Historic England

Call for Proposals for:

Data Supply and Reconciliation between the National Record of the Historic Environment and Historic Environment Records

Project No: 7829

Date of Issue: October 2022

Summary

Historic England seeks proposals from local authorities, or partnerships led by a local authority, wishing to take part in the transfer and reconciliation of the terrestrial component of the National Record of the Historic Environment (NRHE) with their local Historic Environment Records (HERs). The project will address long standing issues of duplication and complexity between national and local records and by doing so will improve access to heritage information to support planning, research and use by local communities.

The current call for proposals is the second of a proposed 6-year programme. The application process is a streamlined, single stage, assessment of a Proposal.
The project contributes to Historic England's strategic activity "expanding the digital availability of our assets to improve both access to our resources and users' experience of them", identified in the current Corporate Plan 2022-23, and to Historic England's commitment under the Culture White Paper (2015) to work with local authorities to enhance and rationalise national and local heritage records over the next ten years, so that communities and developers have easy access to Historic Environment Records.

Background

The current project is central to the delivery of the Heritage Information Access Strategy (HIAS). HIAS is a partnership programme led by Historic England on behalf of the sector, which aims to improve and simplify access to heritage data to support the planning process and for use by local communities.   At the heart of the strategy is the role of Local Authority HERs as the first point of call and primary trusted source of information about the historic environment (HIAS Principle 1).

The aims of HIAS are recognised in the Culture White Paper and Heritage Statement (2017), which identifies the need for rationalising historic environment data and records at both national and local levels and to make them available for wider professional, academic and public use.   The requirement for local authorities to maintain or have access to up to date HERs is set out in the National Planning Policy Framework paragraph 187.

The current project is a crucial step towards streamlined access to heritage information. Despite having common origins in the Ordnance Survey recording system, the NRHE and HERs have developed along very different lines since the 1980s, resulting in two complementary but very different resources[1]. As a result, the NRHE and local authority HERs datasets are divergent in content, quality and standards, adding duplication of effort, complexity and cost to any searches undertaken for planning or research purposes. Through the facilitated transfer and reconciliation of the NRHE with local authority HERs, the current project is a one-off opportunity to resolve this divergence.

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[1] See http://intarch.ac.uk/journal/issue15/3/pg1.html

An extensive pilot project[2] was undertaken in 2015-17 to identify the preferred method of data transfer from the national to the local records. The first stage of the pilot established strong support for the principle and reached an overwhelming consensus in favour of manual accessioning as the preferred mechanism for transfer. A second development phase trialled the preferred methodology with a cross section of HERs and provided a resource assessment and recommendations for national delivery. The pilot demonstrated unequivocally that the data transfer is achievable and beneficial to local authority HERs, but is a major undertaking requiring a substantial investment of time and resources.

The NRHE contains over 560k records for the terrestrial historic environment, comprising monument and event records. Appendix 3 contains a breakdown by local authority HER.

Funding is available over a six-year programme, to be made available as partnership funding to support local authorities wishing to participate in this project.

Aims

The aims of the overall NRHE to HERs data transfer project are to put HIAS Principle 1 into practice by work to:

- Improve consistency and completeness of local HER datasets;
- Rationalise and simplify access to local and national historic environment datasets;
- Ensure all unique information contained within the NRHE is readily accessible to local authorities to support decision making and management of the historic environment; and
- Clarify local and national roles and responsibilities with regard to managing heritage data, leading to reduction in duplication of effort and improved efficiencies.

Business Case

The project will result in benefits for Historic England, Local Planning Authorities and the wider historic environment sector. Participation in the project will result in significant new information being added to the HER (estimated to be at least 20% of the NRHE) and will ensure that all national research data captured by Historic England in the NRHE is readily accessible to local historic environment managers.

The successful completion of the project will resolve the long-standing issues of duplication and complexity in the management of and access to heritage data nationally, and by doing so will improve the utility and accessibility of data to users. This will result in better support and an improved information base for the planning system, as well as an enhanced resource for future research activities.

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[2] https://historicengland.org.uk/images-books/publications/data-supply-reconciliation-nrhe-hers-research-development-phase/

There will also be cost and efficiency savings for Historic England and the wider historic environment sector, through the reduction in duplication of effort in the managing and accessing heritage information.

The project supports the delivery of the Historic England [Research Agenda](), in particular research themes #skill and #inform, by enabling the heritage sector to work more effectively in their use of historic environment information, and providing a foundation for emergent technologies and services to make heritage data more accessible.

Stakeholders

The project will benefit stakeholders across the heritage sector:

- Historic England
- Local planning authorities
- Local authority Historic Environment Services
- Planning agents, heritage consultants and contractors
- Academic researchers
- Other users of historic environment data

Methods

Proposals should follow the template provided in appendix 1.

As a prerequisite to take part, HERs are required to demonstrate their compliance with a number of measures to ensure the security of and access to NRHE data following transfer, namely that:
- The HER publishes its monument data on the Heritage Gateway, and maintains a regular cycle of updates;
- The HER demonstrates compliance with the [National Security Copy Code of Practice;]()
- The HER makes NRHE data available under the terms of the Open Government Licence v3.0 (see appendix 4 for guidance);
- The HER participates in the HER Audit programme and has a live action plan; and
- The HER database is MIDAS compliant and uses relevant heritage data standards.

