

First World War Site Recording Form

Please complete the following sections as accurately as you can in black ink or electronically. Bold sections are mandatory. Use this form with the *Completing your Site Recording Form* notes that follow and *First World War* wordlists.

1. LOCATION

Grid Reference (NGR) eg SJ 91866 22934		NGR location point eg centre of site, corner of building	
NGR source GPS (WGS84 coordinate system) <input type="checkbox"/> Online tool/mobile app <input type="checkbox"/> url: _____ Map <input type="checkbox"/> Scale and date 1: _____			
Official name of the site			
Alternative names			
Related sites (with NGRs if known)			
Location notes/directions			
Current County/Unitary Authority		Current Parish/Borough/Community/Townland	Postcode
NMR No. (if site known) (Canmore Scotland, Coflein Wales, Heritage Gateway England)		HER/SMR No. (England, Scotland) Archwilio PRN (Wales)	Heritage designation None Scheduled monument Listed building Conservation area
NISMR/DHP No. (Northern Ireland)			

2. SITE OBSERVATIONS

Type of site (see <i>First World War Thesaurus</i>) eg drill hall/airfield		Date/s of construction (YYYY)		Dates for First World War use YYYY–YYYY)	
Unknown <input type="checkbox"/>		Source for date/s		Second World War use <input type="checkbox"/>	
Site description and features eg location, orientation, dimensions, shapes, features, functions, phasing, roofing					
Construction materials (see <i>Building Materials Thesaurus</i>) eg concrete/brick/corrugated iron					
Overall condition Good Fair Poor Very poor Uncertain Destroyed				Converted <input type="checkbox"/> Restored <input type="checkbox"/>	
Threat type eg tree growth/ploughing/erosion/military activity/building work:		Threat significance High Moderate Low Negligible		Threat timescale Active Short-term Long-term Negligible	

Please use continuation sheets where more space is required

3. ATTACHMENTS AND ASSOCIATED INFORMATION

File names and captions for your digital site photos eg sitename_feature_date_001	
Photo 1	
Photo 2	
Photo 3	
Photo 4	
Photo 5	
Attached plans Field sketch <input type="checkbox"/> Dimensioned sketch <input type="checkbox"/> Measured plan <input type="checkbox"/> scale:	
Associated plans, maps, documents, book extracts or other written material	
Associated historic photos/illustrations	
Associated verbal transcripts/local knowledge	
Information attached to this sheet by recorder <i>See Completing your Site Recording Form for file naming guidance</i>	No of attached sheets

4. ASSOCIATED PEOPLE

Family name	Forename	Date of birth (DDMMYYYY)	Date of death (if known) (DDMMYYYY)
Association eg service, job or event	Date/s of association (DDMMYYYY)	Links with other sites	Other info

5. RECORDER

Name of recorder	Email	Tel:	Date of site recording/s
Name of volunteer group		Title of project	
I understand and agree that the information given on this form and any associated materials supplied, including photographs, may be entered into databases held by local historic environment records and national monument records, published and used by third parties under license.			
Signature of site recorder		Date	
Your recording data will be published anonymously unless you indicate here that you would like to include your project name and group: Yes please publish our details <input type="checkbox"/> No please do not publish our details <input type="checkbox"/>			

Continuation sheet: (please include site name and section number from this form with your information)

