

# Introduction to Recording and Archiving



How we know what we  
know, how we put that to  
best use

Louisa Matthews  
Collections Development Manager

# Introduction

- NPPF, HERs and Archives
- What do HERs do?
- What do HERs enable?
- Where do HERs and Archives meet?
- What do Digital Archives do?
- What do Digital Archives enable?
- Case studies in working together

# What the NPPF says

“Local planning authorities should make information about the significance of the historic environment gathered as part of plan-making or development management publicly accessible. **They should also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible.\*** However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.”

**\*Copies of evidence should be deposited with the relevant Historic Environment Record, and any archives with a local museum or other public depository.**

# ...but why?

“Historic Environment Record: Information services that seek to provide access to comprehensive and **dynamic** resources relating to the historic environment of a defined geographic area for **public benefit and use.**”

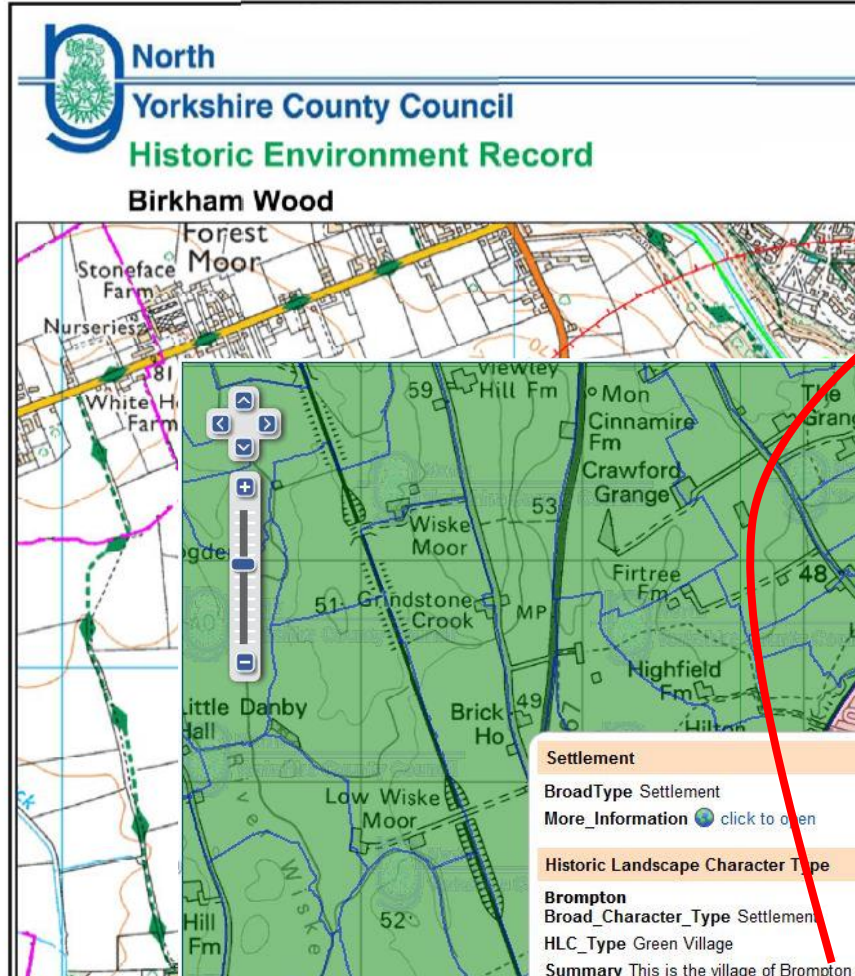
Archives – preserve information (data) for **research and for posterity** (see later).

**Everything that has gone before informs  
everything that comes next**





... then make it accessible



North Yorkshire County Council  
Historic Landscape Characterisation

Name: Brompton  
Record Number: HNY23360

The description of this character area is as follows:  
This is the village of Brompton which is a green village and consists of low density housing with private space defined by, mainly, back gardens with public space defined by the green. Brompton has significant legibility with a small amount of modern change in this 'historic core'. This is mainly related to the building of the small area of modern housing at SE37769636. The majority of the listed buildings, which are all grouped around High Green, date to the 18th century, with the church and the Inn earlier. The current character is post medieval, and this record is based on the village visible at the time of the first edition, although that includes some more modern changes such as the previously mentioned modern housing. Brompton is also unusual as it seems to have two foci, High Green and the green at Water End.

