

**Pilot study on the development of an
Archaeological Excavation Archive
for Dublin City**

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Executive Summary

'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 finds and records in an archive repository'. Society of Museum Archaeologists (Britain), 1995.

This Pilot Study was devised by Dublin City Council to explore, at local level, the potential for the creation of a formal system and a suitable repository for archaeological archives generated by the very large scale of largely commercial excavation activity in Dublin in the past twenty-five years. The project was commissioned in partnership with the Heritage Council as an action of the Dublin City Heritage Plan: *"To compile a systematic and comprehensive and accessible body of relevant information relating to the archaeology of Dublin city* (Dublin City Council 2002, objective 1, p.8) and *"to raise awareness through the dissemination of information at local, regional and national levels"* (Objective 2, p.8). The aim of the study was to investigate the feasibility of establishing an archaeological archive for Dublin and to have its records curated in a manner consistent with the archaeological objectives in the current Dublin City Council Development Plan 2005 – 2011: *"It is an objective of Dublin City Council to compile an archaeological archive for public use and to continue to publish information leaflets on aspects of the city's archaeological heritage."* (Dublin City Council 2005, objective H21, p.80).

Objectives Of The Study

The aims of the project are to explore a local strategy for the long-term storage of archaeological site archives for Dublin City and to provide guidelines for archaeologists donating material to Dublin City Library and Archive that meet international best practice.

Dublin City Council recognises that the long-term preservation and accessibility of archaeological 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 cultural and historical evidence that provide evocative and tangible evidence of the past. The record created by excavation of these sites and deposits provide the basis for important historical and cultural narratives in relation to Dublin's past, its citizens and their lives.

Archaeological excavation is generally undertaken in the context of the development planning process as mitigation for the negative impact of development in order to 'preserve by record' what cannot be preserved *in situ*. Because much of the excavation conducted in the past twenty-

five years was undertaken by commercial sector archaeologists, individual archaeologists and archaeological companies now hold significant primary excavation archives. This Pilot Study explores the potential for the preparation and submission of these and future archives and primary records to the Dublin City Library and Archive.

The study sets out a strategy for the safe keeping of archaeological archives in Dublin City and for public access to them. It advocates standards for this purpose, which were developed by the study team during the course of the project. The study has:

- developed policies for the curation of archaeological archives from excavations carried out in Dublin City
- set out recommendations on how this can be achieved
- evaluated the volume of site archives currently held in the private sector
- assessed the implications for the implementation of an archival strategy, both in terms of time and resources, for consultant archaeologists

Methodology

The Methodology applied in the study includes:

- an assessment of the local and national situation with regard to the current treatment of archaeological site records
- a comparative study, in which international practice for the preservation of site records was analysed to establish a best practice standard
- a case study to establish a format and its implications for the potential submissions of archives to Dublin City Library and Archive
- an assessment of the volume of existing historical site archives in Dublin City

The results of these different strands of examination led to the formulation of a strategy for the protection and long term preservation of archaeological site archives in Dublin, including detailed guidelines for the submission of site archives to Dublin City Library and Archive which concur with international best practice and The Society of Archivists, Irish Section Standards (1997).

Recommendations For Action And Implementation

- An archaeological archive for site records from Dublin City will be established in Dublin City Library and Archive. Submissions will initially be encouraged during a one-year trial period.
- Site archives will be accessible for public consultation after three years.
- The archival standard established during this study for the format of site archives for submission to Dublin City Council should be adhered to.
- The implementation of the strategy devised during the study should be supported and underpinned through the requirements of Dublin City Council as part of the planning process.
- The application of a minimum standard to the design and creation of site records should also be made a condition of planning.

The proposed storage and management of archaeological archives by Dublin City Library and Archive will ensure that:

- Archives created during the excavation of archaeological sites in Dublin can be accessioned to Dublin City Archives by formal agreement
- Archaeological excavation records will be prepared to an archive standard
- Archives will be stored in accordance with international archival standards
- Archaeological archives will be accessible
- Intellectual copyright will be protected

The study recommends that the wider application at a national level of the principles and standards for archiving developed during the study be considered.

The development of prerequisite site recording standards, linked to archiving standards would facilitate and encourage progress towards achieving best practice in the management of the archaeological resource.

1 INTRODUCTION

Dublin City Council in partnership with the Heritage Council initiated this Pilot Study to explore the feasibility of establishing a stable and accessible archive of photographic, written, drawn and digital records arising from archaeological excavations in Dublin City. These archives include original site drawings, site and specialist photographs, written documents and record sheets, notebooks, draft texts and unpublished specialist and site reports. The study specifically excludes archaeological finds (artefacts) and ecofacts (environmental samples) as responsibility for the collection and long-term curation of these rests with the National Museum of Ireland.

The study was commissioned as an action arising from a specific objective in the current Dublin City Heritage Plan 2002-2006 (Objective 1, p. 3) and Dublin City Development Plan 2005 – 2011 (Objective H21, p.3).

Objective H21 complements policies H35 and H36 (p.78), which calls for best practice in the recording and dissemination of the results of archaeological excavations. *“It is the policy of Dublin City Council that, where preservation in situ is not feasible, sites of archaeological interest shall be subject to archaeological investigations and recording according to best practice, in advance of redevelopment.”* (H35, p.78). *“It is the policy of Dublin City Council to ensure the public dissemination of the findings of archaeological investigations and excavations.”* (H36, p.78).

These objectives respond directly to the principles embodied in the European Convention on the Protection of the Archaeological Heritage (the ‘Valletta Convention’) 1992 which was ratified by Ireland in 1997. The aim of the Convention is *“to protect the archaeological heritage as a source of the European collective memory and as an instrument for historic and scientific study.”* (Article 1); (also section 7 and 8, see p. 15 below). The objectives of the study also respond to the requirements of Institute of Archaeologists of Ireland’s code of conduct (objective 1.5, see p.16 below).

Up to now, no systematic provision for the security and storage of archaeological excavation records has been devised either regionally or nationally. Furthermore, there is no established archive-standard for archaeological excavation records. Nor is there a

specific requirement, under the provisions of the legislation or the licence to excavate that requires these records to be securely placed with a repository or nominated third party. As a consequence:

- No systematic archiving of archeological excavation records has been carried out regionally or nationally in Ireland;
- There is no requirement for archaeological excavation archives to be kept or placed with a third party in Ireland;
- Archaeological excavation archives are not available to academic researchers or the wider public;
- No standard for the recording and archiving of sites exists.



Figure 1: Site photograph of excavations at Temple Bar West. Timber floor of Viking House. Linzi Simpson 1998. Margaret Gowen & Co. Ltd

The Pilot Study is aimed at addressing the archiving requirements for the primary records of archaeological excavations that were undertaken in Dublin City as a condition of planning required by Dublin City Council (formerly Dublin Corporation). It has sought to establish an appropriate archive standard for a stable and accessible collection of these records and the feasibility of having these records cared for and managed by Dublin City Library and Archive. The study has been undertaken in the absence of a national, mandatory or voluntary code of practice for the creation, presentation, transfer and curation of archaeological archives in the Republic of Ireland. The study does not address material archaeological remains (sites, artefacts and ecofacts).

The study has:

- analysed the issues that have arisen for Dublin City Council, and its heritage policy objectives, arising from the lack of a dedicated archival repository for archaeological excavations
- analysed international practice in regard to the treatment and preservation of site records
- sought in partnership with Dublin City Library and Archive to assess the issues for the preparation and presentation of excavation archives to Dublin City Library and Archive. The pilot study explored these issues in a test submission of existing archives of projects undertaken by Margaret Gowen & Co. Ltd.
- developed policies for the future curation of archaeological archives from excavations carried out in Dublin City
- set out recommendations on how this can be achieved

The Consultation Process

Dublin City Council, in association with the Heritage Council commissioned Margaret Gowen & Co. Ltd with Orna Somerville, Archivist, to carry out the Pilot Study and it was undertaken with the guidance and participation of Dublin City Library and Archive under the direction of Mary Clark, City Archivist. A Steering Group was established to advise on the progression of the study. It was made up of representatives from the Heritage Council; the National Monuments Section at the Department of Environment Heritage and Local Government; the National Museum of Ireland; the Institute of Archaeologists of Ireland; Dublin City Council and The National Archives of Ireland.

The function of the Steering Group was to assist and critique the pilot study as it progressed, advise on the potential for the communication of the results of the pilot study to a wider audience; and to seek approval from the statutory archaeological and archive agencies on the study's findings. The Steering Group met on three occasions to discuss the progress of the report and its findings. The Institute of Archaeologists of Ireland, represented on the Steering Group by Christiaan Corlett, made available the results of a survey conducted amongst its members, the findings of which were of direct relevance for the pilot study. Members were asked for their opinion regarding the preservation of site archives, current practice and the volume of site archives held. While the response to the survey was low, the results were informative, providing some general views held by IAI Members and describing elements of current prevailing practice.

Dublin City Council's initiative comes at a time, when awareness of the problems for the preservation of archival site records has been highlighted. The pilot study addresses these issues most recently raised in the Archaeology 2020 Foresight document (UCD 2006) and the British Archaeological Archives Forum (AAF 2006) and responds to their suggestions.

Members Of The Steering Committee

Mr. Edward Bourke, Senior Archaeologist, National Monuments Service,
Department of the Environment, Heritage and Local Government¹

Dr Mary Clark, City Archivist, Dublin City Library & Archive, Dublin City Council²

Mr Christiaan Corlett, Secretary, Institute of Archaeologists of Ireland³

Mr. Ian Doyle, Archaeology Officer, The Heritage Council⁴

Mr Charles Duggan, Deputy City Heritage Officer, Dublin City Council⁵

Dr Andy Halpin, Assistant Keeper Irish Antiquities Division, National Museum of Ireland⁶

Ms Aideen Ireland, Senior Archivist, National Archives⁷

Dr Ruth Johnson, City Archaeologist, Dublin City Council

¹ www.environ.ie

² www.dublincity.ie/living_in_the_city/libraries/

³ www.iai.ie

⁴ www.heritagecouncil.ie

⁵ www.dublincity.ie/shaping_the_city/heritage/

⁶ www.museum.ie

⁷ www.nationalarchives.ie

Ms Bríd Kelliher, Staff Officer, Development Department, Dublin City Council

Mr Hugh Maguire, Museums & Archives Officer, The Heritage Council

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Consultants

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2 THE OBJECTIVES AND SCOPE OF THE STUDY

Objectives

The objectives of the study were:

- to create an archival standard for the archiving and curation of site records in Dublin City Library and Archive
- to explore a local strategy for the long-term preservation of archaeological site archives for Dublin City
- to address issues related to accessioning of archaeological archives such as ownership, copyright and access

The Pilot Study project explores the potential for a local solution to what is a recognised as a national issue. In the absence of a national strategy, the initiative taken by Dublin City Council constitutes a first step, in Dublin City, towards the development of standards and facilities for the archiving of primary archaeological records which may have applications for the rest of the Ireland. The study is a crucial and timely initiative. It is hoped that it will lead to the provision of a workable structure for the curation and access to the archival records from Dublin City excavations. Ultimately, it is hoped that the results of the Pilot Study will lead to a better awareness of the potential for the resolution of the issue throughout the country. Furthermore, the results of the study should facilitate the development of a national standard for the long term preservation, curation and use of archival material from archaeological excavations.

