

# MILL FARMHOUSE,

Mill Farm, Gunthwaite, South Yorkshire

## Written Scheme of Investigation (Project Design) for Historic Building Recording

September 2025  
v2.0

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## SUMMARY OF PROJECT DETAILS

<b>TJC Project Code:</b>	<b>J69</b>
<b>OASIS ID:</b>	<b>thejessol-537112</b>
<b>Project Type(s):</b>	Historic Building Recording
<b>National Grid Reference:</b>	SE 24920 06252 (centred)
<b>Postcode:</b>	S36 7GE
<b>County:</b>	South Yorkshire
<b>District/Unitary Authority:</b>	Barnsley Metropolitan Borough Council
<b>Parish:</b>	Gunthwaite and Ingbirchworth
<b>Elevation:</b>	c. 135m above Ordnance Datum
<b>Planning Reference(s):</b>	2024/0155 & 2024/0158
<b>Designation Status(s):</b>	<b>Mill Farmhouse</b> (Grade II Listed Building, NHLE: 1191260)
<b>Prepared by:</b>	Richard Pougher ACIfA
<b>Contributions by:</b>	Dr Victoria Beauchamp
<b>Reviewed by</b>	Oliver Jessop FSA MCIfA
<b>Date:</b>	29.09.2025
<b>Version:</b>	v2.0

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# I INTRODUCTION

## I.1. BACKGROUND

I.1.1. This document forms a Written Scheme of Investigation (WSI) for a programme of historic building recording at Mill Farmhouse, Mill Farm, Gunthwaite, South Yorkshire (**Figure 1**), centred on National Grid Reference SE 24920 06252.

I.1.2. This WSI provides a detailed methodology for a proposed programme of archaeological recording at the site, and has been prepared to address conditions of planning permission and listed building consent for the construction of a kitchen extension to the south-west elevation with an associated terrace area with a timber pergola (refs. 2024/0155 & 2024/0158):

*3) No development, including any demolition and groundworks, shall take place until the applicant, or their agent or successor in title, has submitted a Written Scheme of Investigation (WSI) that sets out a strategy for archaeological investigation and this has been approved in writing by the Local Planning Authority. The WSI shall include:*

- *The programme and method of site investigation and recording.*
- *The requirement to seek preservation in situ of identified features of importance.*
- *The programme for post-investigation assessment.*
- *The provision to be made for analysis and reporting.*
- *The provision to be made for publication and dissemination of the results.*
- *The provision to be made for deposition of the archive created.*
- *Nomination of a competent person/persons or organisation to undertake the works.*
- *The timetable for completion of all site investigation and post-investigation works.*

*4) The development shall only take place in accordance with the approved WSI and the development shall not be brought into use until the Local Planning Authority has confirmed in writing that the requirements of the WSI have been fulfilled or alternative timescales agreed.*

## I.2. CONSULTATION

I.2.1. This programme of works has been designed in consultation with the South Yorkshire Archaeology Service (SYAS) planning archaeologist (hereafter the Local Authority Archaeological Advisor - LAAA), who has been given the opportunity to comment on a draft of this WSI prior to final submission.

