JOHN MOORE HERITAGE SERVICES

PL/2021/10144 – BRAYDON OAK, LONG HARRY, SAVERNAKE, WILTSHIRE SN8 3HP

ARCHAEOLOGICAL WATCHING BRIEF

ARCHAEOLOGICAL WRITTEN SCHEME OF INVESTIGATION

Project Number: 4837
Site Code: SALH 22

November 2022

REGISTERED ORGANISATION CIfA

1 Introduction

1.1 Wiltshire Council has granted planning permission for **Proposed internal alterations to existing cottage and provision of new extension to provide self-contained family accommodation.** At Braydon Oak, Long Harry, Savernake SN8 3HP (Panning ref. PL/2021/10144). Due to the archaeological potential of the site conditions were attached to the permission which stated that:

3 i) No development shall commence within the area indicated by application PL/2021/10144 until a written programme of archaeological investigation, which should include on-site work (to provide archaeological monitoring during all works involving excavation) and off-site work such as the analysis, publishing and archiving of the results, has been submitted to and approved by the Local Planning Authority.

ii) The development shall not be carried out other than alongside and in full accordance with the so-approved written programme of archaeological investigation.

REASON
To enable the recording of any matters of archaeological interest.

1.2 This Written Scheme of Investigation outlines the methodology to be employed in carrying out the archaeological work in accordance with the above conditions and following the standards and guidelines for such works as set out by the Chartered Institute for Archaeologists (CIfA).

1.3 The site is located within Savernake Forest off the Grand Avenue (SU 21611 67297). The borders of the site form the boundary of the Site of Special Scientific Interest (SSSI) which covers the whole of the forest. The site is accessed by narrow lane which serves only the site. The site lies at approximately 160m OAD and the underlying geology is Head deposits, gravel, sand, silt and clay; sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period. These deposits overlie Seaford Chalk Formation; sedimentary bedrock formed between 89.8 and 83.6 million years ago during the Cretaceous period. (https://mapapps.bgs.ac.uk/geologyofbritain/home.html). The predominant soil texture in the area is chalky silt loam. (https://mapapps2.bgs.ac.uk/ukso/home.html). The site is currently in residential use..

1.4 The below archaeological background is taken from the Officer Report (Wilts Council 2022) and from a previous desk based assessment (JMHS 2012) and covers an area with a radius of 1km from the site.

1.5 The earliest archaeological evidence is recorded at just over 1km north-east from the site and from where Palaeolithic tools have been recovered (HER SU26NW002: SU 2250 6780)

1.6 Also recorded just outside the search area at 1.06km south of the site are the sites of two bowl barrows believed to be possibly of Bronze Age date (HER SU26NW610: SU 2155 6623; HER SU26NW611:SU2155 6624)



First Floor Plan



Ground Floor Plan

0m 5m 10m

NOTES:

DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING

ALL DIMENSIONS ARE TO BE CHECKED AGAINST ACTUAL SITE DIMENSIONS BEFORE ANY WORK IS FABRICATED

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REVISIONS

Rev.	Date	Description

Client :
Mr. & Mrs. Timpson

Job :
Savernake Forest

Drawing Title:
Proposed Floor Plan

Scale:
1:200 @ A1

Date:	Drawn By	Checked
Sept 2021	MM	***

Drawing No:	Revision:
3731.102	-

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BHP HARWOOD
ARCHITECTS

1.7 There are a number of Iron Age sites known from the search area, which are accounted through the recovery of fragments of pottery (HER SU26NW205: SU 2128 6748; **JMHS 10**, HER SU26NW206: SU 2155 6625: **JMHS 11**, HER SU26NW207: SU 2154 6687**; JMHS 12**, HER SU26NW208: SU 2152 6747).

1.8 An undated square enclosure associated with Iron Age pottery was discovered 345m WNW of the development site (HER SU26NW614: SU 2130 6744).

1.9 A number of Roman artefact recovery sites are recorded with the search area including three sites where Roman Pottery has been recovered (HER SU26NW307: SU 2184 6775; HER SU26NW312: SU 2155 6682; HER SU26NW316: SU 2152 6747). A further site where Roman iron and copper alloy objects were recovered was located 626m north-east of the site (HER SU26NW314: SU 2209 6770).

1.10 The proposed route of the Mildenhall to Old Sarum, Roman road passes through the site to the south of the development site where it is orientated north by east to south by west (HER SU26NW310: SU 2156 6659). The route of the Mildenhall to Winchester Roman road (HER SU26NW311: SU 2290 6684) is located 928m to the east of the development site. The nearby village of Mildenhall is the approximate location fortress town of Cunetio

1.11 The site is located within Braydon Hook, a long standing clearing located within circa 800 ha historic Savernake Forest, much of which is ancient woodland. Braydon Hook is said to be a former Early Medieval settlement (HER SU26NW402).

1.12 The area of Savernake originated as part of a *silva* (woodland) that later became a Royal Forest (hunting ground).

1.13 The extent of the Forest was defined in 1300 by a boundary perambulation (VCH 1999, 207-15). The boundaries are almost coterminous with the present parish.

1.14 The existing house dates from mid-19th century. There is also record of an earlier thatched building on the site which no longer survives.

1.15 Savernake Forest forms much of the Grade II* Registered Park and Garden associated with the Grade I Tottenham House.

1.16 The latest archaeological feature recorded within a 1km radius of the site is WW 2 ammunition store located 880m south-east of the site (NMR 1477270: SU 2227 6704).

1.17 A number of undated sites were located in the search area. An undated earthwork abutting a Roman Road was recorded 74m north-north-east of the site (HER SU26NW607: SU 2180 6801).

1.18 An undated enclosure that was partially excavated in 1934 is located within Braydon Hook, 211m west from the centre of the current site (HER SU26NW613).

1.19 Undated banks and ditches are recorded at 530m west-south-west of the site (HER U26NW619: SU 2114 6705) and at 558m south-west (HER SU26NW624: SU 2129 6684), these banks are scheduled.

1.20 Undated earthworks are also recorded 1.01km north-east of the site (HER SU26NW638: SU 2250 6776).

1.21 The national mapping programme has noted a number of quarry pits or sink holes (NMR 1472111: SU 2198 6755). These are undated and are located 448m north-east of the site.

2 Aims of the Investigation

2.1 To make a record of any significant archaeological remains revealed during the course of any operations that may disturb or destroy archaeological remains.

2.2 In particular to record any evidence relating to the known prehistoric, Roman and medieval activity in the area.

3 Strategy

3.1 The site work will be a watching brief during groundworks.

3.2 An archaeologist will be present on site during the course of any groundwork that has the potential to reveal or disturb archaeological remains. This will include the excavation of foundations, ground reductions, the excavation of service trenches and for any other groundworks that are likely to reveal or disturb archaeological remains. All excavations that have the potential to reveal or disturb archaeological remains will be carried out with a toothless bucket.

