out packets.
- Send copy of report and Project Registration Form (PRF) to Archaeological Records Office.
- Distribute circulation copy of report to library.
- Process report for Repository shelf-copy filing.

#### Project Registration for Survey (Collections Curated at ASM)

The specific tasks associated with this service include:

- Process a Notification of Intent to Conduct Survey.
- Create an Accession file and database record.
- Issue site numbers and update the site number database.
- Review submitted documentation.
- Plot sites on maps, check landownership, update the site database.

#### *Sub-tasks for Issuing ASM Accession Numbers:*

- Receive email request with a Notification of Intent (NOI); ensure completed form and proper map.
- Assign new Accession number.
- Enter project and site details into Collections Information System (CIS) database.
- Enter project into Archaeological Records Office (ARO) database.
- Email new Accession number form to requestor.
- Create two folders: one for Registrar, the other for Archives.
- Print two copies of NOI and Accession form for Registrar folder and Permits Office.
- Deliver NOI and Accession form for Registrar folder and Permits Office for curation in perpetuity.

#### *Sub-tasks for Issuing ASM Site Numbers:*

- Receive email request for ASM Site Number(s); ensure completed form and proper map provided.
- Assign the next ASM Site Number(s) and make entry in the Advanced Site Number paper file.
- Update ARO database.
- Generate form to list new site number(s).
- Email new Site number(s) to requestor.

#### *Sub-tasks for Receiving Incoming Project Material Submissions:*

- Ensure that project material submissions are complete; begin checklist.
- Email and/or call companies regarding any missing items.
- Copy all electronic files to servers.
- Scan any hard-copy only documents.
- Request a new Accession number for all projects that do not already have one; this includes projects not on state lands.
- Assign a new Accession number, if needed (see above details).
- Check the ARO database for NOI; ensure township/range/sections match the project.
- Print online payment receipt and put in payment file.
- Check that payment is received either online or by check.
- Check for Research Design in final report if over 10 linear miles or 640 acres.



- Check land jurisdiction; determine if tribal Lands are involved.
- Update project and site information in ARO database.
- Check submitted Entry Module to ensure all new ASM sites are listed.
- Check that Project Registration Form (PRF) has all sites mentioned; put N/A for negative surveys; add all missing information.
- Run queries in database to determine if on Western Area Power Administration, City of Phoenix, or Bureau of Land Management lands.
- Make and print the appropriate colored hard copy placeholder for reports on tribal lands, from Collections, or from Permits.
- Convert digital photographs (if needed) and upload to server for curation; print photo log for Archive folder.

*Sub-tasks for Basic Processing:*

- Plot all new sites on 7.5" USGS topo maps in pencil.
- Update any previously-recorded ASM sites with boundary changes on these maps in pencil.
- Move digital files to Library and Archives Catalog (LARC) folder.
- Enter final report into LARC database; this creates a Bibliographic database number.
- Enter Bibliographic database number on PRF, stamp as Completed, print three copies and email a copy to the contractor as receipt.
- Add proper topo map(s) to digital PRF and upload to computer for viewing.
- Split hard copy submission documents to go in Archives and Registrar folders.
- Split PRFs to Registrar folder, Archives folders, and ARO folders.
- Create Excel spreadsheet for all projects that have site updates.
- Update project information in CIS database.
- Update ARO database, including Bibliographic number and new box designation.
- Move electronic files to new box designation "Needs ASM Entry", convert by Optical Character Recognition if needed, and move PRF/Report to "NewScannedDoc" for upload for viewing.
- Deliver materials to archives for curation in perpetuity.

