Guidance for the Submission of Data to the Heneb Historic Environment Record (HER)

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Heneb: The Trust for Welsh Archaeology
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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.

This updated version addresses several inconsistencies in the earlier guidance, and clarifies other points drawn out from feedback received during the months since the release of the document.

Source: This document has developed from the draft Gwynedd Archaeological Trust 2014 document *Historic Environment Record (HER) Guidelines for Contractors*. In order to reflect the new statutory status of the Welsh HERs following the passing of the Historic Environment Act (Wales) 2016, it was greatly revised and updated by the then Glamorgan Gwent Archaeological Trust, in collaboration with the other former Welsh Archaeological Trusts (now Heneb: The Trust for Welsh Archaeology), Cadw and RCAHMW. This guidance has now been consolidated into the Historic Environment (Wales) Act 2023.

Format: Word Document

Status: Operational. Any work arising from projects commissioned since October 2018 will be subject to the relevant HER data submission guidance document.

Coverage: Heneb Historic Environment Record.

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Creator of current document: Heneb HER staff.

Last updated by: Calli Rouse, Heneb: Glamorgan Gwent Archaeology

Owner: Heneb: The Trust for Welsh Archaeology

Contact: Heneb The Trust for Welsh Archaeology (contact details in section 7)

Access conditions: This document is available to the public.

Guidance for the Submission of Data to the Heneb Historic Environment Records (HER)

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1. Introduction and purpose

The information within the Heneb HER 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 HER. It is good practice to submit this information to the relevant region 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 simple 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 HER underpins all archaeological work in Wales and provides a point of access to a wealth of important information.

Those undertaking work as part of the planning process must 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 HER.

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 HER 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).

When submitting data to the HER, 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 additional information for existing records and it is worth noting that the HERs can only contain the

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[1] Item 10 *'Heneb Historic Environment Record - Access and Cost Recovery'*

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.
- work undertaken as part of the planning process

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 that 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 HER encourages 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 formally **or** informally are asked to use a database structure and follow the requirements for data submission as described in Section 4 below. A template structure is available upon request.

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[2] Heneb HER Information Submission Form; see Appendix A of this document for a paper version.

3. Data generated through formalised means – overview

A check list is provided below for the information requested by the HER 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 must 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.

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HER data submission checklist

- ✓ Digital report
- ✓ 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
- ✓ Copyright notice or Data Exemption form, where relevant

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Figure 1 below gives an overview of requirements for some types of project. **This is not exhaustive, so please contact the 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.**

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[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	Funded Research Project	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 regional HER for quantity required	4.4	✓ where produced	✓	✓ where produced	✓	✓	✓	✓	✓ where produced	✓	✓ where produced	✓
Digital file depicting spatial extent of work	4.5	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓	✓ where produced
Digital project database/table Contact relevant regional HER regarding file types	4.3	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced
Bilingual summaries and site names for new historic asset records	4.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Digital polygon of historic asset	4.6	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ where produced	✓ 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 common project type (please contact her@heneb.org.uk for full project type list)

4. Specific Requirements for Submission of Data to Heneb HER

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, and a bilingual name where relevant. In light of this, **all new data and reports supplied to the Heneb HER** must now be supplied with appropriately translated summary texts and asset/event names in accordance with the guidance below.

The requirement is made for:
- **local and national public bodies and authorities**
- **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 Heneb HER.

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

Bilingual names and summaries for archaeological work (Events) should be included in the resulting report submitted to the relevant planning authority and the HER. Bilingual names and summaries for *new* historic assets should also be supplied.

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

[5] Heneb 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 available from the government to Heneb 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.,* Field 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 found at https://www.cyfieithwyr.cymru/en/find-a-translator-interpreter# - 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.

Heneb HER 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] Separate versions of reports for HER deposition will not be accepted.

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 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 it undertaken?
- What work was undertaken?
- What were the results of the work?
- What were the conclusions? (if any)

If you require an example summary, please contact the relevant HER.

