

MINIMUM REQUIREMENTS FOR ARCHAEOLOGICAL RECORDING YORK CITY WALLS

An archaeological record of sections of York City Walls will be needed in order to inform schemes of conservation, alteration, repair or management to provide a permanent pre-commencement.

York City Walls will normally be recorded to comply with a Level 2 record as set out by Historic England. Occasionally an enhanced Level 3 record may be requested:

Level 2 – a descriptive record. Both exterior and interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use. A plan and other drawings may be made but the drawn record will normally not be comprehensive.

Level 3 – an analytical record. Includes an introductory description, account of origins, development and use. An account of evidence, drawn and photographic records, draws on readily accessible documentary sources but will not include a detailed documentary search.

The record must include a SfM rectified data-set.

The contractor may also be requested to provide a terrestrial laser-scan record as part of the recording process.

The Contractor will be required to prepare an SMC application for this recording exercise.

The contractor will be required to produce a WSI for this recording exercise.

City of York Council no longer ask for a photographic prints to be routinely produced. A request will be specifically made for 35mm b&w prints if deemed necessary.

Report

The Contractor will prepare a report that **must** include the following:

- Location plan, grid ref and plan of site showing position of survey elements.
- A full description of and an interpretation of the section of wall, setting it where appropriate into their archaeological, architectural, historical and research context using information from archival sources and the Historic Environment Record (HER).
- Survey drawings and digital point cloud data:
 - Hand Drawn measured drawings (where specifically requested) records,
 - photographic records (min 24 megapixels using Digital SLR, file format jpg for presentation, TIFF for archive),
 - SfM rectified elevations and plans,
 - and terrestrial laser-scan record data.

to illustrate and record the structure's appearance and condition and to support an historical and structural analysis. The scale of the drawings derived from a survey must be appropriate to the location, typically 1:100 or 1:50 for plans, 1:50 or 1:20 for sections;

- Plan showing location of all archived photographs
- Plans and sections if available
- Selected images from the photographic record
- The photographic record should include:
 - General views of the structure in its wider setting or landscape
 - Detailed close-up coverage of the structure
 - Any dates or other inscriptions which contribute to an understanding of the structure.
- Where a drawn record is required:
 - Cross- sections through principal structural unit
 - Scale drawings recording form and location of significant structural detail
 - Drawings to show the form/profile of any architectural decoration
- an index to the archive as thumbnail images in the final report and information on how the archive can be accessed.
- The City of York Council HER supports the *Online Access to Index of Archaeological Investigations* (OASIS) project. The overall aim of the OASIS project is to provide an online index of grey. **The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>.**

Further information may be required by the City of York Archaeologist in certain cases.

Archive

The long term care of the archive must be provided for. Digital archive must be prepared for deposition with and curation by City of York HER and [Archaeology Data Services](#) (ADS). ADS will charge a fee and have strict metadata requirements. The fee for this should be costed appropriately into the project.

All images, data, drawn, digital and other primary archival record material must also be deposited with City of York Council.

An estimate of the cost of archiving digital images and reports using the ADS Easy service can be obtained from the ADS website:

<http://archaeologydataservice.ac.uk/easy/costing>

Larger, long running projects may need bespoke costing from the ADS Collections Development Manager (collections@ADS.ac.uk).

The buildings archaeologist should follow the ADS' policies and requirements for metadata accompanying digital files.

City of York Council will place the information on its website and make the information available through the Heritage Gateway website.

All work must be carried out in compliance with the codes of practice of the Chartered Institute for Archaeologists and must follow the [Cifa](#) Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures, revised 2016.

John Oxley and Claire MacRae, City Archaeologists
City of York Council, Feb 2019