

**HISTORIC ENVIRONMENT RECORD  
CONTENT AND COMPUTING SURVEY 2014  
REPORT**

**Heritage Information Partnerships  
Heritage Data Management**

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## 1. Introduction

### 1.1 Project Background

The Historic Environment Record (HER) Content and Computing Survey 2014 has been carried out across HERs, Sites and Monument Records (SMRs) and Urban Archaeological Databases (UADs) in England. The purpose of the survey is to collect data that will provide a broad picture of their content and computing. The survey is not intended to provide detailed analysis of HERs. The survey has previously been run in 2002, 2005, 2009 and 2012. The term 'HER' is used throughout this report to cover HERs, SMRs and UADs. The project is undertaken as part of National Heritage Protection Plan (NHPP) strand 5C1.

### 1.2 Research Aims and Objectives

The aim of the survey was to gather current statistical information on HERs in England. The survey concentrated on the content of HERs, and how the data is stored and made available.

The results will feed into Activity 5C1 of the National Heritage Protection Plan (NHPP) to identify potential areas of further work. It is hoped that the results will feed into HERs forward plans.

### 1.3 Project Scope

The survey was open to HERs in England as listed on the Heritage Gateway, Middlesbrough HER, and Redcar & Cleveland HER<sup>1</sup>. The survey focused on HERs maintained by or for local authorities and national parks. The National Trust and Defence Infrastructure Organisation (Ministry of Defence) HERs were excluded as they do not fulfil the same function.

Questions were divided into eleven sections covering

- 1) Historic Buildings – including use of the HER by Conservation Officers
- 2) Types of non-protected records
- 3) Types of protected status records and their spatial representation
- 4) Date range policy
- 5) Information held in addition to the database and GIS records in the form of hard copy reports etc including questions on grey literature backlogs
- 6) Database Software used
- 7) GIS Software used and GIS data shared
- 8) Data standards – specifically the use of thesauri
- 9) Links with other systems
- 10) Data acquired outside the planning process (including use of social media)
- 11) Staffing (HER only)

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<sup>1</sup> Middlesbrough and Redcar & Cleveland HERs are not currently listed on Heritage Gateway

A copy of the questionnaire is included in Appendix 1.

It was not the aim of the survey to provide a detailed picture of current HER practices. This has been reflected in the design of this year's survey, which is comparable with the 2012 survey. HERs who wish to undertake a more in-depth study are recommended to undertake an audit. Details of the audit process and grants towards them can be obtained from the Heritage Information Partnerships Team.

## 2. Methods Statement

The questionnaire was designed to gather data that could be analysed statistically. Most questions required respondents to tick a single box.

The questionnaire was based on the 2012 survey. New questions were added to the following sections:-

- Historic Buildings
- Records
- Source Materials
- System Linkages
- Data Acquired outside the planning process

Questions were removed from or modified in the following sections:-

- Historic Buildings
- Recording of Protection Status
- Source Materials
- GIS
- Data Standards
- System Linkages
- Data acquired from sources outside the planning process

Consultation on the contents and structure of the questionnaire was sought from the following teams and organisations.

- The Association of Local Government Archaeology Officers (ALGAO)
- The Institute of Historic Building Conservation (IHBC)
- English Heritage colleagues within the Heritage Data Management Team.
- English Heritage colleagues from Designation, Historic Environment Intelligence and Capacity Building Team

The questionnaire was converted into an online survey held on Survey Monkey. The majority of questions were mandatory. Only those questions that relied on a specific response to the previous question were not. For example – 'Do you enhance particular types or classes of historic buildings?' was a compulsory question. 'Please tick all particular types or classes of historic building which you have enhanced' was not as it depended on the answer to the previous question.

The link to the survey was posted onto the HER Forum e-mail list on Tuesday 6<sup>th</sup> May 2014. The deadline for the survey was Friday 13<sup>th</sup> June. Respondents

were able to indicate on the survey form if they wished to receive a copy of their response.

### 3. Results

In total 72 HERs, SMRs and UADs responded to the survey. This represents 84% of those covered by the survey. The results were spread across the eight regions, with no regions producing a 100% response. Although the survey sample size is the same at the 2012 survey, seven HERs that responded to the 2012 survey did not complete the 2014 survey. Instead six HERs who did not answer the 2012 survey completed the 2014 survey. Therefore it should be noted that when the results are compared to the 2012 results they may vary slightly. All but one of those who had responded in 2012 that failed to respond this year was staffed by less than 1 Full Time Equivalent (FTE) in 2012.

All percentages and figures quoted, unless otherwise stated, are based on the total number of HERs that completed the survey. They do not represent the percentage of those that responded to each question. This is consistent with methodology from 2012 survey.

Although the figures speak for themselves, sometimes comparison with previous year's figures can be useful. However, although the same population has been surveyed we have not had the same respondents in 2012 and 2014 which can affect the direct comparison of figures. 92% of those surveyed answered the survey in both 2012 and 2014. The remaining 8% provided data just in 2014. This means that when directly comparing 2012 and 2014 results only differences greater than 8% can confidently be interpreted as indicating significant change. With this in mind the most significant changes are as follows:-

- An increase in number of HERs available online from 71% to 85%
- An increase in number of HERs having a disposals policy from 11% to 24%
- An increase in the number of HERs using HBSMR with an SQL backend from 47% to 61%
- An increase in the number of HERs holding Buildings at Risk Register information digitally – up from 38% to 57%
- An increase in the numbers of HERs whose local Conservation Officers use it for reactive casework from 60% to 72%
- A decrease in numbers of HERs using Conservation Area Assessments to create source records in the HER database from 73% to 60%.
- A decrease in number of HERs not consulting Conservation Officers at all down from 36% to 11%.

Comparative data from 2012 was not available for new questions. See Section 2 above for more information.

The full results are provided in Appendix 1.

### 3.1 Historic Buildings

Most of the questions from the 2012 survey remained unchanged in the 2014 survey. For many of these questions the results have also remained largely unchanged and are as follows:-

- 60% of HERs have a collection/recording policy or informal guidelines for non-listed historic buildings.
- 94% enhance listed building records with additional information (clearly separated from Statutory Details)
- 18% record listed building curtilages
- 51% of HERs reported local Conservation Officers using the HER for proactive casework and 15% for Education and outreach
- 47% of HERs are aware of separate information systems for historic built environment maintained by Conservation Officers

One significant change has been an increase in Conservation Officers using the HER for reactive casework. This is up 12% on figures for 2012 with 72% of HERs identifying Conservation Officers in their area are using the HER for this purpose.

The question on thematic enhancement of built environment holdings on the HER was modified this year. In 2012 the question was “Do you enhance particular types or classes of historic buildings?”. This was modified to “Have you undertaken any planned thematic recording or enhancement of particular types of buildings or structures?” in an effort to be more precise. This year 60% of HERs responded yes, 9% more than 2012. This could indicate that more HERs are undertaking specific enhancements of buildings and structures.

However in contrast to the 2012 results HERs appear to be undertaking a broader range of enhancements. In 2012 68% of HERs who were undertaking thematic data enhancements did so on 20<sup>th</sup> century buildings and structures. In 2014 this figure had dropped to 28%. In fact there were no categories of enhancement that were being undertaken by all or the majority of HERs. Each type of enhancement is being undertaken by 51% or less of HERs who are undertaking some sort of built historic environment enhancement. The categories were extended this year to reflect some of the ‘other’ responses in 2012 to include:-

- Domestic (by period)
- Domestic (by construction type)
- Educational
- Milestones

Quite a few HERs who undertook enhancements chose Milestones, with 51% of HERs concentrating on recording these. In contrast very few HERs seem to have undertaken specific enhancement of domestic buildings either by period (7%) or by construction type (5%).

<b>Thematic enhancement</b>	<b>2012</b>	<b>2014</b>
20 <sup>th</sup> century	68%	28%
Agricultural	70%	49%
Ecclesiastical	83%	49%
Other religious buildings	63%	16%
Industrial	88%	51%
Local List Buildings	53%	42%
Military	65%	44%
Domestic (by period)	N/A	7%
Domestic (by construction type)	N/A	5%
Educational	N/A	21%
Milestones	N/A	51%

Table1: Thematic Enhancement of Built Environment by category

One significant change between the 2012 survey and the survey this year has been on questions about consultation with Conservation Officers. In 2012 nearly two thirds of respondents said they had consulted with Conservation Officers on their HER requirements for HER data. However it was not possible to show how frequently consultations were undertaken. In this year's survey the question was revised in order to measure this. The results show that 68% of HERs consult their local Conservation Officers at least every 6 months if not more frequently. Only 11% had not consulted Conservation Officers at all. This compares with 36% who responded no to any consultation with Conservation Officers in 2012.

