



ACCESS POLICY

UPDATED 10/27/2022

APPROVED BY THE AZSITE CONSORTIUM BOARD 02/02/2022

I. Introduction

AZSITE is Arizona's official inventory of known historic and archaeological cultural resources. AZSITE provides location and boundary information for historic and archaeological sites and surveys, as well as detailed attribute data and supporting documentation. AZSITE has been developed as a tool for 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 archaeologists and historians.

AZSITE is managed by the AZSITE Consortium Board, comprised of the Arizona State Museum (ASM) at the University of Arizona, the School of Human Evolution and Social Change at Arizona State University (SHESC-ASU), the State Historic Preservation Office (SHPO) in Arizona State Parks, and the Museum of Northern Arizona (MNA).

Federal and state agencies have legal responsibilities to safeguard locational information about cultural resources and are authorized to restrict access to archaeological site locations and other information about cultural resources under the Arizona Revised Statute §39-125; the National Historic Preservation Act, Title III, §304; and the Archaeological Resource Protection Act (16USC470aa et seq.).

II. Means of Access

AZSITE makes cultural resources data available, including archaeological site boundaries and detailed attributes, to qualified, fee-paying users by the following methods:

1. The AZSITE Attribute Search web application
2. The AZSITE Member Mapping web application
3. The Mercator ArcGIS Server

In addition, qualified, fee-paying users are entitled to request extracts of AZSITE geospatial and attribute data (data clips) from AZSITE at no additional charge, as described in the *Data Clip Policy*.

III. Obtaining Access

To obtain AZSITE access, eligible organizations must review and sign the *AZSITE Database Use Agreement* and submit online with an [AZSITE Annual Database Use Application](#). The categories of organizations considered eligible for access to AZSITE are listed in item **IV** below. These types of organizations are considered eligible for access provided:

1. The *AZSITE Database Use Agreement* is signed by an organizational representative (“responsible representative”) meeting the qualifications described for the organization type in item **IV** below.
 - a. This representative assumes responsibility for ensuring all individual users at the organization follow the conditions laid out in the *AZSITE Database Use Agreement*.
2. All individual users agree to the conditions laid out in the *AZSITE Database Use Agreement* and sign the agreement.
3. The SHPO approves the application for AZSITE access.

Data sensitivity training and additional SHPO review may be required in some cases as described in item **V**.

IV. Qualified Organizations & Responsible Representatives

1. Tribal Preservation Offices
 - a. Responsible representatives may include Tribal Historic Preservation Officers, Cultural Resource Officers, and other Tribal preservation officers and staff.
2. State and Federal Agencies
 - a. Responsible representatives may include agency cultural resource managers.
 - b. Agencies without cultural resource managers may be granted access to AZSITE if the conditions described in item **V** below are met.
3. Certified Local Governments (CLGs) (National Park Service Certified)
 - a. Responsible representatives may include a City or County Cultural Preservation Officer meeting the [Secretary of Interior’s Professional Qualifications Standards for Archaeology and Historic Preservation](#), or CLG Commissioners who themselves meet these qualifications.
 - b. CLGs without staff meeting the conditions described in 3.a. may be granted access to AZSITE if the conditions described in item **V** below are met.
4. Counties and other Municipal Governments
 - a. Responsible representatives may include historic preservation staff meeting the [Secretary of Interior’s Professional Qualifications Standards for Archaeology and Historic Preservation](#), or holding a current Arizona Antiquities Act (AAA) Permit or federal agency Archaeological Resources Protection Act (ARPA) Permit, and acting for the municipality in a historic preservation program capacity.

- b. County/municipal governments without staff meeting the conditions described in 4.a. may be granted access to AZSITE if the conditions described in item **V** below are met.
5. Cultural Resources Management Firms
 - a. Responsible representatives may include cultural resources management staff meeting the [Secretary of Interior's Professional Qualifications Standards for Archaeology and Historic Preservation](#), or holding a current AAA Permit or federal agency ARPA Permit.
6. Archaeological or Historical Researchers
 - a. Responsible representatives may include university or college instructors or staff meeting the [Secretary of Interior's Professional Qualifications Standards for Archaeology and Historic Preservation](#).
7. Registered Non-Profit Historic Preservation Organizations
 - a. Registered non-profit historic preservation organizations may be granted access to AZSITE on a case-by-case basis following a review by the SHPO. Factors influencing the decision to grant access include:
 - i. Cultural resources management responsibilities.
 - ii. Need for access to archaeological information in AZSITE.
 - iii. The existence of a cultural resources management program at the organization.
 - b. Responsible representatives may include non-profit staff meeting the [Secretary of Interior's Professional Qualifications Standards for Archaeology and Historic Preservation](#), or holding a current AAA Permit or federal agency ARPA Permit.
8. Public Utilities
 - a. Public utilities that are regulated by either the Corporation Commission or the Arizona Legislature may be granted access to AZSITE on a case-by-case basis following a review by the SHPO. Factors influencing the decision to grant access include:
 - i. Cultural resources management responsibilities.
 - ii. Need for access to archaeological information in AZSITE.
 - iii. The existence of a cultural resources management program at the utility.
 - b. Responsible representatives may include staff meeting the [Secretary of Interior's Professional Qualifications Standards for Archaeology and Historic Preservation](#), or holding a current AAA Permit or federal agency ARPA Permit.
 - c. Public utilities without staff meeting the conditions described in 8.b. may be granted access to AZSITE if the conditions described in item **V** below are met.

V. Requirements for Organizations Without Qualified Archaeology Staff

1. State and federal agencies, National Park Service-certified CLGs, other local governments, and public utilities without staff meeting the applicable qualifications described in item **IV** above may be granted access to AZSITE if the following conditions are met:
 - a. All individual users agree to complete data sensitivity training provided by AZSITE and partner organizations.
 - b. All individual users are approved for access following a review by the SHPO. Factors influencing the decision to grant access include:
 - i. Cultural resources management responsibilities.
 - ii. Need for access to archaeological information in AZSITE.
 - iii. The existence of a cultural resources management program at the organization.