Written Scheme of Investigation for an Archaeological Evaluation at 28a Cambridge Street Wellingborough Northamptonshire March 2021

Author: Camilla Collins

Illustrations: Carla Ardis

Project Manager: Camilla Collins
NGR: SP 89447 68016 (centre)

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Written Scheme of Investigation for an Archaeological Evaluation at 28a Cambridge Street Wellingborough Northamptonshire March 2021

Project Manager: Camilla Collins

Event Number: ENN110177

Quality control and sign off**:**

Issue No.	Date approved:	Checked by:	Verified by:	Approved by:	Reason for Issue:
1	08/03/2021	Mo Muldowney		Camilla Collins	Draft for NCC Review
2	19/03/2021			Liz Mordue (NCC)	Final Issue

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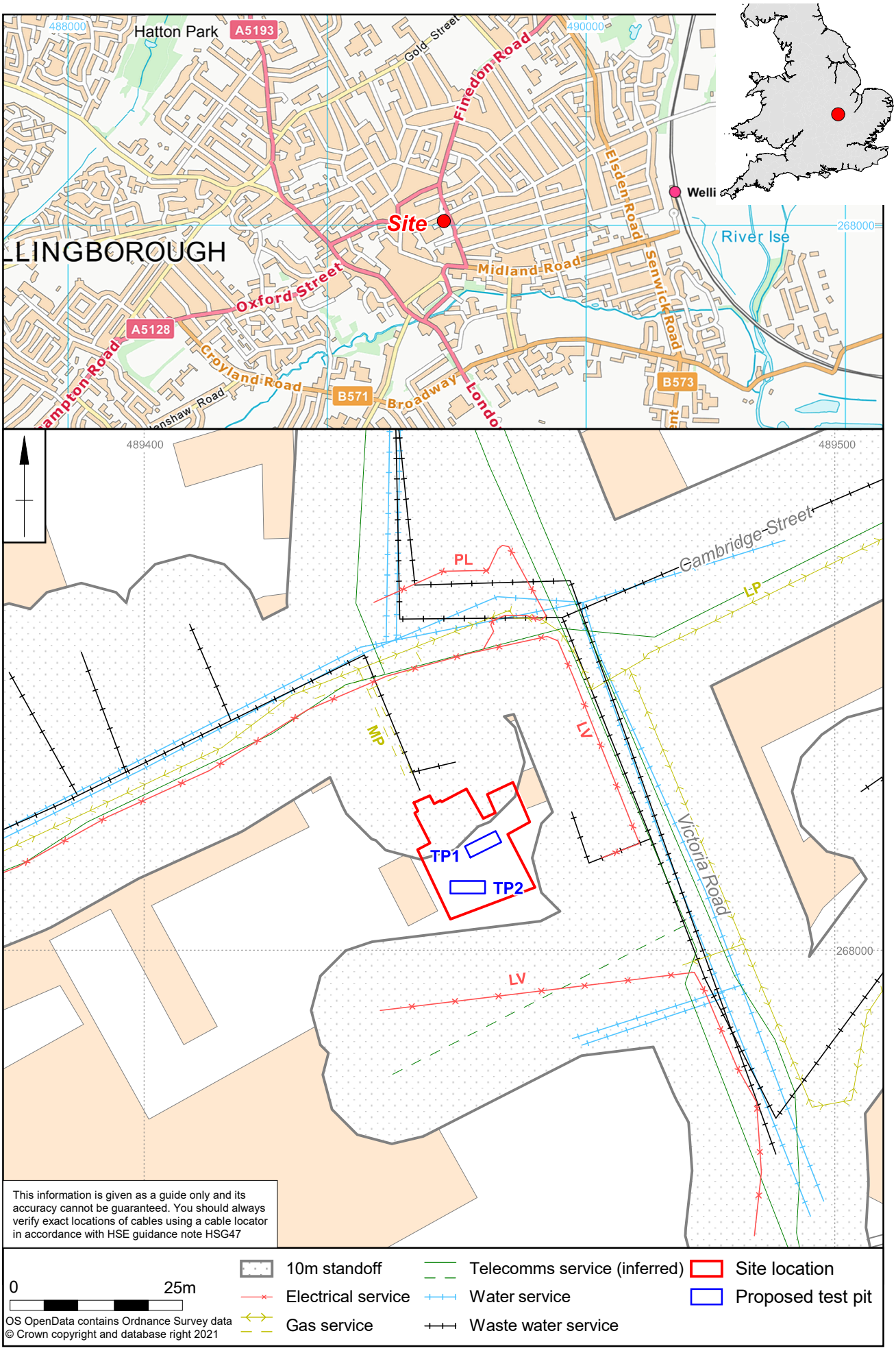

