

## Guidance on the Transfer of Archaeological Assemblages to Museums in Scotland from Commercial/ Developer-Funded Projects

Final Version: April 2025



# Executive Summary

This document sets out the procedures for the compilation and transfer of Archaeological Assemblages from developer-funded projects in Scotland and should be read alongside the *Minimum Standards for the Preparation of Archaeological Assemblages in Scotland*.

The aim of both documents is to ensure that archaeological material is transferred appropriately packed and in a stable condition, accompanied by the documentation necessary to understand and use the assemblage once it has been added to the museum's collections. Museums will only accept assemblages which meet the requirements set out in the rest of this document and the *Minimum Standards for the preparation of Archaeological Assemblages in Scotland*.

These guidelines should be followed by all commercial/ developer-funded archaeological projects in Scotland which generate an Archaeological Assemblage.

The nature and implementation of these guidelines, including the Archaeological Assemblage Museum Fee will be reviewed at least every three years. Reviews will be led by ALGAO and NMS, with advice sought from SAMWG.

## Acknowledgements

This guidance was prepared as part of the 'Before the Museum Project' led by the Association of Local Government Archaeologists Scotland (ALGAO: Scotland) and National Museums Scotland (NMS), funded by Historic Environment Scotland (HES) as part of Scotland's Archaeology Strategy.

The guidance was initially developed by the Scottish Archaeology in Museums Working Group (SAMWG) of Scotland's Archaeology Strategy (SAS) in 2021: Bruce Mann (Aberdeenshire Council and ALGAO: Scotland, and Chair of Working Group), Claire Pannell (East Lothian Council), Jane Flint (Glasgow Museums), Katinka Dalglish (Glasgow Museums), Jenny Murray (Shetland Museum), Mark Hall (Perth & Kinross Museum), Lisa Brown (Historic Environment Scotland), Beth Spence (Historic Environment Scotland), Emily Freeman (Treasure Trove Unit), and Fraser Hunter (NMS).

The current version was updated by Sam Paul (Sam Paul Heritage) and Manda Forster (Tacit Heritage), informed through additional consultation undertaken in 2024 and with advice from the Museum Working Group of Scotland's Archaeology Strategy. Additional thanks are due to the Treasure Trove Unit and KLTR, and the project's Focus Group members and Steering Group (Hugo Anderson-Whymark, Fraser Hunter, Bruce Mann and Andy Robertson).

Many individuals and organisations provided feedback during the consultation stages for the development of this guidance, and the project team thanks all of them for their time and insights.

# Document Information

Title:	Guidance on the Transfer of Archaeological Assemblages to Museums in Scotland from Commercial/ Developer-Funded Projects
Document version:	Final version
Last update:	April 2025

## Copyright

CC-BY 4.0 ALGAO and National Museums Scotland

## Version control table

### *Revision history*

Version number	Date	Changes
<b>V1.2</b>	11/12/2024	Project Team update following consultation and review
<b>V2.0</b>	10/01/2025	Edits following Project Steering Group meeting
<b>V2.1</b>	07/03/2025	Edits following Project Steering Group meeting
<b>Final</b>	25/04/2025	Edits to update flowchart and add addendum

### *Approval history*

Version number	Date approved	Approved by
<b>V2.0</b>	17/01/2025	Project Steering Group
<b>V2.1</b>	07/03/2025	Project Steering Group
<b>Final</b>		Project Steering group

# Table of Contents

1	Introduction .....	5
1.1	Scope.....	5
1.2	Using the guidelines.....	5
1.3	Definitions, Glossary and Abbreviations as used within this guidance .....	5
2	The Archaeological Assemblage Process.....	7
2.1	Stages of the Process.....	7
2.2	Project Planning.....	7
2.3	OASIS.....	8
2.4	Fieldwork, Excavation and Recovery (Data Gathering) .....	8
2.5	Post Fieldwork and Analysis of Finds .....	9
2.6	Selection.....	10
2.7	Treasure Trove Unit and Allocation.....	10
	<i>Project Pathways and Allocation.....</i>	<i>11</i>
	<i>Pathway 1 – DSR Route.....</i>	<i>11</i>
	<i>Pathway 2 – PERD Route.....</i>	<i>11</i>
	<i>Claimed/ Disclaimed Archaeological Assemblages.....</i>	<i>12</i>
2.8	Archaeological Assemblage Museum Fee .....	12
	<i>What Does the Fee Cover? .....</i>	<i>12</i>
	<i>Understanding Charges .....</i>	<i>12</i>
	<i>Implementation of the Archaeological Assemblage Museum Fee.....</i>	<i>13</i>
2.9	Preparation of the Archaeological Assemblage.....	14
	<i>The Archaeological Assemblage Catalogue.....</i>	<i>14</i>
	<i>Statement of Significance and Potential.....</i>	<i>14</i>
	<i>Treasure Trove Process for Archaeological Assemblages.....</i>	<i>15</i>
2.10	Transfer of the archive to the Museum.....	15
	<i>Transfer to a museum .....</i>	<i>16</i>
	<i>Supporting Documentation .....</i>	<i>16</i>
2.11	Archaeological Assemblage Process Diagram.....	18