3.3 Any archaeological deposits and features revealed will be cleaned by hand and recorded in plan before being excavated and recorded at an appropriate level. Any archaeological features or other remains i.e. concentrations of artefacts, will be recorded by written, drawn and photographic record. Where remains will be impacted on then they will be sample excavated. Any variation to this will be agreed with Wiltshire County Archaeological Officer (WCAO), on behalf of the local planning authority. All artefacts will be collected and retained except for concentrations of building material where a representative sample will be kept. Within the limits of the below ground site works, the sampling strategy will normally seek to maintain at least the following levels:

- all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded.
- ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
- all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated

will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location.

- for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
- for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
- for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.

3.4 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.

3.5 If any human remains are discovered a Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained. Exhumation and post-excavation treatment will be carried out in accordance with published guidelines (McKinley & Roberts 1993; Brickley & McKinley 2004). The WCAO will be informed of the discovery of human remains (See also Appendix 1.10).

3.6 Treatment of treasure - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the local planning authority's archaeological advisor. A Treasure receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.7 The site records will be so organised as to be compatible with other archaeological records produced in Wiltshire. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival

compatibility extends to the use of computerised databases. The site records will include:

- A continuous unique numbering system.
- Written descriptions, comprising both factual data and interpretative elements, which will be recorded on standardised sheets.
- Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- A site grid/plan which will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- Plans which will normally be drawn at a scale of 1:100. On urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20 or 1:10 for very small features.
- A Register of sections and plans will be kept.

3.8 All digital photography will be high resolution uncompressed TIFF format with a minimum 20 megapixel image capture. Image capture, storage and metadata standards as set out in the English Heritage Guidance note on Digital Image Capture and File Storage (Draft) are to be followed. The photographic record is to be regarded as part of the site archive and will also include working shots to illustrate more generally the nature of the archaeological operation mounted.

3.9 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of The WCAO and the Wiltshire Museum.

3.10 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.

3.11 An experienced archaeological Project Officer or Supervisor will undertake the site monitoring and recording under the overall direction of J Moore MCIfA.

3.12 Should significant archaeological finds be made, which cannot be adequately dealt with within the watching brief, then works will halt and the advice of he WCAO will be sought.

3.13 A minimum of one weeks' notice of commencement of site work will be given to the WCAO following approval of the WSI.

4 Report and Archive

4.1 Following completion of all on-site work a report will be prepared. This will take account of the minimum requirements of MoRPHE (English Heritage 2008).

4.2 The content and style of the report will be accordance with CIfA guidelines and the general requirements of the WCAO.

4.3 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix 3.

4.4 The site archive will be prepared in accordance with the guidelines contained in "Guidelines for the Preparation of Excavation Archives for long-term storage" (UKIC, 1990), "Digital Preservation Policies: Guidance for archives" (The National Archives, 2011), "Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives" (CIfA, 2014), and "Toolkit for Selecting Archaeological Archives" (CIfA & Historic England 2019). Specific requirements detailed in the guidelines issued by the Wiltshire Museum and Archaeology Data Service (ADS) will also be followed.

4.5 Additionally, a digital archive composed of the most recent version of all digital files will be maintained by John Moore Heritage Services and will be made available to the public upon request. Security copies of all primary records will be made in digital format and stored on the Company's server, together with final versions of all born-digital files.

4.6 On completion of the project, it is anticipated that the landowner will consent to the deposition of artefacts and archive with the Wiltshire Museum (accession number: DZSWS:71-2022) following all archaeological work associated with this development. A Transfer of Title form will be signed by the land owner and whether it has or not been done will be indicated in the report. See also Data Management Plan below. Archive storage charges were estimated and included in the project budget.

4.7 In agreement with the Wiltshire Museum and all other stakeholders, archives generated by sterile projects (producing nothing of evidential value) will be preserved in the form of a single digital document that can be curated digitally by the trusted digital repository (ADS).

4.8 A draft report on the findings will be submitted to the WCAO. On approval by the WCAO, a copy of the final report will be submitted to the WCAO, along with copies for the County Historic Environment Record as a public document and to Cherwell District Council.

4.9 A summary report (including illustrations where appropriate) will be sent to the editors of Wiltshire Archaeological and Natural History Magazine not later than three months after the end of the calendar year in which the work is undertaken.

4.10 An OASIS entry will be completed.

5 General

5.1 Any changes to the methodology laid out in this WSI will only be carried out after consultation with the WCAO.

5.2 The project will in conducted in accordance with procedures laid out in MoRPHE (English Heritage 2008).

5.3 All work will conform to CIfA standards (CIfA 2020, 2020a).

5.4 Appendix 2 is relevant.

6 Bibliography

Brickley, M, & McKinley, J I, 2004 *Guidelines to the Standard for Recording Human Remains*, Institute of Field Archaeologists Technical Paper 7, BABAO University of Southampton

Brown, D H, 2007 *Archaeological Archives: a best practice in creation, compilation, transfer and curation.* Archaeological Archives' Forum

Chartered Institute for Archaeologists 2020 *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*

Chartered Institute for Archaeologists. 2020a. *Standard and Guidance for Archaeological Watching Briefs*.

English Heritage (now Historic England), 2001 *Centre for Archaeology Guidelines Archaeometallurgy*

English Heritage, 2002 Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation.

English Heritage, 2006a *Management of Research Projects in the Historic Environment*

English Heritage, 2006b *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th century industries*

English Heritage, 2007 Geoarchaeology: Using earth sciences to understand the archaeological record

English Heritage 2008 *MoRPHE: Project Planning Note 3 – Excavation*

English Heritage, 2011 Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (Second Edition).

European Association of Archaeologists *Principles of Conduct for Archaeologists Involved in Contract Archaeological Work*

John Moore Heritage Services 2012 *Archaeological Desk Based Assessment on Luton Lye House, Savernake< Wiltshire*

Jones, G, 2002 *Environmental Archaeology*

McKinley, J, & Roberts, C, 1993 *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists Technical Paper 13

Museums and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*

Society of Museum Archaeologists 1993 *Selection, Retention and Dispersal of Archaeological Collections*

United Kingdom Institute for Conservation 1990 Archaeology Section Guidelines for the Preparation and Storage of Excavation Archives for Long-Term Storage

John Moore Heritage Services
28th November 2022
Revised 29th November 2022

APPENDIX 1

1 ***Area Excavation/Watching Brief***

1.1 Prior to any area excavation, appropriate survey (e.g. geophysical, earthwork, contour) or sampling strategy (e.g. for topsoil artefact densities, metal detecting, phosphate analysis) will be undertaken prior to the site strip.

