Archaeological Archives in Suffolk
Guidelines for Preparation and Deposition

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Introduction
These guidelines set out the requirements for the creation, compilation, and deposition of archaeological archives in Suffolk. This document outlines our requirements and standards relating to the conservation, organisation, labelling, marking, storage and documentation of archaeological archives that are to be deposited with Suffolk County Council Archaeological Service (SCCAS).

These guidelines will be reviewed annually and re-issued at least once every five years. Please ensure that you have the most up-to-date version.

This version was issued in March 2017.

Pre-deposition Requirements
An archive may be deposited with SCCAS if it derives from work undertaken within Suffolk or from projects where the majority of the work was based within the county.

Project archaeologists should read these guidelines during the preparation of their project design/written scheme of investigation (WSI) so that any archive and storage requirements and costs can be factored in to the project from the start.

The HER (Historic Environment Record) Officer will issue an HER parish code at the start of a fieldwork project. This number will be unique for each project or site and MUST be used throughout the archive as the accession number. This number is not to be confused with the event number which will also be issued to the site.

Depositors are required to contact the Archaeological Collections Officer in advance of deposition to confirm the type and quantity of the archive to be deposited, it is at this point any discussions surrounding disposal can be made. Any items put forward for disposal require extra recording and a suitable disposal method to be agreed before any disposal is carried out. A deposition spreadsheet will be issued for return prior to delivery of the archive so that deposition costs can be calculated and a delivery date can be arranged. We require at least a notice period of at least 4 weeks for archive delivery.

The archiving and storage of organic finds and sediments 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, either prior to commencement of the project or as part of the updated project design to ensure suitable curation measures are put into place.

An archive will only be accepted if an appropriate level of assessment and reporting has been undertaken on the project (including finds and environmental material) and after it has been signed off by the Archaeological Development Management Officer responsible for the site.

SCCAS reserves the right to inspect archives prior to delivery and on delivery to monitor compliance with these guidelines. SCCAS reserves the right to 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.
Costs
In order to cover administration costs there is a charge for the deposition of archives. There is currently no charge for the deposition of digital data.

<table>
<thead>
<tr>
<th>For each paper archive box</th>
<th>£50 exc. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each bulk finds box</td>
<td>£50 exc. VAT</td>
</tr>
<tr>
<td>For each small finds box</td>
<td>£50 exc. VAT</td>
</tr>
</tbody>
</table>

Any archives that do not meet the given standards in this document will either be returned or the depositing body will be charged, after discussion, for the work and supplies required to bring the archives up to the acceptable standards, this includes any conservation work that may be required to stabilise objects at the time of deposition. The cost of transfer and insurance for objects during transfer will be the responsibility of the depositor.

What to Include in the Archive?
An archaeological archive consists of all written, drawn, photographic and digital records in addition to the artefacts/ecofacts related to and generated by a specific archaeological project. For an average fieldwork project, this will consist of the following:

<table>
<thead>
<tr>
<th>Artefacts / Ecofacts</th>
<th>Required in Physical Archive</th>
<th>Required in Digital Archive</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of ownership form</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>All finds</td>
<td>✓</td>
<td>×</td>
<td>Material agreed for disposal or retention by landowner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Record Types (non-repeatable records)</th>
<th>Required in Physical Archive</th>
<th>Required in Digital Archive</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All record sheets including: trench, context, sample, skeleton, field walking etc.</td>
<td>✓</td>
<td>×</td>
<td>Blank/unused forms</td>
</tr>
<tr>
<td>All site registers including: context, photographs, small finds etc.</td>
<td>✓</td>
<td>×</td>
<td>Blank/unused forms</td>
</tr>
<tr>
<td>Site notebook/daybook (or extracted pages)</td>
<td>✓</td>
<td>×</td>
<td>Scrap paper notes unless in a usable and understandable form</td>
</tr>
<tr>
<td>Original site drawings (including inked versions)</td>
<td>✓</td>
<td>×</td>
<td></td>
</tr>
<tr>
<td>Original site photographs, including: B&amp;W film, coloured film, slides, digital</td>
<td>✓</td>
<td>Digital photos</td>
<td></td>
</tr>
<tr>
<td>Raw data from survey work</td>
<td>×</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
## Secondary Record Types

