

**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

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Author Guidance

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

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AGENCY CODE LIST

STATE AGENCIES

CTEP (COMMUNITY TRANSPORTATION
ENHANCEMENT PROGRAM)
DEQ/AIR & WATER, WASTE, MINING
DEQ/AMR (Abandoned Mine
Reclamation)
DEQ/ENERGY
DEQ/GENERAL
DEQ/HARD ROCK
DEQ/OPEN CUT
DEQ/COAL
DNRC/GENERAL
DNRC/OIL & GAS
DNRC/TIMBER
DNRC/TRUST LANDS
DNRC/WATER
FWP/FISH
FWP/GENERAL
FWP/PARKS
FWP/WILDLIFE
FWS/GENERAL
MDOT (Dept. of Transportation)
MHC V.C. (Heritage Commission
Virginia City)
MT/COMMERCE
MT/CORRECTIONS
MT/DOA (Dept. of Administration)
MT/DPHS (Public Health and
Human Services)
MT/MILITARY AFFAIRS
MT/OTHER
MT/UNIVERSITY

PRIVATE/PUBLIC/OTHER

FEDERAL AGENCIES

BIA/BLACKFEET
BIA/CROW
BIA/FT. BELKNAP
BIA/FT. PECK
BIA/GENERAL
BIA/INDIAN HEALTH SERVICE
BIA/NORTHERN CHEYENNE
BIA/ROCKY BOY'S
BIA/SALISH-KOOTENAI
BLM/BILLINGS
BLM/BUTTE
BLM/DILLON
BLM/GENERAL
BLM/GLASGOW
BLM/GREAT FALLS
BLM/HAVRE
BLM/LEWISTOWN
BLM/MALTA
BLM/MILES CITY
BLM/MISSOULA
BOR (Bureau of Reclamation)
DOD/AIR FORCE
DOD/ARMY
DOD/COE (Army Corps of
Engineers)
DOD/NAVY
DOE/BPA
DOE/FERC (Federal Energy
Regulation Commission)
DOE/GENERAL
DOE/WAPA (Western Area Power
Administration)
EPA/GENERAL
EPA/SUPERFUND
FCC (Federal Communications
Commission)
FHWA (Federal Highway
Administration)
NPS/BIG HOLE
NPS/BIG HORN
NPS/FT. UNION
NPS/GENERAL
NPS/GLACIER
NPS/GRANT-KOHR
NPS/LITTLE BIG HORN
NPS/YELLOWSTONE
NRCS
OSM/COAL
US/BATF
US/EDA
US/EPA
US/FAA
US/FDIC
US/FEMA
US/GSA
US/NATIONAL INSTITUTE OF HEALTH
US/OTHER
US/RECD
US/SBA
US/STB
US/USDA
US/USDA/RD
US/USDA/RUS
US/USGS
US/USPS
US/VETERANS ADMINISTRATION
USFS/BEAVERHEAD DEERLODGE
USFS/BITTERROOT
USFS/CUSTER
USFS/FLATHEAD
USFS/GALLATIN
USFS/GENERAL
USFS/HELENA
USFS/KOOTENAI
USFS/LEWIS & CLARK
USFS/LOLO