Herefordshire Council

HEREFORDSHIRE

HISTORIC ENVIRONMENT RECORD

INFORMATION, GUIDANCE AND DATA POLICIES

SEPTEMBER 2021

Herefordshire Historic Environment Record (HER) is an integral part of Herefordshire Council's county archaeological service; Herefordshire Archaeology.

The HER is the most comprehensive index and primary information service for the historic environment within Herefordshire. It seeks to inform the management and conservation of the counties historic assets. It is managed in accordance with national standards of good practice and aims to continue its development as an accurate, comprehensive and actively maintained resource.

Mission Statement

Herefordshire Historic Environment Record (HER) is an integral part of the county archaeological service; Herefordshire Archaeology. It is the most comprehensive available index to Herefordshire's historic environment and seeks to inform the management and conservation of it. The HER is based around a Geographic Information System (GIS) database and consists of a paper and digitized records of all known archaeological and historic sites in Herefordshire, spanning the full range of human activity in the county. Records have been drawn from a wide variety of sources, including reports of archaeological fieldwork, books, journal articles, historical maps, aerial photographs, geophysics and LiDAR data, national lists and registers, academic work and field observations from antiquarian and modern archaeologists. It is a constantly evolving database and records are often added and updated which aims to provide an information service for colleagues within Herefordshire Council, external archaeological contractors and consultants, members of the public (including community and local heritage groups), students and others engaged in academic research, developers, land-agents and managers and national and regional agencies.

As well as containing the digital record, the HER is supported by a large reference collection of publication, map-based and photographic information, including site-specific paper files, commercial and academic publications, photocopies of historic maps, a reference library, some colour slides and a substantial aerial photograph collection. This information is publicly accessible at the HER office, and much of it is also accessible via the 'Historic Herefordshire Online' website, which contains a searchable HER database, a searchable Historic Fieldnames and Landowners database, and a range other relating to the history and archaeology of Herefordshire.

The HER is the primary information service for the historic environment within Herefordshire Council. It is managed in accordance with national standards of good practice and aims to continue its development as an accurate, comprehensive and actively maintained resource.

Information Services Policy

Purpose of the HER

The aim of the HER is to bring together information about the archaeology, historic buildings and historic landscapes of the Herefordshire Historic Environment for everyone's benefit. It is therefore an important starting point for conservation, fieldwork and research into the historic environment and also informs local communities about their area. Using the information contained in the HER can help public understanding and enjoyment of the local historic environment. The Record originally developed as a planning control tool, to identify where historic remains are likely to be affected by development. Although this is still probably the most frequent use of the HER, its remit has expanded to include land-use planning and conservation initiatives, as well as research, tourism, education and local history projects.

Users of the HER

The professional and public user groups that the HER aims to serve include:

- Herefordshire Council staff
- Planners & Conservation Officers
- Commercial archaeologists and heritage professionals
- Countryside managers and their agents
- Developers and their agents
- Academics
- Students
- Teachers and trainers
- Local societies and groups
- Local List Selection Panels and consultation groups
- Museums
- Portable Antiquities Scheme/ Finds Liaison Officer
- Members of the public

Consultation Policy

The HER tries to be responsive to the needs of existing users, to be proactive in identifying potential new users and to seek out and overcome any barriers that may exist to using the record.

To these ends the HER:

- Maintains a log of all enquiries. The resulting data is regularly reviewed to inform the development of the service.

Access Statement

Herefordshire HER makes every effort to ensure that all users are able to use the publicly available services. All users must be treated fairly, with respect, dignity, and understanding by anyone working for, or on behalf of the HER, without prejudice and discrimination.

How do I get information from the HER?

You can get information from the HER in a number of different ways. You can write, email, or telephone your query to the HER Officer at the Herefordshire Archive and Records Centre or make an appointment to visit in person. Alternatively, a selected elements of the HER are available on the Herefordshire Through Time (http://htt.herefordshire.gov.uk/) or the Heritage Gateway (http://www.heritagegateway.org.uk) together with maps and photographs, or in full on the Archaeology Data Service website which was last updated in 2017 (http://archaeologydataservice.ac.uk/archsearch/basic.xhtml).

HER Offices Information

HER Opening Times

Monday	closed	
Tuesday	09.00-16.00	(by appointment)
Wednesday	closed	
Thursday	09.00-16.00	(by appointment)
Friday	closed	
Saturday	closed	
Sunday	closed	

The HER Office is closed on public holidays.

