

# CONTENTS

## Preface and acknowledgements

## Introduction

## 1 ARCHAEOLOGICAL ARCHIVES: TYPES AND CONTENTS

### 1.1 Project planning archives (for projects where fieldwork has taken place)

- 1.1.1 Project designs
- 1.1.2 Desk-based assessments
- 1.1.3 Geophysical and other forms of prospecting reports
- 1.1.4 Correspondence
- 1.1.5 Principal archive requirements for project planning archives

### 1.2 Site archives

- 1.2.1 General
- 1.2.2 Integrity of the archive
- 1.2.3 Field recording systems
  - 1.2.3.1 *Excavations, watching-briefs and trial-trenching*
  - 1.2.3.2 *Field-walking*
  - 1.2.3.3 *Standing buildings*
- 1.2.4 Principal components for a site archive
- 1.2.5 Principal components of a field-walking archive
- 1.2.6 Principal components of a standing building archive

### 1.3 Post-excavation assessment archives

- 1.3.1 General
- 1.3.2 Integrity of the archive
- 1.3.3 Principal archive components for post-excavation assessment archives

### 1.4 Research archives (derived from analysis, report preparation and dissemination)

- 1.4.1 General
- 1.4.2 Integrity of the archive
- 1.4.3 Principal components of the research archive

### Appendix: Deposition of desk-based assessment or survey reports that do not lead to fieldwork

## **2 ARCHIVE COMPONENTS: STANDARDS AND SPECIFICATIONS**

### **2.1 Site records and site post-excavation records**

#### ***Primary records***

- 2.1.1 Site definition and location
  - 2.1.1.1 *Site code*
  - 2.1.1.2 *Location plan*
- 2.1.2 Survey data
- 2.1.3 Levels data
- 2.1.4 Context records
- 2.1.5 Field-walking collection unit records
- 2.1.6 Trench record(s) and other site record sheets (including geoarchaeological augur and borehole logs)
- 2.1.7 Site drawings
- 2.1.8 Context matrix
- 2.1.9 Context register or index
- 2.1.10 Registers of plans, sections and supplementary drawings
- 2.1.11 Site notes and diaries
- 2.1.12 Site photography

#### ***Secondary information and records***

- 2.1.13 Site Abstract
- 2.1.14 Deposit Survival forms
- 2.1.15 Interpretative text (reports)
- 2.1.16 Interpretative drawings (including geoarchaeological transects and topographic plots)
- 2.1.17 Grouped and/or phased matrices, and sequence diagrams
- 2.1.18 Land-use diagrams
- 2.1.19 Index of archaeological association
- 2.1.20 Concordances
- 2.1.21 Archive bibliography

### **2.2 Photographic, moving image and sound recordings**

- 2.2.1 Recording system: overview
  - 2.2.1.1 *Definitions*
  - 2.2.1.2 *Types of photography*
- 2.2.2 Media
  - 2.2.2.1 *Monochrome*
  - 2.2.2.2 *Colour transparencies*
  - 2.2.2.3 *Prints*
  - 2.2.2.4 *Digital images*
- 2.2.3 Documentation
- 2.2.4 Moving images and sound recordings
  - 2.2.4.1 *Moving images*
  - 2.2.4.2 *Sound recordings*

*Appendix* Sample Images Register entries

## **2.3 Finds**

### 2.3.1 Collection and retention

- 2.3.1.1 *Building material found in situ*
- 2.3.1.2 *Loose building material*
- 2.3.1.3 *Industrial waste*
- 2.3.1.4 *Unworked flint*
- 2.3.2.5 *All other finds*

### 2.3.2 Samples

### 2.3.3 Recording system: overview

- 2.3.3.1 *General*
- 2.3.3.2 *Requirements for digital data*

### 2.3.4 Basic finds recording

- 2.3.4.1 *Finds Inventory*
- 2.3.4.2 *Bulk/general finds records*
- 2.3.4.3 *Registered finds records*
- 2.3.4.4 *Building material records*

### 2.3.5 Finds Assessment

- 2.3.5.1 *Pottery catalogue*
- 2.3.5.2 *Clay tobacco pipe catalogue*
- 2.3.5.3 *Coins catalogue*
- 2.3.5.4 *Flint catalogue*
- 2.3.5.5 *Other groups of material (timber, leather, quernstones)*
- 2.3.5.6 *Assessment report*

