Graveyard Recording Code Sheets

Denomination

10 Christian (denomination not known)

11 Anglican/Episcopalian

12 Roman Catholic

13 Baptist

14 Presbyterian

15 Methodist

20 Orthodox (denomination not known)

21 Greek Orthodox

22 Russian Orthodox

50 Jewish (denomination not known)

51 Jewish (Ashkenazi)

52 Jewish (Sephardic)

60 Islamic

90 Pet cemetery

Condition of monument

1 Sound and in situ (even if leaning)

2 Sound, but displaced

3 Falling apart, incomplete but recognisable
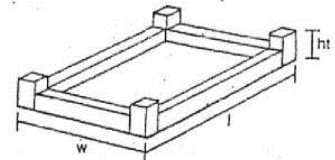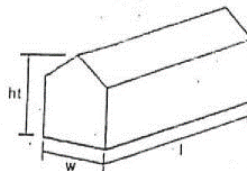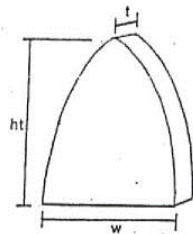
4 Collapsed and form unknown

5 Overgrown

Condition of inscription

1 Mint

2 All legible

3 Mainly legible

4 Traces

5 Illegible/destroyed/face down

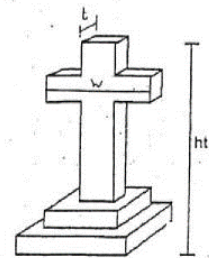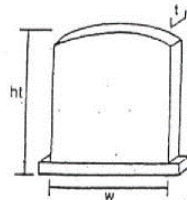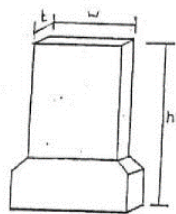9 Never inscribed

Orientation

The orientation of a stone indicates which way it *faces*. Most headstones are at the head of the grave and *face* towards the east. The orientation is measured in degrees

Monument dimensions

Where to take measurements for monuments *without* a base.

The *main* measurements for a monument with a base

The *base* measurements

Materials

10   Slate
13   Purple slate
20   Marble (usually white but
     often discoloured)
30   Granite
31   Pink granite
32   Grey granite
33   Black granite
40   Sandstone
41   Yellow sandstone
42   Red sandstone
50   Ceramic
51   Brick
52   Tile
53   Terracotta
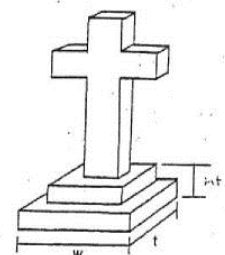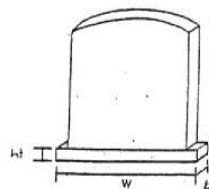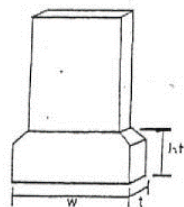
54   Black-glazed ceramic
55   Brown-glazed ceramic
56   Cream-glazed ceramic
60   Iron
65   Brass
70   Conglomerate
75   Concrete
78   Mosaic (any materials)
79   Glass
80   Limestone
81   White limestone
82   Grey limestone
90   Other
95   Wood

Memorial Type

There is a four-digit numbering system which allows for recording and analysis at different levels of detail, and so is very flexible. The first digit indicates the type of monument (e.g. headstone, cross), the second a subset of this (e.g. round-topped, ringed), and the third can be used for further subdivision (e.g. indented sides, with stepped base) as can the fourth (e.g. with square shoulders, one step diamond shaped).

The monuments have been broken down into the following broad categories:

Kerb   0900
Chest and table tombs   1000
Crosses   2000
Sculpture   3000
Headstones   4000,5000, 6000, 7000, 8000
Pedestal tombs, mausolea 9000

Kerbs

When kerbs are not additional to any monument, but they form the monument themselves. 09 indicates kerbs; the third digit if there are stone posts, the fourth if the interior faced of the kerbs are bevelled (these often were used for text).
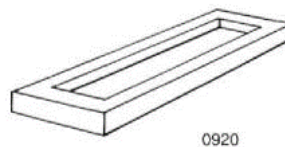
0900 Kerbs
0920 Plain kerbs
0940 Kerbs with posts at the corners
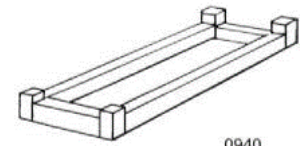0960 Kerbs with 3 posts on each side
0970 Kerbs with high railings
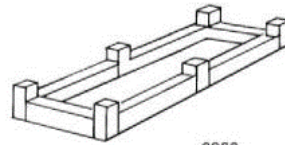0978 Railings only (no kerbs visible)
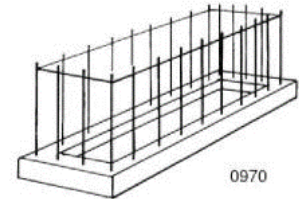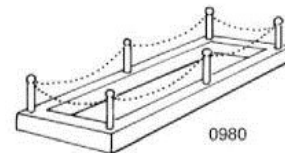0980 Kerbs with chains

