



Archaeological Mitigation

Standards & Guidance

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1 Requirement for Archaeological Mitigation

- 1.1 A programme of archaeological mitigation is undertaken when archaeological remains are known to exist on a site and their significance will be harmed by the implications of a planning or other proposal.
- 1.2 SYAS should be consulted in advance of any archaeological mitigation to agree a methodology.
- 1.3 Note: All references are correct at time of publication, and it is the responsibility of the undertaking body to review the guidance and ensure that they refer to the most current.

Professional Standards

- 1.4 Archaeological work should be carried out using appropriate expertise and the archaeologists undertaking the work should be adequately qualified. It is good practice to use professionally accredited experts such as a ClfA Registered Organisation¹. SYAS also maintain an open list of archaeological contractors who operate in the region.²
- 1.5 All archaeological work needs to comply with:
1. the Regional Statement of Good Practice for Archaeology in the Development Process;³
 2. the Chartered Institute for Archaeologist's (ClfA) standards and guidance;⁴
 3. Historic England's guidance on managing archaeological projects (MoRPHE)⁵
 4. Historic England's best practice guidance relevant to the project.⁶

Written Scheme of Investigation

- 1.6 The undertaking body will be required to provide a Written Scheme of Investigation (WSI) to set out a proposed scheme of archaeological investigation. This must provide sufficient detail to demonstrate the works will be appropriate and proportionate to the importance of the archaeological remains and expected level of impact.
- 1.7 The requirement and contents of a WSI on any given site should be confirmed with SYAS.
- 1.8 The WSI should be formed in reference to relevant standards, and as a minimum contain:
1. Site location (illustrated on OS MasterMap or similarly detailed survey showing National Grid Coordinates);
 2. Context of the project (including planning background and consultations);
 3. Project timetable/ work stages;
 4. Monitoring arrangements;
 5. A description of the site identifying its geology, topography, condition etc. and observations on the implications of those aspects;
 6. Brief summary of the archaeological and historical background of the site and its environs including other fieldwork in the vicinity of the site;
 7. A description of the varying archaeological significance across the site;

¹ A register of Registered Organisations is available online: <https://www.archaeologists.net/lookingforanarchaeologist>

² Available online: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service>

³ SYAS 2018

⁴ ClfA 2023a & b

⁵ Historic England 2015a

⁶ Available online: <https://historicengland.org.uk/advice/find/a-z-publications/>

8. Details of the mitigation strategy, including open area excavation and/ or strip, map & sample, and identifying any areas excluded from further investigation including those subject to preservation *in situ*;
 9. Aims and objectives with reference to the South Yorkshire Historic Environment Research Framework and other period specific or thematic research frameworks/strategies, as applicable;
 10. A table listing the rationale behind each mitigation area and their dimensions (including a plan that clearly shows their location within the site);
 11. The methodology for site investigation including a bespoke sampling strategy for environmental/ sediment deposits and scientific dating, assessment, analysis and reporting;
 12. A summary of the specific outputs of the project (e.g. report, archives etc);
 13. The strategy for the deposition of the project archive (including a selection strategy and data management plan produced in accordance with ClfA guidance);
 14. The strategy for publication and dissemination of the results;
 15. Details of the competent person/persons or organisation undertaking the works.
- 1.9 Appropriate specialists, including the Historic England Science Advisor, should be consulted in formulating preservation strategies, sampling strategies and methodologies specific to the site and project objectives. This should include a sediment sampling strategy informed by any previous phases of work at the site and any deposit model. Provision should be allowed to revise this strategy during the fieldwork, as appropriate, to account for initial results and unexpected discoveries.
- 1.10 A template Written Scheme of Investigation covering archaeological mitigation is available⁷, providing additional guidance and allowing any deviations from these standards to be identified and justified.

