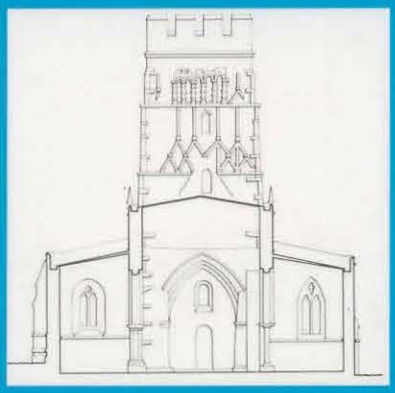
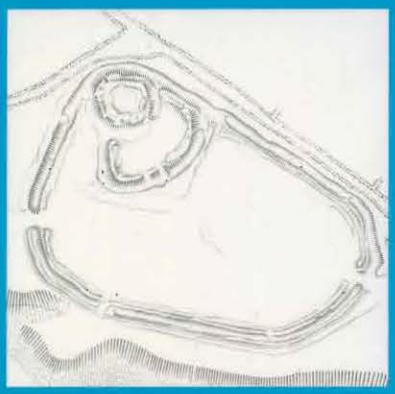
RECORDING ENGLAND'S PAST





A DATA STANDARD FOR THE EXTENDED NATIONAL ARCHAEOLOGICAL RECORD

ROYAL COMMISSION ON THE HISTORICAL MONUMENTS OF ENGLAND

RECORDING ENGLAND'S PAST

A Data Standard for the Extended National Archaeological Record

association of County Archaeological Officers

Cover pictures (clockwise from top left)

Lanlon Quoit, St Just, Cornwall
Earl's Barton church, Northamptonshire
Bronze Age ring ditches, Witchampton, Dorset
Black Pig Inn, Staple, Kent
Roman fort, Chesterholm, Northumberland
Horse Sand Fort, Solent, Hampshire
Water wheel, Lumbhole Mill, Kettleshulme, Cheshire
Iron Age hillfort and medieval castle, The Rings, Loddiswell, Devon

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Foreword

This data dictionary has been produced by a Working Party on Information Standards established by the Royal Commission on the Historical Monuments of England (RCHME) and the Association of County Archaeological Officers (ACAO) in 1989 in the context of the RCHME lead role for the co-ordination of Sites and Monuments Records (SMRs).

The preparation of the data standards has been undertaken in collaboration with English Heritage (EH) and the British Archaeological Bibliography (BAB).

The objectives of the working party included a review of data standards for the RCHME National Archaeological Record and SMRs, giving particular attention to 'technical standards of data compatibility at the computer level, comprising definitions of fields, types and formats, as well as appropriate terminologies for lexical control'.

This document is a direct outcome of that review, undertaken by the above organisations in consultation with a number of other bodies, including the Museums Documentation Association (MDA).

The format of the published standard is based on that produced by the Canadian Heritage Information Network (Museums Services Division 1989).

The working party will continue to keep data standards under review and consider the needs for further data standards in areas such as site management and cartographic data.

The compilation of the published standard was overseen by Dawn Abercromby and Mike Dyne. Representation on the working party changed from time to time. The following were members for all, or part, of the time:

ACAO	Roy Canham, David Hopkins, Neil Lang, Martin Oake
SMRs	John Hodgson (Warwickshire), Peter Iles (Lancashire)
EH	Dawn Abercromby, Nigel Clubb (representing RCHME from January 1992), Hugh Jones
BAB	Mike Heyworth
RCHME	Neil Beagrie, Simon Grant, Diana Hale, Mike Dyne, Roger Leech, Robin Thornes

Members of the working party are most grateful to all who have assisted in their work.

David Buckley
Chairman, Association of County Archaeological Officers

Tom Hassall
Secretary, Royal Commission on the Historical Monuments of England

Introduction

1 Purpose

The data dictionary is intended to serve as a reference work for those responsible for the design and maintenance of archaeological Sites and Monuments Records (SMRs) in England at a national, county and local level. It is hoped that the dictionary will aid the entry, retrieval and exchange of data at these several levels.

The data standard complements some of the findings of the Review of SMRs in England (RCHME 1993), notably that although the national and local bodies have followed broadly similar principles of recording, there is a need for greater consistency between records.

The present version of the data standard is based on a 'core' of information necessary to develop and manage an SMR. Several important areas have yet to be covered by the working party but will be addressed if the demand and need is demonstrated, for example, management data, geographical/spatial information and image processing.

Further work on the structured analysis and design of local requirements for SMRs may indicate other areas where further work on data standards is desirable.

It is hoped that those embarking on SMR projects will incorporate the data standard, together with their own requirements, when preparing specifications for computer systems. In practice, most existing SMRs incorporate elements of the standard already.

The RCHME is committed to supplying a computer software package in 1993 for those SMRs who wish to use it and this will incorporate the agreed data standards.

The data dictionary has been designed primarily for implementation within a relational database, but may, however, be applied to other types. The dictionary is arranged under the headings of broad categories, which correspond to entities or groups of entities in relational database design. Under each entity are listed the attributes of the attributes/groups. It is definitions for these, rather than the entities, which form the basis of this document.

2 Background and sources

The main point of reference hitherto for data standards in SMRs has been Advisory Note 32 (DoE 1981) issued to SMRs by the former Inspectorate of Ancient Monuments of the Department of the Environment (DoE). This document circulated the revised format and manual of the then DoE Scheduled Ancient Monuments (SAM) Record System and expressed the hope that SMRs would 'adopt the working practices set out' and 'take them into account in their own plans for future refinement and development'.

The second main source is the existing instructions for site recording in the RCHME, in turn based heavily on the methodology developed by the Archaeology Branch of the Ordnance Survey, prior to its transfer to the RCHME in 1983.

The development of standards at the RCHME, DoE and later English Heritage (EH), together with the requirement to exchange data with SMRs, led to the issue of a 'Data Transfer Standard for Site Specific Data' (Booth 1988) agreed by EH and the RCHME for use in relation to SMRs. The data transfer standard will require revision in the light of the present data standard.

EH and the RCHME have continued to develop their computer systems and more recent sources for the dictionary include the EH Record of Scheduled Monuments

(RSM), implemented in 1991, and the RCHME unified National Monuments Record (NMR) system being implemented in 1992/3.

The publication of the data standard builds on the co-operation already achieved in the initiatives to construct a thesaurus of architectural terms (RCHME and EH 1989) and a thesaurus of archaeological site types (RCHME and EH 1992). A future development is to be the preparation of a thesaurus covering both disciplines by the end of 1993.

3 The current and future context of data standards

A number of current developments may help to define the context in which data standards will need to develop in the future. They may provide lessons to be taken into account in future editions of the standard. They will also be taken into account in the analysis and design by the RCHME of the new SMR software package in 1993.

Some of the relevant developments are summarised below:

The new RCHME unified National Monuments Record system
Most of the RCHME monument databases will be migrated to this new system in 1993. The system will bring together archaeological and architectural records and provide the facilities to associate monuments with archives, persons and events. The development of this system has proceeded in parallel with the development of the joint data standard.

The EH Record of Scheduled Monuments
Stage I of the RSM has been a source for the current standard. Stage II of this system due to be implemented in 1993 will address the requirements of EH for management information on Scheduled Monuments.

Urban Archaeology databases
A new initiative has been proposed by EH and the RCHME to address recording and conservation problems in historic towns, given focus by Policy and Planning Guidance Note 16: Archaeology and Planning (DoE 1990).

Record of Maritime Archaeology
The RCHME is implementing a data standard for maritime recording that will enhance the new NMR system being implemented in 1992/3.

Computerisation of records of historic buildings
The data standard as published enables SMRs to input records relating to listed buildings if they so wish, although not to the data standard required to reflect the integrity of the list itself. Further details are given in the next chapter of this document. The RCHME intends to review its policy towards the inclusion of listed buildings records in SMRs in the light of the feasibility study due to be carried out by the Department of National Heritage in the first quarter of 1993 on the computerisation of the statutory lists nationally. The proposal for a national project has been discussed in a number of reports, most recently in a report on the protection and management of heritage property (National Audit Office 1992).

Further structured analysis of SMR requirements
As long ago as 1984, the DoE Inspectorate expressed alarm that no long-term detailed analysis of SMR users and their needs had ever been carried out (Fraser 1984) and with

only one or two exceptions (for an example, see Lang 1990) there has also been a lack of a structured methodology for the analysis and design of SMR systems. This is likely to change in the future, beginning with the new SMR software package to be developed by the RCHME in 1993.

Geographical and spatial information
All site specific data is to some extent spatial. The data standard provides for standard locational information such as address and National Grid Reference. Some of the problems of access and analysis currently associated with SMR databases may be resolved more easily by more sophisticated geographical/spatial systems in the future. Some SMRs have experimented with such databases. EH recently carried out a strategic study of its needs for scheduled monuments and listed buildings map records following its experience with computer-based mapping systems. The RCHME expects to complete a strategic review of its requirements by the spring of 1993. The imaging of textual documents, photographs and plans, etc, may also require further data standards activity in due course.

Longer term technological and systems developments
Changes in the approach to information in future generations of software may require a re-consideration of the types of analysis and data standard needed.

4 European and international standards

The data standards set out in this document will provide an interface with core data standards being agreed internationally. Among the member states of the Council of Europe, draft core data standards for architectural documentation were approved at the October 1992 Nantes Colloquy. Copies of the summary and proposals for a core data index are available from the Secretary of the RCHME/ACAO Working Party at the address given at the end of this Introduction.

The Nantes standard will be reviewed by the Council of Europe's Group of Archaeological Specialists in the hope that they may also serve for archaeological needs. These same standards are also being reviewed through the Archaeological Sites Working group of CIDOC, the documentation committee of the International Council of Museums (ICOM). Once agreed, these international core data standards will be included in any future revision of this document.

5 Areas not covered in the Data Standard

As stated in para 1 above, several areas have not yet been covered by the standard, but will be addressed as and when the need arises. These are listed below:

Groups/complexes (parent/child relationships)
Together with several SMRs, the new RCHME unified NMR system provides for a hierarchical relationship between components of a group or complex. This area will be considered further by the working party.

Polygonal structures and linear monuments
Most existing text-based systems do not cope elegantly with polygonal structures, including linear monuments, and a solution probably lies in the development of geographically based systems.

Recording level
Consideration is being given in the new unified NMR system to the need to provide a facility to indicate the level of record/s or archive/s on which a database entry is based.

Management data
The working party is interested in the views of SMRs and others on the need for data standards to govern management data, particularly in the light of the development of the second stage of the EH RSM system and the intention of the RCHME to provide a new software package for SMRs in 1993.

Fields regularly included in SMR systems (but not always completed) include:

Owner and occupiers (note implications for registration under the Data Protection Act)
Class consent
Site management
Assessment of importance

The new EH RSM system has introduced the facility to register details of monument vulnerability and stability.

Other fields
Although there is only a limited amount of commonality, various other fields are in use in SMRs, including area, height, geology and soils. The working party will be interested to hear whether there is any demand for standards in these areas.

6 Updating and maintenance of standards

The RCHME/ACAO working party will continue to meet at regular intervals to consider additions or amendments to the data dictionary and to develop a data transfer standard which reflects the data standard.

Comments are welcomed and should be forwarded to:

The Secretary
RCHME/ACAO Working Party on Information Standards
RCHME
Fortress House
23 Savile Row
London W1X 2JQ

The Data Standard and the statutory lists of historic buildings

1 Introduction

Listed buildings (LBs) information is a significant element of the concept of a national heritage database identified by both the RCHME and EH as a requirement of their respective information systems strategies. The new Department of National Heritage (DNH) is due to carry out a feasibility study in the first quarter of 1993 on the computerisation of the statutory lists nationally.

A number of strategic issues need to be resolved between the DNH, EH and the RCHME before the full objectives and functionality of a national database of LBs can be determined. The system would need to provide for the creation of draft listed buildings entries by EH, their approval by the DNH and their linkage or transfer to the National Monuments Record (NMR) and dissemination by the RCHME, notably to local authorities for whose guidance the lists are compiled in the first instance.

Pending further discussions and in the current absence of funding for a fully developed national project, the RCHME and EH have developed interim systems to meet immediate operational needs. These are as follows:

English Heritage List Review system
This system is concerned with the computerisation of new listings and is designed to process list review data from the field to editing at EH headquarters and the production of text for publication of LB volumes. The system is a Clipper compiled version of dBase and is based in London.

This system, or its replacement, is likely to provide the basis for a vehicle to 'feed' new listings into a national project.

RCHME list computerisation 'pilot' system
This system is concerned with the computerisation of the backlog of existing lists in conjunction with the cataloguing of information and archive material held within the National Buildings Record. The system has been developed using the Oracle relational database.

RCHME unified National Monuments Record system and list computerisation
The second stage of the development of the new NMR Oracle database will build on the experience of the LB 'pilot' and is planned to include a module to manage statutory entries in relation to the buildings databases and archives held by the RCHME and to preserve the integrity of data structure of the statutory list.

2 Listed buildings records and SMRs

Some SMRs have expressed an interest in the relationship between the data standards and records of listed historic buildings.

