



MALTON MUSEUM

PROCEDURES FOR THE DEPOSITION OF ARCHAEOLOGICAL ARCHIVES

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1 Overview and Procedure

1.1 Introduction

These guidelines apply to all bodies and individuals ('The Depositor') wishing to deposit archaeological archives with Malton Museum CIO ('The Museum'). They apply to the products of field archaeology, buildings recording and photographic and geophysical survey. Note that Malton Museum does not accept desk-based surveys.

Malton Museum is a volunteer-run establishment with limited resources. Following these guidelines will help the Museum to manage the archaeology collection effectively and maintain public accessibility for study and enjoyment.

1.2 Malton Museum Collections Development Policy

All Accredited museums are obliged to have a written Collections Development Policy which includes clear ethical considerations for collecting. Malton Museum's Policy is available on request. In summary, the Museum collects archaeological material from all non-modern periods from Malton, Norton and the surrounding parishes that fall within the pre-1974 Rural District Council areas of the two towns (*see Appendix 4 for map and list of parishes*).

The Museum can only take well-ordered, stable and accessible archives. The Museum is bound ethically not to accept archives resulting from excavations which it believes have been undertaken unlawfully, for example without the consent of the landowner or on a protected site without proper permissions.

1.3 Acceptance of Material

The acquisition of any material offered to the Museum will be subject to acceptance by the Museum's Acquisitions Committee. There is no obligation on the Museum to accept material, and each offer will be judged against the Collections Development Policy, taking into account the resources of the Museum.

1.4 Written Notification of Planned Fieldwork

If the Museum is specified in a Written Scheme of Investigation (WSI), or equivalent document, as being the intended repository for a site's archive, then as a courtesy the Museum expects to be notified by e-mail about the planned work, preferably including a digital copy of the WSI or equivalent document. The Museum's e-mail address can be found on the cover page of this document.

Please note, at this stage in the process the Museum cannot commit to accepting the archive. If the site lies outside the Museum's collecting area then the archive will be declined at this stage.

1.5 Upon Completion of Fieldwork

If, once the fieldwork has been completed, the landowner decides to retain all the finds, the Museum should be informed of this and from that point the Museum will have no further involvement with the archive.

Otherwise, at this point a copy of the *Completion of Fieldwork* form (see *Appendix 1 – a fillable PDF version of this form is available from the Museum on request*) should be sent to the Museum by e-mail.

From the information given on this form the Museum's Acquisitions Committee will assess, based on types of material and number of boxes, whether storing, caring for and managing the archive is within the capabilities of the Museum.

If the Acquisitions Committee agrees to accept the archive, a Museum accession code will be issued to the Depositor.

1.6 Retention and Disposal

Once the Depositor has received all of the specialist reports they should contact the Museum to discuss a retention and disposal strategy. In most cases the Museum will accept the recommendations of the specialists, but the Museum reserves the right to request a more selective approach to retention and/or to seek independent expert advice on retention. Once agreement has been reached, the Depositor can then proceed to carry out agreed disposals. Any material discarded at this stage should be clearly and fully documented.

The Museum is happy to discuss possible educational uses for material that will not be included in the archive.

Any small (registered) finds that are not included in the archive (e.g. because the landowner wishes to retain them) must be suitably recorded in the archive with photographs or illustrations. The Museum may refuse to accept an archive if it is apparent that significant individual finds or a significant quantity of the finds are being retained by the landowner.

1.6.1 Human remains

The Museum adheres to *Guidance for the Care of Human Remains in Museums* (Department for Culture, Media and Sport, 2005) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (Advisory Panel on the Archaeology of Burials in England, 2017).

The Museum does not accept human remains that are less than 100 years old.

Unless there is requirement for immediate reburial, the Museum will normally accept stratified articulated inhumations, stratified disarticulated inhumations (depending on the quantity and condition of bone present) and cremations. It does not accept unstratified human bone unless it can be shown to be associated with stratified material. Please include as part of the documentary archive the licence(s) issued by the Ministry of Justice (or its predecessor) authorising the removal of the human remains from their burial location.