Questions on procedures to secure the recording of alterations to, or demolition of, historic buildings were removed from the survey this year. The questions were aimed at Conservation Officers who were invited to undertake the 2009 survey. As the survey is now aimed at HER services exclusively these questions are no longer relevant.

### 3.2 Records

No changes were made to the list of record types that respondents were asked whether they held as database records, GIS records or both for. For most types very little change in recording practice has occurred since 2012. The only significant changes were:-

- The recording of boundaries in HER databases has risen by 16% from 60% in 2012 to 76% in 2014. More HERs are also recording boundaries as GIS records with an increase of 18% since 2012 to 81%
- The recording of modern military sites in HER databases has risen from 81% to 90%
- There has been a rise of 9% in HERs recording Place names as GIS records.

**Database records**

Type	2009	2012	2014
Historic Buildings (non-listed and not on a local list)	62 (89%)	68 (93%)	70 (97%)
Archaeological Monuments	70 (100%)	72 (99%)	72 (100%)
Historic Towns/Villages	62 (89%)	64 (88%)	60 (83%)
Placenames	52 (74%)	46 (63%)	49 (68%)
Events	70 (100%)	72 (99%)	72 (100%)
Stray Finds	69 (99%)	72 (99%)	71 (99%)
Historic Landscape Character Data	50 (71%)	53 (73%)	51 (71%)
Maritime Archaeology and Intertidal sites	31 (44%)	32 (44%)	32 (44%)
Boundaries	49 (70%)	44 (60%)	55 (76%)
Modern Military Sites	64 (91%)	61 (81%)	65 (90%)
Aircraft Crash Sites	50 (71%)	50 (68%)	51 (71%)
Parks and Gardens	70 (100%)	63 (86%)	64 (89%)
Battlefields	49 (70%)	43 (59%)	39 (54%)
Palaeoenvironmental Sites	53 (76%)	55 (75%)	56 (78%)
Transport	65 (93%)	68 (93%)	71 (99%)
Industrial	68 (97%)	71 (97%)	71 (99%)

Table 2: Numbers of HERs recording specific types of record in the HER database since 2009

**GIS Records**

Type	2012	2014	Difference
Historic Buildings (non-listed and not on a local list)	70 (96%)	70 (97%)	0 (+1%)
Archaeological Monuments	72 (99%)	72 (100%)	0 (+1%)
Historic Towns/Villages	62 (85%)	63 (88%)	+1 (+3%)
Placenames	41 (56%)	47 (65%)	+6 (+9%)
Events	71 (97%)	71 (99%)	0 (+2%)
Stray Finds	70 (96%)	70 (97%)	0 (+1%)
Historic Landscape Character Data	60 (82%)	59 (82%)	-1 (0%)
Maritime Archaeology and Intertidal sites	30 (41%)	32 (44%)	+2 (+3%)
Boundaries	46 (63%)	58 (81%)	+12 (+18%)
Modern Military Sites	60 (82%)	65 (90%)	+5 (+8%)
Aircraft Crash Sites	48 (66%)	51 (71%)	+3 (+5%)
Parks and Gardens	65 (89%)	63 (88%)	-2 (-1%)
Battlefields	41 (56%)	39 (54%)	-2 (-2%)
Palaeoenvironmental Sites	54 (74%)	56 (78%)	+2 (+4%)
Transport	70 (96%)	71 (99%)	+1 (+3%)
Industrial	71 (97%)	71 (99%)	0 (+2%)

Table 3: Numbers of HERs recording specific types of record in the HER GIS since 2012

Although most changes in recording practice have been too slight to indicate real change (i.e. less than 9%) some potential trends may be in evidence. Numbers of HERs recording historic towns/villages as database records has been in decline since 2009. The same is noted of place names, parks and

gardens and battlefields. In contrast transport has seen a gradual increase since 2009. However these trends do not necessarily extend to whether or not these record types are recorded as GIS records. As outlined above there has been a significant rise of HERs recording place names as GIS records. There has also been a slight rise with regards to historic towns/villages also since 2012. Statistics are not available for recording by GIS for 2009 or earlier making it difficult to show potential longer term trends.

The record types least likely to be recorded in HER databases or on GIS are maritime and intertidal sites, battlefields and place names.

Type	Database	GIS	Difference
Historic Buildings (non-listed and not on a local list)	70 (97%)	70 (97%)	0 (0%)
Archaeological Monuments	72 (100%)	72 (100%)	0 (0%)
Historic Towns/Villages	60 (83%)	63 (88%)	+3 (+5%)
Placenames	49 (68%)	47 (65%)	-2 (-3%)
Events	72 (100%)	71 (99%)	-1 (-1%)
Stray Finds	71 (99%)	70 (97%)	-1 (-2%)
Historic Landscape Character Data	51 (71%)	59 (82%)	+8 (+11%)
Maritime Archaeology and Intertidal sites	32 (44%)	32 (44%)	0 (0%)
Boundaries	55 (76%)	58 (81%)	+3 (+5%)
Modern Military Sites	65 (90%)	65 (90%)	0 (0%)
Aircraft Crash Sites	51 (71%)	51 (71%)	0 (0%)
Parks and Gardens	64 (89%)	63 (88%)	-1 (-1%)
Battlefields	39 (54%)	39 (54%)	0 (0%)
Palaeoenvironmental Sites	56 (78%)	56 (78%)	0 (0%)
Transport	71 (99%)	71 (99%)	0 (0%)
Industrial	71 (99%)	71 (99%)	0 (0%)

Table 4: Comparison of record types recorded as database records and GIS records using 2014 results

For most types of record HERs record them both as database records and GIS records. However Historic Landscape Character data is far more likely to be recorded in the GIS than as a database record. Very slight differences in recording are noted with historic towns/villages, place names, events, stray finds, boundaries and parks and gardens.

In 2014 three new questions were added to quantify HER monument data held. In particular focus has been made on First World War data and War Memorials. HERs were asked to supply total numbers of monument records they hold, total number of First World War Records held and total number of war memorial records (of any date) held.

The number of HER monuments recorded ranged from 700 records up to 88,161 records. The differences in size were often a result of the size of the geographical area with smaller unitary authorities more likely to have smaller numbers of monuments. However the difference between the largest and second largest HERs was over 14,000 records. As both are large county

HERs it perhaps suggests that some HERs have been able to undertake more enhancement work than others. As shown in Section 3.11 on staffing below resources across the country varies. Although the survey was not completed by all HERs operating in England the figures provided do at least suggest that total numbers of monument records in England are in excess of 1.39 million.

Quantifying First World War data proved a very difficult task. The purpose of the question in this year's survey was to provide baseline data for comparison with future surveys. With a number of First World War projects being undertaken over the next four years that could enhance and increase the data holdings of HERs it is anticipated that the figures will increase for most over the next four to six years.

Before releasing the survey HERs were invited to assist with the wording of the question via HER Forum. The discussion that followed showed that obtaining relevant information from HERs would be very difficult. Several indicated that they would be unable to undertake a search for 'First World War records' without specific parameters. For some their recording techniques prevented them from providing accurate information. In particular some were recording sites with a date range from the time the site was created up to present day if the site was still in use e.g. a 19<sup>th</sup> century church still in use would be recorded as Post Medieval to Modern. This may well account for those HERs whose figures suggested that over 20% of their monument records dated to the First World War.

Despite these recording issues the results suggest that many HERs have no or limited First World War information at this time. 14% of HERs had no known First World War sites recorded and a further 29% had between 1 and 19 records. Only 26% had more than 100 records but as discussed above some of these are likely to be misleading figures. Comparison with future survey results will show whether or not HERs are increasing their data holdings with respect to the First World War.

Many First World War memorials were erected in the period after the war and some were not erected until the 21<sup>st</sup> century. A number of memorials were reused after the Second World War. Therefore it was felt it would be too difficult for HERs to provide figures of how many war memorials they had that dated to the First World War. Instead HERs were asked to provide figures for the total number of war memorials they held, regardless of their date or war commemorated. Only 10% of HERs had no war memorials recorded in their database at all. A further 40% had less than 20 examples. 33% had over 100 war memorials recorded in their databases with one HER recording a staggering 508 records.

