Database / Spreadsheet documentation for the Archaeology Data Service

Please fully document and record any databases that you intend to submit to the ADS for archiving. This will help us prepare them for archiving and online dissemination and will enable future re-use of the data by others.

If you already have documentation for your database in another format and would prefer us to work with this instead, this should not be a problem as long as it accurately describes your data tables and any relationships between them.

Title of project:	Archaeological Watching Brief with Option to Excavate at Test Park Community Sports Facility, Lower Brownhill Road, Southampton.
Name of database/ spreadsheet file:	**SOU1547.mdb**

Repeat the following section for each table within your database:

Name of table / worksheet 1:	**Contexts**	
Purpose of table/worksheet:	**Record of Contexts, their descriptions and relationships**	
Number of rows of data:	**131**	
Primary key (*database only*):	**Context**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
SOU No	Site code number	Numerical - double
Subdiv	Site sub division/area context is in	Numerical – Long integer
Gridref	Grid reference of context	Numerical - double
Context	Context numbers	Numerical - double
Category	Type of context (ie Feature, Fill, Layer, Structure)	Text - 9
Keyword	Context type	Text - 50
Direction	Direction of linear features	Text -5
Length	Length of context	Numerical - double
Width	Width of context	Numerical - double
Diameter	Diameter of context	Numerical - double
Depth	Depth/thickness of context	Numerical - double
Leveltop	Level AOD of top surface of context	Numerical - double
Levelbot	Level AOD of base of context	Numerical - double
LevelNos	Numbers given to levels taken of context	Text - 40
Munsell page	Page of Munsell color chart in Munsell color book	Text - 10

Munsell col No	*Number of the color on the grid of the Musell page*	*Text - 50*
Texture	*Texture of the soil*	*Text - 25*
Stonesize	*Stone size catagories present (1=<6mm; 2=6mm-2cm; 3=2-6cm; 4=6-20cm; 5=20-60cm; 6=>60cm)*	*Text - 10*
Stoneabund	*Abundance of stone in the context (1=1-5%;2=6-15%;3=16-35%;4=36-70%;5=>70%)*	*Text - 3*
Inclusions	*Inclusions in the context (ie charcoal, slate)*	*Text -150*
Compaction	*Compaction of the soil/how hard it is to dig (1-loose, 2 friable, 3 firm, 4 hard, , 5 dense) from light brushing to firm picking,*	*Text - 12*
Boundary	*Clearness of the boundary between context above and below*	*Text - 25*
Wormaction	*How much evidence of worm activity there is (1 low-5 high)*	*Numerical - double*
Roots	*How much evidence of root activity there is (1 low-5 high)*	*Numerical - double*
Matrix	*Matrix for structures(ie mortar)*	*Text - 25*
Constits	*Constituents of structures (ie bricks)*	*Text - 30*
Part of	*For use if part of a structure*	*Numerical - double*
Consistsof	*For the constituent parts of a structure*	*Text - 45*
Descript	*Description of the context*	*Text 255*
Fillof	*Fill of which feature*	*Numerical - double*
Cuts	*Which context this context cuts*	*Text - 60*
Above	*Which context this context is above*	*Text - 45*
Butts	*What other context the context butts*	*Text - 30*
Bondedto	*What other context the context is bonded to*	*Text - 20*
Filledby	*Which contexts this feature is filled by*	*Text - 150*
Cutby	*Which contexts this feature is cut by*	*Text - 45*
Below	*Which context this context is below*	*Text - 100*
Buttedby	*What other context this context is buttedby*	*Text - 45*
Sameas	*Which contexts this context is the same as*	*Text - 50*
Exmethod	*Method of excavation of context (ie trowel, mattock, machine)*	*Text - 40*
Volume	*Total estimated volume of context in litres*	*Numerical - double*
Samplenos	*Individual identification numbers of samples of soil taken from this context*	*Text - 45*
Notes	*Any additional notes about the context*	*Text - 100*
Finished	*Date excavation of this context finished*	*Date – 99/99/00:0:/*
Filled in by	*Name of person who filled in the context sheet*	*Text - 50*
Date compiled	*Date the context sheet filled in*	*Date – 99/99/00:0:/*
Checked by	*Name or initials of supervisor who checked the context sheet*	*Text - 50*
Date Checked	*Date the supervisor checked the context sheet*	*Date – 99/99/00:0:/*
Period	*Context date period in text (ie Late Saxon)*	*Text - 50*
Period No	*Number 1-13 denoting broad date ranges*	*Numerical – long integer*
Ceramics Date Range	*Range from earliest to latest date for ceramics from the context*	*Text - 20*
Pottery Spot date	*Spot date for pottery from the context*	*Text - 20*
Glass date range	*Range from earliest to latest date forf glass from the context*	*Text - 20*
Glass Spot date	*Spot date for glass from the context*	*Text - 20*
Claypipe date range	*Range from earliest to latest date for claypipe from the context*	*Text - 20*

