

RecordIM Initiative Letter of Intent

Date: April 12, 2004

From: Name: Francois LeBlanc
Title: Head, Field Projects
Organization: The Getty Conservation Institute, Los Angeles, CA

To: Robin Letellier
International Coordinator
RecordIM Initiative

Subject: Proposal for the Creation of a RecordIM Task Group

This letter of intent is to confirm our interest in the RecordIM Initiative and to propose a **RecordIM Task Group** to address one of the **GAPS** listed on pages 9-11 of the RecordIM Roundtable-1 Report entitled **Bridging the Gap Between Information Users and Information Providers**.

The title of our proposed task group is **Principles And Guidelines For Recording, Documentation And Information Management Of The Built Cultural Heritage**. Its purpose, objectives, milestones and deliverables are outlined in appendix A hereafter. The organizations that will be representing the **Information User and Provider** in this project are respectively:

Users:

Werner Schmid (private conservator)
Alejandro Aalva (ICCROM)
John Fidler (English Heritage)
Kate Clark (English Lottery Foundation)
Giora Solar (ICOMOS)

Providers:

Robin Letellier (private RecordIM consultant)
Frank Matero (University of Pennsylvania)

The Getty Conservation Institute will chair and manage the activities of this task group. The **RecordIM Task Group Operational Framework** document (provided under '**Task Groups**') will be used as a guideline for this activity.

We understand that, by undertaking this task group responsibility, our organization becomes a Partner in this initiative. Consequently, Francois LeBlanc will be the Liaison Officer between the Getty Conservation Institute and the RecordIM Initiative partners. We also understand that this Task Group definition and its eventual outputs will be posted on the RecordIM web site.

We thank you for the opportunity to participate to this 5-year initiative and believe that the network of RecordIM Partners and their task group outputs will benefit conservation practices worldwide.



Francois LeBlanc
Head, Field Projects
Getty Conservation Institute

Appendix A

RecorDIM Task Group Proposal

Task Group Title: Principles And Guidelines For Recording, Documentation And Information Management Of The Built Cultural Heritage

Task Group Chair: Francois LeBlanc
Organization: Getty Conservation Institute, Los Angeles, CA, USA

Information User representatives: Werner Schmid (private conservator);
Alejandro Aalva (ICCROM); John Fidler (English Heritage); Kate Clark (English Lottery Foundation); Giora Solar (ICOMOS).

Information Provider representatives: Robin Letellier (private RecorDIM consultant); Frank Matero (Univ. of Penn);

Project Outline:

This project concerns the publication of a manual covering the subject of principles and guidelines for recording, documentation and information management of the built heritage. The target audience of the publication is heritage policy makers and heritage managers. The publication will draw heavily on a manuscript written by Robin Letellier on the same subject several years ago and on the *Principles for the recording of monuments, groups of buildings and sites* adopted by the ICOMOS General Assembly in 1996. The publication will be enhanced with new sections, graphics and diagrams.

Purpose and objectives:

The purpose of this Task Group is to fill a need for a publication on the subject of principles and guidelines. This need was identified by a group of experts in the field of recording and documentation meeting in Los Angeles during March of 2002, and was deemed to be very important.

Deliverables:

A soft cover publication of approximately 100 pages.

Framework of Task Groups

- Category: **Guidelines**
 - o Level of application: **Regional, national and international**
 - Conservation expertise: **Management**

Project Resources

- **Person-days: TBD**
- **Budget: \$80,000 to \$100,000**

Other Task Group members

- Experts from English Heritage, ICOMOS, Parks Canada, CIPA, Univ. of Pennsylvania, Centre Raymond Lemaire, Israel Antiquities Department and the Getty Conservation Institute have already participated in the development of the structure and table of contents for this publication.

Milestones:

- Starting date: May 2003
- Mid-project review date (by RecorDIM Liaison Officers): April 2004
- Completion date: 2006



Date: April 12, 2004

Task Group Chair