

1 ARCHAEOLOGICAL ARCHIVES: TYPES AND CONTENTS

The purpose of Part 1 of these *Standards* is to examine overall issues concerned with the preparation and deposition of archives with the Museum of London.

In this document archives and their components are divided according to the English Heritage guidelines, *Management of Archaeological Projects* (English Heritage 1991). This distinguishes a number of **phases of activity** that together make up a fieldwork project of any size.

- Project planning (Phase 1; *this volume*, Section 1.1)
- Fieldwork – leading to the creation of a Site Archive (Phase 2; *this volume*, Section 1.2)
- Post-excavation assessment (Phase 3; *this volume*, Section 1.3)
- Analysis, report preparation and dissemination (Phases 4-5; *this volume*, section 1.4)

A single **project** may involve one or more of these activities, each with its own purpose and methodology. So far as **archiving** goes, project planning and fieldwork generate, almost entirely, **primary** material, whereas post-excavation assessment and publication generate **secondary** material – interpretations that might be revised by subsequent researchers. The Museum of London will maintain ‘originals’ of all secondary as well as primary records. **Copies** of some primary and secondary data will be mounted on ‘live’ systems so that the data can be developed by Museum staff and others.

It is especially important that assessment and research or publication is referenced in the archive by the particular data that underpins it, rather than in a more general way, perhaps by data compiled during a different phase of work. Entirely new data may have been created, and existing data may have been reworked to the extent that the connection between high-level interpretation and low-level source material is lost without explanation in the

archive. Consideration must be given, therefore, to structuring the archive so that subsequent users can follow the methodology used; judge the results achieved; and relate the project to other sources of information.

The following sections (1.1 – 1.4) summarise the general characteristics of the archives generated by each phase of work; comment on key features; and list the archive components that must be deposited. Alongside each component is a reference to the section in Parts 2 (*Archive components – standards and specifications*) and 3 (*Legal issues*) (2.1 – 2.7; 3.1 – 3.2) where the specification for recording and presentation is described in detail. In order to use the document, therefore, contractors should study:

- Part 1 (1.1 – 1.4) to identify the type of archive they wish to deposit
- Part 2 (2.1 – 2.7) to check the specifications for its different components
- Part 3 (3.1 – 3.2) to ensure they are aware of the legal issues involved in its transfer.

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

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

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

In the exceptional case of the deposition of an assessment or other report from a project where fieldwork has **not** subsequently taken place, depositors should consult the Appendix to Part 1 (*Deposition of desk-based assessment or survey reports that do not lead to fieldwork*).

1.1.1 Project designs

The Project Design – or, in the nomenclature of PPG16, the Written Scheme of Investigation (PPG16, paragraph 30) – is critical documentation, which **must always** be deposited with the archive. Its function is:

- To initiate the fieldwork project, be it in the context of a planning application, some other form of threat or a purely research goal

- To outline the aims of the investigation
- To describe the methods – fieldwork techniques, sampling strategies, recording systems and complementary research – that will be used to achieve the stated aims

Once the project has been completed and the archive deposited, such documentation becomes essential for assessing the value of the work and reinterpreting the information that was recovered.

The Greater London Archaeology Advisory Service has published guidance on project designs and their various elements (GLAAS 1998a), including the *brief* or *project outline* (initial requirements issued by the County Archaeologist) and the *specification* or *method statement* (the contractor's detailed proposals for implementing the brief). For more general guidance, see ACAO 1993, 5-6 and English Heritage 1991, 9-11. IFA

Some very small or rushed projects often do not have project designs, in which case a commissioning letter or notes will suffice.

