



# Guidance for the Deposition of Archaeological Archives

Lancashire County Council Museum Service and Lancashire Records Office

Edited: 12/01/2022

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)



INTRODUCTION	3
CONDITIONS OF ACCEPTANCE OF ARCHAEOLOGICAL MATERIAL	4
NOTIFICATION OF FIELDWORK	5
ARCHIVE REVIEW	6
MUSEUM ACCESSION NUMBERS	7
SELECTION, RETENTION AND DISPERSAL	8
TRANSFER OF TITLE AND COPYRIGHT	9
PREPARATION OF THE MATERIAL ARCHIVE	10
THE DOCUMENTARY AND PAPER ARCHIVE	13
<i>Guidance for the deposition of paper archive</i>	<b>13</b>
<i>Guidance for the Deposition of Digital Archives</i>	<b>14</b>
DEPOSITION DAY	166
CHARGES	16
CONTACTS LANCASHIRE COUNTY COUNCIL	18
SOURCES	20
<i>Appendix 1: Deposition Check List</i>	<b>222</b>
<i>Appendix 2: Accession Number Formats</i>	<b>23</b>
<i>Appendix 3: Finds Catalogue Spreadsheet</i>	<b>244</b>
<i>Appendix 4: Archaeological Project Notification</i>	<b>255</b>
<i>Appendix 5: Archaeological Archives Requisition Form</i>	<b>266</b>
<i>Appendix 6: Suggested storage materials and Suppliers</i>	<b>27</b>

# Introduction

Lancashire County Council Museum Service is the final repository of archaeological archives excavated in the County of Lancashire. Our role is to collect, curate and make available the finds, paper and digital archives generated through archaeological excavation. Object archives are stored at the Museum Collections Store in Preston and paper archives are stored with Lancashire Archives. From September 2020, all digital archives are deposited with Archaeology Data Service (ADS) to ensure their security, viability and accessibility in the long term.

Lancashire County Council Museum Service was established in 1972, partly as a result of the national reorganisation of County boundaries which took effect in spring 1974. This reorganisation resulted in many of the major metropolitan areas of Lancashire (Manchester, Liverpool, Rochdale etc.) becoming independent Metropolitan Boroughs leaving a core county of Lancashire approximately 70% of which covered rural communities.

Lancashire County Council, through its Library Department, created a countywide museum service to ensure the history and heritage of the post 1974 county was collected and interpreted for its citizens. Collections specifically related to all aspects of the history and heritage of Lancashire with a particular emphasis on agricultural and rural life to reflect the make-up of the new Lancashire. Collections also include natural history, geology, fine and decorative arts, social history and costume, industrial history, numismatics and archaeology.

Whilst Lancashire County Museum Service is committed to continuing to collect archaeological archives, attention should be drawn to the section relating to retention and selection of archaeological material.

## **Lancashire County Council Museum Service**

1.1 Lancashire County Council Museum Service ('the museum') is the governing body for the following ACE Accredited sites:

- Lancashire Conservation Studio and Collections (AN212);
- The Judges' Lodgings (214);
- Helmshore Mills Textile Museum, Whitaker's Mill (215);
- Queen Street Mill Textile Museum (1518);
- Is also responsible for the Ribchester Roman Bathhouse;

1.2 Lancashire County Council Museum Service (LCCMS) is responsible for the management of the following ACE Accredited site/collection on behalf of other authorities:

- Clitheroe Castle Museum (216), owned by Ribble Valley Borough Council
- Higher Mill Collection (1889), owned by The Higher Mill Museum Trust.
- Listed fixtures and fittings within Scarisbrick Hall, Ormskirk

# Conditions of acceptance of Archaeological Material

2.1 Lancashire County Council Museum Service collects archaeological finds and documentary archives from the County of Lancashire. The purpose of this document is to set out minimum standards for archives derived from archaeological fieldwork to be deposited with the museum service.

2.2 The Museum should be informed of a project at the earliest opportunity in the planning process. The project archaeologist should liaise with the curatorial team concerning archive procedures and storage requirements. For larger projects the curatorial team will need to be involved at the project planning stage. However, LCCMS welcomes regular contact with the archaeological unit during all phases of fieldwork, and the senior member of Conservation and Collections or other member of the curatorial team are happy to make site visits where helpful and necessary.

2.3 Archaeologists and archaeological units wishing to deposit finds and paper archives with LCCMS must first ensure that the County Planning is in receipt of, and has signed off, the relevant report before deposition is planned. The deposition of site archives from professional excavations in Lancashire with the Museum is a formal requirement of planning permission where an archaeological assessment, watching brief and/or excavation of the site has been stipulated.

2.4 Archaeological finds and documentary archives from outside the boundaries of the City of Lancaster will be collected by LCCMS on behalf of Lancashire County Council. Those from within the City boundaries will be collected by Lancaster City Museum on behalf of Lancaster City Council.

