Standard and guidance
Appendices

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# Standard and Guidance Appendices

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Chartered Institute for Archaeologists
Appendices
APPENDIX 1

Glossary

Appraisal

A rapid reconnaissance of site and records to identify (within the planning framework) whether a development proposal has a potential archaeological dimension requiring further clarification (ACAO 1993, 4)

or

A rapid reconnaissance of site and records to identify whether a particular project or study area has potential for further academically-oriented research involving non-intrusive or intrusive methods.

Archive (Finds)

The finds archive is composed of the material archive (all recovered and retained archaeological material), the documentary archive (all documentation relating to finds work, including catalogues, computer records, photographic negatives, transparencies, prints, radiographs, conservation records and correspondence) and an index. The finds archive forms part of the complete project archive.

Assessment

See desk-based assessment and post excavation assessment.

Brief/project outline

An outline framework of the archaeological circumstances which have to be addressed, together with an indication of the scope of works that will be required. In Scotland the brief may be referred to as a project outline (see Historic Scotland 1996a, 2).

Client

The individual or organisation commissioning and funding the project.

Costed assessments

In Scotland, these provide the basis for at least provisional agreement and further contracts on the resources to be provided for further fieldwork or for post-excavation work.

Curator

A person or organisation responsible for the conservation and management of archaeological evidence by virtue of official or statutory duty, including for example County, District or Council archaeological officers, and the national bodies, English Heritage, Historic Scotland, Cadw (Wales), Department of Environment, Northern Ireland and Manx Heritage.
Data standard

a specification of the content or organisation of recorded information used to promote retrieval of information, to assist in the specification of information gathering, and to enable the sharing of information between projects. Data standards may cover the content of the recorded information, or the indexing terminology to be used in the records, or both.

Data structure report

this report is required in Scotland and there is no precise equivalent elsewhere in the United Kingdom or Isle of Man. It consists of a narrative account of field interpretations and questions which may be answered by post-excavation analysis, supported by full lists of contexts, finds, samples and records (including plans, photographs and slides) (see Historic Scotland 1996a).

Desk-based assessment

an assessment of the known or potential archaeological resource within a specified area or site (land-based, inter-tidal or marine), consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource. (see also IfA Standard and guidance for archaeological desk-based assessments).

Environmental Impact Assessment (EIA)

a systematic analysis of the potential effects of a project on all aspects of the environment including cultural heritage, in order to inform the deciding agency involved in the decision-making process. In addition this acquaints bodies with relevant environmental responsibilities and gives them the opportunity to comment before consent is given. EIA applies to projects having significant environmental effects as set out in Directive 85/337/EEC and as implemented in the United Kingdom and Isle of Man, which came into effect in July 1988.

Evaluation

a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate (see also IfA Standard and guidance for archaeological field evaluations).

Fieldwork (Finds)

fieldwork is the stage in the process of finds work which produces the finds assemblage; this can include the re-evaluation of old collections. Intrusive fieldwork is the process of removing finds from their context of deposition in antiquity; this includes excavation, field survey such as field-walking and discovery by members of the public.

Finds

the term ‘finds’ is taken to include all artefacts, building materials, industrial residues, environmental material, biological remains and decay products.
Planning archaeologist

see curator.

Post-exavation assessment

the process carried out after the completion of fieldwork in order to assess the potential for further analysis and publication. This involves the assessment of the findings (as represented in the site archive) against the original project design. It may result in the production of a post-exavation project design, which will incorporate any new research questions identified. Post-exavation assessment must result in the production of a report.

Post-exavation project design

see below and costed assessment (Historic Scotland 1996a, 11). The full project design for the post-exavation phase and publication of projects may not be possible until excavation is complete. The cost of this work will be broadly agreed on the basis of a costed assessment.

Project design

a written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by an archaeologist or organisation undertaking the fieldwork, frequently in response to a brief/project outline or specification (Historic Scotland 1996a, 7). The project design may be updated following post-exavation assessment.

Project Outline

see brief.