1.2 In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360^0 tracked excavator with a 1.5 or 1.8m wide toothless bucket. In other cases a JCB 3CX Sitemaster (or similar), or for work with restricted access or working room a mini-excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.

1.3 All machining will be undertaken under the direct control of experienced archaeologists.

1.4 All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will have first been established by an evaluation or by the digging of test pits.

1.5 Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.

1.6 The surface exposed by the stripping will be cleaned using appropriate hand tools.

1.7 Should the site grid not have already been established it would be done at the cleaning stage The grid will normally be based on 10m spacing and related to the National Grid. A temporary benchmark related to Ordnance Datum will be founded

1.8 After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will take into account the project aims (which may need modifying at this stage) and the type, quality and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels:

- all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded.
- ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
- all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location.
- for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
- for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
- for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.

1.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.

1.10 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Home Office licence and local authority environmental health regulations.

1.11 All finds of gold and silver will be moved to a safe place and reported to the Coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

Recording

1.12 All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).

1.13 A continuous unique numbering system will be employed.

1.14 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.

1.15 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.

1.1.6 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

1.17 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.

1.18 Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.

1.19 All sections will be accurately related to Ordnance Datum.

1.20 Registers of sections and plans will be kept.

1.21 A digital photographic record will be maintained. The digital camera will be of sufficient pixel power (minimum 16.4 megapixels). This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.

1.22 A register of all photographs taken will be kept on standardised forms.

Finds

1.23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.

1.24 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.

1.25 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

Archiving, Post-Excavation and Publication

1.26 Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in accordance with the guidelines contained in “Guidelines for the Preparation of Excavation Archives for long-term storage” (UKIC, 1990), “Digital Preservation Policies: Guidance for archives” (The National Archives, 2011), “Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives” (CIfA, 2014), and “Toolkit for Selecting Archaeological Archives” (CIfA & Historic England 2019). Specific requirements detailed in the guidelines issued by the receiving repositories, both physical and digital (Archaeology Data Service), will also be followed.

Additionally, a digital archive composed of the most recent version of all digital files will be maintained by John Moore Heritage Services and will be made available to the public upon request. Security copies of all primary records will be made in digital format and stored on the Company’s server, together with final versions of all born-digital files.

In agreement with the relevant repositories and all other stakeholders, archives generated by sterile projects (producing nothing of evidential value) will be preserved in the form of a single digital document that can be curated digitally by the trusted digital repository (ADS).

1.27 On completion of the archive a summary report will be prepared. This will include:

- an illustrated summary of the results to-date indicating to what extent the project aims were fulfilled
- a summary of the quantities and potential for analysis of the information recovered for each category of site, artefacts, dating and palaeoenvironmental data
- proposals for analysis and publication

1.28 The proposals for analysis and publication will include:

- a list of the revised project aims arising from the fieldwork and post-excavation assessment
- a method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project
- a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format
- details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time
- a publication synopsis indicating publisher, report format and content shown by chapters, section and subheadings with the anticipated length of text sections and proposed number of illustrations

1.29 The summary report embracing the analysis and publication proposals will be submitted to the local planning authority for approval.

1.30 Any significant variation in the project design, including timetables, proposed after the agreement of the proposals must be acceptable to the local planning authority.

1.31 The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (English Heritage 1991) will be met. A summary of the results will be given in appropriate local publication where available, with consideration given to a fuller publication in a specialist archaeological journal.

APPENDIX 2

2 *General*

2.1 The requirements of the Brief will be met in full where reasonably practicable (see also paragraph 2.2).

2.2 Any significant variations to the proposed methodology will be discussed and agreed with the local planning authority in advance of implementation.

2.3 The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. John Moore Heritage Services attempts to foresee all possible site-specific problems and make allowances for these. However there may on occasions be unusual circumstances, which have not been included in the programme and costing. These can include:

- unavoidable delays due to extreme bad weather, vandalism etc.
- trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions
- extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor
- complex structures or objects, including those in waterlogged conditions, requiring specialist removal

Health and Safety

2.4 All relevant health and safety legislation, regulations and codes of practice will be respected.

2.5 With the introduction of the Construction (Design and Management Regulations) 1994 John Moore Heritage Services works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan. Each project will have its own unique plan.

Insurances

2.6 John Moore Heritage Services holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.

2.7 John Moore Heritage Services will not be liable to indemnify the client against any compensation or damages for or with respect to:

- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
- the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
- any other damage which is the unavoidable result of the Project in accordance with the Agreement
- injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the Client or his agents servants or their contractors (not being employed by John Moore Heritage Services) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto

2.8 Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

2.9 John Moore Heritage Services will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.

2.10 John Moore Heritage Services will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.

2.11 John Moore Heritage Services will advise the Client of any such materials supplied in the course of projects, which are not John Moore Heritage Service's copyright.

2.12 John Moore Heritage Services undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition John Moore Heritage Services further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect John Moore Heritage Service's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

2.13 John Moore Heritage Services conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the CIfA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the CIfA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.

2.14 Project Directors normally will be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists.

APPENDIX 3

For specialist dating and where there are significant assemblages, specialists that may be used for analysis of materials include:

Prehistoric pottery	David Mullin	Freelance specialist
	Barbara McNee	Freelance specialist
	Emily Edwards	Freelance specialist
Roman and Romano-British pottery	Jane Timby	Freelance specialist
	Phil Mills	Freelance specialist
Lithics	Rebecca Devaney	Freelance specialist
Stone	Ann Clarke	Freelance specialist
	Ruth Shaffrey	Freelance specialist
Saxon, Medieval and Post-medieval pottery	Paul Blinkhorn	Freelance specialist
Ceramic Building Material	Andrew Peachey	Archaeological Solutions
Environmental Analysis, Plant macro remains and Insect remains		Archaeological Research Services
		Border Archaeology

		Durham University
Marine molluscs	Jessica Winder	Freelance specialist
Land snails	Michael Allen	Freelance specialist
Human remains	Linzi Harvey	Freelance specialist
Animal bone	Rebecca Gordon	Freelance specialist
	Claire Ingrem	Freelance specialist
Clay tobacco pipes	John Moore	JMHS
Metalwork and Small finds	Nicola Rogers	Freelance specialist
Small and Other finds	Simona Denis	JMHS
C14	Gordon Cook	SUERC
Geophysics		SUMO
Geoarchaeology		QUEST

Experienced JMHS staff may be used for simple quantifications of material and identification.

