Peterborough Museum & Art Gallery

ARCHAEOLOGICAL ARCHIVE STANDARDS

A Standard for the Creation, Compilation and Transfer of Archaeological Archives in Peterborough

Version 1D: March 2024

Contents

Outline Summary – Task List

This is not intended as a workflow, but an outline list of tasks within the archival process

Project Planning

Depositor produces a project Design or WSI, a Data Management Plan, and a draft Selection Strategy (Peterborough Museum recommends using the CIfA Selection Strategy Toolkit).	
Depositor agrees the Selection Strategy with Peterborough City Council Archaeological Service.	
Depositor Submits the project to OASIS completing all the information required to properly notify the museum. *NOTE: The PMAG deposition standards, Transfer of Title form, Copyright Licence form, Archive Contents spreadsheet template and a Data Sharing template can be found on the Museums website or via OASIS.*	
Owner of the material archive identified by the Depositor, and the principle of depositing the finds discussed.	

Data Gathering and Analysis

Depositor implements and develops the Selection Strategy.	
Depositor discusses any exceptional conservation or long-term storage issues identified during fieldwork with PMAG through the OASIS messaging system.	
Depositor assures all finds recovered during the project are assessed specifically for Selection purposes.	
Depositor agrees final Selection Strategy taking into account specialist advice.	

Preparation of the Archaeological Archive

Depositor applies the final Selection Strategy to the Working Project Archive.	
Depositor compiles the Archaeological Archive in line with the Peterborough Museum Archaeological Archive Preparation Standards.	
Depositor documents the Archaeological Archive (Documents, Digital, Material and deselected) using the Archive Contents Spreadsheet.	
Depositor compiles a Statement of Significance from project results and specialist reports.	
Depositor gains Transfer of Title from the landowner.	

Transfer to Peterborough Museum

Depositor notifies the museum of the final number of boxes to be deposited, provides a project summary and statement of significance and confirms Transfer of Title has been obtained.	
Peterborough Museum invoices the Depositor for payment of the deposition charges.	
The Depositor pays the deposition charges and the museum assigns an accession number which must be added to all archive boxes and the archives contents spreadsheet prior to deposition.	
Deposition date agreed with Peterborough Museum and the depositor emails the museum with copies of: -A digital copy of the Archive Contents Spreadsheet and archive box list -A completed Transfer of Title form -A completed Copyright license form -A completed Data Sharing Agreement	
The Depositor delivers the Archaeological Archive to the museum as agreed, completes the Object Entry Form with a PMAG curator and updates the OASIS record accordingly.	
Depositor sends PCC Archaeological Services a copy of the Object Entry Form completed with PMAG upon deposition.	

Introduction

This document sets out the recommended standards and policy for all Archaeological Archives created from projects undertaken within the area administered by Peterborough City Council.

The purpose of the document is to ensure all new and undeposited Archaeological Archives in Peterborough meet a common standard, and are appropriately and consistently created, compiled and packaged to nationally agreed standards.

This document has been created in line with national and international standards and guidance on the creation and curation of Archaeological Archives. Section 3 of this document details current standards and guidance that should be consulted alongside this document throughout the archival process. These guidelines set out the requirements for the conservation, organisation, labelling, marking, transfer, storage and documentation of Archaeological Archives that are to be deposited with Peterborough Museum.

Depositors should note that Peterborough Museum reserves the right to refuse to accept and/or return archives or parts of archives that are not considered acceptable, and/or to charge for work needed to bring archives to a standard compatible with these guidelines.

Geographical Boundaries of the Collecting Area

The archive will only be accepted if it complies with the museum's current collecting policy. In general, this means the museum will only accept material excavated from within the area administered by Peterborough City Council. In cases where material is collected from cross-boundary areas, negotiations will be made with the collecting institutions involved to decide where the archive will be deposited. It is important to keep the archive whole. New material may be considered from areas outside the boundary when it will help tell the story of the Peterborough Area.

Contact Details

Peterborough Museum supports use of the OASIS: https://oasis.ac.uk. It is suggested that most of the communication regarding individual archives takes place using the OASIS messaging system.

General enquiries can be made via the details given below.

Email: museum@peterboroughlimited.co.uk
Peterborough Museum and Art Gallery,
Priestgate,
Peterborough,
PE1 1LF,
Tel: (01733) 864663

Version control

ARCHAEOLOGICAL ARCHIVE STANDARDS: A Standard for the Creation, Compilation and Transfer of Archaeological Archives in Peterborough: **Version 1D: March 2024**

NOTE: Peterborough museum reserves the right to update these Deposition Standards as necessary. Depositors will be notified in advance of any changes.

Glossary

Archaeological Archive	All records and materials recovered during an Archaeological Project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form (Perrin et al. 2014, 20).
Archaeological Project	Any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an Archaeological Project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. (Perrin et al. 2014, 20). One result of an Archaeological Project will be an Archaeological Archive.
Data Management Plan	Details how all digital data will be created and managed during a project and outlines the plans for sharing and preservation following the completion of a project.
Depositor	The individual or organisation wishing to deposit the Archaeological Archive for long-term storage and curatorial care (i.e. the commercial unit, academic department or community group).
Digital Data	All documents and records in digital form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images, CAD files, databases, digital aerial photograph interpretations, geophysical and other survey data, GIS files, audio records, images, satellite imagery, spreadsheets, text files, analytical results and 3-D data.
Dispersal	The process of dealing with De-selected Material, including incorporation into handling boxes, donation to reference collections, or destruction. All Stakeholders should be included in determining methods of dispersal.
Documents	All documents and records in paper or film form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images and x-rays.
Evidential value	Evidential value derives from the potential of a place to yield evidence about past human activity. Physical remains of past human activity are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them. These remains are part of a record of the past that begins with traces of early humans and continues to be created and destroyed. Their evidential value is proportionate to their potential to contribute to people's understanding of the past. In the absence of written records, the material record, particularly archaeological deposits, provides the only source of evidence about the distant past. Age is therefore a strong indicator of relative evidential value, but is not paramount, since the material record is the primary source of evidence about poorly-documented aspects of any period. Geology, landforms, species and habitats similarly have value as sources of information about the evolution of the planet and life upon it. Evidential value derives from the physical remains or genetic lines that have been inherited from the past. The ability to understand and interpret the evidence tends to be diminished in proportion to the extent of its removal or replacement. (Historic England 2008, sections 35-38)
Materials	All materials recovered during an Archaeological Project including: Artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather and textile; Biological remains, such as animal bone and botanical material; Waste products, such as industrial residue, hammerscale and off-cuts; Material extracted during analysis, such as thin-sections, microfossil slides, dendrochronological specimens.
Selection	The process of applying a Selection Strategy to a Working Project Archive to determine which archive components, including documents, digital files and material objects, should be included in the Archaeological Archive. The aim of selection is to ensure that the Archaeological Archive contains everything required to establish the significance of the project and support future research, outreach, engagement, display and learning activities.
Selection Strategy	The methodology detailing the project-specific Selection process, agreed by all Stakeholders, which will be applied to the Working Project Archive in order to create the Archaeological Archive.
Working Project Archive	All the records and materials gathered during an Archaeological Project and retained for analysis prior to Selection for the Archaeological Archive.

1   THE ARCHIVAL PROCESS

1.1 PROJECT PLANNING

The majority of projects within Peterborough will adhere to a proposal or brief produced by Peterborough City Council Archaeological Services (PCCAS). The brief will require that any project undertaken in the city is to adhere to the standards set out in this document. If no brief has been issued for developer led projects, the Project Design or WSI produced should reference that the standards outlined in this document will be met. In the case of Archaeological Projects that are not subject to a brief i.e. community projects, pre-planning projects and academic research projects, the standards outlined in this document are still a requirement of deposition with Peterborough Museum.

A Project Design (PD) or Witten Scheme of Investigation (WSI) should be produced for each new project, referring to the standards that are to be followed during the project i.e. this document, national and international guidelines (ADS (1), Brown (2011), CIfA (2020), Perrin *et al*. (2014) and CIfA (2021) etc.) and any in-house manuals etc. The PD or WSI should include a commitment to the Transfer of Title for the archive, identify the intended physical repository (Peterborough Museum) and CoreTrustSeal accredited digital repository, a Data Management Plan (DMP) and an outline Selection Strategy. The owner of the material archive (normally the landowner) should be identified by the depositor, and the principle of depositing the finds discussed.

