# Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)



The Welsh Archaeological Trusts

July 2018

# Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)

**Version:** 1
**Date:** July 2018
**Review Date:** August 2019

**Description:** This document aims to provide guidance to allow HER users to submit data in a format that can be easily integrated into the now-statutory regional HERs, taking into account the need for certain project types to supply Welsh translations for certain fields in accordance with new legislation.

**Source:** This document takes some influence from the draft GAT 2014 document *Historic Environment Record (HER) Guidelines for Contractors* but has been greatly revised and updated by GGAT, in collaboration with the other WATs, Cadw and RCAHMW, in order to reflect the new statutory status of the Welsh HERs following the passing of the Historic Environment Act (Wales) 2016.

**Format:** Word Document

**Status:** Operational

**Coverage:** Welsh HERs

**Update procedure:** To be updated when necessary by the HER Archaeologists at the Welsh Archaeological Trusts

**Number of pages:** 27 pages including Appendix A – Welsh HER Information Submission Form

**Creator of current document:** Charina Jones, GGAT, in collaboration with the Welsh HER Officers

**Last updated by:** Calli Rouse, GGAT

**Owner:** Welsh Archaeological Trusts

**Contact:** Clwyd-Powys Archaeological Trust, Dyfed Archaeological Trust, Glamorgan-Gwent Archaeological Trust, Gwynedd Archaeological Trust (contact details in section 7)

**Access conditions:** This document is available to the public.
Map images used in this document are joint © Crown Copyright and GGAT (database right and IPR)

# Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)

## Contents

## Figures

# 1. Introduction and purpose

The information within the Welsh HERs is compiled from a number of different sources. Sometimes data is incidentally provided, by people carrying out their own research, or by individuals who have discovered something of archaeological interest and would like more information. However, the *majority* of new HER information is generated by specific projects and professional archaeological work undertaken across Wales.

This guidance aims to support anyone creating information about the historic environment of Wales in order to present this to the HERs. It is good practice to submit this information to the relevant regional HER in a format which:

- meets national standards for data management
- will make it accessible to a wide audience
- is easy to manage, maintain and preserve as well as easy and more cost-effective to accession.

Supplying new or updated information to the HER is essential to support the on-going research, protection and conservation of the historic environment of Wales. The statutory HERs underpin all archaeological work in Wales and provide a point of access to a wealth of important information.

Those undertaking work as part of the planning process should ensure that information is submitted in accordance with this document and the associated guidance available to support it. Those working *outside* the planning process are also asked to consider this guidance when preparing data for the HERs.

HER users are asked to supply new or updated information generated from the use or analysis of HER data to the relevant record within 6 months of project completion, or within a timeframe previously agreed with HER staff[1]. The supply of updated information or data to the HER is a condition of the terms and conditions of access to the record. A summary of the information required by the HERs is provided below in Section 3.

With the exception of maritime-related information, Wales **does not** participate in the current version of the OASIS mechanism for reporting and deposition (https://oasis.ac.uk). However, the Welsh HERs will be contributing to the Archaeology Data Service grey literature library and where relevant to event records in due course.

When submitting data to the HERs, contributors will be given the opportunity to sign a Data Submission Agreement (if one has not been completed previously). By signing this Agreement, contributors will specify how they would or would not like their data to be used by the HER. See Section 6 below for more detail.

HER staff are happy to discuss any queries regarding the supply of information as specified below, or the formats required. We welcome incidental reporting of new sites as well as corrections and

---

[1] Item 10 *'The Welsh Archaeological Trusts Guidelines for Access and Cost Recovery'*
https://www.archwilio.org.uk/arch/pdfs/WATsAccessandCostRecoveryPolicy2017__v3%204.pdf

additional information for existing records and it is worth noting that the HERs can only contain the best available information at any time so all contributions are important. See Section 7 for contact details.

For the purposes of this document, funded projects and contributors are defined as:
- commercial archaeological projects
- grant-aided project work undertaken for national and local Government
- externally-funded university/academic research projects
- Heritage Lottery Funded projects
- European Grant awarded work
- local and national public bodies
- commercial landowners and Trusts
- corporations
- commercial organisations
- work funded through other grants or raised income.

Non-funded projects and non-funded contributors are defined as:
- members of the public
- private land-owners (non-planning related developments)
- private researchers
- schools
- unfunded community and volunteer groups
- students

## 2. Information gathered through informal means

This section is relevant to HER users submitting information which has *not* been collected as part of a formal project. These methods of data submission should not be used for large research or field based-projects and **must not** be used by projects which are funded (these should follow the requirements under Sections 3 and 4).

Certain contributors will be required to provide bilingual information, as detailed in Section 4 below.

### 2.1 HER Information Submission Form

Some contributors to the HER, such as individuals, volunteers and community groups, can submit information for individual historic assets informally. The HERs encourage the use of the HER Information Submission Form,[2] ideally in a digital format, in order to allow HER staff to rapidly enhance the HER with the key information recorded on the form. We would also be happy to receive the form from our data sharing partners to inform us of incidental corrections or new information (where appropriate this would be subject to bilingual requirements for official bodies, see section 4.1 below).

The type of information we would expect to be submitted using the form may be:
- additional information for an existing historic asset
- correction of information for an existing historic asset with supporting evidence
- photographs or information relating to a previously unrecorded historic asset    For photographs the minimum information and format specified in Section 4.5 should be provided.

For larger volumes of information, those submitting information, even informally, are asked to use a database structure and follow the requirements for data submission as described in Section 4 below. A template structure can be provided upon request.

