Hill Street

Elsecar

South Yorkshire

Written Scheme of Investigation for an Archaeological Strip, Map and Record Excavation

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Written Scheme of Investigation for an Archaeological Strip, Map and Record Excavation at Hil Street, Elsecar

1. Background

Site location

The site is located to the west of Hill Street, south of Foundry Street and immediately east of Church Street (NGR: SE 38231 00214; Fig. 1).

Context of the project

This Written Scheme of Investigation (WSI) has been prepared by Archaeological Services WYAS (ASWYAS) for White Agus Ltd for an archaeological strip, map and record excavation (hereafter SMR) on land off Hill Street, Elsecar.

It follows consultation with Andy Lines at SYAS regarding his requirements. The works are designed to focus on dating the construction of the housing and comparing the design/materials with those of the Fitzwilliam estate.

Timetable and review points

The on-site works are scheduled for mid to late March 2025 and are expected to take up to three weeks. SYAS are expected to review the site as stripping is concludes but while recording is still underway.

An assessment report will be completed within 12 weeks of site work concluding (based on specialist availability).

Monitoring arrangement

Access to the site will be arranged through Tom Agus at White Agus Ltd.

The project will be monitored by the SYAS to whom notification will be sent before the start of the work. A minimum of one week's notice of the commencement of fieldwork is required.

If appropriate, the advice of the Regional Advisor for Archaeological Science (Yorkshire and the Humber Region) at Historic England will be called upon.

Site inspections will be arranged so that the remains of the terrace housing can be viewed when fieldwork is near to completion but before any backfilling has occurred.

2. Site Information

Site description

The development site encompasses a total area of *c.* 1300m^2 and is currently occupied by grass and trees.

Geology and topography

The underlying solid geology of the site consists of Pennine Middle Coal Measures Formation – Mudstone, Siltstone and Sandstone, a sedimentary bedrock formed between 318 and 309.5 million years ago during the Carboniferous period (British Geological Survey 2025). The soils are characterised by the Cranfield Soil and Agrifood Institute as Soilscape 17 which are slowly permeable seasonally wet acid loamy and clayey soils (Cranfield University 2023).

The site lies at around 65m above Ordnance Datum.

Historical summary

The information in this background has been taken from SYAS' Planning Recommendation Report dated 13th May 2021 and a Historic Area Assessment of the village (Rimmer *et al.* 2019).

Elsecar has recently been the focus of detailed historical and archaeological research as part of a Heritage Action Zone (Rimmer *et al.* 2019). This has substantially increased understanding and awareness of the importance of heritage assets within Elsecar and their significance nationally. Of particular interest is the concentration of heritage assets reflecting societal change throughout the 18th and 19th century. The group value of these heritage assets is their ability to illustrate change and development from a small agrarian community to an industrial workforce.

Elsecar, the industrial village near Wentworth Woodhouse in South Yorkshire, was developed in the late 18th and 19th centuries under the patronage of the Earls Fitzwilliam to take advantage of the abundant local reserves of coal and ironstone beneath the estate, and the arrival of the Dearne and Dove Canal followed by the South Yorkshire Railway. Elsecar's industries, in particular its collieries, contributed to the Fitzwilliams' extraordinary wealth and supported the village's planned expansion.

Throughout the 19th century the Fitzwilliams dictated the provision of housing and various social institutions at Elsecar and, much more unusually, maintained a direct controlling interest in the management of the collieries and, when necessary, the ironworks. The significance of this heritage, which in some respects can be seen as a microcosm of the whole Industrial Revolution, was further recognised in 2017 by the creation of a 'Heritage Action Zone' (HAZ): a

three-year partnership between Historic England and Barnsley Council. A Historic Area Assessment (Rimmer *et al.* 2019) formed part of the HAZ project, illustrating the varied character and significance of the village and its setting.

Two rows of terraced housing are shown within the proposed application area on the 1st edition OS map, dating to 1855. This is an early date for workers housing in this part of Elsecar. It is uncertain whether the housing was constructed as part of the Fitzwilliam Estate or as a speculative development. The terrace housing within the proposed development area is still extant on the OS map of 1930 (see Fig. 1).

3. Project Details

Standards and Guidance

The archaeological work will comply with the relevant standard of the Chartered Institute for Archaeologists (2020a-c), Historic England's best practice documents (1991, 2006, 2008), the "Regional statement of good practice for archaeology in the development process, Yorkshire, the Humber & the north east" (available for download from the 'Technical Documents' page of the SYAS website) and SYAS' Archaeological Mitigation Standards and Guidance (Appendix 1).

Aims and objectives

The overall aim of the SMR is to provide information on the construction of the terrace housing, and whether, based on construction methods and/or materials was built as part of the Fitzwilliam Estate or as a speculative development.

The investigations will be conducted with a view to addressing objectives suggested by the published research priorities set out for the South Yorkshire Historic Environment Research Framework (2022a). One pertinent research priority is: Were all Industrial period residential courts and housing built in the same way and in the same style, or were there variations? Was there a differentiation in status between residential areas when built – if so, how can we identify this?

Fieldwork rationale

Area	Dimensions	Rationale
A	120m^2	Investigate terrace housing extant in 1930, orientated perpendicular and to the immediate west of Hill Street with the aim of establishing if the housing relates to the Fitzwilliams Estate or more speculative development.

B	105m^2	Investigate terrace housing extant in 1930, orientated perpendicular and to the immediate west of Hill Street with the aim of establishing if the housing relates to the Fitzwilliams Estate or more speculative development.

Outputs and dissemination

As a minimum the project will produce an assessment report, OASIS entry and a museum-ready archive.

A final archive report (should recommendations be made in the assessment report) may also be required.

Should the results necessitate it, publication in a regional journal, or a talk of a local society may be warranted. Given the small site area, and the use of heavy plant, volunteer opportunities will not be possible on this project.

4. Fieldwork Methodology

Protecting areas of preservation in situ

No in situ preservation of remains is expected.

Excavation bespoke methodology

The fieldwork methodology will follow SYAS' standards (Appendix 1), apart from the photographic record, which will be entirely digital.

Specific sampling strategies to note are:

Limited representative samples of bricks from brick-built structures, and selective products of the brick working will be retained for specialist analysis where appropriate. For brick structures, the record will include details of brick dimensions, and type (handmade/machine made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins). Brick samples will be taken for structures likely to pre-date the mid-19th century.

A soil-sampling programme shall be undertaken during the course of the investigation for the identification and recovery of industrial remains, carbonised and waterlogged remains, vertebrate remains, molluscs and small artefactual material. This will comprise the removal of a bulk sample from every securely sealed and hand-excavated context, excepting those with excessive levels of residuality or those with minimal 'soil' content. Bulk samples will comprise representative 40 litre samples. Where a context does not yield 40

litres of material, smaller samples will be taken. The post-excavation processing of all palaeoenvironmental samples will be undertaken in line with Historic England's Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post-excavation (2011).

Given the date of expected structures (19th and 20th century), no material suitable for scientific dating is expected.

