



Depositing Archaeological Archives

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Contact us

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Chilcomb Lane
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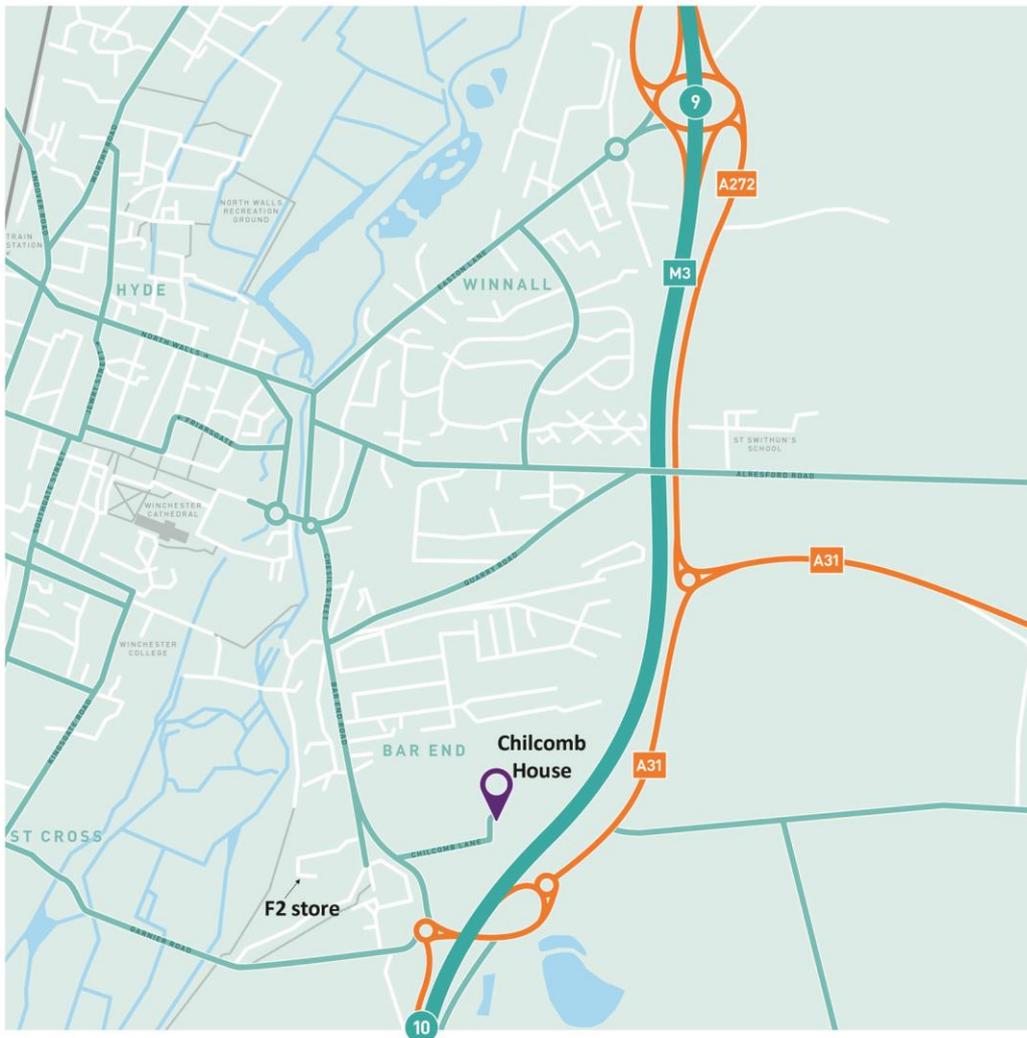
Email: collections@hampshireculturaltrust.org.uk
Telephone: 01962 678140

Other useful contacts outside Hampshire Cultural Trust

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Hampshire County Council
County Archaeologist
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Archaeologist Winchester Historic Environment team
tmatthews@winchester.gov.uk

Gareth Owen
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Archaeologist
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From the M3 heading northbound. Exit at junction 10, signposted to Winchester, Bar End. At the roundabout with traffic lights, take the second exit into Bar End Road, heading for Bar End and the city centre. After 150 yards, and before you reach a junction with traffic lights, turn right into Chilcomb Lane. We are at the end of the lane. Enter through the large gate and follow the signs for reception.

