



## **AZSITE Consortium Annual Report to the Governor's Office For the Period July 1, 2021, Through June 30, 2022**

### **INTRODUCTION**

In 1995, the State Historic Preservation Office (SHPO), a division of Arizona State Parks, the Arizona State Museum (ASM), the Arizona State University (ASU), and the Museum of Northern Arizona (MNA) signed a Memorandum of Agreement that created the AZSITE Consortium (Consortium), with the goal to computerize and electronically share archaeological and historical site and project files for the State of Arizona. This information is extremely important to private companies and municipal, state, and federal agencies to comply with historic preservation laws.

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 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 2021-2022 fiscal year.

### **AZSITE GOALS**

- To serve as Arizona's electronic 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.

### **CURRENT MEMBERSHIP**

The Executive Order establishes the Board members as consisting of the Director of the MNA, the Chair of the School of Human Evolution and Social Change at ASU, the State Historic Preservation Officer, and the Director of the ASM, or their designees, on indefinite appointment. Traditionally, delegates have served as Board members. Current Board representatives are listed below.

James Watson, Ph.D., Associate Director, ASM, Chair (2021), Co-Chair (2022)  
Mary-Ellen Walsh, M.A., Cultural Resources Compliance Manager, SHPO, Co-Chair (2022)  
Melissa Powell, Ph.D., Curator of Collections and an Assistant Research Professor, SHESC  
Kelley Hays-Gilpin, Ph.D., Curator of Anthropology, MNA

## **SUMMARY OF ACTIVITIES 2021-2022**

July 2021: The AZSITE Executive Board held an open virtual meeting on 7/21/2021, during which the Board heard a report from the AZSITE Manager on performance of the fee structure implemented for calendar year 2021, and a proposal for an official AZSITE policy on data from Tribal lands. The Board prepared and sent a Tribal consultation letter regarding the policy.

September 2021: AZSITE presented at the meeting of the Four Southern Tribes Cultural Resources Working Group to provide an update on recent changes in AZSITE and hear perspectives from these governments.

October 2021: AZSITE presented on techniques used with the data backlog at the 2021 AGIC Symposium, held virtually. The AZSITE Executive Board held an open virtual meeting on October 18, during which they reviewed a proposed update to the AZSITE Database Use Agreement, and a proposal from the Ad Hoc Advisory Committee for an AZSITE data sensitivity training. The Board also voted that Watson and Walsh would share Chair duties for calendar year 2022.

November 2021: AZSITE implemented a new user management and invoicing database and tools, along with a web application form, to streamline the user application process and user management activities.

December 2021: AZSITE implemented a new data clip management database and tools, along with a web form for data clip requests, to streamline and track the data clip process. One of AZSITE's servers was migrated to a different data center at ASU (Research Computing), as the previous data center was shutting down.

January 2022: The AZSITE Manager went on family leave. AZSITE prepared a proposal to redevelop the primary AZSITE web mapping application to the Esri WebAppBuilder Developer Edition framework, with effort shared between AZSITE and ASU developers that manage AZSITE servers. The proposal was intended for a grant application for Certified Local Government Funds available from the Historic Preservation Fund. The proposal was developed in conjunction with Pima County, who submitted the proposal as a project that would benefit archaeologists across the state and Pima County in particular. The funding fell through due to a conflict of interest: the funds were available from the SHPO, which is represented on the AZSITE Executive Board.

February 2022: The AZSITE Executive Board held an open virtual meeting on February 2, during which the Board reviewed the updated AZSITE Access Policy and Database Use

Agreement, reflecting Board feedback. These documents were approved for use in calendar year 2023 pending final edits.

April 2022: The AZSITE Board held an open virtual meeting on April 13. The Board approved a proposal from the AZSITE Manager to pursue the web application redevelopment project using AZSITE’s own funds. The Board also approved the use of electronic signatures for Database Use Agreements. The Ad Hoc Advisory Committee presented an outline of the proposed AZSITE Data Sensitivity Training. AZSITE personnel began work on an updated to the Attribute Search web application.

## AZSITE FUNDING

AZSITE users are required to pay user fees for access to the database; access periods are based on the calendar year, and fees are charged for each individual user account. Figure 1 below summarizes the fee structure used in calendar years 2021 and 2022.

