

Guidelines for Community Archaeology Groups Undertaking Archaeological Projects

How to Plan, Report and Archive Projects with Leicestershire County Council

January 2014



Contents	page
Introduction and background	1
<u>Section 1 Planning projects</u>	<u>3</u>
What to consider before starting any Archaeological project	
Historic Environment Record	
Accession Numbers	
<u>Section 2 Undertaking fieldwork</u>	<u>7</u>
ULAS guide to best practice during fieldwork	
<u>Section 3 Reporting Fieldwork</u>	<u>20</u>
Reporting Archaeological Projects to the HER	
Reporting Finds to the Portable Antiquities Scheme...	
<u>Section 4 Archiving Projects with Leicestershire County Council</u>	<u>22</u>
Legal requirements	
Selection, retention and disposal	
Preparing Documentary archives	24
Preparing Finds Archives	30
Classification of objects	
<i>Washing and marking finds</i>	35
<i>Bagging and boxing</i>	38
<u>Appendices</u>	
<i>Appendix 1: Transfer of Title Form</i>	
<i>Appendix 2: Copyright Licence Agreement</i>	
<i>Appendix 3: Transfer Summary Sheet</i>	
<i>Appendix 4: Accession Number Request Form</i>	
<i>Appendix 5: Finds Checklist</i>	
<i>Appendix 6: Materials Specification and List of Suppliers</i>	
<i>Appendix 7: Useful Publications and Resources</i>	
<i>Appendix 8 Contact details</i>	

Introduction

These guidelines are aimed at community groups and individuals wishing to undertake an Archaeological project in Leicestershire. They should provide you with the necessary tools to ensure that you are able to plan, conduct and report your project effectively and to a professional standard.

There are many things that should be considered **before** any project is undertaken.

These guidelines will highlight what they are and where you can obtain the information and tools you will need to enable you to complete a successful project. They will cover planning an archaeological project, recording in the field, sampling and identification and finally, preparing reports and archives.

Background

Leicestershire has a long tradition of volunteer-led community archaeology work which has contributed greatly to the story of the county's past. Community archaeology groups continue to make discoveries and contribute evidence of past activity which is added to the **Historic Environment Record (HER)** www.leics.gov.uk/historic_environment_record. This is managed by HNET team based at County Hall. (see HER section below)

Some of the discoveries made by community archaeology groups have been deposited with **Leicestershire County Council Museums**, either in the form of objects displayed at various museums around the county (www.leics.gov.uk/museums) or documentary and finds archives, which along with other museum collections, are cared for by the Collections team and are held at the Collections Resources Centre, the County Council's museum collections storage facility (www.leics.gov.uk/museumcollections)

Section 1 What to consider whilst planning a project

Before undertaking any archaeological project it is advisable to read these guidelines, and associated links, in full.

This section covers what to consider before undertaking any work. For instance, you should always research your chosen site before starting work, ensure that you have the skills and equipment needed to complete the project well.

English Heritage have guidance called **Morphe** which covers project management for Archaeological work. They also offer a FREE distance learning course in this guidance which would be extremely useful to anyone wanting to undertake archaeological projects.

A link to this can be found in Appendix 7.

Answering the following questions before undertaking any work should help to ensure that your group can complete a successful project.

What are the aims and objectives of our project?

We will ask you to complete a site report for deposition with the HER. This should include the aims of the project. For instance, what questions are you attempting to answer and is your chosen method the most appropriate? Remember that most forms of archaeological investigation are destructive, so ensure you have a clear objective before starting any work.

Will our results add to the archaeological record?

Researching the site in advance will help you decide if it needs further investigation. The archaeology may have been fully recorded already. Consulting the HER should answer this question.

Will the Collections team want the finds archive?

We would love to take archives for all projects undertaken in Leicestershire, but as staff resources and space are an ongoing issue, we are only in a position to take finds archives which add new knowledge to the counties archaeological record. Whether or not we can take your finds archive will be considered when an Accession number is obtained.

Do we know how to prepare a report and an archive?

You will need to know what sort of info to record whilst on site and what formats to use, so you can prepare an appropriate report.

The physical record created on site will also create part of the archive. You will need to keep copies of drawings, take photographs and retain all site paperwork for deposition.

This guide has advice on report writing and what should be included in any archive, so please read the appropriate sections before undertaking any work.

Have we considered digital deposition with ADS/OASIS ?

Wherever possible it is advisable to deposit digital copies of any archives with the Archaeological Data Service (ADS) (<http://ads.ahds.ac.uk/>), and digital copies of grey literature reports with OASIS (the Online AccesS to the Index of archaeological investigationS) (<http://ads.ahds.ac.uk/project/oasis/>). There is a cost for this, but it does ensure the long-term preservation of your work, so this should be considered if applying for any funding.

Do we have enough expertise in the group to complete the necessary tasks?

You should consider what tasks need to be completed, do you have enough skills within the group? For example do you have someone to identify finds, draw plans, prepare a final report? If not it would be advisable to seek professional advice or assistance. If you are undertaking an excavation this is especially important. **We would recommend that all groups wishing to undertake excavation**

engage with a professional archaeologist for advice on the brief or to undertake supervision of the project.

Are we aware of any restrictions in our chosen area?

Before beginning a project you must investigate any restrictions to fieldwork, such as Scheduled monuments, SSSI's, AONB, Countryside Stewardship (permission may be required from Natural England to undertake fieldwork), this information can be found on websites such as those listed below and in the useful contacts section.

DO NOT assume that the landowner will inform you of these. It is your responsibility to ensure there are no restrictions to you disturbing or removing objects from the chosen area. Consulting the HER officer would be extremely helpful for confirming if any of the above are present in your study area.

Are we sure we have the necessary Permissions from the Landowner?

It is vital that you confirm that the person giving you access and permission to undertake work is the LANDOWNER. Many tenants are reluctant to admit they do not own the land they work, so please check. If you work on a site or remove objects from any land without the landowner's permission you are committing the crimes of trespass and theft and could be prosecuted.

Magic www.magic.gov.uk For checking SMS, Countryside stewardship, SSSI's etc

English Heritage for Scheduled Monument consent forms

<http://www.english-heritage.org.uk/professional/advice/our-planning-role/consent/smc>

National Heritage List www.english-heritage.org.uk/list. To find out if a site is Designated and therefore subject to special legal conditions.

Heritage Gateway www.heritagegateway.org.uk. Summary data for most HER information.

Other useful websites are listed on our archaeology web page: www.leics.gov.uk/archaeology and can be found in Appendix 7.

Have you considered that Human remains may be encountered?

A Home office licence is required before human remains can be disturbed in any way, so if there is a chance of finding any it's advisable to obtain a licence in advance, or at least have the info ready if you find them in an unexpected place.

<https://www.gov.uk/apply-for-an-exhumation-licence>

Have you discussed all aspects of the work with the Landowner?

For instance are they happy with what you plan to do? Have you discussed what will happen to any finds? If you are planning to deposit an archive with the Collections team you will need a **transfer of title** form completed by the landowner. This needs to be discussed beforehand, as the landowner may decide they want to keep any finds.

Have you thought about finding Treasure?

It's more common than you might think! Your whole group should be fully aware of what sort of objects constitute Treasure and know what to do if you find any. This should also be discussed with the Landowner, so they know what to expect.

Remember that if Treasure is found under archaeological conditions, the reward is only payable to the Landowner and (if applicable) a tenant. The finder is exempt from the reward.

For more information on the Treasure Act, please see www.finds.org/Treasure or speak to the Finds Liaison Officer (FLO) currently based at Leicestershire County Council.

More detailed information about planning a project can be found here

<http://www.english-heritage.org.uk/publications/morphe-project-managers-guide>

Historic Environment Record

The Historic Environment Record is the most complete database of known archaeological remains and historic buildings in Leicestershire and Rutland. It records finds, sites and fieldwork (positive and negative). There is a requirement for all commercial archaeological fieldwork to be recorded on the HER – it is strongly recommended that all community groups also report their findings to us. The HER can be used by members of the public for research, though its main use is in protecting the county's archaeological resource.

The HER is crucial to the planning process. Planning Archaeologists use the HER to assess the likelihood of developments disturbing archaeology. They can then recommend alterations to plans to avoid any known archaeology or request that further investigation is carried out, to be paid for by the developer, with excavation being a last resort.

How to consult the HER

It is best practice to consult the HER before undertaking any archaeological work. It may be that work has already been undertaken in your chosen area of study and so an alternative project could be recommended to fill in any gaps in our knowledge of Leicestershire's past and inform the planning developmental control process.

The HER can usefully be consulted when you are planning your fieldwork (there is no charge for non-commercial enquiries) and copies of all resulting reports should be deposited with us. See appendix for contact details

Obtaining an Accession number

Once you have researched your project, consulted the HER and are ready to start your project, it's now time to obtain an Accession Number. This is the unique reference number for your project and the archive that it will produce. At this point what sort of archive you will need to submit will be considered. If your project location has had no previous investigation, we may ask you to submit a full archive, including small finds.

However, if it is an area that has seen previous investigation, we may just ask for a documentary archive, which consists of the physical documents, drawings and photos that support the project report you will be submitting to the HER.

