

# **Requirements for Deposition of Fieldwork and Excavation Archives With Norfolk Museums Service**

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# 1. Introduction

The purpose of the document is to clarify the procedures for the deposition of excavation, and other archaeological investigation archives, with Norfolk Museums and Archaeology Service. There is an overall requirement that all archives must be presented properly packed in suitable containers for long term storage, correctly labelled and with full paper documentation. Additionally, digital archives are accepted, the information must be in a format readable by the museum. The museum will only accept archives which meet the requirements set out in the rest of this document.

This document should be read in conjunction with *Standards for Field Archaeology in the East of England* (Gurney 2002) and *Archaeological Archives – A Guide to Best Practice* (Brown 2007).

## 1.1 Initial Contact

The Archaeology Department should be contacted by the Project Manager when the fieldwork starts, and again on the commencement the post-excavation work, to inform us of the likely size of the archive, to clarify any issues concerned with deposition, and to request a *Transfer of Ownership* form. A *Transfer of Ownership* form must be completed for each excavation on each site, and must be signed by the owner of the archive (usually the landowner) before the archive can be accepted.

Contact must also be made with the Conservation Department at the start of the post-excavation work to clarify any issues concerning the treatment and storage of the archive. The address of the Conservation Department is given in Appendix 1. Please see Section 3 for issues regarding conservation and packaging objects.

## 1.2 Museum Accession Numbers

Accession numbers will be assigned by the museum when the museum has been notified of the commencement of the post-excavation work. A single accession number will be assigned to material from a single site, with the small find numbers serving as subsidiary numbers as a suffix to the main accession number. The accession number takes the format: NWHCM : year.number (eg NWHCM : 2005.34).

## 1.3 Deposition

When the archive is ready for transfer to the museum, at least three weeks notice must be given before delivery of the archive, so that a mutually agreeable time and place can be arranged, unless the archive is very large, in which case more time must be given. Only complete archives will be accepted, with no deposition of partial archives. At the time notice of delivery is given, the Deposition Checklist (Appendix 3) must be sent to the Archaeology Department. The *Transfer of Ownership* form must be completed before deposition.

## 2. The Material Archive

The complete archive should comprise the material archive and the documentary archive. The guidelines for how these should be arranged and packed are given below.

This section details how different categories of finds are to be sorted, packed, boxed, labelled and marked in order to be consistent with other deposited archives and the museum's storage systems. Conservation requirements are also stated. For any categories of material not covered below please contact the Archaeology Department for advice (contact details in Appendix 1).

### 2.1 Retention and Discard of Finds

Policy and practise of retention and discard of finds should be governed by the Society of Museum Archaeologists' *Selection, Retention and Dispersal of Archaeological Collections* (1993). Any sampling must be statistically valid, and the methodology documented. All illustrated finds should be retained.

### 2.2 Sorting of Finds

There are different requirements for Small Finds, Bulk Finds and Human Remains, so there should be a basic separation of these types. Small finds should have a unique Small Find Number, as this will form part of the museum's accession number to identify the objects. They should be divided by material type into metals, organics and glass, and then ordered by small find number. If there are sufficient objects, they should also be ordered by period. The different material types should be boxed separately, unless there are very few of any type.

Human remains must be treated with respect, and bones and cremated fragments from different bodies must not be allowed to intermingle (unless in excavation and post excavation it was impossible to separate individuals).

Bulk finds should be sorted by type (in the case of animal bone, by species) and context number, and boxed by type, unless there are very few objects of any type, when they can be grouped together. Environmental samples should be sorted by context number and boxed together.

## 2.3 Packaging Materials

These guidelines are summarised in Appendices 4 and 5.

The following information provides guidance for deposition with NMAS. Very fragile objects will require bespoke methods of packing. Please contact the NMAS Conservation Department (Appendix 1) if you have any queries regarding packing methods.

Packaging materials come into contact with the stored artefacts and may cause adverse chemical reactions that can lead to accelerated rates of decay. Therefore, the archive will only be accepted if it is packed for long-term storage in an inert medium, environmentally buffered where required.

### 2.3.1 Boxes

For ease of integration with our existing collections and shelving, specific sizes of boxes are required. A list of storage suppliers is attached at the end of these guidelines (Appendix 2).

Plastic boxes should be constructed from Polyethylene (PPE) plastic, and must be capable of an air tight seal when closed. They must conform to one of the following sizes:

190 mm wide x 265 mm long x 105 mm high or 5 litres  
330 mm wide x 330 mm long x 170 mm high or 8-9 litres with a square footprint.

