



Archaeological Archives Forum Open Meeting, 7 March 2013, Birmingham

Chair: Mike Heyworth, CBA

Panel: Quinton Carroll (AAF), Duncan Brown (EH), David Allen (SMA), Caroline McDonald (SMA), Roland Smith (FAME), Amanda Forster (IfA)

The meeting discussed the recommendations presented in the Society of Museum Archaeologists report *Archaeological Archives and Museums 2012* by Rachel Edwards, available at <http://www.socmusarch.org.uk/docs/Archaeological-archives-and-museums-2012.pdf>

This report presented the results of the project 'Evaluating the Archaeological Resource in Store', funded by English Heritage and the Society of Museum Archaeologists, with a contribution in kind from the Federation of Archaeological Managers and Employers.

The recommendations in the report were drawn up by the members of the Project Board who oversaw the project, representing the project partners and relevant stakeholders. The Project Board consisted of: Duncan Brown (English Heritage), David Allen (Chair of SMA 2011–12), Caroline McDonald (SMA), Roland Smith (FAME), and Quinton Carroll (AAF).

Over 100 people attended the open meeting, including museum curators, archaeological contractors, archaeological development control officers, county archaeologists, archaeological consultants, university staff, and representatives from national heritage organisations across the UK.

This document is a record of discussion at the meeting, prepared by Rachel Edwards, who took notes on the day. Appendix 1 below is a list of abbreviations and glossary of terms. A list of those who attended is included as Appendix 2. Participants' affiliations are included in the note of their first contribution to the meeting, but not repeated for any subsequent comments. Square brackets [] indicate editorial additions or explanation.

Introduction and context, David Allen, Hampshire Museums Service, SMA

Thanks to all who contributed to the project that led to the report and recommendations being discussed today. Set out broader context, personal element based on 40 years work in archaeology in central southern England. Background to and lineage of our profession, starting from early antiquarians. Devizes museum catalogue 1964, very good summary of museum at the time, good archive use. From 1960s on 'golden age' in which archaeology lost its innocence. Mortimer Wheeler, Sir Barry Cunliffe. Great projects, beginning of developer funding in archaeology. Micheldever by P Fasham excellent publication and archive. In the present, whole range of ways in which we can use archaeological information, from the archives and materials assembled. Two recent publications *The secret museum* by Molly Oldfield, a researcher for the TV programme *QI*, and *Prehistory in Practice: a multi-stranded analysis of British archaeology, 1975-2010* by Anwen Cooper, BAR 577. The latter provides a history of the period of Dave's professional life. Blurb on book implies that professionalisation has fragmented the profession. Has it? We need to remember from start what a fantastic profession archaeology is, with some difficulties, but ultimately great stories that the public enjoy.

Recommendation 1

Produce a policy statement on the significance of archaeological archives nationally, and their importance as a key resource in the future.

It is essential for us all to acknowledge that the results of all archaeological work across the country contribute to an understanding of our national, as well as local, heritage.

English Heritage, Arts Council England, Archaeological Archives Forum

Introduced by Duncan Brown, Head of Archaeological Archives at English Heritage

English Heritage is keen to promote this recommendation. There needs to be a clear understanding of how important the archive resource is. This needs to be clear to organisations such as Parliament, ACE, HLF, so the aim is to have a statement to which the whole profession agrees. There is an existing draft, which at the moment just mentions England, principally because there is more need here at present than in Wales, Scotland, or Northern Ireland. Duncan Brown and Hedley Swain have produced a draft statement, but have needed to keep redrafting it due to revision of various bodies, eg MLA etc. It consists of three short paragraphs on archaeology, existing planning guidance, responsibility placed on planning authorities for ensuring that archives are kept, stores are full, digital material increasing, but nobody knows what to do with it. The draft document includes the following statement: 'There is a mismatch between the archaeological imperative and the resources of museums'. The draft is a statement of intent, much of which is now in recommendations of the report being discussed today. Archaeological material is an important resource, and it needs to be properly housed. The draft statement is three pages long, can't be longer. Needs clear statement of what is important. This statement is in preparation, would be good to have views from audience of whether this covers what the whole profession needs.

Discussion

Tim Padley, Tullie House Museum Carlisle: The Museums Association should be included as well.

Kirsty Lingstadt, RCAHMS: It is important to cover all UK. Changes in Scotland, would be good to have at least first part of this to include all UK for the policy bit, even if the detail diverges.

Jane Evans, Worcestershire Archaeology, Study Group for Roman Pottery: All specialist groups should sign up to this too.

Elizabeth Walker, Chair National Panel for Archaeological Archives in Wales, Archaeological Collections Manager, Museum of Wales: In Wales yes, generically good idea to have policy statement. In Wales making sure archives incorporated in heritage legislation that is in preparation.

Adrian Tindall, FAME: Have been carrying out survey of archives in Northern Ireland. Problems similar proportionately. Need point of principle for all UK. A statement of intent was produced in 2011, signatories were SMA, FAME, ALGAO.

Duncan Brown, EH: The AAF includes everyone, so is a shorthand for the organisations mentioned.

Gail Boyle, Bristol City Museum and Art Gallery, Chair SMA: What role for APPAG? Should they be signatories/included?

Mike Heyworth, CBA, also Secretary of APPAG: APPAG is a group of MPs and members of the House of Lords at Westminster, so is UK-wide. Particularly useful for securing things behind the scenes. Useful to see them on our side, would be straightforward to bring this into one of their meetings.

Quinton Carroll, Chair AAF: Mike Heyworth is also Chair of Historic Environment Forum. Can we dovetail the two processes to get this into the NPPF guidance?

Mike Heyworth: NPPF and its guidance only covers England. There will be a two-month consultation period. The guidance does include archives.

Peter Robinson, Doncaster Museum: Is there a national body for local authority planning archaeologists? Does it sit on AAF? Should do, and if not it needs to be part of it.

Quinton Carroll, Chair AAF: Historic Environment sector sits on that forum – ALGAO, but perhaps need to start engaging with the local planning authorities again. The new NPPF guidance may be the opportunity for this.

Mike Heyworth: Summary. Yes, the meeting agrees that a policy document is needed.

Summary

Produce a policy statement on the significance of archaeological archives nationally, and their importance as a key resource in the future.

The meeting agreed with Recommendation 1. Representatives from Scotland and from Wales considered that a policy statement should cover the whole of the UK. Suggestions for other organisations that could contribute or participate were made.

Recommendation 2

Promote the potential of archaeological archives as a resource for engaging all communities.

The Archaeological Archives Forum, the Society of Museum Archaeologists, and the Institute for Archaeologists should develop a strategy for promoting the use of information held in archaeological archives.

Introduced by Caroline McDonald, Museum of London and Secretary of SMA

Feels provoked, aims to be provocative. See page 29 of the report, table of statistics. Are we kidding ourselves about the impact we have on members of the public? When we are advocating for the benefits of archives, are we actually delivering what we say we are? Report para 5.1.2 Many museums did not record information in enough detail to be able to answer the questions asked in the survey. We need to turn the spotlight on ourselves, and start recording the information that is needed.