2.5 Ownership and copyright of the material should be fully documented and title transferred to Lancashire County Council in perpetuity. LCCMS requires the right to research, study, display and publish, provide public access to the archives in its care, and dispose of the collection following museum best practice. Therefore licence to undertake the above is a requirement of deposition. LCCMS will not accept an archive unless it can acquire a valid title to it. It is the responsibility of the project archaeologist to make arrangements for this. Any inability to meet this requirement should be discussed with the curatorial team.

2.6 Unless otherwise agreed in writing, LCCMS will acquire all copyright and intellectual property rights (IPRs) in the documentary archive. Exceptionally, where this is not possible, e.g. because the IPRs are vested in some other party, LCCMS will be granted unconditional licence to use the material for publication in any form or medium relevant to its legitimate activities, and the depositor will indemnify and hold LCCMS harmless from any civil liability to third parties for breach of IPR that may arise from such publication.

2.7 LCCMS cannot accept archives on an indefinite loan basis. The maximum term of loan possible within the LCCMS loan procedures is five years. The LCCMS will only borrow excavation archives on loan if there is a direct research aim for a loan associated with the site.

2.8 LCCMS collects finds and documentary archives but does not have the facilities to curate digital archives in the long term. Digital archives from projects carried out must be deposited with ADS. Fees for deposition are paid directly to ADS. Guidelines for the deposition of digital archives with ADS are included in this document.

2.9 All archaeological finds and documentary archives should be prepared in accordance with the guideline set out within this document. Digital archives should be prepared in accordance with guidance issued by ADS.

2.10 Human remains present particular ethical and legal [considerations \(Church of England and English Heritage 2005; DCMS 2005\)](#). The project archaeologist should discuss the implications with the curatorial team at an early stage.

2.11 Deposition charges apply to all archaeological finds and documentary archives deposited with LCCMS to cover the long term costs of storage and curation. Charges are included as a section to this document but depositors should be aware that charges are reviewed annually.

2.12 The Museum reserves the right not to accept any archive that fails to meet the minimum standard set out in these guidelines

## Notification of Fieldwork

3.1 It is the responsibility of the archaeologist or archaeological unit to inform LCCMS prior to the beginning of any project that archaeological work will be taking place in the County of Lancashire. This is not a commitment on the part of the museum at this stage.

3.2 Notification can be made in writing by post or email to the Conservation and Collections Manager or Registrar. A completed [Project Notification pro-forma](#) should be completed and returned to the museum, preferably before fieldwork commences.

3.3 Notification should include details of:

The Field Unit

Project Manager's name and contact details

Name of the County Planning Officer that you have consulted

Site Name  
HER Site number (if received)  
Grid Reference  
Parish  
Type/Period of Site  
Type of Fieldwork  
Starting Date  
Estimated quantity of material expected (standard boxes as detailed below)  
Whether human remains are expected to be found

## Archive Review

4.1 A provisional timetable for archive review must be agreed at the outset of the project. This will vary depending on the scale and development of the project. At a minimum, the museum will expect the opportunity to review the material archive at two specific stages:

- At the start of the assessment stage to discuss the post-fieldwork material retention strategy and to assess and discuss initial conservation needs.
- Prior to deposition of the archive to ensure that the archive has been prepared to the agreed standards. Please see guidance in this documents on deposition day.

4.2 In addition to this, the museum must be informed of any major development (including any significant conservation treatment required) in the field as it arises. LCCMS should be involved in all decisions regarding conservation treatment of artefacts and the documentary archive. Agreed cleaning and other conservation treatments must be fully documented

4.3 The project archaeologist should supply the museum with details concerning the volume of material and its nature as soon as is practical after completion of fieldwork. This will help the museum to make a decision whether it will take the archive. Once the museum has information about the material excavated, the decision will be made at the museum's acquisition panel.

4.4 Decisions regarding the selection, retention and disposal of material must be agreed between LCCMS, the legal owners, the project archaeologist, project designer, finds specialist and conservator concerned, deciding which finds to retain should not be the sole responsibility of the project team. LCCMS are not responsible for items not chosen for retention.

4.5 The project archaeologist will be responsible for appropriate security, environmental conditions, and insurance, of the material and documentary archive, prior to its transferred to The Museum.

4.6 At the beginning of a project, the project archaeologist should obtain agreement in principle from the landowner for the finds to be donated to the Museum.

## Museum Accession Numbers

5.1 The museum will allocate its own archive accession number at the beginning of the post excavation stage. A series of accession numbers may be issued if there is more than one fieldwork element to the project.

5.2 The accession number acts as our commitment to obtain the material archive, therefore at this point we must be made aware of and have agreed in principle to the material content. This will allow us to provide a written quote to undertake this transfer for the archaeology project manager. The accession number will be issued upon payment of the standard administration fee (please refer to fees & charges). Transfer of title from the landowner must be completed at accessioning stage. (Please also refer to [Transfer of Title](#)).

5.3 Once allocated, the accession number must be quoted in all correspondence and paperwork relating to the site and in all catalogues, inventories and publications. All boxes, bags and containers will require marking with the accession. It is your responsibility to number the material with the authorised accession number in accord with our standards to ensure a smoother deposition process.