To request an Accession number please send details of the proposed work, including a grid reference to Archaeology@leics.gov.uk After consultation we will issue you with a number and advise you on what sort of archive we would like to be deposited.

Section 2 How to undertake and record fieldwork

The IFA have published guidance for Fieldwork standards, English Heritage on project management and there is also an extremely useful guide to best practice in fieldwork and curation by Duncan Brown. Links to all of these can be found in Appendix 7.

Please read these documents before considering projects such as excavation, they will be extremely useful for planning the resources and skills needed to undertake fieldwork.

In addition ULAS have kindly allowed us to reproduce their guide to recording in the field. Following this will ensure consistency is achieved throughout all projects undertaken in the county.

ULAS SITE RECORDING MANUAL

INTRODUCTION

These guidelines give advice on the archaeological recording of a site. All evidenced human activity whether removing or introducing material can be isolated into episodes or *contexts*. Contexts form the basic division of the archaeological record: each separable element of the site should be given a unique context number. The objective is to record the context so that the archive describes it, and record its stratigraphic relationships with other contexts.

A basic physical grouping of the contexts is achieved by the use of cut numbers. All fills of *negative features* (i.e. those pits, post holes, ditches etc *cut* into underlying layers or natural substrata). *Positive features* such as a floor layer, or make-up deposit, or a surface built wall are not contained by *cuts* and are not grouped by cut numbers.

These guidelines are intended to cover most aspects of recording in most situations.

RECORDING GUIDELINES

Contexts: The Single Context Sheet

The single context form is the primary written record of the site, and should be completed as fully as possible. In addition to minimal requirements, all relevant information about a context should be entered in the text fields, so that the maximum evidence is permanently recorded, enabling informed interpretation. The context sheet is the best method of ensuring that records meet the minimum standards of recording.

Recording a Context

Acc - Enter your site's accession number.

Site Name - this is important to fill in if an Accession Number has not yet been generated (multi form only).

Area - If your site is divided into Areas or trenches enter the relevant number.

Cut - Enter the cut number, if any, which the context fills.

Con/Cont No – Enter the context number.

Feature Type - This field is choice restricted: enter whichever of the following is the most accurate: (if you need to use other terms, consult a supervisor)

Beam Slot; Cremation, Cut Feature; Ditch; Drain, Floor; Grave, Gully; Hearth; Kiln, Linear Feature; Oven, Pit; Post Hole; Wall; Treethrow; Stakehole, Structure etc.

Nature of Deposit – Is the context a cut, a fill, or layer.

Grid Ref. - Fill this in *if* you have a grid established. Enter the SW grid co-ordinate of the context, either to the nearest metre or using 5m blocks for linear features.

Length; Width; Dp/Ht - The dimensions should be entered on each context form. The standard way to write dimensions is by metres e.g. 1.45m. If less than 0.1m record in mm.

Description –Use the prompts for the description of a context as a deposit, or a cut..

For **deposits** describe the **colour, composition, coarse components and compaction**.

Colour – Describe the basic colour of a moist, freshly cleaned sediment surface; describe any mottling (using the % chart, Fig 2, below). Use the following combination of modifier, hue and colour to best describe the context. Note any colour change after exposure to air.

MODIFIER	HUE	COLOUR
Light, mid or dark	Pinkish	Pink
	Reddish	Red
	Yellowish,	Yellow
	Brownish	Brown
	Greenish	Green
	Bluish	Blue White
	Greyish	Grey Black

Fig 1. Set terms for colour descriptions

Composition – This refers to the main components, amounting to 10% or more of the deposit. Commonly they are of less than 2mm in size, and together these particles in varying relative proportions form the basis of many deposits you will find.

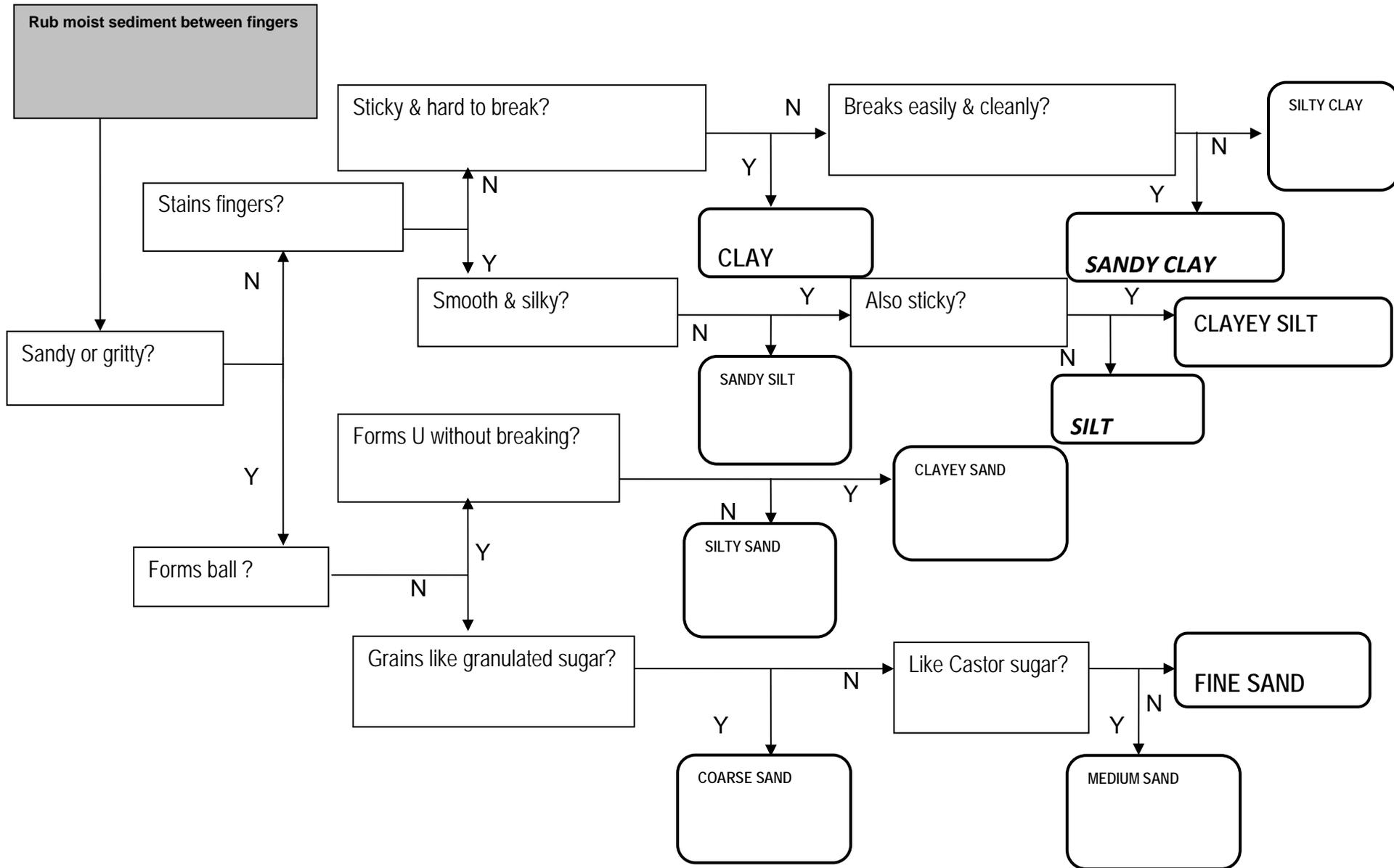


Fig 4. Procedure for the description of archaeological sediments (after Spence 1990)

Coarse Components/Inclusions – Describe all elements of the deposit that form less than 10% of the overall deposit. These may include pebbles, pottery, tile, bone and shell. Indicate the size range and completeness of fragments. Gauge the sizes of pebbles, and with the % chart their frequency (described as % or text).

Frequency	Size
Rare (1<5%)	Small 2mm<6mm
Occasional (5<15%)	Medium 6mm<20mm
Common (15<40%)	Large 20mm<60mm
Abundant (40%<)	Cobbles 60mm<200mm

Fig 5. Definitions of the frequency and size of coarse components.

