

# HERITAGE INFORMATION SERIES

## HOW TO PREPARE ARCHIVAL RECORDS OF HERITAGE ITEMS

## **ACKNOWLEDGMENT**

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Aboriginal hand stencils, South Coast. *Photograph courtesy of National Parks and Wildlife Service*

Interior of Belltrees shearing shed, built near Scone in NSW in 1879 by architect J. Horbury Hunt.

Artefacts from the site of first Government House Archaeology Collection. *Photograph courtesy of Museum of Sydney on the site of first Government House*

Grose Valley, Blue Mountains, NSW. *Photograph courtesy of NSW National Parks and Wildlife Service*

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Australia Square, Sydney

Entrance to the central temple, Sze Yup Temple, Glebe. *Photograph by Karl Zhao*

Lands Department Building, Sydney

The bow of iron steamer, *Merimbula*, wrecked near Currarong in 1928. *Photograph by David Nutley*

Snowy Mountains Scheme. *Photograph courtesy of the Snowy Mountains Hydro-electric Authority*

St Mark's Anglican Church, Darling Point, Sydney. *Photograph by Stuart Humphreys*

Belltrees Shearing Shed, near Scone, NSW.

Detail from the crypt floor of St Mary's Cathedral, Sydney. *Photograph courtesy of St Mary's Cathedral*

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## **EXAMPLES OF ARCHIVAL RECORDS**



## **INTRODUCTION**

Heritage items can be landscapes, places, works, buildings, movable objects or relics of architectural, archaeological, aesthetic, social, cultural, technical, scientific or natural heritage significance.

Archival records are made of heritage items as a way of contributing to our understanding and appreciation of our culture. They record for the future the environment, aesthetics, technical skills and customs associated with the creation and use of heritage items before they are lost, either by progressive changes or the ravages of time.

These guidelines provide an outline of some of the issues related to heritage recording. For more details refer to the publications listed in Section 10 of this document.

For information on recording items of Aboriginal or natural heritage significance contact the National Parks and Wildlife Service.

## **2 WHEN ARE RECORDS PREPARED?**

Records are usually prepared:

- when establishing the heritage significance of the item;
- before making decisions on the management of the item (e.g. when preparing a conservation plan);
- when developing or carrying out a maintenance and monitoring program for the item (e.g. for annual maintenance inspections);
- before and during work to the item (e.g. alterations and additions);
- before full or partial demolition of the item or relocation of objects or collections;
- before and during archaeological investigations.

If you propose to carry out work on a heritage item, one of your first steps should be to research existing archival material on the item and to create a new archival record of the item in its current state. The record will add to your understanding of the heritage item and its significance as part of the conservation and management process.

Sometimes archival records are required by authorities such as local councils or the Heritage Council as part of a conditional approval for work to be carried out on a heritage item. The amount and type of record required will usually depend on the degree of significance of the item.

## **Emergency Recording**

In some cases, especially where a life-threatening situation has arisen, there may be little time available to carry out a thorough recording process. An emergency black-and-white photographic record of the item should be made. Make sure that the photographer can do the work with the permission of the item's owner or occupier and without risk to life and limb. In the case of a movable item its context should also be recorded on a site plan or floor plan as well as its historic association with a person and place.

Even in these special circumstances it is important that a schedule of the subject and location of each photographic frame is also drawn up (see Section 8 of these guidelines). The photographic record should also be collated with any other archival material on the item, using the process described in Section 9.

## **3 WHO WILL USE THE ARCHIVAL RECORD?**

Archival records of heritage items are consulted by people who need information on the culture of previous generations. They include:

- heritage professionals researching the history of an organisation, place, object or community;
- interested members of the general public researching the history of their ancestors or local area;
- in the case of movable heritage items, heritage professionals or a community wanting to reinstate items in a heritage place or return them to a person or community.

The researcher will be interested not just in the physical appearance of the heritage item at the time of the recording, but also in:

- evidence of changes in the item over time revealed by its fabric;
- a sense of the scale of internal and external spaces;
- evidence of significant finishes and furnishings;
- evidence of how the item was used by owners or occupiers;
- information on relationships to people and place and history of ownership; and
- evidence of floor plans, site plans and spatial relationships.

## **4 WHAT TYPE OF RECORD IS APPROPRIATE?**

The archival record will vary according to the type of heritage item and the reasons for its preparation. For example, the record for an historic shipwreck will differ in type and technique from that for a cultural landscape.

A photographic record which refers back to base plans for the location of the photograph will always be necessary. In some cases this may be a sufficient level of recording. In other cases a combination of drawings and photographs can be considered.

For very significant items or structures, or items which include rare design or construction details, measured technical drawings will usually be required.

If a place demonstrates a rare industrial or social process you should consider carrying out a film or video recording, preferably while the site is in use. A written and/or diagrammatic description of the processes should be a minimum requirement for the recording of these complex sites.

Oral histories of people who have been associated with the heritage item are a valuable way of recording social and industrial history.

The different methods of producing archival records are discussed in Section 8. The recommended minimum requirements for archival recording for different degrees of significance and types of heritage item are listed in Section 11.

## **5 PREPARING THE ARCHIVAL RECORD YOURSELF**

Archival records of some heritage items (particularly those of local significance) may be prepared by the item's owner, or by a non-professional, providing the standards outlined in these guidelines can be met. It is an advantage if you are experienced in using a 35mm camera and understand technical drawings, but these are not essential requirements.

It is most important to plan your approach and carefully calculate the number and type of photographs and drawings which may be required to record the item.

## **6 HOW TO ENGAGE A CONSULTANT TO PREPARE AN ARCHIVAL RECORD**

Archival records for items of regional and State heritage significance should ideally be prepared by experienced heritage consultants. They have the experience to decide which aspects of the item should be recorded. They also interpret the fabric of the item during the recording process. This adds to our understanding of its heritage significance.

Use these guidelines to decide on a level of recording that is appropriate to the heritage item and to prepare a consultant's brief.

The brief should include, as a minimum:

- a statement about the heritage significance of the item
- the reasons for the record
- access requirements
- insurance issues
- the type of record required
- the size, type and number of copies of drawings and photographs required
- the number of copies of the recording "report" required
- where the copies of the record will be kept.

Consult the NSW Heritage Office for advice on suitable consultants for the recording task proposed.

### **Specialist Advice**

Depending on the type and significance of the heritage item you are recording, you may need specialist advice to assist you in deciding on an appropriate recording method or in carrying out some of the recording for you.

The disciplines you may require advice on include photography, architecture, landscape architecture, engineering, historical archaeology, industrial archaeology, maritime archaeology, history and film/video recording. If you do decide to engage a specialist, make sure they have experience in the recording of heritage items.

Contact the NSW Heritage Office for advice on suitable specialists.



## 7 PREPARATION FOR ARCHIVAL RECORDING

Before commencing work it is important that you know:

- who is the owner of the heritage item
- why you are making the record
- who wants the record
- where the record will be stored.

Make sure you have the owner's consent to enter the site for the recording. If the owner is not the occupier, or if the item is a construction site, make arrangements for access with the people on the site.

