Registers

To keep track of the sites you record and make sure different sites and records don't get confused, you can use pro-forma recording sheets and registers in addition to the individual Arfordir site recording forms.

Site Register

Each site you record has to be given a unique identifier; if it's already recorded in the HER (Historic Environment Record), use the PRN (Primary Record Number) of that site, which should be available on the site lists in the information packs given to you by the project coordinator before you start fieldwork. If it's a new site, however, or if you're unsure as to whether or not a PRN refers to the site you've found) you need to assign it a new code before you start recording information about it. Once the information is returned to GGAT, the new sites will be entered into the Historic Environment Record, and will be assigned a PRN at this stage.

Entering the codes you assign into the register prevents records becoming confused and helps with cross-referencing information. To assign an identifier to a new site, use the code based on your group name which should have been given to you by the project coordinator (if not, contact GGAT to ask). Then assign a series of consecutive numbers following this code. Starting with 1 and working up is logical, but as long as each code is unique and is not repeated, it doesn't really matter which number is used.

If a number of people from the same group to out to different areas at the same time, they can be assigned blocks of numbers to use (e.g., one person may be given 1-20, while someone surveying a different part of the coast is assigned 21-40, etc.).

The site register has several columns:

Site number	The next consecutive number you assign, prefixed by your group code
Site name/location	Write the name of the site as recorded in the HER, or if it's a new site, assign it a name and briefly describe its location.
Assigned by	The name of the person who is recording the site and issued the number.
Date	The date of the fieldwork when the site was recorded.

Photographic Register

The photographic register helps to keep a record of all the photographs you take during fieldwork. Recording every photograph ensures that pictures of sites don't get confused with other sites. Again, each frame should be assigned a consecutive number, until you download your camera; when you have downloaded the pictures onto a computer and deleted them from the camera, start the numbering from one again. When you download photos onto a computer, label the file with the dates you did the fieldwork, and make a backup copy of the images, on a CD or USB memory stick, etc. It is also important to keep a note of where the pictures are stored.

Frame	Fill in the frame number here, starting with 1 and using consecutive numbers.
Date	The date you took the photograph
Location	Where the photo was taken, e.g. site number/site name/NGR
Description	A brief description of what the photograph shows (e.g. general view of site, detail of south wall).
Name	The name of the person who took the photo.
To	The direction you were facing when you took it (compass points – N, NE, etc).