*Sub-tasks for Completing Project Registration (Survey) Processing:*

- Review report for details on both new and updated sites for National Register (NR) status, and boundary changes or combining of sites.
- Complete Excel spreadsheet with this information.
- Verify with map in report exact location of new sites or previously-recorded site boundary changes and plot in INK on 7.5" USGS topo maps. (This is a built-in double check for accuracy.)
- Move digital topo and plan maps from report pages for site card processing.
- Produce printed site card: Adjust Entry Module for all new ASM site numbers for the printing site card(s). Scan hard copy site card if needed and process for OCR.
- Fill out an updated Site Card template with Accession number and NR status, check if boundary changes, print with a copy of the plan and topo map for Site Card files; process for OCR for viewing; double-check for tribal lands.
- File PRF, Site Card(s) and hard-copy report.
- Shred all used or duplicate documents.

*Sub-tasks for Processing Payments for Project Registration (Survey):*

- Receive checks (in mail) or online credit card payment emails; ensure full payment.
- Email and/or call companies if not accurate; follow-through until completed.
- Enter project information and payments into Accounting database.
- Create spreadsheets for ARO projects with all necessary information.
- Route checks to ASM Business Office with tracking spreadsheet(s).

- Create a final weekly or monthly spreadsheet with all incoming project registration and digital curation payments.

#### Project Registration for Monitoring, Testing, or Excavation (Collections Not Curated at ASM)

The specific tasks associated with this service include:

- Consult with clients as needed.
- Review submitted documentation.
- Create a permanent record file and database entries.
- Receive and process two hard-copies and one digital copy of final report.

#### **Burial Agreements**

The specific tasks associated with this service include:

- Review the work plan and send comments to the client.
- Write the draft burial agreement, address client comments, and prepare the final agreement.
- Review the draft report of human remains, prepare comments, and send comments to the client.
- Review the project report and send comments to the client.
- Prepare paper and electronic records for curation in perpetuity.

#### *Sub-tasks:*

- Receive email requests.
- Review work plan.
- Prepare comments to be addressed concerning work plan.
- Send comments to client.
- Receive corrected work plan.
- Additional review(s) of work plan as necessary until it is correct.
- Write draft burial agreement.
- Prepare mailing of draft agreement, including cover memo.
- Receive comments from client on draft agreement.
- Address comments on draft agreement.
- Prepare final agreement.
- Prepare mailing of final agreement, including cover memo.
- Receive report of human remains.
- Review of draft report of human remains.
- Prepare comments to be addressed concerning report of human remains.
- Send comments to client concerning report of human remains.
- Additional review(s) of report on human remains as necessary until it is correct.
- Receive project report.
- Review project report.
- Prepare comments to be addressed concerning project report.
- Send comments to client concerning project report.
- Additional review(s) of project report as necessary until it is correct.
- Prepare paper and electronic records for curation in perpetuity.

#### **Consultation Regarding the Discovery of Human Remains on State Lands**

The specific tasks associated with this service include:

- Provide telephone consultation.
- Organize and attend face-to-face consultation meetings, regardless of whether a burial agreement is required.

#### **Collections Intake (accession, inventory, and cataloguing of collections and associated records)**



The specific tasks associated with this service include:

- Review the electronic inventory and physically check the contents of boxes against the inventory.
- Rehouse artifacts as needed.
- Catalogue and photograph objects.
- Create database records for each catalogued object.
- Inventory and rehouse documents.
- Create database records for documents.
- Inventory and upload digital images and other digital files to servers.
- Create database records for digital files.

*Sub-tasks for Basic Repository Processing for Projects with artifacts:*

- Process electronic inventory (if submitted): review structure, confirm format compatibility, upload to server, make format changes for upload to Collections Information System (CIS) database.
- If electronic inventory is not submitted, create one.

