AZSITE
ARIZONA'S CULTURAL RESOURCE INVENTORY

Annual Report to the Governor
Fiscal Year 2013

AZSITE Consortium Annual Report to the Governor's Office

For the Period July 1, 2012, Through June 30, 2013

INTRODUCTION

In 1995, three state agencies–the State Historic Preservation Office (SHPO), a division of Arizona State Parks, the Arizona State Museum (ASM), and Arizona State University (ASU)–and one private museum, the Museum of Northern Arizona (MNA)–signed a memorandum of agreement that created the AZSITE Consortium (Consortium), with the perpetual goal to computerize and share electronically archaeological and historical site files for the State of Arizona.   This information is extremely important to private companies and municipal, state, and federal agencies in order to comply with historic preservation laws. The Consortium goals are detailed in Table 1. In 2006, Governor's Executive Order 2006-03 identified the Consortium and the original four founding agencies as the official decision-making and planning body within Arizona's Executive Branch for the AZSITE database and Geographic Information System (GIS) inventory of Arizona's historical and archaeological properties.   The integration now permits AZSITE users to have up-to-date information on a property's eligibility status to the Arizona and National Registers of Historic Places (A/NRHP), project sponsors, and other related information that was heretofore scattered among many separate locations. This report summarizes AZSITE's activities during the 2012–2013 fiscal year and the latest five years of operation under the Executive Order.

Table 1. AZSITE Goals
• To serve as Arizona's inventory of known historical and archaeological cultural resources.
• To provide information about previously documented historic and archaeological sites and previously conducted surveys.
• To assist state and local agencies in meeting federal and state mandates.
• To serve as a tool for the preservation of resources through planning, for the review of projects for compliance with federal and state preservation legislation, and as a research tool for qualified researchers.
• To provide data for improved review of state agency planning processes.
• To provide security for data related to location of archaeological sites.

A Brief History of AZSITE
Arizona's Cultural Resource Inventory

Following its creation in 1995, the Consortium spent several years in planning and meeting with private, state, federal, tribal, and municipal land use planners, archaeologists, and cultural resource managers to consider what type of information the

database needed to include and who should have access to it. It was quickly clear that archaeological and historical site data were maintained in over two dozen municipal, state, federal, and private agencies across the state. This caused considerable delays and cost for companies and agencies that conducted archaeological research. Furthermore, the centralized database would need to be electronic and internet accessible, it needed to be very secure to protect sensitive archaeological information, and that it would have to be based on a fee for service because no single agency had the necessary funding. The planning phase was funded by one-time grants from federal and state agencies. The database went online in 1998 as a test product. Private contract agencies quickly began to apply to use it, even though data were not complete, and were willing to pay for the services electronic data could offer. Initially the database held records from the ASM, ASU, and the MNA. Data from the United States Bureau of Land Management (BLM) and from the SHPO were soon being added. In 2000, AZSITE began charging for access to the database. Over the past several years, AZSITE has developed a funding base that includes annual user fees and grants from federal and state agencies. These fees cover ongoing development of the system and annual operating expenses for staff, equipment, software licenses, and travel.

Consortium Structure Under Executive Order 2006-03

The Executive Order created an Executive Management Board (Board), comprised of the director (or designee) of the four entities that manage AZSITE (see Table 2).   The Chair is selected from among these four entities on an annual rotating basis.   The Executive Order also created a Standing Advisory Committee (Advisory Committee), which may be composed of representatives from the Governor's Office, a state agency, a federal agency with an Arizona presence, a tribal preservation office, and a private cultural resource management consulting firm.

Table 2. Membership of the Board and Advisory Committee		
Calendar Year	Executive Management Board	Standing Advisory Committee
2009	• Robert Breunig, MNA, Chair • C. Michael Barton, ASU • Barnet Pavao-Zuckerman, ASM • Carol Griffith, SHPO	• Jeremy Haines, US Forest Service, Chair • Julie Hoff, Arizona Library, Archives, and Public Records • Barnaby Lewis, Gila River Indian Community • Christine Markussen, EnviroSystems Management
2010	• Carol Griffith, SHPO, Chair • Robert Breunig, MNA • C. Michael Barton, ASU • Barnet Pavao-Zuckerman, ASM	• Michael Anable, Governor's Office • Julie Hoff, Arizona Library, Archives, & Public Records • Gerald Kelso, Natural Resources Conservation Service • Barnaby Lewis, Gila River Indian Community • Christine Markussen, EnviroSystems Management

