

Swindon Borough Council

# Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives

Version 1.4

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## **Swindon Museum & Art Gallery**

### **Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives**

#### **1. Introduction**

Swindon Museum and Art Gallery (hereafter referred to as SM&AG) is governed by Swindon Borough Council. SM&AG is an accredited museum and the recognised collecting museum for archaeological interventions carried out within the Borough of Swindon. These guidelines have been developed to ensure consistency across the archives accepted by SM&AG, which will enable better management and access provision for archives.

This document lays out the criteria which must be met in order for SM&AG to accept an archaeological archive for long term storage. It can be read in conjunction with our Collections Development Policy and Access and Research Policy.

By accepting an archive for deposition, SM&AG is committing to the long-term care of that archive in line with current best practice recommendations. Storage fees charged to commercial organisations depositing archives with us contribute to (but do not completely cover the costs of) the long-term physical storage of the archive, and staff time in documenting, promoting, and providing access to the archive over its lifetime. In this context access includes (but is not limited to) display, researcher access, outreach, education, loan and online promotion. Details of the fees charged can be found in appendix 1.

These standards were updated in 2023 with reference to the deposition guidelines used by collecting museums in our area and current best practice documents (see bibliography for details). SM&AG is actively participating in the national and regional conversation around the future of archaeological archives storage and these guidelines will be revised in line with any new sector-wide recommendations. Prior to adoption, this policy was shared with the following organisations and individuals as part of our consultation process:

- Chippenham Museum and Heritage Centre, Chippenham
- Corinium Museum, Cirencester
- Historic England Archaeological Archives team
- Oxfordshire Museums Service
- The Salisbury Museum, Salisbury
- The Wiltshire Museum, Devizes
- County Archaeologist, Wiltshire Council
- Historic Environment Record, Wiltshire Council

These deposition guidelines are applicable to any planned archaeological interventions carried out within SM&AG's geographical collecting area, whether of a commercial or non-commercial nature. Where research excavations are carried out SM&AG reserves the right to waive or reduce deposition fees, however consultation with SM&AG must be at the planning stage of the project. Any funding application should include deposition costs and fees will not be reduced for research excavations where deposition is not discussed prior to the project starting. Criteria covering the acquisition of stray or chance archaeological finds can be found in our Collections Development Policy, but these will not usually incur a fee.

## **2. Collecting Criteria**

SM&AG collects complete archives only, except in exceptional circumstances and with prior agreement. The archive is the totality of artefacts, samples, records, photographs and published reports from each excavation, evaluation or survey (for ease of reading this document refers to excavation to cover all types of archaeological intervention). Every effort should be made to discourage division of the archive and SM&AG must be informed if the archive has been split (e.g. if the landowner has chosen to retain material) and reserves the right to refuse deposition of the archive in these cases. SM&AG must also be notified if there is any data the depositor cannot transfer due to copyright or third-party licence issues

SM&AG is willing to accept archives from archaeological excavations or fieldwork which are relevant to the museum's adopted collections development policy and are undertaken in its geographical collecting area. This collecting area encompasses the Borough of Swindon and includes the following areas:

- Blunsdon St. Andrew
- Castle Eaton
- Chiseldon
- Covingham
- Hannington
- Highworth
- Inglesham
- Liddington
- South Marston
- Stanton Fitzwarren
- Stratton St. Margaret
- Swindon
- Wroughton

In 2017 parishes were introduced across Swindon and SM&AG's collecting area comprises the following civil parishes:

- Bishopstone
- Blunsdon

- Castle Eaton
- Central Swindon North
- Central Swindon South
- Chiseldon
- Covingham
- Hannington
- Haydon Wick
- Highworth
- Inglesham
- Liddington
- Nyth, Elden and Liden
- South Marston
- St Andrew's
- Stanton Fitzwarren
- Stratton St. Margaret
- Wanborough
- West Swindon
- Wroughton

Further details of the Borough of Swindon boundaries can be found on the Swindon Borough Council website [https://www.swindon.gov.uk/info/20113/local\\_plan\\_and\\_planning\\_policy/635/swindon\\_borough\\_local\\_plan\\_2](https://www.swindon.gov.uk/info/20113/local_plan_and_planning_policy/635/swindon_borough_local_plan_2)

Exceptions may be made to these geographical criteria, where previous work has been carried out on the same site and earlier archives have been deposited with SM&AG. In the past collecting boundaries were not as well demarcated as they are now and it may be that archives from outside our current collecting areas have been deposited with us or archives for sites within our collecting areas may have been deposited at an adjacent museum. In these cases, new material may be deposited at the same institution as the existing archive in order to keep information together. SM&AG collections staff will consult with colleagues from other organisations and inform the excavator of the appropriate depositing institution.

