

ASM Archaeological Records Use Agreement

Archaeological Records Office
Arizona State Museum
The University of Arizona
P.O. Box 210026
Tucson, AZ 85721-0026
520-621-4011
azsite@email.arizona.edu

Date _____

Institution _____

Contact name _____ Position _____

Address _____

(Street/post office box)

City/State/ZIP _____

Phone _____ FAX _____ e-mail _____

Reason for using AZSITE/ASM Archaeological Records:

____ Contract archaeological project ____ Academic research
____ Avocational research ____ Other: Explain: _____

Where will the information be used?

____ Contract Report or File ____ Publication ____ Thesis/dissertation
____ Other academic paper ____ Other: Explain: _____

If your or your institution does not hold an annual Arizona Antiquities Permit or an annual AZSITE Database User Agreement, please submit a curriculum vitae for yourself and a brief statement of your reason for using the Archaeological Records Office at ASM:

By signing below, or by accepting receipt of photocopied documents, you signify that you understand the confidential nature of the information contained in these records and agree to the following conditions to protect the confidentiality of ASM Archaeological Records.

For questions or comments contact Beth Grindell, 520-626-8757.

I agree to insure that all representatives of my company or agency who have access to these documents abide by the rules.

1. I understand that the Archaeological Records Office is open by appointment only and that I need to call for an appointment.
2. I understand that the records in the Archaeological Records Office are compiled from various sources and that while ASM attempts to confirm data accuracy at time of its submission to the files, no guarantees as to accuracy or completeness are made. I further understand that it is my responsibility, if I find inaccuracies, to report them in writing to the Archaeological Records Office, Arizona State Museum.
3. I understand that in order to obtain electronic data from the AZSITE database I must have a valid AZSITE user agreement (form available at <http://azsite.asu.edu>).
4. I agree not to distribute or disclose specific site location information in public documents or make this information available to unauthorized individuals within or outside of my institution or agency without the authorization of the land manager. I understand that if my agency/institution is required to maintain public records they will be maintained in a way that does not disclose confidential information pursuant to ARS 39-125 and the Freedom of Information Act.
5. I understand and acknowledge that many of the archaeological and historic properties maintained in the ASM Archaeological Records Office are under the jurisdiction, ownership, or control of other agencies such as state and federal agencies, private individuals, and tribal governments and may be afforded additional levels of legislative protection related to the restrictions on cultural resource information, as exclusions from the Freedom of Information Act. I agree to obtain all necessary tribal, state, or federal permits as appropriate. I agree to use Archaeological Records information only in compliance with applicable tribal, municipal, county, state, and federal laws and regulations, including, but not limited to, the National Historic Preservation Act, 36CFR800; the Archaeological Resource Protection Act of 1979 [16USC470aa et seq.]; the State Historic Preservation Act (ARS §41-861 through §41-865); and ARS 39-125 (effective August 21, 1998).
6. I understand that on completion of this project it is my responsibility to insure that unnecessary records containing sensitive information are destroyed or returned to ASM.
7. I agree to report any unauthorized use of or access to Archaeological Records information to Beth Grindell or Rick Karl, (Arizona State Museum, 520-621-1271).
8. I understand that access to materials contained in the Archaeological Records Office does not constitute permission to enter onto or conduct archaeological investigations on any of the lands for which cultural resource records are maintained in the Inventory. I further understand that it is my responsibility to consult with appropriate state, federal, or tribal land managers, or private property owners, before instituting any archaeological or cultural resource investigations on, or related to, their lands and that I should forward copies of the products of such research to appropriate land managers or property owners.
9. I understand that my institution will be held responsible for misuse of ASM Archaeological Records data by any of its employees. I understand that evidence of failure to comply with the above conditions and misuse of this agreement will result in immediate suspension of all privileges to use or get access to Archaeological Records information and may result in legal action against the individual or agency responsible for the misuse of these data.

Signature of applicant: _____

Date: _____