*Archaeology is a finite cultural heritage resource. While preservation in situ is the policy of the Dublin City Development Plan (H34), archaeological excavation cannot always be avoided in a dynamic urban context. If we accept preservation by record as an alternative to preservation in situ, the quality and long-term management of the archaeological record becomes of paramount importance.*

Ruth Johnson PhD FSA MIAI, Dublin City Archaeologist

# Introduction
# Ramhrá

*The purpose of archaeology is to achieve, for the benefit of society, an understanding of the human past through the study and interpretation of its material remains. Therefore, at the core of archaeology lies the long-term preservation of the past for present and future benefit: this preservation occurs* in situ *or as an archive of … records in an archive repository.*

<div align="right">

SOCIETY OF MUSEUM ARCHAEOLOGISTS (BRITAIN) 1995

</div>

Dublin City Council (DCC) is pleased to announce the establishment of the Dublin City Archaeological Archive (DCAA), the first dedicated archaeological archive in Ireland. This will be managed by Dublin City Library and Archive (DCLA) at its facility on Pearse Street. The remit of the archive is to preserve records arising from archaeological investigations conducted in Dublin city by archaeologists working in the private sector. As a guideline to archaeologists donating records to the repository, Dublin City Council, in association with Dublin City Library and Archive, has compiled the 'Dublin City Archaeological Archive Guidelines', a handbook covering all essential elements of the donation process.
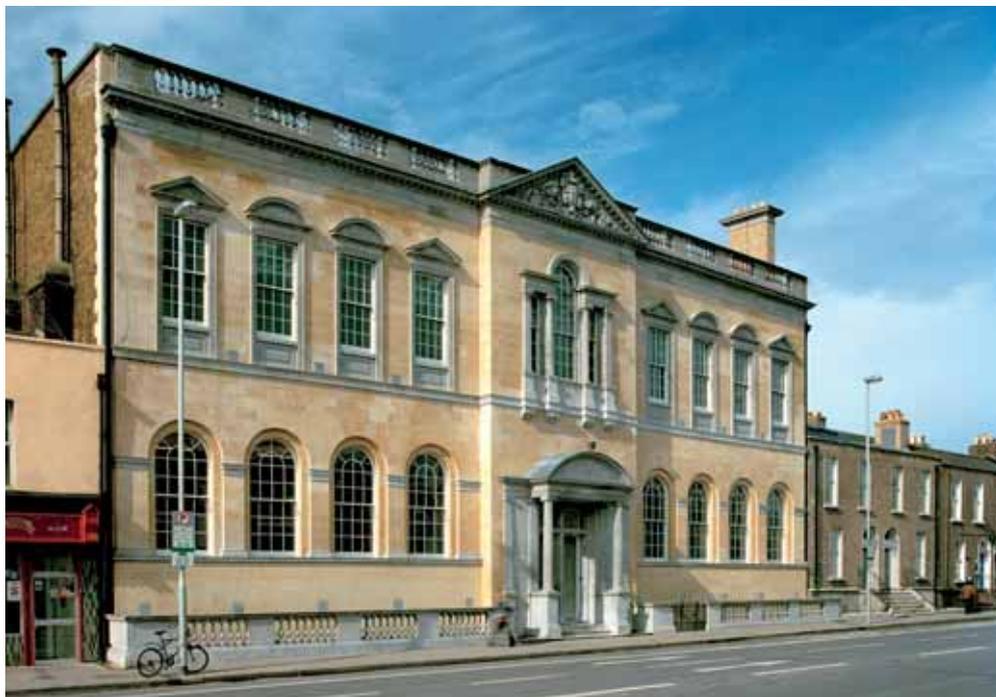


*Dublin City Library and Archive, Pearse Street, Dublin 2*

The urgent need for an archive of this type has been recognised by the archaeological profession in Archaeology 2020. It is also an objective of the Dublin City Development Plan 2005-2011 (H21) to compile an archaeological archive for public use in Dublin. The obligation to accession material to the archive will be a standard archaeological condition of planning permission in Dublin city.

Through the Dublin City Heritage Plan 2006, co-funded by The Heritage Council, Margaret Gowen & Company Ltd. was commissioned to undertake a study, entitled 'Pilot Study on the development of an Archaeological Excavation Archive for Dublin City' (O'Donovan, Becker & Somerville, 2007). The project established the guidelines for depositing archaeological records to the Dublin City Archaeological Archive.

A case study was conducted in which the archives of several archaeological excavations were prepared with the advice of a qualified archivist for accession to DCLA. Through this process, the standard of archives acceptable for submission, and compatible with the requirements of archaeological archives, was established.

A review of national and international practice regarding archiving and curation of archaeological excavation archives identified best practice strategy with regard to the treatment of archaeological site archives. The results of this study were integrated into the standard proposed for Dublin city. The draft document of the British Archaeological Archives Forum, which set out to define standards for the archiving of archaeological site recorded in similar legislative and organisational circumstances, was also examined.