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[7] See Chartered Institute for Archaeologists *Standard and guidance for archaeological advice by historic environment services* https://www.archaeologists.net/sites/default/files/CIfAS%26GArchadvice_4.pdf , (last updated Dec 2014) **as well as archaeological planning requirements where documented.**

Historic Assets

Historic asset summaries need not be complex, and will reflect the amount of available knowledge for each asset. The summaries may be <u>up to</u> 100 words, depending upon the scale and complexity of the asset, and may 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)

If you require an example summary, please contact the relevant HER.

4.3 Project Reports

Project reports must be supplied to the HER, <u>following approval by an archaeological advisor</u> <u>where appropriate</u>, and in accordance with the standards set out in this document. 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 HER should **not** contain any security or access restrictions such as passwords, or restrictions on printing, saving, copying, and viewing of the document.

The Heneb HER is happy to accept PDF reports via email or via a file hosting service such as Dropbox.

It is important that all reports must conform to the criteria required by the Chartered Institute for Archaeologists (please see https://www.archaeologists.net/codes/cifa). Where produced as part of the planning process they must also conform to the requirements set by the archaeological planning advisor for the project and regional archaeological planning guidance where this is available.[8] Reports failing to meet the relevant CIfA standards for the project will be rejected by the HER. Failure to submit to the HER could be considered a breach of the CIfA Code of Conduct resulting in notification being made to CIfA under 'Regulations for Professional conduct', which can be viewed at https://www.archaeologists.net/sites/default/files/Regulations%20for%20professional%20conduct.pdf.

In addition to the CIfA criteria, each report submitted to the relevant HER is expected to contain:

Report Component	Comment
An HER Enquiry Reference Number[9]	mandatory for commercial projects
An Event number (Event PRN) for the project work which is supplied by HER staff on request	mandatory for commercial projects

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[8] For GGA Archaeological Report Monitoring Form and Notes & Guidance for WSI and PD
[9] Reference numbers are assigned to all HER enquirers

Bilingual summaries and site names	mandatory for all projects meeting the funding criteria
Accession numbers for the project archive from an accredited archive repository such as the National Monuments Record and/or relevant museum	where this can be made available – if accession numbers are assigned post-deposition, the HERs would be pleased to be notified of the details
The report author/s, and company/organisation details where appropriate	mandatory for all projects
The date of completion of the report	mandatory for all projects
Start and End date of Event	mandatory for all projects
An accurate NGR centred on the project location (to a minimum of 8 figures)	mandatory for all commercial projects

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

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. Presentation of information regarding the Event itself in a similar format would also be welcomed. **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.

This information should include details of updates to existing historic asset information, as well as any newly identified historic assets.

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	**EVENT**
Historic Asset UID/PRN	Unique record identifier (Primary Reference Number)[10].	
Site name English	The name in English given to a historic asset. Please use appropriate format for each region: Clwyd Powys Archaeology: *'Location, Type'* e.g. Bridgend, Mynydd Ddu, cairn. Dyfed Archaeology: Location of site 'Mynydd y Betws'	The address in English at which the Event took place. Please use appropriate format for each region: Glamorgan Gwent Archaeology: Gerhynt Quarry, Beddgelert

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[10] New PRNs are available from Heneb HER staff on request – we encourage those creating new records to assign PRNs before submitting data. A form is available for this request: Request HER PRNs