5.4 Registered/sensitive finds will need unique part numbers ([Appendix 2](#)). It is acceptable for the registered/sensitive finds number to double as the part number however the part numbering sequence must always begin at '1'.

5.5 Lancashire County Council Planning department will issue HER numbers for all archaeological projects. These numbers must be included in the documentation relating to archaeological projects and resulting archives.

# Selection, Retention and Dispersal

6.1 LCCMS applies a selection and retention strategy to depositions on a site by site basis. See the LCCMS Collections Development Policy for further information. LCCMS expects to be involved in any discussions around selection and retention strategies applied to the project.

6.2 The museum service must ensure that it is able to adequately store, care for and provide access to all of its collections. The museum retains the right to refuse any archive if the volume of material has grown to such an extent that the museum cannot provide adequate storage, even if deposition has already been agreed in principle and a material discard policy has been applied. During larger investigations and excavations (a likely finds archive of 20 boxes or more) that the Conservation and Collections Manager may wish to make one or more site visits to discuss selection and retention whilst the project is ongoing or during post excavation.

6.3 For investigations and excavations yielding 20 boxes or less, please send a detailed box list of finds (see [appendix 3](#)) and documentary archives along with a digital copy of the report and any suggestions regarding selection and retention of archaeological material to the Conservation and Collections Manager. Where necessary a consensus will be sought between archaeologist or archaeological unit, planning/HER archaeologist and LCCMS. Retention and selection strategies that have been applied will be documented in the LCCMS object history files and the HER.

6.4 The museum will normally only accept a full and complete archive. Partial archives are only accepted on a discretionary basis.

6.5 The museum reserves the right to operate a sub-set sampling discard policy for non-diagnostic bulk items prior to deposition.

6.6 All scientific sampling and analysis must be completed before the archive is deposited with the museum. The museum will not accept unanalysed environmental remains unless there is a compelling argument for retention. Sample residues representative of environmental material will be accepted into the final archive if there is potential for further scientific analysis.

6.7 Material that may be contaminated with biological, chemical and/or radioactive constituents will likely require additional storage support and hazard labels. These items must be discussed and agreed with us before deposition day. We reserve the right to refuse any item we deem unsafe or beyond our capabilities to safely preserve it.

6.8 In order to expedite the process it would be worth requesting finds specialists to do the following:



- Bagging animal bone identified as of low significance, unstratified or unidentifiable separately
- Suggesting appropriate samples of industrial waste products such as iron slag (particularly from non-production sites) and bagging those separately.
- Bagging unidentifiable ferrous material separately as well as that which is considered so heavily corroded that it is unlikely to benefit from conservation.
- Bagging unidentifiable or plain clay pipe fragments separately
- Suggesting appropriate samples of bulk ceramic materials such as plain floor or roof tiles and bagging those separately.
- Bagging unworked, undiagnostic and unstratified stonework separately

6.9 We are aware that some archaeologists and archaeological units have internal selection and retention policies but for Lancashire projects, please do not apply selection and retention strategies to archives without discussion with the Conservation and Collections Manager and Planning/HER archaeologists.

6.10 To ensure the completeness of the site archive the museum must be supplied with a full list of all registered finds not deposited with the museum. This includes all finds selected for destructive analysis. In a situation where the finds archive of a single project is to be dispersed between several repositories (i.e. in the case of finds from long linear/road projects or in cases of treasure finds), the museum must be provided with a list of all finds with their relevant location recorded. A date of disposal should be recorded for finds that have been destroyed through analysis.

6.11 The curation, care and use of human remains present particular ethical and legal considerations ([CofE/EH 2005](#), [DCMS 2005](#)). If there is an intention to deposit human remains as part of the archive the depositor must inform the museum at the earliest opportunity. The museum consider the acquisition of human remains on a case by case basis and reserves the right to refuse any human remains where prior arrangements have not been made.

## Transfer of Title and Copyright

### 7.1 Title

- Archaeological material collected during archaeological investigation and excavation is the legal property of the landowner with the exception of objects legally defined as treasure and human remains. Landowners should be informed by the archaeologist or archaeological unit in writing at the beginning of a project that LCCMS will require transfer of title as a condition of deposition.
- Full title to all archaeological objects included in the final archive must be passed to the museum on accessioning. It is the responsibility of the archaeologist/archaeological unit to obtain the written consent of the landowner. The museum must receive a signed copy of this agreement prior to accessioning. The Transfer of Title form can be obtained from the museum.
- LCCMS will reserve the right to transfer the item back to the Landowner.
- On deposition at the museum, the depositor will be required to sign an Object Entry Form which will formally transfer full title to the archive to the museum.

## 7.2 Copyright

- The Museum and Archive service must 'acquire the right to research, study, display, publish and provide access to all the information and finds contained in the final archive either immediately or after an agreed period' (MGC 1992, 2.11).
- The Museum and Archive service accepts that intellectual property rights to the documentary archive are often vested in some other party however, the Museum must be granted an unconditional licence by the copyright owner to enable it to meet the access requirements as outlined in the MGC standards (1992). If the copyright owner is not the depositor it is important that a licence is obtained prior to deposition. The museum retains the right to refuse any archive where the ownership of intellectual property is not clear.

