MIDAS
A Manual and Data Standard for Monument Inventories

Watercraft and Aircraft Annexe

Contents

Introduction

In 1998 the Royal Commission on the Historic Monuments of England (RCHME) compiled a document entitled MIDAS – the **M**onument **I**nventory **DA**ta **S**tandard.

This document was designed to set an organised methodology for recording the wide variety of monuments that exist within the historic environment. With consistent, thorough recording practices we can better interpret the monuments of our landscape and make information relating to them accessible to society, ultimately aiding the identification, protection and management of our heritage.

While MIDAS effectively addressed issues present in the recording of archaeological and architectural monuments, the increasing interest in the recording of more diverse monument types, such as watercraft and aircraft, means there is a requirement for the scope of the existing standard to be

broadened to incorporate guidance on the recording of information unique to such subjects. It is for this purpose that the MIDAS Watercraft and Aircraft Annexe has been developed.

Who is this Annexe for?

The MIDAS Watercraft and Aircraft annexe has been developed for all those who maintain, or are intending to create, an inventory to systematically record watercraft (vessels of every description that ply on or in the water) and/or aircraft (all heavier-than-air flying machines including airships, balloons, unmanned aerial vehicles etc.) deemed to be of archaeological or historical significance, their remains, or evidence of their presence. Users of the MIDAS Watercraft and Aircraft Annexe will largely consist of:

- Professional heritage managers employed in national organisations and local authorities who develop and maintain their own specialised inventories.
- Groups and societies whose interest in watercraft and aircraft sites prompts them to collect and record information in a systematic manner. Increasingly this group provides the political pressure for preservation and documentation of watercraft and aircraft sites.
- Those collecting and organising information on their chosen topic, either with an intention to publish their findings or as a research tool to assist analysis.

How to use the Watercraft and Aircraft Annexe

The Watercraft and Aircraft Annexe complements, and should be used in conjunction with, the MIDAS Data Standard (the current version of MIDAS (3rd reprint, 2003) is available online as a downloadable document from www.english-heritage.org.uk/midas or www.fish-forum.info). Many attributes and characteristics of a monument, whether it is a building, a barrow or a shipwreck, can be defined in an identical manner. Watercraft and aircraft can already be recorded using the main MIDAS Data Standard, but there will inevitably be items of information unique to these subjects that are not included in the main document. This Annexe seeks to collect the most commonly used of these items of information and provide guidance for their recording and representation.

This is not to say the recording of information outside the scope of the Annexe is not recommended. The MIDAS Data Standard and its Annexe provide guidance

for the recording of commonly occurring data, as well as demonstrating a methodology that can be applied beyond their own scope.

Where special consideration needs to be taken in recording information already covered by the original standard, these items have also been included and annotated in the Annexe. By utilising the guidance contained in the Annexe, a more detailed and unified methodology for the recording and representation of watercraft and aircraft information can be achieved.

Areas not included in the Annexe

What Data Model or Data Structure to use

This would specify precisely which information was to be included and how different subjects recorded within the inventory would be related. This has been deliberately excluded from the MIDAS Watercraft and Aircraft Annexe since the model or structure used must relate to the information needs of the inventory. There are cases where a group of related inventories deal with essentially similar sorts of information and serve similar functions. In these cases a commonly agreed data model is an advantage for the exchange of information or skills and expertise. The MIDAS Watercraft and Aircraft Annexe can be used in the development of such models, but it is not intended to require inventories built upon it to adopt one particular model.

What Indexing Terms to use
Again, this will need to be suited to the needs of each inventory, so it would not be appropriate to specify indexing terms for each unit of information in the MIDAS Watercraft and Aircraft Annexe. Examples of indexing terms used within this document are taken from, though do not represent the full extent of, existing terminologies.

For guidance in the use of terminology it is advisable to consult INSCRIPTION for details of available word lists (this can be viewed at www.fish-forum.info) or contact the Data Standards Unit at the National Monuments Record Centre.

How to Record Archives and Museums Collections

The MIDAS Watercraft and Aircraft annexe is aimed at recording type-specific monuments. Appropriate data standards for related areas already exist and are referred to where appropriate.

What Information Technology to use

The MIDAS Watercraft and Aircraft annexe covers text information only and has been designed so that it can be used by a range of information technologies, ranging from card indexes and paper forms to computerised database systems. Emerging technologies for the production, presentation and dissemination of computerised information, such as digital images and the Internet, are not covered by the MIDAS Watercraft and Aircraft Annexe. Pragmatically, these technologies are far more influenced by IT industry-led technical standards than by any standards produced by user communities. Any recommendations that might be made are therefore likely to be made obsolete rapidly by advances in technology. However, without standards covering the compilation of text information that underpins the knowledge stored in inventories, the new technologies can do little more than present bad data in a deceptively good way. It is these text standards that can be most usefully defined by particular user communities.

