ANNEX 3

GUIDE FOR THE PRODUCTION OF ELECTRONIC DATASETS FOR ARCHAEOLOGICAL FIELDWORK

Channel Tunnel Rail Link
Union Railways (South) Limited

Guide for the Production of Electronic Datasets for Archaeological Fieldwork Revision 1.0

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June, 1996

[THIS REVISION BY J J CARVER
RAIL LINK ENGINEERING
AUGUST 1999]

1 Purpose of the Datasets

Archaeological fieldwork along the route of the Channel Tunnel Rail Link is likely to produce, from a number of different fieldwork events, a great deal of information that will ultimately require curating in an appropriate repository. The availability of this resource, consisting of well documented paper and physical archive, will allow a wide range of future interests to be accommodated.

It is necessary, therefore, to make access to this information resource as effective as possible not only for future archaeological research, but also to enable more effective access for the project itself. To promote this access, all archaeological contractors will be required to produce a set of electronic datasets summarising the results of archaeological fieldwork on the Channel Tunnel Rail Link.

The purpose of producing a set of electronic datasets in association with each fieldwork event is four-fold. First, such datasets will allow RLE to relate various fieldwork events to a single geographical area and thus manage and evaluate the archaeological work in relation to the research goals of the CTRL archaeological project. Second, such datasets will allow the archaeological contractors to manage, assess and evaluate their own work in relation to all archaeological works in the area. Third, the datasets will allow for the more effective development and production of analysis, synthesis and publication within the overall project. Finally, such a dataset will provide a very useful resource for universities, museums, local authorities and researchers not only to document and facilitate research on resulting archives, but also to assist with future monitoring of future archaeological works.

One may ask why choose a dataset rather than a centralised database for such information? By producing a well structured and documented dataset, the information can be imported and utilised by a number of groups regardless of their specific IT facilities. Regardless of the scale or the 'flavour' of their IT set-up, the information can be simply imported and used to accommodate any number of specific needs. Also, in that the Channel Tunnel Rail Link is a linear sampling programme, the archaeology, and its resulting archive, will be most significant in terms of the particular themes or locales. It is not a landscape project, per se, and so would not form a meaningful unified work. Therefore, maximum flexibility of access to independent sets of archives for the widest possible audience would form the primary use.

This does not exclude the use of this data for linkage to other datasets, GIS map bases or its use in landscape research or monitoring. This expanded use may be achieved through linking the Datasets to other datasets via shared fields, such as the grid reference or the Event_Code. The support of these extended uses is not included within the scope of this document.

This guide will define the content, form and format of the required datasets and the details of this guide must be followed exactly. The guide is organised in four sections:

1. The Format of the Datasets: This section will define how the datasets should be entered onto the computer and in what form they should be sent to RLE.

2. The Structure of the Datasets: This section outlines the individual fields in the dataset and exactly what should be entered in those fields. The Dataset Structure is an outline of the fields and their content, the Data Model is a graphical representation of the datasets, and the Data Dictionary is a detailed field-by-field statement of the content of the dataset.

3. Examples: These are purely fictional example entries for a single archaeological fieldwork event. This section is added for guidance in both the content of the dataset, but also the format.

3. Maintenance and Distribution: This section outlines how the data should be maintained by the individual Archaeological Contractors and its distribution to RLE.

2. Form and Conventions for Datasets

Each Archaeological Contractor will compile 11 datasets for each fieldwork event contracted to them. The data will be entered (or transferred) onto a wordprocessor and edited into the form, outlined below, by the individual Contractor. **The finished datasets for each site will be written in comma delimited text format (ASCII) and as an excel workbook in accordance with the template supplied (One database record per line). See section 6 for submission details.**

The eleven datasets :

1. Event Dataset: This dataset will record the details of an individual archaeological fieldwork event. Included in this dataset will be basic information about the contractor, the type of event, the dates of work, the location of the event as well as summary information about the results of the fieldwork.

   Only one record per fieldwork event will be entered in this dataset.

2. Context Dataset: This dataset is designed to give basic information about individual contexts from each fieldwork event, including brief descriptions and stratigraphic associations.

   One record per context will be entered in this dataset for each fieldwork event.

3. Sub-group Dataset: This dataset is designed to provide information about post-excavation interpretative sub-grouping.

   One record per allocated sub-group will be entered in this dataset for each fieldwork event.

4. Group Dataset: This dataset is designed to provide information about post-excavation interpretative grouping.

   One record per allocated group will be entered in this dataset for each fieldwork event.

5. Phase Dataset: This dataset is designed to provide information about post-excavation interpretative phase descriptions..

   One record per allocated phase will be entered in this dataset for each fieldwork event.

6. Bulk Finds Dataset: This dataset is designed to give very basic information, on a context by context basis, of the bulk finds (if any) from a fieldwork event.

   One record per context and material type (as appropriate) will be entered in this dataset for each fieldwork event.

7. Finds Dataset: Like the Bulk Finds Dataset, this dataset is designed to record only the basic information about the identity of special and/or accessioned finds (if any) from a fieldwork event.

   One record per special find will be entered in this dataset for each fieldwork event.

8. Environmental Dataset: This dataset is designed to record basic information about all the environmental samples (if any) from a fieldwork event.

   One record per sample number will be entered in this dataset for each fieldwork event.

9. Graphical Dataset: This final dataset is designed to record basic details about any graphic produced as a part of the fieldwork event. This could include base-plans, sections, photographs, geophysical plots, etc.

   One record per graphic will be entered in this dataset for each fieldwork event.

10. Site Dataset. This dataset is provisional and is not to be used until a later stage in the project. This dataset will be used to identify higher interpretative entities, i.e. sites, and their relation to the larger archive. This dataset would have only one record per 'site'.

11. Archive Dataset: This dataset is designed to record basic information about the contents of the event archive.

    One record per archive field content will be entered in this dataset for each fieldwork event.

