Arizona Antiquities Act Blanket Permit ONLY and the Submission of Documents

The following describes when and what documents and fees are required to be submitted to the Archaeological Records Office at the Arizona State Museum for non-collection survey or monitoring (not of a known site).

Documents associated with any project conducted under a Project Specific Permit MUST be submitted to the Collections Division (Art Vokes - vokesa@email.arizona.edu) REGARDLESS of whether you found artifacts or not. Contact them for associated fees and proper documentation.

You need an Arizona Antiquities Act (AAA) BLANKET PERMIT for any non-collection survey or monitoring (not of a known site) that is in whole or in part on lands owned or controlled by the state – meaning lands owned or controlled by the State of Arizona or by any agency, instrumentality, or political subdivision of the State of Arizona, including any county or municipal corporation (from “Chapter 8,” ABOR ARS: A.R.S §15-1631 and 41-841 ET SEQ The Arizona Antiquities Act). This includes “city-owned” lands, public school property, fire stations, etc. This does not include private lands within state-county-municipal boundaries. If fieldwork is initiated prior to the receipt of an AAA permit, penalty fees apply.

There are special exceptions to the below outline depending on source of funding and/or SHPO requirements. This outline is meant to be a basic guide.

ALL submissions of non-collection surveys and/or monitoring (not of a known site), conducted under BLANKET PERMITS ONLY, should be sent to this address:

Archaeological Records Office
Arizona State Museum
University of Arizona
1013 East University
Tucson, AZ 85721-0026

1. Regarding when to pay fees to the Archaeological Records Office – if you in anyway need your blanket permit to conduct this project OR you get an ASM site number, regardless of land jurisdiction, you owe this office.

   NOTE: Fees for monitoring of a known site; testing; or excavation are different. Contact Art Vokes/Collections Division - vokesa@email.arizona.edu - for clarification on what you need to pay.

2. Put succinctly, if you need your Arizona Antiquities Act Blanket Permit to do the job, or you asked for and received an ASM site number, you owe this office documents and fees:

   a. Two hard copies of the FINAL report

   i. Do not send draft reports. If draft reports are submitted the project will not be considered complete.

   b. CD/DVD with

   i. PDF or word document of the FINAL report, including all maps and appendices.

   ii. PDF or word document of the Project Registration Form (PRF).

   iii. GIS shape file for the project boundary.

   iv. ALL digital photographs taken during the project with a photograph. All digital photographs must be submitted with a photo log in TIFF at a minimum 300 ppi resolution.
c. 2015 Fees – are a flat rate based on square miles surveyed – see “2015 Cultural Resources Services Fee Schedule” for details.

d. If this is a negative survey (i.e., no new sites) or is an update to existing/previoulsy recorded sites, DO NOT submit the AZSITE entry module.

e. If you are recording a new site (not an update of an existing site) you also must follow number 3 below.

3. If you get an ASM site number to record a new site, regardless of land jurisdiction (exceptions noted below), you owe this office documentation and fees as listed in number 1 and 2 above PLUS:

   a. AZSITE Entry Module with the data entry of the site information.
   b. GIS shape file for the site boundary.
   c. Please place these files on the same CD/DVD as above documents.
   d. If an AZSITE Entry module and/or shapes are not submitted, we will generate them for you at an additional cost.

4. If a non-collection survey and monitoring (not of a known site) is greater than 640 acres or longer than 10 linear miles on state/county/municipal lands, you may complete the project under your blanket permit, but a research design is required. This research design does not have to be submitted prior to going to the field. However, MUST be included in the final report submitted to this office.

5. A Notification of Intent to survey is required ONLY if you are on those state, county, municipal lands as per A.R.S §41-841. Once you submit a NOI and get an accession number from us, you are now obligated to submit documentation and fees as noted above. If, for whatever reason, the accession number is not used (e.g. project cancellation) you MUST contact us and tell us you are not using that accession number. If an NOI is not received PRIOR to the initiation of fieldwork, penalty fees apply.

6. If you are conducting work under a Project-Specific Permit (i.e. monitoring, testing, excavation of a known site), documentation must be submitted to the repository and the above rules do NOT apply. For further information regarding project-specific permits and repository submission guidelines, please contact:

   a. Todd Pitezel - pitezel@email.arizona.edu
   b. Art Vokes - vokesa@email.arizona.edu

7. If you are conducting monitoring/testing/excavation on known sites, or anything that requires that PS permit, AND ASM is not the repository, you are still obligated to submit proper documentation to the Archaeological Records Office, the base project fee (noted below), but NOT the curation fee.

   a. Contact Art Vokes – vokesa@email.arizona.edu for what documentation you are required to submit to him.
   b. Documentation required by Archaeological Record Office is listed in 2 above.

8. For non-collection surveys/monitoring (not of a known site) done on other land jurisdictions:

   If you are working wholly on Bureau of Land Management (BLM) lands or within Western Area Power Administration (WAPA) ROW, you are required (by those agencies) to submit the documents as listed in 1, 2 or 3 above. However, no associated fees are required provided all documents are submitted properly. If documents are not submitted electronically (or your submission is incomplete), fees may apply.

Updated: 10 November 2014
a. If any portion of this project intersects state, county, or municipal lands as defined above, you need your permit to do the work and you now MUST follow number 1, 2 and 3 above, including the payment of fees.

9. For projects on lands other than BLM-owned or WAPA ROW, in which the land manager requires you to submit proper documentation to the ASM office for inclusion in AZSITE, you are required to submit all documentation as noted in 1, 2 and 3 above, AND the base fee may apply depending on the land managing agency’s status with AZSITE. If submitted documentation is not in the prescribed electronic format, base project submission fees will apply regardless of land jurisdiction.

10. If the land owner does not require you to submit to us, we would still like an electronic copy of the final report for AZSITE consolidation purposes. No fees are required for these ‘courtesy’ copy submissions.

   a. No fees required unless new sites are recorded with ASM site numbers, then number 1, 2 and 3 above apply, including fees.

   b. If any portion of this project intersects State, County or Municipal Lands as defined above, you need your permit to do the work and you now MUST follow number 1, 2 and 3 above, including fees.
Do you owe the Archaeological Records Office Project Information and Fees?

**Question:** Does your project require an Arizona Antiquities Act Blanket or Project Specific Permit because it is on state, county, city or municipal lands?

If you answered no

**Question:** Did you request ASM Site Numbers for this Project?

If you answered yes

**Answer:** Contact Arthur Vokes in the ASM Repository regarding submission and fees.

**Phone:** (520)626-9109

If you answered no

**Answer:** You do NOT owe us project information or fees for these projects.

**NOTE:** We would still like to get this project information for AZSITE. No fees are required if you choose to submit this project.

If you answered yes

**Question:** Did you collect artifacts?

If you answered yes

**Answer:** You are required to submit documentation and fees to the ASM Archaeological Records Office.

Attn: Archaeological Records Office/AZSITE
Arizona State Museum
University of Arizona
1013 E. University
Tucson, AZ 85721-0026

For further information on what to submit please see the “Arizona Antiquities Act Blanket Permit and the Submission of Documents” and the “2015 Cultural Resources Fee Schedule” documents.

If you answered no

If you answered yes

**Question:** Did you collect artifacts?