Scope

The pilot study was specifically aimed at excavations that were undertaken in Dublin City that were required by Dublin City Council (formerly Dublin Corporation) as a condition of planning approval for individual urban developments. The study was undertaken acknowledging that no national statutory or non-binding guidelines exist on how archaeological archives should be curated. It is acknowledged that the National Museum of Ireland, the National Monuments Section at the Department of Environment, Heritage and Local Government and the Departments and Schools of Archaeology in Irish Universities have heretofore acted as the archive repository for the records of those institutions and continue to do so.

The authors and Dublin City Council have no national or statutory role in the administration of archaeology in Ireland and therefore any findings from this study are non binding.

3 PROJECT METHODOLOGY

The methodology applied in this study included an assessment of the local and national situation with regard to the treatment of archaeological site records. In a comparative study, international practice regarding the preservation of site records was examined to establish a best practice standard. In a case study, the format and implications for the potential submission of archives to Dublin City Library and Archive were established. An assessment of the volume of existing historical site archives in Dublin City was conducted. The results of these different strands of examination led to the formulation of the strategy for the protection and long term preservation of archaeological site archives outlined in this report, including guidelines for the submission of site archives to Dublin City Library and Archive.



Figure 2: Dublin City Library and Archive

The study:

- assesses the current situation with regard to the treatment of archaeological site archives in Dublin City and nationally and discusses the implications of the current practice for the preservation and management of the archaeological heritage
- assesses international practice in regard to the treatment of archaeological site archives in order to establish best practice
- examines issues that may arise in relation to ownership, intellectual and editorial copyright of the records in the event that the excavations have not been published
- details the results of a case study, in which excavation archives from Margaret Gowen and Co. Ltd were submitted to Dublin City Library and Archive in order to establish an archival standard
- proposes and provides guidelines for an archival standard that will encourage the preparation of appropriate archives from excavations already conducted in Dublin and from future excavations to ensure the long-term preservation and access to these records
- attempts to quantify the volume of archaeological archives from archaeological excavations in Dublin that are currently held in private hands
- assesses the implications, both in terms of time and resources, for archaeologists and companies in achieving the advocated 'Archival Standard'
- makes recommendations on how the recommended standards can be achieved

The following actions were undertaken:

- **The Review**

A review of national and international practice regarding the archiving and curation of archaeological excavation archives to identify best practice strategy in 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 records in very similar legislative and organisational circumstances, was examined also.

- **The Case Study**

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 Dublin City Library and Archive. Through this process the standard of archives acceptable for submission to Dublin City Library and Archive and compatible with the requirements of archaeological archives were established.

- Materials suitable for archival curation were determined by the study team in consultation with the Steering Group. These include unpublished excavation reports, stratigraphic and specialist reports, primary source reference material and include photographs (digital, plates, slides, negatives and contact sheets), plans, maps, drawings, illustrations, all context and record sheets, site notebooks.
- Selected excavation archives from Margaret Gowen & Co. Ltd. were assessed for preparation to meet the archive standards proposed. They were then submitted to Dublin City Council Archives in order to investigate the feasibility of the creation of a complete and suitable archive for curation and public access.
- Margaret Gowen & Co. Ltd. worked in partnership with a professional archivist throughout the case study in order to assess the implications for selection, filing, physical presentation methods and suitable packaging. This partnership was established in consultation with the Dublin City Library and Archive and the project Steering Group. A specification for the basic 'Archival Standard' was devised. Ultimately, the archaeological standard agreed for presentation accord with the requirements of Dublin City Library and Archive.

- **Devising Of An Archive Standard**

Based on the results of the international study and the submission of the case study, guidelines for the submission of archives to Dublin City Library and Archive were

devised. These concur with Dublin City Library and Archive standards, with international best practice and The Society of Archivists, Irish Section (1997) standards. They are thus tailored to address the particularities of archaeological archives as explored in the test submission.

- **Consultation**

Consultation was undertaken with key stakeholders, notably the statutory authorities for archaeology, archaeological excavation directors, archivists, and archaeological researchers. This process is ongoing.

The results of the Institute of Archaeologists of Ireland's survey amongst its members were integrated into the report.

The Steering Committee advised on and assisted in resolving various issues arising from the earlier drafts of this report, with a focus on its recommendations as for example, the question of the potential issues that might arise for the implementation of the recommendations made in the report.

4 ARCHAEOLOGICAL SITE RECORDS IN DUBLIN CITY

The Current Situation

Dublin City, as elsewhere in Ireland, has seen an unprecedented number of archaeological excavations and development-led investigations arising from the requirements of development control and the planning process, in line with the legal provisions of the Planning and Development Acts (2000) and the National Monuments Acts (1930-2004) and Amendment Acts. The investigations have been undertaken to evaluate the city's archaeological resource and prepare statements on the impact of new development at individual sites, while the excavations undertaken have been conducted as a '*preservation by record*' to mitigate for negative development impact and the loss of the resource.



Figure 3: Archaeological excavations at the Church of St. Michael le Pole. Dublin Archaeological Research Team 1981

Excavation Archives

The excavations and investigations have given rise to the creation of very large quantities of primary records and the submission of unpublished, technical reports on the findings to the Planning Authority, the National Monuments Section at the Department of the Environment, Heritage and Local Government and the National Museum. While policy in

relation to artefacts from all excavations in the Republic of Ireland requires submission to the National Museum of Ireland, the primary archive of written, photographic and digital records currently remains with the individual licensed excavation director or, increasingly, tends to remain with the archaeological consultancies commissioned to undertake the work. Archives also rest with state, semi-state and academic bodies that commission or conduct excavations themselves.

The Current Situation:

- A large quantity of site archives have been generated through development-led excavations in Dublin City and Ireland in general.
- Excavation archives remain with the excavator or company.
- No standard for the format of site archives is in place.
- Site archives are dispersed and difficult to locate.
- Site archives can be broken up.

The lack of mandatory requirements in respect of archiving has presented difficulties for the appropriate storage and maintenance of archive material, with responsibility being taken for these issues on an *ad hoc* basis. Excavation licences are held by individual archaeologists who may, or may not, be working for a company. Even when working for a company the responsibility for the creation, quality and content of an excavation record and its archive rests primarily with the individual in whom the licence is vested. This has led to a situation where standards are not consistent and can result in some elements of excavation archives being retained by individual excavators. Consequently, the employment mobility of licenced excavation directors can lead to dispersal of excavation archives, leaving only elements of the archive with the companies commissioned to undertake the work.

5 LONG TERM PRESERVATION OF SITE ARCHIVES – PRINCIPLES

The archaeological record is a non-renewable cultural resource and the current legal requirement and practice in development control reflects this by requiring the ‘preservation by record’ of archaeological sites where preservation *in situ* is not an option (Dublin City Development plan objectives H34, H35). This is achieved by systematic archaeological excavation and the creation of a very detailed relational record using comprehensive written, photographic, survey, drawn and digital records. These records facilitate the preparation of a full stratigraphic and analytical report the aim of which is to present a full and integrated record of the site for posterity and future study. Researchers of the city’s rich archaeological heritage should have the capacity to examine and re-examine these primary site records in light of new evidence and, through an analysis of the detailed records, reassess the veracity and cultural context of the findings and interpretation presented at the time of the excavation and in the primary report and any subsequently published reports. Such ‘preservation by record’ can only be achieved if excavation archives are compiled, treated, filed and identified appropriately and stored securely in a manner that ensures that their long-term curation is achieved.

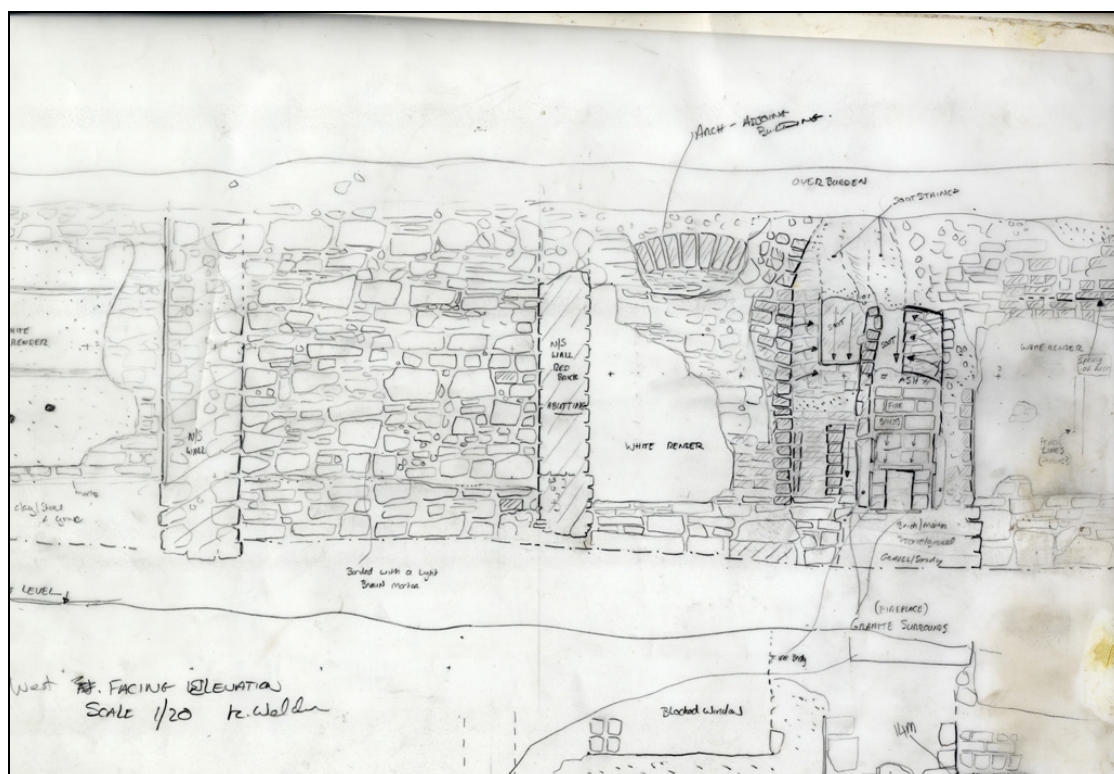


Figure 4: Site drawing from excavations at Smithfield. Post-medieval cellar wall. Franc Myles 2000. Margaret Gowen & Co. Ltd

These principles are also embodied in the Valletta Convention on the Protection of the Archaeological Heritage:

Article 7

“For the purpose of facilitating the study of, and dissemination of knowledge about, archaeological discoveries, each Party undertakes:

- i. to make or bring up to date surveys, inventories and maps of archaeological sites in the areas within its jurisdiction;*
- ii. to take all practical measures to ensure the drafting, following archaeological operations, of a publishable scientific summary record before the necessary comprehensive publication of specialised studies.*

Article 8

Each Party undertakes:

- i. to facilitate the national and international exchange of elements of the archaeological heritage for professional scientific purposes while taking appropriate steps to ensure that such circulation in no way prejudices the cultural and scientific value of those elements;
to promote the pooling of information on archaeological research and excavations in progress and to contribute to the organisation of international research programmes.”*

(Valletta Convention on the Protection of the Archaeological Heritage: on better publication and dissemination of information, Articles 7, 8).