<b>2022 AZSITE Fees</b>				
<b>Account Type</b>	<b>Access Term</b>	<b>Web Apps &amp; Data Clips</b>	<b>Mercator GIS Server</b>	<b>\$/User</b>
Standard I	CY 2022	Yes	Yes	\$550
Standard II	CY 2022	Yes	No	\$450
Government Standard I <sup>1</sup>	CY 2022	Yes	Yes	\$450
Educational <sup>2</sup>	CY 2022	Yes	Yes	\$100
30 Day	30 days in CY 2022	Yes	No	\$250

<sup>1</sup>CY = Calendar Year

<sup>2</sup>Government agency personnel only

<sup>3</sup>Educational or non-profit institution students/personnel only

**Figure 1: 2022 AZSITE Fees (Per User)**

As shown on Figure 1 above, the fee structure charges \$550 per user for one year of access with direct GIS access (Standard I account), \$450 per government agency user for one year of access with direct GIS access (Government Standard I account), \$450 per non-government agency user for one year of access with web-only access (Standard II account), \$250 for one user account with 30 days of access within the calendar year (30 day account), and \$100 per educational institution user for one year of access with direct GIS access (Educational account).

## ANALYSIS OF AZSITE USER PARTICIPATION 2021/2022

In calendar year 2021, AZSITE had approximately 336 individual users, representing the four Consortium agencies, 56 private companies (usually archaeological consulting firms or engineering firms with archaeologists on staff), 14 state and local agencies, 12 federal agencies,

three Tribal agencies, and 13 educational or non-profit organizations. About two-thirds of the users had direct GIS access.

In calendar year 2022, AZSITE had approximately 366 individual users. These users represented the four Consortium agencies (45 individual users), 69 private companies (usually archaeological consulting firms or engineering firms with archaeologists on staff; 226 individual users), 14 state and local agencies (excluding consortium agencies; 23 individual users), 13 federal agencies (27 individual users), four Tribal agencies (nine individual users), two public utilities (7 individual users), and 9 educational or non-profit organizations (19 individual users). About two-thirds of the users had direct GIS access.

Overall, 115 organizational user agreements were issued for calendar year 2022. Roughly 60% of user agreements were issued to private companies; 34% were issued to local, state, Tribal, or federal agencies, or public utilities; 8% were issued to educational or nonprofit institutions.

## AZSITE ACCOUNT BALANCE

Table 1 below summarizes the AZSITE account balance over fiscal years 2021 through 2022.

**Table 1: AZSITE Account Balance, FY 2020-2022**

FY	Beginning Balance	Income	Expense	Annual Balance	End Balance
2020	\$ 207,875.55	\$184,290.00	\$113,470.38	\$ 70,819.62	\$ 278,695.17
2021	\$ 278,695.17	\$142,965.00	\$165,093.70	\$ (22,128.70)	\$ 256,566.47
2022	\$ 256,566.47	\$137,825.00	\$197,963.92	\$ (60,138.92)	\$ 196,427.55

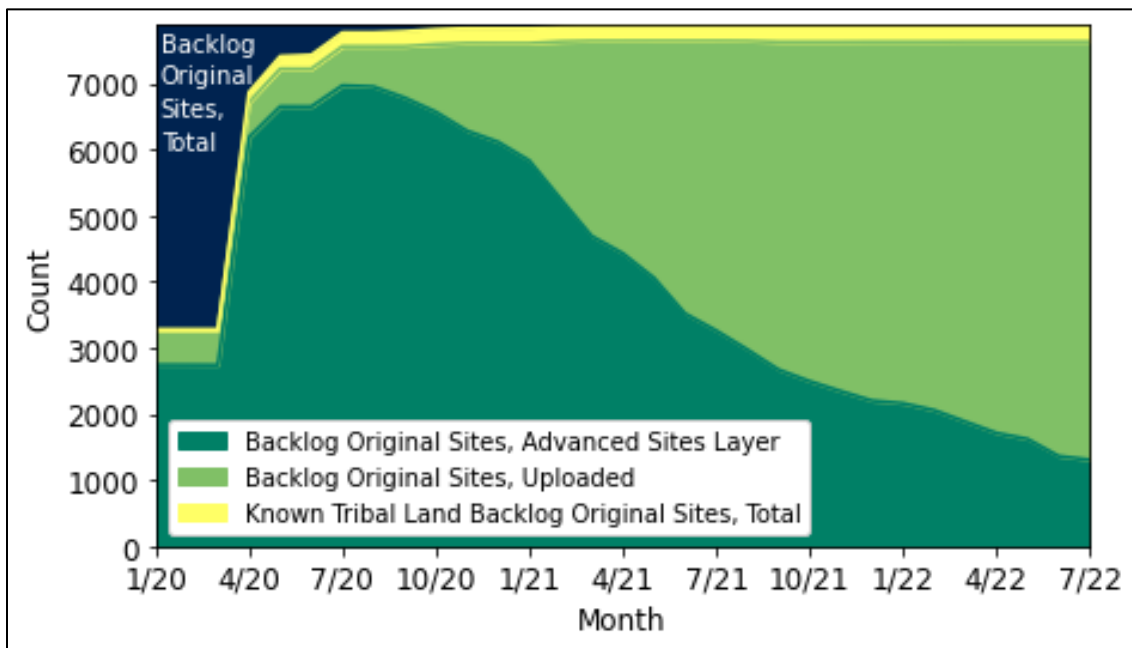
With the transition to the new fee structure in calendar year 2021, fiscal year 2022 income is lower than fiscal year 2021 by about \$5,000, as some income in fiscal year 2021 was for calendar year 2020 accounts, under the older fee structure. AZSITE’s expenses increased significantly in 2022, primarily due to staff raises and increased hosting costs. The AZSITE Board has indicated their intent to keep fees the same for calendar year 2023, but that subsequently they will consider a fee increase. That will be particularly important with the outlay of approximately \$33,000 from the account to redevelop AZSITE’s web applications in fiscal year 2023.

