MIDAS HERITAGE DICTIONARY

MIDAS Heritage Dictionary – extract from the data standard, version 1.1. (2012)   Forum on Information Standards in Heritage (FISH)

5. Dictionary of Units of Information

This section gives the details of individual Units of Information which are listed in the MIDAS Heritage Information Group compliance tables and text. The Units of Information are listed in alphabetical order for ease of reference.

Each entry for a Unit of Information includes the following:

Unit name	The name by which the Unit of Information is referred to. This name should be used in information system documentation to indicate that the MIDAS Heritage data standard is being applied.
Definition	The purpose of a particular Unit of Information; why it has been included in the MIDAS Heritage standard. Once adopted by an information system the definition of a Unit of Information should not be allowed to change to accommodate extra or related information. Additional concepts should be recorded in additional Units of Information or included by creating additional Units of Information outside the scope of MIDAS Heritage in your information system. Breaking this rule will compromise the ability of the information system to retrieve entries effectively.
Guidance	Covers considerations that should be taken into account for a particular Unit of Information.
Controlled entry	Recommends whether or not a centrally controlled list of acceptable terms should be used to create consistent entries, or other notes on the format of entries.
	In many cases a nationally agreed controlled list vocabulary is available from the INSCRIPTION site managed by FISH. See Further Information for details of accessing INSCRIPTION. Note that it is good practice to document the controlled vocabularies used for entries. The **Controlled Vocabulary Name** Unit of Information should be used for this. This is a requirement when entries are shared between information systems.
	Where a controlled vocabulary is recommended, but no existing list is referred to, dataset managers should maintain a consistent list of terms.
	Where 'Free text' is shown here, the information system should adopt a standard practice. Retrieval is generally improved by:
	• minimising the use of punctuation; • avoiding the use of abbreviations, unless these are standardised and included in compilation manuals for the information system; • standardising accepted spelling using an agreed dictionary.
Information group	Lists the Information Group or Groups that a particular Unit of Information occurs in.
Examples	Instances of the sort of information that might appear in this Unit of Information in an information system. Note that all examples are fictitious to illustrate the use of the unit.
	Note that in most cases examples are given in upper case for clarity, with additional notes or labels in mixed case. Information system managers should adopt upper or lower case consistently for entries in each Unit of Information, as appropriate for their needs.

A

Activity Name

Definition	The name of an activity recorded in a heritage information system.
Guidance	Record names as used in information sources where known.
Controlled entry	Free text.
Information group	*Activity (All)*
Examples	EXCAVATIONS AT BOG MARSH (SEASON 2); RESTORATION OF THE ORANGERIE AT BOG MARSH HOUSE; DELISTING OF BOG MARSH FARM.

Activity Objective

Definition	The specific purpose of an activity.
Guidance	Used to distinguish activities by the overall objective or intention, as distinct from the technique used. Derive this from project documentation where available. Free text field.
Controlled entry	Free text.
Information group	*Investigative Activity; Research and Analysis*
Examples	TO ESTABLISH THE ECONOMIC BASIS FOR THE ROMAN SETTLEMENT.

Activity Type

Definition	The method or technique employed in an investigative, research or analytical activity.
Guidance	Use a controlled vocabulary.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Investigative Activity; Research and Analysis*
Examples	GEOPHYSICAL SURVEY; DOCUMENTARY RESEARCH; FIELD VISIT; QUANTIFICATION; VISUAL INSPECTION; X-RAY CRYSTALLOGRAPHY.

Administrative Area Name

Definition	The name by which an administrative area is known.
Guidance	The full, official title should be used, with no abbreviations or nicknames (e.g. do not use 'Salop' for 'Shropshire' or 'So'ton' for 'Southampton'). The standard followed by an authoritative list such as the Office of National Statistics and Ordnance Survey mapping products should be used. Use with **Administrative Area Type**.
	Administrative area names are liable to be changed or made redundant by government or reorganisation of administrative structures. By default current names at the time of entry compilation should be used and measures may need to be taken to keep the dataset up to date.
	The **Currency** Unit of Information should be used where it is necessary to record historic or former administrative area names (e.g. Saxon hundred names).
	The **Language** Unit of Information may be used to qualify this unit where alternate language versions need to be recorded.

Controlled entry	Yes. See INSCRIPTION.
Information group	*Location*
Examples	OGBOURNE ST GEORGE; DEVON; KILMARNOCK; YFENNI

Administrative Area Type

Definition	A type of geographical area defined for government, administrative or electoral purposes.
Guidance	Location details will ordinarily consist of a number of administrative area types as part of devolved levels of government. For example, a civil parish can be within a district, which will be within a county. Existing administrative area types may be changed, made redundant and new types introduced as part of government reorganisation, so current names should be used at the time of inventory entry and measures may need to be taken to keep the dataset up to date. Use with **Administrative Area Name**.
Controlled entry	Yes.
Information group	*Location*
Examples	COUNTY; DISTRICT; CIVIL PARISH; UNITARY AUTHORITY; COMMUNITY; TOWNSHIP; DIOCESE; ECCLESIASTICAL PARISH.

Agent of Damage

Definition	The physical, biological or other source of damage to a Heritage Asset.
Guidance	Used to monitor the causes of damage. Recorded as a result of Heritage Asset Management Activity. More than one may be recorded to give a full picture.
Controlled entry	Yes. Maintain a list of standards terms.
Information group	*Management Activity Documentation*
Examples	BADGERS; WATER INGRESS; PLOUGHING; CLOTHES MOTH; VANDALISM.

Archive Extent

Definition	The size or volume of material.
Guidance	Used primarily to give an indication of the volume of material within a group/collection of archive. However, it may be used also as a means of recording the number of pages which make up an archival item or the number of volumes which form a published document. It may be given as a run of pages (e.g. for an article in a journal).
Controlled entry	Free text.
Information group	*Archive and Bibliography*
Examples	26 PHOTOGRAPHS; 3 FILES; 100 BOXES; 55 PAGES; 2 VOLUMES; 30–54.

Archive/Source Location

Definition	The actual location of archive materials referred to, to assist in future retrieval.
Guidance	Should record all the information necessary to locate an archive. This may include the name of the organisation or person that holds the archive, the repository building plus detailed information such as library shelf, file reference numbers, etc.
Controlled entry	Free text. Entries referring to storage systems used by archive holders should follow

exactly the format used by the archive holder.

Information group	***Archive and Bibliography***
Examples	BEDFORDSHIRE COUNTY COUNCIL SITES AND MONUMENTS RECORD FILE RM101/SH5/BX23.

Archive/Source Format

Definition	Information resources described according to their physical properties.
Guidance	Indexing of format is particularly relevant to storage, conservation and management of resources. Intended to answer questions such as 'How should I store this resource?'
Controlled entry	Yes, see INSCRIPTION.
Information group	***Archive and Bibliography***
Examples	PAPER; PHOTOGRAPHIC FILM.

Archive/Source Reference

Definition	Specific reference within a bibliographic or archive item.
Guidance	Use to record details specific to the volume number, chronological designation, page numbers, figures and plates. The bibliographic reference may be a general one, for example citing a whole article, or a specific cross-reference, for instance citing a page within an article as a source for descriptive text. If a monograph is being cross-referenced it will be necessary only to record the page, figure and plate numbers.
Controlled entry	Free text.
Information group	***Archive and Bibliography***
Examples	VOLUME 36; NOVEMBER 1992; PAGES 77–85; FIGURE 1.

Subject

Definition	The main topic of the archive/resource material.
Guidance	Expressed as keywords or key phrases. Classification codes.
Controlled entry	Yes, see INSCRIPTION.
Information group	***Archive and Bibliography***
Examples	AGRI-ENVIRONMENT; CANAL BUILDING; PALYNOLOGY.

Archive/Source Type

Definition	Documentation of information resources according to their general nature and distinguishing features.
Guidance	The type often determines the means of access to the information contained within the resource. Intended to answer questions such as 'What have you got?'. C.f. Archive/Source Format which records what the archive is available as.
Controlled entry	Yes, see INSCRIPTION.
Information group	***Archive and Bibliography***
Examples	PLAN; PHOTOGRAPH.

Area Type

Definition	A general category to which this area belongs.
Guidance	Used to group areas for research or management purposes.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Area*
Examples	PARKLAND; SUBURB; CONSERVATION AREA.

