



THE UNIVERSITY OF ARIZONA

## ARIZONA STATE MUSEUM

### MINIMUM REQUIREMENTS AND CHECKLIST FOR REPORTS OF REMAINS SUBMITTED TO THE ARIZONA STATE MUSEUM (ASM) FOR WORK CONDUCTED UNDER A BURIAL AGREEMENT

These are the criteria under consideration by ASM when reviewing Reports of Remains documenting human remains encountered over the course of work conducted under a Burial Agreement. This list is generated from the rules implementing A.R.S. § 41-841 et seq., specifically, the Arizona Board of Regents Policy Manual, Chapter 8, Policy 8-205(A)(10), and the rules implementing A.R.S. § 41-865, specifically, the Arizona Board of Regents Policy Manual, Chapter 8, Policy 8-101(I).

A Report of Remains should include two parts: a section including details regarding the removal of remains and a section describing the disposition of the remains.

#### Removal of Remains

For each instance in which remains were removed:

- 1) Have the names and affiliations of participating individuals been identified?  
*Identify the names and group or institutional affiliations of individuals participating in the removal of the remains.*
- 2) Has the date of the removal of the remains been noted?  
*Indicate the date on which the activity took place.*
- 3) Has the context from which the remains were removed been identified?  
*Include the specific context (feature number and type) and general location (ASM Site Number, county, legal description) from which the remains were removed.*
- 4) With what archaeological or historic culture are these remains affiliated?  
*Include a description of the features or materials used in making this determination.*
- 5) Is there an inventory of remains and associated funerary objects?  
*Include the number of human bones and bone fragments. Also include an inventory of any associated funerary objects, identified as specifically as possible.*
  - *If multiple individuals and/or funerary objects are listed in the inventory, ensure that each funerary object is clearly linked to the correct individual and vice versa.*
- 6) Is there a map showing the geographic location from which the remains were removed?  
*Provide a map, using the appropriate 7.5-minute USGS topographic map, at 1:24,000 scale, neither enlarged nor reduced, depicting the project area and site being investigated.*
  - *Indicate on this map all areas of the site from which remains and/or funerary objects were removed.*
  - *Clearly label each area with information corresponding to the inventory such that there is a clear association between each individual or item listed in the inventory and the area of the site from which it was removed.*
- 7) Are there detailed drawing showing all remains identified and removed?  
*Ensure that all drawings are rendered as realistically as possible. Include the following on all drawings:*

- *Scale*
- *North arrow*
- *Key*
- *Elevations*
- *Date of the drawing*
- *Name of individual who produced the drawing*
- *Labels for all features*

8) Have copies of all relevant field notes been included?

*Provide copies of all field notes pertaining to the removal of the remains described in this report.*

### **Disposition of Remains**

For each disposition event involving remains removed over the course of this project:

1) Is the type of disposition identified?

*Specify whether remains were repatriated, reburied in situ, etc. If the manner of disposition is repatriation, specify the group to which the remains were repatriated. If the remains will be reburied on tribal lands, identify the reservation where the remains will be reburied. If the final disposition is curation in a repository, identify the repository. If the final disposition is reburial on state or private lands, indicate the specific location of the reburial with a legal description and provide a map showing the reburial location. Any maps provided should conform to the following standard:*

- *7.5-minute USGS topographic map at 1:24,000 scale, neither enlarged nor reduced.*

2) Have the names and affiliations of participating individuals been identified?

*Identify the names and group or institutional affiliations of individuals participating in the disposition of the remains.*

3) Has the date of the disposition of the remains been noted?

*Indicate the date on which the activity took place.*

4) Is there a complete list of remains and funerary objects?

*Include an inventory of remains and funerary objects that were included in the disposition event.*

- *If multiple individuals and/or funerary objects are listed in the inventory, ensure that each funerary object is clearly linked to the correct individual and vice versa.*