Recording Form Explained

Farm: Nether Waite Farm		**Record Code (modern field no):** 1256
Field Name:	**Other Identifier(s):** Tithe map field no256	
Grid Ref. from GPS: SE 1234 5678 (+/-4m)	**Location of Grid Ref.:** NE corner of field, N of stile (see map)	**OS Grid Ref.:** SE 1233 5677
Date: 30/09/2014	**Surveyor(s):** Jane Wilson and Steve Green	
Topography: Sloping to S approx. 10 degrees	**Conditions:** Cloudy, dry. Fair visibility	
Important or Unusual Flora / Fungi / Fauna:		

Figure E.1: Top section of the recording form

Sheet ….. of …..: If you use more than one sheet for a field, please indicate this here.

Farm: Current farm name.

Record Code: This is the modern field number as recorded by the Rural Payments Agency. If more than one team are surveying the same field add a, b, etc. to the end of the record code.

Field Name: Fill in if the field has a modern name, usually seen on the OS map.

Other Identifier(s): May include historic name or field number. It is useful to cite source of this information, e.g. Tithe map.

NGR from GPS: Take a reading at a location that is clear on the OS map, e.g. a corner or some other fixed point (a gate is too wide), and input it here. Include the error margin of the reading. If more than one team are surveying the same field, use the same control point.

Location of NGR: Clear and concise location of the above GPS reading.

OS NGR: Input the grid reference of this location from the OS map. State the map used (e.g. 1:10,000).

Date: Date of survey.

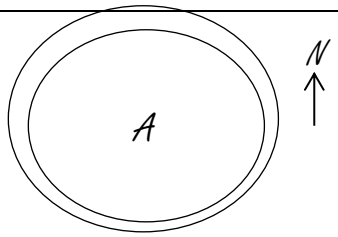
Surveyor(s): Names of those carrying out the survey.

Topography: Short description of the topography of the field, e.g. mainly boggy, ground sloping to south.

Conditions: Short description of the weather and visibility, e.g. light snow cover, bright sun.

Iron-Age (Nidderdale)
Supported by The National Lottery through the Heritage Lottery Fund
heritage lottery fund
Nidderdale

Important or Unusual Flora / Fungi / Fauna: Note any unusual, important, rare species, e.g. old oak near point x, flock of 60 lapwings.

Feature No: (Record code and 1) 1256/1	**HER Ref:** (if applicable) –	**Type:** (HER keyword)
Location: Wall / Field / Building	**Condition:** Good / Moderate / Poor	**Vulnerability:** Low / Medium / High
Photograph: (filename / note north) P1000168 – N to top, P1000169 – N to left		**Further Survey** Y/N
Rough Date: Prehistoric / Roman / Medieval / Post-medieval / Modern / Unknown ?		
Description: Small annular feature, approx. 2m diam. Some angular stone visible through slight earth bank – mostly to N and E. Fairly flat centre. Rabbit disturbance. Possible ring cairn or hut circle?		

Grid Refs. from GPS: (note accuracy of each measurement in brackets)				
A +/-3m SE 1233 5679	**B**	**C**	**D**	**E**

Figure E.2: Recording a feature with a single point

Feature No: Derived from the record code and sequential numbering.

HER Ref: If the feature appears on the HER, enter the reference number here. If it appears on the HER more than once, include all reference numbers.

Type: Enter the feature type using one of the HER keywords (Guidance Sheet F). New keywords are being added to the list during the early stages of the survey; please do not use a different keyword. The purpose of the keyword is to tie it into the HER and to enable searching. Where you encounter something that does not have an appropriate keyword, leave blank and describe the feature, e.g. trap in short length of pipe by wall.

Location: Indicate if the feature is in a wall, a field or is a building.

Condition: Indicate the current condition of the feature.

Vulnerability: Indicate the vulnerability of the feature.

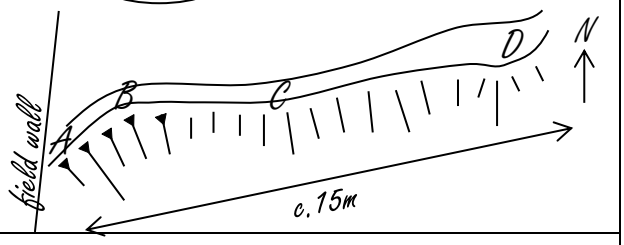
Photograph: Note the filename derived from the camera and the direction of north.

Further Survey: Indicate if you think the feature warrants a more detailed survey.

Rough Date: Indicate the date of the feature if known: Prehistoric (PH): <AD43
Roman/Romano-British (R/RB): AD43-450
Early Medieval (EM): AD450-1066
Medieval (M): AD1066-1540
Post-medieval (PM): AD1540-1900
Modern (Mod): >AD1900

Description: Free text description of the feature. Provide as much descriptive information here as possible, e.g. where walls join, note if keyed or butting. It is possible to also add an interpretation in this field, but do not provide an interpretation of the feature alone. It may be useful to include a sketch showing the location of the GPS readings. This description is valuablel extra information to the 'Type'.

Grid Refs. from GPS: Enter the grid references of the feature including the error margin of the reading. If entering more than one, then a sketch is required indicating the location of the readings. This is vital in creating the polylines in GIS.

Feature No: (Record code/01) 1256/2	**HER Ref:** (if applicable)	**Type:** (HER keyword)
Location: Wall / Field / Building	**Condition:** Good / Moderate / Poor	**Vulnerability:** Low / Medium / High
Photograph: (filename / note north) P1000170 – N to top		**Further Survey** Y/N
Rough Date: Prehistoric / Roman / Medieval / Post-medieval / Modern / Unknown		
Description: Slight banked linear earthwork running NE-SW in S area of field. Continues in adjacent field E but stops in this field. No adjoining feature at NE end, just stops.		

Grid Refs. from GPS: (note accuracy of each measurement in brackets)				
A +/-3m SE 1233 5678	**B** +/-5m SE 1234 5681	**C** +/-3m SE 1241 5680	**D** +/-3m SE 1255 5685	**E**

Figure E.3: Recording a linear feature with a number of points

Feature No: (Record code/01) 1256/3	**HER Ref:** (if applicable) MNY1234	**Type:** (HER keyword)
Location: Wall / Field / Building	**Condition:** Good / Moderate / Poor	**Vulnerability:** Low / Medium / High
Photograph: (filename / note north) P1000171 – SE to top		**Further Survey** Y/N
Rough Date: Prehistoric / Roman / Medieval / Post-medieval / Modern / Unknown		
Description: Narrow ridge and furrow across majority of field. Runs E-W. See map for details. Very clear on Google Earth imagery for 2006.		

Grid Refs. from GPS: (note accuracy of each measurement in brackets)				
A Use field grid ref	**B**	**C**	**D**	**E**

Figure E.4: Recording a large field feature