

# **Oxfordshire Museums Service**

## **Requirements for Transferring Archaeological Archives**



**OXFORDSHIRE  
COUNTY COUNCIL**

**SOCIAL & COMMUNITY SERVICES**

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

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# Introduction

The Oxfordshire Museums Service (referred to in this document as ‘the Museum’) forms part of the Department of Learning and Culture, Oxfordshire County Council. The Museum aims to enable people to enjoy an understanding and appreciation of Oxfordshire’s heritage and environment through access to the Museum collections of real objects, and is committed to preservation, interpretation and access. Learning and Culture works to achieve the County Council’s objective to promote the cultural life of the county.

All archaeological archives (both things excavated, and information about them and about the site) are unique records of the daily life of people living in a particular place in Oxfordshire at a particular time. Some may be of outstanding academic significance (nationally important), others are significant in preserving information about past landscapes, but all are of interest to people living in that place now and in the future. The aim is to preserve and give access to the archive in its entirety and to disseminate information about it to people at a variety of levels. This work is based at Oxfordshire County Museum Service’s reserve collection store at Standlake.

It is the excavator’s (referred to in this document as ‘the Unit’) duty to determine which Museum is the agreed repository for the project archive and to give formal notification at the earliest possible opportunity. Format and content of the archive must be compatible with the Museum’s storage provisions and documentation procedures, and legal requirements must be met.

The procedures outlined below and the accompanying charges are not intended as a barrier to transfer, but to ensure that professional archaeologists, researchers, students and the general public will all have the best possible access to the results obtained through archaeological fieldwork in Oxfordshire.

## Sources

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*Management of Archaeological Projects*, English Heritage, 1991 (2<sup>nd</sup> ed)

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Watkinson, D and Neal, V, *First Aid for Finds*, Rescue/UKIC Archaeology Section, 1998 (3<sup>rd</sup> ed)

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## **Acknowledgements**

The authors and Oxfordshire Museums Service would like to acknowledge the kind co-operation of Oxford Archaeology and Buckinghamshire Museums Service in producing these procedures and guidelines. In addition, recognition is made of the authors of the original document on which these procedures are based, David Pearson and Jonathan Wallis.

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## Notification

Oxfordshire Museum Service accepts appropriately excavated, recorded and presented archives relating to archaeological fieldwork carried out on sites within the county, as stated in the relevant section of the Museum's Collecting Policy (Appendix 1). The Ashmolean Museum also sometimes wishes to acquire site archives relating to a site owned by the University, or complementing an existing collection (listed in Appendix 2). Please consult if you think your site may fall into one of these two categories.

Unit staff are encouraged to contact the Museum to arrange a visit, or a meeting on site or at the Unit, if a particularly large or significant archive is expected to result from fieldwork, or any problems are anticipated, or if the Unit is new to the area.

Once the decision to undertake fieldwork has been taken, a standard Notification Form (Appendix 3) should be filled in and forwarded to the Assistant Documentation Officer. A separate Notification Form should be completed for each distinct archaeological site. With an evaluation to be carried out over a large area, a single notification form may have to suffice for this stage of the project. All parishes included should be entered on the form. If the project progresses to excavation, new Notification Forms will be needed only if more than one site and site code is involved.

The Notification Form will be returned with two Transfer of Title forms (Appendix 6), one for the Unit (documentary archive) and one for the landowner (finds archive), and a Contract (Appendix 4). A unique Museum accession number will be supplied, which will serve for the entire site archive. The Unit will use this code on all digital and paper records, should quote it on all subsequent correspondence and in all reports and publications concerning the site, and must mark all packaging with it.

## Contract

**Transfer will be conditional upon the fulfilment of the conditions of the Contract, and the correct presentation of the archive.**

Two copies of a contract (Appendix 4) between the Unit and the Museum will be forwarded with the Notification Form. Both copies of the contract should be signed by the excavator, one retained, and one returned.

The Contract links the Museum's agreement to accept the archive with the correct presentation of the archive as below, and with the Unit's agreement to the following terms:

to pay Museum charges, as mutually agreed, within one calendar month following invoice

to return the signed Transfer of Title for the paper archive

to provide the landowner's Transfer of Title for the finds at the time of deposit

to ensure that general photographs of the site are included in the archive. The public find general site photographs extremely helpful for understanding the location and nature of all archaeological interventions

to undertake to provide the Museum with a full hard copy of all existing *and future* final reports for the site

to provide the Museum with digital files as described below (see 'Documentary Archive')

to deposit the total archive at once, and not to extract unstratified finds, type series, teaching collections etc. Pottery retrieved in the course of fieldwork must all be deposited, irrespective of its provenance and level of recording. Specialists wishing to continue study of individual items after deposit should contact us

to mark core information on packaging as specified (Appendix 8) and to mark all bulk finds

to provide specialist advice concerning retention, as specified below

to ensure that the Oxfordshire Museum Service is named as the ultimate destination of, and public contact for, the archive in any publicity

## Transfer of Title

In English law all material collected in archaeological projects (except material covered by the Treasure Act 1997 and human remains) belongs to the landowner. **Therefore, finds can only legally be transferred to the Museum with the written permission of the landowner.**

The Unit must provide a signed Transfer of Title form transferring the documentary archive to the Museum. Normally, the Museum would expect copyright to be transferred as part of any deposit, but in the case of archaeological archives containing illustrations and/or photographic material an exception will be made allowing the Unit to retain copyright of the images, provided that the Museum is allowed to use them for any purpose under licence and acknowledging the Unit.

Units should notify landowners, when they first contact them about the project, that the authorised repository for the archive is Museums Resource Centre, Standlake at Standlake, and obtain their agreement in principle to deposit. However, final permission cannot be elicited until site work is completed. At this point the Unit should again contact the landowner with final details of the transference to the Museum including a Transfer of Title form and a detailed list of finds for their inspection. The landowner should sign and date the form, *retaining the yellow copy* and returning the white and blue copies to the Unit; the white copy is then forwarded to the Museum and the blue copy remains with the archive until it is deposited. If no reply is received within *three months*, the archive can be transferred to the Museum, although replies received subsequently should be forwarded. In all cases, Units should inform the landowner that the Museum will write to him/her to acknowledge the Transfer of Title and any material donated. The Museum accepts the responsibility of clarifying the legal ownership of material received, as long as Units follow these procedures.