2011	• Barnet Pavao-Zuckerman, ASM, Chair • James Cogswell, SHPO • Robert Breunig, MNA • Arleyn Simon, ASU	• Gerald Kelso, Natural Resources Conservation Service, Chair • Kevin Kinsall, Governor's Office • Julie Hoff, Arizona Library, Archives, & Public Records • Barnaby Lewis, Gila River Indian Community • Christine Markussen, EnviroSystems Management
2012	• Barnet Pavao-Zuckerman, ASM, Chair • James Cogswell, SHPO • Kelley Hayes Gilpin, MNA • Arleyn Simon, ASU	• Julie Hoff, Arizona Library, Archives, & Public Records, Chair • Kevin Kinsall, Governor's Office • Barnaby Lewis, Gila River Indian Community • Christine Markussen, EnviroSystems Management • Federal Representative (vacant)
2013	• Arleyn Simon, ASU, Chair • Barnet Pavao-Zuckerman, ASM • James Cogswell, SHPO • Ted Neff, MNA	• Julie Hoff, Arizona Library, Archives, & Public Records, Chair • Kevin Kinsall, Governor's Office • Barnaby Lewis, Gila River Indian Community • Christine Markussen, EnviroSystems Management • Allen Dart, Natural Resources Conservation Service

Recent Consortium Activities Under Executive Order 2006-03

July 2008 – June 2009
- Board approved Database Manager's plan to develop United States Bureau of Reclamation Historic Canal data layers.
- Board distributed user fees to agencies to support AZSITE functions (staff, equipment, software licenses, travel).
- Board approved work schedule and funding to validate and update MNA data layers in AZSITE.
- Board approved switch to Virtual Servers to provide better data management and security.

July 2009 – June 2010
- Board reviewed and approved an initial plan for the AZSITE map application (AZmap) upgrade.
- Board discussed and defined procedures for noncompliance large dataset requests.
- Advisory Committee recommended and Board approved a new short-term user group to accommodate out-of-state user's minimal needs.
- Board approved further funding to complete MNA data entry.

July 2010 – June 2011

- AZmap was upgraded to an ArcGIS Server providing better ability to develop user tools. Three new tools developed to enhance the usability of AZSITE – UTM Search Tool, Multiple Point Search Tool and Enhanced Buffer Query Tool.
- A data-transfer test of the AZSITE/SHPO integration project was successfully accomplished.
- Completed the digitizing and uploading of the MNA cultural resource data. Started the scanning project to bring scanned copies of the MNA original data online.
- Board approved the purchase of a new server to begin the Report Scanning Project – an initiative to scan all non-collection cultural resource survey reports and make them available through AZSITE.
- Board approved a new user category to allow small cultural resource management businesses an affordable option to use AZSITE in their work.

July 2011 – June 2012

- The first data-transfer for the AZSITE/SHPO integration project was made available through the AZmap application.
- SHPO paper map data was uploaded and linked to A/NRHP determinations and SHPO documentation; made available via the AZmap application.
- "New Sites" layer was generated providing the base location of newly recorded cultural resources within the last 30 days.
- Initial transfer and consolidation of all web-based searches to new servers was made.
- AZSITE web presence was remodeled with a new web page design.
- Webinar tutorials begun to teach use of AZmap application and proper data submission.
- Implemented a 30 non-consecutive day user account for occasional users of AZSITE.
- Reduced backlog on entering negative-finding surveys into AZSITE to 90 days from receipt.

July 2012-June 2013

- Board authorized funds to combine AZSITE servers at ASU, enhance website access pages and utility, provide a secure portal for a report library, and enhance security.
- Completed entry of legacy site and project information from the MNA site files into AZSITE and scanned all paper reports and site cards for later addition to AZSITE.
- Entered into a cooperative agreement with the SHPO to scan its cultural resource reports for eventual inclusion in the AZSITE report library.
- Added a Historical Structures layer to the map application, consisting of the location and attribute information on approximately 800,000 standing structures from the SHPO database.
- Incorporated the automatic uploading of compliance-based site and project information from the SHPO database into AZSITE.

- Initiated development of a 5-Year Plan to direct its growth and enhance its user base.
- Negotiated a 2-year contract with the City of Phoenix and a 5-year contract with the Western Area Power Administration to update and maintain cultural resources within their jurisdictions and rights-of-way.

