Northamptonshire Archaeological Resource Centre

Archaeological Archives Standard

September 2023
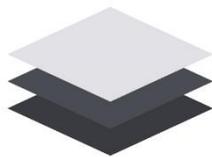
Northamptonshire Archaeological Archives Standard

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Version 4 changes:
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Section added 5.1.3, Appendix 6.
Section removed 15.1.7, 15.2.8, 15.3.8, 15.4.6, 15.6.3
Section moved 16.1.9 to 16.1.8.
Photos have been added and changed.

Acknowledgements:

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Abbreviations

AAS – Archaeological Advisory Service

ADS – Archaeology Data Service

CIfA – Chartered Institute for Archaeologists

HER – Historic Environment Record

LPA – Local Planning Authority

NARC – Northamptonshire Archaeological Resource Centre

PXA – Post-Excavation Assessment

SLR – Single-lens reflex camera

WSI – Written Scheme of Investigation

1. Introduction

This document outlines the requirements and standards relating to the organisation, labelling, marking, storage, documentation and conservation of archaeological archives that are to be deposited with the Northamptonshire Archaeological Resource Centre (NARC) at the Chester House Estate, Irchester. The standard applies to all archaeological and historic environment fieldworkers, professional or amateur, working in Northamptonshire.

The NARC fulfils the function of a publicly accessible archaeological archive and is the primary archaeological archive repository for all projects undertaken in Northamptonshire and its districts. The NARC provides long-term curatorial care and public accessibility to Northamptonshire's archaeological archives. Northamptonshire's archaeological archives form a vital element of local peoples' irreplaceable and vibrant heritage. These archives can also be used to contribute to regional and national archaeological research to assist in uncovering more about our shared past. NARC's objective is to ensure that all of Northamptonshire's archaeological archives are curated sustainably to maximise accessibility, public benefit and research potential.

Project archaeologists are strongly encouraged to read these guidelines during the preparation of their specifications to ensure any specific requirements can be incorporated into the programme of works from the outset of the project.

Please contact the NARC team when beginning to prepare an archive for deposition to discuss potential dates of deposition, any issues with the archive and pre-deposition requirements.

Please note that NARC reserves the right to refuse to accept and/or return archives to the depositor that are not considered acceptable, and/or to charge for work needed to bring archives to a standard compatible with these guidelines. This includes any conservation work that may be required to stabilise objects at the time of deposition.

2. NARC and 2021 Local Government Changes in Northamptonshire

Following the re-organisation of Local Government in Northamptonshire, NARC now acts as a cross county resource and the joint publicly accessible archaeological archiving repository for both North Northamptonshire and West Northamptonshire unitary authority areas. NARC will continue collecting archaeological archives for all of Northamptonshire under an agreement with the new authorities.

The Archaeological Advisory Service (AAS), Northamptonshire Historic Environment Record (HER) and Finds Liaison Officer (FLO) will all also continue as cross county services covering the archaeological functions for both new unitary authorities and agreements are in place covering this.

NARC, as part of the Chester House Estate, and the AAS are now part of North Northamptonshire Council (formerly Corby, East Northamptonshire, Kettering and Wellingborough Councils). The HER and FLO are part of West Northamptonshire Council (formerly Daventry, Northampton and South Northamptonshire Councils) at Northamptonshire Record Office.

3. NARC and the Development Control Process

Northamptonshire's Archaeological Advisory Service (AAS) within the Minerals and Waste Planning Service for Northamptonshire team should be consulted by all individuals and organisations when there are archaeological and/or related historic environment implications arising from any

planning/development control proposals in Northamptonshire. The AAS will advise the planning authority whether an archaeological scheme of work is required and ask that this work is either carried out in advance of determination of any application, or is carried out as a condition applied to a successful application.

The scope of this work will be set out in a brief issued by the AAS. A key requirement within the brief will be the preparation and deposition of the archaeological archive to the standards set in this document upon the completion of the project. These archive standards must be viewed as an adjunct to the brief issued by the AAS.

All planning conditions recommended by the AAS will include the requirement of the production of the final report and deposition of the archaeological archive. Archaeological units are expected to submit an electronic copy of the final report to the AAS for approval. Following the approval of the final report, the OASIS form should be completed, a physical and digital copy of the report should be deposited with the HER (see Section 6) and the archive (including the digital elements, see Sections 10 and 16.2) must be deposited, as per the standard within this document, with the relevant repositories. For digital archives, the AAS would need confirmation of the digital archive being deposited via the Digital Deposit Licence and/or confirmation of funding for the deposition of the archive. The AAS will not recommend the discharge of the planning condition to the Local Planning Authority (LPA) until they receive confirmation that all of these tasks have been completed.

Responsibility for monitoring that archives are created to the standards within this document rests with the NARC team based at the Chester House Estate. Once an archive has been deposited to the standards in this document, a physical copy of the final report has been deposited with the Northamptonshire Historic Environment Record, and the OASIS form has been completed, the NARC team will inform the AAS that from an archiving perspective it can recommend the discharge of the condition to the LPA.

NARC and AAS expect archaeological units working in Northamptonshire to consider archaeological archives from the beginning of a project. NARC has created a checklist which can be used by project managers from the project planning stage through to the deposition of the archive outlining expectations of units at different stage of a project. Please see **Appendix 4** for this checklist.

4. NARC and Community Archaeology Groups

NARC is keen to support all community archaeology groups working within Northamptonshire and these guidelines are applicable for any groups who wish to deposit their archives with NARC. For ease, the term archaeological unit is referred to in this document but this should be taken to also mean community archaeology groups.

It is not mandatory for such groups to deposit their archive in the NARC store. However, the Introduction to Standards and Guidance in Archaeological Practice developed by the Council of British Archaeology, CIfA and Historic England recommends that community archaeology groups consider the long-term future of the material excavated and recorded during their projects and that the final archive deposition repository for any archive can provide sustainability and accessibility.

Depositing archives with NARC ensures the long-term preservation, sustainability and public accessibility of material. All archives deposited with NARC will be stored in suitable environmental conditions, actively curated and made readily available to any current and future researchers. If any

community archaeology group deposits material with NARC and later wants to access it for a local exhibition and display or for further research, then this can be easily arranged.

It is expected that some sections of these guidelines may not be fully applicable to community archaeology groups due to the type of fieldwork or project being undertaken (e.g. digital archiving if the group is only producing analogue documentary archive). Please do not hesitate to contact the NARC team with any questions about deposition.

For information on charging for deposition of archives for community archaeology groups, please see Section 5.1.2.

5. Costs of Deposition

There is a charge for the deposition of archives with NARC. This is to cover the administration costs and to ensure the long-term sustainability and future of NARC as an archaeological archive repository, and the safe preservation of the collections held.

5.1. Physical Archives

The current box charge for archives deriving from archaeological fieldwork starting from the 1st April 2020 onwards are:

Bulk Artefact Archives	
Standard box size requirements: 450mm x 230mm x 170mm (external) (450mm x 230mm x 340mm will be accepted for large complete skeletons). **Box material requirements:** Pure brass wire stitched, 1900 micron double kraft-lined container board (pH 6.5-8). Full depth lift-off lids with square or triangular corner lugs.	£120 plus VAT
Documentary Archives	
Standard box size requirements: A4 & A3: Any size that is appropriate to the contents up to: 450mm x 350mm x 85mm **Box material requirements:** Acid and lignin free 'clam shell' boxes or boxes with full depth lids. **A2 and larger:** Acid-free tubes or roll storage boxes.	£120 plus VAT
Sensitive Archives (environmental, metallic and non-metallic)	
Standard requirements: Stewart Sealfresh Polythene box or equivalent (Addis Clip & Close, Lock & Lock, Aravan) Any size allowed up to the 315mm x 315mm x 160mm (13 litre) size. Box should be complete with silica gel and indicator strip if required.	£120 plus VAT
Oversized Objects	
This charge covers any oversized object that does not fit within a standard bulk find box. This can include: • Worked stone e.g. complete querns, sarcophagi etc. • Complete pots within a suitable box • Oversized metal artefacts e.g. lead coffins.	Subject to negotiation depending on size of object

Charges for oversized objects are subject to negotiation. If an archive has oversized objects then please contact the NARC team at the earliest possible convenience to discuss this further.

Please note: To maximise the efficiency of storage, archives from multiple sites in these respective categories (bulk, documentary, small find) can be packaged in their respective correct box types, subject to the individual material and the box being labelled with the correct ENN reference (see Section 15).

The cost of transfer and any insurance for finds during transportation will be the responsibility of the depositor.

NARC may request to inspect archives at archaeological units prior to their deposition. This is to ensure that the guidelines have been adhered to and to prevent any need to send unsuitable archives back to the archaeological unit to be corrected.

5.1.1. Legacy Archives Charging (Pre April 2020 Projects)

NARC will accept physical archives deriving from archaeological projects undertaken prior to 2014, provided they are prepared to the standards in this document, for no charge.

NARC will accept archives deriving from projects undertaken between 2014 and March 2020, provided they are prepared to the standards in this document, for £20 per box. Archaeological units were required to put aside funds for deposition in briefs issued by the AAS during this time.

5.1.2. Archive Costs for Community Archaeology Groups

Any community archaeology groups which has secured external funding for its project (e.g. National Lottery Heritage Fund funding) would be expected to factor in the full deposition cost of any archives into budget planning in any grant application for a project and therefore the full charge would be applicable.

For non-externally funded community archaeology group projects the deposition charge would be subject to negotiation. Please email the NARC team to discuss.

5.1.3. NARC Complete Archive Service

The NARC team can offer a service where we can undertake the sorting, packaging, and deposition of archives on behalf of smaller commercial units who may not have their own dedicated archives team. The cost of this work would be negotiable based on staffing day rate, scale of the archive and materials required.

Standard deposition charges would apply in addition to this work.

If you are interested in this and would like to discuss it further, then please email the NARC team.

5.2. Digital Archives

Archaeological units working in Northamptonshire with a born digital element to their archive are expected to deposit their archive with a CoreTrustSeal accredited digital archive repository (see Section 16.2 for further details). As of January 2020, the Archaeology Data Service is the only

repository in England with this accreditation that will accept digital archives deriving from archaeological and historic environment fieldwork. It is highly likely in the future this situation will change as more digital archives gain this accreditation.

5.2.1. ADS-easy

As of 1st April 2021, the project start-up cost for using ADS-easy is now £150 + VAT. This includes up to 150 images in .jpg or .tif formats. All other files are charged on a per file basis.

The Archaeology Data Service website has a Costings Calculator for depositing digital archives using ADS-easy (up to 1000 files) to estimate the cost of archiving for tenders, project designs and grant applications:
https://archaeologydataservice.ac.uk/easy/costingCalculator.xhtml

Advice notes for using the Costings Calculator can be found here:
https://archaeologydataservice.ac.uk/easy/help/costingCalculatorHelp.xhtml

Please note that all estimates are current for the financial year in which they are calculated (April to March). All estimates created using the costings calculator are intended as a guide for what should be budgeted, but not a statement of actual costs.

5.2.2 Larger and Bespoke Digital Archives

If a digital archive is large (beyond the 1000 file ADS-easy limit) or has more specialist file types then please contact the ADS directly at collections@archaeologydataservice.ac.uk. Please provide them with the following information:

- Project name
- Brief description of the project or dataset
- Contact details of primary depositor
- An estimate of the number of files per data format to be deposited and if possible an estimate of file size
- Name of funding body (if applicable)
- Estimate of deposition date
- Any other useful information for understanding the dataset.

6. Accession References – ENN References

The principal archival reference for all archaeological projects undertaken in Northamptonshire is the HER Event Unique Identifier which is generated by the Northamptonshire HER for each recorded fieldwork event. These references all commence with the letters ENN (**E**vent **N**orthampto**N**shire), followed by a maximum of six numerals, e.g. ENN123456. From this point forward the standard will refer to this as the '**ENN Reference'**.

ENN references functions as the primary accession reference for the archive. This must be used throughout the archive and is the key reference for archive and curatorial use.

6.1. Use of ENN References

The AAS requires archaeological units to obtain and use ENN references within all fieldwork briefs. The procurement of ENN references is monitored by the AAS, the HER and the NARC team.

The ENN reference **must** be clearly written or stated on the following:

- The Written Scheme of Investigation
- All reports resulting from the fieldwork
- The OASIS form
- All sheets of paper and other documentary archives created during on-site investigations and post-excavation analysis
- All finds bags or crystal boxes and marked finds
- All finds and documentary archive boxes and folders
- All box contents lists
- All file names in the digital archive.

A separate ENN reference is required for separate episodes of survey or intrusive fieldwork. This includes desk-based assessment, field-walking, geophysical, earthworks, metal detecting and other forms of survey, excavation, building recording etc. The HER software allows for separate events to be grouped together as a single project, whilst retaining the integrity of the original fieldwork episodes.

Units may still use their own unit site codes for a project in conjunction with the ENN reference issued (see Section 6.3).

Please inform both the Northamptonshire HER and the NARC team if the project where you have requested an ENN reference for does not take place.

If in any doubt, please contact the Northamptonshire HER.

6.2. Obtaining an ENN Reference in Northamptonshire

ENN references for all Northamptonshire sites are obtainable by request from the Northamptonshire HER free of charge and normally on the same day as requested. A basic level of information about the fieldwork will be required in order to generate a new ENN reference. This will include the following:

- The name of the archaeological unit(s) carrying out the work
- A list of fieldwork types to be carried out (eg. geophysical survey, followed by evaluation trenching)
- Anticipated dates between which the fieldwork is scheduled
- Approximate central national grid reference (to a minimum of 6 figures, eg. SP 456 789, for each fieldwork event)
- The fieldworker's site or project code, if used.

Northamptonshire HER staff can be contacted at:

Tel: 01604 367246
Email: HER@westnorthants.gov.uk
Postal: HER Officer, Northamptonshire Archives Service, Wootton Hall Park, Mereway,
Northampton, NN4 8BQ

Failure to secure the appropriate ENN Reference and the correct display of these within the archival material, will result in the NARC refusing to accept that an archive that has been completed for deposition until the issue has been rectified.

6.3. Use Individual Site Codes or of Project Identifiers

Archaeological units remain free to continue use of their own site codes as part of project identification systems (e.g. NOR11), providing that for all aspects of archive deposition, these are additional to and **not** a substitute for an ENN reference. Unit site codes should be identified to the HER by the archaeological unit at the time of allocation of ENN references to ensure that they are cross-referenced as appropriate on the HER and NARC databases. This helps avoid duplication by other projects and organisations.

7. Transfer of Ownership and Copyright

7.1. The Finds Archive

NARC, as the final archive repository, must have ownership and title to any finds deposited with it. It is the responsibility of the archaeological unit undertaking the fieldwork to endeavour to obtain the consent of the landowner in writing for finds' donation and deposition with NARC.