Contact Details

Contact Address	Herefordshire HER, Herefordshire Archives and Records Centre, Fir Tree Lane, Rotherwas, Hereford, HR2 6LA
Contact Phone	01432 260130
Contact Email(s)	HERENquiries@herefordshire.gov.uk

Services Available

- A desk, layout space and terminal at which visitors can work
- Access to photocopying (10p per A4 sheet, 20p for A3 sheet)
- Access to the HER's reference collection of hard-copy maps/photographs/aerial photographs/reference works/journals/reports.
- Expert supervision and guidance

Deaf/Hearing impaired

- Written information about the HER can be provided with advance notice.

Visually impaired

- Hand-held magnifiers available;
- Digital text or data can be produced in a variety of colours and fonts;
- Limited amounts of information can be read aloud to users;
- Website designed to be user-friendly to visually impaired users;
- Scalable fonts available;

Disabled / Mobility impaired

- Wheelchair access and lift is accessible;
- Access ramp provided;
- Doors to main office sufficiently wide for wheelchair access;
- HER information to be provided on the ground floor.

Learning difficulties

- HER Officers available to interpret information and explain technical terms;
- Easy to use website;
- Thesauri for technical terms;
- Provision of interpreted thematic modules.

Non-English language speakers

- Photocopies of paper records can be supplied for users to take away and obtain translations.

Access and Charging Policy

This Information Access Policy sets out our terms and guidelines for access to the HER and the charges we make for provision of HER information.

Archive Data

Herefordshire Council HER is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Herefordshire HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the HER's Guidance for Users which can be found on the Herefordshire Through Time Website. Please note that permission to use the HER may be refused or limited in certain circumstances.

Access to information held at Herefordshire HER is regulated by the Freedom of Information (The Stationery Office 2000), the Data Protection Act (HMSO 1998) and The Environmental Information Regulation 2004 (The Stationery Office 2004). The Herefordshire HER is the copyright of Herefordshire Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.

Mapped data

The database is linked to a series of digital maps held as Geographic Information System (GIS) files. The maps contain geographical depictions of all sites on the database, ranging from simple point locations to complex plots of extensive sites such as ancient field systems. Maps provided from the HER GIS are for information purposes only. Due to Ordnance Survey copyright restrictions this mapping must not be reproduced in researcher's own reports.

Access to HER Information

General Access

The HER seeks to inform the management and conservation of the historic environment by providing documentation and information service for members of the public, academic researchers, professional archaeologists (internal from Herefordshire Archaeology and external from Commercial units), and other staff within the Council who are carrying out historic environment-related work. The HER is used to provide information for a wide range of purposes, including development control, agri-environment and other conservation schemes, academic research, local history, tourism, education and to support Herefordshire Archaeology outreach.

There is formal process for accessing HER data and an informal one. An informal enquiry of HER data can be made through the Herefordshire Through Time website (http://htt.herefordshire.gov.uk/). On this website there is a publically accessible and searchable database (which includes GIS mapping) and also available is sources, events and the Field-Names Databases (http://htt.herefordshire.gov.uk/her-search/). Public accessible data is also available through the Heritage Gateway, which is useful when making national enquiries (http://www.heritagegateway.org.uk/gateway/).

To make a detailed enquiry of the HER data, a formal enquiry must be submitted to the HER Officer. This enquiry can be done by filling in the HER Enquiry Form and Licence Agreement (available at https://htt.herefordshire.gov.uk/her-search/submitting-an-her-enquiry/) and emailing the HER Officer (herenquiries@herefordshire.gov.uk). Formal enquiries must be done if detailed data is required from the HER Database; this is inclusive for all enquiries whether they be; commercial, funded researcher, students, Neighbourhood Planning Groups or private researchers.

Visiting the HER

If access is required to the HER reference collection at the HER Offices at HARC, then a visit must be booked in advance by contacting the HER Officer and access to the collection can be organised. HARC is open to the public from Tuesday to Friday, 9:30am to 4pm, although access can be arranged for Monday if required.

A terminal is provided for digital access to the HER Database or GIS Mapping directly if required, or for your own convenience and work. A printer/scanner/photocopier is also available. Space is provided for you to work including a layout table for large documents and maps. Material can be provided down to the archives reading room if organised in advance.

