

Archaeology Service - Archaeological Standards

April 2009

Presented below are the Archaeological Standards required to be met for archaeological work undertaken within Dundee City, East Dunbartonshire and North Lanarkshire in support of the planning process.

All works including documentary searches, on-site works and document preparation should be undertaken in keeping with the *Institute for Archaeologists* guidelines. Other specific standards to be met are laid out below:

Documents

Written Scheme of Investigation

A Written Scheme of Investigation should be prepared where the archaeological contractor is preparing a document to agree the full scope of archaeological works necessary to purge a planning condition within granted planning consent. The contractor must ensure that they have been formally engaged to agree the programme of works on behalf of the applicant. The planning context of this document must be clearly explained.

Method Statement or Project Design

To avoid confusion, where the works being agreed are not in response to an archaeological condition attached to issued outline or full planning consent the document should be titled either Method Statement or Project Design. The planning context of this document must be clearly explained.

Revision or expansion of agreed documents

Where further refinement of an agreed programme of works is necessary, for instance to define more closely a post-excavation programme after on-site works, this should be through Addendum to the original document.

Reports

Site reports, post-excavation analytical reports and formal publication reports should all make appropriate reference to the curatorial role of the Archaeology Service in facilitating the archaeological works.

Document circulation

Copies of all documents (text and illustrations as an integrated single document) should be submitted in digital form (Adobe PDF; Microsoft Word or Rich Text Format) to the Archaeology Service. Draft versions should be submitted to the Archaeology Service for agreement in a manner that permits digital review and comment; while final versions should be made uneditable prior to resubmission to the Archaeology Service and the planning authority.

On-Site Works

Supervising archaeologist

The supervising archaeologist (on-site) must be identified within the Written Scheme of Investigation, Method Statement or Project Design. This must be the archaeologist who is on-site for the vast majority of the archaeological project. The individual should have professional experience commensurate with the agreed tasks. If requested the CV of the archaeologist should be forwarded to the Archaeology Service for approval prior to the commencement of archaeological works.

Should the archaeologists responsible for managing the project through on-site work, reporting and post-excavation stages be different, then they must each be identified and subject to the approval of Archaeology Service.

Human Remains

Any human remains encountered during works must be left *in-situ* and notification made immediately to the local police and the Archaeology Service. All work with human remains must be conducted in keeping with the Historic Scotland publication 'The Treatment of Human Remains in Archaeology' (2003 version).

Notification & Monitoring

The Archaeology Service will monitor archaeological work and the contractor must supply sufficient notice of on-site works to facilitate monitoring. At minimum 5 working days notice must be given of the commencement of on-site works. At this time a specific work schedule should be supplied. The contractor must ensure works are conducted in a manner which enables monitoring to be undertaken.

Where intermittent on-site works are undertaken the contractor must keep detailed and accurate records of what on-site works were undertaken when. This inventory should form an element of the relevant site report.

It is the responsibility of the contractor to inform all interested parties of any new or unexpected circumstances which arise during the project, whether or not the site is being monitored regularly. No decisions should be made as to an appropriate alteration to the project without the agreement in writing of the Archaeology Service.

Pre-determination Evaluations

It is the responsibility of the archaeological contractor to ensure that in the event that a proposed development is either not granted planning consent or does not proceed, then sufficient resources are available to complete archiving and finds disposal tasks.

Archiving & Dissemination

Archiving

The archive (comprising primary project records and all issued documents) should be prepared and submitted to the National Monuments Record for Scotland on the completion of all relevant works.

Digital and hard copies of all reports should be provided to the Archaeology Service during the archiving process. Should there be an embargo on the public release of information this should be clearly stated in the associated copyright information.

Finds Disposal

Finds (Artefacts and Ecofacts) recovered during the course of the works must be disposed of in keeping with Scottish legal requirements. Contractors must liaise with the Treasure Trove Unit and cooperate with finds disposal through the Scottish Archaeological Finds Allocation Panel.

Discovery and Excavation in Scotland

A summary of all works should be presented for publication in Archaeology Scotland's annual journal 'Discovery and Excavation in Scotland'. The summary should be agreed with the Archaeology Service through inclusion as an appendix in site reports.

OASIS

All planning related archaeological projects should be reported through OASIS Scotland. The OASIS form should be commenced on commission of an individual project and updated through the course of the project. Digital copies of reports should, in addition to the specification within Document Circulation and Archiving, be uploaded as grey literature on the OASIS website.

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