Scale 1:750

Site location, proposed test pits and services Fig 1

Written Scheme of Investigation for an Archaeological Evaluation at 28a Cambridge Street, Wellingborough Northamptonshire
March 2021

Contents:

SITE NAME:	28a Cambridge Street, Wellingborough
EVENT NUMBER:	ENN110177
NATIONAL GRID REF:	SP 89447 68016
CLIENT:	Old England Homes Ltd
DATE:	01/03/2021

Figures

Appendix

1 INTRODUCTION

1.1 MOLA Northampton has been commissioned by Old England Homes Ltd to undertake an evaluation at 28a Cambridge Street, Wellingborough, Northamptonshire (NGR SP 89447 68016; Fig 1). The evaluation is required to assess the archaeological potential of the site and to inform a strategy of further mitigation, if required, ahead of a residential development (WP/18/00048/FUL).

1.2 This Written Scheme of Investigation (WSI) has been prepared by MOLA Northampton. It describes the proposed methodology to be undertaken for the fieldwork. This document has been prepared in compliance with current best archaeological practice as defined in the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2019) and *Standard and Guidance for Archaeological Field Evaluation* (CIfA 2014a) as well as the Historic England procedural document *Management of Research Projects in the Historic Environment (MoRPHE)* (HE 2015).

1.3 The Event UID Number for the site is **ENN110177**.

2 BACKGROUND

Location, topography and geology

2.1 The site comprises a broadly rectangular yard space totalling approximately 0.026ha located within Wellingborough town centre. The site is located to the rear of several commercial properties fronting Cambridge Street to the north and Victoria Road to the east. Bounding the site to the south is a car park. The site is flat and lies at an elevation of approximately 67m above Ordnance Datum (aOD).

2.2 The site is situated on a sedimentary bedrock of Whitby Mudstone Formation. No superficial deposits have been recorded (BGS 2021). The overlying soils are characterised as freely draining, lime rich and loamy (CSAI 2021).

Archaeological and historical background

2.3 The Northamptonshire Historic Environment Record (HER) was directly contacted for data within a 500m radius of the site.

Prehistoric

2.4 Very little evidence of prehistoric activity has been recorded within the environs of the site. A trial trench evaluation carried out at 30 High Street (approximately 465m west of the site) by Allen Archaeology in 2017 (ENN108617) revealed a number of pits, postholes and a series of large ditches thought to relate to prehistoric activity. However, no dating evidence was recovered to validate this (Crank 2018).

2.5 A sparse number of unstratified prehistoric finds have been recovered within Wellingborough Parish, including an undated flint arrowhead from Croyland Abbey (ENN10355; 3585/0/0); and a Bronze Age Celt (polished stone axe) and three Bronze Age socketed axes found during the 19th century (3888/0/0).

Roman

2.6 A possible Roman ritual site has been recorded within Wellingborough historic centre, the exact location of which remains unknown. Features present included a ritual limestone-lined pit containing deer bones and several complete Romano-British vases (ENN10375; 5991/0/1).

Saxon, Medieval and Post-Medieval

2.7 The Extensive Urban Survey (EUS) for Wellingborough records that three early to middle Saxon sites have been located in the township of Wellingborough, two of which lie on the northern edge of Swanspool brook at the western extent of the current settlement (Foard and Ballinger 2000). The third lies closer to the River Nene at the southern end of the township. The current evaluation area is located at some distance from all three sites and the only Saxon activity recorded by the HER within the search area is a small assemblage of Saxon pottery recovered during the excavations at 30 High Street (ENN108617).

2.8 Wellingborough was an exceptionally large township during the medieval period (3884) and was dominated from before the conquest by Croyland Abbey manor (3884/2). The manor was granted to Croyland Abbey as part of the foundation endowment in *c.* AD 948 and the subsequent Abbots extensively promoted the town as a place of settlement, including founding the market in 1201. During the dissolution, the manor passed to the crown and was given to the then Princess Elizabeth.