### 3.3 Recording of Protection Status

The majority of the Recording of Protection Status questions have remained unchanged from the 2009 survey. Tree Preservation Orders have been removed. This is due to the information not routinely being used by local authority archaeology officers. As a result it tends not be recorded in HERs.

Recording of listed buildings, scheduled monuments and areas of archaeological importance as database records remains constant. There does appear to be a slight reduction in HERs recording Conservation Areas as database records. However this could be a result of the different HERs responding in 2012 and 2014. Registered Parks and Gardens and Registered Battlefields saw a reduction in HERs recording this data as database records in 2012. In contrast both have seen a rise in 2014. There has been no significant rise in HERs recording locally listed heritage assets. This may be a result of local authorities not actively seeking to create such lists.

The number of HERs recording Protected Wrecks has fluctuated over the years. Whilst this is potentially a result of differing HERs responding, closer inspection shows some HERs who have responded affirmatively in the past no longer do so. At present there are only 49<sup>2</sup> Protected Wrecks in England, most of which are located off the south coast. Local Authorities do not have powers below the low water mark which is where Protected Wrecks are normally located. As such HERs are not obliged to record these sites but can choose to record them for information. Wrecks that lie inland or within the intertidal zone are more likely to be scheduled when protected (e.g. recent scheduling of a wreck near Bamburgh Castle, the barge at Daresbury in Cheshire or the Roman river barge discovered in Southwark) and as such will be recorded on the HER. HERs may need to compare their protected wreck data with the National Heritage List for England to ensure sites have been correctly indexed.

#### Database Records

Type	2009	2012	2014
Listed Buildings	70 (100%)	71 (97%)	71 (99%)
Local list buildings	12 (17%)	N/A	N/A
Locally Listed Heritage Assets	N/A	37 (51%)	38 (53%)
Conservation Areas	55 (79%)	57 (78%)	54 (75%)
Scheduled Monument	70 (100%)	71 (97%)	72 (100%)
Area of Archaeological Importance (AAI)	16 (23%)	19 (26%)	17 (24%)
Registered Parks and Gardens	69 (99%)	68 (93%)	70 (97%)
Registered Battlefields	35 (50%)	30 (41%)	33 (46%)
Protected Wrecks	13 (19%)	15 (21%)	11 (15%)
WHS	17 (24%)	14 (19%)	13 (18%)

Table 5: Comparison of protection status types recorded as database records since 2009

<sup>2</sup> Figure taken on 11<sup>th</sup> August 2014

Very little change has occurred in how HERs are recording different protection status records on GIS. Most changes are a result greater numbers of HERs recording protection status records on GIS. Some small changes have been noted though. More HERs are now using a combination of points and polygons to record locally listed heritage assets and are less likely to rely on point data alone. Slightly more HERs are recording Conservation Areas as polygons rather than as points and polygons.

### Representation of Protected Status records on GIS<sup>3</sup>

Type	Year	Point	Polygon	Point & Polygon	Total
Listed Buildings	2009	<b>29 (41%)</b>	15 (21%)	26 (37%)	70
	2012	26 (36%)	13 (18%)	<b>33 (45%)</b>	72
	2014	22 (31%)	16 (23%)	<b>33 (46%)</b>	71
Local Listed Building	2009	-	2 (17%)	<b>10 (83%)</b>	12
Locally Listed Heritage Asset	2012	12 (33%)	9 (25%)	<b>15 (42%)</b>	36
	2014	8 (21%)	10 (26%)	<b>20 (53%)</b>	38
Conservation Areas	2009	-	<b>49 (92%)</b>	4 (8%)	53
	2012	1 (1%)	<b>60 (90%)</b>	6 (9%)	67
	2014	1 (1%)	<b>62 (93%)</b>	4 (6%)	67
Scheduled Monuments	2009	2 (3%)	<b>49 (71%)</b>	18 (26%)	69
	2012	-	<b>48 (67%)</b>	24 (33%)	72
	2014	2 (3%)	<b>54 (75%)</b>	16 (22%)	72
Area of Archaeological Importance	2009	1 (5%)	<b>15 (79%)</b>	3 (16%)	19
	2012	-	<b>17 (81%)</b>	4 (19%)	21
	2014	-	<b>18 (82%)</b>	4 (18%)	22
Registered Park and Garden	2009	3 (4%)	<b>48 (71%)</b>	17 (25%)	68
	2012	2 (3%)	<b>55 (79%)</b>	13 (19%)	70
	2014	2 (3%)	<b>57 (80%)</b>	12 (17%)	71
Registered Battlefield	2009	6 (17%)	<b>22 (63%)</b>	7 (20%)	35
	2012	2 (7%)	<b>24 (80%)</b>	4 (13%)	30
	2014	2 (6%)	<b>27 (82%)</b>	4 (12%)	33
Protected Wrecks	2009	<b>9 (82%)</b>	2 (18%)	-	11
	2012	<b>9 (64%)</b>	3 (21%)	2 (14%)	14
	2014	<b>7 (58%)</b>	4 (33%)	1 (8%)	12
World Heritage Site	2009	-	<b>15 (94%)</b>	1 (6%)	16
	2012	-	<b>13 (93%)</b>	1 (7%)	14
	2014	-	<b>14 (88%)</b>	2 (13%)	16

Table 6: Comparison of protection status types recorded as different GIS record types since 2009

Most HERs who record protection status as a database record are likely to record it as a GIS record. However for Areas of Archaeological Importance, Conservation Areas, Protected Wrecks and World Heritage Sites these are more likely to be recorded only on GIS.

<sup>3</sup> Percentages are calculated based on responses to each question rather than percentage of total number of responders to entire survey

### 3.4 Collection Criteria

As with many other sections little has changed with regards to recording criteria. 94% of HERs do not have a specified date range for creating monument records, compared with 95% in 2012. The slight change is more likely to be a result of the slight difference in HERs who responded in 2012 compared to 2014. As with 2012 results, the small numbers of HERs that do have a cut off date generally do not record sites from the latter half of the 20<sup>th</sup> century onwards. If they do they tend to only record sites/monuments of a specific type.

### 3.5 Source Materials

HERs continue to draw data from a wide variety of sources. There are some broad types of source information that most (i.e. over 90% of respondents) use to base their HER records on. Users can expect that HERs will use maps and plans, fieldwork reports and historic building reports resulting from the planning process and other fieldwork reports (e.g. from independent researchers, academics, local societies). Site visit notes, although not universally used, are gradually becoming more used by HERs. However other sources of information are not used by all. Very few HERs use Conservation Area Consent Files as a data source for example (only 13%).

Type	2009	2012	2014
Maps/Plans	54 (77%)	69 (95%)	67 (93%)
Photographs	57 (81%)	63 (86%)	58 (81%)
Air Photographs	60 (86%)	64 (88%)	61 (86%)
Reference Library	59 (84%)	66 (90%)	64 (89%)
Fieldwork reports as a result of the planning process	63 (90%)	71 (97%)	67 (93%)
Historic Buildings reports as a result of the planning process	56 (80%)	71 (97%)	66 (92%)
Fieldwork reports not as a result of the planning process	59 (84%)	69 (95%)	66 (92%)
Site visit notes	51 (73%)	55 (75%)	58 (81%)
Fieldwork Archive	29 (41%)	26 (36%)	27 (38%)
Correspondence	50 (71%)	53 (73%)	54 (75%)
Planning Case Files	24 (34%)	30 (41%)	23 (32%)
Conservation Area Consent Files	7 (10%)	10 (14%)	9 (13%)
Buildings at Risk Register	27 (39%)	42 (58%)	38 (53%)
Asset Management Plans (local authority owned heritage assets)	15 (21%)	31 (42%)	25 (35%)
Conservation Area Assessments	N/A	53 (73%)	43 (60%)
Estate Agents Particulars	N/A	16 (22%)	20 (28%)
Colvin	N/A	N/A	4 (6%)

Table 7: Use of different sources by HERs since 2009

Some sources are being used by less HERs than previously recorded in 2012. There has been a significant reduction in HERs using Conservation Area Assessments and Planning Case Files as source material. There has also been a reduction in the use of Asset Management Plans.

One new option was added to the list of source materials this year at the request of IHBC. Following on from the Information and Partnerships project undertaken as part of the HER21 suite of projects, IHBC were keen to know how many HERs were using Colvin. Colvin is a biographical dictionary of British Architects from 1600 to 1840 written by Howard Colvin. It is currently only available in hard copy and one of the key recommendations of the Information and Partnerships project was for a digital 'Colvin' to be created to enable easier access. It was noted at the time that very few HERs had access to Colvin, it being a specialist and expensive text to acquire. It is therefore unsurprising perhaps that only 6% of HERs currently use it as a source for information. Several HERs responding to the survey were unsure what 'Colvin' was, despite the recent Information and Partnerships project.

