The contents of these documents do not confer any statutory designation on the monuments listed, they are purely advisory notifications for use within preserving the historic environment.

A photograph taken from the air.

The process of transcribing the features on an aerial photograph onto a map or plan.

A collection of items presented in a protective folder.

A drawn representation of an archaeological 'find' or other cultural object.

Magnetic tape used to record sound. Includes both cassette and reel tapes.

A list of English battlefields maintained by English Heritage. Inclusion in the document does not confer any statutory status. It lists and records the details of battlefields to preserve their nature and survival.

A photographic frame of developed black and white film from which a positive print can be produced.

A photographic print of a monochrome image (composed of grey, black and white tones).

A photographic slide of a black and white (monochromatic) image.

A positive black and white image on film which can be projected onto a screen when light is shone through it.

A complete written work. Includes books and anthologies.

A report detailing the results of a study of the fabric of a standing building.

Data suitable for processing using computer aided design (CAD) packages.

Magnetic storage medium

Structured descriptions of an archive or collection used to assist retrieval and management, or presentation to the public.

CARBON 14 DATING REPORT

A small scale survey of earthworks or other upstanding archaeological features used by archaeological survey teams to provide information for inclusion in maps published by the Ordnance Survey.

A written work for publication, being one of several found in a serial, monograph or magazine.

A photographic slide of a black and white (monochromatic) image.

Includes books and anthologies.

A list of English battlefields maintained by English Heritage. Inclusion in the document does not confer any statutory status. It lists and records the details of battlefields to preserve their nature and survival.

MAGNETIC TAPE

RESOURCE FORMAT AND MATERIAL

BLACK AND WHITE PRINT

RESOURCE FORMAT AND MATERIAL

BLACK AND WHITE TRANSPARENCY

RESOURCE FORMAT AND MATERIAL

BLACK AND WHITE SLIDE

RESOURCE FORMAT AND MATERIAL

BLACK AND WHITE NEGATIVE

RESOURCE FORMAT AND MATERIAL

RESOURCE TYPE

RESOURCE TYPE

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RESOURCE TYPE

RESOURCE TYPE

RESOURCE FORMAT AND MATERIAL

BLACK AND WHITE PRINT

BLACK AND WHITE SLIDE

BLACK AND WHITE TRANSPARENCY

BLACK AND WHITE NEGATIVE

ANTIQUE MODEL

ARTWORK

ARTICLE

ARTWORK

ARTICLE

ARTWORK

ARTICLE

ARTWORK

ARTICLE

ARTWORK

ARTICLE

ARTWORK
SN A depiction of land, coastal or sea areas intended to aid navigation, usually using latitude and longitude co-ordinates.
CL RESOURCE TYPE
BT MAP

COLLECTION
SN A resource comprising of a group of items the parts of which may be separately described and navigated. [DC]
CL RESOURCE TYPE
NT ALBUM
CATALOGUE
FINDS COLLECTION
PLANNING ARCHIVE
PROJECT ARCHIVE

COLOUR NEGATIVE
SN A photographic frame of developed colour film which can be used to print a photographic image.
CL RESOURCE FORMAT AND MATERIAL
BT PHOTOGRAPHIC MEDIUM

COLOUR PRINT
SN A photographic print of a polychrome image (composed of colours other than, but not exclusive of, black, white or grey tones).
CL RESOURCE FORMAT AND MATERIAL
BT PHOTOGRAPHIC MEDIUM

COLOUR SLIDE
SN A photographic slide of a colour (polychromatic) image.
CL RESOURCE FORMAT AND MATERIAL
BT PHOTOGRAPHIC MEDIUM

COLOUR TRANSPARENCY
SN A positive colour image on film which can be projected onto a screen when light is shone through it.
CL RESOURCE FORMAT AND MATERIAL
BT PHOTOGRAPHIC MEDIUM

COMPACT DISC
UF Cd
Compact Disk
SN Optical discs on which programs, data, or music are digitally encoded for a laser beam to scan, decode and transmit to a playback system, computer monitor or television set. [AAT]
CL RESOURCE FORMAT AND MATERIAL
BT MACHINE READABLE STORAGE MEDIUM

