



# Creating a Complete Site Record

## STANDARDS FOR PREPARING SITE FORMS, PHOTO AND MAP ATTACHMENTS, AND DIGITAL GIS FILES

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

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# 1. Introduction & Resources

A complete “record” includes a site form, photographs, maps, and GIS files. Montana SHPO provides six site record forms for various types of sites.

1. CS-R: Cultural Site Record
2. AE-R: Architecture/Engineering Record
3. CU-R: Site Update Record
4. IF-R: Isolated Find Record
5. SC-R: Stone Circle Record
6. PALEO-R: Paleontological Record

A site’s Smithsonian number is a standard identifier for tracking properties and is required to process all consultation, including resolving APE (area of potential effect), National Register eligibility, and potential effects on cultural resources. Smithsonian number assignments **require a complete site record** (form, photos, and map) and GIS shapefiles that accurately delineate the site boundary.

This document provides instructions on completing each required component of a site record. For more information on preparing site documentation:

- **2.3 Documenting Sites** in the Montana SHPO Consultation Guide  
<https://mhs.mt.gov/Shpo/Archaeology/ConsultingWith>
- **Requesting Smithsonian Numbers for Site Records** What to Submit: Quick Reference (QR2)  
<https://mhs.mt.gov/Shpo/docs/smithsonian-qr2.pdf>
- **How to Apply National Register Criteria for Evaluation** National Park Service, National Register Bulletin. 1997.  
[https://www.nps.gov/subjects/nationalregister/upload/NRB-15\\_web508.pdf](https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf)
- **Montana Cadastral**  
<http://svc.mt.gov/msl/mtcadastral>

## 2. Preparing Site Forms: CSR, AER, and CU Forms

### 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.

### 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.

## Can I paste content into this form from MS Word?

Yes. With the word document open, go to File>Options>Advanced. Scroll down to "Cut, copy, and paste" and change the following settings:

- Pasting within the same document: "Keep Text Only"
- Pasting between documents: "Keep Text Only"
- Pasting between documents when style definitions conflict: "Keep Text Only"
- Pasting from other programs: "Keep Text Only"

## File Naming Conventions

Please name the site form according to the site's temporary field designation or site name. If you are submitting more than ten site forms at once for Smithsonian Number assignment, please label the sites in the order you would like numbers to be assigned. For example, FieldDesignation\_Site1.pdf, FieldDesignation\_Site2.pdf, FieldDesignation\_Site3.pdf, etc.

## Form Field Descriptions

**Color Key:** Applies to **ALL SITE FORMS** **CSR (Cultural)** **AER (Architecture)** **CU (Update)**

### 1. IDENTIFICATION

- SITE NAME/FIELD DESIGNATION:** Name or number used to identify the site (other than the Smithsonian number)
- 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.
- 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.
- PROJECT NAME:** Provide the project name if the site is located with a project or inventory area.
- PROJECT NUMBER:** Provide the agency project number if the site is located within a project area.
- 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.
- 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

- COUNTY:** Name of the county where the site is located.
- LOT/BLOCK and ADDRESS:** Complete these fields for Architectural and Engineering Records (AE-R); optional for Cultural Site Records (CS-R).
- CITY/TOWN:** Provide the name of the city/town nearest to the site location.
- 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.
- 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 6<sup>th</sup> 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.

### 4. CULTURAL SITE AND ENVIRONMENT DESCRIPTION (CS-R)

- 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).

#### 4. HISTORIC PROPERTY / ARCHITECTURE DESCRIPTION (AE-R)

- 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.

#### 5. NR EVALUATION / ASSESSMENT

- 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 ALL photographs, maps, and figures REFERENCED IN THIS FORM

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

**IMPORTANT: DO NOT insert images for photos, maps, and other figures into the form document. See directions below.**

Supporting photographs, maps, and other figures referenced need to be submitted according to directions described 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](#).