<table>
<thead>
<tr>
<th>Required in Physical Archive</th>
<th>Required in Digital Archive</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive index and box content lists</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Correspondence and management documents (WSI, brief, SMC, tenders, project designs)</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Risk assessments, health and safety information</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Architects drawings or OS map copies</td>
<td>Only if annotated</td>
<td>✗</td>
</tr>
<tr>
<td>Copyright licence</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Completed OASIS entry</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Record sheets prepared during post-excavation, including: finds record sheets, conservation sheets etc.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Site matrix</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Grey literature reports (Final copies and any significant drafts)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Publication text</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Offprint of the final publication</td>
<td>If applicable</td>
<td>If applicable</td>
</tr>
<tr>
<td>Illustrations, photographs, x-rays generated during post-excavation</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Un-edited specialist reports (in full)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Specialist databases or spreadsheets</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>C14 dating records and certificates</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Site registers including: contexts, samples, photographs etc.</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Security copy disc</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Duplicates of illustrations and drawings</td>
<td>Only if annotated</td>
<td>✗</td>
</tr>
<tr>
<td>Raw data supplied by HER/SMR</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Copies of published papers other than those generated by the project</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

This list is not intended to be exclusive, not all projects will produce the archive components listed above and some projects may produce other material not on this list.
Guidelines for the Documentary Archive

General Storage

❖ The archaeological contractor must provide appropriate acid-free boxes, wallets, or folders in which to store the documentary archive. See the Appendix for recommended specification and suggested box sizes. Please contact us if you wish to deposit boxes of markedly different sizes.

❖ Boxes are to be labelled with parish, HER parish code, contents, date of excavation, excavator/contractor, and box number.

❖ Self-adhesive box labels should have a strong, permanent adhesive. Labelling should be done in permanent black marker pen. A sample box label layout is included in Appendix, to request a template for printing, please contact SCCAS.

❖ A contents list must be included in every box (and a copy of this included in the digital archive, in an editable form).

❖ Photographic material, drawing film, acetates and paper must be separated.

❖ All labels on folders and boxes should be made in permanent black ink.

Paper

❖ All written archives should be produced on plain paper with a neutral to mildly alkaline pH using archive-standard pens or pencils.

❖ Paperwork must be kept flat and together, in acid-free folders and acid-free boxes with brass stitching.

❖ Include original documents rather than photocopies where possible.

❖ Sticky tape and metal paperclips should not generally be used; archival quality brass or plastic paper clips and plastic treasury tags are acceptable.

❖ Packages or bundles of documents may be tied with archive tape or string.

❖ Document wallets and folders should be marked in the top right hand corner with the HER parish code and summary of contents. The SCCAS box number will be added below this, so please leave adequate space.
Above: Folder labelled in the desired format. Below: Folder labelled and secured with archive tape. Photographs copyright of Suffolk County Council Archaeological Service
Drawings

❖ Plans and sections should be on polyester-based film and labelled with the HER parish code and drawing number in pencil.

❖ They should be kept flat rather than rolled where ever possible. Large plans (A2 or A1, to a maximum of A0 size) on polyester film may have holes drilled for hanging storage, or may be rolled and stored in appropriate document tubes or wrappings. Please consult us about any unusual sizes.

❖ Object or conservation drawings should be labelled with the HER parish code and the appropriate context and object numbers.

❖ Acetates should be packaged separately from polyester film.

Photographic Material

❖ All film and photographic prints should be correctly processed, following the current British Standards (BS 5699) for archival purposes.

❖ All prints should be stored in transparent archival-quality polyester envelopes, in acid-free wallets, folders, or boxes.

❖ Each print should be labelled, on the reverse, with the HER parish code and any identifying numbers, in pencil.

❖ Slides should be mounted and labelled and stored in polyester punched hanging folders, with metal hanging strips. Stickers must not be used to label slides or hanging folders – mark directly onto the mount or top edge of folder in permanent, fade resistant marker.

❖ Negatives should be stored in archival-quality polyester divided punched files and stored separately from the prints in acid-free boxes. Negative-holders should be clearly labelled with site code and film code. Large quantities of negatives should be supplied in standard ‘A-S’ system binders (see Appendix 1).

❖ An editable digital copy of the photographic index should be included with the archive. A list of photographs and images is essential, as these will be archived separately, either digitally or in designated photographic storage boxes.