JOHN MOORE HERITAGE SERVICES

BRAYDON OAK
LONG HARRY
SAVERNAKE

ARCHAEOLOGICAL WATCHING BRIEF

DATA MANAGEMENT PLAN

NOVEMBER 2022

Document Information	
Title	Data Management Plan
Author	Simona Denis
Description	This document describes the type of data that will be acquired and/or generated during the archaeological project, the way the data will be managed and stored, and the mechanisms to preserve and share the data.

Document History				
Version	**Status**	**Date**	**Author**	**Changes from the previous version**
1.0	Draft	16/05/2019	Simona Denis	Not applicable
2.0	Final Template	17/05/2019	Simona Denis	Minor edits
3.0	Final	14/01/2020	Simona Denis	File migration
4.0	Final	19/08/2020	Simona Denis	File migration
5.0	Final	03/09/2020	Simona Denis	Minor edits to created data table
6.0	Final	24/02/2021	Simona Denis	Minor edits to backup location
7.0	Final	25/03/2021	Simona Denis	Edits to metadata
8.0	Final	23/03/2022	Simona Denis	Edits to Created Data section
9.0	Draft	28/11/2022	Simona Denis	Project-specific edits

Document Control Grid					
Revision	**Status**	**Date**	**Author**	**Checked by**	**Reason for revision**
1.1	Draft	17/05/2019	Sarah Doherty	Simona Denis	Minor edits
3.1	Draft	16/01/2020	Simona Denis		Minor edits
3.2	Draft	14/08/2020	Simona Denis		GPS metadata section edits
3.3	Draft	18/08/2020	Simona Denis		Minor edits
6.1	Draft	25/03/2021	Simona Denis		Formatting
7.1	Draft	24/11/2021	Simona Denis		Bibliography update Minor edits to Data Set ID Formatting
7.2	Draft	31/12/2021	Simona Denis		Minor edits to Responsibilities and Resources
8.1	Draft	23/03/2022	Simona Denis		Minor edits to Data Set ID Minor edits to Bibliography Created Data table update Minor edits to Responsibilities and Resources

Section 1 – Administrative Data
Data Set ID
Site code: SALH 22 JMHS project no: 4837 OASIS ID: TBC ADS ID: TBC Accession No.: DZSWS: Applied for 29/11/2022
Project Name
Braydon Oak, Long Harry, Savernake
Data Set Description
Nature of project: Watching Brief Aims of investigation: to record any evidence relating to the known prehistoric, Roman and medieval activity in the area Investigation techniques: archaeological monitoring of any groundwork that has the potential to reveal or disturb archaeological remains, including but not limited to the excavation of foundations, ground reductions, the excavation of service trenches Purpose: Proposed internal alterations to existing cottage and provision of new extension to provide self-contained family accommodation
Project Funder
Withheld
Project Manager
John Moore (Director), John Moore Heritage Services
Principal Investigator
TBC (Project Officer/Supervisor), John Moore Heritage Services
Data Contact Person
Simona Denis (Archive Manager), John Moore Heritage Services
Data Management Policies and Guidance
• Archaeology Data Service, 2021 *Guidelines for Depositors* • Australian National Data Service, 2017 *ANDS Guide. Data Management Plans* • Chartered Institute for Archaeologists, Historic England, 2019 *Toolkit for Selecting Archaeological Archives* • Clark, N. 2022 *Officer Report (PL/2021/10144)* • Digital Curation Centre, 2013 *Checklist for Data Management Plan* v.4.0 Edinburgh • Digital Preservation Coalition, 2015 *Digital Preservation Handbook*, 2nd Edition. Technical Solutions and Tools • Duranti, L., Suderman, J. and Todd, M., 2005 *A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records*. The InterPARES 2 Project • Foster, M., 2019 *Work digital/think archive. A guide to managing digital data generated from archaeological investigations.* DigVentures • Historic England, 2018 *Historic England Excavation Recording Manual* • International Standards Organization, 2003 standards: *Reference Model (ISO 14721:2003)* • John Moore Heritage Services, 2021 *POL0006: Quality Control Policy Statement* • John Moore Heritage Services, 2021 *POL0010: Digital Archives Preservation Policy Statement* • John Moore Heritage Services, 2021 *POL0014: Data Protection Policy Statement* • John Moore Heritage Services, 2021 *Archive Guidelines. Draft* • John Moore Heritage Services, 2022 *PL/2021/10144 – Braydon Oak, Long Harry, Savernake, Wiltshire SN8 3HP Archaeological Watching Brief. Archaeological Written Scheme of Investigation* • The National Archives, 2011 *Digital Preservation Policies: Guidance for archives* • Thomas, S., 2009 *A Guide to Archival and Related Standards*. Society of Archivists Data Standard Group • Whyte, A., Wilson, A., 2010 *How to Appraise and Select Research Data for Curation*. DCC How-to Guides. Edinburgh: Digital Curation Centre

- Wiltshire Archaeological & Natural History Society Collections Trust, 2022 *Guidelines and Conditions for the Preparation and Deposition of Archaeological Archives to Wiltshire Museum, Devizes*

Section 2 – Data Collection

Assessment of Existing Data

Existing quantitative and qualitative data provided by third parties as well as non-proprietary data will be accessed/re-used/re-evaluated and the generated information will supplement the data collected during the project. Selected generated data will be incorporated in the final report text included in the project archive.

Created Data

This table summarises the data types, formats and estimated archive volume for this project.

File Type	File Format	Data Archive Estimated Volume
Text	.odt	None
	.docx	None
	.doc	None
	.pdf/a	4 files, 90,000 bytes
Spreadsheet	.xlsx	1 file, 20,000 bytes
Raster Image	.jpg	10 files, 42,500,000 bytes
Vector Graphic	.dxf	1 file, 1,500 bytes
	.svg	1 file, 1,800 bytes
Photogrammetry	.obj/.mtl/.jpg	None
Geospatial Vector Data	shp/.shx/.dbf	3 files, 20,500 bytes

Data Collection Standards and Methodologies

- Analogue data sets

Acquisition standards are defined against the following, and will be updated as required:
Brickley, M., and McKinley, J. I., 2004 *Guidelines to the Standard for Recording Human Remains*, Institute of Field Archaeologists Technical Paper 7, BABAO University of Southampton
Chartered Institute for Archaeologists, 2014 *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*
English Heritage, 2011 *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation*. 2nd Edition
English Heritage, 2015 *Digital Image Capture and File Storage*
John Moore Heritage Services, 2022 *Field Handbook. Draft*
Museum of London Archaeology Service, 1994 *Archaeological Site Manual*. Third Edition

- Digitised data sets

Acquisition standards are defined against the following, and will be updated as required:
The National Archives, 2016 *Digitisation at The National Archives*
Thomas, S., 2009 *A Guide to Archival and Related Standards*. Society of Archivists Data Standard Group

- Born-Digital data sets

Creation standards are defined against the following, and will be updated as required:
Archaeology Data Service/Digital Antiquity, 2011 *Guides to Good Practice*
Cole, S., 2015 *Digital Image Capture and File Storage. Guidelines for Best Practice*. English Heritage

Where appropriate, external specialists will be required to include data standards and metadata with individual reports.