Consultation was undertaken with key stakeholders, notably the statutory authorities for archaeology, archaeological excavation directors, archivists and archaeological researchers. The development of the archive has had the support of a steering group comprising the Dublin City Libraries & Archives; the Archaeology and Heritage sections of Dublin City Council; the Heritage Council; the Department of the Environment; the National Museum of Ireland; the National Archives and the Institute of Archaeologists of Ireland.

Archaeologists responsible for archives generated from past and future excavations in Dublin city should present these archives to DCLA. Archives form an essential element of the heritage of Dublin city and should be held in a secure and publicly accessible facility.

All archaeological projects must result in a stable, ordered, accessible archive. All archaeological practitioners must acknowledge and accept their responsibility in this regards. All documents that set out requirements or standards for archaeological work should reflect this principle.

ARCHAEOLOGICAL ARCHIVES FORUM, 2006

# Background
## Gaeilge

The aim of this publication is threefold:

♦ to promote the safekeeping of archae-ological archives in Dublin city
♦ to provide a set of guidelines for archaeologists donating material to Dublin City Library and Archive (DCLA)
♦ to facilitate public access to archival material for research purposes.

The criteria for submission of site archives to DCLA concur with interna-tional best practice and the Society of Archivists, Irish Section Standards (1997).

Under Dublin City Council (DCC) plan-ning conditions, the accession of archaeo-logical archives is now mandatory. DCC recognises that the long-term preserva-tion and accessibility of excavation archives is an essential prerequisite of its heritage policy. Archaeological sites and deposits in Dublin hold the material remains of an enormous complex of cul-tural and historical evidence which pro-vides evocative and tangible evidence of the past. The record created by the exca-vation of sites and deposits provides the basis for important historical and cultural narratives about Dublin's past, its citizens and their lives.

In accordance with the legal requirements of the Planning and Development Acts (2000), the National Monuments Acts (1930-2004) and the Amendment Acts, the city of Dublin has seen an unprece-dented number of archaeological excava-tions and development-led investigations. Excavations are generally undertaken in the context of planning and development. The aim is to preserve by record archaeo-



*Church of St Michael Le Pole, Dublin 8 (Excavation). Courtesy of* MG&CL.

*South Great George's St, Dublin 2 (Excavation of a Viking warrior inhumation). Courtesy of* MG&CL.

logical sites and features which cannot be preserved *in situ*.

Much of the excavation conducted in the past twenty-five years has been undertaken by commercial sector archaeologists. Findings have produced vast quantities of primary records leading to the submission of unpublished, technical reports to the Planning Authority, the National Monuments Section (Department of the Environment, Heritage and Local Government) and the National Museum of Ireland. The current scale of excavation (linked to the scale and pace of development) has resulted in a failure to adequately disseminate and publish the results of large numbers of archives and technical reports.

Although official policy on artefacts from excavations countrywide states that submission to the National Museum is required, primary paper archives have been stored by individual licensed excavation directors, or by the archaeological consultancies commissioned to undertake specific investigations. Archives have also been held by the state, semi-state or academic bodies responsible for commissioning or conducting excavations. As a consequence of material being held by individuals or by consultancy companies, many archives have been inaccessible to scholars for research purposes. In addition, material has been at risk of loss, damage or destruction. In some cases, primary records have not been fully retained.

Secure long-term storage of primary records, in accordance with international archival standards or standards established for Ireland by the Irish Society of Archivists, has not previously been available at a regional or national level. The absence of a dedicated repository or of an official set of guidelines for the donation of archaeological archives has had a significant impact on the long-term security and preservation of material.

## International best practice for the submission of archives

Dependent upon a country's legislation, the submission of excavation archives is voluntary, as in the UK and Sweden, or obligatory as in Germany and Switzerland.

### Repositories

Within the scope of voluntary requirements, British archaeological archives may be housed in local museum-based repositories. The majority of archaeological excavations in the UK are, in common with Ireland, undertaken by commercial sector archaeologists. Unpublished reports and some archives are submitted to county museums, but there is no dedicated national repository.

### Storage and access

Archaeological archives are important both as safe storage provisions for data and as facilities for researchers. Access to material may be enabled by the provision of in-house or online databases, or by the publication of reports online. In Germany and the UK a reasonable (research) interest in the material must be demonstrated, and a legal waiver signed, before material can be released.

### Copyright

Access to unpublished material has legal and organisational implications, so provisions must be put in place to ensure the protection of copyright. In such legislation, where the copyright and ownership of archive material lies with the excavator, the ownership of the archive must pass to the repository while the intellectual copyright remains with the excavator. Legally binding agreements must be signed at the point of donation.