2.9 There is a single Scheduled Monument located within the 500m search radius, a Tithe Barn (87; DNN6261) associated with the Croyland Abbey manor. The barn is stone built and often ascribed to the 15th century but is actually of later 16th-17th century date, constructed using older materials. It is now used as a garage for an adjacent farm.

2.10 The town was prosperous throughout the medieval and early post-medieval periods, with a significant urban centre fuelled predominantly by the woollen cloth industry. However, the 18th century, the boot and shoe industry was burgeoning and starting to become the principal industry of the town. Wellingborough's success as a market and later industrial town was in part due to its advantageous position at the crossroads of two major roads – the north-south London to Oakham route and the east-west Cambridge to Coventry route.

2.11 The evaluation area lies at the eastern extent of the historic medieval town core. However, the current topography and layout of the town bears little resemblance to its historic form as much of the town centre was destroyed by a major fire in 1738. The archaeological investigation undertaken at 30 Main Street (ENN108617; approximately 465m west of the site) revealed a severely heat-affected brick-built wall and a deposit filled with detritus that may have resulted from the fire. The works also recorded crop-processing activity of 12th to 13th century date and late 18th century refuse pits.

2.12 Other archaeological interventions carried out in the 20th century encountered well-preserved, stratified remains of medieval date within the immediate environs of the evaluation area, including: several pits from which small quantities of medieval pottery were recovered during observations of the Central Area redevelopment in 1974 (ENN10358; 3884/0/1); pits containing medieval pottery found during the construction of the library in 1973 (ENN10361; 3884/0/4); and possible structures that may be part of Croyland Abbey recorded during test putting by developers in 1974 (ENN10371; 3884/2/5).

Modern

2.13 The First Edition OS Six Inch map of 1899 depicts the evaluation area as a small yard space. A narrow building, possibly an outbuilding, is shown to the north of the site, which appears to have been demolished in the first half of the 20th century.

3 AIMS AND OBJECTIVES

3.1 The evaluation will aim to determine the presence/absence of archaeological remains and the significance of any remains that are encountered in order to inform a strategy for further mitigation, if required. It will achieve this by attempting to:

- Establish the date, nature and extent of the activity or occupation identified;
- Recover artefacts to assist in the development of type series within the region;
- Recover palaeo-environmental remains to determine past local environmental conditions.
- Produce a report which will present the results of the evaluation in sufficient detail to inform a decision to be made concerning the site's archaeological potential.

3.3 The overall objectives for the site include:

- To identify the presence of any archaeological remains with the potential to be adversely impacted by intrusive aspects of the development
- To inform a future strategy of mitigation in order to ensure that archaeological remains are preserved either *in situ* or *in record* according to their significance.

3.4 The project will be undertaken within the priorities established by the East Midlands Historic Environment Research Framework (EMHERF), which are outlined in the *East Midlands Heritage and Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight *et al* 2012). Any evidence uncovered by the evaluation with the potential to significantly contribute to a research question raised by the framework may, at the appropriate time, be submitted to the agenda via the EMHERF Interactive Digital Resource commenting facility.

4 FIELDWORK AND RECORDING METHODOLOGIES

4.1 The evaluation will comprise the excavation of two test pits, each measuring 5m in length and 1.8m in width. The location of the test pits is arbitrary, and their final locations will be subject to on site constraints.

4.2 The test pits will be located using a Leica Survey Grade RTK GPS operating to an accuracy of +/-0.05m to Ordnance Survey National Grid and Datum. The test pits will be machine excavated using a toothless ditching bucket under continuous archaeological supervision and will be excavated to the first archaeological horizon or, in the absence of archaeological remains, to the upper interface of geological deposits. Topsoil will be stored separately to subsoil and any made-ground deposits. Storage of up-cast will be to either side of the test pits, at least 1m from the excavation edges.

4.3 Excavation may proceed beyond a perceived working depth if deep stratified deposits and features are encountered. In this instance, if there is available space, the test pits will be stepped by 1m to allow for safe access. However, if this is not possible within the constraints of the site or if the depth of archaeological remains exceeds the maximum safe working depth, a methodology will be devised to enable further testing such as machine excavated sondages or auguring.

