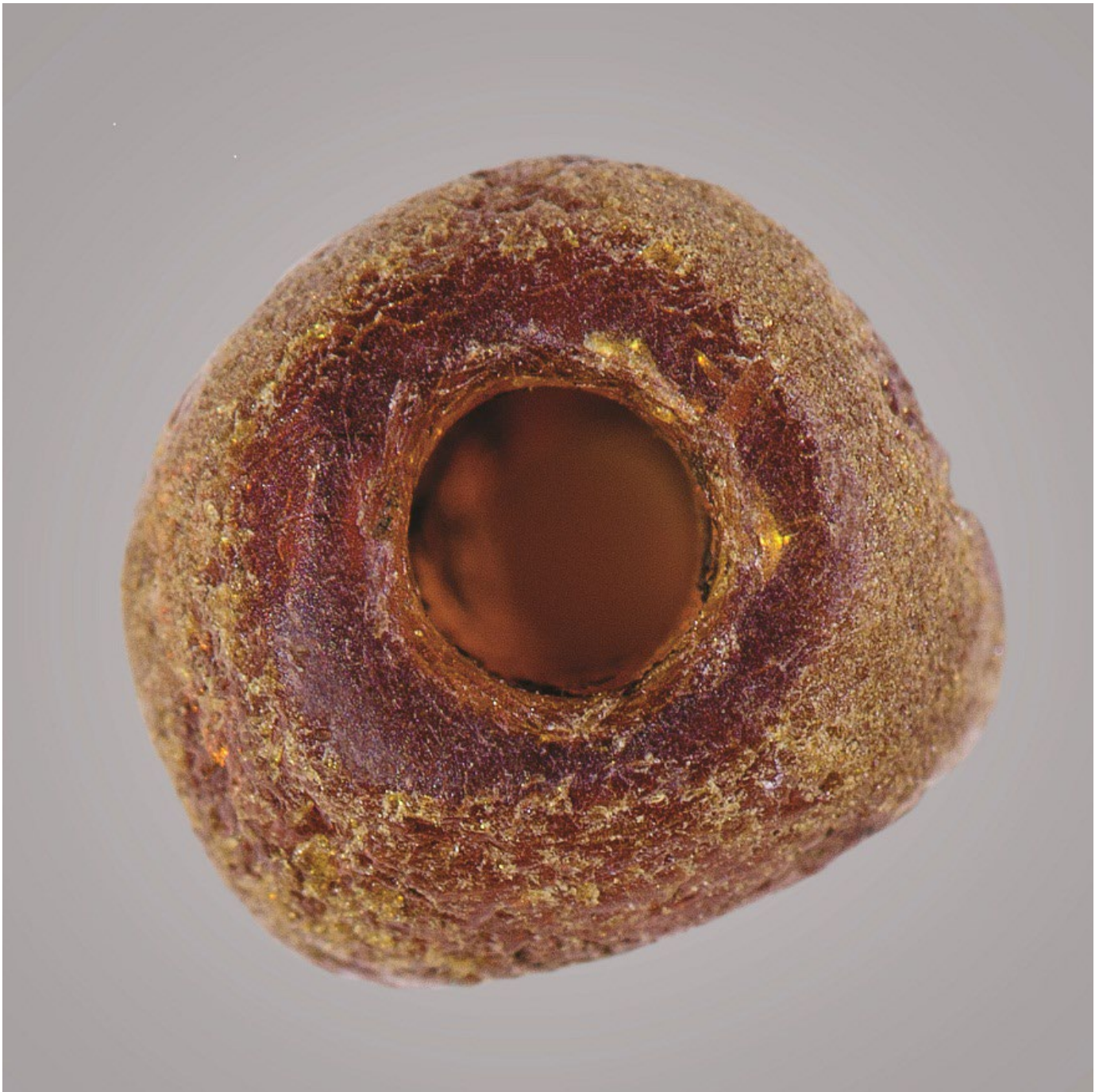


The Box

ARCHAEOLOGICAL ARCHIVES DEPOSITION 2024 – Version 1

The Box: Plymouth Museums Galleries Archives



Amber Bead from Whitehorse Hill Cist Archaeological Archive (AR.2011.908)
Image courtesy of the Duchy of Cornwall

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1. INTRODUCTION

This document updates the 2022 Plymouth Archaeological Archives Deposition standard.

As with previous standards, this version is intended to ensure that all archaeological archives deposited with The Box Plymouth: Museum Gallery Archive (The Box Plymouth) meet recognised national standards. This will not only help to ensure the accessibility and longevity of the archive but also ensure that all excavators tendering for archaeological sites within The Box Plymouth collecting area are operating on a level playing field. Efforts have been made to conform to other regional institutions which accept archaeological archives.

The Box Plymouth reserves the right to refuse to accept archaeological archives which do not meet the conditions outlined in this document (See 11). When The Box Plymouth receives an archive, it accepts responsibility for it in perpetuity. Archives form part of the collections on the basis that they are made publicly accessible through research, exhibition and education.

As with the 2022 standard, all documentary material (this includes all images and all the written and drawn site record) must now be deposited with the Archaeology Data Service (ADS). However, hard copies of specialist reports and published reports which directly refer to artefacts should also be deposited with the finds archive. Projects which do not generate finds do not require deposition at Plymouth.

All archaeological archives will be checked within four months of deposition at The Box Plymouth. The relevant Historic Environment Officer will be contacted to confirm that the archive has been deposited to the required standard. Where this is not the case, excavators will be notified and requested to rectify any outstanding issues at their own expense (see 11). In addition, the relevant Historic Environment Archaeologist will also be informed of any concerns with regard to archive quality.

As previously, deposition charges are in place for all sites. However, there will be a new charge levied for sites where an accession number has not been requested, prior to fieldwork commencing, without a valid reason (see 4).

As with previous standards, the policy is that **Charges levied for deposition will be those current at the time of deposition rather than retrospective to the notification of the project.** Project managers should bear this in mind when tendering for sites. Notice of any increase in deposition charges will be made in advance of implementation.

We appreciate that excavators are required to conform to different standards depending on the collecting institution and this can lead to frustrations. However we hope that excavators understand that The Box Plymouth has to be able to maximise its storage capacity to enable it to continue to accept archaeological archives. It also needs to ensure that archives are prepared to a standard which enables them to be slotted into existing storage and documentation systems, thereby minimising the impact on staff time and enabling ease of access to them. In this, The Box very much appreciates the co-operation of excavators.

The Box Plymouth: Museum Gallery Archive is fully registered by Arts Council England (ACE). It is recognised as a depository for archives by Historic England.