NRHE data will be made available to participating HERs at the commencement of each project via the [NRHE to HERs project website]().

HERs will also be expected to make the business case for prioritisation of work in their area, to include:
- Why they should be doing this work;
- Why they should be doing it now (e.g. support for other heritage related initiatives such as a Heritage Action Zone, or availability of staff, or opportunities arising from new software); and
- What public value will be achieved requiring public funding (see Assessing Impact below).

As a first stage of each project the HER should produce a customised accessioning plan to be agreed with Historic England. This should cover:

- Timescale and milestones, to include QA of data transfer, interim and final reporting;
- Identification of requirements for updating HER documentation, thesauri and reports; and
- Mapping between NRHE units of information and corresponding HER data fields.

Whilst it is up to the discretion and judgement of individual HERs as to how they achieve full reconciliation of the NRHE records, a series of guidelines, derived from the pilot project and Historic England recording practice, have been prepared to address common issues (appendix 4). A help desk facility will be available during the project to provide guidance and support.

Proposals for partnership projects addressing one or more HERs are acceptable, providing the agreement of all relevant parties is documented in the application.

Products, Communication and Engagement, and Archiving

Products from the project will be:

- HER accessioning plan – to be agreed at start of project, updated as the project progresses and submitted at completion (see template in appendix 2);
- 100% accessioning of NRHE records, as recorded on the [NRHE to HERs website](#);
- Updated HER records – available via the Heritage Gateway; and
- Final report – to include tabulation of HER records added and updated and reporting of issues encountered (see template in appendix 2).

Historic England will be responsible for communicating progress of the initiative (to stakeholders and wider) and will make use of the reporting from each project.

While no specific archiving products are required, on-going data security and public access to the transferred NRHE data is required through the host organisation's compliance with the National Security Copy Code of Practice.

Assessing Impact

Impact assessment is a means of measuring the effectiveness of activities and projects and judging the significance of the changes or benefits brought about by these actions. Impact can be gauged in terms of reach (how many people/organisations were influenced by the work) and significance (the difference it made to these people/organisations). Gathering and assessing evidence of impact should be considered in proposals.

Historic England will be measuring the progress and impact of the project as a whole through the HIAS Evaluation Framework, which includes monitoring of progress with the NRHE data transfer and subsequent usage. HERs are encouraged to contribute through participating in annual Historic England and ALGAO surveys.

Budget

Grants for up to 50% of the total project budget are available as match-funding to support local authorities wishing to participate in this project. Match funding can be provided as a cash match or in-kind contributions and should be clearly distinguished in the project budget.

The project task list should include an upload to the Heritage Gateway on project completion either as a costed item or as an in-kind contribution.

Budgets should be proportionate to the scale of the task for individual HER(s). Appendix 3 details the size of NRHE holdings per HER.

How to apply

Proposals should be based on the template attached to this document and must include a task list, timetable and costs, and be accompanied by a copy of the HER's recording policy. We will not be commissioning Project Designs.

Please submit proposals by emailing HPCPcalls@HistoricEngland.org.uk

The Heritage Protection Commissions Programme Guidance for Applicants can be downloaded from the HPC web pages.

Timetable

Applicants will be informed of whether a project had been accepted within one month of their submission.

Projects are expected to be completed within 24 months of initiation. We will consider longer programmes of work where necessary and justified.

Further Information

For questions about the project please contact Martin Newman at martin.newman@historicengland.org.uk.

For further queries about the application process, deadlines etc please contact Tim Cromack at Tim.Cromack@HistoricEngland.org.uk

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0370 333 0607

Email: customers@HistoricEngland.org.uk

Appendix 1 Format for Proposals

This template should be used in conjunction with the information in the Call document and Guidance for Grants projects. The proposal submission should be accompanied by a copy of the HER's recording policy.
https://historicengland.org.uk/images-books/publications/guidance-grants-projects/

Include a document control grid in your proposal as follows:

Title:	
Author(s):	Include contact details e.g. email address
Date of last revision:	
Version:	

1. **Project Name and Area**

2. **Background**

3. **Business Case**

Why should the project be undertaken at this time and by the proposed team? Who are the stakeholders and who will benefit? Identify any benefits or opportunities relevant to the project area.   What public value will be achieved?

4. **Methods**

A brief outline of how you will achieve the project aims and objectives. Include a statement explaining how the HER meets the prerequisites for participation in the NRHE to HERs data transfer and reconciliation project.

5. **Stages and tasks**

Provide an outline of main stages and products. Provide an outline task list with likely allocation of days required for each of the main tasks. A task list should be based on page 24 of our Guidance for Grants Projects
https://historicengland.org.uk/images-books/publications/guidance-grants-projects/

6. **Project team**

Include a brief outline of relevant project team experience and their roles.

7. **Project timescale and budget**

Include the project timescale and budget, clearly indicating funding being sought and match funding. Provide a brief explanation of how the budget or resources were calculated. Guidance on calculating costs and an example can be found on page 28 of our Guidance for Grants Projects
https://historicengland.org.uk/images-books/publications/guidance-grants-projects/

8. **Risk log**

9. **Health and Safety Statement**

All Proposals should include a health and safety statement.