Describe the shape of inclusions according to the following

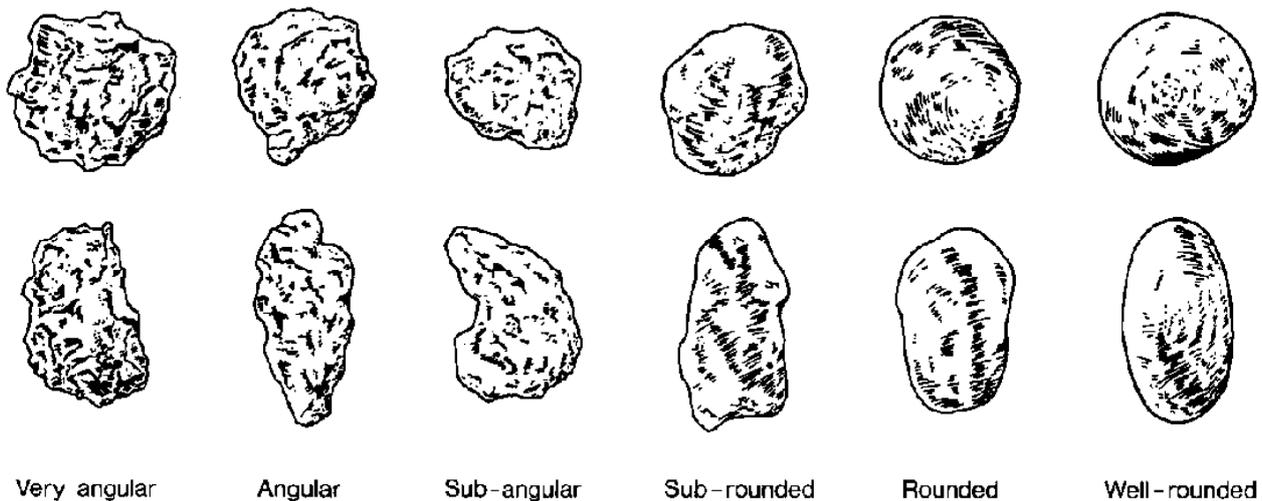


Fig 6. Degrees of roundness (after Powers 1953 & Spence 1990)

Organic/chemical components; Note the character and quantity (%) of organic/chemical components that may form part of the deposit such as root fibres, iron pan, manganese etc. Note any waterlogging.

Disturbance; Note the presence of any *bioturbation* of the deposit – disturbance by roots, animal burrows etc.

Compaction

The following standard terms apply to the compaction or strength of a sediment. The excavator of a deposit is the best assessor of its compaction.

TYPE	TERM	DEFINITION
Coarse grained sediments	<i>Indurated</i>	Broken only with a sharp pick blow, even when soaked
	<i>Strongly cemented</i>	Cannot be broken with hands.
	<i>Weakly cemented</i>	Pick removes sediment in lumps, which can be broken with hands.
	<i>Compact</i>	Requires mattock for excavation.
Fine grained sediments	<i>Loose</i>	Can be excavated with hoe or trowel; readily falls into single grains eg sands.
	<i>Hard</i>	Brittle or very tough.
	<i>Stiff</i>	Cannot be moulded with fingers
	<i>Firm</i>	Moulded only by strong finger pressure
	<i>Soft</i>	Easily moulded with fingers
	<i>Very Soft</i>	Exudes between fingers when squeezed
Peat	<i>Friable</i>	Non-plastic crumbles in fingers.
	<i>Firm</i>	Fibres compressed together.
	<i>Spongy</i>	Very compressible and open structure.
	<i>Plastic</i>	Can be moulded in hands and smeared between fingers.

Fig 7. Guide to description of compaction or sediment strength (after Spence 1990).

For **Cuts** describe the **plan shape, sides, base** and **orientation**. A complex shape will always be better recorded by drawing than by description.

Plan shape Use the following terms: square, circular, sub-circular, sub-rectangular, oval, linear, curvilinear, or irregular.

Sides These may be vertical, convex, concave, or stepped. If there is a marked change, it may be easier to describe *upper* and *lower* sides. The change between slopes is known as the *break of slope* and may be sharp, gradual, or not perceptible.

Base May be flat, concave or sloping (give direction of the downward slope), pointed, tapered (blunt/sharp), or uneven.

Orientation Give the orientation of the feature's major axis. If the base is not central describe its location relative to the top.

Notes - Fill in this field as fully as possible, continue on the back of the sheet where necessary. Indicate why you have defined the context/contexts as a group entity, and include all information that might be relevant to interpretation. Avoid the tendency to use the same description for large numbers of contexts, and perhaps highlight similarities and dissimilarities with surrounding contexts.

Sketch - Draw a sketch profile on the context sheet for features that are not drawn in half section. It is always useful to use sketch drawings to record information about contexts.

Interpretation - What do you consider the context/contexts to represent and why? Draw a sketch plan where it aids interpretation, or where the relative location of the context is important. How do you think a deposit has accumulated and why? Why has a gully been dug or recut?

Context Relationships

Use the **matrix** area to record what contexts are directly above, and what contexts are directly below the context being described. Enter the stratigraphic and not the physical relationships. If you are unsure of a relationship include a question mark, or use the **Uncertain** box. If the context can safely be equated with another use the **Same as** box. Discuss direct and indirect relationships if you are unsure.

(on rear of sheet)

Conditions - Comment on dry or waterlogged ground, standing water, time restrictions, other contractors etc - any conditions that have affected your recognition, excavation and recording of the deposits.

Truncation - Comment on the extent of truncation by other features, ploughing, machining, fluvial activity etc.

Use the **Method of exc.**: prompt as appropriate.

Use **Boundary to lower context** prompts to record:

- the thickness (in mm) of boundary between the context and that which it overlay
Sharp 5-25mm; **Clear** 25-60mm; **Diffuse** 60-130mm).
- the shape of that boundary. Standard descriptions of the terms are as follows.

Smooth - The boundary surface is plane with few irregularities

Wavy - The boundary surface has broad shallow pockets

Irregular - The boundary surface has pockets that are deeper than they are wide

Broken - The boundary is interrupted

Enter the relevant **Finds** information where prompted. Consider the possibility of contamination from later intrusions or any other source in the context description. State method of finds retrieval, and whether all finds were collected. Consider types of finds that might indicate the origin of the context.

Enter **Samples** information where prompted. (Refer to the Sampling guidelines at the back of this manual). Reasons for sampling include: Routine/ Waterlogged/ Spot/ Identification/ Radiocarbon/ Molluscs/ Phosphate/ Sediment etc.

Photos - Enter the colour and monochrome film nos. of relevant photographs. A small (A5 or A6) book kept with the cameras is preferable to loose sheets. Using a combined index for colour and B&W will save time (see Note 2).

Level Nos. - Where your site has a levels book with a running total of levels, include those that relate to this specific context (not another context in the same feature) (see Note 3).

Top OD enter the highest value for the feature **Base OD** enter the lowest value for the feature (not often used).

Drawing Numbers (front of sheet)

In most instances, use one index for plans and sections

Plan Nos. – Only include a plan number on contexts that are actually shown on a plan.

Section Nos. - As for plans

Dug By/Date/Recorded By/Date - Enter the relevant initials and dates.

On Matrix This applies to the overall site matrix and not the individual matrix at the base of the sheet. Not required for rural sites.

On Comp Used when a database of the site is being compiled

Checked Used by those responsible for checking the recorded information.

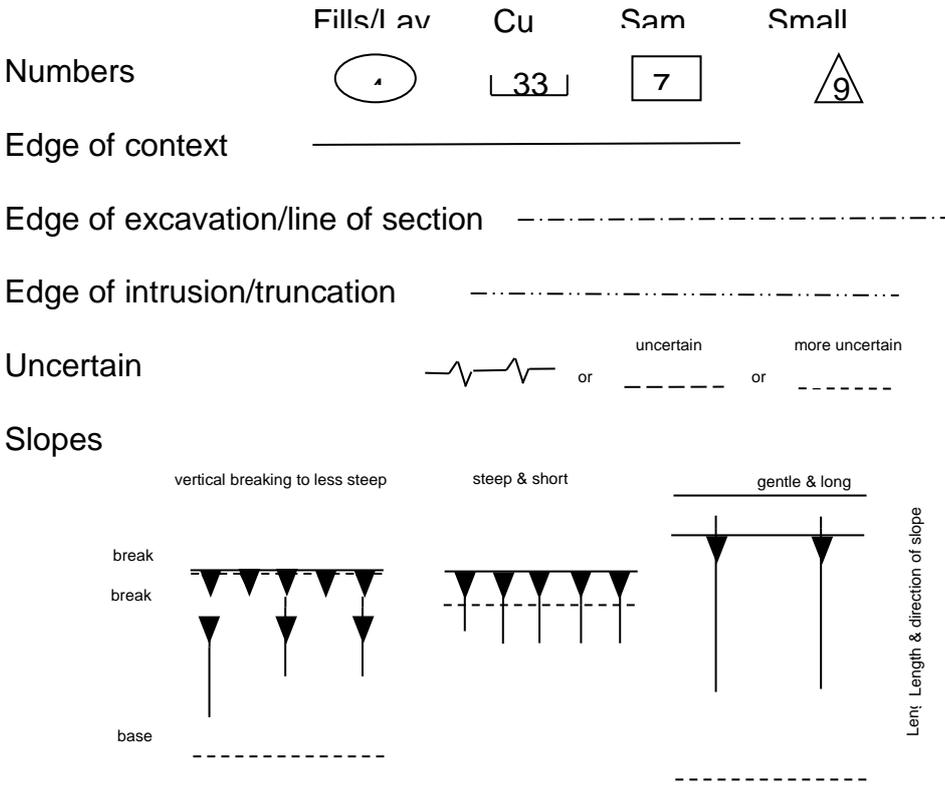
Drawings

- Take a drawing number from the index, checking that sheet and the index tally (i.e. that all drawings have been indexed).
- Use hard pencils (4, 5 or 6H).
- Annotate clearly.

