

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

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

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>

The File Search Request Form includes fields for Contact Name, Organization, Address, City, State, Zip Code, Phone, Email, and Project Name. It also features a table for Project Area Location Information with columns for Township/RS, Range (R/W), and Section(S). A fee of \$35.00 is indicated at the bottom.

[File Search Form](#)

The Data Request Form includes a table for requesting data with columns for GIS NUMBERS, DATE NUMBERS, and REPORT NUMBERS, each with sub-columns for 'all sites' and 'all reports'. It also includes a section for project description and a note about GIS data availability.

[Data Request Form](#)

The Data Use Agreement (DUA) form includes fields for Organization Name, Address, City, State, Zip, Phone, Email, and a section for Authorized Organizational Representative with a signature and date line.

[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).