Kerbs with bevelled/moulded internal faces:
0921 Plain kerbs
0941 Kerbs with posts at the corners
0961 Kerbs with 3 posts on each side

Low monuments

0100 Ledger
0105 Ledger on a base or step
0200 Coffin shaped ledger
0310 Grave-rail
0330 Grave-board
0500 Low monument
0510 Low monument with flat top
0520 Low monument with convex top
0530 Low monument with gable top
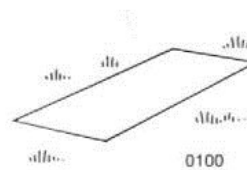0540   Low monument with hipped top
0550 Low monument with gabled cross
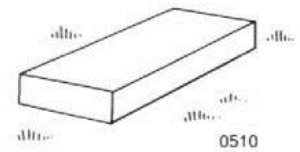* * * 5 Low monument on a base or low step
0600 Cremation plaque set flush or
          almost so with ground
0700 Rectangular plaque set flush with ground
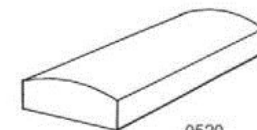   (lawn cemetery style)
0705 Rectangular plaque set on low base
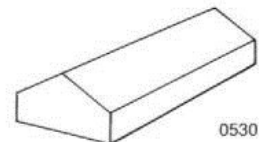   almost flush with ground (lawn cemetery style)
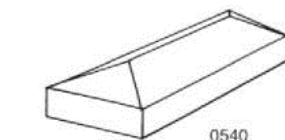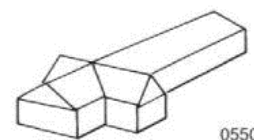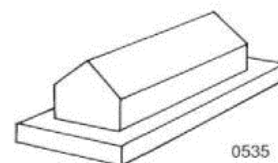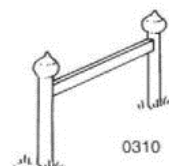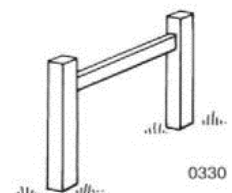
Table and Chest tombs

1000 Tomb
1100 Chest tomb
1110 Chest tomb with plain sides
1120 Chest tomb with rectangular
     panelled sides
1130 Chest tomb with console ends
1300 Table tomb
1410 Table tomb, 4 straight square legs
1420 Table tomb, 4 baluster legs
1430 Table tomb, 4 animal legs
1440 Table tomb, 4 expanded legs
1610 Table tomb, 6 straight legs
1620 Table tomb, 6 baluster legs
1630 Table tomb, 6 animal legs
1640 Table tomb, 6 expanded legs
1700 Tomb with single central panel
     between end panels
***1 Square cut top
***2 Bevelled top
***3 Coped top
***4 Moulded top
***5 Single bale on top
***6 Double bale on top
***7 Low monument on top
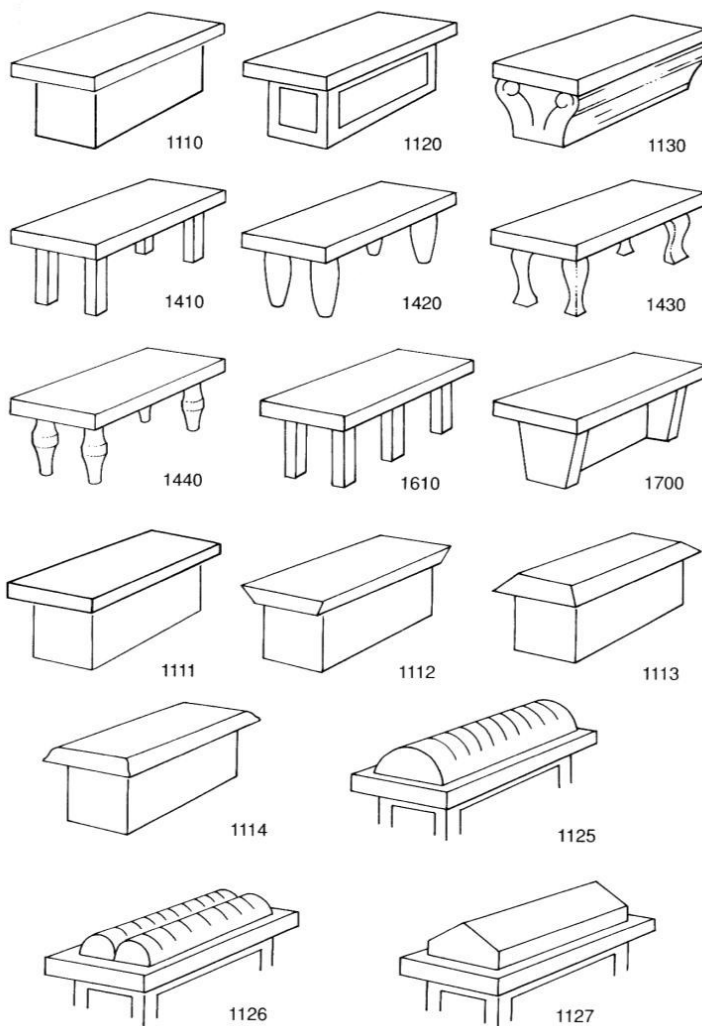
Crosses