Appendix 2 Templates for HER accessioning plan and project reporting

A HER accessioning plan should be completed at the start of the project, updated throughout and final version included in the project report.   The plan should include:

1. Timescale including project milestones, e.g. receipt of NRHE data, interim and final reporting of results, QA, Heritage Gateway load
2. Identify any requirements for updating HER documentation, thesauri and reports
3. Issue log and how these have been resolved
4. Mapping between NRHE units of information and corresponding HER data fields, using the following table.

This table should define precisely where and how each unit of the NRHE monument and event data (appendix 5) will be stored in the receiving HER's system.

NRHE unit of information (monument records)	HER field	Comments
HOBUID		
NMR number		
Parent monument HOB UID		
Summary		
Location: NGR		
…		

NRHE unit of information (event records)	HER field	Comments
Event UID		
Event Name		
Event Type		e.g. Need to update event type wordlist in HER
Event Dates: Start Date		
…		

The following table should be completed at agreed milestones and the end of the project.

Name of HER(s)			
Project start		Project end	
Please complete the following:			
No of HER monument records (at start)			
No of HER monument records (current)			
New monument records added from NRHE			
Monument records updated from NRHE			
No of HER event records (at start)			
No of HER event records (current)			
New event records added from NRHE			
Event records updated from NRHE			
Completed by		Completed date	

Appendix 3 Quantification of NRHE records per HER (correct at Jan 2020)

The following table contains the number of records which individual HERs should base their costings on when preparing their bids. The days per HER estimates are calculated using a rate of 50 records per day, following review of the NRHE accessioning rates in October 2022.

HER Name	NRHE Monuments	NRHE Events	NRHE Total	No Days @ 50 per day (Oct 22 on)
Bath and North East Somerset SMR	2,208	1,170	**3,378**	68
Bedford Borough HER	2,188	772	**2,960**	60
Berkshire Archaeology HER	1,865	1,869	**3,734**	75
Birmingham City Council HER	1,686	576	**2,262**	45
Bristol City Council HER	1,512	2,343	**3,855**	77
Buckinghamshire HER	3,571	1,627	**5,198**	104
Cambridgeshire HER	9,930	4,386	**14,316**	286
Central Bedfordshire and Luton HER	2,091	1,185	**3,276**	66
Cheshire HER	4,465	1,735	**6,200**	124
Chichester District HER	2,019	1,000	**3,019**	60
City of Gloucester and Gloucestershire	11,852	5,526	**17,378**	348
City of York HER	1,971	1,921	**3,892**	78
Colchester HER	1,100	1,095	**2,195**	44
Cornwall and Scilly HER	13,638	3,916	**17,554**	351
Coventry HER	279	284	**563**	11
Cumbria HER	13,009	3,055	**16,064**	321
Dartmoor National Park HER	5,508	395	**5,903**	118
Derbyshire HER	6,928	2,735	**9,663**	193
Devon HER	9,778	3,359	**13,137**	263
Dorset HER	9,762	3,386	**13,148**	263
Dudley HER	285	159	**444**	9
Durham County Council HER	6,759	1,504	**8,263**	165
East Sussex HER	7,662	2,052	**9,714**	194
Essex HER	8,217	3,736	**11,953**	239
Exeter HER	243	357	**600**	12
Exmoor National Park HER	4,618	190	**4,808**	96
Greater London HER	10,967	14,134	**25,101**	502
Greater Manchester HER	3,127	1,347	**4,474**	89

Hampshire Archaeology and Historic Buildings Record	7,998	3,637	**11,635**	233
Herefordshire HER	5,078	1,845	**6,923**	138
Hertfordshire HER and St Albans UAD	5,693	3,589	**9,282**	186
Humber HER	7,592	2,679	**10,271**	205
Isle of Wight HER	1,525	389	**1,914**	38
Kent HER	18,809	5,803	**24,612**	492
Lake District HER	3,351	461	**3,812**	76
Lancashire HER	5,651	1,703	**7,354**	147
Leicester City HER	369	719	**1,088**	22
Leicestershire and Rutland HER	4,206	4,041	**8,247**	165
Lincoln Heritage Database	280	784	**1,064**	21
Lincolnshire HER	12,454	4,505	**16,959**	339
Merseyside HER	4,066	476	**4,542**	91
Middlesbrough Council HER	186	103	**289**	6
Milton Keynes HER	895	918	**1,813**	36
Norfolk HER	11,894	4,268	**16,162**	323
North East Lincolnshire HER	736	186	**922**	18
North Lincolnshire HER	1,508	832	**2,340**	47
North Somerset HER	1,736	592	**2,328**	47
North York Moors National Park HER	7,796	631	**8,427**	169
North Yorkshire County Council HER	20,175	3,132	**23,307**	466
Northamptonshire HER	7,122	3,101	**10,223**	204
Northumberland HER	12,550	3,085	**15,635**	313
Nottingham City HER	432	272	**704**	14
Nottinghamshire HER	3,702	1,525	**5,227**	105
Oxford UAD	793	1,082	**1,875**	38
Oxfordshire HER	9,443	3,368	**12,811**	256
Peterborough City HER	1,124	833	**1,957**	39
Plymouth HER	713	409	**1,122**	22
Portsmouth City HER	506	214	**720**	14
Redcar and Cleveland HER	1,418	204	**1,622**	32
Sandwell HER	506	184	**690**	14
Shropshire HER	6,877	1,871	**8,748**	175
Solihull SMR	238	144	**382**	8
Somerset HER	9,702	3,087	**12,789**	256
South Gloucestershire HER	1,686	697	**2,383**	48
South Yorkshire SMR	3,889	1,733	**5,622**	112
Southampton HER	362	1,243	**1,605**	32
Southend Borough Council SMR	328	108	**436**	9
Staffordshire HER	5,455	1,565	**7,020**	140
Stoke-on-Trent HER	282	265	**547**	11
Suffolk County Council HER	8,352	5,792	**14,144**	283

