

OBTAINING A SMITHSONIAN NUMBER

and Submitting Site Record Data

Obtaining a Smithsonian Number requires a completed [Cultural Site Record \(CSR\)¹ or Architectural and Engineering Record \(AER\) form](#), photographs, a 1:24,000 scale map showing the site location, a feature map for sites with three or more features, as well as an accurate GIS shapefile of the site boundary. Instructions for preparing and submitting documentation for Smithsonian Number requests are included below.

NOTE: Both paper and digital copies of site records are required. If you are submitting site records with a respective cultural resource inventory report as part of the [SHPO compliance and review process](#), there is no need to submit an additional paper copy.

If you have any questions, would like any clarification, or more detailed guidance, please contact the [Cultural Records Assistant](#).

PREPARING FILES

1. Complete all applicable sections of the CSR (Cultural Site Record) or AER (Architecture and Engineering Record) form. Be sure to include a map that delineates site boundaries. [Detailed instructions are included with these forms](#).
2. Combine each completed CSR or AER form with corresponding pictures and maps into a single PDF file. Other file formats will not be accepted. If using Microsoft Word 07 or newer, select Save As and save as type PDF (*.pdf).
3. Prepare a GIS shapefile of the site boundary. Google Earth kml and kmz files are also accepted. Please contact the [Cultural Records Assistant](#) for more information regarding mapping in Google Earth, or instructions for exporting shapefiles. Note: Presenting all boundaries as separate features within a single shapefile is acceptable, as long as there is an identifying attribute (Temp No. etc). There is no need to spend the time exporting each boundary separately.

SUBMITTING FILES

Files of any size can be submitted through the [State of Montana – File Transfer Service](#), or by email if the file size is less than 5 MB.

1. Create a free State of Montana File Transfer Service: follow the instructions online <https://transfer.mt.gov/Home/Login>, or contact the [Cultural Records Assistant](#) for help.
2. Submit a PDF file that includes the completed site record form, photos, and maps; and GIS shapefiles that accurately delineate the site boundary.
3. Include your contact information along with any additional information in the message.
4. Allow up to one week for processing. Site forms will be checked for accuracy of information such as legal locations, site form categories, map content, and overall completeness. You will be notified when we've assigned your new Smithsonian site number.

TIP! ZIP YOUR FILES

Follow these steps to “zip” multiple site records and GIS files into a single file, and save significant upload time.

1. On your computer, highlight all the files you'd like to combine.
2. Using your mouse, right click any one of the files, making sure all the files remain highlighted.
3. Then select “Send to” in the menu that pops up next to your mouse’s pointer; and then select “Compressed (zip) folder”.
4. A new folder will be created with the same name, but with a *.zip file extension. You can rename this folder, if desired.

¹ The Cultural Site Record (CSR) and Architecture and Engineering Record (AER) were previously referred to as CRIS (Cultural Resource Information System) and HPR (Historic Property Record) forms respectively.