Lots of fantastic stuff goes on in museums, but not going on enough to demonstrate sufficiently to taxpayers, politicians etc for them to see the value of archives. This isn't just about museums. Many museums don't have specialists. How can those digging, the specialists, the planning officers contribute to making the archives useful and accessible? How can people know about the other archives, not the honeypot sites? Goes back to planning archaeologists, to research agenda. If these are more known about, then all archaeologists and museum people can get involved.

Local/regional. Local interest in local archives. How can regional stores facilitate local use and involvement in archives?

Discussion

Mike Heyworth: Collective responsibility.

Gail Boyle: Really fundamental problem. 100 archaeologists in room together, but how many of them know what I do? The priority of BARAS [Bristol and Region Archaeological Services, an archaeological contracting organisation] is to keep themselves going, no time to get together with us museum archaeologists. Don't we need to get together as archaeologists, talking to each other, not just to our own communities, eg museums, archaeological contractors etc?

Nicky Scott, Oxford Archaeology: Would we reach more people if we trained the people who are reaching out to the community, how to cascade out knowledge.

Phil Mills, Roman brick and tile specialist, Chair IfA Finds Group, Secretary Archaeological Ceramic Building Materials Group: Doesn't know much about museum sector. Have we got a basic understanding of how people use archives?

Rachel Edwards, Arboretum Archaeological Consultancy, report author: We tried to get that information as part of the survey, but the information was not available in sufficient detail, nor was it sufficiently easy to access.

Charlotte Roberts, Durham University, President of the Paleopathology Association: Cuts in museums, staff etc. Would one answer be to publicise archives more? She works with students who want to use human remains in museums, but they struggle to find the archives. Project with Simon Mayes – people use same collections time after time because there is good information. Need to publicise the good archives.

Caroline McDonald: That's partly about museums, but also about deposition of unpublished archives. How are archives handed over? Need to give enough information when handing archives over. How material is bagged up really helps curators.

Claire Tsang, English Heritage: NMR excavation index is online. Why are people not using this? [The English Heritage NMR Excavation Index for England is available via the ADS at: <http://archaeologydataservice.ac.uk/archives/view/304/>]

Mike Heyworth: People don't know that a lot of these resources are available. How do we make them more visible?

Alan West, Norfolk Museums Service, Norwich Castle Museum. Same issue in Norfolk, people using same archives over and over. There, they are thinking of making a summary of the archives they have and sending this out to the universities.

Caroline McDonald: Is this summary aimed at guiding research or at saying what's available?

Alan West: Both – list of topics by level of research, and list of stuff, eg xxxx skeletons.

Adrian Tindall: As far as archaeological contracting units are concerned, have become quite good at engaging communities during excavation, but not afterwards. The assessment stage of projects focuses on research potential. We could do more, eg discard, but should also focus on community potential, should maybe talk to museum professionals at this stage as well.

Jill Greenaway, Reading Museum: Engaging community – archaeological contractors and museums need to work together through whole process. There is a time lag, a gap between excavation and museum receiving material. Need to keep people engaged during that time. People in the community have forgotten about material by the time it arrives in the museum. On engaging researchers – in Reading have worked closely with local university trying to get students to link old archives with modern ones. This has huge community impact, eg people interested in what their street looks like in the past.

Andrew Marvell, Glamorgan-Gwent Archaeological Trust: Engaging all communities, dry and dusty or vibrant etc? Do we have some stories that will engage people in a Poliakoffian way?

Duncan Brown: Agrees with Jill, referenda about neighbourhood plans in some areas today. Communities more engaged on the environment than on historic environment. Need to join together, including HERs, planning archaeologists, museums etc. If we link together, we may find that the stories begin to emerge by themselves.

Peter Robinson: Need to map who it is we're promoting these archives to. This will help us work out how to address the different groups. Need to do this if we haven't.

Peter Robinson: A different point – Time Team – this did something for raising the profile of field archaeology. If this could be extended to museums – time team in museums – this would be a good way of promoting archives.

Helen Shalders, EH Archives: About to start a project to make digital material accessible via the web. Important to accession the stuff in a way that is useful. However, deposition of digital material requires its audience to have appropriate software, for public to be able to use it.

Mike Heyworth: Need appropriate strategies for appropriate people.

Karen Thomas, Museum of London Archaeology: Need to mention the clients as well. Contractors try to engage the clients on site, but we need to continue this afterwards as well. Museums need to be involved sooner, to help in this process. Should be making information available asap to those paying for it.

Jill Greenaway: We are talking about people who do know how to access web, but also need to consider the audiences that don't access information in that way.

Jane Evans: Research potential of material from excavations. Should be a requirement in briefs that there be a statement of potential for all the material put into the archive, whether or not it has been fully reported or not.

Catherine Hardman, Archaeology Data Service: Digital archiving of files is outside the scope of many people in the room. ADS can take this pressure off museums, can help, can provide enhancement for museum curators in their museums. cf Alan West in Norfolk. There is potential here for enhancing the collecting area map – documents on research potential or resources available could easily be added to collecting areas map.

Derek Hurst, Worcestershire Archaeology: Very often the archaeologist doesn't have direct contact with developer – there can be a consultant in between. Recent experience, very frustrating. Dealing with the privatisation of the archaeological event. Things happen in this process that aren't always in the best interests of the archaeology and archive.

Tim Padley: Carlisle have had some large important excavations. Have held ticketed events for local people to tell local people about what is going on. Local archaeological contractor very good at working with local community. There was a 10 year gap between excavation and deposition, but it was possible to mitigate the effect of this.

Gail Boyle: This 'perfect future world' when information is all available to everyone. How will that be administrated? Some museums don't have people available to work with community. Can we work together more to make sure that people are there to make it available? Museums have 'grey archives' that need re-working. There is a finite number of people available to work with collections.

Mike Heyworth: This works both ways round – if don't make it available...

Marit Gaimster, Pre-Construct Archaeology London: Using archives and research. Who pays for people to access archives? Contractors have limited resources, can't do research, though would love to. Specific budgets, limited hours to finish work. Universities – PAS results have been used in PhDs, MA students. Do we as contractors need to make more connections with universities?

Mike Heyworth: AAF has struggled so far to get universities involved.

Samantha Paul, Institute of Archaeology and Antiquity, University of Birmingham: Tries to get students involved with archives, but finds they don't actually know what they are looking at. It would help if stuff was bagged up with more information in the boxes.

Caroline McDonald: Need more handling sessions in universities.

Barney Sloane, English Heritage: Pilot work being done on pre-PPG16 work. Ipswich and Nottingham trying to promote access to ancient unpublished archives. First get archives together, then bring them up to archive standards, then enhance them eg Harris matrices, etc then put them on the web. This will allow material to be put online so researchers can actually access the unpublished archive material. Looking for additional funding. These are pilots, if they work, expect inundation from museums offering information. Barney Sloane hopes to be able to inform AAF of progress in due course. Ipswich at stage 2, Nottingham just begun.

Rachel Cubitt, Finds Officer at York Archaeological Trust: At YAT animal bone divided into type. Who is going to pay for it? Additional cost if asking specialists to bag material by type. If so, this needs to be included in briefs, so eventual archive is more useable.

