



North Hertfordshire District Council Museums Service

Archaeological Archives Deposits Policy

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North Hertfordshire District Council Museums Service Archaeological Archives Deposits Policy

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1. Introduction

- 1.1 This document sets out a policy for the depositing of archaeological archives within the local government administrative district of North Hertfordshire. The document was first produced by the former North Hertfordshire District Council (NHDC) Archaeological Officer, Dr Neil Rushton, with the consultation of fellow professional curatorial staff and archaeologists, with reference to the accepted guidelines detailed in **13.1-13.2**. It is aimed primarily at professional archaeological units and amateur archaeological societies carrying out excavations within the district, with the object of providing a clear and well-defined set of procedural guidelines for the deposition of archaeological archives. This document is available in both hard-copy or electronic format as a WORD document by application to Archaeology Services (contact details can be found at **14.1**).
- 1.2 The deposits policy has been specifically designed for the North Hertfordshire district but accepts and follows the guidelines and policies detailed in the publications of Resource (formerly the Museums and Galleries Commission), the Society of Museum Archaeologists, the Institute of Field Archaeologists, English Heritage and other organisations listed in **13.1-13.2**. For detailed guidance regarding the deposition of archaeological archives and the curatorial role of museums in regards to archaeological collections the reader is referred to these publications.
- 1.3 NHDC Museums Service also adheres to the archaeological strategy drawn up by the Archaeology Section of the Environment Department of Hertfordshire County Council (HCC 1998). The ideals of heritage conservation and promotion in Hertfordshire set out in this plan provide a useful framework within which the NHDC Museums Service provides a key role for North Hertfordshire. The awareness and understanding of Hertfordshire's archaeological heritage is of fundamental importance to the conservation and protection of that heritage. NHDC Museums Service is committed to providing the necessary curatorial and interpretative provisions to facilitate this awareness and understanding of archaeology in the district. The appropriate deposition of archaeological archives and the subsequent management, conservation and display of that archive is a fundamentally important aspect within the strategy for protecting and promoting North Hertfordshire's rich archaeological heritage. The following deposits policy aims to reflect the importance the Museums Service places on curating the archaeological archive of the district.

2. North Hertfordshire District and the Museums Service

- 2.1 The geographical area covered by this policy includes the thirty-seven parishes of the local government district of NHDC (see appendix 1). This includes the urban areas of Hitchin, Letchworth, Baldock and Royston. Figure 1 is a map of the district.
- 2.2 NHDC Museums Service is able to act as the repository for all archaeological archives generated from excavations in the district, providing the appropriate standards of packaging, documentation, conservation and collation have been met by the excavating unit, society or individual (see **5-7**). The Museums Service is registered with Resource (the Council for Museums, Archives and Libraries) as 571 and 583 (1998), and has a full time archaeological officer responsible for curating and cataloguing the archive. It is therefore the most appropriate repository for all archaeological archives in North Hertfordshire. The Service adheres to the guidelines set out by the MGC (MGC 1992). These include standards for the curating and conservation of the archive, along with standards for providing access to the archive, documentation and loans (MGC 1992, 19-27). The physical archaeological archives are held in environmentally controlled and secure conditions at the Museums Resource Centre in Hitchin. The documentary archives are also held at the Museums Resource Centre in a first-floor secure archive. These storage facilities conform to the MGC/Resource guidelines, concerning protection of the archive against theft, fire, flood and physical damage (MGC 1992, 33-59).
- 2.3 The museums of Ashwell and Royston in the district have their own autonomous deposits policy for archaeological archives generated from within the parishes of Ashwell and Royston (see **14.2 and 14.3** for their contact details). However, an agreement has been made between these museums and NHDC Museums Service that archaeological units, societies or individuals working within these parishes should make NHDC Museums Service the point of liaison from the initiation of an archaeological project through to the deposition of the archive. NHDC Museums Service will then liaise with Ashwell or Royston museums regarding the storage and curating of the physical and documentary archives. This deposits policy therefore also applies to archaeological archives from Ashwell and Royston.

