Resources required for finds reporting

This table list items and resources needed for the successful completion of finds reporting. It can be used as a checklist for managers and specialists alike and as a record for specialists to evidence the supply or otherwise of such items. Not all items will be relevant for all reports.

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| **No.** | **Resource/Item** | **Comment** | **Supplied/Received/Notes** | **CIfA Standard & Guidance cross reference** |
| 1 | The entire finds material/assemblage (including finds from whole earth samples if appropriate) | Required prior to the commencement of analysis.  If material is moving from one organisation to another or a sub-contractor, the material should be accompanied by documentation confirming type/quantity. |  |  |
| 2 | X-radiographs of metalwork | Required prior to the commencement of analysis. |  |  |
| 3 | Project specification/project design including project objectives and research aims.  Also including the Selection Strategy. | Required prior to the commencement of analysis.  This may take the form of a Written Scheme of Investigation (WSI), project specification, project design (PD) or Updated Project Design (UPD; or UPD part of PXA).  Information on the collection and selection of the assemblage. |  | 3.2.1 An archaeologist should only undertake such finds work if it is governed by a written specification or project design, agreed by all relevant parties as this is the tool against which performance, fitness for purpose and hence achievement of standards, can be measured.  3.3.1 Finds work, which can encompass some or all of the activities of recovery, assessment of data, analysis, interpretation, publication, conservation, archiving and storage, must be identified and costed whether it be an element of a programme of fieldwork, or a project in its own right. A project design should be written, setting out a schedule of works in sufficient detail for the work undertaken to be quantifiable, implemented and monitored. |
| 4 | A Finds Reporting Specification and Contract or confirmation of commission. | Required prior to the commencement of analysis.  This should define the scope of the finds report. The Checklist may be used for this.  Specific requirements of the receiving repository for the project archive may also be included.  For finds reporting undertaken by external specialists a named point of contact and contact details should be included. |  |  |
| 5 | Reference to or use of regional or local type series or comparative collections | Required prior to the commencement of analysis.  The requirement to use a specific type series or terminological system should be detailed in the WSI/PD, if relevant. |  |  |
| 6 | Structural information, including Context/Group/Feature/Phase data | Required prior to the commencement of analysis.  This may be supplied as tables, spreadsheets or database output. |  | 3.5.2 Assessment of finds material recovered from intrusive fieldwork cannot be undertaken without knowledge of its provenance. Information on context, phasing, date and methods of retrieval and an internally consistent stratigraphic matrix should be provided for assessment. |
| 7 | Data management plan | Required prior to the commencement of analysis.  In advance, specialists should agree formats for the creation, receipt and sharing of data. |  |  |
| 8 | Confirmation of project meeting or project communication strategy | Required prior to the commencement of analysis.  This is most relevant for larger projects but importance of project communication should not be underestimated irrelevant of project size. |  |  |
| 9 | Summary of site/interim report | If this is available, dependent on project stage/type, it can provide a very useful overview of the site to those reporting on finds. |  |  |
| 10 | Stratigraphic matrix | For certain projects e.g. evaluation, watching briefs, shallow or rural sites, matrices may not have been prepared. |  | 3.5.2 See above |
| 11 | Site plans/trench plans/feature plans/distribution plans/sections | This may be as GIS files, pdf, or hard copy.  This may not always be appropriate for small assemblages or projects. |  | 3.5.2 See above |
| 12 | Dating information including scientific dating | Dating for objects or of contexts. |  | 3.5.2 See above |