# Preparation of the material archive

## 8.1 Material archive

- All material should be deposited in a dry, clean, stable condition to recognised standards, using methods described in nationally recognised documents (e.g. First Aid for Finds).
- Conservation work must be carried out prior to deposition where it is required, including cleaning sensitive finds, by ICON accredited conservators.
- The finds remain the ownership of the archaeologist or archaeology unit until formal transfer of ownership on deposition day to the museum.
- It is not possible to proceed with transfer of ownership until all conservation work has been completed and the finds are ready to be transferred in a dry, clean and stable condition
- The depositor is responsible for all conservation costs incurred prior to deposition and transfer of ownership.
- All details of any conservation work should be fully recorded and included in the archive.

8.2 An inventory of all finds must be submitted to the museum. All finds should be catalogued into an excel spreadsheet using the museum pro-forma ([Appendix 3](#)). Terminology should be consistent. Terms used for object names and materials should conform to the MDA Archaeological Objects Thesaurus wherever possible.

8.3 Catalogues should be provided electronically in Excel and hard copy. Bulk finds, registered/sensitive finds, scientific samples should be catalogued in separate spreadsheets. Bulk finds may be listed by bag in quantifiable units; registered/sensitive finds must be listed separately.

8.4 The contents of the catalogue should correspond exactly with the inventory list for each box. Any finds not on the agreed catalogue will be returned to the depositor or the depositor may be expected to put in a revised catalogue.

8.5 Finds intended for retention with the archive must be marked with the accession number that we have issued as well as context and small finds numbers where appropriate. Where the size or stability of individual objects precludes this, use tie-on, Tyvek labels or store them in marked containers that contain Tyvek labels carrying relevant information.

8.6 Mark all bags on the outside with site and context identifiers and the material type, and include a Tyvek label marked with the same information. It may not be possible to mark some polythene bags, in which case they must contain two marked Tyvek labels.

8.7 Use permanent ink on bags and labels.

8.8 Finds must be packed in archival quality acid free boxes with a full-depth lid. Each box lid should be marked with the archive accession number, site references, context number, material type and a box number in black permanent ink. The base box must be marked with the archive accession number, site references and box number. Each box must contain a full inventory list.

8.9 Boxes should be of a standard size measuring 45 x25 x18 cm to be deposited in our main repository. Any archives need to be deposited at a different site around the County then a different box size may be required, which will be advised.

8.10 Boxes must not be overfilled. Finds must be packed as space efficiently as possible, without causing overcrowding or compromising the stability of fragile items. No box should be heavier than 7Kgs max. However, any box containing a single object heavier than 7Kgs is to be clearly marked.

8.11 Pack finds to ensure that finds of the same material type from the same context are kept together, and to protect against loss or damage.

#### 8.12 *Bulk finds*

- Bulk finds of the same material type, from the same context, may be packed together in acid-free paper or perforated grip-seal bags of suitable weight. The bag should be marked with the archive accession number, site references, material type and quantity in permanent ink. The same information must be recorded in permanent ink on a tyvek label and placed inside the bag. Bulk finds do not need marking individually.
- Bags should be packed into boxes according to similar material type from the same context are kept together, and to protect against loss or damage.
- Although, bulk finds may be boxed together, it is not advisable to place heavy and delicate objects together in the same box. Small quantities of material of

different types can be boxed together if they are of a similar weight and there are no concerns regarding the stability or fragility of the items.

### 8.13 Registered/Sensitive Finds

- Registered/sensitive finds must be packed individually. Small finds should be packed individually in crystal boxes or perforated grip-seal bags and supported on [Plastazote](#) foam or acid free tissue as necessary to prevent movement. Fragile finds should be packed individually in crystal boxes or small [Stewart](#) plastic boxes and supported on [Plastazote](#) foam. These finds should not be wrapped because the act of unwrapping could cause damage. Therefore they need to be visible without removal from their containers.
- All boxes and bags containing sensitive finds should be packed into [Stewart](#) boxes measuring 30 x 21.5 x 14 cm (Stewart 1224), unless large boxes are required, with renewable silica gel and humidity strips in boxes containing metalwork. Metal finds should be packed as above and stored together in a large Stewart box. Stewart boxes are BS ISO 9001-2000 and TS 16949 (stage one) accredited.
- All boxes containing registered/sensitive finds must contain renewable silica gel sachets and a humidity strip.
- It is advisable to ensure that metal objects are recorded by and deposited with x-radiography images and data.