---

[2] See Appendix A of this document.

## 3. Data generated through formalised means – overview

A check list is provided below for the information requested by the HERs that will be generated through funded means or by a funded contributor.  Non-funded contributors submitting a large amount of data, as noted in section 2, should also follow the best practice guidance for funded contributions in sections 3 and 4.

Funded projects should supply the elements listed below, where relevant to the project type. Section 4 sets out the specifications of data format, recording standards and guidance, and minimum metadata requirements for each element.  All information should be sent to the relevant HER digitally via email or file sharing service[3] unless otherwise arranged with staff.

---

### HER data submission checklist

- ✓ Digital report, where relevant
- ✓ Bilingual information, as described below
- ✓ Details of archive deposition
- ✓ Digital photographs, where available
- ✓ Event polygon(s) depicting the area of study/project area, where available
- ✓ Historic Asset polygon(s) depicting extent of resource where part of the project remit
- ✓ Associated project database where relevant e.g. MS Excel, GIS table
- ✓ Information Submission Form, where relevant
- ✓ Metadata
- ✓ Data Submission Agreement (for first submissions by an organisation or individual)
- ✓ Copyright notice or Data Exemption form, where relevant

---

Figure 1 below gives an overview of requirements for some types of project.  This is not exhaustive, so please contact the relevant HER for clarification if your project type or work is not represented in the table.  Contributors should refer to the full details in the relevant sections below relating to format and content.

---

[3] Please check whether the HER you are corresponding with uses these services

| Project element | Refer to Section | Desk-based Assessment | Field Survey /Site Visit | Research | Watching Brief | Evaluation/ Test pitting | Excavation | Condition Survey | Management Plan | Landscape Survey | Geophysical Survey | Building Survey |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Digital Report** | 4.2 | ✔ | ✔ | ✔ where produced | ✔ | ✔ | ✔ | ✔ where produced | ✔ | ✔ | ✔ | ✔ |
| **Bilingual Report Summary** | 4.1 | ✔ | ✔ | ✔ where produced | ✔ | ✔ | ✔ | ✔ where produced | ✔ | ✔ | ✔ | ✔ |
| **Archive details** | 4.2 | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ where relevant | ✔ where relevant | ✔ | ✔ | ✔ |
| **Digital photos** Contact relevant HER for quantity required | 4.4 | ✔ where produced | ✔ | ✔ where produced | ✔ | ✔ | ✔ | ✔ | ✔ where produced | ✔ | ✔ where produced | ✔ |
| **Digital file depicting extent of work** | 4.5 | ✔ where produced | ✔ where produced | ✔ where produced | ✔ where produced | ✔ where produced | ✔ where produced | | | ✔ where produced | ✔ where produced | |
| **Digital project database/table** Contact relevant HER regarding file types | 4.3 | ✔ where produced | ✔ where produced | ✔ where produced | | | ✔ where produced | ✔ where produced | | ✔ where produced | | |
| **Bilingual summaries of new site records** | 4.1 | ✔ where project database/ table exists | ✔ where project database/ table exists | ✔ where project database/ table exists | | | ✔ where project database/ table exists | ✔ where project database/ table exists | | ✔ where project database/ table exists | | |
| **Digital polygon of historic asset** | 4.6 | ✔ where produced | ✔ where produced | ✔ where produced | | | ✔ where produced | ✔ where produced | | ✔ where produced | | |
| **Data Submission Agreement** | 6.2 | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |

**Figure 1. Overview of HER data submission requirements by project type**

# 4 Specific Requirements for Submission of Data to HERs

## 4.1 Language Requirements

In accordance with the *Welsh Language Standards (No. 1) Regulations 2015*,[4] and associated compliance relevant to HER service delivery, all **new** records created in the HER from 1st April 2016 must have a summary description in both Welsh and English.  In light of this, **all new data and reports supplied to the HER** must now be supplied with appropriately translated summary texts.

The requirement is made for:
- **local and national public bodies and authorities**
- **commercial archaeological work undertaken as part of the planning process**
- **university** and **cross-sector collaborative projects**
- **HLF** and **other projects** (including community-led) **funded by grant-awarding organisations and funding bodies** where project costings should be made for translation services.[5]

Private researchers, schools, unfunded local community groups and members of the public are encouraged to submit in the language of their choice.  The data submitted by these groups does not need to be bilingual.  However, if these users are able to supply bilingual information this will be greatly welcomed by the Welsh HERs.

Where the language requirement applies, information produced in the English language must be supplied with a Welsh language summary for:
- all *new* historic assets
- *each* piece of archaeological work (Event[6]) carried out.

Where the language requirement applies, information produced in the Welsh language must be supplied with an English language summary for:
- all *new* historic assets
- *each* piece of archaeological work (Event) carried out.

**Summaries for archaeological work (Events) should be included in the resulting report submitted to the relevant planning authority and the HER.**

---

[4] http://www.legislation.gov.uk/wsi/2015/996/schedule/1/made

[5] The Welsh Archaeological Trusts may be able to provide support for meeting this requirement to researchers, schools, local community groups and other members of the public undertaking works on an unfunded basis. However this will be dependent on resources being made available by government to the Trusts for such purposes.  We are not able to extend this support to contributors whose requirements are funded, for example local and national public bodies and authorities, individuals or organisations (including trusts, companies, partnerships or universities) undertaking funded research, or commercial work undertaken as part of the planning process.

[6] An *Event* is defined by the Historic Environment Data Standards Working Group of Wales as any piece of archaeological work, whether it is of an intrusive (*e.g.* Excavation), non-intrusive (*e.g.,* Photographic Survey), or management (*e.g.* Management Plan or Vegetation Control) nature.

