Acknowledgments

The City Archaeologist would like to express thanks to Robert Serocki, Assistant Archaeologist, for reviewing these guidelines and to Roger Lidman, Archaeology Section Administrator in the City of Phoenix Parks and Recreation Department, for his administrative support. Thanks also to Lonnie Thacker, Environmental Programs Coordinator for the City of Phoenix Street Transportation Department, for his support of the City Archaeology program.

This is a revised version of the Guidelines for Archaeology, originally published in 2004.

A copy of these guidelines can be found on the City Archaeology website: www.pueblogrande.com.

Cover: Archaeological excavations of a pithouse floor at the Phoenix Convention Center.
# Table of Contents

Introduction..............................................................................................................3  
Definitions of Archaeological Materials.................................................................4  
Archaeological Resource Compliance Summary....................................................5  
City Archaeology Regulations..................................................................................6  
City Archaeology Functions.....................................................................................7  
Archaeological Resources within the City of Phoenix.............................................8  
City of Phoenix Archaeology and City Departments.............................................11  
Archaeology Project Management..........................................................................12  
Types of Archaeological Investigations .................................................................13  
Care and Treatment of Human Remains.................................................................16  
City of Phoenix Burial Agreement ........................................................................17  
Archaeology Report Contents and Format...............................................................21  
Archaeology Report Submittal Procedures...............................................................25  
Cover Letter Contents............................................................................................27  
Site Records Management......................................................................................28  
Pueblo Grande Museum Collection Policies and Procedures.................................29  
Pueblo Grande Museum Curation Agreement.......................................................30  
Archaeological Fieldwork Protocol........................................................................33  
Use of Archaeological Consulting Firms...............................................................34  
Appendices...........................................................................................................35  
1. City Manager’s Letter No. 279...........................................................................36  
2. Arizona Antiquities Act Title 41 Article 4. Archaeological Discoveries..............37  
3. National Register of Historic Places...................................................................38  
4. National Historic Preservation Act Section 106 MOA Components..................39  
5. Traditional Cultural Properties...........................................................................40  
6. Archaeological Consultant Invoice Procedures and Form..................................41  
7. Media Policy for Burial Discoveries...................................................................43  
8. Archaeology Assessment Request Form............................................................44  
9. Burial Agreement Request Form.........................................................................45  
10. Report Format Abstract Form............................................................................46
Introduction

This document provides guidelines for conducting archaeology within the City of Phoenix. The intent of these guidelines is to provide information about the policies and procedures for conducting archaeology for the City of Phoenix. These policies and procedures are designed to be consistent with and compliment federal and state historic preservation laws. This document is a revised version of the 2004 guidelines.

These guidelines are intended for use by City of Phoenix project managers, private consultants working for the city, individuals who are involved in archaeological projects undertaken on City of Phoenix property or which involve City of Phoenix financing, and for companies which are required to conduct archaeological investigations as a condition of their construction permit or as part of rezoning stipulations issued by the City of Phoenix Planning Department.

The City of Phoenix has a rich and ancient heritage. Located within its boundaries are more than 1,000 archaeological sites and at least two dozen historic districts. The archaeological sites date from the prehistoric Archaic Period (more than 3000 years ago) and the Hohokam Culture (ca. A.D. 1 to 1450), but also include historic Territorial Period properties from the original Phoenix Townsite (established in 1870). These cultural resources are buried under asphalt streets and parking lots, playgrounds and golf courses, and even in people’s backyards. The City’s magnificent Mountain Preserves also contain numerous locations where traces of past life can be found. These historic and prehistoric cultural resources are fragile and, in some cases, irreplaceable. The rapid pace of development in the Salt River Valley increasingly has the potential to adversely impact the City’s archaeological resources. The City of Phoenix Archaeology Section is dedicated to recording and preserving, when appropriate, the City’s archaeological resources. When archaeological resources cannot be preserved through avoidance, they should be thoroughly documented.

There are many benefits from archaeological research in the City of Phoenix. Information generated from these scientific investigations fills in the gaps in our understanding of, and appreciation for, our past history. Archaeological data supplements, and even corrects, the historic records of past events. Gaining a better knowledge of the challenges and successes of our ancient ancestors helps provide a sense of continuity in a rapid-changing modern world.

Archaeological investigations are required for developmental projects in the State of Arizona whenever there is state or federal funding, permitting, or licensing. In addition, state law (A.R.S. 41-844 and 865) strictly regulates the removal and disposition of human remains and their associated grave goods, both on private and public property in the City.

The City of Phoenix has a City Archaeologist and an Assistant Archaeologist within the Parks and Recreation Department. They coordinate archaeological projects for all City departments and serve as a liaison with other cultural resource agencies.
Definitions of Archaeological Materials

In the state of Arizona, most archaeological materials 50 years of age or older have the potential to have historic significance according to the criteria established for listing on the National Register of Historic Places, or the Arizona Register of Historic Places. Archaeological sites are considered a “Historic Property” if they are eligible for the National or Arizona Registers. Archaeological materials have the following definitions:

*State Historic Preservation Office:*

Ruins and material remains from past human activities or cultures from the Paleoindian, Archaic, Prehistoric, or Historic periods.

*City of Phoenix Historic Preservation Ordinance:*

Any material remains of past human life or activities which are of historic or prehistoric significance. Such materials include, but is not limited to, pottery, basketry, bottles, weapons, projectiles, tools, structures or portions of structures, pit houses, rock paintings, rock carvings, intaglios, graves, skeletal remains, or any piece of any of the foregoing items.

*Arizona Antiquities Act:*

Archaeological specimen means any item resulting from past human life or activities which is at least 100 years old [50 years old for Eligibility to the Arizona Register of Historic Places] including petroglyphs, pictographs, paintings, pottery, tools, ornaments, jewelry, textiles, ceremonial objects, weapons, armaments, vessels, ships, vehicles, and human skeletal remains.

Historic doll head, Phoenix Chinatown. Prehistoric petroglyph design, South Mountain Park.
Archaeological Resource
Regulation and Policy Compliance Summary

The protection and management of archaeological resources are regulated at three levels of government in Arizona: (1) local, (2) state, and (3) federal.

At the local level, Section 802(A.1) of the City’s Historic Preservation Ordinance states that one of the purposes of the Ordinance is “to encourage identification of the location of both prehistoric and historic archaeological resources,” and “to assist with the preservation of these resources, within developments where appropriate, and with recovery of the resources where applicable.” Archaeological resources within the City of Phoenix include prehistoric ruins and rock-art associated with the Hohokam culture, as well as historic archaeological materials left behind by the early pioneers of Phoenix during territorial times and later times.

State law (ARS 41-841 through 847, 41-865) requires the identification and evaluation of prehistoric and historic properties if a project receives state funding or is located on state land; this law is very similar to federal regulations governing archaeology (Appendix 2). In addition, development projects on both private and public land in Arizona are not allowed to destroy or damage human burials, often found at Hohokam villages located within the City of Phoenix, through construction activities regardless of the project owner or sponsor. All archaeological reports and management plans for state and federal land in Arizona must be reviewed by the State Historic Preservation Office (SHPO), located in Arizona State Parks at 1300 West Washington Street (602-542-4009).

At the federal level, the National Historic Preservation Act of 1966 (NHPA) established the policies and procedures which regulate the management of archaeological sites for projects which are considered “undertakings” (Appendix 3). These projects include those that are funded, licensed, or permitted by a federal agency (e.g., HUD, FAA, etc.). Section 106 of the NHPA outlines the process in which archaeological sites are identified, their significance determined, and potentially adverse effects on them from the proposed construction are evaluated. Section 106 requires that a Memorandum of Agreement (MOA) be prepared for those projects which will have an adverse effect on the identified archaeological resources (Appendix 4). Section 106 also requires that local Native American groups and the public are consulted about the archaeological treatment plans that the MOA incorporates for a particular project. The SHPO also must review all archaeological reports and MOA’s that are prepared for projects that are considered a federal undertaking. By law, the SHPO has 30 working days in which they must respond to each submittal.

Whenever a City Project involves state or federal land, it is recommended that a City representative contact the cultural resources office of the state or federal agency before preparing archaeological assessment or survey reports. There may be certain procedures that must be followed, or relevant information that the state or federal agency may want to share with the City. All correspondence to agencies and tribes must come from the City, not from a consultant.
City Archaeology Regulations

The City of Phoenix Zoning Ordinance, Chapter 8, Section 802 (A) acknowledges the potential significance of archaeological resources within the city:

It is hereby declared as a matter of public policy that the protection, enhancement and preservation of properties and areas of historical, cultural, and archaeological and aesthetic significance are in the interests of the health, prosperity and welfare of the City of Phoenix.

Therefore, it is the City’s policy (Chapter 8, Section 802[B2]):

a. To encourage identification of the location of both pre-historic and historic archaeological resources;
b. To assist with the preservation of these resources, within developments where appropriate, and with recovery of the resources where applicable;
c. To encourage recognition of the fact that archaeological resources found on public land are the property of all citizens, and are not private property. Archaeological resources found on City-owned lands are the property of the City.

