



INSTRUCTIONS FOR COMPLETING A DOCUMENT REQUEST

Section 1. General Information

a. ASM Job No. (Quote Reference ID):	<i>The tracking number automatically generated when a quote is requested from the ASM Request Quote for Services website (e.g. 001234).</i>
b. Date Requested:	<i>The date the request is submitted to the Archaeological Records Office.</i>
c. Institution:	<i>Company, agency, or institution conducting work.</i>
d. Project Number:	<i>The project number your company, agency, or institution assigned to the project.</i>
e. Project Name	<i>The project name your company, agency, or institution assigned to the project.</i>
f. Request Submitted by (Name):	<i>The person making this request.</i>
g. Requestor's Email:	<i>The email address of the person making this request.</i>
h. Requestor's Mailing Address:	<i>The mailing address of the person making this request.</i>
i. Additional Recipient Name(s) (Optional):	<i>The name(s) of additional qualified individuals covered under your institution's Archaeological Records Office Records Use Agreement to whom the Document Request should be sent.</i>
j. Additional Recipient Email(s) (Optional):	<i>The corresponding email address(es) of additional qualified individuals covered under your institution's Archaeological Records Office Records Use Agreement to whom the Document Request should be sent.</i>

Section 2. Project Registration Forms

AZProj or ASM Accession Number (one per cell; please add rows as appropriate)

Example of AZProj Number: 2001-10	Example of ASM Accession Number: AP-2001-145	

Section 3. ASM Site Cards

ASM Site Number (one per cell; please add rows as appropriate)

AZ U:9:165(ASM)		

Section 4. Reports (See Section 5a for information on obtaining document information.)

<i>AZProj or ASM Accession Number</i>	<i>Bibliographic Citation (as complete as possible)</i>
Example of report with AZProj Number: 2001-10	Kahldahl EJ (2001) <i>Assessment of the visual effect of a proposed communications tower at Rural Road and University Drive in Tempe, Arizona.</i> Letter Report No. 2001.006. Tucson: Old Pueblo Archaeology Center.
Example of report with ASM Accession Number: AP-2001-145	Jackman Jensen K, Lerner S and DeMaagd H (1996) <i>Archaeological testing at the Elias-Rodriguez House, Tempe, Maricopa County, Arizona.</i> Tempe: Archaeological Consulting Services.
Example of ASIF document: ASIF-AZU09062ASM-001	Additional Site Information File (ASIF) for AZ U:9:62(ASM), National Register Nomination - Our Lady of Mount Carmel Catholic Church



Section 5. Please Note

a. Additional Instructions for Completing Sections 2-4

- i. Document Requests typically comprise Project Registration Forms, ASM site cards, and reports. It may also be possible to request some other archival documents (e.g. field notes, manuscript drafts) held by the ASM. To discuss a Document Request consisting of archival documents prior to submitting your online quote request and Document Request form, contact us using the email address and subject heading listed below.
- ii. For the majority of our reports, citation information is available in the ASM Library and Archives' online catalogue, LARC: <http://larc.asmua.arizona.edu>
- iii. The reports are searchable by AZProj number and/or ASM Accession number. Below are some tips for using LARC to search for report citations:
 - 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.
 - 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).

b. Contact the Archaeological Records Office regarding Document Requests:

- Email Document Request questions to: **asm_crm@email.arizona.edu**
- Use this subject heading in the email: **Document Request**