

G Glossary and list of abbreviations

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G.1 Organisations

ACAO	Association of County Archaeological Officers.
ADAO	Association of District Archaeological Officers.
ADS	Archaeology Data Service: provides services for the AHDS relating to digital resources that are created as a product of archaeological research, in collaboration with national and local agencies.
AGI	Association for Geographical Information.
AHDS	Arts and Humanities Data Service: funded by the academic community to collect, catalogue and preserve digital data and distribute these for use in teaching and research.
ALGAO UK	Association of Local Government Archaeological Officers.
ANSI	American National Standards Institute.
ARIA	Association of Regional and Island Archaeologists. ARIA represented the most senior archaeologists employed by or for local planning authorities in Scotland , but in 2006 merged with colleagues from England and Wales to form ALGAO UK.
ASLIB	Association for Information Management: promotes best practice in management of information resources.
ATF	Archaeology Training Forum.
BBC	British Broadcasting Corporation.
BECTA	British Education Communications and Training Agency.
BGS	British Geological Survey
BIAB	British and Irish Archaeological Bibliography: an annual indexed list of archaeological publications for Great Britain and Ireland maintained by the CBA, with funding from national heritage agencies and others.
BTCV	British Trust for Conservation Volunteers.
Cadw	Cadw (Welsh for 'to keep') is the historic environment division within the Welsh Assembly Government with responsibility for protecting, conserving and promoting an appreciation of the historic environment of Wales.
CBA	Council for British Archaeology.
CCN	Countryside Character Network.

CHNTO	Cultural Heritage National Training Organisation, formerly the MTI.
CIDOC	Comitte International pour la Documentation, Conseil International des Musees: the Documentation Committee of the International Council of Museums.
COSLA	Convention of Scottish Local Authorities. COSLA is the representative voice of Scottish local government and also acts as the employer's association on behalf of all Scottish Councils.
CREE	Contextual Resource Evaluation Environment consortium.
CSA	Council for Scottish Archaeology. The CSA is a voluntary membership organisation that works to secure the archaeological heritage of Scotland for its people through education, promotion and support.
CUCAP	Cambridge University Collection of Aerial Photrographs maintained by the Landscape Modelling Unit (formerly Cambridge University Committee on Aerial Photography): a body which has been involved in undertaking aerial-photographic surveys for archaeological and environmental research and management and which holds an important collection of air photographs.
CyMAL	Museums Archives and Libraries Wales.
DCLG	Department for Communities and Local Governement.
DCMS	Department for Culture, Media and Sport.
DEFRA	Department for Environment, Food and Rural Affairs. DEFRA was created in June 2001 from the then Ministry of Agriculture, Fisheries and Food (MAFF) and from the environmental and countryside business areas of the then Department of the Environment, Transport and the Regions (DETR).
DETR	Department of Environment, Transport and the Regions.
DoE	Department of the Environment.
EAC	Europae Archaeologiae Consilium
EEA	European Economic Area: includes all member states of the European Union plus some countries with associated status.
EEC	European Economic Community.
ENGAGE	National Association for Gallery Education.
ESRI	GIS and mapping software supplier which produces the Arc suit of products.
EU	European Union.

English Heritage (EH)	(The Historic Buildings and Monuments Commission): the statutory body which achieves, enables and promotes conservation of the historic environment in England.
English Nature	The statutory body which achieves, enables and promotes nature conservation in England.
exeGesIS SDM Ltd	A commercial company which specialises in desktop mapping and text database solutions for conservation, environmental and local government organisations including the HER application HBSMR.
FISH	Forum on Information Standards in Heritage (formerly FISHEN): a working party established to decide on terminology and develop wordlists and thesauri to be used in association with the MIDAS units of information.
FWAG	Farming and Wildlife Advisory Group.
GEM	Group for Education in Museums.
HECAS	Historic Environment Advisory Council for Scotland.
HEAVS	Historic Environment Advsroy Council for Scotland. The Council provides independent strategic advice to Scottish Ministers on issues affecting the historic environment.
HEIRNET	Historic Environment Information Resources Network: a consortium of UK bodies hosted by the CBA seeking to co-ordinate inter-operability between information systems relating to the historic environment.
HER Forum	Historic Environment Records Forum, co-ordinated by English Heritage and ALGAO (and formerly named SMR Forum), is a discussion forum for HER professionals. Discussions are held through an e-mail discussion list and twice-yearly meetings. Its Newsletter <i>HER News</i> is now part of the Heritage Gateway.
Historic Scotland	Historic Scotland is an Agency within the Scottish Executive Education Department and is directly responsible to Scottish Ministers for safeguarding the nation's built heritage, and promoting its understanding and enjoyment.
HLF	Heritage Lottery Fund.
Icomos	International Council on Monuments and Sites: the international body responsible for preparing reports on sites proposed for inclusion on the World Heritage list for consideration by the World Heritage Committee.
IDeA	Improvement and Development Agency.
IFA	Institute of Field Archaeologists: is the professional organisation for archaeologists in the United Kingdom. It promotes professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage.
IGGI	Inter Governmental Group on Geographic Information.

IHBC	Institute of Historic Building Conservation. IHBC is the professional institute which represents conservation professionals in the public and private sectors in the United Kingdom and Ireland. The Institute exists to establish the highest standards of conservation practice to support the effective protection and enhancement of the historic environment.
IiP	Investors in People: the national standard for investing in all employees. It was drawn up after research into the UK's most successful organisations found common factors in their success: good communication, effective planning, and valuing every member of staff.
ISO	International Standards Organisation.
LaMIS	Land Management Information Service.
LGA	Local Government Association. The LGA promotes the interests of English and Welsh local authorities. It aims to put local councils at the heart of the drive to improve public services and to work with government to ensure that the policy, legislative and financial context in which they operate supports that objective.
LGMB	Local Government Management Board.
LSC	Learning and Skills Council. The LSC is responsible for funding and planning education and training for over 16-year-olds in England
mda	A UK-wide organisation which supports the development and application of cultural information-management standards for museums and similar organisations (formerly the Museums Documentation Association).
MAFF	Ministry of Agriculture, Fisheries and Food.
MGC	Museums and Galleries Commission: the national body with responsibility for promoting standards in museums. The MGC was replaced by MLAC and then renamed Resource: The Council for Museums, Archives and Libraries in April 2000.
MLA	Museums, Libraries and Archives Council: established to replace the former MGC on 1 April 2000 and immediately renamed Resource: The Council for Museums, Archives and Libraries, The name Resouce has since been droPped in favour of MLA. MLA is the strategic body working with and for museums, archives and libraries, tapping the potential for collaboration between them. The organisation replaces the Museums and Galleries Commission (MGC) and the Library and Information Commission (LIC) and now includes archives within its portfolio.
MOD	Ministry of Defence.
MSC	Manpower Services Commission: a government agency which funded programmes with the aim of giving work experience to people who had been unemployed for long periods of time. Many local government organisations ran MSC-funded schemes to capture information into SMRs.