CONTEXT SHEET
SN A form used to record the details of a feature identified by archaeological investigation, generally including location, depth, colour, texture, inclusions and stratigraphic relationship to other contexts.
CL RESOURCE TYPE
BT RECORD FORM

CORRESPONDENCE
SN Written communication, generally in the form of letters.
CL RESOURCE TYPE
BT TEXT

DATABASE FILE
SN Data suitable for processing using database management software.
CL RESOURCE TYPE
BT DATASET

DATASET
SN Information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing. [DC]
For manual data use index, gazetteer etc.
CL RESOURCE TYPE
NT CAD DATA
DATABASE FILE
GEOSPATIAL DATA

DENDROCHRONOLOGY REPORT
UF Tree Ring Dating Report
SN A report that primarily details the results of attempts to assign a date to wooden structures or objects by the comparative study of the growth rings in trees and aged wood.
CL RESOURCE TYPE
BT SCIENTIFIC DATING REPORT

DESKBASED SURVEY REPORT
SN A report on the archaeology of an area, based primarily on existing records and resources.
CL RESOURCE TYPE
BT REPORT

DIARY
SN A chronological journal, generally showing appointments, or recording memories and impressions of a day's events over a period of time.
CL RESOURCE TYPE
BT TEXT
NT EXCAVATION DIARY

DIGITAL VERSATILE DISC
UF Digital Versatile Disk
Digital Video Disk
Dvd
SN A disc capable of holding more data than a conventional CD or CD-Rom. Commonly used as storage medium for film and interactive products.
CL RESOURCE FORMAT AND MATERIAL
BT MACHINE READABLE STORAGE MEDIUM

CONTEXT PLAN
SN Scale drawing showing the horizontal extent, height and arrangement of an excavated layer or feature on an archaeological site.
CL RESOURCE TYPE
BT EXCAVATION DRAWING

USE DIGITAL VERSATILE DISC
A heavy grade, water proof plastic film used for the preparation of technical drawings.

A manually produced image for illustration or record purposes.

A report detailing the results of an archaeological evaluation were the ground surface has been studied and any visible archaeological material collected.

Positive image on continuous film strip suitable for projection of moving images.

Collection of artefacts recovered during archaeological investigation of a site.

Plan showing a horizontal section, size and arrangement of rooms within a building, may include location of doors, windows and other features.

A form to record the details of a monument or site found during the course of a field survey or visit.

A report that primarily details the results of a survey that was conducted using remote sensing techniques such as resistivity and magnetometry.

Machine readable files suitable for use in a geographic information system (GIS).

A sheet of glass coated in a light sensitive substance on which a photographic image can be developed.

A book containing information about a place that has been produced for the use of visitors or...
Item in a format suitable for normal reading or viewing, without a computer or other device. For digital files or disks use MACHINE READABLE STORAGE MEDIUM or specific terms.

A report detailing the archaeological and architectural potential of a site or locality.

A report depicting the results generated from an intensive survey of a large area of land including field recording, measured site surveys and land history.

An image used to convey information, often as part of a larger publication or exhibition.

A visual representation of a physical object, place or person. [DC] Use a more specific term where appropriate.

A structured set of data taken from a larger work to assist in location of particular subject matter.

Photographic film responsive to infrared radiation. Used to record temperature variations in the subject, indicative of hidden archaeological or architectural features.

A resource which requires interaction from the user to be understood, executed, or experienced.

A report detailing the results of archaeological fieldwork that has been produced in advance of a full synthesis of the collected data.

A list of buildings of special architectural or historic interest. This list confers a statutory level of protection status to the buildings contained within it and usually includes a description of each building.

Large format optical storage disc current in the 1980's, including Philips LaserVision system.

A short published document, often a single sheet, describing a particular place, feature or service to assist visitors and users.

A report depicting the results generated from an intensive survey of a large area of land including field recording, measured site surveys and land history.

A resource which requires interaction from the user to be understood, executed, or experienced.

