Suffolk County Council Archaeological Service Archives

Guidelines for Archive Preparation and Deposition

Last Updated: December 2024

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1. Introduction

The purpose of this document is to provide guidance on preparing archaeological archives for deposition with Suffolk County Council Archaeological Service (SCCAS). There is an overall requirement that archives are to be packed and documented in accordance with current standards, those archives not meeting these standards may not be accepted by SCCAS for deposition.

It is recommended that project officers involved in both fieldwork and post-excavation processing are aware of this guidance, so that any specific requirements can be incorporated from the start of the project.

SCCAS welcomes discussion at any phase of projects and any enquiries regarding the archive including discards, conservation, and packing can be made to a member of the archive team.

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 last reviewed in March 2024.

> **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.**

1.1. Collection Area

SCCAS has been collecting archaeological archives from the whole county of Suffolk since 1974 and is the only archive repository currently collecting archaeological archives in Suffolk.

An archive can be deposited with SCCAS if it derives from fieldwork undertaken within Suffolk or from projects where most of the work was based within the county.

1.2. What do we collect?

An archaeological archive consists of all written, drawn, photographic and digital records in addition to the artefacts and ecofacts related to and generated by a specific archaeological project.

SCCAS accepts physical archives generated from commercial, research and community fieldwork projects. We do not collect digital archives, please see section 8.

2.   Deposition Charges

Please be aware that from the 1st of April 2022 SCCAS will be implementing a new system for the deposition of archaeological archives and with a tiered box charge system.

2.1. What are deposition charges for?

SCCAS archives deposition charges apply to both documentary and finds archives. The charges are for the administration costs associated with deposition and as a contribution towards the long-term storage of the archive in SCCAS stores.

The deposition charge does not include the preparation of the archive to meet SCCAS archive standards.

There is a charge for digital data, however, this is paid directly to the Archaeological Data Service (ADS) at point of deposition with them. **SCCAS no longer collect digital archives.**

2.2. Who pays for depositions?

The deposition charges in this document apply to all private commercial fieldwork projects.

If you are a historical society or organisation running free amateur excavations/fieldwork or a funded project offering free community excavation opportunities, please contact a member of the archives team to discuss archive deposition costs.

2.3. Charging Process

Historically archive charges have been paid at point of deposition, but from 1st April 2022 SCCAS will charge at the Post Excavation Assessment (PXA) stage of work – prior to the planning conditions for the site being signed off. If a site does not require full excavation or PXA, then SCCAS expects the charge to be paid at the final excavation, evaluation or monitoring reporting stage.

This is to ensure that archives have been fully provisioned for as specified in NPPF. Any projects that have passed the PXA stage before 1st April 2022 will be charged once the final archive report is received or if this has already been submitted at the point of deposition.

2.3.1. How to pay

At whatever stage the archive charges for a site are paid in all cases an online invoice needs to be requested via our online form, accessible here: https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/archaeological-archives-service/archive-deposition-request-form

You will be asked for billing details and the estimated numbers of boxes to be deposited, this should be as specified in the PXA or final archive reports. If your site has already passed PXA/final archive report stage, then please enter the number of boxes you will be depositing instead.

The deposition charge will be based on the box numbers given on the online invoice request form. A 5% buffer is given on sites which have used the estimated box count in the PXA. Any archives exceeding the agreed box count by 5% or more will be charged at a rate of £120 exc. VAT per additional box, payable at time of deposition.

2.3.2. How to book a deposition

Archive depositions can be booked in with a member of the archive team. Deposition slots are issued on a first come first serve basis. Deposition slots cannot be booked until the online invoice has been requested and issued.

There is a standard minimum notice period of up to three months on most archives, however for very large depositions as much notice as possible should be given. During busy periods if a slot cannot be offered within three months, you will be offered the soonest available convenient slot.

SCCAS expects archives to be deposited within five years of payment of the deposition charges, if there is a longer delay, please discuss this with SCCAS so we are aware.

2.4. Box charges

There is a tiered system of box charges, based upon the year that phase of fieldwork started on the site (see table below). This is valid for archives totalling up to 450 boxes, in the event an archive exceeds this box limit please contact a member of the archive team for a bespoke quote.

The cost per box is a flat rate for each type of box (paper, bulk finds, small finds). Individual oversized pieces of stone (too large to be boxed) are charged the same rate as a single box.

There is currently no admin charge for each individual site on top of the box charges listed below. SCCAS do accept multiple sites per box – see packing chapters for more information.

The cost of transfer and any insurance for objects during transfer will be the responsibility of the depositor.

Date excavation phase started	Price per box (up to 450 boxes) exc. VAT
Before 1st January 2010	By negotiation
1st January 2010 – 31st December 2014	£30
1st January 2015– 31st December 2017	£40
1st January 2018 – 31st March 2022	£50
1st April 2022 – 31st March 2025	£80
After 1st April 2025	£100
Additional boxes outside of 5% buffer	£120

3. Accession Numbers

All archives are accessioned under the HER parish code, as such SCCAS does not issue separate or additional accession/box numbers prior to deposition.

