



Historic England

Museums Collecting Archaeology (England)

REPORT YEAR 3: November 2018



Prepared by:

- Gail Boyle
- Nick Booth
- Anooshka Rawden



Society for
Museum Archaeology



Historic England



Society for
Museum Archaeology

Museums Collecting Archaeology (England)

Year 3 Report: November 2018

"There needs to be an acceptance within the wider archaeological world that museum collections can be rationalised. The above has been even more important for us as we may have to vacate our archaeological store in the next few years."

Charitable trust museum (West Midlands)

"There is a planned move of all the museum stores in the next 12 - 18 months, whilst we have requested an increase in storage capacity, particularly in light of the significant quantities of archaeological archives from HS2, we are vying for space with other council services and it is unclear if we will be successful."

Local authority museum (West Midlands)

"Curatorial expertise/knowledge/connoisseurship is declining in ALL museum disciplines. It is necessary to network to discover expert sources of assistance." Independent museum (North West)

"We are at the brink of completely running out of space and we will be starting a reorganisation project later this year which will hopefully create some space in the archaeology racks, but not much. Discussions have already started as to whether we stop accepting archives temporarily while we get to grips with the problem and try to find solutions going forward." Local authority museum (North East)

Contents

1	SUMMARY	1
1.1	Summary comparison table	3
2	Introduction.....	4
2.1	Survey Impact.....	4
2.1.1	Sector-wide context: The Mendoza Review	4
2.1.2	A Survey of Fees for the Transfer of Archaeological Archives	6
2.1.3	SMA: Guidance on the Rationalisation of Museum Archaeology Collections.....	7
2.1.4	SMA: The ‘SMART’ Project	8
3	The Project	10
3.1	Aims.....	10
3.2	Questions	10
4	The Report.....	11
5	Survey method statement.....	11
5.1	Previous survey	11
5.2	Revised approach	12
5.3	SMA Project Team:.....	12
5.4	Regional Representatives 2017:.....	12
6	Promoting the project.....	14
6.1	Contact list.....	14
6.2	Regional approach.....	14
6.3	Publicity.....	14
6.4	Survey timescale	15
6.5	Reporting.....	15
7	RESULTS.....	16
7.1	Response rate.....	16
7.2	Non-engagement	16
7.3	Response rates by region	17

7.4	Respondents by provider-type.....	17
8	The collection of archaeological archives.....	18
8.1	Collecting activity overview	18
8.2	Reasons for ceasing to collect	18
8.3	Ceasing to collect: regional variation	19
8.4	Collecting activity: local authority museums	20
8.5	Collecting activity: charitable trusts	20
8.6	Collecting activity: independents	21
8.7	Collecting activity: universities	21
9	Collecting and expertise: qualitative responses and observations	22
9.1	Regional observations: East Midlands	22
9.2	Regional observations: London & East.....	22
9.3	Regional observations: North East and Yorkshire.....	23
9.4	Regional observations: North West	24
9.5	Regional observations: South East	24
9.6	Regional observations: South West	25
9.7	Regional observations: West Midlands	25
10	Collecting Policies and Guidelines for Deposition.....	26
10.1	Policy responses: general overview	26
10.2	Policy response rate	27
10.3	Sharing policies and guidelines.....	29
10.4	Policy variation between types of provider:	32
10.5	Collection Development Policies 2018.....	32
10.5.1	Collection Development Policies: changes over time.....	35
10.6	Archaeological Deposition Guidelines 2018.....	36
10.6.1	Archaeological Deposition Guidelines – changes over time	38
11	Digital archive	41
12	Space for the storage of archives.....	44
13	Capacity to collect: time.....	46
14	Staffing and expertise	47

15	Future Reports	50
16	Acknowledgements.....	50
17	APPENDIX 1: Survey Monkey Questionnaire	52
18	APPENDIX 2: Survey distribution list.....	59
20	APPENDIX 3: List of museums that returned survey responses.....	67
21	APPENDIX 4: List of museums still actively collecting archaeological archives	71
22	APPENDIX 5: List of museums no longer collecting archaeological archives	75
23	APPENDIX 6: Digest of comments regarding digital archives	75
24	APPENDIX 7: Digest of comments provided by survey responders.....	78

1 SUMMARY

This report is the third of three annual reports commissioned by Historic England to be executed and produced between 2016 and 2018 by the Society for Museum Archaeology (SMA), the Subject Specialist Network (SSN) for British Archaeology in the UK.

The report has been compiled using quantitative and qualitative data gathered by online survey from 148 respondents in England, representing museums that collect or hold archaeological material. The results relate to the capacity to collect, staff resource and expertise.

As with the previous two years' surveys, the SMA project team sought to engage as many museums involved with the collecting of archaeological archives as possible. However, the Project team were aware in 2017 that direct comparison between the two sets of results was difficult because the cohorts of responding museums differed. The 2018 survey was therefore targeted only at those organisations that had responded in the previous two years (256 museums). In spite of this targeted approach and the support of seven regional representatives, the overall response rate was disappointingly low.

- 256 museums approached
- 210 online responses of which only 148 provided full data sets

This was a response rate of 58%. ¹

¹ It is possible that some respondents misinterpreted a question that prefaced the survey enabling participants to opt out of being contacted again in the future. This was added to ensure compliance with GDPR, which came into force in May 2018.

The headline results are as follows:

1. 88/148 (59.4%) of respondents described themselves as continuing to actively collect archaeological archives: 52/88 (59%) of which charge for deposition.
2. 23/148 (15.5%) respondents said that they had stopped collecting archaeological archives.
3. Lack of space was once again the most cited reason for ceasing to collect archaeological archives, referenced by 17/23 museums (74%) of respondents that had done so, followed by shortage of staff resource and staff expertise at 13/23 museums (56.5%) and 9/23 museums (39%) respectively.
4. 15/23 museums (65%) of those that have stopped collecting archaeological archives are provided by local authorities.
5. 111/148 (75%) of respondents said they had a collecting policy that specifically referred to British Archaeology.
6. 104/148 (70.3%) of respondents stated that their institution does have a set of standards or guidelines for the deposition of archaeological archives.
7. 44/73 (60.2 %) museums that provided estimates have 20m³ of space available, or less.
8. 48/72 (66.6 %) of museums that provided estimates (and which are actively continuing to archaeological archives) believe they will run out of space in 5 years or less at their current rate of collecting.
9. The data from this cohort shows that 40/111 (36%) of museums with responsibility for the care of archaeological archives reported a fall in staff numbers.
10. 71/148 (48%) of this cohort of respondents employ a curator with specialist expertise.
11. The data shows that 38/71 (53.5%) of staff members with specialist museum archaeological expertise are employed by local authorities (almost twice as many as any other type of provider).
12. This survey identified a total of 88.38 FTE posts with specialist archaeological expertise across 71 museums (an average of 1.24 across this cohort)

1.1 Summary comparison table

Headline results	SURVEY YEAR		
	2016	2017	2018
Respondents described themselves as continuing to actively collect archaeological archives	119/200 59.5%	104/200 52%	88/148 59.4%
Respondents charging for the deposition of archaeological archives	65/119 59.5%	64/104 61.5%	52/88 59%
Respondents who had stopped collecting archaeological archives	35/200 17.5%	38/200 19%	23/148 15.5%
Respondents that cited space as a reason for ceasing to collect archives	32/35 91.4%	27/38 71%	17/23 74%
Respondents that cited shortage of staff resource as a reason for ceasing to collect archives	18/35 51.4%	18/38 47.3%	13/23 56.5%
Respondents that cited shortage of staff expertise as a reason for ceasing to collect archives	18/35 51.4%	13/38 34.2%	9/23 39%
Respondents that have stopped collecting archaeological archives provided by local authorities	21/35 60%	23/38 60.5%	15/23 65%
Respondents with a collecting policy that specifically refers to British Archaeology	135/200 67.5%	131/200 65.5%	111/148 75%
Respondents with standards or guidelines for the deposition of archaeological archives	135/200 67.5%	113/200 56.5%	104/148 70.3%
Respondents that estimated they have 20m ³ of space available, or less	66/93 71%	64/89 71.9%	44/73 60.2 %
Respondents that estimated they will run out of space in 5 years or less at their current rate of collecting	61/96 63.5%	62/94 66%	48/72 66.6 %
Respondents caring for archaeological archives reporting a fall in staff numbers since 2010	45/154 29.2%	49/142 34.5%	40/111 36%
Respondents that employ a curator with specialist expertise	99/200 49.5%	91/200 45.5%	71/148 48%
Proportion of respondents with expert staff employed by local authorities	56/99 56.6%	56/99 50.5%	38/71 53.5%
Average number of FTE expert staff caring for archaeological archives	166.3/99 1.68	142.74/91 1.57	88.38/71 1.24

2 Introduction

2.1 Survey Impact

There have been some notable developments impacting the wider sector since the previous report was published in November 2017, in addition to work undertaken by the SMA based on the outcomes from this project so far.

2.1.1 Sector-wide context: The Mendoza Review ²

Since the SMA's previous report was published, the Mendoza Review has given the sector a foundation on which to build, highlighting key priority areas. Commissioned in 2016 in response to the Culture White Paper, the Mendoza Review outlines the need for a more strategic and joined up approach between key sector bodies, but also stresses the need for more robust data on the sector, both for advocacy and to support strategic and solution-driven approaches through new partnership frameworks – particularly crucial ahead of the 2019 government Spending Review, which will outline plans for public service investment. It should be no surprise that given the political climate since 2016 (which has included a General Election and the EU Referendum) the Mendoza Review promises no additional funding for the sector.³ Instead, it advocates cross-sector collaboration, and recommends streamlined funding application processes. The report also highlighted the under-investment in storage, with funders having divorced museum storage needs from visitor benefit.⁴

² <https://www.gov.uk/government/publications/the-mendoza-review-an-independent-review-of-museums-in-england>

³ "It is unlikely that there will be significant additional money available for the sector in the immediate future. The main thrust of our recommendations is, therefore, to ensure that we use existing funding in the best way possible." Mendoza Review, p.7

⁴ "Organisations like ACE and HLF, which are the key sector funders, should streamline their funding to make it easier for museums to access the support they need and to ensure that museums that would benefit the most, in the long term, have ready access." Mendoza Review, p.9; "HLF should consider how to interpret

There are some key take-aways from the Mendoza Review in the context of this three-year package of survey work completed by the SMA, not least of which is that by highlighting priority needs to be addressed by sector bodies, the Review has generated activity between ACE, HLF and Historic England.

In terms of the ongoing issue of storage, the Mendoza Review recommended that:

*“National Lottery funding should support museums in a more strategic fashion. The areas to consider include: Maintaining commitment to funding projects that, ultimately, improve the public offer, including high quality ‘back-of-house’ projects such as collections management, curation and development, **storage** [authors’ emphasis], and digital infrastructure and digitisation of collections.”⁵*

There was also additional recognition that large scale infrastructure projects such as HS2, are only going to add additional strain on already under-resourced museums.

For museum archaeology, the most significant development has been the production of an action plan by Historic England (HE), Arts Council England (ACE) and a range of archaeological and museum organisations (including SMA) to address the significant challenges being faced by museums in the management of archaeological archives.⁶

The plan includes the following priority areas:

‘additionality’ in the contemporary context where museums need to use investment to tackle buildings conservation and maintenance backlogs, attract and maintain new audiences, and generate new funding streams.” Mendoza Review, p.16

⁵ Mendoza Review (Recommendation 20), p.15

⁶ See: Mendoza Review: Historic England’s recommendations to DCMS on the future of archaeological archives, March 2018. <https://historicengland.org.uk/content/docs/consultations/he-response-to-dcms-mendoza-review-mar18-pdf/>

- Feasibility studies exploring the potential for national or regional archaeological repositories.
- Understanding and promoting access to, and the use of, archaeological archives.
- Clarifying issues of ownership and transfer of title.
- Exploring charging frameworks for deposition.
- Increasing the focus around selection and retention.
- Exploring new technologies and methods of storage.

The aim is to find sustainable solutions for the long-term care of (and access to) archaeological archives generated by developer-funded activities. This has been the perennial crisis for the sector for almost 30 years and so it is hoped that the combined efforts of DCMS, ACE, HLF and Historic England may bring about some crucial developments.

2.1.2 A Survey of Fees for the Transfer of Archaeological Archives ⁷

A report funded by Historic England and published in March 2019 outlined the findings from a project to identify, collate and explore the calculation and application of deposition fees in relation to archaeological archives. The project and associated report are intended to provide a comprehensive review of charging in order to inform discussions linked to the Mendoza Review recommendations, around more sustainable options for archaeological archive collection and storage.

The project did not include the backlog of undeposited archives and the question of deposition costs and lack of storage space, as this sat beyond the scope of the evaluation. The report focused on engaging with those museums who were already charging a fee for deposition between April and October 2018, and established that approaches to deposition charges varies hugely, as does how deposition fees are subsequently utilised.

⁷ S. Vincent (2019) *A Survey of Fees for the Transfer of Archaeological Archives in England* (Historic England, Report No. 3/2019 (See: <https://research.historicengland.org.uk/Report.aspx?i=16220&ru=%2fResults.aspx%3fp%3d1%26n%3d10%26rn%3d3%26ry%3d2019%26ns%3d1>)

Key recommendations from the report include a greater degree of transparency by collecting organisations in relation to fees, the need for guidance on what should be considered when setting deposition fees, and the very important point that is the variable nature of income from archive deposition.

2.1.3 SMA: Guidance on the Rationalisation of Museum Archaeology Collections⁸

The 2016 and 2017 survey responses provided feedback from museums looking to undertake rationalisation activities, but who were facing challenges about how best to approach the complex issue of reviewing and rationalising archaeological collections. There was also a clear gap in resources available to help museums better assess the role of review and rationalisation with regard to the pressing issue of storage.

As a response to this feedback, in 2018 the SMA published new guidance for the rationalisation of archaeological collections. Funded by Historic England, this guidance was the culmination of a project with five museum services, who each audited their archaeological holdings, established selection criteria and estimated the resources required to deliver rationalisation to its conclusion. They were also asked to calculate the amount of storage space that would likely be created as a result of rationalisation and disposal, and to reflect critically on the whole process. This crucial scoping work tested the impact of rationalisation on storage – often touted as a solution to the storage crisis.

