



THE UNIVERSITY OF ARIZONA

**ARIZONA
STATE MUSEUM**

SUBMISSION PROCEDURES AND CHECKLISTS FOR
CULTURAL RESOURCES MANAGEMENT SERVICES REQUESTED
FROM THE
ARIZONA ANTIQUITIES ACT PERMITS OFFICE,
ARCHAEOLOGICAL RECORDS OFFICE,
ARCHAEOLOGICAL REPOSITORY, AND
REPATRIATION OFFICE
AT THE
ARIZONA STATE MUSEUM

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ACRONYMS USED IN THIS DOCUMENT

AAA	Arizona Antiquities Act
ARO	Archaeological Records Office
A.R.S.	Arizona Revised Statutes
ASM	Arizona State Museum
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
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 two ways to contact Arizona State Museum personnel. The table below lists the direct contact information for ASM personnel.

For all other inquiries, such as: (1) you are unsure which person in an office can answer your question, (2) you have a general question, or (3) schedule a research appointment in the ARO, please use ASM's new centralized email address (asm_crm@email.arizona.edu). See the *Centralized Email Address: Contact an ASM Mandated Programs Office* section for more information.

ARIZONA STATE MUSEUM PERSONNEL

Office	Personnel	Contact information
Arizona Antiquities Act Permits Office	Shannon Twilling, MA, RPA Arizona Antiquities Act Administrator	520-621-4795 twilling@email.arizona.edu
	Monica Young, MA Research Specialist	520-621-2096 mzyoung@email.arizona.edu
Archaeological Records Office	Karen Leone, MA, RPA Manager, Archaeological Records Office	520-621-1271 kleone@email.arizona.edu
	Christina Jenkins, MA Library Specialist, Senior	520-621-4011 cjenkins@email.arizona.edu
	Emily Fiocoprile, PhD Research Specialist	520-621-4011 efiocoprile@email.arizona.edu
	Erin Borneman, PhD, RPA Research Specialist	520-621-4011 eebornemann@email.arizona.edu
Archaeological Repository	Kathryn MacFarland, PhD, RPA Manager, Archaeological Repository	520-621-0699 kmacfarl@email.arizona.edu
Repatriation Office	Cristin Lucas, MA Assistant Repatriation Coordinator	520-626-2950 <i>Direct contact:</i> lucasc@email.arizona.edu
		<i>To report inadvertent discoveries:</i> asm-repatriation@email.arizona.edu

MAILING ADDRESS

When mailing applications and project submission materials to the Arizona State Museum (ASM) Mandated Programs offices, use the following address, inserting the name of the appropriate office as specified by the relevant procedure and checklist. Packages should not be left at the ASM Admissions Desk or Security Office or left at the front door when the building is closed. The ASM building is closed for deliveries on weekends and federal holidays:

Arizona State Museum
[Insert Appropriate Office here]
The University of Arizona
1013 E. University Blvd.
PO Box 210026
Tucson, AZ 85721-0026

RECEIVING OFFICES FOR APPLICATIONS AND OTHER SUBMITTED MATERIALS

See the table below for summary guidance on the offices that receive different kinds of documents.

Receiving Office	Application or Materials to Submit
Archaeological Records Office	Non-collection Survey
Archaeological Repository	Collection Survey, Monitoring, Testing/Data Recovery <i>Artifacts and accompanying documentation curated at ASM</i>
Arizona Antiquities Act Permits Office	Collection Survey, Monitoring, Testing/Data Recovery <i>Artifacts and accompanying documentation not curated at ASM</i>
Repatriation Office	Burial Agreement

CENTRALIZED EMAIL

The ASM's new centralized email address (asm_crm@email.arizona.edu) can now be used for two purposes: (1) form submission, and (2) contacting personnel within a Mandated Programs office. Instructions for each submission type are listed in the *Form Submission* and *Contact an ASM Mandated Programs Office* sections below.

Form Submission

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), 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 new 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
AAA Blanket Permit End-of-Year Summary Report	AAA Blanket Permit End of Year Report
AAA Project-specific Permit Update Request	AAA Project-specific Permit update
AAA Project-specific Permit and Burial Agreement End of Year Report Template	AAA Project-specific Permit and Burial Agreement End of Year Report
Archaeological Records Office Records Use Agreement	Records Use Agreement
Repatriation Office Burial Agreement Application	Burial Agreement Application
Project Submission Update Form: Burial Agreement	Burial Agreement Project Submission Update
Cultural Resources Summary Letter for Non-archaeologists Request	Cultural Resources Summary Letter
Document Request	Document Request
Notification of Intent to Conduct Non-collection Survey	Notification of Intent
Archaeological Principal Investigator Qualification Application	Archaeological Principal Investigator Qualifications Form
Archaeological Project Director Qualification Application	Archaeological Project Director Qualifications Form
Project Submission Update	Project Submission Update Form
Records Research Request for Archaeologists	Records Research
Request an ASM Accession Number	Request an ASM Accession Number
Request an ASM Site Number	Request a New ASM Site Number
Request for Repository Services Agreement	Request for Repository Services

* Revised for completeness and accuracy on 1 July 2020.

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 Agreement Application.

- 3) The centralized email account will be monitored so that messages with incorrect subject headings will be forwarded correctly and so that other inquiries may be directed to appropriate ASM personnel. To ensure there are no delays in the appropriate ASM personnel receiving completed forms, please follow these instructions.
- 4) 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.

Contact an ASM Mandated Programs Office

Please use the ASM’s new centralized email account if (1) you are unsure which person in an office can answer your question, (2) you have a general question, or to (3) schedule a research appointment in the ARO.

Procedure for submitting inquiries to an ASM Mandated Programs office:

- 1) Email your question to the relevant ASM Mandated Programs office to the centralized email account (asm_crm@email.arizona.edu).
- 2) When submitting a query to the centralized email address, please use the email subject heading specified in the table below:

ASM Mandated Programs Office	Reason for Email	Email Subject Heading
Archaeological Records Office	General Inquiry	ARO
	Request a research appointment	ARO Research Appointment
Arizona Antiquities Act Permits Office	General Inquiry	PO
Repatriation Office	General Inquiry	RO
Archaeological Repository	General Inquiry	REPO

Please note:

- 1) If these instructions are followed, the submitted query will be automatically forwarded to appropriate ASM personnel.
- 2) ***Queries for multiple offices should be sent in a separate email message, each bearing the appropriate email subject heading. For example, a query for the Archaeological Records Office should be sent in a separate email message from a query for the Archaeological Repository.***
- 3) The centralized email account will be monitored so that messages with incorrect subject headings will be forwarded correctly and so that other inquiries may be directed to appropriate ASM personnel. To ensure there are no delays in the appropriate ASM personnel receiving queries, please follow these instructions.

ARIZONA ANTIQUITIES ACT PERMITS OFFICE

SUBMITTING AN APPLICATION FOR AN ARIZONA ANTIQUITIES ACT PERMIT

All Arizona Antiquities Act (AAA) Permit applications are submitted to the AAA Permits Office (PO). Each AAA Permit application submitted to the 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 be signed. All documents must be submitted in hard copy format.

AAA Blanket Permit

Step 1: If an AAA Blanket Permit is requested in conjunction with other services, initiate the request through the ASM Request Quote for Services website. AAA Blanket Permits do not require the submission of an online quote request unless a new Archaeological Project Director (PD) and/or Archaeological Principal Investigator (PI) is being added, or an expedited service is requested.