The HER codes are formatted with a three-letter parish code followed by three numbers (for example: LKH 001, IPS 232, HGH 044 etc.) and are issued prior to commencement of archaeological work. SCCAS archives team do not issues HER parish codes, and these should be requested from our HER team via the following online form:

https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/the-historic-environment-record/historic-environment-record-parish-code-request-form

This number will be unique for each project or site and MUST be used throughout the archive as the accession number to label finds, paper documentation and storage materials.

This number is not to be confused with the HER event number, which will also be issued to the site by Suffolk HER for internal use only.

4. Transfer of Ownership and Copyright

Suffolk County Council, as the final archive repository, must have ownership of any finds from archaeological fieldwork and a copyright licence for any corresponding documentary archive. Any documentation and finds from archaeological fieldwork are then made publicly accessible as required by the National Planning Policy Framework December 2023, Section 211.

   "Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible…Copies of evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository."

4.1. Transfer of Ownerships

Material collected by archaeological fieldwork, except for human remains and artefacts classified as treasure, belong to the landowner unless there has been a transfer of ownership title. As a condition of acceptance, SCCAS requires that the landowner transfers the ownership title to Suffolk County Council as an unconditional gift.

A completed transfer of ownership form (PDF) is now required to be uploaded on the invoice request form, this is to ensure that permission has been granted to deposit the finds with Suffolk County Council before the archive deposition is charged for and the planning conditions are discharged.

If no response is given by the landowner, the depositing unit can follow due diligence, see 4.1.2 below.

Please deposit the paper copies of the transfer of ownership forms alongside the paper archive as normal.

A Transfer of Ownership form template can be downloaded and used from: https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/archaeological-archives-service

4.1.1. Archive Ownership Retention

In the event the landowner wishes to retain some or all an archive, the SCCAS Development Management Officer for the site needs to be consulted and it is likely that provision will need to be made for additional recording (e.g., photography, illustration, specialist analysis) as appropriate. Please note the NPPF guidelines as stated in 4. above, which details that the archive generated (both finds from archaeological fieldwork and the corresponding paperwork) must be made "publicly accessible" by the owner and that "copies of evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository."

4.1.2. Uncontactable Landowner

All effort should be made to contact the landowner, however, in cases where they are uncontactable or do not respond, the transfer of ownership form may be signed by the depositing excavation unit under due diligence.

Due diligence requires that there should be at least three written attempts to contact the landowner, with reasonable time between attempts, before the transfer of ownership form can be signed on their behalf. Evidence of this correspondence (e.g., letter copies, email copies, returned letters) should be provided alongside the signed transfer of ownership form by the depositor and uploaded to the online invoice request form.

4.2. Copyright

Copyright ownership for the documentary archive usually resides with the archaeological unit who created the archive, unless otherwise specified in a contract.

Suffolk County Council expects to be granted a copyright licence, giving permission to re-distribute archive material as required, with credit given to the original copyright holder. A copy of the licence must be included with the paper archive.

5. Negative Sites

A negative archaeological site is usually defined as a site that produced no archaeological finds or features.

In the case of a digital report, this should be deposited with the HER as per normal. In cases where additional digital archive is present (e.g. photographs) these should be deposited with the ADS as per other digital archives.

Any paper generated can be sent to SCCAS but a paper archive does not need to be generated where there isn't one.

6. Finds Archive

SCCAS will only accept complete archives, all finds should be ready to be deposited alongside the documentary archive.

6.1. Retention and rationalisation of finds

Assuming adequate documentary records exist, SCCAS will consider the discard or sampling of material on a case-by-case basis.

Any recommendations for disposal should be made by the relevant finds specialists and then discussed with SCCAS, so that any additional recording and a suitable disposal method can be agreed before any disposal is carried out. Documentary records regarding any discard or sampling policy, which has been implemented during excavation and/or post-excavation analysis, should be deposited with the archive.

Any final discard decision is to be made by the SCCAS Development Management Officer monitoring the site who will liaise with a member of the archive team prior to any disposal as necessary.

6.1.1. When should SCCAS be contacted?

The point at which SCCAS should be contacted regarding sampling or disposals may vary depending on the circumstances on site.

Most disposals will be recommended by the finds specialists at post-excavation analysis, at which point discussions should be made with the SCCAS Development Manager monitoring the site prior to the final discard and deposition of the archive.

Occasionally there may be call to sample on site (e.g. large amounts of kiln material, large deposits of burnt stone) at which point again the SCCAS Development Manager monitoring the site should be notified so that we can work with the finds specialists and site staff to produce an on-site recording and discard plan.

6.1.2. What can be rationalised?

There are no set categories of finds recommended for discard, as their research value varies on a site-by-site basis. However, we would expect that the following categories are usually considered for disposal or sampling:

- Burnt flint and burnt stone
- Fragmented undiagnostic stone

- Fragmented undiagnostic CBM
- Oyster shell (where there are less than 100 complete halves in a single context)
- Slag and other metal working debris
- Modern material including modern metal work
- Unstratified and undatable material

6.2. Packaging Materials

Archives should be deposited in conservation grade packaging. Archives deposited in non-conservation grade packing may be returned or incur additional charges to repack them. See Appendix 1 for suppliers.