Type	Use	Hard copy	Digital copy
Maps/Plans	67 (93%)	63 (88%)	70 (97%)
Photographs	58 (81%)	65 (90%)	66 (92%)
Air Photographs	61 (86%)	64 (89%)	60 (83%)
Reference Library	64 (89%)	69 (96%)	42 (58%)
Fieldwork reports as a result of the planning process	67 (93%)	65 (90%)	69 (96%)
Historic Buildings reports as a result of the planning process	66 (92%)	66 (92%)	67 (93%)
Fieldwork reports not as a result of the planning process	66 (92%)	63 (88%)	66 (92%)
Site visit notes	58 (81%)	54 (75%)	51 (71%)
Fieldwork Archive	27 (38%)	20 (28%)	17 (24%)
Correspondence	54 (75%)	57 (79%)	57 (79%)
Planning Case Files	23 (32%)	31 (43%)	33 (46%)
Conservation Area Consent Files	9 (13%)	12 (17%)	11 (15%)
Buildings at Risk Register	38 (53%)	40 (56%)	41 (57%)
Asset Management Plans (local authority owned heritage assets)	25 (35%)	23 (32%)	26 (36%)
Conservation Area Assessments	43 (60%)	43 (60%)	50 (69%)
Estate Agents Particulars	20 (28%)	23 (32%)	17 (24%)
Colvin	4 (6%)	4 (6%)	1 (1%)

Table 8: Use of sources compared with HER digital and hard copy holdings

Although HERs use a wide variety of sources to enhance and update HER data this does not necessarily mean these sources are kept by the HER as either hard copy or digital formats. HERs are not archives and are not expected to keep original paperwork. They are also not viewed as suitable repositories for finds material. HERs are encouraged to ensure original material is deposited with a suitable repository with the correct facilities for storage and access. It is therefore unsurprising that use of sources and the sources HERs have physically available should differ. Despite this there were some results of note.

HERs are not necessarily taking advantage of the sources they have access to as sources for HER records. Whilst 97% of HERs have access to digital copies of maps and plans, only 93% use maps and plans as a source of data.

90% of HERs have access to hard copy photographs and 92% have access to digital photographs but only 81% of HERs use them as a source of information. More HERs have access to aerial photographs (89% have hard copy and 86% use them as a source) and Conservation Area Assessments (69% hold digital copies, 60% use them as a source) than appear to use them.

Grey literature content is often only accessible via the HER; however, only 93% of HERs use these reports as source material.

The number of HERs who have disposals policies remains low at 24%. However this is a distinct improvement on the 11% in 2012 and possibly a result of a template now being available.

### 3.5.1 Grey Literature

For the first time HERs were asked about their handling of grey literature. Predominantly grey literature consists of fieldwork and survey reports generated as a result of planning conditions e.g. evaluations, watching briefs, desk based assessments, building surveys etc. It can also include student theses and other unpublished reports. Grey Literature is often a unique source of information only accessible via HERs. Information from HER audits and discussions on HER Forum have indicated that many HERs have some form of grey literature backlog. However, until now, no attempt had been made to quantify how many HERs have backlogs and their size.

83% of respondents indicated that they have a grey literature backlog. Of these 40% indicated that their backlog consists of under 50 reports. However nearly a third have backlogs of over 250 reports.

In addition to size of backlog HERs were asked what the average time lapse from receipt of a standard grey literature report to its eventual inclusion in the HER is. 10% manage to enter a grey literature report onto the HER on average within a week of its receipt. A quarter on average manages to do so within one month. However there are some HERs who appear to struggle. 22% admitted that it takes over a year on average to enter grey literature they received onto the HER. As the HER is often the only accessible source of this information, this is a concern.

It should be noted that there was some confusion over this question as HERs differ in how they accession the information held within reports. Some create source records straight away but may be unable to create relevant event and monument records based on the content of the reports for some time. Others create event records first and then source and monument records at a later date. Some wait until they are able to create all relevant records based on the report. With differing accession methods and with the comments received from participants it is clear that not all HERs will have based their response on the same criteria. As such the results do not provide a detailed picture of the actual situation within HERs and further work will be required to ascertain a more accurate understanding of the issues.

### 3.6 Database

Around 92% of HERs who responded to the survey use the Monument-Event-Archive Model. This is slightly up on the numbers from 2012 but may be explained by the different HERs who responded. There is still a small number of HERs who do not fully use this model. Perhaps surprisingly around half of these use HBSMR which does fully use this model. More explanation of this model may be required to assist HERs when responding to this question.

76% of HERs who responded to the survey use HBSMR. One in five of these do not use an SQL version of HBSMR and therefore all of these are still using version 3, 3.74 or 3.76 of the software. Version 4 is only available to use with an SQL database. Only one HER using an SQL database is not yet on version 4.

Most of the HERs that do not use HBSMR use bespoke HER software. 1 HER now uses HER UK, which is derived from Wales HER, the database software used by all four Welsh Trusts.

78% of HERs have access to SQL server options for their HER database, an increase of 14% on 2012. There was also a decrease in the numbers who were unsure if they had access to such a server from 18% in 2012 down to 6% in 2014 suggesting greater awareness by HERs of what is available to them.

### 3.7 GIS

The GIS part of the survey was revised following discussion and feedback from the 2012 survey. Questions relating to specific GIS Standards and Scheme were removed. The remaining questions from 2012 survey were left reasonably unchanged.

As in previous years HERs are divided fairly evenly between ArcView and MapInfo for GIS software. 43% of HERs use ArcView and 51% use MapInfo which are similar to the 2012 results. On closer inspection of the results there is some regional variation. In the East Midlands and Yorkshire and Humber regions MapInfo is almost solely used. In contrast all respondents from the North East use ArcView. In other regions, e.g. West Midlands, there is an even distribution of MapInfo and ArcView users. Those using ArcView tend to use versions 9.3.1, 10.0 and 10.1. None are using a version earlier than 9.2. Whilst ArcView users appear to be spread across 7 different versions, MapInfo users are spread across a staggering 18 different versions. These range from version 7.5 up to version 12.0.3. With such a broad range there was no clear tendency to use one version over another.

For 2014 the option of QGIS was added to the list of choices for primary GIS software package. As yet no HERs report using it as their primary GIS package but exeGesIS has developed a MapLink product to enable HBSMR users to use QGIS with the HBSMR database. As QGIS is currently available as freeware it may become more widely used in future.

Only 32% of HERs currently have a GIS recording policy, a negligible rise on 30% of those who did so in 2012. As yet no template is available to assist HERs develop a GIS specific recording policy however a template for disposals policy is available and yet most HER still do not have one (see Section 3.5 above).

Less than half of HERs maintain 'alert areas' or constraints mapping GIS layers. The numbers have remained unchanged since 2012. The numbers may rise in future once further guidance is released following further work undertaken as part of Activity 5C1 of the National Heritage Protection Plan (NHPP), Enhancing the Capabilities of Historic Environment Records.

Three quarters of HERs share GIS information they are responsible for maintaining with other teams within their host organisation. This is slightly down on figures from 2012 but not enough to be sure that there has been a cultural change (i.e. the difference is less than 9%). Scheduled Monuments and Listed Buildings are the two datasets most likely to be shared by the HER, consistent with results from 2012. However Conservation Areas came third in the list of GIS layers most shared by HERs this year and Registered Parks and Gardens fourth, a reversal of the results from 2012. Events, Locally Listed Heritage Assets, Registered Battlefields and Alerts and Constraints mapping remained the four least likely datasets to be shared.

Lack of resources remains the top barrier to sharing GIS data with the local planning authorities covered by the HER. However this year only 46% of those that answered this question identified it as a barrier compared with 66% in 2012. Incompatible systems or lack of data standards remains the least significant barrier to sharing data. For the first time respondents were given the option to indicate that there were no barriers. 26% of those that answered the question indicated that this was the case. Hopefully this number will continue to rise.

### 3.8 Data Standards

There have been some changes in the thesaurus use and awareness questions compared to 2012. However none of the changes are large enough to suggest they may be a result of change in practice. Archaeological Objects, Event Type and Maritime Craft type all see slight rises in use whilst Covering Building material and Historic Aircraft type see slight reductions. There are still a small number who are not aware of (and consequently do not use) some thesauri suggesting that some thesauri promotion would be of use. It should be noted that options on how to answer the question were altered this year preventing no responses.