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- The standard turnaround time is 30 days.
- If the PD and PI are not already approved, then include a PD/PI review in the same quote request.
 - See also *Submitting an Archaeological Project Director Qualification Form and an Archaeological Principal Investigator Qualification Form* for more information
- Any requested expedited services for the AAA Permit will begin once the PD/PI review is complete.
- 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: Mail a completed and signed AAA Blanket Permit application, and any PD/PI review forms to the PO. See the *Mailing Address* section for mailing address and instructions.

- Submit a hard copy only. Electronic submissions will not be accepted.
 - <https://statemuseum.arizona.edu/crm/document/aaa-blanket-permit-app>
 - 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/crm/document/aaa-permit-app-first-time>

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 when all forms are received.

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

- Once materials are accepted, a permit will be issued.
- Note: AAA Blanket Permits expire at the end of each calendar year. A new application must be submitted annually.

Step 5: Before fieldwork can begin for each project:

- Initiate a Project Registration request through the ASM Request Quote for Services website.
 - <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Submit to the Archaeological Records Office (ARO):
 - A Notification of Intent to Survey (NOI). See *Submitting a Notification of Intent to Conduct Non-collection Survey* for further information.

- An ASM Accession Number Request Form. See *Requesting a Project Registration for Non-collection Survey, Collection Survey, Site Monitoring, Testing/Excavation Projects* for further information.

Step 6: After fieldwork is completed:

- Once a Non-collection Survey project conducted under an AAA Blanket Permit has been completed, submit project submission materials to the ARO.
- See *Submitting Non-collection Survey Project Materials to the Archaeological Records Office* for further information.

Step 7: 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/crm/document/aaa-blanket-permit-end-of-the-year-summary-report>
- If no work was conducted under a blanket permit, submit a letter indicating this. The letter will serve as the year-end report.

AAA Project-specific Permit for Materials to be Curated at ASM

Use this submission procedure and checklist if requesting an AAA Project-specific Permit and materials will be curated at ASM. If the resulting collection will not be curated at ASM, see *AAA Project-specific Permit for Materials not Curated at ASM* for guidance.

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- The standard turnaround time is 30 days from when both payment and forms are received.
- Any requested expedited services associated with the AAA Permit will begin once the PD/PI review is complete.
- If the PD and PI are not already approved, then request a PD/PI review in the same quote request.
 - See also *Submitting an Archaeological Project Director Qualification Form and an Archaeological Principal Investigator Qualification Form*

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: Mail a completed and signed *AAA Project-specific Permit Application* to the PO. See the *Mailing Address* section for mailing address and instructions.

- For work conducted under a general plan, submit:
 - A signed *AAA Project-specific Permit Application* as a hard copy,
 - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
 - Application must be signed by the project's PI.
 - A *General Work Plan Addendum* form,
 - <https://statemuseum.arizona.edu/crm/document/general-work-plan-addendum>
 - USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated, and
 - Should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request* form.
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
- For work conducted under a project-specific Treatment Plan, submit:
 - A signed *Project-specific Permit Application* as a hard copy,
 - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
 - Application must be signed by the project's PI.
 - A hard copy of the project-specific Treatment Plan, and
 - 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/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
 - Should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request* form.
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

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

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

- 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, project delays, etc.).
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

Step 6: Once a final draft report is ready for review, submit a hard copy to the PO for final 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/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps

Step 7: Once the Final Report of work conducted under the AAA Project-specific Permit is approved, the report and project submission materials can be submitted to the ASM Archaeological Repository.

- See *Submitting Site Monitoring, Testing, and Data Recovery Project Materials to the Archaeological Repository* for more information.

Step 8: 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 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 Burial Agreement, send a copy of the *Arizona Antiquities Act Project-specific Permit and Burial Agreement End-of-Year Summary Report* to the claimant Tribe and cc the RO.

AAA Project-specific Permit for Materials Not Curated at ASM

Use this submission procedure and checklist if requesting an AAA Project-specific Permit and the resulting collection will be curated at an approved repository other than ASM. If collections will be curated at ASM, see *AAA Project-specific Permit for Materials to be Curated at ASM* for guidance.

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- The standard turnaround time is 30 days from when both payment and forms are received.
- Any requested expedited services associated with the AAA Permit will begin once the PD/PI review is complete.
- If the PD and PI are not already approved, then request a PD/PI review in the same quote request.
 - See also *Submitting an Archaeological Project Director Qualification Form and an Archaeological Principal Investigator Qualification Form*.

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: Mail a completed and signed *AAA Project-specific Permit Application* and a copy of the curation agreement from the approved, issuing repository to the PO. See the *Mailing Address* section for mailing address and instructions.

- For work conducted under a general plan, submit as hard copies:
 - A signed *AAA Project-specific Permit Application* as a hard copy,
 - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
 - Application must be signed by the project's PI
 - A *General Work Plan Addendum* form,
 - <https://statemuseum.arizona.edu/crm/document/general-work-plan-addendum>
 - A USGS map at 1:24,000 scale, neither enlarged nor reduced, of the project area(s) and site(s) to be investigated,
 - Copy of signed curation agreement from the approved, issuing repository, and
 - Should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request* form.
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
- For work conducted under a project-specific Treatment Plan, submit as hard copies:
 - A signed *Project-specific Permit Application*,
 - <https://statemuseum.arizona.edu/crm/documents/aaa-ps-permit-app>
 - A hard copy of the 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/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
 - Copy of signed curation agreement from the approved, issuing repository, and
 - Should project details change over the course of the project (e.g., staff changes, project delays, etc.), submit an *AAA Permit Update Request* form.
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

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

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

- 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, project delays, etc.).
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>

Step 6: Once a final draft report is ready for review, submit one hard copy to the PO for final 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/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps

Step 7: Once the Final Report of work conducted under the AAA Project-specific Permit is approved, the report and project submission materials can be submitted to the approved repository.

- After the report is approved, see *Submitting Project Materials for Work Conducted Under an Arizona Antiquities Act (AAA) Project-specific Permit that is Not Curated at ASM to the AAA Permits Office* for instructions on project submission.
- Submit either a hard or digital copy of the signed receipt of materials from the approved repository when completed.

Step 8: 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 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 Burial Agreement, send a copy of the *Arizona Antiquities Act Project-specific Permit and Burial Agreement End-of-Year Summary Report* to the claimant Tribe and cc the RO.

SUBMITTING AN ARCHAEOLOGICAL PROJECT DIRECTOR QUALIFICATION FORM AND AN ARCHAEOLOGICAL PRINCIPAL INVESTIGATOR QUALIFICATION FORM

All Archaeological Project Director (PD) and Archaeological Principal Investigator (PI) qualification forms are submitted to the PO. Each PD and PI application submitted to the 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 the PO to inquire whether the applicant has already been reviewed and approved as a PD or PI.

- If an AAA Blanket or Project-specific Permit has been issued and:
 - The applicant has already been approved, submit an *AAA Permit Update Request* form to add the applicant to an existing permit.
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
 - 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://uavpr.arizona.edu/ASM/quoterequest/index.php>
 - Expedited PD/PI reviews are not available.
- If an AAA Blanket or Project-specific Permit has not been issued and the applicant has already been approved, initiate a request for the appropriate AAA Permit through the ASM Request Quote for Services website.
 - <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
 - See *Submitting an Application for an Arizona Antiquities Act Permit* for further guidance.

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 Form* and/or *Archaeological Principal Investigator Qualification Form* to the centralized email account (asm_crm@email.arizona.edu), as appropriate. See the *Contact Information* section for guidance on using the centralized email account. Review the *Archaeological Project Director Qualification Policy* and *Archaeological Principal Investigator Qualification Policy* to assist in the completion of forms.