3. The Form of the Individual Records

Event Dataset

The Event Dataset will consist of only one entry per fieldwork event (see Section 2). Each field in the Event Dataset will start with the field name (in capitals) which is terminated by a colon (:) and then followed by the entry for that field without any preceding blanks: multiple entries will be separated by a semi-colon (;)(see Data Dictionary and Examples). Each field entry will be terminated by a hard return (no hard returns or tabs may be included within a field). All fields must be included for each Event record even if blank.

Context, Sub-group; Group; Phase; Bulk, Finds, Environmental; Graphical; and Archive Datasets

These nine datasets will be recorded in tabular form with the fields separated by a tab and each record will be terminated by a hard return (see Data Dictionary and Examples). Each column of the table will be headed by the capitalised field name.

4. Dataset Structures

4.1 Field List:

EVENTS DATASET

FIELDS	DESCRIPTION	TYPE	MAX. CHARS
EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
EVENT_TYPE	Event Type	TEXT	40
CONTRACTOR	Name of Contractor	TEXT	60
DATE	Dates of Work	TEXT	40
GRID	Grid Reference	TEXT	12
PROJECT	Project Number	NUM	6
COUNTY	County Name	TEXT	30
DISTRICT	District Name	TEXT	30
PARISH	Parish Name	TEXT	40
SMR	SMR Number	TEXT	100
SITE_TYPE	Site Type	TEXT	40
PERIOD	Representative Periods	LIST	200
METHOD	Methodological Approach	TEXT	1000
PHASING	Summary of Phasing	TEXT	2000
ENVIRON	Summary of Environmental Data (by Material Type)	TEXT	2000
FINDS	Summary of Finds Data (by Material Type)	TEXT	2000
GEOLOGY	Soils/Geological Summary (Soils/Drift/Solid)	TEXT	2000
CONTEXT_NUM	Number of Contexts	NUM	6
THREAT	Nature of Threat	LIST	400
SAMPLE	% of Area Sampled	NUM	4
SUMMARY	Summary of Results	TEXT	2000
ARCHIVE	Location of Archive	TEXT	60
ACC_NUM	Archive Accession Number(s)	TEXT	100
			12218

CONTEXT DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
TRENCH_URL	Trench Number/ Excavation sub-area	TEXT	10
CONTEXT	Context Number	NUM	10
TYPE	Context Type	TEXT	25
FILL OF	Cut Number	NUM	10
SUB_GROUP	Sub-group identifier	NUM	20
INTERPRETATION	Context Type Interpretation	TEXT	50
ASSOCIATION	Stratigraphic Association with other Contexts	TEXT	50
PERIOD	Period/Spot Date	TEXT	30
RES_INT	Presence of Residual or Intrusive material	TEXT	10
COMMENTS	Comments	TEXT	100
			365

SUB-GROUP DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
TRENCH_URL	Trench Number/ Excavation sub-area	TEXT	10
SUB_GROUP	Feature sub-group identifier	NUM	10
CONTEXTS	Context Numbers	LIST	50
PERIOD	Period	TEXT	50
INTERPRETATION	Sub-group type Interpretation	TEXT	50
COMMENTS	Comments	TEXT	100
			320

GROUP DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
TRENCH_URL	Trench Number/ Excavation sub-area	TEXT	10
GROUP	Group Identifier	TEXT	10
SUB_GROUPS	Feature sub-group identifiers	LIST	50
PERIOD	Period	TEXT	50
INTERPRETATION	Group type Interpretation	TEXT	50
COMMENTS	Comments	TEXT	100
			320

PHASE DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
TRENCH_URL	Trench Number/ Excavation sub-area	TEXT	10
PHASE	Phase Identifier	NUM	10
GROUPS	Group identifiers	LIST	50
PERIOD	Period	TEXT	50
DESCRIPTION	Phase summary	TEXT	500
COMMENTS	Comments	TEXT	100
			770

BULK DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
CONTEXT	Context Number	NUM	10
MATERIAL	Material Type	TEXT	30
COUNT	Count	NUM	6
WEIGHT	Weight in grams	NUM	8
COMMENTS	Comments	TEXT	100
			204

FINDS DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
CONTEXT	Context Number	NUM	10
SPECIAL_NUM	Special Finds Number	NUM	6
MATERIAL	Material Type	TEXT	30
COUNT	Count	NUM	6
WEIGHT	Weight in grams	NUM	8
PERIOD	Period/Spot Date	TEXT	50
TYPE	Object Type	TEXT	30
COMMENTS	Comments	TEXT	100
			290

ENVIRONMENTAL DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
CONTEXT	Context Number	NUM	10
SAMPLE_NUM	Sample Number	NUM	6
METHOD	Sample Method	TEXT	75
SUMMARY	Summary of Residue	TEXT	500
COMMENTS	Comments	TEXT	100
			741

GRAPHICAL DATASET

EVENT_NAME	Field Event Name	TEXT	40
EVENT_CODE	Field Event Code	TEXT	10
GRAPH_NUM	Graphic Number	NUM	6
GRAPH_TYPE	Graphic Type	LIST	20
CONTEXT	Context numbers illustrated by graphic	LIST	200
SUB_GROUP	Sub-groups illustrated by graphic	LIST	50
GROUP	Groups illustrated by graphic	LIST	50
PHASE	Phases illustrated by graphic	LIST	20
DESCRIPTION	Description of Contents of Graphic	TEXT	100
			496

SITE DATASET

SITE	Site Name	TEXT	40
GRID	Grid Reference	TEXT	12
EVENT_CODES	Associated Field Event Codes	NUM	50
COUNTY	County Name	TEXT	30
DISTRICT	District Name	TEXT	30
PARISH	Parish Name	TEXT	20
SITE_TYPE	Site Type	TEXT	30
PERIOD	Site Periods	LIST	200
PHASING	Summary of Phasing	TEXT	2000
ENVIRON	Summary of Environmental Data (by Material Type)	TEXT	2000
FINDS	Summary of Finds Data (by Material Type)	TEXT	2000
GEOLOGY	Soils/Geological Summary (Soils/Drift/Solid)	TEXT	2000
SAMPLE	% of Site Sampled	NUM	2
PUBLICATION	Further Publication	TEXT	300
			8714