Selection Strategy & Data Management Plan

- 1.11 A proposed archive selection strategy must be included with the WSI, detailing the project-specific selection process, agreed by all stakeholders, for all records and materials arising from the work in creating the Archaeological Archive.
- 1.12 Where digital data is anticipated as an output of the project, the selection strategy must include a data management plan, setting out the methodology for data management from acquisition to deposition.
- 1.13 This should be produced in accordance with ClfA guidance.⁸

Monitoring

- 1.14 SYAS will be responsible for monitoring the contractor's work. The contractor must give a minimum of one week's notice of the commencement of fieldwork in order that arrangements for monitoring can be made.
- 1.15 Minor changes to an agreed WSI must be submitted to SYAS for written approval. Major changes will require the preparation of an updated WSI for submission to the approving body (SYAS or planning authority as appropriate).

⁷ See guidance for archaeological projects, available online: <https://www.sheffield.gov.uk/syas>

⁸ Available online: <https://www.archaeologists.net/selection-toolkit> & <https://www.archaeologists.net/digital>

2 Aims

- 2.1 The purpose of a programme of archaeological mitigation is to ensure the recording, preservation, or management of the archaeological resource in order to mitigate a threat to that archaeological resource, advance understanding and deliver a public benefit.
- 2.2 The work will be undertaken in reference to general aims and specific objectives formulated with reference to the South Yorkshire Historic Environment Research Framework⁹ and other period specific or thematic research frameworks/strategies, as applicable.
- 2.3 The level of detail included should be proportionate to the importance of any heritage assets affected, and no more than is sufficient to mitigate the impact of the scheme on archaeological significance.

3 Scope

- 3.1 The programme of archaeological mitigation should consider the whole of the site included in the scheme including those areas affected by temporary works such as construction compounds.
- 3.2 The most common forms of mitigation currently employed are:
 - 1. Preservation *in situ*;
 - 2. Open area excavation; and
 - 3. Strip, map & sample.
- 3.3 A combination of strategies may be required dependent on the nature of the archaeological resource within the site and project aims. For example, part of the site may require to be preserved *in situ*, part subject to open area excavation, part subject to strip, map sample and the remainder excluded from further archaeological excavation or management.
- 3.4 On a case-by-case basis, other forms of investigation will be required such as field walking or metal detecting, to aid recovery of material from topsoil, and/or additional recording measures such as earthwork survey.
- 3.5 The Historic England Science Advisor can be consulted in regard to advice on appropriate approaches to fieldwork, sampling strategies and any archaeological science components.

Recommended Contingencies

- 3.6 Contingencies should identified in the WSI and be budgeted for, including, where relevant:
 - 1. Additional stripping, up to 5% of the original area;
 - 2. Allowance for 100% excavation of enclosure ditches, following sampling, in machine-dug spits under direct archaeological supervision.
 - 3. Additional specialist sampling and scientific dating;
 - 4. Additional specialist analysis;
 - 5. Conservation of artefacts.

⁹ Available online: <https://researchframeworks.org/syrf/>

4 Standards for Preservation *In Situ*

- 4.1 Preservation *in situ* refers to the conservation of an archaeological asset in its original location where the intention is to retain and protect it beneath or within the development scheme.
- 4.2 The survival of archaeological resources depends on the maintenance of stable below-ground conditions. A strategy for preservation *in situ* will be agreed between SYAS and the developer or their agent.
- 4.3 This strategy will draw upon the results of any preservation assessment undertaken during an evaluation stage, the characterisation of the environmental conditions of deposits, and relevant guidance.¹⁰
- 4.4 Waterlogged archaeological deposits are not common and the survival of organic materials in the archaeological record is quite rare. As such, information requirements for sites with these types of deposits are likely to be higher, e.g. a Water Environment Tier Assessment may be required.¹¹
- 4.5 Relevant information about the scheme's design, including layout, foundations, depths of formation and services, landscaping proposals, etc, will be considered.
- 4.6 The strategy will detail the methods of preservation to be employed and identify methods and measures to ensure accidental damage does not occur during the construction phase. For example, areas to be preserved should be properly demarcated or fenced, and their presence noted in any Construction Management Plans and engineering drawings, and key works in the area will be monitored by the archaeological contractor.
- 4.7 Ongoing management and maintenance of preserved remains, post-construction, will be set out in a separate supporting document, e.g. landscape management strategy.
- 4.8 The implemented strategy to secure preservation should be detailed within a report deposited with the Historic Environment Record, to assist with future management of the site.