It is anticipated that any specifications or briefs prepared by Plymouth City Historic Environment Officer, the Dartmoor National Park Archaeologist and the Devon Historic Environment Team - as the relevant archaeological advisors to the local planning authorities - will require compliance with this Archives Deposition Document with regard to archaeological work undertaken within The Box's collection area through the planning process.

2. MANDATORY CONDITIONS OF DEPOSIT

- 2.1 That the site lies within The Box Plymouth: Museum Gallery Archive collecting boundaries.
- 2.2 That The Box has been contacted prior to commencement of the excavation, a Notification of Fieldwork form has been completed and it has been agreed that The Box is to be the repository.
- 2.3 That the archive is complete. Any sampling strategies need to have been carried out in consultation with The Box prior to deposition.
- 2.4 That the accession number issued by The Box prior to commencement of the excavation has been used to number all items in the finds archive and identify images of finds within the digital archive, as specified.
- 2.5 That signed title to the finds archive (Transfer of Title via our Entry Form) has been obtained by the excavator on behalf of The Box.
- 2.6 That any finds which fall under Treasure have been submitted to that process.
- 2.7 That where human remains are included in the archive, a copy of the associated paperwork, required according to current UK law, has been provided to The Box.
- 2.8 That any conservation work essential for the long term preservation of finds within the archive has been completed by the excavator and complete digital copies of reports have been provided to The Box.
- 2.9 That the finds archives have been prepared to the standard specified in this document.
- 2.10 That a full box list has been submitted.
- 2.11 That a full box contents list has been submitted and each box has a hard copy paper record of its contents within it.
- 2.12 That an excel spreadsheet listing all small and bulk finds, according to national terminology standards, has been completed and submitted.
- 2.13 That the contractor has submitted a 'Statement of Potential' about the site archive.
- 2.14 That an Online Access to the Index of Archaeological Investigations (OASIS) form has been completed for the site and the final report uploaded.
- 2.15 That hard copies of published finds reports and any final reports on the site are deposited, free of charge, with The Box.

2.16 That charges relating to the deposition of the archive have been paid.

3. THE BOX COLLECTING BOUNDARIES

The Box collects archaeological archives from the City of Plymouth, West Devon and the South Hams. For a map showing the collecting boundary, see Appendix 1. For full lists of the parishes that Plymouth collects from, see Appendix 2. Where there is any doubt regarding the correct repository for an archive, please get in touch with all the potential recipients so that they can resolve the issue by consensus in advance of the excavation.

4. CONTACTING THE BOX PRIOR TO EXCAVATION

As soon as the excavator has been contracted to undertake an archaeological excavation within The Box collecting area they should complete a 2024 Notification of Fieldwork form (see Appendix 3) and email it to the Curator of Archaeology (fiona.pitt@plymouth.gov.uk) and Registrar (nicola.thomas@plymouth.gov.uk) at The Box. Pre 2024 Notification Forms will not be accepted. If you do not have an up to date form, please email to request one.

The Box will agree, in principle, to be the recipient of the archive, providing the excavator fulfils the standard as set out in this document. The excavator will then be sent a countersigned Notification of Fieldwork form, a Finds Excel Spreadsheet, an Archive Deposition Form and Object Entry Form to transfer title of the finds archive. They will also be sent the box label templates.

Please note there is a penalty charge of £100 if an excavator fails to contact The Box prior to the commencement of excavation without a valid reason.

5. HOW TO USE THE ACCESSION NUMBER

The accession number assigned to the archaeological site gives it a unique number. This should be used as the site reference in all communication regarding the archive. It must also be quoted in Site Details and data submitted to OASIS/ADS and in final published reports as an aid to researchers and museum staff.

In practical terms the accession number must be used to identify small finds and bulk finds.

- **Small Finds:** Use the unique The Box accession number assigned to the archaeological site (example: PLYBX.2024.40) followed by .1 (example: PLYBX.2024.40.1) This identifies small finds within the archaeological archive for this site. Each individual small find requires an additional running number – this gives each small find a unique identification number (examples: PLYBX.2024.40.1.1, PLYBX.2024.40.1.2, PLYBX.2024.40.1.3 etc)
- **Bulk Finds:** Use the unique The Box accession number assigned to the archaeological site (example PLYBX.2024.40) followed by .2 (example PLYBX.2024.40.2)

Bulk finds are allocated .2 numbers so that they can be identified within the museum artefact database. However, while bulk finds must be marked with the site accession number, bulk artefacts do not need to be physically marked with the final '.2' If a bulk find is used as a singular entity, for example in an exhibition or for research and needs to be individually tracked, it will be allocated a further sub-number. Where bulk finds are subsequently deemed to be of sufficient importance to be converted into small finds they

will be allocated a small finds number, marked and their associated documentation updated. Basic bulk find information, such as the broad date of pottery, should be included on the bag as an aid to non-specialists being able to use the collections.

Important

Where individual artefacts have been identified within specialist reports it is essential that they are individually identifiable as small finds within the archive. Similarly, where specialists have sorted artefacts into different types within a context, these groups should be bagged accordingly and labelled with their identification. This aids future research and use of the collections.

6. DEPOSITING THE DOCUMENTARY ARCHIVE WITH ADS

The documentary archive must be deposited with the Archaeology Data Service (ADS). It is essential that The Box Plymouth is clearly identified as the location of the finds archive and linked with The Box Plymouth accession number assigned to the site.

The documentary archive must be compiled in line with current nationally recognised selection and retention strategies. All born-digital data must be deposited with the Archaeology Data Service [Instructions for Depositors – Archaeology Data Service](#). All documentary and drawn primary records and material must also be digitised in an appropriate format and deposited with the ADS. All costs associated with this must be budgeted for and met by the excavator. Costs for deposition can be calculated through the ADS online <https://archaeologydataservice.ac.uk/easy/costingCalculator.xhtml> Contact details for the ADS are [Contact – Archaeology Data Service](#)

When depositing with ADS, excavators need to do so under a CC-BY licence <https://creativecommons.org/licenses/by/4.0/>. This enables use of images by all third parties for any reason as long as accreditation is cited.

It is essential that images of objects which are deposited as part of the finds archive are identifiable with their accession number within the ADS site archive.

7. TRANSFERRING TITLE VIA THE OBJECT ENTRY FORM

Signed title to the finds archive must be obtained from the freehold landowner by the excavator for The Box prior to deposition of the archive.

The Box will supply an Object Entry Form to the excavator for this purpose. See Appendix 3 for an example of the Object Entry Form which transfers ownership to The Box.

