

# **VOLUNTEER CONDITION MONITORING IN THETFORD FOREST**

## **REPORTING PROCEDURE**

### **Reporting**

Copies of monitoring forms can be downloaded from [www.heritage.norfolk.gov.uk/condition-monitoring](http://www.heritage.norfolk.gov.uk/condition-monitoring).

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

1. Post the original copy of the monitoring form to the Norfolk Monument Management Project. The original copy will be returned to you as soon as possible.
2. Post a photocopy of the monitoring form to the Norfolk Monuments Management Project.
3. Email a scan of the monitoring form to the Norfolk Monuments Management Project. If you have taken digital photographs, please email the best of these too.
4. Download a MS Word version of the monitoring form from [www.heritage.norfolk.gov.uk/condition-monitoring](http://www.heritage.norfolk.gov.uk/condition-monitoring). Type your observations into the digital version and email it to the Norfolk Monuments Management Project. If you have taken digital photographs, please email the best of these too.

If you are willing and interested in doing so, you can also supply monitoring information in MS Excel format. An Excel template can be downloaded from [www.heritage.norfolk.gov.uk/condition-monitoring](http://www.heritage.norfolk.gov.uk/condition-monitoring). Providing an Excel document will help the Norfolk Monuments Management Project to collate monitoring data and automatically upload information into Historic Environment Records.

### **Where to send the information**

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

If you wish to supply forms, photographs and/or spreadsheets by email, please send them to [david.robertson@norfolk.gov.uk](mailto:david.robertson@norfolk.gov.uk).

The Norfolk Monuments Management Project will pass copies of all forms, photographs and spreadsheets relating to archaeological sites in Suffolk onto Suffolk County Council Archaeological Service.

The Norfolk Monuments Management Project may pass copies of forms, photographs and spreadsheets onto the Forestry Commission and English Heritage.

David Robertson  
11 September 2012