

Task Group 4a

The output will be a publication entitled:

*Recording, Documentation and Information
Management Of Cultural Heritage Places
Principles And Guidelines*

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- ***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)**
 - **ICOMOS' RecorDIM Principles Document (1996)**
 - **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 RecordDIM Related Resources***
 - **A) RecordDIM Results / Tools ...**
 - **Overview of RecordDIM capacity building tools / mechanisms developed to date**
 - **Overview of outputs from RecordDIM 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**