

Appendix 9.4

**Methodology for
Preservation by Record**

1. Recording of Graves

Requirements for Recording of Grave Inscriptions

(1) Rubbing of grave inscriptions to be conducted, the inscriptions to be rewritten in a tabular format with proper cross-referencing (e.g. item numbers, photos)

Requirements for Cartographic Survey of Historic Graves

A. The Following Plans are Required

(1) Site plans showing the relative locations of the graves and their associated cultural/ fung shui landscape (if any) concerned to 1:100 or as appropriate.

(2) Plan(s) showing all structural walls and built-in fittings to 1:50.

(3) Elevations of each face of the graves to 1:50.

(4) At least two cross sections through the graves showing the architectural characters of the graves to 1:50.

(5) Architectural details including decorations on the "stone head", spirit stone tablet, chimneys, inscriptions and couplets, plaster decoration and ornamental features, mouldings, brick construction patterns and any other items of historical or conservation interest to scale 1:10 or 1:5.

(6) Plan, elevation and cross section of any important fittings within/ surrounding the graves, particularly relating to its ceremonial use, to appropriate scale.

(7) Construction details should be noted such as types of brick bonding, joints in granite features, etc, to scale 1:10 or as appropriate.

(8) The number of courses of brickwork to each wall should be recorded on the appropriate drawing.

(9) All the plans (apart from details) should have North point.

B. Drawings should be annotated with descriptions of the building materials used in the construction of the principal elements.

C. A full set of the cartographic records has to be submitted to the Antiquities and Monuments Office of Leisure and Cultural Services Department on or before the date mutually agreed.

Requirements for Photographic Survey of Historic Graves

A. All the photographic recording must be done in both colour slides and negatives. The following recordings are required:

2. Recording of Cultural Landscape Features

Requirements for Cartographic Survey of Section of Boulder Paths to be Directly Impacted by Project

A. The Following Plans are Required

(1) Site plans showing the relative locations of the path to 1:1000 or as appropriate.

(2) Plan(s) showing all structural elements to 1:50.

(3) All the plans (apart from details) should have North point.

B. Drawings should be annotated with written descriptions of the recorded features

C. A full set of the cartographic records has to be submitted to the Antiquities and Monuments Office of Leisure and Cultural Services Department on or before the date mutually agreed.

Requirements for Photographic Survey of Boulder Paths

A. All the photographic recording must be done in both colour photographs and negatives. The following recordings are required:

(1) General views of the boulder path, including its immediate surrounding environment.

(2) Details of the boulder path with the following shots:

- Identification picture
- Views of the boulder path from all sides, including the top

B. All the photos (in the size of 5" x 7") and slides must be properly captioned in both Chinese and English, and easily referenced to their location on key drawings and should be numbered and cross-referenced for easy retrieval and duplication.

C. A full set of the photographic records should be submitted to the Antiquities and Monuments Office (AMO) of the Leisure and Cultural Services Department on or before the date mutually agreed for inclusion in the photographic archive of the AMO.