A Selection Strategy should be outlined at the project planning stage with Peterborough City Council Archaeological Services. The Selection Strategy should set out the project specific selection process that will be applied to the working project archive prior to its transfer to Peterborough Museum and Art Gallery as the Archaeological Archive. Peterborough Museum recommends use of the CIfA Selection Toolkit during the formulation of a selection strategy (CIFA 2019).

Depositors are strongly encouraged to read these guidelines during preparation of their project PD or WSI so any specific requirements can be incorporated into the programme of works at the outset. It is important that everyone involved in the creation and preparation of an Archaeological Archive is aware of this document and its contents.

It is the responsibility of the depositor to notify PCCAS of all stages and modality of archival deposition to enable the relevant part of an archaeological condition attached to a planning permission to be discharged. This requirement also applies to projects which are outside the planning system.

1.1.1 Notifying the Museum through OASIS

OASIS is a data-capture system through which depositors can provide information about their investigations to the wider project team, project stakeholders, researchers and the public. The system provides a unique record for the project that links up other important data, such as the project DOI, site code, its location, the HER event number, the museum accession number and digital archive location.

The Depositor should submit their project to OASIS (https://oasis.ac.uk/) before work on site begins. Peterborough Museum will be notified of the new project through OASIS. Notification must take place PRIOR to any work commencing, and each fieldwork stage of a multi-phase project will require a new notification. Peterborough Museum reserves the right to refuse to accept Archives not notified to them in advance of the work commencing.

In order to properly notify Peterborough Museum, the depositor must complete the following information:

1. Project Name (the project or site name or title)
2. Activity Type
3. Project Identifier(s): The site code (or project number) that will be used by the Depositor throughout the project to identify all associated documents and objects. In order to prevent the duplication of numbers, the site code should be prefaced by a Depositor (commercial unit/ community group etc.) identifier i.e. CAU (Cambridge Archaeology Unit), PCA (Pre-Construct Archaeology) etc.
4. Project dates
5. HER Identifiers (the HER Event Number)
6. Location

The Depositor should complete the following information on the OASIS Archives page at the start of the project:

7. Archive type (tick all that apply- this can be amended as necessary)
8. Archive title (the project or site name or title)
9. Location before deposition (normally with the depositor)
10. Expected deposition date (this can be amended as necessary)
11. Upload a copy of the outline Data Management Plan and Selection Strategy so they can be accessed by Peterborough Museum.

Once this information has been completed, the museum will be notified of the project through OASIS and it is envisaged that all future discussions regarding the archive, selection decisions and deposition can be managed through the messaging system.

The depositor should contact the museum via the messaging system under the Admin tab with the following additional information:

12. Period of site expected.
13. Quantity of material boxes expected (i.e. <10, 10-50, 50-100, 100+).
14. Are human remains expected Yes / No?
15. Are waterlogged materials anticipated Yes / No?

NOTE: The date this message is recorded within OASIS will act as the date of notification and therefore determine the box deposition fee calculation during Museum Acquisition.

1.1.2 Museum information

The Museum website and museum's page on OASIS contains (or provides links to) the following information:

- Current Archaeological Archive Standards
- Transfer of Title form
- Copyright Licence form
- Data Sharing Template
- Archive Contents spreadsheet template

1.2 DATA GATHERING AND ANALYSIS

The relationship between the Archive and its origin (the site or finds assemblage etc.) should be clear throughout, and it should be possible to link all parts of the Archive back to their point of origin (i.e. through the use of the site code marked on all records and finds). All elements of the Archive should form a seamless whole, facilitating movement between each part of the Archive and the relationship between the project and the wider archaeological record should be clear.

Terminologies and numbering systems should be consistently used throughout the creation of project records and during analysis of the material archive. Where standardised and accepted terminology exists (i.e. glossaries, thesauri and standards from regional or national subject specialist groups such as the Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group 2016) they should be used throughout and cited in the archive.

1.2.1 Archive Development

The agreed Selection Strategy should be implemented and developed through the course of the project. Any finds recovered during the project should be assessed specifically for Selection purposes and the museum supports a policy of object dispersal (see the CIfA Selection Toolkit for further guidance, CIfA 2019), though the relevant archaeological officer should be involved in any changes to the agreed strategy.

During the development of the archive, the museum should be made aware of the following:

1. Any exceptional discoveries or conservation whilst fieldwork is progressing and any long-term implications for archiving and storage identified during fieldwork.
2. The extent of the finds and documentary archive when the fieldwork phase has finished including any over-sized items or waterlogged remains.
3. The selection of objects for active conservation after the fieldwork phase (with 'significant' sites the museum should be involved with discussions between the excavating body and conservator).
4. Discussion of expected timescale for the deposition of the Archaeological Archive.

To assist in the final compilation of the Archaeological Archive, the following requirements should be made part of the remit of the finds specialist (in line with the agreed Selection Strategy).

- Bagging of bulk material identified as of low significance, unstratified or unidentifiable separately from the material selected for retention in the Preserved Archive.
- Suggesting appropriate samples of bulk material and bagging those separately.
- The separation of ferrous metal considered too corroded or fragmentary to be of future use from that selected for inclusion in the Preserved Archive.
- The provision of a Statement of Potential and Significance as either part of the specialist report, or as a separate document (see below).

1.3 PREPARATION OF THE ARCHAEOLOGICAL ARCHIVE

The Archaeological Archive must be prepared and packaged for deposition in line with the Archaeological Archive Preparation Standards detailed in this document (Section 2), and documented via the Archive Contents Spreadsheet. The cost of appropriately packaging and preparing the Preserved Archive for deposition must be met by the Depositor in full.

Any necessary conservation work for the long-term preservation of any part of the archive must have been completed by a professional conservator and be fully documented. The archiving and storage of organic material, sediments and related paper records from wet sites or sites with a wet component will require special consideration. Sites that are known or thought likely to have a wet component must be discussed at the earliest possible opportunity, either prior to commencement of the project or as part of the updated project design.

An archive will only be accepted if an appropriate level of assessment and reporting has been undertaken on the project overall (including artefacts and environmental material), as agreed with the Peterborough City Council Archaeological Services.

Depositors are expected to gain transfer of title following the completion of fieldwork at the Post- Excavation Assessment stage of a project, or the reporting stage of a project that does not go to mitigation. Lack of a completed Transfer of Title Form may result in the Museum refusing to accept the Archive.

Peterborough Museum will accept paper documentation (that accompanies a material archive component) where it does not exist in a digital form, but prefers the creation of digital archival materials that are submitted to an accredited CoreTrustSeal certified digital repository for long term preservation (see section 1.3.4 below). Paper only archives (where no accompanying material component is to be deposited) will not be accepted for deposition for projects notified after 1st May 2022. Archives that exist in Documentary form only should be submitted to an accredited CoreTrustSeal certified digital repository in digital form for long term preservation (see section 1.3.4 below). For standards and guidance on the creation, selection, archiving and deposition of digital data, please refer to the CIfA Toolkit for Managing Digital Data (https://www.archaeologists.net/digdigital) and the ADS Guidelines for Depositors (https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml).

Peterborough Museums does not accept archives from sterile archaeological projects. A Sterile Archaeological Project is one that produces nothing of Evidential Value (as agreed with PCCAS). The preserved Archaeological Archive from a sterile project can take the form of a single digital document which can be uploaded to OASIS as a means of submitting it for curation by the ADS (https://www.archaeologists.net/selection-toolkit/sterile-projects). For further details on archiving sterile archaeological projects, what the single digital document from a sterile project should contain and guidance on selecting Archaeological Archives, please refer to the CIfA Selection Toolkit (CIfA 2019).

1.3.1 The Archives Contents Spreadsheet

All archives should be deposited with sufficient accompanying documentation to ensure that they are completely accessible to any future examination. All parts of the archive should be adequately cross-referenced, numbering systems (and any changes to these during the fieldwork or post-excavation stages) should be fully explained, and locating any specific archive element, e.g. context record sheet, bag of pottery, digital file, should be straightforward.

In order to increase the accessibility of Archaeological Archives held by Peterborough Museum and Art Gallery, the Archive Contents Spreadsheet aims to collate information about all parts of the archive in a single searchable database. Details on how to complete the Archive Contents Spreadsheet can be found in the Archaeological Archive Preparation Standards section 2 in this Document.

1.3.2 Statement of Potential and Significance

A Statement of Potential and Significance document, highlighting the future potential or significance of each category of material selected for inclusion in the Archive must accompany all Archaeological Archives. This information should be requested as part of the analysis process and can be either included the specialist report or a separate document created as the specialist sees fit.