## SITE UPDATES (CU-R)

### OFFERING ELABORATION ON CONSULTING WITH THE MONTANA SHPO GUIDELINES AND PROCEDURES:

“19. complete and typed Montana CRIS forms (see Appendix 4) or equivalent must be included for all sites located by the survey. Updated site forms should be included for previously recorded sites in the APE as well as those relocated to determine that they were outside the APE. For architectural properties, the Montana Historical and Architectural Inventory form is recommended. Paleontological localities should be recorded on the appropriate paleontological form. “(Step Two: Identify Historic Properties, D: Reporting Survey Results)

The SHPO office expects every recorded site, regardless of eligibility status, within the project’s area of potential effect to be discussed in the report and updated. In some circumstances, the site update requirement may be waived. Any such circumstances must be discussed with SHPO staff prior to the cultural inventory. These discussions must have written documentation showing SHPO staff approval and be summarized in the final inventory report.

If the original site form or prior site update is older than 10 years, a new Cultural Site Record (CS-R) or Architecture and Engineering Record (AE-R) Form should be completed. When this applies, inventory reports should include a completed CS-R or AE-R form with all sections completed and GIS shapefiles showing the site boundary.

If the original site form or prior site update was completed within the last 10 years, then only the changes to the site need to be documented in the update. It is NOT necessary to complete the entire CS-R or AE-R for all site updates. However, if the original site form left sections of the CS-R form blank, they should be completed as part of the update process. Contextual information consistent with the original form does not need to be redocumented. This would most likely include the site’s elevation, available water sources, environmental setting, and historical context. The update should focus on a description of the site/features, any changes observed since the last site recording, new research or information, current photos, and current maps. An example modified site update form can be found on our website. We suggest using this **CS-R Update Form** for situations where the original site form or prior site update was completed within the last 10 years.

## Site/Property Types, Time Periods, and Diagnostics

### HISTORIC SITE TYPES

Historic Agriculture	Historic Commercial Development	Historic Fire Lookout
Historic Apartment House	Historic Communication	Historic Flume
Historic Architecture	Historic Community Hall	Historic Fort Site
Historic Aviation	Historic Conservation	Historic Fraternal Lodge
Historic Bank	Historic Corral	Historic Fur Trade
Historic Bar/Saloon	Historic Courthouse	Historic Gas Station
Historic Barn	Historic Cribbed Log Occupation Structure	Historic Gas/Oil Well
Historic Battlefield	Historic Dam	Historic Grain Elevator
Historic Building Foundation	Historic Depression(s)	Historic Hard Rock Mine
Historic Cairn/Land Marker	Historic Designed Landscape	Historic Health Facility
Historic Campsite	Historic District	Historic Homestead/Farmstead
Historic Cattle Camp	Historic Dude Ranch	Historic Hotel/Motel
Historic CCC	Historic Dug-Out	Historic Indian Agency
Historic Cemetery/Grave	Historic Education	Historic Industrial Development
Historic Church	Historic Energy Development	Historic Inscription/Signage
Historic Coal Mine	Historic Exploration	Historic Irrigation System
	Historic Fence	Historic Jail/Prison
	Historic Ferry/Landing	Historic Land/Survey Marker

Historic Library  
 Historic Log Structure  
 Historic Marine  
 Historic Material Concentration  
 Historic Mausoleum  
 Historic Military Site  
 Historic Mining  
 Historic Mission  
 Historic Municipal Infrastructure  
 Historic Outbuildings  
 Historic Pipeline  
 Historic Placer Mine  
 Historic Political/Government  
 Historic Post Office  
 Historic Quarry  
 Historic Railroad  
 Historic Railroad Bridge  
 Historic Railroad Building/Structure  
 Historic Ranch  
 Historic Ranger Station  
 Historic Reclamation  
 Historic Recreation/Tourism  
 Historic Religion  
 Historic Research Station  
 Historic Residence  
 Historic Residential Development  
 Historic Road  
 Historic Road/Trail  
 Historic Rock Structure(s)  
 Historic Sawmills  
 Historic School  
 Historic Science  
 Historic Settlement/Townsite  
 Historic Sheep Camp  
 Historic Site  
 Historic Smelter  
 Historic Stage Route  
 Historic Stamp Mill  
 Historic Stock Raising  
 Historic Structure  
 Historic Theater  
 Historic Timber Camp  
 Historic Timber Harvesting  
 Historic Trail  
 Historic Transmission Line  
 Historic Transportation  
 Historic Trash Dump  
 Historic University/College  
 Historic Vehicular/Foot Bridge