A resource which requires interaction from the user to be understood, executed, or experienced.
features of a site use SCALE DRAWING.

MECHANICAL PRINT
SN Reproduced image derived by mechanical printing from an image engraved or carved on a suitable surface.
CL RESOURCE TYPE
BT PICTURE
NT ENGRAVING
WOODCUT

MICROFICHE
SN A flexible, transparent sheet of film bearing a number of reduced images.
CL RESOURCE FORMAT AND MATERIAL
BT MICROFORM

MICROFILM
SN A film strip or roll containing reduced images.
CL RESOURCE FORMAT AND MATERIAL
BT MICROFORM

MICROFORM
SN A medium containing microphotographic images, usually reproduced on film, requiring magnification to render them readable.
CL RESOURCE FORMAT AND MATERIAL
BT PHOTOGRAPHIC MEDIUM
NT MICROFICHE
MICROFILM

MONOGRAPH
UF Book
SN Publication on a specific topic, or limited scope of subject matter. Complete in itself, though may form part of a series.
CL RESOURCE TYPE
BT PUBLICATION

MOVING IMAGE
SN Broad term for all types of animated or live action images.
CL RESOURCE TYPE
BT IMAGE
NT TELEVISION PROGRAMME
VIDEO CLIP

NEWSLETTER
SN Short publication used to disseminate information about a particular project or organisation, issued on a regular basis.
CL RESOURCE TYPE
BT PUBLICATION

NEWSPAPER ARTICLE
UF Press Cutting
SN A written extract taken from a published newspaper.
CL RESOURCE TYPE
BT ARTICLE

NOTEBOOK
SN Book used to record information or impressions in the field, often as a preparation for more formal reporting at a later date.
CL RESOURCE TYPE
BT TEXT

OBLIQUE AERIAL PHOTOGRAPH
SN An aerial photograph taken at an angle other than 90 degrees to a feature in the landscape.
CL RESOURCE TYPE
BT AERIAL PHOTOGRAPH

OFF PRINT
CL RESOURCE TYPE
BT PUBLICATION

OFFICIAL DESIGNATION NOTIFICATION
SN This term is appropriate to official notifications of a monument or area whether they are statutory or purely advisory. Where possible the specific document type should be indexed for example Scheduled Monument Notification.
CL RESOURCE TYPE
BT TEXT
NT ADVISORY DESIGNATION NOTIFICATION
STATUTORY DESIGNATION NOTIFICATION

OFFPRINT

USE ARTICLE
SN Copy of a single article or section from a serial or monograph taken from the same printing as the original.

ONLINE DATABASE
SN A database stored on a computer linked to the internet, which can be queried and browsed by remote users using the internet.
CL RESOURCE TYPE
BT SERVICE

OPTICAL DISC
UF Laser Disc
Optical Disk
SN Data storage device in disc form that uses lasers to write and access data; can store data in analog or digital form. [AAT]
CL RESOURCE FORMAT AND MATERIAL
BT MACHINE READABLE STORAGE MEDIUM

OPTICAL DISK

USE OPTICAL DISC

ORAL HISTORY RECORDING
SN Recorded interview intended to preserve the recollections of persons whose experiences or memories are representative of historical life.
CL RESOURCE TYPE
BT SOUND

ORAL HISTORY TRANSCRIPT
SN Written copy of recorded interviews collected to illustrate history from personal experiences.
CL RESOURCE TYPE
BT TEXT

OVERLAY
SN A drawing, generally on a transparent sheet, which can be placed on top of another image to combine information from both.
CL RESOURCE TYPE
BT TECHNICAL DRAWING

PAINTING
SN An image created manually using paint or
pigments, to record, illustrate or convey impressions.

**PAPER**

SN A thin opaque, slightly absorbent material, generally made from processing of plant or other fibres, for use as a medium for writing, drawing and printing.

**PHOTOCOPY**

SN A photographic reproduction of written or printed material produced by using toner particles under heat and pressure to fuse a copy onto blank paper.

**PHOTOGRAPH**

SN An image created by controlled exposure of light sensitive film. Usually a static image in time and space. For digital photographs double index with an appropriate term under MACHINE READABLE STORAGE MEDIUM.