## Uniformity of archival standards

A fundamental prerequisite for the establishment of an archive consisting of submissions from different parties is homogeneity of the material. This requirement allows for straightforward processing of the overall submission. It also ensures accessibility. Standards, specific to particular countries and regions, have been established relating to the range of material to be submitted. Such standards specify format (hard copy and digital), storage media and formats (for both hard copy and digital), structure of data, terminology, supplementary documentation and indices. Ideally, criteria are agreed from the outset.
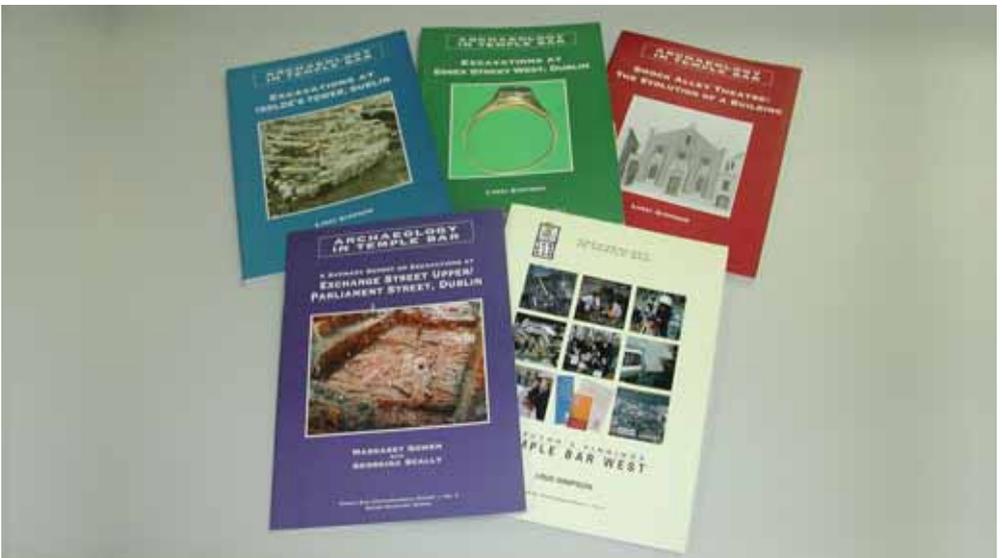


*Temple Bar West. Dublin 2 (Publications). Courtesy of* MG&CL.

*Temple Bar West. Dublin 2 (Working Shot). Courtesy of* MG&CL.

Arrangements are made to ensure that these criteria are integrated into the project design and that contact with the repository is already established at the planning stage of an excavation. Such advance arrangements ensure that standards are met and that the transfer of all documentation following completion is facilitated.

## Dublin city archaeological archives held in private hands

Since 1990, the majority of archaeological excavations carried out in Dublin city have been completed as a result of planning conditions. Between 1995 and 2000, 647 archaeological licences were issued in the county of Dublin, approximately 400 of these relating to excavations in the city. As part of the study which preceded the production of these guidelines, an analysis of the archive of Margaret Gowen & Co. Ltd. identified 84 boxes of files from 65 archaeological excavations in the city. The size of the overall archive suggests that this company has carried out approxi-

mately 33% of the licenced excavations in the city to date. On this basis, calculations suggest that the entire excavation archive for Dublin city represents approximately 250-300 bankers' archive boxes.

A national survey carried out by the Institute of Archaeologists of Ireland (IAI) indicated similar figures, although owing to the low response rate from members the results were treated with caution. Findings showed that 34 individuals retained archives for some 671 sites, while a further eight respondents failed to retain the archives of 49 excavations. Some 33 respondents estimated that 532 archival-sized boxes containing archaeological material were being held in company or private storage facilities nationwide.

The establishment of the Dublin City Archaeological Archive is, therefore, a welcome and timely development which will aid archaeologists in the long-term management and preservation of site and excavation records.

# The Purpose of the Guidelines
## Gaeilge

There are currently no legal or procedural requirements in Ireland for archaeological excavation records and archives to be kept, maintained as living records, or passed on to nominated third parties. Dublin City Council will be the first planning authority to require submission of primary site records to a dedicated archive as a condition of planning permission.

A recent survey, conducted by the Institute of Archaeologists of Ireland (2006), found that opinion as to the degree of excavation archives worthy of long-term storage ranged from all material uncovered to as low as half of the excavation findings. Consequently, preservation by record is not being demonstrably achieved. A lack of consistency persists in the methods used by individuals and companies to build and store excavation archives. This leads to incompatible practices in the selection, filing and management of material retained. In addition,

individuals and consultancies cannot provide secure long-term storage in accordance with international archival standards such as BS 5454, or standards established for Ireland in the *Standards for the Development of Archives Services* (Society of Archivists Irish Region 1997).

While the pilot study which preceded these Guidelines identified the need for an archaeological archive for Dublin city, it is recognised that a similar need exists at national level. This national issue was singled out in the 'Archaeology 2020' foresight study 'Repositioning Irish Archaeology in the Knowledge Society' (UCD et al. 2006). The study recommends the development of a National Archaeological Archive on the grounds that the absence of such an initiative will result in continued failure to integrate new information generated by development-led archaeology and other excavations.

