

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