

## Evaluating the archaeological resource in store – informing the future

Title	<b>Project design: Evaluating the archaeological resource in store – informing the future (EH Project 6167)</b>
Author(s)	Rachel Edwards, Arboretum Archaeological Consultancy, <a href="mailto:rachel@dalwoodedwards.freeseve.co.uk">rachel@dalwoodedwards.freeseve.co.uk</a> on behalf of the Society of Museum Archaeologists
Derivation	Project proposal 'Evaluating the archaeological resource in store – informing the future'
Origination date	14 September 2011
Reviser(s)	Rachel Edwards
Date of last revision	30 January 2012
Version	3.1 short version for circulation
Status	Final
Summary of changes	Removal of information not required in document for public circulation
Circulation	EH, SMA, FAME
Required action	
File name/location	\\Applications\Archaeological resource in store 2011\Project design
Approval	

---

## Contents

1	Description of the project .....	3
1.1	Project name .....	3
1.2	Summary description .....	3
1.3	Background .....	3
1.4	Research aim and objectives.....	5
1.4.1	Aim .....	5
1.4.2	Objectives.....	6
1.5	Business case.....	6
1.6	Project scope.....	7
1.7	Interfaces .....	7
1.8	Communications .....	8
1.9	Project review .....	8
1.10	Health and safety, insurance .....	8
2	Resources and programming .....	9
2.1	Project Team structure .....	9
2.2	Methods statement .....	9
2.2.1	Stage 1 Start up .....	9
2.2.2	Stage 2 Data collection.....	10
2.2.3	Stage 3 Assimilation .....	10
2.2.4	Stage 4 Reporting.....	11
2.2.5	Stage 5 Publication.....	11
2.2.6	Stage 6 Closure.....	11
2.3	Stages, products and tasks.....	12
2.4	Gantt chart .....	14
2.5	Product descriptions .....	14
2.6	Access, data exchange and archiving.....	14
2.7	Ownership.....	14
2.8	Risk Log .....	14
2.9	Budget.....	15
2.9.1	Contributors .....	15
2.9.2	Estimate of publication and archive deposition costs .....	15
3	References and abbreviations .....	15
3.1	References .....	15
3.2	Abbreviations.....	16
	Appendix 1 FAME contribution.....	17
	Appendix 2 List of key project personnel.....	18

## 1 Description of the project

### 1.1 Project name

*Evaluating the archaeological resource in store – informing the future*

### 1.2 Summary description

The project will explore a range of issues relating to the curation of archaeological archives. Planning guidance and professional practice require the deposition of archaeological archives in museums, but this is causing increasing difficulties at a time when financial pressures on local authorities have led to a reduction in resources. This has affected the space available for archaeological archives, the amount of funding for managing them and levels of curatorial expertise. Archaeological contractors are consequently not always able to deposit completed archives in museums. English Heritage, archaeological contractors, museum curators, and local authority archaeological officers are all concerned about these issues, and the project will be a collaboration between the Society of Museum Archaeologists (SMA) and the Federation of Archaeological Managers and Employers (FAME), supported by funding from English Heritage and the SMA.

The SMA will carry out a survey of all museums with archaeological collections in England, and FAME's contribution in kind will be a survey of contracting archaeological organisations working in England, Scotland, and Wales. The project will be enhanced by a study of the potential for established museums and proposed archaeological resource centres to attract new audiences. It will result in an updated version of the online map of museum collecting areas in England which will also show the distribution of specialist archaeological expertise in museums. A report will be prepared which will focus on

- collecting areas,
- the space available for archaeological archives,
- completed archives which cannot currently be delivered,
- the availability of specialist expertise,
- research and wider public use of deposited archives,
- archaeological resource centres and the opportunities these could offer,

and will make some recommendations on ways forward. The report will be made generally available, with summaries published in relevant journals and reported at appropriate conferences.

### 1.3 Background

#### *Reasons for the project*

There has for a number of years been an uneven approach by museum and associated authorities to the needs of archaeological archive deposition. This has been exacerbated by the recent financial pressures on all local authorities which have led to a reduction in the resources invested in this area in terms of

- the space available
  - the expertise to support them
  - the funding for managing them
-

---

In some parts of the country this has led to repositories ceasing to collect archaeological archive material from newly completed projects. This, in turn, has resulted in the restriction of access to the archaeological resource that these collections represent and could also place archive material at risk.