The Statement of Potential and Significance should refer to any on-going research priorities for Peterborough or the wider region, and consider one or more of the following:

- Research
- Display
- Public engagement
- Outreach
- Teaching

The Statement of Potential and Significance must be included in the report uploaded to OASIS, or a separate document uploaded to the archive section of OASIS if a delay in the report upload is expected.

1.3.3   Efficient archiving

In order to maximize efficiency, multiple small site archives of bulk material can be deposited in a single box subject to the individual sites being separated and labelled with Accession number/ Site code. The inclusion of multiple small site archives of bulk material in a single box can only be done following agreement with Peterborough Museum and individual archive components (documentary, registered finds and human remains) must still be archived separately as per the preparation standards below (Section 2).

Boxes must not be over filled or material stored in a way that will be detrimental the long-term preservation of the archive. Over heavy or over filled archive boxes will be returned to the depositor for re-sorting and an additional deposition charge levied as necessary.

Peterborough Museum can supply suitable 'bulk' archive boxes (brass wire-stitched, acid free cardboard) at £13.39+VAT* per box, limited to 10 or less boxes per complete archive. Archive boxes can be collected by the depositor prior to preparation of the archive with prior arrangement and following a suitable notice period.

Subject to current wholesale costs and stock availability. Please contact the Museum as early as possible to discuss pricing and availability.

1.3.4   Archaeological Archives and Digital Data

All digital archives should be deposited with a publicly accessible, accredited digital archive repository with CoreTrustSeal certification in line with current best practice guidance (CIfA 2020, Brown 2011). CoreTrustSeal (https://www.coretrustseal.org/) certification was created by a community of global data organisations and is the recognised and universal system of data archive standard for repositories. Peterborough Museum is not an accredited digital archive repository with CoreTrustSeal certification and is therefore not able to curate digital material.

All born digital material selected for the archive must me curated digitally. Currently the only repository in the UK with this status that can actively accession digital archives for archaeological projects is the Archaeology Data Service (ADS). Digital archives deposited with ADS will be linked to the physical archive deposited with Peterborough Museum through the OASIS system therefore increasing accessibility to researchers, curators, the public and commercial archaeologists. It is anticipated however that further digital archive repositories with CoreTrustSeal certification will be established in the near future. If you wish to deposit the digital archive at a CoreTrustSeal certified digital repository other than the ADS then please contact the museum.

For standards and guidance on the creation, selection, archiving and deposition of digital data, please refer to the CIfA Toolkit for Managing Digital Data (https://www.archaeologists.net/digdigital) and the ADS Guidelines for Depositors (https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml).

For projects notified after May 1st 2022 Peterborough Museum will not accept the deposition of physical archives unless arrangements have been made for the deposition of the digital archive in a publicly accessible, accredited digital archive repository with CoreTrustSeal certification.

Digital archiving charges must be met in full by the Depositor, and do not form part of any charge levied by the Peterborough Museum.

For archaeological projects initiated prior to 1st May 2022 it is strongly recommend that the digital portion of the archives is deposited with a CoreTrustSeal certified repository as this is the only way to guarantee that

these archives will be accessible in the long-term future. Peterborough Museum cannot accept or curate digital archives.

1.4 TRANSFER TO PETERBOROUGH MUSEUM AND ART GALLERY

The museum expects to be involved with discussing a clear procedure and timetable for the transfer of the Archaeological Archive to the repository.

In order to book a date for the deposition of the Archaeological Archive at the Museum, the following information must be provided by the depositor via OASIS:

- Number of archive boxes to be deposited including the number of registered finds, bulk, HSR and documentary boxes.
- A project summary added to OASIS under 'Project results' (this can be copied from the project report).
- Statement of Potential and Significance (either in the report uploaded to OASIS, or a separate document uploaded to the archive section of OASIS if a delay in the report upload is expected).
- Confirmation that Transfer of Title has been obtained from the landowner.

1.4.1 Deposition charges

Once the Museum has agreed to the final quantities of material to be deposited, an invoice for payment of the deposition charge will be raised and a deposition date agreed. The deposition charge contributes towards the cost of the long-term care, curation of, and access to the Archaeological Archive in line with Museum Accreditation Standards. This may include such things as storage, environmental control and security.

No deposit will be accepted unless payment has been made.

Projects notified after 1st May 2022 will be charged at **£110 per unit**.

One unit is:

- a registered/ sensitive finds box
- a bulk finds box
- A HSR box
- a large unboxed object
- a documentary Archive box
- a roll of documents/ drawings

These charges will take effect from the issue of this document and be applicable to all archaeological projects notified after 1st May 2022. In addition, the unit price (£100) will **increase by £5** year on year to be reviewed during the documents yearly review (before the start of each new financial year), therefore projects notified after 1st April 2023 will be charged at £105 per unit and so on.

For projects where notification took place prior to 1st May 2022, deposition charges will match the rate quoted at the time (£50 per box). Please see section 1.1.1 Notifying the Museum through OASIS, for information on how to submit a notification to the Museum.

Note: The above charges **exclude VAT**.

NOTE: The museum reserves the right to amend the deposition fees at any time. A suitable notice period of changes will be given to depositors.

1.4.2 Museum Acquisition

Once payment has been received, the Museum will assign an Accession Number to the Archive which will be added to the Archives page of OASIS as the Accession Id. The provision of the Accession Number confirms the Museum's acceptance of the Preserved Archive in principle, as long as the Depositor fulfils the requirements of the deposition policy. The Accession Number should be added to the Archive Contents Spreadsheet and front of all archive boxes or oversized object labels prior to deposition, in line with the archive preparation standards detailed below.

Deposition can only be made by prior appointment with a member of the collections team. Bulk finds can be delivered by commercial carrier, but fragile, environmentally sensitive or valuable finds will be subject to special arrangements discussed at the time. It is assumed that the cost of transport and any insurance cover (if desired) for the archive whilst in transit to the museum will be met by the depositor.

In advance of deposition, the depositor must email the museum directly with copes of:

- A digital copy of the Archive Contents Spreadsheet
- An archive box list
- A completed Transfer of Title form (scanned and emailed)
- A completed Copyright license form (scanned and emailed)
- A completed Data Sharing Agreement

A digital copy of the final, approved report should be submitted to the Peterborough Museum via upload to the OASIS website https://oasis.ac.uk.

At deposition an Object Entry form will be completed by the depositor and a member of the museum collection team.

Depositors should note that Peterborough Museum reserves the right to refuse to accept and/or return archives or parts of archives that are not considered acceptable, and/or to charge for work needed to bring archives to a standard compatible with these guidelines.

1.4.3 Transfer of Title, Ownership and Copyright

The Museum only accepts Archives that are deposited with full Transfer of Title with regards to ownership of the associated objects. Depositors are expected to gain transfer of title following the completion of fieldwork at the Post- Excavation Assessment stage of a project, or the reporting stage of a project that does not go to mitigation. It is expected that the complete archive will be accepted as an unconditional gift. Lack of a completed Transfer of Title Form may result in the Museum refusing to accept the Archive.

Where the landowner wishes to retain items recovered during excavation, all selected artefacts will be fully drawn and photographed, identified, analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited. Please note however that such selective removal of artefacts from the archive may result in the refusal of acceptance of the archive, and if so, alternative arrangements must be made for its long term storage and curation.

The museum must also be made aware of any other claims to archive content e.g. Treasure items or military remains.

The Museum requires the right to research, study, display, publish and provide public access to the Archives in its care. Therefore, the Museum only accepts Archives that are deposited with written licence to copyright in perpetuity for all associated intellectual property including reports, photographs, and drawings. Lack of a completed Copyright Licence Form may result in the Museum refusing to accept the Archive.

A standard Transfer of Title form and Copyright Licence form can be found on the Peterborough Museum OASIS page.

1.4.4 Data Protection Regulations

Archives deposited with Peterborough Museum for long term curation will contain the personal details of individuals. The museum collects and stores this personal information in order to facilitate the long-term preservation and management of the archives. The data is collected for specified, explicit and legitimate purposes such as display or exhibitions and historical research. This does not affect the landowner's or the depositor's ability to request to remain anonymous or choose how they are credited in future.

Depositors will therefore need to put in place systems that ensure how personal information is processed and secured, as well as ensuring that Peterborough Museum has permission to hold and process this information. Access to this information will be restricted and while Peterborough Museum will make the contents of the archive available to researchers, access that is provided will be subject to a data protection agreement.