In order to deposit projects with NARC where the fieldwork has taken place in the North Northamptonshire Council local authority area, ownership needs to be signed to North Northamptonshire Council and it be stated within the transfer of title form that the archive is to be stored, curated, and made publicly accessible at the Northamptonshire Archaeological Resource Centre in perpetuity.

In order to deposit projects with NARC where the fieldwork has taken place in the West Northamptonshire Council local authority area, ownership needs to be signed to West Northamptonshire Council and it be stated within the transfer of title form that the archive is to be stored, curated, and made publicly accessible at the Northamptonshire Archaeological Resource Centre in perpetuity.

It is expected that the complete archive will be transferred as an unconditional gift.

Please see Appendix 6 for a list of Northamptonshire parishes and the corresponding local authority.

The principle of donating the finds from a project, in the interests of public accessibility of the heritage, should be explained to the landowner from the outset of a project. The dissemination of the archaeological information and the production of a publicly accessible archive for projects

resulting from the planning process is required under the National Planning Policy Framework (NPPF)[1].

It is the responsibility of the initiator of the project - for example, the archaeological unit, and/or the developer's archaeological consultant - to identify the individual or body that has original title to the archive. The individual or organisation undertaking the fieldwork is responsible for ensuring that this identification has been positively made before work commences. The owner will normally be the landowner unless relevant legislation dictates otherwise (e.g. Protection of Military Remains Act 1986).

For developer-funded projects, archaeological units and consultants for the project should contact the landowner prior to fieldwork commencing to explain the need for transfer of title following the completion of the fieldwork. The archaeological unit must indicate in the WSI that they have contacted the landowner at this stage and that they commit to gaining transfer of title following the completion of the fieldwork.

For commercial projects, it is expected that the Project Manager will gain transfer of title immediately following the completion of fieldwork. This would be at the reporting stage for non-mitigation projects or at the PXA stage for projects that have gone to full excavation (see also Appendix 4). Gaining transfer of title at this stage will avoid issues at a later date where the archaeological unit is no longer in regular contact with the landowner. Transfer of ownership cannot be undertaken prior to fieldwork taking place. However, it is expected that the landowner will be made aware of this requirement from the WSI stage.

NARC will not accept archives where the transfer of ownership has been signed by the developer/landowner's consultant or the archaeological unit, unless evidence can be provided that it was authorised by the legal owner of the archive. Otherwise, the signatory has no legal authority to take this action.

Temporary transfer of ownership may be made from the landowner to the depositing body (e.g. archaeological unit) prior to the deposition with NARC. In this case, the requirement is that the depositing body transfer the ownership title and copies of the original document giving them ownership to NARC.

In situations where the landowner does not wish to hand over any or part of the archive at the end of the project, please contact the AAS and NARC team as soon as possible to discuss how to go forward. Provision for additional recording (e.g. photography, illustration, scientific analysis) may be required in these instances as appropriate and proportionate, and a record of this must be included within the paper archive. It is expected that any additional recording would be paid for by those intending to retain the archive.

NARC can provide a transfer of ownership form if requested, or the depositor may use their own (subject to approval by NARC).

A digital copy of the completed transfer of title form should be sent to the NARC team prior to deposition and the physical copy included within the documentary archive upon deposition. The

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[1] National Planning Policy Framework, Paragraph 199 and Footnote 64:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf

physical copy will be removed from the documentary archive on arrival to NARC and stored in a secure location.

If there is an issue with transfer of ownership then please contact the NARC team as soon as possible to discuss.

7.2. The Documentary Archive

The project archaeologist should establish the identity of the legal owner of the Documentary Archive. For most developer-funded projects, the archaeological unit is the owner of the Documentary Archive, unless otherwise stated in the contract between the project funder and the project archaeologist. Ownership of the Documentary Archive as a physical entity should be retained by the unit until such time as it can be deposited with the rest of the archive, at which time it should be transferred to the NARC.

Every effort should be made by the project archaeologist to maintain the integrity of the whole archive, both Finds and Documentary, whilst recognising the necessity for digital components to be deposited separately and curated by the ADS, as set out in Section 16.2.

Questions arising over the retention or dispersal of substantive elements of the project archive should be addressed to the NARC team. A copy of the full, quantified archive inventory should be produced to aid these discussions.

7.3. Copyright

Copyright ownership for the documentary archive usually resides with the archaeological unit which creates the archive, unless specified in a contract.

NARC expects to be granted a written assignment of copyright in perpetuity to utilise the documentary archive under current copyright legislation. It can accept material under licence if the copyright holder is unwilling to assign copyright although this is not the preferred option.

A copy of the copyright licence must be included with the paper archive, and a digital copy should also be provided to the NARC team prior to deposition.

8. General Data Protection Regulation and NARC

Archaeological units that deposit archaeological archives with NARC should be aware that these archives will contain the personal details of individuals.

To address the standards introduced by the General Data Protection Regulation (GDPR) that came into force on 25th of May 2018, NARC is required to ensure that formal data sharing agreements are put in place between NARC and the depositing organisation.

The depositing organisation acts as the 'Data Controller' and NARC as a third party with whom the data is shared with or as a 'Data Processor'. Organisations will need to put in place an agreement to ensure transparency about how the personal information is processed and how it is secured. Organisations will also need to ensure that NARC has permission to hold and process this information.

This also means that organisations will need to ensure that they have themselves obtained the necessary permissions to share data with NARC. Our 'Brief for Archaeological Investigation' documents issued by the AAS at the beginning of projects have been updated to include a statement confirming the expectation that the unit has permission to share the details of individuals and Landowners/Donors that are referenced on it.

NARC collects and stores this personal information to facilitate the long-term preservation and management of the archives deposited.

NARC will retain this personal information, store, process and use this information in perpetuity (i.e. forever) for the purposes of collections provenance (the object history). This does not affect the landowner/donor's or an individual's ability to request to remain anonymous or choose how an archaeological unit is credited on NARC publications such as object labels, or other published works. Access to this information is restricted.

NARC will not share this personal information with a third party for marketing purposes but may wish to use it to contact the individuals referenced within it for archives management or exhibition purposes – for example should there be a proposal for an exhibition of the material or should the archive or any part of the archive be recommended for disposal.

NARC will make the contents of the archive available to researchers but the access that is provided to it will be subject to a data protection agreement.

A data sharing agreement needs to exist to ensure that personal data will continue to be protected with adequate security by any other organisations that will have access to it and so that NARC:

- Understands the nature and sensitivity of the information
- Will take reasonable steps to ensure that those security measures are in place
- Has an agreed set of security standards has been signed up to by all the parties
- Understands that organisations to which the data is disclosed will take on their own legal responsibilities in respect of the data, including its security.

The data sharing agreement needs to cover:

- Instructions about the security steps which need to be followed when sharing information by a variety of methods, for example phone, email or face-to-face
- Data sharing protocols
- A common set of rules to be adopted by both institutions involved in the data sharing agreement
- The purpose of the sharing:

    1. The recipient and the circumstances in which they will have access
    2. The data to be shared
    3. Data quality – accuracy, relevance, usability
    4. Data security
    5. Data retention
    6. Termination of the sharing agreement
    7. Sanctions for failure to comply with the agreement or breaches by individual staff
    8. Individuals' rights – procedures for dealing with access requests, queries and complaints.

9. Selection, Retention and Discard

NARC and AAS support the use of site-by-site selection strategies and expect these to be used by archaeological units working in Northamptonshire. NARC and AAS strongly encourage archaeological units to use the CIfA 'Toolkit for Selecting Archaeological Archives' (http://archaeologists.net/selection-toolkit), though this is not currently a requirement. It is highly recommended that the toolkit is used for larger schemes of fieldwork (e.g. larger evaluations and mitigation schemes).

Units should submit their initial selection strategies to the AAS for the project with or prior to their Written Scheme of Investigation. A selection strategy can be included as an appendices within the WSI. All stakeholders including specialists, AAS and NARC should be consulted when devising a selection strategy for a site. These strategies can then be monitored, reviewed and revised as necessary as the project develops, to take into account unexpected developments or discoveries during the course of the fieldwork.

Selection strategies should consider:

- The specific aims and objectives of the project
- The East Midlands Regional Research Framework
- Relevant thematic or period specific research frameworks
- Material specific guidance documentation.

A final selection proposal should be submitted to the NARC and AAS at the reporting stage. Requests to discard any archaeological material must be sent to the NARC team and the AAS for review. **No discard of archaeological archive should take place without their approval.** Selection proposals must be supported by statements from suitable and relevant material type specialists. No discard proposal will be accepted without these supporting statements.

Any discard policy that is implemented on-site during fieldwork or analysis should be noted in the documentary archive and NARC and the Northamptonshire HER should be notified of the location to which the material has been dispersed.

NARC will only consider selection proposals on a case by case basis and will not support universal deselection policies for particular artefact types.

At the end of the project, any selection strategy documentation should be included within the documentary archive. The part of a selection strategy dealing with digital data should be submitted to the publicly accessible CoreTrustSeal accredited repository where the digital documentary archive is being deposited. Digital repositories will be able to redact any sensitive personal or organisational information included within the document following its deposition.

When writing selection strategies it is recommended that archaeological units use the recommended material type terms list in Appendix 3 to ensure that NARC, AAS and the unit have a shared understanding of material when discussing the strategy.

CIfA Registered Organisations should be aware that it is expected that archaeological unit's commitment to selection strategies will be reviewed as part of the CIfA Registered Organisations inspection scheme.

9.1. Dispersal of Archives

Archaeological material that has been deselected and does not make it into the final site archive to be deposited with NARC should be considered for other uses. Possible organisations to contact include local museums (as handling material), outreach groups, community groups (including those interested in archaeology and/or local history), schools and colleges or other heritage organisations.

10. Data Management Plans

The digital component of any archaeological project requires attention prior to being deposited. Data Management Plans are intended as an aid to help ensure suitable resource planning is carried out for the digital archive throughout a project.

Archaeological units working in Northamptonshire are required in briefs issued by the AAS to create a Digital Data Management Plan for each project they undertake. These plans will require project staff to consider issues relating to data collection such as metadata, backups, selection and long-term archival storage from the very beginning of a project.

A Data Management Plan should be sent to the AAS when submitting a Written Scheme of Investigation (WSI) for approval. It can be included as an appendix within the WSI. The Data Management Plan is expected to be 'living' document and should be reviewed and amended throughout a project. Possible review could be undertaken during the fieldwork stage or at the Post-Excavation Assessment Stage as the project develops. Should any substantial amendments be made to the plan, then the revised version should be submitted to the AAS.

Archaeological units that have produced multiple Data Management Plans to the AAS that have been accepted may not need to submit them with WSI. However, this will need prior discussion and approval with the AAS and they may still request Data Management Plans to be sent as part of large scale projects.

At the end of the project, the Data Management Plan should be deposited with the digital archive in a publicly accessible CoreTrustSeal accredited repository. Digital repositories will be able to redact any sensitive personal or organisational information included within the document following its deposition.

CIfA Registered Organisations should be aware that it is expected that digital data management within archaeological projects will be reviewed as part of the CIfA Registered Organisations inspections scheme.

The Dig Digital project has created a number of useful resources that are hosted on the CIfA website (https://www.archaeologists.net/digdigital) to help explain what to include within a Data Management Plan.

The full report 'Dig Digital: A guide to managing digital data generated from archaeological investigations' can be found here:

https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

A Data Management Plan checklist can be found here:
https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_dmp_checklist.pdf

A blank template of a Data Management Plan can be found here:
https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_dmp_template.docx

A digital archives health check template can be found here:
https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_health_check.pdf

11. East Midlands Regional Research Framework

The East Midlands Historic Environment Research Framework wiki is hosted by the ADS here:
https://archaeologydataservice.ac.uk/researchframeworks/eastmidlands/wiki/

The framework is designed to assist with:

- Preparing Written Schemes of Investigation preceding developments impacting upon the historic environment
- Providing background information for use during research and analysis.

It also contains information on:

- Palaeoenvironmental investigations in the East Midlands
- Published and online research resources.

It is expected that any selection strategies should take into account the research framework when being developed.

Users of the framework are encouraged to participate and contribute to its wiki. Further guidance of how to join the framework, contribute to pages and add general comments can be found here:
https://archaeologydataservice.ac.uk/researchframeworks/eastmidlands/wiki/Getinvolved

12. Northamptonshire Type-Series

Northamptonshire has a pottery type-series for Anglo-Saxon and Medieval pottery that archaeological units working in the county are expected to use when undertaking fieldwork here. This can be used in conjunction with other type series. There is also a stone sample type-series.

12.1. Anglo-Saxon and Medieval Ceramic Type-Series

The Northamptonshire Anglo-Saxon and Medieval County Ceramic type-series consists of around 100 samples of the various Saxon and Medieval pottery types found in the county.

The type series physical reference collection is held by the NARC and is accessible without charge. Researchers should contact the NARC team if they wish to access this material.

A digital copy of the Anglo-Saxon and Medieval pottery type series report is available through the Northamptonshire HER or NARC team.

12.2. Northamptonshire Stone Samples Type-Series

A reference series of Northamptonshire stone was created by Dr Diana Sutherland in 2003 with the intention to make samples readily accessible to archaeologists, geologists, historic buildings specialists and any others concerned with or interested in archaeology, building conservation and the use of local stone.

The stone samples type-series collection is held by NARC and is accessible without charge. Researchers should contact the NARC team if they wish to access this material. The type series is organised by current Northamptonshire districts.

Digital copies of the type series report are available through the Northamptonshire HER or NARC team.

13. Treasure Finds

Sometimes items will be found that fall under the definition of treasure under the Treasure Act 1996. When this occurs, the following should be enacted:

When items that fall under the legal definition of Treasure are discovered during fieldwork, the project archaeologist **MUST** contact the Northamptonshire Finds Liaison Office (NFLO) to report the find(s) within 14 days of the discovery. By law, finds of potential Treasure must be reported to the Coroner or their representative in whose district the find was discovered within this timeframe.

Treasure finds in Northamptonshire are processed by the NFLO who will contact the coroner, the British Museum and local museums, as appropriate.

Please note that where a find is not disclaimed under the Treasure Act there is a very high possibility that it will be separated from the rest of the site archive. Therefore, a full photographic and drawn record should be made, and the treasure documentation should be included as part of the documentary archive.

The project archaeologist should know that the Act prohibits financial rewards to archaeologists undertaking fieldwork and that the exclusion applies to metal detectorists working supervised on archaeological sites.

Please see https://finds.org.uk/treasure for further guidance on the definition of treasure and further advice and guidance.