HER Charges

Herefordshire HER charges for the provision of data, this is for the officer time and costs incurred in supplying information. The charge is at £100 (+VAT) per hour, with a minimum charge for one hour and subsequent time is charged for every additional half hour. The charge also includes the digital mapping licence and a follow up consultation in order to access reference collections (digitally or in person), a charge can be levied if significant staff time is required for a HER visit. Charges will also be incurred for any printing or photocopying at 10p for an A4 sheet and 20p for an A3 sheet.

We aim to provide a response within 10 working data; a priority search is available at two days turnaround at an increased rate (£180 (+VAT) minimum charge). This service is dependent on availability.

Fees are normally waived for private researches, students and occasionally in other circumstances.

Guidance for Users

1. Herefordshire HER users are requested to inform Herefordshire Council of the following, in writing or online by submitting the enquiry form below:

> (a) the subject and purpose of their enquiry;
>
> (b) the use to which the information will be put; and
>
> (c) the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.

2. A service charge is made for enquiries to the Herefordshire HER but this is normally waived for enquiries for non-commercial, educational or personal research, except where searches require extensive work. The costs of paper, printing and other incidental expenses may be charged to all users.

3. The Herefordshire HER is the copyright of Herefordshire Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.

4. Users are requested to inform, and to make their research available to the Herefordshire HER where new archaeological sites or data are discovered as a result of their work.

5. Users are requested to make appropriate acknowledgement of the Herefordshire HER in any publication or report which has made use of its data.

6. While efforts have been made to verify the data held in the Herefordshire HER, Herefordshire Council cannot accept responsibility for the accuracy of any particular data and its source.

7. Herefordshire Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.

8. Herefordshire Council reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.

9. Access to all or part of the information requested may be refused in certain circumstances.

> 9.1 Information may not be disclosed if:
>
> > (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
> >
> > (b) it relates to confidential, internal communications of Herefordshire Council;
> >
> > (c) it is contained in a document or other record which is still in the course of completion
>
> 9.2 Information will not be disclosed if:
>
> > (a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
> >
> > (b) its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates

10. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.

11. Every endeavour is made to respond to enquiries within 10 working days.

Complaints procedure

If you have any complaint about the service you have received please contact

Liam Delaney (01432 260130 – liam.delaney@herefordshire.gov.uk).

Privacy Notice for the Historic Environment Record

Information Held About you

In order to provide historic environment record service to you, it is sometimes necessary for us to collect and hold some limited personal information about you. This information will include:

- Basic details for Contact Details (eg. postcode, address, email, telephone number)
- Some information relating to land holdings.
- Limited personal information relating to assets in the historic record.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council, Hoople Ltd are the Data Processors who will process your information on behalf of the council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Data relating to HER enquiries are recorded in order to maintain the service
- Information is used in order to process payments for some services
- Appropriate personal information may be collected when it is relevant to the Historic Environment

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- your consent, which you can withdraw at any time by notifying us
- carrying out of a contract to which you are a party in order to provide the service
- in the public interest or in the exercise of official authority

In the last two cases you are obliged to provide some data in order for the service to be provided, failure, will mean the enquiry cannot be processed.

Who we will share your information with

We may share your information with partner organisations, including:

- Hoople Ltd in order to process payments
- Historic Environment Record data will be provided to organisations such as Historic England, other professional organisations, heritage contractors, universities, researchers or other interested parties including members of the public, this will sometimes include redacted personal information in order to provide a full an accurate historic record.

How long do we keep your Records

Due to the nature of the Historic Environment Record as a permanent archive of Herefordshire's Historic Environment, recorded and archives on heritage assets are needed to be retained indefinitely. Other information, such as related to processing enquiries, will only be kept in order to provide satisfactory and improve service but is not available outside the service. All information that will be held securely and if necessary destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact <team> in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at https://ico.org.uk/

Herefordshire HER Disposals Policy

Introduction

The Herefordshire Historic Environment Record (HER) serves as an information resource on the historic environment within the geographical area covered by Herefordshire Council. It is primarily a computer based record. Details of how its information can be accessed by direct enquiry or online can be found in the Herefordshire HER Access and Charging Document.

The HER is not seen as an appropriate repository for original archive material (for example original historic maps and documents or unpublished archive generated during the investigation of archaeological sites or historic buildings). Likewise it does not collect or hold archaeological artefacts or other antiquities. Recommendations as to suitable repositories for material of this nature are outlined below.

HER Reference Collection

Whilst it is not a repository for original archive or artefacts the HER does presently maintain a selected collection of reference material. This consists of books, maps, photographs and other sources which are used on a day-to-day basis in the work of the HER. This can be either in the compilation of new computer records, the enhancement of existing data or to underpin advice or enquiry responses.