A number of solutions have recently been suggested, including

- the establishment of archaeological resource centres
- regional storage facilities shared between different institutions
- more rigorous selection strategies

All of these are based on the premise that there is insufficient space in existing stores, while there is also criticism of the amount of material generated for archiving by archaeological projects. The archaeological profession finds itself under increasing pressure as more projects are carried out, while many existing archives are 'homeless', remaining in the care of contractors because there is no repository able to receive them.

This project aims to provide the facts that will inform discussion of the ways in which to address what is fast becoming a crisis. Information on the quantity of undeposited archive material, the available space in existing repositories, the relationship between archaeology and other collections in our museums, and a characterisation of the users of archive material, will help the profession as a whole to argue the case for particular solutions. The project also aims to consider issues relating to the establishment of archaeological resource centres, as this has been put forward as a solution to some of these issues, but has so far not been widely adopted.

### **Background**

Within the past decade the Society of Museum Archaeologists has carried out two surveys identifying English museums' collecting areas, assessing curatorial expertise in archaeology, and identifying areas where no museums were accepting archaeological archives (Bott 2003, Edwards 2007). The changes evident between the two (carried out in 2002 and 2006) demonstrate that the situation is fluid, even without the changes in planning guidance and local authority funding which have been seen in the five years to 2011.

Patrick Ottaway's report *Assessment of archaeological collecting* for the Museums Libraries and Archives Council (MLA) Renaissance Yorkshire programme (Ottaway 2010) investigated in detail the situation in Yorkshire, prompted by the sudden closure of the archaeological contracting organisation ARCUS. His report makes recommendations for the region and for the management of archaeological archives more generally. Writing in 2010 Ottaway noted

Whilst the worst of the recession may be over, severe cuts in public spending now seem inevitable and are a major risk to the ability of local government to support the museum sector. ... In these circumstances it is not surprising that concern was expressed by several museum staff contacted that as museum services are not a statutory requirement of local authorities, job cuts and closure of premises might be imminent. Clearly spending cuts with these effects could have a serious impact on the ability of museums to store and curate archaeological archives. (Ottaway 2010, 23)

The Archaeological Archives Forum (AAF) is concerned about the pressing issues summarised above. The AAF was established in 2002 'to link together in partnership all major parties with an interest in

---

---

archaeological archives in order that common policies and practice can be developed and applied, and to identify the courses of action necessary to further best practice in the field of archaeological archives and to effect the means to achieve this action'<sup>1</sup>. The annual meeting of the AAF held in October 2010 identified the need to undertake a survey of the use of archaeological archives held in museums and repositories.

The Southport Group has discussed the range of issues and concerns relating to archives in the context of the introduction of Planning Policy Statement 5 for England. Two of the recommendations of the Southport Report *Realising the benefits of planning-led investigation in the historic environment: a framework for delivery* are particularly relevant. The first action point of Recommendation 13 'Raising the profile of archaeological archives' is that 'the SMA undertake an evaluation of archive deposition and use and also update the existing map of repository collecting areas, assessing potential in particular areas for establishing resource centres' (Southport Group 2011, 20). Recommendation 15 'Development of resource centres' includes the recommendation that 'the collection area mapping project should provide information on potential areas where resource centres could be created' (Southport Group 2011, 20).

Responding to current concerns in the archaeological profession relating to archives the Institute for Archaeologists (IfA) established an Archives Special Interest Group in March 2011. Two of this group's aims are to focus upon issues relating to professional standards, best practice, advocacy, and access, and to promote awareness of archaeological archives within the profession.

The problems associated with archaeological archives today were explored at a forum held in July 2011 by the Federation of Archaeological Managers and Employers (FAME) in association with the Society of Museum Archaeologists (SMA) entitled *Trouble in store: facing up to the archaeological archives crisis*. Six presentations from members of the SMA, the AAF, FAME, from Scotland, and from employees of English Heritage and the Archaeological Data Service explored issues affecting the different interested groups<sup>2</sup>. This meeting led to a collaboration between FAME, the SMA, and ALGAO (England) to produce an agreed document setting out some broad principles and providing a 'statement of intent'.