The maximum weight of these plastic boxes must not exceed 7 kg. Heavy items should be placed at the bottom of the box, with lighter finds above.

Cardboard boxes must be of archival quality, of low-acid cardboard, with non-corrosive staples and deep lids, eg Ryder boxes. The thickness of the cardboard must be at least 1900 microns. They must conform to one of the three following sizes:

280 mm wide x 520 mm long x 254 mm high  
280 mm wide x 520 mm long x 127 mm high  
560 mm wide x 520 mm long x 254 mm high

The latter size should only be used if a single object is too large to fit in one of the smaller boxes. The maximum weight in a cardboard box must not exceed 20 kg.

### 2.3.2 Plastic Bags

These must be of the re-sealable variety ('gripper bags'), and have opaque, white, write-on panels on one side only. A tyvek label containing all information should be placed within each bag. To limit movement, appropriately sized bags should always be used. Some objects may need additional support within the polyethylene bag e.g. plastazote/jiffy foam or acid free card. Polyethylene bags should be perforated.

### **2.3.3 Polystyrene boxes**

Objects that require more protection must be packed in appropriately sized clear polystyrene boxes (known as *crystal boxes*). Crystal Boxes should preferably be of the push-fit-lid type for ease of stacking.

Objects should be laid on a bed of crumpled acid-free tissue paper (if organic) or within a closely fitting block of white polyethylene foam ('Plastazote'), which has been cut out to cradle the object firmly.

The object must be held lightly against the lid so that it can be clearly seen. When possible, one finds label should be placed the bottom of the box, facing outwards, below the tissue or foam, so that it can be seen from the back. The boxed object should then be bagged.

### **2.3.4 Foam**

Foam must be closed-cell polyethylene, white in colour (eg Plastazote). Plastazote should be used for object cut-outs and support. A sheet of polyethylene foam (known as 'Jiffy foam', 2-4mm thick), to fit snugly within the bag, will provide support for objects that are not fragile but need some cushioning to avoid abrasion. Attention should be paid to the direction of the ridges – horizontal is best for most objects.

### **2.3.5 Tissue paper**

This must be acid-free and unbuffered and should not be used with metalwork.

### **2.3.6 Bubble-wrap**

This should not be used in direct contact with small finds but can be used to bulk out boxes.

### **2.3.7 Spun-bonded polythene labels (Tyvek Labels)**

This should be used to record all information regarding an object and placed with in the polyethylene bag containing the object.

## **2.4 Storage and Packaging of Registered Small Finds**

The type of box used for groups of registered finds will vary, depending on the material of the objects. Materials other than metalwork, glass, jet, shale and amber can be stored in a cardboard box, in which case a standard box must be used whenever possible.

A box must contain finds from one site, and must not be overfilled. Only one type of material must be placed in box – e.g. one box for ceramics, one for leather, one for copper alloy. For small projects producing perhaps only one or two items of each material, this need not apply. In this instance please consult the NMAS Archaeological Curator.

Boxes must not be overfilled and boxes with only a few finds should have cushioning to prevent movement.

Each object must be packed in a perforated polyethylene bag of an appropriate size to the object. The object however packed should be visible without having to be unpacked.

### **2.4.1 Organic materials**

Most objects made of organic materials – eg leather, textile fragments, wooden objects must be supported within their bags.

- Leather should be supported on acid-free card or acid-free blotting paper cut to fit neatly within the bag.
- Textile fragments should be packed in non-airtight polyester film Secol/Melinex envelopes and supported by acid-free card or blotting paper.
- Small wooden items may need to be boxed in crystal or perforated Stewart boxes; more robust objects may be packed on a support of acid-free card/correx and supported where necessary by Plastazote, and bagged as before.
- All organic registered small finds once packed/bagged should be placed in a cardboard Ryder box and not a Stewart box.

### **2.4.2 Inorganic Materials**

Iron, copper/silver alloy, tin, pewter and lead must be stored in a polyethylene box containing an appropriate amount of silica gel. Each item should be individually packed according to the objects needs. All plastic bags must be adequately perforated. It is preferred that acid free tissue is not used in contact with metalwork as a packing medium. (Tissue paper is hygroscopic and will attract moisture).

The standard large Stewart box requires 500g of silica gel. The aim is to achieve a relative humidity < 15% RH for ironwork and < 35%RH for all other metalwork. For Health and Safety purposes NMAS will



only accept silica gel of the sealed bag variety that can be regenerated/reconditioned. A paper humidity indicator must be placed so that it is visible through the box, and the date the silica gel was inserted or changed should be noted on the outside of the box.