Dave Allen, Hampshire Museums Service. Regular visits to museum from local university. General introduction to archives for archaeology students. Art students also, have brought stereo laser scanners to use on the collections, great potential. cf what Phil Mills said – the museum saying what they want the archaeologists to collect? Dave Allen – archaeologists should be doing this, or the specialists they employ. Site in Hampshire deposited a third of a tonne of daub at the museum. On a more recent site, daub was sampled. Once a third of a tonne of daub has been deposited in a museum, it is very hard to sample.

Duncan Brown: Mythical box of bone. Has found that it is not habitually specified that stuff should be separately bagged for museum deposition. If you do bag material separately by sub-type you fill up more boxes. He used to do this, but then stopped as it used more boxes. Practicalities need to be considered. Research collections and properly documented procedures need to be considered.

Charlotte Roberts: People at universities could include costs in their research funding proposals.

Alan West: Have very specific requirements for how archives should be deposited in Norfolk. Everyone is on a level playing field therefore, so it is a painless procedure to make such requirements.

Summary

Promote the potential of archaeological archives as a resource for engaging all communities.

The meeting agreed with Recommendation 2. Participants emphasised the importance of collaboration between museums and all the different archaeological parties – planning archaeologists, contracting organisations, specialists, universities. Disseminating and sharing information is essential. Different communities need different forms of engagement. Limited resources and levels of expertise present challenges.

Recommendation 3

Establish a national strategy for archive completion as a means of providing easy access to the archaeological record.

The Archaeological Archives Forum should investigate possible solutions such as a national index of archaeological archives and universal standards for archive creation.

Introduced by David Allen, Hampshire Museums Service and SMA

Feels this may be an unpopular suggestion. In the years since PPG16 years 60,000 investigations have taken place across the country. In Hampshire, gives out 45 accession numbers at the start of fieldwork to 30 practitioners per year, and other work also takes place without accession numbers being assigned. The archaeological investigations take place, but it can be a long time before archives arrive at repository. There can often be information in the HER or in county journal round-ups, but it is difficult to reconcile these with the accession numbers. In other cases there is no money for post-excavation. Or when archives do arrive they are incomplete, or poorly prepared. If think about an archive and its life, all the stages it goes through, need a means of tracking archives through all these stages, including box grant funding. Dave Allen hates bureaucracy for its own sake, dislikes unnecessary meetings, but in Hampshire is dealing with say 1000 sites from PPG16 years, about half of which are straightforward to deal with following a procedure of this type that they have retrospectively instituted. Appreciates that an archive index would be difficult to implement, but it is really needed, to avoid failing the profession.

Discussion

Mike Heyworth: Our sector steps back from national standards. Any views, any good practice?

Nicky Scott: ADS are the only digital repository in England. But there is OASIS, and this is a start. Needs more to be added to the OASIS form to make it more useable.

Catherine Hardman: OASIS is being considered for redevelopment. Moving to a new series of technologies for OASIS so should be able to incorporate something more useful to museums. OASIS is a 'pipeline' for dispersing information to other relevant bodies.

Clare Tsang: Uses NMR excavation index. Really interested in excavators who worked for the former Ministry of Works. But can't search on year, on who dug a site etc, when logged in as a member of public. The excavation index search engine is focused in one way, but need to allow more search potential.

Kirsty Lingstadt: OASIS sends information to Canmore for Scotland. There is a gap between site starting and archive arriving. Not perfect system, but it does provide a UK-wide starting point. Will need to expand to allow other kinds of searches as well.

Jill Greenaway: Any national index should include a museum accession number. Otherwise can't provide people with the information that people need.

Phil Mills: Before considering the index of archives, need index of archaeological interventions. For example, how many archives are in organisations that have gone bust, or are stored under site directors' beds etc?

Mike Heyworth: This information should be available through OASIS.

Phil Mills: These things need to be properly planned for at the start of project.

Derek Hurst: Logging of start of archive at start of project interests him. The aim of an archaeological project is to create an archive, though often it is seen as being the publication. Most valuable product is the archive, not the report.

Francis Grew, Archive Manager, Museum of London, London Archaeological Archive and Research Centre (LAARC): 'Completion' is important word, 'completed field record' including all the field information properly created and cross-referenced. If have these fundamentals of an archive, have something that is workable, something that can be researched, or used. This is a definable stage. Even with the largest excavation, this should be completable within a year of the excavation. If this is done properly, then many of the problems, eg transfer of title, will have been sorted out.

Elizabeth Walker: Two aspects – easier to control the planning element than the universities. Where they are not working on scheduled monuments, it is more difficult to get the universities engaged and reporting on what they are doing. There are no processes for tracking and following their work.

Mike Heyworth: Will make this point to SCFA [the Subject Committee for Archaeology <http://www.universityarchaeology.org.uk/>].

Kirsty Lingstadt: Tracking where things are can be challenging. Dealing with the gap between excavation and deposition is difficult. If there were a requirement to deposit or record within a year, then this would help.

Tiziana Vitali, Pre-Construct Archaeology: Deals with all the problems – the clients, the landowners. Completely impossible to deposit archives within a year. Can take 10 years to get people to agree to sign material over to the museum.

Duncan Brown: If contractor assumes title from landowner on a temporary basis before depositing material in museum, this can be really helpful.

Peter Robinson: Don't think we as museums are capable of looking after archives in the way they should be, and it's getting worse. You'll never get a national standard because of localism. Guidelines used locally are driven by local procedures – LAARC have great model, great procedures, but can't take this out to most other museums. Only way forward is to take this out of local hands, and make it a national resource with national standards. This might be delivered at a sub-regional level, doesn't necessarily need to be single store.

Helen Glass, Archaeological Adviser, HS2 Ltd: The HS2 train line will go through lots of different counties, boroughs, some collect, some don't. Difficult to get landowners to sign over material before it is excavated, or when it is not known which museum it will be destined for. Archive for HS1 in Kent has only just gone into a store, not a museum. There has been a great deal of discussion about this. HS2 is 140 miles long, and will produce lots of really interesting material. Need a new solution. As a consultant, working for a developer, this day has been useful, as she will now be able to go back to her bosses to say that the sector is engaged in this problem and these procedures.

Helen Parslow, Albion Archaeology: We all know that we want to get transfer of title, but some consultants make this difficult as they don't allow contractors to contact clients directly.

Duncan Brown: Is there a consensus in the room that there should be national standards? Yes (general murmur).

Question: Does this include box sizes?

Mike Heyworth: National standards could be defined at high or low level, so does not need to include box sizes.

Gail Boyle: Who ensures that people keep to national standards?

Andy Marvell: There are national standards for Wales. In terms of how you ensure this, not signing off planning conditions is one potential means.

Dianah Saich, South Yorkshire Archaeology Service: In South Yorkshire, the development control archaeologists are not an enforcement service, they are an advisory service, and as such, do not sign off planning conditions. Archaeological work is carried out in a lot of different contexts too. If a contractor has not included sufficient resources to complete an archive to proper standards this can be difficult for a planning archaeologists to deal with.

Katrina Thomson, National Trust: How might national standard be linked to accreditation standards, and the new standards for archives being developed by Kew?

