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| Changes to 04 | 2.6.5 Small and large drawings<br>2.6.9.4 box numbers on box label can be in biro<br>2.6.14.4 addition of wet wood from flots<br>2.6.10.2 depositors must follow MOL practice for bagging and labelling registered finds.<br>2.6.9.2 Use of typex on bag labels 2.6.9.2; 2.6.10.2; 2.6.12.2<br>2.6.9.2 and 2.6.9.3 Sherds relating to one vessel<br>2.6.9.2 and 2.6.10.2 absence of items on loan beyond the date of archive deposition<br>Removed section 2.6.8 Digital media due to new FTP server<br>Adding further guidance for packing of ecofacts<br>Altered requirement of colour to b&w.<br>Added Finds Samples:<br>Given option of adding ecofacts to either FI or separate Ecofacts Inventory<br>Placing of bags with illustrated bulk artefacts (can be put inside larger relevant context bag).<br>Section 2.6.2.2 updated - there must be only <u>one</u> site per hanging file<br>Section 2.6.3 ordering of Registered finds cards. |

# 2.6 Ordering and Packing

The survival of all elements of an archive is enhanced by the use of good-quality materials, and by careful packing. This section describes the form in which an archive must be presented to the Museum of London, together with the required methods of marking and labelling finds, environmental remains and their storage containers.

To enable small organisations to meet the Museum's archival standards, the Museum can, if necessary, provide depositors with the materials described below at cost price. Specifications and suppliers of specialised items are listed in Additional Resources 1 (Suppliers).

A checklist and summary of all the elements that need to be checked out before transfer to the museum, is available on the website to download (Additional Resources 3 and 4); the checklist can also be found in the Introduction.

This section is arranged as follows:

***Documents***



***Artefacts and ecofacts***

**DOCUMENTS**

## 2.6.1 Organisation and documentation of the records

### *2.6.1.1 Organisation*

Records should be ordered by:

*Size of material*:

- smaller than A4 (cards, prints, diazos, CDs, DVDs)
- A4 or thereabouts
- 290x320mm (small site drawings)
- A1-A3

*Material*:

- paper
- draughting film
- photographic film (negatives, transparencies, X-ray plates)
- CD-R, CD-ROM, DVD

All numbered records must be stored in numerical order, with continuation sheets clearly marked.

Within these groups the records should be categorized - as far as possible - by:

- Project planning
- Reports and publication
- Fieldwork data (integrate different phases of fieldwork)
- Post-fieldwork analysis

- Finds data
- Finds analysis
- Environmental data
- Environmental analysis
- Photographs
- Documentary material
- Press and publicity

#### *2.6.1.2 Documentation*

Records may be documented by simply completing a proforma ***checklist*** (Proformas 9-14 on website) for each of the appropriate phases of activity and type of fieldwork (Project Planning, Site/Standing Structure/Fieldwalking Archive, Post-excavation Assessment, Research Archive as outlined in Section 1).

## 2.6.2 Temporary storage and transportation

Once an archive has been compiled and transfer agreed, it may be brought to the Archive. To minimise the risk of damage or soiling, care should be taken in packing the material:

- Archive boxes or banker's boxes or crates should be used.
- Large film drawings placed in tubes or otherwise protected.
- Drawings in polyester pockets loosely folded over or rolled.

For practical purposes, contractors who have a small number of projects for transfer can be provided with appropriate packaging at cost price upon arrival at the Archive.

Place administrative (eg. checklists) and legal documents, all together in a separate box or at the top of one box and noting the contents in soft pencil on the box.

The number of contexts (for archives that have contexts) and the transfer containers for a group of projects being deposited should be noted on the Final Transfer Summary (Proforma 15).

## 2.6.3 Paper records: general

*A4*

Most paper records (site, finds *etc*) will be of A4 size.

- All numbered components must be arranged in numerical order, with continuation sheets clearly marked. Groups of sheets must be conjoined along the left-hand edge with plastic-ended spear-and-sheath treasury tags (as many as will allow the sheets to be turned without stress to the paper) (see Additional Resources 1 for supplier) or, for very small groups (two or three sheets), plastic paper clips. There must be **no** metal staples, paper clips or spiral-bound notebooks.
- The grouped components should be placed in an acid-free folder (letter size, see Additional Resources 1 for suppliers) marked with the site code and short title, denoting the contents (*eg* 'XYZ09 'Site Records'; or 'Contexts 1-150', or 'Documentary Material', or 'Finds Records'), in the top right-hand area. There is no need to list the items in each folder.
- All records, including bound notebooks, must be placed flat (not folded, though A3 drawings that form part of a report may remain folded, as may copies or non-primary maps/plans/diagrams) ) in a box (see below).

*A5*

- Registered finds cards (section 2.3.4.3) should be ordered alphabetically by *material.* Each grouping of cards should be fronted by a 4" x 6" guide card identified with the appropriate term (see Material term list). Within the materials grouping the cards should be ordered by *registered find number*.

- Small quantities of cards – *eg* registered finds or conservation treatment – or microfiche should be placed together in an envelope for temporary storage and transportation. Large quantities may be deposited in an appropriately-sized finds storage box.

For paper records that are larger than A4 – supplied drawings, for instance – see Section 2.6.5.

Paper records should be packed in acid-free cardboard boxes measuring 270 x 370 x 110 mm, fixed with brass staples and with a full-depth drop-on lid (see Additional Resources 1: Documentary Records).

Paper records from a number of different projects may be stored in a single box until the box is full, though they must not be overfilled. Boxes will be numbered by the Museum of London on transfer, and therefore should only be identified in pencil.

## 2.6.4 Text report

All archives will contain at least one text report. The reports generated by the various categories of archaeological activity are discussed in Part 1 (1.1 – 1.4), and recommendations are made there on the approaches to structure and content.

Every report that is deposited must contain the following information:

- Site code
- Title of the report
- Date of completion
- Copyright statement or statements

The principal reports – Desk-based Assessments, Evaluation Reports and Post-excavation Assessments, for instance – **must** be provided in digital (word-processed) form as well as in hard copy (see Section 2.7.4 for standards of digital presentation). Subsidiary reports – for example, by specialist sub-contractors – need not be presented digitally, though we encourage depositors to do so whenever possible.

Reports are normally bound, but if they are not they should be conjoined with treasury tags, as for A4 paper series (2.6.3).

The site code should be marked on the cover (if it is not already present).

Reports should be placed in a folder together with the relevant record category (2.6.3) eg. Desk-based Assessment with other Project Planning records; Evaluation report with Site Records, or in a separate folder (depending on the size of the archive) if preferred.