6.2.1. Boxes
Bulk Finds

Bulk finds should be packed into wire stitched low acid boxes from 1900 micron double-kraft lined container board (pH6.5–8) (or similar equivalent) with pure brass stitching/staples.

The standard box size for bulk finds is:

> 445 x 241 x 178mm (internal), 460 x 255 x 180mm (external). Boxes can be up to 500mm long (internal) for human skeletal remains. All bulk finds boxes have an 80mm deep lift-off lid. Smaller box sizes can be used where appropriate.

SCCAS can supply a small number of boxes and labels for depositions if contractors do not want to obtain their own. The collection of supplied boxes will be at the Archaeological contractor's expense. Please contact a member of the SCCAS archives team to discuss this option.

Environmentally Sensitive Small Finds

Environmentally sensitive small finds should be packed in polythene 'Stewart' style boxes. There are no set size restrictions for these, but they do need to be appropriate to the size and number of finds being deposited.

Crystal boxes can be used to protect fragile finds before storing them in a larger Stewart box.

6.2.2. Bags

Finds should be packaged in clean, heavy duty polyethylene grip seal bags with opaque 'write- on' strips.

There is no size recommendation for bags, however appropriately sized bags should be used for the size and or number of finds.

6.2.3. Padding

Plastazote and jiffy foam may be used for supporting and padding fragile finds. Both come in a variety of thicknesses and are easily cut to shape.

Tyvek sheeting is also a useful packing material. It can be used in place of tissue paper, used to create lifting tabs and to create padded cushions stuffed with polyester stuffing.

PET (plumbing) tape and sheets is also useful for packing finds it creates a smooth surface which does not catch on the surface of finds and will only adhere to itself.

Tissue paper

Tissue paper should not be used to package finds as it attracts and holds moisture.

Any finds packed with tissue paper will be either refused or charged an additional cost to repack the finds using conservation grade materials.

Bubble wrap

Bubble wrap may be used to temporarily pack finds and boxes for transit, however it is not suited to the long-term packaging of finds due to chemicals it releases as the plastic ages and breaks down.

6.2.4. Pens

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

6.3. Labelling

6.3.1. Bag labelling

All 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.

6.3.2. Box Labelling

All boxes must be labelled with parish, HER parish code, material, contexts/small find numbers and date of excavation on self-adhesive labels. SCCAS no longer issues box numbers to units prior to deposition.

Labels should be on the main body of the box, not on the lid. In addition to external labels each box should contain an itemised box list.

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

Above: Example bulk finds box label. Photograph copyright of Suffolk County Council Archaeological Service

6.4. Finds Marking

The marking of finds is an important method of ensuring the security and longevity of contextual information associated with archaeological artefacts.

Situations such as cross context specialist analysis, fading of permanent markers and disintegration of bags over time can result in the loss of contextual information when the finds themselves are not marked.

As such SCCAS requires that finds be marked in addition to bags and labels, this should ideally be done prior to specialist analysis.

6.4.1. Marking Requirements

Finds should be marked with the HER site code and context number. The context number should be in brackets, for example: AAA111 (0001).

Marking should be done in permanent black ink, or in permanent white ink when on a dark surface where black is not visible.

Writing should be as small and neatly as possible in a discrete area of the find. Pot sherds should be marked on the inside close to a break.

For more guidance on the methodology used for the marking of objects please refer to the Collections Trust guidance:

https://collectionstrust.org.uk/wp-content/uploads/2016/11/labelling-and-marking-booklet-2020.pdf

6.4.2. What to mark
SCCAS expects the following categories of objects to be marked in full:

- Pottery (including small finds)
- Animal bone
- Worked flint
- Worked stone (including small finds)
- Vessel and window glass
- Clay pipe

Ceramic building material, burnt flint, shell, metal and slag are not required to be routinely marked – however, please be advised that marking may be required if an assemblage is of significant research value for cross context analysis.

Human remains and sensitive / fragile small or registered finds should not be marked unless necessary. If a particular small or sensitive find requires marking, please contact a member of the SCCAS archives team for more guidance.

6.5. Bulk 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.

Bulk finds and environmentally stable, non-fragile small finds can be stored in bags and bulk boxes as detailed in section 6.2.1.

There is a weight limit on bulk finds boxes of 6.5kg. Allowances for heavier boxes can be made where it is unavoidable, e.g. for overweight single pieces of stone. Overweight boxes should be marked with a warning sticker and the weight of the box written clearly next to the warning.

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

6.5.1. Archive Sorting

Bulk finds must be bagged separately by type of material with one context number per bag. Bags should be ordered by context number within boxes where possible.

When there is only a small amount of finds of each material type, they may be placed in the same box. Where this is the case, each material should be bagged by context as normal and then bagged by material type.

Use the appropriately sized bags for the volumes of finds; bags should not be over-filled – any bags that cannot be closed will be rejected.

All bags should be perforated with air holes, including those containing environmentally sensitive finds, to prevent mould growth and to allow air exchange.

6.5.2. Multi-site Boxes

SCCAS allows for multiple small sites to be placed into a single box, where the material archive from a site does not fill an entire box.