### 2.3.6 Specialised analysis

- 2.3.6.1 *Specialised catalogues and drawings*
- 2.3.6.2 *Specialised reports*

*Appendix* Sample finds inventory entries

## **2.4 Finds conservation**

### 2.4.1 Storage and packing

### 2.4.2 X-radiography

- 2.4.2.1 *Categories of artefact to be X-rayed*
- 2.4.2.2 *Presentation of X-ray plates*

### 2.4.3 Selection for conservation treatment

### 2.4.4 Recording conservation treatments

- 2.4.4.1 *Paper records*
- 2.4.4.2 *Digital records*
- 2.4.4.3 *Other records*

### 2.4.5 Technical reports, samples and photographs

### 2.4.6 Preservation *in situ* and reburial

### 2.4.7 Conservation assessment

### 2.4.8 Conservation at the post excavation analysis phase

### 2.4.9 Conservation at archive deposition phase

## **2.5 Environmental material**

### 2.5.1 General (policy, terminology)

### 2.5.2 Animal bone

- 2.5.2.1 *Collection*
- 2.5.2.2 *Basic records*

- 2.5.2.3 *Assessment and analysis records*
- 2.5.3 Human bone
  - 2.5.3.1 *Collection*
  - 2.5.3.2 *Basic records*
  - 2.5.3.3 *Assessment and analysis records*
- 2.5.4 Shell: marine and non-marine
  - 2.5.4.1 *Collection*
  - 2.5.4.2 *Basic records*
  - 2.5.4.3 *Assessment and analysis records*
- 2.5.5 Sample register and sheets
- 2.5.6 Plant macrofossils
  - 2.5.6.1 *Collection*
  - 2.5.6.2 *Basic records*
  - 2.5.6.3 *Assessment and analysis records*
- 2.5.7 Sediment and soil samples
  - 2.5.7.1 *Collection*
  - 2.5.7.2 *Basic records*
  - 2.5.7.3 *Assessment and analysis records*
- 2.5.8 Microfossils
  - 2.5.8.1 *Collection*
  - 2.5.8.2 *Basic records*
  - 2.5.8.3 *Assessment and analysis records*
- 2.5.9 Wood samples
  - 2.5.9.1 *Collection*
  - 2.5.9.2 *Basic records*
  - 2.5.9.3 *Assessment and analysis records*
- 2.5.10 Radiometric dating samples
  - 2.5.10.1 *Collection*
  - 2.5.10.2 *Basic records*
  - 2.5.10.3 *Assessment and analysis records*
- 2.5.11 Reports and publications
  - 2.5.11.1 *Desk-based assessments and geoarchaeological summaries and surveys*
  - 2.5.11.2 *Environmental post-excavation assessment report*
  - 2.5.11.3 *Specialised analyses, reports and publications*

## **2.6 Storage media and methods**

### ***Documents***

- 2.6.1 Organisation and documentation of the records
  - 2.6.1.1 *Organisation*
  - 2.6.1.2 *Documentation*
- 2.6.2 Temporary storage and transportation
- 2.6.3 Paper records: general
- 2.6.4 Text reports
- 2.6.5 Drawings
- 2.6.6 Photographic images and X-ray plates
  - 2.6.6.1 *Monochrome negatives and prints*
  - 2.6.6.2 *Colour transparencies and prints*

- 2.6.6.3 *X-ray plates*
- 2.6.6.4 *Small projects*
- 2.6.7 Microform copies
- 2.6.8 Digital media

### **Artefacts and ecofacts**

- 2.6.9 Bulk finds
  - 2.6.9.1 *Washing and marking*
  - 2.6.9.2 *Bags and labels*
  - 2.6.9.3 *Boxing*
  - 2.6.9.4 *Labelling of boxes*
  - 2.6.9.5 *Listing/summary of box contents*
- 2.6.10 Registered finds
  - 2.6.10.1 *Washing and marking*
  - 2.6.10.2 *Bags and labels*
  - 2.6.10.3 *Additional packaging and support for objects within bags*
  - 2.6.10.4 *Boxing of groups of standard registered finds (excluding iron)*
  - 2.6.10.5 *Boxing of groups of ironwork*
  - 2.6.10.6 *Boxing of objects which require microclimates*
  - 2.6.10.7 *Labelling of boxes*
  - 2.6.10.8 *Listing/summary of box contents*
- 2.6.11 Animal bone
  - 2.6.11.1 *Washing, marking and packing*
  - 2.6.11.2 *Boxing and labelling*
- 2.6.12 Human bone
  - 2.6.12.1 *Washing and marking*
  - 2.6.12.2 *Packing and labels*
  - 2.6.12.3 *Boxing*
- 2.6.13 Shell
- 2.6.14 Samples
  - 2.6.14.1 *Plant Macrofossils*
  - 2.6.14.2 *Sediment and soil*
  - 2.6.14.3 *Microfossils*
  - 2.6.14.4 *Wood*
  - 2.6.14.5 *Radiometric samples*
- 2.6.15 Contaminated material

