SCOTLAND'S ARCHAEOLOGY STRATEGY

Guidance on the Minimum Standards for the Transfer of Archaeological Assemblages to Museums in Scotland

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ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS
ALGAO Scotland

National Museums Scotland

HISTORIC ENVIRONMENT SCOTLAND | ÀRAINNEACHD EACHDRAIDHEIL ALBA

Executive Summary

This document sets out procedures and minimum standards for the transfer of archaeological assemblages to museums in Scotland. Its aim is to ensure that archaeological material is transferred appropriately packed and in a stable condition, accompanied by the documentation necessary to understand and use the assemblage once it has been added to the museum's collections. Museums will only accept assemblages which meet the requirements set out in the rest of this document. These guidelines should be followed by all archaeological projects in Scotland which generate an assemblage.

These guidelines and the Archives Processing Fee will be reviewed on an annual basis.

Acknowledgements

This guidance was prepared as part of the 'Before the Museum Project' led by the Association of Local Government Archaeologists Scotland (ALGAO: Scotland) and the National Museums Scotland (NMS), funded by Historic Environment Scotland (HES) as part of Scotland's Archaeology Strategy.

The guidance was initially developed by the Museum Working Group of Scotland's Archaeology Strategy in 2021: Bruce Mann (Aberdeenshire Council and ALGAO: Scotland, and Chair of Working Group), Claire Pannell (East Lothian Council), Jane Flint (Glasgow Museums), Katinka Dalglish (Glasgow Museums), Jenny Murray (Shetland Museum), Mark Hall (Perth & Kinross Museum), Lisa Brown (Historic Environment Scotland), Beth Spence (Historic Environment Scotland), Emily Freeman (Treasure Trove Unit), and Fraser Hunter (NMS).

The current version was updated by Sam Paul (Sam Paul Heritage) and Manda Forster (DigVentures), informed through additional consultation undertaken in 2024 and with advice from the Museum Working Group of Scotland's Archaeology Strategy. Additional thanks are due to the Treasure Trove Unit, KLTR, the project's Focus Group members and Steering Group.

Many individuals and organisations provided feedback during the consultation stages for the development of this guidance, and the project team thanks all of them for their time and insights.

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1 Introduction

1.1 Scope

1.1.1 This document sets out procedures and minimum standards for the transfer of archaeological assemblages to museums in Scotland, which operates under a different legislative system from the rest of the UK. Its aim is to ensure that archaeological material is transferred appropriately packed and in a stable condition, accompanied by the documentation necessary to understand and use the assemblage once it has been added to the museum's collections.

1.1.2 This document was prepared as part of the 'Before the Museum Project' led by the Association of Local Government Archaeologists Scotland (ALGAO Scotland), the National Museums Scotland (NMS), and the Museum Working Group of Scotland's Archaeology Strategy, and funded by Historic Environment Scotland (HES) as part of Scotland's Archaeology Strategy, and in line with national and international standards and guidance on the creation and curation of Archaeological Archives. Section 4 of this document details current standards and guidance that should be consulted alongside this document throughout the archival process.

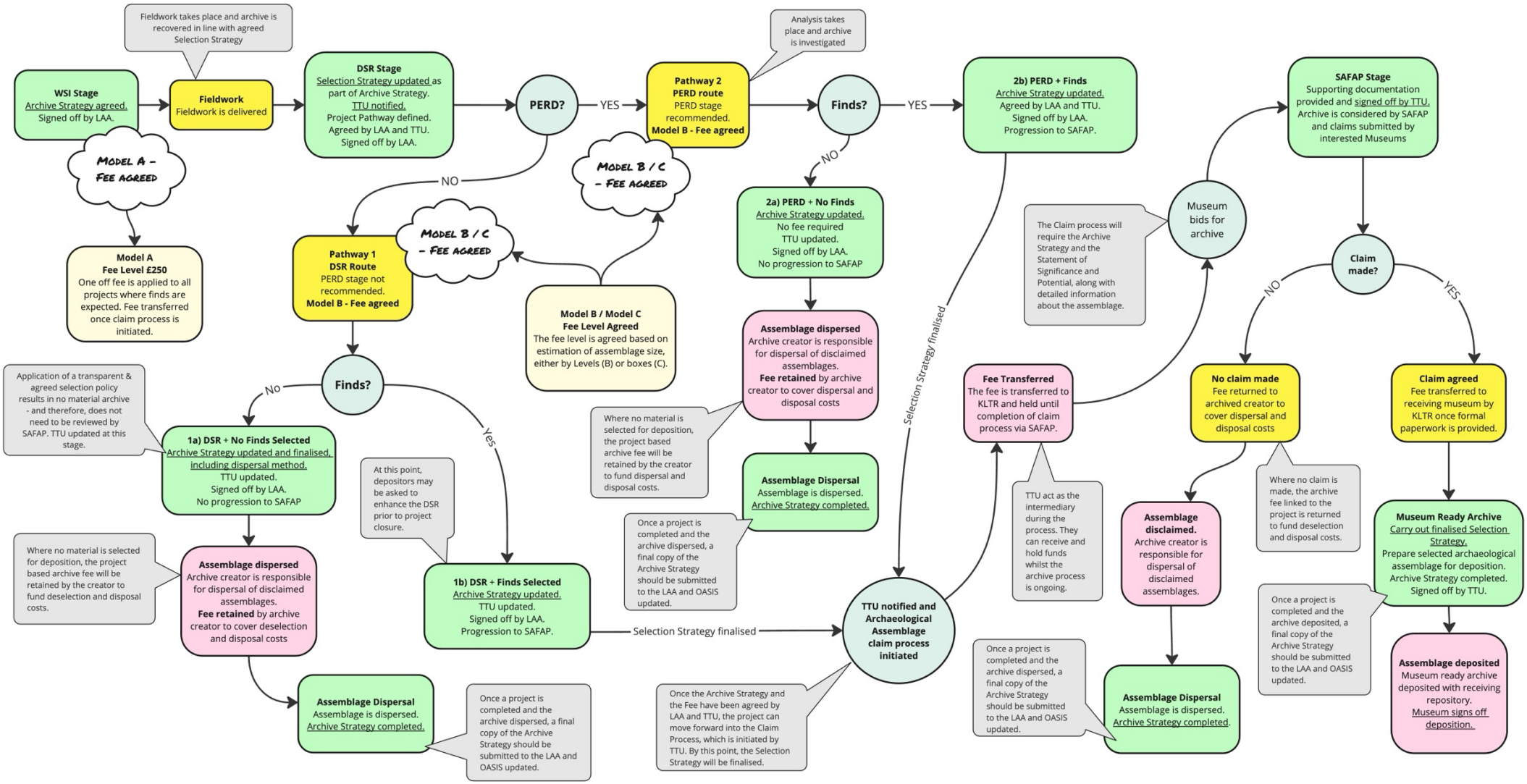
1.2 Using the guidelines

1.2.1 These guidelines should be incorporated into Written Schemes of Investigation (WSIs), Project Briefs, and Post-excavation Research Designs (PERDs) for all commercial archaeological projects. These guidelines should also be incorporated into the requirements of grant-giving bodies. As such, the same best practice should be followed by universities, researchers, voluntary groups, and any other part of the sector involved in the finding, removal, and reporting of archaeological material.

1.2.2 These guidelines set out the requirements for the conservation, organisation, labelling, marking, transfer, storage and documentation of archaeological assemblages that are to be deposited with museums in Scotland. Depositors should note that receiving museums in Scotland reserve the right to refuse to accept and / or return archives or parts of archives that are not considered acceptable, and / or to charge for work needed to bring archives to a standard compatible with these guidelines.

1.2.3 NOTE: These guidelines DO NOT set out requirements for the creation, compilation, selection and transfer of written and visual documentation in paper, film and digital form produced during the archaeological project. The project's full paper and digital archive should be deposited with the Historic Environment Scotland (HES) Archives. HES is an accredited archives service and has Core Trust Seal certification. Guidelines for the preparation of the full paper and digital archive can be found on the Canmore website.

1.3 Archive Strategy Flowchart



1.4 Definitions, Glossary and Abbreviations

Archaeological Archive	All records and materials recovered during an Archaeological Project and identified for long-term preservation, including all finds (artefacts, ecofacts and other environmental remains, waste products, scientific samples) and written and visual documentation in paper, film and digital form (Perrin et al. 2014, 20).
Archaeological Finds Assemblage	All materials recovered during an Archaeological Project including: Artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather and textile; Biological remains, such as animal bone and botanical material; Waste products, such as industrial residue, hammerscale, and off-cuts; Material extracted during analysis, such as thin-sections, microfossil slides, dendrochronological specimens.
Archaeological Project	Any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an Archaeological Project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. (Perrin et al. 2014, 20). One result of an Archaeological Project will be an Archaeological Archive.
Archive Processing Fee	The fee applied to the transfer of a selected archaeological finds assemblage to the receiving museum, or that is retained to cover costs for finds dispersal.
Archiving Strategy	Includes a Data Management Plans (DMP) and Selection Strategy
Data Structure Report (DSR)	Normally the first formal written product after any form of archaeological excavation (including test pits, evaluation, excavation). It should be resourced and produced as an essential part of the excavation, as quickly as possible after the fieldwork ends. It summarises and structures the information recovered during the excavation. The emphasis is on description of the findings, supported by lists of the data produced and the objects and samples recovered. The aim is to support decision making about post-excavation analysis, archiving and selection.
Data Management Plan (DMP)	Details how all digital data will be created and managed during a project and outlines the plans for sharing and preservation following the completion of a project.