The data standards provide the 'core' of fields required to input details of LBs into heritage databases, ie reference numbers including the LB primary reference number, locational information including LB address, monument type and date and bibliographic data.

A small number of SMRs have already incorporated some, or all, of the LBs in their areas, using the fields of information available to them, often enhancing or modifying the record with additional information in the process. The data models in use

are not generally adequate to output the data in the structure of the list itself. For some users, this may be a satisfactory approach, but others will wish to reflect the integrity of the data structure of the list and this will be a requirement of any national computerisation of the lists (see Clubb and White 1990).

At present, it is not RCHME policy to encourage SMRs to include LBs in their systems or to develop software to replicate the structure of the statutory list. This is pending the outcome of negotiations at national level on the computerisation of the lists.

3 The structure of the statutory lists

Notwithstanding current RCHME policy, some SMRs are under local pressure to include listed buildings. Those seeking to incorporate listed buildings data into their databases should bear in mind that statutory list information can only be updated, corrected or amended by the DNH.

Listed buildings records contain structured fields of information in the following order:

County
District
Parish/town
NGR
DoE/DNH list entry number (PRN)
Locality
Number
Street
Name
Side of street
Odd/even
Grade
Date listed
Group value

Listed buildings description (free-text, includes bibliographic references).

4 Future developments

If a project for the computerisation of the lists proceeds at national level, there will be a requirement to make LB data available to those who wish to incorporate it in their own systems, including local authority planning departments and SMRs. In due course, therefore, the RCHME will consider whether to include in the new SMR software package a module to manipulate list data in the form of the list and linked to the main monument record on the lines of the module planned for the NMR system.

Enquiries on data standards relating to LB records and on the progress towards a national project should be addressed to Nigel Clubb, RCHME, Fortress House, 23 Savile Row, London W1X 2JQ.

Select Bibliography

Booth, B K W 1988. *Site Specific Data - a standard for data transfer* (unpublished, widely circulated within EH, the RCHME and SMRs)

Clubb, N D and White, P R 1990. 'Towards a minimum standard level of information for recording historic buildings' in *Proceedings of A Council of Europe Round Table of Experts on Architectural Heritage, New Technologies in Documentation, 1989,* Council of Europe Architectural Heritage Reports and Studies, No 19

DoE 1981. *Advisory Note No. 32. Ancient Monuments Records Manual and County Sites and Monuments Records*

DoE 1990. *Policy and Planning Guidance Note 16: Archaeology and Planning*

Fraser, D 1984. 'Sites and Monuments Records: the state of the art' in I Burrow (ed) *County Archaeological Records: Progress and Potential* (Association of County Archaeological Officers), 47-55

Lang, N 1990. 'Sites and Monuments Records: some current issues' in M Hughes (ed) *Sites and Monuments Records: Some Current Issues* (Association of County Archaeological Officers), unpaginated

Museums Services Division 1989. *Humanities Data Dictionary of the Canadian Heritage Information Network*

National Audit Office 1992. *Protecting and Managing England's Heritage Property*

RCHME 1993. *Recording England's Past. A Review of National and Local Sites and Monuments Records in England*

RCHME and English Heritage 1989. *Revised Thesaurus of Architectural Terms*

RCHME and English Heritage 1992. *Thesaurus of Archaeological Site Types (2nd edition)*

FORMAT OF DATA STANDARD

The data standard is presented in a form influenced by the structure used in the "Humanities Data Dictionary of the Canadian Heritage Information Network", published by the Documentation Research Group of the Museums Services Division (1989).

Databases holding information on sites and objects share a number of core concepts. These are represented as fields within the database. These core fields have been re-analysed for their coherence and integrity and the results are presented in this document as "attributes". Each attribute has been divided into a number of set headings which collectively: define the attribute or concept; give rudimentary details necessary for its inclusion in a database data dictionary and where relevant provide lists of permitted data values.

CHARACTER SET

It is suggested the standard character set for the data standard should be ASCII (American Standard for Information Interchange). This includes the letters in the Arabic alphabet, 0-9 and the standard symbols found on keyboards. It does not include other alphabets, accents or other special characters.

STRUCTURE OF ATTRIBUTES

The following headings will be found for each attribute:

SYSTEM MNEMONIC - A suggested name of the attribute as it should be listed in the system data dictionary. These names are derived from source databases used in the analysis of attributes or they have been created by the Working Party. Adoption of the suggested mnemonic where relevant and feasible will facilitate potential data transfer as there will be no necessity to map the mnemonic from one system to the mnemonic of another.

FIELD TITLE - The full name or label.

FIELD DEFINITION - The concept that defines the attribute.

DATA TYPE - Specification of the form of the data. The options are: character, numeric or date.

ENTRY RULE - Amplification of the data type, giving additional controls over the form of the data, which if applied will further enhance the integrity of data exchanged. The following have been used in the standard:

Alphabetic lower case a to z
Alphabetic upper case A to Z
Alphabetic mixed case A to Z, a to z
Alphanumeric lower case any in character set except A to Z
Alphanumeric upper case any in character set except a to z
Alphanumeric mixed case any in character set
Positive integer ie whole number
Signed integer ie a minus number
Date in format DD-MMM-YYYY (DD is day, MMM is month and YYYY is year)

ENTRY WIDTH/RANGE - This will give the suggested maximum width for character and numeric fields eg the character width of COUNTY_CODE is two. Numeric fields will also have the maximum numeric value enterable eg NBRBUILD_NO - 2,99 where two is the width, and ninety nine is the maximum value.

ENTRY CLASS - A statement on whether the attribute is: mandatory ie must be completed to comply with minimum data set standards for a record, or optional;

unique or non unique and whether the field can repeat ie where appropriate more than one data value is permitted.

In order to ensure the data standard was relevant to all organisations many attributes have been designated optional eg SMR_NO is specified as optional as this number will not always be known by RCHME. Organisations should consider their own internal requirements. A Site and Monument Record database will need SMR_NO as mandatory.

The repeating field designation is a suggestion and available software will affect the implementation of this. A relational or hierarchical database will probably have groups of related fields which repeat in conjunction with one another eg more than one bibliographic reference would require all the relevant attributes to be completed for one reference and the whole entity or group repeated for the next bibliographic reference. A simple flat file database would mean repeated values have to go in the one occurrence of the field using some form of separator. The relationships and interdependencies of the data will in this instance not be absolute.

The following entries will appear under this heading:

Mandatory and unique
Mandatory and non unique, no repeat entries
Mandatory and non unique, with repeat entries
Optional and unique
Optional and non unique, no repeat entries
Optional and non unique, with repeat entries

ENTRY TERM - For attributes that have had language control standards applied to them authority lists of permitted terms or a published source of permitted terms will be given. If blank,then completion is at the discretion of the compiler of the record. In the latter case it must be ensured that data entered complies with the definition of the attribute and that appropriate entry rules are applied.

INTER FIELD CONSISTENCY RULE - The relationship between attributes, if any, will be specified here. In some instances this will be a mandatory relationship eg DISTRICT_CODE AND COUNTY_CODE must be completed before PARISH may be entered. It may be possible for some software to run checks on the validity of the inter field consistency eg that the parish given is in the district and county entered.

COMMENTS - Additional guidelines needed for compilation of the attribute.

EXAMPLE - An example(s) of relevant data.

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REFERENCE NUMBERS
- RCHME Reference Numbers
- English Heritage Numbers
- Site and Monument Record Number

RCHME REFERENCE NUMBERS

SYSTEM MNEMONIC	NMR_REF_NO
FIELD TITLE	National Monuments Record Reference Number
FIELD DEFINITION	The alphanumeric string which uniquely identifies an RCHME recorded monument. It is constructed from the two elements, the number of the OS 1:10000 map sheet on which the monument occurs, and the unique number which identifies the monument within the sheet. If it is not locatable on a single 1:10000 sheet the category of the monument will be specified eg LINEAR.
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	12
ENTRY CLASS	Optional and non-unique, no repeat entries
ENTRY TERM(S)	Any valid OS 1:10000 map sheet number or one of the following plus the unique number: FOREIGN LINEAR RR (Roman roads in Margary) RRX (Roman roads not in Margary) UNLOCATED
CONSISTENCY	
COMMENTS	Entry for non-RCHME bodies will be dependent upon existence of NMR records, or provision of batch numbers by NMR staff to the recording body. Margary, I D 1955 (revised 1967) "Roman roads in Britain" (John Baker: London)
EXAMPLES	SU 96 NE 34 LINEAR 102 RR 27

SYSTEM MNEMONIC	ONE_10000
FIELD TITLE	Ordnance Survey 1:10000 Quarter Sheet.
FIELD DEFINITION	The eight characters which uniquely identify an OS 1:10000 sheet.
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	8
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Validated against respective elements of KM10 and KM5 delimited by space characters. For the relevant sheet combine KM100, KM10 and KM5 delimited by space characters.
EXAMPLE(S)	SD 20 NW

SYSTEM MNEMONIC	NAR_REF_NO
FIELD TITLE	National Archaeological Record Reference Number
FIELD DEFINITION	The number which uniquely identifies each monument recorded by the NAR on any one OS 1:10000 sheet. Together with the relevant sheet number it uniquely identifies the monument recorded by the NAR.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	10,9999999999
ENTRY CLASS	Optional and unique
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	1

SYSTEM MNEMONIC	NBRBUILD_NO
FIELD TITLE	National Buildings Record Building Number
FIELD DEFINITION	The number which identifies each building on a site recorded by the NBR.
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	2,99
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	C for a complex (where C is right justified, ie preceded by space), 00 where a single building is recorded and 01 02 etc specifying the number of buildings, where more than a single building is recorded.
CONSISTENCY	
COMMENTS	A site may comprise one or more building, each of which is allocated an individual NBR Building Number. This is part of a composite numbering system comprising: NBR site number, NBR building number and NBR phase number.
EXAMPLE(S)	C 01 55

SYSTEM MNEMONIC	NBRPHASE_NO
FIELD TITLE	National Buildings Record Phase Number
FIELD DEFINITION	The number which is used when information is recorded relating two or more significant phases in the development of a building recorded by the NBR. Phases reflect significant alterations to the fabric of a structure, or a change of function, eg Church to Community Centre.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	2,99
ENTRY CLASS	Optional and non unique, with repeat entries.
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	This is part of a composite numbering system comprising: NBR site number, NBR building number and NBR phase number.
EXAMPLE(S)	01 02

SYSTEM MNEMONIC	NBRSITE_NO
FIELD TITLE	National Buildings Record Site Number
FIELD DEFINITION	The number which uniquely identifies each site recorded in the NBR Buildings Index
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	6,999999
ENTRY CLASS	Optional and unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Sometimes referred to as NBR File Number A site may comprise one or more building, each of which is allocated an individual NBR Building Number. The NBR site number is also used to describe complexes eg Shipyards where individual buildings are not recorded. This is part of a composite numbering system comprising: NBR site number, NBR building number and NBR phase number.
EXAMPLE(S)	1

ENGLISH HERITAGE REFERENCE NUMBERS

SYSTEM MNEMONIC	COUNTY_NO
FIELD TITLE	English Heritage County Number
FIELD DEFINITION	The number which, with the COUNTY_CODE and, where applicable, COUNTY_SUFFIX and/or PART_LETTER, uniquely identifies each monument on the SAM (Scheduled Ancient Monument) system comprised of FMW (Field Monument Warden) reports.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	4,9999
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Must be linked to County, and where they exist Suffix and Part Letter to form unique identifier.
EXAMPLE(S)	10

SYSTEM MNEMONIC	COUNTY_SUFFIX
FIELD TITLE	English Heritage County Suffix
FIELD DEFINITION	The Suffix assigned to a monument at the time of scheduling under the county number system.
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	3
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	A, B, C etc
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	A

SYSTEM MNEMONIC	PART_LETTER
FIELD TITLE	English Heritage Part Letter
FIELD DEFINITION	Letters assigned to a County Number and Suffix by the Field Monument Wardens (FMW) to aid reporting.
DATA TYPE	Character
ENTRY RULE	Alphabetic lower case
ENTRY WIDTH/RANGE	3
ENTRY CLASS	Optional and non unique
ENTRY TERM(S)	a, b, c, etc
CONSISTENCY	
COMMENTS	Not to be confused with Suffix. If a suffix exists and the FMW wishes to divide the monument further for reporting purposes a part letter will be employed. It occurs after the suffix - eg county number 223 with a suffix A could then be divided into a,b,c, etc.
EXAMPLE(S)	a

SYSTEM MNEMONIC	MONUMENT_NUMBER
FIELD TITLE	Scheduled Monument National Number
FIELD DEFINITION	The number which uniquely identifies each monument in the Record of Scheduled Monuments (RSM) ie those scheduled under the Monuments Protection Programme (MPP). It also forms part of the Constraint Areas unique number, within a monument, with the field AREA_SUFFIX.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	5,89999
ENTRY CLASS	Optional and unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	12345 54321

SYSTEM MNEMONIC	AREA_SUFFIX
FIELD TITLE	Scheduled Monument Constraint Area Suffix
FIELD DEFINITION	The suffix which with the MONUMENT_NUMBER uniquely identifies each constraint area within a monument.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	2,99
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	01 02