Artefact Name Type

Definition	The type of artefact name recorded.
Guidance	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. Record only once for an Artefact Name.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Artefact and Ecofact*
Examples	TYPOLOGICAL; SIMPLE; CLASSIFIED; TAXONOMIC; DENOMINATION.

Artefact/ Ecofact Type

Definition	A description of the form, function or type of artefact/ecofact.
Guidance	Maintain a list of standard terms, based on a recognised terminology source. Use as many times as required to describe an artefact or ecofact at a general or specific level.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Artefact and Ecofact*
Examples	INSECT REMAINS; COIN; AXE; BASKET.

Associated Goods

Definition	Type of raw materials or manufactured goods associated with a Heritage Asset.
Guidance	Used to support thematic searching for particular materials or products. For craft, this can be used to record known cargo. For industrial sites this might be raw materials used or products manufactured.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Monument*
Examples	BALL BEARINGS; LACE; STEEL PLATE.

Audience

Definition	The intended users of a particular Information Source.
Guidance	Use to identify information relevant to a particular group.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Narrative and Synthesis*
Examples	MANAGEMENT; TECHNICAL; PUBLIC; EDUCATION.

Authorisation Required

Definition	A note of authorisation required in advance of a proposed activity or response.
Guidance	Generally record job titles of those authorising, rather than personal names. Contact details may be added if necessary.
Controlled entry	Free text.
Information group	***Casework and Consultation***
Examples	COUNTY ARCHAEOLOGIST; ENGLISH HERITAGE CASEWORK OFFICER.

B

Buffer Zone Width

Definition	The radius or width in metres of a zone around a point/line/polygon.
Guidance	Used to indicate an area beyond the recorded extent of a spatial feature to alert potential users to the presence of the feature during searching. Can be used to generate simple polygons from point data.
Controlled entry	Yes – numeric data expressed in metres.
Information group	***Location***
Examples	200.

C

Cadastral Reference Source

Definition	The name of the source or body that has assigned a recorded cadastral reference value.
Guidance	Record the proper name of the body or organisation.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	***Location***
Examples	ORDNANCE SURVEY; LAND REGISTRY.

Cadastral Reference Value

Definition	A unique identifier, usually numerical, assigned by a particular source or body, to parcels of land, fields, etc.
Guidance	The reference format and content can vary from source to source. Content may be derived from sources such as land owner, area, land quality or other information relating to the area's content and inhabitants.
Controlled entry	No. Free text.
Information group	***Location***
Examples	507

Case Status

Definition	The current status of the ongoing casework.
Guidance	Identifies whether the consultation is ongoing or completed, enabling monitoring of casework. For more detailed recording this Unit of Information can be used for the name of defined stages in the progress of a case.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	**Casework and Consultation**
Examples	OPEN; CLOSED; PRE-APPLICATION; CONSULTATION STAGE; PENDING AUTHORISATION.

Characterisation Statement

Definition	A statement of the character of the historic environment in an area of landscape, urban or seascape.
Guidance	Content will be influenced by professional guidelines and practices, and is likely to be a multi-section text. Formatting should support sub-sections (e.g. using HTML). Typically content might include an assessment of the geological and topographic influences upon settlement, evidence for time depth and survival of relict features; characteristic form of settlements, field systems, communications or other monuments in the area.
Controlled entry	No. Free text.
Information group	**Management Activity Documentation**
Examples	NORTH WEM VALLEY IS AN AREA OF EXTENSIVE 18TH CENTURY ENCLOSURE FARMS WORKING THE ALLUVIAL SOILS OF THE WEM… .

Collection Extent

Definition	The number of items in the collection.
Guidance	Use when recording a group of finds or artefacts (not individual items). Generally a numerical value. Precise or estimated figures may be used. Use for heritage assets only. Quantity of archive material is recorded in **Archive Extent**.
Controlled entry	No. Free text.
Information group	**Artefact and Ecofact**
Examples	23; >100; 10–100.

Compiler (Organisation)

Definition	The name of the organisation responsible for the compilation or curation of entries in a dataset.
Guidance	Use to establish the provenance of the original entry during data exchange. Typically this data will be added as a default value when entries are exported.
Controlled entry	Yes. Use the format, language and spelling as they appear on official documents from the organisation.
Information group	**Heritage Asset (All); Activity (All); Information Source (All); Map Depiction**
Examples	WESSEX ARCHAEOLOGY; COMISIWN BRENHINOL HENEBION CYMRU.

Compiler (Person)

Definition	The name of the individual responsible for the compilation of the entry.
Guidance	Use to establish the provenance of the entry within an organisation. Use a consistent format of the individual's name. Sufficient detail should be included to create a unique name (e.g. by the inclusion of middle names where necessary). Where possible, use and maintain a controlled list.
Controlled entry	Yes.
Information group	*Heritage Asset (All); Activity (All); Information Source (All); Map Depiction*
Examples	JOHN M. BROWN; ANNE HAILSHAM.

Completeness

Definition	The completeness of an artefact/ecofact as observed during a condition assessment.
Guidance	Record once for each assessment. Use **Condition Date** to record when this was observed. For more detailed recording this should be linked to information about the heritage asset management event which observed the state of completeness.
Controlled entry	Yes.
Information group	*Artefact and Ecofact*
Examples	COMPLETE; INCOMPLETE; FRAGMENTED.

Component

Definition	A distinct and identifiable part of a Heritage Asset (e.g. monument, artefact or ecofact).
Guidance	Used to highlight a feature of particular interest. Multiple entries of this unit may be required (e.g. to cater for instances where uncertainty exists over the interpretation of the heritage asset component, or where more than one entry term is appropriate). Maintain a list of standard terms based on a recognised terminology source.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Monument; Artefact and Ecofact*
Examples	TOWER; NAVE; HANDLE; BLADE; SLEEVE; DISTAL END.

Condition

Definition	An indication of the overall current condition of a Heritage Asset as observed during a condition assessment.
Guidance	Record once for each assessment. Greater detail can be included in the separate **Condition Statement** Unit of Information.
Controlled entry	Yes. See INSCRIPTION.
Information group	*Monument; Artefact and Ecofact*
Examples	GOOD; FAIR; POOR; BAD.

Condition Date

Definition	The date when an assessment of the condition of a Heritage Asset was made.
Guidance	This may be used for simple recording of condition checking. Where more detailed

records are appropriate (e.g. to see who undertook the check, how the check was done, etc.) then the full Heritage Asset Management Activity Information Group should be used, in conjunction with Management Activity Documentation.

Controlled entry	Yes. A consistent format for recording calendar dates should be adopted.
Information group	*Monument; Artefact and Ecofact; Management Activity Documentation*
Examples	23-OCT-2008.

Condition Statement

Definition	A detailed assessment of the condition of a Heritage Asset and any treatment required.
Guidance	Record once for each condition assessment.
Controlled entry	No.
Information group	*Management Activity Documentation*
Examples	BADLY INFECTED WITH WOODWORM. REQUIRES EMERGENCY TREATMENT. SEE REPORT GCM 0573.

Conservation Plan

Definition	A description of planned activity intended to conserve or prevent from further deterioration a particular Heritage Asset.
Guidance	The specific content should follow appropriate professional guidelines.
Controlled entry	Free text.
Information group	*Management Activity Documentation*
Examples	

Conservation Treatment Priority

Definition	The level of priority for conservation treatment of a Heritage Asset.
Guidance	Useful for highlighting urgent priority needs. For clarity, wording is preferred to numeric scoring.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Artefact and Ecofact*
Examples	HIGH; MEDIUM; LOW; URGENT; NON-URGENT.

Construction Method

Definition	The main methods used to create a Heritage Asset (building, artefact, etc.).
Guidance	Use a controlled vocabulary. Repeatable field. Use with **Start Date** and **End Date** to record when a stage in the design or construction of a monument took place.
Controlled entry	Yes.
Information group	*Monument*
Examples	BRICK-BUILT; CLINKER; TIMBER-FRAMED.

Contact Point

Definition	Information identifying how a person or organisation can be contacted.
Guidance	Use with **Contact Point Type** to describe the nature of the contact point (e.g. postal address, telephone number, URL, etc.). Repeat as many times as required. If a greater degree of precision is required, particularly for information exchange, use an alternative standard such as BS7666, vCard, etc. Principally used for current, living or active actors. For deceased individuals this could be the executors or trustees of their estate, or for defunct organisations or groups it could be a successor organisation or umbrella body.
Controlled entry	Free text.
Information group	*Actor and Role*
Examples	19 HIGH STREET, BOGMARTON, WESTSHIRE; www.bogmarshcc.gov.uk; +44 1234 567890.