A Data Sharing Agreement template can be found on the Peterborough Museum OASIS page, or the depositor can provide their own.

For further guidance on the creation of appropriate GDPR protocols can be found in the CIfA Toolkit for Managing Digital Data (https://www.archaeologists.net/digdigital).

2   <u>ARCHAEOLOGICAL ARCHIVE PREPARATION STANDARDS</u>

2.1   ORGANISATION OF THE ARCHAEOLOGICAL ARCHIVE

All numbered records must be stored in numerical order and the documentary archive should be categorized (as far as possible) by:

- Project planning
- Reports and publication
- Fieldwork data
- Post-fieldwork analysis
- Finds data
- Finds analysis
- Environmental data
- Environmental analysis
- Photographs
- Documentary material
- Press and publicity
- Drawings

All materials must be stored in context order, and categorized (as far as possible) by:

- Bulk Finds
- Animal Bone
- Environmental material
- Registered Finds
- Human Bone

2.1.1   Packaging

Archives should be packed in line with the Archaeological Archive Preparation Standards detailed in this document. Use only archival quality packing materials in good condition, including polythene bags with write-on panels, acid-free cardboard boxes with brass staples, acid-free cardboard tubes, crystal boxes and airtight polythene tubs. Archaeological Archives should be prepared using the following box sizes *(NOTE: Measurements are external)*:

Standard finds box: Brass stitched acid free boxes

                        440(l) x 215(w) x 249(h) mm with a lid depth of 125mm.

Human Remains: Brass stitched acid free boxes *(NOTE: HSR is stored separately in larger boxes)*

                        550(l) x 240(w) x 200(h) mm with a lid depth of 100mm.

Documentary: acid-free clamshell document cases

                        387(l) x 260(w) x 44(h) mm or 387(l) x 260(w) x 76(h) mm.

Drawings: Preferably should be kept flat rather than rolled, unfolded within the documentary clamshell case or a separate acid free folder. If already rolled, **rolled plans** must be stored in Brass stitched acid free square telescopic boxes 1000(l) x 102(w) x 102(h) mm with 100mm lift off lid.

Small finds/metal: sealable polypropylene ('Stewart') tubs

preferred size 305(l) x 305(w) x 150(h).

Suppliers: G. Ryder & Co Ltd www.ryderbox.co.uk
Conservation by Design www.conservation-by-design.com
Conservation Resources www.conservation-resources.co.uk
KLUG Conservation https://www.klug-conservation.com

2.1.2 The Archive contents Spreadsheet

The Archive Contents Spreadsheet functions as an overall contents list for the archive, and a printout of the relevant columns should be included in the first box of the Documentary Archive and a copy should accompany the deposited digital archive. If no documentary archive is to be deposited then a printout of the relevant columns should be included in the first box of the material archive. Individual lines or groups of lines of the spreadsheet can also be printed and included as Box Contents lists in the Material Archive boxes.

Each material type, registered find, individual human remains or a specific element of the Documentary Archive within the Archive requires its own row on the spreadsheet. For example:

- ◆ Each Registered find will have its own line on the spreadsheet.

- ◆ A bulk box of pottery containing seven contexts will require one line on the spreadsheet detailing the context range.

- ◆ A bulk finds box a number of material types, will require a line for each material type. The same will apply to document cases containing mixed record types.

- ◆ If an individual skeleton (or large context of bulk material) is divided over two boxes, two lines on the spreadsheet will be required, as the Box Number will differ. The same will apply if, for example, context records are split between several document cases.

The Archives Contents Spreadsheet details not only the Documentary (including digital) and Material Archive selected for long-term retention, but also the material dispersed or discarded through the selection process. Fields in the Archives Contents Spreadsheet are defined below.

2.1.3 Fields in The Archive Contents Spreadsheet

Accession no.	The Accession Number supplied by Peterborough Museum.
Originator	The Depositor or contractor (body or individual who compiled the archive)
Site code	The depositor / contractor's own site code (unique identifier or project number) associated with the project. In order to prevent the duplication of numbers, the site code should be prefaced by a Depositor (commercial unit/ community group etc.) identifier i.e. CAU (Cambridge Archaeology Unit), PCA (Pre-Construct Archaeology) etc.
Site/ Project Name	The name of the site (include location as necessary).
Parish	PICK LIST.
Project Type	PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available (i.e. evaluation, field walking, excavation etc.).
Date of Fieldwork	Month/ year of fieldwork.
Box series no.	The box series number.
Archive Type	PICK LIST of 8 terms. Terms can be added to pick list if necessary.
Context	List all context numbers per type of material, or context range for records.
Digital/ Documentary	PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available.
Material	PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available. One material type per line in the spreadsheet. Use the Registered find's material in this column i.e. 'silver'.
Period	PICK LIST of ten terms. To be used mainly for registered finds but can be used for other types for materials if know. Pick list is not fixed so can be amended as appropriate.
Registered Finds no.	Please use this column for Registered Finds (or small/ special finds) references and all human remains references such as skeleton (SK) or burial (B) where applicable.
R.F. object name	PICK LIST of terms to describe the Registered Find or object i.e. brooch, arrowhead, gaming counter, token whetstone etc. Pick list is not fixed so can be amended as necessary.
Date	Use only if specific date is known, i.e. for coins.
X-ray	Indicate 'yes' only if the object/ R.F. has been x-rayed
Enviro. Sample no.	The number associated with the environmental or scientific sample.
Comments	Any further comments regarding the 'object' in question such as rarity, treasure reference if applicable, condition, etc.
Location at PMAG	*To be completed by collections staff post deposition*
Shelf	*To be completed by collections staff post deposition*
Row	*To be completed by collections staff post deposition*
Object handling data	*To be completed by collections staff post deposition*

Accession number	Originator	Site Code	Site/Project Name	Parish	Project Type	Date of fieldwork	Box Series no.	Archive type	CONTEXT	Digital/Documentary Type	Material Type	Period	Registered Find no.	Date (coins only)	R.F object name	X-ray?	Enviro. sample no.
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22		Digital		Project design/ WSI							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22		Digital		reports (grey literature)							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	1	Documentary		Context registers							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	1	Documentary	1001-3012	Context records							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	2	Documentary		Drawings registers							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	2	Documentary		Registered Finds registers							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	2	Documentary		Finds Data							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	3	Documentary		Sample records							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	3	Documentary		Specialist reports							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	3	Documentary		X-radiographs							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22		Digital		Images - digital							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	4	Documentary		Drawings - on-site							
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	5	Bulk	1002, 1004, 1005, 1007, 1011, 1015, 1017, 1020, 1021, 1022, 1025, 2003, 2007, 2008, 2009, 2012, 2013, 2020, 2024		Pottery						
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	6	Bulk	2026, 2027, 2028, 2031, 2033, 3004, 3006, 3009, 3010		Pottery						
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	7	Bulk	1004, 1005, 1015, 1017, 1021, 1022, 2007, 2008, 2009		Animal Bone						
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	8	Bulk	2013, 2024, 2031, 2033, 3004		Animal Bone						
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	8	Bulk	1015, 2008, 2003, 3006		Flot						1, 2, 3, 4
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	9	Registered Find	1004		Copper Alloy	Post Medieval	1		Pendant	yes	
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	9	Registered Find	2020		Copper Alloy	Roman	2		brooch	yes	
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	9	Registered Find	2033		White Metal	Roman	3	AD 251-74	Coin	yes	
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	9	Registered Find	2033		Worked Bone	Roman	4		Pin	yes	
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	10	Human remains	2020		Human Remains	Roman	SK1				
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22	11	Human remains	2033		Human Remains	Roman	SK2				
2022.013/PA.BSCP2022	Peterborough Archaeology	PA.BSCP2022	Bright St Car Park	Peterborough Central	Evaluation	May-22		De-selected	1001, 1004,1022, 1025, 2000, 2003, 2012, 3005, 3006		Pottery	Medieval					

2.1.4   Example Archive Contents Spreadsheet

2.2   DOCUMENTARY ARCHIVE STANDARDS

Peterborough Museum will accept paper documentation where it does not exist in a digital form, but prefers the creation of digital archival materials that are submitted to an accredited CoreTrustSeal certified digital repository for long term preservation.