❖ For requirements relating to digital photographs, see below (p.11).
Above: Negatives in labelled wallet (HER parish code in top left corner). Below: Slides (labelled with HER parish code and slide number) in wallet (labelled with HER parish code). Photographs copyright Suffolk County Council Archaeological Service.
X-rays and Microfiche

❖ X-rays should be annotated with a unique x-ray number, usually part of a running sequence and stored in appropriately sized 75 micron polyester sleeves.

❖ The polyester sleeve should be labelled with site code and context or small find numbers as appropriate. Annotations directly on the x-ray plate should be made using permanent coloured or white ink.

❖ Microfiche should be stored in divided polyester sleeves with a binding edge for storage.

Above: Microfiche in wallets labelled with the HER parish code. Photograph copyright of Suffolk County Council Archaeological Service

Copyright

❖ Copyright ownership for the documentary archive usually resides with the archaeologist who creates the archive, unless otherwise specified in a contract.

❖ Suffolk County Council expects to be granted a written assignment of copyright in perpetuity, or licence if the copyright holder is unwilling to assign copyright, in order to have the right to utilise the documentary archive either under sole or shared copyright under current copyright legislation.

❖ A copy of the copyright licence must be included with the paper archive, and a digital copy should also be provided.
Metadata and administration

❖ The archive index will be in the form of an Excel spreadsheet (template supplied by SCCAS), to be included as a paper copy and on the digital archive CD. Once completed, this will provide:
  - a quantitative list of what is in the documentary, photographic and material archive
  - a list of digital files including accompanying metadata (brief description, file type, software type, version number – see ADS guidelines)

❖ The OASIS entry for each site should also give an indication of what might be expected in the project archive. A print-out of the entry should be included in the paper archive.

❖ Any on-site retention/discard policy relating to finds and samples should be recorded (subject to agreement with the curatorial team). A list of any artefacts or samples retained by specialists for further research, or of those that have been destroyed or discarded during post-excavation analysis should also be included.

❖ A full and detailed record of any finds retained by the landowner must be supplied, to include full analysis and photography/illustration.

Guidelines for the Material Archive

Cleaning, Marking and Conservation

Bulk finds and stable small finds

❖ All finds with a stable surface should be cleaned, unless conservation requirements dictate otherwise, and dried. Please pay particular attention to the cleaning of broken edges.

❖ All pottery, animal bone, worked flint and worked stone is to be marked individually with HER parish code and context number in white or black permanent waterproof ink. Pot sherds should be marked on the inner surface, close to a break.

❖ Ceramic building material, burnt flint, metalworking residue (slag), human bone and shell are not usually marked, with the exception of any material that is laid out for comparison, reference or display.

Sensitive finds

❖ Sensitive finds need not be marked, unless necessary for a particular reason. Please follow procedures outlined by the Collections Trust (2009).

❖ All iron finds, other than items clearly of recent date, should be documented through x-radiography before deposition, due to inherent instability. Digital x-rays will be not accepted without an analogue copy.

❖ Other metal finds should be documented through photography unless an x-ray is necessary for identification or cleaning purposes.
❖ Any relevant documentation, including treatment record, X-radiographs and photographs must be included in the documentary archive (see p.6).

❖ All sensitive finds should be appropriately packaged (see below).

❖ Sensitive finds should be cleaned by a conservator if the object is required for specialist identification and analysis, illustration or display purposes. Otherwise minimal conservation treatment to ensure long-term stability is the main requirement.

❖ All conservation should be carried out prior to the deposition of the archive by conservators with appropriate expertise, according to standard conservation practices as outlined by ICON (www. icon.org.uk) and UKIC Guidelines (UKIC 1983; Watkinson and Neal 2001).

❖ Unstable or unconsolidated items will not be accepted for deposition.

**Bags, Boxes, and Packing Methods**

**General**

❖ Finds should be packaged in clean, perforated polyethylene self-sealing bags with opaque ‘write-on’ strips.

❖ Bags should be labelled with the HER parish code, context number, small find number (if appropriate) and any other important contextual information, e.g. burial number for grave goods or spit number for cremations.

❖ The original Tyvek finds label from site should be placed in the bag alongside a fresh Tyvek label duplicating the information written on the front of bag.

❖ Permanent, waterproof black marker pens should be used for writing on bag fronts and Tyvek labels.

❖ The most appropriate sized bag for the finds should always be used. Bags should not be over-filled – any bags that cannot be closed will be rejected.

❖ Packing should normally allow the object to be visible without having to be unpacked.

