

Tees Archaeology: Deposition of Archaeological Archives

Archive

1 All original site records and post-excavation material (paper based, photographic and digital) along with finds and sample residues should be transferred to a permanent archive following completion of the project. The site archive should be prepared in line with the guidance given in *Chartered Institute for Archaeologists 2014 (updated 2020). "Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives"*.

https://www.archaeologists.net/sites/default/files/CIFAS%26GArchives_4.pdf

2 The documentary and photographic archive should be deposited with Tees Archaeology at Sir William Gray House, Clarence Road, Hartlepool, TS24 8BT. Tees Archaeology acts as a permanent store for this material on behalf of the districts of Hartlepool and Stockton-on-Tees. This should be donated to Tees Archaeology by the Archaeological Contractor by means of a Transfer of Title form. Tees Archaeology **must** be contacted prior to the deposition of any archive.

3 Unless overridden by National Law any artefacts recovered from the site belong to the landowner. The contracting archaeologist should arrange for the artefacts to be deposited with Tees Archaeology. Tees Archaeology acts as a permanent store for archaeological finds for the Museums Services of the boroughs of Hartlepool and Stockton-on-Tees. A completed **Transfer of Title Deed** should accompany any material deposited with Tees Archaeology. Tees Archaeology must have legal ownership of artefacts in order to justify expenditure on, documentation, packaging, storage and research that each item will require and to allow future transfer to the appropriate museum.

4 Site photography should normally be carried out in digital format, but in exceptional circumstances the use of black and white film may be required. This is because of the known archival stability of black and white film.

If black and white is requested it should be captured on a 35mm SLR camera using conventional (not chromogenic) silver-based film only, such as Ilford FP4 or HP5, or Delta 400 Pro that is replacing HP5 in certain film sizes (such as 220). Dye-based films such as Ilford XP2 and Kodak T40CN are unacceptable due to poor archiving qualities. Film should be processed to British Standard 5699 which is the archival ideal and is recognised as suitable for long-term storage. Negatives and 6" x 4" prints should be provided in archive stable wallets suitable for hanging in a filing cabinet.

5 Digital images should be captured on a SLR camera at a minimum resolution of 10 mega-pixels. The camera must be set at the largest file size and highest picture quality. Images are acceptable as high quality .jpg files or camera .raw files. If the .raw setting is used the archive must include a set of images saved as .tiff files as manufacturer specific specialist software may be required to open the .raw files.

6 Archives should be submitted in appropriate storage. Each box must contain a box contents list. A hard copy of the site report must be included with the archive.

Paper/Digital archives should be submitted in an archival quality, acid free document box measuring 400mm x 265mm x 75mm (external). Within reason, multiple archives can be submitted within one box.

Finds should be submitted in conservation-grade cardboard boxes with full or half depth lids. Only boxes measuring 475mm x 265mm x 185mm (with lid)/460mm x 250mm x 180mm

(inner) or fractions of this size will be accepted. Bulk finds should be separated according to material, although multiple materials may be included within each box. Boxes must contain finds from only one site.

Registered finds must be packed individually in a clear polystyrene box (crystal box). Registered finds boxes should be of a suitable size to safely contain the material inside. Finds in boxes should be supported on pads or cushions of acid free tissue or white polyethylene foam to prevent movement and should be packed in a way that allows them to be viewed without having to remove them from the box. Registered finds should be provided with appropriate conservation (i.e silica gel bags). Mark individual crystal boxes with the unique identifier, context and registered find identifiers in black permanent ink; a label with this information should also be placed within the box.

Outsized items (e.g. stonework) that cannot be safely boxed should be labelled by means of a waterproof label clearly marked in permanent ink and securely tied to the object with archivalgrade string or cotton tape. Tees Archaeology must be notified of outsized objects prior to deposition so that the necessary storage space can be made available

OASIS

1 Tees Archaeology supports the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.

2 The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> within 3 months of completion of the work. Contractors are advised to ensure that adequate time and costings are built into their tenders to allow the forms to be filled in.

3 Technical advice should be sought in the first instance from OASIS ([oasis@ads.ahds.ac.uk](mailto: oasis@ads.ahds.ac.uk)) and not from Tees Archaeology.

4 Once a report has become a public document by submission to or incorporation into the HER, Tees Archaeology will validate the OASIS form thus placing the information into the public domain on the OASIS website.

5 The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Tees Archaeology Section for approval.

Charges

Tees Archaeology provide an archaeological store for both Hartlepool and Stockton-on-Tees Borough Councils. The following one-off charges will be made for receipt of archives. The charge is made to allow for the long term curation, documentation and provision of access to the material.

Archive deposition will be charged by residential units, development size, or number of boxes, whichever is greatest, i.e. if a development is less than 4ha and has 7 boxes of archive material, it will be charged at a rate of £250.

Deposition of project archive - (householder development – domestic extension or single dwelling)	£0
Deposition of project archive - (minor development – 2-10 residential units or less than 4ha or 1-5 boxes)	£125
Deposition of project archive - (major development – 10-100 residential units or 4-8ha or 5-10 boxes)	£250
Deposition of project archive - (major development – 100+ residential units or 8ha+ or 10+ boxes)	£400

The above charges are subject to VAT at the current rate but do not include it.

These charges are set out on the Tees Archaeology website:

<http://www.teesarchaeology.com/about/about.html>

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