Thesaurus	Aware of and use	Aware of but do not use	Not aware of	No response
Monument	73 (100%)	-	-	-
Archaeological Objects	65 (89%)	5 (7%)	2 (3%)	1 (1%)
Main Building Materials	53 (73%)	18 (25%)	1 (1%)	1 (1%)
Covering Building Materials	49 (67%)	17 (23%)	7 (10%)	-
Evidence	61 (84%)	9 (12%)	1 (1%)	2 (3%)
Event Type	62 (85%)	10 (14%)	1 (1%)	-
Maritime Craft Type	23 (32%)	39 (53%)	9 (12%)	2 (3%)
Historic Aircraft Type	32 (44%)	30 (41%)	-	2 (3%)

Table 9: Use of Thesauri results from 2012 Content and Computing Survey

Thesaurus	Aware of and use	Aware of but do not use	Not aware of
Monument	71 (99%)	-	1 (1%)
Archaeological Objects	68 (94%)	3 (4%)	1 (1%)
Main Building Materials	53 (74%)	15 (21%)	4 (6%)
Covering Building Materials	45 (63%)	20 (28%)	7 (10%)
Evidence	61 (85%)	7 (10%)	4 (6%)
Event Type	63 (88%)	8 (11%)	1 (1%)
Maritime Craft Type	26 (36%)	38 (53%)	8 (11%)
Historic Aircraft Type	29 (40%)	33 (46%)	10 (14%)

Table 10: Use of Thesauri results from 2014 Content and Computing Survey

This year we modified the options for the question regarding use of thesauri within HBSMR. In some instances HERs were using some but not all of the thesauri available. As such it was suggested by ALGAO it would be more useful to differentiate between those who use all the thesauri and those who only used some. The overall numbers of HERs using the thesauri in HBSMR had not changed in 2012 survey. However we are now able to show that one fifth of those using the thesauri are only using some rather than all.

It was decided that adding a new option to the answers to whether or not respondents used the EH period list would also be useful. Some HERs were using the period list but modifying it slightly. In total 50 respondents said they were using the period list, either as is or with some modification. This is a significant rise from the 40 respondents in 2012, an increase of around 14%. What is also significant is that of those 50 respondents nearly half used it with some minor modifications.

Numbers of HERs using in-house wordlists has remained virtually unchanged.

### 3.9 System Linkages

Direct links between HER databases and other types of database remain low. Slight fluctuations in numbers were recorded in 2014 compared with the 2012 survey results. However all of these were below 9% and therefore may not represent significant change.

There was no change in the numbers of HERs participating in formal data exchange agreements compared with 2012. Agreements with other local authorities have risen slightly. Agreements with 'others' has dropped.

Only 11 HERs were not available online through any type of website. In total 85% of HERs surveyed are available online. This is a significant increase on the 71% recorded in 2012. Of those available online, 65% are on the Heritage Gateway and 39% are available via their host local authorities' website. A further 22% are available elsewhere on the internet.

In previous years HERs have only been asked to indicate if they are online and whether this is through Heritage Gateway or another website. However after a talk given to HER Forum in December 2012 we were asked if we could ask HERs what sort of data they were making available online. It was felt that with so many HERs online now that more detailed information on what is available is needed.

	<b>Heritage Gateway</b>	<b>Host Authority Website</b>	<b>Other Website</b>
<b>Text</b>	47 (100%)	19 (68%)	15 (94%)
<b>Mapping</b>	24 (51%)	24 (86%)	10 (63%)
<b>Photos/Images</b>	11 (23%)	10 (36%)	7 (44%)
<b>Documents</b>	3 (6%)	10 (36%)	5 (31%)
<b>Events Data</b>	1 (2%)	6 (21%)	2 (13%)
<b>Total HERs available via this resource</b>	47	28	16

Table 11: Breakdown of types of HER data available online<sup>4</sup>

HERs who are online through the Heritage Gateway or another (non-host authority) website are predominantly available as text based data. HERs who are online through their host authority website are more likely to be available as map based data than text based data. This may be a result of HER data being made available alongside other local data through online council mapping initiatives. Text and mapping data were more likely to be available than photos, images, documents and event data. However these are being made available to varying degrees. Photos and images were generally more likely to be available than documents. Documents were more likely to be available than Event data.

Although only 11 HERs responded as not providing online access, 18 HERs provided reasons for not being available online. Despite this discrepancy long

<sup>4</sup> All percentages are calculated using associated total numbers providing data via each resource

term financial commitment was seen as the major barrier to going online. This was closely followed by the cost of initial set up, lack of staffing and data requiring enhancement. Data formatting, software and host authority unable to provide a mechanism to allow data to go online were seen as less significant issues. Resourcing rather than technology appears to be the issue.

Over 80% of HERs know who has copyright over compiled records in the HER database. This is consistent with results from 2012.

A slight change was made to the survey question regarding IT support. As opposed to asking whether support was adequate instead HERs were asked if their IT support met their needs. Just over half felt that it did not. 58% of that provided reasons for their dissatisfaction cited slow network speed as a problem. In contrast only 1 indicated that lack of access was a problem suggesting that for most at least some access to the host authority network is available. 60% of those who responded to this question indicated 'other' issues but many of these were covered by existing options. As the 'other' option allowed respondents to add a text response to the question it may have been respondents selected it to provide more detail of their circumstances.

### 3.10 Data acquired outside of the planning process

Only two thirds of HERs regularly receive data from local groups and individuals outside of the planning process. This is consistent with 2012 indicating that there has been no change. A quarter of HERs receive this information as a result of Local List work. Despite no increase in local groups or individuals providing data to HERs there has been an increase in HERs who provide guidance documents or protocols to assist with submitting data. 43% of HERs provide this sort of guidance now compared to only 36% in 2012. However five of these HERs indicated they do not regularly receive data suggesting provision of guidance is not enough to encourage regular data exchange.

Data acquired outside of the planning process was a new section of the survey added in 2012. In 2014 a decision was made to change the questions relating to the quantity of data submissions. These were removed and replaced with a series of questions designed to establish different ways in which HERs were engaging audiences using digital method, particularly with reference to the use of social media.

60% of HERs do not use any digital methods to interact with local groups or individuals. As this could include online discussion forums, online forms etc this suggests that most HERs are concentrating on the more traditional forms of contact: - letters, telephone and e-mail. Over half of those that do use digital methods to interact are using social media. An equal number have cited 'other' methods which include blogging, e-mail discussion lists and online news pages. For those that do use digital methods to interact with the public nearly 90% did so to promote the service. Only 40% use these methods to receive information and 28% used it as an opportunity to provide HER data.

Half of HERs are not currently providing the public with ways to submit new information to the HER. For those that do the most common method being used is word or pdf forms. Only 1 HER currently provides a mobile app for this purpose and only 1 HER acquires data through a crowd funding website.

HERs were asked what plans they have to develop or begin to use new digital methods for interacting with the public during the next two years. 65% have no plans. For those that are looking to develop or use new methods nearly 70% plan to focus on social media. 6 HERs plan to look at developing mobile apps and 5 intend to develop crowd sourcing websites. The low numbers of HERs actively looking to develop new ways of interacting using digital methods may be linked with IT and resourcing issues noted in 3.9 above and reductions in staffing at a number of HERs (see 3.11 below).

### 3.11 Staffing

HERs have been asked about their staffing levels as part of the Content and Computing Survey since 2005. Since this time staffing levels have fluctuated considerably. In recent years we have seen an increase in HERs staffed by less than 1 FTE and a decreased in HERs with staffed with more than 2 FTE. Between 2012 and 2014 there has been an increase in HERs with 1FTE, an improvement on the sudden decline noted in the 2012 survey. HERs staffed by 1 to 2 FTE have reduced in number as have those that remain unstaffed. However it is likely that unstaffed HERs make up a number of those that did not respond to the survey in 2014 and therefore this figure is likely to be higher in reality.