MTI	Museums Training Institute, later CHNTO.
Natural England	Natural England brings together English Nature, the Countryside Agency and the Rural Development Service.
NISO	National Information Standards Organisation.
NMGW	National Museums and Galleries of Wales.
NMRE	National Monuments Record (England): an information resource for England's historic environment established by the RCHME and now maintained by English Heritage. The NMR contains major collections of aerial photographs, ground photographs of buildings and archaeological monuments, plans, sketches and drawings and databases of monuments, events and archives.
NMRS	National Monuments Record for Scotland.
NMRW	National Monuments Record (Wales)
NOF	New Opportunities Fund: one of the agencies established by the Government to distribute funds from the National Lottery.
NoSAS	North of Scotland Archaeological Service.
ODPM	Office of the Deputy Prime Minister, see DCLG
OS	Ordnance Survey.
OS Archaeology Division	The division of the Ordnance Survey, established by O G S Crawford in the 1930s, which identified and recorded archaeological sites and monuments for inclusion on Ordnance Survey maps.
OUCA	Oxford University Committee for Archaeology
Portable Antiquities Scheme (PAS)	Established by the DCMS with the British Museum to promote the recording of archaeological objects found by metal-detector users and others.
Public Record Office	The national organisation responsible for curating archive collections that include national government papers.
RAF	Royal Air Force: the RAF has been engaged in aerial photography and other remote-sensing techniques since its inception. In the ten years after World War II, the RAF undertook routine aerial-survey programmes to produce vertical photographs for use by the OS in mapmaking.
RCHME	Royal Commission on the Historical Monuments of England: the national body established by Royal Warrant in 1908 to compile a record of ancient and historical monuments in England and make recommendations concerning their preservation. In 1999, the RCHME was merged with English Heritage.
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland.

RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales.
RDA	Regional Development Agency.
Resource	Resource: The Council for Museums, Archives and Libraries: established as MLAC in April 2000 and later launched with a new name. This national body replaces the former MGC and takes on national responsibilities for libraries and archives. a second name change has since occurred and the organisation is now known as MLA.
RNIB	Royal National Institute for the Blind
RNID	Royal National Institute for the Deaf
SCAUM	Standing Conference of Archaeological Unit Managers.
SCONUL	Society of College, National and University Libraries
SDD	Scottish Development Department
SMR	Sites and Monuments Record.
SMR Forum (Scotland)	A forum formed in order to implement the recommendations of the Baker Report (1999) in Scotland's 18 SMRs.
U3A	University of the Third Age
UNESCO	United Nations Educational, Scientific and Cultural Organisation: a specialised agency of the UN which works to preserve our cultural heritage, bringing together those who can help all nations set the course towards co-operation, development and peace.
WAG	Welsh Assembly Government.
WAT	Welsh Archaeological Trusts.
WI	Womens Institute.
WoSAS	West of Scotland Archaeological Service.
XML UK	United Kingdom Forum for Structured Information Standards
YAC	Young Archaeologists Club.

G.2 Projects and information resources

AIP	Archaeological Investigations Project: an English Heritage funded project which monitors archaeological fieldwork generated through planning advice as a result of PPG 16.
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Archive	'The documents created or received and accumulated by a person or organisation in the course of the conduct of affairs and preserved because of their long-term value' (International Council on Archives).
ARENA	Archaeological Records of Europe Network Access: a project to search for archaeological sites and monuments from six European countries: UK, Denmark, Norway, Iceland, Romania and Poland. The UK is represented in the project by the ADS.
ASPIRE	Archaeological Standard Protocol for the Integrated Reporting of Events (Scotland)
BAR	British Archaeological Reports.
BAR	Buildings at Risk.
CAMiLEON	Creative Archiving at Michigan & Leeds: Emulating the Old on the New. A project is developing and evaluating a range of technical strategies for the long term preservation of digital material.
CANMAP	A map enabled query system for Canmore.
Canmore	Canmore is the name given to the RCAHMS database. It contains details of c.250,000 archaeological sites, monuments, buildings and maritime sites in Scotland, together with an index to the drawings, manuscripts and photographs in the NMRS collections. Images of some of the photographs or drawings in the collection are also available in Canmore. Searches can be made on name, location, site type or collection, or by using the Canmore mapping service, CANMAP.
CARN (Wales)	Core Archaeological Record Index. CARN is being developed as the public entry point to the Extended National Database for Wales, a national information resource for archaeology and architecture compiled by archaeological organisations across Wales.
CIS	Countryside Information System
Coflein	Coflein is the online database for the National Monuments Record of Wales (NMRW) – the national collection of information about the historic environment of Wales. The name is derived from the Welsh cof (memory) and lein (line)
CORINE	Land cover data.
DOB	CBA's Defence of Britain project.
EAB	Environmental Archaeology Bibliography.
ELC	European Landscape Convention
ELS	Entry Level Agri-Environment Scheme
END	Extended National Database for Wales
Environmental record	Records of the natural environment.