1.1.2 Desk-based assessments

These reports are normally based on the study of existing sources and so no new primary data is generated; an exception is geoarchaeological assessments, for which deposit models are produced. Several guides to good practice are available (especially, GLAAS 1998b; also ACAO 1993, 13-14 (Appendices B-C); IFA 1994a revised 2001), and the depositor must be especially careful to ensure that:

- The limits of the site are fully defined, in relation both to current property boundaries and to the National Grid
- Scheduled Monuments are clearly identified
- Relevant previous archaeological observations are referenced – wherever possible – by Sites and Monuments Record numbers
- All other sources are fully referenced: for example, by bibliographic entries (published and unpublished reports and maps), serial numbers (aerial photographs and manuscripts), museum accession numbers (artefacts),
- Geotechnical borehole data and maps are included

The report must be marked with the site code and deposited in the project planning archive. Please deposit the report(s) in **both hard copy and digital format** (see Section 2.7.4 for digital specifications). If a report has been supplied by the client or other external body, a digital version would not be expected (but please note its exclusion from the Deed of Assignment or Licence (Legal Supplement 3.2.3.3)).

1.1.3 Geophysical and other forms of prospecting reports

During the planning phase of a project, surveys may be commissioned to determine the nature and extent of potential archaeological or geoarchaeological deposits. This section covers both *intrusive* surveys – typically, borehole surveys – and *non-intrusive* ones, including magnetometer, resistivity or ground-penetrating radar surveys.

The survey report and archive must contain:

- Location data. In the case of non-intrusive surveys, the full survey area must be precisely delineated in relation to current property boundaries and the National Grid. Borehole

positions must be plotted accurately on site location plans, and the height of all borehole observations must be expressed relative to Ordnance Datum.

- Analysis of the data itself. Particular attention should be paid to interpreting the results for the non-geophysicist and to relating them to existing sources of information (for guidance on referencing other sources, see Section 1.1.2).

If the survey has been commissioned specifically for the purposes of the archaeological project – rather than being a reuse of work commissioned by others as part of more general ground-works evaluation – it should also include:

- A method statement, including details about the equipment used.
- Details of the project brief and of any specific aims of the survey.

The site code must always be marked clearly on the report.

1.1.4 Correspondence

Some correspondence may contain confidential commercial details, and so the precise contents of the correspondence file will be at the discretion of the depositor. However, to allow as full a view as possible of a project, the following items must normally be included:

- details of project initiation (eg English Heritage standard letter and other correspondence supplementing the Project Design)
- details of relevant constraints (eg ownership, access restrictions, contamination – if these have not been covered fully in the Project Design)
- letter of commission/legal agreement
- licences (eg Ministry of Justice Exhumation Licence for the removal of human remains)
- all correspondence regarding surviving archaeological remains and preservation in situ

The Museum of London prefers to receive the original of any paper record, but, in the case of correspondence, a good-quality photocopy will be accepted (UKIC 1990, 3.1.2). If possible, the site code should be marked on each document.

1.1.5 Principal requirements for project planning archives

<i>Required components</i>	<i>Component specifications</i>	<i>Notes</i>	<i>Digital deposition requirements</i>
Project design	1.1.1	Must be deposited	Digital deposition optional (see 2.7.4 for specification)
Report(s) (desk-based assessments; survey reports)	1.1.2	If generated by the project	Digital deposition required for desk-based assessments; optional for survey reports (see 2.7.4 for specification)
Site definition and location data	2.1.1	Must be deposited	Digital deposition of location plans recommended (see 2.7.6 for specification)

Section drawings and transects	2.1.7	If generated by the project	Digital deposition optional (see 2.7.6 for specification)
Hand-written logs, notebooks etc	2.1.11	If generated by the project	
Deposit, terrain-modelling and other survey data	2.1.2	If generated by the project	Digital deposition of site grid transformation data required (see 2.7.4, 2.7.5 for specifications) Digital deposition of additional survey data optional (see 2.7 for various data format specifications)
Copyright licence	3.2	Must be deposited	
Correspondence, photographs, documentary material, press/PR and miscellaneous paperwork	1.1.4 (correspondence); 2.2 (photographs)	As generated by the project	Digital deposition of photographs optional (see 2.7.7 for specification)

Note

Depositors are encouraged to send a copy of all geophysical survey reports to the Centre for Archaeology (English Heritage), for inclusion in the national register of geophysical surveys. After abstracting, the report will be returned to the sender by the Centre for Archaeology.