In addition, the City of Phoenix has been designated by the State Historic Preservation Office as a Certified Local Government (CLG), which requires that the City:

- maintain a historic preservation commission
- enforce state and local preservation laws
- provide for public participation in its activities
- enact the City’s historic preservation ordinance

Finally, the City of Phoenix General Plan includes a policy that “encourages the protection, preservation, and designation of historic resources;” and requires that development is “compatible with architectural, archaeological and historic resources and their setting.” The General Plan also encourages the preservation “of archaeological resources found at development sites of public and private projects.”

Archaeological Excavations at Sky Harbor International Airport.
City Archaeology Office Functions

The City Archaeologist has had an office at Pueblo Grande Museum, 4619 E. Washington Street, since 1929. The current responsibilities of this office are:

Assess all development projects – those that are City sponsored, on City land, or are undergoing planning review (including private development) – for the potential impact to archaeological sites. Coordinate the development of treatment plans if impacts are identified, which may involve excavations to examine and document subsurface deposits. Assist private development projects with the archaeology process required for construction permit stipulations.

Manage all city-sponsored archaeological projects which involve federal agencies (e.g., HUD, FTA, and FAA) and state agencies (e.g., Arizona State Land Department). Coordinate those projects with the State Historic Preservation Office and the Advisory Council on Historic Preservation.

Prepare scopes of work for City projects, evaluate responses, and assist with the hiring of archaeological consulting firms. Manage the City-wide annual services contracts for archaeological consultants. Review archaeological field work, reports, and collection submittals to Pueblo Grande Museum, the City repository for archaeological collections.

Manage the Pueblo Grande Museum publication series, including *Anthropological Papers*, *Occasional Papers*, and *Technical Reports*.

Coordinate the Site Steward Program for the City of Phoenix.

Coordinate the Pueblo Grande Platform Mound Stabilization Program.

Coordinate the City of Phoenix Burial Repatriation Program with Native American Communities in Arizona.

Conduct research for public exhibits and publications, and interact with the media.

Excavation of a prehistoric pithouse floor for a modern housing development, South Phoenix.
Archaeological Resources within the City of Phoenix

The City of Phoenix represents a large portion of the center of the Salt River Valley, covering more than 520 square miles. Established in 1870, Phoenix was named after the mythical bird that rose from the ashes of its former self. It is an appropriate name, since the town was built on top of the archaeological remains of an ancient culture archaeologists call the Hohokam. These pre-industrial farmers built an extensive irrigation canal system that watered thousand of acres of corn, beans, squash and cotton. The canals were gravity-fed, flowing from the Salt River to the northeast or southeast, in the direction of the slope of the landscape.

The Hohokam flourished for more than a millennium in the Salt River Valley (ca. A.D. 1 – 1450), creating beautiful crafts and building earth and adobe architecture. Hohokam villages are scattered throughout the Salt River Valley, being located about every three miles along their largest irrigation canals. Archaeological excavations conducted since the 1880s reveal that these villages contain domestic structures (pithouses and above-ground adobe rooms), cooking and storage pits, canals, water reservoirs, trash mounds and middens, platform mounds, ballcourts, and cemeteries. Often the features are distributed across the site in a pattern, with the cemeteries located near clusters of domestic structures. Cemeteries at large Hohokam villages can contain dozens, even hundreds of human remains. For example, nearly 1,000 human burials have been found at the Hohokam village of Las Canopas in south Phoenix and around 2,000 burials have been excavated from the site of Pueblo Grande, a portion of which is a National Historic Landmark owned by the City of Phoenix.

In addition to archaeological sites, historic properties called Traditional Cultural Properties (TCPs) also are present within the City of Phoenix (Appendix 5). These TCPs can be prehistoric shrines or other significant features associated with local Native American groups.

Excavations at Heritage Square, where archaeological materials from both the Hohokam Culture and the Historic Phoenix period were found.
Also buried within the downtown area of the City of Phoenix are the remains of the early history of the City, including the original Phoenix Townsite and 19th century additions. The study of these historic remains can contribute valuable information to our understanding of the early Phoenix pioneers, and therefore should be excavated whenever it is anticipated that proposed construction activities will destroy them. Archaeological investigations in the downtown area have discovered materials left behind by an interesting variety of early residents and businesses, including excavation of a portion of the historic Phoenix Chinatown (see current publication list on www.pueblogrande.com). Historical archaeology investigations should also be considered when construction is planned inside any of the designated Historic Residential Districts in Phoenix.

Buried trolley track dating to 1928 under Washington Street in downtown Phoenix.

An archaeological database compiled for the City has identified more than 1,000 archaeological sites. This database indicates that three general archaeological zones can be defined, each with different types of archaeological sites likely to be present. In Zone 1, numerous large Hohokam villages are located within a wide band paralleling both sides of the Salt River, as well as along other desert waterways such as Cave Creek and New River. Zone 1 also contains the Original Phoenix Townsite and other historic districts. In Zone 2, between the desert waterways and the mountains, fewer Hohokam sites are present. Within the mountains and foothills of Zone 3, scattered rock art sites, prehistoric resource gathering sites, and historic mining and homestead sites may be present. In summary, Zones 1 and 3 contain the highest archaeological sensitivity within the City of Phoenix. Residential properties located in one of the City’s many Historic
Districts also may contain historical archaeological materials that merit investigation (see the Historic Preservation Office website http://phoenix.gov/NBHDPGMS/histpres.html).

Numerous prehistoric canals are buried throughout the City of Phoenix, totaling hundreds of linear miles. The excavation of Hohokam canals can be very informative about prehistoric hydraulic engineering and, therefore, canals should be investigated whenever appropriate. Those investigations should include the preparation of trench profiles, taking of photographs, and collection of sediment and other samples. However, the scope and depth of disturbance for each proposed construction project should be taken into consideration when determining if trenching or monitoring is recommended for a project where canals may be located. Small-scale projects with shallow excavations are not likely to impact buried canals.

Omar Turney’s 1929 map showing prehistoric canals and villages in the Phoenix area.
City of Phoenix
Archaeology and City Departments

Twenty-one different City Departments and Offices work with the City Archaeology Office to insure that archaeological resources are properly managed. These are:

- Aviation Department
- Community and Economic Development Department
- City Manager Office
- Development Services Department
- Engineering and Architectural Services
- Finance/Real Estate
- Fire Department
- Housing Department
- Human Services Department
- Information Technology Department
- Law Department
- Library Department
- Neighborhood Services Department
- Office of Environmental Programs
- Parks and Recreation Department
- Planning Department
- Police Department
- Public Transit Department
- Public Works Department
- Street Transportation Department
- Water Services Department

All development projects on City property which involve construction activities that will disturb the ground surface more than 2 inches in depth and more than 2 square feet in area should have their project reviewed for the presence of archaeological resources. Therefore, most Capital Improvement Projects should be reviewed for archaeology, including City buildings, parks, streets, water and sewer lines, and police and fire stations/facilities. Furthermore, Phase I Environmental reviews conducted for the City Engineering and Architectural Services Department also include archaeological site record searches.

In addition, certain private developments that receive City permits are reviewed for archaeology. These include City of Phoenix rezoning cases, utility permits for right-of-way access within City Streets, and other projects which undergo City planning review, including those of the Developmental Services Department (DSD).
To initiate an archaeological project on City of Phoenix property, those sponsored by the City of Phoenix, or private projects undergoing City planning review, the project manager should fill out the *Archaeology Assessment Request* form (Appendix 8). This sheet contains the essential information that is needed to understand the nature of the project, its potential impacts on archaeological sites, and which government agencies and other organizations must be involved in the review of planning documents and archaeological reports. A map showing the specific location and major cross streets of the proposed project, with its boundaries clearly marked, must accompany the Archaeology Assessment Request form.

Archaeological projects undergo several phases in their existence. They are initiated and planned as a result of a proposed developmental or improvement project, they are implemented in stages that may involve fieldwork and laboratory analysis, and the archaeological materials are deposited for curation at an authorized repository. Archaeological discoveries also occasionally occur during construction and must be dealt with while construction is ongoing.

Projects which are reviewed by the City Archaeologist’s Office are documented on an *Archaeology Assessment Result* form. That form will state the result of the assessment and what recommendations the City Archaeologist’s Office has made concerning the need for additional archaeological investigations, when appropriate.

All archaeological projects must result in a written report describing what was done and what was found. Those reports are reviewed by the City Archaeology Office staff, with the review reported on a *Report Review* form.

Once the final report for an archaeological investigation has been approved by the City Archaeology Office and agency reviewers, archaeological materials collected from City projects are submitted to Pueblo Grande Museum Collection staff for permanent curation. Pueblo Grande serves as the repository for all archaeological projects conducted on City of Phoenix property. Materials submitted for curation must follow the guidelines described in *Pueblo Grande Museum Collections Repository Manual for Archaeologists*.

Archaeological materials on City of Phoenix property are owned by the City, according to City Manager’s Letter No. 279 (Appendix 1). Consequently, individuals should not collect artifacts located on City property unless they are authorized to do so.