*Sub-tasks for Processing Artifact Collection into ASM:*

- Check collections submitted against inventory provided.
- Rehousing bulk material collections, including new bags and tags as necessary.
- Generate new inventory from database if necessary.
- Make three copies of box-level inventories and distribute (Box/Accession File/Repository File)
- Enter data into CIS
- Transfer boxes to storage area
- Record storage location, update Registrar's Accession file and CIS

*Sub-tasks for Cataloging Artifacts (individual objects):*

- Lay out each collection and match to inventory and report illustration/text.
- Generate unique Catalog number for each item and label all pieces with Catalog number.
- Create tracking document.
- Create digital images for documentation in CIS and on Catalog Cards, editing and label each image according to ASM guidelines.
- Create a CIS Image Project record for the project.
- Create a Catalog Card template for the project.
- Generate and customize a card for every catalogued specimen.
- Complete descriptive record, document context, record measurements for every catalogued specimen.
- Embed digital images in Catalog Cards and format for every catalogued specimen.
- Edit draft Catalog Cards.
- Print Catalog Cards (double sided) for every catalogued specimen.
- Create a CIS Database entry for every catalogued specimen.
- Embed digital images (load each image as a separate sequence) in CIS for every catalogued specimen.
- Create museum quality storage mounts when necessary.
- Generate storage inventory sheets.
- Record storage location in CIS and on Catalog Card for every catalogued specimen.

*Sub-tasks for Paper Documentation Processing in Repository prior to transfer to Library and Archives (Field Notes/Maps/Analysis Forms):*

- Organize and transfer paper documents into acid-free file archival folders.
- Transfer folders to standard 5" and 2.5" acid-free archival boxes.
- Process oversized field and drafted maps for storage in map cases (includes creating slip cover).
- Generate finding aid (inventory) for each set of archival documents/maps.

- Transfer documentation to Libraries and Archives.

*Sub-tasks for Digital Photographic Records Processing in Repository for each project prior to transfer to Photographic Collections:*

- Upload images to servers.
- Check on format and counts and convert formats as needed.
- Rename images to conform to ASM photo archive standards.
- Check images against photo log.
- Enter project-level record into CIS.
- Log each image record into CIS.
- Transfer images to Photographic Collections.

*Sub-tasks for Finalizing Repository Processing:*

- Update all final counts and status into CIS.
- Compile and organize all processing documentation, make copy for Repository and file original in Accession folder.

*Sub-tasks for Paper Archives once transferred to Library and Archives:*

- Add archives holdings to Archaeological Records Office survey reports in Library and Archives database.
- Review final submitted deliverables.
- Separate/duplicate photographic materials from incoming project archival materials.
- Interfile paper archives.
- Create original Library and Archives database catalog records for reports from Repository.
- Physically process Repository reports.
- Physically process all other archival materials generated by project and museum activity, and required to be held by law.
- Record archival data in standard formats to ensure retrievability (finding aids, Encoded Archival Description records, and catalog records).
- Transfer archival materials to long term storage.

*Sub-tasks for Photo Archives once transferred to Photographic Collections:*

- Receive email confirming upload of images to server.
- Ensure photo logs match images (descriptions match images by number and site information is correct).
- Rename files with Accession number and image number.
- Create project-level entry in CIS.
- Create low-resolution access jpegs and digital contact sheets to remain in working space on server.
- Copy master (TIFF) image files to server archive storage space.
- Remove master TIFF files from working space on server once backup of archive space is ensured.

### **Curation of Collections and Associated Records in Perpetuity**

The specific tasks associated with this service include:

- Provide space, shelving, and environmental controls.
- Provide archival-quality curation supplies (acid-free boxes, folders, etc.).
- Conduct an annual inventory.

### **Burial Excavation and Analysis**

The specific tasks associated with this service include:

- Perform site visit and assessment.
- Document and remove (excavate) human remains and funerary objects.



- Analyze remains in secured laboratory (including, at a minimum, inventory and morphological and metric observations).
- Determine cultural or religious affinity.
- Consult with groups of cultural or religious affinity and possible site visit.
- Dispose of human remains and funerary objects, which may include reburial, repatriation, or permanent safekeeping at ASM.