## 1.4 Research aim and objectives

### 1.4.1 Aim

The aim of the project is to gather information on the current position of archaeological archives in England and compile a report that will inform the profession on the current situation with regard to the future of collecting, storage, and the provision of expertise.

---

<sup>1</sup> <http://www.britarch.ac.uk/archives/#forum>

<sup>2</sup> <http://www.famearchaeology.co.uk/2011/07/presentations-from-trouble-in-store/>

---

## 1.4.2 Objectives

The objectives of the project are to

- 1 update the existing map of collecting areas across England, incorporating boundary changes, while also including information on individual collecting policies
- 2 add onto the map the presence of specialist curatorial expertise in archaeological archive management, including provision of security and access
- 3 establish procedures for continuing to update the map of collecting areas to inform future enquiries
- 4 identify areas of the country where an archaeological resource centre might provide an acceptable solution for the continued provision of access to archaeological collections
- 5 investigate the potential for archaeological resource centres to attract new audiences for archaeological collections
- 6 clarify the relationship between archaeology and other types of museum collections (e.g. costume, social history etc) to compare the amounts of space available and the levels of supporting expertise
- 7 establish the date of deposition for archaeological archive material in permanent storage, in order to assess whether more material has been collected since the advent of PPG16 and developer-funded archaeology
- 8 characterise the users of archaeological archives, including universities, archaeological contractors, individual enquirers, school groups, volunteer workers and members of the public; and also examine possible new audiences for existing resources
- 9 establish the quantity of undeposited archive material currently held at contracting archaeological organisations and with no identified final repository
- 10 produce a report that provides up-to-date figures on the quality, size, and distribution of the archaeological archive resource, the ways in which it is accessed and the possible ways forward.

## 1.5 Business case

This project is identified for funding in EH's NHPP Activity Plan Measure 2E2 'Capacity-loss in local authorities', specifically 2E2.1 no 2<sup>3</sup>.

---

<sup>3</sup> See <http://www.english-heritage.org.uk/content/imported-docs/k-o/nhpp-measure2.pdf>

*NHPP Activity Plan Measure 2E2 'Capacity-loss in local authorities'*

Protection Result 2E2.1: Retention of sufficient available historic environment expertise and capacity to enable Local Authorities to undertake their responsibilities with regard to PPS5

Methodology: 2. Evaluating the Historic Environment Resource in store. Partnership with FAME; SMA with input from AAF. Updated map of museum collecting areas; assessment of collecting policies and capability/expertise. Survey of frequency of access to archaeology collections. Survey of volume of material which cannot be deposited. Report and recommendations for maintaining currency of data.

Outcome: Clear understanding of capacity deficit and current policy structure for implementing PPS5

Output: Research report, options papers

---

This project is aligned with EH's SHAPE Research Programme B3, delivering sector intelligence, 43123.110, in that it aims to collect data that will inform decisions on the future of archaeological information. It is also aligned very broadly with SHAPE Empowerment Programme D3, sub-programme name Expanding Capacity, 41243.110, and 41244.110. It is intended to enable local authorities to resolve crucial issues around the security of and access to the archived archaeological resource.

As described above, concern has been expressed by museums, archaeological contractors and planning authorities that the issue of archaeological archives urgently needs to be addressed. The project will update the information collected by SMA in 2002 and 2006, taking into account the significant changes over the last five years.

SMA is best placed to carry out this project because of the two previous projects it has undertaken, and because of the relevant knowledge and expertise it possesses in the areas under investigation. The proposed collaboration with FAME will balance the museum perspective with that of the archaeological contracting sub-sector. SMA has been identified as the appropriate body to undertake this work by the Southport Group, and NHPP recommends the partnership between SMA and FAME<sup>3</sup>. SMA has approached Rachel Edwards (Arboretum Archaeological Consultancy) to carry out the work. She conducted the previous SMA mapping project in 2006, and has conducted a range of national surveys relating to heritage management and archaeology (see appended CV).