2000 Cross
2100 Simple Latin cross
2200 Ringed cross
2300 Cross with expanded terminals
2400 Gothic cross
2500 Cross of Lorraine
     (with second arm at an angle)
2600 Cross with third arm
2700 Cross with gable
**10 with 1 stepped base
**20 with 2 stepped base
**30 with 3 stepped base
**40 with 4 stepped base
**50 with rocky base
**60 with roughly square base
***5 with one step diamond shaped
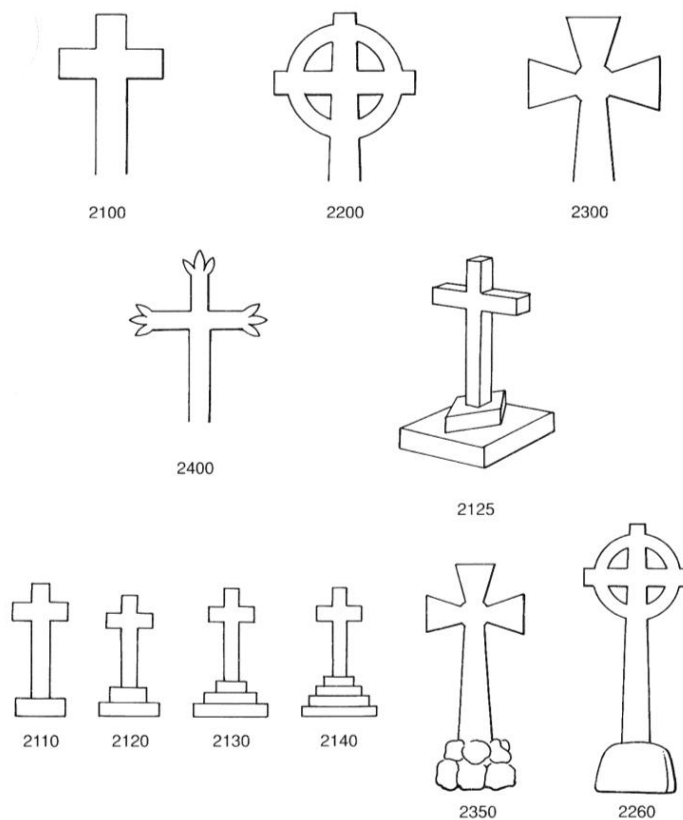
Headstones

4000 Headstone / Boulder /
      Rock grave marker
4100 Round top
4200 Gothic pointed top
4300 Triangular top
4400 Pedimented top
4500 Slightly curved top
4600 Sinuous top
4650 Topped with a cross
4660 Topped with a ringed cross
4700 Flat top
4770 With a cross on the side
4800 Concave pointed top
4900 Discoid (circular on shaft)
5100 Flat top with semicircular
      central feature
5200 Flat top with triangular central feature
5300 Flat top with slightly curved central
      feature
5400 Flat top with pointed oval central feature
5800 Asymmetrical top
**50 Topped with a small cross
      (often a separate piece)
**60 Topped with a small ringed cross

