

How to complete the Montana Cultural Resource Information System form (Planning Bulletin #5 update)

In order to ensure that all site form submittals meet the Montana SHPO information needs the Principal Investigator should be certain that all site forms are filled out completely and that they use the appropriate MT SHPO fields (MT CRIS Form Attachment page). To receive a site number the form must also have a map and shape files. Final printed and electronic copies can accompany the inventory report. Final paper copies **must** be single sided.

1. Identification

- 1) **Smithsonian number:** The Smithsonian number will be given to you upon submittal of a completed site form to the SHPO. This number should then be entered on to the form before sending in the final paper copy.
- 2) **Field Designation:** Field identification number
- 3) **Project Name:** Name of the project where site was recorded/encountered.
- 4) **Agency Project Number:** Agency number related to project.
- 5) **Consultant Project Number:** Consultant number related to project.

2. Location

- 1) **Legal location (Township, Range, Section, Quarter Section):** Township, Range, and Section information is available at the county tax assessor or planning office in their property records. It can also be obtained from USGS 7.5 minute topographic quadrangle map. Information down to the $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$ section is required to properly record the property in our database system.
- 2) **County:** County in which the property is located.
- 3) **UTM Coordinates and Datum:** UTM should be figured to the center of the site.
- 4) **Administrative/Surface Ownership:** Public (Federal/State Agency owner), Private.
- 5) **7.5' USGS Map Name, Date:** Indicate the name and year of the United States Geographical Survey (USGS) 7.5 minute topographic quadrangle map on which the property appears.
- 6) **Narrative of Access:** Provide a description of how to access the site using land markers that are not going to change any time soon (ex: roads, rivers, structures).
- 7) **Vicinity of (city/town):** Provide the closest city or town to the sites location.

3. Description

- 1) **Site Type:** See the MT SHPO's recommended site type list on the SHPO CRIS form attachment, please provide all site types that may apply.
- 2) **Site Time Period:** See the MT SHPO's recommended Time Period list, or use the dropdowns provided on the CRIS Form.
- 3) **Narrative Description of Site:** Provide a basic description of the site, features, artifacts, and condition.
- 4) **Site Dimensions and Surface Visibility:** General description of the dimensions of the site (length,width), and the visibility of the site on the surface (this should be given as a percentage).
- 5) **Feature Descriptions:** Type and general description or rock structures, lithic concentrations denoting activity areas, or other features should be provided. Detailed description of each feature should be provided.
- 6) **Artifacts:** Check the appropriate box or boxes and describe the artifacts in the space provided. If an artifact type does not exist in the check boxes make sure to explain in the description.
- 7) **Diagnostic Artifacts:** Detailed description of any artifacts which can be designated diagnostically. Please see SHPO CRIS form attachment for Diagnostic types.
- 8) **Subsurface Testing:** This should describe the results of any testing, the soil types, depth, the extent of the cultural deposits, the number and type of tests, and any other information on subsurface exposure.
- 9) **Site function/interpretation:** If the function of the site can be determined it should be discussed here and justified by the description. Do not force a site function/interpretation.

4. Environmental Setting

- 1) **Geographic Setting:** Describe the general geographic setting of the site location.
- 2) **Contour:** Check if the contour is known.
- 3) **Elevation:** Provide the elevation in feet.
- 4) **View/Aspect:** Provide the estimated direction and distance

- 5) **Sediments and Deposition:** Describe the sediments at site location and check the boxes that apply to the sites deposition.
- 6) **Available Water Source:** Please see SHPO CRIS form attachment for water source types, or use dropdown menu on CRIS form.
- 7) **Major River Drainage:** Provide the name, distance to, and elevation of the nearest major river drainage.
- 8) **Minor River Drainage:** Provide the name, distance to, and elevation of the nearest minor river drainage.
- 9) **Local Vegetation and Regional Vegetation:** Please see SHPO CRIS form attachment for vegetation types. Feel free to include extra data if necessary.

5. Assessment, Recording & Management

- 1) **Significance:** Discuss potential significance or lack of potential to yield further information in terms of National Register criteria and general and specific research goals. Fully justify your recommendation.
- 2) **Condition/Integrity:** In this section, please provide a brief integrity statement, indicating which aspects of integrity the site retains and its ability to convey its significance.
- 3) **Possible impacts to site:** Environmental or economic threats to the site. Distinguish between real and potential threats to the site. Note direct or indirect impact.
- 4) **Evaluation:** Does the site meet the National Register criteria for eligibility? Please describe the evaluation procedures and give your justification.
- 5) **Recording Status:** Please check the appropriate box(s).
- 6) **Recommendations:** Please see SHPO CRIS form attachment for recommendation options, or use the dropdown menu: Any other comments are welcome.
- 7) **Site Located by/Date Located:** Provide the name of person who located site and the date located.
- 8) **Site Recorded by/Date Recorded:** Provide the name of the person who recorded the site and the date.
- 9) **Site form update and revisions/Date updated:** If the site was previously recorded and this is a site form update please list the name of the person updating the form and the date.
- 10) **Federal/State Permit No:** List any applicable Federal or State permit numbers.
- 11) **Publication(s)/Report(s) where site is described:** List the name of the publication or report related to this site form.
- 12) **Artifact Repository:** List the name and location of the repository where any artifacts collected from this site are being stored.
- 13) **Field notes/maps/photos repository:** List the name and location of the repository where any field notes/maps/photos from this site are being stored.

6. Description of Historic Sites

- 1) **Property boundaries/Boundary Justification:**
- 2) **Physical description:** Description of buildings/structures/features; dates of construction and major alterations; contribution of building/structure to property significance.
- 3) **Artifacts observed, collected:** List any artifacts observed on the surface and any that are collected.
- 4) **Subsurface testing methods and results:** Describe the type of testing and any methods used in subsurface testing as well as the results of the testing. The soil types, depth, and extent of the cultural deposits should be detailed and an explanation of why the site was tested.
- 5) **Historical Information and context (footnote sources):** Discuss the history of the property as it relates to important events and persons associated with this site.
- 6) **Sources, files, people consulted:** Please list the information of all sources of historical information used to prepare this form.

7. Additional Information

- 1) **Photographs:** Include current photographs of the site. A description of the site and the direction in which the photo is viewing should be included in any caption.
- 2) **Maps:** Attach a copy of the portion of the USGS 7.5 minute Topographic map showing the sites location and boundaries. Please do not have additional information such as project or survey area. Attach a site sketch map (if applicable) that includes site number, north arrow, dimensions of site, features, location of artifacts, datum, scale, contour interval, and legend.