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SMR Content and Computing Survey 2002

A Data Services Unit Report by Martin Newman

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1 Executive Summary

1.1 Conclusions

1.1.1 The 2002 SMR Content and Computing survey has been the most comprehensive review of SMRs since the Baker Report in 1998.

1.1.2 There has been a dramatic increase in the number of SMRs in England over the last four years as a result of local government reorganisation and the UAD programme.

1.1.3 Some SMRs have increased the scope of what they record, for example a small percentage have expanded into areas such as historic landscapes and palaeoenvironmental sites.

1.1.4 The percentages of SMRs recording individual types of monument and has decreased over the last 4 years. This is due to the increase in the number of SMRs narrower remit and resources of some of the newer SMRs and UADs.

1.1.5 SMRs are recording protection statuses directly relevant to the historic environment, however, few SMRs are recording or have access to appropriate records of other statuses which apply to land on which monuments are to be found.

1.1.6 The majority of SMRs hold the sort of archive material they require to curate the record. Far fewer, however, create source records from these to link to monuments and events.

1.1.7 SMRs need to further expand the sites they record and the archives they hold in order to fulfil a wider remit as Historic Environment Record Centres (HERCS).

1.1.8 There has been an increase in the use of both databases and GIS for recording in SMRs.

1.1.9 Between 7 and 15% of SMRs are using obsolete database packages or unsupported versions of database software no longer supported by the company which supplied it.

1.1.10 SMR systems produced by exeGesIS SDM Ltd have the largest market Share. Access is the dominant database package in use in SMRs. With the dominant GIS packages used by SMRs are those with modules available for SMR systems produced by exeGesIS.

1.1.11 The full potential of GIS is not being exploited with some SMRs recording large areas of land as points rather than polygons and others not recording some protection statuses on their GIS at all.

1.1.12 Just over a quarter of SMRs have links to museums and of these MODES is the predominant Collections Management System. More than half of the SMRs with links to museums using MODES use the HBSMR system produced by exeGesIS SDM.

1.1.13 The survey only covers English SMRs, it would be interesting to be able to make comparisons between England, Scotland and Wales and see if similar trends to those noticed in England are present.

1.2 Recommendations

1.2.1 The EH/ALGAO SMR Working Party should consider the details of this report on what SMRs record and what archives they hold. They should use this information to prescribe what an SMR should contain at the basic and advanced level.

1.2.2 An agreed sub set of MIDAS fields to prescribe the depth to which a basic level SMR should record needs be combined with information from this survey to prescribe the breadth of recording

1.2.3 Based on this report it is suggested that a basic level SMR should:

- Have a cut-off date of 1945 and an advanced level SMR should record monuments up until the present day, this combines current recording with the integration of Defence of Britain data.

- A basic level SMR should have documentation detailing the scope of the record and how it is to be recorded.
- A basic level SMR should include a computerised database record linked to a GIS system, 88% of SMRs currently meet this level.
- A basic SMR should map heritage constraints on GIS and an advanced level SMR should have access to layers containing other statuses such as environmental protection.

1.2.4 The HBSMR User Group should decide if links should be built in to interface with any of the Collections Management System systems when the finds module of HBSMR is upgraded.

1.2.5 The LBS On-Line project should consider the data in this report on:

- SMRs recording of LBs
- Access to digital copies of the list.

This report updates information on this area from the 1998 questionnaire on local authority access to the LBS based on which the LBS On-Line project was set up.

1.2.6 Individual SMRs should see what suggestions for improving their own record can be made based on the recording by other SMRs shown in this report.

1.2.7 The content of SMRs should be kept under review. Future surveys should include information on the number of records, size of backlogs and public access.

1.2.8 SMRs should ensure that they are using a currently supported versions of their software.

2 Introduction

2.1 Background

There are currently over a hundred Sites and Monuments Records (SMRs) in England, held by various bodies and holding over a million records (ALGAO, 2001, p.11).

The decision to conduct this survey of English SMRs came out of discussions at the SMR User Group meeting in Leicester in 2001 following a presentation on the future of SMRs by Stewart Bryant (Bryant, 2002) in which the ALGAO/EH SMR Working Group proposal to set a two tier level for SMRs was debated. This area had come to prominence as a result of an amendment to the Culture and Recreation Bill last year by Lord Renfrew which set out to make SMRs a statutory responsibility of local government and said that "the Secretary of State could prescribe standards for SMRs" (Renfrew, 2001). There was uncertainty as to where such levels should be set as no one knew what SMRs were actually recording. This would require more detailed information about what SMRs contained than was being provided by the HEIRNET Register (ADS, 2002). Although the existing SMR Audit Programme is providing this information, it is incomplete and older audits are already out of date (Newman, 2001).

It was also considered to be important to assess the current recording bias in SMRs in order to assist their evolution into Historic Environment Record Centres (HERCs) as envisaged by Recommendation 16 in *Power of Place* (EH, 2000, p.39). This concept of expanded and enhanced SMRs becoming HERCS was endorsed by the government in their response: *The Historic Environment: A Force for our Future* (DCMS, 2001, p.15).

Additionally this information is required to feed into a report on SMRs currently being prepared by Gill Chitty, for English Heritage (EH).

It was therefore decided to conduct a survey of English SMRs to see what they are currently recording and holding. It was also decided to take the opportunity this provided to get an up-to-date picture of computing in SMRs. The intention to undertake the survey was announced in *SMR News* (Newman, 2002a). Preliminary results were presented as part of a paper at the CAA 2002 conference in Herakleion in Crete in April 2002 (Newman, 2002b).

2.2 The Survey

The survey form (see appendix 2) was drawn up to ensure maximum return and to enable mainly quantitative analysis to be carried out. The survey did not set out to assess which MIDAS units of information (Lee, 1998) were being recorded by SMRs. Instead, the intention was to assess what types of information were being recorded in key areas such as Monument Type.

Draft versions of the form were tested on one former and two current SMR Officers. All late returns and incomplete forms were followed up to ensure accuracy and a high response rate. The forms were sent out on the 18th January and the last completed return was received in early March. Some individual returns were followed up for clarification and additional information.

An accompanying letter (appendix 3) was sent out with the survey form explaining why it was being sent, when it should be returned by and assuring SMRs that individual responses would not be disclosed and would only be used for the purpose of this survey.

In addition to this, analysis was carried out on the SMRs by type, area and organisation, using the SMR Address List on the English Heritage web site.

3 Survey Results

3.1 Distribution and Return

The survey was distributed to 101 SMRs maintained by 93 bodies, as identified from the address list on the EH web site. Where an Urban Archaeological Database (UAD) was incorporated within an SMR one form was sent out. Where more than one separate SMR is maintained by one body then separate forms were sent out for each SMR.

Out of the total return of 96 (95%), 3 were to say that the SMR/UAD was in the process of being set up and therefore the questionnaire could not be completed. All percentages given in the main results section of this report are a percentage of the 93 completed forms returned, numbers of SMR replying to each question can be found in Appendix 6.

3.1.1 SMRs Analysed by Type of Authority

The SMRs sent the form can be characterised by the type of authority they are maintained for.

| Type of Authority | Number of SMRs | Percentage Returned |
|-------------------------------|----------------|---------------------|
| County (inc. former counties) | 43 | 100% |
| District (inc. Cities) | 28 | 89% |
| Unitary Authority | 23 | 91% |
| National Park | 5 | 100% |
| National Body | 2 | 100% |
| TOTAL | 101 | 95% |

Table 1, SMRs by Type of Authority

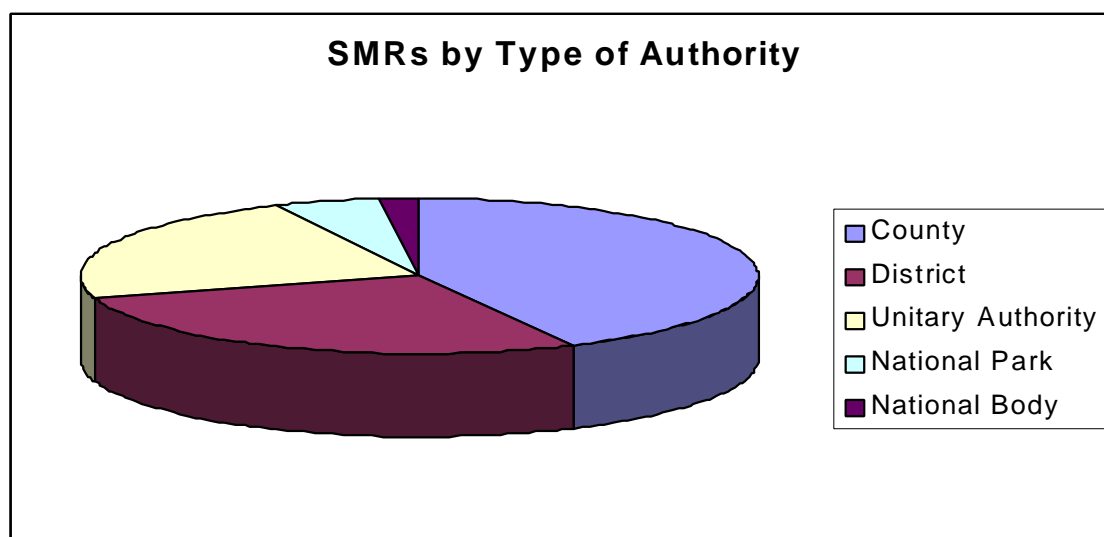


Fig 1, SMRs by Type of Authority

3.1.2 SMRs Analysed by Type of Organisation Responsible

The 93 organisations maintaining the SMRs can be characterised by their type.

| Type of Organisation | Number of Organisations | Number of SMRs |
|----------------------|-------------------------|----------------|
| Local Government | 80 | 84 |
| National Parks | 5 | 5 |
| Trusts | 3 | 3 |
| University | 1 | 1 |
| Commercial Company | 1 | 5 |
| National Bodies | 3 | 3 |
| TOTAL | 93 | 101 |

Table 2, SMRs by the Type of Organisation Responsible

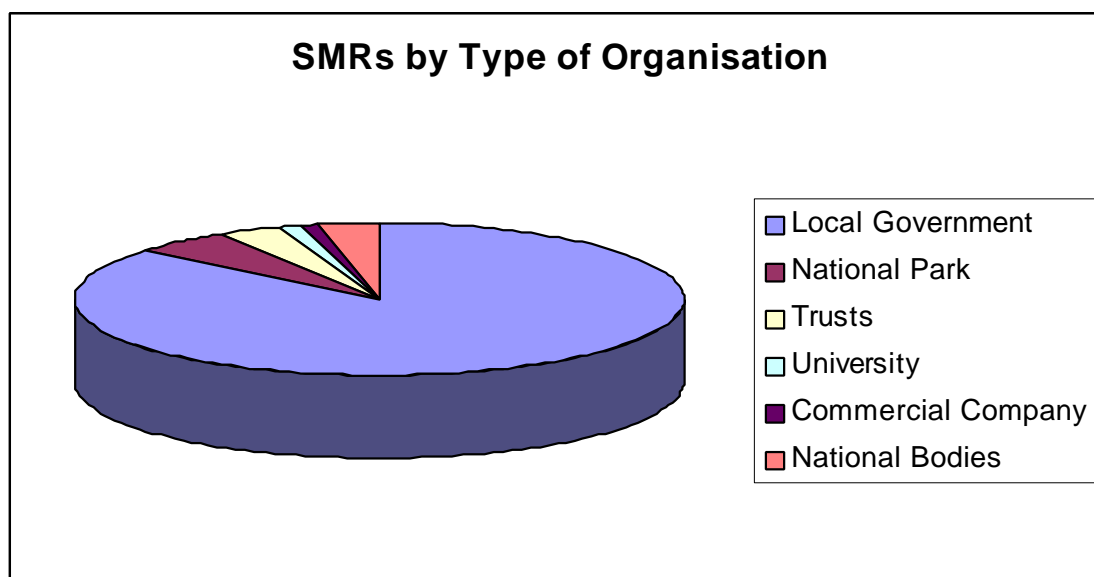


Fig 2, SMRs by Type of Organisation Responsible

3.1.3 SMRs Analysed by Type of Record

The English SMRs can also be categorised by type, as traditional SMRs, UADs or SMRs containing UADs. This last category is where part of the SMR is being enhanced by the UAD programme rather than creating a separate UAD.

| Type of SMR | Number of SMRs | Percentage Returned |
|--------------|----------------|---------------------|
| SMR | 80 | 95% |
| UAD | 13 | 92% |
| SMR with UAD | 8 | 100% |
| TOTAL | 101 | 95% |

Table 3, SMRs by Type

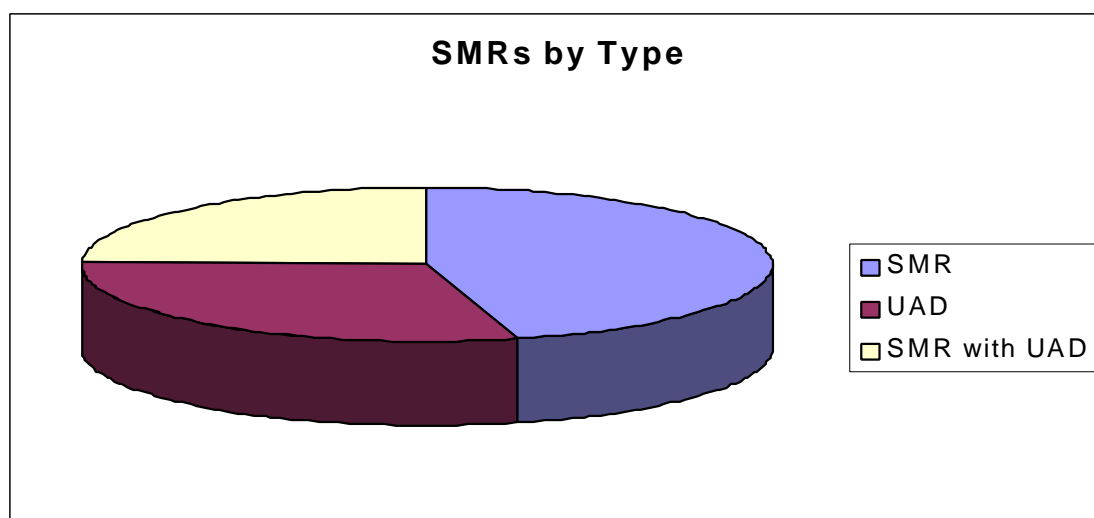


Fig 3, SMRs by Type

3.2 SMR Content

The SMR Manual *Informing the Future of the Past* (Fernie and Gilman, 2001) recommends that SMRs adopt a Monument, Event, Archive model. The results of the survey are therefore split into these three areas. It does not, however, assess whether these three groups of records are held separately.

