



Requesting File Search and Cultural Resource Data

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

Requesting a file search is often the first step of the consultation process and identifying 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 a file search and cultural data provided in Section 1.7 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 SEARCH REQUEST		DIGITAL DATA REQUEST	
Submittal Type	Request a database query to determine presence or absence of documented sites and cultural resource inventory in an area.			Request additional cultural resource data <u>after a file search</u> . Requester must meet professional standards and sign a Data Use Agreement*.	
STEP 1 Prepare Required Documentation	File Search Request Form FILE-F.xls	Project Map PDF	DATA Request Form DATA-F.xls	Data Use Agreement DUA	
STEP 2 Submit 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 "File Search" or "Data Request" as the submittal type.				
STEP 3 Pay Your Invoice	Check your email for confirmation that your upload was successful and the submittal tracking number. File Searches and Digital Data Requests generally require 15 days for processing. SHPO will send an invoice for the file search with response and results, which may include recommendation for investigations beyond a File Search to adequately identify historic properties within your project area. The File Search flat fee of \$35 per section includes a list of site records and inventory reports. The site records, reports, and GIS may be requested by completing and uploading a Digital Data Request Form as a new submission to the MT Cultural Resource Database. A la carte fees apply for Digital Data requests when these items are requested without a File Search: site records (\$5/record), inventory reports (\$1/MB), GIS shapefiles (\$5/polygon).				