



Historic England

**HISTORIC ENVIRONMENT RECORD
CONTENT AND COMPUTING SURVEY 2016
REPORT**

**Produced by Heritage Information Partnerships Team,
Listing Information Services, Listing Group**

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1. Introduction

1.1 Project Background

The Historic Environment Record (HER) Content and Computing Survey 2016 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, 2012 and 2014. The term 'HER' is used throughout this report to cover HERs, SMRs and UADs.

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. 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 and Middlesbrough HER¹. 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)

It was not the aim of the survey to provide a detailed picture of current HER practices. HERs who wish to undertake a more in-depth study are recommended

¹ Middlesbrough HER is not currently listed on Heritage Gateway

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 2014 survey. Only one new question was included on the recording of archaeological scientific dating information.

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 11th April 2016. The deadline for the survey was 13th May. 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 as the 2014 survey, five HERs that responded to the 2014 survey did not complete the 2016 survey. Instead five HERs who did not answer the 2014 survey completed the 2016 survey. Therefore it should be noted that when the results are compared to the 2014 results they may vary slightly.

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 and 2014 surveys.

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. 93% of those surveyed answered the survey in both 2012 and 2014. The remaining 7% provided data just in 2016. This means that when directly comparing 2014 and 2016 results only differences greater than 7% can confidently be interpreted as indicating significant change. With this in mind most of the survey results were consistent with those from 2014 – suggesting little change in the sector. As a result this report will focus on areas where change has been noted. The most significant results are:-

- Over two thirds of HERs now have recording policies or guidelines for non-listed buildings
- More HERs are enhancing military buildings data on their records than in 2014
- 81% of HERs record Archaeological Scientific Dating information
- Most HERs surveyed in both 2014 and 2016 saw the number of monument records they held grow by between 1% and 10% in the past 2 years.
- Around half of HERs have recorded additional First World War sites and three quarters have recorded additional war memorials since 2014.
- Two thirds of HERs record Locally Listed Heritage Assets
- HERs are holding fewer sources as hard copy
- One third of HERs have a disposals policy
- Only 3% of HERs use a non-SQL version of HBSMR
- For the first time a HER has indicated they use QGIS as their GIS software
- More HERs are using the Covering Building Materials thesaurus, Event Type thesaurus, Historic Aircraft Type thesaurus and Period thesaurus
- Fewer HERs are using their own in-house words lists for indexing records
- More HERs are using digital means to interact with users, especially to provide and receive data.
- Nearly half of English HERs are staffed by less than 1 full time equivalent

Comparative data from 2014 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

HERs continue to record data on Historic Buildings. Since 2014 the number of HERs who have recording policies or guidelines for non-listed historic buildings has risen from 57% to 68%. We have also seen a reduction in HERs recording listed building curtilages, down to just 7%.

Where HERs are undertaking thematic enhancement of their dataset increasing numbers are looking at military buildings and domestic buildings (by period). 52% of the 48 HERs who have been undertaking buildings enhancement projects have concentrated on military buildings, compared to 44% in 2014. 17% of the 48 HERs concentrated on domestic buildings of a particular period, up from 7%. In contrast though there has been a decline in those adding/enhancing milestone records. This year only 40% of those enhancing buildings record have done so, down from 51% in 2014.

One other notable change has been in the number of HERs who are aware of a separate information system or database maintained by Conservation Officers. Only 33% are aware of separate systems, compared to 47% in 2014. It is not clear whether fewer HERs have knowledge of information systems run by Conservation Officers in their area or if increasingly Conservation Officers are relying on other datasets rather than maintaining their own. This number could also be affected by the decrease in Conservation Officers across the country. Since 2006 the number of Local Authority Conservation specialists in England has fallen by 35.8%².

3.2 Records

No changes were made to the list of record types as presented in 2014. There were only two significant results to be noted since 2014.

- The number of HERs recording boundaries on their GIS datasets has increased from 63% to 74%
- The number of HERs recording Aircraft crash sites on their GIS datasets has increased from 66% to 74%

Otherwise there has been little change in recording practice in the last two years.

For the first time we incorporated a question regarding Archaeological Science data in the HER. Respondents were asked 'Do you record Archaeological Scientific dating?'. 81% responded Yes, 15% responded No and the remaining 4% did not know whether or not they do. Whilst this does not ascertain the quality, quantity or consistency of such data held by HERs it does show that HERs have been recording the information.

