HERTFORDSHIRE

ARCHAEOLOGICAL ARCHIVE STANDARDS

A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

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Hertfordshire Archaeological Archive Standards

A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire

i.   Introduction

This document sets out the recommended standards and policy for all Archaeological Archives created from projects undertaken in the county of Hertfordshire. The purpose of the document is to ensure all Archaeological Archives in Hertfordshire meet a common standard, and are appropriately and consistently created, compiled and packaged across the county to nationally agreed standards.

This policy recognises that a completely uniform approach to the preparation and deposition of Archaeological Archives in Hertfordshire is not entirely possible as individual Museums have some site-specific arrangements. These are detailed in Section 4 and should be referenced when a deposition is planned within the collecting area of a specific Museum.

The guidelines are often necessarily general in nature. For this reason, it is *crucial* that a dialogue exists between all individuals and groups involved so that problems and exceptions can be identified and overcome.

ii.   Background

The creation of these standards was prompted by the chronic lack of storage space in the stores of the Hertfordshire Museums, as well as the acknowledgement of the low number of curators with archaeological expertise in the region. The Museums agreed to introduce this more robust policy on Archive transfer, alongside guidelines on selection, retention and dispersal in order to try to reduce the volume of material being deposited and formalise the process for those museums without specific archaeological knowledge.

Hertfordshire Museums adhere to the archaeological strategy drawn up by the Archaeology Section of the Environment Department of Hertfordshire County Council. The awareness and understanding of Hertfordshire's archaeological heritage is of fundamental importance to the conservation and protection of that heritage. The Museums in Hertfordshire are committed to providing the necessary curatorial and interpretative provisions to facilitate this awareness and understanding of archaeology in the county. The appropriate deposition of archaeological archives and the subsequent management, conservation and display of that archive is a fundamentally important aspect within the strategy for protecting and promoting Hertfordshire's rich archaeological heritage. The following Archaeological Archiving Standard aims to reflect the importance the Museums in Hertfordshire place on curating the archaeological heritage of the county.

This document has been developed in partnership with Museums throughout the county, local government archaeological officers and supported by the county's Museum Development Officer. By creating a more uniform approach, the Museums in Hertfordshire aim to ensure the future sustainability of Archaeological Archive curation in the region, thereby facilitating long-term care and public access to Hertfordshire's shared past.

iii.   Standards

The Museums in Hertfordshire are committed to acting in accordance with nationally agreed standards in relation to the acquisition, management and disposal of objects in its Museum collections. The process of deposition and the subsequent care of the Archives are guided by those standards.

This document has been created in line with national and international standards and guidance on the creation and curation of Archaeological Archives. The following standards and guidance should be consulted alongside this document, throughout the archival process.

ADS (1) Data Management and sharing Plans http://archaeologydataservice.ac.uk/advice/DataManagementPlans [21.09.16]

ADS (2) *Guides to good practice*. http://guides.archaeologydataservice.ac.uk/g2gp/Main [18.08.16]

ADS (3) *Guidelines for Depositors* http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors [18.08.16]

ALGAO (2015) Advice Note for Poste-Excavation Assessment http://eaareports.org.uk/algao-east/post-excavation-assessment/ [16.03.17]

Brown, D. H. (2011). *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF)

Chartered Institute for Archaeologists (CIfA) (2014a) *Standard and guidance for the collection, documentation, conservation and research of archaeological materials.*

Chartered Institute for archaeologists (CIfA) (2014b) *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.*

Collections Trust (2009). *Labelling and marking museum objects*. http://www.collectionstrust.org.uk/images/documents/c1/a453/f6/Labelling_and_Marking_booklet.pdf [09.09.16]

DCMS (2002) *The Treasure Act 1996: Code of Practice.* Revised 2002

DCMS (2005) *Guidance for the care of Human Remains in Museums* https://www.britishmuseum.org/pdf/DCMS%20Guide.pdf [09.09.16]

English Heritage (2005). *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England*

English Heritage (2006). *Management of Research Projects in the Historic Environment.*

English Heritage (2008) *MoRPHE Project Planning Note 3*

English Heritage (2011). *Safeguarding Archaeological Information – Procedures for Minimising Risk to Undeposited Archaeological Archives*

Historic England (2015a) *Digital Image Capture and File Storage*

Historic England (2015b) *Large Burial Grounds, Guidance on sampling in archaeological fieldwork projects*

Medlycott, M. (2011) *Research and Archaeology Revisited: a revised framework for the East of England.* East Anglian Archaeology Occasional Paper No. 24 https://content.historicengland.org.uk/images-books/publications/revised-framework-east-of-england/EAA_OP24_RRF_Revised_web.pdf/ [11.01.17]

Museum and Galleries Commission (1992). *Standards in the Museum Care of Archaeological Collections*

Perrin, K., et al. (2014). *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1). http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe [22.09.16]

Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group, 2016, *A Standard for Pottery Studies in Archaeology.* http://romanpotterystudy.org/new/wp-content/uploads/2016/06/Standard_for_Pottery_Studies_in_Archaeology.pdf

Society for Museum Archaeologists (SMA) (1993) *Selection, retention and dispersal of archaeological collections. Guidelines for use in England, Scotland and Northern Ireland.* http://www.swfed.org.uk/wp-content/uploads/2015/05/selectionretentiondispersalofcollections1-SMA.pdf [20.10.16]

Society for Museum Archaeologists (SMA) (1995) *Towards an Accessible Archaeological Archive.*

Watkinson, D and Neal, V (1998) First Aid for Finds (Third Edition; London; Rescue/UKIC Archaeology Section, revised 2001)

iv. Definitions

The Museum	The organisation which is accepting archaeological archives from the Depositor
The Depositor	The individual or organisation wishing to deposit the archaeological archive for long-term storage and curatorial care.
The Project Executive	For a development led project this would be the planning archaeologist who identifies the scope of the project and monitors on behalf of the planning authority. For other types of projects this will be the individual who oversees the project from design to deposition of the Archive. There may be more than one Project Executive, and the Project Executive may also commission the project.
The Archive	An Archaeological Archive, which is defined as all records and materials recovered during an Archaeological Project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form (Perrin et al. 2014, 20)
Documentary (incl. Digital) Archive	The documentary Archive comprises all documents and records in paper, film or digital form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images, CAD files, databases, digital aerial photograph interpretations, excavation Archives, geophysical and other survey data, GIS files, audio records, images, satellite imagery, spreadsheets, text files, analytical results and 3-D data.(Perrin et al. 2014, 21).
Material (finds) Archive	The material (finds) Archive comprises all materials recovered during a project, including: • artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather and textile; • ecofacts or environmental remains, such as animal bone and plant remains; • human remains, which require specific treatment in accordance with relevant national or state standards and legislation; • waste products, such as industrial residue, hammerscale and off-cuts; • material recovered from scientific sampling, which is often the product of laboratory analysis, such as environmental samples, thin-sections, microfossil slides, casts (Perrin et al. 2014, 21).
Archaeological Project	An Archaeological Project is any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an Archaeological Project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. The re-investigation of archives in curatorial care also constitutes an Archaeological Project. (Perrin et al. 2014, 20).
Working Project Archive	All the documentation (including digital) and material gathered during an Archaeological Project.
Preserved Archive	Elements selected from the Working Project Archive for curation beyond the duration of a project.

v. The Hertfordshire Archival Process

Project Planning

INITIATION

Proposal or Brief issued for an Archaeological Project. Where no Brief is issued, reference can be made to generic Hertfordshire Briefs
PROJECT EXECUTIVE

The depositor produces a Project Design or WSI making reference to the standards that will be followed during the project
DEPOSITOR, PROJECT EXECUTIVE

Proposed Selection Strategy outlined referencing SMA guidelines and these standards

NOTIFICATION

The Depositor notifies the recipient Museum using the **Project Notification Form**
DEPOSITOR

Depositor notifies OASIS using the data collection form
DEPOSITOR

TRANSFER OF OWNERSHIP

The individual(s) or body with original title to the material archive are identified, and the principle of donating the finds discussed.
DEPOSITOR

Data Gathering and Analysis

DATA GATHERING

Data gathering phase begins (fieldwork/ survey/ desk based/ laboratory etc.)
DEPOSITOR

Outline Selection Strategy implemented

Project Executive and Museum involved <u>when necessary</u> in any changes to the agreed specification.

(Potential to invite museum to site based on the nature and scale of the project i.e. high profile projects or finds, large excavations or unexpected assemblages such as Human Remains).
DEPOSITOR (PROJECT EXECUTIVE/ MUESUM as necessary)

Selection Strategy refined as necessary

ANALYSIS

Specialists appointed to carry out post excavation work as required for the project.

Assessment reports produced for each artefact type (to be included in the overall report) as required for the project.
DEPOSITOR, SPECIALIST

Specialist produces a record of the assemblage in line with nationally agreed standards and finds are assessed specifically for selection purposes.

Specialist makes further recommendations for selection as necessary.

Grey literature report approved between PROJECT EXECUTIVE and the DEPOSITOR

The DEPOSITOR provides the PROJECT EXECUTIVE with a PDF copy, and a loose paper copy of the approved report, and loads the approved report onto OASIS.

PROJECT REVIEW

Depositor completes the **Project Review Form** and sends it to the Museum.

Final selection for inclusion in the Archive agreed between the Depositor, specialist and Project Executive (and Museum) when necessary, as appropriate to the nature and scale of the project.

Methods of dispersal agreed with the landowner

DEPOSITOR, SPECIALIST, PROJECT EXECUTIVE (MUSEUM as necessary)

TRANSFER OF OWNERSHIP

Transfer of Title form completed by the landowner (agreed methods of dispersal outlined in covering letter)
DEPOSITOR

Preparation of the Archive

Depositor prepares the Archive in line with the Hertfordshire Standards and creates a full catalogue of the Archive using the **Archive Contents Spread Sheet** (detailing the documentary, material and digital aspects of the archive as well as any dispersed or discarded material)
DEPOSITOR

Dispersal/ disposal of the material not selected for inclusion in the Archive via the agreed methodology

TRANSFER OF OWNERSHIP

Depositor contacts the Museum to arrange deposition using the **Project Completion Form** and **Archive Contents Spread Sheet**
DEPOSITOR and MUSEUM

The Depositor transfers the archive to the museum (and ADS) along with a licence to copyright and Transfer of Title, completes the OASIS record, and notifies the PROJECT EXECUTIVE of the archives deposition.
DEPOSITOR

The Museum checks the Archive and signs and returns a copy of the Transfer of Title and Copyright licence. Payment details are finalised between the museum and depositor.
MUSEUM

HERTFORDSHIRE MUSEUMS
Hertfordshire Association of Museums

NOTE: Not all the stages outlined in the Archival Process will be required for every Archaeological project.
The involvement of the Project Executive and Museum during Data Gathering and Analysis will depend on the nature and scale of the Archaeological Project being undertaken and is not required as a matter of course.

1 Tasks in the Archival Process

1.1 Communication

The Museum recognises the importance of good communication between all stakeholders for the preparation and deposition of Archaeological Archives. Section 4 provides the details of the Museum's main point of contact, who represents the Museum in all project communication.

The Depositor should also appoint a main point of contact for the Archive, who represents the Depositor in all project communication.

The Museum expects and requires all Depositors to adhere to the following <u>minimum</u> communication stages:

- Notification (during Project Planning)
- Project Review (during Data Gathering and Analysis)
- Project Completion and Deposition (during Preparation of the Archive)

The significance, complexity and size of the expected Archive must affect the level of communication required in addition to the basic requirements mentioned above. For example: in the case of large or high-profile excavations, the discovery of rare finds or unexpected human remains, an invitation for the main Museum contact to visit the site would be appreciated. The Museum should also be sent copies of any press releases issued during the course of the project.

NOTE: If you do not receive a response from the Museum within 10 working days, please contact Hertfordshire Association of Museums (details in Section 4).

1.2 Project Planning

During this stage of the project, documentation will be produced that details the aims and objectives of the project, the expected structure and nature of the future Archive, and outlines the proposed Selection Strategy.

1.2.1 Initiation

The majority of projects within Hertfordshire will adhere to either a proposal or brief produced by Hertfordshire County Council or St Albans City and District Council (the Project Executive), OR one of the generic Hertfordshire briefs (available on the Hertfordshire County Council website). The generic brief will require that any project undertaken in the county from 1st April 2017, is to adhere to the standards set out in this document. In the case of Archaeological Projects that are not subject to a brief e.g. community projects, pre-planning projects and academic research projects, the standards outlined in this document will still need to be met.

The Depositor will produce a Project Design or Written Scheme of Investigation (WSI) that will be verified against the brief and agreed by the Project Executive. The Project Design or WSI will refer to the standards that are to be followed during the project e.g. this document, national and international guidelines and any in-house manuals etc.

Each Archaeological Project requires a Data Management Plan (ADS 1) and the Project Design should cover the creation of records in both digital and analogue formats and detail the media used to produce records, file naming and classification schemes, metadata protocols and storage media. If finds are anticipated, the Project Design will outline the procedures to be followed during identification, recording and management of the material assemblage, as well as the Selection Strategy to be adhered to.

A Selection Strategy should be outlined at the project planning stage, setting set out the criteria for selecting records, documents, data files and materials (finds) for inclusion in the Preserved Archive (section 1.2.3).

The Project Design should consider the security of the Archive and refer to a disaster management plan. A disaster management plan should detail how the documentary and material Working Project Archive will be created, collected and stored to ensure against damage, cross contamination, loss or theft, both on and off site, during transport, and during the analysis stage of the project.

The Project Design should follow the requirements in this document as well as national and international standards for Archaeological Archives and collections management.

1.2.2 Notification

Notifying the Museum
Following agreement of the Project Design or WSI, organisations wishing to deposit an Archaeological Archive will notify the Accredited Museum (details in Section 4) through submission of the **Project Notification Form** (Appendix 2). Notification must take place PRIOR to any work commencing, and each fieldwork stage of a multi-phase project will require a new notification. The Museum reserves the right to refuse to accept Archives not notified to them in advance of the work commencing.

The Project Notification Form will detail the unique identifier (site code or project number) that will be used by the Depositor throughout the project to identify all associated documents and objects.

NOTE: Verulamium Museum and North Hertfordshire Museum Service require the unique identifier to be agreed between the Museum main contact and the Depositor during Notification. The unique identifier will be based on a coding system devised by either St Albans Museum or North Hertfordshire Museum Service and used to identify all documents and materials associated with the project (see Section 4 for full details).

The Museum only accepts Archives that relate to its identified geographic boundaries of collecting (Section 4). A map detailing the parishes and villages from which each of the Hertfordshire Museums collects can be found in Appendix 1. Extraordinary circumstances may lead to exceptions being made by the Museum, but these are only possible where agreed in advance and in writing with the Museum's main contact.

There is a presumption in favour of respecting the integrity of a complete Archive. The Museum requests that every effort should be made to discourage a division of the site Archive and the retention of finds by the landowner. The Museum must be informed if the landowner has chosen to retain some of the material at which point the Museum reserves the right to refuse the remainder of the Archive. However, the Archive is not considered split where digital material is deposited with the Archaeology Data Service (ADS) (see section 2.4).

Notifying OASIS
The Depositor will submit their project to OASIS (www.oasis.ac.uk) before work on site begins via the data collection form.

1.2.3 Setting out a Selection Strategy
The Museums in Hertfordshire recognise that not all material collected or created during an Archaeological Project requires long-term preservation. Therefore, the entire Working Project Archive should be subjected to a process of selection.

The aim of the selection process is to ensure that the elements that are retained from the Working Project Archive for inclusion in the Preserved Archive (both documentary and material) are appropriate to establish the significance of the project and support future research. A Selection Strategy should be outlined at the project planning stage and details included in the Project Design or WSI.

The Museums in Hertfordshire recommend that the Society for Museum Archaeology's guidance on selection, retention and dispersal (SMA 1993), and the Archaeological Archives Forum's guide to best practice in creation, compilation, transfer and curation (Brown 2011) is adhered to at present. It is acknowledged that the Society for Museum Archaeology's guidelines were primarily intended for retrospective rationalisation, however, the principles should influence the Selection Strategy outlined during project planning. The Selection Strategy should always be applied on a project-by-project basis and take into account the research aims of the project, local, regional (Medlycott 2011) and national research frameworks and consider the requirements of the Museum and their collection policy.

The Project Design should refer to the methodology for the selection of the documentary (including digital) and material (finds) Archive for inclusion in the Preserved Archive. The Selection Strategy should also set out the suggested method(s) of dispersal and discard for those parts of the Working Project Archive that may not be selected for retention. The manner of dispersal must be agreed in advance with the landowner during project review.

1.2.4 Transfer of ownership

The individual or body that has original title to the material Archive should be identified (this will normally be the landowner unless relevant legislation dictates otherwise). The Depositor should check that the identification has been positively made prior to the commencement of the project.

The principle of donating the finds from an Archaeological Project to the Museum should be discussed with the owner during planning. The owner should be made aware that they will be required to sign a Transfer of Title form during Project Review (section 1.3.2).

1.3 Data Gathering and Analysis

Project staff and researchers will need to access the Working Project Archive contents both during and after the lifetime of the project. It is therefore important to document, organise and index the documentary (including digital) and material (finds) Archive in order to keep it comprehensible and accessible. Recording during Data Gathering and Analysis should adhere to relevant standards and guidance such as ADS (2), Brown (2011), CIfA (2014a) and Perrin *et al.* (2014) etc. and the standards detailed in sections 2 and 3 of this document.

The relationship between the Archive and its origin (the site or finds assemblage etc.) should be clear throughout, and it should be possible to link all parts of the Archive back to their point of origin (i.e. through the use of a unique identifier). All elements of the Archive should form a seamless whole, facilitating movement between each part of the Archive and the relationship between the project and the wider archaeological record should be clear.

Terminologies and numbering systems should be consistently used throughout the creation of project records and during analysis of the material Archive. Where standardised and accepted terminology exists (i.e. glossaries, thesauri and standards from regional or national subject specialist groups such as the Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research group 2016) they should be used throughout and cited in the Archive.

In the case of larger or high-profile projects, the Museum main contact would appreciate an invitation to visit the site during excavation.

1.3.1 Developing and Implementing the Selection Strategy

The Selection Strategy should be made available to all project personnel and its application monitored throughout the data gathering stages of the project. The Selection Strategy should be

flexible and open to amendment during this stage e.g. unexpected finds or stratigraphy may affect the decision about material that was previously selected for inclusion in the Preserved Archive.

Any finds recovered during the project should be assessed specifically for selection purposes and the Project Executive involved in any changes to the agreed strategy (the need for the involvement of the Project Executive and Museum in these decisions will vary depending on the nature and scale of the Archaeological Project). Selection criteria should be based on the potential to inform future research, the potential for use in further analysis or the potential for use in Museum activities. The Selection Strategy may be amended during the assessment stage e.g. while assessing finds assemblages for their potential for analysis, the finds specialist identifies a different type of material or an unexpected group or configuration of finds. The finds specialist may also identify items that should not be retained for archiving. A secondary selection process may also take place during analysis.

The Selection Strategy and any amendments during the course of the project must be fully documented and included in the Preserved Archive. Any notes, drawings, photographs etc., relating to this process, should also be included in the Preserved Archive.

Dispersal and Discard
The manner of dispersal of those finds not selected for inclusion in the Preserved Archive must be finalised in agreement with the landowner and other interested parties: The owner may wish to retain this material or a specialist may be interested in keeping some artefacts to create a reference collection.

To assist in the final compilation of the Preserved Archive, the following requirements should be made part of the remit of the finds specialist (in line with the agreed Selection Strategy).

- Bagging of bulk material identified as of low significance, unstratified or unidentifiable separately from the material selected for retention in the Preserved Archive.
- Suggesting appropriate samples of bulk material and bagging those separately.
- The separation of ferrous metal considered too corroded or fragmentary to be of future use from that selected for inclusion in the Preserved Archive.
- The provision of a Statement of Potential and Significance (Section 3.5) as either part of the specialist report or a separate document.

Digital Selection
Throughout the project, a selection procedure for the digital material that manages the deletion of duplicate files must be maintained. Any documents, databases, drawings, spreadsheets etc. must be subject to version control to keep track of edits and different versions of project documentation. This will allow project information to be easily accessible and inform the material selected for archiving.

1.3.2 Project Review
The Project Review follows the agreement by all parties of the final Selection Strategy based on the assessment of the fieldwork results and future potential of the Archive, and the approval of the grey literature report by the Project Executive. Following the approval of the report, the depositor should provide the Project Executive with a PDF copy and a loose paper copy of the approved grey literature report, and load the approved report onto OASIS.

The Project Review will be assessed by the completion of the **Project Review form** (Appendix 3), which must be emailed to the Museum main contact. The Project Review form will detail the basic information about the Preserved Archive and the proposed timescale for the completion of the deposit. The Project Review will detail the Selection Strategy applied to the Working Project Archive and any changes that have been applied during the course of the project.

The Project Review form should be completed for ALL projects (previously notified) including Archives of a negative archaeological result, grey literature deposition with OASIS or digital only deposition through the ADS (see Section 2).

1.3.3 Transfer of Ownership

Once the Selection Strategy has been finalised, and the methods for dispersal agreed between all interested parties, the Depositor should finalise **Transfer of Title** for the material Archive with the owner using the form in Appendix 5. The cover letter will detail the material to be transferred to the ownership of the Museum, as well as the potential need for dispersal/disposal of the material not selected for inclusion in the Preserved Archive. Where there is more than one owner for an Archive, each owner will complete an individual Transfer of Title form.

1.4 Preparation of the Preserved Archive

The Preserved Archive must be prepared for deposition in line with the standards detailed in this document (Sections 2 and 3). Where a project consists of multiple stages (e.g. evaluation, excavation, survey etc.) all stages should be deposited together (subject to the Selection Strategy), with the exception of projects where separate stages are carried out by different contractors/ Depositors.

In order to safeguard the long-term integrity of the Preserved Archive, the Depositor ensures that the Archive is prepared in a stable and secure manner. Any conservation work undertaken as part of the Archive's preparation will be documented and records included. The Depositor will seek advice from the Museum about any specific need to conserve (but not restore) objects to a standard that would allow display.

In order to ensure that Archives are suitable for the available storage spaces and meet the required conservation standards, Archives will be prepared by the Depositor using the type of boxes and containers that have been specified by the individual Museum (Section 4).

NOTE: All Archives prepared for deposition prior to the first issue of this document (1st April 2017) must conform to the museum deposition standards accurate at the time of project notification.

NOTE: All Archives compiled from projects live at the time of this document's first issue (1st April 2017) must be prepared for deposition in like with the standards detailed in this document.

1.4.1 Dispersal and Discard

The material not selected for inclusion in the Preserved Archive can be dispersed/ discarded using the agreed methodology. The documentary (including digital) Archive should be checked to ensure the most up to date versions of documents are included in the Archive and repetitive material has been removed.

Any finds dispersed or discarded as a result of this process should be documented as having been discarded and when and why this happened. If finds have been reburied, their re-burial location should be recorded.

1.4.2 Transfer of Ownership

Transfer to the Museum

In order to book a time-slot for the deposition of the Preserved Archive, the Museum must be provided with a completed and signed copy of the **Project Completion Form** (Appendix 4) which details the size and condition of the Preserved Archive as well as providing a Project Summary and the Statement of Potential and Significance (section 3.5).

The Museum will require a full list of the material intended for deposition. An **Archives Contents Spreadsheet** (Example in Appendix 7) can be found in the Hertfordshire Archaeological Archive Standards Pack or alternatively, requested from the museum following Notification. The completed spreadsheet should be returned by email to the Museum with the Project Completion Form. Printouts of the spreadsheet can function as the overall Archives contents list in box 1 of the Preserved Archive, and selected rows can be printed to function as individual box contents lists.

It is expected that personnel bringing the Preserved Archive for deposition will help to carry it in to the building and place it in the agreed areas. The deposition will be accompanied by a signed Transfer of Title form and licence to copyright. The Museum will check the deposited Archives following receipt of the Archive.

Additionally, the Depositor should complete the OASIS data collection form (www.oasis.ac.uk) detailing the Archives contents and location, and notify the Project Executive of the archives deposition.

The Museum will accession the archive into their collections and invoice the Depositor (Section 1.4.3).

Transfer of Title
The Museum only accepts Archives that are deposited with full Transfer of Title with regards to ownership of the associated objects. Lack of Transfer of Title may result in the Museum refusing to accept the Archive.

The Museum cannot accept Archives on a loan basis.

Copyright
The Museum requires the right to research, study, display, publish and provide public access to the Archives in its care. Therefore, the Museum only accepts Archives that are deposited with written licence to copyright in perpetuity for all associated intellectual property including reports, photographs, and drawings. The Depositor should establish the identity of the legal owner of the Documentary Archive. For most developer-funded projects the archaeological unit (Depositor) is the owner of the Documentary Archive, unless otherwise stated in the contract between the project funder and the Depositor.

A single Archive often contains work by many different authors and the Museums request as far as possible that the licence to copyright is from a single organisation (the Depositor) rather than a group of individuals. Where an employee of the Depositor has created the work, the copyright will belong automatically to the Depositor unless the employee and Depositor agree differently. If an independent contractor/ freelance specialist not on the payroll of the Depositor has created the work, then the copyright will remain with that contractor even if they have been paid for their work. The Depositor should therefore ensure their contract with the freelancer or sub-contractor explicitly assigns copyright to them.

Where works within the Archive are not in the gift of the Depositor to licence (such as Ordnance Survey base maps, aerial photographs, music, developer borehole surveys etc.) and their inclusion is integral to the understanding of the Archive, the Depositor should ensure they have identified and recorded the ownership of such works in the Archive. The items listed in a Schedule of 3rd Party Copyright will be excluded from the licence that covers the rest of the Archive.

The Depositor may provide their own copyright document; alternatively, a **Copyright Licence Template** available in Appendix 6.

1.4.3 Deposition Charges

The cost of appropriately packaging and preparing the Preserved Archive for deposition must be met by the Depositor in full. The deposition charge contributes towards the cost of the long-term care, curation of, and access to the Archaeological Archive in line with Museum Accreditation Standards. This may include such things as storage, environmental control and security.

No deposit will be accepted unless payment has been made.

The charge of **£170 per unit** is levied by the Museum.

One unit is:
- a small finds box
- a bulk finds box
- a large unboxed object
- a documentary Archive box
- a roll of documents/ drawings
- If applicable in discussion with the museum, one box may contain the archives of several sites

These charges will take effect from the issue of this document and be applicable to all archaeological projects generated after 1st April 2024. In addition, the unit price (£170) will **increase by £10** year on year to be reviewed during the documents yearly review. The charge applicable will be calculated by current charges at the date of notification.

NOTE: Projects undertaken before the 1st April 2021 will be charged at the rate quoted at the time of notification.

NOTE: **The above charges exclude VAT**. Each individual Museum's charging policy (including whether or not they charge VAT) is detailed in Section 4.

> PLEASE NOTE:
>
> ***The Museum reserves the right to refuse to accept an Archaeological Archive that is incomplete, packed incorrectly, over-weight, has not been subjected to the agreed Selection Strategy, or does not comply with these standards in any way. If an Archive is refused it will be returned to the Depositor (at their expense) so that the necessary changes can be made.***

Any Questions regarding the requirements detailed in this document should be addressed to the Main Museum Contact.

Several stages of the Hertfordshire Archaeological Archives Deposition Process may be duplicated within the new OASIS system. Any amendments to the process as set out in these guidelines will be made during the document's regular reviews.

2 Documentary Archive Standards

For further standards and guidelines please see; ARCHES *Standard and Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al. 2014), and *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* by the Archaeological Archives Forum (Brown 2011).

NOTE: For the Archives of a project where no archaeology was recorded, grey literature only Archives or Archives with the potential to be stored in digital format only (for example desk based assessments, environmental impact assessments, survey projects etc.) see the section 2.4. If you are unsure if your paper Archive requires physical deposition pleased contact the appropriate Project Executive to clarify.

2.1 Paper

2.1.1 Data Gathering and Analysis
- All Archive material must be stored in the best conditions possible to avoid fading, damage and loss.
- All paper records are made on high quality paper or card and completed using black ballpoint pen or permanent black ink.
- All types of records must be produced to a consistent format and pro-formas should be printed not photocopied.
- All documents must be marked with the unique identifier, completion date and author (where appropriate).
- At all stages of management of the written Archive, the use of non-metal fastenings, such as plastic paperclips or Treasury Tags is recommended.

2.1.2 Preparation of the Preserved Archive
- All elements of the paper Archive must be classified and labelled to identify their function (i.e. Context sheet, Photographic Register)
- Documents of the same type should be organised in a logical/ numerical order accompanied by an index.
- Documents of the same type should be bundled together using plastic treasury tags or plastic paperclips.
- Documents should not be folded.
- Remove all rubber bands and clips from the Archive prior to deposition.
- All parts of the paper Archive must be marked with the unique identifier and site name where possible.
- Use only archival quality packing materials in good condition, including cases, folders, wallets and acid-free cardboard boxes with brass staples.
- All documentary boxes, cases, folders and wallets must be marked with the unique identifier, Site name and Parish and box series number using black permanent ink on the narrow end of the box
  (NOTE: Verulamium Museum and North Hertfordshire Museum Service require the pre-agreed unique identifier to be used on all boxes, cases, folders and wallets. It may be possible to detail this in addition to the Depositor's own project code, if previously agreed with the Museum)

Unique ID	(additional code as required)
Site Name and Parish	Box series no.

- Do not use adhesive labels on any part of the Archive including wallets and boxes.
- The documentary Archive is packaged using the size and nature of boxes or containers specified by the Museum (see Section 4).
- Any oversized items that belong to the documentary Archive that cannot be packaged using

the specified boxes or containers must be packaged in such a way as has been agreed with the Museum prior to deposition.

The paper Archive must include
- All on-site records (plans, context and other recording sheets etc.) as well as those created during the post-excavation process (specialist recording sheets and finds drawings etc.).
- An overall contents list (in box 1) created from the Archives Contents Spread Sheet (Appendix 7) detailing the documentary (including digital) and material Archive
- A Statement of Potential and Significance for each material type selected for inclusion in the material Archive (in box 1) (section 3.5).
- The project specification, Project Design and any correspondence relating to the Archive.
- All specialist reports
- 1 copy of the approved report (approved by the Project Executive) and 1 copy of any published material (published material may be sent on at a later date).

NOTE: Dacorum Museum does not accept documentary archives; therefore, all paper, drawn and photographic records should be deposited with the ADS (See Sections 2.4 and 4 for details).

NOTE: If all documentary material is to be archived digitally, a copy of the approved report, the Statement of Potential and Significance and a full catalogue of the material deposited with the ADS must be included with the material Archive (in box 1).

2.2 Drawings

2.2.1 Data Gathering and Analysis
- Field drawings must be made on stable drawing film using a hard pencil (at least 4H).
- Mark all drawing sheets with the unique identifier, Project name, Drawing number, title, scale, north arrow (if appropriate), key, date, author and appropriate location information.
- Do not ink over original pencil drawings.
- All drawings must be stored in conditions that minimize the risk of damage or loss.

2.2.2 Preparation of the Preserved Archive
- All drawings on film exceeding A4 size should be stored flat in conservation quality portfolios
- Drawings that fit unfolded, may be housed in the documentary Archival boxes.
- Do not use adhesive tape or labels of any kind.
- The paper Archive must include an index of all drawings.

2.3 Photographs

2.3.1 Data Gathering and Analysis
Digital photographs are increasingly used for record photography but must only be used as a substitute for photographic film if there is a clearly established procedure for long-term preservation of the digital archive, and if proper measures for the collection and security of digital photographs are followed throughout the life of a project (as agreed with the Project Executive).

Black and white film processed to British Standard 5699 is the archival ideal, as it is recognised as suitable for long-term storage, but colour film is now an acceptable alternative.

NOTE: Please contact the Hertfordshire County Council Archaeological Advisor for guidance as to the appropriate photographic methodology to be used.

Analogue photographs
- Use processing companies that develop film to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.
- Transparencies should be duplicated to allow the use of one set, while the other can be

stored. Taking two original photographs rather than making copies later most easily achieves this.

- Used films should be processed as soon as possible to counter the effects of film deterioration.
- Video is not recognised as a record medium of archival quality and must not be used as a primary record, although it can be used as an enhancement to recorded information. If submitted with an archive, it is advisable to transfer it to a DVD, where it will be incorporated into the digital archive and curated as such.
- All record photographs must include an information board detailing the unique identifier and context number or subject identifier, scale and north arrow.

Digital Photographs
- Good digital capture depends on the use of an appropriate high-resolution camera (sensors exceeding 12 Mega pixels) alongside appropriately trained staff.
- For recommended standards regarding digital photography for archaeologists see Historic England Digital Image Capture and File Storage (2015a).
- All record photographs must include either the image metadata as the Exif (Exchangeable Image File) data or an information board detailing the unique identifier and context number or subject identifier, scale and north arrow.

2.3.2 Preparation of the Preserved Archive
- The documentary Archive must include an index of all photographs detailing the category of film, film number, frame number, title/subject, date and initials of the photographer.

Digital Photographs
- Guidelines for the treatment of digital photographs for long-term storage see Historic England Digital Image Capture and File Storage (2015a) and ADS Guidelines for Depositors (ADS 3), as well as section 2.4 below.

Analogue photographs
- Photographs should be classified by type with negatives, prints, transparencies, x-radiographs etc. categorised separately.
- Photographic prints, x-radiographs and negatives should be stored in archival quality polyester envelopes or acid free paper/card enclosures.
- Mark print on the back using soft pencil with the unique identifier, film number and frame number.
- Mark negative holders (not negatives) with the unique identifier, film number and frame number.
- Mark transparency mounts (not the film) with the unique identifier, film number and frame number.
- Mark x-radiographs holders with the unique identifier, film number and frame number.
  (**NOTE**: Verulamium Museum and North Hertfordshire Museum Service require the pre-agreed unique identifier to be used on all boxes, cases, folders and wallets. It may be possible to detail this in addition to the Depositors own project code, if previously agreed with the Museum)
- Store photographs in documentary boxes (as stipulated in section 4) marked with the site name, unique identifier and box sequence number.

2.4 Digital

The Museums in Hertfordshire believe that the digital Archives should be afforded the same protection as the documentary (paper) and material (finds) Archive. While the partner Museums have collected digital material in the past, it is now widely accepted that transfer and storage media (including floppy disks, hard disks, flash drives or data sticks, CD-ROMs, DVDs and magnetic tape) are not suitable for the long-term preservation of the digital Archive. Museums that are not specialist digital media repositories are advised to ensure their digital Archives are curated by a Trusted Digital Repository (Perrin et al. 2014, Brown 2011).

Digital Archives should therefore be transferred to a Trusted Digital Repository to ensure preservation and accessibility. The Museums in Hertfordshire recommend deposition with the Archaeology Data Service (ADS) or through the OASIS system as appropriate, in line with this document.

A digital Archive comprises all born-digital material; including text, data, drawings, 3D models, photographs, video, as well as files generated from digitised material, such as data entered from pro-forma and scanned images or text (Brown, 2011). All born digital material MUST be archived digitally (subject to the agreed Selection Strategy and version control). Contractors should not create born digital data unless they are willing to deposit such data with the ADS.

Examples of born digital material include:
- Digital photographs
- Digitally created site records (digital context sheets/ records/ registers)
- Geophysical survey and remote sensing (geophysics. LiDAR, Laser scanning, GPS survey etc.)
- 3D laser survey (building or landscape)
- GIS data

Examples of digitally transferred data include:
- Databases (context data, finds catalogues, specialists' data etc.)
- CAD plans and models
- Scanned analogue photographs

The digital Archive must be compiled with reference to the ADS advice on data management plans (ADS 1), guidelines to good practice (ADS 2) and guidelines for Depositors (ADS 3).

2.4.1 Data Gathering and Analysis
- Every project should have a data management plan in place specifying the types of media to be used for submitting digital media, the types of digital data that will be created, and the file formats for both the secure archiving and the dissemination of the data (ADS 1).
- The digital creation process must be documented in order to understand its development though the course of the project.
- Digital storage media should be kept in conditions that minimize risks of damage, deterioration, loss or theft.
- Digital files should be regularly backed up throughout the course of a project.
- File naming conventions must be maintained so that it is possible to identify the most up to date version of a file (only the latest versions of files should be deposited). It is strongly advised that advice is sought from ADS, and that guidelines issued by ADS regarding software, formats, metadata and file naming are referred to prior to the digital Archive being created. This will result in a more efficient use of time for both depositor and archive. Data created in preservation formats and metadata collected during the course of data generation will minimise costs later.
- The digital Archive should be subjected to the agreed Selection Strategy to eliminate superfluous data, remove duplicate images and ensure the most up to date versions of files are included in the Preserved Archive.
- Where further selection strategies are planned in relation to digital Archives, agreement with the relevant Museum, the ADS and the Project Executive will be required.

2.4.2 Preparation of the Preserved Archive
- Digital files must be ordered into a comprehensible directory structure following ADS guidelines.
- A digital Archive index must be compiled and deposited with the digital Archive. A printed version of this index must also be included with the paper Archive (in box 1) **or** the first material Archive box if the entire documentary Archive is to be deposited with the ADS.
- Depositors are asked to specify that ADS may have a non-exclusive license to distribute

their datasets. In the interest of archaeological research, ADS encourage Depositors to make their data available to the broadest possible spectrum of archaeologists. A Deposit License and an Access Agreement must accompany each dataset deposited with ADS; this will be sent to you by the ADS on acceptance of a deposit.

Deposition through OASIS

All grey literature reports that have been approved by the Project Executive should continue to be deposited through the OASIS system regardless of any additional digital, documentary or finds Archives being deposited elsewhere. All reports deposited through OASIS will be freely available through the ADS grey literature library.

Deposition of a grey literature report with an OASIS record may be all that is required to preserve accurately the record of a site with a negative archaeological result (sites with no archaeology) or a site where insignificant remains were encountered. Where a unit or individual feels that no digital Archive has been generated or where a site is judged to have yielded negative or insignificant results please contact the Project Executive for confirmation that the grey literature report can be deposited through OASIS in the usual way and no further digital archiving will be necessary.

OASIS only deposition can also be suitable for some types of survey project, desk based assessments and environmental impact assessments where the entire record of the investigation is contained within the report (please confirm as above).

Small IMAGE ONLY Archives (under 50 image files) can be deposited alongside grey literature reports via OASIS images.

ADS-easy

The submission of data via ADS-easy leads to a semi-automated ingest and archive process which means that the ADS can offer discounts on deposition costs for data delivered this way. Projects of less than 300 files and where no single file is larger than c.100MB can be deposited via ADS-easy.

Indicative costs for small Archives can be calculated using the ADS Costing Calculator (http://archaeologydataservice.ac.uk/easy/costing).

Large Digital Archives

Contact with the ADS should be made as early as possible during a project with the potential to produce large quantities of digital material that will require Archiving. ADS staff are available to consult with potential Depositors by e-mail or telephone during office hours (9-5 Monday to Friday). Contact details for ADS are: Archaeology Data Service,
Department of Archaeology,
University of York,
The King's Manor,
Exhibition Square,
York YO1 7EP
Phone: +44 (0)1904 323 954
Fax: +44 (0)1904 323 939
Email: collections@archaeologydataservice.ac.uk

Fees and Charges

ADS offer a sliding scale of fees and charges for depositing digital Archives, which are paid directly to ADS on invoice.

Digital preservation costs will vary considerably from project to project. It is therefore strongly recommended that costs be built into projects at the tender stage. Estimates for inclusion into project designs/tenders etc. can be requested from the Collections Development Manager at the ADS using the details above.

The digital Archive deposition fee must be met by the Depositor in full and does not form part of the box charges levied by any of the Hertfordshire counties' Museums (charges for finds and paper Archives will be administered separately by the individual Museums as detailed in section 1.4).

ADS' charges can be estimated for inclusion in tenders by using an online calculator at http://archaeologydataservice.ac.uk/easy/costing. In general charges for deposition fall into 5 areas (correct at time of publication- December 2016)

- OASIS record and grey literature report (negative and insignificant sites) – free of charge
- OASIS record, grey literature report and a small (under 50 files) image Archive - £40 + VAT
- OASIS record and submission of full Archive via ADS- easy, Archive uploaded online – lower fee rate (see ADS-easy costing calculator)
- OASIS record and submission of full Archive via CD or DVD sent in the post – higher fee rate (see ADS-easy costing calculator)

Larger archives (over 300 files), or those containing less common data types (video, 3D, Laser Scans etc.) should be negotiated separately with the ADS

NOTE:

The Museum requires access to any digital material deposited with the ADS in order to understand the full Archive. If access to the digital Archive is to be withheld or restricted in any way by the Depositor or developer, the Museum will not accept the remainder of the documentary and material (finds) Archive into their store until such restrictions have been lifted.

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3   Material (finds) Archive Standards

For further standards and guidelines please see; *First Aid for finds* (Watkinson and Neal 1998), ARCHES *Standard and Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al. 2014), and *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* by the Archaeological Archives Forum (Brown 2011).

3.1   Bulk finds

Bulk finds often occur in quantity e.g. pottery, animal bone, ceramic building material, industrial residue, stone etc. and require no specific treatment or specialist storage conditions.

3.1.1   Data Gathering and Analysis

- Recovery of finds must be undertaken to a standard that minimises damage, cross contamination or loss.
- Finds must be cleaned to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- Finds must be treated and recorded in accordance with current accepted standards (e.g. CIfA Standards and Guidance 2014a and those outlined by subject specialist groups such as the Prehistoric Ceramics Research Group *et al*. 2016).
- All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss.
- When transporting any part of the material archive, the finds must be packed appropriately to avoid damage and cross contamination.

3.1.2   Preparation of the Preserved Archive

- All finds submitted as part of the Archive must be stable, clean and packed in accordance with the requirements set out below.
- All bulk finds must be marked with the unique identifier and context number.
- Where an object is too small to mark directly, ensure that they are packed in marked containers that include a Tyvek label clearly marked in permanent ink with the unique identifier and context number.
- Where an object is too large to be packed into a standard box, ensure that a tie-on Tyvek label is attached, clearly marked in permanent ink with the unique identifier and context number.
- Mark all bags/ containers in black permanent ink with the unique identifier and context number
  (NOTE: Verulamium Museum and North Hertfordshire Museum Service require the pre-agreed unique identifier to be used on all bags/ containers. It may be possible to detail this in addition to the Depositors own project code, if previously agreed with the Museum)
- All bags must contain a Tyvek label clearly marked in black permanent ink with the unique identifier, context identifier, material type and the number of fragments present.
- Bulk finds must be sorted and packed in order of material type and context identifier. (A list of recommended terms for Material Group and Type can be found in Appendix 8)
- Illustrated finds should be packed with material of the same type but must be bagged separately and the bag clearly labelled as 'illustrated'.
- Each box must contain a box contents list, which can be created from the Archive Contents Spread Sheet (Appendix 7).

Packing

- Use only archival quality packing materials in good condition, including polythene bags and acid-free cardboard boxes with brass staples.
- Bulk finds must be packed to minimise the risk of damage. Pack finds by material types, avoiding using the same box for both heavy and fragile objects.
- Where a site has limited number of finds (up to 3 boxes) it is acceptable to place bulk material types into mixed boxes. Different materials must, however, still be bagged separately.
- Where appropriate, use acid free tissue or inert, polythene foam to support objects when

packing them into boxes.
- The finds Archive is packaged using the size and nature of boxes or containers specified by the individual accepting Museum (see Section 4).
- Boxes must be marked on one end with the unique identifier, Site name and Parish, Material type or types, Context number(s) for each material type and box sequence number as shown below. Use black permanent ink and make sure the lid does not obscure the information

  (**NOTE**: Verulamium Museum and North Hertfordshire Museum Service require the pre-agreed unique identifier to be used on all boxes. It may be possible to detail this in addition to the Depositors own project code, if previously agreed with the Museum)

Unique ID   (additional code as required)

Site Name and Parish

Material Type (context number(s))

Material type (context/ SF info △ etc.)

Box series no.

- Do not use adhesive labels on boxes or containers.
- Where a unit has developed their own in-house style for box marking, this may still be used on one end of the Archive box. However, the opposite end of the box must be marked as above in order to conform to these standards.

Weight restrictions
- The Museum will not accept boxes that have been over-filled, and any one box should not weigh more than 7kg.
- No individual item of the Archive may weigh more than 15kg, unless its inclusion has previously been agreed with the Museum.
- Any individual item (e.g. a box, bag or object) forming part of the Archive that is heavier than 7kg should be clearly labelled "Heavy" (following prior discussion with the Museum).

Outsized objects
- Outsized items (e.g. stonework) that cannot be safely boxed should be labelled by means of a Tyvek label clearly marked in permanent ink and securely tied to the object with archival-grade string or cotton tape.
- In the case of very large objects (over 0.5m x 0.5m), the Museum must be notified in advance of deposition in order to assess the best means of storage.
- Large objects over 1.0m x 1.0m that cannot be stored on Museum shelving must be delivered on a heavy-duty pallet that supports the weight of the object (with prior agreement from the Museum).
- The accepting Museum must be notified of outsized objects prior to deposition so that the necessary storage space can be made available.

3.2 Registered finds

Registered finds include objects that are recorded in more detail, such as flint tools, and sensitive materials that require controlled storage conditions e.g. metalwork, textiles, ancient glass, leather, worked bone and plant remains. Registered finds are issued their own identifier and are catalogued individually.

3.2.1 Data Gathering and Analysis
- Recovery of finds must be undertaken to a standard that minimises damage, cross

contamination or loss.
- Finds must be cleaned to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- Finds must be treated and recorded in accordance with current accepted standards (e.g. CIfA Standards and Guidance 2014a and those outlined by subject specialist groups).
- All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss.
- When transporting any part of the material Archive, the finds must be packed appropriately to avoid damage and cross contamination.
- The Museum should be consulted over the cleaning or conservation of registered finds for inclusion in the Archive. The Depositor is responsible for all conservation carried out prior to accessioning and must ensure that an ICON-accredited conservator carries out such work.

3.2.2 Preparation of the Preserved Archive
- Registered finds must be packed individually in a grip-seal polythene bag or a clear polystyrene box (crystal box).
- Finds in boxes should be supported on pads or cushions of acid free tissue or Plastazote to prevent movement. They should be packed in a way that allows them to be viewed without having to remove them from the box, usually by nesting them in a block of white polyethylene foam (Plastazote). It is not advisable to wrap objects in tissue because the act of unwrapping could cause damage.
- Mark individual bags or crystal boxes with the unique identifier, context and registered find identifiers in black permanent ink. Place a Tyvek label clearly marked in permanent ink with the same information, inside each bag and facing outwards behind the supporting tissue paper in order to be readable without having to open the bag.
- Finds should then be boxed in sealable polypropylene (e.g. `Stewart') boxes by Registered Find number.
- Box material groups/ types separately (Appendix 8). Metal and organic finds require different storage environments and must not be boxed together.
- Boxes must be marked on the lid and one end with the unique identifier, Site name and Parish, Material type or types, Context number(s), registered find number(s) and Box sequence number (as shown above) using black permanent ink.
  (**NOTE**: Verulamium Museum and North Hertfordshire Museum Service require the pre-agreed unique identifier to be used on all boxes. It may be possible to detail this in addition to the Depositors own project code, if previously agreed with the Museum)
- Self-indicating orange to colourless bead silica gel and humidity strips must be included in boxes containing metalwork. Use sewn pre-packed silica gel bags or loose silica gel in pierced polythene bags. Use 20% weight by volume (e.g. 200g gel for a 1 litre box) and write the weight of the gel on the bag.
- Metal objects must be recorded by X-radiography and all x-radiographs must be included in the Documentary Archive. Digital X-radiography may be acceptable, but this must be agreed with the museum main contact in advance.

3.3 Human Remains

3.3.1 Data Gathering and Analysis
- Treat human remains with respect at all times, in accordance with national standards (DCMS 2005).
- The Museum must be contacted as early as possible during the project to discuss the inclusion of human remains within the Preserved Archive.
- Where a licence for excavating human remains has set a time limit for research and a requirement of reburial, this information must be available to all parties involved with the Working Project Archive.
- Human remains must always be stored in secure stores accessible only to authorised personal.

3.3.2 Preparation of the Preserved Archive

- If human remains are accepted as part of the Preserved Archive, they must be marked with the unique identifier and context number in a discreet location away from any identifiable features or pathology. Cremated bone should not be marked.
- Each individual skeleton must be separated into one or more boxes (the museum will not accept boxes containing more than one individual where it is possible to separate skeletons i.e. grave contexts). The only exception is in the circumstance of a pit or mass grave. The skeletons of neonates and children may be held within smaller boxes better suited to their size, though each box will still represent a single unit (section 1.4.3)
- The Museum will not acquire any human remains for which a licence would be required under the terms of the Human Tissue Act 2006.

3.4 Scientific samples

Materials created by scientific sampling include environmental remains, thin sections and microfossil slides.

3.4.1 Data Gathering and Analysis

- The sampling process must be fully documented using environmental sample sheets, context sheets, sample registers and relevant section drawings etc.
- Each sample must be given a unique sample number, which must be marked on the object and/or associated labels along with the unique identifier for the project and other relevant data.
- If a sample is destroyed through analysis (i.e. C-14 samples) then all data derived from the process must be included in the Archive.
- Finds from the sorting of dry residues must be stored in conditions appropriate to the material type.

3.4.2 Preparation of the Preserved Archive

Environmental material extracted from soil samples

- Each sample's bag/ container must be permanently marked or labelled with the unique identifier, sample number and other relevant data.
- All samples must be fully documented and all relevant data i.e. databases, photographs, drawings or publications included in the Archive.
- All processed samples included in the Archive must be boxed separately from bulk and registered finds (bulk finds packaging standards apply).
- The Museum will not acquire un-processed environmental samples.

Scientific Samples

- Each sample must be permanently marked or labelled with the unique identifier, sample number and other relevant data (where possible).
- All samples must be fully documented and all relevant data i.e. databases, photographs, drawings or publications included in the Archive.
- Microscope slides must be packaged to in boxes designed for the purpose and labelled with the unique identifier, context and sample numbers as appropriate.
- All waterlogged or unstable material must be treated and stabilised before transfer to the Museum. In exceptional circumstances, waterlogged environmental samples will be deposited with prior agreement from the Museum main contact.

3.5 Statement of Potential and Significance

The Archive must be accompanied by a Statement of Potential and Significance document, highlighting the future potential or significance of each category of material selected for inclusion in the Preserved Archive. This information should be requested as part of the analysis process and can be either copied from the specialist report or a separate document created as the specialist sees fit.

The Statement of Potential and Significance should refer to any on-going research priorities for the area including regional research frameworks (Medlycott 2011), the materials LOCAL significance, and consider <u>one</u> or more of the following:

- Research
- Display
- Public engagement
- Outreach
- Teaching

Any material or objects specifically referenced within the Statement of Potential and Significance (or report/ publication) should be easily identifiable within the Archive i.e. do not reincorporate illustrated material with the remainder of the assemblage. Opportunities for Museum-based interpretation identified through the Selection, Retention and Disposal process should be discussed with the Museum during the deposition process.

The Statement of Potential and Significance should be sent electronically to the Museum prior to deposition during Project Completion and a copy included in box 1 of the documentary Archive and a duplicate in the first box of the finds Archive. If only the finds are to be deposited with the Museum, and the documentary Archive with the ADS, a copy should be included with the ADS deposition.

4 Museum specific Standards (by District)
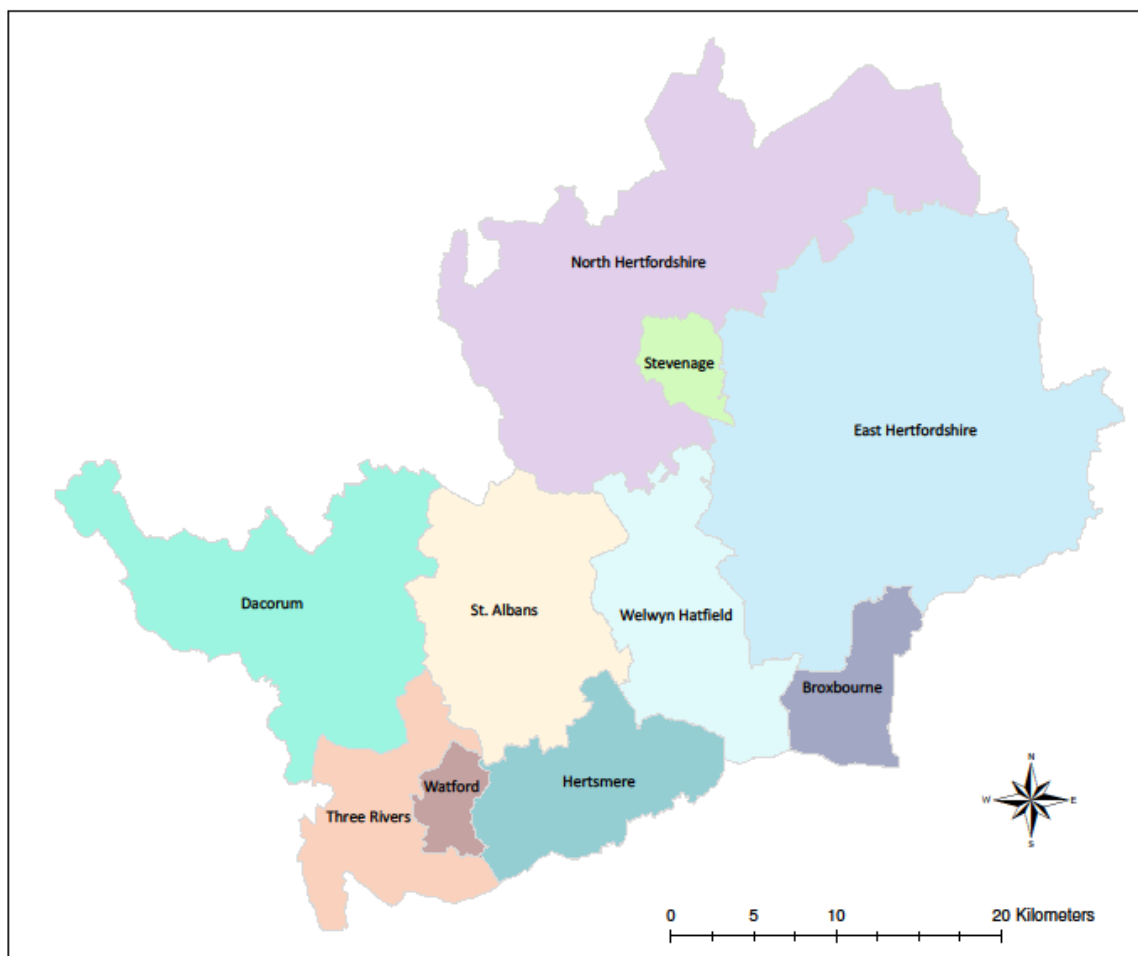
4.1 Broxbourne: Lowewood Museum

4.1.1 Museum Contact Details

Main Contact: Jill Holmen (Collections Officer)
Lowewood Museum,
High St,
Hoddesdon,
EN11 8BH
Tel: (01992) 564995
Email: jholmen@eppingforestdc.gov.uk

4.1.2 Geographic boundaries of the collecting area

Lowewood Museum collects Archaeological Archives from the following Wards in Broxbourne Borough:

Hoddesdon Town and Rye Park	Goffs Oak
Hoddesdon North	Cheshunt North
Broxbourne and Hoddesdon South	Cheshunt South and Theobalds
Wormley and Turnford	Waltham Cross
Flamstead End	Rosedale and Bury Green

4.1.3   Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.1.4   Charging

VAT will be added to the box deposition fee (detailed in section 1.4.3) at the time of invoicing.

4.2   Dacorum: Dacorum Heritage Trust

4.2.1   Museum Contact Details

Main Contact: Nina Glencross (Collections Manager)
Dacorum Heritage Trust,
The Museum Store,
Clarence Rd,
Berkhamstead.
HP4 3YL
Tel: (01442) 879525
Email: curator@dacorumheritage.org.uk

4.2.2   Geographic boundaries of the collecting area

Dacorum Heritage Trust collects Archaeological Archives from the following parishes in Dacorum:

Aldbury	Little Gaddesden
Berkhamsted	Markyate
Bovindon	Nash Mills
Chipperfield	Nettleden with Potter End
Flamstead	Northchurch
Flaunden	Tring
Great Gaddesden	Tring Rural
Hemel Hempstead	Wigginton
Kings Langley	

4.2.3   Museum specific box sizes

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.2.4 Presentation of the Documentary Archive

Dacorum Museum does not accept documentary archives; therefore, all paper, drawn and photographic records should be deposited with the ADS as a jpeg or tiff file. All handwriting must be legible, and they must be clearly labelled within the filename.