8. ESSENTIAL CONSERVATION WORK

Archives will only be accepted where all essential conservation of objects has been completed. Where appropriate, conservation issues should be discussed with The Box Plymouth in advance of work being carried out. For example, if an excavator wishes to reconstruct a ceramic container, The Box Plymouth should be consulted regarding the style of the reconstruction.

All conservation work must be carried out by a professional conservator. If in doubt, contact The Box for advice.

Full digital records of any conservation work and treatment carried out needs to be sent to The Box Plymouth prior to the archive being deposited. All retained iron finds should be x-rayed. Digital versions of the x-rays, clearly identifying individual artefacts, must be deposited with ADS.

9. STANDARD FOR DEPOSITION OF FINDS ARCHIVE

All staff, including all sub-contracted specialists, must be made aware of First Aid for Finds (Watkinson and Neal 1998) and other standards which outline the care required when handling, cleaning and storing archaeological finds – see the Reference section (12). It is imperative that the implications of these documents are noted at the tendering stage of any project because they can have significant financial and practical implications.

Good sources of standard sector information regarding the treatment of collections can also be found with the Society for Museum Archaeology <http://socmusarch.org.uk/training/smart-project/> and also the Collections Trust e.g. <https://collectionstrust.org.uk/resource/handling-and-packing-fact-sheet/>

A completed version of The Box Plymouth excel spreadsheet for Small Find and Bulk Find Listing (see Appendix 6) must be completed using standard sector terminology: object names https://heritagedata.org/live/schemes/mda_obj.html materials objects are made [Materials word list | Chartered Institute for Archaeologists](#)

The finds archive must be prepared to the required standard of The Box. This is set out below.

Archives must be presented in clean packaging. Muddy or grimy archives are not acceptable.

9.1 Sampling and Disposal

Sampling is increasingly used to discard bulk material where it is thought to be surplus to future research needs. This should be discussed with The Box in advance of any sampling process being carried out. Excavators are encouraged to email lists of finds with recommendations for disposal highlighted. For some sites where more complicated and extensive consultation and advice is required, involving visits of The Box staff to excavator's premises, a charge will be levied. All sampling strategies need to be fully documented in the final archive.

Excavators must only retain bricks and other building materials (all periods) and mass produced objects including pottery, glass and coins (post 1750) and metal where they are considered essential to future research. If not, they should be documented and disposed of prior to deposition.

The museum **does not** accept unprocessed environmental samples other than in exceptional circumstances and with prior consultation with The Box.

9.2 Small Finds

Small finds are artefacts which the excavator has decided need to be individually catalogued within the finds archive. Usually, this is due to the relative importance of the artefact in giving specific information about the site. Sometimes it is due to the intrinsic importance of the object itself.

9.2.1 Cleaning and Conservation

All small finds must be cleaned and, where necessary, treated by a professional conservator to ensure their long-term preservation.

9.2.2 Marking

Where possible, all small finds should be marked using their unique identifying number (see 5). This number can be used as it stands (e.g. PLYBX.2024.40.1.1), or, if preferred, the generic small finds number (e.g. PLYBX.2024.40.1) can be followed by the unique small finds number (in this example 1) drawn in the traditional triangle.

Objects should be marked discreetly but not obscurely. The writing should be small, neat and legible. The marking should not detract from the potential display of the object. If possible, flat bases should be avoided, as this area is more prone to long-term wear.

On finds where the application of paraloid B72 (see 10.4 suggested supplier Conservation Resources (UK) Ltd) diluted with acetone will not damage the object, a layer of paraloid should be applied and the number written onto the paraloid when it has dried. This should be done using a mapping pen and black 'Indian' ink or equivalent. White ink should only be used on very dark finds as it gives a more untidy result and tends to be less permanent. 'Windsor & Newton' or equivalent quality inks must be used; that is water resistant drawing ink made from a lightfast pigment in a shellac solution (can be thinned with distilled water if required). A top coat of paraloid should be added to ensure the longevity of the number.

Check links to websites such as the Collections Trust:

<https://collectionstrust.org.uk/resource/labelling-and-marking-museum-objects-booklet/>

9.2.3 Packaging (also fragile bulk finds)

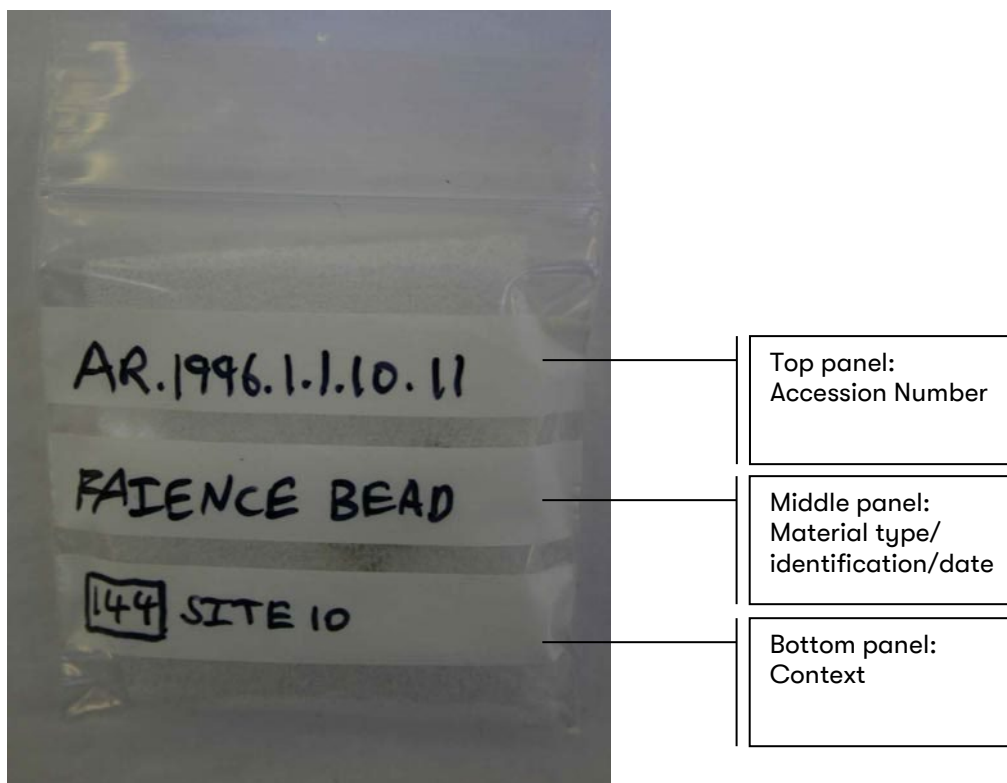
All suggested suppliers have been used by The Box Plymouth. Alternative packaging must meet at least the same standard.

