Deposition of archaeological archives in Cambridgeshire

April 2017
Version 2

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1. Introduction

Cambridgeshire County Council's Historic Environment Team (CHET) acts as the main archaeological repository for archaeological investigation archives for projects undertaken in the county of Cambridgeshire. The repository uses two stores; the council's converted bunker at the County Council offices in Cambridge and the DeepStore facility in Cheshire. The repository fulfils the function of an archaeological repository and also supports local museums by loaning finds for displays and exhibitions.

2. Purpose of these guidelines and general overview

These guidelines set out the requirements for the conservation, organisation, labelling, marking, transfer, storage and documentation of archaeological archives that are to be deposited with CHET.

All finds and archives are stored according to their material requirements, as specified by the Museums and Galleries Commission (MGC 1992) (subsequently Museums, Libraries and Archives Council, now the Arts Council).

- Sensitive/fragile finds are stored at the council's converted bunker at the County Council offices in Cambridge. This secure storage facility is temperature and humidity controlled.

- Stable/bulk finds and documentary archives are stored at the DeepStore facility in Cheshire. The secure storage facility is temperature and humidity controlled and complies with the PD5454 (2012) standard.

- Digital data should ideally be stored with the Archaeology Data Service (ADS) in York.

Detailed standards, information and advice to supplement this document can to be found in 'Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation' (PDF 868KB, date accessed: 31/03/2017).

These guidelines supplement archaeological briefs issued by CHET, and are intended for use by units wishing to make use of the stores for the deposition of final archive. Project archaeologists are strongly encouraged to read these guidelines during preparation of their specification, so any specific requirements can be incorporated into the programme of works at the outset.

Project archaeologists should note that CHET reserves the right to refuse to accept and/or return archives or parts of archives that are not considered acceptable, and/or to charge for work needed to bring archives to a standard compatible with these guidelines.

3. The Archaeological Archive

At the completion of an archaeological project, all appropriate material related to it should be archived.

The site archive is defined as all parts of the written, drawn, photographed and digital archaeological record and generated material.

CHET will only accept archives if they are complete, and consist of all the relevant elements including:

- artefacts, ecofacts and any other sample residues
- scientific samples
- original context records
- original site drawings (plans, sections, elevations)
- site notebooks
- original photographic records, negatives and prints
- original sample records
- original skeleton records
- survey reports (e.g. borehole, geophysical, documentary)
- original finds records (e.g. registered finds, bulk finds, artefact dating catalogues
- records of conservation and x-rays undertaken
- site and finds reports (including assessment reports, updated project designs, archive
- reports, specialist reports and publication reports)
- management data, brief and specification, original and revised project designs/WSI
- copies of correspondence
- digital archives (databases, photos, survey data, graphics etc) and relevant print outs

The preparation requirements for each of these elements are detailed in sections 11 and 12 of this document.

CHET reserves the right to inspect archives prior to delivery and on delivery to monitor compliance.

4. Pre-Deposition Requirements

The archive must derive from archaeological work undertaken within Cambridgeshire or from projects where the majority of the work was based within the county.

Project archaeologists should read these guidelines during the preparation of their project design/written scheme of investigation (WSI) so that any archive and storage requirements can be factored in.

CHET requires that the landowner transfers 'title' or ownership of the archive to CHET before an archive can be deposited in the County Stores. Every effort must be made by the Consultant or Contractor preparing the archive to secure the agreement of the landowner/developer to the

deposition of the full site archive and transfer of title to CHET (for more information on this see section 15).

An OASIS form must be completed in advance of deposition. Please see section 9 for further details.

Any necessary conservation work for the long term preservation of any part of the archive must have been completed by a professional conservator and be fully documented (see section 7 for further details).

The archiving and storage of organic finds, sediments and related paper records from wet sites or sites with a wet component will require special consideration. Sites that are known or thought likely to have a wet component must be discussed at the earliest possible opportunity, either prior to commencement of the project or as part of the updated project design.

Regardless of research value, finds of high monetary value should be identified upon deposition so secure storage can be identified at the outset.

Depositors are required to contact CHET in advance of deposition so that costs can be provided and arrangements for accessions can be made. CHET should be advised of the type and amount of all material in advance. This should include the quantity of small finds, bulk finds, paper archive, and list of electronic media and file names. At the same time, copies of the transfer of ownership, title and copyright forms should be sent to CHET. A flowchart detailing the process of deposition can be found in appendix 1.

A cataloguing spreadsheet must be completed for every archive that is to be deposited. Please see appendix 2.

The size of the archive(s) to be deposited will affect the procedure. A large deposition consisting of more than 80 boxes of bulk and documentary archive will be sent to Deepstore in Cheshire from the depositor's location. For those less than 80 boxes; the archive will be sent to CHET in Cambridge. Please follow the flow chart in appendix 1.

An archive will only be accepted if an appropriate level of assessment and reporting has been undertaken on the project overall (including finds and environmental material), as agreed with the relevant archaeological officer (see English Heritage's *Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation (*2008) (PPN3), appendix 3.2, for minimum requirements.)

The archive must be in a form that permits comprehension and further interpretation of the site (for more information, please see the separate CCC Archaeological Archives PXA guidance, 2017 on our website and the ALGAO:England Advice Note http://eaareports.org.uk/assets/uploads/PXA-ADVICE-NOTE_EAAALGAO_final.pdf).

5. Costs of Deposition

CHET provides permanent storage for archaeological archives.

The current box charge is £75 per box or a minimum £50 charge per archive.

This combined charge represents accessioning and uplift (£15) and the fee to provide for the long term storage (£60).

For very small archives, a £50 charge per archive exists to cover the long term storage.

The charge applies to each box:
- Bulk archive: long bone boxes, skull boxes, custom pallets for large items
- Documentary archive: archival standard cardboard boxes
- Sensitive archive: polythene boxes (eg: Stewart)

The standard £75 charge can equate to:
- a standard long bone bulk box (500 x 250 x 160mm or within 50mm of each measurement listed above) or,
- a standard large sensitive Stewart box (anything up to the 'cake storer' 6.5 litre capacity) or,
- one of our large paper archive boxes (MAT008 - A4 Lever Arch File Box, Length: 43cm, Width: 32cm, Depth: 34cm or MAT031 - A4 box with integral lid, Length: 39cm, Width: 28.5cm, Depth: 24.5cm).

Multiple archives can be packed into one box (subject to the individual material bags being labelled with correct ECB and site code) so:
- the bulk boxes can be packed up to 75% with material allowing for 25% plastazote packing
- the sensitive boxes can be packed up to the maximum allowing space for artefact-appropriate packing and 10% wt/v (weight by volume) silica gel
- the paper archive boxes can be packed to 100%

The cost of transfer and any insurance for finds during transportation will be the responsibility of the depositor.

6. Selection and retention policy

CHET maintains a permanent collection of archaeological archives, taken to mean the excavated material, together with paper, photographic and digital records. The requirements set out below will apply to all categories of archaeological archive. All archive material offered to the council must be offered as a gift free of encumbrance and prepared and packaged according to these guidelines.

The council will consider accessioning additional archaeological archive to its permanent collections that meet any of the following criteria in descending order of priority:

- Necessary to create and maintain a permanent record of the site. This is the primary archive.

- Provides material of use for outreach activities, mainly schools handling packs, museum exhibitions and other temporary or permanent displays
- To facilitate ongoing research into aspects of material culture (e.g. pottery type series)

Additionally, we will accession material where disposal is not possible and also where there may be a legal requirement for storage (e.g. human remains over 100 years old).

Any request to deposit material with the council must be accompanied by information supporting the eligibility under any of the criteria above. Supporting information should consist of (but is not limited to):

- Statements of retention priorities as part of the Written Scheme of Investigation, including on site and off site policies for recording and discard
- The identification of national guidance or policy that justifies the retention of material
- Specialist reports confirming the local, regional or national importance of material recovered, resulting in recommendations for retention and future use
- The use of appropriate research frameworks to support the retention of material
- Assessments of local 'gaps in knowledge'
- A statement of archive potential as part of the Post Excavation Assessment and Updated Project Design

All material excavated but not forming part of the primary site archive is to be recorded by quantity, type and weight. This is secondary archive. Remaining material is considered available for other uses and is expected to be offered to museums, outreach organisations and community groups by the contractor concerned. Evidence of discussions with local schools, museums and other community groups that identifies any requests for archaeological material from such organisations should be provided.

Proposals for discard need to be supported by statements from specialists and submitted to CHET for review.

7. Conservation of finds prior to deposition

During the post-excavation assessment phase of the archaeological project we request that the specialists engaged on the project provide an opinion of the quality and interest of studied material, with the objective of archaeological finds being loaned to and displayed in local or national museums. Such material can include (but is not limited to) pottery, metalwork and other non-metallic small finds. The remainder of the archaeological material can be regarded as suitable for storage.

With regards to metalwork and other sensitive finds, CHET has a two stage approach to conservation requirements:

- Finds deemed worthy of display and presentation by the relevant specialists should be identified as such on archive deposition, and appropriate levels of preparation and conservation to prepare the material for display is to be undertaken before deposition.

- Archaeological archive material for storage and not display is to be stabilised and packaged for long-term storage according to the Institute of Conservation (UKIC) guidelines.

8. Cambridgeshire Event Numbers (ECB)

The CHER will issue an ECB reference standing for "Event CamBridgeshire" at the start of an archaeological project. The requirement for a number will be issued with the Development Management archaeological brief. This number will be unique for each project and must be used throughout the archive as it is the key reference for curatorial use.

