The Montana Cultural Resource Annotated Bibliography System (CRABS)

CODING & DATA ENTRY GUIDE

DOCUMENT TABLE

County Code
- Two-Letter Montana County Code

YE= Yellowstone National Park

XX= Non County specific documents (especially general reports and articles)

ZZ= 3 or more counties (may still enter major counties in Other Counties 1 & 2)

** See Attached County Code list

File Code
- Lead agency filing code number

 1 = Forest Service (FS)

 2 = Bureau of Land Management (BLM)

 3 = Bureau of Indian Affairs (BIA)

 4 = Montana Department of Transportation (MDOT)

 5 = Department of Natural Resources and Conservation (DNRC) or Environmental Quality (DEQ)

 6 = All Other agencies/organizations

Report Number {*For SHPO use only}*
- Individual report number assigned by SHPO Database Manager

Report Date (MM/DD/YYYY)
- Date report was generated (i.e. written/completed/published/signed)
- If missing, for inventory reports use last date of survey, if unknown, leave blank.
- For year, use four digits (i.e. 2001)

Author (Last Name/First Name, MI)

 **Use attached Author guidance for single, two, and more than two Author entry.

Title
- Title of the report/project as written on the document
- Avoid abbreviations

Agency
- Lead agency of document

** See Agency Code list

Other Agency 1
- Secondary Agency
- If no secondary agency exists, leave blank (**Do Not Use 00)**
  ** See [Agency Code](#) list

Other Agency 2
- Tertiary agency
- If no tertiary agency, leave blank (**Do Not Use 00)**
  ** See [Agency Code](#) list

Other County 1
- Secondary County, using two-letter code
- If no secondary county, leave blank (**Do Not Use 00**)
  ** See [County Code](#) list

Other County 2
- Tertiary County, using two-letter code
- If no tertiary county, leave blank (**Do Not Use 00**)
  ** See [County Code](#) list

Agency Document/Project Number
- Enter the agency reference number as written on the report (**Do Not Use Spaces)**
- Use agency project number if no reference number is provided
- If no number available, leave blank
  ** For published articles, see [Citation Guidance](#)

Survey Acres
- Enter acreage surveyed as provided in the report, rounded to nearest whole acre
- If no survey performed, enter 0 (e.g. secondary report, overviews, excavations, etc)
- For standard scaled maps of surveyed areas, may use acreage grid calculator
- If survey acreage not provided, estimate acreage actually surveyed, **Not** the project area acreage (unless completely surveyed)
  - 1 acre = 43,560 square feet
  - 1 acre = 4,840 square yards
  - 10,000 m2 (i.e. 1 hectare = 2.5 acres)
  - 100m radius circle = 8 acres
  - 1 mile transect (30m or 100ft wide) = 12 acres
  - 1 section (i.e. 1 mile square) = 640 acres

Document Type
- Choose one of the appropriate document types:

1) Inventory/Evaluation = surveys, minor testing projects, eligibility evaluations
2) Mitigation/Excavation = archaeological excavations, major testing reports
3) Overview = large area/regional overviews or syntheses
4) Other = other unpublished documents, (e.g.: manuscripts, conference papers)
5) Published = published articles (See Agency Documents/Project Number)

Keywords

- Keywords are intended to assist the retrieval of documents that may contribute to context development on a subject or within an area
- Use the keyword's list to identify subject or topics addressed in a document in a *substantive* way. For example:
  - For subject/topic, a report that simply records a tipi ring site would not be given the keyword "TRING" whereas a report that contributes to the study of tipi rings would
  - For geography and chronology keywords, a document that simply exists in an area or identifies a property of a time period would not receive special keywords, whereas a report that addresses the area or time period as topics would
- Enter the abbreviated keyword as written
- Enter two spaces between Keywords
- Use only the keywords listed. For potential new keywords, see SHPO Database Manager

SITES/PROPERTIES TABLE

- Enter only sites/properties that were examined, described, newly recorded, or otherwise discussed in the document
- **DO NOT** list sites only mentioned in passing or listed only as part of a file search
- Do not enter isolated dins, unrecorded localities, site leads, etc.
- Enter site/property number with name if possible.

- **SITE/PROPERTY NUMBER**

  - Enter Smithsonian trinomials only
  - Leave blank if no Smithsonian trinomial

- **SITE/PROPERTY NAME**
  - Enter name of site/property as indicated in the document

- For archaeological sites, create appropriate site name if no name indicated
- For historic sites, create appropriate historic site name if no name indicated
- **DO NOT ENTER SITE TYPE AS THE SITE NAME!!!**

LEGAL LOCATION TABLE

- Primarily for use with survey, and/or excavation documents or for limited area overviews
- May enter only Township & Range, if appropriate
- All locations of properties listed in the **SITE/PROPERTY TABLE** (*see above*) should be included in the **LOCATION TABLE**, if known.