A sample Transfer of Title form is illustrated in Appendix 6; forms will be sent to the Unit on acknowledgement of the project notification.

**Please note that the terms ‘deposit’, ‘long-term loan’ or ‘permanent loan’ have no legal meaning and the Museum cannot accept deposits on these terms. Note also that the Museum cannot normally accept material on loan.**

### Shared Title

If landowners should choose to retain some finds, the Museum may or may not be prepared to accept the remaining material. All efforts are to be made to discourage a division of the site archive. In such a case, a clear list of material kept by the landowner must be included in the archive. If the landowner has decided from the outset of the project to retain all finds the notification procedures should still be followed, although obviously there will be no need to obtain Transfer of Title to the finds. The documentary archive should be forwarded at the end of the project.

# Numbering, Labelling and Coding

## Coding registered finds

For small finds and metalwork, there must be a unique numbering system for the whole site, covering all areas, trenches and seasons of excavation. Small finds numbers must be unique.

All individual non-metallic registered finds (those with an individual small find number within a triangle) should be marked in indelible black ink on the back, or in the least disfiguring spot, with *either* the site code and unique small finds number *or* preferably the Museum's accession number for the site.

We would like to see the following types of material separately bagged and clearly identified on the bag:

Metal finds whose object type is recognisable, with the exception of nails

Worked organic objects whose type is recognisable or whose decoration is diagnostic

Illustrated pottery

Tile: well-preserved examples, diagnostic types, decorated and/or glazed types

Flint tools, flintwork and waste

Bones of rare/uncommon animals

Pottery: whole, nearly whole or reconstructable pots; diagnostic or decorated sherds of e.g. Prehistoric or Saxon pottery, and examples illustrated in the publication

Metal finds designated 'frag', 'scrap' etc need not be individually registered, but should be individually bagged and placed in a box coded according to the material (e.g. OXCMS:2002.173.Fe4).

The Museum should be notified of any sampling procedure it is proposed to adopt on site, and a written report provided with the archive should itemise any material not retained

Pottery retrieved in the course of fieldwork must all be deposited, irrespective of its provenance and level of recording.

We can only show the public things that are of special interest to them, e.g. Witney Medieval Ware, or bones of particular animal species e.g. cattle and horse, if this material is clearly labelled on the bag. We would be grateful therefore if pottery and animal bone specialists were told how helpful this would be to the Museum.

Samples removed from small finds in the course of specialist analysis, such as resin-mounted metal sections, should be submitted with the archive. Method of packaging and labelling can be decided by the specialist, or advice may be sought from the Museum.

All finds must be presented in self-seal polygrip bags on which the following core information is written in black biro: context, material (e.g. pot, iron), date of material (e.g. 2nd century AD; *not* the date of the context), site name and site code, object name, and small finds number in triangle (see Appendix 8 for examples).

The Museum accession number, along with the site name and code, should be marked in black indelible ink on each:

plan and oversize sheet not fitting into archive box

microfiche packet

slide carrier for colour slides

Please ensure that the site code format is standardised: letters, space, year.

## **Coding bulk boxes**

The following lettering system is to be used for designating boxes:

<b>A</b>	documentary archive
<b>AO</b>	organics
<b>B</b>	bone
<b>BM</b>	building materials (non-ceramic)
<b>CA</b>	copper alloy
<b>CH</b>	charcoal
<b>CBM</b>	ceramic building material (brick, tile, etc)
<b>DB</b>	daub
<b>FC</b>	fired clay (including clay pipes)
<b>F</b>	flint
<b>FLOT</b>	flotation samples
<b>G</b>	glass
<b>HB</b>	human bone
<b>Fe</b>	iron
<b>Pb</b>	lead
<b>M</b>	miscellaneous (slag, plaster, samples including soil samples)
<b>P</b>	pottery
<b>PL</b>	plaster (for large sites)
<b>SH</b>	shell
<b>SL</b>	slag (for large sites)
<b>ST</b>	stone
<b>T</b>	tile (for large sites)
<b>W</b>	wood

Number each bulk box consecutively (e.g. AO1, B1 to B7, P1 to P20). For slate use building materials.

# Conservation

The Museum can provide conservation support in various forms:

conservation advice: planning, first aid treatment, packaging and storage

conservation assessment

conservation treatments, both investigative and stabilization

consultation on conservation research

conservation statements for publication

It is recommended that an early liaison with the Museum conservator is established, to facilitate and support the conservation process throughout excavation, finds assessment and preparation for deposit. This will ensure that the physical requirements of the collections for deposit can be met and that conservation requirements tie in with the access requirements of the archive.

Conservation consultation should be built into the following processes:

## Planning

It is the duty of the excavator to seek advice at an early stage in project planning (before excavation) and to notify the Museum conservator, who can also provide details of qualified and approved external conservators.

## Fieldwork

Excavators are encouraged to follow conservation advice on storage and packaging requirements, on on-site first aid, and for the retrieval of awkward finds.

## Finds assessment

All the small finds should be seen by a conservator at an early stage, and a digital inventory of finds should be available at the earliest opportunity. Obtaining x-rays of the metalwork and a written assessment of the condition of the finds (and how this affects their potential for further research) can be very helpful to the planning of the post-excavation programme. No treatment is undertaken at this stage, but a proposal may be put forward for selective removal of soil and overlying corrosion products (metalwork) and other measures designed to meet publication goals as well as those required by the Museum prior to deposit. Please refer to "Guidelines on the X-radiography of archaeological metalwork 2006" produced by English Heritage.

## Research

Investigative conservation and stabilization of materials (such as the drying of waterlogged materials) can proceed once a plan is agreed and funding confirmed. Packaging adequate for long-term storage, or for transporting fragile material to and from specialists, can be provided at this stage. The conservator provides a basic record of treatments applied, such as cleaning, joining or consolidation. This, as well as the X-rays, is one of the documents that will be required by the Museum.

## **Publication**

The Museum conservator can provide on request a brief statement for the site publication describing the general condition of the materials found, and setting out the basis on which the finds were selected for cleaning or treatment.

## **Charges**

No charge is made for initial consultation. The excavator may use Museum conservators to provide in-depth consultation, carry out all necessary conservation work, provide x-ray facilities and packaging materials, at favourable rates.