3.2.1 Monuments

Two areas of the monument record were asked about: the type and protection status.

3.2.1.1 Monument Type

The form asked SMRs the question “Other than traditional archaeology which of the following does the SMR holds records for?”. Traditional archaeology was defined as earthworks, cropmarks, ruins etc, the type of material recoured on the OS card indexes from which most of the SMRs and the National Monuments Record (NMR) originated. The Form gave 16 options with space for additional types to be written if required. The results were as follows:

| | |
|---|---|
| Stray Finds | 99% |
| Parks and Gardens (irrespective of registration) | 86% |
| Listed Buildings | 85% |
| Historic (non-listed) Buildings | 83% |
| Transport (roads, railways, canals etc) | 80% |
| Historic Settlements (Towns, Villages etc) | 77% |
| Modern (i.e. 20 th Century) Military Sites | 71% |
| Industrial Archaeology | 69% |
| Battlefields and Sites (irrespective of registration) | 67% |
| Boundaries (walls, hedgerows etc.) | 54% |
| Placenames | 49% |
| Paleoenvironmental Sites | 49% |
| Historic Landscapes | 42% |
| Intertidal Sites | 34% (65% of SMRs with a coastline or estuaries) |
| Historic Aircraft Crash Sites | 30% |
| Maritime Archaeology | 26% (67% of SMRs with a coastline) |

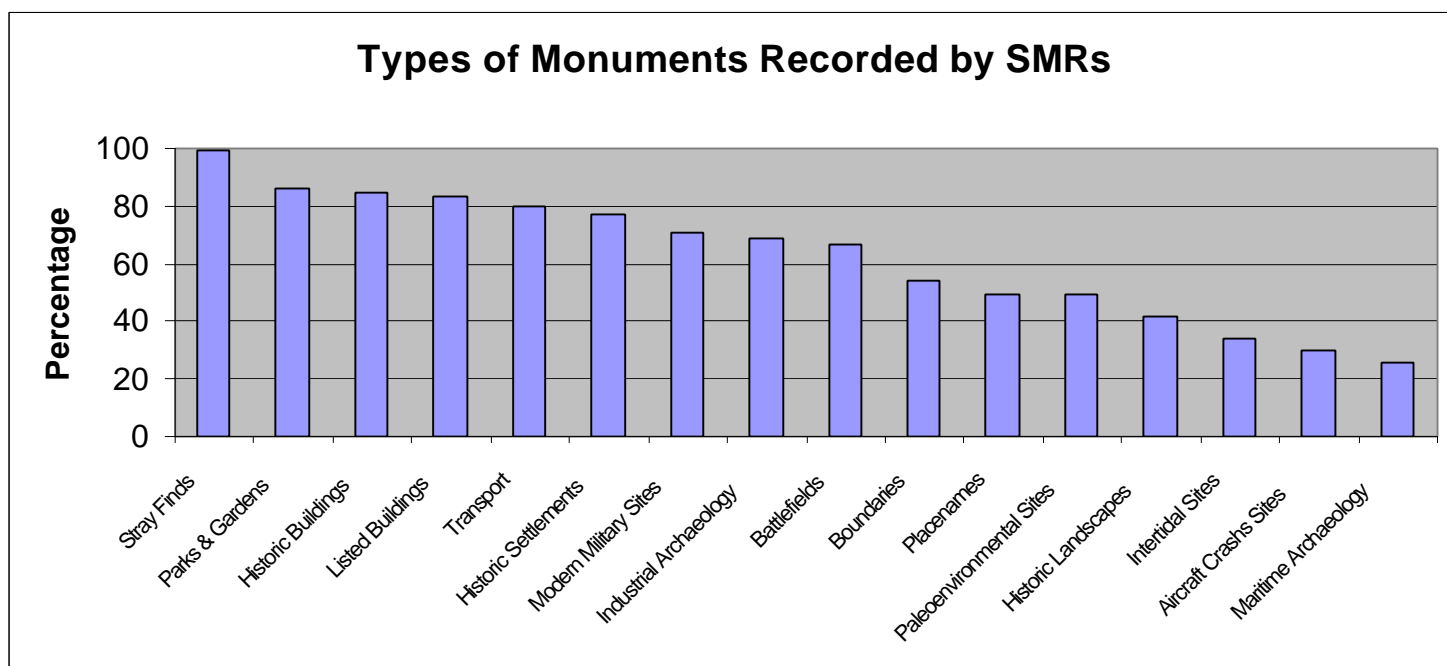


Fig 4, Monuments Recorded by Type

Amongst the other types written on the forms were non-antiquities, sites of local historic interest, field names, woodlands, historic events and excavated finds. To keep the form simple and ensure it was easy to provide the information SMRs were not asked what percentage of the total for each monument type they had recorded in the SMR.

SMRs were also asked if they had a cut-off date for the recording of monuments. A wide range of replies were received, 74% did not have a cut-off date, one had a rolling cut-off date of 30 years before present. Ten (11%) had a cut-off date of 1945. The other dates varied between 1539 and 2000.

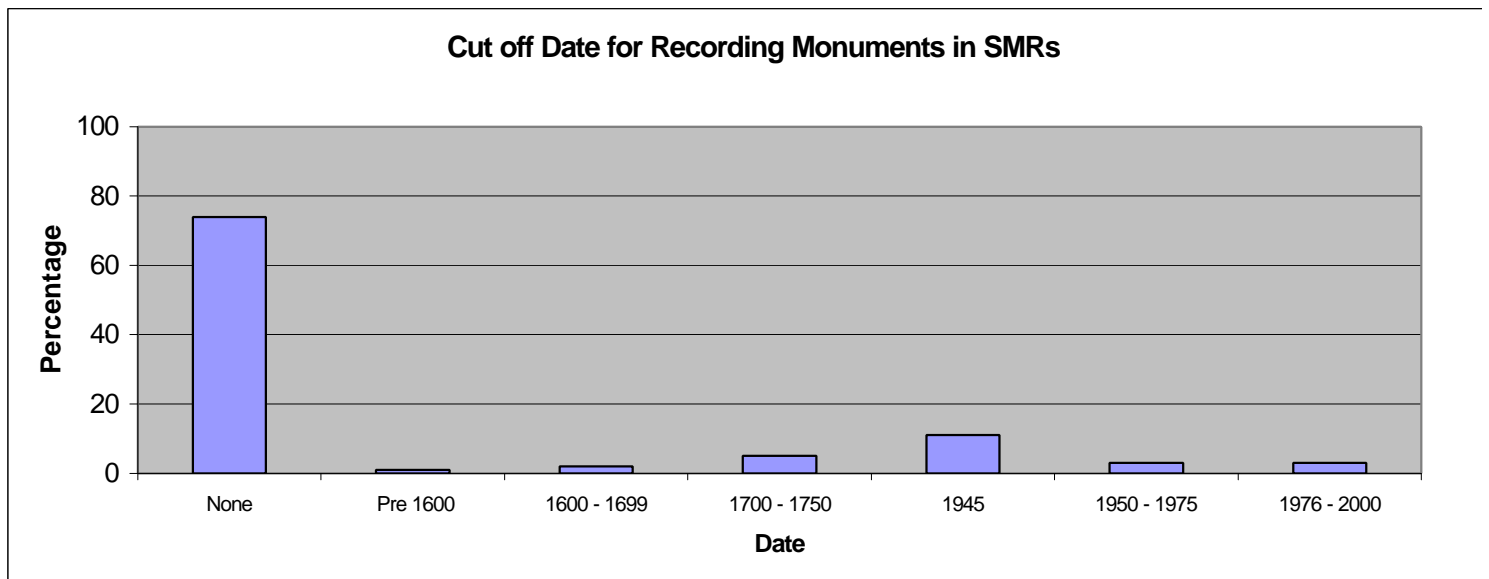


Fig 5, Cut-off dates for Recording Monuments in SMRs

3.2.1.2 Protection Status

As SMRs were primarily set up as tools for planning and development it is important to record controls on sites. The form listed eight protection statuses and asked if these were flagged in monument records and /or recorded on a GIS, and if so how?

3.2.1.2.1 Protection Statuses in Monument Records

The results were as follows:

| | |
|---|---|
| Scheduled Monuments | 98% |
| Listed Buildings | 85% |
| Registered Parks and Gardens | 80% |
| Conservation Areas | 56% |
| Registered Battlefields | 43% (80% of SMRs with Registered Battlefields in their area) |
| Areas of Outstanding Natural Beauty (AONB) | 28% |
| Sites of Special Scientific Interest (SSSI) | 27% |
| Protected Wrecks | 12% (73% of those SMRs with protected Wrecks off their coastline) |

Types of Protection Status Recorded by SMRs in Monument Records

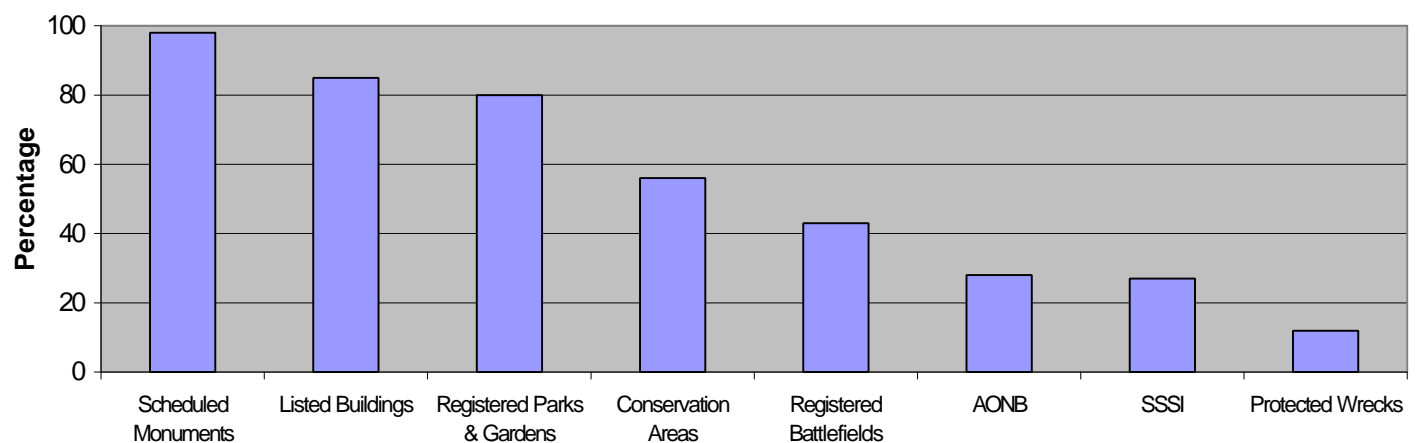


Fig 6, Types of Protection Status Recorded by SMRs in Monument Records

SMRs were asked more specifically about Listed Buildings (LBs), whether they had access to a digital copy of the lists for their area and what percentage of the listed buildings is recorded in the SMR. Of those who recorded listed buildings in their SMRs replies ranged from 2% to 100%, 16% hold none at all. Only 25% of SMRs have access to a digital copy of the lists for their area.

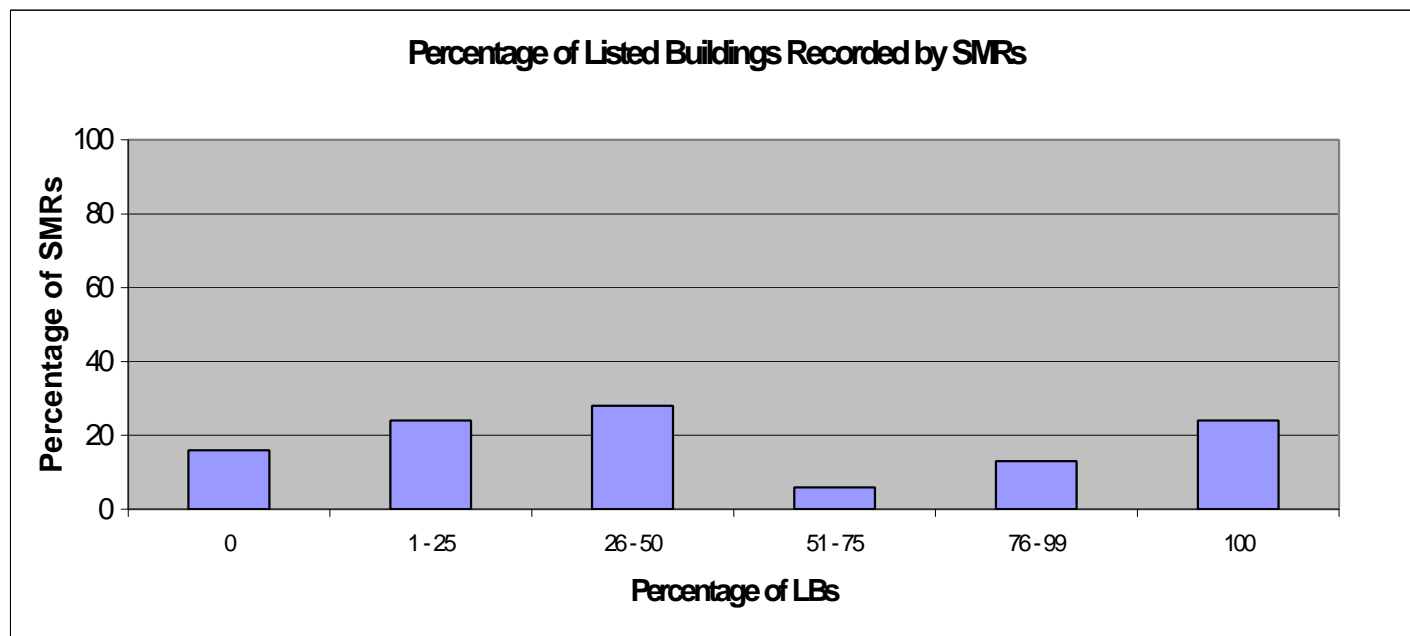


Fig 7, Percentage of Listed Buildings Recorded by SMRs

3.2.1.2.2 Protection Statuses in GIS

The most useful way to record constraint areas is in a GIS system. The SMRs were asked if they recorded or had access to the same list of protection statuses in a GIS, and if so whether this was as a point or a polygon.