4.2.5 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.3 East Hertfordshire: Bishop Stortford Museum

4.3.1 Museum Contact Details

Main Contact: Chris Lydmore (Curator)
Bishops Stortford Museum,
Bishops Stortford,
CM23 3SU
Tel: (01279) 710204
Email: CLydamore@rhodesbishopsstortford.org.uk

4.3.2 Geographic boundaries of the collecting area

Bishops Stortford Museum collects Archaeological archives from the following parishes in East Hertfordshire:

Bishops Stortford	High Wych
Eastwick	Sawbridgeworth
Gilston	Thorney

4.3.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.3.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.4 East Hertfordshire: Hertford Museum

4.4.1 Museum Contact Details

Main Contact: Sara Taylor (Curator)
Hertford Museum
18 Bull Plain,
Hertford, SG14 1DT
Tel: (01992) 582686
Email: sara.hertfordmuseum@btconnect.com

4.4.2 Geographic boundaries of the collecting area

Hertford Museum collects Archaeological Archives from the following Parishes in East Hertfordshire:

Albury	Hertford
Anstey	Hertford Heath
Ardeley	Hertingfordbury
Aspenden	Hornmead
Bayford	Little Munden
Bengeo Rural	Meesden
Bramfield	Sacombe
Braughing	Standon
Brent Pelham	Stapleford
Brickendon Liberty	Stocking Pelham
Buckland	Tewin
Buntingford	Watton at Stone
Cottered	Westmill
Furneux Pelham	Wyddial
Great Munden	

4.4.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.4.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.5   East Hertfordshire: Much Hadham Forge Museum

4.5.1 Museum Contact Details
Main Contact: Christina Harrison
Much Hadham Forge Museum,
High Street, Much Hadham,
Herefordshire,
SG10 6BS
Tel: (01279) 843301
Email: hadham.museum@btinternet.com

4.5.2 Geographic boundaries of the collecting area
Much Hadham Forge Museum collects Archaeological Archives from the following parishes in East Hertfordshire:

Little Hadham

Much Hadham

4.5.3 Museum specific box sizes
Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.5.4 Charging
Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.6 East Hertfordshire: Ware Museum

4.6.1 Museum Contact Details
Main Contact: Elizabeth Barratt (Curator)
                Ware Museum,
                The Priory Lodge,
                High St,
                SG12 9AL
                Tel: (01920) 487848
                Email: C/O hertsmuseums@hertfordshire.gov.uk

4.6.2 Geographic boundaries of the collecting area
Ware Museum collects Archaeological Archives from the following parishes in East Hertfordshire:

Great Arnwell	Thundridge
Hunsdon	Ware Town
Stanstead Abbots	Wareside
Stanstead St Margarets	Widford

4.6.3 Museum specific box sizes
Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.6.4 Charging
Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.7 Hertsmere: Bushey Museum

4.7.1 Museum Contact Details

Main Contact: Gareth Wood
Bushey Museum,
Rudolph Rd,
Bushey.
WD2 3DU
Tel: (020) 84204057
Email: busmt@busheymuseum.org

4.7.2 Geographic boundaries of the collecting area

Bushey Museum collects Archaeological Archives from the following parishes in Hertsmere:

Aldenham

Bushey

4.7.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.7.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.8 Hertsmere: Elstree and Borehamwood Museum

4.8.1 Museum Contact Details

Main Contact: David Armitage, Museum Manager
Elstree and Borehamwood Museum
96 Shenley Road
Borehamwood
Hertsmere Borough Council WD6 1EB
Tel: 01442 454888
Email: info@ebw-museumco.uk

4.8.2 Geographic boundaries of the collecting area

Elstree and Borehamwood Museum collects Archaeological Archives from the following parishes in Hertsmere:

Elstree and Borehamwood

4.8.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.8.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.9   Hertsmere: Potters Bar Museum

4.9.1 Museum Contact Details

Main Contact: Arnold Davey
Potters Bar Museum,
Wyllyotts Centre,
The Broadway
Darkey Lane,
Potters Bar.
EN6 2HN
Tel: (01707) 654179
Email: pottersbarmuseum@gmail.com

4.9.2 Geographic boundaries of the collecting area

Potters Bar Museum collects Archaeological Archives from the following parishes in Hertsmere:

Potters Bar

South Mimms

4.9.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.9.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.10 Hertsmere (other)

4.10.1 Geographic boundaries of the collecting area

Unfortunately, there is currently no museum collecting Archaeological archives from the following parishes in Hertsmere:

Ridge

Shenley

4.11 North Hertfordshire: North Hertfordshire District Council Museum Service (including Ashwell Museum and Royston Museum)

North Hertfordshire District Council (NHDC) Museum Service is able to act as the repository for all archaeological archives generated from excavations in the district, providing the excavating unit, society or individual has met the appropriate standards detailed in this document. The Museum Service is registered with Resource (the Council for Museums, Archives and Libraries) as 571 and 583 (1998). It is therefore the most appropriate repository for all archaeological archives in North Hertfordshire. The Service adheres to the guidelines set out by the MGC (MGC 1992). These include standards for the curating and conservation of the archive, along with standards for providing access to the archive, documentation and loans (MGC 1992, 19-27). The physical archaeological archives are held in environmentally controlled and secure conditions at the Museums Resource Centre in Hitchin. The documentary archives are also held at the Museums Resource Centre in a first-floor secure archive. These storage facilities conform to the MGC/Resource guidelines, concerning protection of the archive against theft, fire, flood and physical damage (MGC 1992, 33-59).

Ashwell Museum and **Royston Museum** (also in the district of North Hertfordshire) have their own autonomous deposits policy for archaeological archives generated from within the parishes of Ashwell and Royston (see Section 4.1.1 for their contact details). However, an agreement has been made between these museums and NHDC Museum Service that archaeological units, societies or individuals working within these parishes should make NHDC Museum Service the point of liaison from the initiation of an archaeological project through to the deposition of the archive. NHDC Museum Service will then liaise with Ashwell or Royston Museums regarding the storage and curating of the physical and documentary archives.

4.11.1 Museum Contact Details

Main Contact:	Keith J Fitzpatrick-Matthews BA (Museum Curator and Heritage Access Officer) North Hertfordshire Museum, Brand Street, Hitchin, Hertfordshire, SG5 1JE Tel: (01462) 474598 Email: keith.fitzpatrick-matthews@north-herts.gov.uk Website: https://northhertsmuseum.org
Ashwell Museum:	Peter Greener (Honorary Curator) Ashwell Museum Swan Street, Ashwell, Hertfordshire, SG7 5NY Tel: (01462) 742956 Email: enquiries@ashwellmuseum.org.uk or peter@ashwellmuseum.org.uk Website: http://www.ashwellmuseum.org.uk
Royston Museum:	Sophie Riches (Museum Curator) Royston Museum Lower King Street, Royston, Hertfordshire,

SG8 5AL
Tel: (01763) 242587
Email: curator@roystonmuseum.org.uk
Website: http://www.roystonmuseum.org.uk

4.11.2 Geographic boundaries of the collecting area

The geographical area covered by North Hertfordshire District Council Museum service includes the thirty-eight civil parishes of the local government district of NHDC. This includes the urban areas of Baldock, Hitchin, Letchworth Garden City and Royston, and settlements (listed below) in rural areas.

Ashwell	Knebworth
Baldock	Langley
Barkway	Letchworth Garden City (Letchworth)
Barley	Ley Green (King's Walden)
Bendish (St Paul's Walden)	Lilley
Blackmore End (Kimpton)	Little Wymondley (Wymondley)
Breachwood Green (King's Walden)	Luffenhall (Clothall)
Bygrave	Lye Wood (King's Walden)
Caldecote	Mangrove Green (Offley)
Charlton (Hitchin)	Mill End (Rushden)
Clothall	Mill End (Sandon)
Cockernhoe (Offley)	Newnham
Codicote	Newsells (Barkway)
Codicote Heights (Codicote)	Norton (Letchworth)
Darleyhall (King's Walden)	Nup End Green (Codicote)
Driver's End (Codicote)	Nuthampstead
Gosmore (Ippolyts)	Oakhills (Codicote)
Graveley	Old Knebworth (Knebworth)
Great Ashby	Peter's Green (Kimpton)
Great Offley (Offley)	Pirton
Great Wymondley (Wymondley)	Pottersheath (Codicote)
Green End (Sandon)	Preston
Halls Green (Weston)	Radwell
Hay Green (Therfield)	Redhill (Sandon)
Hexton	Redlands (Ashwell)
Hinxworth	Reed
Hitchin	Reed End (Therfield)
Holwell	Roe Green (Sandon)
Ickleford	Royston
Jack's Hill (Graveley)	Rushden
Kelshall	Sandon
Kimpton	Shaftenhoe End (Barley)
King's Walden	Smith's End (Barley)

Southern Green (Rushden)		Titmore Green (Wymondley)	
St Ibbs (Ippolyts)		Todd's Green (Wymondley)	
St Ippollitts (Ippolyts)		Wallington	
St Paul's Walden		Wandon End (King's Walden)	
Sunnymead (Royston)		Warren's Green (Weston)	
Tagmore Green (Codicote)		Weston	
Tea Green (Offley)		Weston Park (Weston)	
The Flints (Offley)		Whitwell (St Paul's Walden)	
The Heath (King's Walden)		Willian (Letchworth)	
Therfield			

4.11.3 Project codes allocation

The assignment of archive numbers must be agreed between the Depositor and the Museum Service Curator and Heritage Access Officer at the outset of the project. The code used in the archaeological project will begin with the three-letter code for the parish where the excavation is taking place as defined below, followed by a number issued by the Museum Service. For Hitchin, Letchworth, Baldock and Royston it should be followed by the property number (if appropriate) and the first three letters of the street name. These codes should always be discussed between the Depositor and the Museum Curator and Heritage Access Officer prior the project begins. This global identifying code should be used in all identification of, correspondence about, and reference to the archive, as well as being marked on all paperwork, objects and containers that comprise the archive. The accession number for each site will only be assigned once the entire archive has been transferred to the Museum Service and will act as a unique identifier for the totality of the archive, superseding the global identifying code.

Ashwell	ASH	Langley	LAN
Baldock	BAL	Letchworth Garden City	LET
Barkway	BRK	Lilley	LIL
Barley	BAR	Newnham	NEW
Bygrave	BYG	Nuthampstead	NUT
Caldecote	CAL	Offley	OFF
Clothall	CLO	Pirton	PIR
Codicote	COD	Preston	PRE
Graveley	GRA	Radwell	RAD
Great Ashby	GAS	Reed	REE
Hexton	HEX	Royston	ROY
Hinxworth	HIN	Rushden	RUS
Hitchin	HIT	Sandon	SAN
Holwell	HOL	Therfield	THR
Ickleford	ICK	Kings Walden	KNW
St Ippollitts	SIP	St Pauls Walden	SPW
Kelshall	KEL	Wallington	WAL
Kimpton	KIM	Weston	WES
Knebworth	KNE	Wymondley	WYM

4.11.4 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds must conform to the one or all of the following sizes (L/W/D):
- 60 x 27 x 23 cm
- *or* 60 x 27 x 18 cm
- *or* 48 x 25 x 18 cm (external).

In the case of excavations or surveys where only a small number of artefacts are retrieved (i.e. 1-10 small bags), the Museum Service may be able to accept the physical archive unboxed. The archive will then be placed in appropriate 'parish boxes' for storage. If the retrieved physical archive is on this scale, The Museum Service should be made aware of this as soon as possible after the completion of excavation or survey.

4.11.5 Access to the Archaeological Archives

The Museum Service is committed to providing public access to its archaeological archive. An intrinsic part of this archiving standard is the expectation that the collected archive will serve as a research resource and thus researchers are actively encouraged to consult the archive. To enable such research, access is to remain free of charge. Fees will only be charged for the production of Xerox copies of the documentary archive or for the production of photographic slides/prints or digital photographs.

Apart from items on display in North Hertfordshire Museum, the archaeological archive is stored at the Museum Service Resource Centre in Hitchin. This includes the physical archives from excavations in the district between the 1920s and the present, the full documentary archive of the Baldock excavations 1968-1994, the partial documentary archive of pre-PPG16 excavations carried out by the NHDC Museum Service, the partial documentary archive from post-PPG16 excavations carried out by the NHDC field archaeology unit (disbanded 1994), all reports from the same, and all reports from independent archaeological units carrying out fieldwork in the district. There is also a small, fully indexed archaeology reference library for research purposes, which includes copies of all the publications listed in. The archive collection is not at present fully catalogued, but a process of cataloguing is in progress.

Access to the Museum Service archaeological archive is by appointment only through the Museum Curator and Heritage Access Officer (see above for contact details). Due to limited supervisory resources the archive will only usually be available for consultation between 10 am and 12 pm, and 2 pm and 4 pm on Monday, Tuesday, Thursday and Friday. These times are also subject to the availability of the Museum Curator and Heritage Access Officer for supervisory purposes.

The Museum Service can provide a photocopying service and a photographic service subject to the usual copyright regulations. SMR searches can also be carried out by the Museum Curator and Heritage Access Officer. Prices for these services are listed below:

- A4 Xerox copy   75p per sheet
- A3 Xerox copy   £1 per sheet
- SMR A4 printout   75p per sheet
- Colour photographic slide (mounted) £15 each
- Colour/ BW photographic print   £15 each
- Digital photograph (any format)   £5 each (via e-mail)

Researchers wishing to take their own photographs of any aspect of the archive are free to do so subject to the usual copyright regulations.

4.11.6 Charging
V.A.T. will be added to the box deposition fee (detailed in section 1.4.3) at the time of invoicing.

4.12 St Albans: Verulamium Museum

4.12.1 Museum Contact Details
Main Contact: David Thorold (Keeper of Archaeology)
Verulamium Museum
St Michael's
St Albans
AL3 4SW
Tel: (01727) 751824
Email: david.thorold@stalbans.gov.uk

4.12.2 Geographic boundaries of the collecting area
Verulamium Museum collects archaeological Archives from the central area of St Albans, as well as the following parishes within the District of St Albans:

Colney Heath	Sandridge
Harpenden Rural	St Michael
Harpenden Town	St Stephen
London Colney	Wheathampstead
Redbourn	

4.12.3 Project codes allocation
The Depositor must contact the Museum main contact in advance of work commencing to discuss the allocation of a site code. Verulamium Museum requires the use of a 5-character alphanumeric code to be agreed between the Museum main contact and Depositor during Notification. This code can be used as the unique identifier throughout the project, or in addition or the Depositors own numbering system.

Verulamium Museum requires the pre-agreed 5-character alphanumeric code be detailed on all boxes, bags, wallets and containers in addition to the unique identifier. If the 5-character alphanumeric code is acting as the unique identifier, then the use of this alone will be sufficient.

4.12.4 Museum specific box sizes
Documentary Archives must be presented in flat archival document boxes.

Finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external – includes lid)

A larger box size is acceptable for outsized objects only (long bones from inhumations etc.): 52 x 27 x 23 cm L/W/D (external - includes lid). NOTE: This larger box is to be used for outsized objects only, the standard box size will be expected for the majority of the material archive.

4.12.5 Charging
V.A.T. will be added to the box deposition fee (detailed in section 1.4.3) at the time of invoicing.

4.13 Stevenage: Stevenage Museum

4.13.1 Museum Contact Details
Main Contact: Jo Ward (Curator)

Stevenage Museum
St Georges Way
Stevenage
SG1 1XX
Tel: (01438) 21888
email: jo.ward@stevenage.gov.uk

4.13.2 Geographic boundaries of the collecting area

Stevenage Museum collects Archaeological Archives from Stevenage.

4.13.3 Museum specific box sizes

The Documentary Archive must be presented in flat archival document paper cases.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.13.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.14   Three Rivers: The Three Rivers Museum

4.14.1 Museum Contact Details

Main Contact: Ann Vernau (Curator)
Three Rivers Museum,
Basing House,
46 High Street,
Rickmansworth.
WD3 1HP
Tel: (01923) 727333
Email: curator@trmt.org.uk

4.14.2 Geographic boundaries of the collecting area

Three Rivers Museum collects Archaeological Archives from the following parishes in the Three Rivers District:

Abbots Langley	Moor Park
Chorleywood	Oxhey
Croxley Green	Rickmansworth
Maple Cross	Sarratt

4.14.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)
Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the

storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.14.4 Charging

Three Rivers Museum does not charge VAT. The box deposition fee (section 1.4.3) will be calculated at the time of invoicing.

4.15   Watford: Watford Museum

4.15.1 Museum Contact Details

Main Contact: Sarah Priestley (Heritage Manager)
Watford Museum,
194 High Street,
Watford,
WD1 2HG
Tel: (01923) 232297
Email: sarah.priestley@watford.gov.uk

4.15.2 Geographic boundaries of the collecting area

Watford Museum collects Archaeological Archives from Watford District.

4.15.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external).

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.15.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.16   Welwyn Hatfield: Mill Green Museum

4.16.1 Museum Contact Details

Main Contact: Linda Dobbs
Mill Green Museum,
Mill Green,
Hatfield.
AL9 5PD
Tel: (01707) 271362
Email: l.dobbs@welhat.gov.uk

4.16.2 Geographic boundaries of the collecting area

Mill Green Museum collects Archaeological Archives from the following parishes in Welwyn Hatfield:

Ayot St. Lawrence   Essendon

Ayot St. Peter   Hatfield

North Mymms	Welwyn Garden City
Northaw and Cuffley	Woolmer Green
Welwyn	

4.16.3 Museum specific box sizes

Documentary Archives must be presented in flat archival document boxes.

Bulk finds boxes must conform to the following sizes (L/W/D): 35 x 22 x 14.5 cm (external)

Where necessary, skeletons may be presented in boxes measuring no more than 60 x 27 x 23 cm (external). These boxes are for the storing of human remains only and will not be accepted for the storage of other archaeological material (unless expressly agreed in advance with the Museum for the housing of oversized objects).

4.16.4 Charging

Please contact the museum to confirm charging procedure (including whether or not VAT will be added to the box deposition fee- section 1.4.3).

4.17 Hertfordshire Association of Museums

4.17.1 Contact Details
> Email: hertsmuseums@hertfordshire.gov.uk

4.18 Hertfordshire Museums Development Officer

4.18.1 Contact Details
> Claire Walsh (Museum Development Officer)
> Hertfordshire County Council,
> Register Office Block,
> County Hall,
> Pegs Lane,
> Hertford,
> SG13 8EJ.
> Tel: (01992) 556526
> Email: Claire.Walsh@hertfordshire.gov.uk
> Website: http://www.hertfordshiremuseums.org.uk/

4.19 Hertsmere Museums and Heritage Officer

4.19.1 Contact Details
> Hertsmere Borough Council
> Civic Offices
> Elstree Way
> Borehamwood
> Herts
> WD6 1WA
> Tel: 020 8207 7801
> email: ruth.stratton@hertsmere.gov.uk

Appendices

Appendix 1.   Collecting areas Map (by district and Parish)

Museum Collecting Areas

- Broxbourne, Lowewood Museum
- Dacorum, Dacorum Heritage Trust
- East Hertfordshire, Bishops Storford Museum
- East Hertfordshire, Hertford Museum
- East Hertfordshire, Much Hadham Forge Museum
- East Hertfordshire, Ware Museum
- Hertsmere, Bushey Museum
- Hertsmere, Elstree and Borehamwood Museum
- Hertsmere, Potters Bar Museum
- Hertsmere, currently NO collecting museum
- North Hertfordshire, North Hertfordshire District Council Museum Service
- St. Albans, Verulamium Museum
- Stevenage, Stevenage Museum
- Three Rivers, Three Rivers Museum
- Watford, Watford Museum
- Welwyn Hatfield, Mill Green museum
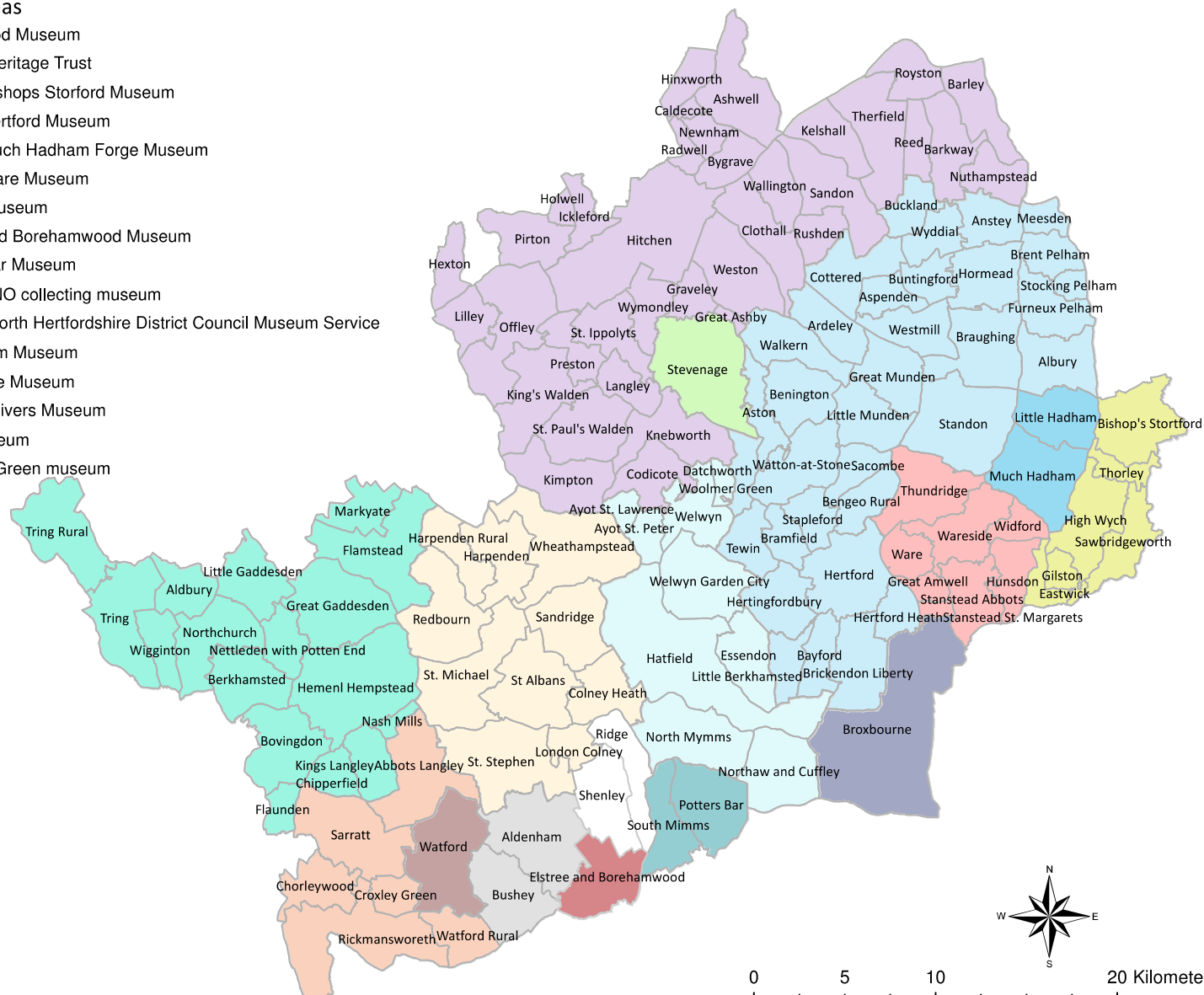
Appendix 2.   Project Notification Form

HERTFORDSHIRE MUSEUMS
PROJECT NOTIFICATION FORM

Accepting Museum:

The Depositor:	**Site Name:**
Address:	Address:
Main contact:	
Tel:	
Email:	

Unique Identifier: NOTE: Verulamium Museum and North Hertfordshire District Council Museum service require the use of a pre-agreed unique identifier.	Other reference number(s):
Parish:	Grid reference:

Type of fieldwork: evaluation / trenching / watching brief / field walking / excavation / survey

Type of site expected: Prehistoric / Roman / Medieval / Post-Medieval

Start date:	Anticipated deposition date:

Quantity of material expected (boxes): < 10 / < 20 / < 30 / < 40 / < 50 / > 50

Conservation problems anticipated:	Waterlogged material anticipated: Yes No
	Human remains expected? Yes No

Signature (Depositor/ contractor):   Date:

On behalf of the Museum, I confirm that we have received Notification of the above project.

Name:

Position:

Signature: Date:

Appendix 3. Project Review Form

HERTFORDSHIRE MUSEUMS
PROJECT REVIEW FORM

Accepting Museum:

The Depositor: Address: Main contact: Tel: Email:	**Site Name:** Address:
	Unique Identifier:

Please describe the ways in which the **Selection Strategy** has been applied to the material recovered from the site.

Provide details of any specialists reports commissioned, the aims and objectives of the research, the methodologies used and the recommendations that were made with regard to the **selection and dispersal**.

Please provide a statement regarding the significance of the site, its contribution to wider research questions or regional priorities, and any key discoveries:

Please state the nature and method of any conservation work that is taking place as part of the project:

Where will the component parts of the Archive be deposited? (HER, ADS, OASIS etc.)	How will the results of this project be published? **ANTICIPATED PUBLICATION DATE:**

Based on the information given above, the Preserved Archive contains:

Please estimate the number of documentary, finds and Stewart boxes and any outsized objects (including dimensions) to be deposited with the Museum as part of the Archive:

Documentary	Bulk finds	Sensitive finds	Human Remains	Outsized

Estimated deposition charge:

Any other comments?

On behalf of the Depositor, I confirm that we intend to offer this Preserved Archive to this Museum as the most appropriate depository according to pre-published Collections Development Policy. I have read and understood the Hertfordshire Archaeological Archive Standards. The Archive will be prepared in accordance with said standards including full Transfer of Title and the payment of the relevant deposition charge.

Name of Depositor:

Position:

Signature: Date:

On behalf of the Museum, I confirm that we intend to accept the offer of this Archive subject to its preparation in accordance with our policies including appropriate marking, labelling and packaging as well as full Transfer of Title and the payment of the relevant deposition charge.

Name:

Position:

Signature: Date:

Appendix 4.   Project Completion Form

<table>
<tr><td colspan="2" style="text-align:center">HERTFORDSHIRE MUSEUMS
PROJECT COMPLETION FORM</td></tr>
</table>

Accepting Museum:	**Unique Identifier:**
The Depositor: Address: Main contact: Tel: Email:	**Site Name:** Address:

Please provide a **Project Summary** (this can be a copy of the report Summary):

Please confirm that the retention policy has been applied as described in the Hertfordshire Archaeological Archive Standards.	Y / N

Please provide the Archive's **Statement of Potential and Significance** *as required in the Hertfordshire Archaeological Archive Standards. This can be detailed below, or alternatively a separate document (appropriately labelled) may accompany this form.*

The Archive

Please describe the level of specialist input in the development of the Archive:

Number of standard Archive boxes (as detailed in Section 4 of the archiving standards):	Condition of human remains if present:

Documentary	Bulk finds	Sensitive finds	Human remains	Outsized	

Please describe any material that is being deposited in other than standard-size boxes:

Has any digital material been deposited with the ADS?	
Is a full list of this material included within the Archive catalogue?	
A PDF and unbound paper copy of the approved report sent to the Historic Environment Team for inclusion in the HER?	

Transfer of the Archive

The Archive will be accompanied by:		Landowner/s:
A full catalogue of the Archive's contents		Address:
A signed Transfer of Title		
A licence to copyright		
A licence from the Ministry of Justice where the Archive contains human remains		Developer Details:

On behalf of the Depositor, I confirm that the Archive has been prepared according to the Hertfordshire Archaeological Archives Standards. I also understand that if the Museum finds shortcomings in the way in which this Archive has been produced that mean that the Standards have not been appropriately implemented, the costs of addressing such shortcomings will be the Depositor's responsibility.

Name of Depositor:

Position:

Signature: Date:

On behalf of the Museum, I confirm receipt of the Archive as described and accept Title to the Archive.

Name:

Position:

Signature: Date:

HERTFORDSHIRE MUSEUMS
TRANSFER OF TITLE

Accepting Museum:

Address:

Tel:

Site Name:

ACCESSION NO:	**Unique Identifier:**

The Depositor/ Excavating Unit:

Owner:

Address:

Tel:

I hereby confirm my donation of the archaeological discoveries (any objects, materials, or remains of archaeological interest, other than any human remains and those articles declared by Coroner's Inquest to be Treasure) recovered from the site named as an absolute and perpetual gift. I wish all the material selected for inclusion in the Archive to be unconditionally transferred to The Museum named above.

I assign as beneficial owner to the Museum named above the entire copyright in the Material Archive throughout the World for the full period or copyright, including all renewals and extensions, and together with all accrued causes of action. I am free to assign the copyright and am the sole, absolute, unencumbered legal and beneficial owner of the copyright; and no part of The Material Archive will infringe the copyright or any other rights of any third party.

Data Protection Act 1988: These details will be kept on file as part of the finds record. This is for internal use by the Museum named above.

Signed: **Date:**

On behalf of the Museum (named above) I accept the donation of the archaeological discoveries recovered from the site named as an absolute and perpetual gift.

Signed: **Date:**

Print Name: **Position:**

Appendix 6.   Licence to Copyright template

<table>
<tr><td colspan="2" style="text-align:center">HERTFORDSHIRE MUSEUMS
Licence to Copyright</td></tr>
<tr><td colspan="2">Accepting Museum:

Address:

Tel:</td></tr>
<tr><td colspan="2">Site Name:</td></tr>
<tr><td>ACCESSION NO:</td><td>Unique Identifier:</td></tr>
<tr><td colspan="2">The Depositor/ Excavating Unit:

Address:

Tel:</td></tr>
<tr><td colspan="2">On behalf of the Depositor (named above) I confirm copyright ownership of the Documentary Archive associated with the site named. I grant the Museum (named above) a licence to exhibit, reproduce and publish these works individually or collectively in any media in accordance with the objectives of the Museum. Additionally I grant the Museum (named above) a licence to supply copies of these works individually or collectively to third parties for publication in any media with or without charge.

NOTE: 3rd Party Copyright materials have been identified within the Archive and are excluded from this licence to copyright.

Signed: Date:

Print Name: Position:</td></tr>
<tr><td colspan="2">On behalf of the Museum (named above) I accept the licence to copyright from the Depositor (named above) for the Documentary Archive associated with the Site named.

Signed: Date:

Print Name: Position:</td></tr>
</table>

Appendix 7.   The Archive Contents Spreadsheet

The Archive contents spreadsheet can function as the overall Archive Contents List and a printout of the relevant columns must be included in box 1 of the documentary Archive. Individual lines or groups of lines of the spreadsheet can be printed and included as Box Contents lists in the material Archive boxes.

Several of the columns contain PICK LISTS to aid in the completion of the spreadsheet. These are **not fixed** and alternative text can be added by the Depositor as required. Pick lists are shown in full on the second tab of the spreadsheet.

The Archive Contents Spreadsheet details not only the documentary (including digital) and material Archive selected for long-term retention, but also the material dispersed or discarded through the selection process.

Each 'object' within the Archive requires its own row on the spreadsheet. An 'object' is a Registered find, an individual context in a box of bulk material, individual human remains or a specific elements of the documentary Archive such as context sheets or the grey lit report. For example:

- If there are 10 coins within a box, each coin will have its own line on the spreadsheet to allow for context, dating and additional descriptive details (length, width, depth and type) to be recorded, while the Box Series number remains the same.
- Each Registered find will have its own line on the spreadsheet.
- A bulk box of medieval pottery containing seven contexts will require seven lines on the spreadsheet, one for each context. In this instance the majority of the information will be the same down each row (site name, unique identifier, box series number etc.); it is only the context number (and potentially the date / period) that will differ.
- If an individual skeleton is divided over two boxes, two lines in the database will be required though in this instance it is the Box Series number that will differ.
- If all the context cards for a site are contained within one documentary box, only one line on the spreadsheet will be required. However, if the context cards are split over two or more boxes then additional lines in the spreadsheet will need to be completed and the box series number detailed accordingly. Alternatively, if a documentary Archive box contains context records, content register and photographic registers, three lines on the spread sheet will be needed to detail each element.

NOTE: The Museum may alter the order/ layout of the spreadsheet to allow easy integration with their systems; however, the data required will remain as detailed below.

Accession no.	Unique Identifier	Site/ Project Name	Parish	Year of Fieldwork	Box Series no.	Archive type	Material	CONTEXT	Quantity	Weight	Date/ Period	Registered Find no.	R.F. length (mm)	R.F. width (mm)	R.F. depth (mm)	R.F object name	Enviro. sample no.	Comments

~~Accession no.~~   ~~The Accession Number supplied to the Depositor at 'Project Review'.~~

Unique Identifier	The unique identifier (site code or project number) associated with the project. NOTE: Verulamium Museum and North Hertfordshire District Council Museum service require the use of a pre-agreed unique identifier.
Site/ Project Name	The name of the site and project type (i.e. evaluation, field walking, excavation etc.)
Parish	The Parish in which the site/project is located
Year of Fieldwork/Project	The year the fieldwork/ project took place.
Box series no.	The box series number.
Archive Type	PICK LIST of 7 terms: Documentary, Bulk, Registered Find, Human Remains, Scientific Samples, Digital and Discarded.
Material	PICK LIST of 70 terms. The column is not fixed so text can be added if an appropriate term is not available. Use the Registered find's material in this column i.e. 'metal- iron'.
Context	The context number
Quantity	The number of items that make up the 'object' on the spreadsheet i.e. the number of sherds of pottery in a bag or context sheets in a folder.
Weight	The weight of the bulk material or individual object (use 'g' or 'kg' where appropriate)
Date/ Period	PICK LIST of ten terms taken from the Regional Research Framework for the East of England (Medlycott 2011). The column is not fixed so can be amended as appropriate.
Registered Finds no.	Please use this column for Registered Finds (or small/ special finds) references and all human remains references such as skeleton (SK) or burial (B) where applicable.
R.F. Length	The length of the Registered Find
R.F width	The width of the Registered Find
R.F. Depth	The depth of the registered Find
R.F. object name	PICK LIST of terms to describe the Registered Find or object e.g. brooch, arrowhead, gaming counter, token whetstone etc. Column is not fixed so can be amended as necessary.
Enviro. Sample no.	The number associated with the environmental or scientific sample.
Comments	Any further comments regarding the 'object' in question such as rarity, treasure reference if applicable, condition, etc.

Appendix 8.   The Material Archive- Recommended terms

The following material groups and categories are recommended when labelling Archive boxes, bags and containers. The Material Group can be used on its own, or in combination with a Type, or the Type can be used on its own.

Material Groups and Types

- Animal Bone: Bone un-worked, including fish
- Building Materials: Baked and Fired clay, Brick, Tiles, Plaster, Concrete, Mortar, Opus Signinum, architectural materials (including worked stone and wood), Unclassified
- Ceramics: Pipe clay, Pottery, Unclassified
- Environmental Samples: Processed flot residues, charcoal, plant remains, molluscs etc (no unprocessed bulk samples)
- Fibres
- Flint: including chert
- Glass: Vessel, Window, objects (i.e. beads), Other, Unclassified
- Human Remains
- Leather
- Metal: Copper and Alloys, Gold and Alloys, Iron and Alloys, Lead, Pewter, Silver and Alloys, (specify other identified metals), Tin, Unclassified
- Resin: Amber
- Shell
- Industrial residue
- Stone: Jet, Shale, Slate (specify other identified stones), Unclassified
- Wood
- Worked Bone
- Worked stone: objects (i.e. tools including debitage)

Definitions of Material Categories

- Bone: includes antler, ivory (teeth)
- Baked and Fired Clay: e.g. cob, daub, tile, including chimney pots and louvres; water pipes; kiln furniture (excepting saggars then used as pots, and parting sherds); terracotta
- Pipe Clay: clay tobacco pipes, figurines
- Pottery: includes kiln wasters and seconds, parting sherds, and pots initially used only as saggars; moulds used in the manufacture of pottery; pottery figurines, lamps and crucibles
- Copper and Alloys: includes brass, bronze, latten
- Industrial residue: includes clinker, hammer scale and other waste products from metal working and products from pyrotechnical products