## AZSITE DATA MANAGEMENT AND BACKLOG

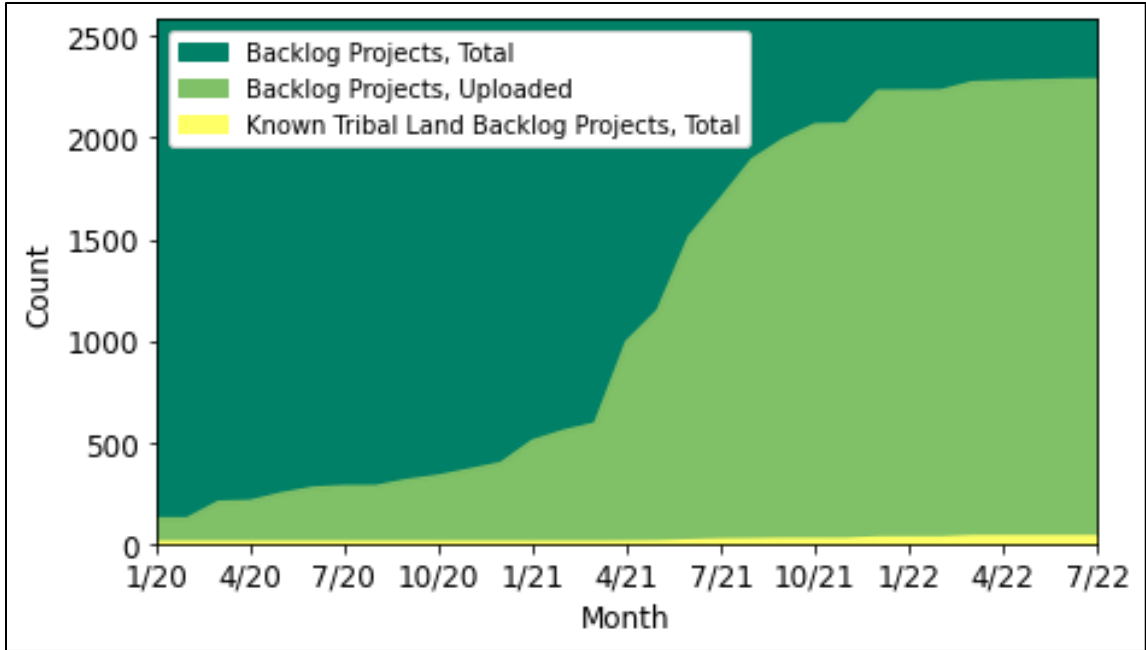
In fiscal year 2022, AZSITE continued to apply and refine previously developed backlog processing methods. The data backlog consists of 7,877 original site recordings and 2,586 projects submitted to the ASM Archaeological Records Office (ARO) between approximately 2003 and 2017. More recent submissions are handled by the ASM ARO under a different fee structure and workflow and are not available for AZSITE to upload prior to curation. 239 of the backlog site recordings and 33 of the backlog projects are known to be entirely on Tribal land, meaning they will not be added to AZSITE. In the first half of 2020, prior to backlog

submissions being made available for AZSITE to upload prior to ASM ARO curation, site center points for original site recordings in the backlog were added to a provisional data layer in AZSITE as an interim measure that would provide approximate site location information to users.

