Submitting Reports for SHPO Review

CHECKLIST 3

This checklist summarizes steps and provides tips for successfully submitting cultural resource inventory reports and associated documentation to Montana SHPO for review. Before proceeding with this checklist, ensure that you understand the context, criteria, and expectations provided in the Montana SHPO Consultation Guide, especially Chapters 2 and 5, which discuss expectations for collecting and reporting information related to identifying historic properties. Please contact a member of our consultation team if you have any questions: https://mhs.mt.gov/Shpo/index2

STEP 1. PREPARE REQUIRED DIGITAL COMPONENTS FOR UPLOAD

Chapter 5 of the Montana SHPO Consultation Guide provides a suggested format for cultural resource inventory reports and supporting documentation. When submitting inventory reports, site records, and GIS files, remember to also prepare a cover letter and the Report Metadata Submittal Form (META-F, formerly CRABS Form). These components are required as part of a complete consultation package. Organizing files into three folders—report documents, site records, and GIS files—will facilitate the submittal process.

I. Report Documents	II. Site Records	III. GIS Files
a. *Project*_letter.pdf A letter from the lead agency. See 5.4.1 for what to include in this letter.	a. *24CO1234*.pdf A complete site record PDF includes a CS-R or AE-R form, photos, and maps combined into one file and named using the site's Smithsonian trinomial number.	a. *Project*_GIS.zip GIS files for any inventoried area, cultural resource boundaries, and changes to site boundaries need to be provided as shapefiles, kmz, or kml files. ZIP GIS files to improve upload time.
b. *Project*_META.pdf Complete the Report Metadata Submittal (META) form with key information for the antiquities database. *Not required for architectural consultation.*	b. *Project*_sites.zip When uploading multiple sites, ZIP site record PDFs into one file to improve upload time.	*GIS is generally not required for architectural consultation.*
c. *Project*_REPORT.pdf Combine the report and appendices (maps, photos, etc.) into one PDF.		

STEP 2. SUBMIT HARDCOPY AND DIGITAL DOCUMENTATION

As of November 2022, hardcopy and digital submittal packages are required for consultation. **The 30-day review period begins upon receipt of a complete submittal package in <u>both</u> hardcopy and digital formats.** If we must request any missing items, the comment period resets to the date our office receives all materials.

Mail Hardcopy Submittal Packages (Letter, META Form, Report+, and Site Records) to:
Montana SHPO, Review and Compliance—PO Box 201201—Helena, MT 59620-1201
Paper submittal packages need to be printed single sided and in color. Plastic covers and binding are discouraged and will be discarded prior to archiving.

How to Upload Files with Montana SHPO's Portal

Please submit files using the Montana SHPO Portal. For an efficient upload experience, organize files for your submittal package into three file folders: 1. Report Documents, 2. Site Forms, 3. GIS.
IMPORTANT! CDs are no longer accepted for digital data and report submittals.

Step 1 – To submit digital data (e.g., reports, site records, GIS files) through our portal, you will first need to create a State of Montana File Transfer Service account.

Step 2 – Go to https://svc.mt.gov/adsams/ and click on **Submit Data to SHPO** on the task bar.

MONTANA CULTURAL RESOURCE DATABASE
State Historic Preservation Office
Montana Historical Society
Welcome
Login | login.mt.gov
CRIS | Submit Data to SHPO | Instructions | Feedback

Step 3 – LOG IN to your State of Montana File Transfer Service account

login mt gov ★★★★
Login
Have questions?

https://transfer.mt.gov/Home/Login

Step 4 – On the DOCUMENT SUBMISSION page, select the appropriate Agency, Consulting Firm, and a Project Name/Number.

‼ *Agency and Project Name/Number are required fields. Project name/number must match the paper copy of the report submitted to SHPO.*

DOCUMENT SUBMISSION

Instructions for Data Submission

This page is intended for agency, or cultural resource personnel, to submit their required digital data to the State Historic Preservation Office for review. Paper documentation should be submitted with a cover letter stating when digital was uploaded. If you have any questions, please contact dmurdo@mt.gov

Agency ⓘ   Consulting Firm ⓘ   Project Name/Number ⓘ

Please have CRIS forms submitted separately from the Report Document

SEND FILES:

Report Documents   Site Forms   GIS Files

Drop files here to upload   Drop files here to upload   Drop files here to upload

Submit

* After submitting your documents please do not close your browser window until you see the blue processing complete box in each of the three columns.

Step 5 – DRAG AND DROP files: Reports, site record forms, GIS files need to be submitted separately and in the appropriate box.

Step 6 – Once all your files have been dropped into the appropriate boxes click on the green SUBMIT button.

Step 7 – After submitting your documents and you see the "File successfully transferred" and "Processing complete" messages you can close your browser.

File successfully transferred:

Processing complete