Check whether you need insurance cover, especially if the site is hazardous.

Find out what records, drawings and photographs of the item already exist and obtain copies if they will help you in your task. Produce an inventory of these records, drawings and photographs and their location.

### **Archival Research and Preparation of an Outline History**

Part of your record should include earlier drawings and photographs of the item (if they exist), or at least a schedule of this material and where it can be found.

Researching historical material will also help your understanding of the development of the heritage item. Use the following sources of documentary records and photographs for your research:

- personal or business records of the site occupants
- local history collection at the local library
- local historical society or museum
- archive editions of the local paper
- early photographs, maps and surveys - the major repositories are the NSW State Archives, the State Library, Department of Conservation & Land Management, Land Titles Office and Sydney Water Board.

When you have completed the research phase, prepare an outline history of the heritage item and the associated sites, structures and events.

Update a set of base plans with annotations and hatching to show the development of the item over time.

## **Prepare a Preliminary Statement of Heritage Significance**

In order to establish the heritage significance of the item you should look at the following sources of information:

- the archival material referred to above
- the local history collection at your public library
- any heritage studies carried out by your local council
- any studies or conservation plans carried out by owners or managers of the heritage item
- the Register of the National Trust of Australia (NSW)
- the Register of the National Estate (Australian Heritage Commission) and the public register, Heritage Branch, Department of Planning.

Following the preparation of the archival record involving an investigation of the fabric of the building, you may wish to amend your preliminary statement of heritage significance.

## **Decide on an Approach and Organise Resources**

Prepare a logical and appropriate approach for on-site recording. You may choose to start with the large scale, moving by stages to the particular. For example, you could start with the general relationships of different buildings in a group, then move on to individual buildings or objects, then to details such as architectural hardware. Alternatively, you may take a north, south, east, west approach.

Once you have decided on your recording methods make sure you have adequate resources and tools for the task. A checklist of the equipment you may need is provided below.

It is sometimes possible for one person to undertake a survey and recording task, but it is much easier and more efficient to use two or three people. Two people are also preferable for safety reasons. For underwater surveys a minimum of three people is required.

If you are recording during work on site, make arrangements with the contractor in charge of the site to visit during crucial phases of the work, particularly the "opening up" of the building fabric.

## **Base Plans and Cross Referencing**

Prepare diagrammatic base plans of the heritage item, including a site plan and a system for cross-referencing further drawings, documents and photographs. Use a north point.

Cross-referencing usually involves labelling spaces and elements within space. (A photograph of door hardware on the third door in the living room, for example, could be labelled D3/Room L.)

Make several copies of the base plans for use in research and for on-site recording.

The base plans can be drafted technical drawings to a metric scale, free-hand sketches, or somewhere in between depending on the purpose. A minimum requirement is that they are easy to read.

### **A Recording Checklist** (this list is indicative only)

- Insurance cover
- A letter of authorisation
- Base plans with cross-referencing systems
- Protective clothing
- Hard hat
- Torches or portable lights
- Ladder
- An A3 sized drawing board or a clipboard
- Paper, pencils and an eraser
- Chalk (to mark measuring points)
- 30m tapes
- Steel hand tapes (3m or 5m with wide blade for rigidity)
- Hammer and nails (to anchor tapes)
- Profile gauge or comb (to copy mouldings)
- Level/angle gauge
- Knife or scalpel (e.g. to obtain paint scrapes of samples of other finishes)
- Hand brush
- Plumb bob or surveying equipment
- Photographic equipment (including tripod and flash)
- Film or video equipment
- Hand-held or portable tape recorder for site notes or oral histories
- Australian or British standard paint charts for identifying the colour of finishes
- Plastic envelopes for samples
- First aid kit

## 8 TYPES OF ARCHIVAL RECORDINGS

The most common types of processes that are used to record heritage items are discussed briefly below. For more detailed information refer to Section 10 of this document for useful references.

For minimum recording standards for heritage items of local, regional or State significance or for items with particular attributes such as industrial archaeology or cultural landscapes refer to Section 11 of this document.

### Photographic Recording

Negatives and proof sheets of black and white photographs in 35mm and medium format are required for archival storage. Colour slides are more stable than colour prints and are valuable for recording general views, colour schemes and the more important details.

A photographic record of the appearance of the item should include the following as a minimum:

- overall views from different angles, both close-up and showing its relationship to its surroundings;
- views of each exterior and interior elevation;
- significant details.

Photographs can be used to show any alterations which have been made over time, or repair techniques used. Displaced material known to exist elsewhere and relating to the site can be photographed and included in the record. Photographs can be used to record technical or other drawings and old photographs which cannot be copied by other means.

It may sometimes be useful to include a scale rod, particularly for an archaeological excavation.

All photographs should be dated, mounted and catalogued and should have descriptive captions. Because of the large number of shots usually required for an archival record, it is not practical to store prints. Instead, two sets of proof sheets should accompany the negatives, so that prints can be ordered as required. The proof sheets and any prints should be cross-referenced to the negatives. Negatives, proofs and prints should be kept in waxed paper envelopes, not in plastic folders.

For technical information refer to the NSW Heritage Office publication, *Guidelines for Photographic Recording of Heritage Sites, Buildings, Structures and Movable Items*. Also refer to pages 17, 18 and 19 for further photographic advice.

## Measured Drawings

Measured drawings depict the existing features which contribute to the heritage significance of buildings, structures or objects. Measured drawings should be easy to read and suitable for reproduction. Refer to Australian Standard AS 1100 Technical Drawing, Part 301 and Supplement 1, Architectural Drawing, for a guide to suitable graphics.

Use archival standard stationary and ink. Papers or drafting film should be acid-free and stable.

Measured drawings should be cross-referenced to each other, clearly titled and show scale, orientation and date of execution. The drawings can also be annotated or hatched to reveal more about the heritage significance of the site or object (e.g. to differentiate between dates of construction, materials and finishes and vegetation types).

Record to the same standard all major fixtures such as machinery and building services. In some cases an indication of furniture layouts or other movable objects are useful, particular when the items are part of in situ collections. For industrial sites, recording the position, relationship and function of all fixtures, machinery and services is particularly important. Remember to include makers' names, model numbers, etc.

For further information refer to *Measure for Measure: A Practical Guide for Recording Buildings and Landscapes*, published by the RAIA in 1990.

A typical measured drawing package for a built structure would include:

- location plan
- site plan (1:500 or 1:200)
- floor plan/s (1:100 or 1:50)
- roof plan/s (1:100 or 1:50)
- elevations and sections (1:100 or 1:50)
- ceiling and joinery details (1:20 or 1:10) (e.g. cornice, verandah post, skirtings, etc.)
- other significant details (rainwater heads, construction joints etc.) (1:20 or 1:10)
- machinery and services details (e.g. drainage, lineshafts).

## **Photogrammetry**

Photogrammetry involves highly specialised stereophotogrammetric equipment used by skilled practitioners to produce measured drawings of great accuracy. Due to its cost it is only practical for recording complex or inaccessible structures, such as ornate facades over one storey high or submerged shipwrecks.