Quinton Carroll: AAF has not met since the report was finalised, and will be meeting in three weeks' time. It will be a busy meeting! AAF is platform to link people together. Can't answer the specific question, AAF can't deliver it, but can link people together. SMA can also help.

Katrina Thomson: Has been working on this since 2009, it provides a real opportunity to work on how these things can link together – archaeological archives do bring together the two types of material, the objects and the records.

Summary

Establish a national strategy for archive completion as a means of providing easy access to the archaeological record.

The meeting agreed with the importance of Recommendation 3. Participants' understanding of existing national information-sharing strategies (eg OASIS for England and Scotland) varied. There was discussion of a range of problems which a national strategy and recording system for archives would ameliorate.

Recommendation 4

Develop a national strategy for the storage and curation of archaeological archives.

For the national resource represented by archives to be accessible, attention needs to be paid to how and where material is stored; what is selected for retention as archives are prepared; what can be discarded from older archives.

Arts Council England, English Heritage, Archaeological Archives Forum

Introduced by Duncan Brown

There are several possible models for a national strategy for the storage and curation of archaeological archives – 1) Start from where we are, but build more stores and employ more curators. 2) Southport recommendation – regional storage and curation, including research on the collections. Take collections out of local museums into regional stores. 3) DeepStore model, take most stuff out of museums and put it into salt mines in Cheshire. For this to work, archives need to be well documented, and if so, can be made available for delivery to researchers on request.

Need to decide how to go forward, but all need to be involved in the decision on what is done. Doesn't have to be the same solution in all parts of the country, but it does have to have been agreed by all parts of the profession within that area. We also need to be able to present it beyond the profession to those to whom it is relevant.

Discussion

Mike Heyworth: Need to be realistic about this, and to be creative about our thinking.

Elizabeth Royles, Grosvenor Museum, Cheshire West and Chester: DeepStore is very good. Unlimited space. Documentation has to be very good. Best for the archives that aren't frequently used.

Quinton Carroll: First lorry load of material from Cambridgeshire goes there next week, contract signed before Christmas. Material needs immaculate documentation. Doesn't work for all categories of materials, so need to keep some storage room yourself.

Francis Grew: Lots of effort has been put into idea of regional stores over last decade or so, but none have been built. So does that model need to be revised? This could be a version of the DeepStore model, a national store, perhaps based in Birmingham, with curators who know what they are dealing with. One organisation that is not mentioned in this context is the British Museum. This is the backstop for material from excavations in England. It would require an organisation of this sort to propose such a plan.

John Shepherd, former LAARC manager: LAARC did receive HLF funding but this was because it could demonstrate public benefit, usable, accessible, education, entertainment. Don't be fooled by the LAARC, it worked because it had just one board, one set of people to work with and around. If trying to get a partnership thing together with HLF it may be more difficult.

Nicky Scott: Big fan of DeepStore model. Given the different models available, shouldn't now be in the situation where eg Oxford Archaeology has to store so much from developer funded projects. If have a national system, even if there is local involvement, it allows some kinds of enforcing, where it can be seen as possible to put pressure where needed.

Sarah Morton, Oxfordshire Museums Service: The Oxfordshire Museums Resource Centre is a regional store, HLF resources were used to set it up, but HLF doesn't provide running costs. The museums in Oxfordshire have now received 40% cuts. Setting a store up is one thing, continuing to fund running costs are something different.

Lesley-Ann Mather, Northamptonshire County Council: Have put in a bid to HLF. Considered DeepStore, but the decision was made to go for a regional store. Regarding enforcement, they try to ensure a level playing field, have created draft deposition standards which include digital material. Hoping that will have a store – very difficult to enforce planning conditions if there is nowhere to store material. Money also from County Council, so includes aims for use of material for local people. [There have been severe difficulties in Northamptonshire with the storage of archaeological archives in museums since the start of developer-funded archaeology in 1990.]

Amanda Forster, IfA: If a solution is found, there are frameworks in place to ensure that standards are enforced on archaeological contracting organisations. IfA can do something about people/organisations that don't do what they should, when solutions are in place.

Dave Allen: Very uneasy about DeepStore. Could deposit 6000 boxes there from Hampshire, but feels that material out of sight is out of mind. Remember microfiche? At first sight, DeepStore sounds a good solution, but would want to resist it. In Hampshire, looking at a joint store, 'The Engine Room' for the Hampshire Basin museums. May happen, may not. Or may end up with Trust status. DeepStore seems difficult way to ensure stuff is publicly accessible.

Duncan Brown: One of aims of project was to establish relationship between the size of different types of museum collections. From the report, it is clear that other types of collections can also take up a lot of space. Don't hear about other types of collections considering putting other stuff in DeepStore – steam engines, costume. The mismatch between archaeological imperative and museums' capacity to deal with it is what is driving this. Museum is foisted with the results of developer-funded archaeology, whether or not it is in its collecting policy. Need to be more realistic, do we need to go out into the museum community and ask about what they want to do with archaeology in the context of all the other types of collections? Duncan Brown would see DeepStore as an interim solution, rather than a permanent one.

Peter Robinson: Was at a NatSCA conference last week talking about some of these same issues. A lot of local authorities are making lots of difficult decisions. Museums not statutory, unlike some other local authority functions. Need to key into and link into other Subject Specialist Networks. Make it clear to government that other collections are in a similar position – eg natural science, ethnography. Every collection in a museum can be a research collection.

Mike Heyworth: Selection and discard?

Gail Boyle: Would be happy to get rid of around 25,000 sherds of greyware, but needs funding for specialist help with that.

Anon: Looked at this last year. Costed it up, decided it would be too expensive, so had to use a different approach. The cost would have been around £20,000.

Helen Rees, Winchester Museums: Have done this with a lot of CBM [ceramic building material]. It cost money, they employed a specialist.

Phil Mills: What is meant by specialist? In some archaeological contracting organisations material is being discarded on site by non-specialists. His own view is that 90% should be discarded after study. Also need to think about where it should be disposed of.

Keith May, English Heritage: How much potential might there be to front-load this at the point of excavation? Are there good practice guides that can be sent back to the profession so more of this can be done on site?

Mike Heyworth: Need to empower all archaeologists to make decisions.

Marit Gaimster: As specialists we are in a position to make these decisions at the assessment stage. This needs to be streamlined, how useful for a museum or for the public. But this needs to be funded. For specialists as a group or as a collective need to have a conversation about it. There are specialist forums for this.

Lorrain Mephram, Wessex Archaeology: Have been working with Winchester Museum. Increasingly offering this service for backlog archives in their area. Archives that need specialist input, or museums needing to reduce their storage. Not just throwing stuff away, but conforming to national standards

Hal Dalwood, Worcestershire Archaeology: Case study of a big site in Worcester city centre. Operated a rigorous selection and retention policy on site. Collaborative approach, with all the different parties, contractor (including specialists), curator/development control archaeologist, museum staff, all on site, talking it through. Considerations driven by range of things, but basically resources. Waste of contractor's resources to keep stuff in temporary store. Lots of iron slag, category that they were confident of. All parties confident in each other's professionalism, nobody trying to pull a fast one. Felt this to be an energising process.

