# ARCHAEOLOGICAL ARCHIVES DEPOSITION 2020

Royal Albert Memorial Museum & Art Gallery, Exeter

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# 1. INTRODUCTION

The Royal Albert Memorial Museum and Art Gallery (RAMM) is a service of Exeter City Council. It has a significant collection of archaeological finds and records (archaeological archives) built up since the 1970s through so-called 'rescue archaeology' and developer-funded archaeology. These archives represent a major part of our communal cultural heritage, and – for the periods of Exeter and Devon's rich history for which there are no documents or many buildings surviving – is the only evidence for what happened in the past, for illustrating how people lived and died, and for how the urban and rural landscape have developed over the centuries. By its nature, archaeological material, and the knowledge it contains cannot be replaced.

This document sets out how RAMM will work with archaeological contractors and planning archaeologists to ensure that archaeology generated as part of the planning and development process is archived and preserved in a public repository.

The volume of archives from developer-funded archaeology means that RAMM has to be selective in what it takes as publicly accessible archaeological archives. It is not sustainable to take all finds from archaeological projects, many of which duplicate each other and RAMM's extensive existing archaeological collection.

RAMM will only accept finds of an exceptional nature and ones that significantly add to its holdings of a community's heritage. The archive deposited with RAMM will have been subject to agreed sampling and disposal strategies which will have taken into account RAMM's existing archaeology collection. There may be archaeological material that is not suitable for deposition with RAMM, but may have long-term research interest to the wider archaeological community. RAMM will act as the consulting museum to work with archaeological contractors and planning archaeologists to find another repository for this archive.

The document element, whether 'born-digital' or retrospectively digitised, will be deposited with a trusted and respected digital repository, such as the Archaeology Data Service (ADS).

RAMM will charge a box fee for items it accepts. (Price on application, see Appendix 4 for a selection of current box sizes and charges.) Deposition with other repositories, such as ADS, will be at the archaeology contractor's expense.

RAMM reserves the right to refuse to accept archaeological material that does not meet the conditions outlined in this document. When RAMM receives archaeological material, it accepts responsibility for it in perpetuity. It accepts archaeological material on the basis of making it publicly accessible through exhibition, education and research.

## 2. MANDATORY CONDITIONS OF DEPOSITION

2.1 That the site lies within Royal Albert Memorial Museum and Art Gallery's (RAMM) collecting boundaries (see Section 3 and Appendix 1).

2.2 That RAMM has been contacted prior to commencement of the archaeological project and it has been agreed that RAMM is to be the consulting museum.

2.3 That the archive is complete and fieldwork is not ongoing. Any sampling strategies need to have been carried out in consultation with RAMM prior to deposition.

2.4 That any reference numbers issued by RAMM prior to commencement of the excavation are referred to in HER records, OASIS records, site reports, publications and in documentary and digital archives as specified.

2.5 That the accession number/s issued by RAMM is used to number all items in the finds, documentary and digital archives as specified. Wherever possible this number is also referred to in HER records, OASIS records, site reports and publications

2.6 That if any items are accessioned by RAMM, signed title to them will have been obtained by the excavator and this is transferred to RAMM.

2.7 That a copyright licence has been assigned to RAMM.

2.8 That where human remains are included in the archive, there is an accompanying copy of the associated paperwork, required according to current law, from the documentary archive.

2.9 That any conservation work essential for the long term preservation and intelligibility of finds within the archive has been completed by the excavator and is fully documented.

2.10 That the documentary and finds archives have been prepared to the standard specified in this document.

2.11 That the contractor has submitted a 'Statement of Potential' about the site archive. This only needs to be a brief synopsis or paragraph outlining the importance, or not, of the site and its finds. This will serve as a good starting point for use of the archive and will be included on a future museum web entry for the site. A digital image (of the site or a significant find) should also be submitted, again this will be used to illustrate the site on RAMM's website. The image should be a .jpg at 300dpi and 1000 pixels on the longest side.

2.12 That an Online Access to the Index of Archaeological Investigations (OASIS) form has been completed for the site

2.13 That charges relating to the deposition of the archive have been paid.

## 3. RAMM'S COLLECTING BOUNDARIES

RAMM collects archaeological material from the following district council areas: Exeter, East Devon, Mid Devon, Teignbridge; South Hams (only the parishes of Staverton, Littlehempston, Dartington, Totnes, Berry Pomeroy, Marldon, Stoke Gabriel and Kingswear) and West Devon (only the parishes of Bondleigh, North Tawton, South Tawton, Spreyton, Drewsteignton, Throwleigh, Gidleigh and Chagford).

For a map showing the collecting boundary see Appendix 1. RAMM cooperates with Plymouth City Museum & Art Gallery, Torquay Museum and Barnstaple & North Devon Museum to cover archaeological collecting across the county.