5. Post-excavation Assessment, Analysis and Reporting

The reporting methodology will follow SYAS' standards (Appendix 1).

6. Public Engagement, Dissemination and Publication

The anticipated time on site will be short, with a large, tracked machine present throughout. As such volunteer opportunities will not be possible. Given the specific aim for this project – to determine whether the housing was built by the Fitzwilliam Estate or was the result of speculative development – and its demolition post-1930s, volunteer opportunities in relation to the finds are also likely to be limited.

As a minimum, the results of the project will be made available through an online OASIS entry (including PDFs of all reports produced) and the deposition of the site archive with the local museum (Experience Barnsley Museum & Discovery Centre).

Given the focused/limited aim of the project, a publication in a regional journal is considered unlikely. Should the results warrant wider public dissemination though, a short publication note will be considered.

7. Archive

The archiving methodology will follow SYAS' standards (Appendix 1).

Archive deposition

The physical archive will be deposited with Experience Barnsley Museum & Discovery, following their requirements.

Archive selection strategy

The archive selection strategy is provided in Appendix 2. This indicates that: 'Given that the housing was demolished post-1930s, 20th-century finds will be noted and discarded. The aim of the project relates to the construction of the houses themselves. As such, samples of building materials will be targeted'.

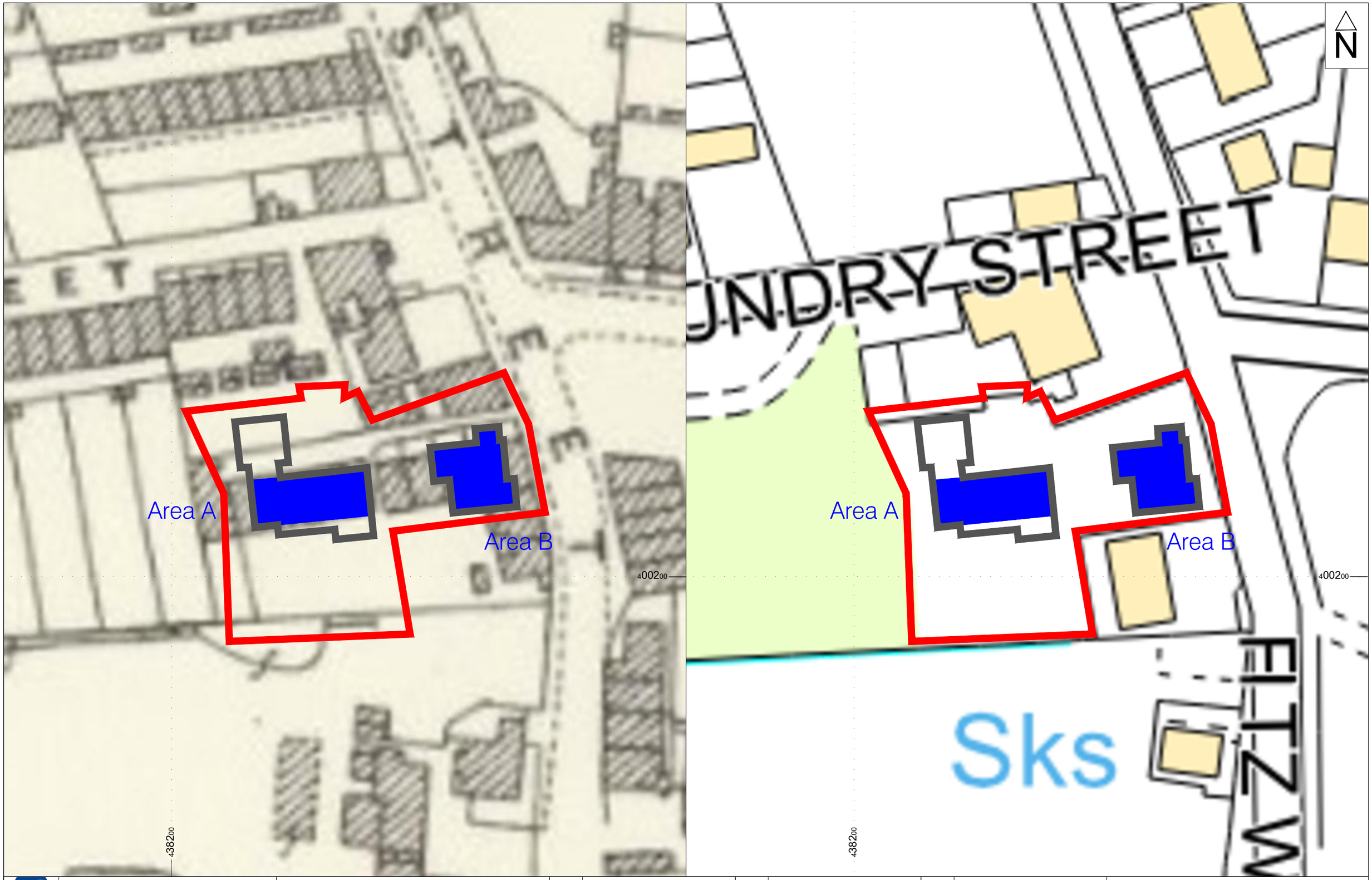
8. Staffing

Key project personnel:

Project Management:	Jane Richardson PhD MIfA FSA
Project Supervisors:	Richard Edgar

Post-excavation specialists:

Medieval/post-medieval pottery:	Dr Chris Cumberpatch
Ceramic building material	Kevin Haywood
Environmental:	Dr Diane Alldritt
Animal bone:	Dr Jane Richardson
Human bone:	Malin Holst MA
Metalwork:	Gail Hama
Artefact conservation:	Scarlett Crow
Clay tobacco pipes	Zoe Horn



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Project No. XR02

Fig. 1.

Site plan showing proposed excavation areas overlaying 1930 25inch OS map

	SITE BOUNDARY
	STRIP AREA
	OUTLINE OF NEW BUILDINGS

0 25m

1:500 @ A3

Appendix 1: SYAS Archaeological Mitigation Standards and Guidance

Archaeological Mitigation

Standards & Guidance

Contents

1 Requirement for Archaeological Mitigation

1.1 A programme of archaeological mitigation is undertaken when archaeological remains are known to exist on a site and their significance will be harmed by the implications of a planning or other proposal.

1.2 SYAS should be consulted in advance of any archaeological mitigation to agree a methodology.

1.3 Note: All references are correct at time of publication, and it is the responsibility of the undertaking body to review the guidance and ensure that they refer to the most current.

Professional Standards

1.4 Archaeological work should be carried out using appropriate expertise and the archaeologists undertaking the work should be adequately qualified. It is good practice to use professionally accredited experts such as a CIfA Registered Organisation[1]. SYAS also maintain an open list of archaeological contractors who operate in the region.[2]

1.5 All archaeological work needs to comply with:

1. the Regional Statement of Good Practice for Archaeology in the Development Process;[3]
2. the Chartered Institute for Archaeologist's (CIfA) standards and guidance;[4]
3. Historic England's guidance on managing archaeological projects (MoRPHE)[5]
4. Historic England's best practice guidance relevant to the project.[6]

Written Scheme of Investigation

1.6 The undertaking body will be required to provide a Written Scheme of Investigation (WSI) to set out a proposed scheme of archaeological investigation. This must provide sufficient detail to demonstrate the works will be appropriate and proportionate to the importance of the archaeological remains and expected level of impact.

