

B: How do you manage an Historic Environment Record?#

Although there are variations in local arrangements, each HER provides an information management service within a larger organization. Every HER has information assets, in its databases and references collections, and each provides services to users. All HERs have resources in their staff, equipment and the finances that support information services. These all need good management, particularly as resources are scarce and HER managers are increasingly being asked to demonstrate the efficiency and effectiveness of their services in competition with others.

Managing an HER is like running a small business in which HER managers are asked to promote the value of their services and prioritise the allocation of scarce resources to meet competing demands. Time will always be limited and the purpose of this section of the manual is to provide guidelines on planning and management issues common to all HERs, which are described below.

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