Archaeology Workshop Part II:
Working with Arizona State Museum
Mandated Programs and the Arizona Antiquities Act

Katie MacFarland, Ph.D. (Archaeological Records Office)
Shannon Twilling, M.A. (Permits Office)
Arthur Vokes, M.A. (Archaeological Repository)
Workshop Overview

Hour 1

• Discuss the quote website/invoice process
• ASM’s internal quote review process.
• Features of the ASM website
• Questions!

Hour 2

• Project submission process (ARO, Permits Office, Repatriation Office, Archaeological Repository)
• Review process
• Questions!
Workshop Goals

Hour 1

• Offer guidance on the new quote and invoice system implemented at ASM on July 1, 2018
• Increase understanding of the role of the Arizona Antiquities Act (AAA) to the quote and invoicing process
• Answer your questions

Hour 2

• Increase understanding of the project submission process to each office
• Increase understanding of the role of the AAA to the review process in each office
• Answer your questions
First Hour

Quoting/Invoicing Process and New ASM CRM website
ASM Request Quote for Services Website

All services must be initiated through this website

- [https://uavpr.arizona.edu/ASM/quoterequest/index.php](https://uavpr.arizona.edu/ASM/quoterequest/index.php)

- Only request services you need

- Unpaid project submissions under Pre-July 1, 2018 fee structure must be initiated through this website as well
Arizona Antiquities Act (AAA) Permits

Take Aways:

PD/PI Review
• Only needed if person not reviewed in that role for 5 years

AAA Blanket Permits
• Only include in quote request if do not already have this permit for the year

AAA Project-specific Permits
• Only needed if on State land
• Only needed if within an ASM site boundary
Project Registration: Non-collection Survey

Take Aways:

Number of linear inches
- Thickness of stack of paper to be submitted
- Minimum 1 inch

Digital Images
- See Digital Image Policy and Procedure, available on ASM website
- If project conducted on State land, minimum 1 photo of project area, if no ASM sites documented

New and Updated ASM sites
- Minimum 1 photo per ASM site (new & update)
Take Aways:

AAA Project-specific Permit
• Required for all monitoring projects located on State land within an ASM site

ASM sites
• See Monitoring outside ASM site boundary memorandum, available on ASM website
• Curation only required if within an ASM site boundary located on State land
• Minimum 1 ASM site update required for all monitoring projects

If not curated at ASM
• Minimum 1 inch of linear documents
Take Aways:

AAA Project-specific Permit
• Required for all excavation projects located on State land within an ASM site

ASM sites
• Curation only required if within an ASM site boundary located on State land
• All excavation projects curated at ASM require an ASM site
• Minimum 1 new ASM site or ASM site update required for all excavation projects curated at ASM, or located on State land

If not curated at ASM
• Minimum 1 inch of linear documents
Project Registration

No. ASM Accession Numbers Issued per Month

- Sum of ASM Accession Numbers
AAA Project-specific Permits and ASM Accessions for Non-collection Surveys Processed per Month
Request an ASM Site Number

Take Aways:

ASM Accession Number

• An ASM Accession Number is required if requesting a new ASM site number

• If a new ASM site number is needed, and the project does not already have an ASM Accession Number, include a Project Registration in the quote request

• If the project already has an ASM Accession Number, include this number (e.g., AP-2019-1234) in the “Project Name”

Expediting Available as of July 1, 2019

• See memorandum regarding this expediting service on the ASM website
Request an ASM Site Number

No. of ASM Site Numbers Issued per Month

- No. ASM Site Numbers Requested
- No. Requests
Document Requests & Records Research

Take Aways:

Document Requests

• ASM Site Cards and Project Registration Forms (PRFs) not yet available on the AZSITE website can be requested from the ARO

• Submit the completed Document Request form, available on the ASM website, for every request

• Use ASM Accession, and other ASM-specific numbers on the form, AZSITE-specific numbers are not searchable for ARO staff
Take Aways:

Records Research

• Submit the completed Records Research Request form, available on the ASM website, and shapefiles of the research area for every request

• Deliverables that can be requested: list of ASM sites and projects, PDF maps of ASM sites and projects

• Deliverables will include all projects that have been submitted to the ARO, but are not yet included in the AZSITE dataset

• Shapefiles of sites and projects, as they currently exist on AZSITE, can be requested from the AZSITE manager
No. Document Requests Completed per Month