The following sections of this manual address the care and treatment of human remains within the City of Phoenix, archaeology report contents and format, report submittal procedures, Pueblo Grande Museum collection policies and procedures, and consulting firm contract procedures.
Types of Archaeological Investigations
Conducted in the City of Phoenix

There are six different types of archaeological investigations that are conducted in the City of Phoenix:

I. Assessment
   • review of site records and files at various agencies (e.g., Pueblo Grande Museum and Arizona State Museum)

II. Survey
   • physical examination of the property by an archaeologist walking the property
   • usually a per acre fee, with a one day minimum cost by a consultant

III. Testing
   • subsurface examination of a property through systematic backhoe trenches
   • a 1.5 to 3% sample, or a backhoe trench down a centerline of a linear project

IV. Data recovery or mitigation
   • more extensive excavation of an archaeological site with backhoe machines
   • construction can proceed soon after fieldwork is completed with the preparation of an end of fieldwork report

V. Monitoring
   • archaeologist watches construction, stops it if archaeology is found
   • can occur in lieu of testing and data recovery, or in addition

VI. Rock Art Recording

I. Each project begins with an assessment to determine if known archaeological resources are present within the project’s boundaries, as well as in the immediate surrounding area (the federal regulations call this the “Area of Potential Effect” (APE). The City Archaeologist’s Office performs most assessments for City projects, although consultants working for the City may conduct assessments in some cases, which the City Archaeology Office must concur with. All assessments must be documented on the City’s Archaeology Assessment Result form.

II. An archaeological survey may be requested for those areas within the City which do not have adequate archaeological information to determine if unknown sites may be present, or to determine if known sites have had extensive disturbance. The areas to be surveyed are generally in previously undeveloped terrain, and along desert washes and in the foothills of the Mountain Preserves. Consultants must contact the City Archaeology Office and examine the City’s site files before conducting an archaeological survey for City projects or for private projects which are undergoing, or will undergo, City planning review.
Archaeological survey should attempt to document the pattern of distribution of artifacts on the surface in order to assist in the development of testing plans.

III. Archaeological Testing is usually required when a project is located within a known archaeological site, but the extent and integrity of the buried archaeological materials are not known. All projects in which testing is recommended must have a testing plan prepared that is reviewed and approved by the City Archaeology Office. The testing plan should include 1.5-meter deep trenches 20-meters in length spaced 20-meters apart for a 1.5 % to 3 % sample of the property. In some cases, shorter or longer trenches may be appropriate, such as when searching for canals or for other logistical or safety reasons. Staged trenching is acceptable at different levels of sampling depending on the patterns of artifact distributions across the property. All projects, including those that are City projects and those that are private projects undergoing City planning review, will follow the same testing procedures that are considered standard for the archaeology profession in Arizona. All features discovered during testing will be recorded and plotted on the master site map for the property. Profiles of all significant features must be prepared and included in the testing report. If testing reveals significant subsurface archaeology materials then additional excavations to further document those features, as well as other features located nearby but not revealed in the trenches, most likely will be necessary. For some projects, especially for projects which do not involve state or federal funding or permits, it is acceptable to combine the testing and data recovery plans into one document to expedite the fieldwork process and prevent delays between these two excavation stages. However, before data recovery can proceed in these types of projects, it will be necessary for the City Archaeologist to approve which features will be excavated for data recovery purposes. Usually that will require a field inspection by the City Archaeologist, and/or Assistant Archaeologist, before data recovery can be initiated.

IV. Data recovery represents a more thorough subsurface examination of buried archaeological materials. It is often the last step in the field work process. Data recovery usually involves stripping areas with a wide backhoe bucket in locations where subsurface archaeological features are known or expected to be located. All projects which are to undergo data recovery must have a data recovery plan prepared that is reviewed and approved by the City Archaeology Office. That data recovery plan should specify research questions to be addressed and identify the sampling strategy for excavation and documentation of subsurface archaeological features since most projects do not excavate all features at a site. The number and sample size for excavating features will vary for each site and each project depending on the types of features present or anticipated to be found, the budget available for archaeological excavations and analyses, the types of impacts to the site from construction activities, and the specific research design for that project. Human burials are the one exception to the sampling process because all human burials must be located and disinterred from a property before construction is allowed to proceed. In addition, when human burials are discovered, they must be blessed by a religious specialist from the appropriate tribe (e.g., Salt River Pima Maricopa Indian Community) before they can be disinterred by a qualified archaeologist. When human burials are discovered through trenching, stripping should be undertaken on both sides of that trench to discover additional burials since multiple human burials typically occur together at Hohokam sites. When
human burials are discovered in the stripping process, stripping should be continued for a distance of 10 meters from the discovery to ensure that no additional burials are present. Finally, excavations of canals during data recovery (or testing and monitoring) should include cross-section profiles of the canals, sediment samples inside and outside the canals, and chronometric samples when available. In addition, data recovery projects in which canals are part of the research design should excavate at least two different cross-section trenches widely spaced apart for the same canal and conduct stripping over portions of the canals in order to locate features within the canals, such as headgates, blowout repairs, and turnouts.

V. Monitoring may occur before or during construction. Monitoring usually is conducted when the proposed construction activities are shallow (less than 3 feet in depth) or limited to utility trenches. In order for monitoring to be conducted in an efficient and effective manner for a utility trench, it is necessary for the archaeologist to be able to enter the trench to inspect the trench walls. Monitoring from the ground surface at the side of a trench is generally not adequate. For deep utility trenches it may be necessary for the construction excavator to stop digging the trench at a depth of 5 feet, or to cut setbacks in the trench at the depth of 5 feet, to allow the archaeologist to enter the trench to inspect the trench walls.

VI. The recording of Rock art is becoming increasingly more common within the City of Phoenix as development occurs at the edges of and into the mountains and at rocky knolls. Several comprehensive rock art recording forms are currently available in Arizona and a set of these forms should be completed. It is important that rock art recording be undertaken with the understanding that rock art, typically petroglyphs (pecked designs) in the Phoenix region, be considered within its cultural and environmental context. Therefore, the City Archaeology Office requires that rock recording include the documentation of all archaeological features associated with the rock art, such as trails, cleared areas, artifact scatters, rockshelters, cooking features, rock rings, structures, etc. In addition, the environment surrounding the rock art must also be recorded, including the presence of water sources, edible and medicinal plant species, lookout locations (e.g., views to the distant horizons), and prominent natural features.

Profile of a Hohokam canal located at the end of the North Runway at Sky Harbor International Airport.
The City of Phoenix Archaeology Section strongly supports Native American requests that prehistoric human remains in the state of Arizona be treated with respect and dignity at all times (see Appendix 7). In order to be in full compliance with Arizona State laws relating to the disposition of human remains, the City of Phoenix has entered into a general burial agreement with the Arizona State Museum and several Native American Communities with affinal claims to the Hohokam Culture. The Salt River Pima-Maricopa Community is the lead affinal group concerning repatriation issues for the City of Phoenix for all City projects north of Baseline Road. The Gila River Indian Community is the lead affinal group for City projects located south of Baseline Road. In addition, the Hopi Tribe has affinal ties with the Hohokam and therefore has requested to be consulted for all City projects which are known, or are expected, to contain prehistoric human remains. Furthermore, Yavapai and Apache Indian communities also have affinal claims to the Phoenix region and should be consulted when appropriate.

All reports of burial discoveries should be inspected by an archaeologist or physical anthropologist *insitu* to determine if the burial is indeed human. Some burial discoveries in the City of Phoenix have been determined to be animal bones, including dogs, horses, cows, and pigs. If the bones are determined to be human, it is the responsibility of the City Archaeology Office to contact the Burial Coordinator of the Arizona State Museum (520-621-4795) and the Salt River Pima-Maricopa Indian Community or the Gila River Indian Community.

For burial discoveries on property owned by the City of Phoenix, one of the city’s consulting firms with annual services contracts with the city can assist in the identification and/or removal of the burial. The project sponsor, or land owner, will be responsible for the cost of this identification and/or removal of human remains and associated funerary objects.

The City of Phoenix and the Arizona State Museum allow the application of the City’s burial agreement to archaeological investigations conducted for private development projects as required by the City Planning Department and Developmental Services Department. A burial agreement form must be completed by the consultant and signed by the City Archaeologist (Appendix 9).
City of Phoenix
Burial Agreement

BURIAL DISCOVERIES ON CITY OF PHOENIX LANDS FOR PROJECTS CONDUCTED BY THE CITY OF PHOENIX

This agreement is intended to facilitate compliance with A.R.S. §41-844 and A.R.S. §41-865 on projects initiated and conducted by the City of Phoenix, and on property held by the City of Phoenix. The terms of this agreement will be interpreted and implemented in a manner consistent with terms, definitions, and principles provided in A.R.S. §41-844 and 41-865, Rules revised November 20, 1991, and current Guidelines issued by the Coordinator, ASM.