² Reilly, Sarah (2016) An eighth report on Local Authority Staff Resources, Produced by Historic England, ALGAO and IHBC

Monument Records

In 2014 questions were incorporated into the survey to try and ascertain how many monument records are recorded by HERs and how many First World War and War Memorial records they hold. By asking these questions again in 2016 it gave the opportunity to compare the figures and look at whether or not HERs were increasing their holdings and if so by how much.

As not all the HERs had completed the 2014 survey it was not possible to ascertain change for them all. There were also several HERs who reported fewer monument records in 2016 than they had in 2014. Whilst we would anticipate some HERs to consolidate records as part of cleaning and verifying data we did not expect some of the losses to run into hundreds and in some cases thousands of records. On further investigation it was ascertained that those HERs had chosen to change their search parameters, excluding records that had previously been included in 2014 figures. It therefore proved difficult to use their responses meaningfully. More guidance needs to be given in future to ensure more consistent results.

Despite the issues outlined above almost half of those surveyed reported figures that suggested a growth in monument records of between 1% and 10%. Only 6% showed no change at all which would suggest the HER is not being updated. This is fairly small and suggests the vast majority of HERs are being maintained and updated. Around 18% showed growth of between 10% and 55%. A small number reported exceptional gains, in one case the growth being over 200%! These cases were rare though and perhaps a result of unusual circumstances. Reasons for large growth include results from National Mapping Project, Portable Antiquities Scheme data and results from large funded projects.

2016 has also provided the first opportunity to compare the recording of First World War monument records with 2014 results. When compared the increase in these records ranged from - 4022 to 5852. Much like calculating monument record totals it is likely that the methodology used in 2014 differed from that in 2016. This is especially the case as few HERs record First World War site precisely to that period, instead opting for 'Modern' or perhaps 'Early 20th Century' if there is sufficient information to do so. This might account for the 5 HERs (7%) whose 2016 totals were more than 20 records less than their 2014 totals. A further 10 HERs (14%) recorded totals between 1 and 20 records less than previously noted. These are more likely to be as a result of record cleaning and consolidation. It is therefore difficult to ascertain if these 15 HERs have undertaken any thematic enhancement of First World War records as might have been anticipated during this centenary period. 15% of HERs recorded no difference in figures suggesting no thematic work has been undertaken at all.

Just over half of HERs recorded some increase in numbers of records from a modest 1 or 2 extra records to over 5,000. As with the disappearing records noted above some of the larger increases may be a result of differing methods of

calculation between the years. However the fact that around half seem to have increased their First World War holdings probably does indicate a move to increase the recording of these sites within HERs.

Most HERs have seen an increase in the number of War Memorials records they have. In fact only around a quarter of HERs recorded less or the same numbers of war memorials since 2014. 40% reported moderate increases of up to 10 new records whilst three HERs recorded significant figures of over 100 new records. Some HERs are running or participating in large scale war memorial projects in their local areas which account for some of the higher figures. Historic England is also undertaking a project to increase the numbers of memorials listed which may also have had an impact.

3.3 Recording of Protection Status

In terms of recording special protection status within the HER database there has been little change since 2014. One very notable change however has been the increase in HERs recording Locally Listed Heritage Assets. In 2014 only 53% of HERs recorded Locally Listed Heritage Assets but this has now risen to 65%. The numbers have been steadily rising since 2009 when only 17% of HERs said they included locally listed buildings on their database. This rise in recording is also reflected in how HERs are recording these assets on GIS. Only 32% of HERs now don't record locally listed heritage assets on GIS, down from 47% in 2014.

Registered Battlefields in comparison seem to have suffered a drop in recording. Only 38% of HERs record Registered Battlefields as records in the database, down from 46%. The number of HERs not recording Registered Battlefields on their GIS has also increased in the same period from 54% to 63%. As the difference is greater than 7% this would suggest that this drop cannot be explained by the difference in who responded this year as opposed to 2014. HERs that have Registered Battlefields within their coverage area are encouraged to record them.

