

NMCRIS Institutional Agreement
Calendar Year: _____

Qualified Institution: _____

Billing Address: _____

Authorized Representative: _____

Phone (required): _____

Email (required): _____

Is this a new agreement? _____ **Has your contact information changed since your last user agreement?** _____

Institutional qualifications (choose one):

- This institution holds a federal or state permit for performing archaeological work within New Mexico.
- This institution is involved with the scientific research, protection, and preservation of cultural resources.
- I am applying for NMCRIS access as an Independent Researcher (*see definitions*)

As the Authorized Representative of the above-named institution, I do hereby request institutional access to the State of New Mexico archaeological records repository (ARMS) and the New Mexico Cultural Resource Information System (NMCRIS). I understand that information contained in these records is confidential. In consideration of access to this information, I agree to:

1. Submit an ARMS individual account application for each qualified user requesting access to NMCRIS and the records repository under this institutional agreement.
2. Pay all applicable fees for the authorized qualified users' uses of NMCRIS and the records repository on the institution's behalf.
3. Report any change in address or status to ARMS within 30 days.
4. Supply one (1) copy of any research publication resulting from the use of these records to ARMS;
5. Credit ARMS in the body of any publication resulting from the use of these records;
6. Use the information only in compliance with applicable state and federal laws and regulations, including but not limited to the New Mexico Cultural Properties Act of 1978 [NMSA 1978, §§18-6-1 to 18-6-17] and the Archaeological Resources Protection Act of 1979 [16 U.S.C. §470aa *et. seq.*].

I understand that the misuse of information accessed through the archaeological repository or NMCRIS may be subject to prosecution under federal and state laws and regulations. This agreement is considered by both parties to be a binding contract.

Signature: _____ **Date:** _____
Authorized Institutional Representative

Signature: _____ **Date:** _____
ARMS approval

Eligibility for academic research fee waiver (if applicable):

This institution or Independent Researcher is seeking access to NMCRIS and the records repository solely for the purposes of uncompensated academic research.

I certify the institutional account created and administered under through this agreement will be used exclusively for uncompensated educational and/or research purposes. I understand that misuse of the academic waiver policy may result in the accrual of applicable fees and the termination of this agreement.

Authorized Institutional Representative signature

Date

Mail this form: MNM/ARMS c/o Historic Preservation Division, Bataan Memorial Building, 407 Galisteo Street, Suite 236, Santa Fe, NM 87501 - **or email a signed digital copy to:** derek.pierce@dca.nm.gov.

PURPOSE:

The NMCRIS Institutional Agreement is used to establish and renew institutional accounts for administrative and billing purposes. It does NOT grant any individual access to either the NMCRIS or the records repository. That function is handled by the NMCRIS Individual Account Application.

The NMCRIS Institutional Agreement also identifies the Authorized Representative within an institution who may authorize the addition of Qualified Users to the institution's account. The Authorized Representative must cosign the individual account application of each Qualified User to be added under the institution's account.

FREQUENTLY ASKED QUESTIONS:

What if I am not associated with a Qualified Institution?

Individuals who meet the definition of a Qualified User but are not associated with a Qualified Institution may request a NMCRIS Institutional Agreement as an Independent Researcher only if they are seeking access solely for uncompensated research. Independent researchers must submit both the Institutional Agreement and an Individual Account Application form. Individuals seeking access for the purposes of compensated research (e.g. independent contractors) are not eligible to register as Independent Researchers. Paid consultants must apply as a Qualified Institution and are not eligible for academic/research fee waivers.

Individuals or agencies functioning as subcontractors must register their own institution. It is not permissible for a subcontractor to request access using a prime contractor's identity. Where violations of this policy occur, the Authorized Representative (signatory) will be held personally liable for all applicable NMCRIS fees and may be permanently denied access to NMCRIS and the records repository at the discretion of the Registrar.

What does it cost?

Beginning with calendar year 2023, the Historic Preservation Division will no longer charge annual access fees. HPD will still charge Project Registration fees to add data to the NMCRIS database and/or the records repository. At some point in 2023, subject to a required 60 days notification period, HPD will implement the new consolidated fee schedule authorized by 4.10.19 NMAC. The new fee schedule will increase project registration fees by approximately 30%. A copy of the forthcoming new fee schedule is accessible on HPD's website at <https://www.nmhistoricpreservation.org/documents/arms-documents.html>. See page 6 of the document entitled "4.10.19 NMAC."

Do the fees apply to academic research?

Independent researchers and educational institutions engaged in academic research are not subject to any fees, other than copy fees, provided they have a current institutional agreement on file and they submit the results of the research to HPD in accordance with 4.10.19 NMAC.

Can I submit a digital copy of this form?

Yes. Beginning with calendar year 2023, the Historic Preservation Division will accept emailed digital copies of this form. All information on the form, including all applicable signatures, must be clearly legible. Pdf format is preferred for digital copies.

DEFINITIONS:

"Authorized Representative" means the individual within a Qualified Institution who serves as the administrator of the institution's NMCRIS account. The Authorized Representative must cosign a NMCRIS Individual Account Application for each Qualified User to be added to the institution's NMCRIS account. The Authorized Representative must be an individual authorized to incur applicable NMCRIS fees on the institution's behalf.

"Independent researcher" means a qualified user who is unaffiliated with a qualified institution and is performing uncompensated research for the researcher's own benefit. Paid consultants are not independent researchers. Independent researchers must submit both this Institutional Agreement and an Individual Account Application form.

"NMCRIS" means the New Mexico Cultural Resource Information System, an online computer information system that integrates geographic, research, and management data on cultural properties and cultural resource investigations.

"Qualified Institution" means an entity, other than an independent researcher, that signs an institutional agreement and that authorizes one or more Qualified Users to represent it for purposes of accessing the records repository and the NMCRIS.

"Qualified User" means an individual listed in the state historic preservation officer directory or an individual with a bachelor's degree in archaeology, anthropology, architecture, architectural history, historic architecture, history, American studies, historic preservation, or a closely related field from an accredited educational institution or other appropriate education, professional experience, and training as determined by the registrar.

"Records repository" or **"repository"** means the archives maintained by HPD that contain cultural resource records including but not limited to cultural resource investigation reports, plans, and manuscripts; archaeological resource records; historic building, structure, and other cultural property records; state register of cultural properties and national register of historic places nominations; and related materials.