Material should be individually bagged by material and context as normal. The individual finds bags should all be collected into a larger bag. There should be one main bag per site with the "box content list" included in each individual site bag (see images below).

Above: *Example of a packed bulk finds box. Photograph copyright of Suffolk County Council Archaeological Service*

Above: Example of multi-site bulk finds box with sites packed into individual bags on the left and then in the bulk finds box on the right. Photograph copyright of Suffolk County Council Archaeological Service

6.5.3. Animal Bone

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 and box them in protective crystal boxes where required.

Articulated animal skeletons should be stored in their own box separated from the disarticulated animal remains.

6.5.4. Environmental Finds

SCCAS excepts environmental samples which have been subjected to analysis and expects the flots and sorted archaeological material from residues to be deposited.

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.

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.

6.5.5. Oversized Stone and Pottery

For oversized stonework for which a suitable box or bag cannot be found the object should be marked in addition to having a Tyvek labelled tied to it.

Where an oversized object is fragile (i.e., whole pots) please contact a SCCAS member of staff for more guidance.

6.5.6. Block Lifted Material

Archaeological contractors need to contact SCCAS archive to discuss how block lifted material, such as metal grave goods and/or textiles, will be prepared for archive. This material needs to be conserved and packed in such a way that it is both accessible and suitable for long term storage.

6.5.7. Waterlogged Material

Waterlogged material requires environmentally controlled storage.

SCCAS does not accept waterlogged material that is still in a waterlogged state. All material needs to be prepared for dry long-term storage. Please contact SCCAS archives for guidance on waterlogged material.

6.6. Environmentally Sensitive Small Finds

Environmentally sensitive small finds usually require environmentally controlled storage in order to maintain good preservation.

Each type of metalwork should be boxed separately, where possible, in plastic air-tight boxes (see section 6.2.1.) with silica gel to create a micro-climate. Each box should contain a dated humidity strip, and this needs to be visible without opening the box.

6.6.1. Packing

Individual sensitive finds should be appropriately packaged considering their fragility. For most finds a padded bag is appropriate, however finds in need of additional support should be cradled and wrapped in the conservation grade packing materials.

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

Suitable packing materials include:

- closed-cell polyethylene foam (e.g. Plastazote)
- sheets of polythene foam (Jiffy foam)
- polystyrene boxes (crystal boxes)

6.6.2. Pre-deposition Conservation

Sensitive finds should be cleaned by a conservator and the any conservation treatment needed to ensure long-term stability should be undertaken.

All conservation should be carried out prior to the deposition of the archive by conservators with appropriate expertise. Unstable or unconsolidated items will not be accepted for deposition and will be returned for appropriate conservation work, alternatively and with discussion, SCCAS will seek conservation work and pass of this on to the depositing organisation.

6.6.3. Pre-deposition Documentation

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, in the form of .Tiff files, will be not accepted without an analogue copy.

Other metal finds should be documented through digital 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.

6.6.4. Silica Gel

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.

A rough guide to how much silica gel is required is 100g per 1 litre volume of box space.

A humidity control strip should be used to check that there is enough silica gel to maintain desired humidity levels within the box.

Silica gel should be checked for refreshing annually, changing where required.

6.7. Human Skeletal Remains

SCCAS believes that all human skeletal remains (HSR) should be treated with dignity and respect and acknowledges its responsibilities to do so. SCCAS draws its curational standards from the following guidance:

- *Guidance for the Care of Human remains in Museum Collections* (DCMS 2005)

- *Guidance for Best Practice for Treatment of Human Remains Excavated From Christian Burial Grounds in England* (The Church of England/English Heritage 2005)
- *Human Bones From Archaeological Sites* (English Heritage 2004)

More information on SCCAS' human remains curation policies can be found in our Collections Development and Management Document.

6.7.1. Collection Policy

SCCAS collects osteological remains including bone, teeth and altered remains such as cremated bone. It does not collect material less than 100 years old and so is not licenced under the Human Tissues Act 2004.

For all HSR deposited as part of an archaeological archive a copy of the *Licence for Removal of Human Remains* must be included in the paper archive.

6.7.2. Reburial

SCCAS encourages the retention, rather than reburial, of human skeletal remains for future study.

Where possible any human remains that have been identified as potentially eligible for reburial during excavation should either be left in situ or returned for reburial prior to the site archives deposition with SCCAS.

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

6.7.3. Packing guidance

Extra care must be taken when handling remains from more than one individual to ensure there is no mixing of unmarked material.

Articulated human skeletons should be stored with only one individual per box, in clearly marked packaging.

Associated grave goods may be stored separately as is more appropriate for the conservation and safety of the material.

Disarticulated human bones and fragmentary remains may be boxed together provided they are clearly labelled as such. Each individual should have their own packaging, which is clearly labelled. Material from different individuals should not be intermixed and must be clearly separated.

6.8. Treasure Finds

For any objects which are classed as treasure, under the 1996 Treasure Act, in the first instance please contact the Suffolk Finds Liaison Officer who will notify the coroner and British Museum of the find on your behalf and supply you with a unique Treasure number.

