

Society of Museum Archaeologists



**Selection, Retention and Dispersal
of Archaeological Collections**

**Guidelines for use in England, Wales
and Northern Ireland**

First Edition 1993

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1 INTRODUCTION

Museums' archaeological collections are a unique and irreplaceable public resource which must be both preserved and developed for the benefit of present and future generations. A strong presumption in favour of the retention of all archaeological material in museums must therefore underlie selection and dispersal, and dispersal should take place only in highly restricted circumstances. However, properly applied within these restrictions, selection and dispersal can be a means to more effective curation of which both the archaeological profession and the public should be the ultimate beneficiaries. These guidelines aim to define the principles and procedures for selection, retention and dispersal, and by making explicit the reasons for retention, to further understanding of the potential of archaeological collections and to strengthen justification for adequate resources.

Developments in recent years have emphasised the central role of effective and high-quality services to museum users and public accessibility. In this context, it is significant that *Management of Archaeological Projects* (English Heritage, 1991), emphasises the accessibility of archives, which are created and retained for re-use and development long after the original fieldwork has ceased. It is all the more important, therefore, that museums should be aware not only of what they select and retain, but why. The publication of *Standards in the Museum Care of Archaeological Collections 1992* by the Museums and Galleries Commission has been instrumental in setting minimum standards and has provided a framework within which specific aspects can be investigated further by appropriate professional groups such as SMA. These guidelines are therefore intended to be read in the context of the MGC *Standards* and deal with issues not covered in detail by pre-existing standards, registration guidelines or Museums Association's codes.

The guidelines would not have been possible without the advice and support of archaeologists from all branches of the profession, as the formation and use of any archaeological collection reflects the contributions of planning officers, excavators, finds specialists, conservators and curators. It is the intention of SMA that these guidelines should promote co-operation between all archaeologists to mutual advantage. The lack of a unified framework for museums and archaeology at either national or local level only serves to increase the need for a collegiate approach to professional issues, and it is hoped that these guidelines will be applied by those working in the field and in finds research, as well as by archaeologists working within museums.

An issue as sensitive as selection, retention and dispersal inevitably arouses a wide range of opinions within the museums and archaeological profession. Local variation in the nature of the archaeological record and the constant development of new techniques for analysing archaeological material complicate matters further. SMA has sought in these guidelines to establish a consensus of opinion and practice which will find general acceptance but which must also permit legitimate local variation, within agreed professional standards. Where a notable divergence in specialist opinion has occurred, this has been indicated in the relevant notes, and in such cases a cautious approach in favour of retention is advised. The guidelines will need regular revision to incorporate developments in scientific analysis, research and collections management, and users are encouraged to submit additions and amendments for future editions (see Appendix 3).

It should be noted that these guidelines relate to England, Wales and Northern Ireland but are not applicable to Scotland, where there are significant differences in the laws and organisation of archaeology and museums which affect the selection, retention and dispersal of archaeological collections. Further information and organisations which can advise on procedures in Northern Ireland and Scotland are listed in Appendix 2.

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1 GUIDELINES

1.1 Definitions

- 1.1.1 **Selection** is the process of determining which objects and records are to be retained, either in the field or in the museum, for their potential contribution to the archive or other research and legitimate uses. **Deselection** is the process of determining which are not to be retained.
- 1.1.2 **Retention** is the inclusion of objects and records in an archive and/or museum collection, for long-term curation and use. **Accession/deaccession** are restricted to their normal museum usage, i.e. formally registering the entry/removal of an item to/from a museum collection.
- 1.1.3 **Dispersal** is the process of determining the next phase of use for object(s) which are not to be retained, and the most appropriate method of implementing this; disposal is one method.
- 1.1.4 **Disposal** is the controlled abandonment or destruction of an object.
- 1.1.5 **Archive** is used in the archaeological sense of the total assemblage of artefacts, ecofacts and records from an excavation, as deposited in the museum (*MAP 2* project archive). Where it is necessary to refer to the artefactual and environmental specimens only, the term "finds archive" is used for convenience; likewise the paper, photographic and magnetic media records can be referred to separately as the "documentary archive". Archives produced according to the specifications of English Heritage in *MAP 2* may also be described according to the *MAP 2* definitions of their phases of development.
- 1.1.6 **Archaeological curator** refers to any specialist museum post with direct responsibility for the curation of archaeological collections.

1.2 Users of the Guidelines

These guidelines are intended for the information and use of:

- 1.2.1 archaeological curators and museum professionals with responsibility for archaeological collections;
- 1.2.2 senior museum officers, governing bodies and organisations concerned with provision for public archaeological collections;
- 1.2.3 archaeologists concerned with the creation, development and care of the archaeological record at any stage;
- 1.2.4 all individuals and organisations, in the private or public sectors, who are involved in the creation and use of the archaeological record.

1 NOTES

1.1 Definitions

- 1.1.1 Selection incorporates various methods employed in the field and the museum, e.g. sampling; application of an acquisition policy.

- 1.1.3 The method of dispersal should be consistent with the reason for deaccession. The term dispersal has been adopted to reflect the potential range of other uses and destinations to which deselected archaeological material may be transferred. It should be noted that the use of the term "disposal" in "acquisition and disposal policy" (as defined by the *Museums and Galleries Commission* and *Museums Association*) equates with "dispersal" as used in these guidelines, where disposal is more narrowly defined.
- 1.1.4 Disposal implies reburial or destruction, because no alternative legitimate use can be identified.
- 1.1.5 "Site archive", "research archive" and "project archive" are used according to their specific *MAP 2* definitions; see *Management of Archaeological Projects 2*, 1991 (English Heritage).

1.2 Users of the Guidelines

- 1.2.1-2 The guidelines are intended for all types of registered museum, including local authority, independent, university, local, regional and national. "Museum professionals" includes curators, keepers, museum registrars or persons with an equivalent level of responsibility.

- 1.2.3 "Archaeologists" includes independent and amateur organisations and individuals who may contribute to the archaeological collections of a museum; archaeological curators should promote the use of the guidelines as with professional archaeologists, to ensure consistent standards.

- 1.2.4 "Individuals and organisations" includes landowners, developers and public bodies whose policies and actions are instrumental in the formation and deposition of archaeological collections.

1.3 Purpose and Uses of Guidelines

- 1.3.1 To define the quantity and quality of archaeological material to be retained for present and future use so that appropriate strategies for its preservation can be promoted at national and regional level.

- 1.3.2 To promote closer working together of museum and field archaeologists, mutual understanding of the requirements of museum and field-based work, and integrity of archaeological work at all stages.

- 1.3.3 To assist the archaeological curator and museum governing bodies in forward planning, to enable adequate resources to be provided for the proper care and use of archaeological collections.

- 1.3.4 To assist museums in the routine operation of acquisition/disposal and collection management policies, and in the production of excavation research designs and museum research policies with archaeological colleagues.

1.4 Format and Scope of Guidelines

- 1.4.1 Ethics and general principles are described in section 2, and are followed by guidelines on the procedures for various circumstances in section 3.

- 1.4.2 Guidelines on the retention and selection of artefactual, ecofactual and documentary record are listed in section 4. This section provides general guidelines for each category, and should not be used as a substitute for assessment by the relevant local field archaeologists and finds specialists, as each instance must be assessed separately on its own merits through local consultation.

- 1.4.3 The guidelines should be applied in accordance with the aims and policies of the museum; the objectives and strategy of the fieldwork and subsequent assessment; local or regional variations in the nature of the archaeological record; and locally- or regionally-determined research priorities. The SMA guidelines are intended to be used within the framework provided by existing professional standards and codes published by recognised professional museum and archaeological institutions, notably Registration (which is concerned with basic minimum requirements) and *Standards in the Museum Care of Archaeological Collections 1992* (MGC).

- 1.4.4 The guidelines are intended to assist with management of collections already acquired and accessioned by museum and with those yet to be acquired. Where different criteria apply to these categories, it is explicitly stated.

NOTES

1.3 Purpose and Uses of Guidelines

- 1.3.1 The current disparity in provision and resourcing of museums, and lack of a nationwide framework, contribute to the difficulties faced by museums which curate and interpret growing volumes of archaeological material. The methods and quantities of funding available are similarly disparate and there is no one central policy or grant-aiding source to cover the entire range of archaeological material entering museums. Archaeological fieldwork is normally undertaken within the planning process and museums must develop strategies to cope with the increasing volume of archives generated by processes outside the museum's control. There is an urgent need for the funding of archaeological museum storage to be reviewed, and nationwide agreement on the selection, retention and dispersal of archaeological material is intended to assist with this process.
- 1.3.2 All stages of the archaeological process, from planning and fieldwork to the provision of services in the museum, are interdependent, regardless of whether they are all provided within one organisation or shared between several different organisations.
- 1.3.3 Archaeological finds and archives should only be accepted if the museum can curate them to the proper standards (see: *Museums Association Code of Conduct for Museum Professionals*, 3.1). The *Cost of Collecting* (OAL, 1989) has drawn attention to the cost implications for collection, and *The Road to Wigan Pier?* (Audit Commission, 1990) has examined the need for museums to rationalise their collections. Any selection or rationalisation of collections in accordance with these reports should be carried out according to professional criteria and not for short-term financial or political expediency.
- 1.3.4 See *Standards in the Museum Care of Archaeological Collections 1992* (MGC), section 1.

1.4 Format and Scope of Guidelines

- 1.4.1 Principles (section 2) should remain substantially unchanged, although the procedures (section 3) used to put the principles into action are liable to be developed and refined, and may vary according to local circumstances.
- 1.4.3 Specifically, these comprise the relevant published codes, Registration requirements, standards, guidelines and policies of the Museums Association; Museums and Galleries Commission; the Department of National Heritage; English Heritage (HBMC(E)); the Institute of Field Archaeologists (see Appendix for full list). The archaeological curator should also use these guidelines in conjunction with the existing legal and administrative framework governing his or her museum.

2 ETHICS AND GENERAL PRINCIPLES

2 GUIDELINES

2.1 Responsibility for Collections and Resources

The archaeological curator has responsibility for the curation of archaeological collections and provision of related services to professional standards, advising on the level of resources required and for using available resources wisely. Selection, retention and dispersal are an essential and proper part of the archaeological curator's responsibilities.

2.2 Responsibility to Colleagues and Users

Selection, retention and dispersal must be in keeping with the archaeological curator's responsibilities to:

- 2.2.1 the public;
- 2.2.2 professional colleagues in museums and archaeology;
- 2.2.3 employers and governing bodies;
- 2.2.4 owners of collections and any special conditions.

2.3 Objectives in Selection, Retention and Dispersal

- 2.3.1 A strong presumption in favour of retention in perpetuity is implicit in the acquisition of archaeological material by a museum.
- 2.3.2 Collection, selection, retention and dispersal by the museum should be carried out for specific and stated purposes, and by explicit strategies, in keeping with the museum's published acquisition and disposal policy and the validity of the museum's title to the material.
- 2.3.3 Full records should be kept of the collection, selection and retention or dispersal processes in the field, during post excavation work and in the museum.
- 2.3.4 Selection, retention and dispersal should take into account:
 - the intrinsic significance of individual objects;
 - the significance of the context or associated group, and need to preserve this intact;
 - the present and future research potential, and need for future re-assessment of the site;
 - retention of associated information, records and other objects necessary to achieve this research potential;
 - the limitations of records as a substitute for the primary artefactual evidence.
- 2.3.5 The purpose of selection should be:
 - to enable a mass of finds and data to be quantified and interrogated more effectively;
 - to remove material of no perceivable information value and/or intrinsic interest;
 - to distill the information, research and utility values of an archive into a manageable and cost-efficient archive, without compromising the archive's integrity.

2.2 Responsibility to Colleagues and Users

- 2.2.1 "The public" means all people who are using or could in future use a museum service in any of its capacities; archaeological curators are custodians of a corporate knowledge on the public's behalf.
- 2.2.2 A collegiate approach to selection, retention and dispersal must be adopted and wherever possible should involve consultation with the field archaeologists and specialists concerned, as they, rather than the curator, will be the primary interpreters of a site and its archive.

2.3 Objectives in Selection, Retention and Dispersal

- 2.3.2 Indiscriminate collection and retention, in the field or the museum, is inadequate without objective assessment which should specify and document the potential of and reason for collection. Research policies applied in fieldwork and in the museum's acquisition and disposal policy should be mutually informed.
- 2.3.3 It is essential that these processes are recorded as objectively as possible in order to assist present and predictable future users of the archive to assess it. Records of dispersed material should include the reason, authority, method, date and location of dispersal. The usual standards for registered museums, as defined by the MGC, and by the MA (*Code of Conduct for Museum Professionals*) apply here. The *UK Museum Documentation Standard* (Museum Documentation Association, draft, 1993) defines standards for documentation of deaccessions and disposals.
- 2.3.4 "Intrinsic significance" refers to the inherent nature and features of an object, as distinct from associated information and context. The identification of an object is not a criterion for selection or dispersal; an object unidentified at time of acquisition should be retained if it has intrinsic or associated information which might eventually lead to its identification (e.g. specific form or wear-pattern, context or provenance which provide potential for future research). Records of objects, however accurate or detailed, are an inadequate substitute in many circumstances.
- 2.3.5 An important distinction may be made between the full archive, i.e. every single artefact, sample and record collected or generated, and the integrity of the archive, i.e. the body of information (actual or potential) which the archive represents. Thus, ideally, every object and record in the full archive should make a unique contribution to the integrity of the archive; in practice, there may occasionally be material which has no perceivable contribution to make to the archive, and therefore its deselection will not impair the integrity of the archive.

- 2.3.6 The requirements and potential contribution of other services and departments within the museum should be considered.
- 2.3.7 Archaeological material acquired for the public domain should be preserved in the public domain as far as possible, if it is dispersed.