**BURIAL AGREEMENT FEES ASSESSED BY THE STATE REPATRIATION OFFICE,  
ARIZONA STATE MUSEUM, UNIVERSITY OF ARIZONA, 2003-2016  
(Burial Agreement Fees)**

<u>Effective Date</u>	<u>Cost Basis</u>	<u>Burial Agreement Fee</u>
January 1, 2016	Project-specific agreement	\$300
	General agreement	\$250
January 1, 2015	Project-specific agreement	\$300
January 1, 2009	Project-specific agreement	\$300
January 1, 2003	Project-specific agreement	\$200

**BURIAL EXCAVATION AND ANALYSIS FEES ASSESSED BY THE  
BIOARCHAEOLOGY OFFICE, ARIZONA STATE MUSEUM,  
UNIVERSITY OF ARIZONA, 2008-2016  
(Burial Excavation and Analysis Fees)**

<u>Effective Date</u>	<u>Cost Basis</u>	<u>Burial Excavation and Analysis Fee</u>
January 1, 2016	8 hours	\$440
January 1, 2015	8 hours	\$440
January 1, 2012	8 hours	\$400
January 1, 2008	8 hours	\$320



**CURATION FEES ASSESSED BY THE ARCHAEOLOGICAL REPOSITORY, ARIZONA STATE MUSEUM,  
UNIVERSITY OF ARIZONA, FOR STATE-OWNED COLLECTIONS, 1981-2016  
(Collections Intake Fees)**

<u>Date Effective</u>	<u>Curation Fee Category<sup>1</sup></u>	<u>Cost Basis</u>
January 1, 2016	Artifacts and Documentation Digital Data <sup>2</sup>	per unit volume: \$1,000.00/box per unit volume: \$90.00/gigabyte
July 1, 2015	Artifacts and Documentation Digital Data	per unit volume: \$1,000.00/box per unit volume: \$60.00/gigabyte
January 1, 2015	Artifacts and Documentation Digital Data	per unit volume: \$785.00/box per unit volume: \$60.00/gigabyte
January 1, 2013	Artifacts and Documentation Digital Data	per unit volume: \$750.00/box per unit volume: \$30.00/gigabyte
January 1, 2012	Artifacts and Documentation Digital Data	per unit volume: \$720.00/box per unit volume: \$30.00/gigabyte
January 1, 2011	Artifacts and Documentation Digital Data	per unit volume: \$687.00/box per unit volume: \$30.00/gigabyte
January 1, 2010	Artifacts and Documentation Digital Data	per unit volume: \$654.00/box per unit volume: \$30.00/gigabyte
January 1, 2009	Artifacts and Documentation Digital Data	per unit volume: \$623.00/box per unit volume: \$30.00/gigabyte
January 1, 2008	Artifacts and Documentation Digital Data	per unit volume: \$593.00/box per unit volume: \$30.00/gigabyte

Date Effective	Curation Fee Category <sup>1</sup>	Cost Basis
January 1, 2007	Artifacts and Documentation Digital Data	per unit volume: \$565.00/box per unit volume: \$30.00/gigabyte
January 1, 2005	Artifacts and Documentation	per unit volume: \$350.00/box
January 1, 2003	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$10.00/pfd per person-field-day (pfd): \$16.00/pfd per person-field-day (pfd): \$27.00/pfd per person-field-day (pfd): \$40.00/pfd per unit volume: \$10/box
January 1, 2002	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$9.25/pfd per person-field-day (pfd): \$15.00/pfd per person-field-day (pfd): \$25.00/pfd per person-field-day (pfd): \$37.00/pfd per unit volume: \$10/box
March 3, 1997	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$8.50/pfd per person-field-day (pfd): \$13.75/pfd per person-field-day (pfd): \$22.00/pfd per person-field-day (pfd): \$33.75/pfd per unit volume: \$10/box
July 1, 1995	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$7.70/pfd per person-field-day (pfd): \$12.50/pfd per person-field-day (pfd): \$20.00/pfd per person-field-day (pfd): \$30.50/pfd per unit volume: \$10/box