Plans

- Mark the position of other drawings, and levels. List reduced levels on the drawing; label sections on the side from which they have been drawn.
- Include a key to any abbreviations used.
- Orientate the drawing with a north arrow or compass points (ideally keep north to top).
- Locate the drawing by showing site grid points

Drawing Conventions



(a profile drawn at 1:10 is the most efficient way to record a slope)

Section/plan points



Section line labelled on open (drawn) side



Clay



Charcoal



Sand & Gravel



Mortar



Level and no.



Stone & upstanding edge



Stone & slope direction



Pottery



Bone



Tile (or CBM/Brick)

Avoid the block use of deposit symbols

If different symbols are used, always include a legible key

Fig 8. Drawing Conventions.

Sections:

- Always ensure section datum strings are tight (be aware that line levels can be inaccurate especially with strings over 3m in length).
- Position the datum nail where it cannot be easily disturbed (i.e. with head flush with the ground surface) if it is not to be levelled immediately.
- Label all contexts and cut numbers.
- Orientate the section points (i.e. E W) and state facing direction (i.e. South facing).

Also remember to:

- Include your initials, the scale and date.
- Ideally remove masking tape from sheets as you finish with them, or use bulldog clips.
- Avoid keeping drawings on both sides of the drawing boards, as the drawings are inadvertently erased

Levels

- If using a dumpy level, it is your responsibility to ensure that the section datum and plan levels are recorded.

Note 1

Drawing numbers

The drawings index sheet provides self-explanatory columns for differentiating drawings. Number drawing sheets from an index, and individual drawings consecutively on that sheet e.g. S10.03, P10.04 etc. The use of either a sheet index for sections and plans, or pre-numbered sheets is essential to avoid duplication of sheet numbers.

Note 2

Photographs

All significant features, main sections and feature groups should be photographed in colour digital and 35mm monochrome. Do not routinely photograph individual features unless for a specific reason. Photographs should include a metric scale, a north arrow and identifying context or section number (although only a scale might be included on extra shots for potential publication or display). The letters/numbers can be magnetic or card letters or a photo board using dry wipe pens (chalkboards if used **MUST NOT** be stored in the camera case).

A record shot should be taken at the start of every film, showing the unit's address the site code, and the film number. A book photo index should be with the cameras; a description, orientation and date should be recorded (along with scale details) for all photographs. Avoid loose-leaf photo index sheets as these are prone to weather/damage or loss.

Films should be changed with clean hands and indoors (or vehicle). Regularly clean cameras and always when they are returned to store. Check returned films promptly to ensure that exposure meters are functioning correctly. Fit skylight filters to protect lenses; report equipment damage.

Finds Retrieval and Treatment

All finds of all categories and periods should be kept, with the following exceptions:

- Unstratified unworked bone (unless human).
- Unstratified building material unless of specific interest e.g. faced stone, medieval ridge tile, nibbed tile, stamped tile or any unusual form.
- Slate is only normally kept when cut to a recognisable shape, or when it has a nail hole*.
- Post medieval bricks and unfaced stone, unless taken as a sample.
- Burnt flint and stone

* On some excavations where the slate assemblage may be subject to analysis, this may be inappropriate (i.e. if analysis of slate is to be meaningful). Consult a supervisor.

If you are in any doubt as to whether a particular find is worth keeping, and a supervisor is not available to ask, keep the find so that it can be dealt with at a later date.

Do not remove any finds from samples unless they appear too delicate to survive wet sieving.

Small Finds

All finds which are not pottery, building material, shell, post medieval window glass, or unworked bone should be given a small finds number. Each object should be numbered and bagged separately. Iron nails can sometimes often be bulk bagged under one small finds number but not if they are surviving *in situ* from a construction such as a coffin, where location and orientation may be important evidence. Always consider that the artefact may be *in situ*; and need detailed recording and treatment prior to lifting.

Bagging and Boxing Finds

Finds need to be stored in such a way that they will survive to be analysed and conserved. The information below is a very brief guide to general site procedure. The most important requirements of finds packaging are

- physical protection of the objects
- the control of moisture content of materials
(*to ensure they are stored in the same waterlogged/wet/dry environment in which they were found*)

Building material, post prehistoric pottery, and shell can usually be bulk bagged. Include a finds label, and mark the outside of the bag with the site code and context number. Unworked bone and sturdy metal objects should be placed in a punched bag, in order that excess moisture can evaporate.

Fragile Prehistoric pottery and delicate metal objects should be wrapped in acid free tissue paper and placed in a crystal box (containing a label and marked on the outside with the site code and context number) of the appropriate size so that they will not be damaged in transit. These should be taken to, and stored in, the Materials Lab. as soon as possible. Metal finds should be placed in a plastic box with silica gel and an indicator card to ensure a dry environment.

Glass, shale, leather, worked bone, and other organic objects should be bagged with a little water and placed in a plastic box in the Materials Lab. This should stop glass from flaking, and organics from drying out and cracking.

If in any doubt about how to look after a find consult your supervisor, a Finds Officer, or **First Aid for Finds** 3rd ed.

Recording Masonry

Materials - Record all forms of building material used.

Size - Record dimensions of bricks.

Finish - Record the finish of stones eg *roughly hewn, squared* .

Coursing/Bond - Record the coursing or bonding pattern .

Form - Describe the form - it a wall, a foundation, arched, a rebuild or repair.

Orientation - If the feature has one or more faces, which way do they face.

Bonding material - Describe the bonding material as if was a deposit. If brickwork record the height of four courses and four joint beds.

Care is required when cleaning softer stone types to prevent damage to original marks and features. Resist the temptation to scrape away soil with trowels, as this inevitably causes damage.

Further Reading

For the main styles of stone finishing, coursing and typical brick bonding patterns, refer to **Museum of London Archaeological Site Manual** 2nd ed. (Spence 1990).

For the recording of Buildings refer to RCHM England, **Recording Historic Buildings A Descriptive Specification** 3rd ed. (1996).

Acc	Area	Cut	Con
Feature type		Nature of deposit	Grid Ref /
Length	Width	Dia	Depth
Deposits			DESCRIPTION
Colour			Cuts Plan Shape
Composition			Sides
Coarse Components			Base
Compaction			Orientation
Notes			
PTO			
Sketch			
PTO			
Context Rels: Use Matrix for Aboves & Belows			
Same as:			
Uncertain:			
All Contexts contained by Cut:			
Drawings Nos:			
Plans			
Sections			
EDM file:	Dug by & Date		
Rec.d by & Date	Checked		
On Matrix?	On Comp?		

Section 3 Reporting Archaeological Projects to the HER

Reporting your work to the HER is a fantastic way to ensure your archaeological projects are a useful resource for future researchers. Positive **and negative** results are inputted onto the HER and both are equally important. So even if your project did not find anything archaeological, please let us have a report telling us this!

Though this may seem daunting at first, a report should contain the following sections (taken from the WYAAS Guidelines 'Guide 2: Writing a Report'):

Cover should include

1. Title
2. Date the report was written
3. The author's name and name of the Fieldwork Group
4. First page should be a
5. A contents list
6. A list of illustrations
7. The report should begin with a summary of your aims and what is known about the site
A summary (a brief sentence describing the point of the report)
8. An introduction (setting the scene – why was the work carried out?)
9. Site location and description (includes an 8 figure grid reference and a location map)
10. Historical background (a brief history of the area as relevant to the fieldwork)
11. Previous work on site
12. Main body of report -what did you want to achieve and how did you undertake the work.
13. Details of the fieldwork
 - a) Personnel, listing any special areas of responsibility
 - b) Dates when the work was carried out
 - c) Aim (outline what you set out to do and what you hoped to achieve)
 - d) Methodology (what did you do and in what order?)
 - e) Recording systems used
 - f) Any problems encountered
 - g) Finds retention policy
 - h) Description of findings (keep interpretation to a minimum)

- i) Discussion and conclusion – What did you find? Describe material, its dating including who dated it. What do the finds mean?

14. Discussion (try and make sense of the site)

15. Conclusion (sum up your findings briefly and coherently)

16. Recommendations (if appropriate, consider how the site should be managed) Do we want to leave this in? Do we want them to tell us what we should be doing with sites???

17. Acknowledgements (credit everyone who has helped you)

18. Illustrations (can appear throughout the text or as a section at the end of the report)

19. References

20. Appendices

- a) Specialists' reports (detailed analysis of finds)
- b) Project design, if you had one
- c) Finds catalogue (list all the finds and where they were found – context/grid) These should be recorded in accordance with Leics. Museums dating conventions (see section 4 for more details)
- d) Context list
- e) Contents of the archive
- f) A full list of participants

Please read the WYAAS guidelines for more detailed information about what should go into each of these sections.

<http://www.archaeology.wyjs.org.uk/wyjs-archaeology-guidance-notes.asp>

Submitting a report to the HER

So that we can digitally archive your report please e-mail it to us as a word document (we can accept attachments of up to 20MB in size). Reports should be e-mailed to HER@leics.gov.uk. We will convert it to an archival format and keep it on our backed-up servers.

Reporting Objects and the Portable Antiquities Scheme

During your fieldwork you may encounter objects that can provide valuable information about the dating, function and status of your site, for instance metalwork, coins and flints.