Data Storage and File Naming System

- The working project archive will be stored in a dedicated project folder in the 'Projects' partition of the company's server
- All files will be renamed following the company's file naming format, based on ADS standard and including version control, as laid out in JMHS' *Archive Guidelines*
- All files included in the working project archive will include
    - Company's project identifier
    - Repository accession number
    - Site code
    - File descriptor

- Version number

All files will be organised following the company's project folder structure laid out in JMHS' *Archive Guidelines*

Quality Control

- All mechanical and electronic equipment used in the collection of data are calibrated prior to use and are periodically checked
- All collected data will be checked during project delivery

Section 3 – Documentation and Metadata

Data Documentation

Data documentation will be compliant with the Officer Report, WSI, Wiltshire Museum, Devizes and Archaeology Data Service requirements and will be provided via

- Collection-level metadata providing a detailed overview of the collection
- File-level metadata providing details of each data group and individual files

All data included in the project archive will be migrated to

- widely supported open international standards
- most recent format version

Metadata

All metadata will be created in compliance with relevant ADS standards, and will specify for all file types:

- File name
- File format
- Language
- Creation/conversion software and version

- In addition, metadata for document files will indicate:
  - Title
  - Abstract
  - Name of the creator(s)
  - Page count
  - Publishing details
- In addition, metadata for spreadsheet files will indicate:
  - Title
  - Description
  - Name of the creator(s)
  - Copyright holder
  - Date of creation
  - Worksheet name
  - Worksheet purpose
  - Number of rows in each worksheet
  - Field name
  - Description of field contents
- In addition, metadata for raster image files will indicate:
  - Caption
  - Subject keywords
  - Period
  - Name of the creator
  - Copyright holder
  - Location
  - Date of the capture of the image
- In addition, metadata for vector graphic files will indicate:
  - Caption
  - Description
  - Name of the illustrator
  - Copyright holder
  - Period of creation
  - Location
  - Conventions used in the illustration
  - Location

- In addition, metadata for geospatial vector data files will indicate:
  - Type of element captured
  - Type of features and/or contexts represented
  - Purpose of data collection
  - Data source and type
  - Data accuracy level
  - Coordinate system used
  - Method of capture
  - Name of surveyor

Section 4 – Ethics and Intellectual Property

Legal and Regulatory Framework

The following acts and directives will be taken into consideration:

- Copyright, Designs and Patents Act 1988
- General Data Protection Regulation (GDPR) 2018
- EU Copyright Directive 2001
- Data Protection Act 1998
- Current best practice

Personal Data

Personal data will be collected in the form of:

- Donor(s)
  - Name
  - Address
- Project Team Members
  - Name
- External Specialist(s)
  - Name

Personal Data Management

Management of personal data will be carried out in compliance with John Moore Heritage Services' Data Protection Policy Statement.

- Written consent to process and share with the repository personal data will be secured for the use specified below:
  - Donor(s): Names and addresses will be included in the transfer of ownership documentation
  - Project Team Members: Names will be included in the project archive
  - External Specialist(s): Names will be included in the project archive and in the licence of copyright documentation
- Files containing personal data will be:
  - Password-protected
  - Securely stored on a server partition with restricted access
  - Kept only as long as necessary for the relevant, valid purposes

Intellectual Property Rights (IPR)

- Copyright Holder: John Moore Heritage Services will be the copyright holder of any collected and created data included in the project archive in all forms of records and media
- Permission to Reuse Third-Party Data: formal consent to include, reuse and share data generated by external specialists will be secured
- Licence of Copyright: John Moore Heritage Services will grant to the Wiltshire Museum, Devizes and Archaeology Data Service perpetual and royalty-free licence throughout the world to:
  - reproduce all or any part of the project archive for the purposes of research, study, conservation or publicity relating to the Wiltshire Museum, Devizes and Archaeology Data Service
  - display copies of all or part of the project archive in any medium
  - publish any part of the project archive in any form or medium
  - permit third parties to do any of the above

Section 5 – Storage and Backup

Storage System Details

- Long-term preservation of electronic records is ensured by storage on magnetic media on a Synology NAS server device with a storage capacity of 5.4TB
- The device is part of a network based on the client-server model with servers situated in separate geographical locations (JMHS's main office in Wheatley and the Director's office in Launton, Bicester)
- The system is managed via Lightweight Directory Access Protocol (LDAP)
- The system is set as a Redundant Array of Independent Disks (RAID) and failover

Security Copies

- Back-up of raw digital data generated during fieldwork is provided by secure remote access to the company's server. Where internet access for data backup is not available, a security copy of the raw data will be transferred onto a portable device
- Digital copies of the primary records will be made at the earliest opportunity and stored on the company's server
- Security copies of all archive records and born-digital files will be made in digital format and stored on the company's server

Data Storage and Access

Data storage

- Main and secondary servers are set up to constantly synchronise, effectively creating two copies of each file at any time
- Two additional copies of all files are created via backups:
  - The main server backs up to the Synology C2 Cloud Backup Server daily, starting at 17:30
  - The secondary server backs up to a local drive daily, starting at 17:30
- Versioning of files and backups is available for 30 days
- Multiple recovery methods are used, depending on the nature of the failure

Data access

- The company's server is accessible through a secure log-in by authorised staff on and off-site, via any web browser
- Secure access to the server is granted by a two-factor authentication method. Access to server's partitions containing sensitive data is restricted to authorised users through role-based access control

Section 6 – Selection and Preservation

Appraisal and Selection of Data

All data generated by all stages of the project will be stored on the company's server. An appraisal of the digital data will be carried out prior to the completion of the project, in order to select data for long-term curation.

The assessment of each dataset's value will be carried out by the Post-Excavation Project Team and will be based on the following criteria:

- Relevance
- Scientific/Historic value
- Uniqueness
- Non-Replicability
- Potential for redistribution

The selection of data will be agreed with all relevant stakeholders (Project Team Members, Repository, Local Authority, External Specialists, and Landowner).

Data Reuse

The project results are likely to provide new research data regarding the prehistoric, Roman and medieval occupation in the Savernake area.