Environmental Stewardship	Includes Entry-level Scheme (ELS) and Higher Level Scheme (HLS) in England, Tir Cynnal and Tir Gofal (in Wales) and Rural Stewardship Scheme in Scotland. Environmental Stewardship schemes are agri-environment schemes which provide funding to farmers and other land managers who deliver effective environmental management on their land.
ESA	Environmentally Sensitive Area.
Excavation Index	English Heritage's record of archaeological interventions in England maintained by the NMR
HBR	Historic Buildings Records: a name used for local-authority records providing an information-management tool for both listed buildings and other buildings of local and regional historical interest.
HEIRPORT	A portal of historic environment information resources from the HEIRNET consortium.
HELM	Historic Environment – Local Management, provides accessible information, training and guidance to decision makers in local authorities, regional agencies and national organisations whose actions affect the historic environment. Working with key partners, HELM aims to provide the tools to manage change in the historic environment with increased skill and confidence. English Heritage promotes the need for properly resourced and actively consulted historic environment departments, conservation officers, archaeologists and historic environment records. More than 40% of local authorities have now appointed historic environment champions to provide leadership on heritage issues.
HER	Historic Environment Record: a name used for records which provide an information-management tool for both archaeology and historic buildings.
HER News	Former newsletter of the HER Forum, published twice a year by English Heritage now part of the Heritage Gateway.
Heritage Gateway	English Heritage is currently co-ordinating a project in partnership with ALGAO and the IHBC to build a 'Heritage Gateway' This will act as a portal to the resources of English Heritage including the new Heritage Protection Reform (HPR) Register of Historic Sites and Buildings of England (RHSBE), the National Monuments Record (NMRE) and local authority Historic Environment Records (HERs) and the wider sector (including national and thematic recording projects) by facilitating distributed searches to provide a rich and diverse experience to users wishing to explore England's archaeological and architectural heritage.
HLA	Historic Landuse Assessment: an analysis of past and present land use in Scotland

HLAMAP	HLAMAP is a web-based presentation of HLA data for Scotland that allows the user to view the data by Historic Land-use Type, Period or Category as well as by Relict Period and to print out a report of any selected area.
HLC	Historic landscape characterisation: English Heritage programme to inform landscape-conservation strategies in the context of planning and agricultural policies. It is aimed at ascertaining and presenting the historic character of the present day landscape, in a form which accurately represents the complexity of the evidence.
HLS	Higher Level Agri-Environment Scheme.
HPR	Heritage Protection Review.
IFP	Informing the Future of the Past.
ILFA	Inspiring Learning For All: an MLA produced framework that enables the ways in which museums, archives and libraries engage users in learning to be examined and evaluated.
Images of England	Images of England is an EH, HLF funded project to put a photograph of every Listed Building on the internet
IRIS	Association for Industrial Archaeology's 'Index Record for Industrial Sites'.
ISBN	International Standard Book Number.
LBS	English Heritage's Listed Building System: a computer database of the List of Buildings of special architectural or historical interest.
LCA	Landscape Character Assessment. (See also HLC above)
LCT	Landscape Character Types
LHI	Local Heritage Initiative: a national grant scheme funded by the Heritage Lottery Fund and the Nationwide Building Society to help people care for their local landscape, landmarks and traditions. The national scheme followed Countryside Agency pilot projects, which ranged from lime-kilns to local histories, wildlife sites to walls and way marks. Now discontinued
Macaulay	Institute which researches the interactions between society and land use.

MAGIC	Multi-Agency Geographic Information for the Countryside: this brings together spatial information from a number of key environmental schemes and designations from six government organisations. The MAGIC partners are: DEFRA (Department for Environment, Food and Rural Affairs), English Heritage, Natural England, Environment Agency, Forestry Commission, Department for Communities and Local Government..
MARS	Monuments at Risk Survey: funded by English Heritage and run by Bournemouth University.
MPP	Monuments Protection Programme: an English heritage programme of site evaluation with the aim of adding to the schedule of nationally important Scheduled Monuments.
NAR	National Archaeological Record: based on the card index developed by the OS's Archaeology Division, formerly maintained by the RCHME and later incorporated into the NMR.
NLAP	National Library of Air Photographs: a collection of vertical and oblique aerial photographs providing complete national coverage of England. Maintained by the NMR.
NMP	National Mapping Programme: an English Heritage project to map the archaeological resource known from aerial photography and to provide a more reliable framework for classifying and dating sites.
National Heritage Datasets	A series of computer-based records maintained by English Heritage, including: National Monuments Record (the AMIE database); Record of Scheduled Monuments (RSM database); List of Buildings of Special Architectural or Historic Interest (LBS database); Register of Parks and Gardens; Battlefields Register; Buildings at Risk Register; Protected Wrecks and list of World Heritage Sites.
OASIS	On-line Access to the Index of Archaeological Interventions: a partnership project between English Heritage and the ADS funded by the Research Support Libraries Programme.
OGAR	Online Guide to Archaeological Research: maintained by the CBA.
Pastmap	A map enabled query system for Scottish National Archaeological and Architectural Datasets
PastScape	Online resource developed by English Heritage's National Monuments Record (NMR) which provides an easy-to-use way to find information about many of England's ancient and historical sites, buildings and monuments. The information within PastScape is taken directly from the NMR's national historic environment database. These records contain descriptions of any interesting archaeological details, pictures (where available) and links to maps and aerial photographs on other websites.
PLANARCH	Planning and Archaeology in North West Europe, european funded project.

Research frameworks	An assessment of land use, settlement, environment, economy and society in a regional context which provide a framework for curation, decision-making and research.
RSLP	Reasearch Support Libraries Programme: a national initiative, funded by the four higher education funding bodies to bring together both forms of access to library information, with specific reference to support for research.
RSM	Record of Scheduled Monuments: maintained by English Heritage. An RSM number identifies a scheduled monument within that system.
SCAPE	Scottish Coastal Archaeology and the Problem of Erosion.
SCRAN	Scottish Cultural Resources Access Network.
SWAD	Scottish Wetland Archaeological Database.
Ty Gofal	All Wales Agri-Environment Scheme.
TORC	Training Online Resource Centre.
UAD	Urban Archaeological Database.