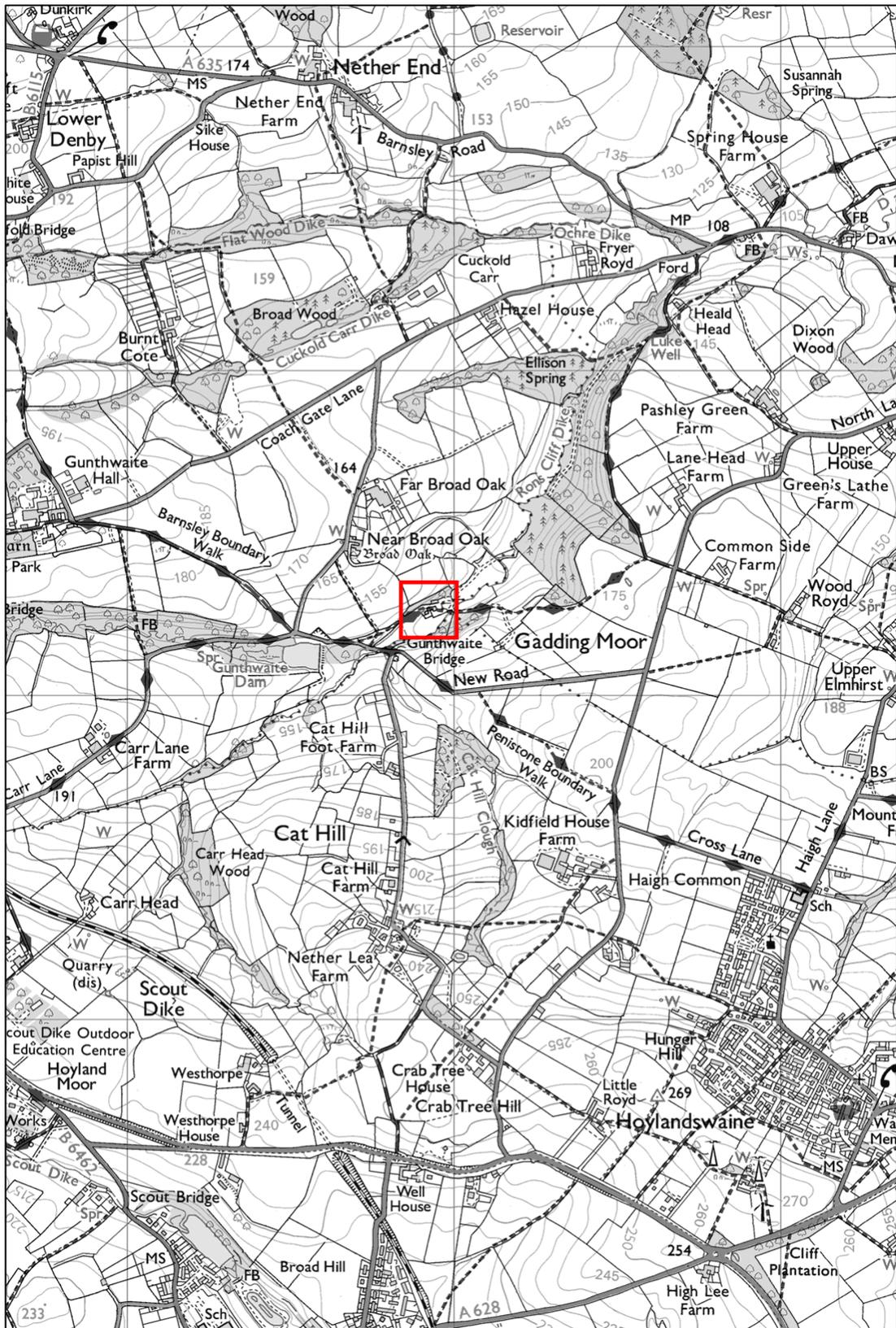


Figure 1: Site Location

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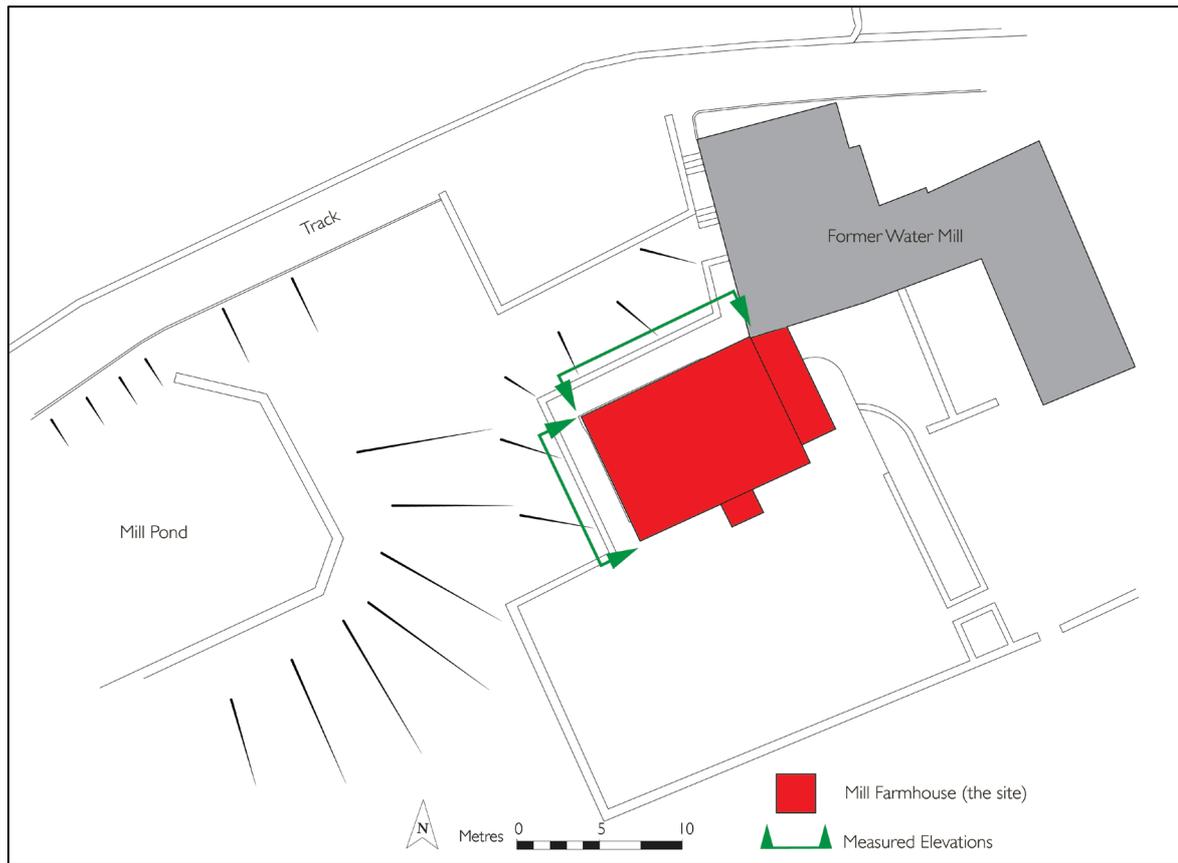


Figure 2: Site layout showing recording methodology

## 2 PROJECT AIMS

### 2.1. AIMS

2.1.1. The principal aim of the project is to record structures and archaeological remains within the site, to make a permanent record in advance of their alteration or destruction, and to contribute to the understanding of the origin and development of the site.

2.1.2. The specific objectives of the programme of archaeological recording are to:

- to complete the descriptive and photographic record of surviving historic fabric within areas to be affected by the proposals, prior to any change; and
- to identify and record any structural evidence for the development and use of the building.

### 2.2. RESEARCH QUESTIONS

2.2.1. The following research questions are proposed to guide this programme of work. They have been formed in consideration of the information available for the site, and the published research priorities in the South Yorkshire Regional Research Framework (<https://researchframeworks.org/syrf/>):

1. Can we better characterise and explain variations in vernacular rural architecture across South Yorkshire? How did these change over time? (SYRF - Post-Medieval: Rural Settlement)
2. To what extent does earlier fabric survive within Mill Farmhouse, and what can this tell us about the building's original form and subsequent alteration?

### 2.3. PUBLIC BENEFIT & OUTREACH

2.3.1. The project team will remain mindful of the potential for details of any archaeological discoveries to be shared with a wider audience as may be deemed appropriate. Public benefit from this scheme of works will arise from dissemination of the report, deposition of the project archive, and contribution to the regional research framework.

## 3 SCOPE OF WORKS

### 3.1. PRE-COMMENCEMENT

3.1.1. Prior to commencement of any site photography arrangements will be made with the owners to ensure that any stored materials have been removed and vegetation cleared sufficient to enable adequate visibility of rooms and elevations for the archaeological recording.

### 3.2. HISTORIC RESEARCH

3.2.1. A background history of the site was produced by TJC Heritage Ltd. (2024) for a heritage statement. This baseline will be incorporated into the final historic building record report.

### 3.3. BUILDING RECORDING

3.3.1. An as-existing record is to be made of the standing buildings at the site prior to the commencement of the construction programme. This is designed to be commensurate with a **Level 2 Record** as set out by Historic England (2016a) with the level of proportionate to the significance and degree of proposed change within different parts of the site, comprising:

- Photographic record of **Mill Farmhouse**, and surrounding gardens/yards; and
- Measured elevations (north-west & south-west) of **Mill Farmhouse**.

3.3.2. The recording strategy is illustrated on **Figure 2**, and the methodology set out in **Section 6**.

### 3.4. REPORTING AND ARCHIVING

3.4.1. The outputs deriving from this project will include:

1. A fully indexed digital project archive for deposition with the Archaeology Data Service (ADS) at the University of York;
2. A descriptive and analytical report presenting the results of the survey distributed digitally to the Client and made publicly available through South Yorkshire Historic Environment Record (HER), and OASIS (Online AccesS to the Index of archaeological investigationS).