The results might be:

- included in the Historic Environment Record
- reused to conduct new studies
- used to validate research findings
- used to aid the future management of the archaeological site

Selection Review Points

Selection Strategy and Data Management Plan will be revised in consultation with the relevant stakeholders and updated at the following stages:

- Project Design
- Post-Excavation Assessment
- Project Reporting

Prior to the transfer, the Selection Strategy and Data Management Plan will be finalised in agreement with all stakeholders.

Selected Data Preparation

Selected data will be normalised and organised in standardised folders, to guarantee consistency and retrievability, and to prevent data loss.

Normalisation will include:

- Format migration to widely supported open international standards
- Version migration to most recent format version
- File naming normalisation to ADS standards
- Organisation in the predefined file structure

Metadata compliant with ADS standards will be generated for all selected data.

Long-Term Preservation of Selected Data

Selected data will be transferred to the appropriate repository:

- Physical archive: documentary and material project archives will be transferred to the Wiltshire Museum, Devizes. The documentary archive will include hard copies of all the digital-born data selected for long-term curation
- Digital data: selected data will be prepared for long-term curation and transferred to the CoreTrustSeal certified Archaeology Data Service

Contact was made with the repository regarding the deposition of the project archive.

Long-Term Preservation of Deselected Data

- Long-term preservation of electronic records will be ensured by storage on magnetic media on a server device. The device is part of a network based on the client-server model, available online and securely accessible remotely via any web browser.
- The digital archives preservation strategy ensures that two copies of all born-digital items as well as digital surrogates of primary records are made available on two different server devices (server and backup) situated in separate locations (JMHS's main office in Wheatley and the Director's office in Launton).

Section 7 – Data Sharing

Data Accessibility

Final Results will be made available within 12 months from the completion of fieldwork

- Project final results for all types of recording actions will be made publicly available in digital format via the OASIS Index of Archaeological Investigations
- Complete final reports for recording actions yielding notable results will be made available in digital format via the company's website
- Summaries will be made publicly available via submission to relevant local, regional or period journals, to be included in the 'round-up' sections. Where significant discoveries are made, notes will also be sent to national journals

Primary and Digital Data will be made available after the completion of the documentation process

- All selected data will be made available upon direct request for reuse, re-analysis, re-interpretation, and re-publication by secondary researchers

Intellectual Property

- John Moore Heritage Services will hold the copyright of any collected and created data included in the project archive in all forms of records and media
- Digital elements of the project archive disseminated via ADS will be licenced under a creative commons licence
- A data sharing agreement will regulate the access and use of data by secondary researchers as appropriate

Long-Term Access

Long-term access to data will be granted via deposition with the Wiltshire Museum, Devizes and Archaeology Data Service

Section 8 – Responsibilities and Resources
Responsibilities
Roles and responsibilities will be as follows: • Project Team Members (Fieldwork): Collection and storage of analogue data sets • Project Team Members (Post-Excavation): Storage and backup of analogue data sets, creation of digitised and born-digital data sets, data quality, data archiving and metadata production for all data sets • External company (Oxford Mac Solutions Ltd): Data storage and backup management • Post-Excavation Manager (Simona Denis): Implementation of relevant policies, implementation, review and revision of the DMP, supervision of collection, production, storage, backup and management of all data sets, management of data selection, archiving and metadata production for all data sets, data sharing, project archive transfer
Resources
Resources required to prepare selected data and implement the DMP were to be covered by standard John Moore Heritage Services resources and project budget. Repository charges were estimated using the Wiltshire Museum, Devizes guidelines and included in the project budget. Digital Repository charges were estimated using the ADS Costing Calculator and included in the project budget.

JOHN MOORE HERITAGE SERVICES

BRAYDON OAK
LONG HARRY
SAVERNAKE

ARCHAEOLOGICAL WATCHING BRIEF

SELECTION STRATEGY

NOVEMBER 2022

Project Information		
Project Management		
Project Manager	John Moore	
Archaeological Archive Manager	Simona Denis	
Organisation	John Moore Heritage Services	
Stakeholders		**Date Contacted**
Collecting Institutions	Wiltshire Museum, Devizes Archaeology Data Service	29/11/22
County Archaeological Services	Wiltshire Council	
Project Lead	John Moore	
Landowner	Withheld	
Specialists	TBC	
Resources		
No unusual resources required in addition to JMHS normal operating equipment and staff		
Context		
The full aims and objectives of the project are detailed in the attached WSI. The aims of the projects are to investigate the known prehistoric, Roman and medieval activity in the area. Certain classes of material are unlikely to be selected for inclusions in the Archaeological Archive subject to alterations in the aims of the project. Unstratified material and material with no or limited archaeological value will not routinely be selected for retention. Large assemblages of post-medieval or modern material will be noted and not retained or, if appropriate, a representative sample will be collected and retained; no finds will, however, be discarded without the prior approval of the Wiltshire Council. Selection of the working project archive will be guided by the aims and objectives of the project as outlined in the WSI/Brief, the South West Archaeological Research Framework, the Wiltshire Museum, Devizes and material-specific guidance.		

Section 1 - Digital Data			
Stakeholders			
Project Manager	John Moore		
Archaeological Archive Manager	Simona Denis		
Digital Repository	Archaeology Data Service		
Selection			
Location of Data Management Plan (DMP)	The DMP (in attachment) is accessible upon request and located as outlined in Sections 5 and 6 All relevant standards, policies and guidelines are listed in Section 1		
De-Selected Digital Data	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0010 Digital Archives (in attachment)		
Amendments			
Date	**Amendment**	**Rationale**	**Stakeholders**

Section 2 - Documents			
Stakeholders			
Project Manager	John Moore		
Archaeological Archive Manager	Simona Denis		
Repository Representative	Lisa Brown		
Selection			
Selected Documents	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0010 Digital Archives (in attachment)		
De-Selected Documents	The procedure is outlined in the DMP (in attachment) Section 6 and JMHS POL0009 Archives (in attachment)		
Amendments			
Date	**Amendment**	**Rationale**	**Stakeholders**

Section 3 - Materials	
Stakeholders	
Project Manager	John Moore
Archaeological Archive Manager	Simona Denis
Repository Representative	Lisa Brown
County Archaeological Services Representative	TBC
Specialist(s)	TBC
Material Type	
Bulk Finds	
Selection	
Selected Materials All materials recovered during fieldwork will be returned to JMHS offices for cleaning and assessment. Unstratified and Modern materials will be assessed and recorded on site. The material archive will be reviewed and selected based on the results and recommendations of the specialists, the Wiltshire Museum, Devizes collection policy and the South West Archaeological Research Framework recommendations. The selection will take place during the archive completion.	
Uncollected Material	Unstratified and Modern materials will not be collected. The presence of the materials will be noted in the primary records.
De-Selected Materials	All bulk finds will be assessed and recorded to appropriate standards.

