

AZSITE Board Meeting Minutes

April 24, 2019

Arizona State Historic Preservation Office
1100 W Washington St
Phoenix, AZ 85007

A. CALL TO ORDER (Hays-Gilpin)

Meeting called to order at 10:20am

Board members present:

Melissa Powell, Arizona State University (ASU)
Jim Cogswell, Arizona State Historic Preservation Office (SHPO)
Jim Watson, Arizona State Museum (ASM)
Kelley Hays-Gilpin, Museum of Northern Arizona (MNA) (online)

Also present:

Malissa Hubbard, AZSITE Manager
Katie MacFarland, Archeological Records Office (ARO)
Kathryn Leonard, SHPO

B. Introduction of Board Members

1. AZSITE Board members were introduced.

C. Agenda Items

1. Meeting Minutes from January 2019 were presented. Watson moved to approve minutes, Cogswell seconds. Minutes approved by unanimous vote.
2. MacFarland gave an ARO status report.
She explained the role of the ARO to meet their mandates, and explained the status of the ARO backlog with an estimated time to completion. For full report see appendix A
3. Hubbard gave a report on AZSITE status
 - a. 22 projects with 23 accompanying sites uploaded. 46 PRFs uploaded.
 - b. There are currently 303 AZSITE Users.
 - c. 21 clips have been completed.
 - d. Hubbard will soon be hiring a student worker.
 - e. Hubbard plans to have a new fee system with add on services such as clips ready by the next AZSITE board meeting.
4. Hubbard gave an update on BLM support.
Support has been approved and is in process.
5. Watson presented a financial report

AZSITE currently has an uncommitted cash expenditure of \$206,638.

6. Watson proposes to make the AZSITE manager position fulltime.
Watson motions, Powell seconds. Request approved unanimously.

D. Public Comment

No public Comment.

E. Date and Time of Next Meeting –

Next Open Meeting

Date: August 2nd, 2019

Time: 10am

Location: Museum of Northern Arizona, Flagstaff, AZ

1. No suggestions for future agenda items.

F. Adjournment

Watson moved to adjourn, Cogswell seconded. Meeting was adjourned at 11:34 am.

G. Appendix A: Status Update for the Archaeological Records Office



INTRODUCTION

- The Arizona State Museum (ASM) is the official and only repository for records generated under Arizona Antiquities Act (AAA) Blanket Permits (i.e., non-collection survey projects on state lands). The ASM's Archaeological Records Office (ARO) receives, reviews, processes, and curates project materials submitted in compliance with AAA-permitted work. In addition, the same tasks are conducted for project materials that are otherwise submitted to the ARO.
- ARO staff are responsible for:
 - Reviewing and processing AAA-related work products submitted to ARO,
 - Managing the ASM site number system,
 - Recording all ASM site locations and determining final boundaries,
 - Transferring approved AZSITE submissions (i.e., survey boundaries, site boundaries, relevant site data) that are included with ARO submissions to AZSITE,
 - Conducting ASM records research and supplying document requests for professional archaeologists, and
 - Assisting professional archaeologists with in-house records research.
- Since March 2017, following amendments to ARS § 15-1631 (SB 1418, 2016) there has been a concentrated effort to separate the workflows and datasets of the ARO and AZSITE and to clarify the different mandates of each office.
- Independent of the implementation of changes related to SB1418, ARO staff have been conducting a thorough inventory of project submissions submitted to the ARO prior to January 2018, which is when ARO began systematically tracking and reviewing all project submissions in a newly developed workflow.

GENERAL OVERVIEW OF WORK

- The ARO has a digital inventory of all components associated with project and site records.
- We have built a database workflow system, derived from the digital inventory, which allows us to track progress of all components submitted to ARO in fulfillment of AAA-permitted work, and all other projects submitted to ARO.
- All projects submitted as of January 2018 are tracked in this same system, whereas before they were tracked in three separate databases.
- Our workflow ensures that:
 - The backlog does not increase from this point on, and
 - Elements are transferred to the AZSITE Manager as soon as the ARO review process that ensures completeness and accuracy of AZSITE submissions (i.e., survey boundaries, site boundaries, relevant site data) is finished.



NEW SUBMISSION WORKFLOW

- ARO staff and students inventory project materials and data submitted to ARO.
- ARO staff review all submitted components (i.e., Project Registration Forms [PRFs], Reports, ASM Site Cards and site card outputs from AZSITE Entry Modules, site and survey boundaries) for accuracy and completeness.
 - The official boundary of each ASM site is plotted on the 7.5-minute USGS quadrangle maps in ARO during report review.
 - Updates to ASM site boundaries are considered at this time. Any changes to ASM site boundaries are added to the USGS maps.
- ARO staff request revisions from clients, as appropriate.
 - Elements of the project submission that do not require revision move to the next stage
 - If there are no problems with maps or site cards, these elements are transferred to the AZSITE Manager.
 - Project submissions that do not require revision are approved.
- Once the elements of a project submission are approved:
 - ASM Site Cards are finalized, and
 - Any remaining project materials (e.g., digital images, archival materials, AZSITE shapefiles and Entry Modules, PRFs, ASM Site Cards) are transferred to the appropriate office.