SYSTEM MNEMONIC	ITEM_NUMBER
FIELD TITLE	Scheduled Monument Archaeological Item Number
FIELD DEFINITION	The number which uniquely identifies each archaeological item within a monument.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	6,989999
ENTRY CLASS	Optional and unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	123456 654321

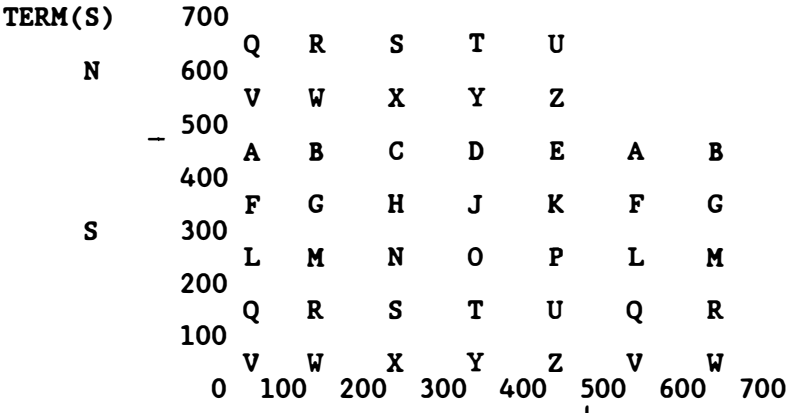
SYSTEM MNEMONIC	LB_PRN
FIELD TITLE	Listed Building Number
FIELD DEFINITION	The Primary Reference Number for a listed building comprising the greenback volume number, the sequence number, the map sheet number and the item number within the volume.
DATA TYPE	Character
ENTRY RULE	Alphanumeric
ENTRY WIDTH/RANGE	20
ENTRY CLASS	Optional and unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	For the sequence part of the number: 0 represents a resurvey volume 1 represents a List Review volume. This attribute could be broken done into its constituent parts ie volume, sequence, map sheet and item number.
EXAMPLE(S)	885-1/ 20/ 179; 653-1/ 1/ 14

SMR REFERENCE NUMBERS

SYSTEM MNEMONIC	SMR_NO
FIELD TITLE	Sites and Monuments Record Reference Number
FIELD DEFINITION	The number which uniquely identifies each monument recorded by the relevant county SMR.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	11,99999999999
ENTRY CLASS	Optional and unique; no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	A site or monument may be covered by more than one SMR number. SMRs have adopted a variety of systems but the majority will be based on a running numerical sequence.
EXAMPLE(S)	1

LOCATION
- **Map and Grid References**
- **Administrative Location**
- **Other Location**
- **Monument Name**
- **Addresses**

MAP AND GRID REFERENCES

SYSTEM MNEMONIC	KM100
FIELD TITLE	National Grid Reference 100 KM Square
FIELD DEFINITION	The two letters which uniquely identify a 100 KM square as defined by the OS on the Primary National Grid.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	2
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	

For relevant 100 Km square, choose first letter from Northing (either N S or T) followed by the Easting letter.

CONSISTENCY	
COMMENTS	Use for Maritime Archaeology up to 12 mile limit. Validated against an authority list of permitted codes.
EXAMPLE(S)	The Isle of Wight is contained within the square Northing=0 Easting=400. Therefore the letter combination is SZ.

SYSTEM MNEMONIC	NGRE
FIELD TITLE	Ordnance Survey Grid Reference Easting.
FIELD DEFINITION	The part of a conventionally given grid reference recording the easting relative to the KM100 origin. Expressed as a numeric string, the number of characters indicating the number of metres to which the grid reference is correct. Not to be right padded with zeros.
DATA TYPE	Character
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	5,99999
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	5 digits - positional accuracy to 1 metre. 4 digits - positional accuracy to 10 metres. 3 digits - positional accuracy to 100 metres. 2 digits - positional accuracy to 1000 metres. 1 digits - positional accuracy to 10000 metres.
EXAMPLE(S)	SK1234

SYSTEM MNEMONIC	NGRN
FIELD TITLE	Ordnance Survey Grid Reference Northing.
FIELD DEFINITION	The part of a conventionally given grid reference recording the northing relative to the KM100 origin. Expressed as a numeric string, the number of characters indicating the number of metres to which the grid reference is correct. Not to be right padded with zeros.
DATA TYPE	Character
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	5,99999
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	5 digits - positional accuracy to 1 metre. 4 digits - positional accuracy to 10 metres. 3 digits - positional accuracy to 100 metres. 2 digits - positional accuracy to 1000 metres. 1 digits - positional accuracy to 10000 metres.
EXAMPLE(S)	SK1234

SYSTEM MNEMONIC	NGR_QUALIFIER
FIELD TITLE	Ordnance Survey Grid Reference Qualifier.
FIELD DEFINITION	The two or three letter code which qualifies the National Grid Reference for a monument to indicate the significance and reliability. Used in mapping to distinguish between single and multiple references for a monument and to identify the beginning and end of a linear monument.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	3
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	A positively identified site should be qualified by: Code Legend FCE Feature centred GCE Group or complex centred Where a grid reference refers only to a locality and is not precise the qualifier used should be: LO Locality only Where the grid reference is one of several for a linear feature then the qualifier should be: LIN Linear
CONSISTENCY	
COMMENTS	Validated against an authority list of permitted codes.
EXAMPLE(S)	FCE

SYSTEM MNEMONIC	NGRP
FIELD TITLE	National Grid Reference Precision
FIELD DEFINITION	An attribute for each combination of KM100/NGRE/NGRN providing information on the precision of the Monument location within the National Grid Reference System.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	6,100000
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	1 10 100 1000 10000 100000
CONSISTENCY	
COMMENTS	Number represents how precisely the position is fixed to the nearest metre.
EXAMPLE(S)	1 10

SYSTEM MNEMONIC NGR_NO

FIELD TITLE Grid Reference Number

FIELD DEFINITION Conventionally expressed grid reference relative to the false origin, given as a numeric string. Normally this entity would be calculated for mapping purposes only using the following algorithm:

```
IF KM100-NA THEN EAST-000000 AND NORTH-900000
IF KM100-NB THEN EAST-100000 AND NORTH-900000
IF KM100-NC THEN EAST-200000 AND NORTH-900000
IF KM100-ND THEN EAST-300000 AND NORTH-900000
IF KM100-NE THEN EAST-400000 AND NORTH-900000
IF KM100-NF THEN EAST-000000 AND NORTH-800000
IF KM100-NG THEN EAST-100000 AND NORTH-800000
IF KM100-NH THEN EAST-200000 AND NORTH-800000
IF KM100-NJ THEN EAST-300000 AND NORTH-800000
IF KM100-NK THEN EAST-400000 AND NORTH-800000
IF KM100-NL THEN EAST-000000 AND NORTH-700000
IF KM100-NM THEN EAST-100000 AND NORTH-700000
IF KM100-NN THEN EAST-200000 AND NORTH-700000
IF KM100-NO THEN EAST-300000 AND NORTH-700000
IF KM100-NP THEN EAST-400000 AND NORTH-700000
IF KM100-NQ THEN EAST-000000 AND NORTH-600000
IF KM100-NR THEN EAST-100000 AND NORTH-600000
IF KM100-NS THEN EAST-200000 AND NORTH-600000
IF KM100-NT THEN EAST-300000 AND NORTH-600000
IF KM100-NU THEN EAST-400000 AND NORTH-600000
IF KM100-NW THEN EAST-100000 AND NORTH-500000
IF KM100-NX THEN EAST-200000 AND NORTH-500000
IF KM100-NY THEN EAST-300000 AND NORTH-500000
IF KM100-NZ THEN EAST-400000 AND NORTH-500000
IF KM100-SB THEN EAST-100000 AND NORTH-400000
IF KM100-SC THEN EAST-200000 AND NORTH-400000
IF KM100-SD THEN EAST-300000 AND NORTH-400000
IF KM100-SE THEN EAST-400000 AND NORTH-400000
IF KM100-SG THEN EAST-100000 AND NORTH-300000
IF KM100-SH THEN EAST-200000 AND NORTH-300000
IF KM100-SJ THEN EAST-300000 AND NORTH-300000
IF KM100-SK THEN EAST-400000 AND NORTH-300000
IF KM100-SM THEN EAST-100000 AND NORTH-200000
IF KM100-SN THEN EAST-200000 AND NORTH-200000
IF KM100-SO THEN EAST-300000 AND NORTH-200000
IF KM100-SP THEN EAST-400000 AND NORTH-200000
IF KM100-SR THEN EAST-100000 AND NORTH-100000
IF KM100-SS THEN EAST-200000 AND NORTH-100000
IF KM100-ST THEN EAST-300000 AND NORTH-100000
IF KM100-SU THEN EAST-400000 AND NORTH-100000
IF KM100-SV THEN EAST-000000 AND NORTH-000000
IF KM100-SW THEN EAST-100000 AND NORTH-000000
IF KM100-SX THEN EAST-200000 AND NORTH-000000
IF KM100-SY THEN EAST-300000 AND NORTH-000000
IF KM100-SZ THEN EAST-400000 AND NORTH-000000
IF KM100-TA THEN EAST-500000 AND NORTH-400000
IF KM100-TF THEN EAST-500000 AND NORTH-300000
IF KM100-TG THEN EAST-600000 AND NORTH-300000
IF KM100-TL THEN EAST-500000 AND NORTH-200000
IF KM100-TM THEN EAST-600000 AND NORTH-200000
IF KM100-TQ THEN EAST-500000 AND NORTH-100000
IF KM100-TR THEN EAST-600000 AND NORTH-100000
IF KM100-TV THEN EAST-500000 AND NORTH-000000
IF KM100-TW THEN EAST-600000 AND NORTH-000000
```

NGR_NO=(EAST+NGRE*10**(4-IFIX(LOG10(NGRE))))*1EG+
NORTH+NGRN*10**(4-IFIX(LOG10(NGRN)))

Get the value of the entry in KM100 and then look up the values, in meter terms, for EAST and NORTH derived from the KM100 letters.

Calculate the number of digits represented in the records NGRE by taking the integer value of the base 10 logarithm of the number and subtract this number from 4 (this gives a scaling factor by which the number must be multiplied to give a five digit NGRE). Next multiply the NGRE by 10 raised to the power of the scaling factor and add the six figure EAST. Multiply the result by 1000000 to generate the left six digits of the twelve figure grid reference.

Calculate the number of digits represented in the recorded NGRN by taking the integer value of the base 10 logarithm of the number and subtract this number from 4 (this gives a scaling factor by which the number must be multiplied to give a five digit NGRN). Next multiply the NGRN by 10 raised to the power of the scaling factor and add this and the six figure NORTH to the earlier result.

Using the specific site of the RCHME Southampton office as an example: if the value in NGRE is 385 then its log10 is 2 and so, using 4-2, this will be raised to the power 2 (ie multiplied by 100) giving 38500. If the 100KM square easting is 400000 then the calculated absolute easting becomes:

400000+38500 giving 438500 which is accurate to the nearest one hundred metres even though the number is represented to the nearest metre. If the value in NGRE was 3855 then its log10 is 3 and this would then be multiplied by 10 only but the 438550 would then be accurate to ten metres.

DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	12,999999999999
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERMS	
CONSISTENCY	
COMMENTS	
EXAMPLES	401234301234

ADMINISTRATIVE LOCATION

SYSTEM MNEMONIC COUNTY_CODE

FIELD TITLE County Code

FIELD DEFINITION The codes for each county currently used by the National Buildings Record, the National Archaeological Record (London) and English Heritage derived originally from the National Census.