Preservation by record is achieved by systematic, archaeological excavation and the creation of detailed relational records using comprehensive written, photographic, survey, drawn and digital material. These records facilitate the preparation of full stratigraphic and analytical reports which present full and integrated records for posterity and future study.
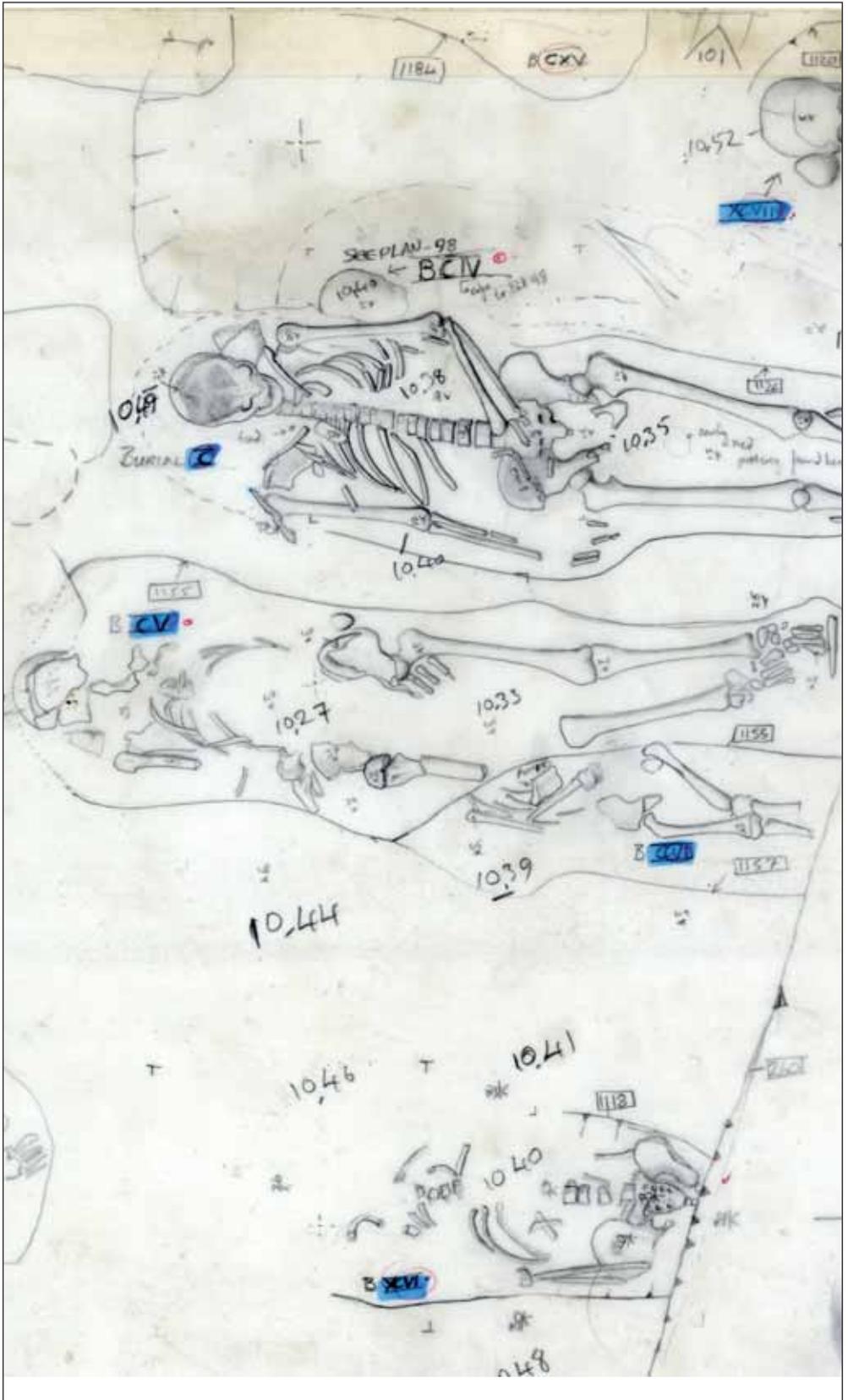
*Golden Lane, Dublin 8 (Site Drawing). Courtesy of* MG&CL.

# Archival Content

For the purposes of the DCAA, archaeological archives are all parts of the archaeological record incuding digital records as well as written, drawn and photographic documentation. However, these exclude all finds and samples.

An archaeological project is any programme of work involving collection of information about an archaeological site, assemblage or object. Examples of an archaeological project are: aerial survey, building recording, conservation, desktop survey, evaluation, excavation, field-walking, finds analysis, finds collection, on-site survey, resource management projects, remote sensing, scientific analysis and watching brief.

Preparation of an archive for transfer to DCLA should include all details of the construction process that are relevant to archaeology and which may be needed for synopsis or redevelopment purposes.

**This element of the archive may include details not contained in the final excavation report, for example:**

♦ Areas not impacted on, or partially impacted on
♦ Areas preserved *in situ*
♦ Areas where there was no archaeology.