SCCAS does not offer financial rewards to landowners for treasure finds found in the course of archaeological works but welcomes the donation of all treasure finds by landowners with the rest of the site archive. Please contact a member of the SCCAS archive Team to discuss deposition of treasure finds with the rest of the site archive.

For more information on the Treasure Act please see: https://finds.org.uk/treasure

7.   Documentary Archive

A list of common record types SCCAS accepts is given in the tables below. **This list is not intended to be exhaustive or exclusive**, not all projects will produce the archive components listed above and some projects may produce other material not on this list.

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

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

7.1. Packaging Materials

The archaeological contractor must provide appropriate acid-free boxes, wallets, or folders in which to store the documentary archive.

SCCAS can supply a small number of boxes and labels for depositions if contractors do not want to obtain their own. The collection of supplied boxes will be at the Archaeological contractor's expense. Please contact a member of the SCCAS archives team to discuss this option.

See Appendix 1 for suppliers.

7.1.1. Boxes

Documentary archive should be packed in wire stitched low acid boxes from 1900 micron double-kraft lined container board (pH6.5–8) (or similar equivalent) with pure brass stitching/staples.

The standard box size documents are:

A4 documents - 370 x 270 x 100 mm (internal) with full case lid

A3 documents - 450 x 350 x 70mm (internal) with full case lid

7.1.2. Pens

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

7.1.3. Folders and wallets

All paper folders/wallets used in the packing of the paper archive should be acid free pH neutral and a suitable size for the documents they contain.

Any plastic wallets should be made of conservation grade material.

7.2. Labelling

Boxes should be labelled with self-adhesive box labels with a strong, permanent adhesive. A sample box label layout is included in Appendix 2, to request a template for printing, please contact SCCAS.

Labelling on all wallets and folders should be done in permanent black marker pen, any labelling required on original paper documents should be made in pencil.

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

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

7.3. Paper Archive

7.3.1. Paper

All written archives should be produced on plain paper with a neutral to mildly alkaline pH using archive-standard pens or pencils. Include original documents rather than photocopies where possible.

Paperwork must be kept flat and together, in acid- free folders and acid-free boxes with brass stitching. Sticky tape and metal paperclips should not generally be used; archival quality brass or plastic paper clips and plastic treasury tags are acceptable. Larger 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 (see photographs below).

7.3.2. Drawings

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

Drawings should be kept flat rather than rolled wherever possible. Large plans (A2 or A1, to a maximum of A0 size) on polyester film may have holes drilled for hanging storage, a hanging strip attached to them or 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.

Drawing film, acetates and paper must be stored separately.
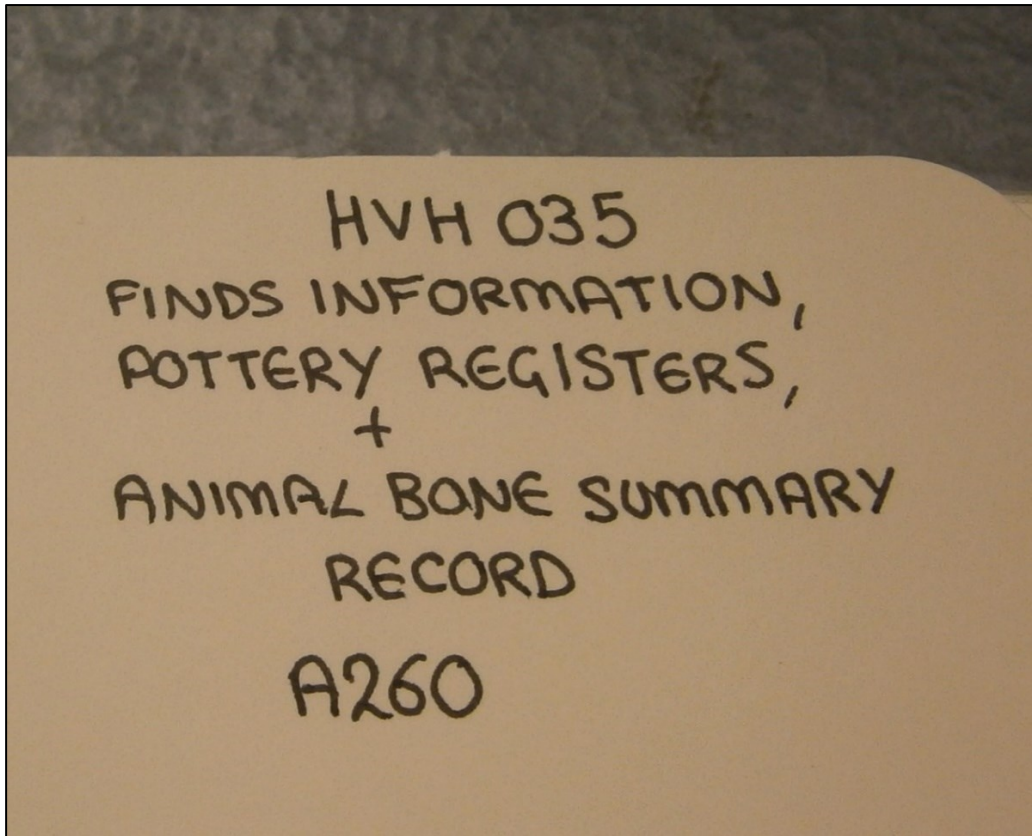
Above: Folder labelled in the desired format. Photograph copyright of Suffolk County Council Archaeological Service

Above: Folder labelled and secured with archive tape. Photograph copyright of Suffolk County Council Archaeological Service

7.4. Photographic Archive

Photographic material, drawing film, acetates and paper must be stored separately.

