



INSTRUCTIONS FOR RECORDS RESEARCH REQUESTS FOR ARCHAEOLOGISTS

Section 1. General Information

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| 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>Project number your company, agency, or institution assigned to the project</i> |
| e. Project Name: | <i>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 to whom the Records Research results should be sent</i> |
| j. Additional Recipient Email(s) (Optional): | <i>The corresponding email address(es) of additional qualified individuals to whom the Records Research results should be sent</i> |

Section 2. Research Area

- a. Include shapefiles (or KML files) for the research area (project area and/or buffered research area).
- Shapefiles must contain three related files with the file extensions .shp, .shx, and .dbf. They may also contain additional related files with the file extensions .prj, .cpg, .sbn, .sbx, and/or .shp.xml. If your shapefile does not include a .prj (projection metadata) file, please let us know which coordinate system the shapefile uses.
 - KML (Keyhole Markup Language) files may be sent as an alternative to shapefiles, and should have the file extension .kml or .kmz. KML files should include the research area as a polygon (vector) layer, not as a raster.
 - If the Records Research request includes a buffered research area, submit shapefiles or KML files for both the unbuffered project area and the buffered research area, either separated into two files or combined into a single file with two polygons. When both the unbuffered and buffered areas are provided, the list of ASM sites and archaeological projects in ASM collections will distinguish which sites and projects intersect each of the areas.
- b. List the size of the research area: _____ square miles
- If the research area includes a buffer, please include that in this measurement.
- c. List one Township, Range, and Section that the research area intersects: T _____ R _____ S _____

Section 3. Select Deliverables

- List and detailed spreadsheet of ASM sites and archaeological projects in ASM collections that intersect the research area (*Required*)
- PDF map(s) of ASM sites that intersect the research area, depicted at a 1:24,000 scale on a USGS 7.5' quadrangle (*Optional*)
- PDF maps(s) of archaeological projects in ASM collections that intersect the research area, depicted at a 1:24,000 scale on a USGS 7.5' quadrangle (*Optional*)

If applicable:

- Maps are being ordered for a previously completed Records Research for Archaeologists request

List the previous ASM Job No.:

Section 4. Please Note

- a. Contact the Archaeological Records Office regarding Records Research for Archaeologists requests:
- Email Records Research questions to: **asm_crm@email.arizona.edu**
 - Use this subject heading in the email: **Records Research**