

Toolkit for Selecting Archaeological Archives

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Historic England

Contents

Introduction	1
The Benefits of a Selection Strategy	1
Background - Why do we need a Toolkit for Selecting Archaeological Archives?	2
The storage crisis	2
Calls for national guidance on 'selection'	2
How was the Toolkit created?	3
A Sector-wide approach to collecting archaeological archives	3
The Toolkit	4
Who is the Toolkit for?	4
How to create a selection strategy using this Toolkit	4
What's in this toolkit	6
When to use the Selection Strategy Toolkit	6
Further Guidance	7
General Standards and Guidance	7
Research Frameworks - National	8
Research Frameworks - Regional	9
Other Research Framework resources	9
Digital	9
Material Standards	10
Historic England Guidelines	10
Useful Contacts	13
Glossary	16

Note: words highlighted in purple within this document have definitions within the Glossary section.

Introduction

It is widely accepted that not all the records and **materials** collected or created during the course of an **Archaeological Project** require preservation in perpetuity. These records and materials constitute the **Working Project Archive** which will be subject to **Selection**, in order to establish what will be retained for long-term curation.

The aim of Selection is to ensure that all the elements retained from the Working Project Archive for inclusion in the **Archaeological Archive** are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities. Selection should be focused on selecting what is to be retained to support these future needs, rather than deciding what can be dispersed.

A **Selection Strategy** details the project-specific Selection process, agreed by all **Stakeholders**, which will be applied to a Working Project Archive prior to its transfer into curatorial care as the Archaeological Archive.

The Benefits of a Selection Strategy

The implementation of a project-specific Selection Strategy will:

- Ensure that the Archaeological Archive is fit for purpose and contains well organised records and materials that have the potential for re-use, further research, and/or other curatorial use, that will add to our archaeological understanding.
- Facilitate better knowledge of the Archaeological Archive's contents.
- Establish the relevance of the Archaeological Archive, and therefore increase the opportunities for promotion of, and engagement with, the Archaeological Archive.
- Better enable the full and equitable consideration of the importance and potential of all materials.
- Enable a better understanding of, and preparation for, the preservation requirements of the Working Project Archive prior to the transfer of the Archaeological Archive to a repository.
- Help ensure that all relevant procedures and guidance have been considered and followed at all stages of a project.
- Promote better collaboration between contracting units, **Collecting Institutions**, **specialists**, researchers, planning archaeologists and other Stakeholders.
- Improve the active management of the Working Project Archive, including onsite collection, and the **dispersal** of **de-selected material**.
- Support the adequate allocation of funds and staffing from the outset of a project.
- Improve the efficient use of available storage space and resources.

Background - Why do we need a Toolkit for Selecting Archaeological Archives?

The storage crisis

The lack of storage space within museums has been a concern for several years. In 2012 FAME estimated that there were 9,000 archaeological archives in England unable to be deposited with a repository. While much of the discussion has been around anecdotal evidence, a clear picture of the 'storage crisis' is now emerging.

Year 1 of the Museums Collecting Archaeology project by the Society of Museum Archaeology (SMA) reported that 22.7% of responding museums had stopped collecting archaeological archives, the large majority citing lack of space as the main reason for ceasing to collect. Of those museums that still collect archaeology 63.5% suggested they would run out of space in 5 years or less (Boyle et al. 2016). Year 2 of the survey (Boyle et al. 2017) demonstrated the pressure that museums with archaeology collections continue to face in terms of diminishing storage space, staff reductions and loss of expertise.

Therefore, the recent surveys and estimates of un-deposited archives have clarified our understanding that archaeological archives should include only those elements that have the potential to inform further use.

Calls for national guidance on 'selection'

The aim of selection should be to ensure that the archaeological archive contains only those records and materials appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities. However, the application of such a process is not universal, and many units, specialists and museums have described misunderstandings and a lack of knowledge and tools when it comes to the creation of appropriate, project specific selection criteria.