In terms of how HERs are recording protected sites there has been an increase in HERs only recording them as point data. In 2014 no HERs recorded Scheduled Monuments, Conservation Areas or Registered Parks and Gardens as point data only. This year some HERs have indicated that they do. All three are best represented by polygons as they can cover large areas. A single central point does not clearly indicate the extents of these sites which often carry planning restrictions. HERs can download polygons of Scheduled Monuments and Registered Parks and Gardens from the Historic England Data Downloads page (<https://historicengland.org.uk/listing/the-list/data-downloads/>).

3.4 Collection Criteria

The results were broadly the same as 2014. HERs are encouraged to not impose temporal limits on their recording policies. Only a very small number (2%) currently do so.

3.5 Source Materials

As in previous years HERs have been asked to assess the sources that they use to create HER records. Some of these are held as hard copy, some as digital copies and some are not held at all but are referenced in the HER through source records.

Perhaps unsurprisingly there has overall been a decrease in HERs holding hard copies of the material they reference. With pressure over office space and many organisations preferring digital over hard copy media it was inevitable that this would be reflected in the survey results. The table below shows the types of sources that are now less likely to be held as hard copy compared to 2014. The largest decrease has been with Buildings at Risk. Now the Heritage at Risk dataset, it is published online and so HERs are less likely to receive hard copy updates which may account for the significant change in the Content and Computing Survey results.

Source Material	2014	2016	Difference
Maps/Plans	88%	79%	-9%
Photographs	90%	81%	-9%
Aerial Photographs	89%	78%	-11%
Fieldwork reports as a result of the planning process	90%	81%	-9%
Historic Buildings reports as a result of the planning process	92%	81%	-11%
Site Visit Notes	75%	65%	-10%
Fieldwork Archives	36%	28%	-8%
Correspondence	79%	68%	-11%
Buildings at Risk	56%	33%	-23%
Conservation Area Assessments	60%	50%	-10%
Estate Agents Particulars	32%	21%	-11%

There has not necessarily been a corresponding increase in source held digitally. HERs are now more likely to hold a digital reference collection than before with 72% of HERs confirming they had one this year compared to 58% in 2014. This was the only source type to see a significant increase. The reason for this is that it is likely that HERs were already holding digital copies of many of the sources listed in the survey. As the survey does not quantify the amount of each source held as hard copy or digitally it is not possible to show if a HER is storing more material as digital rather than hard copy. It is only possible to show if the HER is no longer storing them at all.

There was a decrease in the number of HERs holding digital correspondence that has been used as a source for HER records. 79% of HERs had digital correspondence whereas only 68% did so in this year's survey.

The number of HERs neither holding sources nor referring to them in HER records of all types has changed little since 2014. The only significant change is that more HERs are using or holding planning case files with only 32% not using them as source materials compared to 43% in 2014.

3.5.1 Grey Literature

2016 was the first survey year to provide comparative data for the Grey Literature questions. Overall there was little change in the results compared to those of 2014.

As part of the questions in this section HERs are asked about their disposals policy. A small rise is noted in those HERs with disposals policies (up to 32% from 24%). It was anticipated that far more HERs would have disposals policies in place, especially as a template is now available.

The number of HERs with backlogs remains steadfastly high with 85% reporting they have one. In terms of size of backlog this has also remained fairly constant with any changes to figures under the significance threshold. The only area of change has been in association with time taken to process grey literature reports. Fewer HERs reported being able to do so within 1 month of receipt. Only 17% of HERs claimed to do so in 2016 down from 26% in 2014. However at the other end of the scale fewer HERs reported taking over a year to process reports. Pleasingly this had fallen from 22% in 2014 down to only 10% this year.

3.6 Database

Very little has changed in terms of Database software choices by HERs with the split between HBSMR and Bespoke users remaining consistent. The only significant change was in relation to the type of HBSMR database being used by HERs. ExeGesIS made the decision that Version 4 (and all subsequent versions) of HBSMR would only be available in SQL. As a result HERs needed to move towards having access to SQL servers to enable use of the SQL version of the database. It should therefore be no surprise that HERs using the SQL of HBSMR rose from 61% to 76% and those using non-SQL version of HBSMR fell from 15% to 3%.

3.7 GIS

There is little change in the choice of GIS software by HERs with the split between MapInfo and ArcView users shows no significant change since 2014. The only significant piece of information with regards choice of GIS software is that this year, for the first time, one HER indicated they are using QGIS. This is a free, open source GIS package which is increasingly being used for project work. It is possible that use of this software may increase due to continued funding pressures in local government.