5 Standards for Open Area Excavation and Strip, Map & Sample

- 5.1 Open Area Excavation is appropriate for those areas of greater significance and/or greater impact within a development, which are not to be preserved *in situ* and warrant the most detailed further investigation.
- 5.2 A Strip, Map & Sample (SMS) approach is appropriate for those areas where significance may not be of the highest order and/or where the location and level of detailed further investigation needs to be determined. Following the monitored stripping of an SMS area and preparation of a pre-excavation plan, a bespoke investigation strategy will be agreed.
- 5.3 Intrusive archaeological fieldwork will be undertaken in accordance with ClfA standards and guidance.¹²

¹⁰ Historic England 2016

¹¹ Historic England 2016

¹² ClfA 2023a & b

- 5.4 Detailed procedures for excavation and recording will be undertaken in accordance with professional best practice, such as that established in Historic England's *Excavation Recording Manual*.¹³
- 5.5 All records, finds and samples generated during the programme of works should be safely stored as part of a Working Project Archive (see Section 7).

Excavation Strategy

- 5.6 The location of any open excavation area(s) and strip, map & sample area(s) required will be dependent upon the results of previous investigations and the strategy set for the site in the WSI (see 1.8).
- 5.7 The archaeological contractor will need to be fully conversant with the results of the earlier phases of archaeological investigation prior to starting on site.

Groundworks

Staking Out

- 5.8 Mitigation areas will be staked out using a real-time kinematic global navigation satellite system (RTK GNSS), or other suitably accurate survey method of equivalent accuracy, in accordance with the agreed locations set out in the WSI.
- 5.9 Minor adjustments may be undertaken to avoid previously unknown obstacles such as services, or to enable machine manoeuvring, so long as they do not affect the excavation strategy. Major adjustments should not be made without prior agreement of SYAS.

Machine Excavation

- 5.10 All machine excavation should be undertaken by adequately qualified and experienced operators, under the supervision and direction of an archaeologist, and cease at the first archaeological horizon or when the natural geology is exposed.
- 5.11 Breaking ground, whether topsoil or hardstanding, should be undertaken with care, mindful of the presence of archaeological deposits.
- 5.12 Machine excavation will be undertaken by backactor excavator, using a toothless bucket of appropriate width, to reduce ground levels in level spits of no more than 0.20m. Excavated areas should not be smoothed with the back of the bucket. Under no circumstances will the machine be used to cut arbitrary trenches down to natural deposits.
- 5.13 Toothed buckets are only to be used in exceptional circumstances, and where express permission has been given by the archaeologist.
- 5.14 Care should be taken when excavating onto suspected occupation sites, or entranceways, in order that subtle features or deposits are not machined off. After the depth of the archaeological horizon has been established, it may be appropriate to machine to just above it to enable hand excavation to establish potential before further machine stripping.

¹³ Historic England 2018d. Available from Historic England's website:
<https://historicengland.org.uk/content/docs/research/historic-england-archaeological-recording-manual-2018/>

Spoil

- 5.15 Spoil will be scanned for metal artefacts using a metal detector capable of discriminating between metals, and operated by an experienced user, to enhance recovery of artefacts.

Deep Excavations

- 5.16 Where necessary to execute the objectives of the project, mitigation areas may need to be stepped or shored to reach their final depth. The potential for deep excavation should be identified from geotechnical data and previous archaeological investigations, such as an evaluation phase. Appropriate measures should be included in the WSI.
- 5.17 The base of the excavation will reflect the size specified for the mitigation area.

