

# RAPIDLY RECORDING ARCHAEOLOGICAL EARTHWORKS WORKSHOP

## CONTACT PROCEDURE

### Before undertaking a recording visit

- Tell a friend or relative where you are going, the time you intend to leave home and when you expect to arrive back home.
- Email the Norfolk Monuments Management to inform them where you are going, the time you intend to leave home and when you expect to arrive back home. Emails should be sent to both [david.robertson@norfolk.gov.uk](mailto:david.robertson@norfolk.gov.uk) and [xenia.kyriakou@norfolk.gov.uk](mailto:xenia.kyriakou@norfolk.gov.uk).
- Take a mobile phone with you, in case of emergency.

### After undertaking a recording visit

- Inform the nominated friend or relative that you have returned home safely.
- Email the Norfolk Monuments Management to inform that you have returned home safely. Emails should be sent to both [david.robertson@norfolk.gov.uk](mailto:david.robertson@norfolk.gov.uk) and [xenia.kyriakou@norfolk.gov.uk](mailto:xenia.kyriakou@norfolk.gov.uk).

If the friend or relative does not hear from the volunteer by the expected return time, they should telephone them straight away.

If the Norfolk Monuments Management Project does not receive an email after a monitoring visit, it will telephone the volunteer as soon as possible afterwards.

### Injury or accident reporting

If a volunteer has an accident or suffers injury during a monitoring visit they should inform the Norfolk Monuments Management Project as soon as possible afterwards. The project will then compile a Norfolk County Council Incident Report Form.

David Robertson  
Norfolk Monuments Management Project  
December 2016

**NORFOLK MONUMENTS MANAGEMENT PROJECT  
SURVEY AREA FORM**

SURVEY AREA NAME

HER EVENT NUMBER (if known)

SURVEY AREA (ha, if known)

PARISH/ES

Surveyed by

Date surveyed

**Transects**

Map marked up?

Alignment

Distance apart

GPS make, model  
and accuracy

Transect number

Start grid reference

Finish grid reference

<b>Vegetation and visibility</b>	
Canopy	
Ground vegetation	
Bare ground/leaf litter (inc. %)	
<b>Land management clearly visible</b>	
Conservation ground disturbance	
Stump/brush rows	
Grazing	
Cutting/mowing	
Other	
<b>General photographs taken</b>	
<b>Features identified</b>	
<b>Notes</b>	
(FOR HER USE ONLY) Data on HER?	

**NORFOLK MONUMENTS MANAGEMENT PROJECT  
HERITAGE ASSET FORM**

SURVEY AREA NAME	Heritage asset number
PARISH/ES	HER Event number (if known)

Recorded by
Date recorded

Heritage asset description	
Asset type	
Shape in plan	
Alignment (compass)	
Width	
Height	
Length	
Profile	
GPS points	

**Photographs taken**

**Notes**

(FOR HER USE ONLY) Data on HER?

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## REPORTING PROCEDURE

### Reporting

Copies of recording forms are available for download from

<http://www.heritage.norfolk.gov.uk/teaching-resources-1>.

After you have undertaken a recording visit there are a number of options for reporting your observations to the Norfolk Monuments Management Project and Breaking New Ground. Please choose the option/s that you are most comfortable with.

1. Post an original copy of all your recording forms to the Norfolk Monuments Management Project. Original copies will be returned to you as soon as possible.
2. Post photocopies of all your recording forms to the Norfolk Monuments Management Project.
3. Email scans of all your recording forms to the Norfolk Monuments Management Project. If you have taken digital photographs, please email the best of these too.
4. Download a Microsoft Word version of the recording forms from <http://www.heritage.norfolk.gov.uk/teaching-resources-1>. Type your observations into the digital versions and email them to the Norfolk Monuments Management Project. If you have taken digital photographs, please email the best of these too.

### Where to send the information

If you wish to send the forms by post, please send them to: Norfolk Monuments Management Project, Historic Environment Service, Norfolk County Council, Union House, Gressenhall, Dereham, Norfolk NR20 4DR.

If you wish to supply forms or photographs by email, please send them to [david.robertson@norfolk.gov.uk](mailto:david.robertson@norfolk.gov.uk), copying in [xenia.kyriakou@norfolk.gov.uk](mailto:xenia.kyriakou@norfolk.gov.uk).

The Norfolk Monuments Management Project will pass copies of all forms and photographs relating to archaeological sites in Suffolk onto Suffolk County Council Archaeological Service. They may also be passed to the landowner/land manager.

David Robertson  
Norfolk Monuments Management Project  
December 2016