From the M3 heading southbound. Exit at junction 9 and join the A272 (A31) to Winchester. Follow the A272 parallel with the M3 and at the roundabout go straight over to join the A31 into Winchester. The road passes under the M3, and at the roundabout with traffic lights take the third exit onto Bar End Road. After 150 yards, and before you reach a junction with traffic lights, turn right into Chilcomb Lane.

Arrival by rail. Please use Winchester station. There are taxis available outside the station or it is possible to take a Park & Ride bus plus a short walk (please contact us if you need more information).



SatNav: S023 8RB (NOT our postal code: S023 8RD)

www.hampshireculturaltrust.org.uk

01962 678140

From Winchester city centre. Follow the signs out of Winchester towards the M3 on Chesil Street. This becomes Bar End Road. Follow the road until you meet the traffic lights, with a petrol station on your right, and take the left slip road towards the M3. After 100 yards, turn left into Chilcomb Lane. We are at the end of the lane. Enter through the large gate and follow the signs for reception.

Introduction to Hampshire Cultural Trust

Hampshire Cultural Trust has been operating the museums and collections formerly managed by Hampshire County Council Arts and Museums Service and Winchester City Museums since November 2014.

The Trust is a registered charity supported by Hampshire County Council, Winchester City Council, district and borough council partners and a wide range of other funders and benefactors. It operates eighteen museums, galleries and heritage sites, including the City Museum and Westgate in Winchester, the Museum of the Iron Age in Andover, the Red House Museum in Christchurch, Basing House and Rockbourne Roman Villa.

Ownership of the collections remains with the respective local authority, either Hampshire County Council or Winchester City Council. Both authorities have agreed to loan their collections, and those they hold in trust for others, to Hampshire Cultural Trust in accordance with formal Collections Loan Agreements until 2040. For archaeological collecting area, see **Appendix 1**

The Trust undertakes the day-to-day management of the collections and accessions new items, including archaeological archives, into the collections on behalf of the local authorities. It does not have the authority to develop its own separate collection.

Depositing archaeological archives

There are two archaeology stores located at Bar End, on the outskirts of Winchester, close to Junction 10 of the M3 (see map). The archives deposited with Hampshire County Council are stored at Chilcomb House in Chilcomb Lane and those transferred to Winchester City Council are in the F2 Store on the Bar End Industrial Estate.

Both facilities contain a substantial number of archives, and our existing resources are fully committed to ongoing maintenance and improving accessibility and storage conditions for this material. In common with other depositories across the country, our staff resources and storage space are limited. As a result, it is important that any new accessions relate to the current collecting policy in **Appendix 2**.

This document sets out the requirements governing the deposition of archaeological archives into collections managed by Hampshire Cultural Trust.

1. Standards

This document has been created in line with national and international standards and guidance on the creation and curation of Archaeological Archives. The following standards and guidance should be consulted alongside this document throughout the archival process.

ADS (1) Data Management and sharing Plans

<http://archaeologydataservice.ac.uk/advice/DataManagementPlans> [21.09.16]

ADS (2) Guides to good practice. <http://guides.archaeologydataservice.ac.uk/g2gp/Main>
[18.08.16]

ADS (3) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors> [18.08.16]

D H Brown (2011). Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation. Second Edition. Archaeological Archives Forum (AAF)

Chartered Institute for Archaeologists (Cifa) (2014a) Standard and guidance for the collection, documentation, conservation and research of archaeological materials.

Chartered Institute for archaeologists (Cifa) (2014b) Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.

Collections Trust (2009). Labelling and marking museum objects.

<https://collectionstrust.org.uk/resource/labelling-and-marking-museum-objects-booklet>
[09.09.16]

DCMS (2005) Guidance for the care of Human Remains in Museums

<https://www.britishmuseum.org/pdf/DCMS%20Guide.pdf> [09.09.16]

English Heritage (2005). Guidance for Best Practice for Treatment of Human Remains Excavated From Christian Burial Grounds in England

English Heritage (2006). Management of Research Projects in the Historic Environment.