The ClfA AAG's annual day conference in March 2016, focussed on the theme of Selection, Retention and Rationalisation. This conference presented a broad mix of papers covering the retrospective rationalisation of archaeological archives in museums, as well as projects where selection of the working project archive had been attempted prior to deposition with a repository or museum. The agreement in the room was that national guidance on how to approach the selection of an archaeological archive prior to deposition is essential. It was thought guidance would benefit commercial archaeology units, community groups and academics, as well as the museums and repositories where the archives would eventually be stored.

Additionally, the first '21st Century Challenges in Archaeology' workshop convened by ClfA in partnership with, and funded by HE, looked at archaeological archives: New models for archive creation, deposition, storage, access and research (ClfA and HE 2017). One of the proposed actions of this workshop was to:

"Produce unified core guidance, endorsed by ClfA, SMA, HE, ALGAO, FAME etc., on archive selection and deposition (as an alternative to fragmented or 'competing' guidance).

How was the Toolkit created?

The Selection Toolkit was created by a cross-sector working party funded by Historic England. The Selection Toolkit was sent out for consultation to the ClfA AAG, ClfA FG, ClfA IMSIG, SMA, FAME, ALGAO and AAF membership, and workshopped as part of a Continuing Professional Development session at the 2018 ClfA conference in Brighton. The final version of the Selection Toolkit was agreed by the working party based on the consultation feedback and workshop results.

The working party membership represented the:

- Chartered Institute for Archaeologists (ClfA)
- ClfA Archaeological Archives Group (AAG)
- ClfA Finds Group (FG)
- Society for Museum Archaeology (SMA)
- Association of Local Government Archaeological Officers (ALGAO)
- Historic England (HE)
- Archaeology Data Service (ADS)
- Archaeological Archives Forum (AAF).

A Sector-wide approach to collecting archaeological archives

The creation of the Selection Toolkit is one of several related projects being undertaken across the sector intended to inform the debate around the creation and collection of archaeological archives. These include the SMA Museums collecting archaeology project (Boyle *et al.* 2016 and 2017); the Historic England funded survey into museum deposition charges (forthcoming); and the Guidance on the Rationalisation of Museum Archaeology Collections (Baxter *et al.* 2018).

Rationalisation of stored archaeology collections has been increasingly suggested as a potential method to alleviate the archaeological archive storage crisis. The need for practical guidance for those wishing to carry it out and the overall efficiency of the process has been addressed by Historic England's 'Scoping Studies and Guidance for the Rationalisation of Archaeology Collections' project (2016-2017). The project was delivered in partnership with the SMA and five partner museums geographically spread across England. The resulting guidance document on rationalisation was directly informed by the detailed case study reports from each museum and is aimed at everyone responsible for the care and management of museum archaeology collections (Baxter *et al.* 2018).

However, the project concluded that the cost of rationalisation far outweighed the benefit of the resultant space created within a store. One museum reported that the cost of rationalisation of 568 boxes identified during the scoping process would be £259,008, and this process would only free up 10.125m³.

The selection of archaeological archives prior to museum deposition is therefore essential for sustainable archaeology collecting, and archaeology as a discipline needs to demonstrate that what is selected for the archaeological archive is worthy of long-term curation.

The Toolkit

The purpose of this Toolkit is to provide a set of useful and flexible resources to assist archaeological practitioners during the creation of project-specific Selection Strategies for the Working Project Archive.

This toolkit builds upon existing guidance on best practice in the curation and management of archaeological archives (ADS (1), ADS (4), Brown 2011a, ClfA 2014b, Perrin *et al.* 2014, SMA 1993).

This toolkit is not intended to be used in the creation of a Selection Policy and it does not provide advice on what Selection decisions should be made. The toolkit instead provides advice, guidance and resources to aid the management of the Selection process, and tools to help archaeological practitioners record their project-specific Selections decisions.