The Northamptonshire Finds Liaison Officer can be contacted at:

Tel: 01604 367249
Email: flo.ncc@westnorthants.gov.uk
Postal: Northamptonshire Finds Liaison Officer, Northamptonshire Archives Service, Wootton Hall Park, Mereway, Northampton, NN4 8BQ

14. Conservation Requirements of the Archive

Following the completion of the fieldwork, specialists should be engaged to identify artefacts in need of conservation. The following should normally be undertaken prior to deposition:

- Packaging to provide physical support necessary for long-term storage
- Packaging to provide necessary environmental controls
- Remedial treatment of actively deteriorating objects
- The production of an x-radiographic archive of all metalwork and composite artefacts. Please see Fell et all (2006) for further guidance on the x-radiography of metal artefacts and a list of materials that may not necessarily merit radiography.

Any conservation work carried out before deposition must be carried out by an accredited conservator with appropriate expertise, in accordance to standard conservation practices. Detailed advice regarding archive conservation can be found in Walker (1990), Ferguson and Murray (1997), Watkinson and Neal (2001) and Brown (2011).

If specialists recommend further investigation of finds, ensure that the specialist clearly explains the issue that requires investigation and that full details of the query are passed on to the project conservator. Further investigation could involve additional x-radiography or investigative corrosion removal in the specific area of interest.

Occasionally objects may be deemed worthy of display and presentation (e.g. public display at a museum). Appropriate levels of preparation and conservation to prepare these objects should take place prior to deposition. Conservators must be consulted to advise appropriately in these circumstances.

Any records of conservation undertaken should be included in the documentary archive (see Section 16.1).

Please note, damp or wet artefacts must be received dry. They must be cleaned and stabilised as necessary by a conservator as soon as possible after excavation and prior to deposition. Exceptions to this are remains that may need to remain wet or frozen for future research purposes. Please contact NARC to discuss if you have any objects that fall into this category.

15. Finds Archives

The following section refers to the standards of how artefactual archives should be prepared for deposition with the ARC. There are six sections reflecting the different storage requirements for different material types.

- Bulk Archaeological Material
- Small Finds and Sensitive Material (Non-Metal)
- Metal Finds
- Human Skeletal Remains
- Oversized Artefacts
- Environmental Remains

15.1 Bulk Archaeological Material

The requirements below constitute the standard for the labelling, packaging and boxing of bulk archaeological material.

'Bulk' finds are those that often occur in quantity, and do not require special treatment or closely controlled storage conditions. These find types include unworked animal bone, ceramic building material, lithics, pottery, shell, slag and stone.

Please note: Multiple site archives can be deposited in a single box (subject to the individual artefacts, finds bags and the box being labelled with the correct ENN reference and site code) in order to maximize the efficiency of depositions.

For the preparation of human remains or oversized objects that do not fit into a standard Northamptonshire bulk find box, please see section 15.4 and 15.5 of this document.

15.1.1. Cleaning

All finds with a stable surface must be cleaned, unless conservation requirements dictate otherwise. All washed finds should be dried using appropriate conservation methods, prior to being bagged and deposited with NARC.

15.1.2. Marking

Pottery and worked flint should be marked individually with the ENN reference or unit site code and the context number.

Marking of objects should be made as small and neat as possible while remaining legible. The undecorated surface, not on the fracture break, should be where sherds are marked. Care should be taken to not use an entire surface of the object.

Finds should be marked using waterproof black ink where possible. White ink should only be used when black ink is not legible.

On very porous or friable ceramic or stone surfaces and mortar and plaster (if marked) – a brush stroke of a 10% polyvinyl acetate resin solution in acetone or Paraloid-B72 solution in acetone may need to

be applied before marking. A protective layer of one of these solutions may also be applied over the marking once the ink is completely dry.

Further guidance on marking and labelling finds can be found on the Collections Trust Website here: http://collectionstrust.org.uk/resource/guidelines-on-marking-and-labelling-methods

Ceramic building material, clay pipe, burnt flint, metalworking residue (slag) and shell is not usually marked with the exception of any material that is laid out for comparison, reference or display. This material should be identified by specialists and NARC should be notified.

Please note: Marking of animal bone may be required where the detailed study of animal bones will make a significant contribution to the understanding of the site (e.g. comparative analysis). This will be dealt with on a case by case basis with the expectation that the specialist will advise on the approach best suited to the assemblage. NARC should be contacted at the earliest possible convenience to discuss marking of animal bone assemblages. Please see Baker & Worley (2019) for further guidance on how and where to mark bones and teeth.

15.1.3. Bags

Finds should be packaged in clean, perforated polythene self-sealing bags with opaque 'write-on' strips; the most appropriate sized bag for the finds should always be used, and bags should not be over-filled. Any archive with bags that cannot be closed will be rejected.

Bones of small mammals, birds and fish should be placed separately in small polythene bags and stored in the same box as the rest of the animal bones to prevent loss of finds.

The bag should be labelled, using a suitable permanent marker pen, with the following information:

- ENN reference
- Unit site code
- Material type – See Appendix 3 for recommended list of material type terms
- Context number
- Any other important contextual information e.g. burial number
- Bag number (if more than one bag of finds of that material type from a single context).

Where material type/context group is placed in more than one bag then "Bag 1 of 2" etc. should be written at the right-hand end of the bottom line.

This information should also be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Please note that plain Tyvek labels or those with an existing template are both acceptable.
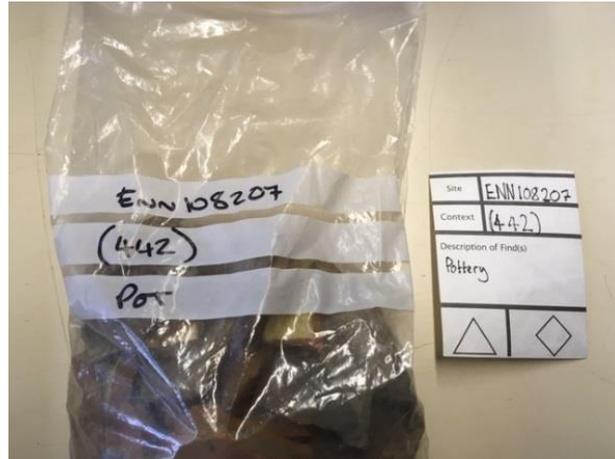
Figure 1: Bulk finds bag with write on strip and associated Tyvek label.

Each polythene finds bag should contain a single material type (pottery, CBM, animal bone etc.) for a single context.

15.1.4. Boxes

All packaged bulk finds (ceramics, building materials, slag, flint, un-worked bone) should be placed in acid-free boxes with brass staples and well-fitting full-depth lift off lids.

Bulk archaeological finds should be placed within a standard Northamptonshire bulk find box measuring 450mm x 230mm x 170mm (see Section 5 for costs). The advised maximum weight limit is 7kg per box as per the Health and Safety Executive's 'Manuel Handling at Work: A brief guide, 2012' guidance document (https://www.hse.gov.uk/pubns/indg143.pdf).

Figure 2: Empty acid-free Northamptonshire bulk finds box with brass staples and full depth lid

This box can contain material from more than one site or archive, subject to the box, bags and finds all being correctly labelled and content sheets being provided for each site within the box.

All boxes should be labelled along one of the narrow faces on both parts of the box using a suitable permanent marker pen.

The box label should contain the following information:

- ENN reference
- Unit site code
- Site name(s)
- Year(s) of fieldwork
- Archaeological unit name
- Material type(s) - See Appendix 3 for recommended list of material type terms
- Context range(s)
- Number of bags
- Box series number e.g. 1 of 2.

All labels on boxes must be in block capitals in black ink. Please write labels that are appropriate to the size of box. This information should be written directly onto the box; sticky labels are not acceptable.
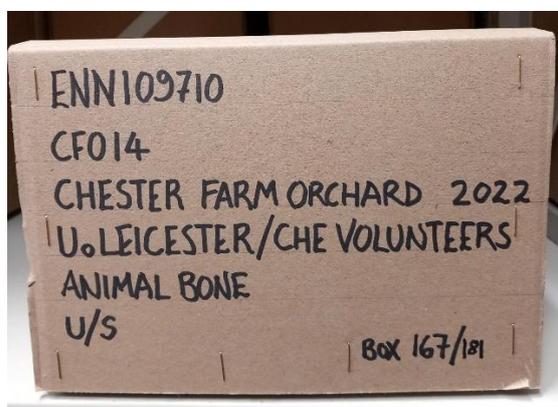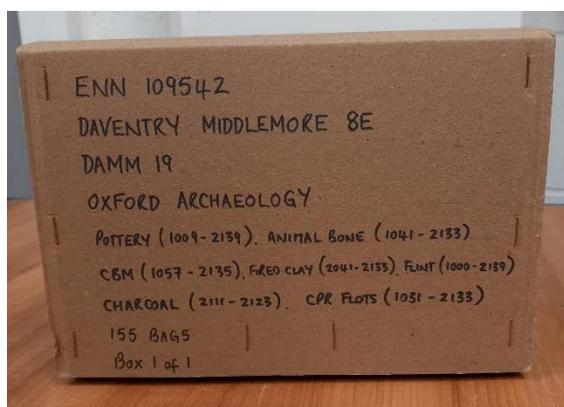
Figure 3: Two example of acceptable labelled bulk finds box. Alternatively, material types can be labelled all together and the context range for the entire assemblage from the site be labelled below.
E.g. Pottery, Animal bone, Flint, Tile
(1001-1031)
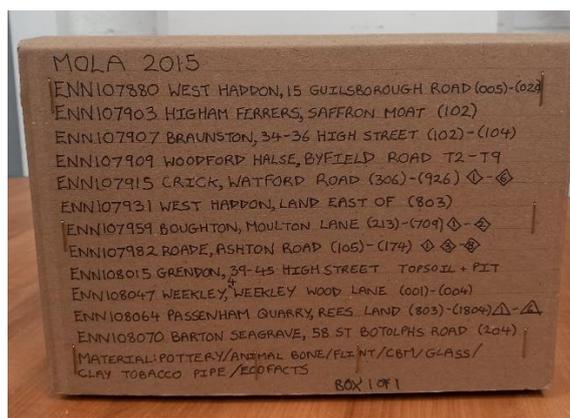
Figure 4: Example of a box labelled with multiple site archives placed within.

Please note the box series number should be per type of box (i.e. bulk find box, paper archive box, polythene box for SFs all should have separate sequences per site rather than for the complete archive, so for example for the same archive consisting of 18 bulk, 4 paper and 3 SF boxes, the boxes would be labelled accordingly; the bulk boxes would be labelled box 1 of 18, 2 of 18 and so on, the

paper archive boxes labelled box 1 of 4, 2 of 4 etc. and polythene boxes labelled box 1 of 3, 2 of 3 etc.) This is because different box types will be stored at different locations within the store.

Please see Section 15.5 for packaging requirements for oversized objects and complete vessels.

15.1.5. Packaging

The finds should be ordered and boxed by type of material (for example, ceramics, stone, etc.) and then by context number. Each category of material should, where possible, be packaged separately in separate boxes, except in smaller archives where some grouping may be necessary in order not to waste space.

15.1.6. Box Contents List

A contents list should be included in each box. This list should include the following information:

- ENN reference
- Unit site code
- Archaeological unit name
- Site name(s)
- Material type - See Appendix 3 for recommended list of material type terms
- Context number and any other contextual information e.g. sample number
- Number of bags per context
- Box series number e.g. 1 of 2
- Additional comments and relevant information.

15.2 Small Finds and Sensitive Material (Non-Metal)

This section describes how any non-metallic registered small finds and other sensitive material should be prepared prior to deposition with NARC. Non-metallic sensitive finds include leather, textiles, worked bone and wood.

These finds should be kept separate to the bulk finds material.

15.2.1. Cleaning

All finds with a stable surface must be cleaned, unless conservation requirements dictate otherwise. All washed finds should be dried using appropriate conservation methods prior to being bagged and deposition with NARC.

Organics such as wood, leather and textiles should not be cleaned.

15.2.2. Marking

Small finds of the following material types should be marked with the ENN reference or unit site code and small find number: Ceramic, flint, glass, stone and worked animal bone.

Prior to marking, seal the surface of the artefact with an acrylic resin sealant Paraloid B72 to render the marking reversible.

Organics such as wood, leather and textiles should not be marked.

15.2.3. Boxes

Sensitive and non-metallic small finds should be packaged in Stewart Sealfresh polythene boxes. It is understood that the Stewart Sealfresh range is now no longer being manufactured. Alternative boxes that will be accepted are Aravan and Stewart Gastronorm brand.

One material type should be used per box where possible, except in the case of small archives or assemblages.

Polythene boxes should be 'off gassed' for several weeks before placing finds within them. Off gassing involves taking the lid off the box until the plastic smell has gone. This is to prevent the chemical make-up of the polythene box affecting any of the stored contents. Please note that lids will deform if stored a long time before use and in these instances they should be replaced before depositing the archive.

Figure 5. Empty 13 litre Stewart box. NARC accepts Stewart boxes up to this size. Multiple archives of the same material type can be placed in a single box provided all is labelled correctly

15.2.4. Bags and Crystal Boxes

Objects should be placed in perforated polythene bags with an opaque strip on which information can be written.

The bag size should be determined by the size of the object it is to contain. Ideally, the artefact should be no less than the 10% of the total volume of the bag.

For objects in need of structural support, individual clear crystal boxes should be provided. The size of these boxes should be dictated by the size of artefact that the box is intended to contain.

Textile fragments should be packed in non-airtight polyester film envelopes and supported by acid-free card or blotting paper.

15.2.5. Packing Methods

All non-metallic sensitive artefacts must be supported to prevent movement within the bag or box. Polyethylene sheets (jiffy foam) can be inserted into the bag to provide rigidity and support. Plastazote can be used as cut-outs to provide support within a crystal box. In certain instances, plastazote can be used to provide support within finds bags provided it does not damage the objects. Acid-free tissue can be scrunched up and then wrapped smoothly into puffs to provide support for artefacts. Do not

wrap artefacts in acid-free tissue as any subsequent unwrapping (for condition checking or research) is likely to cause damage.

15.2.6. Labelling

Polythene Boxes (Stewart boxes)

Polythene boxes should be marked on the outside with the following information:

- ENN reference
- Unit site code
- Site name(s)
- Archaeological unit name
- Material type and object type - See Appendix 3 for recommended list of material type terms
- Context number(s) and other contextual information e.g. sample number(s)
- SF number(s)
- Number of bags/items.

For larger boxes containing multiple archives, a paper label placed on the inside of the box and visible on one of the narrow edges is acceptable provided it contains the above information.

All labels on boxes must be in block capitals in black ink.

