COUNCIL OF EUROPE

COMMITTEE OF MINISTERS

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RECOMMENDATION No. R (95) 3

OF THE COMMITTEE OF MINISTERS TO MEMBER STATES

ON CO-ORDINATING DOCUMENTATION METHODS AND SYSTEMS RELATED TO HISTORIC

BUILDINGS AND MONUMENTS OF THE ARCHITECTURAL HERITAGE

(Adopted by the Committee of Ministers on 11 January 1995
at the 525th meeting of the Ministers' Deputies)

The Committee of Ministers, under the terms of Article 15.*b* of the Statute of the Council of Europe,

Considering that the aim of the Council of Europe is to achieve a greater unity between its members for the purpose, in particular, of facilitating their economic and social progress;

Having regard to the preamble to the Convention for the Protection of the Architectural Heritage of Europe, signed in Granada on 30 October 1985, which recognises that the architectural heritage is irreplaceable;

Having regard to Article 1 of the Convention, which provides that the architectural heritage comprises monuments, groups of buildings and sites;

Having regard to Article 2, which emphasises the need to maintain inventories or prepare appropriate documentation as prerequisites for a conservation policy;

Having regard to Article 17 on the exchange of information on conservation policies, particularly with regard to inventory methods and the possibilities afforded by new technologies for identifying and recording the heritage;

Noting the increasing levels of threat to the architectural heritage and the growing public interest in that heritage which is reflected in a greater demand for information;

Aware of the diversity of methods used for inventorising the architectural heritage in Europe, as highlighted firstly by a report on inventories of the artistic, architectural and cultural heritage in the European countries commissioned by the Council of Europe in 1985, and secondly by the results of a questionnaire on inventory compilation circulated to member states in 1991;

Noting that the development of computer techniques for documentation purposes, the diversity of systems used and the rapid pace of technological change are likely to result in difficulties of communication between the users of different systems;

Recognising the need to take steps to co-ordinate documentation methods and systems conducive to communication and the exchange of information between European countries,

Recommends that the governments of member states:

I.   continue to co-operate on the principles and methods of information compilation, interrogation and exchange, in order to develop further the management and understanding of the architectural heritage, by ensuring the publication and regular updating of a detailed inventory of documentation centres which lists purposes, holdings, services, technical systems and means of access to information, for the benefit of all users;

II.   promote the adoption within architectural documentation centres of a Core Data Index to historic buildings and monuments based upon the definitions set out in the appendix to this recommendation. This common minimum index should facilitate the exchange of information between countries and organisations engaged in the task of understanding, conserving and protecting historic buildings and in fulfilling the needs of the public for information relating to historic buildings and monuments;

III.   recognise that the adoption of a Core Data Index represents a step towards the identification of the methods and technical standards required for computerised data exchange and ensure that the identification of such standards should be pursued as a priority by appropriate documentation centres in member states in a series of joint activities carried out under the aegis of the Council of Europe;

IV.   ensure that the responsible authorities continue to consider the interrelationships and interdependencies between architecture, archaeology, fixtures and fittings, artefacts and the wider environment in defining the methods and the technical standards required in documenting the European heritage as a whole for the benefit of present and future generations.

Appendix to Recommendation No. R (95) 3

Core Data Index - definitions

The following presents the definitions of the headings proposed for the Core Data Index. Headings 1 to 4 are mandatory:

1.   Names and references
2.   Location
3.   Functional type
4.   Dating.

The others, 5 to 9, are optional and will vary according to the nature of the record held and to the individual organisational requirements.

1.   Names and references

1.1.   Name of building

A free-text field which records the name by which a building is known. Not intended as a retrieval term, it may be used in conjunction with the searchable fields - Location (2.1), Address (2.2), Functional type (3.1).
(Alphanumeric, Free Text, Multiple Entry, Optional)

1.2.   Unique reference number

The number or combination of characters which uniquely identifies each building recorded by the organisation.
(Alphanumeric, Unique, Mandatory)

1.3.   Date of compilation

Date of compilation of the core data index record. This date may be modified whenever the index record is updated.
(Alphanumeric, Unique, Mandatory)

1.4.   Recording organisation

Name of the organisation responsible for curating the record. This information is useful in establishing the provenance of the record when data is exchanged between recording organisations.
(Alphanumeric, Unique, Mandatory)

1.5.   Cross-reference to related building records

This enables cross-referencing to related records, enabling, for example, the relating of a building record to its wider complex record.
(Alphanumeric, Multiple Entry, Optional)

1.5.1.   Qualifier of relationship

This field indicates the type of relationship between one recorded structure and another, such as a hierarchical "parent - child" relationship linking a building complex (eg. Monastery) and an individual building (eg. Church).
(Alphanumeric, Multiple Entry, Optional)

1.6.   Cross-reference to records of fixtures and fittings

This enables cross-referencing to related records of stained glass, wall paintings, sculptural decoration, etc. which relate to the building.
(Alphanumeric, Multiple Entry, Optional)

1.7.   Cross-reference to documentation

This enables cross-referencing to the documentation associated with the indexed record and may be separable as follows:

1.7.1.   Photographic reference number(s)

(Alphanumeric, Multiple Entry, Optional)

1.7.2.   Graphic reference number(s)

(Alphanumeric, Multiple Entry, Optional)

1.7.3.   Textual sources reference number(s)

(Alphanumeric, Multiple Entry, Optional)

1.7.4.   Bibliographic reference number(s)

(Alphanumeric, Multiple Entry, Optional)

1.8.   Cross-reference to archaeological records

To relate, for example, records of archaeological excavations to those of standing structures on the same site.
(Alphanumeric, Multiple Entry, Optional)

1.9.   Cross-reference to environmental records

To enable the association of the building record with other records which may detail levels of environmental protection relevant to the site or locality.
(Alphanumeric, Multiple Entry, Optional)

2.   Location

A combination of the fields defined in the sections below may be employed to identify the location of the building.