Broad Character: Settlement  
Specific Character: Green Village  
Confidence: Certain

What period does this character date to? Post Medieval to 18th Century - 1540 AD to 1750 AD

What character did it have previously?  
Previous Broad Type: Settlement  
Previous HLC Type: Green Village  
Confidence: Certain  
Medieval - 1066 AD to 1539 AD

National Grid Reference  
Centroid SE 377 965 (MBR: 1071m by 648m)

Area covered in hectares: 23.18

Attributes of this character type	Value	Sources
Legibility	Significant	1846-1863, Ordnance Survey First Edition 1:10560
Housing density	Low density housing (<25 homes per Ha)	1889-1900, Ordnance Survey Second Edition 1:10560
Public space	Green	
Settlement pattern	Other patterns	
Private open space	Back gardens	

Project Information Website and User Guide: [www.northyorks.gov.uk/hlc](http://www.northyorks.gov.uk/hlc)

Business and Environmental Services  
A responsive County Council providing excellent and efficient local services

#### Settlement

BroadType Settlement

More\_Information [click to open](#)

#### Historic Landscape Character Type

Brompton

Broad\_Character\_Type Settlement

HLC\_Type Green Village

Summary This is the village of Brompton which is

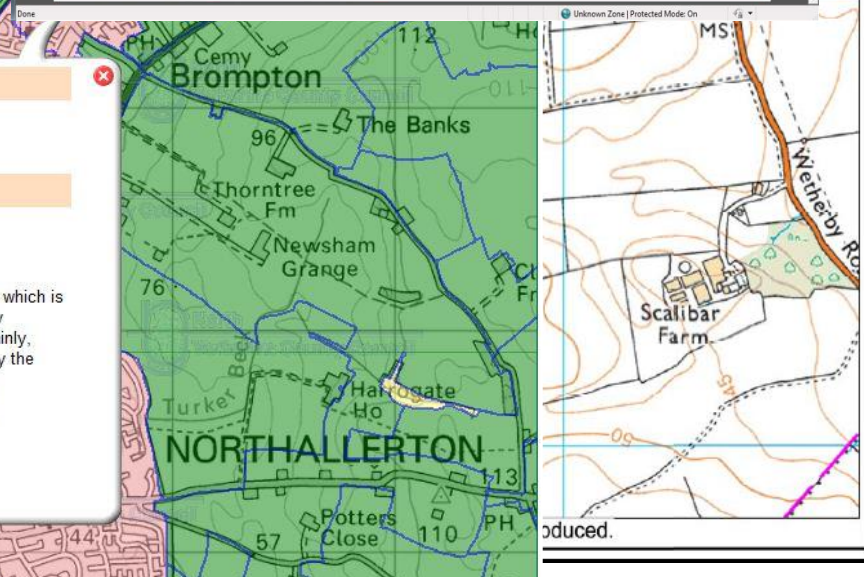
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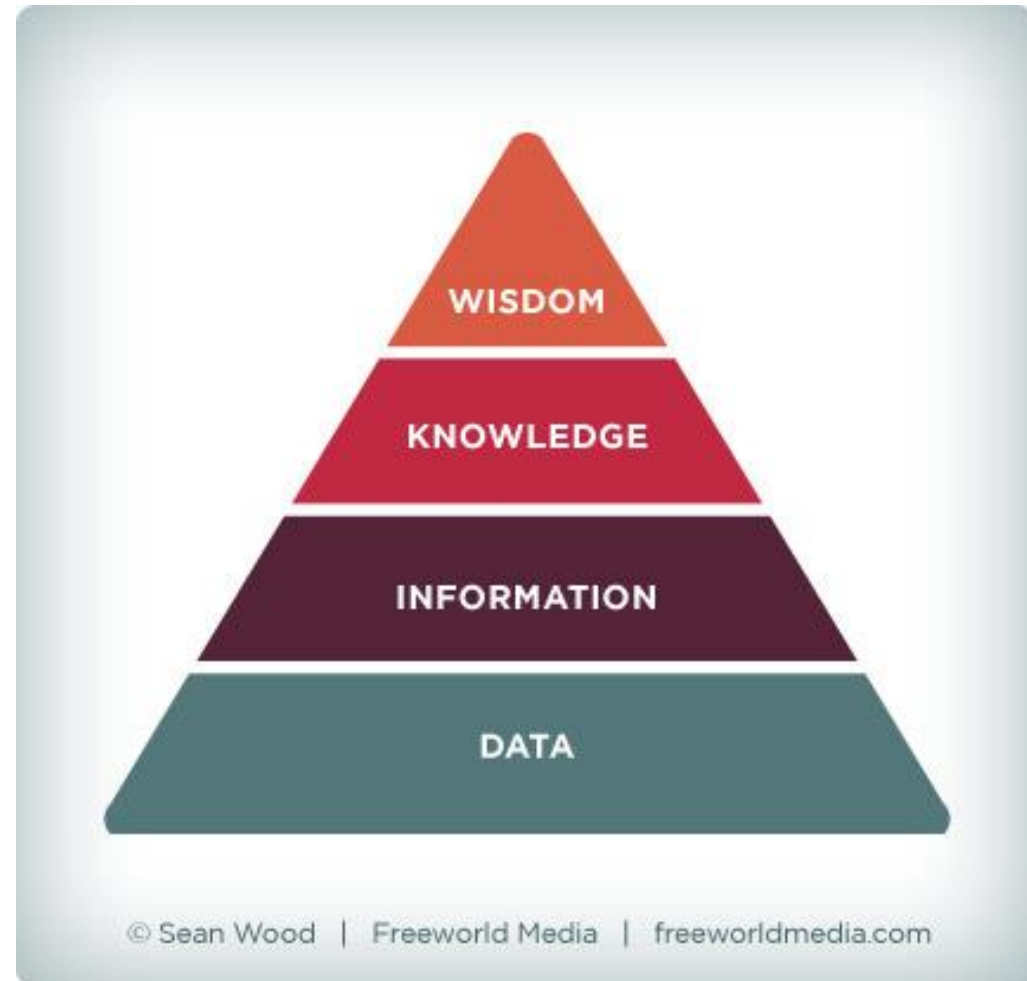
50