For archives with multiple polythene boxes, the box sequence number should be included on the box. For example for the same archive consisting of 18 bulk, 4 paper and 3 SF boxes, the boxes would be labelled accordingly; the bulk boxes would be labelled box 1 of 18, 2 of 18 and so on, the paper archive boxes labelled box 1 of 4, 2 of 4 etc. and polythene boxes labelled box 1 of 3, 2 of 3 etc.)

Bags/crystal boxes

Bags and/or crystal boxes should be labelled, using a suitable permanent marker pen, with the following information:

- ENN reference
- Unit site code
- Material and object type - See Appendix 3 for recommended list of material type terms
- Context number
- SF number
- Other contextual information e.g. sample number.

This information should be replicated on a spun bonded polyethylene (Tyvek) label and placed in the bag. For crystal boxes the information should be put on a Tyvek label and then placed inside the box facing outwards. Please note that plain Tyvek labels or those with an existing template are both acceptable.

Figure 6. Registered small find and associated label with correct labelling information

15.2.7. Box Contents List

A contents list should be included in each box. This list should include the following information:

- ENN reference
- Unit site code
- Archaeological unit name
- Site name(s)
- Material and object type - See Appendix 3 for recommended list of material type terms
- Context number(s) and other contextual information e.g. sample number
- SF number(s)
- Additional comments and relevant information.

15.3 Metal Artefacts

This section describes how metal registered finds and other metal objects should be prepared prior to deposition with NARC.

15.3.1. Cleaning and Marking

Any conservation work, including the cleaning of metal finds, must be undertaken by qualified conservators. Light, dry brushing of metal finds may be undertaken.

Metal objects should not be marked.

15.3.2. Boxes

Registered and sensitive finds should be packaged in Stewart Sealfresh polythene boxes. It is understood that the Stewart Sealfresh range is now no longer being manufactured. Alternative boxes that will be accepted are Aravan and Stewart Gastronorm brand.

One material type should be used per box, e.g. iron in one box, copper alloy in another. This is due to the different relative humidity (RH) that the different metals need to be stored at. As a guide, iron should be stored at below 15% RH while other metals should be stored below 35% RH.

For small archives where there are small assemblages of different metal types from a single site, they can be initially packaged together and the NARC team can filter them into relevant boxes once deposited. If this is the case, please inform the NARC team prior to deposition.

Polythene boxes should be 'off gassed' for several weeks before placing finds within them. Off gassing involves taking the lid off the box until the plastic smell has gone. This is to prevent the chemical make-up of the box affecting any of the stored contents. Please note that lids will deform if stored a long time before use and in these instances they should be replaced before depositing the archive.

Figure 7. Empty 13 litre Stewart box with indicator strip and silica gel. NARC accepts Stewart boxes up to this size. Multiple archives of the same material type can be placed in a single box provided all is labelled correctly

Multiple lead artefacts can be placed in a single large crystal box without silica gel instead of a polythene box. This is acceptable provided that the artefacts are placed in separate bags or smaller crystal boxes and all is labelled accordingly.

15.3.3. Bags and Crystal Boxes

Objects should be placed in perforated polythene bags with an opaque strip on which information can be written. The bag size should be determined by the size of the object it is to contain. The artefact should be no less than the 10% of the total volume of the bag.

For objects in need of structural support, individual clear crystal boxes should be provided. The size of these boxes should be dictated by the size of artefact that the box is intended to contain.

For labelling please see Section 15.3.5.

15.3.4. Packing Methods

All non-metallic sensitive artefacts must be supported to prevent movement within the bag or box. Polyethylene sheets (jiffy foam) can be inserted into a bag to provide rigidity and support. Plastazote can be used as cut-outs to provide support within a crystal box. In certain instances, plastazote can be used to provide support within finds bags provided it does not damage the object. Acid-free tissue can be scrunched up and then wrapped smoothly into puffs to provide support for artefacts. Do not wrap artefacts in acid-free tissue as any subsequent unwrapping (for condition checking or research) is likely to cause damage.

15.3.5. Labelling

Polythene Boxes

Polythene boxes should be marked on the outside in black ink with the following information:

- ENN reference
- Unit site code
- Site name(s)
- Archaeological unit name
- Material and object type - See Appendix 3 for recommended list of material type terms
- Context number(s) and other contextual information e.g. sample number
- SF number(s)
- Number of bags/items.
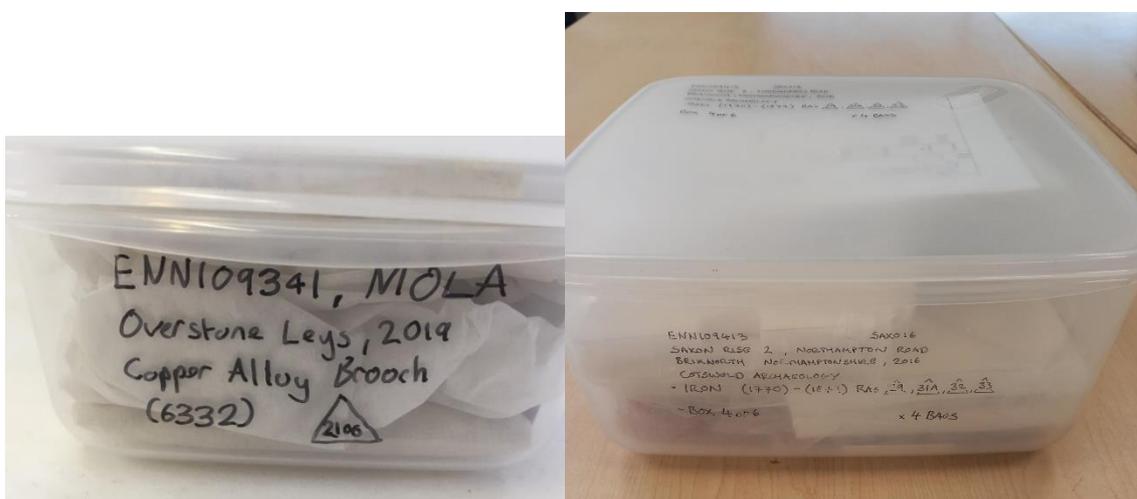
Figure 8: Labelled Stewart boxes. Example on the left contains a single object due to the stability and size of find. Example on the left holds multiple objects and is labelled both on the lid and the box.

For larger boxes containing multiple archives, a paper label placed on the inside of the box and visible on one of the narrow edges is acceptable provided it contains the above information.

Bags/crystal boxes

Bags and/or crystal boxes should be labelled, using a suitable permanent marker pen, with the following information:

- ENN reference
- Unit site code
- Material and object type - See Appendix 3 for recommended list of material type terms
- Context number
- SF number
- Other contextual information e.g. sample number.

This information should be replicated on a spun bonded polyethylene (Tyvek) label and placed in the bag. For crystal boxes the information should be put on a Tyvek label and then placed inside the box facing outwards. Please note that plain Tyvek labels or those with an existing template are both acceptable.
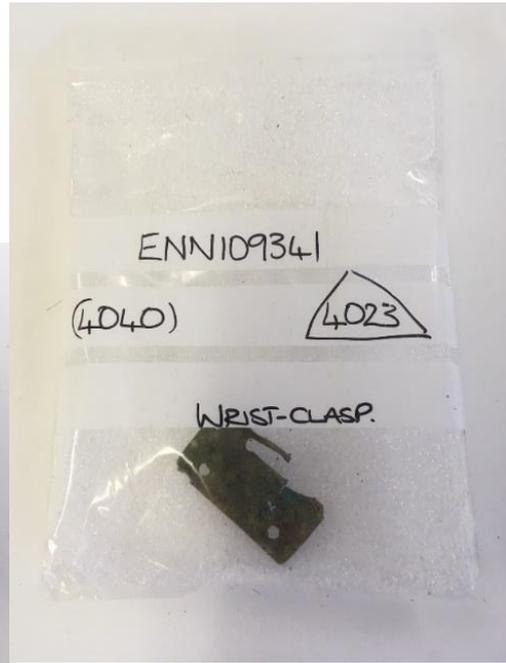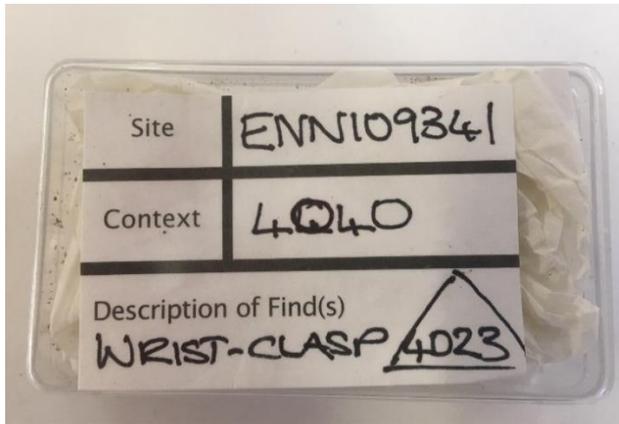
Figure 9 and 10: Figure 8 shows a find in a crystal box with associated Tyvek label and supporting acid-free tissue. Figure 10 shows an object in a bag with correct labelling and supporting archival foam

15.3.6. Microclimate Control for Ferrous Artefacts (Iron)

Silica gel must be used to create micro-climates within the polythene box for ferrous artefacts. The quantity of silica gel required will depend on the size of box. Please follow the following table for guidance on box size to silica gel quantity ratio:

Box Size (litres)	Amount of Silica Gel (kg)
1	0.20
2	0.35
3	0.55
4	0.70
5	0.90
6	1.10
7	1.20
8	1.40
9	1.60
10	1.75
11	1.95
12	2.10
13	2.30
14	2.45

This table is based upon on research by the University of Cardiff for maintaining 15% RH or lower for 12 months (for Iron). For more guidance on the storage of archaeological metals please see: https://www.heritagepreservationguidance.co.uk/guidelines-for-storage

Loose silica gel beads in polythene bags sewn pre-packaged bags are accepted though the former option is the preference.

If using polythene bags; please mark the bag with the weight of the gel using a suitable pen and pierce the bag (at least 12 times). Please divide the amount of silica gel across 4 separate bags and place them along each side of the box.

Dated humidity indicator strips should be placed within the box in a place that is clearly visible to the outside. The indicator strip must cover the full scale of 0% to 100% RH.

Silica gel is not required for lead artefacts.

Pink/blue indicator silica gel will not be accepted on health and safety grounds. The indicator within it is a known carcinogen.

15.3.7. Box Contents List

A contents list should be included in each box. This list should include the following information:

- ENN reference
- Unit site code
- Archaeological unit name
- Site name(s)
- Material and object type - See Appendix 3 for recommended list of material type terms
- Context number(s) and other contextual information e.g. sample number
- SF number(s)
- Additional comments and relevant information.

15.4. Human Skeletal Remains

This section describes how human skeletal remains deposited with NARC should be prepared. Human remains should be treated with respect at all times, in accordance with national standards (see DCMS 2005). Please see the following documents for further guidance on dealing with human remains:

- British Association of Biological Anthropology and Osteoarchaeology (BABAO) Code of Practice: http://www.babao.org.uk/publications/ethics-and-standards
- BABAO and CIfA's Updated Guidelines to the Standards of Recording Human Remains: https://www.babao.org.uk/assets/Uploads-to-Web/14-Updated-Guidelines-to-the-Standards-for-Recording-Human-Remains-digital.pdf
- Historic England's The Role of the Human Osteologist in an Archaeological Fieldwork: https://historicengland.org.uk/images-books/publications/role-of-human-osteologist-in-archaeological-fieldwork-project

Please note that NARC will not acquire any human remains for which a license would be required under the terms of the Human Tissue Act 2006.

If human remains are included in the archive, a copy of the relevant license for their excavation and retention must be included in the documentary archive (see Section 16.1).

15.4.1. Cleaning

All human bone with a stable surface should be cleaned, unless conservation requirements dictate otherwise. Care should be taken when dealing with enamel to ensure the enamel surface is not damaged and the dental calculus is not removed.

Human bone should be dried before being bagged.

15.4.2. Boxes and Packaging

Where possible, each individual skeleton should be stored within a separate box standard bulk box (see section 5.1.) to distinguish different individuals. However, where large complete skeletons exist, boxes measuring 450mm x 230mm x 340mm will be accepted.

Where disarticulated bones and fragmentary remains exist, these may be boxed together provided the bags containing them are clearly labelled.

Human remains should be packed in order of stability, with heavier bones beneath more fragile material.

Human skeletal remains should be placed within a standard bulk find box the details of which can be found in Sections 5.1 and 15.1.4.

NARC acknowledges that this box may not be suitable for a single individual. If a larger box for human skeletal remains is required then please contact the ARC team prior to deposition to discuss this.

15.4.3. Bags

Human remains should be packaged in clean, perforated polythene self-sealing bags with opaque 'write-on' strips; the most appropriate sized bag for the finds should always be used, and bags should not be over-filled. Any bags that cannot be closed will be rejected. If bones are too large for bags with 'write-on' strips then a clear perforated polythene self-sealing bag will be acceptable provided that it is labelled correctly.

Where possible, bones should be bagged by skeletal area (e.g. left femur in one bag and right femur in another).

Small bones should be placed separately in small polythene bags and stored in the same box as the rest of the human remains to prevent loss of finds.

The bag should be labelled, using a suitable permanent marker pen with the following information:

- ENN reference
- Unit site code
- Material type
- Context number
- Any other important contextual information such as skeleton/burial number etc.
- Where possible: skeletal area e.g. left femur.
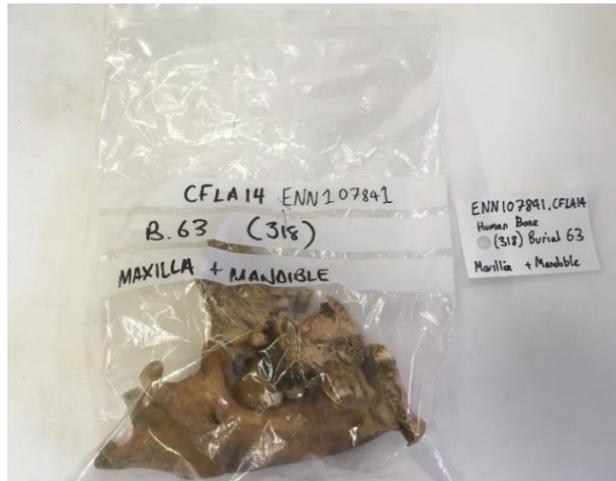
Figure 11: Human skeletal remains with correct bag labelling and associated Tyvek Label

The same information should be put on a spun bonded polyethylene (Tyvek) label and placed inside the bag. Please note that plain Tyvek labels or those with an existing template are both acceptable.

