YMDDIRIEDOLAETH ARCHAEOLEGOL CLWYD-POWYS
CLWYD-POWYS ARCHAEOLOGICAL TRUST

Historic Environment Record
User Policy and Guidance

CLWYD-POWYS
HISTORIC ENVIRONMENT
RECORD

About this document

This document presents an overview of policies involved in access to Clwyd-Powys Historic Environment Record [CPAT HER], maintained by the Historic Environment Advisory Services, Clwyd-Powys Archaeological Trust. It includes an introduction to the record, our information and recording policy (what we record), our information services and data access policy (how to get access to our records), including for commercial users, and our digital preservation, volunteer and outreach policies.

It has been prepared in line with National Guidance, especially:

- Historic Environment Records in Wales: Compilation and Use
  https://cadw.gov.wales/sites/default/files/2019-05/20170523HERs%20in%20Wales%20Compilation%20and%20Use%20-%20ENG.pdf

- Historic Environment Records in Wales: Standards and Benchmarks
  https://cadw.gov.wales/sites/default/files/2019-05/20170531Historic%20Environment%20Records%20in%20Wales%20Standards%20and%20Benchmarks%2026919%20EN.pdf

This document has been prepared by the Historic Environment Record staff. It will be revised annually to reflect changes.

Last revised: 15/06/2021. V.1.1.

Contacting the Historic Environment Record

For further information, please contact the HER directly using the details below:

Email: her@cpat.org.uk

Telephone: 01938 552670

The Offices, Coed y Dinas, Welshpool, SY21 8RP, United Kingdom

https://cpat.org.uk/curatorial-services/historic-environment-record/

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Introduction

What is an HER?

CPAT's Regional Historic Environment Record (HER) is a database and archive of information about sites and projects of archaeological and historical interest within the Clwyd-Powys area. We have records of archaeological sites from all periods, ranging from the earliest known human habitation in Wales, through to relatively modern features such as World War Two military structures. We hold information about Listed Buildings and structures, Scheduled Ancient Monuments, individual find spots, and other archaeological features, from well-known and much-visited sites to less obvious landscape features such as field banks and cultivation marks.

The area covered by the HER is rich in history and archaeology. Our database holds records of over 150,000 sites and projects and is continuously updated. Every day professional fieldwork and research, academic projects, and discoveries by the public bring to light new information about the archaeological resource. The HER has been adopted by each of our local authorities and is used by their planning directorates.

Information Services

Users of the HER

Professional user groups include:

- Teachers, lecturers, academics and professional archaeologists and historians make regular use of the HER for teaching and research purposes.

- Heritage and countryside managers based at national organisations such as the Welsh Assembly Government, Cadw, National Trust and Natural Resources Wales.

- Museum, library and tourism professionals.

- Local planning authorities, developers, utility companies, consultants, contractors and solicitors also benefit from consultation with the HER and its staff. In the case of local authorities, service level agreements [SLAs] exist for the provision of HER data exchange and other historic environment services. The local authorities make an annual financial contribution towards these Services. In return, the Trust allows the Council the use of the part of the Regional Historic Environment Record relating to the relevant local authority for its normal internal business use.

Public user groups
The HER also aims to serve the general public, both as individuals and groups, who may be involved in private or family-history research, and community projects. Amateur archaeologists and historians, and students at undergraduate and postgraduate levels are encouraged to make use of the record for their research and studies. Farmers and landowners can discover the locations of, and learn more about, known archaeological sites on their land.

All of the above 'user groups' contribute to the enhancement of the HER by sending in information on relevant fieldwork, new research, recent finds and tales associated with the historic environment.

Data access and charging policy

Accessing the CPAT HER

You can access the HER in person or remotely. Contact us using the details below:

Clwyd-Powys Historic Environment Record

Email: her@cpat.org.uk

Telephone: 01938 552670

The Offices, Coed-y-Dinas, Welshpool, SY21 8RP, United Kingdom

For non-commercial purposes, selected elements of the HER are available on Archwilio. This is the online access system to the Historic Environment Records of Wales. It has been developed through a partnership of the four Welsh Archaeological Trusts to provide wider public access to this valuable resource. If you are interested in researching your local area or finding out more about a particular historical period, this is a good place to start.