Exceptions include

- lead alloys or copper alloys with a high lead content
  - objects too thick to be x-rayed effectively
  - objects, such as modern finds, for which x-rays will add no useful information
  - finds of no archaeological significance, e.g. unstratified
  - every example of a large homogenous assemblage, e.g. nails.
- Each registered/sensitive find should have a unique part accession number (see [Appendix 2](#)). Each find should be marked (or labelled if more appropriate) with the accession number and site references. Sensitive finds should be marked with the HER code, context and small finds numbers where appropriate.
  - If items are to be physically marked they should be compliant with museum practice (reference National Museums Liverpool and Collections Trust guidelines). See [Sources](#).
  - Fragile material, organic material and metals should NEVER be marked. Accession number and site references should be recorded in permanent ink on a polyethylene label and placed inside the container. Please [see 'Marking & Labelling Methods and Positions' \(NML\) for further information.](#)
  - Individual boxes or bags should be marked in permanent ink with the accession number, site references and object type.
  - Individual boxes or bags should be packed into archive quality boxes which are the same size as all other archive boxes (unless of course this is not possible).
  - For oversize items, the museum must be contacted to discuss appropriate packing and storage requirements.
  - Environmental samples must be separated, labelled by material type and stored together in a separate box.

- Specimen finds, e.g. those used for analysis, must be packed in containers marked with site and context identifiers. A note detailing the removal of the specimen must be attached to or inserted into the original container from which the specimen was extracted.
- Human remains must be treated with respect, in accordance with national guidelines. Human skeletal remains must NOT be permanently marked with the accession number. Where articulated skeletons are found, one skeleton must be stored in one box alone and reference numbers marked on the box. Reference should be made to the Advisory Panel on the Archaeology of Burials in England (APABE) and Department of Culture, Media and Sport, to ensure an ethical, legal and scientific archaeological treatment of archaeological human remains. [See Sources](#).

8.12 The following documents must be deposited with the material archive:

- A copy of the final report
- An inventory list for each box

## The Documentary and Paper Archive

9.1 Documentary and paper archive should be deposited with the Lancashire Record Office and a security copy of the final report and digital material should be deposited with the museum along with the finds archive. This practice will continue in the interim but will be subject to review in the future.

### Guidance for the deposition of paper archive

- All elements of the paper archive should be marked with the site name and HER code.
- All elements of the paper archive must be classified to identify their function.
- There must be indexes for all parts of the paper archive.
- The paper archive must be accompanied by an overall contents list.
- At all stages of management of the written archive, the use of non-metal fastenings, such as plastic paperclips is recommended. 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
  - Do fasten paper using plastic treasury tags or plastic paperclips
  - Do use a separate title page to mark groups of documents
  - Do organise documents of the same type in a logical order (e.g. record sheets in context order; correspondence in chronological order)
  - Do store documents in acid-free, dust-proof, cardboard boxes, do not store documents vertically.
  - Do Mark paper archive boxes with the site name and accession number

- Do Not use self-adhesive labels (or such things as stick-on notes)
- Do Not fold documents

## **Drawings**

- The archive must include an index of all drawings.
- Pack drawings so they can be stored flat. Acid-free card folders are preferable for separating groups of drawings. Polyester covers can be used, but use tissue paper to separate the uppermost drawing from the polyester. Mark folders with the site name and HER code
- Do not use adhesive or tape of any kind.

## **Photographs**

- Photographs should be classified by type of media, with negatives, prints, transparencies, x-radiographs and others categorised separately, as some media have differing storage requirements.
- All photographs, or their holders, must be marked with the project identifier, object identifier (if appropriate), film number and frame number
  - mark negative holders, not negatives
  - mark prints on the back using a soft pencil, not ink
  - mark transparency mounts, not the film.
- The archive must include an index of all photographs.
- A photographic index should record the category of film (or create separate indexes for each category), film number, frame number, title and/or subject, the date the picture was taken and who took it.
- Silversafe-type paper envelopes are ideal storage media for negatives and x-radiographs, although the careful use of polyester packets or hangers may be more practicable.
- Store prints in acid-free paper enclosures or polyester sleeves, and/or in archival print boxes.
- Pack transparencies in archival boxes.
- Mark boxes with the site name and HER code

## **Guidance for the Deposition of Digital Archives**

10.1 It is the intention of LCCMS that digital archives should be afforded the same protection as the finds and paper archive, that they should be preserved, properly managed and be widely disseminated. Attention is required prior to the submission of a digital archive and A Data Management Plan is necessary to ensure suitable resource planning for the digital archive throughout the project.

10.2 Digital material 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. Examples of file types are CAD files, databases, digital aerial photograph interpretations, excavation archives, geophysical and other survey data, GIS files, images, satellite imagery, spreadsheets, text files and 3D data. Archaeology units are required in briefs issued to create a Data Management Plan for each project and consider issues relating to selection and long term storage. (Brown, 2007)

10.3 A Data Management Plan should be sent to the Planning Department when submitting the Written Scheme of Investigation for approval. It is expected the the plan will be a living document and should be reviewed and amended throughout the project, possibly at fieldwork stage or post-excavation assessment stage. However, should any substantial amendments be made to the plan then the revised version should be submitted to planning informing the LCCMS.

10.4 ClfA Registered Organisations should be aware that it is expected that digital data management with archaeological projects will be reviews as part of the ClfA registered Organisations inspections scheme. The Work Digital/Think Archive project has created a number of useful resources that are hosted on the Dig Ventures website (<https://digventures.com/projects/digital-archives/>) to help explain what to include within a Data Management Plan.