Contact Point Type

Definition	The nature of the Contact Point (e.g. postal address, telephone number, etc.).
Guidance	Use with Contact Point. Repeat as many times as required. Select from a controlled vocabulary.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Actor and Role*
Examples	WORK EMAIL ADDRESS; HOME POSTAL ADDRESS; URL; WORK TELEPHONE NUMBER; WORK MOBILE NUMBER.

Controlled Vocabulary Name

Definition	The controlled vocabulary or classification system used to populate a Unit of Information.
Guidance	May be used to qualify any MIDAS Heritage Unit of Information where it is necessary to record the source of the terminology used. This will often be the name of the appropriate INSCRIPTION vocabulary. In many cases this unit will be populated with a default value, which is only needed when entries are exported from an information system.
Controlled entry	Yes. Use of the INSCRIPTION registered vocabulary identifier is mandatory where this has been assigned.
Information group	*All*
Examples	ART AND ARCHITECTURE THESAURUS; THESAURUS OF RESOURCE DESCRIPTION; ENGLISH HERITAGE MONUMENT TYPES THESAURUS.

Craft Type

Definition	A term describing a watercraft or aircraft by form or function.
Guidance	Can be used to record watercraft and aircraft at a broad level (e.g. FISHING VESSEL, FIGHTER) or a more precise level (e.g. SLOOP, SPITFIRE). Records should be indexed at the most specific level possible.
Controlled entry	A controlled list of terms is recommended. See **INSCRIPTION** for English Heritage Thesaurus of Maritime Craft Types and English Heritage Historic Aircraft Thesaurus.

Information group	*Monument*
Examples	WARSHIP; SCHOONER; LANCASTER.

Currency

Definition	An indication of the currency of a Unit of Information entry with which it is associated.
Guidance	Appropriate where it is important to qualify information held in the inventory which is likely to change over time. Typically this includes Location Units of Information (such as **Road or Street Name** or **Administrative Area Name**) or 'name' Units of Information (e.g. **Heritage Asset Name**).
Controlled entry	Yes, see INSCRIPTION
Information group	*Monument; Location; Actor and Role*
Examples	ALTERNATE; FORMER; CURRENT.

D

Data Capture Process

Definition	The technique by which the spatial object has been captured.
Guidance	This is recorded to ensure the spatial object is interpreted correctly. Capture from desk-based digitising will differ from accurate survey work.
Controlled entry	Free text.
Information group	*Map Depiction*
Examples	DESK-BASED DIGITISATION; HARD-COPY SCANNING; FIELD SURVEY.

Data Capture Scale

Definition	The scale of the original map from which a spatial feature has been digitised
Guidance	This is recorded to ensure the spatial feature is interpreted correctly. Data captured from a small-scale map may well not be adequately accurate when viewed or combined with data digitised from large-scale maps.
Controlled entry	Yes. Maintain a list of terms, or follow exactly the wording given on the original map
Information group	*Map Depiction*
Examples	1:25 000

Date of Compilation

Definition	The date on which an inventory entry was first added to the inventory.
Guidance	Enter a date specific to a given calendar day. Adopt a consistent format for recording calendar dates throughout the inventory. Use with **Compiler (Person)**.
Controlled entry	Yes. A consistent format for recording calendar dates should be adopted.
Information group	*Heritage Asset (All); Activity (All); Information Source (All); Map Depiction; Actors and Role*

Examples   21-DEC-2008.

Date of Last Update

Definition	The date on which an inventory entry was most recently revised or updated.
Guidance	Enter a date specific to a given calendar day. Adopt a consistent format for recording calendar dates throughout the inventory. Use together with **Compiler (Person)**.
Controlled entry	Yes. A consistent format for recording calendar dates should be adopted.
Information group	*Heritage Asset (All); Activity (All); Information Source (All); Map Depiction; Actors and Roles*
Examples	23-OCT-2005.

Date of Origination

Definition	The date of creation of an Information Source. The year of publication or issue of a bibliographic item.
Guidance	Where only vague dates are known for the origination of an item, the Date and Period Information Group should be used.
Controlled entry	Yes. A consistent format for recording calendar dates should be adopted.
Information group	*Archive and Bibliography*
Examples	1997, 31-MAR-2005

Date Range Qualifier

Definition	The nature of the date range given in an entry.
Guidance	Use with **Start Date** and **End Date** when recording an event or activity to distinguish whether it was continuous through a date range or happened once in that period.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Date and Period*
Examples	WITHIN.

Departure (Place)

Definition	The port or place of departure from which a watercraft or aircraft embarked upon its final voyage or flight.
Guidance	It is recommended that the currently accepted name for any port or place of departure should be used. A properly structured terminology supporting the recording of this data can express the development of, and variations in, place names to inform the recording and retrieval processes.
Controlled entry	Yes, see INSCRIPTION
Information group	*Monument*
Examples	PLYMOUTH (DEVON); PLYMOUTH (MONTSERRAT); GLASGOW.

Description

Definition	A free-text description of an inventory entry (e.g. a Heritage Asset, event, information source, actor, etc.).
Guidance	This should be used to record text descriptions in an appropriate level of detail and style. This can expand upon the indexing terms used in other Units of Information to include, for example, uncertainties about date. Use Description Type to specialise the nature of the description, for example to distinguish non-technical summary text from more detailed synthesised works.
Controlled entry	Free text.
Information group	***Heritage Asset (Al); Activity (All); Information Source (All); Location; Actor and Role***
Examples	GLASS BLOWING WORKSHOP OF THE 16TH CENTURY, DOCUMENTED IN THE 17TH CENTURY.

Description Type

Definition	Allows a Description to be specialised by level of detail or intended use.
Guidance	Used to distinguish brief non-technical descriptions (summaries) from more detailed text.
Controlled entry	Yes.
Information group	***Heritage Asset (All); Activity (All); Information Source (All); Location; Actor and Role***
Examples	SUMMARY; FULL; ABSTRACT; PUBLIC.

Destination

Definition	The port or place of destination to which a watercraft or aircraft was heading upon its final voyage or flight.
Guidance	It is recommended that the currently accepted name for any port or place of destination should be used. A properly structured terminology supporting the recording of this data can express the development of, and variations in, place names to inform the recording and retrieval processes.
Controlled entry	Yes, see INSCRIPTION
Information group	***Monument***
Examples	PLYMOUTH (DEVON); PLYMOUTH (MONTSERRAT); GLASGOW.

Dimension

Definition	The property being measured during an activity.
Guidance	May be used to record any measurable dimension associated with a Heritage Asset or event/activity. Dimensions can be physical properties or spatial (e.g. the area of a building or the resistivity of soil). Should be used as a repeatable group with **Dimension Measurement Unit** and **Dimension Value**. Use a controlled vocabulary. Note: temporal duration is recorded separately using the Date and Period Information Group.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	***Monument; Artefact and Ecofact***
Examples	AREA; HEIGHT; DIAMETER; WEIGHT; TONNAGE; LENGTH; RESISTIVITY; LONGITUDE.

Dimension Measurement Unit

Definition	The unit used to measure a dimension.
Guidance	Record once only for each **Dimension**. Use a controlled vocabulary.
Controlled entry	Yes.
Information group	***Monument; Artefact and Ecofact Character; Date and Period***
Examples	METRES; SQUARE METRES; TONNES; HECTARES.YEARS

Dimension Value

Definition	The numeric value of the measurement of a **Dimension**.
Guidance	Record a numerical value. The value should be to the level of precision dictated by the type of Heritage Asset and the needs of the procedure and the organisation. Record once only for each dimension.
Controlled entry	No.
Information group	***Monument; Artefact and Ecofact; Date and Period***
Examples	43; 189; 3.6.

Directions

Definition	Free-text field to accommodate directions to a place whose absolute position is unknown.
Guidance	Clear and concise description ideally referring to permanent structures, landmarks or buildings with explicit location information where possible. Give as much location information as possible.
Controlled entry	No.
Information group	***Location***
Examples	200 METRES NORTH OF THE RED LION PUB AT 32 HIGH STREET, ABINGDON.