- Project Director:
 - <https://statemuseum.arizona.edu/crm/document/arch-project-director-qualifications-policy>
 - <https://statemuseum.arizona.edu/crm/document/arch-project-director-qualification-form>
- Principal Investigator:
 - <https://statemuseum.arizona.edu/crm/document/arch-principal-investigator-qualifications-policy>
 - <https://statemuseum.arizona.edu/crm/document/arch-principal-investigator-qualification-form>
- If requesting that the applicant be added to an existing permit, submit an *AAA Permit Update Request* form.
 - <https://statemuseum.arizona.edu/crm/documents/aaa-permit-app-update>
- Email completed forms to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.

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

SUBMITTING PROJECT MATERIALS TO THE AAA PERMITS OFFICE FOR WORK CONDUCTED UNDER AN AAA PROJECT-SPECIFIC PERMIT NOT CURATED AT ASM

All permit holders conducting projects under an Arizona Antiquities Act (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 the PO. Each set of project-related materials submitted to the PO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments. Digital submission components should be submitted to the PO on a CD.

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 *Contact Information* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- 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/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
- 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, mail the following to the PO (see the *Mailing Address* section for mailing address and instructions):

- A *Project Registration Form*,
 - One digital copy, including project area map(s)
 - One hard copy, including project area map(s)
 - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
- The Final Report,
 - One digital copy
 - Two hard copies
- A copy of the signed repository receipt from the issuing institution, and
- An ASM Site Card(s), ASM Site Card Update, AZSITE submission, and shapefiles. See also *Submitting ASM Site Cards and ASM Site Card Updates to the Archaeological Records Office* for additional information.
 - An *ASM Site Card Update* for each previously recorded ASM site in the project area (including sites not relocated).
 - *ASM Site Card Update*
 - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached
 - The AZSITE Entry Module does not support incorporation of ASM site updates to the AZSITE database. Use the ASM Site Card Update referenced above when updating ASM sites.
 - Additionally, do not use the full ASM Site Card or an internal site documentation form to update ASM sites.
 - An *ASM Site Card* **or** AZSITE Entry Module to document each newly recorded ASM site.
 - ASM Site Card requirements
 - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached

- AZSITE Entry Module requirements
 - One digital copy of the completed Entry Module
 - One digital PDF output of an ASM Site Card for each ASM site documented in the AZSITE Entry Module with all appropriate maps attached
 - One hard copy of ASM Site Card output for each ASM site documented in the AZSITE Entry Module with all appropriate maps attached
- Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset

Step 3: PO and Archaeological Records Office (ARO) personnel will review and process project materials for compliance with the AAA.

- PRF and ASM Site Card review checklists are generated from:
 - Rules Implementing the AAA, and
 - ASM Site Recording Manual.
- 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/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
- Only minor edits to the PRF and ASM Site Cards/Updates can be made by ARO personnel, the rest will be included in a Request for Revisions. 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

SUBMITTING A NOTIFICATION OF INTENT TO CONDUCT NON-COLLECTION SURVEY

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). See the *Contact Information* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/notification-of-intent>
- No 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 in the email that the NOI form submission is an extension of or an amendment to the information already on file at ASM.

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- 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 for Non-collection Survey, Collection Survey, Site Monitoring, Testing/Excavation Projects* procedure and checklist for more information.

REQUESTING A PROJECT REGISTRATION FOR NON-COLLECTION SURVEY, COLLECTION SURVEY, SITE MONITORING, TESTING/EXCAVATION PROJECTS

Each project or collection that is to be curated at ASM is required to have a Project Registration and receive an ASM Accession Number as a result. Each Project Registration requested of ASM should follow the procedure described below, and each request requires submission of 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://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Select the type of project to be registered.
- If conducting both Site Monitoring and Testing/Excavation in a single project, select the Testing/Excavation option, and briefly describe the scope of work in the “Project Description” field at the top of the webpage. This will ensure that all needed variables are accounted for in the requested quote.
- Request an AAA Permit, or any other services, as needed. 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 a 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 *Contact Information* section for guidance on using the centralized email account.

- 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 a Project Registration for a project not curated at ASM, follow the guidance provided in the *Submitting Project Materials for Work Conducted Under an Arizona Antiquities Act (AAA) Project-specific Permit that is Not Curated at ASM to the AAA Permits Office* procedure and checklist for more information.
- If requesting a Project Registration for a Collection Survey, Site Monitoring or Testing/Excavation to be curated at ASM, see *Requesting a Repository Services Agreement from the Arizona State Museum* procedure and checklist 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 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://uavpr.arizona.edu/ASM/quoterequest/index.php>
- 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 a Project Registration for Non-collection Survey, Collection Survey, Site Monitoring, Testing/Excavation projects* for information regarding this service.
- Expedited services are available for projects with less than 30 ASM site number requests.
- Expediting a request for an ASM site number that does not already have a Project Registration (i.e., an ASM Accession Number) will not expedite the Project Registration services. 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, private, or other non-state/county/municipal lands. However, each ASM Site Card submission will be reviewed under the standards set out in the Records Management Repository Agreement (RMRA) for each project.

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* when preparing forms and maps.
 - 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.
 - Include all UTM coordinates that will fit within a map; please use as few maps as possible.

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 *Submitting Non-collection Survey Project Materials to the Archaeological Records Office* for guidance. Contact the ARO via the centralized email account (asm_crm@email.arizona.edu), using the subject heading “ARO” to void (i.e., return) any unused ASM site numbers before a project is submitted to the ASM.

SUBMITTING NON-COLLECTION SURVEY PROJECT MATERIALS TO THE ARCHAEOLOGICAL RECORDS OFFICE

All Non-collection Survey project materials, documentation related to ASM Site Cards, and ASM Site Update Cards are submitted to the ARO. Each set of materials submitted to the ARO should contain the items listed below, as appropriate. All forms should be filled out completely and include all required map attachments. Digital submission components should be submitted to the ARO on a CD/DVD.

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 *Contact Information* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- 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, provide the following to the ARO as part of the project submission:

- A *Project Registration Form* with all appropriate maps attached,
 - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
 - One digital copy
 - One hard copy
- The Final Report,
 - One digital copy
 - Two hard copies
- An *ASM Site Card* **or** AZSITE Entry Module to document each newly recorded ASM site,
 - *ASM Site Card(s)*
 - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached
 - Return (i.e., void) any unused ASM site numbers by contacting the ARO via the centralized email account (asm_crm@email.arizona.edu), using the subject heading “ARO.”
 - An *AZSITE Entry Module*
 - One digital copy of the completed Entry Module.
 - One digital PDF output of an ASM Site Card for each ASM site documented in the AZSITE Entry Module with all appropriate maps attached.
 - One hard copy of ASM Site Card 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 the ARO via the centralized email account (asm_crm@email.arizona.edu), using the subject heading “ARO.”
- An *ASM Site Card Update* for each previously recorded ASM site in the project area (including sites not relocated),
 - *ASM Site Card Update(s)*
 - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
 - One digital copy with all appropriate maps attached
 - One hard copy will all appropriate maps attached
 - The AZSITE Entry Module does not support incorporation of ASM site updates to the AZSITE database. Use the ASM Site Card Update referenced above when updating ASM sites.
 - Additionally, do not use the full ASM Site Card or an internal site documentation form to update ASM sites.
- 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 fieldnotes or forms. If all field notes were completed in the field electronically print these typed notes or forms and submit them.
- Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

There are two ways to submit project submission materials:

- Mail project submission materials to the ARO. See the *Mailing Address* section for mailing address and instructions.
- In-person drop-off to the ARO:
 - Archaeological Records Office, Arizona State Museum, South Building
 - Call 520-621-4011 to arrange drop-off

Step 3: ARO Personnel will review and process project materials for compliance with the 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 the rules implementing A.R.S. § 15-1631 and § 41-841, et seq.
- 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 report and map preparation.
 - https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
- Only minor edits can be made to the PRF and ASM Site Cards/Updates by ARO staff, and the rest will be included in a Request for Revisions. 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 submission 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 ASM SITE CARDS AND ASM SITE CARD UPDATES TO THE ARCHAEOLOGICAL RECORDS OFFICE

All ASM Site Cards and ASM Site Card Updates are reviewed and approved by the ARO. ASM Site Cards that are submitted as an output of the AZSITE Entry Module are reviewed in the ARO for accuracy and completeness and then transferred to the AZSITE manager. Each project conducted under an AAA Project-specific Permit should include at least one ASM Site Card Update that, regardless of the curation facility, is submitted to ASM. All forms should be filled out completely and include all required map attachments. Digital submission components should be submitted to ASM on a CD/DVD. See the instructions below for submitting ASM Site Cards and ASM Site Card Updates to ASM.