Claypipe Spot date	*Spot date for claypipe from the context*	*Text - 20*
Coin date range	*Range from earliest to latest coin dates from the context*	*Text - 20*
Coin Spot date	*Spot date for coins from the context*	*Text - 20*
Pphase	*Provisional phase number for the context*	*Numerical – long integer*
Fphase	*Final phase number for the context*	*Numerical – long integer*
Interpret	*Interpretation of the context*	*Text - 50*
Context spotdate	*Spotdate for the context*	*Text - 50*

Name of table / worksheet 2:	**Finds Database**	
Purpose of table/worksheet:	**Finds descriptions and quantities**	
Number of rows of data:	**427**	
Primary key (*database only*):	**None**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Context no	Number of the Context the find came from	Number – long integer
Mat grp	Material group number code for the material (1-13 listed in material type table)	Number – double
Mat type	Four letter code for the type of material	Text – 30
Mat type decode	Used to generate full name of type of material for report	Text – 30
Find type	3/4 letter code for the object/s type (ie pin, coin, bric)	Text – 5
Wgt(gm)	Weight in grammes	Number – double
No of frag	Number of fragments	Number – long integer
Description	Full description of object	Text – 100
Comments	Comments about object and whether retained	Text - 100
Notes/condition	Notes on the condition of the object	Text – 50
Initials	Initials of the cataloger	Text - 5
Entry Date	Date computerised	*Date – 99/99/00:0:/*
No kept	Number of fragments retained	Number – long integer
Item no	Item number for special objects	Number – double
Length	Length of object in mm	Number – double
Width/dia	Width or diameter of object in mm	Number – double
Thickness	Thickness of object in mm	Number – double
X-rayno	X-ray number	Text – 25
SM5	If a small find record form has been completed	Yes/no
group	Group code to which this pot belongs	
Fab code	3/4 letter fabric codes (for ceramics, stone etc)	Text – 15
Form code	Object form codes (ie bowl, jug)	Text – 15
Size type	Numerical size ranges of fragments (1=10-50mm:2=51-	Number – double

	100mm:3=101-300mm:4=301+mm)	
Surf treatmnt	Codes for detail of surface treatments for stone, ceramics etc	Text – 15
Bore size	Measurement of the bore size for clay pipe stems	Numerical – long integer
Date	Date of the object	Text - 20
Sherd type	Pottery sherd types (B=base:D=decorated:F=foot: G=bunghole: H=handle:L=lid: R=rim:s=Spout;T=body: V=complete vessel)	Text – 50
Period no	Numerical code for date range find belongs to (1-13)	Numerical - double
X-fit	For recording joining sherds from another context	Text – 50
Box No	Box number for where item is stored	Number – long integer
No of SM5's	For recording if an individual small find record has been compiled to count for archive report	Number – long integer
No of SS finds	For recording the number of finds from soil samples	Number – long integer
No of contexts	To be used to provide context/finds information for the archive report	Number – long integer
No of Items	To be used to provide small findsinformation for the archive report	Number – long integer
No conserved	To be used to provide informationon no of items conserved for the archive report	Number – long integer
To conserve	Whether the object needs conservation	Yes/No
Soil sample no	Number of the Soil sample that the find was recovered from	Number – long integer
Conserved	Has the object/find been conserved?	Yes/no

Name of table / worksheet 3:	Sitecode	
Purpose of table/worksheet:	Details of site location and reason	
Number of rows of data:	1	
Primary key (*database only*):	sitecode	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Sitecode	Site code number	Numerical – double
Date	Year project started	Text – 5
Period	Archaeological period of site	Text – 20
PO/EX	Name of site director	Text – 20
Type	Code for type of archaeological investigation (ie WB, EXC)	Text – 5
Address	Address of site (number and Road)	Text – 40
Ward	Parish/ward site is in	Text – 50
Company/purpose	Name of developer and reason for excavation	Text – 50
Plan_no	Planning application number	Text – 20
Archaeological contractor	Name of archaeological contractor	Text – 5
Accession	Museum accession number	Text - 15

number		

Name of table / worksheet 4:	**Material types**	
Purpose of table/worksheet:	**Drop down menu for computerised finds input giving codes**	
Number of rows of data:	**35**	
Primary key (*database only*):	**ID**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
ID	Identification number of find type	AutoNumber – long integer
Mat group	Material group code number	Numerical – long integer
DECODE	Decodes material codes to full name	Text – 30
Mat code	¾ letter codes for material types	Text – 50
Description	Full description of material types included	Text - 50