## 2.6.5 Drawings

### 2.6.5.1 Small site drawings

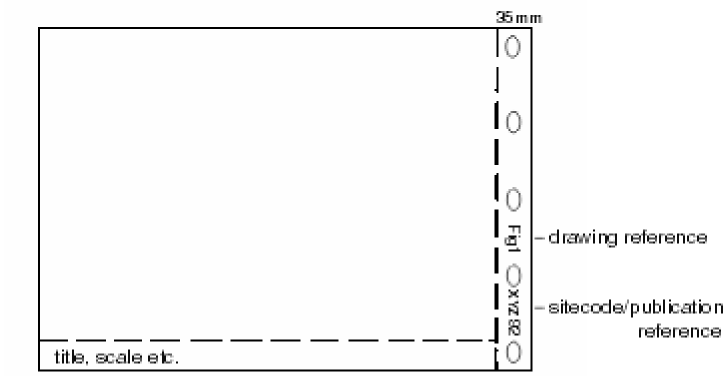
- Small site drawings 290 x 320 mm in size (Section 2.1.6) must be arranged in numerical order; continuation sheets must be clearly marked.
- Sheets must never be taped or stapled together, or joined using any type of adhesive.
- Groups of sheets must be conjoined along the left-hand edge with plastic-ended spear-and-sheath treasury tags (as for paper records 2.6.3);

- A blank sheet must cover each group to prevent abrasion of the first drawing, and the sitecode written on the left-hand side with black permanent marker (see Additional Resources 1 Suppliers), together with brief title and contents (eg. 'XYZ09 'Context plans 1-250'). Single drawings must also be protected in this way.
- The drawings must be stored flat in acid-free cardboard boxes measuring 375 x 375 x 120 mm, fixed with brass staples, and with a full-depth drop-on lid (see Additional Resources 1 for suppliers).
- Drawings from different projects may be stored together in one box. Boxes must not be overfilled. They will be numbered by the Museum of London on transfer, and therefore should only be identified in pencil and a list of contents provided.

* A small number of archives may be deposited all together in one box.

**2.6.5.2 Large drawings A1-A3**

Drawings between A1 and A3 in size will be perforated for hanging to the Elite pattern used by the Museum of London. If this cannot be done by the excavating body, a 35 mm margin must be left clear at one of the shorter edges of the sheet (right-hand side, so that a consistent direction of view is achieved (see figure below) to enable it to be perforated by the Museum when the archive is deposited. The use of adhesive hanging strips or tape must be avoided.




Dyelines and original paper drawings or diagrams, if larger than A4 and not part of a report, must be placed in a polyester pocket with a 35 mm margin left clear at the top of the pocket to allow perforation to the Museum's Elite pattern (see Additional Resources 1 for suppliers). If possible, arrange the drawing so that the titling is viewable below the perforations (right-hand side) in order to achieve consistency in the direction of view (as in illustration above). Paper drawings that are A1 in size or smaller must not be folded, and any larger than A1 in size must be folded the least number of times necessary to enable insertion into an A1 pocket; the drawn face of any folded drawing should face outwards. Rolling of drawings must be avoided at all times, except for transportation (Section 2.6.2).

Large drawings should be identified on the appropriate drawing index (section 2.1).

## 2.6.6 Photographic images and X-ray plates

### *2.6.6.1 Monochrome negatives and prints*

Monochrome negatives with silver-based emulsions are stable and usually of good archival quality. The film must be processed in accordance with the manufacturer's specifications. When an external processing laboratory is employed, the laboratory must provide a service that similarly follows the manufacturer's recommendations, and it should have a demonstrable system of quality control.

*Negatives*

- Strips of monochrome negatives must be cut into appropriately-sized lengths (no less than 4 images long) and stored in an archival-quality hanging file with vertical pockets for negatives, fitted with a filing bar (see Additional Resources 1: Photographic Material).
- The strips of negatives must be inserted into the pockets in such a way that they run from left to right when the top of the file lies to the right.
- The site code and range of image or negative reference numbers (see Section 2.2.3) must be marked on the strip (left side) of the hanging file, with a fine black permanent marker (see Additional Resources 1 for suppliers).
- For transfer, hanging files may either be suspended in a banker's box, or, with the filing bar removed, be placed flat in a records box (either in the paper box (2.6.3) or small drawing box (2.6.5) with the bars placed diagonally across the top of the files. The boxes must not be overfilled.

*Prints (other than archival prints of digital images)*

- Contact sheets and other prints must be neatly and clearly marked on the top border or the back with a black permanent marker (see Additional Resources 1 for suppliers), with the site code and image reference numbers.
- External photographs (section 2.2.1.2 (4)) should have the copyright holder marked on the back.
- Groups of contact sheets may be held together by plastic-ended spear-and-sheath treasury tags and added to the paper records.
- Other prints should be placed in an acid-free envelope or similar packaging (see Additional Resources 1 for suppliers) and added to the paper records or transferred in an appropriately-sized box and stored flat.

#### *2.6.6.2 Colour transparencies and prints*

Colour transparency film should be processed at professional laboratories accredited by the manufacturer. Colour print film should be avoided – certainly for site record photography – but images in this medium are sometimes created at the request of the client or for other reasons, and they will be accepted as part of the archive, though with no special requirements and no guarantee of preservation. Note that for both transparencies and prints we recommend using 'professional' quality film. Please remember that archival masters should never be projected (section 2.2.2.2).

- Each transparency (including those supplied by a third party) must be fitted into an anti-Newton glass slide mount.
- The site code should be marked on the top left-hand side and the slide reference number (see Section 2.2.3) on the top right-hand side of the mount with a fine black permanent marker (see Additional Resources 1 for suppliers).
- The selected 'master' should have this written in capitals on the bottom of the mount (see Section 2.2.1.2).
- The transparencies should be placed in order in an archival-quality hanging file with dust flap and filing bar (see Additional Resources 1: Photographic Material). The index strip on the hanging file should be labelled and transferred as for monochrome negatives (Section 2.6.6.1).
- There should be only <u>one</u> site per hanging file

#### *2.6.6.3 X-ray plates (negatives)*

- Each plate must be assigned a unique number in a running sequence. This number will be the site code followed by a 3 digit number, *eg* ABC09-001
- the number marked in the upper right corner, portrait form

- this number should be created using lead letters and numbers and then overwritten with permanent white ink (see Additional Resources 1 for suppliers of suitable markers).
- individual images on the plate must be marked in permanent white ink with
  - either the full number (context number and registered find number) and exposure details,
  - or context number and exposure details in the case of non-registered finds(see 2.4.2).
- Each plate must be stored individually in a polyester hanging sleeve with filing bar (305mm wide by 230 mm high; see Additional Resources 1 for suppliers).
- The plate number must be marked on the right hand corner of the sleeve on the strip of the hanging file, with a fine black permanent marker (see Additional Resources 1 for suppliers of suitable markers).
- Plates should be transferred as for monochrome negatives (Section 2.6.6.1).
- Outsized plates should be stored individually in custom-made polyester sleeves (see Additional Resources 1).