Step 1: Once Invoice 2 is paid, submit the following to the receiving Mandated Programs office (AAA Permits Office, Archaeological Records Office, Archaeological Repository) as part of the project submission:

- *ASM Site Card or* AZSITE Entry Module to document newly recorded ASM sites.
 - *ASM Site Card(s)*
 - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached
 - Return (i.e., void) any unused ASM site numbers by contacting the ARO via the centralized email account (asm_crm@email.arizona.edu), using the subject heading “ARO.”
 - *An AZSITE Entry Module*
 - <https://azsite3.asurite.ad.asu.edu/azsite/entryModule.html>
 - Instructional webinar, AZSITE Entry Module and Data Submission: <https://azsite3.asurite.ad.asu.edu/azsite/webinars.html>
 - One digital copy of the completed Entry Module
 - One digital PDF output of an ASM Site Card for each ASM site documented in the AZSITE Entry Module, with all appropriate maps attached
 - One hard copy of ASM Site Card 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 the ARO via the centralized email account (asm_crm@email.arizona.edu), using the subject heading “ARO.”
- *ASM Site Card Update* for previously recorded ASM sites in the project area (including sites not relocated).
 - *ASM Site Card Update*
 - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached
 - The AZSITE Entry Module does not support incorporation of ASM site updates to the AZSITE database. Complete the ASM Site Card Update referenced above when updating ASM sites.
 - Additionally, do not use the full ASM Site Card or an internal site documentation form to update ASM sites.
- Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

Step 2: ARO Personnel will review and process ASM Site Card and ASM Site Card Update submissions for compliance with the AAA and Archaeological Site Recording Manual.

- Review checklists are generated from the rules implementing A.R.S. § 15-1631 and § 41-841, et seq.
 - 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 report and map preparation.

- https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
- Review criteria are also generated from the *ASM Archaeological Site Recording Manual*
 - <https://statemuseum.arizona.edu/crm/document/asm-site-recording-manual>
- See *Submitting Non-collection Survey Project Materials to the Archaeological Records Office* for information on review outcomes.

Step 3: Once the ASM Site Card, ASM Site Card Update, or output of the AZSITE Entry Module is approved for completeness and accuracy, the submission is transferred to the AZSITE manager for further processing and upload to the AZSITE dataset.

ARCHAEOLOGICAL REPOSITORY

REQUESTING A REPOSITORY SERVICES AGREEMENT FROM THE ARIZONA STATE MUSEUM

Each request for a Repository Services Agreement from the 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://uavpr.arizona.edu/ASM/quoterequest/index.php>
- A Repository Services Agreement is requested with a Project Registration for a Collection Survey, Site Monitoring, or Testing/Excavation that is to be curated at ASM (see *Requesting a Project Registration for Non-collection Survey, Collection Survey, Site Monitoring, Testing/Excavation Projects* procedure and checklist for more information)
- Expedited services are 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 Project Registration and Repository Services Agreement service will be scheduled.

- Submit a completed *Request for Repository Services Agreement* form.
 - <https://statemuseum.arizona.edu/crm/document/request-repository-services-agreement>
- Repository personnel review the submitted materials for completeness and accuracy.

Step 4: Repository personnel send copies of the *Notice of Intent to Provide Repository Services* 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 internally communicated to the PO.

SUBMITTING SITE MONITORING, TESTING, AND DATA RECOVERY PROJECT MATERIALS TO THE ARCHAEOLOGICAL REPOSITORY

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 submission components should be submitted to the Repository on a CD/DVD. This section is a brief overview of Repository guidelines and standards. See *ASM's Repository 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/crm/document/project-submission-update-form>
- 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 *Contact Information* section for guidance on using the centralized email account.
- 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, proceed with Phase 1 delivery. If artifacts and accompanying documentation will be submitted, submit all Phase 1 items listed below for review 30 days in advance of an anticipated delivery date for the rest of the collection. If no artifacts are to be curated, submit all Phase 1 and Phase 2 project materials in a single delivery. Submit all digital components on a CD, accompanied with hard copy components to the Repository:

- *Archaeological Repository Project Submission Review: Phases 1 & 2 Form*,
 - <https://statemuseum.arizona.edu/crm/document/project-submission-review-phases-1-2>
 - One digital copy
 - One hard copy
- A *Project Registration Form (PRF)* with all appropriate maps attached,
 - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
 - One digital 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 digital copy of the complete inventory, and
 - Bag and Box list data to be submitted should be mapped into the ASM database template and clearly identified as separate tables, easily distinguishable from other data submissions.
 - Tables can be submitted as a Microsoft Access database or Excel spreadsheets as long as they are consistent with the ASM database template.
 - Acid-free bag tags can be directly generated from this database.
 - Any specialized analysis database tables can be submitted within the same database if appropriate metadata are provided.
- An ASM Site Card(s), an ASM Site Card Update(s), an AZSITE Entry Module, and shapefiles (see also, *Submitting ASM Site Cards and ASM Site Card Updates to the Archaeological Records Office* for additional information).
 - An *ASM Site Card Update* for each previously recorded ASM site in the project area (including sites not relocated).
 - *ASM Site Card Update*
 - <https://statemuseum.arizona.edu/crm/document/asm-site-card-update>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached

- The AZSITE Entry Module does not support incorporation of ASM site updates to the AZSITE database. Use the ASM Site Card Update referenced above when updating ASM sites.
 - Additionally, do not use the full ASM Site Card or an internal site documentation form to update ASM sites.
 - An *ASM Site Card* **or** AZSITE Entry Module to document newly recorded ASM sites
 - ASM Site Card requirements
 - <https://statemuseum.arizona.edu/crm/documents/asm-site-card>
 - One digital copy with all appropriate maps attached
 - One hard copy with all appropriate maps attached
 - AZSITE Entry Module requirements
 - One digital copy of the completed Entry Module
 - One digital PDF of an ASM Site Card for each ASM site documented in the AZSITE Entry Module, with all appropriate maps attached.
 - One hard copy of ASM Site Card output for each ASM site documented in the AZSITE Entry Module, with all appropriate maps attached.
 - Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset.

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

- Mail project submission materials to the REPO. See the *Mailing Address* section for mailing address and instructions.
- In-person drop-off to the Repository.
 - Archaeological Repository, Arizona State Museum, South Building
 - Call 520-621-0699 to arrange drop-off

Step 3: If artifacts and accompanying documentation are to be submitted, ARO and Repository Personnel will review all Phase 1 project components. ARO and Repository 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, and reconciliation invoices from the ARO are settled, Repository personnel will be in contact to schedule a date for the delivery of Phase 2 project materials. If no artifacts and accompanying documentation will be submitted, review of all submitted materials will be reviewed at this point.