In general, small finds need to be housed in more protective packaging than bulk finds, as they are usually more delicate in nature. However, in rare cases, extremely robust small finds may be bagged in the same manner as bulk finds (see 9.3.3).

Moderately robust small finds can be cushioned on a layer of polyethelene 'foam wrap', often referred to as 'jiffy foam' (see 10.4 suggested supplier Allpack Packing Supplies Ltd) in a polythene bag. The latter should be at least 200 gauge self-seal polythene bags with three white write on panels (see 10.4 suggested supplier Polybags Ltd).

Bags need to be labelled with their contents prior to finds being placed inside them. The contents should be clearly visible from the outside of the bag. Information

should be written onto the bag using a Kaiser black film marking pen (see 10.4 suggested supplier Preservation Equipment Ltd). On a self-seal bag with three white write-on panels the information should be listed as follows:



Artefacts should not be wrapped but should be visible through the clear side of the bag. Bags containing metal finds should be perforated (prior to putting finds in them) to prevent the build-up of harmful micro-environments. A quick method of doing this is to use a pricking wheel of the type available from needlework shops.

More delicate small finds should be housed in clear, non-hinged, polystyrene 'crystal' boxes (see 10.4 suggested supplier Measom Freer) in plastazote (see 10.4 suggested supplier Polyformes Limited) inserts. These should consist of a layer of plastazote, which fits into the bottom of The Box, and a top layer, which has a cut-out in the shape of the object, into which the object is placed. The insert should have an indent to facilitate extraction of the object without subjecting it to excessive pressure. Ideally, a layer of 'Japanese Paper' (see 10.4 suggested supplier Preservation Equipment Ltd) should be placed between the object and the cut-out to facilitate easy removal. The small find should be visible through the lid of The Box. Where necessary plastazote 'braces' should be put over the object to prevent it moving and banging against the lid.



9.2.4 Boxing Up

All boxes containing small finds must include a box contents list. Digital copies should be forwarded to The Box in case future annotations are required.

Small Finds not requiring Micro-Environment

Packaged small finds which do not require a micro-environment should be boxed up in acid-free boxes. Only boxes of the correct dimensions and acid-free properties will be accepted (see 10.1). Packaged small finds should be placed in either AV 2464 or AV 2466 sized acid-free boxes. If the size of individual object cannot be accommodated in these sizes of box then boxes AV 2467 and AV 2465 can be used but this should be the exception. Occasionally, boxes might be needed to house finds which have larger dimensions (see 10.1).

Care must be taken to ensure that the objects do not crush each other and that there is minimal movement in the box. Acid free tissue paper and polyethelene foam wrap (see 10.4 suggested supplier Allpack Packing Supplies Ltd) should be used as a buffer within the box, or where possible, internal partitions should be created using acid-free box-board (see 10.4 suggested supplier Preservation Equipment Ltd and image below).



Small Finds requiring Micro-Environments such as Metal Finds

Packaged (see 9.2.3) metal small finds and other small finds, which need to be kept in regulated micro-environments, should be packed with humidity absorbing crystals (commonly referred to as silica gel) into a polypropylene/polyethylene 'Plastic' box (see 10.4 suggested supplier Araven). Silica gel should be used for ferrous metals (see 10.4 suggested supplier Conservation Resources (UK) Ltd. Porsorb beads or sheets take up much less space and are an alternative to Silica gel for using with non-ferrous metals (see 10.4 suggested supplier Long Life for Art). The silica gel or Porsorb beads need to be contained in a polyester or nylon bag (net curtain material will do) although a pierced polythene bag is acceptable. Silica gel stored with ferrous objects should be pre-conditioned at below 15% relative humidity. For non-ferrous metals the Prosorb or silica gel should be pre-conditioned at below 35% relative humidity.

Acid-free paper or polyethelene foam wrap should be used as a buffer to ensure minimal movement within the box.

Polypropylene/polyethylene ‘Plastic’ boxes must also have a humidity indicator strip placed inside (see 10.4 suggested supplier Preservation Equipment Ltd). Please position this so that it is visible from the outside of the box.

9.2.5 Labelling Boxes

Boxes must be labelled using THE BOX foil backed box labels (see 10.3).

The templates for these are available via the contact email address. The labels should preferably be printed but, if handwritten, need to be legibly filled out using an archival permanent ‘pigma’ black marker pen (suggested supplier Preservation Equipment Ltd see 10.4). If a contractor does not have a printer which will accommodate labels then The Box Plymouth: Museum Gallery Archive can provide pre-printed labels to be filled in by hand using an archival ‘pigma’ pen.

Plymouth Museum (The Box) Archaeological Finds Archive			
Accession No:	PLYBX.2024.2		
Site Code:	GRE21		
Site Name:	Greenfields Way, Plymouth		
Contexts:	206; 324; 506-512		
Contents:			
Bulk	X	POTTERY	LITHICS
Small finds			
		Box 1	of 1

Use this cell and the following 2 cells to list any unique accession numbers for small finds contained in the box. Separate numbers with commas and spaces

‘Box of’ refers to number of finds boxes only.

The label sheets are Letter not A4 size. When printing, the ‘letter’ size options, such as ‘Scale Paper to size’, and within Properties ‘Size is’, need to be selected. Printing menus usually have a ‘labels’ option, such as ‘type is’. Manual Feed is usually the most effective method of printing. Manual Feeds usually take more than one sheet at a time.

Labels must be stuck centrally to the short end of The Box which will face outwards from the shelf. Please note, there is a short end on what appear to be square boxes e.g. AV2464 and AV2465.

All Polypropylene/polyethylene ‘Plastic’ boxes must be labelled using pre-printed ‘The Box Plymouth’ foil backed box labels (see above). Box labels should be stuck centrally to the short end of the box which will face outwards from the shelf.

Crystal box labels (template available from museum) should have a paper label cut to size and placed in the bottom of the box beneath the plastazote layer. The unique accession number should be written a Kaiser black film marking pen (see 10.4

suggested supplier Preservation Equipment Ltd) onto the plastazote beside the object, and also onto the lid of the box at the top right hand corner and where possible should not obscure the view of the contents.



Where crystal boxes are too small to be labelled using a pre-printed label, they should be put inside a perforated labelled polythene bag (see 9.2.3) with the find showing through the clear side of the bag.

9.3 Bulk Finds

Bulk finds are artefacts from an excavation which have been identified and catalogued as a group at a context level. Artefacts within the group have not been individually identified within any of the excavation reports.