## 4. PROCESS CHART

This chart outlines the process for depositing archaeological archives with RAMM.

```
┌─────────────────────────────────────────────────┐
│ Archaeological contractor sends RAMM a notification
│ of fieldwork for a project in RAMM's collecting area │
└─────────────────────────────────────────────────┘
                        ↓
        ┌─────────────────────────────────┐
        │ RAMM issues reference number    │
        └─────────────────────────────────┘
                        ↓
            ┌─────────────────────────┐
            │ Fieldwork commences     │
            └─────────────────────────┘
                        ↓
    ┌─────────────────────────────────────────────┐
    │ Consultation period commences between       │
    │ archaeological contractor, RAMM and          │
    │ planning archaeologist                       │
    └─────────────────────────────────────────────┘
                        ↓
    ┌─────────────────────────────────────────────┐
    │ Sampling and disposal strategies agreed.     │
    │ Structure of archive is agreed.              │
    └─────────────────────────────────────────────┘
```

| Disposal | RAMM | Other finds repository | Digital repository (ADS) |
|---|---|---|---|
| Material of very low research potential | Objects of exceptional interest are given RAMM accession number | Material with some research potential but not deemed suitable for RAMM | Digital data |

## 5. CONTACTING RAMM PRIOR TO FIELDWORK

As soon as the archaeological contractor has been commissioned to undertake an archaeological project within the RAMM collecting area they should complete a Notification of Fieldwork form (see Appendix 2) and email or send it to the address below. RAMM will agree, in principle, to be the consulting museum, providing the excavator fulfils the standard as set out in this document. At this point RAMM will issue a reference number which can be quoted in the WSI, correspondence with RAMM and quoted in data submitted to OASIS and ADS. This number is used to track archaeological activity and does not commit RAMM to accepting material from the site into its collection. It acts as the start of a period of consultation between the archaeological contractor, the planning archaeologist and RAMM.

RAMM will charge £40 to cover the administrative work involved in registering an archaeological project and issuing a reference number.

Contact details are:

Thomas Cadbury
Assistant Curator
Royal Albert Memorial Museum and Art
Gallery
Queen Street
Exeter  EX4 3RX

Telephone:  01392 265356
Email:  Thomas.Cadbury@exeter.gov.uk

## 6. CONSULTATION PROCESS

During consultation, sampling and disposal strategies can be formulated, these will take account of the sizeable collection already held by RAMM. Finds to be accessioned by RAMM will be selected, and those that should be deposited elsewhere will be noted.

## 7. ALLOCATION OF RAMM ACCESSION NUMBER

Should the project find objects of an exceptional nature or of high significance to a community's heritage then RAMM may decide to acquire them for its collection. In this case RAMM will assign a unique accession number to the site. Items given accession numbers should also be quoted in data submitted to OASIS and ADS and in final published reports as an aid to researchers and museum staff.

Appendix 6 lays out how the accession number is used in relation to different classes of finds (sub-numbered by material, period etc).

**Important**

Where individual artefacts have been identified within specialist reports it is essential that they are individually identifiable within the archive. Similarly, where specialists have sorted artefacts into different types within a context, these groups should be bagged accordingly and labelled with their identification. This aids future research and use of the collections.

## 8.    DIGITAL DATA

RAMM expects that the documentary element of an archive is deposited as digital data with a trusted and respected digital repository, such as the Archaeology Data Service (ADS).

When depositing with ADS the current options are:

OASIS images – small sites (limited range of file formats)

ADS Easy – small/medium sites (limited range of file formats)

ADS traditional – archives of all sizes and formats.


## 9.    TRANSFERRING TITLE

Any parts of the archive being accessioned by RAMM should have signed title transferred to RAMM prior to deposition of the archive (see Appendix 3). The excavator is the signatory for the documentary archive and the freehold landowner is the signatory for the finds archive.


## 10.    ASSIGNMENT OF COPYRIGHT

Copyright to the archive must be made available to RAMM via the Copyright Licence form for unrestricted internal use of the archive. (see Appendix 5).


## 11.    ESSENTIAL CONSERVATION WORK

All essential conservation of archaeological objects must be completed prior to deposition. Where appropriate, conservation issues should be discussed with RAMM in advance of work being carried out.  Full records of any conservation work and treatment carried out need to be included in the archive.  All conservation work must be carried out by a professional conservator. If in doubt, contact the museum for advice.

## 12. STANDARDS FOR PRESENTATION OF FINDS AND DOCUMENTARY ARCHIVES

Both the finds and documentary archives must be prepared to the required standard of RAMM. This is set out below. Archives must be presented in clean packaging.