When these references are issued by the CHER, it is expected that project archaeologists will take the opportunity to familiarize themselves with the archive deposition guidelines for Cambridgeshire.

The ECB reference must be clearly written or stated on the following;
-   The final report
-   The OASIS form
-   Every piece of paper created during on-site investigations and post-excavation
-   All finds bags/crystal boxes and marked finds
-   All finds and documentary archive boxes and folders

It should be noted that the issuing of an ECB reference is no guarantee that an archive will be accepted.

9. The OASIS project

CHET supports the use of the OASIS project http://www.oasis.ac.uk/england by the ADS.
All depositors are required to complete an OASIS form and make a digital copy of the report available online either through OASIS or another file store of equivalent standard for each project prior to deposition. This supersedes the need to send direct to CHER a digital copy of the report.

Be sure to include the ECB reference on the OASIS record.

Advice and guidance on completing the OASIS form can be provided by ADS and CHET.

10. CHER and Digital data

One hardcopy of the final report should be sent to CHER as soon as the project has been completed and one digital copy made available online either through OASIS or another file store of equivalent standard.

We welcome the submission of final reports in Portable Document Format (.pdf) or Portable Document Format Archive (.pdf/a) format.

In addition to the provision of a digital archive, depositors are requested to facilitate CHER in their public role by providing copies of digital elements of the archive when requested. This would include (but is not limited to) finds databases, aerial photograph plots, contexts lists, site reports, photographs and site plans. The depositor is to ensure all security files have been disabled.

CHER uses Microsoft Office, Adobe Acrobat and MapInfo. File formats should therefore be readable by these programmes. Where appropriate, AutoCAD files should be in a format that can be imported into MapInfo (for example, .dfx) or already transferred to TAB files.

GIS/mapping datasets are to be provided in MapInfo or ArcGIS file formats. All datasets must be fully georeferenced to the Ordnance Survey national grid where appropriate.

The preferred format for images is high quality JPEG or uncompressed TIFF.

Where possible, documentation of digital datasets should be undertaken following the guidelines specified in the ADS Guides to Good Practice http://guides.archaeologydataservice.ac.uk.

Please note this is a specific addition to and does not replace the need for digital archiving. Project archaeologists are encouraged to contact ADS for guidance on digital archiving.

11. Guidelines for the Documentary Archive
11.1. Paper archive

Paperwork must be properly filed and labelled with the ECB reference on every piece of paper created during on-site investigations and post-excavation (see figure 1).
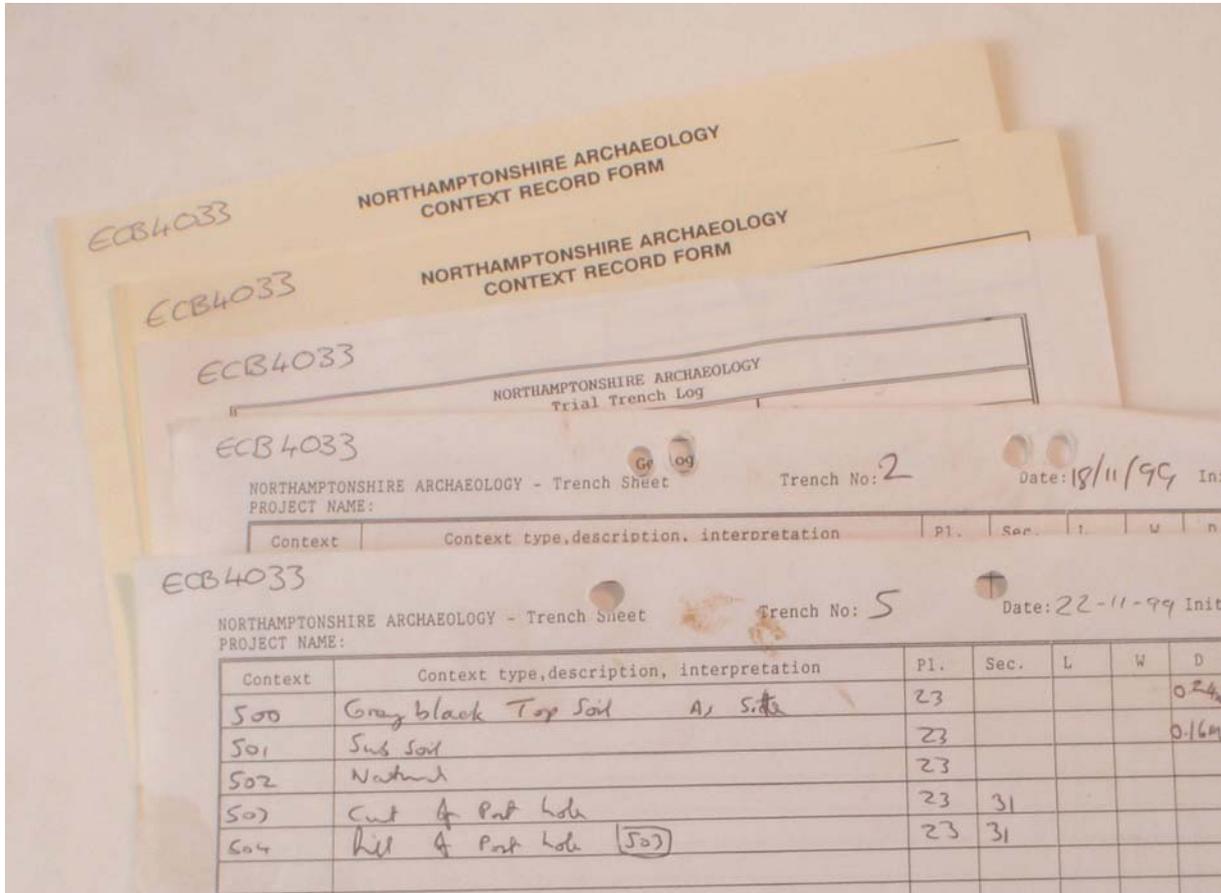
Figure 1: ECB reference on every piece of paper archive

Original documents rather than photocopies must be included in the archive.

Paperwork must be kept flat and together, in acid-free folders and acid-free boxes.

All boxes and folders should be labelled using a suitable pen with the site code, site name, ECB reference and unit. This information should be written directly onto the box; sticky labels are not acceptable (see figure 2).

A security copy of the primary records should be made preferably in digital format via scanning (see section 11.2 for the accepted formats). If this is not possible we still accept microfiche as a security copy.

Do not use metal fastenings or bindings such as staples and ring-binders, or adhesive tape, although archival quality brass paper clips are acceptable.

Packages or bundles of documents may be tied with archive tape or string.

Photographic material, drawing film, acetates and paper must be grouped together and separated from each other within the file/box, either by using archive tape/string, or acid-free folders.

Details of any terminology controls and a list of any finds selected for destructive analysis should be included.

A cataloguing spreadsheet needs to be completed and the barcode stickers added to the file/box.

Suitable pens include Staedler Pan Colour 303 or 353, Artline 70, Platignum laundry marker, WH Smith Planner pen and polyester film marking pens.
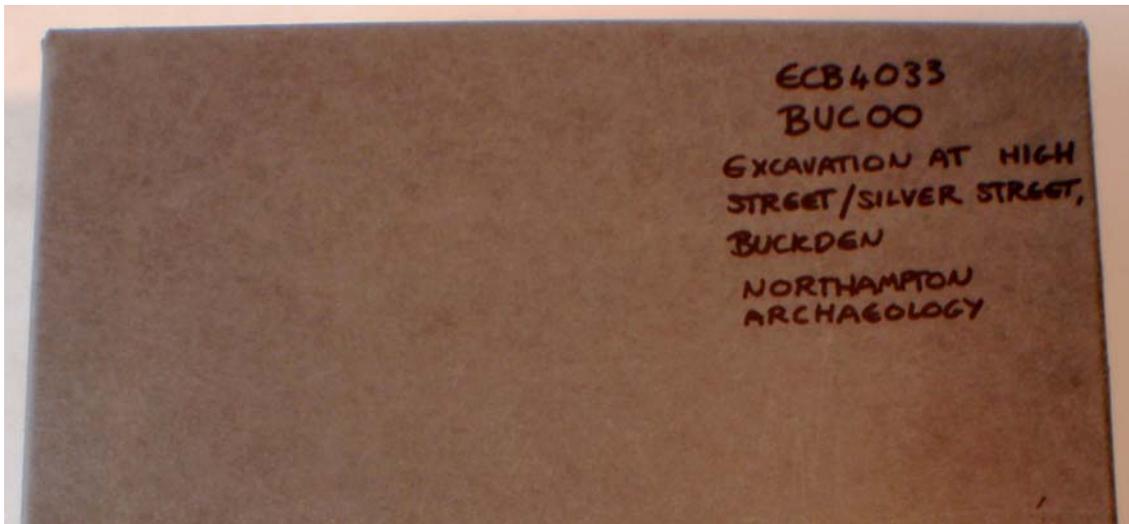
Figure 2: Paper archive storage box

11.1.1 Written archive

Written archive can include:
- one copy of the final reports
- administration and correspondence; the Archaeological Brief, WSI, contracts, specifications
- on site records including context sheets, notes, registers including small finds and sample registers,
- sample records and registers, specialist reports (if not digital in origin) and finds indexes

All written archives if possible should be produced on plain paper with a neutral to mildly alkaline pH.

All elements of the paper archive must be classified to identify their function.

There must be indexes for all parts of the paper archive. Some of these are compiled on pro-forma during data collection, eg running lists of context numbers, but others, such as lists of

correspondence included in the archive, will be completed as part of the archive compilation process.