2.2.1   Documents

Data Gathering and Analysis

- All Archive material must be stored in the best conditions possible to avoid fading, damage and loss.
- All paper records are made on high quality paper or card and completed using black ballpoint pen or permanent black ink.
- All types of records must be produced to a consistent format and pro-forma should be printed not photocopied.
- All documents must be marked with the site code, completion date and author (where appropriate).
- At all stages of management of the written archive, the use of non-metal fastenings, such as plastic paperclips or Treasury Tags is recommended.

Preparation of the Archaeological Archive

- All elements of the paper Archive must be classified and labelled to identify their function (i.e. Context sheet, Photographic Register)
- Documents of the same type should be organised in a logical/ numerical order accompanied by an index.
- Documents of the same type should be bundled together using plastic treasury tags or plastic paperclips.
- Remove all rubber bands and clips from the Archive prior to deposition.
- All parts of the paper Archive must be marked with the site code and site name where possible.
- All documentary boxes, cases, folders and wallets must be marked with the site code, Site name and box series number using black permanent ink on the narrow end of the box. Once the museum has provided an accession number, this must be added as indicated below.

Accession No.	Site Code
Site	Box series no.

- Do not use adhesive labels on any part of the Archive including wallets and boxes.
- Any oversized items that belong to the documentary Archive that cannot be packaged using the specified boxes or containers must be packaged in such a way as has been agreed with the Museum prior to deposition.

The paper Archive must include

- An overall contents list (in box 1) created from the Archives Contents Spread Sheet detailing the documentary (including digital) and material Archive.
- All original on-site records (plans, context and other recording sheets etc.) as well as those created during the post-excavation process (specialist recording sheets and finds drawings etc.).
- The project specification, Project Design and any correspondence relating to the Archive.
- All specialists reports.

2.2.2 Drawings

Data Gathering and Analysis

- Field drawings must be made on stable drawing film using a hard pencil (at least 4H).
- Mark all drawing sheets with the site code, Project name, Drawing number, title, scale, north arrow (if appropriate), key, date, author and appropriate location information.
- Do not ink over original pencil drawings.
- All drawings must be stored in conditions that minimize the risk of damage or loss.

Preparation of the Archaeological Archive

- All drawings on film exceeding A4 size should be stored flat within acid free archival folders.
- Drawings that fit unfolded, may be housed in the documentary Archival boxes.
- Do not use adhesive tape or labels of any kind.
- The paper Archive must include an index of all drawings.

2.2.3 Photographs

Data Gathering and Analysis
NOTE: It is strongly recommended that from the issue of this document, digital photographs provide the primary method for photographic recording in Peterborough.

- For recommended standards regarding digital photography for archaeologists see Historic England Digital Image Capture and File Storage (2015a).
- All record photographs must include either the image metadata as the Exif (Exchangeable Image File) data or an information board detailing the site code and context number or subject identifier, scale and north arrow.

Preparation of the Archaeological Archive

- The documentary Archive must include an index of all photographs detailing the category of film, film number, frame number, title/subject, date and initials of the photographer.

Analogue photographs

- Photographs should be classified by type with negatives, prints, transparencies, x-radiographs etc. categorised separately.
- Photographic prints, x-radiographs and negatives should be stored in archival quality polyester envelopes or acid free paper/card enclosures.
- Mark print on the back using soft pencil with the site code, film number and frame number.
- Mark negative holders (not negatives) with the site code, film number and frame number.
- Mark transparency mounts (not the film) with the site code, film number and frame number.
- Mark x-radiographs holders with the site code, film number and frame number.
- Store photographs in documentary boxes marked as indicated above.

2.3 MATERIAL ARCHIVE STANDARDS

2.3.1 Bulk finds

Bulk finds often occur in quantity i.e. pottery, ceramic building material, slag, stone etc. and generally require no specific treatment or specialist storage conditions, although this should not be taken as an invariable rule. Animal bone should be archived following the standards for Bulk finds.

Data Gathering and Analysis

- Recovery of finds must be undertaken to a standard that minimises damage, cross contamination or loss.
- Finds must be cleaned to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- Finds must be treated and recorded in accordance with current accepted standards (e.g. CIfA Standards and Guidance 2014a and those outlined by subject specialist groups such as the Prehistoric Ceramics Research Group *et al*. 2016).
- All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss.
- When transporting any part of the material archive, the finds must be packed appropriately to avoid damage and cross contamination.

Preparation of the Archaeological Archive

- All finds submitted as part of the Archive must be stable, clean and packed in accordance with the requirements set out below.
- All bulk finds must be marked with the site code and context number.
- Where an object is too small to mark directly, ensure that they are packed in marked containers that include a tyvek label clearly marked in permanent ink with the site code and context number.
- Where an object is too large to be packed into a standard box, ensure that a tie-on tyvek label is attached, clearly marked in permanent ink with the site code and context number. The accession number should also be added once it has been provided by the museum.
- Mark all bags/ containers in black permanent ink with the site code and context number.
- All bags must contain a Tyvek label clearly marked in black permanent ink with the site code, context identifier, material type and the number of fragments present.
- Bulk finds must be sorted and packed in order of material type and context identifier. (A list of recommended terms for Material Group and Type can be found in at the end of Section 2 of this document)
- Illustrated finds should be packed with material of the same type, but must be bagged separately and the bag clearly labelled as 'illustrated'.
- Each box must contain a box contents list, which can be created from the Archive Contents Spread Sheet.

Packing

- Use only archival quality packing materials in good condition, including polythene bags and acid-free cardboard boxes with brass staples.
- Bulk finds must be packed to minimise the risk of damage. Pack finds by material types, avoiding using the same box for both heavy and fragile objects.
- Where a site has only a very limited number of finds (no more than one box) it is acceptable to place all bulk material types in one box. Different materials must, however, still be bagged separately.

- Where appropriate, use acid free tissue or inert, polythene foam to support objects when packing them into boxes.
- Boxes must be marked on one end with the site code, Site name, Material type or types, Context number(s) for each material type and box sequence number as shown below. The accession number should be added as indicated once it has been provided by the museum. Use black permanent ink and make sure the lid does not obscure the information.

Accession No.   Site Code

Site Name

Material Type (context number(s)/ range)

Material type (context/ SF △ / HSR info etc.)

Box series no.

- Do not use adhesive labels on boxes or containers.

Weight restrictions

- The Museum will not accept boxes that have been over-filled and any one box should not weigh more than 10kg.
- No individual item of the Archive may weigh more than 10kg, unless its inclusion has previously been agreed with the Museum.
- Any individual item (e.g. a box, bag or object) forming part of the Archive that is heavier than 10kg should be clearly labelled "Heavy".

Outsized objects

- Outsized items (e.g. stonework) that cannot be safely boxed should be labelled by means of a Tyvek label clearly marked in permanent ink and securely tied to the object with archival-grade string or cotton tape.
- In the case of very large objects (over 0.5m x 0.5m), the Museum must be notified in advance of deposition in order to assess the best means of storage.
- Large objects over 1.0m x 1.0m must be delivered on a heavy-duty pallet that supports the weight of the object (with prior agreement from the Museum).
- The Museum must be notified of outsized objects prior to deposition so that the necessary storage space can be made available.

2.3.2 Environmental material and Scientific samples

Materials created by scientific sampling include environmental remains, thin sections and microfossil slides.

Data Gathering and Analysis

- The sampling process must be fully documented through the use of environmental sample sheets, context sheets, sample registers and relevant section drawings etc.
- Each sample must be given a unique sample number, which must be marked on the object and/or

associated labels along with the site code for the project and other relevant data.

- If a sample is destroyed through analysis (i.e. C-14 samples) then all data derived from the process must be included in the Archive.
- Finds from the sorting of dry residues must be stored in conditions appropriate to the material type.

Preparation of the Preserved Archive

Environmental material extracted from soil samples

- All environmental samples included in the Archaeological Archive must be fully processed; the Museum will not accept unprocessed samples.
- Pack environmental material in gripseal plastic bags, or in glass tubes or bottles (the smallest tubes are best inserted into plastic bags, for ease of handling and packing in boxes, but ensure that the covering bag carries the same site/context/sample information as the tube).
- Each sample's bag/ container must be permanently marked or labelled with the site code, sample number and other relevant data.
- All samples must be fully documented and all relevant data i.e. databases, photographs, drawings or publications included in the Archive.
- All processed samples included in the Archive must be boxed separately from bulk and registered finds (bulk finds packaging standards apply). In the case of small archives where all of the Bulk, Environmental material and scientific samples will fit into one archive box, this is acceptable as long as boxes are clearly organised and no overfilled.
- Box numbers should follow on from the Bulk Finds boxes and all boxes should contain a box contents list generated from the archive contents spreadsheet.