ARCHIVE INDEX DATASET

EVENT_NAME	Event Name	TEXT	40
EVENT_CODE	Field Event Code(S)	TEXT	10
CONTRACTOR	Name of archive producer	TEXT	30
CONTEXT_RECORDS	Number of records	NUM	10
PLANS	Number of records	NUM	10
SECTIONS	Number of records	NUM	10
FILM_MONO	Number of films	TEXT	50
FILM_COLOUR	Number of films	TEXT	50
ACCESSIONED_FINDS	Number of small finds	TEXT	50
FLINT	Number of boxes	TEXT	50
POTTERY	Number of boxes	TEXT	50
CBM	Number of boxes	TEXT	50
STONE	Number of boxes	TEXT	50
METALWORK	Number of boxes	TEXT	50
GLASS	Number of boxes	TEXT	50
SLAG	Number of boxes	TEXT	50
HUMAN_BONE	Number of boxes	TEXT	50
ANIMAL_BONE	Number of boxes	TEXT	50
ENVIRO_BULK	Number of samples/residues	TEXT	50
ENVIRO_MONOLITH	Number of samples	TEXT	50
TEXT	Hard copy written documents	TEXT	500
WORD_DOC	Number of files	NUM	10
CAD_FILES	Number of files/models	TEXT	50
DATABASE	Number of records	TEXT	50
GIS_FILES	Number of files	TEXT	50
OTHER_DIGITAL	Other digital formats	TEXT	50
OTHER	Any other content	TEXT	500
REPOSITORY	Location of archive	TEXT	200
OWNER	Owner of archive	TEXT	200
COMMENTS	Comments	TEXT	500
			2930

4.2 Dataset Descriptions and Dictionary:

EVENTS DATASET

EVENT_NAME	Field Event Name	The name of the fieldwork event as assigned by RLE.
EVENT_CODE	Field Event Code	Standard Event Code as assigned by RLE.
EVENT_TYPE	Event Type	Refer to *Recording England's Past*, 1993 (See References), for standard codes and definitions of Event Types.
CONTRACTOR	Name of Contractor	Official name of the Archaeological Contractor carrying out the work.
DATE	Dates of Work	The start and end date of the Fieldwork event (Refer to *Recording England's Past*, 1993 (See References) and see Examples). Only to include the dates in the field.
GRID	Grid Reference	Full 12 digit OS grid reference. Point to correspond to either the origin of the field grid or the central point of the area under investigation. (Space Delimited).
PROJECT	Project Number	The Project Number is a unique identifier assigned by RLE for its own GIS use.
COUNTY	County Name	Name of the County in which the fieldwork event is taking place. In the event that the fieldwork event takes place in two counties, both are to be included separated by semi-colons. Refer to *Recording England's Past*, 1993 (See References), for standard terms and codes.
DISTRICT	District Name	Name of the District in which the fieldwork event is taking place. In the event that the fieldwork event takes place in two districts, both are to be included separated by semi-colons. Refer to *Recording England's Past*, 1993 (See References), for standard terms and codes.
PARISH	Parish Name	Name of the Parish in which the fieldwork event is taking place. In the event that the fieldwork event takes place in two or more parishes, all are to be included separated by semi-colons.
SMR	SMR Number	Sites and Monuments Record Number for the site.
TYPE	Site Type	Site type using the Thesaurus of Monument Types as a guide. (see References).
PERIOD	Representative Periods	Full range of general periods separated by semi-colons. List all periods rather than just a beginning and end ('Late Iron Age; Roman; Early Anglo-Saxon' rather than 'Late Iron Age to Anglo Saxon'). Delimiters such as 'early' or 'late' may be used. **Refer to *Recording England's Past*, 1993 (See References), for** standard terms and **codes. Codes shall be used for all entries.**
METHOD	Methodological Approach	Brief summary of the methodology used for the survey and/or excavation of the site. (Free text)
PHASING	Summary of Phasing	Brief summary of the general phasing of the site. (Free text)
ENVIRON	Summary of Environmental Data	A brief summary of the environmental data covering the following areas: Pollen, Wood, Macro Fossils and Seeds. (Free text)
FINDS	Summary of Finds Data	A brief summary of the finds data covering the following materials: , Bone, Brick, Daub/Briquettage, Flint, Glass, Metal, Pot, Stone, Leather. (Free text)
GEOLOGY	Soils/Geological Summary	Brief summary of the soils and solid geology of the site. (Free text)
CONTEXT_NUM	Number of Contexts	The total number of contexts excavated (less context numbers in the sequence not used).

THREAT	Nature of Threat	Brief discussion of the threat(s) to the site using EH list of threats as a guide (see References). (Free text)
SAMPLE	% of Area Sampled	The total percentage of the impact area sampled. To be entered as a decimal number.
SUMMARY	Summary of Results	A summary discussion of the initial interpretation of the results of the fieldwork event. (Free text)
ARCHIVE	Location of Archive	Name and address of the institution where the archive, both paper and finds, is or will be deposited. Refer to *Recording England's Past*, 1993 (See References), for standard terms and codes.
ACC_NUM	Archive Accession Number(s)	The museum accession number assigned to the archive. If more than one number is assigned, list all separated by commas or as a range.

