

## **THE STRATEGIC FRAMEWORK FOR RECORDS RELATING TO THE HISTORIC ENVIRONMENT OF WALES**

The records held by organisations concerned with the historic environment of Wales reflect the rich nature of the resource and the various activities undertaken by the sector. In all cases the records can contribute to the public enjoyment of Wales and the framework aims to recognise and enhance this role by setting out the working arrangements between the contributing organisations.

### **Values and Principles**

To provide clear public understanding of historic environment information and where to access it.

To develop and manage records to facilitate easy access for all types of users to information about the historic environment of Wales.

To maintain and improve the accuracy of records that underpin decision making and promote public engagement and enjoyment of the heritage of Wales.

To foster collaboration between participating organisations to make the most of shared experience, expertise and skills, and to identify opportunities for working with wider individuals, groups, societies and organisations for the benefit of the records.

To establish effective data-sharing between existing and developing records to support the needs of contributing organisations and to minimise any duplication of effort.

To manage information according to agreed standards and procedures so the records are safeguarded for the future.

### **Participating organisations and definition of records for the purpose of the framework**

The Strategic Framework refers to records managed by Cadw, the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW), the four Welsh Archaeological Trusts (WATs), the National Trust (NT) and Amgueddfa Cymru – National Museum Wales (AC-NMW).

Records are defined as digital and hard copy documentary, photographic, cartographic and drawn material, either as copies or original archive.

Material held in each of the participating organisation's records is produced with the intention that it is in the public domain, unless otherwise designated, and wherever possible records will be freely available for non-commercial use and educational use. All copyrights and database rights of the material held in each record will be observed.

## **Actions and Priorities**

### Access to information

The portal site Historic Wales will continue to be developed as the strategic access point for indexing information provided by the partners and will provide links to further information managed by the participating organisations. Reciprocal links to the portal will be placed on the websites of participating organisations.

Terms and conditions for commercial access and re-use of the information will be determined by each organisation individually. A reasonable scale of charges may be implemented to recover the costs of such enquiries.

Each organisation should make all enquirers aware of the relevant information and services offered by other organisations in the sector.

### Data Sharing and Exchange

Partners will share historic environment information openly with other partners for use in their business and to answer public enquiries as part of an agreed procedure for sharing. Such sharing will be underpinned by Open Government principles of transparency and accountability and a memorandum of understanding sets out the terms and conditions.

### Standards

The Historic Environment Data Standards Working Group for Wales, led by RCAHMW and attended by all organisations included in the Strategic Framework, will set and implement standards for managing historic environment and associated digital and hard-copy records in Wales. The Standards Group has agreed Terms of Reference and will report to the Records Coordination Group.

Standards will be guided by the principles of accessibility, sustainability, interoperability and a consistent approach to rights management.

### Sustainability and resilience

All publicly funded records must be secured for future public use. The Welsh Archaeological Trusts have created separate Charitable Historic Environment Record Trusts to ensure the future security of the record, and they are managed to an agreed set of benchmarks.

All original material should be held in an accredited archive, usually the National Monuments Record of Wales, or in the case of artefacts, in an accredited museum. The Historic Environment Data Standards Working Group for Wales, in association with RCAHMW, sets out the arrangements for transferring original material.

### Advocacy and Leadership

All members of the Records Coordination Group have a role in promoting the work of the group. They also have a responsibility to promote good practice and standards within and outside their organisations, and should embed agreed standards, guidelines and procedures in work they may initiate, implement or oversee.

### **Role of the Records Co-ordination Group**

The records coordination group will agree priorities, oversee development of the strategic framework including finalising the timetable and outputs, and make recommendations to the Strategic Coordination Board. The Records Coordination group will also liaise with the wider record-holding sector and ensure that the developing standards fit within the national context and build on, rather than diverge from, existing formal standards.