15.4.4. Box Labelling

All boxes should be labelled along one of the narrow faces on both parts of the box using a suitable permanent marker pen, with the following information:

- Unit site code
- Site name(s)
- Year(s) of fieldwork
- Archaeological unit name
- Material type - See Appendix 3 for recommended list of material type terms
- Context range(s)
- Number of bags
- Box series number e.g. 1 of 5.

This information should be written directly onto the box; sticky labels are not acceptable.

Please note the box series number should be per type of box (e.g. bulk find box, paper archive box, polythene box for SFs) per site rather than for the complete archive. This is because different box types will be stored at different locations within the store.

All labels on boxes must be in block capitals in black ink.
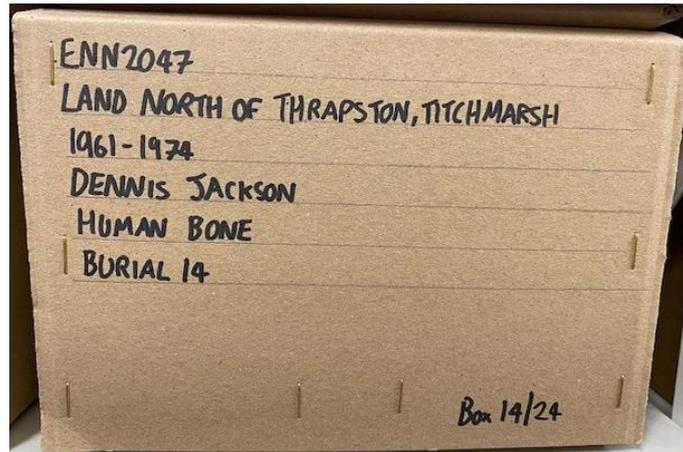
Figure 12: Correctly labelled human skeletal remains box

15.4.5. Box Contents Lists

A contents list should be included in each box. This list should include the following information:

- ENN reference
- Unit site code
- Archaeological unit name
- Site name(s)
- Material type - See Appendix 3 for recommended list of material type terms
- Context number and other contextual information e.g. burial number
- Bag number per skeleton
- Additional comments and information e.g. pathologies.

15.5. Outsized Artefacts

Please contact NARC prior to deposition if your archive contains objects that are too large or heavy to pack safely in the standard way detailed in Sections 15.1, 15.2 and 15.3.

15.5.1. Non-Fragile Objects (e.g. Worked Stone)

Large objects, such as large pieces of dressed stone or complete querns, which cannot be safely boxed should be labelled by means of a Tyvek label clearly marked in permanent ink and securely tied to the object with archival-grade string or cotton tape.

Figure 13: Oversized artefact marked with ENN reference and contextual information and a Tyvek label strapped to it using archival-grade cotton tape

Large objects must be marked with the ENN reference and identifying contextual information.

Objects measuring over 0.90 m by 0.90m cannot be stored on NARC's shelving and must be delivered on a heavy-duty pallet that supports the weight of the object. Please ensure that any pallet is free of any pests before depositing the archive. Please contact NARC prior to delivery to discuss this.

15.5.2. Complete Vessels

Please contact NARC prior to deposition if your archive contains any complete vessels.

For complete, or partially complete, ceramic or glass vessels that do not fit within the standard box size then a custom box should be purchased or constructed. The box should be constructed from acid-free card with brass staples.

The vessel should be made secure within the box using acid-free tissue, plastazote or a combination of both.

15.5.3. Metal objects

Please contact NARC prior to deposition if your archive contains large metal objects.
For exceptionally large or long metal objects that do not fit within a standard polythene box that NARC accepts (see Section 15.3), alternative sealed containers are acceptable.

If a suitable sealed polythene box cannot be sourced, then NARC will accept the object within an acid-free card or correx box with the object placed within a sealed bag. Please contact NARC prior to deposition if this applies to any archives you are intending to deposit.

15.6. Environmental Archives

Where necessary, a well-conceived archive selection strategy conducted at the project design stage can significantly enhance the value and research potential of an archaeological palaeoenvironmental assemblage and may also reduce the size of the environmental component of the archive. The process of selecting environmental remains for long-term storage will significantly benefit from consultation

with relevant specialists and pertinent research frameworks. More information regarding the selection process can be found in Section 9.

NARC will only consider accepting waterlogged materials and other remains which require specialist facilities or conditions (such as those items which require refrigeration or suspension in Industrial Methylated Spirits) if an agreement has been made at the project design stage. If encountering waterlogged materials that were not anticipated at the project design stage then please contact NARC as soon as possible. Archaeological units should be aware that the deposition of waterlogged remains may incur additional costs.

NARC will accept processed environmental samples and hand collected environmental remains. Palaeoenvironmental remains **e.g. flots, thin sections, charred plant remains, faunal remains, mounted slides, mollusca, entomological remains, charred foodstuff and metallographic samples** should be stored using suitable inert materials (e.g. polythene boxes, glass jars).

Individual sub-samples and packaged remains should be labelled on the outside of the container with the following information:

- ENN reference
- Unit site code
- Context number
- Sample number
- Material type - See Appendix 3 for recommended list of material type terms.

Items which are particularly susceptible to fragmentation (e.g. charred roundwood, charred foodstuffs or insects preserved through processes of mineral replacement) should be packaged individually in rigid containers such as glass jars or vials.

Waterlogged organic materials which have been conserved must be packaged individually and sensitively. For more information regarding the packaging and treatment of conserved items see Section 14 and Historic England guidelines regarding waterlogged organic materials and waterlogged wood (English Heritage 2010 & Historic England 2018a).

Sediment blocks or sub-sampled sections of sediment cores taken for geoarchaeological purposes should be packaged in a rigid container to ensure that the block/core retains its shape. The block should be sufficiently wrapped to prevent the sediment becoming exposed and contaminated.

Materials which have been sub-sampled for scientific dating purposes, geochemical or bio-molecular analyses (e.g. radio carbon dating, DNA and isotope analyses, x-ray florescence) should be packaged separately to prevent contamination and clearly labelled to allow for easy access for future re-testing.

Packaged remains and samples should be grouped together into an appropriate outer box. Any specific storage guidance supplied by specialists should be adhered to. All remains should be packaged in a way which limits movement within the box and takes into account the delicate nature of palaeoenvironmental remains.

Please see Institute for Conservation (ICON) 1990, English Heritage Guidance 2008a, 2010, 2011 2019 and Brown 2011 for further details on how to prepare environmental samples for deposition.

Unprocessed samples will not be accepted by NARC.

15.6.1. Finds from Samples

Artefacts and ecofacts recovered from processed environmental samples must be archived following the appropriate section of the guidelines above for the material and type of find. The unique identifier for the sample should be included in all labelling of the finds.

15.6.2. Residue Analysis

Pottery fabrics that have undergone residue analysis should be wrapped in acid-free tissue paper before being packed as per the guidelines.

If sampling directly from site, it is preferable that the sample is not washed. However, good results are possible from cleaned potsherds once they have been archived. Efforts should be made by the archaeology unit to keep handling to a minimum for any assemblages identified as potentially suitable for future residue analysis following it being archived.

Please see Historic England's guidance on Residue Analysis, 2017 for further information.

16. Documentary Archives

16.1. Physical Documentary Archives

This section describes what the documentary archives submitted to the NARC should comprise. It provides details about the practicalities for the deposition of documentary archives. Documentary archive(s) is used to describe all paper, photographic, X-radiographic and drawn records produced during the process of excavation and post-excavation (as well as other forms of historic environment investigation and analysis).

The documentary archive can include:

- A copy of the final report
- Administration including the archaeological brief, WSI, and Data Management Plan
- On-site records including context sheets, site notes, registers (including small finds and samples)
- Specialist reports and finds indexes
- Photographs, including negatives and prints
- Drawings
- X-Ray plates
- Transfer of title form
- Licences for the excavation of human skeletal remains
- Details of any material selected for discard or otherwise not included within the archive.

Please refer to Section 16.2. for NARCs digital archive requirements if any aspects of your documentary archive is born digital or digitally transferred.

16.1.1. Boxes

Documentary archives are to be deposited in clam shell boxes or boxes with full depth lids. Boxes must be acid and lignin free.

NARC will accept any A4 & A3 box that is an appropriate size to its contents up to 450mm x 350mm x 85mm.
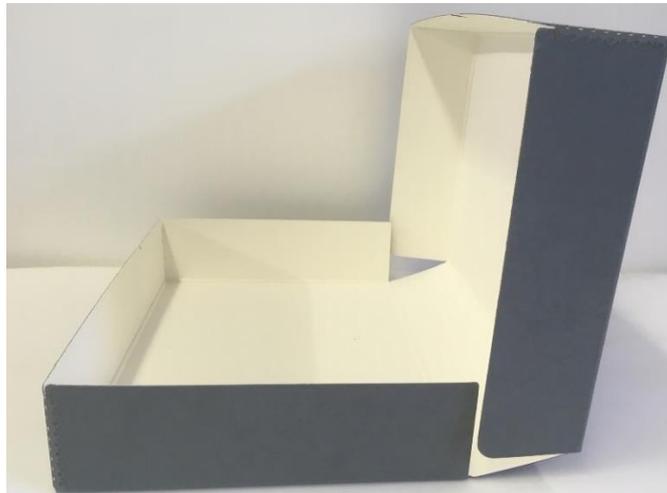
Figure 14: Empty A4 acid and lignin-free documentary archive box

Please see section 16.1.5 for dealing with plans over A3 in size.

The box should be labelled with the following information:

- ENN reference
- Unit site code
- Archaeological unit name
- Site name(s)
- Year(s) of fieldwork
- Type of fieldwork
- Box series number e.g. 1 of 2.

All labels on boxes must be in block capitals.

Figure 15: Documentary archive box with correct labelling

Where documentary Project Archives are small, it is permissible to place material from more than one project within a single box, so long as each project is separated from the others with acid-free card folders, and each project is listed on the outside.

In order to keep A3 material flat, plans and drawings from multiple sites can be deposited together in a single A3 box.

Please note the box series number should be per type of box (e.g. bulk find box, paper archive box, polythene box for SFs) per site rather than for the complete archive. For example for the same archive consisting of 18 bulk, 4 paper and 3 SF boxes, the boxes would be labelled accordingly; the bulk boxes would be labelled box 1 of 18, 2 of 18 and so on, the paper archive boxes labelled box 1 of 4, 2 of 4 etc. and polythene boxes labelled box 1 of 3, 2 of 3 etc.) This is because different box types will be stored at different locations within the store.

16.1.2. Box Contents List

Each box of documentary archive should be accompanied by a contents list for each archive within the box.

The box list should include the following information:

- ENN reference for the site
- Site name(s)
- Unit site code
- Year(s) of fieldwork
- Type of fieldwork
- List of folders and contents e.g. Folder 1. Grey Literature Reports, Folder 2. On-Site records
- Box series number e.g. 1 of 2
- Additional comments and relevant information.

In the case of traditional photographs, the number of individual negatives, contact sheets, prints, and slides as well as how many sleeves and wallets they are stored in should be indicated.
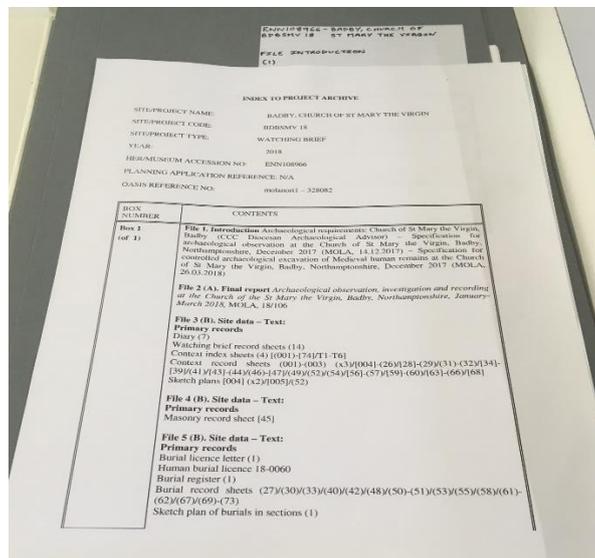
Figure 16: Documentary archive box list included in box

16.1.3. General Information

All written archives should be produced on plain paper with a neutral to mildly alkaline pH.

All materials should be presented in archival quality packaging.

Document categories should be separated with acid-free folders that are labelled according to the contents. Packages or bundles of documents may be tied with archival quality tying tape or string.
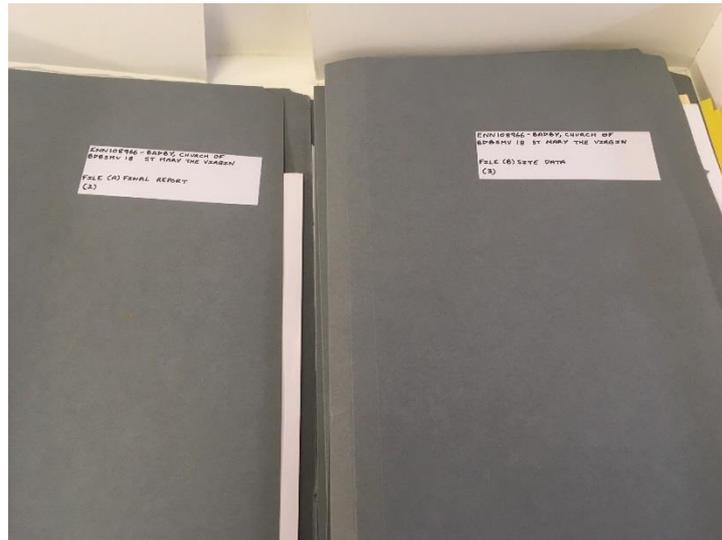
Figure 17: Acid-free folders containing different categories of documentary archives within a box. Sticky labels on folders are not required and it is acceptable to write the identifying information directly onto the folder in a suitable pen.

Plastic paper clips, treasury tags with plastic ends and archival quality brass paper clips are acceptable.

All other metal fastenings or bindings, such as non-archival paper clips, treasury tags with metal ends and ring binders, will not be accepted. All staples should be removed from the documents.

Documents must be kept flat and in no circumstances should documents be folded. Where possible documents should not be rolled.

16.1.4. Labelling

Each individual item of the documentary archive, with the exception of photographic negatives, should be directly marked with the project's ENN reference code.

Suitable permanent marker pens include Staedtler Pan Colour 303 or 353, Artline 70 or 725, Platignum laundry marker and WHSmith Planner pens.

