



Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives to Wiltshire Museum, Devizes

**WILTSHIRE ARCHAEOLOGICAL
& NATURAL HISTORY SOCIETY
COLLECTIONS TRUST**

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Version	Date	Note
1.0	25/9/2019	Issued at meeting hosted by Wiltshire Council Archaeology Service
1.1	27/9/2019	Requirement to mark human remains updated

I. Introduction

This document lays out the criteria which must be met in order for Wiltshire Museum to accept an archaeological archive for long term storage. It should be read in conjunction with our Collections Development Policy. By accepting an archive for deposition, Wiltshire Museum 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.

These standards were last updated in September 2019 with reference to the deposition guidelines used by other collecting museums in our area and current best practice documents. Wiltshire Museum 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 recommendation. 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
- Alexander Keiller Museum, Avebury
- Swindon Museum & Art Gallery
- County Archaeologist, Wiltshire Council
- Historic Environment Record, Wiltshire Council

These deposition guidelines are applicable to any planned archaeological interventions carried out within Wiltshire Museums collecting area, whether of a commercial or non-commercial nature. Where research excavations are carried out, Wiltshire Museum reserves the right to waive or reduce deposition fees, however consultation with Wiltshire Museum must be at the planning stage of the project. Any funding application should include deposition costs and fees and 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.

In order to manage our collections effectively and to make them accessible to users, we seek your co-operation in following these guidelines. We may decline an archive which does not meet them. The conditions herein may be varied in special circumstances but only by prior consultation with and by the written agreement of the museum.

2. Collecting Criteria

Wiltshire Museum collects complete archives only, except in exceptional circumstances and with prior agreement. The archive is the totality of artefacts, environmental samples, records, photographs and published reports from each excavation, evaluation or survey. Every effort should be made to discourage division of the archive and Wiltshire Museum 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. Wiltshire Museum must also be notified if there is any data the depositor cannot transfer due to copyright or third-party licence issues.

Wiltshire Museum (formerly Devizes Museum) is an Accredited Museum, administered by the Wiltshire Archaeological and Natural History Society (Company Limited by Guarantee) [WANHS]. Ownership of the museum collections is vested in the Wiltshire Archaeological and Natural History Society Collections Trust, a separate body, and decisions about the acceptance of excavation archives may only be made by the Trustees of the Collections Trust or by authorised officers of the Wiltshire Museum acting on those Trustees' behalf.

The WANHS Collections Trust is willing in principle 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 collections area in central and north-western Wiltshire. These are:

North Wiltshire

All parishes excluding (i) Chippenham Within, Chippenham Without and Langley Burrell. Assemblages from these parishes should be referred to Chippenham Museum & Heritage Centre. (ii) Swindon Museum & Art Gallery are the repository for archives from the Borough of Swindon https://www.swindon.gov.uk/info/20113/local_plan_and_planning_policy/635/swindon_borough_local_plan_2

Kennet

All parishes excluding Avebury and the geographical area of Avebury World Heritage Site in its entirety. These assemblages should be referred to the Alexander Keiller Museum at Avebury.

West Wiltshire

The following parishes north of ordinance survey grid line parallel 46:

Atworth, Bradford on Avon, Bratton, Broughton Gifford, Bulkington, Chapmanslade, Coulston, Edington, Great Hinton, Heywood, Hilperton, Holt, Keevil, Limpley Stoke, Melksham, Melksham without, Monkton Farleigh, North Bradley, Semington, South Wraaxall, Southwick, Staverton, Steeple Ashton, Trowbridge, Upton Scudamore, West Ashton, Westwood, Wingfield, Winsley, and the north parts of the parishes of Bishopstrow, Chitterne, Corsley, Heytesbury, Knook, Norton Bavant, Warminster.

The exceptions to this shall be where archaeological archives from sites within the area are already held by other Wiltshire museums; in that case new finds should go to the museum already holding material in order to keep the assemblage complete. Conversely, new archaeological archives from a site outside the Museum's collecting area should be offered to this Museum if previous archives from the same site are already held here. Wiltshire Museum 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) Wiltshire Museum 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 Archives

Wiltshire Museum believes that digital archives should be afforded the same protection as the documentary (paper) and material (finds) archive. Wiltshire Museum 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 Wiltshire Museum, which are not specialist digital media repositories are advised to ensure their digital archives are also curated by a Trusted Digital Repository. Digital archives must therefore be transferred to a Trusted Digital Repository (such as the Archaeology Data Service) to ensure preservation and accessibility.