9.3.1 Cleaning

All bulk finds must be cleaned. The only exceptions are where it is thought cleaning will destroy important evidence regarding the function of an object. Finds such as washed pottery and bone must be allowed to fully dry before being bagged up. If finds are packaged damp, mould growth will occur.

9.3.2 Marking

Where possible all bulk finds must be marked with the accession number followed by the context number in a box. Follow the process outlined for small finds (see 9.2.2).

Pottery sherds should be marked on the inside towards the middle. This is preferable in case the pot is ever reconstructed and the edges consequently obscured. It also means that the number is more likely to survive if the sherd is chipped or further sampled.

It is not possible to mark some bulk finds such as nails, slag, samples, artefacts with very rough surfaces or those which are very small.

9.3.3 Bagging Up

All bulk pottery, bone, nails, slag and glass must be bagged up, according to material and context number, using at least 200 gauge self-seal polythene bags

with three white write on panels (see 9.2.3). Bags should not mix materials or contexts. Bags should hold an appropriate amount of material for their size. Bags containing metal finds should be perforated to prevent the build-up of harmful micro-environments. A quick method of doing this is to use a pricking wheel of the type available from needlework shops.

The listed contents should be clearly visible from the outside of the bag. Information should be written onto the bag using a Kaiser black film marking pen (see 9.2.3).

9.3.4 Boxing Up

Only boxes of the correct dimensions and acid-free properties will be accepted (see 10.1). Bagged up bulk finds should be placed in AV 2466 sized acid-free boxes or where there are a small number of finds AV 2464 boxes. If the size of individual objects cannot be accommodated in these sizes of box then boxes AV 2467 and AV 2465 can be used but this should be the exception. Occasionally, boxes might be needed to house finds which have larger dimensions (see 10.1).

Out of necessity, boxes of finds are often stored on high level shelves and, as such, become dangerous to lift if they are too bulky or heavy. Filled boxes must not weigh more than 2kg. Apart from small sites, where all the finds will fit into one box, materials should not be mixed. For such smaller sites, ideally boxes should be partitioned using acid-free boxboard (see 9.2.4).

9.3.5 Labelling Boxes

See 9.2.5

9.4 Outsize Finds

Some objects, whether bulk finds or small finds, are too large or too heavy for standard packaging. Items such as large timbers or stone carvings may not require packaging for storage but may sit directly on a shelf. Other items may require bespoke packaging. All materials must be of a conservation standard. All items should have a tyvek label (see 10.4 suggested supplier Preservation Equipment Ltd), marked with the object number in archival black 'pigma' pen (see 10.4 suggested supplier Preservation Equipment Ltd) and be attached using soft unbleached cotton tape (see 10.4 suggested supplier Preservation Equipment Ltd).

In such cases, it is extremely important that an excavator contacts the museum. The museum will need to identify space to accommodate such items prior to deposition.

10. MATERIALS AND SUPPLIERS

If an excavator already uses materials which they feel correspond to those listed and would like to use these instead, please get in touch to discuss this **before** going ahead and using alternatives to those items listed.

For full details of suppliers see 10.4

10.1 Acid-free boxes for finds

Use: To store bulk finds and small finds where appropriate. The Boxes are consistent with 3ft square shelving allowing for end barriers of shelves.

Supplier: G. Ryder & Co. Ltd (see 10.4.)

Properties: The Boxes are made from 1300 micron Grey/White Archival Boxboard ('acid-free'). They have lift off lids with square corner lugs and are stitched with pure brass wire.

Details:

External dimensions in millimetres

G. Ryder box code	Length	Width	Depth	Lid depth
AV2464	220	210	100	85
AV2465	220	210	200	50
AV2466	440	210	100	85
AV2467	440	210	200	50
No code	440	210	400	150
AV2468	440	420	100	85
AV2469	440	420	200	150
AV2461	440	315	400	150
AV2462	840	420	100	85
AV2463	840	420	200	150

10.2 Polypropylene or Polyethylene 'Plastic' boxes

Box name	Araven Product Information	Dimensions in mm (external)
Gastronorm 2/3	2/3 height 150 14 litre	354 x 225 x 150
Gastronorm 2/3	2/3 height 100 9 litre	

10.3 Foil backed labels

Preservation Equipment Ltd	Supplier code	Dimensions in mm	Use to label
6 label sheet	387-3400	102mm x 76mm each label	Acid-free finds boxes, 'Plastic' boxes.
10 label sheet	387-5352	102mm x 51mm each label	'Plastic' boxes which are too small to accommodate the 6 label sheet size label

10.4 Table of Suppliers

Name of supplier	Contact details	Supplies (and product codes)
Allpack Packing Supplies Ltd	Tel: 0800 783 7017 Email: https://www.allpack.uk.com/contact-us Web: www.allpack.co.uk/bubble.htm	Polyethylene 'foam wrap' (Procell Foam Wrap)
Araven	Email: https://araven.com/en/contact-us/ Web: https://araven.com/en/	Polypropylene / Polyethylene 'Plastic' Boxes (see 10.2)
Conservation Resources (U.K.) Ltd	Tel: 01865 218277 Email: https://conservation-resources.co.uk/pages/contact/ Web: www.conservation-resources.co.uk	paraloid B72 (SY7); silica gel (SKU: MS01)
G. Ryder & Co. Ltd	Tel: 01908 375524 Email: sales@ryderbox.co.uk Web: www.ryderbox.co.uk	Acid-free boxes (various see 10.1)
Long Life for Art	Email: https://llfa.eu/contact Web: https://llfa.eu/prosorb-beads.html	Prosorb Beads (PROSORBPERL)
Measom Freer	Tel: 0116 288 1588 Email: https://www.measomfreer.co.uk/contact-us Web: https://www.measomfreer.co.uk	Crystal Boxes
Polybags Ltd	Tel: 020 8575 8200 Email: sales@polybags.co.uk Web: www.polybags.co.uk	Polythene bags (self-seal gauge with three white write-on panels. Must be at least 200 gauge)
Polyformes Limited	Tel: 01525 852444 Email: sales@polyformes.co.uk Web: www.polyformes.co.uk	Plastazote
Preservation Equipment Ltd	Tel: 01379 647400 Email: https://www.preservationequipment.com/contact/contact.aspx Web: www.preservationequipment.com	Kaiser black permanent pen – black (871-2040); 'Pigma' black micron pens – black acid-free ink; Art-Sorb Moisture Control Sheets (857-1919; humidity indicator cards (931-3100); foil-backed labels (see 10.3) tyvek labels (613-7500), soft unbleached cotton tape (586-0016), box board (345-1620), Tengujo Japanese Paper (681-0011);

11.**11. DEPOSITING THE FINDS ARCHIVE**

The Box Plymouth will not make charges for deposition of sites for which Notifications of Fieldwork were received prior to 1 January 2012. However, we now expect all pre 2012 archives to conform to at least the 2012 standard, including the deposition of all born digital material to ADS. A copy of this standard is available on application.

