

## Minimum Standards for the Preparation of Archaeological Assemblages in Scotland

Final Version: April 2025



## Executive Summary

This document sets out the minimum standards for the preparation of all Archaeological Assemblages in Scotland. The aim is to ensure that archaeological material is transferred into a museum's collection appropriately packed and in a stable condition. Museums will only accept assemblages which meet the requirements set out in the rest of this document. These standards should be followed for all archaeological projects in Scotland which generate an Archaeological Assemblage.

This standard will be reviewed by the Scottish Archaeology in Museums Working Group (SAMWG) on a 3-year basis. Reviews will be coordinated by National Museums Scotland.

## Acknowledgements

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# 1 Archaeological Assemblage Preparation Standards

## 1.1 Packaging

- 1.1.1 Archaeological Assemblages should be packed in line with the Archaeological Assemblage preparation standards detailed in this document. More detailed specifications are provided below for specific finds categories (e.g. bulk material, registered finds, environmental materials, scientific samples, human remains).
- 1.1.2 Use only archival quality packing materials in good condition, including polythene bags with write-on panels, acid-free cardboard boxes with brass staples, clear lidded boxes, and airtight polythene tubs.
- 1.1.3 Where a site has only a very limited number of finds (no more than one box) it is acceptable to place all bulk material types in one box. Different materials must still be bagged separately (see below).

### Weight restrictions

- ◆ The Museum will not accept boxes that have been over-filled and any one box should not weigh more than 12kg.
- ◆ Any individual item weighing more than 12kg should be specifically highlighted in the submission to TTU for consideration by the Museum.
- ◆ Any individual item (e.g. a box, bag or object) forming part of the Archaeological Assemblage that is heavier than 8kg should be clearly labelled “Heavy” with an estimated weight.

### Outsized objects

- ◆ Outsized items (e.g. stonework or large timbers) that cannot be safely boxed should be labelled with the Treasure Trove allocation reference number, site code/ unique identifier, context and registered find numbers by means of a Tyvek label clearly marked in permanent ink and securely tied to the object with soft unbleached cotton tape.
- ◆ Such items may not require packaging for storage but may sit directly on a shelf cushioned underneath by a layer of acid-free foam or similar, and with other surfaces protected from any potential sources of damage. Other items may require bespoke packaging.
- ◆ In the case of large objects (over 0.5m x 0.5m), the accepting museum must be notified in advance of deposition in order to assess the best means of storage.
- ◆ Objects over 1.0m x 1.0m must be delivered on a heavy-duty pallet that supports the weight of the object (with prior agreement from the accepting museum). The pallet size will need to be provided in order for the museum to consider access requirements and route to the storage space.
- ◆ The accepting museum must be notified of outsized objects prior to deposition so that the necessary storage space can be made available.

### Boxes

- 1.1.4 Archaeological Assemblages should be prepared using the following box sizes:
- 1.1.5 NOTE: Measurements are external

Finds:	Robust (c.1900 micron), brass-stitched, acid-free archival cardboard boxes: Standard box: 450 (l) x 250 (w) x 170 (d) mm (with 20mm tolerance) Half standard box: 450 (l) x 250 (w) x 85 (d) mm (with 20mm tolerance)
Human remains:	Human remains are preferably stored in specialist robust (c.1900 micron), brass-stitched, acid-free archival cardboard boxes: Skeleton box: 550 (l) x 250 (w) x 200 (d) mm Skull box: 180 (l) x 170 (w) x 260 (d) mm
Small finds/metal:	Quality sealable polypropylene tubs. Note: a consistent container size should be used for an assemblage.
Possible suppliers:	G. Ryder & Co Ltd <a href="http://www.ryderbox.co.uk">www.ryderbox.co.uk</a> Conservation by Design <a href="http://www.conservation-by-design.com">www.conservation-by-design.com</a> Conservation Resources <a href="http://www.conservation-resources.co.uk">www.conservation-resources.co.uk</a> KLUG Conservation <a href="https://www.klug-conservation.com">https://www.klug-conservation.com</a> Past Horizons <a href="https://pasthorizons.com/">https://pasthorizons.com/</a> Preservation Equipment <a href="https://www.preservationequipment.com/">https://www.preservationequipment.com/</a> My History <a href="https://www.my-history.co.uk">https://www.my-history.co.uk</a> Nisbets <a href="https://www.nisbets.co.uk/">https://www.nisbets.co.uk/</a>