CPAT HER Opening Times

Monday – Friday: 9:00am – 5pm

By prior appointment only.

Services Available at the HER offices

- Access to photocopying facilities

- Access to the HER's reference collection of hard-copy maps/photographs/aerial photographs/reference works/journals/reports

- Expert supervision and guidance

In most cases, the service is provided free of charge, except for photocopying costs etc. However, for commercial consultations, charges for staff time are made.

Visiting

An appointment is required due to limited space and staffing.

If you choose to visit the HER in person we have a workspace, computer and scanner available for you to use. HER staff will assist you and make you familiar with the equipment, if you choose to use it, and can make photocopies or scans for you. HER staff will also assist with access to the hard copy resources held by the HER.

By phone, post or email

If you can't visit in person, you can ask us to search the system on your behalf. You can contact us by using the online form at https://cpat.org.uk/docs/HER-Docs/new_her_enquiry.html . We can then send you the results of the search in electronic format

Commercial Enquiries

The basic charging rate for enquiries of a commercial nature is £100 + VAT per hour or any portion of an hour. The minimum fee will be £100 + VAT. Subject to staff availability, results will normally be provided within 5 working days. A priority service is available with a charging rate of £130 + VAT per hour or any portion of an hour. The minimum fee will be £130 + VAT. Subject to staff availability, results will be provided within 2 working days.

For commercial or larger enquiries, we provide basic information in CSV (for Microsoft Excel) and SHP (Esri shapefile) formats. We also provide an HTML and PDF document detailing the full descriptions for all sites listed. If you require data in any other format additional time and therefore cost may be incurred.

Please use the form at https://cpat.org.uk/docs/HER-Docs/new_her_enquiry.htm to submit your enquiry.

Figure 1: Beacon Ring Hillfort from the air, currently owned by Clwyd-Powys Archaeological Trust.