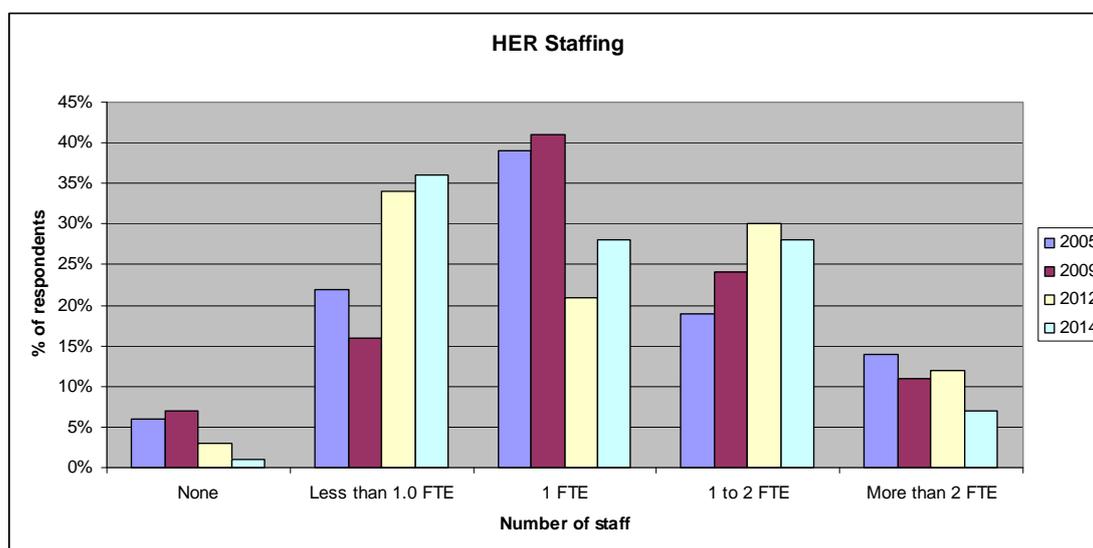


Figure 1: HER staffing responses to Content and Computing Survey since 2005

Of the 72 HERs who responded to the survey 67 also responded in 2012 (approximately 93%). Undertaking a direct comparison of responses from these HERs in 2012 and in 2014 shows that for around 63% of these HERs staffing has remained relatively unchanged. Nearly a quarter (16 out of 67) have seen a decrease in staffing though. Comparing answers by each HER showed that 5 of these gave an answer more than one range lower than

previously answered, e.g. more than 2 FTE in 2012 and 1 FTE in 2014. This indicates quite severe losses. In fact one HER in the North West reported having more than 2 staff in 2012 and less than 1 FTE by 2014. Losses were noted in all regions but half of these were in the south with 4 HERs in the South East and 4 in the South West reporting less staff, three of these reporting a significant drop in staffing levels. This contrasts with the figures from the sixth report on Local Authority Staff Resources which suggests the West Midlands region has seen a 15% reduction in archaeology staff in the last 12 months.

A modest 13% (9) of the 67 HERs indicated they had increased staffing since 2012. North East and Yorkshire & Humber regions were the only ones not to contain HERs who had increased their staffing. Increases were otherwise fairly well distributed. In comparison to HERs who suffered staffing losses increases were modest. Only one of 9 HERs increased significantly by increasing from less than 1 FTE to 1 to 2 FTE.

#### 4. Conclusions

Overall there has been limited change in the content and computing of English HERs since 2012. For example three quarters of HERs continue to use HBSMR as their database choice. Also the number of HERs using ArcView or MapInfo remains evenly split. Often where changes in results occurred they were small enough to likely be a result of the different HERs responding to the 2014 and 2012 surveys. There could be numerous reasons for partial changes such as lack of resourcing and lack of focussed work to address issues. The survey results cannot provide an in-depth analysis of HERs and the reasons for specific results. Further work such as HER audits, additional surveys and revision of the HER Benchmarks may assist with providing more data and devising solutions.

Resourcing continues to be a significant issue that may go some way to explaining the lack of change noted in the last two years. Lack of resourcing (both immediate and long term) is seen as the primary barrier for sharing GIS data within the HERs host organisation. Furthermore it is the primary barrier for sharing HER data online. This could also explain the lack of links with other relevant databases (e.g. planning, museums etc). For many HERs staffing has not changed since 2012. Considering the reduction in staffing noted between 2009 and 2012 this suggests HERs are not getting additional staffing resource to meet their needs. A quarter of those surveyed in both 2012 and 2014 saw a decrease in staffing. Sometimes the decrease was quite significant.

The impact of lack of resourcing could explain why 83% of HERs have a grey literature backlog and why a third of these have backlogs of over 250 reports. It may also explain why nearly a quarter of HERs take over a year on average to fully incorporate grey literature reports into the HER. Only 10% take on average a week to accession new grey literature reports fully.

Despite this more HERs are consulting with their Conservation Officers on their HER needs. This may explain the increased use of the HER by Conservation Officers for casework. This may also explain the wider variety of thematic enhancements of the built historic environment. However work on domestic buildings remains low and very few HERs use or are aware of Colvin as a resource.

Other improvements have also been noted. There has been a rise in HERs recording military sites and boundaries. More HERs have a disposals policy, although the numbers still remain very low despite a template being available. More HERs are using the EH period list even though at least half are making slight modifications in order to use it.

More HERs are available online than ever before. Only 15% of HERs surveyed do not make data available online compared to nearly 30% two years ago. The data available is mostly text based but over half are providing mapped data. However more HER data being available online does not mean that HERs are looking to harness digital technology to diversify how they collect data and interact with customers. 60% of HERs are not using digital methods other than e-mail to interact with the public. A very small number of these plan to look into harnessing new technology over the next two years, mostly through use of social media.

Most HERs continue to provide GIS data to other teams within their host organisation with only one quarter indicating that they do not. It is scheduled monument and listed building data that they share in the main but some HERs are also sharing monument and event data. Only half of HERs maintain alerts and constraints mapping for use by local planning authorities.

Two thirds of HERs regularly acquire relevant data from outside of the planning process. Despite this less than half (43%) provide any guidance to local groups/individuals on how to submit this data.

The content and computing survey continues to show the great variation in HERs across England. For the first time HERs were asked to provide the number of monument records they currently had. The figures ranged from 700 records up to just over 88,000. This variety is likely to be a reflection of geographical area covered as well as factors such as the amount of development or academic research undertaken in the area. Figures from the next survey could be used to examine rate of growth in HER data.

2014 is the centenary of the start of the First World War. It is therefore appropriate that HERs were asked to quantify their First World War monument records. Unfortunately this did not prove to be a straight forward exercise and so accurate figures were unobtainable (see 3.2 above for more details). However it does appear that many HERs could benefit from First World War enhancement projects. There is an opportunity to tap into local and national projects for relevant data and this must not be overlooked. These projects may also assist with increasing coverage of war memorials in HERs.

The length and breadth of the survey goes some way towards demonstrating the varied role and responsibilities of HERs. As such it can be difficult for individual HERs to identify areas of high priority for improvement without guidance. It is recommended that the results of this survey be used to identify key areas of improvement for the sector.

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## Appendix 1 – Questionnaire containing combined results

## Historic Environment Record Content and Computing Survey 2014

Name of HER	
Local Authority areas covered (including National Parks)	

### 1) Historic Buildings

a	Does the HER have a collection/recording policy/informal guidelines for non-listed (either nationally or locally) historic buildings?	Yes = 41 No = 31
b	Do you enhance your listed buildings records with additional information (clearly separated from the Statutory Details)?	Yes = 68 No = 4
c	Have you undertaken any planned thematic recording or enhancement of particular types of buildings or structures?	Yes = 43 No = 29
d	If YES to question c) please answer the following. If NO go on to e)	
	Please tick all types or classes of historic buildings or structures which you undertaken thematic recording or enhancement of	<ul style="list-style-type: none"> <li>• 20<sup>th</sup> century = 12</li> <li>• Agricultural = 21</li> <li>• Ecclesiastical (buildings associated with Christian religious activity) = 21</li> <li>• Other religious buildings = 7</li> <li>• Industrial = 22</li> <li>• Military = 19</li> <li>• Local List buildings = 18</li> <li>• Domestic (by period) = 3</li> <li>• Domestic (by construction type) = 2</li> <li>• Educational = 9</li> <li>• Milestones = 22</li> <li>• Other = 18</li> </ul>
	If other please specify	
e	Do you record listed building curtilages?	Yes = 13 No = 59
f	Do any Conservation officers in the area covered by your Record use it for:	
	i) Reactive casework?	Yes = 52 No = 11 Don't Know = 9
	ii) Proactive conservation projects?	Yes = 37 No = 18 Don't Know = 17
	iii) Education and outreach?	Yes = 11 No = 36 Don't Know = 25

g	How often do you undertake any form of consultation with conservation officers on their requirements for HER information?	<ul style="list-style-type: none"> <li>• Very frequently - On average once a month = 22</li> <li>• Frequently - On average once every 3 months = 9</li> <li>• Occasionally – on average once every 6 months = 18</li> <li>• Rarely - On average once a year = 6</li> <li>• Very Rarely – More than once but more than a year will pass between consultations = 6</li> <li>• I have only consulted Conservation officers once on their HER requirements = 3</li> <li>• I do not/I am unable to consult with conservation officers on their requirements = 8</li> </ul>
h	Are you aware of any separate information systems for the historic built environment maintained by Conservation Officers in any of the Authorities in the area covered by your Record?	Yes = 34 No = 28 Don't Know = 10