1.2 Site archives

1.2.1 General

All fieldwork projects require the preparation of a **Site Archive** – even if the archaeological findings, in terms of deposits and cuts ('contexts') or artefacts/ecofacts, are minimal or none ('negative'). Fieldwork projects include field-walking; trial-trenching; watching-briefs and excavations. Building recording is also included here, because its methodology and products are similar to those employed and created during excavation or watching-brief projects.

In some cases the purpose of the fieldwork may be to inform the planning process through evaluation fieldwork leading to an **evaluation report**. If so, the completion and deposition of the Site Archive generally brings the project to a close. Alternatively, fieldwork may itself be the outcome of earlier phases of evaluation and can lead, in turn, to further stages of work, including **post-excavation assessments** and **research or publication** projects. These stages themselves generate specialised archives, which are discussed in Sections 1.3 and 1.4.

English Heritage's Recommended Standards for the Creation, Preparation, Deposition and Curation of *Archaeological Archives in England, Northern Ireland and Scotland* summarises the contents of the Site Archive and gives advice on the best overall approach to compiling it (English Heritage 1991, 30-1 (Appendix 3); 9-14). More detailed guides to good practice are also available, both on fieldwork generally (GLAAS 1998; IFA 1995 revised 2001), on evaluations (IFA 1994b revised 2001), on watching briefs (IFA 1994c revised 2001) and on the creation, preparation and curation of archaeological archives (Archaeological Archive Forum 2006).

All pre-planning, evaluation and excavation archives must be fully integrated and harmonised before deposition in the archive.

1.2.2 Integrity of the archive

The Site Archive represents the only primary surviving evidence of the site and, in most circumstances, the Museum of London will preserve it in its entirety. Copies of records and catalogues will be available on 'live' systems for reworking by researchers, **not** the originals themselves. Should it be felt necessary at some future stage to dispose of material from archives that have been deposited, the Museum reserves the right to do so but **undertakes to observe as a minimum standard** the Society of Museum Archaeologists' guidelines on *Selection, retention and dispersal of archaeological collections* (SMA 1993) or other appropriate national standards.

Contractors are asked to ensure that pre-planning, evaluation and excavation archives are fully integrated and harmonised – even when the work has been conducted by different organisations – before the archive is finally deposited (GLAAS 1998c, Section 8.2). When different phases of work are undertaken by different organizations, a new site code should be allocated (2.1.1.1), thereby ensuring that the primary records are distinct, with integration occurring at the post-excavation stage. Museum of London archive staff will facilitate access to material that has already been deposited. For example, when there are long gaps between successive phases of work, it may sometimes be appropriate for a contractor to deposit with the Museum the completed archive for (say) the evaluation; then subsequently to augment and integrate it with the archive for the excavation. Supplying a site archive directly to another contractor (when different phases of site work are carried out by different contractors)

is discouraged, but if it is necessary, then the original contractor should inform the Archaeological Archive and forward a list of all transferred items.

1.2.3 Field recording systems

1.2.3.1 Excavations, watching-briefs and trial-trenching

As stated in the Guidance Paper on *Standards and practices in archaeological fieldwork in London* (GLAAS 1998c, Section 5.2), by default, the recording systems used must be fully compatible with those described in the Museum of London's *Archaeological Site Manual* (1994). Alternative systems may be adopted from time to time, but only with the prior agreement of the local authority.

The essential components of a site archive generated by a typical site are tabulated in Section 1.2.4.

1.2.3.2 Field-walking

The recording and analytical techniques employed for a field-walking project have much in common with those employed for an excavation. The most important of these are:

- Accurate survey and location relative to the OS National Grid
- Precise definition of the collection units (the counterpart of excavation 'contexts') that give spatial significance to the material recovered
- Systematic analysis of artefacts, first at a 'basic record' level and then, if necessary, at a 'catalogue' level
- Coherent description of the project overall, and post-collection assessment of its archaeological value (applying techniques similar to those described below, Section 1.3)

The items that must be deposited in the Archive are, therefore, by and large a subset of those required to complete an excavation archive; they are tabulated in Section 1.2.5. For guidance on good field-walking practice in general, Wessex Archaeology's *Fieldwalking: surface artefact collection guidelines* (Farwell 1992) can be recommended.