We no longer accept archives prepared to the standard of the 2007 *Deposition of Archaeological Archives* document. Where sites are still to be prepared for deposition we expect that excavators will be able to prepare them to the current standard.

We advise that where any non-digitised hard copy images exist for older sites, these should be digitised and uploaded to ADS. Exceptions will only be made for 'orphan archives', where circumstances mean that images will potentially be lost.

As with previous standards, the 2024 standard continues the policy that **Charges levied for deposition will be those current at the time of deposition rather than retrospective to the notification of the project.**

Excavators should have contacted The Box at the outset of their project (see 4). Please note there is a penalty charge of £100 if an excavator has failed to contact The Box prior to the commencement of excavation without a valid reason.

When an excavator has completed processing a site to the standards outlined above, they should email a completed Archive Deposition Form (see Appendix 4) to fiona.pitt@plymouth.gov.uk. Along with the form they should also email digital copies of their box list, box content lists and finds excel spreadsheet for the site. All copies should be editable.

The excavator should also email a 'Statement of Potential' about the site archive. This should be should be proportionate to the significance of the archive. In the majority of cases, this only needs to be a brief synopsis or paragraph outlining the importance, or not, of the site and its finds. This will serve as a good starting point for use of the archive and will be included on a future museum web entry for the site.

The Box Plymouth will then raise an invoice which it will expect to be settled within two months of receipt.

The Box Plymouth will identify the spaces where the archive is to be housed and arrange a date with the excavator for delivery to the museum. The excavator covers insurance of the archive until it is accepted into the museum. When an archive is delivered, the excavator is expected to help with unloading of the archive directly into the storage locations which have been identified.

The Box Plymouth staff will mark off the inventory on the Archive Deposition Form with the excavator and both will sign it to show it is correct.

Within four months of deposition, The Box Plymouth will check the archive and alert the excavator to any required revisions and the local authority archaeologist will also be notified. As stated at the outset, archives will only be accepted where they have been prepared to the standards outlined above. Delivery of inadequately prepared archives will not be accepted.

These will be returned to the excavator at the excavator's own expense. It will be up to the excavator to rectify any deficiencies and resubmit the archive. If the archive is resubmitted and the noted deficiencies have not been rectified, it will once again be

returned at the excavator's own expense and an additional administration charge of £200 will be levied for resubmission. If an excavator submits subsequent archives which have similar deficiencies, as well as this archive being returned at the excavator's own expense there will be an automatic additional administration charge of £200. Again, the relevant Historic Environment Archaeologist will also be informed of any concerns with regard to the quality of any archive being deposited.

Once The Box Plymouth is satisfied that the archive has been submitted to the required standard it will notify the relevant Historic Environment Archaeologist.

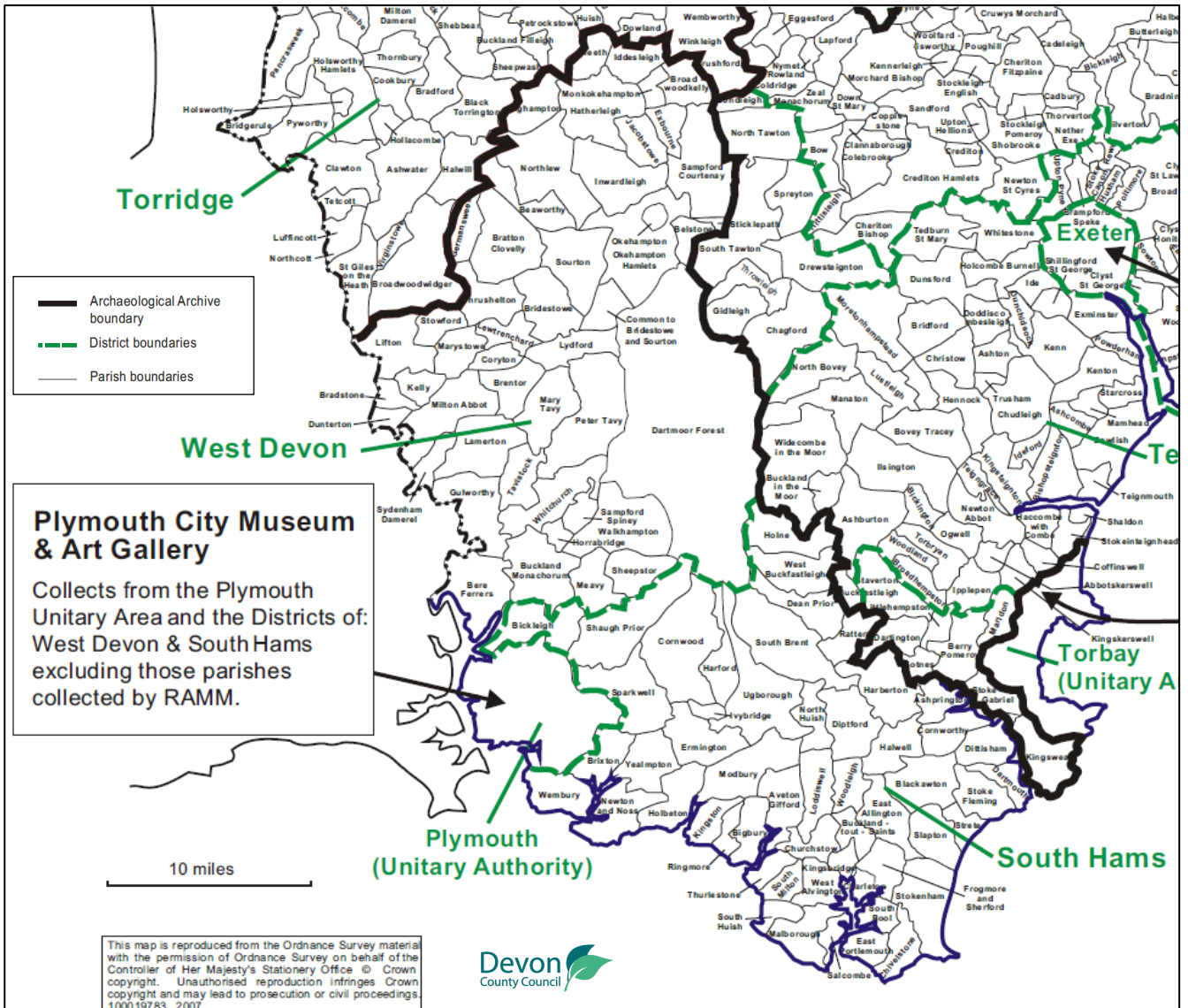
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APPENDICES

Appendix 1: Map Showing The Box Collecting Boundary

The outlined area of Plymouth, West Devon and the South Hams shows The Box Plymouth collecting boundary for archaeological archives.