4.4 All up-cast from the test pits will be scanned using a metal detector (not discriminating against iron). Periodically, archaeological features during excavation will also be scanned. All finds recovered using this method will be included within the report.

4.5 The first archaeological horizon may comprise 19th century or later structural remains or deposits. If encountered, these remains will be recorded in plan prior to further machining to the next horizon. Further machining will only take place following consultation with and the agreement of the Northamptonshire County Council Assistant Archaeological Advisor.

4.6 The test pits will be cleaned sufficiently to enhance the definition of features, unless it is certain that there are no archaeological remains present. A sufficient selection of features will be sampled by hand to determine their date and character. If buried soils are encountered they will be sufficiently sampled to characterise date and relationship with other features. Investigation slots through linear features will be minimum 1m in width. Discrete features will be half-sectioned or excavated in quadrants if large or deep. If features are beyond safe working depth then a hand held auger will be employed.

4.7 Recording will follow standard MOLA procedures (MOLA 2014). All archaeological features will be given a separate context number. Deposits will be described on pro-forma context sheets to include details of the context, its relationships, interpretation and a checklist of associated finds. Finds will be collected from the individual deposits and appropriately packed and stored in stable conditions by context. Artefacts will be collected by hand and retained, receiving appropriate care prior to removal from site (CIfA 2014b; Watkinson and Neal 2001). Unstratified animal bones and modern material will not be collected. Material that comprises a large quantity of a standard product (e.g. brick or tile) will be retained as a sub-sample representing its typical composition.

4.8 Finds coming under the definition of ‘treasure’ as defined by the Treasure Act 1996 will be reported to the Coroner and dealt with under the procedures of the Treasure Act and Code of Conduct (CIfA 2019). This includes both precious metals and base metals where they are of prehistoric date. Suitable measures will be taken to ensure their security where removal cannot take place immediately. The Portable Antiquity Scheme’s Finds Liaison Officer will also be informed of any such find.

4.9 If any burials are encountered they will be investigated sufficiently to confirm identification and then left *in situ*. The NCC Assistant Archaeological Advisor, H. M. Coroner and the client will be informed immediately upon discovery of human remains. If removal is required by the monitoring officer this will take place under the appropriate licence and according to the conditions set out therein.

4.10 Archaeological features will be plotted on an overall plan at a scale of 1:50. Buildings, other significant remains or areas of complex stratigraphy will be planned in greater detail at 1:20 or 1:10 scale as appropriate. Sections or profiles through features and areas of complex stratigraphy will be drawn at a scale of 1:10. All deposit heights will be established relative to Ordnance Datum.

4.11 A photographic record will be maintained by high resolution digital un-interpolated photographs in RAW format (DNG / TIFF) exceeding 12 megapixels taken with an APS-C or larger sensor. Overall shots of the site will be taken prior to excavation and after backfilling. Detailed shots of individual features and feature groups will be taken as appropriate. All photographs, except general site shots or specific shots for publication

will include a north arrow and suitable photographic scale. The photographic scale will be graduated metric of suitable length ensuring vertical scales are used against deep sections in combination with horizontal scales. Digital photographs will be used to augment the drawn record within the final report

4.12 Samples will be taken for environmental analysis from all suitable contexts following the guidance for sampling as outlined by Historic England (Campbell *et al* 2011). Bulk environmental soil samples would normally be taken from securely dated, sealed archaeological features or deposits for plant macro fossils, small animal bones and small artefacts. The volume of such samples will be context and sediment specific and will be 40 litres or 100% of feature fills (whichever is less). If necessary advice on sampling strategies will be sought from Historic England's Regional Scientific Advisor and specialist consultants (see below).

4.13 Historic England advice will be sought if waterlogged or delicate surviving organic remains are encountered during the Project (HE 2010). All work will be carried out according to these Historic England Guidelines. A revised programme, timetable and additional resources as a contingency may be required depending upon the scale of waterlogged material. A specialist in waterlogged wood and organic remains will be present on site during excavation of waterlogged material, on-site conservation and removal. The minimum amount of wood will be exposed for the shortest possible time to characterise the deposit and give its extent if possible. The relevant receiving museum will be contacted as early as possible to ensure appropriate conservation and future curation. All paleo-environmental investigation, assessments, scientific analysis and specialist reports will be included within the final report and sent to the Historic England Science Advisor.