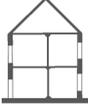
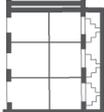
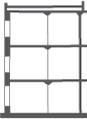
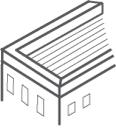
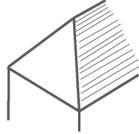
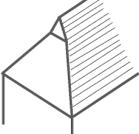
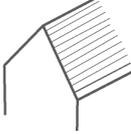
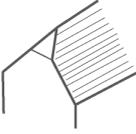
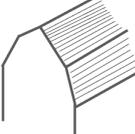
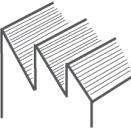
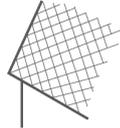
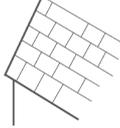
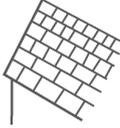
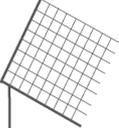
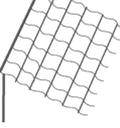
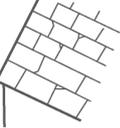
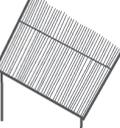
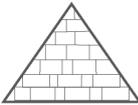
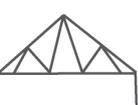
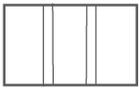
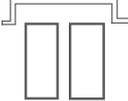
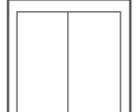
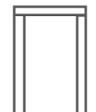
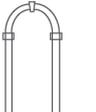
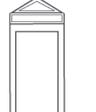
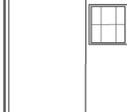
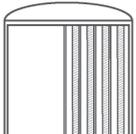
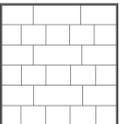
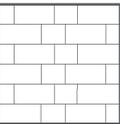
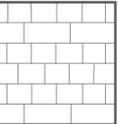
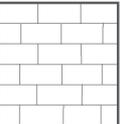
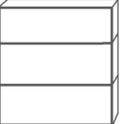
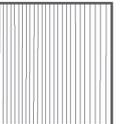
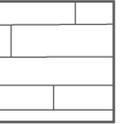
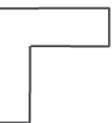
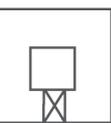
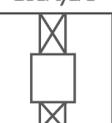
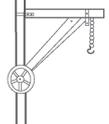
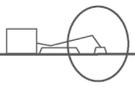
Site name:

Name of volunteer group:

Section 2: Site plan or drawing Site name:

Name of volunteer group:

A large grid of graph paper, consisting of 20 columns and 20 rows of squares, intended for drawing a site plan or drawing.

	1	2	3	4	5	6	7	8
Sections	One Bay 	Two Storeys 	Two Bays 	Multiple Storey 	Stair Tower 	Toilet Tower 	Water Tank 	Mixed 
Roof Type	Flat 	Hipped 	Gablet 	Gabled 	Half Hipped 	Gambrel 	Northlight 	Single Pitch 
Roof Material	Asbestos Tile 	Thin Slate 	Thick Slate 	Plain Tile 	Pantile 	Stone Flag 	Roof Light 	Corrugated 
Truss Type	Brick 	King Post 	Queen Post 	Strutted 	Glazed Northlight 	Right Angle 	Fink 	Belfast 
Windows	Lancet 	Transomed 	Mullioned 	Square 	Elongated 	Tall 	Multiple 	Revival 
Doorways	Square Head 	Double 	Heavy Wood Frame 	Semi-circular Arch 	Pedimented 	Sliding 	Concertina 	
Walling	Stone 	Brick English Bond 	Brick Flemish Bond 	Brick Garden Wall Bond 	Brick Stretcher Bond 	Concrete Blocks 	Corrugated 	Weatherboard 
Plan	Single Unit 	Double Unit 	Aisled 	L-Shaped 	U-Shaped 	Courtyard 	Multiple Entry Courtyard 	Irregular 
Fittings/Power	Columns 	Crane Runway 	Hoist 	Wooden Floor 	Water Power 	Steam Engine 	Electricity 	Animal or Hand Power 

Completing your First World War Site Recording Form

Please use the following guidance notes and refer to our wordlists, *First World War Thesaurus* and *Building Materials Thesaurus* while completing your Site Recording Form. You can find out more about setting up your site recording and see examples in our *Guide to Recording First World War Sites and Buildings* on the website. To record war memorials, please refer to www.warmemorialsonline.org.uk

Please send this completed form to your local Historic Environment Record service by post or email or transcribe onto our online form to be submitted automatically. Register your recording at: www.homefrontlegacy.org.uk/register

Choose from three options:

1. On paper

Download and print a PDF file of the form and post or email it to your local Historic Environment Record or Sites and Monuments Record service along with any attachments. Where a response is required, please circle. You can also transcribe your data into our online form to submit automatically.

2. By email

Complete the form electronically and email it to your local Historic Environment Record Service or Sites and Monuments Record service along with any attachments. Where a response is required, please bold. You can also transcribe your data into our online form to submit automatically.