Scientific Samples

- Each sample must be permanently marked or labelled with the accession number, sample number and other relevant data (where possible).
- Pack bags or containers in cardboard boxes by sample type (e.g. charred plant remains, charcoal, etc), as for bulk finds; if using glass containers, ensure that boxes are not overfilled, and use sufficient supporting packaging to protect the containers against breakage. Microscope slides must be packaged in boxes designed for the purpose.
- All samples must be fully documented and all relevant data i.e. databases, photographs, drawings or publications included in the Archive.
- Waterlogged samples should be dried out before deposition; the Museum will not accept samples in a waterlogged state.

2.3.3 Registered finds

Registered finds include objects that are recorded in more detail, such as flint tools, and sensitive materials that require controlled storage conditions e.g. metalwork, textiles, ancient glass, leather, worked bone and plant remains. Registered finds are issued their own identifier and are catalogued individually.

Data Gathering and Analysis

- Recovery of finds must be undertaken to a standard that minimises damage, cross contamination or loss.
- Finds must be cleaned to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- Finds must be treated and recorded in accordance with current accepted standards (e.g. CIfA Standards and Guidance 2014a and those outlined by subject specialist groups).
- All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss.
- When transporting any part of the material Archive, the finds must be packed appropriately to avoid damage and cross contamination.
- The Depositor is responsible for all conservation carried out prior to accessioning and must ensure that an ICON-accredited conservator carries out such work.
- Textiles, leather and other finds recovered in a waterlogged condition must be conserved to a dry state (eg by freeze-drying) before deposition; the Museum will generally not accept finds in a waterlogged state. In rare extenuating circumstances the museum may accept waterlogged artefacts into its care following prior agreement and with additional financial support put in place.

Preparation of the Archaeological Archive

- Registered finds must be packed individually in a grip-seal polythene bag or a clear polystyrene box.
- Finds in boxes should be supported on pads or cushions of acid free tissue or polyethylene foam to prevent movement. They should be packed in a way that allows them to be viewed without having to remove them from the box, usually by nesting them in a block of white polyethylene foam. It is not advisable to wrap delicate objects in tissue because the act of unwrapping could cause damage.
- Mark individual bags or crystal boxes with the site code, context and registered find numbers (in a unique sequence) in black permanent ink. Place a Tyvek label clearly marked in permanent ink with the same information, inside each bag and facing outwards behind the supporting tissue paper in order to be readable without having to open the bag.
- Finds should then be boxed in sealable polypropylene (e.g. `Stewart') boxes by Registered Find number.
- Box material groups/ types separately. Metal and organic finds require different storage environments and must not be boxed together.
- Self-indicating orange to colourless bead silica gel and humidity strips must be included in boxes containing metalwork. Use sewn pre-packed silica gel bags or loose silica gel in pierced polythene bags. Use 20% weight by volume (e.g. 200g gel for a 1 litre box) and write the weight of the gel on the bag. Ensure that all empty space in the tub is filled with packing material (eg foam), as this slows deterioration.
- Silica gel may also be used as 'buffering' with other unstable material, such as delicate organics (e.g. worked bone, wood), amber and some glass. In this case the silica gel is forced to a particular moisture content (this must be done by a qualified conservator) so that it will buffer the object's surroundings and prevent the fluctuations in humidity that cause physical cracking and damage.

- Metal objects must be recorded by X-radiography during data-gathering and all x-radiographs must be included in the Documentary Archive or deposited with the digital archive as appropriate.
- Boxes must be marked on the lid and one end with the site code, site name, Material type or types, Context number(s), registered find number(s) and box sequence number (as shown above) using black permanent ink. Where a box contains a large number of small finds, the details can be included on the box contents list. The accession number should be added to the box as indicated above, once it has been provided by the museum.
- Box numbers should follow on from the Environmental material boxes (or bulk Bulk Finds boxes if no environmental material is present).
- All boxes should contain a box contents list generated from the archive contents spreadsheet.

2.3.4 Human Remains (HSR)

Data Gathering and Analysis

- Treat human remains with respect at all times, in accordance with national standards (DCMS 2005, APABE 2017).
- The Museum must be contacted as early as possible during the project to discuss the inclusion of human remains within the archive.
- Where a licence for excavating human remains has set a time limit for research and a requirement of reburial, this information must be available to all parties involved with the Working Project Archive.
- Human remains must, at all times be stored in secure stores accessible only to authorized personal.

Preparation of the Archaeological Archive

- The Museum will not acquire any human remains for which no licence has been granted. Exceptions to this might include where fragments of human bone have been identified in a faunal assemblage during post-excavation.
- If human remains are accepted as part of the Preserved Archive, they must be marked with the site code and context number in a discreet location away from any identifiable features or pathology. Cremated bone should not be marked.
- Unburnt bone should be bagged by skeletal part and boxed by individual. In the case of partial skeletons or young individuals which take up less space, boxes may contain more than one individual, but these must be clearly separated within boxes, and preferably separated by layers of supporting foam. Disarticulated bone should be boxed by context. Do not overfill boxes, and ensure that all bone is adequately supported within boxes to avoid damage. Cremated bone should be boxed by context.
- Ensure that the correct sized HSR boxes are used and that individual bags are adequately supported within boxes to avoid damage. While it is acceptable to place more than one individual in a single box, do not overfill boxes.
- Boxes must be marked on one end with the site code, Site name, Human Remains, Context number(s) for individual or partial skeletons and box sequence number as indicated above. The accession number should be added as indicated once it has been provided by the museum. Use black permanent ink and make sure the lid does not obscure the information. Box numbers should follow on from the registered finds and should be listed on the same Box Index.
- All boxes should contain a box contents list generated from the archive contents spreadsheet.
- All HSR boxes must contain a skeletal inventory sheet. In the absence of your own, please use the PMAG template which can be found on our website along with all other downloads.
- Basic details for each individual should be recorded on the Archive Contents Spreadsheet – HSR workbook tab.

2.3.5 The Material Archive, Recommended Terms

The following material groups and categories are recommended when labeling Archive boxes, bags and containers. The Material Type can be used on its own, or in combination with a Material Description.

Material class	Object Class	Material Type (sub-class)	Material Type (sub-class) Alternative common usage	Material Type description (scope note)	Material Detail (narrow term) examples
Stone	Geological	Natural stone	Stone	All unworked stone, including building rubble; excluding gemstone	Chalk; chert; coal; flint; granite; greenstone; ironstone; limestone; sandstone; shale; slate
Stone	Geological	Modified stone	Burnt flint; burnt stone	All modified, natural, unworked stone, such as burnt flint, chert or other stone; excluding gemstone	Burnt flint
Stone	Artefact	Worked stone		All worked stone objects such as building stone, grave markers, querns, spindle whorls, tesserae; includes ground stone objects such as polished axes; including stone working waste; excluding knapped stone objects or objects utilised for knapping; excluding objects made of gemstone or slate	Chalk; coal; granite; greenstone; jadeite; limestone; sandstone; shale
Stone	Artefact	Knapped stone	Worked flint	All objects made of knapped stone, commonly fine-grained chert (often flint) worked into tools (typically, although not exclusively, prehistoric) such as handaxes, scrapers, arrowheads, gunflints; including knapped fine-grained volcanic stone such as obsidian; including knapped and polished objects such as flint knives; including knapping waste; includes stones utilised for the knapping process, such as flint or quartzite percussors	Chert; flint; greensand chert; Langdale tuff; obsidian
Stone	Artefact	Worked slate	Slate	All finished slate objects and slate working debris, including e.g. roof tiles, styli; slate working waste	Worked slate
Stone	Artefact	Stone aggregate		All manufactured stone composites	Asphalt; concrete
Gem	Gem	Gem		All precious and semi-precious stones; organic gem material such as amber, jet and pearl	Amber; amethyst; carnelian; diamond; emerald; jet; pearl; ruby; sapphire
Earth mix	Ecofact	Earth mix	Clay; ochre	Unmodified clays or soil material, including pigments such as ochre	
Earth mix	Ecofact	Burnt clay		All fragments of accidentally or incidentally burnt clay or other earth mix; in initial recording, can be used as a general term from which Clay lining and Daub can be extracted following further study	
Earth mix	Artefact	Clay lining		All fragments of preserved clay lining from structural features such as hearths, ovens, kilns etc	
Earth mix	Artefact	Daub		All fragments of clay used in wattle and daub construction, often with characteristic wattle impressions	
Earth mix	Artefact	Mortar	Mortar/plaster	All fragments of mortar; used as a binding material in construction	Mortar
Earth mix	Artefact	Plaster	Mortar/plaster	All fragments of plaster; used to cover wall and ceiling surfaces	Plaster
Ceramic	Artefact	Ceramic		All ceramic products; ceramic substances that do not fit the related Material Types specified here should be identified as Ceramic	
Ceramic	Artefact	Ceramic building material		All ceramic objects used structurally, including brick, drainpipes, roof furniture, tesserae, tile	Brick, chimney pot, tile
Ceramic	Artefact	Fired clay		All fired clay objects, including casting moulds, figurines, loomweights, kiln furniture; excluding building material, pipe-clay and building material	
Ceramic	Artefact	Pipe clay		All objects made of pipe-clay, including figurines, tobacco-pipes	
Ceramic	Artefact	Pottery	Pot	All fired clay vessels	Earthenware; porcelain; refined earthenware; stoneware; terracotta