3. Archive Deposits and Archaeological Projects

- 3.1 NHDC Museums Service should be informed of any archaeological project in the district during the initial stages of the project design before the commencement of fieldwork, as detailed in IFA and English Heritage guidelines (EH 1991; IFA 2001). Direct liaison between the Museums Service Archaeological Officer and the project manager of the archaeological project should be maintained throughout the project until the archive is deposited with the Museums Service. A *pro forma* document can be found attached to this deposits policy as Appendix 2; a copy should be completed and sent to the Museums Service Archaeology Officer at the outset of any archaeological project in the district that will generate an archive of any type. The Museums Service should be kept informed of the project's progress, and should be told of any changes in the quantity or type of finds from that estimated in the initial project design/*pro forma*. If necessary, the Archaeology Officer will be available to visit the excavation site in order to liaise with the project manager regarding curatorial aspects of the project.
- 3.2 The assignment of archive accession numbers should also be agreed between the archaeological project manager and the Museums Service Archaeology Officer at the outset of the project prior to fieldwork (SMA 1995b, 20). The preferred site accession number will be the same as the site code used in the archaeological project. It will begin with the first three or four letters of the parish where the excavation is taking place, followed by a number issued by the Museums Service. For Hitchin, Letchworth, Baldock and Royston it may also be necessary to prefix the first three letters of a street name or building name to the issued number. These codes should always be discussed between the archaeological project manager and the Museums Service Archaeology Officer prior to excavation. The accession number for each site will then act as a unique identifier for the totality of the archive. This global identifying code should be used in all identification of, correspondence about, and reference to the archive. A list of prefix codes for each district parish is included in Appendix 1.
- 3.3 Following the SMA guidelines (SMA 1995b, 23-24) the responsibilities of the archaeological project manager of an archaeological project prior to the transfer of an archaeological archive to the Museums Service are defined as thus:
- The appropriate conservation and storage of the documentary archive during its creation.
 - The primary conservation of the finds archive in the field.
 - The appropriate packaging and storage of the finds archive.
 - All necessary remedial conservation of the archive.
 - The production of a x-radiographic archive of the finds archive where necessary.
 - Any investigative conservation work required to enable finds research publication objectives to be met.

- The microfilming/fiching of the documentary archive and deposition of the same with the National Archaeological Record. Arrangements for the deposition of the digital archive with ADS may also have been made by the archaeological project manager (ADS 2003; Handley 1999).

Appropriate packaging and documentary collation are defined in **5-7**.

- 3.4 Following the SMA guidelines (SMA 1995, 23-24), the responsibilities of the Museums Service after the transfer of an archaeological archive to the Museums Service are defined as thus:
- The appropriate routine monitoring of both the condition of stored documentary and finds archives, and the environment of storage areas.
 - The provision, where necessary, of environmental control measures in storage areas.
 - The remedial conservation of items which develop signs of active deterioration after their transfer.
 - The identification and implementation of appropriate conservation requirements for material which the Museums Service chooses to display.
- 3.5 The transfer of archives to the Museums Service should be the responsibility of the archaeological project manager. Transport costs and any relevant insurance costs should also be the responsibility of the archaeological project manager. The archaeological project manager should ensure that the delivery of fragile, environmentally sensitive and financially valuable material to the Museums Service is carried out with appropriate levels of security in agreement with the Museums Service Archaeology Officer.
- 3.6 The timing of the delivery of the archive to the Museums Service should be outlined in the original project design. This timing can then be revised during and after the assessment and/or analysis of the archive by the archaeological project manager. The Museums Service should be informed as soon as possible of any changes to the delivery time from that specified in the original project design. For archaeological projects that take place over a number of seasons, or where extensive post-excavation analysis is needed the timing of delivery will need to remain fluid. In these cases it is important that the channels of liaison between the archaeological project manager and the Museums Service are maintained throughout the project. In general, the archive should be delivered to the Museums Service Resource Centre in Hitchin no later than one year after the completion of fieldwork. The archive should also arrive in its entirety at the same time unless agreement has been made otherwise between the archaeological projects manager and the Archaeology Officer of the Museums Service (SMA 1995b, 36-37). However, it is realised that major projects may need up to ten years post-excavation analysis before the archive can be deposited (IFA 2001a). In this case, frequent

communication between the archaeological projects manager and the Museums Service will facilitate the following of correct procedures.

- 3.7 Upon receipt of the archive the Archaeology Officer, or an official representative of the Museums Service, will issue an official letter of receipt to the depositor and an acknowledgement of the transfer of title in the archive (see, **4**).

