

ARCHAEOLOGICAL ARCHIVES FORUM
Meeting Agenda
31st Meeting

Custard Factory, Birmingham

11:00 – 16:00, 13th March 2018

Claire Tsang (Historic England) (Sec.), Duncan Brown (Historic England) (Chair), Helen Parslow (FAME), Katie Green (ADS), Nicky Scott (SMA), Rhonda Robinson (NI Historic Environment Division, Department for Communities), Sam Paul (ClfA/ClfA Archives Group), Caradoc Peters (University Archaeology UK), Sarah Morton (ICON/AG), Helen Shalders (Historic England), Nancy Grace (National Trust)

Apologies

Elizabeth Walker (Museum Wales/National Panel for Wales), Ian Fraser (HES), John Lewis (Society of Antiquaries: London), Matt Thompson (English Heritage), Mike Evans (Historic England), Mike Heyworth (CBA), Quinton Carroll (ALGAO), Sinead McCartan (National Museums: Northern Ireland)

Minutes of last meeting

Clarification of the negative archives and microfilm project teams was sort

Action: CT

Outstanding actions:

DB to discuss with SMA the inclusion of accession registers as part of the HAIS project

CT to contact JL and SM to see if still relevant to be members

Website updates: CT to phrase and circulate

SMA report: Action: KG to provide ADS submission text

Membership

See above regard National museums NI and Society of Antiquities London. Mike Evans will be retiring this summer and HS is his temporary replacement of this forum.

News updates

SMA

The 2nd year report of museums is being finalised, this had 200 respondents; the same number of respondents, but a change in 25% of the respondents. There is still the need to add the ADS statement on archaeological archives.

The Code of Practice for Responsible Metal Detecting in England and Wales (2017) has been endorsed by SMA and now by Historic England.

The Museum Collecting areas Map is back on the agenda

The committee has been discussing the future of the SMA and its focus on training as an SSN and whether archaeological archives could now be considered 'collecting at risk.'

National Trust

The NT are working towards museum accreditation, as well as creating guidelines for the recording of archaeology on their land. Although work towards a resource centre for archaeological archives has slowed work has been going ahead to record archaeological archives on to their collections management system

ICON AG

ICON are providing further training events

University Archaeology UK

For the meeting CP circulated the response to the UAUK archives questionnaire and this was discussed.

There will be a 'University Archaeology Day' on the 23rd June at UCL

Committee to read the UAUK archives questionnaire for the next meeting

Action: ALL

FAME

Thanks were given to FAME for hosting the meeting.

CIFA

It was reported that the early report on chartership had proved contentious and the midweek vote which requires attendance is seen as exclusionary.

The AAG had developed a toolkit for selection and retention that will be open to consultation in March. The one day conference on 'collaboration' is on the 14th March 2018. Currently there is one place open on the committee.

NI Historic Environment Division

The merger of the different culture groups into one department has been beneficial for networking. Work is continuing on the developing excavation licences to provide requirements for archives and there is also work to amend planning conditions to mention archaeological archives. There is a consultation into the holdings of units and museums of archaeological holdings.

Historic England Archive

Major changes have been taken place to internal systems with AMIE being replaced with Adlib for archive and Arches for Monument data. Mike Evans will be retiring this summer. And currently there is also work to develop the digital archiving strategy; this will probably require the replacement of the digital asset management system.

ADS

Work is continuing on HERALD; the revamp of OASIS. This requires work on the backend to match free text to thesauri. By the end of March there will be a blog post on the projects progress and a beta version will be available by the end of the year. There have been changes to OASIS Images which had become financially untenable; there will be a move to ADS Easy phasing in in April.

Historic England

HE will be producing to a response to DCMS on the Mendoza report, this is being produced by the Archaeological archives panel, led by Steve Trow (head of Research, and includes members from FAME, SMA, ALGAO, CIFA and the Arts Council. Recommendations have been formulated and feedback is expected at the end of April.