### 12.1 FINDS ARCHIVES

### 12.1.1 Sampling and Disposal

Sampling is increasingly used to discard bulk material where it is thought to be surplus to future research needs. This should be discussed with the museum in advance of any sampling process being carried out. All sampling strategies need to be fully documented in the final archive. The existing holdings of RAMM's archaeology collection will be an important factor that informs the sampling and disposal strategy.

### 12.1.2 Bulk finds

### 12.1.2.1 Cleaning

All bulk finds must be cleaned. The only exceptions are where it is thought cleaning will destroy important evidence regarding the function of an object. Finds such as washed pottery and bone must be allowed to fully dry before being bagged up. If finds are packaged damp, mould growth will occur.

### 12.1.2.2 Marking

Where possible all bulk finds must be marked with the reference number or accession number followed by the context number in brackets (see 7 and appendix 6). On finds where the application of paraloid B72 diluted with acetone will not damage the object, a layer of paraloid should be applied and the number written onto the paraloid when it has dried. This should be done using a mapping pen and black 'Indian' ink. White ink should only be used on very dark finds as it gives a more untidy result and tends to be less permanent. 'Windsor & Newton' or equivalent quality inks must be used; that is water resistant drawing ink made from a lightfast pigment in a shellac solution (can be thinned with distilled water if required). A top coat of paraloid should be added to ensure the longevity of the number.

The writing should be small, neat and legible. Pottery sherds should be marked on the inside towards the middle. This is preferable in case the pot is ever reconstructed and the edges consequently obscured. It also means that the number is more likely to survive if the sherd is chipped or further sampled.

It is not possible to mark some bulk finds such as: slag; samples; artefacts with very rough surfaces, or those which are very small.

For a full guide to marking see http://www.collectionslink.org.uk/programmes/museum-accreditation/926-labelling-and-marking-museum-objects

### 12.1.2.3 Bagging up

All bulk pottery, bone, slag and glass must be bagged up, according to material and context number, using at least 200 gauge self-seal polythene bags with three white write on panels. Bags should not mix materials or contexts. Bags should hold an appropriate

amount of material for their size. Bags containing metal finds should be perforated to prevent the build-up of harmful micro-environments. A quick method of doing this is to use a pricking wheel of the type available from needlework shops.

The listed contents should be clearly visible from the outside of the bag. Information should be written onto the bag using a Kaiser-Schreiber film marking pen or a permanent black marker pen.

### 12.1.2.4 Boxing up

Only boxes of the correct dimensions and acid-free properties should be used (see 132.1). Bagged up bulk finds should be placed in AAZ1046 sized low acid boxes or where there are a small number of finds AAZ1045 boxes. If the size of individual objects cannot be accommodated in these sizes of box then box AAZ1047 can be used but this should be the exception. Occasionally, boxes might be needed to house finds which have larger dimensions (see 13.1).

Out of necessity, boxes of finds are often stored on high level shelves and, as such, become dangerous to lift if they are too bulky or heavy. Apart from small sites, where all the finds will fit into one box, materials should not be mixed. For such smaller sites, ideally boxes should be partitioned using acid-free boxboard. Boxes should not mix finds of significantly different robustness.

### 12.1.2.5 Labelling boxes

Boxes must be labelled using foil backed box labels. The labels should preferably be printed but, if handwritten, need to be legibly filled out using an archival permanent black marker pen. Labels must be stuck to the left side of both a short and long side of the box.

### 12.1.3    Small finds

### 12.1.3.1 Cleaning and conservation

All small finds must be cleaned and, where necessary, treated by a professional conservator to ensure their long-term preservation and intelligibility.

Ensure that X-radiography of all metal objects (iron and copper alloy) has been carried out. This provides information about the objects and their condition but also identifies anything bound up in the corrosion deposits.

### 12.1.3.2 Marking

Where possible, all small finds should be marked using their unique identifying number (see 7 and appendix 6).

Objects should be marked discreetly but not obscurely. The marking should not detract from the potential display of the object.

### 12.1.3.3 Packaging (also fragile bulk finds)

In general, small finds need to be housed in more protective storage than bulk finds, as they are usually more delicate in nature.

Very robust small finds may be bagged in the same manner as bulk finds.  Moderately robust small finds can be cushioned on a layer of polyethelene 'jiffy' foam in a polythene bag.  They should not be wrapped but should be visible through the clear side of the bag.

Bags should be perforated. More delicate small finds should be housed in clear, non-hinged, polystyrene 'crystal' boxes in plastazote inserts. These should consist of a layer of plastazote, which fits into the bottom of the box, and a top layer, which has a cut-out in the shape of the object, into which the object is placed. Ideally, a layer of PEL wet strength repair tissue should be placed between the object and the cut-out to facilitate easy removal. The small find should be visible through the lid of the box. Where necessary plastazote 'braces' should be put over the object to prevent it moving and banging against the lid.