English Heritage (2008) MoRPHE Project Planning Note 3

English Heritage (2011). Safeguarding Archaeological Information – Procedures for Minimising Risk to Undeposited Archaeological Archives

Historic England (2015a) Digital Image Capture and File Storage

Historic England (2015b) Large Burial Grounds, Guidance on sampling in archaeological fieldwork projects

Museum and Galleries Commission (1992). Standards in the Museum Care of Archaeological Collections

Perrin, K., et al. (2014). The Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1).

http://old.european-archaeological-council.org/files/arches_v1_gb.compressed.pdf [22.09.16]

Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group, 2016, A Standard for Pottery Studies in Archaeology.

http://romanpotterystudy.org/new/wpcontent/uploads/2016/06/Standard_for_Pottery_Studies_in_Archaeology.pdf

Society for Museum Archaeologists (SMA) (1993) Selection, retention and dispersal of archaeological collections. Guidelines for use in England, Scotland and Northern Ireland.

Society for Museum Archaeologists (SMA) (1995) Towards an Accessible Archaeological Archive.

Watkinson, D and Neal, V (1998) First Aid for Finds (Third Edition; London; Rescue/UKIC Archaeology Section, revised 2001)

2. Notification *(this can be by email or post)*

Where an archive of any nature will be generated, it is the responsibility of the excavation field unit to notify the museum as early as possible in the project's life. This should normally occur before work has begun on site.

In order to facilitate this process we have a **Notification and Archive Transfer Form (Appendix 3)**, the first part of which must be filled in during the pre-fieldwork stage. This will help us to estimate the space and facilities required over the foreseeable future. There may be circumstances when there is unavoidable delay in contacting Hampshire Cultural Trust – for example salvage and emergency recording. An early notification will greatly aid the depositional process.

Taking all circumstances into account, Hampshire Cultural Trust reserves the right not to accept archives for which no **Notification and Archive Transfer Form (Appendix 3)** was submitted within a reasonable timescale.

Hampshire Cultural Trust will file the Notification and Archive Transfer Form for record purposes and either return the original marked with an **accession number** or e-mail an accession number. The accession number should then be quoted in any subsequent reports and correspondence. **This number should also be marked on all elements of the archive.** Failure to do this has caused problems in the past due to duplications in site code by different units. The Museum accession code must therefore be used as the **prime method of site identification** in all correspondence.

Hampshire Cultural Trust should be advised at the earliest opportunity of any unexpected changes affecting the size and nature of the archive. It would also be useful for the Hampshire Cultural Trust to be supplied with any press releases and Hampshire Cultural Trust should be acknowledged as the repository of the material concerned in any publications.

Where client confidentiality is required, it must be clearly stated, with any subsequent limitations placed on the Hampshire Cultural Trust clearly defined.

Accession number format

Hampshire

The Hampshire collection numbers are of the format HMCMS:A.####.#, e.g. A2019.1 HMCMS is the unique museum identifier, A signifies that it is an archaeological archive followed by a year and a number within that year. Any accession number year will reflect the year the number is assigned.

Winchester

The Winchester collections numbers are of the format WINCM:AY #, e.g. WINCM:AY 567 WINCM is the unique museum identifier, AY signifies an archaeological collection. The numbers are allocated in the order that requests for accession codes come to us.

3. Transfer of Title

In English law, all material collected during archaeological excavations (apart from that legally defined as treasure, or human remains) belongs to the landowner. The finds can therefore only be transferred to either Hampshire County Council or Winchester City Council with the written permission of the landowner.

Where landowners are prepared to give written permission for the transfer of title, the contracting unit should notify them at the outset that the intended repository for the archive is either Hampshire County Council or Winchester City Council. Final written permission can only be requested at the completion of the project. A detailed list of the finds and paper archive must accompany this request. Where there is no response to the request, the Hampshire Cultural Trust must be informed, and may decline to accept the archive until the matter has been resolved.