# 1 Introduction

## 1.1 Scope

- 1.1.1 This document sets out procedures and minimum standards for the transfer of Archaeological Assemblages to museums in Scotland, which operates under a different legislative system from the rest of the UK. Its aim is to ensure that archaeological material is transferred appropriately packed and in a stable condition, accompanied by the documentation necessary to understand and use the assemblage for public benefit once it has been added to the museum's collections.
- 1.1.2 The guidance should be used in conjunction with the *Minimum Standards for the Preparation of Archaeological Assemblages in Scotland*, where details of requirements are specified.
- 1.1.3 This document was prepared as part of the 'Before the Museum Project' initiated by the Scottish Archaeology in Museums Working Group (SAMWG) of Scotland's Archaeology Strategy. The project steering group comprised the Association of Local Government Archaeologists Scotland (ALGAO Scotland) and National Museums Scotland (NMS) and drew on advice from focus groups from across the sector, in line with national and international standards and guidance on the creation and curation of Archaeological Archives. It was funded by Historic Environment Scotland (HES) as part of Scotland's Archaeology Strategy.

## 1.2 Using the guidelines

- 1.2.1 A project methodology for Archaeological Assemblages should be developed in line with these Guidelines and agreed with the Local Authority Archaeologist (LAA). The agreed methodology for the management of Archaeological Assemblages in archaeological projects should be incorporated into Written Schemes of Investigation (WSIs), Project Briefs, and Post-Excavation Research Designs (PERDs) for all commercial/ developer-funded archaeological projects. An Archaeological Assemblage Process Diagram is included to illustrate the stages, processes and monitoring of the implementation of the archival process for finds in Scotland (see Section 2.11).
- 1.2.2 These guidelines, alongside the *Minimum Standards for the Preparation of Archaeological Assemblages in Scotland*, set out the requirements for the conservation, organisation, labelling, marking, transfer, storage and documentation of Archaeological Assemblages that are to be deposited with museums in Scotland. Depositors should note that receiving museums in Scotland reserve the right to refuse to accept and/ or return Archaeological Assemblages or parts of assemblages that are not considered acceptable.
- 1.2.3 NOTE: These guidelines DO NOT set out requirements for the creation, compilation, selection and transfer of written and visual documentation in paper, film and digital form produced during the archaeological project. The project's full paper and digital archive should be deposited with the Historic Environment Scotland (HES) Archives which holds and manages the National Record for the Historic Environment. HES is an accredited archives service and has Core Trust Seal certification. Guidelines for the preparation of the paper and digital archive can be found on [Trove.scot](https://trove.scot.nhs.uk/) website.

## 1.3 Definitions, Glossary and Abbreviations as used within this guidance

Archaeological Assemblage	All materials recovered during an Archaeological Project including: <ul style="list-style-type: none"><li>▪ artefacts, such as pottery, tile, worked stone, glass, metalwork, worked bone, leather and textile;</li><li>▪ biological remains, such as animal bone and botanical material/ ecofacts;</li><li>▪ waste products, such as industrial residue, hammerscale, and off-cuts;</li></ul>
---------------------------	--

	<ul style="list-style-type: none"> <li>▪ material extracted during analysis, such as thin-sections, microfossil slides, dendrochronological specimens.</li> <li>▪ all human remains.</li> </ul>
Archaeological Project	<p>Any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory.</p> <p>Examples of an Archaeological Project include: intrusive projects such as excavation, field evaluation, watching brief, surface recovery and the destructive analysis of objects; non-intrusive projects such as landscape or building survey, aerial survey, remote sensing, off-site research such as desk-based assessment and the recording of objects or object assemblages. (Perrin et al. 2014, 20). One result of an Archaeological Project could be an Archaeological Assemblage.</p>
Archaeological Assemblage Museum Fee	The fee applied on the allocation of a selected Archaeological Assemblage to the receiving museum or retained by/ returned to the Archaeological Assemblage creator to cover dispersal costs.
Archiving Strategy	<p>The methodology agreed for the management of the archive within an archaeological project, including documentary, digital and Archaeological Assemblage. In line with <a href="#">ClifA Universal Guidance for excavation</a> (see 2.12), the Archiving Strategy forms part of the Project Design or WSI. The strategy will be updated and relevant decisions documented to aid understanding of the archive for future management and use.</p> <p>The Archiving Strategy comprises a Data Management Plan (DMP), Selection Strategy and known local repository requirements, and is proportionate to the complexity of the archive.</p>
Data Structure Report (DSR)	Normally the first formal written product after any form of archaeological excavation (including test pits, evaluation, excavation). It should be resourced and produced as an essential part of the excavation, as quickly as possible after the fieldwork ends. It summarises and structures the information recovered during the excavation. The emphasis is on description of the findings, supported by lists of the data produced and the objects and samples recovered. The aim is to support decision making about post-excavation analysis, archiving and selection.
Data Management Plan (DMP)	Forms part of the Archiving Strategy. Details how digital data will be created and managed during a project and outlines plans for sharing and preservation following the completion of a project.
Depositor	The individual or organisation wishing to deposit the Archaeological Assemblage for long-term storage and curatorial care (e.g. the commercial unit).
Dispersal	The process of dealing with De-selected Material, including incorporation into handling boxes, donation to reference collections, or destruction. All Stakeholders should be included in determining methods of dispersal.
Human Remains	All Human Remains including partial skeletal remains, and preserved organic items such as hair, skin, and bog bodies etc.
King's and Lord Treasurer's Remembrancer (KLTR)	The KLTR is the Crown's representative in Scotland. The Crown has a right to Treasure Trove which is exercised in Scotland by the KLTR. For more information see: <a href="https://www.treasuretrovescotland.co.uk/">https://www.treasuretrovescotland.co.uk/</a>
Local Authority Archaeologist (LAA)	The individual(s) who initiates and/ or monitors the Archaeological Project, to ensure it is successfully completed.
Post-Excavation Research Design (PERD)	<p>When a DSR informs the requirement for further work, it should be accompanied or followed by a Post-Excavation Research Design (PERD).</p> <p>The PERD sets out the proposals for further analysis and reporting, which may include artefact and ecofact processing and assessment, stratigraphic analysis, production of a Post-Excavation Assessment and Updated Project Design, detailed analysis, report writing, publication, archiving and declaration of the assemblage to the Treasure Trove Unit.</p>