Name of table / worksheet 5:	**Drawings Record**	
Purpose of table/worksheet:	**List of site plans and sections and their descriptions**	
Number of rows of data:	**49**	
Primary key (*database only*):	**Drawing No**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Sub Div	*Site sub division/area drawing is of/ in*	*Numerical – Long integer*
Drawing No	Number allocated to the drawing	Numerical – long integer
Drawn by	Name of person who compiled drawing	Text – 30
date	Date the drawing was produced	Date/time
Scale	Scale of drawing (ie 1 to10, 1 to 20)	Text - 5
Drawing Description	Title of the drawing	Text - 100
Trench Plan	Tick box for type of drawing	Yes/no
Trench Section	Tick box for type of drawing	Yes/no
Pre-ex drawing	Tick box for type of drawing	Yes/no
Post-ex drawing	Tick box for type of drawing	Yes/no
Half section/partial ex	Tick box for type of drawing	Yes/no
Finds drawing	Tick box for type of drawing	Yes/no
Overlay for	Number of drawing this drawing is an overlay for	Numerical – long

drawing		integer
Survey drawing	Tick box for type of drawing	Yes/no
Previous drawing	Number of the previous/last drawing of this feature/area	Numerical – long integer
Phase plan	Tick box for type of drawing	Yes/no
plan	Tick box for type of drawing	Yes/no
section	Tick box for type of drawing	Yes/no

Name of table / worksheet 6:	**Drawings/context**	
Purpose of table/worksheet:	**Cross referencing contexts to site plans and sections**	
Number of rows of data:	**131**	
Primary key (*database only*):	**none**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Context	Context number	Numerical - double
Drawing No	Number allocated to the drawing	Numerical – double

Name of table / worksheet 7:	**Film Index**	
Purpose of table/worksheet:	**List of films used and types**	
Number of rows of data:	**0**	
Primary key (*database only*):	**Film No**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Colour	Colour film tick box	Yes/no
Mono	Black & white film tick box	Yes/no
Type	Type of film	Text - 50
Make	Make of film	Text - 50
ASA	ASA Exposure	Text - 50
Exposures	Number of exposures	Numerical – long integer
Film No	Number allocated to an individual film	Numerical – long integer
Date Loaded	Date loaded into camera	Date/Time
Date unloaded	Date unloaded from camera	Date/Time
Date sent for processing	Date sent for processing	Date/Time

Date returned	Date returned from processing	Date/Time
Frames	Range of frames taken	Text - 50
Notes	Any additional notes	Text – 50

Name of table / worksheet 8:	**Photo/context**	
Purpose of table/worksheet:	**Cross reference of contexts and photographs on which they are shown**	
Number of rows of data:	**0**	
Primary key (*database only*):	**none**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Photo	Photograph frame number	Numerical - double
Context	Context number	Numerical - double

Name of table / worksheet 9:	**Levels**	
Purpose of table/worksheet:	**Cross reference of levels taken to drawings and contexts**	
Number of rows of data:	**0**	
Primary key (*database only*):	**Level No**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Sub Division	*Site sub division/area level was taken in*	*Numerical – Long integer*
Bench Mark	*Height of the site benchmark used as a backsight for this level*	Numerical - double
Level No	*Unique number given to this level reading*	Numerical - long integer
Machine height	*Level of height of machine for this group of levels*	Numerical – double
Back sight	*Level taken on benchmark for this group of levels*	Numerical – double
Fore sight	*Level taken on an archaeological feature/deposit*	Numerical – double
Reduced level	*Level AOD after calculation*	Numerical – double
Plan/section type	*Code letter for whether plan or section*	Text - 1
Plan/Section Number	*Individual plan or section number this level is recorded on*	Numerical - long integer
Context	*Number of context level taken on if relevent*	Numerical - long integer
Description	*Description of where/why level taken*	Text - 50

Initials	Initials of person taking level	Text - 5
Date	Date level taken	Date/Time
Notes	Any other information	Text - 50