Information Schemes and Units of Information

Information Schemes are subject headings under which a series of related ideas are grouped. Together, these Information Schemes account for every facet of a monument record.

The Units of Information are the individual items that are grouped within each Information Scheme. While each Information Scheme will be represented within a typical monument inventory record, not every Unit of Information needs to be present.

What follows is a description of each individual Information Scheme and the key issues that need to be considered when applying them to the recording of watercraft and aircraft. This is followed by a tabular representation of all the Units of Information (including those present in MIDAS but not annotated in this annexe) contained within the Information Scheme, and then a description of each new or annotated Unit of Information. Those Units of Information deemed to be of greatest importance, and are therefore recommended to have present within an inventory record, are indicated in each Information Scheme's table. This format follows that used in the main MIDAS standard.

Monument Character

What kind of craft is it? How old is it? How was it lost?

This information serves to characterise the monument record. An inventory of watercraft or aircraft should be able to answer these questions.

Key Issues

Identification of watercraft or aircraft remains

The identification of recorded aircraft or watercraft remains is an invaluable aid to historical research. Often, however, this is not possible due to the limitations of the documentary sources relating to the craft, or the nature of the surviving remains. In these cases, separate entries may exist in an inventory for what is in fact the same craft. A unified approach to recording the characteristics of a craft and its final journey can assist in the identification of, for example, the surveyed remains of a nineteenth century coal barge by matching it to a record documenting the loss of a vessel in the same area at the same time sharing certain attributes.

Last journey details

Data regarding the last recorded journey of a craft, where known, is of particular value in placing the site within its historical context. Analysis of information such as the ports of departure and destination of cargo vessels carrying particular commodities can assist in the understanding of trade routes and the economic development of adjoining land areas. For military watercraft and aircraft, knowing points of departure and destinations, such as the targets of bombing raids, may assist in the interpretation of particular campaigns or battles. This is one of the areas that give the recording of watercraft and aircraft its unique character.

MONUMENT CHARACTER Units of Information

*Construction Material
Craft Type
Date of Construction
Date of Loss
Departure
Destination
Manner of Loss
*Maximum Date
*Minimum Date
Monument Type
**Nationality
*Period
Registration Place

Area
Associated Goods
Construction Method
Currency
Date Range Qualifier
Dimensions
Dimension Measurement Unit
Dimension Value
Display Date
Evidence
Monument Certainty
Monument Component
Propulsion
Scientific Date Method
Scientific Date

* indicates MIDAS recommended unit of information
Italics indicates new units of information defined in this annexe
Bold type indicates existing unit of information amended in this annexe

See the MIDAS Data Standard for guidance on recording units of information not defined or amended in this annexe.

Associated Goods

Definition: Items or materials carried by a craft, either as cargo or to otherwise allow the craft to fulfil its intended purpose.

Guidance: As well as recording the contents of laden cargo vessels and aircraft, this unit for information can also be used to record materials that may have been carried in large quantities for non-commercial reasons, such as ordnance or supplies carried by military craft.

Controlled entry?:   A controlled list of terms is recommended.

Examples: COAL

PIT PROPS

MEDICAL SUPPLIES

Construction Method

Definition: The method of construction of a craft's hull or fuselage and wings.

Guidance: Use, if known, in conjunction with Object Material (see *The MIDAS Data Standard*). This Unit of Information can be used to record very specific construction methods such as CARVEL or CLINKER (a method of hull construction whereby each plank overlaps the upper edge of the one beneath it) as well as more general construction characteristics (WELDED, RIVETTED). In some cases more than one Construction Method will need to be recorded for a single craft.

Controlled entry?:   A controlled list of terms is recommended.

Examples: CLINKER

 WELDED

 DUGOUT

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 (SLOOP, SPITFIRE). Can also be used to record manufacturers (SUPERMARINE, BLACKBURN). 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.
Examples:	WARSHIP
	SCHOONER
	LANCASTER

Date of Construction

Definition:	Records the date of a watercraft or aircraft's construction.
Guidance:	Precise dates of manufacture will rarely, if ever, be assigned to craft. Such information will usually be expressed only in terms of the year the watercraft or aircraft was manufactured. As watercraft are built individually over a, sometimes prolonged, period of time, and aircraft, in particular military aircraft, are often manufactured in large batches, the Date of Construction will sometimes be expressed as occurring in more than one year (see **Minimum Date** and **Maximum Date** units of information in *The MIDAS Data Standard*).
Controlled entry?:	A consistent format should be used.
Examples:	**Min.** 01-JAN-1867 **Max.** 31-DEC-1867
	Min. 01-JAN-1799 **Max.** 31-DEC-1800
	Min. 01-JAN-1901 **Max.** 31-AUG-1903