| Protection Status | % Recording as Polygons in GIS | % Recording as Points in GIS | Total % Recording Status in GIS |
|------------------------------|--------------------------------|------------------------------|---------------------------------|
| Scheduled Monuments | 73% | 3% | 76% |
| Registered Parks and Gardens | 60% | 11% | 71% |
| Listed Buildings | 34% | 34% | 69% |
| Conservation Areas | 52% | 3% | 55% |
| Registered Battlefields | 30% | 9% | 39% ¹ |
| AONB | 27% | 1% | 28% |
| SSSI | 25% | 2% | 27% |
| Protected Wrecks | 0% | 5% | 5% ² |

¹ 78% of SMRs with Registered Battlefields in their area

² 33% of those SMRs with protected Wrecks off their coastline

Table 4, Protection Statuses Recorded in GIS by Method

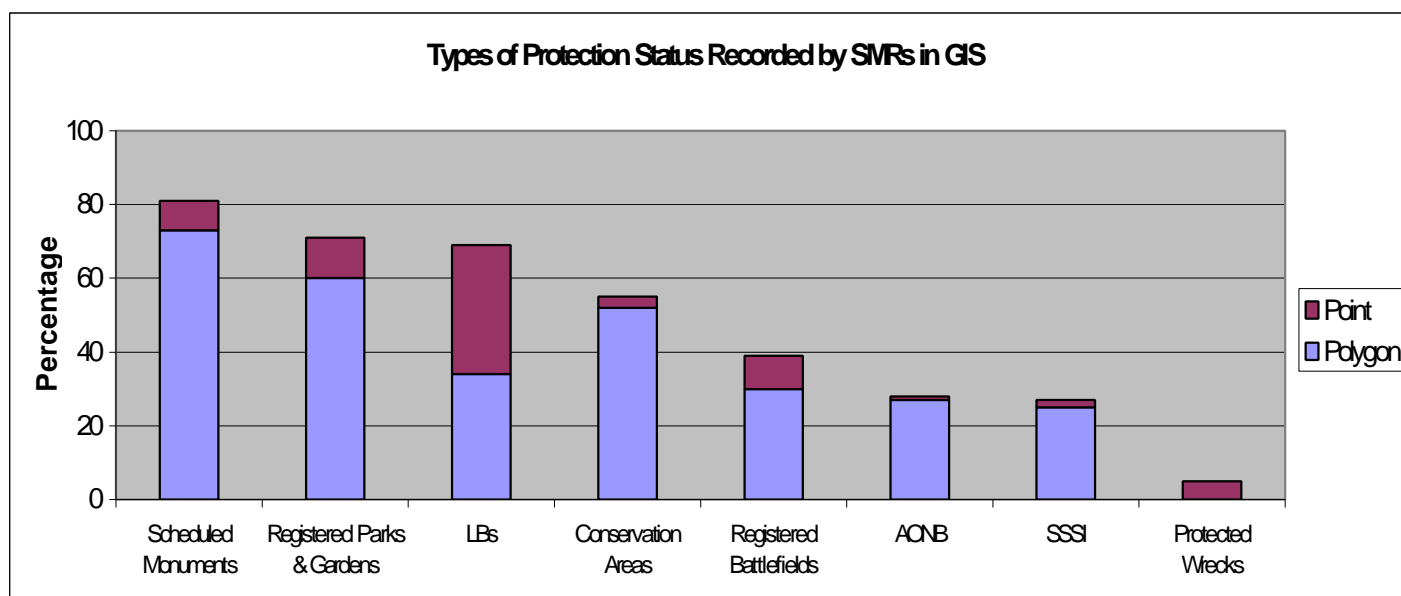


Fig 8, Types of Protection Status Recorded by SMRs in GIS

3.2.2 Events

SMRs were asked if they recorded events such as excavations, surveys, building surveys, watching briefs etc. 95% replied to say that they did. They were not asked if these were separate to or as part of the monument record.

3.2.3 Archives

SMRs were given a list of ten types of archive material and asked which if any they held. Some of these will be primary archive material whilst others (e.g. library) will be copies of material held elsewhere. They were also asked if they created source records for any of these types to reference to events or monuments as prescribed by the monument/event/source model. There was also the opportunity to list other types of archive and say whether these were held or source records created. It is possible not to physically hold a copy of a piece of archive, but still create source record for it in order to reference in events and monuments. The results are listed below in Table 5.

| Archive Type | % of SMRs Holding Material | % of SMRs Creating Source Records |
|--|----------------------------|-----------------------------------|
| Maps and Plans | 86% | 63% |
| Photographs | 80% | 59% |
| Air Photographs | 83% | 65% |
| Library (published books, journals etc) | 80% | 65% |
| PPG 16 Reports | 92% | 78% |
| PPG 15 Reports | 72% | 65% |
| Field Work Reports (listed separately from library as often 'grey' literature) | 96% | 77% |
| Site Visit Notes | 80% | 56% |
| Fieldwork Archive | 43% | 44% |
| Correspondence | 86% | 52% |
| Overall ¹ | 99% | 89% |

¹ Overall 99% hold some form of archive material. Only one SMR held no archive, neither did they create any source records. 89% of SMRs create source records for at least one type of archive material.

Table 5, Archive Types Held and Source Records created in SMRs

Other archive items mentioned included press coverage, drawings and two SMRs which hold finds. To ensure the questionnaire remained simple storage, condition and security were not asked about, these are important issues which are addressed in audits.

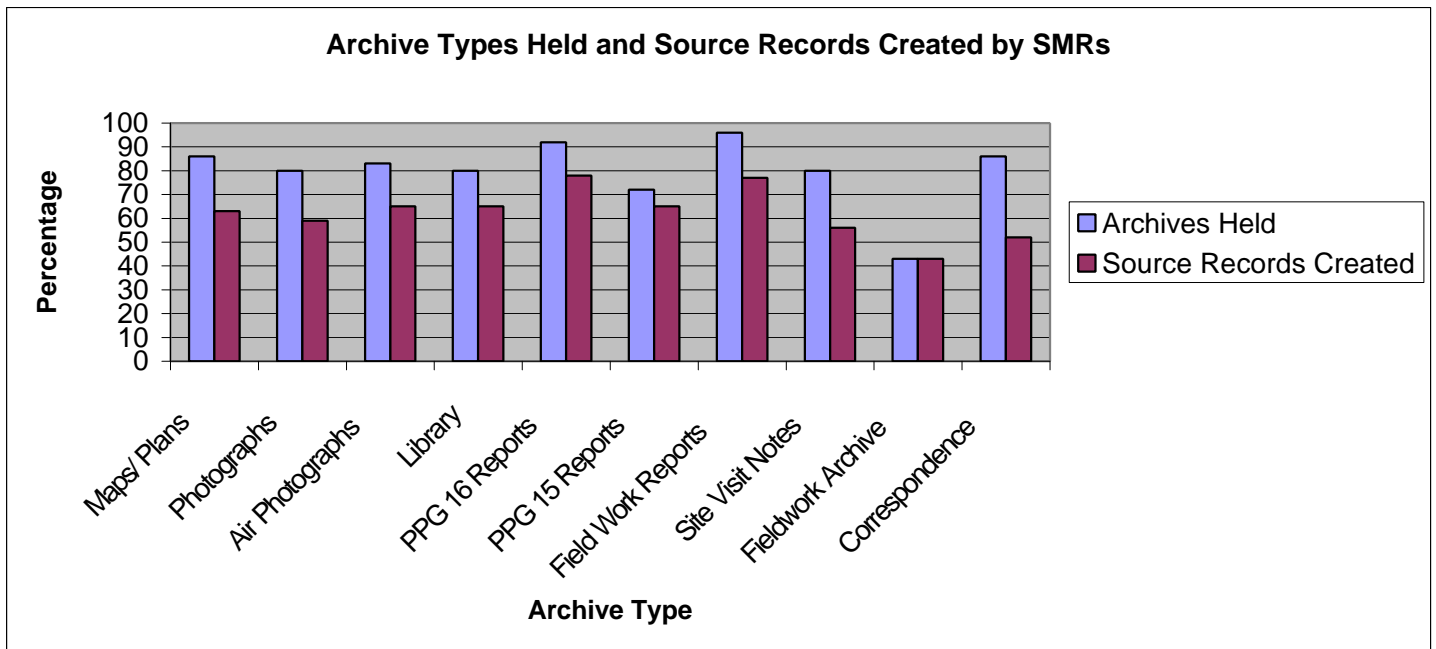


Fig 9, Archive Types Held and Source Records Created by SMRs

3.3 SMR Computing

SMRs were asked about three areas: which database system/package they used, which GIS package they used and which collections management system they used (if they were based in or had a link to a museum).

3.3.1 Database

SMRs were given three options to choose from for SMR system and in-house for self built systems. Those with in-house systems were asked to state the database package and version number it was built using. The results were:

| | | |
|------------------|-----|-----------------------------|
| HBSMR | 44% | |
| SMR | 6% | |
| Superfile | 1% | |
| in-house system | 42% | (2 moving to HBSMR shortly) |
| Not Computerised | 6% | (1 moving to HBSMR shortly) |

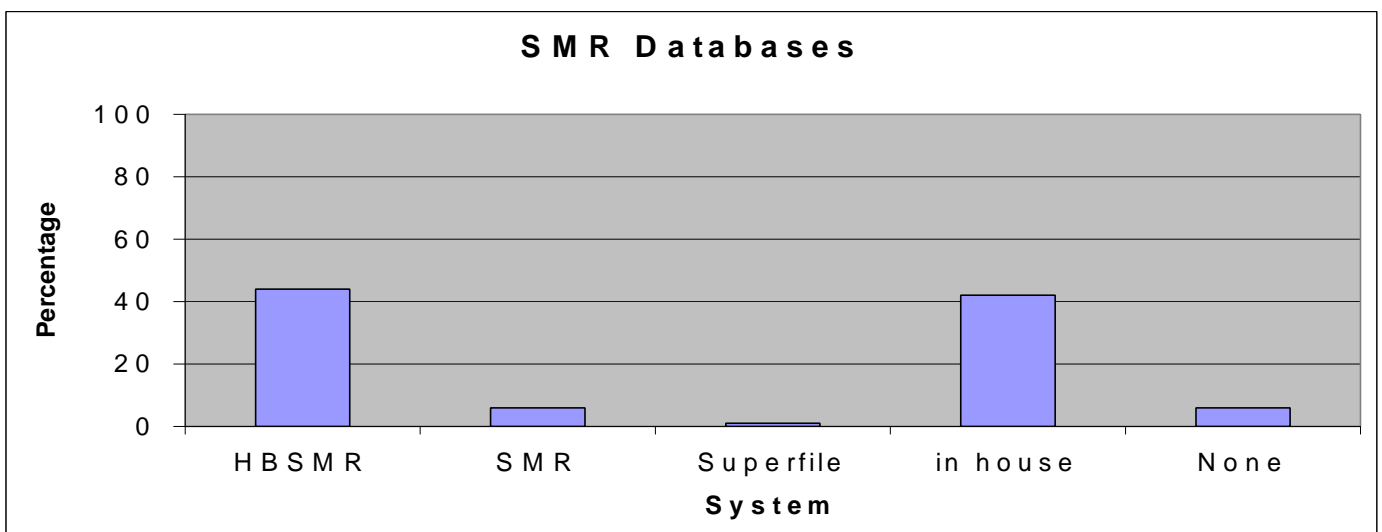


Fig 10, Database Systems in Use in SMRs

HBSMR

Historic Buildings and Monuments Records system, the latest version (v2.1) of the software for SMRs produced by exeGesIS SDM Ltd in partnership with EH and ALGAO. Developed in Access 97.

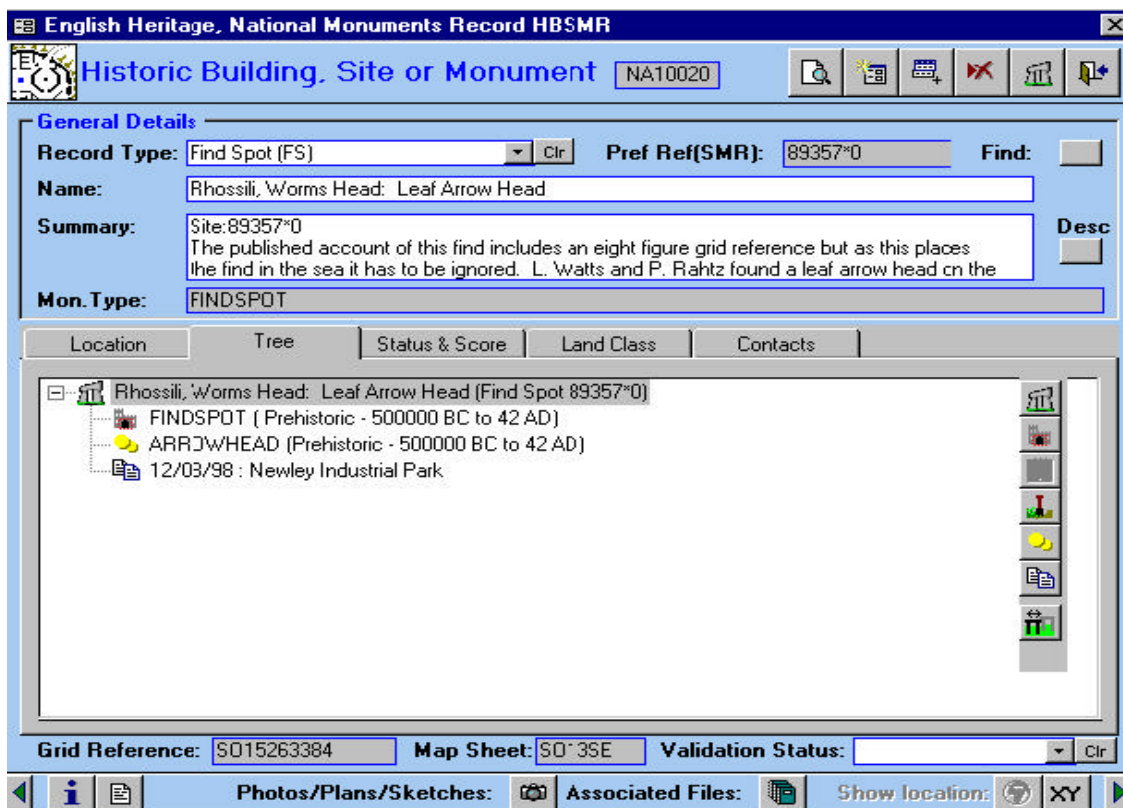


Fig 11, HBSMR Monument Record

SMR

The earlier version (v1.5, no users of v1.0 remain) of the software for SMRs produced by exeGesIS SDM Ltd in partnership with EH (then RCHME) and ALGAO. Built in Access 2.

