

NATIONAL STANDARDS FOR WALES FOR COLLECTING AND DEPOSITING ARCHAEOLOGICAL ARCHIVES

BACKGROUND

The aim behind all archaeological work of any scale is to gather information to the highest possible standard, to preserve this and to make this information accessible for future archaeologists, other interested enquirers and members of the public. By its very nature much archaeological work is destructive and provides a unique opportunity to investigate a particular place or landscape.

There is a need for a standard for the collection and preservation of archaeological archives within Wales and one, it is intended, that will be applied by all those generating and working with archaeological archives in Wales. Differing structures exist in Wales for the management of the archaeological process:

- The Welsh Archaeological Trusts (WAT) and the National Park Authorities that provide archaeological planning advice within Wales rather than local authority planning departments.
- The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) and Cadw are still separate organisations with defined roles.
- Cadw is now a division of Welsh Assembly Government.
- There is just one National Museum in Wales
- There is also a strong network of local museums working together as the Federation of Museums and Art Galleries in Wales.

This document seeks to complement the document *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation* published by the Archaeological Archives Forum (AAF) which is directly relevant only to England, Scotland and Northern Ireland. Users may find the detail contained within the AAF document to be helpful but should also remember that not all within it will be relevant to Wales. This Welsh document makes the process specific to the situation that exists in Wales. In the future the techniques used to study and interpret this record will advance making it essential that today's evidence is generated and cared for to the highest possible standard; effectively this is preservation of the archaeology by record.

This document has been prepared by the Working Group for the Delivery of the Recommendations of the *What's in Store?* Report and is a web-based document maintained by members of a future National Panel for Archaeological Archives in Wales.

CONTENTS

1. Definition of archaeological archive
2. Use of archives
3. The standard for Wales
4. Guidance notes
5. Appendices
 - 5.1 Organisations involved
 - 5.2 The roles of individuals
 - 5.3 Collecting areas
6. Useful References

1. DEFINITION OF ARCHAEOLOGICAL ARCHIVE

Archaeological archive is the outcome of any piece of archaeological work, whether destructive or not, that generates a record that needs to be preserved for posterity. This archaeological record can be small, perhaps a folder of notes and a computer file generated by a survey or a desk-top assessment of the existing archaeological records. It can also be large, the outcome of invasive work where evaluation or excavation work produces finds and associated paper, photographic or digital records.

2. USES OF THE ARCHAEOLOGICAL ARCHIVE

Archaeological work is undertaken for the benefit the public. The archaeological archive is therefore the product of such work. It is therefore important that archives generated by such work enter the public domain, within reason, as soon as possible following completion of the work. This may entail the deposition of the archaeological archive with a museum, RCAHMW or other relevant repository.

Education and outreach are important in raising public awareness of projects. Where health and safety regulations permit, archaeologists should aim to engage the local community with their work at appropriate times. Press and PR opportunities can be obtained through such means. It can also be helpful to engage the museum or RCAHMW who will be receiving the archives in this aspect of work as they may be able to help by mounting displays, or provide space on their website to give information about the project. Project archaeologists might present their work at public forums such as National Archaeology Week. Opportunities for school and community involvement may arise. Guidance may be obtained through the Council for British Archaeology's Education Officer or from museum education officers or community groups.

3. A STANDARD FOR COLLECTING AND DEPOSITING ARCHAEOLOGICAL ARCHIVES IN WALES

The archaeological brief and specification or project design

Where archaeological work is required to be undertaken as a response to proposed development a brief setting out the scope of the required archaeological work will normally be prepared by the relevant archaeological curator. In response to this brief an archaeological contractor will agree a specification with the Curatorial Archaeologist. Where archaeological investigation is not part of the development process, the research/project design or specification should be agreed by the appropriate Curatorial Archaeologist prior to any works commencing, in line with best practice and IFA standards and guidance. The specification or project design should identify the proposed repository for the archaeological archive as well as setting out the standards with which the project will comply.

PROJECT SET-UP

All archaeological work should be undertaken in line with an explicitly stated project proposal. Depending on the situation of the work this may be referred to by a variety of names; project design, research design, specification, written scheme of investigation, etc. This document will set out the specific objectives and methodology of the project.

Project archives will normally fall into one of two categories:

A) Records-only projects

Projects where there is an expectation that the archive will only comprise records (paper, photographic, digital etc.).

B) Projects where there is an expectation of data beyond records

Projects where there is an expectation of archaeological data beyond records may include one or more of the following: finds, including finds that may require specialist lifting or immediate conservation and samples or data that make the project more complex.

The following should be used as guidance – it should be remembered that archaeology is not always easily predicted and a project may change scale quite unexpectedly. In these situations a project archaeologist may need to recap some stages to ensure that all aspects of the standard are covered.

A. RECORDS-ONLY PROJECTS

A1. PROJECT PLANNING

- A1.1 Decide upon a place of deposit for archive generated by an archaeological project and ensure that the future repository is willing to accept the archive.
- A1.2 Ensure that the Curatorial Archaeologist is aware of the place of deposition.

A2. ARCHAEOLOGICAL WORK

- A2.1 The archaeological work must be undertaken to a recognised standard.
- A2.2 Digital data standards must be agreed and adhered to.

A3. SITE RECORDS

- A3.1 Information, including digital information, must be collected and organised to recognised standards.
- A3.2 Liaison must take place between the Project Archaeologist and repository about how site records should be presented to them. Conditions of deposit and copyright should be agreed with the repository.
- A3.3 All site records must be prepared to the agreed standards.