G.3 Legislation and conservation measures

AONB	Area of Outstanding Natural Beauty.
Conservation area	An area of historical and architectural character whose boundaries have been designated in local plans. Local planning authorities have special planning powers covering these areas which aim to preserve and enhance their character.
Conservation plan	A plan produced by a local authority which identifies a conservation area and sets out plans for preserving and enhancing it. A Conservation Plan provides a single approach to understanding and managing the cultural significance of a <i>place</i> . It explains why a site is significant and how that significance will be retained in any future use, alteration, development or repair. The same approach can be used for historic gardens, landscapes, buildings, archaeological sites, collections or even a ship and is particularly relevant when a site has more than one type of heritage.
DC	Development Control.
DDA	Dissabilities Discrimination Act: 1995 Act of Parliament setting out equal rights of the dissabled.
DPA	Data Protection Act: 1998 Act of Parliament setting out the obligations of the holders of personal data to the subjects of that data.
EIR	Environmental Information Regulations, 2004.
ELS	Entry Level Agri-Environment Scheme.

ESA	Environmentally Sensitive Area (designated by MAFF).
HLS	Higher Level Agri-Environment Scheme.
FOI	Freedom of Information Act, 2000.
HPR	Heritage Protection Review
Listed buildings	Buildings of special architectural or historical interest included in the Lists published by the DCMS.
Listing	The process of identifying buildings of architectural or historical interest and publishing them on the Listed Buildings list.
NPPG	National Planning Policy Guideline (Scotland)
PaG	See Registered Parks and Gardens also used as short hand for the Parks and Gardens Registration System.
PAN	Planning Advice Note (Scotland)
PPG	Planning Policy Guidance Note: a series of guidance notes issued by the DoE identifying issues to be taken into consideration by local planning authorities. (England)
Protected Wreck	These are wreck sites in UK waters which have been identified and designated for protection by the DCMS.
Registered Battlefields	A register of battlefields of special historical interest, to draw attention to the importance of these sites. For English battlefields it has been compiled by English Heritage.
Registered Parks and Gardens	A register of parks and gardens of special historical interest, to draw attention to the importance of these sites. For parks and gardens in England it has been compiled by English Heritage. Parks and Gardens dating from 1939 or earlier are included in the register and the gardens are graded (I, II* or II) to indicate their interest.
RHSBE	Register of Historic Sites and Buildings of England, the new protection register proposed in HPR.
RIGS	Regionally Important Geological Sites.
ROW	Rights of Way, footpaths and other routes along which members of the public have the right to pass.
RR(A)A	Race Relations Amendment Act, 2000.
RSS	Regional Spatial Strategy.
SAM	Scheduled Ancient Monument: Scotland and Wales (for England see SM).
SDA	Sex Discrimination Act, 1975.

Scheduling	The process of identifying, assessing, reviewing and recommending monuments to the Secretary of State for Culture, Media and Sport for the purpose of inclusion in the Schedule of Monuments. Scheduling of monuments in England is currently incorporated in the Monuments Protection Programme.
SM	Scheduled Monument (England), formerly Scheduled Ancient Monument (SAM): a monument included in the Schedule of Monuments and protected under the terms of the Ancient Monuments and Archaeological Areas Act 1979. For Scotland and Wales see SAM.
SPP	Scottish Planning Policy: guidance issued by the Scottish Executive.
SSSI	Sites of Special Scientific Interest.
Statutory instrument	Any designation to which the Statutory Instruments Act 1946 applies.
SEA	Strategic Environment Assessment
TAN	Technical Advice Note (Scotland): guidance produced by Historic Scotland Also Technical Advice Notes (Wales) which supplement "Planning Guidance (Wales): Planning Policy".
TPO	Tree Preservation Order.
Treasure Act	The 1996 Act that defines which finds or objects should be reported to local coroners as Treasure.
UDP	Urban Development Plan (Wales).
WHS	World Heritage Site: A site which is identified on the list of cultural and natural properties protected under the UNESCO Convention on World Heritage agreed by the World Heritage Committee.

G.4 General

Adoption of the HER	Refers to the adoption by a local authority of a HER as the information resource on which planning decisions concerning the archaeological environment will be based
AIFA	Associate member of the Institute of Field Archaeologists.
Best Value	A national Government initiative which sets out a duty for local authorities 'to deliver services to clear standards, covering both cost and quality, by the most effective, economic and efficient means available' (IDeA 2000).
BVPI	Best Value Performance Indicator.
Codes of Practice	Guidance notes issued by trade associations, professional associations and the like, regarding the conduct of their members.

CPA	Continuous Performance Assessment
CPD	Continuous Professional Development
Co-operation Statement	A 1998 statement on behalf of the RCHME, ALGAO and English Heritage setting out the current position relating to SMRs and a shared vision for their future development (RCHME, ALGAO and English Heritage 1998).
HEIRS	Historic Environment Information Resources: organisations with information systems relating to archaeology and the historic environment.
HER	Historic Environment Record.
HWM	High Water Mark.
Lead Role	Refers to the lead role in respect of HERs in England for national Government currently held by English Heritage.
LGR	Local Government Reorganisation.
MIFA	Member of the Institute of Field Archaeologists.
NOS	National Occupational Standards, form the basis of the Government's strategy for vocational qualifications and training.
PDP	Personal Development Plan
Public Enquiry	A process in which evidence may be presented by members of the public and other parties to an official body for review and for their recommendations. The location of new developments (such as roads or airports) is an example of a subject which may go to public enquiry.
PIFA	Practitioner member of the Institute of Field Archaeologists.
SMR	Sites and Monuments Record, now know as HERs particularly in England, some individual records still use the title SMR.
SMR Assessment Report	Report commissioned by ALGAO from David Baker, with funding from the RCHME, giving an assessment of the condition of SMRs in England in 1998 (Baker 1999a). David Baker produced Simillar reports for Scotland and Wales.
Walsh Committee	The 1968 Committee of Enquiry into the arrangements for the Protection of Field Monuments by County Planning Authorities.
Walsh report	The report prepared by the Walsh Committee and published in 1969.