Photogrammetry is a two-step process, involving on-site photography with a "metric" camera with accurately calibrated lenses and then a plotting process using photogrammetric plotting equipment in the surveyor's office. If funds are limited it may be acceptable to deposit photogrammetric negatives in an archive until the "measured drawings" are required.

## **Recording on Film or Video**

A carefully planned tour with a film or video camera, accompanied by a written or spoken narrative account, can convey a comprehensive understanding of a site or building.

This is particularly relevant for recording industrial or manufacturing processes or furnishings and finishes which contribute to the heritage significance of the site, especially where the processes are to cease and/or the structures are to be demolished.

Film stock is more archivally stable than video tape. It is best to employ professionals to carry out film or video recording. Prepare a concise brief clearly stating the heritage features or processes which you wish to capture.

## **Recording during Work on the Heritage Item**

A great deal of archival information can be gained from recording work in progress during partial or complete demolition of a heritage item. This can include:

- uncovering original finishes
- determining positions of earlier openings
- profiles of earlier structures.

For simple or less significant structures, it should be sufficient to produce a photographic recording with notes and cross-referencing to base plans. For significant or complex sites, a conservation specialist should supplement the photographic recording with measured drawings.

Information recorded in this way is particularly useful where the heritage item is to be restored or reconstructed to an earlier state. It is also useful in reviewing the heritage significance of the item.

## **Samples of Materials and Finishes**

Where work is to be done to a heritage item or where it is to be partially or fully demolished, it may be appropriate to catalogue a series of surface finishes, such as wallpapers and floor coverings. Many historic buildings have several layers of such finishes which can be recorded. For very significant items a materials conservator should be employed.

The accurate recording of earlier paint finishes is a complex task. Seek professional advice from an historical archaeologist, heritage architect, materials conservator or specialist tradesperson.

When taking samples of materials or finishes always place them in separate containers or plastic bags and clearly label them with their original location.

## **Catalogue or Inventory of Significant Items**

Individual items which are part of a heritage item may make an important contribution to the heritage significance of the item, or they may be of heritage significance in their own right. They may include fixed items such as wall paintings, chimney pieces or large pieces of machinery, or movable items like furnishings or tools of trade.

A catalogue of these items should be compiled by a heritage consultant or conservation specialist. If the items are going to be conserved, a materials conservator should prepare the catalogue. The catalogue should include information on location, history, designer, creator and previous owners. It should be prepared in a logical manner, e.g. furniture catalogued room by room, or groups of tools relating to each particular machine or process. If there are insufficient funds to compile a catalogue, individual site recording sheets should be prepared.

When the catalogue has been completed a conservator may produce a "condition report" for each item which:

- analyses the condition and stability of the fabric and its environment;
- recommends any conservation work required (after assessing the item's heritage significance).

## **Oral History**

Descriptions and reminiscences by people who have had a close association with a heritage item often provide insights into its significance. They may reveal an earlier configuration or use of a building, or the names of former occupants.

Seek the assistance of an historian experienced in oral history before proceeding.

Always record and transcribe oral histories accurately and make sure they are labelled as such. Remember that oral history may be inaccurate. Try to verify the statements by checking other sources. Identify each oral history source on the recording and the transcript, together with its relationship to the heritage item and its significance and the date of the record.



## **9 COLLATING AND STORING THE ARCHIVAL RECORD**

The archival report should be in a form suitable for reproduction in a bound volume, supplemented by sets of full size original or measured drawings and the photographic negatives.

If some of the required information already exists, the recording study will involve putting the information together in a logical form.

### **Typical Contents of an Archival Record for a Built Heritage Item**

The typical contents of an archival record may be:

- title page with subject, author, client, copyright etc.;
- statement on why the record was made;
- an outline history of the item and associated events, sites, structures and people;
- statement of cultural significance of the item;
- inventory of archival documents related to the heritage item;
- statement on the approach taken to recording the particular item and a list of the documents which the archival record contains;
- an explanation of the cross-referencing system employed;
- base plans including location and site plans;
- the photographic record, carefully mounted labelled and cross-referenced and accompanied by informative captions;
- measured drawings or a catalogue of measured drawings (and their location) as appropriate;
- other records such as material samples, oral histories, catalogues of significant items, videos or films;
- bibliography.

## Existing Archival Documents

Many heritage items will have existing records associated with them, such as company or personal files and correspondence. These should be referred to when establishing the heritage significance of the item. Encourage the owners of such documents to have a professional historian or archivist catalogue and recommend appropriate storage procedures.

As part of the archival record of an item, a minimum requirement would be to establish the existence of such documents and to prepare a bibliography. If an historic site or structure is to be abandoned or demolished, consider arranging to have these documents deposited with a local library, the State Library or a university archive.

## Storing the Archival Record

The original archival record should be placed in public ownership, i.e. in a public library or archive or with a government department, in accordance with Article 28 of the Burra Charter. Ideally, copies should be placed in a relevant library and with the owner of the item or client who commissioned the recording.

If the record has been required by the **Heritage Council**,

- the original record must be lodged with the Heritage Office, where it will be placed with the file for the item. This record is a State Record, and will be managed in accordance with the *State Records Act 1998*;
- a copy should be lodged with the NSW State Library, so it will be publicly accessible;
- a copy should be lodged with the owner or client.

If the record has been required by a **Local Council**,

- the original record must be lodged with the Local Council, where it will be placed with the file for the item. This record is a State Record, and will be managed in accordance with the *State Records Act 1998*;
- a copy should be lodged with the Local or Regional Library so it will be publicly accessible;
- a copy should be lodged with the owner or client.

Minimum requirements and repositories for photographic records are detailed below. For more information on photographic records, see *Guidelines for Photographic Recording of Heritage Sites, Buildings, Structures and Movable Items*, available from the Heritage Office.

Material	Minimum requirements	Repository	
		For records required by the Heritage Council of NSW	For records required by a local council
Photo-graphic archives	Three sets of catalogue sheets, photographic plan sheets and supplementary maps of plans	1 <sup>st</sup> set: NSW Heritage Office 2 <sup>nd</sup> set: State Library of NSW 3 <sup>rd</sup> set: Owner/client	1 <sup>st</sup> set: Local Council 2 <sup>nd</sup> set: Local Council Library 3 <sup>rd</sup> set: Owner/client
Black and White film	One set of negatives Three sets of contact sheets and catalogue	Negatives + 1 <sup>st</sup> set of contact sheets + catalogue: NSW Heritage Office 2 <sup>nd</sup> set of contact sheets + catalogue: State Library of NSW 3 <sup>rd</sup> set of contact sheets + catalogue: Owner/client	Negatives + 1 <sup>st</sup> set of contact sheets + catalogue: Local Council 2 <sup>nd</sup> set of contact sheets + catalogue: Local Council Library 3 <sup>rd</sup> set of contact sheets + catalogue: Owner/client
Colour Transparencies or Slides	One set of colour slides and catalogue Two sets of duplicates or prints and catalogue	1 <sup>st</sup> set: NSW Heritage Office 2 <sup>nd</sup> set: State Library of NSW 3 <sup>rd</sup> set: Owner/client	1 <sup>st</sup> set: Local Council 2 <sup>nd</sup> set: Local Council Library 3 <sup>rd</sup> set: Owner/client
Colour Prints	One set of negatives Three sets of prints and catalogue	Negatives + 1 <sup>st</sup> set of prints + catalogue: NSW Heritage Office 2 <sup>nd</sup> set of prints + catalogue: State Library of NSW 3 <sup>rd</sup> set of prints + catalogue: Owner/client	Negatives + 1 <sup>st</sup> set of prints + catalogue: Local council 2 <sup>nd</sup> set of prints + catalogue: Local Council Library 3 <sup>rd</sup> set + catalogue: Owner/client