Treasure Trove Unit (TTU)	The Treasure Trove Unit (TTU) is responsible for the daily running of the Treasure Trove system. It manages the allocation of Archaeological Assemblages as well as casual and metal-detected discoveries finds. TTU has delegated authority from the KLTR to decide whether an object should be claimed or not.
Scottish Archaeological Finds Allocation Panel (SAFAP)	The SAFAP is an independent panel of heritage experts and lay members, appointed by Scottish Ministers, responsible for advising the KLTR to which museum an object should be allocated.
Selection	The process of applying a Selection Strategy to an Archaeological Assemblage to determine which components should be included in the deposited Archaeological Assemblage. The aim of selection is to ensure that the deposited Archaeological Assemblage contains everything required to establish the significance of the project and support future research, outreach, engagement, display and learning activities.
Selection Strategy	The methodology detailing the project-specific Selection process, agreed by all Stakeholders, which will be applied to the Archaeological Assemblage recovered during the course of an Archaeological Project, in order to create the Archaeological Assemblage to be deposited with a museum.
Uncollected Materials	Material not collected during the data-gathering phase of an Archaeological Project e.g. as a result of Selection in the field.
Written Scheme of Investigation (WSI)	A specification that sets out the scope of work needed to understand the extent and significance of archaeological remains in a planning application area. Other terms can be used such as a Project design. WSIs are often required by planning authorities as part of a pre-application process or as an archaeological planning condition.

## 2 The Archaeological Assemblage Process

### 2.1 Stages of the Process

- 2.1.1 The stages described below highlight relevant tasks and processes which support the management of archives recovered within archaeological projects undertaken in the context of planning. An accompanying diagram (see Section 2.1.1) highlights key documents, tasks and actions described in relation to project stages.

### 2.2 Project Planning

- 2.2.1 Most commercial/ developer-funded archaeological projects within Scotland will adhere to a proposal or project brief. The brief will require that any project undertaken in Scotland adheres to the processes and standards set out in this document and the *Minimum Standards for the Deposition of Archaeological Assemblages in Scotland* document.
- 2.2.2 Organisations or individuals undertaking the excavation or recovery of an Archaeological Assemblage must ensure in advance, as far as practicable, that they have the necessary resources to record, research and maintain the assemblage in a stable condition until it is transferred to a museum for care and curation.
- 2.2.3 A Written Scheme of Investigation (WSI) should be produced for each new project, referring to the standards that are to be followed during the project e.g. this document, the *Minimum Standards for the Transfer of Archaeological Assemblages to Museums in Scotland*, national and international guidelines (ClfA (2020a), ClfA (2020b), Perrin *et al.* (2014), and ClfA (2019) etc.) and any in-house manuals etc.
- 2.2.4 The PD or WSI should include the proposed Archiving Strategy (comprising the Data Management Plan and outline Selection Strategy) to be followed and updated through the course of the project. The Selection

Strategy should set out the project-specific selection process that will be applied to the Archaeological Assemblage prior to its transfer to a museum in Scotland. Use of the [ClfA Selection Toolkit](#) is recommended to support the creation of an appropriate project-specific selection strategy. Information and resources linked to use of Data Management Plans is available via [ClfA's Dig Digital Toolkit](#).

- 2.2.5 Depositors are strongly encouraged to read this Guidance document prior to preparing the PD or WSI, to ensure any specific requirements can be incorporated into the programme of works from the outset. It is important that everyone involved in the creation and preparation of an Archaeological Assemblage is aware of this document and its contents.