## 1.2 The Archaeological Assemblage Catalogue

- 1.2.1 The Archaeological Assemblage should be accompanied by a catalogue (spreadsheet or database) detailing not only the material selected for long-term retention, but also the material dispersed or discarded through the selection process (see [ClfA Selection Toolkit](#)).
- 1.2.2 Depositors can use the Archaeological Assemblage spreadsheet ([link to online location TBC](#)) or compile an assemblage catalogue from their in-house records. If depositors do not use the template provided, the Metadata table (Appendix 1) provides details of all the fieldnames to be included. The spreadsheet template includes an example (final tab) of how an Archaeological Assemblage catalogue should be compiled, and how dropdown terms can be applied to expediate the process and ensure consistency of terms used.
- 1.2.3 It is important to use consistent terminology throughout the Archaeological Assemblage catalogue. A universal system for classifying and recoding material types is provided within the ClfA Toolkit for Recording Archaeological Materials ([Materials Word List](#)) and detailed in the example spreadsheet template.
- 1.2.4 The majority of the details required to complete an Archaeological Assemblage catalogue can be transposed from Bulk and Registered finds index spreadsheets (see [ClfA Toolkit for recording Archaeological Materials](#)).
- 1.2.5 The Archaeological Assemblage catalogue functions as an overall contents list for the deposited assemblage and a copy should accompany the deposited digital archive. Individual rows or groups of rows of the catalogue can be printed and included as Box Contents lists in the Archaeological Assemblage boxes.
- 1.2.6 Each bag of bulk artefacts, registered find, or individual human remains within the Archaeological Assemblage requires its own row on a spreadsheet. For example:
  - ◆ Each Registered find will have its own line on a spreadsheet.
  - ◆ Each bulk bag of pottery sherds / lithics / animal bone will require one line on a spreadsheet.

- ◆ If an individual skeleton (or large context of bulk material) is divided over two boxes, two lines on the spreadsheet will be required, as the Box Number will differ.
- 1.2.7 Archaeological Assemblage catalogue Field Metadata is defined in Appendix 1 and detailed in the example Archaeological Assemblage spreadsheet ([Link to online location TBC](#)).
- 1.2.8 Further tabs in the Archaeological Assemblage catalogue can be utilised to provide the following required information:
- ◆ List of all boxes / containers and any unboxed finds
  - ◆ The Archaeological Assemblage metadata including a list of symbols and codes used within the assemblage and their meaning.

## 2 Bulk Finds

2.1.1 Bulk finds often occur in quantity e.g. pottery, ceramic building material, slag, stone etc. and generally require no specific treatment or specialist storage conditions, although this should not be taken as an invariable rule. Animal bone should be packaged following the standards for Bulk finds.

### 2.2 Fieldwork, Excavation, Recovery and Analysis

- ◆ Recovery of finds must be undertaken to a standard that minimises damage, cross-contamination or loss.
- ◆ Finds must be cleaned and stabilised to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- ◆ Finds must be treated and recorded in accordance with current accepted standards (e.g. ClfA Standards and Guidance 2020a and those outlined by subject specialist groups such as the Prehistoric Ceramics Research Group et al. 2016).
- ◆ All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss.
- ◆ When transporting any part of the Archaeological Assemblage, the finds must be packed appropriately to avoid damage and cross-contamination.

