

INTRODUCTION

WHICH FORM SHOULD I USE? In 2022, the Montana State Historic Preservation Office (SHPO) replaced the CRIS (Cultural Resource Information System) and HPR (Historic Property Record) forms with the CSR (Cultural Site Record) and AER (Architecture-Engineering Record) forms, respectively. Please ensure that you are using the most recent forms by visiting <https://mhs.mt.gov/shpo/forms>. If you are uncertain about which form to use, please contact Montana SHPO Cultural Records staff at (406) 444-4724, kylar.mozell@mt.gov.

WHO IS RESPONSIBLE FOR COMPLETING THIS FORM? 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 SHPO's [Montana SHPO Consultation Guide, 2023](#) for updated standards for recording cultural and architectural resources in Montana.

HOW DO I GET A SMITHSONIAN NUMBER FOR THIS FORM? To receive a Smithsonian number, you must submit a completed CS-R or AE-R form to SHPO's Cultural Records Assistant for review[^]; described in section 7 below.

SHOULD I USE METRIC OR IMPERIAL UNITS OF MEASURE? We will accept both units if they are used consistently and labeled clearly throughout the form.

1. IDENTIFICATION

- a. **SITE NAME/FIELD DESIGNATION:** Name or number used to identify the site (other than the Smithsonian number)
- b. **SMITHSONIAN NUMBER:** The Smithsonian system is a nationwide registry system consisting of three parts: state number + two-letter county code + four-digit number (e.g., 24DL0290). Previously recorded sites may already have a Smithsonian number assigned. For newly recorded sites, SHPO will issue a new Smithsonian number upon receipt of a completed CS-R or AE-R form.
- c. **RECORD TYPE:** If this is the first time the site has been documented on a form, check NEW. If there are previously completed site forms for this location, check UPDATED.
- d. **PROJECT NAME:** Provide the project name if the site is located with a project or inventory area.
- e. **PROJECT NUMBER:** Provide the agency project number if the site is located within a project area.
- f. **DATE FIRST RECORDED/UPDATED:** For a newly recorded site, enter the date of this current record. If you are performing an update to a previously recorded site, you must also provide the date of the first record.
- g. **RECORDED/UPDATED BY:** Provide the name and contact information for the person currently recording the site, and information about the person who originally recorded the site (if performing a site update).

2. LOCATION

- a. **COUNTY:** Name of the county where the site is located.
- b. **LOT/BLOCK and ADDRESS:** Complete these fields for Architectural and Engineering Records (AE-R); optional for Cultural Site Records (CS-R).
- c. **CITY/TOWN:** Provide the name of the city/town nearest to the site location.
- d. **NARRATIVE OF ACCESS:** Provide directions on how to access the site. Directions should begin from a major road intersection or town and include distances and land markers that are unlikely to change in the future (e.g., roads, rivers, structures). This section is not required if the site can be easily located with an address, legal location, or GPS coordinates.
- e. **TOWNSHIP, RANGE, AND SECTION (TRS)** or "Legal Location" information is available from property records at the county tax assessor or planning office, the [Montana Cadastral application](#), or from a USGS 7.5-minute topographic quadrangle map. To comply with Montana SHPO's data standards, please identify Township as either N or S, Range as either W or E, and the section quarter (QTR) as NW, SW, NE, or SE.
- f. **UTM or LATITUDE/LONGITUDE:** Record the coordinates for the center of the site using either UTM or Lat/Long expressed to the 6th decimal point.

3. OWNERSHIP / USE

- a. **CURRENT OWNER, ADMINISTRATIVE/SURFACE OWNERSHIP:** Indicate whether the current owner is a public or private entity and include the current owner's name, agency, region and/or district office, where applicable.
- b. **CURRENT USE:** Briefly describe how the property/site is currently used (e.g., commercial, agricultural, tourism, recreational, etc.)
- c. **ORIGINAL OWNER:** Indicate whether the original owner is a public or private entity and include original owner's name, agency, region and/or district office, where applicable.
- d. **HISTORIC USE:** Briefly describe how the property/site was historically used (e.g., commercial, agricultural, tourism, recreational, etc.). For sites with multiple periods or significance or multiple historic uses, indicate the time period associated with each use.