## PRECONTACT SITE TYPES

Precontact Animal Processing Area  
 Precontact Bedrock Quarry  
 Precontact Bison Jump  
 Precontact Conical Timbered Lodge  
 Precontact Culturally Modified Tree(s)  
 Precontact District  
 Precontact Firehearth(s) or Roasting Pits, FCR  
 Precontact Fishing Site  
 Precontact Fortification Site(s)  
 Precontact Game Drives  
 Precontact Game Pound  
 Precontact Kill Site/Trap  
 Precontact Lithic Material Concentration  
 Precontact Lookout  
 Precontact Medicine Wheel  
 Precontact Paleopoint Isolate  
 Precontact Petroglyph  
 Precontact Pictograph  
 Precontact Pits; Eagle Catching, Battle, etc.  
 Precontact Rock Alignment(s)  
 Precontact Rock Cairn(s)  
 Precontact Rock Pile(s)  
 Precontact Rock Shelter or Cave  
 Precontact Rock Structure(s)  
 Precontact Site  
 Precontact Stone Circle  
 Precontact Surface Stone Quarry  
 Precontact Sweat Lodge  
 Precontact Trail  
 Precontact Vision Quest Structure

## PALEONTOLOGICAL SITE TYPES

Fossil Fish  
 Fossil Flying Reptile  
 Fossil Invertebrate  
 Fossil Mammal  
 Fossil Marine Reptile  
 Fossil Organic  
 Fossil Paleontological Locality  
 Fossil Trace

## ADDITIONAL SITE TYPES

Combo Prehistoric/Historic  
 Other  
 Traditional Cultural Property

## TIME PERIODS

Cretaceous  
 Jurassic  
 Mississippian  
 Quaternary  
 Tertiary  
 Triassic  
 Prehistoric More Than One Period  
 Prehistoric Late Period  
 Prehistoric Middle Period  
 Prehistoric Paleo-Indian  
 1859 and earlier  
 1860-1869  
 1870-1879  
 1880-1889  
 1890-1899  
 1900-1909  
 1910-1919  
 1920-1930  
 1930-1939  
 1940-1949  
 1950-1959  
 1960-1969  
 1970-1979  
 1980-1989  
 Historic More Than One Decade  
 Historic Period  
 Combination

## DIAGNOSTICS

Agate Basin  
 Angostura  
 Avonlea  
 Besant  
 Clovis  
 Cody knife  
 Corner-notched  
 Duncan  
 Eden Valley  
 Folsom  
 Hanna  
 Hell Gap  
 Mckean  
 Oxbow  
 Pelican Lake  
 Plains Side-notched  
 Scottsbluff



### 3. Attaching Photos and Maps

Supporting photographs, maps, and other figures referenced in Section 7 of the CSR/AER Form need to be included with the site record form according to the following guidelines. To accommodate the wide variety of technology used to collect and create supporting images, users can create attachment pages using the software/method of their choosing. The following guidelines and sample pages provide a template to ensure consistent formatting and complete information about the images.

Final attachment pages should be saved in PDF format and combined with a PDF of the completed CSR or AER form.

For more detailed mapping and photography standards, please review *Guidelines and Procedures: A Comprehensive Guide to Consulting with Montana SHPO*.

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#### Photo Guidelines

At a minimum, the following photos should be included with a CSR/AER Form:

1. **Overview** of the site.
2. **Four Directional Views** of the site (e.g., N, W, S, E), or exterior elevations of historic structures.
3. **Features and Details** referenced in the narrative, such as a building foundation, architectural details, construction techniques, diagnostic artifacts, damage or vandalism, and natural exposures used to evaluate subsurface potential.

#### Photos captions should include:

- Unique photo name/number
- Photo description
- Photographer
- Date

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#### Map Guidelines

At a minimum, the following maps are required with a site record form:

1. **Site Overview / Location Map** Topographic map at 1:24,000 scale. Provide a PDF and accurate GIS shapefiles that clearly show the boundary of the site as a polygon. If the site is linear such as an irrigation ditch or road, add a buffer along the centerline of the feature to visualize its width.
2. **Feature Boundaries Map:** For sites with more than three features, provide a map showing the boundary locations for individual features within the larger site boundary, and including a legend that clearly identifies each feature.