Surrey HER	7,675	2,915	**10,590**	212
Tees Archaeology HER	1,006	552	**1,558**	31
Tyne and Wear HER	3,733	2,009	**5,742**	115
Warwickshire HER	3,168	2,551	**5,719**	114
West Berkshire HER	2,581	948	**3,529**	71
West Sussex County Council HER	3,445	1,618	**5,063**	101
West Yorkshire Archaeology Advisory Service	8,931	1,892	**10,823**	216
Wiltshire and Swindon HER	17,258	5,652	**22,910**	458
Winchester HER	1,741	1,067	**2,808**	56
Wolverhampton and Walsall HER	390	337	**727**	15
Worcester City HER	675	580	**1,255**	25
Worcestershire HER	4,327	2,062	**6,389**	128
Yorkshire Dales National Park HER	11,244	698	**11,942**	239
TOTAL	**410,890**	**160,770**	**571,660**	**11,432**

Appendix 4: NRHE to HERs Data Supply and Reconciliation Guidance

The following guidance was developed during the NRHE to HERs pilot project and through review by the project team the end of the pilot.   At the final review it was agreed that the concepts of 'partial accessioning' and 'rejecting' NRHE records should be dropped, as these did not achieve the stated aims of the data transfer.

Below is a list of individual issues raised during the pilot for which some form of guidance has been issued. Whilst unable to provide comprehensive field-by-field accessioning guidance, we have included some suggestions based upon HE recording practices which may be of use. Note: these are included only as guidance for those who wish to use them. It is up to the discretion of individual HERs as to how they achieve 'Fully Accessioned' status for NRHE records.

Please note that this guidance and FAQs will be updated during the lifecycle of the NRHE to HERs data reconciliation project. Project participants should refer to the live guidance available on the NRHE to HERs website.

Contents

Scope & recording policy

The data transfer and reconciliation relates to all terrestrial (i.e. above Mean Low Water) monument and event records and associated spatial data as recorded in the NRHE.

It should be assumed that all data fields in the NRHE data export are relevant and should be accessioned in accordance with the guidance stated below (see appendix 5 for list of data fields included in export). Additional data enhancement beyond that needed for the transfer of NRHE data is out of scope for the current project.

Where records contained within the NRHE data export fall outside a local HER's recording policy (e.g. C20 remains or historic landscape features), the scope of the recording policy[3] should be revised to cover the additional records, thereby ensuring no loss of information during the data transfer.

Definitions

Historic England defines 'Fully Accessioned' as meaning all data contained within a NRHE record is also contained within the corresponding HER record. The names of individual data fields may differ from system to system (e.g. Summary/Description; Sources/References; Long Text/Notes) but as long as data is located in an appropriate field, this can be described as being properly accessioned.

When a NRHE record genuinely spans more one HER area, each HER should respond with 'Fully accessioned' when they have absorbed all the information *that is relevant to their area*.

If a proportion of the NRHE record data is already present in the HER, and so the HER takes only the NRHE data that is new to their record, this would be classed as Fully Accessioned as long as, after this process, all the data from the NRHE record is present in the HER.

For example, if an HER accesses an NRHE record to find they already have 70% of the data contained within it, extracting the 30% that is new to them would result in the NRHE record being classed as 'Fully Accessioned'.

Should an HER access an NRHE record to find that all the data contained within it (bar the NMR Number, HOB UID and Compiler) is already present in the HER, this can be classed as 'Fully Accessioned' upon the addition of these HE-specific identifiers.

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[3] See http://archaeologydataservice.ac.uk/ifp/Wiki.jsp?page=SectionB.4#section-SectionB.4-B.4.1RecordingPolicySeeAlsoD.2 for guidance on HER recording policies. A template and additional guidance for HER recording polices is available on request from Historic England's Heritage Information Partnership team.

Handing duplicates

If it is apparent that two NRHE records are recording the same Heritage Asset and are therefore duplicates, the HER can check whether all the content from both records is present in the equivalent HER record and indicate that both have been Fully Accessioned. The legacy NRHE uid(s) must be added to the HER record.

Handing incorrect/conflicting data

Apparently incorrect or conflicting information (unless clearly the result of a typing or spelling error) should be accessioned and an explanatory note added to the appropriate text or comments field. Conflicting data especially will often be included in NRHE records, with appropriate explanation, where primary sources disagree or reproduce a popular misconception.

Recording sources

HERs should follow their local recording practice when recording sources listed in the NRHE. If local practice is to only cite sources that have been directly accessed by the compiler, the HER can choose to cite the NRHE as the source of information for the record, and quote the derived reference e.g. photographic reference, in a suitable text or comments field. This may be appropriate for sources that do not contribute to the interpretation of the record (e.g. archive items).