Superfile

The system developed by EH in the 1980s for SMRs.

in-house

Systems developed internally by SMRs, all of which are different. Most are based on commonly used database development packages. The number of SMRs using each are:

| | |
|---------------------------|--------------------------------|
| Access 97 | 21 (1 moving to HBSMR shortly) |
| Access 2000 | 8 |
| Access (earlier versions) | 3 |
| Oracle | 4 (1 moving to HBSMR shortly) |
| Ardent Universe | 1 |
| FoxPro | 1 |
| Not Stated | 1 |
| TOTAL | 39 |

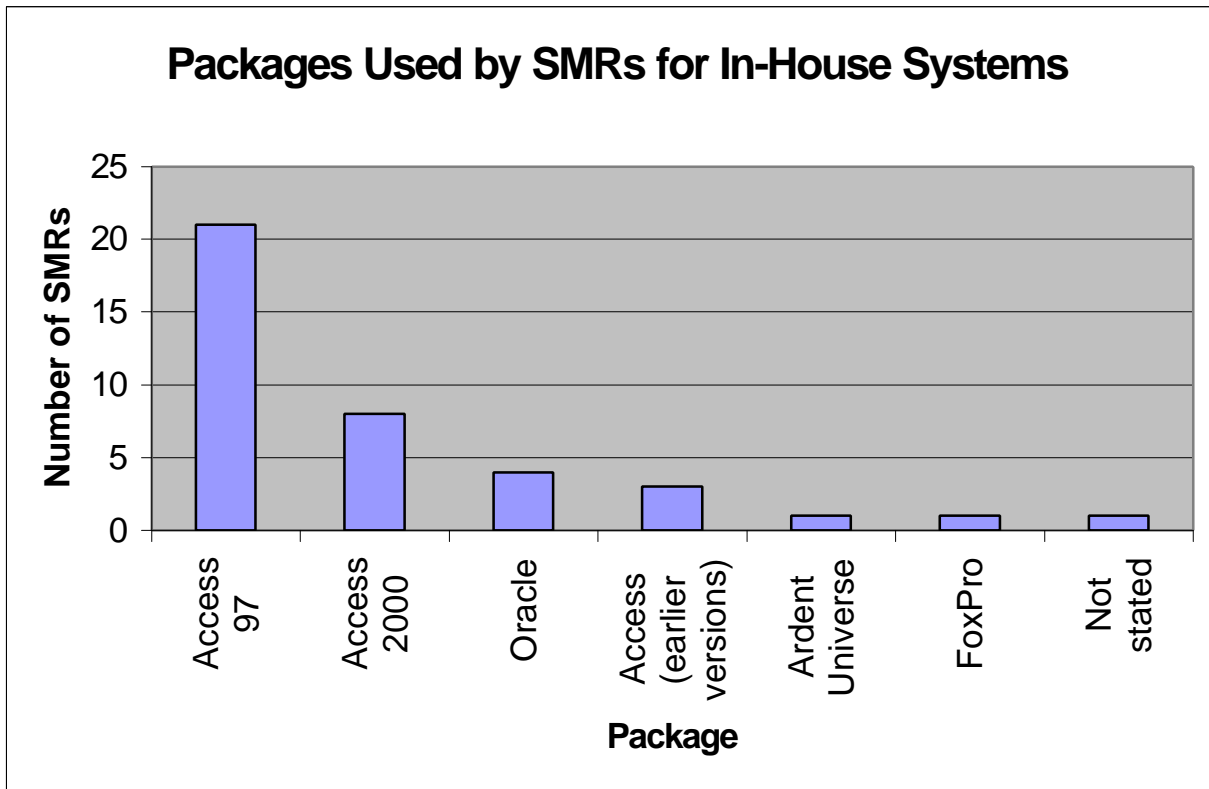


Fig 12, Packages Used by SMRs for in-house Systems

Combining the total number of users for HBSMR and SMR, with the three due to take up HBSMR gives the systems produced by exeGesIS SDM Ltd a market share of 54%, and this is likely to rise further.

Combining the HBSMR and SMR users with the number of SMRs using in-house systems built in Access, the un-computerised SMR and the one using ORACLE planning to switch to HBSMR, gives MS Access a market share of 86%.

Access 2 and earlier versions are no longer supported by Microsoft (source, MS Office web site). Superfile also appears to be no longer supported. Between 7% and 15% of SMRs are possibly using obsolete software.

3.3.2 GIS Package

SMRs were asked which (if any) GIS package they were using. A range of options were given and space provided for other packages to be given. The results were:

| | |
|----------------------|------------|
| MapInfo Professional | 52% |
| ArcView/ArcInfo | 24% |
| GGP GIS | 4% |
| Axis | 2% |
| GenaMap | 2% |
| G-Sys GDMS | 1% |
| Cartology DSI | 1% |
| Wings | 1% |
| Autocad Map | 1% |
| Total | 88% |

At present 12% of SMRs are not using GIS.

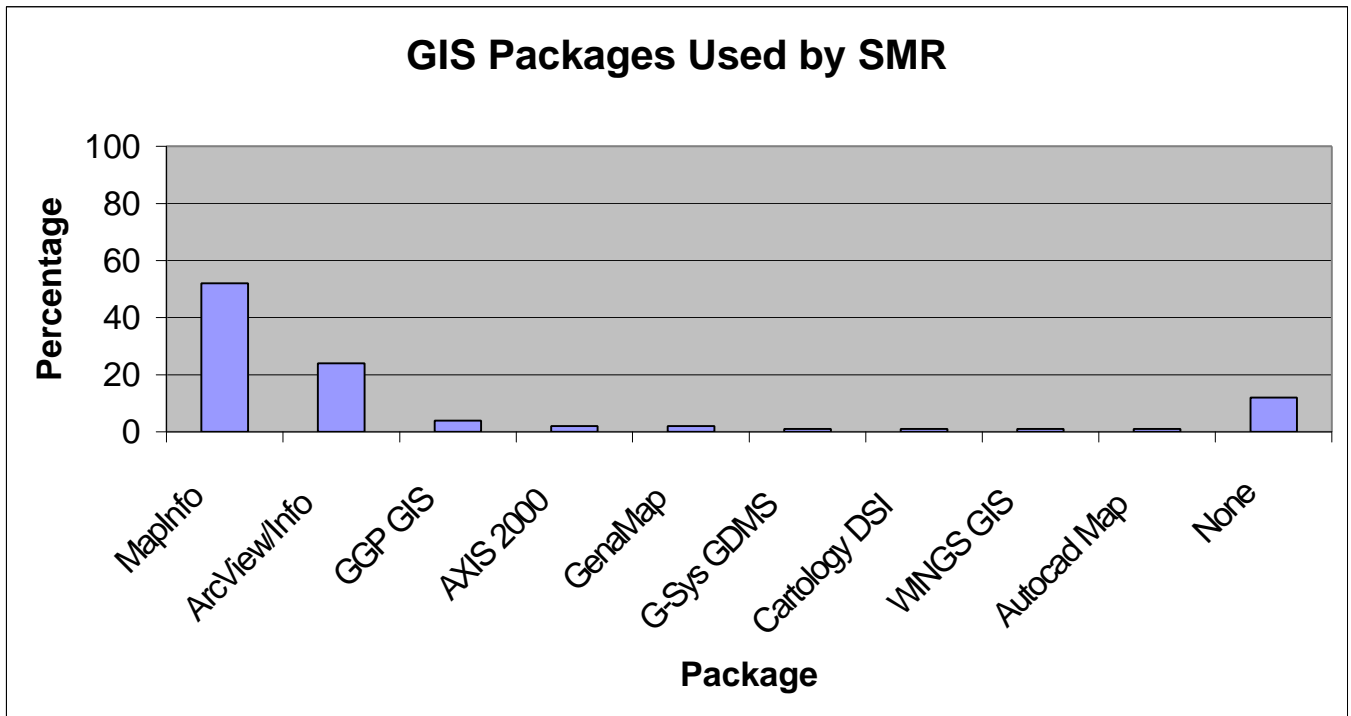


Fig 13, GIS Packages Used by SMRs

MapInfo Professional

MapInfo Professional is produced by MapInfo and has a wide user base. Its dominance in SMRs is in part due to the fact it was included in the SMR and HBSMR software produced by exeGesIS SDM Ltd which is used by more than half of the SMRs, 37% of SMRs use MapInfo as part of SMR or HBSMR.

ArcView/ArcInfo

ArcView and ArcInfo are products produced by ESRI as part of their ArcGIS software family and have a wide user base. ArcView is a slimmed down version of ArcInfo which has wider functionality. Its high use in SMRs is in part due to the fact that it is the alternative (to MapInfo) GIS in the SMR and HBSMR software produced by exeGesIS SDM Ltd which is used by more than half of the SMRs, 12% of SMRs use ArcView or ArcInfo as part of SMR or HBSMR.

GGP GIS

GGP GIS is a product from GGP and was specifically designed to meet the needs of local authorities. All the SMRs using GGP are doing so with their own in-house systems.

Axis 2000

Axis 2000 is produced by Assist Applications Ltd and has a number of applications specifically designed for local authorities. One Axis user has the HBSMR system. The other has an in-house system.

GenaMap

GenaMap comprises a suite of GIS products produced by GenaWarehouse. Both the SMRs using GenaMap have in-house systems.

G-Sys GDMS

The G-Sys Geographical Database Management System (GDMS) is a system developed in-house by the Landscape Research Centre. The SMR using this package uses it with an in-house Access 2000 based system.

Cartology DSI

Cartology is a GIS package produced by Innogistic Software plc and is aimed at local authorities. The SMR using this package uses it with an in-house Access 97 based system.

WINGS GIS

WINGS GIS is produced by Systems Options Ltd to work with any ODBC compliant database in a windows environment. The SMR using this package uses it with an in-house Access 2000 based system.

Autocad Map

AutoCAD Map is produced by Autodesk Inc. It is designed to combine CAD functions with GIS analysis.

Source: The AGI Source Book for Geographical Information Systems 1998/99, and web sites of suppliers.

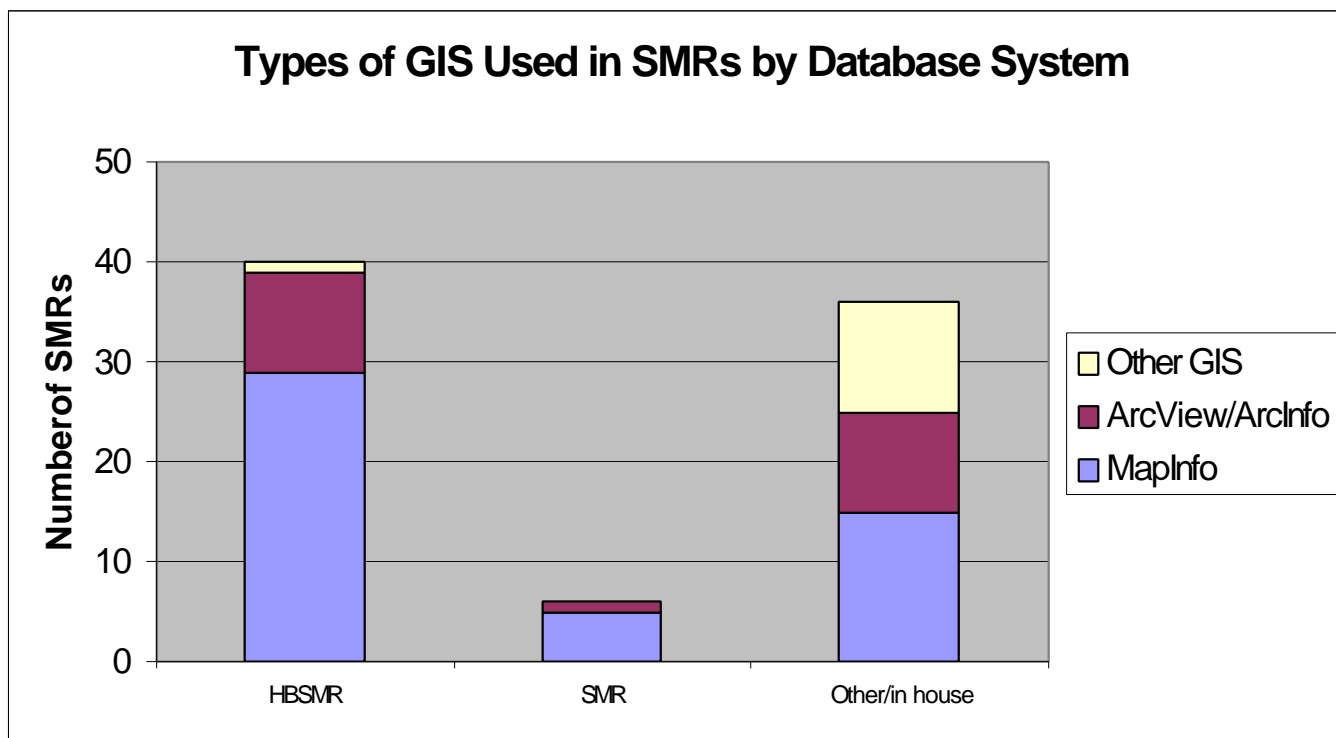


Fig 14, Types of GIS Used in SMRs by Database System

All of the SMRs using GIS have database systems, 12% of SMRs have neither a database or a GIS.

3.3.3 Collections Management

If the SMR had links to a museum it was asked to state which collections management system it used and the version. The form gave a list of ten with the space to write in the name of any others.