Display Date

Definition	Free-text field used to qualify or expand upon the date information recorded in **Start Date** and **End Date**, or **Period (Name)**. May also include a brief description of what is referred to by the date given.
Guidance	Record the date information exactly as it appears in a source used. This allows the original information upon which a date range or period entry has been based to be recorded. This may be a reference to a historic event, a reign, or some other indicator of date.
Controlled entry	No.
Information group	***Date and Period***
Examples	STUART; EARLY ENGLISH; BUILT PRE-1860; FOUNDED CIRCA 1145; ACHEULIAN.

E

Educational Level

Definition	The educational achievement level at which an information resource is aimed.
Guidance	Used in conjunction with the **Audience** Unit of Information to promote and direct appropriate material to appropriate learning groups.
Controlled entry	Yes. Use UK Educational Levels (separate lists exist, one for England, Wales and Northern Ireland, and one for Scotland).
Information group	*Narrative and Synthesis*
Examples	INTERMEDIATE LEVEL: SCQF Level 7.

End Date

Definition	The latest year of a date range.
Guidance	Associated with a **Start Date** entry. Used together, they provide a range of dates within which something has taken place (where this is not precisely known) or to indicate the span of dates over which a longer event has taken place. Year dates are recommended. Conventions should be adopted to indicate the appropriate date range for recording date statements. For BC dates, the use of negative numbers is recommended.
Controlled entry	Yes.
Information group	*Date and Period*
Examples	1897.

Entry Type

Definition	A generic indicator of the type or sub-type of an entry.
Guidance	Serves a useful grouping function, for example to group together Maritime wreck entries in a dataset of Monument entries.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Heritage Asset (AI)l*
Examples	WRECK; BUILDING; URBAN LANDSCAPE CHARACTER AREA; COLLECTION; ECOFACT.

Environmental Condition Note

Definition	A record of the environmental conditions in which an artefact or ecofact is being, or has been, kept.
Guidance	Use as many times as required for an artefact or ecofact, repeating each time the conditions are changed. Use in association with **Currency**, **Start Date** and **End Date** to maintain a log of the environmental conditions in which an artefact or ecofact has been kept.
Controlled entry	No.
Information group	*Artefact and Ecofact*

Examples	Stored in wet store; Stored in metals store; stored at 20°C in 90% relative humidity.

Evidence

Definition	A description of the existing physical remains of a Heritage Asset when investigated, or the means by which it was identified where no remains exist or are visible.
Guidance	By default this refers to the current known state of evidence. Use **Currency** and **Start Date**/**End Date** to record observed changes in evidence over time. Multiple entries may be necessary. Artefacts and ecofacts may be recognised by the finds themselves or identified by other evidence such as stains or chemical traces. For craft remains a list of terms describing various forms of craft structure and remains should be used. Use DOCUMENTARY EVIDENCE for documentary sources of information.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Area; Monument; Artefact and Ecofact*
Examples	DOCUMENTARY EVIDENCE; EARTHWORK; BUILDING; CROPMARK; BURIED FEATURES; COMPLEX; SIDE SCAN SONAR CONTACT; COHERENT AIRCRAFT STRUCTURE; SCATTERED VESSEL STRUCTURE.

External Information System

Definition	The full name of an inventory or other information system holding information to which an entry in your information system is cross-referenced.
Guidance	Entries should be sufficient to allow the other information system to be unambiguously identified. Where used, care should be taken to standardise abbreviations.
Controlled entry	Yes. Maintain a standard list of terms. Use the full name for the external information system as used by the compilers of it. This may include the organisation name where appropriate. For information systems in the historic environment sector the HEIRNET Registered name should be used.
Information group	*Heritage Asset (All); Activity (All); Archive and Bibliography; Narrative and Synthesis; Map Depiction; Actor and Role*
Examples	WESTSHIRE HISTORIC ENVIRONMENT RECORD; THE BOGMARSH ARCHIVE; DEFRA GENESIS DATABASE.

External Information System Primary Reference Number

Definition	The primary reference number as used by an external information system with which an entry in your inventory is cross-referenced.
Guidance	An external information system could refer to one used by another heritage organisation or a different information system in use within your own organisation. Used with **External Information System**. Where compound primary reference numbers have been used by the external information system, care should be taken to ensure that all the information needed to unambiguously identify the entry is included. A controlled list of the proper formats of the numbers used by external inventories (including spaces, punctuation marks, etc.) should be maintained to ensure consistency.
Controlled entry	No. Entries should exactly follow the format used by the external information system.
Information group	*Heritage Asset (All); Activity (All); Archive and Bibliography; Narrative and Synthesis; Map Depiction; Actor and Role*
Examples	40562; KE 124/a; SM 12345; 0 9508448 7; ND1987.01.

G

Geopolitical Area Name

Definition	The name of a country or distinct economy.
Guidance	Use to represent a geopolitical unit that does not fall within the 'address' element. For example, in the United Kingdom, values would be "Scotland", "England", "Wales", and "Northern Ireland", while the **Geopolitical Area Type** for these values would be "Country". For recording sub-geopolitical administrative areas, use the **Administrative Area Name** and **Administrative Area Type** Units of Information.
Controlled entry	Yes, see ISO 3166-1 list, ICNN.
Information group	*Location*
Examples	ENGLAND; SCOTLAND; WALES; NORTHERN IRELAND.

Geopolitical Area Type

Definition	An administrative area defined by political boundaries on a national or local level. Types of geopolitical areas are countries, dependencies and areas of sovereignty.
Guidance	Use to represent a geopolitical unit that does not fall within the 'address' element. This information becomes relevant when exporting/sharing data in an international context. The type attribute will usually be "Country".
Controlled entry	Yes, see Federal Information Processing Standards Publication 10-4 (FIPS PUB 10-4).
Information group	*Location*
Examples	COUNTRY; PROVINCE; REGION; STATE.

Grid Reference

Definition	A coordinate location reference based on a combination of easting and northing distance.
Guidance	In mainland Britain this will be the full O.S. grid reference. For more detailed spatial representation see the Map Depiction Information Group.
Controlled entry	No. A standardised grid referencing system should be used.
Information group	*Location*
Examples	TQ 457997

H

Height Above Ordnance Datum

Definition	The height of the land surface at the location to which an inventory entry relates expressed as the difference from the Ordnance Survey datum point (mean sea-level at Newlyn, Cornwall), plus the unit of vertical distance used. Abbreviated AOD.
Guidance	This information serveds as a general indicator to inform future users. If searching and indexing is a requirement for the inventory, then a more detailed approach will be

needed, converting all height measurements to a single standard measure (e.g. metres). For detailed analysis of relative heights of monuments or other entries (e.g. to assess intervisibility of monuments) it may be appropriate to consider use of a Geographic Information System linked to the text inventory.

Controlled entry	No. Standard abbreviations for units of measurement should be adopted.
Information group	**Map Depiction**
Examples	15.6 m; 224 ft

Height Below Ordnance Datum

Definition	Depth below mean sea level calculated from observation taken at Newlyn, Cornwall, and used as the official basis for height calculation on British maps. Abbreviated BOD.
Guidance	This information serveds as a general indicator to inform future users. If searching and indexing is a requirement for the inventory, then a more detailed approach will be needed, converting all height measurements to a single standard measure (e.g. metres). For detailed analysis of relative heights of monuments or other entries (e.g. to assess intervisibility of monuments) it may be appropriate to consider use of a Geographic Information System linked to the text inventory.
Controlled entry	No.
Information group	**Map Depiction**
Examples	8.4 m; 24 ft

Heritage Asset Name

Definition	A free-text field which records the name by which a Heritage Asset is most commonly known.
Guidance	It is not necessary to construct artificial names if there is no name in common or recognised use. If no name exists use **Description** to provide brief identifying information. For historic or former names (e.g. names by which a factory used to be known, or archaic spellings used in historical documents) or alternative names, qualify with the **Currency** Unit of Information. For names in languages other than the principle language of the dataset qualify with the **Language** Unit of Information.
Controlled entry	No.
Information group	**Heritage Asset (All)**
Examples	ELTHAM PALACE; MAES HOWE; OCKWELLS GLOVE FACTORY; THE KINGSTON BROOCH.

Historical Event Type

Definition	The type or category of a historic events.
Guidance	Use a controlled vocabulary.
Controlled entry	Yes, see INSCRIPTION.
Information group	**Historical Event**
Examples	BATTLE; EARTHQUAKE; DISCOVERY; EPIDEMIC; WEDDING.

