



THE UNIVERSITY OF ARIZONA

# ARIZONA STATE MUSEUM

Arizona State Museum  
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## MEMORANDUM

To: Entities Issued an Arizona Antiquities Act (AAA) Permit

From: Shannon Plummer, M.A.

AAA Administrator / Permits Office Manager  
520-621-4795 / [splummer@arizona.edu](mailto:splummer@arizona.edu)

Date: 28 February 2022

RE: Site visit documentation

This memo serves as a reminder that a visit to a site located on state lands (as defined in A.R.S. §41-844) to determine its current condition is considered archaeological survey and thus requires an AAA permit. As long as no collections are made, such site visits may be conducted under an organization's AAA Blanket Permit.

The Rules Implementing A.R.S. § 15-1631 and § 41-841, *et seq.*, The Arizona Antiquities Act, Policy 8-201(A), define "survey" as "an activity with the purpose of locating, identifying, and evaluating archaeological or paleontological sites without causing any disturbance of the ground." Additionally, Policy 8-203(C) states that "survey may be conducted with different levels of intensity as appropriate to research goals and management requirements."

Standard blanket permit procedures must be followed, including:

- a. submitting a Notification of Intent to Survey;
- b. writing a Management Report that meets the criteria of the Rules and *Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps*;
- c. Digital photos submitted in accordance with the *Policy and Procedures Regarding Digital Images of Work Conducted under an Arizona Antiquities Act Permit*; and
- d. Submission of ASM site cards (new recordings and updates) that meet the criteria of the *ASM Site Recording Manual and Submission Procedures and Checklists for Cultural Resources Management Services* guide. Please note that ASM Site Card updates and a photo must be submitted for every site visited, including the area where a previously recorded site could not be relocated.

Feel free to contact me with any permit-related questions.

If you have questions about Site Cards, please contact ASM's Archaeological Records Office: Karen Leone, [kleone@email.arizona.edu](mailto:kleone@email.arizona.edu), 520-621-1271.