## 2) Records

a	Which of the following does the HER hold records for? Please choose the option that best applies. Please choose 'not recorded' if you currently have no examples of the type in your database – even if you plan to record it in future		
	<b>Type</b>	<b>Database Records</b>	<b>GIS Records</b>
	Historic Buildings (non-listed and not on local lists)	Yes = 70 No = 0 Not recorded = 2	Yes = 70 No = 0 Not recorded = 2
	Archaeological Monuments (non-scheduled and not on local lists)	Yes = 72 No = 0 Not recorded = 0	Yes = 72 No = 0 Not recorded = 0
	Historic Towns/Villages	Yes = 60 No = 8 Not recorded = 4	Yes = 63 No = 5 Not recorded = 4
	Placenames	Yes = 49 No = 12 Not recorded = 11	Yes = 47 No = 15 Not recorded = 10
	Events (e.g. surveys, excavations)	Yes = 72 No = 0 Not recorded = 0	Yes = 71 No = 1 Not recorded = 0
	Stray Finds	Yes = 71 No = 0 Not recorded = 1	Yes = 70 No = 1 Not recorded = 1
	Historic Landscape Character data	Yes = 51 No = 15 Not recorded = 6	Yes = 59 No = 9 Not recorded = 4
	Maritime Archaeology and Intertidal sites	Yes = 32 No = 20 Not recorded = 20	Yes = 32 No = 21 Not recorded = 19
	Boundaries (hedgerows, walls, etc.)	Yes = 55 No = 10 Not recorded = 7	Yes = 58 No = 7 Not recorded = 7

Type	Database Records	GIS Records
Modern Military sites	Yes = 65 No = 3 Not recorded = 4	Yes = 65 No = 4 Not recorded = 3
Aircraft crash sites	Yes = 51 No = 7 Not recorded = 14	Yes = 51 No = 8 Not recorded = 13
Parks and Gardens (non-registered and not on local lists)	Yes = 64 No = 4 Not recorded = 4	Yes = 63 No = 4 Not recorded = 5
Battlefields (non-registered and not on local lists)	Yes = 39 No = 16 Not recorded = 17	Yes = 39 No = 17 Not recorded = 16
Paleoenvironmental Sites	Yes = 56 No = 9 Not recorded = 7	Yes = 56 No = 9 Not recorded = 7
Transport (railways, canals, roads, etc)	Yes = 71 No = 0 Not recorded = 1	Yes = 71 No = 0 Not recorded = 1
Industrial Sites	Yes = 71 No = 0 Not recorded = 1	Yes = 71 No = 0 Not recorded = 1
Other: please specify	Yes = 27 No = 32 Not recorded = 12	Yes = 30 No = 30 Not recorded = 11
b	What is the total number of monument records in the HER database?	Total of all responses = 1,393,992
c	Approximately how many of these monument records date to the date range 1914-1918 (please include sites created in this period and those whose function changes in this period)?	Total of all responses = 19065
d	How many monument records with monument type 'War Memorial' are recorded on the HER database?	Total of all responses = 4398

### 3) Recording of Protection Status

Does the HER record the following protection statuses? Tick all options that apply to your dataset on each line below. Please tick 'not recorded' if you currently have no examples of the type in your database – even if you plan to record it in future

Status	Database Record	GIS
Listed Buildings	Yes = 71 No = 1 N/A = 0	Point = 22 Polygon = 16 Point & Polygon = 33 Not recorded = 1
Locally Listed Heritage Assets	Yes = 38 No = 17 N/A = 17	Point = 8 Polygon = 10 Point & Polygon = 20 Not recorded = 34

Status	Database Record	GIS
Conservation Areas	Yes = 54 No = 18 N/A = 0	Point = 1 Polygon = 62 Point & Polygon = 4 Not recorded = 5
Scheduled Monuments	Yes = 72 No = 0 N/A = 0	Point = 2 Polygon = 54 Point & Polygon = 16 Not recorded = 0
Area of Archaeological Importance (AAI)	Yes = 17 No = 25 N/A = 30	Point = 0 Polygon = 18 Point & Polygon = 4 Not recorded = 50
Registered Parks and Gardens	Yes = 70 No = 1 N/A = 1	Point = 2 Polygon = 57 Point & Polygon = 12 Not recorded = 1
Registered Battlefields	Yes = 33 No = 4 N/A = 35	Point = 2 Polygon = 27 Point & Polygon = 4 Not recorded = 39
Protected Wrecks	Yes = 11 No = 7 N/A = 54	Point = 7 Polygon = 4 Point & Polygon = 1 Not recorded = 60
World Heritage Sites	Yes = 13 No = 8 N/A = 51	Point = 0 Polygon = 14 Point & Polygon = 2 Not recorded = 56

#### 4) Collection Criteria

Does the HER only create records within a specified date range?	Yes = 4 No = 68
If yes please give details	

**5) Archive Materials**

a	Which of the following archive materials does the HER hold? Tick all options that apply to your dataset on each line below.				
Archive Material		Hold as hard copy	Hold digitally	Used to create source record in HER database	Do not hold or use
Maps/Plans		63	70	67	0
Photographs		65	66	58	0
Air Photographs		64	60	62	1
Reference Library		69	42	64	1
Fieldwork reports as a result of the planning process		65	69	67	0
Historic Building Reports as a result of the planning process		66	67	66	0
Fieldwork reports not as a result of the planning process		63	66	66	1
Site visit notes		54	51	58	6
Fieldwork archive		20	17	27	42
Correspondence		57	57	54	4
Planning Case files		31	33	23	31
Conservation Area Consent files		12	11	9	54
Buildings at Risk Register		40	41	38	17
Asset Management Plans (Local Authority owned historic assets)		23	26	25	41
Conservation Area Assessments		43	50	43	15
Estate Agent Particulars		23	17	20	43
Colvin		4	1	4	67
b	Does the HER have a written disposals policy?	Yes = 17 No = 55			
c	Does the HER have a backlog of grey literature reports (unpublished fieldwork and survey reports) to add to the HER?	Yes = 60 No = 12			
d	If YES to question c) please answer the following. If NO go on to question e)				
	Estimate how many grey literature reports (unpublished fieldwork and survey reports) are currently in your backlog?	<ul style="list-style-type: none"> <li>• under 50 reports = 24</li> <li>• 51-100 reports = 10</li> <li>• 101 – 250 reports = 7</li> <li>• 251 - 500 reports = 7</li> <li>• 500 – 1,000 reports = 7</li> <li>• Over 1,000 reports = 4</li> <li>• Don't know = 1</li> </ul>			
e	What is the average time lapse between a new grey literature report (an unpublished fieldwork or survey report) being submitted to the HER and its entry onto the HER?	<ul style="list-style-type: none"> <li>• 1 week = 7</li> <li>• 1 month = 19</li> <li>• 2 – 3 months = 14</li> <li>• 4 – 6 months = 8</li> <li>• 6 months – 1 year = 7</li> <li>• More than 1 year = 16</li> <li>• Don't know = 1</li> </ul>			

**6) Database**

a	Does your database follow the Monument – Event – Archive model?	Yes = 66 No = 0 Partial = 6
b	Which database system does the HER use?	
	<b>System</b>	
	exegegis SMR/HBSMR (SQL)	44
	exegegis SMR/HBSMR (non-SQL)	11
	Wales HER/HERUK Software	1
	In house system (please specify product and version, e.g. Access 2000)	14
	Other, please specify	2
c	Does the HER have access to a SQL server?	Yes = 56 No = 12 Don't know = 4