## **Deposit requirements**

The Museum expects that:

first aid and analytical work is complete prior to deposit

extraneous deposits such as soil and concretion may not have been completely removed, provided their presence will not jeopardise the stability of objects during storage (corrosion sometimes provides support to objects otherwise lacking in strength). If this is the case, the outline and character of objects must be known through means other than cleaning, for example x-rays

finds are correctly packaged

finds can be handled and are in a stable condition in normal ambient conditions. This means, for instance, that waterlogged materials can only be accepted in a dry state. Exceptions include metals requiring very dry conditions, and items too weak to withstand normal handling. Such problems can usually be resolved through packaging, and the Museum can advise

finds are accompanied by x-rays, conservation records, unpublished specialist reports and digital records (see Appendix 7)

Conservation work proposed for display purposes as required by the archaeological contractor or the developer should be agreed in writing with the Museum Service, who will require that recommended and experienced staff be used, and that all interventions are fully recorded both on a record card and with 'before' and 'after' images.

Originals of all photographs, drawings, x-radiographs and laboratory notes must be deposited with the site archive.

# Packaging

Please see Walker, *Guidelines for the preparation of excavation archives for long-term storage* (UKIC, 1990) and Watkinson, *First Aid for Finds* (UKIC, 1998) for the correct approach, and to ensure that items are packed with due regard to stability and fragility.

The correct packing materials are outlined below:

## Bulk boxes

All bulk finds should be placed in cardboard boxes, preferably with lids with a depth of at least 75 mm. Only boxes of the size 400mm x 250mm x 225mm (please keep within the ranges 350-400mm, 230-260mm and 175-225mm respectively) or fractions (quarters or halves) of this size will be accepted by the Museum.

Skeletal material, and other large items, should be packed in boxes measuring 600mm x 250mm x 250mm, and skulls in boxes measuring 250mm high x 200mm x 200mm.

Bulk finds should be separated according to material. For suppliers of appropriate boxes see Appendix 9.

## Plastic boxes

Metal finds should always arrive in the Museum in sealed plastic Stewart boxes containing silica gel, the size of which should be dictated by the objects that they are to contain. Silica gel must be contained in sealed polygrip bags.

## Polygrip bags

Only resealable polythene bags with write-on panels should be used. The bag sizes should be dictated by the size of the objects that they are to contain. On no account will material in paper bags, or in non-resealable bags with or without separate fasteners, be accepted. Fragile material such as metals and worked organic material should be placed in pierced bags which may be padded with Jiffy foam or acid free tissue.

## Labels

All finds packing must be labelled with the Museum accession number.

All labels must be written with permanent inks. Polythene bags are best labelled with a good ball-point pen (such as Uniball Micro deluxe waterproof rollerball) which makes an indentation in the polythene and so remains legible even if the ink fades. The larger bags may *also* be labelled with a suitable thick black permanent marker such as Staedtler Lumocolor 317. Cardboard and paper bags should be marked with a reliable lightfast ink such as Edding 1800 Profipen.

Boxes should be labelled with a permanent pen or marker on one end. Write directly on to the box and not onto a sticky label which may fall off (except for plastic boxes). Please follow the diagram of a properly labelled box-end in Appendix 8.

Boxed items of stone, pottery or tile which have not been placed in plastic bags must be labelled using a heavy-duty paper label tied or fastened securely around the object with string.

## **Unboxed items**

All items to be transferred should be boxed, with the following exceptions: exceptionally large items, e.g. a section of mosaic pavement lifted by conservators, lengths of original worked timber or exceptionally large pieces of worked or sculpted stone or plaster.

All worked stone that will fit in a box must be boxed.

Please construct a special box for ceramic or metal items too large to be stored in standard bulk boxes, also for fragile animal bones and fossilised bones.

Large, unboxed items must be labelled with a waterproof label, permanent ink and a strong polyester cord.

## **Environmental samples**

Waterlogged environmental samples should be stored in sealed containers of phenoxetol (phenoxetol). These containers should be labelled as for plastic boxes above. Also see *Guidelines* (SMA, 1993) as above. For suppliers see Appendix 5.

## **Hazardous materials**

All hazardous materials must be notified in advance. Oxfordshire Museums Service reserves the right to deposit entry of an archive if such materials have not been safely treated and packaged and are not accompanied by a full COSHH assessment, giving details of control measures including action to be taken in the event of accidental spillage or release.

Where safe alternatives exist, hazardous materials of Class II risk **must not** be used – this particularly applies to blue self-indicating silica gel, which will not be accepted as a packing material.

# Documentary Archive

The archive should be prepared to the minimum acceptable standard defined by English Heritage (1991), and following guidelines detailed by UKIC (1992). It should normally have been microfilmed before deposition.

Copies of all records compiled during the project must be included, whether as text, drawings, photographs, videos, microform or computer files. Post-excavation records, such as site phasing details, interpretative plans, artefact analyses, conservation records and publication drawings must be included, as must documentation of the project strategy and sampling strategies applied to the site and finds. All folders must be marked with (preferably) the Museum accession number or the Unit site code, as should all documents, context sheets, etc. The Museum must be informed of any restriction of copyright that may pertain for parts of the archive.

Site records and post-excavation records should be stored in archival flat document cases with dimensions of either 387 x 260 x 76 mm or 387 x 260 x 44 mm (for details of local suppliers see Appendix 9). Within the cases, documents and photograph envelopes should be held in archival file folders, and the site details should be written the box on in a standard format (see Appendix 8) using a medium permanent marker such as Staedtler Lumocolor 317. The first case must include a list of contents for the documentary archive and a clear list of all the finds in the artefact archive, and lists of those which may have been retained by landowners or otherwise dispersed. Large site plans and section drawings should be suitable for storage in A0/A1-sized horizontal plan chests, and should be mounted on file hanging strips with a spacing between 2 pairs of mounting holes of 30cm. All cases, folders and envelopes must be marked with the Museum accession number; all documents should be marked with the accession number or alternatively the Unit site code.

## Bound report

Please number the pages of the report, and include a Summary at the front.

## Written records

Illegible or unclear records will not be accepted for deposit. Waterproof and lightproof ballpoint or rollerball pens (e.g. Uniball Micro deluxe) or pencil must be used and all records must be clearly marked with site name, site code and date.