#### *2.6.6.4 Small projects*

Photographic material from small projects deposited at the same time may be held together for transfer in one records box. Boxes must not be overfilled. As most of the material will be in the box only temporarily, boxes should be identified in pencil and a list of contents provided.

## 2.6.7 Microform copies

Preservation microfilming must be undertaken for all project archives, as recommended in the IFA/RCHME(NMR) Technical Paper, *Microfilming archaeological archives: standards and guidance* (Handley 1999). The purpose of microfilming is to provide security copies and to facilitate access.

The following procedure should be followed:

♦ The silvers and diazo copy, and the index (Excavator's Data Input Sheet (EDIS)) of the project documentary archive, should be sent to English Heritage (NMR)

♦ A diazo copy of the project documentary archive should accompany the archive to the Museum of London

♦ Put the site code after the site address on the job sheet (so that the site code will be present on every fiche).

♦ Each diazo copy must be presented in its own acid-free envelope. Small quantities of fiche should be held together and packed flat with the other records from the site in a records box (Section 2.6.3) for transfer. Large quantities should be stored in a standard finds box (2.6.9) for transfer. Boxes must not be overfilled.

### ARTEFACTS AND ECOFACTS

## 2.6.9 Bulk finds

### *2.6.9.1 Washing and marking*

Bulk artefacts with a stable surface (*eg* pottery, clay tobacco pipes) must be washed, dried and marked with the site code and context number unless the surface is too small to accommodate them. Marking should be done with (see Additional Resources 1 for suppliers):

- a light-fast ink pen (*eg* Rotring),
- the number be placed unobtrusively on each piece (but not on the break), bearing in mind possible future reconstruction or display, and
- for porous and/or friable surfaces, a layer of 'lacquer' (eg Paraloid B72 in acetone) must be applied first to form a barrier between the ink and the surface.

For large objects, where marking with a light-fast ink is not appropriate, black or white model makers paint (eg Humbrol enamel) can be used over a barrier layer of 'lacquer' eg Paraloid B72 in acetone.

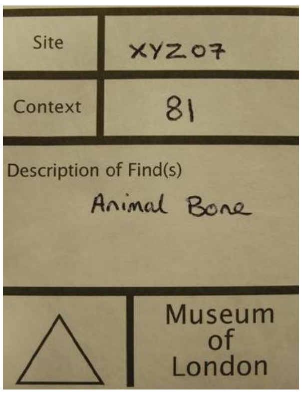
### *2.6.9.2 Bags and labels*

Most bulk artefacts must be placed in perforated clear polyethylene bags no smaller than 6 x 9in (see Additional Resources 1, Suppliers).

Contexts with large quantities (more than 100 sherds or a box-full) of pottery should be sorted firstly *by fabric* and secondly, if necessary, *by form*, into separate bags. Illustrated sherds or vessels should be in separate bags.

Post-medieval glass should be separated into vessel and window glass.

- Self-seal bags may **not** be used for bulk finds – though they may be used for individually registered finds (Section 2.6.10) – because large bags tend to open when over half-full or when packed inside a box.
- Bags should not be overfilled, they should be able to be folded in half and stapled.
- Bags must all have one or two (depending on bag size) Tyvek pre-printed labels inside, clearly recording the site code, context number and contents description (see see Proforma 7a). Special finds or sample numbers may be recorded in the triangle.
- Label descriptions should employ Museum of London preferred terms and they should generally consist of whole words, except for agreed shortened forms (see Term 5, Bag Label Terms); see also 2.3.3.1 for requirements as to keywords for materials.
- Typex should not be used on bag labels.
- If more than one descriptor is needed they should be arranged in hierarchical order, starting with the general and following with more specific terms eg. for pottery that has been bagged by fabric and form the labels should read '*Pot*', followed by identification of the group or vessel eg. '*Samian*' or '*jug*'.




- Illustrated artefacts should be separately bagged and '*ILLUSTRATED*' written on the label. It should also all be noted on the Finds Inventory in the comments field (2.3.4.1) (as well as on a post-excavation drawing catalogue and on any concordances (2.3.6.2)). The bag/s may be placed inside the relevant context bag.
- Sherds relating to one vessel should be bagged separately and noted on the Finds Inventory (2.3.4). The bag/s may be placed inside the relevant context bag.
- The absence of items on loan beyond the date of archive deposition should be marked in the appropriate box by either proxy bags and labels or a note (they should also appear as part of the Finds Inventory, with a note in the comments field (2.3.4.1).

- The label must be written with a black pen or black light-fast marker (see list of suppliers, Additional Resources 1; also Watkinson & Neal 1998, Section 3.1.1).
- One label must be loose inside the bag, the second label - required for larger bags - should be stapled to the inside of the bag near the top; both should be clearly visible.
- The top of the bag should then be closed by turning it over and fixing it with one or two staples (see figure in Section 2.6.10.2]

**Large bulk objects**, if they are to be crated (see 2.6.9.3), need not be wrapped; if they are to be palletized, large bulk objects, eg. whale bone, kiln tile etc, should be wrapped in polythene sheeting if they are too big for the largest of the polyethylene bags. Fragile objects should be further protected with bubble-pack, Plastazote or Jiffy-foam. There should be two Tyvek pre-printed labels clearly recording site code, context number and material (Term 5). These may be loose inside crates. For palettized objects, one label should be attached with string to the object by placing the label inside a small polyethylene bag and threading the string through the bag and then round the object. The second label, also inside a polyethylene bag, should be attached to the outside of the wrapping, with staples, so that it is visible.

### *2.6.9.3 Boxing*

Bulk or general finds should be boxed separately from registered finds, and bulk metals should be kept separately.

As far as possible, bags of bulk finds must be stored in a wire-stitched archival quality cardboard box, with a drop-on lid. This is the **standard** box referred to throughout this section (see Additional Resources 1). For large items a similar but larger **skeleton** box may be used (see Additional Resources 1). Contractors who are depositing a small number of very small archives may bring material to the Archive in temporary boxes and re-box it on arrival, using standard packaging supplied at cost price by the Museum.

