

# OADP17 - Archive Notes

## Deposition

The archive is deposited at the Yorkshire Museum (accession number YORYM : 2021.10).

## Finds selection policy

All unstratified finds from surface collection or topsoil / plough soil contexts were discarded after recording and analysis and do not form part of the material archive.

## Archive organisation

All bags are labelled with site code and context number. Finds are grouped by material type. Pottery finds are further grouped by trench number.

Pottery finds bags are also labelled with a 'small find' number in a triangle, allocated by the specialist, that corresponds to the 'SfNo' column in the pottery spreadsheet. Where pottery sherds have been removed after analysis (for C14 dating or otherwise), this is recorded in the 'Retained for archive' column in the pottery spreadsheet.

Pottery that has a visible carbonised or greasy residue was wrapped in aluminium foil prior to bagging. These sherds are bagged as above, but grouped separately from the rest of the assemblage.

Context numbers are a 4-digit number, where the first digit corresponds to an overarching project site number, the second digit corresponds to the trench, and the last two correspond to the deposit or feature. For example, context 2408 is site 2, trench 4, deposit 08 (a ditch fill).

The environmental sample material is grouped into two bags, one for flotation and one for residue. Individual sample material is then bagged separately by context, with sample pots for each material type.