- No. of Documents requested
- No. Requests

- Jul-18
- Aug-18
- Sep-18
- Oct-18
- Nov-18
- Dec-18
- Jan-19
- Feb-19
- Mar-19
- Apr-19
- May-19
Document Requests & Records Research

No. Records Research Jobs Completed per Month

- No. ASM Sites & Projects Researched
- No. Jobs Completed
Take Aways:

Website

- https://statemuseum.arizona.edu/crm

Where you can find:

- Current forms
- Information about each office
- State statutes
- FAQs
- Public notices
# Forms: RO and Repository

## Services
- Permits Office
- Archaeological Records Office
- State Repatriation Office
- Archaeological Repository
- Forms and Guidance
- AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

## Forms and Guidance

### Permits Office
- Archaeological Records Office
- Archaeological Repository

### Forms and Guidance
- 1. Box Label
- 2. Box Summary
- 3. Bulk Material Inventory Form
- 4. Catalog Specimen Inventory Form
- 5. Certificate of Repatriation Compliance
- 6. Deed of Gift
- 7. Destructive Analysis Instructions
- 8. Destructive Analysis Request
- 9. Digital Image Data Sheet
- 10. Fee Schedule
- 11. Photographic Material Sheet - Not for Digital Photos
- 12. Project Registration Form
- 13. Project Submission Update Form
- 15. Request for Access to Collections
- 16. Request for Repository Services Agreement
- 17. Research Loan Information
- 18. Research Loan Request
- 19. Specimens Release for Analysis Form
- 20. Summary of Project Instructions
- 21. Survey Material Inventory Form

### AZSITE
- Frequently Asked Questions
- State Statutes
- Public Notice, 2016-17

### ASM Policy Regarding Excavation of Human Remains on Private Land
- Burial Agreement Application
- Burial Agreement Application Instructions
- Burial Agreement Project Submission Update Form
- Burial Record Form
- Distinguishing Human from Non-Human Animal Bone
- Fee Schedule
- Guidelines for ARS § 41-844 and ARS § 41-865
- Osteology Recording Packet
Guidance Documents / Policies and Memos

Forms and Guidance

1. Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps
2. ASM Policy Regarding Excavation of Human Remains on Private Land
5. Rules Implementing A.R.S. § 41-865
6. SHPO Guidance for Use and Submittal of the Survey Report Summary Form
7. SHPO Survey Report Standards 2016

Services
Permits Office
Archaeological Records Office
State Repatriation Office
Archaeological Repository
Forms and Guidance
AZSITE

Frequently Asked Questions
State Statutes
Public Notice, 2016-17

Forms and Guidance

1. ASM policy: Qualifications of Principal Investigators (26 Nov 2014)
2. ASM policy: Qualifications of Project Directors (13 Jan 2015)
3. Memorandum: Reports and Submissions for an Arizona Antiquities Act Project-specific Permit (8 Jun 2013)
5. Memorandum: Monitoring Ground Disturbance Outside Site Boundaries (27 Jun 2017)
6. ASM policy: Historical Sites and Features (21 Jun 2017)
7. ASM policy: Digital Images (15 Feb 2019)
8. Changes to ASM Value-Added Service Fees, Effective 1 July 2019 (30 May 2019)

Services
Permits Office
Archaeological Records Office
State Repatriation Office
Archaeological Repository
Forms and Guidance
AZSITE

Frequently Asked Questions
State Statutes
Public Notice, 2016-17

Guidance Documents
State Statutes

The Arizona State Museum (ASM) preserves archaeological resources and is enabled by:

- A.R.S. § 15-1631
- A.R.S. § 41-841
- A.R.S. § 41-842
- A.R.S. § 41-843
- A.R.S. § 41-844
- A.R.S. § 41-865

The ASM administers four state statutes in the Arizona Antiquities Act (A.R.S. §41-841 et seq.) related to state lands and one state statute (A.R.S. §41-865) related to private lands:

- A.R.S. § 41-841 - Archaeological and vertebrate paleontological discoveries
- A.R.S. § 41-842 - Permits to explore
- A.R.S. § 41-843 - Prohibiting unnecessary defacing of site or object
- A.R.S. § 41-844 - Duty to report discoveries; disposition of discoveries; definitions
- A.R.S. § 41-865 - Disturbing human remains or funerary objects; rules; violation; classification; definitions