### 3.5. CHANGES TO SCOPE OF WORKS

3.5.1. Should unanticipated features of high archaeological significance, or of potential national archaeological importance, be identified then the archaeologist will notify the owner, project architect and LAAA to discuss how these features might be preserved or enhanced within the scheme. Where additional archaeological recording is recommended, then this WSI will be updated and resubmitted to the LAAA for approval.

## 4 SITE DETAILS

### 4.1. SITE LOCATION

4.1.1. The site comprises Mill Farmhouse, accessed by a track leading north-east off New Road. To the south of the site is a grassed area bounded by stone walls. Adjoining to the north-east is Mill Farm Water Mill, and to the west is the truncated mill pond.

### 4.2. GEOLOGY

4.2.1. The bedrock geology at the site comprises the Pennine Lower Coal Measures Formation - mudstone, siltstone and sandstone, with the Penistone Flags – sandstone, adjacent to the north and south. Superficial deposits of Alluvium - clay and silt are situated at the southern boundary of the site (BGS, 2025).

### 4.3. DESIGNATIONS

4.3.1. Mill Farmhouse is a Grade II listed building (NHLE: 1191260) and is adjacent to the Grade II Water Mill Adjoining and to North West Of Mill Farmhouse (NHLE: 1151104).

## 5 HISTORIC AND ARCHAEOLOGICAL BASELINE

### 5.1. SUMMARY

5.1.1. This summary draws on a historic and archaeological background produced for a heritage statement for the site (TJC Heritage Ltd. 2024).

### 5.2. DEVELOPMENT OF THE SITE

5.2.1. A settlement at Gunthwaite was established between 1086 and 1120. In the 13<sup>th</sup> century the Gunthwaites were tenants of the Bryton and later the Darcy family. Henry Darcy is recorded as having given the manor to John and Christina Gunthwaite in 1359, including a watermill and tenants. The manor passed by marriage to the Bosvile family and later to William of Staveley in 1410. In 1583 Godfrey Bosvile was granted the manor and mill after a breach of the dam and water courses. He died in 1580 and Douglas suggests that the pre-17<sup>th</sup> century mill was replaced with the current mill soon afterwards (2006, 3).

5.2.2. Documents show that the mill was tenanted by a Christopher Green between 1657 and 1676. A new mill house was erected in 1731, the miller at the time being a John Horn. The mill is recorded in its present position on Jeffery's Map published in the same inn 1771 ([Sheet 7](#)).

5.2.3. At the beginning of the 19<sup>th</sup> century a Johnathan Wood and his son Joshua took over as millers, recorded there in 1807 in an associated schedule of a map of the same date. Of the 22a 3r and 31p tenanted by the Wood family there were listed: (Umpleby 2000, 86)

- Mill Dam [now known as Gunthwaite Dam] 3a 1r 8p
- Paddock [north of the headrace] 1a 0r 16p
- Holme, House etc [south of headrace inc. mill] 3a 1r 18p

5.2.4. The 19<sup>th</sup> century census and electoral registers record occupiers as 'corn miller'; 'miller and farmer'; 'joiner and farmer'; and 'farmer'. In 1911, William Senior was listed as 'farmer' and the house was recorded as having six rooms, not including any scullery, landing, lobby, closet or bathroom.

5.2.5. The Water Mill was restored c.2005 along with landscaping works including a significant truncation of the mill pond to the north-west of the site.

## 6 METHODOLOGY FOR BUILDING RECORDING

### 6.1. INTRODUCTION

6.1.1. This methodology has been produced in reference to overarching national guidelines as set out in South Yorkshire Archaeology Service's standards and guidance (2023); the Chartered Institute for Archaeologists' Standard and Guidance for the archaeological investigation of standing buildings or structures (ClfA 2020a); and Historic England's good practice guides for recording historic buildings (2016a).

### 6.2. PHOTOGRAPHY

6.2.1. Photography will be undertaken in accordance with Historic England's guide for digital image capture (2015) and the standards and guidance produced by the Archaeology Data Service (2024).

6.2.2. All photography will be undertaken using a high-quality camera with 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. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, a colour separation guide. Appropriate task lighting will be used in the form of battery powered units to illuminate interior spaces. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date, and photographer.

6.2.3. The record shall comprise:

1. General views of the buildings in their wider setting (HE 2016a, photography item 1).
2. The buildings' external appearance (HE 2016a, photography item 2).
3. Further views as desirable to reflect the original design intentions of the builder or architect (HE 2016a, photography item 3).
4. The overall appearance of the principal rooms and circulation areas of each building (HE 2016a, photography item 4).
5. Any external or internal detail, structural or decorative elements that relate to the buildings design, development use (HE 2016a, photography item 5).
6. Any machinery or other plant, or evidence of its former existence (HE 2016a, photography item 6).
7. Any dates, signage, graffiti, makers plates etc. (HE 2016a, photography item 7).
8. Any building contents which have a significant bearing on the building's history (HE 2016a, photography item 8).
9. A plan or plans identifying the location and direction of accompanying photographs (HE 2016a, drawn record item 8).

### 6.3. MEASURED SURVEY

- 6.3.1. All measured survey will be undertaken in accordance with Historic England's specifications for metric survey (2024), and guidance for creating interpretative drawings of historic buildings (2016b).
- 6.3.2. Existing site drawings will be used where available, otherwise archaeological fieldwork drawings will be produced with a hard, sharp, pencil on drafting film, taking measurements with hand-tape and laser disto (of typical +/- 1.5mm accuracy) and applying a combination of off-set and triangulation to capture the survey. Following completion, the accuracy of the survey will be checked.
- 6.3.3. A scale bar, and survey details including location, date, subject and surveyor, will be included on each drawing, and coordinated to an overall drawing register.
- 6.3.4. Elevation drawings may be produced using photogrammetry in accordance with Historic England's *Photogrammetric Applications for Cultural Heritage* (2017).
- 6.3.5. The drawn record will comprise (see **Figure 2**):
  - I. Annotated measured north-west & south-west elevations, drawn at 1:50 scale (HE 2016a, drawn record item 6).
- 6.3.6. All drawings will be either annotated, or supplemented with survey notes, to document observations and details of features, phasing and construction. The level of detail will proportionate to the objectives of the project.
- 6.3.7. The description of the historic fabric will be discussed in relation to a series of room numbers that identify the level of the building and each individual room, for example: **F4** = First floor room 4.