Content and Coverage

Geographic coverage of CPAT HER

Geographically, the record covers the former counties of Clwyd and Powys (northeast, east and mid-Wales). Since the formation of the record in the 1970s the counties have been split into the unitary authorities (UAs) of Denbighshire, Flintshire, Wrexham, and Powys. Responsibility for Conwy is split between the Clwyd-Powys Archaeological Trust (CPAT) and the Gwynedd Archaeological Trust (GAT) with CPAT covering eastern Conwy. This is understood as the 17 communities east of a line Rhos-on-Sea – Mochdre – Betws yn Rhos – Llangernyw – Pentrefoelas – Cerrigydrudion.
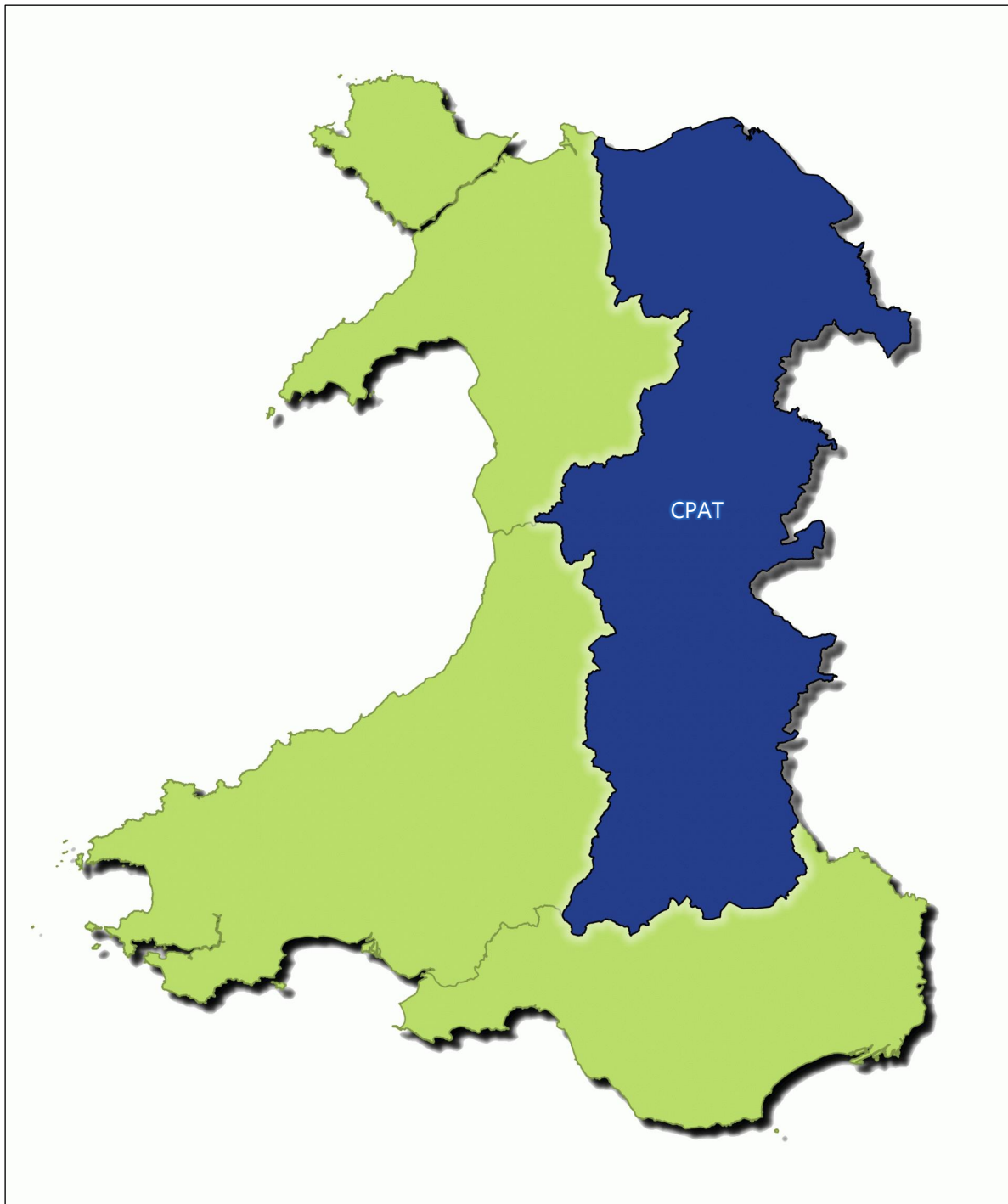

Figure 2: Geographic area covered by Clwyd-Powys Historic Environment Record.

HERs in Wales: Conditions of Use

1. Access will normally be made available to information held within the regional HERs at all reasonable times. In the first instance, Users are asked to fill in a request form outlining the information they require and the reason for their enquiry. Forms can be obtained by telephoning, writing to or visiting the website of the relevant Archaeological Trust. If the enquiry cannot be answered immediately, Users should expect to be told when and in what form the information can be made available. Separate enquiries may need to be made to each individual HER if the enquiry relates to more than one region.

2. Access to information held within the regional HERs will be denied if it is considered that its release may endanger the archaeological resource. Users will be asked to declare the purposes for which information is requested, to make an undertaking that the information will only be used for the declared purpose, and that it will not be passed to a third party without the written consent of the regional HER. Misuse of the information made available may result in prosecution or in a ban to further access to all the regional HERs. Users should ensure that expert archaeological advice is sought on the possible effects of any proposed development upon the archaeological resource.

3. Reasonable efforts are made to validate the information contained within the HERs, but Users will be responsible for checking that the information is correct. Entries in the regional HERs have been compiled from a number of diverse sources, some of which may not have been validated. The regional HERs welcome notification of any errors.

4. Confidential or privileged information imparted by the User and placed in the regional HERs will be treated appropriately. The HER should be informed of any such information at the time of submission.

