



**GUIDELINES FOR CONDUCTING RESEARCH
IN THE ARCHAEOLOGICAL RECORDS OFFICE**

The Archaeological Records Office (ARO) offers two types of appointments for conducting your own research:

(1) **virtual appointments** and (2) **in-office appointments**.

1. During a **virtual appointment**, you will conduct your research remotely using ARO map photos, a list of ASM sites and projects, and a site history spreadsheet. These deliverables are based upon information you provide and will be transferred to you digitally via Box by ARO personnel. If there are any ASM sites or projects in your research area, then you should complete your research via an in-office appointment to review documents or by using ASM’s Document Request service.
2. During an **in-office appointment**, you will conduct your research in person using ARO maps, requesting an ASM sites and projects list and a site history spreadsheet, provided by ARO personnel. You may review in-office documents, as needed. The document review portion of your visit will be self-directed.

	Virtual Appointment	In-office Appointment
Location	Remote	ARO
Cost	Free	Free
Size limit for research area.	Three (3) 7.5’ quadrangle maps <i>and</i> ten (10) sections	None
Consult ARO USGS 7.5’ quad maps for the current ASM site boundaries that intersect your research area.	✓	✓
Receive a list of projects held by ASM and ASM sites that intersect the Townships, Ranges, and Sections (TRs) of your research area.	✓	✓
Receive a site history (list of projects that have recorded an ASM site) for ASM sites that intersect your research area.	✓	✓
Consult ASM documents—Project Registration Forms (PRFs), reports, and ASM site cards—for projects and sites that intersect your research area.	✗	✓
Ask ARO personnel questions about sites and projects that intersect your research area.	✓	✓

Schedule an appointment

1. Send an email to the ASM centralized email account (asm_crm@email.arizona.edu). Use the subject heading **ARO Appointment**. If you have questions, please call 520-621-4011.
2. When requesting your appointment, indicate whether you would like a virtual or an in-office appointment.
3. For virtual appointments, provide the following details:
 - a. your institution’s name and the internal project number for your research area;
 - b. a list of the USGS 7.5’ quad maps where your research area is located (inclusive of any research buffer);
 - c. a list of the TRs where your research area is located (inclusive of any research buffer);
 - d. a map of your research area (plotted on a USGS 7.5’ quad map and inclusive of any research buffer); and
 - e. whether your research area (inclusive of any research buffer) includes Tribal land.

For large research areas that will require multiple virtual appointments, you may request all of the appointments in a single email, as long as it is clear which USGS 7.5’ quad maps and TRs go with each appointment. Please see *"Is there a size limit for research areas?"* under Frequently Asked Questions, below.
4. For in-office appointments, please provide the following details:
 - a. your institution’s name and the internal project number(s) for your research area(s), and approximately how much time will be needed for the appointment.

**Office hours for appointments**

1. Tuesday through Thursday from 9:30 AM to 4:00 PM, with closure for lunch from 12:00 - 1:00 PM.
2. ARO is closed during all University of Arizona (UA) closures and holidays:
https://hr.arizona.edu/sites/default/files/Holidays_2019-2024.pdf

FREQUENTLY ASKED QUESTIONS**Who can make an appointment?**

1. Arizona Antiquities Act (AAA) Permit Holders and other professional archaeologists within the same institution;
2. Non-AAA Permit Holders who have been approved to access ARO records.

To apply, submit an *Archaeological Records Use Agreement*. Instructions are on the form:

<https://statemuseum.arizona.edu/crm/document/records-use-agreement>

Which type of appointment should I choose?

You might prefer to start your research with a virtual appointment if:

1. you are not based in the Tucson area;
2. your research area is small; and/or
3. your research area is large but you have time to receive your research materials over multiple appointments.

You might prefer to start your research with an in-office appointment if:

1. you have a large research area; and/or
2. you have multiple research areas to cover during a single appointment.

Is there a size limit for research areas?

For in-office appointments, there is no size limit for research areas.