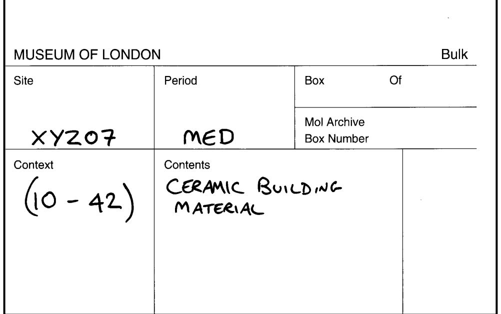
- Boxes must not be overfilled
- Boxes must contain finds from only one site
- Only one type of material must be placed in a box – *eg* one box for pottery, another for building material (but for sites with small numbers of finds, different materials can be packed within the same box, provided that none of them require special storage conditions)
- Lighter materials must be cushioned from heavier materials
- Boxes containing few objects should have cushions of acid-free tissue to prevent objects from moving
- Bags of finds should be filed in the boxes in context number order as far as possible. Groups of pottery or individual vessels from one context which have been bagged separately should if possible be filed alphabetically by identification or placed inside the relevant context bag (see 2.6.9.2).
- Reconstructed pots should be in a separate box but a proxy bag (or bags if it includes more than one context) should be filed in the box where its context and fabric sequence order occurs.

**Exceptionally large finds** should be placed in crates (for preference) – with lids if possible - or on pallets if they are too large for a crate. The Museum of London generally uses European standard range crates; the archive manager should be consulted if these prove unsuitable.

### *2.6.9.4 Labelling of boxes*

Each box must have a pre-printed adhesive label (Proforma 8a) on one of its short ends, recording:

- site code


MUSEUM OF LONDON Bulk

| Site | Period | Box Of |
|---|---|---|
| XYZ07 | MED | MoL Archive Box Number |
| Context | Contents | |
| (10 - 42) | CERAMIC BUILDING MATERIAL | |

- period or range of periods (use Museum of London preferred abbreviations, see Term 6)
- range of context numbers
- contents (description: use Museum of London preferred abbreviations and terms in hierarchical order, as described in 2.6.9.2 for large groups of finds, and see Term 6)
- box number
- '*ILLUSTRATED*' may be written on the box label when it contains illustrated objects from contexts with multiple boxes.

A waterproof and light-fast black marker (see list of suitable suppliers) should be used to complete the label - apart from the box number which should be in pencil (to allow re-numbering if necessary). The preferred format is shown in the illustration above. Please align the label along the bottom of the box to ensure that the site code is visible when the lid is in place.

Crates for **large objects** should be identified by recording:

- site code
- period
- context
- contents

using a light-fast black pen (see list of suitable suppliers) on one of the short and long sides of the crate.

#### *2.6.9.5 Listing of box contents*

Box (or crate/pallet) contents, including number of bags or packages, should be documented on the Finds Inventory (2.3.4.1 and Appendix).

## 2.6.10 Registered finds

#### *2.6.10.1 Washing and marking*

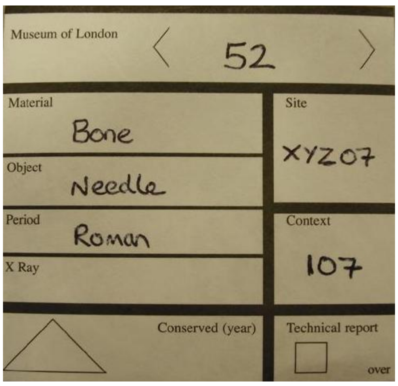
Only large stone and non-friable ceramics should be washed and dried. As a rule registered finds should <u>not</u> be marked but if it is necessary to mark the objects for any reason, marking must be done as described above for bulk finds (see 2.6.9.1), with the addition of the registered finds number.

#### *2.6.10.2 Bags and labels*

Each object must be packed in a perforated polyethylene bag of the appropriate size with suitable support packaging (see Section 2.6.10.3 for details of additional packaging or support). This should normally be done so that the object is visible without having to be unpacked.

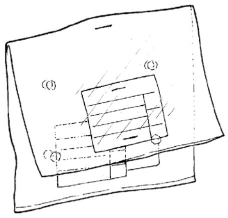
Depositors must follow Museum of London practice (see Additional Resources 1 for suppliers):

- bags are made from 500-gauge polyethylene with at least four punched holes
- bag sizes are 6"x9", 8"x12" and 12"x18"
- each bag is given two Tyvek pre-printed registered finds labels (see Proforma 7b, Reg find label), clearly recording:
    - site code

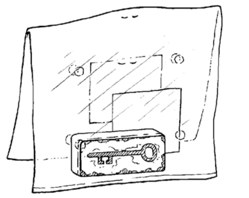


  - context number
  - registered find number
  - material (use MOL terms)
  - object (use MDA terms)
  - period (if known)
  - X-ray reference, if applicable
  - the year the object was conserved, if applicable
  - an indication of the existence of a technical report, if applicable
- labels must be written using black light-fast markers or pens (see list of suppliers, Additional Resources 1; also Watkinson & Neal 1998, Section 3.1.1). Typex should not be used.
- the first label placed inside the bag behind the object
- the bag folded over once and fastened with one centrally-placed staple
- the second label, identically marked, is then fixed with one staple to the inside lip of the fold, facing outwards (see diagram below).
- when the bag is folded, both the labels should be behind the object so that the object itself is not obscured.

  - Pre-printed Tyvek label stapled to inside of pre-punched bag
  - Polythene bag folded over and stapled shut
  - Second label inside, behind the object



  - Bag contains box (if necessary); size appropriate to object
  - Acid-free tissue holds and cushions object so that it can be seen without opening package



Depositors may use self-sealing bags, provided that they are:

- good quality
- perforated
- at least 5” x 7”

The object must be visible from one side, and details on the write-on panels must be written clearly. One pre-printed Tyvek finds label must be placed within the bag.

Objects too large to be bagged or crated (eg. worked stone or structural timber) should be wrapped and labelled as described for large bulk objects (2.6.9.2), though the label should be a registered finds label. Worked stone should in addition be marked (see 2.6.10.1). Timber or fragile objects should also be wrapped with bubble-pack, Plastazote or Jiffy foam (see below and Additional Resources 1).

The absence of an object on loan beyond the date of archive deposition should be marked in the appropriate box by placing either a proxy bag and label or Registered find card in the correct order in the box (it should also appear as part of the Finds Inventory, with a note in the comments field (2.3.4.1).