Date of Loss

Definition:	Records the date on which the loss or destruction of a watercraft or aircraft occurred.
Guidance:	The precise date of loss of a craft will not always be recordable and may occasionally, due to unspecific or conflicting documentary sources, have to be expressed as a date range. For this reason it is advisable to incorporate two Date of Loss fields into an inventory to facilitate the recording of minimum and maximum values (see **Minimum Date** and **Maximum Date** units of information in *The MIDAS Data Standard*
Controlled entry?:	A consistent format should be used.
Examples:	**Min.** 24-JAN-1867 **Max.** 24-JAN-1867
	Min. 01-FEB-1799 **Max.** 28-FEB-1799
	Min. 01-JAN-1901 **Max.** 31-DEC-1901

Departure

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 will express the development of, and variations in, place names to inform the recording and retrieval processes.
Controlled entry?:	A controlled list of terms is recommended. See INSCRIPTION for English Heritage Maritime Place Name Thesaurus.
Examples:	PLYMOUTH (DEVON)
	PLYMOUTH (MONTSERRAT)
	GLASGOW

Destination

Definition:	The port or destination to which a watercraft or aircraft was travelling at the time of its loss.
Guidance:	See 'Departure' guidance.
	Note: It is acceptable to record more than one departure or destination if the documentary sources used specifically mention, for example, ports of call prior to a watercraft's ultimate destination. In this event, sources should be quoted in the appropriate field to clarify the use of multiple indexing. This approach can also be adopted when recording conflicting reports of a craft's destination.
Controlled entry?:	A controlled list of terms is recommended.
Examples:	PLYMOUTH (DEVON)
	PLYMOUTH (MONTSERRAT)
	GLASGOW

Dimensions

Definition:	A measurable physical attribute of an inventory record subject.
Guidance:	For the recording of watercraft and aircraft, the dimensions could relate to a craft at the time of its manufacture, or to its located remains.

Consistency in the use of terminology is vital due to variations (particularly in the area of watercraft construction) in use and understanding. For example, length, breadth and depth can be qualified in a number of ways and known by terms such as BEAM and DRAUGHT.

Controlled entry? :   A controlled list of terms is recommended.

Examples: GROSS TONNAGE

DEPTH

WINGSPAN

Dimension Measurement Unit

Definition: The unit of measurement in which dimensions are expressed.

Guidance: A single term or abbreviation representing the recorded unit should be used. Provision should be made for units of measurement no longer in general use, pre-metric units etc.

Controlled entry? :   A controlled list of terms is recommended.

Examples: FEET

TONNES

TONS

Dimension Value

Definition: The numeric value of a dimension's unit of measurement.

Guidance: A single numeric value should be attributed to each dimension's unit of measurement.

Controlled entry?:   Numerical values should be recorded without punctuation other than a decimal point where necessary.

Examples: 2.8

28

280

Note: The 'Dimension', 'Dimension Measurement Unit' and 'Dimension Value' units of information should be used together within an inventory. For example:

Dimensions	Dimension Value	Dimension Measurement Unit
GROSS TONNAGE	30	TONNES
LENGTH	28	METRES
WINGSPAN	35	FEET

Manner of Loss

Definition: The primary cause of loss, or fate, 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 damage 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? :   A controlled list of terms is recommended.

Examples: STRANDED

                  GUN ACTION

                  MECHANICAL FAILURE

Monument Component

Definition: Description of an entity forming part of a structure, building or piece of machinery that has a specific functional usage or decorative form.

Guidance: This unit of information will include integral or separable structural or functional components of a watercraft or aircraft, such as a vessel's fixtures and fittings or the structural elements of an aircraft. An inventory entry detailing such components should also usually include details of Monument Type.

Controlled entry?:   Recommended. See INSCRIPTION.

Examples: BOILER

                  FUSELAGE

                  MAST

Monument Type

Definition: The term or terms classifying a monument, principally with reference to its function or use.

Guidance: In the recording of watercraft and aircraft this field will classify the subject of a record at its broadest level. In inventories detailing more than one type of monument this field will be used in conjunction with Craft Type. However, should an inventory contain records relating to only one type of monument (e.g. AIRCRAFT) then a Monument Type is automatically implied by the subject of the inventory and does not necessarily need to appear within the body of every record.

