



GUIDE TO PREPARING AN ARCHIVAL RECORD

IF A PLACE ON THE STATE REGISTER OF HERITAGE PLACES IS BEING DEMOLISHED OR SUBSTANTIALLY ALTERED, AN ARCHIVAL RECORD OF THE PLACE MUST BE PRODUCED. AN ARCHIVAL RECORD MAY ALSO BE REQUESTED FOR PLACES NOT ON THE STATE REGISTER OF HERITAGE PLACES. THIS DOCUMENT OUTLINES THE REQUIREMENTS OF SUCH A RECORD

ABOUT THIS DOCUMENT

This document is based on:

- Department of Planning, Heritage Council of NSW, *NSW Heritage; How to Prepare Archival Records of Heritage Items*, March 1994.
- Department of Planning, Heritage Council of NSW, *NSW Heritage: Guidelines for Photographic Recording of Heritage Sites, Buildings and Structures*, June 1994.
- Heritage Council of WA, *Heritage Practice Notes: Measured Drawing*, June 1997.
- Department of Housing, *Archival Recording Standards (Draft)*, June 1997.

STANDARD OF RECORD

Archival records must fall within one of three categories – detailed, standard or photographic.

The State Heritage Office will determine the standard of record required for a particular place. Please refer to the table at the end of this document to determine which of the following requirements will be needed to produce your archival record.

RECORD REQUIREMENTS

When preparing an archival place record, it should be submitted in A4 portrait format with pages numbered and a header or footer on each page that denotes the title and date of the report.

A3 drawings can be incorporated if necessary. Drawings may be greater than A3 provided they are true to scale. Such drawings however may need to be bound separately in which case clear reference to the separately bound volume needs to be made in the main report.

The expertise of a practitioner with conservation experience will be needed for the preparation of ‘detailed’ archival records.

An architect or draughtsperson will be needed for records that require ‘architectural standard’ measured drawings.

The skills of an archaeologist may be needed if a place is considered to have archaeological potential.

Preparation of an archival place record will typically take about four weeks to draft stage.

1. Background

This should consist of a title page, outline of why the record has been made, when it was prepared, details of the study team, methodology used in its preparation and details that will enable the place to be accurately located and identified.

2. Statement of Significance

Where a statement has been prepared for a heritage listing or conservation study, this should be included.

3. Location Plan

The plan must identify clearly, the location of the place in its regional and/or state context. The north point must also be shown.

4. Base Plan

This should be completed to sketch standard (i.e. approximately to scale) showing the place in relation to its land boundaries, all buildings/ structures/features and north point. Structures and features (including spaces) should be named and cross-referenced to photographs/drawings. Arrows and numbers should be included to indicate the angles from which photographs were taken.

5. Reproduction of Archival Documents

Include any available relevant information such as historical drawings and photographs.

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6. Heritage Assessment Documentation or Brief Written History

Provide a brief history of the place. Where an assessment has been completed this should be reproduced in full.

7. Certificate of Title

This should include a cadastral plan showing surveyed land boundaries.

8. Photographs

These need to be in colour, of a high quality, and show the current state of the place. Colour photocopies of these will also be accepted. Each image should be clearly labelled, with a description of what is depicted in the photograph and the date it was taken. For more information about the requirements for digital photographs, please read the Digital Image Standards fact sheet.

Terminology should be consistent with that used in the base plan. Where necessary, a scale rod should be used to enhance understanding of the photograph. Building details must be clear. Where elevations are obscured, sketches should be provided.

9. Measured Drawings

Sketch standard

Freehand drawings will be accepted provided they are neat and clearly presented. All drawings should be approximately to scale, with key dimensions shown.

Architectural standard

These should be full measured drawings, orthogonally correct and to accurate scale.

10. Bibliography

A list of all sources examined during the preparation of the archival record should be provided. Any existing conservation reports or assessments should be examined and referenced in the bibliography.

11. Elements to include if available and/or relevant

As well as the above-mentioned minimum requirements, other elements which might form part of a place record include:

- Photogrammetric drawings and negatives
- CAD drawings
- Samples, details of furnishings, finishes or materials
- Ancillary machinery and service equipment details
- Remote sensing
- Full archaeological report
- Archaeological zoning plan
- Video of film records
- Oral history
- Aerial photography/satellite imagery/photomosaic
- Topographical mapping

MINIMUM REQUIREMENTS	DETAILED RECORD	STANDARD RECORD	PHOTOGRAPHIC RECORD
1. Background	■	■	■
2. Statement of Significance	■	if prepared	
3. Location Plan	■	■	■
4. Base Plan	■	■	■
5. Reproduction of Archival documents	■	●	
6. Heritage Assessment Documentation or Brief Written History	■	●	
7. Certificate of Title	■	■	■
8. Photographs			
* The place and its setting	■	■	■
* All external elevations	■	■	■
* Significant/representative external and internal spaces	■	■	
* Noteworthy items	■	■	■
9. Measured Drawings			
▪ To sketch standard		■	■
▪ To architectural standard			
- Site plan (1:500 or 1:200)	■	■	■
- Floor plan/s (1:100 or 1:50)	■	■	■
- Roof plan/s (1:100 or 1:50)	●	●	
- External elevations (1:100 or 1:50)	■	■	●
- Internal elevations (1:100 or 1:50)	●		
- Sections (1:100 or 1:50)	●		
- Ceiling and joinery details (1:20 or 1:10)	●		
- Other significant details	■	■	
10. Bibliography	■	■	■
11. Archaeologist report/input	●	●	●

■ Denotes minimum requirement

● Denotes additional requirement to be determined by Heritage Council of WA on a case by case basis.

For any further queries on preparing an archival place record or any of the services offered by the State Heritage Office, please contact:

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