Although the collections review process proved extremely beneficial to collections management (by ensuring collections remained relevant and their significance well understood) rationalisation was not considered a cost-effective method to increase storage capacity. The museums that participated in the scoping exercise concluded that there would be a relatively small amount of space gained when compared to the high costs in terms of time, money and staff resource required to achieve it.

⁸ <http://socmusarch.org.uk/projects/guidance-on-the-rationalisation-of-museum-archaeology-collections/>

The project demonstrated that reliance on collections review and rationalisation is not an effective means of tackling the lack of storage in the sector; however, it has proved to be a valuable contribution to ensuring archaeological collections remain active and accessible resources, with their full potential and significance better understood.

2.1.4 SMA: The 'SMART' Project

Another area highlighted by the 2016 and 2017 survey responses was the loss of archaeological curatorial skills and knowledge across the museum sector, either through direct cuts to posts, recruitment freezes or the extension of individual responsibilities subsequently diminishing the ability of a specialist to actively work with archaeological collections. It was also clear that more non-specialists were responsible for archaeological collections, and that further support around training and access to specialist knowledge would be welcomed. This resonated with SMA's strategic intention to grow as a Subject Specialist Network (SSN). The SMA wishes to be seen as not only a home for specialists, but an approachable body for non-specialists seeking access to support, development opportunities and guidance in the care, management and use of archaeological collections.

As a result of the data and comments received from survey responders in 2016 and 2017, the SMA successfully applied to Arts Council England for SSN funding to support the delivery of a series of training workshops across England, and a mentoring programme to match specialists with non-specialists in a pilot knowledge-exchange relationship. In addition, SMA recognised that crucial documents, such as the 1992 Museums and Galleries Commission 'Standards in the Museum Care of Archaeological Collections', were out of date and would benefit from revision. The Society for Museum Archaeology Resources and Training project (SMART Project) is designed to address some of the feedback given by museums in response to the previous surveys:

- Four workshops will run in 2019, covering best practice in the management, use and understanding of archaeological collections, effective participation in the treasure

process and how archaeology can be used as part of community engagement, learning and volunteer projects.

- A mentoring scheme will pair five specialists with five non-specialists to pilot a skills exchange with support from South East Museum Development – this relationship-based approach will not only increase skills, but increase confidence among non-specialists to more actively utilise archaeology collections in participatory projects and activities. It is hoped that a legacy of this project will be an extension of mentoring relationships between museums with specialist staff, and museums with archaeological collections but a lack of in-house expertise. It is also hoped that more non-specialists will engage with the SMA as a support network – not just a Society for specialists, but for all staff and volunteers in museums with archaeological collections.
- New online resources will be written to replace the 1992 Standards in the Museum Care of Archaeological Collections.⁹

The survey project (for which this report marks three years of dialogue with museums holding archaeological collections) has enabled the SMA to build on strategic partnerships, and provide evidence to support the national discussion around the sustainability of archaeological archive collecting, as well as provide updated guidance to support the sector.

⁹ The Collections Trust now provides this guidance document with the caveat that “users are advised to exercise judgement when applying the standard, and to be aware that the practices recommended in the publication may no longer reflect best practice.” Revision and update is therefore essential. See: <https://collectionstrust.org.uk/resource/standards-in-the-museum-care-of-archaeological-collections/>

3 The Project

3.1 Aims

The overall aims of this project remain the same, and are as follows:

1. To produce baseline data relating to the current state of collecting in museums to inform discussions on the future of collecting, curation of museum archaeology collections and resolution of the problem of un-deposited archaeological archives.
2. To provide data to enable comparisons to be made with trends identified by other surveys relating to local authority staffing levels in planning and HER services, as well as museums, to create a broader and more complete picture across the sector.
3. To provide an invaluable resource to be used by key stakeholders working towards resolving the issues of non-deposited archives and the loss of expertise, so as to help shape a more resilient and sustainable future for museum archaeology.

3.2 Questions

The basic questions the survey addressed remained the same, and were as follows:

1. Which museums in England currently hold British archaeological material?
2. What level of provision – considering space for storage and staff time - currently exists in museums for the continuing collection of archaeological archives?
3. What level of archaeological expertise is being provided by museums responsible for curating archaeological material?
4. How many FTE staff are employed across the museums with archaeological collections?
5. What are the general trends with regard to provision of staff that can be identified?

4 The Report

In order to be able to make comparisons with the 2017 report, the analyses performed using the core data from the 2018 England-wide survey incorporates:

- A list of museums in England that reported they are still collecting archaeological archives, together with those that are no longer doing so.
- An account of the estimated storage space that these museums have available for future depositions of archaeological archives.
- An account of the collecting policies of museums that are collecting archaeological archives.
- An account of the standards for archaeological archive transfer and curation that collecting museums work to, including arrangements for the care of digital material.
- An account of the numbers of curators, measured in Full Time Equivalents, with specialist archaeological expertise within those museums with archaeology collections.

5 Survey method statement

5.1 Previous survey

SMA's project team agreed to continue with the same approach in gathering data with some minor modifications to the overall delivery process. Identical survey questions were created using the online survey cloud-based software 'Survey Monkey' as the method of gathering data across seven English regions (see Appendix 1). As the project team were aware of the requirements placed upon it by the introduction of the General Data Protection Regulation (GDPR), it reviewed the survey process and concluded that in line with its published Privacy Statement, the continuation of data processing associated with the Survey was necessary and proportionate for the purposes of legitimate interests pursued by the

Society for Museum Archaeology.¹⁰ In this case the legitimate interest was to carry out the objectives of the organisation as custodians for archaeological collections. The online survey gave respondents the opportunity to say whether or not they wished to be contacted again in the future, and to opt out of supplying personal details.

5.2 Revised approach

The Project Team reviewed the 2017 process and agreed to address the difficulties it had experienced in making comparisons between the datasets provided by two different cohorts of respondents (2016 and 2017), by only attempting to make contact with those organisations that has responded before.

Regional Representatives were supplied with lists of previous responders and asked to specifically focus their efforts on supporting those museums that had found it difficult to respond in a timely fashion whilst the survey was live online. The Project Team facilitated this by supplying the Regional Representatives with regular updates on responses that had been received. Responses from museums which had not taken part in the first two years of the survey were not pursued, and none were received.

5.3 SMA Project Team:

- Gail Boyle: Chair of SMA; Senior Curator (Archaeology), Bristol Culture
- Nick Booth: SMA Membership Secretary; Head of Collections, Brunel's ss Great Britain
- Anooshka Rawden: Vice Chair SMA; Programme Manager, South East Museum Development

5.4 Regional Representatives 2017:

¹⁰ <http://socmusarch.org.uk/socmusarch/gailmark/wordpress/wp-content/uploads/2018/05/SMA-PRIVACY-NOTICE.pdf>

- Philip Wise: Heritage Manager, Colchester and Ipswich Museums [London & East]
- Dr. Robert Symmons: Curator of Archaeology, Fishbourne Roman Palace [South East]
- Amy Roberts: Collections Officer, The Novium Museum [South East]
- Morag Clement: Archaeology Curator, Kendal Museum [North West]
- Dr. Kirsty McCarrison: Learning Officer, Durham University Museums [North East]
- Helen Parslow: Archives Officer, Albion Archaeology [East Midlands]
- Deborah Fox: Curator of Archaeology and Natural History, Museums Worcestershire [West Midlands]
- Stefanie Vincent: Museum Collections Project Manager, Swindon Museum and Art Gallery [South West]

6 Promoting the project

6.1 Contact list

For year three of the project, the focus was on securing responses from those organisations who responded to the survey call out in either (or both) year one and year two. SMA's Project Team compiled a contact list of 256 museums based on responses received from previous survey years (and in some cases, updated contacts due to staff changes).

See Appendix 2 for the 2018 survey distribution list.

6.2 Regional approach

Survey links were sent direct to the 256 museums, divided by region. The regions were based on the Arts Council England regions, with Yorkshire merged with the North East, and London and East merged together. The list of regions was as follows:

- North East (including Yorkshire)
- North West
- South West
- South East
- West Midlands
- East Midlands
- London & East

6.3 Publicity

SMA has approximately 1450 followers on Twitter, and publicised the final survey through this platform. In addition, the following organisations, networks and specialist groups were also contacted to promote the project:

- Museum Development Network (MDN)

- Association for Independent Museums (AIM)
- British Archaeological Jobs Resource (BAJR)
- Heritage Alliance
- Society of Antiquaries of London (via its newsletter, SALON)

6.4 Survey timescale

The survey was distributed by email on 29 June 2018, with a deadline for survey responses set for 31 August 2018, allowing 9 weeks for responses.

6.5 Reporting

As in 2016 and 2017, the process was managed by the SMA Project Team with advice from Duncan Brown at Historic England, who also acted as Project Assurance Officer. The Project Team received support from the same group of Regional Representatives who signed up to the project in 2016, and who encouraged as many museums as possible to respond to the survey. The findings have been collated by the Project Team in the form of this annual report.

7 RESULTS

7.1 Response rate

148 responses were received from an initial contact list of 256 museums, which is a response rate of 58%. Of these 148 responses, 111 came from organisations that currently accept or have previously accepted archaeological archives.

See Appendix 3 for a list of museums who returned survey responses.

7.2 Non-engagement

Many of the non-responding museums were contacted on several occasions, by email and by telephone, but still did not deliver responses despite many of these expressing both a desire and commitment to do so.

Anecdotal evidence fed back from some of the Regional Representatives suggests that some museums did not respond as staff or volunteers were unsure who in the organisation was best placed to answer, or that the member of staff who had completed previously had left and had not yet been replaced. A strong theme from those who spoke to the Regional Representatives, but who did not complete the survey, was that they were too busy. At least one Regional Representative was told that the answers would be the same as last time, and so they would not complete the 2018 survey.

7.3 Response rates by region

Response rates by region are shown in Table 1 below.

Region	Organisations identified	Responses	% Responded
North West	23	15	65%
South West	32	17	53%
South East	57	29	51%
London & East	49	40	82%
West Midlands	25	11	44%
East Midlands	30	17	57%
North East & Yorks	39	19	49%
National*	1	1	100%
NATIONAL OVERALL	256	148	58%

Table 1 *National Trust response

7.4 Respondents by provider-type

74/148 (50%) of all the responses to the survey came from local authority provided museums, which is comparable with the percentages that responded in 2016 (51%) and 2017 (51%). Table 2 below provides a breakdown by provider type by region.

Provider	E Mids	London & EE	N East	N West	S East	S West	W Mids	Total
Charitable trust	5	7	5	5	9	7	2	40
Independent	4	10	1	2	5	2	1	25
Local authority	8	19	11	5	15	8	8	74
University/academic body	0	4	2	3	0	0	0	9
Grand Total	17	40	19	15	29	17	11	148

Table 2

8 The collection of archaeological archives

A list of those museums that reported they were still actively collecting archaeological archives can be found at Appendix 4. Those marked with an asterisk charge for deposition. A list of museums that reported they were no longer collecting archaeological archives can be found at Appendix 5. Those marked with an asterisk hope to collect again in the future.

8.1 Collecting activity overview

88/148 (59.4%) of respondents described themselves as continuing to actively collect archaeological archives: 52/88 (59%) of which charge for deposition. 23/148 (15.5%) respondents said that they had stopped collecting archives irrespective of whether they intended to do so again in the future. However, 37/148 (25%) respondents reported having never collected archives (but do hold archaeological collections). Those that have stopped, when measured against the remaining 111, represent 20.7% of respondents.

8.2 Reasons for ceasing to collect

The reasons for museums having ceased to collect archaeological archives were given as follows by the 23 respondents that reported they had done so. As in 2016 and 2017, the reason cited most often was lack space (20/26, 76.9%) followed by shortage of staff resource and then staff expertise.

- Lack of space 17/23 museums (74%)
- Shortage of staff resource 13/23 museums (56.5%)
- Shortage of staff expertise 9/23 museums (39%)
- Lack of money 6/23 museums (26%)
- Change in collecting policy 5/23 museums (22%)

The above factors are of course not mutually exclusive, and in many cases, multiple factors were at play in the decision to cease collecting.

The figures also show that:

- 15/23 museums (65%) of those that have stopped collecting are provided by local authorities.
- 12/23 museums (52.1%) hoped to be able to start collecting again at some point in the future.

This is a significantly higher proportion than 2016, when 18.4% responded they hoped to begin collecting, but is comparable to 2017, when 45.7% of respondents hoped to begin again.

8.3 Ceasing to collect: regional variation

There is some regional variation in the percentage of institutions that have stopped collecting archives in comparison to those have or do collect: the highest percentages were reported in the North West and the London & East England areas (20%).