The principle is also founded in the ethical standards of the profession in Ireland. The IAI Code of Professional Conduct states that *“Members shall fully support the principle of facilitating the dissemination of the archaeological results gathered during the course of a commission or project.”* (Institute of Archaeologists of Ireland, Code of Professional conduct, section 1.5, p 3).

However, there is no legal or procedural requirement in Ireland for archaeological excavation records and archives to be kept, maintained as a living record or to be passed

onto a nominated third party. The problem that this has given rise to is compounded by the low rate of the publication of excavations and their results (see below).

The results of the preliminary analysis of a recent survey conducted by the Institute of Archaeologists of Ireland (Institute of Archaeologists 2006) underline these problems. Opinions among the respondents as to what percentage of an excavation archive should be stored long-term were divided, with 54% of the respondents indicating that 90-100% should be preserved and the remaining only considering 50%-80% being worthy of preservation.

- The retention of excavation archives is a crucial component of ‘preservation by record’.
- No national strategy or statutory regulations are currently in place to ensure the preservation of archaeological site records. As a consequence, there is a serious concern that a large proportion of site archives are currently not being adequately preserved.

The current situation thus creates a problematic scenario, in which ‘preservation by record’ is not being demonstrably achieved, in spite of policy that is central to Dublin City Council’s archaeological strategy.

This leads to further problems:

Dissemination

The current scale and pace of excavation activity is linked to the scale and pace of development, which has resulted in a failure to adequately disseminate and publish the results of archaeological excavations. With the exception of the summaries in the annual *Excavations* bulletin and, in some other notable cases, such as the Dublin City Council sponsored *Medieval Dublin* series, which publish the results of excavations, archives and technical reports are not accessible to scholars whilst others are at a real risk of loss, damage or destruction. The issue, which is a critical one for Irish Archaeology, has been acknowledged by the Institute of Archaeologists of Ireland and has been profiled in the Archaeology 2020 foresight study “*Repositioning Irish Archaeology in the Knowledge Society*” (UCD et al 2006) and studies commissioned by the Heritage Council. It is also currently the focus of a concerted review within the National Monuments and

Architectural Protection Division at the Department of the Environment, Heritage and Local Government.

Access To Archaeological Site Archives

Access to archaeological site archives for research purposes is currently extremely problematic. Records are dispersed and are held either by individual archaeological licenced directors or by consultancy companies. Occasionally, the primary records are not fully retained. The Archaeological Archives Forum (AAF) sees this issue as one of central and critical importance. *"At a time when the reports of many archaeological projects appear as 'grey literature' (technical reports), and are thus only barely within the public domain, the project archive has become a vital source of information. It should be accessible to archaeological contractors, consultants, researchers, students and curators"* (Archaeological Archives Forum 2006).

Archiving Standards

There is lack of consistency in the methods being used by different individuals and companies in the creation and storage of excavation archives which, in turn, leads to different practices in the selection, filing and management of material retained. Furthermore, individuals and consultancies cannot provide secure long-term storage that accords with international archival standards /such as BS 5454 (see below) or standards established for Ireland in the *Standards for the Development of Archives Services*, by the Irish Society of Archivists (Society of Archivists Irish Region 1997).



Figure 5: Excavation archives in storage. Margaret Gowen and Co. Ltd

The Need For Archiving Archaeological Site Archives

The absence of a regional or national archive for archaeological records has to be identified as a significant issue for the long-term security and preservation of archaeological information arising from archaeological excavations and for the accessibility of records for research purposes. It has to be considered of crucial importance if the concept of ‘preservation by record’ is not to be compromised.

The need for such an archive is identified and directly addressed in the Dublin City Development Plan (H 36). The difficulties for archaeological archives are however not particular to Dublin City and its archaeological excavations. The same issue has been identified on a national level and singled out in the Archaeology 2020 foresight study “*Repositioning Irish Archaeology in the Knowledge Society*” (UCD et al 2006). The foresight study refers to the rapid growth in commercial sector archaeological excavations since the 1980s due to unprecedented infrastructural development and construction industry activity. For the past five years close to 2000 licences to excavate are issued each year. Dissemination and publication has not kept pace. The *Archaeology 2020* report

unequivocally identifies the lack of a standard and provision for the proper storage of archives from archaeological excavations as a “systematic failure.” The report states: *“Curation and archiving of the records and material from excavations are reaching crisis proportions. With little in the way of effective policy or guidelines, storage space is at a premium. In the absence of publications, future generations of archaeologists and other researchers will encounter major, perhaps insurmountable, difficulties in interrogating and understanding the massive amount of information generated by recent and future excavations.”* (University College Dublin et al 2006 11).



Figure 6: Excavation archives in storage – map folders containing site plans. Margaret Gowen and Co. Ltd

It recommends the development of a “National Archaeological Archive” with appropriate resourcing as one of its “Important Strategic Initiatives.” (ibid 13). Without such an initiative the outcome, identified by the authors of the report, will be a failure to integrate the new knowledge gained from the immense volume of information generated by development-led archaeology and other excavations.

The need for establishing standards in the preparation of site archives and their dissemination has also been recognised as an internationally relevant topic in the Valletta Convention

The creation of a local archaeological archive would directly respond to the principles and issues raised in these documents and the problems identified in this study. It would ensure:

- the long term preservation of archaeological site records and thus ‘preservation by record’
- accessibility of archives for future research
- dissemination of results

6 SELECTED REVIEW OF INTERNATIONAL PRACTICE IN THE CURATION OF ARCHAEOLOGICAL ARCHIVES

A comparative review of international best practice in the archiving of archaeological site records was conducted, concentrating on Britain, Sweden and Germany. In all three countries very different systems are in place, with the management of excavations in Sweden and Germany for example being largely in the hands of state organisations such as archaeological services or museums. These varying circumstances have created different responses to the question of how to store and preserve archaeological excavation documentation for the long-term future. While these differ in detail and in the degree of legal enforcement, the common aims in all examined legislation are the long-term preservation of archaeological site archives in central repositories and the provision of access to facilitate research.

Submission Of Archives

Depending on the legislation, the submission of excavation archives can be voluntary (Britain and Sweden) or obligatory (Germany and Switzerland).

Repositories

In the jurisdictions examined, archaeological archives were housed in local repositories either in museums (e.g. Britain and Sweden) or state-run archaeological services (e.g. Germany). In Britain, as in Ireland, the majority of archaeological excavations are undertaken by commercial sector archaeologists, while some are conducted by amateur societies. Unpublished reports and some archives are submitted to County museums. There is no central repository.

Accessibility

Access to archaeological archives is facilitated in all countries examined. Archaeological archives are understood not just as safe storage provisions for data, but also as a facility for researchers. Access to material is at times facilitated by the provision of in house or online databases or the publication of reports online. In Germany and Britain a reasonable (research) interest in the material has to be demonstrated and a legal waiver signed.

Copyright

The provision for access to unpublished material of course has legal and organisational implications and provisions have to be in place which ensures the protection of copyright. In such legislation where the copyright and ownership of archive material lies with the excavator, the ownership of the archive has to be passed on to the repository, while the intellectual copyright remains with the excavator. Legally binding agreements have thus to be signed at the point of donation.

Homogenising Of Archival Standards

A basic, but elementary pre-requisite for the establishment of an archive that is based on submissions from different parties, is the homogeneity of the material. This is necessary to allow easy processing of the submitted material and to ensure accessibility of the data. For this reason standards have been established in different countries and regions. These relate to the range of material that has to be submitted, its format (hard copy and digital), storage media and formats (for both hard copy and digital), structure of data, terminology, supplementary documentation and indices.

Ideally, standards have to be agreed on from the outset (Archaeological Archives Forum 2006, 1.2.). This means that arrangement must be made to ensure that the standards are integrated in the project design and contact with the repository established already at the planning stage of a project. This will ensure that standards are met and facilitate the transfer of the documentation after completion (IFA 2001, 6).

7 STANDARD FOR THE TRANSFER AND ACCESSION OF ARCHIVAL MATERIAL FROM DUBLIN CITY ARCHAEOLOGICAL EXCAVATIONS TO DUBLIN CITY LIBRARY AND ARCHIVE (DCLA)

Dublin City Library and Archive (DCLA) and the donor will enter into and adhere to an initial donation agreement that will ensure that the material submitted to DCLA accords with the guidelines established by this study and specified below.

Storage facilities at DCLA

DCLA will provide storage that complies with international best practice standards and ensures the long term preservation of the records submitted. DCLA has adaptable storage facilities to accommodate outsize material, photographs, slides, negatives, digital material. DCLA have strongrooms constructed and finished to BS5454 standards⁹. There is an air handling system that regulates the temperature and humidity levels ensuring optimum storage conditions for archives. Strongrooms are fitted with a fire suppression system that is designed to operate after two smoke alarms are activated (this is a safety measure against false alarms). The fire suppression system works by removing oxygen from the atmosphere, while simultaneously engaging dampers on the air-handling system to prevent fresh air from entering the strongroom and fuelling the fire. Strongrooms are fitted with a mixture of mobile shelving, static shelving and outsize storage cabinets.

DCLA premises are fitted with a monitored security alarm and surveillance cameras inside and outside. Due to late evening and weekend opening hours staff are present for much of the time.

DCLA has experience in scanning and digitising archival material. The material is stored as TIFF files on LTO2 Tapes. Master files are stored offsite and a working copy for use is held in DCLA. DCLA will undertake to apply the same standards to the scanning and digitising of suitable material from the submitted archaeological archives.