#### Maps should include:

- **Unique Map Name/Number** identifying the map as an “overview” or “feature” map
- **North Arrow** indicating map orientation
- **Map Scale** in the 1:XXXX format
- **Scale Bar** to measure distances on the map in either imperial or metric units
- **Site Name** or field designation exactly as shown on the associated CSR or AER Form.
- **Legal Location (TRS)** of the site. Reference section 2 of the CSR/AER Form for multiple legal locations.
- **Site and Feature Boundaries:** Clearly show the boundary of the site and features as polygons. Add a buffer to the center line of linear features such as irrigation ditches or roads.
- **DO NOT INCLUDE** a project or survey area map.



## Photo Attachment (Sample)

PHOTO 1. Overview of site (24XX####), looking North. Photo by J Doe, 6/24/2022



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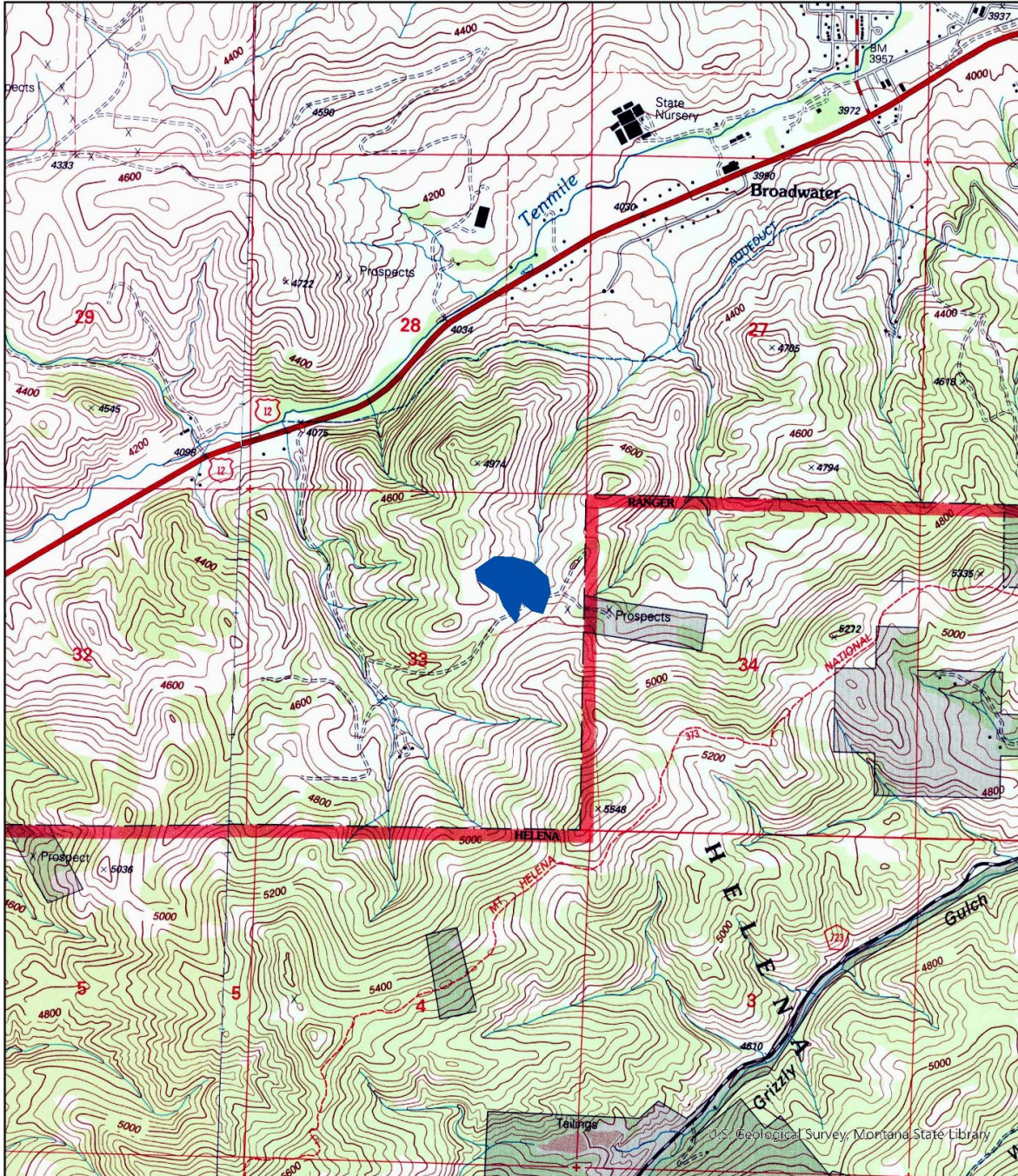
PHOTO 2. Looking NW at Feature 1, Site (24XX####). Photo by J Doe, 6/24/2022