3. Online (our recommended option)

Complete the form online on your desktop, or on-site on your smartphone or tablet. Browse your files to attach digital photographs and documents. Your recording data will be submitted to your local Historic Environment Record or Sites and Monuments Record service and will appear on the project map online.

On-site

You can complete the online form on any smartphone or tablet including Apple and Android devices. Where 3G signal is poor, you can save the form to your device before you set out and complete it offline, and then submit it when you have access to WiFi or your signal returns.

Why submit online?

A benefit of recording your site online or on-site is that you can use the built in mapping technology to identify the site's Grid Reference. Word list lookup and dropdowns for terms and dates will speed up your recording. Once you press *send*, your online form will submit to the local Historic Environment Record or Sites and Monuments Record, you will receive a copy of your data by email and your site recording will display as a 'map pin' on our online map of First World War sites. See the online recording form at www.homefrontlegacy.org.uk

Accessing First World War wordlists

You can download or print a copy of the *First World War* and *Building Materials Thesauri* to refer to as you complete the form or look them up online at: <http://fishforum.weebly.com/download-fish-terminology.html>

Desk research

Before going out into the field, do your background research. Check local/national records to find out if the site has already been recorded and protected and what value you can add to records. Talk to your local Historic Environment Record or Sites and Monuments service for advice and support and for a steer on gaps in their records and existing projects. You can complete these parts of the recording form before you go on-site.

Before you start

Site access and permission

Please remember if you are entering a site on private land, you must seek consent from the owner and/or occupier. Legal requirements vary across the UK with some sites having both public and private access. Please check before your visit.

If consent is given, please observe the Countryside Code. For guidance on the countryside code, go to:

- www.naturalengland.org.uk/ourwork/enjoying/countrysidecode/default.aspx
- www.doeni.gov.uk/niea/places_to_visit_home/access_to_the_countryside.htm
- www.scotland.gov.uk/Topics/Environment/Countryside/16328
- www.countrysidecodewales.org.uk

Health and Safety on-site

It is your responsibility to take health and safety precautions when you are recording a site. Please note that any issues that may arise as a result of your use of the recording form are not the responsibility of the Council for British Archaeology or its project partners. By using our recording toolkit within your project you are acknowledging that access and health and safety are your responsibility.

Before setting out it is worth consulting online sources for advice on local weather conditions and any other appropriate measures to ensure your safety.

Take care when working close to derelict buildings or trenches. For unstable buildings, you could avoid contact when recording by using an appropriate technique such as photography. Even low remains may be prone to movement or collapse if you walk on them, so take care and be sensible about how you approach earthworks and buildings. Before conducting your site recording, you may like to undertake a risk assessment of potential hazards to protect you and your recording team.

- For an example template, go to: www.homefrontlegacy.org.uk/resources

Copyright

You may wish to consult the individual copyright guidelines for your local Historic Environment Record or Sites and Monuments Record before submitting your recording form.

- In England, go to: www.heritagegateway.org.uk/Gateway/CHR
- In Northern Ireland, go to: www.doeni.gov.uk/niea/MBR.aspx
- In Scotland, go to: www.rcahms.gov.uk
- In Wales, go to: www.archwilio.org.uk

Please note that when submitting information to your Historic Environment Record or Sites and Monuments Record, it shall be used for the purposes specified only. Where specific consent under the copyright provisions governing the individual HER has been obtained for dissemination of HER data to third parties through publications, reports or theses, due acknowledgement of the use of the HER and of the originators of the material, where permission is given by the recorder, will be given. Data submitted to the Home Front Legacy project will be held on the project database and used by the Council for British Archaeology and project partners in furtherance of the project. Individuals and groups submitting recording data are, of course, free to use their data as they wish. If you are attaching associated documents, photographs and published information with your recording data please ensure these are not protected by copyright and include archive references (see Section 3).

Filling in your form

New to site recording?

It is up to you how much detail you would like to include in your recording. For guidance, information essential to the recording process is marked in bold on the form. If you are new to site recording, please focus on these fields. If you can add more detail, take some photos and make a basic sketch of the site, please do so and attach these with your form. Where you are unable to provide information, please leave these sections blank.