## 10 USEFUL REFERENCES

### Abbreviations to Publication Sources

AHC	Australian Heritage Commission 39 Brisbane Avenue, Barton, ACT 2600 (02) 6271 2111
ASA	Australian Society of Archivists
DUAP (Lib)	Department of Urban Affairs and Planning, Library Governor Macquarie Tower, 1 Farrer Place, Sydney (02) 9391 2094
HO	NSW Heritage Office Locked Bag 5020, Parramatta NSW 2124 (02) 9873 8500
ICOMOS	International Council on Monuments and Sites PO Box 77, Grosvenor Place, Sydney 2000
NT	National Trust of Australia (NSW) Observatory Hill, The Rocks, Sydney (02) 9258 0123
RAIA	Royal Australian Institute of Architects Bookshop "Tusculum", 3 Manning Street, Potts Point 2011 (02) 9356 2022

## PUBLICATION

## SOURCE

- Archives Authority of New South Wales 1992, *Concise guide to the State Archives of New South Wales*, Archives Office, Sydney. DUAP (Lib)
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- NSW Heritage Office 1999, *Objects in Their Place: An Introduction to Movable Heritage*, Sydney HO
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## **11 MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

The following schedules are intended as a guide for the owners of heritage items when preparing a brief for a heritage consultant to carry out an archival record. The schedules also incorporate movable heritage items and collections.

Schedules D, E, F, G and H should only be used in combination with schedules A, B or C.





## **A. ITEMS OF LOCAL HERITAGE SIGNIFICANCE**

### **HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

**Title page** with subject, author, client, date, copyright etc.

**Statement of why the record was made.**

**Outline history of the item** and associated sites, structures and people.

**Statement of heritage significance** of the items in accordance with the Burra Charter and the State Heritage Inventory.

**Inventory of archival documents** related to the item and their location (e.g. company records, original drawings and photographs), when available.

#### **Location plan**

Show relationship to surrounding geographical features, structures, roads etc. Include a north point. A site plan or floor plan should show any movable items.

**Base plans**, drafted or hand-drawn.

Cross-referenced to photographs. Name the relevant features, structures and spaces. Show a north point.

#### **Black and white photographic record**

One set of 35 mm black and white negatives, labelled and cross-referenced to base plans and accompanied by informative catalogues and two copies of proof sheets. Images should include:

- views to and from the site (possibly from four compass points)
- views showing relationships to other relevant structures, landscape features and movable items
- all external elevations
- views of all external and internal spaces (e.g. courtyards, rooms, roof spaces etc.)
- external and internal details (e.g. joinery, construction joints, decorative features, paving types etc.).

Selected prints to give an overall picture of the item may be required. They should be mounted and labelled.

#### **Colour slides**

One set of slides mounted in archivally stable slide pockets, clearly labelled and cross-referenced to base plans. Images should include:

- views to and from the site and/or the heritage item
  - views and details of external and internal colour schemes as appropriate.
- Selected colour prints may be required. They should be mounted and labelled.



## **B. ITEMS OF REGIONAL HERITAGE SIGNIFICANCE**

### **HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

ARCHIVAL RECORDS OF ITEMS OR REGIONAL HERITAGE SIGNIFICANCE SHOULD IDEALLY BE PREPARED BY AN EXPERIENCED HERITAGE CONSULTANT

**Title page** with subject, author, client, date, copyright etc.

**Statement of why the record was made**

**Outline history of the item** and associated sites, structures and people.

**Statement of heritage significance** of the items using State Heritage Inventory criteria.

**Inventory of archival documents** related to the item (e.g. company records, original drawings), when available.

#### **Location plan**

Show relationship to surrounding geographical features, structures, roads etc. Include a north point. A site plan or floor plan should show any movable items.

**Base plans**, drafted or hand-drawn

Cross-referenced to photographs. Name the relevant features, structures and spaces. Show a north point.

#### **Black and white photographic record**

One set of 35mm black and white negatives, labelled and cross-referenced to base plans and accompanied by informative catalogues and two copies of proof sheets. Images should include:

- views to and from the site (possibly from four compass points)
- views showing relationships to other relevant structures, landscape features and movable items
- all external elevations
- views of all external and internal spaces (e.g. courtyards, rooms, roof spaces etc.)
- external and internal details (e.g. joinery, construction joints, decorative features, paving types, etc.).

Selected prints to give an overall picture of the item may be required. They should be mounted and labelled.

#### **Colour slides**

One set of slides mounted in archivally stable slide pockets, clearly labelled and cross- referenced to base plans. Images should include:

- views to and from the site and/or the heritage item
  - views and details of external and internal colour schemes as appropriate.
- Selected colour prints may be required. They should be mounted and labelled.

### **Measured Drawings**

To scale, printed on archivally stable paper. In a built heritage item, this may include:

site plan (1:500 or 1:200)	elevations and sections (1:100 or 1:50)
floor plan/s (1:100 or 1:50)	ceiling and joinery details (1:20 or 1:10)
roof plan/s (1:100 or 1:50)	other significant details (1:20 or 1:10)
machinery and services details, e.g., drainage lineshafts	

Refer to Section 8 and *Measure for measure; A practical guide for recording buildings and landscapes* by D. Dunbar et al.

## C. ITEMS OF STATE HERITAGE SIGNIFICANCE

### HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING

ARCHIVAL RECORDS OF ITEMS OF STATE HERITAGE SIGNIFICANCE SHOULD ONLY BE PREPARED BY EXPERIENCED HERITAGE CONSULTANTS AND PROFESSIONAL PHOTOGRAPHERS

**Title page** with subject, author, client, date, copyright etc.

**Statement of why the record was made.**

**Outline history of the item** and associated sites, structures and people.

**Statement of heritage significance** of the items using State Heritage Inventory criteria.

**Inventory of archival documents** related to the item (e.g. company records, original drawings), when available.

**Reproductions** of archival documents related to the item where they contribute to the establishment of heritage significance.

#### **Location plan**

Show relationship to surrounding geographical features, structures, roads etc. Include a north point. A site plan or floor plan should show any movable items.

**Base plans**, drafted or hand-drawn, showing position and direction of photographer and/or cross-referenced to photographs. Name the relevant features, structures and spaces. Show a north point.