Date Effective	Curation Fee Category <sup>1</sup>	Cost Basis
January 1, 1994	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$6.50/pfd per person-field-day (pfd): \$10.50/pfd per person-field-day (pfd): \$16.00/pfd per person-field-day (pfd): \$24.50/pfd per unit volume: \$10/box
January 1, 1992	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$5.27/pfd per person-field-day (pfd): \$8.40/pfd per person-field-day (pfd): \$13.80/pfd per person-field-day (pfd): \$21.00/pfd per unit volume: \$10/box
January 1, 1990	Monitoring Testing Systematic Surface Collection Data Recovery Additional charge for historic materials	per person-field-day (pfd): \$4.40/pfd per person-field-day (pfd): \$7.00/pfd per person-field-day (pfd): \$11.50/pfd per person-field-day (pfd): \$17.50/pfd per unit volume: \$10/box
1989	Monitoring Testing Systematic Surface Collection Data Recovery	per person-field-day (pfd): \$4.00/pfd per person-field-day (pfd): \$6.50/pfd per person-field-day (pfd): \$7.50/pfd per person-field-day (pfd): \$11.50/pfd
1988	Monitoring Testing Systematic Surface Collection Data Recovery	per person-field-day (pfd): \$3.25/pfd per person-field-day (pfd): \$6.50/pfd per person-field-day (pfd): \$7.50/pfd per person-field-day (pfd): \$11.50/pfd
1987	Monitoring Testing Systematic Surface Collection Data Recovery	per person-field-day (pfd): \$7.50/pfd per person-field-day (pfd): \$5.00/pfd per person-field-day (pfd): \$7.50/pfd per person-field-day (pfd): \$12.00/pfd



Date Effective	Curation Fee Category <sup>1</sup>	Cost Basis
1985	Monitoring Testing Data Recovery	per person-field-day (pfd): \$7.50/pfd per person-field-day (pfd): \$7.50/pfd per person-field-day (pfd): \$12.00/pfd
1983	Testing Data Recovery	per person-field-day (pfd): \$5.00/pfd per person-field-day (pfd): \$12.00/pfd
1981	all materials, all activities	CRM project budget: 2% of budget

Notes:

1. Between 1981 and 1991, the Repository accepted collections from ASM's in-house CRM Division and received, in theory, 2% of each project budget for curation purposes. During this same period, private archaeological contractors were charged the fees listed in this table.
2. TIFF must be used for images and PDF/A-1 for documents.

**CONSULTATION FEES ASSESSED BY THE STATE REPATRIATION OFFICE,  
ARIZONA STATE MUSEUM, UNIVERSITY OF ARIZONA, 2003-2016  
(Consultation Fees: Human Remains Discovery on State Lands)**

<u>Effective Date</u>	<u>Cost Basis</u>	<u>Consultation Fee</u>
January 1, 2016	8 hours	\$300
January 1, 2003	8 hours	\$200

**CURATION FEES ASSESSED BY THE ARCHAEOLOGICAL REPOSITORY,  
ARIZONA STATE MUSEUM, UNIVERSITY OF ARIZONA, FOR STATE-OWNED  
COLLECTIONS, 1981-2016  
(Project Registration: Excavation/Monitoring Projects with Collections Curated at ASM)**

<u>Date Effective</u>	<u>Cost Basis</u>	<u>Project Registration Fee<sup>1</sup></u>
January 1, 2016	Testing/excavation	\$6,000
	Monitoring	\$3,000
July 1, 2009	All activities	\$3,000
January 1, 2009	All activities	\$2,000
July 1, 2008	All activities	\$1,000
January 1, 2005	All activities	\$ 225
January 1, 2003	Monitoring	\$ 150
	Testing	\$ 150
	Systematic Surface Collection	\$ 280
	Data Recovery	\$ 280
March 3, 1997	Monitoring	\$ 140
	Testing	\$ 140
	Systematic Surface Collection	\$ 260
	Data Recovery	\$ 260
January 1, 1992	Monitoring	\$ 128
	Testing	\$ 128
	Systematic Surface Collection	\$ 235
	Data Recovery	\$ 235
January 1, 1990	Monitoring	\$ 107
	Testing	\$ 107
	Systematic Surface Collection	\$ 190
	Data Recovery	\$ 190
1989	Monitoring	\$ 97
	Testing	\$ 97
	Systematic Surface Collection	\$ 70
	Data Recovery	\$ 190