More experienced?

If you have carried out site recording before, please try to include as much of the information requested as you can and complete references for any attached photographs or additional information to enhance our First World War records. You may like to include a dimensional sketch or detailed plan of key structures.

Where you are recording multiple features in one location or there is more than one area of remains, please complete a form for each. See Section 2: *Site Observations*.

Example: when recording an airfield it would be useful to record the individual hangars, barracks and workshops separately.

SECTION 1: LOCATION

Start off by recording exactly where your site is.

Grid Reference (NGR):

Use one of these five methods to locate the British National Grid Reference (NGR) for your site:

1. On a desktop, you can autogenerate the NGR using the map look up function within our online form.
2. On a smartphone or tablet you can use the *locate me* function within our online form to autogenerate the NGR as long as you have a 3G signal. Alternatively save your form and wait until you have a WiFi or 3G signal to log back in and use the map look up function.
3. In the field, use a handheld GPS unit to establish your NGR, setting it to the WGS84 coordinate system and the British Grid System so that your grid reference is given in both letters and numbers.
4. Use an online tool/app to locate your NGR, such as: <http://gridreferencefinder.com/gmap.php>
5. Manually look up the NGR using an Ordnance Survey map of the area.
 - To find out more about locating a British National Grid Reference using Ordnance Survey maps go to: www.ordnancesurvey.co.uk/resources/maps-and-geographic-resources/the-national-grid.html
 - For the Ordnance Survey's step-by-step guide to calculating a NGR, go to: www.ordnancesurvey.co.uk/docs/support/guide-to-nationalgrid.pdf
 - To download Ordnance Survey maps, go to: www.ordnancesurvey.co.uk/shop/mapfinder

Please indicate the source for the NGR on your form as accuracy is vital for Historic Environment Records.

Calculating your grid reference manually

Ordnance Survey map references are divided into three sections: a two-letter code for the relevant map square, a 4 or 5-figure number for the eastings, and a 4 or 5-figure number for the northings.

If you take your grid reference from a map, first obtain the correct National Grid letter sequence from the map key, then record the Eastings (vertical lines running East-West across your map), followed by the Northings (horizontal lines running South-North up your map). Please give the same number of digits for both the Eastings and the Northings.

Use a 1: 10,000, 1:25,000 or 1:50,000 Ordnance Survey map to calculate a 6 or 8-figure grid reference.

Example: NT 557 315 a 6-figure grid reference will locate the site to within 100 m

Example: HN 6738 9602 a 8-figure grid reference will locate the site to within 10 m

Example: HS 57625 45612 a 10-figure grid reference will locate the site within 1 m and may be appropriate for individual features such as a building, but is not necessary for larger site areas.

NGR location point

For the Historic Environment Records we need to know what point of a site you have used to establish the NGR (eg centred on SJ 91866 22934). This is particularly important for large sites that may cover many hundreds of square metres such as airfields. The rough central point is often best with a note on the location of that point, eg the airfield hangars or the right emplacement of an anti-aircraft gun emplacement. You can also use the corner of a building. For a long linear site you may want to quote two NGRs; one for each end of the site. If it is in sections, it may be better to treat them as two sites and record them with separate Site Recording Forms.

NGR source

Please indicate your NGR source. If you are identifying your NGR from a handheld GPS, please use the WGS84 coordinate system. Note down the URL for online tools or apps and the scale and date of your map.

Name/s of the site

The official name for the specific site you are recording. Some sites are also known by other, often local terms which should also be recorded. Please state 'unknown' if the site has no name known to you.

Example: St Michael's, Newtown, Berkshire, RG79 8DX
and The gravestone of RAF Pilot T. G. Redford within churchyard
and Locally known as the grave of the 'Fighter Pilot'

Please state if you know of any related sites and give the NGRs if known.

Location notes/directions

Describe the position of the site, either its location within a village, town, or city, including the road it sits on, or for a rural site its position in the landscape. This should enable another person to find the site without the aid of a map. Please use the continuation form to add more details if required.

Example: the drill hall is located mid-way along the southern side of the street close to a postbox.