4.14 All samples will be processed at MOLA, using the flotation technique to retrieve seed, charcoal and mollusc remains. All the resultant residues will then be hand sorted to retrieve bones and other finds.

4.15 After monitoring and approval from the NCC Assistant Archaeological Advisor, the test pits will be backfilled with the up-cast, lightly compacted by the mechanical excavator, unless otherwise agreed. Subsoil and topsoil will be backfilled separately.

4.16 The field data will be compiled into a site archive with appropriate cross-referencing.

5 POST-EXCAVATION AND REPORTING

5.1 All finds will be cleaned, catalogued and prepared for storage by their material requirements in accordance with the guidelines contained in UKIC's *Guidelines for the Presentation of Excavation Archives for Long Term Storage* (Walker 1990), the MGC's (now the Arts Council) *Standards in the Museum Care of Archaeological Collections* (MGC 1992) and *Archaeological Archives Standard* Northamptonshire Archaeological Resource Centre (NARC) (Donnelley-Symes 2020).

5.2 A report on the evaluation will be prepared. This will include an introduction, the archaeological background to the project, the aims and objectives of the evaluation, a non-technical summary, the scope of the project, and the methodology used. The evidence will be presented with details of results. The report will consider results in terms of survival and potential. The text will be supported by the use of illustrations and photographs and will include a tabulated list of contexts by test pit and details of the contents of the project archive. The report will consider any archaeological remains in the context of the regional and national research frameworks.

5.3 Specialist reports will be added as necessary, with acknowledgements, bibliography and contents included. The MPRG's *A Standard for Pottery Studies in Archaeology* will be adhered to (Barclay *et al* 2016). If human remains are encountered and excavated the

post-excavation assessment will contain an analysis of the remains, address future research potential and options for reburial.

5.4 Accompanying illustrations will include a location plan at national, regional and local levels. A location plan of all interventions on the site, based on Ordnance Survey, will show main archaeological features. Scaled site plans and sections will be reproduced.

5.5 A copy of the report, clearly marked DRAFT, will be provided to the Northamptonshire County Council Assistant Archaeological Advisor within four weeks of conclusion of evaluation work for approval. The Northamptonshire Historic Environment Record has provided an event number for the project (ENN110177) and will be issued with two copies of the report (one bound 'hard copy' and one digital) following its approval.

5.6 The physical site archive will be available for deposition within six months of completion of the fieldwork, under HER event number and Site Code (ENN110177). The site archive will be accompanied by the research archive, which will comprise the text, tabulated data, the original drawings and all other records generated in the analysis of the site archive. The archive will be fully catalogued and prepared for deposition in accordance with the *Archaeological Archives Standard* of Northamptonshire Archaeological Resource Centre (ARC) (Donnelly-Symes 2020) as well as with national guidelines by Walker (1990), Brown (2011), CIfA (2014c) and the MGC (1992). Any material requiring special curation will be handled under the recognised guidelines (Watkinson and Neal 2001).

5.7 Following completion of the fieldwork and reporting, born-digital data, such as reports, digital photographs, database and GIS data, with appropriate metadata, will be deposited with a CoreTrustSeal Repository, currently the Archaeology Data Service (ADS), making the archive publically accessible. Each report, once approved, is subsequently made available for inclusion and publication by digital means through the Archaeological Data Service (ADS). All projects conducted by MOLA contain an Online Access to the Index of Archaeological Investigations (OASIS III) registration form in the front pages of the report. This data is used to keep the online database up to date with the most recent projects conducted by MOLA. When completed the digital report will be uploaded to OASIS for submission to the Archaeological Data Service (ADS) website.

5.8 The completed project archive will be made available for submission to the Northamptonshire Archaeological Resource Centre. If there is no further stage of archaeological work, but the results of the evaluation are of sufficient interest, publication as a summary will be considered in the appropriate local journal.

6 KEY PERSONNEL AND TIMETABLE

6.1 MOLA is a CIfA registered organisation, under the overall management of **Steve Parry BA MA FSA MCIfA, Interim Chief Executive Officer**. MOLA Northampton is under the overall management of **Steve Parry** and **Adam Yates BA MCIfA Head of Developer Services, Northampton**.

6.2 The project will be carried out under the management of **Camilla Collins, BSc PGDip Assistant Project Manager.** The evaluation will be directed by a MOLA team leader supported by a team of qualified assistants.