Mike Heyworth: Show of hands for four options: local solution, local plus DeepStore, regional, or national? All options got votes, possibly most for local solution. Clearly fewest for national.

Summary

Develop a national strategy for the storage and curation of archaeological archives.

The meeting agreed with the principle of Recommendation 4, but there was not a consensus for a single national or regionally-based national solution, with a show of hands indicating a slight preference for locally-based solutions. Participants discussed a range of different models for a national strategy for the storage and curation of archaeological archives, including LAARC in London, the use of DeepStore in the Cheshire salt mines, regional stores, and the development of a range of locally-based solutions. Some limitations of HLF funding were shared. Issues relating to selection and discard of material were aired.

Recommendation 5

Ensure that the significance of archives is fully recognised at all stages of planning-led archaeological work.

Encourage cooperation between planning teams, museum curators, and archive creators to ensure that standards are understood, methodologies are agreed, and transfer is straightforward.

Archaeological Archives Forum, Association of Local Government Archaeological Officers, Society of Museum Archaeologists, Federation of Archaeological Managers and Employers

Introduced by Quinton Carroll

Planning archaeologists work in as diverse a range of contexts as museum curators. Where you sit in that process determines how you work. In his case, in a two-tier authority [county with districts] working with an SLA [Service Level Agreement] on behalf of the lower tier authorities – this means that he has the authority of the planning authority. This situation is different if you're just an *adviser* to the planning authority. The annual survey of archaeological staff employed by local authorities carried out by ALGAO identified around 340 people working in England. Despite these numbers, black holes are starting to open in planning archaeology, authorities with no archaeological planning advice. Can be helped by others, but problem is not solved. Few years ago, was at a meeting where museums, planning archaeologists and contractors didn't know situation in their area. ALGAO members see through the whole process from start to deposition. May have different levels of involvement at different stages, but are involved in some way throughout. Can try and make sure that museum's connections are in the Brief and WSI. Retention on site, statement on retention should be in assessment report. ALGAO members can try and make sure these are in there. Connections with the RRFs. Community engagement is required in Cambridgeshire. Can also make sure it's a level playing field, ensure that same requirements are put on all, so all organisations are bidding on the same terms.

Discussion

Dinah Saich: Agree wholeheartedly with role of planning archaeology input. But why does the recommendation not cover all archaeological work? Whilst planning-led is 90%, there is the remainder too.

Duncan Brown: This can be covered by the previous two recommendations, each of which covers all archaeological work. The problem is the planning developer-led projects.

Adrian Tindall: Do we mean planning-led, or development-led?

Hester Cooper-Reade, Albion Archaeology: Can ensure better designed projects if empower the archaeological contractors to design good projects. Designing projects is what contracting organisations do. It's how your tender is measured that gets you the work.

Lesley-Ann Mather: Not all curators write briefs. Some contactors want more specific briefs, others don't. Consultants also do different things too. Brief is an important document. It would help to have more information on what to put into briefs. If had museum colleagues, could ask for all the right things, but don't in Northamptonshire, so that's a problem. In Northamptonshire they do put public benefits in.

Steve Baker, Derbyshire County Council: Sometimes a brief is the best way forward, other times not, as the ALGAO archaeologist may not be the best person to know the particular design of groundworks on site etc.

Derek Hurst: Used to idea of a glass ceiling between curator and contractor. Although there may be other people in the organisation who can assist, just one person is writing the briefs covering all types of work. We have got used to the idea of Chinese wall between the different parties, but do we take this too far?

Keith May: Could the AAF come up with a form of words to put in briefs to include a simple index-level record?

Quinton Carroll: Possibly. Are we moving away from the point though? At its heart, the brief is about ensuring that work is carried out to the right standard in advance of development.

Andy Marvell: Feels the elephant in the room is the provision of both curatorial and contracting services. IfA standards and how they link in? Sees briefs as advisory. Detail is in the scheme [WSI]. Doesn't matter in Wales who writes the scheme, this needs to have the robustness to deliver things, including archiving. Monitoring is part of the process, and has to be carried out at a range of different points along the project.

Julie Edwards, Cheshire West and Chester Council, separate roles as finds archaeologist and in development control: Every WSI that leaves her desk has a section on archive and on finds. Always quotes IfA and Cheshire West Museums' requirements. Colleague from Cheshire West Museums says not a single organisation has informed her of what is happening, despite this being required in the process. Monitoring also – one organisation didn't inform her of site work.

Barney Sloane: Do some of these documents need to include the fact that public benefit is at the basis of all this work taking place? This includes the archive, the monitoring, etc. The roles of the key players relates to this. Would this cover what is needed for recommendation 5?

Gail Boyle: Her museum takes material from development-led work in Bristol and also South Gloucestershire. Both write into briefs the requirement that contractors contact museums before work takes place, but lots don't. More expensive if they don't. On a monthly basis get told by a contracting organisation that work has already taken place, where can we bring the archive?

Antony Lee, The Collection: Art and Archaeology in Lincolnshire: Working together – have certain deposition windows for archaeological archives during the year. Can then report back to the planning archaeologists what has been received. Helps museum to have more control over the system.

Adrian Tindall: FAME members felt that they had been left holding the baby as far as archives are concerned. Takes comfort from Quinton Carroll saying we are all responsible. Community engagement and deposition are being written into briefs – good. More discussion could be had on

moving from crude price-tendering to quality-based tendering. Need to consider quality and output alongside cost.

Mike Heyworth: We need to add public benefit in to the wording.

Helen Parslow: In Bedfordshire have to put museum accession numbers into WSI. Also have to say how many boxes and when expect to deposit.

Alan West: In Norfolk find it helpful to give out accession numbers at the start.

Francis Grew: Shocked to hear that accession numbers not being given out in advance in some areas. Means that museums can't plan for the future.

Duncan Brown: cf *Safeguarding archaeological information* [EH publication, available <http://www.english-heritage.org.uk/publications/safeguarding-archaeological-information/>]. Sets out recommended procedure. The work that led to the publication was based on talking to people across the country. Document all about ensuring that archaeological information – ie the archaeological archive – is safeguarded through the process that it follows over the lifetime of a project. But, you can't change local policy that easily.

Mike Heyworth: Conclusion has to be that good early dialogue and communication that flows through is what is needed. This leads to enhanced public benefit, which is what we want.

Duncan Brown: This is a recommendation with a shorter shelf life than some, and we have made a good start.

Summary

Ensure that the significance of archives is fully recognised at all stages of planning-led archaeological work.

The meeting agreed with Recommendation 5. Participants indicated that in general the significance of archives was recognised at all stages of planning-led (or development-led) archaeological work, but that this recognition in some cases was not being acted upon. A wide variation in local practice was reported, despite the existence of guidance (for England from EH). It was suggested that all documents could include a statement that the fundamental reason for the work taking place was public benefit, and that everything which was required followed from that principle. All agreed on the importance of good early and continued dialogue between all parties throughout the life of archaeological projects.

Recommendation 6

Seek solutions for archive material that currently cannot be transferred to a repository.

These may be interim measures but they would alleviate the pressure on contracting organisations while decreasing the risks to the archaeological record.