Tribes claiming affinity with native cultural traditions in the City of Phoenix are the Gila River Indian Community (GRIC), the Ak-Chin Indian Community (Ak-Chin), the Salt River Pima-Maricopa Indian Community (SRPMIC), the Tohono O’odham Nation (TON), Zuni Pueblo (Zuni), the Hopi Tribe (Hopi), and the Fort McDowell Mohave-Apache Indian Community (Fort McDowell). These groups will be referred to collectively in this document as the Tribes. The SRPMIC represents these tribes, with the exception of the Apache, in cases north of Baseline Road and the GRIC represents them south of that line. Fort McDowell is responsible for consultations regarding Apache Remains.

I. DISCOVERY OF REMAINS

A. Projects Expected to Discover Remains

1. The Coordinator, ASM; the Tribes; and the City of Phoenix agree that when the City of Phoenix plans archaeological or other undertakings believed likely to discover Remains, the Coordinator will be notified.

The Coordinator will consult the SRPMIC or GRIC, Fort McDowell, and the City of Phoenix to assess whether a project-specific agreement is needed, or whether work should proceed under the terms of this general agreement. Fort McDowell will determine whether the project area is known to them as one likely to contain Remains associated with the Apache cultural tradition. If the Coordinator considers this likely, further consultation will include Fort McDowell.

2. If it is decided that a project will be administered under this agreement, the City of Phoenix will notify the Coordinator prior to initiating fieldwork (in individual phases, if appropriate), and will notify the Coordinator that the agreement has been activated by an initial discovery. After that initial discovery, individual burials will not require notice to the Coordinator. Instead, a letter indicating total numbers of burials and confirming compliance with the terms of the agreement will be submitted to the Coordinator within 30 days of completing compliance
with the terms of the agreement (normally, the time at which remains are repatriated to the appropriate tribe).

The coordinator will be notified and will initiate consultation regarding individual cases in which cultural association is uncertain or is known to be of a tradition not claimed by the Tribes.

B. Unexpected Discoveries

The coordinator, ASM; the Tribes; and the City of Phoenix agree that the following provisions and procedures will apply in any case of inadvertent and unexpected discovery of Remains as a consequence of a City of Phoenix undertaking or on City of Phoenix property:

1. When remains or objects that may be subject to A.R.S. §41-844 or 41-865 are discovered, the City of Phoenix is authorized to undertake limited additional excavation and examination to assess whether the materials are within the protected classes of remains and objects, prior to notification of the Coordinator and claimants.

2. If the City of Phoenix and its contractors are unable to determine whether materials are Remains protected under the statutes, the Coordinator will be notified and will make this determination, with the assistance of specialists as needed.

3. The City of Phoenix will notify the Coordinator (if not already consulted) and the SRPMIC or GRIC of the discovery within 24 hours of confirmation that the discovery falls within the protected classes. If the Remains are of Apache origin, or are not clearly identifiable as belonging to a cultural tradition other than Apache, Fort McDowell will also be notified by the City of Phoenix.

4. If it is determined that the Remains represent a cultural tradition not claimed by the SRPMIC or GRIC or Fort McDowell, the Coordinator will undertake notification and consultation of appropriate parties.

5. If efforts to contact the SRPMIC or GRIC, Fort McDowell, and the Coordinator are unsuccessful, and Remains are endangered by human or natural action, the City of Phoenix is authorized to proceed with removal of the Remains to a local laboratory for their protection. Written notice of this action must be provided to the SRPMIC or GRIC, and to Fort McDowell when there is reason to believe that the remains may be Apache in origin, and to the Coordinator within 3 days of removal.
II. TREATMENT AND DISPOSITION OF REMAINS

The following provisions for the treatment and disposition of Remains reference the SRPMIC or GRIC. However, when Remains are of Apache origin “Fort McDowell” will be substituted for “SRPMIC or GRIC” in all provisions below.

Unless otherwise agreed between the City of Phoenix, the Tribes, and the ASM Coordinator, the treatment and disposition of Human Remains shall be as follows:

1. All discovered Remains shall be treated with respect and dignity in order to avoid any unnecessary disturbance of Remains, separation of Human Remains from their Associated Funerary Objects, or physical modification of Human Remains.

2. Whenever possible, Remains will be protected in place. The SRPMIC or GRIC will be consulted regarding whether the security of the location is adequate.

3. If avoidance and protection of Remains is not possible, removal will proceed according to the following provisions:
   
a. Representatives of the SRPMIC or GRIC shall have the opportunity to be present during the excavation of the Remains. The City of Phoenix will provide to the SRPMIC or GRIC an opportunity to examine the Remains prior to removal and to conduct traditional activities, if this is feasible without delay that would endanger those Remains.

b. Remains will be excavated in accordance with the provisions and standards of the Arizona Antiquities Act and implementing Rules, and of Guidelines current at the time of the discovery.

c. Remains and associated objects may be transported to an archaeological laboratory within the Phoenix metropolitan area (including incorporated cities adjacent to Phoenix) for archaeological inventory and description. Under no circumstance will Remains or associated Objects be taken out of the State of Arizona. Transport of Remains will be minimized.

d. No destructive analysis of Human Remains shall be permitted except with written authorization of all claimant Tribes, with a copy of their authorizations to the Coordinator.

   e. **Photographs of human remains may not be taken** under any circumstances. Photographs of burial locations and of Associated Objects can be taken and can be used in publications with permission so long as no human remains are
visible in the photograph. However, SRPMIC and GRIC prefer that sketches of Associated Objects be used instead of photographs. No human remains may be used in public displays.

4. Representatives of the claimant Tribes shall be afforded the opportunity to review all artifact collections and records resulting from activities of the City of Phoenix and their contractors in order to identify funerary or Sacred Objects. If such objects are identified, the Coordinator will be notified by the Tribes and consultation regarding their treatment and disposition will be initiated.

5. Copies of all publications arising from archaeological activities in the project area shall be provided to the Coordinator, ASM, and to the Tribes by the City of Phoenix. An inventory of all Remains repatriated shall be submitted to the Coordinator within 30 days of repatriation.

6. The location of the discovery of Remains that are to be protected in place will be protected to the extent allowed by law, and will not be included in any public or professional publications having an unrestricted distribution.

7. All Tribes reserve the right to participate in further planning and implementation of activities, including reburial, under this agreement, after notice to the SRPMIC or GRIC, or Fort McDowell when the Remains may be Apache in origin.

8. The City of Phoenix will turn over to the SRPMIC or GRIC all Remains of relevant cultural affiliation that are removed from the project area. Remains may be temporarily inventoried and stored in local archaeological laboratory facilities, but will be made available to the SRPMIC or GRIC for repatriation within a specified period after completion of fieldwork, to be negotiated between the SRPMIC or GRIC and the City of Phoenix in each case.

9. An inventory and report of Remains encountered and their disposition (including inventory of remains and associate objects and maps and photographs, as specified in the Rules implementing A.R.S. §41-844 and 41-865) will be submitted to the Coordinator and to the Tribes by the City of Phoenix.

III. DISPUTE RESOLUTION

All disputes shall be resolved in accordance with ARS §41-844 and 41-865 and the procedures set forth in the Rules implementing that statute and Guidelines current at the time of the dispute. Such disputes shall not interfere with or delay ongoing archaeological or construction work in the project area. If the nature of the dispute does not involve issues of cultural affiliation, the dispute will not delay repatriation of Remains.
City of Phoenix
Archaeology Section
Archaeology Report Contents and Format Requirements

The City of Phoenix Archaeology Section has established a minimal set of requirements for the composition and formatting of an archaeological report submitted for a City of Phoenix archaeological project. All reports are to follow the style and format guidelines published by the Society for American Archaeology (Vol. 48, No. 2; 1983) and the Chicago Manual of Style (14th edition, 1993).

All final reports shall include Arizona State Museum (ASM) site numbers, which must be assigned to all newly discovered sites or to previously known sites that did not have ASM site numbers. In some cases, the ASM site card may need to be updated in order to revise site boundaries or include additional information about the site. Maps must be included in the report which show the project area within the City of Phoenix; all sites that are described and their ASM site numbers; and the locations of archaeological trenches, monitoring, and data recovery activities. Reports also shall use archaeological feature terms and definitions that have been established by the Arizona State Museum.

All reports should be formatted consistently. The following format structure is based on the State Historic Preservation Office standards and in most cases should be used for reports submitted to the City of Phoenix. This format includes several report components: cover, title page, abstract, acknowledgments, table of contents, report introduction, project setting, cultural setting, site files and records search, research questions, field methods, project results, summary and recommendations, references cited.

Report Cover
All archaeology reports must have a clear plastic or cardboard stock cover with spiral binding (some final reports will be perfect bound). The report title and “Prepared for City of Phoenix” must be identified on the cover.

Title Page
Project Title; Report author; Submitted by; Prepared for (City of Phoenix and department); City Project No.; PGM project number; Date. Identify “draft” on the title page for all reports to be reviewed (except for some small reports with no findings).

Abstract
The City Archaeology Office has its own abstract format that must be followed (see Appendix 10).