6.3 Other project staff will be appointed as appropriate and may include key staff from the table below:

Flint	Yvonne Wolframm-Murray BSc PhD (MOLA)
Prehistoric pottery	Adam Sutton BA MA PhD
Roman pottery	Adam Sutton
	Rob Perrin BA MLitt PGCE MCIfA FSA (Freelance specialist)
	Jane Timby (Freelance Specialist)
Medieval pottery	Paul Blinkhorn BTech (Freelance specialist)
Ceramic building material	Mary Ellen Crothers BA MA (MOLA)
	Rob Atkins BSocSci (MOLA)
Coins, metalwork, and small finds	Paul Thompson HND BA(Hons) PCiFA
Conservation/ x-ray photography	MOLA London
Faunal remains	Sander Aerts BA MSC (MOLA)
Plant macrofossils	Sander Aerts
	Val Fryer BA MCIfA (Freelance specialist)

6.4 The fieldwork is due to commence on 22nd March 2021 for a duration of two days. MOLA will inform the NCCAAA, keep them abreast of developments and progress and schedule site monitoring visits (where appropriate during the COVID-19 pandemic).

7 HEALTH AND SAFETY

7.1 A site specific risk assessment and method statement (RAMS) will be prepared before the start of the project and will be updated throughout the project if appropriate. All site staff are inducted in the site specific risk assessment and made aware of potential hazards before they commence the works on site.

7.2 MOLA is a responsible employer and all work is conducted in accordance with MOLA's established Health and Safety Policy. This provides a practical framework for the implementation of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1992 and other relevant legislation.

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CIfA 2014b *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*, Chartered Institute for Archaeologists

CIfA 2014c *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, Chartered Institute for Archaeologists

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MGC 1992 *Standards in the museum care of archaeological collections,* Museums and Galleries Commission

MOLA 2014 *Archaeological Fieldwork Manual,* Museum of London Archaeology

SMA 1993 *Selection, retention and dispersal of archaeological collections,* Society of Museum Archaeologists

Walker, K, 1990 *Guidelines for the preparation of excavation archives for long term storage,* United Kingdom Chartered Institute for Conservation

Watkinson, D, and Neal, V, 2001 *First Aid for Finds* (3rd edition reprinted), United Kingdom Institute for Conservation

MOLA Northampton

1st March 2021

APPENDIX 1: Data Management Plan

Project details	
Project Manager	Mo Muldowney
Project Name	28a Cambridge Street, Wellingborough
Project Finance Code	P21-103
Accession Code	ENN110177
Project stages covered	Evaluation
Related Policies	

Version control				
Version	**Author(s)**	**Date:**	**Status**	**Summary of Changes**
1	C. Collins	01/03/2021	First draft	

Data Collection/Creation	
Data to be Collected/Created	All file formats created will meet the standards set out in MOLA's Data Management Procedure and Fieldwork Manual. • The digital documentary archive for this phase of works will consist of: – Text: PDF/A documents comprising completed site report, WSI – Databases: ORACLE dataset – Survey data: GIS DXF files – Illustration files: AutoCAD DWG, PDF/A, MapInfo files – Metadata files for the above • The recording of test pits, horizons, and all archaeological contexts encountered will be made as paper records on site. Paper registers will be made to record contexts, digital photos, drawings, samples, levels, burials, small finds, sketch plans and masonry, as appropriate. The data will be entered into the site's ORACLE CDE database. • The volume of data and format are not expected to exceed that appropriate for archive through the ADS-easy system for medium-sized project archives (<1000 files, files <100MB). Costs for digital archives will have been calculated using the Costing Calculator and incorporated into the initial quoting phase.
How Data will be Collected/Created	• All site data recorded on paper records will be entered into the site's ORACLE CDE database. • Drawings will be created by hand on polyester drawing film, using 4H/6H Staedtler Mars Lumograph pencils. These scanned in by the Archaeological Archives Team and/or digitised using AutoCAD to standards set out in Data Management Procedure. • Overall photographic shots of the site will be taken prior to excavation and after backfilling, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images taken using a camera with an APS-C or larger sensor. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images. • Survey data will be recorded accurately using Leica Viva Survey Grade RTK GNSS using SMARTNET real-time corrections, operating to a 3D tolerance of ± 0.05m to Ordnance Survey National Grid and Datum. These data will be stored as DWG or similar file types. • GPS Survey data and on-site drawings will be used to create digital illustrations using AutoCAD, ArcGIS, CorelDraw X7 and/or MapInfo software.