The results of this project will be of value to a wide range of stakeholders, including planning authorities, archaeological contractors, and museum curators. The final outcome will be a sector-wide understanding of a variety of important issues which will inform future decision-making on how to manage archaeological archives. The public are the ultimate stakeholders, as archaeological archives form the evidence from which history is written. Preservation of archaeological archives ensures that that history can be accurately revised as new understandings are developed.

## **1.6 Project scope**

This project will extend to archaeological archives and archive material in England.

An investigation into archaeological archives in Scotland and Wales is outside the scope of the project as proposed for EH funding. Different systems and legislation mean that whilst there are parallels for some of the pressures noted in England, the problems are believed to be overcome in Wales, and in Scotland are not an immediate priority for funding.

## **1.7 Interfaces**

The project will update the mapping produced by the two previous SMA projects carried out in 2002 (Bott 2003) and 2006 (Edwards 2007).

The results of the project will be provided to the Archaeology Data Service (ADS) in the form of data to produce the online map of collecting areas, and the project report to be published online.

## **1.8 Communications**

Formal project communications will consist of

- Project Board meetings as identified in the timetable below, to include project stakeholders and partners
- consultation with the Project Board on the project report, and at the project closure stage
- Highlight Reports (MoRPHE-compliant) circulated by email at the end of project stages 2–4.

Informal project communication will be conducted by email and telephone between the Consultant and SMA, and between the Consultant and FAME.

Progress will be monitored for EH by Duncan H Brown as Project Assurance Officer. Dave Batchelor has been identified as the relevant Activity Lead within EH.

## **1.9 Project review**

Project review points (MoRPHE R3) to assess progress have been scheduled at the end of Stages 2, 3 and 4, each of which will include the production of a highlight report to be circulated by email.

The Project Board will review progress at the end of Stages 3 and 4.

At the closure stage of the project (Stage 6) an end-of-project report will be compiled.

## **1.10 Health and safety, insurance**

Arboretum Archaeological Consultancy has a health and safety policy in line with national standards and with Health and Safety Executive guidance. This covers all aspects of the organisation's work.

Arboretum Archaeological Consultancy holds professional indemnity insurance.

---

## 2 Resources and programming

### 2.1 Project Team structure

Key project personnel are listed in Appendix 2.

The project and the budget will be managed by Dave Allen as Project Executive for SMA, who will be the point of contact with EH's Project Assurance Officer. The Project Executive will monitor the project's progress, and convene Project Board meetings.

The project will be undertaken by Rachel Edwards, the Consultant appointed by SMA, fulfilling the roles of Project Manager and Expert as defined in MoRPHE.

The survey of contracting archaeological organisations will be carried out and resourced independently by FAME (see Appendix 1 for details).

The Project will be managed by a Project Board that will receive and approve reports and determine progress. The Project Board will consist of: EH Project Assurance Officer, SMA Project Executive, SMA committee representative, Consultant, representative of FAME, representative of AAF.

### 2.2 Methods statement

The project will be carried out in line with the project management guidance set out in MoRPHE (English Heritage 2006) and in line with English Heritage's National Heritage Protection Commissions Programme guidance<sup>4</sup>.

The project will consist of questionnaire surveys to museums and to contracting archaeologists (the latter to be undertaken independently by FAME). Data collection relating to potential new audiences for archaeological resource centres will include a literature review and data gathering through interviews/visits to relevant museums and museum curators.

The results of the surveys and data gathering will be analysed, and the project will result in an updated online map of museum collecting areas, a report, and summaries presented in journals and published as a PowerPoint presentation online.

#### 2.2.1 Stage 1 Start up

Tasks 1.1–1.7

The programme outlined in the Gantt chart below assumes a start date of 19 December 2011.

The survey of museums will be publicised by means of a letter to SMA members encouraging participation. The online questionnaire for the SMA survey of museums will be designed and tested, and the email distribution list compiled using data from the 2006 survey and contact details from the Museums Association Yearbook.

The requirements of ADS for data-gathering for the online map will be established.

---

<sup>4</sup> Available at <http://www.english-heritage.org.uk/professional/funding/grants/grants-available/nhpcp/>

The data to be collected by the FAME survey of contracting archaeological organisations will be finalised.