### 2.3 Preparation for Deposition

- ◆ All parts of the Archaeological Assemblage must be stable, clean and packed in accordance with the requirements set out below.
- ◆ Where an object is too large to be packed into a standard box, ensure that a tie-on Tyvek label is attached, clearly marked in permanent ink with the Treasure Trove allocation reference number, site code/ unique identifier and context number (see section 1.1 - Outsized Objects).
- ◆ Bulk finds must be sorted and bagged up according to material and context number, using at least 200-gauge self-seal polythene bags with three white write-on panels. A list of recommended terms for Material Group and Type can be found in the [ClfA Toolkit for Recording Archaeological Materials](#).
- ◆ Mark all bags in black permanent ink with the site code/ unique identifier, context identifier, material type and the number of fragments present in neat, clear and legible writing.
- ◆ Bags should not mix materials or contexts and only hold an appropriate amount of material for their size.
- ◆ All bags must contain a Tyvek label clearly marked in black permanent ink with the site code/ unique identifier, context identifier, material type and the number of fragments present.
- ◆ Bulk finds must be packed to minimise the risk of damage. Pack finds by material types, avoiding using the same box for both heavy and fragile objects.
- ◆ Illustrated finds should be packed with material of the same type, but must be bagged separately and the bag clearly labelled as 'illustrated'.
- ◆ Where specialists have sorted finds into different types within a context, these groups should be bagged accordingly and labelled with their identification.
- ◆ Boxes must be marked with the Treasure Trove allocation reference number, site code/ unique identifier, site name, material type or types, context number(s)/ range for each material type, excavating organisation/group/individual and box sequence number. Make sure the lid does not obscure the information.

- ◆ Each box must contain a box contents list, which can be created from the Archaeological Assemblage catalogue.

## 3 Registered Finds

- 3.1.1 Registered finds include objects that are recorded in more detail and sensitive materials that require controlled storage conditions. Registered finds are issued their own identifier and are catalogued individually. In general, registered finds need to be housed in more protective storage than bulk finds, as they can be more delicate in nature.
- 3.1.2 NOTE: Cardiff University has produced a useful set of [guidelines](#) for the storage of archaeological metals which includes the recommended the mass of silica gel (kg) required per size of storage box (litres).

## 3.2 Fieldwork, Excavation, Recovery and Analysis

- ◆ Recovery of finds must be undertaken to a standard that minimises damage, cross-contamination or loss.
- ◆ Finds must be cleaned and stabilised to recognised standards as described in nationally accepted documents such as First Aid for Finds (Watkinson and Neal 1998).
- ◆ Finds must be treated and recorded in accordance with current accepted standards (e.g. ClfA Standards and as well as [guidelines](#) on monitoring and desiccant regeneration (Cardiff University 2020). Guidance 2014 and those outlined by subject specialist groups).
- ◆ All finds must be stored, at all times, in conditions that minimize the risk of damage, deterioration or loss. When transporting any part of the Archaeological Assemblage, the finds must be packed appropriately to avoid damage and cross-contamination.
- ◆ All artefacts which are deemed significant in specialist reporting and / or which 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 Treasure Trove allocation and must ensure that a professional conservator carries out such work. The only exceptions are where it is thought cleaning will destroy important evidence regarding the function of an object or inhibit future scientific analysis. Specialist advice should be sought if unsure.
- ◆ Textiles, leather and other finds recovered in a waterlogged condition must be conserved to a dry state (e.g. by freeze-drying) before deposition; the museums in Scotland will generally not accept finds in a waterlogged state. In rare extenuating circumstances the museum may accept waterlogged artefacts into its care following prior agreement and with additional financial support put in place.

## 3.3 Preparation for Deposition

- ◆ Registered finds must be packed individually in a grip-seal polythene bag (minimum 200-gauge) or a clear lidded box as appropriate.
- ◆ Finds in boxes and bags should be supported on pads or cushions of polyethylene foam to prevent movement. They should be packed in a way that allows them to be viewed without

having to remove them from the box or bag. It is not advisable to wrap delicate objects in tissue because the act of unwrapping could cause damage.