Depositor	The individual or organisation wishing to deposit the Archaeological Archive for long-term storage and curatorial care (i.e. the commercial unit, academic department or community group).
Digital Data	All documents and records in digital form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images, CAD files, databases, digital aerial photograph interpretations, geophysical and other survey data, GIS files, audio records, images, satellite imagery, spreadsheets, text files, analytical results and 3-D data.
Dispersal	The process of dealing with De-selected Material, including incorporation into handling boxes, donation to reference collections, or destruction. All Stakeholders should be included in determining methods of dispersal.
Documents	All documents and records in paper or film form, including: correspondence, contracts, specifications, notes, records, pro-forma, indexes, catalogues, reports, maps, plans, section drawings, elevations, site photographs, object images and x-rays.
Human Skeletal Remains (HSR)	Human Skeletal Remains
King's and Lord Treasurer's Remembrancer (KLTR)	The KLTR is the Crown's representative in Scotland. The Crown has a right to Treasure Trove and is exercised in Scotland by the KLTR. There is no statutory definition of Treasure Trove, but it may be described as a "portable antiquity" - and can cover virtually anything (stone, wood, metal, woven material) which has been taken out of the ground and which is thought, on the basis of its age or rarity, worth preserving for the nation.
Local Authority Archaeologist (LAA)	The individual(s) who initiates and/or monitors the Archaeological Project, to ensure it is successfully completed.
Post-Excavation Research Design (PERD)	When a DSR informs the requirement for further work, it should be accompanied or followed by a Post-Excavation Research Design (PERD). The PERD sets out the proposals for further analysis and reporting, which may include artefact and ecofact processing and assessment, stratigraphic analysis, production of a Post-Excavation Assessment and Updated Project Design, detailed analysis, report writing, publication, archiving and declaration of the assemblage to the Treasure Trove Unit.
Treasure Trove Unit (TTU)	The Treasure Trove Unit (TTU) is responsible for the daily running of the Treasure Trove system and is the first port of call for new discoveries and finders. It carries

	out investigations and object assessments, and, where appropriate, investigates findspots. TTU has delegated authority from the KLTR to decide whether an object should be claimed or not.
Scottish Archaeological Finds Allocation Panel (SAFAP)	The SAFAP is an independent panel of heritage experts and lay members responsible for advising the KLTR to which museum an object should be allocated and on the level of ex gratia award for the finder. Should two or more museums apply for the same case, the panel also decide to which museum the object should be allocated by considering the case made by each applicant against the criteria in the Code of Practice. Recommendations of SAFAP are passed to the KLTR who ultimately makes the decision on valuation and allocation.
Selection	The process of applying a Selection Strategy to a Working Project Archive to determine which archive components, including documents, digital files and material objects, should be included in the Archaeological Archive. The aim of selection is to ensure that the Archaeological Archive contains everything required to establish the significance of the project and support future research, outreach, engagement, display and learning activities.
Selection Strategy	The methodology detailing the project-specific Selection process, agreed by all Stakeholders, which will be applied to the Working Project Archive in order to create the Archaeological Archive.
Uncollected materials	Material not collected during the data-gathering phase of an Archaeological Project e.g. as a result of Selection in the field.
Written Scheme of Investigation (WSI)	A specification that sets out the scope of work needed to understand the extent and significance of archaeological remains in a planning application area. Other terms can be used such as a program of archaeological work. WSIs are often required by planning authorities as part of a pre-application process or as an archaeological planning condition.

2 The Archival Process

2.1 Project Planning

2.1.1 Most archaeological projects within Scotland will adhere to a proposal or project brief. The brief will require that any project undertaken in Scotland adhere to the standards set out in this document. In the case of Archaeological Projects that are not subject to a brief i.e. community projects, pre-planning projects and academic research projects, the standards outlined in this document are still a requirement of deposition with museums in Scotland.

2.1.2 Organisations or individuals undertaking the excavation or recovery of an archaeological assemblage must ensure in advance, as far as practicable, that they have the necessary resources to record, research and maintain the assemblage in a stable condition until it is transferred to a museum for long- term care and curation.

2.1.3 A Project Design (PD) or Written Scheme of Investigation (WSI) should be produced for each new project, referring to the standards that are to be followed during the project i.e. this document, national and international guidelines (CIfA (2020a), CIfA (2020b), Perrin *et al*. (2014), and CIfA (2019) etc.) and any in-house manuals etc.

2.1.4 The PD or WSI should include the proposed Archive Strategy (Data Management Plan / DMP and outline Selection Strategy) to be followed through the course of the project. The Selection Strategy should set out the project specific selection process that will be applied to the archaeological assemblage prior to its transfer to a museum in Scotland. Use of the CIfA Selection Toolkit is recommended to support the creation of an appropriate project specific selection strategy.

2.1.5 Depositors are strongly encouraged to read these guidelines during preparation of their project PD or WSI so any specific requirements can be incorporated into the programme of works at the outset. It is important that everyone involved in the creation and preparation of an archaeological archive/ assemblage is aware of this document and its contents.

2.2 OASIS

2.2.1 OASIS is a data-capture system through which depositors can provide information about their investigations to the wider project team, project stakeholders, researchers and the public. The system provides a unique record for the project that links up other important data, such as the project DOI, site code/ unique identifier, its location, the HER event number, the TTU number and digital archive location.

2.2.2 OASIS is widely used to record archaeological projects in Scotland and has an interface with Discovery and Excavation Scotland. The OASIS form ensures that fieldwork undertaken is promptly

reported, including a digital copy of the project report, to the relevant Historic Environment record and HES. Use of the system will also benefit the archive process.

2.2.3 The Depositor should submit their project to OASIS (https://oasis.ac.uk/) before work on site begins completing the following information:

- Project Name (the project or site name or title)
- Activity Type
- Project Identifier(s): The site code/ unique identifier (or project number) that will be used by the Depositor throughout the project to identify all associated documents and objects.
- Project dates
- HER Identifiers (the HER Event Number)
- Location

2.2.4 The Depositor should upload a copy of the Archive Strategy (Data Management Plan and outline Selection Strategy) so it is accessible to all relevant stakeholders.

2.2.5 Throughout the course of the project, relevant sections on OASIS such as the Archives page should be updated accordingly.

2.2.6 NOTE: In order that information regarding the archaeological assemblage, selection decisions and transfer to museums is Scotland is not lost, discussions can be managed through or recorded within the OASIS messaging system as appropriate.

2.3 Fieldwork, Excavation and Recovery (Data Gathering)

2.3.1 The archaeological assemblage should be systematically documented at the time of excavation or recovery and the relationship between the archaeological assemblage and the rest of the archaeological archive (i.e digital and paper records) should be clear throughout. It should be possible to link all parts of the archaeological assemblage back to their point of origin i.e. using the site code/ unique identifier marked on all records and storage, as well as some finds. All elements of the archaeological archive should form a seamless whole, facilitating movement between each part of the archive and the relationship between the project and the wider archaeological record should be clear.

2.3.2 Terminologies and numbering systems should be consistently used throughout the creation of project records and during analysis of the material archive. Where standardised and accepted terminology exists (i.e. glossaries, thesauri and standards from regional or national subject specialist groups such as the Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group 2016) they should be used throughout and cited in the archive.

2.3.3 For archaeological assemblages recovered and produced during the fieldwork, excavation and recovery stage of a project, follow the standards detailed in the document (Section 3).

2.3.4 The agreed Selection Strategy should be implemented and developed through the course of the project. Access to appropriate specialist advice should be secured and consulted as necessary during fieldwork to ensure recovery and recording are carried out to the required technical standards.

2.3.5 Uncollected materials should be recorded and dispersed on-site as agreed in the Selection Strategy.

2.4 Post Fieldwork and Analysis

2.4.1 All parts of the archaeological assemblage recovered during fieldwork, excavation and recovery should be assessed by qualified specialists and the findings/ analysis included within the DSR / publication and full documentary archive.

2.4.2 Each find should be cleaned as appropriate. All artefacts which are deemed significant and / or will be published, must be actively conserved to ensure that they are stable and recognisable on arrival at the museum (i.e. disfiguring surface layers removed to expose sufficient detail for study, active corrosion treated, find stabilised and stored in stable environment). All stratified or metals (except lead) should be X-rayed. The depositor is responsible for all conservation carried out prior to accessioning and must ensure that an ICON-accredited conservator carries out such work. The only exceptions are where it is thought cleaning will destroy important evidence regarding the function of an object or inhibit future scientific analysis.

2.4.3 All documentation should be updated throughout post fieldwork analysis and conservation documentation should include as a minimum, details of assessment, treatment, further recommendations, and photographic record.

2.4.4 Temporary storage facilities should be weather-tight, with a stable environment. Cold storage should generally be utilised for organic materials until conservation advice can be sought. In particular wet / waterlogged objects need to be kept wet and in cold storage to minimise the risk of bacterial growth.

2.4.5 If material is to be sent to specialists outside of Scotland, advance permission from the Crown Office via the Treasure Trove Unit must be obtained on the appropriate form.

2.5 Selection

2.5.1 All parts of the archaeological assemblage recovered during fieldwork excavation and recovery should be assessed specifically for selection purposes in line with the Selection Strategy. The Treasure Trove Unit and KLTR supports a policy of object dispersal (see the CIfA Selection Toolkit for further guidance, CIfA 2019). The relevant project stakeholders should be involved in any changes to the agreed Selection Strategy and the updated/ finalised Selection Strategy should be uploaded to OASIS.

2.5.2 To assist in the final compilation of the archaeological assemblage, the following requirements should be made part of the remit of the finds specialist (in line with the agreed Selection Strategy).

- Bagging of bulk material identified as of low significance, unstratified or unidentifiable separately from the material selected for retention in the archaeological assemblage.
- If relevant, suggesting appropriate samples of bulk material and bagging those separately.
- The separation of ferrous metal considered too corroded or fragmentary to be of future use from that selected for inclusion in the archaeological assemblage.
- Finds selected for illustration in the publication or identified within specialists' reports should be packed and labelled to be easily identifiable.
- The provision of a Statement of Significance and Potential as either part of the specialist report, or as a separate document (see 'Preparation of the Archaeological Assemblage' below).

2.6 Notifying the Treasure Trove Unit and payment of Archive Processing Fees

2.6.1 In Scotland, all archaeological assemblages (groups of artefacts and ecofacts found during an excavation) are considered to be bona vacantia (ownerless property) and must be reported to the Treasure Trove Unit (TTU). For objects claimed for the Crown as Treasure Trove by the King's and Lord Treasurer's Remembrancer (KLTR), the process of allocation to museums is administered via the Treasure Trove Unit through the Scottish Archaeological Finds Allocation Panel (SAFAP). Given the principle to allocate entire archaeological finds assemblage to a single museum, SAFAP will manage the allocation of all parts of the finds assemblage, including human remains and environmental samples.

2.6.2 To facilitate the smooth transfer of archaeological assemblages to museums, the Treasure Trove Unit should be notified of any project the produces an archaeological assemblage as soon as possible following the completion of fieldwork (see Workflows, Archive Process 1.3 and Archive Strategy and Monitoring 2.7). The TTU should be notified via (method of notification TBD) that the project's Data Structure report (DSR) and updated Selection Strategy has been approved and uploaded to OASIS. Depending on the number of project stages which follow, TTU should continue to be updated at each stage and provided with an updated Selection Strategy (see Archive Strategy Workflow, Section 2.7).