# HERITAGE GATEWAY

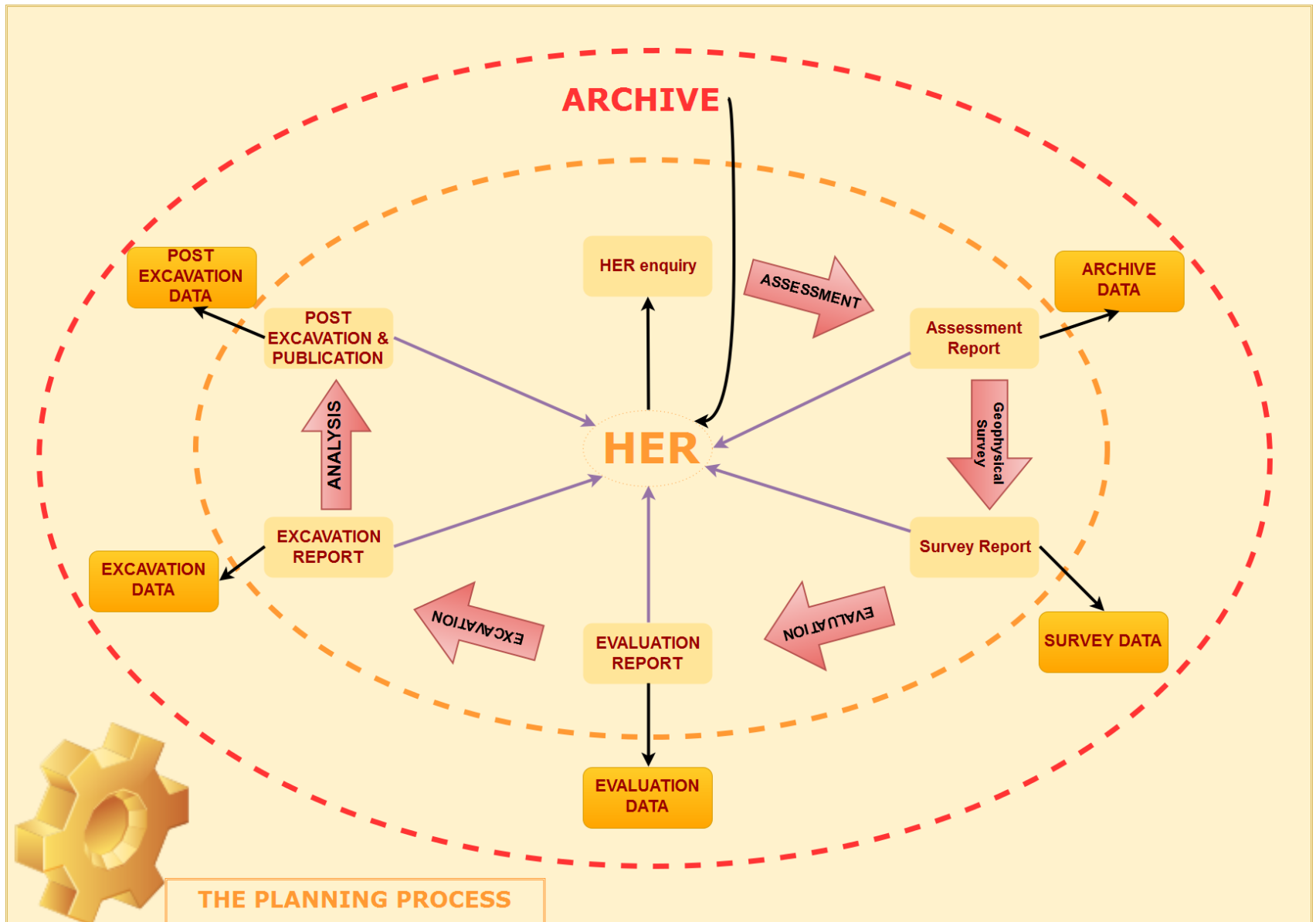


# What do HERs enable?

- HERs are the *living* resource, or evidence base, used for decision-making.
- They are indicative of archaeological potential...
  - ...but require specialist interpretation for reliable inference and assessment (e.g. significance).



# Where do HERs and Archives meet?





# The ADS: Who we are and what we do

The screenshot shows the ADS website homepage. At the top is a red header with the ADS logo and a search bar. Below the header is a navigation menu with links: HOME, ARCHSEARCH, ARCHIVES, LEARNING, ADS-easy, ADVICE, OUR RESEARCH, BLOG, ABOUT US, and LOGIN. The main content area features three large buttons: EXPLORE, DISCOVER, and DEPOSIT. Below these is a section titled 'Innovate' with the text: 'Supporting research, learning and teaching with free, high quality and dependable digital resources'. A 'Featured collection' section highlights 'England's Rock Art' with a photograph of a rock art site. Below this is a 'Workbook' section with the text: 'Using the tools at the bottom of each page save your favourite