Layer of repair tissue

Packaged metal small finds and other small finds, which need to be kept in regulated micro-environments, should subsequently be packed with humidity absorbing crystals into a polythene 'Stewart' box (see 13.2).

Silica gel stored with ferrous objects should be pre-conditioned at below 15% relative humidity. With non-ferrous metals the silica gel should be pre-conditioned to below 35% relative humidity.

Polythene 'Stewart' boxes must also have a humidity indicator strip placed inside. Please position this so that it is visible from the outside.

Larger metal or composite objects may need to be housed in their own stewart boxes. Again, these finds should be supported by plastazote, have a regulated micro-environment and a humidity indicator strip.

### 12.1.3.4  Boxing up

Packaged non-metal small finds should be boxed up in low acid boxes (AAZ1045 or AAZ1046). Care must be taken to ensure that the objects do not crush each other and that there is minimal movement in the box. Acid free tissue paper and polyethelene 'jiffy' foam should be used as a buffer within the box or where possible, internal partitions created using acid-free box-board.

Packaged metal objects should be boxed in polythene stewart boxes. Again, acid-free paper or polyethelene 'jiffy' foam should be used as a buffer to ensure minimal movement within the box.

### 12.1.3.5  Labelling boxes

All 'Stewart' boxes must be labelled using foil backed box labels. Stewart box labels should be stuck to the left side of a short and long side of the box. Crystal box labels should have a paper label cut to size and placed in the bottom of the box beneath the plastazote layer. The unique accession number should be written with a Kaiser-Schreiber film marking pen or a permanent marker pen onto the plastazote beside the object, and

also onto the lid of the box at the top right hand corner and where possible should not obscure the view of the contents.



Accession or reference number written on plastazote with Kaiser-Schreiber film

Accession or reference number written on lid of crystal box with Kaiser-Schreiber

Where crystal boxes are too small to be labelled using a pre-printed label, they should be put inside a perforated labelled polythene bag with the find showing through the clear side of the bag.

### 12.1.4 Outsize objects

Some objects, whether bulk finds or small finds, are too large for standard packaging. Items such as large timbers or stone carvings may not require packaging for storage but may sit directly on a shelf. Other items may require bespoke packaging. All materials must be of a conservation standard. All items should have a tyvek label marked with the object number in archival 'pigma' pen and be attached using soft unbleached cotton tape.

## 12.2 DOCUMENTARY ARCHIVES

Documentary archives should be presented as digital files to ADS. The following guidelines should only be used in exceptional circumstances.

### 12.2.1    Paper archive

Documentary archives should be organised to a recognised standard, in accordance with the requirements of the Institute for Archaeologists Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives and the Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (2008).

http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_materials.pdf

http://www.archaeologists.net/sites/default/files/node-files/Archives2009.pdf

It is essential that the documentary archive makes explicit the system by which it is organised so that the different elements can be quickly and easily accessed by researchers and museum staff.

It must have:

- A contents list which inventories how many boxes the documentary archive consists of and references where information can be found within it.

- An inventory of the numbers of boxes of bulk finds, including the type of material they contain.

- An inventory of the numbers of boxes of small finds.

- An inventory of the numbers of loose bulk finds and small finds.

- Detailed indexes of the small finds, clearly listing their unique accession numbers as well as their context numbers.

- Detailed indexes of plans clearly listing their unique accession numbers.

- Detailed indexes of photographic images and their media clearly listing their unique accession numbers.

Elements of the paper archive must not include staples, metal paper clips, rubber bands, tape, items held together using glues or other adhesive fixatives. These are destructive over time and most adhesives fail leading to the disassociation and/or loss of information.

#### 12.2.1.1  Papers

- Each section must have its own acid-free archival manuscript folder/s. The folders should be marked on the outside in archival pencil in the top right hand corner with the site accession number and the archive section number/description. Each folder should be numbered referencing its documentary archive box number and its location within the box e.g. Box 1, Folder 1. These numbers should also be marked on the folder as previously described.

- Every separate paper must be marked with the site accession number and the archive section number in archival pencil in the top right hand corner. If the papers are computer generated these numbers should be printed.

- The folders must be placed in acid free archival flat document cases of the correct dimensions.

- Document cases must be labelled with foil backed box labels.
- If and when the excavation is published the museum must be sent two copies of the publication.

### 12.2.1.2 Plans

All plans must be marked with their reference number. Ideally, this should be done at the top right hand corner of the plan using archival pencil.

### 12.2.1.3 Photographic archive

#### 12.2.1.3.1 Marking

All digital images, photographs, negatives, slides and x-rays need to be given a unique identifying number.

