

## 1EW02 Enabling Works – Area South

### Document Title: Historic Environmental Archive Strategy – Statue of Robert Stephenson

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- ☐ ACCEPTANCE
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### REVISION CHANGES, AUTHORISATION & ISSUE RECORD

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## 1 Introduction

- 1.1.1 Mott MacDonald Ltd. were responsible for the production of historic environment deliverables as part of Work Package P007 of the HS2 1EW02 Enabling Works – Area South. This document outlines the archaeological and heritage archive deposition strategy, including the strategy for the selection and retention of data.

### 1.2 Guidance

#### Overall Guidance

- 1.2.2 The outline of the importance of archives to the historic environment, along with sets of guidelines for the creation, management and deposition of an archaeological or historic environment archive are enshrined in the following technical standards and guidelines;
- Technical Standard - Historic Environment Digital Data Management and Archiving (Document no: HS2-HS2-EV-STD-000-000040);
  - Chartered Institute for Archaeologists (CIfA), Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014);
  - Chartered Institute for Archaeologists (CIfA), Archive selection toolkit (2019);
  - Archaeological Archives Forum's (AAF) Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation (2011); and
  - European Archaeologiae Consilium (EAC) The Standard and Guide to Best Practice in Archaeological Archiving in Europe (2014).

#### UK guidance

- Archaeology Data Service (ADS) Advice on Data Management Plans (2014) ;
- Archaeology Data Service (ADS) Guidelines for Depositors (2020) ; and
- Archaeology Data Service / Digital Antiquity Guides to Good Practice (2011) .

#### CIfA guidance

- 1.2.3 The CIfA document, Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014) states that:
- 1.2.4 *All archaeological projects that include the recovery or generation of data and/archaeological materials (finds) will result in a stable, ordered, accessible archive. All archaeologists are responsible for ensuring that the archive is created and compiled to recognised standards, using consistent methods, and is not subject to unnecessary risk of damage or loss. It is the responsibility of all curators of archaeological archives to ensure that archives are stored to recognised standards for long-term preservation and made accessible for consultation.*

- 1.2.5 ClfA (2014) has also described the following principles, that must be accepted as fundamental to the creation of an archaeological archive;
- all aspects of the archaeological process affect the quality of the resulting archive;
  - standards for the creation, management and preparation of the archive must be understood and agreed at the beginning of any project;
  - ensuring the security and stability of the archive is a continuous process and a universal responsibility;
  - a project has not been completed until the archive has been transferred successfully and is fully accessible for consultation; and
  - all archaeological archives must be stored in repositories that maintain proper standards of care and accessibility.
- 1.2.6 Every project should therefore aim to produce a stable, ordered and accessible archive that can be assimilated easily into the collections of recognised repositories.
- 1.2.7 The archive should also be a record of every aspect of a project; the aims and methods, information and/or objects collected, results of analysis, research, interpretation and publication; and as such must be as complete as possible, including all relevant documents, records, data and objects.
- 1.2.8 It is recognised, however, that collection must be subject to selection procedures, which are determined by the overall research aims of the project and the requirements of the receiving repository.
- 1.2.9 All personnel are responsible for ensuring that standards are maintained.

## 2 Types of archive

- 2.1.10 Any archive produced as a result of archaeological work should adhere to the Technical Standard - Historic Environment Digital Data Management and Archiving (Document no: HS2-HS2-EV-STD-000-000040) and the ClfA guidance, Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014).
- 2.1.11 For archaeological sites, including watching briefs, trial trenching, strip map and record, and excavation details of this should be produced in a method statement in response to the WSI. This should identify the nature and status of archives to be deposited in line with the ClfA Archive Selection Toolkit.
- 2.1.12 For heritage assessments, including built heritage, desk-based assessments, archaeological aerial investigation and mapping, or historic building recording, where new research or recording is undertaken elements of the archive may be appropriate for deposition. This should form part of the selection process at the outset of the project utilising the Archive Selection Toolkit.
- 2.1.13 The types of archives that may be generated include:
- a digital archive;
  - a documentary archive; and
  - a material archive.
- 2.1.14 At the start of every project, the Consultant will outline with the Client and any other third parties, (such as archaeological contractors), the responsibilities of who will liaise with the ADS or the local repository, such as a museum, archive or local studies centre and prepare the archive for deposition in a timely fashion once the project has finished. The designation of responsibilities regarding the archive are essential as early as possible in a project, to ensure that all parties are aware of their duties regarding the archive and that consultations with the relevant national, regional or local authorities and repository can occur as early as possible in the lifecycle of a project.

## 2.2 The digital archive

- 2.2.15 As part of this project, only a digital archive will be produced.
- 2.2.16 A digital archive comprises all digital-born material; including but not limited to text, data, drawings, 3D models, photographs, video, as well as files generated from digitised material, such as data entered from pro-forma and scanned images or text.
- 2.2.17 All born digital material should be archived digitally (subject to the agreed selection strategy and version control with the relevant national, regional or local authority).
- 2.2.18 Examples of born digital material include:

- digital photographs;
- digitally created records and databases (digital context sheets/records/registers);
- geophysical survey data;
- 3D laser survey (building or landscape);
- CAD plans and models;
- remote sensing transcription data; and
- GIS data.