Only 27% of SMRs have links to museums. Of these the number of SMRs using each package are:

| | |
|-----------------|-----------|
| MODES | 12 |
| ADLIB Museum | 4 |
| Multi MIMSY | 4 |
| Calm | 3 |
| Micro Musee | 1 |
| in-house system | 2 |
| TOTAL | 26 |

One SMR has links to two museums with different systems. The in-house systems are built in Access 2000.

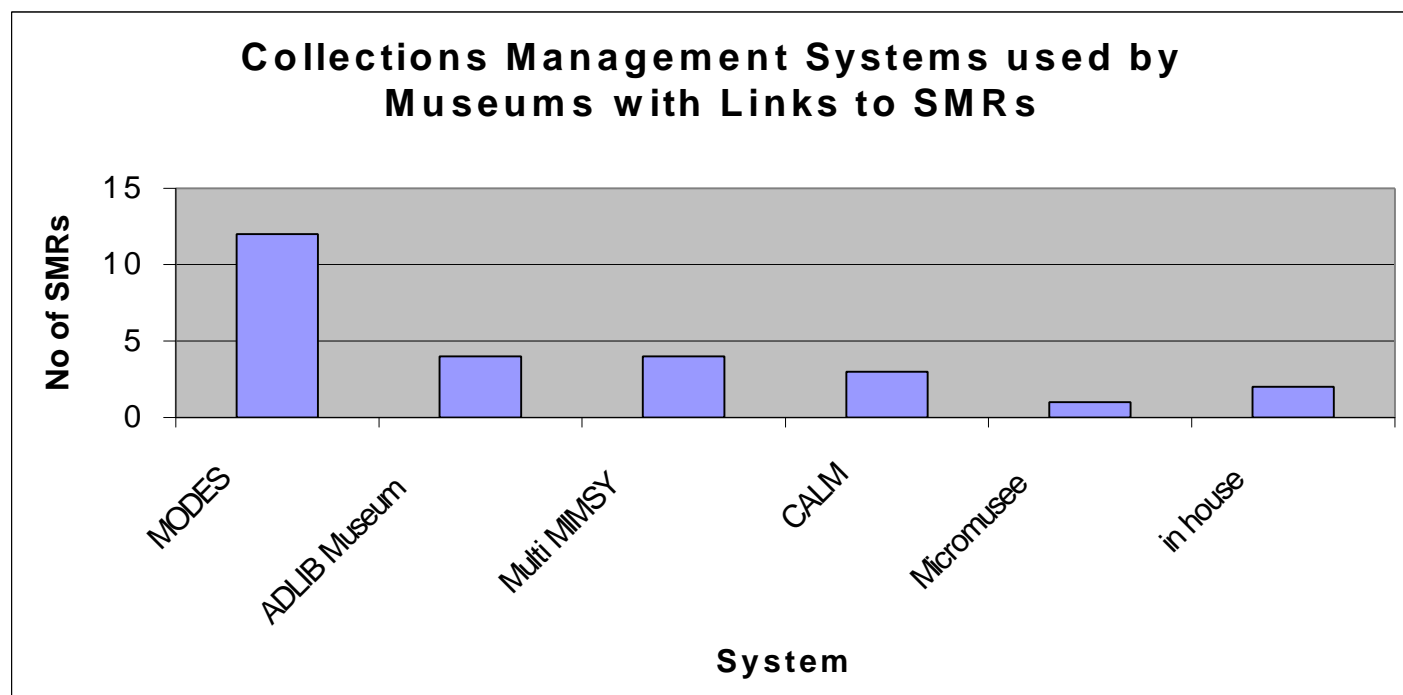


Fig 15, Collections Management Systems Used by Museums with Links to SMRs

MODES

MODES was developed by mda (formerly the Museum Documentation Association) and is now owned and maintained by the MODES Users Association. It is compliant with SPECTRUM, The UK Museum Documentation Standard (Cowton, 1997) and MAD II, Manual of Archival Description (Cook and Procter, 1993). It is used by more than 250 museums and archives. This predominance is reflected here in the links from SMRs, the majority of which are HBSMR Users.

ADLIB Museum

ADLIB Museum is produced by ADLIB Information Systems. There are three versions available, Starter, Standard and Plus. The Standard version is based on SPECTRUM and the CIDOC Guidelines for Museum Object Information (CIDOC, 1995). It is used by 50 museums in the UK containing 175-200 users. All the SMRs with links to museums using ADLIB Museum use in-house systems.

Multi MIMSY

Multi MIMSY is one of the museum products produced by Willoughby Associates Ltd. It was selected as the chosen software for the Large Scale Systems Initiative (LASSI). It is used by 30 institutions in the UK. The SMRs with links to museums using Multi MIMSY mainly use HBSMR and SMR.

CALM

CALM is produced by DS and is mainly an archives package, and the majority of its users are not museums, it is used by 10 museums in the UK. Two of the three SMRs with links to museums using CALM use HBSMR the other is an in-house system.

Micromusee

Micromusee is produced by Mobydoc and is used by 25 museums in the UK. Both of the SMRs with links to museums using Micromusee use HBSMR.

Source: mda Software Survey, www.mda.org.uk/software.htm and web sites of suppliers.

The collections management systems used by museums with links to SMRs can also be analysed down by the Type of SMR system.

| Collections Management System | SMR System | | | | Total |
|-------------------------------|------------|-----|----------|------|-------|
| | HBSMR | SMR | In-house | none | |
| MODES | 6 | 2 | 3 | 1 | 12 |
| ADLIB Museum | 0 | 0 | 3 | 1 | 4 |
| Multi MIMSY | 2 | 1 | 1 | 0 | 4 |
| Calm | 2 | 0 | 1 | 0 | 3 |
| Micro Musee | 0 | 0 | 1 | 0 | 1 |
| in-house system | 2 | 0 | 0 | 0 | 2 |
| Total | 12 | 3 | 9 | 2 | 23 |

Table 6, SMRs with Links to Collections Management Systems by SMR System

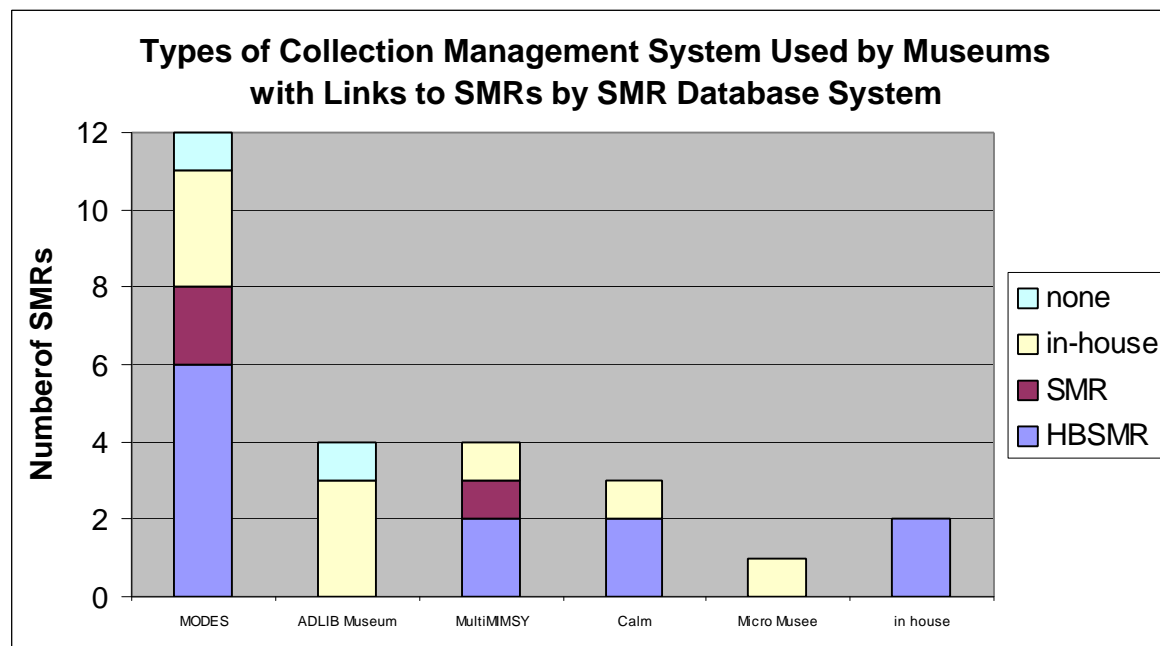


Fig 16, Collections Management Systems by SMR System

Although only 27% of SMRs have links to a museum, 97% record stray finds. In HBSMR there is a separate finds module linked to the main monuments which enables a cross reference to a museum or store to be recorded.

Fig 17, Finds Recording in HBSMR

4 Trends Since Previous Surveys and Reports

There are several previous pieces of work to which the results of this survey can be compared: the Baker Report, the local authority access to the Listed Buildings System Questionnaire and the survey of GIS use in SMRs.

4.1 The Baker Report

In 1998 David and Evelyn Baker produced *An Assessment of English Sites and Monuments Records* for ALGAO, sponsored by the RCHME (Baker and Baker, 1999a). The Baker Report (as it became known) was more wide ranging than this survey but some comparisons can be made. The Baker report identified 81 SMRs, 75 of whom returned completed questionnaires (see list and map pp96-97).

4.1.1 Categorisation of SMRs

Comparisons can be made between the type of authority served and the type of record.

4.1.1.1 Type of Authority

The Baker Report defined the type of organisation differently to this report, however, totals can be split/combined to make comparisons.

| Type of Authority | Number of SMRs 1998 | Number of SMRs 2002 | Change Since 1998 |
|---|---------------------|---------------------|-------------------|
| County (inc. former counties, out-sourced and joint services) | 44 | 43 | -1 |
| Districts (inc. Cities) | 11 | 28 | +17 |
| Unitary Authorities | 18 | 23 | +5 |
| National Parks | 2 | 5 | +3 |
| National Bodies | 0 | 2 | +2 |
| Uncertain/no return | 6 | 0 | -6 |
| TOTAL | 81 | 101 | +20 |

Table 7, Changes to the Number of SMRs by Type Since 1998

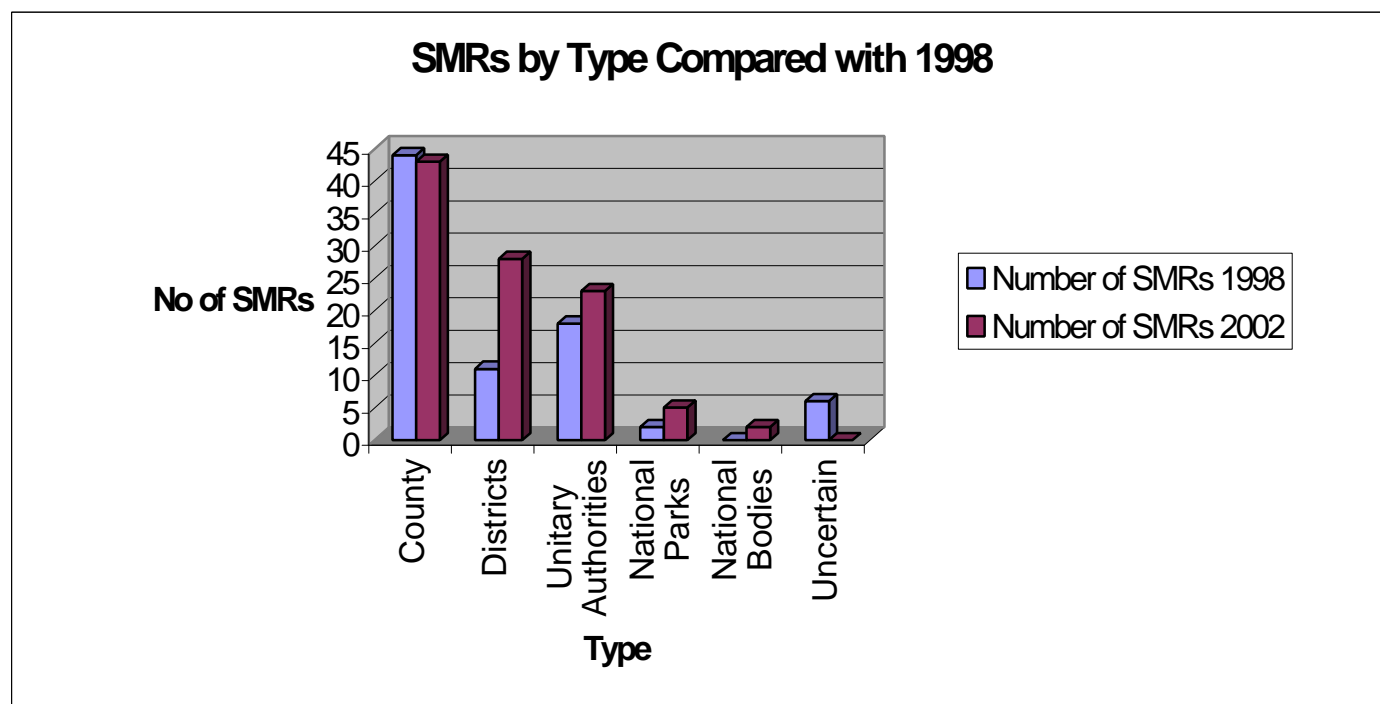


Fig 18, Number of SMRs by Type of Authority Served Compared with 1998

There has been a 25% increase over the last 4 years, on the 81 SMRs identified by the Barker report.