4. Transfer of Title and Copyright Licence

- 4.1 Guidelines for the transfer of title in an archaeological archive have been detailed by the SMA (SMA 1995b, 14-24) and the MGC (MGC 1992, 1-2). Ownership of the physical archive (apart from finds falling under the 1996 Treasure Act or human remains) belongs to the landowner of the excavated site. Ownership of the documentary archive belongs to the archaeological excavator who produced the documentary archive, unless otherwise stated in a contract between the excavator and the project funder (SMA 1995b, 14 and 55). Upon receipt of the archive the Museums Service will expect the archaeological project manager, or an official representative, to sign an acknowledgement of the transfer of title of the archive to the NHDC Museums Service. Without this agreement, NHDC Museums Service will not be able to accept any archaeological archive. It is the responsibility of the archaeological project manager to establish a written agreement with the landowner for the transfer of title of the physical archive to the Museums Service. The Museums Service Archaeology Officer will be willing to assist in the procuring of this agreement if necessary.
- 4.2 Guidelines for the transfer of the ownership of the archive as an intellectual entity have been detailed by the MGC and SMA (MGC 1992, 15; Perrin 2002, 16-17; SMA 1995b, 18-19 and 63-67). The MGC minimum requirements are that museums “acquire the right to research, study, display, publish and provide public access to all the information and finds contained in the archive either immediately or after an agreed period.” NHDC Museums Service do not require the *assignment* of copyright, but do require the perpetual granting of an exclusive royalty-free *licence* to reproduce any part of the archive for the purposes of publication, study, research, display and conservation. The Museums Service will also require the licensed right to allow third parties to do any of the above with its permission. This agreement will allow both the original holder of the copyright and the Museums Service to use the archive without the need for copyright permission (subject to secondary copyright conditions, e.g. where OS publications are part of the documentary archive). The original copyright holder will always be acknowledged by the Museums Service or third parties in any publication that uses the archive. The archaeological project manager, or an official representative of the same, will be required to sign a form granting this licence before the archive is deposited with the Museums Service. It will not be possible to deposit archaeological archives with the Museums Service until this agreement is signed.

5. Standards for the Physical Archive

- 5.1 For detailed guidance of the standards expected in the packaging and conservation of the physical archive from an archaeological project the reader is referred to the appropriate publications listed in **13.2** (IFA 2001e; Longworth and Wood 2000; SMA 1995b, 30-32;). Other standard guidelines that should be consulted in order to make decisions about the classification, conservation and storage of the physical archive are listed in **13.2**. The Museums Service expects all archaeological archives to meet with these standards. The presumption is that all physical archives will be transferred to the Museums Service in a stable condition, with the necessary conservation work carried out prior to deposition (see **3.3**).
- 5.2 All non-sensitive items in the physical archive should be stored in self-sealing bags and boxed in reinforced acid-free cardboard boxes with lids. The stapling on these boxes should be galvanised and non-corrosive. Box sizes *must* conform to one or all of the following standard dimensions:

Length (cm)	Width (cm)	Depth (cm)
60	27	23
60	27	18
48	25	18

If required, these boxes can be provided by the Museums Service at a charge of £10 per box. All bags and boxes should be labelled with the site code and context numbers where relevant. Individual items should also, where possible, be marked with the site code number and context number. The fees for the deposition of archives are listed in **9.2**.

- 5.3 In the case of excavations or surveys where only a small number of artefacts are retrieved (i.e. 1-10 small bags) the Museums Service may be able to accept the physical archive unboxed. The archive will then be placed in appropriate 'parish boxes' for storage. If the retrieved physical archive is on this scale, The Museums Service should be made aware of this as soon as possible after the completion of excavation or survey. The required standards for the physical archive remain the same as for larger archives (**5.1-5.2 and 5.4-5.6**). The fees for the deposition of such small-scale-archives are listed in **9.2**.
- 5.4 All sensitive items in the physical archive should have been examined by a conservator (**3.3**) and should be stored in appropriate packaging, which should in turn be boxed in boxes and labelled as per **5.2**. Metal items should be packed in airtight plastic boxes containing active silica gel. The objects should be packed so that they do not come into direct contact with the gel. Fragile finds should be packed into crystal boxes supported by plastazote or acid-free tissue. All sensitive and fragile items should be clearly marked as such.