Name of table / worksheet 10:	Samples index	
Purpose of table/worksheet:	Cross reference of levels taken to drawings and contexts	
Number of rows of data:	0	
Primary key (*database only*):	Sample No	
Name of field	Full description of field and codes or terminology used	Data type and field length (*database only*)
Sample no	Individual number given to sample	Numerical - double
Context	Context number sample taken from	Numerical - double
Layer/fill description	Description of the context	Text - 50
Reason for sample	Whether the sample is for sieving or another type of analysis	Text - 50
Volume in litres	Volume of sample	Numerical – double
Percentage of context	How much of the total context the sample is as a %	Numerical – double
Date taken	Date sample taken	Date/time
Initials	Initials of person taking level	Text - 5
To seive	Tick box for processing stages	Yes/No
To scan	Tick box for processing stages	Yes/No
To sort	Tick box for processing stages	Yes/No
Priority No	Level of priority given for full processing (scale of 1-5)	Numerical – long integer
seived	Tick box for processing stages	Yes/No
scanned	Tick box for processing stages	Yes/No
sorted	Tick box for processing stages	Yes/No
Comments	Any other comments about the sample	Text - 50

Name of table / worksheet 11:	Stone Fabrics	
Purpose of table/worksheet:	List of Stone fabrics & their codes for drop down list on entry form	
Number of rows of data:	38	
Primary key (*database only*):	none	
Name of field	Full description of field and codes or terminology used	Data type and field length (*database only*)
Fabric code	Up to 4 letter code for stone type	Text - 5

Fabric description	*Full name stone type description*	Text - 35

Name of table / worksheet 12:	**Provisional Phases**	
Purpose of table/worksheet:	**List of Provisional phase numbers, their descriptions and interpretations**	
Number of rows of data:	**0**	
Primary key (*database only*):	**P Phase**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Sou No	*Site code number*	Numerical – long integer
Sub Div	*Site sub division/area provisional phase is in if applicable*	*Numerical – Long integer*
P Phase	*Individual number for provisional phase*	Numerical – long integer
Category	*Whether a phase or sub-phase*	Text - 50
Part of Phase	*If a sub phase part of which phase*	Text - 50
Consists of Contexts	*Which context are included in this Provisional phase*	Text - 50
Phase Description	*Description of the Provisional phase*	Text - 80
Provisional Stratigraphic Reasoning	*The stratigraphical relationships and why this is allocated a provisional phase*	Memo
Interpretive Comments	*Interpretation of the provisional phase*	Memo
Provisional date	*Date attributed to this provisional phase*	Text - 15
Provisional period	*Period number this provisional phases date falls within*	Numerical – long integer
Finds summary	*Dating evidence retrieved from contexts within this provisional phase*	Text - 50
Same as	*Provisional phase number this is the same as*	Numerical - double
Notes	*Additional notes about this provisional phase*	Text - 250
Date compiled	*Date this provisional phase sheet filled in*	Date/Time
Initials	*Initials of the compiler*	Text - 5
Revision	*Any revisions – reinterpretations made*	Text - 50
Final Phase	*Which final phase this provisional phase was allocated to*	Number – long integer

| Name of table / worksheet 13:	**Final Phases**	
Purpose of table/worksheet:	**List of Final phase numbers, their descriptions and interpretations and which Provisional phases are allocated to them**	
Number of rows of data:	**0**	

Primary key (*database only*):	Final Phase	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Sou	*Site code number*	Numerical – long integer
Final Phase	*Individual number for Final phase*	Numerical – long integer
Sub Div	*Site sub division/area Final phase is in if applicable*	*Numerical – Long integer*
Final Phase Description	*Description of the Final phase*	Text - 80
Final Phase summary	*Summary of the Final phase*	Memo
Stratigraphic Reasoning	*The stratigraphical relationships and why this is allocated a Final phase*	Memo
Interpretive Comments	*Comments on the Interpretation of the Final phase*	Memo
date	*Date attributed to this Final phase*	Text - 50
Finds summary	*Dating evidence retrieved from contexts within this provisional phase*	Text - 50
Interpretation of Final Phase	*Final Interpretation of the Final phase*	Text - 25
Final period No	*Period number this Final phase date falls within*	Numerical – long integer
Final Period	*Final period in words (ie Late Saxon)*	Text - 20
Date compiled	*Date this Final phase sheet filled in*	Date/Time
Initials	*Initials of the compiler*	Text - 5
Revision	*Any revisions – reinterpretations made*	Text - 50