Apart from the first instance of QGIS being used by a HER in England, the only other significant change relating to GIS has been in regards to providing HLC data. The numbers of HERs who are providing HLC data to colleagues within the same local authority has increased from 52% to 60%.

3.8 Data Standards

One area that has seen significant change within the sector has been the use of thesauri. HERs are making more use of the FISH recommended thesauri and are using less in-house wordlists. The following thesauri are now more widely used than in 2014

Thesaurus	2014	2016	% Change
Covering Building Materials	63%	71%	+8%
Event Type	88%	96%	+8%
Historic Aircraft Type	40%	50%	+10%

The English Heritage period list is also more widely used with 20% more HERs using it in 2016 than 2014. There are also fewer HERs using a modified version of this list with only a quarter of HERs doing so compared to a third in 2014.

Finally there has been a decrease in HERs using their own in-house wordlists. A quarter of HERs did so in 2014 but in 2016 only 17% claimed to do so, a reduction of 8%.

3.9 System Linkages

There has been a significant increase in the number of HERs now available through the Heritage Gateway website. 72% of respondents now have their data available through the website compared to 58% two years ago.

The only other significant changes relates to barriers to HERs going online. HERs who are not currently available online were asked what reasons prevented them from being so. In 2014 only 1% said that their Host Authority were unable to provide a mechanism to allow data to go online. Since then it has increased to 13%. However, initial and long term costs of being online remain the most significant barriers to providing online access to HER data.

3.10 Data acquired from outside the planning process

One of the more surprising results from the 2016 survey was the increase in HERs not knowing whether additional data acquired outside the planning process was as a result of local listing projects. This rose from 4% in 2014 to 14% in 2016. This could suggest a lack of connection between HERs and local listing, which can often occur in local planning authorities that do not directly host the HER e.g. district councils where HER sits at county level. Whilst locally listed buildings are being added to the HER, information on sites researched during the process but ultimately rejected from the list may not necessarily be sent on to the HER.

There has been an increase in HERs using digital methods to interact with users. 32% use digital methods other than those listed in the survey, up from 24% in 2014. HERs are also making greater use of the digital methods already being used with 36% using digital methods to receive information about the historic environment, up from 17%. A greater number are also using digital methods to

provide data to users with 29% doing so in 2016 compared to 11% in 2014. More HERs are providing web recording forms to enable users to submit data to the HER (up from 3% to 11%). Finally more HERs are expecting to develop an app, social media presence or crowd sourcing website within the next two years. Only 57% did not feel they would compared to 65% two years ago.

3.11 Staffing

Whereas many aspects of HERs remains unchanged, staffing is not one of them. 2016 saw the continued trend of more HERs being managed by less than 1FTE (full time equivalent), up to 47% from 36%. The numbers have been steadily increasing since 2009 and means that almost half of HERs in England are not staffed by at least 1 FTE or more. As HERs staffed by less than 1 FTE increase, those staffed by 1 FTE continue to fall. In 2016 only 19% of HERs could boast 1 FTE, down from 28% in 2014.

Conclusion

HERs in England continue to record a wide variety of historic environment information drawn from numerable sources. More HERs are working on enhancing their records of military buildings and domestic buildings (by periods). More HERs are recording local lists. Most HERs continue to grow steadily in size, an indication that by and large they are being maintained.

Yet most HERs continue to have backlogs of information yet to be added, levels that remain unchanged since 2014. The size of the backlogs reported has also changed little. When looking at how rapidly HERs are accessioning data fewer HERs are processing new grey literature within 1 month of receipt. This may be an indicator of increased pressure on services. With a drop in the number of HERs staffed by 1 FTE and rise in those staffed by less than 1FTE there has been a reduction in capacity in some HERs.

Overall the results of the 2016 survey suggest stability in most aspects of the sector.