2.4 The Site Archive

- 2.4.1 The integrity of the archive should be respected.
- 2.4.2 Deposition and storage of the archive should be in an appropriate registered museum, to ensure that minimum standards in the care and use of the archive are adhered to.
- 2.4.3 If selection, dispersal or disposal are to be considered, wherever possible this should take place before deposition in the museum, by mutual agreement between excavators, relevant specialists, the owners/donors and the archaeological curator.
- 2.4.4 Archives for which selection strategy has been agreed with the museum before deposition, and finds categories from any archive which have been subject to sampling, should be retained in their entirety.
- 2.4.5 Selection and retention strategies should also take into account a site's relationship with other sites and the archaeological landscape.

2.5 Resource Implications

- 2.5.1 Selection, retention and dispersal all require time, expertise and resources in order to be undertaken and recorded properly. This should be recognised by planners, developers, excavators, curators and museum-funding bodies.
- 2.5.2 A museum should not undertake selection and dispersal unless it can commit the staffing and other resources necessary to fulfill the requirements set out in museum registration procedures and these guidelines.
- 2.5.3 In some cases, the resource implications of assessing material for deselection and dispersal may be equal to or greater than the resources required for its retention; resources should be directed to providing cost-effective storage and curation in preference to dispersal.

NOTES

2.3.7 Exceptions may arise if there is a legal or other valid condition attached, e.g. to return material to donors or their heirs.

2.4 The Site Archive

2.4.1 MGC's *Standards*, standard 2.1. See note 2.3.5 above on "integrity of archive".

2.4.2 The accessibility of the archive is maximised by deposition in a museum capable of providing all the necessary curatorial and interpretative services for professional and public benefit. In special local circumstances, where part of the archive is stored elsewhere (e.g. documentary archive in a record office), guideline 2.14 of MGC's *Standards* applies. However the principle remains that one designated registered museum must be the primary and co-ordinating repository, and that division of storage must not detract from the museum's ability to provide research, interpretation and other services in relation to that archive.

2.4.3 It is recognised that special circumstances apply to evaluations and emergency fieldwork, although agreement between excavators and museum should take place at post excavation stage. See 3.1 for procedures.

2.4.4 It would clearly be unacceptable to sample a group already sampled. Excavators should have confidence that when a selection strategy has been agreed with the museum prior to deposition of the archive, that agreement will be honoured.

2.4.5 This includes the relationship to comparable archaeological sites at national and international level, where appropriate.

2.5 Resource Implications

2.5.1 Assessments for selection and retention must take into account conservation, documentation and storage costs, also security copying of documentation and of the documentary archive.

2.5.2 A museum's resources should be consistent with the demands created by its acquisition policy. Selection, retention and dispersal should not be regarded purely as a matter of financial expediency, since any assessment must take into account all other factors, e.g. need to preserve material of proven research interest, ability to preserve archives and ensure public accessibility of collections.

2.5.3 This applies especially to non-sensitive, bulk materials. Sharing or networking of non-sensitive storage with neighbouring registered museum services may be the most cost-effective option in some cases.

3 GUIDELINES ON PROCEDURES

3.1 Field Collection and Archives

3.1.1 Procedures for consultation between excavators and museum before, during and after fieldwork should conform to the *MGC Standards* (standards 1.4 and 2.1-11) and to English Heritage's *MAP 2*. Confirmation between excavators and museum of selection and retention strategies employed during excavation and post-excavation, and consultation with the museum at assessment stage (*MAP 2*, 6.4) should remove any need for further selection by the museum on or after deposition of the archive.

3.1.2 For some evaluations, watching briefs and other emergency fieldwork, it is recognised that excavators and museum may not be able to liaise until fieldwork has been completed. Consultation procedures should be in scale to the nature of evaluation archives, but standards should not be dictated by commercial pressures. Archaeological curators should:

- reach agreement with excavators on the archive's contents, deposition and storage-grant arrangements as soon after fieldwork as possible;
- where it is permissible for such archives to be synthesised, consult with excavators over content and deposition of archives in associated groups.

Where it has been impossible for excavators and museum to reach an agreement prior to deposition, the full archive should be retained by the museum subject to the review procedures in 3.3 below.

3.1.3 For archives which for historic or other reasons have been deposited without prior consultation with the museum, the archaeological curator should establish and record any research, retrieval and sampling strategies used if possible, and determine the potential of the archive and its various components for future research and use. Review and selection procedures in 3.3 below may apply.

3.1.4 It is recommended that archaeological curators and museum governing bodies produce guidelines on the preparation and transfer of archives for excavators intending to deposit material with their museum, and including the museum's policy on selection, retention and dispersal.

3.1.5 Selection and retention strategies should make provision for material which is unstratified, fragmentary or not incorporated into the research archive, but which nevertheless may be a potential source of information for:

- formation and history of the site, including redeposition of contexts and finds;
- spatial distribution, both within the site and within the landscape at large;
- evidence of man-made or natural processes.

This is especially important for archives produced by surface collection (e.g. fieldwalking).

3.1.6 If a museum is asked to accept an archive which has not been prepared in accordance with the museum's requirements, or if the museum has been given insufficient notice and information to assess the implications of acquisition, the archaeological curator may refuse or defer acquisition until satisfied that the museum can accept the archive. If an archive is not made available to the museum until after the qualifying date for an accompanying storage grant has expired, the museum may refuse or defer acceptance of the archive until adequate alternative funding can be found to secure the archive's future.

3 NOTES

3.1 Field Collection and Archives

- 3.1.1 The involvement of museums in key phases of the archaeological process, as described in *MAP 2 (Management of Archaeological Projects)*, English Heritage, 1991) and in the *Guidelines for Finds Work* (IFA Finds Group, 1991), is essential and fully supported by SMA. Attention is also drawn to the *Code of Conduct* (Institute of Field Archaeologists, 1985 and amended 1989), principle 3 (production of site archive). Even where an excavation is not conducted according to *MAP 2*, the same principles apply. Close co-operation is needed with excavators who work to the time and financial constraints of developer-funded projects. Confirmation of selection and retention strategies is facilitated if museums publish local requirements as part of a "preparation and transfer of archives" policy, see 3.1.4 below.
- 3.1.2 Individual cases will be guided by local circumstances and the archaeological curator's discretion. Project deadlines, the large numbers of evaluation archives being generated, and the small size of individual archives, all require brief and concise procedures for consultation and transfer to the museum, but the standard to which an evaluation archive is prepared should comply with *MGC Standards*. Developer-funding of evaluations on an individual basis and the use of different archaeological contractors in the same area generally require each evaluation archive to be processed and deposited with the museum as a discrete project. Where synthesis of several evaluations, or of an evaluation with subsequent full excavation is possible, the timetable for deposition should allow for this option, as it may be more cost-effective for excavator and museum to transfer of evaluation archives in groups rather than singly. See note to 3.1.7 concerning storage grants.
- 3.1.3 This must be done in consultation with the original excavator and specialists involved if possible, or with other appropriate archaeologists according to the location and nature of the site and the archive. See *MGC Standards* standard 2.4.
- 3.1.4 This should form the basis of any agreements drawn up for fieldwork within the museum's collecting area, and should be available to all those who could be actually or potentially involved in fieldwork within the museum's collecting area (see *MGC Standards* standard 2.1). This should increase the efficiency and effectiveness of consultation between the museum and excavators by providing a local framework for all fieldwork in the museum's collecting area. The local planning authority should be made aware of the museum's policy; means of reinforcing its use through local planning policy should be sought.
- 3.1.5 Although relevant to archaeology of all periods, special sensitivity to the requirements of early prehistoric and post-medieval material is needed, particularly to material designated "unstratified", e.g. Pleistocene animal remains which are typically recovered from redeposited contexts. Important evidence of post-medieval activity may be contained in upper layers which may be labelled "topsoil", "unstratified" or otherwise discounted. Stratification is not an adequate guide by itself to selection and retention. Caution should be exercised also in assessing "contaminated" contexts, as this is generally a matter of *degree* of contamination and must be judged in relation to the history of the whole site and the recommendations of appropriate specialists. It should be noted that the research archive of *MAP 2* (6.20) excavations will include only data for publication (*MAP 2*) although the site may have produced other data with research potential, and this should also be retained in the museum.
- 3.1.6 If an archive is refused or deferred, the reasons should be explicitly stated by the museum, and also the conditions under which the archive would be accepted. In such cases, a timetable for a future transfer, with a list of requirements to be agreed by excavators and museum, should be produced.

- 3.1.7 All excavation archives deposited in museums should be accompanied by a storage grant sufficient to secure the archive's entry into the collections including entry documentation, storage and remedial conservation. The archaeological curator may refuse an otherwise acceptable archive which carries no storage grant *if* it can be demonstrated that the entry cost and on-costs of the archive cannot be met from other sources, and the archive could not be maintained to the correct standards if acquired without a grant. Exceptions may be made for some small-scale, emergency and amateur field-work, and where a storage grant cannot be levied retrospectively.

3.2 Acquisition by the Museum

The following procedures are additional to the requirements of museum registration and MGC Standards, standards 1.1 to 1.4.

- 3.2.1 On acquisition a brief assessment of the principal immediate and future potential uses of the object(s) or archive should be made (with the excavator where appropriate) if not already included in the archive. Documentation of the transfer of title should be included in every archive.
- 3.2.2 It should be explicit in written acquisition agreements that transfer of title to the museum confers on the museum the right to select or disperse material in future, within legal and professional constraints, and conditions stipulated in 2.4.4 and 3.2.2.

3.3 Review and Selection after Acquisition

The following procedures apply to non-MAP 2 archives, i.e. where the museum was not involved in the formation of the archive prior to deposition, and where sampling has not already been used (see 2.4.4 and 3.1.1 above). They do not apply to finds which have been accessioned (see 3.4).

- 3.3.1 Assessment of reviewable archaeological material (in part or total) should be carried out at appropriate intervals, and in conjunction with review of acquisition and disposal and collection management policies, and research policies.
- 3.3.2 Material from finds archives may be allocated "reviewable status" and may be assessed for selection, retention or dispersal at an appropriate review. Reviewable material should remain unaccessioned unless a decision is made at a subsequent review to incorporate it into the collections (after which the usual Registration guidelines for accessioned collections would apply). The first review should not take place until *a minimum* of 5 years from publication of the excavation report has elapsed, to allow for dissemination of the results; often a longer interval may be appropriate. For new acquisitions, the time for the first review should be agreed with the excavator and recorded at the time of deposition. Documentary archives are subject to separate criteria (see 4.5). Procedures to cover unaccessioned, reviewable material retained by the museum should be included in its acquisition and disposal policy and collections management policy.

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3.1.7 A grant to secure the future curation and use of archaeological material for the public benefit should be a regular element of excavation costs, whether funded from the public or private sector. Archaeological curators should work with the excavators to agree and secure the storage grant with the funding body. Evaluations produced as a result of English Heritage's PPG 16 should normally also carry a storage grant, which the excavator should include in the evaluation's costs. It is recommended that all storage grants should be at a rate equivalent to the English Heritage storage grant (£11.62p per 0.017 cubic metre at April 1993) *as a minimum*. Discretion must be exercised with archives from small-scale excavations and other fieldwork, excavations undertaken some time ago or by non-professional organisations; such material may be important and worthy of preservation, but cannot be expected to carry a grant. It is expected that museums should use their own resources in these instances, and for continuing curation of grant-aided archives once the grant has been used. It is also recognised that museums have an obligation to maintain a balanced division of resources between archaeological and other collections. Adequate resourcing of storage and curation will in many instances be more cost-effective than implementation of deselection and dispersal procedures (see 2.5.4 above).

3.2 Acquisition by the Museum

3.2.1 *MAP 2* archives will include this with the phase 3 assessment report. This may be used to direct and monitor the archive's future use and development in the museum. Note should be taken of any research potential identified at phase 3 or equivalent stage, but not pursued.

3.2.2 It is necessary both to establish the museum's right to manage its collections in the wider public interest, and to safeguard legitimate public interest and confidence in museums. Objects or archives acquired by loan or grant-aided purchase will be subject to specific conditions. The requirements of the lenders and grant-aiding bodies on selection and dispersal should be determined at the outset.

3.3 Review and Selection after Acquisition

3.3.1 See *Guidelines for a Registration Scheme for Museums in the United Kingdom* (MGC, 1989) section 18 (b). The frequency and scale of review must be determined by local priorities: the resource implications of reviewing all archives frequently would be prohibitive. One method would be to link reviews of collections with the 5-yearly registration review cycle, at which some archives could be selected for review according to developments in the museum's policies and research.

3.3.2 Reviewable material should not be accessioned beyond allocation of a number for the whole excavation. The categories of material on reviewable status should be clearly indicated in the accessions register, in the principal catalogue or archive index and identified in store. It is recommended that reviewable material should be listed in a separate register, and covered by the museum's collection management plan (see *MGC Standards in the Museum Care of Biological Collections 1992* guideline 2.8). The acquisition and disposal policy should include procedures and authority for the dispersal of unaccessioned, reviewable material, in the event of it being deselected. Because it is not accessioned, authority may be delegated by the museum's governing body to the appropriate curator for decisions on selection, dispersal, etc. and need not be subject to Registration guideline 18.