- West Midlands 2/11 museums (18.1%)
- East Midlands 0/17 museums (0 %)
- North West 3/15 museums (20%)
- North East 3/19 museums (15.7%)
- South East 5/29 museums (17.2%)
- South West 2/17 museums (11.7%)
- London & East 8/40 museums (20%)

8.4 Collecting activity: local authority museums (Table 3)

Table 3 REGION	Collecting (charge)	Collecting (no charge)	Never collected archives	Stopped collecting (no plans)	Stopped collecting (intend to)	Total
East Mids	4	2	2	0	0	8
London & EE	9	2	4	4	0	19
North East	8	0	0	1	2	11
North West	0	2	1	1	1	5
South East	8	3	1	1	1	15
South West	4	1	1	1	1	8
West Mids	2	1	3	1	1	8
Grand Total	35	11	12	9	6	74

8.5 Collecting activity: charitable trusts (Table 4)

Table 4 TRUSTS	Collecting (charge)	Collecting (no charge)	Never collected archives	Stopped collecting no plans	Stopped collecting intend to	Total
East Mids	1	2	2	0	0	5
London & EE	0	2	3	0	2	7
North East	2	3	0	0	0	5
North West	3	2	0	0	0	5
South East	2	5	1	0	1	9
South West	2	2	3	0	0	7
West Mids	1	1	0	0	0	2
Grand Total	11	17	9	0	3	40

8.6 Collecting activity: independents (Table 5)

Table 5 INDEPENDENTS	Collecting (charge)	Collecting (no charge)	Never collected archives	Stopped collecting no plans	Stopped collecting intend to	Total
East Mids	0	1	3	0	0	4
London & EE	0	2	7	1	0	10
North East	0	1	0	0	0	1
North West	1	0	1	0	0	2
South East	2	0	1	1	1	5
South West	0	1	1	0	0	2
West Mids	0	0	1	0	0	1
Grand Total	3	5	14	2	1	25

8.7 Collecting activity: universities (Table 6)

Table 6 UNIVERSITIES	Collecting (charge)	Collecting (no charge)	Never collected archives	Stopped collecting no plans	Stopped collecting intend to	Total
London & EE	1	1	1	0	1	4
North East	2	0	0	0	0	2
North West	0	2	0	0	1	3
Grand Total	3	3	1	0	2	9

9 Collecting and expertise: qualitative responses and observations

9.1 Regional observations: East Midlands – 17 responses

Ten responders are still actively collecting archaeological archives, with 5 of those museums charging a deposition fee. Six museums collecting archaeological archives also collect digital archives; however two museums collecting digital material cited issues with digital curation, suggesting that ‘collecting’ is viewed as being physical acquisition of hardware (memory sticks and CDs) with minimal if any ability to future proof digital archives with regards to migration and digital preservation. Three collecting museums specifically cited ADS (or similar) for digital archiving in relation to their collecting / deposition policy.

Six museums actively collecting archaeology stated that their staffing provision had stayed the same. Three museums collecting archaeology reported a decrease in staffing and one museum reported a staffing increase. However this increase is due to a museum redevelopment project funded through a Borough Council. Decreases in staffing were due to restructures reducing FTE capacity.

One museum responder actively collecting archaeological archives mentioned a possible transfer to Trust, which it was anticipated would further reduce staff capacity for curation and collections management, as it was anticipated that a new staffing structure would prioritise front facing / income generating roles.

9.2 Regional observations: London & East – 40 responses

Eight museums reported that they have stopped collecting archaeology. Three of these museums state that they intend to collect again in the future, with lack of space and staff

resource cited by two museums, and a third stating that collecting will revert to a “case by case basis”.

Seventeen museums reported that they are actively collecting archaeological archives, with ten of those museums charging a deposition fee. However, it's apparent that some of these museums may cease collecting in the short to medium term due to lack of sustainability, with storage the most significant issue.

Twelve museums stated they were collecting digital data, but in one case this was again a case of collecting digital ‘hardware’, with little indication that a digital preservation strategy is in place to preserve content. Only two museums not collecting digital archives cited that they signpost to ADS in their collecting / deposition policy.

Eleven museums collecting archaeology reported that their staffing levels had stayed the same. Three museums collecting archaeology reported staff decreases – decreases reported were in the form of FTE reductions or restructures replacing subject leads with theme leads (i.e. learning), with increased role responsibilities. Even within those services that reported no changes in staff provision, there were reported changes around the loss of archaeological expertise, with one service reporting an imminent decrease in collections staffing as a role will have its focus shifted to fundraising and development for a larger service project.

9.3 Regional observations: North East and Yorkshire – 19 responses

Three museums reported that they have ceased collecting archaeological archives. Two intend to collect again in the future, one citing shortage of staff resource and expertise as the main reason for no longer collecting, with the other citing lack of storage space. Although the museum citing lack of staff resource did not give an indication of how it might begin to collect again, the museum with storage issues reported a plan to move stored collections to a new site.

Sixteen museums reported that they were actively collecting archaeological archives, with 12 charging a deposition fee. Eight of the 16 collecting museums are also collecting digital materials. Six museums, which are not currently accepting digital archives, reported that they signpost depositors to the ADS instead.

Staffing levels were relatively stable, with only four collecting museums reporting a decrease in staff, however some of these decreases appear to have been down to the end of funded project periods that provided a temporary increase in staffing. Only one museum reported an increase in staffing provision.

9.4 Regional observations: North West – 15 responses

Three museums reported that they had ceased to collect archaeology, with two intending to collect again in the future, but no indication of how they will tackle the resource limitations currently impacting their ability to collect.

Ten museums are actively collecting archaeology, with four charging a deposition fee. Four museums collecting archaeology archives do not collect digital archives.

Four museums reported a decrease in staffing resource, with one museum reporting a 50% loss to its curatorial resource. Five museums reported that their staffing had stayed the same.

9.5 Regional observations: South East – 29 responses

Twelve museums collecting archaeology are also charging a deposition fee. Eight museums collecting archaeological archives also collect digital material. For those museums not collecting digital material, most cite a lack of digital preservation as the most significant barrier. Only two museums cited ADS as the digital repository they signpost to in their collecting / deposition policy.

Ten museums collecting archaeology reported a decrease in staffing. Two museums reported staff increases, with one museum citing an investment to tackle documentation backlogs. One museum stated that local networks and Museum Development support had helped to ensure consistency in their organisation, which relied heavily on volunteers to manage its collections.

9.6 Regional observations: South West – 17 responses

Two museums reported that they have ceased to collect archaeology, both citing lack of space. Ten museums are still actively collecting archaeological archives, with six museums charging a deposition fee.

Two museums collecting archaeology archives also collect digital material. Three of the four museums collecting archaeological archives who do not collect digital material instead signpost to ADS in their collecting / deposition policy.

Three museums collecting archaeology reported a decrease in staffing levels. This has mainly been due to restructures and in one case a whole collections team being reduced from full time to part time. Even where staffing levels were reported to have remained the same, in the case of one responder, collections had been merged thereby reducing overall available time for management of the archaeology collection.

One report of an increase in staffing was due to an externally funded project.

9.7 Regional observations: West Midlands – 11 responses

Five museums reported that they continue to collect archaeological archives, with two not currently utilising deposition charges. Two museums collecting archives cited ADS as the storage repository they signpost in their collecting / deposition policy for digital material,

with one of those museums looking to transfer all their current digital holdings relating to archaeology over to ADS.

One multi-site service with no capacity to collect is currently looking at new storage options, while another museum responder cited 5 years of collecting capacity left without the impact of HS2, which will have an anticipated impact on that timescale.

Three of the five museums still collecting archaeological material cited a reduction in staffing.

One multi-site service collecting archaeological archives stated that no enquiries had been received from academic researchers to view British archaeological material in its collection “in living memory.” This raises larger questions around access and communication between museums and universities. It is not clear, whether this situation has been exacerbated by the lack of a dedicated curator.

10 Collecting Policies and Guidelines for Deposition

10.1 Policy responses: general overview

The final year of the project saw a significant decrease in the number of documents shared with the project team – seven institutions shared eleven documents in total. Of these eleven documents, six were deposition standards for archaeological archives, three were collections development policies, one was a guide for the pre-deposition selection, retention and dispersal of archaeological finds and one was a collections management framework. These are discussed in more detail below. The percentage of survey respondents whose collecting policy specifically referred to British Archaeology increased slightly from the previous two years, as did those whose institution does have a set of standards or guidelines for the deposition of archaeological archives.

10.2 Policy response rate

111/148 (75%) of respondents said they had a collecting policy that specifically referred to British Archaeology. 31/ 148 (21%) replied they did not, with 6/148 (4%) replying they did not know. See Table 7.

Comparisons with the previous reports shows that 2018 saw a slightly higher percentage of respondents answer yes to the question than 2017 and 2016. See Table 7a.

Collecting Policy?	2018
Yes Total	111
operated by a charitable trust	31
operated independently	15
provided by a local authority	59
provided by a university or other academic body	6
Other	0
No Total	31
operated by a charitable trust	8
operated independently	7
provided by a local authority	13
provided by a university or other academic body	3
Other	0
Don't know	6
operated by a charitable trust	1
operated independently	3
provided by a local authority	2
provided by a university or other academic body	0
Other	0
Grand Total	148

Table 7

Collecting Policy?	2018	2017	2016
Yes	75%	65.5%	67.5%
No	21%	29.5%	29.5%
Don't know	4%	5%	3%

Table 7a

104/148 (70.3%) of respondents replied that their institution does have a set of standards or guidelines for the deposition of archaeological archives. 42/148 (28.4%) said they did not, with 2/148 (1.4%) saying they did not know. See Table 8.

Comparisons with the previous reports shows that 2018 saw a slightly higher percentage of respondents answer yes to the question than 2017 and 2016. See Table 8a.

Deposition Guidelines?	2018
Yes Total	104
operated by a charitable trust	29
operated independently	13
provided by a local authority	56
provided by a university or other academic body	6
No Total	42
operated by a charitable trust	11
operated independently	12
provided by a local authority	16
provided by a university or other academic body	3
Don't know	2
operated by a charitable trust	0
operated independently	0
provided by a local authority	2
provided by a university or other academic body	0
Grand Total	148

Table 8

Deposition guidance?	2018	2017	2016
Yes	70.3%	56.5%	67.5%
No	28.4%	37%	27.5%
Don't know	1.4%	6.5%	5%

Table 8a

10.3 Sharing policies and guidelines

84/118 (71.1%) of respondents that have these documents said they would be willing to share them with the survey team, 29/118 (24.5%) said they would not be willing. 5/118 (5.9%) did not respond to this question. See Table 9.

Willing to share?	
Yes total	84
operated by a charitable trust	25
operated independently	9
provided by a local authority	47
provided by a university or other academic body	3
No total	29
operated by a charitable trust	6
operated independently	5
provided by a local authority	15
No response total	5
operated by a charitable trust	2
operated independently?	1
provided by a university or other academic body	2
Grand Total	118

Table 9

In 2017 97/147 (66%) of respondents that had these documents said they would be willing to share, 36/147 (24.5%) said they would not be willing to share. 14/147 (9.5%) did not respond.

In 2016 124/157 (79%) of respondents that had these documents said they would be willing to share, 23/157 (14.6%) said they would not be willing to share. 9/156 (5.8%) did not respond, while 1/157 (0.6%) responded both yes and no. See Table 9a.

Willing to share?	2018	2017	2016
Yes	71.1%	66%	79%
No	24.5%	24.5%	14.6%
No response	5.9%	9.5%	5.8%

Table 9A

The relatively high percentage of museums who responded that they were not willing to share a document detailing their Collecting Policy or Archaeological Deposition Guidelines is surprising. The almost 10% increase in responding no to this question between 2016 and 2017, and the fact this percentage then stays the same in 2018, may suggest that museums are in fact becoming less willing to share these documents with outside organisations, or at the very least the organisations running this survey.

In 2016 anecdotal responses for not sharing documents included ‘data protection’ and a fear from one museum that “so many answers would be negative” and that this would have a detrimental impact on the museum’s accreditation application. A suggestion then was that this reticence to share policies may reflect a lack of confidence with the collecting and curation of archaeological material. This may continue be a reason. In addition, it is possible that museums recognised a difference between stated collecting objectives in policy and procedural documents, and the reality on the ground given staffing and storage pressures. Anecdotal evidence was not collected for 2017 or 2018.

In 2018, despite 84 institutions stating they would be willing to share documents only seven did so (8.3%) – compared to 45/200 in 2017 (22.5%) and 30/200 in 2016 (15%). These seven institutions shared 11 documents – detailed below. However as one of these documents was a county wide Archaeological Archive Standard (for Hertfordshire) a total of 22

institutions were covered. This was down from 2017, when 63 institutions were covered, and also down from 2016, which covered 30.

Documents shared in 2018:

- Standards for the Deposition of Archaeological Archives – 6
- Collections Development Policies – 3
- Guidelines on pre-deposition, selection and retention of archaeological finds – 1
- Collections Management Framework - 1

Archaeology was specifically mentioned in all the documents provided.

It seems likely that the drop in the number of institutions sharing documents in 2018 can be attributed to two factors.

The first is that, unlike in 2017, the regional reps were not asked specifically to chase respondents for their documents. It had been hoped that the push in the previous year, combine with the wording of question 11 in the survey – ‘If the answer to either Q9 or Q10 was ‘yes’ would you be willing to share a copy of these documents with us by email? (We have provided an email link for you to do so at the end of the survey)’ – would have been enough to gather a good response.

The second factor maybe that documents previously shared were still in date and had not been updated from the previous two years, and thus respondents felt there was no need to re-send the document. Indeed, the figures below show that most documents provided in both 2016 (total 32) and 2017 (total 65) had their revision dates given as 2018 or later.

- 2016 – 20/32 documents had a revision date of 2018 or later.
- 2017 – 43/65 documents had a revision date of 2018 or later.

However, given that many of these documents had the revision date provided set as a minimum – for example ‘reviewed at least every 5 years’ – there is no way of knowing for sure if the documents are still current, and so they cannot be included in the 2018 results.

10.4 Policy variation between types of provider:

In 2018 documents were provided by institutions that fell into the following three categories:

- 1 Charitable Trust
- 1 Independent
- 5 Local Authority

By comparison in 2017 documents were provided by –

- 15 Charitable Trusts
- 2 Independents
- 27 Local Authorises
- 2 University or other academic bodies
- 2 'Other' categories

In 2016:

- 6 Charitable Trusts gave documents
- 1 Independent Institution submitted a document
- 23 Local Authority Institutions submitted documents

10.5 Collection Development Policies 2018

Three Collection Development Policies were provided in 2018. Two came from Local Authority Museums, and one from an Independent Museum. All followed the Arts Council England template for the Accreditation process, and as a result the wording and content was very similar.

All institutions continued to collect from within a defined geographical area, and all mentioned archaeology.

One document mentioned particular historical periods and type of material that the museum would aim to collect from:

‘In particular, we collect on the subjects of the monastic and religious history of [the area], the seventeenth century drainage period, the rebuilding of the village in the nineteenth century, transport and communications, special events and social history. ‘

However, the document also stated that ‘The Museum does not wish to be restrictive of the time period covered. ‘

The other two institutions did not mention time periods they would or would not aim to collect from.

Two documents stated that biological and geological material would not be collected, while one recorded that human remains would not be accepted.