#### **Black and white photographic record**

One set of 35mm black and white negatives, labelled and cross-referenced to base plans and accompanied by informative catalogues and two copies of proof sheets. Images should include:

- views to and from the site (possibly from four compass points)
- views showing relationships to other relevant structures, landscape features and movable items
- all external elevations
- views of all external and internal spaces (e.g. courtyards, rooms, roof spaces etc.)
- external and internal details (e.g. joinery, construction joints, decorative features, paving types, etc.).

Selected prints to give an overall picture of the item may be required. They should be mounted and labelled.

#### **Colour slides**

One set of slides mounted in archivally stable slide pockets, clearly labelled and cross-referenced to base plans.

- views to and from the site and/or the heritage item
- views and details of external and internal colour schemes as appropriate.

Selected colour prints may be required. They should be mounted and labelled.

**Photogrammetric drawings and/or negatives**

Where considered appropriate.

**Measured drawings**

To scale, printed on archivally stable paper. Refer to Section 8 and *Measure for measure; A practical guide for recording buildings and landscapes* by D. Dunbar et al.

**Samples of furnishings and finishes**

Consult a materials conservator for presentation of samples.

## **D. ITEMS INVOLVING HISTORICAL ARCHAEOLOGICAL EVIDENCE**

### **HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

ARCHIVAL RECORDS INVOLVING SIGNIFICANT HISTORICAL ARCHAEOLOGICAL EVIDENCE SHOULD ONLY BE PREPARED BY AN EXPERIENCED HISTORICAL ARCHAEOLOGIST

In addition to the minimum requirements specified under Appendices A, B and C, heritage items involving historical archaeology require specialised recording techniques. Refer to *Historical Archaeological Sites: Investigation and Conservation Guidelines*.

Historical archaeology is the study of Australian culture and visitation since 1788, other than Aboriginal culture and visitation. Archaeological analysis involves specialised recording techniques which may vary from site to site and with the aims of the analysis.

If an archaeological site is to be subject to new development, it is frequently required for the site to be partially or completely analysed and/or excavated in order to investigate and preserve the contents of the site and record buried structural evidence. The disturbance or excavation of relics more than 50 years old requires an excavation permit under Section 140 of the Heritage Act (Section 60 if the site is covered by an interim conservation order or permanent conservation order). Recording is an essential component of archaeological excavation, as it is a destructive technique.

The recording of archaeological excavations is extremely detailed, and allows the material from the site to be analysed in its archaeological context after the site itself has been destroyed. This detailed recording also allows analysis of the formation of the site, its development and previous uses.

All excavation requires an archaeological research design to outline the archaeological aims and expectations of the excavation.

#### **ADDITIONAL RECORDING TECHNIQUES MAY INCLUDE:**

- remote sensing
- an archaeological research design (in order to obtain an excavation permit)
- a full report on any archaeological investigations and the conservation of any relics
- archaeological zoning plans - recording areas of archaeological potential.

For industrial archaeological evidence, refer to Schedule E.

For underwater archaeological evidence, refer to Schedule F.

For sites involving Aboriginal archaeology, contact the NPWS.





## **E. ITEMS INVOLVING INDUSTRIAL ARCHAEOLOGICAL EVIDENCE**

### **HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

ARCHIVAL RECORDS OF SIGNIFICANT INDUSTRIAL ARCHAEOLOGICAL ITEMS OR SITES SHOULD ONLY BE PREPARED BY AN EXPERIENCED INDUSTRIAL ARCHAEOLOGIST

In addition to the minimum requirements specified under Schedules A, B and C, heritage items involving industrial processes require specialised recording techniques.

Industrial archaeology includes any site, structure or item which involved the organisation of labour to extract, process or produce goods, materials or commodities. It includes roads, bridges and railways, ports, wharves, shipping, agricultural sites and structures, factories, mines and processing plants.

When certain processes are no longer carried out they become rare and worthy of archival recording prior to the destruction of the heritage item/s with which they are associated.

#### **ADDITIONAL RECORDING TECHNIQUES MAY INCLUDE:**

- **a record of the industrial process** - by description, diagrams and appropriate archival photographs. Describe the process used on the site;
- **identification and recording of machinery** - its manufacture, operation, place in production process and technological significance;
- **video or film records** - professionally produced to systematically record the process on the site (preferably while the site is in use);
- **oral history** - prepared by a professional historian;
- **archaeological zoning plans** - identifying areas of archaeological potential.



## **F. ITEMS INVOLVING SIGNIFICANT UNDERWATER ARCHAEOLOGICAL EVIDENCE**

### **HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

ARCHIVAL RECORDS OF SIGNIFICANT UNDERWATER  
ARCHAEOLOGICAL ITEMS OR SITES SHOULD ONLY BE PREPARED BY  
AN EXPERIENCED MARITIME ARCHAEOLOGIST

In addition to the minimum requirements specified under Schedules A, B, C and D underwater heritage items involving industrial processes, social customs or historic events will require specialised recording techniques.

Underwater archaeology includes any site, structure or item which remains a record of human activities and achievements and which lie submerged in inland waters (rivers, lakes, harbours) or open waters. It can include shipwrecks, wharves, aircraft or general material deposited in a particular area over a period of time.

#### **ADDITIONAL RECORDING TECHNIQUES MAY INCLUDE:**

- an archaeological research design (in order to obtain a permit to disturb a relic);
- a full report on any archaeological investigations and the conservation of any relics;
- archaeological zoning plans (recording areas of archaeological potential);
- a record of site conditions (depth, current, surge, salinity, pH, O<sub>2</sub>);
- a photomosaic to provide an overall view of the site;
- remote sensing surveys of the sea/harbour/river bed, utilizing:
  - ⇒ magnetometer to locate ferrous metals
  - ⇒ side scan sonar to locate structural remains above the sea bed
  - ⇒ video to visually identify structural remains or other evidence of shipwreck remains or relics
  - ⇒ sub-bottom profiler to locate structural remains buried in mud or sand.



## **G. ITEMS INVOLVING EVIDENCE OF SIGNIFICANT SOCIAL CUSTOMS**

### **HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING**

ARCHIVAL RECORDS OF SIGNIFICANT SOCIAL CUSTOMS SHOULD ONLY BE PREPARED BY PROFESSIONAL HISTORIANS OR ARCHAEOLOGISTS

In addition to the minimum requirements specified under Schedules A, B and C heritage items involving good examples of social processes may require specialised recording techniques.

Social customs involve the way we live and work and include such items as shops, offices, government buildings, hospitals, churches and entertainment venues. When certain customs are dying out they become rare and worthy of archival recording. The heritage items with which they are associated are equally worthy of recording. The aim is to not only record the fabric of an item but also how the item (and its furnishings where relevant) were used.

#### **ADDITIONAL RECORDING TECHNIQUES MAY INCLUDE:**

- **a record of the social custom or process** - by description and diagrams;
- **video or film records** - professionally produced;
- **oral history** - prepared by a professional historian.