- ◆ Delicate registered finds should be 'nested' in a block of polyethylene foam consisting of a base layer which fits into the bottom of the box, and a top layer which has a cut-out in the shape of the object, into which the object is placed. A layer (e.g. a wet strength repair tissue) should be placed between the object and the cut-out to facilitate easy removal OR a finger-sized cut out is made to facilitate removal. Where necessary acid-free foam 'braces' or similar should be put over the object to prevent it moving and banging against the lid.
- ◆ Mark individual bags or clear boxes with the site code/ unique identifier, context number, registered find number, material and object name in black permanent ink. Place a Tyvek label clearly marked in permanent ink with the same information, inside each box or bag and facing outwards behind the supporting foam in order to be readable without having to open the bag.
- ◆ Box material groups/ types separately. Metal and organic finds require different storage environments and must not be boxed together.
- ◆ Non-metal registered finds should then be boxed up in low-acid boxes and metal registered finds into sealable polypropylene tubs by Registered Find number.
- ◆ Self-indicating orange to colourless bead silica gel and humidity strips must be included in boxes containing metalwork. Use sewn pre-packed silica gel bags or loose silica gel in pierced polythene bags. For [guidelines](#) see Cardiff University (2020).
- ◆ Establish monitoring procedures to ensure that failures in dry storage are noticed before damage to objects occurs.
- ◆ Silica gel may also be used as 'buffering' with other unstable material, such as delicate organics (e.g. worked bone, wood), amber and some glass. In this case the silica gel is forced to a particular moisture content (this must be done by a qualified conservator) so that it will buffer the object's surroundings and prevent the fluctuations in humidity that cause physical cracking and damage.
- ◆ Unstable and untreated material which cannot be conserved must be packed in the appropriate microclimate, following conservation advice, to ensure its long-term stability.
- ◆ Stratified or typologically distinctive iron and copper-alloy objects must be recorded by X-radiography as part of the conservation assessment, to inform treatment, and to identify objects and / or particular details. Physical X-radiographs must accompany the Archaeological Assemblage; digital ones should be deposited with the digital archive, with copies provided for the recipient museum.
- ◆ Care must be taken to ensure that the objects do not crush each other and that there is minimal movement in the box. Ensure that all empty space in the box/ tub is filled with packing material (e.g. foam), and where possible, internal partitions created using acid-free box-board.
- ◆ For objects made of multiple materials (Composite Objects) with different storage requirements-decide (based on conservation advice) which part of the object is most important for long-term preservation and weight storage considerations towards that material. If parts can be disassembled without damaging the object this would be the preferred solution. Each part must be recorded and robustly documented. Specialist advice should be sought if unsure.
- ◆ Boxes must be marked with the Treasure Trove allocation reference number, site code/ unique identifier, site name, material type or types, context number(s), registered find number(s) and box sequence number using black permanent ink. Where a box contains a large number of small finds, the details can be included on the box contents list.
- ◆ Boxes containing hazardous materials should be labelled 'Hazardous'.
- ◆ Each box must contain a box contents list, which can be created from the Archaeological Assemblage catalogue.

## 4 Environmental Material and Scientific Samples

4.1.1 Materials created by scientific sampling include environmental remains, thin sections and microfossil slides.

### 4.2 Fieldwork, Excavation, Recovery and Analysis

- ◆ The sampling process must be fully documented through the use of environmental sample sheets, context sheets, sample registers and relevant section drawings etc.
- ◆ Each sample must be given a unique sample number, which must be marked on the object and/or associated labels along with the site code/ unique identifier for the project and other relevant data.
- ◆ If a sample is destroyed through analysis (e.g. radiocarbon dating samples) then all data derived from the process must be included in the deposited documentary archive and the Archaeological Assemblage catalogue updated accordingly.
- ◆ Finds from the sorting of dry residues must be stored in conditions appropriate to the material type.

### 4.3 Preparation for Deposition

#### Environmental material extracted from soil samples

- ◆ All environmental samples included in the Archaeological Assemblage must be fully processed; museums in Scotland will not accept unprocessed samples. Even if post-excavation funding does not permit full analysis, all samples identified as of value should have been flotted, the flots dried and labelled, and the residues sorted.
- ◆ Pack environmental material in grip seal plastic bags, or in glass tubes or bottles (the smallest tubes are best inserted into plastic bags, for ease of handling and packing in boxes, but ensure that the covering bag carries the same site/context/sample information as the tube).
- ◆ Each sample's bag/ container must be permanently marked or labelled with the site code/ unique identifier, sample number and other relevant data.
- ◆ All samples must be fully documented and all relevant data e.g. databases, photographs, drawings or publications included in the deposited documentary archive.
- ◆ All processed samples included in the Archaeological Assemblage must be boxed separately from bulk and registered finds (bulk finds packaging standards apply). In the case of small Archaeological Assemblage where all of the bulk, environmental material and scientific samples will fit into one box, this is acceptable as long as boxes are clearly organised and not overfilled.
- ◆ Boxes should contain a box contents list generated from the Archaeological Assemblage catalogue.