Controlled Entry?: Use of the RCHME / English Heritage *Thesaurus of Monument Types* is recommended.

Examples: WATERCRAFT

AIRCRAFT

WRECK

Nationality

Definition: The nationality assigned to a watercraft or aircraft.

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

Controlled entry?: A controlled list of terms is recommended.

Examples: ENGLISH

BRITISH

GERMAN

Propulsion

Definition: A craft's method of propulsion.

Guidance: More than one form of propulsion can be recorded for a craft. For example, a sailing ship may have been equipped with an auxiliary motor. This field could also be used, if supported by a properly structured and standardised terminology, to record items such as aircraft engines to a level of detail that could include their manufacturers.

Controlled entry?:   A controlled list of terms is recommended.

Examples: SAIL

    STEAM

    TOWED

Registration Place

Definition: The port or location at which a watercraft or aircraft was registered.

Guidance: As with Nationality, more than one Registration Place could be recorded if wishing to represent the history of a particular craft.

Controlled entry?:   A controlled list of terms is recommended.

Examples: PLYMOUTH (DEVON)

    OSLO

    LONDON

Location

Where is it? How extensive is it?

Units of information grouped in this scheme identify the geographic location of the subject of an inventory entry relates to. This will generally be of use in combination with Monument Character, Event and Monument Management entries. More unusually, it may be useful to qualify Bibliography, Documentary Archive and Object entries with Location information. In these cases, it is the Location that the Bibliography, Documentary Archive and Object entry *relates* to rather than where it is currently held.

Key Issues

Representing location data

The location data relating to watercraft and aircraft remains and losses falls into two distinct categories: precise and approximate locations. Precise co-ordinates will be attributed to features and vessel or aircraft remains whose exact position has been recorded through survey, site visits etc.. Approximate locations will be attributed mainly to shipping and aircraft losses whose remains have not been discovered but which have been recorded as an indicator of the archaeological potential of the area in which they were lost. The data contained within these records will have been derived from documentary sources wherein the description of the place of loss will often be approximate. In order to attribute location data, in the absence of co-ordinates provided by sources, to these records, a location scheme such as Named Location – an area, town or landmark whose precise position can be used in multiple records, so gathering together all those losses occurring in close proximity to it – can be assigned.

Use of alternative projections

Presently many inventories are biased towards a small number of location data schemes, such as National Grid Reference or Latitude/Longitude. With the increasing use of GPS and GIS-based systems, a field covering all possible location data schemes would provide an easier way to record information from new sources whose location data may not presently be compatible with an existing inventory. This would also better facilitate future data exchange. Appropriate software could then be applied to an inventory to provide conversion tables, making it possible to translate, for example, a set of NGR co-ordinates into Latitude and Longitude. This field would supplement the existing MIDAS provisions for the recording of Ordnance Survey National Grid Reference Eastings and Northings, and Latitude and Longitude.

LOCATION Units of information

*Civil Parish
***County**
***District**
*Ordnance Survey National Grid Reference Easting
*Ordnance Survey National Grid Reference 100 km Square
*Ordnance Survey National Grid Reference Northing
**Positional Fix Qualifier*

Ceremonial County
Currency
Geodetic Datum
Depth Below Geodetic Datum
Height Above Geodetic Datum
Land Parcel Reference Number
Latitude
Locality
Longitude
Named Location
National Grid Reference Absolute Easting
National Grid Reference Absolute Northing
National Grid Reference Precision
Non Parish Area
Number in Road or Street
Ordnance Survey 1: 10,000 Quarter Sheet
Post Code
Road or Street Name
Topology
Unitary Authority

* Indicates MIDAS recommended unit of information
Italics indicates new units of information defined in this annexe
Bold type indicates existing units of information amended in this annexe

See the MIDAS Data Standard for guidance on recording units of information not defined or amended in this annexe.

County

Definition:	A statement of the county in which an inventory entry is located.
Guidance:	County boundaries are subject to occasional change and, in some cases, have been affected by local government reorganisation. It is recommended that entries in this unit of information refer to current administrative boundaries. As administrative boundaries do not apply to coastal waters, one possible way to assign such location data to marine sites would be to extend such boundaries from the land out to the twelve-mile limit. It must be stressed, though, that this would only be a measure to facilitate information retrieval.
Controlled entry?:	Recommended. See INSCRIPTION.
Examples:	SOUTH CORNWALL
	HAMPSHIRE
	LANCASHIRE

Depth Below Geodetic Datum

Definition:	The depth of a location, feature or object expressed as a vertical distance from a defined geodetic datum.
Guidance:	To be used in conjunction with the **Dimension Measurement Unit** and **Dimension Measurement** Value units of information in the Monument Character information scheme.
Controlled entry?:	Recommended.
Examples:	10 Metres
	10.5 Metres
	100 Metres

District

Definition:	Records the district or borough authority responsible for the area to which an inventory entry relates.
Guidance:	Entries in this field should refer to current administrative boundaries. As administrative boundaries do not apply to coastal waters, one possible way to assign such location data to marine sites would be to extend such boundaries from the land out to the twelve-mile limit. It must be stressed, though, that this would only be a measure to facilitate information retrieval.