1.7 The requirement and contents of a WSI on any given site should be confirmed with SYAS.

1.8 The WSI should be formed in reference to relevant standards, and as a minimum contain:

1. Site location (illustrated on OS MasterMap or similarly detailed survey showing National Grid Coordinates);
2. Context of the project (including planning background and consultations);
3. Project timetable/ work stages;
4. Monitoring arrangements;
5. A description of the site identifying its geology, topography, condition etc. and observations on the implications of those aspects;
6. Brief summary of the archaeological and historical background of the site and its environs including other fieldwork in the vicinity of the site;
7. A description of the varying archaeological significance across the site;

[1] A register of Registered Organisations is available online: https://www.archaeologists.net/lookingforanarchaeologist
[2] Available online: https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service
[3] SYAS 2018
[4] CIfA 2023a & b
[5] Historic England 2015a
[6] Available online: https://historicengland.org.uk/advice/find/a-z-publications/

8. Details of the mitigation strategy, including open area excavation and/ or strip, map & sample, and identifying any areas excluded from further investigation including those subject to preservation *in situ*;
9. Aims and objectives with reference to the South Yorkshire Historic Environment Research Framework and other period specific or thematic research frameworks/strategies, as applicable;
10. A table listing the rationale behind each mitigation area and their dimensions (including a plan that clearly shows their location within the site);
11. The methodology for site investigation including a bespoke sampling strategy for environmental/ sediment deposits and scientific dating, assessment, analysis and reporting;
12. A summary of the specific outputs of the project (e.g. report, archives etc);
13. The strategy for the deposition of the project archive (including a selection strategy and data management plan produced in accordance with CIfA guidance);
14. The strategy for publication and dissemination of the results;
15. Details of the competent person/persons or organisation undertaking the works.

1.9 Appropriate specialists, including the Historic England Science Advisor, should be consulted in formulating preservation strategies, sampling strategies and methodologies specific to the site and project objectives. This should include a sediment sampling strategy informed by any previous phases of work at the site and any deposit model. Provision should be allowed to revise this strategy during the fieldwork, as appropriate, to account for initial results and unexpected discoveries.

1.10 A template Written Scheme of Investigation covering archaeological mitigation is available[7], providing additional guidance and allowing any deviations from these standards to be identified and justified.

Selection Strategy & Data Management Plan

1.11 A proposed archive selection strategy must be included with the WSI, detailing the project-specific selection process, agreed by all stakeholders, for all records and materials arising from the work in creating the Archaeological Archive.

1.12 Where digital data is anticipated as an output of the project, the selection strategy must include a data management plan, setting out the methodology for data management from acquisition to deposition.

1.13 This should be produced in accordance with CIfA guidance.[8]

Monitoring

1.14 SYAS will be responsible for monitoring the contractor's work. The contractor must give a minimum of one week's notice of the commencement of fieldwork in order that arrangements for monitoring can be made.

1.15 Minor changes to an agreed WSI must be submitted to SYAS for written approval. Major changes will require the preparation of an updated WSI for submission to the approving body (SYAS or planning authority as appropriate).

[7] See guidance for archaeological projects, available online: https://www.sheffield.gov.uk/syas
[8] Available online: https://www.archaeologists.net/selection-toolkit & https://www.archaeologists.net/digdigital

2 Aims

2.1 The purpose of a programme of archaeological mitigation is to ensure the recording, preservation, or management of the archaeological resource in order to mitigate a threat to that archaeological resource, advance understanding and deliver a public benefit.

2.2 The work will be undertaken in reference to general aims and specific objectives formulated with reference to the South Yorkshire Historic Environment Research Framework[9] and other period specific or thematic research frameworks/strategies, as applicable.

2.3 The level of detail included should be proportionate to the importance of any heritage assets affected, and no more than is sufficient to mitigate the impact of the scheme on archaeological significance.

3 Scope

3.1 The programme of archaeological mitigation should consider the whole of the site included in the scheme including those areas affected by temporary works such as construction compounds.

3.2 The most common forms of mitigation currently employed are:

1. Preservation *in situ;*
2. Open area excavation; and
3. Strip, map & sample.

3.3 A combination of strategies may be required dependent on the nature of the archaeological resource within the site and project aims. For example, part of the site may require to be preserved *in situ*, part subject to open area excavation, part subject to strip, map sample and the remainder excluded from further archaeological excavation or management.

3.4 On a case-by-case basis, other forms of investigation will be required such as field walking or metal detecting, to aid recovery of material from topsoil, and/or additional recording measures such as earthwork survey.

3.5 The Historic England Science Advisor can be consulted in regard to advice on appropriate approaches to fieldwork, sampling strategies and any archaeological science components.

Recommended Contingencies

3.6 Contingencies should identified in the WSI and be budgeted for, including, where relevant:

1. Additional stripping, up to 5% of the original area;
2. Allowance for 100% excavation of enclosure ditches, following sampling, in machine-dug spits under direct archaeological supervision.
3. Additional specialist sampling and scientific dating;
4. Additional specialist analysis;
5. Conservation of artefacts.

[9] Available online: https://researchframeworks.org/syrf/

4 Standards for Preservation *In Situ*

4.1 Preservation *in situ* refers to the conservation of an archaeological asset in its original location where the intention is to retain and protect it beneath or within the development scheme.

4.2 The survival of archaeological resources depends on the maintenance of stable below-ground conditions. A strategy for preservation *in situ* will be agreed between SYAS and the developer or their agent.

4.3 This strategy will draw upon the results of any preservation assessment undertaken during an evaluation stage, the characterisation of the environmental conditions of deposits, and relevant guidance.[10]

4.4 Waterlogged archaeological deposits are not common and the survival of organic materials in the archaeological record is quite rare. As such, information requirements for sites with these types of deposits are likely to higher, e.g. a Water Environment Tier Assessment may be required.[11]

4.5 Relevant information about the scheme's design, including layout, foundations, depths of formation and services, landscaping proposals, etc, will be considered.

4.6 The strategy will detail the methods of preservation to be employed and identify methods and measures to ensure accidental damage does not occur during the construction phase. For example, areas to be preserved should be properly demarcated or fenced, and their presence noted in any Construction Management Plans and engineering drawings, and key works in the area will be monitored by the archaeological contractor.

4.7 Ongoing management and maintenance of preserved remains, post-construction, will be set out in a separate supporting document, e.g. landscape management strategy.

4.8 The implemented strategy to secure preservation should be detailed within a report deposited with the Historic Environment Record, to assist with future management of the site.