7.4.1. Photographic Material

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

A 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.

Digital photographs and a photograph index should be deposited with the ADS alongside the rest of the digital archive.

Above: *Negatives in labelled wallet (HER parish code in top left corner). Photograph copyright Suffolk County Council Archaeological Service*
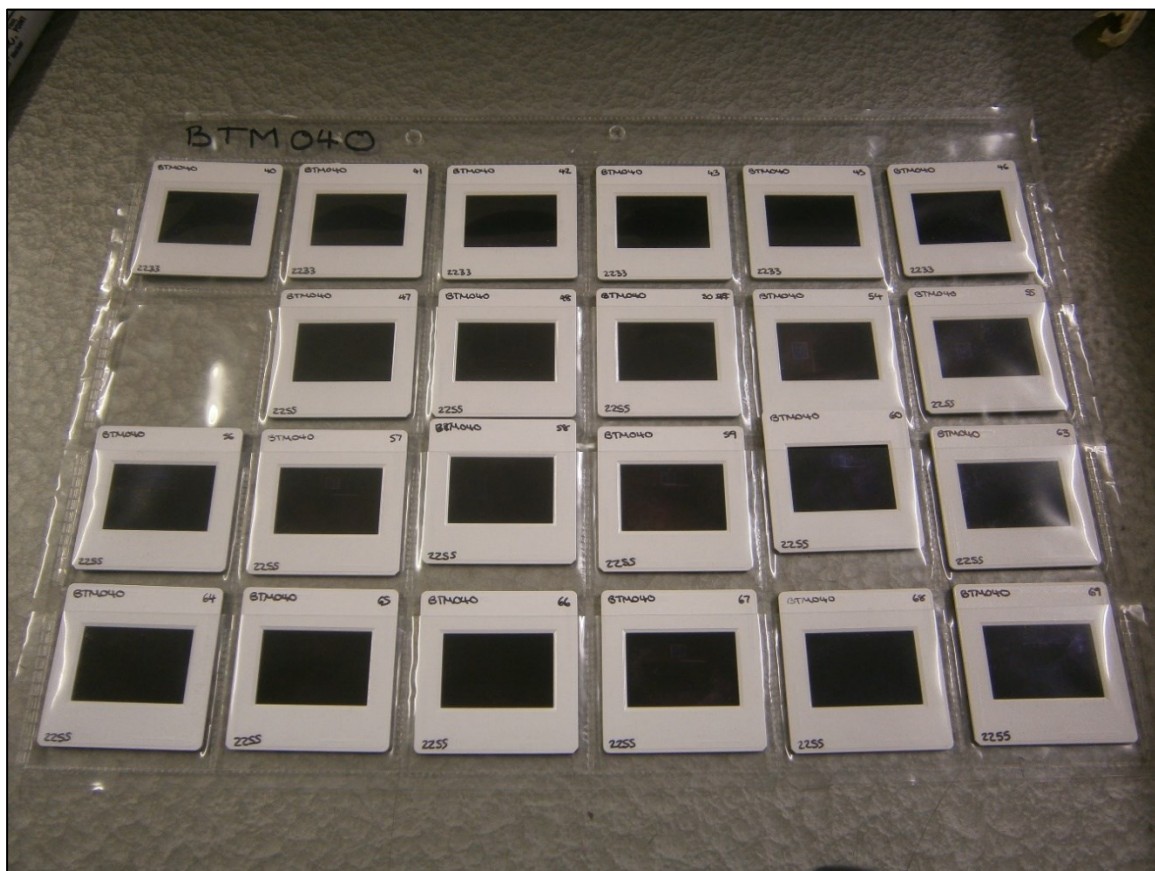
Above: *Slides (labelled with HER parish code and slide number) in wallet (labelled with HER parish code). Photograph copyright Suffolk County Council Archaeological Service*

7.4.2. X-rays and Microfiche

X-rays should be annotated with their unique x-ray number and HER code and stored in appropriately sized 75-micron polyester sleeves.