Acknowledgments
It is important to acknowledge all individuals that have assisted with the planning and/or implementation of a City of Phoenix archaeology project.
**Table of Contents**
All reports more than five pages in length should include a table of contents.

**Introduction**
Brief summary of what was done, for whom it was done (client and review agencies), under which law and/or regulations it was done, under which permits it was done, and when it was done. This information must be included in this section. It is the consultant’s responsibility to find out from the project manager which, if any, federal and/or state agencies are involved in the project.

**Project Setting**
Legal Description of project area, characteristics of the local and regional landscape, geology and geomorphology, vegetation, and modern and historic impacts to the natural landscape. When appropriate, a statement should be included in this section which evaluates the reliability of an archaeological survey if the ground is obscured by vegetation or development, or has been disturbed by construction or other activities.

**Cultural Setting**
Brief summary of prehistoric cultures and native people that once lived and/or currently live in the project area. This summary should include brief discussions of classic works on the subject matter, as well as up-to-date data and/or hypotheses that are relevant to the project area.

**Site Files and Records Search**
All previous documented studies that are in the vicinity of the project area must be cited and summarized. This site file search needs to be conducted only once for a project. The results of the site file search should be present in the “Background Research” section. For survey reports or monitoring/testing plans, the Background Section should include (1) a map depicting prior research and previously recorded sites within a half-mile radius of the project location (i.e., one-half mile surrounding the project in all four cardinal directions), and (2) accompanying discussion of that research. Projects with numerous previous studies may summarize the information in a table, but the table must include data about the sites discovered and provide proper citations. Furthermore, the text must include a summary of the general characteristics of the archaeological materials in the project area. Possible relationships between different sites in the project area should be identified (e.g., villages on the same or different canal systems, etc.). Include the names of the institutions in which the records are held.

All consultants working on projects located within the boundaries of the City of Phoenix must make an appointment to check the site files at Pueblo Grande Museum before any documents are prepared for that project; at that time the City will assign a PGM project number to the project for tracking purposes. That PGM number must be present on the title page of all documents and on all project correspondence. Use of the City of Phoenix site files is restricted to landowners developing property within the City and their authorized agent or consultant. It is recommended that the AZSITE system also be checked, and other agency records that may be relevant, but it is not a requirement for
projects in which state or federal agencies are not involved. Any discrepancies that are found at different institutions concerning site location, size, or other characteristics should be mentioned in this section of the report.

Each report must contain a map that shows the results of the site file background search. According to SHPO standards, four UTM’s must be plotted around the boundaries of the background research area on the map. Only those archaeological sites present within a one-half mile radius of the project location must plotted (i.e., one half mile surrounding the project in all four directions), but the boundaries of those sites must be fully displayed even outside the background research area (no partial site boundaries).

**Research Questions**

All reports which involve excavation, both testing and data recovery, must have a discussion of the relevant research questions for the project. These questions must be placed within a larger research context for the project area, but can also include simple questions such as: Where is the site boundary located?, or Is a prehistoric canal located in the project area? Also include a discussion of the methods used to answer the research questions. The State Historic Preservation Office has published a series of Historic Context reports that are useful for identifying the appropriate prehistoric and historic contexts.

**Field Methods**

Reports shall include a detailed description of all field work undertaken, the methods used, and any problems that may have influenced the results generated by the methods used.

**Project Results**

This section should consist of a detailed description of what was found, its significance, and other pertinent information. All diagnostic materials should be described, and their dates of manufacture identified when possible. All projects which record features must have a comprehensive table which summarizes each feature and provides information about all artifacts or other specimens associated with that feature, including chronological information. Projects which record historic sites must include a table which provides dates of manufacture for all diagnostic artifacts to assist in the dating of the site.

Testing and data recovery projects which involve trenching should include representative profiles in the report. All trenches in which archaeological features are found should have a profile in the report. These profile illustrations must match or reflect the text descriptions of geological and archaeological features.

The locations of all archaeological features must be identified on a plan view map(s) of the site or portion of the site investigated. All features should be assigned feature numbers. All areas investigated through surface collection, trenching, stripping and hand excavation must be identified on the plan map(s).
Summary and Recommendations
This section should consist of a brief summary of what was done and what was found. Any recommendations for further investigations, or not, should be made in this section. Any recommendations for further investigations must justify why additional work is appropriate. Projects located on state or federal land must address the eligibility of the archaeological sites for nomination to the National Register of Historic Places.

References Cited
All references cited in the text, in tables, or in figure captions must be listed in the References Cited section at the end of the report.

Hohokam Rock Art Panel At 19th Avenue and Greenway Road Petroglyph Site.
The City Archaeologist administers all archaeological services for City of Phoenix projects in consultation with the project manager for a particular project. Consequently, all decisions concerning archaeological reports submitted to the City, whether prepared by a consultant or a sub-consultant, are under the oversight of the City Archaeologist.

All report submittals must be accompanied with a cover letter that briefly describes the project name, the project activities, the cost center number (if applicable), the PGM number, and any requests concerning the report (e.g., “please review this report and provide us with comments;” or “this is the final, revised version of the report…” In addition, please provide the names of any individuals or agencies that also have received the report at the same time, if appropriate. These names can be listed as “cc: …” on the bottom of the cover letter.

All draft reports shall have the day, month and year of the draft on the title page of the report. Final reports for small projects shall have the month and year on the title page. Larger projects should have only the year on the title page. Do not put the year of the report on the cover of a report (only the title page). If the report is perfect-bound, please place an abbreviated title, author’s last name, and year of publication on the spine.

Reports for data recovery projects that have substantial findings will be published in one of the three Pueblo Grande Museum publication series (Anthropological Papers, Occasional Papers, or Technical Reports), as determined by the City Archaeologist. Each of those series has certain formats that should be followed (for example, Anthropological Papers must be published in double column format; the other two series do not). Consultants preparing budgets for larger projects need to budget for a technical/format editor who can oversee the necessary formatting for publication; the budget also shall cover the costs of printing 150 copies of the report if published in one of the three Pueblo Grande Museum publication series.

All reports must be submitted according to the established schedules as determined by the contract specifications or by the City Archaeologist and the project manager. Maintaining report submittal schedules is critical to the timely completion of the overall projects and will be closely monitored by the City Archaeologist, who must be kept informed of any delays in report submittal. Repeated delays in report submittal will result in a lower score during the firm’s annual and/or project specific evaluation unless there is a legitimate reason and the City Archaeologist and project manager agree to the delays.

Reports prepared for surveys and monitoring projects that are “no findings” should be submitted as drafts for City review within two weeks of completion of fieldwork, unless other arrangements are made with the City Archaeologist. Small projects that discover archaeological features that do not require specialized analyses shall be submitted within
four weeks of completion of fieldwork. Deviations from these schedules must be approved by the City Archaeologist and the project manager.

All initial draft reports are to be submitted to the City Archaeologist and the project manager for internal City of Phoenix review before they are submitted to any other individuals not working for the City or for other government agencies. Sub-consultants who submit a draft copy of their reports for review to their clients must also submit a copy to the City Archaeologist at the same time. Consultants who are working for a non-profit or private company doing business with the City also must submit their reports to the City Archaeologist and City project manager at the same time that they submit the report to their clients. The City Archaeologist will inform the consultant, in consultation with the project manager, what if any changes or revisions are necessary. Report revisions will be submitted to the author’s company with a summary form for all reports that have been reviewed (see below).

In most instances, the consultant shall submit one copy of the draft report to the City Archaeologist and one copy to the project manager for review, unless otherwise instructed. One copy of final reports that have no findings shall be submitted to the City Archaeologist, with one copy submitted to the project manager. Reports which describe archaeological features that have been newly identified and/or excavated will require multiple copies (usually around 5 copies to be submitted to the City; the final number of copies will be determined by the City Archaeologist and project manager, or will be specified in the contract). One copy of all draft testing and data recovery plans shall be submitted to the City Archaeologist, with as many as 10 copies submitted to the project manager for testing and data recovery plans that must be reviewed by the SHPO, the appropriate federal agency, and the seven Native American tribes who have an affinal claim to prehistoric archaeological sites in the Phoenix region. One copy of all reports which describe work done in a prehistoric settlement site but are no findings shall be submitted to the City Archaeologist, with additional copies to be submitted upon request.

It is the consultant’s responsibility to prepare the final, revised report as a camera-ready copy for those reports published in one of the Pueblo Grande Museum publication series; that original copy must be submitted to the City Archaeologist for curation (for future re-publication) at the end of the project.
SHPO Archaeology Report Submittal
Cover Letter Contents

All submittals to the State Historic Preservation Office, and other review agencies, must contain a Cover letter. This Cover letter, which is submitted by the City and not by a consultant, should include or summarize all of the information critical to the consultation and review process. The State Historic Preservation Office has recommended that the following issues be addressed in the Cover letter:

1. A description of the undertaking, definition of the area of potential effects (APE), and the agency’s efforts to identify historic properties and obtain and consider the views of affected local governments, Indian Tribes, and other interested parties. For architectural properties, indicate the proposed action is addition, replacement, repair, or demolition.