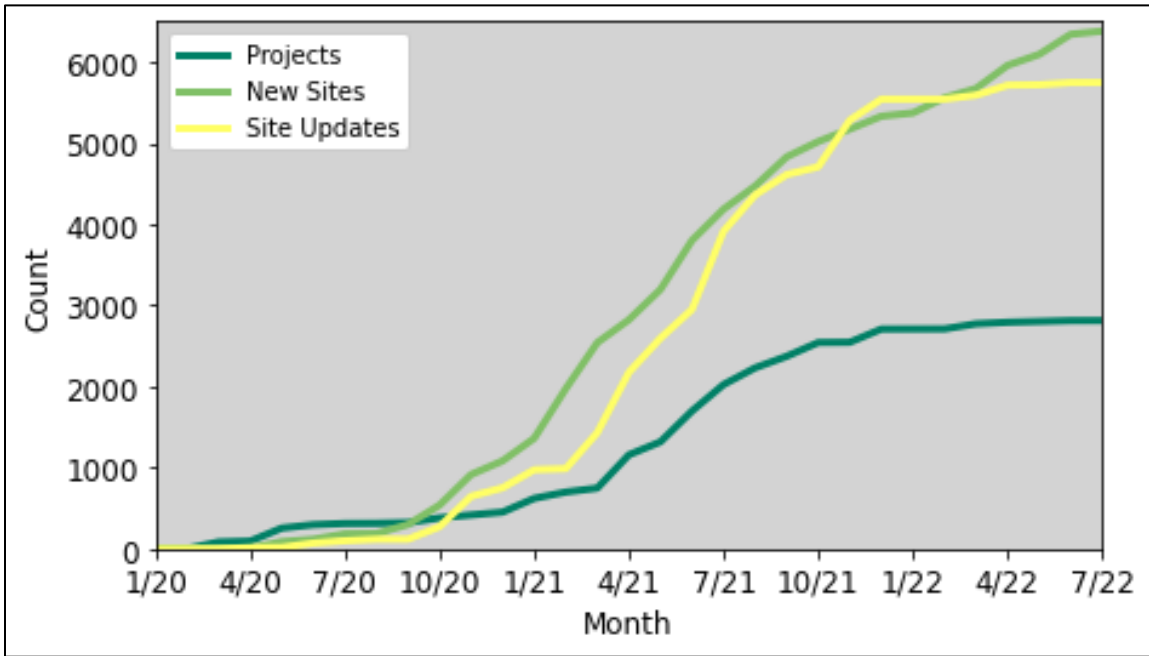
At the beginning of 2020, 121 projects and 528 original site recordings from the backlog had previously been uploaded to AZSITE. By the end of June 2022, 2,284 projects and 6,267 original site recordings had been uploaded. Progress on backlog uploads from January 2020 through June 2022 is summarized in Figures 3 and 4 below. Figure 5 summarizes total uploads over the same period, which includes submissions fully curated under the ASM ARO new fee structure, as well as backlog submissions. At the end of fiscal year 2022, 82% of backlog sites and 90% of backlog projects had been uploaded.



**Figure 1: Backlog Original Site Recording Progress, Jan. 2020-June 2022**



**Figure 4: Backlog Project Progress, Jan. 2020-June 2022**



**Figure 5: Total Projects, New Sites, and Site Updates Uploads, Jan. 2020-June 2022**

Total uploads between January 2020 and June 2022 amounted to 2,812 projects, 6,341 original sites, and 5,746 site updates (Figure 5). Documents uploaded during fiscal year 2022 included 243 ASM Project Registration Forms and 606 ASM Site Cards. 115 fixes to existing AZSITE data were implemented over this period.

## CONCLUSION

AZSITE continued to make significant progress on the backlog over the reporting period. We are now reaching the “long tail” of the backlog, where the remaining submissions are more likely to be incomplete or missing digital data. The tools and workflows AZSITE developed to process the backlog are directly applicable to ASM ARO submissions under their new fee structure; these submissions are processed into AZSITE as soon as curation is complete and they are listed as available for AZSITE.

AZSITE was not successful in securing grant funding for redevelopment of our web applications but will pursue the project with its own monies in the next fiscal year. This will increase the need to increase user fees for calendar year 2024. Modernizing the web applications is the next logical point of emphasis as we are near the end of the data backlog effort. An enhanced user interface that allows users to get more out of our data may also ease concerns about a fee increase among the user community.

In the spring of 2022, AZSITE met with ASM personnel to discuss two items, web data entry and making ASM project reports archived at the ARO available in AZSITE. On the web data entry module, ASM indicated that they were not interested in using an AZSITE web data entry tool as a submission vehicle; those submissions must go directly to ASM. In the future, ASM may develop its own web data entry tool for this purpose, with help from AZSITE personnel. ASM also granted AZSITE permission to make ASM project reports available in the AZSITE web application, which will be incorporated into the redevelopment effort.