Current County/Unitary Authority:

Establishes the local Historic Environment Record or Sites and Monuments Record service for the site.

- To identify an authority in the United Kingdom using address or postcode, go to:
<http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

Current Parish/Borough/District or Community:

Civil Parish names are given on the Ordnance Survey 1:25,000 maps. The borough or district boundaries can be found on both 1:25,000 and 1:50,000 sheets.

Maps can be located at: www.ukmapcentre.com or www.ordnancesurvey.co.uk/shop/mapfinder

If your site is within a postcode area, please try to provide this to tie down the location information.

Record numbers

Please give the reference numbers if your site is already included in a National Monument Record or on the Heritage Gateway, and in a local Historic Environment Record or Sites and Monuments Record in England and Scotland or Archwilio in Wales. It's a good idea to carry out desk-based research and talk to your local service before you start your recording to identify any existing records and inform your site visit.

- For a full listing of local Historic Environment Record/Sites and Monuments Record services in England, Scotland and Wales, go to: www.algao.org.uk/membership
- For a listing of the national records, see p.12 of these notes.

Protection

Once you have searched these records, please indicate on your form if the site is protected (designated) as a scheduled monument, listed building or locally listed building, or if it lies in a conservation area. Look up at: www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england

SECTION 2: SITE OBSERVATIONS

Your notes on the site's use, date, features, condition and vulnerability based on your field visit.

Type of site – what it is:

Before completing this section, please refer to the site types wordlist, *First World War Thesaurus*, to ensure your site will be indexed appropriately and be searchable across relevant local and national archives.

If you cannot find your site in the *Thesaurus*, please check the 'unknown' box, and include a short description of the site type. If a site does not figure at all in the *Thesaurus* then you can suggest a new term by contacting dsu.info@english-heritage.org.uk. When submitting a term, please provide a definition and any references of usage with examples of where and when this term is used.

Date of construction – when was it built:

Please insert this in YYYY format and state if this information comes from field evidence (eg a date stone on the building or gravestone), local knowledge or a documentary source. Further details can be included in the *Site description and features* box on the form.

Date of First World War use:

The site or building you are recording may have been constructed in an earlier period or for a different purpose and requisitioned or altered to support the war effort. Indicate the span of dates for First World War use, if known. Please also indicate if there is evidence that it was used in the Second World War.

Site description and features:

This part of the form allows you to describe the site in more detail, using the continuation sheet if necessary. You may also like to use the squared continuation sheet to attach a basic field sketch of the site or a more detailed dimensional sketch or plan.

In your site description, use your field observations to provide an accurate description of what presently exists on the ground, noting the number and shape of the structures and any related features. Start off by noting the site's setting in the landscape, then describe its layout and the relationship of the buildings, then move in closer to identify and describe individual structures and external and internal features. A short summary will provide us with a valuable record of the site but if you wish, you can record your site in more detail by adding information about each structure to your description. Details to record include:

Location	Topography (flat ground, slope, terrace) and altitude, proximity to other structures
Orientation	Aspect and N, S, E or W orientation of site and structures
Dimensions	Height x breadth of individual buildings and structures, thickness of walls (metric)
Shapes	Oval, rectangular, circular; rounded or square corners, outside and inside
Features	Distinctive features such as openings, windows, doors, fireplaces
Functions	Building or structure functions, noting any changes through time
Phasing	Features of an earlier or later period, such as blocked windows or inserted walls
Roofing	Roofed or unroofed, list type, style and construction materials

The visual glossary on p. 5 gives examples of some key features.

Site description examples (see more in the project *Guide to Recording First World War Sites and Buildings*)

Example: Brief site description for First World War pillbox, Auburn Sands (courtesy of Humber Field Archaeology Report)

A square pillbox is located immediately E of Auburn Farm in the centre of a small field. Entrance is to W and originally a single splayed loophole on the E side, perhaps for a heavy machine gun (HMG). This was roughly cut through by a large rectangular embrasure with others at its SE and NE corners, possibly cut during the Second World War, again for HMGs. Partial earth covering. 2 Second World War glider posts nearby.