Where the landowners wish to retain a part of the finds assemblage, Hampshire Cultural Trust may be prepared to accept the remaining material on behalf of Hampshire County Council or Winchester City Council as shared title. In such cases clear lists of what is held where and by whom, must be provided.

Where the landowners withhold permission for transfer of title, the contracting unit should still employ an accession number, and deposit a copy of the written archive with the Trust.

The Hampshire Cultural Trust cannot accept material on long term loan in its own right, or on behalf of Hampshire County Council or Winchester City Council, unless the owner takes financial responsibility for its care and curation. Short term loans for display purposes will be considered.

The contractor retains full copyright over the archive under the Copyright, Designs and Patents Act of 1988. However, Hampshire Cultural Trust asks that a licence be granted for their use of the archive for education and research purposes, as described in the Copyright and Related Rights Regulations of 2003. Any such use will, of course, be acknowledged.

4. Selection, retention and disposal

In view of the limited amount of available space and the associated cost of storage, Hampshire Cultural Trust encourages the minimising of archives prior to deposition. This must be commensurate with good archaeological practice (Brown 2011, section 4). The limited and selective disposal of archaeological material of little research value can enable more effective curation of the remainder. Selective dispersal or disposal involving donation of artefacts to educational institutions, or destruction/reburial of material can be considered during all stages of the project. This is not generally feasible following deposition. This issue can be discussed with Hampshire Cultural Trust, the local planning authority archaeologist or Historic England in the early stages of a project.

5. Packaging

Hampshire Cultural Trust reserves the right to refuse material which has not been properly packed. It is the responsibility of the archaeological contractor to ensure that the correct materials and containers are used. Hampshire Cultural Trust will not take the material until the archive is packed correctly.

Packaging materials, including box types and sizes, containers, bags and silica gel, as well as a list of suitable suppliers are outlined in **Appendix 4**. There are differences in the box sizes between the Hampshire County Council and the Winchester City Council archives because of longstanding historical differences in racking sizes.

6. Numbering and labelling

It is of **vital importance** for future research that all parts of an archive can be associated with the site to which they belong. This is best achieved by ensuring that all parts of the archive are marked, named and numbered. This would range from individual finds, drawings and slides through to containers, such as bags and boxes. It is important that all are marked with the museum accession number.

Hampshire Cultural Trust will accept the use of a unit site code on these items, in addition to the Museum accession number. This complies with national guidelines produced by the Archaeological Archives Forum.

Should an accession number be issued retrospectively, then Hampshire Cultural Trust may accept finds marked only with a unit site code, provided that the museum accession number appears on all packaging and labels, but this should be agreed on a case by case basis through discussion between the unit and Hampshire Cultural Trust.

Individual boxes are to be marked with the site name, accession number, artefact type and general date ranges. These can be defined using the Portable Antiquities Scheme date ranges. <https://finds.org.uk/volunteerrecording/guide/timeline>

Finds should be ordered by material type, and within this, by context, if 'bulk', or by itemised number, if 'small'. For small collections, materials may be mixed within the same box, providing they are separately bagged, or packed into smaller boxes inside the main box.

See **Appendix 5** for details on labelling bags and boxes including a label template.

7. Conservation

It is presumed that only first-aid and analytical conservation work will be done before deposition. If work for display purposes is required by the archaeological contractor or developer, it should be agreed in advance with Hampshire Cultural Trust. Such work should be carried out by suitably trained and qualified staff, and copies of the processes employed should form part of the site archive.

If the Hampshire Cultural Trust conservation team is required to do the work, then they should be involved at the earliest possible stage, and this will be charged for accordingly.

8. Documentary Archives

At the very least the archive should be prepared to the minimum acceptable standard as defined by current good practice guidance (Brown 2011, section 3).

Copies of all records compiled during the project should be included, both at the fieldwork and post-fieldwork stages, although the latter should avoid unnecessary duplication. Hampshire Cultural Trust should be informed of any restrictions (e.g. copyright) that may govern the use of any parts of the archive.