If local practice is to create full records for sources not directly accessed by the compiler, HERs should do this for sources listed in the NRHE. This will be beneficial where these are secondary sources which may yield additional information about the record and where a full source record would be useful to the reader.

Should an NRHE record cite oral or conjectural evidence, this can be cited in an appropriate comments or text field as being the basis for information in the source (NRHE).

As HER databases vary in their design and table structure, we cannot be prescriptive as to exactly which data fields the HER should use to reference sources that come from the NRHE and that they themselves have not directly accessed. However, HERs should ensure that *all* sources not directly checked are referenced according to their local recording procedures.

Recording metadata

One possible method of encompassing the NRHE record metadata would be to cite the NRHE as an information source (see above) and include the original record's creation data in the Comments or a similarly appropriate field. The recording role (e.g. Inventory) can also be included here.

Referencing the Historic England Archive:

Where the NRHE record refers to HE archive items or collections (e.g. See Linear Archive RR45; Archive Object Number AA/10458), whether included as a statement in descriptive text or as a primary source, these could be cited in an appropriate Comments or text field to reflect that they have not been accessed directly by the HER.

Recording legacy identifiers/alternate identifier

It is required that all identifiers (primary ids from the NRHE as well as identifiers in other resources) be treated as relevant and be included in the accessioning process.

Recording people and organisations

It is recommended all roles as stated in the NRHE record, people and organisations be treated as relevant and be included in the accessioning process. Should apparently conflicting data be included in the NRHE record, this can be accessioned and described in an appropriate Comments or text field attributing the conflicting data to the source (NRHE).

Recording related records

Relationships between AMIE records are shown in two different ways. Peer to peer relationships are shown under related records (e.g. Bakers Quay has a general association with Gloucester Customs House), whereas parent-child relationships are showing as an Identifier, whereby the child record is 'part of' the parent record e.g. Gloucester East Bastion is part of Gloucester Town Defences.   HERs should replicate these relationships in accordance with their local recording policy.

Acronyms and abbreviations used in the NRHE

AMIE	Archives and Monuments Information England (Historic England database)
EH	English Heritage
GAS	General Association (Relationship type)
HE	Historic England
HOB UID	Historical Object Unique Identifier (AMIE Primary Identifier)
IDA	Identified As (Relationship type)
LBS	Listed Building System (Legacy database used by RCHME/EH)
Monarch	Monuments and Archives (Legacy RCHME database superseded by NewHIS)
NewHIS	New Historical Information System (Legacy RCHME database superseded by AMIE)
NMR	National Monuments Record (Legacy name for dataset that now forms basis of the NRHE)
NHLE	National Heritage List for England
NRHE	National Record of the Historic Environment
RCHME	Royal Commission on the Historic Monuments of England

REF	Is referred to by (Relationship type)
RSM	Record of Scheduled Monuments (Legacy database used by RCHME/EH)
UDS	Unified Designations System (Current HE system for compiling and managing the NHLE).
R1, F1 etc	Legacy references in NRHE records to Recorders or Field investigators working for the Ordnance Survey or RCHME pre-2000

Handing records in more than one HER area

Where a record spans more than one HER area, the accessioning response from each HER should concern the part of the record that falls in their geographical area. So, the response "Completely accessioned" in this case means "All of the information in the NRHE record *that concerns my HER area* is now in the HER".

National/thematic project event records

The NRHE contains a number of non-spatial Event records that represent national and thematic recording projects (examples include NMP projects and the Farmsteads Survey). These exist for the purpose of linking all the Monument records created under the auspices of the project and therefore contain no specific locational data. Additionally, these may occur as Event Parent records. These records will not be accessible via the NRHE-HER website but will be supplied separately by Historic England to participating HERs.
NOTE: a 'National Recording Project' has been defined as any project encompassing monuments falling within two or more distinct counties or Unitary Authorities.

Open Government Licensing

Historic England (HE) will make available the terrestrial database records from the National Record of the Historic Environment (NRHE) for inclusion in Historic Environment Records (HERs) pursuant to the Open Government Licence v3.0 (OGL) and shall also grant permission for the database rights it holds in the NRHE terrestrial records to be incorporated into the same. Once incorporated they will be part of the database rights that the host body has in the HER.

It should be noted that NRHE contains third party copyright material in the form of direct quotes from published material in the description; whilst it is allowable for a database to incorporate third party copyrighted material there are rules that need to be followed. Where HE has incorporated material, which is the copyright of third parties into its records the [Local Authority/host body of the HER] must ensure this use complies with current copyright rules before incorporating the same into the HER. Text incorporated into a database from a published work remains in copyright if it is within 70 years of the author's death and in such cases:

- An individual quote from a work in copyright can only be allowed up to a maximum of 50 words in length whilst multiple quotes from the same source must not total more than 300 words. If a quote (or quotes) exceeds these limits, then it must be edited down to remove unnecessary portions of text.
- Any quotes must be properly cited.

- The quote must comprise material which is in the public domain and extend no further than is required to fulfil its intended purpose (in this case the description of the building or site which is the subject of the record being incorporated into the HER).

Some quotes from published material will only become third party once they have been included in the HER as they are the copyright of HE. In such cases HE will retain the copyright but permit its use by Local Authority/host body of the HER under the terms of the OGL. This includes Crown Copyright material (for example quotes from RCHME reports) and in such instances this will also be made available through the provisions of the OGL. In these cases, it is permissible for the quotations to exceed the normal length restriction for copyrighted material.