For virtual appointments, there is a size limit for research areas. Typically, within the time allocated for a virtual appointment, ARO can accommodate a research area based on *both* of the following limits:

1. three USGS 7.5' quad maps (but see below); *and*
2. ten sections.

In some cases, it may be possible for ARO to accommodate small research areas comprising no more than ten sections on more than three USGS 7.5' quad maps (e.g., a small research area that falls at the intersection of multiple maps). Large research areas that exceed these limits must be split into multiple virtual appointments. ARO may not be able to accommodate back-to-back appointments for large research areas when demand is high.

How do virtual appointments work?

For most projects, a virtual appointment will be a four-step process:

1. When requesting your appointment, send information about your research area (see *Schedule an appointment*).
2. On the day of your appointment, ARO will send the following research materials as Deliverable #1:
 - a. photographs of ARO USGS 7.5' quad maps showing your research area's TRSs; and
 - b. a list of projects and ASM sites that intersect the TRSs in your research area.
3. Using Deliverable #1, you should compile a list of ASM sites for which you would like site histories and email it to ARO. At this stage, ask ARO any questions about the ASM site numbers or site boundaries on the map photos.
4. After receiving your list of sites, ARO will send Deliverable #2:
 - a. a site history spreadsheet, listing the projects that have recorded each ASM site.

If ARO receives your list of ASM sites before 2:00 PM on the day of your appointment, ARO will send the site histories the same day, and this marks the end of your appointment. If you send your list of ASM sites after 2:00 PM on the day of your appointment, ARO will schedule another appointment for this request.

Most virtual appointments will need to be followed up with an in-office appointment to review documents, or by using the Document Request service.

**During a virtual appointment, how will I receive my research materials (Deliverables #1 and #2)?**

ARO will deliver your research materials (Deliverables #1 and #2) via UA's secure Box account unless your research area includes Tribal lands. For research areas that intersect Tribal lands, ARO will mail photographs of the relevant USGS 7.5' quad maps on a CD or as hard copies.

During a virtual appointment, how should I use my research materials (Deliverables #1 and #2)?***When you receive Deliverable #1:***

1. Check the USGS 7.5' quad map photographs to see whether any ASM sites intersect your research area and ask ARO for histories for those sites.
2. Please note the following about the list of projects and ASM sites that intersect your research area's TRSs:
 - a. The list will not include projects or sites that have not yet been submitted to ASM.
 - b. Not all projects and ASM sites on this list will intersect your research area. For example, if your research area covers the eastern half of Township 1N Range 1E Section 1, the list will also include projects and sites in the western half of Township 1N Range 1E Section 1. Consult ASM's reports and site cards to determine which projects and sites are relevant to your research area.
 - c. Due to incomplete TRS location data in the ARO database, you should also request a site history spreadsheet (list of projects that have recorded an ASM site) for each ASM site within your research area. Site histories do not rely on location data and may provide you with additional information.

While you are waiting for Deliverable #2:

1. Use the ASM Library and Archives' online catalog, LARC, to find report citations for the projects that intersect the TRSs where your research area is located. For more information about LARC, see the *How do I use ASM's Library and Archives Online Catalog* FAQ.

When you receive Deliverable #2:

1. Use LARC to look up report citations for any additional projects that appear in the site history spreadsheet. LARC may also help you to find testing, excavation, and monitoring projects that have updated the ASM sites in your research area but have not yet been linked to those sites in the ARO database, which contains mostly non-collection survey data.
2. If you are an AZSITE user, check AZSITE for:
 - a. site and project shapefiles; and
 - b. scanned PRFs and ASM site cards.

Please see the AZSITE website for more information: <http://azsite3.asurite.ad.asu.edu/Azsite/index.html>

3. Make a list of all PRFs, reports, and ASM site cards that you need to consult to complete your research and either:
 - a. schedule an in-office appointment to view these documents, free of charge; or
 - b. use ARO's Document Request service to obtain scans of these documents for a fee. Download the Document Request form and instructions from the ASM website (<https://statemuseum.arizona.edu/crm>) and submit an online quote request (<https://uavpr.arizona.edu/ASM/quoterequest/index.php>).

