

Site Update Guidance

Montana State Historic Preservation Office, September 2020

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 Resources Information System Form (CRIS) or Historic Property Record Form (HPR) should be completed. When this applies, inventory reports should include a completed CRIS or HPR 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 CRIS or HPR for all site updates. However, if the original site form left sections of the CRIS 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 Site Update Form for situations where the original site form or prior site update was completed within the last 10 years