

Additional Resources 4: Assembly of an archive (checklist)

- ✓ Assemble all the components of an archive (Section 1),
- ✓ Sort, group and package records (Section 2.1 and 2.6.1-8),
- ✓ Arrange for records to be microfilmed (Section 2.6.7),
- ✓ Check that finds and ecofacts are appropriately bagged, labelled, boxed, documented (including those that have been discarded) and their contents checked (Sections 2.3, 2.4, 2.5, 2.6.9-14),
- ✓ Transfer digital records to the Museum's FTP server (Section 2.7.1.2)
- ✓ Check that Deed of Transfer and the Deed of Intellectual Property Rights have been prepared and signed (Section 3),
- ✓ Document records on appropriate checklists (Proformas 9-14),
- ✓ Fill in Final Archive Summary for number of contexts (if appropriate) and numbers and types of boxes and containers (Proforma 15)
- ✓ Complete Part 2 of the Deposition form (this should have been received when the site code was requested).

Contact the records office for advice and date for delivery