Removal of Bulk Deposits and Obstructions

- 5.18 With the prior agreement of SYAS, bulk deposits of limited archaeological interest may be machine excavated in spits (such as homogenous deposits of made ground or demolition material).
- 5.19 Large obstructions, such as boulders or engineering structures, will be left *in situ* where it is safe to do so. Removal of such structures by machine will be undertaken where they are assessed to cover archaeological deposits, and only where a strategy has been agreed with SYAS on how disturbance of surrounding deposits or structures will be avoided.

Removal of Contaminated Deposits

- 5.20 The risk of contamination should be established prior to work commencing, and appropriate measures implemented to reduce or avoid risks in accordance with Historic England best practice guidance.¹⁴
- 5.21 If excavation needs to cease due to the discovery of contaminated deposits, then guidance should be sought from the appropriate specialist/agency to establish risks and design a forward strategy for safe excavation.
- 5.22 Where hand excavation is not possible, machine excavation should be undertaken under the direction of an archaeologist. An appropriate strategy for recording will be agreed on a case-by-case basis with SYAS.

Investigation of Archaeological Features

- 5.23 Archaeological deposits will be cleaned and excavated by hand, using appropriate tools, according to accepted principles of stratigraphic excavation. The stratigraphy of the area is to be recorded, even when no archaeological deposits have been identified.
- 5.24 All features will be investigated in order that they are sufficiently understood to meet the aims and objectives of the project. As a minimum:
1. discrete features will be half-sectioned in the first instance;
 2. linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m, with corners and terminals targeted using 2–3m interventions;

¹⁴ Historic England 2017a

3. the deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.
- 5.25 Allowance will be made for the 100% excavation of enclosure ditches with machine-dug spits under archaeological control, following sufficient hand-excavation.
 - 5.26 Archaeological features within a Strip, Map & Sample (SMS) area may be subject to a different investigation and sampling strategy to those in an Open Area Excavation. Following the monitored stripping of an SMS area and preparation of a pre-excavation plan, a bespoke investigation strategy will be agreed.
 - 5.27 Section 5.24 applies by default to a Strip, Map & Sample area if no other strategy is detailed or agreed.

Weathering-out, Drying and Wetting

- 5.28 Depending on the conditions of the site and geology, particularly on Sherwood/Bunter Sandstone sands and gravels, it may be necessary to allow a minimum of one week following stripping to improve visibility of archaeological deposits.
- 5.29 In dry conditions or on clayey soils it may be necessary to spray the site to show up changes in the composition of soils and identify features.
- 5.30 Waterlogged and organic-rich deposits should initially be kept covered and damp. An appropriate strategy should be developed and implemented to prevent degradation.

Features of Unexpected Importance

- 5.31 Should features of unexpected importance or complexity be identified that would warrant special measures to record or protect them, then the supervising archaeologist should notify SYAS at the earliest opportunity to discuss an appropriate strategy for their management.

Recording

- 5.32 A standard single context recording system will be used to keep a documentary record of all archaeological remains that are encountered.¹⁵ The individual contexts will be cross-referenced as appropriate to associated features that are exposed.
- 5.33 Stratigraphy will be recorded in all areas of monitoring, even where no archaeological deposits have been identified, and a Harris Matrix diagram compiled.
- 5.34 All records will be checked for consistency and stratigraphic relationships.

Drawn Record

- 5.35 A range of survey methods may be applied depending on the nature of the archaeology encountered, including survey by hand, by total station, real-time kinematic global navigation satellite system (RTK GNSS), or photogrammetry. All measured survey will be undertaken in accordance with relevant guidelines.¹⁶

¹⁵ Historic England 2018d

¹⁶ Including Andrews *et al*/2015 and Historic England 2017b.

- 5.36 Hand-drawn and digital surveys will be annotated in the field to produce interpretative drawings with relevant context numbers and boundaries between features.
- 5.37 A drawing register will be maintained, recording the scale, location, date, subject, levels, and surveyor.
- 5.38 The extent of the excavated areas and archaeological features will be recorded in plan at an appropriate scale (1:500, 1:1250 or at most 1:2500), including the position of section lines, and tied into the National Grid.
- 5.39 All archaeological features will be drawn in plan and section at an appropriate scale (no less detailed than 1:50 for plans and 1:20 for sections) with Ordnance Datum heights on each drawing. At least one representative section of each mitigation area, from ground surface, will be drawn. Detailed plans will be made of key features and section/ elevation drawings provided of cut features and upstanding structures as appropriate.