❖ Plastazote foam may be used for support.

❖ All boxes must contain a list of contents, and copies of box content lists must also be supplied in an editable digital form.

❖ Boxes may contain material from multiple small sites.
Bulk finds and stable small finds

❖ All packaged bulk finds (ceramics, building materials, slag, flint, bone) should be placed in acid-free boxes. A standard box size is used for bulk finds (see Appendix 1 for specification).

❖ No box should be heavier than 6kg. Objects heavier than 6kg must be boxed separately and noted accordingly.

❖ Bulk finds must be ordered, packed and stored separately by type of material, and then in context number order (grouping is acceptable for small archives).

❖ Human or animal skeletons should be stored in individual boxes. Disarticulated human bones and fragmentary remains may be boxed together provided they are clearly labelled as such.

❖ Bones of small mammals, birds and fish should be in separate bags but stored in the same box as the rest of the animal bones. Please ensure they are not crushed underneath heavier bones.

❖ Un-boxed bulky items which are only labelled using string and a tag will be rejected. They must be individually marked.

Sensitive finds

❖ All sensitive finds should be packed in micro-climates in Stewart boxes with an environmental controlling agent (‘live’ silica gel where appropriate).

❖ Metalwork should be boxed separately.

❖ Each box should contain silica gel where appropriate and a dated humidity strip so it is visible without opening the box.

❖ Plastazote foam can be used to bulk out boxes if needed.

❖ Fragile items in need of support should be protected with the following materials:
  - closed-cell polyethylene foam (e.g. Plastazote)
  - sheets of polythene foam (Jiffy foam)
  - polystyrene boxes (crystal boxes).

❖ Finds in need of support should be cradled and wrapped in the appropriate packing materials.

❖ Some fragile pottery and glass bulk finds may also need special packing provisions. Follow the same procedure for sensitive finds.

❖ Only sealed bags of silica gel are permitted for use in humidity controlled boxes, do not use loose silica gel. Any boxes using loose silica gel in any form will be rejected on grounds of health and safety. See Appendix 1 for suppliers.
Labelling

❖ All boxes must be labelled with parish, HER parish code, material, contexts/small find numbers, excavator, date of excavation and allocated box number on self-adhesive labels.

❖ A sample box label design is included in Appendix 2. To request the separate printing template please contact a member of the SCCAS archive team.

❖ Self-adhesive labels should have a strong, permanent adhesive. Labelling should be done with a permanent black fade resistant marker pen.

❖ Labels should be on the box, not on the lid.

❖ SCCAS box numbers will be provided on request. If appropriate, boxes can also be numbered for each material type (e.g. 1/10, 2/10 etc.)

![Sample filled out bulk finds box label. Photograph copyright of Suffolk County Council Archaeological Service](image)

Environmental Archive

❖ Environmental samples which have been subjected to analysis must be deposited (flots and sorted material from residues only).

❖ Unprocessed samples will not be accepted.

❖ Samples must be packed and stored as appropriate for the type of material and labelled with HER site code, context, and sample identifiers, using the same methods as outlined for bulk finds.
Human Remains
❖ SCCAS encourages the retention, rather than reburial, of human skeletal remains for future study.

❖ If human remains are included in the archive, a copy of the relevant licence for their excavation and retention must be included in the paper archive.

❖ Any reburial which has been implemented during excavation or following analysis should be noted in the archive.

Discard
❖ Assuming an adequate documentary record/archive exists, we will consider case-by-case proposals for sampling and partial discard of certain finds categories, for example, burnt flint/stone, CBM, shell, environmental samples, large assemblages of metalworking debris, and un-stratified material.

❖ Any final discard decision is to be made by a member of the archive team prior to any disposal.

❖ Any discard policy which has been implemented during excavation and analysis should be noted in the archive.

Guidelines for the Digital Archive
General
❖ The Archaeological Data Service, provide up-to-date information and guides to good practice for digital archiving.

❖ A list of file formats we accept is provided in Appendix 3.

❖ All elements of the digital archive should be deposited on archival quality high resolution CD-ROM (e.g. Kodak Gold) or DVD labelled with permanent marker and with an accompanying index. A copy of the digital archive will be uploaded onto the computer server or external hard drives of Suffolk County Council for storage.

❖ Site and post-excavation data, where created, must be supplied digitally in addition to its inclusion in the paper archive. This includes context lists, photographic registers, sample lists, bulk finds quantification and small find catalogues.