A4. PREPARING FOR THE TRANSFER OF ARCHIVE

- A4.1 Once all specialist reports are received and any disposal strategy implemented, the site archive must be brought together and prepared for transfer to a repository.
- A4.2 Intellectual Property Rights must be defined and recorded for each piece of written and photographic work.
- A4.3 If a repository for the archive has not already been agreed, or has changed, seek to ensure that the planned place of deposit is willing to accept the archive. Ensure that legal ownership is transferred to the repository.
- A4.4 All records must be packaged, prepared and listed to the standards agreed with the repository.
- A4.5 Supplementary information e.g. publication report should be provided to the repository.

A5. SIGNING OFF

- A5.1 Once the repository agrees to accept the archive an Entry Form will be issued to the Project Archaeologist.
- A5.2 The Project Archaeologist must send a copy of the Entry Form to the Curatorial Archaeologist as confirmation that the work is completed.
- A5.3 The Local Planning Authority may need to be advised of the completion of the work.
- A5.4 Other curators or funding bodies (Cadw, HLF, etc.) may need to be advised of the completion of the work.

B) PROJECTS WITH AN EXPECTATION OF DATA BEYOND RECORDS

B1. PROJECT PLANNING

- B1.1 Agree a place of deposit for archive generated by an archaeological project with the landowner.
- B1.2 Seek to ensure that the future repository is willing to accept the archive. **Note** – it may not always be possible to achieve this at this stage, in which case see *B5 Preparing for the transfer of archive*.
- B1.3 Ensure that legal ownership is transferred by the landowner to the repository if it is possible to do so.
- B1.4 Ensure that the Curatorial Archaeologist is aware of the place of deposition.
- B1.5 Refine the project design to meet any criteria suggested by the repository.
- B1.6 If the project may recover one or more of the following types of data: finds of a higher significance, finds that require specialist lifting, finds that require immediate conservation, medium to large scale volume of finds, then inform a conservator of the project and provide them with an opportunity to contribute to the project design.
- B1.7 If the project may require input from specialists, inform them of the project and provide them with an opportunity to contribute to the project design.
- B1.8 Refine the project design and inform the Curatorial Archaeologist.

B2. ARCHAEOLOGICAL WORK

- B2.1 The archaeological work must be undertaken to a recognised standard.
- B2.2 Digital data standards must be agreed and adhered to.

B3. DEALING WITH FINDS/ENVIRONMENTAL SAMPLES

- B3.1 Should complex problems with objects be encountered consultation must take place with a conservator.
- B3.2 Consultation must take place with specialists as appropriate as the project progresses. If large wooden objects are encountered a wood specialist must be consulted.
- B3.3 In the event of the discovery of human remains obtain a licence from the Department for Constitutional Affairs and follow best practice guidelines.
- B3.4 Should items that may constitute Treasure be discovered inform the Coroner.
- B3.5 Consult finds specialists to ensure that any specific requirements they may have are known and considered.
- B3.6 If finds are discovered ensure that they are washed and cleaned appropriately.
- B3.7 A selection, retention and disposal strategy must be agreed upon with the Curatorial Archaeologist and receiving Museum Curator.
- B3.8 A conservation assessment should be obtained on all significant finds generated by the project.
- B3.9 Should there be any finds that specialists or the receiving museum require to be labelled these should be marked to mda standards.
- B3.10 Packaging of finds must be undertaken using archival quality materials and in such a way that micro-environments appropriate for the materials are maintained.
- B3.11 All finds must be stored to their optimum requirements throughout the process of post-excavation and specialist reporting.

B4. SITE RECORDS

- B4.1 Information, including digital information, must be collected and organised to recognised standards.
- B4.2 Liaison must take place between the Project Archaeologist and repository about how site records should be presented to them. Conditions of deposit and copyright should be agreed with the repository.
- B4.3 All site records must be prepared to the agreed standards.

B5. PREPARING FOR THE TRANSFER OF ARCHIVE

- B5.1 If a repository for the archive has not already been agreed, or has changed, ensure that it is willing to accept the archive. Ensure that legal ownership is transferred by the landowner to the repository.
- B5.2 Once any specialist reports commissioned are received and any disposal strategy implemented, the site archive must be brought together to prepare for transfer to a repository.
- B5.3 All finds, samples and records must be packaged, prepared and listed to the standards agreed with the repository.
- B5.4 In the event that a museum is not receiving the full site records, copies of paper site records essential for the interpretation of finds/samples must be supplied.
- B5.5 Supplementary information e.g. publication report should be provided to the repository.
- B5.6 Intellectual Property Rights must be defined for each piece of written and photographic work.

B6. SIGNING OFF

- B6.1 Once the repository receives the archive an Entry Form will be issued to the Project Archaeologist.
- B6.2 The Project Archaeologist must send a copy of the Entry Form to the Curatorial Archaeologist as confirmation that the work is completed.
- B6.3 The Local Planning Authority may need to be advised of completion of work.
- B6.4 Other curators or funding bodies (Cadw, HLF, etc.) may need to be advised of completion of work.

4. GUIDANCE NOTES

A. RECORDS-ONLY PROJECTS

A1. PROJECT PLANNING

	Standard	Responsible body / person	Consultation Required	Guidance
A1.1	Decide upon a place of deposit for archive generated by an archaeological project. Ensure that the future repository is willing to accept the archive.	Project Archaeologist or Project Instigator	Curatorial Archaeologist and Archivist	<p>The archive or museum identified as potentially the most appropriate repository for a particular excavation archive should be approached at this stage to ensure that they are willing to accept it. Any terms and conditions that may be made must be defined.</p> <p>It is recommended that all contractors send all relevant repositories a standard letter informing them of the intended work that will generate an archive. Then contact should be made with the relevant archivist to ensure that an agreement in principle exists for the transfer of ownership of any records generated by the piece of work.</p>
A1.2	Ensure that the Curatorial Archaeologist is aware of the place of deposition.	Project Archaeologist	Curatorial Archaeologist	The Curatorial Archaeologist needs to be informed of the decision that has been taken about where the archive will be deposited.

A2. ARCHAEOLOGICAL WORK

	Standard	Responsible body / person	Consultation Required	Guidance
A2.1	The archaeological work must be undertaken to a recognised standard.	Project Archaeologist	Archivist	The recognised standards are the IFA Standards and Guidance. However, the English Heritage Centre for Archaeology Recording Manual 2005 and the Museum of London Archaeological Recording Manual provide examples of best practice.
A2.2	Digital data standards must be agreed and adhered to.	Project Archaeologist	Archivist and Curatorial Archaeologist	IFA guidelines and RCAHMW can supply specifications for intended digital deposits. Other organisations that can provide initial guidance are the Archaeology Data Service (ADS), the Association for Geographical Information (AGI), Intra-Governmental Group on Geographic Information (IGGI) and the National Archives.

A3. SITE RECORDS

	Standard	Responsible body / person	Consultation Required	Guidance
A3.1	Information, including digital information, must be collected and organised to recognised standards.	Project Archaeologist	Archivist	A list of the contents and quantity of the project archive should be included in any project report along with details of the proposed agreed repository. Depositors should ensure that the intended repository is able to take the proposed volume of records and that they will ensure its future, integrity and use. If, for example following a Project Review in line with MoRPHE (EH 2005) and MAP 2 (EH 1991), further analysis and reporting are required the temporary proposed location of the archive will be identified in the report.
A3.2	Liaison must take place between the Project Archaeologist and repository about how site records should be presented to them. Conditions of deposit and copyright should be agreed with the repository.	Project Archaeologist	Archivist	The repository will provide current guidance on how records should be presented or ordered, including up-to-date specifications for digital data. However, where possible, it is advisable that such guidance be sought before production of the records begins.
A3.3	All site records must be prepared to the agreed standards.	Project Archaeologist	Archivist	All site records should be completed and fully cross-referenced. A detailed catalogue should be included with the archive. Written and signed details of copyright and conditions of deposit, as agreed with the repository, should be included.

A4. PREPARING FOR THE TRANSFER OF ARCHIVE

	Standard	Responsible body / person	Consultation Required	Guidance
A4.1	Once all specialist reports are received and any disposal strategy implemented, the site archive must be brought together and prepared for transfer to a repository.	Project Archaeologist	Curatorial Archaeologist	The timescale for this should be less than five years from completion of the archaeological work. Ideally the archive should be delivered in full.
A4.2	Intellectual Property Rights must be defined and recorded for each piece of written and photographic work.	Project Archaeologist	Archivist	The future repository may have its own guidelines about this. The mda website has useful links to relevant sources of advice on Intellectual Property Rights.
A4.3	If a repository for the archive has not already been agreed, or has changed, seek to ensure that the planned place of deposit is willing to accept the archive. Ensure that legal ownership is transferred to the repository.	Project Archaeologist	Archivist	The archive or museum identified as potentially the most appropriate repository for a particular excavation archive should be approached to ensure that they are willing to accept it. Any terms and conditions that may be made must be defined. Legal transfer of title documents should be signed by the archaeological contractor.
A4.4	All records must be packaged, prepared and listed to the standards agreed with the repository.	Project Archaeologist	Archivist	Full lists containing the detail of the contexts of each box should be prepared and transferred in hard copy and in digital format if appropriate.
A4.5	Supplementary information e.g. publication report should be provided to the repository.	Project Archaeologist		Supplementary information for instance a copy of an archive or publication report should be submitted.

A5. SIGNING OFF

	Standard	Responsible body / person	Consultation Required	Guidance
A5.1	Once the repository agrees to accept the archive an Entry Form will be issued to the Project Archaeologist.	Archivist	Project Archaeologist	The Entry Form will act as acceptance of the archive and confirmation that the standards required have been met. If this is not the case the archive must be declined and the Project Archaeologist asked to rectify matters to meet the standard deemed acceptable.
A5.2	The Project Archaeologist must send a copy of the Entry Form to the Curatorial Archaeologist as confirmation that the work is completed.	Project Archaeologist	Curatorial Archaeologist	
A5.3	The Local Planning Authority may need to be advised of the completion of the work.	Curatorial Archaeologist	Local Planning Authority	If a condition has been placed on planning consent the Local Planning Authority must be advised to discharge any condition upon confirmation of transfer.
A5.4	Other curators or funding bodies (Cadw, HLF, etc.) may need to be advised of the completion of the work.	Project Archaeologist	Cadw / relevant funding bodies etc.	In the event that other curators or funding bodies (e.g. Cadw, HLF, etc.) should also require submission of archives to an appropriate repository as part of their agreement of project designs or specifications or as a condition of grant aid, then all those who have been involved during the process, including RCAHMW, whether in receipt of an archive or not, should be informed that work has been completed.

B) PROJECTS WITH AN EXPECTATION OF DATA BEYOND RECORDS

B1. PROJECT PLANNING

	Standard	Responsible body / person	Consultation Required	Guidance
B1.1	<p>Agree a place of deposit for archive generated by an archaeological project with the landowner.</p>	<p>Project Archaeologist or Project Instigator</p>	<p>Landowner; Curatorial Archaeologist</p>	<p>To consult with the landowner over future ownership issues to identify and agree the place of deposit for the archive generated by the archaeological project.</p> <p>Legal ownership of any finds, with the exception of Treasure, generated by a particular piece of work lies with the landowner. Ultimately it is the landowner's decision where these are deposited. Most landowners will require guidance about the most appropriate place for them to deposit any finds recovered from their land. In some instances it may be difficult to achieve this, in which case advice should be sought from the repository deemed by the Curatorial Archaeologist to be the most appropriate for receipt of the archive.</p>
B1.2	<p>Seek to ensure that the future repository is willing to accept the archive.</p> <p>Note – it may not always be possible to achieve this at this stage, in which case see B5 <i>Preparing for the transfer of archive</i>.</p>	<p>Project Archaeologist</p>	<p>Museum Curator or Archivist</p>	<p>The museum or archive identified as potentially the most appropriate repository for a particular excavation archive should be approached at this stage to ensure that they are willing to accept it. Any terms and conditions that may be made must be defined.</p> <p>It is recommended that all contractors send all relevant repositories a standard letter informing them of the intended work that may or will generate an archive. Then contact should be made with the relevant collections/archives manager to ensure that an agreement in principle exists for the transfer of ownership of any finds and records generated by the piece of work.</p>

	Standard	Responsible body / person	Consultation Required	Guidance
B1.3	Ensure that legal ownership is transferred by the landowner to the repository if it is possible to do so.	Project Archaeologist	Museum Curator or Archivist and Landowner	Legal transfer of title documents should be signed by the landowner and/or the archaeological contractor.
B1.4	Ensure that the Curatorial Archaeologist is aware of the place of deposition.	Project Archaeologist	Curatorial Archaeologist	The Curatorial Archaeologist needs to be informed of the decision that has been taken about where the archive will be deposited.
B1.5	Refine the project design to meet any criteria suggested by the repository.	Project Archaeologist	Museum Curator or Archivist	The Museum Curator should have an opportunity to offer advice on the project design.
B1.6	If the project may recover one or more of the following types of data: finds of a higher significance, finds that require specialist lifting, finds that require immediate conservation, medium to large scale volume of finds then inform a conservator of the project and provide them with an opportunity to contribute to the project design.	Project Archaeologist	Conservator	A Conservator should be notified about the project and invited to contribute to the project design.

	Standard	Responsible body / person	Consultation Required	Guidance
B1.7	If the project may require input from Specialists, inform them of the project and provide them with an opportunity to contribute to the project design.	Project Archaeologist	Specialists	Specialists should be notified about the project and invited to contribute to the project design.
B1.8	Refine the project design and inform the Curatorial Archaeologist.	Project Archaeologist	Curatorial Archaeologist	The Curatorial Archaeologists needs to be made aware of any changes to the project design and know the full scope of the project.

B2. ARCHAEOLOGICAL WORK

	Standard	Responsible body / person	Consultation Required	Guidance
B2.1	The archaeological work must be undertaken to a recognised standard.	Project Archaeologist	Museum Curator or Archivist	The recognised standards are the IFA Standards and Guidance. However, the English Heritage Centre for Archaeology Recording Manual 2005 and the Museum of London Archaeological Recording Manual provide examples of best practice.
B2.2	Digital data standards must be agreed and adhered to.	Project Archaeologist	Archivist and Curatorial Archaeologist	IFA guidelines and RCAHMW can supply specifications for intended digital deposits. Other organisations that can provide initial guidance are the Archaeology Data Service (ADS), the Association for Geographical Information (AGI), Intra-Governmental Group on Geographic Information (IGGI) and the National Archives.

B3. DEALING WITH FINDS/ENVIRONMENTAL SAMPLES

	Standard	Responsible body / person	Consultation Required	Guidance
B3.1	Should complex problems with objects be encountered consultation must take place with a conservator.	Project Archaeologist	Conservator	A conservator should provide on-site advice on lifting complex items. The treatment of vulnerable or delicate items, especially of wet organic material should be undertaken immediately.
B3.2	Consultation must take place with specialists as appropriate as the project progresses. If large wooden objects are encountered a wood specialist must be consulted.	Project Archaeologist	Specialists	Specialists; e.g. palaeo-environmental, soils, finds etc. need to advise on specific sampling or research strategies during the progression of the project work. Where wood is discovered, English Heritage Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood should be followed.
B3.3	In the event of the discovery of human remains obtain a licence from the Department for Constitutional Affairs and follow best practice guidelines.	Project Archaeologist	Department for Constitutional Affairs / Specialists	It is important to ensure all human remains are treated respectfully in ways that are considered ethical. Guidelines from the Church of England and Department of Culture, Media and Sport should be followed.
B3.4	Should items that may constitute Treasure be discovered inform the Coroner.	Project Archaeologist	Coroner and National Museum Wales Department of Archaeology & Numismatics	If something is discovered that may be Treasure it is essential that the Coroner is informed within 14 days from the day you realise it is, or may be, Treasure.
B3.5	Consult finds specialists to ensure that any specific requirements they may have are known and considered.	Project Archaeologist	Specialists / Conservator	Specialists, for example, may prefer Prehistoric pottery or lithics to be unwashed so scanning for residues / use-wear can be undertaken.

	Standard	Responsible body / person	Consultation Required	Guidance
B3.6	If finds are discovered ensure that they are washed and cleaned appropriately.	Project Archaeologist	Conservator / Specialists as required.	Finds should be washed in accordance guidance set out in First Aid for Finds. The minimum amount of cleaning should be done in order for specialist study to be undertaken.
B3.7	A selection, retention and disposal strategy must be agreed upon with the Curatorial Archaeologist and receiving Museum Curator.	Project Archaeologist	Curatorial Archaeologist / Museum Curator / specialists	SMA Guidelines for the Selection, Retention and Dispersal of Archaeological Collections (1993). The presumption is that all small finds should be kept wherever possible. In some circumstances, e.g. bulk collections of tile, it may be appropriate for a representative sample to be made by the specialist prior to deposition in the museum, with the rest fully recorded and then discarded.
B3.8	A conservation assessment should be obtained on all significant finds generated by the project.	Project Archaeologist	Conservator	All bulk iron should be x-radiographed. All wet materials should be stabilised following advice from a conservator. Wet items identified for retention must be treated by a Conservator prior to deposition. Other conservation actions need to be agreed with the Conservator.
B3.9	Should there be any finds that specialists or the receiving museum require to be labelled these should be marked to mda standards.	Project Archaeologist	Museum Curator or Conservator for sensitive or vulnerable items	Finds should be marked with the minimum amount of information possible. Each find should have the site code, year, small find number. Alternatively if this information is provided on secure sealed packaging it need not be marked directly onto the artefacts. Some specialists may require finds to be marked before they can study them. Mark with the museum's accession number if required by place of deposit.
B3.10	Packaging of finds must be undertaken using archival quality materials and in such	Project Archaeologist	Conservator	First Aid for Finds should be used as a guide.

	a way that micro-environments appropriate for the materials are maintained.			
	Standard	Responsible body / person	Consultation Required	Guidance
B3.11	All finds must be stored to their optimum requirements throughout the process of post-excavation and specialist reporting.	Project Archaeologist	Conservators and Specialists	<i>First Aid for Finds</i> should be used as a guide.

B4. SITE RECORDS

	Standard	Responsible body / person	Consultation Required	Guidance
B4.1	Information, including digital information, must be collected and organised to recognised standards.	Project Archaeologist	Archivist or Museum Curator	A list of the contents and quantity of the project archive should be included in any project report along with details of the proposed agreed repository. Depositors should ensure that the intended repository is able to take the proposed volume of records and that they will ensure its future, integrity and use. If, for example following a Project Review in line with MoRPHE (EH 2005) and MAP2 (EH 1991), further analysis and reporting are required, the temporary proposed location of the archive will be identified in the Highlight Assessment report.
B4.2	Liaison must take place between the Project Archaeologist and repository about how site records should be presented to them. Conditions of deposit and copyright should be agreed with the repository.	Project Archaeologist	Archivist or Museum Curator and Specialists	The repository will provide any current guidance on how records should be presented or ordered, including up-to-date specifications for digital data. However, where possible, it is advisable that such guidance be sought before production of the records begins.
B4.3	All site records must be prepared to the agreed standards.	Project Archaeologist	RCAHMW Archivist, Museum Curator and Specialists	All site records should be completed and fully cross-referenced. A detailed catalogue should be included with the archive. Written and signed details of copyright and conditions of deposit, as agreed with the repository, should be included.

B5. PREPARING FOR THE TRANSFER OF ARCHIVE

	Standard	Responsible body / person	Consultation Required	Guidance
B5.1	If a repository for the archive has not already been agreed, or has changed, ensure that it is willing to accept the archive. Ensure that legal ownership is transferred by the landowner to the repository.	Project Archaeologist	Museum Curator or Archivist and Landowner	The museum or archive identified as potentially the most appropriate repository for a particular excavation archive should be approached to ensure that they are willing to accept it. Any terms and conditions that may be made must be defined. Legal transfer of title documents should be signed by the landowner and/or the archaeological contractor.
B5.2	Once any specialist reports commissioned are received and any disposal strategy implemented, the site archive must be brought together to prepare for transfer to a repository.	Project Archaeologist	Curatorial Archaeologist	The timescale for this should be less than five years from completion of the archaeological fieldwork. Ideally the archive should be delivered in full.
B5.3	All finds, samples and records must be packaged, prepared and listed to the standards agreed with the repository.	Project Archaeologist	Archivist or Museum Curator	Full lists containing the detail of the contexts of each box and itemising those with any supplementary contextual and publication information. These should be prepared and transferred in hard copy and in an agreed digital format if appropriate.
B5.4	In the event that a museum is not receiving the full site records, copies of paper site records essential for the interpretation of finds/samples must be supplied.	Project Archaeologist	Museum Curator	This only needs to be done if artefacts and paper records are not being deposited at the same repository. If a museum has only agreed to accept finds it is essential that sufficient copies of records of finds lists, context interpretations, etc. will be provided for meaningful interpretation of these items at the museum. A full list of the location of every part of the site archive should be provided to each of the receiving repositories.

	Standard	Responsible body / person	Consultation Required	Guidance
B5.5	Supplementary information e.g. publication report should be provided to the repository.	Project Archaeologist		Supplementary information should be provided dependent upon the nature of the material being accepted. At the minimum a copy of an archive or publication report should also be submitted.
B5.6	Intellectual Property Rights must be defined for each piece of written and photographic work.	Project Archaeologist	Archivist	The future repository may have its own guidelines about this. The mda website has useful links to relevant sources of advice on Intellectual Property Rights.

B6. SIGNING OFF

	Standard	Responsible body / person	Consultation Required	Guidance
B6.1	Once the repository receives the archive an Entry Form will be issued to the Project Archaeologist.	Museum Curator / RCAHMW Archivist	Project Archaeologist	The Entry Form will act as acceptance of the archive and confirmation that standards required have been met. In the event that this is not the case the archive must be declined and the Project Archaeologist asked to rectify matters to meet the standard deemed acceptable.
B6.2	The Project Archaeologist must send a copy of the Entry Form to the Curatorial Archaeologist as confirmation that the work is completed.	Project Archaeologist	Curatorial Archaeologist	
B6.3	The Local Planning Authority may need to be advised of completion of work.	Curatorial Archaeologist	Local Planning Authority	If a condition has been placed on planning consent the Local Planning Authority must be advised to discharge any condition upon confirmation of transfer.
B6.4	Other curators or funding bodies (Cadw, HLF, etc.) may need to be advised of completion of work.	Project Archaeologist	Cadw / relevant funding bodies etc.	In the event that other curators or funding bodies (e.g. Cadw, HLF, etc.) should also require submission of archives to an appropriate repository as part of their agreement of project designs or schemes of work or as a condition of grant aid. Then all those who have been involved during the process, whether in receipt of an archive or not, should be informed that work has been completed.

5. APPENDICES

5.1 ORGANISATIONS INVOLVED

Cadw is the historic environment division within the Welsh Assembly Government with responsibility for protecting, conserving and promoting an appreciation of the historic environment of Wales. This includes historic buildings, ancient monuments, historic parks and gardens, landscapes and underwater archaeology.

The four Welsh Archaeological Trusts are independent limited companies with charitable status providing a uniform local archaeological service across the whole of Wales. Their work falls into two categories: heritage management/curatorial work and field services/contract-based work. The former includes the maintenance of regional Sites and Monuments Records (SMRs) / Historic Environment Records (HERs) and the provision of archaeological advice to a range of people, for a range of purposes, and includes advice provided to the local planning authorities. The latter includes threat-related work on specific classes of monument or environment and undertaking commercially-funded projects as an archaeological contracting unit.

All archaeological contracting organisations offer commercial archaeological services. Some organisations provide a specialised service such as geophysical surveying, whilst others offer a range of services from desk-based assessments to large-scale excavations. They can vary in size from a sole trader to a company employing a large number of staff. Some organisations work within a local area whilst others offer a national service. Commercial archaeological organisations can be contracted to undertake archaeological work by a developer (or agents working on behalf of a developer) as part of the planning process.

University departments and individual researchers based in Universities may undertake archaeological work. They may be working on projects beyond the scope of the planning process or on non-scheduled land. Their work is therefore undertaken independently of most regulatory controls.

Research groups e.g. local societies and private individuals may undertake archaeological work. They may be working on projects beyond the scope of the planning process or on non-scheduled land. Their work is also therefore undertaken independently of most regulatory controls.

The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) collects and curates archaeological records and archives (paper, photographic and digital) within the terms of the *National Monuments Record of Wales (NMRW) Collecting Policy*. NMRW is the national repository for records of the archaeological, architectural and historic environment in Wales. In effect this means that all archaeological archives, without associated finds, created by any organisations or individuals, are accepted by RCAHMW for the NMRW. RCAHMW also surveys, researches and interprets archaeological sites and landscapes in Wales.

Amgueddfa Cymru – National Museum Wales collects and curates archaeological artefacts with associated environmental samples, including human remains and records from sites of national significance from across the whole of Wales.

Non-national museums are located across Wales and many of these will collect and curate archaeological artefacts and some will also collect associated environmental samples, human remains or records from sites from within their locally defined area. Some of these museums may collect across an entire county – e.g. Carmarthenshire Museum, whilst others may only collect locally e.g. Tenby Museum & Art Gallery.

5.2. ROLES OF INDIVIDUALS

Curatorial Archaeologist – The role of a curatorial archaeologist is to secure the appropriate management of the archaeological resource. Where archaeological investigation is proposed their role is to ensure that it is undertaken to appropriate standards. The principal bodies that perform this role in Wales are Cadw and the Curatorial Sections of the Welsh Archaeological Trusts. Where archaeological work is undertaken as part of the planning process, curatorial advice is provided to the Local Planning Authorities (LPA) by the Welsh Archaeological Trusts. Advice is also provided to the developer and their archaeological contractor / project archaeologist in order that they can meet the requirements of the LPA. Briefs for necessary archaeological work are provided by the curatorial archaeologist, detailed specifications are agreed and the work monitored on behalf of the LPA.

Project Instigator – The project instigator is the individual, organisation or body who has commissioned, funded or in some other way initiated the archaeological work. Archaeological investigation can be undertaken for a variety of reasons, for example academic research. In this instance it may be an individual researcher, university department or museum that is the project instigator. Other curatorial organisations such as Cadw or The National Trust may require archaeological work to inform conservation. With a development-led investigation it may be the current landowner or the prospective developer of a site that commissions a piece of archaeological work. While not actually undertaking the work, the project instigator will be ultimately responsible for the archaeological work fulfilling any standards, conditions or other legal requirements.

Archaeological Contractor/Project Archaeologist – the project archaeologist is the individual or organization undertaking the archaeological work. Where work is undertaken as part of the planning process the developer will appoint an archaeological contractor. The scope of the required works will be set out by the curatorial archaeologist and a specification or detailed project design will be produced by the archaeological contractor in response, to be agreed by the curatorial archaeologist. Such a scheme can include all aspects of archaeological work including desk-based assessments, evaluation, geophysical survey, topographic survey, building recording, full excavation, etc. All such work will require full reporting, publication and deposition of archives.

Landowner – the landowner is the legal owner of the land on which the archaeological investigation is being undertaken. It is the responsibility of the project archaeologist to obtain the landowner's permission and agreement for the deposition of the archive in an appropriate repository.

Museum Curator / Archivist – the person who will hold responsibility for archaeological archive at the end of the archaeological work should be a point of contact from the start of the project. This individual can decide whether or not the archive will be accepted into their museum / archive and will be responsible to ensure that clear instructions are issued at the

outset of the project about organisation, documentation and any specific packaging or conservation requirements.

Conservator – the person who will provide specialist advice about the long-term preservation of finds generated by the archaeological work. They will liaise with finds specialists and with the museum curator to ensure that all requirements for the objects are met. The conservation work should be undertaken by an accredited conservator or a practice led by an accredited conservator.

Specialists – the specialist is a person with specific knowledge of a particular process or category of finds or material, e.g. palaeo-environmentalist, pollen analyst, pottery, radiocarbon dating, etc. Specialists will be commissioned to advise during project development and implementation and will produce a report for the Project Archaeologists. These specialists should be involved with the project design from an early stage should materials or items of a particular type be anticipated.

5.3. COLLECTING AREAS AND POLICIES

Collecting areas

Before undertaking any piece of work that might generate an archaeological archive it is essential to consider where it might be deposited. The table (below) summarises the current collecting areas of the non-national museums.

Collection policies

The following summarises the collection policies of the accredited organisations accepting archaeological archives. The collecting policies of all accredited museums will be informed by MLA's accreditation guidelines.

Collecting Policies of Welsh Non National Museums

The map shows collecting areas within Wales. The details of individual museums' collecting policies will be available from those museums on request (or by links from this website).

Amgueddfa Cymru – National Museum Wales

National Museum Wales seeks to collect and acquire archaeological material to enhance the displays and to increase the range of its reference collections, in order to enable a better understanding of the past. It collects archaeological finds and single or groups of coins from all periods from the lower Palaeolithic to the post-medieval period from across all of Wales. For detail on this strategy see <http://www.museumwales.ac.uk/en/collections/use/>.

The Royal Commission on the Ancient and Historical Monuments of Wales Archaeological Archives Policy (January 2003)

The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) collects and curates archaeological records and archives (paper, photographic and digital) within the terms of the *National Monuments Record of Wales Collecting Policy*. NMRW is the national repository for records of the archaeological, architectural and historic environment in Wales. In effect this means that all archaeological archives, without associated finds, created by any organisations or individuals, are accepted by RCAHMW for the NMRW. Archaeological archives with associated finds would normally be expected to remain together and be held in an appropriate museum but RCAHMW would encourage a copy of the core

paper/digital archive to be deposited in the NMRW along with details of the museum holding the original. In the event that a museum accepting or holding archaeological finds is unable to accept the paper and/or digital associated records these may be deposited in the NMRW. Potential depositors are encouraged to contact the NMRW Archivist at an early stage to discuss arrangements.

TABLE SHOWING COLLECTING AREAS OF INDIVIDUAL MUSEUMS IN WALES

<i>Name & Address of Museum</i>	<i>Contact Name/Job Title</i>	<i>Phone number/email address</i>	<i>What is the geographical area from which they collect</i>	<i>Is there what is</i>
Amgueddfa Cymru – National Museum Wales Cathays Park, Cardiff, CF10 3NP	Elizabeth A. Walker, Collections Manager	02920573274 Elizabeth.Walker@museumwales.ac.uk	Across the whole of Wales.	We coll pre-indu revoluti
National Roman Legion Museum High Street, Caerleon, Newport NP18 1AE	Mark Lewis or Julie Reynolds, Curatorial Officers or Elizabeth A. Walker Collections Manager	01633 436183 or 02920573274	Caerleon and District	We coll archaeo industri
Abergavenny Museum The Castle, Castle Street, Abergavenny, Monmouthshire. NP7 5EE	Curator		Abergavenny and Surrounding Area	Size wo due to tl storage
Scolton Manor Museum Bethlehem, Haverfordwest, Pembrokeshire. SA62 5QL	Charlotte New	01437 731328	Cambria area, Pembrokeshire, Not the National Park	None
Radnorshire Museum Temple Street, Llandrindod Wells, Powys. LD1 5DL	Heather Pegg or Will Adams	01597 824513	Old County of Radnorshire	Maybe t would b an indiv
Neath Museum Gwyn Hall, Orchard Street, Neath, West Glamorgan. SA11 1DT	Annette Jones	01639 645741/ 01639 645726	Neath and Port Talbot	Nothing awaiting
Newport Museum and Art Gallery John Frost Square, Newport, South Wales. NP20 1PA	Curator	01633 414701	Newport County	Any prc in line v collectic
Amgueddfa Pontypool Park Buildings, Pontypool, Torfaen. NP4 6JH	Deborah Wildgust	01495 752036	Torfaen Valley from Blaenavon to Cwmbran	Size wo
Museums and Heritage Service Caerphilly County Borough Council, Nelson Road, Tredomen, Ystrad Mynach, Hengoed CF82 7WF	Principal Museum and Heritage Officer	01495 235879	Caerphilly County Area	Depend expertis
Caldicot Castle Museum Caldicot Castle, Caldicot, Monmouthshire NP26 4HU	Curator	01291 420241	County of Monmouth	Size wo and no l these wo go to th Commis
Chepstow Museum Gwy House, Bridge Street, Chepstow, Monmouthshire	Curator	01291 625981	County of Monmouth	Size wo and no l these wo