⁹ BS5454 is a British Standard outlining recommendations for the storage and display of archival material. It also includes recommendations on architectural design, fire safety, fire detection, equipment, security, environmental and lighting conditions. The basic principle of BS5454 outlines the optimum conditions to ensure that archival material survives as long as possible. The main points of the standard ensure that records are maintained at the correct temperature and humidity relevant to their media, that they are stored in correct preservation materials e.g. acid free boxes and that archival material is stored away from danger of fire, flood and theft.

- DCLA's strongrooms are finished to BS5454 standard
- An air handling system regulates the temperature and humidity levels ensuring optimum storage conditions for archives
- The strongrooms are fitted with a fire suppression system
- Strongrooms fitted with a mixture of mobile shelving, static shelving and outsize storage cabinets for maps, plans, drawings etc.
- DCLA will maintain data submitted



Figure 7: Dublin City Library and Archive. Strongroom 1

Copyright and ownership

- Must be established prior to donation
- Ownership of material donated will pass to Dublin City Council (DCC).
- Intellectual copyright will rest with the donor. DCLA will not accept material unless ownership is transferred.
- The terms of the Copyright and Related Acts (2000) will apply allowing DCLA to provide photocopies of material for research purposes only
- Researchers wishing to publish will be obliged to write to the donor for permission to do so.

Access

Storage for archaeological archives can only be provided by DCLA if these archives are made available for public research. To allow for the publication of findings from excavations, a closure period of three years is proposed, to commence on the date of donation of these each archive collection with DCLA. During this closure period, these archaeological archives will be made available for research only to the donor/s or to person/s nominated by them in writing and the standard Terms of Membership of DCLA, including photocopying charges, will apply to all such persons. (For Terms of Membership, see Appendix II). At the conclusion of the three-year closure period, each collection of archaeological archives will be opened for public research and again the standard Terms of Membership of DCLA, including photocopying charges, will apply.



Figure 8: Dublin City Library and Archive. Reading Room

Donors of archives, and archaeologists who have worked on the excavation/s recorded in the donated archives, may borrow slides or photographs relating to such excavations, for the purposes of presenting lectures or the preparation of articles and publications relating to the excavations covered by the donated archives.

DCLA will use and will operate from the box list supplied by the donor and will not re-list the material. Each file will be tagged prior to its use in the research room and material made available to researchers will be subject to the security systems in place in DCLA. 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 provide storage for records only under specific terms and conditions to be agreed with the donor/s at the time of donation of collections
- Closure periods agreed between the DCLA and the donor/s at the time of donation cannot be varied
- A maximum closure period of three years has to be agreed on by both parties
- After this time the material must be made available or it will be returned to the donor
- Material made available will be subject to the security systems in place in the repository
- DCLA's policy on making material available should be clearly stated to the donor prior to transfer

Composition and preparation of archaeological archives accepted by DCLA

General composition

- DCLA will accept the submission of a variety of media formats e.g. paper, maps and drawings, photographs, slides, negatives, transparencies and digital material.
- Photographs will ultimately be scanned/digitised as colour photographs will not survive long term.
- DCLA will not accept 'low grade' material e.g. newspaper cuttings, memoranda to staff, administrative documentation including routine correspondence etc. and

must be in a position to refuse such material and return it to the donor. In addition the following documentation should **not** be transferred to DCLA:

- Financial material e.g. tenders, budgets, costs, invoices, receipts salaries, wages, bank details
 - Commercially sensitive material
 - Employment contracts
- Environmental samples or other collected or processed material must **not** be transferred to DCLA. It is essential that the donor understands that to do so, even by mistake, would seriously compromise the optimum storage standards currently maintained by DCLA.

Material to be accessioned

- Excavation reports, including specialist reports.
- Copies of draft reports, first draft is usually most relevant. If other drafts are to be 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
- List of items submitted
- Key-word list, including periods represented on site, site types, materials and artefact types present.
- Items should submitted as digital and hard copies where possible

Submission to DCLA

- All material must be repacked, using file covers and boxes supplied by DCLA. Material packed in other storage containers/packaging will **not** be accepted by DCLA.
- DCLA will provide packaging material, including file covers/portfolios for outsize material e.g. maps/plans/drawings.

- An overall list of content of the submission has to be provided
- Each submitted unit (e.g. box, folder, CD) has to be accompanied by a contents list (see section x). Units without lists will be returned to the donor by DCLA.
- Each unit should be labelled according to a template supplied by DCLA (see section x). Labels will be supplied by DCLA. The box list should be numbered accordingly and placed inside the top of the box. It is essential that the box list is complete and accurate.
- The contents lists will be checked against the contents by DCLA. If there is any discrepancy the box will be returned to the donor who must revise the box list.

- The donor must remove all metal fastenings, existing file covers, ring binders etc. Photographs may remain in albums.
- Maps/plans/drawings can 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 and a receipt.
- All boxes, file covers and labels supplied by DCLA must be returned by the donor even if they are not used.

Preparation for Transfer

- Elements of the written archive must clearly identified (see below)
- Box list of contents
- Metal fastenings should not be used at any stage of the management of the written archive, nor should adhesive tape. They must be removed and replaced using plastic paperclips
- Do not use self adhesive labels or ‘post-it’ notes. Use a separate sheet of paper to mark groups of documents or convey information
- Keep documents in a logical order e.g. chronological order
- Do not fold documents
- Boxes clearly labelled and numbered according to repository instructions

Drawings

Standards to be adopted by Archaeological Contractor/Director of Excavation

- Drawings stored securely to minimise damage, deterioration, loss or theft
- Polyester based film for drawings

Storage in Archive

- Repository will provide outsize boxes and/or file covers to the donor

Photographs

Standards to be adopted by Archaeological Contractor/Director of Excavation

- Photographs to be stored securely to minimise damage, deterioration, loss or theft
- Media that can be kept in perpetuity, in their original form must be used for record purposes. Digital photographs are only appropriate if there is a clearly established procedure for long-term preservation. Otherwise prints of digital photographs should be transferred
- Mark photographs clearly identify the project/excavation i.e. site name and licence number
- Do not mark negatives, mark negative holders
- Prints to be marked at back using a soft pencil, no ink
- Transparency mounts to be marked, not the film
- Identify subject, scale, a north sign or other means of location/orientation if appropriate
- Used films must be processed prior to transfer
- Video is not recognised as a record medium of archival quality it should be transferred to DVD prior to transfer

Preparation for Transfer

- Negatives, prints, slides, transparencies should be classified by type, packed separately. Index.
- Negatives stored in polyester packets or hangers
- Prints stored in polyester sleeves
- Transparencies stored in polyester packets or hangers

Storage in Archive

- DCLA will provide mylar pockets

Digital Material

Standards to be adopted by Archaeological Contractor/Director of Excavation

DCLA will accept material in a variety of formats i.e. Word documents, Excel spreadsheets, and databases stored on short term storage media provided that the version used is up-to-date. The donor will be responsible for updating digital material prior to transfer, otherwise it will be returned.

- Should be categorised by types of data file e.g. CAD, database, spreadsheet, GIS, text
- Short-term storage media to be used include floppy discs, USB key, hard discs, CD-ROM, DVD regularly backed up
- Digital material to be stored securely to minimise damage, deterioration, loss or theft
- Consistent standards of terminology, content, format, file naming¹⁰ (incorporating the licence no.)
- Version control
- Up to date virus protection

Preparation for Transfer

- Close communication with receiving repository essential prior to transfer of digital archive. Expectations on both sides must be clearly understood. It is essential that it is established very early on exactly what the receiving repository can and cannot guarantee regarding the long term curation of and access to digital material.
- The archive repository will advise on the types of media in which digital material can be submitted
- The archive repository will advise on the preferred file type for specific types of digital material
- Marked or labelled clearly and permanently in a way that identifies the project and the contents of each disc, tape etc. Adhesive labels must not be stuck directly on to CDs and DVDs, which must be marked with non-acidic specialised markers

¹⁰ see <http://ads.ahds.ac.uk/project/userinfo/deposit.html#filenaming> (Archaeological Data Service) and <http://www.recordsmanagement.ed.ac.uk/InfoStaff/RMstaff/RMprojects/PP/FileNameRules/NamingConventionsV09.htm#rules>

- If standards or other conventions were used when creating the digital material a copy of these should be included
- All digital material must 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 the receiving repository

Storage in Archive

- It is essential that the repository informs the donor about specifications regarding their policies with regard to the long term storage and preservation of and access to digital material i.e. fireproof, anti magnetic facilities, storage of back up versions in a separate facility with same level of standards
- Data management system that ensures a regular programme of back up and transfer etc.
- Repository must clearly state their requirements with regard to the transfer of digital material

Packing of archival material

- Dublin City Library and Archive will supply folders (A4) for printouts or handwritten documentation; plan-folders (A1 and A2) for plans; along with paper clips, treasury tags, plastic slide-on binders, and mylar plastic photo pockets (4 photos per sheet), all of these consisting of acid-free materials.
- All materials supplied by Dublin City Library and Archive as above must be signed-for by the archaeologist or archaeological company to which they are issued. Unused items must be returned to Dublin City Library and Archive
- Up to 100 Din A4 sheets can be contained in a folder. Sheets that need to be kept in sequence can be held together by treasury tags with plastic ends or plastic slide-on binders.
- Slides have to be stored in slide boxes, not folders or sheets.
- Photos can be submitted in folders, will however be transferred to special mylar plastic photo pockets. Because of this, they need to be labelled on their back, not in the album (see below).

Indexing

- All items should have a brief description, indicating clearly what type of material they are i.e. report, plan etc.
- All items should be numbered consecutively.
- An overall index of all items submitted has to be provided
- All items need to be numbered and referenced in the lists of contents for the individual units (e.g. box, folder).
- Photos and slides need to be numbered and their object identified, i.e. feature number, section etc.
- Negatives cannot be submitted unless they can be identified

Labelling

Folder labelling

- Site name
- E No
- Folder No out of No folders
- List of contents –number of each item and description. Consecutive numbering

Box labelling:

Top of the box: *Copy of the list also to be deposited inside the box*

- Site name
- E No
- Box No out of No boxes
- List of Folders contained in box with title

Front of the box:

- Box no
- Name
- E No
- Brief description

Plan Folders:

- Site name
- E No
- Folder No out of No folders
- List of contents –number of each item and description. Consecutive numbering

- Details

Slide boxes:

- Site name
- E No
- Folder No out of No folders
- List of number of slides contained in the box. Consecutive numbering

- *Label to be attached to the BASE of the box*

Photographs

- Site name
- E No
- Brief description of photo/feature

- *Label to be attached to back of photo*

- **Digital Media**

- **Label for CD**

- Site Name
- E No
- Brief list of contents
- **List to accompany CD**
- Site Name
- E No
- Date
- List of contents –number of each item, description, and electronic format of each document

Summary of Archive Repository Responsibilities

- Liaise with archaeological contractor/director of excavation
- Repository will advise on archive (all formats) preparation as required
- Repository will receive the archive, agree ownership and copyright conditions
- Repository will ensure standard of storage and care
- Repository will make archive accessible

Repository will establish searchable database for each site, based on submitted key-word lists to facilitate access to the material and its use for research.