4.1.1.2 Type of Record

By analysing the map and list at the back of the Baker Report it is possible to compare the type of SMRs (e.g. SMR and UAD) with the types identified in the 2002 survey.

| Type of Record | Number of SMRs 1998 | Number of SMRs 2002 | Change Since 1998 |
|------------------|---------------------|---------------------|-------------------|
| SMR | 70 | 80 | +10 |
| UAD | 3 | 13 | +10 |
| UAD with SMR | 0 | 8 | +8 |
| Status Uncertain | 8 | 0 | -8 |
| TOTAL | 81 | 101 | +20 |

Table 8, Type of Record Compared to 1998

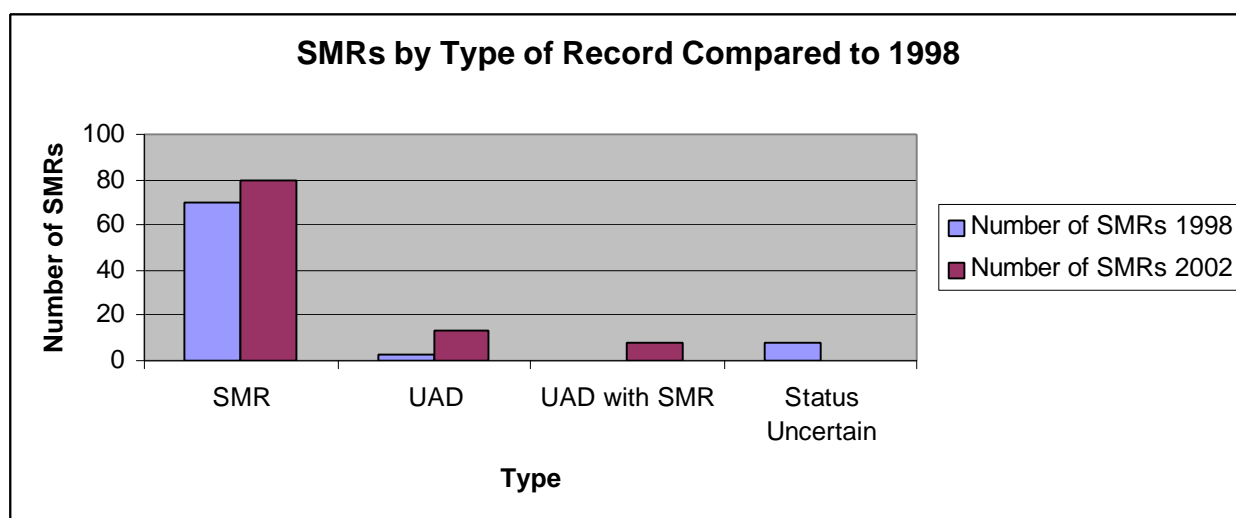


Fig 19, SMRs by Type of Record Compared with 1998

4.1.2 Types and Date of Monuments Recorded

The list of Topics/Subjects recorded in the Baker Report is largely the same as that in the 2002 survey, so some direct parallels can be drawn. The percentage given for the 1998 survey is a combination of the 'all' and 'some' totals given by Baker.

| Type | % of SMRs Recording Some or All in 1998 | % Recording in 2002 | Change form 1998 |
|--|---|---------------------|------------------|
| Stray Finds | 97% | 97% | 0% |
| Parks and Gardens | 87% | 85% | -2% |
| Historic Buildings | 88% | 82% | -6% |
| Listed Buildings | 91% | 85% | -6% |
| Historic Settlements | 80% | 77% | -3% |
| Industrial Archaeology | 97% | 70% | -27% |
| Battlefields | 76% | 66% | -10% |
| Modern Military Sites (20 th Century) | 88% | 70% | -18% |
| Placenames | 84% | 49% | -35% |
| Paleoenvironmental Sites / Historical Ecology | 54% | 49% | -5% |
| Historic Landscape | 58% | 42% | -16% |
| Maritime Archaeology | 42% | 26% | -16% |

Table 9, Type of Monument Recorded in SMRs Compared with 1998

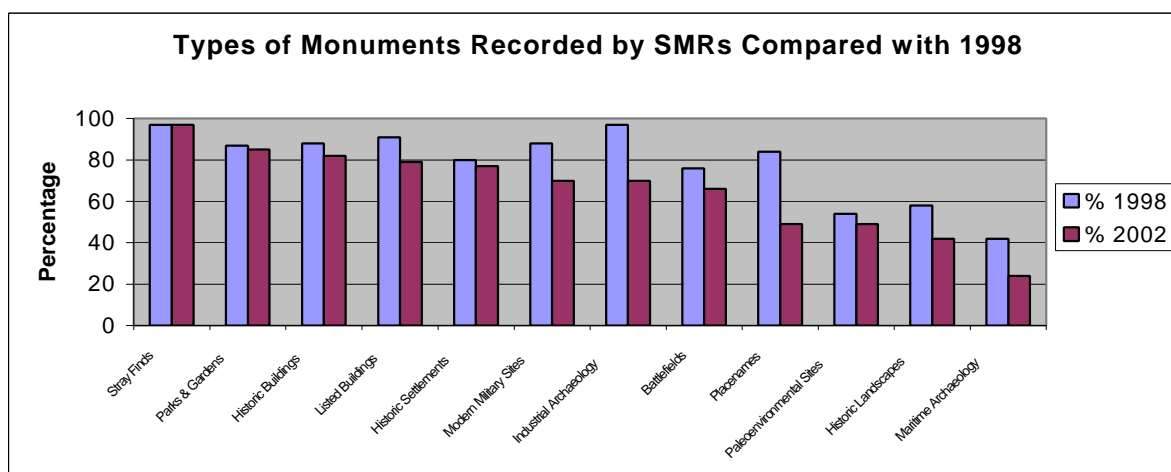


Fig 20, Types of Monument Recorded by SMRs Compared with 1998

There is a clear decrease in the percentage of SMRs recording each monument type, except for stray finds which has remained the same. This is probably attributable to the increase in the number of SMRs and the narrower recording remit of the UADs rather than SMRs recording a type of monument in 1998 and no longer doing so in 2002. This could also be partly attributable to the differences between the two questionnaires.

Comparison of cut-off date is not so easy as the Baker Report only gives details of percentages for a few dates. This however does show a marked increase in those recording monuments up until the present day.

| Cut-off date | % SMRs in 1998 | % SMRs in 2002 | Change Since 1998 |
|--------------|----------------|----------------|-------------------|
| 1945 | 29% | 11% | -18% |
| None | 15% | 74% | +59% |

Table 10, Cut-off dates in SMRs compared with 1998

4.1.3 Protection Status

The Baker report only asked about Listed buildings and Registered Parks and Gardens, whereas the 2002 survey asked about eight different statuses. The figures for 1998 are a combination of the 'all' and 'some' percentages given in the Baker Report.

| Status | % of SMRs Recording in 1998 | % of SMRs Recording in 2002 | Change from 1998 |
|------------------------------|-----------------------------|-----------------------------|------------------|
| Listed Buildings | 91% | 85% | -6% |
| Registered Parks and Gardens | 88% | 80% | -8% |

Table 11, Type of Status in SMRs Compared with 1998

The 'all' and 'some' and 'none' percentages from Baker can be compared with the percentages of Listed Buildings recorded given in the 2002 survey.

| Quantity of LBs Recorded | % in 1998 | % in 2002 | Change from 1998 |
|----------------------------|-----------|------------------|------------------|
| All | 27% | 24% | -3% |
| Some | 64% | 60% | -4% |
| None | 8% | 16% | +8% |
| At least some LBs Recorded | 91% | 84% ¹ | +4% |

¹ % Different from that in Table 11 as these were separate questions on the form, how many SMRs have some LBs recorded, not those who currently record LBs.

Table 12, Quantity of LBs Recorded Compared with 1998

This shows a decrease in those SMRs recording all LBs as protection status similar to that noticed earlier for monument type (see 4.1.1.3), there is also a decrease in the percentage of SMRs with some LBs recorded. There is also, however, an increase in the percentage of SMRs recording none. This is probably due to the rise in the number of SMRs since 1998 (see 4.1.1.1).

4.1.4 Computing

Baker identified 81% of SMRs as using computerised databases. By the 2002 survey this had risen to 93%. Baker also asked about plans to change system. 59% said that they were planning to do so with 27% mentioning the then new SMR system (developed by exeGesIS SDM Ltd in conjunction with EH and ALGAO). This system and its later version, HBSMR, is now (or soon will be) used by 54% of SMRs (for changes in GIS usage since Baker see 4.3).

4.2 LBS Questionnaire

In 1998 the Department for Culture Media and Sport (DCMS) sent out a questionnaire to every local authority on how they would like to have access to the Listed Buildings System (LBS). The results were analysed by the NMR and sent to the DCMS as a report (Newman, 1998) immediately prior to the RCHMEs merger with EH. The findings were then checked through a consultation exercise with conservation officers and the Institute of Historic Building Conservation (IHBC), which found the findings to be valid (Newman, 2000).

The questionnaire had a 56% return rate. Local Authorities were asked if they currently had access to a computerised version of the lists in their area and whether they were planning to computerise. 40% (to some degree) had a computerised list. Plans to computerise their list had been made by 36%, 10% of which were replacing their existing computerised list. It can therefore reasonably be expected that 66% of local authorities currently have access to digital copies of the list for their area. However a recent survey of Conservation Officers has shown that 37% of all conservation officers do not have access to a specialised conservation system and a further 85% have only a rudimentary or very general system (Baker, 2002, p.3).

This compares with only 25% of SMRs having access to a digital copy of the lists in the 2002 survey. It must however be remembered that the majority of local authorities do not hold an SMR as most SMRs are still at the county level and most local authorities are districts.

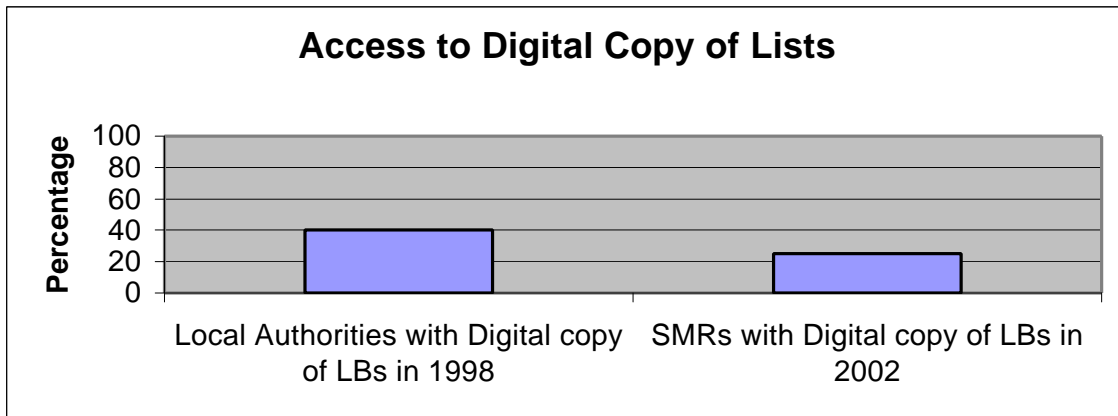


Fig 21, Access to Digital Copy of Lists 1998 and 2002

4.3 GIS Survey

In 1997 a survey on implementation of GIS in SMRs was conducted and published in *SMR News, Issue 4* (Fernie, 1997). Trends can be shown in the packages used and some of the information being recorded.

4.3.1 GIS Packages Used in SMRs

In 1997 25 SMRs had access to GIS, 31% of those identified a year later by Baker. This compares with, the 22 (29%) using GIS linked to a relational database for retrieval identified by Baker in 1998. The decrease is due to use for retrieval and the link to a relational database, as opposed to simply using

a GIS package for recording. By the 2002 survey GIS use in SMRs had increased to 82 (88%). There are also changes in the GIS packages in use as shown in table 12.

| Package | No of SMRs Using in 1997 | No of SMRs Using in 2002 | Change Since 1997 |
|-------------------|--------------------------|--------------------------|-------------------|
| ArcInfo / ArcView | 6 | 22 | +16 |
| MapInfo | 6 | 48 | +42 |
| Wings | 5 | 1 | -4 |
| GGP GIS | 2 | 4 | +2 |
| DeskMapper | 1 | 0 | -1 |
| Genasys | 1 | 0 | -1 |
| Axis | 1 | 2 | +1 |
| Datamapper | 1 | 0 | -1 |
| AutoCad | 1 | 1 | 0 |
| Catalouge Lite | 1 | 0 | -1 |
| GenaMap | 0 | 2 | +2 |
| G-Sys GDMS | 0 | 1 | +1 |
| Cartology DSI | 0 | 1 | +1 |
| TOTAL | 25 | 82 | +57 |

Table 13, Changes in GIS Package Use Since 1997

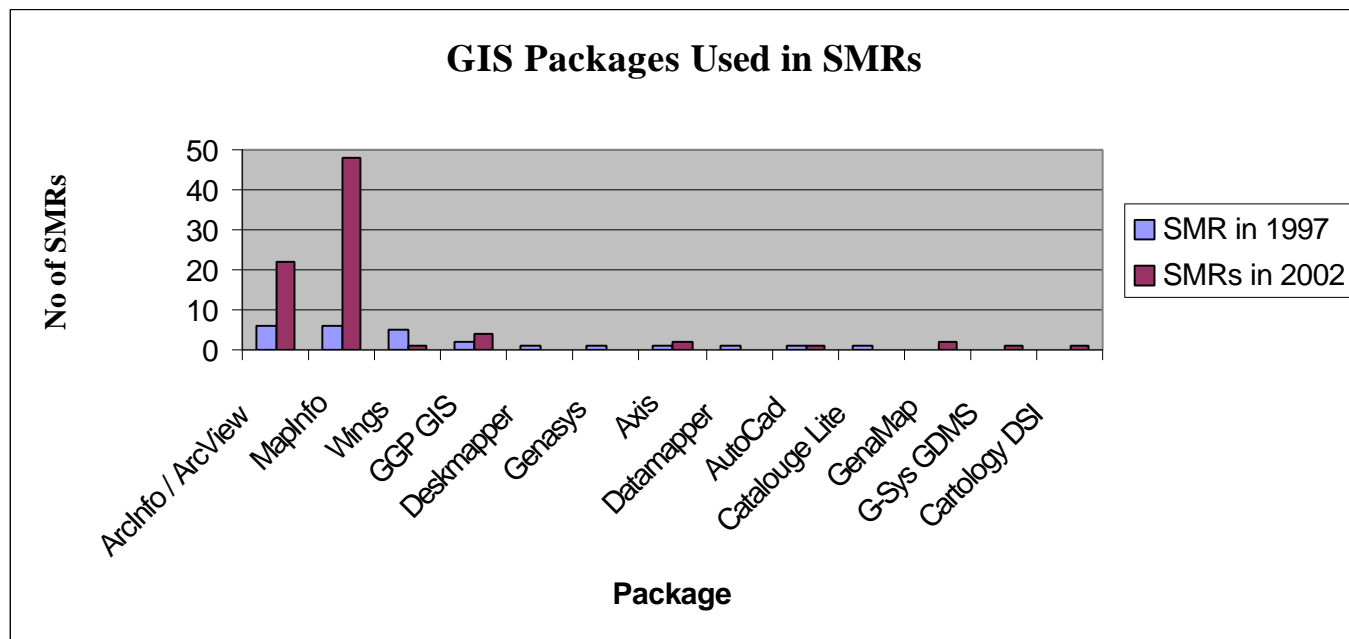


Fig 22, Changes in GIS Package Use in SMRs Since 1997

This shows a marked increase in GIS use in general and specifically MapInfo and ArcView/Info.