I

Information Source Title

Definition	A name assigned to an information source, generally by its creator, to assist in identification.
Guidance	Use for titles of published material, names assigned to archive collections or items, captions for images, web page titles, etc. Record exactly as given by the creator of the information source, where this is known.
Controlled entry	Free text.
Information group	*Information Source (All)*
Examples	THE BUILDINGS OF WILTSHIRE; FARNHAM COURT – VIEW NORTH FROM THE GATEHOUSE; OS LANDRANGER SERIES SHEET 16; HOMEPAGE – WESTSHIRE ARCHAEOLOGY GROUP.

Inscription Content

Definition	The text inscribed as a part of the decoration or content of a Heritage Asset.
Guidance	Free-text field. Record the inscriptions and marks on a Heritage Asset, entering any inscribed text exactly as seen including spelling, punctuation and capitalisation.
Controlled entry	No.
Information group	*Monument; Artefact and Ecofact*
Examples	THIS STONE WAS RAISED BY HILD, SON OF JOHN; George II Fecit.

Inscription Note

Definition	A note field used to record additional information relating to the style or positioning of an inscription, as well as any non-textual marks or symbols associated with it.
Guidance	Record once for each **Inscription Content**.
Controlled entry	No.
Information group	*Artefact and Ecofact; Monument*
Examples	INSCRIPTION IS ON A PLATE AFFIXED TO THE NORTH SIDE.

Internal Cross Reference Number

Definition	Used to cross-reference one entry in the inventory to another, related entry.
Guidance	Cross-reference numbers should be reciprocal, such that the connection can be followed from either entry.
Controlled entry	No.
Information group	*Artefact and Ecofact; Monument*
Examples	In the following example, Entry 1 is cross-referenced to Entry 2. Entry 2 is reciprocally cross-referenced to Entry 1. Entry 1: Number/UID 1296 Internal Cross-reference Number 1297 Entry 2: Number/UID 1297 Internal Cross-reference Number 1296

L

Language

Definition	The language of the intellectual content of an information source.
Guidance	Used with Information Source entries to identify the language of the content, or Location and Monument entry data to record the language of place names, and distinguish, for example, Welsh from English versions.
Controlled entry	Yes. Use ISO639, which defines two- and three-letter primary language tags with optional sub-tags.
Information group	*Archive and Bibliography; Narrative and Synthesis; Location*
Examples	En-GB (for English spelling as used in Great Britain).

Locality

Definition	A free-text field for a named area within which a monument lies. Used to provide assistance in locating a monument or activity. Generally refers to an area contained within a Civil Parish (or other local administrative area).
Guidance	For detailed recording of location, **Locality** should be used to identify more specific areas lying within a civil parish (or other local administrative area). This could be, for example, a village or hamlet name, an area of a town, an estate or farm name.
Controlled entry	No.
Information group	*Location*
Examples	SOHO; CHURCH FARM.

M

Maintenance Plan

Definition	The description of planned activities aimed at maintaining the current condition of a Heritage Asset.
Guidance	Content should follow appropriate professional guidelines for this sort of document.
Controlled entry	Free text.
Information group	*Management Activity Documentation*
Examples	

Management Activity Method

Definition	A record of the method used in a Heritage Asset Management Activities.
Guidance	Used for techniques applied to, for example, building repair, scrub clearance.
Controlled entry	No. Free text.
Information group	*Heritage Asset Management Activity*
Examples	JOINTS RAKED OUT AND REPOINTED WITH LIME MORTAR.

Management Activity Type

Definition	A record of the type of work used in Heritage Asset Management Activities.
Guidance	Should only be used to record officially-sanctioned activities directly related to the management of a historic asset. May be necessary to record more than once for each Heritage Asset Management Activity. The method used for each type of activity should be recorded using the **Management Activity Method** Unit of Information.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Heritage Asset Management Activity*
Examples	ACQUISITION; CONSERVATION; DISPOSAL; REPAIR.

Management Proposal Outcome

Definition	The eventual outcome of a proposal affecting a Heritage Asset.
Guidance	Use to record the result or outcome of a proposal. This serves to monitor the effectiveness of recommendations made by the information system holders. Use a controlled vocabulary. Details of the outcome can be given in the **Description** Unit of Information.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Casework and Consultation*
Examples	SUCCESSFUL; REFERRED; UNSUCCESSFUL.

Management Proposal Recommendation

Definition	A recommendation made by the information system holders relating to the proposed work affecting a Heritage Asset.
Guidance	Recording recommendations can assist in ensuring consistency of advice when responding. They can also be used to audit the number of proposals dealt with by the information system holders. Use a controlled vocabulary.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Casework and Consultation*
Examples	SUPPORT; REJECT; REFER.

Management Proposal Type

Definition	The nature of a proposal that affects a Heritage Asset.
Guidance	Use **External Information System** and **External Information System Primary Reference Number** to cross-reference to the original proposal (e.g. a planning application number assigned by a local planning authority). This can be used to monitor the threat posed to monuments by different types of proposal. Use a controlled vocabulary.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Casework and Consultation*
Examples	GRANT AID.

Management Proposal Work Proposed

Definition The nature of work proposed affecting a Heritage Asset recorded in the information system.

Guidance May assist in assessing the impact of different types of work on the heritage asset recorded in the information system. Use a controlled vocabulary.

Controlled entry Yes, see INSCRIPTION.

Information group *Casework and Consultation*

Examples RENOVATION

Manner of Loss

Definition The primary cause of loss of a watercraft or aircraft.

Guidance More than one term can be entered in this field to build up a picture of the craft's loss. For example, a record of a watercraft that grounded on a submerged rock, drifted off and then sank could have two entries under **Manner of Loss**: GROUNDED and FOUNDERED. Similarly, an aircraft may have crash-landed as the result of mechanical failure or damaged sustained through enemy gun action. Further relevant details concerning the circumstances of the craft's loss may be recorded as descriptive text elsewhere in the record.

Controlled entry Yes, see INSCRIPTION.

Information group *Monument*

Examples STRANDED

Map Sheet

Definition The title of a map sheet which depicts the location of the Heritage Asset.

Guidance In the UK this is typically an Ordnance Survey 1:10,000 Quarter Sheet or larger scale Ordnance Survey Map.

Controlled entry Yes. Maintain a standard list of terms.

Information group *Location*

Examples SU 45 NE

Material

Definition The basic materials and media of which a Heritage Asset is composed.

Guidance Record each material separately. Maintain a list of standard terms. Do not include brand names. Use as many times as required. For more detailed recording of separate components of an asset, the **Component** and **Material Component** Units of Information may be used in addition.

Controlled entry Yes, see INSCRIPTION.

Information group *Monument; Artefact and Ecofact*

Examples WOOD; FLINT; CLAY.

Material Component

Definition	The material of which a significant component, inclusion or trace is made.
Guidance	This could also include a patina or corrosion product which has developed on an object or construction and which is of sufficient significance to require documenting. Only significant components of assets that have undergone scientific examination and analysis should be recorded.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	**Monument; Artefact and Ecofact**
Examples	CARBON; TEXTILE; SHELL.

Material Component Note

Definition	Descriptive information about a material component.
Guidance	Free-text field. Use normal grammar and punctuation. Record if necessary for a **Material Component**.
Controlled entry	No.
Information group	**Monument; Artefact and Ecofact**
Examples	CRUSHED SHELL, IRREGULAR, RANGE 1–2.5 MM; CARBON SOOTING ON LOWER EXTERIOR SURFACE; COMPOUND IN PATINA SUGGESTIVE OF BURIAL IN DRY CONDITIONS.

Material Name

Definition	The name commonly used to designate a particular or characteristic material and additional to or further defining the basic material itself. This may be the vernacular or generally used name for a certain type of material or a brand name.
Guidance	Record as it is commonly used.
Controlled entry	No.
Information group	**Monument; Artefact and Ecofact**
Examples	SAMIAN WARE; BACOLITE; IPSWICH WARE; GORE-TEX; MAGNESIAN LIMESTONE; KERATIN.

Modification State

Definition	An attribute of an artefact/ecofact, recording how it has been preserved or altered.
Guidance	This covers natural processes that have affected the artefact or ecofact subsequent to its incorporation in the archaeological record. Modification subsequent to discovery would be recorded as a **Condition**. Used to assist analysts understand the potential of material for particular forms of study.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	**Artefact and Ecofact**
Examples	DESSICATED; MINERALISED; ANOXIC.