Text should be translated to an appropriate standard, ideally by a translator with experience of working within the historic environment sector or familiarity with the terminology of the sector. Text translated using automated translation applications or services **will not be accepted**.

A list of translators can be supplied on request and membership of *Cymdeithas Cyfieithwyr Cymru - Association of Welsh Translators and Interpreters* is preferred. Approved Welsh terminology for *Monument Types, Events,* archaeological *Periods* and more, that will aid the creation of Welsh-language summaries, can be found beneath the English equivalent in the relevant thesauri and word lists for historic environment information found at http://heritagedata.org/live/schemes.html, as detailed in Section 5.

**The HERs will not normally accept reports that meet the funding criteria which are submitted without bilingual summaries. In an archaeological planning management context this should be the <u>final version</u> as approved by a person acting as an archaeological advisor for a local planning or other authority.[7]**

## 4.2 Summaries

It is important that summaries are created in accordance with the guidelines below in order to ensure that they are accessible to all HER users. Please contact the relevant HER if you have any concerns.

### *Archaeological Events*
Event summaries, which may average 100-250 words, depending upon the scale and complexity of the work undertaken, should refer to the following as a guide to compilation. A translation of the executive summary in the case of a project report is preferred although some other examples are also provided below for comparison.

Event summaries should address these questions:
- Who undertook the work?
- Who was it commissioned by? (no personal names)
- When was the work undertaken?
- Where was the work carried out?
- Why was is undertaken?
- What work was undertaken?
- What were the results of the work?
- What were they conclusions? (if any)

Event summary examples:
1. "The Glamorgan-Gwent Archaeological Trust was commissioned by Dwr Cymru to undertake an archaeological watching brief in 1995 at the Chippenham car park in Monmouth, Gwent during the

---

[7] See Chartered Institute for Archaeologists *Standard and guidance for archaeological advice by historic environment services* http://www.archaeologists.net/sites/default/files/CIfAS&GArchadvice_2.pdf, (last updated Dec 2014) as well as archaeological planning requirements where documented. For GGAT, please see Archaeological Report Monitoring Form. For GAT, Gwynedd Archaeological Planning Service (GAPS) undertakes this function, please see http://www.heneb.co.uk/newplanning.html for further information

process of conducting a new sewage pumping station. An associated field evaluation prior to this watching brief identified the possibility of Roman activity present within the site, however no archaeological sites or features associated with this period were noted. A horizon containing iron slag and charcoal was identified within the alluvial silts underlying the modern car park which contained Post-medieval pottery." (88 words)

2. "Monmouth Archaeology was commissioned in 2005 by the house owner to undertake a Watching Brief during ground works in the extension of Old Mill barn, Rogerstone Grange, St. Aravans, Chepstow. The ground was predominately made-up of rubble, brick and redeposited loam. The humus had apparently been removed down to natural subsoil sometime in the past. All finds were 19th - 20th century and modern. No significant archaeological features or artefacts were found." (72 words)

3. "GGAT was commissioned by JA Rewbridge Development Services in May 2004 to undertake a desk-based assessment to assess the effect on the archaeological resource in relation to a proposed development at the site of the former Gwernllwynchwyth House. A total of 20 sites of interest were identified within the study area, seven of which were within the development. The assessment identified that there would be a severe effect on six of these seven sites, and a minor effect on one. Mitigation measures identified to counter these effects included preservation of the Scheduled Gwernllwynchwyth Engine House within the development, along with consideration of the effects of the development on the Engine House. It was also recommended to preserve the Gwernllwynchwyth outbuildings, but that a full and comprehensive building survey (Level 3) should be carried out if preservation is not possible. Further surveys of buildings and a hedgerow were also recommended, as well as a watching brief during construction." (157 words)

## Historic Assets

Historic asset summaries which may average 50-100 words, depending upon the scale and complexity of the asset, should include the following information where known/relevant:

- Type and period of asset
- Location of asset
- Nature of discovery (if relevant)
- Method and material of construction (if known)
- Reference to any known associated assets or artefacts
- Possible interpretations (if relevant)
- Significant features or associations and their size and shape (where relevant)

Historic asset summary examples:

1. "A circular stone lined kiln was exposed during excavation of a potential Medieval Grange complex (01165g). Study of the ceramics found suggested that the kiln was used to manufacture glazed ridge tiles during the later 14th or 15th centuries. A high proportion of wasters were also recovered. The kiln was not fully excavated, and therefore its full function was not established." (61 words)

2. "A disused quarry, most likely of post-medieval date, identified from the 2nd Edition OS 6" map lies to the north of Cwm-Bedlan Farm. A subsequent field visit in 2011 recorded the site to be in an overgrown condition." (38 words)

3. "A substantially intact building initially built as a machine shop for National Shipyard No.1 at Chepstow c. 1917.  The building is rectangular and constructed from concrete blocks that were likely cast on site.  Whilst a number of doorways have been blocked up, some door mechanisms and awnings are intact, the doors on the north-west are potentially original.  The building continues to be used for engineering purposes." (65 words)

## 4.3 Project Reports

Project reports must be supplied to the relevant HER, <u>following approval by an archaeological advisor</u>, where appropriate.  They should be in a PDF format suitable to allow for dissemination (PDF/A format is not acceptable as this is an archiving format). Word documents can also be accepted.