## 2.3 OASIS

- 2.3.1 OASIS is a data-capture system through which depositors can provide information about their investigations to the wider project team, project stakeholders, researchers and the public. The system provides a unique record for the project that links up other important data, such as the project DOI, site code/ unique identifier, its location, the HER event number, the TTU number and digital archive location.
- 2.3.2 OASIS is widely used to record archaeological projects in Scotland and has an interface with Discovery and Excavation Scotland. The OASIS form ensures that fieldwork undertaken is promptly reported, including a digital copy of the project report, to the relevant Historic Environment record and HES. Use of the system will also benefit the Archaeological Assemblage process.
- 2.3.3 The Depositor should submit their project to OASIS ([oasis.ac.uk](https://oasis.ac.uk)) before work on site begins completing the following information:
- ◆ Project Name (the project or site name or title)
  - ◆ Activity Type
  - ◆ Project Identifier(s): the site code/ unique identifier (or project number) that will be used by the Depositor throughout the project to identify all associated documents and objects.
  - ◆ Project dates
  - ◆ HER Identifiers
  - ◆ Location
- 2.3.4 The Depositor should upload a copy of the Archiving Strategy (including the Data Management Plan and outline Selection Strategy), so it is accessible to all relevant stakeholders.
- 2.3.5 Throughout the course of the project, relevant sections on OASIS such as the Archives page should be updated accordingly. The OASIS record for the project will be accessible to the LAA, the Treasure Trove Unit and, following allocation, the receiving Museum. Relevant team members from these stakeholder groups should monitor and respond to comments on the OASIS record as appropriate.
- 2.3.6 NOTE: In order that information regarding the Archaeological Assemblage, including selection decisions and transfer to museums is not lost, discussions can be managed through or recorded within the OASIS messaging system as appropriate.

## 2.4 Fieldwork, Excavation and Recovery (Data Gathering)

- 2.4.1 The Archaeological Assemblage should be systematically documented at the time of excavation or recovery and the relationship between the Archaeological Assemblage and the rest of the archive (e.g. digital and paper records) should be clear throughout.

- 2.4.2 It should be possible to link all parts of the Archaeological Assemblage back to their point of origin e.g. using the site code/ unique identifier marked on all records and storage, as well as some finds. Relevant information is expected to be submitted with the deposited archive in the form of an Assemblage Catalogue (see Section 2.9). All elements of the Archaeological Assemblage should form a seamless whole, facilitating movement between each part of the archive, and the relationship between the project and the wider archaeological record should be clear.
- 2.4.3 Terminologies and numbering systems should be consistently used throughout the creation of project records and during analysis of the Archaeological Assemblage. Where standardised and accepted terminology exists (e.g. glossaries, thesauri and standards from regional or national subject specialist groups such as the Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group 2016) they should be used throughout.
- 2.4.4 For Archaeological Assemblages recovered and produced during the fieldwork, excavation and recovery stage of a project, follow the standards detailed in the *Minimum Standards for the Transfer of Archaeological Assemblages to Museums in Scotland*.
- 2.4.5 The agreed Selection Strategy should be implemented and developed through the course of the project. Access to appropriate specialist advice should be secured and consulted as necessary during fieldwork to ensure recovery and recording are carried out to the required technical standards.
- 2.4.6 Uncollected materials should be recorded and dispersed on-site as agreed in the Selection Strategy.

## 2.5 Post Fieldwork and Analysis of Finds

- 2.5.1 All parts of the Archaeological Assemblage recovered during fieldwork, excavation and recovery should be assessed by qualified specialists and the findings/ analysis included within the Data Structure Report (DSR)/ publication and full documentary archive.
- 2.5.2 Each find should be cleaned and stabilised in an appropriate manner. All artefacts which are deemed significant in specialist reporting and/ or will be published, must be actively conserved to ensure that they are stable and recognisable on arrival at the museum (e.g. disfiguring surface layers removed to expose sufficient detail for study, active corrosion treated, find stabilised and stored in stable environment). All stratified iron and copper-alloy objects should be X-rayed. The depositor is responsible for all conservation carried out prior to accessioning and must ensure that a professional conservator carries out such work. The only exceptions are where it is thought that cleaning will destroy important evidence regarding the function of an object or inhibit future scientific analysis.
- 2.5.3 Scientific analyses which involves removal of a small amount of material, but which does not wholly alter or destroy an artefact, are considered a normal part of post-excavation analysis. Analysis should be documented within the Archiving Strategy but does not require special permission from the Treasure Trove Unit. Where analysis may wholly or significantly destroy artefactual material, details should be clearly flagged within the PERD, to be discussed and agreed with relevant project stakeholders, including the LAA and the Treasure Trove Unit.
- 2.5.4 All documentation should be updated throughout post-fieldwork analysis. For example:
- ◆ Conservation documentation should include, as a minimum, the details of assessment, treatment, further recommendations, lab numbers and photographic record.
  - ◆ Details of any scientific analysis undertaken including techniques used, sample identifications and results.

- 2.5.5 Temporary storage facilities should be weather-tight, with a stable environment. Cold storage should generally be utilised for organic materials until conservation advice can be sought. In particular wet/ waterlogged objects need to be kept wet and in cold storage to minimise the risk of bacterial growth.
- 2.5.6 If material is to be sent to specialists outside of Scotland for specialist finds assessment or scientific analysis, advance permission from KLTR via the Treasure Trove Unit must be obtained using the appropriate [form](#). All material loaned for display, whether in Scotland or elsewhere, requires permission from KLTR. Any material sent outside the UK for analysis or conservation etc, may require additional approvals from the UK Government.