The polyester sleeve should be labelled with x-ray number, 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 and labelled with the HER site code.
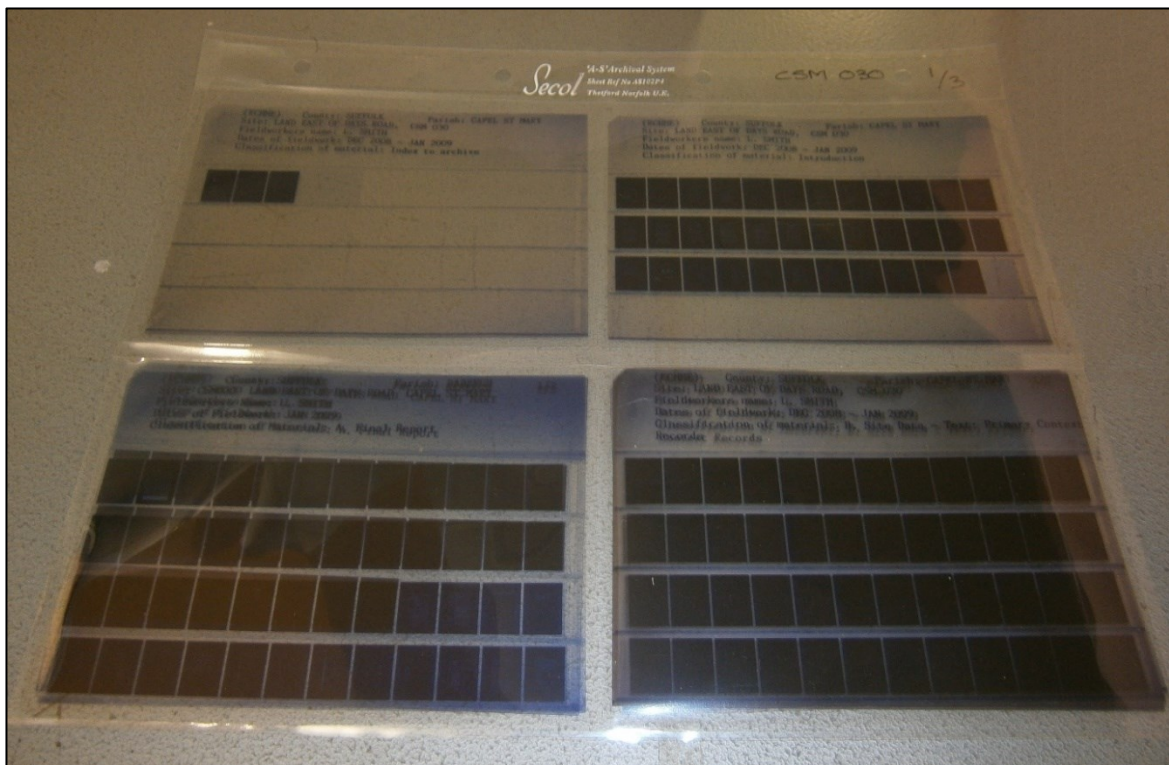
Above: Microfiche in wallets labelled with the HER parish code. Photograph copyright of Suffolk County Council Archaeological Service

8. Digital Archive

From 1st January 2022 SCCAS will require all digital archives to be deposited with the Archaeological Data Service (ADS). The ADS is a CoreTrustSeal repository who will hold and maintain digital archives in perpetuity, whilst also ensuring the data is freely accessible to researchers.

SCCAS expects digital archives to be prepared following ADS standards and guidelines. For general information about depositing with the ADS please see: https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml

Archives can be deposited with the ADS via their ADS-EASY system: https://archaeologydataservice.ac.uk/easy/ . This system is suitable for small digital archives of up to c. 1000 digital files, for larger archives please contact a member of ADS staff for a bespoke quote and deposition plan.

Additional information about the creation and preparation of digital data can also be found in the ADS' *Guide to Good Practice* here: https://guides.archaeologydataservice.ac.uk/g2gp/Main

The archaeological contractor must contact the ADS prior to depositing archaeological work based in Suffolk. The ADS will add each Suffolk based archive to the ADS Suffolk Landing Page. This allows easier access for researchers. The Suffolk Landing Page can be found here: https://archaeologydataservice.ac.uk/archives/view/suffolk/

8.1.1. What can be deposited with the ADS?

The ADS accept a large variety of data types. The following file types can be deposited with the ADS-easy deposition system:

- Binary and Plain Text Files
- CAD and Vector Graphics
- Databases and Spreadsheets
- Digital photography and Raster Images
- Geophysics (including GPR)
- GIS Files

The ADS also accept more specialist file types; deposition of these file types needs to be arranged with an ADS archivist. Specialist file types include:

- 3D Models and Data
- Audio Files
- Harris Matrices
- Laser Scanning Files
- LIDAR and Satellite Imagery
- Linked Data formats
- Markup Language
- Medical Imaging, Radiography and CT Scans

- Photogrammetry Files
- PTM and RTI Data
- Virtual Reality Files
- Videos and Moving Images

8.1.2. Charges for digital data

The ADS charge for digital data at point of deposition, and SCCAS expect this to be paid directly to the ADS from the 1st April 2022.

The charge is a one-off fee to cover the costs of the service, it includes the costs of accessioning the data, and an ongoing contribution to the maintenance of the data.

For depositions using ADS-easy an estimated price can be generated using their costing calculator here: https://archaeologydataservice.ac.uk/easy/costingCalculator.xhtml

For large depositions and those with specialist data types contact ADS directly to obtain a quote.

8.1.3. Data Management Plans

Data management plans, as the name suggest, aid with the management of digital data created through the duration of a project. They will also support the final selection of which data to archive.

SCCAS requires a copy of the projects data management plan to be deposited with the site archive. The final data management plan should contain or be accompanied by a final metadata list of all the digital files submitted to the ADS.