Cultural Site Record (CS-R FORM)

4. CULTURAL SITE AND ENVIRONMENT DESCRIPTION

- a. **SITE OR PROPERTY TYPE:** Select all site types that apply from SHPO's recommended *Site/Property Types for Cultural and Architecture-Engineering Records*.
- b. **SITE TIME PERIOD:** Select the appropriate general time period (precontact, historic, multicomponent), and the specific time period (Paleoindian, early archaic, 1920s-1930s, etc.) from SHPO's recommended *Time Periods for Cultural and Architecture-Engineering Records*.
- c. **SITE DIMENSIONS:** Provide general dimensions of the site (e.g., length and width) with consistent units of measure.
- d. **SURFACE VISIBILITY (%):** Describe the ground surface visibility of the site as a percentage.
- e. **NARRATIVE DESCRIPTION OF SITE:** Provide a general description of the site, features, artifacts, and condition.
- f. **FEATURE DESCRIPTIONS:** Provide more details about rock structures, lithic concentrations denoting activity areas, and other features at the site. Describe each feature in detail and cross-reference with photos and a sketch map using a clear and consistent numbering/naming system.
- g. **ARTIFACTS:** Describe and include a numerical count for each type of artifact observed at the site (i.e., metal, ceramic, wood, glass, plastic, bone, etc.). Aggregate data presented in tables or lists (such as for primary, secondary, and tertiary flakes) are acceptable.
- h. **DIAGNOSTIC ARTIFACTS:** Describe in detail any artifacts that can be identified diagnostically. Please see for *Diagnostic Types for Cultural and Architecture-Engineering Records* for reference.
- i. **SUBSURFACE TESTING:** Describe the results of any testing, soil types, depth, the extent of cultural deposits, number and type of tests performed, and any other information on subsurface exposure.
- j. **SITE FUNCTION/INTERPRETATION:** If the function of the site can be determined, it should be discussed here and justified by the description. Best guesses or hypothesis on function may also be included, but please preface the information within this context. Do not force a site function/interpretation.
- k. **ELEVATION:** Provide the elevation in feet.
- l. **VIEW/ASPECT:** Provide the estimated direction and distance that the unaided human eye can see from the site. Note any landmarks, such as named mountain peaks or natural lakes, in view.
- m. **NEAREST AVAILABLE WATER SOURCE:** Describe and/or record the name of the nearest source of water (stream, river, lake, spring) to the site.
- n. **SEDIMENTS:** Describe the sediments at the site location.
- o. **DEPOSITION:** Describe the site's deposition (e.g., Surface, Buried, Surface and Buried, Redeposited, etc.)
- p. **GEOGRAPHIC SETTING:** Describe the landscape / general geographic setting of the site location.
- q. **LOCAL VEGETATION:** Describe the vegetation located within the site boundary and list any culturally important plants (food, medicine, tools).

Architectural-Engineering (AER FORM)

- a. **PROPERTY TYPE:** Select all site/property types that apply from SHPO's recommended *Site/Property Types for Cultural and Architecture-Engineering Records*. See the MT SHPO's recommended site type list on the SHPO website, please provide all site types that may apply.
- b. **ARCHITECTURAL STYLE:** Describe the structure's architectural style(s).
- c. **CONSTRUCTION DATE:** Provide the construction date and indicate whether the date is "actual" or "estimated". Estimated date ranges such as "after 1997 and before 1893" are acceptable if the exact construction date is unknown. Major alterations, additions, etc. should be noted below under STATUS.
- d. **ARCHITECT INFORMATION:** Provide the name(s), firm, city, and state of the structure's architect. Enter "unknown" as needed.
- e. **CONSTRUCTION INFORMATION:** Provide the name(s), firm, city, and state of the builder or contractor, if known. Enter "unknown" as needed.
- f. **NARRATIVE DESCRIPTION OF PROPERTY:** Provide a description of the property, including the setting, buildings, and other resources (ditches, fences, agricultural fields, etc.). Describe individual buildings according to their shape, number of stories, architectural style, roof shape, type of foundation, type of construction, building materials, exterior wall materials, and any other major stylistic elements or distinguishing features (chimneys, porches, window and door types, etc.). Indicate whether the interiors of the buildings contribute to their integrity.
- g. **HISTORY OF PROPERTY:** Briefly discuss the history of the property as it relates to important events, historic trends, and persons. Provide as much information about the history of the building and people associated with the building as possible. Please cite your sources or note where information was acquired.
- h. **STATUS:** Indicate whether the structure is in its original location, and include dates and details about any major alterations, additions, relocation, etc. made to the structure.