Photography

- 5.40 Photographic recording (film or digital) will be required showing the site in context, all excavated areas and individual archaeological features, and including shots of work in progress.
- 5.41 Film photography will be undertaken using panchromatic black and white film no faster than ISO400, supplemented with colour slide film.
- 5.42 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive.¹⁷ All digital photography will be undertaken using a high-quality camera recommended to have no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format.
- 5.43 A tripod will be used to allow stable longer exposures in low light conditions.
- 5.44 Metric scales of appropriate size will be discreetly placed in photographs to preserve a sense scale. Where colour is an important factor, colour control patches will be used.
- 5.45 A register recording the details of each image will be maintained, including subject, location, date, and photographer.

Finds and Samples

- 5.46 In addition to having input into the WSI, provisions should be made for relevant specialists to visit the site where required to allow an iterative approach to recovery strategies.
- 5.47 The Historic England Science Advisor can be consulted for advice on appropriate approaches to sampling and other archaeological science components.

Artefact Recovery

- 5.48 All stratified archaeological finds will be collected, except from modern contexts (mid-20th century or later). Unstratified finds will be collected where they may be of archaeological interest. All collected finds will be bagged and labelled by context.
- 5.49 The use of sieves to enhance artefact recovery should be considered as part of the excavation strategy.

¹⁷ Historic England 2015c. and Archaeological Data Service 2009

- 5.50 Removal, packaging, and labelling of finds will be undertaken in accordance with 'First Aid for Finds'¹⁸ and specific Historic England guidance as required.

Environmental/Sediment Sampling and Scientific Dating

- 5.51 All sampling must be undertaken to a bespoke strategy to be set out in the project WSI. It is to be produced in consultation with specialist advice, and in accordance with best practice guidance (including specific guidance on industrial residues, geoarchaeology, animal remains and dating, where appropriate).¹⁹
- 5.52 If an evaluation phase has been undertaken, the results of that sampling programme should inform the design of the bespoke strategy in the project WSI.
- 5.53 The classes of material to be sampled, and the methodology for collection and assessment, will be dependent on:
1. The nature of past environments, landscape processes and human activities;
 2. The types of material to be recovered to address the objectives of the project;
 3. The types of material expected to survive given known ground conditions.
- 5.54 The sampling strategy should also identify a process for determining when scientific dating will be considered, and the most likely forms appropriate to the site (such as radiocarbon dating, luminescence dating, archaeomagnetic dating, or dendrochronology).
- 5.55 Provision should also be made in the WSI for the sampling strategy to be refined at suitable stages during the fieldwork programme, utilising appropriate specialists where necessary including the Historic England Science Advisor. Sample processing and assessment during fieldwork aids an iterative approach.

Human Remains

- 5.56 A licence for the removal of human remains will be requested from the Ministry of Justice, ahead of fieldwork commencing, where it is known/anticipated that such remains will be disturbed.
- 5.57 Should any unexpected inhumation or cremation burials be encountered, their extent, number and state of preservation will be established and SYAS will be notified to discuss an appropriate strategy for their management. Remains should not be removed or chased beyond the existing limits of excavation prior to agreement with SYAS and receipt of a relevant licence.
- 5.58 The treatment of human remains will be in accordance with the requirements of the licence, Civil Law and all relevant best practice guidance.²⁰ The remains will be recorded *in situ* before lifting in accordance with best practice guidance.²¹

Treasure

- 5.59 Artefacts defined as treasure under the Treasure Act 1996 (as supplemented by The Treasure (Designation) (Amendment) Order 2023) will be treated in accordance with the Treasure Act 1996 Code of Practice.²² All finds of treasure must be reported to the local

¹⁸ Watkinson and Neal 1998

¹⁹ Historic England 2011, 2015d, 2018b, 2019 and 2022.