Publication plan/synopsis

a description of the final report and publication outlet, if known, which should include a contents list, with an estimate of word counts and numbers of illustrations for each section identified in the contents list. It should identify where foldouts are desired and where colour may be needed (Historic Scotland 1996a, 11).

Qualified staff (Finds)

trained archaeological personnel who would normally be members of the IfA or equivalent bodies with relevant skills, knowledge and understanding.

Specialist (Finds)

this includes all finds co-ordinators, artefact specialists, technology specialists, environmental archaeologists, conservators, archaeological scientists and museum curators.

Specification
a written schedule of works required for a particular project (by a curator, planning archaeologist or client) set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator (Historic Scotland 1996a, 2–6).

APPENDIX 2

Preparation of specification

The specification should contain, as a minimum, the following elements:

a. non-technical summary (intelligible to the lay reader)
b. site location and description (NGR, size, geology, land use, topography, physical constraints)
c. planning background (proposal details, planning policies, other environmental matters, Scheduled Monument constraints, Protected Wrecks etc)
d. archaeological and historical background (including plan or NGR, site status)
e. purpose/aims of fieldwork (clearly stated in both general and specific terms)
f. field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques)
g. post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation)
h. report preparation, contents and distribution
i. legislative requirements
j. copyright
k. archive deposition (including finds ownership, recipient museum)
l. publication and dissemination
m. timetable, if appropriate
n. staffing (in general terms only) eg the site director should be a corporate member of the Institute of Field Archaeologists, but not the entire staff
o. Health and Safety statement
p. monitoring procedures required by the curator, including any charges
APPENDIX 3

Contents of Project design

The project design should contain the following elements:

a. non-technical summary (intelligible to the lay reader)

b. site location including map(s) and description (NGR, size, geology, land use, topography, physical constraints)

c. context of the project: planning background, planning policies, other environmental matters, relevant legislation, details of proposed development if relevant

d. geological and topographical background

e. archaeological and historical background (including built, landscape and technical, plan or NGR, site status)

f. aims of fieldwork (clearly stated in both general and specific terms)

g. field methodology (techniques selected, with justification for selection; detailed exposition of techniques, artefact collection policies, discard policies, environmental collection strategy and implementation, recording techniques, and any measures for the conservation/reburial of surviving deposits)

h. post-fieldwork methodologies (cleaning, conservation, cataloguing, packaging, dating techniques, archive preparation, analyses)

i. report preparation, contents

j. copyright

k. archive deposition (including finds ownership, recipient museum/repository)

l. publication and dissemination proposals, at the analysis stage to include publication plan or synopsis

m. timetable

n. staffing

o. Health and Safety policies and implementation, including Risk Assessment

p. Insurances

q. monitoring procedures (internal, curatorial, contractual)

r. costs and timetable
A contracting archaeologist responding to a tender with a specification may refer to these elements if defined in a brief/project outline or specification set by curator or client, rather than repeat them in a project design.

APPENDIX 4

Post-excavation project design

The post-excavation project design should be a written document. In English Heritage (1991) this is referred to as an updated project design and under other systems, requirements are similar. It should be a written document which includes:

1. the methodology used to answer each research aim
   I. detailed methodologies for each type of data
   II. non-analytical procedures, eg proposals for disposal/retention and for archive deposition

2. preliminary publication synopsis or plan
   I. the proposed publication outlet(s)
   II. a chapter by chapter breakdown of the report, supported by estimates of word counts and figure lists
   III. how it is intended to integrate specialist reports and to cross-refer between different parts of the text

3. resource requirements and timetable

   It may be helpful to include or append a copy of all or part of the original project design, for ease of reference.

APPENDIX 5

Copyright

Under the Copyright, Designs and Patents Act 1988 the organisation or person undertaking field and reporting work retains the copyright to the written and graphic material, unless this has been varied in the contracts for the work. This position should be made clear to all relevant parties at the outset of work.

The circumstances under which other parties can use the report or records should be made clear at the inception of the project. For example, one of these clauses could be incorporated into the specification or project design:

The ...[name of organisation carrying out work]... shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence...
to the client for the use of such documents by the client in all matters directly relating to the project as described in the project design/specification

or

The ...[name of organisation]... will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79).