#### Scientific Samples

- ◆ Each sample must be permanently marked or labelled with the site code/ unique identifier, sample number and other relevant data (where possible).
- ◆ Pack bags or containers in cardboard boxes by sample type (e.g. charred plant remains, charcoal, etc), as for bulk finds; if using glass containers, ensure that boxes are not overfilled,

and use sufficient supporting packaging to protect the containers against breakage. Microscope slides must be packaged in boxes designed for the purpose.

- ◆ All samples must be fully documented and all relevant data e.g. databases, photographs, drawings or publications included in the deposited documentary archive.
- ◆ Museums will accept sub-samples/ grab samples intended as an assemblage for future geochemical work. These should be clearly labelled as such on the bag or other container.
- ◆ All waterlogged or unstable material must be treated and stabilised before transfer to museums in Scotland. Waterlogged samples will only be accepted in exceptional circumstances, if accompanied by a rationale for their retention, and guidance to their long-term storage or an agreed timescale for discard.

## 5 Human Remains

### 5.1 Fieldwork, Excavation, Recovery and Analysis

- ◆ Treat human remains with respect at all times, in accordance with current best practice standards (Mitchell and Brickley 2017, BABAO 2019 a, BABAO 1019b, and HES 2016)
- ◆ Human remains must be kept securely and accessible only to authorized people.

### 5.2 Preparation for Deposition

- ◆ Unburnt bone should be packed in appropriately sized grip seal plastic bags by skeletal part (e.g. bones from each limb or each hand and foot can be bagged together, all vertebrae can be placed in one bag, ribs should be separated according to side) and boxed by individual.
- ◆ Each bag should be marked with the site code/ unique identifier, site name, skeleton/context number (and other numbers as appropriate) as well as the skeletal element and side, if known.
- ◆ Each skeleton should be in a single box or, if necessary, the cranium and mandible can be separated from the postcranial remains provided that the boxes are labelled as a series.
- ◆ In the case of partial skeletons or young individuals which take up less space, boxes may contain more than one individual, but these must be clearly separated within boxes, and preferably separated by layers of supporting acid-free foam.
- ◆ Disarticulated bone should be boxed by context.
- ◆ Heavy bones should always be placed at the bottom of the box, with lighter, more fragile bones placed at the top.
- ◆ Pathological bones should be wrapped in protective packaging, such as acid-free tissue paper.
- ◆ Loose teeth, maxillae, and mandibles should be bagged separately from the cranial vault. Do not pack anything (tissue paper, small bones or teeth) inside the cranium.
- ◆ Do not overfill boxes, and ensure that all bone is adequately supported within boxes to avoid damage.
- ◆ Cremated bone should be boxed by context.
- ◆ Boxes must be marked with the Treasure Trove allocation reference number, site code/ unique identifier, site name, skeleton/context number and box sequence number using black permanent ink.
- ◆ All boxes should contain a box contents list generated from the Archaeological Assemblage catalogue.