4.3.2 Data Recorded on GIS by SMRs

The 2002 survey made the assumption that those SMRs using GIS were recording monuments as points and/or polygons, and concentrated on how the constraint areas of statuses were being recorded. There was some overlap in this area with the 1997 survey, which has enabled comparisons to be made in three areas.

| Status | No Recording on GIS in 1997 | No Recording on GIS in 2002 | Change since 1997 |
|------------------------------|-----------------------------|-----------------------------|-------------------|
| Scheduled Monuments | 14 | 71 | +57 |
| Listed Buildings | 11 | 65 | +54 |
| Registered Parks and Gardens | 9 | 66 | +57 |
| Conservation Areas | 8 | 51 | +43 |

Table 14, Changes in Data Recorded on GIS Since 1997

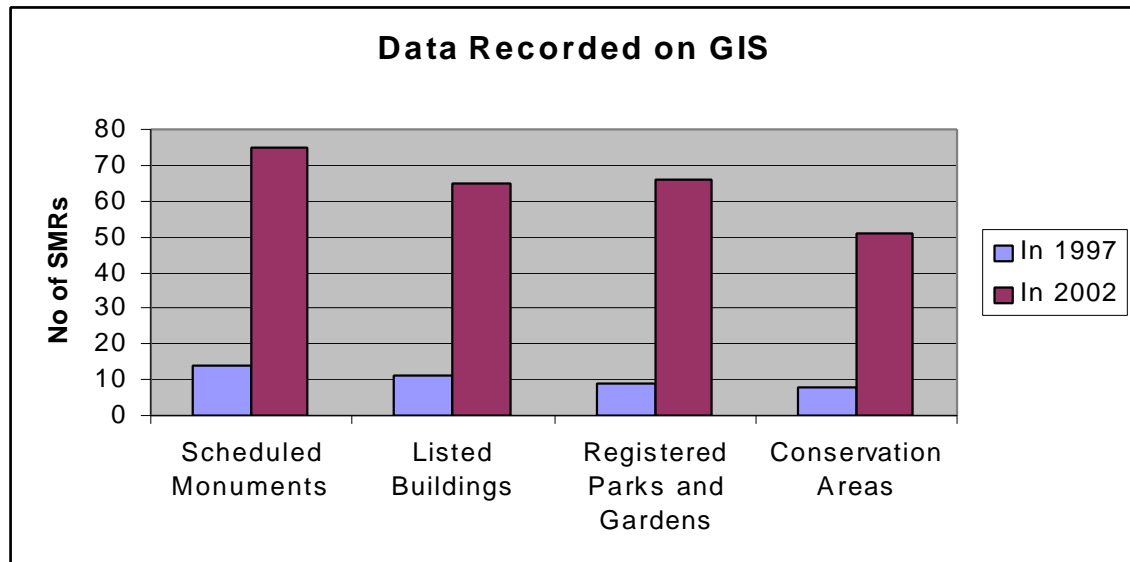


Fig 23, Changes in Data Recorded on GIS by SMRs Since 1997

This shows a marked increase in the recording of these statuses in GIS, similar to the increase in GIS use shown in 4.3.1.

5 Conclusions

5.1 With a return of 95% the SMR Content and Computing survey has been the most comprehensive review of SMRs since the Baker Report in 1998.

5.2 There has been a dramatic increase in the number of SMRs in England over the last four years as a result of local government reorganisation and the UAD programme.

5.3 The majority of SMRs have increased the scope of what they record from the types of sites recorded on the OS cards from which they originate. A smaller percentage has expanded further into other areas such as historic landscapes and palaeoenvironmental sites.

5.4 SMRs are recording protection statuses directly relevant to the historic environment (e.g. Scheduled Monuments). This is crucial to fulfil a planning and development control role. Few SMRs are recording or have access to appropriate information (i.e. GIS layers) for other statuses which apply to land on which sites are to be found (e.g. SSSIs).

5.5 The percentages of types of monument and statuses recorded by SMRs have decreased over the last 4 years. This is due to the narrower remits and resources of some of the newer SMRs and UADs.

5.6 Nearly all SMRs are recording events such as excavations and surveys.

5.7 The majority of SMRs hold the sort of archive material they require to curate the record. Far fewer create the source records from these to link to monuments and events in order to create the monument/event/source data model.

5.8 SMRs need to further expand the sites they record and the archives they hold in order to fulfill a wider remit as Historic Environment Record Centres (HERCS).

5.9 There has been an increase in the use of databases and GIS in SMRs. The systems produced by exeGesIS SDM Ltd have the largest market share. Of the underlying database platforms used in SMRs MS Access is predominant for databases and MapInfo has the largest share for GIS (with the ArcView/ArcInfo system well ahead of the remaining products). This is easily explained as the systems provided by exeGesIS SDM are built in MS Access and are available with GIS modules for either MapInfo or ArcView/ArcInfo.

5.10 There is concern that between 7% and 10% of SMRs are using systems built in obsolete or versions of database packages unsupported by the company which produced supplied it .

5.11 The full potential of GIS is not being exploited with some SMRs recording large areas of land as points rather than polygons and others not recording some protection statuses on their GIS at all.

5.12 Just over a quarter of SMRs have links to museums and of these MODES is the predominant Collections Management System. More than half of the SMRs with links to museums using MODES use the HBSMR system produced by exeGesIS SDM.

5.1.3 The survey only covers English SMRs, There are also SMRs in Scotland and Wales which were the subject of separate reviews similar to that undertaken in England (Baker and Baker, 1999a) for example *An Assessment of Scottish SMRs* (Baker and Baker, 1999b). It would be interesting to be able to make comparisons between England, Scotland and Wales and see if similar trends to those noticed in England are present.

6 Recommendations

The recommendations from this report can be divided into three groups: those for the EH/ALGAO SMR Working Party, for LBS On-Line and for individual SMRs.

6.1 For the EH/ALGAO SMR Working Party

6.1.1 The EH/ALGAO SMR Working Party should consider the details of this report on what SMRs record and what archives they hold. They should use this information to prescribe what an SMR should contain at the basic and advanced level.

6.1.2 What an SMR should contain, should be combined with an agreed sub set of MIDAS fields to prescribe what a basic level SMR should record.

6.1.3 A basic level SMR should have a cut-off date of 1945 and an advanced level SMR should record monuments up until the present day. This reflects current recording by SMRs and will enable the incorporation of the Defence of Britain Anti Invasion Defences Data into SMR

6.1.4 A basic level SMR should have documentation detailing what is to be recorded and how.

6.1.5 A basic level SMR should include a computerised database record linked to a GIS system as this represents the current level of computing by the majority of SMRs and will be an aspiration for comparatively few.

6.1.6 A basic SMR should map heritage constraints on GIS and an advanced level SMR should have access to layers containing other statuses such as environmental protection.

6.1.7 The content of SMRs should be kept under review. Future surveys should include information on the number of records, size of backlogs and public access.

6.2 For LBS On-Line

6.2.1 The LBS On-Line project should take note of the information from the survey on the recording of Listed Buildings in SMRs and access to digital copies of the list. This updates information from the 1998 Questionnaire on local authority access on which the project is based.

6.2.2 The project should also take note of the computing section of the survey as this contains the latest information available on the target systems for the download routine.

6.3 For Individual SMRs

6.3.1 Individual SMRs should consider the information in this report on what monuments other SMRs are recording, what archives they are holding, how GIS is being used etc. and see what suggestions for improving their own record they can make.

6.3.2 SMRs using the HBSMR system should consider the information on links to collections management systems from SMRs. The HBSMR User Group should consider whether links should be built in to interface with any of these systems when the finds module of HBSMR is upgraded. Any changes to Finds recording in HBSMR should be compliant with SPECTRUM (Cowton, J., 1997).

6.3.3 SMRs should ensure that they are using a currently supported versions of their software.

Appendix 1 – References and Further Reading

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Web Sites

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ALGAO www.algao.org.uk

AXIS www.axis2000.co.uk

CIDOC www.cidoc.icom.org

English Heritage www.english-heritage.org.uk

exeGesIS SDM www.esdm.co.uk

GGP www.ggpsystems.co.uk

IHBC www.ihbc.org.uk

MapInfo www.dynamo.mapinfo.com

mda www.mda.org.uk

Microsoft www.microsoft.com

Multi MIMSY www.willo.com

MODES www.modes.org.uk

re:source www.resource.gov.uk

WINGS www.systems-options.co.uk

Appendix 2 - The Survey Form

SMR Content and Computing Questionnaire

SMR Name

Other than traditional archaeology, which of the following does the SMR hold records for?

| Type | Yes/No | Type | Yes/No |
|------------------------------------|--------|---|--------|
| Historic Buildings (non-listed) | Y / N | Modern Military Sites | Y / N |
| Listed Buildings | Y / N | Aircraft Crash Sites | Y / N |
| Historic Towns/Villages | Y / N | Parks and Gardens | Y / N |
| Placenames | Y / N | Battlefields | Y / N |
| Events (e.g. excavations, surveys) | Y / N | Paleoenvironmental Sites | Y / N |
| Stray Finds | Y / N | Intertidal Sites | Y / N |
| Historic Landscapes | Y / N | Transport (railways, canals, roads etc) | Y / N |
| Maritime Archaeology (e.g. Wrecks) | Y / N | Industrial Sites | Y / N |
| Boundaries (hedgerows, walls etc) | Y / N | Other (please specify) | Y / N |

Does the SMR record the following protection statuses?

| Status | In SMR Records (Yes/No) | On GIS (Polygon/Point/Not Recorded) |
|----------------------------|-------------------------|-------------------------------------|
| Listed Building | Y / N | Polygon Point NR |
| Conservation Area | Y / N | Polygon Point NR |
| Scheduled Monument | Y / N | Polygon Point NR |
| Registered Parks & Gardens | Y / N | Polygon Point NR |
| Registered Battlefields | Y / N | Polygon Point NR |
| Protected Wrecks | Y / N | Polygon Point NR |
| SSSI | Y / N | Polygon Point NR |
| AONB | Y / N | Polygon Point NR |

Roughly what percentage of Listed Buildings are recorded in the SMR?

%

Does the SMR have access to a digital copy of the lists? Y / N

Does the SMR have a cut-off date? If so what is it?

Which of the following archive materials does the SMR hold and are source records created for them?

| Archive Material | Held? | Source records? | Archive Material | Held? | Source records? |
|-------------------|-------|-----------------|-------------------|-------|-----------------|
| Maps/Plans | Y / N | Y / N | Fieldwork Reports | Y / N | Y / N |
| Photographs | Y / N | Y / N | Site visit notes | Y / N | Y / N |
| Air Photographs | Y / N | Y / N | Fieldwork archive | Y / N | Y / N |
| Reference Library | Y / N | Y / N | Correspondence | Y / N | Y / N |
| PPG 16 Reports | Y / N | Y / N | | Y / N | Y / N |
| PPG 15 Reports | Y / N | Y / N | | Y / N | Y / N |

What SMR database system does the SMR use?

| System | Yes/No |
|---|--------|
| SMR v1.5 (exeGesIS) | Y / N |
| HBSMR v2 (exeGesIS) | Y / N |
| In-house system (please specify product & version e.g. Access 97) | Y / N |
| Other (please specify) | Y / N |

What GIS package does the SMR use

| Package | Yes/No | Version No |
|------------------------|--------|------------|
| ArcView/ArcInfo | Y / N | |
| GeoMedia | Y / N | |
| GGP | Y / N | |
| MapInfo | Y / N | |
| Other (please specify) | Y / N | |

If your SMR is based in or has links to a Museum what collections management system does it use?

| Package | Yes/No | Version No |
|------------------------|--------|------------|
| ADLiB Museum | Y / N | |
| CALM | Y / N | |
| Collection (Vernon) | Y / N | |
| Gallery Systems | Y / N | |
| MASmedia (Cintra) | Y / N | |
| Mobydoc | Y / N | |
| MODES | Y / N | |
| MultiMIMSY | Y / N | |
| MUSIMS | Y / N | |
| Other (please specify) | Y / N | |

Appendix 3 - Letter of Invitation to Participate

ENGLISH HERITAGE

NATIONAL
MONUMENTS
RECORD*SMR Name**Organisation Name**Address*18th January 2002Dear *SMR Officers Name*,RE: SMR Content and Computing Questionnaire

As you may have noticed in the recent issue of SMR News a questionnaire on SMR content and computing is being sent to every SMR in England.

This is primarily designed to make a rapid assessment of the types of data held and recorded by SMRs. This is required to assist the ALGAO English Heritage SMR Working Group in the definition of a basic SMR standard by assessing the current position of SMRs in terms of the breadth of their recording. This is being done to gain a broad picture and not to assess individual SMRs. All returns will be regarded as confidential.

The questionnaire is also asking about computerisation, including GIS. The opportunity is being taken to ask about this as it is a while since this area has been assessed nationally.

The questionnaire is short (only one side of A4) and comprises mainly of yes/no answers to be circled. It should take no more than 10 minutes to complete. Please return questionnaires to me at the NMRC post, e-mail or fax on 01793 414770 by Friday 8th February 2002.

It is planned to present the findings at the next SMR User Group meeting.

Thank you very much for your assistance.