	Glamorgan Gwent Archaeology: *'Type, Location'* e.g. Cairn, Mynydd Ddu, Bridgend. Gwynedd Archaeology: *'Type, Location'* e.g. Cairn, Mynydd Ddu WHERE ACCEPTED NAME IS IN ONE LANGUAGE ONLY DO NOT TRANSLATE	Gwynedd Archaeology: Gerhynt Quarry, Beddgelert: Archaeological Watching Brief and Site Visit Clwyd Powys Archaeology: Beddgelert, Gerhynt Quarry, watching brief and site visit, 2017 Dyfed Archaeology: Gerhynt Quarry, Beddgelert: Archaeological Watching Brief and Site Visit, 2017 WHERE ACCEPTED NAME IS IN ONE LANGUAGE ONLY DO NOT TRANSLATE
Site name Welsh	The name in Welsh given to a historic asset. Translations from English should follow the same format as above. WHERE ACCEPTED NAME IS IN ONE LANGUAGE ONLY DO NOT TRANSLATE	The address in Welsh at which the Event took place. Translations from English should follow the same format as above. WHERE ACCEPTED NAME IS IN ONE LANGUAGE ONLY DO NOT TRANSLATE
Summary English	A brief English language summary or short-text description of the site/event, following the format in section 4.2	
Summary Welsh	A brief Welsh language summary or short-text description of the site/event, following the format in section 4.2	
Description	The description should contain the following: 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	At least an eight-figure grid coordinate relating to the Easting or x coordinate	
Northing	At least an eight-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 https://heritagedata.org/live/schemes/10.html	A narrow term used within *Broadclass* to define the nature of work undertaken – use terminology list https://heritagedata.org/live/schemes/17.html
Period	Describes the general chronological classification to which the historic asset or find belongs – use terminology list https://heritagedata.org/live/schemes/11.html	
Survival Condition	Records the physical state of the historic asset when last observed based on comparison with its original form – use terminology list https://heritagedata.org/live/schemes/13.html	Not applicable to Event recording
Condition Rating	Records the overall condition of the historic asset – use terminology list https://heritagedata.org/live/schemes/18.html	Not applicable to Event recording
Condition Description	Detailed description of the monuments condition at the time the record was made	Not applicable to Event recording
Broadclass	The highest hierarchical type classification term used as a searching aid – use relevant terminology list	
Evidence	Indicates the evidence for a historic asset at the time the record was made – use terminology list	Not applicable to Event recording

	https://heritagedata.org/live/schemes/19.html	
Year	Records the year in which a record of a historic asset's condition and evidence were recorded.	Records the year in which the Event took place (including start and end dates)
References	Any references cited in the description. Please provide full referencing.	
Record Compiled By (Individual)	Name of person creating the record.	
Record Compiled By (Organisation)	Name of organisation creating the record (where relevant)	
Record Compiled On	Date of compilation of the record.	

Figure 2. Key Information required for historic asset records

Providing the HER 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 HER adheres. 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.

Where data is imported to the HER from a dataset created by a third party, that third party will be acknowledged in the core HER record, in order to ensure that all contributions of data are recognised. Issues of copyright are noted below.

Additional Information where available/applicable
The Heneb HER, 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 https://heritagedata.org/live/schemes/12.html
Threat Significance	To record the significance of the threat in relation to effect upon a historic asset – use terminology list https://heritagedata.org/live/schemes/15.html

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 https://heritagedata.org/live/schemes/25.html
Vulnerability	The vulnerability level of a historic asset to a risk – use terminology list https://heritagedata.org/live/schemes/24.html
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 https://heritagedata.org/live/schemes/14.html
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, as guidance will vary with the nature of the project being undertaken.

Unless the photographs are of some age, only digital images will be accepted. Individual HERs will apply a retention/disposal policy to any images submitted in order to retain the most appropriate information for the purposes of dissemination. As such it is critical that full digital archiving with the RCAHMW is completed for each project (see below for more information).

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 HER will accept images where the metadata has been created in accordance with the RCAHMW Guidelines for Digital Archives https://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 a CSV or Excel file.

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 staff.

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 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 4 (a template file can be supplied in a number of formats on request) as a minimum.