Two documents mentioned digital archives, although none referenced the Archaeological Data Service.

None of the documents specified box sizes or charges.

One document made clear that the size of an object / archive would be a factor in the decision to collect, and that same document went onto discuss rationalisation and disposal: *‘Responsible, curatorially-motivated disposal will take place during the life of this Collections Development Policy, in order to increase public benefit derived from museum collections and to prepare the collections for a move to new storage at some stage in the foreseeable future.’*

‘Rationalisation of the archaeology bulk collections has already seen the recent recording and discard of archaeologically insignificant marine and terrestrial shell. Other materials have been identified as suitable for similar processing, and resources are being sought to carry out this work. These materials are:

- *Unworked stone*
- *Mortar and plaster*
- *Ceramic building material*
- *Burnt clay*
- *Clay pipe*
- *Smithing slag'*

The quotes above suggest that in this instance rationalisation / disposal is being used as preparation for a move into a new store.

Of the two other documents reviewed one states that disposal / rationalisation will not be considered in the future, and cites space in the store as a reason –

'The museum does not intend to dispose of collections during the period covered by this policy as the collections are consistent with its statement of purpose and this collecting policy; nor are the stores so full that they inhibit future planned collecting. '

The final document reviewed states that several areas of the archaeology collection will be reviewed with rationalisation / disposal in mind in the future:

'Archaeology: large ceramic objects such as architectural elements and also bulk archaeologically recovered flint should be subject to further review after their origin and significance has been thoroughly assessed.

...disposal of environmental samples which have not been properly packed or processed and are no longer viable; items with no provenance or that have become disassociated from site archives to be considered for handling collection or disposal.'

10.5.1 Collection Development Policies: changes over time

Over the three years of the survey two institutions have submitted Collection Development Policies that have been subsequently updated and submitted again. Therefore, it is possible in these two instances to compare changes.

The first institution is a Local Authority museum with a Collections Development Policy dedicated to archaeology at a particular archaeological site dating to the Roman period. The original document ran from 2013 – 2017, with the updated document approved in 2017, and is due for renewal in 2022.

Under the heading ‘Themes and Priorities for Future Collection’ both documents record that ‘Individual items will be acquired which help fill significant gaps in the collections, whether by period, type of object or location of find’. However, the 2017 document goes on to state – *‘The Heritage Service will strive to acquire all Bronze Age items that are found and reported as part of the Treasure Act dependent on resources. Other Treasure finds will be acquired if they fill gaps within the collection, are important for research purposes or will help interpret and tell the story of [the area].’*

The 2017 document also records that: *‘The museum does not intend to dispose of collections during the period covered by this policy’*. This is not recorded in the 2013 document.

There are no other major differences.

The other institution is operated as an Independent Museum. The first Collections Development Policy ran from 2015-2018, and the most recent was published in 2017 and due for review ‘at least once every 5 years’.

Both documents are extremely similar, and both state that *‘The Museum does not wish to be restrictive of the time period covered.’* and makes clear that the museum does not intend

to collect human remains. The only relevant difference is that for the first time the 2017 policy mentions archaeology specifically in the History of the Collections section – *‘A wide variety of other object have been donated over the next thirty years, reflecting the archaeology, agriculture and Victorian aspects of the parish.’*

It is worth noting that this is the same institution mentioned above, in 10.5.1, which states that *‘The museum does not intend to dispose of collections during the period covered by this policy as the collections are consistent with its statement of purpose and this collecting policy; nor are the stores so full that they inhibit future planned collecting.’*

Given the small sample size it is very difficult to draw any meaningful conclusions about changes in Collections Policies and archaeology over the period of the survey.

It is interesting, however, that one of the institutions has for the first time discussed specifically collecting Treasure, in particular Bronze Age material, and that neither institution intends to dispose of objects form the collection.

10.6 Archaeological Deposition Guidelines 2018

Eight documents relating to the transfer of archaeological archives were submitted in 2018: one from a Charitable Organisation, and five museums managed by Local Authorities that supplied the rest.

One Local Authority run museum submitted two documents relating to Archaeological Deposition Guidelines – ‘Procedures for the Transfer of Archaeological Archives’ and ‘Pre-Deposition Selection, Retention, and Dispersal of Archaeological Finds’.

One Local Authority run museum submitted ‘The Transfer of Archaeological Archives’ document and also it’s ‘Museums Collections Management Framework’ which does include discussions of its archaeological collections, and so has been included here.

One Local Authority run museum submitted an 'Archaeological Archives Standard' document, which covers fifteen museums within that county. Although the document is standardised there are some small differences between the museums covered, which are discussed below.

Unsurprisingly all the documents specifically mention archaeology, and all the institutions covered are still collecting from within a defined geographical area.

Only one document details particular periods which the institution aims to collect from, stating that *'Neolithic, Bronze Age, and Anglo-Saxon material is relatively rare within [the geographical area], as are Iron Age sites. Finds from these periods or pertaining to identified Iron Age sites should be retained'*. No mention was made in any document for periods which would not be collected from.

Each instruction also specified box sizes and mentioned charging for deposition.

Two documents that covered two different Local Authority Museums did not mention digital archives. That said one of these instructions did provide a second document that discussed digital. However, the Archaeological Data Service was not mentioned in any of the three documents.

Two institutions mentioned the size of archives having an impact on collection. One states that in cases of large shell and animal bone assemblages the size of the deposit would factor in the decision to retain all or part of the finds. The other document states that the museum *'expects sampling of bulk material to have taken place, with a representative sample of diagnostic forms and types or unusual examples being retained in the archive.'*

Two institutions did not discuss rationalisation before the deposition of material with them, and only one mentioned that finds may be rationalised after deposition.

There was very little variation between the fifteen museums covered by the county wide 'Archaeological Archives Standard', with the exception of one institution which would not collect documentary archaeological archives. All museums covered by the document *'...recognise that not all material collected or created during an Archaeological Project requires long-term preservation. Therefore the entire Working Project Archive should be subjected to a process of selection.'*

10.6.1 Archaeological Deposition Guidelines – Changes over time

In the case of deposition of archaeological guidelines submitted over the three-year survey period three institutions provided documents that were subsequently updated and resubmitted - one was run by a Charitable Trust and the other two were provided by Local Authorities.

In addition, a county wide Archaeological Archives Standard covering 15 museums was submitted two years in a row, with updates, which allows comparisons to be made. Finally, one of the 15 museums covered by the county wide document above also submitted an 'Archaeological Archives Deposits Policy' which was subsequently replaced by the county wide policy, which means in this one instance documents covering the three years of the survey can be compared.

This means in total the changes over time for 18 institutions can be compared.

The institution run by a Charitable Trust submitted 'Deposition of Archaeological Archives' documents dated to 2015 and 2018. The only difference in the content of the two documents relates to an internal change in how the organisation is set up and there were no changes relating to collecting archaeology.

The first Local Authority submitted a document 'Depositing Archaeological Archives', first published in 2016 and updated 2017. Again, there was very little difference between the two versions – the only changes relate to 'Archaeology Transfer of Title Form' and 'Project Notification Form', which only appears on the 2017 version. There were no changes made relating to the collection of archaeology.

The second Local Authority Museum submitted documents titled 'Transfer of Archaeological Archives', first dated to 2014 and then a revised version from 2018. Again, there is not a large difference between the two documents, most of the changes relate to wording of different sections, and changes to the way some material (such as CD's) should be organised prior to deposition with the museum. Changes were made relating to charges – the cost of returning archives that do not meet the standard in 2018 includes a flat fee (£45 +VAT) for staff time, and (of more relevance) as from 2018 the museum started to charge a flat administration fee for the deposition of documentary archives (again £45 +VAT) – these changes were not present in the older version. The fee for finds boxes themselves has not changed.

In both 2017 and 2018 'A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives' was submitted, with the 2018 version recorded as an update of 2017. The document states that it will be reviewed yearly. The main difference between 2017 and 2018 is an increase in the charge levelled per unit – from £100 to £110. A unit is defined as:

'One unit is:

- *a small finds box*
- *a bulk finds box*
- *a large unboxed object*
- *a documentary Archive box*
- *a roll of documents/ drawings*

If applicable in discussion with the museum, one box may contain the archives of several sites'

This final point was a new addition to the 2018 version.

The document also records that:

'The creation of these standards was prompted by the chronic lack of storage space in the stores of the [institution] as well as the acknowledgement of the low number of curators with archaeological expertise in the region. The Museums agreed to introduce this more robust policy on Archive transfer, alongside guidelines on selection, retention and dispersal in order to try to reduce the volume of material being deposited and formalise the process for those museums without specific archaeological knowledge.'

In 2016 one of the museums which is included by the county wide document submitted its own 'Archaeological Archives Deposits Policy', dated to 2016. It appears that this was used as the basis for the county wide document. Between the three years the collection area of the institution does not change.

However, the 2016 document states:

'Ecofacts other than animal bone will only be archived if the archaeological project manager can justify their retention for future research'

This does not appear in the later document. Unprocessed soil samples will not be accepted, and the 2016 document states that:

'Untreated waterlogged wood, leather or other organic material will not be accepted as part of the archive by the Museum Service'. This is modified slightly in the later document 'In exceptional circumstances, waterlogged environmental samples will be deposited with prior agreement from the Museum main contact'.

The major difference between the 2016 document and the later documents is reflected in deposition fees:

In 2016 the fees (ex VAT) are:

- Individual boxes - £45
- Documentary archive only - £30

2017 fees (ex VAT) (detailed above):

- Individual boxes - £100
- Documentary archive only – £100

2018 fees (ex VAT):

- Individual boxes - £110
- Documentary archive only – £110

A comparison of the different Archaeological Deposition Guidelines submitted over the three years of the project shows little change. Where changes do occur the most common are increases in charges, and what the institution will charge for.

11 Digital archive

Museums were asked if they were capable and willing to curate digital material deposited as part of an archive. 69/148 (46.6%) of survey respondents (Table 10) said that they were able to do this and this proportion is not dissimilar to that reported in 2017 (47.5%) or 2016 (53.5%). It still remains unclear what provision respondents understand is necessary to expertly and sustainably curate the total digital archive. 21/79 (26.5%) museums that said 'no' referenced a recommendation or requirement to deposit digital archive components with the Archaeology Data Service.¹¹

Of the institutions that continue to collect archives 45/88 (51.1%) said they were capable and willing to curate digital material deposited as part of an archive: this almost directly comparable with the response in 2017 (53%) and 2016 (62.2%). Of those that curate

¹¹ <http://archaeologydataservice.ac.uk/>

archives, whether still collecting or not, 54/111 (48.6%) said the same and this is also directly comparable with the results reported in 2017 (50%) and 2016 (57.1%).

Curate digital?	
Yes	
operated by a charitable trust?	16
operated independently?	10
provided by a local authority?	37
provided by a university or other academic body	6
No	
operated by a charitable trust?	24
operated independently?	15
provided by a local authority?	37
provided by a university or other academic body	3
Grand Total	148

Table 10

Of the eight documents relating to the transfer of archaeological archives that were submitted in 2018, two did not reference digital archives. However both of those were submitted with other documents that did mention digital. The Archaeological Data Service was mentioned in five of the eight.

The general consensus from the documents is that digital archives (or part thereof) present a special problem which the museums are ill prepared to solve. The quote below is typical - *'There are various issues with using digital photography for recording archaeological sites such as reduced image quality, image compression and unknowns about the survival of the images in the long term. However, as film is no longer available we have to ensure that digital images are deposited in a high quality format and wherever possible a copy is retained with the contractor and/or deposited with the ADS.'*

The document this quote was taken from goes onto ask that 'a hard copy of the digital images should also be provided in the form of a colour contact sheet on archival quality paper'.

12 Space for the storage of archives

Estimates of the volumes of storage space available for new archives and the number of years before they might run out of space at their current rate of collecting were collected from respondents. As in 2016 and 2017 some respondents found it easier to provide accurate data than others: some were able to provide figures, some gave qualified answers and others found it impossible to do so at all. It should be noted that there was an air of optimism in some of the comments made by a small number of respondents (6) in that new stores were being either planned or explored. Table 11 summarises the estimated volumes remaining in the 88 organisations that continue to actively collect archaeological archives.

Volume available (m ³)	Number of museums
0	19
<1	5
>1000	1
10.1-15	6
100.1-200	2
1-5	10
15.1-20	1
20.1-25	2
200.1-350	2
25.1-30	2
30.1-35	4
40.1-50	2
50.1-60	4
5-10	9
60.1-70	1
70.1-100	3
Unknown	15
Grand Total	88

"There is a planned move of all the museum stores in the next 12 - 18 months, whilst we have requested an increase in storage capacity, particularly in light of the significant quantities of archaeological archives from HS2, we are vying for space with other council services and it is unclear if we will be successful..."

Local Authority museum (West Midlands)

"In order to create space in our store... we have a number projects underway to rationalise collections and also make better use of the storage space."

Local Authority museum (East Midlands)

Table 11

The data shows that 44/73 (60.2 %) museums that provided estimates have 20m³ of space available or less: there is a significant difference between this result and that reported in 2017 (71.9%) and in 2016 (71%).

“At time of writing, a collecting freeze was in place (as of May 2012) due to severely limited storage space for new objects. Exceptional items may occasionally still be accepted during this freeze”. – Collections Development Policy submitted in 2017.

13 Capacity to collect: time

Museums actively collecting archives estimated the number of years before they ran out of storage space, based on their current rate of collecting. Table 12 (below) summarises the estimates provided. As in 2016 and 2017, ranges of years were rounded up to the highest value to provide a best-case scenario. The rate of collecting varies between museums and so the amount of time left before they each reach capacity varies dramatically. As in previous years a number of respondents did not provide answers quantified in years, or could not provide answers due to current redevelopment projects. One museum referenced the need to rationalise the collections to create space whilst another reported the risk of the deposition of one or several large archives filling the space that was left. The data in Table 12 below shows that 48/72 (66.6 %) of museums that provided estimates (and which are actively continuing to collect) believe they will run out of space in 5 years or less at their current rate of collecting. This is concomitant with the data provided in 2016 and 2017.