5 Standards for Open Area Excavation and Strip, Map & Sample

5.1 Open Area Excavation is appropriate for those areas of greater significance and/or greater impact within a development, which are not to be preserved *in situ* and warrant the most detailed further investigation.

5.2 A Strip, Map & Sample (SMS) approach is appropriate for those areas where significance may not be of the highest order and/or where the location and level of detailed further investigation needs to be determined. Following the monitored stripping of an SMS area and preparation of a pre-excavation plan, a bespoke investigation strategy will be agreed.

5.3 Intrusive archaeological fieldwork will be undertaken in accordance with CIfA standards and guidance.[12]

[10] Historic England 2016
[11] Historic England 2016
[12] CIfA 2023a & b

5.4 Detailed procedures for excavation and recording will be undertaken in accordance with professional best practice, such as that established in Historic England's *Excavation Recording Manual*.[13]

5.5 All records, finds and samples generated during the programme of works should be safely stored as part of a Working Project Archive (see Section 7).

Excavation Strategy

5.6 The location of any open excavation area(s) and strip, map & sample area(s) required will be dependent upon the results of previous investigations and the strategy set for the site in the WSI (see 1.8).

5.7 The archaeological contractor will need to be fully conversant with the results of the earlier phases of archaeological investigation prior to starting on site.

Groundworks

Staking Out

5.8 Mitigation areas will be staked out using a real-time kinematic global navigation satellite system (RTK GNSS), or other suitably accurate survey method of equivalent accuracy, in accordance with the agreed locations set out in the WSI.

5.9 Minor adjustments may be undertaken to avoid previously unknown obstacles such as services, or to enable machine manoeuvring, so long as they do not affect the excavation strategy. Major adjustments should not be made without prior agreement of SYAS.

Machine Excavation

5.10 All machine excavation should be undertaken by adequately qualified and experienced operators, under the supervision and direction of an archaeologist, and cease at the first archaeological horizon or when the natural geology is exposed.

5.11 Breaking ground, whether topsoil or hardstanding, should be undertaken with care, mindful of the presence of archaeological deposits.

5.12 Machine excavation will be undertaken by backactor excavator, using a toothless bucket of appropriate width, to reduce ground levels in level spits of no more than 0.20m. Excavated areas should not be smoothed with the back of the bucket. Under no circumstances will the machine be used to cut arbitrary trenches down to natural deposits.

5.13 Toothed buckets are only to be used in exceptional circumstances, and where express permission has been given by the archaeologist.

5.14 Care should be taken when excavating onto suspected occupation sites, or entranceways, in order that subtle features or deposits are not machined off. After the depth of the archaeological horizon has been established, it may be appropriate to machine to just above it to enable hand excavation to establish potential before further machine stripping.

[13] Historic England 2018d. Available from Historic England's website: https://historicengland.org.uk/content/docs/research/historic-england-archaeological-recording-manual-2018/

Spoil

5.15 Spoil will be scanned for metal artefacts using a metal detector capable of discriminating between metals, and operated by an experienced user, to enhance recovery of artefacts.

Deep Excavations

5.16 Where necessary to execute the objectives of the project, mitigation areas may need to be stepped or shored to reach their final depth. The potential for deep excavation should be identified from geotechnical data and previous archaeological investigations, such as an evaluation phase. Appropriate measures should be included in the WSI.

5.17 The base of the excavation will reflect the size specified for the mitigation area.

Removal of Bulk Deposits and Obstructions

5.18 With the prior agreement of SYAS, bulk deposits of limited archaeological interest may be machine excavated in spits (such as homogenous deposits of made ground or demolition material).

5.19 Large obstructions, such as boulders or engineering structures, will be left *in situ* where it is safe to do so. Removal of such structures by machine will be undertaken where they are assessed to cover archaeological deposits, and only where a strategy has been agreed with SYAS on how disturbance of surrounding deposits or structures will be avoided.

Removal of Contaminated Deposits

5.20 The risk of contamination should be established prior to work commencing, and appropriate measures implemented to reduce or avoid risks in accordance with Historic England best practice guidance.[14]

5.21 If excavation needs to cease due to the discovery of contaminated deposits, then guidance should be sought from the appropriate specialist/agency to establish risks and design a forward strategy for safe excavation.

5.22 Where hand excavation is not possible, machine excavation should be undertaken under the direction of an archaeologist. An appropriate strategy for recording will be agreed on a case-by-case basis with SYAS.

Investigation of Archaeological Features

5.23 Archaeological deposits will be cleaned and excavated by hand, using appropriate tools, according to accepted principles of stratigraphic excavation. The stratigraphy of the area is to be recorded, even when no archaeological deposits have been identified.

5.24 All features will be investigated in order that they are sufficiently understood to meet the aims and objectives of the project. As a minimum:

1. discrete features will be half-sectioned in the first instance;
2. linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m, with corners and terminals targeted using 2–3m interventions;

[14] Historic England 2017a

3. the deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.

5.25 Allowance will be made for the 100% excavation of enclosure ditches with machine-dug spits under archaeological control, following sufficient hand-excavation.

5.26 Archaeological features within a Strip, Map & Sample (SMS) area may be subject to a different investigation and sampling strategy to those in an Open Area Excavation. Following the monitored stripping of an SMS area and preparation of a pre-excavation plan, a bespoke investigation strategy will be agreed.

5.27 Section 5.24 applies by default to a Strip, Map & Sample area if no other strategy is detailed or agreed.

Weathering-out, Drying and Wetting

5.28 Depending on the conditions of the site and geology, particularly on Sherwood/Bunter Sandstone sands and gravels, it may be necessary to allow a minimum of one week following stripping to improve visibility of archaeological deposits.

5.29 In dry conditions or on clayey soils it may be necessary to spray the site to show up changes in the composition of soils and identify features.

5.30 Waterlogged and organic-rich deposits should initially be kept covered and damp. An appropriate strategy should be developed and implemented to prevent degradation.

Features of Unexpected Importance

5.31 Should features of unexpected importance or complexity be identified that would warrant special measures to record or protect them, then the supervising archaeologist should notify SYAS at the earliest opportunity to discuss an appropriate strategy for their management.

Recording

5.32 A standard single context recording system will be used to keep a documentary record of all archaeological remains that are encountered.[15] The individual contexts will be cross-referenced as appropriate to associated features that are exposed.

5.33 Stratigraphy will be recorded in all areas of monitoring, even where no archaeological deposits have been identified, and a Harris Matrix diagram compiled.

5.34 All records will be checked for consistency and stratigraphic relationships.

Drawn Record

5.35 A range of survey methods may be applied depending on the nature of the archaeology encountered, including survey by hand, by total station, real-time kinematic global navigation satellite system (RTK GNSS), or photogrammetry. All measured survey will be undertaken in accordance with relevant guidelines.[16]

[15] Historic England 2018d

[16] Including Andrews *et al* 2015 and Historic England 2017b.

5.36 Hand-drawn and digital surveys will be annotated in the field to produce interpretative drawings with relevant context numbers and boundaries between features.