## H. ITEMS INVOLVING SIGNIFICANT CULTURAL LANDSCAPES

### HERITAGE COUNCIL OF NEW SOUTH WALES MINIMUM REQUIREMENTS FOR ARCHIVAL RECORDING

ARCHIVAL RECORDS OF CULTURAL LANDSCAPES SHOULD ONLY BE PREPARED BY A PROFESSIONAL LANDSCAPE ARCHITECT AND/OR AN EXPERIENCED HISTORICAL ARCHAEOLOGIST

In addition to the minimum requirements specified under Schedules A, B and C, heritage items involving significant cultural landscapes may require specialised recording techniques.

Cultural landscapes are those parts of the land which have been significantly modified by human activity. They are areas rather than individual places. They include rural land such as farms, villages and mining sites, as well as country towns, suburbs or urban centres. The recording of cultural landscapes should focus on the relationships between the patterns of human use, the natural environment and cultural beliefs and attitudes.

Where such landscapes have been relatively free of recent development they become rare and worthy of archival recording prior to being altered by major new developments which would obliterate earlier evidence of human use.

Recording should involve an examination of the following characteristics to help "read" the landscape in a systematic manner:

- processes - spatial pattern, land uses, response to natural features and cultural traditions;
- components - circulation, boundaries, vegetation, structural types, cluster arrangements, archaeological types, small-scale elements;
- perceptual qualities - views and aesthetics.

#### **ADDITIONAL RECORDING TECHNIQUES MAY INCLUDE:**

- **aerial photography or satellite imagery** (as appropriate);
- **topographical mapping** showing contours, vegetation, boundaries and circulation patterns;
- **identification and recording of significant vegetation and landscape features** (by a professional landscape historian);
- **archaeological zoning plan** identifying areas of archaeological potential.





**EXAMPLES  
OF  
ARCHIVAL  
RECORDS**



NORTH



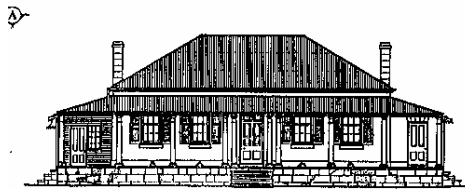
WEST



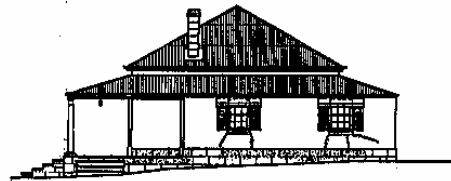
SECTION A - A



SECTION B - B



SOUTH



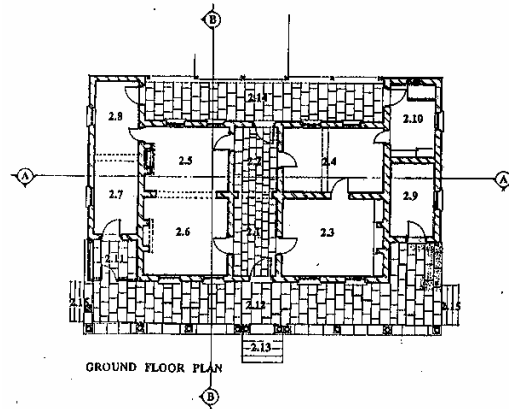
EAST

## WAMBO HOMESTEAD

MEASURED DRAWING OF  
WAMBO HOMESTEAD (c. 1844),  
NEAR SINGLETON

Note the record of existing cracks in the masonry on the elevations and the record of the original timber shingle cladding under the corrugated metal roof on the roof plan.

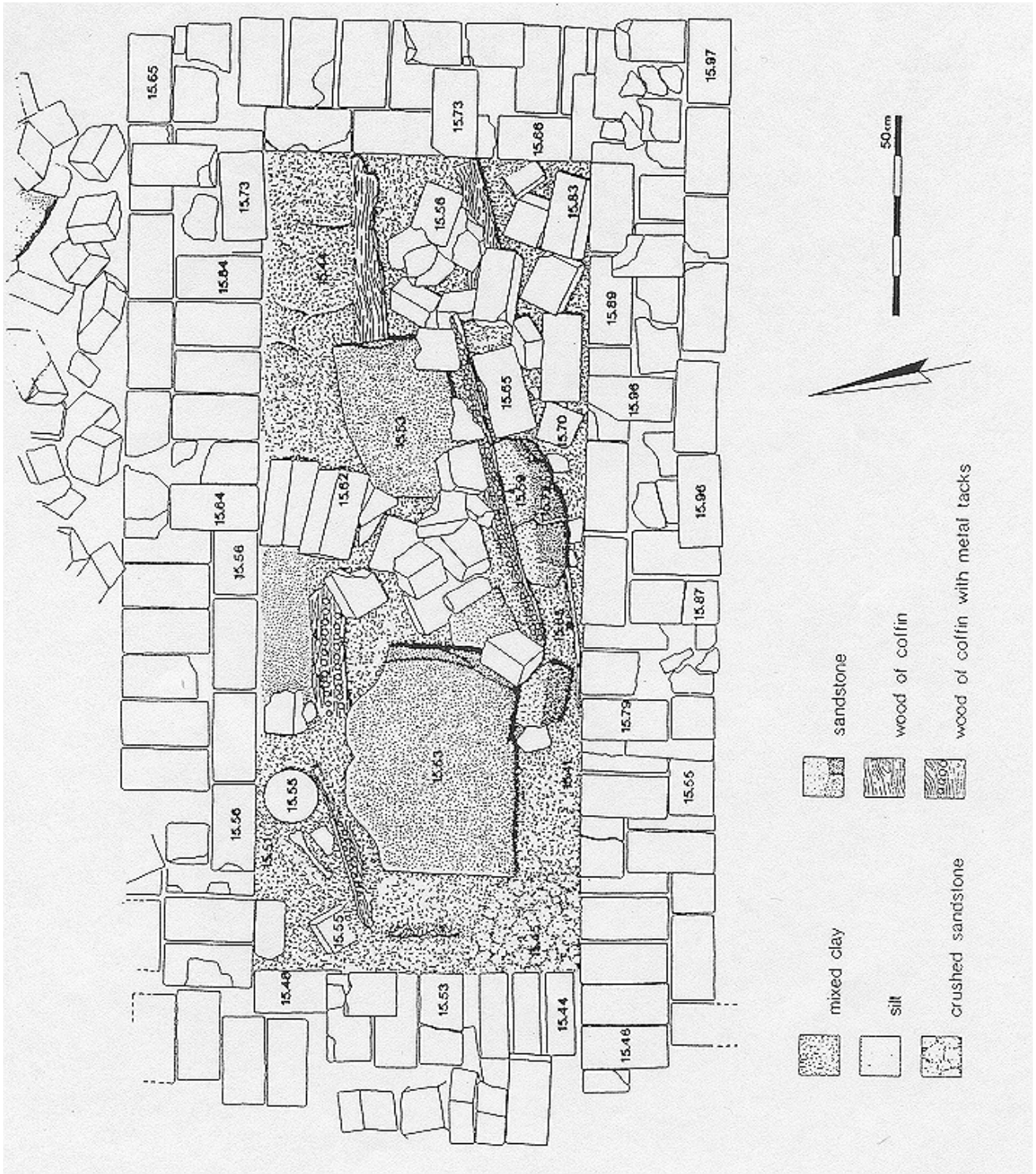
Drawing supplied courtesy of  
Barney Collins, EJE Architecture