Estimate of time (years)	Number of museums
0-1	23
2	6
3	4
4	4
5	11
6	1
7-10	11
12	1
13-20	5
25	1
50-60	3
26-30	2
No estimate	16
Grand Total	88

Table 12

14 Staffing and expertise

Once again the survey sought to determine whether or not members of museum staff with collections care responsibilities (Curators, Collections Managers etc.) have specialist museum archaeological expertise as per the ClfA Specialist Competence Matrix at the equivalent of ACIfA level.¹² 71/148 (48%) respondents said 'yes'. Table 13 summarises the overall results by type of provider.

Qualified?	Provider	Total
No	operated by a charitable trust	19
	operated independently	21
	provided by a local authority	36
	provided by a university/academic body	1
No Total		77
Yes	operated by a charitable trust	21
	operated independently	4
	provided by a local authority	38
	provided by a university/academic body	8
Yes Total		71
Grand Total		148

Table 13

The data shows that 38/71 (53.5%) of staff members with specialist museum archaeological expertise are employed by local authorities (almost twice as many as any other type of provider): this figure sits between the two reported in 2016 and 2017 (56.6% and 50.5%). When the responses are compared against the 111 museums that curate archaeological archives, 66/111 (59.4%) said they had staff with expertise whilst 58/88 (65.9%) of those that continuing to actively collect said the same.

¹² Published by the Chartered Institute for Archaeologists

http://www.archaeologists.net/sites/default/files/Museum%20Archaeology%20specialist%20competence%20matrix_final.pdf

The survey gathered data on how many posts with specialist museum archaeological expertise were provided across England measured as Full Time Equivalent (FTE): it should be noted that given the relatively poor response rate, the figures that resulted from this exercise will not be representative of the true picture across England but will just reflect the cohort that responded. This survey identified a total of 88.38 FTE posts with specialist archaeological expertise across 71 museums.

Table 14 below expresses the breakdown of these FTE posts by type of provider and also whether or not these posts are permanent or fixed-term contract.

Provider	FTE Permanent	FTE Contract
operated by a charitable trust	21.3	5.68
operated independently	7.4	0
provided by a local authority	36.8	5.6
provided by a university / academic body	11.6	0
Total	77.1	11.28

Table 14

In order to get a sense of the direction of travel with regard to staffing, museums were asked to report on whether staff numbers with collections care responsibilities had increased, decreased or stayed the same since 2010. The results are expressed in Table 15 below.

Collecting activity	decreased	increased	same	blank	Total
Collecting (charge)	21	6	25	0	52
Collecting (no charge)	10	5	20	1	36
Have a collection (no archives)	3	3	29	2	37
Stopped collecting archives do not intend to again	3	2	5	1	11

Stopped collecting archives intend to again	6	1	5	0	12
Total	148				

Table 15

The data shows that 40/111 (36%) of museums with responsibility for the care of archaeological archives reported a fall in staff numbers, 15/111 (13.5%) reported an increase and 60/111 (54.0 %) stayed the same.

“Staffing re-structure in 2016/17 for cost savings reduced [capacity] from 1 full time staff member to 0.7.” Local Authority museum

“We have 5 part time staff (equivalent to 2.5 full time) to run the whole museum and archives. 3 of these staff are only employed from Easter to October. We are very short of staff for financial reasons!!” Independent museum

“All my collections work comes second to finance, building condition, management, health and safety.” Local Authority museum

“[Staffing has increased] due to Expansion Project, and realisation by the Borough Council that this cannot be achieved without staff to manage it.” Local Authority museum

“As regards ourselves we are in a position where experience of the collections has meant we 'get by' but also can create displays, identify items, answer enquiries and go so far as we can without a specialist.” Local Authority museum

15 Future Reports

Although this report marks the end of the Historic England funded survey project, SMA is considering undertaking a sector survey once every two years (subject to funding) so it can continue to engage directly with the needs of the sector on the ground, and continue to act as strong advocates for museum archaeology.

It is suggested that the same questions are used and that the focus, as with this year, should be on collecting data from institutions that have previously completed the report. Given that there has been a poor response rate with regard to the sharing of guidelines and deposition standards, it may be pragmatic to review the efficacy of continuing to do so.

16 Acknowledgements

SMA would like to thank Historic England for funding the project from 2016 to 2018, and for supporting the museum archaeology sector by providing a tool in the form of this data that may be used for advocacy purposes, as well as the development of targeted directives and focused lobbying on behalf of the sector. This project has enabled SMA to identify and meet strategic objectives based on the needs of museum archaeology, and so its legacy continues through its future plans to provide training and development opportunities so as to increase resilience in challenging times.

We are also indebted to all the stakeholders, and other organisations that supported the project by disseminating information about its aims and objectives, and encouraging participation.

We would like to thank the Regional Representatives for their work, providing local knowledge and on-the-ground support during the survey phase of the project, and

maintaining and development a contact resource. They were invaluable and the work would not have been complete without them.

Finally, we would like to thank the museums and museum staff and volunteers who completed the survey, sent documents or otherwise took part in the project.

17 APPENDIX 1: Survey Monkey Questionnaire

Annual Survey of Museums Collecting Archaeology 2017

1. Background & Introduction

It's widely understood that budget cuts to local authority museums have resulted in staff losses and also led to a reduction in the number of museums collecting archaeological archives. The true extent of reductions in collecting and expertise is not accurately being measured. For a number of years Historic England has supported the gathering of information on local authority staffing levels in planning and HER services but there has been no concomitant survey of museums, despite such institutions supporting archaeological project work through the curation of archive material. SMA hopes to address this by gathering data via this survey that will inform discussions on the future of archaeological archive provision in England at a time when there is growing uncertainty over the role of museums and the ways they are resourced. The survey will be repeated each year for three years and a written report detailing the findings will be published by Historic England and SMA.

There are 22 questions in total plus an opportunity for you to make brief comments. It is possible that not all of the questions will apply to you - the vast majority of them are simple multiple choice questions or ask for a brief free text response and so do not require lots of research in order to be able to provide answers. You will be able to read all the questions on one page - NB please bear in mind Q13 will require a measured estimate of space to be made **before you start the survey** if your museum still has space available for archive deposition. The survey itself should take no more than 10 minutes to complete once you have this information.

2. Definitions

1. For the purposes of this survey we define archaeological archives by the Archaeological Resources in Cultural Heritage European Standard (ARCHES) as:

An archaeological archive comprises all records and materials recovered during an archaeological project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form.

2. For the purposes of this survey we define museum archaeological expertise as per the Chartered Institute for Archaeologists' Specialist Competence Matrix produced by SMA to support applicants who work in museum archaeology:

An individual with a high level of knowledge relating to one or more archaeological subject areas and their associated material cultures, who has demonstrated sustained commitment to the undertaking of museum training and CPD and delivers multiple aspects of curatorial practice whilst working in a museum or with museum archaeological collections

Questionnaire

* 1. Your name:

2. Your job title

* 3. Name of your museum

* 4. Address & Contact Details (all boxes must contain text - repeat address in line 2 if necessary)

Museum

Address

Address 2

City/Town

County

Post Code

Email Address

Phone Number

* 5. In the main is your institution:

- ☐ provided by a local authority?
- ☐ operated by a charitable trust?
- ☐ operated independently?
- ☐ provided by a university or other academic body

Other (please specify)

* 6. Are you responding on behalf of one museum/institution or multiple sites?

- ☐ One
- ☐ Multiple

If multiple please specify which sites and then complete a separate survey for each:

* 7. Which of the following statements best applies to your organisation?

- ☐ We have a collection of archaeological objects but have never collected archaeological archives
- ☐ We have never collected archives and do not intend to start
- ☐ We have stopped collecting archaeological archives and have no plans to do so again
- ☐ We have stopped collecting archaeological archives but intend to do so again
- ☐ We are still actively collecting archives and charge for deposition
- ☐ We are still actively collecting archives and do not charge for deposition

Other (please specify)

8. If your museum has stopped collecting archaeological archives was it because of (select all that apply):

- ☐ lack of space?
- ☐ lack of money?
- ☐ shortage of staff resource?
- ☐ shortage of staff expertise?
- ☐ change in collecting policy?
- ☐ change in governance?
- ☐ change of museum aims/vision?

Other (please specify)

* 9. Does your institution have a collecting policy that specifically refers to British archaeology?

- ☐ Yes
- ☐ No
- ☐ Don't know

* 10. Does your institution have a set of standards or guidelines that are used to the govern the deposition of archives?

- ☐ Yes
- ☐ No
- ☐ Don't know

11. If the answer to either Q9 or Q10 was 'yes' would you be willing to share a copy of these documents with us by email?

Yes

☐

No

☐

* 12. Is your museum capable and willing to curate digital material deposited as part of an archive?

☐

Yes

☐

No

If not how is this problem addressed

* 13. Please provide us with an estimate of the volume of storage space you still have available for future depositions of archaeological archives in cubic metres. Please measure one standard shelf length x width x height in metres and then multiply by the number of shelves to estimate the space available.

* 14. If your museum is still collecting archaeological archives how long in years do you think it will be before you run out of space (based on the current rate of collecting?)

* 15. Do any of the members of your museum staff with collections care responsibilities (Curators, Collections Managers etc.) have specialist museum archaeological expertise as per the ClfA **Specialist Competence Matrix** at the equivalent of ACIfA level (the link will open in a new page for you to check)?

☐

Yes

☐

No

16. If the answer to Q15 is 'Yes' what are their job titles?

17. If the answer to Q15 is 'Yes' how many Full Time Equivalents are there?

18. If the answer to Q15 is 'Yes' are these post holders permanent staff?

- ☐ Yes permanent
- ☐ No fixed term contract
- ☐ Mixture of provision

If mixed provision please provide more detail

19. If the answer to Q15 is 'No' who is responsible (if anyone) for curating the archaeology collection?

20. If the answer to Q15 is 'No' what are their job titles?

21. If the answer to Q15 is 'No' are these post holders permanent staff?

- ☐ Yes permanent
- ☐ No fixed term contract
- ☐ Mixture of provision

If mixed provision please provide more detail

22. Since 2010, has the number of museum staff with collections care responsibilities for archaeological collections:

- ☐ increased?
- ☐ decreased?
- ☐ stayed the same?

Please add brief comments here as to the nature of any changes

23. Please add any brief comments here that you feel are pertinent to this overall subject

4. Thank you!

Thank you for taking the time to answer our questions - we will be sure to let everyone who has participated have access to a copy of the report that will be produced based on the data we have gathered.

If you are happy to send us copies of your collecting policy and deposition guidelines, please email these to XXXXXXXXX. We will not share them without your written permission.

18 APPENDIX 2: Survey distribution list

1	Bath Abbey	Bath/NE Somerset
2	Roman Baths Museum	Bath / NE Somerset
3	The Higgins Art Gallery and Museum	Bedfordshire
4	Wardown House Museum & Gallery	Bedfordshire
5	Ure Museum	Berkshire
6	Reading Museum	Berkshire
7	West Berkshire Museum	Berkshire
8	Bristol Museum	Bristol
9	SS Great Britain Trust	Bristol
10	University of Bristol Spelaeological Society	Bristol
11	Old Gaol Museum	Buckinghamshire
12	Bucks County Museum	Buckinghamshire
13	Wycombe Museum	Buckinghamshire
14	Farmland Museum and Denny Abbey	Cambridgeshire
15	Museum of Archaeology and Anthropology	Cambridgeshire
16	University Museum of Zoology Cambridge	Cambridgeshire
17	Whittlesey Museum	Cambridgeshire
18	St Neots Museum	Cambridgeshire
19	Museum of Classical Archaeology	Cambridgeshire
20	The Farmland Museum & Denny Abbey	Cambridgeshire
21	Ely Museum	Cambridgeshire
22	Congleton Museum	Cheshire
23	Dewa Roman Experience	Cheshire
24	Grosvenor Museum	Cheshire
25	Nantwich Museum	Cheshire
26	Warrington Museum & Art Gallery	Cheshire
27	Dorman Museum	Cleveland
28	Anker's House Museum	Co. Durham

29	Beamish Museum	Co. Durham
30	Culture and Information Services	Co. Durham
31	Museum of Archaeology	Co. Durham
32	Old Guildhall Museum	Cornwall
33	Penlee House Gallery & Museum	Cornwall
34	Royal Cornwall Museum	Cornwall
35	Kendal Museum	Cumbria
36	Keswick Museum	Cumbria
37	Penrith and Eden	Cumbria
38	Senhouse Roman Museum	Cumbria
39	The Dock Museum	Cumbria
40	The Ruskin Museum	Cumbria
41	Tullie House Museum and Art Gallery	Cumbria
42	Buxton Museum and Art Gallery	Derbyshire
43	Derby Museum & Art Gallery	Derbyshire
44	Erewash Museum	Derbyshire
45	Peak District Mining Museum	Derbyshire
46	Wirksworth Heritage Centre	Derbyshire
47	Royal Albert Memorial Museum	Devon
48	Plymouth City Museum & Art Gallery	Devon
49	Bridport Museum	Dorset
50	Dorset County Museum	Dorset
51	Lyme Regis Museum	Dorset
52	Poole Museum	Dorset
53	Sherborne Museum	Dorset
54	Hull and East Riding Museum	East Riding of Yorkshire
55	Barbican House Museum	East Sussex
56	Battle Museum of Local History	East Sussex
57	Hastings Museum & Art Gallery	East Sussex
58	Heritage Eastbourne	East Sussex
59	Nautical Museums Trust (known as Shipwreck Museum)	East Sussex