Headstones with substantial integral cross on top
      (see **50, **60 for small crosses on top)
6000 With cross on top
6100 With ringed cross on top
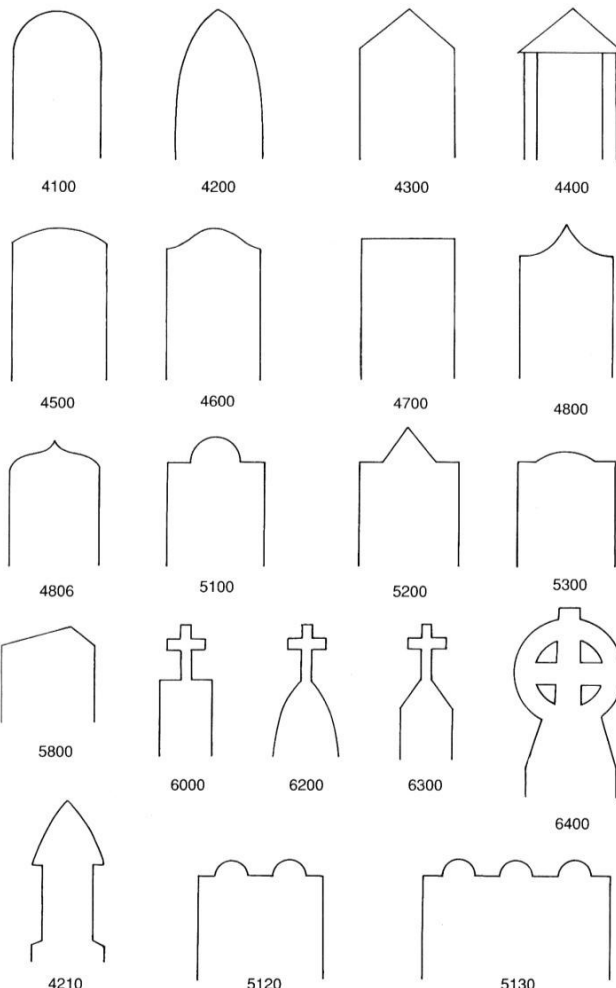6200 Gothic pointed headstone & cross on top
6300 Gothic pointed with ringed cross
6400 Triangular with cross
6500 Triangular with ringed cross
6600 Rounded top with cross
6700 Rounded top with ringed cross

Other features of the headstone

**10 Indented sides
**20 Shape of top repeated twice
**30 Shape of top repeated three times
**40 Incorporating a scroll
**50 Small cross on top
**60 Small ringed cross on top
**70 Cusped top centre to headstone
**80 Cut away either side of centre

Features on shoulders of headstones

***1	Semicircular	***6	Convex shoulders
***2	Quarter-circular	***7	Concave shoulders
***3	Square	***8	Angled shoulders
***4	Triangular	***9	Stepped shoulders
***5	Pointed		
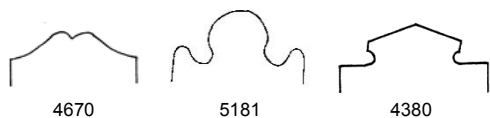
Wall monuments

7000 Wall monument

7010 Wall monument on church exterior

7020 Wall monument on boundary wall

7030 Wall monument on freestanding section of wall

7050 Panel covering loculus for interment in upstanding communal block

7060 Panel covering wall niche for cremation

Other monument shapes

7100 Flower holder in place of a stone and no other form of memorial

7300 Thick, low memorial at head of grave – often originally part of a plot with additional kerbs

8100 Desk

8120 Desk with open book

8150 Desk with scroll

8200 Wedge shaped slab

8220 Wedge with open book

8250 Wedge with scroll

8350 Low stone, top shaped like a scroll, but not at the bottom

8400 Rock, rough

8450 Rock, rough, with scroll

8480 Rock, smooth

8500 Log pediment

8600 Heart

8700 Circular disc

8900 Bench as memorial

8960 Plaque on railings/tree
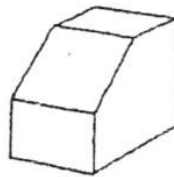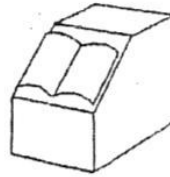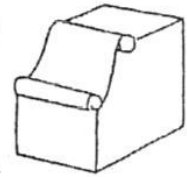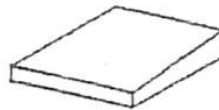
Sculpture

