|  |
| --- |
| ***To be filled out by ASM Personnel.*** |
| **Section 1. Client and Project Information**  |
|  | a. ASM Job No.: |  |
|  | b. ASM Accession No.: |  |
|  | c. Institution: |  |
|  | d. Project name: |  |
|  | e. Project number:  |  |
|  | f. Project type: | *Select all that apply:* [ ]  Collection survey [ ]  Monitoring [ ]  Testing/excavation |
|  |
| **Section 2. Project Submission Pre-check Outcome:** |
| *Review outcomes for project submission elements that are part of Phase 1 Pre-check:** *Repository personnel review the Digital Inventory*
* *ARO personnel review ASM Site Cards and equivalent submissions, and Project Registration Form*
* *A digital copy of the Final Report is required to enable review of ASM Site Cards or equivalent AZSITE submission and Project Registration Form. If a report has already been approved by the Arizona Antiquities Act Permits Office, it will not be reviewed again.*
 |
|  | *Final (Y/N)* | *REPO verified* | *ARO verified* |
| a. New ASM Site Card ***or*** equivalent AZSITE submission |  | *N/A* |  |
| b. ASM Site Card Update |  | *N/A* |  |
| c. Digital copy of completed Project Registration Form |  |  |  |
| d. Digital copy of Final Report |  |  | *N/A* |
| e. Digital Inventory of artifact boxes and bags |  |  | *N/A* |
|  |
| **Section 3. Delivery Information:** |
|  | a. Scheduled delivery date |  |
|  | b. Delivery time |  |
|  | c. Delivery contact name |  |
|  | d. Delivery contact phone number |  |
|  |
| **Section 4. Quantities of Project Materials Reviewed on Day of Delivery** *(Digital images reviewed in Phase 3)***:** |
|  | **PSU Final** | **Verified** |  | **PSU Final** | **Verified** |
| a. Half-boxes of artifacts |  |  | c. Linear inches of documentation |  |  |
| b. Cataloged objects |  |  | f. Oversized objects |  |  |
|  |
| g. Fee structure type: [ ]  Pre-July 1, 2018 [ ]  Post- July 1, 2018  |
| h. Is there a material difference to be addressed?[ ]  Yes [ ]  No  |
|   |
| **Section 5. Preliminary Review by Repository Personnel on Delivery Date:** |
| a. All paperwork/forms present and filled out completely? |  |  |  |
|  | 1. *Project Registration Form* (final, approved) | [ ]  Yes  | [ ]  No  |  |
|  | 2. *Archive Inventory Form* | [ ]  Yes  | [ ]  No  |  |
|  | 3. *Digital Image Data Sheet* | [ ]  Yes  | [ ]  No  |  |
|  | 4. *Box Summary Inventory Form* | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 5. *Bulk Material Inventory Form* | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 6. *Catalog Specimen Inventory Form* | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 7. *Archaeological Samples Inventory Form* | [ ]  Yes  | [ ]  No  | [ ]  NA |
| b. Does project have bags of faunal material? | [ ]  Yes  | [ ]  No  |  |
|  | If yes, *Certificate of Collections Review Compliance* required | [ ]  Yes  | [ ]  No  | [ ]  NA |
| c. Were specimens released for external analysis (e.g., radiocarbon dates)? | [ ]  Yes  | [ ]  No  |  |
|  | If yes, *Specimens Released for Analysis Form* required | [ ]  Yes  | [ ]  No  | [ ]  NA |
| d. Is project area located on private land?  | [ ]  Yes  | [ ]  No  |  |
|  | If yes, a signed *Deed-of-Gift* required | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  |  |  |  |
| e. Archives check |  |  |  |
|  | 1. Three hard copies of each final project report | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 2. Field notes | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 3. Descriptions/list of identified features | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 4. Field photo log | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 5. Laboratory or analysis records | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 6. CD containing photos, other digital files | [ ]  Yes  | [ ]  No  | [ ]  NA |
|   |  |  |  |
| f. Boxes containing artifacts meet current ASM Repository archival standards? | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  |  |  |
| g. Artifact boxes labelled with ASM box label, completely filled out? | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  |  |  |
| h. Artifact boxes are in correct order *(ASM site > Material Class > provenience)?* | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  |  |  |
| i. Boxes selected for artifact bag tag inspection *(other boxes thoroughly checked in Phase 3 review)*: |  |
|  | 1. Artifact bag tags meet archival standards? | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 2. All artifact bag tags include: |  |  |  |
|  |  | a. ASM Accession Number | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | b. ASM Site Number | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | c. Bag/FN/FS/SP number | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | d. Unit ID | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | e. Feature number | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | f. Additional provenience subset (e.g., Trench No.) | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | g. Horizontal provenience control (e.g., coordinates) | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | h. Vertical provenience control (e.g., depth, stratum, level) | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | i. Excavation date | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  |  | j. Crew ID | [ ]  Yes  | [ ]  No  | [ ]  NA |
|  | 3. Comments on artifact bag tags? |  |  |  |
|  |  |  |
|   |
| **Section 6. Repository Personnel Comments/Notes Regarding Project Submission** |
|  |  |
| **Section 7. Results of Preliminary Review by Repository Personnel** |
|  | [ ]  Approved, delivery accepted |
|  | [ ]  Approved, minor revisions needed, delivery accepted  |
|  | [ ]  Not approved, delivery not accepted  |
|  |  |  |  |
|  | Repository personnel conducting Phase 2 review (Print Name) |  |  |
|  |  |  |  |
|  | Repository personnel conducting Phase 2 review (Signature) |  | Date |
|  |
|  | **Please note:**ASM Repository personnel will review submitted materials for accuracy and compliance with standards outlined in *Requirements for the Preparation of Archaeological Project Collections for Submission to the Arizona State Museum* and *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:** <https://statemuseum.arizona.edu/crm/document/repository-manual>
* <https://statemuseum.arizona.edu/crm/document/mandated-programs-procedures-checklist>

Repository personnel are striving for a complete review of the project submission within 30 days. However, the time to complete our review is dependent on the size of the collection and number of issues encountered. Repository personnel will be in touch as soon as possible with the complete review outcome. |
|  |