1.2.3.3 Standing buildings

The recording of a standing building has much in common with that of an excavated site. The archive should include, therefore, a site code, survey data and context-type information. The way 'contexts' are allocated is known to vary between practitioners, but the identification and recording of the constituent elements of the building should be as detailed and formal as possible. We encourage contractors to express the relationships between elements – or 'contexts' – in the form of a Harris matrix; but this is not mandatory, particularly in the case of projects of a summary kind. Such artefactual or environmental material as is recovered – paint or wallpaper samples, for instance, and dendrochronological or radiocarbon samples – should be processed, documented and packaged in the same way as finds from excavations.

The necessary components of a standing building archive are tabulated in Section 1.2.6. The project should be carried out in compliance with the IFA *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (IFA 1996 revised 2001), and the report should conform **as a minimum** to the specification presented in Annex 2. For CAD drawings (Computer Aided Draughting) standardized conventions of

English Heritage (2006, http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_2.pdf) or the Centre for the Study of Architecture (CSA, <http://csanet.org/>) should be used.

1.2.4 Principal components of a site archive

<i>Component</i>	<i>Component specifications</i>	<i>Notes</i>	<i>Digital deposition requirements</i>
Site location plan(s)	2.1.1.2	Must be deposited	Digital deposition recommended (see 2.7.6 for specification)
Survey data	2.1.2 (surveys); 2.1.3 (levels)	Must be deposited	Digital deposition required for site grid transformation data (see 2.7.4, 2.7.5 for specifications) and for levels data if created digitally (see 2.7.6 for specification) Digital deposition of additional survey data optional (see 2.7 for various data format specifications)
Site abstract	2.1.13	Must be deposited	Digital deposition required (see 2.7.4 for specification)
Context records	2.1.4 (context sheets)	Must be deposited, unless the site is 'negative'	
Context register/index	2.1.9	Must be deposited if there are contexts	Digital deposition required (see 2.7.5 for specification)
Trench record(s) and other site record sheets	2.1.6	If generated by the project	
Site drawings, including geoarchaeological transects	2.1.7 (drawings)	If generated by the project	Digital deposition optional (see 2.7.6 for specification)
Plans, sections & other drawings registers	2.1.10	Must be deposited if there are site drawings	Digital deposition recommended (see 2.7.5 for specification)
Context matrix	2.1.8	Must be deposited if there are stratigraphic relationships between contexts	Digital deposition required for matrices created digitally (see 2.7.10 for specification)
Site notes and diaries	2.1.11	If generated by the project	
Fieldwork photographs	2.1.12; 2.2	If generated by the project	Digital deposition required for images captured with digital media (see 2.7.7 for specification)

Images register	2.2.3	Must be deposited if there are photographs	Digital deposition required (see 2.7.5 for specification)
Finds (artefacts)	2.3.1 (collection & retention); 2.6.9 – 2.6.10 (ordering & packing); 2.4 (conservation)	If the site yielded finds	
Basic finds records	2.3.4.1 (finds inventory); 2.3.4.2 (bulk finds records); 2.3.4.3 (registered finds records); 2.3.4.4 (building material records); X-ray plates (2.4.2)	If the site yielded finds, a finds inventory must in all cases be deposited; other records should be deposited if the site yielded finds of the types specified	Digital deposition required for finds inventory (see 2.7.5 for specification)
Environmental material (ecofacts)	2.5.2 (animal bone); 2.5.3 (human bone); 2.5.4 (shell); 2.5.6.(plant macrofossils); 2.5.7 (sediment and soil samples); 2.5.8 (microfossils); 2.5.9 (wood samples); 2.5.10 (radiometric dating samples); 2.6.11 – 2.6.14 (ordering & packing)	If the site yielded environmental material	
Environmental records	2.5.2 (animal bone); 2.5.3 (human bone); 2.5.4 (shell); 2.5.5 (sample register); 2.5.6.(plant macrofossils); 2.5.7 (sediment and soil samples); 2.5.9 (wood samples); 2.5.10 (radiometric dating samples); 2.6.3 – 2.6.8 (ordering & packing)	If the site yielded environmental material of the types specified	Digital deposition of sample register required (see 2.7.5 for specification)
Reports	2.1.15, 2.6.4 (ordering and packing)	Watching brief, evaluation, excavation, other	Digital deposition required (see 2.7.4 for specification)
Publications	-	Interim reports, press releases etc. Summaries in national journal 'round-ups' and <i>London Archaeologist</i> need not be supplied. Originals (not photocopies) should usually be deposited	Digital deposition optional (see 2.7.4 for specification)
Bibliography	2.1.20	Must be deposited, unless no reports or publications have been produced	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Transfer of title	3.1	Must be deposited	
Copyright assignment or licence	3.2	Must be deposited	