2.6.3 The nature and complexity of the project, as well as the size of the finds assemblage recovered, will impact the cost and transfer of the **Archive Processing Fee** (see Appendix 1 for details). The implementation of the archive process will follow one of two Pathways – Pathway 1) DSR Route and Pathway 2) PERD Route. In both cases, the Archive Processing Fee will be transferred once the TTU has initiated the Archaeological Assemblage Claim process. The Archive Strategy Workflow (see Section 1.3) provides a flowchart which describes each pathway.

Pathway 1 – DSR route

2.6.4 Where a DSR has been approved and a PERD not recommended, any archaeological finds selected for deposition will be progressed to the TTU claim process. At this stage, the Selection Strategy will be finalised and agreed by the relevant stakeholders (i.e. LAA and TTU), but not yet implemented. The Archive Processing Fee will be agreed once the claim process has been initiated, supported by the finalised and agreed Archive Strategy. Pathway 1 includes two options:

- **Pathway 1A – No finds for deposition.** Where the approved DSR and updated Selection Strategy recommends no material is retained as an archaeological assemblage for long term curation, the Processing Fee is retained by the archive creator to cover dispersal costs in line with the agreed Selection Strategy.
- **Pathway 1B – Finds selected for deposition.** Where project results are limited and further post-excavation analysis is not be required, the Selection Strategy may still recommend retention of some or all of the archaeological assemblage. The TTU agrees the finalised Selection Strategy, once the DSR has been approved. The selected archaeological assemblage progresses through the TTU claim process, SAFAP review and museum allocation. The Archive Processing Fee is transferred once the TTU Claim process is initiated and is then held by KLTR until the claim process is complete and paperwork in place (subject to agreement by KLTR).

Pathway 2 – PERD route

2.6.5 Where a PERD is recommended, the submitted document will set out the proposals for further analysis and reporting. At this time, the Processing Fee can be agreed following the guidelines articulated in Appendix 1.

2.6.6 Analysis will then take place and, on completion, archaeological finds selected for deposition will be progressed to the TTU claim process. At this stage, the Selection Strategy will be finalised and agreed by the relevant stakeholders (i.e. LAA and TTU), but not yet implemented. The Archive Processing Fee and its implementation will be reviewed once the finalised Selection Strategy has been agreed, and the Fee transferred once the claim process has been initiated. Pathway 2 includes two options:

- **Pathway 2A – No finds for deposition.** Where the results are more significant or further analysis is necessary, the PERD stage is completed. Following analysis, the updated Selection Strategy may recommend that no material is retained as an archaeological assemblage for long term curation. In this case, the agreed Archive Processing Fee will be retained by the archive creator to cover dispersal costs in line with the agreed Selection Strategy.
- **Pathway 2B – Finds selected for deposition.** The Post-Excavation Research Design (PERD) will set out the proposals for further analysis and reporting. Following analysis, the Selection Strategy recommends retention of some or all of the archaeological assemblage. On approval of the finalised Selection Strategy, the selected archaeological assemblage progresses through the TTU claim process, SAFAP review and museum allocation following completion of the required post-excavation analysis and reporting. The Archive Processing Fee is transferred once

the TTU Claim process is initiated and is then held by KLTR until the claim process is complete paperwork in place (subject to agreement by KLTR).

Claimed/ Disclaimed Archaeological Assemblages

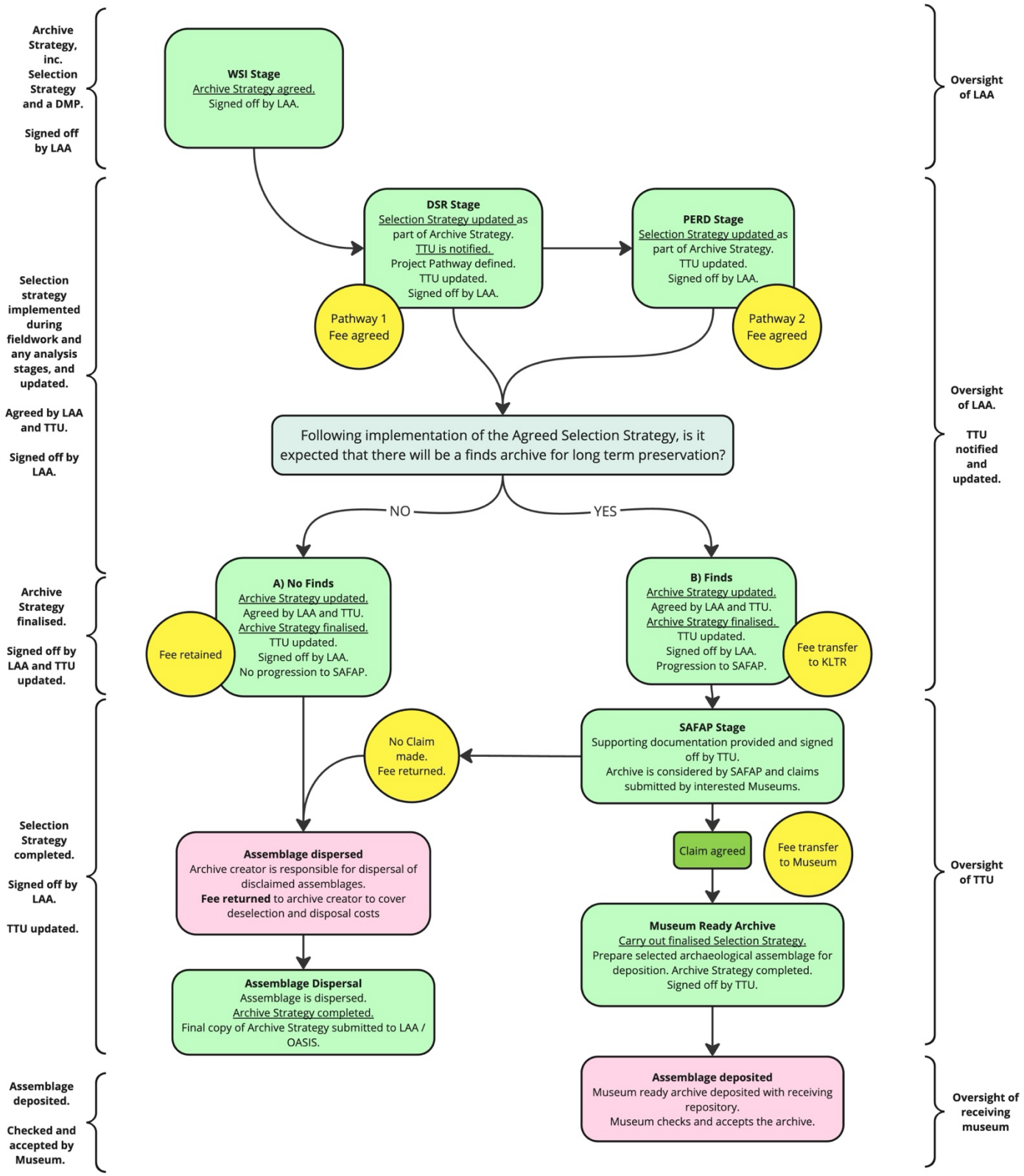
2.6.7 Where an archaeological assemblage is claimed, the Processing Fee will be transferred by KLTR to the allocated museum once allocation process is complete.

2.6.8 Where an archaeological assemblage is not claimed by any museum, the Processing Fee will be returned to the archive creator by KLTR to cover dispersal costs in line with the agreed methodology outlined in the Selection Strategy. Advice may be obtained from Museums Galleries Scotland.

2.6.9 Once the archive process is complete, the final version of the Archive Strategy should be included with the digital and/or documentary archive and submitted to the LAA and OASIS.

2.6.10 NOTE: Assemblages recovered offshore in tidal waters must be reported to the Receiver of Wreck in the first instance.

2.7 Archive strategy: stages and monitoring workflow diagram



2.8 Preparation of the Archaeological Finds Assemblage

2.8.1 The archaeological finds assemblage selected for long term curation must be prepared and packaged for deposition in line with the **Archaeological Finds Assemblage Preparation Standards** detailed in this document (Section 3) and documented using an **Archaeological Finds Assemblage Spreadsheet** which incorporates required information outline below.

2.8.2 The cost of appropriately packaging and preparing the archaeological finds assemblage for deposition must be met by the depositor in full.

2.8.3 Any necessary conservation work for the long-term preservation of any part of the archaeological assemblage must have been completed by a professional conservator and be fully documented.

2.8.4 The archiving and storage of organic material, sediments and related paper records from wet sites or sites with a wet component will require special consideration. Sites that are known or thought likely to have a wet component must be discussed at the earliest possible opportunity following museum allocation.

2.8.5 An archive will only be accepted if an appropriate level of assessment and reporting has been undertaken on the project overall (including artefacts and environmental material).

The Archaeological Finds Assemblage Spreadsheet

2.8.6 All archaeological finds assemblages should be deposited with sufficient accompanying documentation to ensure that they are completely accessible to any future examination. All parts of the archaeological assemblage should be adequately cross-referenced, numbering systems (and any changes to these during the fieldwork or post-excavation stages) should be fully explained.

2.8.7 In order to support museum allocation and increase the accessibility of archaeological assemblages held by museums in Scotland, the Archaeological Finds Assemblage Spreadsheet aims to collate information about all parts of the archaeological archive in a single searchable database. Details on how to complete the Archaeological Finds Assemblage Spreadsheet can be found in the Archaeological Assemblage Preparation Standards (Section 3 of this document).

2.8.8 A copy of the Archaeological Finds Assemblage Spreadsheet should be provided to TTU to support the museum bidding process.

Statement of Significance and Potential

2.8.9 A Statement of Significance and Potential must be included in either the DSR, technical report, publication, or updated Selection Strategy and made available to the TTU in order to facilitate museum allocation. The information should facilitate the transfer of knowledge between the archaeologists undertaking the archaeological project, and the museum receiving the assemblage.

2.8.10 The Statement of Significance and Potential should highlight the future potential or significance of each category of material selected for inclusion in the archaeological assemblage. This information

should be requested as part of the analysis process and detailed within the specialist report, or a separate document as the specialist sees fit. The information should be included in any reports/ publications and/ or updated Selection Strategy as appropriate.