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
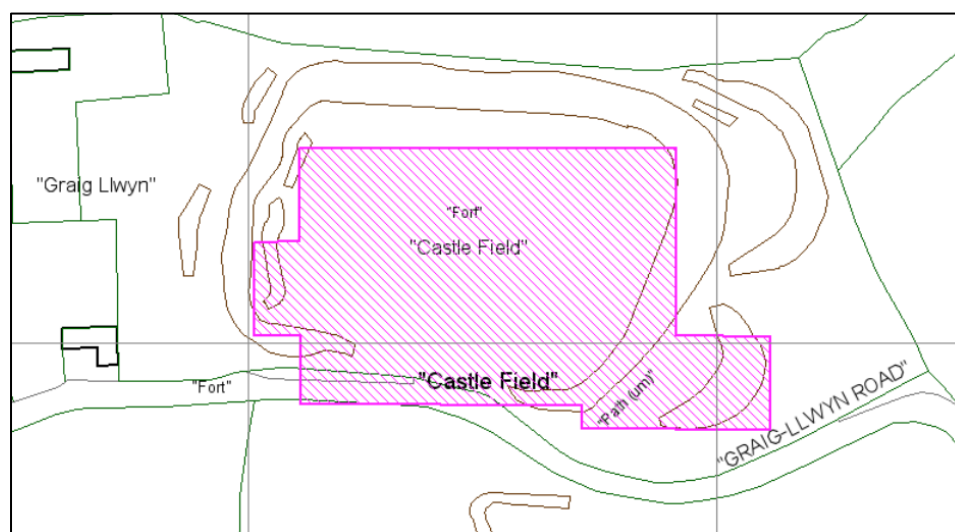

Figure 5. Example event polygon depicting the area of a geophysical survey for Castle Field

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 6 (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

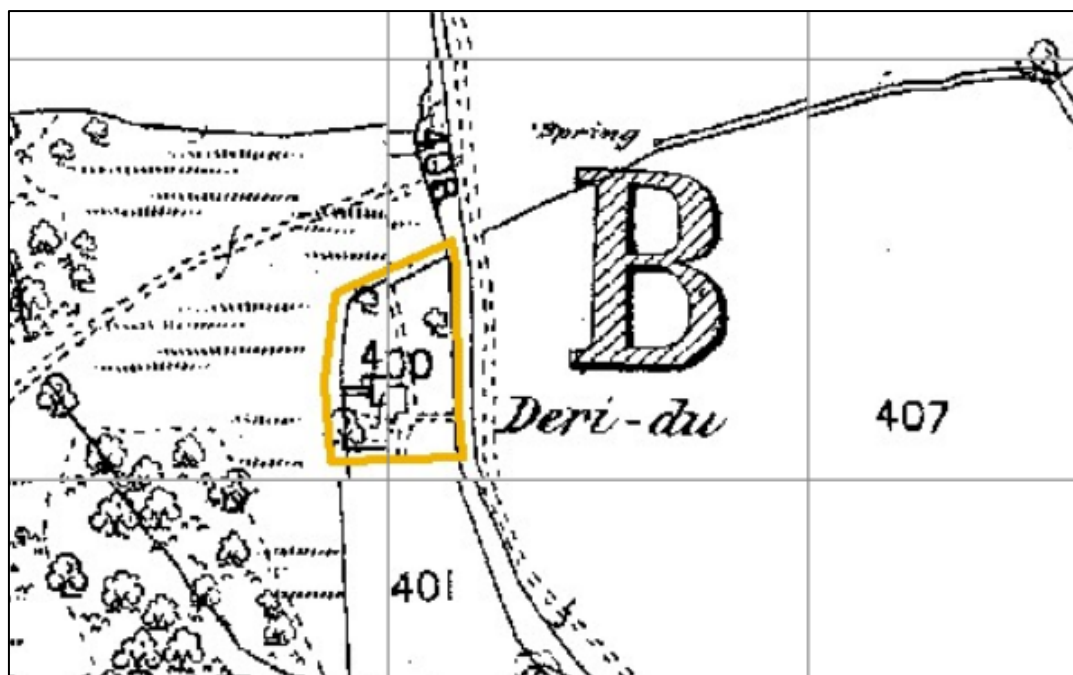**Figure 6. Key Information required for spatial depictions of historic assets**

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 files 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[11] and other associated guidance. Please contact the HER staff to discuss metadata requirements where relevant.

Please note that the HER is not an accredited archive repository. 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.

4.9 Data suitable for inclusion in the List of Historic Place Names

Where historic place name evidence has been recorded as part of an archaeological project, it should be recorded within reports submitted to the HER under a separate heading in the list of contents and should meet the data standards as set out in Appendix B.