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. 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 a Trusted Digital Archive. Please refer to the CIFA Toolkit for Selecting Archaeology Archives - <http://cifa.heritech.net/selection-toolkit>.

A copy of the OASIS acceptance form must 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

4. Liaison Between Museum and Excavator

Wiltshire Museum 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 museum 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 Wiltshire Museum will no longer accept archives where the final disseminated report does not prominently include the destination of the archive and its museum 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

Wiltshire Museum 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 I and available on our website). Each site requires a separate form, although multiple phases of a single site may be notified together. A unique number will be allocated by Wiltshire Museum at this point and this should be used in all correspondence and when preparing the archive for deposition. When the number is issued, two Transfer of Title forms will be issued by Wiltshire

Museum (appendix 2 and available on our website); one to be completed by the landowner and one by the excavator.

At this point, the Excavator should also liaise with Wiltshire Museum about the potential for collaborative Community Engagement events where appropriate, to inform local residents and other interested parties about the fieldwork. This could include opportunities for public archaeology, to view work in progress and provide a 'behind the scenes' insight into fieldwork and showcasing archaeological discoveries made from excavation, where safe and practical. Opportunities for engagement and outreach could involve site tours and open days, with talks to schools and university groups, community heritage groups and local residents. The potential for hands-on participative and learning events should also be explored with Wiltshire Museum's Learning and Outreach Team.

During Excavation

It is anticipated that the majority of sites will produce results in line with the notification estimates and continuous communication with Wiltshire Museum is not required in these circumstances. However, where archaeological deposits differ significantly from the expected results, Wiltshire Museum 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 Wiltshire Museum should be invited or may request to make a site visit. In the event of any site selection strategy being proposed either on-site or in post excavation processing, Wiltshire Museum 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 Wiltshire Museum, a Deposition Form (appendix 3 and available on our website) should be completed.

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. Incoming archives will be checked by museum staff within 8 weeks of arriving at Wiltshire Museum. 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.

5. Legal Title

Wiltshire Museum will only accept archaeological archives to which it has full legal title. At the time of notification two hard copy Transfer of Title forms 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, plans and digital scans etc in the archive will be transferred to Wiltshire Museum at the time of the transfer of the archive. Where the excavator wishes to retain copyright Wiltshire Museum 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 Wiltshire Museum 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 Wiltshire Museum 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 Wiltshire Museum 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 - <http://cifa.heritech.net/selection-toolkit>.

8. Documentary Archives

Wiltshire Museum 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-radiographs).

Creation of a 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 in 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 unique identifier, 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 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/digitalimage-capture-and-file-storage/> may also be consulted. Currently Wiltshire Museum accepts both analogue and a copy of the 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 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 Wiltshire Museum 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 already outlined, Wiltshire Museum 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. Wiltshire Museum 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) Archives

Wiltshire Museum 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.

Wiltshire Museum requires a spreadsheet to be supplied detailing small finds (appendix 4); 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. 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, textiles and waterlogged material.

- Where possible finds should be marked with the unique site identifier, in line with best practice for their material type.
- All small finds should be individually packed and packing labelled with the unique site identifier, 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. Wiltshire Museum requires bulk finds to be prepared and packed in the following way:

- All bulk finds should be marked with the 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 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 unique site identifier, 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.
 - Box size for bulk finds: 530 x 260 x 180 mm (65mm lid). Made from acid free card with non-ferrous staples.
 - For small finds: 224 x 160 x 70mm (approx.). Stewart Seal Fresh boxes
- 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. Wiltshire Museum must be notified of any unboxed items prior to deposition.
- Care should be taken not to overfill boxes; a maximum weight of 7kg is considered acceptable.
- All bulk finds should be stored in archive standard brown cardboard boxes with brass staples.
- Boxes should be marked in black ink on the short end and lid with the unique site identifier, 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 is 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). Wiltshire Museum 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 Wiltshire Museum 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 Wiltshire Museum should be made aware of any restrictions set out in the licence. Wiltshire Museum 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. Wiltshire Museum requires human remains to be prepared for deposition in the following way.

- Disarticulated human bone should be permanently marked with their unique identifier in a discreet location away from identifiable features or pathology. NOTE: articulated human bone and cremated bone should not be individually marked. Bones extracted for scientific analysis should be marked in the same way as disarticulated bone.
- 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 excavated in spits or sections 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. EXCEPTION - do not perforate bags containing cremated material.