## Photographic records

Negatives, contact prints and slides should be inserted into conservation quality landscape-hung filing cabinet hanging sleeves (the metal strip hanger is not required). All slide mounts and sleeves should each be marked with the Museum accession number and site code. Slide mounts should each be labelled with a unique number which links the slide to the archive – this should preferably be in the following format:

**[accession number] / [film number] . [slide number]**

e.g. OXCMS:2003.12/12.1. Alternatively, a number utilising the site code may be used instead, for example OXSMR03.2/2.

Photographs should be stored in archival envelopes. Each photograph should be marked with (preferably) the Museum accession number or the Unit site code. Each envelope *must* be marked with the Museum accession number. For digital images, see below.

## Digital records

Where digital files exist, they should be supplied as part of the archive. All digital files should be IBM PC compatible. Details of the hardware and software used to generate computerised records, and the location of backup disks, must be included. All digital files should be provided on floppy disk or standard CD (650MB). The Museum's preferred database package is Modes for Windows.

**Please note that server space is severely restricted at Standlake Store at present and the Museums Service cannot guarantee to preserve digital files indefinitely, although this situation should improve in the near future.**

**For this reason, paper copies of all essential digital files must be provided where possible.**

**Note the additional requirement for fiche copies of all papers below.**

All digital *data* files (including text files) should be in a format that provides for long-term accessibility of data, preferably one of the following:

an XML file, together with a Schema or DTD against which the file is valid

an ASCII comma-delimited format (CSV) file; the first row of the file must explain the data recorded in the other rows, i.e. it must contain the field names/column headings

digital text files (e.g. written reports) must be supplied either in RTF or ASCII text format

Digital *image* files should comply to these requirements:

photographic images should be in either TIF or JPG format (if JPG, the compression ratio should not be so high as to seriously degrade image quality); images should not normally be created at higher resolution than 300ppi, nor should they be larger than required for a standard 6" x 4" print, unless there is good reason for doing so

drawing files must be supplied in ASCII DXF (drawing interchange format)

For any site archive containing more than 20 registered finds, the Museum would like to receive where possible a digital file recording the details of all registered finds and bulk boxes. **The format of all digital files must be agreed in advance.** This could be in the form of a spreadsheet in CSV format consisting of one line (record) per bulk box, plus one record per registered find, including illustrated and/or reconstructed pottery and any unboxed items. The first field/cell will consist of the Museum accession number or Unit site code, and each record should also contain the following:

the simple name of the box's contents or of the registered find (e.g. pottery, brooch)

the material (e.g. stone; pottery)

the date/period of the item

dimensions

number of items

site context  
the identifying specialist

publication reference (if any)

Simple names are provided by the MDA Archaeological Object Thesaurus (MDA 1997), which can be accessed on-line at <http://www.mda.org.uk/archobj/archcon.htm>. The archive may not be accepted if these files are incomplete or inaccurate. A sample spreadsheet and corresponding CSV format file is given in Appendix 7.

Where specialists have been employed to record pottery and bone as well as individual small finds and other classes of material, copies of any digital files created must be deposited with the archive, for example the recording grid showing contents of contexts individually identified. This is for Museum identification purposes only and the author/specialist retains the copyright.

### **Microfilm records**

Additional microfilm copies of all papers should be included in the archive, each uniquely numbered. Please state the total number of fiche sheets per site. Number each fiche packet or wallet with the project accession number, e.g. OXCMS:2002.173.

### **Copyright**

The Museum must be informed of any restriction of copyright that may apply for the archive. A licence allowing retention of copyright to the documentary archive by the Unit, but permitting usage by the Museum, is incorporated into the deposit contract (Appendix 4).

# Pre-deposit Selection and Disposal Requirements

## Preamble

The Museums Service recommends that all archaeological material from a site should normally be deposited.

The Museums Resource Centre, as the formal repository for excavated material under PPG-16 (with certain exceptions agreed with the Ashmolean Museum as the repository for Oxford University) undertakes in principle to preserve deposited archives in their entirety.

However, total collection and deposition may not be practical for either excavator or repository, nor may it enhance the scientific value of the archive. The Service therefore advises excavators to observe the guidelines of the Society of Museum Archaeologists on *Selection, Retention and Dispersal of Archaeological Collections* (1993) in their collection and retention strategies, pending final publication of an expected replacement guideline. Following publication of this revision, excavators will be notified of a requirement to observe the published guidelines.

The site archive must detail the sampling strategies of, the policy towards, and all material the subject of, any non-collection or disposal in whatever manner, both during excavation and post-excavation work.

The Curator of Archaeology would be pleased to discuss retention strategies with excavators at any stage of a project. Please contact the Museums Resource Centre to discuss retention criteria guidelines if large quantities of building or other particular materials are expected from an individual site.

## Museums Service deposit retention strategies

The Museums Service aims to retain indefinitely archaeological archives as deposited, but it reserves the right to dispose subsequently of material; this would not normally be before a period of at least five years from the publication of the archive has elapsed.

Any such disposal would observe as a minimum standard the Society of Museum Archaeologists guidelines as noted in the *Selection, Retention and Disposal of Archaeological Collections* (1993) or subsequent national standards, and would be in accordance with the Service's current *Collections Management Policy* and *Acquisition and Disposal Policy*.

Any materials would be offered for educational use before disposal, or to suitable registered museums in the site locality.

Disposal of material would be published in the appropriate journals (*Oxoniensia*, *CBA South Midlands*) normally one year prior to disposal.

As far as human remains are concerned, these will be retained for a minimum of twenty-five years; any subsequent disposal would be by re-burial as appropriate.

## Excavator collection, selection and retention strategy

The deposited archive must describe the policy of the collection and retention of finds both during and post-excavation, and particular sampling strategies adopted or specialist recommendations.