## 7 ARCHIVE

### 7.1. WORKING PROJECT ARCHIVE: PROCESSING AND STORAGE

- 7.1.1. All material (whether digital or physical) recovered or generated through the duration of project will be appropriately and securely stored in a working project archive.

#### *Survey Archive*

- 7.1.2. The project archive will be collated in a designated folder and stored in a secure location when not in use. On completion of the project, or at weekly intervals, digital security copies will be made of any physical documents. (no less than 300dpi for documents, 600dpi for photographic prints, and 4000dpi for negatives or slides), saved in lossless format (e.g. TIFF), and scans checked for quality.

- 7.1.3. All digital records will be treated in accordance with a project data management plan (**Appendix 2**).

### 7.2. SELECTION AND RETENTION STRATEGY

- 7.2.1. The site specific archive selection strategy is presented in **Appendix 1**.

- 7.2.2. The entire project archive will be subject to a selection procedure in accordance with best practice guidance (AAF 2011; and SMA 2020). The aim of the selection 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 the retention of materials not germane to future analysis.

- 7.2.3. At the completion of the fieldwork stage, a mid-project review may be undertaken in consultation with relevant stakeholders to determine the final selection strategy. The archaeology curator of the nominated archive repository, and the LAAA, will be consulted on these recommendations to arrive at a final agreed selection for retention prior to compilation of the final project archive.

### 7.3. FINAL ARCHIVE

- 7.3.1. The final archive will be assembled in accordance with the national guidelines in '*Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*' (AAF 2011) and the Chartered Institute for Archaeologists' '*Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*' (CIfA 2020b).

- 7.3.2. The digital archive will be deposited with the Archaeology Data Service (ADS) at the University of York, a Trusted Digital Repository. The archive will be prepared in accordance with national guidance (DigVentures, 2019) and the standards and requirements of the repository (ADS).

## 8 REPORTING

### 8.1. INTERIM REPORT

8.1.1. On conclusion of the fieldwork stage/initial building recording fieldwork stage and any subsequent phases of archaeological investigation, interim reports may be provided to the LAAA to evidence completion sufficient to enable the discharge of pre-commencement conditions.

8.1.2. Interim reports will typically comprise:

- Outline summary of scope of recording;
- Brief description of layout and principal features;
- Recommendations and nature of further work;
- A selection of record photographs to illustrate that all parts of the site have been surveyed;
- Scans of fieldwork drawings

### 8.2. FINAL REPORT

8.2.1. At the end of the fieldwork programme a final report will be prepared to present the results and interpretations of the programme of works.

8.2.2. The final report will include:

- Project specific fieldwork codes and dates
- Non-technical summary
- Site location and relevant designations
- Aims, purpose and research objectives of the programme of work
- Methodology
- Discussion of the history of the site
- Evidenced account of the building's overall form and its successive phases of development
- Discussion and Conclusion
- Acknowledgements
- List of contents of fieldwork archive
- Bibliography and References
- Illustrations and photographs

### 8.3. DISSEMINATION

8.3.1. Provision will be made for updating the South Yorkshire Historic Environment Research Framework where the results contribute towards agenda topics. The final report will be disseminated to the South Yorkshire Historic Environment Record.

## 9 MANAGEMENT OF THE ARCHAEOLOGICAL WORKS

### 9.1. STAFFING

9.1.1. The programme of works will be co-ordinated by Oliver Jessop a Corporate member of the Chartered Institute for Archaeologists (MCI(A) and members of the team at TJC Heritage Ltd., an approved Archaeological Organisation.

#### *Professional, technical, and ethical standards*

9.1.2. TJC Heritage Ltd. is committed to upholding professional, technical, and ethical standards as set out in the ClfA Code of Conduct (2022), standards and guidance for archaeological work, as well as guidance provided by Historic England. Staff within management roles are full corporate members of ClfA and CVs can be provided, along with examples of similar projects if required.

9.1.3. Archaeological fieldwork will be undertaken by appropriately trained staff.

### 9.2. TIMETABLE AND MONITORING

9.2.1. It is presently understood that the programme of works will be undertaken as following:

- September-October 2025 – Fieldwork;
- November 2025 – Final Report;
- January 2026 – Archive deposition

9.2.2. The LAAA will be updated with any changes to the timetable.

9.2.3. At the inception of the project the LAAA will be notified of the project details, timetable and confirm principal approval for the deposition of the final archive.

9.2.4. It is the responsibility of the client to ensure that the archaeologist is aware of the schedule for commencement of all groundworks within areas to be monitored in order that monitoring can be scheduled appropriately.

9.2.5. The LAAA will be offered the opportunity to undertake a site inspection, and sufficient notice of the commencement of fieldwork will be provided in order that this can be scheduled. All monitoring visits will be documented and agreed by each party.

9.2.6. A draft report on the archaeological recording will be finalised within 3 months of completion of the programme of works and provided to the LAAA for approval.

- 9.2.7. The project archive will be deposited with the appropriate repository within 6 months of completion of the fieldwork and reporting. LAAA will be notified upon receipt of confirmation of transfer from the repository.
- 9.2.8. Any deviation from this programme should be documented and agreed by each party.

## 10 HEALTH AND SAFETY AND INSURANCE

### 10.1. ENVIRONMENT

10.1.1. The work will be undertaken in accordance with TJC heritage Ltd.'s Environmental Policy (2025). A copy of which can be provided on request. The policy acknowledges the essential need for steps to be taken to reduce carbon emissions throughout all aspects of the company's work and sets out a strategy to ensure that the company minimises its impact on the environment and that the business is as environmentally sustainable as possible.

### 10.2. HEALTH AND SAFETY

10.2.1. The programme of works will be undertaken in accordance with the 1974 Health and Safety at Work Act. Appropriate Personal Protective Equipment (PPE) will be worn at all times.

10.2.2. All equipment will be suitable for the purpose and in sound condition and comply with Health and Safety Executive recommendations.

10.2.3. A project specific Risk Assessment will be prepared prior to work commencing on site and all personnel will be made aware of all Risks and Hazards associated with the project.

### 10.3. INSURANCE

10.3.1. TJC Heritage Ltd. currently holds (as of September 2025) Professional Indemnity cover of £2,000,000 (AXA Insurance UK Plc, policy no: TG0058), Public Liability cover for £5,000,000. (Ecclesiastical Insurance Office Plc, policy no: UN/001808), and Employers Liability cover for £10,000,000. (Ecclesiastical Insurance Office Plc, policy no: UN/001808).