CONTEXT DATASET

EVENT_NAME	Field Event Name	The field event name assigned by URL	
EVENT_CODE	Field Event Code	The Event Code as assigned by URL	
TRENCH_URL	Trench Number/ Excavation sub-area	The trench code as assigned by URL/ contractor	
CONTEXT	Context Number	The four digit context number	
TYPE	Context Type	The following terms only shall be used: **deposit; cut; masonry; timber; skeleton; coffin; other** (specify in Comments field)	
FILL OF	Identifies cut number	List cut number where applicable	
SUB_GROUP	Relates context number to sub-group	List sub-group where applicable.	
INTERPRETATION	Interpretative Context type Field entries shall use the following conventions:	**DEPOSITS:** FILL LAYER SURFACE WALL WALL CORE WALL SILL STRUCTURAL-DEBRIS ARETFACT POST-PIPE POST-PAD DRAIN COVER NATURAL OTHER	**CUTS:** DITCH GULLY POST HOLE STAKE HOLE PIT NATURAL HOLLOW NATURAL LINEAR FOUNDATION CUT BEAM SLOT TREE THROW GRAVE OTHER
ASSOCIATION	Stratigraphic Association with other Contexts	Brief, free text description of main associations: e.g. 'Filled by 15,16,25'; cuts 35; sealed by 1;	
PERIOD	Period	**Refer to *Recording England's Past*, 1993 (See References), for** standard terms and **codes. Codes shall be used for all entries.**	
RES_INT	Presence of Residual or Intrusive material	Enter 'R' for the presence of residual material and 'I' for the presence of intrusive material.	
COMMENTS	Comments	Free text comments that may be required to amplify any of the above	

SUB-GROUP DATASET

EVENT_NAME	Field Event Name	The field event name assigned by URL	
EVENT_CODE	Field Event Code	The Event Code as assigned by URL	
TRENCH_URL	Trench Number/ Excavation sub-area	The trench code as assigned by URL/ contractor	
SUB-GROUP	Unique sub-group numeric identifier	The sub-group numeric identifier as assigned by contractor	
CONTEXTS	Context Numbers belonging to the sub-group	List context numbers (comma delimited)	
PERIOD	Period	**Refer to *Recording England's Past*, 1993 (See References), for** standard terms and **codes. Codes shall be used for all entries.**	
INTERPRETATION	Sub-group type	Field entries shall use the following conventions : DITCH BOUNDARY DITCH DRAINAGE PALISADE PIT QUARRY PIT REFUSE PIT STORAGE PIT CESS PIT FIRE HEARTH BURIAL HUMAN BURIAL ANIMAL STRUCTURAL-COLLAPSE DRAIN POST HOLE STAKE HOLE PALAEOCHANNEL BEAM SLOT FOUNDATION- TRENCH TREE THROW WELL CREMATION	HOLLOW NATURAL ANIMAL SCRAPE HOLLOW WAY BANK MIDDEN WALL FLOOR ROAD DRAIN TOMB QUAY NEGATIVE-STRUCTURAL (e,g, hollow; cellar; basement ; crypt) OTHER (specify in Comments field)
COMMENTS	Comments	Free text comments that may be required to amplify any of the above	

GROUP DATASET

EVENT_NAME	Field Event Name	The field event name assigned by URL
EVENT_CODE	Field Event Code	The Event Code as assigned by URL
TRENCH_URL	Trench Number/ Excavation sub-area	The trench code as assigned by URL/ contractor
GROUP	Unique group numeric identifier	The unique group numeric identifier as assigned by contractor
SUB_GROUPS	Sub-group numbers belonging to the -group	List sub-group numbers (comma delimited)
PERIOD	Period	**Refer to *Recording England's Past*, 1993 (See References), for** standard terms and **codes. Codes shall be used for all entries.**
INTERPRETATION	Group type interpretation	Free text description of the group and components.
COMMENTS	Comments	Free text comments that may be required to amplify any of the above

PHASE DATASET

EVENT_NAME	Field Event Name	The field event name assigned by URL
EVENT_CODE	Field Event Code	The Event Code as assigned by URL
TRENCH_URL	Trench Number/ Excavation sub-area	The trench code as assigned by URL/ contractor
PHASE	Unique phase numeric identifier	The phase numeric identifier as assigned by contractor
GROUPS	Group numbers belonging to the -phase	List group numbers as assigned by contractor (comma delimited)
PERIOD	Period	**Refer to *Recording England's Past*, 1993 (See References), for** standard terms and **codes. Codes shall be used for all entries.**
DESCRIPTION	Phase summary	Free text description of the phase and components.
COMMENTS	Comments	Free text comments that may be required to amplify any of the above

BULK DATASET

EVENT_NAME	Field Event Name	The name of the fieldwork event as assigned by RLE.
EVENT_CODE	Field Event Code	Standard Event Code as assigned by RLE.
CONTEXT	Context Number	The four digit context number.
MATERIAL	Material Type	Material type . Field entries shall use the following convention codes: Bone= BONE Ceramic Building Material= CBM Timber= WOOD Daub/Briquettage= FCLAY Worked Flint= FLW Burnt Flint= FLB Glass= GLASS Leather= LEATHER Metal= METAL Pottery= POT Stone= STONE Other= OTHER (specify in Comments field)
COUNT	Count	Count of bulk material from one context and for one material type (where feasible).
WEIGHT	Weight in grams	Weight of bulk material from one context and for one material type.
COMMENTS	Comments	General comments (less than 100 characters)

FINDS DATASET

EVENT_NAME	Field Event Name	The name of the fieldwork event as assigned by RLE.	
EVENT_CODE	Field Event Code	Standard Event Code as assigned by RLE.	
CONTEXT	Context Number	The four digit context number.	
SPECIAL_NUM	Special Finds Number	Special Find Number as assigned by the contracted unit.	
MATERIAL	Material Type	**Field entries shall use the following convention codes**: CERAMIC = CERAMIC Animal Bone = BONE Human Bone = HUBONE Shell = SHELL Clay Pipe = CLPIPE Timber= WOOD Leather = LEATHER Copper Alloy= CUALLOY Iron = FERR Lead = PB Silver = AG Gold = AU	Glass-GLASS Shale = SHALE Jet = JET Stone = STONE Flint= FLINT Worked Flint= FLW Burnt Flint = FLB Fired Clay/Daub= FCLAY Charcoal = CHARCOAL Plaster= PLASTER Mortar= MORTAR Other= OTHER (specify in Comments field)
COUNT	Count	Count of finds material from one context and for one material type (where feasible).	
WEIGHT	Weight in grams	Weight of finds material from one context and for one material type.	
PERIOD	Period/Spot Date	**Refer to *Recording England's Past*, 1993 (See References), for** standard terms and **codes. Codes shall be used for all entries.**	
TYPE	Object Type	The artefact type(s) using local conventions as consistent with the written archive.	
COMMENTS	Comments	General comments (less than 100 characters)	