**Measured drawing of part of the farm fencing and outbuildings at Wambo**  
*Drawing supplied courtesy of Barney Collins, EJE Architecture*

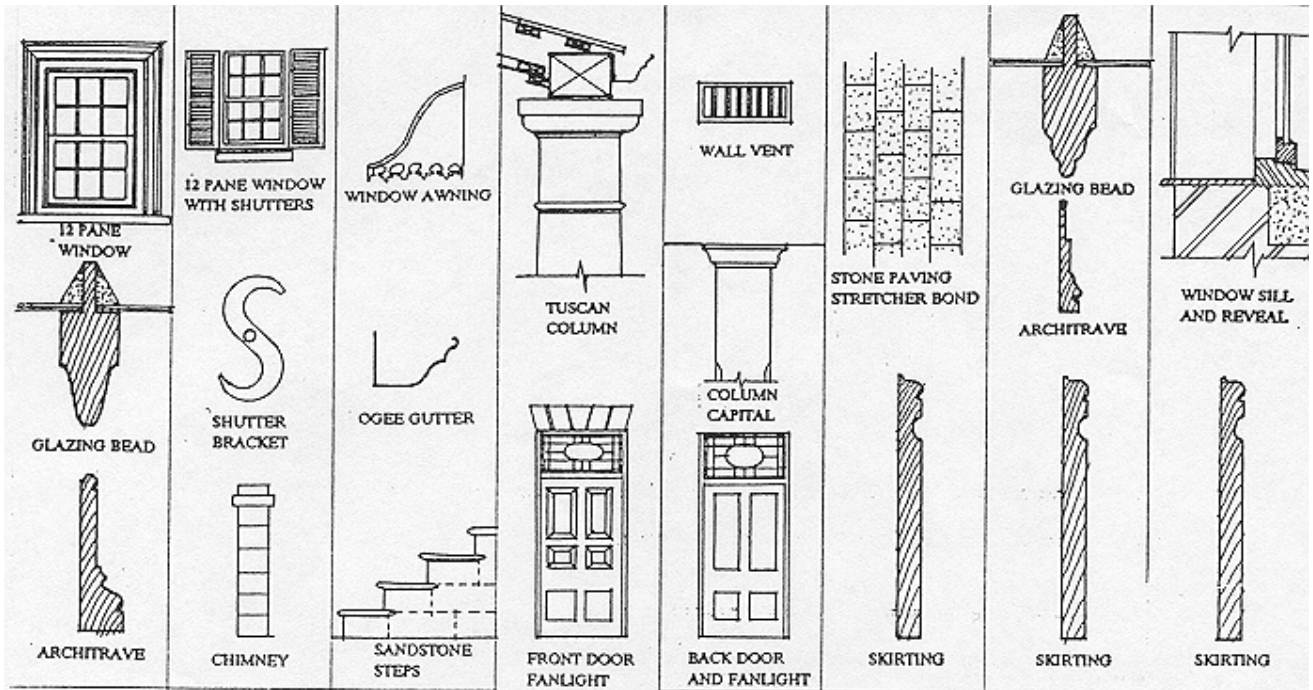




## HISTORICAL ARCHAEOLOGICAL RECORDING

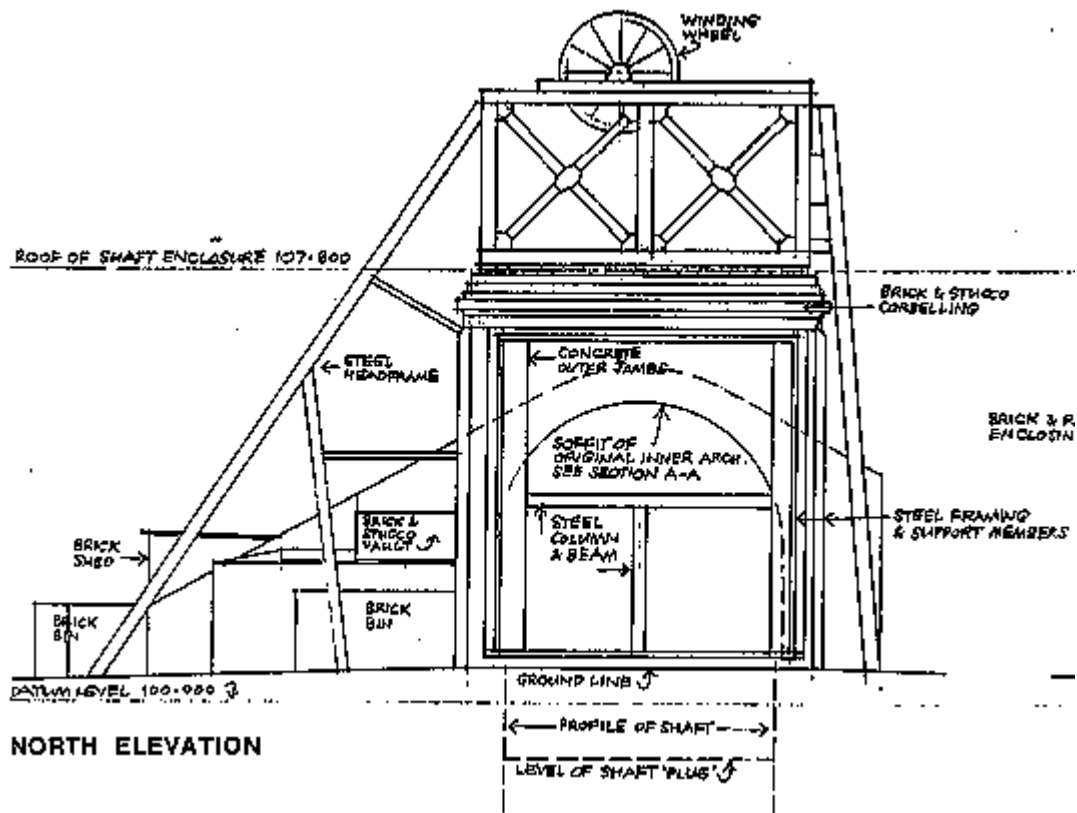
ARCHAEOLOGICAL RECORDINGS MUST BE CARRIED OUT BY SPECIALISTS UNDER THE SUPERVISION OF A QUALIFIED ARCHAEOLOGIST.