This toolkit is not intended to be used in the Selection of Human Remains or in the rationalisation of an archaeology collection within a repository. For guidance on Human Remains refer to the Historic England Human Remains Advice page (<https://historicengland.org.uk/advice/technical-advice/archaeological-science/human-remains-advice/>). For guidance on the rationalisation of museum archaeology collections see Baxter *et al.* (2018) and SMA (1993).

Who is the Toolkit for?

This Toolkit is applicable to all archaeological practitioners who create, work with and care for Archaeological Archives. This encompasses: all archaeological practitioners who undertake projects that produce Archaeological Archives, individuals who work with specific aspects of an Archaeological Archive, and organisations that curate Archaeological Archives in the long-term. Examples include but are not limited to:

- Staff within commercial units, including **Project Managers** and project personnel engaged in survey, excavation, post-excavation, assessment, specialist activities, and the compilation of the Working Project Archive.
- Local authority archaeologists, planning archaeologists, and other national and local authority staff.
- Collecting Institution personnel, such as **Collections Curators**, other repository representatives, administrative staff, and archivists.
- Archaeological Conservators.
- Specialists.
- Researchers (academic, student, and independent).
- Community groups.

How to create a selection strategy using this Toolkit

A Selection Strategy should always be applied on a project-by-project basis and must take into account:

- The aims and objectives of the project.
- Local Authority guidance (including the brief and/or Written Scheme of Investigation (WSI)).
- The Collecting Institution's collection policy and/or deposition guidelines.
- Local and regional research frameworks.
- Relevant thematic or period specific research frameworks.
- The project's **Data Management Plan (DMP)**.
- Internal recording and reporting policies.
- Material-specific guidance documents.

At the end of each stage of the project the Selection Strategy should be reviewed, and amended if required.

Project Planning

A Selection Strategy must be outlined at the planning (project initiation) stage of a project to be included in the detailed project design. A Selection Strategy Template is included in this Toolkit.

The rationale behind the Selection Strategy and any amendments to the Selection Strategy throughout the course of the project should be detailed, as well as the strategic approach to the selection of the differing archive components.

The methodology for recording **Uncollected Material** should be agreed with the relevant specialists and detailed in the Selection Strategy. The manner of dispersal of material not selected for inclusion in the Archaeological Archive should be detailed within the Selection Strategy in agreement with the landowner, Collecting Institution and other stakeholders.

The Selection Strategy should be included with all pre-project documentation (i.e. WSI, Project Design) along with all supporting documentation (e.g. the DMP), and be provided to all stakeholders (local authority archaeologist, field staff, collections curators, specialists, landowners etc.).

Data Gathering

The Selection Strategy should be made available to all project personnel (management, field staff, post excavation staff and specialists) at all times, and should be flexible and open to amendment during all stages of the project.

The Selection Strategy should be implemented, monitored and revised as necessary. All revisions to the Selection Strategy should be agreed with the relevant Stakeholders. Uncollected material should be recorded and dispersed as agreed in the Selection Strategy.

Analysis and Report Writing

Any Materials recovered during the project, and documentation created, including **digital data**, should be assessed specifically for Selection, taking into account specialist advice. The Project Lead and Collecting Institution should be consulted as to any changes to the agreed Selection Strategy.

Archive Compilation

The final Selection Strategy should be applied to the Working Project Archive, and the De-selected material dispersed as detailed in the Selection Strategy.

A copy of the Selection Strategy (including all amendments and revisions) should be included in the project report as an appendix and should accompany the Archaeological Archive to the Collecting Institution.