Citation Guidance for Published Articles

Citations to Use in Agency Document/Project Number

American Antiquity   **EXAMPLE:**

   AM ANTIQUITY Vol#(No.#):pg#-pg#   AM ANTIQUITY 54(3):254-269

Archaeology in Montana

   AIM Vol#(No.#):pg#-pg#   AIM 18(3):15-31
                                                              AIM 13(2/3):1-11

Current Research in the Pleistocene

   CUR RSRCH PLST Vol#:pg#-pg#   CUR RSRCH PLST 5:186-187

Plains Anthropologist

   PA Vol#-No.#:pg#-pg#   PA 31-113:241-244

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<u>Author Guidance</u>

- **USE ALL CAPS**
-
- Last Name, First Name, Middle Initial
-
- Middle Initials(MI) are optional Use if known. Initials are followed by a ".".
-
- In the case of initials for both First Name and Middle Initial, put a space between them.
  E.g.:   SMITH   J.[space]W.

Format: Individual

Last Name   First Name MI.
SMITH   JOHN W.

Format: Two Authors

Last Name   First Name MI. **AND** First Name MI. Last Name
SMITH   JOHN W. AND MARY S. BROWN

Format: Three or more authors

Last Name   First Name MI., ET AL.
SMITH   JOHN W., ET AL.   [Spaces after "," and between "ET" & "AL."]

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MONTANA COUNTY CODES

BE	Beaverhead			
BH	Big Horn		MN	Mineral
BL	Blaine		MO	Missoula
BW	Broadwater		ML	Musselshell
CB	Carbon		PA	Park
CT	Carter		PT	Petroleum
CA	Cascade		PH	Phillips
CH	Chouteau		PN	Pondera
CR	Custer		PR	Powder River
DN	Daniels		PW	Powell
DW	Dawson		PE	Prarie
DL	Deer Lodge		RA	Ravalli
FA	Fallon		RL	Richland
FR	Fergus		RV	Roosevelt
FH	Flathead		RB	Rosebud
GA	Gallatin		SA	Sanders
GF	Garfield		SH	Sheridan
GL	Glacier		SB	Silver Bow
GV	Golden Valley		ST	Stillwater
GN	Granite		SW	Sweetgrass
HL	Hill		TT	Teton
JF	Jefferson		TL	Toole
JT	Judith Basin		TE	Treasure
LA	Lake		VL	Valley
LC	Lewis & Clark		WL	Wheatland
LT	Liberty		WX	Wibaux
LN	Lincoln		YL	Yellowstone
MA	Madison		YE	Yellowstone National Park
MC	McCone		ZZ	Multiple Counties (>3)
ME	Meagher			

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AGENCY CODE LIST

01	NPS General	51	DNRC/Trust Land
02	NPS Little Big Horn (a.k.a. Custer)	52	DEQ/Open Cut
03	NPS Glacier	53	DEQ/Coal Bureau
04	NPS Big Hole	54	DEQ/Abandoned Mine Reclamation
05	NPS Yellowstone	55	DEQ/ Hard Rock Mining Bureau
06	NPS Big Horn NRA	56	State Dept. of Commerce
07	NPS Grant-Kohrs	57	USDA/Dept of Agriculture
08	NPS Fort Union	58	Dept. of Education
		59	FEMA
10	BLM General	60	HUD CDBG (HOME)
11	BLM Lewistown (Malta)	61	HUD UDAG
12	BLM Miles City	62	DOE Dept. of Energy/General
13	BLM Butte (Dillon, Missoula)	63	DOE/BPA
14	SBA	64	DOE/WAPA
15	DPHHS	65	DOE/FERC
19	USFS Custer NF (Ashland)	66	DOE/RUS – Telephone Coops
20	USFS General	67	DOE Grants Program
21	USFS Beaverhead – Deer Lodge NF	68	HUD Indian Reservations
22	USFS Bitterroot NF	69	HUD General
24	USFS Flathead NF	70	COE/US Army Corps of Engineers
25	USFS Gallatin NF	71	USPS/Postal Service
26	USFS Helena NF	72	STB (*was ICC*)
27	USFS Lewis & Clark NF	73	US Fish & Wildlife Service
28	USFS Lolo NF	74	National Weather Service
29	USFS Kootenai NF	75	State Dept. of Military Affairs
30	BOR	76	NRCS (*formerly SCS*)
31	OSM/Coal Mining	77	US House of Representatives
32	EDA	78	US Senate
33	EPA	79	FCC
34	Dept of the Army	80	BIA General
35	Dept of the Air Force	81	BIA Blackfeet
36	Veterans Administration	82	BIA Crow
37	FAA	83	CSKTPO (*was BIA Flathead*)
38	GSA	84	BIA Northern Cheyenne
39	RECD (*was FmHA*)	85	BIA Fort Belknap
40	MDOT & FHWA (ISTEA, CTEP)	86	BIA Fort Peck
41	DEQ/Energy	87	BIA Rocky Boys
42	Montana Arts Council	88	Indian Health Service
43	DEQ/Air, Water & Waste Mng	89	Montana State University
44	University Systems	90	MT Archaeological Society
45	MT Dept. of Administration	91	University of Montana
46	Dept. of Corrections	92	FDIC
47	FWP (Fish, Wildlife & Parks)	93	Tax Incentive Program
48	Governor's Office	94	A & D Rehab Grants
49	State Dept. of Agriculture	95	Private Consulting Firms
50	DEQ/ General	96	Community Development Offices
		97	Survey and Planning Grants Program
		98	CLG/Local Planning/Conservation Easements
		99	Public/Other