The Project Board will hold an introductory meeting and agree the data to be collected by the questionnaires.

### **2.2.2 Stage 2 Data collection**

Tasks 2.1–2.8

Museums will be invited to respond to the online survey of museums. Respondents will be given a deadline for responses, and to maximise returns a series of internal deadlines and reminders will be used. Non-responding museums will be contacted, with the aim of establishing the maximum possible response rate. The survey will include gathering the museums' collecting policies. The data collected online will be downloaded and checked as the survey progresses.

FAME will carry out the survey of contracting organisations (see Appendix 1).

The potential for attracting new audiences to existing archives and to archaeological resource centres will be investigated, through a literature review of projects and programmes which have already addressed relevant issues such as audience participation. Data gathering will include making contact with museum curators who have carried out relevant projects, and identifying case studies which can be used to highlight potential. Visits and telephone interviews will be carried out for the case studies identified.

The data collection stage will conclude with a review point R3a. This will consist of the circulation of a highlight report by email.

### **2.2.3 Stage 3 Assimilation**

Tasks 3.1–3.10

All the data collected through the SMA and FAME surveys will be collated and assimilated to address the objectives of the project. This will include collating the data for the map of collecting areas, and assessing which areas of the country have/lack repositories/space/collections expertise. Archive material which cannot be deposited due to lack of space or collecting museum will be quantified. The proportion of museum space and supporting expertise for non-archaeological collections will be assessed. The amount of archaeological material deposited in permanent repositories since 1960 will be quantified by year. The numbers and types of enquiries made at museums will be assessed, to characterise the users of archaeological archives. Respondents' views on how to resolve issues of lack of space, potential under-use of archives, how to attract new audiences and ways forward will be collated.

The results of the literature review and case study research into potential new audiences will be collated and assessed.

The information gathered from the surveys will be used to identify areas of the country where an archaeological resource centre might provide an acceptable solution for areas where new collections storage facilities are required, or where there is a common interest. The results will be used to

---

examine the potential for developing criteria to determine whether an area might qualify to receive funding for an archaeological resource centre.

The assimilation stage will conclude with a review point R3b. A highlight report will be circulated, and the Project Board will meet to consider the summary results before the Reporting stage begins.

#### **2.2.4 Stage 4 Reporting**

Tasks 4.1–4.9

A report will be prepared detailing the results of the project and outlining some recommendations. A draft will be circulated to the Project Board for comment. Comments will be assimilated and the report will be finalised. The online map will be finalised. A PowerPoint presentation of the results of the project, and summary reports for relevant journals will be prepared.

The reporting stage will conclude with a review point R3c and Project Board meeting to accept the final report and to agree the dissemination of the project results.

#### **2.2.5 Stage 5 Publication**

Tasks 5.1–5.5

The dissemination strategy will be finalised by the Project Board in Stage 4, but is expected to include

- publication of the report online in web-accessible pdf form, together with a limited print run on paper
- publication of the online map of museum collecting areas by ADS
- presentation of the results at relevant conferences
- publication of a summary PowerPoint presentation online
- publication of summary reports in relevant journals.

Costs for publication and archive deposition are outlined separately below.

#### **2.2.6 Stage 6 Closure**

Tasks 6.1–6.4

The closure stage of the project will include the preparation of an end of project summary in line with MoRPHE. The digital project archive will be prepared for deposition in accordance with ADS guidelines<sup>5</sup>, and accessioned by ADS. The Project Board will sign off the project.

