Task Group 4a
The output will be a publication entitled:

*Recording, Documentation and Information Management Of Cultural Heritage Places*  
*Principles And Guidelines*
Task Group 4a

• *The following slides outline the publication’s table-of contents*
FRONT MATTER

• Foreword
• Preface
• Acknowledgements
• Scope (about the book … for managers and decision makers)
• Definitions (using current RecorDIM Definitions)
PART I: BACKGROUND

• Project History
  – The World Heritage Convention (UNESCO)
  – The RecorDIM Initiative
PART II: PRINCIPLES

- What are we talking about?
- Why is RecorDIM indispensable?
- When is recording an absolute must?
- Who is producing information and who is using it?
PART III: GUIDELINES

• **Chapter 1**
  – Heritage Documentation: an integral part of the conservation process

• **Chapter 2**
  – Effective Recording

• **Chapter 3**
  – Effective Documentation and Information Management

• **Chapter 4**
  – Developing Heritage Documentation Policies and Programs
BACK MATTER

• Annotated bibliography
• Overview of existing charters and guidelines
Appendices

- **Prime International RecorDIM Related Resources**
  - A) RecorDIM Results / Tools ...
    - Overview of RecorDIM capacity building tools / mechanisms developed to date
    - Overview of outputs from RecorDIM Initiative / task groups
Appendices

– B) CIPA Resources
  • Working Groups
  • Task Groups
  • Symposia / workshops
  • National Delegates
  • RecorDIM Platform / Roundtables
Appendices

– C) Other resources...
  • At the international level
  • At the national level
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- This publication should be completed in 2007