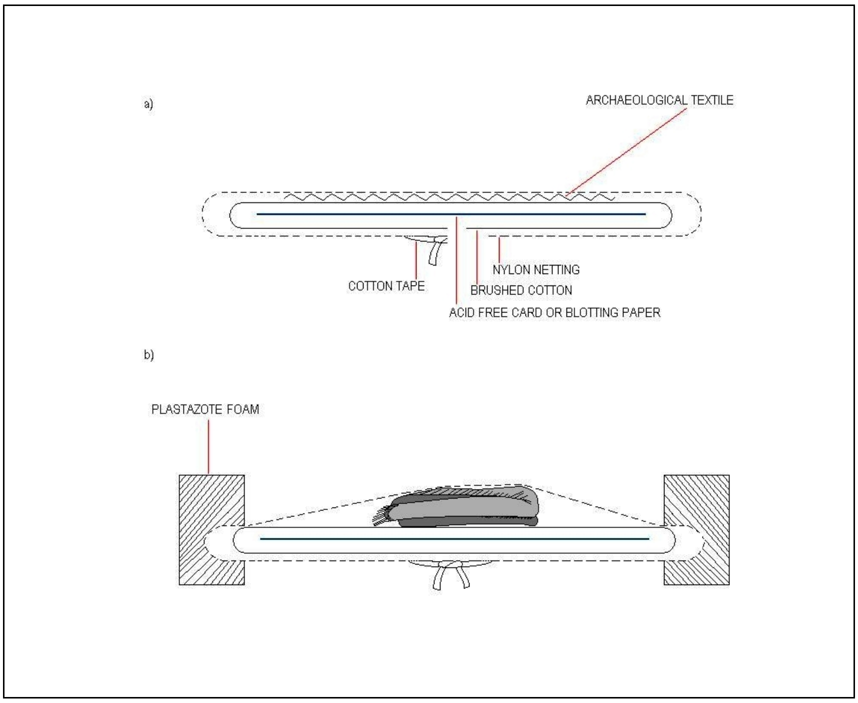
### *2.6.10.3 Additional packaging and support for objects within bags*

To limit movement, appropriately sized bags should always be used. All objects need additional support within the polyethelene bag. The following paragraphs give general guidance on this, though very fragile objects will require bespoke packing. Most objects may be packed with Jiffy foam (see below). For a demonstration see also http://uk.youtube.com/profile?user=LAARCaeologist

- **Jiffy foam**. A sheet of polyethylene foam (known as Jiffy foam, 4mm thick), cut to fit snugly within the bag, will provide support for objects that are not fragile but need some cushioning. The ridges should run horizontally across the bag, so that the object does not fall out easily. The foam will also act as a cushion between objects stored in boxes.

- **Polystyrene boxes, known as crystal boxes**. Fragile objects or objects intended for display etc, require more protection and must be packed in an appropriately sized clear polystyrene box with push-fit lids. They should be laid on a bed of crumpled acid-free tissue paper or within a closely fitting block of white or black polyethylene foam (Plastazote), which has been hollowed out to cradle the object firmly. The object must be held lightly against the lid so that it does not move and can be seen. The boxed object should then be bagged as described above.

- **Packing for objects made of organic materials.** Most objects made of organic materials – *eg* leather, textile fragments and some wooden objects –must be supported within their bags:




  - Leather should be supported on acid-free card or acid-free blotting paper cut to fit snugly within the bag. Leather pieces in the same bag may be placed on top of each other so that the leather does not move around inside the bag.
  - Small textile fragments may be packed in crystal boxes (see above); large textile fragments should be supported by acid free blotting paper covered in brushed cotton. The cotton can be attached to the card by staples or it can be sewn to fit over the card. The archaeological textile should be placed directly on the brushed cotton surface and then covered with nylon netting cut to hold the textile in place. For easy removal the underside of the netting should be tied with cotton tape (see diagram). The textile pack is then put into a polyethelene bag.
  - Some small wooden items may need to be boxed in crystal or perforated Stewart boxes; more robust objects may be packed on a support of Jiffy foam or on acid-free card set in a frame of Plastazote, and bagged as before.

- **Coins.** Once conserved, each coin must be stored in a crystal box with acid-free tissue or Plastazote cut to shape (see list of suppliers; Appendix 1). The box must be marked in light-fast black ink with the site code and registered find number along the hinged edge of the lid, and then placed in a perforated bag as described above.

- **Packing for large objects.** Crystal boxes are not available for long or larger objects. Alternatives include polypropylene (*eg* Stewart) boxes, acid-free cardboard boxes or bespoke fluted polypropylene (eg Euroflute) boxes (see list of suppliers, Additional Resources 1). Since these boxes are opaque, the support packaging should be designed so that the object is easily seen when the lid is removed. One Tyvek finds label should be stored within the box. There should be two labels on the outside of the box: one on the end of the box and another on the side.

#### *2.6.10.4 Boxing of groups of standard registered finds (excluding iron)*

Registered finds should be boxed separately from bulk finds and a box must contain finds from only one site. The type of box used for groups of registered finds will vary, depending on the material of the objects:

- Materials other than iron can be stored in a cardboard box
    - a **standard** box (see Section 2.6.9.3) must be used whenever possible
    - a **skeleton** box may be used for particularly large objects
- care must be taken in packaging and cushioning within bags
- bagged finds should be filed upright
    - first by material
    - second in registered finds number order
- large or heavy objects should be stored separately so as not to damage delicate objects
- metals should also be stored separately
- any exceptions to the sequence should be marked on the box label
- **Boxes must not be overfilled**
- boxes with few finds should have cushioning of an appropriate material (eg acid-free tissue) inside to prevent movement.

Exceptionally large registered finds should be placed in crates (with lids if possible) or on pallets. The Museum of London generally uses European standard crates; the archive manager should be consulted if these prove unsuitable.

#### *2.6.10.5 Boxing of groups of ironwork*

Iron must be stored in a **Stewart** box containing an appropriate amount of silica gel. The standard large Stewart box (Gastronom 8935008 GN 2/3) requires 500g of silica gel. The aim is to achieve a relative humidity less than 15% RH.

- silica gel should be non self-indicating
- silica gel should be bagged in a material that can withstand heating up to 100° C.
- either a separate paper humidity indicator or an indicator sewn onto the bag must be placed so that it is visible through the labelled face of the box
- dates of silica gel inserts or changes should be noted on the outside of the box.

**Blue/pink indicating silica gel will not be accepted as the indicator cobalt chloride (CoCl) has been classified as a potential carcinogen by inhalation.**

These conditions should be implemented for all ironwork, **except** for slag, large groups of post-Roman nails and large post-medieval structural items, none of which need be stored with silica gel.

Excavations that only produce one or two metal finds, in addition to any iron finds, should be boxed together in the same way as the iron.

Desiccated storage is not normally required for materials other than iron; however at assessment it is sometimes noticed that some sites appear to have actively corroding copper alloy, while others appear to be stable. In these cases the copper alloy should be stored as for iron.