Given the important information that these can provide, your report should include as thorough an analysis of this material as possible supported by a tabulated summary. The precise information included depends very much upon the class/type of material recovered,

however, as a minimum this should identify their provenance (e.g. context number), any individually applied identification codes (e.g. Small find no.: 27) and provide as complete a description as possible. Where items are of particular significance to the understanding and interpretation of the site, or are of intrinsic interest, for example a substantially complete object, they should be drawn and photographed.

To assist with the identification and dating of objects, the Portable Antiquities Scheme database is an invaluable resource. It currently contains over 900,000 artefact records and can be searched in many ways. In addition to the records, the website contains useful guides to identifying object types.

Your group may want to consider adding any finds to the PAS database in addition to your report.

This would provide you with a more detailed and instantly accessible record. Each record contains a photo and measurements along with a description. That way the whole community can see what you have found and the data will enhance the many thousands of object records already held. A link to your PAS entry could be included in your report and this would save the HER officer a lot of work.

If you would like to enhance your reports by creating your own PAS records or want more info about the PAS, please contact the Finds Liaison Officer (FLO).

Please note the FLO does not provide identifications for fieldwork, as with a commercial unit, we would expect you to arrange provision for object identification as part of your project, particularly if funding is being sought.

Section 4 Archiving Archaeological Projects with Leicestershire County Council Museum Collections

Leicestershire County Council Museum Collections will in principle take archaeological documentary and finds archives relating to work carried out by volunteer-led community archaeology groups in Leicestershire (not including Leicester city).

This is subject to the guidelines in this document being adhered to, a report of a sufficient quality being submitted to the HER and the archive falling within the parameters of Leicestershire County Council Museums' *Acquisitions Policy*.

As discussed in section 1, page 7, the type of archive, either documentary or full, should have been agreed before the project commenced. This section outlines what is needed for each type of archive and how they should be packed for deposition.

Legal requirements

In order for us to be legally able to accept an archive we need to ensure that the initiator of the project has obtained the necessary permission of the landowner for objects to be deposited with us. In the case of the documentary archive and report, we need to obtain a copyright licence agreement from the author, so we can disseminate the information.

Transfer of ownership of the Archive to Leicestershire Museums (transfer of title).

The Finds Archive

It is the responsibility of the initiator of the project - for example, the fieldwork group - to identify the individual or body that has original title to the finds archive. The individual or organisation undertaking the fieldwork is responsible for ensuring that this identification has been positively made before its commencement. The owner will normally be the landowner, unless relevant legislation dictates otherwise.

Leicestershire County Council Museums will only accept a finds archive if the ownership of the archive has formally been transferred in writing to Leicestershire County Council Museums by the owner via Transfer of Title form (see Appendix 1). Leicestershire County Council Museums also requires the right to dispose of material following the Society of Museum Archaeologists *Guidelines for Selection, Retention and Dispersal* (SMA 1993) and the Leicestershire Museums *Collections Management Policy*.

Copyright Licence Agreement

The documentary archive

Leicestershire County Council Museums requires the right to research, study, display, publish and provide access to all information contained in the archive and will require a representative of the group undertaking the work to complete a Copyright Licence Agreement (see Appendix 2). This will allow the copyright to remain with the originator of the documentary archive and for Leicestershire County Council Museums to disseminate information under licence for public benefit.

It is assumed by Leicestershire County Council Museums that if a document such as a report is submitted by the depositing organisation for inclusion in the Historic Environment Record, then the contents of that document are available for dissemination to the general public even if the project is still in the fieldwork stage, as the HER is in the public domain.

If any material from a particular project is not to be deposited with Leicestershire County Council Museums, this information should be detailed in the documentary archive, and its ownership status indicated.

Selection, Retention and Dispersal

The process of selection, retention and dispersal of elements of the Finds and Documentary Archives will be carried out by the depositing organisation and so it is vital that community archaeology groups undertaking archaeological projects have undertaken training in this area before commencing fieldwork. **Leicestershire County Council Museums expects sampling of material to have taken place, with a representative sample of diagnostic forms and types or unusual examples only being retained in the archive.**

The Documentary Archive should include a full inventory of all finds from the project, indicating which finds have been retained, and by who, and which have been discarded, and how.

How to Prepare the Documentary Archive

The Documentary Archive consists of all material associated with the project but not the artefacts themselves (on-site paperwork, plans, illustrations, photographs (digital and film) specialist reports and the final project report.

The Documentary Archive must be submitted with a copy of the Documentary Archive Checklist (see table 1) This table allows you to record which classes of document are present and how many of each type. This will also act as a checklist for the collections team, so they can ensure they have accepted a complete archive.

Minimum Standards

Each documentary archive should include the following information.

- a summary of the project work, in the form of an illustrated report which clearly states:
- details of the site/survey location with National Grid Reference(s)
- date and nature of the work
- who undertook the project
- the objective of the project
- what methods of investigation were utilised

- what was found
- conclusions where possible
- details of sources of funding
- **lists of the archive contents** this should include drawings, photos (prints and negs) and plans.
- details of the location of any finds or documents from a particular archive residing somewhere other than with Leicestershire County Council Museums

Documentary Archive Packaging and Labelling

Each individual item, with the exception of photographic negatives, should be directly marked with the accession number. Adhesive labels should not be used as an alternative.

Folders, Envelopes and Boxes

Documentary Archives should be submitted in acid-free, archival quality folders or envelopes (non-gummed) measuring a maximum of 380 x 252 mm (15 x 10 inches).

However, if the Documentary Archive is substantial and would half fill a box measuring 435 x 260 x 100 mm (17 x 10¼ x 4 inches) it must be submitted in a box for which a curation charge will not be levied.

Packing the archive

- All materials should be presented in archival quality packaging.
- All paperwork should be submitted loose in archival quality paper folders, do not use staples or ring binders. They can be secured with brass paper clips if required.
- Elastic bands must not be used, use unbleached cotton tape instead.

Drawings

- These should be stored and delivered flat: "plastic" artwork sleeves should not be used.
- Archival tissue paper should be used as interleaving between each sheet of pencil drawings on film, to avoid abrasion of the pencil marks.
- Standard A4/A3/A2 sheets of polyester based film are preferred for drawings and plans, up to 410 x 590 mm. A1 size sheets (590 x 840 mm) should be used only in exceptional circumstances. Plans etc. larger than A1 will be stored in rolls, wrapped in archival paper tied with cotton tape.
- Where several drawings appear on one sheet, each drawing should have its unique index number, cross referenced with the Sheet number, e.g. Plan Sheet 1: 1, 2, 3 etc. Use of Sheet numbers is preferred for the drawn record, as it facilitates ordering of the archive.

Film Photographs

- **Negatives** should be labelled on the sleeves used to hold them not on the negatives themselves.
- Negatives: black and white, and colour. These should be stored in archival quality polypropylene sleeves with strip divisions, three ring holes, centres 107 mm apart, and overall dimensions no greater than 255 mm (from punched side to opposite edge) by 300 mm.
- The sleeve should have a white writing strip, to be filled in with accession number, site details and details of the numbering system e.g. 'Negs. 1-24'.

Example Negative Holder:



- Substantial archives, or groups of archives deposited together, should be housed in archival quality ring binder box files. The negatives, negative sleeves and ring binders should all be marked in this instance.
- **All archives containing photographic images should include negatives due to their archival qualities, regardless of whether the principal method of photography for the project is digital.**
- **Prints:** black and white, and colour, including contact sheets. These will be printed on archival photographic papers, and should be stored in sleeves of the same

specification as for negatives, with sleeve divisions as appropriate, permitting prints to be viewed without handling.

- Photographic prints should be labelled on the reverse, using a soft pencil (at least 4B).
- Print sleeves should be labelled with the accession number, site details and photographic catalogue number on the writing strip.

Digital Photographs

There are various issues with using digital photography for recording archaeological sites such as reduced image quality, image compression and unknowns about the survival of the images in the long term. Therefore, until the long-term curation of digital images becomes a realistic possibility, digital images cannot be seen as the primary medium for recording archaeological sites.

Leicestershire County Council Museums is prepared, however, to accept digital images, as long as the following guidance is adhered to:

- Images are to be supplied on a high quality CD or DVD.
- Images are to be in TIFF format.
- A hard copy of the digital images should also be provided in the form of a colour contact sheet on archival quality paper and a written index to images contained on the CD/DVD.
- CDs/DVDs should be stored in individual, stiff jewel cases.
- It is important that writing on the CD/DVD be avoided as much as possible, as the recording layer is just below the surface. A non-acidic, specialised marker pen should be used.

ADS/OASIS

Where ever possible it is advisable to deposit digital copies of the archive with the Archaeological Data Service (ADS) (<http://ads.ahds.ac.uk/>), and for the deposition of digital copies of grey literature reports with OASIS (the Online AccesS to the Index of archaeological investigationS) (<http://ads.ahds.ac.uk/project/oasis/>). This ensures the long term preservation of the sites information as these facilities are regularly back up using the latest technology .

There is a charge for this, so if you are applying for funding you should include the cost of digital deposition.

