

## 2024 AZSITE Annual Database Use Application Instructions

The AZSITE Cultural Resource Inventory is a collaborative project of the AZSITE Consortium (the Arizona State Museum [ASM], the School of Human Evolution & Social Change at Arizona State University [SHESC-ASU], the Museum of Northern Arizona [MNA], and the State Historic Preservation Office [SHPO]). The inventory contains the cultural resource records of those four institutions and other land jurisdictions as submitted.

AZSITE is available to authorized users through the institution or company for which they work. To qualify for access to the AZSITE Cultural Resources Inventory, a staff member of the organization (“responsible representative”) must meet the qualifications for access as stated in the policy for AZSITE access ([AZSITE Access Policy](#)). Individual users must meet these standards or be employees or students in good standing of an organization in which at least one authorized AZSITE user meets these standards. Qualifying organizations shall follow the directions below to request access to the AZSITE Cultural Resources Inventory.

1. The organization’s responsible representative, along with all proposed AZSITE users, should begin by reviewing the below *AZSITE Database Use Agreement*. The responsible representative need not be an AZSITE user; however, they must meet the current qualifications for accessing AZSITE.
2. The responsible representative should review and sign the *AZSITE Database Use Agreement* (p. 2-4) as the applicant, indicating they understand and accept its terms on behalf of the organization.
3. The proposed users should print and sign their names on the *User List* (p. 5), indicating they understand and accept the terms of the *AZSITE Database Use Agreement*. The signatory takes responsibility for the security of any AZSITE data acquired by these individuals.
4. The *2024 AZSITE Annual Database Use Application* is available [online](#). The organization should complete this online application and attach the signed *AZSITE Database Use Agreement* along with curricula vitae (CV) or résumés for 1) the responsible representative and 2) any requested users that do not currently have an AZSITE account. The online application also collects organization contact, billing, and individual user information.
5. SHPO will review the application materials. If the application and users are approved, the organization’s contact person will receive an email from AZSITE with an invoice and payment instructions. Individual users will be emailed by AZSITE with login instructions. Applications are typically reviewed by SHPO within one week of receipt, and AZSITE accounts are typically activated within three business days of SHPO approval (if calendar year 2024 has begun). If more time elapses in either case, contact the [AZSITE manager](#).
6. There are fees for AZSITE access. The 2024 fee structure is available [here](#). Invoices are sent upon SHPO approval of the application. Payment instructions are included on the invoice. The organization’s AZSITE accounts will be disabled if no payment is received within 30 days of account activation.

## **AZSITE Database Use Agreement**

I, the undersigned applicant, request an agreement for the number and type(s) of AZSITE user accounts listed on p. 5 below. I understand AZSITE data are confidential, and I agree to the following conditions to protect the confidentiality of the AZSITE data. I agree to ensure that all AZSITE users in my organization abide by this agreement.

### **General Terms of Use**

1. I understand that this agreement must be renewed annually.
2. I understand that access may be interrupted without warning due to technical difficulties, maintenance, and updates.
3. I understand that the information contained within AZSITE is compiled from various sources and that while AZSITE Consortium member agencies attempt to confirm data accuracy at the time of submission, no guarantees as to accuracy or completeness are made.
4. I understand that AZSITE is a living document, and that AZSITE data change frequently.
5. I understand that the absence of cultural resource data in a particular location in AZSITE does not indicate that no cultural resources exist in that location.
6. I understand that the AZSITE Consortium Board and Staff shall be held harmless against any claims arising out of the use of AZSITE data.
7. I understand that it is my responsibility, if I find inaccuracies in the AZSITE data, to report them to the AZSITE manager.
8. I understand that AZSITE does not provide cultural resource data from Tribal lands. I agree to notify the AZSITE Manager if I find data from Tribal lands in AZSITE.

### **Access Management**

1. I understand that members of my organization requiring access to AZSITE include any individuals conducting research or analysis with AZSITE data.
2. I understand that each member of my organization needing AZSITE access must apply for their own user account and password. I understand AZSITE users must not discuss or divulge their login credentials to any other person or use their account to log another person into AZSITE, regardless of whether the other person meets the professional requirements for access.
3. I understand that the following interactions with AZSITE data by individuals within my organization without AZSITE accounts are acceptable and are not considered unauthorized access:
  - a. Field personnel without AZSITE accounts accessing data derived from AZSITE on GPS units or other portable mapping devices for field work.
  - b. Information Technology personnel incidentally having access to data derived from AZSITE in the course of their work (not including GIS or data analysis work).
  - c. Technical editors or similar personnel incidentally viewing data derived from AZSITE during report preparation and editing.

I further understand that, in these cases, it is the responsibility of my organization's authorized AZSITE users to ensure these individuals maintain AZSITE data confidentiality.