²⁰ APABE 2017

²¹ Brickley, et al., 2004 and 2017 & Historic England 2018c

²² DCMS 2008

coroner within 14 days of discovery. In the first instance, it is recommended that details of the find are provided to the local Portable Antiquities Scheme Finds Liaison Officer to confirm that it constitutes treasure; they will be able to apply for a Treasure Reference Number and declare the find to the coroner on your behalf. SYAS should also be notified.

- 5.60 A short Treasure Report will be compiled for submission to the coroner.²³
- 5.61 Where recovery of treasure cannot be undertaken on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

Post-Excavation

- 5.62 All finds are to be treated in accordance with current best practice guidance. Finds are to be cleaned and marked, according to accepted principles and in line with appropriate period/material guidelines.
- 5.63 For all categories of material recovered, including finds, palaeo-environmental, industrial and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken in accordance with best practice guidance.²⁴
- 5.64 Advice from appropriate specialists will be sought on selection of appropriate and submission of samples, including those collected on site and those recovered during processing, for scientific dating.
- 5.65 Basic stratigraphic information will be supplied to the project specialists.
- 5.66 All sediment samples collected in accordance with the project sampling strategy should be processed, sorted, and assessed (excluding samples from obviously mixed deposits, etc.); best practice is for this work to be undertaken during fieldwork (see 5.55).
- 5.67 Advice from appropriate specialists will be sought on the storage and conservation of unstable artefactual remains (e.g. metallic, wood or leather).
- 5.68 Ferrous objects, and a selection of non-ferrous objects (including all coins), will be x-radiographed in accordance with Historic England guidance.²⁵
- 5.69 The specialists will provide assessment reports describing the material, proposing selection for the permanent archive, and identifying recommendations for further detailed analysis and illustration in consideration of the project research objectives and any unanticipated research potential.
- 5.70 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections, e.g. the South Yorkshire / North Derbyshire Medieval Ceramics Reference Collection.²⁶
- 5.71 The guidelines for handling Post Roman Ceramics produced by the Medieval Pottery Research Group are also to be followed, for relevant material: MPRG, 2001 "Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics" Medieval Pottery Res Group Occ Paper 2.

²³ A template treasure report can be requested from the Finds Liaison Officer

²⁴ Watkinson and Neal 1998, Historic England 2011 & Barclay *et al.* 2016)

²⁵ Historic England 2006

²⁶ Available online: http://archaeologydataservice.ac.uk/archives/view/ceramics_eh_2003/

Reporting

Post-Excavation Assessment Report

- 5.72 A post-excavation assessment report should be prepared after the completion of fieldwork to provide an assessment of the potential of the data collected during that stage and to establish what post-excavation analysis is required to achieve the project aims.
- 5.73 If the data collected is not thought sufficient to warrant a formal post-excavation assessment report then, following written agreement with SYAS, the project should proceed to the archive reporting stage.
- 5.74 A post-excavation assessment report shall contain:
1. A summary of stratigraphy and finds and samples recovered (this should not be a detailed stratigraphic description of the entire site);
 2. A brief description of identified phases, as known;
 3. A statement of potential for each component of data, carried out by appropriate specialists, including recommendations on conservation and archive selection.

Updated Written Scheme of Investigation

- 5.75 Once the post-excavation assessment report has been finalised and agreed with SYAS, the WSI should be updated.
- 5.76 An Updated WSI should contain:
1. Any changes to the aims and objectives of the project;
 2. Schemes of conservation or specialist analysis;
 3. The requirement and content of the final analysis report;
 4. Details for dissemination and publication;
 5. Updated Data Management Plan;
 6. Any updates to archiving requirements, including the Selection Strategy.