BACKLOG

- **Project Registration Forms (PRFs):** A complete inventory of all PRFs submitted to the ARO prior to January 2018 was completed on January 11, 2019.
 - All PRFs (n = 2,581) that were a part of this backlog were transferred to the AZSITE Manager on January 11, 2019 for upload to AZSITE.
- **ASM Site Cards:** A complete inventory of all ASM Site Cards (n= 15,172) submitted to ARO prior to January 2018 was completed in early April 2019.
 - Each ASM Site Card has been prioritized, based on level of completeness,
 - ASM Site Cards that are more complete will be processed first,
 - ASM Site Cards will be transferred to AZSITE as they are completed,
 - ASM staff have begun to systematically process the site cards.
- **Entry Modules:** Entry Modules are one of the ways in which ASM receives ASM Site Cards. A complete inventory of all Entry Modules (n= 8,069 site records waiting for export to ASM Site Card) submitted to ARO prior to January 2018 was completed in early April 2019.
 - Entry modules containing data for ASM sites will be transferred to AZSITE when all site cards have been completed.
- **Shapefiles:** Since the ARO is responsible for the accuracy of ASM site boundaries, ASM staff and students have begun inventorying submitted shapefiles. We are assessing the presence/absence of project shapefiles and site shapefiles.
 - ARO will assess the accuracy of each boundary and transfer finalized shapefiles to AZSITE when complete.



- Although there is a backlog in terms of the final processing of site attribute data and other project information and work products, all sites are immediately plotted on ARO's paper maps and all site attribute data are available to users in a variety of ways.
 - ARO staff assist professional archaeologists conducting their own records research in ARO.
 - For a fee, ARO staff conduct ASM records research for archaeologists which includes a list of all ASM sites and projects registered with the ASM in the research area. Maps, saved as pdfs, of ASM site and project boundaries in the research area can also be requested.
 - ARO staff fill document requests for professional archaeologists.

DATA AVAILABLE FOR UPLOAD

- Data that has been made available to AZSITE:
 - 2581 PRFs from the backlog were transferred to AZSITE on January 11, 2019,
 - Approximately 180 project submissions that had been transferred to AZSITE in the previous workflow system (Entry Modules, site cards, Project Registration Forms, shapefiles), were made ready for upload by ASM Staff and students. These have been ready for upload to AZSITE for more than a year, since March 2018.
- Other sources of data generated by ARO staff that will be available to the AZSITE data set:
 - Shapefiles created by ARO staff because of ASM site consolidations and other research events,
 - ASM site cards created/updated for document requests, and
 - Shapefiles created for project boundaries and ASM sites in fulfillment of ASM records research requested of ARO.

AZSITE ENTRY MODULE AND ASM SITE CARD

- AAA-permit holders and those opting to use the ASM site numbering system can complete an ASM Site Card, available online, to record AAA-required data, as well as required data itemized in the ASM Site Recording Manual.
- As a member of the AZSITE Board, the ASM also accepts the ASM Site Card that is a direct output from the AZSITE Entry Module.
- The report output from the AZSITE Entry Module that results in an ASM Site Card does not include basic information that is required for the ASM to implement its AAA-mandated duties and manage the official archaeological site numbering system for Arizona's State lands.
- The following data must be included on every ASM Site Card submitted to the ARO, regardless of source (bold font indicates not currently on Entry Module site card output):
 - Side A:
 - **ASM Accession Number (i.e., Agency Number),**
 - Field No.,
 - National Register Opinion,



- Recorders, Recording Organization,
- Date Recorded,
- Project Name,
- Site Name,
- Land status,
- **Owner/Agency name (full name),**
- Survey Colls.,
- Repository Institute,
- Report Reference,
- **7.5-minute USGS quadrangle (and accompanying information),**
- State, County,
- **Elevation,**
- Site Size, How measured,
- UTM coordinates and metadata,
- Township, Range, Section, **Baseline,**
- Site Description/Remarks, and
- AAA Permit No.
- **Site is Within AZ ____ : ____ : ____ (ASM)**
- **Site Contains AZ ____ : ____ : ____ (ASM)**
- Sides C & D
 - **Depositional Context,**
 - **Topo setting,**
 - **Vegetation,**
 - **Geology/soils,**
 - Site Condition,
 - **Site Type,**
 - Assemblage Composition (and accompanying information),
 - Diagnostics (and accompanying information), and
 - **Feature Data (and accompanying information)**
- Because the report output from the Entry Module does not include these data, ARO staff are required to manually enter them onto every site card, which is time consuming.
- ARO staff are very concerned that the new “web portal” version of the Entry Module does not meet these basic data requirements, because the underlying structure of the AZSITE database does not store data in a way that allows export of the listed items to the ASM Site Card output.
- ASM needs assistance from the AZSITE Board to revisit the database structure of the Entry Module and report output to ensure that ASM can:
 - Meet AAA-mandated responsibilities while continuing to accept the AZSITE Entry Module site card output,
 - Efficiently assess the completeness and accuracy of submitted ASM Site Cards, and
 - Increase the speed in which final ASM Site Cards can be transferred to the AZSITE Manager.