Arrangements for reburial of human remains, if required, are the responsibility of the Depositor; this includes liaison with coroners and registrars and all

costs pertaining to ethical reburial. Please include as part of the documentary archive a record of the reburied material, the reasons for reburial, details of the location of the reburial site and copies of all correspondence. For further guidance on best practice regarding reburial, the Depositor is directed to section 4.4.1 of *Selection, Retention and Dispersal of Archaeological Collections* (Society of Museum Archaeologists, 1993), and *Updated Guidelines to the Standards for Recording Human Remains* (ClfA/BABAO, 2017).

1.6.2 Environmental samples

The Museum does not accept unprocessed soil samples taken for environmental analysis.

1.7 Removal of Finds for Specialist Purposes

The Museum expects that no material will be permanently removed from an archive for retention by the Depositor or a finds specialist (e.g. for inclusion in a type series) without consulting the Museum. All material removed from the archive for such a purpose should be fully documented and proxy cards placed in the appropriate archive boxes.

Please consult the Museum on any proposed destructive analysis. Comprehensive records of the object(s) concerned, the processes involved and the results of the analysis should be included in the documentary archive.

1.8 Transfer of Legal Title

By law all excavated material is the property of the landowner, with the exception of those items owned by the Crown or falling under the Treasure Act 1996, as extended by The Treasure (Designation) Order 2002 and The Treasure (Designation) (Amendment) Order 2023. It is the responsibility of the landowner and the Depositor to ensure that all legal obligations have been fulfilled prior to deposition of the archive. The Museum will only accept an archive if ownership has been formally transferred in writing to Malton Museum CIO. The person signing the Transfer of Title Form (*see Appendix 2*) must have the legal authority to do so.

The Museum will work within the principles and guidance outlined in the *Toolkit for Managing Ownership of Archaeological Finds in England* (Historic England/Queen's Counsel), especially in regards to the tort of conversion covering assemblages in museums or held by contractors for six years or more.

The Museum is prepared to discuss acceptance of partial archives, but the Depositor must be able to demonstrate that efforts have been made to obtain the full archive. In such cases please include in the archive a clear list of material kept by the landowner. If significant individual objects or a significant number are retained by the landowner, the Museum may refuse to accept the archive altogether. No promises should be made to the landowner on the Museum's behalf.

The Museum will never purchase an archive, and will only accept an archive on loan in specific circumstances, such as excavations on Crown land, and only when the Museum has been approached prior to deposition. It will refuse transfer where there is a suspicion that material has been recovered without permission of the landowner.

1.9 Transfer of Archive

Transfer of the archive can only occur when all material is assembled and complete.

1.10 Copyright

The Museum should be informed of any restriction of copyright that may pertain for parts of the record. The intellectual rights to the documentary archive are owned by the Depositor as originator of the work unless otherwise specified in the contract. The Museum prefers that copyright be transferred in full to the Museum. Alternatively, the Museum can be granted full licence to research, study, display, publish and provide public access to all the information and finds contained in the archive. The Depositor must arrange for sub-contracted specialists to transfer copyright ownership to the Museum or allow the Museum to curate and use their work fully. The copyright status of the archive must be clearly stated.

All licenses must be stated in writing in the documentary archive. The Museum will not pay for the granting of any licence.

The Museum will acknowledge the originators of the archive if it uses the information and will pass on to the originators any requests for publication of parts of the archive for anything other than academic journals.

The Museum acknowledges that elements of the archive, such as Ordnance Survey maps and original illustrations may remain the copyright of third parties.

1.11 Timescales

Delivery will be arranged in consultation with the Museum and with plenty of advanced warning so that the Museum can make the necessary preparations to receive the archive.

1.12 Delivery

Arrangements for the transport, care and insurance cover for material whilst in transit to the Museum is the responsibility of the Depositor.

The Museum prefers archives to be personally deposited. If an independent courier service is used, it is the responsibility of the Depositor to ensure that the archive is properly insured and that the courier is made aware of the nature of the material being transported.

If the Museum finds that the archive does not meet the standards set out in this document, the Depositor is responsible for collecting the archive at their own expense

1.13 Deposition (Box) Fee

The Museum charges the sum of £80.00 per standard size low-acid cardboard box (see *Appendix 3*). Where the amount of material is too small to justify a standard size box, an object is too large to fit in a standard size box, or for metal objects in air-tight boxes, the charge for other sizes of box will be calculated pro rata according to volume. Loose items, such as architectural fragments, will be treated in the same way. The same calculation also applies to paper archive, but if it all fits comfortably into a single standard document wallet then this portion of the deposition fee will be waived.