10.5 Museums that are not specialist digital media repositories are advised to ensure that their digital archives are stored in trusted digital repositories (Brown, 2007) Therefore, LCCMS is recommending the Archaeology Data Service (ADS), a Core Trust Seal accredited archive, as the digital repository. From April 2020, all briefs for archaeological work issued by Lancashire County Council will include a condition requiring digital archives to be deposited with the ADS and follow the ADS Standards and guidelines for deposit.

10.6 However, it is expected that the following digital material be submitted with the material archive:

- An inventory of the finds archive in Excel
- ADS reference/deposit receipt number of digital material submitted
- ADS Digital Object Identifier (DOI) reference

10.7 To deposit with the ADS, please contact the ADS for information about depositing as early as possible during a project. Refer to the [Archaeology Data Service website](#) for their deposition requirements, fees and charges etc.

10.8 When depositing with the ADS you **must** inform them that the digital archive submitted is part of the Lancashire Museums collection so that it can be correctly attributed to our collection.

## Where no Digital Archive has been generated

10.9 Where a site is judged to have yielded Negative Site Archive or insignificant results please deposit the grey literature report through [OASIS](#) in the usual way.

## Deposition Day

11.1 A deposition date can be arranged with the Conservation and Collections Manager or the Registrar, following discussions and agreement of a strategy for selection and retention of an archive, and after rationalisation has been carried out by the archaeologist or archaeological unit.

11.2 A deposition date may be set for any time of the year, but a notice period of at least 4 weeks will be required.

- The full archive should be deposited at the same time, unless prior arrangements have been made with the museum. The museum reserves the right to refuse any part of the archive that does not comply with the standards set by the museum.
- It is the responsibility of the depositor to organise the transportation of the archive and ensure that the appropriate insurance arrangements have been made. All transportation and insurance costs should be met by the depositor until title has been formally transferred to the museum.
- The archive will be checked in on the day, any archive that does not adhere to these guidelines and does not meet the museum standard will be refused entry.

11.3 The archive that is being deposited on the day should match the archive specified on the Archaeological Archives Requisition Form which you will have already submitted.

11.4 Archives must be prepared according to the guidance for the preparation of archives as set out in this document.

11.5 Please contact us to discuss any matters arising before bringing the archive.

## Charges

12.1 LCCMS operate on a cost recovery basis and therefore it is museum policy to levy a one-off payment per box based on costs incurred for processing the material into our collections and long term storage. The museum is currently charging £100 + VAT per box or part filled box (For example 6 boxes = £600, 6.5 boxes = £700).

12.2 This storage grant covers the entry costs of the archive into the museum and is required to secure its future. It enables LCCMS to provide the following:



- Accessioning and migration of catalogue of finds into Museum collections management system;
- Storage in appropriate manner
- Appropriate to the nature of the material;
- Accessioning and storage of paper, photographic and computer-generated archive.
- Administrative costs

12.3 Charges are subject to annual review. A list detailing the number of boxes intended for deposition must be sent to the museum before transfer so that an invoice can be sent in advance. Fees must be agreed and paid prior to deposition.

12.4 At the beginning of the project a standard fee of £360 +vat will be administered. This is to cover the administration costs that arise from the initial set up of a project. The administration cost is non-refundable.

12.5 LCCMS reserve the right to waive any storage fee at its own discretion.

# Contacts Lancashire County Council

Heather Davis  
Collections & Conservation Manager  
Lancashire County Council Museum Service,  
Stanley Street,  
Preston, PR1 4YP  
T: 01772 534070  
E: [heather.davis@lancashire.gov.uk](mailto:heather.davis@lancashire.gov.uk)

Jo Hayward  
Museum Registrar  
Lancashire County Council Museum Service  
Stanley Street,  
Preston, PR1 4YP  
T: 01772539203  
E: [jo.hayward@lancashire.gov.uk](mailto:jo.hayward@lancashire.gov.uk)

Rachel Terry  
Curator  
Lancashire County Council Museum Service  
Stanley Street  
Preston, PR1 4YP  
T: 07815 025627  
E: [rachel.terry@lancashire.gov.uk](mailto:rachel.terry@lancashire.gov.uk)

Lancashire Archives  
Lancashire Record Office  
Bow Lane,  
Preston  
PR1 2RE  
T: 01772 533039  
[Online Contact](#)



Joanne Smith  
HER Planning Officer  
Lancashire County Council Historic Environment Team  
Development Management  
Planning & Environment  
PO Box 100, County Hall,  
Preston, PR1 0LD  
Tel: 01772 531 258  
E: [Joanne.smith@lancashire.gov.uk](mailto:Joanne.smith@lancashire.gov.uk)

# Sources

## [Archaeology Data Service](#)

*Archaeology Data Service/Digital Antiquity: Guide to Good Practice*

<https://guides.archaeologydataservice.ac.uk/g2gpwiki/>

Brown, Duncan H., 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation. Second Edition.*

[http://www.archaeologyuk.org/archives/aaf\\_archaeological\\_archives\\_2011.pdf](http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf)

Chartered Institute for Archaeologists, 2014. Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.

