

**PROCEDURES FOR UTILIZATION OF RECORDS AND COLLECTIONS
ON DEPOSIT WITH THE ARKANSAS ARCHEOLOGICAL SURVEY
(Revised 2013)**

I. Purpose:

Following Arkansas Code, annotated, 13-6-212 and 13-7-05, the Arkansas Archeological Survey is the official Arkansas State repository for archeological site and project information. Arkansas Archeological Survey archeological site files are exempted from public access by the Arkansas Freedom of Information Act (Arkansas Code, Annotated 25-19-105b(3)), and by provisions of the Federal Archeological Resources Protection Act (Public Law 96-95; 16 U.S.C. 470aa-mm). Site and project files along with associated archeological data are available on a scientific and management need to know basis to Qualified Professional Archeologists and Researchers (see below). Others may request such data, and, if a need to know is established, an agreement to allow access can be executed.

II. Definitions:

A. Qualified Professional Archeologist

Any person certified by the Register of Professional Archeologists (RPA) and who is carried on the active list of persons certified by RPA, or who meets the U.S. Secretary of Interior's Standards (Code of Federal Regulations, 36 CFR Part 61).

B. Qualified Researcher

Any archeologist who, to the satisfaction of the State Archeologist or the Registrar, meets RPA core requirements or the U.S. Secretary of the Interior's Standards as a Qualified Professional Archeologist.

C. Authorized Representative:

Any individual under the direct administrative supervision of, or directly employed by, a Qualified Professional Archeologist and for whose actions the Professional Archeologist accepts complete responsibility with respect to the security of the archeological site file, the competent use of the information contained, and these Procedures.

D. Access to Archeological Site Files

1. Direct Access at the Registrar's Office in Fayetteville, Arkansas, to original hard copy records that are physically kept in that office; site forms, site file extension,

archeological reports, black and white photographs , slides, record sheets, data forms, bibliographic citations, radiocarbon dates, artifact analyses, survey and excavation records, oversized site and project maps, quadrangle maps showing the location of previously conducted archeological projects.

2. On-line access through the AMASDA (Automated Management of Archeological Site Data in Arkansas) system. AMASDA currently includes the following records; site forms, bibliographic citations, radiocarbon database, Study Units for geographic areas and time periods, and a geographical interface that has both site and project information.

E. Photographs, Maps, and Graphic Imagery

The Arkansas Archeological Survey maintains extensive photographic images of archeological sites, artifacts, and archeological activities, along with extensive collections of maps and other graphics. These may be of interest to researchers for their informational content or for use as illustrations in publications or other presentations. These materials are presently available only via direct access at the Registrar's Office in Fayetteville, Arkansas after filling out the "Request for Access to Records" form. Requests for permission to publish photographic images, maps, or other graphics are considered on a case by case basis. Request for Permission forms are available from the Survey Registrar.

Several Survey-supported websites, including the main Survey website, Archeology of the Arkansas River Valley, Indians of Arkansas, Rock Art in Arkansas, and the AMASDA Online system, also contain site and artifact photo images and other graphics. You are not permitted to download and use images from any of these sites without written permission. You may request permission to use these images by filling out and returning the "Request for Access to Records" and the "Request for Permission to Publish or Quote from Materials Produced by the Arkansas Archeological Survey" forms available from the Survey Registrar or from the State Archeologist page on the Survey website: <http://www.uark.edu/campus-resources/archinfo/statearch.html>.

III. Procedures for initial direct or on-line access to the archeological site file on deposit with the Registrar

A. All persons desiring direct or on-line access to the archeological data on deposit with the Registrar must complete the form "Request for Access to Records". You (or your authorized representative) will be permitted access to files after this form has been reviewed for eligibility and signed by the Registrar.

B. "Request for Access to Records" should be sent to the Registrar's Office. The "Request for Permission to Publish or Quote from Material Produced by the Arkansas Archeological Survey" should be sent to the State Archeologist.

C. Access to the archeological site file is restricted to only those individuals indicated on the Request for Access form.

D. Site forms may be downloaded from the on-line system. Qualified Professional Archeologists or their Authorized Representatives visiting the Registrar's Office are permitted to make photocopies of archeological records. Payment for copies may be made at the time of access or may be billed to the researcher at a later date.

E. Appointments for direct access to records must be made at least three working days in advance. This is necessary to assure access to sufficient workspace and to any records that are routinely stored in a low activity storage facility until they are requested.