This deposition charge is reviewed from time to time. Please note that the charge in force at the time of transfer applies regardless of when the material was excavated. The Depositor must issue the Museum with a purchase order. An invoice will be issued once the archive has been checked and accepted by the Museum.

The Museum may waive deposition fees for amateur excavations at its own discretion.

2 Presentation of the Finds Archive

2.1 Nomenclature

The Museum suggests the use of the standard Collections Trust (formerly MDA) Archaeological Objects Thesaurus. It is recognised that, in addition, there may be standard specialist terminology and a list of such terms should be included in the documentary archive.

2.2 Small (Registered) Finds Numbers and Context Numbers

It is essential that small find and context number sequences are unique within the site archive. Numbering should continue sequentially and not start again at the beginning of separate field seasons, nor should there be separate small find numbering sequences for different classes of material.

2.3 Conservation and Analysis

All finds should be stable before transfer. In particular, the Museum does not have the facilities to accept wet-packed finds. Conservation work must be undertaken by a trained conservator and detailed conservation records, X-radiographs and photographs should be included in the archive.

2.4 Finds Marking/Labelling

It is of vital importance that all archaeological material remains associated with its documentation and the written site archive. All finds packaging should be clearly labelled with the site code, context and small (registered) find number (as appropriate), using approved permanent pens which are light and water resistant. When writing the accession code on packaging, please leave space to the right of the code for the Museum to add further levels of numbering during the accessioning process.

All finds marking should be neat, legible and reversible.

Human and animal bone should not be marked on articulating surfaces or evidence of pathology. Skulls should be marked discreetly on the outside in small legible writing.

Pottery should be marked on the inside of the vessel if possible, and not on breaks, or fragile or flaking surfaces.

Large items should also have a tie-on label. This must be made of waterproof material (e.g. Tyvek), written using an approved permanent pen and tied on with polyester twine.

Where appropriate, for singly packaged items an image of the object attached to the outside of the box would be useful.

2.5 Finds Packaging

The Museum conforms to recognised conservation standards for packaging. Archives can only be deposited in the Museum if packed in a satisfactory manner. If incorrect packing materials are used the Museum may have to delay acceptance of the material until it is packed correctly or pass on to the Depositor all costs incurred in bringing it up to standard. All items should be packed in a way which is appropriate to their stability and fragility. The Museum will not accept any wet-packed material.

As guidance:-

Bags

Except for very large objects, finds should be placed in grip-seal polythene bags with write-on panels, perforated to allow air circulation. Bag sizes should be determined by the size of the objects they are to contain in order to ensure efficient use of storage space. Paper bags or other non-suitable plastic bags are not acceptable. Small finds and other fragile objects should be placed in pierced bags with Jiffy foam, the ridges running vertically for maximum support, or else in crystal boxes (hard, clear polystyrene boxes) with suitable padding of Jiffy foam or acid-free tissue.

Boxes

Standard size low-acid cardboard boxes with brass staples (see *Appendix 3 for details of sizes and a supplier*) should be used for bulk finds and non-metal small (registered) finds. Metal finds should be in air-tight polypropylene boxes containing an appropriate amount of silica gel in sachets (preferably of the stitched fabric type) and a humidity indicator card.

Boxes must not be overfilled and must not weigh more than 10kg.

2.5.1 Bulk finds

The majority of material such as pottery, building material and animal bone is classed as bulk finds for the purpose of this document.

Non-sensitive bulk material should be washed, thoroughly dried, bagged (with the bags pierced), boxed and labelled as above. Finds should be boxed by material type and contexts boxed in sequential order. When material has been extracted from its context sequence, for example a complete pot, sherds chosen for publication/illustration or an item that is too large, a proxy card should be included in the box in its place. In the case of small sites, different materials may be boxed together provided that more delicate material is adequately protected; metal finds should always be boxed separately from non-metal finds.

Complete, near complete and reconstructed pottery should be packaged separately according to need. Friable pottery, sherds of tin-glazed wares and porcelain requiring special attention should be provided with adequate physical protection.

Small mammalian, avian or piscine bones should be packed in small transparent labelled plastic boxes to protect them before being placed in the box with the rest of the animal bone or else boxed separately according to the quantity.

