

## IALA PRESERVATION MANUAL

### Chapter VIII



## PRESERVATION OF HISTORIC LIGHTHOUSES

### Record and document changes in the history of lighthouses

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## VIII - RECORD AND DOCUMENT CHANGES IN THE HISTORY OF LIGHTHOUSES

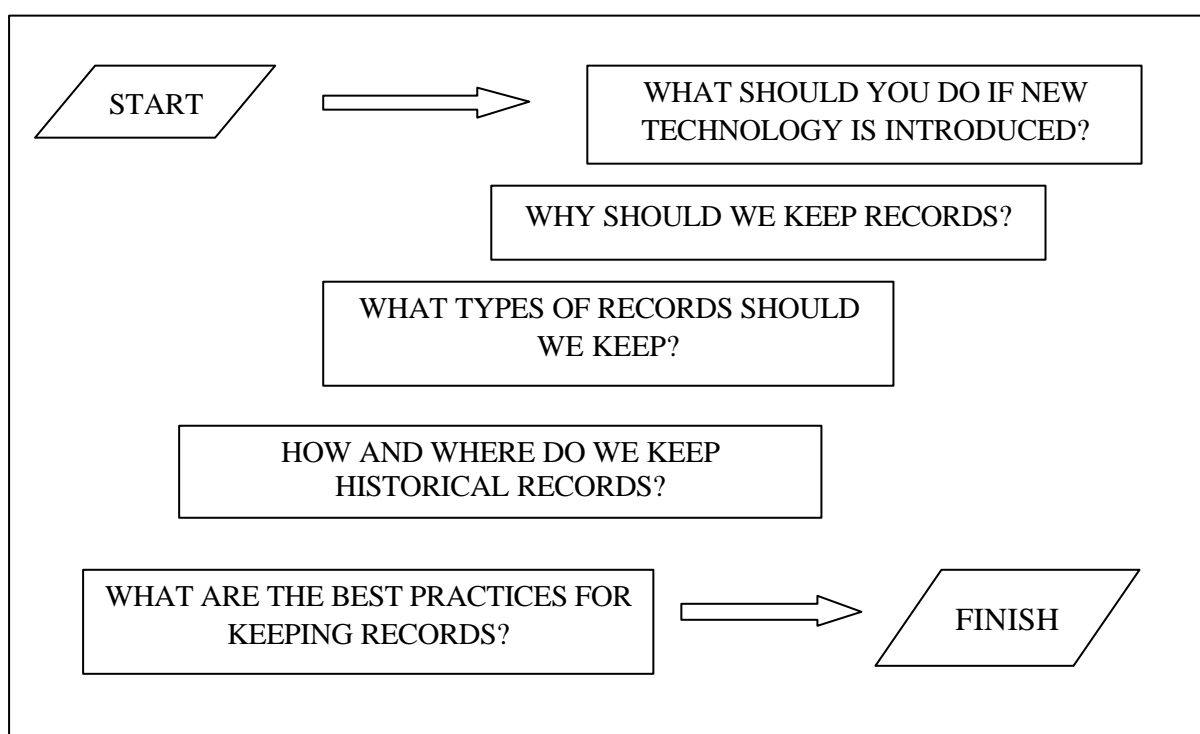
### Introduction

Currently, maritime authorities are heavily involved in restructuring, relocation to new premises, down-sizing and focussing primarily on future technological changes to their programmes and services. As a result, valuable historical documents, which represent a wealth of information for present and future generations, are disappearing and in some cases lost forever.

There are many factors, which contribute to this loss. In particular the pressures to move into smaller premises as well as limited or no staff dedicated to recording and maintaining archives.

The following is intended to form a basis for the development and implementation of a process to assess the value of, organise and make available documents of historical importance.

Consider the following stages



### 1 What should we do if new technology is introduced?

There are two aspects to the introduction of new technology. First new equipment can be added to enhance the lighthouse as a navigational aid, or secondly existing equipment, can be replaced with new technology. Both of these situations require a different approach.

### **1.1 Enhancements to the lighthouse**

- Where practicable, produce digital photographic record of changes being made but at a minimum, produce a paper version.
- Produce an inventory of new equipment that has been installed.
- Preserve original drawings and produce updated drawings
- Archive all material.

*For example -  
adding a DGPS  
antennae on a  
lighthouse*

### **1.2 Replacing existing equipment.**

- Where practicable, produce digital photographic record of changes being made but at a minimum, produce a paper version.
- Produce an inventory of new equipment that has been installed.
- Preserve original drawings and produce updated drawings
- Archive all material.
- Once equipment is removed, refer consideration must be given to managing the consequences of technical change.

*For example –  
replacing traditional  
lenses*

## **2 Why should we keep records?**

In some countries it is a legal requirement to maintain records of an official nature, whereas in others it remains at the discretion of the organisation. It is the duty of a responsible organisation to have a policy on document retention.