5.37 A drawing register will be maintained, recording the scale, location, date, subject, levels, and surveyor.

5.38 The extent of the excavated areas and archaeological features will be recorded in plan at an appropriate scale (1:500, 1:1250 or at most 1:2500), including the position of section lines, and tied into the National Grid.

5.39 All archaeological features will be drawn in plan and section at an appropriate scale (no less detailed than 1:50 for plans and 1:20 for sections) with Ordnance Datum heights on each drawing. At least one representative section of each mitigation area, from ground surface, will be drawn. Detailed plans will be made of key features and section/ elevation drawings provided of cut features and upstanding structures as appropriate.

Photography

5.40 Photographic recording (film or digital) will be required showing the site in context, all excavated areas and individual archaeological features, and including shots of work in progress.

5.41 Film photography will be undertaken using panchromatic black and white film no faster than ISO400, supplemented with colour slide film.

5.42 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive.[17] All digital photography will be undertaken using a high-quality camera recommended to have no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format.

5.43 A tripod will be used to allow stable longer exposures in low light conditions.

5.44 Metric scales of appropriate size will be discreetly placed in photographs to preserve a sense scale. Where colour is an important factor, colour control patches will be used.

5.45 A register recording the details of each image will be maintained, including subject, location, date, and photographer.

Finds and Samples

5.46 In addition to having input into the WSI, provisions should be made for relevant specialists to visit the site where required to allow an iterative approach to recovery strategies.

5.47 The Historic England Science Advisor can be consulted for advice on appropriate approaches to sampling and other archaeological science components.

Artefact Recovery

5.48 All stratified archaeological finds will be collected, except from modern contexts (mid-20th century or later). Unstratified finds will be collected where they may be of archaeological interest. All collected finds will be bagged and labelled by context.

5.49 The use of sieves to enhance artefact recovery should be considered as part of the excavation strategy.

[17] Historic England 2015c. and Archaeological Data Service 2009

5.50 Removal, packaging, and labelling of finds will be undertaken in accordance with 'First Aid for Finds'[18] and specific Historic England guidance as required.

Environmental/Sediment Sampling and Scientific Dating

5.51 All sampling must be undertaken to a bespoke strategy to be set out in the project WSI. It is to be produced in consultation with specialist advice, and in accordance with best practice guidance (including specific guidance on industrial residues, geoarchaeology, animal remains and dating, where appropriate).[19]

5.52 If an evaluation phase has been undertaken, the results of that sampling programme should inform the design of the bespoke strategy in the project WSI.

5.53 The classes of material to be sampled, and the methodology for collection and assessment, will be dependent on:

1. The nature of past environments, landscape processes and human activities;
2. The types of material to be recovered to address the objectives of the project;
3. The types of material expected to survive given known ground conditions.

5.54 The sampling strategy should also identify a process for determining when scientific dating will be considered, and the most likely forms appropriate to the site (such as radiocarbon dating, luminescence dating, archaeomagnetic dating, or dendrochronology).

5.55 Provision should also be made in the WSI for the sampling strategy to be refined at suitable stages during the fieldwork programme, utilising appropriate specialists where necessary including the Historic England Science Advisor. Sample processing and assessment during fieldwork aids an iterative approach.

Human Remains

5.56 A licence for the removal of human remains will be requested from the Ministry of Justice, ahead of fieldwork commencing, where it is known/anticipated that such remains will be disturbed.

5.57 Should any unexpected inhumation or cremation burials be encountered, their extent, number and state of preservation will be established and SYAS will be notified to discuss an appropriate strategy for their management. Remains should not be removed or chased beyond the existing limits of excavation prior to agreement with SYAS and receipt of a relevant licence.

5.58 The treatment of human remains will be in accordance with the requirements of the licence, Civil Law and all relevant best practice guidance.[20] The remains will be recorded *in situ* before lifting in accordance with best practice guidance.[21]

Treasure

5.59 Artefacts defined as treasure under the Treasure Act 1996 (as supplemented by The Treasure (Designation) (Amendment) Order 2023) will be treated in accordance with the Treasure Act 1996 Code of Practice.[22] All finds of treasure must be reported to the local

[18] Watkinson and Neal 1998
[19] Historic England 2011, 2015d, 2018b, 2019 and 2022.
[20] APABE 2017
[21] Brickley, et al., 2004 and 2017 & Historic England 2018c
[22] DCMS 2008

coroner within 14 days of discovery. In the first instance, it is recommended that details of the find are provided to the local Portable Antiquities Scheme Finds Liaison Officer to confirm that it constitutes treasure; they will be able to apply for a Treasure Reference Number and declare the find to the coroner on your behalf. SYAS should also be notified.

5.60 A short Treasure Report will be compiled for submission to the coroner.[23]

5.61 Where recovery of treasure cannot be undertaken on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

Post-Excavation

5.62 All finds are to be treated in accordance with current best practice guidance. Finds are to be cleaned and marked, according to accepted principles and in line with appropriate period/material guidelines.

5.63 For all categories of material recovered, including finds, palaeo-environmental, industrial and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken in accordance with best practice guidance.[24]

5.64 Advice from appropriate specialists will be sought on selection of appropriate and submission of samples, including those collected on site and those recovered during processing, for scientific dating.

5.65 Basic stratigraphic information will be supplied to the project specialists.

5.66 All sediment samples collected in accordance with the project sampling strategy should be processed, sorted, and assessed (excluding samples from obviously mixed deposits, etc.); best practice is for this work to be undertaken during fieldwork (see 5.55).

5.67 Advice from appropriate specialists will be sought on the storage and conservation of unstable artefactual remains (e.g. metallic, wood or leather).

5.68 Ferrous objects, and a selection of non-ferrous objects (including all coins), will be x-radiographed in accordance with Historic England guidance.[25]

5.69 The specialists will provide assessment reports describing the material, proposing selection for the permanent archive, and identifying recommendations for further detailed analysis and illustration in consideration of the project research objectives and any unanticipated research potential.

5.70 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections, e.g. the South Yorkshire / North Derbyshire Medieval Ceramics Reference Collection.[26]

5.71 The guidelines for handling Post Roman Ceramics produced by the Medieval Pottery Research Group are also to be followed, for relevant material: MPRG, 2001 "Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics" Medieval Pottery Res Group Occ Paper 2.

[23] A template treasure report can be requested from the Finds Liaison Officer
[24] Watkinson and Neal 1998, Historic England 2011 & Barclay *et al.* 2016)
[25] Historic England 2006
[26] Available online: http://archaeologydataservice.ac.uk/archives/view/ceramics_eh_2003/

Reporting

Post-Excavation Assessment Report

5.72 A post-excavation assessment report should be prepared after the completion of fieldwork to provide an assessment of the potential of the data collected during that stage and to establish what post-excavation analysis is required to achieve the project aims.

5.73 If the data collected is not thought sufficient to warrant a formal post-excavation assessment report then, following written agreement with SYAS, the project should proceed to the archive reporting stage.