resources and regular searches in the myADS Workbook'. A 'History' section mentions 'Your recent exploration of the site and the archives is automatically saved in your myADS History'. An 'Additional services' section states: 'Registered ADS users can take advantage of a number of additional myADS services, such as tailored email alerts and download of configurable results sets.' At the bottom, there are several award logos: '2014 DSA 2015', 'The Queen's Anniversary Prize for Higher and Further Education 2009-2011', and 'BA 2012'. A footer contains the text 'University of York legal statements | ADS terms and conditions | Cookies' and the ADS logo.



- Founded 1996
- Department of Archaeology, University of York
- Collections
  - 1,100,000 metadata records
  - 34,535+ unpublished fieldwork reports
  - 700+ rich archives
- Guides to Good Practice
- DPC Decennial Award 2012



# Why?

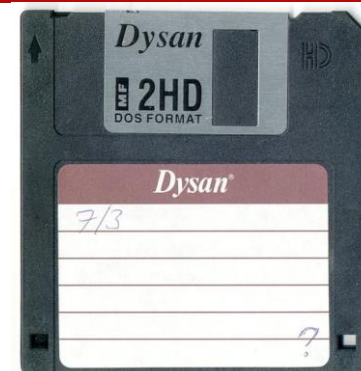
**“The rate of change in computing technologies  
is such that information can be rendered  
inaccessible within a decade...”**

Joint Information Systems Committee: Why Digital Preservation?