DATA TYPE Character

ENTRY RULE Alphabetic upper case

ENTRY WIDTH/RANGE 2

ENTRY CLASS Mandatory and non unique, with repeat entries

ENTRY TERM(S)

Code	County
AV	AVON
BD	BEDFORDSHIRE
BK	BERKSHIRE
BU	BUCKINGHAMSHIRE
CB	CAMBRIDGESHIRE
CH	CHESHIRE
CI	CHANNEL ISLANDS
CL	CLEVELAND
CO	CORNWALL
CU	CUMBRIA
DO	DORSET
DR	DERBYSHIRE
DU	DURHAM
DV	DEVON
ES	EAST SUSSEX
EX	ESSEX
GC	GLOUCESTERSHIRE
GM	GREATER MANCHESTER
HA	HAMPSHIRE
HT	HERTFORDSHIRE
HU	HUMBERSIDE
HW	HEREFORD AND WORCESTER
IM	ISLE OF MAN
IW	ISLE OF WIGHT
KE	KENT
LA	LANCASHIRE
LE	LEICESTERSHIRE
LI	LINCOLNSHIRE
LO	GREATER LONDON
MR	MERSEYSIDE
ND	NORTHUMBERLAND
NF	NORFOLK
NN	NORTHAMPTONSHIRE
NT	NOTTINGHAMSHIRE
NY	NORTH YORKSHIRE
OX	OXFORDSHIRE
SA	SHROPSHIRE
SF	SUFFOLK
SI	ISLES OF SCILLY
SO	SOMERSET
ST	STAFFORDSHIRE
SU	SURREY
SY	SOUTH YORKSHIRE
TW	TYNE AND WEAR

	WA WARWICKSHIRE WI WILTSHIRE WM WEST MIDLANDS WS WEST SUSSEX WY WEST YORKSHIRE
CONSISTENCY	Validated against an authority list of permitted county codes and administrative location combinations (with district code and civil parish full name).
COMMENTS	
EXAMPLE(S)	OX

SYSTEM MNEMONIC	DISTRICT_CODE
FIELD TITLE	Administrative Local Authority Code
FIELD DEFINITION	The codes for each district currently used by the National Buildings Record, the National Archaeological Record (London) and English Heritage derived originally from the National Census.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	2
ENTRY CLASS	Mandatory and non unique, with repeat entries
ENTRY TERM(S)	Refer to Appendix
CONSISTENCY	Validated against an authority list of permitted district codes and administrative location combinations (with county code and civil parish full name).
COMMENTS	
EXAMPLE(S)	DD

SYSTEM MNEMONIC	PARISH_NAME
FIELD TITLE	Civil Parish Full Name
FIELD DEFINITION	The name of the parish is entered. Where there is no parish then the district name is entered in the civil parish full name field.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	45
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	Validated against an authority list of permitted parish names and administrative location combinations (with county code and district code).
COMMENTS	If it is preferred to enter a parish code (translating to the parish full name) then the codes created by English Heritage should be used as the authority list. The civil parish full name should be checked against entries in the Municipal Year Book and against the latest issue of OS maps. Non parish areas should be expressed as NON_PAR_AREA or LOCALITY.
EXAMPLE(S)	ANCROFT HEMLEY

OTHER LOCATION

SYSTEM MNEMONIC	NON_PAR_AREA
FIELD TITLE	Non Parish Area.
FIELD DEFINITION	A discrete, non administrative area within a non parish area.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	45
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	A draft authority list is available on request from the Secretary to the RCHME/ACAO Working Party on Information Standards (for address see page 4)
CONSISTENCY	COUNTY_CODE and DISTRICT_CODE must be completed. Must not be used with PARISH_NAME.
COMMENTS	This is an unvalidated field within the location hierarchy, between DISTRICT_CODE and AREA and equivalent to PARISH_NAME.
EXAMPLE(S)	WHITEHAVEN DORKING KEIGHLEY

SYSTEM MNEMONIC	LOCALITY
FIELD TITLE	Locality
FIELD DEFINITION	An area within a town or parish which is smaller than the parish or non-parish area and may include ecclesiastical parish.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	45
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	This is an unvalidated field used to record the name of a settlement within a civil parish eg hamlets, and localities within a town or city.
EXAMPLE(S)	SOHO EASINGTON OLD TOWN

SYSTEM MNEMONIC	MON_NAME
FIELD TITLE	Monument Name
FIELD DEFINITION	Name or names by which a monument is known.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	The name by which a monument is known. Where a monument has been described by more than one authority with more than one designation then a repeat entry for the field should be added. In the absence of a name the type designation of the monument should NOT be entered eg Church, Castle. The only occasion on which a monument's type should be entered in this field is when it forms part of its name eg Rose Cottage, Richmond Castle.
EXAMPLE(S)	Hadrian's Wall

ADDRESSES

LOCATION ADDRESS

SYSTEM MNEMONIC	ROAD_STREET
FIELD TITLE	Road or Street
FIELD DEFINITION	Records the thoroughfare on or near which the monument stands.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	45
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Use full name eg Road rather than Rd and Street rather than St. May be in form of a road number for areas where a name is not in use.
EXAMPLE(S)	Oxford Street Cambridge Road B6273 M6

SYSTEM MNEMONIC	SIDE_STREET
FIELD TITLE	Side of Street
FIELD DEFINITION	Code recording the position of the monument on the road or street.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	2
ENTRY CLASS	Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
N	North side
NE	Northeast side
E	East side
SE	Southeast side
S	South side
SW	Southwest side
W	West side
NW	Northwest side

CONSISTENCY

COMMENTS Validated against an authority list of permitted codes.

EXAMPLE(S) N

SYSTEM MNEMONIC	STREET_NO
FIELD TITLE	Street Number
FIELD DEFINITION	Number or run of numbers given to a particular monument as part of its address.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	10
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	In some cases eg a terrace, it will be a range delimited by hyphens to separate the first and last numbers in a range eg 1-9. Irregular groups are divided with commas eg 12,15.
EXAMPLE(S)	1 1-9 12,15

LISTED BUILDING ADDRESS

SYSTEM MNEMONIC	LB_ROAD_STREET
FIELD TITLE	Listed Building Road or Street
FIELD DEFINITION	Records the thoroughfare on or near which the listed building stands.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	45
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Use full name eg Road rather than Rd and Street rather than St. May be in form of a road number for areas where a name is not in use.
EXAMPLE(S)	Oxford Street Cambridge Road B6273 M6

SYSTEM MNEMONIC	LB_SIDE_STREET
FIELD TITLE	Listed Building Side of Street
FIELD DEFINITION	Code recording the position of the listed building on the road or street.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	2
ENTRY CLASS	Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
N	North side
NE	Northeast side
E	East side
SE	Southeast side
S	South side
SW	Southwest side
W	West side
NW	Northwest side

CONSISTENCY

COMMENTS Validated against an authority list of permitted codes.

EXAMPLE(S) N

SYSTEM MNEMONIC	LB_STREET_NUMBER
FIELD TITLE	Listed Building Street Number
FIELD DEFINITION	Number or run of numbers given to a particular listed building as part of its address.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	10
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	In some cases eg a terrace, it will be a range delimited by hyphens to separate the first and last numbers in a range eg 1-9. Irregular groups are divided with commas eg 12,15.
EXAMPLE(S)	1 1-9 12,15

SYSTEM MNEMONIC	LB_NUM_QUAL
FIELD TITLE	Listed Building Number Qualifier
FIELD DEFINITION	Single character code used to qualify number by specifying whether a run of numbers is consecutive, even or odd or adjacent.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	1
ENTRY CLASS	Optional and non unique, no repeat entries

ENTRY TERM(S)

Code	Legend
A	Adjacent
C	Consecutive
E	Even
O	Odd

CONSISTENCY

COMMENTS Validated against an authority list of permitted codes.

EXAMPLE(S) A

POSTAL ADDRESS

SYSTEM MNEMONIC	POST_ADD
FIELD TITLE	Postal Address
FIELD DEFINITION	Address in form used for communication.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	Lines 1-6
ENTRY CLASS	Optional and unique, with repeat entries
ENTRY TERMS	
CONSISTENCY	Should be completed in conjunction with a post code
COMMENTS	No punctuation should be used.
EXAMPLES	212 Lewisham High Street Lewisham London

SYSTEM MNEMONIC	POST_CODE
FIELD TITLE	Post Code
FIELD DEFINITION	Official post code issued for a building.
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	8
ENTRY CLASS	Optional and non unique with repeat entries
ENTRY TERMS	
CONSISTENCY	Must be accompanied by a postal address
COMMENTS	The Post Office issues books of post codes by postal area which can be used as a source.
EXAMPLES	SE13 4PW

BIBLIOGRAPHY

SYSTEM MNEMONIC	DOC_TYPE
FIELD TITLE	Bibliographic Document Type
FIELD DEFINITION	A code which describes the type of document
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	1
ENTRY CLASS	Mandatory and non unique

ENTRY TERM(S)

Code	Legend
A	Article in serial
B	Article in monograph
C	Cartographic materials
D	Sound recordings, music
E	Projected and video material
F	Machine-readable data files
G	Graphics materials, including photographs, slides, drawings, plans
H	Microforms
I	Indexes
M	Monograph, eg book, pamphlet, collected work
S	Serial, eg journal, newspaper
U	Unpublished document,eg thesis, manuscripts
V	Verbal communication

CONSISTENCY	
COMMENTS	Validated against authority list of permitted codes
EXAMPLE(S)	A

SYSTEM MNEMONIC	DOC_TITLE
FIELD TITLE	Bibliographic Document Title
FIELD DEFINITION	The title of the document.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Subtitles should follow the main title separated by a colon
EXAMPLE(S)	Yesterday's Exmoor Quantification: towards a standard practice

SYSTEM MNEMONIC	DOC_ORIGINATOR
FIELD TITLE	Bibliographic Document Originator(s)
FIELD DEFINITION	The name of the originator(s) of bibliographic document or verbal communication.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Mandatory and non unique, with repeat entries permitted in conjunction with DOCS_ORIGS_ROLE.
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Should be entered with surname first, comma, space, initial or given forename, space, initial or given forename, etc.
EXAMPLE(S)	Jones, Robert G B Smith, R Terence Institute of Field Archaeologists Anon

SYSTEM MNEMONIC	DOC_ORIGS_ROLE
FIELD TITLE	Bibliographic Document Originator(s) Role
FIELD DEFINITION	A code which describes the nature of the role of the named originator(s) of the bibliographic document or verbal communication.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRY CLASS	Mandatory and non unique, repeat entries permitted in conjunction with DOC_ORIGINATOR.

ENTRY TERM(S)

Code	Legend
ART	Artist
AUTH	Author
CART	Cartographer
CHMN	Chairman
COMP	Compiler
CORP	Corporate author
DES	Designer
DRAU	Draughtsman
ED	Editor
INF	Informant
IND	Indexer
PHOT	Photographer
PROG	Programmer
REV	Reviser
SURV	Surveyor

CONSISTENCY	
COMMENTS	Validated against an authority list of permitted codes
EXAMPLE(S)	ED

SYSTEM MNEMONIC	DOC_ISSUE_DATE
FIELD TITLE	Bibliographic Document Date of Publication or Issue
FIELD DEFINITION	Bibliographic document year of publication, issue or broadcast. Include year of verbal communication if known.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	4,(current year)
ENTRY CLASS	Mandatory and non unique, no repeat entries
ENTRY TERM(S)	Must be entered in the form YYYY
CONSISTENCY	
COMMENTS	Must be no later than current year. Volume dates should be entered in SER_DESCRIP. This field can only be left blank if the document is undated.
EXAMPLE(S)	1954 1991

SYSTEM MNEMONIC	DOC_PUBLISHER
FIELD TITLE	Bibliographic Document Publisher or Issuer
FIELD DEFINITION	The publisher or issuer of the document
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	English Heritage The Library Association

SYSTEM MNEMONIC	DOC_PLACE_PUBLICATION
FIELD TITLE	Bibliographic Document Place of Publication
FIELDDEFINITION	The place of publication or issue of the document.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	London

SYSTEM MNEMONIC	DOC_EDITION
FIELD TITLE	Bibliographic Document Edition
FIELD DEFINITION	Description of the relevant edition of the document.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	15
ENTRY CLASS	Optional and non unique, no repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	Rev ed 3rd ed 19th ed

SYSTEM MNEMONIC	DOC_ISBN
FIELD TITLE	Bibliographic Document International Standard Book Number
FIELD DEFINITION	The International Standard Book Number of the bibliographic reference to which the record refers (if appropriate).
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	13
ENTRY CLASS	Optional and unique, no repeat entries
ENTRY TERM(S)	Three groups of numeric characters followed by a fourth group of alphanumeric characters delimited by hyphens.
CONSISTENCY	
COMMENTS	Mandatory where applicable.
EXAMPLE(S)	1-872414-15-X 0-85365-899-4

SYSTEM MNEMONIC	DOC_DESCRIP
FIELD TITLE	Bibliographic Document Description
FIELD DEFINITION	The physical description or medium of the document.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	number of preliminary pages (in small roman numerals), number of pages (in arabic numerals), presence of plates (denoted by 'pls' or 'colour pls' or 'pls (some in colour)'), presence of figures (denoted by 'figs'), presence of tables (denoted by 'tables'), presence of references (denoted by 'refs'), presence of an index (denoted by 'index'), presence of fiche (denoted by 'fiche'). other necessary descriptors eg postlims
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	xvii, 32 pp, pls, figs, tables, refs, index 32 pp, colour pls, fiche

SYSTEM MNEMONIC	SER_TITLE
FIELD TITLE	Title of Bibliographic Series or Monograph
FIELD DEFINITION	The title of the bibliographic series or monograph containing the document.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Use standard abbreviations where possible, obtainable from list published in "Signposts for archaeological publication" (CBA, 3rd ed,1991).
EXAMPLE(S)	English Medieval industries: craftsmen, techniques, products. J Archaeol Sci

SYSTEM MNEMONIC	SER_ORIGINATOR
FIELD TITLE	Bibliographic Series Originator(s)
FIELD DEFINITION	Name of the originator(s) of bibliographic series or monograph containing the document.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique, with repeat entries permitted in conjunction with SER_ORIGS_ROLE
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Personal names should be entered with surname, first, comma, space, initial or given forename, space, initial or given forename, etc.
EXAMPLES	Jones, Robert G B Smith, R Terence Institute of Field Archaeologists

SYSTEM MNEMONIC SER_ORIGS_ROLE

FIELD TITLE Bibliographic Series Originator(s) Role

FIELD DEFINITION A code which describes the nature of the role of the named originator(s) of the bibliographic series or monograph containing the document.