Monument Type

Definition	The term(s) which classifies the monument principally with reference to its function or use.
Guidance	Multiple entries of this unit may be required (e.g. to cater for instances where uncertainty exists over the interpretation of a monument, or where more than one entry term is appropriate).
Controlled entry	Yes, see English Heritage Thesaurus of Monument Types.
Information group	**Monument**
Examples	General terms: BARROW; BUILDING; CEMETERY. Specific terms: BELL BARROW; BRASS FOUNDRY; ENCLOSED CREMATION CEMETERY.

N

Named Location

Definition	The text description of a location which can be defined in space as an area but not as a single point.
Guidance	These can be, for example, settlements, hills, roads, beaches, sandbanks, waterways, etc. **Named Locations** should be entered when no precise coordinates for an entity are given to provide some consistency in recording imprecise spatial data. For more detailed recording, the Area Information Group (with associated Map Depiction) is appropriate.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	**Location**
Examples	LAKE WINDERMERE; THE GRAMPIANS; OFF WHITBY NORTH YORKSHIRE; WEST SUSSEX COASTAL WATERS; SNOWDONIA; THE THAMES VALLEY.

Narrative Text

Definition	The text of a narrative, synthesising information held in entries elsewhere in an information system.
Guidance	Note that this is distinct from the **Description** Unit of Information which relates to one specific entry in an information system. Narrative text might include academic synthesis (e.g. an essay about medieval manors in Buckinghamshire), educational material (e.g. a teacher's pack on using abbeys as an educational resource) or comment from the public.
Controlled entry	No. The text may be formatted, for example, using HTML.
Information group	**Narrative and Synthesis**
Examples	

Nationality

Definition	The nationality of a watercraft or aircraft.
Guidance	It is recommended that the nationality of a craft should be recorded as it stood at the

time of its loss. In certain circumstances it may be appropriate to assign more than one nationality to a vessel, such as with the re-use of a prize vessel by its captors, in which case a note of explanation should be entered in the appropriate text field.

Controlled entry   Yes. Maintain a standard list of terms.

Information group   **Monument**

Examples   ENGLISH; BRITISH; SCOTTISH; GERMAN.

Notification Date

Definition   The date when official documentation was received relating to a case or consultation.

Guidance   Used to help track progress of casework and monitor response times. This date might typically be when a planning application was received or a grant application received.

Controlled entry   No. Use a standard format for dates.

Information group   **Casework and Consultation**

Examples   29-SEP-2011

Number in Road or Street

Definition   The number in a road or street used to identify a property.

Guidance   Use address details as given (e.g. in postal addresses).

Controlled entry   No.

Information group   **Location**

Examples   14; 221A.

O

Occupancy

Definition   A record of whether or not a building (including built assets intended for permanent occupation or use, and, to a lesser extent, planned spaces such as parks and gardens) is permanently occupied.

Guidance   An important factor in assessing the risk of decay in a building. Occupied premises tend to be maintained, so there is less risk of damage to the built structure, loss due to theft, etc. Unoccupied generally implies absence of occupation for an extended period (e.g. months) rather than temporary changes of occupation, etc. Recording should allow for partial occupation.

Controlled entry   Yes. Maintain a standard list of terms.

Information group   **Management Activity Documentation**

Examples   UNOCCUPIED; OCCUPIED; PARTIALLY OCCUPIED.

Occupation

Definition   The principle business interest, or job title, of a person.

Guidance   Used to help identify individuals recorded in an information system. This may be

different to their **Role**, which is recorded in a separate Unit of Information.

Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Actor and Role*
Examples	FARMER; BUILDER; PLANNING OFFICER.

Organisation Name

Definition	The official name of the organisation associated with an entry in the information system.
Guidance	Maintain a list of names of organisations. Use as many times as required. More than one organisation may be associated with the entry.
Controlled entry	No. Use the name as exactly given by the organisation.
Information group	*Actor and Role*
Examples	NATIONAL INVENTORY OF GLASS MAKING; CRICKLADE MUSEUM; OXFORD ARCHAEOLOGY.

P

People Name

Definition	The name given to gatherings or groupings of people that act collectively or in a similar way due to any form of unifying relationship (social, ethnic or cultural).
Guidance	Contrasts with Organisation Name, which should be used for any legally identifiable body. Repeat as many times as required.
Controlled entry	Free text (although commonly used entries may be selected from a controlled vocabulary).
Information group	*Actor and Role*
Examples	ICENI; THE JARROW MARCHERS.

Period (Name)

Definition	The name given to the period when an event in the history of a Heritage Asset is thought to have occurred, or the archaeological period to which it is thought to belong.
Guidance	A broad chronological assessment used usually in archaeological datasets where more precise dates are rarely available. The terms used should include 'Unknown' to record entries of unknown period. A hierarchical list to allow indexing of records at either a specific level or a general level is recommended. Alternatively, separate entries giving both a broad period term and a narrow term should be used. For retrieval purposes in computerised systems it is recommended that default **Start Date** and **End Date** entries are recorded automatically based on the period terms entered. Default date ranges may need to be adjusted to allow for regional variation.
Controlled entry	Yes.
Information group	*Date and Period*
Examples	Broad terms: PREHISTORIC. Specific terms: LATE NEOLITHIC; MEDIEVAL; BRONZE AGE; MING DYNASTY; VICTORIAN.

Person Name

Definition	The name of a person associated with an entry in the information system.
Guidance	Where known **Person Name** should be composed of a SURNAME, FORENAME(S) and TITLE. Where FORENAME(S) is not known INITIALS should be recorded (if known). Use the capitalisation and punctuation normally used by the person.
Controlled entry	Yes. A list of people should be maintained.
Information group	*Actor and Role*
Examples	Brown, Jane; Johnson, Dr; Jones, Miss T.

Positional Accuracy

Definition	The accuracy of the data source used to locate a feature.
Guidance	Record any limitations on the accuracy imposed by the use of particular source data. A feature might be recorded as a polygon but it might be that the location of that feature within the polygon is unknown.
Controlled entry	Free text.
Information group	*Map Depiction*
Examples	APPROXIMATE LOCATION FROM 1ST EDITION MAP (1870).

Post Code

Definition	A geographically referencing codification scheme used by postal services in the sorting and delivery of mail.
Guidance	Appropriate when referencing standing buildings as a means of location and maintaining written contact. It is less useful in reference to non-standing buildings, although could still be used when referring to a monument or feature in the grounds of the building to which the postcode relates.
Controlled entry	Yes.
Information group	*Location*
Examples	SN2 2GZ; CB1 3EF; W3.

Potential (Key Item Flag)

Definition	An indicator of a particularly significant asset, suitable for further research.
Guidance	Used to indicate to curatorial staff the potential for future work. This should be used sparingly and always supported with a **Potential (Note)**.
Controlled entry	Use of a simple Yes/No flag is appropriate.
Information group	*Research and Analysis*
Examples	YES.

Potential (Note)

Definition	The potential of a sample or assemblage for use in further research.
Guidance	Potential will generally only be appropriate within the context of the recording of one particular research project. For example, an assemblage that is regarded as of limited

potential for one technique or research approach may be of great significance for another using different techniques or approaches. Care should be taken to avoid simple 'Low' or 'High' labels: the reasons for any assessment should be given.

Controlled entry	Free text.
Information group	***Research and Analysis***
Examples	EXTENSIVE RANGE OF SMALL MAMMAL SPECIES REPRESENTED IN WHAT IS AN EARLY CONTEXT SUGGESTING SCOPE FOR FURTHER RESEARCH TO…

Precision

Definition	The precision of the data source in metres.
Guidance	Precision is a measure of how specific the information given about a location is. For example, a 12-figure grid reference is much more precise than a six-figure grid reference. This is not the precision of the data within the GIS (which is often higher than the source). A 12-figure grid reference would be precise to 1 m; a six-figure grid reference would be precise to 100 m.
Controlled entry	Free text.
Information group	***Map Depiction***
Examples	100; 1000; 10,000.

Primary Reference Number

Definition	A unique number, or number and character combination, allocated to identify one entry in an information system.
Guidance	For manual systems, a sequential numbering system for inventory entries is recommended to ensure each number is unique. Computerised systems should automatically generate their own unique reference number. A centrally controlled list of primary reference numbers should be maintained. Avoid duplication. Once assigned, primary reference numbers should not be re-used if the original entry is deleted.
	N.B. For export of data **Primary Reference Number** should be qualified with the name of the Information System from which the entry is exported to make the reference number globally unique. UK users should register a name or names for their information system(s) with HEIRNET (see the 'Further information' section).
Controlled entry	Yes.
Information group	***All***
Examples	1000; 1267; AB241C. With an Information system name: ENGLISH HERITAGE LISTED BUILDING SYSTEM 66856.