## **2.7 Digital data**

- 2.7.0 General
- 2.7.1 Acceptable formats
  - 2.7.1.1 *General*
  - 2.7.1.2 *Applications*
  - 2.7.1.3 *Physical media*
  - 2.7.1.4 *Other transfer methods*
- 2.7.2 Documentation
  - 2.7.2.1 *Metadata requirements*
  - 2.7.2.2 *Codes/ Schema etcetera*
  - 2.7.2.3 *Relationships between files*

- 2.7.2.4 *Checksums*
- 2.7.2.5 *File lists*
- 2.7.3 Categories of data and associated metadata requirements
- 2.7.4 Word processed material: text reports and other documents
  - 2.7.4.1 *Metadata requirements for word processed material*
- 2.7.5 Databases and spreadsheets: artefact, environmental and other datasets
  - 2.7.5.1 *Spreadsheets*
  - 2.7.5.2 *Relational databases*
  - 2.7.5.3 *Metadata requirements for databases and spreadsheets*
- 2.7.6 CAD/Vector Graphics
  - 2.7.6.1 *CAD*
  - 2.7.6.2 *Vector graphics*
  - 2.7.6.3 *Metadata requirements for CAD and vector graphics*
- 2.7.7 Raster images and digital photographs
  - 2.7.7.1 *Metadata requirements for raster images and digital photographs*
- 2.7.8 *GIS*
  - 2.7.8.1 *Metadata requirements for GIS*
- 2.7.9 Geophysics
  - 2.7.9.1 *Metadata requirements for geophysics data*
- 2.7.10 Matrices
  - 2.7.10.1 *ArchEd (Bonn matrix drawing programme)*
  - 2.7.10.2 *Vector and raster graphics tools*
- 2.7.11 XML
- 2.7.2 Acceptable formats
  - 2.7.2.1 *General*
  - 2.7.2.2 *Applications*
  - 2.7.2.3 *Physical media*
  - 2.7.2.4 *Other transfer methods*
- 2.7.3 Metadata

### **Categories of data**

- 2.7.4 Text reports (and other word-processed material)
- 2.7.5 Artefact, environmental and other databases
- 2.7.6 CAD and survey data
- 2.7.7 Images
- 2.7.8 Matrices
- 2.7.9 Analytical data in non-standard formats

*Appendix*            Sample metadata entries for a typical site

## **3 LEGAL ISSUES**

*Available as a separate document*

## Bibliography

## Appendices

*Available as separate online documents*

1. Deposit Survival sheet
2. Example of Concordance
3. Bulk or general finds list
4. Registered finds list
5. Treatment card guidelines
6. Conservation Technical Report form
7. Environmental Sample sheet

## Term Lists

*Available as separate online documents*

1. Primary context description terms
2. Basic interpretation terms
3. Land-use interpretation terms
4. Materials terms
5. Bag label terms
6. Box label terms – period and bulk descriptions
7. Worked Stone

## Proformas

*Available as separate online documents*

1. Archive Bibliography
2. Images Register
3. Finds Inventory
4. Registered Finds card
5. a-d Conservation Treatment cards
6. Technical Report form
7. a. Bag label, bulk; b. Bag label, registered find
8. a. Box label, bulk; b. Box label, registered finds; c. Small box label, registered finds
9. Project planning archive checklist
10. Site archive checklist
11. Standing structure archive checklist
12. Field walking archive checklist
13. Post-excavation assessment archive checklist
14. Research archive checklist
15. Final transfer summary

## Additional Resources

*Available as separate online documents*

1. Suppliers
2. Discard list
3. Practical summary of the Standards for Deposition
4. Assembly of an archive (checklist)
5. Finds Procedures Manual, MOLAS, 2006