		Materials not selected for retention will be returned to the landowner, retained for reference purposes or reburied in a geo-located position to prevent re-entering the archaeological record.	
Amendments			
Date	**Amendment**	**Rationale**	**Stakeholders**
Material Type			
Environmental Remains			
Selection			
Selected Materials Remains extracted from the processed samples will be sent to the relevant specialist for assessment and/or analysis. The remains will be reviewed and selected based on the results and recommendations of the specialists.			
De-Selected Materials		Materials not selected for retention will be reburied in a geo-located position to prevent re-entering the archaeological record.	
Amendments			
Date	**Amendment**	**Rationale**	**Stakeholders**

Archives Policy Statement and Deposition Strategy

Purpose and Scope

Archaeological archives represent the only surviving record of a historic environment that has been damaged or destroyed by development or excavations. Curation of the archive in a recognised repository will ensure the survival of archaeological evidence for future use, including re-analysis, re-interpretation, and re-publication.

John Moore Heritage Services aims to deposit all project archives generated by fieldwork carried out by the Company at a Museum or other repository, physical as well as digital, as agreed with the curatorial archaeological body. However, as the volume of archaeological material entering repositories has rapidly increased during the past decades, many local and regional museums have been unable to accept archaeological archives. In these cases, JMHS aims to curate and store such archives until a repository becomes available.

Standards

JMHS is committed to comply with recognised standards in relation to the creation, compilation and management of archaeological archives, as set out in the following source material:

- Archaeological Data Services, 2021 *Guidelines for Depositors*
- Brown, D. H. 2007 *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*
- Brown, D. H. 2011 *Safeguarding Archaeological Information. Procedures for minimizing risk to undeposited archaeological archives*. English Heritage
- Chartered Institute for Archaeologists, 2014 *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists, Historic England 2019 *Toolkit for Selecting Archaeological Archives*
- Ferguson, L. M. and Murray, D. M. 1997 *Archaeological documentary archives: preparation, curation and storage*. IFA Paper No.1
- Handley, M. 1999 *Microfilming archaeological archives.* IFA Paper No.2
- Ministry of Housing, Communities and Local Government 2021, *National Planning Policy Framework*
- Museums and Galleries Commission, 1992 *Standards in the Museum Care of Archaeological Collections*
- United Kingdom Institute for Conservation, 1990 *Guidelines for the Preparation of Excavation Archives for Long-term Storage*
- Watkinson, D. and Neal, V. 1998 *First Aid for Finds: Practical Guide for Archaeologists*

Procedures

Security of Records

Back-up of raw digital data generated during fieldwork is provided by secure remote access to the Company's server. Where internet access for data backup is not available, a security copy of the raw data will be made onto a portable device.

Security copies of all archive records and born-digital files will be made in digital format and stored on the Company's server. A digital copy will be deposited with a trusted digital repository when required by specific Museums guidelines. A digital copy will be deposited with the archive when required by specific Museums guidelines. Additional copies on microfiche will be made for depositing with the archive and with the NMR when required by specific Museums guidelines.

Selection and Preparation

- Content will be prioritised for archiving following consideration of planning requirements and deadlines
- All primary records will be included in the documentary archive
- All data generated by all stages of archaeological work will be digitised:

    - All primary records (including registers, context recording forms, and drawings) will be digitised via scanning and uploaded to the Company's server
    - All registers data will be input in pro-forma digital registers (spreadsheets)
    - All final versions of digitised drawings will be included in the digital archive
    - All final versions of GIS data will be included in the digital archive
    - Raster images will be selected in order to exclude duplicates and poor quality shots
    - Metadata will be created for all files selected for inclusion in the archive
- Materials for inclusion in the physical archive will be selected in accordance with recognised standards and guidelines, as well as assemblage-specific recommendation made by qualified specialists
    - All selected artefacts will be listed and stored appropriately
    - De-selected artefacts will be fully recorded prior dispersal

Copyright
All archives to be deposited with a Museum or other repository will include a Licence of Copyright for Archaeological Archives form granting a perpetual, royalty-free licence throughout the world to the institution to:

- reproduce all or any part of the Archive for the purposes of research, study, conservation or publicity relating to the Museum
- display copies of all or part of the Archive in any medium
- publish any part of the Archive in any form or medium
- permit third parties to do any of the above.

Artefact Ownership
JMHS aims to arrange ownership of finds transfer for the receiving institution wherever possible. Should this not be possible due to lack of response from the landowner, the Company will maintain detail records of all correspondence with landowners and will pass them to the receiving institution.
The Treasure Act with be complied with at all times.

Data Protection
JMHS fully endorses and adheres to the principles of data protection as set out in the General Data Protection Regulation (GDPR) 2018. All personal data (including stakeholders' names and addresses) will be collected, stored and managed in compliance with the Company's Data Protection Policy (POL0014).

Storage
Although John Moore Heritage Services only temporarily stores excavated material prior to deposition as part of an archive, it recognises the need to ensure the storage of all artefacts and environmental remains under appropriate conditions and security measures.
Requirements of individual museums and curatorial authorities will be respected and their standards will be conformed to.

Archives Deposition Strategy

Timescales
John Moore Heritage Services aims to deposit all project archives at a Museum or other appropriate repository within 12 months of the date of completion of the project.

However, a longer timescale is normally considered if:

- No Museum or repository in the geographical area is accepting archives
- Local Museums do not have policies/guidelines for archaeological archives deposition
- Local Museums do not respond to enquiries regarding the deposition of archives
- Stakeholders do not respond to enquiries regarding the selection of artefacts
- Landowners do not respond to requests regarding the artefact ownership
- Landowners do not agree to transfer the artefact ownership to the repository

- Agents/Consultants do not disclose Landowners' details and do not forward artefact ownership transfer requests to Landowners

Archives Status Records
An updated record of the status of the archives is maintained at all times. The status of every archive is recorded on a spreadsheet, managed by the Archive department and accessible to all employees.

The spreadsheet records:

- Project identifiers (JMHS project ID number, Site Code, Accession Number, OASIS ID)
- Project Name
- Type of Fieldwork
- Project Status (Won/Progress/Complete/Ongoing)
- Documentary archive location
- Finds archive location (when applicable)
- Name of Finds Specialist, type of finds sent for analysis and date
- Size and number of documentary and finds archive boxes, and their location
- GDPR consent, ToT and Artefacts Selection details and progress
- Archives prepared for deposition (including Museums not accepting and date of last contact made)
- Deposited archives

Prioritization
The preparation of archives is prioritized in accordance with project-specific and/or Museum or other repository requirements.