2.8.11 Much of the information required to support the Statement of Potential and Significance will exist within OASIS (site information and summery of findings, links to ScARF and other research frameworks etc.) and within the updated Selection Strategy. However, depositors should ensure that the potential and significance of all the materials selected for inclusion in the archaeological assemblage are considered at a site, local/regional and national/ international level in terms of their:

- Rarity / uniqueness
- Evidential / research value
- Historical / cultural meaning
- Sensory / visual quality emotional impact
- Completeness/ condition

TTU assemblage claim process

2.8.12 The depositor should notify the TTU via (method of notification TBD) that the claim process can begin.

2.8.13 In order to support the museum bidding process, the TTU must have access to/ be emailed with:

- A copy of the PERD and/or DSR
- A copy of the updated Selection Strategy
- The Statement of Significance and Potential (can be part of the finalised Selection Strategy)
- The Archaeological Finds Assemblage Spreadsheet
- Specialist Reports

2.9 Allocation and Deposition

2.9.1 Once an assemblage is allocated to a museum, the Treasure Trove Unit will contact the depositor with the Treasure Trove Reference Number which should also be added to OASIS. The Processing Fee will be transferred by KLTR / TTU to the allocated museum once formal paperwork has been issued.

2.9.2 The museum ready archive should be prepared in line with the finalised Selection Strategy. The TT reference number should be added to all relevant documentation, boxes / containers and Archaeological Assemblage Spreadsheet to ensure ease of cross-referencing.

2.9.3 Depositors should ensure a project summary is added to OASIS under 'project results', complete the Archives module and ensure the most up-to-date Selection Strategy is uploaded along with the DSR and publication as appropriate.

2.9.4 Depositors should undertake dispersal of the material de-selected from the archaeological assemblage in line with the finalised Selection Strategy.

2.9.5 The project's full paper and digital archive should be deposited with the Historic Environment Scotland (HES) Archives. HES is an accredited archives service and has Core Trust Seal certification. Guidelines for the preparation of the full paper and digital archive can be found on the Canmore website.

2.9.6 NOTE: Where an archaeological assemblage has been disclaimed, the Processing Fee is returned to the archive creator by TTU to cover dispersal costs in line with the agreed methodology outlined in the Selection Strategy.

Transfer to a museum

2.9.7 Deposition of the archaeological assemblage can only be made by prior appointment with a member of the allocated museum's collections team. It is expected that personnel bringing the archaeological assemblage for deposition will help to carry it in to the building and place it in agreed areas. The cost of transporting the archaeological assemblage to the museum will be met by the depositor.

2.9.8 There is assumption that the material archaeological archive will be deposited with the museum as a complete assemblage. If for any reason the assemblage is incomplete at the time of transfer this must be drawn to the attention of the museum staff in advance and a date given for the delivery of the remainder, but such a temporary split should only occur under exceptional circumstances. If any part of the assemblage is to be deposited elsewhere (such as the human remains) this must be discussed and agreed with the allocated museum first and fully recorded.

2.9.9 In advance of deposition, the depositor must email the museum directly with copies of:

- A digital copy of the Archaeological Finds Assemblage Spreadsheet
- Archaeological Finds Assemblage box list
- PERD and / or DSR (available through OASIS)
- Finalised Selection Strategy including the Statement of Potential and Significance (available through OASIS)
- Publication/ final report as applicable
- A completed Data Sharing Agreement: a template is available from the SMA (2020): https://socmusarch.org.uk/data-sharing-agreement-archives-template-sma/

2.9.10 At deposition an entry form will be completed by the depositor and a member of the museum collection team. The museum will check the contents of the deposited archaeological assemblage against the documentation received within three months. The archive should be fully accessioned by the museum with 12 months.

2.9.11 Depositors should note that the museums in Scotland reserve the right to refuse to accept and/or return archives or parts of archives that are not considered acceptable, and/or to charge for work needed to bring archives to a standard compatible with these guidelines.

2.9.12 NOTE: A signed entry form or receipt at the time of deposition is not the same as the receiving museum accepting the archaeological assemblage as meeting this standard.

Supporting Documentation

2.9.13 The receiving museum may request additional documentation to support the use of, access to, and long-term curation of the archaeological assemblage. Such additional documentation could include digital copies of specialists' reports/ data, x-rays and conservation reports/ recommendations for long term storage.

2.9.14 It is reasonable for the receiving museum to request addition data/information to support access to the archaeological assemblage, however submission of additional documentation to facilitate use is not a replacement for deposition of the digital archive (which should be deposited with a Core Trust Seal accredited digital repository). Therefore, any such supporting documentation created in digital or paper form are to support museum activities only. Digital and paper copies of the archive, including relevant metadata and supporting information, must be deposited with HES as outlined and agreed in the Archive Strategy. Guidelines for the preparation of the full paper and digital archive can be found on the Canmore website.

2.9.15 Physical x-rays where available should also be deposited with the museum alongside the archaeological assemblage, and a copy included in the digital or documentary archive as appropriate.

2.9.16 The receiving museum, upon receipt of the assemblage, will have the right to research, study, display, publish and provide public access to all information and finds contained in the archive, subject to the relevant caveats and permissions associated with copyright and intellectual property rights of the documentation supplied at the time of transfer.

3 Archaeological Assemblage Preparation Standards

3.1 Packaging

3.1.1 Archaeological assemblages should be packed in line with the archaeological assemblage preparation standards detailed in this document. More detailed specifications are provided below for specific finds categories (eg bulk material, registered finds, environmental materials, scientific samples, human skeletal remains).

Packing

- Use only archival quality packing materials in good condition, including polythene bags with write on panels and acid-free cardboard boxes with brass staples, acid-free cardboard tubes, clear lidded boxes and airtight polythene tubs.
- Where a site has only a very limited number of finds (no more than one box) it is acceptable to place all bulk material types in one box. Different materials must, however, still be bagged separately.
- Where appropriate, use acid free tissue or inert, polythene foam to support objects when packing them into 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
- Boxes must be marked with the Treasure Trove allocation reference number, site code/ unique identifier, site name, material type or types, context number(s)/ range for each material type, excavating organisation/group/individual and box sequence number. Make sure the lid does not obscure the information.

Weight restrictions

- The Museum will not accept boxes that have been over-filled and any one box should not weigh more than 8kg.
- Any individual weighing more than 15kg should be specifically highlighted in the submission to TTU for consideration by the Museum.
- Any individual item (e.g. a box, bag or object) forming part of the Archive that is heavier than 8kg should be clearly labelled “Heavy”.

Outsized objects

- Outsized items (e.g. stonework or large timbers) that cannot be safely boxed should be labelled with the Treasure Trove allocation reference number, site code/ unique identifier, context and registered find numbers by means of a Tyvek label clearly marked in permanent ink and securely tied to the object with soft unbleached cotton tape.

- Such items may not require packaging for storage but may sit directly on a shelf cushioned underneath by a layer of acid-free foam or similar, and with other surfaces protected from any potential sources of damage. Other items may require bespoke packaging.
- In the case of very large objects (over 0.5m x 0.5m), the accepting museum must be notified in advance of deposition in order to assess the best means of storage.
- Large objects over 1.0m x 1.0m must be delivered on a heavy-duty pallet that supports the weight of the object (with prior agreement from the accepting museum).
- The accepting museum must be notified of outsized objects prior to deposition so that the necessary storage space can be made available.

Boxes

3.1.2 Archaeological Assemblages should be prepared using the following box sizes:

3.1.3 NOTE: Measurements are external

Standard finds box:	Brass stitched acid free boxes 450 x 250 x 170mm
Small finds/metal:	Sealable polypropylene ('Stewart') tubs preferred size 305(l) x 305(w) x 150(h)
Human Skeletal Remains:	Brass stitched acid free boxes (NOTE: HSR is stored separately in larger boxes) 550(l) x 250(w) x 200(h) mm with a lid depth of 100mm.
Possible Suppliers:	G. Ryder & Co Ltd www.ryderbox.co.uk Conservation by Design www.conservation-by-design.com Conservation Resources www.conservation-resources.co.uk KLUG Conservation https://www.klug-conservation.com Past Horizons https://pasthorizons.com/ Preservation Equipment https://www.preservationequipment.com/ My History https://www.my-history.co.uk

3.2 The Archaeological Finds Assemblage Spreadsheet

3.2.1 The Archaeological Finds Assemblage Spreadsheet functions as an overall contents list for the archive and a copy should accompany the deposited digital archive. Individual rows or groups of rows of the spreadsheet can be printed and included as Box Contents lists in the Archaeological Assemblage boxes.

3.2.2 Each material type, registered find, or individual human remains within the Archaeological Assemblage requires its own row on the spreadsheet. For example:

- Each Registered find will have its own line on the spreadsheet.
- A bulk box of pottery containing seven contexts will require one line on the spreadsheet detailing the context range.

- A bulk finds box containing a number of material types, will require a line for each material type. The same will apply to document cases containing mixed record types.
- If an individual skeleton (or large context of bulk material) is divided over two boxes, two lines on the spreadsheet will be required, as the Box Number will differ. The same will apply if, for example, context records are split between several document cases.

3.2.3 The Archaeological Finds Assemblage Spreadsheet details not only the material selected for long-term retention, but also the material dispersed or discarded through the selection process. Fields in the Archaeological Finds Assemblage Spreadsheet are defined below.

3.2.4 Further tabs in the Archaeological Finds Assemblage Spreadsheet can be utilised to provide the following required information:

- List of all boxes / containers and any unboxed finds
- Updated Storage Location List for any finds or samples stored in specialist laboratories with a description of what those finds, or samples, are.
- List of symbols and codes used within the archive and their meaning.

Field metdata for the Archaeological Finds Assemblage Spreadsheet

FIELD NAME	FIELD DESCRIPTION
TTU Number	The TTU reference number
Originator	The Depositor or contractor (body or individual who compiled the archive)
Site code/ unique identifier	The depositor / contractor's own site code (unique identifier or project number) associated with the project.
Site/ Project Name/ location	The name of the site (include location as necessary).
County	PICK LIST.
Project Type	PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available (i.e. evaluation, field walking, excavation etc.).
Date of Fieldwork	Month/ year of fieldwork.
Box series no.	The box series number.
Archive Type	PICK LIST of 8 terms. Terms can be added to pick list if necessary.
Material Type (primary)	PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available. One material type per line in the spreadsheet. Use the Registered find's material in this column i.e. 'silver'.

