

Archaeological Archives Requirements for Post Excavation Analysis (PXAs)

For fieldwork projects that are likely to produce a significant archive, CHET would normally require a Post-Excavation Analysis report (PXA) to be submitted to officers within the time scales agreed in the Project Brief and resulting WSI.

In addition to the details of the post-excavation work, CHET requires a formal proposal for the archive to be submitted as part of the PXA. This archive proposal should include (at the minimum):

- Detailed conservation proposals for artefacts (as per CCC Deposition of Archaeological Archives guidance)
- Estimates of archive size and content and any extra-ordinary storage requirements (e.g. large pieces of worked stone, waterlogged remains)
- Proposals for retention and discard, supported by statements from specialists
- Initial outline of the research potential of the archive in relation to the project's research objectives
- Confirmation of adequate resourcing for the archive process including preparation, security copying, packing, cataloguing and transportation.
- Proposals for the curation of born digital material
- Details of any other claims to archive content (e.g. Treasure items, military remains)

CHET will also require Transfer of Title (ToT) to have been agreed with the landowner(s) and any questions over display and ownership to have been resolved. A copy of the signed ToT must be sent to the CHET Archiving Team before delivery of the archive.

Items to be extracted from the archive for display should be itemised in the PXA report and the display location recorded. Arrangements for temporary or long-term loan should be documented in either the PXA or archive report.

Questions over archiving matters in the preparation of this proposal should be directed to the CHET archiving team by email

Archaeology@cambridgeshire.gov.uk or phone 01223 728564.

Approval to proceed with the works set out in the PXA will be contingent on an acceptable Archives Proposal being approved by the CHET Archiving Team.