The PDF provided to the relevant HER should **not** contain any security or access restrictions such as passwords, or restrictions on printing, saving, copying, and viewing of the document.   These restrictions will prevent the dissemination of the document, and the creation of security copies and backups.

The HERs are happy to accept PDF reports via email and may be able to accept reports on removable media such as USB sticks, or via a file hosting service such as Dropbox.  Each HER has different requirements and while paper copies and CDs or DVDs are accepted by some, others prefer not receive either. Please contact the HERs directly to confirm the preferred method of delivery of reports.

All reports should conform to the criteria required by the Chartered Institute for Archaeologists (please see http://www.archaeologists.net/codes/cifa).  Where produced as part of the planning process they should also conform to the requirements of the recognised archaeological planning advisor and regional archaeological planning guidance where this is available.[8]

In addition to the CIfA criteria, each report submitted to the relevant HER should contain:
- ✓ an HER Enquiry Reference Number, where obtained
- ✓ an Event number (Event PRN) for the project work (supplied by HER staff on request)
- ✓ **bilingual summaries (mandatory)**
- ✓ accession numbers for the project archive from an accredited archive repository such as the National Monuments Record and/or relevant museum
- ✓ The report author/s, and company/organisation details where appropriate
- ✓ The date of completion of the report
- ✓ An accurate NGR centred on the project location (to a minimum of 6 figures)

**Please note that approval of a report by an archaeological advisor <u>does not</u> constitute its deposition in the Welsh HERs.**

---

[8] For GGAT Archaeological Report Monitoring Form and Notes & Guidance for WSI and PD

## 4.4 Project Data

Where collected as part of a project (*e.g.* field survey or desk-based research), any new or updated information for historic assets must be submitted to the HER, ideally in the form of a database, spreadsheet or other tabular form of data in a digital format that will meet the requirements of HER staff and that contains the elements shown in the table(s) below. **Mandatory** information is highlighted in bold. Controlled terminology should be used for a number of fields (highlighted in the tables below), please see Section 5 for more information regarding the approved thesauri for records in Wales.

**Summary information for new sites must be supplied in both English and Welsh as detailed in 4.1 above.**

| HER Field Name | Field Definition (those shaded purple must use controlled terms available at heritagedata.org) |
| --- | --- |
| **Historic Asset UID/PRN** | Unique record identifier (Primary Reference Number)[9]. |
| **Site name (Historic asset name)** | The name given to a historic asset. Please use appropriate format for each HER:<br>CPAT: *'Location, Type'* e.g. Mynydd Ddu, Cairn.<br>DAT: Name of building or structure where one exists<br>GGAT: *'Type, Location'* e.g. Cairn, Mynydd Ddu, Bridgend.<br>GAT: *'Type, Location'* e.g. Cairn, Mynydd Ddu |
| **Summary Welsh** | A brief Welsh language summary or short-text description of the site, following the format in section 4.2 |
| **Summary English** | A brief English language summary or short-text description of the site, following the format in section 4.2 |
| **Description** | The description should contain the following as a minimum:<br>what the site is; where it is; details of construction/fabric; any significant notes, e.g. architect; importance; statement of condition; statement of discovery' any interpretations; references for information included, in the format *'Author, Year'*. |
| **NGR** | The Ordnance Survey National Grid Reference. The OSGB36 projection should be used where possible. |
| **Easting** | A six-figure grid coordinate relating to the Easting or x coordinate |
| **Northing** | A six-figure grid coordinate relating to the Northing or y coordinate. |
| NGR Qualifier | Details how the NGR relates to the site – see terminology list |
| NGR Derivation | Details how the NGR was derived – see terminology list |
| **Type** | A narrow term used within *Broadclass* to define the use and function of historic asset or find – use terminology list |
| **Period** | Describes the general chronological classification to which the historic asset or find belongs – use terminology list |
| **Survival Condition** | Records the physical state of the historic asset when last observed based on comparison with its original form – use terminology list |
| **Condition Rating** | Records the overall condition of the historic asset – use terminology list |
| Condition Description | Detailed description of the monuments condition at the time the record was made |
| **Broadclass** | The highest hierarchical type classification term used as a searching aid – use terminology list |

---

[9] New PRNs are available from WAT HER staff on request – we encourage those creating new records to assign PRNs before submitting data.

| | |
|---|---|
| **Evidence** | Indicates the evidence for a historic asset at the time the record was made – use terminology list |
| Year | Records the year in which a record of a historic asset's condition and evidence were recorded. |
| References | Any references cited in the description.  Please provide full Harvard referencing. |
| **Record Compiled By** | Name of person creating the record. |
| **Record Compiled On** | Date of compilation of the record. |
| **Copyright** | The copyright holder of the record. |

**Figure 2. Key Information required for historic asset records**

Providing the HERs with the minimum mandatory information allows staff to incorporate the records in accordance with the minimum standards of the MIDAS UK Heritage Data Standard to which the HERs adhere.  Any additional information for the remaining fields that contributors are able to supply improves the breadth and depth of the record and is good practice.

