

ARCHES SURVEY:
TEMPLATE FOR ROLES AND RESPONSIBILITIES IN THE ARCHIVING PROCESS

	PLANNING	Action	Archive Task	Person Responsible (for archive task)
1	If you are initiating a new project which requires you to tender for work			
2	If you are planning out a new project, or a new phase of a project			
	DATA GATHERING	Action	Archive Task	Person Responsible (for archive task)
3	If you are creating a written, drawn or photographic record			

4	If you are creating digital material			
5	If you are collecting finds			
6	If you find human remains			
7	If you are collecting scientific samples on site			

	ANALYSIS	Action	Archive Task	Person Responsible (for archive task)
8	If you are creating new documents, drawings or photographs			
9	If you are a specialist creating new documents, drawings or photographs			
10	If you are creating born digital material			

11	If you are a specialist creating born digital material			
12	If you create a reference collection/type series during finds analysis			
13	If finds are being sent out to external specialists			
14	If you are an external specialist returning finds			

	REPORTING/ PUBLICATION	Action	Archive Task	Person Responsible (for archive task)
15	If text is created			
16	If drawings and photographs are created			
17	If digital material is created			
	ARCHIVE COMPILATION	Action	Archive Task	Person Responsible (for archive task)

18	If you are compiling written documents			
19	If you are compiling drawings			
20	If you are compiling photographs			
21	If you are compiling digital material			

22	If you are preparing finds			
23	If you are preparing human remains			
24	If you are preparing scientific samples			
	CURATION	Action	Archive Task	Person Responsible (for archive task)

25	All elements of the archaeological archive			
26	Written material			
27	Drawings			
28	photographs			

29	Digital archive			
30	Objects			
31	Human remains			
32	Scientific samples			