- Researchers wishing to publish will be obliged to write to the donor for permission to do so.

Summary of standards to be adopted by Archaeological Contractor/Director of Excavation

- All documents stored securely to minimise damage, deterioration, loss or theft
- All documents, including maps, plans and images to be marked to clearly identify the project/excavation i.e. site name and licence number
- Consistent use of terminology, recognisable formats
- No use of metal fastenings, bindings
- Drafts of reports, ideally the first and final version
- Include dates
- Include author of the record

Summary of Preparation for Archive 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
- Secure transfer to Archive

8 QUANTIFICATION OF ARCHAEOLOGICAL ARCHIVES HELD IN PRIVATE HANDS

As part of this study an attempt was made to quantify the amount and quality of archaeological archival material in private hands relating to excavations conducted in Dublin City. This calculation is based upon a review of the quantity of archives held in Margaret Gowen & Co. Ltd. and by an analysis of the total number of excavations carried out in Dublin city for the years 1995-2000 based upon the website www.excavations.ie. The results of a survey by the Irish Institute of Archaeologists (IAI 2006) add to this as an independent means of measure.

The majority of archaeological excavations carried out as a result of planning conditions in Dublin City have been carried out since 1990. In 1988 two licensed excavations were carried out in Dublin City (Bennett 1989). In the six years between 1995-2000 (inclusive) 647 archaeological licences were taken out in County Dublin, and of those approximately 398 (61.5%) related to Dublin City. An individual breakdown of each year is presented in Table 1.

Table 1 – Excavations in Dublin City and County

Year	Licences (Dublin City)
1995	40
1996	52
1997	97
1998	71
1999	71
2000	67

An analysis of the archive of Margaret Gowen & Co. Ltd. identified 84 storage boxes of files (40cm x 34cm x 25.5cm) from 65 archaeological excavations in the city. The breakdown of site files from these excavations is listed on Table 2.

Table 2 – Numbers of Storage boxes in Margaret Gowen & Co. Ltd.

Site Name	Excavation No.	No. of Storage Boxes
Temple Bar West	96E0245	30
Back Lane	96E0300	4
Hammond Lane	03E0721	4
LRT (various)	97E0316, 00E0538, 00E0772, 01E0733 & 01E0892	3
Ardee Street	03E0315	3
Iveagh Markets	03E1816	3
St Mary's, Dublin 1	98E0236	2
36-39 James's Street	01E1034	2
Merrion Road, Dublin 4	03E1407	1
O'Connell Street	03E0433	1
Cornmarket	99E0239 & 03E1601	1
Spencer Dock	03E0654	1
Nestle, Kilmainham	00E0183	1
Trinity College Dublin	98E0150, 02E0422 & various	1
Longford Street Little	00E0137	1
9-12 High Street		1
3-6 Exchange Street	93E0143	1
Tram Street/Phoenix Street	01E0229	1
Thomas Street	96E0280	1
Mater Hospital	02E0960, 03E1815 & 04E1049	1
Davis St	96E0374 & 99E0452	1
Ship St./D.A.R.T	E00017	1

It is estimated that Margaret Gowen & Co. Ltd. has carried out approximately 33% of the licenced excavations in Dublin City. On this basis it is suggested that the entire excavation archive for the city would represent approximately 250-300 banker's archive boxes.

The preliminary results of the recent national survey conducted by the Institute of Archaeologists of Ireland (IAI) amongst professionals indicate similar figures. However, there was a low response rate to the survey (35 respondents, *c.* 11% of IAI members), which indicates that the results of the survey have to be treated with caution. In the IAI, survey 34 individuals indicated that they retained archives for some 671 sites. On the other hand, 8 of the respondents had not retained the archives of 49 excavations. From the results of the survey it is not possible to qualify the nature of the 49 non-archived sites.

However, considering remarks made by some other respondents, it appears that they did not archive monitoring or test excavations. It can be concluded, therefore, that the number of non-archived sites may be larger than indicated by the respondents. Some 33 people also estimated the number of archival-sized boxes in storage, which add up to 532 boxes from sites nationwide (for 11% IAI membership). At the moment, these are largely in company stores, while other archives are held privately by individual archaeologists (Institute of Archaeologists of Ireland 2006).

Estimate Of Time Incurred By The Processing Of Site Archives For Submission To Dublin City Library And Archive

The preparation of an excavation archive stored in one banker's box from the archives of Margaret Gowen and Company & Co. Ltd. required 15 working hours in order to bring it up to the standards outlined in this report. If site archives are designed from the outset to comply with the standard devised, the time spent on the preparation for submission would be very significantly reduced.

9 CONCLUSIONS

“Every archaeological project should...aim to produce a stable, ordered and accessible archive that can be assimilated easily into the collections of recognised repositories...It is recognised...that collection must be subject to selection procedures, which are determined by the overall research aims of the project and the receiving repository...Use of this document (i.e. the Standard) should ensure that repositories will accept ...an archive ... at a required standard.” (Archaeological Archives Forum 2006)

The establishment of an archaeological archive for Dublin City would address the problems currently faced regarding the preservation of and access to the city’s primary archaeological site records. The housing of such an archive in Dublin City Library and Archive (DCLA) would provide secure, long term storage to international best practice standards.

An archaeological archive for Dublin City would remedy the current problematic and unsustainable situation for the preservation of archaeological site records. The housing of such an archive with DCLA under the guardianship of Dublin City Council would ensure the long term and safe storage of these records in a manner that accords with international best practice.

International comparison demonstrates that it is commonplace in other jurisdictions to adopt a policy where archaeological archives are actively curated. Clearly, the long term curation of archaeological archives in a dedicated public archive repository is best practice in accordance with the principle of *‘preservation by record’*.

The implementation of a long-term strategy regarding the storage and curation of archaeological archives from Dublin City excavations also concurs with international best practice. The establishment of a central archive for archaeological site records will ensure that this centrally important part of the archaeological record will be preserved for the future. It will facilitate further research, presentation, publication and reinterpretation by providing access and long-term curation of the archives in an appropriate archival context and their accessibility.

The archiving of archaeological site records to international archival standards requires the provision of safe, fire and floodproof storage space with specialised fire extinguishing systems. These standards cannot be achieved if archives are in the hands of individuals or companies. Dublin City Council recognises its duty of care and together with Dublin City Library and Archive has offered a solution to this problem. The housing of primary archaeological records in an archive run by Dublin City Council has also long term benefits for companies, who often struggle to provide appropriate storage.

The submission standards established in this study will ensure the long-term preservation of and accessibility to archaeological records of Dublin while on the other hand allow for unproblematic transfer by providing clear and realistic guidelines for submission.

The success of the archiving of archaeological site records in accordance with these standards will depend to a great extent on the condition and format of individual site archives.

- An excavation archive must, therefore, be designed from the outset in accordance with the archival standards proposed in order to ensure that it will be compatible. This will also facilitate the process of submission and lower the costs incurred in the preparation for submission.
- Currently, there are no statutory guidelines or mandatory minimum recording standards required on archaeological excavations in Ireland. The establishment of a recording standard for Dublin is recommended as outlined in this study.

The archiving of archaeological site archives in Dublin City Library and Archive would constitute an ideal response to the problems faced in current archaeological practice within the city.

10 RECOMMENDATIONS

It is recommended that:

1 Dublin City Council and Dublin City Library and Archive take responsibility for custodianship for archaeological site archives arising from archaeological excavation work from Dublin City.

Dublin City Library and Archive can provide storage to best practice archival standards, facilitate access to archives and protect intellectual copyright.

2 Licensed archaeologists working in the private sector should submit archaeological archives arising from excavations to a nominated “archive repository”.

The practice of formally archiving the records of archaeological excavations is supported by professional codes of ethic and conduct and is supported by the principles embodied in the European Convention on the Protection of the Archaeological Heritage (Valletta Convention)

3 Archaeologists responsible for archives generated from past and future archaeological excavations in Dublin City should present these archives to Dublin City Library and Archive.

Archaeological archives form an essential element of the cultural heritage of Dublin City and, as such, should be held in a secure and publicly accessible facility.

4 Licenced archaeologists should submit complete archives to the best practice standards as devised in this pilot study.

The archives prepared for submission should include full reports and specialists reports along with the original site records and documentation.

5 All archives arising from licenced excavation or undertaken as a requirement of planning should be submitted to Dublin City Library and Archive

The archives considered suitable should include: archaeological excavations undertaken as mitigation for the negative impact of development; archaeological test excavation undertaken to evaluate archaeological sites; the results of archaeological monitoring during development site preparation works. It should also include unpublished desk

studies and archaeological appraisal studies undertaken in the context of development impact assessment or in EIS.

6 A one-year trial period will be put in place during which time it is recommended that archives should be prepared and submitted to Dublin City Library and Archive(DCLA).

During this proposed trial period DCLA will accept any suitable archaeological archives pertaining to Dublin City which are prepared and presented to the standard outlined in this report. This process will be monitored by the Steering Group and the results evaluated after one year.

7 An open information day in Dublin City Library and Archive (DCLA) for archaeologists should be considered in order to promote the concept and raise awareness about the issue.

DCLA has already decided to plan an event of this nature in collaboration with the Dublin City Council's City Archaeologist and Heritage Office.

8 Archaeological site records and documentation should be designed and laid out in a manner that facilitates compliance with the guidelines for an archive standard presented in this report.

Private companies, Universities and the Institute of Archaeologists of Ireland jointly should develop and ensure that excavation recording methodologies can and will produce site documentation that can be archived according to the standard recommended within this report

11 IMPLEMENTATION

It is envisaged that the principles and objectives set out in this Pilot Study can be best achieved through the requirements of the planning process.

Most of the archaeological work undertaken in Dublin City and environs has been, and is being, undertaken in the context of archaeological evaluation of sites and archaeological mitigation for negative development impact. The submission of excavation archives arising from archaeological excavation undertaken as a planning requirement should be integrated into the conditions of planning.

Towards a national strategy

It is hoped that the results of this study can be used as a basis for the creation and implementation of a national standard and strategy for the curation, security and public access to archaeological archives. Such a strategy might be applied initially, as in Dublin, in other regional centres.