*Additional Information where available/applicable*

The Welsh HERs, in collaboration with the other members of the Historic Environment Data Standards (HEDS) Working Group (Wales), have standardised ways for recording additional information, particularly that relating to Threat, Risk and Management of a historic asset.  Some of these fields are detailed in the table below and existing terminology lists applicable to Wales should be used when compiling data.  For any further information not specified here please contact the relevant HER staff directly to discuss recording practices.

| HER Field Name | **Field Definition** (those shaded purple must use controlled terms available at heritagedata.org) |
|---|---|
| Cross Reference Relationship | Identifies the type of relationship between records – use terminology list available from HERs |
| Cross Reference Resource | Identifies the dataset to which the reference number refers– use terminology list available from HERs |
| Cross Reference number | Records the reference number of related record |
| Status | Identifies the status associated with a historic asset – use terminology list available from HERs |
| Status Reference | Records the reference number associated with a status |
| Status Grade | Records the status grade of a historic asset |
| Threat Type | Type of threat posed to a historic asset – use terminology list |
| Threat Significance | To record the significance of the threat in relation to effect upon a historic asset – use terminology list |
| Threat Record Date | The date the threat was recorded |
| Site at Risk? | Is the historic asset at risk – yes/no checkbox |
| Risk Level | The level of risk to a historic asset – use terminology list |
| Vulnerability | The vulnerability level of a historic asset to a risk – use terminology list |
| Management Recommendations | Any management recommendation made for a historic asset |
| Management Observations | Additional management information that is not a recommendation |
| Historic Asset Category (Monument Importance Category) | The relative importance/value assigned to a historic asset at the time of assessment – see terminology list |
| Site visit by | Name of person undertaking site visit |
| Site visit date | Date of site visit |

**Figure 3. Additional Information that may be recorded for historic assets**

## 4.5 Photographs

Please discuss the requirements for submission of photographic material with the relevant HER staff: some HERs may be happy to take the entire catalogue, whereas some may only accept selected images. Unless the photographs are of some age, only digital images will be accepted.

It is important that digital photographs are taken in accordance with recognised standards, and that specific metadata is recorded for each image. Where possible, use TIFF format for image creation. When TIFF cannot be used, it is recommended that highest-quality (*i.e.* lowest compression) JPEG files should be used, unless it is possible to create RAW files and convert them to TIFF.

Software used to process the images must ensure that original exif data (information created by the camera to record the settings and date of the image) is retained. Photographs should be supplied as **individual image files** and not contained within a document (*e.g.* a PDF or Word file).

The HERs will accept images where the metadata has been created in accordance with the RCAHMW Guidelines for Digital Archives http://rcahmw.gov.uk/wp-content/uploads/2016/09/RCAHMW-Guidelines-for-Digital-Archives.pdf. Metadata (*i.e.* the photographic catalogue) should be supplied to the HER with digital images, preferably as an Excel file in 97-2003 (.xls) or 2010 (.xlsx) format.

The metadata should contain the following information as a minimum for native digital images (*i.e.* born digital images):

- Image ID
- PRN
- Project
- Context No (if relevant).
- Historic Asset Name
- Feature Name (if relevant)
- Date when photo was taken
- Direction of view (indicate if view "From" or "Facing")
- Name of photographer
- Location of master/original photograph.
- Copyright/Access Conditions
- Record Compiled By
- Record Compiled On

The following information is also useful to record:
- Short description of the photograph.
- Reason why photograph was taken, *e.g.* monitoring condition; recording archaeological excavation; enhancing HER

If digitised traditional (wet) photography forms part of the project collection, additional metadata may be required. Please discuss with the relevant HER.

## 4.6 Event Polygon(s)

Where a project has utilised GIS, CAD or drawing software to graphically depict the project coverage area, or specific elements that form part of the project, these should be shared with the relevant HER. This could include the area of excavation or survey, or the development area for a desk-based assessment, and should be provided in a common GIS or CAD format where possible (such as ESRI shapefile or MapInfo tab, although other formats can be accepted). It should have the following attribute information shown in Figure 5[10] (a template file can be supplied in a number of formats on request).

| Field Name | Example Data 1 | Example Data 2 |
|---|---|---|
| Event PRN | E001234 | |
| Project Number | A4000 | P1234 |
| Project name | Geophysical Survey Castle Field | Monmouth Town DBA |
| Organisation | Geophysics R Us | Archaeology UK |
| Date | June 2015 | August 2014 |
| Digitisation Source | GPS Survey Grid | OS Digital Map 2014 |
| Digitisation Scale | N/A | 1:12,500 |
| Description of digitised area | Extent of Survey Area | Extent of development area |

**Figure 4. Key Information required for spatial depictions of archaeological projects**

---

[10] Gwynedd Archaeological Trust may require additional metadata – please discuss with HER staff directly
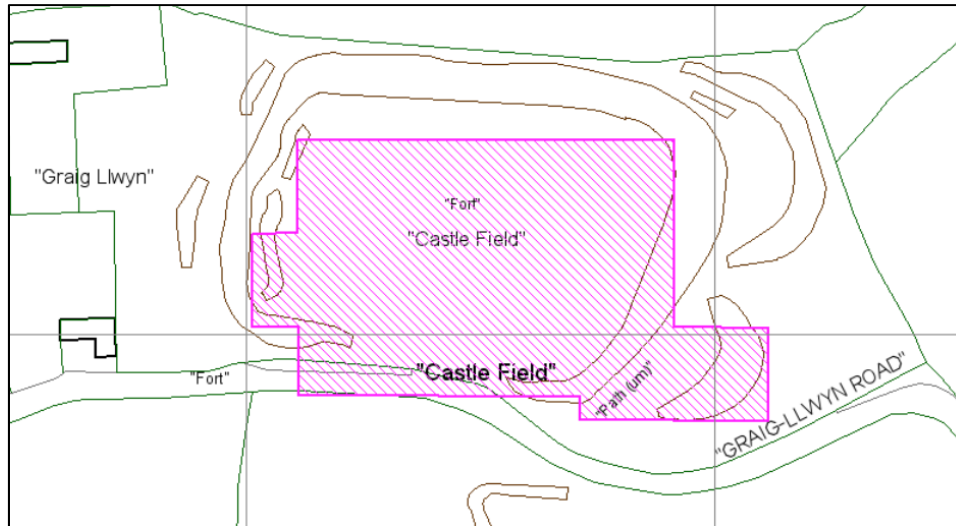
**Figure 5. Example event polygon depicting the area of a geophysical survey for Castle Field**