Photographs should be marked on the back using an archival pencil. If the surface will not take pencil then a permanent black marker pen should be used. Try to avoid light areas of the image as the number can show through.

Where possible, negatives and x-rays should be marked using an extra fine white marker pen.

Slides should be marked using a permanent black marker pen or Kaiser-Schreiber film marking pen on the casing.

#### 12.2.1.3.2 Packaging

Photographs, negatives, slides and x-rays are stored by hanging vertically in metal filing cabinets. Photographs, negatives and slides must be housed in polyproprylene wallets of the appropriate configuration according to their size. Wallets must not mix photographs, negatives, slides and x-rays. Each image must have its own pocket. Do not double up photographs etc. The wallets must also be labelled at the top with the range of accession numbers of the items housed in the wallet. This needs to be done using foil backed labels (see 10.3) and permanent archival 'pigma' marker pen. The wallet also needs to be provided with a file hanger.

## 13.   MATERIALS AND SUPPLIERS

If an excavator already uses materials which they feel correspond to those listed and would like to use these instead, please get in touch to discuss this **before** going ahead and using alternatives to those items listed.

For full details of suppliers see 13.4

### 13.1 Low acid boxes for finds

Use:          To store bulk finds and small finds where appropriate.

Supplier:    G. Ryder & Co. Ltd

Details:

Internal dimensions in mm's

| G. Ryder box code | Length | Width | Depth | Lid depth |
|---|---|---|---|---|
| Finds box AAZ1045 | 394 | 241 | 76 | 70 |
| Finds box AAZ1046 | 394 | 241 | 152 | 70 |
| Finds box AAZ1047 | 394 | 241 | 304 | 70 |

### 13.2 Polythene 'Stewart' boxes

| Box name | Azpack Product Code | Dimensions in mm |
|---|---|---|
| Giant storer | 1781 008 | 150 x 305 x 305 |
| Pizza storer | 1225 008 | 60 x 240 x 240 |

### 13.3 Foil backed box labels

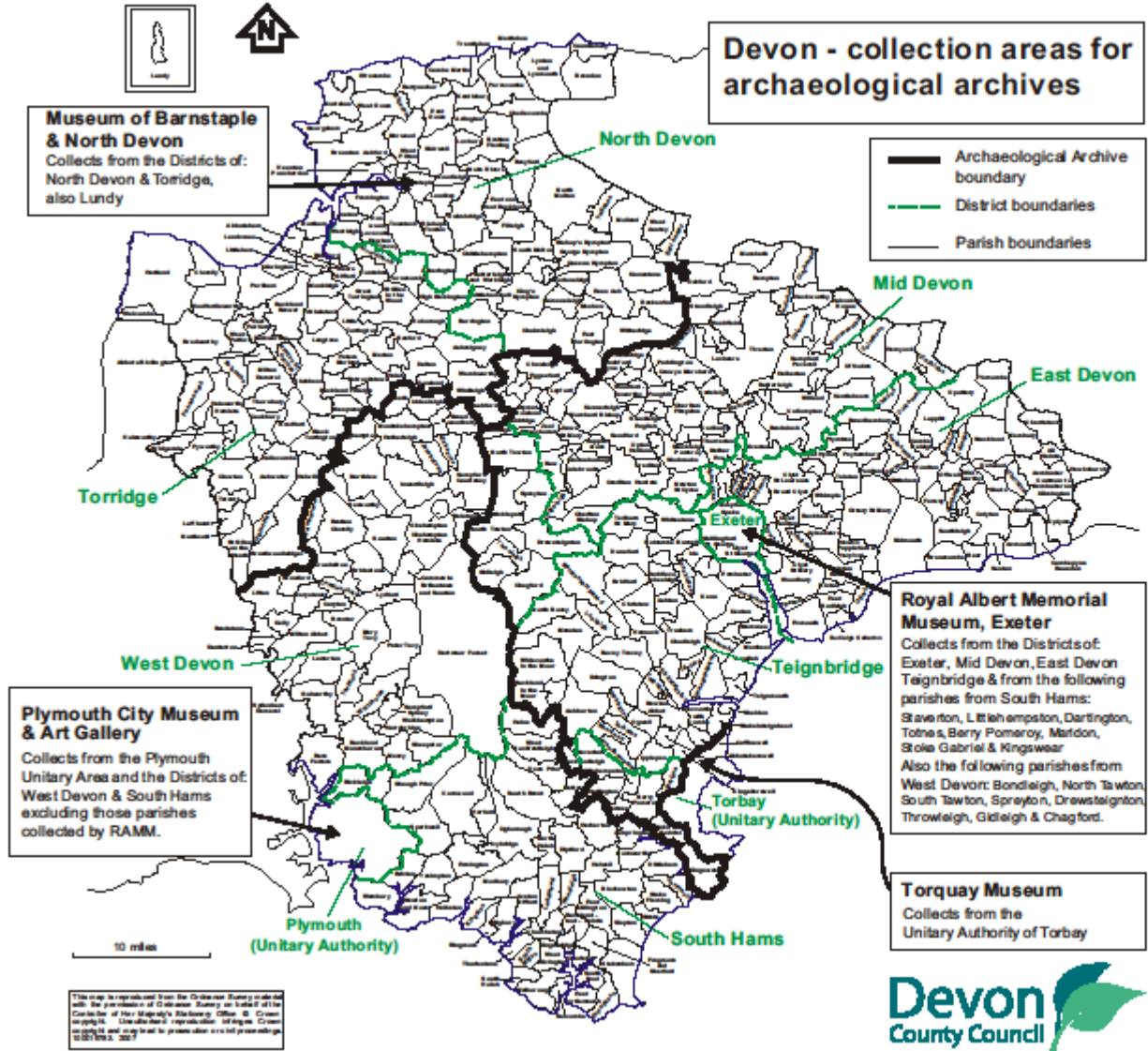| Preservation Equipment Ltd | Supplier code | Dimensions in mm | Use to label |
|---|---|---|---|
| Single sheet | 387-3025 | 280mm x 216mm | Documentary archive boxes |
| 10 label sheet | 387-5352 | 102mm x 51mm each label | Stewart boxes which are too small to accommodate the 6 label sheet size label |
| 84 label sheet | 387-2520 | 47mm x 11mm | Photographic wallets, slides |