### **2.1 Historical research purposes**

- To retain an important part of maritime history for future generations
- To have accurate accounts of events, original designs, equipment, living conditions, historical figures, etc.
- Education - to enhance the awareness of current and future generations
- To provide reference information in response to public enquiries

### **2.2 Conservation / Preservation**

- To retain documents (e.g. log books, drawings, correspondence, etc.)
- To have an accurate record of construction materials for renovation / restoration
- To support heritage organisations in the designation and protection process

### **2.3 Maritime Authorities existing requirements**

- For maintenance purposes
- To learn from past experiences (not to make the same mistakes)
- For personnel training

*For example –  
Location of services and  
hazardous materials*

- For environmental assessment purposes, to establish existence and location of hazardous materials.
- For the preparation and updating of site Health and Safety File.
- For legal reasons in future with regard to design, construction materials, etc.
- For property title searches in order to confirm boundaries and ownership of the property.

#### **2.4 Alternative use**

- For marketing as a tourism product
- For branding and merchandising
- To keep historical links with local community
- To retain or return to the original character of the site
- To assist maritime authorities in the divestiture process

*For example –  
Use of old drawings and other  
unique documents, which  
represent significant milestone  
in history.*

### **3 What types of records exist which may contain relevant information?**

Different countries have different systems in place for retaining records and it may be impracticable to store all historical records. The following list of record types is not exhaustive.

- Log books – Light keeper's records
- Visitors' books - buildings, vessels, property
- Sound Records
  - o Equipment (fog signals)
  - o People Stories (Audio tapes, CD )
  - o Records
  - o Radio Interviews, Reports
- Visual Records
  - o Video tapes
  - o Films (motion)
  - o Photographs (print and negative)
  - o Transparencies
  - o Paintings
  - o Media files (TV interviews, programmes)
  - o Video Cams
- Correspondence (personal or official)
- Personnel records
- Drawings and Engravings
- Books (historical, technical, auto biographies, keeper's diary)
- Newspaper clippings

*To note -  
Data Protection / Freedom  
of Information Legislation*

- Manuals (operations, materials and supplies)
- Instructions (how to operate equipment, what to report, etc.)
- Standing orders (light keeper instructions)
- Administrative records (invoices, ledgers)
- Minutes of meetings (Where strategic decisions were taken)

## 4 How and where do we keep historical records?

### 4.1 The location of archive material for different countries varies.

- National archives
- Regional\Local archives
- Maritime Authority archives (national and local)
- Museums / Libraries
- Heritage Authorities e.g. English Heritage
- Associations
- Private collections
- Manufacturers
- Media industry archives (newspapers, TV, etc.)

***To note -***  
*The best climatic conditions for different formats should be determined before storage is agreed.*

### 4.2 Format used to keep these records

Care must be exercised when deciding which media is most suited to the long-term storage of particular information. Changing hardware and software technology should be monitored to ensure appropriate improvements are utilised. Experience has shown that the new technology does not always meet manufacturer's claims and new systems should be treated with caution.

- Original documents
- Paper copies
- Plastic film
- Micro film
- Tapes (video, audio, etc.)
- CD Rom
- Multimedia

***To note -***  
*Original documents should not be used on a daily basis. Only copies should be used.*

## 5 What are the best practices for keeping records?

- Identify an appropriate and secure storage facility with appropriate environmental considerations for the type of data being stored.
- Determine appropriate laws for archiving historical information in your country.
- Seek advice from professional archivists.
- During office re-locations pay particular attention to preserving historical data.
- Seek advice before destroying previous methods of storage of information.
- Carefully consider your government record retention policies, as they may not be consistent with preserving historical records.
- As plans are produced electronically and retention dates highlighted, one must pay particular attention to the possibility of losing valuable information. Once that retention date is reached (hard copies of original documents need to be protected).
- An appropriate cataloguing and indexing system needs to be developed.
- Consider adjusting archiving system as new technologies for storing data are produced. (e.g. DVD systems, digital systems etc.)
- Original drawings should not be used on a day to day basis. Original drawings should be copied and archived, and the copies used as regular working documents.

**To note -**  
*Refer to local websites similar to: [www.pro.gov.uk](http://www.pro.gov.uk), which provides valuable reference information*

## ANNEX

### CHECK LIST

The following provides an aid to check that all points have been considered.

Items that have to be Considered	Is Item Applicable? Yes/No	Considered (✓)	Comments
<b>What should we do if new technology is introduced?</b>			
Digital Photographic Record (before and after)			
Inventory of New Equipment			
Preserve Original Drawings			
Update Existing Drawings			
Produce paper of digitised material if relevant			
Archive material in accordance with best practises			
<b>Why should we keep records?</b>			
Is there a legal requirement?			
Have you assessed all considerations noted in section 2			
<b>What types of records exist which may contain relevant information?</b>			
Have you confirmed all types of records as noted in section 3			
<b>How and where do we keep historical records?</b>			
Note locations in section 4			
Have you considered other possible areas unique to your location?			
Are you aware of your country's laws in regards to archiving historical information			
<b>What are the best practices for keeping records?</b>			
Have you noted all points raised in section 5			
Consider local websites for reference information			