G.5 HER management

Collecting policy	A policy document which defines the physical material which it is within scope of the HER to collect, this should also include a policy for appropriate disposal of inappropriate material. This document is separate to the recording policy (see below).
Disaster plan	A plan which helps staff to react in the event of a disaster and to cope with the aftermath. The process identifies precautions to reduce the possibility of a disaster, procedures to meet immediate requirements in the event of a disaster and contingency plans for coping with the aftermath.
Forward plan	A management plan which takes stock of the current situation and sets out plans for the future.
Historic buildings	Buildings which are of national, regional and local historic interest, including listed buildings.
Pilot project	A project which is designed to test the effectiveness or potential of a particular approach.
Recording policy	A policy document which defines the breadth and scope of the information recorded in the HER. This document is separate to the collecting policy (see above).
SLA	Service Level Agreement: an agreement between a client and a contractor that sets out agreed service levels, for example minimum response time, the number of hours of telephone support, replacement equipment, etc.
Strategic plan	A high-level planning document which sets out an organisation's overall aims and objectives for the next three to five years.

G.6 Planning advice

Building assessment	A professional assessment of a built structure by an architectural historian, archaeologist or other specialist.
Consultation	Refers to requests for information and professional advice made by planning authorities, developers, Government agencies and curators.
CRM	Cultural Resource Management.
DAC	Diocesan Advisory Committee
Diocesan archaeologist	Church of England archaeological adviser.
LPA	Local Planning Authority.
Mitigation	A recommendation made by a conservation professional to mitigate any adverse impacts which may result from a development proposal.

Planning advice	Professional conservation advice about the implications of proposed developments on the cultural heritage.
WSI	Written Scheme of Investigation.

G. 7 Information management systems and recording practice

EMA	Event-Monument-Archive model, see EMS.
AMIE	A computer database developed for the RCHME's (now English Heritage's) NMR to hold text-based information about monuments, archives and events. This replaced NewHIS.
Card-index system	A topical set of ordered cards maintained to provide an index to a collection: for example a card index to a library might be ordered by author's name.
CIMI	Centre for Industrial and Medical Informatics
CRM	Conceptual Reference Model.
Extensive Urban Survey	English Heritage programme leading to reports on historic towns within an area and the enhancement of the HER.
EMS Events-monuments-source data model	A logical data model which divides information about the historic environment into site investigation (event), site interpretation (monument) and reference sources. (Formerly known as EMA – Event-Monument-Archive)
FLO	Finds Liaison Officer of the portable Antiquities Scheme.
Gazetteer	A list of place names with their associated location, normally given as a grid reference. Gazetteers are published by the OS and other mapmakers and are used as an aid to finding the location of a place on a map sheet. In archaeology, gazetteers of site names and their locations are often included in journals and other publications. Gazetteers have a specific use in GIS, described separately.
Grandfather, father, son backup system	A method for storing previous generations of data that are continuously updated, sometimes know as GFS
HBSMR	A software package for HERs that implements the MIDAS data standard which was jointly developed by the NMR and exeGesIS SDM Ltd in partnership with ALGAO. An earlier version was called SMR.
Intensive urban surveys	English Heritage programme leading directly to the creation of UADS.
LBS	Listed Building System. The LBS is the EH database for managing information on Listed Buildings.
LB Online	LB Online is a version of LBS accessible to Local Authorities and Statutory Amenity Societies via the internet.

MONARCH	A computer database developed for the RCHME's (now English Heritage's) NMR to hold text-based information about monuments, archives and events. This was replaced by NewHIS, and now by AMIE.
Monument record	A record in a card index or computer database which describes and indexes an interpretation of the archaeological or architectural features represented on a site.
Negative events	Archaeological investigations, such as watching briefs and trial trenches, that find no evidence for human activity. These are described and recorded as negative events. They are considered as important in evaluating the potential for human activity in the area or the effectiveness of a particular field technique under certain conditions.
NewHIS	A computer database developed for English Heritage's NMR to hold text-based information about monuments, archives and events. This replaced MONARCH, but has been superseded by AMIE.
OS card index	Card index of archaeological sites and monuments formerly maintained by the OS Archaeology Division.
PaG	Parks and Gardens Registration System.
PRN	Primary Reference Number to SMR records.
Record map	This refers to the maps (most commonly at 1:10,000 scale) used to record the location of sites or monuments in HERs/SMRs prior to the introduction of GIS.
Recording-practice guidelines	Desk manuals for use in HERs and the NMR that are based around national data standards but which aim to provide practical guidance on how to record in the local situation. They may include guidelines on sources, monument categories, adding and editing records, etc.
Records management	The function of managing records to meet operational business needs, accountability requirements and community expectations.
RSM	Record of Scheduled Monuments. The RSM is the EH database for managing information on Scheduled Monuments.
Secondary sources	Published and unpublished works that are based on the interpretation of primary research materials such as finds, aerial photographs, geophysical survey data, etc. Some secondary sources are based on interpretation of both primary data and re-interpretation of other secondary sources.
Signpost	Cross-references to places where other information can be found.
Superfile package	English Heritage-supported text-file system for SMRs based on the AN32 recording form.
TOAD	Database system developed by Oxford Arch Digital.

Version 1 SMR systems Text files based on a paper report form used by English Heritage to record visits to Scheduled Monuments by FMWs (known as AM107 and its predecessors the AM12 and AM7).

G.8 GIS

Address matching A geocoding process which matches the street address of a property to its location. This usually involves the matching of two database files, the first containing the address of interest, the second the list of addresses and their co-ordinates

ArcGIS GIS software supplied by Esri.

ArcView GIS software supplied by Esri.

Attribute A particular item of text, whether numeric or alphabetic, that is used to control the entry of terms into a unit of information.

AutoCAD Drawing software often used with GIS.

Buffer A zone of user-specified distance around a point, line or area feature. Buffers are commonly used as a means of identifying the proximity of features (for example, finding all archaeological monuments within a 1 kilometre corridor of a proposed motorway).

CAD Computer Aided Design: software programme for the design, drafting and presentation of graphics. Originally designed for manufacturing drawing, now also widely used for mapping.

Cadastre A dataset containing information related to landownership and rights. This usually takes the form of maps and descriptions of uniquely identifiable land parcels. For each parcel, legal information such as ownership, easements and mortgages are recorded.

Cell The basic element within a grid or raster dataset.

Centroid The centre point of a polygon, often used to attach attribute information to an area such as a census ward. These may be mathematically derived or user defined.