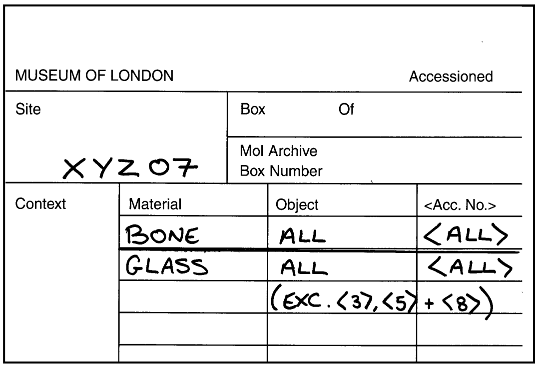
### *2.6.10.6 Boxing of objects which require microclimates*

Some other materials, such as jet or shale, may also require special environmental conditions. Such objects should be stored in Stewart boxes with buffered silica gel, usually to achieve around 50% RH. An indicator strip should be placed where it will be visible from outside the box. The desired RH should be marked on the box and noted in the comments field of the Finds Inventory.

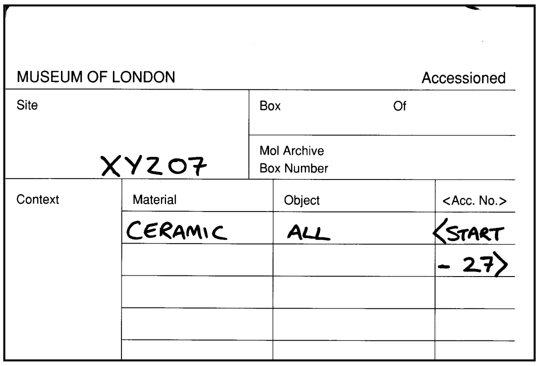
### *2.6.10.7 Labelling of boxes*

All boxes, cardboard or polyethylene, must have a pre-printed adhesive label (Proforma 8b-c) on one of its short ends, recording:

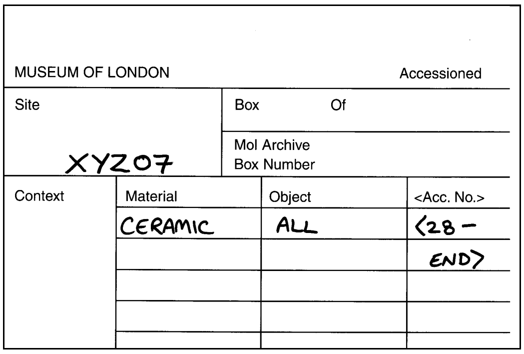
- site code
- material (preferably in alphabetical order or 'All')
- object (eg. 'All' or 'All – excluding large objects')
- registered finds numbers (a consecutive sequence without any gaps eg. 'start – 30, 31- 50, 50 - end' or 'All' (if only one box), or 'All – excluding <a>, <b>, <c> etc)


MUSEUM OF LONDON Accessioned

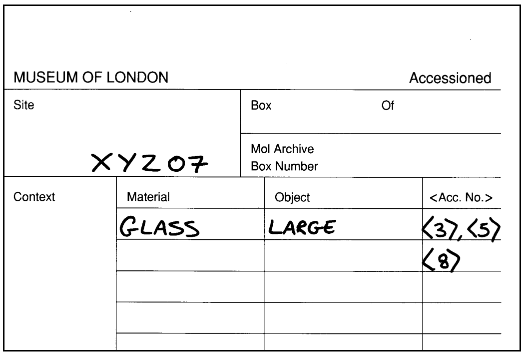
| Site | Box Of | | |
|---|---|---|---|
| XYZ07 | Mol Archive Box Number | | |
| Context | Material | Object | <Acc. No.> |
| | BONE | ALL | <ALL> |
| | GLASS | ALL | <ALL> |
| | | (EXC. <3>, <5> | + <8>) |


MUSEUM OF LONDON Accessioned

| Site | Box Of | | |
|---|---|---|---|
| XYZ07 | Mol Archive Box Number | | |
| Context | Material | Object | <Acc. No.> |
| | CERAMIC | ALL | <START |
| | | | - 27> |


MUSEUM OF LONDON Accessioned

| Site | Box Of | | |
|---|---|---|---|
| XYZ07 | Mol Archive Box Number | | |
| Context | Material | Object | <Acc. No.> |
| | CERAMIC | ALL | <28 - |
| | | | END> |


MUSEUM OF LONDON Accessioned

| Site | Box Of | | |
|---|---|---|---|
| XYZ07 | Mol Archive Box Number | | |
| Context | Material | Object | <Acc. No.> |
| | GLASS | LARGE | <3>, <5> |
| | | | <8> |

A waterproof and light-fast black marker (see list of suitable suppliers) should be used to complete the label (apart from the box number which should be in pencil or written small in biro in bottom right-hand corner). The preferred format is shown in the illustration above. Please align the label along the bottom of the box to ensure that the site code is visible when the lid is in place.

Crates for large objects should be identified by recording:

- site code
- context
- registered finds number
- material

Using a light-fast black pen (see list of suitable suppliers) on one of the short and long sides of the crate.

#### *2.6.10.8 Listing/summary of box contents*

Document the box contents in the same way as for bulk finds 2.6.9.5. For large, unboxed objects, please make sure that it is clear they are individual items not in a box.

## 2.6.11 Animal bone

#### *2.6.11.1 Washing, marking and packing*

- Hand-recovered animal bone should be washed and dried.
- Contexts with large quantities (ie. enough to fill a standard box) of bone must be sorted *by genus* into separate bags or boxes; otherwise sort by species if possible.
- Animal bone need not be marked unless necessary for reference or display or too large to fit into a bag or box.
- It should be bagged and labelled with two Tyvek pre-printed labels, (according to species/genus), in the same way as bulk finds (2.6.9.2), though animal bone from contexts with large quantities of a particular genus need not be bagged but may be placed, with their labels, directly in the box, the bottom and top of which should be lined with jiffy foam. Very large bones should be wrapped and labelled as for large bulk objects (2.6.9.2).
- Illustrated animal bone should be separately bagged and '*ILLUSTRATED*' written on the label (as for pottery, 2.6.9.2). This should also be noted on the Finds Inventory in the comments field (2.3.4.1), on a drawings catalogue and on any concordances (2.3.6).
- Bone recovered from the processing of bulk soil samples should be kept separate from hand-recovered material (and be noted on the Finds Inventory (2.3.4.1)). It should be dried and stored in a perforated clear polyethylene bag. Fragile items may be stored in clear sealable glass or plastic phials within the bag. Bags should be closed and labelled as described for bulk finds (2.6.9.2).

#### *2.6.11.2 Boxing and labelling*

Bags of animal bone should usually be boxed in **standard** boxes as bulk finds (see 2.6.9.3). They should be filed in the boxes in context number order as far as possible. Groups of genus or species from one context which have been bagged separately should be filed alphabetically by identification (see 2.6.9.2). If large quantities or particularly large bones have been recovered, they may be stored in **skeleton** boxes. Exceptionally large bones should be placed in crates or on pallets in the same way as large bulk objects (2.6.9.3).