Total collection and deposition is recommended other than for:

**A All Unstratified Material**

All material should normally be collected and deposited except:

- ceramic building material (other than decorated or stamped brick or tile)
- stone building material (other than moulded stone)
- unworked animal bone
- shell
- 19<sup>th</sup> to 20<sup>th</sup> century pottery unless complete and unusual

**B Stratified Building Material**

- stonework

Catalogue but discard all moulded or worked stone other than stones with traces of paint, graffiti or masons' marks, and tpestones, which should be deposited. For stonework from church sites, please liaise with the church authority before discard (other than redundant church sites). General rubble should be discarded

- ceramic building material

Catalogue but discard other than stamped or decorated fragments or samples (exemplars) of large groups which should be no noted in the archive

**C In-situ Building Material**

- mosaics, tiled floors, painted wall plaster:

For large areas, please liaise with the County Museum Services and the County Archaeologist to devise a policy for recording in situ and/or preservation, or for lifting and retention

- stone walls/structures

Deposit only samples (ie 300-500g) of mortar, or opus signinum

Catalogue moulded stones, depositing only designated tpestones

- tile, brick (other than Post-Medieval)

Catalogue and discard, other than stamped or decorated fragments

- Post-Medieval brick, tile

Deposit two samples (exemplars) from each significant structure

**D Industrial Waste**

- kiln waste, waster dumps

Catalogue and discard

- slag

Collect, record and sample for deposit

**E Unworked Material**

- flint

Discard; weigh prehistoric burnt flint before discard

- marine mollusc

Discard other than samples of large dumps

**F Analysis Samples**

- Residues

Residues may be deposited but unanalysed samples only deposited with demonstrated potential for further research

## **Retention by Unit**

Retention by excavators of type series samples from the site should occur only in consultation with the Museums Service, and should be obtained from material that might otherwise have been omitted from the archive according to the above selection guidelines.

Units may offer undeposited material for educational use.

Any finds not covered by disposal guidelines and are kept by the excavators with agreement with the Museums Service will be considered as loans, and will be administered by the Documentation Assistant.

## Deposit

**Deposit cannot be accepted unless a signed copy of the contract has been returned (see Appendix 4).**

Please give the Museum at least 3 weeks' notice for deposit, which will be by appointment, normally on a Thursday.

**Units must not transfer partial site archives.** The transfer must not occur until all material is ready for inclusion. Retention by units of type series samples from the site should only occur in consultation with the Museum, and should be obtained from material which might otherwise have been omitted from the archive according to the Retention guidelines (see below). The site archive should detail any material that was destructively analysed or otherwise omitted.

Before deposit the Museum should receive a site-by-site itemised list of bulk boxes, archive boxes, finds boxes, plan rolls and oversized/unboxed individual items. There should also be an itemised list of the small finds, if any, packed in each box (please include in each box with multiple finds, a copy of the relevant section of this list), with boxes and finds numbered as above. The size of each box should be recorded as under Appendix 5. This will form the basis for the Museum's charge.

The invoice advice should be agreed before deposit (this can be discussed and amended by telephone/email), and a cheque in the agreed sum brought on the day of deposit.

The Unit is responsible for providing transport, and for the safe-keeping of the archive in transit.

The Museum can usually provide additional assistance on a Thursday, but please expect to assist us with shelving boxes and stonework, and please bring additional assistance for large deposits.

Please expect to spend the time necessary for the archive to be checked against the itemised lists and any computer files supplied, and to check that landowner's Consent letters and landowner's Transfer of Title forms, excavator's TOT, specialists' digital archives are included, and that finds are individually packaged and labelled as specified.

Requests by the Unit for information and the loan of files and finds for academic and publication purposes after deposit are always given priority.

## **Charges**

In December 1994, the Museums, Arts, Libraries and Leisure Committee of Oxfordshire County Council passed a recommendation that Oxfordshire Museums should be able to issue an archiving charge for all future archaeological archives received. There is a flat rate handling per box , together with an individual box charge, which is set as equivalent to the English Heritage (HBMC) box storage grant, and will be calculated in terms of cubic metres of the deposited archive. For details of the current charge which is reviewed annually please see Appendix 5.

## **Retention**

The Museum aims to retain indefinitely material from classes A, AO, CA, DB, Fe, FC, G, P, Pb and W.

HB will be retained for a sufficiently long period to allow for post-publication research (e.g. 25 years), then reburied.

retention of classes BM, CBM, CH, FLOT, M (wall plaster), PL, SH and ST for a reasonable period (e.g. 10 years) for post-publication study, less diagnostic fragments can be re-used in a variety of ways After designed to give greater access to the public (e.g. as handling collections, for schools' use, or for re-use as heritage building materials at the site of origin). In these cases, the 10% sample which the Unit has advised us to retain will still be retained indefinitely.

The research potential of class B for the future is still unclear; the Museum's policy at present is indefinite retention.

## Contact Information

Museums Resource Centre  
Cotswold Dene  
Standlake, Oxon  
OX29 7QG  
01865 300972  
fax: 01865 300519

**Curator of Archaeology:** Esther Cameron  
01865 300557  
[esther.cameron@oxfordshire.gov.uk](mailto:esther.cameron@oxfordshire.gov.uk)

**Museums Resource Centre Manager:** Christiane Jeuckens  
01865 300937  
[christiane.jeuckens@oxfordshire.gov.uk](mailto:christiane.jeuckens@oxfordshire.gov.uk)

**Registrar:** Kirsty Bell  
01865 300557  
[kirsty.bell@oxfordshire.gov.uk](mailto:kirsty.bell@oxfordshire.gov.uk)

**Documentation Assistant:** Pam Triggs  
01865 300557  
[pam.triggs@oxfordshire.gov.uk](mailto:pam.triggs@oxfordshire.gov.uk)

## Appendix I

### Oxfordshire County Museum Service's Collecting Policy for Archaeology

#### 6.1 Archaeology

Excavated material and excavation archives for Oxfordshire sites are the responsibility of Oxfordshire County Museums Service with the exception of sites owned by the University (but not by individual colleges which will be expected to make their own arrangements), or where previously excavated material has been deposited in the Ashmolean and it is logical to retain the whole site record in one place. In such cases a meeting between officers of Oxfordshire County Museums Service and the Ashmolean resolves the issue. There is a presumption against collecting partial archives. Oxfordshire County Museums Service is registered as the official repository for archaeological collections by English Heritage and is eligible for grant aid.

Other archaeological finds from Oxfordshire where legal title and provenance can be established, would also be accepted.

Any archaeological material from outside Oxfordshire will not be acquired. Offers of such material will be diverted to the appropriate museum.

Foreign archaeological material will not be collected.