- 3.3.3 Review of finds for selection, retention and dispersal should consider:
- their potential research and other uses;
 - their level of use since acquisition, and whether any apparent under-use is due to the nature of the archive itself or to other factors which might be rectified;
 - whether subsequent acquisitions and research, and future fieldwork might lead to re-assessment of their significance;
 - the need to retain evidence of previous communities in a locality, in order to provide the present community with a sense of history;
 - any other specific and significant associations, including those of non-archaeological nature, and of local public opinion.
- 3.3.4 The authority for selection and dispersal of material on reviewable status should be agreed by the museum's governing body and made explicit in the museum's acquisition and disposal policy. The recommendations of the archaeological curator should be approved by the director; the museum's governing body may permit decisions concerning reviewable material to be made at curator or director level, but all such decisions should be reported to and minuted by the governing body.
- 3.3.5 It may not be necessary to publish the intended dispersal of reviewable material in the museum press (as is normally required for disposals from museum collections). However, in cases of doubt, it is recommended that the views of the MGC be sought.
- 3.3.6 If considering material for deselection and dispersal, the archaeological curator must first consult with the excavator and relevant finds and documentation specialists, otherwise with other archaeologists with appropriate local and specialist knowledge.

3.4 Selection and Dispersal of Accessioned Material

The following procedures are additional to the requirements of museum registration, MGC *Standards*, and other professional and legal requirements.

- 3.4.1 The excavator or excavating body, and appropriate specialists should be consulted on the proposed selection or dispersal of archaeological material, wherever reasonably possible, if not already involved in the assessment. If a storage grant was attached to the archive, the funding body should be consulted before any decision to select or disperse can be taken.
- 3.4.2 The donor or their heirs should be informed if they are readily traceable.
- 3.4.3 Where title to archaeological collections is unclear or unknown (for example, with old collections originally deposited on loan by an organisation now defunct), the museum must be able to demonstrate that it has taken "reasonable action" to trace the owner or their heirs. The following procedures may be applied, subject to legal advice and the any specific legal and administrative requirements:
- identify the successor(s) if possible;
 - for loans/donations made within the last 50 years, write to the last recorded address (if known);
 - if successors cannot be identified, it is possible that an advertisement in a national newspaper may be used to ascertain if there are any successors extant;
 - conclusive proof of interest should be required of anyone who claims title.

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- 3.3.3 For example, subsequent acquisition by the museum of archives from similar types of site with higher information potential may in some instances suggest that certain categories of material from an older excavation could be recorded and sampled or dispersed, as researchers would find the more recent archives more productive. In other instances, an old and previously little-used archive should be retained completely, if a review of the future field programme shows that excavation is likely to take place on an adjacent site which could shed new light on the older excavation, and even be informed by it. Some objects or assemblages which might be considered for dispersal on archaeological grounds, may have associations with (for example) a local legend or event, or famous person, and may be well-known or popular among the museum's visitors. It is essential that museums retain public confidence by demonstrating sensitivity to public opinion.
- 3.3.5 It may however be desirable to place a note in a relevant local or national archaeological publication, and this should be discussed with archaeological colleagues as part of the review procedure.
- 3.3.6 The only exception is if material has deteriorated or been damaged to such an extent that it is incapable of being restored or yielding worthwhile information. It is recommended that the requirement to consult appropriate specialists should be incorporated into the museum's disposal policy, and that a record of their assessment is kept. In the event of divided opinions, retention must be preferred. For information on specialist groups, see IFA Finds Group (details in Appendix 1).
- 3.4 Selection and Dispersal of Accessioned Material
- 3.4.1 If the museum has made reasonable attempts to contact the excavator and specialist(s) concerned without success, this need not apply but an opinion should be sought from other appropriate archaeologists instead. HBMC must be consulted if the archive was subject to an HBMC storage grant.
- 3.4.2 For unconditional donations (see 3.2.2 above) this may not be necessary but may be desirable in the interests of courtesy and maintaining public confidence in museums. Acquisition should preferably be by unconditional donation and confer on the museum the right to disperse material if it becomes necessary and legitimate to do so.
- 3.4.3 For a defunct organisation or society, past minute books may provide information on the status of the acquisition, and on any successor organisation which might have a claim. Otherwise the successors might be the heirs of the chairman, secretary and other officers at the time of the deposition. If advertising in a newspaper, the notice should include a description of the collection or object(s), the name and details of the museum (both current and at time of deposition), date and nature of deposition and name and other identifying details of depositor, if known. The notice should specifically state that if no claim is registered within 6 months, the museum will be deemed to have acquired title to the material. These procedures are intended as suggestions only and the museum should take legal advice on the appropriate course of action in each case.

- 3.4.4 Documentation of objects to be dispersed should conform to museum registration and the *UK Museum Documentation Standard* (Museum Documentation Association). In addition, the local SMR, and the National Archaeological Record should be informed.
- 3.4.5 If dispersal is agreed, first consideration should be given to other services operated by the museum such as handling and educational collections. If not dispersed within the museum service, the material should preferably be donated to another registered museum; if an appropriate recipient can be identified, then to other archaeological, research or educational institutions. Only if none of these options are appropriate should material be considered for re-burial.
- 3.4.6 Archaeological material originally donated to the museum should be dispersed by donation rather than sale wherever possible.
- 3.4.7 Disposal should preferably take place during or immediately after fieldwork, and before acquisition by the museum, in which case re-burial on the site of excavation with other back-fill may be appropriate. Where this is impossible, a designated domestic waste disposal site should be used, as required by the appropriate legal authority, and records of the location and disposed material retained.
- 3.4.8 Total destruction, e.g. pulverisation may be considered for the following:
- material which has been damaged or decayed irretrievably;
 - material intentionally destroyed as part of legitimate destructive research;
 - duplicate modern reproductions or forgeries, to avoid future confusion, provided that a voucher specimen is kept (see 3.6.3);
 - unprovenanced finds, if all reasonable steps have been taken to establish an origin;
 - bulk finds (e.g. potsherds) where pulverisation is more cost-effective than re-burial.
- 3.4.9 Destructive research and analysis should preferably be agreed and carried out prior to the deposition of the archive in the museum. If accessioned material is selected for destructive analysis, the normal de-accession and disposal procedures will apply.

3.5 Co-ordination with Other Museums and Archaeological Organisations

Additional to the requirements of registration for collecting areas and policies:

- 3.5.1 The archaeological curator should inform colleagues in other museum services where the acquisition or dispersal of archaeological material may be of legitimate interest to another museum. Where archaeological fieldwork has spanned the boundary between collecting areas, arrangements for the deposition of and access to the archive should respect its integrity.
- 3.5.2 Many museums hold archaeological material from historic excavations conducted by societies who dispersed the finds among various sponsoring museums. A museum considering dispersal of finds from such an excavation should endeavour to donate them to another museum or research institution which already holds other finds from the same excavation.
- 3.5.3 When dispersing archaeological finds of known localised production or distribution, the museum should make samples available to national and local reference collections, other museums and archaeological organisations as appropriate.

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- 3.4.4 The museum should retain records which specify the original reasons for collection and acquisition, the reason for dispersal, and assessment of alternative potential uses outside the museum (if any can be identified) and what means of dispersal would best achieve this. Factors might include: is there sufficient research potential for it to be of interest to research programmes elsewhere? Should the material be maintained as a group or could it be divided among several potential recipients? Does it match the needs of any National Curriculum or other educational programmes sufficiently to be offered to schools or colleges?
- 3.4.5 It is recommended that material dispersed to other uses should be indelibly marked, to prevent future confusion with other material or "re-discovery".
- 3.4.6 Most archaeological material from excavations is of minimal financial or commercial value independent of its scientific, cultural or statistical value. Where sale is a legitimate option, money raised should be applied for the benefit of the collections in keeping with MGC registration guideline 18(j) and MA *Code of Conduct for Museum Professionals* rule and guideline 3.5. Archaeological curators and museum authorities must be above suspicion that any dispersal of archaeological material is determined by profit-making motives, irrespective of the financial value of the objects concerned. It should be noted that when objects from a charitable trust are dispersed, the Charity Commissioners will require such objects to be sold rather than transferred because they form part of the property of the trust.
- 3.4.7 The precise means and sites selected will vary according to local conditions, but it is recommended that the following points are included:
- non-destructable tags, recording museum, accession and/or site no., site name and date of deposition;
 - mixture with modern rubbish or burial in modern containers (discretion must be exercised according to the nature of the site and environmentally-acceptable levels and types of non-biodegradable substances);
 - material from the same excavation should preferably be re-buried in the same locality;
- In addition to the museum's records, a full and accurate record of the site (minimum 6-figure OS Grid Reference), including area covered, summary of material buried, identifying additives or containers and depth buried, should be placed in the county SMR or other appropriate authority. It is recommended that the local planning authority is consulted on choice of waste disposal site. Human remains require special provision; see 4.4.1 below.
- 3.4.8 In other cases, re-burial as in 3.4.7 is advised.
- 3.4.9 The level of authority will depend on the material, and it is recommended that authority for destructive research and analysis should be included in the acquisition/disposal policy, as for reviewable material (see 3.3.4 above). See 3.7.3 below for transfer to research institutions.
- 3.5 Co-ordination with Other Museums and Archaeological Organisations
- 3.5.1 It is recognised that collecting areas are frequently complicated because the modern political boundaries of museums' governing authorities may not coincide with museums' historical collecting areas or with natural geographic and cultural zones. In considering dispersal of archaeological material to other museums, priority should be given to retaining archaeological objects in their natural geographic or cultural zone where appropriate.
- 3.5.2 The National Archaeological Record maintains records of excavations and location of archives for England. The National Monuments Record for Wales carries out a similar function for Wales. For Northern Ireland, the appropriate organisation is the Northern Ireland Monuments and Buildings Record of the Environment Service (DoENI). The relevant body should be consulted in such instances.
- 3.5.3 Dispersal can supplement type-series and thereby aid identification and distribution of that type of artefact. An example would be the donation of samples of fabrics from a newly-discovered pottery or tile kiln site to museums and archaeological organizations in the likely distribution area of that pottery or tile industry.

3.6 Historic Excavation Archives, Closed and Foreign Collections and Fakes

- 3.6.1 Certain historic excavation archives need to be preserved in entirety for reasons of importance of site, type-site, excavator, collection method or because subsequent re-examination of the archive has shown that there are significant alternative interpretations to those published or commonly held. It is recommended that regular reviews of archaeological collections and policies in the museum (see 3.3.1) establish or re-affirm site archives of special local, regional or national interest.
- 3.6.2 Many museums hold "closed collections" of other British or foreign archaeological material. Such collections should not be dispersed without first considering if they could fulfill any other function relevant to the museum service.
- 3.6.3 Special precautions are needed in selecting and dispersing objects which were originally acquired because of an identification later proved to be false, especially if they are to be dispersed outside the museum.

3.7 Dispersal to Research, Educational and Related Institutions

- 3.7.1 A museum may disperse archaeological material to research, educational and related institutions providing that there is no other registered museum with an equal and legitimate interest in acquiring the material.
- 3.7.2 Donation is the appropriate method of dispersal for research and educational purposes; but loans should also be considered to further specific research projects.
- 3.7.3 Dispersal to research or educational institutions should be made for a specific purpose and the archaeological curator should ensure as far as possible that the recipient can provide the necessary standards of security and care to preserve and use the material for this purpose, and that the material will be treated in a manner appropriate to its nature.
- 3.7.4 The application of any destructive techniques should be agreed and specified in the transfer documentation, and samples or sections prepared from loaned material should be returned and retained with the objects.
- 3.7.5 Full documentation of the object(s) and any other associated information legitimately required should be supplied to the recipient institution. In the case of schools and other institutions where there are no archaeological staff, care should be taken to ensure that information is supplied in a suitable format for the purpose and prospective users, and that handling instructions are incorporated where necessary. Specimens should be indelibly marked to avoid future confusion.

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3.6 Historic Excavation Archives, Closed and Foreign Collections and Fakes

- 3.6.2 Specific functions such collections can fulfill are:
- illustrating the collecting habits of particular individuals or societies;
 - illustrating the growth, study or influence of a particular subject locally;
 - providing comparative material for local British archaeology;
 - enhancing the museum's educational services e.g. for National Curriculum topics involving studies of past foreign civilizations;
 - enhancing services to the multi-cultural community by raising awareness of the culture and history of different ethnic groups.
- 3.6.3 Where such an object has contributed or could contribute to a research programme (e.g. an excavation report or finds typology) it is recommended that they should be retained for future examination and comparison, and should not be dispersed unless their new identification is beyond reasonable doubt; has been recorded and published; and the object is not in itself of any other archaeological significance. In the case of multiple specimens, it may be sufficient to retain a sample for future verification. In all cases, full documentation of the objects, the method and reasons for re-identification, and the implications should be kept by the museum. The study of archaeological fakes and forgeries is a legitimate subject in its own right, and museums' identification services may also benefit from reference collections of commoner fakes, forgeries and replicas which may otherwise be taken as genuine. The archaeological curator has a special duty to ensure that any fakes, forgeries or reproductions dispersed by his or her museum are clearly marked and identified as such (see 3.4.8 for disposal methods).

3.7 Dispersal to Research, Educational and Related Institutions

- 3.7.2 Where the museum wishes to retain title to the material, fixed-term loans for a specific purpose should be considered in the interests of advancing archaeological research and education. In considering dispersal, the archaeological curator should assess whether the museum's or other local archaeological research programmes and services are likely to be significantly compromised, or whether the information to be gained from an external research programme is of greater benefit in the long-term. The National Archaeological Record maintains records of universities, libraries and research institutions holding archaeological collections and records.
- 3.7.3 Caution should be exercised with certain categories of archaeological material, especially human remains, to avoid inappropriate use after dispersal which might bring the museum into disrepute. Where material is dispersed to meet a specific research objective, it should be a condition of the donation or loan that the museum is given a copy of the findings.
- 3.7.4 Where material has been loaned for analysis which includes preparation of samples (e.g. thin sections) the loan agreement should stipulate that the samples should be returned with the objects to the museum on completion of the research, unless they are to be placed in a recognised regional or national research collection by mutual agreement.
- 3.7.5 Material should not be transferred to educational institutions if the ability of the institution to use it responsibly is in any doubt.