Sarah MacLean, Heritage Information Partnerships Supervisor, Heritage Information Partnerships Team,
Listing Information Services, Listing group

Sarah.MacLean@HistoricEngland.org.uk

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Appendix 1 – Questionnaire containing combined results

Historic Environment Record Content and Computing Survey 2016

72 responses

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 = 49 No = 23
b	Do you enhance your listed buildings records with additional information (clearly separated from the Statutory Details)?	Yes = 66 No = 6
c	Have you undertaken any planned thematic recording or enhancement of particular types of buildings or structures?	Yes = 48 No = 24
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"> • 20th century = 12 • Agricultural = 22 • Ecclesiastical (buildings associated with Christian religious activity) = 23 • Other religious buildings = 7 • Industrial = 25 • Military = 25 • Local List buildings = 19 • Domestic (by period) = 3 • Domestic (by construction type) = 8 • Educational = 9 • Milestones = 19 • Other = 19
	If other please specify	
e	Do you record listed building curtilages?	Yes = 5 No = 67
f	Do any Conservation officers in the area covered by your Record use it for:	
	i) Reactive casework?	Yes = 51 No = 10 Don't Know = 11
	ii) Proactive conservation projects?	Yes = 35 No = 19 Don't Know = 18
	iii) Education and outreach?	Yes = 10 No = 37 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"> • Very frequently - On average once a month = 20 • Frequently - On average once every 3 months = 12 • Occasionally – on average once every 6 months = 13 • Rarely - On average once a year = 7 • Very Rarely – More than once but more than a year will pass between consultations = 7 • I have only consulted Conservation officers once on their HER requirements = 6 • I do not/I am unable to consult with conservation officers on their requirements = 7
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 = 24 No = 33 Don't Know = 15

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		
	Type	Database Records	GIS Records
	Historic Buildings (non-listed and not on local lists)	Yes = 70 No = 1 Not recorded = 1	Yes = 71 No = 0 Not recorded = 1
	Archaeological Monuments (non-scheduled and not on local lists)	Yes = 70 No = 1 Not recorded = 1	Yes = 71 No = 0 Not recorded = 1
	Historic Towns/Villages	Yes = 58 No = 5 Not recorded = 9	Yes = 59 No = 5 Not recorded = 8
	Placenames	Yes = 46 No = 14 Not recorded = 12	Yes = 42 No = 19 Not recorded = 11
	Events (e.g. surveys, excavations)	Yes = 71 No = 1 Not recorded = 0	Yes = 72 No = 0 Not recorded = 0
	Stray Finds	Yes = 70 No = 1 Not recorded = 1	Yes = 70 No = 1 Not recorded = 1
	Historic Landscape Character data	Yes = 53 No = 14 Not recorded = 5	Yes = 61 No = 6 Not recorded = 5
	Maritime Archaeology and Intertidal sites	Yes = 32 No = 19 Not recorded = 21	Yes = 33 No = 18 Not recorded = 21
	Boundaries (hedgerows, walls, etc.)	Yes = 51 No = 14 Not recorded = 7	Yes = 53 No = 13 Not recorded = 6

Type	Database Records	GIS Records
Modern Military sites	Yes = 61 No = 7 Not recorded = 4	Yes = 62 No = 6 Not recorded = 4
Aircraft crash sites	Yes = 52 No = 10 Not recorded = 10	Yes = 53 No = 9 Not recorded = 10
Parks and Gardens (non-registered and not on local lists)	Yes = 64 No = 4 Not recorded = 4	Yes = 66 No = 3 Not recorded = 3
Battlefields (non-registered and not on local lists)	Yes = 40 No = 14 Not recorded = 18	Yes = 39 No = 16 Not recorded = 17
Paleoenvironmental Sites	Yes = 56 No = 7 Not recorded = 8	Yes = 58 No = 6 Not recorded = 8
Transport (railways, canals, roads, etc)	Yes = 69 No = 2 Not recorded = 1	Yes = 71 No = 0 Not recorded = 1
Industrial Sites	Yes = 69 No = 2 Not recorded = 1	Yes = 71 No = 0 Not recorded = 1
Other: please specify	Yes = 22 No = 32 Not recorded = 17	Yes = 23 No = 31 Not recorded = 17
b	What is the total number of monument records in the HER database?	Total of all responses = 1,470,511
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 = 16423
d	How many monument records with monument type 'War Memorial' are recorded on the HER database?	Total of all responses = 5253

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 = 70 No = 1 N/A = 1	Point = 26 Polygon = 16 Point & Polygon = 30 Not recorded = 0
Locally Listed Heritage Assets	Yes = 47 No = 13 N/A = 12	Point = 10 Polygon = 15 Point & Polygon = 24 Not recorded = 23