60	Rye Castle Museum	East Sussex
61	Seaford Museum	East Sussex
62	The Royal Pavilion & Museums, Brighton & Hove	East Sussex
63	Sewerby Hall	East Yorkshire
64	The Treasure House	East Yorkshire
65	Burnham Museum	Essex
66	Chelmsford Museum	Essex
67	Earls Colne Heritage Museum	Essex
68	Mersea Island Museum	Essex
69	Museum Resource Centre	Essex
70	Saffron Walden Museum	Essex
71	Thurrock Museum	Essex
72	Valence House Museum	Essex
73	Corinium Museum	Gloucestershire
74	Dean Heritage Centre	Gloucestershire
75	Museum in the Park	Gloucestershire
76	The Wilson	Gloucestershire
77	Gallery Oldham	Greater Manchester
78	Manchester Museum	Greater Manchester
79	Hampshire Cultural Trust	Hampshire
80	Mary Rose Museum	Hampshire
81	Petersfield Museum	Hampshire
82	Portsmouth Museum	Hampshire
83	Southampton City Council Arts & Heritage	Hampshire
84	St Barbe Museum & Art Gallery	Hampshire
85	Herefordshire Museum Service	Herefordshire
86	Kington Museum	Herefordshire
87	Royston Museum	Hertfordshire
88	Barnet Museum	Hertfordshire
89	Bushey Museum	Hertfordshire
90	North Hertfordshire Museum	Hertfordshire

91	Three Rivers Museum Trust	Hertfordshire
92	Ware Museum	Hertfordshire
93	Welwyn & Hatfield Museum Service	Hertfordshire
94	Brading Roman Villa	Isle of Wight
95	Isle of Wight Museum Service	Isle of Wight
96	Ashford Museum	Kent
97	Canterbury Heritage Museum	Kent
98	Dartford Borough Museum	Kent
99	Dover Museum and Bronze Age Boat Gallery	Kent
100	Guildhall Museum	Kent
101	Maidstone Museum & Bentrif Art Gallery	Kent
102	Minster Gatehouse Museum	Kent
103	Powell-Cotton Museum	Kent
104	Sevenoaks Museum	Kent
105	Sittingbourne Heritage Museum	Kent
106	Tunbridge Wells Museum & Art Gallery	Kent
107	Lancashire County Museum Service	Lancashire
108	Museum of Lancashire	Lancashire
109	South Ribble Museum & Exhibition Centre	Lancashire
110	Towneley Hall	Lancashire
111	Bury Art Museum & Sculpture Centre	Lancashire
112	Salford Museum & Art Gallery	Lancashire
113	Bosworth Battlefield Heritage Centre	Leicestershire
114	Collections Resources Centre	Leicestershire
115	Hinckley and District Museum	Leicestershire
116	Jewry Wall Museum	Leicestershire
117	Leicestershire County Council Museums	Leicestershire
118	Ayscoughfee Hall Museum	Lincolnshire
119	Louth Museum	Lincolnshire
120	North Lincolnshire Museum	Lincolnshire
121	The Collection: Art & Archaeology in Lincolnshire	Lincolnshire

122	All Hallows by the Tower Church	London
123	Cuming Museum	London
124	Greenwich Heritage Centre	London
125	Guildhall Art Gallery	London
126	Gunnersbury Park Museum	London
127	Museum of London	London
128	Museum of Wimbledon	London
129	Petrie Museum of Egyptian Archaeology	London
130	The Museum of Wimbledon	London
131	The View	London
132	Garstang Museum	Merseyside
133	Museum of Liverpool	Merseyside
134	Enfield Museum	Middlesex
135	Spelthorne Museum	Middlesex
136	Milton Keynes Museum	Milton Keynes
137	English Heritage	National
138	Gressenhall Farm and Workhouse	Norfolk
139	Norfolk Museums Service	Norfolk
140	Norwich Castle Museum and Art Gallery	Norfolk
141	North Lincolnshire Museum Service	North Lincolnshire
142	Corby Heritage Centre	Northamptonshire
143	Daventry Museum	Northamptonshire
144	Kettering Museum and Art Gallery	Northamptonshire
145	Manor House Museum	Northamptonshire
146	Northampton Museums and Art Gallery	Northamptonshire
147	Wellingborough Museum	Northamptonshire
148	Oundle Museum	Northamptonshire
149	Piddington Roman Villa Museum	Northamptonshire
150	Prebendal Manor	Northamptonshire
151	Towcester Museum	Northamptonshire
152	Berwick Museum & Art Gallery	Northumberland

153	Corbridge Roman Town	Northumberland
154	Roman Vindolanda Site and Museum	Northumberland
155	Nottingham Castle Museum & Art Gallery	Nottinghamshire
156	Bassetlaw Museum	Nottinghamshire
157	Creswell Crags Museum & Visitor Centre	Nottinghamshire
158	National Civil War Centre - Newark Museum	Nottinghamshire
159	Mansfield Museum	Nottinghamshire
160	Museum of Oxford	Oxfordshire
161	Oxfordshire Museums Service	Oxfordshire
162	River & Rowing Museum	Oxfordshire
163	Wallingford Museum	Oxfordshire
164	Thorney Heritage Museum	Peterborough
165	Rutland County Museum	Rutland
166	Clun Town Trust Museum	Shropshire
167	Ironbridge Gorge Museum Trust	Shropshire
168	Shrewsbury Museum & Art Gallery	Shropshire
169	Blake Museum	Somerset
170	Community Heritage Access Centre	Somerset
171	Glastonbury Abbey	Somerset
172	Somerset Heritage Centre	Somerset
173	The Shoe Museum	Somerset
174	Museums Sheffield	South Yorkshire
175	Rotherham Heritage Services	South Yorkshire
176	Brampton Museum and Art Gallery	Staffordshire
177	Tamworth Castle	Staffordshire
178	The Potteries Museum & Art Gallery	Staffordshire
179	Stockport Heritage Services	Stockport
180	Halesworth and District Museum	Suffolk
181	Ipswich Museum	Suffolk
182	Lowestoft Museum	Suffolk
183	Lowestoft war memorial museum	Suffolk

184	Moyse's Hall Museum	Suffolk
185	Norfolk & Suffolk Aviation Museum	Suffolk
186	Southwold Museum	Suffolk
187	Suffolk County Council Archaeological Service	Suffolk
188	West Stow Country Park and Anglo-Saxon Village	Suffolk
189	Bourne Hall Museum	Surrey
190	Godalming Museum	Surrey
191	Guildford Heritage Services	Surrey
192	Haslemere Museum	Surrey
193	Kingston Museum	Surrey
194	Museum and Heritage Service	Surrey
195	Royal Botanic Gardens, Kew	Surrey
196	The Museum of Farnham	Surrey
197	Jarrow Hall (formerly Bedes World)	Tyne and Wear
198	Arbeia Roman Fort and Museum	Tyne and Wear
199	Great North Museum: Hancock	Tyne and Wear
200	Shakespeare Birthplace Trust	Warwickshire
201	Leamington Spa Art Gallery & Museum	Warwickshire
202	Nuneaton Museum & Art Gallery	Warwickshire
203	Rugby Art Gallery and Museum	Warwickshire
204	Warwickshire Museum	Warwickshire
205	Birmingham Museum & Art Gallery	West Midlands
206	Herbert Art Gallery & Museum	West Midlands
207	Sandwell Museum Service	West Midlands
208	Walsall Leather Museum	West Midlands
209	Wolverhampton Art Gallery	West Midlands
210	Crawley Museum	West Sussex
211	Fishbourne Roman Palace	West Sussex
212	Henfield	West Sussex
213	Horsham Museum and Art Gallery	West Sussex
214	Littlehampton Museum	West Sussex

215	Manor Cottage Heritage Centre	West Sussex
216	Steyning Museum	West Sussex
217	The Novium Museum	West Sussex
218	Southwick Manor Cottage	West Sussex
219	Worthing Museum & Art Gallery	West Sussex
220	Bignor Roman Villa	West Sussex
221	National Trust Tisbury Hub	Wiltshire
222	Swindon Museum and Art Gallery	Wiltshire
223	Athelstan Museum	Wiltshire
224	Chippenham Museum	Wiltshire
225	Purton Museum	Wiltshire
226	Stourhead House	Wiltshire
227	Trowbridge Museum	Wiltshire
228	Wiltshire Museum	Wiltshire
229	Almonry Museum	Worcestershire
230	Bewdley Museum	Worcestershire
231	Droitwich Spa Heritage & Information Centre	Worcestershire
232	Museums Worcestershire	Worcestershire
233	The Almonry Heritage Centre and TIC	Worcestershire
234	Forge Mill Needle Museum	Worcestershire
235	Malvern Museum	Worcestershire
236	Bankfield Museum	Yorkshire
237	Bolling Hall Museum	Yorkshire
238	Bradford Museums and Galleries Service	Yorkshire
239	Craven Museum	Yorkshire
240	Harrogate Museums and Arts	Yorkshire
241	Hull and East Riding Museum	Yorkshire
242	Kirklees Museums and Galleries	Yorkshire
243	Leeds Museum Discovery Centre	Yorkshire
244	Malton Museum	Yorkshire
245	Merchant Adventurers' Hall	Yorkshire

246	Pontefract Museum	Yorkshire
247	Ryedale Folk Museum	Yorkshire
248	Saddleworth Museum	Yorkshire
249	Scarborough Museums Trust	Yorkshire
250	Sewerby Hall	Yorkshire
251	Tolson Museum	Yorkshire
252	The Treasure House	Yorkshire
253	Wakefield Museum	Yorkshire
254	Whitby Museum	Yorkshire
255	York Minster	Yorkshire
256	Yorkshire Museum	Yorkshire

20 APPENDIX 3: List of museums that returned survey responses

1	All Hallows by the Tower Church	London & EE	London
2	Almonry Museum	West Midlands	Worcestershire
3	Athelstan Museum	South West	Wiltshire
4	Ayscoughfee Hall	East Midlands	Lincolnshire
5	Bassetlaw Museum	East Midlands	Nottinghamshire
6	Bath Abbey	South West	Somerset
7	Battle Museum of Local History	South East	East Sussex
8	Beaney House of Art and Knowledge	South East	Kent
9	Bewdley Museum	West Midlands	Worcestershire
10	Birmingham Museum & Art Gallery	West Midlands	Warwickshire
11	Blake Museum	South West	Somerset
12	Brampton Museum and Art Gallery	West Midlands	Staffordshire
13	Bridport Museum Trust	South West	Dorset
14	Bristol Museum & Art Gallery	South West	Bristol
15	Burnham-on-Crouch and District Museum	London & EE	Essex
16	Bury Art Museum & Sculpture Centre	North West	Lancashire
17	Chelmsford Museum	London & EE	Essex

18	Cliffe Castle	North East	Yorkshire
19	Clifton Park Museum	North East	Yorkshire
20	Colchester Castle Museum	London & EE	Essex
21	Collections Management Centre	South East	Hampshire
22	Congleton Museum	North West	Cheshire
23	Corbridge Roman Site	North East	Northumberland
24	Corby Heritage Centre	East Midlands	Northamptonshire
25	Corinium Museum	South West	Gloucestershire
26	Craven Museum	North East	Yorkshire
27	Creswell Crags Museum	East Midlands	Nottinghamshire
28	Cuming Museum Collection	London & EE	London
29	Derby Museum & Art Gallery	East Midlands	Derbyshire
30	Dover Museum and Bronze Age Boat Gallery	South East	Kent
31	Droitwich Spa Heritage & Information Centre	West Midlands	Worcestershire
32	Earls Colne Heritage Museum	London & EE	Essex
33	English Heritage Trust	North East	Yorkshire
34	English Heritage Trust	London & EE	Bedfordshire
35	English Heritage Trust	South West	Somerset
36	English Heritage Trust	South East	Kent
37	Farmland Museum	London & EE	Cambridgeshire
38	Fishbourne Roman Palace	South East	West Sussex
39	Gallery Oldham	North West	Greater Manchester
40	Garstang Museum of Archaeology	North West	Merseyside
41	Godalming Museum	South East	Surrey
42	Great North Museum: Hancock	North East	Tyne and Wear
43	Gressenhall Farm and Workhouse	London & EE	Norfolk
44	Guildford Museum	South East	Surrey
45	Gunnersbury Park	London & EE	London
46	Halesworth and District Museum	London & EE	Suffolk
47	Hampshire Cultural Trust	South East	Hampshire
48	Hastings Museums and Art Gallery	South East	East Sussex
49	Henfield	South East	West Sussex
50	Herbert Art Gallery & Museum	West Midlands	West Midlands
51	Heritage Eastbourne	South East	East Sussex

52	Hinckley & District Museum	East Midlands	Leicestershire
53	Hull and East Riding Museum	North East	Yorkshire
54	Ipswich Museum	London & EE	Suffolk
55	Kendal Museum	North West	Cumbria
56	Kirklees	North East	Yorkshire
57	Leeds Museum Discovery Centre	North East	Yorkshire
58	Leicestershire County Council Museums	East Midlands	Leicestershire
59	Lewes Castle and Museums	South East	East Sussex
60	Littlehampton Museum	South East	West Sussex
61	Louth Museum	East Midlands	Lincolnshire
62	Lowestoft Museum	London & EE	Suffolk
63	Lyme Regis Museum	South West	Dorset
64	Maidstone Museum	South East	Kent
65	Malvern Museum	West Midlands	Worcestershire
66	Manchester Museum	North West	Greater Manchester
67	Manor Cottage	South East	West Sussex
68	Mansfield Museum	East Midlands	Nottinghamshire
69	Mersea Island Museum	London & EE	Essex
70	Milton Keynes Museum	South East	Milton Keynes
71	Minster Gatehouse Museum	South East	Kent
72	Moyse's Hall Museum	London & EE	Suffolk
73	Museum in the Park	South West	Gloucestershire
74	Museum of Archaeology	North East	Co. Durham
75	Museum of Archaeology & Anthropology	London & EE	Cambridgeshire
76	Museum of Classical Archaeology	London & EE	Cambridgeshire
77	Museum of Liverpool	North West	Merseyside
78	Museum of London (Archaeological Archive)	London & EE	London
79	Museum of Oxford	South East	Oxfordshire
80	Museum of Wimbledon	London & EE	London
81	Museums Sheffield	North East	Yorkshire
82	National Civil War Centre - Newark Museum	North East	Nottinghamshire
83	National Trust	South West	Wiltshire
84	Norfolk & Suffolk Aviation Museum	London & EE	Suffolk
85	North Hertfordshire Museum	London & EE	Hertfordshire