4 GUIDELINES FOR SPECIFIC ARTEFACTUAL AND ENVIRONMENTAL CATEGORIES

Minimum Criteria for Selection, Retention and Dispersal

As stated in 1.4.2, the criteria in section 4 are intended as guidelines only for *minimum* criteria for selection, retention and dispersal in a museum, and in many cases retention of more than the minimum will be required. They are a guide to, but not a substitute for conditions which should be agreed with relevant specialists and excavators according to local circumstances. The criteria are intended to assist archaeological curators in the production of local agreements for the preparation and transfer of archives to museums, and in the review of collections in the museum.

The criteria have been listed by material for ease of reference, but users should note the following points which are generally applicable:

- (a) Finds categories should not be viewed in isolation; priority should be accorded to retaining key assemblages of different types of find intact.
- (b) The nature of the context may ultimately determine the selection, retention and dispersal strategy. The need to identify and retain complete assemblages (bulk as well as small finds) from well-documented contexts with potential for further study is of paramount importance, but it is equally important to retain evidence for study of residuality, site formation and disturbance.
- (c) The collection, retrieval and recording methods employed during fieldwork and post excavation analysis must be taken into account, also the need to retain material collected by different techniques for comparative purposes, e.g. the different effects of trowelling and sieving.
- (d) The viability of samples retained for statistical analysis.
- (e) The need for specialist advice, as new research and analytical techniques are constantly being developed.

4.1 Finds by Material Category: criteria for selection, retention and dispersal

General criteria

- (a) All finds illustrated in publications or used in a type-series should be retained.
- (b) Where finds include material from manufacturing processes, reference should be made to section 4.2.
- (c) For some categories (principally organic) retention is determined largely by the feasibility of preserving the material. In the case of finds which are not indefinitely preservable, reviewable status (3.3) may be especially relevant.

4.1.1 Ferrous metals

Retention in Museum: securely stratified objects; identifiable objects (complete or fragmentary); objects of intrinsic interest; potential objects awaiting x-radiographic examination; typological sample of bulk finds such as nails from each context; complete groups of nails and fittings from significant contexts or objects, e.g coffin or boot-nails from graves; range of hand-forged nails and other structural ironwork; stratified objects or fragments with impressions of textile, wood or other organic substance. For objects which are from significant contexts and have corroded sufficiently to justify disposal, it may be advisable to retain a small sample of corroded metal in case chemical analysis becomes significant in future.

Dispersal: unidentifiable fragments; objects too unstable and corroded to be meaningfully conserved; deselected nails and similar common bulk finds, subject to retention of a representative sample.

4.1.2 Non-ferrous metals

Retention in Museum: securely stratified objects; identifiable objects (complete or fragmentary); all objects, fragments and debris from prehistoric hoards, whether stratified or redeposited; objects of intrinsic interest; typological sample of common bulk finds, e.g. post-medieval bronze pins; complete groups of bulk finds or fragments from significant contexts or objects; any objects or fragments significant for metallurgical technology; stratified objects or fragments with textile or other organic impressions.

Dispersal: unidentifiable fragments; deselected common bulk finds only if the context and group lack potential for future analysis, and subject to retention of a representative sample.

4.1.3 Precious metals

Retention in Museum: Gold and silver objects are subject to Treasure Trove laws in England and Wales and the acquisition of such objects usually incurs purchase with grant-aid from an appropriate fund. For archaeological purposes objects of precious metals should be regarded as other metal objects and retained with associated artefacts. Museums acquiring Treasure Trove material should be able to acquire the whole assemblage (including associated artefacts of base metals and other materials), so that it can be available for study in one location. The need to maintain a balance between national and local interests should be recognised.

Dispersal: not usually applicable. In the event of a museum being unable to purchase a complete group (e.g. coin-hoard), despite every reasonable effort, priority should be given to retaining the group intact and in the public domain if another appropriate museum is able to acquire it. Selection is only permissible if the only alternatives are for the group to pass out of the public domain and/or be dispersed through sale.

4.1.4 Numismatics (all metals)

Retention in Museum: all from stratified contexts, and from unstratified contexts where it is possible to build up a coin-loss profile or dating for the site, contribute information on specific categories of coin or use of coins; all other numismatic specimens of intrinsic interest. Gold and silver will be subject to special Treasure Trove requirements (see 4.1.3 above). The retention of hoards and other associated groups containing coins in entirety is especially important. Deposits of illegible/fragmentary coins can yield comparative information on the type and date-range of the group, and should therefore be retained (for example, comparison of Roman coins from water deposits, such as Bath and Coventina's Well, or recent developments in the understanding of counterfeit late Roman coins). Take specialist advice on selection for metallurgical analysis.

Dispersal: numismatists advise against dispersal of any coins, including severely worn, corroded or fragmentary specimens, due to advances made in the dating and significance of coins and the need to re-assess existing collections.

4.1.5 Glass: vessels and objects

Retention in Museum: all complete or reconstructable vessels and objects; all pieces diagnostic of form (e.g. rims, bases, handles, body profiles) and decorated pieces - except as indicated for specific periods below; all pieces known or suspected to be of unusual composition; all stratified applied stamps, as these have increasing potential for archaeological dating. Samples for destructive analysis by SEM, ICPS or other means. Note that colour of glass is determined by several factors (including time in molten state and conditions in kiln) therefore colour is not an adequate guide on its own to composition and types of glass.

Glass vessels are not common survivals from most archaeological periods and the presumption must be that most finds will warrant retention. However, the following further guidelines with regard to glass of specific periods should be followed where finds are prolific:

- (a) **Late Prehistoric** (beads etc): all material should be retained.
- (b) **Roman**: repetitive body fragments of common vessel forms (such as square bottles) may, if the group is sufficiently large, may be considered for dispersal subject to sampling and recording.
- (c) **Saxon and Medieval**: all material should be retained.
- (d) **Post-medieval**; repetitive fragments of common forms (e.g. wine bottles, pharmaceutical bottles and wineglass stems) may, if the group is sufficiently large, be considered for dispersal subject to sampling and recording.

4.1.6 Pottery: complete vessels and sherds

Retention in Museum: all complete vessels or reconstructable profiles; all vessels with makers' stamps; all rim, base and other pieces diagnostic of form, or a representative sample of them; a representative sample of all fabrics, including oxidized/reduced variants; a representative sample of decorative treatment of each form and fabric, including glazed/unglazed variants; vessels or sherds showing evidence of secondary use and range of abrasion or other wear-patterns; examples of specific finishing techniques, e.g. knife-trimming or grass-wiping; all sherds or key groups of particular significance for the dating or interpretation of the context or site (as determined by excavator and pottery specialist); assemblages containing significant metalwork, other artefacts and imported wares; sufficient samples to meet the needs of any local or other type-series; sherds with residues (e.g. organic, pigments) or impressions (e.g. finger-prints); sufficient samples from securely stratified contexts as might reasonably be required for destructive analysis. Caution should be exercised in view of the range of quantitative techniques which can be applied to pottery and specialist advice taken on the potential of any assemblage for the various types of analysis (a minimum of 20 sherds from each major fabric/ware group is advisable, and may increase as fabric analysis techniques become more widely available); thin sections taken should be deposited with and retained by the museum or with a recognised national/regional reference collection. Surface collections made from fieldwalking should be retained intact if level of recording is adequate for analysis of distribution and site formation, and even where recording is basic, such collections should be retained if they can provide information on date-range or types of pottery represented, or aid study of site and pottery distributions over wider geographical areas.

Dispersal: sherds from poorly-recorded contexts or contexts which have been too disturbed to provide useful data; repetitive and undiagnostic sherds, provided that they have been fully quantified and recorded according to specialist advice and a fully representative sample is retained (see above).

In addition, the following guidelines apply to pottery from specific periods:

(a) **Prehistoric:** on account of its relative scarcity; the hand-made, individual nature of most vessels, and particularly the need for further research in the light of new techniques, selection is not usually considered relevant to prehistoric ceramics. Specific research and analytical priorities (in addition to those listed above) include assemblages with potential for residue analysis and study of structured deposition. (For further details, see *Prehistoric Ceramics Research Group* occasional papers listed in the bibliography.) Quantities of plain, highly-fragmented pottery from secondary contexts and middens may be considered for sampling subject to quantification and recording compatible with research objectives. The need to enhance regional studies should be taken into account if dispersal to other museums or research institutions is considered.

(b) **LPRIA and Roman:** Samian and other closely datable and/or stamped wares to be retained. Body-sherds of coarse, wheel-made, mass-produced wares in identified fabrics may be considered for dispersal subject to the nature of the context and the sampling and recording procedures employed by the excavators, but this should be balanced with the need to retain key assemblages intact.

(c) **Early Saxon:** as for prehistoric pottery; particular attention should be paid to stamped funerary pottery as minor changes or differential wear in pot-stamps can be significant.

(d) **Late Saxon and Medieval:** bodysherds of coarse, wheel-made, mass-produced wares in identified fabrics may be considered for dispersal subject to the nature of the context and the sampling and recording procedures employed by the excavators, but key assemblages should be retained intact (as for Roman).

(e) **Post-medieval:** The same standards of retention should apply as for pottery from other periods and not be influenced by the relatively large quantity or recent date of assemblages. Bodysherds of

common, mass-produced wares in identified fabrics may be considered for dispersal subject to the nature of the context and the sampling and recording procedures employed by the excavators. Retention of sufficiently large and complete assemblages is necessary for study of patterns of production and use of different types of vessel by different social groups. Emphasis should be on retention of complete groups from well-defined contexts, especially those containing a range of artefacts with the pottery. Rapid development of styles in post-medieval ceramics enhances their potential for dating associated finds.

4.1.7 Clay Pipes

Retention in Museum: all complete pipes, bowls, decorated or stamped pieces; all fragments (bowls, stems, decorated, stamped and plain) from good context groups as identified by pipe specialists, especially where scarcity of bowls or marked pieces places greater emphasis on analysis of stems for dating (it should be noted that an otherwise poor, disturbed or contaminated context may still yield a coherent pipe group, worthy of total retention, and so it is especially important for clay pipes that selection is not determined entirely by the general nature of the context). Otherwise retain representative sample of stem types/dimensions. Pieces sampled for tobacco residues. In areas where the use and manufacture of clay pipes is scarce or little understood, total retention of all pipes and pipe fragments is advised.

Dispersal: plain fragments from poor contexts subject to quantification, recording and sampling if applicable.

4.1.8 Other Ceramic Objects

Retention in Museum: all identifiable objects, complete or incomplete; fragments and unidentified pieces from good contexts, as analytical techniques may assist sourcing and/or identification in future.

Dispersal: unidentifiable fragments from poor contexts.

4.1.9 Stone and Lithics, Shale

Retention in Museum: all prehistoric flint and other stone artefacts should be retained, from stratified contexts and from surface collection where accurately provenanced, and all pieces of intrinsic interest. Worked stone objects, complete or incomplete; all stone with inscriptions or carved detail; all objects of intrinsic interest; examples of all geological types and different technologies used in each phase; examples of use-wear. Querns, millstones and other large functional objects: complete stones or stones providing at least one complete dimension; examples of all types in common local stones; all imported stone; range of wear-patterns and pieces with evidence of re-working; pieces with evidence of special tool or other marks; pieces selected by specialists for petrological analysis. Thin sections should be deposited with and retained by the museum or by a recognised national/regional research collection. Shale objects that are stable and will respond to conservation, or required for palynological analysis or other techniques to source shale. (See 4.2.7-9 for criteria for stone, flint and shale-working.)

Dispersal: flint, stone (non-prehistoric): undiagnostic, fragmentary and other pieces surplus to retention criteria; unprovenanced pieces of no intrinsic interest. Querns: fragments of local stone surplus to sampling. Shale: unstable objects which cannot be meaningfully conserved or used for scientific analysis; unprovenanced pieces of no intrinsic interest may be considered for dispersal.

4.1.10 Objects of Other Minerals, Semi-precious Stone, Jet and Amber

Retention in Museum: such objects are not common survivals and retention of all objects and fragments must be presumed.

Dispersal: applicable only to irretrievably damaged items.

4.1.11 Worked Bone, Antler, Horn and Ivory (including walrus and fossil ivory, teeth, baleen)

Retention in Museum: all provenanced worked bone, horn, antler and ivory objects, and unprovenanced objects of intrinsic interest; objects or fragments representing typical and unusual animal species, skeletal elements, technologies, decoration or pathology of bone; examples of use-wear and re-use; objects selected by specialists for dating or analysis (e.g. for residues between comb teeth or head-lice on hair combs, which should be examined microscopically before washing). All pieces with evidence of use of colour or inlay

(e.g. dice or gaming-pieces). Remains from bone, antler and horn-working industries is subject to additional criteria, see 4.2.10; policies for selection, retention and examination of other animal bone should also be coordinated with those for bone artefacts. Due to their comparative rarity in archaeological contexts, total retention of all horn, ivory, cetacean bone and post-medieval tortoiseshell is advised.

Dispersal: very fragmented and poorly preserved objects and/or those of no provenance or from poor contexts that have no other intrinsic interest or potential identified by specialists. It should be noted however that even small fragments (such as teeth dissociated from combs) have been recorded and studied, therefore caution is advised.

4.1.12 Worked Wood and other plant-derived objects

Retention in Museum: Worked wood and other plant-derived objects which can be meaningfully conserved for long-term study and/or display; preservable objects or fragments giving representative sample of wood species and wood-working technologies and tool-marks used on site; preservable examples of weaves for basket and wicker-work, and plant-derived textiles; examples of treatment with paint, dye, pigment or other substances; preservable pieces used for radiocarbon or dendrochronological analysis.