1.2.5 Principal components of a field-walking archive

<i>Component</i>	<i>Component specifications</i>	<i>Notes</i>	<i>Digital deposition also required?</i>
Site location plan(s)	2.1.1.2	Must be deposited	Digital deposition recommended (see 2.7.6 for specification)
Survey data	2.1.2 (surveys)	Must be deposited	Digital deposition required for site grid transformation data (see 2.7.4, 2.7.5 for specifications) Digital deposition optional for additional survey data (see 2.7 for various data type specifications)
Site abstract	2.1.13	Must be deposited	Digital deposition required (see 2.7.4 for specification)
Field-walking collection unit records	2.1.5	Must be deposited	
Site notes and diaries	2.1.11	If generated by the project	
Fieldwork photographs	2.1.12; 2.2	If generated by the project	Digital deposition required if images captured digitally (see 2.7.7 for specification)
Images register	2.2.3	Must be deposited if there are photographs	Digital deposition required (see 2.7.5 for specification)
Finds (artefacts)	2.3.1 (collection & retention); 2.6.9 – 2.6.10 (ordering & packing); 2.4 (conservation)	If the site yielded finds	

Basic finds records	2.3.4.1 (finds inventory); 2.3.4.2 (bulk finds records); 2.3.4.3 (registered finds records); 2.3.4.4 (building material records); X-ray plates (2.4.2)	If the site yielded finds, a finds inventory must in all cases be deposited; other records should be deposited if the site yielded finds of the types specified	Digital deposition required for finds inventory (see 2.7.5)
Environmental material (ecofacts)	2.5.2 (animal bone); 2.5.3 (human bone); 2.5.4 (shell); 2.5.6 (plant macrofossils); 2.5.7 (sediment and soil samples); 2.5.8 (microfossils); 2.5.9 (wood samples); 2.5.10 (radiometric dating samples); 2.6.11 – 2.6.14 (ordering & packing)	If the site yielded environmental material	
Environmental records	2.5.2 (animal bone); 2.5.3 (human bone); 2.5.4 (shell); 2.5.5 (sample register); 2.5.6.(plant macrofossils); 2.5.7 (sediment and soil samples); 2.5.9 (wood samples); 2.5.10 (radiometric dating samples); 2.6.3 – 2.6.8 (ordering & packing)	If the site yielded environmental material of the types specified	Digital deposition of sample register required (see 2.7.5 for specification)
Report	2.1.15, 2.6.4 (Ordering and Packing)		Digital deposition required (see 2.7.4 for specification)
Publications	-	Interim reports, press releases etc. Summaries in national journal 'round-ups' and London Archaeologist need not be supplied. Originals, not photocopies, should normally be deposited	Digital deposition optional (see 2.7.4 for specification)
Bibliography	2.1.20	Must be deposited, unless no reports or publications have been produced	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Transfer of title	3.1	Must be deposited	

Copyright assignment or licence	3.2	Must be deposited	
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1.2.6 Principal components of a standing building archive