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APPENDIX I - SELECT INTERNATIONAL STUDY

Legislation And Procedures Regarding Storage Of Archives

In Germany, each county's archaeological service acts as the final repository for archaeological documentation. This includes all original documentation related to archaeological finds, observations and excavations (e.g. Rheinisches Amt für Bodendenkmalpflege 2006, 29). The complete documentation for excavations has to be submitted within a tight timeframe after completion of the excavation. In the Rhineland, the local archaeological service will notify the county's archaeological service that an excavation has been completed and when the documentation will have to be submitted to the local archaeological service. The usual time-span is equivalent to the time spent on site (1:1); hence the documentation and report for a site that took four months to excavate will have to be submitted after four months. The minimum time to be spent on the preparation of the documentation and the report for submission is defined as well as at least two months (Rheinisches Amt für Bodendenkmalpflege 2006, 28). In Hessen, however, all documentation and the report have to be submitted two months after completion of the excavation (Landesamt für Denkmalpflege Hessen 2005). The situation is similar in Switzerland, where by law excavation material has to be submitted to a central archive run by the archaeological county service in Bern (Archäologische Bodenforschung des Kantons Basel-Stadt 2004, 13).

The Swedish National Heritage Board issued some recommendations regarding the storage of archaeological archives. Copies of reports and site archives should be held by the local county council, the local museum and the National Heritage Board. (Swedish Heritage Board 1998, 34, pers. comm. Feldt, Östergötland County Museum). Two archive copies are deposited with the National Heritage board, specifically their Antiquarian Topographical Archives (NordArk 2006a). Copies can also be submitted to certain municipal museums and departments pursuing archaeological excavations. The decision for this lies with the county administration (NordArk 2006b)¹¹.

¹¹ A quite rigorous interpretation of these recommendations appears to have been adopted in some parts of the country in regard to the submission of completed excavation reports. While the Östergötland County Museum holds a copy of each of their excavation reports, they also send copies to the archive at the Swedish National Heritage Board, to the county council, the client, the local/parish historical association, the local library and the county library. Since the reports also receive an ISSN number, a copy is also sent to the University libraries and the Royal Library (pers. comm. Feldt, Östergötland County Museum, 2006).

In Canada, local museums act as provincial repositories. They store and curate not only artefacts but also site records, including photos, plans and maps (Royal Saskatchewan Museum). It appears however, that no legal obligation exists for site archives to be deposited with the museum.

While deposition of site archives is voluntary in Britain, material accepted by Museum of London (Molas) must also include all original records, including site-notes and diaries. Molas however make a distinction between primary and secondary archives. Primary archives, which are the original site records, will be kept in store, while secondary archives, such as finds databases will be accessible digitally (Museum of London 1998, 40). In Scotland, all excavation documentation must be deposited with the National Monuments Record, which will pass on copies to other museums (IFA 2001, 6).

Archive Purpose

While, as expressed in the quote at the beginning of this study, the long-term preservation of archaeological records has to be considered one of the prime motives for the establishment of centralised archives, accessibility and dissemination are important issues also. While in all systems studied here, access to excavation archives is possible, different countries follow either quite restrictive or quite liberal rules about access. While in Germany and also Britain a reasonable (research) interest in the material has to be indicated by the person consultant an archive, in Sweden and now also in Britain, a movement to easier accessibility through the dissemination of reports and excavation data either through in-house digital media or publication on the internet, is taking place. Especially the Archaeological Archives Forum sees this aspect as being of central importance. 'At a time when the reports of many archaeological projects appear as 'grey literature', and are thus only barely within the public domain, the project archive has become a vital source of information. It should be accessible to archaeological contractors, consultants, researchers, students and curators' (Archaeological Archives Forum 2006). The provision of access to unpublished material of course has legal and organisational implications, which are discussed below (see sections 3 and 4).

The British Oasis project, which is a collaborative project between the Archaeology Data Service, the Archaeological Investigations Project (AIP) of Bournemouth University, the Archaeology Commissions Section of English Heritage, and the National Monuments Record of English Heritage, under the umbrella of the University of York, promotes and facilitates the accessibility of 'grey literature' on the internet. Oasis has created a searchable index of excavation reports,

which will enable the user to locate and source reports. Oasis is housed on the Archaeological Data Service's (ADS) website. Here also some actual excavation reports are searchable and accessible (Oasis 2006).

Copyright

While in some countries such as Germany the copyrights lie with the archaeological service, and publication of material has to be negotiated with them, the situation is different in for example Britain, where the copyright lies with the director or the originating body. With the deposition of material into a central repository which also allows access to the material, the issue of copyright arises. Usually the title is transferred to the institution that houses the material and/or the author licences the use of the material (Institute of Field Archaeologists 2001, 7). While the Museum of London, which acts as a repository for archive material in London, enforces standard copyright restrictions, it warns authors that access to material cannot be restricted as soon as it is part of their public archive (Museum of London 1998, 29). Similar procedures are in place at English Heritage (Heritage Trust 2004, 16). The Institute of Field Archaeologists recommends clarifying the situation by including statements of ownership and copyright into a written contract (Institute of Field Archaeologists 2001, 6). They suggest the following guidelines: The excavator will retain copyright and intellectual rights over their records; the excavator will grant a licence covering copyright and possibly intellectual rights to the repository and the excavator will transfer title to the records to the repository on deposition (Perrin 2001, 24). The new draft of the Archaeological Archives Forum (2006) specifies the scenarios for England, Scotland and Northern Ireland (see appendix I). In order for an archive to remain accessible, the repository must have ownership of any finds and copyright, sole or shared, over the documentary archive. This must be in line with existing legislation.

Access

Closely connected with the issue of copyright is that of access. Granted that part of the archive's purpose is to facilitate access to the material, this access has to be regulated in accordance with the existing copyright situation.

In Germany, where the copyright lies with the state-run archaeological service, archaeological archives can only be accessed, if legitimate interest such as archaeological or local history

research can be proven. A written application has to be submitted and a legal waiver signed (e.g. Rhineland, Landschaftsverband Rheinland).

Excavation reports are accessible in Sweden through the National Heritage Board, county Museums and other repositories. (NordArc 2006b). However, a selection of reports can be downloaded from the National Heritage's website (<http://www.raa.se/uv/rappporter.htm>). The same is the case for Britain, where some excavation reports are accessible on the web (Oasis 2006), in line with a general move towards accessibility of material online (e.g. Cornucopia, ADS, Heirnet etc).

Archiving Guidelines And Standards

A basic, but elementary pre-requisite for the establishment of an archive that is based on submissions from different parties, is the homogeneity of the material. Such is necessary to allow easy processing of the submitted material and to ensure accessibility of the data. For this reason standards have been established in different countries and regions. These concern the range of material that has to be submitted, its format (hard copy and digital), storage media and formats (for both hard copy and digital), structure of data, terminology, supplementary documentation and indices. Standards have to be agreed on from the outset (Archaeological Archives Forum 2006, 1.2.), arrangements detailed already in the project design and contact with the repository established already at planning stage of a project in order to facilitate the transfer of the documentation after completion (IFA 2001, 6).

Guidelines for the format, material and structure of archaeological hard copy and digital archives have been issued by different institutions (e.g. Archaeological Archives Forum 2006, National Trust 2004; Museum of London 1998, 36-46; Swedish Heritage Board 1998, 35-48, Royal Saskatchewan Museum) at varying levels of detail. Besides range of material and its format also preservation-relevant standards are defined. This includes the types of paper or ink used, packaging of paper files, photos or drawings and the materials used for that as well as formats of labelling and cataloguing including requirements for the submission of lists and inventories of the submitted material (Royal Saskatchewan Museum).

While most guidelines specifically for the archiving of archaeological material concentrate on issues such as format or media, in Germany and Britain no overall standardisation of these issues is visible from the documentation. Individual counties design their own guidelines. In the Rhineland it is required to submit two hard-copies of the final excavation report along with all

archival material, plans, maps, original drawings, site documentation, and slides. Plans, maps, images, drawings and context lists have to be submitted as digital copies as well. Digital photos have to be submitted on CD as well as hard copies. Forms have to be filled out that list finds and images. Guidelines for the labelling and format of digital media and the file formats used for digital submission exist (Rheinisches Amt für Bodendenkmalpflege 2006, 29). Checklists for the handing over of material have to be filled out for each site (Landesamt für Denkmalpflege Hessen 2005).

In Sweden excavation reports are submitted as PDF-files (at least 20 copies). Data which was not created digitally, such as site drawings or diaries are archived as hard copies (pers. comm. Hansson, Museum of Småland, 2006). The wide use of the excavation recording programme Intrasis has created a standard, in which the data for each project is stored in the same format. Intrasis (Intra-Site Information System), which was developed by the Swedish National Heritage Board, is a field documentation system that can be used for survey, modelling, mapping and architectural documentation as well as the documentation of excavations. It is an object-oriented flexible GIS based recording, storing and analysing system. Data from Total Stations, GPS, Digitizer, Photogrammetry etc can be uploaded and data, including plans and images, stored in flexible databases (www.intrasis.com). A number of Swedish institutions use this system to date; however, while its use is encouraged by the Swedish Heritage board, it is not mandatory. The automatic standardisation of the recording and presentation of data is beneficial for the purpose of the creation of an archive. The transfer process between the submitting body and the repository is facilitated by the fact that conversion of data into agreed format is not necessary.

Digital archives allow the integration of results in wider regional studies, ease the managing and also facilitate public access. They however constitute a problem in themselves, since no long-term experiences with the long-term preservation of digital records exist and change of standards of operating systems and program formats may affect the accessibility of digital records in the future. The Association of county-archaeologist in Germany (Verband der Landesarchäologen in der Bundesrepublik Deutschland 1999, 16) thus recommends that digital archives should be checked regularly and transferred onto up-to-date media (see also Museum of London 1998, 95). Formats should be agreed with the responsible repository and copies in open formats added if possible. Also, a handbook with documentation of the system, file formats and program-versions used should be submitted with the excavation archive (Verband der Landesarchäologen in der Bundesrepublik Deutschland 1999, 17). Guidelines for digital preservation have been drawn up for archaeological archives (e.g. Richards and Robinson 2000;

<http://www.ahds.ac.uk/creating/information-papers/project-management/index.htm>), UKoln 2006).

The Archaeological Archives Forum (consisting of representatives of Institute of Field Archaeologists, English Heritage, Archaeological Data Service, Council of British Archaeology, Resource, Society of Antiquaries and others) has created a draft for best practice guidelines for the creation of archaeological archives (Archaeological Archives Forum 2006), which are supported by the Association of Local Government Archaeological Officers, Department of Environment for Northern Ireland, Historic Scotland, Royal Commission on the Ancient and Historic Monuments of Scotland and the Society of Museum Archaeologists. This represents an attempt at creating a country-wide and inter-institutional standard for archaeological archives.