NP16 5EZ				go to the Commis
Monmouthshire Museum Service The Nelson Museum and Local History Centre, Priory Street, Monmouth, Monmouthshire NP25 3XA	Andrew Helme	01600 710630	County of Monmouth	Size wo and no l these wo go to the Commis
Brecknock Museum and Art Gallery Captains Walk, Brecon, Powys. LD3 7DS	Curator or Collections Management Officer	01874 624121	Old County of Breconshire	No large to lack o
Carmarthenshire County Museum Abergwili, Carmarthen SA31 2JG	Gavin Evans Museum Curator	01267 228696/ 01267 242301 gahevans@carmarthens hire.gov.uk	County of Carmarthenshire	None
Gwynedd Museum and Art Gallery Bangor, Ffordd Gwynedd, Bangor, Gwynedd LL57 1DT	Esther Roberts Curator	01248 353368	Gwynedd County Boundary	None
Wrexham County Borough Council Ty Henblas, Queen's Square, Wrexham LL13 8AZ	Stephen Greter Heritage Services Manager	01978 297430	Wrexham County Borough Council Area only	None ap on Cour
Porthcawl Museum and Historical Society The Museum, Old Police Station, John Street, Porthcawl, Glamorgan CF36 3BD	Mr J David	01656 782211	South of M4, between Ogmere and Kenfig Rivers	Size wo due to li
Anglesey Museums and Culture Service Rhosmeirch, Llangefni, Anglesey LL77 7TQ	Curator	01248 752009 agxlh@anglesey.gov.u k	Relating to the Isle of Anglesey, would consider further afield if nearby areas could not accept them	Depend availabl
Swansea Museum Victoria Road, Maritime Quarter, Swansea SA1 1SN	Gareth El Tawab Curator	01792 653763 Swansea.museum@sw ansea.gov.uk	Within Boundaries of the City and County of Swansea. In rare cases they will consider material from new excavations from sites from which they already have	None, u become

			material from early excavations.	
Powysland Museum The Canal Wharf, Welshpool, Powys SY21 7AQ	Eva Bredsdorff Senior Museum Curator	01938 554656	The old county of Montgomeryshire	None – that item conserved; owners have been determined; the collection in Museum
Haverfordwest Town Museum Castle House, Haverfordwest Castle, Haverfordwest, Pembrokeshire SA61 2EF	Mr Simon Hancock Manager/Curator	01437 763087 simon615@btinternet.com	Haverfordwest, the old town and county boundary. Exceptionally they would consider items not found in the town but having a direct relevance to Haverfordwest.	Time spent 1100AH when the establishment and Fleet
Merthyr Tydfil County Borough Museum Service Cyfarthfa Castle, Brecon Road, Merthyr Tydfil, Mid Glamorgan CF47 8RE	Scott Reid Museum Officer or Kelly Powell Curatorial Officer	01685 723112	Merthyr Tydfil County Borough Council	Material boundaries origin. according to Treasure Act acquisition limits by staffing, collection
Old Bell Museum Arthur Street, Montgomery SY15 6RA	Dr Ann Welton Hon. Curator	01686 668313	Montgomery Parish Boundary	Size would not be large or ones recorded special conditions
Flintshire Museum Service. Library HQ, County Hall, Mold, Flintshire CH7 6NW	Debbie Snow Principal Museum Officer	01352 704409 snow@flintshire.gov.uk	Flintshire	Large area a problem limited.
Denbighshire Heritage Service Ruthin Gaol, 46 Clwyd Street, Ruthin LL15 1HP	Rose McMahon Curator and Research Officer	01824 708223 rose.mcmahon@denbighshire.gov.uk	Denbighshire County Council Boundaries	None – capacity would be they were very large
Cynon Valley Museum and Gallery Depot Road, Gadlys, Aberdare CF44 8DL	Heather Perry County Collections Manager	01685 886729	Boundaries of Rhondda Cynon Taff	Volume issue due to restrictions
Abertillery and District Museum The Metropole,	Mrs. Peggy Bearcroft	01495 211140	Abertillery & District	

Market Street, Abertillery, NP13 1AH				
Blaina Heritage Action Group Museum Blaina District Office, High Street, Blaina, NP13 3XD	Mrs. Shirley Meyrick	01495 290201	Blaina	
Brynmawr & District Museum Carnegie Library, Market Square, Brymawr, NP23 4AJ	Mrs. Vivienne Williams	01495 313900	Brynmawr and District	
Ebbw Vale Works Archive and Museum Unit 15, Cwm Draw Ind. Est., Ebbw Vale, NP23 5AE	Mr. Barry Caswell	01495 350941	Ebbw Vale	
Tredegar and District Museum Tredegar Library, The Circle, Tredegar, NP22 3PS	Mr. Ron Jenkins	01495 722687	Tredegar and District	

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