The paper archive must be accompanied by an overall contents list.

Do not use metal fastenings or bindings such as staples and ring-binders, or adhesive tape, when preparing the paper archive for long term storage.

Documents of the same type should be bundled together, using the following criteria
- fasten paper using plastic treasury tags or plastic paperclips
- use a separate title page to mark groups of documents
- do not use self-adhesive labels (or such things as stick-on notes)
- organise documents of the same type in a logical order (eg record sheets in context order; correspondence in chronological order)
- do not fold documents
- store documents in acid-free, dust-proof, cardboard boxes, do not store documents vertically

11.1.2 Drawing

Plans and sections should be on polyester-based film and labelled with the ECB reference and drawing number in pencil.

They should be kept flat rather than rolled.

The archaeological contractor must provide appropriate acid-free wallets or folders in which to store the plans and sections, and any other loose drawings. A4 size is preferred.

Large or oversized plans (A2 or A1, to a maximum of A0 size) on polyester film must be rolled and stored in acid free containers with own microclimate, preferably tubes. Please consult CHET about unusual sizes.

Self-adhesive plan hangers are not acceptable.

Find or conservation drawings should be labelled with the ECB reference and the appropriate context and find numbers.

Acetates should be packaged separately from polyester film.

11.1.3 Photographs

All film and photographic prints should be correctly processed, following the current British Standards (BS 5699) for archival purposes.

All prints should be stored in transparent polyester envelopes in acid-free wallets, folders or boxes. Each print should be labelled with the ECB reference in pencil.

Slides should be mounted and labelled using a suitable permanent marker pen and stored in polyester punched hanging folders.

Negatives should be stored in polyester divided punched files and stored separately from the prints in A4 size acid-free boxes. Negative-holders should be clearly labelled.
A copy of the photographic index should be included with the archive.

11.1.4 X-rays

X-rays should be annotated with a unique x-ray number, usually part of a running sequence.

X-rays should be stored in appropriately sized 75 micron polyester or acid-free paper sleeves.

The ECB reference, site code and context number should be annotated on to the sleeve as well as the individual small find numbers with a suitable permanent marker pen.

Annotations should be made using permanent coloured or white ink.

Digital X-rays should be prepared subject to the digital material archive requirements (see section 11.2)

11.1.5 Microfiches/form

Microfiche can be used as an alternative to creating the archive security copy in digital format via scanning.

Microfiche must be separated from the rest of the paper archive and sent to CHET for storage.

Microfiches/film should be stored in divided polyester or acid-free paper sleeves with a binding edge for storage.

The sleeves should be labelled using a suitable permanent marker pen with the site code, site name, ECB reference and unit using self-adhesive labels with a strong, permanent adhesive.

11.2 Digital Archive

Digital material comprises all born-digital material, including text, data, drawings, 3D models, photographs and video, as well as files generated from digitised material, such as data entered from paper pro-forma and scanned images or text.

Digital data should be included with the project archive and follow Richards & Robinson (2001).

The depositor is strongly advised to contact the Archaeology Data Service (ADS) about digital archiving. The Archaeological Data Service (ADS) provides up-to-date information and guides to good practice for digital archiving.

At the start of an archaeological project (immediately before fieldwork commences) an OASIS online record http://ads.ahds.ac.uk/project/oasis/ must be initiated and key fields completed. All

parts of the OASIS online form must be completed for submission to the CHET. A copy of the completed form should be included in the paper archive.

11.2.1 Storage of digital archive

Either of the two following methods are suitable for deposition of the digital archive:
- All elements of the digital archive to be deposited with the ADS with an accompanying index.
- All elements of the digital archive to be stored on archival quality high resolution optical disc (e.g. 'Kodak Gold' CD-ROM or DVD) labelled with suitable permanent marker pen and with an accompanying index.

The inventory should include a list of all electronic files (digital and paper copy) with accompanying metadata which includes ECB reference, site codes, context numbers, brief description, file type, file size, software type, version number, author (see ADS guidelines).

The digital archive should be coherently ordered with versions of files clearly labelled. The digital archive should not include duplicates, working drafts or spurious files.

The ADS has developed a system: ADS EASY http://archaeologydataservice.ac.uk/easy that allows users to upload digital files and associated metadata for archiving. It is ideal for small to medium sized archives of around 300 files. The ADS EASY system also contains a costing calculator that allows users to estimate the costs of digital archiving before submission of the archive through this system.

11.2.3 File naming convention

Accepted file name conventions should be alphanumeric, with hyphens or underscores and without spaces, punctuation or full stops (see ADS guidelines).

File names should be consistent through the project archive and include: site code, context number, trench number, relevant file number, description.

Where non descriptive file names are used, an appropriate index should be provided.

11.2.4 Word Processed Documents

Final reports should be submitted as a Portable Document Format for long term archiving (.pdf or ideally .pdf/a)

A copy of the final report in .pdf version should be uploaded to the associated OASIS record for the project.

11.2.5 Databases and Spreadsheets

MS Access databases (.mdb) and MS Excel tables (.xls or .csv) are both accepted by CHET.

11.2.6 Photographs and X-rays

The preferred format for photographic images is uncompressed TIFF, however high quality JPEGs will be accepted.

X-rays should be stored in their original form if possible or as uncompressed TIFF. High quality JPEGs will also be accepted.

11.2.7 CAD (Computer-Aided Design)

Graphics should be stored in their original form. Where appropriate, all AutoCAD files should also be exported and saved into a format that can be imported into other programmes (for example, as .dxf) or transferred to .TAB files for use with GIS software.

Derived vector files such as Adobe Illustrator are not considered suitable for long term preservation. Depositors must ensure that all relevant material is available either in original CAD (.dxf) files or as finished versions in .pdf/a.

11.2.8 Survey Data (GIS)

GIS files should be in their original format (.tab or .shp or georeferenced TIF), and also exported and saved into a format that can be imported into other programmes (for example, MapInfo .mid/.mif).

Specialist survey data, such as geophysics, should be deposited both in proprietary format for reading with the original software and also in non-application specific formats for the long-term preservation.

Specialist survey data, such as geophysics, can be uploaded to the associated OASIS record for the project.

12. Guidelines for the Material Archive

The finds should be ordered by type of material (for example, ceramics, stone, etc) and then by context number. Each category of material should be packaged separately (except in small archives where some grouping may be necessary).

A contents list should be included in each box.

Details of the classification systems utilised for ordering finds should be included in the site archive.

A cataloguing spreadsheet needs to be completed and the barcode stickers added to the box.

Suitable permanent marker pens include Staedler Pan Colour 303 or 353, Artline 70, Platignum laundry marker, WHSmith Planner pen and polyester film marking pens.

12.1 Bulk Finds

'Bulk' finds are those that often occur in quantity, and do not require special treatment or closely controlled storage conditions, for example; animal bone, ceramic building material, pottery, shell, slag, stone. For preparation of Human Remains for archive see section 12.2 of this document.

12.1.1 Cleaning and marking

All finds with a stable surface should be cleaned, unless conservation requirements dictate otherwise.

Pottery and worked flint that is to be marked should be marked individually with the ECB reference or site code with the context number to provide security of information. Marking is essential where finds researchers are handling and comparing large quantities of material.

Finds should be marked using white or black permanent waterproof ink.

Ceramic building material, burnt flint, metalworking residue (slag) and shell is not usually marked with the exception of any material that is laid out for comparison, reference or display.

Depositors should be aware that the marking of bone is likely to be required on larger sites (multi-phase settlements, landscapes or urban sites) where the detailed study of animal bones will make a significant contribution to the understanding of behaviour on the site. Contact CHET for further information and advice.

For further guidance on marking and labelling finds, the National Museums Liverpool guidelines on marking and labelling methods and positions is available through Collections Link: http://collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods

12.1.2 Boxes

All packaged bulk finds (ceramics, building materials, slag, flint, un-worked bone) should be placed in acid-free boxes.

A standard box size is used for bulk finds of 500 x 250 x 160 mm, with brass or other rust proof staples and well-fitting full-depth lift off lids (required for strength during palleting and transportation) (see figure 3).

We can accept boxes of other dimensions if they are within 50mm of each measurement listed above.

This box can contain material from more than one site or archive subject to being correctly catalogued and barcoded.

Figure 3: Bulk finds full-depth lid archive box

12.1.3 Bags

Finds should be placed within pierced polythene bags of appropriate quality.

Finds should be packaged in clean, perforated polythene self-sealing bags with opaque 'write-on' strips; the most appropriate sized bag for the finds should always be used, and bags should not be over-filled. Any that cannot be closed will be rejected.

Bones of small mammals, birds and fish should be placed separately in small polythene bags and stored in the same box as the rest of the animal bones to prevent loss of finds.

The bag should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number, small find number (if appropriate) and any other important contextual information such as burial number for grave goods or spit number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice.

12.1.4 Packing

Pierced bags of chopped polyethylene foam (plastazote) should be placed inside the boxes filing the empty spaces to prevent movement of the finds for safe transportation. These are to be placed on top of the finds (and around the edges if required) to fill any spaces. All bulk material boxes must be filled to capacity once the finds have been placed in the box. As a minimum, we would suggest that at least 25% of each bulk material box is filled with plastazote but this may be higher for boxes with less material in (see figure 4). .

For boxes containing fragile finds, packaging needs to be placed all around it.

Figure 4: Plastazote packing

12.1.5 Labels and barcodes

All boxes should be labelled along one of the narrow faces on both parts of the box using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, unit, material type, context range, number of bags/items and box number. This information should be written directly onto the box; sticky labels are not acceptable.

