

# Requesting File Search and Cultural Resource Data

## CHECKLIST 1



Requesting a file search is often the first step to initiate the consultation process and identify historic properties within your project area. This checklist summarizes steps and provides tips for successfully requesting a file search or additional cultural resource data from Montana SHPO. Before proceeding with this checklist, ensure that you understand the context, criteria, and expectations for requesting file searches provided in Section 1.3 of the Montana SHPO Consultation Guide.

**Remember:** You and others who are accessing the requested data should be familiar with and understand the parameters of the **Data Use Agreement (DUA)**. Site records, inventory reports, and GIS files will not be released without a signed DUA from each individual within an organization that will have access to the data. File Searches and Cultural Data Requests generally require 15 days for processing. SHPO may recommend investigations beyond a File Search to adequately identify historic properties within your project area. An invoice for the file search will be sent with SHPO's response and results.

### STEPS FOR REQUESTING A FILE SEARCH

1. Download and Complete the File Search Form (**FILE-F**)
2. Submit **FILE-Form and a map showing project area** to [dmurdo@mt.gov](mailto:dmurdo@mt.gov)

### STEPS FOR REQUESTING CULTURAL RESOURCE DATA

1. Download and Complete Data Request Form (**DATA-F**)
2. Read and sign that you understand the Data Use Agreement (**DUA**)
3. Submit **DATA-Form and DUA** to [dmurdo@mt.gov](mailto:dmurdo@mt.gov)

### DOWNLOAD FORMS AND INSTRUCTIONS

Forms and instructions for completing a File Search (FILE) Form, Cultural Data Request (DATA) Form, and Data Use Agreements (DUA) are available for download at <https://mhs.mt.gov/Shpo/Forms>

[File Search Form](#)

[Data Request Form](#)

[Data Use Agreement \(DUA\)](#)

*The File Search flat fee of \$35 per section includes site records, inventory reports, and GIS data—but these items must be specifically requested at the time of the File Search. A la carte fees apply for Cultural Resource Data requests when these items are requested without a File Search: site records (\$5/record), inventory reports (\$1/MB), GIS shapefiles (\$5/polygon).*