- a. **FORMAL ELIGIBILITY DETERMINATION STATUS:** Indicate the results of any previous formal determination of eligibility for this site/property. Formal determinations of Eligibility are documented by a letter from SHPO or the Keeper of the National Register.
- b. **ELIGIBILITY ASSESSMENT:** Indicate if the site/property currently meets or does not meet eligibility criteria for the National Register as an individual property or as a contributing or non-contributing element to a historic district.
- c. **HISTORIC DISTRICT:** If the site/property occurs within a historic district, provide the district's name. For a resource/property not eligible for NR-listing either individually or as a contributing resource to a district, it remains important to indicate if the non-eligible element is located within a district.
- d. **MEETS CRITERION:** Mark Yes or No and provide an evidence-based, research-supported argument for/against each criterion (A, B, C, D) for National Register Eligibility. Refer to the National Park Service's bulletin *How to Apply National Register Criterion for Evaluation* (1997) to learn more about determining the eligibility of a site for the National Register of Historic Places (NR).
- e. **INTEGRITY:** Discuss the aspects of historic integrity for the resource, including location, setting, design, materials, workmanship, feeling, association, etc. For each aspect, describe the ability of the resource to convey its historic significance, as well as whether any loss of a specific aspect of integrity has occurred.
- f. **POSSIBLE IMPACTS TO SITE:** Discuss and distinguish between current, potential, direct, and indirect environmental and economic impacts to the site. Include impacts of proposed actions and their potential impact to the site's NR eligibility or integrity.

6. SOURCES

Cite sources of historical information used to prepare this form, including interviews, newspapers, journal articles, books, historic photograph, websites, etc. Follow a consistent bibliographic format that includes dates.

7. LIST OF PHOTOS AND MAPS

LIST ALL PHOTOGRAPHS, MAPS, AND FIGURES REFERENCED IN THIS FORM

- FIGURE LABEL:** Consistently label each photo, map, and figure with a unique name or number.
- CAPTION/DESCRIPTION:** Include a brief description of the photo subject/view and photo direction.
- PHOTOGRAPHER AND DATE:** Identify the photographer / map creator, and the month/day/year of photo/map.

ATTACHING PHOTOS, MAPS, AND FIGURES

IMPORTANT: DO NOT insert images for photos, maps, and other figures into this document.

Supporting photographs, maps, and other figures referenced need to be submitted according to SHPO's *Guidelines and Samples for CSR/AER Form Attachments* listed below. To accommodate the wide variety of technology used to collect and create supporting images, users can create compatible attachment pages using the software / method of their choosing. Photos, maps and figures should be saved as PDF and combined with a completed CSR or AER Form. The guidelines provide a template to ensure consistent formatting and complete information. For more detailed mapping and photography standards, please review [Montana SHPO Consultation Guide, 2023](#).

RESOURCES FOR COMPLETING THIS FORM:

- **Montana SHPO Consultation Guide, 2023.** Online: <https://mhs.mt.gov/Shpo/Archaeology/ConsultingWith>
 - **Documenting Sites** (section 2.3)
 - **Checklist 2: Submitting Site Records and Requesting Smithsonian Numbers** (Appendix D.2)
- **Site/Property Types, Time Periods, and Diagnostic Types for Cultural and Architectural-Engineering Records.** Montana SHPO, 2022. Online: https://mhs.mt.gov/Shpo/docs/CSR_AER_Codes.pdf
- **Guidelines and Samples for CS-R and AE-R Photo and Map Attachments.** Montana SHPO, 2022. Online: https://mhs.mt.gov/Shpo/docs/Photo_Map_Attachments.pdf
- **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
- **Montana Cadastral.** Online: <http://svc.mt.gov/msl/mtcadastral>