- 5.5 Environmental and organic remains will only be archived if the archaeological project manager can justify their retention for future research (SMA 1995b, 30). This must be agreed with the Archaeology Officer of the Museums Service prior to the transferral of the archive.
- 5.6 Unprocessed soil and sediment samples qualify as unexcavated material and will not be accepted as part of the archive by the Museums Service. Waterlogged wood, leather or other organic material will not be accepted as part of the archive by the Museums Service. All such items should be dried using appropriate conservation methods prior to transferral of the archive to the Museums Service.

6. Standards for the Documentary Archive

- 6.1 For detailed guidance of the standards expected in the presentation of the documentary archive from an archaeological project the reader is referred to the appropriate guidelines as listed in **13.2** (Ferguson and Murray 1997; IFA 2001e; SMA 1995b, 30-32; Walker 1990). The Museums Service expects all archaeological archives to meet with these standards.
- 6.2 The documentary archive from an archaeological project covers texts, report texts, drawings, illustrations, photographs, videos, DVDs, hard-copies of the digital archive, newspaper cuttings, relevant correspondence (subject to client confidentiality) and an archive inventory. The documentary archive should include all primary field records and secondary records. Secondary records in the form of project reports should be provided in duplicate. The archive inventory should also be provided in duplicate. A hard copy inventory of any digital data (see **7**) should be provided detailing the contents of any disks and software applications. All items in the documentary archive must be clearly marked with the site code/accession number.
- 6.3 Primary field drawings should be no larger than A1 and no smaller than A4. Ink and pencil should not appear together on the same drawing, and should always be legible. All primary and secondary records should be transferred to the Museums Service in flat archival document cases or in A4 lever arch files. Large site plans can also be deposited in reinforced acid-free cardboard tubes no more than 80 cm long.
- 6.4 The photographic archive should consist of a complete set of processed black and white photographs printed on fibre-based paper and stored in silver-safe envelopes. There should also be a complete set of black and white photograph negatives stored in plastic sleeves. In addition there should also be a complete set of mounted colour slides stored in plastic sleeves. See **7.3** for digital photograph formats.
- 6.5 If there is a video/DVD archive it should be deposited in the form of appropriately labelled VHS tapes or DVDs (see **7.4** for digital media).

7. Standards for the Digital Archive

- 7.1 For detailed guidance of the standards expected in the presentation of the digital archive from an archaeological project the reader is referred to the website of the Archaeology Data Service (<http://ads.ahds.ac.uk>). The archaeology project manager may also wish to deposit the digital archive (or a summary) with ADS, but is under no obligation to do so. Brown (2000) also sets out suggested guidelines for digital archiving.
- 7.2 All digital data from an archaeological project should be included as part of the archive deposited with the Museums Service. This covers CAD files, GIS files, text files, spreadsheet files, database files and digital photographs. All files should be stored on high density micro floppy disk or CD (1x-24x compatible). These disks should be clearly marked with the site code/accession number and the type of files recorded.
- 7.3 Appropriate software used by NHDC Museums Service:
- | | |
|---------------------------|------------------------------|
| CAD: | AutoCAD 14 and CADVANCE 7.2 |
| GIS: | ArcView 3.2 |
| Database and statistical: | MS Access, MS Excel, STATA |
| Word processing: | MS Word 2000 |
| Media: | MS Windows Media Player 2000 |
- Digital photographs may be used instead of colour slides. All digital images should be in Tiff or uncompressed Jpeg formats.
- 7.4 Digital media images recorded to disk should be deposited in the form of appropriately labelled CDs/DVDs. They should be readable in MS Windows.

