



**MINIMUM REQUIREMENTS AND CHECKLIST  
FOR REPORTS OF REMAINS SUBMITTED TO THE ARIZONA STATE MUSEUM (ASM)  
FOR WORK CONDUCTED UNDER A BURIAL DISCOVERY 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 Discovery 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 is a formal report comprised of two parts: a section including details regarding the excavation of remains and a section describing the disposition of the remains. The requirements for each component of a Report of Remains are outlined below.

### **1. Excavation of Remains**

For each instance in which remains were recovered:

- a. Have the names and affiliations of participating individuals been identified?  
*Identify the names and group or institutional affiliations of individuals conducting excavation of the remains.*
- b. Has the date of the excavation of remains been noted?  
*Indicate the date on which the activity took place.*
- c. Has the context from which the remains were excavated been identified?  
*Include the specific context (feature number and type) and general location (ASM Site Number, county, legal description) from which the remains were excavated.*
- d. With what archaeological or historic culture are these remains affiliated?  
*Include a description of the features or materials used in making this determination.*
- e. Is respectful terminology used to describe human remains, as well as their recovery, housing, documentation, etc.? For more information, please see *Respectful Terminology recommended for Discussion of Human Remains* (<https://statemuseum.arizona.edu/crm/document/respectful-terminology-repatriation>)
- f. Is there an inventory of remains and associated funerary objects?  
*Include a detailed inventory of human bones and bone fragments encountered. 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.*
- g. Is there a map showing the geographic location from which the remains were excavated?  
*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 excavated.*
  - *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 excavated.*

- h. Are there detailed drawings clearly showing all identified and excavated remains?

*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*

- i. Have copies of all relevant field notes and documentation packets been included?

*Provide copies of all field notes pertaining to the excavation of remains described in this report and all documentation packets generated for those individuals.*

## **2. Disposition of Remains**

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

- a. 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.*

- b. 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.*

- c. Has the date of the disposition of the remains been noted?

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

- d. Is there a complete list of remains and funerary objects?

*Include a detailed 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.*