Material Type (Composite 1)	For composite objects: PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available.
Material Type (Composite 2)	For composite objects: PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available.
Context	List all context numbers per type of material, or context range for records.
R.F. object name	PICK LIST of terms to describe the Registered Find or object i.e. brooch, arrowhead, gaming counter, token whetstone etc. Pick list is not fixed so can be amended as necessary.
Registered Find no.	Please use this column for Registered Finds (or small/ special finds) references and all human remains references such as skeleton (SK) or burial (B) where applicable.
Archive Documentation Type	PICK LIST. The column is not fixed so text can be added to the pick list if an appropriate term is not available.
Period	PICK LIST of ten terms. To be used mainly for registered finds but can be used for other types for materials if know. Pick list is not fixed so can be amended as appropriate.
Date	Use only if specific date is known, i.e. for coins.
X-ray	Indicate 'yes' only if the object/ R.F. has been x-rayed
Enviro. Sample no.	The number associated with the environmental or scientific sample.
Conserved?	Has the object been conserved?
Comments	Any further comments regarding the 'object' in question such as rarity, conservation requirements if applicable, condition, etc.
Object handling data	*To be completed by collections staff post deposition*

EXAMPLE Archaeological Assemblage Spreadsheet

TTU NUMBER	Originator	Site code/ unique identifier	Site/ Project Name	County	Project Type	Date of fieldwork	Box Series no.	Archive type	CONTEXT	Documentation Type	Material Type	Period	Reg Find no.	Date (coins only)	R.F object name	X-ray?	Enviro sample no.
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	1	Documentation		Selection Strategy							
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	1	Documentation		DSR							
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	1	Documentation		Specialist reports							
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	2	Bulk	1002, 1004, 1005, 1007, 1011, 1015, 1017, 1025, 2003, 2007, 2008,		Pottery						
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	3	Bulk	2026, 2027, 2028, 2031, 2033, 3004, 3006, 3009, 3010		Pottery						
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	4	Bulk	1004, 1005, 1015, 1017, 1021, 1022, 2007, 2008, 2009		Animal Bone						
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	5	Bulk	2013, 2024, 2031, 2033, 3004		Animal Bone						
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	5	Bulk	1015, 2008, 2003, 3006		Flot						1, 2, 3, 4
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	6	Registered Find	1004		Copper Alloy	Post Medieval	1		Pendant	Y	
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	6	Registered Find	2020		Copper Alloy	Roman	2		brooch	Y	

TTU NUMBER	Originator	Site code/ unique identifier	Site/ Project Name	County	Project Type	Date of fieldwork	Box Series no.	Archive type	CONTEXT	Documentation Type	Material Type	Period	Reg Find no.	Date (coins only)	R.F object name	X-ray?	Enviro sample no.
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	6	Registered Find	2033		White Metal	Roman	3	AD 251-74	Coin	Y	
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	6	Registered Find	2033		Worked Bone	Roman	4		Pin	Y	
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	7	Human remains	2020		Human Remains	Roman	SK1				
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24	8	Human remains	2033		Human Remains	Roman	SK2				
TT 100/24	Glasgow Arch.	ASD24	Argyll St. Dunoon	Argyll and Bute	Evaluation	Jul-24		De-selected	1001, 1004,1022, 1025, 2000, 2003, 2012, 3005, 3006		Pottery	Medieval					

3.3 Bulk Finds

3.3.1 Bulk finds often occur in quantity i.e. pottery, ceramic building material, slag, stone etc. and generally require no specific treatment or specialist storage conditions, although this should not be taken as an invariable rule. Animal bone should be archived following the standards for Bulk finds.

Fieldwork, Excavation, Recovery and Analysis

- Recovery of finds must be undertaken to a standard that minimises damage, cross contamination or loss.
- Finds must be cleaned to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- Finds must be treated and recorded in accordance with current accepted standards (e.g. CIfA Standards and Guidance 2020a and those outlined by subject specialist groups such as the Prehistoric Ceramics Research Group et al. 2016).
- All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss.
- When transporting any part of the material archive, the finds must be packed appropriately to avoid damage and cross contamination.

Preparation for deposition

- All parts of the archaeological assemblage must be stable, clean and packed in accordance with the requirements set out below.
- All bulk finds must be marked with the site code/unique identifier and context number.
- Where an object is too small to mark directly, ensure that they are packed in marked containers that include a tyvek label clearly marked in permanent ink with the site code/ unique identifier and context number.
- Where an object is too large to be packed into a standard box, ensure that a tie-on tyvek label is attached, clearly marked in permanent ink with the Treasure Trove allocation reference number, site code/ unique identifier and context number.
- Bulk finds must be sorted and bagged up according to material and context number, using at least 200-gauge self-seal polythene bags with three white write-on panels. (A list of recommended terms for Material Group and Type can be found in Section 3 of this document)
- Bags should not mix materials or contexts and only hold an appropriate amount of material for their size.
- Mark all bags in black permanent ink with the site code/ unique identifier, context identifier, material type and the number of fragments present in neat, clear and legible writing.
- All bags must contain a Tyvek label clearly marked in black permanent ink with the site code/ unique identifier, context identifier, material type and the number of fragments present.
- Bulk finds must be packed to minimise the risk of damage. Pack finds by material types, avoiding using the same box for both heavy and fragile objects.

- Illustrated finds should be packed with material of the same type, but must be bagged separately and the bag clearly labelled as 'illustrated'.
- Where specialists have sorted finds into different types within a context, these groups should be bagged accordingly and labelled with their identification.
- Each box must contain a box contents list, which can be created from the Archaeological Assemblage Spreadsheet.

3.4 Registered Finds

3.4.1 Registered finds include objects that are recorded in more detail, such as flint tools, and sensitive materials that require controlled storage conditions e.g. metalwork, textiles, ancient glass, leather, worked bone and plant remains. Registered finds are issued their own identifier and are catalogued individually. In general, registered finds need to be housed in more protective storage than bulk finds, as they can be more delicate in nature.

Fieldwork, Excavation, Recovery and Analysis

- Recovery of finds must be undertaken to a standard that minimises damage, cross contamination or loss.
- Finds must be cleaned to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- Finds must be treated and recorded in accordance with current accepted standards (e.g. CIfA Standards and Guidance 2014 and those outlined by subject specialist groups).
- All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss. When transporting any part of the archaeological assemblage, the finds must be packed appropriately to avoid damage and cross contamination.
- Each find should be cleaned as appropriate. All artefacts which are deemed significant and / or will be published, must be actively conserved to ensure that they are stable and recognisable on arrival at the museum (i.e. disfiguring surface layers removed to expose sufficient detail for study, active corrosion treated, find stabilised and stored in stable environment). All stratified or metals (except lead) should be X-rayed. The depositor is responsible for all conservation carried out prior to accessioning and must ensure that an ICON-accredited conservator carries out such work. The only exceptions are where it is thought cleaning will destroy important evidence regarding the function of an object or inhibit future scientific analysis. Specialist advice should be sought if unsure.
- Textiles, leather and other finds recovered in a waterlogged condition must be conserved to a dry state (eg by freeze-drying) before deposition; the museums in Scotland will generally not accept finds in a waterlogged state. In rare extenuating circumstances the museum may accept waterlogged artefacts into its care following prior agreement and with additional financial support put in place.

Preparation for deposition

- Registered finds must be packed individually in a grip-seal polythene bag (minimum 200-guage) or a clear lidded box as appropriate.
- Finds in boxes and bags should be supported on pads or cushions of polyethylene foam to prevent movement. They should be packed in a way that allows them to be viewed without having to remove them from the box or bag. It is not advisable to wrap delicate objects in tissue because the act of unwrapping could cause damage.
- Delicate registered finds should be 'nested' in a block of white polyethylene foam consisting of a base layer 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. A layer (e.g. a wet strength repair tissue) should be placed between the object and the cut-out to facilitate easy removal OR a finger-sized cut out is made to facilitate removal. Where necessary acid-free foam 'braces' or similar should be put over the object to prevent it moving and banging against the lid.
- Mark individual bags or clear boxes with the site code/ unique identifier, context number, registered find number, material and object name in black permanent ink. Place a Tyvek label clearly marked in permanent ink with the same information, inside each box or bag and facing outwards behind the supporting foam in order to be readable without having to open the bag.
- Non-metal registered finds should then be boxed up in acid-free boxes and metal registered finds into sealable polypropylene (e.g. `Stewart') boxes by Registered Find number.
- Box material groups/ types separately. Metal and organic finds require different storage environments and must not be boxed together.
- Self-indicating orange to colourless bead silica gel and humidity strips must be included in boxes containing metalwork. Use sewn pre-packed silica gel bags or loose silica gel in pierced polythene bags. Use 20% weight by volume (e.g. 200g gel for a 1 litre box) and write the weight of the gel on the bag. Establish monitoring procedures to ensure that failures in dry storage are noticed before damage to objects occurs.
- Silica gel may also be used as 'buffering' with other unstable material, such as delicate organics (e.g. worked bone, wood), amber and some glass. In this case the silica gel is forced to a particular moisture content (this must be done by a qualified conservator) so that it will buffer the object's surroundings and prevent the fluctuations in humidity that cause physical cracking and damage.
- Unstable and untreated material which cannot be conserved must be packed in the appropriate microclimate, following conservation advice, to ensure its long-term stability.
- Metal objects (with the exception of lead) must be recorded by X-radiography as part of the conservation assessment, to inform treatment, and to identify objects and / or particular details. All x-radiographs must be included in the Documentary Archive or deposited with the digital archive as appropriate.
- Care must be taken to ensure that the objects do not crush each other and that there is minimal movement in the box. Ensure that all empty space in the box/ tub is filled with packing material (eg foam), as this slows deterioration and where possible, internal partitions created using acid-free box-board.

- For objects may be made of multiple materials (Composite Objects) with different storage requirements- decide which part of the object is most important for long term preservation and weight storage considerations towards that material. If parts can be disassembled without damaging the object this would be the preferred solution. Each part must be recorded and robustly documented. Specialist advice should be sought if unsure.
- Boxes must be marked on the left side of both a short and long side with the Treasure Trove allocation reference number, site code/ unique identifier, site name, material type or types, context number(s), registered find number(s) and box sequence number using black permanent ink and foil-backed labels as appropriate. Where a box contains a large number of small finds, the details can be included on the box contents list.
- Boxes containing hazardous materials (i.e. lead) should be labelled 'Hazardous'.
- All boxes should contain a box contents list generated from the Archaeological Assemblage Spreadsheet.