Plans and drawings on polyester-based film should be labelled with the ENN Reference and drawing number in pencil.
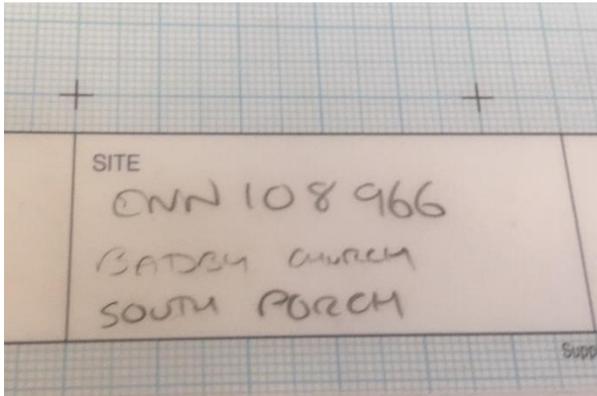
Figure 18: ENN reference written in pencil on polyester-based film
Figure 19: ENN reference written in suitable pen in the corner of project documents. This reference should be included on all documentary archives
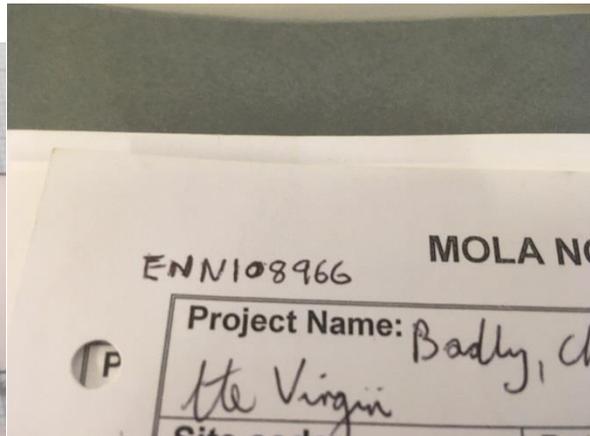
16.1.5. Drawings and Plans (and Other Large Documentary Archives)

Drawings and Plans should be stored and delivered flat.

It is acceptable to use acid-free card folders to separate drawings and plans. Archival tissue paper should be used as interleaving between each sheet of pencil drawings on film, to avoid abrasion of the pencil marks. Documents can also be separated by lignin and acid-free file holders.

All plans, artefact drawings or conservation drawings should be labelled with the ENN reference. Individual artefact or conservation drawings should also be labelled with the relevant contextual information, such as the SF number.

Large or oversized plans (A2 to A0) on polyester film can be rolled and stored in acid-free tubes or roll boxes. If rolling the plan please ensure that the ENN reference is visible on the outside.

Acetates should be packaged separately from polyester film.

Please Note: In order to keep A3 material flat, A3 plans and drawings from multiple sites can be deposited together in a single A3 box. The drawings from different sites should be separated by acid-free folders or archival tissue, each sheet is to be labelled with the correct ENN reference for the site and the box should have a full contents list of all of the drawings.

16.1.6. Photographs (Non-Digital)

The guidance here applies solely to traditional photographic records in the form of 'wet processed' B/W film and colour transparencies/slides. See Section 16.2.8. for standard and guidance on digital images.

For projects where archaeological units do not wish to create digital archives, all photography should be undertaken using traditional photographic records in the form of 'wet processed' B/W film and colour transparencies/slides.

All film and photographic prints should be correctly processed, following current British Standards (BS 5699) for archival purposes.

Negatives and Colour transparencies (slides):

- Store in in archival quality sleeves with strip divisions. The sleeve should have a white writing strip
- Label the sleeve used to hold the negatives with the ENN reference, object number (if appropriate), film number and frame number
- A photographic index must be provided as an overview for all photographic material in the archive
- Substantial archives, or groups of archives deposited together, should be housed in archival quality box files or folders.

Prints: black and white, and colour, including contact sheets:

- Print on archival photographic paper
- Store in sleeves in archival quality low acid paper envelopes or polyester sleeves
- Each print should be labelled on the reverse using the ENN reference, object number (if appropriate), film number and frame number using a soft pencil. The holder should also be marked with this information
- A photographic index must be provided as an overview for all photographic material in the archive
- Substantial photographic archives, or groups of archives deposited together, should be housed in archival quality box files or folders.

16.1.7. X-Rays

X-rays should be stored in appropriate sized 75 micron polyester or acid-free paper sleeves.

Substantial archives, or groups of archives deposited together, should be housed in archival quality box files or folders

X-ray plates should be annotated with a unique x-ray number, usually part of a running sequence.

The sleeve should be annotated with the ENN reference, unit site code, context number and individual small find number.

16.1.8. Documentary Archive Security Copies

All projects must make a digital security copy of the physical documentary archive that must be submitted to the NARC team as part of the deposition process before the final part of the planning condition will be discharged. The policy for digital security copying of documentary archives in Northamptonshire is set out in Section 16.2.10.

If the documentary archive has already had a microfiche or microfilm security copy created then these will be accepted by NARC.

16.2. Digital Archives

The following section explains to the standards for how born digital and digitally transferred data (defined below in Section 6.2.1.) should be dealt with in Northamptonshire.

NARC does not have the capacity or expertise to archive, curate and preserve born digital data deriving from archaeological fieldwork projects. The only way to guarantee the long-term curation of digital archives is for them to be deposited with a publicly accessible[2] CoreTrustSeal[3] certified digital repository. Therefore, **all born digital data must**, subject to selection and version control, be archived with a repository with this accreditation. Digitally transferred data should also, where possible, be archived digitally archived.

As of January 2020, the only publicly accessible CoreTrustSeal certified digital repository that accessions archives deriving from archaeological projects in England is the Archaeology Data Service (ADS). Therefore, all archaeological units working in Northamptonshire should deposit their digital archives with the ADS and these guidelines refer to this process.

It is expected that more CoreTrustSeal certified digital repository will emerge within the near future. If a unit potentially wishes to deposit their digital data with one of these repositories then please contact NARC at the earliest possible convenience. These guidelines would be amended should another certified digital repository begin accepting digital archives from archaeological projects.

Archaeological units should not create born digital data unless they are willing to deposit such data with a publicly accessible CoreTrustSeal certified repository. Instead they must use traditional non-digital resources for on-site recording.

A digital security copy of the entire documentary archive must still be produced and archived for analogue only projects as outlined in Section 16.2.10.

16.2.1. Types of Data Covered by this Standard

Examples of born digital data include:

- Digital photographs (including from drones)
- Digitally created site records (digital context sheets/records/registers)
- Geophysical survey and remote sensing (geophysical, LiDAR, laser scanning, GPS survey etc.)
- 3D laser survey (buildings or landscapes)
- GIS data
- EDM/GPS survey data/plans
- Specialist catalogues or databases.

Examples of digitally transferred data include:

- Databases (contexts and other site data, finds catalogues, specialist data etc.)
- Scanned analogue photographs
- Digitised hand-drawn plans
- CAD plans and models.

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[2] CoreTrustSeal accreditation does not have the requirement of open public access. Therefore, to ensure that digital born archaeological archives are in keeping with the National Planning Policy Framework's requirement of public access to archives, this extra stipulation is required.

[3] CoreTrustSeal is the current digital archiving industry standard recognised accreditation for repositories. To attain this accreditation, institutions must provide evidence that they meet a number of requirements covering areas including licences, ethics, continuity of access, organisational infrastructure and specialist staffing, storage procedures and technical infrastructure https://www.coretrustseal.org/

16.2.2. Deposition with the ADS and Deposition Standards

Specific standards of data and metadata (data about your data) are required by the ADS. Information on preparing archives for deposition is given in full on the ADS website, see
https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml

This resource explains the file formats that the ADS will accept, and the metadata that will need to be provided to accompany any deposition.

However, as a rapid reference guide, the following file formats can be used wherever possible.

Data / material	File Format
Raster images (i.e. photos)	Uncompressed TIFF images JPEG
Vector images (CAD)	AutoCAD – DWG SVG
Databases	Access – ACCDB OpenDocument Database - ODB Delimited text
Spreadsheets	CSV Microsoft Excel – XSL or XLSX OpenDocument Spreadsheet - ODS OpenOffice.org Calc – SXC
Text	Word – DOC or DOCX OpenDocument Text – ODT PDF/A
Geophysics	Raw xyz data: TXT, CSV Rectified images: TIF
X-Rays	DIACOM or DIACONDE

16.2.3. Metadata

Metadata requirements for each file type and the project itself are described in the Metadata section of the ADS Guidance for Depositors (Version 3.0, September 2015):
https://archaeologydataservice.ac.uk/advice/PreparingDatasets.xhtml
The ADS provides templates and examples to demonstrate what information is required.

16.2.4. File Selection

Some judgement needs to be exercised in selecting files for digital archiving. Those creating digital archives will need to consider what criteria they use to make discard and retention decisions for digital data and these decisions should inform their selection strategy. The criteria used should be clearly recorded within the Data Management Plan to enable future users to understand the selection process. There is further guidance on selection and retention of data available at:
https://archaeologydataservice.ac.uk/advice/PreparingDatasets.xhtml

Please see the Dig Digital project report for further information on file selection:
https://www.archaeologists.net/digdigital

16.2.5. Deposition with ADS

The scale of the digital archive for a project will influence which system should be used to deposit with the ADS.

Regardless of the deposition method, in each instance the digital archive must include:

- Any born digital data/images etc. produced during the course of site/fieldwork
- Digital post excavation records such as specialist catalogues which are not included in the main report
- Relevant metadata (using the ADS templates or their online forms) for all supplied digital material
- A copy of the Data Management Plan and any other document relating to the selection of digital material for the archive.

Where appropriate, it should also include any other digital data/files/material which are being digitally archived as part of the project.

Regardless of the deposition method used, the archaeological unit should check that all of the relevant material has been archived. **No digital data sent for digital archiving with the ADS should be deleted until the archaeological unit has received confirmation that the material has been archived, they have viewed the archive online, and checked that all relevant data is present.**

Small Digital Photograph-Only Project Archives

For smaller projects where the digital archive comprises of only born digital photographs, due to changes from the OASIS V update, archaeological units are now able to log in directly into the ADS-easy system instead of following the more complex OASIS Image.

This charge for opening an ADS-easy archive has been reduced to £150 + VAT and will allow the deposition of up to 150 jpg/tiff images at no extra cost.

Small to Medium Sized Project Archives

The ADS has developed the ADS-easy system to allow users to upload their own data for archiving. This is intended to be a faster and easier way to deposit small to medium-sized project archives.

The current parameters of depositing with ADS-easy are (as of August 2023):

- Maximum of 1000 files of common formats
- Files with a maximum size of 100MB
- File formats that meet their preferred and accepted file format list: https://archaeologydataservice.ac.uk/advice/FileFormatTable.xhtml
- Geophysical surveys of less than 50Ha.

Please note that ADS-easy may not be appropriate for archiving large projects, or those with large file sizes which take a long time to transfer electronically. In these instances please see below for details on how to deposit large project archives.

At an appropriate time in the deposition process, the ADS will send depositors an electronic ADS Deposit Licence form for the archaeological unit to complete. The full terms of a Service Deposit Agreement can be found here:
https://archaeologydataservice.ac.uk/app/uploads/2022/04/ADS_Deposit_Licence_2018.pdf

Archives deposited using ADS-easy should be prepared as per their guidelines found here:
https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml

Large Project Archives

For projects that do not meet ADS-easy size requirements (i.e. over 1000 files), the archaeological unit should contact the ADS directly (collections@archaeologydataservice.ac.uk) with the following information:

- Project name
- Brief description of the project or dataset
- Contact details of primary depositor
- An estimate of the number of files per data format to be deposited and if possible an estimate of file size
- Name of funding body (if applicable)
- Estimate of deposition date
- Any other useful information for understanding the dataset.

At an appropriate time in the deposition process, the ADS will send depositors an electronic ADS Deposit Licence form for the archaeological unit to complete. The full terms of a Service Deposit Agreement can be found here:
https://archaeologydataservice.ac.uk/app/uploads/2022/04/ADS_Deposit_Licence_2018.pdf

For these larger archives, the ADS's prefer to receive material by web transfer. However, they do also accept CDs, USBs and hard drives.

Archives deposited with the ADS should be prepared as per their guidelines found here:
https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml

16.2.6. Pre-Deposition Process

Before deposition with the ADS, the digital data intended to be archived should be submitted to the NARC team using WeTransfer or via a suitable storage medium (CD/DVD). They will then check that all of the relevant information for understanding the archive is included. If there are any issues, the archaeological unit will be notified and asked to make appropriate alterations. Digital archives that have been completed to a satisfactory standard should then be sent to the ADS.

After several satisfactory depositions, NARC may agree with the unit that the quality of archives being deposited with the ADS is acceptable and the requirement to check every site will be waived. However, NARC may still ask to spot check digital archives with these units and will monitor depositions with the ADS.

The ADS will acknowledge receipt of the digital archive to the archaeological unit. The unit would need to provide the Digital Deposit Licence to the AAS as proof of deposition of the archive prior to any archaeological planning condition being recommended to be signed off. In some circumstances,

especially for large multiple phase projects, confirmation of earmarked funding for the deposition of the digital archive will also be accepted.

Once the ADS has completed their archiving processes, they will contact the archaeological unit to inform them that the material has been archived and send them a link to the webpage where the archive is accessible.

16.2.7. All-in-One Reports and Digital Archives for Negative Fieldwork

A small proportion of archaeological work carried out results in no finds or features of archaeological significance. NARC understands that the cost of digitally archiving these projects is disproportionate to their archaeological value and their potential for future access and research.

In these situations, **to be agreed in advance of archive preparation by the AAS at the reporting stage**, a single all-in-one report which contains the digital elements of the archive can be compiled. Please email the AAS at the earliest possible stage, ideally during the report writing, to discuss whether an all-in-one report is applicable for your site.

Archaeological units should always work on the assumption that a digital archive will be required for all projects and this should be factored into any tenders.

The digital version of this would be a PDF/A file containing:

- The site report and any appendices
- All relevant digital photographs reproduced at a suitable scale and resolution
- Any drawings or plans produced at a suitable scale and resolution.

Once this all-in-one report has been approved by the AAS, it must be uploaded onto OASIS. A hard and digital copy of the site report should still be sent to the HER. Any physical documentary archive should be prepared to the standards set out in Section 16.1.

An alternative to the all-in-one report where the archive consists of only digital images is to deposit it on ADS-easy. This costs £150 + VAT to open an archive and allows for up to 150 .jpg and .tif files to be deposited with no extra cost. Please discuss this with the NARC team and AAS prior to deposition.

This option to create an all-in-one report is only available for those sites deemed by the AAS to be, on examination, of no archaeological significance. Some negative sites, due to mitigating circumstances, may still be required to be fully digitally archived. An all-in-one report will never be appropriate for sites with dated features and finds.

16.2.8. Digital Images

In order to capture good quality digital photographs, archaeological units are required by the AAS to use appropriate digital high resolution SLR cameras with sensors exceeding 12 mega pixels when taking digital photographs on site. Staff should be trained in the use of the camera prior to going on site.