Dispersal: specimens in poor condition which have been recorded and analysed, but cannot be preserved in the long-term; fragments surplus to analysis and sampling requirements for species, technology etc.; it is essential that all material is checked by a specialist for selection.

4.1.13 Leather Objects

Retention in Museum: this will be determined chiefly by conservation - unconserved leather, especially if wet, can be problematic to store and potentially hazardous to human health if fungal or bacterial growths develop. Where leather is preservable, pieces retained should include: worked pieces identified for potential longer-term study and/or display; representative samples of animal species and processes used; representative samples of stitching; of dyes and other decorative treatments; or repair or re-use of objects. Partial or complete composite stitched objects for which there are no known parallels, or whose function is currently unknown. For common leather objects (e.g. shoes) specimens retained should indicate variety of regional forms, changes over time and methods of fabrication. For large pieces (e.g. tent panels) those which are complete in one or more dimension should be retained, together with any adjacent or attached pieces. Any other conserved pieces identified by a specialist as having particular significance.

Dispersal: pieces which cannot be conserved in a meaningful way; unidentifiable scraps from poor contexts; scrap and undiagnostic pieces surplus to retention criteria.

4.1.14 Textiles

Retention in Museum: well-preserved pieces of textile are rare survivals and retention will be determined largely by feasibility of conservation. All pieces which can be preserved from secure contexts, and any preservable pieces of intrinsic interest, should be retained. If a large number of similar pieces do occur from a context (e.g. a waterlogged pit), sampling may be considered subject to quantification and recording, and retention of preservable pieces which show evidence of form, fibre-type, cloth-type, weave, dyes or other treatments, and methods of stitching or fastening.

Dispersal: pieces unsuitable for long-term preservation; insignificant scraps from poor contexts; pieces surplus to sampling if this is applicable.

4.2 Remains of Industrial Processes: criteria for selection, retention and dispersal

General criteria

- (a) The relatively large quantities of finds, waste and debris from many processes does not automatically imply selection is desirable, since complete assemblages may be required in some instances for future comparison with other sites.
- (b) Where selection is necessary or desirable, the general aim is to retain a cross-section of the industrial process in microcosm; selection, retention and recording methods should enable the nature and scale of the whole process to be determined from the selection retained in the museum.
- (c) A distinction may be made between processes involving manufacture by hand, and mechanized processes involving mass-production. Products of the former may be less standardised, with implications for recording and selection strategies.

4.2.1 Metal-extraction and working (mining, smelting, refining and smithing debris)

Retention in the Museum: samples of all types of metal-working debris from stratified contexts or phases (includes tap and massive slags, unprocessed and part-processed ore, residue from ores, hammerscale, hearth- or furnace-lining, moulds, crucibles, tuyeres, metal billets); samples of furnace-related clays; all pieces of moulds and other objects providing information on form/fabric of mould or product, or from which product could be reconstructed or identified; samples reflecting different technologies used; any pieces selected by specialists for XRF, chemical, mineralogical or other analysis; samples of different coals represented, selected for chemical or palynological analysis. Where possible, retention strategies should encompass waste-dumps, rake-out from hearths and other associated features, in addition to the kiln. Samples of ore should reflect range of sizes where this is diagnostic of crushing and grading process. Debris cleared from a hearth may include a variety of products (e.g. partially-smelted ores, traces of charcoal, runners of metal) which provide a picture of the complete process. Scrap metal collected for recasting should be retained in entirety from pre-medieval deposits; for medieval and later periods a representative sample of all scrap and vessel or artefact types, by form and composition, should be retained, especially where the types of vessel or artefact can provide dating evidence for the industry. Evidence of prehistoric metal-working should be retained in entirety, due to its relative rarity.

Dispersal: material surplus to sampling, subject to quantification and recording; with slag, ensure that specialist identification has separated smithing slags from those attributable to smelting or other processes.

4.2.2 Glass-making and working

Note that glass-working debris may be found unassociated with structural evidence for furnaces. Such material must, particularly in the case of crucibles and vitrified items, be carefully distinguished from evidence of metal-working.

Retention in Museum: all material related directly to the making of glass and its working into objects, such as crucibles, moils and tooling waste; wasters or distorted vessels; glass canes; samples of raw materials, furnace structures and debris, such as frit, gall and glass-coated kiln-structure where these can provide information on the process; samples of dribbles of molten glass; samples of cullet and all types of process waste (note that analysis of process waste can be crucial in sorting products of site from imported cullet). Solidified glass from the bottom of crucibles often contains debris and can be useful for analysing techniques and quality of process, so should be retained. Differential weathering of glass may be indicative of quality, so retention policy may need to include samples of different degrees of weathering. Samples for destructive analysis by SEMS, ICPS and other means. Crucible pieces retained should represent all fabrics, forms and dimensions found on site, and include samples for thin-sectioning and testing for heat resistance and refractory properties, which can define temperature limits for operation of kiln EDX analysis, cone fusion tests). Retention of samples of structure from melting kiln for thermo-remnant dating should be considered. Where applicable, retention strategy should include processed samples of materials from related features (e.g. waste dumps, crucible dumps, fuel and fuel-ash dumps) each of which can elucidate a different part of the process. Retention should also be guided by distribution and analysis of materials from within kiln as different processes (gathering and annealing, forming

and blowing) may take place in different areas. Evidence for bead-making and for development of the glass-cone in the early post-medieval period is especially important.

Dispersal: in the case of a large group of material, as from a late medieval or post-medieval furnace site, sampling may be admissible and surplus material may be considered for dispersal after quantification or recording.

4.2.3 Pottery production (kilns)

Retention in Museum: complete vessels and reconstructable profiles; wasters; any pieces showing signs of contact with other vessels; samples of all fabrics, forms, finishes and decoration, including oxidized/reduced variants; complete fire-bars, saggars and kiln-furniture or representative sample of pieces complete in at least one dimension; samples of all types of kiln structures for each phase of use; sufficient samples for destructive analysis (as many as 100 samples per production site may be necessary for future improved chemical differentiation of kilns). As kiln furniture and other pieces with evidence for placing or contact with vessels etc. can be difficult to detect, total retention is advised at least until the whole assemblage has been scrutinised by a specialist. The comparative rarity of material from prehistoric pottery-production sites requires total retention. Retention of processed samples of fuels and fuel-ash should be considered where there is potential for researching the relationship between the pottery industry, fuel supplies and coppice woodland or sources of fossil fuel. In determining selection, attention should be paid to fire cracks, collapse, blistering of glazes and other details of significance in understanding the kiln and related processes.

Dispersal: this should not be considered unless the complete assemblage has been adequately classified, recorded and quantified; this process may enable repetitive and undiagnostic sherds or fragments of kiln structure to be sampled and surplus dispersed.

4.2.4 Clay Pipe Manufacturing

Retention in Museum: remains of clay pipe manufacturing (including wasters, moulds, kiln debris such as muffles) are very rare and therefore total retention of all pipe fragments and all associated material is advised. (Documentary sources refer to moulds of wood, bronze, brass and cast iron).

4.2.5 Brick and Tile production (kilns)

Retention in Museum: complete specimens of products and kiln furniture or those complete in one dimension; samples of all fabrics, forms, finishes and decoration, including oxidized/reduced variants; sufficient samples for thin-section analysis; complete fire-bars and kiln-furniture or representative sample of those complete in at least one dimension; samples of all types of kiln structures from each phase of use.

Dispersal: all other fragmentary pottery and kiln material; subject to quantification and recording.

4.2.6 Salt Production and Briquetage

Retention in Museum: representative samples of all types of vessel, according to form, rim-form, diameter or form/vessel dimensions, thickness and fabric, from each phase and/or feature. All pieces of rods, bars and supports diagnostic of form. Where briquetage occurs in association with domestic pottery, the whole group (briquetage and pot) should be retained intact, since dating of briquetage relies heavily on associated pottery.

Dispersal: pieces surplus to sampling, subject to quantification and recording.

4.2.7 Stone Quarrying and Mining

Retention in Museum: representative sample of rejects, rough-outs and products of each type and form of artefact produced, of each type or variety of rock worked and where applicable, showing range of products and techniques through different periods of use. Sufficient specimens for petrological analysis. Sample of debris from stone-working where this is diagnostic of specific techniques used or of artefacts produced.

Dispersal: pieces and debris surplus to retention requirements, subject to quantification and recording.

4.2.8 Flint debitage and other lithic debris

Retention: Prehistoric: normally all products and by-products should be retained for source analysis, study of core/flake groups, retouch, analysis and quantification of techniques and industries represented, wear-patterns and secondary uses; particular attention to retention of imported flint and stone. Burnt flint, or at least representative samples of intensity of burning by size and weight, should be retained in anticipation of developments of techniques to identify type and frequency of pyro-technical activities; burnt flints from cremations should be retained for analysis of organic residues.

Non-prehistoric: sample representing different types and qualities of stone used. Later flint-knapping and gun-flint industries: retain key assemblages of products and by-products intact, otherwise representative sample of forms, sizes and flint-types and associated debris. All specimens used for thin-sectioning or other analysis, with prepared thin sections unless these are deposited in a recognised national/regional research collection. Burnt flint and stone which has been used for TL dating should be retained for reference.

Dispersal: Non-prehistoric: fragmentary and other material surplus to retention criteria; most burnt unworked flint and stone, subject to sampling; products and by-products of later flint-knapping and gun-flint industries surplus to retention criteria.

4.2.9 Shale-working

Retention in Museum: a representative sample of technologies represented (evidence of lathe-turning or making by hand) and of pieces giving information on form of products (e.g. sample of waste-cores of different sizes) may be retained if in stable condition and responsive to conservation. Any flint or other tools associated with shale-working should also be retained. Retain sample for sourcing shale, e.g. by palynological analysis or neutron activation analysis. All products and by-products from hand-worked shale should be retained as this process is not well understood and such assemblages are rare.

Dispersal: deselected and unstable waste-pieces (if provenanced, these should be weighed before dispersal).

4.2.10 Bone, antler, horn and ivory-working (includes walrus and fossil ivory, teeth, baleen)

Retention in Museum: all waste pieces, raw materials and complete/incomplete products from good contexts and assemblages and identified as significant by a specialist; all pieces contributing to understanding of utilisation of specific species or bones; use of tools and techniques (cutting, splitting, polishing, turning, drilling, scribing, rouletting, gauging, clamping, riveting, softening, moulding, colouring); product specialisation and standardisation; assemblages which may be indicative of bone- or horn-working industries (e.g. a concentration of horn cores). All motif pieces ("trial pieces"), which are significant for art-historical studies. Sufficient material for dating and other analytical techniques. For the prehistoric, Roman and early Anglo-Saxon periods, total retention of all evidence from bone-working and related activities is advised due to the relative scarcity and small-scale nature of these industries. For Middle Saxon and later periods, when evidence is more plentiful, total retention is equally necessary for analysis of all aspects of the industries and comparison with large assemblages from Continental sites; therefore selection should be directed at retaining assemblages from good contexts in entirety. It should be noted that absence of certain skeletal elements may reflect preferential use (e.g. absence of antler pedicles suggestive of use for gaming-counters) therefore sampling is not usually advisable and unworked bone should be retained at least until examined for this purpose. Retention is advised for certain categories of material due to their rarity: ivory, horn, cetacean bone, post-medieval tortoiseshell, roe and fallow deer antler waste (and waste from imported elk or reindeer, which could occur). Retention policy for bone-working material should be co-ordinated with that for other animal remains (see 4.4.2) to aid research of the nature and utilisation of the whole animal population.

Dispersal: material which is unprovenanced or from poor contexts if it has no other intrinsic interest or potential identified by a specialist.

4.2.11 Woodworking

Retention in Museum: subject to viability of long-term preservation, representative samples of the following should be retained:

Technology: sample providing evidence of range of working-methods, tools and treatments applied to wood. Wood debris should be evaluated for potential contribution to knowledge of manufacturing processes, technologies and type of wood being worked (e.g. freshly felled or re-used).

Natural Features: sample showing range of species used and age of wood when felled, woodland management practices; samples selected for dendrochronological and other scientific analysis.

Any other pieces identified by excavator and specialists as particularly significant to the interpretation of the site or nature of woodworking industries.

4.2.12 Fuels (Wood-derived, Fossil, Turf and Peat)

Retention in Museum: samples from key contexts of used and unused fuel-types (coal, charcoal and preservable wood) used for industrial or domestic purposes or from extraction (e.g. open-cast or shaft mining, charcoal burning), including wood and charcoal capable of providing information on species utilisation. Samples of ash selected by specialist for analysis or dating. For retention of processed sample residues and sorts from peat or turf, see 4.4.4. There is much potential for research into the utilisation of fuels in the prehistoric and historic periods. Where fuel remains are found with other industrial debris (e.g. metal-working or glass-making) selection and retention strategies for different materials should be co-ordinated to ensure adequate evidence of the whole industry is retained.

Dispersal: fuel remains not clearly associated with any feature, context or process; fuels surplus to sampling and retention requirements.

4.2.13 Leather-working

Retention in Museum: as for 4.1.13 (Leather Objects) above, this will be determined chiefly by what can or has been conserved and the same comments apply. In addition, representative samples should include sufficient off-cuts, scraps and waste-pieces to indicate the full range of animal species, treatments, techniques and types of artefact produced for the whole site and - conservable pieces permitting - for each phase or feature of the leather-working industry on that site. Any other conserved pieces identified by specialist as having particular significance.

Dispersal: pieces which are undiagnostic or cannot be conserved in a meaningful way; insignificant pieces from poor contexts; pieces surplus to retention criteria.