86	North Lincolnshire Museum	East Midlands	North Lincolnshire
87	Northampton Museums and Art Gallery	East Midlands	Northamptonshire
88	Norwich Castle Museum	London & EE	Norfolk
89	Oundle Museum	East Midlands	Northamptonshire
90	Peak District Lead Mining Museum	East Midlands	Derbyshire
91	Penlee House Gallery & Museum	South West	Cornwall
92	Petrie Museum of Egyptian Archaeology	London & EE	London
93	Pontefract Museum	North East	Yorkshire
94	Portsmouth Museum	South East	Hampshire
95	Powell-Cotton Museum	South East	Kent
96	Royal Albert Memorial Museum	South West	Devon
97	Royal Botanic Gardens, Kew	London & EE	Surrey
98	Royal Cornwall Museum	South West	Cornwall
99	Royal Pavilion & Museums, Brighton & Hove	South East	East Sussex
100	Royal Pump Room Museum	North East	Yorkshire
101	Royston Museum	London & EE	Hertfordshire
102	Rutland County Museum	East Midlands	Rutland
103	Saddleworth Museum	North West	Yorkshire
104	Saffron Walden Museum	London & EE	Essex
105	Senhouse Roman Museum	North West	Cumbria
106	Shipwreck Museum	South East	East Sussex
107	Sittingbourne Heritage Museum	South East	Kent
108	South Ribble Museum & Exhibition Centre	North West	Lancashire
109	Spelthorne Museum	South East	Middlesex
110	St Neots	London & EE	Cambridgeshire
111	Stockport Museums Service	North West	Greater Manchester
112	Stourhead	South West	Wiltshire
113	Suffolk County Council Archaeological Service	London & EE	Suffolk
114	Sutton Museum & Heritage Service	London & EE	London
115	Swindon Museum and Art Gallery	South West	Wiltshire
116	Tamworth Castle	West Midlands	Staffordshire
117	Thameside Complex	London & EE	Thurrock
118	The Collection	North East	Lincolnshire
119	The Higgins Bedford	London & EE	Bedfordshire

120	The Novium Museum	South East	West Sussex
121	The Old Gaol	London & EE	Cambridgeshire
122	The Prebendal Manor	East Midlands	Northamptonshire
123	The Ruskin Museum	North West	Cumbria
124	The Steyning Museum Trust	South East	West Sussex
125	The Treasure House	North East	Yorkshire
126	The View	London & EE	London
127	The Wilson	South West	Gloucestershire
128	Thorney Heritage Museum	London & EE	Peterborough
129	Three Rivers	London & EE	Hertfordshire
130	Towcester Museum	East Midlands	Northamptonshire
131	Towneley Hall Art Gallery & Museum	North West	Lancashire
132	Trowbridge Museum	South West	Wiltshire
133	Tullie House Museum & Art Gallery	North West	Cumbria
134	University Museum of Zoology Cambridge	London & EE	Cambridgeshire
135	Valence House Museum	London & EE	Essex
136	Vindolanda Trust	North East	Northumberland
137	Wallingford Museum	South East	Oxfordshire
138	Wardown House Museum & Gallery	London & EE	Bedfordshire
139	Warrington Museum & Art Gallery	North West	Cheshire
140	Warwickshire Museum	West Midlands	Warwickshire
141	Wellingborough Museum	East Midlands	Northamptonshire
142	Welwyn Hatfield Museum Service	London & EE	Hertfordshire
143	West Berkshire Museum	South East	West Berkshire
144	West Stow Country Park & Anglo-Saxon Village	London & EE	Suffolk
145	Whitby Museum	North East	Yorkshire
146	Wolverhampton Art Gallery	West Midlands	West Midlands
147	Worcester City Art Gallery and Museum	West Midlands	Worcestershire
148	Yorkshire Museum	North East	Yorkshire

21 APPENDIX 4: List of museums still actively collecting archaeological archives

(Those marked with a * are charging a deposition fee)

1	Bassetlaw Museum	East Midlands	Nottinghamshire
2	Bath Abbey	South West	Somerset
3	Birmingham Museum & Art Gallery	West Midlands	Warwickshire
4	Blake Museum	South West	Somerset
5	Bristol Museum & Art Gallery*	South West	Bristol
6	Bury Art Museum & Sculpture Centre	North West	Lancashire
7	Chelmsford Museum*	London & EE	Essex
8	Clifton Park Museum*	North East	Yorkshire
9	Colchester Castle Museum*	London & EE	Essex
10	Collections Management Centre*	South East	Hampshire
11	Congleton Museum*	North West	Cheshire
12	Corbridge Roman Site	North East	Northumberland
13	Corinium Museum*	South West	Gloucestershire
14	Craven Museum*	North East	Yorkshire
15	Creswell Crags Museum	East Midlands	Nottinghamshire
16	Derby Museum & Art Gallery*	East Midlands	Derbyshire
17	Dover Museum and Bronze Age Boat Gallery*	South East	Kent
18	Droitwich Spa Heritage and Information Centre	West Midlands	Worcestershire
19	English Heritage Trust	North East	Yorkshire
20	English Heritage Trust	London & EE	Bedfordshire
21	English Heritage Trust	South West	Somerset
22	English Heritage Trust	South East	Kent
23	Farmland Museum	London & EE	Cambridgeshire
24	Fishbourne Roman Palace*	South East	West Sussex
25	Garstang Museum of Archaeology	North West	Merseyside
26	Godalming Museum*	South East	Surrey
27	Great North Museum: Hancock*	North East	Tyne and Wear
28	Guildford Museum	South East	Surrey
29	Halesworth and District Museum	London & EE	Suffolk
30	Hampshire Cultural Trust*	South East	Hampshire
31	Hastings Museums and Art Gallery	South East	East Sussex
32	Herbert Art Gallery & Museum*	West Midlands	West Midlands
33	Heritage Eastbourne*	South East	East Sussex
34	Hull and East Riding Museum*	North East	Yorkshire

35	Ipswich Museum*	London & EE	Suffolk
36	Kirkless*	North East	Yorkshire
37	Leeds Museum Discovery Centre*	North East	Yorkshire
38	Leicestershire County Council Museums*	East Midlands	Leicestershire
39	Littlehampton Museum*	South East	West Sussex
40	Maidstone Museum*	South East	Kent
41	Manchester Museum	North West	Greater Manchester
42	Manor Cottage	South East	West Sussex
43	Mansfield Museum	East Midlands	Nottinghamshire
44	Milton Keynes Museum*	South East	Milton Keynes
45	Museum of Archaeology & Anthropology*	London & EE	Cambridgeshire
46	Museum of Archaeology*	North East	Co. Durham
47	Museum of Classical Archaeology	London & EE	Cambridgeshire
48	Museum of Liverpool*	North West	Merseyside
49	Museums Sheffield*	North East	Yorkshire
50	National Civil War Centre - Newark Museum*	North East	Nottinghamshire
51	National Trust	South West	Wiltshire
52	North Hertfordshire Museum*	London & EE	Hertfordshire
53	North Lincolnshire Museum*	East Midlands	North Lincolnshire
54	Northampton Museums and Art Gallery*	East Midlands	Northamptonshire
55	Norwich Castle Museum*	London & EE	Norfolk
56	Peak District Lead Mining Museum	East Midlands	Derbyshire
57	Portsmouth Museum	South East	Hampshire
58	Royal Albert Memorial Museum*	South West	Devon
59	Royal Cornwall Museum*	South West	Cornwall
60	Rutland County Museum*	East Midlands	Rutland
61	Saddleworth Museum	North West	Yorkshire
62	Saffron Walden Museum*	London & EE	Essex
63	Senhouse Roman Museum	North West	Cumbria
64	Shipwreck Museum	South East	East Sussex
65	Spelthorne Museum*	South East	Middlesex
66	Suffolk County Council Archaeological Service*	London & EE	Suffolk
67	Sutton Museum & Heritage Service	London & EE	London
68	Swindon Museum & Art Gallery*	South West	Wiltshire

69	The Collection*	North East	Lincolnshire
70	The Higgins Bedford*	London & EE	Bedfordshire
71	The Novium Museum*	South East	West Sussex
72	The Steyning Museum Trust	South East	West Sussex
73	The Treasure House*	North East	Yorkshire
74	The Wilson*	South West	Gloucestershire
75	Three Rivers	London & EE	Hertfordshire
76	Towneley Hall Art Gallery & Museum	North West	Lancashire
77	Tullie House Museum and Art Gallery*	North West	Cumbria
78	Valence House Museum	London & EE	Essex
79	Vindolanda Trust	North East	Northumberland
80	Wallingford Museum	South East	Oxfordshire
81	Warrington Museum & Art Gallery*	North West	Cheshire
82	Warwickshire Museum*	West Midlands	Warwickshire
83	Wellingborough Museum	East Midlands	Northamptonshire
84	Welwyn Hatfield Museum Service*	London & EE	Hertfordshire
85	West Berkshire Museum*	South East	West Berkshire
86	Whitby Museum	North East	Yorkshire
87	Worcester City Art Gallery and Museum*	West Midlands	Worcestershire
88	Yorkshire Museum*	North East	Yorkshire

22 APPENDIX 5: List of museums no longer collecting archaeological archives

(Those marked with a *hope to collect again in the future)

1	West Stow Country Park & Anglo-Saxon Village	London & EE	Suffolk
2	Battle Museum of Local History*	South East	East Sussex
3	Beaney House of Art and Knowledge*	South East	Kent
4	Brampton Museum and Art Gallery	West Midlands	Staffordshire
5	Cliffe Castle*	North East	Yorkshire
6	Cuming Museum Collection	London & EE	London
7	Gallery Oldham	North West	Greater Manchester
8	Gunnersbury Park	London & EE	London
9	Kendal Museum*	North West	Cumbria
10	Lewes Castle and Museums*	South East	East Sussex
11	Moyse's Hall Museum	London & EE	Suffolk
12	Museum in the Park*	South West	Gloucestershire
13	Museum of London (Archaeological Archive)*	London & EE	London
14	Petrie Museum of Egyptian Archaeology*	London & EE	London
15	Pontefract Museum*	North East	Yorkshire
16	Royal Pavilion & Museums, Brighton & Hove	South East	East Sussex
17	Royal Pump Room Museum	North East	Yorkshire
18	Sittingbourne Heritage Museum	South East	Kent
19	Stockport Museums Service*	North West	Greater Manchester
20	Tamworth Castle*	West Midlands	Staffordshire
21	Thameside Complex	London & EE	Thurrock
22	Trowbridge Museum	South West	Wiltshire
23	Wardown House Museum & Gallery*	London & EE	Bedfordshire

23 APPENDIX 6: Digest of comments regarding digital archives

Free text responses to the question: Is your museum capable and willing to curate digital material deposited as part of an archive? If not, how is this problem addressed?

<i>Digital discs have been deposited with archives, and field units can submit records to OASIS but we do not use this ourselves.</i>	West Midlands	Charitable trust
<i>Written into planning briefs that [the digital archive] must be deposited with ADS.</i>	West Midlands	Local authority
<i>We very rarely collect digital material. We would use the expertise of the County to inform us as to best practice in preserving this material if we did accept it.</i>	West Midlands	Local authority
<i>Material is passed to...the local repository.</i>	West Midlands	Local authority
<i>We have not been offered any digital material to date, and do not have the staff to oversee this.</i>	West Midlands	Independent
<i>We don't acquire this type of material.</i>	West Midlands	Local authority
<i>We are currently working with ADS to enable long term storage of digital borne data from archaeological archives.</i>	West Midlands	Local authority
<i>[To address collecting digital, it would require] funding, specialist trained staff, support to extend the building (we do not have a dedicated collections research area)</i>	West Midlands	Local authority
<i>We are still in the process of curating our collection, and do not currently have the resources to focus on one area of our collection.</i>	East Midlands	Local authority
<i>We ask for digital material to be deposited with ADS or similar. We are currently looking at how we can accept digital images.</i>	East Midlands	Local authority
<i>We do not want to curate this, especially as our computer system is inadequate.</i>	East Midlands	Charitable trust
<i>Currently reviewing how we do this as part of a review of all our policies and procedures.</i>	East Midlands	Local authority
<i>We collect in accordance with our collection policy, which is essentially for the Borough... We only, collect items which are interesting enough to be displayed to the public, if only occasionally.</i>	East Midlands	Charitable trust
<i>This is currently only by accepting digital files on CD/DVD which are not migrated. Therefore, we are looking to work with ADS and require digital aspects of the archives to be lodged with them instead to make them more accessible and ensure their long term survival.</i>	East Midlands	Local authority
<i>Deposition with a secure digital repository is required.</i>	East Midlands	Charitable trust
<i>We have never been asked to do so - we will address the problem when it arises and seek appropriate advice.</i>	East Midlands	Local authority
<i>We do not specialise in digital media and therefor request any digital archives be deposited with Archaeology Data Services (ADS).</i>	East Midlands	Local authority
<i>Theoretically willing, however no procedures are in place at the moment to do this. We tend to see 'digital' as memory sticks and discs, which we're aware isn't good enough. However, this simply isn't a priority for the collection yet.</i>	East Midlands	Charitable trust
<i>We could but it is not ideal because, depending on format, things need to be migrated and it takes time and has to be remembered. We probably have information on floppy discs which we wouldn't be able to access (although I have kept a reader.) IT have trouble getting their heads round why we need to be backward compatible.</i>	East Midlands	Local authority
<i>We do not currently have a digital collecting policy or procedure, but are looking to develop one.</i>	North West	Charitable trust
<i>We do not have the resources to curate such material - if the developer pays it could go to ADS.</i>	North West	University or other academic body
<i>So far we have not been asked to take any digital material.</i>	North West	University or other academic body