These conditions should be implemented for all metalwork, except for slag, large groups of post-Roman nails and large post-medieval structural items e.g. piping and flashing, none of which need be stored with silica gel or within plastic sealable boxes.

Glass should be adequately packed and so it is visible. Glass must be stored in plastic re-sealable boxes.

#### **2.4.3 Composite Objects**

Metal/organic objects will usually have had some form of conservation treatment and so will have been packed according to the object's particular requirements. If this is not the case then please seek advice on the most appropriate packing method.

#### **2.4.4 Materials Requiring Microclimates**

Some other materials, such as **jet, shale or amber**, may also require special environmental conditions. Such objects should be stored in Stewart boxes with buffered silica gel, usually to achieve around 50% RH. Silica gel can be supplied buffered, or can be buffered by the project conservator. An indicator strip should be placed to be visible from outside the box.

#### **2.4.5 Large Objects**

Crystal boxes are not available for long or larger objects. Alternatives include polypropylene (eg 'Stewart') boxes, acid-free cardboard boxes or bespoke Correx boxes. The support packaging should be designed so that the object is easily seen when the lid is removed. One Tyvek label should be stored within the box. Exceptionally large finds should be crated or palletised in consultation with the NMAS Archaeological Curator or Collections Manager.

## **2.5 Storage and Packaging of Bulk Finds**

Self seal bags should not be used for bulk finds. The polyethylene bags should be 500 gauge and should be perforated. The bags should not be over filled and should be secured by folding the top over and stapling together. A Tyvek label with site code, context etc. should be clearly visible.

Where any bulk material e.g. stone exceeds standard box sizes then please consult the NMAS Archaeology Department regarding packing requirements.

### **2.5.1 Human Remains**

These must be boxed on their own and not mixed with other types of material, unless the amount is very small. Cremated remains should be bagged, one cremation per bag. Inhumation remains must be boxed one skeleton per box, unless the number of bones is very small, in which case they can be bagged, and several may be placed in one box.

### **2.5.2 Animal bone**

This should be dry and bagged by animal species and then context number, and boxed in cardboard boxes.

### **2.5.3 Pottery and Ceramics**

These should be bagged in clear polyethylene bags by context. Where the amount of ceramics allows, they should also be bagged by pottery type and context. The bags should be placed in cardboard boxes.

### **2.5.4 Other: Glass, Metalwork, Ceramic Building Material, Stone**

This should be packed in polyethylene bags. The bags should be perforated.

## 2.6 Labelling and Marking

### 2.6.1 Boxes

The exterior of the boxes holding the archive must be labelled in the following format:

Donor's Name	Event Number
Parish	Space to be left for Bar Code
Site Name	
National Grid Reference	
Contents	
Period	Accession number

The information should be written directly onto the box (not the lid) in permanent ink, on one of the short ends of the box. A separated paper label recording the same information should be included inside each box.

A space 65mm wide by 45mm high should be left blank above the Accession number for the museum's bar code to be stuck on after deposition.

Event Numbers are issued by Norfolk Landscape Archaeology (see address in Appendix 1).

Parish should be the modern administrative parish name, except in Norwich, Thetford, Great Yarmouth, and King's Lynn, where the city or town name should be used.

Site name should be the name given to the site in the publication or report.

The National Grid Reference should be 8 figure, either centred on the site or on the principle feature of the site.

Contents should be a very brief description such as 'Pottery', 'Tile', 'Fe Small Finds', or similar.

Period codes should be recorded in the form given below. One code should be used for each period which is represented with the box.

<b>Period</b>	<b>Date Range</b>	<b>Abbreviation</b>
Prehistoric	Pre 43 AD	Prehist
Palaeolithic	pre 8,500 BC	Palaeo
Mesolithic	8,500 – 4,500 BC	Meso
Neolithic	4,500 – 2,500 BC	Neo
Bronze Age	2,500 – 700 BC	BA
Iron Age	700 BC – 43 AD	IA
Romano-British	43 – 410 AD	RB
Pagan Saxon	410 – 650	PS
Middle Saxon	650 – 850	MS
Late Saxon	850 – 1066	LS
Medieval	1066 – 1500	Med
Early Post-Medieval	1500 – 1600	EPM
Post-Medieval	1600 – 1750	P-Med
Modern	1750 – date	Mod

### 2.6.2 Bags

Bags containing finds should be labelled on the write-on-panels as follows:

Top panel:

Event number
--------------

Middle panel:

Small Find Number or Context Number Object Type
--

Bottom panel:

Period	Accession number
--------	------------------

Object Type should be a brief description of the object such as ‘Fe nail’, ‘annular brooch’, ‘delf-ware pottery’ or similar.

