Archaeological Archives SIG	
Three-Year Plan: September 2026 - August 2029	
Date plan adopted	**AGM 24/09/2026**

Principal Aims

In pursuit of the Group's purposes various activities will be carried out. These will support the delivery of CIfA's Strategic plan 2021-2030 and it's current rolling three-year plan.
Part of the work of the group has been to consider aspects of various themes under Historic England's Archaeological Archives Challenge project (https://historicengland.org.uk/whats-new/news/new-plan-englands-archaeology-archives-challenge/). The committee has identified the following four areas for particular consideration in this three-year plan: A 'digital first' approach to archaeological archives; Digital archives and museums; Patterns and frequency of archaeological archives usage; Archive retention reviews. These themes are also relevant to practice in the devolved administrations in the United Kingdom. There has been a conscious effort to ensure that the group's committee has direct connections with practitioners in these, and potentially other, countries.
A survey of members undertaken in 2023 identified a clear demand for training and assisting learning, alongside continued advocation for skilled professional practice and guidance. Our planned commitments are set out in specific sections of the plan. Discussion after the latest Annual General Meeting identified that priority should be given to: i) issues around the management and processing of Historic Archives (sometimes termed Legacy Archives) by archaeological practitioners, ii) issues around hold-ups with depositing archaeological archives, including the use of Transfer of Title guidance and local policies and practice. These are areas that will require particular advocation alongside that identified in the 2023 survey for continuous professional development and training within the profession for those working with archaeological archives, particularly in line with the revised specialist competency matrix.
The group's constitution includes a specific aim of establishing relationships with other groups associated with archaeological archives. Working within CIfA's parameters it has pursued this through both formal and informal links. Connections have been established at both national strategic and professional practice level, and it is intended that these should continue to be developed across the plan period.

Activity	Year one	Year two	Year three	Year four
Committee meetings (at least 3 per year) and Annual General Meeting (AGM). The AGM should be the same month each year and booked in advance.				
Record which months the committee meetings and AGM will take place.				
Spring	Committee (March)	Committee (March)	Committee (March)	
Summer	Committee (June)	Committee (June)	Committee (June)	
Autumn	Committee (October)/ AGM (September)	Committee (October)/ AGM (September)	Committee (October)/ AGM (September)	
Winter	Committee (January)	Committee (January)	Committee (January)	
Who is your AC Group rep? (term is 1 year but can continue). Your AC Rep will attend up to 6 meetings per year and communicate opinions on Institute policy and offer advice on group or area specialisms between the group/committee and AC.	Sophie Edwards	tbc	tbc	
Communicating with your group members				
How will you ensure regular and effective communication with your group members? What can you tell them the group is working on? Communications don't need to be long. Bulletins can be a couple of sentences.				
How many group newsletter or update bulletins will be sent and when? (at least 4 per year)	tbc	tbc	tbc	
Which social media channels will be used (LinkedIn/ twitter/ Facebook/Email) and are there specific dates or messages to remember?	Facebook/Email	Facebook/Email	Facebook/Email	
Which other groups do you plan to collaborate with? How do you plan to do this? Eg through Knowledge Hub.	The group is open to collaborating with all other CIfA Area and Special Groups on matters of common interest, historically we have had close relationships with the Finds and Information Management SIGs, but more recently have held a joint on-line event with the Cymru Wales Area Group and provided a detailed response to the Digger's Forum group request for advice as to how their members might progress through specialist roles in our shared discipline. We will collaborate with other CIfA groups by such methods that best suit the topic. We have developed informal links with other bodies concerned with archaeological archives throughout the United Kingdom and assisted colleagues where CIfA makes formal arrangements with other bodies requiring our specialised inputs. We will continue to maintain where possible expand these links. Additionally, as three of our current committee members also sit on the Information Management Special Interest Group (IMSIG) committee, we maintain a particularly strong relationship with them. As data management and digital archiving inherently cross over both group remits, we actively work together to coordinate events, share knowledge, and eliminate duplicate effort. We also have representatives from the committee within the Archaeological Archives Forum, the OASIS Management Board, and the SMA Committee, as these groups all tie in closely with our work.			
Do you plan to send any group member or subject surveys to gather data?	Yes. Topics are likely, but not restricted, to be connected to key priority areas concerning historic (legacy) archives, and depositions of all archives including use of transfer of title guidance.			
Would you like to do a The Archaeologist magazine subject takeover?		Yes - Proposed topic to be confirmed but to relate to one of the principal themes identified for the plan period		
Events (in person and online)				
Do you plan to host a specific AGM event or conference?	Yes - September 2027	Yes - September 2028	Yes - September 2029	
Will your group host a session at the CIfA annual conference?	Not planned at present, but we would look to actively contribute where sessions are related ot our particular area of interest.			
Will your group deliver or facilitate any CPD workshops this year, and if so, what type?	In addition to the annual conference at least one	In addition to the annual conference at least one	In addition to the annual conference at least one	
Are there any additional social or networking events (such as tea-break sessions) your group will run this year?	Yes - at least one tea-break session	Yes - at least one tea-break session	Yes - at least one tea-break session	
Are there any external events to attend? Speak with CIfA to check if we are involved.	None known at present / tbc	tbc	tbc	
Membership development				
How many members (CIfA & non-CIfA members) do you aim to recruit during this period?	At start of period 680 CIfA members, 28 non-CIfA members	At start of period 700 CIfA members, 24 non-CIfA members	At start of period 720 CIfA members, 20 non-CIfA members	
Where relevant, will specialist competence matrices need developing or reviewing?	It is currently anticipated that archaeological archives specialist competence matrix should be reviewed during the plan period in light of changing practice, particularly but not exclusively in regard to the the production and management of digital archives. We will also keep the The Toolkit for Archaeological Archives under review, and where appropriate recommend improvements.			
Where relevant, will standards and guidance need developing or reviewing?	It is understood that the Archaeological Archives Standard & Guidance will be revised during the plan period, and if so the the Group would expect to be involved with this process.			
Publicity and resources				
Do you need to create or update any resources to publicise the group?				
Group banner	Review existing and update or replace as necessary	No actions planned		
Group postcard or leaflet	Review existing and update or replace as necessary	No actions planned		
Are there any other activities the group is considering?				
Website page updates - we have a standard layout, but you can add committee member bios, event information, and other relevant updates.	Committee information and formal group business records updated as required, group recordings and resources expanded following particular activities, links to archiving reports expanded as appropriate.			
Are there any other activities the group is considering?				
Member Surveys (These will be short surveys on particular matters under the identified topics)	Transfer of Title Tool-kit	Historic (Legacy) archives		
Consultation and enquiry support	Consultation and enquiry support			
Review of RO archaeological archive practice inspection questions	Review of questions in RO registration questionnaire concerning archaeological archives practice			