Table 1 Documentary Archive Checklist used by Leicestershire County Council Museums

Site name including parish/ accession no./Code:				
Organisation/group/individual responsible for creating Documentary Archive:				
Class number	Class title	No. of records	No. of pages/ sheets	Tick if present (Museum use only)
1	Index to Archive			
2	Introduction			
A.1	Final Report			
A.2	Publication Report			
B.1	Site Data - Text: Diary/Daybook/Field notes			
B.2	Site Data - Text: General Summaries			
B.3	Site Data - Text: Primary Context Records			
B.4	Site Data - Text: Synthesised Context Records			
B.5	Site Data - Text: Survey Reports			
B.6	Site Data - Text: Indices/Catalogues of Records and Drawings			
B.7	Site Data - Primary Drawings			
B.8	Site Data - Synthesised Drawings			
C.1	Finds Data - Text: Primary Finds Records			
C.2	Finds Data - Text: Synthesised Finds Records			
C.3	Finds Data - Text: Specialist Reports			
C.4	Finds Data - Text: Box/Bag List			
C.5	Finds Data - Text: Catalogue of Drawings			
C.6	Finds Data - Drawings			
D.1	Catalogue of Photographs/Slides/Videos/X-Rays/CD Roms/etc			
D.2	Photographs/Slides/Videos/X-Rays/CD Roms/etc (types to be specified in Documentary Archive Summary List)			
E.1	Environmental/ Ecofact Data: Primary Records			
E.2	Environmental/ Ecofact Data: Synthesised Records			
E.3	Environmental/ Ecofact Data: Specialist Records			
F.1	Documentary			
F.2	Press and Publicity			
G.1	Correspondence			
H.1	Miscellaneous			

How to Prepare the Finds Archive

Introduction

The depositing organisation should be familiar with, and implement, best practice on the conservation, marking, classification and storage of finds, which include environmental and human remains. See Appendix 7 for useful resources and publications.

The following sections do not address in detail the cleaning, marking and conservation requirements of particular categories of finds: the United Kingdom's Institute of Conservation (ICON, formerly United Kingdom Institute for Conservation, or UKIC) guidelines should be followed.

The Leicestershire County Council Museums designated officer should be consulted about items that may set particular challenges in long term conservation and storage, **BEFORE** the archive is deposited (indeed this should be considered before any objects are lifted from site – it may be advisable to record in situ and cover rather than excavate).

Classification of the Finds Archive

General

Leicestershire County Council Museums has devised a materials/archaeological period classification system, used on all records, which provides an index to the collections. It is essential that project archives adhere to this, or at least cross-reference the project team's preferred terms with this system, in order that the collection can be documented by Leicestershire County Council Museums. The Leicestershire County Council Museums classification terms must be used when labelling storage units.

The tables below outline the material types and the dating conventions used by Leicestershire Museums. **All material should be sorted, packaged and labelled according to these conventions. The archive will not be accepted if they are not followed.**

Material Groups:	Types
-------------------------	--------------

<i>Bone:</i>	Bone worked, Bone unworked
--------------	----------------------------

<i>Ceramic:</i>	Baked clay, Fired clay, Pipe clay, Pottery, Unclassified
-----------------	--

<i>Fibres</i>	
---------------	--

<i>Glass:</i>	Vessel, Window, Other, Unclassified
---------------	-------------------------------------

<i>Leather</i>	
----------------	--

<i>Metal:</i>	Copper and Alloys, Gold and Alloys, Iron and Alloys, Lead, Pewter,
---------------	--

Silver and Alloys, (specify other identified metals), Tin, Unclassified
Mortar: Concrete, Mortar, Opus signinum, Unclassified
Plaster
Shell
Slag
Stone: Amber, Flint, Jet, Shale, Slate (specify other identified stones),
 Unclassified
Wood

The Material Group term can be used on its own, or in combination with a Type, or Type can be used on its own. Coins should be identified by their metal type as well as issue.

Definitions of Material Categories

Bone: includes antler, ivory (teeth)
Baked Clay: i.e. sun dried, not fired, e.g. cob and daub
Fired Clay: e.g. tile, including chimney pots and louvres; water pipes; kiln furniture (Excepting saggars then used as pots, and parting sherds); terracotta
Pipe Clay: clay tobacco pipes, figurines
Pottery: includes kiln wasters and seconds, parting sherds, and pots initially used only as saggars; moulds used in the manufacture of pottery; pottery figurines, lamps and crucibles
Copper and Alloys: includes brass, bronze, latten
Slag: includes clinker, hammer scale and other waste products from metal working.

Archaeological periods and date ranges (Leicestershire & Rutland HER):

Archaeological periods:	Date range	Subdivisions	
Palaeolithic	Earlier than 500,000 - 10001BC	Lower pre-500,000 - 150001	
		Middle	150000 - 40001
		Upper	40000 - 10001
Mesolithic	10000 - 4001BC	Early	10000 - 7001
		Late	7000 - 4001
Neolithic	4000 - 2501BC	Early	4000 - 3001
		Late	3000 - 2501
Bronze Age	2500 - 801BC	Early	2500 - 1501
		Middle	1500 - 1001
		Late	1000 - 801
Iron Age	800BC - 42AD	Early	800 - 401
		Middle	400 - 101
		Late	100 - 42
Roman	43AD - 409AD	Early	43 - 249
		Late	250 - 409
Early Medieval	410AD - 1066AD	Early	410 - 649
		Middle	650 - 849
		Late	850 - 1066
Medieval	1067AD - 1539AD	Early	1067 - 1349
		Late	1350 - 1539
Post Medieval	1540 AD - 1899AD	Early	1540 - 1699
		Late	1700 - 1899
Modern	1900AD - 2050AD		
Unknown Period			

Leicestershire County Council Museums has developed fabric type series for pottery of all periods, and Roman tile, in conjunction with University of Leicester Archaeological Services (ULAS). This should be used in all reports. For a copy please contact the Archaeology Officer or ULAS.

Quantification of the Finds Archive

Finds should be quantified according to current guidelines for each finds type on Leicestershire County Council Museums' standard Finds Checklist form (see above and Appendix 5). The Documentary and Finds Archives should include a summary of the quantification, dividing the finds into the classes and periods set out above. This will facilitate checking, and the entering of a summary record onto the Leicestershire County Council Museums accession cataloguing system. Each finds box should include a checklist for the contents of the box.

Conventions

Materials of different types have different storage needs and marking requirements. For example Metalwork needs to be stored in a controlled, dry environment, so needs to be packed separately so it can be deposited in our 'dry' store room.

The following section discusses how each type should be bagged or boxed depending on its needs. The next section discusses washing, marking and storage materials for the different classes of objects.

The requirements set out below constitute the minimum acceptable standards for the packaging and boxing of material that is to be permanently stored by Leicestershire County Council Museums. Objects deposited for long term storage should not be wet and should have been cleaned where appropriate (see below).

Bulk finds – non-sensitive e.g. pottery, building material, animal bone.

This material should be washed and stored in re-sealable pierced polythene bags within acid free cardboard boxes. Both the bags and boxes should be marked with lightfast and waterproof permanent black marker pen (see section on Marking below).

All bulk ceramics should be bagged according to their ware type, using the established codes used in Leicestershire as outlined in the Classification of the Finds Archive section above (p23).

Leicestershire County Council Museums reserves the right to refuse deposition of archives which do not conform to the standards laid down in this document.

Human skeletal material This should be bagged by skeletal area. Upper and lower limb bones separately on each side, axial skeleton, hands and feet individually and the skull carefully supported and placed in a skull box. Care must be taken to protect more fragile bones from damage, through the positioning of bones in the box and the insertion of protective inert foam where necessary. **No more than one individual should ever be placed in a single box.** Human remains should **not be marked** but labelled securely with cotton tape and Tyvek labels when large enough or in polythene bags marked on the outside and with a Tyvek label within where the bones are too small for a label to be attached.

Leather objects should be packaged sympathetically to their condition. Stored in bags within sealed polythene boxes. All leather must be treated before deposition and waterlogged leather will not be accepted.

Slag should be stored in pierced polythene bags by context within polythene boxes or acid free cardboard boxes. A small representative sample is acceptable. Please discuss large assemblages with Leicestershire County Council Museums' designated officer.

Small mammalian, avian or piscine bones should be packed in small polythene boxes by species, labelled, and may be placed in the box with the rest of the non-sensitive bulk bone from the context.

Friable pottery, sherds of tin-glazed wares and porcelain need special attention. They should be provided with adequate physical protection and may be stored in the non-sensitive bulk finds box relevant to context and ware type.

Complete or near complete ceramics, including those found to be so after reconstruction, should be separately packaged according to their need, using acid free cardboard boxes or custom packaging where necessary.

Shell or charcoal samples should be provided with adequate physical protection for example, placed in polythene boxes, and stored together in polythene boxes or acid free cardboard boxes.

Wood is unlikely to survive in such quantity that it will be treated as bulk material, but if this is the case, it must be packaged with consideration for its condition. This will include smaller pieces being placed in polythene bags and then inside polythene boxes. Larger or unusually shaped pieces will require bespoke packaging. Advice should be sought from an accredited archaeological conservator if there is any doubt over suitability of packaging. **Wood will not be accepted if it is still in a waterlogged condition.**

Small finds

These finds may be both physically sensitive and non-sensitive but for the purposes of packaging and marking should be treated as sensitive.