In the last instance a further letter actually granting copyright needs to be sent to the client.

The proposals for distribution of the report must be made clear to all parties at the outset of the project.

APPENDIX 6

Selected bibliography

Acts, Statutory Instruments, Orders, etc

Access to Environmental Information Regulations (Northern Ireland) 1993
Acquisition of Land Act 1981
Ancient Monuments Act 1931
Ancient Monuments and Archaeological Areas Act 1979
Ancient Monuments (Class Consents) Order 1994 (S.I. No. 1381)
Ancient Monuments (Class Consents) (Scotland) Order 1996 (S.I. No. 150)
Ancient Monuments Consolidation and Amendment Act 1913
Ancient Monuments (Northern Ireland) Act 1925
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Ancient Monuments Protection Act 1882
Ancient Monuments Protection Act 1900
Agriculture Act 1986
British Coal Staff Superannuation Scheme (Modification) Regulations 1994 (S.I. No. 2576)
Burial Act 1857
Coal Industry Act 1994
Coal Industry Nationalisation Act 1946
Coal Mining Subsidence Act 1991
Coastal Protection Act 1949
Compulsory Purchase Act 1965
Continental Shelf Act 1964
Construction (Design and Management) Regulations 1994 (S.I. No. 3140)
Copyright, Designs and Patents Act 1988
Coroners Act 1988
Countryside Act 1968
Crown Estate Act 1961
Data Protection Act 1984
Disabled Persons (Employment) Act 1944, 1958
Disused Burial Grounds Act 1884
Disused Burial Grounds (Amendment) Act 1981
Assessment of the Effects of Certain Public and Private Projects on the Environment
(85/337/EEC)
Electricity Act 1989
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Equal Pay Act 1970
Forestry Act 1967
Gas Act 1986
Highways Act 1980
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Historic Monuments Act (Northern Ireland) 1971
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Land Drainage Act 1991
Local Government Act 1972
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Local Government and Planning (Scotland) Act 1982
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Manx Museum and National Trust Act 1959
Mines (Working Facilities and Support) Act 1966
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National Heritage Act 1983
National Heritage Act 1983
National Museum of Antiquities of Scotland Act 1954
National Parks and Access to the Countryside Act 1949
New Towns Act 1981
Planning (Listed Buildings and Conservation Areas) Act 1990
Planning and Compensation Act 1991
Planning (Northern Ireland) Order 1972
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Planning (General Development) (Northern Ireland) Order 1993
Powers of Criminal Courts Act 1973
Protection of Military Remains Act 1986
Protection of Wrecks Act 1973
Race Relations Act 1976
Roads (Scotland) Act 1984
Sex Discrimination Act 1975, 1986
Supreme Court Act 1981
Telecommunications Act 1984
Territorial Sea Act 1987
Theft Act 1968
Town and Country Planning Act 1947
Town and Country Planning Act 1990
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Town and Country Planning (Environmental Assessment and Permitted Development) Regulations 1995 (S.I. No. 417)
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Town and Country Planning General Development (Amendment) (No.2) Order 1985
Town and Country Planning General Development Order 1988 (S.I. No. 1813) (Article 18(1))
Town and Country Planning (General Development Procedure) Order 1995 (S.I. No. 419)
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Town and Country Planning (General Permitted Development) Order 1995 (S.I. No. 418)
Town and Country Planning (Scotland) Act 1972
Town and Country Planning (Scotland) Act 1997
Transport Act 1947
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Transport and Works Act 1991
Transport and Works Applications (Listed Buildings, Conservation Areas and Ancient Monument Procedure) Regulations 1992 (S.I. No. 3138)
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13/90 Scottish Development Department Circular
16/91 Planning and Compensation Act 1991: Planning Obligations
20/92 Responsibilities for Conservation Policy and Casework
24/92 Good Practice at Planning Inquiries
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3/95 Permitted Development and Environmental Assessment
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APPENDIX 7

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