2.5.2 Coal and charcoal

Coal and charcoal can be boxed in a miscellaneous box.

2.5.3 Human skeletal material.

Following washing and marking, skeletons should be packed in pierced grip-seal bags (as above) with Jiffy foam padding and placed in standard-sized low-acid cardboard boxes (it is acknowledged that large long bones might require boxes larger than those of the standard size). To avoid crushing and other damage and to allow ease of access for research, heavier bones should be placed at the bottom of the box.

2.5.4 Shell

Shell, in its natural form, should be provided with adequate physical protection and may be boxed with the animal bone if there is an insufficient quantity to warrant a box of its own.

2.5.5 Slag

Slag should be thoroughly dried and stored in grip-seal bags, by context, within polypropylene boxes or low-acid cardboard boxes.

2.5.6 Small (Registered) Finds

All small finds must be in a suitable and stable condition. Objects of leather, wood, glass and other wet-packed material should be treated, conserved and fully dried before bagging. Small finds should be packed in pierced grip-seal bags and divided into metals and non-metals before boxing appropriately: metals in air-tight boxes and non-metals in low-acid cardboard boxes.

An accredited archaeological conservator will be able to advise on the appropriate number of silica gel sachets required for specific objects and box sizes. Please make sure that the humidity indicator strip is visible through the box wall. Humidity strips will be checked before the archive is accepted to ensure silica gel is suitably conditioned to provide an adequate micro-environment.

2.5.7 Structural timbers and architectural stonework

Because of storage space limitations, any finds of structural timbers or architectural stonework should be discussed with the Museum at the earliest possible opportunity.

3 Presentation of the Documentary Archive

3.1 Documentary Archive

The documentary archive should be prepared to the standards defined by *Archaeological Archives: A guide to best practice in the creation, compilation, transfer and curation, second edition* (Archaeological Archives Forum, 2011), and following the guidelines detailed in *Guidelines for the Preparation of Excavation Archives for Long-term Storage* (UKIC, 1990).

All records compiled during the project should be included in the archive, along with two copies of the final report.

All staples, paper clips etc should be removed, unless made of brass or stainless steel. The Museum prefers papers to be packed in archival flat document boxes. The first box must include a list of contents for the documentary archive and a clear list of all the finds held in the artefactual archive and of those which may have been retained by landowners or otherwise dispersed. Documents should not generally be folded, rolling is preferred.

For older archives that include non-digital photographic material, negatives, contact strips and slides should be inserted into archival quality filing sleeves. Photographic prints should be stored in archival quality polyester sleeves.

3.1 Digital Archive

Please note that Malton Museum is not a Trusted Digital Repository; any born-digital elements of an archive must be deposited with a Core Trust Seal accredited digital archive repository such as the Archaeology Data Service.

Digital material submitted to the Museum should be recorded on good quality digital media for inclusion with the paper archive. As far as is possible, printouts of digital files should be included in the archive.

Please state the software and version that was used to create digital files. In general the Museum will accept text files in PDF, PDF/A, DOCX, DOC, ODT, XLSX, XLS or ODS formats, images in TIFF or JPG formats and exports of data from databases in CSV format. For other types of applications (e.g. GIS) please consult the Museum about acceptable file formats.



COMPLETION OF FIELDWORK FORM

Field Unit Name:

Field Unit Address:

Phone:

E-mail:

Project Manager:

Site Name:

Site Code:

Civil Parish:

Type of Fieldwork:

☐ Watching Brief ☐ Evaluation ☐ Excavation ☐ Field Walking ☐ Survey

Site Type:

☐ Rural ☐ Urban ☐ Cemetery ☐ Industrial

Site Period(s):

☐ Prehistoric ☐ Romano-British ☐ Medieval ☐ Post-Medieval

Archive size (approx. No. of boxes):

Significance of Finds:

APPENDIX 2

TRANSFER OF TITLE FORM

To Malton Museum CIO

Site Name:

.....

Site Address:

.....

.....

Museum Accession code:

I am the legal owner of the finds from the above named archaeological site. I hereby agree to donate the artefacts from the site to Malton Museum CIO. This donation is an absolute gift to the museum without condition. I relinquish all legal claims for the ownership of the artefacts in favour of Malton Museum CIO.