**From:** *Museum Acquisition and Disposal Policy 1998-2002*, Oxfordshire County Museums Service and Museums represented in the Museums Joint Advisory Sub-Committee

## Appendix 2

### List of Site Complexes held by the Ashmolean Museum\*

Appleford (Roman)	SU 527 936
Berinsfield, Wally Corner (Anglo-Saxon)	SU 580 957
Brighthampton (Anglo-Saxon)	SP 385 035
Cassington, Purwell Farm (Anglo-Saxon)	SP 443 116
Cassington, Smith's Pit (Bronze Age, Anglo-Saxon)	SP 450 102
Dorchester, Amey's Pit (Anglo-Saxon)	SU 568 958
Dorchester, Bishop's Court (Anglo-Saxon)	SU 575 945
Dorchester, Minchin Rec. (Anglo-Saxon)	SU 577 948
Dorchester Dykes (Bronze Age, Anglo-Saxon)	SU 577 936
Eynsham, Foxley Farm (Bronze Age)	SP 419 081
Frilford (Anglo-Saxon)	SU 437 964
Radley, Barrow Hills (Bronze Age, Anglo-Saxon)	SU 513 981
Shakenoak (Anglo-Saxon)	SP 374 138
Standlake (Anglo-Saxon)	SP 387 044
Standlake Down (Bronze Age)	SP 385 024
Stanton Harcourt (Bronze Age, Anglo-Saxon)	SP 411 051
Wallingford (Anglo-Saxon)	SU 604 890
Wheatley (Anglo-Saxon)	SU 602 062
Woodeaton (Roman)	SP 538 127
Yarnton (Bronze Age)	SP 482 131

*\*Subject to review early in 2003, when an updated version will be forwarded*

## **Appendix 3**

### **Notification of Fieldwork Form**

*Please photocopy the form on the page that follows*



Keeper:

Date:

## Appendix 4

### Copy of contract between the excavating unit and the museum

# OXFORDSHIRE MUSEUMS SERVICE

TRANSFERENCE OF ARCHAEOLOGICAL ARCHIVES



OXFORDSHIRE  
COUNTY COUNCIL  
SOCIAL & COMMUNITY SERVICES  
www.oxfordshire.gov.uk

#### CONTRACT

This contract is between Oxfordshire Museums Service (Oxfordshire County Council) and **Archaeological unit** and concerns archaeological fieldwork at the site called **Unit Site Code** and located at **Site Address** in the parish of **Parish Name, Oxfordshire (NGR :Grid Reference)**. The fieldwork is proposed to take place in **Month Year** and the archive is expected to be deposited in **Deposit Due Date** under Museum accession number **OXCMS : 2000's**

Oxfordshire Museums Service agrees to accept the archive for permanent storage, access and dissemination, so long as the criteria below are fulfilled.

**Archaeological unit** agrees to supply as part of the archive (*Museum to delete as appropriate*):

- itemised list of contents of boxes
- for the finds: Transfer of Title form signed and dated by the developer/landowner
- landowner's letter of consent
- for the paper archive: Transfer of Title form signed and dated by the Unit
- core information appearing on all finds bags
- digital archive in form specified by Oxfordshire Museum Service
- retention advice for classes of finds as specified in Deposit Procedures

and also agrees to supply Oxfordshire Museums Service with a copy of any future publication relating to the site that it may produce or be responsible for producing, or to offset the cost of purchase of any such publication.

#### COPYRIGHT LICENCE

**Archaeological unit** licences Oxfordshire Museums Service or its successor body or individuals or organisations approved by Oxfordshire Museums Service or its successor, at no charge, to research, study, display, copy, publish and provide public access to the excavation archive, including photographs, plans and drawings, digital files and, where relevant, the accompanying finds for a period of 150 years or the term of copyright, whichever is the longer. **Archaeological unit** maintains the right to be identified as the author of the work.

Signed for and on behalf of **Oxfordshire Museums Service**:

**Name:** \_\_\_\_\_ (Pam Triggs) **Position:** Documentation Assistant

**Date:** \_\_\_\_\_

Signed for and on behalf of **Archaeological unit**:

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please sign both copies and retain one, returning the other to Oxfordshire Museums Service.*

## Appendix 5

### Box Charges for Depositing with Oxfordshire Museum Service:

**1 April 2008 - 31 March 2009**

*In addition to the box charges below, based on size, there will be a flat rate handling fee of £2 (excluding VAT) per box, applicable to sites notified from 1 April 2003.*

<b>Finds box charges*</b> (numbers in brackets refer to OAU box sizes)	<b>@ EH £17.23per 0.017 m<sup>3</sup> + VAT</b>	<b>EXCLUDING VAT</b>
<b>Full Box (1)</b>	$0.4 \times 0.25 \times 0.22 \text{ m} = 0.022\text{m}^3$	<b>£ 22.30</b>
<b>Half Box (2)</b>	$0.4 \times 0.25 \times 0.11 \text{ m} = 0.011\text{m}^3$	<b>£ 11.15</b>
<b>Quarter Box (3)</b>	$0.4 \times 0.125 \times 0.11 \text{ m} = 0.0055\text{m}^3$	<b>£ 5.57</b>
<b>Eighth Box (4)</b>	$0.2 \times 0.125 \times 0.11 \text{ m} = 0.00275\text{m}^3$	<b>£ 2.79</b>
<b>Sixteenth Box (5)</b>	$= 0.001375\text{m}^3$	<b>£ 1.39</b>
<b>Skull Box = ½ Box</b>		<b>£ 11.15</b>
<b>Human bone = 1½ Box</b>		<b>£ 33.45</b>
<b>Map Rolls</b>	<i>per 100 grams</i>	<b>£ 0.56</b>

<b>Archive box charges</b>	<b>@ EH £17.23 / 0.017 cu m + VAT</b>	<b>EXCLUDING VAT</b>
<b>Full Box (1)</b>	$0.4 \times 0.075 \times 0.27\text{m} = 0.0081 \text{ m}^3$	<b>£ 8.21</b>
<b>Half Box (2)</b>	$0.4 \times 0.045 \times 0.27\text{m} = 0.0049 \text{ m}^3$	<b>£ 4.97</b>

<b>Finds Box Fractions</b>	<b>to Decimals</b>
<b>1</b>	<b>1</b>
<b>½</b>	<b>0.5</b>
<b>¼</b>	<b>0.25</b>
<b>¾</b>	<b>0.75</b>
<b>⅛</b>	<b>0.125</b>
<b>¹⁄₁₆</b>	<b>0.0625</b>
<b>³⁄₈</b>	<b>0.375</b>
<b>⁵⁄₈</b>	<b>0.625</b>
<b>⁷⁄₈</b>	<b>0.875</b>

*\* Non-standard boxes will be charged to the nearest standard box size*



*Example of post 2005 Transfer of Title forms. Each of the following Transfer of Title forms and accompanying receipts has the terms and conditions as seen below printed on the reverse.*

## TERMS AND CONDITIONS

If the items are donated as a **gift** the owner confirms that he or she was the absolute owner of the item(s) and that they are given to the museum as an absolute and perpetual gift, or that he or she is acting on the lawful owner's behalf with their express permission and knowledge, and that they are given to the museum as an absolute and perpetual gift..