4.2.14 Textile manufacturing

Retention in Museum: same criteria apply as for individual finds or groups of textiles as in 4.1.14. As textiles themselves may completely decay, attention should be paid to retention of assemblages of other finds which may be diagnostic of a textile-manufacturing or -processing site (e.g. leaden cloth seals, weaving tools, plant remains from associated contexts which might provide evidence of vegetable dyes).

Dispersal: as for 4.1.14, subject to specialist advice.

4.3 Structural Remains: criteria for selection, retention and dispersal

General criteria

"Structure" may refer to buildings, wharves, boats and other constructions.

- (a) On account of their quantity and nature, most building materials are usually sampled either on site or during post excavation analysis; sampled groups should be retained intact.
- (b) Priority should be accorded to retaining diagnostic pieces used for dating groups, contexts or buildings.
- (c) There should be a general aim to retain a corpus of material types and forms used in structures, according to date and locality.
- (d) Rarity value of structural remains of certain types or periods may favour total retention in special cases.
- (e) If a well-preserved structure is to be retained either *in situ* or in the museum, an assessment and contingency plan should be formulated to retrieve and retain samples in the event of the structure not being preserved or retained.
- (f) The guidelines below assume that material comes from identifiable structures; for remains that cannot be ascribed to a particular structure, a more stringent selection strategy may be appropriate, e.g. restriction of retention policy to types or fabrics additional to a local type-series.

4.3.1 Window glass and cames

Retention in Museum: all Roman and medieval window-glass. For the post-medieval period, complete quarries; quarries with painted, stained or engraved decoration or graffiti; representative selection of types of glass, plain and coloured; came attached to window glass; representative sample of came and other metal functional or decorative fittings showing range of types; came and glass specifically associated with other window-fittings; reconstructable panels of decorated window; samples of grozing waste from window glazing. Samples for destructive analysis by SEM, ICPS and other means. All inscribed cames opened for examination or presence of inscriptions.

Dispersal: surplus plain glass and came fragments subject to quantification and sampling. Cames may need to be opened to check for milling marks and makers' names.

4.3.2 Brick

Retention in Museum: all brick pre-circa 1500 due to scarcity; fabrics, forms and marks new to local type series; representative sample of post-medieval brick by fabric, size and decoration or other marks (if any) by context or site; examples with/without mortar; examples of shaped bricks and functionally-related types of brick; key groups (of sufficient size to yield valid statistical results) retained complete for future research and checking of fabrics against increasing number of known production sites, and for scientific analysis (e.g. thin-sectioning, neutron activation analysis).

Dispersal: deselected brick; old key groups if replaced by similar groups of greater analytical potential (all subject to quantification and recording).

4.3.3 Tile (ceramic)

(see 4.3.7 for Stone Tiles and Paving)

Retention in Museum: fabrics, forms and marks new to local type series; sample of fabrics, forms and functionally-related tiles (e.g. tegula, imbrex) by context, phase or site.

showing at least one complete dimension; stamped and other pieces with special or unusual forms, features, marks or signatures (e.g. human or animal prints, graffiti, batch/tally marks, nibs, peg-holes); decorated pieces (or samples by fabric/form if decoration is mechanically repeated on large number of mass-produced tiles); examples with/without mortar; special roof furniture (antefixes, finials etc). For plain tessellated floors, sufficiently large sample areas should be retained to demonstrate the range of types and sizes of tesserae and matrix used, including any repaired portions. Reconstructable areas of mosaic and decorated tile pavements should be retained in their entirety. All stamped and roller- or relief-patterned tiles should be considered for retention depending on analysis of stamps and use of dies. Retention of selected complete groups of plain tiles from good structural contexts may also be desirable in the interested of future research, e.g. from a Roman fort or villa. Sufficient examples for thin-sectioning and fabric analysis.

Dispersal: fragmentary, undiagnostic and other pieces surplus to retention requirements, subject to quantification and recording.

4.3.4 Daub, Cob and Mudbrick

Retention in Museum: representative sample, including range of impressions, fabrics and inclusions, provided that it is in sufficiently good state for long-term preservation; sample of types new to local type-series. Selected preservable sections of structure incorporating daub/cob should be considered for retention as examples of construction methods provided conservation requirements can be met. Sufficient samples for thin-sectioning and fabric analysis should be retained, as should any pieces with unusual inclusions.

Dispersal: fragmentary, poorly preserved and other surplus to retention criteria, subject to quantification, checking for impressions and inclusions and recording.

4.3.5 Plaster, Mortar, Opus Signinum and Stucco

Retention in Museum: representative selection of types and materials; representative selection of painted fragments and decorative motifs, including evidence of differential fading and touching up; all fragments from painted areas sufficiently complete for the scheme to be wholly or partially reconstructable for display or research purposes; representative sample of pieces showing sequences of paint layers (providing complementary stratigraphic sequence to other structural elements); pieces showing imprint of adjacent structures (e.g. lathe or wattle wall); representative sample of pieces providing evidence for existence of a wall or partition not otherwise extant; sufficient additional samples of painted plaster to allow for pigment analysis.

Dispersal: surplus plain fragments; pieces too poorly preserved to be retained for further study or other use. Where significant quantities of plain and painted plaster are recovered from a context, it is recommended that a statistical count is made to determine the relative frequency of colour and motif before selection.

4.3.6 Stone (worked and rubble)

~~**Retention in Museum:** sculpted stone, selected moulded stone showing the range of mouldings,~~ and tool patterns for each type of stone; related groups of stone from important structures; examples new to local type series; sample of rubble and cobble where used in a structural context (wall, road etc) and of stone from post-packing and post-pads where significant in distinguishing phases or sourcing building material; examples of particular technologies and keying; examples of dressed stone and ashlar representing tooling marks. Stone and marble inlay. Stone artefacts re-used as buildings material. Sample retained should include spare specimens for thin-section petrology (usually requires a fist-sized piece).

Dispersal: surplus plain and duplicate moulded pieces; all cobble and rubble other than sample kept for analysis or reference; miscellaneous pieces from contexts unassociated with structures, unless of other cultural significance.

4.3.7 Wood (including timber and roundwood)

Retention in Museum: Viability for long-term preservation and future analysis will be the decisive factor, on which the advice of conservators and wood specialists must be taken. Where possible, a representative sample of wood for each of the following categories should be retained, and retention of duplicate specimens may be desirable as a safeguard against difficulties of preserving much wood in the long-term. Retention of whole timbers rather than cut sections is recommended, but where large quantity of timber is involved it may be preferable to channel resources into preserving a comprehensive and representative range of cut sections (selected for joint-type etc) rather than preserving a smaller quantity of uncut timbers.

Functional: examples of functional timbers (wallpost, rafter etc); examples of joint-types and

fittings (best example of each joint-type occurring in each structure); examples of re-use;

Technology: examples of felling and working methods (e.g. axed, sawn, split; weave of hurdle or wattle); moulding and other ornamental treatment; examples of specific surface treatments (e.g. planing, pitch, paint); pieces showing evidence of tool marks, tally marks, carpenters' marks or graffiti; sample of woodworking debris from preparation of structure;

Natural Features: examples of species present as timber and roundwood; samples selected for dendrochronological and other scientific analysis; long and short sequences of oak and non-oak species; examples of specific woodland management practices; cores or sections taken from timbers left *in situ*;

Any other pieces identified by the excavator and specialists as particularly significant to the interpretation of the site or nature and use of wood; any complete or partial structures which can be preserved for display.

Dispersal: pieces incapable of long-term preservation; pieces surplus to sampling and display requirements. In the case of large quantities of long timbers with joints, marks and other discrete features, it may be possible to cut and retain the joint or mark and dispose of the remaining timber unless there is a specific reason for retaining the whole timber, subject to specialist advice; the whole timber should be recorded by written and drawn descriptions beforehand. The special conservation and storage requirements of both wet and dry wood require close consultation between excavators and museum from the earliest stages, especially if large structures or quantities of wood are involved.

4.4 Environmental Evidence: criteria for selection, retention and dispersal

General criteria

- (a) For some classes of material such as molluscs, the principal criteria are to preserve specimens for future reference which will provide a representative sample of evidence for human interaction with the environment.
- (b) It should be noted that there are differing opinions among specialists as to the validity of "voucher specimens" which will not be adequate for many research and analytical needs.
- (c) Different criteria apply to human remains and to most collections of animal bones. For these, interpretation is based on the study of complete assemblages or meaningful groups, and selection should therefore be of such groups, rather than specimens selected from groups.

Reference should also be made to MGC's *Standards in the Museum Care of Biological Collections 1992*.

4.4.1 Human remains (inhumations and cremations)

Special sensitivity is required in the treatment of human remains. Selection, retention and dispersal should take into account the following:

Public opinion, including the views of present-day religious and community organisations with a legitimate interest (e.g. actual or cultural descent).

Proper costing. Attention is drawn to the cost of proper re-burial in many cases, and it is therefore essential that the likely future retention or re-burial of the remains, and the funding needed to secure this, are determined at the outset of the excavation. The cost of special storage or re-burial requirements should be included in the storage grant accompanying the deposition of the archive in the museum. Museum storage providing access for future research is preferred and in many cases will be more cost-effective than re-burial.

Legal requirements affecting human remains; all remains should be acquired and retained or dispersed in accordance with the 1857 Burials Act, Home Office regulations and the consent of the local Coroner.

Health and Safety factors. Where necessary, and in consultation with a relevant specialist, any necessary steps should be taken to ensure that disease does not survive in remains or associated finds (e.g. grave clothes) to be retained.

Retention in Museum: all stratified or phased remains (whether inhumation or cremation, complete or partial) capable of being phased, dated, scientifically analysed or containing other useful information as determined by an osteoarchaeologist; bones must be in a sufficiently good state of preservation to be retained for long-term analysis. The small size of samples (as little as a tooth) now required for radiocarbon dating may render some older (as well as newer) collections capable of further analysis. A full record of treatment applied to the remains, e.g. washing and sieving of cremations, should be retained with the remains. Predictions about future use should take into account new developments in information technology, e.g. CD ROM, which may aid more detailed and accurate recording, especially in the study of disease processes. Collections of human remains from older excavations may require recording again with the benefit of recently developed and standardised techniques, which can yield new information. The application of scientific techniques, including DNA extraction, also offers scope for studies based on old as well as new collections. Redeposited, disarticulated and fragmentary remains should be retained for their potential contribution to understanding of funerary and non-funerary practices, and post-depositional disturbance; this is especially important for prehistoric sites, where fragmented human remains may be recovered from contexts which are not primarily of funerary nature. Where very large numbers of medieval and post-medieval skeletons are concerned, priority should be given to retaining a representative series of sample groups (each group of about 200 individuals minimum), selected by precision of dating and specific events or trends (e.g. battlefield; effects of Black Death).

Dispersal: skeletal material recovered with insufficient contextual or dating evidence for valid research or analysis, as determined by an osteoarchaeologist; bones in too poor a state of preservation for long-term retention and research. If an entire cemetery population has been analysed, fully recorded and published,

expert opinion should be sought in view of the potential of new scientific techniques. In a few instances it may be preferable to re-inter the remains which are not to be analysed further in the foreseeable future, but this should be considered only if cost-efficient storage is not a viable alternative, and reburial must be undertaken in controlled conditions agreed by the museum and a qualified osteoarchaeologist. Human remains associated with specific sites or events (e.g. burials from a battle-site or grave at sea) may arouse particular public attention and especial sensitivity is necessary here.

Sampling of human populations is of relatively limited applicability due to current developments in techniques and population studies. The great majority of cemetery populations represent a sample of a sample of the original population. Sampling of a site may produce a bias in the group of individuals studied, e.g. due to females or males being buried in different areas; the danger of introducing an inadvertent bias is especially high where a cemetery has been only partially excavated and not all of its boundaries have been established. The decision for museums is therefore usually: is it possible to retain the entire assemblage, or is an acceptable alternative available? If considering dispersal, the transfer of the complete cemetery population to a relevant university or other research programme may be considered only if adequate standards of long-term curation can be provided (advice may be sought from the British Section of the Palaeopathology Association). For late Saxon, medieval and post-medieval burials of proven Christian nature, storage in suitably adapted redundant church buildings may be feasible in some places, and the views of the Church on appropriate forms of storage/re-burial should be taken into account. For human remains associated with other religions and churches still extant (e.g. Jewish or certain independent or non-conformist churches), the views of the relevant organisation should be sought. Arrangements for access by relevant religious organisations and some form of rite at re-burial (if requested) should be made.

For human remains excavated by licence under Section 25 of the Burial Act 1857 (obtained from the Home Office), reference should be made to the original terms and conditions of the licence since applications are required to state the ultimate method of disposal of the remains. Remains removed from a place of burial under the jurisdiction of the Church of England will nearly always be subject to a faculty (an authority granted under ecclesiastical law), which may place conditions on the place and method of retention of the remains after excavation. The law regarding human remains is complicated and it is recommended that professional advice should be sought if any doubt as to the museum's legal position arises.

Re-burial: where human remains are re-buried, re-interment with dignity in a designated cemetery is necessary. The local Registrar for cemeteries and crematoria should be consulted and it will be necessary to register the interment. Containers for remains should be of biodegradable material (wood or cardboard; not plastic) and conform to the size of the grave, usually dug to 8ft depth (sufficient for 2 coffined inhumations). Graves for cremations are generally designed to take a 12"x9"x7" casket. The Registrar will be able to advise on the appropriate area of the cemetery: it may be possible to utilise marginal areas such as a tree-belt. The distinction should be noted between "consecrated" areas, which are consecrated for sole use by the Church of England, and "unconsecrated", also called non-reformist or multi-denominational areas, which are reserved for all non-Anglican burials; the latter will normally be the appropriate area for all but post-Reformation Anglican re-interments. Costs may vary between authorities and are likely to be highest in inner-city areas where land is at a premium, however there is no obligation to use the nearest cemetery and museums may approach authorities outside their locality. Typical costs may be in excess of £200 for inhumation (grave to take 2 coffins) and around £40 for a single cremation. It is not permissible to cremate remains from inhumations for reburial. It should be noted that the cost of reburial is likely to be prohibitive compared to the cost of retention in cost-effective storage in many cases. In all instances of re-burial recording of the site as described in 3.4.8 should apply, and it is recommended that the local coroner be informed beforehand. Further advice may be obtained from the Institute of Burial and Cremation Administration (see Appendix 1).