ENVIRONMENTAL DATASET

EVENT_NAME	Field Event Name	The name of the fieldwork event as assigned by RLE.
EVENT_CODE	Field Event Code	Standard Event Code as assigned by RLE.
CONTEXT	Context Number	The four digit context number.
SAMPLE_NUM	Sample Number	Sample Number as assigned by contracted unit.
METHOD	Sample Method	Sampling method: Pollen Float Wet Sieve Micromorph Bulk Organic Other (specify in Comments field)
SUMMARY	Summary of Residue	Brief summary of sample results (less than 100 words)
COMMENTS	Comments	General comments (less than 100 characters)

GRAPHICAL DATASET

EVENT_NAME	Field Event Name	The name of the fieldwork event as assigned by RLE.
EVENT_CODE	Field Event Code	Standard Event Code as assigned by RLE.
GRAPH_NUM	Graphic Number	Graphic Number as assigned by contracted unit.
GRAPH_TYPE	Graphic Type Digital files to be suffixed with file format code. E.g. ***.Dwg/Dxf/Bmp etc**.	Type of Graphic: Annotated Map Copy (Hard-copy) Site Plan Section Photograph Geophysical Plot. AP Plot Digital *.DXF Single Context Plan Multi-context Plan GIS Map base file *. Other (specify in Comments field)
CONTEXT	Description of Individual Contexts illustrated (when required)	4 figure unique context number(s). (comma delimited)
SUB_GROUP	Sub-groups illustrated by graphic	List of sub-group numbers as assigned by contractor (comma delimited)
GROUP	Groups illustrated by graphic	List group numbers as assigned by contractor (comma delimited)
PHASE	Phases illustrated by graphic	List of phase numbers as assigned by contractor (comma delimited)
DESCRIPTION	Description of Graphic	General description of the content of the graphic: e.g A4 Hard copy; Autocad DWG; ArcView Shape file; etc.. (Free Text)