### 2.6.3 Crystal Boxes

Crystal boxes should be labelled on the foam packing material, not on the lid, which must be left clear. The small find number should be recorded in the top-left space for preference, the Event Number must be recorded in the top right corner and the Accession number in the bottom right corner. If space permits, period should be recorded in the bottom left corner, and the object type wherever it will fit.

### 2.6.4 Registered Small Finds

Small finds, such as metalwork, painted window glass, worked bone, and organic material must be marked directly where possible with the accession number and small find number, in an unobtrusive place. A bottom and top coat of Paraloid B72 20% weight to volume must be used. An acid-free label or tag must be attached with archival grade string where possible to the object, also recording the Event Number.

On the other side the accession number should be written, followed by the small find number. Tyvek labels containing the same information should be enclosed in each bag.

### **2.6.5 Bulk Finds**

Ceramics, vessel glass, window glass, stonework, stone implements and animal bone is to be marked with the Event Number and context number in black or white (which ever is most readable) permanent ink in an unobtrusive place. The context number should be placed within a circle or between brackets. A bottom and top coat of Paraloid B72 20% weight to volume must be used for glass, stone and flints

### 3. Finds Conservation

This section should be read in conjunction with the standards for archaeological materials set by the Museums and Galleries Commission (MGC 1992), the UKIC Archaeology Section (UKIC1990) and the Museum of London Archive: standards (MoL 1998).

Early liaison with a project conservator must be established to facilitate and support the conservation process through out excavation, finds assessment and preparation for deposition.

Each project will have its own conservation requirements, however, NMAS has some general requirements that must be followed. Should depositors be in any doubt about conservation needs they are advised to contact the NMAS Conservation Department directly.

The NMAS Conservation Department can provide:

- Conservation advice for planning, first aid treatment on site, packing and storage of finds

- Conservation assessment and estimates prior to and post excavation

- Conservation treatments- both investigative and stabilisation

- Consultation for research and statements for publication.

#### 3.1 Selection for conservation treatment

Damp or wet finds must be received dry. They must have been cleaned and stabilised as necessary by a conservator prior to deposition. The exception being those remains that may need for the purposes of future research, to be handed over either in a wet or frozen state. Those exceptions must be agreed with NMAS prior to deposition.

The future of large structural items such as building timbers, wall paintings and mosaics must be discussed with NMAS staff at a very early stage. Such items need not be conserved if it is decided that they will not be deposited in the archive.

Vulnerable items in danger of deterioration must be cleaned and stabilised. The selection of objects from each site will rely on the project conservator in discussion with the project manager/finds specialist.

Non-ferrous objects should be cleaned in their entirety. Partial cleaning should be limited to instances where complete cleaning may be detrimental to the object itself or where it may take an unreasonable proportion of time.

Partial cleaning of ironwork objects is acceptable due to the disproportionate time that may be spent cleaning objects in their entirety.

Soil blocks should be excavated by the conservator and the contents conserved as soon as possible after excavation.

Reconstruction of ceramics by non-conservators should be limited to taping together sherds from stable fabrics only, if required for illustration. The minimum number of sherds should be used and sherds to be taped as late as possible before illustration and removed immediately afterwards. The project conservator should advise on the type of tape appropriate.

All treatment of vulnerable fabrics required for photography or illustration must be carried out by the project conservator.

### **3.2 X-Radiography**

NMAS requires that a significant proportion of the metalwork is x-Rayed, including all coins and most ironwork objects. Each X-Ray negative should only contain objects from one site. Categories of artefact to be X-Rayed are:

All iron finds with the exception of positively identified medieval and post med nails.

Non ferrous metal objects, particularly if corrosion obscures surface detail, the exception being lead artefacts.

All coins.

Composite artefacts where metals are or likely to be present, bone artefacts for example.

Cremation vessels.

#### **3.2.1 Presentation of X-ray plates**

Each plate should contain items from one site only. The standard plate size is 180 x 240 mm.

The quality of images should be checked for exposure and detail. Where it appears that an object has revealed varying features, the object should be re-x-rayed from different angles to demonstrate those features.