8. Selection, Retention and Dispersal of the Physical Archive

- 8.1 Guidelines for the selection, retention and dispersal of archaeological archives by museums have been set out in some detail by the SMA (SMA 1993) and discussed in Perrin (2002, 9-10, 24 and 30). In particular the SMA publication sets out specific guidelines for the retention and dispersal of artefactual and environmental categories (SMA 1993, 24-39). NHDC Museums Service adheres to these guidelines and standards and will implement them in regards to all deposited archaeological archives.
- 8.2 NHDC Museums Service makes a strong presumption against retaining unstratified animal bone and unworked stone unless they have a demonstrably intrinsic value for future research (SMA 1993, 33-34). These items should be recorded, sampled and then disposed of by the archaeological project manager prior to deposit. The Museums Service maintains the right to make decisions as to retention and dispersal of all deposited archaeological archives. Unprocessed environmental items and waterlogged items will not be accepted for deposit by the Museums Service (5.6).
- 8.3 Precious metals older than 300 years old are usually subject to the Treasure Act 1996 and must be dealt with accordingly (DCMS 2002). The definition of 'Treasure' was extended in January 2003 to include all prehistoric metal finds when the finds come from a group of two or more objects (DCMS 2002, 9-10). Every effort will be made by the Museums Service to acquire the entire assemblage of treasure in order to maintain the integrity of the archive, but if resources are not available then priority should be given to retaining the assemblage intact and in the public domain if another appropriate museum is able to acquire it (SMA 1993, 25).
- 8.4 The archaeological treatment of human remains in the form of inhumations and cremation requires special sensitivity and is subject to the *Burial Act 1859*. The SMA and the MEG have set out the standards and guidelines for the selection, retention and dispersal of human remains (MEG 1991; SMA 1993, 36-37). These guidelines will be adhered to by the Museums Service and the dispersal of skeletal material will only take place after extensive consultation with relevant experts.
- 8.5 The documentary and digital archives will always be retained in full by the Museums Service.

9. Fees for Depositing Archives

- 9.1 Due to the increasing pressure on storage space and curatorial resources the Museums Service has charged for the deposition of archaeological archives since June 2003. All archaeological archives generated within the district after this date will be subject to this one-off charge payable on the transfer of the archive. All money from these charges will be devoted solely to the curating, display and interpretation of archaeological archives at the Museums Service.
- 9.2 The fee for depositing archaeological physical archives with the Museums Service is set at £41.50 for each box for any of the sizes as listed in **5.2**. The documentary and digital archives from each archaeological project will be included within this price, unless the project consists of a documentary/digital archive only (such as the archive of a geophysical survey) in which case there will be a one off charge of £27.50. The archaeological project manager should pay the appropriate fee within 30 days of the issuing of an invoice by the Museums Service, which will be done immediately after the satisfactory transferral of the archive. The fee for depositing a small-scale archive, as detailed in **5.3**, will be £27.50.

10. Access to the Archaeological Archives

- 10.1 The Museums Service is committed to providing public access to its archaeological archive as stipulated in SMA guidelines and discussion papers (SMA 1992; 1995a; 1995b, 38-39). An intrinsic part of this deposits policy is the expectation that the collected archive will serve as a research resource and thus researchers are actively encouraged to consult the archive. To enable such research access is to remain free of charge. Fees will only be charged for the production of Xerox copies of the documentary archive or for the production of photographic slides/prints or digital photographs (see **10.4**).
- 10.2 Apart from items on display in Letchworth Museum, the archaeological archive is stored at the Museums Service Resource Centre in Hitchin (**14.1**). This includes the physical archives from excavations in the district between the 1920s and the present, the full documentary archive of the Baldock excavations 1968-1994, the partial documentary archive of pre-PPG16 excavations carried out by the NHDC Museums Service, the partial documentary archive from post-PPG16 excavations carried out by the NHDC field archaeology unit (disbanded 1994), all reports from the same, and all reports from independent archaeological units carrying out fieldwork in the district. There is also a small (c. 2500 books and long runs of archaeological journals), fully indexed archaeology reference library for research purposes, which includes copies of all the publications listed in **13.2**. The archive collection is not at present fully catalogued, but a process of cataloguing is in progress.
- 10.3 Access to the Museums Service archaeological archive is by appointment only through the Archaeological Officer (see **14.1** for contact details). Due to limited supervisory resources the archive will only usually be available for consultation between 10 a.m. – 12 p.m. and 2 p.m. – 4 p.m. Monday, Wednesday and Friday. These times are also subject to the availability of the Archaeology Officer for supervisory purposes.
- 10.4 The Museums Service can provide a photocopying service and a photographic service subject to the usual copyright regulations. SMR searches can also be carried out by the Archaeology Officer. Prices for these services are listed below:
- A4 Xerox copy 30p per sheet
 - A3 Xerox copy 50p per sheet
 - SMR A4 printout 30p per sheet
 - Colour photographic slide (mounted) £3 each
 - Colour/BW photographic print £3 each
 - Digital photograph (any format) £1 each (via e-mail)

Researchers wishing to take their own photographs of any aspect of the archive are free to do so subject to the usual copyright regulations.