The drawings are supplemented by specialised photographic recording.  
 Drawing supplied courtesy of Godden Mackay Pty Ltd and the Council of the City of Sydney



## WAMBO HOMESTEAD - CONSTRUCTION DETAILS

Drawing courtesy of Barney Collins, EJE Architecture



## RECORDING OF INDUSTRIAL ARCHAEOLOGY

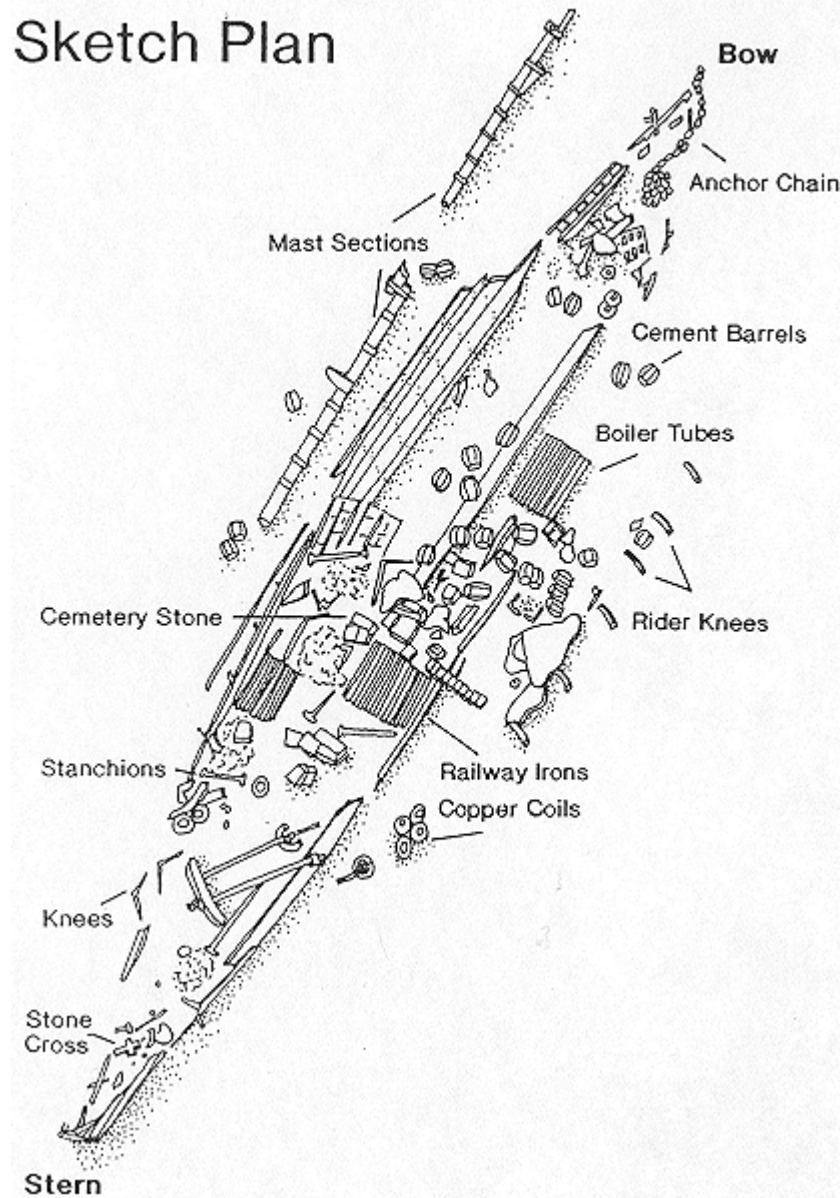
INDUSTRIAL ARCHAEOLOGICAL RECORDINGS ARE ACCOMPANIED BY DIAGRAMS ANALYSING THE PROCESSES WHICH OCCURRED AT THE INDUSTRIAL SITE .

Drawing supplied courtesy of Robert Irving and Christopher Pratten

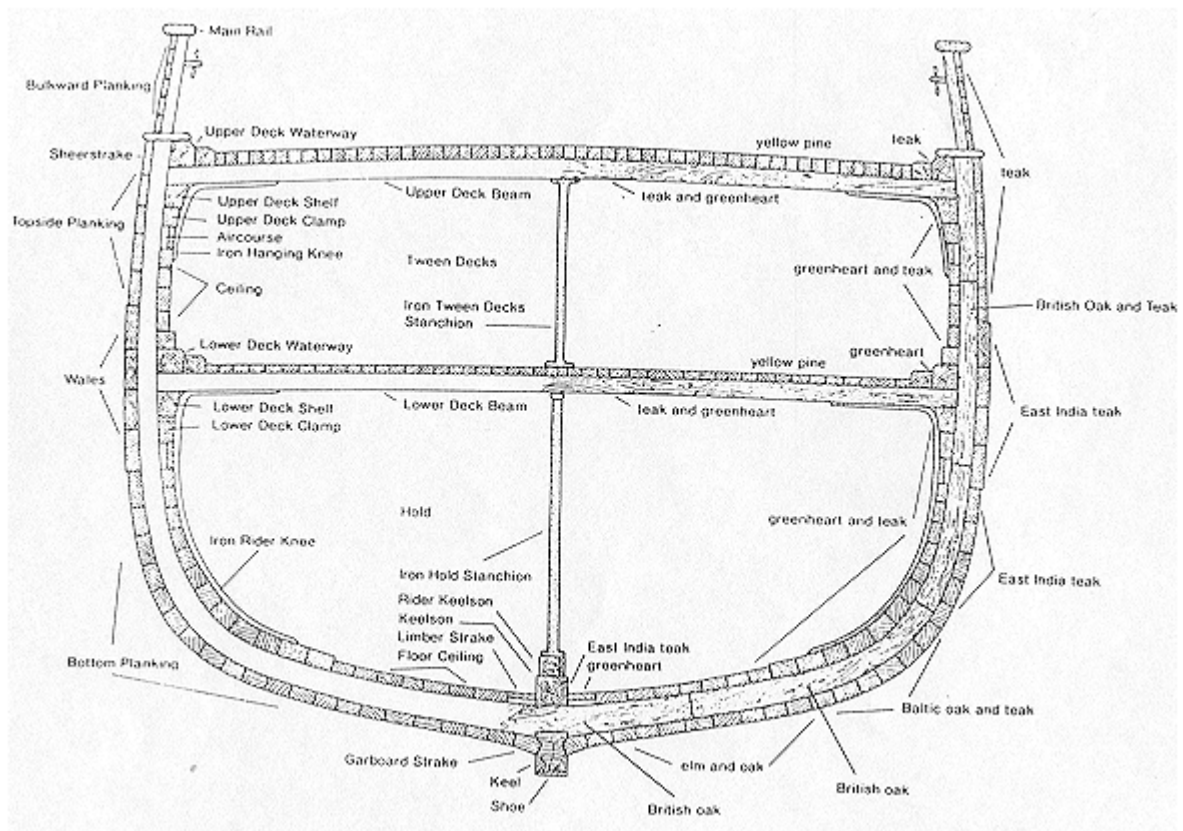
# UNDERWATER ARCHAEOLOGY

## QUEEN OF NATIONS

### Sketch Plan







These drawings show two stages in the recording of underwater relics. The drawing of the *Queen of Nations* (c. 1861 – 1881) on the previous page shows a record of the wreck of the wooden barque from site surveys and photomosaics. The reconstructed cross-section above is based on both the site survey and original survey details by Lloyds of London.

Note that the site survey records not only the structure but also the remains of equipment and cargo surrounding the wreck. The remains have now been covered with sand.

Drawings supplied courtesy of David Nutley and Tim Smith, NSW Heritage Office