- Bags and labels should be marked with the unique site identifier, 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 Wiltshire Museum 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: Wiltshire Museum will not accept unprocessed soil samples as part of an archive. 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:

Wiltshire Museum unique number; site name; site code; material type; context numbers and box number (e.g. 1/3, 2/3, 3/3)

11. Deposition Fees

Wiltshire Museum 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 January 2020, a flat fee of £80 (+ VAT) per standard size box will be charged: box size is approx. 530 x 260 x 180 mm. Costs for storage of other sizes of box can be estimated pro rata.

This fee will be reviewed on an annual basis.

Archaeological investigations notified before the 1st January 2020 will continue to be accepted at the fees quoted at the time of notification, set at the former Historic England Storage Grant Rate of £1013.50 per cubic metre - £17.23 per standard archive box.

The depositor will be invoiced once the archive has been deposited and checked.

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APPENDIX I

Wiltshire Museum Notification of Archaeological Project Form		
Site Details:	Wiltshire Museum Number	
	Site Name	
	Site Code	
	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 2

Transfer of Title Form

TRANSFER OF TITLE FORM

Museum Form of the Institute

ACQUISITION: The museum gratefully acknowledges the acquisition into the collection of the items described below, from:

IDENTIFICATION OF DONOR(S) OR PURCHASER(S):

Acquisition method: _____ date: _____

Inventory number: _____

Quantity: _____ and location: _____

In order to complete the transfer of title from you to the museum, we would be grateful if you could read the relevant rules avoided now than sign this form to confirm that the details above are correct and that you accept the conditions stated. Please retain the second (green) part of the form for your files and return the first (white) part to the museum.

Signature of donor: _____ date: _____

Signature of museum: _____ date: _____

We recommend that you keep the second 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.

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NOTE: OFFICIAL TRANSFER OF TITLE IS NOT A LEGAL REQUIREMENT

TRANSFER OF TITLE FORM

For items being acquired by the museum.

NOTES:
 The owner (or a depositor acting on behalf of the owner) transfers ownership of the item(s) specified opposite to the museum, without conditions.
 If the item(s) are a gift, the owner confirms that he or she was the absolute owner of the item(s) and that they are given to the museum as an absolute and perpetual gift.
 If the item(s) have been purchased the depositor confirms that he or she was the absolute owner of the item(s) or had full power to sell the item(s) prior to purchase.
 If the item(s) are a bequest, the depositor confirms that their acquisition by museum was at the wish of the deceased and encloses a copy in exact of the relevant will (not probate act).

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APPENDIX 3

Wiltshire Museum Deposition of Archaeological Archive Form					
Site Details:	Wiltshire Museum Number:				
	Site Name				
	Site Code				
	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				
Start Date				End Date	
Requested deposition period (please specify preferred dates/period and we will try to accommodate where possible):					
Number of boxes of:					
Documents		Bulk finds		Small finds	
Number of boxes of material needed special attention:					
Human Remains		Waterlogged material		Other	

<p>Please provide a summary of the project, including the period and type of archaeology covered (this may be a copy of the report summary if appropriate):</p>	
<p>Please provide a statement of significance and future potential, taking into account any relevant research frameworks (this may be copied from specialist reports if appropriate):</p>	
<p>Any other relevant site information:</p>	

APPENDIX 4

Example Small Finds Spreadsheet

A digital copy of a spreadsheet following this format should be completed for all small finds within an archive. The copy may be stored as a part of any digital elements forming part of the archive (e.g. on the image CD) or can be emailed to Wiltshire Museum around the time the archive is deposited.

If more than one archive is deposited at a time, please create individual files for each (not multiple sheets in a single workbook).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SMALL FINDS SPREADSHEET - WILTSHIRE MUSEUM, DEVIZES												
2	Museum Number												
3	Site Code												
4	Site Name												
5	Small Finds Number												
6	Context Number												
7	Object Name												
8	Material												
9	Date / Period												
10	Quantity												
11	Weight (g)												
12	Length (mm)												
13	Width (mm)												
14	Depth (mm)												
15	Environmental Sample Number												
16	X-Ray Number												
17	Complete Y/N												
18	Condition (good, fair, poor)												
19	Details of Pre-Deposition Conservation												
20	Comments												
21	Box Number												
22	Photograph Included in Archive (Y/N)												

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
- 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 allocated museum number and other required information.