- 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
 - Revision worksheet, listing corrected errors for reference
 - Request for Revisions.
 - Email stating the review outcome
 - Revision 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:

- Completed ASM paperwork, as appropriate,
 - A *Project Registration Form* (final, approved)
 - <https://statemuseum.arizona.edu/crm/document/project-registration-form>
 - One hard copy
 - A *Box Summary*
 - <https://statemuseum.arizona.edu/crm/document/box-summary>
 - One hard copy
 - A *Bulk Material Inventory Form*
 - <https://statemuseum.arizona.edu/crm/document/bulk-material-inventory-form>

- One hard copy
 - A *Catalog Specimen Inventory Form*
 - <https://statemuseum.arizona.edu/crm/document/catalog-specimen-inventory-form>
 - One hard copy
 - A *Certificate of Repatriation Compliance*
 - <https://statemuseum.arizona.edu/crm/document/certificate-repatriation-compliance>
 - One hard copy
 - A Signed *Deed-of-Gift* for any collections from private land
 - <https://statemuseum.arizona.edu/crm/document/deed-of-gift>
 - Two hard copies
 - The donor shall receive a signed copy that can be used as a receipt for tax records.
- The Final Report,
 - Three hard copies, bound.
- All sites investigated must have ASM site numbers assigned.,
 - The number must be recorded on the Bag Tags in full (with ASM suffix).
 - Example: AZ BB:13:17(ASM)
 - To request an ASM site number, see the *Requesting an ASM Site Number* procedure and checklist.
- Digital Images,
 - See 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
 - One hard copy
- A Hard copy of field notes,
- A Complete Artifact Bag Inventory,
 - Include a hard copy box inventory with each box
 - A finalized, digital copy of the complete inventory will already have been submitted prior to delivery.
- Boxes of all artifacts and samples being transferred as part of the transaction, and
 - Partial transfers will not be accepted.
- 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 – 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).
 - Bag tags can be generated directly from accompanying database tables.
 - 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 printed on card stock with complete provenience information printed out.
 - Each bag tag should include: Site number, Bag/FN/FS/SP number, Feature number, Grid, Stratum, Level, Depth, Excavation date, and Crew ID.
 - If submitting handwritten bag tags:
 - Original bag tags should be transcribed onto acid-free cardstock.
 - Note: legible handwriting/printing is critical!
 - Artifact Boxes and Box Labels
 - Use the ASM box label form:
 - <https://statemuseum.arizona.edu/crm/document/box-label>

- Box labels should be in an adhesive-backed plastic sleeve, attached to the short side of the box.
 - Contact Repository personnel for boxes, box label sleeves, and/or assistance. See the *Mailing Address* and *Contact ASM Personnel* section for contact information.
 - Archival boxes are 10" x 12" x 15" and made of archival polypropylene.
 - Use boxes supplied by the ASM Repository. Contact Repository personnel for boxes and/or assistance. See *Contact Information* section for guidance on contacting Archaeological Repository personnel.
- Box Submission Order
 - 1) Bulk Material in boxes
 - grouped by ASM site number, then material class
 - all oversized bulk material should be placed at the end of the sequence
 - 2) Oversized Bulk Material
 - grouped by ASM site number, then material class
 - all oversized bulk material should be placed at the end of the sequence
 - 3) Catalog specimens
 - 4) Oversized Catalog specimens
 - 5) Paper and Digital Archives
 - 6) Oversized Maps

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

- That all project submission 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/crm/document/project-submission-delivery-review>

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 company will be notified and requested to check on discrepancies.
 - Paper archives are inventoried and prepared for transfer to the ASM Archive.
 - 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
 - Revision worksheet, listing corrected errors for reference
 - Request for Revisions.
 - Letter requesting revisions
 - Revision 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 company 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 issues.

REPATRIATION OFFICE

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

All Burial Agreement applications initiated under A.R.S. §§ 41-844 and 41-865 are submitted to the Repatriation Office (RO). Each Burial Agreement 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. All documents must be submitted to the RO in both hard copy and digital format.

General Burial Agreement (any portion located on State land)

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Expedited services are available for General Burial Agreement applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of Burial Agreement is required.

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 Burial Agreement application materials to the RO as digital and hard copies. Submission instructions are listed below. The RO will not process a Burial Agreement application until all materials have been received both digitally and in print:

- *Burial Agreement Application*,
 - <https://statemuseum.arizona.edu/crm/document/burial-agreement-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
- A copy of the treatment plan.
 - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum*:
 - https://statemuseum.arizona.edu/crm/document/repatriation_office_general_work_plan_addendum
 - For projects to be conducted under a project-specific treatment plan, submit a copy of the project-specific treatment plan (see checklist for details).
 - https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
 - Please note: if the Burial Agreement application is accompanying an AAA permit application, one copy of the project-specific treatment plan may accompany both applications.

For projects to be conducted under the following General Burial Agreements, please also include confirmation from the appropriate municipality that this project is allowed to use the specified General Burial Agreement.

- City of Phoenix
 - Include a City of Phoenix Burial Agreement Request Form *or* email confirmation from Laurene Montero (Laurene.Montero@phoenix.gov).
- City of Tempe
 - Include an email confirmation from John Southard (John_Southard@tempe.gov).
- Pima County
 - Include an email confirmation from Ian Milliken (Ian.Milliken@pima.gov).

To submit application materials:

- Email the completed Burial Agreement materials to the centralized email account. (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.
- If the Burial Agreement application is accompanying an AAA permit application, mail hard copy application materials to the PO. Please ensure that both applications are submitted as part of the same package. See the *Mailing Address* section for mailing address and instructions.
- If the Burial Agreement application is not accompanying an AAA permit application, mail hard copy application materials to the RO. See the *Mailing Address* section for mailing address and instructions.

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

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

Step 6: Project Initiation.

- Email the following materials to the claimant tribe(s) designated in the Burial Agreement, and cc the RO (contact information for the claimant tribe(s) and RO personnel will be listed in the Burial Agreement):
 - A Signed ‘*General Burial Agreement Signature Page*,’
 - Included with the Burial Agreement provided by the 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 an original, signed ‘*General Burial Agreement Signature Page*’ to the RO (contact information for the RO will be listed in the Burial Agreement).
 - Included with the Burial Agreement provided by the RO
- Mail a copy of the signed ‘*General Burial Agreement Signature Page*’ to the claimant tribe(s) designated in the Burial Agreement (contact information for the claimant tribe(s) will be listed in the Burial Agreement).
 - Included with the Burial Agreement provided by the RO

Step 7: If Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the Burial Agreement.

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

Standard Burial Agreement (any portion located on state land)

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Expedited services are available for Standard Burial Agreement applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of Burial Agreement is required.

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 Burial Agreement application materials to the RO as digital and hard copies. See the submission instructions below. The RO will not process a Burial Agreement application until all materials have been received both digitally and in print:

- A *Burial Agreement Application*,
 - <https://statemuseum.arizona.edu/crm/document/burial-agreement-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
- A copy of the treatment plan.
 - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum*:
 - https://statemuseum.arizona.edu/crm/document/repatriation_office_general_work_plan_addendum
 - For projects to be conducted under a project-specific treatment plan, submit a copy of the project-specific treatment plan (see checklist for details).
 - https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
 - Please note: if the Burial Agreement application is accompanying an AAA permit application, one copy of the project-specific treatment plan may accompany both applications.

To submit application materials:

- Email the completed Burial Agreement materials to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.
- If the Burial Agreement application is accompanying an AAA permit application, mail hard copy application materials to the PO. Please ensure that both applications are submitted as part of the same package. See the *Mailing Address* section for mailing address and instructions.
- If the Burial Agreement application is not accompanying an AAA permit application, mail hard copy application materials to the RO. See the *Mailing Address* section for mailing address and instructions.