## 13.4 Table of Suppliers

| Name of supplier | Contact details | Supplies (and product codes) |
|---|---|---|
| Allpack Packing Supplies Ltd | H8 Station Road Industrial Estate, Elmswell, Bury St Edmunds Suffolk IP30 9HR<br>Tel: 01359 242116 Fax: 01359 240175<br>Email: sales@allpack.co.uk<br>Web:www.allpack.co.uk/bubble.htm | Polyethelene 'jiffy' foam |
| Azpack Limited | 11 Kernan Drive, Swingbridge Trading Estate, Loughborough, Leicestershire, LE11 5JF<br>Tel: 01509 261256 Fax: 01509 610650<br>Email: sales@azpack.ltd.uk<br>Web: www.storeanddisplay.co.uk | Stewart Boxes (see 10.2), Crystal boxes |
| Conservation Resources (U.K.) Ltd | Units 1,2 & 4 Pony Road, Horspath Industrial Estate, Cowley, Oxford, OX4 2RD<br>Tel: 01865 218277 Fax: 01865 747755<br>Email: info@conservation-resources.co.uk<br>Web: www.conservation-resources.co.uk | Flat document cases (15101), black polyester marker pens (PMP), 'pigma' archival pens, white marker pens (EF780), soft pencils (4HB), paraloid B72 (SY7 & SY7F), Perma-Saf™ photographic wallets & suspension rods (PSH-F) |
| G. Ryder & Co. Ltd | Denbigh Road, Bletchley, Milton Keynes, MK1 1DO<br>Tel: 01908 375524 Fax: 01908 373658<br>Email: sales@ryderbox.co.uk<br>Web: www.ryderbox.co.uk | Boxes (various see 10. |
| Polybags Ltd | Lyon Way, Greenford, Middlesex, UB6 0AQ<br>Tel: 020 8575 8200 Fax: 020 8578 2247<br>Email: sales@polybags.co.uk<br>Web: www.polybags.co.uk | Polythene bags (self-seal gauge with three white write-on panels. Must be at least 200 gauge) |
| Polyformes Limited | Cherrycourt Way, Stanbridge, Leighton Buzzard, Bedfordshire, LU7 4UH<br>Tel: 01525 852444 Fax: 01525 850484<br>Email: info@polyformes.co.uk<br>Web: www.polyformes.co.uk | Plastazote |
| Preservation Equipment Ltd | Vinces Road, Diss, Norfolk, IP22 2DG<br>Tel: 01379 647400, Fax: 01379 650582<br>Email: info@preservationequipment.com<br>Web: www.preservationequipment.com | Art-sorb beads (857-0016) and sheets (857-1919 & 857-0016/20), humidity indicator strips (931-3100), manuscript folders (701-1915), plan boxes (see 9.2.1.2), plan hangers (502-6225), foil-backed labels (see 10.3) tyvek labels (613-7500), soft unbleached cotton tape (586-0016), box board (345-1620), kaiser-schreiber film marking pen (871-2040), PEL wet strength repair tissue (682-3614) |

## 14. DOCUMENTS FOR REFERENCE

- AHDS Digital Archives from Excavation and Field Work: Guide to Good Practices. ISSN 1463-5194 (http//ads.ahds.ac.uk/project/goodguides/excavation)

- Brown, Duncan H. 2007. 'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation'. Institute of Field Archaeologists on behalf of the Archaeological Archives Forum.

