

PREFACE AND ACKNOWLEDGEMENTS

The revised edition has its origins in work carried out in 1992-3 by David Lakin, developed by Nina Crummy in 1994 and completely revised by Francis Grew in 1998. Since 1998 the Archaeological Archive has been expanded and, in 2002, re-launched as the London Archaeological Archive and Research Centre (LAARC). Since that time a number of refinements and updates have become necessary to the Standards, as well as more detail on the presentation of some material, such as finds and environmental. In addition, the amount, variety and complexity of digital material produced in the course of archaeological projects has risen steadily to the point where it now affects virtually every type of traditional record, as well as leading to the creation of new types of records. At the same time, users of the archaeological resource have ever rising expectations of access, especially to on-line data. The Archaeological Archive has therefore made a major revision of its guidelines for depositing digital records, in conjunction with the establishing of a sound preservation and access system, and is gradually moving towards acceptance of digital-only records. Until the guidelines and systems have been tried and tested over a period of time, however, hard copy of many records will continue to be required.

The section on Digital Data was written by Ed Evans and revised by Joanna Wylie. Other contributions to the present document were made by Penny MacConnoran (MoLA, finds); Jane Sidell (English Heritage, environmental); Archaeological conservators (MoL, conservation). The present document was revised by Cath Maloney. Advice from Jane Corcoran (MoLA, Geoarchaeology) and Sarah Jones (MoLA Geomatics) is gratefully acknowledged. The work of staff in the Archaeological Archive is also gratefully acknowledged as it has led, and continues to lead, to improvements in packaging and documentation standards.

Contributions to earlier versions of the guidelines were also made by Cath Maloney and Alan Thompson (site records and photography); Andrew Roberts (finds, digital records and term lists); Helen Ganiaris, (conservation); and Hedley Swain (general policy); in addition, help and advice was given by Jez Reeve (*Greater London Archaeology Advisory Service*); Peter Rauxloh and Duncan Lees (*MoLAS*; surveying and digital archives); Julie Gardiner and Lorraine Mephram (*WA*); Anne Dodd (*OA*); Kathy Perrin and Adrian Brown (*Central Excavation Services, English Heritage*); Gill Andrews (*consultant*); Pippa Bradley (*OA*; flint recording); John Schofield (*MoL*; historic buildings and stonework); John Shepherd (*MoL*; storage methods and general); Kate Starling (*MoL*).

Cath Maloney
August 2009