What's in this toolkit

This Toolkit contains:

- A Selection Strategy Template that can be used to help structure a project-specific Selection Strategy and which provides appropriate prompts on what a Selection Strategy should include. The template is divided into three sections; 1. Digital Data, 2. Documents and 3. Materials. If necessary, the Materials page can be repeated and sub-numbered for each material component of the archaeological archive (e.g. 3.1 Animal Bone, 3.2 Flint, 3.3 Roman Pottery, 3.4 Samples from contexts etc.). The Selection Strategy Template contains sections where the methodology for recording uncollected material can be detailed. The Selection Strategy Template contains sections where the agreed dispersal strategy for de-selected material can be detailed.
- A list of Further Guidance detailing existing guidance on best practice in the curation and management of Archaeological Archives as well as links to regional and national research agendas and material standards.
- A list of contact details where further advice can be sought.
- A checklist for the Selection process.
- A glossary of terms used in this toolkit.
- Several real world examples of projects where a Selection Strategy has been devised, and how the process developed through the course of the project.

When to use the Selection Strategy Toolkit

This Toolkit is relevant to all Archaeological Projects, and all such projects should have a Selection Strategy outlined at the planning stage. The detail and input required from relevant stakeholders will vary depending on the size of the project.

For comparable Archaeological Projects undertaken in similar areas (e.g. two evaluations neighbouring the same rural village, or two watching briefs on services schemes in the same town centre) it is likely that the Selection Strategy can be re-used with minor amendments (in agreement with relevant Stakeholders). For smaller Archaeological Projects it may be possible to include the Selection Strategy within the WSI (in agreement with relevant Stakeholders), however the prompts within the Selection Strategy Template will still be relevant.

Further Guidance

This bibliography is accurate at the time of publication (2018). Revisions, superseding texts or updated versions of these standards and guidance must be taken into account.

General Standards and Guidance

Baxter, K., Boyle, G. and Creighton, L. (2018) *Guidance for the Rationalisation of Museum Archaeology Collections*. Society for Museum Archaeology

Brown, D.H. (2011a) *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation*. Second Edition. Archaeological Archives Forum (AAF). <https://doi.org/10.5284/1000078>

Brown, D.H. (2011b) *Safeguarding Archaeological Information – Procedures for Minimising Risk to Un-deposited Archaeological Archives* English Heritage

Chartered Institute for Archaeologists (CIfA) (2014a) *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists (CIfA) (2014b) *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*

FISH (2018) *Forum on Information Standards in Heritage (FISH) Thesauri*
<http://www.heritage-standards.org.uk/> <http://thesaurus.historicengland.org.uk/>

Historic England (2015) *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* HEAG024 v1.2

Historic England (2008) *MoRPHE (Management of Research Projects in the Historic Environment) Project Planning Note 3: Archaeological Excavation*

Museum and Galleries Commission (1992) *Standards in the Museum Care of Archaeological Collections*

Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) *The Standard and Guide to Best Practice for Archaeological Archiving in Europe* (EAC Guidelines 1)
<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>

Society for Museum Archaeology (SMA) (1993) *Selection, Retention and Dispersal of Archaeological Collections*. SMA

Research Frameworks - National

Ancient Human Occupation of Britain (AHOB) Key Research Questions
http://www.ahobproject.org/AHOBI/key_questions.html

Bayley, J., Crossley, D. and Ponting, M. (2008) *Metals and Metalworking. A research framework for archaeometallurgy*. HMS Occasional Publication No. 6.

Blinkhorn, E. and Milner, N. (2013) *Mesolithic Research and Conservation Framework 2013*
https://www.archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1632-1/dissemination/pdf/MRF_complete.pdf

Blinkhorn, E. and Milner, N. (2013) *Developing a Mesolithic Research and Conservation Framework. Resource Assessment*
http://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1632-1/dissemination/pdf/Resource_Assessment_2013-10-05.pdf

Haselgrove, C., Armit, I., Champion, T., Creighton, J., Gwilt, A., Hill, J.D., Hunter, F. and Woodward, A. (2001) *Understanding the British Iron Age: an agenda for action*. Draft Report of a Working Party of members of the Iron Age Research Seminar.
<http://www.personal.reading.ac.uk/~lascretn/IAAgenda.htm>

