



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 Twilling, M.A.
AAA Administrator / Permits Office Manager
520-621-4795 / twilling@email.arizona.edu

Date: 11 June 2020

RE: Concurrent Reviews and Arizona State Museum (ASM)

Below are a set of guidelines clarifying ASM's role in the agency concurrent review process. Please circulate this memorandum as appropriate throughout your organization.

- CRM companies can request that an agency include ASM in concurrent review. However, the agency is not obligated to do so.
- If concurrent review is requested, ASM reviews the draft treatment plan or report only. ASM concurrent review does not extend to review of other project materials such as the Project Registration Form, photos, or site cards.
- After review, if needed, ASM will send a request for revisions to the agency and the agency will pass the request for revisions along to the contractor.
- If ASM has no request for revisions, the contractor may or may not know that ASM has been included in concurrent review. CRM companies are responsible for communicating with their clients or with agencies to know which parties were included in concurrent review.
- When ASM is not included in concurrent review by the agency, CRM firms (or their clients) are welcome to send one paper copy and one electronic copy of the draft report to Shannon Twilling, the ASM Arizona Antiquities Act (AAA) Administrator, with a cover letter that clearly states the review situation (i.e., that the draft report is currently under concurrent review that has not included ASM but review by ASM is requested).
- If the request does not come from an agency, ASM cannot guarantee a 30-day review turnaround. In such cases, turnaround time depends on staff availability. At this time, ASM does not review reports for work conducted under AAA blanket permits (i.e., survey reports) in advance of final submission to ASM, unless a particular survey report is part of a concurrent agency review process.
- If concurrent review does *not* occur, ASM reviews treatment plans and reports in the following manner:
 - Treatment plans and reports for work conducted under AAA project-specific permits are reviewed **before** final submission to ASM.

- Reports of work conducted under AAA blanket permits are reviewed **after** final submission to ASM.
- Contact ASM's Permits Office with questions about reviews of documents related to work conducted under project-specific AAA permits:
Shannon Twilling, twilling@email.arizona.edu, 520-621-4795
- Contact ASM's Archaeological Records Office with questions about reviews of documents related to work conducted under AAA blanket permits:
Karen Leone, kleone@email.arizona.edu, 520-621-1271.