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| **Section 1. Client and Project Information** | | | | | | | | | | |
|  | a. ASM Job No.: | | | |  | | | | | |
|  | b. ASM Accession No.: | | | |  | | | | | |
|  | c. Institution: | | | |  | | | | | |
|  | d. Project name: | | | |  | | | | | |
|  | e. Project number: | | | |  | | | | | |
|  | f. Project type: | | | | *Select all that apply:*  Collection survey  Monitoring  Testing/excavation | | | | | |
|  | g. Date submitted for review: | | | |  | | | | | |
|  | | | | | | | | | | |
| **PHASE 1 – Project Submission Pre-check** | | | | | | | | | | |
| *Please be advised:*   * *This form should accompany only submissions for which the ASM Archaeological Repository is the curation facility.* * *Phase 1 project submission should be initiated only if the report has been finalized.* * *If a project is conducted under an Arizona Antiquities Act (AAA) Permit, the report should be reviewed and approved by the AAA Permits Office before project materials are submitted to the ASM Archaeological Repository.* * *If a Phase 1 project submission for work conducted under an AAA Permit is received by the ASM Archaeological Repository and the report has not yet been reviewed and approved by the AAA Permits Office, Repository personnel will not be able to review the submission and will refer the client to the AAA Permits Office for further guidance. Upon approval of the report by the AAA Permits Office, the client will be responsible for informing Repository personnel if a revised submission will be forthcoming or if the ASM Archaeological Repository can proceed with the project materials as originally submitted.* | | | | | | | | | | |
| **Section 2: Identify the pre-submission materials to be submitted to the Archaeological Repository.** | | | | | | | | | | |
| *Required elements of a project submission may vary. Submit all digital components on a CD accompanied by hard copy components to the Archaeological Repository 30 days in advance of an anticipated delivery date for the rest of the collection. See Section 4g for additional submission information.* | | | | | | | | | | |
|  | a. Hard Copy: | | | | | |  | |  |  |
|  |  | | i. Cover letter stating the submission intent, ASM Job No., Accession No. | | | | Yes | | No | NA |
|  |  | | ii. Archaeological Repository Project Submission Review form | | | | Yes | | No | NA |
|  |  | | iii. New ASM Site Card with attached maps | | | | Yes | | No | NA |
|  |  | | iv. ASM Site Card Update with attached maps | | | | Yes | | No | NA |
|  | b. Digital copies submitted on a CD: | | | | | |  | |  |  |
|  |  | | i. Archaeological Repository Project Submission Review form | | | | Yes | | No | NA |
|  |  | | ii. New ASM Site Card ***or*** equivalent AZSITE submission | | | | Yes | | No | NA |
|  |  | | iii. ASM Site Card Update | | | | Yes | | No | NA |
|  |  | | iv. Digital copy of completed Project Registration Form | | | | Yes | | No | NA |
|  |  | | v. Digital copy of Final Report | | | | Yes | | No | NA |
|  |  | | vi. Digital Inventory of artifact boxes and bags | | | | Yes | | No | NA |
|  |  | | | | | |  | |  |  |
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|  | c. Will artifacts and accompanying documentation be submitted as part of the project materials in Phase 2 delivery? *(Select one)* | | | | | | | | | |
|  | Yes | | | *If yes,* the items listed in Sections 2a and 2b will be reviewed prior to scheduling a delivery date. ASM Repository personnel will be in touch as soon as possible regarding the review outcome. Once all submitted items are approved, ASM Repository personnel will be in touch to schedule a delivery date. | | | | | | |
|  |  | | |  | | | | | | |
|  | No | | | If *no*, submit all Phase 1 and Phase 2 project materials in a single delivery. Review of these materials will take place within 30 days of submission. See section 4g for delivery information. | | | | | | |
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| **PHASE 2 – Project Submission Delivery** | | | | | | | | | | |
| **Section 3. Specifically Identify Materials to be Submitted on the Delivery Date (\*indicates required element)** | | | | | | | | | | |
| a. Forms (check all that apply): | | | | | | | | | | |
|  |  | Hard copy of approved Project Registration Form\* | | | | Collections Released for Analysis Forms | | | | |
|  |  | Summary Inventory Form\* | | | | Certificate of Collections Review Compliance | | | | |
|  |  | Catalog specimen and bulk inventory forms\* | | | | Deed of Gift *(required if collection is* | | | | |
|  |  | Digital Image Data Sheet\* | | | | *from private land)* | | | | |
| b. Project Submission Inventory (check all that apply): | | | | | | | | | | |
|  | *Digital and Paper Documents* | | | | | | | | | |
|  |  | Three hard copies of each final project report\* | | | | Field or analysis maps\* | | | | |
|  |  | Digital images\* | | | | Laboratory or analysis records | | | | |
|  |  | Hard copy field notes\* | | | |  | | | | |
|  | *Objects to be Curated* | | | | | | | | | |
|  |  | Boxes of bulk artifacts (less than 40 pounds)\* | | | | Boxes of catalog artifacts (less than 40 pounds)\* | | | | |
|  |  | Oversized objects | | | | Artifacts and field bags labelled appropriately \* | | | | |
|  |  | Traditional photographic format and log, including negatives and contact prints | | | | | | | | |
| **Section 4. Please Note:** | | | | | | | | | | |
|  | a. Section 1a: ASM Job No. refers to the tracking number given at the time the quote is requested from the ASM Request Quote for Services website. It is also called the Job/Quote Reference ID.  b. Section 1c: Institution refers to the company, agency, or institution conducting work.  c. Section 2a and 2b: See *Requirements for the Preparation of Archaeological Project Collections for Submission to the Arizona State Museum*, and *Submitting ASM Site Cards and ASM Site Card Updates to the Archaeological Records Office* in the *Submission Procedures and Checklists for Cultural Resource Management Services Requested from the Arizona Antiquities Act Permits Office, Archaeological Records Office, Archaeological Repository, and Repatriation Office at the Arizona State Museum* for additional guidance on submitting these materials:   * <https://statemuseum.arizona.edu/crm/document/repository-manual> * <https://statemuseum.arizona.edu/crm/document/mandated-programs-procedures-checklist>   d. Section 2: A digital copy of the final report is required to enable review of ASM Site Cards or equivalent AZSITE submission and Project Registration Form. A *project submission should be initiated only if the report has been finalized. If a project is conducted under an Arizona Antiquities Act (AAA) Permit, the report should be reviewed and approved by the AAA Permits Office before project materials are submitted to the ASM Archaeological Repository.*  e. Section 2c: If artifacts are to be submitted, Repository personnel will be in contact to schedule a delivery date for project materials after Phase 1 review of the PRF, ASM site card submissions, and digital inventory is complete and approved, and reconciliation invoices from the ARO are settled. Phase 2 review will be conducted on the day of the delivery.  f. Project submission will be reviewed for accuracy and compliance with standards outlined in *Requirements for the Preparation of Archaeological Project Collections for Submission to the Arizona State Museum* and *Submission Procedures and Checklists for Cultural Resources Management Services Requested from the Arizona Antiquities Act Permits Office, Archaeological Records Office, Archaeological Repository, and Repatriation Office at the Arizona State Museum.* | | | | | | | | | |
|  | g. Submit hard copy components and CD containing digital project submission materials to: | | | | | | | Arizona State Museum  The University of Arizona Archaeological Repository 1013 E. University Blvd.  PO Box 210026  Tucson, AZ 85721-0026 | | |
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