---

<sup>5</sup> <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

### 2.3 Stages, products and tasks

Stage	Task no	Task description	Product	Performed by	Days
1 Start up					
	1.1	Letter to SMA members introducing survey	Letter by email	SMA, REE	0.25
	1.2	SMA questionnaire design and trial	Draft questionnaire	REE	1
	1.3	Compile SMA survey email list	Email list	REE	3
	1.4	Establish requirements for ADS map	Protocol	REE, ADS	1
	1.5	Agree contents of FAME survey for compatibility	List of data	REE, FAME	0.25
	1.6	Project Board meeting		Project Board	1
	1.7	Agree SMA questionnaire	Final questionnaire	Project Board	
2 Data collection					
	2.1	Distribute SMA survey		REE	0.25
	2.2	Send reminders and chase up maximum response		REE	3
	2.3	Download and assess data as survey progresses		REE	1
	2.4	Collate and check contents of museum collecting policies		REE	2
	2.5	FAME to carry out survey and collect information agreed		FAME	-
	2.6	New audiences literature review & data gathering		REE	7
	2.7	New audiences case study visits/interviews		REE	7
Review R3a	2.8	Highlight report to be circulated by email	Highlight report	REE	0.25
3 Assimilation					
	3.1	Identify which areas of the country have/lack repositories/space/collections expertise		REE	1
	3.2	Quantify archives that cannot be deposited		REE	1
	3.3	Assess space and expertise available for non-archaeological collections		REE	1
	3.4	Quantify by year the amount of archaeological material deposited in permanent repositories since 1960		REE	1
	3.5	Characterise the users of archaeological archives		REE	1
	3.6	Collate respondents' views on ways forward		REE	1
	3.7	Collate results of new audiences literature review, data gathering and interviews/visits	Summary	REE	3

Stage	Task no	Task description	Product	Performed by	Days
	3.8	Identify areas of the country where an archaeological resource centre might meet common needs or interests; consider potential for developing criteria for resource centres	Summary	REE	2
	3.9	Discuss and outline strategy for updating map		REE, ADS	1.5
Review R3b	3.10	Highlight report to be circulated by email	Highlight report	REE	0.25
	3.11	Project Board meeting		Project Board	1
4 Reporting					
	4.1	Produce draft report, circulate by email	Draft project report	REE	8.5
	4.2	Comment on report		Project Board	
	4.3	Incorporate comments and finalise report	Final report	REE	3
	4.4	Finalise data for map	Final map	REE, ADS	0.5
	4.5	Produce PowerPoint presentation	PowerPoint presentation	REE	0.5
	4.6	Produce summaries for publication in journals	Journal articles	REE	1
Review R3c	4.7	Highlight report to be circulated by email	Highlight report	REE	0.25
	4.8	Project Board meeting – accept report, agree dissemination strategy		Project Board	1
5 Publication					
	5.1	Proof read and typeset final report, produce pdf	Report		
	5.2	Print report	Paper copies of report		
	5.3	Publish report and map online		ADS	4
	5.4	Publish presentation online		SMA, FAME	
	5.5	Publish summaries in journals			
6 Closure					
	6.1	Compilation of digital project archive	Digital archive	REE	0.5
	6.2	Digital archive accessioned by ADS		ADS	2
	6.3	End of project report	Report	REE	0.5
	6.4	Sign off project		Project Board	
Throughout project		Project management and liaison		REE	6

## 2.4 Gantt chart

*This section removed from public document*

## 2.5 Product descriptions

The final project report will be published as a limited print run, and online by ADS as a web-accessible pdf file. This will include an executive summary, a statement of methods, findings, discussion and conclusions.

The final map indicating collecting areas and museum contact details will be published online by ADS. The map will indicate areas for which no repository is available.

Summary reports of the survey will be prepared for publication, consisting of a synopsis of the principal findings of the project and signposting the full digital publication and online map. These will comprise an article for *The Museum Archaeologist*, an article for *The Archaeologist*, and a PowerPoint presentation to be published online, and used to support presentation(s) at relevant conferences, including the SMA conference 2012.

## 2.6 Access, data exchange and archiving

The database of survey responses will be archived with ADS at the conclusion of the project.

## 2.7 Ownership

All intellectual property rights in the materials and records created by the Society of Museum Archaeologists and any persons sub-contracted by them for the completion of the project, and all other materials created by the SMA and any persons sub-contracted in connection with the project (the Materials) shall vest in the SMA.

The SMA will grant to English Heritage and the Federation of Archaeological Managers and Employers non-exclusive, transferable, sub-licensable, perpetual, irrevocable and royalty-free licences to use, copy, reproduce, adapt, modify, enhance, create derivative works and/or commercially exploit the Materials for any purpose required by English Heritage or FAME.