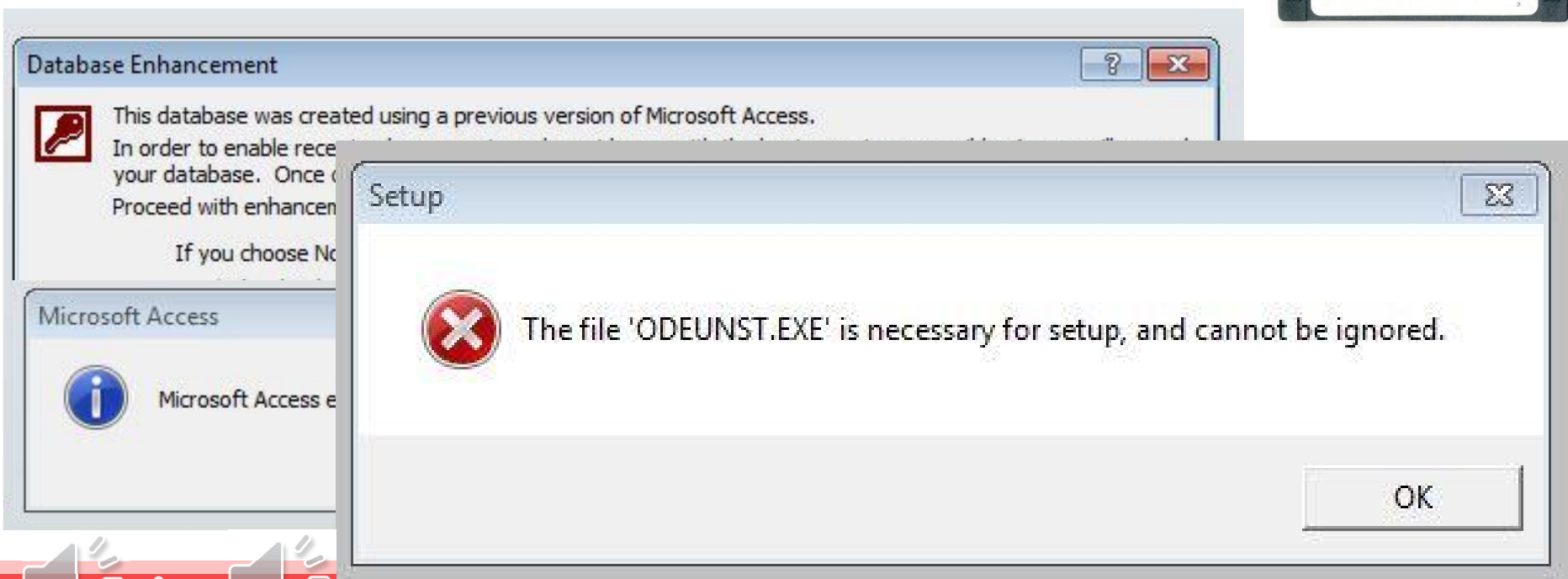
# How?

## Hardware failure / obsolescence

“...erm, does anyone have a floppy disk drive...?”



## Format failure / obsolescence



# How?

## Lack of Documentation

“Have we got the box with the picture on?”