Note: for human remains from non-Western countries, reference should also be made to the Museum Ethnographers Group, *Recommendations on Professional Guidelines concerning the Storage, Display, Interpretation and Return of Human Remains in Ethnographical Collections in the United Kingdom*, especially sections 2 (Collections Management) and 4 (Requests for the Return of Human Remains); also to the World Archaeological Congress *First Code of Ethics (members' obligations to indigenous peoples)* and *The Vermillion Accord - Human Remains*. For a summary of the law concerning burial and exhumation of human remains in England and Wales and Scotland, see the Institute of Field Archaeologists Technical Paper No.11, *The Law and Burial Archaeology*.

4.4.2 Animal remains

(a) Mammal, Bird and Fish Bones

Retention in Museum: assemblages and selected groups of animal remains from stratified contexts which have been identified by specialists as important assemblages with further research potential should be retained in entirety. If selection is considered, this should be on a site-by-site basis and aim to preserve intact good context groups (as identified by a specialist). Selection and retention should take account of specific evidence of species utilisation, population structure (age range and sex distribution), size range, butchering or other *post mortem* processes, presence/absence of rare/typical species and evidence for injury or illness. Unprocessed animal remains should be accepted only if a specialist assessment has proved its future research potential, or if the resources for assessing or processing the remains can be made available before or within 5 years of acquisition by the museum. A wide range of quantification and recording techniques is available for animal bone, however the choice of method and results obtained can vary considerably according to the objectives and quality of the excavation and research design, and between specialists; quantification and analysis normally includes fragmented bone as well as complete specimens. The application of any one quantification technique to an assemblage should not therefore be a reason for deselection or dispersal since the same assemblage could yield substantially different results with another technique or specialist. Older collections, even if fully analysed and recorded by the standards of the time, may offer potential for reanalysis. There must be a strong presumption against selective dispersal from an assemblage, as this would restrict its potential for taphonomic research and a fuller understanding of human activities and natural processes on archaeological sites.

For animal remains from Pleistocene and Early Holocene contexts, the modes of accumulation and significance of these deposits is substantially different from those of later periods; total retention is advised.

Selection and retention policies should be co-ordinated where appropriate between environmental animal remains and finds and waste material from bone/horn/antler working, to aid study of utilisation of the whole animal population; see 4.2.10.

Dispersal: animal remains which are unprovenanced, poorly stratified, or from contexts with high residuality or contamination, and have no other intrinsic significance; very small groups unless there is some specific reason for retention. However this should not compromise the need to preserve evidence of site-formation and other aspects on sites where this potential has been identified. Assemblages in poor condition, e.g. through waterlogging and for which long-term preservation is impossible or so difficult to achieve where the resources would be better directed to immediate research, recording and publication. Unprocessed animal remains should not be disposed of without a specialist assessment of their future research potential.

Note: a variety of techniques of recording and quantification are currently in use and include: (1) no. of identified specimens (NISP); (2) Minimum no. of elements (MNE) and minimum no. of individuals (MNI); (3) weight for each species. Recent developments in the archaeological application of PCR (polymerase chain reaction) to duplicate DNA from organic remains (including bones, pollen and charred seeds) may generate new lines of research into biological relationships among ancient animal and plant species.

(b) Land Molluscs

Retention in Museum: all analysed and identified molluscs extracted from soil samples for future checking of identifications, provided they are submitted in a manner suitable for long-term storage. Provision may also need to be made for retention of residues from land mollusc analysis from significant contexts for future identification of non-apical pieces (and ostracods) by SEM; if the coarse fraction (i.e. greater than 5.6mm samples) is removed, samples are generally small and easy to store.

Dispersal: uninformative assemblages (e.g. from poor context), as identified by specialist.

(c) Marine Molluscs

Retention in Museum: groups or representative samples as identified by specialist for future checking and identifications and analysis (e.g. by stable isotope analysis), provided they are submitted in a manner suitable for long-term storage. Selection and retention should take into account the size and nature of the deposit and whether it is capable of providing specific information on the environment, diet, utilisation or farming of the shellfish population or of seasonal collecting. Good groups from inland sites should be retained for study of trade.

Dispersal: uninformative assemblages and excess to sampling requirements, as determined by specialist.

(d) Insect Remains

Retention in Museum: all analysed and identified insects extracted from soil samples should be retained for future checking provided they are submitted in a manner suitable for long-term storage.

4.4.3 Plant remains:

Retention in Museum: plant macro-fossils, seeds, insects and molluscs from soil samples identified as significant by specialists, provided the samples are processed and prepared for long-term retention (dry/in alcohol/in glycerine alcohol); unprocessed material which is preservable and suitable for long-term storage provided that it is from contexts of proven information value, and has potential for later analysis (e.g. stable isotope analysis of molluscs, or microscopic analysis of wood charcoals).

Dispersal: unprocessed material which cannot be preserved or material that has deteriorated beyond retrieval; material from contexts considered by environmental specialists to have little or no validity.

(a) wood: sample of roundwood where preservable, representing range of species and evidence for management e.g. coppicing.

(b) seeds and pollen: retain extracted and processed. Note: capacity for long-term preservation varies, e.g. charred/dried material may last longer than slides in glycerine jelly, however retention should be governed primarily by the nature of the context and usefulness of the sample.

(c) other vegetable: as (b).

Note: Pollen and charred seeds may in future be subject to analysis for ancient DNA by PCR (polymerase chain reaction) - see note to 4.4.2 above.

4.4.4 Soil samples

Retention in Museum: Processed soil sample residues and sorts (e.g. macrofossils, seeds, insects, molluscs removed from soil samples) required for future reference. For soil residues stable and dried fractionated material, suitable for long-term storage, from contexts of proven information value, as agreed with a specialist. This is especially important for soil samples from good contexts which are not routinely accessible, such as old land surfaces of prehistoric date; these may have potential for subsampling for soil micromorphological analysis. In exceptional cases, the museum may retain recent, unprocessed samples *in the short-term* for future work, provided they can be preserved and that a timetable for processing and subsequent dispersal can be arranged; see also 4.4.3 above.

Dispersal: unprocessed soil samples for which a specific future programme, purpose or storage method has not been agreed.

4.4.5 Sediments

Retention in Museum: retention of sediment columns, especially those from Pleistocene sites, is desirable in many cases for future reference and further analysis.

Note that there is an urgent need for research, discussion and agreement between specialists and curators concerning the quantity of soils and sediments to be retained and the methods and conditions of storage.

4.5 The Documentary Archive: criteria for selection, retention and dispersal

4.5.1 General Criteria for Selection and Retention of the Documentary Archive

The documentary archive is an integral part of the site archive, essential to its proper care and curation, hence there is a strong presumption that it should be retained in the museum holding the finds. If a museum considers selecting or dispersing archives, the National Archaeological Record (NAR), NARW in Wales or Northern Ireland Monuments and Buildings Record should be consulted as appropriate, and can also offer advice on microform security copies.

- (a) A full copy of the archive must be deposited with the NAR/NARW/NI Monuments and Buildings Record before selection or dispersal can be considered (MGC *Standards*, guideline 15.5); the NAR/NARW/NI Monuments and Buildings Record should also be consulted on any decision to select or disperse archives.
- (b) The need to maintain a security copy of the archive in a separate location should be taken into account (e.g. original records which have been copied should still be retained, in a separate location from the security copy).
- (c) There should always be one full copy of the archive in hardcopy or microform, but magnetic media alone should not be relied upon for preservation of information.
- (d) Selection and retention should be guided by the most appropriate format for preserving the *information*. Sometimes this is best in the original format; sometimes the original format may be dispersed if all the information it contained has been transferred to a more appropriate format and/or medium.
- (e) A record may be disposed of if it has physically deteriorated beyond usefulness, and if either a copy is retained or every reasonable effort has been made to elicit and copy the information it contained.
- (f) In general, resources should be used in order of priority, to
 - (1) ensure copies are made in archival-quality and/or microform medium for security and regular handling
 - (2) enhance retrievability and manipulation of information e.g. through development of appropriate computerised systems and other magnetic media
 - (3) take conservation measures to maximise life-span of copied, non-archival paper archive (beyond basic preventative conservation, i.e. storage in conditions conforming to MGC *Standards* standard 15.1, for the natural "shelf-life" of paper). This may be appropriate only in limited circumstances, e.g. for important historical archives, original water-colour drawings.

The selection, retention and dispersal of the documentary archive is further considered in two ways:

- 4.2 according to record content
- 4.3 according to record media

4.5.2 Record Content

The documentary archive may be divided into 2 broad categories:

(a) **Original background and primary records** of site, finds and contexts, and process of creating the site archive (corresponding to Frere levels 1 and 2; *MAP 2* site archive).

Retention: usually all, especially selection strategies, records of finds which have not survived or have been dispersed, and records of features which are destroyed by excavation.

Dispersal: records which have been fully transferred into an alternative and more appropriate format, e.g. if primary finds data are transferred onto a museum database and suitable hardcopy/security copy is kept, the original record cards or finds data sheets may be dispersed, provided that the accuracy of the transferred data can be validated and retrieval of information from the new format is at least as efficient as from the original.

(b) **Those produced from the primary records**, e.g. syntheses and analyses, specialist reports, which could be re-provided from the original paper archives (a) and/or from the finds archive *as retained by the museum*. (Corresponding to Frere levels 3 and 4; *MAP 2* research archive.) These are important for: describing process of synthesis and interpretation; facilitating efficient use of archive through syntheses, summaries and indices.

Retention: usually all, especially indices and concordances of data, and assessments of research potential. Drafts and copies which contain annotation and other information not recorded elsewhere, and where it is more cost-effective to retain the annotated version than transfer the annotations to another format.

Dispersal: final text produced for publication *only when published and identical to the published text*. Publication drawings only if they are photographic reproductions of original drawings retained in the archive.

4.5.3 Record Media

(a) **Paper manuscript records**

These include correspondence relating to the project, survey reports, record and index cards and sheets, notebooks, diaries, specialist identifications and reports. The biodegradable nature of paper necessitates security copying onto archival paper or microform, after which the original may be stored (see *MGC Standards* guideline 15.3).

Retention: usually all, except draft copies which duplicate information held elsewhere in the archive. Pencilled records may not reproduce well on microform and should be retained for checking against microform copies; they may require inking-in prior to microforming or copying by other processes.

Dispersal: exact duplicate copies or material which has deteriorated beyond retrieval or usability. Where several similar versions of a report or record (e.g. in draft stages) exist, discretion must be exercised in selection, as minor changes or differences in notation could be significant. Personnel and other records peripheral to excavation provided that relevant information has been transferred to a museum database, conforming with the MDA's *UK Museum Documentation Standard*.

(b) **Drawings, maps, plans, sections and other diagrams**

Retention: usually all originals, as used for publication, or potentially usable for publication or research, provided they are in a stable medium suitable for long-term preservation (unstable originals should be copied). Original finds drawings, even when published, should be retained as part of the primary record of objects. Other original drawings and artwork should be retained if unpublished; and should be retained when published if original preserves detail not discernible in publication or if original is in a more stable medium than the published version and is therefore retained as security copy.

Dispersal: duplicate copies, especially if in unstable media (e.g. dyeline); rough and preliminary versions unless they are only source of additional information which cannot be recorded more conveniently elsewhere. Published artwork surplus to retention requirements above.

(c) **Photographic Records**

These comprise prints, negatives, transparencies, cine, video film and x-radiographs. Attention is drawn to the need to ensure good-quality processing, since deterioration can be caused by chemical residues rather than quality of photographic paper. Resources may be better spent on high-quality processing to minimise risk of deterioration and need for frequent re-copying.

Retention: all originals as long as readable and stable, and capable of providing a reasonable level of information which could not be obtained from any other photographic record in the archive. Negatives and prints should be retained, preferably in separate locations; contact prints on 35mm film are not adequate as security copies.

Dispersal: excess duplicate copies other than those made of unstable or degenerating originals. Contact prints on 35mm film provided that the negatives are retained and can produce good quality prints. Particular care is needed with cellulose nitrate film (pre-c 1955), which can be dangerous and requires discrete storage arrangements; it is usually best copied and then disposed of, but must be disposed of under highly controlled conditions - the NAR can offer informal advice.

(d) Microform records

These usually comprise microfilm, microfiche or comfiche (computerised records may be transferred directly onto comfiche without need of intermediate hard copy). The long-term durability, compact storage and relative cheapness of microform make this the optimum medium for security copies especially where very large archives are concerned. It is recognised however that not users find microform easy to read, and additional computerised systems or paper hard copy may be preferable for parts of the archive most frequently referred to.

Retention: usually all, whether part of original archive or copy. Microform records may be among the more durable forms of machine-readable media.

Dispersal: irretrievably damaged copies (assuming other copies or origination material are available).

(e) Magnetic Media

These comprise machine-readable media such as magnetic tapes and disks and optical disks for computers and/or dedicated word-processors. Although offering highly compact storage and efficient access to and manipulation of very large amounts of data, these storage media forms are subject to natural degeneration and are particularly vulnerable to accidental or deliberate corruption. Magnetic and optical media have special storage requirements of temperature, humidity and protection from magnetic fields caused by electrical equipment. Insufficient is known of the long-term stability of the media to predict how long it will remain usable in theory, but in practice it is more likely that the hardware and software will have become obsolete first.