## 11 COPYRIGHT

### 11.1. PAPER AND DIGITAL ARCHIVE

11.1.1. The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body – TJC Heritage Ltd. TJC Heritage Ltd. will deposit the material with the recipient museum or repository on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records. This licence will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

### 11.2. REPORT

11.2.1. Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures identified in **Section 8**.

## 12 SUPPORTING INFORMATION

### GUIDANCE CONSULTED

- Archaeological Archives Forum (AAF), 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.
- Archaeology Data Service (ADS), n.d. *Archaeology Data Service guide to Good Practice* [online]. Available: <https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/>
- Chartered Institute for Archaeologists (CIfA). 2020a. *Standard and Guidance for the archaeological investigation of standing buildings or structures*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). 2020b. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). n.d. *Toolkit for Selecting Archaeology* [online]. Available: <https://www.archaeologists.net/selection-toolkit>.
- DCC. 2013. *Checklist for a Data Management Plan. V.4.0*. Edinburgh: Digital Curation Centre (after ADS 2020)
- DigVentures, 2019. *Dig Digital. Work Digital. Think Digital. Create Digital. A guide to managing digital data generated from archaeological investigations*.
- Historic England 2015. *Digital Image Capture and File Storage: Guidelines for Best Practice*.
- Historic England. 2016a. *Recording Historic Buildings – a guide to good recording practice*. English Heritage.
- Historic England. 2016b. *Drawing for Understanding: Creating Interpretive Drawings of Historic Buildings*.
- Historic England. 2017. *Photogrammetric Applications for Cultural Heritage*
- Historic England. 2024. *Geospatial Survey Specifications for Cultural Heritage*.
- Society for Museum Archaeology, 2020. *Standards and Guidance in the Care of Archaeological Collections*.
- South Yorkshire Archaeology Service (SYAS). 2023, *Standards and Guidance for Historic Building Record (Detailed Analytical Record)*
- South Yorkshire Regional Research Framework (<https://researchframeworks.org/syrf/>)
- Watkinson, D. and Neal, V. (eds). 1998. *First Aid for Finds*

**APPENDIX I:**

ARCHIVE SELECTION STRATEGY

## ARCHIVE SELECTION STRATEGY

### INTRODUCTION

This strategy details a project-specific selection process agreed by all stakeholders which will be applied to the working project archive in order to create the archaeological archive.

The strategy should be attached to, and read alongside, the project Written Scheme of Investigation which identifies all relevant project information.

Project review stages:

- R1: Project Planning
- R2: Data Gathering
- R3: Analysis and Reporting
- R4: Archive Compilation

### SELECTION STRATEGY

The aim of the selection 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 the retention of materials not germane to future analysis.

Note: details relating to the standards for the generation of digital data is set out in the accompanying Data Management Plan (**Appendix 2**).

	Type	Selection	Stage	Stakeholder
I.1	Digital Files: Project Text / Documents	All final documents in PDF/A format. Including: WSIs, interim reports, digitally generated fieldwork forms, final reports and specialist reports.	R4	TJC Heritage project lead Archaeology Data Service
I.2	Digital Files: Survey Data / Vector Graphics	All final illustrations and record drawings in .SVG format. Including: plans, annotated plans, phase drawings, interpretative drawings, and photo location plans. Unprocessed survey data not identified as a project output and will be de-selected.	R4	TJC Heritage project lead Archaeology Data Service
I.3	Digital Files: Record Images	Each record image from every unique viewpoint in .TIFF format. Duplicate or blurred images to be de-selected.	R4	TJC Heritage project lead Archaeology Data Service
I.4	Digital Files: Photogrammetry	Ortho-photograph of each elevation in .TIFF format.	R4	TJC Heritage project lead Archaeology Data Service

		Individual photos and processed files are not identified as a project output and will not be archived in their raw format.		
2.1	Physical Documents: Drawings	All fieldwork drawings. Including: measured survey drawings and dimensioned or interpretative sketch drawings. Survey drawings are to be scanned and included with the digital archive, the physical copy to be de-selected	R4	TJC Heritage project lead Archaeology Data Service

#### DISCARD STRATEGY

De-selected digital material will be deleted from the TJC Heritage Ltd. servers.

De-selected physical material will be appropriately disposed of, with any sensitive physical documentation shredded.

**APPENDIX 2:**

DATA MANAGEMENT PLAN

## DATA MANAGEMENT PLAN

### DATA COLLECTION

#### *Anticipated Forms of Data Created*

Type	Format	Estimated volume (Data Archive)
Text / Documents	PDF (.pdf/a)	1 object (size <100MB) (Written Scheme of Investigation / Final Report)
Vector Graphics	Survey drawings to be checked and imported into Adobe Illustrator (.ai) for enhancement with archaeological information and conversion to HE drawing conventions. (Intended deposition format - .svg)	2 objects (size <100MB) (Annotated elevations)
Images	Lossy image file (.jpg) & Unprocessed image file (.raw) (Intended deposition format - .tiff)	c.50 objects (size <1TB) (Record photography / photogrammetry)

#### *Data Standards/Methods*

Data will be created in accordance with the following standards and guidance:

- Archaeology Data Service 2024. *Guidance for Depositors* [online]. Available: <https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/>
- DigVentures 2019. *Dig Digital : a guide to managing digital data generated from archaeological investigations*. Available: <https://www.archaeologists.net/digital>
- HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015
- HE Metric Survey Specifications for Cultural Heritage 2015
- HE Understanding Historic Buildings 2016
- HE Photogrammetric Applications for Cultural Heritage 2017

Data will conform to the preferred file formats identified by the Archaeology Data Service, the intended repository (<https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>).

Methods of data creation are specified within the Written Scheme of Investigation (report ref: TJC2025.121).

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

The digital working project archive will be stored in a specific project folder and structured in accordance with a logically ordered template file hierarchy. File naming conventions will follow established organisational procedures, based on ADS file naming guidance, and include a project identifier, descriptor, and version number.

### *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.

### DOCUMENTATION AND METADATA

Data collected will include standard formats which maximise opportunities for use and reuse in the future (see 'Data Collection' above).

Metadata will be captured at point of creation through the completion of registers recording relevant details, including date of creation, creator, and descriptors.

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 and submitted with both the Museum and Trusted Digital Repository.

### ETHICS AND LEGAL COMPLIANCE

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

It is not intended that any personal data will be gathered or stored as part of this project. Should this change, a GDPR compliant privacy policy will be written and appended to this document.