For any site archive containing special finds (small finds, individual finds of special significance), a digital file recording the details of any analysis undertaken must be included. This should be in the form of an Excel spreadsheet, consisting of one line per find number, and should contain the following.

- Finds type (e.g. pottery, brooch),
- The date/period of the artefacts,
- Number of items,
- Dimensions,
- Site Context,
- The name of identifying specialist,
- Any publication reference.

The preferred storage system for paper, photographic, microfilm and further information about computerised records are detailed in **Appendix 6**.

Digital Archives

Where digital archives exist, they must be supplied to standards defined by the Archaeology Data Service (ADS) - <http://archaeologydataservice.ac.uk/>

All digital archives should also be deposited with a trusted digital repository and Hampshire Cultural Trust recommends deposition with ADS.

Where no real digital archive has been created such as in the event of sites with negative archaeological results a copy of the grey literature report should still be deposited with OASIS - <https://oasis.ac.uk/pages/wiki/Main>

All digital image files deposited with Hampshire Cultural Trust should comply with the following requirements:

Photographic images should be in either TIF or JPEG format, and drawing files must be supplied in ASCII dxf (drawing interchange format).

9. Transference of the Archive

The transfer of an archive **should not normally occur until the final report has been written**, and all material is ready for inclusion. The process should employ the completed notification/transfer form (**Appendix 3**). A brief summary sheet should be provided listing all find types and periods. An inventory should be produced which includes a detailed list of all boxes, files and containers, and their contents. This should be checked, signed and retained by both parties, as part of the transfer operation. The cost of transporting the archive and insuring it while in transit is the responsibility of the archaeological contractor.

10. Publications

Hampshire Cultural Trust must be sent a copy of any publication relating to a site or finds where the archive is, or will be, managed by the Trust. Such publications should acknowledge the Trust's curatorial role in the project, ideally with reference to the appropriate accession number. It is also essential that any publication detailing finds provides a **concordance** between any numbering system used in a report, and any system used as part of the site archive.

11. Storage Grant

Hampshire Cultural Trust will levy a one-off charge, as detailed (**Appendix 7**). This will contribute towards the entry costs of the archive into the museum store and enable it to provide,

- **Accessioning and cataloguing into the Hampshire Cultural Trust database**
- **Accessioning, cataloguing and storage of the documentary archive**
- **Storage in appropriately secure and environmentally controlled premises**
- **Access for researchers.**

APPENDIX 1: Archaeology Collection Areas

Hampshire Cultural Trust collects archaeology from the area of the county of Hampshire excluding the unitary authority areas of Portsmouth and Southampton. Within the rest of the county the Winchester material is accessioned and stored separately. The link below shows the extent of the Winchester City Council local authority area.

<http://winch.maps.arcgis.com/apps/webappviewer/index.html?id=c2870859802f4cd782993ccf041f070c>

APPENDIX 2: Collecting Policy (Archaeology)

The archaeology collection is formed of the material evidence of human existence and industry in Hampshire from 500,000 years ago to the Second World War derived from major research excavations, rescue archaeology, field walking and stray finds.

Themes and priorities for future collecting

- 2.2.1 To build on the strength of the archaeological collections, Hampshire Cultural Trust will continue to act on behalf of Hampshire County Council and Winchester City Council as a repository for archaeological material of all periods and types excavated from the two historic Hampshire and Winchester collecting areas in order to provide as complete a research resource as possible for the study of the area.
- 2.2.2 Winchester will remain a crucial reference point for many aspects of urban and cultural studies and so its archaeological archive will have a continuing importance in the future, even after the primary analysis and publication of excavations is complete.
- 2.2.3 Material from archaeological excavations will normally only be accepted where the total excavation archive, including documentation, is available and where title can be obtained. Hampshire Cultural Trust reserves the right, on behalf of Hampshire County Council and Winchester City Council to require a one-off storage payment in respect of the receipt of such material and reserves the right to refuse acceptance of an archive.
- 2.2.4 The Winchester City Council numismatic collection will be developed as resources and opportunities permit. Coins from all periods will continue to be collected as archaeological finds, while additional material will be obtained by gift, purchase or loan where it helps to complete the collection, or has particular archaeological significance. Chance finds will still be accepted from the Portable Antiquities Scheme and where they supplement the Winchester Mint collection. Hampshire Cultural Trust will also seek to collect on behalf of Hampshire County Council and Winchester City Council other chance finds from the Portable Antiquities Scheme, in a similar way, and for similar reasons.
- 2.2.5 Hampshire Cultural Trust do not collect from the geographical areas covered by the Unitary Authorities of Southampton City Council and Portsmouth City Council.