2. Federal agency’s determination or state agency’s recommendations of Register eligibility for all cultural resources located within the area affected by the federal undertaking or state plan (Area of Potential Effect for federal projects).

3. A description of the undertaking’s effects (both direct and indirect) on eligible properties and the basis for these statements.

4. A description and evaluation of alternatives evaluated and treatment or mitigation proposed. This should include alternatives identified during the NEPA process (for federal projects), as well as any alternatives specifically designed to avoid or reduce impacts to cultural resources. Some examples are: realigning a road to avoid demolishing a historic property, use of overhead rather than underground transmission lines in a given area to avoid physically impacting an archaeological site, or adaptive reuse rather than demolition of a historic building. The discussion of treatment or mitigation measures (for example, rehabilitation according to the Secretary’s Standards, use of planning as a screen to reduce visual impacts, donation of all or part of an archaeological site to the Archaeological Conservancy or other entity for long-term preservation in place, or archaeological data recovery) should include those that were considered but not chosen, and the reasons for selecting the preferred alternative.

5. Agency’s determination of project effect (for federal projects).

6. Requested action on the part of the SHPO.
Pueblo Grande Museum
Site Records Management

The City of Phoenix maintains its own site records and files for archaeological sites located within the City. These site records are on file at Pueblo Grande Museum and are managed by the City Archaeologist’s Office. In most cases, site locations are restricted information that should not be made available to the general public. Property owners, or their designated agents, are allowed the use of the City’s archaeological site records, but only as they pertain to their property and the immediate surrounding area (no more than one-half mile radius of the property). Users of the City of Phoenix archaeological site files must sign a form acknowledging the sensitive nature of the site information; they also agree to submit a copy of all reports which make use of the City of Phoenix site information to Pueblo Grande Museum. The City Archaeologist reserves the right to not reveal the specific location of certain sites if deemed necessary for the protection of the site.

All archaeological sites that are present within the City of Phoenix should have an Arizona State Museum site number. Archaeological consultants working on archaeological sites within the City that have other site numbers must obtain an Arizona State Museum site number and fill out an Arizona State Museum site card for that site. Consultants shall submit a copy of these site cards to the City Archaeologist’s Office for the City’s site files, as well as to the Arizona State Museum.

All projects undertaken on City of Phoenix property, or as a requirement of a City permit, must conduct a site file examination at Pueblo Grande Museum. Individuals who wish to use the City’s archaeological site records should schedule an appointment with the Assistant Archaeologist or Contract Archaeologist in the City Archaeologist’s Office. Please allow at least one day advance notice for this appointment.

Hohokam petroglyphs pecked into a boulder located along a trail, Phoenix Mountain Preserve.
Pueblo Grande Museum
Collection Policies and Procedures

The City of Phoenix serves as its own repository for archaeological materials recovered from City of Phoenix projects on City property. These materials are curated at Pueblo Grande Museum, which is fully accredited by the American Association of Museums. Pueblo Grande Museum has published its collection procedures and policies in *Collections Repository Manual for Archaeologists* (a copy of which is located on the website www.pueblogrande.com). Consultants or organizations who wish to curate archaeological materials at Pueblo Grande Museum need to become familiar with this manual. In certain circumstances, archaeological materials recovered from land not owned by the City of Phoenix, but located within the City, may be curated at Pueblo Grande Museum with permission from the Museum Collections Manager and the City Archaeologist. Those circumstances will be determined on a case by case basis after a written request has been submitted to the City Archaeologist.

A Memorandum of Understanding (MOU) is required for all agencies and organizations that wish to curate archaeological materials with Pueblo Grande Museum. Projects which need an MOU for curation purposes should contact the Pueblo Grande Museum Collections Manager (602-495-0901). See the following page for a sample MOU for curating collections at Pueblo Grande Museum.

A complete collection submitted to Pueblo Grande Museum includes:

- original survey forms
- original excavations records (including maps, trench profiles, etc.)
- original notes
- transparencies
- photographs (digital and black and white imagery)
- negatives
- artifacts
- all samples, remnants, and prepared specimens
- documentation of lab procedures, including artifact treatments
- required copies of reports and publications
- complete project information form
- computerized information/machine-readable media (when applicable)
- analysis records
- correspondence
Pueblo Grande Museum
Curation Agreement

MEMORANDUM OF UNDERSTANDING

The City of Phoenix, hereinafter referred to as “City,” for the Pueblo Grande Museum, hereinafter referred to as “Museum,” and (archaeological contractor) hereinafter referred to as “Contractor,” will be bound by the recitals and covenants set forth below.

RECRITALS

A. The City, the Museum, and the Contractor are in agreement that the Museum shall serve as a repository for archaeological collections resulting from (type of archaeological project – survey, monitoring, testing, data recovery…) project on land (general location and legal description of property). The landowner agrees to deed all archaeological materials to the Museum, and the Contractor agrees to obtain this deed for the Museum.

B. (Landowner), as sponsor also agrees that the Museum shall serve as repository for the project collection and have agreed to deed any rights to the project documentation to the Museum.

It is therefore agreed and understood by the Contractor as follows:

1. The Contractor will submit a copy of the relevant archaeological permit to the museum within ten working days after the permit has been issued. The Contractor will also submit all preliminary documents including research designs, proposals, and any other similar documents relating to the project.

2. The Contractor shall submit to the Museum written quarterly reports briefly stating the general progress of the project. The Contractor shall further report to the Museum any changes in the scope or schedule of work as provided in Paragraph 1 above to the Museum as they occur.

3. The Contractor will prepare a complete collection for curation in accordance with the Museum’s standards which shall be provided to the archaeological contractor at the time of the execution of this Agreement. For the purposes of this Agreement, “complete collection” includes all artifacts, including environmental, chronometric and raw material samples; all field records, including notes, recording forms, journals, maps (including a map which identifies the project location and specific areas investigated), profiles and any other similar documents; records of laboratory procedures and analysis records; photographic images and documentation; and any machine readable media and accompanying documentation. The Contractor will also obtain a signed Deed of Gift from the landowner, and submit with the collection.

4. Unless otherwise agreed between the parties, the Contractor shall submit to the Museum within ninety days after the Contractor submits the final project report as required in the archaeological service contract, a complete collection as defined in Paragraph 3 above.
5. The contractor conveys to the City, Museum and/or its designees any rights which it may hold for publication or independent use of the complete collection as defined in Paragraph 3 above.

6. The Contractor shall pay to the Museum the sum of $20.00 per person-field day of effort, with a minimum fee of $100.00. The computation of the number of persons-field days must include all personnel who work on site whether said persons are paid or volunteers. The Contractor shall verify the actual number of person-field days, in a manner requested by the Museum. The payment to the City must be made within 90 days after acceptance of the final report, and if said payment is not timely made, Contractor agrees to pay the City as and for a late penalty 10% of the total curation fees due compounded annually and prorated monthly.

7. The Museum agrees to curate artifacts and data generated by the project specified in this Agreement and shall cause the complete collection as defined above to be accessioned as part of its collections and curate them in perpetuity according to established Museum standards and procedures. The complete collection will be accessible for research, publication, exhibition, educational and other purposes in conformance with standard Museum policy.

8. **Indemnification.** Each party (as Indemnitor) agrees to indemnify, defend and hold harmless the other party (as Indemnitee) from and against any and all claims, losses, liabilities, costs or expenses (including reasonable attorney's fees) hereinafter collectively referred to as (“Claims”) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the negligence, misconduct or other fault of the indemnitor, its agents, employees or contractors.

9. **Affirmative Action.** Any Contractor, performing under this contract shall not discriminate against any worker, employee, or applicant, or any member of the public, because of race, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice.

   The Contractor shall take affirmative action to ensure that the applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, gender, or national origin, age or disability. Such action shall include but not be limited to the following: employment, promotion, demotion, or transfer; recruitment, or recruitment advertising; layoff or termination; rate of pay or other forms of compensation, in selection for training; including apprenticeship as well as all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract.

   The Contractor further agrees that this clause will be incorporated in all contracts entered into with suppliers of materials or services, and all labor organizations furnishing skilled, unskilled, and union labor, or who may perform any such labor or services in connection with this contract.


10. **Immigration Reform and Control Act of 1986 (IRCA) Required.** Contractor understands and acknowledges the applicability of the IRCA to him. Contractor agrees to comply with the IRCA in performing under this Agreement and to permit City inspection of his personnel records to verify such compliance.
11. **Termination and Suspension of the Agreement.** If any party fails to perform or otherwise fulfill its obligations under this Agreement, the non-defaulting party may terminate this Agreement without prejudice to any other remedies it may have.

12. **Cancellation Clause.** All parties hereto acknowledge that this Agreement is subject to cancellation by the City of Phoenix pursuant to the provisions of Section 38-511, Arizona Revised Statutes.

13. **Compliance with the Law.** The Contractor shall comply with all applicable laws, ordinances, and codes of the federal state and local governments.