**PHOTOGRAPHIC MEDIUM**

SN The class or material that a photograph is produced upon. [AAT] Use a specific term or terms as appropriate.

**PICTURE**

SN General term for images used to represent a particular place or item, or convey information.

**PICTURE POSTCARD**

SN Card printed with an image, often a photograph on one side, and space for a short message and a postal address on the other.

**PLAN**

SN Used for orthographic drawings in the horizontal plane, generally from above generally depicts localised areas.

**PLANNING ARCHIVE**

SN Documents relating to the administration of planning applications.

**POST EXCAVATION ASSESSMENT REPORT**

SN A report which represents an initial synthesis of the data collected from an excavation ahead of the production of a full publication report.

**PRESS CUTTING**

USE **NEWSPAPER ARTICLE**

**PRINT OUT**

SN A hard copy of digital data that has been printed onto paper.

**PROJECT ARCHIVE**

SN Organised and documented collection of the records made during the course of a project.

**PROJECT BRIEF**

SN An outline of the circumstances to be addressed, with an indication of the scope of work which will be required (English term)

**PROJECT DESIGN**

SN A schedule of work set out in sufficient detail for it to be quantifiable, implemented and monitored. Can include contractual details relevant to the commissioning body. A project design may be a research proposal independent of the planning framework.

**PROJECT OUTLINE**

SN An outline of the circumstances to be addressed, with an indication of the scope of work which will be required (Scottish term)

**PROJECT RECORDING FORM**

SN A form that records the details of a project, for example, an excavation index form.
A schedule of work in sufficient detail for it to be quantifiable, implemented and monitored.

Recording of a complete broadcast radio programme.

A report that primarily details the results of attempts to assign a date to organic material by measuring the amount of carbon 14 it contains.

A representation of a monument or landscape based on historical or archaeological information.

A paper form used to record specific information in a systematic way.

A photograph usually of a standing structure that has been manipulated to allow the creation of a measured drawing of the facade or elevation.

A register which including sites retaining any evidence of pre-1750 layouts; significant evidence of pre-1820 layouts; good examples of the best gardens from 1820 to 1880; are good examples of the best gardens laid out after 1880 but before 1970.

A full written presentation of the details of a particular event or investigative technique, often including illustrations and appendices.

A scaled drawing based on measurements taken from life.

A report that primarily details the results of attempts to assign a date to materials or deposits using scientific methods such as Palaeomagnetism, Dendrochronology or Radiocarbon Dating.

A photograph usually of a standing structure that has been manipulated to allow the creation of a measured drawing of the facade or elevation.
SN Drawing of the vertical face of an excavated feature or features depicting the vertical extent and stratigraphic relationship between identified layers or deposits.
CL RESOURCE TYPE
BT EXCAVATION DRAWING

SERIAL
SN A written work issued at regular intervals, numbered consecutively with no intended or planned end point.
CL RESOURCE TYPE
BT PUBLICATION

SERIES
SN A written work issued in parts, with the intention of creating a completed sequence.
CL RESOURCE TYPE
BT PUBLICATION

SERVICE
SN A service is a system that provides one or more functions of value to the end-user. Examples include: a photocopying service, a banking service, an authentication service, inter-library loans, a Z39.50 or Web server. [DC]
CL RESOURCE TYPE
BT ONLINE DATABASE

SKETCH
SN A drawing, often made in the field as the basis for later work or to quickly convey important information.
CL RESOURCE TYPE
BT PICTURE

SKETCH MAP
SN A map generally produced manually to indicate main features of an area quickly, for example to assist location of a particular place.
CL RESOURCE TYPE
BT MAP

SKETCH PLAN
SN A plan of a feature or small area generally done in the field to quickly record the main features.
CL RESOURCE TYPE
BT DRAWING

SOUND
SN A sound is a resource whose content is primarily intended to be rendered as audio. [DC] For example recorded speech, sounds or music.
CL RESOURCE TYPE
NT ORAL HISTORY RECORDING
BT RADIO PROGRAMME