There should be one barcode per archive box. The large barcode sticker should be placed at the rear of the box in the centre so that it is visible and can be scanned. Place the related small barcode number sticker on to the rear of the second part of the box (see figure 3).

Apply the 'Warning Heavy' sticker to boxes over 6kg in weight, see appendix 6.

12.1.6 Strapping

This is only required if deemed a 'large' archive at the start of the deposition process. (See appendix 1).

Once the archive has been inspected and confirmed ready for deposition, the boxes must be strapped with polypropylene strapping. This can be purchased from the supplies list (appendix 4) or on loan from CHET.

Check that the box has a contents list inside and ensure that the box is minimum 75% full and suitably packed with bags of plastazote packing before strapping.

Strap the box once width ways. For boxes over 6kg please strap twice for extra support.

12.1.7 Palleting and layering for deposition

This is only required if deemed a 'large' archive at the start of the deposition process, please contact CHET for details.

On arrival of the Deepstore van at your office to collect the archive, the archive boxes will need to be put onto pallets ready for transportation. This will be managed by the DeepStore staff.

Stack the bulk finds, human remains & skull boxes on separate pallets and make sure the barcode is facing out. See appendix 1 for a flowchart explaining the deposition process.

12.1.8 Large or heavy finds

Finds that are too large or too heavy for standard boxes, or which require specialist lifting, should be discussed before deposition. Alternative boxes are available such as extra-long, long bone boxes.

Large worked stone pieces and similar materials must be marked with the ECB reference and identifying context number. Conservation-grade PVA glue may be used to attach an acid-free paper label to the find. Tyvek labels may be tied to the individual pieces with un-dyed cotton tape.

Barcode labels are to be tied to the find with un-dyed cotton tape.

12.2 Human remains

12.2.1 Cleaning and marking

All human remains with a stable surface should be cleaned, unless conservation requirements dictate otherwise.

Human remains should be marked with site and context/skeleton identifiers using black permanent waterproof ink.

12.2.2 Boxes

Each individual skeleton should be stored in a separate box to distinguish different individuals, although disarticulated bones and fragmentary remains may be boxed together provided they are clearly labelled.

A standard box size is used for bulk finds of 500 x 250 x 160 mm, with brass or other rust proof staples and well-fitting full-depth lift off lids (required for strength during palleting and transportation). Skull boxes are accepted and also fit inside the standard box size.

12.2.3 Bags

Human remains should be placed within pierced polythene bags of appropriate quality.

Human remains should be packaged in clean, perforated polythene self-sealing bags with opaque 'write-on' strips; the most appropriate sized bag for the finds should always be used, and bags should not be over-filled. Any that cannot be closed will be rejected.

Small bones should be placed separately in small polythene bags and stored in the same box as the rest of the human remains to prevent loss of finds.

The bag should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number any other important contextual information such as skeleton/burial number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice.

12.2.4 Packing

Pierced bags of chopped polyethylene foam (plastazote) should be placed inside the boxes filing the empty spaces to prevent movement of the human remains for safe transportation. These are to be placed on top of the finds (and around the edges if required) to fill any spaces. All human remains boxes must be filled to capacity once the finds have been placed in the box. As a minimum, we would suggest that at least 25% of each bulk material box is filled with plastazote but this may be higher for boxes with less material in (see figure 1).

Boxes that contain especially fragile human remains, packaging should be placed all around the sides.

12.2.5 Labels and barcodes

All boxes should be labelled along one of the narrow faces on both parts of the box using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, unit, material type, context range, number of bags/items and box number. This information should be written directly onto the box; sticky labels are not acceptable.

There should be one barcode per archive box. The large barcode sticker should be placed at the rear of the box in the centre so that it is visible and can be scanned once it's been deposited. Place the related small barcode number sticker on to the rear of the other detachable half of the box (for both long bone boxes & skull boxes). (See figure 3.)
Apply the HSR sticker to all boxes of human remains, see appendix 6.

12.2.6 Strapping

This is only required if deemed a 'large' archive at the start of the deposition process (see appendix 1).

Once the archive has been inspected and confirmed ready for deposition, the boxes must be strapped with polypropylene strapping. This can be purchased from the supplies list (appendix 4) or on loan from CHET.

Check that the box has a contents list inside and ensure that the box is minimum 75% full and suitably packed with bags of plastazote packing before strapping.

Strap the box once width ways. For boxes over 6kg please strap twice for extra support.

12.2.7 Palleting and layering for deposition

This is only required if deemed a 'large' archive at the start of the deposition process, please contact CHET for details.

On arrival of the Deepstore van at your office to collect the archive, the archive boxes will need to be put onto pallets ready for transportation. This will be managed by the DeepStore staff.

Stack the bulk finds, human remains & skull boxes on separate pallets and make sure the barcode is facing outwards. See appendix 1 for a flowchart explaining the deposition process.

12.2.8 Circumstances for reburial

CHET recognises the sensitive nature of this category of archaeological finds. We will not support the wholesale reburial of human skeletal remains but may consider individual requests on a case by case basis.

Exhumation licenses allow for either reburial or retention in store. All archaeological material should be treated as the second option. If the first option is ticked on the license, a variation can be applied for to allow the second option to be taken.

Any assessment of human skeletal remains submitted to CHET is to contain a statement by the specialist in this material previously advised as part of the project specification as to the current and future research potential of the assemblage.

Assemblages of human skeletal remains not considered by the specialist report to be of regional or national significance for further study may be reburied if appropriate requests and provisions are made. The final decision on reburial is to be made by CHET.

Assemblages where reburial is being considered may be deposited with us with the remainder of the physical archive, pending a final decision. In such cases we may withhold the deposition charge for such but reserves the right to levy these charges should the decision be made to retain the assemblage.

12.3 Sensitive Finds (metalwork)

Sensitive finds require controlled storage conditions. Due to storage requirements, we have separated metalwork from organic material (see section 12.4 for organics).

Sensitive finds should be kept separate from the bulk material. It should be ordered by material, context and then small find number. Material illustrated in the final report can be indicated by labelling or separate packaging.

All unstable finds (for example, all iron, copper alloy, silver) should arrive at the store in micro-climates for example, pierced polythene self sealing bags within polythene boxes with an environmental controlling agent to create a low relative humidity (dry silica gel).

Lead, should be in polythene boxes with appropriate support but do not need an environmental controlling agent. However, archives with lead finds in silica gel controlled boxes will be accepted if the quantities are too small to warrant a separate box.
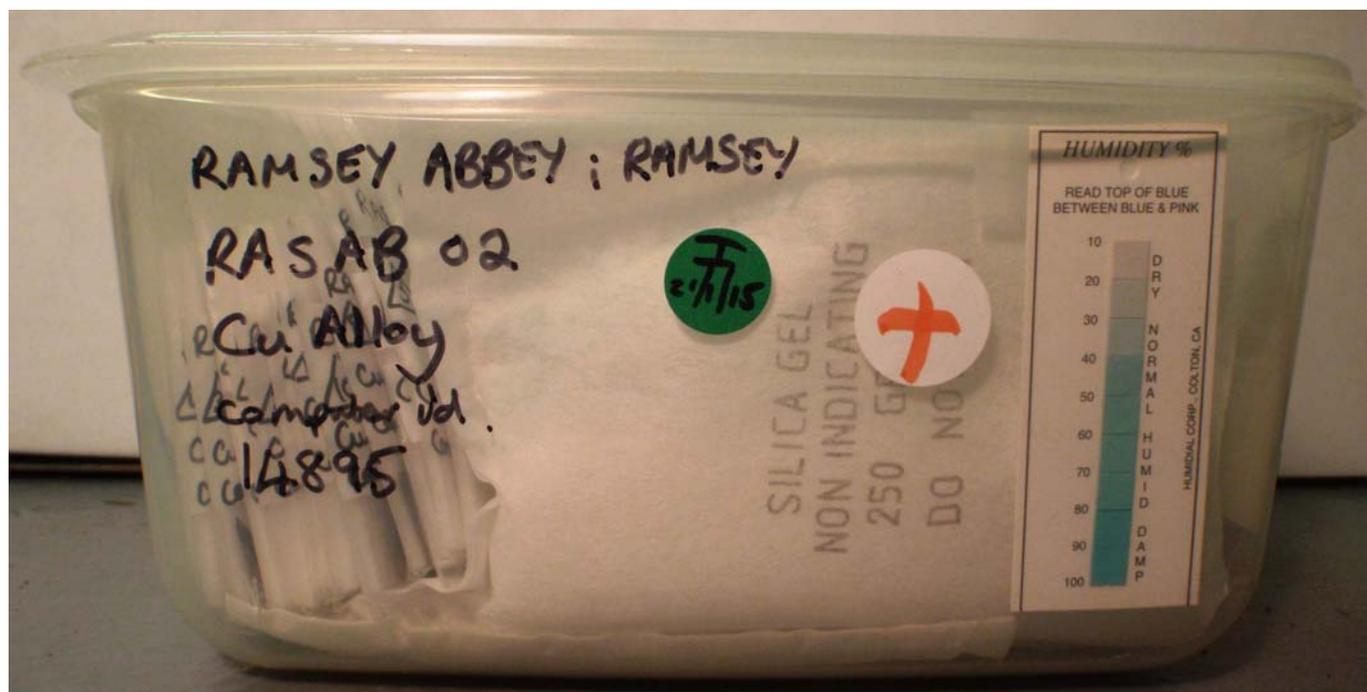

Figure 5: Optimal sensitive finds (metalwork) storage

12.3.1 Cleaning and marking

Light, dry brushing of metal finds may be undertaken. Finds must be cleaned to recognised standards, using methods described in nationally recognised documents, (for example, First Aid for Finds).