Most digital cameras produce photos in one of two formats, RAW or JPEG (although some will also have a TIFF format). RAW (and TIFF) images are uncompressed, containing all of the data captured by the camera's sensors. They will be a higher resolution (and file size) than JPEG images. This is because

when a JPEG image is captured, the camera's internal software processes the image and removes information that it considers to be imperceptible to the human eye. When JPEG images are transferred onto a computer, opened, manipulated and saved again, further compression (and image degradation) takes place. **Repeated opening and re-saving of JPEG files will lead to further loss of digital data.**

RAW image files are not a suitable format for archiving and need to be saved in a different format when they are loaded onto a computer. RAW files should be saved directly as uncompressed TIFF files and not as any other format first. The file size of this (uncompressed) TIFF will be larger still than the RAW file.

The image format that ADS prefer, and the only one that is archivally stable is TIFF; any images supplied to ADS as JPEGs will be converted to TIFFs for archival purposes.

Capturing TIFF or RAW images on site will create issues relating to file storage and subsequent archive transfer. In most cases for archaeological site photography, JPEG images should be of a sufficient quality provided they are taken on a suitable digital SLR camera, set up to take the highest quality images (largest file size and least compression). Where highly detailed images are required (e.g. for publication), it may be appropriate to use RAW or TIFF settings.

It is however important that suitable procedures are put in place to ensure that JPEG images are not constantly re-opened and re-saved and that file naming processes do not lead to additional image compression.

It is not mandatory to use digital cameras for archaeological recording. Traditional, 'wet processed' B/W film and colour slide photography may still be used in Northamptonshire and archived following existing conventions with the rest of the (analogue) documentary archive.

Image Metadata and Naming Conventions

All digital photographs should be saved with a file name that includes the ENN reference or unit site code within it.

The ADS will require additional metadata when depositing the archive with them.

Taking Photographs On Site

The following recommendations are made to remind all site staff and their managers of some basic common standards that must be adhered to when taking site photographs

- Photographs should only be taken by staff who have been trained properly to use the camera
- Photographs should be taken with a high-resolution digital SLR camera with sensors exceeding 12 Mega pixels
- All photographs must be taken using the highest quality setting. RAW or TIFF format will produce large, high quality images, but JPEG files should be sufficient for most situations
- All photographs should be taken in colour
- Photographs should be taken either on a manual, aperture or shutter priority setting
- A low ISO setting should be used. Higher ISO settings generate additional noise (equivalent to the graininess on 'wet processed' film)
- The aperture setting should be appropriate to the required depth of field of the image

- Where light levels are low, a tripod should be used so that a long exposure shot (slower shutter speed) can be taken. Low light levels should not be compensated for by using a higher ISO and/or larger aperture
- All photographs (except large general or publicity shots) must include a suitable scale bar or rod. People, buckets, trowels or pens are not appropriate scales for archaeological photographs
- All photographs of features must include a north arrow
- Photographs should be taken in appropriate light conditions (i.e. not strong sun). When this is not feasible, measures must be taken to ensure the features being photographed are clear
- As with traditional "wet processed" site photographs, a photographic register must be kept of each shot (this can be paper-based or digital)
- Photos should be reviewed and re-taken if they are not of sufficient quality
- This should reduce the need for 'bracketed shots'; where these are taken (where it may not be possible to check an image for quality immediately or where lighting levels may affect contrast), only one image from the bracketed shots should be archived, the rest should be deleted.

16.2.9. Back-up and Data Recovery

It is essential that all archaeological units have in place suitable back-up and data recovery measures throughout the duration of their projects. It is imperative that appropriate measures are in place to make sure unique photographic images and other data captured on site are rapidly transferred to computers on site or in the office, and that back-up copies of those files are also made.

Clear procedures for working copies (using a TIFF format) and archives copies should also be developed so that archive images are not degraded by manipulation and re-saving.

16.2.10. Digital Security Copies

The purpose of producing a security copy of the documentary record is to ensure a back-up of the paper record exists in case any damage occurs to the originals.

It is the archaeological unit's responsibility to ensure that the completed digital security copy is legible.

The digital security copies should be scanned to a PDF/A format. If this is not possible then PDF/A formats can be produced from PDF files using standard Adobe software.

The digital security copy of the documentary archive must be submitted to the NARC team as part of the deposition process before the final part of the planning condition will be discharged. Where archaeological units are preparing other digital data for deposition, the digital security copy should be included with this material for checking by the NARC team.

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Historic England	2011	Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (second edition)
Historic England	2017	Organic Residue Analysis and Archaeology: Guidance for Good Practice
Historic England	2018a	Waterlogged Organic Artefacts: Guidelines to their Recovery, Analysis and Conservation
Historic England	2018b	The Role of an Osteologist in an Archaeological Fieldwork Project
Knight, D, Vyner, B and Allen, C	2012	East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands
Mays, S.A.	1991	Recommendations for Processing Human Bone from Archaeological Sites.
Owen, J.	1995	Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales
Perrin, K. et all.	2014	A Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)
Sutherland, D.	2003	Northamptonshire Stone
Walker, K	1990	Guidelines for the preparation of excavation archives for long-term storage (London: UKIC Archaeology Section)
Watkinson, D, and Neal, V	1998	First Aid For Finds (Third edition; London: Rescue/UKIC Archaeology Section, revised 2001)

Appendix 1. Contacts

Northamptonshire Archaeological Resource Centre

General Email: ARC@northnorthants.gov.uk
Curators Emails:
Ben.Donnelly-Symes@northnorthants.gov.uk and Georgina.Clipstone@northnorthants.gov.uk
Postal: Northamptonshire Archaeological Resource Centre, The Chester House Estate, Higham Road, Irchester, NN29 7EZ

Northamptonshire Archaeological Advisory Service

Tel: 07824 351768 and 07796 172270
Email: Liz.Mordue@northnorthants.gov.uk and Rachael.Townend@northnorthants.gov.uk
Postal: Northamptonshire County Archaeological Advisory Service, Northants Mineral and Waste Planning Service, One Angel Square, Angel Street, Northampton, NN1 1ED

Northamptonshire Historic Environment Record

Tel: 01604 367246
Email: HER@westnorthants.gov.uk
Postal: Historic Environment Record Advisor, Northamptonshire Archives Service, Wootton Hall Park, Mereway, Northampton, NN4 8BQ

Northamptonshire Finds Liaison Officer

Tel: 01604 367249
Email: flo.ncc@westnorthants.gov.uk
Postal: Northamptonshire Finds Liaison Officer, Northamptonshire Archives Service, Wootton Hall Park, Mereway, Northampton, NN4 8BQ

Appendix 2. Suppliers List

General Archive Supplies

Conservation Resources UK Ltd
https://conservation-resources.co.uk/
Building 345
Heyford Park
Upper Heyford
Bicester
Oxfordshire
OX25 5HA
01235 553166

Preservation Equipment Ltd
https://www.preservationequipment.com/
Vinces Road
Diss
Norfolk
IP22 4HQ
01379 647400

Secol Ltd
www.secol.co.uk
13-16 Howlett Way
Thetford
Norfolk
IP24 1HZ
01842 752341

Past Horizons
https://www.pasthorizonstools.com/
Old Schoolrooms
Luggate Burn
Whittingehame
East Lothian
EH41 4QA
01620 86164

Conservation by Design
www.cxdinternational.com
2 Wolseley Road
Kempston
Bedford
MK42 7AD
01234 846 300

Bulk Archive Boxes

G Ryders & Co Ltd
www.ryderbox.co.uk
Denbigh Road
Bletchley
Milton Keynes
MK1 1DG
01908 375524

Arkote Ltd/Stiched Boxes Ltd
www.stitchedboxes.co.uk
6 Parkway Rise
Sheffield
S9 4WQ
01142 626257

Silica Gel

GeeJay Chemicals Ltd
www.geejaychemicals.co.uk/
1 Beamish Close
Sandy
Bedfordshire
SG19 1SD
01767 682774

Stewart Sealfresh clear polypropylene boxes

Stewart Ltd
www.stewartcompany.co.uk
Beaumont Road
Banbury
Oxfordshire
OX16 1RH
0203 657 5230

Plastazote

Polyforms Ltd
www.polyformes.co.uk
Cherrycourt Way
Leighton Buzzard
Bedfordshire
LU7 4UH
01525 85244

Kewell Converters Ltd
www.kewell-converters.co.uk
KCL House
Station Road
Edenbridge
Kent
TN8 6HL
01732 864 310

Appendix 3. Material Archive Recommended Terms

The following material groups and categories are recommended when labelling archive boxes, bags and containers. The material group should where possible be used in conjunction with a type (e.g. building material: tile). For registered small finds and metal finds, the find type should also be used (e.g. iron nail, copper alloy brooch, amber bead).

Material Groups and Types

- Animal Bone (including teeth): Un-worked bone including fish - where possible specify animal types (e.g. Animal Bone – cow or bovine).
- Antler
- Building Materials: Baked and Fired clay, Brick, Tiles, Plaster, Concrete, Mortar, Opus Signinum, architectural materials (including worked stone and wood), Unclassified
- Copper and alloys (including brass and bronze)
- Environmental Samples: Processed flot residues, charred plant remains, faunal remains, charcoal, plant remains, mollusca, entomological remains, charred foodstuff, metallographic samples etc. (no unprocessed bulk samples)
- Fibres
- Flint: including chert
- Glass: Vessel, Window, Objects (e.g.. Beads), Other, Unclassified
- Gold and alloys
- Human Bone (including teeth)
- Iron and alloys
- Lead
- Leather
- Pewter
- Pipe Clay: Clay pipe, Figurine
- Pottery: Includes Kiln wasters, Parting sherds, and pots initially used only as saggars, moulds used in pottery manufacture, Figurines, Lamps, Crucibles – where possible specify pottery type (e.g. Pottery – Nene Valley Ware)
- Resin: Amber
- Shell
- Silver and alloys
- Industrial residues
- Stone: Jet, Shale, Slate (specify other identified stones), Unclassified
- Tin
- Wood
- Worked Bone
- Worked Stone: Objects (e.g. tools including debitage).

Definitions of Material Categories

- Baked and Fired Clay: e.g. cob, daub, tile, including chimney pots and louvres, water pipes, kiln furniture (excepting saggars then used as pots and parting sherds); terracotta
- Industrial residue: includes clinker, hammer scale and other waste products from metal working and products from pyrotechnical products.

Appendix 4. Project Planning Archive Checklist for Commercial Archaeological Projects in Northamptonshire

This checklist is primarily for physical documentary and finds aspects of the archaeological archive. For digital archiving see also Appendix 5.

Pre-project stage	
Tender for project, factoring in potential archive (both physical and digital) costs.	
Identify the legal owner of any potential finds archive deriving from the fieldwork and made them aware of requirement for transfer of title following completion of fieldwork.	

Project planning (WSI) Stage	
In WSI - Acknowledge that the archive will be deposited with NARC following the completion of the project as per the Northamptonshire Archaeological Archive Standards.	
In WSI - Request ENN reference number(s) for the project from the Northants HER and include the reference in the WSI.	
In WSI - Identify the publicly accessible CoreTrustSeal (likely ADS) digital repository where the digital archive will be deposited.	
In WSI – Speak to landowner over requirement for transfer of title and commit within the WSI that the unit will secure transfer of title following fieldwork.	
Send AAS and NARC team initial selection strategy proposal.	
Create of a Data Management Plan (DMP) and share with AAS and NARC team.	

Fieldwork Stage	
Implement or revise selection strategy depending on results of fieldwork following consultation with all stakeholders.	
Contact NARC team should any finds requiring exceptional or unusual needs be identified during the fieldwork (e.g. waterlogged wood, oversized stone).	

Post-Fieldwork Reporting Stage	
Contact landowner and gained transfer of title following fieldwork completion.	
Ensure adequate resourcing is in place for post-excavation programme and archiving.	
In Report – Acknowledge that the physical archive will be deposited with NARC following the completion of the project.	
In Report – Identify publicly accessible CoreTrustSeal repository where digital archive will be deposited.	
In Report - Include ENN reference(s) in report	
In Report - Include specialist recommendations for selection.	
In Report - Include OASIS number and completed OASIS form.	
In Report - Provide a timescale of deposition from approval of report by AAS.	
In Report – Consider any unique archiving requirements (e.g. conservation, waterlogged wood). Contact NARC if necessary.	
In Report – Acknowledge any other claims to ownership of the archive (e.g. Treasure Act).	

Archiving stage	
Implement selection strategy prior to deposition of archive following agreement from NARC and AAS.	
Prepare and deposit of digital archive with a CoreTrustSeal repository (see also Digital Archive Project Checklist in Appendix 5).	
Prepare physical documentary and finds archive as per the Northamptonshire Archaeological Archive Standards.	
Arrange deposition of archive with NARC. Send Digital Deposit Licence to AAS.	

Appendix 5. Digital Archive Project Checklist for Archaeological Project Managers

The ADS has created a checklists for archaeological project managers to track the deposition of digital archives from the start of a project to its completion. It is highly recommended that all archaeological units working in Northamptonshire use this checklist so that they are aware of their stage by stage responsibilities when it comes to digital archiving and to help ease the process of digitally archiving.