## 2.6 Selection

- 2.6.1 All parts of the Archaeological Assemblage recovered during fieldwork excavation and recovery should be assessed specifically for selection purposes in line with the agreed Selection Strategy. The Treasure Trove Unit supports a policy of [assemblage selection](#) and object dispersal as part of a standard post-excavation procedure (see the [ClfA Selection Toolkit](#) for further guidance). The relevant project stakeholders (as a minimum, the LAA and TTU) should be involved in any changes to the agreed Selection Strategy during project delivery, and the updated Selection Strategy should be uploaded to OASIS.
- 2.6.2 To assist in the final compilation of the Archaeological Assemblage, the following requirements should be made part of the remit of the finds specialist and/ or post-excavation team (in line with the agreed Selection Strategy).
- ◆ Bagging of bulk material identified as low significance (for instance, unstratified or unidentifiable) separately from the material selected for retention in the Archaeological Assemblage.
  - ◆ If relevant, suggesting appropriate samples of bulk material and bagging those separately.
  - ◆ The separation of ferrous metal considered too corroded or fragmentary to be of future use from that selected for inclusion in the Archaeological Assemblage.
  - ◆ Finds selected for illustration in the publication or identified within specialists' reports should be packed and labelled to be easily identifiable.
  - ◆ The provision of a Statement of Significance and Potential as either part of the specialist report, or as a separate document (see 'Preparation of the Archaeological Assemblage' below).

## 2.7 Treasure Trove Unit and Allocation (Please refer to Addendum 1)

- 2.7.1 In Scotland, all Archaeological Assemblages (groups of artefacts found during an excavation) are considered to be *bona vacantia* (ownerless property) and must be reported to the Treasure Trove Unit (TTU). For objects claimed for the Crown as Treasure Trove by the King's and Lord Treasurer's Remembrancer (KLTR), the process of allocation to museums is administered via the TTU advised by the Scottish Archaeological Finds Allocation Panel (SAFAP). Given the principle to allocate the complete selected Archaeological Assemblage to a single museum, SAFAP will manage the allocation of all parts of the Archaeological Assemblage. This includes artefactual materials and those not legally defined as ownerless property (e.g. human remains, faunal remains and ecofacts). The material itself remains with the excavator until allocation.
- 2.7.2 To facilitate the smooth transfer of Archaeological Assemblages to museums, the TTU should be notified of the project via OASIS following the completion of fieldwork and submission of the DSR (see Archaeological Assemblage Process Diagram, Section 2.11). The TTU should be notified that the project's DSR and updated Selection Strategy has been agreed and uploaded to OASIS. Depending on the number of project stages which follow, TTU should continue to be updated at each stage and provided with an updated Selection Strategy via OASIS.

## Project Pathways and Allocation

2.7.3 The implementation of the Archaeological Assemblage process will follow one of two Pathways – Pathway 1) DSR Route and Pathway 2) PERD Route. In either case, the assemblage will be reported on in line with a methodology agreed with the LAA and the Selection Strategy updated.

2.7.4 Once assessment of the archive has been undertaken (e.g. on submission of the DSR (Pathway 1) or PERD (Pathway 2)), the expected size of the Archaeological Assemblage which will ultimately be selected for museum deposition is known and the Archaeological Assemblage Museum Fee can be determined (see Section 2.8 for details). Where no finds will be selected for deposition, no fee will be payable.

### Pathway 1 – DSR Route

2.7.5 Where a DSR has been approved and a PERD not recommended, any materials selected for deposition will be progressed to the TTU claim process. Additional work may be requested to enhance the DSR prior to project completion, which could include additional analysis of finds material. At this stage, the Selection Strategy can be updated and agreed by the LAA, but not yet implemented. TTU will be notified via OASIS. Where finds will be selected for deposition (Pathway 1B), the Archaeological Assemblage Museum Fee (see Section 2.8) can be determined once the Archiving Strategy has been agreed by LAA and TTU notified.

2.7.6 Pathway 1 includes two options:

- ◆ **Pathway 1A – No finds material for deposition.** Where the approved DSR and updated Selection Strategy recommends no finds are retained as an Archaeological Assemblage for long-term curation, the Archaeological Assemblage Museum Fee is retained by the Archaeological Assemblage creator to cover dispersal costs in line with the agreed Selection Strategy.
- ◆ **Pathway 1B – Finds material selected for deposition.** Where project results are limited and extensive post-excavation analysis is not required, the Selection Strategy may still recommend retention of all or some of the Archaeological Assemblage. Additional work may be required to enhance the DSR, which will be agreed by the LAA. The updated Selection Strategy is then approved by the LAA and TTU notified via OASIS. The Archaeological Assemblage Museum Fee can be determined at this stage. Once any additional analysis is complete and the enhanced DSR agreed by the LAA, the selected Archaeological Assemblage will progress through the TTU claim process, including SAFAP review and museum allocation.

### Pathway 2 – PERD Route

2.7.7 Where a PERD is recommended, the submitted document will set out the proposals and method for further analysis and reporting. The Selection Strategy will be updated in line with proposals and approved by the LAA. The Archaeological Assemblage Museum Fee can be determined (Section 2.8) once the updated Archiving Strategy is agreed and TTU notified via OASIS.