Any conservation work, including the cleaning of sensitive finds, must be carried out by qualified conservators.

For guidance on marking and labelling finds, please use the National Museums Liverpool guidelines on marking and labelling methods and positions. This is available through Collections Link:
http://collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods

12.3.2 Boxes

The exterior box can contain material from more than one site subject to being correctly catalogued and barcoded. Every effort to fill the box should be made.

Do not store items in the same box which do and do not require silica gel (do not mix metal and organics, see section 12.4 for organics).

The current Stewart Sealfresh™ boxes should ideally be 'off gassed' for a few weeks before use. This is due to the chemical make-up of the box has been altered slightly and to prevent it affecting any finds. This means storing with the lid off until the smell has gone. Lids should be replaced after this to prevent the box deforming if stored for a long time before use.

We accept the following box dimensions:

Stewart Sealfresh™ Rectangular
http://www.stewart-solutions.co.uk/plastic.php?category=2&range=1

Code	Product	Length (cm)	Width (cm)	Height (cm)	Capacity (litres)
1377008	Popular Pack	23.5	17	8	2.25
1378008	Picnic Pack	27	19.5	10.5	3.75
1780008	Meat Storer	30	21	14	7.5
1374008	Bacon Storer	27.5	11	6	1.1

Stewart Sealfresh™ Square
http://www.stewart-solutions.co.uk/plastic.php?category=2&range=2

Code	Product	Length (cm)	Width (cm)	Height (cm)	Capacity (litres)
1225008	Pizza Storer	25	25	7.5	3.5
1781008	Giant Storer	31.5	31.5	16	13
1268008	Cake Storer	26	26	12.5	6.5

12.3.3 Bags/crystal boxes/correx

The bag size should be dictated by the size of the find it is to contain. The find should be no less than 10% of the volume of the bag and should be placed within pierced polythene bags of appropriate quality. The bag should have an opaque strip on which information can be written.

Individual clear polystyrene boxes (crystal boxes) should be provided for finds in need of structural support, and size should be dictated by the size of the find it is to contain.

The bag should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number, small find number (if appropriate) and any other important contextual information such as burial number for grave goods or spit number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the

bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice.

For crystal boxes the information should be put on a tyvek label and placed inside the box facing outwards.

Correx boxes should be made up for artefacts that do not fit into the standard size Stewart Sealfresh.

12.3.4 Packing

All sensitive finds must be supported to prevent movement within the bag or box. Sheets of polyethylene foam (plastazote) or acid-free tissue can be used to provide support.

Insert the polyethylene foam sheet into bags to provide rigidity, or use as cut outs inside polystyrene boxes. Or use acid free tissue scrunched up and then wrapped smoothly into puffs to provide support. Do not wrap finds in tissue paper, unwrapping for condition checking/research is likely to cause damage.

Figure 6: Packing of sensitive artefacts

12.3.5 Silica gel

Silica gel should be used to create micro-climates for all unstable finds (for example, all iron, copper alloys, silver). Use 10% wt/v (weight by volume) as a guide to how much silica gel to use in each outer box (for example, for a 1 litre box use 100g of gel).

Place the gel at the side or end of the box, so that it is easily accessible.

Sewn pre-packaged silica gel bags are preferred but adhesive sealed bags will be accepted (adhesive sealed bags can also be subject to surface scorching of the bag and melting adhesive, leading to silica loss).

Loose silica gel in polythene bags can also be used, beads are preferred over granules due to lower dust levels but both are accepted. Write the weight of the gel used on the polythene bag using a suitable permanent marker pen, and pierce all polythene bags containing silica gel. Indicator silica gel may be used on its own or in conjunction with non-indicating gel. Iron indicators (typically yellow/green/orange) are currently accepted.

Pink/blue indicator silica gel will not be accepted. The indicator is a known carcinogen.

Option 1: Pre-sewn bag, non-indicating gel, clearly labelled

Option 2: Polythene bag, Mixture of orange indicating and white non-indicating gel, clearly labelled and pierced bag
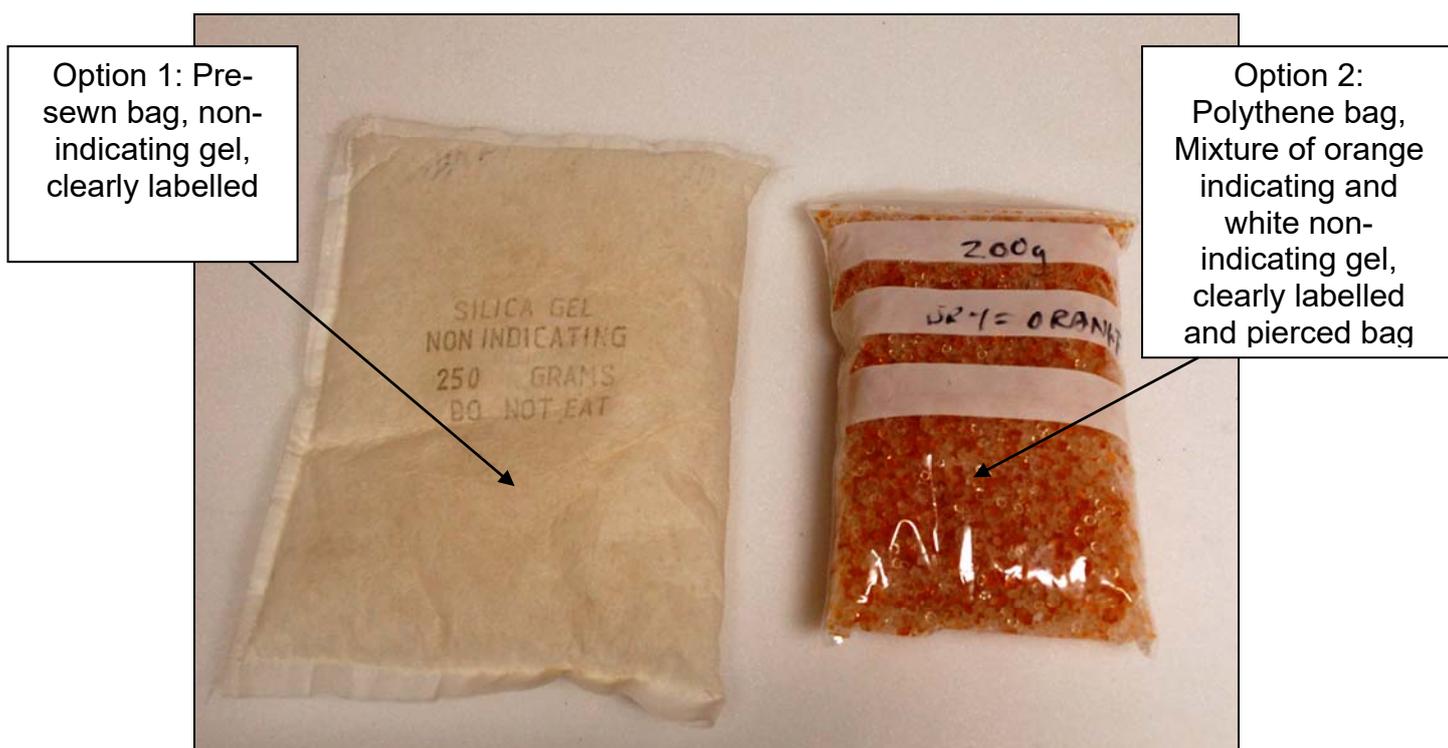
Figure 7: Optimal options for silica gel usage

12.3.6 Labels and barcodes

All outer boxes should be labelled along one of the narrow faces and on the lid using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, unit, material type, context range, number of bags/items and box number (see figure 8).

There should be one barcode per bag/crystal box of sensitive finds.

Do not remove any of the barcodes from its backing. Place the small barcode number into the bag/box with the find so that it is facing outwards. Place the large barcode or strip of barcodes if there are several finds, inside the outer box along with the contents list.

Apply the 'Warning Heavy' sticker to the outer box for boxes over 6kg in weight, see appendix 6.

Figure 8: Barcode placement

12.3.7 Placement of humidity indicator strips

Humidity indicator strips should be placed in such a way that they are visible from the outside of the box without opening it.

12.4 Sensitive Finds (organic)

Sensitive finds require controlled storage conditions. Due to storage requirements, we have separated metalwork from organic material including leather, textile, worked bone, and wood (see section 12.3 for metalwork).

Sensitive finds should be kept separate from the bulk material. It should be ordered by material, context and then small find number. Material illustrated in the final report can be indicated by labelling or separate packaging.

12.4.1 Cleaning and marking

Finds must be cleaned to recognised standards, using methods described in nationally recognised documents (for example, First Aid for Finds). Any conservation work must be carried out by qualified conservators.

For guidance on marking and labelling finds, please use the National Museums Liverpool guidelines on marking and labelling methods and positions. This is available through Collections Link:
http://collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods

12.4.2 Boxes

The exterior box can contain material from more than one site subject to being correctly catalogued and barcoded. Only full boxes will be accepted.

Do not mix items which require silica gel and those which do not (do not mix metal and organics, see section 12.3 for metalwork).

The current Stewart Sealfresh™ boxes should ideally be 'off gassed' for a few weeks before use. This means storing with the lid off until the smell has gone. This is due to the chemical make-up of the box has been altered slightly so to prevent it affecting any finds. Lids should be replaced after this to prevent the box deforming if stored for a long time before use. See section 12.3.2 for a list of suitable box sizes.