With regard to the spatial information (GIS data) being licensed, this data has been put through the OS Public Sector Mapping Agreement (PSMA) licence exemptions process by HE and will be issued under the terms of OGL v3.0. This means that, as with the information from the database, the [Local Authority/host body of the HER] that receives the data can work with it under OGL terms which will continue to apply, provided it is kept it as is. Once the [Local Authority/host body of the HER] changes or alters the spatial depiction, either by incorporating their own depictions or editing the depictions to include additional areas, it is no longer exempt (in effect becoming part of the Local Authority/host body's HER record) and will then fall under their own individual PSMA licence and will no longer be covered by OGL. All PSMA covered Local Authorities/host bodies of HERs are encouraged to exempt their spatial data to make the licensing easier. After the commencement of incorporation of the NRHE data into the HER in order to comply with the provisions of the OGL the HER must carry an attribution statement. This statement must say as follows:

'This record includes National Record of the Historic Environment Information provided by Historic England on [insert date data provided] licensed under the _Open Government Licence_.'

The link must be included, as a hyperlink when used digitally or written out in full if printed. This should also be included when information from the HER is used or supplied.

Examples using third party copyright

For illustration here are some hypothetical examples to help you spot any third-party copyright issues you may encounter in NRHE data. Whilst the publications referenced are real the examples of their use in NRHE entries are not.

A quote from a work which is out of copyright
A quote of 120 words is made in the description for a monument record and referenced to 'Excavations in Bokerly and Wansdyke, Dorset and Wilts, 1888-1891' by Augustus Henry Lane-Fox Pitt Rivers, 1882
A quote of this length would exceed the limit for copyright, however as Pitt-Rivers died in 1900 this work is now out of copyright, so a quote of any length is acceptable.

A quote from a work which is in copyright but allowable

The record Pulteney Bridge in Bath contains a direct quote which is 26 words long from the Pevsner Volume for Bath discussing the possible reconstruction of the north side of the bridge. This is in copyright as the book was published in 2003, however as it is less than 50 words in length and directly relevant to the record for the bridge it is permissible provided it is fully referenced Foryth, 2003, Pevsner Architectural Guide Bath, Yale University Press, p.82.

A quote from HE Copyrighted Material allowable under the OGL
A record for a school includes several paragraphs lifted from 'England's Schools 1962-88: A Thematic Study' by Franklin, Harwood, Taylor and Whitfield (2012). The longest quote is 60 words in length. Although this work is in copyright it is a report by Historic England for the purpose of the NRHE to HERs project HE has agreed that this is made available under the terms of the OGL.

A quote from Crown Copyrighted Material allowable under the OGL
The record for Bulwick Church in Northamptonshire contains a long description taken from the RCHME Inventory published in 1984. This is in copyright and is Crown Copyright as it was published by the Royal Commission. Although it exceeds the normally permissible length it is permissible to include under as it is being supplied under the OGL. It should be fully referenced RCHME 1984, An inventory of the historical monuments in the County of Northampton. Volume 6: architectural monuments in north Northamptonshire, RCHME, pp23-25.

A quote from third party copyrighted source which exceeds the quotation limit and requires editing
The record for the Londinium basilica contains a quotation from 'The Roman City of London' (1965) by Ralph Merrifield. The Author died in 1995 so the work is still within copyright (i.e. within 70 years of his death). This quote therefore must be edited so that it is within the word limit or paraphrased to cover what Merrifield views of the Basilica were without quoting him. In either case this still needs to be fully referenced Merrifield, R., 1965, The Roman City of London, Ernest Benn Ltd London, pp132-136.

A quote from third party copyrighted source which exceeds the multiple quotation limit and requires editing
The record for Seahenge contains multiple direct quote quotes from 'Seahenge: a quest for life and death in Bronze Age Britain' by Francis Pryor (2001) totalling 350 words. As all the quotes are directly relevant to the record this is only permissible if they are edited to reduce the overall length to under 300 words and each quote is fully referenced or paraphrased to cover what Pryor's views of Seahenge were without quoting him. In either case this still needs to be fully referenced, Pryor, F., 2001, Seahenge: a quest for life and death in Bronze Age Britain, Harper Collins London, each quote or summing up of his words must be reference to the appropriate page numbers.

List Entry Description incorporated into an NHLE entry
The record for the Parish Church of St James in Lancing, West Sussex reproduces in full the list entry from the 1984 'Greenback' listing volume. Older listing volumes such as this one do not include a copyright statement but are Crown Copyright. This is allowable as the material is being made available under an OGL, including in cases such as this where the quote exceeds the 50-word limit, provided the list entry is referenced to the listing volume, not the current online NHLE entry as this may differ.

If a list entry description itself contains a quotation which is in copyright this can also be included provided it is relevant, less than 50 words and it is itself referenced as well as the listing volume.

Poem on a Memorial
A memorial includes the text of the poem September by Ted Hughes and this is repeated in full in the text which records the entire inscription. Ted Hughes died in 1998 so his work is still in copyright. Instead of repeating the text of the poem in the HER record it should be changed to say 'the inscription includes the text of the poem September by Ted Hughes (1963).