2.2.19 Examples of digitally transferred data include:

- databases (context data, finds catalogues, specialists' data etc.);
- scanned plans and models;
- scanned analogue photographs; and
- scanned hard copy site records.

2.2.20 The digital archive must be compiled with reference to the Technical Standard - Historic Environment Digital Data Management and Archiving (Document no: HS2-HS2-EV-STD-000-000040), ADS Advice on Data Management Plans (2014), Guidelines for Depositors (2020) and the ADS / Digital Antiquity Guides to Good Practice (2011).

2.2.21 Early consultations with the designated repository has been undertaken to agree the formats that are required for the long term storage of a digital archive. This will ensure digital material can be saved and stored in the correct formats for the lifecycle of the project and beyond.

## 3 Selection and retention of data

3.1.22 The archive for Statue of Robert Stephenson will include a digital archive only. In accordance with the Technical Standard - Historic Environment Digital Data Management and Archiving (Document no: HS2-HS2-EV-STD-000-000040), the following selection criteria has been applied in the production of the digital archive.

### 3.2 Relevance

3.2.23 Digital data has been included only where:

- It fulfils the priorities set out in the HERDS and where that data furthers the project aims and objectives outlined in the Project Plan and LSWSI;
- The digital data is scientifically, socially, or culturally significant and a has a potential future use; and
- The digital data makes a significant contribution to the project archive or provides important information in terms of relating a project's methods or outcomes

### 3.3 Uniqueness

3.3.24 Digital data has been included only where:

- The digital data does not duplicate existing work; and
- If the digital data is not the only source of its content or are there other copies of the digital data, the other copies that exist are not easily accessible, useable or are not preserved in a suitable repository.

### 3.4 Potential for redistribution

3.4.25 Digital data has been included only where:

- All Intellectual Property Rights (IPR) issues have been addressed;
- There are no contractual or licence terms which would affect the distribution of the digital data;
- Suitable informed consent has been obtained for archiving and re-use of personal data;
- The digital data is in formats that meet designated technical criteria of this document set out in Technical Standard - Historic Environment Digital Data Management and Archiving (Document no: HS2-HS2-EV-STD-000-000040) unless otherwise approved by the ADS;
- There is enough metadata and documentation for the digital data to be readily used and understood away from its original context of creation; and



- The digital data has been stored in a way that ensures that its integrity has not been compromised

## 3.5 Non-replicability

3.5.26 Digital data has been included only where:

- The data can't be easily replicated, recreated or re-measured; and
- The cost of replicating or re-measuring the digital data is more expensive than preserving the original digital data.

## 3.6 Full documentation

3.6.27 Digital data has been included only where:

- There is comprehensive information about the context of the digital data creation, including the nature of the project, the digital data collection methodology and post-collection manipulation;
- Metadata is complete, accurate and appropriate; and
- Documentation exists explaining the layout and structure of the digital data where necessary.

## 4 Archive deposition strategy

4.1.28 The following data types have been identified for inclusion with the digital archive for Statue of Robert Stephenson:

- Text; and
- Photographs

4.1.29 Data will be selected for inclusion in the digital archive in accordance the guidance set out in section 3 of this report.

4.1.30 While vector images have been included in the appendices of the main report, including location plans and elevations, the data for these has been deposited with HS2 and will not be included in the digital archive.

### 4.2 Text

4.2.31 Historic environment reports produced by Mott MacDonald, CSJV or a third party, to support this specific project will be included in the digital archive, this will include a Heritage Agreement Method Statements.

4.2.32 Reports uploaded onto OASIS will not be included in the digital archive.

4.2.33 Construction information referenced within the project will not be included.

4.2.34 Text will be archived in the final file format in which it was delivered, including either .doc or .pdf files.

### 4.3 Photographs

4.3.35 Photographs which have been referenced in the final project report will be included in the digital archive, for example those identified within photographic registers.

4.3.36 Photographs of the asset will be selected for inclusion where they provide a representative record of the asset's exterior, interior as well as its setting. Photographs of the asset during dismantling/in storage will also be included.

4.3.37 Photographs will be submitted in .JPEG format.

## 5 References

Title	Reference
Cultural Heritage GIS Specification	HS2-HS2-GI-SPE-000-000004
Generic Written Scheme of Investigation: Historic Environment Research and Delivery Strategy	HS2-HS2-EV-STR-000-000015
Technical Standard - Specification for historic environment investigations	HS2-HS2-EV-STD-000-000035
Chartered Institute for Archaeologists (CIfA), Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives	
Technical Standard: Historic Environment Physical Archive Procedure	HS2-HS2-EV-STD-000-000039
Technical Standard: Historic Environment Digital Data Management and Archiving Procedure	HS2-HS2-EV-STD-000-000040
Chartered Institute for Archaeologists (CIfA), Archive selection toolkit (2019)	
Archaeological Archives Forum's (AAF) Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation (2011)	
European Archaeologiae Consilium (EAC) The Standard and Guide to Best Practice in Archaeological Archiving in Europe (2014)	
Archaeology Data Service (ADS) Advice on	

Data Management Plans (2014)	
Archaeology Data Service (ADS) Guidelines for Depositors (2020)	
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