POLICY AND PROCEDURES REGARDING DIGITAL IMAGES OF WORK CONDUCTED UNDER AN ARIZONA ANTIQUITIES ACT PERMIT

A.R.S. §41-842 and §41-844;
Rules Implementing A.R.S. §15-1631 and §41-841 et seq., The Arizona Antiquities Act

I. Policy

A. All digital images of work conducted under an Arizona Antiquities Act Permit, including those in reports, must be submitted to the repository identified on the permit as publishable-quality images.

B. Each report of work conducted under an Arizona Antiquities Act Permit must include:

1. at least one image of each new site that is identified during fieldwork;
2. at least one image of each previously recorded site that is visited during fieldwork; and
3. at least one image of each survey area in which no site was identified.

C. Each report of work conducted under an Arizona Antiquities Act Project-specific Permit must include:

1. images that support the written description or interpretation of features, artifacts, recording methods, analytic methods, and stratigraphic, associational, or environmental relationships; and
2. at least one image of each artifact that is destroyed by destructive analysis.

II. Procedures

A. Take images in TIFF at a minimum resolution of 300 ppi and a minimum of 8 x 10 inches.

B. Name images as the word “image” immediately followed by sequential numbering beginning with the number 1 (i.e., image1, image2, image3…imageX).

C. Use the ASM Digital Image Data Sheet to log images sequentially using the file names described in Section II(B).

D. Submit the images and the ASM Digital Image Data Sheet on a CD or DVD.

E. Do not submit personal, travel, duplicate, redundant, or poor quality (e.g., out-of-focus, bad exposure) images.