Where an intervention crosses collecting boundaries (e.g. pipeline excavations) SM&AG collections staff will liaise with colleagues at relevant organisations to establish the most appropriate place for deposition. The presumption will be in favour of the archive remaining complete where possible.

### **3. Digital Archive**

SM&AG believes that the digital archives should be afforded the same protection as the documentary (paper) and material (finds) archive. SM&AG has accepted digital archive material in the past, but sector best practice shows that transfer and storage media (including floppy disks, hard disks, flash drives or data sticks, CD-ROMs, DVD's and magnetic tape) are not suitable for the long-term preservation of the

digital archive. Museums such as SM&AG, which are not specialist digital media repositories are advised to ensure their digital archives are curated by a Trusted Digital Repository (Perrin et al. 2014, Brown 2011). Digital archives should therefore be transferred to a Trusted Digital Repository to ensure preservation and accessibility. SM&AG recommends deposition with the Archaeology Data Service (ADS).

A digital archive comprises **all born-digital material**; including text, data, drawings, 3D models, photographs, video, as well as files generated from digitised material, such as data entered from pro-forma and scanned images or text (Brown, 2011). All born digital material **MUST** be archived digitally (subject to the agreed Selection Strategy and version control). Contractors should not create born digital data unless they are willing to deposit such data with the ADS.

A copy of the ADS/OASIS acceptance form should be included in the paper archive.

Contact details for ADS are:

Archaeology Data Service,  
Department of Archaeology,  
University of York,  
The King's Manor,  
Exhibition Square,  
York YO1 7EP

Phone: +44 (0)1904 323 954

Fax: +44 (0)1904 323 939

Email: [collections@archaeologydataservice.ac.uk](mailto:collections@archaeologydataservice.ac.uk)

Digital copies of final/ summary reports (but not full archives) should be sent to SM&AG. We will also accept summary reports for watching briefs where no archaeological material is recovered.

#### **4. Liaison between SM&AG and Excavator**

SM&AG recognises that good communication is key to ensuring the long-term future of archaeological archives. We welcome and encourage regular contact during all phases of fieldwork.

The Historic Environment Record (HER) for Swindon is run and maintained by Wiltshire Council, under a service level agreement. It is important to create a link between an HER entry and the deposited archive by featuring the accession number on the summary page of the archaeological report. This link increases the visibility of the archive to researchers and other interested parties, enhancing the long-term potential of the archive. In light of this SM&AG will no longer accept archives where the final disseminated report does not prominently include the destination of the archive and its accession number. In cases where archives are delivered and this information is found to be missing, the excavator will be required to reissue the final

report to all recipients, including the missing information or collect the archive within 6 weeks of delivery. Cost of collection will be borne by the excavator and any fees paid up to this point will be non-refundable.

### **Before excavation**

- SM&AG must be notified of the proposed intervention within our collecting area prior to the start of fieldwork. Notification should be made using the notification form (appendix 2 and available on our website).
- Each site requires a separate form, although multiple phases of a single site may be notified together.
- An accession number will be allocated by SM&AG at this point and this should be used in all correspondence and when preparing the archive for deposition (see section 7).
- When the accession number is issued, two Transfer of Title forms will be issued by SM&AG; one to be completed by the landowner and one by the excavator (see section 5 and appendix 4)

### **During excavation**

It is anticipated that the majority of sites will produce results in line with the notification estimates and continuous communication with SM&AG is not required in these circumstances.

