

City of York Historic Environment Record

Information Services Policy

Purpose of the Historic Environment Record (HER)

The aim of the HER is to bring together information about the archaeology, historic buildings and historic landscapes of the City of York for everyone's benefit. It is therefore an important starting point for conservation, fieldwork and research into the historic environment and also informs local communities about their area. Using the information contained in the HER can help public understanding and enjoyment of the local historic environment. The HER originally developed as a planning control tool, to identify where historic remains are likely to be affected by development. Although this is still probably the most frequent use of the HER, its remit has expanded to include land-use planning and conservation initiatives, as well as research, tourism, education and local history projects.

Users of the HER

The professional and public user groups that the HER aims to serve include:

- City of York Council staff
- Planners & Conservation Officers
- Commercial archaeologists and heritage professionals
- Countryside managers and their agents
- Developers and their agents
- Academics
- Students
- Teachers and trainers
- Local societies and groups
- Local List Selection Panels and consultation groups
- Museums
- Portable Antiquities Scheme/ Finds Liaison Officer
- Members of the public

City of York HER

The City of York Historic Environment Record (HER) includes a database (HBSMR by ExegesisSDM) that holds information about remains from the prehistoric period to the present day, archaeological events (watching briefs, excavations, aerial photographs etc), and a collection of digital reports on these events. These provide information on nationally designated (conservation areas, listed buildings, registered parks and gardens and scheduled monuments), locally designated and undesignated heritage assets.

The database is linked to a series of digital maps held as Geographic Information System (GIS) files. The maps contain geographical depictions of all sites on the database, ranging from simple point locations to complex plots of extensive sites such as ancient field systems. Maps provided from the HER GIS are for information purposes only. Due to Ordnance Survey copyright restrictions this mapping must not be reproduced in researcher's own reports.

Searches of the HER provide information selected from the record, normally for a defined area, although bespoke searches can also be done for particular periods or types of records. The data includes references to other sources held outside the HER. It is constantly being enhanced and the absence of a record should not be relied upon as indicating a lack of heritage interest, other national or specialist sources may contain information not held or indexed.

Consultation Policy

The HER tries to be responsive to the needs of existing users, to be proactive in identifying potential new users and to seek out and overcome any barriers that may exist to using the record.

A log is maintained of all enquiries. The resulting data is regularly reviewed to inform the development of the service.

Access Statement

City of York HER makes every effort to ensure that all users are able to use the publicly available services. All users must be treated fairly, with respect, dignity, and understanding by anyone working for, or on behalf of the HER, without prejudice and discrimination.

Access to information held at York HER is regulated by the Freedom of Information (The Stationery Office 2000), the Data Protection Act (HMSO 1998) and The Environmental Information Regulation 2004 (The Stationery Office 2004).

City of York HER is the copyright of City of York Council. Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.

How do I get information from the HER?

You can get information from the HER in a number of different ways. You can write, email, or telephone your query to the City Archaeologist or Heritage Officer at West Offices, Station Rise, York. A request form can be downloaded on [City of York Website](#). Information can then be sent to you electronically or through the post. Alternatively, selected elements of the HER are available on the Heritage Gateway website (<http://www.heritagegateway.org.uk>) or in full on the Archaeology Data Service website (<http://archaeologydataservice.ac.uk>). For commercial searches the full version of City of York HER **must** be consulted.

Service Address

West Offices, Station Rise, York, YO10 6GA

Contact Details

Contact Phone 01904 551346
Contact Email john.oxley@york.gov.uk

Charges

- HER Commercial Basic Search, £105 per hour

- HER Commercial Enhanced Search, £210 per hour
- HER Commercial Rapid Response, Additional £40 per hour to above prices (availability dependent on staff resources)

Students, individuals wishing to carry out private research and community groups can request information for free.

Additional fees may be incurred if hard copies are requested or for information provided on disk.

Large data requests (i.e. those where it is not feasible to create a pdf document) will always be supplied as GIS data output with database information as xml (this latter is accompanied with a schema that allows xml to be viewed in a web browser).

Conditions of Use

City of York Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the Guidance for Users outlined below. Please note that permission to use the HER may be refused or limited in certain circumstances.

Guidance for Users

1. City of York HER users are requested to inform City of York Council of the following, in writing or by submitting the search form:
 - (a) the subject and purpose of their enquiry;
 - (b) the use to which the information will be put; and
 - (c) the names of any other bodies or individuals outside their organisation to whom it is intended to pass HER information.
2. Users are requested to inform, and to make their research available to the HER where new archaeological sites or data are discovered as a result of their work.
3. Users are requested to make appropriate acknowledgement of the City of York HER in any publication or report which has made use of its data.
4. While efforts have been made to verify the data held in the HER, City of York Council cannot accept responsibility for the accuracy of any particular data and its source.
5. City of York Council accepts that there may be a requirement to treat certain enquiries in confidence. Equally, the HER expects that users will not pass on information in an irresponsible or unethical manner.
6. City of York Council reserves all rights of Copyright which are owned in the material provided. Dissemination to a third party without the written consent of the Historic Environment Record Officer is a breach of copyright. Information supplied shall be used for the specified purposes only.
7. Access to all or part of the information requested may be refused in certain circumstances.

Information may not be disclosed if:

- (a) it relates to the subject matter of any legal or other proceedings, actual or prospective (including Local Planning Inquiries);
- (b) it relates to confidential, internal communications of City of York Council;
- (c) it is contained in a document or other record which is still in the course of completion

Information will not be disclosed if:

- (a) it was supplied to the Council by another party who was under no legal obligation to do so and could not have been put under any legal obligation to supply it and has not consented to its disclosure;
- (b) its disclosure would increase the likelihood of damage to the environment affecting anything to which the information relates

8. A request for information may be refused if it is manifestly unreasonable or is formulated in too general a manner.