



Archaeological Building Recording (Photographic Record)

Standards & Guidance

1 Requirement for Photographic Record

- 1.1 The document outlines a standard brief for a photographic archaeological building record.
- 1.2 A programme of photographic recording is undertaken to make a visual record of a building prior to its loss, wholly or in part.
- 1.3 SYAS should be consulted in advance of any building recording to agree a methodology.
- 1.4 Note: All references are correct at time of publication, and it is the responsibility of the undertaking body to review the guidance and ensure that they refer to the most current.

Professional Standards

- 1.5 The photographic survey should be carried out using appropriate expertise and those undertaking the work should be adequately qualified. It is good practice to use professionally accredited experts such as a ClfA Registered Organisation¹. SYAS also maintain an open list of archaeological contractors who operate in the region.²
- 1.6 All archaeological work needs to comply with:
 1. the Regional Statement of Good Practice for Archaeology in the Development Process;³
 2. the Chartered Institute for Archaeologist's (ClfA) standards and guidance;⁴
 3. Historic England's guidance on managing archaeological projects (MoRPHE)⁵
 4. Historic England's best practice guidance relevant to the project.⁶

¹ A register of Registered Organisations is available online: <https://www.archaeologists.net/lookingforanarchaeologist>

² Available online: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service>

³ SYAS 2018

⁴ ClfA 2020a

⁵ Historic England 2015a

⁶ Available online: <https://historicengland.org.uk/advice/find/a-z-publications/>

Written Scheme of Investigation

- 1.7 The undertaking body will be required to produce a Written Scheme of Investigation (WSI) to set out a proposed scheme of works in sufficient detail to demonstrate the works will be appropriate and proportionate to the site and the anticipated level of impact.
- 1.8 The requirement and contents of a WSI on any given site should be confirmed with SYAS through the local planning authority, where relevant.
- 1.9 The WSI should be formed in reference to relevant standards, and as a minimum contain:
 1. Site location (illustrated on OS MasterMap or similarly detailed survey showing National Grid Coordinates);
 2. Context of the project (including planning background and consultations);
 3. Project timetable/ work stages;
 4. Monitoring arrangements;
 5. Description of the site identifying its condition etc.;
 6. Brief summary of the archaeological and historical background of the site and its environs;
 7. Aims and objectives;
 8. A table listing each building with the rationale for the proposed recording strategy and a plan that clearly shows their location within the site;
 9. Summary of the specific outputs of the project (including report, archives etc);
 10. Methodology for recording and reporting;
 11. Strategy for the deposition of the project archive (including a selection strategy and data management plan produced in accordance with guidance below);
 12. Strategy for outreach and dissemination of the results;
 13. Details of the competent person/persons or organisation undertaking the works.
- 1.10 A template “Written Scheme of Investigation for archaeological building recording” is available for use⁷, providing additional guidance and allowing any deviations from these standards to be identified and justified.

Selection Strategy & Data Management Plan

- 1.11 A proposed archive selection strategy must be included with the WSI, detailing the project-specific selection process, agreed by all stakeholders, for all records and materials arising from the work in creating the archive.
- 1.12 Where digital data is anticipated as an output of the project, the selection strategy must include a data management plan, setting out the methodology for data management from acquisition to deposition.
- 1.13 These should be produced in accordance with ClfA guidance.⁸

Monitoring

- 1.14 SYAS will be responsible for monitoring the contractor’s work. The contractor must notify SYAS of commencement and completion of on site recording.

⁷ See guidance for archaeological projects, available online: <https://www.sheffield.gov.uk/syas>

⁸ Available online: <https://www.archaeologists.net/selection-toolkit> & <https://www.archaeologists.net/digital>

- 1.15 Minor changes to an agreed WSI must be submitted to SYAS for written approval. Major changes will require the preparation of an updated WSI for submission to the approving body (SYAS or planning authority as appropriate).

2 Aims

- 2.1 The principal aim of the photographic record is to examine a specified building, structure or complex, and its setting, in order to:
1. further understanding, compile a lasting record and then disseminate the results.
- 2.2 The work will be undertaken in reference to general aims and specific objectives formulated with reference to regional, period specific or thematic research frameworks/strategies, as applicable.
- 2.3 The level of detail included should be proportionate to the importance of any heritage assets affected and the impact of any proposed alterations.

