

## ARMS Visitor and Research Guide

The mission of the Archaeological Records Management Section (ARMS) is to house, maintain, and protect all records of cultural resource investigations in the State of New Mexico. ARMS is also responsible for protecting the security of that collective information while providing access to historic preservation professionals and other qualified users.

### General Information

Hours of operation: Monday through Friday 8:00AM to 12:00PM and 1:00PM until 4:30PM, excluding state holidays.

#### **In-person research is available by appointment only.**

Research at ARMS is limited to qualified users with both current institutional and individual ARMS agreements. If you do not have an account, please download and complete both the individual and institutional forms at: <http://www.nmhistoricpreservation.org/arms.html> and submit them before your visit.

To schedule an appointment, please contact [nmcris.support@state.nm.us](mailto:nmcris.support@state.nm.us) or call (505)476-1275. We request 24 hours advance notice for appointments. Appointments are scheduled on a first come, first serve basis. Due to limited space and staff, same-day appointments may not be available and you may be asked to return at another time.

If you need to cancel or reschedule an appointment, please email [nmcris.support@state.nm.us](mailto:nmcris.support@state.nm.us) or call (505)476-1275.

For general inquiries, small research requests (under ½ hour of staff time), staff-assisted research, or additional information, please email [nmcris.support@state.nm.us](mailto:nmcris.support@state.nm.us).

### Records Available at ARMS

ARMS is the statewide repository for New Mexico's archaeological records dating from the early 1900s to the present including site forms, site survey data, associated maps, and reports. Site records are organized by Laboratory of Anthropology (LA) number and reports are organized by NMCRIS number.

To access excavation data or collections, please contact Julia Clifton, Curator of Archaeological Research Collections, [julia.clifton@state.nm.us](mailto:julia.clifton@state.nm.us) or (505)476-1268 or (505)476-4444, or CL Kieffer Nail, Collections Manager, [cl.kieffer-nail@state.nm.us](mailto:cl.kieffer-nail@state.nm.us) or (505)476-4440.

State and National Register nominations and built-environment inventory forms are available at the NM Historic Preservation Division's main office. Please contact [gretchen.brock@state.nm.us](mailto:gretchen.brock@state.nm.us) or (505)476-1133 to make an appointment at the main office.

### Before Your Visit

Make sure you have a current ARMS user account.

Please email [nmcris.support@state.nm.us](mailto:nmcris.support@state.nm.us) with a list of activity reports (by NMCRIS number) and/or site files (by LA number) before your appointment, which will allow staff to have your requested materials available upon your arrival. For more than 15 records, we will need more than 24 hours advance notice.

If you have research questions or need to meet with a specific staff member, please add this to your request when you make an appointment.

## **Our Location**

ARMS is located in the historic Laboratory of Anthropology building (Lab), Museum Hill, 708 Camino Lejo in Santa Fe. Park in the main visitor parking lot and take the stairs or elevator to the plaza level. The Lab is on the south side of the plaza. Enter through the front door, sign in at the desk, and obtain a Visitor Badge. ARMS is located on the basement level. Proceed to the right, down the hall, to the stairs on your left. Go down the stairs and follow the signs to the ARMS office.

Please leave any bags, backpacks, purses, and large coats in the lockers on the main floor. Free lockers can be found on the right hand side of the foyer as you enter the Lab. ARMS is not responsible for lost or stolen items.

If you need an alternative entrance (no stairs), please notify us in advance.

## **During your visit to ARMS**

You will need to sign an ARMS Research Agreement each visit.

ARMS materials do not circulate or leave the ARMS area, no exceptions.

No food or drinks are allowed with the exception of a closed bottle of water.

Cell phones, tablets, and laptops must be silenced. Please make any phone calls outside the main office area.

Only pencils are allowed in the research area.

A scanner/copier is available for your use at no charge. We strongly encourage digital PDF scans; please bring your own USB drive. The scans must be saved to ARMS standards, using the ARMS naming convention, and made available to the ARMS staff.

Materials may not be written on, folded, traced, marked with sticky notes, or handled in any way that might damage them. If gloves are required for handling materials, the ARMS staff will supply them. Please ask ARMS staff for assistance with any fragile documents, photos, or maps.

All materials must be kept in the same order as received. It is advisable to work with one folder at a time.

Digital camera or cell phone photography is permitted only for research/scholarship; i.e. not for distribution or publication. Please ask an ARMS staff member for additional information about photo permissions.

Before you leave, return all materials to the front desk and check out.

## **After your visit to ARMS**

If you missed site forms and/or reports, please email [nmcris.support@state.nm.us](mailto:nmcris.support@state.nm.us) and we can scan and upload PDFs for you. The first ½ hour is free and any additional time is \$75 per hour. See [14.10.19 NMAC](#) for more information about research fees.

Please provide ARMS with one copy of any publication resulting from the use of ARMS records.

## **Additional Information for Academic Research**

ARMS staff provides assistance to graduate, doctorate, post-doctorate students, and other independent researchers, free of charge. Please follow the guidelines below to make the most efficient use of staff time.

Prior to visiting ARMS please create a NMCRIS user account, see above. Before submitting a research request, please review the data in NMCRIS. There is a great deal of information, as well as scanned documents, already available in the system that may help you narrow your request.

If you know the specific cultural resource records or reports that you will need, please email [nmcris.support@state.nm.us](mailto:nmcris.support@state.nm.us) with a list of activity reports (by NMCRIS number) and/or site files (by LA number) before your appointment, which will allow staff to have your requested materials available upon your arrival. For more than 25 records, we will need more than 24 hours advance notice.

If you require staff assistance in identifying resources or projects in NMCRIS (performing a query for you), please submit a research request. **Please submit the request 30 days prior to your planned visit.** The request must include:

1. a brief outline of your research question,
2. specific criteria that can be queried in our database, e.g. all sites with Folsom points in a given area, and
3. a shapefile of your geographic research area, projected in NAD 83 Zone 13, where applicable.

ARMS management will review your request and may ask you to refine your request if it is deemed too broad or ambiguous.

Per the ARMS Research Agreement, you will be asked to adhere to the following:

1. Protect information about site locations and any other restricted information
2. Include a report's NMCRIS number in the bibliographic citation to the report
3. Supply one copy of any publication resulting from the use of these records to ARMS