STATUTORY DESIGNATION NOTIFICATION
SN This class of documents confers statutory designation on the monuments listed within them. It usually is restricted to legally defined national or local notifications of designation.
CL RESOURCE TYPE
BT OFFICIAL DESIGNATION NOTIFICATION
NT LIST OF BUILDINGS
NT SCHEDULED MONUMENT NOTIFICATION

STRATIGRAPHIC MATRIX
UF Harris Matrix

TEACHERS PACK
SN Materials selected and organised to be of use to teachers for use in education.
CL RESOURCE TYPE
BT INTERACTIVE RESOURCE

TECHNICAL DRAWING
UF Technical Illustration
SN A broad class of drawing that is produced following precise conventions of scale and projection. [AAT]
CL RESOURCE TYPE
BT DRAWING
NT EXCAVATION DRAWING
NT FLOORPLAN
NT MEASURED SURVEY DRAWING
NT OVERLAY
NT PLAN
NT SCALE DRAWING
NT STRATIGRAPHIC MATRIX
NT TOPOGRAPHICAL DRAWING

TEXT
SN A resource whose content is primarily words for reading. For example - books, letters, dissertations, poems, newssapers, articles, archives of mailing lists. [DC]
CL RESOURCE TYPE
BT MOVING IMAGE

TOPOGRAPHICAL DRAWING
SN A drawing used to convey information about the arrangement and size of features in a defined location under study.
CL RESOURCE TYPE
BT TECHNICAL DRAWING

TRACING PAPER
SN A translucent paper, which when laid over an existing image, permits the image to be seen.
and/or traced.

**Tree Ring Dating Report**

**USE** DENDROCHRONOLOGY REPORT

**VERBAL COMMUNICATION**

**SN** Factual information conveyed orally to a recipient. Where this has been transcribed, use an appropriate term from the TEXT hierarchy.

**CL** RESOURCE TYPE

**VERTICAL AERIAL PHOTOGRAPH**

**SN** An aerial photograph taken from directly above a feature in the landscape, suitable for mapping or survey purposes. For photographs taken from the air at an angle to the subject use OBLIQUE AERIAL PHOTOGRAPH.

**CL** RESOURCE TYPE

**BT** AERIAL PHOTOGRAPH

**VIDEO CLIP**

**SN** An extract from a longer video film, used as an illustration.

**CL** RESOURCE TYPE

**BT** MOVING IMAGE

**VIDEO TAPE**

**SN** A magnetic tape used to record moving images and sound. Use for both cassette and reel tapes.

**CL** RESOURCE FORMAT AND MATERIAL

**BT** MAGNETIC STORAGE MEDIUM

**VISITORS BOOK**

**UF** Visitors Diary

**SN** A book in which visitors to a property, monument or exhibition record their thoughts and impressions on their experience.

**CL** RESOURCE TYPE

**BT** TEXT

**Visitors Diary**

**USE** VISITORS BOOK

**VISUAL MEDIUM**

**SN** Any material that records, holds and communicates information in a primarily visual manner.

**CL** RESOURCE FORMAT AND MATERIAL

**NT** FILM REEL

**PHOTOGRAPHIC MEDIUM**

**VOLUME**

**UF** Book

**SN** A bound written work.

**CL** RESOURCE TYPE

**BT** PUBLICATION

**WATCHING BRIEF REPORT**

**SN** A report written as a result of archaeological monitoring during development work.

**CL** RESOURCE TYPE

**BT** REPORT

**WATERPROOF PAPER**

**SN** Paper made for writing or drawing underwater.

**CL** RESOURCE FORMAT AND MATERIAL

**BT** HARDCOPY

**WEBPAGE**

**SN** A file of computer information stored on a computer connected to the internet coded so that it can be accessed over the internet using browser software.

**CL** RESOURCE TYPE

**BT** INTERACTIVE RESOURCE

**WOODCUT**

**SN** A relief process in which the design is cut into and printed from the plank side of a wood block [AAT].

**CL** RESOURCE TYPE

**BT** MECHANICAL PRINT