DATA TYPE Character

ENTRY RULE Alphabetic upper case

ENTRY WIDTH/RANGE 4

ENTRY CLASS Optional and non unique, with repeat entries permitted in conjunction with SER_ORIGINATOR

ENTRY TERM(S)

Codes	Legend
ART	Artist, including performer
AUTH	Author, including composer
CART	Cartographer
CHMN	Chairman
COMP	Compiler
CORP	Corporate author
DES	Designer
DRAU	Draughtsman
ED	Editor
IND	Indexer
PHOT	Photographer
PROG	Programmer
REV	Reviser
SURV	Surveyor

CONSISTENCY

COMMENTS Validated against an authority list of permitted codes.

EXAMPLE(S) AUTH
ED

SYSTEM MNEMONIC	SER_ISSN
FIELD TITLE	Bibliographic Series International Standard Serial Number
FIELD DEFINITION	The International Standard Serial Number of the bibliographic series or monograph reference containing the document to which the record refers (if appropriate).
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	9
ENTRY CLASS	Optional and unique
ENTRY TERM(S)	Two groups of alphanumeric characters separated by a hyphen.
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	0007-0270 0076-6097

SYSTEM MNEMONIC	SER_DESCRIP
FIELD TITLE	Bibliographic Series Description
FIELD DEFINITION	The physical description of the series or monograph containing the document.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	240
ENTRY CLASS	Optional and non unique
ENTRY TERM(S)	series number (eg '3 SER'), volume number (in arabic numerals eg '65') volume part number (in arabic numerals eg '2') year or years for which issued (in arabic numerals eg '1986-8') starting and finishing pages (in arabic numerals eg '267-91') other necessary descriptors eg postlims
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	3 SER, 65(2), 1990 (1991), 267-91 9, 1991, 11-19

SYSTEM MNEMONIC	SOURCE_NO
FIELD TITLE	Source Number
FIELD DEFINITION	Source number allocated to the bibliographic reference which will serve as the cross reference between the bibliographic attributes and the descriptive text.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	3,999
ENTRY CLASS	Mandatory and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Number sequentially within record.
EXAMPLE(S)	1

SYSTEM MNEMONIC	DOC_LOC
FIELD TITLE	Archival Source Location
FIELD DEFINITION	The name of the institution or other repository for an archival item which is cited as a source in the bibliographic portion of the record.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	60
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Full name, not coded
EXAMPLE(S)	Museum of London

SYSTEM MNEMONIC	ACC_NO
FIELD TITLE	Archival Source Accession Number
FIELD DEFINITION	The accession or other number used by the repository to identify uniquely an archival item cited as a source.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	20
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	1987.67

MONUMENT CHARACTER
- Type
- Quantity
- Description
- Age

SYSTEM MNEMONIC	TYPE
FIELD TITLE	Monument Type
FIELD DEFINITION	The term or terms by which a monument has been classified. This will normally be the interpretation of the monument by function and/or form.
DATA TYPE	Character
ENTRY RULE	Alphabetic Upper Case
ENTRY WIDTH/RANGE	45
ENTRY CLASS	Mandatory and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	The terminology to be used in this field should be derived from the "Thesaurus of Archaeological Site Types" (1992) or the "Revised Thesaurus of Architectural Terms" (1989). In due course these will be superseded as the standard by the integrated thesaurus of archaeological and architectural terms - "The Thesaurus of Monument Types" (forthcoming). There is a mechanism in place for users of the thesauri to recommend "candidate terms" for the Thesaurus Working Party to consider for future updates and additions.
EXAMPLE(S)	BARROW

SYSTEM MNEMONIC	MON_CERT
FIELD TITLE	Monument Certainty
FIELD DEFINITION	Indicates the certainty of a monument type.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	1
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	?
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	?

SYSTEM MNEMONIC	QUANTITY
FIELD TITLE	Quantity
FIELD DEFINITION	Indicates the number of instances of a monument type as defined in Monument Type. The default entry will be one. Greater than one entries will be used where a group term is used which has components eg CEMETERY, should specify the number of burials represented, or where there is more than one of the type described eg FLINT SCATTER, should specify the number of artefacts of which the scatter is made up.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	5,99999
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	1 23

SYSTEM MNEMONIC	DESCRIPTION
FIELD TITLE	Description
FIELD DEFINITION	A free text description of the monument. If there are internal conventions for the data that this field should contain then these should be followed.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRYWIDTH/RANGE	Free text, ideally with word processing capabilities.
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Blocks of text should be cross-referenced to sources by giving a source number in brackets eg [1], at the end of the relevant piece of text.
EXAMPLE(S)	

AGE

SYSTEM MNEMONIC	D_MIN
FIELD TITLE	Date Minimum
FIELD DEFINITION	The number which is used to denote the minimum date within a date range to which a site belongs.
DATA TYPE	Numeric
ENTRY RULE	Positive and signed integer; no leading zeros
ENTRY WIDTH/RANGE	4,(maximum value should be current year)
ENTRY CLASS	Optional, non unique with repeat entries
ENTRY TERMS	
CONSISTENCY	If the entry value in D_MIN is X, then an entry in D_MAX is X, or greater than X.
COMMENTS	The date minimum/date maximum approach is designed to provide a date range for a site where PERIOD alone is insufficiently precise. Depending on the nature of the site the range may indicate an occupation phase, phase of construction or significant alteration and so fields may need to be repeated. The DIS_DATE field may be used to indicate whether events such as occupation, construction or alteration are intended. The display date field may also be used to indicate whether the evidence is of continuous activity or an activity contained within the range. The D_MIN field may also be used to indicate a "terminus post quem" for a site. Conventions for converting imprecise dates eg circa dates, century or part century or given in the examples below. The suggested conventions can be modified if more precise information is available eg that a circa date was within two years either side rather than the convention suggested of ten years.

EXAMPLE(S)

	Date Minimum	Date Maximum	Display Date
Absolute date eg 1791	1791	1791	Built 1791
Date range eg WWII	1939	1945	World War II
Century eg 7th century AD	600	699	C7
Prehistoric century eg 2nd century BC	-199	-100	C2 BC
Date BC/AD span eg C1 BC/C1 AD	-99	1	C1 BC - C1
Early century eg early 7th century	600	632	Early C7
Mid Century eg mid 7th century	633	666	Mid C7

	Date Minimum	Date Maximum	Display Date
Late century eg late 7th century	667	699	Late C7
Span over centuries eg 17th-18th century	1600	1799	C17 - C18
Decade eg 1720s	1720	1729	1720s
Circa Date eg c1720	1710	1730	c1720
Pre-date eg pre 1650		1650	pre 1650
Post-date eg post 1650	1650		post 1650
Throughout date range eg from 1820 to 1846	1820	1846	1820-1846
Within date range eg between 1820 and 1846	1820	1846	1820X1846

SYSTEM MNEMONIC D_MAX

FIELD TITLE Date Maximum

FIELD DEFINITION The number which is used to denote the maximum date within a date range to which a site belongs.

DATA TYPE Numeric

ENTRY RULE Positive and signed integer; no leading zeros

ENTRY WIDTH/RANGE 4,(maximum value should be current year)

ENTRY CLASS Optional, non unique with repeat entries

ENTRY TERMS

CONSISTENCY If the entry value in D_MAX is Y, then an entry in D_MIN is blank, Y, or less than Y.

COMMENTS The date minimum/date maximum approach is designed to provide a date range for a site where PERIOD alone is insufficiently precise. Depending on the nature of the site the range may indicate an occupation phase, phase of construction of significant alteration and so fields may need to be repeated. The DIS_DATE field may be used to indicate whether events such as occupation, construction or alteration are intended. The display date field may also be used to indicate whether the evidence is of continuous activity or an activity contained within the range.

The D_MAX field may also be used to indicate a "terminus ante quem" for a site. Conventions for converting imprecise dates eg circa dates, century or part century or given in the examples below. The suggested conventions can be modified if more precise information is available eg that a circa date was within two years either side rather than the convention suggested of ten years.

EXAMPLE(S)

	Date Minimum	Date Maximum	Display Date
Absolute date eg 1791	1791	1791	Built 1791
Date range eg WWII	1939	1945	World War II
Century eg 7th century AD	600	699	C7
Prehistoric century eg 2nd century BC	-199	-100	C2 BC
Date BC/AD span eg C1 BC/C1 AD	-99	1	C1 BC - C1
Early century eg early 7th century	600	632	Early C7
Mid Century eg mid 7th century	633	666	Mid C7

	Date Minimum	Date Maximum	Display Date
Late century eg late 7th century	667	699	Late C7
Span over centuries eg 17th-18th century	1600	1799	C17 - C18
Decade eg 1720s	1720	1729	1720s
Circa Date eg c1720	1710	1730	c1720
Pre-date eg pre 1650		1650	pre 1650
Post-date eg post 1650	1650		post 1650
Throughout date range eg from 1820 to 1846	1820	1846	1820-1846
Within date range eg between 1820 and 1846	1820	1846	1820X1846

SYSTEM MNEMONIC DIS_DATE

FIELD TITLE Display Date

FIELD DEFINITION A free text field used to amplify and/or display the original form of a date expressed as the D_MIN/D_MAX or PERIOD.

DATA TYPE Character

ENTRY RULE Alphanumeric mixed case

ENTRY WIDTH/RANGE 25

ENTRY CLASS Optional and non unique

ENTRY TERMS

CONSISTENCY

COMMENTS This field is designed to be used as a free text qualifier/ display in conjunction with the D_MIN,D_MAX and PERIOD fields. This field may be used to indicate whether events such as occupation, construction or alteration are indicated by the D_MIN/D_MAX fields. It may also be used to indicate whether the evidence is of a continuous activity throughout the indicated date range or of an activity known to have occurred within a range. An existing convention used by historians is employed in the DIS_DATE for this purpose. Where an activity occurs throughout a date range a "-" is placed between the date represented in this field; when it occurs within a period an "X" is used.

The DIS_DATE field should be used to show the original form of the date or "period" modified for entry into the D_MIN, D_MAX or PERIOD fields following the examples given below eg c1720, Claudian.

EXAMPLE(S)

	Date Minimum	Date Maximum	Display Date
Absolute date eg 1791	1791	1791	Built 1791
Date range eg WWII	1939	1945	World War II
Century eg 7th century AD	600	699	C7
Prehistoric century eg 2nd century BC	-199	-100	C2 BC
Date BC/AD span eg C1 BC/C1 AD	-99	1	C1 BC - C1
Early century eg early 7th century	600	632	Early C7
Mid Century eg mid 7th century	633	666	Mid C7
Late century eg late 7th century	667	699	Late C7

	Date Minimum	Date Maximum	Display Date
Span over centuries eg 17th-18th century	1600	1799	C17 - C18
Decade eg 1720s	1720	1729	1720s
Circa Date eg c1720	1710	1730	c1720
Pre-date eg pre 1650		1650	pre 1650
Post-date eg post 1650	1650		post 1650
Throughout date range eg from 1820 to 1846	1820	1846	1820-1846
Within date range eg between 1820 and 1846	1820	1846	1820X1846

Listed below are recommended D_MIN, D_MAX or PERIOD conversions for retrieval of dating expressed as specific reigns, other historical events etc. These terms are entered into the DIS_DAT to show their original form and retrieval is via the other dating fields.

Original Term	D_MIN/D_MAX	PERIOD	DIS_DATE
Beaker		EBA	Beaker
Claudian	41 - 54	RO	Claudian
Neronian	54 - 68	RO	Neronian
Flavian	69 - 96	RO	Flavian
Trajanic	98 - 117	RO	Trajanic
Hadrianic	117 - 138	RO	Hadrianic
Antonine	138 - 192	RO	Antonine
Severan	193 - 211	RO	Severan
Norman	1066 - 1154	MD	Norman
Plantagenet	1154 - 1485	MD	Plantagenet
Tudor	1485 - 1603	MD PM	Tudor
Stuart	1603 - 1714	PM	Stuart
Civil War	1642 - 1649	PM	Civil War
Hanoverian	1714 - 1837	PM	Hanoverian
Napoleonic Wars	1799 - 1815	PM	Napoleonic Wars
Victorian	1837 - 1901	PM	Victorian
Palmerstonian	1855 - 1865	PM	Palmerstonian
Edwardian	1901 - 1910	MO	Edwardian
World War I	1914 - 1918	MO	World War I
World War II	1939 - 1945	MO	World War II

SYSTEM MNEMONIC PERIOD

FIELD TITLE Period

FIELD DEFINITION A coded field used to describe the period to which the monument belongs.