The statutes above are implemented through rules published in the Arizona Board of Regents Policy Manual, Chapter 8:

- Rules implementing A.R.S. § 15-1631 and § 41-841 et seq., the Arizona Antiquities Act
- Rules implementing A.R.S. § 41-865

Cultural resource violations in state statutes:

- A.R.S. § 13-3702 - Defacing or damaging petroglyphs, pictographs, caves or caverns
- A.R.S. § 13-3702.01 - Excavating certain sites, collecting specimens; classification
- A.R.S. § 41-845 - Unlawful reproduction of original archaeological specimen
- A.R.S. § 41-846 - Violation; classification

### Take Aways:

Includes answers to questions regarding:

- Online quote system
- ASM services
- AAA permits
- Burial agreements and discovery of human remains
- ASM repository
Questions?

RE:
Quoting/
Invoicing
Process
and
New ASM
CRM website
Second Hour

Project Submission and Review Processes
Project Submission Review

Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment plans, and Maps

Available now on the ASM website

https://statemuseum.arizona.edu/crm/document/aaa_minimum_requirements_checklist_reports_treatment_plans_maps
## Project Submissions: ARO

### Project Submission Checklist

#### Project Registration Form
- One digital copy
- One hard copy

#### Project Submission Update Form
- One digital copy
- One hard copy

#### Final Report
- One digital copy
- Two hard copies (one for ARO working copy, one for ASM archives)

#### Photo Archive
- Digital images
  - see ASM’s policy and procedure on submitting digital images on ASM website
- **Digital Image Data Sheet**
  - One digital copy

#### Hard copy field notes
- Electronic submission not accepted

#### Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset
- All in PCS, UTM, NAD 83, Zone 12N
- Templates available from the AZSITE manager
Project Submissions: ARO

Project Submission Checklist: Site Cards

**ASM Site Card OR AZSITE Entry Module** to document newly recorded ASM sites

- **ASM Site Card requirements**
  - One digital copy*
  - One hard copy*

- **AZSITE Entry Module requirements**
  - One digital copy of completed Entry Module
  - One digital PDF output of ASM Site Card for each ASM site documented in the AZSITE Entry Module*♦
  - One hard copy of ASM Site Card output from the AZSITE Entry Module*♦

**ASM Site Card Update** for previously recorded ASM sites in the project area (including sites not relocated)

- ASM Site Card Update
  - One digital copy *
  - One hard copy*

- **AZSITE Entry Module does not support incorporation of ASM site updates to the AZSITE database.** Use the ASM Site Card Update referenced above when updating ASM sites.

*all appropriate maps should be attached

♦ Forthcoming requirement that will be announced
All submitted pieces are reviewed by ASM staff for compliance with the AAA

- Our review checklists are generated from: (1) Rules Implementing the AAA, (2) ASM Site Recording Manual
- Maps are verified: (1) for accuracy against the ARO maps, (2) printed to-scale
- Only minor edits can be made by ARO staff, the rest will be included in a Request for Revisions

Three possible outcomes (currently)

No revisions
- Letter stating the outcome

Minor revisions, corrected by ARO
- Letter stating the outcome
- Revision worksheet, listing out errors for reference

Request for Revisions
- Letter requesting revisions
- Revision worksheet, identifying errors, comments, questions
Map review tool: we will literally be on the same page

*We plan to make this available to all AAA permit holders at the end of the summer*
Arizona Antiquities Act (AAA) Blanket Permits

- Submit signed, completed blanket permit application annually. Blanket permits are issued on a calendar year basis.
- If applicant institution currently holds an AAA permit, a quote request is not required for blanket permits.
- If applicant institution hasn’t been previously issued an AAA permit, submit a First-Time Applicant form with application.
- Blanket permit applications must be received by the Permits Office by December 1 to ensure blanket permit receipt by January 1 of the following year.
- An End-of-Year Summary Report must be submitted by 31 March of the following year. A template is available.
- If no work was conducted under a blanket permit, a letter indicating that fact will serve as the year-end report.
- Notifications of Intent to Survey (NOI)s and final project submission materials should be submitted to ASM’s ARO.
Arizona Antiquities Act (AAA) Project-specific Permit Applications:

For work being conducted under a general work plan, submit:

• A signed project-specific permit application.
• A PO General Work Plan Addendum form.
• USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated.