Ceramic	Artefact	Sanitary ware	Sanitary ware	Ceramic objects associated with ablutions and waste disposal	
Glass	Artefact	Glass		All objects made of glass, including beads, vessels, window panes; also includes enamel and faience; if it cannot be identified separately, glass manufacturing and glass working waste can be included here until specifically identified during analysis	Cristallo; faience; enamel
Metal	Artefact	Metal		All objects made of metal; metals that do not fit the Material Types specified here should be identified as Metal	
Metal	Artefact	Copper		All objects made of pure copper	
Metal	Artefact	Copper alloy		All objects made of any copper alloy	
Metal	Artefact	Gold		All objects made of gold or gold alloy	
Metal	Artefact	Iron		All objects made of iron or iron alloys such as steel	
Metal	Artefact	Lead		All objects made of lead or lead alloy, such as cloth seals, weights; all lead fitments or ancillary components such as flashing or window cames	Lead, pewter
Metal	Artefact	Silver		All objects made of silver or silver alloy	
Metal	Artefact	Tin		All objects made of tin or tin alloy	
Metal	Artefact	White metal		All objects made of white metals, such as aluminium; can be used for silver/tin or silver/tin alloys when the metal type has not been ascertained	Aluminium
Industrial debris	By-product	Industrial debris		All by-products from industrial processes, such as clinker, coal debris; by-product substances that do not fit, or cannot be identified as the more specific Material Types specified here should be identified as Industrial debris	Clinker
Industrial debris	By-product	Industrial debris (glass)		All debris accruing from manufacturing or working glass	Furnace lining; slag
Industrial debris	By-product	Industrial debris (metal)		All debris accruing from metal production and metal working, such as slag, hammerscale; also furnace lining	Smithing slag; Furnace slag; hammerscale
Synthetic material	Artefact	Synthetic material		Artificial composite materials, including compounds, polymers, synthetic materials	Plastic; nylon
Human	Human	Human remains	Human bone	All human remains	Human bone; human hair, teeth, calculus
Animal	Ecofact	Vertebrate remains	Animal remains	All vertebrate non-bone remains, other than human, unmodified for utilisation; such as vertebrate shells (e.g. turtle), bird eggshell or fat.	Eggshell, fat, fish-scales, fur, gut, hair, skin
Animal	Ecofact	Animal bone		All unworked bone, teeth or similar substances related to vertebrate animals, including amphibians, birds, fish and mammals; including bone that is accidentally modified, e.g. with butchery or chopping marks; can be used for e.g. antler and horn until more detailed identification has been carried out	Bone; claws; otoliths; teeth
Animal	Ecofact	Antler		All unworked antler	Red deer antler
Animal	Ecofact	Horn		All unworked horn	Cow horn
Animal	Ecofact	Ivory		All unworked ivory; including mammal tusks or teeth large enough to be carved or worked into objects; including teeth or tusks from elephants, mammoths, whales, walruses	Walrus ivory
Animal	Ecofact	Arthropod remains		All unmodified parts of creatures of the class Arthropoda; does not include mollusc shell or insect remains	Crab; lobster
Animal	Ecofact	Insect remains		All remains of any part of an insect; preservation is usually, though not exclusively, through waterlogging	
Animal	Ecofact	Mollusc shell	Shell	All unmodified mollusc shell; includes marine and land molluscs which will be identified more closely in specialist appraisal or analysis	Mussel; oyster; snail
Faecal matter	Ecofact	Coprolite		All human and animal faecal remains, to be defined more precisely during specialist appraisal or analysis	Coprolite; Faecal matter (unspecified)

Animal	Artefact	Modified animal product		All modified or worked animal remains; modified materials such as fur or eggshell that do not fit the more specific Material Types listed here (e.g. Worked Bone; Modified Shell) should be identified as Modified animal product	Eggshell; fur
Animal	Artefact	Worked bone		All objects made from animal bone or related substances; such as combs, comb blanks, die, gaming pieces etc	Worked antler; worked bone
Animal	Artefact	Worked antler		All objects made of antler	
Animal	Artefact	Worked horn		All objects made of horn	
Animal	Artefact	Worked ivory		All objects and made of ivory	
Animal	Artefact	Modified shell (mollusc)		All objects made of mollusc shell	Modified oyster shell; modified scallop shell
Animal	Artefact	Modified shell (vertebrate)		All objects made of vertebrate shell	Modified tortoise shell; modified turtle shell
Animal	Artefact	Leather		Animal skin that has been tanned or tawed	
Textile	Artefact	Textile remains	Textile; fibre; string	All woven and twisted animal and plant products, including cloth, fibre, rope and string; for basketry use worked plant remains or worked wood	Basketry; cotton; jute; linen; rattan; silk; withy; wool
	Artefact	Fibre		Individual fibres or thread-like materials made from animal or plant products intended for use in, or a by-product of, textile production	
Plant	Ecofact	Plant remains		All unmodified plant remains including chaff, seeds; includes plant remains that cannot be specifically identified until specialist appraisal or analysis, e.g. fragments of unworked wood	Chaff; flower; leaf; phytolith; seed;
Plant	Ecofact	Plant remains (charred)		All charred plant remains such as nutshell; excluding charcoal; important to note if selected for scientific dating	
Plant	Ecofact	Plant remains (mineralised)		All mineralised plant remains other than wood	
Plant	Ecofact	Plant remains (waterlogged)		All waterlogged plant remains other than wood	
Plant	Ecofact	Wood		All unworked wood	Alder, ash, birch, hazel, lime, oak, willow, yew
Plant	Ecofact	Wood (burnt)	Charcoal	All unworked charred or carbonized wood (charcoal); note that samples identified for scientific dating will be treated differently	
Plant	Ecofact	Wood (mineralised)		All mineralised wood	
Plant	Ecofact	Wood (waterlogged)		All waterlogged wood	
Plant	Artefact	Worked plant remains		All modified plant products; modified materials such as worked/utilised nutshell, that do not fit the Material Types specified here should be identified as Worked plant remains	
Plant	Artefact	Worked wood	Worked wood; wood-working debris	All objects made of wood and bark; all wood-working debris such as woodchips	Alder, ash, birch, hazel, lime, oak, willow, yew
Plant	Ecofact	Microfossil		Microscopic remains of animals or plants; such as diatoms, formanifera, ostracods, phytoliths, pollen	pollen, spores, phytoliths, diataoms
Sample	Ecofact	Flot		The material which floats during the floatation of samples collected for the recovery of charred plant remains	
Sample	Ecofact	Residue		The material that does not float during the floatation of samples collected for the recovery of charred plant remains; also the material remaining following wet or dry sieving of course sieved samples	

3 INDUSTRY STANDARDS AND GUIDANCE

NOTE: Revisions, superseding texts or updated versions of these standards and guidance must be taken into account.