3.5 Environmental Material and Scientific Samples

3.5.1 Materials created by scientific sampling include environmental remains, thin sections and microfossil slides.

Fieldwork, Excavation, Recovery and Analysis

- The sampling process must be fully documented through the use of environmental sample sheets, context sheets, sample registers and relevant section drawings etc.
- Each sample must be given a unique sample number, which must be marked on the object and/or associated labels along with the site code/ unique identifier for the project and other relevant data.
- If a sample is destroyed through analysis (i.e. C-14 samples) then all data derived from the process must be included in the archive.
- Finds from the sorting of dry residues must be stored in conditions appropriate to the material type.

Preparation for deposition

Environmental material extracted from soil samples

- All environmental samples included in the archaeological assemblage must be fully processed; museums in Scotland will not accept unprocessed samples. Even if post-excavation funding does not permit full analysis, all samples identified as of value should have been flotted, the flots dried and labelled, and the residues sorted.
- Pack environmental material in gripseal plastic bags, or in glass tubes or bottles (the smallest tubes are best inserted into plastic bags, for ease of handling and packing in boxes, but ensure that the covering bag carries the same site/context/sample information as the tube).

- Each sample's bag/ container must be permanently marked or labelled with the site code/ unique identifier, sample number and other relevant data.
- All samples must be fully documented and all relevant data i.e. databases, photographs, drawings or publications included in the archive.
- All processed samples included in the archive must be boxed separately from bulk and registered finds (bulk finds packaging standards apply). In the case of small archives where all of the bulk, environmental material and scientific samples will fit into one archive box, this is acceptable as long as boxes are clearly organised and not overfilled.
- Boxes should contain a box contents list generated from the Archaeological assemblage Spreadsheet.

Scientific Samples

- Each sample must be permanently marked or labelled with the site code/ unique identifier, sample number and other relevant data (where possible).
- Pack bags or containers in cardboard boxes by sample type (e.g. charred plant remains, charcoal, etc), as for bulk finds; if using glass containers, ensure that boxes are not overfilled, and use sufficient supporting packaging to protect the containers against breakage. Microscope slides must be packaged in boxes designed for the purpose.
- All samples must be fully documented and all relevant data i.e. databases, photographs, drawings or publications included in the deposited digital/paper archive.
- Museums will accept sub-samples / grab samples intended as an archive for future geochemical work. These should be clearly labelled as such on the bag or other container.
- All waterlogged or unstable material must be treated and stabilised before transfer to museums in Scotland. Waterlogged samples will only be accepted in exceptional circumstances, if accompanied by a rationale for their retention, and guidance to their long-term storage or an agreed timescale for discard.

3.6 Human Skeletal Remains (HSR)

Fieldwork, Excavation, Recovery and Analysis

- Treat human remains with respect at all times, in accordance with current best practice standards (Mitchell and Brickley 2017, BABAO 2019 a, BABAO 1019b, and HES 2016)
- Human remains must, at all times be stored in secure stores accessible only to authorized personal.

Preparation for deposition

- Unburnt bone should be bagged by skeletal part and boxed by individual. Each individual skeleton must be separated into one or more boxes.

- Museums in Scotland will not accept boxes containing more than one individual where it is possible to separate skeletons i.e. grave contexts. The only exception is in the circumstance of a pit or mass grave.
- The skeletons of neonates and children may be held within smaller boxes better suited to their size, though each box will still represent a single unit.
- Heavy bones should always be placed at the bottom of the box, with lighter, more fragile bones placed at the top.
- Pathological bones should be wrapped in protective packaging.
- Loose teeth, maxillae, and mandibles should be bagged separately from the cranial vault.
- Do not overfill boxes, and ensure that all bone is adequately supported within boxes to avoid damage.
- Cremated bone should be boxed by context.
- Boxes must be marked on the left side of both a short and long side with the Treasure Trove allocation reference number, site code/ unique identifier, site name, HSR number, context number and box sequence number using black permanent ink and foil-backed labels as appropriate.
- All boxes should contain a box contents list generated from the archive contents spreadsheet.

3.7 Conservation services and facilities

3.7.1 As described above, conservation of artefacts may be required prior to deposition of an archive with a museum or repository. The depositor is responsible for all conservation carried out prior to accessioning and must ensure that an ICON-accredited conservator carries out such work. The only exceptions are where it is thought cleaning will destroy important evidence regarding the function of an object or inhibit future scientific analysis. Specialist advice should be sought if unsure.

3.7.2 Accredited conservators can be located via the ICON conservation register here: https://www.conservationregister.com/

3.8 The Archaeological Assemblage, Recommended Terms

3.8.1 The following material groups and categories are recommended when labeling Archive boxes, bags and containers. The Material Type can be used on its own, or in combination with a Material Description.

Material groups and categories - terms recommended

Material class	Object Class	Material Type (sub-class)	Material Type (sub-class) Alternative common usage	Material Type description (scope note)	Material Detail (narrow term) examples
Stone	Geological	Natural stone	Stone	All unworked stone, including building rubble; excluding gemstone	Chalk; chert; coal; flint; granite; greenstone; ironstone; limestone; sandstone; shale; slate
Stone	Geological	Modified stone	Burnt flint; burnt stone	All modified, natural, unworked stone, such as burnt flint, chert or other stone; excluding gemstone	Burnt flint
Stone	Artefact	Worked stone		All worked stone objects such as building stone, grave markers, querns, spindle whorls, tesserae; includes ground stone objects such as polished axes; including stone working waste; excluding knapped stone objects or objects utilised for knapping; excluding objects made of gemstone or slate	Chalk; coal; granite; greenstone; jadeite; limestone; sandstone; shale
Stone	Artefact	Knapped stone	Worked flint	All objects made of knapped stone, commonly fine-grained chert (often flint) worked into tools (typically, although not exclusively, prehistoric) such as handaxes, scrapers, arrowheads, gunflints; including knapped fine-grained volcanic stone such as obsidian; including knapped and polished objects such as flint knives; including knapping waste; includes stones utilised for the knapping process, such as flint or quartzite percussors	Chert; flint; greensand chert; Langdale tuff; obsidian
Stone	Artefact	Worked slate	Slate	All finished slate objects and slate working debris, including e.g. roof tiles, styli; slate working waste	Worked slate
Stone	Artefact	Stone		All manufactured stone composites	Asphalt; concrete

		aggregate			
Gem	Gem	Gem		All precious and semi-precious stones; organic gem material such as amber, jet and pearl	Amber; amethyst; carnelian; diamond; emerald; jet; pearl; ruby; sapphire
Earth mix	Ecofact	Earth mix	Clay; ochre	Unmodified clays or soil material, including pigments such as ochre	
Earth mix	Ecofact	Burnt clay		All fragments of accidentally or incidentally burnt clay or other earth mix; in initial recording, can be used as a general term from which Clay lining and Daub can be extracted following further study	
Earth mix	Artefact	Clay lining		All fragments of preserved clay lining from structural features such as hearths, ovens, kilns etc	
Earth mix	Artefact	Daub		All fragments of clay used in wattle and daub construction, often with characteristic wattle impressions	
Earth mix	Artefact	Mortar	Mortar/plaster	All fragments of mortar; used as a binding material in construction	Mortar
Earth mix	Artefact	Plaster	Mortar/plaster	All fragments of plaster; used to cover wall and ceiling surfaces	Plaster
Ceramic	Artefact	Ceramic		All ceramic products; ceramic substances that do not fit the related Material Types specified here should be identified as Ceramic	
Ceramic	Artefact	Ceramic building material		All ceramic objects used structurally, including brick, drainpipes, roof furniture, tesserae, tile	Brick, chimney pot, tile
Ceramic	Artefact	Fired clay		All fired clay objects, including casting moulds, figurines, loomweights, kiln furniture; excluding building material, pipe-clay and building material	
Ceramic	Artefact	Pipe clay		All objects made of pipe-clay, including figurines, tobacco-pipes	
Ceramic	Artefact	Pottery	Pot	All fired clay vessels	Earthenware; porcelain; refined earthenware; stoneware; terracotta
Ceramic	Artefact	Sanitary ware	Sanitary ware	Ceramic objects associated with ablutions and waste disposal	
Glass	Artefact	Glass		All objects made of glass, including beads, vessels, window panes; also includes enamel and faience; if it cannot be identified separately, glass manufacturing and glass working waste can be included here until	Cristallo; faience; enamel

				specifically identified during analysis	
Metal	Artefact	Metal		All objects made of metal; metals that do not fit the Material Types specified here should be identified as Metal	
Metal	Artefact	Copper		All objects made of pure copper	
Metal	Artefact	Copper alloy		All objects made of any copper alloy	
Metal	Artefact	Gold		All objects made of gold or gold alloy	
Metal	Artefact	Iron		All objects made of iron or iron alloys such as steel	
Metal	Artefact	Lead		All objects made of lead or lead alloy, such as cloth seals, weights; all lead fitments or ancillary components such as flashing or window cames	Lead, pewter
Metal	Artefact	Silver		All objects made of silver or silver alloy	
Metal	Artefact	Tin		All objects made of tin or tin alloy	
Metal	Artefact	White metal		All objects made of white metals, such as aluminium; can be used for silver/tin or silver/tin alloys when the metal type has not been ascertained	Aluminium
Industrial debris	By-product	Industrial debris		All by-products from industrial processes, such as clinker, coal debris; by-product substances that do not fit, or cannot be identified as the more specific Material Types specified here should be identified as Industrial debris	Clinker
Industrial debris	By-product	Industrial debris (glass)		All debris accruing from manufacturing or working glass	Furnace lining; slag
Industrial debris	By-product	Industrial debris (metal)		All debris accruing from metal production and metal working, such as slag, hammerscale; also furnace lining	Smithing slag; Furnace slag; hammerscale
Synthetic material	Artefact	Synthetic material		Artificial composite materials, including compounds, polymers, synthetic materials	Plastic; nylon
Human	Human	Human remains	Human bone	All human remains	Human bone; human hair, teeth, calculus
Animal	Ecofact	Vertebrate remains	Animal remains	All vertebrate non-bone remains, other than human, unmodified for utilisation; such as vertebrate shells (e.g. turtle), bird eggshell or fat.	Eggshell, fat, fish-scales, fur, gut, hair, skin
Animal	Ecofact	Animal bone		All unworked bone, teeth or similar substances related to vertebrate animals, including amphibians, birds, fish and mammals; including bone that is accidentally modified, e.g. with butchery or chopping marks; can be used for e.g. antler and horn until more detailed identification has been carried out	Bone; claws; otoliths; teeth