5.74 A post-excavation assessment report shall contain:

1. A summary of stratigraphy and finds and samples recovered (this should not be a detailed stratigraphic description of the entire site);
2. A brief description of identified phases, as known;
3. A statement of potential for each component of data, carried out by appropriate specialists, including recommendations on conservation and archive selection.

Updated Written Scheme of Investigation

5.75 Once the post-excavation assessment report has been finalised and agreed with SYAS, the WSI should be updated.

5.76 An Updated WSI should contain:

1. Any changes to the aims and objectives of the project;
2. Schemes of conservation or specialist analysis;
3. The requirement and content of the final analysis report;
4. Details for dissemination and publication;
5. Updated Data Management Plan;
6. Any updates to archiving requirements, including the Selection Strategy.

Archive Report

5.77 A final archive report shall contain:

1. An introduction including background information (with planning application details, where appropriate);
2. The original research aims and objectives and rationale for selected area of investigation, and any updated research aims and objectives identified;
3. An archaeological and historical baseline;
4. A description of results;
5. The results of analysis of all find and sample categories, by appropriate specialists;
6. The results of any scientific dating;
7. A discussion of the results including a phased interpretation of the site and the extent to which the work has addressed the research aims and objectives;
8. An assessment of the effectiveness of the project, including earlier stages of work, and detailing any implemented strategy to secure preservation *in situ*;
9. A conclusion summarising the results in their local, regional, and national context;
10. Supporting illustrations, including as a minimum:
    (a) a detailed location map;

(b) a detailed site plan showing any areas of preservation *in situ* with levels and NGR coordinates;
(c) a detailed site plan showing all areas as excavated, with NGR coordinates;
(d) detailed plans of features, as excavated, with levels, NGR coordinates and section locations;
(e) detailed sections of features, as excavated, with levels;
(f) an overall (phased) site plan showing all archaeological features recorded;
(g) selection of photographs of work in progress;
(h) select artefact illustrations and/or photographs.

11. Supporting tables of data, including as a minimum:
    (a) a detailed context index;
    (b) an archive index.
12. Acknowledgements identifying those involved in the project, including the support of SYAS.

6 Standards for Public Engagement, Dissemination & Publication

Public Engagement & Outreach

6.1 Archaeological work is undertaken for public benefit and SYAS encourage opportunities for public engagement to be integrated from the outset.

6.2 The WSI will set out the steps taken towards establishing an engagement and outreach strategy. Where no measures are proposed, then the reason why must be clearly stated.

6.3 Measures to be considered include:

1. Illustrated notices displayed during fieldwork around the site (with the client's agreement), explaining what work is in progress and why, to keep members of the public informed (minimum of A3 size, with font at a minimum size of 16 point);
2. Social media or newspaper updates;
3. Site tours and public talks (e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies);
4. Digital interpretation;
5. Popular publications;
6. Permanent public information board(s); and
7. Any other opportunities that might be relevant for a given site.

6.4 A bespoke strategy shall be produced for each site in consultation with relevant specialists.

Dissemination of Results

6.5 Digital and physical copies of the report must be supplied to SYAS for incorporation into the South Yorkshire Historic Environment Record. Copies of select digital data must also be provided including the extent of mitigation areas, e.g. areas of preservation in *situ,* areas of excavation, or of strip, map & sample (shapefiles of extents and features).

6.6 Printed copies of reports will be included with the physical archive to the recipient museum.

6.7 Copies of the report, or details on where it can be accessed, should be provided to all external specialists involved in the project. This is to assist in the design and implementation of future projects.

6.8 The archaeological contractor should initiate or update an online OASIS form[27] at commencement of the project. Details of the results and archive are to be added, along with a copy of all formal reports, upon completion of the project.

Formal Publication

6.9 A summary report of an appropriate length, accompanied by illustrations (at 300dpi resolution), must be prepared and submitted in digital format, for publication in *Archaeology in South Yorkshire* or an equivalent SYAS publication and/or regional or thematic roundups.

6.10 Where results warrant it, and following discussion with SYAS, formal publication in the form of a journal article, occasional paper or monograph should be produced.

[27] Via the OASIS online portal hosted by the Archaeological Data Service http://ads.ahds.ac.uk/project/oasis/

Furthering Research

6.11 Provision must be made for updating the South Yorkshire Historic Environment Research Framework where the results of a fieldwork project contribute towards agenda topics. This is to be achieved by adding 'comments' to relevant research questions briefly summarising the results and providing a bibliographic reference to the relevant report[28].

[28] The research framework is accessible online: https://researchframeworks.org/syrf/ - new users must register for a new account to add comments.

7 Standards for Archaeological Archives

General

7.1 In accordance with regional policy,[29] the archaeological contractor must notify the relevant museum at project initiation, mid-point review and completion stages to discuss archaeological archiving requirements. The relevant form (Project Initiation Form/ Mid-point Review Form/ Completion Form) will be filled out and sent to the museum with a copy provided to SYAS. Template forms are available for download from the SYAS website.[30]

7.2 Details of archiving arrangements should be confirmed with the client and landowner at the outset, and a budget allowed for to cover the museum's expected deposition charge.

7.3 Agreement in principle for full transfer of title of finds to the recipient museum needs to be obtained from the landowner at the outset of the project, including agreement to waive their right to treasure as defined under the Treasure Act 1996 (as supplemented by The Treasure (Designation) (Amendment) Order 2023).

Working Project Archive

7.4 All material (whether digital or physical) recovered or generated through the duration of the project will be appropriately and securely stored in a working project archive. This will be undertaken in accordance with the selection strategy and digital data management plan set out at the commencement of the project (see paragraphs 1.11-1.13).

Physical Records

7.5 Any physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.

7.6 Film photography will be processed at regular intervals throughout the duration of a project.

7.7 Digital security copies will be made of physical records at appropriate intervals, to be stored and backed up in a secure location. Documents and drawings will be scanned at an appropriate resolution (no less than 300dpi for documents and drawings, 600dpi for photographic prints, and 4000dpi for negatives or slides) and to an appropriate format (e.g. a lossless format, such as TIF, for scale drawings), and scans checked for quality.[31] Standards adhered to should be included in the Data Management Plan. If digitised data is to form part of the final digital archive it should be treated as set out for Born Digital Records below.

Born Digital Records

7.8 All digital records will be treated in accordance with a project Data Management Plan.[32]

7.9 Digital records will be routinely downloaded, stored, and backed up in a secure location.

7.10 All digital records will be consistently labelled, files logically structured, and embedded with appropriate metadata (or have their metadata stored in an accompanying spreadsheet).[33]

[29] Turnpenny 2012
[30] See guidance for archaeological projects, available online: https://www.sheffield.gov.uk/syas
[31] For further guidance see: Digitisation at The National Archives
[32] CIfA guidance available online: https://www.archaeologists.net/digdigital
[33] Archaeological Data Service 2009

Final Archaeological Archive

Selection Strategy

7.11 On the completion of fieldwork, the relevant specialists and recipient museum will be consulted to update the selection strategy set out in the WSI in accordance with best practice guidance.[34]

7.12 This should consider all documents, finds, samples, and digital files generated during the project, including illustrations.