- Brown, Adrian & Perrin, Kathy. January 2000. A Model for the Description of Archaeological Archives. English Heritage Centre for Archaeology.

- CiFA. 2014 'Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives'

- English Heritage. 1991. Management of Archaeological Projects (MAP2). English Heritage.

- English Heritage. 2015, 'Guidelines on the X-radiography of archaeological metalwork'

- Fernie, Kate. 2017. 'Seeing the Light of Day: report and recommendations for museums'.

- Goodman, Elizabeth & Suenson-Taylor, Kirsten. Autumn/Winter 1998. Stability, Standards and Compromises. Working with MAP2 in the Commercial World. Museum Archaeologists News 27. 3-6.

- Groves, Jo. 1984. Department of Urban Archaeology Finds Procedures Manual. Museum of London.

- Longworth, Christine & Wood, Barbara (editors). 2000. Standards in Action: Working with Archaeology. Museum Documentation Association and the Society of Museum Archaeologists.

- Museum Documentation Association. 1997. SPECTRUM, the UK Documentation Standard for museums.

- Owen, Janet. 1995. Towards an Accessible Archaeological Archive. Society of Museum Archaeologists.

- Paine, Crispin (editor). 1992. Standards in the Museum 1. Care of Archaeological Collections. Museums & Galleries Commission.

- Perrin, Kathy. March 1993. CAS Archives Management System. English Heritage

- SMA 2018, 'Guidance on the Rationalisation of Museum Archaeology Collections'

- Walker, Kirsten. 1990. Guidelines for the Preparation of Excavation Archives for long term storage. United Kingdom Institute for Conservation, Archaeology Section

- Watkinson, David & Neal, Virginia. 1998. First Aid for Finds. Rescue/UKIC Archaeology Section. 3rd Edition.

# APPENDICES

## Appendix 1: DETAILS OF COLLECTING BOUNDARIES



Devon - collection areas for archaeological archives

Museum of Barnstaple & North Devon
Collects from the Districts of: North Devon & Torridge, also Lundy

Royal Albert Memorial Museum, Exeter
Collects from the Districts of: Exeter, Mid Devon, East Devon, Teignbridge & from the following parishes from South Hams: Staverton, Littlehempston, Dartington, Totnes, Berry Pomeroy, Marldon, Stoke Gabriel & Kingswear
Also the following parishes from West Devon: Bondleigh, North Tawton, South Tawton, Spreyton, Drewsteignton, Throwleigh, Gidleigh & Chagford.

Plymouth City Museum & Art Gallery
Collects from the Plymouth Unitary Area and the Districts of: West Devon & South Hams excluding those parishes collected by RAMM.

Torquay Museum
Collects from the Unitary Authority of Torbay

## Appendix 2:    NOTIFICATION OF FIELDWORK FORM

ARCHAEOLOGICAL CONTRACTOR:

Commencement date:

Type of fieldwork: evaluation/watching brief/field walking/excavation/survey/building recording

Name and address of landowner (or whoever is able to transfer title of objects to RAMM):

Site manager:

Site name:                              Parish:

Site code:                              NGR:
EH code (if applicable):

Planning Authority:
Application/Permission/Consent number:

Quantity of material expected (boxes): <10 / <20 / <30 / <40 / <50 / >50

Conservation problems anticipated (eg. waterlogged material, organics):

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**TO BE COMPLETED BY MUSEUM ON NOTIFICATION**

Reference number:                       Date issued:

**TO BE COMPLETED BY MUSEUM AFTER CONSULTATION PROCESS**

Accession number:                       Date issued:

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## Appendix 3: TRANSFER OF TITLE FORM

This form should be printed and will be used in conjunction with RAMM's standard entry form.  The entry form is a paper form that will be signed by owner of the objects or the depositing archaeological contractor at the time of deposition.

**Museum accession number:**

**Site name and site code:**

**Name of Archaeological Contractor :**

**Name and address of owner:**

**Telephone Number:**

I hereby confirm my donation of the archaeological discoveries (any objects, materials or remains of archaeological interest, other than those articles declared by Coroner's Inquest to be Treasure) recovered from the site named as an absolute and perpetual gift. I wish all material to be unconditionally transferred to the Royal Albert Memorial Museum, a service of Exeter City Council.