Animal	Ecofact	Antler		All unworked antler	Red deer antler
Animal	Ecofact	Horn		All unworked horn	Cow horn
Animal	Ecofact	Ivory		All unworked ivory; including mammal tusks or teeth large enough to be carved or worked into objects; including teeth or tusks from elephants, mammoths, whales, walruses	Walrus ivory
Animal	Ecofact	Arthropod remains		All unmodified parts of creatures of the class Arthropoda; does not include mollusc shell or insect remains	Crab; lobster
Animal	Ecofact	Insect remains		All remains of any part of an insect; preservation is usually, though not exclusively, through waterlogging	
Animal	Ecofact	Mollusc shell	Shell	All unmodified mollusc shell; includes marine and land molluscs which will be identified more closely in specialist appraisal or analysis	Mussel; oyster; snail
Faecal matter	Ecofact	Coprolite		All human and animal faecal remains, to be defined more precisely during specialist appraisal or analysis	Coprolite; Faecal matter (unspecified)
Animal	Artefact	Modified animal product		All modified or worked animal remains; modified materials such as fur or eggshell that do not fit the more specific Material Types listed here (e.g. Worked Bone; Modified Shell) should be identified as Modified animal product	Eggshell; fur
Animal	Artefact	Worked bone		All objects made from animal bone or related substances; such as combs, comb blanks, die, gaming pieces etc	Worked antler; worked bone
Animal	Artefact	Worked antler		All objects made of antler	
Animal	Artefact	Worked horn		All objects made of horn	
Animal	Artefact	Worked ivory		All objects and made of ivory	
Animal	Artefact	Modified shell (mollusc)		All objects made of mollusc shell	Modified oyster shell; modified scallop shell
Animal	Artefact	Modified shell (vertebrate)		All objects made of vertebrate shell	Modified tortoise shell; modified turtle shell
Animal	Artefact	Leather		Animal skin that has been tanned or tawed	
Textile	Artefact	Textile remains	Textile; fibre; string	All woven and twisted animal and plant products, including cloth, fibre, rope and string; for basketry use worked plant remains or worked wood	Basketry; cotton; jute; linen; rattan; silk; withy; wool
	Artefact	Fibre		Individual fibres or thread-like materials made from animal or plant products intended for use in, or a by-product of, textile production	

Plant	Ecofact	Plant remains		All unmodified plant remains including chaff, seeds; includes plant remains that cannot be specifically identified until specialist appraisal or analysis, e.g. fragments of unworked wood	Chaff; flower; leaf; phytolith; seed;
Plant	Ecofact	Plant remains (charred)		All charred plant remains such as nutshell; excluding charcoal; important to note if selected for scientific dating	
Plant	Ecofact	Plant remains (mineralised)		All mineralised plant remains other than wood	
Plant	Ecofact	Plant remains (waterlogged)		All waterlogged plant remains other than wood	
Plant	Ecofact	Wood		All unworked wood	Alder, ash, birch, hazel, lime, oak, willow, yew
Plant	Ecofact	Wood (burnt)	Charcoal	All unworked charred or carbonized wood (charcoal); note that samples identified for scientific dating will be treated differently	
Plant	Ecofact	Wood (mineralised)		All mineralised wood	
Plant	Ecofact	Wood (waterlogged)		All waterlogged wood	
Plant	Artefact	Worked plant remains		All modified plant products; modified materials such as worked/utilised nutshell, that do not fit the Material Types specified here should be identified as Worked plant remains	
Plant	Artefact	Worked wood	Worked wood; wood-working debris	All objects made of wood and bark; all wood-working debris such as woodchips	Alder, ash, birch, hazel, lime, oak, willow, yew
Plant	Ecofact	Microfossil		Microscopic remains of animals or plants; such as diatoms, formanifera, ostracods, phytoliths, pollen	pollen, spores, phytoliths, diataoms
Sample	Ecofact	Flot		The material which floats during the floatation of samples collected for the recovery of charred plant remains	
Sample	Ecofact	Residue		The material that does not float during the floatation of samples collected for the recovery of charred plant remains; also the material remaining following wet or dry sieving of course sieved samples	

4 Industry standards, guidance and additional resources

NOTE: Revisions, superseding texts or updated versions of these standards and guidance must be taken into account.

4.1 General Standards and Guidance

Baxter, K., Boyle, G. and Creighton, L. (2018) Guidance for the Rationalisation of Museum Archaeology Collections. Society for Museum Archaeology
Brown, D.H. (2011a) Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation. Second Edition. Archaeological Archives Forum (AAF)
Brown, D.H. (2011b) Safeguarding Archaeological Information – Procedures for Minimising Risk to Un-deposited Archaeological Archives English Heritage
Chartered Institute for Archaeologists (CIfA) (2020a) Standard and guidance for the collection, documentation, conservation and research of archaeological materials
Chartered Institute for Archaeologists (CIfA) (2020b) Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives
Chartered Institute for Archaeologists (CIfA) (2019) Toolkit for Selecting Archaeological Archives https://www.archaeologists.net/selection-toolkit
Collections Trust (2009). Labelling and marking museum objects. http://www.collectionstrust.org.uk/images/documents/c1/a453/f6/Labelling_and_Marking_booklet.pdf
Collections Trust (2022) 'SPECTRUM' UK Collection Management Standard - https://collectionstrust.org.uk/spectrum/
FISH (2018) Forum on Information Standards in Heritage (FISH) Thesauri http://www.heritage-standards.org.uk/ and http://thesaurus.historicengland.org.uk/
FAME (2020) "Archaeological Archives: definitions; composition and the requirements of different elements; archive practice from project planning to deposition, including selection and local and national standards." https://www.youtube.com/watch?v=6TQVv6aQvk0&feature=youtu.be
FAME (2020) Curatorial practice: accessioning, collections care, accessibility. https://www.youtube.com/watch?v=CRBmNfkNZL8&feature=youtu.be
FAME (2020) Archive use: outreach, exhibition, education, research. https://www.youtube.com/watch?v=VsXztU5pJKk&feature=youtu.be
Historic Environment Scotland 'Objects Thesaurus' - https://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=Main
Institute for Conservation (ICON) Archaeology Group Guidelines https://www.icon.org.uk/groups-and-networks/archaeology.html
Leigh, D., Watkinson, D., Neal, V., 1998 'First Aid for Finds: Practical Guide for Archaeologists', ICON
Museum and Galleries Commission (1992) Standards in the Museum Care of Archaeological Collections

New South Wales Office of Environment & Heritage 'Stabilising Stuff: A Guide for Conserving Archaeological Finds in the Field' - https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Heritage/guide-for-conserving-archaeological-finds-in-the-field.pdf

Robinson, W., 1998 'First Aid for Underwater Finds', Archetype Publications Ltd

Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) The Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1) http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe

Society for Museum Archaeology (SMA) Resources 'Materials Factsheets':

- Botanical Materials
- Ceramics
- Collections Packaging & Silica Gel
- Composite Objects
- Faunal Materials
- Glass
- Human Remains
- Leather
- Metals (Ferrous)
- Metals (Non-Ferrous)
- Stone
- Textiles
- Thin Sections
- Waterlogged Materials

Society for Museum Archaeology (SMA) (1993) Selection, Retention and Dispersal of Archaeological Collections. SMA

Society for Museum Archaeology SMA (2018) Data Sharing Agreement https://socmusarch.org.uk/data-sharing-agreement-archives-template-sma/

Society for Museum Archaeology (SMA) (2020) Smart Project and Resources http://socmusarch.org.uk/training/smart-project/

Watkinson, D and Neal, V (1998) First Aid for Finds (Third Edition; London; Rescue/UKIC Archaeology Section, revised 2001)

4.2 Research Frameworks – national, regional and subject specific

Scotland's national and regional research frameworks
The Research Frameworks Network. The online hub for research frameworks where you can directly access the different research frameworks or cross search across the frameworks for research questions and strategies associated with different places, periods or themes. The website also provides a useful introduction to research frameworks. https://researchframeworks.org/introduction-to-research-frameworks/
Scottish Archaeological Research Framework (ScARF): research framework and resource for Scottish archaeology, providing an overview of the subject and useful and relevant research questions for everyone to use. https://scarf.scot/
ScARF Regional Frameworks: regional research frameworks complement the national ScARF but focus on assessing the state of knowledge in each region and how it differs from the national picture. They highlight key regional differences and future research priorities in each geographical area. Prior to any work being undertaken, the project team should check availability of the regional research framework. https://scarf.scot/regional/
Subject based research frameworks
Ancient Human Occupation of Britain (AHOB) Key Research Questions: http://www.ahobproject.org/AHOBI/key_questions.html
Bayley, J., Crossley, D. and Ponting, M. (2008) Metals and Metalworking. A research framework for archaeometallurgy. HMS Occasional Publication No. 6.
Blinkhorn, E. and Milner, N. (2013) Mesolithic Research and Conservation Framework 2013 http://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1632-1/dissemination/pdf/MRF_complete.pdf
Blinkhorn, E. and Milner, N. (2013) Developing a Mesolithic Research and Conservation Framework. Resource Assessment. http://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-1632-1/dissemination/pdf/Resource_Assessment_2013-10-05.pdf
Haselgrove, C., Armit, I., Champion, T., Creighton, J., Gwilt, A., Hill, J.D., Hunter, F. and Woodward, A. (2001) Understanding the British Iron Age: an agenda for action. Draft Report of a Working Party of members of the Iron Age Research Seminar. http://www.personal.reading.ac.uk/~lascretn/IAAgenda.htm.
Irving, A. (2011) A Research Framework for Post-Roman Ceramic Studies in Britain. The Medieval Pottery Research Group Occasional Paper No. 6.
James, S. and Millet, M. (ed.s) (2001) Britons and Romans: advancing an archaeological agenda. CBA Research report 125. York: Council for British Archaeology.
Medieval Settlement Research Group (1996, revised 2007) Medieval Rural Settlements Group Policy Statement. https://medieval-settlement.com/about/policy/
Perrin, R. (2011) A Research Strategy and Updated Agenda for the Study of Roman Pottery in Britain. Study Group For Roman Pottery Occasional Paper No. 1.
Cardiff University (2022) Heritage Preservation Guidance for Archaeological and Historic Metals: Guidelines for Storage of Archaeological Metals. https://www.heritagepreservationguidance.co.uk/guidelines-for-storage#:~:text=Place%20objects%20on%20a%20tray,point%20they%20will%20be%20dry.