DATA TYPE Character

ENTRY RULE Alphanumeric upper case

ENTRY WIDTH/RANGE 4

ENTRY CLASS Mandatory and non unique, with repeat entries

ENTRY TERMS

	Code	Legend	
Prehistoric Periods			
	LPA	Lower Palaeolithic	
	MPA	Middle Palaeolithic	
	UPA	Upper Palaeolithic	
	PA	Palaeolithic	
	EME	Early Mesolithic	
	LME	Late Mesolithic	
	ME	Mesolithic	
	ENE	Early Neolithic	
	MNE	Middle Neolithic	
	LNE	Late Neolithic	
	NE	Neolithic	
	EBA	Early Bronze Age	
	MBA	Middle Bronze Age	
	LBA	Late Bronze Age	
	BA	Bronze Age	
	EIA	Early Iron Age	
	MIA	Middle Iron Age	
	LIA	Late Iron Age	
	IA	Iron Age	
	EPR	Early Prehistoric (ie Palaeolithic/Mesolithic)	
	LPR	Later Prehistoric (ie Neolithic - Iron Age)	
	PR	Prehistoric	
Historic Periods			Recommended Date Ranges
	RO	Roman	43 - 410
	EM	Early Medieval	410 - 1066
	MD	Medieval	1066 - 1540
	PM	Post Medieval	1540 - 1901
	MO	Modern	1901 - present
Unknown Period			
	UN	Unknown	

CONSISTENCY

COMMENTS For historic periods, whenever greater date precision may be achieved, the use of D_MIN and D_MAX in addition to PERIOD should be encouraged.

It is accepted that the recommended date definitions for the 'start' and 'finish' of periods could be seen as arbitrary or difficult to apply uniformly across the Country and that they may therefore need to be tailored locally to model regional variation.

Ideally PERIOD should allow a hierarchical relationship between terms for nested retrieval of periods ie that Bronze Age will automatically retrieve Early, Middle and Late

Bronze Age and that Prehistoric will retrieve all the relevant component periods. Alternatively the codes for the periods have been devised to facilitate wild card searches for the majority of periods and their sub-components.

For sorting in chronological order it may be necessary to use a numeric addition, which runs sequentially to the period code if this cannot be programmed in, internally. For historic periods an outer sort on PERIOD and an inner sort on D_MIN and D_MAX may be necessary.

A number of 'period' terms expressed as specific reigns or names of historical events etc are less useful for retrieval than the use of D_MIN, D_MAX and PERIOD entries. These terms are therefore entered in DIS_DATE with their corresponding dates and periods (see DIS_DATE for examples).

Where the period of a monument is uncertain the entry in PERIOD can be qualified by a '?' in D_PRE. If alternative periods are possible, entries in PERIOD should be repeated with a '?' in D_PRE.

EXAMPLES

BA
RO

SYSTEM MNEMONIC	PER_PRE
FIELD TITLE	Period Precision
FIELD DEFINITION	A qualifying term providing an expression of precision for the period given.
DATA TYPE	Character
ENTRY RULE	Alphanumeric upper case
ENTRY WIDTH/RANGE	1
ENTRY CLASS	Optional and non unique with repeat entries permitted in conjunction with PERIOD.
ENTRY TERM	? Uncertain Period
CONSISTENCY	
COMMENTS	
EXAMPLES	?

SYSTEM MNEMONIC SC_DATE

FIELD TITLE Scientific Date

FIELD DEFINITION A coded field to indicate the existence and type of scientific dating available for a monument.

DATA TYPE Character

ENTRY RULE Alphabetic upper case

ENTRY WIDTH/RANGE 4

ENTRY CLASS Optional and non unique, with repeat entries

ENTRY TERMS

Code	Legend
AAR	AMINO ACID RACEMISATION
BON	CHEMICAL DATING ON BONE
C14	RADIOCARBON
DEN	DENDROCHRONOLOGY
ESR	ELECTRON SPIN RESONANCE
FIS	FISSION TRACK
KAR	POTASSIUM ARGON
MAG	ARCHAEOMAGNETIC
OH	OBSIDIAN HYDRATION
OPT	OPTICAL
TL	THERMOLUMINESCENCE
UR	URANIUM SERIES

CONSISTENCY

COMMENTS It is anticipated that full details of scientific dating evidence will be given in the descriptive text of the monument cross referenced to a publication/source. Absolute dates provided by scientific methods may contribute to the assessment of period or minimum and maximum dates for a monument but only after the qualification attached to the method, sample or context have been assessed and given due weight.

MONUMENT RECORDING HISTORY

SYSTEM MNEMONIC	EVENT_TYPE
FIELD TITLE	Type of Event
FIELD DEFINITION	Coded category of monument recording or observation.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRY CLASS	Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
AP	AIR PHOTOGRAPHY
AS	AIR PHOTO SURVEY
BL	BOREHOLE LOG
CS	GEOCHEMICAL SURVEY
ES	ENVIRONMENTAL SAMPLING
EV	EVALUATION
EX	EXCAVATION
FE	FULL EXCAVATION
FO	FIELD OBSERVATION
FP	FULL PHOTOGRAPHIC RECORD
FS	FULL SURVEY
FW	FIELD WALKING
GS	GEOPHYSICAL SURVEY
MS	PHOTOGRAMMETRIC SURVEY
PE	PART EXCAVATION
PP	PART PHOTOGRAPHIC
PS	PART SURVEY
SE	SALVAGE EXCAVATION
SR	SALVAGE RECORD
WB	WATCHING BRIEF

CONSISTENCY	
COMMENTS	List may require additional terms.
EXAMPLE(S)	BL

SYSTEM MNEMONIC	E_START
FIELD TITLE	Start of Recording Event
FIELD DEFINITION	Year on which recording event commences.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	4,(maximum value should be current year)
ENTRY CLASS	Optional and non unique, with repeat entries permitted in conjunction with EVENT
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	No dashes or leading zeros; dates may be right padded using an *. Where E_START is uncertain use the earliest possible date. If applicable and software permits then full dates could be entered in format DD-MMM-YYYY.
EXAMPLE(S)	1970

SYSTEM MNEMONIC	E_END
FIELD TITLE	End of Recording Event
FIELD DEFINITION	Year on which recording event terminates.
DATA TYPE	Numeric
ENTRY RULE	Positive integer
ENTRY WIDTH/RANGE	4,(maximum value should be current year)
ENTRY CLASS	Optional and non unique, with repeat entries permitted in conjunction with EVENT
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	No dashes or leading zeros; dates may be right-padded using an *. Where E_END is uncertain use the latest possible year. If applicable and software permits then full dates could be entered in format DD-MMM-YYYY.
EXAMPLE(S)	1971

SYSTEM MNEMONIC E_PRECISION

FIELD TITLE Event Date Precision

FIELD DEFINITION A qualifying term providing an expression of confidence in the date range suggested (to distinguish between events which certainly spanned a range of dates and those which occurred at an unknown time within a range). It records the number of figures to which the date is known.

DATA TYPE Numeric

ENTRY RULE Positive integer

ENTRY WIDTH/RANGE 1,4

ENTRY CLASS Optional and non unique, with repeat entries permitted in conjunction with E_START.

ENTRY TERM(S)

Code	Legend
1	Occurring sometime within a range of millennia
2	Occurring sometime within a range of centuries
3	Occurring sometime within a range of decades
4	Occurring throughout the range indicated

CONSISTENCY

COMMENTS Dates may be right-padded using an *

EXAMPLE(S) For an event which certainly spanned the entire range 1935-1945 the E_PRECISION 4, E_START 1935 and E_END 1945

For an event which occurrred in the 1930s and/or 1940s the E_PRECISION 3, E_START 193* and E_END 194*

For an event which occurred sometime in the twentieth century the E_PRECISION 2, E_START 19** and E_END 19**

SYSTEM MNEMONIC	F_NAME
FIELDNAME	Fieldworker Name
FIELD DEFINITION	Name(s) of person(s) responsible for undertaking an archaeological event.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	120
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Enter in format surname, comma, space, initial or forename(s). If structure does not allow for repeats and further person(s) are involved delimit with a semi-colon, space. Do not include titles or gender indicators.
EXAMPLE(S)	Abercromby, Dawn L Lang, N Clubb, N D

SYSTEM MNEMONIC	F_ROLE
FIELDNAME	Fieldworker Role
FIELD DEFINITION	Role of person(s) undertaking the recording event described.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRY CLASS	Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
AEP	Aerial Photographer
ANT	Antiquarian
DIV	Diver (maritime)
DON	Donor
ENG	Engineer (bore holes)
EXC	Excavator (ie director of excavation, evaluation or watching brief)
FDW	Field Walker
FIN	Finder
GSR	Geophysical Surveyor
PHT	Photographer
RES	Researcher
SAL	Salvager (maritime)
SIN	Site Inspector (role not a grade)
SUR	Surveyor
API	Aerial Photograph Interpreter

CONSISTENCY

COMMENTS

EXAMPLE(S) SUR

SYSTEM MNEMONIC	ASS_ORG
FIELDNAME	Associated Organisation
FIELD DEFINITION	The associated organisation to which person(s) undertaking the recording event belongs.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	6
ENTRY CLASS	Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
BFAU	Birmingham Field Unit
CAS	Central Archaeology Service
CBA	Cou cil for British Archaeology
CLAU	Cumbria and Lancashire Archaeological Unit
EH	English Heritage
MOLAS	Museum of London Archaeological Service
NT	National Trust
OAU	Oxford Archaeological Unit
OS	Ordnance Survey
RCHME	Royal Commission on the Historical Monuments of England
TWA	Wessex Archaeology
WYAU	West Yorkshire Archaeology Unit
YAT	York Archaeological Trust

CONSISTENCY	
COMMENTS	A fuller list is available from the Archaeology Division of the RCHME.
EXAMPLE(S)	CBA

SYSTEM MNEMONIC	P_ARCHIVE
FIELDNAME	Location of Paper Archive
FIELD DEFINITION	Name of the location of plans, context sheets, photographs, notebooks and other records pertaining to the archaeological event.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	20
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	The full name should be given, not an abbreviation or a code.
EXAMPLE(S)	Museum of London

SYSTEM MNEMONIC	F_ARCHIVE
FIELDNAME	Location of Finds Archive
FIELD DEFINITION	Name of the location of artefacts and other physical evidence from the archaeological event.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	20
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	The full name should be given, not an abbreviation or a code.
EXAMPLE(S)	British Museum

MONUMENT MANAGEMENT

SYSTEM MNEMONIC PHY_EVID

FIELD TITLE Physical Evidence

FIELD DEFINITION Coded field describing the physical evidence of the monument in its last recorded state.

DATA TYPE Character

ENTRY RULE Alphabetic upper case

ENTRY WIDTH/RANGE 4

ENTRY CLASS Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
BD	BUILDING (monument with a roof and walls or evidence of these)
CM	CROPMARK (includes monuments identified as soilmarks etc)
DS	DESTROYED (where all evidence of the monument has certainly been totally destroyed due to activity such as gravel extraction)
ENF	ENHANCED NATURAL FEATURE (for 2D representations on a natural feature eg cup and ring marked stones)
EW	EARTHWORK (monument existing as an upstanding earthwork or as a low stone built feature not covered by the other categories)
FI	FIND (monument identified as an artefact scatter or isolated find(s))
NF	NATURAL FEATURE (monument thought to be archaeological or historical but proved to be natural)
SSD	SUB SURFACE DEPOSIT (below ground stratigraphy of archaeological interest, including levelled earthworks where stratigraphy is thought to survive)
SM	SUBMERGED (monument under water)
SCT	STRUCTURE (monument built without both walls and a roof - some discretion is necessary in distinguishing between buildings and structures, examples of structures are crosses, commemorative monuments, animal pens, some military defences and Stonehenge)
ST	SUBTERRANEAN (eg caves)
UN	UNCERTAIN (current recorded evidence on the monument doesnot give the physical evidence)

CONSISTENCY

COMMENTS Validated against an authority list of permitted codes.

This attribute has been known as FORM in relevant databases. Existing authority lists for FORM suggest that the attribute is not conceptually coherent. The most important aspect of FORM is to give the last known physical evidence of the monument. For that reason the attribute has been renamed and the terms within it rationalised. Qualifiers such as whether a building is roofed, bonded, inhabited or ruined have not been included as they were thought to be more relevant to the management of the monument. Terms that describe other evidence for the monument eg documentary evidence, where there is no known physical evidence have been separated into the attribute EVID.

The authority list may require additional terms.

EXAMPLE(S) EW

SYSTEM MNEMONIC	EVID
FIELD TITLE	Evidence
FIELD DEFINITION	Coded field describing how a site has been identified when no physical evidence is available or it is uncertain.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	Code Legend CE CONJECTURAL EVIDENCE (inferred) DE DOCUMENTARY EVIDENCE (book, plan, map, etc) PN PLACENAME EVIDENCE
CONSISTENCY	
COMMENTS	Validated against an authority list of permitted codes. Do not complete if there is physical evidence.
EXAMPLE	PN

SYSTEM MNEMONIC	CONDITION
FIELD TITLE	Condition
FIELD DEFINITION	Coded assessment of the present condition of an archaeological item or building.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	Code Legend GD GOOD MD MEDIUM PR POOR VB VERY BAD UN UNCERTAIN
CONSISTENCY	
COMMENTS	Validated against an authority list of permitted codes.
EXAMPLE(S)	GD

SYSTEM MNEMONIC LAND_USE

FIELD TITLE Land Use

FIELD DEFINITION Coded reference for present land use or uses for an archaeological item drawn from a list of established categories.