7.13 The aim of this process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition, or retention of materials not considered germane to future analysis.

Archive Deposition

7.14 The final archive will then be assembled in accordance with Archaeological Archives Forum, CIfA, and museum guidelines.[35]

7.15 Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form[36] to the recipient museum. SYAS will be provided with a copy of the completion form, including the assigned accession number.

7.16 The recipient archive will be licensed to use the deposited material, in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

7.17 It is preferred practice for generated material to be archived in its original medium (i.e. physical or digital). Digitising of physical records will only be considered where it retains the same level of accessibility and information as the original medium.

7.18 The physical archive will be deposited with the appropriate museum. A copy of the archive receipt will be provided to SYAS.

7.19 The digital archive will be deposited with a Trusted Digital Repository (CoreTrustSeal certified). For archaeological archives this is presently limited to the Archaeology Data Service (ADS) at the University of York. A link to the final digital archive will be provided to SYAS and the recipient museum.

[34] AAF 2011, SMA 2020 & CIfA toolkit for selection archaeology: https://www.archaeologists.net/selection-toolkit
[35] AAF 2011, CIfA 2020 & Turnpenny 2012
[36] Utilising the proforma agreement available online: https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service/guidance-for-archaeological-projects

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Appendix 2: Selection Strategy

Hill Street, Elsecar XR02 ELC24 12/02/2025 Version 1 ASWYAS

Selection Strategy

Project Information

Project Management

Project Manager	Jane Richardson
Archaeological Archive Manager	Zoe Horn
Organisation	Archaeological Services WYAS

Stakeholders		**Date Contacted**
Collecting Institution(s)	Experience Barnsley Museum & Discovery Centre	TBC
Project Lead / Project Assurance	Jane Richardson	ongoing
Landowner / Developer	White Agus Ltd	ongoing
Other	Experience Barnsley Museum & Discovery Centre officer	Ongoing

Resources

Resources required Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required.	

Context

Describe below the context of this Selection Strategy. You should refer to:

- The aims and objectives of the project;
- Local Authority guidance (including the brief);
- Research Frameworks;
- The repository collection development policy and/or deposition policy;
- Material-specific guidance documents.

Note: This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this context information.

Objectives

The objective of the trenching is to gain an understanding of the archaeology revealed within the Site and its extent. The objectives are detailed below:

- to characterise and date features/structures identified in two stripped areas;
- to assess the potential for other archaeological deposits and/or features to occur;
- to determine the likely range, quality and quantity of artefactual and environmental evidence present;
- to inform the scope of archaeological mitigation works, where necessary; and
- to record all remains to an appropriate level.

The site has the potential to advance the understanding of domestic residences in an industrial village in the 19th and early 20th centuries.

It will also contribute to the South Yorkshire Historic Environment Research Framework.

This site has the potential to advance the understanding of the following research questions detailed in the aforementioned framework:

- Were all Industrial period residential courts and housing built in the same way and in the same style, or were there variations?

- Was there a differentiation in status between residential areas when built – if so, how can we identify this?

Archive Preparation & Deposition

The archive of records generated during the fieldwork will be kept secure at all stages of the project. All records will be quantified, ordered, indexed and will be internally consistent. The digital archive will be produced to current national standards and guidelines and in accordance with the recommendations of the SYAS Archaeological Field Evaluation Standards & Guidance (2022).

No discard of archaeological archive should take place without SYAS's and Experience Barnsley Museum & Discovery Centre prior approval. Selection proposals must be supported by statements from suitable and relevant material type specialists.

1 – Digital Data

Stakeholders

Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator).

Archaeological Archive Manager – Zoe Horn
Project Manager – Jane Richardson
Experience Barnsley Museum & Discovery Centre – Natalie Murray
ADS

Selection

Location of Data Management Plan (DMP)
Selection of digital data elements should be considered in your project's DMP. For the purpose of the Selection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached.

DMPonline

The selection strategy in your DMP should:

1.1 Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have digital data that should be included in the archaeological archive.
1.2 Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).
1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
1.4 Identify any selection decisions that differ from standard guidelines and explain why.

Selection of digital data: Digital data will be selected for inclusion in the preserved archive by the Project Manager and Archaeological Archive Manager as detailed in the attached DMP.
The digital data selected for inclusion in the preserved archive will include:
Digital Photographs and GPS survey data produced during the fieldwork will be reviewed at the analysis stage and included in the digital archive.

The archive will meet all of the digital repository (ADS) deposition requirements.

It is not currently anticipated that decisions will be made that differ from the standards and guidance cited above.

De-Selected Digital Data

The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document.

Digital Data created by specialists will form part of the 'paper archive' reducing the amount of digital data. Emails and correspondence pertinent to the project will also be converted to paper archive.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

2 – Documents

Stakeholders

Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Archaeological Archive Manager – Zoe Horn
Project Manager – Jane Richardson
Experience Barnsley Museum & Discovery Centre – Natalie Murray

Selection

Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:

1.1 Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialists may have documents that should be included in the archaeological archive.
1.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
1.3 Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialist advice sought.
1.4 Identify any selection decisions that differ from standard guidelines and explain why.

All documents created during the fieldwork and report production will be included in the archive.
The archive is likely to contain the following:

Written Scheme of Investigation
Context register sheets
Drawing register sheets
Group context register sheets
Sample register sheets
Digital photo register sheets
Photo ID sheets
Context cards
Context register sheets
Context cards
Permatrace sheets
Specialist analysis reports
A copy of the report

Documents are reviewed at the archive compilation stage.
The procedures and requirements, will be followed for the deposition of the physical archaeological archives with Experience Barnsley Museum & Discovery Centre, as documented in the Archaeological Archive Deposition Policy for
Museums in Yorkshire and the Humber.

De-Selected Documents

Describe the procedure for dealing with De-selected material and what specialist advice has informed this procedure.

The de-selected data will be destroyed (shredded) subject to final checking by the Project Archives

Officer. Possible exceptions include images, records retained for business purposes including promotional material, teaching and duplicated material.
No specialist advice is sought.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3 – Materials

Note: This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the 'Material Type' and a section identifier (eg. '3.1') for each.

Material type	Bulk Finds	**Section 3.**	

Stakeholders

Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative).

Archaeological Archive Manager – Zoe Horn
Project Manager – Jane Richardson
Experience Barnsley Museum & Discovery Centre – Natalie Murray
Medieval pottery - Dr Chris Cumberpatch
Ceramic building material – Kevin Haywood
Environmental - Dr Diane Alldritt
Faunal analyst - Dr Jane Richardson
Human bone - Malin Holst MA
Metalwork - Gail Drinkall
Artefact conservation – Scarlett Crow

Selection

Describe your Selection Strategy for each material type and or object type. To do this you must:

2.1 State the Selection Strategy you are applying to each category of material, how this will be done, and why.
2.2 Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).
2.3 Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialist advice sought.
2.4 Identify any selection decisions that differ from standard guidelines and explain why.

The Materials Selection Template may be useful in structuring this section.