	• File structure will be created automatically by Union Square Knowledge Management System and ORACLE CDE databasing. Version control will be managed by a strict file-naming structure and by Union Square Knowledge Management System's inbuilt version control manager.
Relations	N/A
Documentation and Metadata	
Metadata	Metadata will be created to the standard set out in MOLA's Data Management Procedure. Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.
Documentation	The data will be accompanied by the site report, databases, survey data and processed illustrations as PDFs. No additional documentation is required.
Ethical and Legal Compliance	
Data Security Issues	The dataset may contain commercially sensitive data due to the ongoing planning application. MOLA will not make data available to any persons outside of the approved project team/ registered organisations, without discussion and approval of the client. MOLA will communicate data and updates to the clients who will be responsible for distributing any relevant data to any other third parties.
Intellectual Property Rights	OS data, .dwg Ordnance Survey mapping data provided under licence by the client – 01.01.20-31.12.20 Licence-0100007360.pdf The copyright of any written, graphic or photographic records and reports will rest with MOLA. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under licence and any downloaded data will be deleted from MOLA systems at the end of the term of the licence agreement.
Data Storage	
Storage and Backup	• Born digital data (photographs/ GPS and drone survey) will be backed up to the office network at the end of every day by Team Leaders. • Quality assurance processes will include regular review of the collected data on site. Records will be checked in the office by Team Leaders. • MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's Digital Management Procedure.
Access and Security	Data will be made available to the project team/ external specialists through the ORACLE CDE cloud-based system controlled via password access, maintained and managed by MOLA IT support.
Selection and Preservation	
Preservation Plan	• The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate. • The physical archive accession code and archiving location are listed on the front page of this document. • The digital site archive comprising the report, ORACLE database, digital photographs, survey data and metadata tables will be archived with the ADS.

Data Sharing	
Data Sharing Plan	During the course of the project, site data, such as interpretive archaeological feature plans in .pdf format are likely to be shared with the Consultant, County Archaeologist and possibly also the Client or their representative. Photographs may also be shared. This is most likely to be via email. The data will be copyright MOLA. During the course of the project, site data will need to be shared with external persons for the acquisition of specialist reporting. External specialists will be given access to ORACLE CDE, MOLA's cloud-based databasing system. The data will not be shared more widely at this stage. The data generated from this project will be made publicly available through submission to the Archaeological Data Service (ADS) as a digital archive and the finished report will be submitted to the Online Access to the Index of archaeological investigations (OASIS). The file types submitted will comply with ADS digital archiving guidance in order to ensure maximum compatibility and access.
Data Sharing Restrictions	There are no known restrictions on the use of this data after project completion although data will be kept confidential during the course of the project.
Responsibilities and Resources	
Responsibilities	In the absence of a dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.
Resources	The costs of deposition of the digital archive will be covered within the project budget.
References	CIfA 2014d Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives, Chartered Institute for Archaeologists Brown, D H, 2011 Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Second edition, Archaeological Archives Forum MGC 1992 Standards in the museum care of archaeological collections, Museums and Galleries Commission SMA 1993 Selection, retention and dispersal of archaeological collections, Society of Museum Archaeologists Walker, K, 1990 Guidelines for the preparation of excavation archives for long term storage, United Kingdom Chartered Institute for Conservation

APPENDIX 2: Temporary Transfer of Title Form

Donation in Principle of Archaeological Finds to County Archives

SITE LOCATION:

SITE OWNER:

ADDRESS :

RECEIVING REPOSITORY:

Northamptonshire Archaeological Resource Centre

The final archive repository must have ownership and title to any finds deposited with it. It is the responsibility of MOLA to endeavour to obtain the consent of the landowner in writing for finds donation and deposition within the relevant county archive, excepting instances where other legislation confers alternate ownership (e.g. The Treasure Act 1996, Protection of Military Remains Act 1986, etc.).

Please sign below agree in principle to donate the finds archive to the relevant county repository (as named above). You also agree to respond to an updated final Transfer of Title request document following full analysis of the site archive, and within four weeks of the submission of the report.

Signed : _____

Name and role : _____

Date : _____