## 2.8 Risk Log

Risk no	Description	Probability	Impact	Countermeasures	Estimated time/cost	Owner
1	Poor or delayed response to SMA survey	Low	High	Timetable will include a sequence of soft and absolute deadlines; questionnaire to be structured to maximise responses to critical questions	Costs built in to programme. Could cause delay to programme	Project Board

Risk no	Description	Probability	Impact	Countermeasures	Estimated time/cost	Owner
2	Poor or delayed response to FAME survey	Low	High	Timetable will include a sequence of soft and absolute deadlines; questionnaire to be structured to maximise responses to critical questions	None. FAME survey is a contribution in kind	FAME
3	Consultant ill/unavailable to work on project on short term basis	Medium	Medium	Programme includes built-in flexibility to ensure any impact is minimised	None	SMA
4	Consultant ill/unavailable to work on project on medium term basis	Low	High	SMA would engage replacement consultant	No cost implication. Could cause delay to programme	SMA

## 2.9 Budget

*This section removed from public document*

### 2.9.1 Contributors

*This section removed from public document*

### 2.9.2 Estimate of publication and archive deposition costs

*This section removed from public document*

## 3 References and abbreviations

### 3.1 References

Bott, V, 2003 *English museums and the collecting of archaeological archives: a mapping exercise by the Society of Museum Archaeologists*. Available:

[http://ads.ahds.ac.uk/catalogue/resources.html?sma\\_map](http://ads.ahds.ac.uk/catalogue/resources.html?sma_map) Accessed 26 September 2011

Edwards, R E, 2007 *Archaeology Collecting Areas Survey 2006: report to the Society of Museum Archaeologists*. Arboretum Archaeological Consultancy May 2006, revised April 2007

English Heritage 2006 *Management of research projects in the historic environment. The MoRPHE project managers' guide*

Ottaway, P 2010 *Assessment of archaeological collecting*. PJO Archaeology for MLA Renaissance Yorkshire. Available:

<http://www.mla.gov.uk/~media/Yorkshire/Files/Assessment%20of%20Archaeological%20Collecting%20Renaissance%20Yorkshire%202010> Accessed 5 October 2011

Southport Group 2011 *Realising the benefits of planning-led investigation in the historic environment: a framework for delivery*. Available:

<http://www.archaeologists.net/sites/default/files/node-files/SouthportreportA4.pdf>

Accessed 5 October 2011

### **3.2 Abbreviations**

ALGAO	Association of Local Government Archaeological Officers
AAF	Archaeological Archives Forum
ADS	Archaeology Data Service
EH	English Heritage
FAME	Federation of Archaeological Managers and Employers
IfA	Institute for Archaeologists
SMA	Society of Museum Archaeologists

## Appendix 1 FAME contribution

FAME will contribute to the project in kind by undertaking a survey of contracting archaeological organisations including members of FAME, past members of FAME/SCAUM, and IfA ROs to establish the quantity of undeposited archive material across England, Wales, and Scotland. The survey will be carried out as an online survey using Survey Monkey or other appropriate software. It is proposed that the survey be sent out in December with a series of reminders and deadlines to ensure that the data will be collected and collated by the end of February for inclusion in the Archaeological Resource in Store report in March.

A representative of FAME will form part of the Project Board overseeing the project. This will involve attendance at three meetings, email liaison, and providing comments by email on the final draft of the project report. FAME will also contribute progress reports to relevant Project Board meetings. FAME will liaise with the consultant carrying out the Archaeological Resource in Store project to ensure that the data collected will be compatible with the data being collected from museums.

The data to be collected will be finalised during the project, but it is suggested that the data should include for each organisation:

- Number of undeposited archives
- Size of undeposited archives (no of 'standard' boxes, quantity of digital material)
- Materials involved (at a minimum identifying paper, digital material, finds/ecofacts, pre-digital photographs)
- Reason for non-deposition

The survey may include the option of identifying

- Where archives are from/which museum they are intended to go to.

## **Appendix 2 List of key project personnel**

SMA Project Executive	Dave Allen
Consultant/Project Manager	Rachel Edwards (see CV below)
EH Project Assurance Officer	Duncan H Brown
EH Activity Lead	Dave Batchelor
FAME representative	Roland Smith
SMA Project Board member	Caroline McDonald
AAF Project Board representative	Quinton Carroll