# Map Attachment (Sample)

MAP 1: Site overview / location map for site name 24XX#### at 1:24,000 scale. T1N R6W S3NW



Map Type: Overview

0 0.25 0.5 1 Kilometers

Scale: 1:24,000

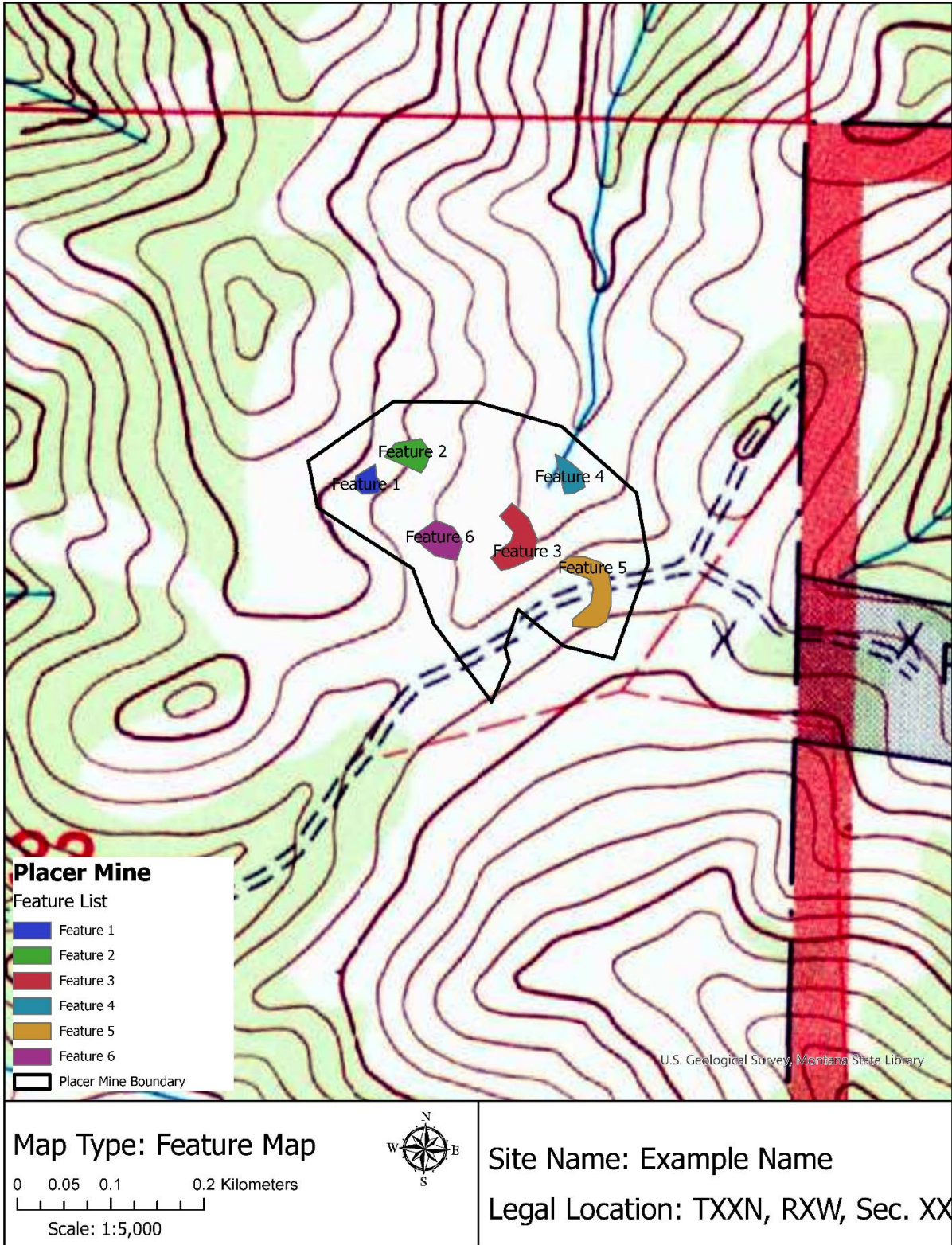


Site Name: Example Name

Legal Location: TXXN, RXW, Sec. XX



MAP 2: Boundaries and locations for six features at [site name and number] at 1:5,000 scale. T XN R XW S.X

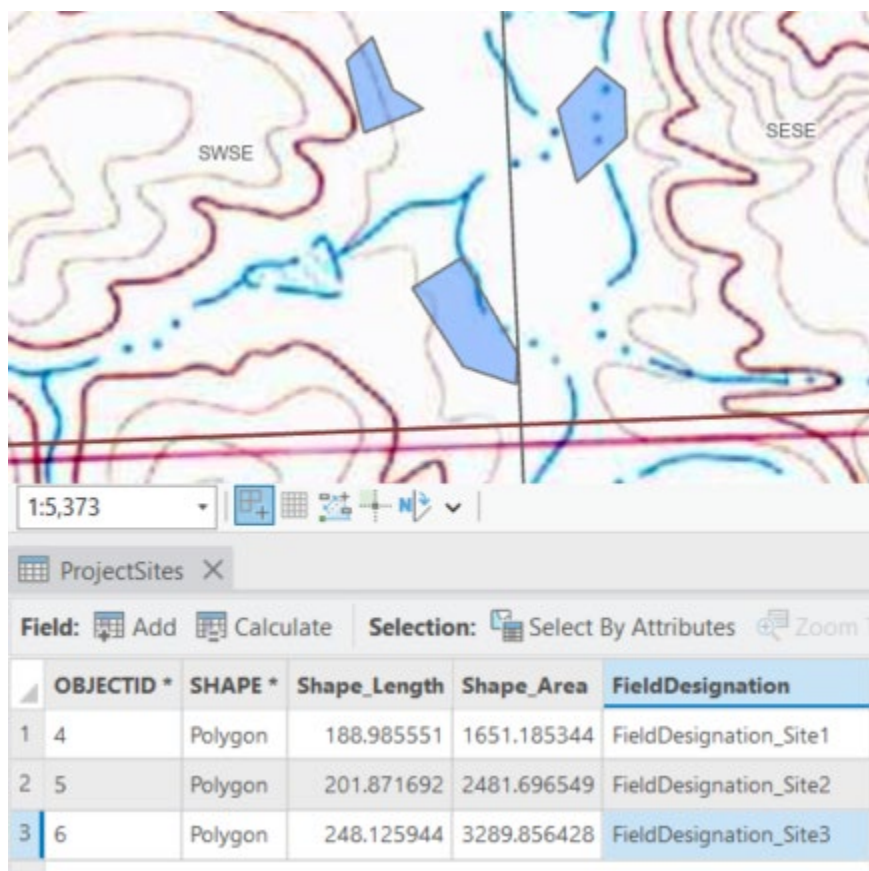


### 3. Creating GIS Shapefiles

Submission of an accurate GIS shapefile of the site boundary is required to receive a Smithsonian Number. Google Earth .kml and .kmz files are also accepted.

1. Use GIS software to produce an accurate polygon site boundary. Polygon GIS data is preferred but Line GIS data is accepted for linear features. Point GIS data is not accepted. If GIS software is unavailable, use Google Earth to create a .kml or .kmz file.
2. If submitting multiple sites for Smithsonian Numbers, please submit one polygon GIS shapefile that contains all the site boundaries identified by their unique Field Designation and/or Site Name. There is no need to export each site boundary into an individual shapefile. One GIS shapefile containing all geographic site information is preferred. SHPO does not collect GIS attribute data so only the FieldDesignation/Site Name field is required.
3. When submitting GIS files for Smithsonian Number assignment, only a polygon shapefile containing site boundaries should be submitted – shapefiles for Project APE, Inventory Area, Site Features, etc. should not be submitted at this stage.
4. The GIS polygon site boundary must be identical to the site boundary depicted on the CSR/AER Form site map.