4. I understand that Web Access to AZSITE is defined as access to the AZSITE web applications, including the Attribute Search, Document Search, and Member Mapping applications. I agree that the only individuals within my organization authorized for Web Access to AZSITE are those who have signed the Database Use Application and who have been approved for access by the SHPO.
5. I understand that GIS Access to AZSITE is defined as access to the Mercator GIS Server. I agree that the only individuals within my organization authorized for GIS Access to AZSITE are those who specifically requested GIS Access on the Database Use Application, who are approved for access by the SHPO, and who have signed the Database Use Application.
6. I agree that GIS Access login credentials or saved Mercator GIS Server connections will not be shared between individuals within or outside my organization, including with individuals approved only for Web Access to AZSITE.
7. I understand that if an individual with AZSITE access leaves my organization, I must notify the AZSITE Manager immediately so that the account in question can be deactivated. I further understand that individual user accounts may be transferred between individuals due to changes in employment status, but that the AZSITE Manager must be notified of these changes so that new login credentials can be generated.

#### **Data Management**

1. I understand that data obtained from AZSITE by my organization must be stored and managed to prevent unauthorized access from within my organization or from external actors. This may include a combination of physical isolation, firewall protection, password protection, sharing configuration, or other security methods.
2. I understand that personal cloud storage accounts (e.g., Google Drive, DropBox, iCloud) should not be used to transmit, store, or backup AZSITE data. I further understand that AZSITE data should not be transmitted by email. I agree that temporary exceptions may be made in time-sensitive emergency management situations, such as wildfires.
3. I understand that when this institution no longer holds an AZSITE Use Agreement it is our responsibility to delete all GIS data provided by AZSITE from our electronic files.
4. I agree to immediately report all AZSITE data security breaches, whether actual or potential, to the AZSITE Manager.

#### **Data Distribution**

1. I agree not to distribute or disclose AZSITE site location information in public documents or make this information available to unauthorized individuals within or outside of my organization.
2. I agree not to provide extracted AZSITE data to any other institutional cultural resource database (e.g., other state systems, federal agency systems, CyberSW, tDAR) or GIS data organization (e.g. AZGeo) without written approval from the AZSITE Consortium Board.
3. I understand that electronic and printed data may be used in cultural resource management reports, dissertations, professional archaeology publications, or at professional archaeology conferences without the written approval of the AZSITE Consortium Board. Any other publication must receive advance written approval from the AZSITE Consortium Board.
4. I understand that if my organization is required to maintain public records, they will be maintained in a way that does not disclose confidential information pursuant to ARS §39-125

and/or the Freedom of Information Act.

5. I understand that if my organization provides project deliverables showing AZSITE data to a client organization without AZSITE access, my organization's AZSITE users are responsible for ensuring the client understands that AZSITE data are confidential, that a licensed archaeologist must be contacted regarding interpretation, and that data use is monitored by the AZSITE Consortium Board.

**Other Considerations**

1. I understand and acknowledge that many of the archaeological and historic properties maintained in AZSITE are under the jurisdiction, ownership, or control of state or federal agencies, private individuals, and local governments and may be afforded additional levels of legislative protection related to the restrictions on cultural resource information, as exclusions from the Freedom of Information Act.
2. I agree to obtain all necessary tribal, state, or federal permits as appropriate to the work my organization is conducting. I agree to use AZSITE information in compliance with applicable tribal, municipal, county, state, and federal laws and regulations, including, but not limited to, the National Historic Preservation Act of 1966 [54 U.S.C. §300101 et seq.] and its Section 106 implementing regulations, 36 CFR Part 800; the Archaeological Resources Protection Act of 1979 [16USC470aa et seq.]; the State Historic Preservation Act (ARS §41-861 through §41-865); and ARS §39-125.
3. I understand that AZSITE data are limited from lands under the management of institutions that have not agreed to participate in AZSITE. I understand that to obtain additional data from these lands I must contact the appropriate land manager.
4. I understand that access to AZSITE does not constitute permission to enter onto or conduct archaeological investigations on any of the lands for which cultural resource data are maintained in AZSITE. I further understand that it is my responsibility to consult with appropriate land managers or private property owners before instituting any archaeological or cultural resource investigations on, or related to, their lands.
5. I understand that my institution will be held responsible for misuse of AZSITE data under this agreement. I understand that evidence of failure to comply with the above conditions may result in suspension of AZSITE access pending review by the AZSITE Consortium Board and may carry implications for agreement renewal.

Signature of applicant \_\_\_\_\_

Printed name \_\_\_\_\_

Position/Title \_\_\_\_\_ Date \_\_\_\_\_

State Historic Preservation Office approval:

\_\_\_\_\_ Date \_\_\_\_\_

## User List

Authorized Users from this Organization: By signing below, each authorized user signifies acceptance of the terms of the above *AZSITE Database Use Agreement*. Printed Name and Signature are required for each user. User email addresses, account types, and CVs or résumés are submitted on the [online application](#).

#	Printed Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

Attach additional sheets as necessary.