DATA TYPE Character

ENTRY RULE Alphabetic upper case

ENTRY WIDTH/RANGE 4

ENTRY CLASS Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
CO1	COASTLAND 1 - MARINE
CO2	COASTLAND 2 - INTER-TIDAL
CO3	COASTLAND 3 - ABOVE HIGH WATER
CO4	COASTLAND 4 - SALTMARSH
CO5	COASTLAND 5 - CLIFF AND RELATED FEATURES
CO6	COASTLAND 6 - OTHER
CL1	CULTIVATED LAND 1 - MINIMAL CULTIVATION
CL2	CULTIVATED LAND 2 - OPERATIONS TO A DEPTH <0.25M
CL3	CULTIVATED LAND 3 - OPERATIONS TO A DEPTH <0.25M
CL4	CULTIVATED LAND 4 - CHARACTER UNDETERMINED
GH1	GRASSLAND, HEATHLAND 1 - HEATHLAND
GH2	GRASSLAND, HEATHLAND 2 - UNDISTURBED GRASSLAND
GH3	GRASSLAND, HEATHLAND 3 - DISTURBED
GH4	GRASSLAND, HEATHLAND 4 - REGULARLY IMPROVED GRASSLAND
GH5	GRASSLAND, HEATHLAND 5 - CHARACTER UNDETERMINED
FW1	OPEN FRESH WATER 1 - RUNNING WATER
FW2	OPEN FRESH WATER 2 - STANDING WATER
OT1	OTHER 1 - ALLOTMENT
OT2	OTHER 2 - IN USE AS BUILDING
OT3	OTHER 3 - BUILT OVER
OT4	OTHER 4 - CHURCHYARD
OT5	OTHER 5 - GARDEN
OT6	OTHER 6 - LAND BOUNDARY
OT7	OTHER 7 - MINERAL EXTRACTION
OT8	OTHER 8 - LAND DEDICATED TO THE DISPLAY OF A MONUMENT
OT9	OTHER 9 - SUBTERRANEAN
OT10	OTHER 10 - ORCHARD
OT11	OTHER 11 - THOROUGHFARE
OT12	OTHER 12 - VERGE
OT13	OTHER 13 - WASTE GROUND
OT14	OTHER 14 - RECREATIONAL USAGE
OT15	OTHER 15 - OTHER
WT1	WETLANDS
WL1	WOODLAND 1 - DECIDUOUS NATIVE
WL2	WOODLAND 2 - DECIDUOUS INTRODUCED
WL3	WOODLAND 3 - MIXED
WL4	WOODLAND 4 - CONIFEROUS PLANTATION
WL5	WOODLAND 5 - UNDETERMINED
WL6	WOODLAND 6 - PARKLAND
WL7	WOODLAND 7 - SCRUB
WL8	WOODLAND 8 - OTHER

CONSISTENCY

COMMENTS Some Sites and Monuments Records may wish to include

additional categories to the LAND_USE attributes to deal with built-over/developed land, particularly in an urban context as part of the site management function.

Consideration will be given to the requirement to publish terminolo y in future editions of the data standards. In the mean-time, those concerned with land use categories may be interested in the following broad categories used by the Department of the Environment to assess land change "Department of the Environment, Statistical Bulletin (87)7, 'Land Use Change in England'":

Residential
 RESIDENTIAL
 INSTITUTIONAL AND COMMUNAL ACCOMMODATION
Transport and Utilities
 HIGHWAYS AND ROAD TRANSPORT
 TRANSPORT
 UTILITIES
Industry and Commerce
 INDUSTRY
 OFFICES
 RETAILING
 STORAGE AND WAREHOUSING
Community Service
 COMMUNITY BUILDINGS
 LEISURE AND RECREATIONAL BUILDINGS
Vacant
 VACANT LAND PREVIOUSLY DEVELOPED
 VACANT LAND NOT PREVIOUSLY DEVELOPED
 DESPOILED LAND

EXAMPLE(S) GH1

SYSTEM MNEMONIC	LAND_USE_AROUND
FIELD TITLE	Land Use Around
FIELD DEFINITION	Coded reference for present land use or uses for the environs of an archaeological item drawn from a list of established categories.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRY CLASS	Optional and non unique, with repeat entries

ENTRY TERM(S)

Code	Legend
CO1	COASTLAND 1 - MARINE
CO2	COASTLAND 2 - INTER-TIDAL
CO3	COASTLAND 3 - ABOVE HIGH WATER
CO4	COASTLAND 4 - SALTMARSH
CO5	COASTLAND 5 - CLIFF AND RELATED FEATURES
CO6	COASTLAND 6 - OTHER
CL1	CULTIVATED LAND 1 - MINIMAL CULTIVATION
CL2	CULTIVATED LAND 2 - OPERATIONS TO A DEPTH <0.25M
CL3	CULTIVATED LAND 3 - OPERATIONS TO A DEPTH <0.25M
CL4	CULTIVATED LAND 4 - CHARACTER UNDETERMINED
GH1	GRASSLAND, HEATHLAND 1 - HEATHLAND
GH2	GRASSLAND, HEATHLAND 2 - UNDISTURBED GRASSLAND
GH3	GRASSLAND, HEATHLAND 3 - DISTURBED
GH4	GRASSLAND, HEATHLAND 4 - REGULARLY IMPROVED
GH5	GRASSLAND, HEATHLAND 5 - CHARACTER UNDETERMINED
FW1	OPEN FRESH WATER 1 - RUNNING WATER
FW2	OPEN FRESH WATER 2 - STANDING WATER
OT1	OTHER 1 - ALLOTMENT
OT2	OTHER 2 - IN USE AS BUILDING
OT3	OTHER 3 - BUILT OVER
OT4	OTHER 4 - CHURCHYARD
OT5	OTHER 5 - GARDEN
OT6	OTHER 6 - LAND BOUNDARY
OT7	OTHER 7 - MINERAL EXTRACTION
OT8	OTHER 8 - LAND DEDICATED TO THE DISPLAY OF A MONUMENT
OT9	OTHER 9 - SUBTERRANEAN
OT10	OTHER 10 - ORCHARD
OT11	OTHER 11 - THOROUGHFARE
OT12	OTHER 12 - VERGE
OT13	OTHER 13 - WASTE GROUND
OT14	OTHER 14 - RECREATIONAL USAGE
OT15	OTHER 15 - OTHER
WT1	WETLANDS
WL1	WOODLAND 1 - DECIDUOUS NATIVE
WL2	WOODLAND 2 - DECIDUOUS INTRODUCED
WL3	WOODLAND 3 - MIXED
WL4	WOODLAND 4 - CONIFEROUS PLANTATION
WL5	WOODLAND 5 - UNDETERMINED
WL6	WOODLAND 6 - PARKLAND
WL7	WOODLAND 7 - SCRUB
WL8	WOODLAND 8 - OTHER

CONSISTENCY	
COMMENTS	Some Sites and Monuments Records may wish to include

additional categories to the LAND_USE attributes to deal with built-over/developed land, particularly in an urban context as part of the site management function.

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  TRANSPORT
  UTILITIES
Industry and Commerce
  INDUSTRY
  OFFICES
  RETAILING
  STORAGE AND WAREHOUSING
Community Service
  COMMUNITY BUILDINGS
  LEISURE AND RECREATIONAL BUILDINGS
Vacant
  VACANT LAND PREVIOUSLY DEVELOPED
  VACANT LAND NOT PREVIOUSLY DEVELOPED
  DESPOILED LAND

EXAMPLE WL1

SYSTEM MNEMONIC AREA_STATUS

FIELD TITLE Area Status

FIELD DEFINITION Coded field to record existing designations, orders, constraints etc applying to the Monument or its immediate environs.

DATA TYPE Character

ENTRY RULE Alphabetic upper case

ENTRY WIDTH/RANGE 4

ENTRY CLASS Optional and non unique, with repeat entries in conjunction with QUALIFIER and IDENTIFIER (if known)

ENTRY TERM(S)

Code	Legend
AAI	AREA OF ARCHAEOLOGICAL IMPORTANCE
AONB	AREA OF OUTSTANDING NATURAL BEAUTY
COL	COMMON LAND
CR	COMPULSORY REPAIR BY SECRETARY OF STATE, SECTION 5 1979 ACT
COA	CONSERVATION AREA
CP	COUNTRY PARK
CRL	CROWN LAND
DF	DEMONSTRATION FARM
ESA	ENVIRONMENTALLY SENSITIVE AREA
DSM	FORMERLY A SCHEDULED MONUMENT NOW DESCHEDULED
GTO	GRANT TO OWNER
GM	GUARDIANSHIP MONUMENT
GMA	GUARDIANSHIP MONUMENT - BY AGREEMENT
GMC	GUARDIANSHIP MONUMENT - COMPULSORY PURCHASE
GMCE	GUARDIANSHIP MONUMENT - CROWN ESTATE
GMDC	GUARDIANSHIP MONUMENT - DUCHY OF CORNWALL
GMDL	GUARDIANSHIP MONUMENT - DUCHY OF LANCASTER
GMLM	GUARDIANSHIP MONUMENT - MANAGED BY A LOCAL AUTHORITY
GMNT	GUARDIANSHIP MONUMENT - NATIONAL TRUST
GMOD	GUARDIANSHIP MONUMENT - OTHER GOVN DEPT OWNED, ADMIN BY DNH
GMOG	GUARDIANSHIP MONUMENT - OTHER GOVN DEPT OWNED, ADMIN BY DOE
GMLO	GUARDIANSHIP MONUMENT - OWNED BY LOCAL AUTHORITY
GMG	GUARDIANSHIP MONUMENT - OWNERSHIP BY GIFT
GMP	GUARDIANSHIP MONUMENT - OWNERSHIP BY PURCHASE
GMPM	GUARDIANSHIP MONUMENT - REDUNDANCY, PASTORAL MEASURES
IPN	INTERIM PRESERVATION NOTICE
EU	LAND IN ECCLESIASTICAL USE
CE	LAND OWNED AND MANAGED BY THE CROWN ESTATE COMMISSION
DC	LAND OWNED BY THE DUCHY OF CORNWALL
DL	LAND OWNED BY THE DUCHY OF LANCASTER
LB	LISTED BUILDING
LBG	LISTED BUILDING - HISTORIC BUILDING COUNCIL GRANT
LBI	LISTED BUILDING GRADE I
LBII	LISTED BUILDING GRADE II
LBIIX	LISTED BUILDING GRADE II*
MAL	LOCAL AUTHORITY MANAGEMENT AGREEMENT IN OPERATION
LNR	LOCAL NATURE RESERVE
MA	MANAGEMENT AGREEMENT IN OPERATION
NNR	NATIONAL NATURE RESERVE
NP	NATIONAL PARK
NTL	NATIONAL TRUST LAND
NSM	NON-SCHEDULED ARCHAEOLOGICAL SITE
OCA	OUTSTANDING CONSERVATION AREA
OGDD	OWNED OR USED BY OTHER GOVN DEPT, ADMINISTERED BY DNH

OGD	OWNED OR USED BY OTHER GOVN DEPT, ADMINISTERED BY DOE
PC	PLANNING CONSENT OBTAINED
PA	PUBLIC ACCESS
PROW	PUBLIC RIGHT OF WAY
PG	PURCHASE GRANT BY SECRETARY OF STATE, SECTION 24 1979 ACT
RG	REGISTERED GARDEN
SM	SCHEDULED MONUMENT
SMCA	SCHEDULED MONUMENT CONSENT - ABSOLUTE
SMCC	SCHEDULED MONUMENT CONSENT - CONDITIONAL
SSSI	SITE OF SPECIAL SCIENTIFIC INTEREST
TPO	TREE PRESERVATION ORDER
WHS	WORLD HERITAGE SITE

CONSISTENCY

COMMENTS Validated against an authority list of permitted codes.

EXAMPLE(S) TPO

SYSTEM MNEMONIC	STATUS_QUALIFIER
FIELD TITLE	Status Qualifier
FIELD DEFINITION	A coded indication of the spatial relationship between the monument and the AREA_STATUS.
DATA TYPE	Character
ENTRY RULE	Alphabetic upper case
ENTRY WIDTH/RANGE	4
ENTRYCLASS	Optional and non unique, with repeat entries permitted in conjunction with STATUS.