3000 Sculpture

3100 Angel

3110 Angel standing, pointing upwards

3140 Angel seated, mourning

3160 Angel kneeling, praying

3200 Cherub

3400 Virgin Mary

3500 Calvary

3600 Male figure

3650 Male bust

3700 Female figure

3750 Female bust

3800 Other design (e.g. car)

***3 on stepped base

***5 on rocky base

***7 on cubed base

Pedestal tombs

9000 Pedestal tomb
9100 Columnar pedestal
9200 Polygonal pedestal
9300 Cube pedestal
9400 Cuboid pedestal

**10 2nd stage cube/cuboid
**20 2nd stage gable
**30 2nd stage Gothic structure
**40 2nd stage obelisk
**50 2nd stage pyramid
**60 2nd stage dome
**70 2nd stage column
**80 2nd stage broken column
**90 2nd stage sarcophagus

***1 Topped with urn
***2 Topped with draped urn
***3 Topped with finial
***4 Topped with a sphere
***5 Topped with a neo-classical
         sarcophagus
***6 Topped with a gothic cross
***7 Topped with a cross
***8 Topped with a ringed cross
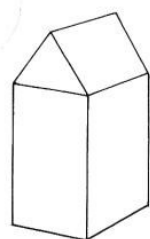
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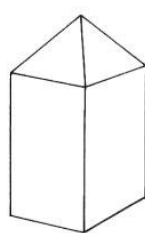
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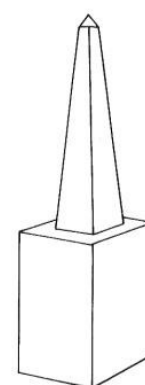
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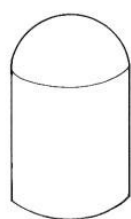
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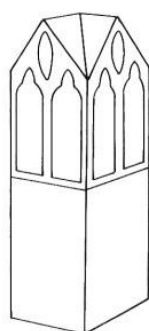
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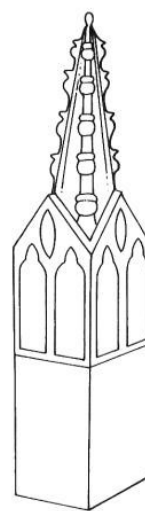
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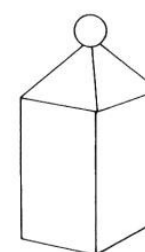
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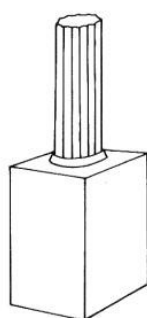
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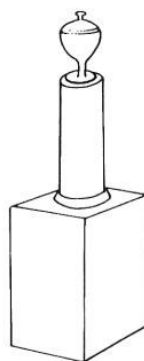
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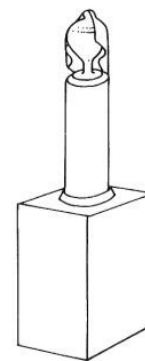
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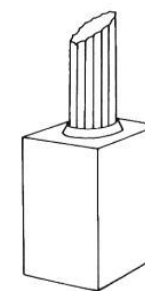
9480

Mausolea, partially subterranean vaults and other upstanding structures

9500 Major upstanding structure
9550 Columbarium for cremations

9600 Large box shape tomb
   with the main additional visual feature:

9620   flat slab
9622   scroll
9625   open book
9630   vertical headstone
9640   cross (horizontal)
9650   cross (vertical)
9660   sculpture

9800   Mausoleum
9840   Classical revival mausoleum
9850   Egyptian revival mausoleum
9860   Gothic revival mausoleum

9900   Partially subterranean vault
9910   with barrel vault just visible
9920   with barrel vault roof and
          vertical sides
9930   with gabled roof and vertical
          sides
99*5   with ends that extend higher
          than the main tomb roof

Additional elements

Additional elements refer to features associated with a memorial, usually a headstone.
The first digit refers to the presence or absence of footstones. Footstones may be blank or they may have dates and initials inscribed on them that link them to the people commemorated on the headstone. They will not have a full inscription.
The second digit refers to the presence or absence of body stones or whatever covers the grave in front of the monument. The third digit refers to the presence of absence of kerbs and their design.
The fourth digit refers to the presence or absence of any sort of filling within the kerbs, for example chippings.
For example, 0024 means that a monument has:
0*** no footstone; *0** no body stone; **2* plain kerbs; ***4 pink chipping infill

Box 1
0 No foot stone
1 Foot stone

Box 2
0 No body stone
1 Body stone, parallel sided, flat
2 Body stone, parallel sided, raised
3 Body stone raised more like a tomb
4 Body stone, coffin shaped, flat
5 Body stone, coffin shaped, raised
6 Wrapped body shape
8 Flower holder built in at the base