Project planning stage	
Create a Data Management Plan (DMP)	
Establish the data types you will produce during your project	
Decide on the file formats you will use	
Contact the ADS about your deposit or consider using ADS-easy	
Ascertain archive costs and include them and preparation time in the tender	
Determine all metadata requirements	

Fieldwork Stage	
Put secure backup systems in place (remember to regularly backup data)	
Ensure all project members are aware of the DMP and are following the same procedures.	
Collect data (while regularly reviewing it)	
Use file structure and naming rules determined in DMP	
Collect required file-level metadata using ADS templates	
Collect and record any licenses/copyright required	

Post-Excavation Stage	
Carry out selection and retention strategy	
Tidy data – check file-level metadata, file formats, file structure, file names	
Prepare any accompany documentation – i.e. database relationships, code lists	
Prepare project-level metadata	
Transfer the digital archive to the ADS	
Sign deposit license	

Appendix 6. List of Northamptonshire Parishes

Civil Parish	Current District	Pre 2021 District
Abthorpe	West Northamptonshire	South Northamptonshire
Adstone	West Northamptonshire	South Northamptonshire
Alderton	West Northamptonshire	South Northamptonshire
Aldwincle	North Northamptonshire	East Northamptonshire
Althorp	West Northamptonshire	Daventry
Apethorpe	North Northamptonshire	East Northamptonshire
Arthingworth	West Northamptonshire	Daventry
Ashby St Ledgers	West Northamptonshire	Daventry
Ashley	North Northamptonshire	Kettering
Ashton	North Northamptonshire	East Northamptonshire
Ashton	West Northamptonshire	South Northamptonshire
Aston le Walls	West Northamptonshire	South Northamptonshire
Aynho	West Northamptonshire	South Northamptonshire
Badby	West Northamptonshire	Daventry
Barby	West Northamptonshire	Daventry
Barnwell	North Northamptonshire	East Northamptonshire
Barton Seagrave	North Northamptonshire	Kettering
Benefield	North Northamptonshire	East Northamptonshire
Billing	West Northamptonshire	Northampton
Blakesley	West Northamptonshire	South Northamptonshire
Blatherwycke	North Northamptonshire	East Northamptonshire
Blisworth	West Northamptonshire	South Northamptonshire
Boddington	West Northamptonshire	South Northamptonshire
Boughton	West Northamptonshire	Daventry
Bozeat	North Northamptonshire	Wellingborough
Brackley	West Northamptonshire	South Northamptonshire
Bradden	West Northamptonshire	South Northamptonshire
Brafield on the Green	West Northamptonshire	South Northamptonshire
Brampton Ash	North Northamptonshire	Kettering
Braunston	West Northamptonshire	Daventry
Braybrooke	North Northamptonshire	Kettering
Brigstock	North Northamptonshire	East Northamptonshire
Brington	West Northamptonshire	Daventry
Brixworth	West Northamptonshire	Daventry
Brockhall	West Northamptonshire	Daventry
Broughton	North Northamptonshire	Kettering
Bugbrooke	West Northamptonshire	South Northamptonshire
Bulwick	North Northamptonshire	East Northamptonshire
Burton Latimer	North Northamptonshire	Kettering
Byfield	West Northamptonshire	Daventry
Canons Ashby	West Northamptonshire	Daventry
Castle Ashby	West Northamptonshire	South Northamptonshire

Catesby	West Northamptonshire	Daventry
Chacombe	West Northamptonshire	South Northamptonshire
Charwelton	West Northamptonshire	Daventry
Chelveston cum Caldecott	North Northamptonshire	East Northamptonshire
Chipping Warden and Edgcote	West Northamptonshire	South Northamptonshire
Church with Chapel Brampton	West Northamptonshire	Daventry
Clay Coton	West Northamptonshire	Daventry
Clipston	West Northamptonshire	Daventry
Clopton	North Northamptonshire	East Northamptonshire
Cogenhoe and Whiston	West Northamptonshire	South Northamptonshire
Cold Ashby	West Northamptonshire	Daventry
Cold Higham	West Northamptonshire	South Northamptonshire
Collingtree	West Northamptonshire	Northampton
Collyweston	North Northamptonshire	East Northamptonshire
Corby	North Northamptonshire	Corby
Cosgrove	West Northamptonshire	South Northamptonshire
Cotterstock	North Northamptonshire	East Northamptonshire
Cottesbrooke	West Northamptonshire	Daventry
Cottingham	North Northamptonshire	Corby
Courteenhall	West Northamptonshire	South Northamptonshire
Cranford	North Northamptonshire	Kettering
Cransley	North Northamptonshire	Kettering
Creaton	West Northamptonshire	Daventry
Crick	West Northamptonshire	Daventry
Croughton	West Northamptonshire	South Northamptonshire
Culworth	West Northamptonshire	South Northamptonshire
Daventry	West Northamptonshire	Daventry
Deanshanger	West Northamptonshire	South Northamptonshire
Deene	North Northamptonshire	East Northamptonshire
Deenethorpe	North Northamptonshire	East Northamptonshire
Denford	North Northamptonshire	East Northamptonshire
Denton	West Northamptonshire	South Northamptonshire
Desborough	North Northamptonshire	Kettering
Dingley	North Northamptonshire	Kettering
Dodford	West Northamptonshire	Daventry
Draughton	West Northamptonshire	Daventry
Duddington-with-Fineshade	North Northamptonshire	East Northamptonshire
Duston	West Northamptonshire	Northampton
Earls Barton	North Northamptonshire	Wellingborough
East Carlton	North Northamptonshire	Corby
East Farndon	West Northamptonshire	Daventry
East Haddon	West Northamptonshire	Daventry
East Hunsbury	West Northamptonshire	Northampton
Easton Maudit	North Northamptonshire	Wellingborough
Easton Neston	West Northamptonshire	South Northamptonshire

Easton on the Hill	North Northamptonshire	East Northamptonshire
Ecton	North Northamptonshire	Wellingborough
Elkington	West Northamptonshire	Daventry
Evenley	West Northamptonshire	South Northamptonshire
Everdon	West Northamptonshire	Daventry
Eydon	West Northamptonshire	South Northamptonshire
Far Cotton and Delapre	West Northamptonshire	Northampton
Farthinghoe	West Northamptonshire	South Northamptonshire
Farthingstone	West Northamptonshire	Daventry
Fawsley	West Northamptonshire	Daventry
Finedon	North Northamptonshire	Wellingborough
Flore	West Northamptonshire	Daventry
Fotheringhay	North Northamptonshire	East Northamptonshire
Gayton	West Northamptonshire	South Northamptonshire
Geddington	North Northamptonshire	Kettering
Glapthorn	North Northamptonshire	East Northamptonshire
Grafton Regis	West Northamptonshire	South Northamptonshire
Grafton Underwood	North Northamptonshire	Kettering
Grange Park	West Northamptonshire	South Northamptonshire
Great Addington	North Northamptonshire	East Northamptonshire
Great Doddington	North Northamptonshire	Wellingborough
Great Harrowden	North Northamptonshire	Wellingborough
Great Houghton	West Northamptonshire	Northampton
Great Oxendon	West Northamptonshire	Daventry
Greatworth and Halse	West Northamptonshire	South Northamptonshire
Greens Norton	West Northamptonshire	South Northamptonshire
Grendon	North Northamptonshire	Wellingborough
Gretton	North Northamptonshire	Corby
Guilsborough	West Northamptonshire	Daventry
Hackleton	West Northamptonshire	South Northamptonshire
Hannington	West Northamptonshire	Daventry
Hardingstone	West Northamptonshire	Northampton
Hardwick	North Northamptonshire	Wellingborough
Hargrave	North Northamptonshire	East Northamptonshire
Harlestone	West Northamptonshire	Daventry
Harpole	West Northamptonshire	South Northamptonshire
Harrington	North Northamptonshire	Kettering
Harringworth	North Northamptonshire	East Northamptonshire
Hartwell	West Northamptonshire	South Northamptonshire
Haselbech	West Northamptonshire	Daventry
Hellidon	West Northamptonshire	Daventry
Helmdon	West Northamptonshire	South Northamptonshire
Hemington	North Northamptonshire	East Northamptonshire
Higham Ferrers	North Northamptonshire	East Northamptonshire
Hinton-in-the-Hedges	West Northamptonshire	South Northamptonshire

Holcot	West Northamptonshire	Daventry
Holdenby	West Northamptonshire	Daventry
Hollowell	West Northamptonshire	Daventry
Hunsbury	West Northamptonshire	Northampton
Irchester	North Northamptonshire	Wellingborough
Irthlingborough	North Northamptonshire	East Northamptonshire
Isham	North Northamptonshire	Wellingborough
Islip	North Northamptonshire	East Northamptonshire
Kelmarsh	West Northamptonshire	Daventry
Kettering	North Northamptonshire	Kettering
Kilsby	West Northamptonshire	Daventry
King's Cliffe	North Northamptonshire	East Northamptonshire
Kings Sutton	West Northamptonshire	South Northamptonshire
Kingsthorpe	West Northamptonshire	Northampton
Kislingbury	West Northamptonshire	South Northamptonshire
Lamport	West Northamptonshire	Daventry
Laxton	North Northamptonshire	East Northamptonshire
Lilbourne	West Northamptonshire	Daventry
Lilford-cum-Wigsthorpe	North Northamptonshire	East Northamptonshire
Litchborough	West Northamptonshire	South Northamptonshire
Little Addington	North Northamptonshire	East Northamptonshire
Little Harrowden	North Northamptonshire	Wellingborough
Little Houghton	West Northamptonshire	South Northamptonshire
Loddington	North Northamptonshire	Kettering
Long Buckby	West Northamptonshire	Daventry
Lowick	North Northamptonshire	East Northamptonshire
Luddington	North Northamptonshire	East Northamptonshire
Lutton	North Northamptonshire	East Northamptonshire
Maidford	West Northamptonshire	South Northamptonshire
Maidwell	West Northamptonshire	Daventry
Marston St Lawrence	West Northamptonshire	South Northamptonshire
Marston Trussell	West Northamptonshire	Daventry
Mawsley	North Northamptonshire	Kettering
Mears Ashby	North Northamptonshire	Wellingborough
Middleton Cheney	West Northamptonshire	South Northamptonshire
Middleton	North Northamptonshire	Corby
Milton Malsor	West Northamptonshire	South Northamptonshire
Moreton Pinkney	West Northamptonshire	South Northamptonshire
Moulton	West Northamptonshire	Daventry
Naseby	West Northamptonshire	Daventry
Nassington	North Northamptonshire	East Northamptonshire
Nether Heyford	West Northamptonshire	South Northamptonshire
Newbottle	West Northamptonshire	South Northamptonshire
Newnham	West Northamptonshire	Daventry
Newton and Little Oakley	North Northamptonshire	Kettering

Newton Bromswold	North Northamptonshire	East Northamptonshire
Northampton	West Northamptonshire	Northampton
Norton	West Northamptonshire	Daventry
Old Stratford	West Northamptonshire	South Northamptonshire
Old	West Northamptonshire	Daventry
Orlingbury	North Northamptonshire	Wellingborough
Orton	North Northamptonshire	Kettering
Oundle	North Northamptonshire	East Northamptonshire
Overstone	West Northamptonshire	Daventry
Overthorpe	West Northamptonshire	South Northamptonshire
Pattishall	West Northamptonshire	South Northamptonshire
Paulerspury	West Northamptonshire	South Northamptonshire
Pilton	North Northamptonshire	East Northamptonshire
Pitsford	West Northamptonshire	Daventry
Polebrook	North Northamptonshire	East Northamptonshire
Potterspury	West Northamptonshire	South Northamptonshire
Preston Capes	West Northamptonshire	Daventry
Pytchley	North Northamptonshire	Kettering
Quinton	West Northamptonshire	South Northamptonshire
Radstone	West Northamptonshire	South Northamptonshire
Raunds	North Northamptonshire	East Northamptonshire
Ravensthorpe	West Northamptonshire	Daventry
Ringstead	North Northamptonshire	East Northamptonshire
Roade	West Northamptonshire	South Northamptonshire
Rockingham	North Northamptonshire	Corby
Rothersthorpe	West Northamptonshire	South Northamptonshire
Rothwell	North Northamptonshire	Kettering
Rushden	North Northamptonshire	East Northamptonshire
Rushton	North Northamptonshire	Kettering
Scaldwell	West Northamptonshire	Daventry
Shutlanger	West Northamptonshire	South Northamptonshire
Sibbertoft	West Northamptonshire	Daventry
Silverstone	West Northamptonshire	South Northamptonshire
Slapton	West Northamptonshire	South Northamptonshire
Southwick	North Northamptonshire	East Northamptonshire
Spratton	West Northamptonshire	Daventry
Stanford	West Northamptonshire	Daventry
Stanion	North Northamptonshire	Corby
Stanwick	North Northamptonshire	East Northamptonshire
Staverton	West Northamptonshire	Daventry
Stoke Albany	North Northamptonshire	Kettering
Stoke Bruerne	West Northamptonshire	South Northamptonshire
Stoke Doyle	North Northamptonshire	East Northamptonshire
Stowe IX Churches	West Northamptonshire	Daventry
Strixton	North Northamptonshire	Wellingborough

Sudborough	North Northamptonshire	East Northamptonshire
Sulby	West Northamptonshire	Daventry
Sulgrave	West Northamptonshire	South Northamptonshire
Sutton Bassett	North Northamptonshire	Kettering
Syresham	West Northamptonshire	South Northamptonshire
Sywell	North Northamptonshire	Wellingborough
Tansor	North Northamptonshire	East Northamptonshire
Thenford	West Northamptonshire	South Northamptonshire
Thornby	West Northamptonshire	Daventry
Thorpe Achurch	North Northamptonshire	East Northamptonshire
Thorpe Malsor	North Northamptonshire	Kettering
Thorpe Mandeville	West Northamptonshire	South Northamptonshire
Thrapston	North Northamptonshire	East Northamptonshire
Thurning	North Northamptonshire	East Northamptonshire
Tiffield	West Northamptonshire	South Northamptonshire
Titchmarsh	North Northamptonshire	East Northamptonshire
Towcester	West Northamptonshire	South Northamptonshire
Twywell	North Northamptonshire	East Northamptonshire
Upper Heyford	West Northamptonshire	South Northamptonshire
Upton	West Northamptonshire	Northampton
Wadenhoe	North Northamptonshire	East Northamptonshire
Wakerley	North Northamptonshire	East Northamptonshire
Walgrave	West Northamptonshire	Daventry
Wappenham	West Northamptonshire	South Northamptonshire
Warkton	North Northamptonshire	Kettering
Warkworth	West Northamptonshire	South Northamptonshire
Warmington	North Northamptonshire	East Northamptonshire
Watford	West Northamptonshire	Daventry
Weedon Bec	West Northamptonshire	Daventry
Weekley	North Northamptonshire	Kettering
Weldon	North Northamptonshire	Corby
Welford	West Northamptonshire	Daventry
Wellingborough	North Northamptonshire	Wellingborough
Welton	West Northamptonshire	Daventry
West Haddon	West Northamptonshire	Daventry
West Hunsbury	West Northamptonshire	Northampton
Weston and Weedon	West Northamptonshire	South Northamptonshire
Weston by Welland	North Northamptonshire	Kettering
Whilton	West Northamptonshire	Daventry
Whitfield	West Northamptonshire	South Northamptonshire
Whittlebury	West Northamptonshire	South Northamptonshire
Wicken	West Northamptonshire	South Northamptonshire
Wilbarston	North Northamptonshire	Kettering
Wilby	North Northamptonshire	Wellingborough
Winwick	West Northamptonshire	Daventry

Wollaston	North Northamptonshire	Wellingborough
Woodend	West Northamptonshire	South Northamptonshire
Woodford cum Membris	West Northamptonshire	Daventry
Woodford	North Northamptonshire	East Northamptonshire
Woodnewton	North Northamptonshire	East Northamptonshire
Wootton	West Northamptonshire	Northampton
Yardley Gobion	West Northamptonshire	South Northamptonshire
Yardley Hastings	West Northamptonshire	South Northamptonshire
Yarwell	North Northamptonshire	East Northamptonshire
Yelvertoft	West Northamptonshire	Daventry