5. Confidential or privileged information contained in the regional HERs will be withheld unless Users have obtained appropriate permissions in advance. 6. Direct access to the regional HERs by Users will be at the discretion of individual Archaeological Trusts. Circumstances may allow Users to retrieve information for themselves from within the HERs, though it will normally be more appropriate for them to be assisted by Trust staff.

7. Users of the HERs will be expected to abide by all copyright and other legal restrictions which may apply to information held in the record. Supplementary records may include material of which the copyright is held by other organisations. The Data Protection Act 1998 also governs the release of certain types of information. The document 'Guidance for the Submission of Data to the Welsh Historic Environment Records' should be consulted for details on Copyright and acknowledgements.

8. Restrictions may be made on the quantity of information released to any single User. Restrictions may be applied if it is considered that there is a danger that this might result in the uncontrolled use of significant portions of the record or the establishment of a competing and unregulated database. Users may be required to enter into a licence agreement before data can be released.

9. Users will be required to acknowledge the use made of the HERs in any document or published report. The document 'Guidance for the Submission of Data to the Welsh Historic Environment Records' should be consulted for details on Copyright and acknowledgements.

10. Users are expected to make any new or amended information available for incorporation within the HERs, within a reasonable timescale. Primacy of publication of new information will be respected when required by the contributor. The document 'Guidance for the Submission of Data to the Welsh Historic Environment Records' should be consulted for matters of record content, format and submission.

11. A charge will normally be made to recover the costs of servicing each enquiry. The regional HERs are non-profit making, but Users should normally expect to pay a reasonable charge to meet the costs of providing information. Since enquiries can be extremely variable, a set scale of charges is inappropriate. If it is likely that a significant amount of work will be involved, the User should ask for an estimate of costs in advance. Charges will normally be on a cost-recovery basis, although for informal enquiries or those involving pure research these may be reduced or waived altogether (where some account will be taken of whether the User will make new or amended information freely available for incorporation in the HER). Charges to bodies or individuals undertaking work on a commercial basis will normally be on a full cost-recovery basis, including the salary costs of staff. Individual Trusts should be approached for their full charging structure and cost recovery rates for provision and reproduction of information.
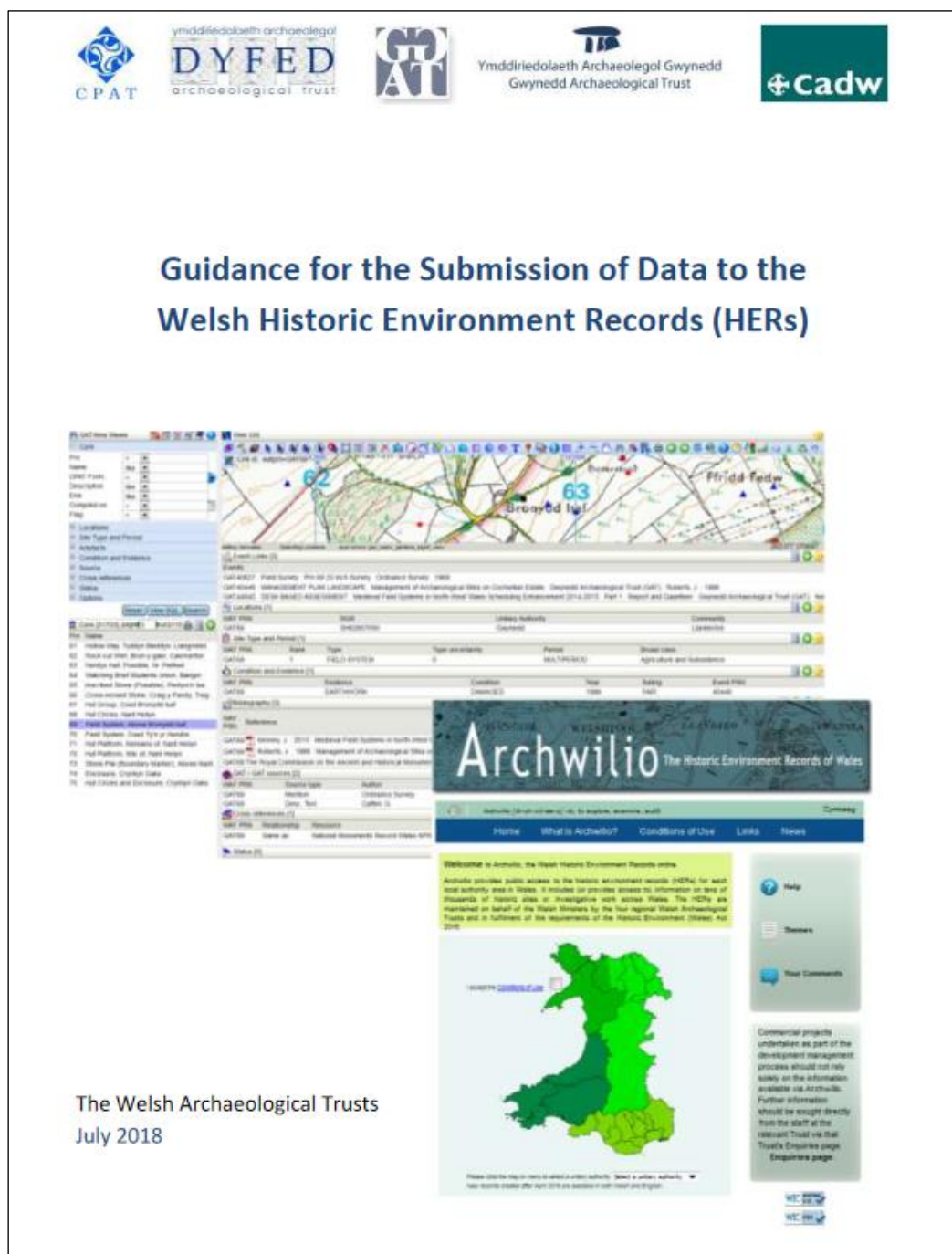

