

# Gloucestershire Museums Archival Process

## INITIATION

Project Planning

Proposal or Brief issued for an Archaeological Project (which will cross-reference these standards and have an archiving section which must be responded to by the Project Design/WSI; in districts where bespoke briefs are not issued as standard, reference should be made to the standards and fuller proposals included in the Project Design or WSI)

PROJECT EXECUTIVE

The depositor produces a Project Design or WSI making reference to the standards that will be followed during the project

DEPOSITOR, PROJECT EXECUTIVE

Proposed Selection Strategy outlined referencing SMA guidelines, the ClfA Toolkit for Selecting Archaeological Archives and these standards

## NOTIFICATION

The Depositor notifies the recipient Museum using the **Project Notification Form** ([Archaeological planning advice | Gloucestershire County Council](#))

DEPOSITOR

Depositor notifies OASIS using the data collection form

DEPOSITOR

## TRANSFER OF OWNERSHIP

The archaeological contractor should discuss Transfer of Ownership with the legal landowner during project setup. For guidance, see Historic England's 'Toolkit for Managing the Ownership of Archaeological Finds in England' 2024, currently available as a draft via <https://www.archaeologists.net/news/2025/new-draft-toolkit-resource>

DEPOSITOR

## DATA GATHERING

Data Gathering and Analysis

Data gathering phase begins (fieldwork/ survey/ desk based/ laboratory etc.)

DEPOSITOR

Outline Selection Strategy implemented

Project Executive and Museum involved when necessary in any changes to the agreed specification and invited to site if applicable based on the nature and scale of the project (i.e. high profile projects or finds, large excavations or unexpected assemblages such as Human Remains). Museum notified regarding Public Consultations or Press releases.

DEPOSITOR (MUSEUM and PROJECT EXECUTIVE as necessary)

Selection Strategy refined as necessary

## ANALYSIS

Specialists appointed to carry out post excavation work as required for the project.

Specialist produces a record of the assemblage in line with nationally agreed standards and finds are assessed specifically for selection purposes.

Assessment reports produced for each artefact type as required for the project.

Specialist makes further recommendations for selection as necessary.

DEPOSITOR, SPECIALIST

## PROJECT REVIEW

Depositor completes the **Project Review Form** and sends it to the Museum.

Final selection for inclusion in the Archive agreed between the Depositor, specialist, Museum and Project Executive (as appropriate to the nature and scale of the project)

Museum confirms Accession Number

Methods of dispersal agreed with the landowner, Museum and other interested parties.

DEPOSITOR, SPECIALIST, MUSEUM, PROJECT EXECUTIVE

## TRANSFER OF OWNERSHIP

Transfer of Title form completed by the landowner (agreed methods of dispersal outlined in covering letter)

DEPOSITOR

Depositor prepares the Archive in line with the Gloucestershire Standards and creates a full catalogue of the Archive using the **Archive Contents Spread Sheet** (detailing the documentary, material and digital aspects of the archive as well as any dispersed or discarded material)

DEPOSITOR

Dispersal/ disposal of the material not selected for inclusion in the Archive via the agreed methodology

## TRANSFER OF OWNERSHIP

Depositor contacts the Museum to arrange deposition using the **Project Completion Form** and **Archive Contents Spread Sheet**

DEPOSITOR

Museum Invoices the Depositor

MUSEUM

Following payment, the Depositor transfers the archive to the museum (and ADS) along with a licence to copyright and Transfer of Title, completes the OASIS record and sends a PDF/A copy of the report to the HER.

DEPOSITOR

The Museum checks the Archive and signs and returns a copy of the Transfer of Title and Copyright licence and contacts the Project Executive to conform receipt of Archive

MUSEUM

Project Planning

Data Gathering and Analysis

Preparation of the Archive

NOTE: Not all the stages outlined in the Archival Process will be required for every Archaeological project. The involvement of the Project Executive and Museum during Data Gathering and Analysis will depend on the nature and scale of the Archaeological Project being undertaken and is not required as a matter of course.