**Original engineering information should include:**

♦ Underpinning
♦ Reports on engineering test-pits
♦ Site topographical surveys
♦ Photographic surveys
♦ Building layouts
♦ Elevations
♦ Final foundation design (as built)
♦ Methodologies for the construction programme
♦ Service layout

**Results of investigative works should include:**

♦ Trial pits
♦ Contamination pits
♦ Bore holes
♦ Service investigations
♦ Other ground penetrating investigations.

**Excavation archives should include:**

♦ Relevant correspondence
♦ Design team minutes
♦ Site meeting minutes
♦ Correspondence with engineers and architects
♦ Correspondence with the heritage authorities.

**Architectural information should include:**

♦ Architectural drawings of the final build
♦ Architectural elevation
♦ Architectural sections.

# Copyright and Ownership

Copyright and ownership should be established prior to donation.

Ownership of material donated passes to Dublin City Council. DCLA does not accept material unless ownership is transferred.

Intellectual copyright rests with the donor. The terms of the Copyright and Related Acts (2000) allow DCLA to provide photocopies of material for research purposes only.

Researchers wishing to publish are obliged to write to the donor for permission.



*Fishamble St, Dublin 2 (Geodetic Survey & Laser Scanning Survey). Courtesy of* MG&CL.

# Access and Storage

♦ Storage for archaeological archives can be provided by DCLA only if material is made available for public research and is submitted with a box list prepared by the donor.

♦ To allow for the publication of findings from excavations, a closure period of three years must be agreed upon by both parties, to commence on the date of donation.

♦ Closure periods agreed upon at the time of donation cannot be varied.

♦ During the closure period, archaeological archives are available for research only to the donor or to persons nominated by the donor in writing.

♦ The standard Terms of Membership of DCLA, including photocopying charges, apply to all such persons.

♦ Donors and archaeologists who have worked on the excavation recorded in donated archives may borrow slides/photographs relating to such excavations for the purposes of lecture presentations or for the preparation of articles and publications relating to the excavation.

♦ At the conclusion of the three-year closure period, each collection of archaeological archives will be opened for public research. The standard Terms of Membership of DCLA, including photocopying charges, apply.

♦ DCLA operates from the box list supplied by the donor and does not relist the material.

♦ If the material is not made available for public research it will be returned to the donor.

♦ Material made available is subject to the security systems in place in the DCLA repository.

♦ Each file is tagged prior to its use in the research room.

♦ The contents of files are checked prior to their being made available in the research room to ensure sensitive material, which may inadvertently have remained on file, is not made available.

♦ DCLA provides storage for records only under specific terms and conditions agreed with the donor at the time of donation.
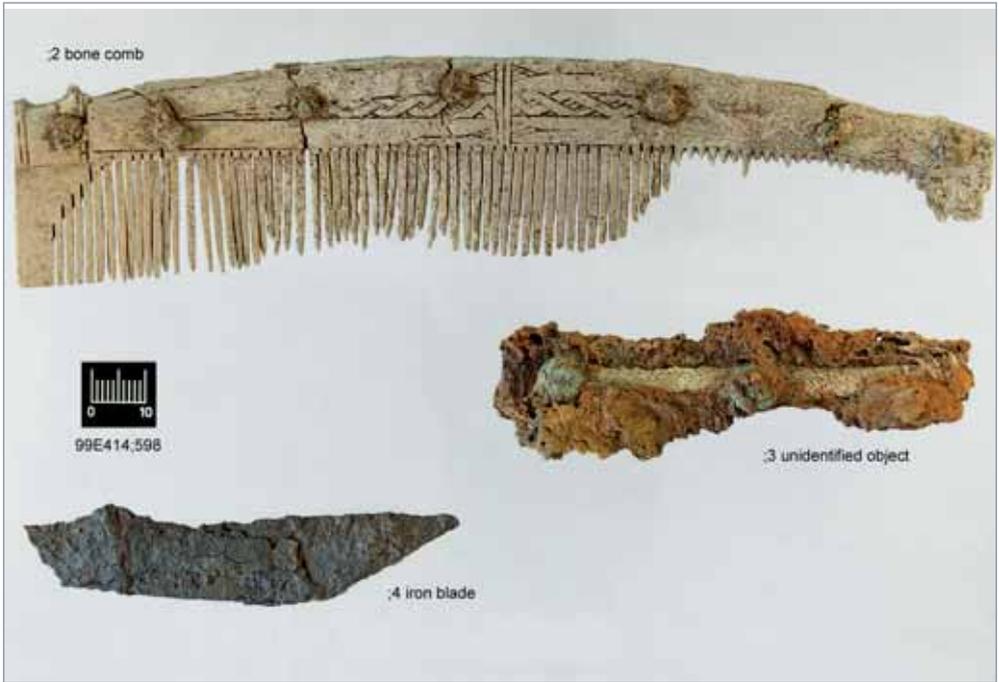
*South Great George's St, Dublin 2 (Artefact). Courtesy of* MG&CL.