Cost

A study of the cost associated with the storage of, and provision of access to, archaeological archives in museums was conducted in Britain (Bott 2003). Usually, in the use of such archives is free of charge, copies of material are however charged for.

APPENDIX II - COPYRIGHT REGULATIONS AS SPECIFIED BY THE ARCHAEOLOGICAL ARCHIVES FORUM (AAF) FOR ENGLAND:

It is the responsibility of the archive repository to obtain a written assignment of copyright from the copyright holders; the people who created the original material. If a copyright holder wishes to retain certain rights to the material, then the archive repository could grant them a copyright licence.

If a copyright holder is unwilling to assign copyright, then they may grant a copyright licence to the archive repository, which the latter should obtain in writing.

An archive repository should seek to obtain rights in perpetuity, and fixed period licences should therefore be avoided. The licence must also represent the interests of third parties, such as the NMR (National Monuments Record) or ADS (Archaeological Data Service), which receive copies of the documentary or digital archive.

Copyright Regulations As Specified By The Archaeological Archives Forum (AAF) For Northern Ireland:

All documentary and digital archives resulting from licensed excavations should be deposited with the Environment and Heritage Service of the Department of the Environment.

While the donor would retain intellectual copyright to the archive, the Environment and Heritage Service will make it be accessible upon request to members of the public.

Documentary and digital archives from archaeological projects that have not required a licence may be offered to any appropriate repository, although this will usually be the Environment and Heritage Service. Any appropriate repository should ensure public access to the archives.

Copyright Regulations As Specified By The Archaeological Archives Forum (AAF) For Scotland:

In Scotland all documentary and digital archives resulting from projects grant-aided or funded by Historic Scotland are submitted to the RCAHMS, and this is part of the contract signed between Historic Scotland and the contractor. Deposition in RCAHMS of documentary or digital archives from projects funded by developers or others is actively encouraged.

APPENDIX III - SURVEY OF ARCHIVAL MATERIAL STORED IN THE OFFICES OF MARGARET GOWEN & CO. LTD (MGL) ARCHAEOLOGICAL PRACTICE (ORNA SUMMERVILLE)

One day was spent surveying the archival material created as a result of two excavations carried out by Margaret Gowen & Co. (MGL) archaeological practice, Back Lane and Thomas Street. This document reviews the contents of each box and outsize portfolio and provides a series of actions required prior to the transfer of material to Dublin City Library and Archive (DCLA). The aim of this document is to provide the Steering Group with a clear picture of the type of material included and to inform them of the presence of unsuitable material that should not be transferred to the repository. In addition the review may also provide the Steering Group with an indication of gaps in the documentary evidence. The series of actions to be taken prior to transfer is based on a separate document described below.

Material Presented At Dublin City Library And Archive

Sample 1

Excavation: Back Lane

4 boxes, dimensions: 40cmx30cmx26cm, includes contents lists

5 outsize portfolios for drawings, plans etc.

General condition of the material is very good. It is stored in robust boxes in a dry and secure environment.

Box 1

3 photograph albums labelled, all colour photographs, some missing. Most of the photographs are identified. Negatives stored at the back of volume 3. It is not clear if these negatives relate only to this volume.

Box of colour slides. All slides are labelled with licence number and site name but features/structures etc. are not identified. Dates are included.

White envelope containing colour photographs (used in report?). Accompanied by a loose sheet of paper identifying the photographs e.g. feature, structure, phase, level and page number for report. Photographs are labelled at the back using blue biro.

Plans. Rolled up and secured with an elastic band. Each plan is labelled with a self adhesive label at the top right hand corner. All plans are on perma trace and inked.

Pottery report. Loosely bound. Includes licence number, site name, author.

Lever arch file. Containing specialist reports for leather, wood, glass, bone, textiles, floor tiles, stone. Also finds lists.

Brown envelope marked "Back Lane History". Contains versions of the same document. Appears to be at least one draft, edited and possibly a final copy. Also includes a floppy disk labelled 'Blank Back Lane'

Blue folder containing a draft of the final report. Draft is dated using a 'post-it' note. Annotated to include plate numbers.

Outsized plans (working copies?) folded and held together with a bull dog clip. Annotated, all labelled with site name, licence number, date etc.

Box 2

Red ring binder containing slides and negatives (all colour), labelled with name of site, licence number, name of photographer and date.

Negatives: roll of film is identified, in most cases the negative holder is marked with site name and licence number.

Slides: all marked with site name, licence number and date. Subject of slide is not identified.

Blue folder containing form of tender, correspondence, application for licence (**all to be removed prior to transfer**), interim report on archaeological excavation at Derryville, Lisheen, Co. Tipperary. (**misfiled, should be removed**)

Site plans and maps, all folded

Blank timber recording sheet. (**remove prior to transfer**)

Lever arch file containing timber recording sheets¹². All sheets are labelled with name of site and licence number.

Red ring binder containing feature sheets. All sheets are labelled with name of site and licence number.

Blue ring binder containing feature sheets. All sheets are labelled with name of site and licence number. Pencil drawing on perma trace also included in this folder. (**place with other drawings in outsize portfolio**)

Lever arch file containing feature sheets, plan sheets, sample sheets and sheet containing control points for site levels. Receipt and ring bound notebook (containing scribbled notes and drawings – of little long term value). (**remove prior to transfer**)

Blue folder labelled "Tim" (site director?) containing copies of reports, drafts of final report (version is unclear), some word processed, some handwritten. Miscellaneous items (e.g. memo, petty cash details). (**remove prior to transfer**)

Four bound notebooks:

1. Plan and sample register
2. Piling Extrusions notes
3. Unidentified
4. Unidentified

Box 3

Blue ring binder containing volume 1 of finds register. All identified with site name, licence number, find numbers and dates.

⁸ Find/context/feature etc. sheets are marked up on site and are therefore a little grubby, all are legible!

Blue ring binder containing volume 2 of finds register. All identified with site name, licence number, find numbers and dates.

Black ring binder containing feature sheets. All identified with site name, licence number, dates.

Blue ring binder containing feature sheets and an index to the feature sheets. All identified with site name, licence number and feature number. Also contains what appears to be an early draft of the site report but not identified.

Photograph album containing colour photographs of artefacts. Album is labelled with name of site and licence number. Photographs are marked at back with film roll number and negative number. Also contains black and white prints, contact sheets, more colour prints and colour negatives none of which are labelled/identified.

Blue card folder containing artefact photographs and negatives in their original packages, each package is labelled with site name, licence number, date, name of photographer. One set of photographs is stored in a plastic zip lock bag.

Remainder of box contains Trondheim sheets or record sheets of all finds. Trondheim sheets come in three parts white, blue, pink. White part stays with find. Blue sheet is filed numerically by context number, pink sheet is filed by material (e.g. bone, metal, glass etc). Also contains white card sheets (working copies) filed by material and object (i.e. all bone combs filed together). All of the above stored in plastic zip lock bags.

Box 4

Archaeological Report. This appears to be the final report submitted to developers. Includes specialist reports, finds list, photographs (as scanned images), plans, drawings etc.

Green ring binder containing pottery sheets. All identified with site name, licence number and feature number. Each sheet is accompanied by additional handwritten notes.

Blue folder containing samples inventory, specifically wood. Identified with site name and licence number

Blue folder containing a report on metal detection carried out on the site. Also correspondence and notes re metal detecting. **(remove prior to transfer)**

Plastic pocket containing fax and other notes regarding textile conservation for site. 'Post-its' used to convey other information. **(all to be removed prior to transfer)**

Copies of two plans. **(remove prior to transfer?)**

Red folder containing fax detailing wood identification from site. Fax paper is of poor quality and text will eventually fade. **(either photocopy or remove prior to transfer)**

Blue folder containing report on insect remains from site. Also various memoranda, some on 'fax' paper and time sheets submitted by specialist **(remove prior to transfer)**. Envelope of colour photographs, subject matter identified but no indication of the site name or licence number.

Blue folder containing a handwritten note referring to soil report. Report is not present

Loose sheets comprising covering note and brief report regarding roof tiles from site. Site name but no licence number.

Brown folder containing specialist report on coopered vessel components from site and covering note. No indication of site name or licence number.

Blue folder containing folded outside plans and reports. Includes 'post-it' notes.

Blue folder containing licences issued by NMI accompanied by pages giving details of artefacts/finds requiring further analysis/work. **(remove prior to transfer)**

Blue folder containing correspondence regarding the site, memos some on 'fax' paper. **(remove prior to transfer)**

Plastic pocket containing insurance certificate for site. **(remove prior to transfer)**

Blue folder containing budgets and tender documents. **(remove prior to transfer)**

Blue folder containing memos and correspondence regarding planning decision. **(remove prior to transfer)**

Blue folder containing memos and correspondence regarding planning and method statements. **(remove prior to transfer)**

Blue folder containing memos, correspondence, notes concerning the conservation of various finds from site. **(remove prior to transfer)**

Pink folder containing duplicate copy of pottery report and covering letter. **(remove prior to transfer)**

Folded outside plans relating to site (all identified)

Purple folder containing:

Loosely bound archaeological assessment report, appears to be final copy

Another version of archaeological assessment report **(remove prior to transfer?)**

Bound assessment of a revised foundation design for development of the site

Newspaper cutting **(remove prior to transfer)**

Loose pages

Copies of licence applications **(remove prior to transfer)**

Loosely bound first draft of preliminary report for the site

Blue folder containing:

two files labelled "1994" and "1995". Mostly folded outside plans. Correspondence **(remove prior to transfer)**

Another copy of the archaeological site assessment report on 'fax' paper **(remove prior to transfer)**

Portfolio 1

Labelled with site name, licence number and contents. Inked elevations and artefact drawings on perma trace. Adhesive labels on some.¹³ All fit portfolio.

¹³ Ideally adhesive labels and tape should not be used. If present no attempt should be made to remove it prior to transfer.

Portfolio 2

Labelled with site name and licence number. Includes an index. Plans and elevations in pencil on perma trace. Some folded to fit portfolio.

Portfolio 3

Labelled with site name and licence number but not contents. Mostly (all?) drawings of timbers found on site in pencil on perma trace. Some adhesive tape. Some folded to fit portfolio.

Portfolio 4

Labelled with site name and licence number. Includes an index. Plans in pencil on perma trace. Some adhesive tape. Some folded to fit portfolio.

Portfolio 5

Labelled with site name and licence number. Includes an index. Plans in pencil on perma trace. Some adhesive tape. All fit portfolio.

Sample 2

Excavation: Thomas Street

1 box only, dimensions: 40cmx30cmx26cm, includes contents list

3 outsize portfolios for drawings, plans etc.