General Standards and Guidance

Baxter, K., Boyle, G. and Creighton, L. (2018) *Guidance for the Rationalisation of Museum Archaeology Collections*. Society for Museum Archaeology

Brown, D.H. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Brown, D.H. (2011b) *Safeguarding Archaeological Information – Procedures for Minimising Risk to Un-deposited Archaeological Archives* English Heritage

Chartered Institute for Archaeologists (CIfA) (2014a) *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (CIfA) (2020) *Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives*

Chartered Institute for Archaeologists (CIfA) (2019) Toolkit for Selecting Archaeological Archives
https://www.archaeologists.net/selection-toolkit

Collections Trust (2009). *Labelling and marking museum objects*.
http://www.collectionstrust.org.uk/images/documents/c1/a453/f6/Labelling_and_Marking_booklet.pdf

FISH (2018) *Forum on Information Standards in Heritage (FISH) Thesauri* http://www.heritage-standards.org.uk/ and http://thesaurus.historicengland.org.uk/

Historic England (2015) *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* HEAG024 v1.2

Historic England (2008) *MoRPHE (Management of Research Projects in the Historic Environment) Project Planning Note 3: Archaeological Excavation*

Museum and Galleries Commission (1992) *Standards in the Museum Care of Archaeological Collections*

Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)
http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe

Society for Museum Archaeology (SMA) (1993) *Selection, Retention and Dispersal of Archaeological Collections*. SMA

Watkinson, D and Neal, V (1998) First Aid for Finds (Third Edition; London; Rescue/UKIC Archaeology Section, revised 2001)

Research Frameworks - National

Ancient Human Occupation of Britain (AHOB) Key Research Questions:
http://www.ahobproject.org/AHOBI/key_questions.html

Bayley, J., Crossley, D. and Ponting, M. (2008) *Metals and Metalworking. A research framework for archaeometallurgy*. HMS Occasional Publication No. 6.

Blinkhorn, E. and Milner, N. (2013) *Mesolithic Research and Conservation Framework 2013* http://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1632-1/dissemination/pdf/MRF_complete.pdf

Blinkhorn, E. and Milner, N. (2013) *Developing a Mesolithic Research and Conservation Framework. Resource Assessment*. http://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1632-1/dissemination/pdf/Resource_Assessment_2013-10-05.pdf

Haselgrove, C., Armit, I., Champion, T., Creighton, J., Gwilt, A., Hill, J.D., Hunter, F. and Woodward, A. (2001) *Understanding the British Iron Age: an agenda for action*. Draft Report of a Working Party of members of the Iron Age Research Seminar. http://www.personal.reading.ac.uk/~lascretn/IAAgenda.htm.

Historic England (2008) *Research and Conservation Framework for the British Palaeolithic*. https://content.historicengland.org.uk/images-books/publications/research-and-conservation-framework-for-british-palaeolithic/palaeolithic-framework.pdf/

Historic England (2010) *Research Strategy for Prehistory Draft Consultation*. Available at: https://content.historicengland.org.uk/content/docs/research/draft-prehistoric-strategy.pdf

Historic England (2010) *A Thematic Research Strategy for the Historic Industrial Environment*. https://content.historicengland.org.uk/content/docs/research/industrial-research-strategy.pdf

Historic England (2010) *A Thematic Research Strategy for the Urban Historic Environment*. https://content.historicengland.org.uk/content/docs/research/draft-urban-strategy.pdf

Historic England (2012) *Research Strategy for the Roman-Period Historic Environment*. https://content.historicengland.org.uk/content/docs/research/rm-res-strat-1202-v22.pdf

Irving, A. (2011) *A Research Framework for Post-Roman Ceramic Studies in Britain*. The Medieval Pottery Research Group Occasional Paper No. 6.

James, S. and Millet, M. (ed.s) (2001) *Britons and Romans: advancing an archaeological agenda*. CBA Research report 125. York: Council for British Archaeology.

Medieval Settlement Research Group (1996, revised 2007) *Medieval Rural Settlements Group Policy Statement*. https://medieval-settlement.com/about/policy/

Perrin, R. (2011) *A Research Strategy and Updated Agenda for the Study of Roman Pottery in Britain*. Study Group For Roman Pottery Occasional Paper No. 1.

Research Frameworks - Regional
Watt, S. (ed.) (2011) *The Archaeology of the West Midlands. A Framework for Research*. Oxford: Oxbow Books.

Digital
ADS (1) *Guidelines for Depositors* https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml

ADS (2) *Guides to Good Practice* https://guides.archaeologydataservice.ac.uk/g2gpwiki/

CIfA (2021) *Toolkit for Managing Digital Data* https://www.archaeologists.net/digdigital

Dig Ventures (2019) *Dig Digital. Work Digital. Think Archive. Create Access.*
https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

Digital Curation Centre Data Management Planning resources: http://www.dcc.ac.uk/resources/data-management-plans

Forster, M. (2019) *Work Digital / Think Archive. A Guide to managing Digital data generated from archaeological investigations.* Dig Ventures

Historic England (2015) *Digital Image Capture and File Storage* https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/

Historic England's *Archaeological Data Archiving Protocol (ADAPt) Data Management Toolkit*:
https://www.dropbox.com/sh/anwte6u1atifw24/AADrI8a_Il-GGQSYBUTz0Ecpa?dl=0

Human Remains
Advisory Panel on the Archaeology of Burials in England [APABE], 2017 *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd ed.)
http://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf

DCMS (2005) *Guidance for the care of Human Remains in Museums*
https://www.britishmuseum.org/pdf/DCMS%20Guide.pdf [09.09.16]

Material Standards
ACBMG (2002) *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*, Archaeological Ceramic Building Materials Group
http://www.archaeologicalceramics.com/uploads/1/1/9/3/11935072/ceramic_building_material_guidelines.pdf

Barclay, A., Knight, D., Booth, P., Evans, J., Brown, D.H. and Wood, I. (2016) *A Standard for Pottery Studies in Archaeology* Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group https://historicengland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology/

Historic England Guidelines
Historic England (1998) *Dendrochronology: Guidelines on producing and interpreting dendrochronological dates* Swindon: Historic England https://historicengland.org.uk/images-books/publications/dendrochronology-guidelines/

Historic England (2004) *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* https://historicengland.org.uk/images-books/publications/human-bones-from-archaeological-sites/

Historic England (2006) *Guidelines on the X-radiography of archaeological metalwork* Swindon: Historic England https://historicengland.org.uk/images-books/publications/x-radiography-of-archaeological-metalwork/

Historic England (2006) *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th-century industries* Swindon: Historic England https://historicengland.org.uk/images-books/publications/science-for-historic-industries/

Historic England (2008a) *Conservation principles policies and guidance for the sustainable management of the historic environment* Swindon: Historic England https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/conservationprinciplespoliciesandguidanceapril08web/

Historic England (2008b) *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains* Swindon: Historic England https://historicengland.org.uk/images-books/publications/curation-of-waterlogged-macroscopic-plant-and-invertebrate-remains/

Historic England (2008c) *Investigative conservation: Guidelines on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use* Swindon: Historic England https://historicengland.org.uk/images-books/publications/investigative-conservation/

Historic England (2010) *Waterlogged wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* Swindon: Historic England https://historicengland.org.uk/images-books/publications/waterlogged-wood/

Historic England (2011) *Archaeological evidence for glassworking: Guidelines for Best Practice* Swindon: Historic England https://historicengland.org.uk/images-books/publications/glassworkingguidelines/

Historic England (2011) *Environmental archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (second edition) Swindon: Historic England https://historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/

Historic England (2012) *Waterlogged organic artefacts: Guidelines on their Recovery, Analysis and Conservation* Swindon: Historic England https://historicengland.org.uk/images-books/publications/waterlogged-organic-artefacts/

Historic England (2014) *Animal bones and archaeology: guidance for dealing with archaeological animal bones and teeth, from project planning through to post-excavation* Swindon: Historic England https://historicengland.org.uk/images-books/publications/animal-bones-and-archaeology/

Historic England (2015) *Archaeological and Historic Pottery Production Sites: Guidelines for Best Practice* Swindon: Historic England https://historicengland.org.uk/images-books/publications/archaeological-and-historic-pottery-production-sites/

Historic England (2015) *Archaeometallurgy: Guidelines for Best Practice* Swindon: Historic England https://historicengland.org.uk/images-books/publications/archaeometallurgy-guidelines-best-practice/

Historic England (2015) *Geoarchaeology: Using earth sciences to understand the archaeological record* Swindon: Historic England https://historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/

Historic England (2017) *Organic residue analysis and Archaeology: guidance for good practice* Swindon: Historic England https://historicengland.org.uk/images-books/publications/organic-residue-analysis-and-archaeology/

Historic England (2017) *Organic residue analysis and Archaeology: supporting information* Swindon: Historic England https://historicengland.org.uk/images-books/publications/organic-residue-analysis-and-archaeology/