Example: Detailed site description for Cunard's Shellworks, Liverpool

Cunard's Shellworks was sited in the angle of Rimrose Road and Peel Road, Bootle. It was established in 1915 by the Cunard Steamship Company and its main function was to machine finish shell castings before they were sent to the explosives filling factories. The works was set up in existing factory buildings acquired by Cunard in early 1915. Contemporary photographs by Bedford Lemere show the works in operation and also a number of temporary buildings erected during the war. The works appears on the 1927 Ordnance Survey map marked as Cunard Line Stores.

To the south the main three-storey machine shop has been demolished, as well as two buildings to its north and structures in the rear yard. Their sites are currently mainly open ground and buried footings may remain. Facing onto Rimrose Road five single bay former stores sheds survive and are occupied by various small businesses. The stores are brick-built and decorated to the front by alternating bands of light red and grey engineering bricks. Also on this side and the north wall are blocked window openings. The stores were entered through large single sliding doors, three of which survive. They have gabled roofs with glazed ridge pieces. To their rear is a long single storey building that may incorporate elements of an earlier structure.

Larger or multiple sites

For large sites it is usual to describe the overall form of the site before listing its buildings and other features. For example with sites such as factories and airfields, a general record might be created of the whole complex. For other sites, such as coastal gun batteries, it may be sufficient to list and briefly describe the principal parts.

Example: for a coast battery: two guns with emplacements and magazines and a command post.

Alternatively, a general record may then be linked with a series of associated records, perhaps to record individual site features in more detail.

Damaged, demolished or converted buildings

If the building or site you wish to record has been demolished it may be possible to establish its location and former function from historic maps, plans, photographs or postcards. Please fill in as much of the form as possible, but note in **overall condition** that it has been destroyed. Mention in the description if there is any potential for buried archaeological deposits. Make a note where there is little upstanding structure left, but foundations still remain and where a building has been converted, please note any alterations.

Construction materials:

Please refer to the project *Building Materials Thesaurus* for standard terminology and list the main materials used in construction. You can also consult the visual guide to building features included with this form.

Example: reinforced concrete with brick skin; concrete with corrugated iron shuttering.

You may also find it helpful to consult site construction materials in the CBA Practical Handbook, *20th Century Defences in Britain* by Bernard Lowry, available at: www.archaeologyuk.org/books/Lowry1996
An updated CBA Practical Handbook focusing on the First World War will be available in 2015.

Overall condition:

The condition of the site will be based on the judgement of the recorder, but will give an idea of the physical remains. Please use one of the following ratings and add a line of description if applicable:

Good	Fully or almost-fully intact and clear at time of survey
Fair	Structurally recognisable, but subject to some damage or decay or alterations
Poor	Generally poor condition, significant features largely missing
Very poor	Substantially collapsed or features wholly missing
Uncertain	Features of interest not surveyable at the time of the survey (obscured or not located)
Destroyed	Little or nothing remains visible above ground or no further information can be obtained from future investigation of the site

Please also indicate where the site or building has been converted or restored:

Converted	Property converted from military use to domestic, agricultural or commercial
Restored	Building or feature no longer in its original form, but retaining some elements

Visible threats to the site:

Please note any visible threats to the site based on your personal observation or knowledge.

Example: erosion, overgrowing vegetation, ploughing, military activity or forthcoming or encroaching development.

Note down the scale of the threat significance and timescale, if apparent.

High	Threat will result in the total loss of the site
Moderate	Threat will lead to loss of parts of site, alteration, partial demolition, dereliction or damage
Low	Lack of maintenance, vegetation damage
Negligible	No known threats to the site

Threat timescale:

Active	Current demolition, coastal erosion, vandalism, animal damage
Short-term	Within the year, known development plans, coastal erosion
Long-term	Within the decade, for example due to neglect, coastal erosion, vegetation growth
Negligible	No known immediate threats to the site

SECTION 3: ATTACHMENTS AND ASSOCIATED INFORMATION

Digital photographs:

If you took digital photographs on your field visit(s) list the file names here for cross-reference. The photographs should be numbered sequentially, prefixed by the site name and with the file format extension.