If items are donated as a **bequest**, the depositor confirms that acquisition by the museum was at the wish of the deceased and encloses a copy or extract of the relevant will and probate act.

If the item(s) are acquired as a **purchase** the depositor confirms that that he or she was the absolute owner of the item(s) or had full power to sell the item(s) prior to the purchase.

In all cases, Oxfordshire Museums Service reserves the right to loan or transfer objects to another suitably constituted institution to whose Collection Policy the objects are relevant, or to dispose of objects, subject to any Special Conditions. Items accepted for disposable handling collections may be disposed of at any time.

***There is a presumption against the disposal of items from the Service's collections, except handling collections.***

Oxfordshire Museums Service undertakes to act in accordance with the Data Protection Act 1998. Addresses and contact details of donors will not be made publicly available. We may publish your name as donor unless you specifically ask us not to.



ACQUISITION

Oxfordshire Museums Service acknowledges the acquisition into its collections of the items described below from:

**ARCHAEOLOGICAL UNIT  
ADDRESS**

ACQUISITION METHOD  
**Gift**

ENTRY FORM NUMBER

ITEM LIST

ITEM No. BRIEF DESCRIPTION

**Documentary archive from the watching brief at SITE ADDRESS, PARISH, Oxfordshire (Unit site code) , NGR: grid reference, carried out by ARCHAEOLOGICAL UNIT and planned to take place in Date**

SPECIAL  
CONDITIONS

DEPOSIT  
STATEMENT

I confirm the details recorded on this form are correct and agree to deposit the item(s) on the conditions given here and OVERLEAF.

**Depositor:**

**Date:**

I acknowledge receipt of the item(s) described above:

**Museum officer:**

**Date:**

Data from this form will be used in manual and computerised documentation records.

Accession number:  
**OXCMS : 2000's**

ACQUISITION

Oxfordshire Museums Service gratefully acknowledges the acquisition into its collections of the items described below from:

**ARCHAEOLOGICAL UNIT  
ADDRESS**

ACQUISITION METHOD

ENTRY FORM NUMBER

Gift

ITEM LIST

ITEM No. BRIEF DESCRIPTION

**Documentary archive from the watching brief at SITE ADDRESS, PARISH, Oxfordshire (Unit site code) , NGR: grid reference, carried out by ARCHAEOLOGICAL UNIT and planned to take place in Date**

SPECIAL CONDITIONS

DEPOSIT STATEMENT

I acknowledge receipt of the item(s) described above:

Museum officer:

Date:

Data from this form will be used in manual and computerised documentation records.



**OXFORDSHIRE  
MUSEUMS SERVICE**

Museums Resource Centre, Standlake  
Witney, Oxon OX29 7QG Tel (01865) 300972

**TRANSFER OF TITLE**

Accession number:  
**OXCMS : 2000's**

ACQUISITION

Oxfordshire Museums Service acknowledges the acquisition into its collections of the items described below from:  
**(please insert the landowner's name and address and obtain their signature at the foot of the page)**

ACQUISITION METHOD

ENTRY FORM NUMBER

**Gift**

ITEM LIST

ITEM No. BRIEF DESCRIPTION

**Finds archive from the watching brief at SITE ADDRESS, PARISH, Oxfordshire (Unit site code) ,  
NGR: grid reference, carried out by ARCHAEOLOGICAL UNIT and planned to take place in Date**

SPECIAL  
CONDITIONS

DEPOSIT  
STATEMENT

I confirm the details recorded on this form are correct and agree to deposit the item(s) on the conditions given here and OVERLEAF.

**Depositor:**

**Date:**

I acknowledge receipt of the item(s) described above:

**Museum officer:**

**Date:**

Data from this form will be used in manual and computerised documentation records.



**OXFORDSHIRE  
MUSEUMS SERVICE**

Museums Resource Centre, Standlake  
Witney, Oxon OX29 7QG Tel (01865) 300972

**TRANSFER OF TITLE  
(receipt)**

Accession number:  
**OXCMS : 2000's**

**ACQUISITION**

Oxfordshire Museums Service gratefully acknowledges the acquisition into its collections of the items described below from:  
**(insert landowner's name and address)**

**ACQUISITION METHOD**  
**Gift**

**ENTRY FORM NUMBER**

**ITEM LIST**

**ITEM No.    BRIEF DESCRIPTION**

**Finds archive from the watching brief at SITE ADDRESS, PARISH, Oxfordshire (Unit site code) ,  
NGR: grid reference, carried out by ARCHAEOLOGICAL UNIT and planned to take place in Date**

**SPECIAL  
CONDITIONS**

**DEPOSIT  
STATEMENT**

I acknowledge receipt of the item(s) described above:

**Museum officer:**

**Date:**

Data from this form will be used in manual and computerised documentation records.

## Appendix 7

### Sample spreadsheet file for recording finds information

Site Code	Box no.	Context	Object no.	No. of items	Weight (g)	Material	Date	Simple Name
BISMR 02	Fe1	4008		1		iron	unknown	nail
BISMR 02	Ca1	5008	1	1		copper alloy	Romano-British	brooch
BISMR 02	M1	1		1	19	animal bone	unknown	animal bone
BISMR 02	F1	303	320	1	20	flint	undated prehistoric	worked flint

### The same file in CSV format

"Site Code","Box no.,"Context","Object no.,"No. of items","Weight (g)","Material","Date ","Simple Name"

"BISMR 02","Fe1","4008","","1","","iron","unknown","nail"

"BISMR 02","Ca1","5008","1","1","","copper alloy","Romano-British","brooch"

"BISMR 02","M1","1","","1","19","animal bone","unknown","animal bone"

"BISMR 02","F1","303","320","1","20","flint","undated prehistoric","worked flint"

## Appendix 8

### Required information for bulk boxes and finds bags:

examples of labelling on boxes and on bags for pottery, animal bone, human bone, flint (all boxes and bags must display the site code and the museum accession number).