## Access Failure

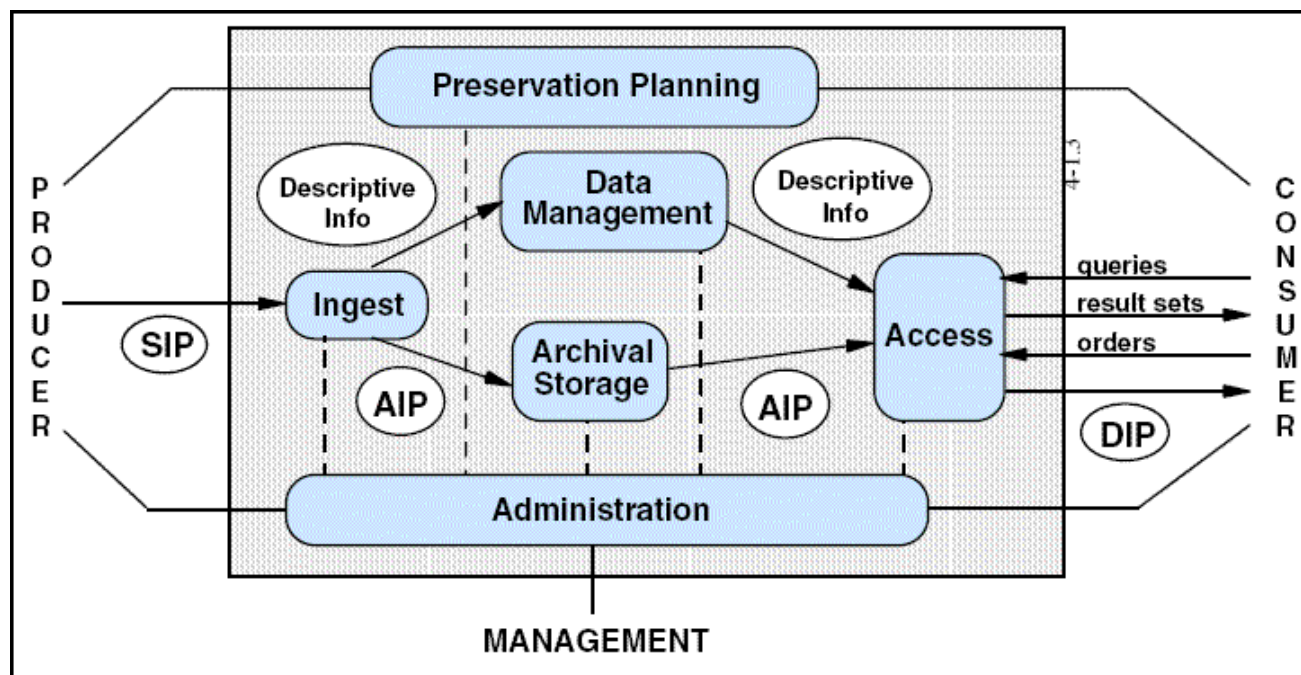
“Dear former employer / supervisor,  
I need my project from a few  
years ago as my laptop met with an  
accident, can I have a copy please...?”



# How we preserve data

## How do you know you can trust the way we preserve our data?

- We hold a Data Seal of Approval
- We follow the Open Archival Information System (OAIS) reference model



[Datasealofapproval.org](http://Datasealofapproval.org)





# What are the benefits of digital archiving?

ads ARCHAEOLOGY  
DATA SERVICE

HOME ARCH SEARCH ARCHIVES REFERENCE LEARNING ADVANCE RESEARCH ABOUT US BLOG LOGIN

ALL | JOURNALS AND SERIES | GREY LITERATURE | PROJECT ARCHIVES | BIBLIOGRAPHIES | THESES

**Managing Landscape Change: A multi-disciplinary approach to future mineral extraction in North Yorkshire**  
North Yorkshire County Council, 2012

Introduction  
Overview  
Downloads  
Metadata  
Usage Statistics


Data copyright © North Yorkshire County Council unless otherwise stated

North Yorkshire County Council

**Primary contact**  
Gail Falkingham  
Historic Environment Team Leader

Introduction  
The Managing Landscape Change Project was commissioned by North Yorkshire County Council and managed out by Capita Symonds Ltd working with Oxford Archaeology North between April 2011 and April 2012. The work was funded through the English Heritage National Heritage Protection Commissions Programme with a contribution from the County Council.

North Yorkshire is a rich area for mineral resources, containing resources of sand and gravel, crushed rock aggregates, particularly limestone and to a lesser extent sandstone, clay, chalk, and silica sand. As minerals can only be worked where they are found, and as this may be in environmentally-sensitive or designated landscape areas, the need to manage impacts to an acceptable minimum in the planning and operating of extraction sites is a high priority. North Yorkshire County Council, as the mineral planning authority, is currently engaged in preparing its Minerals and Waste Development Framework (MWDF) to cover the period to 2030.