12.4.3 Bags/crystal boxes

The bag size should be dictated by the size of the find it is to contain. The find should be no less than 10% of the volume of the bag and should be placed within pierced polythene bags of appropriate quality. The bag should have an opaque strip on which information can be written.

Individual clear polystyrene boxes (crystal boxes) should be provided for finds in need of structural support, and size should be dictated by the size of the find it is to contain.

The bags should be labelled, using a suitable permanent marker pen, with the site code, ECB reference, material, context number, small find number (if appropriate) and any other important contextual information such as burial number for grave goods or spit number etc. The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Double labelling (on the outside of bags, plus a label inside with material) is standard practice. For crystal boxes the information should be put on a tyvek label and placed inside the box facing outwards.

12.4.4 Packing

All sensitive finds must be supported to prevent movement within the bag or box. Sheets of polyethylene foam (plastazote) or acid-free tissue can be used to provide support.

Insert the polyethylene foam sheet into bags to provide rigidity, or use as cut outs inside polystyrene boxes. Or use acid free tissue scrunched up and then wrapped smoothly into puffs to provide support. Do not wrap finds in tissue paper, unwrapping for condition checking/research is likely to cause damage (see figure 6).

12.4.5 Labels and barcodes

All outer boxes should be labelled along one of the narrow faces and on the lid using a suitable permanent marker pen, with site code, site name, ECB reference, excavator, unit, material type, context range, number of bags/items and box number.

There should be one barcode per bag/crystal box of sensitive finds. Do not remove any of the barcodes from its backing. Place the small barcode number into the bag/box with the find so that it is facing outwards. Place the large barcode or strip of barcodes if there are several finds, inside the outer box along with the contents list (see figure 8).

Apply the 'Warning Heavy' sticker to the outer box for boxes over 6kg in weight, see appendix 6.

12.5 Environmental Archive

Environmental samples should only be deposited if their long-term storage can be justified. If such material is to be submitted, the depositor should follow UKIC guidelines (Walker 1990). Each sample must be given a unique identifier.

Artefacts and ecofacts recovered from processed environmental samples must be archived following the appropriate section of the guidelines above for the material and type of find. The unique identifier for the sample should be included in all labelling of the finds.

Pottery fabrics that have undergone or have been identified as suitable for residue analysis should be wrapped in acid-free tissue paper before being packed as per the guidelines.

Finds may be sampled for a variety of purposes, and using various techniques, many of which are destructive and no material will survive for archiving. The sampling and analysis process must be fully documented, and all associated records must be submitted with the archive.

13. Treasure Finds

In the event of items falling under the definition of treasure under the Treasure Act 1996 (and subsequent definitions, https://finds.org.uk/documents/advice.pdf) being discovered during archaeological fieldwork, the following should be enacted:

Where items that fall under the legal definition of Treasure are discovered during fieldwork, the project archaeologist is advised to contact CHET for advice and guidance within 48 hours of the discovery. By law, finds of potential Treasure must be reported to the Coroner or their representative (in Cambridgeshire this is the Finds Liaison Officer) in whose district they were found within 14 days of discovery.

Treasure finds in Cambridgeshire are processed by CHET who contact the coroner, the British Museum and local museums. The county employs a Finds Liaison Officer as part of the Portable Antiquities Scheme, and they are based at CHET.

Please note that where a find is not disclaimed under the Treasure Act there is a very high possibility that it will be separated from the rest of the site archive. Therefore, a full photographic and drawn record should be made, and include the treasure forms as part of the paper archive.

The project archaeologist should know that the Act prohibits financial rewards to archaeologists undertaking fieldwork, but also that the exclusion applies to metal detectorists working supervised on archaeological sites.

14. Cataloguing Spreadsheet

A completed cataloguing spreadsheet needs to accompany the archive. This is provided by CHET at the beginning of the archiving process (see appendix 2).

The cataloguing spreadsheet will need to be completed for each part of the archive; documentary, finds and digital material. It is populated with pick lists for many of the columns and is intended to be quick and easy.

When completing the cataloguing spreadsheet, you need to ensure that a new row (each SCB number in the first column) is dedicated to one type of material. There should not be multiple materials or barcode numbers in a single row on the cataloguing spreadsheet. For example for bulk material you need to give one row for pottery and another row for ceramic building material even if they are in the same archive box with the same barcode number.

For sensitive material, each row is dedicated to a single bag/crystal box, each with a separate barcode number. For finds which have been registered, for example small finds and skeleton references, separate rows need to be dedicated to each of these whether included in the bulk or sensitive material boxes. See appendix 2 for more information on the columns and pick lists.

The barcode is the unique reference used for retrieval purposes. A barcode scanner must be used to add these barcodes to the cataloguing spreadsheet (see appendix 3 for more information on barcodes).

Accompanying the catalogue spreadsheet should also be a list of any finds or samples retained by specialists for further research or of those that have been destroyed/discarded during post-excavation analysis.

15. Transfer of Title, Ownership and Copyright

15.1.1 Transfer of title and ownership

CHET, as the final archive repository, must have ownership and title of any finds from archaeological fieldwork.

Material collected by archaeological fieldwork, with the exception of items classified as Treasure, belongs to the landowner unless there has been a transfer of title. As a condition of the acceptance of the archive, CHET requires that the landowner transfers title and ownership to CHET before an archive is deposited in the County Stores.

Every effort must be made by the Consultant or Contractor preparing the archive to secure the agreement of the landowner/developer to the deposition of the full site archive and transfer of title and ownership to the intended archive repository before fieldwork commences. The archaeologist undertaking fieldwork is responsible for obtaining the written consent of the landowner to transfer ownership of finds. It is expected that the complete archive will be accepted as an unconditional gift.

If this is not achievable for all or part of the finds archive then provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate before transfer of the archive takes place.

Please use your own transfer of title and copyright forms.

15.1.2 Landowner/owner retention

Where the landowner wishes to retain items recovered during excavation, all selected artefacts will be fully drawn and photographed, identified, analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited.

Please note however that such selective removal of objects from the archive may result in the refusal of acceptance of the archive, and if so alternative arrangements must be made for its long term storage and curation.

15.1.3 Confirmation of Acceptance Form

Subject to the above requirements, please also complete and return a copy of our Confirmation of Acceptance Form a draft of which can be found in appendix 5.

15.2 Copyright

The documentary archive is the property of the depositor unless specified in a contract.

Copyright ownership for the documentary archive usually resides with the archaeologist who creates the archive. CHET expects to be granted a written assignment of copyright in perpetuity, or licence if the copyright holder is unwilling to assign copyright, in order to have the right to utilise the documentary archive under current copyright legislation either under sole or shared copyright.

Subject to the above requirements, please also complete and return a copy of our Confirmation of Acceptance Form a draft of which can be found in appendix 5.

16. Contacts

Further information and advice can be obtained from the Cambridgeshire County Council Historic Environment Team and also the ADS:

- Email: archaeology@cambridgeshire.gov.uk

- Telephone: 01223 728564

- Post:
Historic Environment Team
Growth & Economy
Cambridgeshire County Council
SH1011
Cambridge
CB3 0AP

- Email: help@ads.ahds.ac.uk

- Telephone: 01904 433954

- Post:
Archaeology Data Service (ADS)
University of York
King's Manor
York
YO1 7EP

17. Further references

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Perrin, K. EAC Guidelines 1: A standard and guide to best practice for archaeological archiving in Europe (date accessed 31/03/2017
http://archaeologydataservice.ac.uk/arches/attach/The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe/ARCHES_V1_GB.pdf)

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Appendix 1: Archive deposition flow chart

Unit begins archive preparation process:
At the earliest possible point, please contact CHET to:
a. check that you have the correct ECB reference
b. send transfer of ownership and copyright forms (that are signed and completed)
c. send archive metadata relating to bulk, sensitive and paper archive to CHET
d. estimate the size of archive (so that CHET can generate a suitably sized catalogue spreadsheet).

⬇

Based on the Unit's estimate, CHET classifies the archive as small or large.
CHET creates a catalogue spreadsheet and sends it to the Unit

| SMALL ARCHIVE | LARGE ARCHIVE |

SMALL ARCHIVE

Small archives will be sent to CHET.

Unit prepares archive:
+ pack, catalogue and barcode bulk archive
+ pack, catalogue and barcode sensitive archive
+ catalogue paper archive (don't barcode)

LARGE ARCHIVE

Large archives will be sent direct to the stores from the Unit location.

Organise a visit from CHET to Unit (current archive location) whilst Unit prepares archive:
+ pack, catalogue and barcode bulk archive
+ pack, catalogue and barcode sensitive archive
+ catalogue and barcode catalogue paper archive

CHET visit: Check packing and cataloguing of archive, discuss pick up logistics (palleting, vehicle access, etc)*

After the CHET visit:
Unit straps bulk material (including HSR), and barcodes the paper archive

⬇

Unit sends completed catalogue to CHET

⬇

CHET check and approve catalogue
Unit and CHET organise deposition date

Unit sends archive to CHET (conventional methods)

CHET straps bulk archive and sends with paper archive to DeepStore

Unit and DeepStore staff pallet archive at Unit location
DeepStore staff take bulk and paper archive to DeepStore
CHET removes sensitive material *

⬇

CHET stores all sensitive material

* CHET may remove sensitive material to on site store (if possible) during visit

Appendix 2: The cataloguing spreadsheet

The spreadsheet includes 18 columns for each of the following pieces of data:

- Source UID is the unique reference for each component of the archive
- Source type (see pick list)
- Site Code is your unique code for the archive
- Date is the year the archive was created
- Title is the title of the archive (following a template, see below)
- Originator is the unit or individual who created the archive.
- Location is the intended location: 'off-site store' for bulk and paper material and 'on-site' for sensitive material (or any material that requires active conservation)
- Material (see pick list)
- Barcode is the unique reference used for retrieval purposes
- Small finds ref is the column for small finds refs and HSR references
- Treasure ref (if applicable)
- Context (can be range or individual number)
- Box series (if the boxes of the archives form a sequence of their own i.e.- box 1 of 12)
- MonUID is the unique reference for each CHER monument *
- EvUID is the unique reference for each CHER archaeological project
- FindUID is the unique reference for each CHER artefact/find *
- OldCatalogueRef can be used if you use finds catalogues as well
- Attention column: please mark these rows with requires attention or not and enter the details into the next free column and a member of CHET staff will get back to you.