F. Confidentiality

(1) You agree not to disseminate the name of any person contained in the records without written permission from that person and from the State Archeologist.

(2) You agree not to publish specific site locational data, and only provide such data to clients with a need to know, with the understanding that the client is not permitted to make this data available to the general public.

(3) You agree not to disseminate any copies of downloaded site forms. Data extracted from the forms may be summarized, in narrative or tabular form as appropriate, in reports you prepare but the forms themselves may not be duplicated or transferred to other parties.

IV. Completion and Termination of each request for Access to Records

A. After completion of each direct or on-line access request, you agree to:

1. Destroy or return all sensitive records and site forms acquired for the project. Sensitive records include information about archeological sites, and their locations, housed in Survey site files, field notes, digital databases, paper and/or digital archives. Books, final reports, and other published material in the Survey Library do not constitute sensitive information, but its reproduction may be covered by Copyright law.

Records must be shredded, wiped off hard drives, and otherwise destroyed so that the information they contain cannot be retrieved by other parties. You are not to sell or transfer these records to other individuals, corporations, agencies, or organizations.

You may not store the records because 1) the information may be acquired by unauthorized individuals, 2) records become outdated because new information is added to site files on a regular basis, and 3) permission for access to records must be filed anew for each archeological project.

(2) Provide the Survey with two copies of all records (including but not limited to site forms and/or revisit forms, survey and excavation field forms, photos, notes, and maps). The Archeologist will also provide the Survey with two copies of the final report, each copy to be accompanied by a digital copy of the report (in either Word or PDF format), resulting from research carried out using Survey records. Qualified Researchers working on any type of project or research program must provide the Registrar with two copies of the results, report, publication, or paper, using the data obtained from the Survey files. Copies of records and final reports should be submitted within 60 days of the completion of the project.

V. Procedures for subsequent Request for Access

A. An individual Request for Access agreement must be executed for each project.

B. Access will be denied until records and reports from previous projects that are prepared in the proper format have been received and formally accepted. The only exception will be those projects that are still on-going as stipulated in the access agreement.

VI. Procedures and Conditions Governing Loan of Archeological Items

No Item of the collection is to be experimented with for purposes of analysis, altered, cleaned, or otherwise damaged, without the specific written permission from the Survey Registrar, Collections Manager, or the Survey Archeologist in whose care the collection resides.

Items borrowed for exhibition purposes must be exhibited in secure cases in adequately protected areas during the period of the loan.

The borrower must maintain constant and adequate protection of loan materials from the hazards of fire, exposure to deteriorating light, extremes of temperature and relative humidity, insects, dirt, theft, and handling by unauthorized or inexperienced personnel.

Loans are made to institutions and not individuals, except under unusual circumstances. It is understood that the person signing the loan agreement is responsible for insuring that conditions of the loans are met. Borrowed items will not be sublet or transferred to another institution or individual.

Loans can be made for up to 12 months in duration, and may be renewed upon request. The loan period will not exceed a period of 5 years.

Upon receipt and prior to return of the items, the borrower shall inspect items for damage and make comments about the damage immediately to the Survey Registrar, Collections Manager, or appropriate Survey Archeologist in whose care the collection resides.

Copies of any photographs taken of individual items, part of items, or groups of items must be deposited with Survey. Any such photographs published should have proper acknowledgment. Conversely, the Survey will not use such photographs without appropriate notification and acknowledgment.

VII. Procedures for grievance

A. If access is denied by the State Archeologist or the Registrar, the reason for denial will be stated in writing.

B. The person requesting access may appeal the denial in writing to the Survey Director who will make the final decision regarding access.

VIII. Access by State and Federal agencies

Qualified Professional Archeologists who are employees of State and Federal agencies, such as but not limited to the Arkansas Highway and Transportation Department, Arkansas Historic Preservation Program, U.S. Corps of Engineers, U.S. Forest Service, National Park Service, Arkansas Department of Parks and Tourism, and Arkansas Archeological Survey, shall submit an Access to Records form yearly. All other qualified persons must complete a Request for Access form for each project before obtaining direct or on line access to the AMASDA files and other records.

IX. Procedures with respect to records of the Arkansas Archeological Survey not on deposit with the Registrar

Records generated by Archeological Survey professional staff members through Station research, other research in progress, and research not yet completed, may be made available to others at the discretion of the appropriate Survey professional staff person. Any questions regarding access to material not yet deposited with the Registrar may be referred by either party to the Survey Director.