Recent Database Usage

At the end of fiscal year 2013, the AZSITE database contained 88,603 site records, including 2,285 bridges; the majority are prehistoric sites but a substantial amount consists of historic-period sites, such as mines, railroads, telegraph lines, artifact scatters, and roads. A total of 24,029 projects, primarily cultural resource surveys, are also in the database. Approximately 2,940 new sites (including the 2,285 bridges) and 793 new surveys were added to the database this fiscal year. Approximately 296 sites received updated or corrected information. The websites, attribute files, and the AZmap application receive on the average 141 "hits" per day combined from users who are checking data on-line. Table 3 details the number of user agreements, individual users, and electronic data requests over the past five years. Table 4 provides information on the breakdown of user agreements by agency type. In with past years, roughly 60% of user agreements were issued to private companies, usually archaeological consulting firms or engineering firms with archaeologists on staff, and 28% were issued to state or federal agencies. The number of in-house record searches conducted by ASM personnel shows a continued decline from the marked decrease started in the 2012–2013 fiscal year. This may reflect a continuation of the economic recession, but it may also be that users do not rely as often on AZSITE staff to conduct records searches for them.
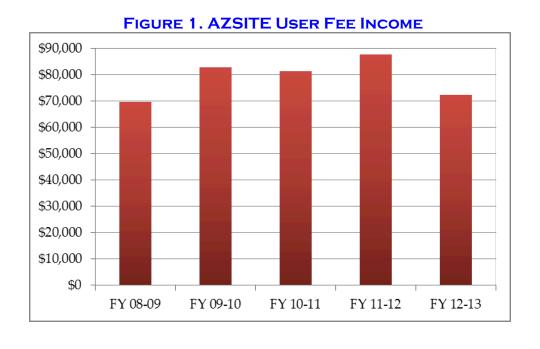
Table 3. Database Users and Data Requests*			
Fiscal Year	# User Agreements Issued	Total # Users	# Requests for Data
2009	74	260	242
2010	81	261	291*
2011	85	314	339*
2012	79	265	188
2013	84	279	126

* Only includes requests for spatial data, not copies of documents.

Table 4. Details on User Agreements by Institution Type					
Fiscal Year	# Private Companies	# State & Local Agencies	# Federal Agencies	# Tribal Agencies	# Educational Institutions
2009	47	7	10	3	7
2010	48	8	10	4	11
2011	50	9	11	4	11
2012	51	8	9	2	9
2013	50	11	12	4	7

AZSITE Funding

AZSITE users are required to pay user fees for access to the database. The fees are graduated depending on the number of users an institution wishes to access the database. They range from $1,275 per annum for one to three users, $2,900 per annum for four to nine users, and $4,900 per annum for ten or more users. AZSITE continues to offer a 10% discount if user fees were paid in advance before December 31. Occasional users are permitted access for 30 days throughout the calendar year for a $300 fee, or up to three months access at $180 per month.   This allows smaller companies the use of AZSITE.   These generally are companies who do a modest business of a few projects annually and cannot afford the higher "anytime access" that the large companies can justify. The income from all these fees is presented in Figure 1. It does not cover the full expenses of running AZSITE and each of the four managing institutions contributes staff and operational funds annually, as well as occasional grant funds. Table 5 provides operating expenses, by agency, for the 2012–2013 fiscal year. User fees usually cover approximately 30% of AZSITE costs. Annual funding from the BLM provides approximately 14%; member agencies cover the remaining 56% of expenses. The ASM increased its budget significantly this fiscal year over previous years to hire additional staff to enter legacy data from the MNA and ASU, and to reduce the backlog of ASM data.

Figure 1. AZSITE User Fee Income

Table 5. AZSITE Operations Budget, FY 2012-2013				
		Budget Item		
Agency	Personnel	Travel	Operations	Total Expenses
ASM	$355,982	$3,597	$8,280	$367,859
ASU, Institute for Social Science Research[1]	$25,000	–	–	$25,000
ASU, School of Human Evolution and Social Change	$4,000	–	–	$4,000
SHPO	$16,700	–	–	$16, 700
MNA	$5,800	–	–	$5,800
Total Expenses	$407,482	$3,597	$8,280	$419,359

[1] Entire funding provided under a national programmatic agreement with the BLM and SHPO.

Progress on 2011—12 Goals

The previous annual report identified five areas to focus attention on expanding and improving AZSITE. The following is an overview of how much was accomplished on meeting these goals.

Goal #1

Continue to work with various land managing agencies in Arizona to include their data in AZSITE, synchronizing their in-house systems with AZSITE, and persuade them that contributing ongoing funding for AZSITE's maintenance and development would be in their best interest.