The processing of the plates should be archival - that is, the plates should be adequately fixed and rinsed.

Each plate must be assigned an individual number. This should be marked on the X-ray permanently by lead letters in the top left hand corner of the plate.

The site name should be marked on the upper edge of the plate and each individual object no. clearly marked next to the object in white Rotring ink.

Each plate must be stored individually within a polyester sleeve eg *Secol* inside an acid free negative envelope, such as Unbuffered Perma/Dur<sup>R</sup>.

**X-ray plates must not be cut up and the individual image placed with the object.**

The plate number for each object must be marked on:

- the finds bag and label
- recorded on the conservation record
- entered on the registered finds card/digital index

### **3.3 Recording conservation treatments**

Each conserved item must have a conservation record describing condition and treatment. Those items that are commonly recovered in large groups, waterlogged leather or window glass for example, can be recorded under one conservation record providing the treatment is similar for all. Where an object is extracted for individual treatment then this should be recorded separately under a unique conservation number.

Photographs should be taken where considered necessary but need not be routine for every single object, an example being mineralised organic material prior to removal subsequent to finds specialist request, or a block lifted antler comb being recovered and after cleaning and conservation.

The NMAS Conservation Department uses the MODES database to record treatments. Depositors own treatment cards will be accepted providing they are cross referenced with X-Ray plate numbers and photograph numbers where appropriate and follow a similar format to the NMAS record card (see Appendix).

Each X-Ray plate must be recorded as an individual conservation record with the relevant registered finds numbers also recorded.

An indication that the object has been conserved should be registered on the find card or record sheet. The unique conservation no. should be written in lightfast marker on the bag and label within the find bag/packaging.

#### **3.3.1 Digital records**

All conservation records must be submitted in digital form as a csv file. Analysis reports or diagrams depicting treatment should be in PDF format. The record about each object should include the following headings:



Conservation Job Number  
Sites and monuments number  
Accession number and Registered find number  
Condition  
Method Keyword  
Free Text Method  
Date of completion  
Photo number  
Material  
Request  
Conservator  
X-ray No.

Photographs should preferably be in digital format, their individual numbers unaltered. Digital photographs should be submitted on CD-Rom. The CD-Rom should be burnt at a low speed in a single session as this improves longevity, and should contain no more than 580 Mb of data. A spreadsheet with the following headings must be included in csv format:

Conservation job no.  
Image no.  
Description/caption

For further information on the requirements for digital archives please see *Section 5 – The Digital Archive* on page 21

## 4. The Documentary Archive

The entire paper documentary archive must be scanned as PDFs prior to deposition, and deposited with the Museum Service, along with any other digital archive material. They may be submitted on the same media (CD, DVD, USB stick etc...), in a separate directory, clearly named. Each PDF file must contain the accession number of the archive.

The documentary archive must contain a signed *Transfer of Ownership* form, the deposition checklist (Appendix 3), a copy of Licence for the Removal of Human Remains (if relevant), copies of relevant correspondence with landowner, list of boxes (including documentary archive boxes) with brief note of contents, the Project Brief, the Project Report and all other papers generated by the fieldwork or excavation. Originals should be included wherever possible.

Digital archives are not accepted as an alternative to the paper archive.

### 4.1 Packaging Materials

#### 4.1.1 Boxes

The boxes used to house the archive must be of neutral pH (6.5-8) 1900 micron double kraft lined container board, and of a design to take upright folios and A4/legal paper, opening at the top. Their size must be adequate to take A4 paper - approximately 381 mm long and 254 mm high. The width may be variable, and sized according to suit the archive.

#### 4.1.2 Paper

All paper used must be of good quality (at least 80 gsm) and durable and A4 in size. Thermal paper such as that used in some fax machines is not of sufficient quality. Any parts of the archive on this type of paper must be photocopied onto good quality paper first. Paper fastening such as paper-clips, staples or treasury tags should be of plastic and not metal in order to prevent corrosion. Do not use sellotape or masking tape within the archive.

Plans and drawings must be on good quality durable paper, or polyester-based film (eg permatrace).

Polyester (Secol) sleeves should be used for the storage of photographs. All sleeves should be A4 landscape in size, and provided with suspension rods for storage in filing cabinets.

#### 4.1.3 Pens

Pens used in labelling should have permanent ink (eg Staedtler permanent Lumocolor).

## **4.2 Storage and Packaging of the Documents**

### **4.2.1 Paperwork**

All paperwork must be placed in archive boxes. Within these boxes the papers should be kept in archival file folders.