3 Scope

- 3.1 A photographic record is to be produced for the buildings at the site, composed of the following elements:
1. Photographic record;
 2. Report;
 3. Archive;
 4. Dissemination of results
- 3.2 The photographic record is broadly comparable to Historic England's "photographic survey" as established in "Understanding Historic Buildings: A Guide to Good Recording Practice"⁹, which contains more guidance for determining a project's scope.

4 Photographic Record

Photography

- 4.1 The building record could include the following:
1. A general view or views of the building in its wider setting or landscape.
 2. The building's external appearance including oblique views to provide an impression of its size and shape, and views at right-angles to the plane of an elevation to capture individual elevations and structural details.
 3. Further views to reflect the original design intentions of the building or architect as evidenced through historic research.
 4. The overall appearance of the principal rooms and circulation areas, including oblique views to provide an impression of its size and shape, and views at right-angles to the plane of an elevation to capture individual elevations and structural details.

⁹ Historic England 2016a

5. Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
6. Any machinery or other plant, or evidence for its former existence.
7. Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription should be made wherever characters are difficult to interpret.
8. Any building contents which have a significant bearing on the building's history (for example, a cheese press, a malt shovel)
9. Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's written consent may be required where copies are to be deposited in an archive.

Standards

- 4.2 Photographic recording can be produced in either film or digital medium.
- 4.3 Film photography will be undertaken using panchromatic black and white film no faster than ISO400, supplemented with colour slide film.
- 4.4 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive.¹⁰ All digital photography will be undertaken using a high-quality camera recommended to have no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format.
- 4.5 A tripod and task lighting will be used to improve image capture in low light conditions.
- 4.6 Wide angle, macro, telescopic, and shift lenses should be used, where required, to capture small spaces, small or high-level details, or to avoid converging verticals.
- 4.7 Metric scales of appropriate size should be discreetly placed in photographs to preserve a sense scale. Where colour is an important factor, colour control patches will be used.
- 4.8 A location plan and register recording the details of each image should be maintained, including subject, location, date, and photographer.

Reporting

- 4.9 A report will be produced, containing:
 1. A non-technical summary;
 2. An introduction including background information (with planning application details, where appropriate) and the location of the site;
 3. The aims and objectives of the project;
 4. A short summary statement describing the building's type and purpose, historically and at present (reproducing any relevant listing description or Historic Environment Record data for the site);
 5. Supporting illustrations, including as a minimum:
 - (a) a detailed location map;
 6. Supporting material, including as a minimum:
 - (a) full bibliography and other references
 - (b) copies of all record photographs (excluding duplicates);

¹⁰ Historic England 2015b. and Archaeological Data Service 2009

- (c) photograph registers and location plans;
- 7. An archive index;
- 8. Acknowledgements identifying those involved in the project including SYAS.

5 Dissemination and Outreach

Public Engagement & Outreach

- 5.1 Archaeological work is undertaken for public benefit and SYAS encourage opportunities for public engagement to be integrated from the outset.
- 5.2 As a minimum on all building recording projects, the WSI will set out the steps taken towards establishing an engagement and outreach strategy. Where no measures are proposed, then the reason why must be clearly stated.
- 5.3 Measures to be considered include:
 - 1. Illustrated notices displayed during fieldwork around the site (with the client's agreement), explaining what work is in progress and why, to keep members of the public informed (minimum of A3 size, with font at a minimum size of 16 point);
 - 2. Social media or newspaper updates;
 - 3. Site tours and public talks (e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies);
 - 4. Digital interpretation;
 - 5. Popular publications;
 - 6. Permanent public information board or artwork; and
 - 7. Any other opportunities that might be relevant for a given site.
- 5.4 A bespoke strategy shall be set out for each site.

Dissemination of Results

- 5.5 Digital and physical copies of the report must be supplied to SYAS for incorporation into the South Yorkshire Historic Environment Record.
- 5.6 Where there is a physical archive, printed copies of reports will be included.
- 5.7 Copies of the report, or details on where it can be accessed, should be provided to all external specialists involved in the project and, where relevant, the archaeologist responsible for any subsequent archaeological work at the site. This is to assist in the design and implementation of future projects.
- 5.8 The contractor should initiate or update an online OASIS form¹¹ at commencement of the project. Details of the results and archive are to be added, along with a copy of all formal reports, upon completion of the project.

