



The Glamorgan-Gwent Archaeological Trust Ltd

Historic Environment Record

Information Policy

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Description: This document sets out the HER's scope, geographical coverage and content of information resources. The policy also describes existing arrangements for data sharing and details licence agreements to which we subscribe.

Source: The document *GGAT HER Information Policy* has been compiled by The Glamorgan Gwent Archaeological Trust Ltd on behalf of GGAT HER Charitable Trust. This document is based upon requirements and recommendations from *Historic Environment Records: Benchmarks for Good Practice (2014)* and *Informing the Future of the Past: Guidelines for Historic Environment Records (Second Edition, 2015)*. This document should be read in conjunction with *GGAT HER User Handbook* and *GGAT HER Guide and Index to Supporting Reference Collections*.

TABLE OF CONTENTS

1.	The Historic Environment Record Scope and Content	3
1.1.	Geographic Coverage	3
1.2.	Information Scope	3
1.3.	Information Content.....	4
1.3.1.	Non-digital and reference	4
1.3.2.	Digital content.....	4
2.	Additional Sources of Information and Links to Other Bodies	6
3.	Data Sharing and Exchange	7
3.1.	Memoranda of understanding	7
3.2.	Licence Agreements.....	7
4.	Intellectual Property Rights (IPR).....	8



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1. The Historic Environment Record Scope and Content

1.1. Geographic Coverage

The Glamorgan-Gwent Historic Environment Record (HER) is the official register of archaeological sites and events in South East Wales. The record holds information on over 29,000 sites and 5,000 events in 12 unitary authority areas - Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Rhondda Cynon Taff, Swansea, Torfaen and the Vale of Glamorgan. These twelve authorities cover the area of the former counties of Gwent, Mid Glamorgan, South Glamorgan and West Glamorgan.



1.2. Information Scope

The HER is inclusive of subject and period for all known sites, monuments, features and artefacts of archaeological and /or historical interest dating from the earliest known human habitation through to the 20th century. It does not discriminate between sites of terrestrial or maritime character and does not intentionally exclude any type or period of site. The record is currently terrestrial-focused, however, coverage includes the intertidal zone up to the high water mark and therefore includes monument types such as wrecks, docks, crashed aircraft, finds and

submerged landscapes. The HER also comprises a record of archaeological work, known as 'Events' dating from the 19th century to the present day.

The information currently held in the Regional HER has developed over 40+ years as a result of the many thematic and location-based projects undertaken in the area by a variety of different bodies. As such, it is a constantly dynamic resource which develops and expands with each new piece of information.

In practice, the circumstances of the development and resources of the Record mean that coverage is incomplete in places, particularly with regard to Event data. Identified 'gaps' in the record can be used to target research and inform the Research Framework for the Archaeology of Wales (www.archaeoleg.org.uk).

1.3. Information Content

1.3.1. Non-digital and reference

The HER contains a substantial paper information resource compiled from a variety of sources, including:

- Further information files, comprising paper record forms, annotated maps, sketches, supporting reference information, extracts from publications, newspaper and magazine articles, correspondence relating to site PRNs or Events
- Ordnance Survey Archaeology Division record cards
- Ordnance Survey 25" to the mile maps, 1st edition, 2nd edition, 3rd edition, Provisional edition
- Estate maps
- Tithe maps and apportionments
- Geological maps
- Annotated Ordnance Survey maps depicting sites and monument locations
- Cadw Buildings of Special Architectural or Historical Interest booklets
- Miscellaneous documentation – leaflets, newsletters, policy documents, guidance notes and other paperwork
- Miscellaneous maps
- National Trust surveys
- Photographic contact prints – contact prints and paper catalogues of 35mm films
- Unpublished dissertations, both undergraduate and post-graduate, which focus on the region
- Photographic negatives – 35mm negatives
- Photographic slides – including paper catalogues of photographic slides
- A Report Archive of over 2,500 archaeological and heritage reports
- Video collection
- Terrestrial and aerial photographic prints and slides
- Drawings relating to project archives, e.g. site plans and section drawings

Please see the document *GGAT HER Guide and Index to Supporting Reference Collections* for a more detailed account.

1.3.2. Digital content

Digital catalogues and databases, including:

- The Core HER record - all known archaeological or historical sites, monuments, features and chance finds in the region
- Archaeological events for the region (there is still a backlog of information yet to be entered into the database)

- Archaeological or historical sites, monuments and artefacts held in datasets from the Historic Environment Data Standards Partners: includes Portable Antiquities Scheme data, Data from Cadw, Royal Commission and National Museum Wales
- All information required to be provided under Section 35 of the Historic Environment (Wales) Act 2016:
 - Listed Buildings
 - Scheduled Monuments
 - Conservation Areas
 - Registered Parks and Gardens
 - Conflict Sites
 - Historic Landscapes
 - World Heritage Sites
 - Sites and places considered to be of local historic, archaeological or architectural interest
 - Information on historic character
 - Investigations (Events)
 - Historic place names
- All books, journal articles and offprints held in the GGAT Library
- Catalogue of paper report archive
- Various map catalogues
- Photographic catalogue of digital and non-digital photographic material
- Multimedia catalogue
- C14 dates for Wales supplied by National Museum Wales

Digital information

- CDs/DVDs storing photographs
- Digital report archive containing pdf copies of some of the reports held in the paper report archive
- Other multimedia material such as digital survey results, yet to be catalogued

GIS layers (digital mapping), including:

- Administrative Boundaries
- Archaeologically Sensitive Areas
- Historic Environment Conservation Areas
- Natural Resources Wales Datasets
- Historic Landscape Character Areas
- Historic Registered Parks & Gardens
- Historic Settlements
- LANDMAP Areas
- National Parks Areas
- National Trust Land
- Historic Parishes
- Cadw Listed Buildings, location of Listed Buildings in the region
- Cadw SMs Polygons, locations of Scheduled Monuments in the region
- GGAT HER, the locations of all known archaeological or historical sites, monuments, features and chance finds in the region
- HER Event Record, outlines of areas where archaeological work has been undertaken in the region (still a backlog to be entered)
- HER Report Archive, location of archaeological detailed in report (to be superseded by HER Event Record)
- HER Linear Features, including routes of known/probable Roman roads in the region, canals, railways, other roads and trackways and dykes
- Portable Antiquities 4fig, 4-figure grid reference location of finds from the Portable Antiquities database
- NMGW FINDS, provided as part of the HEDS dataset
- RCAHMW NMR, national monument record sites provided as part of the HEDS dataset
- Ordnance Survey Mastermap and raster data

- Landmark early Ordnance Survey maps

Please see the *GGAT HER User Handbook* for an expanded list.

2. Additional Sources of Information and Links to Other Bodies

The GGAT library holds books relevant to the local archaeology and history of the South East Wales area as well as a number of national and local journals. A full catalogue is held and maintained by the Trust and includes the following titles:

- Antiquity
- Archaeologia Cambrensis
- Archaeology in the Severn Estuary
- Britannia
- Brycheiniog
- Bulletin of the Board of Celtic Studies
- Cardiff Naturalists Society
- CBA Archaeology in Wales
- Gwent Local History Journal
- Industrial Archaeology Review
- Medieval Archaeology
- Monmouthshire Antiquary
- Morgannwg
- Post Medieval Archaeology
- Proceedings of the Prehistoric Society
- The Archaeological Journal

The following is a list of related local and national organisations, records and information:

[Glamorgan Record Office](#)
[West Glamorgan Archive Service](#)
[Gwent Record Office](#)
[Clwyd Powys Archaeological Trust](#)
[Gwynedd Archaeological Trust](#)
[Dyfed Archaeological Trust](#)
[Council for British Archaeology \(UK archaeology on-line\)](#)
[Archives Wales](#)
[Royal Commission on the Ancient & Historical Monuments of Wales](#)
[Coflein \(National Monuments Record Wales\)](#)
[Cadw](#)
[Portable Antiquities Scheme](#)
[The National Trust](#)
[Institute for Archaeologists](#)
[Council for British Archaeology \(main site\)](#)
[Rescue: The British Archaeological Trust](#)
[Castles of Wales](#)
[Internet Archaeology](#)
[British Archaeology](#)
[Current Archaeology](#)
[Association of Local Government Archaeological Officers \(ALGAO\)](#)
[Historic Wales](#)
[Heritage Gateway](#)
[HEIRNET](#)
[Informing the Future of the Past](#)
[National Museum Wales](#)
[National Library of Wales](#)

[Natural Resources Wales](#)
[Brecon Beacons National Park](#)
[Research Framework for the Archaeology of Wales](#)
[Archaeology Data Service \(ads\)](#)
[Library Wales service](#)
[Pixaerial – Wales from the air](#)
[Forum of Information Standards in Heritage](#)
[Parks and Gardens UK](#)
[Welsh Journals Online](#)
[Cynefin](#) – tithe maps online
[Cymru 1900 Wales](#)
Placenames website – to follow
Battlefields website – to follow
[Church in Wales Heritage Record](#)
[Canal and River Trust](#)
[Informing the Future of the Past](#) – guidelines on HER structure and content
Statutory Guidance on the use of HERs – to follow
[Cof Cymru](#)

3. Data Sharing and Exchange

3.1. Memoranda of understanding

Record Coordination Group and Historic Environment Data Standards (HEDS) Working Group

A memorandum of understanding exists between the RCAHMMW and partner organisations – the four Welsh Archaeological Trusts, Cadw, National Museum Wales and the National Trust to exchange data and to increase public access to archaeological information across Wales. Currently data is exchanged every quarter via upload to a secure data sharing ftp. Core data is supplied by each organisation, which also contributes to datasets made available on the Historic Wales Portal.

Unitary Authorities

A memorandum of understanding exists between GGAT and the twelve Unitary Authorities of South East Wales, as well as Brecon Beacons National Park, which contains arrangements for data sharing. Some Unitary Authorities now have direct access to the HER system and receive dataset extracts through a download on demand mechanism, these are; Cardiff, Rhondda Cynon Taff, Merthyr Tydfil and Monmouth. For the remaining authorities, every quarter core HER data for the individual UA is sent via email in a format specified by the UA.

3.2. Licence Agreements

The following long-term licence agreements are currently in place:

- MLA (Museums Libraries Archives) Terms and Conditions: permits use of the Portable Antiquities Scheme Database
- Glastir – licence agreement with Rural Payments Division, Welsh Government for use of HER data for the Glastir agri-environmental scheme
- British Geological Survey – licence for the use of HER data to inform geological mapping

Other licences, outside of the normal terms and conditions of use for HER data, may exist between the HER and Universities, HLF projects, archaeological contractors or local and community groups.

4. Intellectual Property Rights (IPR)

Where Intellectual Property Rights are invested in one or more individuals these will be respected. The Glamorgan Gwent Archaeological Trust or GGAT HER Charitable Trust will not claim any Intellectual Property Rights when not entitled to do so.

Copyright is reserved on all data from the HER. All output resulting from the use of the data must acknowledge the source copyright. Users of the HER will be expected to abide by all copyright and other legal restrictions that may apply to information held in the record. Supplementary records may include material of which the copyright is held by other organisations.

All IP related licences can be found in the Trust's Rights Management Database. This details licences granted and permissions received for use of data within the Trusts and by external parties. For further information please see the Rights Clearance Policy and Protocols document and associated database.