## 6 Appendix 1. Field Metadata for the Archaeological Assemblage Catalogue

<b>FIELD NAME</b>	<b>FIELD DESCRIPTION</b>
TTU Number	The TTU reference number
Originator	The Depositor or contractor (body or individual who compiled the assemblage)
Site code/ unique identifier	The depositor/ contractor's own site code (unique identifier or project number) associated with the project.
OASIS No.	The OASIS reference number
Site/ Project Name/ subsite	The name of the site (include location/ subsite as necessary).
County	County in which the archaeological project took place.
Project Type	Project Type e.g. evaluation, field walking, excavation. NOTE: A pick list is provided in example Archaeological Assemblage Spreadsheet which can be amended as necessary.
Date of Fieldwork (start)	Date fieldwork began (dd/mm/yy)
Date of Fieldwork (end)	Date fieldwork ended (dd/mm/yy)
Box series no.	The box series number.
Assemblage Type	The type of assemblage e.g. bulk artefacts, registered find, human remains. NOTE: A pick list is provided in the example Archaeological Assemblage Spreadsheet which can be amended as necessary.
Context	The context number
Trench No.	The trench number
Excavation area or sub-unit	Additional units of excavation e.g. Area A, Spit 1, Square 1.
Material Type (primary)	The Primary material type e.g. pottery, animal bone, knapped stone, plant remains. The Registered find's material is detailed in this column e.g. 'silver'. NOTE: A pick list based on the ClfA Materials Words List is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Material ID Code	The Material's ID Code- see ClfA Materials Word List
Material Class	The Class of Material- see ClfA Materials Word List
Material Detail (narrow terms)	Additional material details can be added here as appropriate. NOTE: A pick list based on the ClfA Materials Words list is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Material Type (Composite 1)	Material type 1 for composite objects NOTE: A pick list based on the ClfA Materials Words list is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Material Type (Composite 2)	Material type 2 for composite objects NOTE: A pick list based on the ClfA Materials Words list is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Sample No.	The number or ID associated with the environmental or scientific sample.
Collected fragment count	The number of fragments collected per bag/ context
Collected weight (g)	The weight of the collected fragments in grams

De-selected fragment count	The number of de-selected fragments per bag/ context
De-selected fragment weight (g)	The weight of the de-selected fragments
Description	Further descriptive details as required
Period	Period of the archaeological material NOTE: A pick list based on <i>ScAPA – Scottish Archaeological Periods &amp; Ages</i> is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Registered Find no.	The Registered Finds (or small/ special finds) number OR human remains references such as skeleton (SK) or burial (B) as applicable.
R.F. object name	The Registered Find Object Name e.g. brooch, arrowhead, token, quern. NOTE: A pick list based on the <i>Archaeological Object Thesaurus (Scotland)</i> is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Object Description	Further descriptive details as required
Fragment count	Number of fragments of the Registered Find
Weight	The weight of the Registered Find
Height/thickness (mm)	The height/ thickness of the Registered Find in millimetres
Width (mm)	The width of the Registered Find in millimetres
Length/ depth (mm)	The length/ depth of the Registered Find in millimetres
Diameter (mm)	The diameter of the Registered Find in millimetres
Date from (coins only. +/-0)	Use only if specific date is known, e.g. for coins.
Date to (coins only. +/-0)	Use only if specific date is known, e.g. for coins.
X-ray ID	The x-ray ID or reference number
Completeness	The completeness of the object e.g. complete, incomplete, fragmented. NOTE: A pick list is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Completeness Note	Additional details on the Registered find's completeness as required
Condition	The condition of the object e.g. good, fair, poor. NOTE: A pick list is provided in the example Archaeological Assemblage Spreadsheet. The list can be amended as necessary.
Condition Note	Additional details on the Registered finds condition as required
Conservation ref. no.	The conservation ID, lab or reference number
Comments	Any further comments regarding the registered find such as rarity etc.
Illustration No.	Illustration number as appropriate
Recorded by	Identity of the recorder
Date Recorded (dd/mm/yy)	Date the record was made
Updated by	(amended whenever the record is updated)
Date of Update	(amended whenever the record is updated)
List of Symbols and codes used within the Archaeological Assemblage.	A list of symbols and codes used within the Archaeological Assemblage and a description of their meaning

## 7 Appendix 2. Industry Standards, Guidance and Additional Resources

NOTE: Revisions, superseding texts or updated versions of these standards and guidance must be taken into account.

