



Effective: 3-3-2011

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# Policy

See Also:

RCW 42.56  
RCW 42.56.300  
RCW 27.53.030

Approved by:

## **POL-X01 GRANTING ACCESS TO USERS OF THE WISAARD APPLICATION**

The Department of Archaeology and Historic Preservation (DAHP) will follow this policy when granting access to the password protected side of the WISAARD (Washington Information System for Architectural and Archaeological Records Data) online record sharing application to assure stewardship, security and appropriate sharing of archaeological and historic records.

### **1. Public Records Act Exempts Archaeological Sites from Disclosure**

To prevent the looting of sites, the Washington State Public Records Act exempts archaeological site location information from public disclosure (RCW 42.56.300). DAHP will review all applications for WISAARD User Agreements to assure conformance with RCW 42.56.300.

### **2. Researchers Must Sign the Web Portal User Agreement Before Access is Granted**

All Users accessing the exempt information on WISAARD must first sign a web portal user agreement, and follow all directions within that agreement. The User then must return the original agreement, along with any required documentation, to DAHP.

Approval for a SAW (Secure Access Washington) account by the Department of Information Services (DIS) does not guarantee the SAW user will be approved for WISAARD.

### **3. DAHP Staff Must Review and Approve All WISAARD Access Agreements**

The User must be approved by a DAHP archaeologist or built environment specialist before WISAARD access is granted. The staff will notify the applicant of approval or rejection within 5 business days.

### **4. Who May Access the Exempt Information on WISAARD**

- Professional Archaeologists that meet the Secretary of the Interior's Professional Qualification Standards and meet the definition of "professional archaeologist" in RCW 27.53.030, for purposes consistent with their professional duties.
- Professionals that meet the Secretary of Interior's Professional Qualification Standards in History, Architectural History, Architecture, or Historic Architecture, for purposes consistent with their professional duties.

- Cities, counties, and other local government staff people meeting one of the above criteria, for purposes consistent with their employment duties.
- Tribal Cultural Resources Staff, for purposes consistent with their employment duties. All staff must have their agreement co-signed by the Tribal Historic Preservation Officer or the Tribal Cultural Resources Department Manager before access will be granted.
- Federal or Washington State Agency Section 106 Compliance Managers (“Compliance Managers”), provided the agreement is co-signed by the Compliance Manager’s senior manager. The agreement will include an acknowledgement that access is limited for the purpose of fulfilling his or her duties as a Compliance Manager, that the Compliance Manager’s employer will ensure appropriate usage, and agrees to immediately notify DAHP in writing in the event the Compliance Manager is terminated, resigns, or otherwise leaves the position of Compliance Manager. Upon such notice, DAHP will terminate the Compliance Manager’s password or other means of access to exempt information.
- Archaeologists with a B.A. in archaeology from an accredited institution, and at least 5 years experience doing archaeological work in Washington State, provided the agreement is co-signed by the archaeologist’s senior manager, who must meet the definition of “professional archaeologist” in RCW 27.53.30. The agreement will include an acknowledgement that access is limited for the purpose of fulfilling his or her duties as an employee of an archaeological firm or agency, that the archaeologist’s employer will ensure appropriate usage, and agrees to immediately notify DAHP in writing in the event the archaeologist is terminated, resigns, or otherwise leaves the position. Upon such notice, DAHP will terminate the password or other means of access to exempt information.
- Students at an accredited college or university doing archaeological research. The student’s professor must meet the definition of “professional archaeologist” in RCW 27.53.30 and co-sign the user agreement. The professor must notify DAHP in writing in the event the student leaves or is no longer in good academic standing with the college or university. The student and professor will specify a termination date for the research project and WISAARD access.
- DAHP contractors or vendors for the purpose of fixing bugs, making upgrades or improvements to WISAARD. All contractors/vendors must sign a confidentiality agreement before working on WISAARD.

**5. DAHP May Terminate Any User's Access at Any Time**

DAHP may terminate the access agreement without notice if, in DAHP's sole discretion, the User has failed to comply with the terms and conditions of the agreement.

**6. Users Will be Granted Access Under One Username for WISAARD**

Any User applying under multiple usernames must choose one username to be his/her official username. Any other username(s) for the User will be rejected.

**7. Pending Users Will Have One Week to Notify DAHP of Meeting the Standard**

DAHP staff will email all Pending Users explaining the standards for signing up. The Pending User then has one week to notify DAHP which standard he/she meets. DAHP will then supply the Pending User with the appropriate User Agreement, based upon the Pending User's qualifications.

If the user doesn't respond or doesn't meet any of the above categories in Section 4 of this Policy the Pending User will be rejected.

**8. Pending Users Will Have One Month to Submit Agreement and Documentation**

After receiving the User Agreement from DAHP to sign up, a Pending User has one month to complete the sign up process. To complete the sign up process, the Pending User must supply a signed User Agreement and required supporting documentation. If the process is not completed within one month the user will be rejected. The Pending User will then have to reapply for WISAARD.

**9. Researchers May Use WISAARD for No Charge**

DAHP currently does not charge a fee for access to the password protected side of WISAARD. DAHP reserves the right to charge a fee at any time.

**10. Appeals for Denial or Termination of WISAARD Access**

The Applicant may appeal his/her rejection of rights to WISAARD's secure data to the Director within 30 days. The Director or a Designee will then rule within 30 days.