### **4.2.2 Slides and Negatives**

Slides and other photographs must be placed in Secol sleeves with suspension rods. 35 mm slides should be provided in Secol hanging files, A4 landscape (6 pockets wide and 4 pockets deep. Any prints should also be in landscape Secol hanging files with pocket sizes appropriate to the size of print.

Negatives must be placed in A4 landscape Secol hanging files with horizontal strip pockets. They should be accompanied by a contact sheet, also in an A4 landscape Secol hanging file.

### **4.2.3 X-Rays**

Each X-Ray negative should only contain objects from one site. X-rays should preferably be a standard 180 cm x 240 mm and received in Secol sleeves inside Unbuffered Perma/Dur<sup>R</sup> negative envelopes. Where large items have been X-Rayed using non-standard size film please place in Secol sleeve and label appropriately. It is important that X-Ray negatives are not cut up.

### **4.2.4 Site Plans**

Site plans should be supplied in large Secol sleeves. Multiple plans can be put in one Secol sleeve. A 30 mm 'margin' should be left between the top of the plans and the open edge of the Secol sleeve as the plans will be store in suspended files. As the drawings and plans are stored suspended please do not roll them at any time.

## **4.3 Labelling and Marking the Archive**

### **4.3.1 Boxes**

All boxes should be labelled with the parish, HER Number and site name (if applicable) on one of the narrow ends. The accession number should be written in the bottom right hand corner.

### **4.3.2 Paperwork**

As far as possible, all documentation that directly relates to the site should have the HER Number, parish and accession number written or printed on it (for word-processed documents this should be set up as a footer, left justified).

### **4.3.3 Microfiches**

Any Microfiches must be stored in acid-free envelopes with the Event Number, parish, site name and accession number written on the outside in permanent ink.

#### **4.3.4 X-Rays**

X-ray Envelopes must be marked with the Small Find's kV and exposure times, Event Number, parish, and site name, with the accession number on the bottom right. The X-ray film should be appropriately marked with small find number next to the image.

#### **4.3.5 Slides**

Slides should be labelled with the accession number (see section 1.2) on the top of the slide frame on the side that it should be viewed from, followed by a unique index that relates to a paper catalogue of the photography. The Event Number should be written on the bottom of the frame. Prints should be labelled on the reverse with the Event Number, parish, site name and accession number followed by a unique index number. The secol hanging files should be labelled with the Event Number, parish, site name, with the accession number on the right hand side.

#### **4.3.6 Negatives**

Negatives should be labelled on the secol sleeve with the Event Number, the parish, site name, with the accession number on the right hand side. The contact print must be labelled with Event Number, parish, site name with the accession number on the right hand side on the reverse, and on the front the unique index number should be written next to each image.

## 5. The Digital Archive

Norfolk Museum and Archaeology Service welcomes digital data as part of the overall excavation archive. Any digital information that is deposited must be *in addition* to the primary paper archive.

### 5.1 Delivery Medium

#### 5.1.1 CDs and DVDs

Do not write on the label side with ball-point pen, pencil, or with markers containing solvents. Do not use stick-on paper labels.

The disk must be marked with the Accession Number, Parish and Site Name. If there is more than one disk each one should be marked: '1 of n, 2 of n' etc...

#### 5.1.2 Hard Drives

USB 2.0 portable hard-drives may be used with prior agreement where there is a lot of data. They should be formatted to NTFS. At least three months must be allowed for processing of the data by the museum before the return of the hard-drive.

#### 5.1.3 Floppy Disks and Other Media

Floppy disks are not accepted. USB sticks are accepted where there is too much data for a DVD.

### 5.2 Data Structure

In the root of the CD-R, DVD+R or Hard-Drive there must be a text file with the name consisting of the Accession Number: ie NWHCM 2009.56.txt. Within this text file must be the following information:

Accession Number  
Parish  
County  
Excavation Date  
Contracting Unit  
Contracting Unit Address  
Contact Name  
Summary of contents of each directory. If there is no data present, this must be stated.

Also in the Root Directory must be a PDF of the excavation report.

The Root Directory must contain the following folders, even if there is no data present:

Audio Files  
CAD Files

- Database Files
- Geophysics Files
- GIS Files
- Images
- Movies
- Spreadsheet Files
- Statistics Files
- Text Files
- Virtual Reality Files
- Conservation Files

If there is too much data for one disk then the second (and subsequent) disk(s) must be structured in the same way as the first, with the same text file in the root of each disk. Data within each of the directories above should not be split across disks without prior consultation with the Archaeology Department.