Co-ordinate Numbers representing the position of a point relative to an origin. Cartesian co-ordinates express the location in two or three dimensions as the perpendicular distances from two or three orthogonal axes.

DEM Digital Elevation Model, or terrain model: a data model used to represent a topographic surface, often based on a grid with height value for each cell, or on a set of irregular triangles (later known as a TIN model).

Digitising	The process of converting or encoding existing maps from an analogue form (paper) into digital information, usually in the form of Cartesian co-ordinates. This may be via a digitising table or a tablet with a handheld cursor, or via a scanner.
DXF	Digital exchange Format: a proprietary exchange format owned by Autodesk, originally for the transfer of data between CAD systems. Due to its simplicity, it is now widely used in the transfer of vector data between GIS, despite a number of limitations.
Emulation	A software interface between the operating system and the data together with the program needed to read it.
ERDAS Imagine	Imaging software product used with GIS.
ER Mapper	Imaging software product used with GIS.
ETRS 89	European Terrestrial Reference Framework.
Gazetteer	In a GIS system, a gazetteer is a list of spatial entities, such as properties, or streets, held with their co-ordinates. Gazetteers are used in GIS for rapidly displaying a particular area on screen and also for searches. The gazetteer often forms the core of larger GIS-based applications, such as the prototype National Land Information Service.
Geocode	The element in a database used to identify the location of a particular record, for example, a postcode.
Geodetic datum	A set of parameters defining co-ordinates for all parts of the earth. For example, WGS 84 is the World Geodetic System for 1984. Varying datums are used to produce better local 'fit' of a spheroid (a 'squashed' sphere) to the actual shape of the earth – the geoid.
GeoMedia	GIS Software produced by Intergraph.
GEMINI	Geo-spatial metadata interoperability initiative.
GIS	Geographic Information System.
GiGateway	Metadata Standard to replace NGDF.
GPS	Global Positioning System: a position-finding system which uses radio receivers to pick up signals from four or more special satellites and compute WGS co-ordinates for the receiver.
Imagine	GIS software product.
ITN	Integrated Transport Network.
Landform Profile	OS vector dataset.
LandLine	OS vector dataset.
Latitude/longitude	A spatial reference system for the earth's surface. Latitude is an angular measurement N or S of the equator, longitude is an angular measurement E or W of the meridian at Greenwich, UK.

Map projection	A mathematical model used to convert three-dimensional reality into two dimensions for representation on a map, or within a twodimensional GIS database. All map projections have particular strengths: some preserve shape, others preserve distance, area and direction. All projections have limitations of which users should be aware.
Map scale	The measure of reduction between the representation and the reality, be it a map or a spatial database. Scale is usually represented as a representative fraction of distance (for example 1:50,000, one unit of distance on the map representing 50,000 units in reality). The nominal scale of a spatial dataset has considerable influence over the possible application of the dataset. For example, it would not be sensible to compare data captured at a nominal scale of 1:625,000 with data captured at 1:1,250.
MapInfo	GIS software used produced by the MapInfo Corporation.
MasterMap	The OS lares scale digital mapping product.
MapXtreme	GIS software package.
MetaGenie	GiGateway metadata product.
NGDF	The National Geospatial Data Framework: a forum for discussion about common spatial descriptions within key geographic databases. The NGDF has produced the UK Standard Geographic Base (UKSGB) and also a metadata standard suitable for use with spatial information.
NGR	National Grid Reference: a spatial referencing system for the British Isles developed by the OS. A National Grid Reference locates a point north and east of a point of origin that lies close to the Isles of Scilly.
Node	A basic spatial entity within the vector data model which represents the beginning or end of segment.
Pixel	A picture element of a raster image as displayed on a screen or raster plot.
OCR	Optical Character Recognition.
OSGB36	OS maritime projection.
OSGM02	National Geoid Model.
OSTN02	National Grid Transformation.
Point	A spatial entity that represents the simplest geographical element. Represented in the vector data model as a single x, y co-ordinate and in the raster, as a single cell.

Polygon	A representation of an enclosed region defined by a segment or a series of segments that makes up its boundary. Polygons may have attributes describing the region they represent, such as the period(s) for a historic town.
PAI	Positional Accuracy Improvement Programme (OS)
Raster	A data structure composed of a grid of cells. Groups of cells represent geographical features; the value in the cell represents the attribute of the feature.
Remote sensing	The science of acquiring information about the earth using instruments which are remote to the earth's surface, usually from aircraft or satellites (but geophysical information is also relevant). Can provide the ability for the rapid acquisition of data for large areas.
Resolution	The resolution of a digital dataset expresses the size of the smallest object which can be depicted. The term is most commonly associated with the raster data model where the resolution of a raster or grid is equal to the size of the cell in the real world.
Rubber sheeting	A process which adjusts the relative positions of features within a dataset in a non-linear, or non-uniform way. It is used to transform the co-ordinates of maps with different scales, orientation or co-ordinate systems.
Scanning	A data-capture technique which digitises information from paper or film hard copy into digital raster data. The process is rapid, but the resulting raster dataset only has colour, grey-scale or black-and white attributes associated with it and may not have the intelligence necessary for GIS analysis. Some GIS have tools for converting raster to vector data, but these always require some human intervention.
Segment	One of the basic spatial entities and a basis for spatial models. Formed from a set of ordered co-ordinates (vertices).
Spatial analysis	This is the process of applying analytical techniques to geographically referenced datasets to extract or generate new geographical information. Spatial analysis may be used to model complex geographical interactions and is useful for investigating site suitability and predicting future events. Overall, analytical techniques may be complex, but are usually made up of a combination of simpler techniques applied in an appropriate order.
Thematic map	A map which communicates a single theme or subject. For example, a map depicting the number of fieldwork projects within different administrative areas, or the number of sites within areas would be thematic maps. These contrast with general-purpose topographic mapping which depicts features such as roads, rivers, landmarks and elevation.
TOID	Topographic Identifier in MasterMap.
Topography	The natural and artificial features of the landscape.