Archive Report

- 5.77 A final archive report shall contain:
1. An introduction including background information (with planning application details, where appropriate);
 2. The original research aims and objectives and rationale for selected area of investigation, and any updated research aims and objectives identified;
 3. An archaeological and historical baseline;
 4. A description of results;
 5. The results of analysis of all find and sample categories, by appropriate specialists;
 6. The results of any scientific dating;
 7. A discussion of the results including a phased interpretation of the site and the extent to which the work has addressed the research aims and objectives;
 8. An assessment of the effectiveness of the project, including earlier stages of work, and detailing any implemented strategy to secure preservation *in situ*;
 9. A conclusion summarising the results in their local, regional, and national context;
 10. Supporting illustrations, including as a minimum:
 - (a) a detailed location map;

- (b) a detailed site plan showing any areas of preservation *in situ* with levels and NGR coordinates;
 - (c) a detailed site plan showing all areas as excavated, with NGR coordinates;
 - (d) detailed plans of features, as excavated, with levels, NGR coordinates and section locations;
 - (e) detailed sections of features, as excavated, with levels;
 - (f) an overall (phased) site plan showing all archaeological features recorded;
 - (g) selection of photographs of work in progress;
 - (h) select artefact illustrations and/or photographs.
11. Supporting tables of data, including as a minimum:
- (a) a detailed context index;
 - (b) an archive index.
12. Acknowledgements identifying those involved in the project, including the support of SYAS.

6 Standards for Public Engagement, Dissemination & Publication

Public Engagement & Outreach

- 6.1 Archaeological work is undertaken for public benefit and SYAS encourage opportunities for public engagement to be integrated from the outset.
- 6.2 The WSI will set out the steps taken towards establishing an engagement and outreach strategy. Where no measures are proposed, then the reason why must be clearly stated.
- 6.3 Measures to be considered include:
1. Illustrated notices displayed during fieldwork around the site (with the client's agreement), explaining what work is in progress and why, to keep members of the public informed (minimum of A3 size, with font at a minimum size of 16 point);
 2. Social media or newspaper updates;
 3. Site tours and public talks (e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies);
 4. Digital interpretation;
 5. Popular publications;
 6. Permanent public information board(s); and
 7. Any other opportunities that might be relevant for a given site.
- 6.4 A bespoke strategy shall be produced for each site in consultation with relevant specialists.

Dissemination of Results

- 6.5 Digital and physical copies of the report must be supplied to SYAS for incorporation into the South Yorkshire Historic Environment Record. Copies of select digital data must also be provided including the extent of mitigation areas, e.g. areas of preservation in *situ*, areas of excavation, or of strip, map & sample (shapefiles of extents and features).
- 6.6 Printed copies of reports will be included with the physical archive to the recipient museum.
- 6.7 Copies of the report, or details on where it can be accessed, should be provided to all external specialists involved in the project. This is to assist in the design and implementation of future projects.
- 6.8 The archaeological contractor should initiate or update an online OASIS form²⁷ at commencement of the project. Details of the results and archive are to be added, along with a copy of all formal reports, upon completion of the project.

Formal Publication

- 6.9 A summary report of an appropriate length, accompanied by illustrations (at 300dpi resolution), must be prepared and submitted in digital format, for publication in *Archaeology in South Yorkshire* or an equivalent SYAS publication and/or regional or thematic roundups.
- 6.10 Where results warrant it, and following discussion with SYAS, formal publication in the form of a journal article, occasional paper or monograph should be produced.

²⁷ Via the OASIS online portal hosted by the Archaeological Data Service <http://ads.ahds.ac.uk/project/oasis/>

Furthering Research

- 6.11 Provision must be made for updating the South Yorkshire Historic Environment Research Framework where the results of a fieldwork project contribute towards agenda topics. This is to be achieved by adding 'comments' to relevant research questions briefly summarising the results and providing a bibliographic reference to the relevant report²⁸.

²⁸ The research framework is accessible online: <https://researchframeworks.org/syrf/> - new users must register for a new account to add comments.