APPENDIX 3: Notification and Transfer Form

**HAMPSHIRE CULTURAL TRUST
NOTIFICATION OF FIELDWORK**

FIELD UNIT

Project Manager:

Site NameSite Code:.....

Grid Reference:Parish.....

Type of SiteType of Fieldwork.....

Starting Date

Estimated quantity of material expected (standard boxes).....

Any Conservation problems anticipated:.....

Expected Date of Deposition

Deposition with Hampshire County Council/Winchester City Council (delete as appropriate)

Accession Number for Site.....(to be provided by the Museum)

Signed for Museum..... Date.....

TRANSFERENCE OF ARCHIVE:

Date.....Location.....

Archive copyright licence issued to museum (date)

Legal Title Consent Request Letter (date).....Consent Received (date).....

Land Owner(s)/Developer Address(es).....:

.....

.....

Number of standard boxes:.....Archive Charge*

TO BE COMPLETED BY THE TRUST ON RECEIPT OF ARCHIVE

Archive Received in Satisfactory Condition Inventory checked.....

Signed.....Date.....:

***- ARCHIVE CHARGE -**

Projects are subject to an archive charge on deposition.

APPENDIX 4: Advice on packaging

General

Please contact Hampshire Cultural Trust if you propose to deposit oversize or overweight objects- they can usually be accommodated either loose on the shelves or in some other way, but we will need to consider any special requirements in advance. Normally, we ask that a weight limit of 8kg be applied to each full size box.

BAGS.

Non-resealable polythene bags, envelopes and paper bags are NOT acceptable. Re-sealable polythene bags with white write-on panels must be used. These should be of the appropriate size to comfortably contain the contents.

We obtain our bags from

Polybags <https://www.polybags.co.uk>

HAMPSHIRE ARCHIVES

BULK BOXES

These should be made of archival quality, wire-stitched, heavy-duty cardboard. Hampshire Cultural Trust employs standard measurements for its boxes, based on the size of its shelf units (see **A - C** below). When filling the boxes, please bear in mind that museum staff and researchers have to move them on a regular basis, and heavy materials such as flint, pottery, and building materials must be packed in size **A** boxes. The weight limit for a size **A** box is **8kg**. Heavy materials are not acceptable in size **B** or **C** boxes which will soon disintegrate.

A (full lid) (external)	L: 380mm (15")	W: 280mm (11")	H: 150mm (6")
B (half lid) (external)	L: 380mm (15")	W: 280mm (11")	H: 270mm (11")
C (full lid) (external)	L: 570mm (22.5")	W: 400mm (16")	H: 140mm (5.5")

These are based on racking shelves of 880mm long by 320mm high by 380mm deep and we can therefore fit three B boxes or 6 A boxes on each shelf.

The large flat **C** size is for long bones etc, and **not to be filled with pottery, stone etc**

We obtain our boxes from:

Challenge Packaging and CBS Packaging

PLASTIC CONTAINERS

An indication of sizes of poly box in general use is given below. These are generally used for a variety of delicate or environmentally sensitive materials including worked bone, some types of glass, textiles, environmental evidence and metals.

Large plastic sealed containers

Square	305 mm x 305 mm x 150 mm
Rectangular	273 mm x 203 mm x 115 mm

Small plastic sealed container

Select appropriate sizes for the archive to fit cardboard boxes in multiples.

Silica Gel

Metal finds and small finds should be placed in sealed plastic 'Stewart' boxes accompanied, as appropriate, by sealed self-indicating, orange-green silica gel sachets. **Please note that self-indicating blue silica gel is now considered a hazardous substance**, and the alternative clear or white types should be used. Plastic containers containing silica gel should also be labelled, indicating the date of the last sachet change. Should loose gel be used by the depositor then this is acceptable in sealed bags as long as the bags are perforated.