Yours sincerely

Martin Newman
Heritage Information Partnerships Supervisor
Data Services Unit

e-mail martin.newman@rchme.co.uk



Appendix 4 - List of SMRs Invited to Participate

Bath and North East Somerset SMR
Bedfordshire SMR
Birmingham City SMR
Black Country SMR
Boston Borough SMR
Bracknell Forest SMR
Bristol City SMR
Buckinghamshire SMR
Cambridgeshire SMR & Cambridge UAD
Canterbury UAD
Carlisle UAD
Cheshire SMR
Chester City UAD
Chichester UAD
Cirencester UAD
Colchester UAD
Cornwall SMR
Coventry City SMR
Cumbria SMR
Dartmoor National Park Records
Derbyshire SMR
Devon SMR
Dorset SMR
Dudley Borough SMR
Durham City UAD
Durham County SMR
East Sussex SMR
Essex SMR
Exeter City UAD
Exmoor National Park Records
Gloucester City UAD
Gloucestershire SMR
Greater London SMR & City of London UAD
Greater Manchester SMR
Hampshire Archaeology and Historic Buildings Record (AHBR)
Herefordshire SMR
Hertfordshire SMR
Humber SMR
Isle of Wight SMR
Kent SMR
Lake District National Park SMR
Lancashire SMR
Leicester City SMR
Leicestershire SMR
Lincoln City UAD
Lincolnshire SMR
Luton Borough SMR
Merseyside SMR
Milton Keynes SMR
MoD SMR
National Trust SMR
Norfolk SMR
North East Lincolnshire SMR
North Hertfordshire SMR
North Kesteven SMR
North Lincolnshire SMR
North Somerset SMR
North York Moors National Park SMR

North Yorkshire SMR
Northamptonshire SMR & Northampton UAD
Northumberland SMR
Norwich UAD
Nottingham City UAD
Nottinghamshire SMR
Oxford City UAD
Oxfordshire SMR
Peterborough City SMR
Plymouth City SMR
Portsmouth City SMR
Reading SMR
St Albans City and District UAD
Shropshire SMR & Shrewsbury UAD
Slough SMR
Solihul SMR
Somerset SMR
South Gloucestershire SMR
South Kesteven SMR
South Yorkshire SMR
Southampton City SMR
Southend-on-Sea SMR
Stafford Borough SMR
Staffordshire SMR
Stoke-on-Trent City SMR
Suffolk SMR
Surrey SMR
Tees SMR
Test Valley SMR
Torbay SMR
Tyne and Wear SMR & Newcastle-upon-Tyne UAD
Warwickshire SMR
West Berkshire SMR
West Sussex SMR
West Yorkshire SMR
Wiltshire SMR
Winchester SMR
Windsor and Maidenhead SMR
Wokingham SMR
Worcester City SMR and UAD
Worcestershire SMR
York City SMR and UAD
Yorkshire Dales National Park SMR

Appendix 5 - List of Organisations Managing SMRs

Babtie Group
Bath and North East Somerset Council
Bedfordshire County Council
Birmingham City Council
Bristol City Council
Buckinghamshire County Council
Cambridgeshire County Council
Canterbury Archaeological Trust
Carlisle City Council
Cheshire County Council
Chester City Council
Chichester District Council
City of York Council
Colchester Borough Council
Cotswold District Council
Cornwall Archaeological Unit
Coventry City Council
Cumbria County Council
Dartmoor National Park
Derbyshire County Council
Devon County Council
Dorset County Council
Dudley Metropolitan Borough Council
Durham City Council
Durham County Council
East Sussex County Council
English Heritage
Essex County Council
Exeter City Council
Exmoor National Park Authority
Gloucester Archaeology Unit
Gloucestershire County Council
Manchester University
Hampshire Archaeology
Hampshire County Council
Herefordshire Council
Hertfordshire County Council
Humber Archaeology Partnership
Isle of Wight Council
Kent County Council
Lake District National Park Authority
Lancashire County Council
Leicester City Council
Leicestershire County Council
Lincoln City Council
Lincolnshire County Council
Luton Borough Council
Merseyside Archaeological Service
Milton Keynes Council
Ministry of Defence
National Trust
Norfolk Landscape Archaeology
North East Lincolnshire Council
North Hertfordshire District Council
Heritage Lincolnshire
North Lincolnshire Council
North Somerset District Council
North York Moors National Park

North Yorkshire County Council
Northamptonshire Council
Northumberland County Council
Nottingham City Council
Nottinghamshire County Council
Oxford City Council
Oxfordshire County Council
Peterborough City Council
Plymouth City Council
Portsmouth City Council
Shropshire County Council
Somerset County Council
South Gloucestershire Council
South Yorkshire Archaeology Service
Southampton City Council
Southend-on-Sea Borough Council
St Albans City & District Council
Stafford Borough Council
Staffordshire County Council
Stoke on Trent City Council
Suffolk County Council
Surrey County Council
Tees Archaeology
Torbay Council
Tyne & Wear (Metropolitan Districts)
Warwickshire County Council
West Berkshire Council
West Sussex County Council
West Yorkshire Archaeology Service
Wiltshire County Council
Winchester City Council
Wolverhampton Metropolitan Borough Council
Worcester City Council
Worcestershire County Council
Yorkshire Dales National Park

Appendix 6 - Tabulated Summary of Results

Return

| Sent Out | No Replies | % Returned | No Completed Questionnaires | % Completed Questionnaires |
|----------|------------|------------|-----------------------------|----------------------------|
| 101 | 96 | 95% | 93 | 92% |

All the percentages given are percentages of the number of completed forms returned (i.e. 93). All percentages are rounded up or down to the nearest whole percent.

Other than traditional archaeology, which of the following does the SMR hold records for?

| Type | Number of SMRs Recording | % of SMRs Recording |
|--|--------------------------|---------------------|
| Historic Buildings (non-listed) | 77 | 83% |
| Listed Buildings | 79 | 85% |
| Historic Towns/Villages | 72 | 77% |
| Placenames | 46 | 49% |
| Events (e.g. excavations, surveys) | 88 | 95% |
| Stray Finds | 92 | 99% |
| Historic Landscapes | 39 | 42% |
| Maritime Archaeology (e.g. Wrecks) ¹ | 24 | 26% |
| Boundaries (hedgerows, walls etc) | 50 | 54% |
| Modern Military Sites | 66 | 71% |
| Aircraft Crash Sites | 28 | 30% |
| Parks and Gardens | 80 | 86% |
| Battlefields | 62 | 67% |
| Paleoenvironmental Sites | 46 | 49% |
| Industrial Archaeology | 64 | 69% |
| Transport (railways, canals, roads etc) | 74 | 79% |
| Intertidal Sites ² | 32 | 34% |
| ¹ 67% of SMRs with a coastline | | |
| ² 65% of SMRs with a coastline or estuaries | | |

Does the SMR record the following protection statuses?

| Status | In SMR Records | | Polygon in GIS | | Point in GIS | | % of SMRs Recording in GIS |
|---|----------------|-----|----------------|-----|--------------|-----|----------------------------|
| | No | % | No | % | No | % | |
| Listed Building | 79 | 85% | 32 | 34% | 33 | 34% | 69% |
| Conservation Area | 52 | 56% | 48 | 52% | 3 | 3% | 55% |
| Scheduled Monument | 91 | 98% | 68 | 73% | 3 | 3% | 76% |
| Registered Parks and Gardens | 74 | 80% | 56 | 60% | 10 | 11% | 71% |
| Registered Battlefields ¹ | 40 | 43% | 28 | 30% | 8 | 9% | 39% |
| Protected Wrecks ² | 11 | 12% | 0 | 0% | 5 | 5% | 5% |
| SSSI | 25 | 27% | 23 | 25% | 2 | 2% | 27% |
| AONB | 26 | 28% | 25 | 27% | 1 | 1% | 28% |
| ¹ Total no. of 50 SMRs with Registered Battlefields in their area, 80% recording in SMR Records, 56% as Polygons in GIS and 16% recording as points in GIS, 72% in total recording in GIS. | | | | | | | |
| ² Total no of 15 SMRs with Protected Wrecks in their area, 60% recording in SMR Records, and 33% recording as points in GIS, 33% in total recording in GIS. | | | | | | | |

Roughly what percentage of Listed Buildings are recorded in the SMR?

| % of LBs Recorded | No of SMRs | % of SMRs |
|--------------------------|-------------------|------------------|
| 0% | 15 | 16% |
| 2% | 1 | 1% |
| 5% | 5 | 5% |
| 6% | 1 | 1% |
| 10% | 5 | 5% |
| 11% | 1 | 1% |
| 15% | 1 | 1% |
| 18% | 1 | 1% |
| 20% | 3 | 3% |
| 25% | 4 | 4% |
| 30% | 2 | 2% |
| 35% | 1 | 1% |
| 40% | 1 | 1% |
| 49% | 1 | 1% |
| 50% | 3 | 3% |
| 55% | 1 | 1% |
| 60% | 4 | 4% |
| 70% | 1 | 1% |
| 75% | 1 | 1% |
| 80% | 4 | 4% |
| 85% | 1 | 1% |
| 90% | 4 | 4% |
| 95% | 2 | 2% |
| 99% | 1 | 1% |
| 100% | 22 | 24% |

Does the SMR have access to a digital copy of the lists?

| Yes | | No | |
|-------------------|------------------|-------------------|------------------|
| No of SMRs | % of SMRs | No of SMRs | % of SMRs |
| 23 | 25% | 70 | 75% |

Does the SMR have a cut-off date? If so what is it?

| Date | Number of SMRs | % of SMRs |
|-----------------|-----------------------|------------------|
| No cut-off date | 69 | 74% |
| 30 Years BP | 1 | 1% |
| 2000 | 1 | 1% |
| 1989 | 1 | 1% |
| 1965 | 1 | 1% |
| 1950 | 2 | 2% |
| 1945 | 10 | 11% |
| 1750 | 2 | 2% |
| 1714 | 1 | 1% |
| 1700 | 2 | 2% |
| 1650 | 1 | 1% |
| 1600 | 1 | 1% |
| 1539 | 1 | 1% |

Which of the following archive materials does the SMR hold and are source records created for them?

| Archive Material | Number of SMRs Holding | % of SMRs Holding | Number of SMRs Creating Source Records | % of SMRs Creating Source Records |
|-------------------|------------------------|-------------------|--|-----------------------------------|
| Maps/Plans | 80 | 86% | 59 | 63% |
| Photographs | 74 | 80% | 55 | 59% |
| Air Photographs | 77 | 83% | 60 | 65% |
| Reference Library | 74 | 80% | 60 | 65% |
| PPG 16 Reports | 86 | 92% | 73 | 78% |
| PPG 15 Reports | 67 | 72% | 60 | 65% |
| Fieldwork Reports | 88 | 96% | 72 | 77% |
| Site Visit Notes | 74 | 80% | 52 | 56% |
| Fieldwork Archive | 40 | 43% | 40 | 43% |
| Correspondence | 80 | 86% | 48 | 52% |

What SMR database system does the SMR use?

| System | No of SMRs Using | % of SMRs Using |
|------------------------------|------------------|-----------------|
| SMR v1.5 (exeGesIS) | 6 | 6% |
| HBSMR v2 (exeGesIS) | 41 | 44% |
| Superfile | 1 | 1% |
| In-house system | 39 | 42% |
| un-computerised / card index | 6 | 6% |

Database Packages Used

| Package | No of SMRs Using for 'inhouse systems' | % of 'in house' Systems Used For | No Using as part of SMR & HBSMR | Total Number of SMRs Using | Total % of SMRs Using |
|-----------------------------|--|----------------------------------|---------------------------------|----------------------------|-----------------------|
| Access 97 | 21 | 55% | 41 | 62 | 67% |
| Access 2000 | 8 | 21% | - | 8 | 9% |
| Access (earlier versions) | 3 | 8% | 6 | 9 | 10% |
| Ardent Universe | 1 | 3% | - | 1 | 1% |
| Foxpro | 1 | 3% | - | 1 | 1% |
| Oracle | 4 | 11% | - | 4 | 4% |
| Not Stated | 1 | 3% | - | 1 | 1% |
| Plus 1 SMR using Superfile. | | | | | |

What GIS package does the SMR use?

| Package | No SMRs Using | % of SMRs Using |
|----------------------|---------------|-----------------|
| MapInfo | 48 | 52% |
| ArcView / ArcInfo | 22 | 24% |
| GGP | 4 | 4% |
| Axis | 2 | 2% |
| GenaMap | 2 | 2% |
| Autocad Map | 1 | 1% |
| Cartology | 1 | 1% |
| G-Sys GDMS | 1 | 1% |
| Wings | 1 | 1% |
| <i>Not using GIS</i> | <i>11</i> | <i>12%</i> |

If your SMR is based in or has links to a Museum what collections management system does it use?

| Package | No of SMRs | % of SMRs with links to Museums | % of All SMRs |
|-----------------|-------------------|--|----------------------|
| MODES | 12 | 46% | 13% |
| ADLiB Museum | 4 | 15% | 4% |
| Multi MIMSY | 4 | 15% | 4% |
| CALM | 3 | 12% | 3% |
| Micro Musee | 1 | 4% | 1% |
| in-house system | 2 | 8% | 2% |
| TOTAL | 26 | - | 28% |

Appendix 7 List of Abbreviations

The following is a list of abbreviations and acronyms used in the report:

| | |
|--------|--|
| ADS | Archaeology Data Service |
| AGI | Association for Geographical Information |
| ALGAO | Association of Local Government Archaeological Officers |
| ANOB | Area of Outstanding Natural Beauty |
| BP | Before Present |
| CAA | Computer Applications in Archaeology |
| CIDOC | Comite International pour la documentation (International Documentation Committee), ICOM |
| DCMS | Department for Culture Media and Sport |
| DSU | Data Services Unit |
| DTLR | Department for Transport, Local Government and the Regions |
| EH | English Heritage |
| HBSMR | Historic Buildings, Sites and Monuments Records |
| GIS | Geographic Information System |
| HERC | Historic Environment Record |
| ICOM | International Council on Museums |
| IHBC | Institute of Historic Building Conservation |
| LASSI | Large Scale Systems Initiative |
| LB | Listed Building |
| LBS | Listed Buildings System |
| MAD | Manual of Archival Description |
| mda | mda Europe Ltd (formerly the Museum Documentation Association) |
| MIDAS | Monuments and Inventories Data Standard |
| MoD | Ministry of Defence |
| NMR | National Monuments Record |
| NT | National Trust |
| PPG | Planning Policy Guidance |
| RCAHMS | Royal Commission on the Ancient and Historical Monuments of Scotland |

| | |
|-------|---|
| RCHME | Royal Commission on the Historical Monuments of England |
| SM | Scheduled Monument |
| SMR | Sites and Monuments Record |
| SMRO | Sites and Monuments Record's Officer |
| SSSI | Site of Special Scientific Interest |
| UAD | Urban Archaeological Database |