However where archaeological deposits differ significantly from the expected results SM&AG should be informed at the earliest opportunity. These circumstances may include (but are not limited to):

- finds of national or regional importance
- finds or sites which receive local or national press attention
- an increase in the volume of material produced
- large, heavy or difficult to handle objects
- encountering unexpected human remains
- objects which fall under the Treasure Act, 1996
- waterlogged material or material requiring specialist storage conditions
- Significant delays to the expected deposition date

In the case of long running, multiphase or otherwise complex sites, a representative of SM&AG should be invited or may request to make a site visit. In the event of any sampling strategy being proposed either onsite or in post excavation processing SM&AG must be consulted and a full written methodology provided as part of the site archive.

### **Deposition**

- At the point the archive is ready to be deposited with SM&AG, a deposition form (appendix 3 and available on our website) should be completed. Both Transfer of Title forms must be completed on deposition.

- A *statement of significance and potential* is required as part of the deposition form. This should highlight any areas of the archive identified as having significance or potential for future study, research, display, public engagement or outreach. Ongoing research priorities including relevant research frameworks should be considered.
- Deposition is by appointment only and transport of the archive is at the expense of the excavator. Please note that SM&AG maintains a discrete area for the storage of human remains and for archives containing multiple boxes of human remains excavators may be asked to deliver to two separate addresses.
- Incoming archives will be checked by museum staff within 8 weeks of arriving at SM&AG.
- Archives which do not meet the criteria laid out in this document may be refused at this point and the excavator will be expected to meet costs to return the archive to them in order to make appropriate adjustments.
- The excavator will be invoiced for any remaining fees after the archive has been checked and any necessary amendments made (see appendix 1 for fee details).

## **5. Legal Title**

SM&AG will only accept archaeological archives to which it has full legal title. At the time of notification two hard copy Transfer of Title forms (see appendix 4 for example) will be supplied to the excavator. Form one refers to the material archive and it is the responsibility of the excavator to secure the signature of the landowner. Form two is for the documentary archive and should be signed by a representative of the excavator upon completion of the archive.

It is assumed that copyright and reproduction rights to the photographs and plans in the archive will be transferred to SM&AG at the time of the transfer of the archive. Where the excavator wishes to retain copyright SM&AG must be granted the right to research, study, display, reproduce, publish and provide access to the archive, royalty free and in perpetuity. Copyright licenses should be provided by the excavator.

Note this procedure assumes that the excavator will also be responsible for depositing the archive. If this is not the case SM&AG should be informed of the situation as soon as possible and amendments to the procedure may occur depending on circumstance.

## **6. Public Accessibility**

In accordance with the recommendations in the Association of County Archaeological Officers Model Briefs and Specifications for Archaeological Assessments and Field Excavations (March 1993) public access to the finds and



written archive will not normally be given until at least 6 months after the completion of the report.

## 7. Selection and retention

There is a strong presumption in favour of preserving all finds from archaeological fieldwork, however it is recognised that in some cases the sampling of material of low research value enables more effective curation of the remainder of the archive.

If the excavator believes a sampling strategy would be beneficial to the archive SM&AG should be consulted, along with the planning archaeologist and relevant specialists before any strategy is implemented. The sampling process should be fully documented by the archaeological contractor and details added to the paper archive.

Where a sampling strategy is implemented SM&AG may request some additional material be retained specifically for use in handling and outreach projects.

The guidance in CIFA Toolkit for Selecting Archaeology Archives should be referred to for all selection strategies - <https://www.archaeologists.net/selection-toolkit/toolkit-overview>

## 8. Documentary Archive

SM&AG requires all documentary archives to be prepared to the standards outlined in *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation by the Archaeological Archives Forum* (Brown 2011). For further standards and guidelines please see; *ARCHES Standard and Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al. 2014). The documentary archive includes, correspondence, specifications, contracts, notes, records, drawings, catalogues and specialist record sheets, illustrations, photographs and post-excavation imaging (e.g. x-rays).

### Creation of the documentary archive

- All archive material must be stored in the best conditions possible to avoid fading, damage and loss. Reasonable attempts should be made to keep records dry and dirt free.
- All paper records must be made on regular sized, high quality paper or card (preferably of archival standard) and completed using black ballpoint pen or permanent black ink. **Note:** recycled paper is not acceptable archive material due to its short life span.
- Standard terminology using accepted thesauri where possible and fully cross referenced. Refer to the Forum on Information Standards – FISH Vocabularies: <http://www.heritage-standards.org.uk/fish-vocabularies>
- Site drawings must be made on stable drawing film of regular size, preferably between A4 and A1, using a hard pencil (at least 4H).