2.7.8 Analysis of the assemblage will then take place. On completion of analysis and reporting, the Selection Strategy should be updated and agreed by the LAA, but not yet fully implemented. Any Archaeological Assemblage selected for deposition will be progressed to the TTU claim process. Completion of the selection process and preparation for deposition can take place once the TTU claims process has concluded.

2.7.9 Pathway 2 includes two options:

- ◆ **Pathway 2A – No finds material for deposition.** Where the results are more significant or further analysis is necessary, the PERD stage is completed. Following analysis, the updated Selection Strategy may recommend that no material is retained as an Archaeological Assemblage for long term curation. In this case, the agreed Archaeological Assemblage Museum Fee will be retained by the Archaeological Assemblage creator to cover dispersal costs in line with the agreed Selection Strategy.

- ◆ **Pathway 2A – Finds material selected for deposition.** The PERD will set out the proposals for further analysis and reporting, and the Selection Strategy updated. On approval by the LAA, the Archaeological Assemblage Museum Fee can be determined by the excavator (Section 2.8) once the updated Archiving Strategy is agreed and TTU notified via OASIS. Following completion of the required post-excavation analysis and reporting, TTU should be notified that the assemblage is ready for processing via OASIS and the fee transferred to KLTR. The selected Archaeological Assemblage will progress through the TTU claim process, including SAFAP review and museum allocation. Completion of the selection process and preparation for deposition can take place once the TTU claims process has concluded.

## Claimed/ Disclaimed Archaeological Assemblages

- 2.7.10 Where an Archaeological Assemblage is claimed, the Archaeological Assemblage Museum Fee will be transferred by KLTR to the allocated museum once allocation process is complete.
- 2.7.11 Where an Archaeological Assemblage is not claimed by any museum, the Archaeological Assemblage Museum Fee will be returned to the Archaeological Assemblage creator by KLTR to cover dispersal costs in line with the agreed methodology outlined in the Selection Strategy. Advice may be obtained from [Museums Galleries Scotland](#).
- 2.7.12 Once the Archaeological Assemblage process is complete, the final version of the Archiving Strategy should be included with the digital and/or documentary archive and submitted to the LAA and OASIS.
- 2.7.13 NOTE: Disclaimed human remains should not be dispersed through the selection process but can be offered to National Museums Scotland or University of Aberdeen.
- 2.7.14 NOTE: Assemblages recovered offshore in tidal waters must be reported to the Receiver of Wreck in the first instance.

## 2.8 Archaeological Assemblage Museum Fee

### What Does the Fee Cover?

- 2.8.1 Within development-led projects, an Archaeological Assemblage Museum Fee will be charged to projects which transfer an Archaeological Assemblage to a museum or repository. The Archaeological Assemblage Museum Fee covers:
- ◆ Museum staff time to liaise with relevant stakeholders
  - ◆ Museum staff time to audit the assemblage
  - ◆ Museum staff time for accessioning and integration of digital data to make the assemblage accessible to the public
  - ◆ Making the assemblage accessible for the future
- 2.8.2 The fee does not contribute to:
- ◆ Museum building costs
  - ◆ Shelving and other infrastructure costs for storing the assemblage
  - ◆ Basic conservation, cleaning, and packaging as defined within the guidance (created as part of this project) for the deposition of archaeological assemblages in Scotland

### Understanding Charges

- 2.8.3 The Archaeological Assemblage Museum Fee includes four levels each linked to size of the assemblage. This approach acknowledges the time required for museums to audit and accession assemblages of different sizes

but recognises the challenge for Archaeological Assemblage creators in providing exact and final box numbers at the DSR (Pathway 1) or PERD (Pathway 2) stages. The charge is linked to the size of the Archaeological Assemblage which is intended for deposition, as estimated and agreed with monitoring bodies (LAA and TTU). The four levels and associated fees are:

- ◆ Level A – up to half a standard box = £75.
- ◆ Level B – Small assemblages comprising 1 to 3 boxes = £225.
- ◆ Level C – Medium sized assemblages comprising 4 to 14 boxes = £625.
- ◆ Level D – Large assemblages comprising over 15 boxes = £1325.

2.8.4 The maximum fee that will be applied for any development-led project will be £1325. For example:

- ◆ Project W which has selected a single small bag of flints for deposition will be charged the Level A fee of £75.
- ◆ Project X includes 2 boxes and falls within Level B, so will be charged a fee of £225.
- ◆ Project Y includes 12 boxes will be charged £625, falling into Level C.
- ◆ Project Z includes 36 boxes and is therefore a Level D assemblage and will be charged £1325.

### Implementation of the Archaeological Assemblage Museum Fee

2.8.5 The fee will be applied to projects where archaeological finds are recovered and where a selected Archaeological Assemblage is expected to be deposited with a museum. The Archiving Strategy, which includes the Selection Strategy, provides an iterative account of the agreed approach to the management of the Archaeological Assemblage within the project, including selection, deposition and/ or dispersal of materials. As such, the LAA both agrees and monitors implementation of the Selection Strategy as part of the planning process.

2.8.6 TTU will be notified of the project once the DSR is approved. The fee level can then be agreed *either* on submission of the project DSR (Project Pathway 1) or submission of the project PERD (Project Pathway 2). The Selection Strategy will outline the contents of the Archaeological Assemblage to be deposited. This forms part of the Archiving Strategy which will be agreed with the LAA (who monitors compliance with planning requirements) and TTU (who will oversee the claims process).