Status	Database Record	GIS
Conservation Areas	Yes = 55 No = 15 N/A = 2	Point = 0 Polygon = 58 Point & Polygon = 7 Not recorded = 7
Scheduled Monuments	Yes = 69 No = 2 N/A = 1	Point = 0 Polygon = 50 Point & Polygon = 22 Not recorded = 0
Area of Archaeological Importance (AAI)	Yes = 17 No = 23 N/A = 32	Point = 0 Polygon = 17 Point & Polygon = 3 Not recorded = 52
Registered Parks and Gardens	Yes = 69 No = 2 N/A = 1	Point = 0 Polygon = 57 Point & Polygon = 14 Not recorded = 1
Registered Battlefields	Yes = 27 No = 5 N/A = 40	Point = 2 Polygon = 20 Point & Polygon = 5 Not recorded = 45
Protected Wrecks	Yes = 15 No = 11 N/A = 46	Point = 4 Polygon = 6 Point & Polygon = 3 Not recorded = 59
World Heritage Sites	Yes = 15 No = 10 N/A = 47	Point = 0 Polygon = 16 Point & Polygon = 1 Not recorded = 55

4) Collection Criteria

Does the HER only create records within a specified date range?	Yes = 2 No = 70
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		57	67	64	1
Photographs		58	65	56	4
Air Photographs		56	58	59	4
Reference Library		66	52	62	2
Fieldwork reports as a result of the planning process		58	70	64	1
Historic Building Reports as a result of the planning process		58	69	64	1
Fieldwork reports not as a result of the planning process		60	66	63	2
Site visit notes		47	46	55	11
Fieldwork archive		26	15	31	37
Correspondence		49	49	50	8
Planning Case files		28	37	24	23
Conservation Area Consent files		12	16	11	50
Buildings at Risk Register		24	42	35	20
Asset Management Plans (Local Authority owned historic assets)		18	27	21	40
Conservation Area Assessments		36	55	40	10
Estate Agent Particulars		15	21	19	44
Colvin		6	0	7	63
b	Does the HER have a written disposals policy?	Yes = 23 No = 49			
c	Does the HER have a backlog of grey literature reports (unpublished fieldwork and survey reports) to add to the HER?	Yes = 61 No = 11			
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"> • under 50 reports = 23 • 51-100 reports = 10 • 101 – 250 reports = 11 • 251 - 500 reports = 7 • 500 – 1,000 reports = 4 • Over 1,000 reports = 4 • Don't know = 2 			
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"> • 1 week = 7 • 1 month = 12 • 2 – 3 months = 19 • 4 – 6 months = 11 • 6 months – 1 year = 11 • More than 1 year = 7 • Don't know = 5 			

6) Database

a	Does your database follow the Monument – Event – Archive model?	Yes = 63 No = 2 Partial = 7
b	Which database system does the HER use?	
	System	
	exegegis SMR/HBSMR (SQL)	55
	exegegis SMR/HBSMR (non-SQL)	2
	Wales HER/HERUK Software	1
	In house system (please specify product and version, e.g. Access 2000)	12
	Other, please specify	2
c	Does the HER have access to a SQL server?	Yes = 58 No = 8 Don't know = 6

7) Geographic Information Systems

a	Which Geographic Information System (GIS) package does the HER use?	
	Package	
	ArcView/ArcGIS	34
	MapInfo	32
	GCP	0
	GeoMedia	0
	QGIS	1
	Other, please specify	5
b	Does the HER have a written policy on recording spatial data for GIS or Digital Mapping?	Yes = 26 No = 46
c	Does the HER maintain 'alert areas' or constraint mapping GIS layers?	Yes = 28 No = 44
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 = 58 No = 14
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?	
	Data set	Yes/No
	Monuments	Yes = 43 No = 15
	Events	Yes = 28 No = 30
	Scheduled Monuments	Yes = 54 No = 4
	Listed Buildings	Yes = 53 No = 5
	Locally Listed Heritage Assets	Yes = 28 No = 30
	Conservation Areas	Yes = 51 No = 7
	Registered Battlefields	Yes = 25 No = 33
	Registered Parks and Gardens	Yes = 50 No = 8