All aspects of the archaeological process affect the quality of the resulting achive. The archive process begins with planning the creation of the first record, and if proper systems of recording are not consistently applied, then the archive will not be ordered or accessible; for example, if there is no recognised terminology for features or deposits, then it will not be possible to separate records of post-holes from pits, or if some features are photographed with no identifying labels then those records will have little value.

<div align="right">ARCHAEOLOGICAL ARCHIVES FORUM, 2006</div>

# Composition of archaeological archives accepted by DCLA

*If site archives are designed from the outset to comply with the standard devised, the time spent on the preparation for submission would be significantly reduced.*

## Composition of archaeological archives accepted

♦ A variety of media formats e.g. paper, maps and drawings, photographs, slides, negatives, transparencies and digital material will be accepted

♦ Photographs. These will be scanned/digitised as colour photographs do not survive long-term.

## Material to be accessioned

♦ Excavation reports, including specialist reports

♦ Copies of draft reports. The first draft is usually most relevant. If other drafts are included, version control is imperative

♦ Other records: notes, records, indices, catalogues, reports, context sheets, site notebooks

♦ Copies of all published material.

♦ Drawings – ink or pencil

♦ Photographs – negatives, contacts, prints, transparencies

♦ Digital material.

## Composition of archaeological archives NOT accepted

♦ 'Low grade' material e.g. newspaper cuttings, memoranda to staff, administrative documentation, including routine correspondence, etc.

♦ Financial material e.g. tenders, budgets, costs, invoices, receipts, salaries, wages, bank details

♦ Commercially sensitive material

♦ Employment contracts

♦ Environmental samples, ecofacts etc.

♦ Artefacts are NOT accepted by DCLA as these belong in a museum not in an archive. Human or animal remains are not accepted.
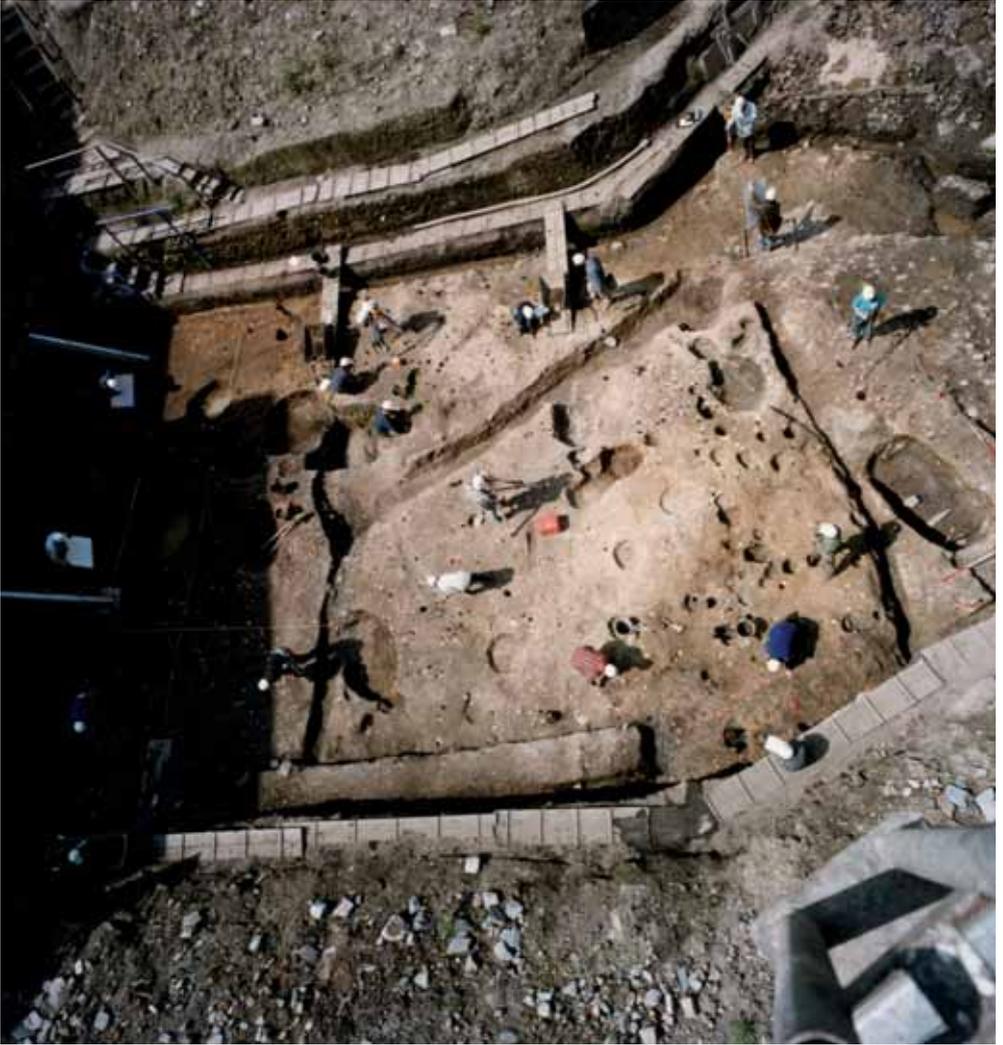
*Temple Bar West. Dublin 2 (Excavation). Courtesy of* MG&CL.