Procedure

1. Identification of the archives to be prepared for deposition
2. Contact with relevant stakeholders
    a. Landlord (GDPR, ToT, Artefacts Selection consent)
    b. Museum/Other Recipient (Copyright, Artefacts Selection consent, Notification)
    c. Finds Specialist (Artefacts Selection consent)
    d. Preparation of the archive to meet Museum standards/guidelines
3. Microfilming (if required)
4. Creation of a Digital Archive (if required)
5. Contact with the Museum to arrange deposition

The overall responsibility for this policy lies with the Director, who gives delegated authority to the Head of Archive for implementation.

Signed

John Moore (Director)

POL0009 Last Revised: 24/11/2021

Digital Archives Preservation Policy Statement

Purpose and Scope

This policy defines the principles supporting data creation, management and preservation and references digital archiving standards and accepted best practice.

This policy aims to ensure preservation of all digital material held at John Moore Heritage Services, whether born-digital or surrogate, and aims to ensure that these data are made available both internally and externally, now and in the future. The policy applies to all digital material pertinent to archaeological archives, supplied by external individuals as well as produced in-house.

JMHS is in the process of developing a strategy to make all digital records accessible to the general public through the Company's website (currently under construction). Any online records will also be pre-monitored to ensure that they are compliant with Data Protection Act 1998, Copyright, Designs and Patents Act 1988 and GDPR Directive 95/46/EC 2018 so that any personal or sensitive data is not published online and that client confidentiality is maintained.

Standards

JMHS is committed to comply with recognised standards in relation to the creation, selection, management and curation of digital data, as set out in the following source material:

- Archaeological Data Services, 2021 *Guidelines for Depositors*
- Australian National Data Service, 2017 *ANDS Guide. Data Management Plans*
- Chartered Institute for Archaeologists, 2014 *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- Chartered Institute for Archaeologists, Historic England 2019 *Toolkit for Selecting Archaeological Archives*
- Digital Curation Centre, 2013 *Checklist for Data Management Plan* v.4.0 Edinburgh
- Digital Preservation Coalition 2015 *Digital Preservation Handbook*, 2nd Edition*. Technical Solutions and Tools*
- Duranti, L., Suderman, J. and Todd, M., 2005 *A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records*. The InterPARES 2 Project
- Foster, M. 2019 *Work digital/think archive. A guide to managing digital data generated from archaeological investigations.* DigVentures
- International Standards Organization 2003 standards: *Reference Model (ISO 14721:2003)*
- The National Archives, 2011 *Digital Preservation Policies: Guidance for archives*
- Whyte, A., Wilson, A. 2010, *How to Appraise and Select Research Data for Curation*. DCC How-to Guides. Edinburgh: Digital Curation Centre

Procedure

Data Management Plan

A project-specific Data Management Plan (DMP) will be generated for each Digital Archive. As a minimum, each DMP will indicate:

- Which data will be generated
- Data storage and management
- Metadata standards
- Copyright and intellectual property rights
- Data management roles and responsibilities

Preservation of Records

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Back-up of raw digital data generated during fieldwork is provided by secure remote access to the Company's server. Where internet access for data backup is not available, a security copy of the raw data will be made onto a portable device.

Digital copies of the primary records will be made at the earliest opportunity and stored on the Company's server. Security copies of all archive records and born-digital files will be made in digital format and stored on the Company's server.

Every effort will be made to ensure that digital records held at JMHS are maintained in a readable format following the ISO: Open Archival Information System. This will include regular reviews of the digital archives (not to exceed 3 years) and updating and developing the archive as the repository grows and as technology and community practice evolve.

Appraisal and Selection of Data
All data generated by all stages of archaeological work will be stored on the Company's server. An appraisal of the digital data will be carried out prior to the completion of each project, in order to select data for long-term curation.
The assessment of each dataset's value will be carried out by the post-excavation team and will be based on the following criteria:

- Relevance
- Scientific/Historic value
- Uniqueness
- Non-Replicability
- Potential for redistribution

As a minimum, all historic building recording projects will have a dataset comprising:

- Final report in PDF/A format
- Final version of the report text in open document .odt format
- Selection of relevant raster images in .tiff and/or .jpg format
- Digital surrogate of the primary photographic register in PDF/A format
- Photographs location plans in vector graphic .dxf and/or .svg format
- Metadata of all files in open spreadsheet .ods format

As a minimum, all recording action projects will have a dataset comprising:

- Final report in PDF/A format
- Final version of the report text in open document .odt format
- Complete finds/environmental specialists' reports in open document and/or PDF/A format
- Digital surrogate of all primary records in PDF/A format
- All primary registers data migrated in pro-forma digital registers in open spreadsheet .ods format
- Selection of relevant raster images in .tiff and/or .jpg format
- Final versions of digitised drawings in vector graphic .dxf and/or .svg format
- Final version of GIS data in geospatial vector data .shp/.shx/.dbf format (when available)
- Metadata of all files in open spreadsheet .ods format

Preparation of Data
Selected data will be normalised and organised in standardised folders, to guarantee consistency and retrievability, and to prevent data loss.
Normalisation will include:

- Format migration to widely supported open international standards
- Version migration to most recent format version
- File naming normalisation to Archaeological Data Services standards
- Organisation in predefined file structure

Metadata compliant with Archaeological Data Services standards will be generated for all selected data.

Data Storage
Long-term preservation of electronic records is ensured by storage on magnetic media on a server device. The device is part of a network based on the client-server model, available online and securely accessible remotely via any web browser.

The digital archives preservation strategy ensures that two copies of all born-digital items as well as digital surrogates of primary records are made available on two different server devices (server and backup) situated in separate geographical locations (JMHS's main office in Wheatley and the Director's home office in Launton, Bicester).

Data Access
The company's server is accessible by authorised staff on and off-site through a secure log-in.
Secure access to the server is granted by a two-factor authentication method. Access to server's partitions containing sensitive data is restricted to authorised users through role-based access control.

Legal and Regulatory Framework
The following acts and directives will be taken into consideration:

- Copyright, Designs and Patents Act 1988
- General Data Protection Regulation (GDPR) 2018
- EU Copyright Directive 2001
- Data Protection Act 1998
- Current best practice

Roles and Responsibilities
The Data Archive Preservation Policy will be championed by the Head of Archive who is responsible for the implementation and three year review of the digital preservation strategy.

John Moore Heritage Services will ensure that any digital records are regularly maintained and datasets preserved and backed up securely.

Signed



John Moore (Director)

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