

# Glossary

**Archaeological Archive**

All records and materials recovered during an Archaeological Project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form (Perrin *et al.* 2014, 20).

**Archaeological Archive Manager**

The person responsible for ensuring an Archaeological Archive is fully compiled and transferred to the archive Repository (Perrin *et al.* 2014, 43).

**Archaeological Project**

Any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an Archaeological Project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. (Perrin *et al.* 2014, 20). One result of an Archaeological Project will be an Archaeological Archive.

**Collecting Institution**

Receives an Archaeological Archive from the Depositor for long-term curatorial care.

**Collections Curator**

The individual that curates Archaeological Archives on behalf of the Collecting Institution, who should therefore be involved in the development of the Selection Strategy.

**Data Management Plan**

Details how all digital data will be created and managed during a project and outlines the plans for sharing and preservation following the completion of a project.

**De-Selected Material**

The parts of the Working Project Archive not selected for inclusion in the Archaeological Archive.

**Digital Data**

All documents and records in digital form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images, CAD files, databases, digital aerial photograph interpretations, geophysical and other survey data, GIS files, audio records, images, satellite imagery, spreadsheets, text files, analytical results and 3-D data.

**Dispersal**

The process of dealing with De-selected Material, including incorporation into handling boxes, donation to reference

	collections, or destruction. All Stakeholders should be included in determining methods of dispersal.
<b>Documents</b>	All documents and records in paper or film form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images and x-rays.
<b>Materials</b>	<p>All materials recovered during an Archaeological Project including:</p> <ul style="list-style-type: none"> <li>• Artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather and textile;</li> <li>• Biological remains, such as animal bone and botanical material;</li> <li>• Waste products, such as industrial residue, hammerscale and off-cuts;</li> </ul> <p>Material extracted during analysis, such as thin-sections, microfossil slides, dendrochronological specimens.</p>
<b>Project Lead</b>	The individual(s) who initiates and/or monitors the Archaeological Project, to ensure it is successfully completed, often in a project assurance capacity on behalf of a planning or funding organisation e.g. Local Authority Archaeologist, Planning Archaeologist, National Heritage Body, Research Institution, Community Group.
<b>Project Manager</b>	The individual responsible for the successful completion of an Archaeological Project, including management of the Working Project Archive and implementation of the Selection Strategy.
<b>Sample</b>	A quantity of material type or a deposit collected for analysis.
<b>Selection</b>	The process of applying a Selection Strategy to a Working Project Archive to determine which archive components, including documents, digital files and material objects, should be included in the Archaeological Archive. The aim of selection is to ensure that the Archaeological Archive contains everything required to establish the significance of the project and support future research, outreach, engagement, display and learning activities.
<b>Selection Policy</b>	A non-project-specific, generic methodology for Selection. As such, a Selection Policy may inform decisions about De-selected Materials but should not be used to determine a project specific Selection Strategy. See the document 'Introduction to the Selection strategy Toolkit' for a list of documents that could support a project specific Selection Strategy.

**Selection Strategy**

The methodology detailing the project-specific Selection process, agreed by all Stakeholders, which will be applied to the Working Project Archive in order to create the Archaeological Archive.

**Specialist**

An individual who is competent in, and specialises in, collecting, recording, analysing, interpreting and/or reporting on specific materials, objects or scientific data. A Specialist will have developed expertise through the extensive study in their particular field, working to accepted standards of practice and ethics, and reporting in reputable peer reviewed sources. They should also be accredited in line with any recognition schemes in place for their field of expertise.

**Stakeholders**

The individuals or institutions with a stake in the formulation and implementation of the Selection Strategy. For example; the contracting unit or individual/group (e.g. universities and community groups) undertaking the project, the Collecting Institution accepting the Archaeological Archive, representatives of the developers or landowners, the Project Executive and Specialists working on the project.

**Uncollected Material**

Material not collected during the data-gathering phase of an Archaeological Project e.g. as a result of Selection in the field.

**Working Project Archive**

All the records and materials gathered during an Archaeological Project and retained for analysis prior to Selection for the Archaeological Archive.