Photographs relating to the conservation of objects should go in a sub-directory of Conservation Files, not in the Images directory, which is reserved for excavation and finds photographs.

### 5.3 File Formats

Audio	WAV
CAD	DWG (AutoCad)
Database	Delimited text
Geophysics	Raw xyz data in text CSV And Rendered uncompressed TIF image
GIS	ESRI Shapefile And Geo-referenced uncompressed TIF image
Images	Uncompressed TIF
Movies	MPEG 1 & 2
Spreadsheet	Comma Separated Value (CSV)
Statistics	Delimited text
Texts	ASCII And PDF
Virtual Reality	X3D VRML Java 3D OTVR

## 5.4 Photographs

Digital photographs are acceptable only if they meet the following standards:

- There must be a minimum sensor size of 22 mm x 15 mm (known as APS-C). This rules out most compact and 'bridge' cameras.
- Minimum of 10 megapixel sensor.
- All photographs must be shot using the camera's RAW, and later converted to uncompressed Tiff at 8 bit. Photographs must not be shot as JPEGs and converted to TIF. Submissions of JPEG or RAW will not be accepted.
- The images must not have been manipulated or altered post capture.

In order to maintain unique file names across multiple sites, the automatically assigned file name from the camera must be prefixed by the accession number, ie NWHCM 2010.500 DSC123456.

## Departmental Contact Details

### Archaeology Department:

Archaeology Curator – Collections  
Archaeology Department  
Norwich Castle Study Centre  
Shirehall  
Market Avenue  
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NR1 3JQ

Tel: 01603 493631

Fax: 01603 493623

<http://www.museums.norfolk.gov.uk/default.asp?Document=300.10>

### Conservation Department:

Assistant Conservation Officer (Archaeology)  
Conservation Department  
Norwich Castle Study Centre  
Shirehall  
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Norwich  
NR1 3JQ

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### Norfolk Landscape Archaeology:

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Norfolk Landscape Archaeology  
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HER Officer  
Norfolk Landscape Archaeology  
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Gressenhall  
East Dereham  
Norfolk  
NR20 4DR

Tel: 01362 869281

Fax: 01362 860951

<http://www.museums.norfolk.gov.uk/default.asp?document=600.70>



Appendix 2

**Suppliers of Packaging**

**Plastic Boxes**

Stewart Co Tel: 0208 688 3857  
Waddon Marsh Way, Purley Way, Croydon, CR9 4HS

**Cardboard Boxes**

G Ryder & Co Ltd Tel: 01908 373658  
Denbigh Road, Bletchly, Milton Keynes, MK1 1OG

**Foam**

Polyforms Ltd Tel: 01525 852444  
Cherycourt Way, Stanbridge Rd, Luton, LU7 8UH

**Plastic Sleeves**

Secol Ltd Tel: 01842 752341  
Howlett Way, Thetford, Norfolk, IP24 1HZ

**Fluted Plastic Board**

Correx Plastics Tel: 01452 316500  
Madleaze Ind Est, Bristol Road, Gloucester, GL1 5SG

**X-Ray Envelopes**

Preservation Equipment Limited Tel: 01379 647400  
Vinces Road, Diss, Norfolk, IP22 4HQ

**Silica Gel**

Baltimore Chemicals Ltd Tel: 01628 531900  
Eghams Court, Boston Drive, Bourne End, Bucks, SL8 5YS

**RH Indicator Strips**

Conservation Resources (UK) Ltd Tel: 01865 747755  
Units 1, 2 & 4, Pony Road, Horspath Industrial Estate, Cowley, Oxfordshire, OX4 2RD