Accomplishments: State and federal agencies have increased their use of AZSITE, as shown in Table 4, above. An inter-governmental agreement among the SHPO, the BLM, the ASM, and the Natural Resources Conservation Service (NRCS) is being developed to provide funding to enter the NRCS's legacy site and project information into the AZSITE database. Approximately 300 projects and 500 sites from 2003 to the present will be included in this effort. The AZSITE staff will enter in the legacy data, and it is anticipated that the NRCS staff will continue this effort for future projects and sites. Long-term agreements have been developed with the City of Phoenix and the Western Area Power Administration to update and maintain site and project information within their jurisdictions on AZSITE.

Goal #2

Introduce municipal planning departments to the value of AZSITE for their purposes. Preliminary discussions with municipal planners indicated that many of them were unaware of AZSITE, but would be very interested in using it and would pay for this service.

Accomplishments: An access policy for municipalities has been drafted. A fee structure has been developed for municipality access to a download of updated site and project area information within their corporate boundary and a limited area surrounding that boundary. The City of Phoenix has entered into an agreement with the ASM to have the City's records updated in the AZSITE system.

Goal #3

Personnel were to focus their efforts on "catching up" on the backlog of data. Approximately 5 years' worth of data required processing and inclusion into the system. The AZSITE personnel would strive to reduce the backlog by two years during this next fiscal year.

Accomplishments: The backlog of no-findings surveys is up-to-date to within 30 days of submission to the ASM. The backlog of reports being uploaded into AZSITE is now less than one year – reports submitted prior to February 2013 are in AZSITE. New surveys and updates to previously identified sites are being priority processed for Federal and State agencies joining AZSITE.

Goal #4

The fourth goal for fiscal year 2011–2012 was to provide more types of data in a more user-friendly manner. Three main projects were identified during AZSITE's annual User Group meetings:

Project #1

To provide quick and easy access to the original survey/project reports.

Accomplishments: A new server has been brought online to accommodate these scanned documents. Also, a change in submission protocols allows the data submitters to help the AZSITE personnel expedite this goal by requesting scanned documents along with the hard copies required by law. Along with the changed protocols for submission, a new online entry portal has been released allow for quicker distribution of submitted project registration forms and newly recorded and updated site record forms.

Project #2
To provide quick access to up-to-date A/NRHP information.

Accomplishments: This project is underway now. A new inter-agency protocol has been put into place whereby A/NRHP data from the SHPO is delivered to the technical assistants at the Institute of Social Science Research at ASU where it is processed and retrieved by the database manager at the ASM on the University of Arizona Campus. It is then uploaded to the AZmap application where the users have quick access, which is updated monthly.

Project #3
To consolidate the servers and user login to a single portal of entry with increased access security.

Accomplishments: This goal has been accomplished with the release of the most recent web access page. Users have a single login to get to everything AZSITE has online – map application, attribute search, and scanned documents.

Goal #5
Upload a geographic information layer of A/NRHP historic districts. It was intended from the beginning of AZSITE to include these data, however, given budget constraints, the historic districts had to be removed from the system's initial design.

Accomplishments: The individual properties and related information within the districts will be uploaded to AZSITE soon. Creating GIS shape files for the district boundaries was completed in April, 2013 and sent to AZSITE. They are in the production queue waiting uploading.

Conclusion

Through the cooperation of the Consortium, land managing agencies within the State of Arizona, and private cultural resource management companies working within the state's boundaries, AZSITE has become the nationwide benchmark for other state-level online cultural resources and historic property information systems. The AZSITE system receives, processes, and distributes data electronically while successfully integrating its data management with state mandates. Of primary importance, AZSITE works toward getting new data into the system and available to its constituents as quickly as possible. The more quickly data are processed and made available for research and infrastructure development, the better the cultural history of Arizona can be preserved. With state and federal monies, institutional subsidy of staff time and supplies, and user fees, AZSITE maintains a sophisticated, accessible, and secure digital

archive. However, with the increasing demands on the system, the need for continuing software and hardware upgrades, and the necessity of hiring qualified personnel to operate and manage the system, the income generated by AZSITE user fees is inadequate. New revenue streams for AZSITE must be developed.

In many ways, AZSITE is in transition. Much of its original purpose—consolidating the cultural resource information held at the SHPO, ASM, ASU and MNA, and making it available via the internet—has been accomplished. A 5-Year Plan on how AZSITE will continue and expand its mission, and how the Board and Advisory Committee will assist this mission, will be developed in the coming year.