Controlled entry?:	See INSCRIPTION for a reference list. Detailed maps showing up-to-date administrative boundaries should be consulted to accurately record this information.
Examples:	SOUTH HAMS
	WEST DORSET
	GREAT YARMOUTH

Geodetic Datum

Definition:	A defined reference datum from which the height or depth of a location, feature or object can be measured.
Guidance:	The simplest form of reference datum is to use sea-level as a point from which to measure the height or depth of an object. This, however, will vary with time and location, and so an agreed, static value needs to be assigned in its place; for example, Ordnance Survey Datum, which is equal to the mean level of low water at ordinary spring tide (i.e. the level below which the sea rarely falls) at Newlyn in Cornwall. Unlike latitude and longitude, which can be applied globally, there are many different geodetic datums in use throughout the world, some of which relate to values other than sea-level.
Controlled entry?:	Recommended.
Examples:	Ordnance Survey Datum
	Chart Datum
	European Datum

Height Above Geodetic Datum

Definition:	The height of a location, feature or object expressed as a vertical distance from a defined geodetic datum.
Guidance:	To be used in conjunction with the **Dimension Measurement Unit** and **Dimension Measurement Value** units of information in the Monument Character information scheme.
Controlled entry?:	Recommended.
Examples:	10 Metres
	10.5 Metres
	100 Metres

Named Location

Definition: An approximate location assigned the co-ordinates of the nearest town, landmark or named area to the site of a watercraft or aircraft loss where a precise location is not known.

Guidance: Providing a valuable indicator of the archaeological potential of a given area, watercraft and aircraft losses are rarely attributed accurate co-ordinates relating to their place of loss unless actual remains have been located. Most documentary sources will describe the position in approximate relation to the nearest known location; for example, '2 miles SSW of Lizard Point' (this can be recorded in an appropriate free text field). An alternative to plotting such an approximate, and possibly incorrect, position is to include within the record the co-ordinates for a point close to that position, which can also be assigned to other craft reported lost in the same vicinity. As the only element of certainty in this particular example would seem to be that the craft was lost near to LIZARD POINT, for the purposes of information retrieval it would be possible to group all such vaguely reported losses together using a single set of location data. Should more precise location data become available the Named Location within a record can be replaced by a more meaningful set of co-ordinates.

Controlled entry?: Recommended.

Examples: OFF LIZARD POINT

HASTINGS

BUDE BAY

Positional Fix Qualifier

Definition: Qualifies the precision of the location data contained within a monument record.

Guidance: For marine records, many sources such as the Hydrographic Office and published divers' guides will provide co-ordinates in latitude and longitude for sites but state that the position given is approximate rather than precise. Similarly, many watercraft and aircraft losses will be assigned Named Locations rather than precise co-ordinates, necessitating an appropriate qualifier to indicate the location scheme employed.

Controlled entry?: Recommended.

Examples: FEATURE CENTRED

POSITION APPROXIMATE

NAMED LOCATION

Names and References

What is the subject of this inventory entry called? What is it called by other inventories? When was this entry compiled? What does this entry refer to?

Every entry in an inventory must have a means of uniquely identifying that entry. This is essential for filing, processing of the entries and for cross-references between entries within the inventory. Many different formats of unique identifier are in common use. The principal options are:

- A unique primary reference number starting from 1 with new entries being assigned the next number in the sequence (i.e. 1, 2, 3 … 2987, 2988, etc). This has the advantage of simplicity, although it is not easily memorised.
- A compound identifier including more than one element. For example, a map sheet and number, or year of compilation and number, or compiler initials and number (e.g. TQ 56 SW 23, 1987/03, or ANB564). The advantage of these compound identifier formats is that knowing the identifier for a particular entry immediately tells you something about the record; in the above examples the approximate location or the date when it was entered or the compiler. The disadvantage is that more than one concept is recorded by the identifier. These formats are seemingly based upon an assumption that every monument can be located on a single map sheet. This approach may prove to be problematic when recording a monument or site; for example, a scattered wreck that covers a large area.
- A name (e.g. the title of a book, name of a monument, name of an excavation). These are intuitively easy to use and do not require a centralised point of reference to which compilers refer to obtain, for example, the next number in a sequence. The disadvantages are that in any but the simplest of situations, duplication may occur, meaning that the identifier is not unique.