For work being conducted under a project-specific plan, submit:

• A signed project-specific permit application.
• A project-specific treatment plan (see checklist for details).
Additional information regarding project-specific permit applications:

- If project is not being curated at ASM, a copy of the signed repository agreement must be submitted with permit application materials.

- Review turnaround time is **up to 30 days**. Expedited reviews are available depending on ASM staff availability.

- Site boundaries depicted on maps must match what is on file at ASM's ARO.

- Should project details change over the course of the project (e.g. staff changes, project delays, etc.), submit an **AAA Permit Update Request** form.

- If project changes include deviations to the approved treatment plan, provide specific details and an updated map.

- All submittals are reviewed by PO staff for **compliance with the AAA**.
Project Director (PD) and Principal Investigator (PI) Qualifications Reviews

- Prior to submitting a quote request, contact the PO to ensure applicant hasn't been previously reviewed.

- If applicant has been previously reviewed and approved, AND has been listed on an AAA permit in the past 5 years, a re-review is not required.

- Review "ASM Policy on Qualifications for Project Directors" and "ASM Policy on Qualifications for Principal Investigators" to assist with application completion.

- To ensure the quickest review turnaround, make sure forms are completed in full. Listing "various" on forms in lieu of specific project information is considered an incomplete submission.

Submit the following for each individual:

- A Project Director Qualifications Application and/or Principal Investigator Qualifications Application.

- A current curriculum vitae.
Final Submission Checklist – only for projects NOT curated at ASM

**Project Registration Form**
- One digital copy
- One hard copy

**Project Submission Update Form**
- One digital copy
- One hard copy

**Final Report**
- One digital copy
- Two hard copies (one for ASM library working copy, one for ASM archives)

**Shapefiles** of the project and ASM site boundaries for inclusion in the AZSITE dataset.

**ASM Site Cards** see "Project Submission Checklist: Site Cards" slides above.

**Copy of Signed Receipt of Materials** from associated institution.

**Notes:**
- Submit a hard copy of draft final report to the PO for review BEFORE submitting final curation materials.
- Submit draft final for review BEFORE submitting request for invoice #2.
- If project is being curated at ASM, all final curation materials should be submitted directly to ASM's Repository.
Applications: Repatriation Office (RO)

Burial Agreement applications

For all Burial Agreements, submit:

• Burial Agreement Application
• USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated

For work conducted under a general work plan, also submit:

• RO General Work Plan Addendum form

For work conducted under a project-specific work plan, also submit:

• Hard copy and digital copy of treatment plan (see checklist for details).

NOTE:

• If a burial agreement and project-specific permit are being requested for the same project, submit both applications with a single copy of the treatment plan in same package to PO.
Project Initiation: RO

General Burial Agreements

Submit the below materials upon receipt of burial agreement and before beginning of project

- Email digital copies of the following to the claimant tribe(s) and "cc" the RO:
  - Signed general burial agreement signature page
  - Completed Project Information spreadsheet (Gila River Indian Community [GRIC] only)
  - RO General Work Plan Addendum form
  - USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated.

- Mail the following hard copies to the RO:
  - Original signed general burial agreement signature page

- Mail the following hard copies to the claimant tribe(s):
  - Copy of signed general burial agreement signature page
Submit the below materials upon receipt of burial agreement and before beginning of project

- Email digital copies of the following to the claimant tribe(s) and "cc" the RO:
  - Signed Acceptance of "Standard Burial Agreement: Contractor Instructions and Procedures"
  - Signed Conditions for the Treatment and Disposition of Human Remains and Funerary Objects
  - Signed Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony (GRIC only)
  - Completed Project Information spreadsheet (GRIC only)
  - Treatment plan
  - USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated.
Submit the below materials upon receipt of burial agreement and before beginning of project

- **Mail hard copies to the claimant tribe(s):**
  - Copy of signed *Acceptance of "Standard Burial Agreement: Contractor Instructions and Procedures"*
  - Copy of signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*
  - Copy of signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony (GRIC only)*
  - Completed Project Information spreadsheet (GRIC only)

- **Mail hard copies of the following to the RO:**
  - Original signed *Acceptance of "Standard Burial Agreement: Contractor Instructions and Procedures"*
  - Original signed *Conditions for the Treatment and Disposition of Human Remains and Funerary Objects*
  - Original signed *Addendum Outlining Conditions for the Treatment and Disposition of Sacred Ceremonial Objects and Objects of National or Tribal Patrimony (GRIC only)*
Project-specific Burial Agreements