Boxes must not be overfilled. They must be labelled and listed as for bulk finds (2.6.9.4 – 5). A box must contain material from only one site.

## 2.6.12 Human bone

### *2.6.12.1 Washing and marking*

**Non-cremated human bone** should be washed and dried. Where appropriate bone should be marked according to English Heritage guidelines (English Heritage 2004) eg. teaching collections.

**Cremated human bone**, having been excavated following the IFA guidelines (IFA, 2004), should be washed, dried and sorted.

### *2.6.12.2 Packing and labels*

Depositors should follow Museum of London practice for packaging (see Additional Resources 1 for suppliers):

- bags are made from 500-gauge polyethylene with at least four punched holes, unless otherwise stipulated above
- bag sizes are 6"x9", 8"x12" and 12"x18"
- the self-sealing bags must be good quality and perforated (unless the contents might fall through the perforations)
- the bags, unlike bulk finds should not be stapled but the top should be folded over
- each bag is given two Tyvek pre-printed bulk finds labels, which are placed loose inside the bag, clearly recording:
  - site code
  - context number
  - material
  - description of the element enclosed (*eg* right arm, left arm, torso)
- if self-sealing bags are used details on the write-on panels must be written clearly and one pre-printed Tyvek finds label placed within the bag.
- labels must be written using black light-fast markers or pens (see list of suppliers, Additional Resources 1; also Watkinson & Neal 1998, Section 3.1.1). Typex should not be used on bag labels.

Very fragmentary remains, sub-adults and disarticulated bones from one site may be boxed together (see below 2.6.12.3), in which case, the bones of each individual should be separated and labelled as above; these bags should then be grouped together in one bag and clearly labelled.

Jiffy foam, acid-free tissue or bubble wrap should be used inside the bags to provide extra support for fragile bones, conserved bones eg. reconstructed skulls, or bones with good examples of pathology.

**Cremated bone** should be bagged in unperforated bags and labelled as described above. Any residues associated with the cremation should be similarly bagged and labelled. In the case of fine material, double bagging is recommended. If self-sealing bags are used, they must not be over-filled as large bags tend to open when over half-full or when packed inside a box. Residues of charcoal and plant remains should be packed according to their material (see below: Macro remains, 2.6.14.1 and Wood, 2.6.14.4).

Bones of an individual skeleton should be boxed together. The following list is of the requirements for packing:

- The base of the skeleton box (see 2.6.12.3) should be lined with a layer of Jiffy foam;
- Leg bones and feet should be separated and, if known, separated into left and right, bagged and placed at the bottom of a box
- Arm bones, and hands should be separated and if known separated into right and left and placed in bags also at the bottom of the box
- Individual bones that are less than 20 mm should be placed in self-sealing bags
- Pelvis, complete scapulae and sacrum should be bagged and placed above the long bones
- Vertebrae, ribs, sternum, clavicle and manubrium should be placed in a bag; if the ribs are a complete set they should be separated into right and left and bagged separately
- Skull should be bagged; if reconstructed it should also be wrapped in Jiffy foam, acid-free tissue or bubble-pack; mandible can be bagged separately if appropriate; loose teeth should be placed in self-sealing bags
- Fragile elements, eg. nose and ear ossicles, should be placed in self-seal bags
- Pathological specimens should be bagged separately and supported with Jiffy foam, acid-free tissue or bubble-pack
- The lid of the cardboard box should be lined with a layer of Jiffy foam



### *2.6.12.3 Boxing*

The bones (non-cremated) should be stored in a wire-stitched archival quality cardboard box, with a drop-on lid, known as a skeleton box (see 2.6.9.3, for list of suppliers see Additional Resources 1).

Each skeleton should be stored in an individual box, though very fragmentary remains, sub-adults and disarticulated bones from one site may be boxed together, provided the labelling of the box clearly shows that more than one skeleton or context is represented (see illustrations).

Oversized individuals may be split between two boxes; no other individual may be included in these boxes and each box must be labelled 1 box of 2, 2 box of 2.

Bones lifted in a soil block should be removed from the block and processed.

It is **not** recommended that this material be reconstructed, as non-conservation grade adhesives and materials, such as pressure sensitive tapes, can damage the bone. All treatment of vulnerable or fragile bones required for photography or display, must be carried out by the project conservator. Reconstruction by non-conservators must be limited to the taping together of bones with good surfaces. Only tape approved by a conservator should be used; the tape must be removed immediately.

**Cremated bone** and their residues (but not charcoal or plant remains) should be stored in a **standard** box. More than one individual can be stored in a box as long as the box is clearly labelled. Residues of plant remains and charcoal should be stored with the relevant material (see below: Macro remains, 2.6.14.1 and Wood, 2.6.14.4).

Boxes must never be overfilled. They must be labelled in the same way as for bulk finds (2.6.9.4); conserved bone should also be noted on the label and the Finds Inventory (2.3.4.1).

Document the box contents in the same way as for bulk finds (2.6.9.5).

## 2.6.13 Shell

### *2.6.13.1 Washing, marking*

Hand-recovered shell should be washed and dried but need not be marked unless necessary for reference or display.

### *2.6.13.2 Packing*

Marine shell should be bagged and labelled in the same way as bulk finds (2.6.9.2). Non-marine shell should be stored in clear sealable glass or plastic phials (see Additional Resources 1 for list of suppliers) which are labelled with the:

*site code*
*context*
*sample*
*species (if sorted)*

### *2.6.13.3 Boxing*

Bags of phials should be stored in Standard boxes, protected by an inert material such as polythene foam, bubble wrap or acid-free tissue (see Additional Resources 1). Alternatively, they may be placed in clear polystyrene boxes (for list of suppliers see Additional Resources 1), supported by an inert material. Bags should be closed and labelled as described for bulk finds (Section 2.6.9.2); pre-printed bulk labels should additionally record the sample number. Boxes must not be overfilled. They must be labelled as for bulk finds (2.6.9.4). A box must contain material from only one site.

Document the box contents in the same way as for bulk finds (2.6.9.5) and document *either* on the Finds Inventory *or* a separate Ecofacts Inventory (see 2.5.1), though continuing the box numbering system.

## 2.6.14 Samples

### *2.6.14.1 Plant macro remains*

Unprocessed samples will not be accepted for long-term storage (see Section 2.5.1). When processed material is prepared for archive deposition, note that flots and material sorted from residues **must be bagged separately**.

Artefacts and animal bones resulting from processing should be boxed with their material eg, pottery wih pottery, with the sample number noted on the bag labels and in the Finds Inventory (2.3.4.1).