* Filled in by CHET after catalogue is completed.

Cataloguing spreadsheet in more detail

If the context and box series columns default to date format, select the entire column and set format to text.

Pick lists are shown in full on the second tab of the spreadsheet; source type, material and location are controlled lists.

Source UID
Auto-generated unique reference or 'SCB number' for each archive element. These will be supplied in the spreadsheet for cataloguing (to aid our import process once the cataloguing is completed). If you require more Source UIDs, please do not copy and paste or extend the auto-generated list of SCB values; just let us know and we can send more.

Source Type
PICK LIST of 4 terms: Material, Documentary, Digital and Small Find.

Site Code
This is the site code used by the unit etc: BOT14 or CAMFGE14

Date
The year the archaeological investigation took place.

Title
Name of the site and the parish: "Grange Farm, Duxford". If the investigation crossed parish boundaries, use the district or districts it was within: "Stow Longa to Tilbrook, Huntingdonshire pipeline evaluation".

Originator
PICK LIST: 1 term
Auto-generated unit reference. If you are cataloguing archive produced by another unit or amateur group, etc, please let us know and we'll add them to the pick list.
The name of the unit or group is satisfactory.

Location
PICK LIST of 2 terms: Off site and on site. This is the intended location for the archives. Please use "off site store" (DeepStore) for bulk material and paper that does not need active conservation and "on site store" (Castle Court bunker store) for sensitive material that does need active monitoring such as metalwork, leather, wood and also complete artefacts that are suitable for display (whole pots, finely produced and complete flint tools, etc).

Material
PICK LIST of 71 terms including finds material and types of documentary archive. One material type per line in the spreadsheet.

BarCode
Deepstore provides barcodes (ordered through CHET). Please use the barcode scanner to add barcode entries to the spreadsheet.

Small Finds Ref (including HSR unique reference is there is one)
Please use this column for small finds (SF) references and all HSR references such as skeleton (SK) or burial (B) where applicable. Do not use a space between the prefix and the number e.g. SF2 or SK102 or B102.

Each small find and each individual (if more than one are to be stored in a box) should be given a separate source UID and repeat the same barcode in each row.

Treasure Ref
Please add the treasure reference if applicable for the item in the box.

Context
Please add the context or context range of the material contained in the box.
The format of this column should be set to text.

Box series
Please use your units' unique box reference number here OR put * of * for the archives box series here e.g. 1 of 5.

MonUID *
Added by the HER at a later date.

EvUID
Please add the ECB reference number for the archive here.

FindUID *
Added by the HER at a later date.

OldCatalogueRef
This field is only for use where the unit maintains a catalogue as well as a register of finds.

Attention
If you have any problems with the spreadsheet or come across any other issues regarding the cataloguing of boxes, please populate this box with either not required or required and add the reason to the next free column of the spreadsheet and a member of the team here will get back to you as soon as possible. In particular, if you cannot find the ECB reference number for the archive, please let us know as we can help to ascertain this.

* Filled in by CHET after catalogue is completed.

Example spreadsheet

SourceUID	SourceType	SiteCode	Date	Title	Originator	Location	Material	Barcode	SmallFindsRef	TreasureRef	Context	BoxSeries	MonUID	EvUID	FindUID	OldCatalogueRef	Attention
SCB894691	Digital Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	CD					N/A		ECB89241		N/A	Not required
SCB894692	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Specialist reports					1 of 9		ECB89241		N/A	Not required
SCB894693	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Administration					1 of 9		ECB89241		N/A	Not required
SCB894694	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	On site records					2 of 9		ECB89241		N/A	Not required
SCB894695	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Sample records					2 of 9		ECB89241		N/A	Not required
SCB894696	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Images - photographs	B000001655221				3 of 9		ECB89241		N/A	Not required
SCB894697	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Images - slides	B000001655222				3 of 9		ECB89241		N/A	Not required
SCB894698	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Drawings	B000001655223				3 of 9		ECB89241		N/A	Not required
SCB894699	Documentary Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Finds data	B000001655224				3 of 9		ECB89241		N/A	Not required
SCB894700	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Glass	B000001655225	SF1		2058	4 of 9		ECB89241		N/A	Not required
SCB894701	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Worked Bone	B000001655226	SF2		2058	4 of 9		ECB89241		N/A	Not required
SCB894702	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Worked Bone	B000001655227	SF3		2058	4 of 9		ECB89241		N/A	Not required
SCB894703	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Glass	B000001655228	SF4		2058	4 of 9		ECB89241		N/A	Not required
SCB894704	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - iron	B000001655229	SF5		2095	4 of 9		ECB89241		N/A	Not required
SCB894705	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - copper alloy	B000001655230	SF6		2095	4 of 9		ECB89241		N/A	Not required
SCB894706	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - iron	B000001655231	SF7		3102	4 of 9		ECB89241		N/A	Not required
SCB894707	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - copper alloy	B000001655232	SF8		3102	4 of 9		ECB89241		N/A	Not required
SCB894708	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - iron	B000001655233	SF9		3102	4 of 9		ECB89241		N/A	Not required
SCB894709	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - copper alloy	B000001655234	SF10		3102	4 of 9		ECB89241		N/A	Not required
SCB894710	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Worked Stone	B000001655235	SF11		3110	N/A		ECB89241		Quern stone	Required
SCB894711	Small Find	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	On-site store	Metal - silver	B000001655236	SF12		2024	4 of 9		ECB89241		N/A	Not required
SCB894712	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Animal Bone	B000001655237			2049 - 3001	5 of 9		ECB89241		N/A	Not required
SCB894713	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Human Skeletal Remains	B000001655238	SK1		2024	6 of 9		ECB89241		N/A	Not required
SCB894714	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Ceramic Building Material	B000001655239			2049 - 3099	7 of 9		ECB89241		N/A	Not required
SCB894715	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Ceramic Building Material	B000001655240			3100 - 3155	7 of 9		ECB89241		N/A	Not required
SCB894716	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery	B000001655241			2001 - 2057	8 of 9		ECB89241		N/A	Not required
SCB894717	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery				2058 - 3001	8 of 9		ECB89241		N/A	Not required
SCB894718	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery				3001 - 3095	8 of 9		ECB89241		N/A	Not required
SCB894719	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Animal Bone				3002 - 3155	9 of 9		ECB89241		N/A	Not required
SCB894720	Material Archive	BF578754	2012	Berry Farm, Sawston	Act Arch Ltd	Off-site store	Pottery				3096 - 3155	9 of 9		ECB89241		N/A	Not required

Appendix 3: Ordering and using barcodes

Barcodes are created by DeepStore and can be ordered from CHET at any time.

Barcodes come in sheets of 16 so you may wish to request a run of 1000 barcode labels (63 sheets) at once in order to use them over several sites but you can also order them on a site by site basis. Please contact the team to discuss how many you require.

Please email archaeology@cambridgeshire.gov.uk with the amount that you require and we will organise for them to be delivered directly to you.

Barcode scanner tips

The barcode scanner needs to be plugged into the pc/laptop you are using it with before the machine is turned on. See the instruction manual for set up.

Put stickers on box before scanning as the scanner machine can be so sensitive that it can detect several at once if still on the label sheet.

Hold the scanner at an angle over the barcodes as this will improve the accuracy of the reader.

The barcode is the primary method of locating and retrieving archive from both stores so errors in the bar code reference (for instance, if hand-typed) could be extremely problematic.

Appendix 4: Supplier details

Listed below are the recommended suppliers used by CHET.

The properties listed below are those which meet the standard of care and consistency required.

If the depositor uses materials which they think reach a similar standard of care then please discuss the materials with CHET before using any alternative products to those listed.

Acid free boxes for the paper archive and bulk finds

Properties:
A4/A3/A2/A1 acid free archive folders/boxes

Acid free four flap folders:
Properties: 300gsm sand archival cover
A1 size: 880mm x 632mm - three flaps of 127mm, full fourth flap
A2 size: 632mm x 458mm - three flaps of 102mm, full fourth flap

Bulk finds boxes:
Wire-Stitched Boxes, 1900 micron double kraft-lined container board (pH 6.5-8)
Full height depth lift-off lid with square or triangular corner lugs. Stitched with pure brass wire.
Standard Size = 500mm x 250mm x 160mm

Supplier: G. Ryder & Co Ltd www.ryderbox.co.uk
                Conservation by Design www.conservation-by-design.com/home.aspx
                Conservation Resources www.conservation-resources.co.uk

Polythene 'Stewart' boxes for sensitive material

Properties: Polythene Stewart Sealfresh™ boxes

Standard Sizes:
- 'Savoury Storer' 235 x 140 x 70mm (External) 1500ml
- 'Picnic Pack' 270 x 195 x 105mm (External) 3750ml
- 'Giant Storer' 335 x 335 x 165mm (External) 14000ml

Supplier: Stewart (see section 11.3.2)

Pens for labelling

Properties: Suitable pens include Staedler Pan Colour 303 or 353, Artline 70, Platignum laundry marker, WH Smith Planner pen and polyester film marking pens.