Archaeological Archives Forum, English Heritage, Federation of Archaeological Managers and Employers, Association of Local Government Archaeological Officers

Introduced by Roland Smith

The report sets out the estimated large quantities of material that currently cannot be transferred to a repository. Picture varies considerably across the country – there are museums with no problems, there are also contractors with no undepositable archives. What solutions can we put in place for those who need them? Contractors are doing their bit, maintaining these archives. But, they are not repositories. Where do the responsibilities lie? Do we expect the contractors to retain this material in perpetuity if there are no repositories? Or is it the responsibility of the developer? What are the short-term measures? Should there be a time limit? If so what would this be, what would they do with the material? Retention and selection strategies. Need to be working in an atmosphere of trust, as Hal Dalwood says.

Discussion

Mike Heyworth: Responses?

Phil Mills: 'Proper' specialists should be making an input into this.

Lorraine Mepham: Large collection 8–9K boxes including those still being worked on £70–80K year cost. Working on this – selection/retention. Also attempting to charge clients after five years
Lorraine Mepham is ambivalent about this. Until alternative storage can be found. Clients not willing to pay, so want to reclaim the archives, which then makes them inaccessible. This has begun to create dialogue though, with clients and with district councils.

Anon: This situation has been going on for years and years.

Adrian Tindall: The figures are for undepositable archives. The total doesn't include dormant projects or work in progress, this would significantly increase quantities. Issue of accessibility of archives less of an issue as people aren't accessing these.

Charlotte Roberts: Universities could take some of this material for teaching.

?Barney Sloane: How was the cost calculated?

Roland Smith: Additional cost of storage space.

Nicky Scott: Archives held by contracting organisations are accessed by external researchers in some cases, she gets about one enquiry a week. The discrepancy between what was reported to FAME and to SMA [Report Appendix 3] – there are museums saying they haven't refused archives, but they

have been refused in one case to her. Archives come with a dowry, box fees, which is difficult to keep back if museums not accepting.

Paul Cuming, Kent County Council HER: Kent is in a lot of difficulty. Does sympathise a lot with archaeological contractors. It is necessary for contractors to take money from developers for future deposition of archives. This will be needed in future. It is difficult to get accurate information about how much material there is to deposit in future. HERs could help, if there were a way to add this information in too.

Gail Boyle: Wiltshire – Devizes museum have started refusing archaeological archives from development-led archaeological work, and are objecting to all planning applications needing archaeological work on the grounds that the work could not be completed by deposition of the archive. Working towards using Community Infrastructure Levy (CIL) to pay for some of this.

Marit Gaimster: Cf comment in report, suggesting collecting deposition fee before the start of the project. How could this be enforced, though? Could this be built into briefs?

Quinton Carroll: In Cambridgeshire the charge is levied on the contracting organisation, not on the developer. The organisations need to get it in whatever way works.

Mike Heyworth: Charging clients?

Quinton Carroll: This would be unenforceable, as it's too far in the future from the planning permission.

Hester Cooper-Read: It's an easy option to charge the contractor. Why shouldn't the planning authority bill the client at the point of deposition?

Duncan Brown: Depends on who has title to the archive. The paper archive is yours, but the finds may belong to someone else.

Peter Robinson: Would a tax on developers work?

Quinton Carroll: Every time this has been suggested this has been thrown out.

Anon: The Community Infrastructure Levy exists, but archaeology hasn't used it much

Adrian Tindall: Section 106 still exists. New guidance makes strong link between local plans and CIL, so if right things are in the local plans you could use CIL.

Quinton Carroll: This can work, but depends on the right things being in the local strategic documents.

Keith May: Is there any potential to do any sort of crowd sourcing for these things?

[No responses]

Quinton Carroll: Should we dig more intelligently? For example stop digging Roman farmsteads in Cambridgeshire?

Lucy Moore, Leeds Museums and Galleries: This is all coming back to objects. Do we need all these objects? Should we be moving towards an archive model that doesn't deal with *things*.

Jill Greenaway: Need to think of our successors in the future, 100s of years ahead. She curses the 19th century people. We need to think hard about this. Museum people need to be involved throughout. Reading Museum issues accession numbers at the start, but has 22 units working in the area, very hard to keep links with them. Need also to think about localism, what is relevant to keep in local area.

Nancy Grace, National Trust: Objects – radiocarbon dating for Causewayed Enclosures. Money became available, analysis of archive material was carried out, and this has completely changed the dating for these sites.

Bryan Sitch, Manchester Museum: Two unprovenanced archives were eventually identified; material from one was from the battle of Chester mentioned by Bede. Another, some material had been sent to Australia. Think it came from Norwich, and negotiations are underway to repatriate it.

Tim Padley: Conference a couple of years ago – if we start throwing stuff away, we will lose a huge amount of the support that we rely upon.

Charlotte Roberts: Just finished two projects that have used human remains from 40 museums across the country.

Duncan Brown: Straying from topic of what to do with stuff that there is no museum for. Need to address some of these issues collectively, cf what is being done in Wiltshire. Need to think about some of the things being done in other counties.

Summary

Seek solutions for archive material that currently cannot be transferred to a repository.

The meeting agreed with Recommendation 6. Participants summarised the difficult situations pertaining and newly arising in some areas of England, and described different approaches to the cost and funding of storing archives. The significance and genuine research benefit of keeping archives for future research in 50 or 100 years was emphasised.

Recommendation 7

Develop a framework for the provision of archaeological archive advice to practitioners in planning authorities, contracting organisations, museums, and community groups.

A national network of advisors and specialists would help to ensure that standards for the creation and care of the archaeological record are maintained.

Archaeological Archives Forum, Institute for Archaeologists

Introduced by Amanda Forster, IfA

Shameless plug for IfA's work on standards, regulation, and advice. IfA has published and maintains Standards and Guidance covering all aspects of archaeological work. Benchmark for how members and IfA Registered Organisations should work. IfA's work includes regulation, Code of Conduct, potential for disciplinary action.

Not just for professional archaeologists: Introduction to Standards and Guidance in Archaeological Practice project [ISGAP] – joint CBA and IfA initiative to present Standards and Guidance to non-professional archaeologists. [See <http://www.isgap.org.uk/>]

Archaeological Archives Group [AAG]. The aims of the group are relevant to this recommendation. Best practice workshops are one means of getting different sectors around one table and talking. Three planned, more proposed for 2013.

Possible future IfA initiatives – linking IfA groups, eg AAG events in Wales and Scotland. AAG advisory network, archives ambassadors, perhaps. Standards and Guidance factsheets – IfA Finds Group are preparing one. Considering this for archives. Archaeology+ project – profile raising – guide for clients and all users for archaeology, from significance to regulation. Further development of Registered Organisation scheme.

Discussion

Peter Robinson: What about getting funding for posts that could be linked with Core museums, like the post created in York for numismatics?

Duncan Brown: Is this one for SMA? They are the SSN [Subject Specialist Network] for museums.

Gail Boyle: Need to add SMA in to the groups mentioned for this. [As one of organisations within AAF, is it included already?]