Different material types should not be stored in the same box except in the case of composite items e.g. an iron knife with bone handle.

Washing Finds

Leicestershire County Council Museums expects certain finds to have been washed before deposition.

- It is **crucial** that all finds belonging to one context are kept together during processing. Each bag's contents must therefore be placed in its own tray once washed.
- The tray should be lined with newspaper (replaced when damp) and should also contain **two waterproof labels**, which state all the information from the bag, e.g. Site code, context, cut etc. and any notes given by the excavator.
- Do not use paper dividers in trays.

Pottery

- When washing pottery it is very important that the broken edges are thoroughly clean as this enables the specialist to identify the fabric.
- Take care over brushing fragile, prehistoric pottery.

Animal Bone

- Take care with fragile bone.
- Clean the biting surface of the teeth in jawbones.

What NOT to wash

Some finds should not be washed *either* because it destroys the find or the deposits on them, or there is no need as they are to be discarded later following recording. **DO NOT**

WASH the following;

- Tesserae
- Shell
- Charcoal
- Metal objects (**never** be tempted to try washing or cleaning)
- Mortar and Painted Wall Plaster
- Glass
- Wood
- Jet or shale 'small finds'
- Any 'small finds'

Marking objects

Leicestershire County Council Museums expects that specific object types within the archive should be marked by the following means. The table below, should be read in conjunction with the marking guidelines laid out in this document. Please note, decisions regarding marking should be made with regard to the condition of the individual object. **Ensure an unobtrusive position is used.**

Material	Marking technique
Animal bone	Do not mark
CBM	Mark with ink
Ceramics	Mark with paraloid and ink – never on sections
Clay pipe	Mark with paraloid and ink
Coins and tokens	Do not mark – bag with Tyvek label
Copper alloy (except for coins and tokens)	Do not mark
Flint	Mark with paraloid and ink
Glass (vessel and window)	Do not mark
Human bone	Do not mark
Iron	Do not mark

Jet/shale	Do not mark
Lead	Do not mark
Leather	Do not mark
Slag	Do not mark
Stone architectural	Do not mark
Wood	Do not mark

Suitable markers include Indian Ink (for objects) – see Appendix 6 for further details. On ceramic or stone surfaces, some flint, a brush stroke of a 10% polyvinyl acetate resin solution in acetone or Paraloid-B72 solution in acetone should be applied before marking. A protective layer of one of these solutions, or of the water-based emulsion Primal, may also be applied over the marking once the ink is completely dry. Primal should only be applied before marking on smooth, non-porous surfaces. Observe COSHH regulations when using these solutions.

Principles of Object Marking

Any mark made on an object must be:

- **Secure.** The chances of accidental removal of the mark must be remote
- **Reversible.** It should be possible to intentionally remove the mark from an object with little or no trace of the mark remaining
- **Safe for the object.** Neither the materials nor the technique used to apply the mark should put the object at risk.
- **Discreet but visible.** The position of the mark must not obscure detail on the object or spoil its appearance. It must, however, be able to be seen without undue handling of the object.
- **Safe for staff.** The materials used to apply the mark should be safe for the person applying it and subsequent users, if relevant health and safety guidelines are followed.

Some materials should never be used to mark museum objects. These specifically include correction fluid (e.g. Tippex), nail varnish and nail varnish remover. These should never be used as alternatives to conservation grade materials.

Locating the Mark

The following considerations should be borne in mind when locating a mark on an object:

- Avoid physically unstable surfaces or marking across an existing break or crack
- Avoid decorated, painted, pigmented, vanished or waxed areas

- Choose a position that is not likely to be visible if the object is placed on display, for example away from areas of detail or decoration
- Avoid areas where the mark is at risk from abrasion from packaging or handling
- Mark all detachable parts of an object
- As far as possible, standardise the positioning of marks on similar objects

Packaging for deposition and storage

Labelling

All bags should have the following written on the white strips.

You should also include the same info on a label made from Spun bonded polyethylene (trade name Tyvek ®) inside the bag and inside plastic boxes

i) The accession number, (ii) context or other collection unit or itemised find number.

Labels should always include both (i) and (ii). Additional information that aids identifying findspots, such as grid co-ordinate, trench area, and feature numbers should also be written on labels and bags using the convention below.

Non sensitive bulk finds = bag



Re-sealable (minigrip) polythene bags with write-on strips are the preferred type for small to medium finds. Heavy gauge polythene bags can be used for large finds, the opening should be folded over and stapled using brass staples. Polythene bags should have holes punched before use to avoid any build up of condensation inside them. **Ensure that**

Finds of a physically delicate nature should be provided with adequate physical protection, for example cushioned with acid free tissue.

Small' and delicate finds = box individually

Clear polystyrene ('Crystal') boxes should be used for the individual packaging of small, delicate finds.

Finds which require micro climate control should be packed in a polythene box ('Stewart'), with its micro climate controlled to suit the materials it contains i.e. Iron/wood etc. **See guidelines** It is important that finds with different requirements should not be packed together.

The finds should be cushioned with polyethylene foam (Plastazote), cut to fit, or crumpled acid free tissue. Do not fold acid free tissue into a flat sheet, as this does not provide cushioning. These materials are used because they are not harmful to the finds.

Where necessary moisture-absorbent material (e.g. silica gel) and humidity indicator cards can be used to control and monitor relative humidity inside polythene boxes.

Under no circumstances should blue silica gel be used: the archive depositor will be required to collect immediately and appropriately dispose of any such material left with Leicestershire County Council Museums.

These boxes should be marked in fine permanent marker with details as for acid free boxes listed below.

Storage Boxes

Acid Free Cardboard Boxes Finds which do not require micro climate control, i.e bulk finds, pottery, bone etc should be stored in acid free cardboard boxes.

Boxes should not be overfilled and should not weigh more than 5kg, regardless of the size of the box. Any space in a box which has reached 5Kg should be cushioned with acid free tissue for transportation.

Wherever possible, and without causing damage to the finds, please try to fill the box.

We use a particular size of box to optimise space on our shelving systems. We will only accept archive material in the following boxes.

'Half-size' – internal dimensions of 340 x 260 x 100 mm (13.5 x 10.25 x 4 inches).

'Full size' – internal dimensions of 340 x 260 x 195 mm (13.5 x 10.25 x 7.75 inches).

Larger boxes may be needed for certain finds, such as long bones. Details of these and the above can be found in Appendix 6.

Acid free boxes should be marked on two sides, one short side and one long side, with the following information:

- Leicestershire County Council Museums accession number;
- Material Group(s) and Type(s), including period(s);
- Box number if applicable



A Finds Checklist should also be placed inside each box, But these are not an alternative for marking the box exterior.

Boxes should be numbered sequentially across both polythene and acid free cardboard boxes. Number the boxes so that those containing the same material class, then type, then group, appear in sequence; e.g. Boxes 1-5, Grey ware; Boxes 6-10, Samian; Boxes 11-12, tile.

Leicestershire County Council Museums reserves the right to return any archive which it deems not to be packaged appropriately without prior discussion.

Appendix 1 : Transfer of Title Form



Transfer of Title Form

To Leicestershire County Council Museums
County Hall
Glenfield
Leicester
LE3 8RL

Site Name:.....

Museum Accession Number:.....

I am the legal owner of the finds from the above named archaeological site. I hereby agree to donate the artefacts from the site to Leicestershire County Council Museums. This donation is an absolute gift to the Museum Service without condition. I relinquish all legal claims for the ownership of the artefacts in favour of Leicestershire County Council.

Signed.....

Print.....

Position.....

Organisation.....

Date.....

Please send one copy to Leicestershire County Council Museums and retain the second copy for your own records.

Appendix 2: Copyright Licence Agreement



LEICESTERSHIRE COUNTY COUNCIL MUSEUMS COPYRIGHT LICENCE AGREEMENT

This form relates to the following Archaeological Documentary Archives

Accession number	Site Code (if used)	Site Name	Phase(s) of Project

Copyright Licence Agreement (continued)

Name and address of copyright holder:

Tel:

Email:

How would you like the work credited?

I grant Leicestershire County Council to full licence to research, study, display, publish and provide public access to all the information and finds contained within the archive free of charge.

SIGNED..... DATED.....

Name of signatory and position held:

.....

Please post or hand the completed form to:

Archaeology Archives Section
Leicestershire County Council, Adults and Communities Dept
Communities and Wellbeing Service
Collections and Resources Centre
Units 31 & 33
Hayhill Industrial Estate
Sileby Road
Barrow-upon-Soar
Leicestershire
LE12 8LD

The personal data on this form will be used by Leicestershire County Council for the sole purpose of managing copyright. It will not be passed to a third party without your permission. All data will be held in strict compliance with the Data Protection Act 1998.