Example: Site name_feature_date_01.tif, Site name_feature_date_02.jpg ... to ... Site name_feature_date_05.jpg

It is good practice to note the number from your camera as soon as you have taken a photograph and write a brief caption to describe what the photograph shows.

Example: SE end of factory 1, taken from building 3 facing N

Guidance on taking photographs

Please note that the resolution and file formats of the photographs you take will affect how they can be displayed and accessed by future generations through the historic environment record and archives. We recommend you submit your photographs in the commonly accepted JPEG file format.

TIFF is recommended as an open-source and well-supported file format that is ideally suited to high-quality capture and long-term archiving, but may not display on the Historic Environment Record or, when submitted with our online form, on the project's online map of sites and data. You may, however, like to supply a TIFF file in addition to JPG files for future archiving.

When using your digital camera, check that the date is set correctly and adheres to the UK format (dd/mm/yy) and that the date stamp is switched **OFF**. This will allow the correct dates that you took the photos to be downloaded with the image from your camera without spoiling the picture.

Capture images in full colour depth and at the highest file size for your needs. Images can always be subsequently reduced in size, but information cannot be recovered if files are originally too small

When supplying photographs, be selective with the files you supply and check each image for quality and relevance. Reflect the site direction, structure or feature in your file name.

- Use a camera/phone capable of taking photographs of 5 megapixels or above
- Set your camera to the highest quality setting and save as JPEG files (10MB max)
- Include extensions in the file names (.jpg)

If you submit your data on our online form, you can attach photographs and plans from your computer or device to send automatically. These will appear on the online project map of sites and data. If you wish to email instead, we recommend submitting high-resolution photographs on a file sharing website, such as Dropbox, if you are sending your data by post, please supply on CD-ROM/DVD.

Copyright for your photographs remains with you but by submitting these with your recording form, you give permission for these to be held and displayed in the relevant Historic Environment Record and, if appropriate, the English Heritage Archive, Archwilio and national sites and monuments records. Consult your local HER or SMR for individual copyright guidance.

Attached plans

You may wish to use the squared continuation paper to make a basic field sketch, showing the relative size, shape and relationship of the site and any buildings and associated structures. A more detailed dimensional sketch could be produced by adding measurements to this or a measured plan or scaled drawing of the site or specific features using survey techniques.

Associated information

Archive information for the site, with source references where appropriate, will help tie the site you are recording into its surrounding area and add weight to its function, use and associations. This may positively influence its future protection. Please add any published references or reference sources for any documents/books/maps/plans/illustrations/photos/postcards you have used. Use the continuation sheet to list these if required. For attachments, please follow our file naming guidelines. Please ensure you have permission to submit information where you do not own the copyright.

Information attached to this sheet by recorder:

Please list any extra continuation sheets used during the recording of this site, or photocopies, PDF files and scans of associated information. If you are using paper forms, please firmly attach the sheets and state how many there are when completed. If you are submitting the electronic or online Site Recording Form, please sequentially number the scans prefixed with the site name, in the same way as for the digital photographs.

Example plan: Sitename_orientation_source ref no_date_01
eg Cannockdrillhall_Firstfloor_StaffsROrefno_1915_01.tiff

Example map: Site name_maprefno_mapdate_01
eg Cannockdrillhall_maprefno_1915_01.tiff

Example written information: Site name_extract__document date_01
eg Cannockdrillhall_ColSmithdiary_1915_01.tiff_

Example book: Sitename_author_date_title_page_01.tiff
eg Cannockdrillhall_Newton_1959_WWltrainingcamps_p21_01.tiff

Example historic photograph: Sitename_direction or detail_date_01
eg Cannockdrillhall_Nelevation_StaffsROrefno_1915_01.jpg

Example verbal transcript: Site name_transcript_person date_01
eg Cannockdrillhall_transcript_ColSmith_1915_01.tiff

Please supply scans as high-resolution PDF files or TIFFs with a maximum file size of 10 MB.

SECTION 4: ASSOCIATED PEOPLE

Information about known people associated with the site will allow us to add a social dimension to the sites and to track and map people to place to enhance our knowledge of its significance and contribute to future research and fieldwork. Please use continuation sheet if required.

Association:

List how the people are associated with the site, either through their service role during the War or a related job or an event.