### DATA SECURITY: STORAGE AND BACKUP

The digital archive will be stored on secure cloud-based servers managed by an external data management provider (Dropbox), which is ISO certified (ISO 27001, 27017, 27018 & 22301) and GDPR compliant. Unlimited storage space is available, and automatic backups are maintained of all file versions and deletions retained for a 180 day period.

Digital project files are accessibly remotely 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).

All files are encrypted, with secure log-ins and permission-based access provided to project staff.

#### SELECTION AND PRESERVATION

Data selection will be undertaken in accordance with the Archive Selection Strategy (**Appendix I**) and data will be compiled in accordance with this DMP.

Sufficient resources have been afforded in the project budget to account for deposition costs.

#### DATA SHARING

Data will be disseminated in accordance with the Written Scheme of Investigation (report ref: TJC2025.121) including archival of digital project outputs, and reports, with the ADS.

#### RESPONSIBILITIES

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, quality assurance, storage, and archiving is the responsibility of the Project Team, assured by the Project Manager.

Data backup is managed by Dropbox.

Details of the core project team can be provided upon request.

**APPENDIX 3:**

LISTED BUILDING DESCRIPTION

## MILL FARMHOUSE

### DETAILS

Heritage Category: Listed Building

Grade: II

List Entry Number: 1191260

Date first listed: 21-Jul-1986

### LOCATION

County: South Yorkshire

District: Barnsley (Metropolitan Authority)

Parish: Gunthwaite and Ingbirchworth

National Grid Reference: SE2492006252

### DETAILS

Farmhouse. Early C19. Squared coursed rubble, stone slate roof. Two storeys, two bays. Central doorway has bonded surround. 3-light, flat-faced mullion windows. Ashlar stack to left gable, brick stack to right. Outshut to rear. Left return is rendered. Small addition to right return. Included for group value.

**APPENDIX 4:**

SYAS ARCHAEOLOGICAL BUILDING RECORDING STANDARDS & GUIDANCE



# Archaeological Building Recording (Basic Analytical Record)

## Standards & Guidance

### 1 Requirement for Archaeological Building Record

- 1.1 The document outlines a standard brief for a basic analytical archaeological building record.
- 1.2 A programme of analytical archaeological building recording is undertaken where additional information is required to understand the importance of a building to inform future change, or to record and advance understanding of its significance prior to its loss (wholly or in part).
- 1.3 SYAS should be consulted in advance of any building recording to agree a methodology. The specific recording elements required will be determined in respect to the importance of the building and, in relation to proposed changes, the scale of harm from future alterations.
- 1.4 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

- 1.5 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 ClfA Registered Organisation<sup>1</sup>. SYAS also maintain an open list of archaeological contractors who operate in the region.<sup>2</sup>
- 1.6 All archaeological work needs to comply with:
  1. the Regional Statement of Good Practice for Archaeology in the Development Process;<sup>3</sup>
  2. the Chartered Institute for Archaeologist's (ClfA) standards and guidance;<sup>4</sup>
  3. Historic England's guidance on managing archaeological projects (MoRPHE)<sup>5</sup>
  4. Historic England's best practice guidance relevant to the project.<sup>6</sup>

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<sup>1</sup> A register of Registered Organisations is available online: <https://www.archaeologists.net/lookingforanarchaeologist>

<sup>2</sup> Available online: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service>

<sup>3</sup> SYAS 2018

<sup>4</sup> ClfA 2020a

<sup>5</sup> Historic England 2015a

<sup>6</sup> Available online: <https://historicengland.org.uk/advice/find/a-z-publications/>

### Written Scheme of Investigation

- 1.7 The undertaking body will be required to produce a Written Scheme of Investigation (WSI) to set out a proposed scheme of works in sufficient detail to demonstrate the works will be appropriate and proportionate to the site and the anticipated level of impact.
- 1.8 The requirement and contents of a WSI on any given site should be confirmed with SYAS.
- 1.9 The WSI will 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. Strategy for seeking retention in-situ of identified features of importance;
  5. Monitoring arrangements;
  6. Description of the site identifying its condition etc.;
  7. Brief summary of the archaeological and historical background of the site and its environs;
  8. Aims and objectives with reference to the South Yorkshire Historic Environment Research Framework and other period specific or thematic research frameworks/strategies, as applicable;
  9. A table listing each building with the rationale for the proposed recording strategy and a plan that clearly shows their location within the site;
  10. Summary of the specific outputs of the project (including report, archives etc);
  11. Methodology for site investigation, sampling (where relevant), assessment, analysis and reporting;
  12. Strategy for the deposition of the project archive (including a selection strategy and data management plan produced in accordance with guidance below) and identification of the relevant repository;<sup>7</sup>
  13. Strategy for outreach, publication and dissemination of the results;
  14. Details of the competent person/persons or organisation undertaking the works.
- 1.10 Appropriate specialists should be consulted in formulating sampling strategies and methodologies specific to the site and project objectives., including whether site visits will be required for sampling of timbers, glass, plaster/mortar or decorative schemes as may be appropriate. Provision should be allowed to revise this strategy during the fieldwork as appropriate to account for unexpected discoveries.
- 1.11 A template “Written Scheme of Investigation for archaeological building recording” is available for use<sup>8</sup>, providing additional guidance and allowing any deviations from these standards to be identified and justified.

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<sup>7</sup> The physical building record should be deposited with the local archives and digital records to a Trusted Digital Repository (CoreTrustSeal certified). The deposition of any artefacts should be agreed with SYAS on a case-by-case basis to identify the most appropriate repository.

<sup>8</sup> See guidance for archaeological projects, available online: <https://www.sheffield.gov.uk/syas>

## Selection Strategy & Data Management Plan

- 1.12 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 archive.
- 1.13 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.
- 1.14 These should be produced in accordance with ClfA guidance.<sup>9</sup>

## Monitoring

- 1.15 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.
- 1.16 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).

## 2 Aims

- 2.1 The principal aim of a historic building record is to examine a specified building, structure or complex, and its setting, in order to:
  1. inform the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting *and/or*
  2. seek a better understanding, compile a lasting record, analyse the findings/record, and then disseminate the results.
- 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<sup>10</sup> 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 the impact of any proposed alterations.