[https://www.archaeologists.net/sites/default/files/CIFAS&GArchives\\_2.pdf](https://www.archaeologists.net/sites/default/files/CIFAS&GArchives_2.pdf)

Church of England and English Heritage, 2005. *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England.* CofE/EH.

## [Collections Trust Labelling and Marking Museum Objects booklet](#)

Department for Culture, Media and Sport, 2005. *Guidance for the Care of Human Remains in Museums.* DCMS.

<https://www.britishmuseum.org/sites/default/files/2019-11/DCMS-Guidance-for-the-care-of-human-remains-in-museum.pdf>

*Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England, Second Edition by Advisory Panel on the Archaeology of Burials in England (2017)*

[https://www.archaeologyuk.org/apabe/pdf/APABE\\_ToHREfCBG\\_FINAL\\_WEB.pdf](https://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf)

Historic England. 2016. *Human Remains.*

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

Longworth, C. and Wood, B., 2000. *Standards in Action: Working with Archaeology*. MDA and SMA.

[MDA Archaeological Objects Thesaurus](#)

Museums & Galleries Commission, 1992. *Standards in the Museum care of Archaeological Collections*. MGC.

[National Museums Liverpool, \*Marking & Labelling Methods and Positions\*'](#)

[Collections Trust Labelling and Marking Museum Objects booklet](#)

Owen, J., 1995. *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales. First Edition*. SMA.

Society of Museum Archaeologists, 1993. *Selection, Retention and Dispersal of Archaeological Collections Guidelines for Use in England, Wales and Northern Ireland. First Edition*. SMA.

<http://socmusarch.org.uk/socmusarch/gailmark/wordpress/wp-content/uploads/2017/06/Selection-retention-and-dispersal-of-collections.pdf>

## Appendix 1: Deposition Check List

A signed transfer of title from the landowner

A hard copies of the final report

An inventory list for each box

All finds numbered as per guidance above

Paper archive submitted to Lancashire Archive

A digital copy of finds submitted to ADS

Archaeological Archives Requisition form has been submitted and approved  
(See appendix 5)

Payment sent to LCCMS and deposition day agreed

## Appendix 2: Accession Number Formats

The Accession number allocated to the archive will consist of an MDA code, a full year number and a sequential number. An additional part number sequence will be required for registered/sensitive finds.

### 1. MDA Codes

- LCCMS: **LANMS**
- Ribble Valley Borough Collection, Clitheroe: **LANCL**

### 2. Numbering Conventions

- *The Archive Accession number*  
This is the number allocated to the archive in its entirety and should be quoted on all correspondence, all parts of the documentary archive, bulk finds bags and archive containers:

Example: LANMS.2009.1

- *Part Numbers*  
Each registered/sensitive find should be given a unique part number. It is acceptable for the registered/sensitive finds number to double as the part number however the part numbering sequence must always begin at '1'. This number should be marked clearly on the object/label and object container:

Example: LANMS.2009.1.1, 2, 3...etc.

## Appendix 3: Finds Catalogue Spreadsheet

(to be completed in Excel – template from LCCMS)

<b>Lancashire County Council Museum Service</b>			
<b>Bulk Finds Catalogue Spreadsheet</b>			
Site Name/Project Name:			
Site Code:			
Date:		Accession Number:	
Location (Box no)	Bulk Finds Type	Quantity	Quantity Type

<b>Lancashire County Council Museum Service</b>						
<b>Special Finds Catalogue Spreadsheet</b>						
Site Name/Project Name:						
Site Code:						
Date:			Accession Number:			
Location (Box No)	Object Name	Physical Description	Primary Material	Secondary Material	Accession Number	Context Number

### Notes:

- Additional columns can be added if required for specialist data. Please do not list numbers/terms in cells. If it is necessary to list more than one number (for example), please add another column and give it the appropriate heading.
- Please do not lock spreadsheets.

Terminology must be consistent. Terms used for object names and materials should conform to the MDA Archaeological Objects Thesaurus wherever possible.



## Appendix 4: Archaeological Project Notification



### Archaeological Project Notification

Date of Completion:

<p><b>Depositor Details:</b></p> <p>Archaeological Field Unit/Depositor:</p> <p>Site Manager/Contact:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone:</p>	<p><b>Site Details:</b></p> <p>Site Name and Address:</p> <p>Parish:</p> <p>Site Code:</p> <p>Grid Reference:</p> <p>Other Codes (please specify):</p>
<p><b>Project Details:</b></p> <p>Commencement Date:</p> <p>Expected Deposition Date:</p> <p>Type of Fieldwork:</p> <p>Type of site expected:</p> <p>Type of archive expected:</p> <p>Quantity of material expected (<i>box estimate</i>):</p> <p>Comments:</p>	<p><b>Site Owner/Acting Agent details:</b></p> <p>Name:</p> <p>Address:</p>
<p>Human remains anticipated: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Conservation problems anticipated: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Waterlogged remains anticipated: Y <input type="checkbox"/> N <input type="checkbox"/></p>	<p><b>Additional Information:</b></p>
<p><b>LCCMS use only:</b> Accepted: Y <input type="checkbox"/> N <input type="checkbox"/> Accession Number:</p>	