- All types of records must be produced to a consistent format and pro-forma should be printed not photocopied. All pro-forma should identify the function of the document (e.g. context or sample sheet).
- All documents must be marked with the unique identifier, completion date and author (where appropriate).

### Preparation of the paper archive

- Documents of the same type should be organised in a logical/ numerical order accompanied by an index. Refer to the FISH Thesaurus (Historic England) and Brown & Perrin 2000.
- Documents may be grouped using archive standard document folders or fastenings (e.g. solid brass paper clips, non-metal treasury tags).
- Documents should not be folded.
- **All** general, non-archival quality stationary (e.g. rubber bands, post it notes, masking tape) **must** be removed from the paper archive prior to deposition.
- All parts of the paper archive must be marked with the unique identifier and site name where possible.
- All documentary boxes, cases, folders and wallets must be marked with the accession number, unique identifier (if different), Site Name and Parish and box series number.
- Do not use adhesive labels on any part of the archive including wallets and boxes. Plastic pockets with labels written in black ink may be affixed to document boxes/pouches, or the information written directly into the container.
- The documentary archive must be packed into archive grade reinforced document boxes suitable for containing archival folders. Boxes approximately 387 x 260 x 76mm are usual for this purpose, with half depth boxes used for smaller archives.
- Site illustrations up to A3 size should be stored flat in archive standard document folders.
- Illustrations above A3 size can be loosely rolled for storage and secured with archival quality materials.
- Packing of any oversized items that that cannot be treated as above should be discussed with the Museum prior to deposition.
- A catalogue of the documentary archive should be made and each type of record should be indexed.
- Two hard copies of the final report should be provided, along with a digital copy.

### Photography

Photography should be undertaken in line with the specifications issued by the archaeological curator/planning archaeologist. Best practice guidelines issued by Historic England <https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/> may also be consulted. Currently SM&AG accepts both analogue and copy digital photography. In both cases a full photographic

register should be supplied with the documentary archive and published photographs should also be recorded on a separate 'published photograph index'.

### **Analogue photographs**

- Photographs should be classified by type with negatives, prints, transparencies, x-radiographs etc. and grouped separately.
- Black and white film processed to British Standard 5699 is the preferred archival standard, however SM&AG also accepts colour photography.
- Photographic prints, x-radiographs and negatives should be stored in archival quality polyester pockets, inside the documentary archive boxes.
- Prints should be marked on the back using soft pencil with the unique identifier, film number and frame number.
- Negative holders (not negatives), transparency mounts (not the film) and x-radiographs holders should be marked with the unique identifier, film number and frame number.

### **Digital photographs**

As outlined in section 3, SM&AG is unable to store primary digital archives and digital photographs should be submitted with the digital archives to ADS. However, photographs form an important part of the site archive and are an essential tool in the interpretation and access of the long-term archive. SM&AG requests a copy of digital photographs be supplied as part of the documentary archive.

- Photographs should be supplied on an archival standard gold CD-R or DVD-R
- A digital copy of the photographic register should be included in spreadsheet format, this can be a copy of the site recording form.
- File names MUST reflect the system used on the photographic register. Images should not be recorded using staff names, abbreviations etc.

## **9. Material (finds) archive**

SM&AG requires objects making up the material archive to be prepared to the standards outlined in *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation by the Archaeological Archives Forum* (Brown 2011).

All finds should be cleaned appropriately prior to deposition and different classes of finds treated in line with national guidance. Where required, finds should have conservation work carried out to stabilise them for archiving. This conservation work should be carried out by ICON accredited conservators. Any packing materials used must be of archive standard and over packing of boxes and/or excessive use of packing materials should be avoided.

SM&AG requires a spreadsheet to be supplied detailing small finds; this will aid the speed at which archives can be processed, improve the accessibility of the collection and limit the amount of handling required to catalogue fragile materials. Please see

appendix 5 for an example spread sheet. A digital copy of the spreadsheet may be placed onto a disc or sent via email once a date for deposition has been confirmed.