<u>Date Effective</u>	<u>Cost Basis</u>	<u>Project Registration Fee<sup>1</sup></u>
1988	Monitoring	\$ 90
	Testing	\$ 97
	Systematic Surface Collection	\$ 70
	Data Recovery	\$ 160
1987	Monitoring	\$ 70
	Testing	\$ 70
	Systematic Surface Collection	\$ 70
	Data Recovery	\$ 130
1985	Monitoring	\$ 70
	Testing	\$ 70
	Data Recovery	\$ 130
1983	Testing	\$ 70
	Data Recovery	\$ 130
1981	All materials, all activities	\$ 50

Notes:

1. Between 1981 and July of 2008, the Project Registration Fee was not due until the collection was submitted to the repository, even though this was often years after a curation agreement had been issued. As of July of 2008, this fee was due at the time the agreement was requested by a contractor.

**CURATION FEES ASSESSED BY THE ARCHAEOLOGICAL REPOSITORY,  
ARIZONA STATE MUSEUM, UNIVERSITY OF ARIZONA,  
FOR STATE-OWNED COLLECTIONS, 2015-2016  
(Project Registration, Excavation/Monitoring Projects, Collections NOT Curated by ASM)**

<u>Date Effective</u>	<u>Project Registration Fee</u>
January 1, 2016	\$150
January 1, 2015	\$150

**CURATION FEES ASSESSED BY THE ARCHAEOLOGICAL RECORDS OFFICE,  
ARIZONA STATE MUSEUM, UNIVERSITY OF ARIZONA,  
FOR STATE-OWNED COLLECTIONS, 2003-2016  
(Project Registration for Survey Projects)**

<u>Effective Date</u>	<u>Cost Basis</u>	<u>Project Registration Fee</u>
January 1, 2016	<200 acres	\$ 150
	200-499 acres	\$ 300
	500-999 acres	\$ 600
	1,000-1,999 acres	\$1200
	2000+ acres	\$1750
January 1, 2015	<200 acres	\$ 100
	200-499 acres	\$ 200
	500-999 acres	\$ 350
	1,000-1,999 acres	\$ 750
	2000+ acres	\$1000
January 1, 2014	<200 acres	\$ 100
	200-499 acres	\$ 200
	500-999 acres	\$ 350
	1,000-1,999 acres	\$ 750
	2000+ acres	\$1000
January 1, 2012	per person field day minimum \$85	\$ 20
January 1, 2007	per person field day minimum \$80	\$ 20
January 1, 2006	per person field day minimum \$75	\$ 17
January 1, 2003	per person field day minimum \$50	\$ 17



**MANDATED CURATION AGREEMENTS ISSUED AND BOXES RECEIVED  
1980-2016**

<b>Year</b>	<b>Agreements Issued</b>	<b>Boxes Received</b>
1980	2	98
1981	8	395
1982	10	320
1983	9	736
1984	14	953
1985	21	2101
1986	25	384
1987	16	553
1988	31	440
1989	27	188
1990	20	1104
1991	53	565
1992	51	641
1993	50	1178
1994	66	797
1995	66	966
1996	92	402
1997	52	550
1998	72	1111
1999	86	615
2000	85	374
2001	102	1007
2002	74	452
2003	85	1753
2004	59	102
2005	98	563
2006	85	1349
2007	82	641
2008	63	1198
2009	9	1403
2010	33	806
2011	28	847
2012	40	999
2013	22	399
2014	37	302
2015	41	858
2016	34	441
<b>TOTAL</b>	<b>1748</b>	<b>27591</b>