<i>Answer is possibly, depending on the quality of the material evidence and the digital data, and its specific relevance to our Collecting Policy.</i>	North West	Independent
<i>Our deposition policy makes it clear that we cannot curate digital material. We encourage units to deposit digital material with ADS. If digital material (e.g. CDs of drawings or databases) are included in the archive, we ask for hard copy versions of key items/data.</i>	North East	Charitable trust
<i>We require the deposition and archive of digital assets with the ADS.</i>	North East	Charitable trust
<i>We do not have access to a secure server that would provide long-term security for digital archives. We do take discs etc. but have to accept that these are likely to deteriorate over time.</i>	North East	University or other academic body
<i>We are working on this at the moment with archive staff.</i>	North East	Local authority
<i>Deposition with ADS is required.</i>	North East	Charitable trust
<i>We are willing but lack the knowledge and expertise to do this. At the moment data is deposited with ADS and we keep digital data (on CD Roms, DVDs, etc) in the main store with the archive.</i>	North East	Local authority
<i>The guidelines state all digital material must be deposited with the ADS.</i>	North East	Charitable trust
<i>Depositors are asked to archive digital material with ADS.</i>	North East	Local authority
<i>We can store it but organisation and public access more problematic. However we are working on it.</i>	London & EE	Local authority
<i>Only in most basic sense - storing CDs in a datasafe and receiving digital reports (mostly evaluations and HBRs) as MS Word documents.</i>	London & EE	Local authority
<i>We would not currently accept digital material.</i>	London & EE	Local authority
<i>The problem [of collecting digital archives] has not arisen [for us].</i>	London & EE	Charitable trust
<i>Very small resources - we do not need to worry about it usually!</i>	London & EE	Independent
<i>Deposition with ADS is required.</i>	London & EE	Charitable trust
<i>We could theoretically do this, although it is not an issue which has come up so far.</i>	London & EE	University or other academic body
<i>[We would collect] if appropriate to any of our historic collections or the... site.</i>	London & EE	Independent
<i>It is a requirement that all digital data is stored with the ADS.</i>	London & EE	Local authority
<i>No work done on deposited material.</i>	London & EE	Independent
<i>Directed to ADS.</i>	South West	Local authority
<i>We specify that digital archive must be deposited directly with ADS by the archaeological company and that details of this are contained within the site archive. We still ask for copies of reports and images on a disc for our own use.</i>	South West	Local authority
<i>Not geared up for it at present.</i>	South West	Charitable trust
<i>Deposition with ADS is required.</i>	South West	Charitable trust
<i>Our collecting policy means this situation is unlikely to occur.</i>	South West	Charitable trust
<i>We are willing but would welcome any guidance.</i>	South West	Independent
<i>Our guidelines for deposition of archives require deposition of digital material with ADS.</i>	South West	Local authority
<i>Not yet, we are considering longer term approach to digital recording beyond our internal needs. We transfer acquired paper archives to the County Record Offices under Heads of Agreement with them.</i>	South West	Charitable trust
<i>We could store digital material on memory sticks disks etc but may not have the means to read it. Until we can find such means we would probably have to refuse such material. However it is academic as we have no space for any</i>	South East	Charitable trust

<i>further material of any type.</i>		
<i>[We have] concerns about compatibility with the Museum's software/hardware and the shelf life of digital records. We would tend to make hard copies and accession these rather than the digital material itself.</i>	South East	Charitable trust
<i>Deposition with ADS is required.</i>	South East	Charitable trust
<i>This is due to a lack of expertise and resources. It is not a priority to be addressed.</i>	South East	Local authority
<i>We are unable to deal with digital material as we have no internet access at the museum.</i>	South East	Independent
<i>Digital material is deposited with [the county] History Centre.</i>	South East	Independent
<i>Subject to resources.</i>	South East	Local authority
<i>In the past, it seems to have been completely ignored and our stores are full of defunct digital materials on e.g. floppy disc etc.... Now all digital archives go to the Records Office. I am not convinced this is an acceptable solution either.</i>	South East	Local authority
<i>We are in process of developing a digital collections strategy.</i>	South East	Local authority
<i>We do collect digital data, but we cannot provide long term permanent archiving for it, and use ADS for this.</i>	South East	Local authority
<i>We have not yet been given any digital material and have not discussed this matter. But probably we would try to curate it if it was received.</i>	South East	Charitable trust
<i>We need funding to employ a qualified person, with appropriate equipment, to do the job. [We were refused funding] when we asked for a grant to do this with a protected site.</i>	South East	Charitable trust
<i>Our collections are stored and managed by [the] County Museums Service.</i>	South East	Local authority
<i>We specify records in hard copy. If provided digitally we save to the server, but often do not have the correct software to read the files.</i>	South East	Local authority
<i>We are currently looking in to this ready for the take-over of responsibility.</i>	South East	Independent

24 APPENDIX 7: Digest of comments provided by survey responders

<i>Expected time to run out of space has reduced as we are potentially expecting a large archive in the next year. Expert guidance on rationalisation of existing collections and deselection at pre- and post-excavation stage would be most helpful. This would require planning archaeologists, museum staff and unit staff to work more closely together. There needs to be an acceptance within the wider archaeological world that museum collections can be rationalised. The above has been even more important for us as we may have to vacate our archaeological store in the next few years.</i>	West Midlands	Charitable trust
<i>We have no in-house expertise so rely on other museums and specialists for advice and information.</i>	West Midlands	Local authority
<i>We have accepted archaeology in the past as the only available repository for local finds and archives. Material is now passed on to [an alternative store].</i>	West Midlands	Local authority
<i>There is a planned move of all the museum stores in the next 12 - 18 months, whilst we have requested an increase in storage capacity, particularly in light of the significant quantities of archaeological archives from HS2, we are vying for space with other council services and it is unclear if we will be successful.</i>	West Midlands	Local authority

<i>It's quite apparent the entire system has broken down. There are excavations in our collecting area but we have not been contacted. No academic has requested to view a British archaeological archive in living memory.</i>	West Midlands	Charitable trust
<i>It is just a coincidence that our culture and arts manager is knowledgeable about archaeology. On the most part it is not part of her role to curate/research/display the archaeology. That role is for the Collections Officer who has been in post for 15 years but has no training in archaeology. But they rarely use this knowledge as it is not a big part of the job.</i>	West Midlands	Local authority
<i>If we go into Trust, which is currently under consideration, then staffing structure will be income dependent. However, the History Curator post is acknowledged as one of the most significant and necessary posts.</i>	East Midlands	Local authority
<i>In order to create space in our store for incoming archaeological archives we have a number of staff and volunteer projects underway to rationalise collections and also make better use of the storage space. Since completing the 2017 survey we have created more free shelves hence why our volume of storage space has increased and also the number of years left until they are filled.</i>	East Midlands	Local authority
<i>We have 5 part time staff (equivalent to 2.5 full time) to run the whole museum and archives. Three of these staff are only employed from Easter to October. We are very short of staff for financial reasons.</i>	East Midlands	Independent
<i>All my collections work comes second to finance, building condition, management, health and safety.</i>	East Midlands	Local authority
<i>We are a tiny museum. We are in principle keen to [collect archaeological archives]. We do not have space/staff to do so. We are a member of the [local] Museums Group. They have failed to make any progress in the provision of a shared storage facility.</i>	North West	Local authority
<i>The Museum Manager role combines collection care with other aspects of the role.</i>	North West	Charitable trust
<i>We only collect digital archives.</i>	North West	University or other academic body
<i>Curatorial expertise/knowledge/connoisseurship is declining in ALL museum disciplines. It is necessary to network to discover expert sources of assistance.</i>	North West	Independent
<i>As regards ourselves, we are in a position where experience of the collections has meant we 'get by' but also can create displays, identify items, answer enquiries and go so far as we can without a specialist. It is very unlikely that there will be any staff dedicated to archaeology in the future. We are only now looking to appoint a part time curator of art after the post has been empty for about 4 years.</i>	North West	Local authority
<i>In 2017, we were already overcapacity i.e. if we had tried to move every box currently stored in a temporary location (e.g. in a loading bay) onto a permanent location shelf we would still have had approx 165 unhomed boxes. In 2018, we would have 290 unhomed boxes remaining. We struggle to find the time to even move the boxes (even more so since there is only 1 staff member now) and these calculations show it would be a fruitless exercise as the task can't be completed.</i>	North East	Charitable trust
<i>Whilst we have space for archives we are still expecting two large archives by 2020 and have been in consultation with the excavators/stakeholders about preparing and rationalising this material since 2015 to better futureproof the archive. The Trust is also undertaking a stores redevelopment project, but it is unclear whether this will open additional storage space for archaeological collections specifically.</i>	North East	Charitable trust
<i>We are at the brink of completely running out of space and we will be</i>	North East	Local authority

<i>starting a reorganisation project later this year which will hopefully create some space in the archaeology racks, but not much. Discussions have already started as to whether we stop accepting archives temporarily while we get to grips with the problem and try to find solutions going forward.</i>		
<i>The above figures do not include potential projects to improve the efficiency of historic storage within the store. I have estimated that projects to turn non-archival storage to archival storage, to re-organise boxes to close up all gaps and inefficiencies of storage, and to rationalise historic archives to modern standards could produce up to c.32m3 of additional storage capacity. I wonder if such improvements have been fully considered nationally, and whether retrospective rationalisation of historic archives (particularly kiln sites) with the help of specialists would be of value.</i>	North East	Local authority
<i>The current collections storage facility... is full. Almost all the bulk finds from the town's archaeological archives were transferred to Deep Store in 2017. Internal discussions are continuing regarding the future deposition of archives, including what should be included in deposition charges. In general this remains a significant challenge with no obvious solution in sight at present.</i>	London & EE	Local authority
<i>The main bulk of the archaeology collection belongs to English Heritage - we store them and use them.</i>	London & EE	Charitable trust
<i>The archaeology collection will be reviewed in the near future as part of collections-wide review process.</i>	London & EE	Independent
<i>As in other museums, archaeological expertise is currently being provided by a senior manager who has wide ranging responsibilities.</i>	London & EE	Local authority
<i>The museum is volunteer run, with people taking responsibility for areas they find interesting.</i>	London & EE	Independent
<i>Provision for additional storage space to enable us to continue collecting archives in the future are currently being made.</i>	London & EE	Local authority
<i>We are all volunteers and have no specialist archaeological staff. We ask for advice when necessary.</i>	London & EE	Charitable trust
<i>We are keen to keep local material in our area where possible so that it is accessible to local people.</i>	London & EE	Independent
<i>The Museum Curator plus another member of permanent staff do have archaeological experience, but do not meet the criteria required for this survey.</i>	London & EE	Local authority
<i>Merging two collections has resulted in proportionately less time being available for work on the archaeology collections. Whilst our storage situation looks healthy it is very likely that space available for archives will dramatically reduce with a proposed wholesale movement of museum collections currently stored in buildings elsewhere that will be lost</i>	South West	Local authority
<i>Resources are stretched ever tighter but the county wide museums policy for deposition has helped standardise what we are doing and how we relate to one another, and units.</i>	South West	Charitable trust
<i>Roles have been changed/removed and there is now not a regular volunteer with skills curating the collection. Hopefully this will change in the future. Space for storage is also uncertain at present.</i>	South West	Independent
<i>The rate of collecting has slowed down over the past few years, but we know that there are several upcoming projects that may have a large volume of archives - this could drastically effect our storage.</i>	South West	Local authority
<i>Both volunteers have undertaken training in handling and packing objects. We are also able to ask for advice from experts who have a contract with the museum, via the Director. We are gradually checking and improving the</i>	South West	Charitable trust

<i>packing of objects.</i>		
<i>We have previously collected archaeology as part of our CDP, however that is now under review and we are holding talks with the County Museum to decide whether they will be willing not only to take our existing archaeology collection but to take future deposits that would fall under our collecting area.</i>	South West	Local authority
<i>The museum lacks space, expertise and resources to adequately curate its archaeological material.</i>	South East	Charitable trust
<i>We currently have no space but are managing to squeeze in small archives from the small number of watching briefs occurring at our site in the South East. If a major archive was to be deposited we would have to acquire additional storage or store the collection at one of the other English Heritage stores outside the South East.</i>	South East	Charitable trust
<i>The problems of storing and managing archaeological archives are indicative of the wider collections management pressures on the museum. We lack the space and resources to store and care for collections to the standard that we would like.</i>	South East	Local authority
<i>Our one dedicated Collections Officer was given the responsibility for exhibition etc., so in effect this has meant less time to spend on collections</i>	South East	Local authority
<i>As a fully Accredited Museum run by volunteers we are supported by Museum Professionals and are in close contact with Surrey Museums Partnership and South East Museum development who provide training and advice.</i>	South East	Independent
<i>We have not had a dedicated full time member of staff for the archaeology collection for at least 10 years as we underwent a radical restructure. I currently take care of the collection as I have a degree in History and Archaeology. I am responsible for giving out accession numbers to contractors undertaking archaeological work and for taking in archives. I also oversee the collection in store and sometime have volunteers working on specific parts of the collection. I also manage our Historic Environment Record post which is two days a week. I am currently considering whether to introduce a charge for deposition.</i>	South East	Local authority
<i>We have stopped collecting archaeology for 5 years from 2017. This is partly due to space, partly due to a move to a new store, and partly due to access archaeological expertise to carry out a collections review of the archaeology we do hold to see what should be retained and what could possibly be ethically discarded, or reburied. Future space is the overriding problem. We simply can't continue to keep everything.</i>	South East	Local authority
<i>While FTE of staff with curatorial expertise has stayed the same, staff losses elsewhere have meant increased pressures/responsibilities, so less time spent on collections.</i>	South East	Charitable trust
<i>We have access to [advice from the local] archaeology trust.</i>	South East	Charitable trust
<i>One curatorial team now looks after all collections.</i>	South East	Charitable trust
<i>We are at the moment running a series of urban test pits which should come to an end in 2020, when our additions to the archaeological archive should reduce.</i>	South East	Charitable trust
<i>Money, and a proper lead from Historic England is needed.</i>	South East	Charitable trust
<i>We actively collect archives but have a major problem getting the archives from some contractors without a fight for the deposition fee. It is our belief that some contractors do not factor this in to reduce costs in order to win the job. There is no way we can waive this fee if we are to continue to collect in a meaningful way. Our collections are used frequently for education and research purposes and that is the main reason for continued collecting.</i>	South East	Local authority

Using bespoke storage boxes has the potential to increase our storage space in our store, but there is no guarantee that these resources will be available in future due to the current economic climate.

South East

Local authority