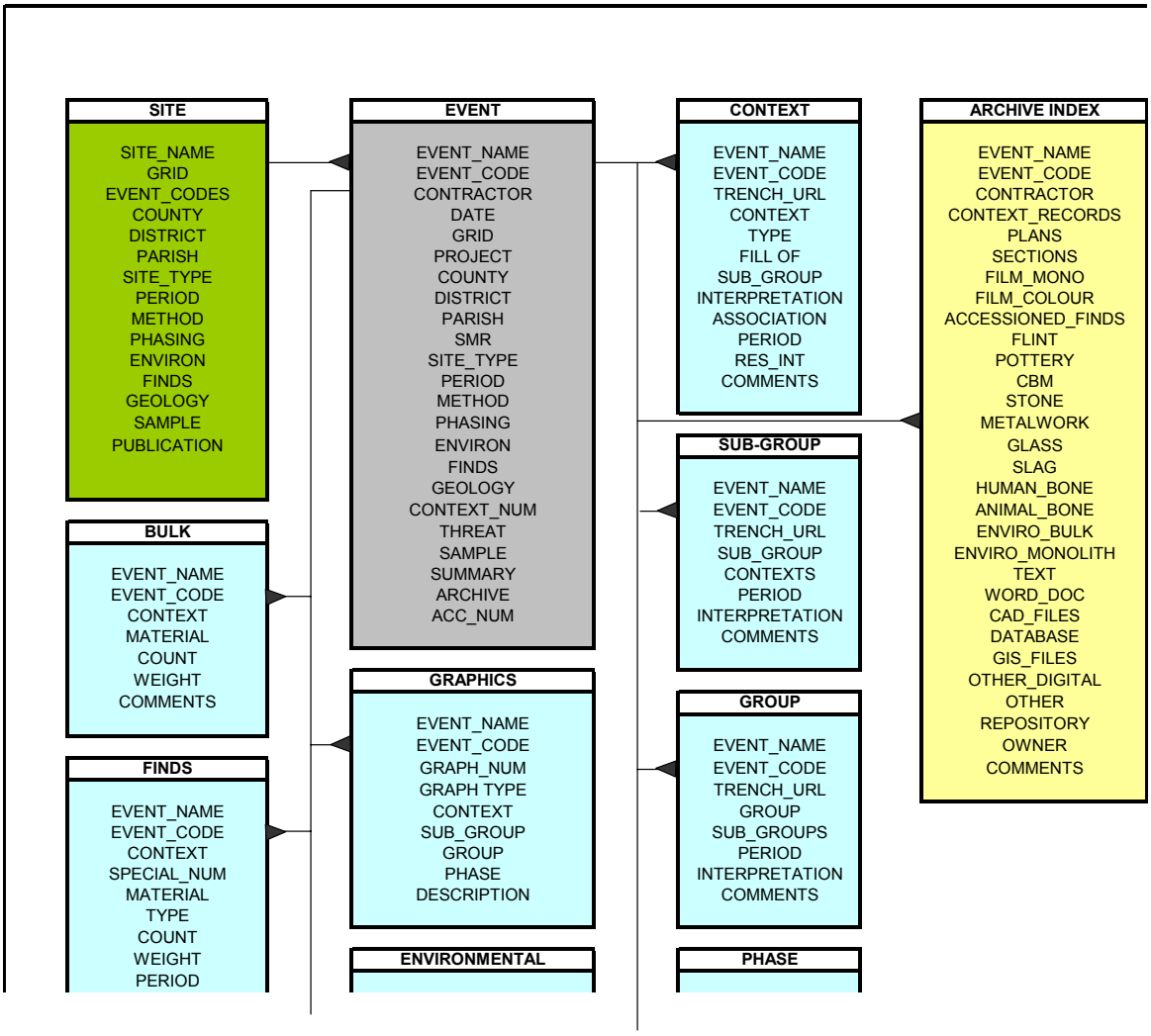
SITE DATASET

SITE	Site Name	The name of the site as agreed with RLE.
GRID	Grid Reference	Full 12 digit OS grid reference. Point to correspond to either the origin of the field grid or the central point of the area under investigation. (Space demimited)
EVENT_CODES	Associated Field Event Codes	List of all the Field Event Codes, from the Event Dataset, associated with the site. Codes should be separated by semi-colons.
COUNTY	County Name	Same as Events Dataset.
DISTRICT	District Name	Same as Events Dataset.
PARISH	Parish Name	Same as Events Dataset.
TYPE	Site Type	Site type using the Thesaurus of Monument Types as a guide. (see References).
PERIOD	Site Periods	Full range of general periods separated by semi-colons. List all periods rather than just a beginning and end ('Late Iron Age; Roman; Early Anglo-Saxon' rather than 'Late Iron Age to Anglo Saxon'). Delimiters such as 'early' or 'late' may be used. Refer to *Recording England's Past*, 1993 (See References), for standard terms and codes. (Free text)
PHASING	Summary of Phasing	Brief summary of the general phasing of the site. (Free text)
ENVIRON	Summary of Environmental Data	A brief summary of the environmental data covering the following areas: Pollen, Wood, Macro Fossils and Seeds. (Free text)
FINDS	Summary of Finds Data	A brief summary of the finds data covering the following materials: Bone, Brick, Daub/Briquettage, Flint, Glass, Metal, Pot, Stone, Leather. (Free text)
GEOLOGY	Soils/Geological Summary	Brief summary of the soils and solid geology of the site. (Free text)
SAMPLE	% of Site Sampled	The total percentage of the area of the site sampled. To be entered as a decimal number.
PUBLICATION	Further Publication	Full bibliographic references of all publications associated with the site. This is not a full report bibliography. Only publications about the site or aspects directly associated with the site should be included.

ARCHIVE INDEX DATASET

EVENT_NAME	Event Name	The name of the event as assigned by RLE.
EVENT_CODES	Field Event Code(s)	Standard Event Code(s) as assigned by RLE.
CONTRACTOR	Name of Contractor	Official name of the Archaeological Contractor carrying out the work
CONTEXT_ RECORDS	Number of records	List number if individual context records held
PLANS	Number of records	List number if individual plans held
SECTIONS	Number of records	List number if individual section drawings held
FILM_MONO	Number of monochrome films	Brief summary of number of film formats held e.g print; transparency, (free text)
FILM_COLOUR	Number of colour films	Brief summary of film formats held. (as above)
ACCESSIONED_FINDS	Number of small finds	Brief summary of number of accessioned small finds (free text)
FLINT	Number of boxes	Summary of number and size of boxes held (free text
POTTERY	Number of boxes	Summary of number and size of boxes held (free text)
CBM	Number of boxes	Summary of number and size of boxes held (free text)
STONE	Number of boxes	Summary of number and size of boxes held (free text)
METALWORK	Number of boxes	Summary of number and size of boxes held (free text)
GLASS	Number of boxes	Summary of number and size of boxes held (free text)
SLAG	Number of boxes	Summary of number and size of boxes held (free text)
HUMAN_BONE	Number of boxes	Summary of number and size of boxes held (free text)
ANIMAL_BONE	Number of boxes	Summary of number and size of boxes held (free text)
ENVIRO_BULK	Number of samples/residues	Summary of number and type of samples and residues held (free text)
ENVIRO_MONOLITH	Number of samples	Summary of number and type of samples and residues held (free text)
TEXT	Summary of hard copy written documents,	Free text description to include indexes; field notebooks etc
WORD_DOC	Number of files	List number of word documents held
CAD_FILES	Number of files/models	List number and formats of CAD files held (free text)
DATABASE	Number of records	List number of records and formats of database files held (free text)
GIS_FILES	Number of files	List number and formats of GIS files held (free text)
OTHER_DIGITAL	Other digital format	Summary of any other digital format held (free text)
OTHER	Any other content	Additonal content held (free text)
REPOSITORY	Location of archive	Name and adress of repository body.
OWNER	Owner of archive	Name and address of archive owner and/or manager
COMMENTS	Comments	Additional comments (free text)

DATASET MODEL



4 Examples:

(The following examples do not take account of revisions to the dataset structure and dictionary as detailed in this Revision. They do however provide example of the general form, layout and content)

Example 1: Excavation

Events Dataset
EVENT_NAME:Anysite Quarry
EVENT_CODE:ANQ95
EVENT_TYPE:EX
CONTRACTOR:Independent Archaeological Contractors, Ltd.
DATE:2/3/97-15/5/97
GRID:594545 149225
PROJECT:123 *(Project Number as assigned by RLE)*
COUNTY:KE
DISTRICT:LC
PARISH:Charing
SMR:KNT12265
TYPE:Settlement; Quarry
PERIOD: RO; EM
METHOD: Top soil stripped by machine, features dug by mattock and trowel (see context sheets).
PHASING: *This field will comprise a summary discussion of the overall phasing of the site. Usually less than 500 words*.
ENVIRON: *This field will comprise a summary discussion of the environmental sampling done on the site and the results. Usually less than 500 words.*
FINDS: *This field will comprise a summary discussion of the finds from the site distinguishing major implications only. Usually less than 500 words.*
GEOLOGY: *This field will comprise a relatively detailed discussion of the soils and solid geology. Usually less than 500 words*.
CONTEXT_NUM: 456
THREAT: Development. Construction of the Channel Tunnel Rail Link will destroy the Southeast 1/3 of a Roman Villa site and Medieval field systems.
SAMPLE: 0.20
SUMMARY: *This field will comprise a summary discussion of the initial interpretation of the results of the fieldwork event. Usually less than 500 words.*
ARCHIVE: The Archaeological Archive Museum
ACC_NUM: 1997.123-321

Context Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	TYPE	PERIOD	ASSOCIATION	RES_INT	COMMENTS
Anysite Quarry	ANQ95	123	FILL	ROMAN	Fill of 122	R	

Bulk Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	MATERIAL	COUNT	WEIGHT	COMMENTS
Anysite Quarry	ANQ95	123	POT	34	256	
Anysite Quarry	ANQ95	123	METAL	3	420	
Anysite Quarry	ANQ95	123	BRICK	21	976	
Anysite Quarry	ANQ95	124	STONE	5	2056	
Anysite Quarry	ANQ95	124	POT	3	26	

Finds Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	SPECIAL_NUM	MATERIAL	TYPE	COMMENTS
Anysite Quarry	ANQ95	123	15	METAL	BROOCH	Bronze disk brooch, 2nd C.
Anysite Quarry	ANQ95	129	16	POT	URN	Crushed grey ware urn, no contents.