❖ The archive should not include duplicate or irrelevant files.

Text documents
❖ In addition to a Portable Document Format for long term archiving (.pdf/a). Final reports and other text documents should be submitted as one of the following:
  - Microsoft Word Document (.doc)
  - Rich Text Format (.rtf).
Spreadsheets / databases
❖ Access databases (.mdb or .accdb) and Excel tables (.xls or .xlsx) are both accepted by SCCAS/CT (see Appendix 3 for other possible formats) for the submission of recorded data.

Photographs & X-rays
❖ The preferred format for photographic images is uncompressed TIFF. High quality JPEGs will be accepted.

❖ Digital X-rays must be submitted as uncompressed TIFF or high quality JPEG files with an analogue copy.

❖ Digital photographs MUST be renamed in the given format and suffixed with the photo number corresponding with the site photographic register, or a separate digital photograph list.

❖ The photograph register must also be included within the digital archive.

CAD
❖ Graphics should be stored in their original form.

❖ AutoCAD files should be exported and saved into a format that can be imported into other programmes (for example, as .dx) or transferred to .TAB files for use with MapInfo.

❖ Derived vector files such as Adobe Illustrator are not considered suitable for long term preservation. All relevant material should also be supplied as finished versions in .pdf/a format.

Survey data
❖ GIS files should be in their original format (Shapefiles or georeferenced TIF preferred) In addition to this a copy should also be exported and saved into a format that can be imported into other programmes (e.g. MapInfo .mid/.mif).

❖ Specialist survey data, such as geophysics, should be deposited both in proprietary format for reading with the original software and a further copy should be in a non-application specific format for the long-term preservation.

Folder structure
❖ The digital data should be deposited with the following folder structure. The folder names should contain no spaces.

❖ Do not include empty folders and add any extra additional folders if needed

❖ The top-level folder should be labelled with the HER site code and site name:
  - e.g. BSE013_St-Saviours-Hospital
Within the top-level folder should be the **second-level and third-level folders.** Possible third-level folders are shown in brackets.

- **Admin** (Correspondence) to include correspondence, WSI, brief, project management etc.
- **Database** to include all site data, whether in spreadsheet, database, or another format
- **Finds** to include all relevant data and unedited versions of specialist reports, but not finds data recorded with site data in the main site database/spreadsheet
- **Graphics** (MapInfo, Figures, Scans, Xrays) to include all graphics files and final PDF versions of illustrations
- **Photos** (SitePhotos, FindsPhotos) to include all digital photos
- **Report** to include the site reports
- **SiteRecords** to include photo register, context registers, matrices etc.
- **SurveyData** to include original survey data from geophysics, not to include converted GIS files

Folders may be sub-divided further as appropriate.

If there is more than one phase to a project, add each phase under the top-level folder. The second-level folders should follow under each phased folder. Folders are to be labelled with the fieldwork type and the year in which it was undertaken e.g. 2017_Excavation

**File naming**

- File names should be alphanumeric, with or without spaces, punctuation, or full stops. Underscores should be used to divide different fields of information. Hyphens should be used to divide information within a field.

- File names should be consistent through the project archive and include the site code and any other useful summary information.

- The fields should follow in the following order. If any are not applicable, then they can be omitted from the file name:
  - HER parish code
  - Fieldwork phase
  - File type (e.g. Photo, Report, GIS, Data, FindsReport)
  - File sub-name, if applicable (e.g. Draft, Appendix)
  - Additional Information (e.g. Photo number, TextOnly, GIS file name)
  - File Version, if applicable

- **Examples:**
  - HER123_Eval_Photo_001
  - HER123_DBA_Report(ReportNumber)
  - HER123_Eval_Data_AnimalBone
  - HER123_Exc_GIS_SiteOutline
  - HER123_Eval_Figure_Fig1-SiteLocation
Transfer of Ownership

❖ Suffolk County Council, as the final archive repository, must have ownership of any finds from archaeological fieldwork.

❖ Material collected by archaeological fieldwork, with the exception of human remains and items classified as Treasure, belongs to the landowner unless there has been a transfer of ownership title.

❖ As a condition of acceptance, SCCAS Conservation Team requires that the landowner transfers the ownership title to Suffolk County Council before an archive is deposited in the County Store. It is expected that the complete archive will be accepted as an unconditional gift.

