

How to Request a Smithsonian Trinomial or Architectural Resource Number

Prior to submitting a site number request:

- 1) Make sure all sites have a lead agency number assigned (BLM, US Forest Service, Bureau of Reclamation, etc.).
- 2) Your shapefiles should have the lead agency site number in the attribute table.
- 3) Check that your shapefiles are polygons, as NVCRIS does not hold poly lines or points.

Please send all site and resource number requests to Annie Hershey, NVCRIS Coordinator, at ahershey@shpo.nv.gov.

The body of your email should include the following information:

- 1) Project lead agency
- 2) Project proponent
- 3) Report title
- 4) Lead agency report number
- 5) Project acreage
- 6) Representative township, range, and sections
- 7) County(s)
- 8) Site/resource shapefiles (*preferred*), or a map at a minimum scale of 1:24,000 that clearly shows site/resource boundaries. Please feel free to make your map at a smaller scale if it better depicts your resource locations.
- 9) **For architectural resource numbers:** the completed first page of the ARA or NARA form for each resource needing a number, in addition to the information in numbers 1-8. This should be sent as an attachment to the email.

ARA forms can be found on the NV SHPO website:

<http://shpo.nv.gov/review-compliance/guidelines>

If you are a contractor working for the Bureau of Land Management (BLM), *you are required to include shapefiles with your project*. Contact Annie Hershey if you would like a blank geodatabase to submit to the BLM.