## 3 Scope

- 3.1 The **Basic Analytical Record** shall comprise the following elements:
  1. A historic background forming a synthesis of previous work;
  2. A drawn record including floor plans;
  3. A photographic record of the exterior of the building(s) and its setting, the overall appearance of principal rooms and circulation areas, and important individual features, fixtures and fittings;

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<sup>9</sup> Available online: <https://www.archaeologists.net/selection-toolkit> & <https://www.archaeologists.net/digital>

<sup>10</sup> Available online: <https://researchframeworks.org/syrf/>

4. Written report providing a detailed description of the building, analysis of its age, development and use, and an assessment of its importance within its local/regional/national context;
  5. Archive;
  6. Dissemination of results
- 3.2 The basic analytical record is broadly proportionate to Historic England's Level 2 survey as established in "Understanding Historic Buildings: A Guide to Good Recording Practice"<sup>11</sup>, which contains more guidance for determining a project's scope.

### Contingencies

- 3.3 Contingencies should be budgeted for and identified in the WSI, including, where relevant:
1. Carrying out scientific dating/analysis of structural timbers/paint/plaster/mortar of archaeological interest;
  2. Assessment and conservation of artefacts of archaeological interest;
  3. Return visits by the archaeological contractor during the development to survey areas which were inaccessible or where monitoring of demolition might provide important archaeological information;
  4. Publication of results.
- 3.4 The Historic England Science Advisor can be consulted in respect to advice on appropriate approaches to sampling strategies and any archaeological science components.

## **4 Archaeological Building Record: Brief and Standards**

### Preparation

- 4.1 Prior to commencing recording, the archaeologist should carefully examine all parts the site to familiarise themselves with the building(s), and identify evidence for its age, development and use. This will inform the positioning of sections, elevations and detail drawings; and the selection of photographic viewpoints.
- 4.2 Each building and room on the site will be assigned a unique reference to facilitate ease of description and enable records to be accurately located.

### Historical Baseline Assessment

- 4.3 A historic baseline for the site will be produced through a synthesis of previous work, including reference to:
1. Data and grey literature held by the South Yorkshire Historic Environment Record;
  2. Historical and modern maps, including
    - (i) Pre-Ordnance Survey maps including enclosure, tithe surveys etc. where produced and readily available;
    - (ii) Ordnance Survey maps<sup>12</sup>
  3. Publications, including monographs and journals.

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<sup>11</sup> Historic England 2016a

<sup>12</sup> Copies of the largest available scale map of each epoch should be reproduced, including the 1:63,360 Old Series (1840s); and 1:1,056 / 1:500 scale Town Plans (1850s and 1890s) for urban areas.

- 4.4 The history of the site should be established at a stage when it can inform the fieldwork.

### Drawn Survey

- 4.5 The building record will include the following drawing types:
1. Measured plans of each floor, as existing (of no less detail than 1:100 scale);
  2. Phased drawings with successive phases of fabric shown by graded tone (dark to light) or colour;
  3. Diagrams interpreting the movement of materials (process flow) and/or people (circulation).
- 4.6 All hand-drawn and digital surveys will be annotated in the field to produce interpretative drawings showing the form and location of any fixtures, fittings, or structural features of interest such as: blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, historic furnishings, and extant or removed machinery or plant evidencing its former use. In some circumstances, in place of annotated survey drawings it may be acceptable to produce written notes and sketch plans from which final drawings can be produced.

### **Standards**

- 4.7 A range of survey methods may be applied depending on the building, including survey by hand, total station, laser scanning, or photogrammetry. All measured survey will be undertaken in accordance with relevant guidelines and produced in accordance with Historic England drawing conventions.<sup>13</sup>
- 4.8 Where digital surveys already exist (e.g. 'as existing' architectural drawings), these may be suitable for adaptation and use but shall be checked, corrected and enhanced on site as necessary.
- 4.9 A drawing register will be maintained, recording the scale, location, date, subject, levels, and surveyor.

### Photography

- 4.10 The building record should include the following:
1. A general view or views of the building(s) in its wider setting or landscape.
  2. The building's external appearance including oblique views to provide an impression of its size and shape, and view at right-angles to the plane of an elevation to capture individual elevations and structural details.
  3. Further views to reflect the original design intentions of the building(s) or architect as evidenced through historic research.
  4. The overall appearance of the principal rooms and circulation areas, including oblique views to provide an impression of its size and shape, and views at right-angles to the plane of an elevation to capture individual elevations and structural details.
  5. Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
  6. Any machinery or other plant, or evidence for its former existence.

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<sup>13</sup> Including Andrews *et al*/2015 and Historic England 2016b, 2017 & 2018.

7. Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription should be made wherever characters are difficult to interpret.
8. Any building contents which have a bearing on the building's history (for example, a cheese press, a malt shovel)
9. Copies of maps, drawings, views and photographs, present in the building(s) and illustrating its development or that of its site. The owner's written consent may be required where copies are to be deposited in an archive.

## Standards

- 4.11 Photographic recording can be produced in either film or digital medium.
- 4.12 Film photography will be undertaken using panchromatic black and white film no faster than ISO400, supplemented with colour slide film.
- 4.13 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive.<sup>14</sup> 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.
- 4.14 A tripod and task lighting will be used to improve image capture in low light conditions.
- 4.15 Wide angle, macro, telescopic, and shift lenses should be used, where required, to capture small spaces, small or high-level details, or to avoid converging verticals.
- 4.16 Metric scales of appropriate size should be discreetly placed in photographs to preserve a sense of scale. Where colour is an important factor, colour control patches will be used.
- 4.17 A location plan and register recording the details of each image should be maintained, including subject, location, date, and photographer.

## Structural Watching-Brief

- 4.18 Where required by SYAS, a structural watching-brief is to be undertaken by the archaeological contractor during the programme of works / demolition proposed.
- 4.19 The purpose of the watching-brief is to enhance the record produced of the buildings, through the enhancement of drawings, additional photography and written notes, and collection of samples or artefacts as may be required to achieve the aims and objectives of the project.
- 4.20 Watching-brief visits should be scheduled in consultation with the principal contractor to ensure that visits are made when relevant information is most likely to be accessible/visible, such as following the soft strip of the structures, and/or during their demolition.
- 4.21 The aims of the watching-brief, and a proposed timetable, should be included within the WSI, and confirmed in writing with SYAS in advance of development commencing.

