Tips for creating good site records

When entering the details of your site record, please provide a brief description of the asset, object, or excavation site, and any recommended actions. If you can see an asset, please provide notes on:

- Condition of the asset or object
- Approximate depth of the asset or object
- Approximate width
- Material type and colour

This helps us identify and find the asset in the owner's system. Only if it is safe to do so, use a measuring stick to record:

- The depth from ground level to the top of the asset or object
- Width from one side to the other of the asset or object
- Write down or photograph any identifying marks and tags

When taking photos:

- Take a few photographs at different angles and distances to show size of the asset/object, the surroundings (e.g., an above-ground feature such as a nearby bus stop, tree, or letterbox), and any identifying markings / tags.
- Keep peoples' faces out of the images, or blur them, for privacy.
- Check with the site manager before uploading photos.

If you have any questions, don't hesitate to contact us:
support@nzuar.org.nz