

Creation and Transfer of Archaeological Archives in Surrey

Guidance produced by Surrey Archaeological Curators Group and Surrey Heritage : Dec 2010

These guidelines agreed by relevant Surrey museums to inform best practice for museums, archaeological contractors, planners and developers.

Definition of archive

An archaeological archive is defined as the total assemblage of artefacts, ecofacts and documentary records from excavation or other fieldwork. The archive should include records of all material disposed of, for example during sampling or due to storage problems. In the case of incomplete archives, details of materials stored elsewhere need to be included in the archive.

Appropriate Surrey Repositories

Suitable museums have been identified through an appropriate collecting policy and ability to curate. The boroughs and districts listed below are covered by the museums listed which have agreed to be the repository in the first instance for archaeological archives for the areas specified and shown on the map. However all Surrey museums have problems with storage space which could lead to them being unable to take a very large archive. The repository of last resort is Guildford Museum until such time as a county store can be identified. Guildford takes the archive for those areas of the county where there is no suitable museum.

Elmbridge – Guildford Museum
Epsom and Ewell – Bourne Hall Museum
Guildford Borough – Guildford Museum
Mole Valley – Leatherhead
Reigate and Banstead – Guildford Museum
Runnymede – Chertsey Museum
Spelthorne – Spelthorne Museum
Surrey Heath – Surrey Heath Museum
Tandridge – East Surrey Museum
Waverley – Farnham, Godalming and Haslemere Museums (see map)
Woking Borough – The Lightbox

Locating archives

Currently archives are held by many Surrey museums for their collecting areas, see Surrey Museums website. In addition

- Bourne Hall Museum currently holds material from Reigate and Banstead borough for 'the area between Epsom downs and the M25'
- Guildford Museum also takes the archive for Surrey Archaeological Society

- Surrey Heath Archaeological Trust holds archives destined for a museum
- The County Archaeological Unit holds a large archive