Example: Mabel Smith was the sister in charge of Millbank military hospital on the day of the air raid.

SECTION 5: RECORDING

Date of site recording/s:

This establishes when the site was visited and recorded, which may have been on multiple occasions and by different recorders.

Name of recorder/volunteer group:

Please state the name of the site recorder and their contact details in case of future query about the recording information. If more than one site recorder was involved, please nominate a key contact.

Please note, this information will not appear in public records but will be retained with your data for reference.

Signature

Please indicate if you wish your project and volunteer group to be associated with your research in the published record, or whether you wish to publish anonymously.

LOOKING UP THE NATIONAL MONUMENT RECORDS

For **England**, go to: www.pastscape.org.uk/mapsearch.aspx

To locate the Pastscape No, search using the NGR, Postcode or District, or by clicking the location on the screen map and checking through the list that is generated to see if your site comes up. If so then click through to that page and select the site details. The Pastscape No is listed in *Details* under *Monument Number*.

If the site is designated as a listed building or a scheduled ancient monument it will appear on the National Heritage List for England at: www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england

For the HER number, contact your local HER officer or check your local council website, details at: www.algao.org.uk/membership

For **Scotland**, go to: <http://canmoremapping.rcahms.gov.uk>

Canmore combines location information, site details and images on more than 300,000 archaeological, architectural, maritime and industrial sites throughout Scotland. Identify where types of site are located, search site information including digital images and collect bibliographic references to sites. You can also search aerial maps of Scotland using keywords at: <http://aerial.rcahms.gov.uk/worldwide/Scotland.php>

For **Wales**, go to: www.historicwales.gov.uk

Cadw, the Royal Commission on the Ancient and Historical Monuments of Wales, Amgueddfa Cymru - National Museum Wales and the four Welsh Archaeological Trusts all provide information for an online resource called the Historic Wales Portal. This provides an overview of the records held by each organisation – including listed buildings and scheduled ancient monuments.

For **Welsh Archaeological Trust Historic Environment Records**, go to: www.archwilio.org

The four Welsh Archaeological Trusts each hold a Historic Environment Record containing archaeological sites, objects and landscapes from within Wales. Each of the Welsh HERs comprises a digital database and supporting paper-based reference collection such as maps and aerial photographs. Search by period, community or map view.

For the **National Monument Record of Wales**, go to: www.coflein.gov.uk

Coflein provides access to records of thousands of archaeological sites, monuments, buildings and maritime sites, together with an index to the drawings, manuscripts and photographs held in the NMRW archive by the Royal Commission on the Ancient and Historical Monuments of Wales. Sites can be displayed either on Ordnance Survey maps and queried geographically, or as a series of text references. The data can be searched by location (place name, area or Ordnance Survey map sheet), by type (the classification or function of a site, monument or building) or by keyword.

For **Northern Ireland**, go to: www.doeni.gov.uk/niea/other-index/content-databases

Built Heritage maintains the Northern Ireland SMR Sites & Monuments Record for the six counties of Northern Ireland, holding information on approx. 15,000 sites. Use the online map viewer to view satellite and street maps of Northern Ireland and locate sites: <http://maps.osi.ie/publicviewer>. More detailed information is also available from the Monuments and Buildings Record in Belfast at NIEA, Built Heritage, Waterman House, 5-33 Hill Street, Belfast BT1 2LA. Here you can consult site maps for the NISMR, Industrial Heritage Record (IHR) and the Statutory List of Historic Buildings in Northern Ireland. The public search room is open Tuesday to Friday (excluding public holidays) from 9.30am–1.00pm and 2.00p–4.30pm. An appointment is recommended.

Thank you for recording your site for this centenary project to enhance our Historic Environment Records and preserve the physical legacy of the First World War for future generations. To register your project with the Council for British Archaeology, and contribute to the UK online map of community First World War projects, please visit:

www.homefrontlegacy.org.uk

The **Physical Legacy of the First World War and its Home Front, 1914–1918** is a partnership project enabling communities across the UK to preserve their local knowledge and enhance future understanding of the impact of the Great War on Britain’s landscape and consciousness.