# Birkham Wood, Knaresborough

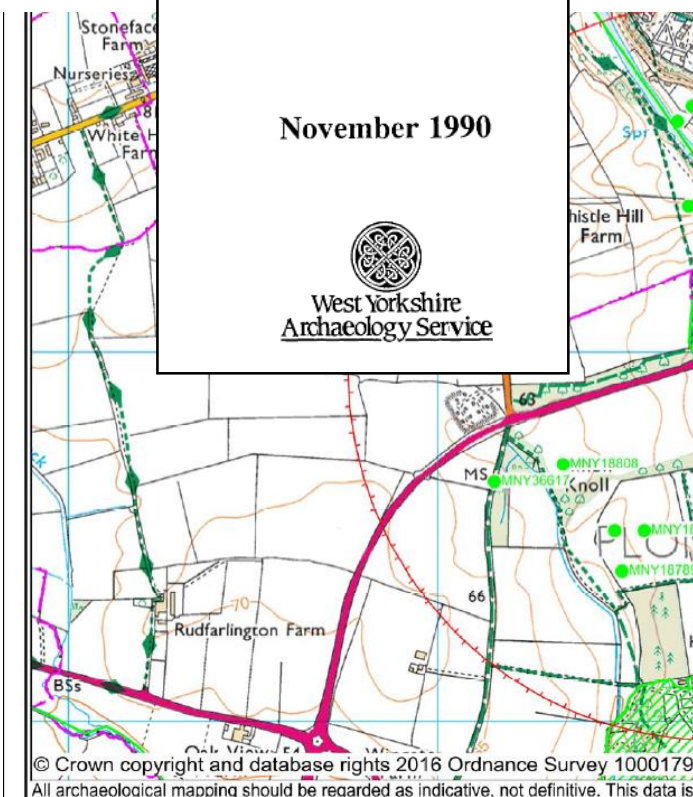
## Archaeological Excavation and Survey

Click on a button  
file to your  
a new window

SNY7

<< display

Site detail



Archaeological Excavation and Survey. : West Yorkshire  
5392

and use file --> save as from your browser menu to save the  
port is available online, click on the link to open the resource in

Report

I. (01609) 532331

28/06/2016

Record Type  
Monument

PDF

1 Mb

to 1900 AD?)

Evidence EARTHWORK  
LINEAR SYSTEM (Medieval to 19th Century - 1066 AD? to 1900 AD?)  
Evidence EARTHWORK

### Description and Sources

#### Description

Fieldwork on a bank and ditch on the edge of the wood, prior to road construction, suggested the features were contemporary, though the dating is highly speculative. The work also identified a possible larger system of related earthworks extending into the woods (1)

#### Sources

- (1) SNY7115 Report: West Yorkshire Archaeology Service. 11/1990. Birkham Wood: Archaeological Excavation and Survey. Fletcher, W.  
Source Location: <http://dx.doi.org/10.5284/1025392>
- (2) SNY6991 Database File: North Yorkshire County Council. 2002. NYCC Archive Collection Database. Boldrini, N.. Fond ID 24  
Source Location: Digital
- (3) SNY8901 Report: 07/1989. Proof of Evidence: Save Birkham Wood Campaign. Gulliver, R.  
Source Location: Linear Projects

#### Location

National Grid Reference  
SE 35758 54947 (point)