Please note that site cards consulted in person at ARO will be "as is." If an update has not yet been added to a site card, you should consult the report in which that update is described. Site cards provided by the Document Request service are reviewed by ARO prior to delivery and include all updates. If you would like to consult a report that is located in another ASM office (e.g., Library and Archives, Repository), ARO staff will need additional time to retrieve that report.

How are virtual appointments different from the ARO Records Research for Archaeologists service?

The research materials provided during virtual appointments provide you with a starting point for your research.

1. Virtual appointments, like in-person appointments, are available free of charge.
2. You must determine whether all of the projects and ASM sites in Deliverable #1 are relevant to your project.
3. You must look up the details (e.g., institution, project name) for each project that intersects your research area.



4. If applicable, you must create your own maps of the projects and previously recorded sites that intersect your research area.

The Records Research for Archaeologists service conducts the majority of your research for you.

1. The Records Research for Archaeologists service is available for a fee.
2. Records Research deliverables include only the projects and ASM sites that intersect your research area.
3. The list of projects and sites provided as a Records Research deliverable includes some details (e.g. institution, project name) about each project that intersects your research area.
4. If requested, ARO will create maps of the projects and sites that intersect your research area.
5. Download the Records Research for Archaeologists form and instructions from the ASM website (<https://statemuseum.arizona.edu/crm/document/records-research-request-archaeologists>) and submit an online quote request for this service (<https://uavpr.arizona.edu/ASM/quoterequest/index.php>).

What should I bring with me to an in-office appointment?

We suggest that you bring the following items:

1. a map of your project area plotted on a USGS 7.5' (1:24,000-scale) topographic quad map;
2. a list of the quad name(s) and number(s) for your research area; and
3. a list of the Townships, Ranges, and Sections (TRSs) that your research area intersects.

You may also wish to bring the following:

1. a phone, camera, or handheld scanner for photographing/scanning ARO maps and documents (see the *May I photograph, scan, or photocopy ARO maps and documents during an in-office appointment?* FAQ); and/or
2. a notebook or laptop for taking notes.

May I photograph, scan, or photocopy ARO maps and documents during an in-office appointment?

The use of non-flash photography and handheld document scanners that do not make contact with ARO documents is allowed. Photocopying and flatbed scanners are not allowed. Scans of ASM documents can be obtained for a fee through the ARO Document Request service.

Can I consult a report that is located in another ASM office during an in-office appointment?

If you need to consult a report that is located in another ASM office (e.g., Library and Archives, Repository), then you must request it in advance of your appointment or return at a later date. ARO staff need additional time to retrieve reports from other offices, and it may not be possible to fulfill last-minute requests.

How do I use ASM's Library and Archives Online Catalog (LARC)?

For the majority of the reports in ASM holdings, citation and report location information are available free of charge by consulting the ASM Library and Archives' online catalog, LARC: <http://larc.asmaa.arizona.edu>.

Reports are searchable by AZProj number and/or ASM Accession number. Below are some tips for searching LARC:

1. For projects with AZProj numbers dated 2003 and later, the AZProj and ASM Accession numbers are the same. Projects dated 2002 and earlier may have only an AZProj number or only an ASM Accession number. If a project dated 2002 or earlier has both, then the two numbers will be different. LARC records will distinguish between these numbers in the call number(s) listed at the bottom of the record.
2. Do not zero-fill AZProj and ASM Accession numbers (i.e., use YYYY-123 instead of YYYY-0123). For ASM Accession numbers, omit the AP- prefix (i.e., use YYYY-123 instead of AP-YYYY-123). Some older ASM Accession numbers may be formatted with only two digits in the year (YY-123).

Some projects are not easily searchable by AZProj or ASM Accession number in LARC. If you cannot find a project in LARC, contact ARO for assistance with the citation. If you have additional questions about how to use LARC, the ASM's Library and Archives team can provide more information:

email: larc@email.arizona.edu; website: <https://statemuseum.arizona.edu/visit/collections/library-and-archives>.