## 4.7 Historic Asset Polygon(s)

Where a project has utilised GIS, CAD or drawing software to graphically depict the extent of the archaeological resource, and extents of historic assets have been created, these should be shared with the relevant HER.  This should be provided in a common GIS format where possible (as with event polygons above) and have the attribute information shown in Figure 7[11] (a template file can be supplied in a number of formats on request).  Where possible, these should be provided without a buffer.  If a buffer is present, its size should be clearly indicated in the metadata.

| Field Name | Example Data 1 | Example Data 2 |
|---|---|---|
| Site PRN or ID Number | 01234w | SO12 |
| Organisation | Archaeology UK | Archaeology UK |
| Date | June 2015 | August 2014 |
| Digitisation Source | OS 1st Edition Map | OS Digital Map |
| Source Date | 1878 | 2014 |
| Digitisation Scale | 1:500 | 1:250 |
| Digitisation representation | Extent of original site | Extent of surviving remains |

**Figure 6. Key Information required for spatial depictions of historic assets**

---

[11] Gwynedd Archaeological Trust may require additional metadata – please discuss with HER staff directly
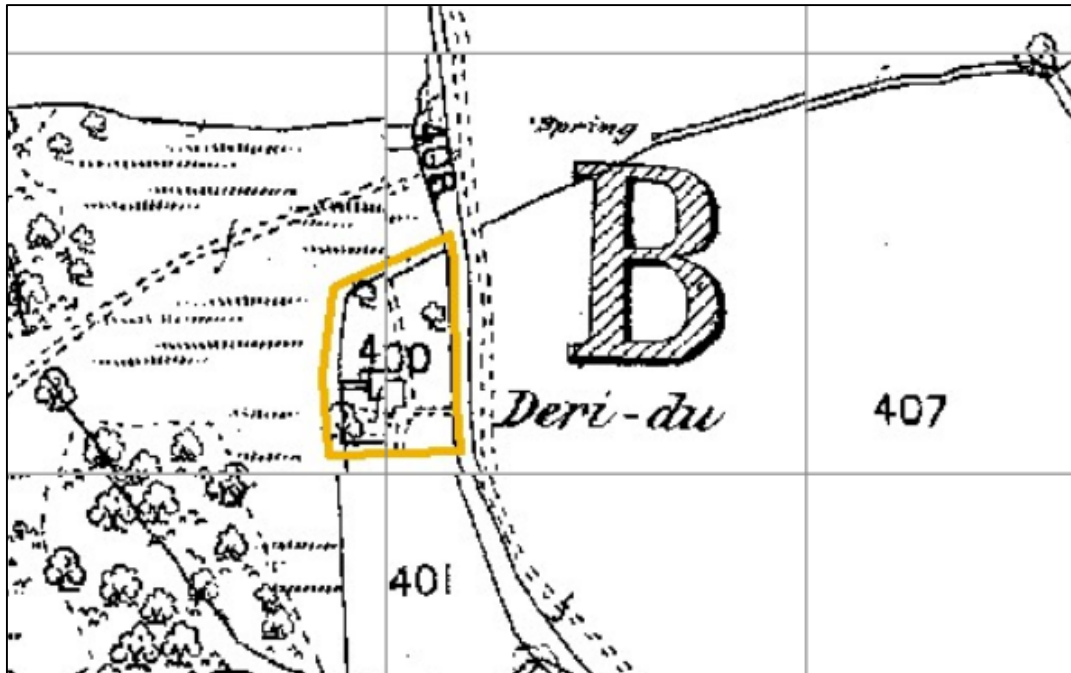
**Figure 7. Example site polygon depicting the area of Deri-du House and Enclosed Land on 1st Edition OS map**

## 4.8 Additional Metadata

Metadata should be provided for databases and GIS tables where the dataset is large or varies from the structure and content specified above. This metadata should be created in accordance with the RCAHMW Guidelines for Digital Archives[12] and other associated guidance. Please contact the relevant HER staff to discuss metadata requirements where relevant.

**Please note that the HERs are not accredited archive repositories. Archives for archaeological projects undertaken in Wales should be deposited with the RCAHMW (for documentary or digital archives) and/or the relevant museum (for the artefact/ecofact archive). Please see section 5.2. for further information.**

---

[12] http://rcahmw.gov.uk/wp-content/uploads/2016/09/RCAHMW-Guidelines-for-Digital-Archives.pdf

# 5. Historic Environment Data Standards and Thesauri for Wales

The Historic Environment Data Standards (HEDS) Working Group for Wales works to create, maintain and develop nationally-agreed standards and procedures for the creation, maintenance, storage, retrieval of, and access to, data relating to the historic environment across Wales. The group is comprised of representatives from Cadw, RCAHMW, the four Welsh Archaeological Trusts, the National Museum, National Trust and others who are responsible for national, regional and local datasets.

The group have compiled a number of thesauri and controlled terminology lists for the recording of various types of historic environment-related data. These are located on the UK-wide website http://heritagedata.org/live/schemes.html where linked data vocabularies for cultural heritage data can be accessed. Data creators should use the agreed thesauri and word lists for Wales in order to ensure consistent recording standards across Wales and aid the retrieval of data from the HERs and other historic environment datasets such as the National Monuments Record.