**Signed** ------------------------------------------------------------------ **Date** -----------------------

**Print name** --------------------------------------------------------------------------------------------

**Data Protection**

The Museum retains the names and addresses of persons donating, bequeathing, selling or loaning objects because this information forms part of the object's history.  This information is for the Museum's records and is not made available to any other organisation.

## Appendix 4   ARCHIVE DEPOSITION FORM (from April 2018)

Accession number:…………………….

Name of archaeological contractor:…………………….

Site name:…………………….

Site address:……………………..

| Item to be deposited | Size in mm | Number of items | Deposited (internal use) | Charge per item (excl VAT @ 20%) | Total |
|---|---|---|---|---|---|
| Finds box AAZ1045 | 394 x 241 x 76 | | | £74.25 | |
| Finds box AAZ1046 | 394 x 241 x 152 | | | £106.00 | |
| Finds box AAZ1047 | 394 x 241 x 304 | | | £159.00 | |
| Stewart Plastics 'Giant' storer | 150 x 305 x 305 | | | £74.25 | |
| Stewart Plastics 'Pizza' storer | 60 x 240 x 240 | | | £74.25 | |
| Document case | 387 x 260 x 76 | | | £106.00 | |
| Outsize/other items (price on application) | | | | | |

Total charge for deposition

Date of deposition

Signature of archaeological contractor

Signature of RAMM staff

## Appendix 5: COPYRIGHT LICENCE FORM

Museum accession number:

Site name and site code:

Name of Archaeological Contractor :

Name and address of copyright holder:

Telephone Number:

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Signed ------------------------------------------------------------------------Date -----------------------

Print name ---------------------------------------------------------------------------------------------

**Data Protection**

The Museum retains the names and addresses of persons donating, bequeathing, selling or loaning objects because this information forms part of the object's history. This information is for the Museum's records and is not made available to any other organisation.

## Appendix 6:  ACCESSION NUMBERS - SUB-NUMBERING SYSTEM

A flexible system: additional sub-numbers can be created according to the finds per site – periods, materials, typologies can be added as sub-number groups. Individual numbers can be allocated to individual objects.

| .1 | Paper archive | | |
|----|---------------|-----|---|
| | | 1.1 | Primary archive paper records (context sheets etc) |
| | | 1.2 | Photographic records |
| | | 1.3 | Secondary archive paper records (post-excavation) |
| | | 1.4 | Reports |
| | | 1.5 | Digital records |
| | | | |
| .2 | Lithics | | |
| | | 2.1 | Tools |
| | | 2.2 | Debitage/waste |
| | | | |
| .3 | Pottery | | |
| | | 3.1 | Prehistoric |
| | | 3.2 | Roman |
| | | 3.3 | Medieval |
| | | 3.4 | Post-medieval |
| | | 3.5 | Modern (post-1750) |
| | | | |
| .4 | Clay pipe | | |
| | | | |
| .5 | Faunal bone | | |
| | | 5.1 | Prehistoric |
| | | 5.2 | Roman |
| | | 5.3 | Medieval |
| | | 5.4 | Post-medieval |
| | | 5.5 | Modern (post-1750) |
| | | 5.6 | Unstratified |
| | | | |
| .6 | Human remains | | |

| | | | |
|---|---|---|---|
| | | | |
| .7 | Glass | | |
| | | 7.1 | Prehistoric (Iron Age) |
| | | 7.2 | Roman |
| | | 7.3 | Medieval |
| | | 7.4 | Post-medieval |
| | | 7.5 | Modern (post-1750) |
| | | | |
| .8 | Coins | 8.1 | Prehistoric |
| | | 8.2 | Roman |
| | | 8.3 | Medieval |
| | | 8.4 | Post-medieval |
| | | 8.5 | Modern (post-1750) |
| | | | |
| .9 | Metals | | |
| | | 9.1 | Iron |
| | | 9.2 | Copper alloy |
| | | 9.3 | Lead |
| | | 9.4 | Other |
| | | | |
| .10 | Small finds [non-metal] | | |
| | | 10.1 | Worked bone |
| | | 10.2 | Worked stone |
| | | 10.3 | Leather |
| | | 10.4 | Wood |
| | | 10.5 | Other |
| | | | |
| .11 | Building materials | | |
| | | 11.1 | Stone |
| | | 11.2 | Ceramic tile |
| | | 11.3 | Plaster and mortar |
| | | 11.4 | Tesserae |
| | | 11.5 | Brick |
| | | 11.6 | Wood |
| | | 11.7 | Daub/Fired clay |

| | | | |
|---|---|---|---|
| .12 | Industrial material [slag, cauldron mould etc] | | |
| | | | |
| .13 | Ecofacts and environmental material | | |
| | | 13.1 | Environmental samples |
| | | 13.2 | Environmental residues (charcoal, charred seeds etc) |

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