<i>Component</i>	<i>Component specifications</i>	<i>Notes</i>	<i>Digital deposition also required?</i>
Site location plan(s)	2.1.1.2	Must be deposited	Digital deposition recommended (see 2.7.6 for specification)
Survey data	2.1.2 (surveys); 2.1.3 (levels)	Must be deposited	Digital deposition required for site grid transformation data (see 2.7.4, 2.7.5 for specifications) and for levels data if created digitally (see 2.7.6 for specification) Digital deposition optional for additional survey data (see 2.7.6, 2.7.8, 2.7.9 for specification)
Site abstract	2.1.13	Must be deposited	Digital deposition required (see 2.7.4 for specification)
'Context' records	2.1.4	If generated by the project	
Context register/index	2.1.9	Must be deposited if there are context records	Digital deposition required (see 2.7.5 for specification)
Other site record sheets	2.1.6	If generated by the project	
Site drawings	2.1.7 (drawings)	If generated by the project	Digital deposition optional (see 2.7.6 for specification)
Plans, sections & other drawings registers	2.1.10	If generated by the project	Digital deposition optional (see 2.7.5 for specification)
Context matrix	2.1.8	Optional	Digital deposition required for matrices created digitally (see 2.7.10 for specification)
Site notes and diaries	2.1.11	If generated by the project	
Fieldwork photographs	2.1.12; 2.2	If generated by the project	Digital deposition required for images captured digitally (see 2.7.7 for specification)
Images register	2.2.3	Must be deposited if there are photographs	Digital deposition required (see 2.7.5 for specification)

Finds (artefacts)	2.6.9 – 2.6.10 (ordering & packing); 2.4 (conservation)	Paint, wallpaper samples etc; loose building materials	
Basic finds records	Finds inventory (2.3.4.1); building material records (2.3.4.4)	If the site yielded finds, a finds inventory must in all cases be deposited; other records should be deposited if the site yielded finds of the types specified	Digital deposition required for finds inventory and recommended for bulk ceramic building material catalogues (see 2.7.5 for specification)
Environmental material	2.5.5 [samples register); 2.5.9 (wood samples); 2.5.10 (radiometric dating samples); 2.6.11 – 2.6.14 (ordering & packing)	Dendrochronological and other samples	
Environmental records	2.5.9 (wood samples); 2.5.10 (radiometric dating samples); 2.6.3 – 2.6.8 (ordering & packing)	If the site yielded material of the types specified	Digital deposition of sample register required (see 2.7.5 for specification)
Report	2.1.15, 2.6.4 (Ordering and Packing)		Digital deposition required (see 2.7.4 for specification)
Publications	-	Interim reports, press releases etc. Summaries in national journal 'round-ups' and <i>London Archaeologist</i> need not be supplied. Originals, not photocopies, should normally be deposited	Digital deposition optional (see 2.7.4 for specification)
Bibliography	2.1.20	Must be deposited, unless no reports or publications have been produced	Digital deposition required (see 2.7.4, 2.7.5 for specification)
Transfer of title	3.1	Must be deposited	
Copyright assignment or licence	3.2	Must be deposited	

1.3 Post-excavation assessment archives

1.3.1 General

The process of post-excavation assessment is fully described in *Management of Archaeological Projects* (English Heritage 1991, 15-19; 32-3). This is a very important phase of work, the principal aims of which are to:

- summarise and make preliminary interpretations of all the data in the Site Archive, including geoarchaeological data
- assess the potential of the data for further analysis – both in the context of interpreting the site itself and in the context of addressing wider archaeological research objectives
- act as a brief for those undertaking a further phase of analysis
- make recommendations on the curation and ordering & packing of material in the Site Archive

It is essential that assessment culminates in a **single** Assessment Report, with – in the case of projects that proceed to the analysis stage – an **Updated Project Design**. Specialised finds, environmental, geoarchaeological or conservation assessment reports may often be produced – and, in the case of multi-site post-excavation projects, reports on individual sites within a study area – but these should be contributory documents within a co-ordinated and integrated process.

Contractors are encouraged to deposit generic methodology and policy documents with the Archive in order to avoid repetitively supplying the same information.