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<sup>14</sup> Historic England 2015c. and Archaeological Data Service 2009

### Artefact Recovery and Scientific Analysis

- 4.22 Once recorded in context (see para. 4.10, bullet-point 8), loose documentary or artefactual material of archaeological or historical interest should be recovered (with the permission of the landowner), packaged, and labelled appropriately. Fixed material, or loose material that cannot be removed, should be recorded on site and promptly reported to SYAS, i.e. during the fieldwork.
- 4.23 The location of glass, paint, or wallpaper of potential archaeological or historical interest, and timbers that might form suitable candidates for dendrochronological dating, should be recorded and advice sought from SYAS as to whether further analysis will be required.
- 4.24 Where required by SYAS, an assessment will be undertaken by a specialist to determine the suitability of such structural timbers for dendrochronological dating. Should the timbers be suitable, a scheme of sampling will be undertaken in accordance with a specification produced by the specialist, once this has been agreed by SYAS.
- 4.25 Where required by SYAS, an assessment will be undertaken by a specialist to determine the suitability of paint, plaster, and mortar for scientific analysis. Should the materials be suitable, a scheme of sampling will be undertaken in accordance with a specification produced by the specialist, once this has been agreed by SYAS.

### **Post-Fieldwork**

- 4.26 Artefacts and samples will be returned for processing in accordance with best practice guidance.<sup>15</sup> As a minimum all artefacts will be cleaned, weighed, counted, marked, boxed, and assessed by the relevant specialists.
- 4.27 Advice from appropriate specialists should be sought on the storage and conservation of unstable artefactual remains (e.g. paper, film, glass, metals, wood or leather).
- 4.28 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.

### Reporting

- 4.29 A report will be produced, containing:
1. A non-technical summary;
  2. An introduction including background information (with planning application details, where appropriate);
  3. The original research aims and objectives;
  4. A discussion of the published sources relating to the building(s) and its setting, including an account of its history and an analysis of historic map evidence (map regression);
  5. A descriptive account of the building's overall form (structure, materials, layout);
  6. The results of any artefact recovery and scientific analysis where undertaken;
  7. A description of the importance of the buildings, their setting, and their contribution to the character of the surrounding area;

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<sup>15</sup> Watkinson and Neal 1998

8. A discussion of how the project has contributed towards research aims and objectives;
9. Supporting illustrations, including as a minimum:
  - (a) a detailed location map;
  - (b) all survey drawings;
  - (c) an overall phased site plan and phased floor plan(s) of each building;
  - (d) a selection of photographs of the site including exterior and interior views;
  - (e) select artefact illustrations or photographs, where relevant;
  - (f) reproductions of relevant historic maps and plans;
10. Supporting material, including as a minimum:
  - (a) full bibliography and other references;
  - (b) copies of all record photographs (excluding duplicates);
  - (c) photograph registers and location plans;
  - (d) specialist reports, where undertaken;
11. An archive index;
12. Acknowledgements identifying those involved in the project, including the contribution of SYAS.

## **5 Dissemination and Outreach**

### **Public Engagement & Outreach**

- 5.1 Archaeological work is undertaken for public benefit and SYAS encourage opportunities for public engagement to be integrated from the outset.
- 5.2 As a minimum on all building recording projects, 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.
- 5.3 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; and
  7. Any other opportunities that might be relevant for a given site.
- 5.4 A bespoke strategy shall be produced for each site.

### **Dissemination of Results**

- 5.5 A digital copy of the report must be supplied directly to SYAS for incorporation into the South Yorkshire Historic Environment Record. A bound physical copy must also be provided to SYAS, on request.
- 5.6 Where there is a physical archive, printed copies of reports will be included.

- 5.7 Copies of the report, or details on where it can be accessed, should be provided to any external specialists involved in the project and, where relevant, made available to the archaeologist responsible for any subsequent archaeological work at the site. This is to assist in the design and implementation of future projects.
- 5.8 The contractor should initiate or update an online OASIS form<sup>16</sup> 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

- 5.9 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.
- 5.10 Where results warrant it, and following discussion with SYAS, formal publication in the form of a journal article or monograph should be produced.

### Furthering Research

- 5.11 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<sup>17</sup>.

## **6 Project Archive Standards**

### General

- 6.1 Details of archiving arrangements should be confirmed with the client and landowner, and a budget allowed for to cover the final repository's expected deposition charge, if any.

### Working Project Archive

- 6.2 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 1.12-14).

### Physical Records

- 6.3 Any physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.
- 6.4 Film photography will be processed at regular intervals throughout the duration of a project.
- 6.5 Digital security copies will be made of physical records at regular 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

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<sup>16</sup> Via the OASIS online portal hosted by the Archaeological Data Service <http://ads.ahds.ac.uk/project/oasis/>

<sup>17</sup> The research framework is accessible online: <https://researchframeworks.org/syrf/> - new users must register for a new account to add comments.

format, such as TIF, for scale drawings), and scans checked for quality.<sup>18</sup> 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**

- 6.6 All digital records will be treated in accordance with a project data management plan.<sup>19</sup>
- 6.7 Digital records will be routinely downloaded throughout the duration of a project, stored, and backed up in a secure location.
- 6.8 All digital records will be consistently labelled, files logically structured, and embedded with appropriate metadata (or have their metadata stored in an accompanying spreadsheet).<sup>20</sup>

### **Final Archaeological Archive**

#### **Selection Strategy**

- 6.9 On the completion of fieldwork, the relevant specialists and recipient archive will be consulted to update the selection strategy set out in the WSI in accordance with best practice guidance.<sup>21</sup>
- 6.10 This should consider all documents, finds, samples, and digital files generated during the project, including illustrations.
- 6.11 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 the retention of materials not considered germane to future analysis.

#### **Archive Deposition**

- 6.12 The final archive will then be assembled in accordance with Archaeological Archives Forum, ClfA, and archive guidelines.<sup>22</sup>
- 6.13 Where necessary, agreement in principle for full transfer of title of artefacts to the recipient archive needs to be obtained at the earliest opportunity. Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted to the recipient archive.
- 6.14 The recipient archive will be licensed to use the donated 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.
- 6.15 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.
- 6.16 The physical archive will be deposited with the appropriate archive. A copy of the archive receipt will be provided to SYAS.

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<sup>18</sup> For further guidance see: [Digitisation at The National Archives](#)

<sup>19</sup> ClfA guidance available online: <https://www.archaeologists.net/digidigital>

<sup>20</sup> Archaeological Data Service 2009

<sup>21</sup> AAF 2011, SMA 2020 & ClfA toolkit for selection archaeology: <https://www.archaeologists.net/selection-toolkit>

<sup>22</sup> AAF 2011 & ClfA 2020b

- 6.17 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.

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