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| **NEW FORMS AND INSTRUCTIONS** |
| As of July 2022, this **CSR (Cultural Site Record) Update form** replaces Montana SHPO’s CRIS (Cultural Resource Information System) Site Update Form for recording cultural resources in Montana. Visit <https://mhs.mt.gov/shpo/forms> to download the most recent versions of SHPO forms and instructions. If you are uncertain about which form to use, please contact [Montana SHPO Cultural Records staff](https://directory.mt.gov/govt/state-dir/agency/historic#shpo) at (406) 444-4724, https://directory.mt.gov/govt/state-dir/agency/historic#shpo |
| **REMINDERS** |
| The Principal Investigator is responsible for ensuring that the information in this form is complete and accurate as per the Montana SHPO’s data standards. Please consult the [**Montana SHPO Consultation Guide, 2023**](https://mhs.mt.gov/Shpo/Archaeology/ConsultingWith) for standards for recording cultural and architectural resources in Montana. |
| **SITE UPDATE GUIDANCE** |
| Offering elaboration on Consulting with the Montana SHPO Guidelines and Procedures:  “19. complete and typed Montana CRIS forms (see Appendix 4) or equivalent must be included for all sites located by the survey. Updated site forms should be included for previously recorded sites in the APE as well as those relocated to determine that they were outside the APE. For architectural properties, the Montana Historical and Architectural Inventory form is recommended. Paleontological localities should be recorded on the appropriate paleontological form. “(Step Two: Identify Historic Properties, D: Reporting Survey Results)  The SHPO office expects every recorded site, regardless of eligibility status, within the project’s area of potential effect to be discussed in the report and updated. In some circumstances, the site update requirement may be waived. Any such circumstances must be discussed with SHPO staff prior to the cultural inventory. These discussions must have written documentation showing SHPO staff approval and be summarized in the final inventory report.  If the original site form or prior site update is older than 10 years, a new Cultural Site Record (CS-R) or Architecture and Engineering Record (AE-R) Form should be completed. When this applies, inventory reports should include a completed CS-R or AE-R form with all sections completed and GIS shapefiles showing the site boundary.  If the original site form or prior site update was completed within the last 10 years, then only the changes to the site need to be documented in the update. It is NOT necessary to complete the entire CS-R or AE-R for all site updates. However, if the original site form left sections of the CS-R form blank, they should be completed as part of the update process. Contextual information consistent with the original form does not need to be redocumented. This would most likely include the site’s elevation, available water sources, environmental setting, and historical context. The update should focus on a description of the site/features, any changes observed since the last site recording, new research or information, current photos, and current maps. An example modified site update form can be found on our website. We suggest using this **CS-R Update Form** for situations where the original site form or prior site update was completed within the last 10 years. |

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| **1. Identification** | | | | | |
| **SITE NAME/FIELD DESIGNATION** | | **SMITHSONIAN NUMBER** (issued by SHPO)^ | | | **RECORD TYPE** |
|  | |  | | | **XX** UPDATE |
| **UPDATED BY** | **DATE** | **PHONE** (000) 000-0000 | **EMAIL** | **ADDRESS** | |
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| **2. Location** | | | | | | | | | | | | | | | |
| **COUNTY** | | | | **LOT/BLOCK** | | | | **STREET ADDRESS** | | | | **CITY / TOWN** (NEAREST) | | | |
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| **TOWNSHIP** | **N/S** | **RANGE** | **E/W** | | **SECTION** | **QUARTER** |  | | **TOWNSHIP** | **N/S** | **RANGE** | | **E/W** | **SECTION** | **QUARTER** |

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| **3. Ownership** | | |
| **CURRENT ADMINISTRATIVE/SURFACE OWNERSHIP** | **CURRENT USE** |  |
|  |  | Public  Private |

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| **4. Site Description / Conditions** |
| **SITE/PROPERTY TYPE\*** (SEE RECOMMENDED SITE TYPE LIST; TYPE ALL THAT APPLY) |
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| **DESCRIPTION OF SITE/PROPERTY** (OVERVIEW OF SITE, FEATURES, ARTIFACTS, AND CONDITION) |
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| **CHANGES SINCE LAST RECORDING** |
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| **CURRENT CONDITION / INTEGRITY** |
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| **5. National Register Evaluation and Assessment** | | | | |
| **HAS A FORMAL ELIGIBILITY DETERMINATION BEEN PREVIOUSLY ISSUED FOR THIS SITE/PROPERTY?** | | | | |
| No formal determination | Yes, determined NOT eligible | Yes, determined eligible | Yes, listed | Unknown |
| **ELIGIBILITY PROCEDURES / JUSTIFICATION**+ | | | | |
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| **6. Sources** |
| **LIST CITATIONS FOR INFORMATION SOURCES USED TO COMPLETE THIS FORM** |
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| **7. List of Updated Photographs and Maps Attached to this Form** | | | |
| **FIGURE NUMBER** | **DESCRIPTION / CAPTION** | **PHOTOGRAPHER** | **PHOTO DATE** |

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**IMPORTANT: DO NOT insert images into this document.** Supporting photographs, maps, and other figures referenced in Table 7 need to be formatted, saved, and submitted according to SHPO’s *Guidelines and Samples for CSR/AER Form Attachments*. For more detailed mapping and photography standards, please review *Montana SHPO Consultation Guide, 2023*.

^ See **Checklist 2: Submitting Site Records and Requesting Smithsonian Numbers** (Appendix D.2) and **Documenting Sites** (section 2.3) of the Montana SHPO Consultation Guide, 2023.   
Online: <https://mhs.mt.gov/Shpo/Archaeology/ConsultingWith>

\* See **Site/Property Types, Time Periods, and Diagnostic Types for Cultural and Architectural-Engineering Records**.   
Online: <https://mhs.mt.gov/Shpo/docs/CSR_AER_Codes.pdf>

+ See **How to Apply National Register Criteria for Evaluation**. National Park Service, National Register Bulletin. 1997.   
Online: <https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf>