

# Deposition of archaeological archives in Cambridgeshire

September 2019

Version 4

<i>Control Grid</i>			
<i>Title:</i>	<b>Deposition of archaeological archives in Cambridgeshire</b>		
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<i>Date of origination:</i>	<b>14/05/2014</b>	Date of last revision:	<b>09/09/2019</b>
<i>Version:</i>	<b>4</b>		
<i>File location:</i>	<a href="http://www.cambridgeshire.gov.uk/residents/libraries-leisure-&amp;-culture/archaeology/archives/depositing-archaeological-archive-in-cambridgeshire">www.cambridgeshire.gov.uk/residents/libraries-leisure-&amp;-culture/archaeology/archives/depositing-archaeological-archive-in-cambridgeshire</a>		

1. Introduction .....	6
2. Purpose of these guidelines and general overview .....	6
3. The Archaeological Archive.....	7
4. Pre-Deposition Requirements .....	8
5. Checklist for each stage of a project .....	9
6. Costs of Deposition .....	11
7. Selection and retention policy .....	15
8. Conservation of artefacts prior to deposition .....	16
9. General Data Protection Regulation and archives .....	16
10. Cambridgeshire Event Numbers (ECB).....	17
11 The OASIS project .....	17
12. Forthcoming changes to digital archiving .....	18
12.1 Digital archiving with a CoreTrustSeal repository .....	18
12.2. Inclusion of Data Management Plans .....	19
13. Treasure.....	20
14. Cataloguing Spreadsheet.....	20
15. Transfer of Title, Ownership and Copyright.....	21
15.1 Transfer of title and ownership.....	21
15.2 Landowner/owner retention .....	22
15.3 Confirmation of Acceptance Form .....	22
15.4 Copyright .....	22
16. Guidelines for the Documentary Archive .....	23
16.1. Paper archive.....	23
16.1.1 Written archive .....	24
16.1.2 Drawing .....	25
16.1.3 Photographs.....	26
16.1.4 X-rays.....	26
16.1.5 Microfiches/form .....	26
16.2 Digital Archive.....	26
16.2.1 Storage of digital archive.....	27
16.2.2 File naming convention .....	27
16.2.3 Word Processed Documents.....	27
16.2.4 Databases and Spreadsheets.....	28
16.2.5 Photographs and X-rays.....	28
16.2.6 CAD (Computer-Aided Design) .....	28

16.2.7 Survey Data (GIS).....	28
17. Guidelines for the Material Archive.....	29
17.1 Bulk Material.....	29
17.1.1 Cleaning and marking .....	29
17.1.2 Boxes .....	30
17.1.3 Bags.....	31
17.1.4 Packing .....	31
17.1.5 Labels and barcodes.....	32
17.1.6 Strapping.....	32
17.1.7 Palleting and layering for deposition .....	33
17.1.8 Large or heavy artefacts .....	33
17.2 Human remains .....	33
17.2.1 Cleaning and marking .....	33
17.2.2 Boxes .....	34
17.2.3 Bags.....	34
17.2.4 Packing .....	34
17.2.5 Labels and barcodes.....	35
17.2.6 Strapping.....	35
17.2.7 Palleting and layering for deposition .....	35
17.2.8 Circumstances for reburial .....	35
17.3 Sensitive Material (metalwork).....	36
17.3.1 Cleaning and marking .....	37
17.3.2 Boxes .....	37
17.3.3 Bags/crystal boxes/Correx .....	38
17.3.4 Packing .....	38
17.3.5 Silica gel.....	39
17.3.6 Labels and barcodes.....	40
17.3.7 Placement of humidity indicator strips.....	41
17.4 Sensitive Finds (leather, textile, worked bone, and wood).....	41
17.4.1 Cleaning and marking .....	42
17.4.2 Boxes .....	42
17.4.3 Bags/crystal boxes .....	42
17.4.4 Packing .....	43
17.4.5 Labels and barcodes.....	43
17.5 Environmental samples .....	43
18. Contacts .....	44
19. Further references.....	45

Appendix 1: Archive deposition flow chart.....	47
Appendix 2: The cataloguing spreadsheet .....	48
Appendix 3: Ordering and using barcodes .....	51
Appendix 4: Supplier details.....	53
Appendix 5: Blank Confirmation of Acceptance form .....	54
Appendix 6: Label templates .....	55
Appendix 7: Strapping machine instructions .....	57

## 1. Introduction

Cambridgeshire County Council's Historic Environment Team (CHET) acts as the main archaeological repository for the archaeological investigation archives of projects undertaken in the county of Cambridgeshire. The repository uses two stores; the council's converted bunker at the County Council offices in Cambridge and the DeepStore facility in Cheshire. The repository fulfils the function of a publically accessible archaeological archive repository to be used for research and also to support local museums by loaning artefacts for displays and exhibitions.

For archaeological organisations who wish to deposit small archives that they do not have the capacity to prepare themselves; alternative arrangements can be made for archive preparation. CHET can prepare small archives on an organisation's behalf at a daily rate covering resources and staff time, or alternatively archives can be prepared on an organisation's behalf by another archaeological organisation that frequently deposit archives in Cambridgeshire. The standard deposition rate per box will still apply. For further information, please contact CHET.

## 2. Purpose of these guidelines and general overview

These guidelines set out the requirements for the conservation, organisation, labelling, marking, transfer, storage and documentation of archaeological archives that are to be deposited with CHET.

All artefacts and archives are stored according to their material requirements, as specified by the Museums and Galleries Commission (subsequently Museums, Libraries and Archives Council, now the Arts Council).

- Sensitive/fragile material is stored at the council's converted bunker at the County Council offices in Cambridge. This secure storage facility is temperature and humidity controlled.
- Stable/bulk material and documentary archives are stored at the DeepStore facility in Cheshire. The secure storage facility is temperature and humidity controlled and complies with the BS EN 16893:2018 (replacing PD5454:2012 as the industry standard).
- Digital data should ideally be stored by a publically accessible CoreTrustSeal certified repository such as the Archaeology Data Service (ADS) in York.

Detailed standards, information and advice to supplement this document can to be found in ['Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation'](#) (PDF 868KB, date accessed: 02/09/2019).

These guidelines supplement the 'Brief for Archaeological Investigation' documents issued by CHET, and are intended for use by organisations wishing to make use of the stores for the deposition of archaeological archive.

**Project archaeologists are strongly encouraged to read these guidelines during preparation of their project design/written scheme of investigation (WSI), so any specific requirements can be incorporated into the programme of works at the outset. It is important that everyone involved in the creation and preparation of an archaeological archive is aware of this document and its contents.**

**Project archaeologists should note that CHET reserves the right to refuse to accept and/or return archives or parts of archives that are not considered acceptable, and/or to charge for work needed to bring archives to a standard compatible with these guidelines.**

### **3. The Archaeological Archive**

At the completion of an archaeological project, all appropriate material related to it should be archived. This can include Historic Building Recording surveys and non-intrusive surveys such as Systematic Field walking surveys.

The archive comprises the irreplaceable data and material of the historic environment assets that have often been subsequently destroyed by excavation or development. The archive is defined as all parts of the written, drawn, photographed, digital borne data and generated artefactual material.

The existence of a complete and ordered archive is vital to:

- enable the reinterpretation of the investigation results by providing raw material for further research
- inform and be used for public display
- offer an educational resource for the whole community

CHET will only accept archives if they are complete, and consist of all the relevant elements where appropriate including:

- artefacts, ecofacts
- scientific samples
- original context records and original sample records
- original site drawings (plans, sections, elevations)
- original photographic records, negatives and prints
- original skeleton records
- survey reports (e.g. borehole, geophysical, documentary)
- original artefacts records (e.g. registered finds, bulk finds, artefact dating catalogues)
- records of conservation and x-rays undertaken
- site, specialist and artefact reports (including assessment reports, updated project designs, archive) and publication reports
- management data, Brief, original and revised project designs/WSI
- copies of correspondence
- digital borne archives (databases, photos, survey data, graphics) and relevant print outs

The preparation requirements for each of these elements are detailed in sections 16 and 17 of this document.

**CHET reserves the right to inspect archives prior to delivery and on delivery to monitor compliance.**

#### **4. Pre-Deposition Requirements**

The archive must derive from archaeological work undertaken within Cambridgeshire or from projects where the majority of the work was based within the county.

Project archaeologists should read these guidelines during the preparation of their project design/written scheme of investigation (WSI) so that any archive and storage requirements can be factored in.

CHET requires that the landowner transfers 'title' or ownership of the archive to CHET before an archive can be deposited in the County Stores. Every effort must be made by the Consultant or Contractor preparing the archive to secure the agreement of the landowner/developer to the deposition of the full site archive and 'transfer of title' to CHET (for more information on this see section 15).

An OASIS form must be completed in advance of deposition. Please see section 11 for further details.

Any necessary conservation work for the long term preservation of any part of the archive must have been completed by a professional conservator and be fully documented (see section 8 for further details).

The archiving and storage of organic material, sediments and related paper records from wet sites or sites with a wet component will require special consideration. Sites that are known or thought likely to have a wet component must be discussed at the earliest possible opportunity, either prior to commencement of the project or as part of the updated project design.

Regardless of research value, artefacts of high monetary value should be identified upon deposition so secure storage can be identified at the outset.

Depositors are required to contact CHET in advance of deposition so that costs can be provided and arrangements for accessions made. CHET should be advised of the type and amount of all material in advance. This should include the quantity of small finds, bulk material, paper archive, and list of digital archive files. At the same time, copies of the transfer of ownership, title and copyright forms should be sent to CHET.

A flowchart detailing the process of deposition can be found in appendix 1.

A cataloguing spreadsheet must be completed for every archive that is to be deposited. Please see section 14 and appendix 2.



The size of the archive(s) to be deposited will affect the procedure. A large deposition consisting of more than 80 boxes of bulk and documentary archive will be sent to DeepStore in Cheshire from the depositor's location. For those less than 80 boxes; the archive will be sent to CHET in Cambridge. Please follow the flow chart detailing the process of deposition can be found in appendix 1.

An archive will only be accepted if an appropriate level of assessment and reporting has been undertaken on the project overall (including artefacts and environmental material), as agreed with the relevant archaeological officer (see English Heritage's *Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation* (2008) (PPN3), appendix 3.2, for minimum requirements.)

The archive must be in a form that permits comprehension and further interpretation of the site (for more information, please see the separate CCC Archaeological Archives PXA guidance, 2017 on our website (<https://www.cambridgeshire.gov.uk/archaeology/PXArequirements> date accessed: 02/09/2019) and the ALGAO:England Advice Note.

## **5. Checklist for each stage of a project**

We expect professional organisations working in Cambridgeshire to consider potential archives from the very start of a project. What we expect at each stage of a project is listed below:

### **Written Scheme of Investigation (WSI) stage**

A WSI should cover the following before it can be approved by development management officers:

- A commitment to the Transfer of Title for the archive.
- A recognition of the cost of archiving within Cambridgeshire.
- To identify the intended physical archive repository and CoreTrustSeal accredited digital archive repository.
- A commitment from the organisation to use selection and retention strategies where applicable.

### **Investigation/fieldwork stage**

- We expect that archive proposals be developed in the dynamic environment of ongoing fieldwork.
- Any exceptional or unusual archiving requirements identified during fieldwork should be raised with CHET as soon as possible.
- Project Managers are expected to gain transfer of title following the completion of fieldwork.

## Post Excavation Analysis stage

For fieldwork projects that reach the PXA stage CHET expects the archive proposal to include the following aspects (as the minimum) as set out by our Archaeological Archives Requirements for Post Excavation Analysis (PXAs):

<https://www.cambridgeshire.gov.uk/archaeology/PXArequirements> (date accessed: 02/09/2019).

- Detailed conservation proposals for artefacts
- Estimates of archive size and content and any extra-ordinary storage requirements (e.g. large pieces of worked stone, waterlogged remains)
- Proposals for retention and discard, supported by statements from specialists
- Initial outline of the research potential of the archive in relation to the project's research objectives
- Confirmation of adequate resourcing for the archive process, including preparation, security copying, packing, cataloguing and transportation
- Identification of intended publically accessible CoreTrustSeal digital archive repository.
- Details of any other claims to archive content (e.g. Treasure items, military remains)
- Timescale of deposition of archive is provided (for projects commencing after April 2020)

CHET expect Transfer of Title to have been secured from the landowner(s) at this stage. Any queries over possible exhibition/display should also be resolved. See section 15 for Transfer of Title, Ownership and Copyright.

Should items be extracted from the archive for display purposes, these should be itemised in the PXA report and the display location recorded. Arrangements for temporary or long term loan should be documented in either the PXA or archive report in discussion with CHET.

**For projects that commence after April 2020 CHET will require archaeological organisations working in the county to include a timescale for the deposition of the archaeological archive in the final report (for sites that do not have a mitigation stage) or the PXA report (for those with a mitigation phase). These timescales are to be negotiated with the CHET Development Management Officer and Archives Officers. Archives are expected to be deposited with CHET within this timeframe. If an organisation is not able to meet the deadline of a timescale then they should contact CHET to discuss a revised date of deposition.**

## 6. Costs of Deposition

CHET provides permanent storage for archaeological archives.

**For projects that commenced before April 2019, the box charge is £75 or a minimum £50 charge per archive.**

**For projects that commenced after April 2019, the box charge is £80 per box or a minimum £50 charge per archive.**

This combined charge of £80 represents accessioning and uplift (£15) and the fee to provide for the long term storage (£65) and applies to each box.

**The cost of archaeological archive deposition will increase in 2020. Please note that the deposition charge will increase to £100 (£30 deposition charge and £70 storage charge). This will apply to all projects that commence as of 1<sup>st</sup> April 2020.**

For very small archives (less than one box), a £50 charge per archive exists to cover the long term storage.

**The current, standard £80 charge can equate to the following:**

<b>Bulk archive</b>	<b>Sensitive archive</b>	<b>Documentary archive</b>
See figure 1	See figure 2	See figure 3
'Long bone' boxes, 'skull' boxes, custom pallets for large items	Polythene boxes (e.g.: Stewart), Correx boxes (in large Stewart boxes if required)	Archive standard cardboard 'clam shell' boxes or envelopes, Secol slide pocket pages
Our standard long bone bulk box of 500 x 250 x 160mm  <b>We also accept boxes with measurements within 50mm of each of above measurements.</b>	Large Stewart Sealfresh boxes,  Multiple sizes, up to 31.5 x 31.5 x 16 cm, 13 litre capacity.	Individual paper archive 'clam shell' boxes or folders are to be placed in a DeepStore paper archive box).  <u>DeepStore archive boxes:</u> <b>MAT008</b> - A4 Lever Arch File Box, Length: 43cm, Width: 32cm, Depth: 34cm <b>MAT032</b> – A3 box with integral lid, Length: 49cm, Width: 35.5cm, Depth: 25cm)
Boxes can be packed to 75% with artefactual material allowing for 25% plastazote packing (see section 17).	Boxes can be packed allowing space for artefact-appropriate packing and 10% (weight by volume) silica gel (see section 17).	Paper archive boxes can be packed to 100% (see section 16.1).
Multiple archives can be deposited in a single box (bulk), subject to the individual material being separated and labelled with event numbers/site codes, in order to maximize efficiency.	Multiple archives can be deposited in a single box (sensitive), subject to the individual material being separated and labelled with event numbers/site codes, in order to maximize efficiency.	Multiple documentary archives can be deposited together in a single DeepStore paper archive box, provided they are separated into distinct 'clam shell' boxes or folders and labelled with event numbers and site codes, in order to maximize the efficiency of depositions.
The cost of transfer and any insurance for material during transportation will be the responsibility of the depositor.		

*Table 1: Box charges*



Figure 1: standard long bone bulk box (500 x 250 x 160mm or within 50mm of each measurement listed)

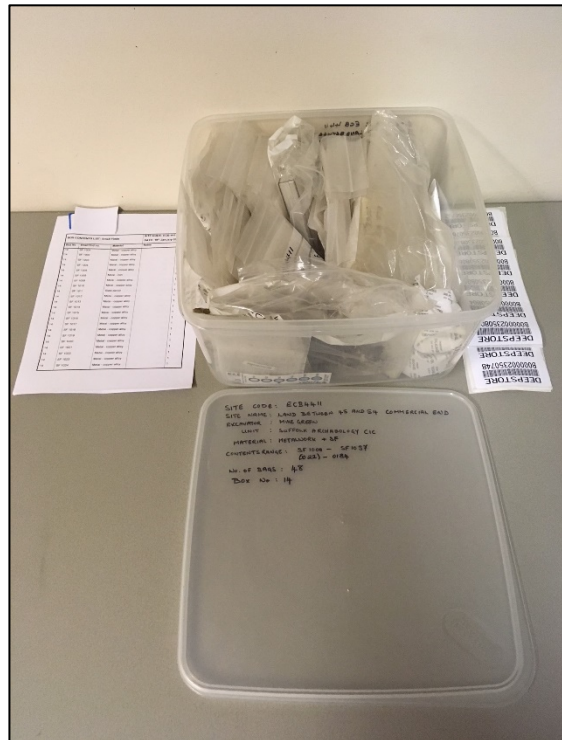


Figure 2: standard large sensitive Stewart box (anything up to the 'pizza storer' 13 litre capacity).



Empty MAT088 A4 box



Empty MAT032 A3 box



MAT008 A4 box containing archive



MAT032 A3 box containing archive

Figure 3: One of our large paper archive boxes (MAT008 - A4 Lever Arch File Box, Length: 43cm, Width: 32cm, Depth: 34cm or MAT032 – A3 box with integral lid, Length: 49cm, Width: 35.5cm, Depth: 25cm). Individual paper archive ‘clamshell’ boxes or folders are to be placed in a DeepStore paper archive box.

## 7. Selection and retention policy

CHET maintains a permanent collection of archaeological archives, taken to mean the excavated material, together with paper, photographic and digital records. The requirements set out below apply to all categories of archaeological archive. All archive material offered to the council must be offered as a gift free of encumbrance and prepared and packaged according to these guidelines.

CHET will consider accessioning additional archaeological archive to its permanent collections that meet any of the following criteria in descending order of priority:

- Necessary to create and maintain a permanent record of the site. This is the primary archive.
- Provides material of use for outreach activities, mainly schools handling packs, museum exhibitions and other temporary or permanent displays
- To facilitate ongoing research into aspects of material culture (e.g. pottery type series)

Additionally, we will accession material where disposal is not possible and also where there may be a legal requirement for storage (e.g. human remains over 100 years old).

Any request to deposit material with the council must be accompanied by information supporting the eligibility under any of the criteria above. Supporting information should consist of (but is not limited to):

- Statements of retention priorities as part of the Written Scheme of Investigation, including on site and off site policies for recording and discard
- The identification of national guidance or policy that justifies the retention of material
- Specialist reports confirming the local, regional or national importance of material recovered, resulting in recommendations for retention and future use
- The use of appropriate research frameworks to support the retention of material
- Assessments of local 'gaps in knowledge'
- A statement of archive potential as part of the Post Excavation Assessment and Updated Project Design

Proposals for discard need to be supported by statements from specialists and submitted to CHET for review.

## 8. Conservation of artefacts prior to deposition

During the post-excavation assessment phase of an archaeological project we request that the specialists engaged provide an opinion of the quality and potential of studied material, with the objective of archaeological artefacts being loaned to and displayed in local or national museums. Such material can include (but is not limited to) pottery, metalwork and other non-metallic small finds. The remainder of the archaeological material can be regarded as suitable for storage.

With regards to metalwork and other sensitive material, CHET has a two stage approach to conservation requirements:

- Artefacts deemed worthy of display and presentation by the relevant specialists should be identified as such on archive deposition, and appropriate levels of preparation and conservation to prepare the material for display is to be undertaken before deposition.
- Archaeological archive material for storage and not display is to be stabilised and packaged for long-term storage according to the Institute of Conservation (UKIC) guidelines.

## 9. General Data Protection Regulation and archives

Professional organisations that deposit archaeological archives with CHET should be aware that these archives will contain the personal details of individuals.

**To address the standards introduced by the General Data Protection Regulation (GDPR), CHET is required to ensure that formal data agreements are put in place between CHET and the depositing organisation.**

The depositing organisation acts as the 'Data Controller' and CHET as a third party with whom the data is shared with as a 'Data Processor'. For more information on GDPR definitions please see: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors> (date accessed: 02/09/2019). Organisations will need to put in place an agreement to ensure transparency about how the personal information is processed and how it is secured. Organisations will also need to ensure that CHET has permission to hold and process this information.

This also means that organisations will need to ensure that they have themselves obtained the necessary permissions to share data with CHET. The 'Brief for Archaeological Investigation' documents issued by CHET Development Management officers at the commencement of projects now include a statement confirming the expectation that the depositing organisation secures permission to share the details of individuals that are referenced in the archive.

CHET collects and stores this personal information in order to facilitate the long-term preservation and management of the archives deposited with us. The data is collected



for specified, explicit and legitimate purposes. Further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes are considered to be compatible with the initial purposes.

CHET will retain this personal information in perpetuity (i.e. forever).

This does not affect the landowner/donor's or your ability to request to remain anonymous or choose how they are credited in future such as on CHET publications such as artefact labels, or other published works. Access to this information is restricted.

CHET will not share this personal information with a third party for marketing purposes but may wish to use it to contact the individuals referenced within it for archives management or exhibition purposes – for example should there be an exhibition of the material or should the archive or any part of the archive be recommended for disposal.

CHET will make the contents of the archive available to researchers but the access that is provided will be subject to a data protection agreement.

## **10. Cambridgeshire Event Numbers (ECB)**

The Cambridgeshire Historic Environment Record (CHER) will issue an ECB reference standing for “Event CamBridgeshire” at the start of an archaeological project. The requirement for a number will be issued with the Development Management ‘Brief for Archaeological Investigation’. This number will be unique for each project and must be used throughout the archive as it is the key reference for curatorial use.

When these references are issued by the CHER, it is expected that project archaeologists will take the opportunity to familiarize themselves with the archive deposition guidelines for Cambridgeshire.

The ECB reference must be clearly written or stated on the following;

- The final report
- The OASIS form
- Every piece of paper created during on-site investigations and post-excavation
- All finds bags/crystal boxes and marked finds
- All finds and documentary archive boxes and folders

It should be noted that the issuing of an ECB reference is no guarantee that an archive will be accepted.

## **11 The OASIS project**

CHET supports the use of the OASIS project <http://www.oasis.ac.uk/england> by the ADS.

One digital copy of the final, approved report should be submitted to the CHER via the OASIS website <https://oasis.ac.uk/form> (date accessed: 09/09/2019) or another file store of equivalent standard.

We welcome the submission of final reports in Portable Document Format (.pdf) or Portable Document Format Archive (.pdf/a) format.

All depositors are required to complete an OASIS form and make a digital copy of the report available online either through OASIS or another file store of equivalent standard for each project prior to deposition. This supersedes the need to send direct a digital or hard copy of the report to the CHER.

Include the ECB reference on the OASIS record as an 'Associated Reference'.

Advice and guidance on completing the OASIS form can be provided by ADS and CHET.

In addition to the provision of a digital archive, depositors are requested to facilitate the CHER in their public role by providing copies of digital elements of the archive when requested. This would include (but is not limited to) artefact databases, aerial photograph plots, contexts lists, site reports, photographs and site plans. The depositor is to ensure all security files have been disabled.

CHER uses Microsoft Office, Adobe Acrobat and QGIS. File formats should therefore be readable by these programmes. Where appropriate, AutoCAD files should be in a format that can be imported into GIS (for example, .dxf) or already transferred to TAB or SHP files.

GIS/mapping datasets are to be provided in MapInfo or ArcGIS file formats. All datasets must be fully georeferenced to the Ordnance Survey national grid where appropriate.

The preferred format for images is uncompressed TIFF or high quality JPEG.

**Please note this is a specific addition to and does not replace the need for digital archiving.**

## **12. Forthcoming changes to digital archiving**

### **12.1 Digital archiving with a CoreTrustSeal repository**

**For archaeological projects initiated after April 2020** CHET requires that the digital archive be deposited with a publically accessible, accredited digital archive repository with CoreTrustSeal certification as per the requirements of our Archaeological Briefs.

CoreTrustSeal [www.coretrustseal.org](http://www.coretrustseal.org) (date accessed: 02/09/2019) certification was created by a community of global data organisations and is the recognised and universal system of data archive standard for repositories.

Currently the only repository in the UK with this status that can actively accession digital archives for archaeological projects is the Archaeology Data Service (ADS). However, it is anticipated that in the near future further digital archive repositories will be established. If you wish to deposit the digital archive at a CoreTrustSeal certified digital repository other than the ADS then please contact CHET.

**For archaeological projects initiated prior to April 2020** we will accept the digital archive on a disc as previously. However, we would still **strongly recommend** that these older archives are deposited with a CoreTrustSeal certified repository as this is the only way to guarantee that these archives will be accessible in the long term future.

The ADS EASY system can be found online here: <http://archaeologydataservice.ac.uk/easy> (date accessed: 02/09/2019). ADS-easy is a faster way to deposit small to medium-sized project archives. This system allows users to upload digital files and associated metadata for archiving. It is ideal for small to medium sized archives of around 1000 files. The ADS EASY system also contains a costing calculator that allows users to estimate the costs of digital archiving before submission of the archive through this system.

For large projects that exceed the size limit for ADS Easy please contact the ADS directly at [help@archaeologydataservice.ac.uk](mailto:help@archaeologydataservice.ac.uk). Further information on this can be found here: <https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors> (date accessed: 02/09/2019).

For all projects, the handling of digital datasets should be undertaken following the guidelines specified in the ADS Guides to Good Practice <http://guides.archaeologydataservice.ac.uk> (date accessed: 02/09/2019).

**As part of these changes, CHET will not accept the deposition of physical archives for archaeological projects initiated after April 2021 unless arrangements have been made for the deposition of the digital archive in a publically accessible, accredited digital archive repository with CoreTrustSeal certification.**

## **12.2. Inclusion of Data Management Plans**

From April 2020 CHET will require the use of digital Data Management Plans (DMPs) as part of archaeological projects. This follows on from the results of the Historic England funded 'Creating a sectoral standard and guidance for managing digital data generated from archaeological investigations' project which is due to be concluded in late 2019. This project will provide further guidance related to Data Management Plans for archaeological projects.

Data Management Plans will aid the selection and retention of files during the project, help identify personnel responsible for different aspects of the data and highlight tasks which effect the successful creation of a well-ordered and secure digital archive. Further detail regarding CHET requirements will be released in the next version of these guidelines in April 2020. If you have any questions regarding these changes then please contact CHET.

## 13. Treasure

In the event of items falling under the definition of treasure under the Treasure Act 1996 (and subsequent definitions, [www.finds.org.uk/documents/advice.pdf](http://www.finds.org.uk/documents/advice.pdf) date accessed 09/09/2019) being discovered during archaeological fieldwork, the following should be enacted:

Where items that fall under the legal definition of Treasure are discovered during fieldwork, the project archaeologist is advised to contact CHET for advice and guidance within 48 hours of the discovery. By law, finds of potential Treasure must be reported to the Coroner or their representative within 14 days of discovery. In Cambridgeshire, Treasure is processed by the FLO who contacts the Coroner, the British Museum and local museums.

A Treasure Receipt form must be completed for the potential treasure artefact or artefacts. Guidance on completing the necessary Treasure Receipt form for potential treasure found during archaeological fieldwork is available on our website [www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/archaeology/portable-antiquities-scheme-pas](http://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/archaeology/portable-antiquities-scheme-pas) (date accessed 09/09/2019) and also direct from the FLO.

Please note that where a find is not disclaimed under the Treasure Act there is a very high possibility that it will be separated from the rest of the site archive. Therefore, a full photographic and drawn record should be made, and include the treasure forms as part of the paper archive.

The project archaeologist should be aware that the Act prohibits financial rewards to archaeologists undertaking fieldwork, but also that the exclusion applies to supervised metal detectorists working on archaeological sites.

For more information contact the Finds Liaison Officer on:  
[pasadministration@cambridgeshire.gov.uk](mailto:pasadministration@cambridgeshire.gov.uk)

## 14. Cataloguing Spreadsheet

A completed cataloguing spreadsheet needs to accompany the archive. This is provided by CHET at the beginning of the archiving process (see appendix 2).

The cataloguing spreadsheet will need to be completed for each part of the archive; documentary, material and digital material. It is populated with pick lists for many of the columns and is intended to be quick and easy.

When completing the cataloguing spreadsheet, you need to ensure that a new row (each SCB number in the first column) is dedicated to one type of material. There should not be multiple materials or barcode numbers in a single row on the cataloguing spreadsheet. For example for bulk material you need to give one row for pottery and

another row for ceramic building material even if they are in the same archive box with the same barcode number.

For sensitive material, each row is dedicated to a single bag/crystal box, each with a separate barcode number. For items which have been registered, for example small finds and skeletons, separate rows need to be dedicated to each of these whether included in the bulk or sensitive material boxes. See appendix 2 for more information on the columns and pick lists.

The barcode is the unique reference used for retrieval purposes. A barcode scanner must be used to add these barcodes to the cataloguing spreadsheet (see appendix 3 for more information on barcodes).

Accompanying the catalogue spreadsheet should also be a list of any material or samples retained by specialists for further research or of those that have been destroyed/discarded during post-excavation analysis.

## **15. Transfer of Title, Ownership and Copyright**

### **15.1 Transfer of title and ownership**

Ownership or 'Title' of any material due to be deposited with CHET must be transferred. CHET expects that transfer of title should be secured at the Post-Excavation Assessment stage of a project, or the reporting stage of a project that does not go to mitigation.

The landowner should be made aware from the outset of the project that there will be a requirement to transfer the Title of the archive to the receiving repository. The Transfer of Title should take place once the archive contents have been quantified by the contractor.

Material collected by archaeological fieldwork, with the exception of items classified as Treasure, belongs to the landowner unless there has been a transfer of title. As a condition of the acceptance of the archive, CHET requires that the landowner transfers title and ownership to CHET before an archive is deposited in the County Stores.

Every effort must be made by the Consultant or Contractor preparing the archive to secure the agreement of the landowner/developer to the deposition of the full site archive and transfer of title and ownership to the intended publically accessible, accredited digital archive repository with CoreTrustSeal certification after fieldwork has ended. The archaeologist undertaking fieldwork is responsible for obtaining the written consent of the landowner to transfer ownership of material. It is expected that the complete archive will be accepted as an unconditional gift.

If this is not achievable for all or part of the artefactual archive then provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate before transfer of the archive takes place.

Please use your own transfer of title and copyright forms but ensure that the space given for the signature includes an area for the name to be printed too to avoid confusion as to the name of the signatory.

Our Archaeological Archives Requirements for Post Excavation Analysis (PXAs) note can be found here [www.cambridgeshire.gov.uk/archaeology/PXArequirements](http://www.cambridgeshire.gov.uk/archaeology/PXArequirements) (date accessed 02/09/2019).

**If transfer of Title cannot be agreed then please contact CHET for further guidance.**

### **15.2 Landowner/owner retention**

Where the landowner wishes to retain items recovered during excavation, all selected artefacts will be fully drawn and photographed, identified, analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited.

Please note however that such selective removal of artefacts from the archive may result in the refusal of acceptance of the archive, and if so alternative arrangements must be made for its long term storage and curation.

### **15.3 Confirmation of Acceptance Form**

Subject to the above requirements, please also complete and return a copy of our Confirmation of Acceptance Form a draft of which can be found in appendix 5.

### **15.4 Copyright**

The documentary archive is the property of the depositor unless specified in a contract.

Copyright ownership for the documentary archive usually resides with the archaeologist who creates the archive. CHET expects to be granted a written assignment of copyright in perpetuity, or licence if the copyright holder is unwilling to assign copyright, in order to have the right to utilise the documentary archive under current copyright legislation either under sole or shared copyright.

Subject to the above requirements, please also complete and return a copy of our Confirmation of Acceptance Form a draft of which can be found in appendix 5

## 16. Guidelines for the Documentary Archive

### 16.1. Paper archive

Paperwork must be filed and labelled with the ECB reference on every piece of paper created during on-site investigations and post-excavation (see figure 4).

Multiple archives can be deposited in one box (subject to the individual material being labelled with correct event numbers and site code) in order to maximize the efficiency of depositions.

Multiple documentary 'clam shell' archive boxes can be deposited together in a single DeepStore paper archive box (see Figure 3) provided they are separated into separate boxes or folders and are labeled appropriately.

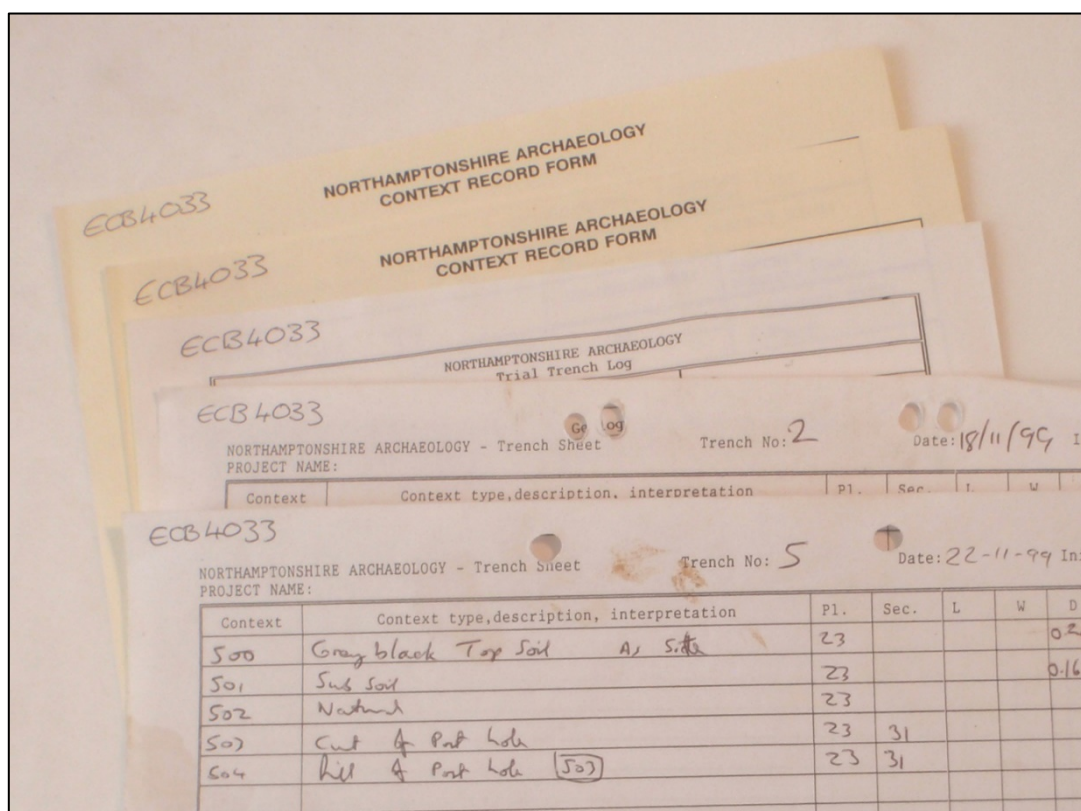


Figure 4: ECB reference on each piece of paper archive

Original documents rather than photocopies must be included in the archive.

Paperwork must be kept flat and together, in acid-free folders and acid-free boxes.

All boxes and folders should be labelled using a suitable pen with the site code, site name, ECB reference and organisation name. This information should be written directly onto the box; sticky labels are not acceptable (see figure 2).

A security copy of the primary records should be made preferably in digital format via scanning (see section 16.2 for the accepted formats). If this is not possible we still accept microfiche as a security copy.

Do not use metal fastenings or bindings such as staples and ring-binders, or adhesive tape, although archival quality brass paper clips are acceptable.

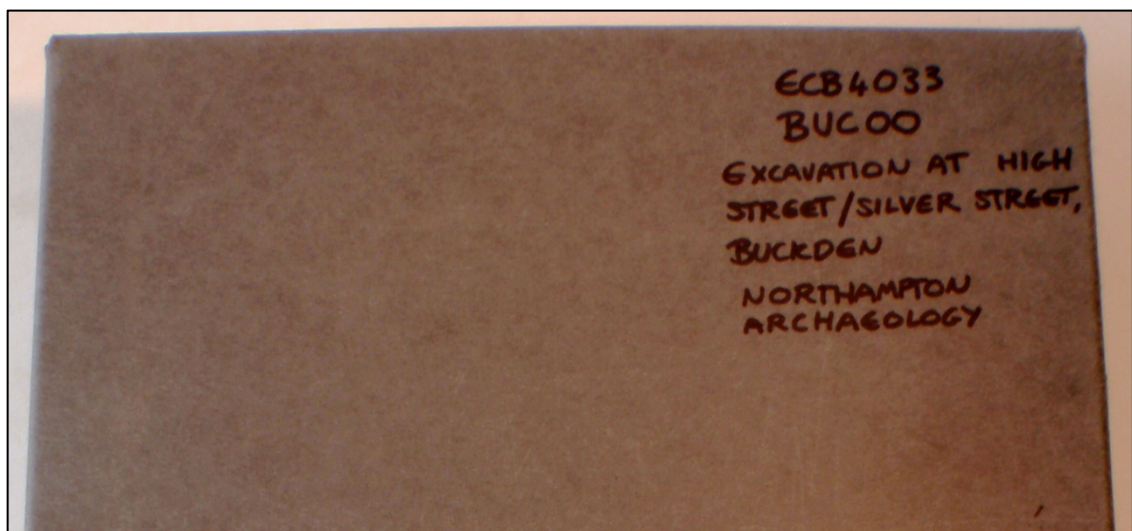
Packages or bundles of documents may be tied with archive tape or string.

Photographic material, drawing film, acetates and paper must be grouped together and separated from each other within the file/box, either by using archive tape/string, or acid-free folders.

Details of any terminology controls and a list of any artefacts selected for destructive analysis should be included.

A cataloguing spreadsheet needs to be completed and the barcode stickers added to the file/box.

Suitable pens include Staedtler Lumocolor Permanent, Artline 70, Platignum laundry marker, Pilot Super Color Marker and other polyester film marking pens.



*Figure 2: Paper archive storage box*

### **16.1.1 Written archive**

Written archive can include:

- one copy of the final reports
- administration and correspondence; the Archaeological Brief, WSI, contracts, specifications
- on site records including context sheets, notes, registers including small finds and sample registers,
- sample records and registers, specialist reports (if not digital in origin) and finds indexes
- radiocarbon sampling certificates



All written archives if possible should be produced on plain paper with a neutral to mildly alkaline pH.

All elements of the paper archive must be classified to identify their function.

There must be indexes for all parts of the paper archive. Some of these are compiled on pro-forma during data collection, eg running lists of context numbers, but others, such as lists of correspondence included in the archive, will be completed as part of the archive compilation process.

The paper archive must be accompanied by an overall contents list.

Do not use metal fastenings or bindings such as staples and ring-binders, or adhesive tape, when preparing the paper archive for long term storage.

Documents of the same type should be bundled together, using the following criteria

- fasten paper using plastic treasury tags or plastic paperclips
- use a separate title page to mark groups of documents
- do not use self-adhesive labels (or such things as stick-on notes)
- organise documents of the same type in a logical order (eg record sheets in context order; correspondence in chronological order)
- do not fold documents
- store documents in acid-free, dust-proof, cardboard boxes, do not store documents vertically

### **16.1.2 Drawing**

Plans and sections should be on polyester-based film and labelled with the ECB reference and drawing number in pencil.

They should be kept flat rather than rolled.

The archaeological contractor must provide appropriate acid-free wallets or folders in which to store the plans and sections, and any other loose drawings. A4 size is preferred.

Large or oversized plans (A2 or A1, to a maximum of A0 size) on polyester film must be rolled and stored in acid free containers with own microclimate, preferably tubes. Please consult CHET about unusual sizes.

Self-adhesive plan hangers are not acceptable.

Artefact or conservation drawings should be labelled with the ECB reference and the appropriate context and find numbers.

Acetates should be packaged separately from polyester film.

### **16.1.3 Photographs**

All film and photographic prints should be correctly processed, following the current British Standards (BS 5699) for archival purposes.

All prints should be stored in transparent polyester envelopes in acid-free wallets, folders or boxes. Each print should be labelled with the ECB reference in pencil.

Slides should be mounted and labelled using a suitable permanent marker pen and stored in polyester punched hanging folders.

Negatives should be stored in polyester divided punched files and stored separately from the prints in A4 size acid-free boxes. Negative-holders should be clearly labelled. A copy of the photographic index should be included with the archive.

### **16.1.4 X-rays**

Hard copy plate X-rays should be annotated with a unique x-ray number, usually part of a running sequence.

Hard copy plate X-rays should be stored in appropriately sized 75 micron polyester or acid-free paper sleeves.

The ECB reference, site code and context number should be annotated on to the sleeve as well as the individual small find numbers with a suitable permanent marker pen.

Annotations should be made using permanent coloured or white ink.

See section 16.2.5 for digital X-rays.

### **16.1.5 Microfiches/form**

Microfiche can be used as an alternative to creating the archive security copy in digital format via scanning.

Microfiche must be separated from the rest of the paper archive and sent to CHET for storage.

Microfiches/film should be stored in divided polyester or acid-free paper sleeves with a binding edge for storage.

The sleeves should be labelled using a suitable permanent marker pen with the site code, site name, ECB reference and organisation name using self-adhesive labels with a strong, permanent adhesive.

## **16.2 Digital Archive**

**For archaeological projects initiated after April 2020, CHET will no longer accept the digital archive on CD/DVD. These digital archives must be deposited with**

**the Archaeological Data Service (ADS) or another publically accessible CoreTrustSeal certified repository.**

The data standards of the receiving repository (currently only the ADS) should also be referred to for guidelines on file name conventions, metadata requirements, file formats etc.

#### **For archaeological projects initiated prior to April 2020:**

CHET will accept the digital archive on a CD/DVD but also **strongly recommend** that organisations deposit these digital archives with a publically accessible CoreTrustSeal certified repository.

The digital archive should be coherently ordered with versions of files clearly labelled. The digital archive should not include duplicates, working drafts or spurious files.

Digital material comprises all born-digital material, including text, data, drawings, 3D models, photographs and video, as well as files generated from digitised material, such as data entered from paper pro-forma and scanned images or text.

The Archaeological Data Service (ADS) provide guides to good practice for digital archiving: <http://guides.archaeologydataservice.ac.uk/g2gpwiki> (date accessed: 02/09/2019).

#### **16.2.1 Storage of digital archive**

Digital archives should include an inventory. The inventory should include a list of all electronic files (digital and scanned paper copy) with accompanying metadata which includes the file type, file names, format, file size, file path, software type, software version, operating system, description and author. The ECB reference should be included in the file name and where relevant the organisation site code and context numbers.

#### **16.2.2 File naming convention**

Accepted file name conventions should be alphanumeric, with hyphens or underscores and without spaces, punctuation or full stops (see ADS guidelines).

File names should be consistent through the project archive and include site code, context number, trench number or relevant file number where appropriate.

Where non descriptive file names are used, an appropriate index should be provided.

#### **16.2.3 Word Processed Documents**

Final reports should be submitted as a Portable Document Format for long term archiving (.pdf or ideally .pdf/a)

A copy of the final report in .pdf version should be uploaded to the associated OASIS record for the project.

If provided as a digital file, certificates of radiocarbon dates should also be included.

#### **16.2.4 Databases and Spreadsheets**

MS Access databases (.mdb) and MS Excel tables (.xls or .csv) are both accepted by CHET.

#### **16.2.5 Photographs and X-rays**

The preferred format for photographic images is uncompressed TIFF as the native format. The primary photographic record of the site should be compiled using a high quality camera that can capture in RAW format. The camera must at least have the comparable resolving power of a traditional 35mm SLR film camera with interchangeable lenses. RAW files must be exported directly from the camera as uncompressed TIFF files, and not converted to uncompressed TIFF files using image processing software.

We currently prefer that depositing organisations do not produce digital X-rays as the only currently CoreTrustSeal certified digital repository (ADS) accessioning digital archaeological archive material cannot accept these files in their native DICONDE (preferred) or DICOM file format. The less preferred option is to convert them to uncompressed TIFF for deposition.

See section 16.1.4 for hardcopy/plate X-rays.

#### **16.2.6 CAD (Computer-Aided Design)**

Graphics should be stored in their original form. Where appropriate, all AutoCAD files should also be exported and saved into a format that can be imported into other programmes (for example, as .dxf) or transferred to .TAB files for use with GIS software.

Derived vector files such as Adobe Illustrator are not considered suitable for long term preservation. Depositors must ensure that all relevant material is available either in original CAD (.dxf) files or as finished versions in .pdf/a.

#### **16.2.7 Survey Data (GIS)**

GIS files should be in their original format (.tab or .shp or georeferenced TIF), and also exported and saved into a format that can be imported into other programmes (for example, MapInfo .mid/.mif).

Specialist survey data, such as geophysics, should be deposited both in proprietary format for reading with the original software and also in non-application specific formats for the long-term preservation.

Specialist survey data, such as geophysics, can be uploaded to the associated OASIS record for the project.

## **17. Guidelines for the Material Archive**

The artefacts should be ordered by type of material (for example, ceramics, stone, etc.) and then by context number. Each category of material should be packaged separately (except in small archives where some grouping may be necessary).

Multiple archives can be deposited in one box (subject to the individual material and the box being labelled with correct event numbers and site code) in order to maximize the efficiency of depositions.

A contents list should be included in each box.

Details of the classification systems utilised for ordering artefacts should be included in the site archive.

A cataloguing spreadsheet needs to be completed and the barcode stickers added to the box.

Suitable permanent marker pens include Staedler Pan Colour 303 or 353, Artline 70, Platignum laundry marker, WHSmith Planner pen and polyester film marking pens.

### **17.1 Bulk Material**

'Bulk' materials are those that often occur in quantity, and do not require special treatment or closely controlled storage conditions, for example; animal bone, ceramic building material, pottery, shell, slag, stone. For preparation of Human Remains for archive see section 17.2 of this document.

#### **17.1.1 Cleaning and marking**

All artefacts with a stable surface should be cleaned, unless conservation requirements dictate otherwise.

Pottery and worked flint that is to be marked should be marked individually with the ECB reference or site code with the context number to provide security of information. Marking is essential where researchers are handling and comparing large quantities of material.

Artefacts should be marked using white or black permanent waterproof ink.

Ceramic building material, burnt flint, metalworking residue (slag) and shell is not usually marked with the exception of any material that is laid out for comparison, reference or display.

Depositors should be aware that the marking of bone is likely to be required on larger sites (multi-phase settlements, landscapes or urban sites) where the detailed study of animal bones will make a significant contribution to the understanding of behaviour on the site. Contact CHET for further information and advice.

For further guidance on marking and labelling artefacts, the National Museums Liverpool guidelines on marking and labelling methods and positions is available through Collections Link:

<http://collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods>

(date accessed: 02/09/2019)

### 17.1.2 Boxes

All packaged bulk material (ceramics, building materials, slag, flint, un-worked bone) should be placed in acid-free boxes.

A standard box size is used for bulk material of 500 x 250 x 160 mm, with brass or other rust proof staples and well-fitting full-depth lift off lids (required for strength during palleting and transportation) (see table 1 for more details and figure 3 below).

We can accept boxes of other dimensions if they are within 50mm of each measurement listed above.

This box can contain material from more than one site or archive subject to being correctly catalogued and barcoded.



*Figure 3: Bulk material full-depth lid archive box*

### **17.1.3 Bags**

Artefacts should be placed within pierced polythene bags of appropriate quality.

Artefacts should be packaged in clean, perforated polythene self-sealing bags with opaque 'write-on' strips; the most appropriate sized bag for the item should always be used, and bags should not be over-filled. Any that cannot be closed will be rejected.

Bones of small mammals, birds and fish should be placed separately in small polythene bags and stored in the same box as the rest of the animal bones to prevent loss or damage.

The bag should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number, small find number (if appropriate) and any other important contextual information such as burial number for grave goods or spit number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice.

Each polythene finds bag should contain a single material type (pottery, CBM, animal bone etc.) for a single context.

### **17.1.4 Packing**

Pierced bags of chopped polyethylene foam (plastazote) should be placed inside the boxes filling the empty spaces to prevent movement of the material for safe transportation. These are to be placed on top of the artefacts (and around the edges if required) to fill any spaces. All bulk material boxes must be filled to capacity once the artefacts have been placed in the box. As a minimum, we would suggest that at least 25% of each bulk material box is filled with plastazote but this may be higher for boxes with less artefactual material in (see figure 4).

For boxes containing fragile artefacts, packaging needs to be placed all around it.

CHET often holds 1m<sup>3</sup> bags of plastazote on site that can be purchased at cost. If you are interested in purchasing one of these bags please contact CHET directly.



*Figure 4: Plastazote packing*

#### **17.1.5 Labels and barcodes**

All boxes should be labelled along one of the narrow faces on both parts of the box using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, organisation name, material type, context range, number of bags/items and box number. This information should be written directly onto the box; sticky labels are not acceptable.

There should be one barcode per archive box. The large barcode sticker should be placed at the rear of the box in the centre so that it is visible and can be scanned. Place the related small barcode number sticker on to the rear of the second part of the box (see figure 3).

Apply the 'Warning Heavy' sticker to boxes over 6kg in weight, see appendix 6.

#### **17.1.6 Strapping**

This is only required if deemed a 'large' archive at the start of the deposition process. (See appendix 1).

Once the archive has been inspected and confirmed ready for deposition, the boxes must be strapped with polypropylene strapping. This can be purchased from the suppliers listed in appendix 4 and a strapping machine can be purchased or loaned from CHET.

Check that the box has a contents list inside and ensure that the box is minimum 75% full and suitably packed with bags of plastazote packing before strapping.

Strap the box once width ways. For boxes over 6kg please strap twice for extra support.



### **17.1.7 Palleting and layering for deposition**

This is only required if deemed a 'large' archive at the start of the deposition process, please contact CHET for details.

On arrival of the DeepStore van collecting the archive at your office, the boxes will need to be put onto pallets ready for transportation. This will be managed by the DeepStore staff.

Stack the bulk material, human remains & skull boxes on separate pallets and make sure the barcode is facing out. See appendix 1 for a flowchart explaining the deposition process.

### **17.1.8 Large or heavy artefacts**

Artefacts that are too large or too heavy for standard boxes, or which require specialist lifting, should be discussed before deposition. Alternative boxes are available such as extra-long, long bone boxes.

Large worked stone pieces and similar materials must be marked with the ECB reference and identifying context number. Conservation-grade PVA glue may be used to attach an acid-free paper label to the artefact or Tyvek labels may be tied to the individual pieces with un-dyed cotton tape.

Barcode labels are to be tied to the artefact with un-dyed cotton tape.

## **17.2 Human remains**

### **17.2.1 Cleaning and marking**

All human remains with a stable surface should be cleaned, unless conservation requirements dictate otherwise.

The determination on whether to mark human skeletal remains will be decided on a site by site basis. Please contact CHET at the earliest opportunity to discuss whether your human skeletal remain assemblage will need marking. This determination will be based upon the factors:

- Are the human remains likely to be removed for a loan
- Is the assemblage of high research potential and therefore likely to be regularly looked at by students and researchers
- Are multiple contexts likely to be looked at the same time and therefore run the possibility of becoming mixed (such as disarticulated assemblages).

If it is determined that the human remains should be marked then each bone should be marked with site and context/skeleton identifiers using black permanent waterproof ink.

Please see the British Association of Biological Anthropology and Osteoarchaeology (BABAO) current Codes of Ethics and Practice for further guidance for dealing with human remains [www.babao.org.uk/publications/ethics-and-standards](http://www.babao.org.uk/publications/ethics-and-standards) (date accessed 09/09/2019) and Historic England's guidance [www.historicengland.org.uk/images-books/publications/role-of-human-osteologist-in-archaeological-fieldwork-project](http://www.historicengland.org.uk/images-books/publications/role-of-human-osteologist-in-archaeological-fieldwork-project) (date accessed 09/09/2019).

### **17.2.2 Boxes**

Each individual skeleton should be stored in a separate box to distinguish different individuals, although disarticulated bones and fragmentary remains may be boxed together provided they are clearly labelled.

A standard box size is used for bulk material of 500 x 250 x 160 mm, with brass or other rust proof staples and well-fitting full-depth lift off lids (required for strength during palleting and transportation). Skull boxes are accepted and also fit inside the standard box size.

### **17.2.3 Bags**

Human remains should be placed within pierced polythene bags of appropriate quality.

Human remains should be packaged in clean, perforated polythene self-sealing bags with opaque 'write-on' strips; the most appropriate sized bag for the item should always be used, and bags should not be over-filled. Any that cannot be closed will be rejected.

Small bones should be placed separately in small polythene bags and stored in the same box as the rest of the human remains to prevent loss or damage.

The bag should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number any other important contextual information such as skeleton/burial number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice.

### **17.2.4 Packing**

Pierced bags of chopped polyethylene foam (plastazote) should be placed inside the boxes filling the empty spaces to prevent movement of the human remains for safe transportation. These are to be placed on top of the artefacts (and around the edges if required) to fill any spaces. All human remains boxes must be filled to capacity once the artefacts have been placed in the box. As a minimum, we would suggest that at least 25% of each bulk material box is filled with plastazote but this may be higher for boxes with less material in (see figure 1).

Boxes that contain especially fragile human remains, packaging should be placed all around the sides.

### **17.2.5 Labels and barcodes**

All boxes should be labelled along one of the narrow faces on both parts of the box using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, organisation name, material type, context range, number of bags/items and box number. This information should be written directly onto the box; sticky labels are not acceptable.

There should be one barcode per archive box. The large barcode sticker should be placed at the rear of the box in the centre so that it is visible and can be scanned once it's been deposited. Place the related small barcode number sticker on to the rear of the other detachable half of the box (for both long bone boxes & skull boxes). (See figure 3.)

Apply the HSR sticker to all boxes of human remains, see appendix 6.

### **17.2.6 Strapping**

This is only required if deemed a 'large' archive at the start of the deposition process (see appendix 1).

Once the archive has been inspected and confirmed ready for deposition, the boxes must be strapped with polypropylene strapping. This can be purchased from the suppliers listed in appendix 4 and a strapping machine can be purchased or loaned from CHET.

Check that the box has a contents list inside and ensure that the box is minimum 75% full and suitably packed with bags of plastazote packing before strapping.

Strap the box once width ways. For boxes over 6kg please strap twice for extra support.

### **17.2.7 Palleting and layering for deposition**

This is only required if deemed a 'large' archive at the start of the deposition process, please contact CHET for details.

On arrival of the DeepStore van at your office to collect the archive, the archive boxes will need to be put onto pallets ready for transportation. This will be managed by the DeepStore staff.

Stack the bulk finds, human remains & skull boxes on separate pallets and make sure the barcode is facing outwards. See appendix 1 for a flowchart explaining the deposition process.

### **17.2.8 Circumstances for reburial**

CHET recognises the sensitive nature of this category of archaeological material. We will not support the wholesale reburial of human skeletal remains but may consider individual requests on a case by case basis.

Exhumation licenses allow for either reburial or retention in store. All archaeological material should be treated as the second option. If the first option is ticked on the license, a variation can be applied for to allow the second option to be taken.

Any assessment of human skeletal remains submitted to CHET is to contain a statement by the specialist in this material previously advised as part of the project specification as to the current and future research potential of the assemblage.

Assemblages of human skeletal remains not considered by the specialist report to be of regional or national significance for further study may be reburied if appropriate requests and provisions are made. The final decision on reburial is to be made by CHET.

Assemblages where reburial is being considered may be deposited with us with the remainder of the physical archive, pending a final decision. In such cases we may withhold the deposition charge for such but reserves the right to levy these charges should the decision be made to retain the assemblage.

### **17.3 Sensitive Material (metalwork)**

Sensitive material require controlled storage conditions. Due to these storage requirements, we separate metalwork from organic material (see section 17.4 for organics).

Sensitive material should be kept separate from the bulk material. It should be ordered by material, context and then small find number. Material illustrated in the final report can be indicated by labelling or separate packaging.

All unstable finds (for example, all iron, copper alloy, silver) should arrive at the store in micro-climates for example, pierced polythene self-sealing bags within polythene boxes with an environmental controlling agent to create a low relative humidity (dry silica gel).

Lead, should be in polythene boxes with appropriate support but do not need an environmental controlling agent. However, archives with lead finds in silica gel controlled boxes will be accepted if the quantities are too small to warrant a separate box.

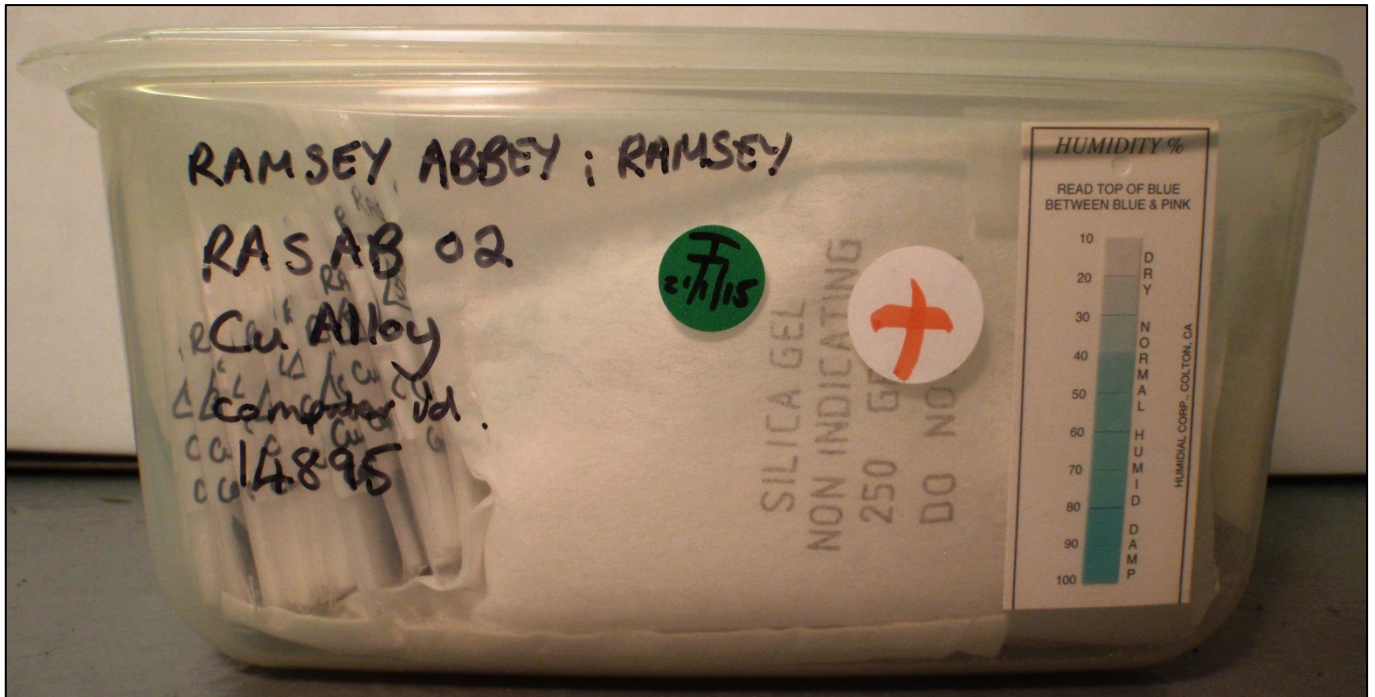


Figure 5: Optimal sensitive finds (metalwork) storage

### 17.3.1 Cleaning and marking

Light, dry brushing of metal finds may be undertaken. Finds must be cleaned to recognised standards, using methods described in nationally recognised documents, (for example, First Aid for Finds).

Any conservation work, including the cleaning of sensitive finds, must be carried out by qualified conservators.

For guidance on marking and labelling finds, please use the National Museums Liverpool guidelines on marking and labelling methods and positions. This is available through Collections Link:

[www.collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods](http://www.collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods)  
(date accessed 09/09/2019).

### 17.3.2 Boxes

The exterior box can contain material from more than one site subject to being correctly catalogued and barcoded. Every effort to fill the box should be made.

**Do not store items in the same box which do and do not require silica gel (do not mix metal and organics, see section 17.4 for organics).**

We accept Stewart Sealfresh™ rectangular and square boxes. The current Stewart Sealfresh™ boxes should ideally be 'off gassed' for a few weeks before use. This is due to the chemical make-up of the box having been altered slightly and to prevent it affecting any of the stored contents. This means storing with the lid off until the smell

has gone. Lids should be replaced after this to prevent the box deforming if stored for a long time before use.

### **17.3.3 Bags/crystal boxes/Correx**

The bag size should be dictated by the size of the find it is to contain. The find should be no less than 10% of the volume of the bag and should be placed within pierced polythene bags of appropriate quality. The bag should have an opaque strip on which information can be written.

Individual clear polystyrene boxes (crystal boxes) should be provided for finds in need of structural support, and size should be dictated by the size of the find it is to contain.

The bag should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number, small find number (if appropriate) and any other important contextual information such as burial number for grave goods or spit number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice.

For crystal boxes the information should be put on a Tyvek label and placed inside the box facing outwards.

Correx boxes should be made up for artefacts that do not fit into the standard size Stewart Sealfresh.

### **17.3.4 Packing**

All sensitive finds must be supported to prevent movement within the bag or box. Sheets of polyethylene foam (plastazote) or acid-free tissue can be used to provide support.

Insert the polyethylene foam sheet into bags to provide rigidity, or use as cut outs inside polystyrene boxes. Or use acid free tissue scrunched up and then wrapped smoothly into puffs to provide support. Do not wrap finds in tissue paper, unwrapping for condition checking/research is likely to cause damage.



*Figure 6: Packing of sensitive artefacts*

### **17.3.5 Silica gel**

Silica gel must be used to create micro-climates for all unstable finds (for example, all iron, copper alloys, silver). Use 10% wt/v (weight by volume) as a guide to how much silica gel to use in each outer box (for example, for a 1 litre box use 100g of gel).

Place the gel at the side or end of the box, so that it is easily accessible.

Sewn pre-packaged silica gel bags are preferred but adhesive sealed bags will be accepted (adhesive sealed bags can also be subject to surface scorching of the bag and melting adhesive, leading to silica loss).

Loose silica gel in polythene bags can also be used, beads are preferred over granules due to lower dust levels but both are accepted. Write the weight of the gel used on the polythene bag using a suitable permanent marker pen, and pierce all polythene bags containing silica gel. Indicator silica gel may be used on its own or in conjunction with non-indicating gel. Iron indicators (typically yellow/green/orange) are currently accepted.

**Pink/blue indicator silica gel will not be accepted. The indicator is a known carcinogen.**



Figure 7: Optimal options for silica gel usage

### 17.3.6 Labels and barcodes

All outer boxes should be labelled along one of the narrow faces and on the lid using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, organisation name, material type, context range, number of bags/items and box number (see figure 5).

There should be one barcode per bag/crystal box of sensitive artefacts (see figure 9).

**Do not remove any of the barcodes from its backing. Place the small barcode number into the bag/box with the find so that it is facing outwards. Place the large barcode or strip of barcodes if there are several finds, inside the outer box along with the contents list.**



Figure 8: Placing barcode within the finds bag.



Apply the 'Warning Heavy' sticker to the outer box for boxes over 6kg in weight, see appendix 6.



*Figure 9: Barcode placement*

### **17.3.7 Placement of humidity indicator strips**

Humidity indicator strips should be placed in such a way that they are visible from the outside of the box without opening it.

### **17.4 Sensitive Finds (leather, textile, worked bone, and wood)**

Sensitive finds require controlled storage conditions. Due to storage requirements, we separate metalwork from organic material including leather, textile, worked bone, and wood (see section 17.3 for metalwork).

Sensitive finds should be kept separate from the bulk material. They should be ordered by material, context and then small find number. Material illustrated in the final report can be indicated by labelling or separate packaging.

Waterlogged wood should be subjected to a recognised method of conservation that is suitable to the artefact by a specialist. Artefacts indicated as being suitable of display and presentation should be identified as such on archive deposition, and appropriate levels of preparation and conservation to prepare the material for display undertaken before deposition.

### **17.4.1 Cleaning and marking**

Finds must be cleaned to recognised standards, using methods described in nationally recognised documents (for example, First Aid for Finds). Any conservation work must be carried out by qualified conservators.

For guidance on marking and labelling finds, please use the National Museums Liverpool guidelines on marking and labelling methods and positions. This is available through Collections Link:

<http://collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods>  
(date accessed 02/09/2019)

### **17.4.2 Boxes**

The exterior box can contain material from more than one site subject to being correctly catalogued and barcoded. Only full boxes will be accepted.

Do not mix items which require silica gel and those which do not (do not mix metal and organics, see section 17.3 for metalwork).

The current Stewart Sealfresh™ boxes should ideally be 'off gassed' for a few weeks before use. This means storing with the lid off until the smell has gone. This is due to the chemical make-up of the box having been altered slightly and to prevent it affecting any of the stored contents. Lids should be replaced after this to prevent the box deforming if stored for a long time before use.

### **17.4.3 Bags/crystal boxes**

The bag size should be dictated by the size of the artefact it is to contain. The artefact should be no less than 10% of the volume of the bag and should be placed within pierced polythene bags of appropriate quality. The bag should have an opaque strip on which information can be written.

Individual clear polystyrene boxes (crystal boxes) should be provided for artefacts in need of structural support, and size should be dictated by the size of the artefact it is to contain.

The bags should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number, small find number (if appropriate) and any other important contextual information such as burial number for grave goods or spit number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice. For crystal boxes the information should be put on a Tyvek label and placed inside the box facing outwards.

#### **17.4.4 Packing**

All sensitive artefacts must be supported to prevent movement within the bag or box. Sheets of polyethylene foam (plastazote) or acid-free tissue can be used to provide support.

Insert the polyethylene foam sheet into bags to provide rigidity, or use as cut outs inside polystyrene boxes. Or use acid free tissue scrunched up and then wrapped smoothly into puffs to provide support. Do not wrap artefacts in tissue paper, unwrapping for condition checking/research is likely to cause damage (see figure 6).

Conserved waterlogged wood artefacts should be individually packaged in separate containers. Include a breathable fabric between the artefact and the bag if sealing in polythene.

#### **17.4.5 Labels and barcodes**

All outer boxes should be labelled along one of the narrow faces and on the lid using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, organisation name, material type, context range, number of bags/items and box number.

There should be one barcode per bag/crystal box of sensitive artefacts (see figure 9). Do not remove any of the barcodes from its backing. Place the small barcode number into the bag/box with the find so that it is facing outwards. Place the large barcode or strip of barcodes if there are several finds, inside the outer box along with the contents list (see figure 8).

Apply the 'Warning Heavy' sticker to the outer box for boxes over 6kg in weight, see appendix 6.

#### **17.5 Environmental samples**

Environmental samples should only be deposited if their long-term storage can be justified. If such material is to be submitted, the depositor should follow UKIC guidelines (Walker 1990). Each sample must be given a unique identifier.

Any sampling and analysis process used must be fully documented, and all associated records must be deposited as part of the archive.

Artefacts and ecofacts recovered from processed environmental samples must be archived following the appropriate section of the guidelines above for the material and type of artefact. The unique identifier for the sample should be included in all labelling of the artefact.

Pottery fabrics that have undergone or have been identified as suitable for residue analysis should be wrapped in acid-free tissue paper before being packed as per the guidelines.

## 18. Contacts

Further information and advice can be obtained from the Cambridgeshire County Council Historic Environment Team and also the ADS:

### **CHET**

Email:

[archaeology@cambridgeshire.gov.uk](mailto:archaeology@cambridgeshire.gov.uk)

Telephone: 01223 728564

### **ADS**

Email: [help@ads.ahds.ac.uk](mailto:help@ads.ahds.ac.uk)

Telephone: 01904 433954

## 19. Further references

Institute of Field Archaeologists 1991 Guidelines for Finds Work, IFA

Museum & Galleries Commission 1992 Standards in the Museum Care of Archaeological Collections, MGC, London

Owen, J (ed) 1995 Towards an Accessible Archaeological Archive, Society of Museum Archaeologists, London

Richards, J & Robinson, D (eds) Digital Archives from Excavation and Fieldwork: Guide to Good Practice. Archaeology Data Service (2nd Edition: available online at <http://guides.archaeologydataservice.ac.uk/> date accessed 02/09/2019).

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Bayley, J., Dungworth, D. and Paynter, S., 2001, Archaeometallurgy. Centre for Archaeology Guidelines. English Heritage, London.

A guide to best practice in creation, compilation, transfer and Curation, Archaeological Archives Forum 2011, by Duncan Brown. ([http://www.archaeologyuk.org/archives/aaf\\_archaeological\\_archives\\_2011.pdf](http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf) date accessed: 02/09/2019).

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Peacock, D.P.S., 1998, The Archaeology of Stone. A Report for English Heritage.

Perrin, K. EAC Guidelines 1: A standard and guide to best practice for archaeological archiving in Europe (<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe> date accessed 02/09/2019).

RFG/FRG, 1993, Guidelines for the Preparation of Site Archives and Assessments for all Finds other than Fired Clay Vessels. Report of the joint working party of the Roman Finds Group and the Finds Research Group 700-1700.

SGRP, 1994, Guidelines for the Archiving of Roman Pottery. Guidelines Advisory Document 1, Study Group for Roman Pottery.

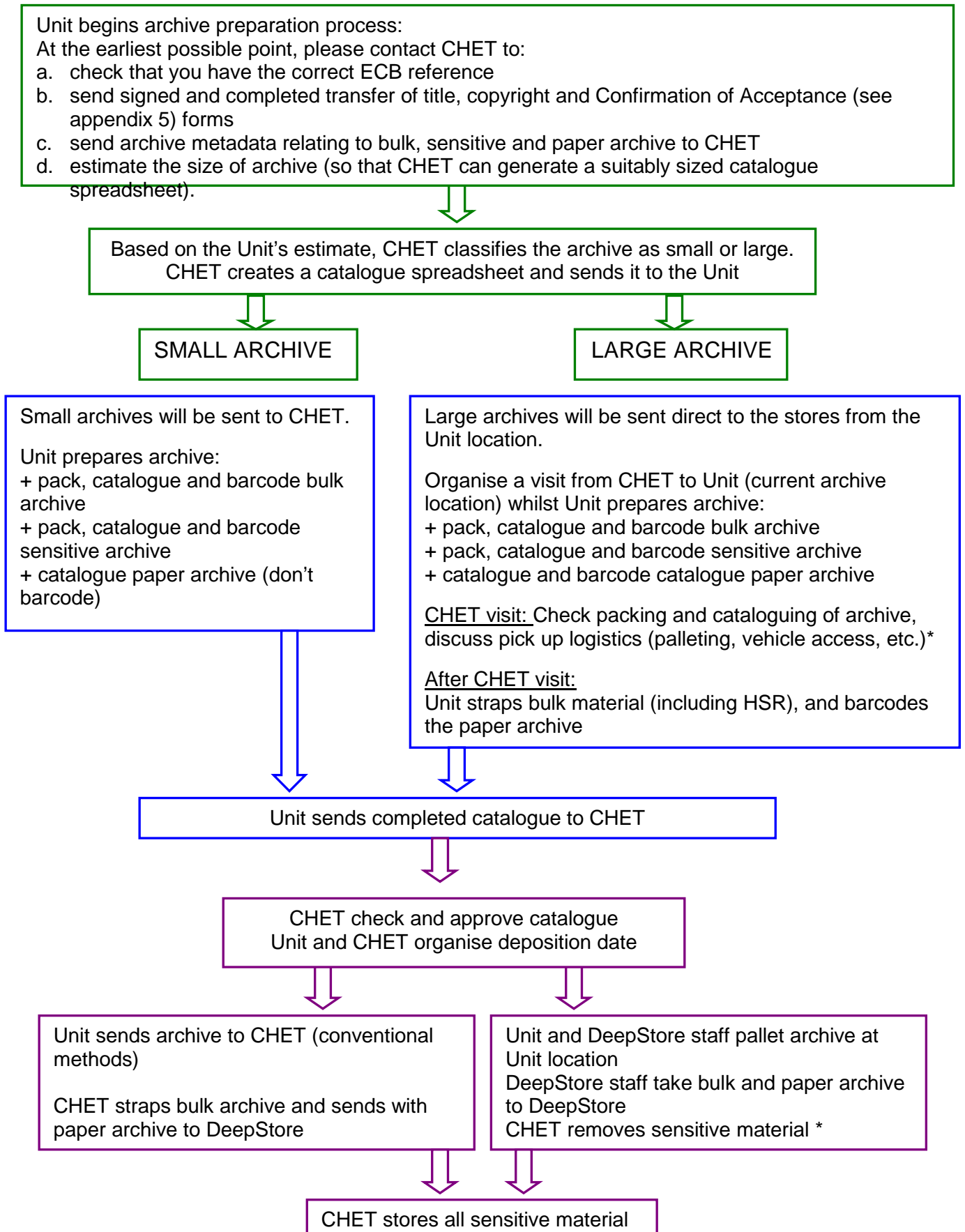
SMA, 1993, Selection, Retention and Dispersal of Archaeological Collections. Society of Museum Archaeologists.

UKIC, 2002, Conservation Guidelines (draft), The Care and Conservation of Metal Archaeological Artefacts. United Kingdom, Institute for Conservation.

Walker, K 1990 Guidelines for the Preparation of Excavation Archives for Long-term Storage, UKIC, London

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

## Appendix 1: Archive deposition flow chart



\* CHET may remove sensitive material to on site store (if possible) during visit

## Appendix 2: The cataloguing spreadsheet

The spreadsheet includes 18 columns for each of the following pieces of data:

- Source UID is the unique reference for each component of the archive
- Source type (see pick list)
- Site Code is your unique code for the archive
- Date is the year the archive was created
- Title is the title of the archive (following a template, see below)
- Originator is the unit/organisation or individual who created the archive.
- Location is the intended location: 'off-site store' for bulk and paper material and 'on-site' for sensitive material (or any material that requires active conservation)
- Material (see pick list)
- Barcode is the unique reference used for retrieval purposes
- Small finds ref is the column for small finds refs and HSR references
- Treasure ref (if applicable)
- Context (can be range or individual number)
- Box series (if the boxes of the archives form a sequence of their own i.e.- box 1 of 12)
- MonUID is the unique reference for each CHER monument \*
- EvUID is the unique reference for each CHER archaeological project
- FindUID is the unique reference for each CHER artefact/find \*
- OldCatalogueRef can be used if you use finds catalogues as well
- Attention column: please mark these rows with requires attention or not and enter the details into the next free column and a member of CHET staff will get back to you.

\* Filled in by CHET after catalogue is completed.

### Cataloguing spreadsheet in more detail

If the context and box series columns default to date format, select the entire column and set format to text.

Pick lists are shown in full on the second tab of the spreadsheet; source type, material and location are controlled lists.

#### Source UID

Auto-generated unique reference or 'SCB number' for each archive element. These will be supplied in the spreadsheet for cataloguing (to aid our import process once the cataloguing is completed). If you require more Source UIDs, please do not copy and paste or extend the auto-generated list of SCB values; just let us know and we can send more.

#### Source Type

PICK LIST of 4 terms: Material, Documentary, Digital and Small Find.

#### Site Code

This is the site code used by the archaeological unit etc: BOT14 or CAMFGE14



**Date**

The year the archaeological investigation took place.

**Title**

Name of the site and the parish: "Grange Farm, Duxford". If the investigation crossed parish boundaries, use the district or districts it was within: "Stow Longa to Tilbrook, Huntingdonshire pipeline evaluation".

**Originator**

PICK LIST: 151 terms

Auto-generated organisation reference. Please select your unit from the list. If you are cataloguing archive produced by another archaeological organisation or an amateur group, and they are not on the list, please let us know and we'll add them. The name of the organisation or group is satisfactory.

**Location**

PICK LIST of 2 terms: Off site and on site. This is the intended location for the archives. Please use "off site store" (DeepStore) for bulk material and paper that does not need active conservation and "on site store" (Shire Hall bunker store) for sensitive material that does need active monitoring such as metalwork, leather, wood and also complete artefacts that are suitable for display (whole pots, finely produced and complete flint tools, etc.).

**Material**

PICK LIST of 73 terms including finds material and types of documentary archive. One material type per line in the spreadsheet.

**BarCode**

DeepStore provides barcodes (ordered through CHET). Please use the barcode scanner to add barcode entries to the spreadsheet.

**Small Finds Ref (including HSR unique reference is there is one)**

Please use this column for small finds (SF) references and all HSR references such as skeleton (SK) or burial (B) where applicable. Do not use a space between the prefix and the number e.g. SF2 or SK102 or B102.

Each small find and each individual (if more than one are to be stored in a box) should be given a separate source UID and repeat the same barcode in each row.

**Treasure Ref**

Please add the treasure reference if applicable for the item in the box.

**Context**

Please add the context or context range of the material contained in the box. The format of this column should be set to text.

**Box series**

Please use your archaeological units' unique box reference number here OR put \* of \* for the archives box series here e.g. 1 of 5.

**MonUID \***

Added by the HER at a later date.

**EvUID**

Please add the Event/ECB reference number for the archive here.

**FindUID \***

Added by the HER at a later date.

**OldCatalogueRef**

This field is only for use where the archaeological unit maintains a catalogue as well as a register of finds.

**Attention**

If you have any problems with the spreadsheet or come across any other issues regarding the cataloguing of boxes, please populate this box with either not required or required and add the reason to the next free column of the spreadsheet and a member of the team here will get back to you as soon as possible. In particular, if you cannot find the ECB reference number for the archive, please let us know as we can help to ascertain this.

\* Filled in by CHET after catalogue is completed.

Example spreadsheet

SourceUID	SourceType	Sitecode	Date	Title	Originator	Location	Material	Barcode	SmallfindsRef	TreasureRef	Context	BoxSeries	MenuUID	FindUID	OldCatalogueRef	Attention
SC894691	Digital Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	CD					N/A	EC89241	N/A		Not required
SC894692	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Specialist reports	800000165321			1 of 9	N/A	EC89241	N/A		Not required
SC894693	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Administration	800000165321			1 of 9	N/A	EC89241	N/A		Not required
SC894694	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	On site records	800000165322			2 of 9	N/A	EC89241	N/A		Not required
SC894695	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Sample records	800000165322			2 of 9	N/A	EC89241	N/A		Not required
SC894696	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Images - photographs	800000165323			3 of 9	N/A	EC89241	N/A		Not required
SC894697	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Images - slides	800000165323			3 of 9	N/A	EC89241	N/A		Not required
SC894698	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Drawings	800000165323			3 of 9	N/A	EC89241	N/A		Not required
SC894700	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Finds data	800000165324			2058	4 of 9	EC89241	N/A		Not required
SC894701	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Glass	800000165325	5F1		2058	4 of 9	EC89241	N/A		Not required
SC894702	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Worked Bone	800000165326	5F2		2058	4 of 9	EC89241	N/A		Not required
SC894703	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Worked Bone	800000165327	5F3		2058	4 of 9	EC89241	N/A		Not required
SC894704	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Glass	800000165328	5F4		2058	4 of 9	EC89241	N/A		Not required
SC894705	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - iron	800000165329	5F5		2095	4 of 9	EC89241	N/A		Not required
SC894706	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - copper alloy	800000165330	5F6		2095	4 of 9	EC89241	N/A		Not required
SC894707	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - iron	800000165331	5F7		3102	4 of 9	EC89241	N/A		Not required
SC894708	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - copper alloy	800000165332	5F8		3102	4 of 9	EC89241	N/A		Not required
SC894709	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - iron	800000165333	5F9		3102	4 of 9	EC89241	N/A		Not required
SC894710	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - copper alloy	800000165334	5F10		3102	4 of 9	EC89241	N/A		Not required
SC894711	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Worked Stone	800000165335	5F11		3110	N/A	EC89241	N/A		Required
SC894712	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Metal - silver	800000165337	5F12		2024	4 of 9	EC89241	N/A		Not required
SC894713	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Animal Bone	800000165338	5K1		2049 - 3001	5 of 9	EC89241	N/A		Not required
SC894714	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Human Skeletal Remains	800000165338	5K1		2024	6 of 9	EC89241	N/A		Not required
SC894715	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Ceramic Building Material	800000165339			3100 - 3098	7 of 9	EC89241	N/A		Not required
SC894716	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Ceramic Building Material	800000165339			3100 - 3155	7 of 9	EC89241	N/A		Not required
SC894717	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery	800000165340			2001 - 2057	8 of 9	EC89241	N/A		Not required
SC894718	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery	800000165340			2058 - 3001	8 of 9	EC89241	N/A		Not required
SC894719	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery	800000165340			3001 - 3095	8 of 9	EC89241	N/A		Not required
SC894720	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Animal Bone	800000165341			3002 - 3155	9 of 9	EC89241	N/A		Not required
SC894720	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery	800000165341			3096 - 3155	9 of 9	EC89241	N/A		Not required

## **Appendix 3: Ordering and using barcodes**

Barcodes are created by DeepStore and can be ordered from CHET at any time.