The contents of this reference collection are listed within a catalogue which also details current storage location, copyright, licensing and any restrictions regarding reproduction. This catalogue is held by the HER.

At some future stage it can be envisaged that the material comprising this collection may be digitised and fully accessible (ideally through the computerised HER itself). Whilst acknowledging this as a desirable goal the HER will, however, retain a reference collection until such time as its relevant content has been processed into the HER database (or is digitally available elsewhere) and all paper and hard copy material has been appropriately archived.

Disposals Policy

For fieldwork projects the archaeological archive, including paper archives and finds and digital material, should be deposited with the Herefordshire Museum Service relevant collecting museum and/or a digital archive repository such as OASIS. A copy of the fieldwork report must be submitted to the Herefordshire Archaeology Service & HER for eventual inclusion in the HER database.

Photographic archives will also normally be submitted to the relevant collecting museum along with the paper archives.

Individuals who find objects should contact the local Portable Antiquities Scheme Finds Liaison Officer Peter Reavill (peter.reavill@shropshire.gov.uk). Current details regarding the initiative as a whole can be obtained from http://www.finds.org.uk/

If the object is defined as treasure, the finder must contact the coroner, in accordance with the Treasure Act 1996. (This can include Prehistoric base-metal assemblages in addition to gold or silver objects and coins).

Herefordshire HER Systems Security Policy

Introduction

The HER includes textual data in a computerised database (using industry-standard HBHER software), which is linked to spatial data in digital form on a Geographic Information System (GIS), using MapInfo software. This allows text-based searching to be combined with geographical searches. The HER also holds supporting paper, map-based and photographic information, including site-specific paper files, photocopies of historic maps, a small library, some colour slides and a substantial aerial photograph collection. This information is publicly accessible at the HER office, and much of it is also accessible on the Herefordshire Through Time website (http://htt.herefordshire.gov.uk/).

This Security Policy deals with system security procedures, and the storage and handling of digital and other media. It does not cover the long-term digital archiving and security copying of non-digital material, it does not deal with general disaster recovery and emergency preparedness, as these aspects are covered by a separate policy document. A list of primary contacts is included at the end of this policy document.

System Security Procedures

The HER System

The HER is managed using an off-the shelf software package called HBSMR, developed and supplied by Exegesis Spatial Data Management Ltd.

The HER database is stored on the corporate network at the following location:

> HER on 'herefordshire.gov.uk\Data\CorpSystems' (M):\HBHERv5)

However, the program components are installed on a remote server and accessed via an application virtualization desktop client. The HBSMR system stores data in a SQL Server database, and uses Access for the user interface.

ICT Support

General ICT support is provided by the Council's ICT services partnership Hoople Ltd. This support includes:

- Support from the Council's Database Administrator (DBA) to maintain the SQL server database;

- Support from GIS specialists to maintain MapInfo GIS;

- Support from software developers to develop and maintain the web databases;

- Support from hardware engineers to maintain, upgrade and repair computer equipment;

- Provision of replacement hardware if repairs are undertaken offsite;

- Support from network engineers to maintain network connections;

- Provision of a telephone and email help desk to answer enquiries and provide technical support for all ICT needs, with the exception of HBSMR support which is delivered by the supplier.

General ICT support can be obtained by logging an ICT helpdesk job through the Council intranet, or by telephone on 01432 260160 for urgent situations. Specialist support for the HBSMR software is proved by Exegesis SDM Ltd under an annual maintenance agreement that the council buys into on an annual basis. The agreement stipulates that the HER must have a designated system administrator who has appropriate skills and training in the use of the HBSMR system. An annual service visit is undertaken by an HBSMR consultant as part of the maintenance

agreement. HBSMR support is available from 9am to 5pm Monday to Friday by telephone on 01874 711145 or email hbsmr@esdm.co.uk

Hardware Failure

In the event of damage or loss of one or both of the designated HER PCs, the HER can continue to operate as the HBSMR software is installed on the virtual client APPV, and can therefore be accessed remotely from any terminal providing the user has an appropriate access. Should the PCs need to be replaced, required software will be installed by a Hoople or Exegesis Engineer. Loss or damage to the individual PCs would not affect the provision of the database to the public via the web database. The council's ICT helpdesk is the first point of contact in this situation.