## Appendix 6: Suggested storage materials and Suppliers

### Conservation, storage, and marking materials

#### Plastazote foam

Supplier: Polyformes Ltd  
Type: LD24 (low density), black, polyethylene

#### Boxes for paper archives

Supplier: Lancashire Archives (box making service)  
Type: 315 x 230 x 75mm

#### Finds storage boxes

Supplier: The Stewart Company  
Type: 300 x 215 x 140mm; ref 1224

#### Acid free tissue

Supplier (recommended): Roach Bridge Tissue (bulk orders)  
Type: 500 x 750mm, White MF, 18gsm

Supplier: Preservation Equipment Ltd  
Type: 381 x 508mm unbuffered sheets (100), 16gsm; ref741-1520

#### Silica gel

Supplier: GeeJay Chemicals Ltd  
Type: 1g (50 x 30mm) self-indicating (orange to green) silica gel sachets.  
Note: minimum of 5g silica per ft<sup>3</sup> = 2 per Stewart 1224 box and 1 per paper archive box.

#### Humidity strips

Supplier: Preservation Equipment Ltd  
Type: 110mm x 40mm Cards (5), reads 10-100% RH levels; ref 931-3100

Supplier: Conservation Resources Ltd  
Type: 38mm x 108mm Cards (10), reads 10-100% RH levels; ref IN20A

#### Paraloid (for marking)

Supplier: Conservation Resources Ltd  
Type: Paraloid B72; ref SY7. Paraloid B67; ref SY19

#### Object labels/tags

Supplier: Conservation Resources Ltd  
Type: 50 x 75mm (100); ref AS07/100

#### Pens for marking labels and objects

Black:

Supplier: Preservation Equipment Ltd

Type: Sakura Pigma Micron acid-free pens (black); ref 642-P6 (6 pack 0.2-0.5mm)

White:

Supplier: Any stationary supplier

Type: Uni Posca PC-1M White Colour Extra Fine Paint Marker Pens 1mm

Finds bags

Polybags Ltd

Type: Grip-sealing polythene bags with write-on panels, 200 gauge, various sizes

### List of Suppliers

Conservation Resources (UK) Ltd

Building 345, Heyford Park

Upper Heyford, Bicester

Oxfordshire

OX25 5HA

Tel: 01869 377940

Email: [sales@conservation-resources.co.uk](mailto:sales@conservation-resources.co.uk)

Website: [www.conservation-resources.co.uk/](http://www.conservation-resources.co.uk/)

GeeJay Chemicals Ltd

1 Beamish Close

Sandy

Bedfordshire

England

SG19 1SD

Tel: 01767 682774 Fax: 01767 699697

Email: [sales@geejaychemicals.co.uk](mailto:sales@geejaychemicals.co.uk)

Website: [www.geejaychemicals.co.uk/](http://www.geejaychemicals.co.uk/)

Lancashire Archives (box making service)

Lancashire Record Office

Bow Lane

Preston

PR1 2RE

Email: [box.clever@lancashire.gov.uk](mailto:box.clever@lancashire.gov.uk)

Website: [www.lancashire.gov.uk/libraries-and-archives/archives-and-record-office/box-making-service/](http://www.lancashire.gov.uk/libraries-and-archives/archives-and-record-office/box-making-service/)

Polybags Ltd

Lyon Way

Greenford

Middlesex

UB6 0AQ

Tel: 0345 200 2828 Fax: 020 8578 2247  
Email: [sales@polybags.co.uk](mailto:sales@polybags.co.uk)  
Website: [www.polybags.co.uk](http://www.polybags.co.uk)

Polyformes Ltd  
Cherrycourt Way  
Leighton Buzzard  
Bedfordshire  
LU7 4UH  
Tel: 01525 852444 Fax: 01525 850484  
Email: [sales@polyformes.co.uk](mailto:sales@polyformes.co.uk)  
Website: [www.polyformes.co.uk](http://www.polyformes.co.uk)

Preservation Equipment Ltd  
Vinces Road  
Diss  
Norfolk  
IP22 4HQ  
Tel: 01379 647400 Fax: 01379 650582  
Email: [info@preservationequipment.com](mailto:info@preservationequipment.com)  
Website: [www.preservationequipment.com](http://www.preservationequipment.com)

Roach Bridge Tissues  
Roach Bridge Mill  
Roach Road  
Samlesbury  
Nr Preston  
Lancashire  
PR5 0UB  
Tel: 01254 854612  
Email: [tracy@roachbridge.com](mailto:tracy@roachbridge.com)  
Website: [www.roachbridgetissues.com](http://www.roachbridgetissues.com)

The Stewart Company  
Stewart  
Beaumont Road  
Banbury  
Oxon  
OX16 1RH  
Tel: 0203 657 5230 Fax: 020 8688 3857  
E-mail: [info@stewartcompany.co.uk](mailto:info@stewartcompany.co.uk)  
Website: [www.stewartcompany.co.uk](http://www.stewartcompany.co.uk)