Appendix 2: Parish Details of Collecting Boundary

Alphabetical list of parishes within the The Box Plymouth collecting boundary

Aveton Gifford	Halwell and Moreleigh	Okehampton Hamlets
Beaworthy	Harberton	Peter Tavy
Belstone	Harford	Plymouth
Bere Ferrers	Hatherleigh	Rattery
Bickleigh	Highhampton	Ringmore
Bigbury	Holbeton	Salcombe
Blackawton	Holne	Sampford Courtney
Bradstone	Horrabridge	Sampford Spiney
Bratton Clovelly	Iddesleigh	Shaugh Prior
Brentor	Inwardleigh	Sheepstor
Bridestowe	Ivybridge	Slapton
Brixton	Jacobstowe	Sourton
Broadwoodkelly	Kelly	South Brent
Buckland Monachorum	Kingsbridge	South Huish
Buckland Tout Saints	Kingston	South Milton
Charleton	Lamerton	South Pool
Chivelstone	Lands common to	Sparkwell
Churchstow	Bridestowe and Sourton	Sticklepath
Cornwood	Lewtrenchard	Stoke Fleming
Cornworthy	Lifton	Stokenham
Coryton	Loddiswell	Stowford
Dartmoor Forest	Malborough	Strete
Dartmouth	Mary Tavy	Sydenham Damerall
Dean Prior	Marystowe	Tavistock
Diptford	Meavy	Thrushelton
Dittisham	Meeth	Thurlestone
Dunterton	Milton Abbot	Ugborough
East Allington	Modbury	Walkhampton
East Portlemouth	Monkokehampton	Wembury
Ermington	Moreleigh	West Buckfastleigh
Exbourne	Newton and Noss	West Alvington
Frogmore and Sherford	North Huish	Whitchurch
Germansweek	Northlew	Woodleigh
Gulworthy	Okehampton	Yealmpton

Alphabetical list of parishes in West Devon and South Hams districts (in addition to Plymouth)

West Devon

Beaworthy
 Bere Ferrers
 Bradstone
 Bratton Clovelly
 Brentor
 Bridestowe
 Broadwoodkelly
 Buckland Monachorum
 Coryton
 Dartmoor Forest
 Dunterton
 Exbourne
 Germansweek
 Gulworthy
 Hatherleigh
 Highhampton
 Horrabridge
 Iddesleigh
 Kelly
 Inwardleigh
 Jacobstowe
 Lamerton
 Lands common to
 Bridestowe and Sourton
 Lewtrenchard
 Lifton
 Mary Tavy
 Marystowe
 Meavy
 Meeth
 Milton Abbot
 Monkokehampton
 Northlew
 Okehampton
 Okehampton Hamlets

Peter Tavy
 Sampford Courtney
 Sampford Spiney
 Sheepstor
 Sourton
 Sticklepath
 Stowford
 Sydenham Damerall
 Tavistock
 Thrushelton
 Walkhampton
 Whitchurch

South Hams

Aveton Gifford
 Bickleigh
 Bigbury
 Blackawton
 Brixton
 Buckland Tout Saints
 Charleton
 Chivelstone
 Churchstow
 Cornwood
 Cornworthy
 Dartmouth
 Dean Prior
 Diptford
 Dittisham
 East Allington
 East Portlemouth
 Ermington
 Frogmore and Sherford
 Halwell and Moreleigh
 Harberton

Harford
 Holbeton
 Holne
 Ivybridge
 Kingsbridge
 Kingston
 Loddiswell
 Malborough
 Modbury
 Moreleigh
 Newton and Noss
 North Huish
 Rattery
 Ringmore
 Salcombe
 Shaugh Prior
 Slapton
 South Brent
 South Huish
 South Milton
 South Pool
 Sparkwell
 Stoke Fleming
 Stokenham
 Strete
 Thurlestone
 Ugborough
 Wembury
 West Buckfastleigh
 West Alvington
 Woodleigh
 Yealmpton

Appendix 3: Notification of Fieldwork Form

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NOTIFICATION OF FIELDWORK Transference of archaeological archive

Archaeological contractor name

Address

Telephone number

Start date

Expected deposition date

Type of fieldwork (please tick):

Survey

Geotechnical test pit observation

Evaluation

Field walking

Watching brief

Excavation

Name of landowner (or whoever [is able to](#) transfer title of the archive to The Box Plymouth)

Address

Site manager

Site name

Parish

Site code

NGR

EH code (if applicable)

Planning Authority

Application/Permission/Consent number

Quantity of finds expected (please tick) <10 <20 <30 <40 <50 >50

Conservation problems anticipated (eg waterlogged material, organics)

Human remains anticipated Yes No Outsize documents/plans/objects anticipated Yes No

To be completed by The Box Plymouth on notification

Site accession number

Signed

Date

To be completed by excavator on transference of archive

OASIS ID

ADS [TITLE](#) and web link

To be completed by The Box Plymouth on receipt of archive

Date received at The Box Plymouth

Signed

Date

Received in satisfactory form Yes No

Signed

Date

Version 1 (Jan 2024) Archaeological Archive Deposition Form, The Box Plymouth Museum Gallery Archive