Software Failure

In the event of failure of the HBSMR software, support to restore the system is available from Exegesis under the annual maintenance agreement. This must be channelled through the designated system administrator, and in association with the DBA, in case a database backup is needed. In the event of any other desktop software failure (e.g. Access, MapInfo etc), the ICT helpdesk should be contacted and a desktop engineer will be responsible for re-installing software. In the event of failure of the web database, the web services team should be contacted to resolve the problem.

Data Security

Anti-virus and Firewall Protection

As the HER database is stored on the council corporate server, it has all the appropriate firewalls and anti-virus protection in place. All individual PCs which access the HER database are also protected with anti-virus software and firewalls, or protected by use of the council-issued crypto-card. This is all maintained and regularly updated by ICT support without the HER staff having to log requests for this.

Access Control

Access to the HER database is controlled at two levels:

- Access control to the council network;
- Access control to the database.

The database is stored on the council network, which can only be accessed by council staff who have network login permissions. Network logins and passwords are managed by ICT and passwords are changed at regular intervals.

Access permissions to the specific area of the network on which the HER database is stored is limited to the other archaeology team members, and the historic buildings conservation officers. Access permissions to this network area are controlled by ICT, and access has to be requested from ICT, who will then check with the HER Officer before granting permission. The same applies to access permissions to the database, which is controlled by the DBA, who can add staff to the group at the request of the HER Officer.

Access permissions within the HER database are controlled by the system administrator (HER Officer) via the UserLUT table within HBSMR. Only the HER Officer has full read, write and delete permissions. All the other staff who have access to the database have editing rights, but they do not have rights to delete records. It is possible to allow users read-only access, and also to restrict certain sections of the database to certain users. Detailed instructions about how user access can be controlled are available in the HBSMR System Administrators Guide produced by Exegesis.

Backing-up data

Digital backups of the HER Database is made incrementally every night, with a full back up made every week. The backups are made on to disk, and then copied to tapes. Two copies are made, one of which is stored in a fireproof safe in the server room at HARC, and the second is taken to Plough Lane. In the event that the database has to be recovered due to data loss, the DBA should be contacted to initiate recovery procedures to restore the database from the backup.

Storage and handling of digital media

Photos and Grey Literature Reports

Digital photos and pdf reports that are not intended for web-publishing in the immediate future are stored in the archaeology section of the council server, and linked to the HER database via the associated files function. Files are stored in the following folder:

> G:\SMR\HBSMR_AssociatedFiles

Photos and pdf reports are all treated as sources, so each item, or related group of items, that constitute a single source record, should be stored within a subfolder that is named with the unique source number:

> G:\SMR\HBSMR_AssociatedFiles\Sources\SHE#####

Reports that are needing to be published online should be done via the ADS and OASIS (https://oasis.ac.uk/). These are named using the same naming conventions. A link to the URL for the file location is entered into the appropriate source record in the HBSMR database. This link is then published via the sources section of the web database, so that the report can be downloaded from the web by any user, as required.

Photos

Where the photo relates to a single monument:

> Source number_HERNumber_Date_Summary Title

> e.g. SHE18700_HER5497_09112011_Old Mill001.jpg

NB the date should be in eight digit format, with the year in full eg 30th June 2009 = 30062009. If the exact date is not known, then as much of the date as is known should be included. If the date is unknown then it will have to be left out entirely.

Where the photo relates to multiple sites:

> Source number_Date_Summary Title

Grey Literature Reports

The files are named with a specific naming convention as follows:

> Contractor Prefix and Report Number_Source number_Summary Title

> e.g. the following shows a Herefordshire Archaeology report:

> HA3_16152_AshGroveQuarryMarden.pdf

CDs

The HER library also holds a few items in digital format on CD. These are currently held on the library shelves.

Long-term archiving and security copying of non-digital material

Digital archiving, which concerns the long-term preservation and future use of static data, needs to be carried out on a systematic basis. The long-term aim is that all supporting secondary reference material held by the HER should be digitised and held within an appropriate content management system that can be linked to the HER database. This will not only provide a security copy of all the material, but will also allow it to be made accessible to the public via the internet (copyright permitting). As much use as possible should be made of the ADS grey literature library, as the ADS are specialists in digital archiving and can ensure that data formats remains current and accessible. The intention in the long-term is that all Herefordshire grey literature reports should be added to the ADS grey literature library. These, and any relevant reports from external contractors that are in the ADS grey literature library will be referenced using Digital Object Identifiers (DOIs) via the 'associated files' field in the HER.