Thunberg et al (2019) Desiccated Microclimates for Heritage Metals – Creation and Management. Studies in Conservation

Digital data management and archive

CIfA (2021) *Toolkit for Managing Digital Data* https://www.archaeologists.net/digdigital

DigVentures (2019) *Dig Digital. Work Digital. Think Archive. Create Access.* https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

Digital Curation Centre Data Management Planning resources: http://www.dcc.ac.uk/resources/data-management-plans

Human Remains

BABAO 2019a, British Association of Biological Anthropology and Osteo Archaeology Code of Ethics https://babao.org.uk/wp-content/uploads/2024/01/BABAO-Code-of-Ethics.pdf

BABAO 2019b, British Association of Biological Anthropology and Osteo Archaeology Code of Practice https://babao.org.uk/wp-content/uploads/2024/01/BABAO-Code-of-Practice.pdf

HES 2016, The Treatment of Human Remains in Archaeology. Historic Scotland Operational Policy Paper 5. https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=02e7320f-4fb2-4c4a-8aba-a58e00e3f22c

Mitchell, P. D and Brickley, M. (ed) 2017, Updated Guidelines to the Standards for Recording Human Remains. CIfA https://www.archaeologists.net/sites/default/files/14_Updated%20Guidelines%20to%20the%20Standards%20for%20Recording%20Human%20Remains%20digital.pdf

Museums & Galleries Scotland (MGS) 'Guidelines for the Care of Human Remains in Scottish Museum Collections' https://www.museumsgalleriesscotland.org.uk/wp-content/uploads/2023/06/guidelines-for-the-care-of-human-remains-in-scottish-museum-collections.pdf

Material Standards

ACBMG (2002) Ceramic Building Material Minimum Standards for Recovery, Curation, Analysis and Publication, Archaeological Ceramic Building Materials Group http://www.archaeologicalceramics.com/uploads/1/1/9/3/11935072/ceramic_building_material_guidelines.pdf

Barclay, A., Knight, D., Booth, P., Evans, J., Brown, D.H. and Wood, I. (2016) A Standard for Pottery Studies in Archaeology Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group https://historicengland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology/

5 Appendix 1 – Archive Processing Fee and Implementation

5.1 Introduction

5.1.1 Following the feasibility study and survey undertaken as part of the Before the Museums Project (2020, 2021), this consultation pack provides three possible Archive Processing Fee models. The current consultation will help inform which model will be applied, how it will be implemented and the amount the fee charged will be.

5.1.2 Following work delivered as part of the feasibility study, the Archive Processing Fee is intended to cover:

- Museum staff time for accessioning and adding to catalogue
- Materials for any packaging replacements
- Making the assemblage accessible for the future

5.1.3 The fee does not cover:

- Museum building costs
- Shelving and other infrastructure costs for storing the assemblage
- Photographing of all or part of the assemblage
- Basic conservation, cleaning, and packaging as defined within the guidance (created as part of this project) for the deposition of archaeological assemblages in Scotland

5.1.4 The possible models are:

- Fee Model A – a notional, flat rate covered by a one-off standardised payment
- Fee Model B – a tiered, sliding scale based on the volume of the material archive
- Fee Model C – a box or unit fee based on the number of items deposited

5.1.5 The **Archive Strategy Workflow** highlights the different milestones in the project where decisions that impact the archive are made, as well as who will be involved in those decisions. This also shows when the Archive Fee is agreed and transferred during project delivery and held by KLTR for the TTU until archive deposition is made (subject to agreement by KLTR). The implementation and transfer of the fee is further described in relation to the archive process in the preceding parts of this document (see above, Sections 2.6 and 2.7).

5.1.6 This section outlines how the Archive Processing Fee is managed and agreed, at which point in the project delivery this can be reviewed, and when the Fee is transferred.

5.2 Model A – Flat rate

Key features

5.2.1 A standardised one-off museum processing fee of **£250** is paid by all projects which will deposit a material finds assemblage to a museum or repository. The fee applied will be the same irrespective of the project, value or complexity of the assemblage. As such, it is not linked to the size of the archive or nature of an intervention, but to the administration of the archive accession process.

Implementation of the fee

5.2.2 The application of the fee is included as part of the Archive Strategy Workflow and linked to the expectation that archaeological finds will be recovered during the project. The Archive Strategy will be signed off by the Local Archaeological Advisor (LAA).

5.2.3 Irrespective of the Project Pathway followed (see Section 2.6 and 2.7, above), the Archive Processing Fee will either be

- A) retained by the archive creator to cover costs of dispersal following the selection process.
- B) transferred to the KLTR (subject to agreement by KLTR) once the Archive Claim process has been initiated.

5.2.4 The implementation of the fee will be documented as part of the Archive Strategy, which will be agreed by relevant stakeholders at key stages (see Sections 2.6 and 2.7)

5.2.5 The fee will be held by the KLTR until the completion of the claim process by SAFAP (subject to agreement by KLTR). Where an archive is claimed, the fee will be transferred to the receiving museum on deposition.

5.2.6 Should a claim not be made, the Fee should accompany the archive and support dispersal either by the archive creator, or another body, as identified and agreed by TTU.

5.3 Model B – Tiered Rate

Key features

5.3.1 A tiered, sliding scale based on the volume of the archive. The sliding scale is linked to the estimated number of units to be deposited and is therefore proportionate to the amount of archive material recovered by each project. The fee model is limited to three fixed levels. The fee recognises that larger assemblages will require more time for archive administration and processing by Museum / Repository staff.

5.3.2 The table below outlines fees associated with each level, with a single 'unit' being either one box or one equivalent item (one bag, one outsized object). Level 1 is the minimum fee that will be charged to any project which recovers finds. In addition to three fixed fee levels, larger assemblages will be charged the higher fixed charge plus a per box rate.

- Level 1 / 1 to 2 units = £200
- Level 2 / 3 to 8 units = £600
- Level 3 / 9 to 15 units = £1,200
- Level 4 / 16+ units / or exceptional materials = £1200, then £125 per box for each unit over 16 boxes

5.3.3 The Level groupings have been identified following analysis of finds archives which have gone through the TTU Claims process between 2019 and 2023. On average, of 238 archives, 73% (n=174) consisted of 1 to 2 units and would make up most claims. Between 2020 and 2023, 6% of those archives (n=14) would fall into Level 4, based on number of units making up the archive.

Number of Archives at each Level based on TTU data from 2020 - 2024

- Level 1 / 1 to 2 units = 174 archives, 73%
- Level 2 / 3 to 8 units = 38 archives, 16%
- Level 3 / 9 to 15 units = 12 archives, 5%
- Level 4 / 16+ units / or exceptional materials = 14 archives, 6%

Implementation of the fee

5.3.4 The application of the fee is included as part of the Archive Strategy Workflow and linked to the expectation that archaeological finds will be recovered during the project. The Archive Strategy will be signed off by the Local Archaeological Advisor (LAA).

5.3.5 The level of fee to be applied will be agreed *either* on submission of the project DSR (Project Pathway 1) or submission of the project PERD (Project Pathway 2), and outlined in the accompanying and updated Archive Strategy. The Archive Strategy must be agreed with the Local Authority Archaeologist (to confirm proposed project delivery and selection strategy) and TTU (to agree fee level and selection strategy).

5.3.6 Irrespective of the Project Pathway followed (see Section 2.6, above), the Archive Processing Fee will either be

- 1A or 2A) retained by the archive creator to cover costs of dispersal following the selection process.
- 1B or 2B) transferred to the Treasure Trove Unit (TTU) to be held by the KLTR once the Archive Claim process has been initiated (subject to agreement by KLTR).

5.3.7 The implementation of the fee will be documented as part of the Archive Strategy, which will be agreed by relevant stakeholders at key stages (see Sections 2.6 and 2.7)

5.3.8 Where Pathway 1B or 2B is followed, the fee will be held by the KLTR until the completion of the claim process by SAFAP. Where an archive is claimed, the Processing Fee will be transferred by KLTR / TTU to the allocated museum once formal paperwork has been issued.

5.3.9 Should a claim not be made (Pathway 1A or 2A), the Fee should accompany the archive and support dispersal either by the archive creator, or another body.

5.4 Model C – Box Fee

Key features

5.4.1 A simple box fee charged on the number of units deposited as part of the final archive. A single 'unit' being either one standard box or one equivalent item (one bag, one outsized object) (see Section 3.1).

- Box Fee = £125 per box

Implementation of the fee

5.4.2 The application of the fee is included as part of the Archive Strategy Workflow and linked to the expectation that archaeological finds will be recovered during the project. The Archive Strategy will be signed off by the Local Archaeological Advisor (LAA).

5.4.3 The level of fee to be applied will be agreed *either* on submission of the project DSR (Project Pathway 1) or submission of the project PERD (Project Pathway 2), and outlined in the accompanying and updated Archive Strategy. The Archive Strategy must be agreed with the Local Authority Archaeologist (to confirm proposed project delivery and selection strategy) and TTU (to agree fee level and selection strategy).

5.4.4 Irrespective of the Project Pathway followed (see Section 2.6, above), the Archive Processing Fee will either be

- 1A or 2A) retained by the archive creator to cover costs of dispersal following the selection process.
- 1B or 2B) transferred to the Treasure Trove Unit (TTU) to be held by the KLTR once the Archive Claim process has been initiated (subject to agreement by KLTR).

5.4.5 The implementation of the fee will be documented as part of the Archive Strategy, which will be agreed by relevant stakeholders at key stages (see Sections 2.6 and 2.7)

5.4.6 Where Pathway 1B or 2B is followed, the fee will be held by the KLTR until the completion of the claim process by SAFAP. Where an archive is claimed, the Processing Fee will be transferred by KLTR / TTU to the allocated museum once formal paperwork has been issued.

5.4.7 Should a claim not be made (Pathway 1A or 2A), the Fee should accompany the archive and support dispersal either by the archive creator, or another body.