Key Issues

Units of information grouped into this information scheme serve to identify the entry and also to identify equivalent or related entries in other inventories. With the recording of shipping and aircraft information, there will be a heavy reliance upon gathering data from other inventories and collections compiled by local authorities, enthusiast and specialist groups and individuals. This information scheme will also allow for the referencing of appropriate Admiralty charts, Kingfisher fishermen's charts etc. containing information relating to an inventory entry.

NAMES AND REFERENCES Units of Information

*Compiler
*Date of Compilation
*Date of Last Update
*Description
***External Cross-reference Other Inventory Name**
***External Cross-reference Other Inventory Reference Number**
***Name**
*Primary Reference Number

Alternate Name
Internal Cross-reference Primary Reference Number
Internal Cross-reference Qualifier

* indicates MIDAS recommended unit of information
Bold type indicates existing unit of information amended in this annexe

See the MIDAS Data Standard for guidance on recording units of information not defined or amended in this annexe.

External Cross-reference Other Inventory Name

Definition: The full name of an inventory or other information system holding an entry to which an entry in your inventory is cross-referenced.

Guidance: Entries should be sufficient to allow the other inventory to be unambiguously identified.

Controlled entry?:   A centrally controlled list is recommended. Use the full name for the external inventory as used by the holders of the external inventory. This should include the organisation name where appropriate. Where used, care should be taken to standardise abbreviations.

Examples: Kent County Council Historic Environment Record

Falmouth Maritime Museum Wreck List

Northolt Aircraft Museum

External Cross-reference Other Inventory Reference Number

Definition: The Primary Reference Number as used by an external inventory with which an entry in your inventory is cross-referenced.

Guidance: Used with **External Cross-reference Other Inventory Name**. Entries should exactly follow the format used by the external inventory. Where compound primary reference numbers have been used by the external inventory, care should be taken to ensure that all the information needed to unambiguously identify the entry is included. When recording a maritime chart in this field the reference number will consist of the chart number and the date of publication.

Controlled entry?:   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.

Examples: KE 124/A

SM 12345

FMWL 8273

Name

Definition: A free-text field which records the name by which a monument is or was known.

Guidance: Only valid names in common or recognised use should be entered. Care should be taken not to include references to places that properly should be recorded as **Civil Parish** or **Locality** entry terms, or to

include **Monument Type** entry terms, unless these form part of a recognised name. For the recording of watercraft, while there will normally be a vessel name appropriate for entry in this field, the nature of the data recorded will often mean this piece of information will not be known. Assigned prefixes, such as HMS or SS, should be recorded as part of a vessel's name. Very few aircraft will have proper names, their own unique identifiers being their serial numbers. Such data can be recorded with this unit of information. For the sake of information retrieval it is vital that a consistent recording practice is adhered to.

Controlled entry?:	Free text.
Examples:	SAUCY LASS
	HMS BELFAST
	SPITFIRE MK II P1362

Alternate Name

Definition:	The alternate, or former, name by which an inventory entry is/was known.
Guidance:	Where historic or former names are relevant to an inventory these should not be entered into the **Name** unit of information. Instead this additional unit of information should be defined to record each name individually. For watercraft in particular this field will be highly relevant as many vessels underwent changes of name in their lifetimes. Some documentary sources will mis-spell or misinterpret names, occasionally even referring to foreign vessels by translated version of their original names. These could be recorded as alternate names if the correct form is known and recorded in the **Name** field. In the case of craft that are known by an informal name (e.g. THE SEATON CAREW WRECK) this can be recorded as an alternate name if the proper name is also known and recorded, or else as the primary name if this is not the case.
	Note: It may be appropriate to include a **Currency** unit of information (see the MIDAS Data Standard), which could also differentiate between alternative forms of a name and a former name, plus possibly **Minimum Date** and **Maximum Date** units to record the date range in which the name recorded was used.
Controlled entry?:	Free-text.
Examples:	TWEE GEBROEDERS
	PEGGY
	THE SEATON CAREW WRECK

Events

When was it discovered? How was it found? Has it been investigated?

The answers to these questions can broadly be described as 'Events'. Events may be undertaken for archaeological or non-archaeological reasons; designed to gain archaeological information or for monument management purposes; specific to one monument or extensive; to professional standards or purely casual.