Box 3
0 No kerb
1 Kerbs
2 Plain kerbs
3 Kerbs with posts at feet
4 Kerbs with posts at head and foot
5 Kerbs with two pairs of posts,
   neither at the head
6 Kerbs with three posts on each side
7 Kerbs with railings
8 Kerbs with chains or other fittings
9 Kerbs ornately carved and shaped

Box 4
0 No chippings
1 Green chippings infill
2 White chippings infill
3 Grey chippings infill
4 Pink chippings infill
5 Peat or soil infill
6 Gravel/Pebbles
7 Shale Fragments
9 Other

Text Panels

Many monuments have text set in a panel. This may mirror the shape of the stone, but often it is of a different shape. If there are two panels on a headstone the panel at the top of the headstone would be entered first. The codes for the text panel shapes are made up of 4 parts. For example, 8270 represents:8*** is a vertical rectangle; *2** is a semicircular central feature; **70 has concave shoulders or corners.

Shape of text panels

1000 Square
2000 Circle
2300 Oval, vertical
2500 Oval, horizontal
2800 Octagon
2900 Lozenge
3000 Sarcophagus
4000 Shield
5000 Cartouche
6000 Open Book
7000 Rectangle, horizontal
8000 Rectangle vertical
9000 Scroll
Text panel with:
*100 Rounded top
*200 Semicircular central feature
*300 Pointed top
*400 Triangular top
*500 Triangular central feature
*600 Slightly curved top
*700 Slightly curved central feature
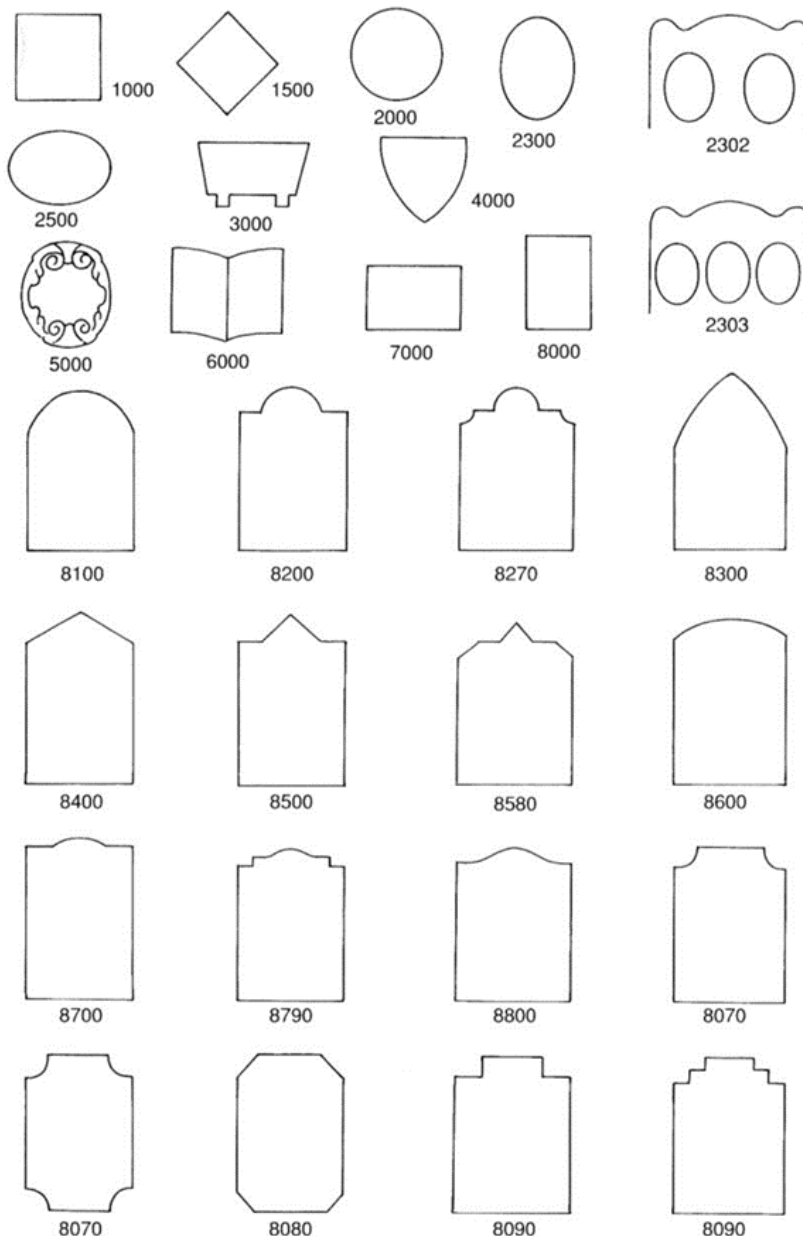*800 Sinuous top
**60 Convex shoulders/corners
**70 Concave shoulders/corners
**80 Angled shoulders/corners
**90 Stepped shoulders/corners
***2 Shape repeated twice
***3 Shape repeated three times