2.8.7 Irrespective of the Project Pathway followed (see Section 2.7, above), the Archaeological Assemblage Museum Fee will either be:

- ◆ **Pathway 1A or 2A** – retained by the archive creator to cover costs of dispersal following the selection process.
- ◆ **Pathway 1B or 2B** – transferred to the KLTR (process to be determined) once the size of the selected Archaeological Assemblage for deposition has been determined and the Archaeological Assemblage Museum Fee level established.

2.8.8 The implementation of the fee will be documented as part of the Archiving Strategy, which will be agreed by relevant stakeholders at key stages (see Section 2.10 - Monitoring)

2.8.9 Where Pathway 1B or 2B is followed, the fee will be held by the KLTR until the completion of the claim process by SAFAP. Where an archive is claimed, the Archaeological Assemblage Museum Fee will be transferred by KLTR to the allocated museum once formal paperwork has been issued.

2.8.10 Where an Archaeological Assemblage has been disclaimed, the Archaeological Assemblage Museum Fee will be returned to the Archaeological Assemblage creator by KLTR to cover dispersal costs in line with the agreed methodology outlined in the Selection Strategy.

## 2.9 Preparation of the Archaeological Assemblage

- 2.9.1 The Archaeological Assemblage selected for long-term curation must be prepared and packaged for deposition in line with the *Minimum Standards for the preparation of Archaeological Assemblages in Scotland* and documented using an *Archaeological Assemblage Catalogue* (see 2.9.6) which incorporates the required information outlined below.
- 2.9.2 The cost of appropriately packaging and preparing the Archaeological Assemblage for deposition must be met by the depositor in full.
- 2.9.3 Any necessary conservation work for the long-term preservation of any part of the Archaeological Assemblage must be completed by a professional conservator and be fully documented.
- 2.9.4 The archiving and storage of organic material, sediments and related paper records from wet sites or sites with a wet component will require special consideration. Sites that are known or thought likely to have a wet component must be discussed at the earliest possible opportunity.
- 2.9.5 An Archaeological Assemblage will only be accepted if an approved level of assessment and reporting has been undertaken on the project overall (including artefacts and environmental material).

### The Archaeological Assemblage Catalogue

- 2.9.6 All Archaeological Assemblages should be deposited with sufficient accompanying documentation to ensure that they are completely accessible to any future examination. All parts of the Archaeological Assemblage should be adequately cross-referenced; numbering systems (and any changes to these during the fieldwork or post-excavation stages) should be fully explained.
- 2.9.7 To support museum allocation and increase the accessibility of Archaeological Assemblages held by museums in Scotland, an Archaeological Assemblage Catalogue should be produced that collates all information about the Archaeological Assemblage in a single searchable spreadsheet or database. Details on how to complete an Archaeological Assemblage Catalogue can be found in the *Minimum Standards for the Preparation of Archaeological Assemblage in Scotland*.
- 2.9.8 A copy of the Archaeological Assemblage Catalogue should be provided to TTU to support the museum bidding process.

### Statement of Significance and Potential

- 2.9.9 A Statement of Significance and Potential must be included in either the DSR, technical report, publication, or updated Selection Strategy and made available to the TTU to facilitate museum allocation. The information should facilitate the transfer of knowledge between the archaeologists undertaking the archaeological project, and the museum receiving the assemblage.
- 2.9.10 The Statement of Significance and Potential should highlight the significance and potential of each category of material selected for inclusion in the Archaeological Assemblage. This information should be requested as part of the analysis process and detailed within the specialist report, or a separate document. The information should be included in any reports/ publications and/ or updated Selection Strategy as appropriate.
- 2.9.11 Much of the information required to support the Statement of Significance and Potential will exist within OASIS (site information and summary of findings, links to ScARF and other research frameworks etc.) and within the updated Selection Strategy. However, depositors should ensure that the potential and significance of all the materials selected for inclusion in the Archaeological Assemblage are considered at a site, local/regional and national/ international level in terms of their:

- ◆ Rarity/ uniqueness

- ◆ Evidential/ research value
- ◆ Historical/ cultural meaning
- ◆ Story-telling potential
- ◆ Completeness/ condition

### Treasure Trove Process for Archaeological Assemblages

- 2.9.12 The TTU should be initially notified of the project via OASIS following the completion of fieldwork and submission of the DSR (see Section 2.7, and the Archaeological Assemblage Process Diagram, Section 2.11). The depositor should pay fee to KLTR and also notify the TTU [via TTU ASSEMBLAGE REPORTING FORM] once all analysis and reporting is completed that the assemblage can proceed to SAFAP.
- 2.9.13 To support the museum allocation process, the TTU must have access to/ be provided with the following information which they will make available to potential bidding museums:
- ◆ A copy of the PERD and/or DSR
  - ◆ A copy of the updated Selection Strategy
  - ◆ The Statement of Significance and Potential (can be part of the finalised Selection Strategy)
  - ◆ An Archaeological Assemblage Catalogue
  - ◆ Specialist Reports