Environmental Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	SAMPLE	METHOD	SUMMARY	COMMENTS
Anysite Quarry	ANQ95	123	71	Bucket, trowel	Float, Macro	Carbonised seeds, agricultural
Anysite Quarry	ANQ95	124	72	column	Micromorph	See French, 1997

Graphical Dataset

EVENT_NAME	EVENT_CODE	GRAPH_NUM	GRAPH_TYPE	DESCRIPTION
Anysite Quarry	ANQ95	21	Base Plan	Base Plan of Trench 3 Features
Anysite Quarry	ANQ95	22	Section	Section of feature 32
Anysite Quarry	ANQ95	23	Photo	Photo of feature 21

Example 2: Fieldwalking

Events Dataset

EVENT_NAME:Smith Farm Fields
EVENT_CODE:SMF21
EVENT_TYPE:FW
CONTRACTOR:Independent Archaeological Contractors, Ltd.
DATE:12/2/97-31/3/97
GRID:594545 149225
PROJECT:120 *(Project Number as assigned by RLE)*
COUNTY:KE
DISTRICT:LH
PARISH:Charing
SMR:KNT12224
TYPE:Flint Scatter
PERIOD:NE; BA;
METHOD:Three fields walked at 10 metre transects and 20 metre segments. Each segment given context number.
PHASING:*This field will comprise a summary discussion of the overall phasing of the site. Usually less than 500 words*.
ENVIRON:*This field will comprise a summary discussion of the environmental sampling done on the site and the results. Usually less than 500 words.*
FINDS:*This field will comprise a summary discussion of the finds from the site distinguishing major implications only. Usually less than 500 words.*
GEOLOGY:*This field will comprise a relatively detailed discussion of the soils and solid geology. Usually less than 500 words*.
CONTEXT_NUM:76
THREAT:Development. Construction of the Channel Tunnel Rail Link will destroy all the transects
SAMPLE:1.00
SUMMARY:*This field will comprise a summary discussion of the initial interpretation of the results of the fieldwork event. Usually less than 500 words.*
ARCHIVE:The Archaeological Archive Museum
ACC_NUM:1997.5-81

Context Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	TYPE	PERIOD	ASSOCIATION	RES_INT	COMMENTS

Bulk Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	MATERIAL	COUNT	WEIGHT	COMMENTS
Smith Farm Fields	SMF21	234	FLINT	34	356	
Smith Farm Fields	SMF21	234	POT	3	30	
Smith Farm Fields	SMF21	234	BRICK	1	976	
Smith Farm Fields	SMF21	235	FLINT	5	37	
Smith Farm Fields	SMF21	236	FLINT	23	178	

Finds Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	SPECIAL_NUM	MATERIAL	TYPE	COMMENTS
Smith Farm Fields	SMF21	234	11	POT	RIM SHERD	Medieval Grey-Ware rim sherd
Smith Farm Fields	SMF21	236	12	FLINT	SCRAPER	Grey flint discoidal scraper.

Environmental Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	SAMPLE	METHOD	SUMMARY	COMMENTS

Graphical Dataset

EVENT_NAME	EVENT_CODE	GRAPH_NUM	GRAPH_TYPE	DESCRIPTION
Smith Farm Fields	SMF21	2	Base Plan	Base Plan of transects

Smith Farm Fields	SMF21	2	Photographs	Photos of Field 2

Example 3: Geophysical Survey

Events Dataset
EVENT_NAME:Canterbury NE Transect
EVENT_CODE:GEO12
EVENT_TYPE:GS
CONTRACTOR:Independent Archaeological Contractors, Ltd.
DATE:2/8/97-18/8/97
GRID:594545 149225
PROJECT:134 *(Project Number as assigned by RLE)*
COUNTY:KE
DISTRICT:LH
PARISH:Charing
SMR:KNT12297
TYPE:TILE KILN
PERIOD:RO
METHOD:Full corridor survey on 1 metre grid using Electric Resistivity with 4 metre electrode separation.
PHASING:
ENVIRON:
FINDS:
GEOLOGY:*This field will comprise a relatively detailed discussion of the soils and solid geology. Usually less than 500 words.*
CONTEXT_NUM:
THREAT:Development. Construction of the Channel Tunnel Rail Link will, main corridor.
SAMPLE:1.00
SUMMARY:*This field will comprise a summary discussion of the initial interpretation of the results of the fieldwork event. Usually less than 500 words.*
ARCHIVE:The Archaeological Archive Museum
ACC_NUM:

Context Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	TYPE	PERIOD	ASSOCIATION	RES_INT	COMMENTS

Bulk Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	MATERIAL	COUNT	WEIGHT	COMMENTS

Finds Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	SPECIAL_NUM	MATERIAL	TYPE	COMMENTS

Environmental Dataset

EVENT_NAME	EVENT_CODE	CONTEXT	SAMPLE	METHOD	SUMMARY	COMMENTS

Graphical Dataset

EVENT_NAME	EVENT_CODE	GRAPH_NUM	GRAPH_TYPE	DESCRIPTION
Canterbury NE	GEO12	1	Geophys Plot	Geophysical plot of the area surveyed.

5. Maintenance and Distribution

As with all datasets, the data is only as good as its integrity. The Contractor is reminded of the importance of following exactly the details of this guide and of their contractual requirement to compile, up-date and back-up datasets.