Name of table / worksheet 13:	Trench list	
Purpose of table/worksheet:	**List of Trenches**	
Number of rows of data:	**0**	
Primary key (*database only*):	**Trench**	
Name of field	**Full description of field and codes or terminology used**	**Data type and field length (*database only*)**
Trench	*Trench number*	Numerical – long integer
Location	*Description of its position on site*	Text - 50
Length	*Length of trench*	*Numerical -double*
Width	*Width of trench*	*Numerical double*
Depth	*Depth of trench*	*Numerical double*
Reason Excavated	*Reason the trench was excavated*	Text -50
Method	*How excavated ie ,machine, hand*	Text -50
Date started	*Date trench begun*	Date/time

| Date finished | *Date trench finished* | Date/time |
| Archaeology completed | *Date archaeology completed in this trench* | Date/time |

Relationships (*database only*)

Please include an entity relationship diagram to show the relationships between your database tables
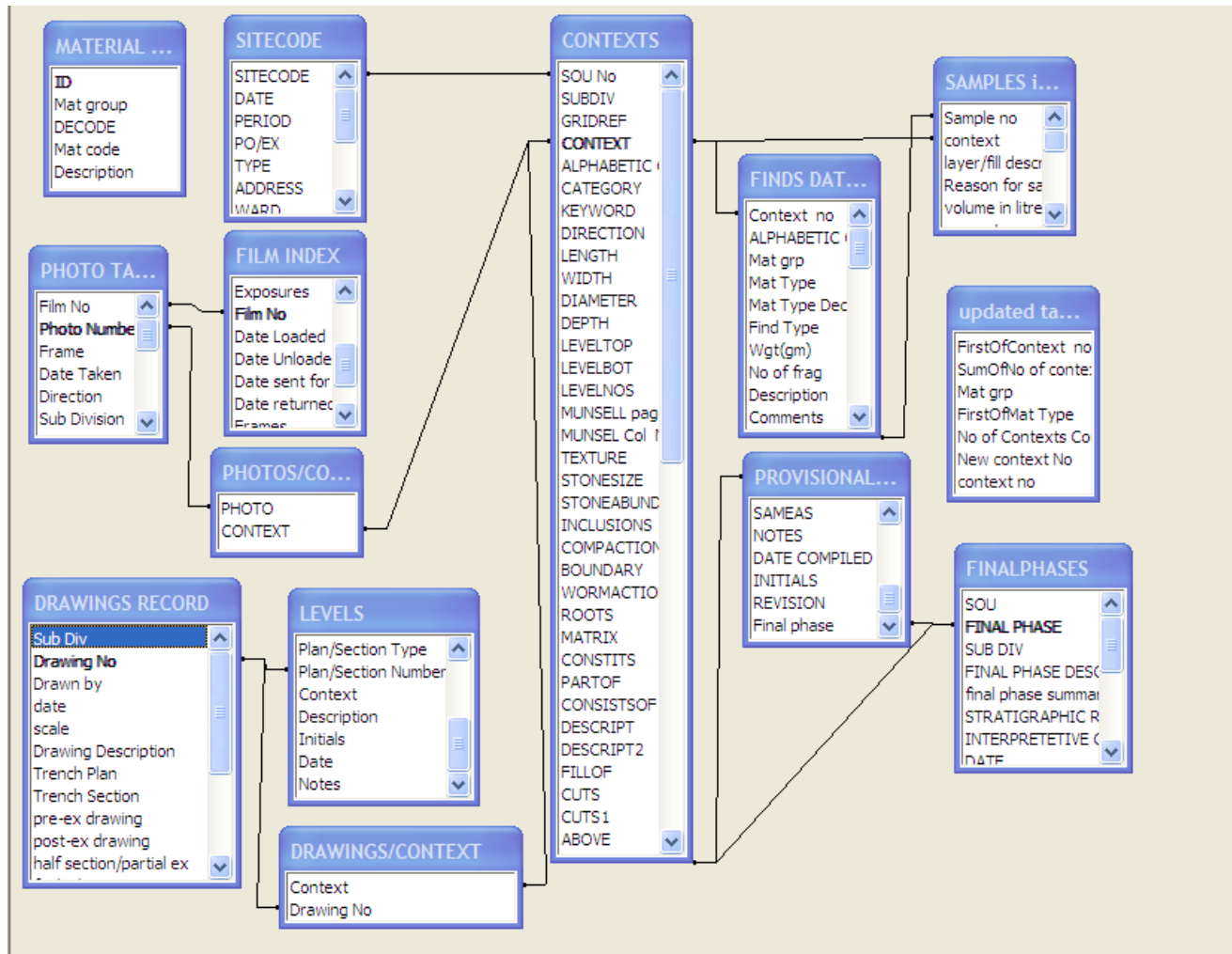
The completed documentation should be submitted to the ADS in **digital** form along with the deposited data that it describes, or via e-mail to Catherine Hardman at csh3@york.ac.uk