Topology	The relationships in spatial terms between connected or adjacent geographical objects. Topology is used to apply intelligence to data held in vector data models. For example, topological information for an arc might include the polygon to its left and right and the nodes to which it is connected.
UKSGB	UK Standard Geographic Base.
Vector Data	A data model based on the representation of geographical objects by Cartesian co-ordinates, commonly used to represent linear features. Each feature is represented by a series of co-ordinates which define its shape, and which can have linked information. More sophisticated vector data models include topology.
WGS84	World Geodetic System, a maritime projection.

G.9 Data standards

AM107	A Scheduled Monument reporting form.
AN32	A recording form for information about scheduled monuments developed by English Heritage in the early 1980s.
Archaeological Objects Thesaurus	A thesaurus that is maintained by the mda as part of INSCRIPTION to provide indexing terminology for archaeological objects.
Authority list	A list of terms, whether numeric or alphabetic, that is used to control the entry of terms into a unit of information.
Bath Profile	An International Z39.50 Specification for Library Applications and Resource Discovery
Broader term	A term that represents a parent to a term or other terms. The broader term is super-ordinate to its subordinate narrow term. One term may have many narrower terms and, in turn, each narrow term may itself have narrower terms.
BS7666	British standard for the presentation of addresses.
Candidate term	A new term that has been proposed for inclusion in a thesaurus or wordlist.
Class	A grouping of terms representing concepts within a general subject area. The terms within a class need not be hierarchically related.
Compound term	A term that is made up of two or more concepts. These are usually divided up into separate terms for each concept except where this affects the meaning or where its use is very well established.
Data dictionary	A reference work that sets out the data fields or units of information incorporated into a computer system or card index. A data dictionary specifies the information that it is appropriate to record in each field and any wordlists or thesauri to be used.

Data model	A generalised, user-defined view of data representing the real world and entities therein. For example, the concepts of monuments and events, and their relationship is a model of 'real world' entities expressed through a particular organisation of data.
Data standards	Data standards set out what information it is important to record about a particular subject and how this should be carried out. The aim is to promote consistency in the way in which information is recorded to enable its retrieval.
Dublin Core	A standard content-description model widely used on the internet..
e-Gov Metadata Standard (eGMS)	A list of the elements and refinements that will be used by the public sector to create metadata for information resources. It also gives guidance on the purpose and use of each element.
FGDC	US Federal Geographic Data Committee's content standard for Geospatial Metadata.
Grouping term	A broader term used to gather a group of terms together but not to be used in recording.
Hierarchical wordlist	A wordlist containing a hierarchy but no other form of relationship.
Hierarchy	An arrangement of terms showing broader and narrower relationships between the terms.
Homograph	Homographs are terms that have the same spelling but different meanings. The meanings are usually differentiated from each other by using a qualifier within round brackets after the term, for example Bank (Financial) and Bank (Earthwork).
INSCRIPTION	The national heritage reference dataset, a collection of wordlists and thesauri developed by various heritage bodies, both national and regional, that are recommended for use in conjunction with MIDAS.
ISO15046	Draft international standard addressing geographic information and geomatics.
ISO19115	International geographic information metadata standard.
JSR	Java Specification Request.
LUT	Look Up Table.
MIDAS	Monument Inventory Data Standard, a data standard for inventories of monuments. It was agreed by representatives from organisations directly involved in the recording of England's monuments working together as the Data Standards Working Party, now FISH. MIDAS is a 'content' standard.
Narrower term	A term that represents a specific sub-set of the concepts represented by another term. A narrower term can have more than one broader term.

Non-preferred term	A term that cannot be selected for indexing or retrieval, it is treated as synonymous with another term, the preferred term.
Noun phrase	A phrase which acts in the same way as a noun. Terms in wordlists consist of nouns and/or noun phrases.
OGIS	Open Geodata Interoperability Specification.
Preferred term	A term which can be selected for retrieval and can be used for indexing.
Recording standards	Agreed standards for recording information within a computer system or card index. See Data standards and Data dictionary.
Related term	A preferred term linked to another preferred term conceptually but not hierarchically, for example 'Stable' and 'Tack Shed'. Although both terms are to do with horses there is not a hierarchical relationship but the conceptual link is so close that anybody looking for 'Tack Sheds' might also want to look for 'Stables'.
Scope note	A definition of a term for the purposes of the terminology list. It may, or may not, also include guidance upon its use.
Simple wordlist	A list of terms that do not have any relationships built into the wordlist and do not have multiple elements attached to the same concept.
SPECTRUM	The UK museum documentation standard published by the mda. This standard is integral to MGC registration for museums and is being implemented throughout the UK and worldwide in both manual and computerised systems.
Synonym	A term having a different form or spelling but the same or nearly the same meaning as another term, for example, Slaughter House and Abattoir or Dovecote and Dovecot.
Term list	Another phrase for a wordlist.
Terminology control	The overall concept of the use of terms to control the recording and retrieval of any given unit of information.
Thesaurus	A list of concepts or terms that normally shows equivalence, hierarchical and associative relationships. A thesaurus is a flexible indexing and retrieval tool.
Thesaurus of Building Materials	A thesaurus maintained by the NMR as part of INSCRIPTION to provide an index to materials used in the construction of buildings and other structures such as public monuments, garden ornaments, street furniture, etc.
Thesaurus of Monument Types	A thesaurus maintained by the NMR as part of INSCRIPTION to provide an index to monuments, buildings and other built structures by character and function.
Unit of information	Units of information are the fundamental facts of interest contained within an information system whether computerised or manual.

Wordlist	A standard list of terminology used to control information recorded in a specific field in a database.
Z39.50	A communications protocol designed to enable communication between computer systems.