6. Submission of the Datasets

6.1 The Contractor shall submit 1 copy of the datasets (Excel workbook template as supplied) in draft for approval by the Project Manager within 2 months of the instruction to proceed with the reporting on the fieldwork.

6.2 The Contractor shall include any amendments required by the Project Manger in the final dataset. The final dataset shall be submitted within 2 weeks of the Project Manger confirming acceptance of the draft dataset.

6.3 On instruction from the Project Manger the Contractor shall update the dataset as additional data from subsequent project phases becomes available.

6.4 Updated datasets as shall be submitted in draft to the Project Manager within 2 weeks of an instruction to provide additional data.

6.5 The contractor shall include any amendments required by the Project Manager in the updated datasets. The finalised updated dataset shall be submitted to the Project manger within 2 weeks for the Project Manger's approval of the draft dataset.

6.6 The contractor shall maintain the dataset in ASCII text file format for submission with the site archive. The date of deposition shall be agreed with the Project Manager.

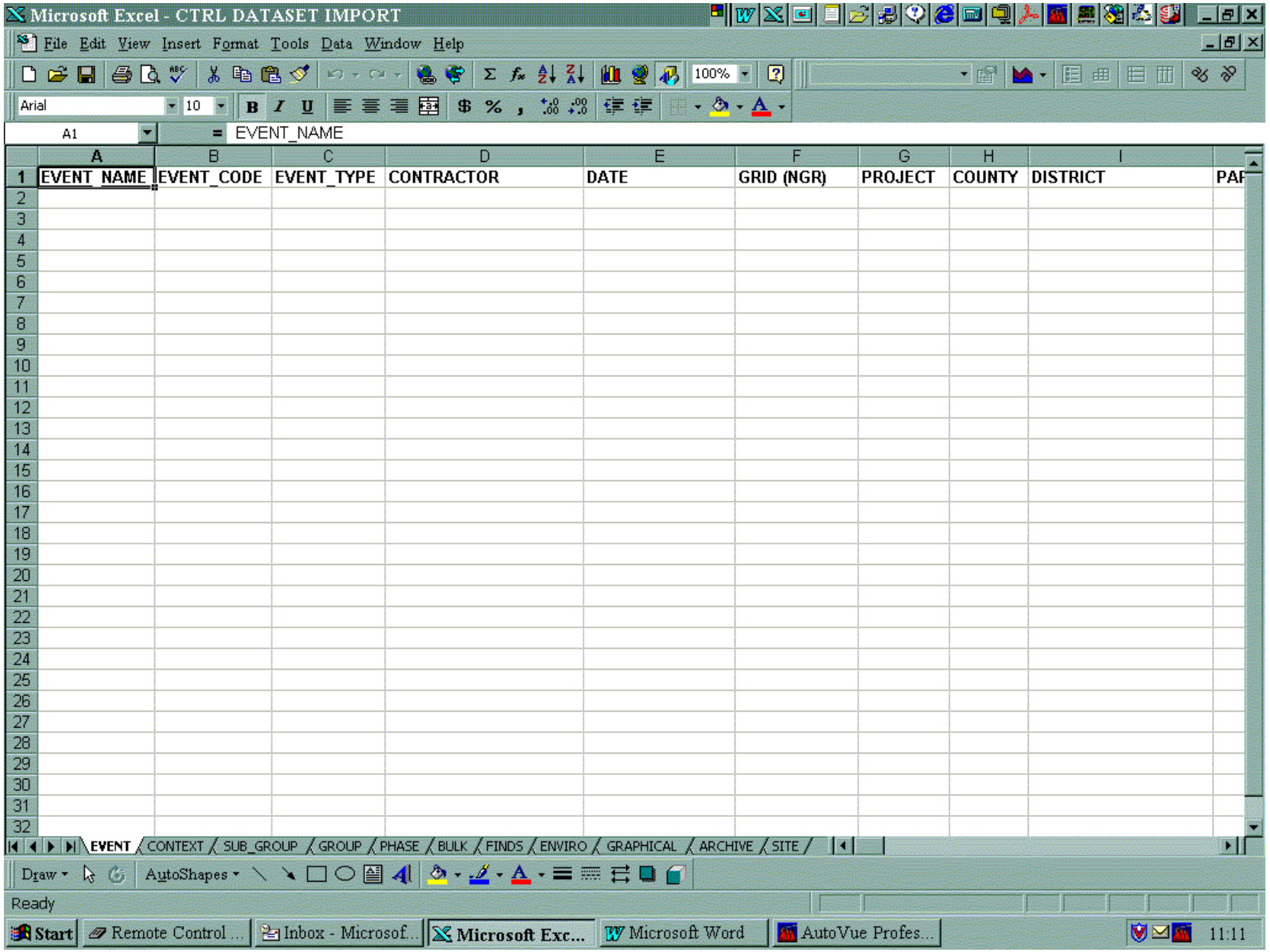
References

Recording England's Past: a Data Standard for the Extended National Archaeological Record
1993, Royal Commission on the Historical Monuments of England and ACAO.

Urban Archaeological Databases - Data Standards and Compilers Manual
1993, Royal Commission on the Historical Monuments of England and English Heritage.

List of Threats to Monuments
1992, Monument Protection Programme, English Heritage.

Management of Archaeological Projects II (MAP2)
1991, English Heritage.


Microsoft Excel - CTRL DATASET IMPORT
File Edit View Insert Format Tools Data Window Help
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= EVENT_NAME
EVENT_NAME
EVENT_CODE
EVENT_TYPE
CONTRACTOR
DATE
GRID (NGR)
PROJECT
COUNTY
DISTRICT
EVENT
CONTEXT
SUB_GROUP
GROUP
PHASE
BULK
FINDS
ENVIRO
GRAPHICAL
ARCHIVE
SITE
Draw
AutoShapes
Ready
Start
Remote Control ...
Inbox - Microsof...
Microsoft Exc...
Microsoft Word
AutoVue Profes...
11:11