### **Small (special, registered or sensitive) finds**

These often require tightly controlled storage conditions and more detailed recording. Examples include metalwork, worked flint/bone/wood, leather and textiles.

- Where possible finds should be marked with the accession number or unique site identifier, in line with best practice for their material type.
- All small finds should be individually packed and packing labelled with the accession number, unique site identifier (if different), context number, small find number and material type.
- Care should be taken to properly support small finds during packing; metalwork and other delicate material should be packed into crystal boxes.
- Fragile finds, or those that are not marked, or have a tie-on label, must be packed to be visible without removal from their container.
- Small finds should be packed into Stewart Seal Fresh boxes (<http://www.stewart-catering.co.uk/>) and those containing metalwork should be packed with silica gel and humidity strips. These boxes should be marked to indicate they contain silica gel with the humidity strip visible on the front.
- In large archives small finds should be boxed by material type, however in small archives different materials may be boxed together to save space.

### **Bulk finds**

Bulk finds are those which occur in quantity and include animal bone, pottery, ceramic building material, shell, slag, stone etc. Bulk finds do not require the same level of specialist treatment or closely controlled storage conditions as small finds. SM&AG requires bulk finds to be prepared and packed in the following way:

- All bulk finds should be marked with the accession number or unique site identifier and context, in line with best practice for their material type.
- All bulk finds should be packed to ensure material from different contexts is kept separately.
- Material types should be grouped together and organised by context number to allow easy storage and location of material.
- Material from samples should be organised by context or sample.
- Material should be packed into resealable polythene bags with white write on strips, pin prick perforated to allow air circulation and two marked Tyvek labels. **NOTE:** paper bags (sugar bags) are not accepted as suitable packing material.
- Care should be taken that bags are not overfilled and that they can be properly closed to prevent mixing of material/contexts.
- Bags and labels should be marked with the accession number, unique site identifier if different, context number and material type.

- Where the same type of bulk find from a single context requires more than one bag this should be marked onto the write on panel (i.e. 1/3, 2/3, 3/3) and Tyvek labels.
- Where practical material types should be boxed together. In smaller archives different material types may be boxed together, but care should be taken so lighter, fragile material is not crushed.
- Where items are too large to box (e.g. oversized worked stone) they should be appropriately number and where possible have two Tyvek labels attached with archive quality cotton tape. SM&AG must be notified of any unboxed items prior to deposition.
  - Box size for bulk finds: 445 x 235 mm footprint is preferred, for ease of storage/ stocking boxes in the archive should have a consistent footprint. Exceptions for long items (such as human long bones). All boxes should be made from acid free card with non-ferrous staples.
  - For small finds: 224 x 160 x 70mm (approx.). Stewart Seal Fresh boxes.
- Care should be taken not to overfill boxes; a maximum weight of 7kg is considered acceptable.
- Boxes should be marked in black ink on the short end and lid with the accession number, unique site identifier (if different), context number (or range of numbers), material type and box number.
- For preference new boxes should be used, however if boxes are re-used they should be clean, structurally sound and any previous labelling removed or cancelled out so the box contents are easy to read.
- Each box should have an inventory list showing its contents placed inside?

### **Human remains**

Human remains must be treated with respect, in accordance with national guidelines (DCMS, 2005, CoE and EH Guidance, 2005). SM&AG will not routinely acquire any human remains for which a licence would be required under the terms of the Human Tissue Act 2004.

The expected presence of human skeletal remains must be included on the museum notification documentation and SM&AG must be contacted immediately if human remains are found unexpectedly during a project. A copy of the excavation licence must be included in the paper archive and SM&AG should be made aware of any restrictions set out in the licence. SM&AG stores human remains in a designated area and if multiple boxes of human remains are contained in the archive the depositor may be required to deliver the archive to more than one location. SM&AG requires human remains to be prepared for deposition in the following way:

- Human remains should be permanently marked with their unique identifier in a discreet location away from identifiable features or pathology. **NOTE:** cremated bone should not be marked.