Furthering Research

- 5.9 Provision should be made for updating the South Yorkshire Historic Environment Research Framework where the results of a project contribute towards agenda topics. This is to be

¹¹ Via the OASIS online portal hosted by the Archaeological Data Service <http://ads.ahds.ac.uk/project/oasis/>

achieved by adding 'comments' to relevant research questions briefly summarising the results and providing a bibliographic reference to the relevant report¹².

6 Project Archive Standards

General

- 6.1 Details of archiving arrangements should be confirmed with the landowner, and a budget allowed for to cover the final repository's expected deposition charge, if any.

Working Project Archive

- 6.2 All material (whether digital or physical) recovered or generated through the duration of the project will be appropriately and securely stored in a working project archive. This will be undertaken in accordance with the selection strategy and digital data management plan set out at the commencement of the project (see paragraphs 1.11-1.13).

Physical Records

- 6.3 Any physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.
- 6.4 Film photography will be processed at regular intervals throughout the duration of a project.
- 6.5 Digital security copies will be made of physical records at regular intervals, to be stored and backed up in a secure location. Documents and drawings will be scanned at an appropriate resolution (no less than 300dpi for documents and drawings, 600dpi for photographic prints, and 4000dpi for negatives or slides) and to an appropriate format (e.g. a lossless format, such as TIF, for scale drawings), and scans checked for quality.¹³ Standards adhered to should be included in the Data Management Plan. If digitised data is to form part of the final digital archive it should be treated as set out for Born Digital Records below.

Born Digital Records

- 6.6 All digital records will be treated in accordance with a project data management plan.¹⁴
- 6.7 Digital records will be routinely downloaded throughout the duration of a project, stored, and backed up in a secure location.
- 6.8 All digital records will be consistently labelled, files logically structured, and embedded with appropriate metadata (or have their metadata stored in an accompanying spreadsheet).¹⁵

Final Archaeological Archive

Selection Strategy

- 6.9 On the completion of survey, the recipient archive will be consulted to update the selection strategy set out in the WSI in accordance with best practice guidance.¹⁶

¹² The research framework is accessible online: <https://researchframeworks.org/syrf/> - new users must register for a new account to add comments.

¹³ For further guidance see: [Digitisation at The National Archives](https://www.nationalarchives.gov.uk/digital-archives/)

¹⁴ ClfA guidance available online: <https://www.archaeologists.net/digdigital>

¹⁵ Archaeological Data Service 2009

¹⁶ AAF 2011, SMA 2020 & ClfA toolkit for selection archaeology: <https://www.archaeologists.net/selection-toolkit>

- 6.10 This should consider all documents and digital files generated during the project, including illustrations.
- 6.11 The aim of this process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition, or the retention of materials not considered germane to future analysis.

Archive Deposition

- 6.12 The final archive will then be assembled in accordance with Archaeological Archives Forum, ClfA, and archive guidelines.¹⁷
- 6.13 Confirmation of assignment of copyright, along with a full archive inventory to the recipient archive.
- 6.14 The recipient archive will be licensed to use the deposited material, in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.
- 6.15 It is preferred practice for generated material to be archived in its original medium (i.e. physical or digital). Digitising of physical records will only be considered where it retains the same level of accessibility and information as the original medium.
- 6.16 The physical archive will be deposited with the appropriate archive. A copy of the archive receipt will be provided to SYAS, including any deposition reference.
- 6.17 The digital archive will be deposited with a Trusted Digital Repository (CoreTrustSeal certified). For archaeological archives this is presently limited to the Archaeology Data Service (ADS) at the University of York. A link to the final digital archive will be provided to SYAS.

7 References

Archaeological Archives Forum (AAF), 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.

Archaeological Data Service (ADS), 2009. *Archaeology Data Service Guide to Good Practice* [online].

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Historic England 2015a. *Management of Research Projects in the Historic Environment: The MoRPHE Project Manger's Guide*.

¹⁷ AAF 2011 & ClfA 2009b

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