***Flots***

Flots in industrial methylated spirit (IMS) should ideally be boxed separately from the rest of the material, but they may share the same box if there is only a small amount of material. The contents of the box however, should be **clearly marked and labelled with the appropriate hazard (flammable) labels**. A 'hazard' note should also be added to the comments field of the Finds Inventory (2.3.4.1).

***Non-waterlogged remains***

Remains recovered from non-waterlogged samples should be dried and stored in unperforated clear polyethylene bags.

Fragile items may be stored in:

Clear sealable glass/plastic phials or jars:

- Either within a bag
- Or in polystyrene tube holders, in sample number order; the tube holder should be marked with the site code and sample numbers.

A waterproof label written in sharp pencil, recording site code, sample number, context number and contents, should be placed where clearly visible inside the jar or phial (if possible).

Bags should be closed and labelled as described for bulk finds (2.6.9.2); pre-printed bulk labels should additionally record the sample number.

Boxing

Bags of phials or jars and polystyrene tube holders (the latter cut to fit as necessary) should be stored in Standard boxes, protected by an inert material such as polythene foam, bubble wrap or acid-free tissue (see Additional Resources 1). Boxes should be labelled as described for bulk finds (2.6.9.4).

***Waterlogged remains***

- Remains from waterlogged samples must be stored in 70% IMS/30% water in clear sealable phials or jars, although identified wet wood from flots may be dried and stabilized and packed in unperforated clear polyethylene bags (see non-waterlogged remains).
- The phials or jars should be of glass with good quality seals to minimize evaporation (see Additional Resources 1 for suppliers).
- A waterproof label written in sharp pencil, recording site code, sample number, context number and contents, should be placed where clearly visible inside the jar or phial (if possible). At the discretion of the depositing body, a second label may be attached to the outside of the jar or phial.
- They may be stored as for non-waterlogged samples, in tube holders and polystyrene boxes. The box **must be clearly marked and labelled with the appropriate hazard (flammable) labels**; a 'hazard' note should also be added to the comments field of the Finds Inventory (2.3.4.1).

Flots and material from residues must be bagged and labelled as described for bulk finds (2.6.9.3); the label should also record the sample number.

Boxing

- The bags should be stored in sample number order in **standard** boxes.
- Boxes must contain material from only one site and must not be overfilled, ie, not more than 2 deep.
- They must be labelled as for bulk finds (2.6.9.4).

Document the box contents in the same way as for bulk finds (2.6.9.5) and document *either* on the Finds Inventory *or* a separate Ecofacts Inventory (see 2.5.1), though continuing the box numbering system.

### *2.6.14.2 Sediment and soil*

Remains recovered from processed samples should be stored as described for plant macro remains (2.6.14.1).

Unprocessed and monolith samples will **not** be accepted for long-term storage (2.5.1 and 2.5.7.1).

Soil micromorphology thin sections/slides must be deposited.

Slides should be dry-mounted, the coverslip permanently sealed (with a dot of nail varnish on each of the four corners).

- The slides must be clearly marked with the site code and sample number by using permanent marking on the slide mount itself (see list of suppliers, Additional Resources 1).
- All slides must be placed in a self-seal bag, clearly labelled with the site code and sample number.

Boxing
The bags must be placed in sample number order within a standard box. A box must contain material from only one site.

Document the box contents in the same way as for bulk finds (2.6.9.5) and document *either* on the Finds Inventory *or* a separate Ecofacts Inventory (see 2.5.1), though continuing the box numbering system.

### *2.6.14.3 Microremains*

Categories of material, ie, pollen, diatoms, forams, which have been mounted on slides must be sealed permanently, clearly marked with the site code and sample number, and deposited in the archive.

Slides should be placed in labelled slide carriers or boxes and then placed in labelled standard boxes in sample number order. Boxes should be labelled as described for bulk finds (Section 2.6.9.4).

Other categories, ie, insects, where dry, should be separated into glass or plastic phials and treated as for plant macro remains (Section 2.6.14.1). Wet remains should be placed in 70% IMS/30% water and sealed in high quality phials to minimize evaporation. All labelling should follow that described for plant macro remains, **including the appropriate hazard (flammable) labels**; hazards should also be noted on the Finds Inventory (see 2.6.14.1).

Document the box contents in the same way as for bulk finds (2.6.9.5) and document either on the Finds Inventory or a separate Ecofacts Inventory (see 2.5.1), though continuing the box numbering system.

### *2.6.14.4 Wood*

Samples of structural timber retained for reference or display must have been cleaned and conserved. They should be bagged or wrapped, labelled, and - depending on size - boxed, crated or paleted as described for large registered finds (Section 2.6.10.2 – 2.6.10.4; 2.6.10.7). Document the container contents in the same way as for bulk finds (2.6.9.5).

Unanalysed structural and dendrochronological timber samples will **not** be accepted for long-term storage by the Museum of London (see Section 2.4.6.1).

Charcoal, where retained, should be bagged, labelled and boxed as for bulk finds (2.6.9).

Wet wood sorted from a flot and identified should be stored in a glass jar or phial of suitable size, see Plants 2.6.14, Waterlogged remains.

#### *2.6.14.5 Radiometric samples*

Radiocarbon samples will **not** be accepted as part of an archive for storage (2.5.10), though there may be exceptional circumstances where they will be (2.5.10.1).

In exceptional circumstances then, bags of dried material should be stored in sample number order in a **standard** finds box, and bags of frozen material in a **Stewart** box suitable for use in a freezer, bagged and labelled as described for bulk finds (2.6.9.3); the label should also record the sample number. The bags should be stored in sample number order in **standard** boxes. Boxes must contain material from only one site and must be labelled with the site code, sample numbers, context numbers, and contents. The label must be identical to that used for bulk finds (Proforma 7a), and the box should contain samples from only one site. Boxes must not be overfilled.

Document the box contents in the same way as for bulk finds (2.6.9.5) and document *either* on the Finds Inventory *or* a separate Ecofacts Inventory (see 2.5.1), though continuing the box numbering system.

#### *2.6.14.5 Finds samples*

Finds samples should be bagged and boxed with the object as for registered finds and entered on the Finds Inventory.

## 2.6.15 Contaminated material

If finds or environmental material has been contaminated in any way by conditions on site – for example, by chemical waste – **this must be marked clearly on the packaging and box** by means of the appropriate hazard label (see Additional Resources 1 for suppliers). In addition, a report must be deposited in the Project Planning archive (see Section 1.1) and a note made in the Finds Inventory (Section 2.3.4.1).

## 2.6.16 Transportation

Complete the Final Transfer Summary sheet (see 2.6.2 and Proforma 15) for each archive, noting the number and type of boxes.