❖ The archaeologist undertaking fieldwork is responsible for obtaining the written consent of the landowner to transfer ownership of finds.

❖ Temporary transfer of ownership title may be made to the depositing body prior to deposition with SCCAS. In this case, we require the depositing body to transfer the ownership title and copies of the original document giving ownership to them.

❖ Copies of correspondence relating to requests for donation of material should be supplied if no response has been forthcoming after two written attempts. In this case a representative of the contracting archaeologist/company must complete the transfer of ownership form on behalf of the landowner.

❖ The SCCAS transfer of ownership form can be requested from SCCAS, or the depositor may use their own (subject to approval).

❖ Archives will not be accepted until the landowner and/or project archaeologist has signed the transfer of ownership form.

Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive and transfer of title to the intended archive repository before the deposition process commences. If this is not achievable, and any or all finds have been retained by the landowner, provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate, and a record of this must be included in the paper archive and HER. The landowner must speak to SCCAS to be made aware of any conservation and long term preservation conditions that the archive would require.
Further Reading: National Standards and Guidelines
Additional guidance on best practice can be found in a number of published documents, all of which are currently available online.


For digital archives:
Archaeological Data Service & Digital Antiquity. 2011. *Guides to Good Practice.* [http://guides.archaeologydataservice.ac.uk/g2gp/Main](http://guides.archaeologydataservice.ac.uk/g2gp/Main)
Appendix 1: Suppliers

Listed below are the suppliers SCCAS uses. The materials and products they supply meet the correct high standard of care and the sizes are consistent with our shelving needs. Please discuss alternative materials with the archive team before use.

Acid Free boxes
Supplier: G. Ryder & Co Ltd

Website: www.ryderbox.co.uk

Properties: Wire stitched low acid boxes from 1900 micron double-kraft lined container board (pH 6.5–8) with pure brass stitching.

Standard sizes:
- Documentary A4: 370 x 270 x 100 mm (internal), full case lid
- Documentary A3: 450 x 350 x 70 mm (internal), full case lid
- Material Bulk finds: 445 x 241 x 178 mm (internal), 460 x 255 x 180 mm (external). Boxes can be up to 500 mm long (internal) for human skeletal remains. All bulk finds boxes have an 80 mm deep lift-off lid.

Polythene ‘Stewart’ boxes for small finds
Supplier: Azpack Ltd

Website: www.storeanddisplay.co.uk

‘Crystal’ box (clear plastic display box), various

Properties: Clear polystyrene

Standard Sizes: Various sizes available, use appropriate size to match sensitive finds

Stewart Sealfresh storage box

Properties: Polythene ‘Stewart’ Box

Standard Sizes:
- Savoury Storer 235 x 140 x 70mm (external) 1500ml
- Picnic Pack 270 x 195 x 105mm (external) 3750ml
- Giant Storer 335 x 335 x 165mm (external) 14000ml

Acid free folders
Supplier: Preservation Equipment

Website: www.preservationequipment.com

Flush Cut File Folders A4 (701-1209)

Properties: acid-free buffered heavy weight 244gsm paper.
Juris Expansion Folders A4 (727-7044)

Properties: Acid-free, lignin-free, 245gsm file folder stock which is also buffered with a 3% calcium carbonate.

(Similar folders are also available from G. Ryder & Co)

Polyester wallets and binders

Supplier: Secol

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

Negative and contact print pockets - Secol AS Filing Pages (e.g. AS204S7SE and AS200P1SE)

Properties: Polyester divided negative sheets and single-pocket for contact sheets. Punched for ring binding.

Slide pockets - Secol AS Suspension pockets (e.g. AS105P20) and hanging bars (HB13406BE/10)

Properties: Polyester based A-S divided pages, metal hanging bars 406mm.

X-Ray pockets - Secol Standard Pocket (various sizes)

Properties: 75 micron polyester sleeve

(Similar pockets are also available from Preservation Equipment)

Microfiche pockets - Secol AS Filing Pages of appropriate size

Properties: Polyester divided pages

Binders - Standard ‘A-S’ System Binder (ASCOMA4B)

Properties: Royal blue library buckram material in an archival boxboard frame with white barrier lining, all bonded with neutral-pH acrylic adhesive. Standard 80mm 4 “O” Ring binder mechanism.

Pens for labelling – Black Permanent Ink

Supplier: most stationers, Amazon etc.