1.3.2 Integrity of the archive

The purpose of the Post-excavation Assessment Archive is to document and support the interpretation and recommendations that have been proposed in the report. It is at this stage that stratigraphy first receives detailed analysis, and that individual contexts are assembled into larger units that represent successive stages of land or building usage. The procedures employed will vary from contractor to contractor, and in response to the nature of the site and the fieldwork brief. It is essential, therefore, that they are fully described in a **method statement** in the Assessment Report.

So far as the archive goes, particular attention should be paid to documenting and justifying the assembly of individual contexts into ‘subgroups’, ‘groups’ or ‘phases’ (see Section 2.1.18). Individual practice will vary, but this might be done by:

- Text description in the Assessment report itself
- Use of a pro forma sheet suitable for groups of contexts as well as individual contexts
- Description added to the Index of Archaeological Association (Section 2.1.18)

The final ‘group’ or ‘phase’ structure should be expressed in the form of:

- Interpretative ‘group’ or ‘phase’ drawings
- A ‘group’ or ‘phase’ matrix

- An Index of Archaeological Association

Datable finds – chiefly pottery, coins, clay tobacco pipes and flints – must be catalogued (Section 2.3.5), and when all the available evidence has been considered, a date should be given to each phase or group. The system outlined above, which has been employed successfully in the past and can best be accommodated within the Museum of London’s information systems, **should be regarded as the default**, at least for large urban excavations. Other systems must be carefully documented, and the archive structured accordingly.

The Museum of London proposes to maintain an original version of the entire assessment archive. At the same time – because this is entirely secondary, not primary, data - copies of the catalogues and databases will be made available on ‘live’ systems for reworking by future researchers. Should new interpretations be made, or new assessments produced, these will be added to the original archive as appropriate.

1.3.3 Principal components for post-excavation assessment archives

<i>Required components</i>	<i>Component specifications</i>	<i>Notes</i>	<i>Digital deposition requirements</i>
Assessment report	1.3.1-1.3.2; 2.1.15, 2.6.4 (ordering and packing)	Including a method statement	Digital deposition required (see 2.7.4 for specification)
Updated Project Design	1.3.1	If assessment recommends that the project should proceed to the analysis stage	Digital deposition recommended (see 2.7.4 for specification)
Specialised assessment reports	2.3.6.2 (finds); 2.4.7 (conservation); 2.5.11.2 (environmental, including geoarchaeology)	If generated by the project	Digital deposition required (see 2.7.4 for specification)
Index of archaeological association	2.1.19	Must be deposited if assessment recommends that the project should proceed to the analysis stage	Digital deposition required (see 2.7.5 for specification)
Interpretative drawings	2.1.16	Must be deposited if assessment recommends that the project should proceed to the analysis stage	Digital deposition required for drawings created digitally (see 2.7.6 for specification)

Group or phase matrix; land-use diagram	2.1.17 (matrices); 2.1.18 (land-use)	A group or phase matrix is mandatory for all but the simplest sites (see 2.1.17 for definition), but not a land-use diagram	Digital deposition required for matrices created digitally and optional for land-use diagrams created digitally (see 2.7.10 for specification)
Finds catalogues	2.3.5.1 (pottery); 2.3.5.2 (clay tobacco pipes); 2.3.5.3 (coins); 2.3.5.4 (flints)	Must be deposited if assessment recommends that the project should proceed to the analysis stage	Digital deposition required (see 2.7.5 for specification)
Bone and shell catalogues	2.5.2.3 (animal bone); 2.5.3.3 (human bone); 2.5.4.3 (shell)	Must be deposited if assessment recommends that the project should proceed to the analysis stage	Digital deposition required (see 2.7.5 for specification)
Environmental sample assessment	2.5.6.3 (plant macrofossils); 2.5.7.3 (sediment and soil samples); 2.5.8.3 (microfossils); 2.5.9.3 (wood); 2.5.10.3 (radiometric samples)	Must be deposited if assessment recommends that the project should proceed to the analysis stage	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Bibliography	2.1.20	Must be deposited, unless no reports or publications have been produced	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Copyright transfer or licence	3.2	Must be deposited	

