

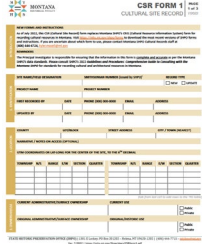
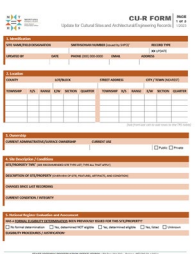
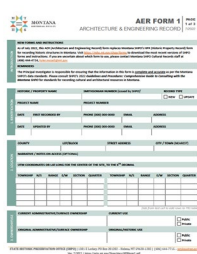
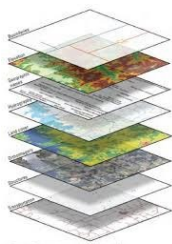



Requesting Smithsonian Numbers for Site Records

All forms and documents referenced herein are available at: <https://mhs.mt.gov/Shpo/Forms>

This checklist summarizes steps and provides tips for successfully submitting cultural site records and requesting Smithsonian numbers from Montana SHPO. Before proceeding with this checklist, ensure that you understand the context, criteria, and expectations for requesting Smithsonian numbers provided in Section 2.3.2 of the Montana SHPO Consultation Guide.

Remember: Smithsonian number assignments **require** a complete site record and GIS shapefiles that accurately delineate the site boundary. As described in the guide, complete site records include: the appropriate site form, photographs of the site and features, a site location map (1:24,000 scale), and a sketch map for sites with three or more features. **If you have any questions, would like any clarification, or more detailed guidance, please contact the Cultural Records Assistant.**

SMITHSONIAN NUMBER REQUEST				
Submittal Type	Request this required number assignment <u>before</u> submitting site records for Eligibility or Effect determinations.			
STEP 1 Prepare Required Site Record Documentation	Cultural Site  One PDF/site includes: CSR Form, photos, maps	Cultural Site Update  One PDF/site includes: CUR Form, photos, maps	Architecture/Engineering  One PDF/site includes: AER Form, photos, maps	GIS Shapefiles  One ZIP folder that includes a GIS shapefile of accurate site boundaries for site(s)*
	<p><i>*Rather than exporting an individual GIS shapefile for each site, please submit <u>one GIS shapefile that contains all site polygons/lines</u> clearly labeled with the temporary Field Designation or Site Name.</i></p> <p><i>*Polygon data is preferred; linear data is accepted for linear sites; <u>point data is not accepted</u>.</i></p> <p><i>*All GIS site boundary data must be accurate and match the boundary delineated on site form map.</i></p>			
STEP 2 Submit Digital Request	Upload request forms and supporting documentation by visiting the Montana Cultural Resource Database portal https://svc.mt.gov/adsams/ and clicking "Submit Data to SHPO." When prompted, select "Smithsonian Number Request" as the submittal type.			
				
STEP 3 Response?	Check your email for confirmation that your upload was successful and the submittal tracking number.			