The emphasis should be on the transfer within the museum of electronic data to computer systems which are usable and guaranteed long-term upgrading, security and maintenance. The transferred archive should include the following:

(1) Hard copy of all data on an appropriate medium. Normal computer listing paper is usually recycled with a high wood content and is unacceptable. Dot-matrix print output should be done with fresh ribbons and ideally a 24-pin printer. Laser printer output should use fresh toner and paper of at least 80 gsm weight.

(2) The media itself should be readable by the recipient museum. Tapes generated by older mainframe systems need periodic attention to avoid magnetic "print-through" and should therefore be avoided. If the recipient institution cannot provide the expertise or equipment to convert from old mainframe tapes, there is little point in retaining them. Normally the IBM PC DOS or Apple Mac standards should be adhered to for floppy disks or modern tape cartridge back-up systems.

(3) If the museum does not run the same software as the excavation unit data should be exported in standard formats for import into new packages. These would normally be in ASCII files for word-processed material, dBase or similar comma delimited files for database files, Lotus 123 standard .WKS files for spreadsheets and .PCX, .DXF

or TIFF files for digitised images. The storage of images is a rapidly developing area and advice will need to be updated here. The use of drawing packages such as AUTOCAD produces massive files which are very expensive of storage space. Optical systems should be considered but the same concerns about the lifespan of hardware are valid.

(4) The excavator should supply full details of hardware and software used, and also provide details of structures and conventions. Any manuals, thesauri, code lists or abbreviations designed for the project should be made explicit.

(5) Care should be taken to protect final archive copies of files which should be protected from alteration and made READ-ONLY at the system level. These original files should not be made available and copies only should be used. This is particularly important for files relating to small finds such as coins where there is a security implication.

Retention: usually all. The museum should also receive on deposition and retain details of the hardware and software systems used to generate the record, structures, conventions etc (see 4 above) and a comprehensive hard copy as back-up.

Dispersal: magnetic media which has degenerated irretrievably. Magnetic media which, due to developments in software or hardware, is no longer easily usable, provided that it has been fully transferred to a more usable format, and there is no realistic possibility of it being read elsewhere.

Advice on the care of documentary archive can be obtained from the National Archaeological Record and from county record offices; see also Hendley, *The Archival Storage Potential of Microfilm, Magnetic Media and Optical Data Discs* (details in Appendix 1).

4.5.4 Deposition of Documentary Archives

There must be a strong presumption that the documentary and finds archive are deposited and retained as an integral unit in the same museum (see 2.4.2 above). Where special local circumstances favour retention of the original documentary archive in another location (e.g. if a Record Office can better care for ageing paper or photographic material), a complete copy of the full and published report(s) and list of finds should be retained in the museum holding the finds archive, and a copy of the documentary archive should be lodged with the NAR/NARW/NI Monuments and Buildings Record as appropriate.

For instance, due to the geographical nature of the institutions in Northern Ireland, it is policy not to duplicate documentary archives which are placed in the Northern Ireland Monuments and Buildings Record of the Environment Service (DoENI). Copies of reports and lists of artefacts are retained by the Ulster Museum.

APPENDIX 1: REFERENCES AND FURTHER INFORMATION

Other codes, guidelines, standards and policies referred to:

Museum Documentation Association, *UK Museum Documentation Standard* (draft, 1993)

Museums Association, *Code of Conduct for Museum Professionals* (1991); *Code of Practice for Museum Authorities* (1987).

Museums and Galleries Commission, *Guidelines for a Registration Scheme for museums in the United Kingdom* (1989); *Standards in the Museum Care of Archaeological Collections 1992*; *Standards in the Museum Care of Biological Collections 1992*.

Department of the Environment, *Planning Policy Guidance Note 16* (1990) (PPG 16); for Wales, see Welsh Office, *Planning Policy Guidance Note 16 (Wales)* (1991).

English Heritage, *Management of Archaeological Projects* (1991) (MAP 2)

British Museum, *Selection and Retention of Environmental and Artefactual Material from Excavations* (1982) (*The Longworth Report*)

Institute of Field Archaeologists, *Code of Conduct* (1985 and amended, 1989)

IFA Finds Group, *Guidelines for Finds Work* (1991)

Other publications:

Audit Commission, *The Road to Wigan Pier?*, Local Government Report no. 3, 1991 (HMSO).

Garratt-Frost, Stephen; *The Law and Burial Archaeology*, Institute of Field Archaeologists Technical Paper No.11, 1992.

Hendley, Tony; *The Archival Storage Potential of Microfilm, Magnetic Media and Optical Data Discs*, (BNB Research Fund Report No. 10), National Reprographic Centre for Documentation publication no. 19.

Lord, Barry; Dexter Lord, Gail and Nicks, John, *The Cost of Collecting - Collection Management in Museums*, 1989 (Office of Arts and Libraries, HMSO).

Museum Ethnographers Group, *Recommendations on Professional Guidelines concerning the Storage, Display, Interpretation and Return of Human Remains in Ethnographical Collections in United Kingdom Museums*, 1991.

Prehistoric Ceramics Research Group occasional papers no.1 *The Study of Later Prehistoric Pottery: General Principles* (1991); *The Study of Later Prehistoric Pottery: Guidelines for Analysis and Publication* (1992).

Society for Post-Medieval Archaeology, *Research Priorities for Post-Medieval Archaeology*, 1988.

World Archaeological Congress; *First Code of Ethics (members' obligations to indigenous peoples)*, 1990; *The Vermillion Accord - Human Remains*, 1989.

Organisations referred to:

Cadw (Welsh Historic Monuments), Ty Brunel, 2 Ffordd Fitzalan, Caerdydd CF2 1UY/Brunel House, 2 Fitzalan Road, Cardiff CF2 1UY

English Heritage, Fortress House, 23 Savile Row, London W1X 1AB

Institute of Burial and Cremation Administration, The Gatehouse, Kew Meadow Path, Richmond, Surrey TW9 4EN

Museum Documentation Association (MDA), Lincoln House, 347 Cherry Hinton Road, Cambridge CB1 4DH

Museums and Galleries Commission (MGC), 16 Queen Anne's Gate, London SW1H 9AA

Museums Association (MA), 42 Clerkenwell Close, London EC1R 0PA

National Archaeological Record (NAR), Royal Commission on the Historical Monuments of England, Fortress House, 23 Savile Row, London W1X 2JQ

National Archaeological Record for Wales (NARW), Royal Commission on the Ancient and Historical Monuments of Wales, Plas Crug, Aberystwyth, Dyfed SY23 1NJ

Palaeopathological Association (British Section), c/o Department of Archaeological Sciences, University of Bradford, Bradford, West Yorkshire BD7 1DP.

A comprehensive list of specialist finds groups can be obtained from the Institute of Field Archaeologists Finds Group (see below).

Institute of Field Archaeologists Finds Group

The following publications may be obtained from the IFA Finds Group:

The Directory of Finds Study and Special Interest Groups (price £2-00 to IFA members, £4-00 to non-members, including postage in the UK)

IFA Guidelines for Finds Work (price £1-50 to IFA members, £3-00 to non-members< including postage in the UK)

Both may be obtained from:

The Assistant Secretary IFA
Institute of Field Archaeologists
Metallurgy and Minerals Building
University of Birmingham
Edgbaston
Birmingham B15 2TT

Membership enquiries for IFA Finds Group should be addressed to:

The Secretary, IFA Finds Group
c/o Institute of Field Archaeologists
Metallurgy and Minerals Building
University of Birmingham
Edgbaston
Birmingham B15 2TT

APPENDIX 2: NORTHERN IRELAND AND SCOTLAND

Laws and archaeological practice concerning the retention, selection and dispersal of finds differ from those in England and Wales in some respects in Northern Ireland, and more substantially in Scotland. The following summaries indicate the main differences and organisations which can be contacted for further information:

NORTHERN IRELAND

Ulster Museum, Botanic Gardens, Belfast BT9 5AB
Historic Monuments Branch, Environment Service, DoENI
Northern Ireland Museums Advisory Council

The Northern Ireland Museums are governed by virtually the same laws and practices pertaining to the retention, selection and dispersal of finds as England and Wales. Local museums play a smaller part in the collection and acquisition of artefacts, and the Ulster Museum (National) a larger part, than is the norm elsewhere in the UK. Documentary archives are deposited in the Northern Ireland Monuments and Buildings Record of the Environment Service (DoENI).

SCOTLAND

Managing archaeological material in Scotland

Collection

a) Objects

All newly discovered ancient objects belong to the Crown as the heir of their previous owner. Although the Crown may not exercise its claim in every case, every find should be reported to a museum or to the police, who may then report the find to the Procurator Fiscal. On behalf of the Crown, the Queen's and Lord Treasurer's Remembrancer (after consultation with the Treasure Trove Panel) can allocate objects to museums. In the case of work funded by Historic Scotland the Finds Disposal Panel is responsible for the allocation of objects. It is therefore not possible for museums and field archaeologists to make prior arrangements for the final destination of objects as this would pre-empt the rights of the Crown. The Scottish Museums Council holds a list of museums that have approved collection policies and that can adequately care for archaeological material.

b) Site records

Although museums can hold copies of site records, the prime depository is the National Monuments Record

c) Human remains

The Institute of Field Archaeologists technical paper 11 "The Law and Burial Archaeology" gives a summary of the law.

Dispersal

The presumption is that accessioned archaeological material will not be dispersed. In the event of a local museum being unable to care for archaeological material the National Museums should be contacted.

Useful organisations

Scottish Museum Archaeologists

Scottish Museum Archaeologists acts as the collective voice for museum archaeologists in Scotland. Each year it holds a meeting in Edinburgh during February and a meeting at another venue in September. A number of working groups are concerned with topics such as foreign collections, treasure hunting, the Antonine Wall and computerisation.

Scottish Museum Archaeologists, c/o Royal Museum of Scotland, Queen Street, Edinburgh EH2 1JD.

National Museums of Scotland

As well as curating and displaying their own collections, the National Museums of Scotland provide the Secretariat for the Treasure Trove Advisory Panel, and operate as the base for the Society of Antiquaries of Scotland, the Council for Scottish Archaeology, Scottish Museum Archaeologists and the conservation staff of the Scottish Museums Council.

National Museums of Scotland (Departments of Archaeology and History & Applied Art), York Buildings, Queen Street, Edinburgh EH2 1JD.

Historic Scotland

Historic Scotland is responsible to the Secretary of State for scheduled ancient monuments, monuments-in-care and much rescue excavation. Objects found by projects it has supported are allocated by the Finds Disposal Panel.

Historic Scotland, 20 Brandon Street, Edinburgh EH3 5DX.

Royal Commission on the Ancient and Historical Monuments of Scotland

The Commission is the national body responsible for field survey, and maintains the National Monuments Record.

RCAHMS, John Sinclair House, 16 Bernard Terrace, Edinburgh EH8 9NX

Council for Scottish Archaeology

CSA is an independent voluntary body which brings together a wide range of organisations and individuals supporting Scottish archaeology. It can therefore offer advice on whom to contact.

Council for Scottish Archaeology, c/o Royal Museum of Scotland, Queen Street, Edinburgh EH2 1JD.

Scottish Museums Council

The SMC exists to improve the quality of local museum and gallery provision in Scotland. It can offer grant aid for conservation and storage of archaeological material and administers the list of museums which are approved by the Finds Disposal Panel for the receipt of archaeological material.

Scottish Museums Council, County House, 20/22 Torphichen Street, Edinburgh EH3 8JB.

APPENDIX 3: SOCIETY OF MUSEUM ARCHAEOLOGISTS

The Society

The Society of Museum Archaeologists was founded in 1976 to act as a collective voice for museum archaeologists and to promote the interests of archaeology in museums.

Aims

- To promote museum involvement in all aspects of archaeology, and to emphasise the unique role of museums within the essential unity of the archaeological profession.
- To promote greater public understanding of the archaeological past, and a fuller public appreciation of the importance of archaeology in today's society.
- To campaign for the acceptance of museums as guardians of a vital part of the nation's heritage and as the appropriate location for the storage and interpretation of all archaeological material.
- To develop a coherent philosophy of the role of archaeologists in museums.

Publications

The Society's annual publication, "The Museum Archaeologist", is issued free of charge to members, and contents vary from general discussion papers and reports, to conference proceedings. Enquiries concerning publications should be sent to

Jenny Hall, SMA Assistant Treasurer, The Museum of London, 150 London Wall,
London EC2Y 5HN

The Society also issues a substantial twice-yearly newsletter *MAN* ("Museum Archaeologists Newsletter") which contains news, reviews, forthcoming events, and short articles.

Conferences and Seminars

Conferences are held annually at a different venue in the U.K. Each addresses one or more themes of topical interest. Reduced rates are available to members.

The Society also organises a programme of one-day seminars primarily for members and for students wishing to work in museums. These include object identification seminars, seminars on current working practice and mock-practical exams for Museums Association Diploma students. There are reduced rates for SMA members. For further information on SMA seminars, please contact

Linda Green, The Museum, Roman Site, Corbridge, Northumberland NE45 5NT

Membership

The Society has separate membership rates for Full, Associate, Student and Institutional Members. For current rates and application forms, please contact the Hon. Treasurer

Penny Spencer, Chief Leisure Services Officer, Civic Centre, Ashby Road,
Scunthorpe, South Humberside DN16 1AB

Comments on and Amendments to these Guidelines

Constant developments in collections management and in the analysis and research of archaeological finds, will necessitate regular revision of the *Guidelines on the Selection, Retention and Dispersal of Archaeological Collections*. Comments and suggestions will be gratefully received and should be sent to:

Carolyn Wingfield, Bedford Museum, Castle Lane, Bedford MK40 3XD