Appendix 5: NRHE to HERs Data Supply and Reconciliation Frequently Asked Questions

Project participants should refer to the [live FAQs](#) available on the NRHE to HERs website.

Q: Can HERs who took part in testing for the NRHE to HERs prototype website submit an application?

A: Yes. We'd strongly encourage any of the HERs who took part in the pilot project to submit an application, providing that they meet the prerequisites for participation.

Q: What constitutes 'regular' in terms of updates to the Heritage Gateway?

A: We don't want to be prescriptive in terms of frequency of updates to the Heritage Gateway, acknowledging that this has resource implication for individual HERs, but we do anticipate a programme of updates to be maintained e.g. annually. As part of the NRHE to HER project we will be requesting HERs to do an upload to the Heritage Gateway at the end of the data reconciliation, which can be a costed or in-kind item in the project budget.

Q: What if my HER is unable to maintain its Heritage Gateway presence within the next 6 years (e.g. budget cuts)?

A: This is certainly a scenario we would wish to avoid where at all possible, but at the same time acknowledge the pressures that local authorities are under. Alongside the NRHE to HER data transfer we are also redeveloping the Heritage Gateway, with one of the principle aims being to make participation in the Heritage Gateway more sustainable for data providers.

Q: What happens if my HER's action plan ceases to be live during the course of the transfer project?

A: We expect an HER to be in the audit programme throughout the period of the project. However we appreciate that some flexibility may be required and where live action plans are about to expire before the end of a project, we would look to fast-track certain elements of the audit (e.g. MIDAS compliance and the National Security Copy) enabling the remainder of the audit to be picked up later in the schedule when resources become free.

Q: Is match funding required to take part, and in which case at what level?
A: Yes, the project will be seeking match funding from local authorities, although this can be in kind. In order to ensure there is funding available for all 84 HERs to participate within the programme, we are aiming at levels of around 50% match funding, but appreciate that some authorities will have more flexibility than others.

Future NRHE to HER calls will look to offer different delivery models where direct support for HERs to take part (as opposed to funding) may be required.

Q: Does the requirement to comply with the Open Government Licence (OGL) limit an HER's ability to charge for the data via HER searches?

A: No, this requirement shouldn't make any difference to what HER services are chargeable.   While an HER cannot charge for information that has been supplied by

Historic England under the OGL, nor can it charge for the supply of HER data. An HER *can* charge for services relating to the supply of data, which may include the information supplied by Historic England under OGL.

Q: How will the NRHE to HER supply and reconciliation project be supported technically?

A: The data will be provided via a website based on the functionality developed during the NRHE to HER pilot. This will include tools to enable HERs to view and download records for incorporation and a mechanism to allow HERs and HE to record and monitor progress with the transfer.

Q: What happens if the data reconciliation for my HER is not completed within 5 years?

A: A condition of the grant funding would be that each project is completed within a specified time period, and certainly less than 6 years. The grant is provided to allow the HER to buy in additional capacity where needed.   The project duration should be proportionate to the task in hand, and we anticipate that most projects should be able to be completed within 24 months and less for small HERs.

Q: How have the days needed to reconcile the NRHE to HER for each HER in appendix 3 been calculated?

A: These amounts are calculated using a daily accessioning rate of 50 records per day, based on findings of a review of round 1 NRHE transfer projects in November 2019 and a lowering of the accessioning rate following a review.

Q: The numbers of NRHE events in appendix 3 is fewer than those quoted in the NRHE to HERs pilot report. Why is this?

A: There are c. 98,000 event records in the NRHE that do not contain any spatial information, administrative area or in most cases address data, which makes the task of assigning these to a specific HER problematic. On closer examination it is apparent that around 95,000 of these records were created from OS Field Investigations and contain no additional information beyond that recorded in the NRHE monument record with which they are associated.   It is not considered reasonable, nor best use of finite resources, to expect HERs to recreate these event records in their own systems where they contain no additional information.   HERs can create links to the NRHE EventUID in their local systems if they wish.

The missing spatial data for the remaining 2-3,000 event records in the NRHE is in the process of being created by Historic England in advance of data supply to HERs. A full set of the pre accessioned NRHE monuments and events will be archived before the NRHE to HERs data reconciliation project begins.

Q: What happens to the NRHE data if an HER is not able to comply with the prerequisites and chooses not to take part?

Historic England is committed to working with HER to allow them to participate in the project, and HERs should contact the [Heritage Information Partnerships team](#) to discuss

the prerequisites. Support is available from Historic England for HERs wishing to join the audit programme and/or the Heritage Gateway.

Historic England will continue to make the NRHE data that has not been accessioned available online until some future point when it is accessioned by the HER. However, the NRHE will not be actively updated or maintained.

Q: If an HER is not able to accession all the records, is it acceptable to prioritise those for which we either don't currently have a record, or where there is a significant amount more information in the NRHE?

A: No, the purpose of the project and basis on which funding has been secured is the full accessioning of the NRHE record.

Q: What is the National Security Copy Code of Practice, and where can I find this?

A**:** The Code of Practice covers two types of security copying to safeguard data maintained as the National Security Copy (NSC):
1. Consistent routine backups where security copies are made of a heritage dataset by an organisation (covered by the **Data Management Statement**, CoP Part1).
2. Exceptional decisions to deposit a security copy with another heritage organisation for safeguarding (covered by the **Access Protocol**, CoP Part 2).