The HERs work to a number of national and UK-wide data standards and best practice guidance, including:
- MIDAS UK
- UK GEMINI v2 Metadata for Spatial Data
- MIDAS XML Spatial Schema
- ADS GIS Guide to Best Practice
- Informing the Future of the Past (IFP) Guidelines for HERs.

More information can be found at http://archaeologydataservice.ac.uk/ifp/ and http://heritage-standards.org.uk/. Contributors providing the required information can help the HERs achieve these standards more consistently by avoiding gaps in the record and we appreciate this input.

## 5.1 Using heritagedata.org

In order to find specific terms used in Wales when creating data and writing summaries, please use the search form at http://heritagedata.org/live/searchForm.php. This allows users to select the appropriate thesaurus they wish to use (described as a *Scheme* – search the list under *RCAHMW*) and then the required term. In order to find terms in Welsh, users will need to click on the required term in the English search results and look at the *skos:prefLabel* below the English to see the Welsh equivalent term. See Figure 8 below for additional guidance. The Heritage Data website is only available in English.

**Figure 8. Method for finding translated terms on heritagedata.org**: 1. Select the relevant thesaurus (scheme); 2. Submit a label relating to the search term of interest; 3. Select the most appropriate term; 4. Look for the Welsh translation listed below the English term, labelled _skos:prefLabel_ and suffixed with (cy).

## 5.2 Archive Standards

The HERs, as noted above, are not formal archives and will not be able to accept archive materials. Archaeological archives should be prepared in accordance with the _National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales_ (please see http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html) and deposited with the appropriate accredited repository.

Digital archives should be prepared in accordance with the RCAHMW guidance referred to above[13] and deposited with them directly.  The Statutory HER may also require copies of the digital archive to be deposited with it. Advice on this will be given by individual HERs.

---

[13] http://rcahmw.gov.uk/wp-content/uploads/2016/09/RCAHMW-Guidelines-for-Digital-Archives.pdf

# 6. Data Agreement and Copyright

## 6.1 Reproduction of data under HER Copyright

Where the report contains or reproduces information from the HER the relevant copyright statement and acknowledgment should be stated in the report, as follows:

*Derived from information held by the GGAT HER Charitable Trust Database Right. This report contains material which is copyright of GGAT HER Charitable Trust and other third party copyrights, including Crown copyright where indicated.*
*This report contains CPAT HER Charitable Trust data © copyright and database right (year).*
*Derived from information held by the GAT HER Charitable Trust Database Right.*
*This report contains material which is the copyright of the DAT HER Charitable Trust.*

The HERs recommend that PRNs are referenced in reports and publications in the following way:
**HER PRN CPAT1234**
**HER PRN DAT1234**
*HER PRN GGAT01234w*
**HER PRN GAT1234**

Please explain any HER/PRN abbreviations used in the report.

## 6.2 Data Agreement

Those submitting data should ensure that they have the rights (copyright, IPR, database right) to submit data to the HERs. Where the supplier is not the rights holder then accompanying documentation should be provided to detail the rights holder(s), including any permissions granted or restrictions in the use/distribution of any third party data.

HER contributors will be given the opportunity to sign a Data Submission Agreement (if one has not been completed previously), which can be provided by the relevant HER. By signing a Data Submission Agreement, HER contributors will be able to specify how they want their data to be used by the relevant HER. The HERs will not transfer any rights and all rights remain with the original rights holder(s). A Data Exemption Form should be completed if a Data Submission Agreement is already in place, but newly-deposited information does not fall under this agreement

HER contributors may be asked if they would allow summary descriptions compiled for reports and site records to be assigned to Crown Copyright so that these may be distributed through Archwilio. If the contributor agrees, then a deed of transfer would need to be completed between the contributor and Welsh Government.

## 6.3 Reproduction of data not under HER Copyright

In the case of distribution of 3rd party copyright material by the HER (*i.e.* material that is not the copyright of the Welsh Archaeological Trust HER Charitable Trust), the material will be accompanied by the following statement:

*Release of Third Party Information*

*The data supplied is the copyright of a third party. Permission has been given for the HER to supply this material, however, this material is intended for information and research only. It may not be passed to third parties, reproduced or published without obtaining permission from the originating source.*

*The following material has been supplied under the terms of the above notice.*

*Material*                                        *Original Source*

## 7. Contact details

Please contact the relevant HER if you have any questions or wish to discuss data requirements.

| CPAT | DAT | GGAT | GAT |
|---|---|---|---|
| her@cpat.org.uk | info@dyfedarchaeology.org.uk | her@ggat.org.uk | her@heneb.co.uk |
| 01938 553670 | 01558 823131 | 01792 634225 | 01248 352535 |