Appendix 3: Transfer Summary Sheet

TRANSFER SUMMARY SHEET

ACCESSION NUMBER
SITE NAME
SITE CODE

Containers	Number
Documentary Archives by type:	
Box	
Folder	
Envelope	
Finds Boxes by Type:	
Full size	
Half size	
Stewart	
Crystal	
Cranial	
Skeleton	
Drawings:	
Rolls	
Sheets	
Other transfer containers:	
CDs/DVDs	
Other	

Notes:

Appendix 4: Example of an Accession Number Request Form



LEICESTERSHIRE COUNTY COUNCIL MUSEUMS ARCHAEOLOGY COLLECTIONS

Information required by Museums when accession numbers are requested.

A hypothetical example has been filled in (italics).

Accession number (to be filled in by Museums)	Civil Parish	Site address / name used by requester	National Grid Reference	Nature of work	Names of organisation and of person applying for number	Site Code	Planning Application number
	<i>Clawson, Hose and Harby</i>	<i>Long Clawson: 31 East End</i>	<i>SK 721 053</i>	<i>Geophysical survey; evaluation (trial trenching)</i>	<i>Jo Bloggs Archaeology; Robin Smith</i>	<i>LCEE 09</i>	<i>09/00012/6</i>

Appendix 6: Materials Specification and List of Suppliers

Unbleached cotton tape

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Finds boxes – 2 sizes

These should be wire stitched, double kraft lined container board (pH 6.5-8) with lift off lid and two punched holes at each end of the box; stitching should be with pure brass wire.

'Half-size' – internal dimensions of 340 x 260 x 100 mm (13.5 x 10.25 x 4 inches).

'Full size' – internal dimensions of 340 x 260 x 195 mm (13.5 x 10.25 x 7.75 inches).

Lids for Finds boxes: a lid 90 mm (3.5 inches) deep is preferred, but full depth lids are acceptable.

Larger boxes may be needed for long bones. These should meet the above materials standard and be of no greater height than 195mm. Ideally they should have internal dimensions of 220-340 x 195 x 540 mm (8¾-13½ x 7¾ x 21¼ inches), to facilitate storage.

Supplier:

G. Ryder & Co. Ltd., Denbigh Road, Bletchley, Milton Keynes MK1 1DG.

Tel 01908 375524

Fax 01908 373658

sales@ryderbox.co.uk

www.ryderbox.co.uk

Documentary archive boxes, folders and envelopes

Documentary archives should only be submitted in boxes if the Documentary Archive fills have a box of the following size: internal dimensions of 435 x 260 x 100 mm (17 x 10¼ x 4 inches). Full depth lids are required.

G. Ryder & Co. Ltd., Denbigh Road, Bletchley, Milton Keynes MK1 1DG.

Tel 01908 375524

Fax 01908 373658

sales@ryderbox.co.uk

www.ryderbox.co.uk

If the Documentary Archive is small, it must be submitted in archival quality folders or envelopes (non-gummed) measuring a maximum of 380 x 252 mm (15 x 10 inches).

Suppliers (see General Suppliers below):

Conservation Resources UK Ltd

Bags

Suppliers:

Polybags Ltd, Lyon Way, Greenford, Middlesex, UB6 0AQ

Tel 0845 200 2828

Fax 020 8578 2247

sales@polybags.co.uk

www.polybags.co.uk

Labels 'Tyvek'®

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Marking Equipment

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Pens

From most large office suppliers and some conservation suppliers

For marking drafting film, negative and slide holders:

- Staedtler Pancolor 303
- Staedtler Lumocolour 313 black

For Tyvek labels

- Berol Autoseal Permanent Marker, fine tipped. 1.2mm, black

For objects and X-ray plates

- Rotring ink, black and white
- Windsor & Newton, black and white

For paperwork

- Sakura Pigma Micron 03 #1 Archival Ink

For cardboard boxes

- Berol 'Tough Point' black
- Shachihata Artline 70

For Stewart/Crystal Boxes and Bags

- Edding 400 fine tip black

Polyethylene Foam 'Plastazote'

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Negative, Print and X-Ray holders

Archival quality polypropylene sleeves with strip divisions, three ring holes, centres 107 mm apart, and overall dimensions no greater than 255 mm (from punched side to opposite edge) by 300 mm. The sleeve should have a white writing strip. The PrintFile range is recommended.

Suppliers:

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Slide wallets and hanging bars

Slides should be stored in archival quality polypropylene wallets taking 24 mounted 35 mm slides measuring 247 x 350mm, such that the opening in each slide pocket is at the top when the wallet is hung. The Secol range is recommended. **The exact number of hanging bars must also be provided (measuring 406mm).**

Suppliers:

Secol Ltd.

Howlett Way, Thetford, Norfolk, IP24 1HZ

Tel. 01842 752 341

Fax 01842 762 159

sales@secol.co.uk

www.secol.co.uk

Silica Gel

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Humidity Indicator Cards

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

Clear polythene 'Stewart' Boxes and Clear Polystyrene 'Crystal' Boxes

Supplier:

Stewart Plastics Ltd, Stewart House, Waddon Marsh Way, Purley Way, Croydon
Surrey, CR9 4HS

Tel 0208 603 5700

info@stewartcompany.co.uk

www.stewart-solutions.co.uk

Acid free tissue

Suppliers (see General Suppliers below):

Preservation Equipment Ltd

Conservation Resources UK Ltd

General Suppliers

Preservation Equipment Ltd, Vinces Road, Diss, Norfolk, IP22 4HQ

Tel 01379 647400

Fax 01379 650582

info@preservationequipment.com

www.preservationequipment.com

Conservation Resources UK Ltd, 15 Blacklands Way, Abingdon, Oxfordshire, OX14

1DY

Tel 01235 553166

Fax 01235 534865

sales@conservation-resources.co.uk

www.conservation-resources.co.uk

Appendix 7: Useful Publications and Resources

Archaeological Guidelines

IFA Standards and Guidance (for undertaking and reporting projects)

<http://www.archaeologists.net/codes/ifa>

AAF A guide to best practice in creation, compilation, transfer and curation

www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf

Society for Museum Archaeologists – guide to selection, retention and disposal

www.socmusarch.org.uk/docs/selectionretentiondispersalofcollections1.pdf

For Legislation, SMs, Listing etc

www.english-heritage.org.uk/

For mapping of SM's SSSI's etc www.magic.gov.uk

Advice on project management

www.english-heritage.org.uk/publications/morphe-project-managers-guide

FREE DL course in Project management

www.english-heritage.org.uk/professional/training-and-skills/training-schemes/short-courses/project-management-using-morphe

Advice on Treasure and object care and identification guides

www.finds.org.uk following link to coin and artefact guides

www.finds.org.uk/Treasure

www.finds.org.uk/conservation

Advice on reporting a project

www.archaeology.wyjs.org.uk/wyjs-archaeology-guidance-notes.asp

For a full guide to Archaeological legislation, fieldwork and archiving, the Lincolnshire Archaeology Handbook is an excellent summary.

<http://www.lincolnshire.gov.uk/residents/environment-and-planning/conservation/archaeology/lincolnshire-archaeological-handbook>

Advice on archiving and archive materials

Collections Link www.collectionslink.org.uk/subjects/archaeology

Labelling and Marking Guidelines www.collectionslink.org.uk/discover/site-information/926-labelling-and-marking-museum-objects

English Heritage Storage Grants [www.english-](http://www.english-heritage.org.uk/content/imported-docs/k-o/NHPCP-Guidance-For-Applicants.pdf)

[heritage.org.uk/content/imported-docs/k-o/NHPCP-Guidance-For-Applicants.pdf](http://www.english-heritage.org.uk/content/imported-docs/k-o/NHPCP-Guidance-For-Applicants.pdf)

Leicestershire museums

www.leics.gov.uk/museumcollections

Appendix 8 Contact details for planning and managing projects

HER

For planning and reporting fieldwork, Helen wells can advise on previous work/knowledge in the proposed area. She should also receive a copy of any completed reports

helen.wells@leics.gov.uk

0116 305 8323

www.leics.gov.uk/historic_environment_record

For information about archive deposition and general collections info please speak to the Archaeology Officer Helen Sharp

helen.sharp@leics.gov.uk

0116 3058326

For accession number requests please request a form from

Archaeology@leics.gov.uk

For information about adding your finds to the Portable Antiquities database please speak to the Finds Liaison Officer, Wendy Scott

Wendy.scott@leics.gov.uk

0116 3058325

www.finds.org.uk

Planning Archaeology – for advice about planning application commercial fieldwork etc

Richard Clark (North Leics and Rutland)

0116 3058322

Richard.clark@leics.gov.uk

Teresa Hawtin (South Leics)

Teresa.hawtin@leics.gov.uk

0116 3058317

Natural England

enquiries@naturalengland.org.uk

- **Lincoln**

Natural England, 2nd Floor, Ceres House, 2 Searby Road, Lincoln,
LN2 4DT

Tel: 0300 060 4734

Fax: 0300 060 4731

- **Nottingham**

Natural England, Apex Court, City Link, Nottingham, NG2 4LA

Tel: 0300 060 1111

Fax: 0300 060 1716

English Heritage East Midlands office

44 Derngate
Northampton NN1 1UH

Tel: 01604 735400

Fax: 01604 735401

E-mail: eastmidlands@english-heritage.org.uk