SE35SE

Point

#### Administrative Areas

Civil Parish

Plompton [6108]; Harrogate

Address/Historic Names - None recorded


# The Rural Settlement of Roman Britain: an online resource

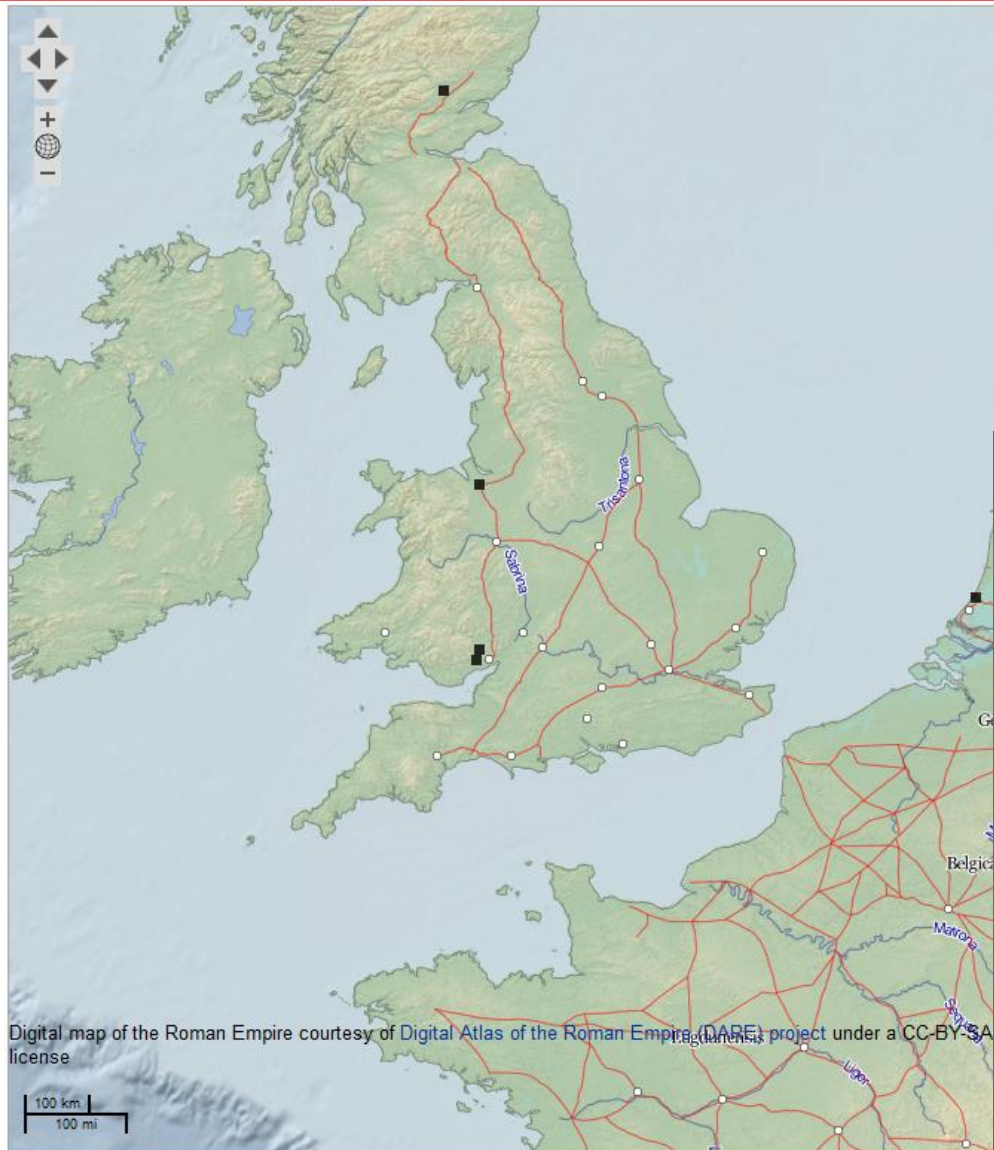
Martyn Allen, Nathan Blick, Tom Brindle, Tim Evans, Michael Fulford, Neil Holbrook, Julian D Richards, Alex Smith, 2015



**About this map:**

This map displays layers from the project database, which can be viewed against a range of baseline datasets. The layers also include Roman roads and settlements derived from Historic England NRHE dataset held by the ADS. In addition, the data from Stage 1 of the Assessing The Research Potential of Grey Literature in the study of Roman England project 10.5284/1000418 is also included.







- Tips:**
- Click on the  icon to return to the original extent
  - Click on a point to view name and to link to the full record
  - To zoom in on a specific area: hold down the left-mouse button and the SHIFT key, and draw a rectangle using your mouse





**Legend and Layer control**

Click on the [Key](#) icon to see information and symbols for base mapping layers used in this project

**Base Layer**

-  Imperium Romanum
-  BGS 1:625k Bedrock Lithology
-  BGS 1:625k Superficial Lithology
-  OS Terrain: 50m grid resolution
-  OpenStreetMap
-  Google Satellite

**Overlays**

-  All sites
-  Farms

ASSESSING THE RESEARCH  
POTENTIAL OF  
GREY LITERATURE IN THE STUDY  
OF ROMAN ENGLAND



STAGE 1 REPORT


For

ENGLISH HERITAGE

CA PROJECT: 2205  
CA REPORT: 08002

JANUARY 2008







# Find out more

**HERITAGE GATEWAY**

[Login](#) | [Register](#) [Site Map](#)  
Text size: [A](#) [A](#) [A](#)

**ads** ARCHAEOLOGY  
DATA SERVICE

**SEARCH**

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**OASIS**  
Online Access to the Index of archaeological investigations

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