We obtain our polythene boxes from Solent Plastics (as above)

We obtain silica gel from GeeJay Chemicals Ltd

WINCHESTER ARCHIVES

BULK BOXES

These should be made of archival quality, wire-stitched, heavy-duty cardboard. The Winchester boxes are of standard measurements based on the size of the shelf units. We use two box sizes, full and half.

Full box (external) L: 440mm (17.25") W: 210mm (8.25") H: 260mm (10.25")

Half box (external) L: 440mm (17.25") W: 210mm (8.25") H: 135mm (5.25")

These are based on racking shelves of 930mm long by 270mm high and 460mm deep and we can therefore fit three full boxes or 6 half boxes on each shelf.

Winchester City sensitive items

As the conditions in the sensitive store in the F2 Store are set to the optimum relative humidity/temperature for metal finds, we do not require submission according to the airtight box/silica gel regime, although this may be necessary during the time that finds are in your care.

APPENDIX 5: Advice on marking, numbering and labeling

BAGS

The external white 'write on' panels of the polythene bags should contain the accession number, context information and a contents list, in as far as possible.

CARDBOARD BOXES

A template label for the approved sizes of box can be found below. A version can be supplied in Excel format so as it can be re-sized for different boxes. This should preferably be affixed to the box **at one end only** - and no marking or labelling should occupy the sides, top, or opposite end. However it is accepted that with the Hampshire size A box the label has to be affixed to the front of the lid. Once a box is on the shelves, only one end can be read with any ease.

HAMPSHIRE CULTURAL TRUST	
Project name and Parish	
Accession code	Trench
Material	Phase/ context
Comments	Box no

PLASTIC CONTAINERS

We advise the use of self-adhesive, peel-off labels (which are widely obtainable) for the marking of plastic containers as paper labels stuck on with Prit Stick etc., tend to come off.

APPENDIX 6: Advice on presenting the documentary archive

Paper archives.

Site records and post-excavation records should be stored in A4 box-files (preferable) or flat archiving boxes. Documents and photographs should be held in archival file holders. Use plastic bindings and clips rather than metal ones.

Large site plans should be ready for storage in vertical plan chests, mounted on file hanging strips. Our plan chests use 'Elite' suspension strips with intervals between the suspension holes of 120mm. Use a polyester film such as permatrace. **Do not** submit anything on tracing paper.

All items should be marked with the accession number and site code.

Photographic records.

With the move to digital photography we now anticipate receiving archives in this form. Please ensure that filenames represent the image subject matter. Any negatives, prints and slides should be inserted into filing cabinet hanging sleeves. Slide mounts should be marked with the site code and a running number, which should include the total number e.g. 1/54, 2/54 etc. Photographs should be stored in archival envelopes, and carry site code, accession number and publication reference numbers, as appropriate.

Computerised records. (please see section 8 regarding deposition or the digital archive)

All computer files should be IBM PC compatible. Details of the hardware and software used to generate the record should be included. The current database packages used by the Museum are MODES Complete, Microsoft EXCEL. Text files should be presented in Microsoft WORD **and** ASCII format on CD-ROM.

Microfilm record

If the archive has been microfilmed for NMR purposes, a copy should be included with the Museum deposition.

It is not a requirement that you use the same suppliers as we do providing that archival materials conform to the same standards. For small quantities, we can also supply materials direct at cost price.

APPENDIX 7: Storage Charge

Hampshire Culture Trust, on behalf of Hampshire County Council and Winchester City Council, applies a one-off deposition fee for all archaeological archives. The charges assist HCT in storing, curating and providing access to the archives.

£100 per large box, or its equivalent in volume/shelf space.

£50 Staff time for reviewing and accessioning the archive per deposit.

All paper, photos, transparencies and digital records small enough must be deposited in boxes and charged accordingly.

All paper records and plans above such size are charged at £1.00 per sheet.

All prices are excluding VAT