**7) Geographic Information Systems**

a	Which Geographic Information System (GIS) package does the HER use?	
	<b>Package</b>	
	ArcView/ArcGIS	31
	MapInfo	37
	GCP	0
	GeoMedia	0
	QGIS	0
	Other, please specify	4
b	Does the HER have a written policy on recording spatial data for GIS or Digital Mapping?	Yes = 23 No = 49
c	Does the HER maintain 'alert areas' or constraint mapping GIS layers?	Yes = 31 No = 41
d	Can staff from other teams within the host authority access GIS datasets maintained by the HER (either as read-only version or editable version)?	Yes = 54 No = 18
e	If YES to question d) please answer the following. If NO go on to question f)	
	Which data sets maintained by the HER do they have access to?	
	<b>Data set</b>	<b>Yes/No</b>
	Monuments	Yes = 38 No = 14
	Events	Yes = 22 No = 27
	Scheduled Monuments	Yes = 50 No = 4
	Listed Buildings	Yes = 50 No = 4
	Locally Listed Heritage Assets	Yes = 21 No = 23
	Conservation Areas	Yes = 48 No = 5
	Registered Battlefields	Yes = 21 No = 21
	Registered Parks and Gardens	Yes = 44 No = 7

	Data set	Yes/No
	Historic Landscape Characterisation data	Yes = 28 No = 21
	Alerts/Constraints mapping	Yes = 22 No = 22
	Other	Yes = 11 No = 23
f	What are the barriers to sharing GIS data with local planning authorities covered by your HER? Please indicate all that apply	<ul style="list-style-type: none"> <li>• Lack of resources = 33</li> <li>• Lack of demand or interest = 19</li> <li>• Incompatible software = 15</li> <li>• Incompatible or lack of data standards = 6</li> <li>• Lack of delivery mechanism = 14</li> <li>• Lack of IT support = 21</li> <li>• Lack of expertise to use data = 29</li> <li>• Based in a separate organisation to HER host organisation = 21</li> <li>• Other = 11</li> <li>• None = 19</li> </ul>

### 8) Data Standards

a	Which of the main English Heritage Thesauri do you use or are aware of?	
	Monument Type	Aware of and use = 71 Aware of but do not use = 0 Not aware of = 1
	Archaeological Objects	Aware of and use = 68 Aware of but do not use = 3 Not aware of = 1
	Main Building Materials	Aware of and use = 53 Aware of but do not use = 15 Not aware of = 4
	Covering Building Materials	Aware of and use = 45 Aware of but do not use = 20 Not aware of = 7
	Evidence	Aware of and use = 61 Aware of but do not use = 7 Not aware of = 4
	Event Type	Aware of and use = 63 Aware of but do not use = 8 Not aware of = 1
	Maritime Craft Type	Aware of and use = 26 Aware of but do not use = 38 Not aware of = 8
	Historic Aircraft Type	Aware of and use = 29 Aware of but do not use = 33 Not aware of = 10
b	Do you use the Thesauri available in HBSMR?	Yes (all) = 44 Yes (some) = 11 No = 1 Don't use HBSMR = 16

c	Are you aware of and use the EH Period list?	<ul style="list-style-type: none"> <li>Aware of and use = 26</li> <li>Use but with some modifications = 24</li> <li>Aware of but do not use = 20</li> <li>Not aware of = 2</li> </ul>
d	Other than the above are there any other thesauri/wordlists (including in-house) that you use on a regular basis?	Yes = 18 No = 54
e	If you answered yes to question d please list the most frequent used.	

### 9) System Linkages and Online Access

a	Does the HER link directly into any of the following databases?	
	Database	Yes/No
	Planning	Yes = 11 No = 61
	Museum	Yes = 0 No = 72
	Other heritage databases within host authority	Yes = 5 No = 67
	Other heritage databases outside host authority	Yes = 4 No = 68
	Environmental database within host authority	Yes = 4 No = 68
b	Are you involved in any formal data exchange agreement?	Yes = 27 No = 45

c	If YES to question b) please answer the following. If NO go on to d)						
	Please tick all types of formal data exchange agreements you have	Within host authority = 2 With other local authorities = 18 Other (please specify) = 10					
d	Is there public access to the database via the internet? What data is available? Tick all that apply						
	Resource	Text	Mapping	Photographs/ Images	Documents	Event Data	Not available online via this resource
	Heritage Gateway	47	24	11	3	1	25
	Host authority website	19	24	10	10	6	44
	Other website	15	10	7	5	2	56
e	If your HER is not currently on Heritage Gateway would you be interested in joining in the future?				Yes = 20 No = 7 Already on = 42		

f	If your HER is NOT available online what is preventing you from doing so? Please tick all that apply	<ul style="list-style-type: none"> <li>• Lack of staffing = 11</li> <li>• Cost of initial set up = 12</li> <li>• Long term financial commitment = 13</li> <li>• Software issues = 3</li> <li>• Data in wrong format = 2</li> <li>• Data needs enhancing before providing it online = 10</li> <li>• Host authority unable to provide mechanism to allow data to go online = 1</li> <li>• HER already online = 54</li> </ul>
g	Do you know who has copyright over compiled records in the database?	Yes = 60 No = 12
h	Do you feel your IT support meets your needs?	Yes = 34 No = 38
i	If No to question f) please answer the following. If YES go on to Section 10	
	Please tick all current issues with IT support	<ul style="list-style-type: none"> <li>• IT do not support HER database software = 19</li> <li>• IT do not support HER GIS software = 5</li> <li>• Slow network speed = 23</li> <li>• No access or limited access to network = 1</li> <li>• Other = 24</li> </ul>
	If other please specify	

### 10) Data acquired outside of the planning process

a	Do you regularly receive data from local groups/individuals outside of the planning process?	Yes = 49 No = 23
b	If yes, is any element of this connected with Local List submissions or consultation?	Yes = 14 No = 39 Don't know = 2
c	Do you provide guidance documents or protocols for groups/individuals wanting to submit data to the HER?	Yes = 31 No = 41

For the following questions please note that a purpose built crowd sourcing website is one that is designed to collect information about new and/or known sites from a large, unspecified target audience i.e. the public. Information collected can include text based information, images and even files.

d	Which of the following digital methods to you use to interact with local groups/individuals? Please tick all that apply	<ul style="list-style-type: none"> <li>• Social Media (e.g. Flickr, Twitter, Facebook, Audioboo etc) = 17</li> <li>• A mobile app = 1</li> <li>• A purpose built crowd sourcing website* = 1</li> <li>• Discussion Forum = 1</li> <li>• Other = 17</li> <li>• None = 43</li> </ul>
	If other please specify	

\* This is a website or webpage specifically designed to collect information about new or known sites from a large, unspecific target audience i.e. 'the public'. Information collected can include text based information, images or even files.

e	Do you use the methods you selected in question d) to do any of the following? Please tick all that apply	<ul style="list-style-type: none"> <li>• Promote the service = 25</li> <li>• Receive information on heritage assets = 12</li> <li>• Provide HER data = 8</li> <li>• Other = 5</li> <li>• Answered None to previous question = 43</li> </ul>
	If other please specify	
f	Which of the following methods for submitting data to the HER do you provide? Please tick all that apply	<ul style="list-style-type: none"> <li>• A word/pdf recording form = 28</li> <li>• A web recording form requesting specific information about the site/structure = 2</li> <li>• An online contact form with free text field for recording information about sites/structures = 9</li> <li>• Social Media (e.g. Flickr, Twitter, Facebook etc) = 3</li> <li>• A mobile app = 1</li> <li>• A purpose built crowd sourcing website* = 1</li> <li>• Other = 10</li> <li>• None = 36</li> </ul>
	If other please specify	
g	Do you plan to develop/start to use any of the following within the next two years? Please tick all that apply	<ul style="list-style-type: none"> <li>• Social Media (e.g. Flickr, Twitter, Facebook etc) = 17</li> <li>• A mobile app = 6</li> <li>• A purpose built crowd sourcing website* = 5</li> <li>• Other = 6</li> <li>• None = 47</li> </ul>

### 11) Staffing

Number of HER staff maintaining and updating the HER Database	None = 1 Less than 1.0 FTE = 26 1 FTE = 20 1 to 2 FTE = 20 More than 2 FTE = 5
---------------------------------------------------------------	--------------------------------------------------------------------------------------------

Additional Comments	
Name of officer completing the form	
Email address	
Telephone Number	
Would you like to receive a copy of your response? (if you answer yes you must include your e-mail address above in order to receive a copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* This is a website or webpage specifically designed to collect information about new or known sites from a large, unspecific target audience i.e. 'the public'. Information collected can include text based information, images or even files.