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

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

Step 6: Project Initiation.

- Email the following materials to the claimant tribe(s) designated in the Burial Agreement, and cc the RO (contact information for the claimant tribe(s) and the RO will be listed in the Burial Agreement):
 - A signed *Acceptance of 'Standard Burial Agreement: Contractor Instructions and Procedures,'*

- Included in the Burial Agreement provided by the RO
 - A signed ‘*Conditions for the Treatment and Disposition of Human Remains and Funerary Objects,*’
 - Included in the Burial Agreement 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 Burial Agreement also include:**
 - The completed *Project Information* spreadsheet, and a
 - Provided along with the Burial Agreement by the RO
 - Signed ‘*Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony.*’
 - Included in the Burial Agreement provided by the RO
- Mail the following materials to the RO (contact information for the RO will be listed in the Burial Agreement).
 - An original, signed ‘*Acceptance of Standard Burial Agreement: Contractor Instructions and Procedures.*’
 - Included in the Burial Agreement provided by the RO
 - An original, signed ‘*Conditions for the Treatment and Disposition of Human Remains and Funerary Objects.*’
 - Included in the Burial Agreement provided by the RO
 - **For projects to be conducted under the Gila River Indian Community Standard Burial Agreement also include** an original, signed ‘*Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony.*’
 - Included in the Burial Agreement provided by the RO
- Mail the following materials to the claimant tribe(s) designated in the Burial Agreement—contact information for the claimant tribe(s) will be listed in the Burial Agreement.
 - A copy of the signed ‘*Acceptance of Standard Burial Agreement: Contractor Instructions and Procedures.*’
 - Included in the Burial Agreement provided by the RO
 - A copy of the signed ‘*Conditions for the Treatment and Disposition of Human Remains and Funerary Objects.*’
 - Included in the Burial Agreement provided by the RO
 - **For projects to be conducted under the Gila River Indian Community Standard Burial Agreement also include** a copy of the signed ‘*Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony.*’
 - Included in the Burial Agreement provided by the RO

Step 7: If Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the Burial Agreement.

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

Project-specific Burial Agreement (any portion located on State land)

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- We are no longer able to offer Project-specific Burial Agreements as an expedited service until further notice.
- Use the guidance within the ASM Request Quote for Services website when determining which type of Burial Agreement is required.

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 Burial Agreement application materials to the RO as digital and hard copies. See the submission instructions below. The RO will not process a Burial Agreement application until all materials have been received both digitally and in print:

- *Burial Agreement Application*,
 - <https://statemuseum.arizona.edu/crm/document/burial-agreement-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
- A copy of the treatment plan.
 - For projects to be conducted under a general work plan, submit the *Repatriation Office General Work Plan Addendum*.
 - https://statemuseum.arizona.edu/crm/document/repatriation_office_general_work_plan_addendum
 - For projects to be conducted under a project-specific treatment plan, submit a copy of the project-specific treatment plan (see checklist for details).
 - https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
 - Please note: if the Burial Agreement application is accompanying an AAA permit application, one copy of the project-specific treatment plan may accompany both applications.

To submit application materials:

- Email the completed Burial Agreement materials to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.
- If the Burial Agreement application is accompanying an AAA permit application, mail hard copy application materials to the PO. Please ensure that both applications are submitted as part of the same package. See the *Mailing Address* section for mailing address and instructions.
- If the Burial Agreement application is not accompanying an AAA permit application, mail hard copy application materials to the RO. See the *Mailing Address* section for mailing address and instructions.

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

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

- RO personnel will consult with the appropriate tribe(s) in order to designate a lead claimant or claimants.
- RO personnel will generate a draft Burial Agreement, in consultation with the appropriate tribes.

- Copies of the draft Burial Agreement will be transmitted to the claimant tribe(s), the client, and the project proponent to review and provide comments (typically a 30-day review period is designated).
- Following receipt of comments, RO personnel will generate a final Burial Agreement and assign a case number. These materials will be transmitted to the tribes, the client, and the project proponent by the RO. Please note that the Burial Agreement will not go into effect until *Step 6* (Project Initiation) is complete.

Step 6: Project Initiation.

- Email the following materials to the claimant tribe(s) designated in the Burial Agreement, and cc the RO (contact information for the claimant tribe(s) and the RO will be listed in the Burial Agreement):
 - A signed Burial Agreement,
 - 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 Burial Agreement.
- Mail an original, signed *Burial Agreement* to the RO (contact information for the RO will be listed in the Burial Agreement).
- Mail a copy of the signed *Burial Agreement* to the claimant tribe(s) designated in the Burial Agreement—contact information for the claimant tribe(s) will be listed in the Burial Agreement.

Step 7: If Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the Burial Agreement.

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

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

All Burial Agreement applications initiated under A.R.S. §§ 41-844 and 41-865 are submitted to the Repatriation Office (RO). Burial Agreements for projects located entirely on private land are not subject to normal rates and fees. However, expedited service can be added to any request. Each Burial Agreement 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. All documents must be submitted to the RO in both hard copy and digital format.

General Burial Agreement (private land only)

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Expedited services are available for General Burial Agreement applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of Burial Agreement is required.
- It is not required to formally request a Project Registration if only requesting a Burial Agreement for a project that is located entirely on private land. However, if you or your client wants the report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project to be curated at ASM, then the Project Registration appropriate for the scope of the project should be selected in the quote request and the associated costs must be paid. If a Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please see Step 3 for more information.

Step 2: The quote request is reviewed by ASM personnel. If no additional services are requested, ASM personnel will verify the client would like to proceed with the requested service and no quote will be issued because there is no charge for this service. If, however, any additional services (e.g., Project Registration, expedited service) are requested, a quote is emailed to the requestor. Once the quote is approved by the requestor, an invoice is issued.

Step 3: Submit the completed Burial Agreement application materials to the RO as digital and hard copies. See the submission instructions below. The RO will not process a Burial Agreement application until all materials have been received both digitally and in print:

- *Burial Agreement Application*,
 - <https://statemuseum.arizona.edu/crm/document/burial-agreement-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,
- *Repatriation Office Private Land Addendum* form.
 - https://statemuseum.arizona.edu/crm/document/repatriation_office_private_land_addendum
- For projects to be conducted under the following General Burial Agreements, please also include confirmation from the appropriate municipality that this project is allowed to use the specified General Burial Agreement, and
 - City of Phoenix
 - Include a City of Phoenix Burial Agreement Request Form *or* email confirmation from Laurene Montero (Laurene.Montero@phoenix.gov).
 - City of Tempe
 - Include an email confirmation from John Southard (John_Southard@tempe.gov).
 - Pima County
 - Include an email confirmation from Ian Milliken (Ian.Milliken@pima.gov).
- 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 Burial Agreement materials to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.
- Mail hard copy application materials to the RO. See the *Mailing Address* section for mailing address and instructions.

Step 4: If any revisions or clarifications are required, you will be contacted by RO personnel. If the service request does not require revisions or clarifications and does not include any additional services, the Burial Agreement application will be scheduled once all forms are received and the client has confirmed the desire to proceed with the requested service. If the service request includes any additional services, the Burial Agreement application review will be scheduled once the invoice is paid and forms are received.

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

Step 6: Project Initiation.

- Email the following materials to the claimant tribe(s) designated in the Burial Agreement, and cc the RO (contact information for the claimant tribe(s) and RO personnel will be listed in the Burial Agreement):
 - A signed *General Burial Agreement Signature Page*,
 - Included with the Burial Agreement provided by the RO
 - A digital copy of the *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 Agreement Signature Page* to the RO (contact information for the RO will be listed in the Burial Agreement):
 - Included with the Burial Agreement provided by the RO
- Mail a copy of a signed *General Burial Agreement Signature Page* to the claimant tribe(s) designated in the Burial Agreement (contact information for the claimant tribe(s) will be listed in the Burial Agreement)
 - Included with the Burial Agreement provided by the RO

Step 7: If Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the Burial Agreement.