Submit the below materials upon receipt of burial agreement and before beginning of project

• Email digital copies of the following to the claimant tribe(s) and "cc" the RO:
  • Signed burial agreement
  • Treatment plan
  • USGS 7.5-minute topographic map at 1:24,000 scale, neither enlarged nor reduced, of the project area and site(s) to be investigated

• Mail hard copies of the following to the RO:
  • Original signed burial agreement

• Mail hard copies of the following to the claimant tribe(s) and "cc" the RO:
  • Copy of signed burial agreement
Materials to submit upon conclusion of project

If Human Remains were discovered, provide the following materials to RO within 120 days of project completion:

• Submit to RO:
  • Draft Report of Remains (ROR) and final report for review
  • Once the ROR is approved, submit a hard copy and digital copy of approved document
  • Final report for review (if a project-specific permit was also received for this project, a single hard copy of the final report can be submitted to the PO).

• Email to claimant tribe(s) and "cc" RO:
  • Digital copy of final ROR
  • Digital copy of final, approved report
Materials to submit upon conclusion of project

If no Human Remains were discovered:

- Email the RO that no Human Remains were discovered and "cc" the claimant tribe(s)
- Submit to RO a hard copy of final report for review (if an AAA Project-specific Permit was also received for this project, a single hard copy of the final report can be submitted to the PO)
- Once final report is approved, provide a digital copy of report to claimant tribe(s) and "cc" RO
If both a project-specific permit and a burial agreement are being requested as part of the same project, submit materials in the below manner:

Before the project starts:
- All application materials should be submitted to the PO in the same envelope. A single copy of treatment plan (if applicable) needs to be included.
- Comments from both offices will be consolidated into a single document and emailed to the person listed as "permit contact".

Upon completion of the project:
- A single hard copy of the draft final report should be submitted to the PO.
- Comments from both offices will be consolidated into a single document and emailed to the person listed as "permit contact".

All other materials must be submitted to each individual office per their guidelines.
**Project Submissions: Repository**

**Project Submission Checklist**

**Project Registration Form**
- One digital copy
- One hard copy

**Project Submission Update Form**
- One digital copy
- One hard copy

**Final Report**
- One digital copy
- Three hard copies, bound (one for Repository working copy, one for ASM archives, one for ASM Library)

**Signed Deed of Gift if collection from Private land**
- One digital copy
- Form should be completely filled out

**Photo Archive**
- Digital images
  - see ASM’s policy and procedure on submitting digital images on ASM website
- Digital Image Data Sheet
  - One digital copy

**Hard copy field notes**
- Electronic submission not accepted
Project Submissions: Repository

Project Submission Checklist

ASM Site Numbers

• ASM site numbers are required for all sites investigated and submitted for curation

• ASM Site Card Update required for all sites investigated; see ARO checklist for submission guidelines

• If site has a non-ASM site number, a new ASM site number must be assigned, and an ASM Site Card (or AZSITE Entry Module) submitted; See ARO checklist for submission guidelines

Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset

• See ARO checklist for submission guidelines
Artifact Bags

- Every bag of artifacts/samples must be housed appropriately in plastic bags or containers
  - Polypropylene plastic bags (minimally 4 mil – Federal standards)
  - Artifacts should not be in contact with acidic materials
  - Do not use cotton in direct contact with objects (fibers will hook to surfaces)

- Bag tags can be generated directly from accompanying database tables

- Original paper bag labels should be segregated from the objects by inserting it in a smaller plastic bag. Do not put acid free bag tag in with the acidic label.
Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bag Tags

- Each bag must have an acid-free bag tag printed on card stock with complete provenience information printed out.