- Where articulated skeletons are found, skeletons should be stored one per box to prevent co-mingling.
- Co-mingled remains should be packed to maintain separation of contexts.
- Cremations may be excavated in spits or sections and should be packed to maintain the separation of these.
- Remains should be packed in resealable polythene bags with white write on strips, pin prick perforated to allow air circulation and two marked Tyvek labels. **NOTE:** paper bags (sugar bags) are not accepted as suitable packing material.
- Bags and labels should be marked with the accession number, unique site identifier if different, context number and material type.
- Where co-mingled or cremated remains from a single context or sample require more than one bag this should be marked onto the write on panel (i.e. 1/3, 2/3, 3/3) and Tyvek labels.

### Scientific materials

These are usually samples of finds which have been prepared for analysis (e.g. thin sections). These samples remain part of the archive and should be deposited and prepared as such. In rare cases where the method of preparation of the specimen means it requires specialist storage SM&AG should be notified at the earliest opportunity. All other specimen finds should be prepared and packed in the following way:

- The recovery, selection and preparation of samples should be fully documented and these records included with the archive.
- Each sample or their containers should be labelled with the unique identifier and their sample number, plus other appropriate information.
- If a sample is destroyed through analysis then all data derived from the process must be included in the archive.
- Specimen finds should be packed separately from the rest of the archive (unless the total archive is very small) and the box label should identify the contents.
- Finds from the sorting of dry residues must be stored in conditions appropriate to the material type.
- Microscope slides must be packaged to in boxes designed for the purpose and labelled with the unique identifier, context and sample numbers as appropriate. These may be incorporated into larger boxes, if appropriate and safe.
- If a sample is taken from a larger object/group of objects within the archive a note detailing the removal of the specimen must be attached to or inserted with the material from which the specimen was extracted.
- **NOTE:** SM&AG will not accept unprocessed soil samples as part of an archive except by special agreement if a deposit is thought to be of extremely high research value and soil is retained for future potential analysis. This applies to both bulk and core samples.



## 10. Organisation and labelling of archive boxes

As well as the entirety of the material recording the archaeological intervention and post excavation analysis the archive MUST:

- Be consecutively numbered, indicating the total number of boxes which form the archive in the bottom right corner of each box (e.g. 1/5, 2/5 etc).
- Include an overall contents list and an additional box contents list in each box.
- Two hard copies of the final report and 2 copies of any additional published material relating to the site or any material from the site. **NOTE:** material published after deposition must be sent on when available.
- Copy of ADS/Oasis form
  - All boxes and enclosures used must be of archival quality and of an appropriate size for their contents
  - Boxes should never be overfilled, as they will be manually handled. The maximum weight should be 7kg

All archive boxes should be labelled with the following information:

SM&AG Accession Number

Site name

Site code

Project code (if applicable)

Material type and context numbers

Box number (e.g. 1/3, 2/3, 3/3)

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## **Appendix 1: Deposition Fees**

### **Charging Structure**

SM&AG levies a one-off charge for all commercial archaeological archives deposited with the museum. This fee contributes to (but does not fully cover) the costs associated with accessioning, documenting, handling, caring for and promoting access to the archive.

**For projects notified after 1st April 2023** the following fees will apply (and for following years will increase following a review of our charges):

A flat fee of £200 will apply to each archive, which includes the first two boxes of any type which are deposited.

£100 of this fee will be charged at time of notification; this reflects the process by which archives are logged, reviewed accessioned and documented by SM&AG.

The final £100 (and any additional box fees) will be charged once the archive has been delivered. *Additional boxes will be charged at the price per box at the time of deposition NOT the time of notification.*

Each additional box of any type over the first two will be charged at £100 per box.

As per our policy statement from 1<sup>st</sup> April 2018, archaeological investigations notified before 1<sup>st</sup> April 2018 were accepted at the fees quoted at the time of notification, until 31<sup>st</sup> March 2022. From 1<sup>st</sup> April 2022, archives deposited with SM&AG will be charged fees as of the date of deposition.

### **Previous charges;**

For reference previous charges which may still apply are –

#### **For projects notified after 1st April 2022**

A flat fee of £100 will apply to each archive, which includes the first two boxes of any type which are deposited.

£50 of this fee should have been be charged at time of notification.