Definition of text panel

1 Incised design
2 Moulded design
3 Relief decoration (e.g. a wreath)
4 Inset panel, flat surface

5 Inset panel, convex surface
6 Raised flat panel
7 Raised convex panel

Technique of inscription

There tends to be a fairly restricted number to techniques used in inscriptions, though on the same monument there may be several treatments.

Where a letter is inlaid, this does not also count as incised, even though there has to be incision or cutting to prepare for the inlay. Where the inlay has fallen out, as is quite common with the normal soft black lead lettering, the small drill peg holes, which should still be visible, indicate that this was not incised lettering and so should be coded as inlaid.

Raised inlaid lettering is not where lead lettering is gradually coming out (or the marble has eroded back) but is deliberately created to stand above the surface; it is often chunky lettering in black.

1 Incised	3 Relief	5 Incised painted	7 Raised inlaid
2 Inlaid	4 Painted	6 Relief painted	8 Applied

Letter styles

A basic set of different generic styles is offered here. Often more than one letter style will be used on a monument.

010 Cyrillic lettering
020 Chinese lettering
030 Arabic lettering
040 Hebrew lettering
050 Korean lettering
060 Greek lettering
100 Roman
150 Roman Italic
200 San Serif
250 San Serif Italic
300 Clarendon
400 Egyptian
450 Egyptian Italic
500 Copper Plate
600 Gothic
800 Bold with serifs
900 Thin
950 Other
960 Flared

Roman
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Roman italic
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Sans serif
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Clarendon
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Egyptian
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Copper plate
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Gothic
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

Decorative motifs

For a headstone the 'central' motifs are those found in the centre and across the top of the stone. The motif to be recorded first should be the most visible. The 'marginal' motifs on a headstone will be found down the edges and they often include architectural designs such as columns, rope work and foliage.

Central decorative motifs

Mortality:

110 Separate bones
111 Crossbones
112 Skull and bones
121 Skull facing forward
122 Skull facing sideways
125 Winged skull
130 Skeleton
135 Bell
140 Hour glass
145 Winged hour glass
147 Sundial
148 Candles
150 Coffin
152 Spade
154 Pick
160 Scythe
162 Father Time
170 Torches pointing down
171 Torches pointing up
172 Time's dart
173 Death (figure)
174 Memento Mori text
    e.g. Tempus Fugit
    Be ye ready
176 Serpent
177 Serpent eating its tail
180 Scale
187 Broken column
191 Star
192 Moon
193 Sun
194 Sun rising/setting

Cherubs and Angels:

210 Cherub head and wings only
212 Two cherubs
213 Three cherubs
220 Cherub with body
230 Cherub with trumpet
250 Angel
260 Angel kneeling
270 Angel flying

Vegetation:

300 Flower
310 Rosette/marigold
311 Rose
312 Tulip
313 Lily
315 Yorkshire rose
316 Thistle
317 Daffodil
320 Flower with broken stem
325 Flower with sickle
330 Leaves
332 Stylised leaves
333 Shamrocks
335 Vine
337 Ivy
340 Fruit
345 Grapes
350 Tree
355 Willow
357 Palm
360 Sheaf of wheat
370 Wreath

Crosses:

400 Cross
405 Cross with expanded
    terminals
410 Celtic/Ring-headed cross
420 Maltese cross
430 Gothic cross
440 Two-barred cross
450 Chi Rho

Figures:

500 Figure
505 Jesus
506 Madonna
507 Virgin Mary full figure
508 Justice with scales
509 Head of Jesus
510 Portrait of deceased
511 Head of Mary
515 Saint
520 Full figure of deceased alive
530 Full figure of deceased dead
540 Classical figure, unknown
543 Classical figure, Hope with
    anchor
545 Classical figure, mourning
547 Classical figure, mourning,
    with altar/urn
550 Anchor
580 Other mourning

Christian:

610 Book (uncertain) closed
611 Trinity
612 'Gloria in excelsis deo' text
613 Line of Bosses
615 Book open
620 Bible closed
625 Bible open
626 Scroll (not pattern or
    text panel)
627 Banner
630 Crown
631 Crown with radiance
633 Triangle with radiance
635 Eye with radiance
637 Cross with radiance
640 Crucifixion
641 Crucifixion – complete scene
642 Crucifixion – church interior
645 Symbols of the Passion
    (see advice documentation)
650 Crown of thorns
655 Lamb
656 Lamb of God with cross,
    banner
657 Lamb of God – no banner
660 Heart
661 Heart pierced by Time's dart
662 Sacred Heart
663 Sacred heart with radiance
664 'Squirting' heart
670 IHS
672 IHS interwoven
673 IHS with cross on bar of H
674 as 673 in radiate circle
    (often dog tooth pattern)
680 Adam and Eve
685 Day of Judgement/
    Resurrection
686 Day of Judgement/
    Resurrection with radiance
688 Alpha and/or Omega

690 Other Biblical
695 Chalice
710 Altar
713 Altar, Christian
715 Altar, Classical
720 Tomb
730 Urn
735 Draped urn
740 Romanesque tracery
750 Gothic tracery in relief
755 Gothic window
760 Ecclesiastical building
761 Gate of St. Peters
770 Interlace (Celtic)
780 Vine scrolls with
    animals, birds

Other:

800 Hand
810 Hand pointing up
812 Hand pointing down
820 Hands clasped/shaking
825 Hand in prayer
833 Trefoil
834 Quatrefoil
850 Birds
851 Bird and bush/flower
852 Feathers
855 Dove
860 Animals
861 Dog
870 Scrollwork (pattern)
880 Shell
883 Palmette
885 Cornucopia
890 Fan
895 Swags of cloth – central
896 Canopy
897 Curtains

900 Masonic symbols
901 Square and compass
902 Compass
903 Square

Other:

909 Horse
910 Fleur-de-lys
920 Shield
921 Diamond
922 Circle
924 Full formal Heraldic
    Arms
925 Shield with design on it
926 Lion
927 Crossed swords
928 Helmet
929 Military Regimental
    insignia
930 Transport scene
931 Horseback/cart
932 Ship
933 Train
934 Bicycle
935 Car
936 Motor cycle
937 Lorry/Bus
938 Aeroplane
939 Gun/Cannon
940 Occupation (other)
941 Ploughing
945 Blacksmiths tools
946 Horseshoe
947 Weaver's tools
948 Carpenter's tools
950 Hobby
955 Toys
956 Cartoon character
960 Rural scene
961 Hunting
970 Urban scene
980 Pews
990 Portrait photograph
991 Portrait etched

Marginal decorative motifs

200 Columns
210 Baluster columns
220 Fluted columns
230 Barley sugar spiral columns
300 Swags of cloth
400 Leaves
410 Flowers
420 Bird with flower

450 Fruit
470 Foliage scrolls
500 Scrolls
550 Circles
600 Rope
610 Dog tooth
620 Gothic crockets

700 Egg and dart
710 Triangles
720 Gothic arcading
730 Ribbons
800 Border (outline)
801 Border (decorative)
802 Cross

Tooling back

0 Smooth
1 Masons Signature
2 Rough
3 Deep Hand Tooling
4 Fine Hand Tooling
5 Decorative Tooling
6 Machine Cut Tooling
9 Other

Tooling sides

0 Smooth
1 Masons Signature
2 Rough
3 Deep Hand Tooling
4 Fine Hand Tooling
5 Decorative Tooling
6 Machine Cut Tooling
9 Other

Repairs

These can be repairs either to the main monument or the additional features such as kerbs.

0 No repairs
1 Repairs
2 Iron clamps

3 Copper alloy clamps
4 Lead clamps
5 Mortar/concrete/adhesive

Date of monument

One of the most important features to establish about the monument is its date. Occasionally, the date of erection is explicitly stated, but in the vast majority of cases an inference has to be made. Some memorials can be erected before anyone later commemorated on it has died. In other cases, the monument is only put up decades after the last person mentioned, such as with some war memorials. It is normal, however, for the stone to be erected within 2 or 3 years of either the first person mentioned, or the latest in a group all inscribed at the same time when the stone was first used. The date for the monument is therefore inferred from the inscription.

Reason

There are various ways of dating the monument from its inscription and these are coded to make the recorders thought processes clear.

1 Stated date of erection
2 Inferred date from first mentioned individual
3 Inferred date from latest of a group first inscribed together
4 Inferred date of footstone from associated monument
5 Inferred date from associated headstone
9 Dates of those commemorated not relevant to monument date