As part of this HE has funded a number of projects that complement the issues raised as part of the 21st Century workshops, including

- Legal advice on ownership
- Definition of a digital archaeological archive
- The SMA Rationalisation project
- Review of museum charges and whole life costs

Currently the awareness and funding of the issues arising around archaeological archives is at its healthiest.

HE has funded Richard Harwood QC to look at the issues regarding landowner and finds ownership in England

SMA Archives Report

Discussed above. The SMA Archive survey is likely to be reduced in its frequency to every 2-3 years

Updates from the South West Projects

The seeing the light of day project is now complete and reports can be found here:

<https://seeingthelightofday.wordpress.com/>

Selection Toolkit Project

Two meetings have been held which have led to the forms being created, the format will be:

- Introduction
- Contact Information
- Checklist
- Template for a selection strategy

There will be a CPD session at CIFA conference

This should be out for consultation March/April the approved version should be agreed in the summer and should be launched in the autumn.

It is expected that there will be a review of the toolkit in about two years.

Negative Archives

The previous minutes noted SP was to be involved however, it was discussed it should have been Iain Fraser with Helen Parslow and Nicky Scott.

A survey has been sent to FAME members and the SMA, responses have been collated. This will feed into the development of terminology and definition, to be published by the AAF.

Microfilm and Security copying

The format of the project was discussed and it was concluded this should be an options paper for security copying.

Companies offering microfilming and digital scanning were discussed and included Marathon and DASS solutions

The project team will include KG, CT, ME and SH.

Born Digital Project

HE did not fund the project after concerns were raised by the increased scope of the project. To replace it HE will be putting out a call for proposals on a project to define a digital archaeological archive.

OASIS/Herald

See ADS update

Action Plan Updates

Action Plan Updates

1 Produce a policy statement on the significance of archaeological archives nationally, and their importance as a key resource in the future: *Historic England, Arts Council England, Archaeological Archives Forum*

This was re-recommended by the C21st Project and will come from the Archaeological Archives Panel

2 Promote the potential of archaeological archives as a resource for engaging all communities: *The Archaeological Archives Forum, the Society of Museum Archaeologists, and the Institute for Archaeologists*

This is an on-going task for all members

3 Establish a national strategy for archive completion as a means of providing easy access to the archaeological record: *The Archaeological Archives Forum*

This is being undertaken through the OASIS/HERALD projects

4 Develop a national strategy for the storage and curation of archaeological archives: *Arts Council England, Historic England, Archaeological Archives Forum*

The work of the AAP is taking this forward and HE is currently funding a project looking at museum charges and whole life costs, expanding on CT's report.

5 Ensure that the significance of archives is fully recognised at all stages of planning-led archaeological work: *Archaeological Archives Forum, Association of Local Government Archaeological Officers, Society of Museum Archaeologists, Federation of Archaeological Managers and Employers*

On the back of the CIFA C21st Project, ALGAO (QC) is applying for HE funding on a project to look at how archaeological archives are dealt with in planning guidance.

6 Seek solutions for archive material that currently cannot be transferred to a repository: *Archaeological Archives Forum, Historic England, Federation of Archaeological Managers and Employers, Association of Local Government Archaeological Officers*

This is covered by the AAP and its work on ownership law

7 Develop a framework for the provision of archaeological archive advice to practitioners in planning authorities, contracting organisations, museums, and community groups: *Archaeological Archives Forum, Institute for Archaeologists*

The SMA was added to the list of those who should be involved.

8 Promote and publicise the collecting areas map: *Society of Museum Archaeologists, Federation of Archaeological Managers and Employers*

This is being relouked at by the SMA

AAF Website

It was discussed that is the website is to have more relevance and impact the minutes need a faster turn around, a month was suggested.

Action: CT was to update the new section and circulate. KG offered to revamp the site.

A.O.B.

Date & location of next meeting

10th October, location to be confirmed.