The final £50 (and any additional box fees) will be charged once the archive has been delivered. *Additional boxes will be charged at the price per box at the time of deposition NOT the time of notification.*

### **For projects notified after 1st April 2021**

A flat fee of £84 will apply to each archive, which includes the first two boxes of any type which are deposited.

£55 of this fee should have been charged at time of notification.

The final £29 (and any additional box fees) will be charged once the archive has been delivered. *Additional boxes will be charged at the price per box at the time of deposition NOT the time of notification.*

### **For projects notified after 1st April 2020**

A flat fee of £80 will apply to each archive, which includes the first two boxes of any type which are deposited.

£55 of this fee should have been charged at time of notification.

The final £25 (and any additional box fees) will be charged once the archive has been delivered. *Additional boxes will be charged at the price per box at the time of deposition NOT the time of notification.*

### **For projects notified after 1<sup>st</sup> April 2018**

A flat fee of £75 for each archive, which includes the first two boxes of any type which are deposited.

£50 of this fee should have been charged at time of notification.

The final £25 (and any additional box fees) will be charged once the archive has been delivered. *Additional boxes will be charged at the price per box at the time of deposition NOT the time of notification.*

### **Archaeological investigations notified before 1<sup>st</sup> April 2018**

Any notifications prior to 1<sup>st</sup> April 2018 will now be charged at the current rate.


Fees for archives notified between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2018 were charged as follows:

£25 per box  
£10 per paper archive box  
£15 per digital archive

£10 per map roll / plan

Prior to 1<sup>st</sup> April 2014 no fees were charged for depositions.

**Appendix 2: Example notification form**

Swindon Museum and Art Gallery Notification of Archaeological Project Form		
Site Details:	Site name	
	Site Code (if different from SM&AG accession number)	
	Site Address	
	Parish	
	Co-ordinates	
	Other reference number (e.g. project or account code)	
Depositor Details	Company Name	
	Address	
	Main contact	
	Email	
Land Owner/Occupier Details (individual or company with legal ownership of material archive)	Name	
	Address	
	Main contact	
	Email	
Type of fieldwork: evaluation/trial trenching/watching brief/field walking/excavation		
Period of archaeology expected:		
Anticipated start date:		Anticipated end date:
Anticipated deposition date:		
Expected number of boxes: <5 <10 <20 <50 >50 >100		
Human remains anticipated? Y/N		
Other relevant details about the site:		

### **Appendix 3: Deposition form**

The deposition form is provided as an excel spreadsheet (please contact the museum if you don't have a copy of file).

The first line must be complete in full (except where indicated) summarising the whole site.

Additional lines can be added for small finds, detailing bulk assemblages and listing human remains. The addition of these makes storage, display and understanding easier. Small finds should also be listed on here. This replaces the small finds inventory previously supplied (previously Appendix 5). This may be saved to the CD/DVD archive but a copy must be emailed to the museum at time of deposition.

**Appendix 4: Example Transfer of Title form**

Sheet of		Institution: transfer of title number
ACQUISITION	<b>The museum gratefully acknowledges the acquisition into the collection of the items described below, from:</b>	
<b>These items have been acquired by:</b>		<b>date:</b>
GROUP	group number	initial/acceesion number
	identity number	brief description
TRANSFER	<b>In order to complete the transfer of title from you to the museum, we would be grateful if you could read the relevant notes overleaf and then sign this form. Please retain the first part of the form for your files and return the second part to the museum.</b>	
<p><b>Museum officer:</b> _____ <b>date:</b> _____</p> <p><b>Depositor:</b> _____ <b>date:</b> _____</p> <p><b>We recommend that you keep the first part of this form in a secure place. It would help the museum if it could be produced in the event of any query concerning the acquisition or the items.</b></p>		

## **Appendix 5: Checklist for archive deposition**

Before you deposit your archive, check you have the following (where applicable):

- Signed transfer of titles for both the documentary and material archives
- Copies of Burial or other licences
- Copies of digital photos on a CD and digital copies of the photo register
- Completed small find spreadsheet for email
- Copy of ADS acceptance form
- Two hard copies of the final report and a digital copy of the same
- Properly packed and labelled archives boxes, clearly showing the accession number and other required information