Primary Reference Number Relation

Definition	The type of relationship between two entries in an information system.
Guidance	Qualifiers used will depend on the entries and the purpose of the relation. The principal

types used are to indicate a hierarchical relationship between two entries, or simply to indicate an association. It is essential that **Primary Reference Number Relation** entries are used on both related entries that are reciprocal so that the reference can be traced in either direction. Hierarchical relationship qualifiers should occur in pairs with terms used identifying the higher and lower ranking in the hierarchy. For example CONSISTS OF and PART OF create a hierarchical relationship. RELATED TO indicates a non-hierarchical relationship. Where relationships within an information system are between dissimilar types of entry (e.g. a Monument entry cross-referenced to an Activity entry), a non-hierarchical association is generally assumed, and need not be recorded.

Controlled entry	Yes, see INSCRIPTION.
Information group	*All*
Examples	Hierarchical examples: 1) A warehouse Monument entry could be 'PART OF' an industrial complex, which 'CONSISTS OF' warehouses, factories, depots, offices, etc. 2) Excavation (an Investigative Activity) could be 'PART OF' of a larger project which 'CONSISTS OF' excavation, photographic survey, field walking, etc. 3) An article in a journal would be 'PART OF' the journal which 'CONSISTS OF' several articles. Non-hierarchical example: The industrial complex entry could also be 'RELATED TO' an entry recording a goods yard, used to export products and bring in materials.

Primary Reference Number Type

Definition	The meaning of a primary reference number.
Guidance	Used with exported data to distinguish primary reference numbers that identify different things within MIDAS. It is not necessary to report **Primary Reference Number Type** against every entry in a dataset in normal use. However default values should be included with the data at the point that they are exported.
Controlled entry	Yes. See the Compliance Tables.
Information group	*All*
Examples	AREA; MONUMENT.

Prime Motive Power

Definition	The main or commonly referred to energy source for propelling, or moving parts within, a Heritage Asset.
Guidance	Used for air and water craft, or for industrial sites. Most useful where the prime motive power forms part of the characterisation of the Heritage Asset. For example, STEAM ENGINE or WATER MILL. Repeat unit where more than one power source exists. Use **Currency** to distinguish between current and previous sources of motive power (e.g. conversion of gas turbine to diesel-electric with removal of previous power source).
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Monument*
Examples	STEAM; HORSE; WIND.

Production Method

Definition	The primary means used to manufacture an artefact.
Guidance	May be amplified by **Production Technique** (e.g. method – painted, technique –

watercolour).

Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Artefact and Ecofact*
Examples	CAST; PAINTED.

Production Technique

Definition	The recognised variations in the production method (e.g. method – cast, technique – lost wax).
Guidance	Should only be used to amplify **Production Method**. A common approach to recording used within museums and included within MIDAS Heritage to facilitate interoperability.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Artefact and Ecofact*
Examples	LOST WAX; WATERCOLOUR.

Protection End Date

Definition	The date at which a specific protection designation ends.
Guidance	This should be used in conjunction with **Protection Start Date**, **Protection Type**, **Statutory Name** and, where appropriate, **Statutory Description** and **Protection Grade**. Protection designations are not necessarily consecutive. A Heritage Asset may be covered by more than one form of protection at any one period of time.
Controlled entry	Yes. A standard format for dates should be adopted.
Information group	*Designation and Protection*
Examples	14-FEB-2006

Protection Grade

Definition	The grade of protection assigned by a protection activity.
Guidance	Not all **Protection Types** have associated **Protection Grades**. This should always be used in conjunction with **Protection Start Date**, **Statutory Name** and **Protection Status**, and where appropriate with **Statutory Description** and **Protection End Date**.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Designation and Protection*
Examples	I; II*; II.

Protection Start Date

Definition	The date from which a specific protection designation starts.
Guidance	This should be used in conjunction with **Protection Type**, **Statutory Name** and, where appropriate, **Statutory Description**, **Protection Grade** and **Protection End Date**. Protection designations are not necessarily consecutive. A Heritage Asset may be covered by more than one form of protection at any one period of time.
Controlled entry	Yes. A standard format for dates should be adopted.
Information group	*Designation and Protection*

Examples	21-FEB-2008

Protection Type

Definition	The type of designation applying to a Heritage Asset, providing protection in law.
Guidance	Select a term in use within the appropriate designation system, ideally contained within a controlled vocabulary. This should always be used in conjunction with **Protection Start Date**, **Statutory Name** and, where appropriate, **Statutory Description** and **Protection End Date**.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Heritage asset (All); Designation and Protection*
Examples	SCHEDULED MONUMENT; LISTED BUILDING; CONSERVATION AREA; WORLD HERITAGE SITE; TREASURE.

Q

Quality

Definition	A description of any quality checking to a map depiction.
Guidance	Free-text field with details of the quality checking which allows users to know what checking has already taken place and highlights issues which are currently known about the spatial representation of a feature.
Controlled entry	No.
Information group	*Map Depiction*
Examples	Boundaries are indicative based on currently known extent of archaeological features. Refer to compiler for clarification.

R

Recovery Method

Definition	The technique used to recover an artefact or ecofact. To record the technique used to cover an artefact or ecofact. Use a controlled vocabulary; see INSCRIPTION.
Guidance	Use once only for each artefact or ecofact. Select term from a controlled vocabulary. For material from early investigations, or other cases where this can not be ascertained, use UNKNOWN.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Artefact and Ecofact; Research and Analysis*
Examples	FIELD WALKING; HAND EXCAVATION; SIEVED SAMPLE.

Recovery Purpose

Definition	A record of the reason why a particular artefact or ecofact sample has been recovered.
Guidance	This should ideally be recorded at the time that the sample is recovered (e.g. during excavation) to guide and inform future analysis.
Controlled entry	Free text.
Information group	***Artefact and Ecofact***
Examples	SAMPLED TO ASSESS THE SPECIES REPRESENTED IN DOMESTIC RUBBISH FOOD DEBRIS.

Registration Place

Definition	The port at which a watercraft was registered.
Guidance	Applies exclusively to the recording of watercraft. The currently accepted name for a port of registration should be used to allow for variations in spelling or place name. Care should be taken when consulting documentary sources not to confuse a vessel's port of departure with its port of origin/registration.
Controlled entry	A controlled list of terms is recommended.
Information group	***Monument***
Examples	PLYMOUTH (DEVON); OSLO; SZCZECIN; LONDON.

Representation Source

Definition	The source map, chart or document used to define a Map Depiction entry.
Guidance	Adequately detailed information should be recorded to allow a user to gauge how the source used might affect the quality of the map depiction.
Controlled entry	Free text.
Information group	***Map Depiction***
Examples	0S 1:10560 Epoch 2 London; OS 1:10,000; Admiralty Chart 2175-0.

Right Note

Definition	A descriptive note of property or other legal entitlement or interest held by an actor with respect to a Heritage Asset or information source.
Guidance	Includes property and intellectual property rights. Use with **Right Type**, which indicates the category of right referred to. Related Actor entries should be used to record full details of the actor involved.
Controlled entry	Free text.
Information group	***Artefact and Ecofact; Monument; Archive and Bibliography; Narrative and Synthesis***
Examples	©HISTORIC SCOTLAND; PROPERTY OF CROWN ESTATE.

Right Type

Definition	The type of property or other legal entitlement or interest held by an actor with respect to a Heritage Asset or information source.
Guidance	Includes property and intellectual property rights. Use with **Right Note**, which gives an appropriate form of words to express the claim.
Controlled entry	Yes. Maintain a list of standard terms.
Information group	*Artefact and Ecofact; Monument; Archive and Bibliography; Narrative and Synthesis*
Examples	COPYRIGHT; OWNERSHIP; EASEMENT.

Road or Street Name

Definition	The name assigned to a thoroughfare.
Guidance	Record to assist in providing location. Use spelling and punctuation taken from a recognised source. For recording former street names qualify with the **Currency** Unit of Information.
Controlled entry	Yes. Where available use street gazetteers.
Information group	*Location*
Examples	HIGH STREET; QUEEN MARY'S AVENUE; BACK LANE; THE SHAMBLES.