**BULK BOXES AND OBJECTS TO BE CATALOGUED RECEIVED AND PROCESSED  
2006-2016**

Year	Bulk Boxes Received	Bulk Boxes Processed	Objects to be Catalogued Received	Objects to be Catalogued Processed
2006	1349	1349	1277	190
2007	641	641	1405	24
2008	1198	1198	1473	105
2009	1403	1403	2860	4
2010	806	806	866	111
2011	847	847	1732	6
2012	999	999	691	61
2013	399	399	899	31
2014	302	302	896	174
2015	858	858	889	53
2016	441	135	unknown*	0
<b>TOTAL</b>	9243	8937	more than 12998	759

\*objects to be catalogued are identified during processing (collections intake) and the majority of 2016 boxes are unprocessed.

Backlog of boxes to process 2006-2016 = 306  
 Backlog of objects to process 2006-2016 = 12239

**ARIZONA STATE MUSEUM  
MANDATED PROGRAMS - COLLECTIONS  
2016 Revenue/Expense Summary**

**Revenue**

Fee Revenue	\$	430,337
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**Expenses**

Personnel	\$	512,427
General Expenses	\$	72,167
UA FSO Fees	\$	43,343
Travel	\$	167
		<hr/>
	\$	628,104

Surplus/Loss	<hr/>	<hr/>
	\$	(197,767)

\* Revised - Corrected Verson



**ARIZONA STATE MUSEUM  
MANDATED PROGRAMS  
2012-2016 REVENUE HISTORY**

	<b>Revenue</b>
<b>FY2012</b>	\$ 628,381
<b>FY2013</b>	\$ 527,707
<b>FY2014</b>	\$ 389,764
<b>FY2015</b>	\$ 628,862
<b>FY2016</b>	\$ 430,337

**Note:**

Revenue recorded from the Archaeological Records Office and the Archaeological Respository

**University of Arizona**  
*Budget - Current*

**Budget Detail State Appropriations**

Fiscal Year	College Name	Organization Code	Organization Name	Consolidation Object Name	(Perm) Original Budget 2017	(Perm) Next YR Budget 2018	(Temp) Current YR Budget (2017)
2017	Research-Discovery & Innovation	0201	Arizona State Museum	Personnel Services	1,507,585	1,455,046	1,498,306
				General Expenses	0	0	95
				Travel	0	0	0
				Capital	0	0	0
		<b>0201 Total</b>	<b>1,507,585</b>	<b>1,455,046</b>	<b>1,498,401</b>		
	<b>Research-Discovery &amp; Innovation Total</b>				<b>1,507,585</b>	<b>1,455,046</b>	<b>1,498,401</b>
				<b>2017</b>	<b>1,507,585</b>	<b>1,455,046</b>	<b>1,498,401</b>

**University of Arizona**

*Budget - Current*

**Budget Detail - Institutional Allocated F&A**

Fiscal Year	College Name	Organization Code	Organization Name	Consolidation Object Name	(Perm) Original Budget 2017	(Perm) Next YR Budget 2018	(Temp) Current YR Budget (2017)
2017	Research-Discovery & Innovation	0201	Arizona State Museum	Personnel Services	193,339	155,701	157,405
				General Expenses	32,204	32,204	40,254
		<b>0201 Total</b>				<b>225,543</b>	<b>187,905</b>
<b>Research-Discovery &amp; Innovation Total</b>					<b>225,543</b>	<b>187,905</b>	<b>197,659</b>
<b>2017</b>					<b>225,543</b>	<b>187,905</b>	<b>197,659</b>