For Contractor: ______________________________ Date:__________________
Name / Title

Excavations at the Hohokam Village of Pueblo Patricio for the Phoenix Convention Center in Downtown Phoenix.
City of Phoenix
Archaeological Fieldwork Protocol

Because the fieldwork portion of an archaeological project is a critical component of all investigations, it is essential that the City Archaeology Office be kept up-to-date on the fieldwork schedule and results. Therefore, the following protocol is required:

(1) Once a consultant is hired, or assigned a project, the consultant must contact the City Archaeologist Office to make an appointment to check the site files and obtain a PGM project number.

(2) Consultants must notify the City Archaeology Office via email whenever the fieldwork portion of a project is initiated, and provide the anticipated field schedule (how long will the field work take place?).

(3) Provide regular updates through brief weekly progress reports via email as long as the fieldwork continues and quarterly reports via emails while the analyses and report preparation is ongoing.

(4) Notify the City Archaeology Office via email when significant archaeological features are first identified during fieldwork operations. The City Archaeology Office may visit the project to inspect the materials that have been discovered.

(5) Keep a clean excavation site. Do not let trash, such as old drink cups or cigarette butts, accumulate in trenches or other excavated features.

(6) Notify the City Archaeology Office via email when the fieldwork is completed.

(7) Restrict access to an ongoing archaeological investigation. In general, all visitors should have permission from the City Archaeology Office and/or the consultant Project Manager. Under no circumstances should a member of the public be given unsupervised access to an archaeological investigation, or be allowed to view human remains.

(8) Requests for media access to City of Phoenix archaeological investigations should be made through the City Archaeology Office. It also may be necessary to contact the Public Information Officers for the City of Phoenix and the Parks and Recreation Department.

(9) The City of Phoenix requires that the Occupational Health and Safety Administration (OSHA) safety standards be followed at an excavation site at all times. Consider the safety of workers as well as visitors. All archaeological excavation projects should develop a safety plan that follows OSHA standards. A copy of this safety plan must be kept at the excavation site and field crews should be made aware of it.

(10) A copy of the City of Phoenix Archaeology Guidelines should be kept in the laboratory and on site during field work.
The City of Phoenix contracts with professional archaeological consulting firms to conduct most of the archaeological services needed for City projects. All archaeological service costs for City Projects are paid for by the project sponsor, usually the City Department that is managing the project. The City maintains several consulting firms on annual service contracts for City projects which are small in size or scope, or which need archaeological services on an on-call basis. These annual service contracts have a two-year duration, and are awarded through the City’s Request for Proposal (RFP) or Statement of Qualifications (SOQ) bid process.

The City also contracts, through the RFP and SOQ process, with archaeological consulting firms for archaeological services associated with specific capital improvement projects. The schedule and scale of these projects are determined by the nature and timing of the construction project. In addition, archaeological consulting firms may conduct archaeological services for the City as a sub-consultant to an engineering or environmental consulting firm that has been contracted by a City department for project design, management, or construction of a City project.

Archaeological consulting firms on contract with the City of Phoenix are managed by the City Archaeologist, who works closely with the project manager of the project that requires archaeological services. Sub-consultants providing archaeological services to the City of Phoenix through another prime consultant must coordinate their projects through the City Archaeologist’s Office. All archaeological consultants working within the City of Phoenix on City sponsored or permitted projects must follow the City Archaeologist’s policies and procedures.

Consultants working for the City of Phoenix must submit their invoices on a standardized form which allows the consultant and the City to track the project’s budget expenditures as the project progresses towards completion (Appendix 6).
Appendices
Appendix 1
City Manager’s Letter No. 279

CITY MANAGER’S LETTER

CITY OF PHOENIX
ARIZONA

SUBJECT
CITY-OWNED PROPERTY OF AN ARCHAEOLOGICAL NATURE

PROBLEM

Some City employees are not aware that archaeological material, when recovered from City-owned lands, belongs to the City and not to the employee. This material is tendered the same legal protection as any other class of City property.

DISCUSSION

The City maintains a repository for archaeological material at Pueblo Grande Museum, 4619 East Washington. When such archaeological material, including pottery, burials and stone and shell artifacts, is discovered and/or recovered during excavation on City-owned lands, the office of the City Archaeologist (275-3452) must be informed of such discovery. Arrangements will be made for its immediate removal to the laboratories at Pueblo Grande Museum.

Archaeological material salvaged in this manner contributes significantly to the program of interpretive research into the prehistoric heritage of the Phoenix area.

ACTION REQUIRED

Please review this letter with the appropriate staff in your department, particularly those in charge of field crews, to insure that the proper action will be taken when such archaeological material is encountered.

JOHN B. WENTZ
City Manager

JEW:bjs

cc: Mayor and Council
All Department and Division Heads
Appendix 2
Arizona State Antiquities Act
Title 41 Article 4. Archaeological Discoveries

41-841. Archaeological and vertebrate paleontological discoveries
A. On lands owned or controlled by this state or any agency of this state a person shall not knowingly excavate in or upon any historic or prehistoric ruin, burial ground, archaeological or vertebrate paleontological site, or site including fossilized footprints, inscriptions made by human agency or any other archaeological, paleontological or historical feature, except when acting as a duly authorized agent of an institution or corporation referred to in section 41-842.
B. On lands owned or controlled by this state or any agency of this state a person shall not knowingly collect any archaeological specimen or vertebrate paleontological specimen without obtaining a permit authorizing the activity as provided under section 41-842. For the purpose of this subsection, “archaeological specimen” means any item resulting from past human life or pottery, tools, ornaments, jewelry, textiles, ceremonial objects, weapons, armaments, vessels, ships, vehicles and human skeletal remains. Archaeological specimen does not include arrowheads, coins or bottles.

41-842. Permits to explore
A. Only institutions, organizations or corporations organized for scientific, research or land use planning purposes may pursue any activity prescribed in section 41-841.
B. No such activity may be undertaken until a permit is first secured therefore from the director of the Arizona State Museum.
C. Permits shall be granted by the director for such periods of time and under such regulations as he may from time to time determine to institutions, organizations or corporations which are qualified to conduct such activities and which shall undertake to propagate the knowledge to be gained and to preserve permanently all objects, photographs and records in public repositories under their own supervision or control, or the supervision or control of other similar institutions, organizations or corporations.

41-843. Prohibiting unnecessary defacing of site or object
No person, institution or corporation shall deface or otherwise alter any site or object embraced within the terms of sections 41-841 and 41-842, except in the course of activities pursued under the authority of a permit granted by the director of the Arizona state museum.

41-844. Duty to report discoveries; disposition of discoveries; definitions
A. A person in charge of any survey, excavation, construction or other like activity on any lands owned or controlled by this state, by any public agency or institution of the state, or by any county or municipal corporation within the state shall report promptly to the director of the Arizona State Museum the existence of any archaeological, paleontological or historical site or excavation, construction or other like activity and, in consultation with the director, shall immediately take all reasonable steps to secure and maintain its preservation.
Appendix 3
The National Register of Historic Places

The National Register of Historic Places was established by the National Historic Preservation Act of 1966 (NHPA), as amended. It is the Nation’s official listing of prehistoric and historic properties worthy of preservation. It affords recognition and protection for districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. This significance can be at the local, state, or national level. The National Register serves both as a planning tool and as a means of identifying buildings, sites, and districts that are of special significance to a community and worthy of preservation. All projects determined to be Federal Undertakings (Appendix 3) are required to evaluate the significance of historic properties by applying the Criteria for Inclusion on the National Historic Register. In addition, another unique category of Historic Properties consists of Traditional Cultural Properties (Appendix 5).

Criteria for Inclusion on the National Register of Historic Places

In order for a historic district, site, building, structure, or object to have historical significance under Federal law, it must be listed on or eligible for listing on the National Register of Historic Places. Four criteria are used to establish significance:

A. Association: events, broad patterns
B. People significant in our past
C. Characteristic of: (1) types, period, etc.; (2) work of a master; (3) high artistic values; (4) distinguishable entity
D. Information important in history or prehistory

What is a Federal Undertaking?

A key component of the National Historic Preservation Act is the definition of which projects are considered “federal.” This component is called a “federal undertaking” and is defined as follows:

Any project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including:

- those carried out by or on behalf of the agency;
- those carried out with Federal financial assistance;
- those requiring a Federal permit, license, or approval; and
- those subject to State or local regulation administered pursuant to a delegation or approval by a Federal agency.
Appendix 4
Federal NHPA Section 106
Memorandum of Agreements (MOA)
Main Components

The new Section 106, as amended in 2000, requires that Memorandum of Agreements be prepared when there is an adverse effect on a significant historic property. The basic components of this document are:

* **The Title**
  ~ Contains name of the action and the key players involved

* **The Whereas Clauses**
  ~ Spells out the rationale for the agreement
  ~ Outlines relevant actions that have led up to the agreement
  ~ Details data supporting the agreement

* **The Stipulations**
  ~ Details what will actually be done to resolve the adverse effect
  ~ States who will undertake each action and when
  ~ Establishes standards that will be employed

* **The Signature Blocks**
  ~ Represents agreement by the signatories and concurring parties

* **Appendices**
  ~ May include detailed plans, standards, and exceptions
  ~ May include systems for monitoring performance

Questions to be Addressed in an MOA:

* **What** action is being proposed as a provision to mitigate or avoid adverse effects?