2.1.   Administrative location

2.1.1.   State

(Alphanumeric, Unique, Mandatory)

2.1.2.   Geo-political unit

Used for recording geographical or political sub-divisions of member states.
(Alphanumeric, Unique, Optional)

2.1.3.   State administrative division(s)

According to the administrative structure of each member state, a number of repeat entries for this field may be required.
(Alphanumeric, Multiple Entry, Optional)

2.1.4.   Administrative sub-division

(Alphanumeric, Multiple Entry, Optional)

According to the administrative structure of each member state, more sub-divisions may be required.

2.2.   Address

2.2.1.   Postal name

Use this field if the name differs from 1.1.
(Alphanumeric, Unique, Optional)

2.2.2.   Number in the street/road

(Alphanumeric, Unique, Optional)

2.2.3.   Name of street/road

(Alphanumeric, Unique, Optional)

2.2.4.   Locality

Used for commonly known non-administrative units such as hamlets and townships.
(Alphanumeric, Unique, Optional)

2.2.5.   Town/city

Use this field if the name differs from the state administrative division.
(Alphanumeric, Unique, Optional)

2.2.6.   Postal code

(Alphanumeric, Unique, Optional)

2.3.   Cartographic references

These fields are used to record the two-dimensional cartesian, spatial co-ordinates required for locating the building against the mapping system(s) used by member states.

2.3.1.   X co-ordinates
(Numeric, Multiple Entry, Optional)

2.3.2.   Y co-ordinates

(Numeric, Multiple Entry, Optional)

2.3.3. Spatial referencing system employed

eg. UTM, Lambert, GPS, Ordnance Survey
(Alphanumeric, Unique, Optional)

2.4. Cadastral reference/land unit

Enables cross-reference to the land unit/parcel(s) current in some member states.
(Alphanumeric, Multiple Entry, Optional)

3. Functional type

3.1. Building type

Precise building type defined by function. This field may be repeated to accommodate changes in type over a period of time. Controlled vocabulary is desirable.
(Alphanumeric, Multiple Entry, Mandatory)

3.1.1. Date

The date to which the specific function in 3.1. is assigned.
(Alphanumeric, Multiple Entry, Optional)

3.2. Building category

Broad functional category to which the building type belongs, eg. agricultural (category); barn (type). Controlled vocabulary is desirable.
(Alphanumeric, Multiple Entry, Mandatory)

4. Dating

This section allows for precise dating when it is known, or date ranges or periods when it is imprecise.
(One field at least is mandatory)

4.1. Period

Controlled vocabulary desirable
eg. Palaeolithic
(Alphanumeric, Multiple Entry, Optional)

4.2. Century

eg. 17th century
(Alphanumeric, Multiple Entry, Optional)

4.3. Date Range

4.3.1.   From

4.3.2.   To

eg. from 1640 to 1660.
(Numeric, Multiple Entry, Optional)

4.4.   Absolute Date

eg. 1652.
(Numeric, Multiple Entry, Optional

5.   Persons and organisations associated with the history of the building

This section allows for the identification of persons and organisations associated either with the construction of the building, eg. architects, or its function, eg. the original proprietors. The fields may be repeated to accommodate persons and organisations associated with the buildings over a period of time. Detailed information may be held in related biographical files.

5.1.   Person or organisation

Surname, first name, or name of organisation
eg. Webb, John
(Alphanumeric, Multiple Entry, Optional)

5.2.   Role in the history of the building

The role of the person or organisation with respect to the building, ie. its construction, function, restoration, modification, demolition, etc.
eg. architect.

5.2.1.   Date

The date of the person or organisation's role in the history of the building.
eg. 1652.
(Alphanumeric, Multiple Entry, Optional)

6.   Building materials and techniques

6.1.   Main materials and structural techniques

This field should be used for the main walling material, excluding partition walls. A controlled vocabulary is desirable.
(Alphanumeric, Multiple Entry, Optional)

6.2.   Covering materials

The main roofing material. A controlled vocabulary is desirable.
(Alphanumeric, Multiple Entry, Optional)

7. Physical condition

7.1. General condition

This field may be repeated in order to distinguish between the integrity of the building (demolished, ruined, remodelled, restored) and its state (good, fair, poor or bad). A controlled vocabulary is desirable.
(Alphanumeric, Multiple Entry, Optional)

8. Protection/legal status

This section allows for a statement on whether the building is protected and if so the type of protection and the date at which it was granted.

8.1. Type of Protection

(Alphanumeric, Multiple Entry, Optional)

8.2. Grade of Protection

(Alphanumeric, Multiple Entry, Optional)

8.3. Date at which protection was granted

(Alphanumeric, Multiple Entry, Optional)

9. Notes

9.1. Historical summary

This optional field allows for a brief textual summary of the historical development of the building which is particularly useful if information for sections 3 to 5 above cannot be identified precisely.