Arizona State Museum  
Revenue by Sources for the Period Ended June 30, 2016

	UA	UA Foundation	Total
Sponsored Activity	\$ 589,423		\$ 589,423
Endowment Interest	\$ 33,868	\$ 57,019	\$ 90,887
Gifts to UAF		\$ 402,928	\$ 402,928
Gift Transfers	\$ 269,269	\$ (269,269)	\$ -
Sales & Service	\$ 531,550		\$ 531,550
Mandated	\$ 430,337		\$ 430,337
Non-Mandated	\$ 110,698		\$ 110,698
State	\$ 2,343,007		\$ 2,343,007
Store	\$ 119,572		\$ 119,572
<b>Total Revenue</b>	<b>\$ 4,427,724</b>	<b>\$ 190,677</b>	<b>\$ 4,618,402</b>

**NOTES:**

New Permanent Endowment funds were received in the amount of \$970,000, \$500,000 to the UA and \$470,000 to the UAF.

Arizona State Museum  
Expenditures by Function for the Period Ended June 30, 2016

	UA	UA Foundation	Total
Administration	\$ 804,297	\$ 25,852	\$ 830,149
Collections		\$ 22,390	\$ 22,390
Mandated	\$ 522,569		\$ 522,569
Non-Mandated	\$ 1,010,639		\$ 1,010,639
Marketing & Development	\$ 163,420	\$ 51,256	\$ 214,676
Operations	\$ 390,479	\$ -	\$ 390,479
Preservation	\$ 261,777	\$ 15,827	\$ 277,604
Public Programs	\$ 171,978	\$ (32,126)	\$ 139,852
Research	\$ 1,046,241	\$ 45	\$ 1,046,286
<b>Total Expenditures</b>	<b>\$ 4,371,401</b>	<b>\$ 83,243</b>	<b>\$ 4,454,643</b>

**Arizona State Museum  
Departmental Headcount**

ABOR Description	Headcount	FTE Count
Academic Professional	14	14.000
Administrative	1	1.000
Classified Staff	24	18.615
Graduate Assistant/Associate	2	0.275
Service Professional	6	6.000
Student Worker	15	4.325
<b>Grand Total</b>	<b>62</b>	<b>44.215</b>



**Administration Detailed Expense:**

Administrative Salaries	
Armendariz-Murrieta,Alma K	33,017
Dawley,Martina M	78,714
Eckert,Suzanne Lorraine	9,574
Grindell,Beth	96,203
Lyons,Patrick D	162,447
Massman,Mackenzie A	14,643
Rocha,Christina A	57,124
Speranzo,Georgine	13,509
Total Administrative Salaries	465,231
Research Cost Sharing	97,743
Internal (UA) Transfers	107,565
Security	47,821
Permanent Endowment Admin	30,000
Software Licensing	10,046
Supplies	8,480
Marketing	8,332
Entertainers & Performers	7,422
Travel	5,802
Professional Dues & Fees	4,850
Consultants	4,490
Lecturers	1,475
Professional Services	1,320
Non-Cap Equipment	1,208
Printing	1,156
Parking	683
Shipping	346
Miscellaneous	326
<b>Total Administrative Expenses</b>	<b>804,297</b>

**Non-Mandatory Collections Detailed Expense:**

Non-Mandatory Collections Salaries	
AZSite	86,316
NAGPRA	196,373
Other Collections Activities	<u>289,306</u>
Total Non-Mandatory Collections Salaries	571,994
Internal (UA) Transfers	336,526
UA FSO Fees	12,486
Acquisitions	12,556
Archives	1,667
AZSite	2,283
Travel	2,881
Publications	7,302
Ethnographic Studies	2,768
Library	1,049
Operational Supplies	17,178
Consultants & Professional Services	18,023
Temp Labor	5,524
Repairs & Maintenance	15,700
Communications	593
Professional Dues & Fees	690
Miscellaneous	<u>1,419</u>
<b>Total Non-Mandatory Collections Expenses</b>	<b><u><u>1,010,639</u></u></b>