Rachel Edwards: From experience of researching for the project and report, would emphasise these points: 1) local is important – in terms of engagement, but also in terms of all the different local practices, which vary hugely across England; 2) talking, communication between the different parties is essential. Where this is happening, there is potential for change, for movement, where it is not, things get stuck; 3) the provision of information for curators who are generalists on what to do with archaeological archives is very important. Information is out there, but non-specialists don't know how to access it, and don't see the 'Society of Museum Archaeologists' as relevant to them.

Anon, Sussex: Sussex Museums Group, covers authorities of East and West Sussex, and Brighton and Hove. Includes county archaeologists, contractors, museums. Provides forum, building atmosphere for improving things.

Caroline McDonald: SMA has taken long hard look at itself. Hard to get people to engage. Name change a possibility. SMA has just gone on Twitter – huge impact. Know they need to engage with local curators. Doing an audit of all local museum groups at the moment. Want to have SMA representatives available to go to these meetings.

Helen Parslow: IfA AAG. Workshops are regional. Have had non-archaeologists attending. Have worked really well in training.

Alan West: A lot of stuff out there on the internet, pdfs etc. Quite often people don't know where to find them. It would be good to collate a list of this stuff. Or even circulate it to all museums with no archaeological curators.

Katrina Thomson: One-stop shop – Collections Link – exists already. Could link guidance in to that.

Duncan Brown: The initiative from IfA is aimed at pre-transfer of archives. There is more available for museums. Setting up networks of advice for that is another thing being looked at.

Jane Evans: Conservation of objects. Need for guidance on what we're doing with more fragile objects, eg what we should be expected to x-ray, what should have conservation, or what museums want.

Quinton Carroll: Icon is member of AAF.

?Sara Watt, Conservator, Yorkshire Museums: Only sees artefacts once they have come to museums. Stuff not conserved at all, boxes overpacked to save box grant. There are concerns. Also, arguments with depositing units who don't want to pay several box fees for material that needs to be stored in different stores, so needs more boxes. Guidance clearly says what to do, so should expect this.

Francis Grew: All in room would agree with Recommendation 7. Need to take it further though. Maybe have courses where people in museums can learn about archives, maybe accreditation of training courses/programmes that would train people to look after collections in museums. Big contracting archaeological organisations, in some cases with huge amounts of skill and expertise – different culture from generalist curator working in small museum.

Amanda Forster: Archaeology+ was initially aimed at big developers, plan is to disseminate this through CPD for RICS etc. Could now see this in relation to other professionals we work with, and send this training out to museums as well.

Derek Hurst: Frameworks is part of the answer, but developing confidence regionally, locally is important. Without that confidence, change won't happen. Needs further thought, perhaps better basis in decision-making to make sure we're on solid ground.

Mike Heyworth: Case studies, enabling empowerment in the archaeological community. Have to work together, reach out to parts of community we may not be engaging with well at the moment. Need AAF to be the lead body to push/pull some of these things forward. Quinton?

Quinton Carroll: There's a lot of good and warning here. Need to sift through and work out who to engage with in carrying it through. Table 6 and 4.7.2 of report – more museums appear to use archaeological collections for each kind of use than any other types of collections. This says why we're doing all this. People *are* using this material. Message for the AAF – it *is* used, it *is* wanted. Need to keep this at forefront of what we do.

Summary

Develop a framework for the provision of archaeological archive advice to practitioners in planning authorities, contracting organisations, museums, and community groups.

The meeting agreed with Recommendation 7. Participants shared a range of different opportunities for providing advice, and contexts in which advice was needed. The effectiveness of establishing forums which allow all parties to communicate was emphasised. Formal and informal advice and training were mentioned. Roles or tasks for different organisations were identified –SMA, Icon, CBA, IfA and its special interest groups.

Recommendation 8

Promote and publicise the collecting areas map.

The online map of collecting areas is intended as a resource for use by those carrying out archaeological work across England. For the map to be relevant and continue to be useful, contracting archaeologists, museum curators, and all involved need to be aware that it is there, and that they should provide regular updates.

Society of Museum Archaeologists, Federation of Archaeological Managers and Employers

There was no formal discussion of this recommendation, but the online resource hosted by ADS was introduced, and all at the meeting were encouraged to make use of it, and to report updates as relevant.

Close

Mike Heyworth: Views from panel about the day?

Duncan Brown: cf what Jill Greenaway said – our sight needs to be on 50 to 100 years in future. Although local authorities can only set targets for current use, as archaeologists and museum professionals we need to keep this perspective for the future. Don't ignore it, take it forwards.

Caroline McDonald: Thanks to Rachel, to the SMA members, to the SMA committees. Thanks to all in the room.

Rachel Edwards: thanks to all the survey contributors.

Mike Heyworth: Thanks all round. Great that there is a collective will to carry this forward. We have a will and a passion to work on it further in future.

Appendix 1: abbreviations and glossary

AAF	Archaeological Archives Forum. Its membership consists of designated representatives of all the major stakeholder organisations involved in archaeological archives in the UK. http://www.archaeologyuk.org/archives/
AAG	Archaeological Archives Group. IfA special interest group for archaeological archives.
ACE	Arts Council England. Took over the responsibility for Museums from MLA in May 2012. http://www.artscouncil.org.uk/
ADS	Archaeology Data Service http://archaeologydataservice.ac.uk/about
ALGAO	Association of Local Government Archaeological Officers. ALGAO provides a forum representing archaeologists working for local authorities and national parks throughout the UK. http://www.algao.org.uk/
APPAG	All Party Parliamentary Archaeology Group http://www.appag.org.uk/
Canmore	Canmore is the online means of access to the RCAHMS archive, providing searchable, map-based information on buildings and archaeological sites throughout Scotland. http://www.rcahms.gov.uk/canmore.html
CBA	Council for British Archaeology, an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. http://new.archaeologyuk.org/
CIL	Community Infrastructure Levy. This is a new levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want.
DeepStore	Commercial company providing storage for archives and objects underground in former rock salt mines near Winsford in Cheshire. http://www.deepstore.com/
EH	English Heritage http://www.english-heritage.org.uk/
FAME	Federation of Archaeological Managers and Employers. Represents archaeological employers throughout the UK. http://www.famearchaeology.co.uk/
HEF	The Historic Environment Forum is the high level cross-sectoral committee, bringing together chief executives and policy officers from public and non-government heritage bodies to strengthen advocacy work and communications and to co-ordinate initiatives.
HER	Historic Environment Record
HLF	Heritage Lottery Fund http://www.hlf.org.uk/
Icon	The institute of conservation, the lead voice for the conservation of cultural heritage in the UK. http://www.icon.org.uk/
IfA	Institute for Archaeologists is the professional organisation for all archaeologists. It aims to advance the practice of archaeology and allied disciplines by promoting professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. http://www.archaeologists.net/
ISGAP	Introduction to Standards and Guidance in Archaeological Practice project. Joint CBA and IfA initiative to present Standards and Guidance to non-professional archaeologists. http://www.isgap.org.uk/
LAARC	London Archaeological Archive and Research Centre, Museum of London
MLA	(to May 2012) Museums, Libraries and Archives Council
NatSCA	The Natural Sciences Collections Association is a membership organisation and charity that promotes the interests of natural science collections and the staff that work with them. http://natsca.info/