For more information regarding the statutory List of Historic Place Names, compiled and maintained by the RCAHMW, and made available through the Heneb HER, please visit https://rcahmw.gov.uk/discover/list-of-historic-place-names/

Any queries should be directed to historicplacenames@rcahmw.gov.uk

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[11] https://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, Heneb: the Trust for Welsh Archaeology, 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 https://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 HER 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 v2.3 Metadata for Spatial Data
- ADS GIS Guide to Best Practice
- UK HER Manual

More information can be found at https://khub.net/web/uk-her-manual and http://heritage-standards.org.uk/. Contributors providing the required information can help the HER 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 https://heritagedata.org/live/search.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 (*Label)*. 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.
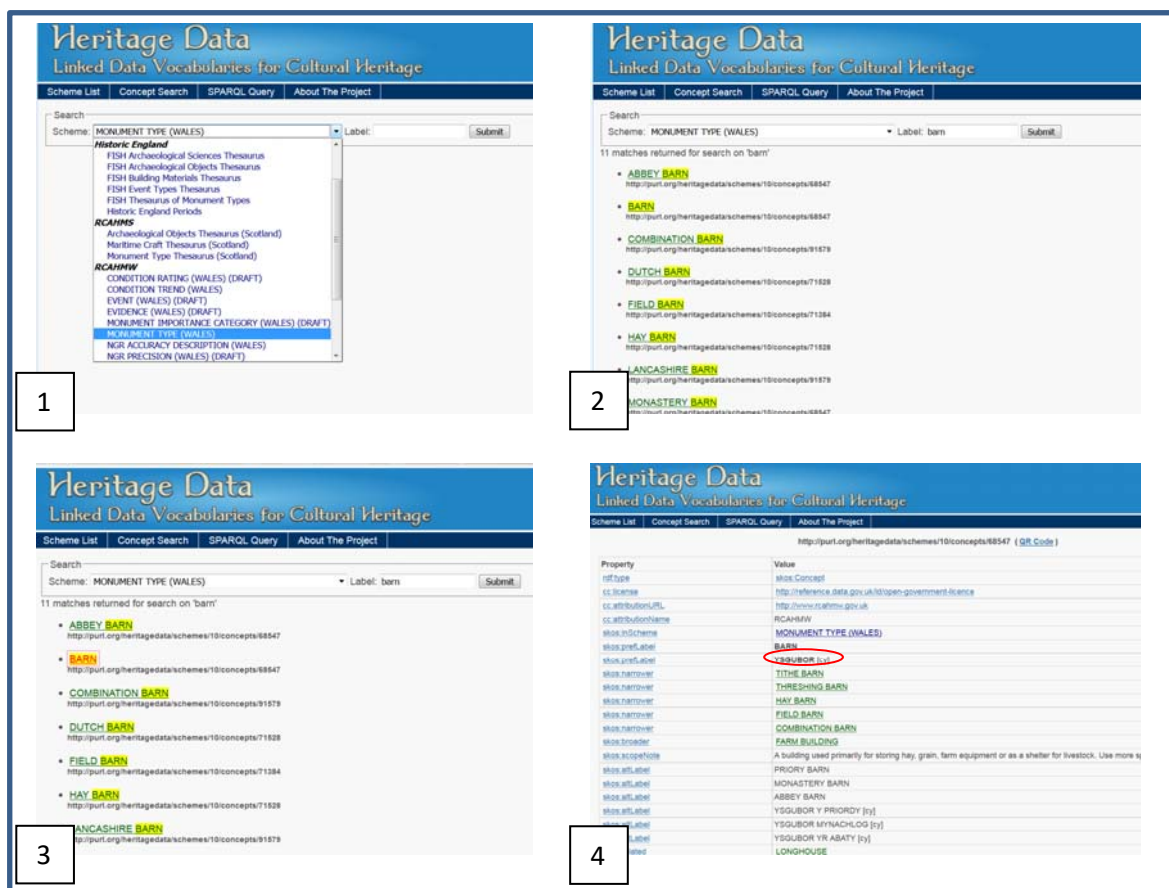
Figure 8. Method for finding translated terms on heritagedata.org: 1. Select the relevant thesaurus (scheme); 2. Submit a label relating to the search term of interest; 3. Select the most appropriate term; 4. Look for the Welsh translation listed below the English term, labelled *skos:prefLabel* and suffixed with (cy).

