

**Arizona State Land Department
Cultural Resources Section
Cultural Resources Report Submittal Requirements**

If cultural resources work has been requested by ASLD, reports are subject to review and consultation with the State Historic Preservation Office (SHPO), under the State Historic Preservation Act, A.R.S. 41-861 *et seq.* As such, reports submitted for compliance review should be in conformance to the current reporting standards.

- For reports, please refer to the Standards for Inventory Documents Submitted for SHPO Review in Compliance with Historic Preservation Laws:
https://d2umhuunwbec1r.cloudfront.net/gallery/asp-archive/SHPO/downloads/SHPO-Survey_Report_Standards-2016.pdf
- For Survey Report Summary Forms (SRSF), refer to SHPO Guidance Point No. 10:
https://d2umhuunwbec1r.cloudfront.net/gallery/asp-archive/SHPO/downloads/SHPO-Guidance_Point10-2016.pdf

In addition to conformance to reporting standards, the ASLD Cultural Resources Section requests document submittals as follows:

- If a report is 50 pages or less in length:
 - A pdf of the report, emailed directly to the Cultural Resources Manager, or mailed as a disc
 - One bound original report
- If a report is more than 50 pages in length:
 - Two bound original reports
 - A pdf of the report, emailed directly to the Cultural Resources Manager, or mailed as a disc

In all cases, all submittals should come from the consultant that has prepared the report to ensure the document is in its original form.

All mailed documents should be sent directly to the Cultural Resources Section; not the ASLD Administrator.

If emailed, documents should be emailed directly to Cultural Resources Section Manager Matthew Behrend, mbehrend@azland.gov. If a different administrator recommended the survey, the documents may be emailed to them, copying the Cultural Resources Section Manager.

Mail all physical documents to:

Arizona State Land Department
Cultural Resources Section
1616 West Adams Street

Phoenix, Arizona 85007