Barcodes come in sheets of 16 so you may wish to request a run of 1000 barcode labels (63 sheets) at once in order to use them over several sites but you can also order them on a site by site basis. Please contact the team to discuss how many you require.

Please email [archaeology@cambridgeshire.gov.uk](mailto:archaeology@cambridgeshire.gov.uk) with the amount that you require and we will organise for them to be delivered directly to you.

### **Barcode scanner tips**

The barcode scanner needs to be plugged into the pc/laptop you are using it with before the machine is turned on.

Put label stickers on boxes before scanning as the scanner machine can be so sensitive that it can detect several at once if still on the label sheet.

Hold the scanner at an angle over the barcodes as this will improve the accuracy and speed of the reader.

The barcode is the primary method of locating and retrieving archive from both stores so errors in the bar code reference (for instance, if hand-typed) could be extremely problematic.

## Appendix 4: Supplier details

Listed below are the recommended suppliers used by CHET.

The properties listed below are those which meet the standard of care and consistency required.

If the depositor uses materials which they think reach a similar standard of care then please discuss the materials with CHET before using any alternative products to those listed.

### Acid free boxes for the paper archive and bulk finds

Properties:

A4/A3/A2/A1 acid free archive 'clam shell' folders/boxes

Acid free four flap folders:

Properties: 300gsm archival cover

A1 size: 880mm x 632mm - three flaps of 127mm, full fourth flap

A2 size: 632mm x 458mm - three flaps of 102mm, full fourth flap

Bulk finds boxes: Standard Size = 500mm x 250mm x 160mm

Wire-Stitched boxes, 1900 micron double kraft-lined container board (pH 6.5-8). Full height depth lift-off lid with square or triangular corner lugs. Stitched with pure brass wire.

Suppliers: G. Ryder & Co Ltd [www.ryderbox.co.uk](http://www.ryderbox.co.uk)  
Conservation by Design [www.conservation-by-design.com](http://www.conservation-by-design.com)  
Conservation Resources [www.conservation-resources.co.uk](http://www.conservation-resources.co.uk)

### Clear polypropylene boxes for sensitive material

Properties: polypropylene Stewart Sealfresh™ boxes

Supplier: Widely available online.

### Pens for labelling

Suitable pens include Staedtler Lumocolor Permanent, Artline 70, Platignum laundry marker, Pilot Super Color Marker and other polyester film marking pens.

### Plastazote (chopped)

Properties: Shredded LD/HD Plastazote mix supplied in Polythene bags. LD/HD Grade Plastazote (Mixed) in bags of 1m<sup>3</sup>.

Supplier: Polyformes limited [www.polyformes.co.uk](http://www.polyformes.co.uk)

### Strapping machines and materials (if applicable)

Properties: Strapping machines, polypropylene strapping and seals

Supplier: Allpack Packaging Supplies Ltd [www.allpack.co.uk](http://www.allpack.co.uk)

**Barcodes:** Sheets of barcode labels can be ordered from CHET.

## Appendix 5: Blank Confirmation of Acceptance form

### Confirmation of Acceptance - Guidelines for archaeological archive deposition, Cambridgeshire County Council

I confirm that I have read the 'Deposition of Archaeological Archives in the Cambridgeshire County Council Archaeological stores' guidelines and that the archive I wish to submit meets its requirements.

I confirm that title, copyright, data right are assigned to/licensed to Cambridgeshire County Council.

I confirm all materials are clean and stabilised, boxes are packaged appropriately and labelling is correct.

I have/have not contacted ADS about digital archiving.

I accept that if the archive does not meet requirements it may be returned to me at my expense.

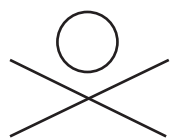
Name:

Signed

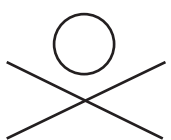
On Behalf of:

Date:

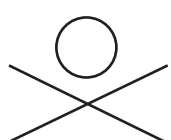
For Office Use Only	
Contacted prior to completion	
Contacted prior to deposition	
Checked on site	
Checked on delivery	
Date for 1st monitoring	
Special requirements	



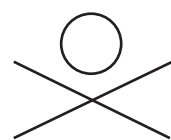
H.S.R.



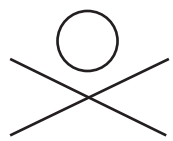
H.S.R.



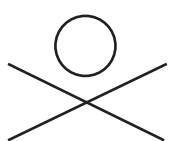
H.S.R.



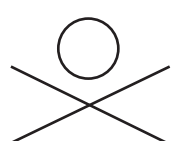
H.S.R.



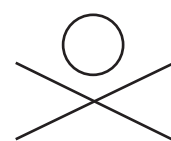
H.S.R.



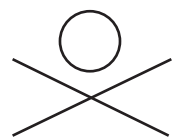
H.S.R.



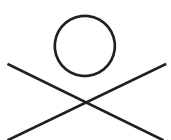
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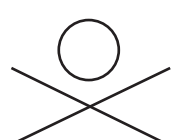
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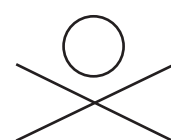
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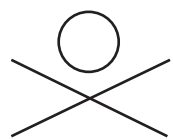
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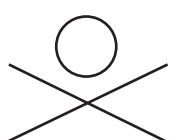
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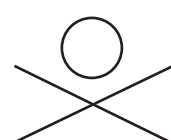
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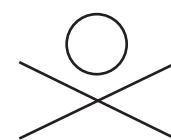
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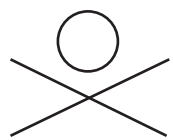
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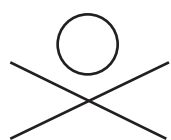
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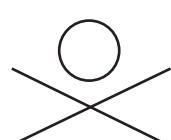
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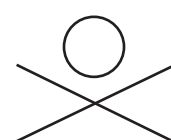
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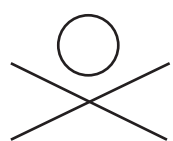
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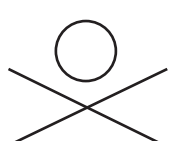
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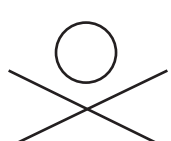
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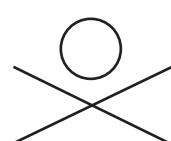
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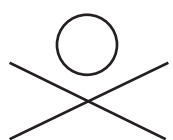
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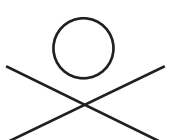
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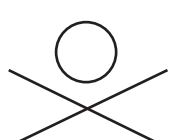
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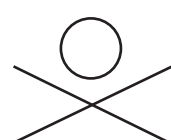
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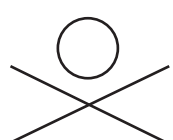
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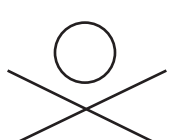
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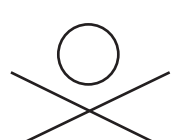
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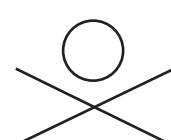
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## Appendix 7: Using the strapping machine

<http://www.allpack.co.uk/2pchandstrap.htm>

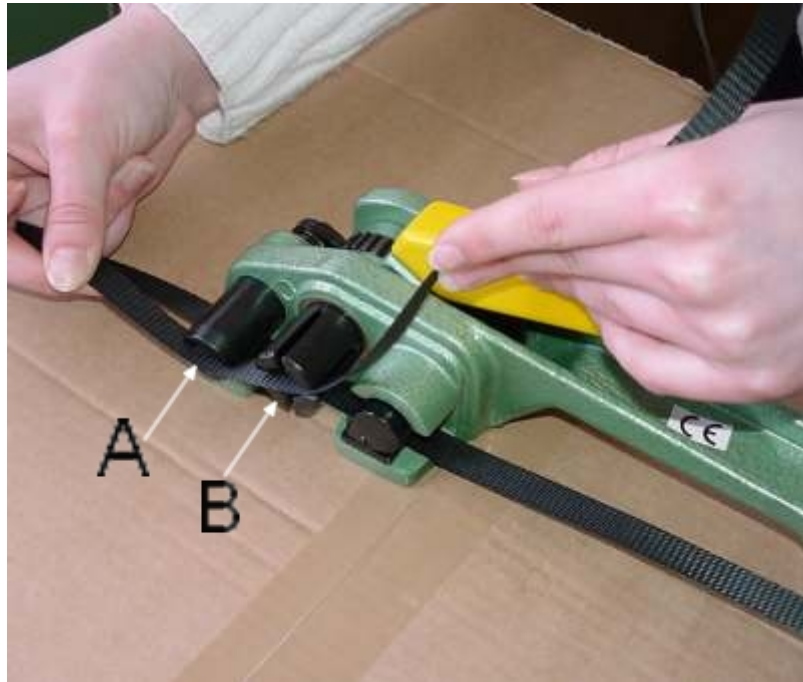
**How to: Use a 2 piece strapping tool set for polypropylene.**



Firstly feed the strap around the box/pack to be strapped, it is generally easier to pull the strap from the coil with the coil in front of you.



Secure the cut end of the strap under the gripper plate, this plate is raised and lowered by squeezing the handle and the base together. Be sure to leave enough strap in front of the tensioner in order to place the seal.



Next feed the other end of the strap through the cutter housing (A) at the front and the windlass (B). For greater detail, [click here](#)



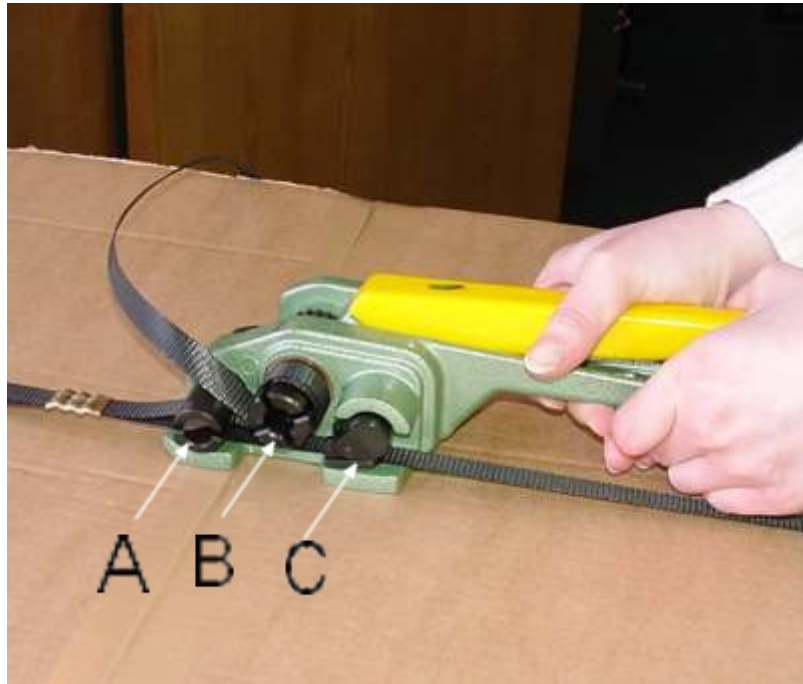
Tension the strap to the desired amount by cranking the handle as shown.



Clip the seal over the strap where they run one above the other.



Crimp the seal into place.



With the seal crimped in place, squeeze the handle and the base together. This will do three things, the cutter in the cutter housing (A) will cut the strap from the coil, the windlass will disengage and release the tension (B) and the gripper plate (C) will be raised allowing the removal of the tool from the completed strap.

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