An Event may be characterised by **Event Type,** for example, excavation or survey or its **Minimum Date** and **Maximum Date**, to indicate its duration. Related information schemes can be used to record its location, whether site specific or extensive or the people and organisations sharing responsibility. In addition, the nature of the **Evidence** examined may be included in an entry.

Key Issues

History of Interpretation and Condition Assessment

Separating the recording of Events and Monument Character has the key advantage that the information on which an interpretation is based (the Event) is made clearly distinct from the interpretation itself (Monument Character). The nature of the Event is fixed, but the interpretation upon which the Monument Character is assessed may change as further information is gathered, or existing information is reinterpreted (as a result of further Events). Many watercraft and aircraft remains are discovered through routine survey; for example, those carried out for the compilation of Admiralty charts by the Hydrographic Office. Initially the data produced may be vague, with subsequent surveys and investigation adding further information. Each of these surveys, or site visits, can be defined as an Event, and serve as a report on the site's condition at the time. In the case of protected watercraft and aircraft crash sites, regular inspections will be carried out for this very purpose.

EVENTS Units of Information

*Condition / Survival
*__Event Type__
*__Evidence__
*Maximum Date
*Minimum Date

Area
Date Range Qualifier
Dimension Indexed (e.g. to record the area covered by an excavation)
Dimension Measurement Unit
Dimension Value

* indicates MIDAS recommended unit of information
__Bold type__ indicates existing unit of information amended in this annexe

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Event Type

Definition:	An event or action of fixed duration affecting the condition, status or understanding of a monument.
Guidance:	Complex projects, combining several investigative events (e.g. geophysical survey and archaeological excavation) will generate separate Event entries, each with a separate **Primary Reference Number**, which may be cross-reference using **Internal Cross-reference Primary Reference Number** to indicate the association. For the recording of watercraft and aircraft, events and activities such as partial or complete recovery or salvage could be recorded using this Unit of Information.
Controlled entry?:	The Event Type should be selected from a centrally controlled list of terms. It is recommended that the list of terms should be restricted to facilitate retrieval. See INSCRIPTION.
Occurs in:	Event
Examples:	GEOPHYSICAL SURVEY
	DOCUMENTARY RESEARCH
	FIELD VISIT

Evidence

Definition:	A statement of what has been observed by an investigative activity describing the existing physical remains of a monument, or the means by which a monument has been identified where there are no observable physical remains.
Guidance:	Multiple entries may be necessary to record instances where more than one term is appropriate. For craft remains a list of terms describing various forms of craft structure and remains will be required. Those inventory entries relating to watercraft and aircraft losses where no actual remains have been located, the term DOCUMENTARY EVIDENCE will indicate the source of the information in the record.
Controlled entry?:	Recommended. See INSCRIPTION.
Examples:	SIDE SCAN SONAR CONTACT
	COHERENT AIRCRAFT STRUCTURE
	SCATTERED VESSEL STRUCTURE

Monument Management

What has been done to this monument? What is proposed? Is it protected? Is it at risk?

'**Monument Management'** includes information concerning: the legal status and non-statutory designations of monuments; associated land use; planning applications that would affect monuments; recommendations made in response to such applications; the final outcomes and management plans devised to minimise risk of damage or decay.

The extent to which inventories include information on the management of monuments will depend on the role or roles that are performed by the bodies that maintain them. These roles might include:

- Active management of a monument, for instance, by a landowner. This role might need detailed recording of resources (time, money, materials, labour) allocated to a particular management project.

- Assessment of necessary protection or preservation, or for the award of grant aid. This role might need information to store assessments of a monument's local or national importance.

- Campaigning bodies drawing attention to threats to a particular monument or group of monuments. This role might need information on the condition of a monument over time and threats to its survival.

Key Issues

With inventory entries relating to watercraft and aircraft crash sites, the unit of information **Protection Status** will be of great importance owing to the possible inclusion of sites protected under the Military Remains Act, some of which may be assigned the status of Military remains Protected Site. The sensitive nature of these sites make it vital for an appropriate indicator to be present.