Historic England (2008) *Research and Conservation Framework for the British Palaeolithic*
<https://content.historicengland.org.uk/images-books/publications/research-and-conservation-framework-for-british-palaeolithic/palaeolithic-framework.pdf>

Historic England (2010) *Research Strategy for Prehistory Draft Consultation*
<https://content.historicengland.org.uk/content/docs/research/draft-prehistoric-strategy.pdf>

Historic England (2010) *A Thematic Research Strategy for the Historic Industrial Environment*
<https://content.historicengland.org.uk/content/docs/research/industrial-research-strategy.pdf>

Historic England (2010) *A Thematic Research Strategy for the Urban Historic Environment*
<https://content.historicengland.org.uk/content/docs/research/draft-urban-strategy.pdf>

Historic England (2012) *Research Strategy for the Roman-Period Historic Environment*
<https://content.historicengland.org.uk/content/docs/research/rm-res-strat-1202-v22.pdf>

Irving, A. (2011) *A Research Framework for Post-Roman Ceramic Studies in Britain*. The Medieval Pottery Research Group Occasional Paper No. 6.

James, S. and Millet, M. (ed.s) (2001) *Britons and Romans: advancing an archaeological agenda*. CBA Research report 125. York: Council for British Archaeology.

Medieval Settlement Research Group (1996, revised 2007) *Medieval Rural Settlements Group Policy Statement*
<https://medieval-settlement.com/about/policy/>

Perrin, R. (2011) *A Research Strategy and Updated Agenda for the Study of Roman Pottery in Britain*. Study Group For Roman Pottery Occasional Paper No. 1.

Research Frameworks - Regional

Cooper, N.J. (ed.) (2006) *The Archaeology of the East Midlands: An Archaeological Resource Assessment and Research Agenda*. Leicester Archaeological Monographs 13. <https://content.historicengland.org.uk/images-books/publications/archaeology-east-midlands/em-res-framework.pdf>

Hey, G. and Hind, J. (ed.s) (2014) *Solent-Thames Research Framework for the Historic Environment. Resource Assessments and Research Agendas*. Oxford Wessex Monograph No. 6. <https://library.thehumanjourney.net/2597/>

Knight, D., Vyner, B. and Allen, C. (2012) *East Midlands Heritage. An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands*. University of Nottingham. <https://content.historicengland.org.uk/images-books/publications/east-midlands-heritage/em-updated-research-agenda-strategy.pdf>

Museum of London (2002) *A Research Framework for London Archaeology* <https://www.mola.org.uk/sites/default/files/downloads/Research%20framework%20for%20London%20Archaeology%20MOLA%202002.pdf>

Rowsome, P., Baker, D., Stephenson, R. and Heyworth, M. (2015) *A Strategy for Researching the Historic Environment of Greater London*. Final draft for consultation. <https://archaeologyinlondon.files.wordpress.com/2016/04/research-strategy-pdf-final-november-2015.pdf>

Watt, S. (ed.) (2011) *The Archaeology of the West Midlands. A Framework for Research*. Oxford: Oxbow Books.

Historic England regional research frameworks can be found at: https://www.algao.org.uk/england/research_frameworks

Other Research Framework resources

Additional Historic England research frameworks: <https://historicengland.org.uk/research/support-and-collaboration/research-frameworks-typologies/research-frameworks/>

High Speed Two (2017) *HS2 Historic Environment Research and Delivery Strategy (HERDS): Phase One*. <https://www.gov.uk/government/publications/hs2-phase-one-historic-environment-research-and-delivery-strategy>

Digital

ADS (1) *Data Management and sharing Plans* <https://archaeologydataservice.ac.uk/advice/DataManagementPlans>

ADS (2) *Guides to good practice*
<http://guides.archaeologydataservice.ac.uk/g2gp/Main>