Signed:

Print:

Position:

Organisation:

Address:

.....

.....

Date:

APPENDIX 3

Low-Acid Cardboard Boxes:

420 x 310 x 125mm; 50mm lid

2250 mic kraftlined board

Available from:

Prima Yorkshire Limited

Hillam Road Industrial Estate

Hillam Road

Bradford

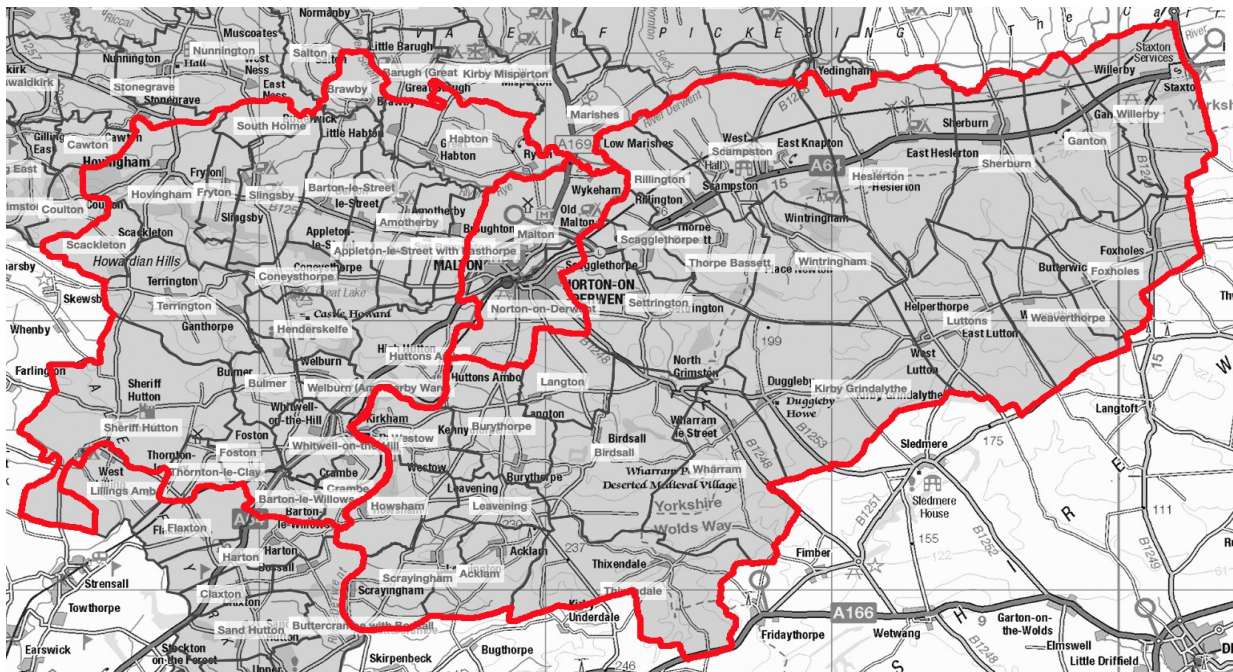
BD2 1QN

Web: www.primayorks.co.uk

Email: mail@primayorks.co.uk

Tel: 01274 308853

APPENDIX 4



Collecting area of Malton Museum (outlined in red)

In addition to Malton and Norton, the collecting area includes the following parishes:

Acklam	Foston	Leavening	Swinton
Amotherby	Foxholes	Luttons	Terrington
Appleton-le-Street	Fryton	Rillington	Thixendale
Barton-le-Street	Ganton	Scackleton	Thornton-le-Clay
Barton-le-Willows	Habton	Scagglethorpe	Thorpe Bassett
Birdsall	Henderskelfe	Scampston	Weaverthorpe
Brawby	Heslerton	Scrayingham	Welburn
Broughton	Hovingham	Settrington	Westow
Bulmer	Howsham	Sherburn	Wharram
Burythorpe	Huttons Ambo	Sheriff Hutton	Whitwell-on-the-Hill
Coneysthorpe	Kirby Grindalythe	Slingsby	Willerby
Crambe	Langton	South Holme	Wintringham

In cases where an excavation straddles the boundary between a parish that is in the above list and one that is not, the Museum will accept the archive if the excavated area lies mostly within the parish from the list.