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

Standard Burial Agreement (private land only)

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Expedited services are available for Standard Burial Agreement applications.
- Use the guidance within the ASM Request Quote for Services website when determining which type of Burial Agreement is required.
- It is not required to formally request a Project Registration if only requesting a Burial Agreement for a project that is located entirely on private land. However, if you or your client wants the report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project to be curated at ASM, then the Project Registration appropriate for the scope of the project should be selected in the quote request and the associated costs must be paid. If a Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please see Step 3 for more information.

Step 2: The quote request is reviewed by ASM personnel. If no additional services are requested, ASM personnel will verify that the client would like to proceed with the requested service. No quote will be issued because there is no charge for this service. If, however, any additional services (e.g., Project Registration, expedited service) are requested, a quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed Burial Agreement application materials to the RO as digital and hard copies. See the submission instructions below. The RO will not process a Burial Agreement application until all materials have been received both digitally and in print:

- A *Burial Agreement Application*,
 - <https://statemuseum.arizona.edu/crm/document/burial-agreement-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,
- *Repatriation Office Private Land Addendum* form, and
 - https://statemuseum.arizona.edu/crm/document/repatriation_office_private_land_addendum
- 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 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 Burial Agreement materials to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.
- Mail hard copy application materials to the RO. See the *Mailing Address* section for mailing address and instructions.

Step 4: If any revisions or clarifications are required, you will be contacted by RO personnel. If the service request does not require revisions or clarifications and does not include any additional services, the Burial Agreement application will be scheduled once all forms are received and the client has confirmed the desire to proceed with the requested service. If the service request includes any additional services, the Burial Agreement application review will be scheduled once the invoice is paid and forms are received.

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

Step 6: Project Initiation.

- Email the following materials to the claimant tribe(s) designated in the Burial Agreement, and cc the RO (contact information for the claimant tribe(s) and RO personnel will be listed in the Burial Agreement):
 - A signed *Acceptance of Standard Burial Agreement: Contractor Instructions and Procedures*,
 - Included in the Burial Agreement provided by the RO
 - A signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*,
 - Included in the Burial Agreement provided by the RO
 - A digital copy of the *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, and
 - **For projects to be conducted under the Gila River Indian Community Standard Burial Agreement also include:**
 - The completed *Project Information* spreadsheet, and
 - Provided along with the Burial Agreement by the RO
 - A signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (if appropriate—please refer to the provided Burial Agreement for more detailed instructions).
 - Included in the Burial Agreement provided by the RO
- Mail the following materials to the RO (contact information for the RO will be listed in the Burial Agreement):
 - An original, signed *Acceptance of Standard Burial Agreement: Contractor Instructions and Procedures*,
 - Included in the Burial Agreement provided by the RO
 - An original, signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, and
 - Included in the Burial Agreement provided by the RO
 - **For projects to be conducted under the Gila River Indian Community Standard Burial Agreement also include** an original, signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (if appropriate—please refer to the provided Burial Agreement for more detailed instructions).
 - Included in the Burial Agreement provided by the RO
- Mail the following materials to the claimant tribe(s) designated in the Burial Agreement (contact information for the claimant tribe(s) will be listed in the Burial Agreement):
 - A copy of signed *Acceptance of Standard Burial Agreement: Contractor Instructions and Procedures*,
 - Included in the Burial Agreement provided by the RO
 - A copy of signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*, and
 - Included in the Burial Agreement provided by the RO
 - **For projects to be conducted under the Gila River Indian Community Standard Burial Agreement also include** a copy of signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony* (if appropriate—please refer to the provided Burial Agreement for more detailed instructions).
 - Included in the Burial Agreement provided by the RO

Step 7: If Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the Burial Agreement.

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

Project-specific Burial Agreement (private land only)

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- We are no longer able to offer Project-specific Burial Agreements as an expedited service until further notice.
- Use the guidance within the ASM Request Quote for Services website when determining which type of Burial Agreement is required.
- It is not required to formally request a Project Registration if only requesting a Burial Agreement for a project that is located entirely on private land. However, if you or your client wants the report and any other materials (i.e., photos, artifacts, ASM site cards, etc.) generated from the project to be curated at ASM, then the Project Registration appropriate for the scope of the project should be selected in the quote request and the associated costs must be paid. If a Project Registration is not requested, an ASM Accession Number is still required for internal tracking purposes. Please see Step 3 for more information.

Step 2: The quote request is reviewed by ASM personnel. If no additional services are requested, ASM personnel will verify that the client would like to proceed with the requested service. No quote will be issued, because there is no charge for this service. If, however, any additional services (e.g., Project Registration, expedited service) are requested, a quote is emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 3: Submit the completed Burial Agreement application materials to the RO as digital and hard copies. See the submission instructions below. The RO will not process a Burial Agreement application until all materials have been received both digitally and in print:

- *Burial Agreement Application*,
 - <https://statemuseum.arizona.edu/crm/document/burial-agreement-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,
- *A Repatriation Office Private Land Addendum* form, and
 - https://statemuseum.arizona.edu/crm/document/repatriation_office_private_land_addendum
- 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 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 Burial Agreement materials to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.
- Mail hard copy application materials to the RO. See the *Mailing Address* section for mailing address and instructions.

Step 4: If any revisions or clarifications are required, you will be contacted by RO personnel. If the service request does not require revisions or clarifications and does not include any additional services, the Burial Agreement application will be scheduled once all forms are received and the client has confirmed the desire to proceed with the requested service. If the service request includes any additional services, the Burial Agreement application review will be scheduled once the invoice is paid and forms are received.

Step 5: Once the invoice is paid and all application materials have been provided, the Burial Agreement application will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

Step 6: Once the Burial Agreement application has been approved, the RO personnel will begin drafting the Burial Agreement. Please note that project-specific Burial Agreements are negotiated on a case-by-case basis. The Burial Agreement negotiation process is as follows:

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

Step 7: Project Initiation.

- Email the following materials to the claimant tribe(s) designated in the Burial Agreement, and cc the RO (contact information for the claimant tribe(s) and RO personnel will be listed in the Burial Agreement):
 - Signed Burial Agreement,
 - A digital copy of the *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 Burial Agreement.
- Mail an original, signed Burial Agreement to the RO (contact information for the RO will be listed in the Burial Agreement).
- Mail a copy of the signed Burial Agreement to the claimant tribe(s) designated in the Burial Agreement (contact information for the claimant tribe(s) will be listed in the Burial Agreement).

Step 8: If Remains or Funerary Objects are disturbed over the course of the project, follow the protocols laid out in the Burial Agreement.

Step 9: When the project has been concluded, follow the instructions listed in *Submitting Burial Agreement Project Materials upon Conclusion of a Project*.

SUBMITTING BURIAL AGREEMENT PROJECT MATERIALS UPON CONCLUSION OF A PROJECT

If Human Remains or Other Protected Cultural Items Were Discovered:

The materials that must be submitted to the Repatriation Office and to the claimant tribe(s) upon the conclusion of a project covered by a Burial Agreement are listed below. All forms should be filled out completely and include all required attachments. Digital submission 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.

Step 1: Submit a *Project Submission Update: Burial Agreement* form to request Invoice 2.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- One digital copy
- Email a completed *Project Submission Update: Burial Agreement* form to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Contact Information* section for guidance on using the centralized email account.
- 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 is located entirely on private land, please submit the *Project Submission Update: Burial Agreement* form. There will be no need for an Invoice 2, if no other services were requested of ASM.