7 Standards for Archaeological Archives

General

- 7.1 In accordance with regional policy,²⁹ the archaeological contractor must notify the relevant museum at project initiation, mid-point review and completion stages to discuss archaeological archiving requirements. The relevant form (Project Initiation Form/ Mid-point Review Form/ Completion Form) will be filled out and sent to the museum with a copy provided to SYAS. Template forms are available for download from the SYAS website.³⁰
- 7.2 Details of archiving arrangements should be confirmed with the client and landowner at the outset, and a budget allowed for to cover the museum's expected deposition charge.
- 7.3 Agreement in principle for full transfer of title of finds to the recipient museum needs to be obtained from the landowner at the outset of the project, including agreement to waive their right to treasure as defined under the Treasure Act 1996 (as supplemented by The Treasure (Designation) (Amendment) Order 2023).

Working Project Archive

- 7.4 All material (whether digital or physical) recovered or generated through the duration of the project will be appropriately and securely stored in a working project archive. This will be undertaken in accordance with the selection strategy and digital data management plan set out at the commencement of the project (see paragraphs 1.11-1.13).

Physical Records

- 7.5 Any physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.
- 7.6 Film photography will be processed at regular intervals throughout the duration of a project.
- 7.7 Digital security copies will be made of physical records at appropriate intervals, to be stored and backed up in a secure location. Documents and drawings will be scanned at an appropriate resolution (no less than 300dpi for documents and drawings, 600dpi for photographic prints, and 4000dpi for negatives or slides) and to an appropriate format (e.g. a lossless format, such as TIF, for scale drawings), and scans checked for quality.³¹ Standards adhered to should be included in the Data Management Plan. If digitised data is to form part of the final digital archive it should be treated as set out for Born Digital Records below.

Born Digital Records

- 7.8 All digital records will be treated in accordance with a project Data Management Plan.³²
- 7.9 Digital records will be routinely downloaded, stored, and backed up in a secure location.
- 7.10 All digital records will be consistently labelled, files logically structured, and embedded with appropriate metadata (or have their metadata stored in an accompanying spreadsheet).³³

²⁹ Turnpenny 2012

³⁰ See guidance for archaeological projects, available online: <https://www.sheffield.gov.uk/syas>

³¹ For further guidance see: [Digitisation at The National Archives](https://www.nationalarchives.gov.uk/digital-archives/)

³² ClfA guidance available online: <https://www.archaeologists.net/digidigital>

³³ Archaeological Data Service 2009

Final Archaeological Archive

Selection Strategy

- 7.11 On the completion of fieldwork, the relevant specialists and recipient museum will be consulted to update the selection strategy set out in the WSI in accordance with best practice guidance.³⁴
- 7.12 This should consider all documents, finds, samples, and digital files generated during the project, including illustrations.
- 7.13 The aim of this process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition, or retention of materials not considered germane to future analysis.

Archive Deposition

- 7.14 The final archive will then be assembled in accordance with Archaeological Archives Forum, ClfA, and museum guidelines.³⁵
- 7.15 Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form³⁶ to the recipient museum. SYAS will be provided with a copy of the completion form, including the assigned accession number.
- 7.16 The recipient archive will be licensed to use the deposited material, in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.
- 7.17 It is preferred practice for generated material to be archived in its original medium (i.e. physical or digital). Digitising of physical records will only be considered where it retains the same level of accessibility and information as the original medium.
- 7.18 The physical archive will be deposited with the appropriate museum. A copy of the archive receipt will be provided to SYAS.
- 7.19 The digital archive will be deposited with a Trusted Digital Repository (CoreTrustSeal certified). For archaeological archives this is presently limited to the Archaeology Data Service (ADS) at the University of York. A link to the final digital archive will be provided to SYAS and the recipient museum.

³⁴ AAF 2011, SMA 2020 & ClfA toolkit for selection archaeology: <https://www.archaeologists.net/selection-toolkit>

³⁵ AAF 2011, ClfA 2020 & Turnpenny 2012

³⁶ Utilising the proforma agreement available online: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service/guidance-for-archaeological-projects>

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