Marker pen for polyester

Properties: Staedtler permanent marker

Archival pens for acid free wallets

Properties: Pigma Pen

Marker pen for finds labelling

Properties: Sharpie Fine Point Permanent Marker Pens
Bags

**Supplier:** MacFarlane Packaging

**Website:** [www.macfarlane-packaging.com](http://www.macfarlane-packaging.com)

Medium or heavy duty (depending on size) grip-seal bags with write-on labels

**Properties:** Medium Duty Polythene Bags c.180 Gauge (45 microns) or Heavy Duty Polythene Bags c. 300 gauge (75 microns)

**Standard Sizes:** Various sizes available, please use appropriate sizes for finds

Tyvek waterproof labels

**Supplier:** Squeegee

**Website:** [www.markdixon.me.uk/squeegee_labels/PriceList.htm](http://www.markdixon.me.uk/squeegee_labels/PriceList.htm)

**Properties:** Small plain labels

**Standard Sizes:** 35mm x 50mm

Silica Gel & Strips

**Supplier:** Baltimore Innovations Ltd

**Website:** [http://www.baltimoreinnovations.com/aerospace-defence/silica-gel-bags/](http://www.baltimoreinnovations.com/aerospace-defence/silica-gel-bags/)

**Silica Gel**

**Properties:** SuperDryPack Silica Gel Bags

**Standard Sizes:** Various sizes, pick appropriate. 100 grams should be used per 1litre of volume.

**Humidity Indicator Cards**

**Properties:** Humidity indicator cards (HICs) showing 5%-60% humidity.

**Standard Sizes:** Tins of 200
Appendix 2: Sample Box Labels

Please contact us for printing templates

Bulk Box Find Label:

<table>
<thead>
<tr>
<th>PARISH</th>
<th>SITE CODE</th>
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<tbody>
<tr>
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</table>

<table>
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<th>CONTENTS</th>
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<table>
<thead>
<tr>
<th>DATE OF EXCAVATION</th>
<th>EXCAVATOR</th>
<th>BOX NUMBER</th>
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Paper Box Label / Small Finds Box Label:

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<tr>
<th>PARISH</th>
<th>SITE CODE</th>
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<tbody>
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<tr>
<th>CONTENTS</th>
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<tr>
<th>DATE OF EXCAVATION</th>
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# Appendix 3: Accepted Digital File Formats

<table>
<thead>
<tr>
<th>data type</th>
<th>preferred format</th>
<th>accepted format</th>
<th>additional documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Images</td>
<td>TIFF (uncompressed) – (tif)</td>
<td>JPEG (jpg) TIFF (compressed) (tif) png, gif, bmp, psd</td>
<td>captions must be included (in separate documentation) for all image files</td>
</tr>
<tr>
<td>CAD (Vector graphics)</td>
<td>Scalable Vector Graphic (svg) Adobe Illustrator (ai) AutoCAD</td>
<td>CorelDraw (cdr) AutoCAD (dwg)</td>
<td>relationships to other files; captions must be included for all graphics files</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td>MS Excel (xls) Comma Separated Value (csv)</td>
<td>MS Excel 2007 and later (xlsx) OpenDocument Spread-sheet (ods)</td>
<td>columns/rows should have clear labels describing contents; key should be provided for any codes with the data</td>
</tr>
<tr>
<td>Databases</td>
<td>MS Access (mdb)</td>
<td>MS Access 2007 and later (accdb) OpenDocument Database</td>
<td>data dictionary should be included where available; for delimited text list the delimiters</td>
</tr>
</tbody>
</table>
| GIS                        | MapInfo (mid, mif) ESRI Shapefile (shp, shx, dbf) | Flat file data as xls, csv or mdb ESRI Geodatabase (xml) | Info should be provided on:  
  - the purpose of the GIS  
  - the function of each layer  
  - co-ordinate system used  
  - method of capture  
  - data source  
  - scale/resolution  
  - assessment of data quality  
  - date of capture |
| Geophysics                 | Raw xyz data (txt, csv) Rendered images (tif) | Rendered images (jpg, png) | For raw xyz data:  
  - location of survey  
  - conditions  
  - instrumentation  
  For rendered images:  
  - details of data processing & interpretation |
| Multimedia                 | mpeg, avi, smil, fswf, d-swf | | |

After RCAHMS (2012)