No bulk finds have been noted as likely to be present in such quantity as to necessitate the implementation of a selection strategy during the trenching.

Given that the housing was demolished post-1930s, 20th-century finds will be noted and discarded. The aim of the project relates to the construction of the houses themselves. As such, samples of building materials will be targeted.

The overall responsibility for bulk finds selection decisions are the Project Manager and the representative of the collecting Museum. The project finds specialists are also responsible for shaping selection decisions regarding those categories of material.

All bulk finds recovered shall be included in the working archive, subject to continuous assessment by the in house finds team, although this decision is unlikely to change.

Standards and guidance: Recording will follow standard technological and typological classifications'.

Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the CIfA's Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (CifA 2008)

Uncollected Material

If you are practicing selection in the field, describe the process that will be applied. To do this you must:

- Detail how you will characterise, quantify and record all uncollected material on site.
- Explain how you will dispose of, or re-distribute, uncollected material.

No material will be discarded without processing and recording.

De-Selected Material

Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection.

De-selected material will be retained by the specialists or by ASWYAS (for inclusion in their handling and teaching collections), or discarded, as agreed by the landowner, specialists, collections curator and planning archaeologist. De-selected specimens will be retained by the specialists, or discarded, as agreed by the landowner, specialists, collections curator and planning archaeologist.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Materials Selection Template

This table may be inserted into Section 3 of the main Selection Strategy Template to help present differing selection strategies for different material types

Find Type	Selection Strategy	Stakeholders	Review Points

Appendix 3: Data Management Plan

WYAS Archaeological Services

Digital Data Management Plan

Project Details

Site Name:	Hill Street, Elsecar
Client:	White Agus Ltd
Project Type:	Archaeological Strip, Map and Record Excavation
Location:	Hill Street, Elsecar
County:	South Yorkshire
Grid Reference:	SE 38231 00214
Project Number:	XR02
Site Code:	ELC25
Planning Application No.:	2021/0313
Museum Accession No.:	PIF to be submitted once start date confirmed
Project Management:	Jane Richardson PhD MCIfA FSA// jane.richardson@aswyas.com // 0113 535 0179
Fieldwork supervisor:	Richard Edgar BSc // richard.edgar@aswyas.com // 0789 127 51 26
Archive officer:	Zoe Horn BSc // Zoe.horn@aswyas.com // 0113 535 0163

Document Issue Record

Ver	Status	Author(s)	Reviewer	Approver	Date
1.0	Issue	JR	DW	DW	12/02/25

WYAS Archaeological Services

Digital Data Management Plan

Data Collection

Data Standards / Methods

Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against ADS Guides to Good Practice.

Methods of collection are specified within the Written Scheme of Investigation and will meet the requirements set out in the relevant CIfA Standards and guidance, and the ASWYAS recording manual.

Where appropriate, project contributors external to ASWYAS will be required to include data standards, collection methodology and metadata with individual reports and data.

The table below provides a summary of the data types, formats and estimated archive volume for data collected/created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Format	Estimated volume (Data Archive)
Text / documents	Word (.Docx) PDF (.pdf/a)	86 objects (size <100MB) (Written Scheme of Investigation / Digital Data Management Plan / Assessment Report / Final Report / Individual Specialist Reports x 2)
Spreadsheets	Excel (.xls)	Finds inventory x1 <1MB Environmental lab sheet x1 <1MB
Images	Lossy graphics file (.jpg) Intended deposition format - uncompressed (.tiff)	Archive shots x 50 (average size 4mb) Archive shots x 50 (average size 20mb)
Graphics	AutoCAD (.dwg) Illustrator (.ai)	Site plan x2 av size <10MB Site plans x2 av size <1MB
GIS	xml based format (jobxml; .jxl, plus associated files)	Overall .jxl file <10MB

WYAS Archaeological Services

Digital Data Management Plan

Data storage / file naming

- The working project archive will be stored in a project specific folder or data specific folder on the Leeds City Council (LCC) server. The server is backed up daily to maintain an up-to-date security copy of all organisation-wide data.
- Project folders are named following established organisational procedures.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures and include version control management.

Quality assurance

- Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
- Data collection and management are reviewed regularly as part of the organisational Quality Policy. This includes an annual review of internal project folders to ensure our organisational data management standards are being met.

WYAS Archaeological Services

Digital Data Management Plan

Documentation and Metadata

Data collected will include standard formats which maximise opportunities for use and reuse in the future.

Data documentation will meet the requirements of the WSI, Museum Deposition Guidelines and Digital Repository Guidelines.

A Collection Level Metadata Summary (to include project details and a summary of the data included in the archive) will be included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the organisational server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

An archive catalogue documenting both physical and digital archive products will be maintained as part of the report.

WYAS Archaeological Services

Digital Data Management Plan

Ethics and Legal Compliance

The data collected as part of this project is not expected to include the collection of any data that will require anonymisation (such as personal addresses). Any data that is collected will conform to the West Yorkshire Joint Services Data Protection Policy (version 1.1, 2019) and current GDPR legislation.

Copyright for all data collected by the project team belongs to ASWYAS and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

WYAS Archaeological Services

Digital Data Management Plan

Storage and Backup

Organisational IT is managed by Leeds City Council (LCC), who are also responsible for the management and verification of our daily back-ups and who support access to security copies as needed.

Sufficient data storage space is available via the LCC server, which includes two-factor authentication and permissions-based access. The server is accessible by staff on and offsite through a VPN and secure log-in.

Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back-up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

Project files will be shared with external specialists and contractors directly via LCC's secure file sharing platforms.

Selection and Preservation

The Selection Strategy and DMP will be reviewed and updated as part of the Post-excavation Assessment and Updated Project Design, and following full analysis. Updated documentation will be included in all reporting stages.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS).

Selection will be informed by the WSI/Updated Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The project will be published as an online technical report (accessible via OASIS), with full access to research data, which raises awareness to the findings of the archaeological excavation and link to the digital archive.

The project results may provide new research data which can be included in the Historic Environment Record and will contribute to the knowledge of the archaeological remains in the area.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined above.

Digital data created by ASWYAS will be deposited with the ADS which is the only repository in England with the CoreTrustSeal accreditation that will accept digital archives deriving from archaeological and historic environment fieldwork.

WYAS Archaeological Services

Digital Data Management Plan

Data Sharing

A summary of the project will been included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses.

The investigations are likely to result in a number of documents: Written Scheme of Investigation, Post-excavation Assessment, Updated Project Design and Final Report.

The final report is expected to be completed within 6 months of the completion of fieldwork.

As the project progresses reports will be attached to the project OASIS record.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location (s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

Responsibilities and Resources

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the Field Team.

Once data is incorporated into the organisations project server, storage and backup is managed by LCC.

Data archiving is undertaken by the project team under the guidance of the Archives Officer, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

Details of the core Project Team can be found in the Written Scheme of Investigation.

The project manager has overall responsibility for data capture, metadata production, data quality and correct storage and data sharing.

The security and backup of data is the responsibility of LCC.

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