MONUMENT MANAGEMENT Units of information

*Condition / Survival
*Management Proposal Name
*Management Proposal Outcome
*Management Proposal Recommendation
*Management Proposal Type
*Management Proposal Work Proposed
*Protection Grade
***Protection Status**

Area
Date Range Qualifier
Land Use
Maximum Date
Minimum Date

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Land Use

Definition:	Present land use, or land characteristic, at the site of a monument.
Guidance:	Land use is one of the key factors in determining the survival of monuments, particularly buried archaeological deposits. Systematic recording of land use may identify particular land uses that are beneficial to monument preservation, or identify potential threats. For more detailed recording, an additional unit of information Land Use Around may be valuable, particularly in identifying threats posed by adjacent land use such as quarrying. For maritime-related inventory entries this field will differentiate between sites in coastal waters and those on the foreshore, above high water etc. Different types of seabed characteristics could also be recorded using this unit of information.
Controlled entry?:	Recommended. See INSCRIPTION.
Examples:	MARINE
	INTER-TIDAL
	SALTMARSH

Protection Status

Definition:	Statutory or other designations relating to a monument.
Guidance:	Use to identify the protection status of a monument. For watercraft and aircraft inventory entries this field will relate to sites affected by the Protection of Wrecks Act, 1973 (PROTECTED WRECK), and those with special designations under acts such as the Military Remains Act, 1986 (PROTECTED MILITARY REMAINS).
Controlled entry?:	Recommended. See INSCRIPTION.
Examples:	PROTECTED WRECK
	PROTECTED MILITARY REMAINS
	MILITARY REMAINS CONTROLLED SITE

Resources

Where can I find out more?

This section provides guidance on how to record the sources used in the compilation or enhancement of inventory entries or to supplement existing information. This information provides authority for the inventory entries without which the entries have no substantiating evidence. The information also allows future users to trace the origin of a given entry and to avoid the inefficiency of re-examining sources that have already been checked.

Watercraft and Aircraft inventory sources may comprise published or unpublished printed matter, documentary archives, drawings, photographic materials, electronic media, or collections of objects associated with monuments. As well as these physical archive sources, the inventory entries may well be derived from personal observations of a monument, oral testimony, or local tradition. Whatever the source of information, it should be recorded to allow future re-examination.

Key Issues

Specialist sources

Inventory entries relating to watercraft and aircraft crash sites will rely heavily upon documentary evidence and related archives and collections. Sources from which data will be obtained will range from newspapers, journals, published books, unpublished manuscripts and Parliamentary papers to collections and inventories held by institutions, museums, archives and private individuals. Typical examples of these would be Lloyd's List, Board of Trade Casualty Returns, Calendars of State Papers, County Archives Offices, Air Britain publications etc..

RESOURCES Units of information

*Archive Extent (for Archive)
*Archive / Source Location (for Archive and Objects)
*Archive /Source Reference (for Bibliography and Archive)
*Archive / Source Title (for Bibliography and Archive)
*Archive / Source Type (for Archive)
*Date of Origination (for Bibliography and Archive)
*Statement of Responsibility (for Bibliography and Archive)

Date Range Qualifier
Maximum Date (the end of a date range during which an archive was created)
Minimum Date (the start of a date range during which an archive was created)
Source Number

* indicates MIDAS recommended unit of information

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amended in this annexe.

People, Organisations and Roles

Who did what and when?

The units of information in this information scheme can be used to identify those who have participated in investigations of a monument, in their role as excavators, surveyors, etc., or those who hold information relevant to a monument in archives or collections. Also, this information can be used to record the association of historical figures with a particular monument, or people or organisations who have been responsible for the monument in some way, for instance, in the role of owners, architects, financiers, etc.

As with Location information, in many cases it will be adequate to simply index each relevant entry with appropriate units of information. These would be repeated in each inventory entry as needed. In such cases, since the associated person name units of information are free text, it is strongly recommended that standardised formats for recording these units are adopted for all inventory entries.

Key Issues

The variation in the amount of information relating to a particular vessel or aircraft between documentary sources makes the recording of these units of information for every inventory entry a difficult task. Often, the name of the master of a wrecked ship will be known. However, as the details given will often be limited to a surname only, care should be taken in the recording of such data for information retrieval purposes. Associated Role can be used to record roles such as PILOT, NAVIGATOR, MASTER, CAPTAIN etc..

Associated Organisations can be utilised to record entities such as manufacturer. Unlike aircraft, mostly produced by large, well-known companies, many watercraft would be manufactured by local craftsmen or small boatbuilding firms, as well as by larger companies. For military aircraft, this information scheme can be utilised to record details such as details of squadrons as associated organisations.

Care should be taken when recording the names of individuals in associated roles, particularly in the case of losses documented as being due to pilot error or blamed upon the actions of a named individual. Making data of such a sensitive nature publicly available may prove to be an issue for some parties.

Inventory managers should familiarise themselves with the provisions of data protection legislation that might apply to their records.

PEOPLE, ORGANISATIONS AND ROLES
Units of information

*Associated Person Name
*Associated Organisation Name
*Associated Role
*Maximum Date
*Minimum Date

Date Range Qualifier
Postal Address

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