
ARCHAEOLOGICAL ARCHIVES FORUM
Interim Meeting
(23rd Meeting)

Ulster Museum, Belfast Room

6th March, 10:30 – 15:30

- 1. Attendees:** Amanda Forster (IFA), Caradoc Peters (SCFA), Catherine Hardman (ADS), Claire Foley (DOENI), Claire Tsang (Sec.) (English Heritage), Duncan Brown (English Heritage/SMA), Elizabeth Walker (Wales - Museum Wales RCHMW), Emily Nimmo (RCAHMS), Gareth Edwards (RCAHMW), Johanna Vuolteenaho (DOENI), Katie Green (ADS), Ken Neill (DOENI), Kirsty Lingstadt (RCAHMS Collections), Quinton Carroll (Chair) (ALGAO), Sinead McCartan (Host) (National Museums: Northern Ireland)
 - 2. Apologies:** Scott Furlong (Arts Council), Jim Spriggs (ICON), Helen Parslow (FAME)
 - 3. Minutes of last meeting: Actions :**
 - *SCFA undertake survey of archives held in Universities* **Action: CP :** Caradoc was unable to attend the last meeting, the next is with 26th March and he will liaise with Mike Heyworth. It was noted another unknown was archives held by Archaeological Societies. It is likely that the CBA are in the best position to pursue this.
 - *Transfer of Title: DB to review Transfer of Title section of AAF Guidance, a standard transfer of title form should also be developed.* **Action:** DB to continue work on this.
 - *Recommendation 2: SMA to discuss at next meeting (November)* This was discussed and Nicky Scott (NS) is putting a project proposal together to apply to EH for funding for a pilot study to review the resources in an area which help identify archaeological archives to see if these can be brought together to promote archaeological archives.
 - *R1: EH (DB) and ACE (SF) to liaise* DB will now take the lead on the statement and will produce it for the ACE to comment on.
 - *R3: Response to request for standards had been limited. Action: NS to chase and list* Response again had been limited, Nicky Scott is to chase, NS is also co-ordinating with Helen Parslow to assist collate a set.
 - *R4: SMA. Review of retention and selection guidelines is continuing.* NS is continuing work on this, it is a difficult topic and it was noted that at the LAARC retention and selection meeting single answer was found and consideration on a site by site basis was considered the way forward. The meeting was a successful start to an ongoing process.
 - *R5: Ongoing (QC), however it was noted that there is a continuing decrease in coverage of ALGAO members. National Best Practice Guidance which sits underneath the NPPF is due out this week.*
 - 4. News updates**
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- **RCAHMS (KL):** The Historic Environment Scotland Bill was launched Tuesday. This merges the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) and Historic Scotland have been merged to become Historic Environment Scotland (HES), a non-governmental department body (NGDB). To coincide with this a new strategy; 'Our Place in Time' has been developed. HES will be a digital repository for archaeological archives in Scotland. Further work is being undertaken to develop the archiving strategy, with a successful cross-sectoral meeting in XXXX, identifying key issues and recommendations. On the back of this two working groups have been set up to investigate selection and retention and undertake a survey similar to the SMA's Archaeological Archives and Museums 2012.
 - **Wales (HE/EW):** Following the Welsh government's public consultation 'The future of our past', the Welsh Government has decided not to Royal Commission on the Ancient and Historical Monuments of Wales and Cadw. Both organisations are in a good position to move forward. An advisory panel has been to develop a strategy for archaeological archives, the ARCHES document is being used (<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=Main>). The purpose of the project is to agree a European standard that will benefit cultural heritage practice and management in Europe and to produce a best practice manual.
 - **English Heritage:** the organisation is awaiting the results of the public consultation on the New Model Plan – the movement of the properties into a charity. EH has just completed a consultation of draft image capture guidance. More locally Claire Tsang and Hugh Corley, part of the Intervention and Analysis team have had a product design for approved for an Archaeological Digital Archiving Protocol (ADAPT), which will provide file management protocols to the Intervention and Analysis team.
 - **Northern Ireland (CF/SM/KN/JV):** Background was given on the archaeology of NI. The area is small geographical, historically there is no Royal commission. The first archaeological organisation was set up in 1950 – the Archaeological Survey. In the 1998's the NI archaeological Forum (NIAF), spearheaded by FAME, lobbied for development of ??????. Archaeological licences have been required since the 1930's. Currently energy and focus has been on the development of the NIEA Archaeological Archive review. This will feed into Licence improvement and planning conditions. Currently the responsibility for archaeological archives is unclear, with the finds archive remaining in the ownership of the Landowner, resolution of this currently sits with minister and there is a large retrospective problem. Ulster museum holds some digital archives, but its ability to collect digital archaeological archives is some way off. Planning policy is currently being developed – similar to PPS5 in England. The AAF will respond to the consultation.
 - **ADS (KG/CH):** ADS Easy is currently being tested by Nicky Scott (Oxford Archaeology) and Helen Parslow (Albion) and is identifying training requirements. The Bedern group met on the 5th March it was agreed that work would be done to harmonize standards and collate XXXX. DB noted that deposition of the digital archive with the ADS meant that the museum did not have chance to validate the data, CH
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stated that the ADS were looking at developing a intervention period/facilities for interested parties (museum/planning authority).