Standards for the creation, management and
preparation of the archive must be understood
and agreed at the beginning of any project …
Lines of communication are vital in any project,
and especially in the archiving process.

<div align="right">

ARCHAEOLOGICAL ARCHIVES, 2006

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# General Submission Requirements

Items should be submitted as digital and hard copies where possible, and should always be accompanied by a key-word list

The key-word list should include periods represented on site, site types, materials and artefact-types present

All material should be repacked using file covers and boxes supplied by DCLA. File covers/portfolios for outsize material e.g. maps/plans/drawings are available from DCLA

Each submitted unit (e.g. box, folder, CD) should be accompanied by a contents list. Units without lists will be returned to the donor by DCLA

Each unit should be labelled according to a template supplied by DCLA. Labels will be supplied by DCLA

The contents list should be numbered accordingly and placed inside the top of the box

Contents lists will be checked against the contents by DCLA. Discrepancies will be noted and the box will be returned to the donor for revision of the box list

The donor should remove all metal fastenings, existing file covers, ring binders etc.

Photographs may remain in albums

Maps/plans/drawings may be submitted rolled. A professional conservator will flatten this material, if required

Once all boxes, folders etc. have been checked, DCLA will send a copy of the initial donation agreement, including details of copyright and ownership to the donor. A receipt will be attached

All boxes, file covers and labels supplied by DCLA should be returned by the donor even if they are not used.

# Summary of Preparation for Transfer

Liaise with archivist/repository

Mark archive material appropriately

Pack archive material appropriately, create digital copies of documents where possible

Compile a contents list (box list)

Compile key-word list, listing periods represented on site, site type and material and artefact types present

Clearly establish ownership and copyright conditions

Remove metal fastenings and adhesive tape and replace with plastic paperclips

Remove self adhesive labels/'post-it' notes. A separate sheet to mark groups of documents or convey information may be included

Put documents in a logical e.g. chronological order

Ensure documents are not folded

Labal and number boxes  according to repository instructions.

## Transfer of Drawings

♦ Include a list or index of drawings
♦ Pack drawings securely to minimise damage, deterioration, loss or theft
♦ Drawings should clearly identify the project/excavation i.e. site name and licence number. Identify the subject, scale, a north sign or other means of location/orientation if appropriate
♦ Remove metal fastenings/adhesive tape
♦ Do not use adhesive lettering to identify/convey site information
♦ Include all drawings, if possible
♦ DCLA will provide outsize boxes and/or file covers to the donor for storage purposes.

## Transfer of Photographs

♦ Process used films prior to transfer
♦ Media which can be kept in perpetuity in their original form should be used for record purposes. Digital photographs are appropriate only if there is a clearly established procedure for long-term preservation. In all other cases, transfer prints of digital photographs
♦ Pack photographs securely to minimise damage, deterioration, loss or theft
♦ Classify negatives, prints, slides and transparencies by type and pack separately
♦ Index all material
♦ Mark photographs clearly to identify the project/excavation i.e. site name and licence number
♦ Pack negatives in polyester packets or hangers
♦ Mark negative holders, not negatives,
♦ Pack prints in polyester sleeves
♦ Mark prints at back using a soft pencil, not ink
♦ Pack transparencies in polyester packets or hangers
♦ Mark transparency mounts, not the film
♦ Identify the subject using scale, a north sign or other means of location/orientation, if appropriate
♦ Video is NOT an acceptable record medium of archival quality. Transfer material to DVD prior to submission
♦ DCLA will provide Mylar pockets for storage purposes.



*Margaret Gowen & Co. Ltd (Archive Storage).*
*Courtesy of* MG&CL.

## Transfer of Digital Material

♦ Close communication between the donor and DCLA is essential prior to transfer of a digital archive. Details of the long-term curation of and access to digital material should be clarified

♦ DCLA accepts digital material in a variety of formats i.e. text documents; spreadsheets; databases stored on short-term storage media. The version used should be up-to-date. The donor is responsible for updating digital material prior to transfer. Material not meeting requirements will be returned

♦ Short-term storage media include floppy discs, USB keys, hard discs, CD-ROMs, DVDs, all regularly backed up

♦ An up-to-date virus protection should be in use

♦ DCLA advises on the preferred file type for specific types of digital material

♦ Categorise digital material by types of data file e.g. CAD, database, spreadsheet, GIS, text

♦ Pack digital material transferred on storage media securely to minimise damage, deterioration, loss or theft

♦ Use onsistent standards of terminology, content, format, file naming (incorporating the licence number)

♦ Label digital material clearly and permanently to identify the project and the contents of each disc, tape etc. Do NOT stick adhesive labels directly on to CDs and DVDs. Use non-acidic, specialised markers

♦ If standards or other conventions were used when creating the digital material a copy of these should be included

♦ All digital material should be clear of viruses and checked prior to transfer

♦ Donors should keep a copy of all digital material until they are sure that the long-term preservation and curation of and access to the digital material has been guaranteed by DCLA.