**Example of one (1) GIS polygon shapefile containing three (3) site boundaries identified by their unique FieldDesignation Number**





## Creating a KMZ with Google Earth Pro

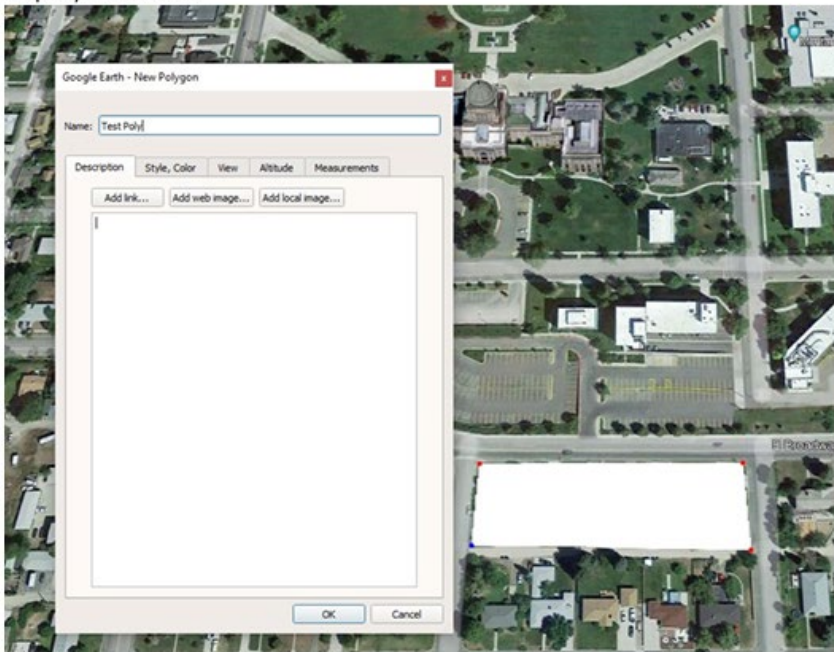
1. Download Google Earth Pro from the following link or searching via google.

<https://www.google.com/earth/download/gep/agree.html?hl=en-GB>

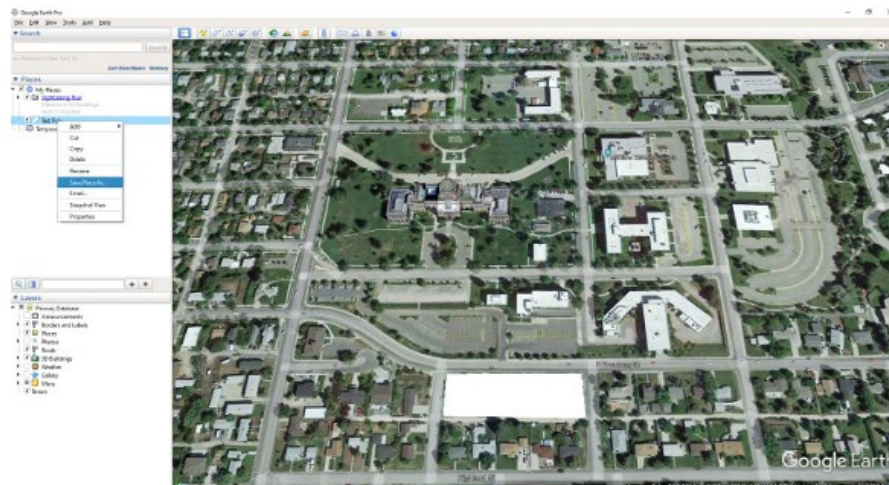
2. Open the program and find the location of the property/site you wish to create a GIS polygon for.
3. Select the "Add Polygon" tool from the banner above the display window to open the dialogue box.



4. A cursor will appear on the screen which will allow you to draw a polygon. You can also name the polygon in the pop-up box that appears when you select the tool. It is recommended that you name the created polygon in a way that you can tie it to its related site form or Historic Property Record form.



5. This process can be repeated to create multiple polygons.



7. Lastly save the file in the desired location.