- Each bag tag should include:
  - Site number,
  - Bag/FN/FS/SP number
  - Feature number
  - Grid
  - Stratum
  - Level
  - Depth
  - Excavation date
  - Crew ID

Bag tag with required information

Not acceptable

Bag tag with required information
Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bags

• If submitting handwritten bag tags:
  • Original bag tag should be transcribed onto acid-free cardstock
  • See example at right
• Note: legible handwriting/printing is critical!
Project Submission: Repository

How to Organize a Collection and Document Data

Artifact Bags

• Examples of bag tags generated from Microsoft Access bag inventory database

• Print out on acid-free cardstock

• Each tag should be inserted into each bag
How to Organize a Collection and Document Data

Complete Artifact Bag Inventory

• Paper box inventory included with each box
• Digital copy of complete inventory
  • Microsoft Access database, or Excel spreadsheet
  • ASM database template should be used
  • Acid-free bag tags can be directly generated from this database
Artifacts Boxes

- Use the ASM box label form, available on the ASM website
- Box label should be in a plastic sleeve, attached to the short side of the box
- Archival boxes are 10” x 12” x 15”
  - Made of archival plastic
  - Supplied by the ASM Repository
  - Contact Archaeological Repository staff for boxes and/or assistance
Submission Order

- The boxes must be organized in the following order:
  1) Bulk Material in boxes
  2) Oversized Bulk Material
  3) Catalog specimens
  4) Oversized Catalog specimens
  5) Paper and Digital Archives
  6) Oversized Maps

- This way there are no gaps in the box order as the Bulk Material is shelved and other components are processed into the ASM collections.
Submit completed "Request for Repository Services Agreement" form

- Signifies the acceptance to prepare collections to the ASM Standards
- List the sites that are to be investigated
- Identifies the level of effort.
- Identifies all land owners or agencies, and contact information.
Prior-to submission Process Review: Repository

**Initial Steps: Ready to Initiate Project Submission**

- Company submits "Project Submission Update" form, invoice 2 issued

- Project submission Update form is available on the ASM website

**After payment, but one month prior to delivery, submit the following project submission materials to the Repository:**

  - Project Registration Form
  - ASM Site Card Update for all sites investigated; see ARO checklist for submission guidelines
  - ASM Site Card (or AZSITE Entry Module); see ARO checklist for submission guidelines
  - Shapefiles of the project and ASM site boundaries for inclusion in the AZSITE dataset; see ARO checklist for submission guidelines
  - Digital copy of Final Report

**Once these submission materials are reviewed and approved, an appointment can be made for delivery with Repository Staff for delivery of full project submission.**
Submission Process Review: Repository

Procedure for delivery: Collections review

Repository staff review the collections prior to unloading

• Confirm that all material conforms to ASM standards
• The following will be reviewed:
  • Completed paperwork
  • Presence of Deed-of-Gift if required by material from private land
  • All Inventories properly completed
  • Bag Tags are appropriate and properly incorporated within the artifact/sample bags

If a major issue is encountered, the delivery will be halted, and company will have to reschedule after correcting problem(s).

If no major issue, delivery will proceed as planned.
Post-submission Process Review: Repository

The Repository staff will process the collection after transfer is complete

Repository staff will completely evaluate all project submission materials

• Staff will cross-check submitted inventories to the box contents.

• Any missing items will be noted and after full review is completed the company will be notified and requested to check on items at their end.

• Paper archives are prepared for transfer to ASM Archives

• Photos are inventoried and transferred to the Photo Archivist

We are striving for a complete review within 30 days; however this is dependent on size of collection and number of issues encountered
Coming Soon!

To increase efficiency, the following will be available soon:

**Request an ASM Accession form**
- Submitted independently of a Notification of Intent form, AAA Project-specific Permit application, Request for Repository Services form, or Burial Agreement application submitted for project located on private land
- Will be required as of July 1, 2019
- Will be available on the ASM website by end of June

**Project Submission Checklists**
- This presentation includes brief versions of a checklist for each office in Mandated Programs
- A formal checklist for each office will be available on ASM website by end of June

**Centralized ASM CRM email address**
- Simplifies communication with ASM staff
  - All forms will be submitted to this email address and will be automatically forwarded to appropriate ASM staff
  - All questions related to ASM services and project submission will be directed to this email address
- We will announce when this email address goes “live”

**Improvements to the ASM Request Quote for Services website**
- Fields requesting information which will help limit emails
- Simplify questions asked within the quote system
- Restructure the Records Research request section
- Restructure the Burial Agreement request section
Questions?

RE:
Project Submission and Review Processes

PLEASE RE-SUBMIT

FORM 117B #3 PART 2
Contact us!

Feel free to contact us during and after the conference:

Katie MacFarland
- kmacfarl@email.arizona.edu
- Archaeological Records Office (ARO)

Shannon Twilling
- twilling@email.arizona.edu
- Permits Office (PO)

Arthur Vokes
- vokesa@email.arizona.edu
- Archaeological Repository