*Hammond Lane, Dublin 7 (Recording the Site. Courtesy of* MG&CL.

## Packing of archival material

♦ DCLA supplies folders (A4) for print-outs or handwritten documentation; plan-folders (A1 and A2) for plans; paper clips, treasury tags, plastic slide-on binders; Mylar plastic photo pockets (4 photos per sheet) each consisting of acid-free materials

♦ All materials should be signed for by the archaeologist or archaeological company to whom they are issued. Unused items should be returned to DCLA

♦ Up to 100 A4 sheets can be contained in a folder. Where required, sheets may be held together by treasury tags with plastic ends or plastic slide-on binders

♦ Store slides in slide boxes, NOT in folders or on sheets

♦ Submit photographs in folders. Label individually on the back in preparation for transfer to special Mylar plastic photo pockets.

*Ormond Quay, Dublin 7 (Site Survey). Courtesy of* MG&CL.

## Indexing

♦ Accompany all items by a brief description, indicating clearly the type of material included (report, plan, etc.)
♦ Number and reference all items in the lists of contents for the individual units (box, folder, etc.)
♦ Provide an overall index of all items submitted
♦ Number photographs and slides and identify their object (feature number, section etc.)
♦ Do NOT submit negatives unless they can be identified.

## Box Labelling

**Top labelling:**
• Site name
• Excavation licence number
• Box number out of number of boxes
• List of folders contained in box, with title.

**Front labelling:**
• Box number
• Name
• Excavation licence number
• Brief description of contents.

## Folder Labelling

• Site name
• Excavation licence number
• Folder number out of number of folders (i.e. 1/7)
• List of contents – number of each item and description. Numbering should be consecutive.

## Plan Folder Labelling

• Site name
• Excavation licence number
• Folder number out of number of folders
• List of contents – number of each item and description. Numbering should be consecutive
• Details of contents.

A project has not been completed until the archive has been transferred successfully and is fully accessible for consultation. It is in the interest of all parties to facilitate the transfer of completed archives to recognised repositories as quickly as possible after the dissemination phase of an archaeological project.

ARCHAEOLOGICAL ARCHIVES FORUM, 2006

## Slide Box Labelling

- Site name
- Excavation licence number
- Folder number out of number of folders
- List of number of slides contained in folder. Numbering should be consecutive
- Label should be attached to the BASE of the box.

## Photograph Labelling

- Site name
- Excavation licence number
- Brief description of photograph or feature
- Label should be attached to the BACK of each photograph and written in pencil NOT ink.

## Digital Media Labelling

- **Label for CD**

- Site Name
- Excavation licence number
- Brief list of contents

- **List to accompany CD**

- Site Name
- Excavation licence number
- Date
- List of contents – number of each item, description, and electronic format of each document.



*Ormond Quay, Dublin 7 (Excavation). Courtesy of* MG&CL.

*Dublin City Library and Archive, Dublin 2 (Archive Storage). Courtesy of* MG&CL.

## Storage facilities at DCLA

DCLA storage complies with international best practice standards and ensures the long-term preservation of all records submitted.

The adaptable storage facilities can accommodate outsize material, photographs, slides, negatives and digital material.

Strongrooms are constructed and finished to BS5454 standards. They include:

♦ an air-handling system to regulate the temperature and humidity levels thus ensuring optimum storage conditions

♦ a fire-suppression system designed to operate after two smoke alarms are activated. This is a safety measure against false alarms. The system works by removing oxygen from the atmosphere, while simultaneously engaging dampers on the air-handling system to prevent fresh air from entering the area and fuelling the fire.

Strongrooms are fitted with a mixture of mobile shelving, static shelving and outsize storage cabinets for maps, plans, drawings, etc.

The repository is fitted with a monitored security alarm and internal and external surveillance cameras. Due to late evening and weekend opening hours, staff members are present for much of the time.

Digital master files are held in environmentally-appropriate and secure offsite storage, while working copies for use are held by DCLA onsite.

DCLA undertakes to apply these standards to the scanning and digitising of suitable material from the submitted archaeological archives.

# Contact Details
## Gaeilge

**Dublin City Library & Archive**

Contact Name: Dr. Mary Clark, City Archivist

Address DCLA: Dublin City Library & Archive
138-144 Pearse Street
Dublin 2

Telephone: 01-674 4996

Fax: 01-4879 ???

E-mail: cityarchives@dublincity.ie

Opening Hours: Monday-Thursday
10.00-20.00
Friday and Saturday
10.00-17.00

Closed Sundays; Bank Holidays; Bank Holiday Weekends.

Ensuring the security and stabillity of the archive is a continuous and a universal responsibility. All archaeologists must recognise that they must manage archive material, e.g. record sheets, drawings, digital records, to preserve the content and protect from damage and loss.

ARCHAEOLOGICAL ARCHIVES FORUM, 2006