Figure 3: *Guidance for the Submission of Data to the Welsh Historic Environment Records*

Submitting data to the CPAT HER

Deposit of data resulting from archaeological works etc can be deposited using Historic Environment Record Data Deposit Online System [HEDDOS] at https://www.cpat.org.uk/heddos.html or via email to her@cpat.org.uk.

Please follow Please consult the Welsh Archaeological Trust's Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) available in English and Welsh when submitting data to the Clwyd-Powys Archaeological Trust Historic Environment Record.

Individual members of the public can also submit information on individual sites using ArcGIS Survey123 via https://survey123.arcgis.com/share/2ce3a06e03a84e9083a0f042898fa6f4

Figure 4: Submitting or updating information on new and existing HER records.

Digital Preservation Policy

The material forming part of the Historic Environment Record may comprise of paper and digital records, supplement files, and published and unpublished works that make up the supporting reference collections. Please be aware the <u>archaeological</u> archives of the Clwyd-Powys Archaeological Trust are beyond the remit of the Clwyd-Powys Historic Environment Record. Responsibility for this archaeological archive rests with the Clwyd-Powys Archaeological Trust generally, not specifically with the HER, and is dealt with in the Clwyd-Powys Archaeological Trust Archaeological Archives Policy.

By definition, a Historic Environment Record collects and stores systematically organised information about the historic environment of a given area. Inevitably this means that it will acquire permanent collections of records relating to the historic environment. Much of this material forms part of the supplement files and other files that support the digital HER. Occasionally the HER also receives Primary archive material deposited by non-commercial bodies or private individuals with the HER will be passed to an accredited archive, preferably a 'digital trusted repository' for long term preservation. Responsibility for the long-term preservation of data deposited by commercial bodies rests with the depositor.

Disposal Policies

- Primary archive material deposited by non-commercial bodies or private individuals with the HER will be passed to an accredited archive, preferably a 'digital trusted repository' for long term preservation.

- Digital records will be kept of archive transfers made by CPAT HER.

- Material transferred to an archive will be digitally copied before transfer if it is considered to be appropriate.