ADS (3) *Guidelines for Depositors*
<https://www.archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS (4) *Guidance for the selection of material for deposit and archive*
<https://www.archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

Digital Curation Centre Data Management Planning resources
<http://www.dcc.ac.uk/resources/data-management-plans>

Historic England (2015) *Digital Image Capture and File Storage*
<https://www.historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/>

Historic England's *Archaeological Data Archiving Protocol (ADAPt) Data Management Toolkit*
https://www.dropbox.com/sh/anwte6u1atifw24/AADrl8a_II-GGQSYBUTz0Ecpa?dl=0

Material Standards

ACBMG (2002) *Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication*, Archaeological Ceramic Building Materials Group
https://www.archaeologicalceramics.com/uploads/1/1/9/3/11935072/ceramic_building_material_guidelines.pdf

Barclay, A., Knight, D., Booth, P., Evans, J., Brown, D.H. and Wood, I. (2016) *A Standard for Pottery Studies in Archaeology* Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group
<https://historicengland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology/>

Historic England Guidelines

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<https://historicengland.org.uk/images-books/publications/dendrochronology-guidelines/>

Historic England (2004) *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports*
<https://historicengland.org.uk/images-books/publications/human-bones-from-archaeological-sites/>

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<https://historicengland.org.uk/images-books/publications/science-for-historic-industries/>

Historic England (2008) *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/curation-of-waterlogged-macroscopic-plant-and-invertebrate-remains/>

Historic England (2008) *Investigative conservation: Guidelines on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/investigative-conservation/>

Historic England (2010) *Waterlogged wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/waterlogged-wood/>

Historic England (2011) *Archaeological evidence for glassworking: Guidelines for Best Practice* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/glassworkingguidelines/>

Historic England (2011) *Environmental archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (second edition) Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/>

Historic England (2012) *Waterlogged organic artefacts: Guidelines on their Recovery, Analysis and Conservation* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/waterlogged-organic-artefacts/>

Historic England (2014) *Animal bones and archaeology: guidance for dealing with archaeological animal bones and teeth, from project planning through to post-excavation* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/animal-bones-and-archaeology/>

Historic England (2015) *Archaeological and Historic Pottery Production Sites: Guidelines for Best Practice* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/archaeological-and-historic-pottery-production-sites/>

Historic England (2015) *Archaeometallurgy: Guidelines for Best Practice* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/archaeometallurgy-guidelines-best-practice/>

Historic England (2015) *Geoarchaeology: Using earth sciences to understand the archaeological record* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/>

Historic England (2017) *Organic residue analysis and Archaeology: guidance for good practice* Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/organic-residue-analysis-and-archaeology/>

Historic England (2017) *Organic residue analysis and Archaeology: supporting information*
Swindon: Historic England.

<https://historicengland.org.uk/images-books/publications/organic-residue-analysis-and-archaeology/>

Useful Contacts

Association of Local Government Archaeological Officers (ALGAO)

ALGAO is the forum representing archaeologists working for local authorities and national parks throughout the UK. They can provide advice on archaeological conservation and management of the historic environment.

Website: <https://algao.org.uk>

Contact: <https://algao.org.uk/contact>

Archaeological Archives in Europe (AAE)

This is the working name of the EAC (Europae Archaeologiae Consilium) Working Group for Archaeological Archives. Comprised of archaeological archive specialists from several European countries, the group meets to share issues and perspectives and undertake various projects, including the ARCHES (Archaeological Resources in Cultural Heritage: a European Standard) *Standard for Archaeological Archiving in Europe*.

Website: <https://www.europae-archaeologiae-consilium.org/archaeological-archives>

Contact: aae@e-a-c.org

Archaeological Archives Forum (AAF)

The Forum was established in 2002 to: link together in partnership all major parties with an interest in archaeological archives in order that common policies and practice can be developed and applied; identify the courses of action necessary to further best practice in the field of archaeological archives and to affect the means to achieve this action. Its membership consists of designated representatives of all the major stakeholder organisations involved in archaeological practice in the UK.