Step 2: Once Invoice 2 is paid, submit the following materials to the RO:

- A Report of Remains,
 - Guidance is provided on the *Minimum Requirements and Checklist for Reports of Remains Submitted to the Arizona State Museum for Work Conducted Under a Burial Agreement* document, available on the ASM website:
 - <https://statemuseum.arizona.edu/crm/document/report-of-remains-checklist>
- Transfer Documentation, and
 - Provide a digital and a hard copy of the 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.
- **For work conducted under an AAA permit submit a copy the project Final Report for review by the RO and a hard copy of the project Final Report may be submitted to the PO.** See the *Mailing Address* section for mailing address and instructions.

Step 3: Once the invoice is paid and all materials have been provided, the submitted materials will be reviewed. If any revisions or clarifications are required, you will be contacted by RO personnel.

- If there is any variance in Final variables recorded in the *Project Submission Update: Burial Agreement* from the actual project materials submitted to ASM, a reconciliation invoice will be issued along with the Request for Revisions.

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

- Report of Remains,
- Transfer Documentation, and
- **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 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 Burial Agreement, send a copy of the *Arizona Antiquities Act Project-specific Permit and Burial Agreement End-of-Year Summary Report* to the claimant Tribe and cc the RO.

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

The materials that must be submitted to the Repatriation Office and to the claimant tribe(s) upon the conclusion of a project covered by a Burial Agreement if no human remains or other protected cultural items were discovered are listed below. All forms should be filled out completely and include all required attachments. Digital submission 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.

Step 1: Submit a *Project Submission Update: Burial Agreement* form to indicate that a project is ready for submission.

- <https://statemuseum.arizona.edu/crm/document/project-submission-update-form>
- One digital copy
- Email a completed *Project Submission Update: Burial Agreement* form to the centralized email account (asm_crm@email.arizona.edu) to request Invoice 2. See the *Contact Information* section for guidance on using the centralized email account.
- 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: Submit Communication of No Discoveries to the RO and to the claimant tribe(s) upon conclusion of the project:

- Email the RO and the tribe, according to the contact protocols in the Burial Agreement, communicating that the project is concluded, and no discoveries were made over the course of the project.

Step 3: **For work conducted under an AAA permit, complete the following additional process:**

- Submit the project Final Report for review to the Permits Office, and
- Upon approval of the Final Report, submit a digital and hard copy to the claimant tribe(s) using the contact information provided in the Burial Agreement.
 - Copy the RO on all email transmissions.

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

VALUE ADDED SERVICES

SUBMITTING A REQUEST FOR A CULTURAL RESOURCES SUMMARY LETTER FOR NON-ARCHAEOLOGISTS

All requests for Cultural Resources Summary Letters (CRSL) are submitted to ASM's Arizona Antiquities Act Permits Office (PO). Each CRSL request to the 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: Initiate a request through the ASM Request Quote for Services website.

- The standard turnaround time is 30 days from when both payment and the form are received.
- Expedited services are available.
- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>

Step 2: Email a completed *Cultural Resources Summary Letter for Non-archaeologists Request* form to the centralized email account (asm_crm@email.arizona.edu). See the *Contact Information* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/cultural-resources-summary-letter-non-archaeologists>
- Attach an aerial photograph or USGS 7.5-minute topographic map depicting the project area. Do not submit construction or engineering maps.

Step 3: Once the invoice is paid and the form and aerial photograph/map are received, research will be scheduled.

Step 4: CRSL results delivery

- The CSRL is delivered electronically, in Adobe PDF format, unless the client requests otherwise.

REQUESTING DOCUMENTS FROM THE ARCHAEOLOGICAL RECORDS OFFICE

Each request for documents from the 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 in the ARO for all AAA Permit Holders and 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://uavpr.arizona.edu/ASM/quoterequest/index.php>

Step 2: Email a completed *Document Request* form to the centralized email account (asm_crm@email.arizona.edu) immediately after the request has been made through the ASM Request Quote for Services website. See Mailing Address section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/aro-document-request>

Step 3: When the quote request is received, a customized quote is created by ASM personnel and emailed to the requestor. Once the quote is approved, an invoice is issued.

Step 4: If the Document Request is large and time-intensive, once the quote is approved, ASM personnel will contact the requestor with the schedule for project deliverables. Once the schedule is approved, an invoice is issued.

Step 5: Once the invoice is paid, the Document Request service will be scheduled. ARO personnel typically deliver requested documents within 2-10 business days, depending on the volume and complexity of requests.

Step 6: Document delivery.

- If the document contains information about ASM sites or projects located on Tribal land, a paper copy will be mailed to the requestor, using information provided on the *Document Request* form.
- All other documents are delivered in Adobe PDF format, via the ARO's Box account, unless the client requests otherwise.

REQUESTING RECORDS RESEARCH FOR ARCHAEOLOGISTS

Each Records Research for Archaeologists request from 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 in the ARO for all AAA Permit Holders and 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://uavpr.arizona.edu/ASM/quoterequest/index.php>

Step 2: Email a completed *Records Research for Archaeologists* form and shapefiles of the research area to the centralized email account (asm_crm@email.arizona.edu) immediately after the request has been made through the ASM Request Quote for Services website. See the *Contact Information* section for guidance on using the centralized email account.

- <https://statemuseum.arizona.edu/crm/document/records-research-request-form>

Step 3: When a quote request is received, using supplied shapefiles and the completed *Records Research for Archaeologists* form, a customized quote is 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 is approved, an invoice is 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: Records Research results delivery.

- If the requested research area encompasses ASM sites or projects located on tribal lands, a paper copy will be mailed to the requestor, using information provided on the *Records Research for Archaeologists* form.
- All other materials are delivered in Adobe PDF format, via the ARO's Box account, unless the client requests otherwise.

SUBMITTING PROJECTS UNDER A PRE-JULY 1, 2018 FEE STRUCTURE

If a project was registered before 1 July 2018 and received an ASM Accession Number, it likely falls under an older fee structure. If the project registration and curation fees were paid before 1 July 2018, curation fees for work conducted under an AAA Project-specific Permit for collections not curated at ASM were almost certainly paid at the beginning. If this is the case, submit project materials to the appropriate Mandated Programs office with a cover letter explaining the project status.

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

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

- <https://uavpr.arizona.edu/ASM/quoterequest/index.php>
- Include the *ASM Accession Number* in the *Project Details* section of the website.
 - If this is an 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 *Project Details* section of the website.
- Within the *Project Description* field at the top of the webpage, include any information that is relevant to creating a customized quote for the appropriate fee structure. This will ensure that all needed variables are accounted for in the customized quote.
 - If submitting a non-collection survey, include the total gigabytes of digital photos to be submitted.
 - If submitting records for a collection survey, monitoring, or testing/data recovery project that is curated at ASM, minimally include the total gigabytes of digital photos to be submitted. If the Repository Agreement predates 2005, additional information may be required to create the customized quote.
- Select the type of project to be submitted under *Project Registration*.
- Select only the services that are needed at this point in the submission process.
 - For example, if submitting project materials for a Monitoring project to be curated at ASM, and the project already has an AAA permit, there is no need to request this service again.

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. See the table below for guidance on the offices that receive each project type.

Receiving Office	Application or Materials to Submit
Archaeological Records Office	Non-collection Survey
Archaeological Repository	Collection Survey, Monitoring, Testing/Data Recovery <i>Artifacts and accompanying documentation curated at ASM</i>
Arizona Antiquities Act Permits Office	Collection Survey, Monitoring, Testing/Data Recovery <i>Artifacts and accompanying documentation not curated at ASM</i>
Repatriation Office	Burial Agreement