The NSC Code of Practice is available to download [here].

Q: Am I expected to do time recording during the project?

A: In the pilot project HERs were asked to do time recording alongside the accessioning. Time recording functionality is still available on the NRHE to HERs website, but it is at an individual HER's discretion if they wish to use this.

Q: When I try to open a related Event record from a monument record, I get a message saying 'No record found'. Why is this?

A: Many, if not all, of these dead links related to Field Observation (FOB) events, for example Event UID 204888 "Field observation on ST77SE 5". These are essentially skeleton records that contain no data other than that already present in their associated Monument record and comprise only the NMR number and date of observation. As these records add no data or context for the Monument Record it was not considered reasonable or a priority to expect HERs to accession these records in their own systems. In these instances, the associated Event UID can be discarded. Should a HER wish to create such Event records, all the information required to do so can be obtained from the Monument record.

In some instances, the missing record will be a National Recording Project Event record. The NRHE contains several non-spatial Event records that represent national and thematic recording projects (examples include NMP projects and the Farmsteads Survey). These exist for the purpose of linking all the Monument records created under the auspices of the project and therefore contain no specific locational data. Additionally, these may occur as Event Parent records. These records will not be accessible via the

NRHE-HER website but will be supplied separately by Historic England to participating HERs.

NOTE: a 'National Recording Project' has been defined as any project encompassing monuments falling within two or more distinct counties or Unitary Authorities.

Q: The Shapefile attributes contain several ID numbers - FID, RecordID and HE_UID. Which should I record?

A: Only record the HE_UID, which is the same as the HOB_UID or Monument Number on NRHE/Pastscape. Note: FID is a Shapefile-generated ID and should be ignored; the RecordID is an internal project-specific ID which should also be ignored.

Q: Will HERs have access to the source data held by Historic England?

A: Not as a matter of course, but there will be a help desk facility operated by Historic England that can help clarify any source references in the NRHE export that are unclear. Any queries relating to items in the Historic England Archive can be directed to NRHE-HERhelp@historicengland.org.uk

Q: The NRHE dataset for my HER area contains maritime records. Do I need to accession them?

A: The data transfer and reconciliation relates to all terrestrial (i.e. above Mean Low Water) records. Due to the presence of features such as docks, harbours and inland waterways in many HER areas, several maritime records will be present on the NRHE-HER website. HERs should incorporate these into their datasets where they fall above Mean Low Water but should mark any records that fall below Mean Low Water and not being accessioned as "Not in my area".   Historic England retains responsibility for all records below Mean High Water as part of the National Marine Heritage Record.

Q: One of the NRHE records for my HER area contains personal details in the description. Should I accession these?

A: Yes. These tend to be older records and represent instances where site information was supplied by a local resident, owner, church warden, estate manager etc. Having been checked for GDPR compliance, the presence of such details in these cases has been deemed to be acceptable. This exemption is applied to information classed as research and archive: the information was given in the knowledge that it may be published. It has been in the public domain, on archive cards and latterly online, for a significant period of time and it is likely many of these individuals are now deceased. Such details, including the personal names of Ordnance Survey recorders, can therefore be transferred to the HER.

Appendix 6: List of data fields included in NRHE export

Monument records

- HOB UID
- NMR number
- Parent Monument
  - HOB
  - NMR Number
  - UID Name
- Summary
- Location
  - NGR
  - Date of Fix
- Address
  - C/D/P
  - Area
  - Street
  - Number
  - Monument Name + Alt/Former/Statutory if present
  - Status
- Monument Periods
  - Period
  - Display Date
  - Start Date
  - End Date
- Classification Details
  - Class Scheme
  - Link Number (Optional)
  - Term
- Long text
- Sources
  - Title
  - Pages
  - Comments
- Associated Archive
  - Object Number
  - Object Title
- Associated Events
  - Event UID
  - Type/Name
  - Start Date
  - End Date
- Condition (including area status)
  - Condition Scheme
  - Term
  - Associated Date (If known)
- Identifiers in Other Numbering Schemes
  - Identity Method

- Value
- Child Monuments
  - Hob UID
  - NMR Number
  - Name
- Associated Monuments
  - HOB UID
  - Name
- Parties and Roles
  - Role Name
  - Start Date
  - End Date
  - Surname
  - Forename
  - Organisation Name

Event records

- Event UID
- Event Name
- Event Type
- Event Dates
  - Start Date
  - End Date
  - Precision
- Location
  - NGR
  - Date of Fix
  - Shape
- Address
  - C/D/P
  - Area
  - Street
  - Number
  - Monument Name + Alt/Former/Statutory if present
  - Status
- Period and Type Classification
  - Period
  - Display Date
  - Class Scheme
  - Term
- Long text
- General Archive References (Sources)
  - Title
  - Pages
  - Reference Qualifier
  - Comments
- References of Archives to Events (Linked Archive Objects)
  - Object Number

- o Object Title
- o Comments
- Associated Monuments
  - o Monument UID
  - o Start Date
  - o End Date
  - o Description
- Identifiers in Other Numbering Schemes
  - o Identity Method
  - o Value
- Associated Monuments
  - o HOB UID
  - o Name
- Parties and Roles
  - o Role Name
  - o Start Date
  - o End Date
  - o Surname
  - o Forename
  - o Organisation Name