For more information on creating a data management plan please see the ADS website: https://archaeologydataservice.ac.uk/advice/DataManagementPlans.xhtml and 'Creating a sectoral standard and guidance for managing digital data generated from archaeological investigations' project: https://digventures.com/projects/digital-archives/

9.   Further Reading

Archaeological Data Service & Digital Antiquity. 2011. *Guides to Good Practice.*

http://guides.archaeologydataservice.ac.uk/g2gp/Main

Archaeological Data Service. 2021. *Guidance for Depositors*.

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Brown, D. 2011. *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation*. Second Edition. Institute of Field Archaeologists and Archaeological Archives Forum.

https://archaeologydataservice.ac.uk/library/browse/issue.xhtml?recordId=1137506&recordType=MonographSeries

CIfA. 2014. *Standards and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Institute for Archaeologists.

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Collections Trust. 2020. *Labelling and Marking Booklet.* Collections Trust.

https://collectionstrust.org.uk/wp-content/uploads/2016/11/labelling-and-marking-booklet-2020.pdf

Dig Ventures. *Creating a sectoral standard and guidance for managing digital data generated from archaeological investigations* https://digventures.com/projects/digital-archives/

Owen, J. 1995. *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales*. Society Museum Archaeologists.

http://www.socmusarch.org.uk/docs/towardsaccessiblearchive.pdf

Society of Museum Archaeologists. 2018. *Guidance on the Rationalisation of Museum Archaeology Collections*. Society of Museum Archaeologists.

http://socmusarch.org.uk/projects/guidance-on-the-rationalisation-of-museum-archaeology-collections/

Society of Museum Archaeologists. 2020. *Standards and Guidance in the Care of Archaeological Collections*. Society of Museum Archaeologists.

https://collectionstrust.org.uk/resource/standards-and-guidance-in-the-care-of-archaeological-collections/

10. Contact Details

SCCAS archive team can be contacted via the following details:

Faye Minter (Archaeology Archives and Projects Manager)

archaeology.archives@suffolk.gov.uk

01284 741228

Julie Rigden (Archaeological Officer: Archives)

archaeology.archives@suffolk.gov.uk

01284 741238 / 07860 833121

Sam Bellotti (Archaeological Officer: Archives)

01284 741238 / 07720157365

archaeology.archives@suffolk.gov.uk

11. Appendix 1: Suppliers

Listed below are the suppliers SCCAS uses – please note that this is not an exhaustive list of suppliers. The materials and products listed here meet the correct high standard of care and the sizes are consistent with SCCAS shelving needs. Alternatives may be used as long as they meet the size and conservation grade requirements detailed below, please contact member of the archive team with any queries regarding alternative supplies.

SCCAS can supply a small number of boxes and labels for depositions if contractors do not want to obtain their own. The collection of supplied boxes will be at the Archaeological contractor's expense. Please contact a member of the SCCAS archives team to discuss this option.

11.1. Acid Free boxes for bulk finds and paper documents

Supplier: G. Ryder & Co Ltd

Website: www.ryderbox.co.uk

Properties: Wire stitched low acid boxes from 1900 micron double-kraft lined container board (pH6.5–8) with pure brass stitching.

Standard sizes:

Documentary A4: 370 x 270 x 100 mm (internal), full case lid

Documentary A3: 450 x 350 x 70mm (internal), full case lid

Material Bulk finds: 445 x 241 x 178mm (internal), 460 x 255 x 180mm (external). Boxes can be up to 500mm long (internal) for human skeletal remains. All bulk finds boxes have an 80mm deep lift-off lid.

11.2.Polythene 'Stewart' boxes for environmentally sensitive finds

Supplier: Azpack Ltd

Website: www.storeanddisplay.co.uk

'Crystal' box (clear plastic display box)

Properties: Clear polystyrene

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

Stewart Sealfresh storage box or equivalent

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

11.3.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)

11.4.Polyester wallets and binders

Supplier: Secol

Website: 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.

11.5.Pens for labelling – Black Permanent Ink

Supplier: most stationers, Preservation Equipment, Amazon, etc.

Marker pens for labels and boxes:

Properties: Archival standard permanent pen with suitable sized nib e.g. Staedtler, Artline, Sharpie, Pentel

11.6.Bags

Supplier: MacFarlane Packaging

Website: www.macfarlanepackaging.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

11.7.Tyvek waterproof labels

Supplier: Squeegee

Website: www.markdixon.me.uk/squeegee_labels/PriceList.htm

Properties: Small plain labels

Size: Standard label size is 35mm x 50mm, but any size large enough to hold all required information is acceptable.

11.8.Silica Gel & Strips

Supplier: Baltimore Innovations Ltd

Website: 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

12. Appendix 2: Sample Box Labels

Please contact a member of the archive team for printing templates.

Example Finds Box Label:

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE							
PARISH		SITE CODE					
MATERIAL		CONTENTS					
DATE OF EXCAVATION	EXCAVATOR	BOX NUMBER					

Example Paper / Small Box Label:

SUFFOLK COUNTY COUNCIL ARCHAEOLOGICAL SERVICE		
PARISH	SITE CODE	
CONTENTS		
DATE OF EXCAVATION	EXCAVATOR	BOX NUMBER