Plastazote (chopped)

Properties: Shredded LD/HD Plastazote mix supplied in Polythene bags. LD/HD Grade Plastazone (Mixed) in bags of 1m3.

Supplier: Polyformes limited www.polyformes.co.uk

Barcodes (if applicable)

Sheets of barcode labels can be ordered from CHET.

Strapping machines and materials (if applicable)

Properties: Strapping machines, polypropylene strapping and seals
Supplier: Allpack Packaging Supplies Ltd www.allpack.co.uk

Confirmation of Acceptance - Guidelines for Archaeological Archive Deposition, Cambridgeshire County Council

I confirm that I have read the 'Deposition of Archaeological Archives in the Cambridgeshire County Council Archaeological stores' guidelines and that the archive I wish to submit meets its requirements.

I confirm that title, copyright, data right are assigned to/licensed to Cambridgeshire County Council.

I confirm all materials are clean and stabilised, boxes are packaged appropriately and labelling is correct.

I have/have not contacted ADS about digital archiving.

I accept that if the archive does not meet requirements it may be returned to me at my expense.

Name:

Signed

On Behalf of:

Date:

| For Office Use Only	
Contacted prior to completion	
Contacted prior to deposition	
Checked on site	
Checked on delivery	
Date for 1st monitoring	
Special requirements	
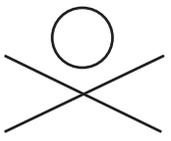
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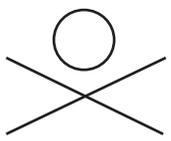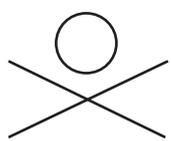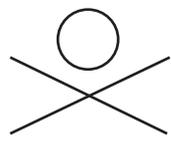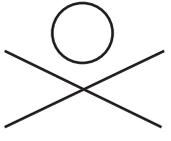
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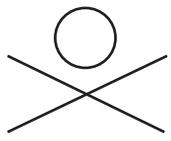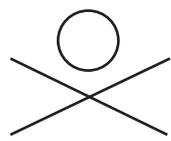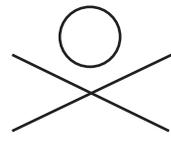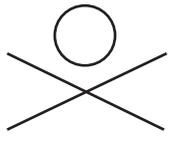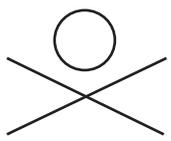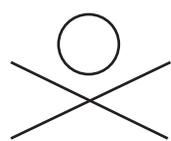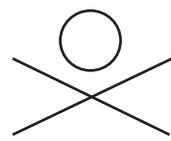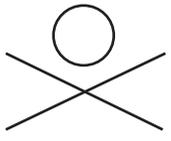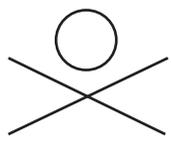
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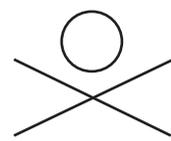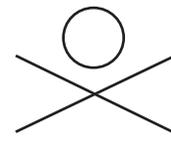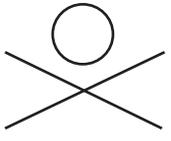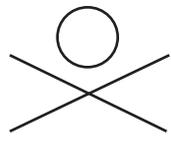
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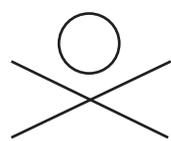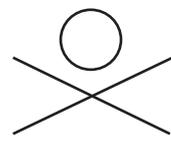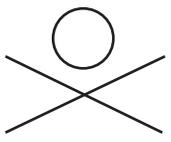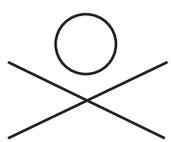
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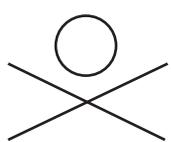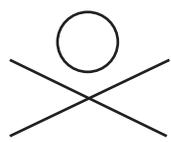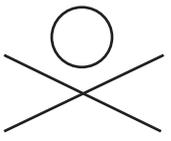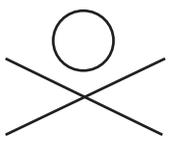
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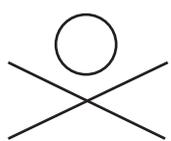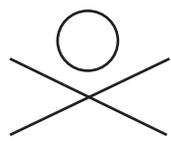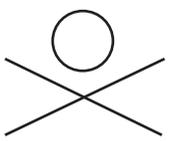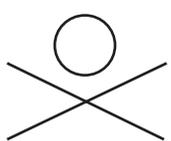
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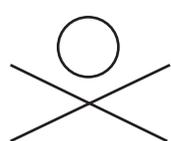
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**Appendix 7: Using the strapping machine**

How to: Use a 2 piece strapping tool set for polypropylene.

Firstly feed the strap around the box/pack to be strapped, it is generally easier to pull the strap from the coil with the coil in front of you.

Secure the cut end of the strap under the gripper plate, this plate is raised and lowered by squeezing the handle and the base together. Be sure to leave enough strap in front of the tensioner in order to place the seal.
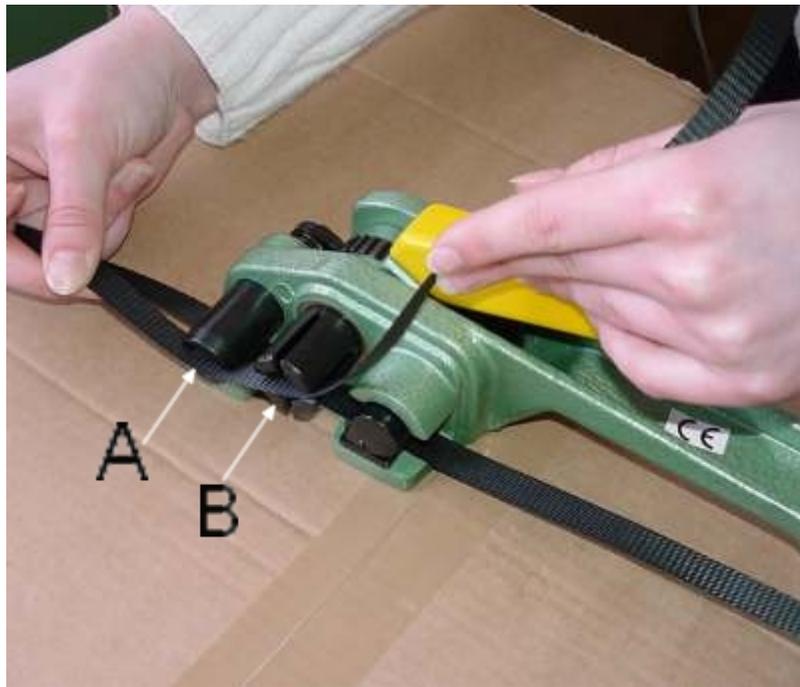
Next feed the other end of the strap through the cutter housing (A) at the front and the windlass (B). For greater detail, *click here*


Tension the strap to the desired amount by cranking the handle as shown.

Clip the seal over the strap where they run one above the other.

Crimp the seal into place.
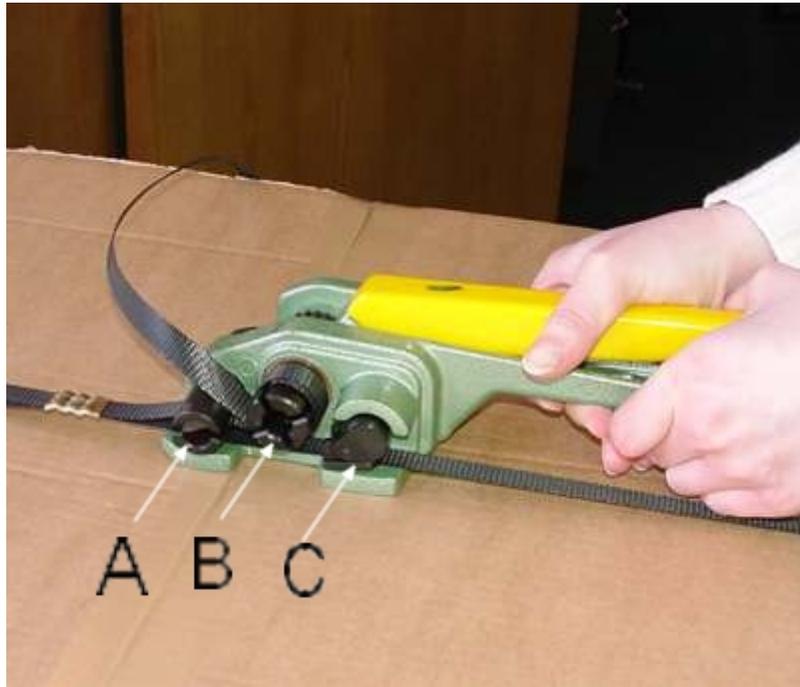
With the seal crimped in place, squeeze the handle and the base together. This will do three things, the cutter in the cutter housing (A) will cut the strap from the coil, the windlass will disengage and release the tension (B) and the gripper plate (C) will be raised allowing the removal of the tool from the completed strap.

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