Website: <http://archives.archaeologyuk.org/>

Contact: claire.tsang@historicengland.org.uk (secretary)

Archaeological Archives Group (AAG)

The AAG is the special interest group for archaeological archives within ClfA. The AAG can provide professional standard advice for archaeological archiving as well as information on best practice, advocacy and access.

Website: <https://www.archaeologists.net/groups/archives>

Contact: groups@archaeologists.net

Archaeology Data Service (ADS)

The ADS is a trusted digital repository for archaeological and heritage data. It can provide advice on digital archiving best practice as well as on how to deposit digital archives with the ADS itself.

Website: <http://archaeologydataservice.ac.uk>

General Enquiries: help@archaeologydataservice.ac.uk

ADS-easy enquiries: adseasy@archaeologydataservice.ac.uk

Data deposition costs/info: collections@archaeologydataservice.ac.uk

Collections Areas Database and Map:

http://archaeologydataservice.ac.uk/archives/view/sma_map/map.cfm

Chartered Institute for Archaeologists (CIfA)

CIfA is the leading professional body representing archaeologists working in the UK, setting standards and issuing guidelines.

Website: <https://www.archaeologists.net>

Contact: admin@archaeologists.net; 0118 9662841

Collections Trust

Collections Trust helps museums capture and share the information that gives their objects meaning, producing standards and advice used across the UK and around the world to make museum collections more accessible.

Website: <https://collectionstrust.org.uk>

Contact: office@collectionstrust.org.uk

Finds Group (FG)

The Finds Group is the special interest group within CIfA providing advice on the collection, documentation, conservation and research of archaeological materials.

Website: <https://www.archaeologists.net/groups/finds>

Contact: groups@archaeologists.net

Historic England (HE)

Historic England is the public body which helps people care for, enjoy and celebrate England's historic environment. Archaeological advice and support can be sought from the (regionally-based) HE Science Advisors (SAs), and/or from HE's in-house specialists.

Website: <https://historicengland.org.uk/>

Advice: <https://historicengland.org.uk/advice/technical-advice/archaeological-science/>

Information Management Special Interest Group (IMSIG)

IMSIG is a group within CIfA promoting standards and good practice relevant to the management of all aspects of historic environment and wider heritage sector information.

Website: <https://www.archaeologists.net/groups/imsig>

Contact: groups@archaeologists.net

Institute of Conservation (Icon)

Icon raises awareness of the cultural, social and economic value of caring for heritage and champions high standards of conservation. It can provide advice on the conservation of archaeological materials and hosts the Conservation Register.

Website: <https://icon.org.uk>

Contact: admin@icon.org.uk

Museums Association

The Museums Association is the professional body representing museum professionals, institutions and corporate members.

Website: <https://www.museumsassociation.org>

Contact: info@museumsassociation.org

Society for Museum Archaeology (SMA)

The SMA works to promote museum involvement in all aspects of archaeology and emphasises the unique contribution of museums to the essential unity of the archaeological profession. The SMA Collections Areas Database Map is hosted by the ADS.

Website: <http://socmusarch.org.uk>

Contact: membership@socmusarch.org.uk

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.
Documents	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.
Materials	<p>All materials recovered during an Archaeological Project including:</p> <ul style="list-style-type: none"> • Artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather and textile; • Biological remains, such as animal bone and botanical material; • Waste products, such as industrial residue, hammerscale and off-cuts; <p>Material extracted during analysis, such as thin-sections, microfossil slides, dendrochronological specimens.</p>
Project Lead	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.
Project Manager	The individual responsible for the successful completion of an Archaeological Project, including management of the Working Project Archive and implementation of the Selection Strategy.
Sample	A quantity of material type or a deposit collected for analysis.
Selection	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.
Selection Policy	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.