- **IFA (AF):** IfA is working towards becoming a chartered institute. Best practise workshops have been well attended and successful in providing training and bringing different parts of the sector together. At the AGM there is to be a seminar on 'collecting archaeology' **Action: AM to circulate flyer**
- **SCFA (CP):** At the SCFA meeting the issue of dissertations not being preserved was also raised. It was discussed that this should be undertaken through the Ethos Project <http://www.ethos.ac.uk/> and that SCFA had already raised that this was the responsibility of university departments. It is possible that although PhD dissertations are being preserved, Master dissertations are not. The publication of monographs online is also being investigated and departments were being looked to encourage archaeology in Schools. From Key stage 2 children were learning from 8000BC and up. <http://www.universityarchaeology.org.uk/>
- **ALGAO (QC):** Work continues to ensure archaeological archives are referenced in meeting, and archaeological archives have been included in development of guidance. Ed Vaisey, English culture minister commissions inquiry into the future of local government archaeology services. The review is to be undertaken by Lord Redesdale and John Howell MP, the first stage; a call for written evidence, is now closed to comment. The review will be undertaken again in 3 years time, to map developing changes. The report is due out Summer 2014.
- **SMA** A reminder has been sent to all members that museum archive guidelines need to be sent to Nicky Scott. Helen Parslow and Nicky have already been able to create a resource using those held by Oxford and Albion. The Museum collections area map is to be revamped again soon, it will be updateable and there will be a template for those sending in changes,

5. Membership. Nicky Scott is no longer representing the SMA. The SMA intends to vary their representatives from now on. **Action:** QC to discuss the implications of this with Gail Boyle (SMA Chair).

Johanna Vuolteenaho (DOENI), Katie Green (ADS), Ken Neill (DOENI) were welcomed as new members, Richard Welander has been removed from the circulation list and is now a corresponding member.

6. Recommendations from 'Evaluating the archaeological resource in store – informing the future' – The Final Report

R1 Produce a policy statement on the significance of archaeological archives nationally, and their importance as a key resource in the future.

See above

R2 Promote the potential of archaeological archives as a resource for engaging all communities.

SMA developing a project proposal to apply for NHPP funding from EH for a pilot study to identify if a unified archaeological resource can be created to provide greater access to archaeological archives through archive and event

data collated by HERs, repositories and other bodies. This is being put together by Nicky Scott, Oxford Archaeology/SMA member

R3 Establish a national strategy for archive completion as a means of providing easy access to the archaeological record.

See above

R4 Develop a national strategy for the storage and curation of archaeological archives.

See above

R5 Ensure that the significance of archives is fully recognised at all stages of planning-led archaeological work.

See above

R6 Seek solutions for archive material that currently cannot be transferred to a repository.

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

R7 Develop a framework for the provision of archaeological archive advice to practitioners in planning authorities, contracting organisations, museums, and community groups.

This has been progressed with the archives training workshops run by the IFA archives group, these have been successful and have been completed and the group is looking at new ways to take this forward.

R8 Promote and publicise the collecting areas map.

See above

7. OASIS (now a standing item on the AAF agenda.)

Oasis is being expanded to include maritime areas. Oasis is to be developed as part of the Herald project (Historic Environment Research Archives, Links and Data). There will be a consultation stage of the project; the planned changes include feeding data to other archive systems and linking to ADSeasy.

8. Photographic policy (Wet film issues)

The AAF was contacted by Damien Campbell-Bell of Wessex Archaeology, reporting difficulties purchasing colour film (Fujifilm ceased production of ISO400 35mm last year), film is still available from purchasing from stock but this has led to increasing cost of film, while at the same time local bodies require use of the film and this will be come unsustainable.

9. A.O.B.

Acronym list is to be added to the minutes. **Action:** CT (Done)

10. Date & location of next meeting

Edinburgh, October 22nd 2014

Acronyms

AC	Arts Council	www.artscouncil.org.uk/
ACE	Arts Council England	www.artscouncil.org.uk/
ADS	Archaeology Data Service	http://archaeologydataservice.ac.uk/
ALGAO	Association of Local Government Archaeological Officers	www.algao.org.uk/
ARCHES	Archaeological Resources in Cultural Heritage: a European Standard	http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=Main
CBA	Council of British Archaeology	http://new.archaeologyuk.org/
DOENI	Department of the Environment Northern Ireland	www.doeni.gov.uk/
EH	English Heritage	www.english-heritage.org.uk/
ETHOS	Electronic Thesis Online System	http://www.ethos.ac.uk/
FAME	Federation of Archaeological Managers and Employers	www.famearchaeology.co.uk/
ICON	The institute of conservation	www.icon.org.uk/
IFA	Institute for Archaeologists	www.archaeologists.net/
LAARC	London Archaeological Archive and Research Centre	www.museumoflondon.org.uk/collections-research/laarc/
NHPP	National Heritage Protection Plan	https://www.english-heritage.org.uk/professional/protection/national-heritage-protection-plan/
NIAF	Northern Ireland Archaeology Forum	http://www.niaf.co.uk/
NMNI	National Museums Northern Ireland	https://www.nmni.com/home.aspx
NPPF	National Planning Policy Framework	https://www.gov.uk/government/publications/national-planning-policy-framework--2
OASIS	Online accesS to the Index of archaeological investigationS	http://oasis.ac.uk/pages/wiki/Main http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/archived/publications/planningandbuilding/pps5
PPS5	Planning Policy Statement 5	
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland	http://www.rcahms.gov.uk/
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales	http://www.rcahmw.gov.uk/
SCFA	Subject Committee for Archaeology	http://www.universityarchaeology.org.uk/
SMA	Society for Museum Archaeology	http://www.socmusarch.org.uk/