Appendix 4: Transfer of Title form

<h2 style="margin: 0;">OBJECT ENTRY FORM</h2> <p style="margin: 0;">Plymouth City Museum & Art Gallery Drake Circus, Plymouth, Devon, PL4 8AJ www.plymouthmuseum.gov.uk 01752 304774</p>		 PLYMOUTH CITY COUNCIL				
SHEET ___ of ___ OWNERSHIP DETAILS OF DEPOSITED MATERIAL REASON ACTION RETURN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;">Acc No.:</td> <td style="width: 50%; height: 20px;">ENTRY No: 3167</td> </tr> <tr> <td style="height: 100px; vertical-align: top;"> Received from: Named contact: Address: Tel No: Email: </td> <td style="vertical-align: top;"> Owner (if different): Named contact: Address: Tel No: Email: </td> </tr> </table>	Acc No.:	ENTRY No: 3167	Received from: Named contact: Address: Tel No: Email:	Owner (if different): Named contact: Address: Tel No: Email:	
Acc No.:	ENTRY No: 3167					
Received from: Named contact: Address: Tel No: Email:	Owner (if different): Named contact: Address: Tel No: Email:					
<p>DESCRIPTION & HISTORY OF OBJECT / COLLECTION (PLEASE note obvious damage & any related information e.g. when, where or how it was found or used; names, dates & details of the people who made or previously owned it etc. <i>Continue on a new sheet if necessary.</i>)</p> <div style="border: 1px solid black; height: 150px; margin: 5px 0;"></div> <p style="text-align: right;">Total number of items: <input style="width: 40px;" type="text"/> Ensure digital photo(s) taken: <input style="width: 40px;" type="checkbox"/> Continuation sheet used: <input style="width: 40px;" type="checkbox"/></p>						
<p>REASON FOR ENTRY (tick as applicable & sign)</p> <p><input type="checkbox"/> Identification - I leave the object(s) listed for identification & undertake to collect these no later than 4 weeks from today (unless a different timescale is agreed as follows:).</p> <p><input type="checkbox"/> Offer of Gift - I offer to give the object(s) listed above to the museum's governing body.</p> <p><input type="checkbox"/> Offer of Sale - I offer to sell the object(s) listed above to the museum's governing body (price sought £.....).</p> <p><input type="checkbox"/> Loan (by prior agreement) - I lend the object(s) listed above to the museum's governing body for a period of Please see separate Loan Agreement for further details.</p> <p>I confirm that the information given on this form is correct to the best of my knowledge & belief and that I accept the terms & conditions described overleaf.</p> <p>Signed: _____ Date: _____</p>						
<p>ADDITIONAL AGREEMENT (GIFT / SALES ONLY) (tick as applicable & sign)</p> <p><input type="checkbox"/> I, the owner, confirm that I have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body, OR</p> <p><input type="checkbox"/> I, the depositor acting on behalf of the owner(s), confirm that the owner(s) have undisputed title to the object(s) listed above, with full power to dispose of the items and transfer such title to the museum's governing body & that I am authorised by the owner(s) to act on their behalf to that effect.</p> <p>The title in the objects listed above, & subject to the conditions overleaf, is hereby transferred to the governing body of Plymouth City Museum & Art Gallery, if the museum is willing to accept title/ownership.</p> <p>Signed: _____ Date: _____</p>						
<p>MUSEUM SIGNATORY Receipt of the object(s) described above is hereby acknowledged</p> <p>Signed: _____ Initials: _____ Date: _____</p> <p><small>On behalf of the museum's governing body</small></p>						
<p>RETURN OF OBJECT(S) TO OWNER (tick as applicable & sign)</p> <p>I, the depositor/owner, acknowledge the return of the object(s) described above in a satisfactory condition following:</p> <p>Identification <input type="checkbox"/> The end of the period of loan <input type="checkbox"/> The museum's governing body declining to accept the donation or purchase of the object(s) <input type="checkbox"/></p> <p>Signed: _____ Countersigned (for museum): _____ Date: _____</p>						
<p>WHITE: museum: Data entry & FILE PINK: depositor/owner: RECEIPT BLUE: museum: TO ACCOMPANY OBJECT(S)</p>						

Appendix 5: Archive Deposition Form

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2024 Archaeological Archive Deposition form

Plymouth Accession number: PLYBX.					
Site name:					
Name and address of excavator:					
Item to be deposited	Measurements in mm	No of items	Deposited (internal use)	Charge per item/s (excl. VAT 20%)	Total
Acid free finds box	220 x 210 x 100			£30	
Acid free finds box	220 x 210 x 200			£60	
Acid free finds box	440 x 210 x 100			£60	
Acid free finds box	440 x 210 x 200			£120	
Acid free finds box	440 x 210 x 400			£240	
Acid free finds box	440 x 420 x 100			£120	
Acid free finds box	440 x 420 x 200			£240	
Acid free finds box	440 x 315 x 400			£360	
Acid free finds box	840 x 420 x 100			£240	
Gastronorm	2/3 14 litre			£135	
Gastronorm	2/3 9 litre			£90	
Deposition Admin				£90	
Outsize/other items					
Price on application					
Total Charge for Deposition					£
Date Deposition of Archaeological Archive Completed:/...../.....					
Signature of Excavation Staff:			Print Name:		
Signature of Museum Staff:			Print Name:		

Version 1 (Jan 2024) Archaeological Archive Deposition Form, The Box Plymouth Museum Gallery Archive

The Box, Tavistock Place, Plymouth, PL4 8AX | 01752 304774 | theboxplymouth.com



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 Registered Office: Balard House, West Hoe Road, Plymouth, Devon PL1 3BJ
 VAT Registration Number: 344 7569 69

It is envisaged that most photographs and plans for archives post dating 1.1.2012 will be born digital. However, where this is not the case, charges for deposition will be made.

Appendix 6: Excel spreadsheet for listing Small and Bulk Finds

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** The Box Plymouth Archaeological Archives - Small Find and Bulk Find Listing
- Row 2:** Overall Site Information
- Row 3:** Site Accession Number (Provided by The Box)
- Row 4:** Site Name (Collection Place)
- Row 5:** National Grid Reference
- Row 6:** Individual Database Record Information
- Row 7:** Identification
- Row 8:** Finds Number
- Row 9:** Small Find or Bulk Find
- Row 10:** Object Name (1)
- Row 11:** Object Name (2)
- Row 12:** Quantity
- Row 13:** Researcher Description
- Row 14:** Researcher Description Date
- Row 15:** Researcher Name
- Row 16:** Researcher Context Number
- Row 17:** Numbers
- Row 18:** Object Date (Early)
- Row 19:** Object Date (Late)
- Row 20:** Object Time Period
- Row 21:** Production Place
- Row 22:** School/Style
- Row 23:** Physical Characteristics
- Row 24:** Technique of Construction (1)
- Row 25:** Technique of Construction (2)
- Row 26:** Technique of Construction (3)
- Row 27:** Material (1)
- Row 28:** Material (2)
- Row 29:** Material (3)
- Row 30:** Dimension (length mm)
- Row 31:** Dimension (width mm)
- Row 32:** Dimension (depth/height mm)
- Row 33:** Dimension (diameter mm)
- Row 34:** Recommendations
- Row 35:** Environment
- Row 36:** Handling
- Row 37:** Packing
- Row 38:** Storage