G.10 Information technology and the internet

Anti-virus software	Software that is designed to identify the presence of computer viruses and which provides facilities for their safe removal from a computer system. This software incorporates an index to currently known viruses and as new versions are rapidly introduced, must be regularly updated.
ASCII	American Standard Code for Information Interchange text or delimited text for structured data.
ASP	Microsoft Active Server Pages.
Backing-up data	The process by which copies are made of computer data and placed in safe storage to provide a facility to restore information in the event of system failures or other losses (such as theft of computers).
CD/CD-ROM/CD-RW	Compact Disc/Compact Disc Read-Only Memory/Compact Disk – Rewritable.
DAT	Digital Audio Tape.
Data capture	The process of capturing information into a computer system. This may involve direct input from a keyboard, scanning, digitising or transfers of digital data from external sources.
Data migration	The planned movement of data to new formats and more recent versions of software.
Data transfer	Transfer of digital data between one computer system and another.
DDE	Dynamic Data Exchange: a protocol incorporated into the Windows operating system that allows one application to exchange data or to trigger an action in another application.
Digital archiving	Long-term preservation and future use of static digital data.
DVD/DVD-ROM	Digital Video or Digital Versatile Disc/Digital Video or Digital Versatile Disc – Read Only Memory.
e-GIF	e-Government Interoperability Framework.
Emulation	A software interface between operating system and the data together with the program needed to read it.
Firewall	A protective security screen to control access to locally held resources from unauthorised outside users.

Flatfile	A computer record system based on a single data table in which a record consists of a row of data fields.
FTP	File Transfer Protocol: a way of transferring digital data between source and destination systems.
GiGateway	A free web service aimed at increasing awareness of and access to geospatial information in the UK.
GML	Geography Markup Language
GUI	Graphical User Interface: a method of interaction with a computer which uses pictorial buttons (icons) and command lists controlled by a mouse.
html	Hypertext markup language.
Hypertext	Document files prepared in Hypertext Markup Language (HTML) for, use on the World Wide Web. These documents incorporate text with links to images, digital data and other documents.
Internet	A global communications network made up of millions of computers. Access to the World Wide Web and electronic mail or 'email' are normally considered as the most important internet services.
Intranet	Closed computer networks that are established by organisations to serve the computing needs of their staff.
ISP	Internet Service Provider: an organisation that offers services including access to the World Wide Web and email.
IT	Information technology.
JPEG	An digital image compression format.
LAN	Local Area Network: a computer network maintained by an organisation to connect computers within a building or a single site.
Modem	An input-output device which is used to transmit and receive digital signals between computers across the internet.
Multimedia	A term used to describe materials available on the internet which incorporate text, images, video clips and sound clips.
ODBC	Open Database Connectivity: a set of protocols that allows a database application held on a client machine to interact with a different database application held on a server across a network. For example, using ODBC an Access database on a work station can query and exchange data with an Oracle database on a network server.

OLE	Object Linking and Embedding: a protocol that is incorporated into the Windows operating system. It allows programs to communicate with each other and is used to link or embed objects creating a compound document, for example an Access form might contain a Word document, an Excel spreadsheet or a MapInfo workspace. Linking means that data is retrieved from its original file. Embedding means that data from the original file is copied into the compound document.
Passwords	These are codewords, normally made up of a mixture of letters and numbers, that are used to limit entry to computers, networks and other systems to authorised persons.
PC	Personal Computer: a desktop computer which incorporates a monitor, keyboard, central processing unit and memory storage space used to run applications software.
PKZIP	File compression software.
RAID	Redundant Array of Independent Disks.
RDBMS	Relational Database Management System.
Relational database	A database which structures data in the form of tables. Each table contains information relevant to a particular feature, and is linked to other tables by a common value. For example, two attribute tables could be linked to a spatial data table via a geocode, such as a postcode, or a unique identifier.
SANs	Storage Area Networks.
SQL	Structured Query Language.
SGML	Standard Generalised Markup Language.
SVG	Scaleable Vector Graphics.
Technology preservation	The maintenance of hardware, operating systems and applications used to create specific data.
Trojan horse	A type of program that is moved insidiously on to a computer system to be triggered at sometime by certain pre-defined actions, usually with disastrous consequences.
URL	Universal Resource Locator: an address used to identify resources on the World Wide Web.
Viruses	A computer virus is a self-replicating programme, which may or may not be harmful. Viruses are inadvertently spread from computer to computer on floppy discs, email attachments and from the internet. Once introduced on to a computer they may simply display a message on screen but some cause damage to data files.
WAN	Wide Area Network: a computer network for a series of buildings which may be widely separated across the country.

Web server	A web server is a computer that provides access to HTML documents and other web-enabled materials stored on its hard disc or memory. This may simply be a personal computer with appropriate communications software and a connection to the internet, or it may be a higher specification machine maintained by an ISP or a large organisation.
Website	A linked series of HTML documents that is available on the internet at a location identified by a URL is referred to as a website. A web page is a single HTML document.
Web space	Space on the web server that may be used for file storage and for a website. Websites have an address or URL which locates a hypertext file on the World Wide Web.
Worms	A destructive program that replicates itself throughout a single computer or across a network, both wired and wireless.
www	World Wide Web
Xena	XML Electronic Normalising of Archives.
XML	Extensible Markup language

G.11 Access and copyright

Copyright	Legal rights associated with the originators of material.
Database Right	Legal rights associated with the originators of computer databases.
DDA	Disability Discrimination Act
EIR	Environmental Information Regulations 2004
Fol	Freedom of Information Act 2000
Free Text Search	A query made where there is no control of the terminology that is searched upon: for example a search on 'house' would find any instance where the word is used regardless of its context.
Freedom of access to information on the environment	<p>1990 EC directive (90/313/EEC) concerning public access to information on the environment, implemented in Great Britain through the 1992 Environmental Information Regulations (SI 1447) by the DETR. Under these regulations environmental information relates to the state of any water or air, flora or fauna, soil, natural or other land.</p> <p>The 'state' includes physical, chemical and biological conditions in the past, present and future. The 'land' includes all land surfaces, buildings, land covered by water and underground strata.</p>

Licensing	A form of agreement between two parties in which one party is permitted to carry out some action by another. For example, an OS licence permits the licence-holder to use or copy OS maps within specified conditions.
National Archaeology Day	Annual events organised by the CBA's Young Archaeologists Club to offer their members an opportunity to participate in activities organised in partnerships with museums, SMRS, archaeology units and others.
National curriculum	The curriculum taught in schools to children between the ages of 5 and 16 co-ordinated nationally by the Department of Education.
User declaration forms	These are forms that set out the role of the SMR and its commitment to conservation and preservation of the historic environment.

