

Big Sky. Big Land. Big History.
Montana
Historical Society

May 2, 2017

Dear Colleagues:

This notification is to inform you that the Montana Historical Society Board of Trustees has approved a restructuring of the fees that the Montana State Historic Preservation Office (SHPO) charges for providing cultural resource information, effective July 1, 2017. The new fee structure will become more consistent with neighboring states and with the expectations of consultants for making project bids, while also responding to the increasing costs associated with storing and sharing large quantities of digital data.

The new fee structure is based on an increased flat fee per section (\$25.00 vs current \$8.00) that will now include providing the available information (site forms and/or inventory reports) upon request, for no additional charge. We will have a new file search request form and a new data request form. The follow-up request for the data will allow reports/site forms to be individually requested on a single form and is still needed by our office so that we may accurately process the request and distribute the workload to the appropriate SHPO staff. However, there will not be a new invoice for this request as it will be considered part of the initial file search (see, **special conditions** below). Digital data will be emailed, or uploaded to the State of Montana File Transfer Service. Digital copies may also be requested on a CD with an additional \$10 mailing fee.

It is important that requests for data be made only for the data that is needed. Large requests for data will take more time to process. Unnecessary data is wasteful and potentially unsafe. All data requested is subject to the signed SHPO Digital Data and Information Use Agreement restrictions and responsibilities of the requestor.

While the proposed new single fee structure will govern the cost of most file search and copy requests, there may also be some additional charges for **special conditions**, as follows:

1. **Data limits:** SHPO will provide up to 50 digital site forms and up to 25 digital reports within a search area included in the original file search for free. Additional site forms or reports beyond this limit will be provided on request, but at an additional cost of \$50.00/hour. This extra charge for more data is because of the additional time involved in processing these larger orders. Based on experience it is not expected that many searches will exceed the 50/25 free limit. Moreover, it is not expected that many above limit data requests will require more than 1 or 2 additional hours to process.
2. **GIS shapefiles:** Copies of requested GIS shapefiles will still be separate and will increase from \$4.00 to \$5.00 per shapefile. Shapefiles are not included free as part of the file search results as they are not baseline information like site forms and reports and are still an incomplete specialized dataset. Shapefiles, if available, are a value-added service.
3. **Non-file search request:** Anyone requesting data without a file search by section will be charged individually \$5.00/site form (increase of \$1.00) and \$1/Megabyte for reports (no increase). Custom requests or expedited requests will also continue to be charged at \$50.00/hour.

New Fee Schedule (effective July 1, 2017)

File Searches

\$25 / section

Up to 50 site forms free with a formal file search (\$50/hour afterwards)

Up to 25 inventory reports free with a formal file search (\$50/hour afterwards)

Site Form Copies (without file search)

\$5 / site form (electronic transfer)

\$5 / site form + \$10 (CD/mailling)

Inventory Report Copies (without file search)

\$1 / MB of data (electronic transfer)

\$1 / MB of data + \$10 (CD/mailling)

GIS Shapefiles

\$5 / site/inventory shapefile (electronic transfer)

\$5 / site/inventory shapefile + \$10 (CD/mailling)

Custom/Expedited Requests

\$50/hour

Thank you for your continued support of the Montana statewide antiquities database. For questions on the new fee structure, please contact me at dmurdo@mt.gov or by phone at 406-444-7767.

Thanks,

Damon Murdo
Cultural Records Manager
State Historic Preservation Office