ENTRY TERM(S)

Code	Legend
AJ	ADJACENT TO
AW	ASSOCIATED WITH
CW	CONTAINED WITHIN
CN	CONTAINS
CP	CONTAINS PART OF
EF	EXCLUDED FROM

CONSISTENCY	
COMMENTS	Validated against an authority list of permitted codes.
EXAMPLE(S)	AW

SYSTEM MNEMONIC	IDENTIFIER
FIELD TITLE	Identifier of Status
FIELD DEFINITION	A qualifier or identifier for the designated area if known eg SSSI identifier, listed building reference.
DATA TYPE	Character
ENTRY RULE	Alphanumeric mixed case
ENTRY WIDTH/RANGE	77
ENTRY CLASS	Optional and non unique, with repeat entries permitted in conjunction with STATUS and QUALIFIER.
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	886-1/ 20/ 179

SYSTEM MNEMONIC	COMPILER
FIELD TITLE	Compiler
FIELD DEFINITION	Name of compiler.
DATA TYPE	Character
ENTRY RULE	Alphabetic mixed case
ENTRY WIDTH/RANGE	30
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	Name of compiler adding information to the record. Only one name should be entered for each entry. In the case of field teams making entries then only the compiler of the entry should be entered, the contribution of other members of the team appearing as sources. Names are stated surname, followed by initials.
EXAMPLE(S)	Jones, A B

SYSTEM MNEMONIC	COMPILATION_DATE
FIELD TITLE	Compilation Date
FIELD DEFINITION	Indicates the date on which an individual compiler recorded information for the monument.
DATA TYPE	Date
ENTRY RULE	DD-MMM-YYYY
ENTRY WIDTH/RANGE	
ENTRY CLASS	Optional and non unique, with repeat entries
ENTRY TERM(S)	
CONSISTENCY	
COMMENTS	
EXAMPLE(S)	10-MAY-92

Appendix: Administrative local authorities

AVON	
BATH	DC
BRISTOL	DD
KINGSWOOD	DE
NORTHAVON	DF
WANSDYKE	DG
WOODSPRING	DH

BEDFORDSHIRE	
LUTON	DJ
MID BEDFORDSHIRE	DK
BEDFORD	DL
SOUTH BEDFORDSHIRE	DM

BERKSHIRE	
BRACKNELL FOREST	DN
NEWBURY	DP
READING	DQ
SLOUGH	DR
WINDSON AND MAIDENHEAD	DS
WOKINGHAM	DT

BUCKINGHAMSHIRE	
AYLESBUY VALE	DU
CHILTERN	DW
MILTON KEYNES	DX
SOUTH BUCKS	DY
WYCOMBE	DZ

CAMBRIDGESHIRE	
CAMBRIDGE	EB
EAST CAMBRIDGESHIRE	EC
FENLAND	EE
HUNTINGDONSHIRE	EF
PETERBOROUGH	EG
SOUTH CAMBRIDGESHIRE	EH

CHESHIRE	
CHESTER	EJ
CONGLETON	EK
CREWE AND NANTWICH	EL
ELLESMERE PORT AND NESTON	EM
HALTON	EN
MACCLESFIELD	EP
VALE ROYAL	EQ
WARRINGTON	ER

CLEVELAND	
HARTLEPOOL	ES
LANGBAURGH ON TEES	ET
MIDDLESBROUGH	EU
STOCKTON-ON-TEES	EW

CORNWALL	
CARADON	EX
CARRICK	EY
KERRIER	EZ
NORTH CORNWALL	FA
PENWITH	FB
RESTORMEL	FC

CUMBRIA	
ALLERDALE	FE
BARROW-IN-FURNESS	FF
CARLISLE	FG
COPELAND	FH
EDEN	FJ
SOUTH LAKELAND	FK

DERBYSHIRE	
AMBER VALLEY	FL
BOLSOVER	FM
CHESTERFIELD	FN
DERBY	FP
EREWASH	FQ
HIGH PEAK	FR
NORTH EAST DERBYSHIRE	FS
SOUTH DERBYSHIRE	FT
DERBYSHIRE DALES	FU

DEVON	
EAST DEVON	FW
EXETER	FX
MID DEVON	FY
NORTH DEVON	FZ
PLYMOUTH	GA
SOUTH HAMS	GB
TEIGNBRIDGE	GC
TORBAY	GD
TORRIDGE	GE
WEST DEVON	GF

DORSET	
BOURNEMOUTH	GG
CHRISTCHURCH	GH
NORTH DORSET	GJ
POOLE	GK
PURBECK	GL
WEST DORSET	GM
WEYMOUTH AND PORTLAND	GN
EAST DORSET	GP

DURHAM	
CHESTER-LE-STREET	GQ
DARLINGTON	GR
DERWENTSIDE	GS
DURHAM	GT
EASINGTON	GU
SEDGEFIELD	GW

TEESDALE	GX
WEAR VALLEY	GY

ESSEX

BASILDON	HG
BRAINTREE	HH
BRENTWOOD	HJ
CASTLE POINT	HK
CHELMSFORD	HL
COLCHESTER	HM
EPPING FOREST	HN
HARLOW	HP
MALDON	HQ
ROCHFORD	HR
SOUTHEND-ON-SEA	HS
TENDRING	HT
THURROCK	HU
UTTLESFORD	HW

GLOUCESTERSHIRE

CHELTENHAM	HX
COTSWOLD	HY
FOREST OF DEAN	HZ
GLOUCESTER	JA
STROUD	JB
TEWKESBURY	JC

HAMPSHIRE

BASINGSTOKE AND DEAN	JD
EAST HAMPSHIRE	JE
EASTLEIGH	JF
FAREHAM	JG
GOSPORT	JH
HART	JJ
HAVANT	JK
NEW FOREST	JL
PORTSMOUTH	JM
RUSHMOOR	JN
SOUTHAMPTON	JP
TEST VALLEY	JQ
WINCHESTER	JR

HEREFORD & WORCESTER

BROMSGROVE	JS
HEREFORD	JT
LEOMINSTER	JU
MALVERN HILLS	JW
REDDITCH	JX
SOUTH HEREFORDSHIRE	JY
WORCESTER	JZ
WYCHAVON	KA
WYRE FOREST	KB

HERTFORDSHIRE

BROXBOURNE	KC
DACORUM	KD
EAST HERTFORDSHIRE	KE
HERTSMERE	KF
NORTH HERTFORDSHIRE	KG
ST ALBANS	KH
STEVENAGE	KJ
THREE RIVERS	KK
WATFORD	KL
WELWYN HATFIELD	KM

HUMBERSIDE

BEVERLEY	KN
BOOTHFERRY	KP
CLEETHORPES	KQ
EAST YORKSHIRE	KR
GLANFORD	KS
GRIMSBY	KT
HOLDERNESS	KU
KINGSTON UPON HULL	KW
SCUNTHORPE	KX

KENT

ASHFORD	LC
CANTERBURY	LD
DARTFORD	LE
DOVER	LF
GILLINGHAM	LG
GRAVESEND	LH
MAIDSTONE	LJ
ROCHESTER UPON MEDWAY	LK
SEVENOAKS	LL
SHEPWAY	LM
SWALE	LN
THANET	LP
TONBRIDGE AND MALLING	LQ
TUNBRIDGE WELLS	LR

LANCASHIRE

BLACKBURN	LS
BLACKPOOL	LT
BURNLEY	LU
CHORLEY	LW
FYLDE	LX
HYNDBURN	LY
LANCASTER	LZ
PENDLE	MA
PRESTON	MB
RIBBLE VALLEY	MC
ROSSENDALE	MD
SOUTH RIBBLE	ME
WEST LANCASHIRE	MF
WYRE	MG

LEICESTERSHIRE

BLABY	MH
CHARNWOOD	MJ
HARBOROUGH	MK
HINCKLEY AND BOSWORTH	ML
LEICESTER	MM
MELTON	MN
NORTH WEST LEICESTERSHIRE	MP
OADBY AND WIGSTON	MQ
RUTLAND	MR

LINCOLNSHIRE

BOSTON	MS
EAST LINDSEY	MT

LINCOLN	MU
NORTH KESTEVEN	MW
SOUTH HOLLAND	MX
SOUTH KESTEVEN	MY
WEST LINDSEY	MZ

LONDON, GREATER

BARKING AND DAGENHAM	AQ
BARNET	AR
BEXLEY	AS
BRENT	AT
BROMLEY	AU
CAMDEN	AB
CITY OF LONDON	AA
CROYDON	AW
EALING	AX
ENFIELD	AY
GREENWICH	AZ
HACKNEY	AC
HAMMERSMITH AND FULHAM	AD
HARINGEY	AE
HARROW	BA
HAVERING	BB
HILLINGDON	BC
HOUNSLOW	BD
ISLINGTON	AF
KENSINGTON AND CHELSEA	AG
KINGSTON UPON THAMES	BE
LAMBETH	AH
LEWISHAM	AJ
MERTON	BF
NEWHAM	AK
REDBRIDGE	BG
RICHMOND UPON THAMES	BH
SOUTHWARK	AL
SUTTON	BJ
TOWER HAMLETS	AM
WALTHAM FOREST	BK
WANDSWORTH	AN
WESTMINSTER	AP

MANCHESTER, GREATER

BOLTON	BL
BURY	BM
MANCHESTER	BN
OLDHAM	BP
ROCHDALE	BQ
SALFORD	BR
STOCKPORT	BS
TAMESIDE	BT
TRAFFORD	BU
WIGAN	BW

MERSEYSIDE

KNOWSLEY	BX
LIVERPOOL	BY
ST HELENS	BZ
SEFTON	CA
WIRRAL	CB

MIDLANDS, WEST

BIRMINGHAM	CN
COVENTRY	CQ
DUDLEY	CR
SANDWELL	CS
SOLIHULL	CT
WALSALL	CU
WOLVERHAMPTON	CW

NORFOLK

BRECKLAND	NA
BROADLAND	NB
GREAT YARMOUTH	NC
NORTH NORFOLK	ND
NORWICH	NE
SOUTH NORFOLK	NF
KINGS LYNN AND WEST NORFOLK	NG

NORTHAMPTONSHIRE

CORBY	NH
DAVENTRY	NJ
EAST NORTHAMPTONSHIRE	NK
KETTERING	NL
NORTHAMPTON	NM
SOUTH NORTHAMPTONSHIRE	NN
WELLINGBOROUGH	NP

NORTHUMBERLAND

ALNWICK	NQ
BERWICK-UPON-TWEED	NR
BLYTH VALLEY	NS
CASTLE MORPETH	NT
TYNEDALE	NU
WANSBECK	NW

NOTTINGHAMSHIRE

ASHFIELD	PF
BASSETLAW	PG
BROXTOWE	PH
GEDLING	PJ
MANSFIELD	PK
NEWARK AND SHERWOOD	PL
NOTTINGHAM	PM
RUSHCLIFFE	PN

OXFORDSHIRE

CHERWELL	PP
OXFORD	PQ
SOUTH OXFORDSHIRE	PR
VALE OF WHITE HORSE	PS
WEST OXFORDSHIRE	PT

SCILLY, ISLES OF

ISLES OF SCILLY	FD

SHROPSHIRE

BRIDGNORTH	PU
NORTH SHROPSHIRE	PW
OSWESTRY	PX
SHREWSBURY AND ATCHAM	PY

SOUTH SHROPSHIRE	PZ
WREKIN	QA

SOMERSET

MENDIP	QB
SEDGEMOOR	QC
TAUNTON DEANE	QD
WEST SOMERSET	QE
SOUTH SOMERSET	QF

STAFFORDSHIRE

CANNOCK CHASE	QG
EAST STAFFORDSHIRE	QH
LICHFIELD	QJ
NEWCASTLE-UNDER-LYME	QK
SOUTH STAFFORDSHIRE	QL
STAFFORD	QM
STAFFORDSHIRE MOORLANDS	QN
STOKE-ON-TRENT	QP
TAMWORTH	QQ

SUFFOLK

BABERGH	QR
FOREST HEATH	QS
IPSWICH	QT
MID SUFFOLK	QU
ST EDMUNDSBURY	QW
SUFFOLK COASTAL	QX
WAVENEY	QY

SURREY

ELMBRIDGE	QZ
EPSOM AND EWELL	RA
GUILDFORD	RB
MOLE VALLEY	RC
REIGATE AND BANSTEAD	RD
RUNNYMEDE	RE
SPELTHORNE	RF
SURREY HEATH	RG
TANDRIDGE	RH
WAVERLEY	RJ
WOKING	RK

SUSSEX, EAST

BRIGHTON	GZ
EASTBOURNE	HA
HASTINGS	HB
HOVE	HC
LEWES	HD
ROTHER	HE
WEALDEN	HF

SUSSEX, WEST

ADUR	RR
ARUN	RS
CHICHESTER	RT
CRAWLEY	RU
HORSHAM	RW
MID SUSSEX	RX
WORTHING	RY

TYNE & WEAR

GATESHEAD	CH
NEWCASTLE UPON TYNE	CJ
NORTH TYNESIDE	CK
SOUTH TYNESIDE	CL
SUNDERLAND	CM

WARWICKSHIRE

NORTH WARWICKSHIRE	RL
NUNEATON AND BEDWORTH	RM
RUGBY	RN
STRATFORD-ON-AVON	RP
WARWICK	RQ

WIGHT, ISLE OF

MEDINA	KY
SOUTH WIGHT	KZ

WILTSHIRE

KENNET	RZ
NORTH WILTSHIRE	SA
SALISBURY	SB
THAMESDOWN	SC
WEST WILTSHIRE	SD

YORKSHIRE, NORTH

CRAVEN	NX
HAMBLETON	NY
HARROGATE	NZ
RICHMONDSHIRE	PA
RYEDALE	PB
SCARBOROUGH	PC
SELBY	PD
YORK	PE

YORKSHIRE, SOUTH

BARNSLEY	CC
DONCASTER	CE
ROTHERHAM	CF
SHEFFIELD	CG

YORKSHIRE, WEST

BRADFORD	CX
CALDERDALE	CY
KIRKLEES	CZ
LEEDS	DA
WAKEFIELD	DB

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