## 2.10 Transfer of the archive to the Museum

- 2.10.1 Once an assemblage is claimed by the Crown, the Treasure Trove Unit will contact the depositor with the Treasure Trove Reference Number and receiving Museum information which should also be added to OASIS prior to deposition. The Archaeological Assemblage Museum Fee will be transferred by KLTR to the allocated museum once formal paperwork on the allocation decision has been issued by the KLTR.
- 2.10.2 The museum-ready Archaeological Assemblage should be prepared in line with the finalised Selection Strategy. The TTU reference number should be added to all relevant documentation, boxes/ containers and the Archaeological Assemblage Catalogue to ensure ease of cross-referencing.
- 2.10.3 Depositors should ensure a project summary has been added to OASIS under 'project results', complete the Archives module and ensure the most up-to-date Selection Strategy is uploaded along with the DSR and publication as appropriate.
- 2.10.4 Depositors should undertake dispersal of material de-selected from the Archaeological Assemblage in line with the finalised Selection Strategy.
- 2.10.5 The project's full paper and digital archive should be deposited with the Historic Environment Scotland (HES) Archives. HES is an accredited archives service and has Core Trust Seal certification. Guidelines for the preparation of the full paper and digital archive can be found on the [Trove.scot](https://www.trove.scot) website.

## Transfer to a museum

- 2.10.6 Deposition of the selected Archaeological Assemblage can only be made by prior appointment with a member of the allocated museum's collections team. The cost of transporting the Archaeological Assemblage to the museum will be met by the depositor.
- 2.10.7 The entire selected Archaeological Assemblage should be deposited with the museum together, including ecofactual material, human remains, and any samples taken for lab analysis. If for any reason the selected Archaeological Assemblage is incomplete at the time of transfer this must be drawn to the attention of the museum staff in advance and a date given for the delivery of the remainder (such a temporary split should only occur under exceptional circumstances). Where part of the assemblage is to be deposited elsewhere (such as the human remains or scientific samples) this must be fully recorded in OASIS.
- 2.10.8 In advance of deposition, the depositor must supply the museum directly with digital copies of:
- ◆ A digital copy of the Archaeological Assemblage Catalogue
  - ◆ Archaeological Assemblage box list
  - ◆ PERD and/ or DSR
  - ◆ Finalised Selection Strategy including the Statement of Significance and Potential
  - ◆ Publication/ final report as applicable
  - ◆ A completed Data Sharing Agreement: a template is available from the SMA (2020): <https://socmusarch.org.uk/data-sharing-agreement-archives-template-sma/>
  - ◆ Any additional documentation required to support the use of, access to, and long-term curation of the Archaeological Assemblage such as digital copies of specialists' reports/ data, X-rays and conservation reports/ recommendations for long term storage.
- 2.10.9 At deposition an entry form will be completed by the depositor and a member of the museum collection team. The museum will check the contents of the deposited Archaeological Assemblage against the documentation received within six months (after which point it is assumed the museum accepts the Archaeological assemblage as meeting the required standards). The Archaeological Assemblage should be fully accessioned by the museum within 18 months.
- 2.10.10 Depositors should note that the museums in Scotland reserve the right to refuse to accept and/or return Archaeological Assemblages or parts of assemblages that are not considered acceptable.
- 2.10.11 NOTE: A signed entry form or receipt at the time of deposition is not the same as the receiving museum accepting the Archaeological Assemblage as meeting this standard.

## Supporting Documentation

- 2.10.12 It is reasonable for the receiving museum to request additional data/information to support access to the Archaeological Assemblage; however, submission of additional documentation to facilitate use is not a replacement for deposition of the digital archive. Therefore, any such supporting documentation created in digital or paper form are to support museum activities only. Digital and paper copies of the archive, including relevant metadata and supporting information, must be deposited with HES as outlined and agreed in the Archiving Strategy.
- 2.10.13 Physical X-rays where available should also be deposited with the museum alongside the Archaeological Assemblage.
- 2.10.14 The receiving museum, upon receipt of the assemblage, will have the right to research, study, display, publish and provide public access to all information and finds contained in the Archaeological Assemblage, subject to the relevant caveats and permissions associated with copyright and intellectual property rights supplied at the time of transfer which may include, where supplied, reports, images or documents which reference standing IP ownership.

## Addendum 1 – interim process for notification and fee transfer

Until the Treasure trove review has been completed and implemented the process for notification and transfer of the Museum Fee should be as follows:

### Upon completion of DSR

TTU notified (via e-mail until the OASIS route is available) of **number of boxes** and if further work will be required. If no further work TTU informed that the assemblage can be processed. If applicable **Museum Fee amount agreed**.

### Upon completion of Post ex (if required)

TTU informed (via e-mail until OASIS route is available) that the **assemblage can be processed**

### Upon allocation of assemblage

**OASIS updated** with receiving Museum information and TT reference number by the reporting organisation. Museum fee transferred directly to receiving museum at point of deposition

### If assemblage not allocated

**OASIS updated** accordingly. Museum fee retained by excavator for dispersal of assemblage

This has been reflected in the flow diagram below and will be reviewed once the Treasure trove review has been completed and implemented.

## 2.11 Archaeological Assemblage Process Diagram