Role

Definition	The particular role played by a person, people or organisation associated with a Heritage Asset, event or information source.
Guidance	Use to record the role of the person, people or organisation associated with the Heritage Asset, for example the role of Sir Christopher Wren when associated with St Paul's Cathedral is that of ARCHITECT.
	Examples of associated roles may relate to the design of a building (ARCHITECT), the construction of a site or monument (BUILDER), the occupier of a building (OWNER, TENANT) or merely the fact that a historic person is associated with the Heritage Asset, for example a tomb or gravestone of a historic figure (PERSON OF HISTORIC INTEREST), etc.
	Some roles may need to be linked with **Start Date** and **End Date**.
Controlled entry	Yes.
Information group	*Actor and Role*
Examples	SURVEYOR; SITE MANAGER; FIELD COLLECTOR; OWNER; PERSON OF HISTORIC INTEREST.

S

Scientific Date

Definition	The scientific date associated with a Heritage Asset.
Guidance	Use to record the date given by scientific date determinations. If it is intended to automate analysis of this information it may be appropriate to use additional Units of Information to record the standards deviation, laboratory number, etc. Entries should be exactly as given by the provider of the scientific date information, or in the source used. Uncalibrated dates should be quoted whenever this information is given. Where known, laboratory numbers should always be recorded to assist in identifying the sample that has provided the date.
Controlled entry	No. Free text.
Information group	*Date and Period*
Examples	3580 bp +/- 120 (HAR-1234)

Scientific Date Method

Definition	The existence and type of scientific dating technique(s) available for a monument, artefact or ecofact.
Guidance	The absolute dates provided by scientific methods may contribute to the assessment of the **Period (Name)** or **Start Date** and **End Date** entries for these, but only after the qualification attached to the method, sample or context have been assessed and given due weight.
Controlled entry	Yes, see INSCRIPTION.
Information group	*Date and Period*
Examples	RADIOCARBON DATING; THERMOLUMINESCENCE DATING; DENDROCHRONOLOGY.

Spatial Feature Type

Definition	The spatial object type used to depict the spatial element of a feature.
Guidance	This is usually auto-generated by a GIS system. Different systems will use different terminology/numbering systems. Adoption of common terminology becomes significant when data is shared between different systems.
Controlled entry	Free text. For storing this data in databases, use of the Well-Known Text standard from the Open Geospatial Consortium is recommended.
Information group	*Map Depiction*
Examples	POINT; POLYGON; MULTIPOINT.

Start Date

Definition	The earliest date in a date range.
Guidance	Associated with an **End Date** entry. Conventions should be adopted to indicate the appropriate date range for recording date statements. For BC dates, the use of negative numbers is recommended.

Controlled entry	Yes.
Information group	*Date and Period*
Examples	1914; -237).

Statement of Responsibility

Definition	A statement of the origin of an information source.
Guidance	Typically this will be personal names for the author, editor, photographer, cartographer, etc., but may also be used for publishers or issuing organisation names if individual names are not known. For more detailed recording, the use of the Actor and Role Information Group should be considered.
Controlled entry	Identify, adopt and use a standardised format such as that used in bibliographic citation rules.
Information group	*Archive and Bibliography; Narrative and Synthesis*
Examples	HARCOURT, J (Ed); CADW.

Statement of Significance

Definition	A statement of the perceived significance of a collection.
Guidance	Used in documenting the result of assessment of a collection, for example a museum collection or the contents of an historic property. Professional guidelines should be consulted for guidance on the appropriate content. Statements of significance should always be accompanied by details of the Heritage Asset Management Activity that informed them.
Controlled entry	Free text.
Information group	*Management Activity Documentation*
Examples	

Statutory Description

Definition	The legal description of a designated asset.
Guidance	Use to record the description of the designated area, as contained in legal documents that have designated the asset, where one exists. Not all designations have a statutory description.
Controlled entry	Free text. Entries should be exactly as given on the official notification documentation.
Information group	*Designation and Protection*
Examples	Stone built 18th-century farmhouse, rectangular in plan with two bay windows on the east elevation at ground floor level, mansard stone tile roof…

Statutory Name

Definition	The official name of the protected area given in the designation notification.
Guidance	Use to record the name of the designated area, which is not necessarily the same as the **Heritage Asset Name**. This can be a proper name, a descriptive name or an address.
Controlled entry	Free text. Entries should be exactly as given on the official notification documentation.

Information group	*Designation and Protection*
Examples	Down House; Cross 10 m west of the tower of the Church of St Anthony; 1–9 (Odd), High Street, Trumpton; North Hill Barrows.

Storage Location

Definition	The physical location where an artefact/ecofact is kept.
Guidance	Maintain a list of storage locations. Ensure that all locations can be uniquely identified. Record once only each time a new storage location is used. By default the current storage location. If required, use **Currency**, **Start Date/End Date** to differentiate current and previous storage locations.
Controlled entry	No.
Information group	*Artefact and Ecofact*
Examples	Hangar B, Room 3, case 2, shelf 2.

Subject

Definition	The subject matter or intellectual content of the narrative text.
Guidance	Used to index by general subject area the intellectual content of narrative or synthesis text, stored in the **Narrative Text** Unit of Information.
Controlled entry	Yes. See INSCRIPTION. Suitable terminology sources include the UK Archival Thesaurus.
Information group	*Archive and Bibliography; Narrative and Synthesis*
Examples	waterways; enclosure; landscape.

V

Value Statement

Definition	A free-text description of the cultural, evidential, economic or other value assigned to a recorded Heritage Asset.
Guidance	Content should be guided by appropriate professional standards on stewardship and conservation.
Controlled entry	Free text.
Information group	*Management Activity Documentation*
Examples	

Value Type

Definition	A category of cultural, social, economic or other value types used to characterise a Heritage Asset.
Guidance	Derived from professional guidelines on stewardship and conservation.
Controlled entry	Yes. Maintain a standard list of terms.

Information group   *Management Activity Documentation*

Examples   EVIDENTIAL

Vulnerability Level

Definition	The severity of vulnerability of a Heritage Asset to an identified **Agent of Damage**.
Guidance	Used to assess the relative severity of different agents of damage as assessed by Heritage Asset Management Activity.
Controlled entry	Yes. Maintain a standard list of terms. Words are preferable to numeric scores for clarity.
Information group	*Management Activity Documentation*
Examples	HIGH; VERY HIGH; LOW.

W

Work Status

Definition	The current state of progress of an activity.
Guidance	Record once only to show current status. Maintain or use a controlled vocabulary. Should not be used to refer to named phases in a specific Heritage Asset management plan. Use **Description** to record detailed information about work status.
Controlled entry	Yes. Maintain a standard list of terms.
Information group	*Investigative Activity; Research and Analysis; Heritage Asset Management Activity*
Examples	PLANNED, IN PROGRESS, COMPLETE, SUSPENDED

X

X Coordinate

Definition	The numerical easting (X) coordinate for a feature.
Guidance	Generally six figure coordinates are necessary, following UK standards for GIS. Single coordinate pair (i.e. with Y coordinate) will identify a point. This will be assumed to be a centroid for a recorded feature unless otherwise documented. Repeat values in pairs with Y coordinates form lines or polygons.
Controlled entry	Yes. Numerical values only.
Information group	*Map Depiction*
Examples	456789

Y

Y Coordinate

Definition	Numerical northing (Y) coordinate for a feature.
Guidance	Generally six figure coordinates are necessary, following UK standards for GIS. Single coordinate pair (i.e. with X coordinate) will identify a point. This will be assumed to be a centroid for a recorded feature unless otherwise documented. Repeat values in pairs with X coordinates form lines or polygons.
Controlled entry	Single numerical value.
Information group	***Map Depiction***
Examples	234567

Z

Z Coordinate

Definition	Numerical coordinate for defining depth or height for a feature. This enables you to recreate the site more accurately than Height Above or Below Ordnance Datum.
Guidance	Could be used for example in photogrammetric survey. The numerical Z Coordinate should be linked with the Reference System used. Generally six figure coordinates are necessary, following UK standards for GIS. Single coordinate pair (i.e. with X coordinate) will identify a point. This will be assumed to be a centroid for a recorded feature unless otherwise documented. Repeat values in pairs with X coordinates **for** lines or polygons.
Controlled entry	Single numerical value.
Information group	***Map Depiction***
Examples	546854