11. Policy Review

This archaeological deposits policy will be reviewed by NHDC Leisure and Community Services, the curatorial team of the NHDC Museums Service, the Hertfordshire Curators Group and the Hertfordshire Museum Development Officer in October 2007. It may be subject to amendment before this date.

12. Acknowledgements

Thanks are due to all of the following museum curators, archaeologists and archaeological units who have contributed to this policy document through consultation:

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The policy has also been through the NHDC Community and Leisure Services management consultation process.

13. Abbreviations and References

13.1 Abbreviations:

ADS	Archaeology Data Service
DCMS	Department of Culture, Media and Sport
EH	English Heritage
HCC	Hertfordshire County Council
HEIS	Hertfordshire Environmental Information Service
IFA	Institute of Field Archaeologists
MAP2	Management of Archaeological Projects (EH 1991)
MDA	Museum Documentation Association
MEG	Museum Ethnographers Group
MGC	Museums and Galleries Commission
NHDC	North Hertfordshire District Council
ODPM	Office of the Deputy Prime Minister
OS	Ordnance Survey
PPG16	Planning Policy Guidance Note 16: Archaeology and Planning (ODPM 2001)
RCHME	The Royal Commission on the Historical Monuments of England
SMA	Society of Museum Archaeologists
SMR	Sites and Monuments Record
UKIC	United Kingdom Institute for Conservation

13.2 References:

- ADS. 2003 (last accessed). <http://ads.ahds.ac.uk> ADS website
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IFA. 2001d. *Standards and Guidance for an Archaeological Watching Brief*. IFA.

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Watkinson, David and Virginia Neal. 1998. *First Aid for Finds*. UKIC.

14. Contact Details

- 14.1 *NHDC Archaeology Officer*
Keith J Fitzpatrick-Matthews BA
Archaeological Service
North Hertfordshire District Council Museums Service Resource Centre
Burymead Road, Hitchin, Hertfordshire, SG5 1RT
Tel: (01462) 434896
Fax: (01462) 434883
e-mail: <mailto:keith.matthews@north-herts.gov.uk>
website: http://www.north-herts.gov.uk/index/discover_nhdc/art_museums_and_heritage/archaeological_service.htm
- 14.2 *Ashwell Museum* Peter Greener, Honorary Curator, Swan Street,
Ashwell, Hertfordshire, SG7 5NY. Tel: (01462) 742956
- 14.3 *Royston Museum* Jane Vincent, Curator, Lower King Street, Royston,
Hertfordshire, SG8 5AL. Tel: (01763) 242587
- 14.4 *Hertfordshire Museums Development Officer* Julie Massey,
Hertfordshire County Council, Register Office Block, County Hall,
Pegs Lane, Hertford, SG13 8EJ.
Tel: 01992 556649. email: julie.massey@hertscc.gov.uk

Figure 1. Map showing the area of North Hertfordshire subject to the deposits policy

Appendix 1. Parishes in North Hertfordshire and their preferred site code prefix assignments

Ashwell	ASH	Letchworth	LET
Baldock	BAL	Lilley	LILL
Barkway	BARK	Newnham	NEW
Barley	BAR	Nuthampstead	NUT
Bygrave	BYG	Offley	OFF
Caldecote	CALD	Pirton	PIR
Clothall	CLO	Preston	PRES
Codicote	COD	Radwell	RAD
Graveley	GRAV	Reed	REED
Hexton	HEX	Royston	ROY
Hinxworth	HINX	Rushden	RUSH
Hitchin	HIT	Sandon	SAN
Holwell	HOL	Therfield	THER
Ickleford	ICK	Kings Walden	KINW
St Ippollitts	STIP	St Pails Walden	STPW
Kelshall	KEL	Wallington	WALL
Kimpton	KIM	Weston	WES
Knebworth	KNEB	Wymondley	WYM
Langley	LAN		

Preliminary details for archaeological projects in North Hertfordshire

To:	
Archaeological Service, Museum Resource Centre, Burymead Road, HITCHIN, Hertfordshire SG5 1RT	
Site name	
Parish	
Site code	NGR
Project type	
Possible periods	
Commencement date	Deposition date
Project Manager	
Type and quantity of material expected	
Type	Quantity

Signature (project manager):

Date:

This form should be sent to the Archaeological Officer at NHDC Museums Service at the initiation of an archaeological project in the district.