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

1.4.1 General

The Research Archive contains the work undertaken to build the interpretations made in a published report. It is likely to include, therefore:

- Full versions of reports, only the conclusions of which have been published
- Documentation – in the form of text, diagrams or drawings – to support a reworking of the stratigraphy, beyond that already proposed in the Post-excavation Assessment archive.
- Detailed catalogues of finds and/or environmental material
- Detailed analytical data – especially data which has been ‘grouped up’ in the published report to form tables or diagrams

1.4.2 Integrity of the archive

The Museum of London proposes to maintain an original version of the entire research archive. At the same time, copies of the catalogues and databases will be made available on ‘live’ systems for reworking by future researchers. Should new interpretations be made, or new assessments produced, these will be added to the original archive as appropriate.

Original references for all published stratigraphic sequences, finds, environmental material and images must be provided so that they can be readily traced in the archive (concordances).

1.4.3 Principal components of the research archive

<i>Components</i>	<i>Component specifications</i>	<i>Notes</i>	<i>Digital deposition requirements</i>
Publication	-	Copy of monograph; offprint of journal paper(s). Originals must normally be supplied; photocopies only in exceptional circumstances	Digital deposition optional (see 2.7.4 for specification)
General reports, including publication texts	2.1.15, 2.6.4 (ordering and packing)	If generated by the project (final drafts only)	Digital deposition optional (see 2.7.4 for specification)
Index of archaeological association	2.1.19		Digital deposition required (see 2.7.5 for specification)

Concordances	2.1.20;	To ensure easy access to the archive via the publication	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Additional interpretative drawings (including publication drawings)	2.1.15, 2.1.16; 2.3.6.1; 2.5.11.3		Digital deposition required (see 2.7.7 for specification)
Finds specialist analyses and reports	2.3.6.1 (catalogues); 2.3.6.2 (analyses and reports); conservation (2.4.8)	If generated by the project	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Environmental specialist analyses and reports	2.5.11.3	If generated by the project	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Finds and environmental photography	2.2.1.2	If generated by the project	Digital deposition optional (see 2.7.7 for specification)
Images register	2.2.3	Must be deposited if there are photographs	Digital deposition required (see 2.7.5 for specification)
Bibliography	2.1.20	Must be deposited	Digital deposition required (see 2.7.4, 2.7.5 for specifications)
Copyright transfer or licence	3.2	Must be deposited	

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

It is becoming increasingly common for landowners or developers themselves to commission survey reports as they begin to formulate development schemes (*cf* Sections 1.1.2 and 1.1.3). Survey work of this type, which is often highly sophisticated and correspondingly important in terms of the archaeological evidence yielded, includes:

- 'Traditional' geophysical (magnetometer, resistivity)
- Ground-penetrating radar
- Borehole observation
- Sedimentary and general environmental sampling (see Section 2.4.5)
- Desk-based assessment
- Building survey

As soon as a planning application is made, reports such as these pass into the public domain, but until then they remain confidential between those who commissioned it and those who wrote it.

The Museum of London encourages developers and consultants to deposit assessment and survey reports whenever possible, even if they have not resulted in fieldwork or have not been used in support of planning applications. To encourage this the Museum of London will restrict access to the reports for an agreed period of time if requested by the depositor.

The following table summarises the circumstances in which desk-based assessments or survey reports may be deposited:

<i>Assessment scenario</i>	<i>Status of the assessment</i>	<i>Archiving</i>	<i>Digital deposition requirements</i>
Assessment has led to fieldwork; a site archive has been created and is to be deposited with the Museum	Public	Must be deposited with the rest of the site archive	Digital deposition required (see 2.7.4 for specification)
Assessment has been used in support of a planning application (successful or failed); but no fieldwork or consequent site archive	Public (available in Local Authority Planning Department)	Developers/consultants are strongly encouraged to deposit	Digital deposition recommended (see 2.7.4 for specification)
Assessment has not been used in support of a planning application	Private	Developers/ consultants are encouraged to deposit and make public	Digital deposition encouraged (see 2.7.4 for specification)