Please follow the diagrams on the following pages for labelling instructions: note that Museum accession numbers and Unit site codes must be marked in red.

### Deposit Labelling

#### BULK BAG

<b>MHC 88</b> (C. 200=300)
BONE, ANIMAL PIG, SHEEP, DOG
<b>OXCMS:1989.58.B3</b>

#### BULK BAG

<b>MHC 88</b> (C.200=300)
POTTERY ROMAN
<b>OXCMS:1989.58.P3</b>

#### SEPARATOR BAGS WITHIN BULK BAG FOR SPECIALIST IDENTIFIED PIECES

<b>MHC 88</b> (C. 220)
POTTERY SAMIAN 3 <sup>RD</sup> . C. decorated ware
<b>OXCMS:1989.58.P3</b>

#### SMALL FINDS BAG

<b>MHC 88</b> (C. 250) <5>
BONE COMB FRAGMENT 4 <sup>TH</sup> C.
<b>OXCMS: 1989.58.sf5</b>

## Bulk boxes

MARCHAM	<b>MHC 88</b>
HITCH COPSE	
POTTERY (C.350=400)	
<b>OXCMS:1989.58.P6</b>	

FULL BOX

MARCHAM	<b>MHC 88</b>
HITCH COPSE	
POTTERY (C.350=400)	
<b>OXCMS:1989.58.P7</b>	

HALF BOX

MARCHAM	
HITCH COPSE	
SHELL	
<b>OXCMS:1989.58.S</b>	

QUARTER BOX

MARCHAM	<b>MHC 88</b>
HITCH COPSE	
<b>OXCMS:1989.58.A3</b>	

FULL SIZE ARCHIVE BOX

MARCHAM	<b>MHC 88</b>
HITCH COPSE	
<b>OXCMS:1989.58.A4</b>	

HALF SIZE ARCHIVE BOX

MARCHAM	
HITCH COPSE	
IRON FINDS	
<b>OXCMS:1989.58.I</b>	

STEWART BOX

## Appendix 9

### Some suppliers of conservation-standard boxes, bags, photographic carriers and supplies

#### Silica Gel

Baltimore Chemicals Ltd	tel	01628 531900
Eghams Court, Boston Drive	fax	01628 531100
Bourne End	email	<a href="mailto:Baltimore@btinternet.com">Baltimore@btinternet.com</a>
Bucks	web	<a href="http://www.baltimorechemicals.co.uk">www.baltimorechemicals.co.uk</a>
SL8 5YS		
Gee-Jay Chemicals Ltd	tel	01767 682774
16 Gosforth Close	fax	01767 692409
Sandy	email	<a href="mailto:sales@geejaychemicals.co.uk">sales@geejaychemicals.co.uk</a>
Bedfordshire	web	<a href="http://www.geejaychemicals.co.uk">www.geejaychemicals.co.uk</a>
SG19 1RB		

#### Humidity Strips

Sud-Chemie UK Ltd	tel	01606 830800
Suite 3, Richmond House	fax	01606 836408
Gadbrook Business Centre	web	<a href="http://www.s-cpp.com">www.s-cpp.com</a>
Northwich, Cheshire		
CW9 7TN		

#### Cardboard boxes for bulk finds

Connect Packaging Ltd	tel	01268 565656
Manor Trading Estate	fax	01268 775206
Benfleet	web	<a href="http://www.connectpackaging.com">www.connectpackaging.com</a>
Essex		
SS7 4PS		
G Ryder & Co Ltd	tel	01908 375524
Denbigh Road	fax	01908 373658
Bletchley		
Milton Keynes		
MK1 1DG		

#### Cell-Aire Foam and General Packaging

Conservation Resources UK Ltd	tel	01865 747755
Unit 2, Ashville Way,	fax	01865 747035
Off Watlington Road	web	<a href="http://www.conservationresources.com">www.conservationresources.com</a>
Oxford		(archival document cases: 387 x 260 x 76mm: Code 15103; 387 x 260 x 44mm: Code 15101)
OX4 6TU		
Sunset Packaging Suppliers Ltd	tel	01993 776641
Unit 4, Witan Park	fax	01993 779834
Station Lane		
Witney		
OX8 6FH		
Bloomfields Supplies Ltd		
Unit 1, Northbrook Road		
Gloucester		
Gloucs		
GL4 3DP		

MacFarlane Group  
Units 1 and 2, Wykeham Industrial Estate  
Winnall  
Winchester, Hants  
SO23 7RX  
Preservation Equipment Ltd  
Vinces Road  
Diss  
Norfolk  
IP22 4HQ

tel 01962 84477  
fax 01962 852580  
web [home.macfarlanegroup.net](http://home.macfarlanegroup.net)

tel 01379 647400  
fax 01369 650582  
web [www.preservationequipment.com](http://www.preservationequipment.com)

## **Plastozote**

Kewell Converters Ltd

tel 01737 771758  
fax 01737 769732  
web [www.kewell-converters.co.uk](http://www.kewell-converters.co.uk)

Polyformes Ltd  
Cherrycourt Way, Stanbridge Road  
Leighton Buzzard  
Bedfordshire  
LU7 8UH

tel 01525 852444  
fax 01525 850484  
email [info@polyformes.co.uk](mailto:info@polyformes.co.uk)  
web [www.polyformes.co.uk](http://www.polyformes.co.uk)

## **Polyester Sleeves**

Secol Ltd  
Howlett Way  
Thetford  
Norfolk  
IP24 1HZ

tel 01842 752341  
fax 01842 762159  
web [www.secol.co.uk](http://www.secol.co.uk)

Also: **Conservation Resources Ltd** (above), **Preservation Equipment** (above)

## **Phenoxytyl**

Nipa Laboratories Ltd  
Lantwit Fardre  
Pontypridd  
Mid Glamorgan  
CF38 2SN

## **Filing cabinet storage wallets**

Nicholas Hunter Ltd  
Unit 8, Oxford Business Centre  
Osney Lane, Oxford  
OX1 1TB

## **Plastic Boxes**

Stewart Plastics Ltd  
Waddon Marsh Way, Purley Way  
Croydon  
Surrey  
CR9 4HS

tel 020 8686 2231  
email [info@stewartcompany.co.uk](mailto:info@stewartcompany.co.uk)  
web [www.plastichousewares.co.uk](http://www.plastichousewares.co.uk)