5.2 Archive Standards

The HER, as noted above, is not a formal archive 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* and CIfA's *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* and deposited with the appropriate accredited repository.

Digital archives should be prepared in accordance with the RCAHMW guidance referred to above[12] and deposited with them directly.

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[12] https://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 a report contains or reproduces information from the HER the relevant copyright statement and acknowledgment should be stated in the report, as follows:

Contains Heneb Historic Environment Record Data, Enquiry Number ***. © The Heneb HER Charitable Trust [and database right] [year].**

The HERs recommend that PRNs are referenced in reports and publications in the following way:
Heneb HER PRN CPAT1234
Heneb HER PRN DAT1234
Heneb HER PRN GGAT01234w
Heneb 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 HER. 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 to specify how their information can be used. The HER will not transfer any rights and all rights remain with the original rights holder(s).

Contributions to the HER (or elements thereof) may be subject to Crown Copyright in order to form part of the statutory HER content distributed through *Archwilio*. Agreements can be made with Welsh Government to this effect, as the body responsible for discharging the statutory duties of the HER. Please see Part 6 of the Historic Environment (Wales) Act 2023 and https://cadw.gov.wales/advice-support/placemaking/historic-environment-records for further information about the statutory HERs.

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 Heneb 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 email the HER directly at her@heneb.org.uk if you have any questions or wish to discuss data requirements.

Heneb: Clwyd-Powys Archaeology
(Denbighshire, Flintshire, Powys, Wrexham)
The Offices,
Coed-y-Dinas
Welshpool
SY21 8RP
cpat-her@heneb.org.uk

Heneb: Dyfed Archaeology
(Carmarthenshire, Ceredigion, Pembrokeshire)
Corner House
Carmarthen Street
Llandeilo
Carmarthenshire
SA19 6AE
dat-her@heneb.org.uk

Heneb: Glamorgan-Gwent Archaeology
(Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Rhondda Cynon Taff, Swansea, Torfaen and the Vale of Glamorgan)
SA12 Business Centre
Seaway Parade Industrial Estate
Baglan
Port Talbot
SA12 7BR
GGAT-HER@heneb.org.uk

Heneb: Gwynedd Archaeology
(Conwy, Gwynedd, Isle of Anglesey)
Craig Beuno
Garth Road
Bangor
Gwynedd
LL57 2RT
GAT-her@heneb.org.uk

7.1 Contact/submission forms

Heneb HER Information Submission Form
Heneb HER: Request Information Form
Heneb HER: HEDDOS (Historic Environment Record Data Deposit Online System)
Heneb HER: Request HER PRNs

8. Glossary of terms and concepts

Archwilio	Archwilio provides public access to the historic environment record (HER) 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 Heneb and in fulfilment of the requirements of the Historic Environment (Wales) Act 2023. 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 https://cadw.gov.wales)
Clwyd-Powys Archaeological Trust (CPAT)	One of the four former Welsh Archaeological Trusts
CSV	CSV stands for comma-separated values and is a delimited text file that uses a comma to separate values (see https://en.wikipedia.org/wiki/Comma-separated_values)
Dyfed Archaeological Trust (DAT)	One of the four former Welsh Archaeological Trusts
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 former Welsh Archaeological Trusts, add UAs from policy doc
Gwynedd Archaeological Trust (GAT)	One of the four former Welsh Archaeological Trusts
Heneb: The Trust for Welsh Archaeology	The Trust for Welsh Archaeology: dedicated to the conservation, investigation, recording and promotion of the historic environment of Wales.
HER Charitable Trust	Heneb HER is held in a separate charitable trust.
HEROS	Historic Environment Records Open System: the data management system used by the regional HERs 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 regularly to discuss and develop data standards. The organisations represented include RCAHMW, Heneb, 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)	A HER is 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 regional HER. The HER includes 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 HER has access to, or link to, data held by other providers such as Cadw, RCAHMW, NMW, Natural Resources Wales (NRW), and local authorities. The HER was previously known as the Sites and Monuments Record (SMR) but became known as the HER to reflect the broader scope of information available, and to acknowledge that its resources 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 (see below) and is available online at https://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)	On 1 April 2024 the four Welsh archaeological trusts merged to form Heneb: the Trust for Welsh Archaeology. The four former Welsh Archaeological Trusts geographically covered the whole of Wales. Each Trust was partly grant-aided by Cadw and included: a heritage management section that managed the regional Historic Environment Record and provided advice and information to a wide range of individuals and organisations including local and national government; and a commercial services section that tendered for archaeological projects.