NMR	National Monuments Record
NPPF	National Planning Policy Framework. Controls the planning process in England, from 2012.
OASIS	Online AccesS to the Index of archaeological investigationS. The overall aim of the OASIS project is to provide an online index to archaeological grey literature produced as a result of developer funded fieldwork and fieldwork undertaken by volunteers. Information is entered into OASIS which then passes it on to all relevant databases, including (for England) the NMR, the Archaeological Investigations Project, ADS, and the relevant HER(s). Covers England and Scotland, set up in 2004. http://oasis.ac.uk/
PAS	Portable Antiquities Scheme http://finds.org.uk/
PPG16	Planning Policy Guidance Note 16: Archaeology and Planning. In use for England from 1990 to 2010.
RCAHMS	Royal Commission on the Ancient Historical Monuments of Scotland http://www.rcahms.gov.uk/
RRF	Regional Research Framework. Regional Research Frameworks setting for archaeology of all periods were prepared for the former government office regions of England starting in the late 1990s. For more detail see http://www.algao.org.uk/england/research_frameworks
SMA	Society of Museum Archaeologists. Promotes the interests of archaeology in museums throughout the United Kingdom http://www.socmusarch.org.uk/
WSI	Written Scheme of Investigation, sometimes also called a Method Statement or Project Design. This is a written proposal for archaeological investigation of whatever form (evaluation, excavation, watching brief as above) which is submitted to the local planning authority as a statement of intent by an archaeological organisation employed by a developer. http://www.molas.org.uk/pages/help.asp?did=3

Appendix 2: List of attendees

Abby Antrobus/Faye Minter	Suffolk County Council, Archaeological Service Conservation Team
Adrian Tindall	Chief Executive, Federation of Archaeological Managers and Employers
Alan West	Norfolk Museums Service
Albion Archaeology	Albion
Alison Brookes	Corinium Museum
Amanda Forster	Institute for Archaeologists
Andrew Marvell	Glamorgan-Gwent Archaeological Trust Ltd
Anna Stocks	Warwickshire County Council
Antony Lee	The Collection: Art and Archaeology in Lincolnshire
Ashleigh Sheppard	Durham University Museums
Barney Sloane	English Heritage
Bryan Sitch	Manchester Museum
Caroline McDonald	Archaeological Archives and Museums 2012 Project Board
Cath Maloney	MOL Laarc
Catherine Hardman	Archaeology Data Service
Charlie Newman	English Heritage
Chris Martin	Regional Archaeologist, Clwyd Powys Archaeological Trust
Claire Tsang	AAF Secretary
Clare Randall	Poole Museum Service
Dave Allen	Archaeological Archives and Museums 2012 Project Board
Deborah Fox	Museums Worcestershire
Derek Hurst	Worcestershire Archaeology
Diana Friendship-Taylor	Chair: RESCUE: The British Archaeological Trust
Dinah Saich	South Yorkshire Archaeology Service
Dr Marit Gaimster	Pre-Construct Archaeology Ltd
Duncan Brown	Archaeological Archives and Museums 2012 Project Board
Elizabeth A. Walker	Chair of the National Panel for Archaeological Archives in Wales.
Elizabeth Royles	Grosvenor Museum
Emma Brough	Norfolk Museums Service
Emma Ings	Avon Archaeological Unit Ltd (until end of January)
Fiona Pitt	Plymouth City Council (Arts and Heritage)
Francis Grew, Archive Manager	MOL Laarc
Gail Boyle	Chair of SMA and Senior Collections Officer for Archaeology, Bristol
Grace, Nancy	National Trust
Greenaway, Jillian	Reading Museum
Guy Purdey	Arts Council
Hal Dalwood	Worcestershire Archive and Archaeology Service
Heidi Addison	University of Leicester Archaeological Services (ULAS)
Helen J Glass	Archaeology and Heritage Advisor
Helen Parslow	Albion
Helen Rees	Winchester Museums
Helen Shalders	English Heritage Archive
Hester Cooper-Reade	Albion
Iain Fraser	RCAHMS
Jane Evans	Worcestershire Archive and Archaeology Service
Jane Hebblewhite	Senior Archaeologist, Cheshire West and Chester Council
Jenny Young	Senior Historic Environment Officer at Heritage Lincolnshire
John Latham	Secretary Cymru / Wales IfA Group
John Shepherd	Freelance Archaeologist
Judy Stevenson	Herefordshire Museums service

Julie Edwards	Cheshire West and Chester Council
Justin Wiles	Cambridge Archaeological Unit.
Karen Thomas	MOLA (Museum of London Archaeology)
Kate Andrew	FMA PACR
Kate Iles	Bristol City Museum
Katrina Thomson	National Trust
Keith May	English Heritage
Kirsty Lingstadt	RCAHMS
Lesley-Ann Mather	Northamptonshire County Council
Lis Dyson	Kent County Council
Lorraine Mepham	Wessex Archaeology
Louise Jennings	Lincolnshire County Council Historic Team
Louise Rayner BA MSc MIfA	Archaeology South-East
Lucy Moore	Leeds Museums and Galleries
Mike Heyworth	Director, Council for British Archaeology
Mike Hodder	Birmingham City Council, Planning
Ms Tiziana Vitali	Pre-Construct Archaeology Ltd
Museum of London	MOL
Natalie McCaul	York Museums Trust
Natasha Harlow	Norfolk Museums Service
Nicky Scott	Oxford Archaeology
Oliver Blackmore	Newport Museum & Art Gallery
Pam Braddock	English Heritage
Paul Cuming	Kent County Council HER
Peter Robinson	Doncaster Museum Service
Phil Jones	Surrey County Archaeological Unit
Phil Mills	Chair IfA Finds Group/Secretary Archaeological Ceramic Building Materials Group
Professor Charlotte A. Roberts	President of the Paleopathology Association/Durham University
Quinton Carroll	Archaeological Archives and Museums 2012 Project Board
Rachel Cubitt	Finds Officer at York Archaeological Trust.
Rachel Edwards	Archaeological Archives and Museums 2012 Project Board
Rob Philpott	National Museums Liverpool
Robert J Williams	Oxford Archaeology
Roland Smith	Archaeological Archives and Museums 2012 Project Board
Roy Stephenson	MOL Laarc
Samantha Paul	Institute of Archaeology and Antiquity, University of Birmingham
Sara Wear	Warwickshire Museum Service
Sarah Morton	Oxfordshire CC Social & Community Services
Sarah Pritchard	Archaeological Project Services, Heritage Lincolnshire
Sarah Watt	Yorkshire Museum
Simon Roper	Bristol and Region Archaeological Services
Sinéad McCartan	National Museums Northern Ireland
Stephen Reed	Devon County Council HER
Steve Baker	Derbyshire County Council, Environmental Services
Steve Tucker	MOL Laarc
Theodora Anastasiadou	Northamptonshire Archaeology
Tim Padley	Tullie House Museum and Art Gallery Trust
Victoria Singleton	Suffolk County Council, Archaeological Service Conservation Team
Wendy Scott	Finds Liaison Officer, Leicester, Leicestershire and Rutland