### 7.1 General Standards and Guidance

Baxter, K., Boyle, G. and Creighton, L. (2018) Guidance for the Rationalisation of Museum Archaeology Collections. Society for Museum Archaeology

Brown, D.H. (2011a) Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation. Second Edition. Archaeological Archives Forum (AAF)

Brown, D.H. (2011b) Safeguarding Archaeological Information – Procedures for Minimising Risk to Undeposited Archaeological Archives English Heritage

Cardiff University (2022) Heritage Preservation Guidance for Archaeological and Historic Metals: Guidelines for Storage of Archaeological Metals. <https://www.heritagepreservationguidance.co.uk/guidelines-for-storage#:~:text=Place%20objects%20on%20a%20tray,point%20they%20will%20be%20dry.>

Chartered Institute for Archaeologists (CIfA) (2020a) Standard and guidance for the collection, documentation, conservation and research of archaeological materials

Chartered Institute for Archaeologists (CIfA) (2020b) Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives

Chartered Institute for Archaeologists (CIfA) (2019) Toolkit for Selecting Archaeological Archives <https://www.archaeologists.net/selection-toolkit>

Chartered Institute for Archaeologists (CIfA) Toolkit for Recording Archaeological Materials <https://www.archaeologists.net/toolkits/finds-recording>

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[Botanical Materials](#)

[Ceramics](#)

[Collections Packaging & Silica Gel](#)

[Composite Objects](#)

[Faunal Materials](#)

[Glass](#)

[Human Remains](#)

[Leather](#)

[Metals \(Ferrous\)](#)

[Metals \(Non-Ferrous\)](#)

[Stone](#)

[Textiles](#)

[Thin Sections](#)

[Waterlogged Materials](#)

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Treasure Trove Code of Practice (revision pending in 2025) <https://treasuretrovescotland.co.uk/documents/code-of-practice/>

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## 7.2 Research Frameworks – National, Regional and Subject Specific

### Scotland's national and regional research frameworks

**The Research Frameworks Network.** The online hub for research frameworks where you can directly access the different research frameworks or cross search across the frameworks for research questions and strategies associated with different places, periods or themes. The website also provides a useful introduction to research frameworks. <https://researchframeworks.org/introduction-to-research-frameworks/>

**Scottish Archaeological Research Framework (ScARF):** research framework and resource for Scottish archaeology, providing an overview of the subject and useful and relevant research questions for everyone to use. <https://scarf.scot/>

**ScARF Regional Frameworks:** regional research frameworks complement the national ScARF but focus on assessing the state of knowledge in each region and how it differs from the national picture. They highlight key regional differences and future research priorities in each geographical area. Prior to any work being undertaken, the project team should check availability of the regional research framework. <https://scarf.scot/regional/>

### Subject based research frameworks

**Ancient Human Occupation of Britain (AHOB) Key Research Questions:**  
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Perrin, R. (2011) A Research Strategy and Updated Agenda for the Study of Roman Pottery in Britain. Study Group for Roman Pottery Occasional Paper No. 1.

SCARF Thematic Frameworks  
<https://scarf.scot/thematic/>

Thunberg *et al* (2019) Desiccated Microclimates for Heritage Metals – Creation and Management. Studies in Conservation

#### Digital data management and archive

CiFA (2021) Toolkit for Managing Digital Data  
<https://www.archaeologists.net/digdigital>

DigVentures (2019) Dig Digital. Work Digital. Think Archive. Create Access.  
[https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital\\_full\\_guidance.pdf](https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf)

Digital Curation Centre Data Management Planning resources: <http://www.dcc.ac.uk/resources/data-management-plans>

#### Human remains

BABAO 2019a, British Association of Biological Anthropology and Osteo Archaeology Code of Ethics  
<https://babao.org.uk/wp-content/uploads/2024/01/BABAO-Code-of-Ethics.pdf>

BABAO 2019b, British Association of Biological Anthropology and Osteo Archaeology Code of Practice  
<https://babao.org.uk/wp-content/uploads/2024/01/BABAO-Code-of-Practice.pdf>

HES 2016, The Treatment of Human Remains in Archaeology. Historic Scotland Operational Policy Paper 5.  
<https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=02e7320f-4fb2-4c4a-8aba-a58e00e3f22c>

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Barclay, A., Knight, D., Booth, P., Evans, J., Brown, D.H. and Wood, I. (2016) A Standard for Pottery Studies in Archaeology Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group  
<https://historicengland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology/>