General condition of the material is very good. It is stored in robust boxes in a dry and secure environment.

Plastic zip lock bag containing colour prints and negatives of artefacts found on site.

Lever arch file containing:

site context sheets

plan index

find index

wood and soils index

Timber recording sheets.

(remove all blank sheets prior to transfer)

Lever arch file containing colour slides. Most identify site name and licence number. **(remove slides that do not relate to this site prior to transfer)**

Plastic slide holder containing colour slides. Site name and licence number identified on each slide. In some cases subject of slide is identified.

Loosely bound [draft] report of insect remains found on site.

Eight packages of black and white photographs and negatives. Some photographs have been labelled, most are blank.

Plastic zip lock bag containing colour and black and white photographs. Bag is labelled with site name and licence number. Individual prints are not labelled.

Three slide boxes containing colour slides. Boxes are labelled with site name and date. Some slides have been labelled with site name and licence number.

Portfolio 1

Labelled with site name, licence number and contents. Inked artefact drawings on perma trace. Some folded to fit portfolio.

Portfolio 2

Labelled with site name, licence number and contents. Mixture of pencil and inked drawings of timbers on perma trace also some paper copies of drawings (**remove prior to transfer**). All fit portfolio.

Portfolio 3

Labelled with site name, licence number and contents. Plans and sections in pencil on perma trace. All fit portfolio.

Recommended Action Prior To Transfer:

- DCLA will accept photographs negatives and slides stored in albums, negative holders and slide holders/boxes. However, all photographs and negatives will need to be identified
- Remove all metal fastenings and replace using plastic paper clips
- Identify all material to be transferred with a title (e.g. "Draft Report"/ "Final Report" etc.)
- Identify site name/licence number/date using a soft lead pencil discreetly in the top right hand corner. Do not convey information on a 'post-it' note. Alternatively, record information on a separate sheet of paper
- Remove and discard ring binders, lever arch files, other plastic file covers, plastic zip lock bags, envelopes and replace using file covers supplied by DCLA
- A contents list should be placed inside each outsize portfolio
- Remove all blank recording forms
- Remove duplicate material, including duplicate photographs and slides
- Ensure material present relates specifically to the excavation in question
- First draft and final copy of excavation report only to be included. All other versions should be removed prior to transfer
- Remove inappropriate material (identified above)
- Photocopy or remove 'fax' paper
- Ensure digital material is stored in an up-to-date version of whatever software was used to create it
- Short-term storage media to be used include floppy discs, USB key, hard discs, CD-ROM, DVD
- Transfer material to file covers and boxes supplied by DCLA
- If outsize maps/plans/drawings are rolled leave them as they are. Do not attempt to flatten
- Roll A3 size material. Do not fold
- Label file covers and boxes according to a template supplied by DCLA
- Include a box list. It is essential that the box list includes the box number and is accurate and complete

APPENDIX IV - Dublin City Library & Archive

Leabharlann & Cartlann Chathair Bhaile Átha Cliath

Welcome to Dublin City Library & Archive. We hope you enjoy your visit here.

Please take a few minutes to read these Terms of Membership, which have been designed to ensure that all readers will obtain the maximum benefit from their visit. The Terms of Membership complement Dublin City Council's Customer Care Charter and Code of Conduct, which are displayed in the Reading Room, and Dublin City Public Libraries' Regulations, which are available on request.

Please note that specialist consultation with either the Dublin City Archivist or the Divisional Librarian, Dublin & Irish Studies, is available by appointment.

Terms of Membership:

- 1** *The Reading Room is open to all readers holding a current Research Card, issued by Dublin City Public Libraries and available on application to all parties who wish to consult the Dublin City Library & Archive collections.*
- 2** *Library and archive materials may not be borrowed and may not be removed from the Reading Room by readers. Readers may access collections by completing a request form, which is available from the Reading Room Issue Desk. Items requested will be brought to your designated table.*
- 3** *Readers should note that a last call for materials system is in place for retrieval of some holdings. To avoid disappointment early requests for retrieval of items are advised. Advance requests may be made, details from Reading Room Issue Desk.*
- 4** *Readers are required to take responsibility for items issued to them, to safeguard them while in use, and to return them to the Reading Room Issue Desk when they have finished consulting them.*
- 5** *As library and archive materials are fragile and often irreplaceable, readers are requested not to write on them, not to lean on them, and not to place any object on top of them.*

- 6** *Readers are requested to take notes only in pencil, or by using a laptop computer. Pencils are available at the Reading Room Issue Desk if required, and a power source for computers is available at each table, where you will also find a switch to turn on the lamp at your table.*
- 7** *Readers are advised to take care of their personal property, including handbags and laptop computers and to keep them on their person at all times. Dublin City Council is not responsible for any loss of personal property or for any theft of personal property arising while members of the public are in Dublin City Library and Archive.*
- 8** *To avoid disturbing other readers, conversations should be kept to a minimum, and mobile phones and pagers should be silenced.*
- 9** *Requests to have library & archive materials photocopied must be submitted in writing on a photocopy order form, which is available at the Reading Room Issue Desk. This is in accordance with copyright legislation. However, the right to refuse to photocopy items is reserved if this is likely to cause damage to books and archives. Permission to reproduce or publish copyright materials must be sought and obtained by the reader in writing from the relevant copyright holder. For copyright reasons, readers may not use their own cameras, scanners or other personal copying equipment in the Reading Room.*
- 10** *Dublin City Library & Archive is a no smoking building throughout, including the Readers' Café and restrooms. Please note that smoke detectors are in operation throughout the building. Food and drink are not permitted in the Reading Room.*
- 11** *Dublin City Public Libraries reserves the right to amend, alter or add to the above Terms of Membership at any time. Notification of such amendment, alteration or addition will be placed in the Reading Room and will be considered binding on all readers.*

APPENDIX V ARTICLE IN ARCHAEOLOGY IRELAND X/2007

Achieving Preservation by Record with Dublin City Library and Archives

Dublin City Council Heritage Office and Margaret Gowen & Co Ltd

From 2007, consultant archaeologists will have the opportunity to lodge their primary paper archives relating to sites in Dublin City with the City Library and Archives as part of a pilot scheme. This initiative has arisen as a result of a study commissioned by Dublin City Council, in partnership with the Heritage Council, as an action of the City Heritage Plan, to investigate the feasibility of establishing an archaeological archive for Dublin.

Introduction

The archaeological record is a non-renewable cultural resource and the current legal requirement and practice in development control reflects this by requiring the 'preservation by record' of archaeological sites where preservation *in situ* is not an option. This is achieved by the creation of an excavation archive, consisting of detailed written, photographic, drawn and digital records. These records facilitate researchers and will, in the future, allow for the re-examination of the primary site record in light of new evidence, approaches and techniques.

Dublin City, as elsewhere in Ireland, has seen an unprecedented number of archaeological investigations in recent years. These investigations give rise to the generation of primary records and the preparation of interpretative reports. While the artefacts from all excavations in the Republic of Ireland are submitted to the National Museum of Ireland, and the interpretative reports are lodged with the DOE, the primary archive currently remains with the individual licensed excavator or, increasingly, tends to remain with archaeological consultancies commissioned to undertake the work or with state and semi-state bodies who commissioned it. Until now, no systematic provision for the security and storage of archaeological excavation records has been devised either regionally or nationally. Furthermore, there is no existing archive-preparation standard or a specific requirement for these records to be securely passed on to any third party.

The absence of a regional or national archive for archaeological records has long been identified as a significant problem for the long-term security and preservation of archaeological information and for the accessibility of records for research purposes. It is especially pressing because, for various reasons, many important excavations remain unpublished with the exception of the summaries in *Excavations* and, in some cases, the archives are not accessible to scholars whilst

others are at risk of loss or destruction. This issue was highlighted in the conclusions of the *Archaeology 2020* foresight report and is acknowledged by the Institute of Archaeologists of Ireland, the Heritage Council, and is currently the focus of review within the National Monuments and Architectural Protection Division at the Department of the Environment, Heritage and Local Government.

Margaret Gowen & Co. Ltd., in conjunction with Archivist Orna Somerville, have progressed the project with the significant assistance and input from the project steering group headed by the City Archaeologist and Heritage Office of Dublin City Council, and including the City Archives, the Heritage Council, the National Museum of Ireland, the National Archives, the National Monuments and Architectural Protection Division at the Department of the Environment, Heritage and Local Government and the Institute of Archaeologists of Ireland.

Project Aim and Methodology

The study was commissioned out of a specific objective included in the current Dublin City Development Plan 2005 – 2011 (Objective H21, p.80). The aim of the project is to explore the potential for a local solution to what is a recognised national issue. In the absence of a national strategy, the initiative constitutes the first step towards the development of standards and facilities for the archiving of primary archaeological records in the Republic of Ireland at local level.

The aims of project are:

- To explore a local strategy for the long-term storage of archaeological site archives for Dublin City
- To provide guidelines for archaeologists depositing material with Dublin City Library and Archives that meet international best practice

The following were undertaken:

- A review of national and international practice regarding the archiving and curation of archaeological excavation archives to identify best practice
- A case study, in which archaeological archives were prepared with the advice of a qualified archivist for accession to Dublin City Library and Archives in order to establish the type and standard of archives acceptable for submission to Dublin City Library and Archives
- Consultation with key stakeholders, notably the statutory authorities for archaeology, archaeological licensees, archaeological consultancies, archivists, third level institutions and archaeological researchers. This process is ongoing.

Outcome

The study recognises that the long term preservation of, and accessibility to, excavation archives is a central prerequisite of 'preservation by record'. It revealed that archaeological companies face difficulties and significant costs arising from the long-term storage and management of primary paper archives and explores the possibility of lodging primary records in dedicated archive facilities. The proposed storage and management of archaeological archives by Dublin City Library and Archives will ensure that:

- Archives can be accessioned to Dublin City Archives by formal agreement
- Archives will be stored in accordance with international archival standards
- Dublin City Council intends to circulate a guidance document and checklist to aid archaeologists in preparing archives for accession
- Archaeological archives will be accessible,
- Intellectual copyright will be protected

Dublin City Council will investigate the inclusion of a clause in Dublin City Council planning conditions regarding a provision for the best-practice archiving of primary records. The pilot accession period starts in spring/summer 2007 and consultant archaeologists are invited to submit suitably prepared excavation archives to Dublin City Library and Archives. The pilot project will be monitored actively in its early phase and annually. Feedback will be welcomed and is considered an essential element of the process. The draft report on the study will be available for review from April 2007 on www.dublincity.ie/shaping_the_city/heritage/. Comments and suggestions are now invited and should be sent to: archaeology@dublincity.ie.