Appendix A – Heneb HER Information Submission Form

Digital submission is preferred - Heneb HER Information Submission Form

Heneb 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**	**Region**
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? ☐ 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		
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**

Appendix B – Data suitable for inclusion in the List of Historic Place Names

Where historic place name evidence has been recorded as part of an archaeological project, it should be recorded within reports submitted to the HER under a separate heading in the list of contents and should meet the below data standards.

For more information regarding the statutory List of Historic Place Names, compiled and maintained by the RCAHMW, and made available through the Heneb HER, please visit https://rcahmw.gov.uk/discover/list-of-historic-place-names/

Mandatory fields are shown in **bold**. Purple indicates controlled terminology.

Field	Description
External_UID	External UID applied by 3rd party at point of data collection
Recorded Name	The place name as recorded on the source material *e.g.* Ty'n y Cwm. Ensure the place name is precisely spelt in the same way as shown.
Period	Assign the appropriate period for this use of the place name using the agreed Period terminology. https://heritagedata.org/live/schemes/11.html Most likely of use for this dataset are: Medieval; Post Medieval; Modern; 16th Century; 17th Century; 18th Century; 19th Century; 20th Century; 21st Century.
Period Description	Record known or approximate date ranges for the use of the name, or an indication of the century of use if not in the above period list. If it can't be attributed to a particular year (if the source doesn't record a date), record the current year.
Earliest Year	The earliest year the name can be dated to, e.g. 1600.
Public Notes	Any relevant notes or interesting information to do with the name that can be disseminated to public users.
Easting	Easting (X coordinate) recorded in OSGB36 projection
Northing	Northing (Y coordinate) recorded in OSGB36 projection
NGR Precision	Record location precision in metres using agreed HEDS terminology https://heritagedata.org/live/schemes/21/concepts/508307.html
NGR Accuracy Description	Record the accuracy of the NGR using agreed HEDS terminology https://heritagedata.org/live/schemes/20/concepts/508307.html
Principal Source	The principal source used to create the record, *e.g.* 1900 OS Map, Manuscript
Principal Source Specific Ref	Page/other ref, *e.g.* p21
Second Source	Name of second source used to create the record, including projects *e.g. Cymru 1900*
Second source Specific Ref	Page/other ref, *e.g.* p21
Place Type	The type of place the name belongs to. Use controlled terminology: – Settlement (any settlement type ranging from an individual building to a large urban settlement) – Field – Topographical Feature

	− Civil Parish − Historic County − Other Administrative Area − Unclassified (*i.e.* anything that falls outside the other categories such as bridges) − Unknown
Head Name	This records relevant town and village names. If the place name recorded is a variant of the standard name, please record the standarad name in this field, *e.g.* if 'Stiniog' is the Recorded Name, record 'Blaenau Ffestiniog' in this field. Otherwise leave it blank.
Private Notes	Use this field to record anything we should know about that the public wouldn't be interested in/ would be unsuitable for public dissemination
Compiler (individual)	Compiler name
Compiler (organisation)	Compiler organisation name
Date of compilation	Date of compilation
External project reference	If relevant, please record a reference number for the project under which this information was compiled.

Any queries should be directed to historicplacenames@rcahmw.gov.uk