Appendix 3  
**Deposition Checklist**

<b>Accession Number</b>			
<b>Parish</b>		<b>HER No</b>	
<b>Site Name</b>			

**Included in this Archive Are:**

Document Boxes	<input type="checkbox"/>	(state number)
Project Brief	<input type="checkbox"/>	(mandatory)
Project Design	<input type="checkbox"/>	
Report	<input type="checkbox"/>	(mandatory)
Aerial Photographic Plot	<input type="checkbox"/>	
Fieldwalking Report Form	<input type="checkbox"/>	
Fieldwalking Finds Plot	<input type="checkbox"/>	
Geophysical Survey Report	<input type="checkbox"/>	
Plot of Geophysical Survey Results	<input type="checkbox"/>	
Context Sheets	<input type="checkbox"/>	
Level Sheets	<input type="checkbox"/>	
Site Matrix	<input type="checkbox"/>	
Site Plans and Sections	<input type="checkbox"/>	(give number of sheets)
Index of Site Plans	<input type="checkbox"/>	(mandatory if any plans)
Index of Site Sections	<input type="checkbox"/>	(mandatory if any sections)
Black and White Negatives	<input type="checkbox"/>	
Black and White Contact sheet	<input type="checkbox"/>	(mandatory if any B/W negs)
Index of Black and White Photographs	<input type="checkbox"/>	(mandatory if any B/W photos)
Colour Slides	<input type="checkbox"/>	
Index of Colour Slides	<input type="checkbox"/>	(mandatory if any slides)
Cardboard Boxes - 280 mm x 520 mm x 254 mm	<input type="checkbox"/>	(state number)
Cardboard Boxes - 280 mm x 520 mm x 127 mm	<input type="checkbox"/>	(state number)
Cardboard Boxes - 560 mm x 520 mm x 254 mm	<input type="checkbox"/>	(state number)
Bulk Finds Records Forms	<input type="checkbox"/>	(mandatory if any finds)
Small Find Boxes – 8-9 litre	<input type="checkbox"/>	(state number)
Small Find Boxes – 5 litre	<input type="checkbox"/>	(state number)
Small Finds Forms	<input type="checkbox"/>	(mandatory if any small finds)
Human Skeletal Remains (HSR) Record Forms	<input type="checkbox"/>	(mandatory if any HSR)
Summary of Finds	<input type="checkbox"/>	
Assessment of Find's Potential for Analysis	<input type="checkbox"/>	
Conservation Records	<input type="checkbox"/>	(mandatory if any conservation undertaken)
X-Rays	<input type="checkbox"/>	
Index of X-Rays	<input type="checkbox"/>	(mandatory if any X-Rays)
Computer CD-Roms/DVDs - data	<input type="checkbox"/>	(state number)
Environmental Records	<input type="checkbox"/>	(mandatory if any samples)
Environmental Report	<input type="checkbox"/>	(mandatory if any samples)

Appendix 4  
**Summary of Guidelines**

Inform NMAS Archaeology Department at start of fieldwork

Inform NMAS Archaeology and Conservation Departments at start of post-excavation process.

There is an overall requirement that all archives must be presented properly packed in suitable containers for long term storage, correctly labelled and with full paper documentation. All waterlogged material must have been conserved and dried before deposition.

**Box Sizes:**

Plastic: 190 mm wide x 265 mm long x 105 mm high or 5 litres  
330 mm wide x 330 mm long x 170 mm high or 8-9 litres with a square footprint.

The maximum weight of these plastic boxes must not exceed 7 kg.

Cardboard: 280 mm wide x 520 mm long x 254 mm high  
280 mm wide x 520 mm long x 127 mm high  
560 mm wide x 520 mm long x 254 mm high

The thickness of the cardboard must be at least 1900 microns.  
Max weight 20 kg

The exterior of the boxes holding the archive must be labelled in the following format:

Donor's Name	HER number
Parish	
Site Name	Space left for
National Grid Reference	Bar Code
Contents	
Period	Accession number

In general, small finds in plastic boxes, bulk finds in cardboard boxes.

A *Transfer of Ownership* form must be completed before deposition.

At least three weeks notice must be given of the deposition of the archive with NMAS. The Deposition Checklist must be sent at this time.

If you have any queries, please contact the Archaeology Department on 01603 493631.

Appendix 5  
**Summary of Packaging**

	Plastic box	Cardboard box	Crystal box	Plastic bag-sealed	Plastic bag-perforated	Acid free tissue	Plastazote	Jiffy Foam	Fluted plastic board	Bubble wrap	Silica gel	Melinex sleeves	Acid free card
<b>Material Type</b>													
Ironwork	√		√		√		√	√			√		
Copper/Silver Alloy	√		√		√		√	√			√		
Lead	√				√		√	√					
Glass	√		√	√	√		√	√	√				
Stone/Flint		√	√		√	√	√	√		√			
Ceramic		√	√		√	√	√	√		√			
Wood, Leather		√	√		√	√	√	√	√	√		√	√
Textile		√	√			√			√			√	√
Skeletal Material		√	√		√	√	√	√		√			√
Amber, Shale	√				√	√	√	√			√		
							These materials can be used as support or liners for any material						
Composite	Packaging will normally favour one particular type of material. Please liaise with NMAS conservator.												