	Data set	Yes/No
	Historic Landscape Characterisation data	Yes = 35 No = 23
	Alerts/Constraints mapping	Yes = 25 No = 33
	Other	Yes = 14 No = 44
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"> • Lack of resources = 35 • Lack of demand or interest = 24 • Incompatible software = 17 • Incompatible or lack of data standards = 6 • Lack of delivery mechanism = 15 • Lack of IT support = 22 • Lack of expertise to use data = 25 • Based in a separate organisation to HER host organisation = 24 • Other = 10 • None = 17

8) Data Standards

a	Which of the main English Heritage Thesauri do you use or are aware of?	
	Monument Type	Aware of and use = 72 Aware of but do not use = 0 Not aware of = 0
	Archaeological Objects	Aware of and use = 65 Aware of but do not use = 6 Not aware of = 1
	Main Building Materials	Aware of and use = 55 Aware of but do not use = 15 Not aware of = 2
	Covering Building Materials	Aware of and use = 51 Aware of but do not use = 17 Not aware of = 4
	Evidence	Aware of and use = 62 Aware of but do not use = 8 Not aware of = 2
	Event Type	Aware of and use = 69 Aware of but do not use = 3 Not aware of = 0
	Maritime Craft Type	Aware of and use = 29 Aware of but do not use = 35 Not aware of = 8
	Historic Aircraft Type	Aware of and use = 36 Aware of but do not use = 28 Not aware of = 8
b	Do you use the Thesauri available in HBSMR?	Yes (all) = 43 Yes (some) = 13 No = 0 Don't use HBSMR = 16

c	Are you aware of and use the EH Period list?	<ul style="list-style-type: none"> • Aware of and use = 40 • Use but with some modifications = 17 • Aware of but do not use = 13 • Not aware of = 2
d	Other than the above are there any other thesauri/wordlists (including in-house) that you use on a regular basis?	Yes = 12 No = 60
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 = 9 No = 63
	Museum						Yes = 0 No = 72
	Other heritage databases within host authority						Yes = 4 No = 68
	Other heritage databases outside host authority						Yes = 8 No = 64
	Environmental database within host authority						Yes = 2 No = 70
b	Are you involved in any formal data exchange agreement?						Yes = 23 No = 49
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 = 4 With other local authorities = 12 Other (please specify) = 13			
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	51	28	14	3	3	21
	Host authority website	18	20	10	4	4	46
	Other website	10	8	5	2	3	61
e	If your HER is not currently on Heritage Gateway would you be interested in joining in the future?					Yes = 15 No = 5 Already on = 52	

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"> • Lack of staffing = 10 • Cost of initial set up = 13 • Long term financial commitment = 12 • Software issues = 5 • Data in wrong format = 2 • Data needs enhancing before providing it online = 9 • Host authority unable to provide mechanism to allow data to go online = 9 • HER already online = 55 • Other = 1
g	Do you know who has copyright over compiled records in the database?	Yes = 63 No = 9
h	Do you feel your IT support meets your needs?	Yes = 33 No = 39
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"> • IT do not support HER database software = 16 • IT do not support HER GIS software = 6 • Slow network speed = 22 • No access or limited access to network = 3 • Other = 26
	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 = 50 No = 22
b	If yes, is any element of this connected with Local List submissions or consultation?	Yes = 15 No = 28 Don't know = 7
c	Do you provide guidance documents or protocols for groups/individuals wanting to submit data to the HER?	Yes = 27 No = 45

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"> • Social Media (e.g. Flickr, Twitter, Facebook, Audioboo etc) = 13 • A mobile app = 3 • A purpose built crowd sourcing website* = 4 • Discussion Forum = 2 • Other = 23 • None = 40
	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"> Promote the service = 29 Receive information on heritage assets = 26 Provide HER data = 21 Other = 2 Answered None to previous question = 40
	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"> A word/pdf recording form = 24 A web recording form requesting specific information about the site/structure = 8 An online contact form with free text field for recording information about sites/structures = 13 Social Media (e.g. Flickr, Twitter, Facebook etc) = 3 A mobile app = 1 A purpose built crowd sourcing website* = 3 Other = 12 None = 35
	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"> Social Media (e.g. Flickr, Twitter, Facebook etc) = 19 A mobile app = 7 A purpose built crowd sourcing website* = 6 Other = 6 None = 41

11) Staffing

Number of HER staff maintaining and updating the HER Database	None = 0 Less than 1.0 FTE = 34 1 FTE = 14 1 to 2 FTE = 19 More than 2 FTE = 5
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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.