# 8. Glossary of terms and concepts

| | |
|---|---|
| Archwilio | Archwilio provides public access to the historic environment records (HERs) for each local authority area in Wales. It includes (or provides access to) information on tens of thousands of historic sites or investigative work across Wales. The HERs are maintained on behalf of the Welsh Ministers by the four regional Welsh Archaeological Trusts and in fulfilment of the requirements of the Historic Environment (Wales) Act 2016.  Please see www.archwilio.org.uk |
| Cadw | Cadw is the Welsh Government's historic environment service working for an accessible and well-protected historic environment for Wales (see http://cadw.gov.wales) |
| Clwyd-Powys Archaeological Trust (CPAT) | One of the four Welsh Archaeological Trusts (see www.cpat.org.uk) |
| Dyfed Archaeological Trust (DAT) | One of the four Welsh Archaeological Trusts (see http://www.dyfedarchaeology.org.uk/) |
| Event | An investigation into one of more aspects of the historic environment (see note 5 on page 9) |
| Geographical Information System (GIS) | A Geographical Information System is designed to create, view, store, and analyse digital mapping and spatial information. |
| Glamorgan-Gwent Archaeological Trust (GGAT) | One of the four Welsh Archaeological Trusts (see www.ggat.org.uk) |
| Gwynedd Archaeological Trust (GAT) | One of the four Welsh Archaeological Trusts (see www.heneb.co.uk) |
| HER Charitable Trust | Each Welsh HER is held in a separate charitable trust and managed by the parent Welsh Archaeological Trust |
| HEROS | Historic Environment Records Open System: the data management system used by the four Welsh Archaeological Trusts to access their HER heritage asset data (see http://heros.software/) |
| Historic asset | A site, building, object or other feature recorded in a historic environment record or other similar resource |
| Historic Environment Data Standards (HEDS) Working Group | The HEDS working group is chaired by the RCAHMW and meets quarterly to discuss and develop data standards.  The organisations represented include RCAHMW, the four Welsh Archaeological Trusts, Cadw, the National Museum of Wales (NMW), the National Trust, and others involved in the creation or management of data such as representatives from the National Parks |
| Historic Environment Record (HER) | The HERs are the primary regional source of information about the historic environment.  They are complex systems of information with a regularly-updated relational computerised database and GIS at its core.  The digital resources are supported by additional digital and physical collections held at each WAT. |

| | The HERs include information relating to all aspects of human activity in the landscape, from earliest prehistory to the present day, and comprise area-, event-, object- and site-based information.  The HERs have access to, or link to, data held by other providers such as Cadw, RCAHMW, NMW, Natural Resources Wales (NRW), and local authorities.<br><br>The HERs were previously known as Sites and Monuments Records (SMRs) but became known as HERs to reflect the broader scope of information available, and to acknowledge that the HERs were externally judged to meet the stage 1 HER benchmarks detailed in the English Heritage/ALGAO 2002 document *Historic Environment Records: Benchmarks for Good Practice* that were adapted for use in Wales |
|---|---|
| JPEG | Joint Photographic Experts Group digital image.  The format created by most digital cameras.  This file type loses quality each time it is saved. |
| National Monuments Record (NMR) | The National Monuments Record is managed by the RCAHMW and is available online at  http://www.coflein.gov.uk/ |
| RAW | Raw (*i.e.* unprocessed) digital image.  Many cameras are able to take RAW files, but the ability to open the files are usually tied to the make of the camera and it is recommended that they are saved as TIFF files for archiving.  RAW files are sometimes referred to by a proprietorial name relating to the software/manufacturer of the camera used to create the image *e.g.* Nikon cameras create raw files with the file extension *.NEF.* |
| Royal Commission on the Ancient and Historical Monuments in Wales (RCAHMW) | The RCAHMW curates the National Monuments Record and the National Archaeological Archive of Wales (see https://rcahmw.gov.uk/home/).  They undertake thematic projects and offer a range of expertise including specialist surveys.  The RCAHMW monitor HER work programmes on behalf of Cadw. |
| TIFF | Tagged Image File Format digital image.  Image type considered to be the archive standard because it does not lose quality when it is saved. |
| Welsh Archaeological Trusts (WATs) | There are four Welsh Archaeological Trusts, geographically covering the whole of Wales.  Each Trust is partly grant-aided by Cadw and includes: a heritage management section that manages the regional Historic Environment Record and provides advice and information to a wide range of individuals and organisations including local and national government; and a commercial services section that tenders for archaeological projects. |

**Appendix A – Welsh HER Information Submission Form**

# WELSH HER Information Submission Form

| The information submitted is for ☐ an existing record, ☐ to record a new historic asset |
| --- |
| For an existing site please only complete information where changes/updates to the record are required. For new sites please complete all relevant information. |

| HISTORIC ASSET DETAILS | | |
| --- | --- | --- |
| **PRN/ID Number:** | **Site Name** | **WAT** |

| LOCATION OF THE HISTORIC ASSET *(if new record or incorrect)* |
| --- |
| If possible mark the site location on an OS map and attach a copy to this form. |

| **National Grid Reference (NGR)** | | NGR taken from map? ☐ <br> GPS? ☐ |
| --- | --- | --- |
| Use the centre of the historic asset if possible, otherwise note where the grid reference has been taken from: | | |
| | | |

| HISTORIC ASSET DESCRIPTION |
| --- |
| The description will help to identify the site type, function and date |

| **Full description** *(including approximate size of site area if possible)* |
| --- |
| continue over if necessary |

| **Evidence:** *(please use HER standard terms)* |
| --- |
| **Estimated period:** *(please use HER standard terms)* |
| **Site type:** *(please use HER standard terms)* |

| HISTORIC ASSET CONDITION |
| --- |
| This information will help to assess the condition of the site and threats to its survival |

| **Condition:** *(please use HER standard terms)* |
| --- |
| **Condition description:** *(including extent of survival, damage)* |
| **Any threats to historic asset?** *(please select HER standard terms and include descriptions)* |

| ADDITIONAL INFORMATION |
| --- |
| Have you taken photos? Produced any drawings?  What are the sources for the information submitted on this form? |
| |

| YOUR DETAILS | | |
| --- | --- | --- |
| **Name** | **Project (where relevant)** | **Record date** |