* **Why** are the provisions proposed, for what purpose?

* **Where** will the proposed mitigation occur?

* **Who** has the responsibility for implementing the provisions, and who is to be consulted?

* **When** in the project planning are the provisions to be implemented, and how long does the agency have to implement the terms of the provisions?
Appendix 5
Traditional Cultural Properties

The Secretary of the Interior now recognizes a unique form of archaeological and/or historic property that is called a *Traditional Cultural Property*. This property or site type is defined as pieces of real property that have cultural value to Native American groups or other groups.

They are eligible for the National Register of Historic Place for their association with cultural practices or beliefs that are:

a. rooted in a community’s history; and
b. important in maintaining a community’s cultural identity

Examples of Traditional Cultural Properties are:

1. Native American sacred places, cemeteries, gathering sites, and places that figure in their traditions
2. Other group’s cultural places, such as urban neighborhoods and rural communities

Traditional Cultural Properties are not common within the City of Phoenix, but several have been identified and others are likely to be recorded as this property type is more systematically incorporated into archaeological surveys. At the border of the Gila River Indian Community (GRIC) and the City of Phoenix southern boundary there is a rock pile, or cairn, that has been identified by GRIC as a Traditional Cultural Property.

For more information about Traditional Cultural Properties see National Register Bulletin No. 38, *Guidelines for Evaluating and Documenting Traditional Cultural Properties*. 
Appendix 6
City of Phoenix
Archaeological Consultant Invoice Procedures and Form

In order to assist in the efficient tracking and management of project budgets, all invoices for archaeological services conducted for City of Phoenix projects must follow the following procedures. It is very important that these procedures be followed as stated. Failure to do so could delay payment and result in an unsatisfactory performance rating from the City Archaeologist.

(1) Invoices must be submitted on the City Archaeology Section Payment Request form*. This form must be filled out accurately and completely (Appendix 6). The form can be modified slightly to accommodate the consultants invoicing process;

(2) Invoices must be accompanied by a cover letter with: a brief description of the services provided, the City of Phoenix department for which the services were performed, the period of services, the City of Phoenix project number, and the PGM project number;

(3) Invoices are to be submitted directly to the designated City staff identified on the Notice to Proceed letter; this individual often is the project manager in the City department for which the services were performed; do not send the invoice anywhere else in the city unless otherwise instructed in writing to do so. It is the responsibility of the consultant to submit their invoices to the designated City staff;

(4) A copy of each invoice shall be sent to the City Archaeologist (Pueblo Grande Museum, 4619 E. Washington Street, Phoenix 85034), at the same time that the invoice is submitted to the designated City official; this copy will be placed in the City Archaeologist’s project file;

(5) Questions about outstanding invoices should be directed to the project manager for the project requiring archaeological services; if the results of that inquiry are not satisfactory, then contact the City Archaeology Office (602-495-0901).

*Note: The City of Phoenix Engineering and Architectural Services Department (EAS) has its own payment request form that must be completed and submitted with the invoice.
Payment Request Form

Date: _____/_____/_________                  PGM Project No.: ______________________________
Project Name: ______________________________ Contract No.: ______________________
City Department: ___________________________________________________________________
Contact Person: _______________________________      Phone: ____________________________
City of Phoenix Departmental Cost Center No.:  _________________________________________

1. Total task budget $ _____________
2. Total work completed _________%
3. Total payments to date for task $ _________________
4. Total task budget remaining $ _________________
5. Authorized expenditures remaining on Annual Services contract $ _________________

6. This payment request $_______________

Send payment to:
Firm:____________________________________________________________________________
Address:____________________________________________________________________________
____________________________________________________________________________

Submitted by: ___________________________ Date: ___/___/___________
Title: ______________________________________________________________________________
Approved by: ___________________________ Date: ___/___/___________
Affirmative Action Compliance Expiration Date: ___/___/___________
Insurance Expiration Date: ___/___/___________

cce: City Archaeologist
Appendix 7  
City of Phoenix  
Media Policy for Burial Discovery Situations

Archaeological investigations have determined that a prehistoric culture called the Hohokam buried their deceased relatives in cemeteries scattered throughout the City of Phoenix. Consequently, Hohokam burials are frequently discovered during construction and other ground disturbing activities.

The state of Arizona Antiquities Act (A.R.S. 41-844 and A.R.S. 41-865) and its implementing regulations requires that the treatment and removal of human remains be done in a respectful and sensitive manner. Native American communities in Arizona have stated that the public should not be allowed to view human remains during their excavation, and that no photographs or video film are allowed.

If the news media or curious bystanders appear at an archaeological site where human remains are being removed, they should be informed that human remains have been found and that they cannot observe or film the human remains.

In addition, in order to ensure that the human remains are not observed by anyone other than the archaeologists who are working at the site and by City or State officials, the area around the human remains must be secured with a fence and cloth should be placed on the fence to prevent the public from viewing their removal. Any cloth placed on the burial itself must be muslin cloth. According to the Arizona Public Records Act (ARS 39-125), the City can refuse to provide information to the public about the location of human burials in order to protect them from vandalism.

All prehistoric human burials discovered within the City of Phoenix should be reported to the City Archaeology Office (602-495-0901). For more information about the State burial laws, contact the State Museum Burial Coordinator (520-621-4795). For more information about City projects, contact the City of Phoenix Public Information Office (602-262-7176).
Appendix 8  
City of Phoenix  
Archaeology Assessment Request Form

<table>
<thead>
<tr>
<th>Project Name: ________________________</th>
<th>Cost Center or CIP No.: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type: ______________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Project Components: _______________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Project Manager: ________________________</td>
<td>Phone No.: ________________________</td>
</tr>
<tr>
<td>City Department(s):________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Project Consultants: __________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Location (T/R/ ¼ Section or major streets): ________________________________</td>
<td></td>
</tr>
</tbody>
</table>
| APN No. (County Parcel No.): _______________________________________________
| Land Ownership for all Project Components (specify department, etc.): |
| Private: ____________________________________________________________________    |
| City of Phoenix: ____________________________________________________________ |
| State of Arizona: __________________________________________________________  |
| Federal: ___________________________________________________________________    |
| Permitting or Funding Agencies (specify): |
| Maricopa County: ____________________________________________________________________ |
| State of Arizona: ____________________________________________________________ |
| Federal: ___________________________________________________________________    |
| Other: ____________________________________________________________________    |
| Anticipated Construction Schedule: |
| Subsurface Excavations (grading, trenching, etc.): ______________________________ |
| Other: ____________________________________________________________________    |
| Extent of Construction Activities: |
| Anticipated depth of disturbance below present ground surface: __________________ |
| Length and width of ground surface disturbance: ______________________________ |
| Utility Trenches (types): ____________________________________________________________________ |
| Other: ____________________________________________________________________    |
| Print Name: ______________________________________________________________ |
| Signed: ____________________________ Date: ______________________ |

44
Appendix 9
City of Phoenix
Burial Agreement Request Form

Site number and/or name:_____________________________________________________

PGM No.__________________________Project name:_________________________________

T/ R & Section:__________________________Quad map:________________________

Land Ownership (If private, identify owner)____________________________________

Owner Contact Information:___________________________________________________

Applicant’s Company:_________________________________________________________

Anticipated dates of fieldwork:________________________________________________

Anticipated draft report submittal schedule*____________________________________

Repository:___________________________________________________________________

Applicant Signature:_____________________________________Date:_________________

Approval Signature:_____________________________________Date:_________________

*The City Archaeology Office must be notified in writing of any changes in the draft report
submittal date.

By signing this form, the applicant agrees to the following:

• Adhere to the City of Phoenix Guidelines for Archaeology
• Adhere to the Arizona State Museum burial recording and reporting requirements
• Submit weekly project updates via email to City Archaeologist while conducting fieldwork
• Submit quarterly updates via email to City Archaeologist during analysis and report preparation
• Include PGM No. on all correspondence with the City Archaeology Office
• Restrict public access to human burials at all times
• Other Project Specific Requirements: __________________________________________

_______________________________________________________________________

45
Appendix 10  
City of Phoenix  
Archaeology Report Abstract Format  
(Monitoring, Testing or Data Recovery)

Abstract/Management Summary

*Project Numbers:*  

*Report Title:*  

*Report Date:*  

*Agencies and Applicable Historic Preservation Regulations:*  

*Project Description:*  

*Acreage and Land Jurisdiction:*  

*Location:*  

*Site Number(s):*  

*Number of Sites:*  

*Eligible Sites:*  

*Ineligible Sites:*  

*Type of Archaeological Activity (monitoring, testing, data recovery):*  

*Feature Types Excavated:*  

*Burials (types and context):*  

*Comments:*  

*Recommendations:*  

*Collections: Yes or No?*  

*Repositories:*