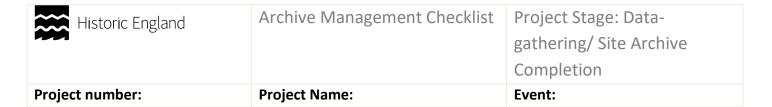
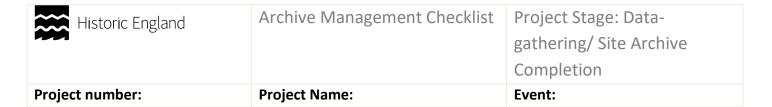


Complete	Task	Person	Target	Notes
		Responsible	date	
	RASMIS Project number allocated and passed on to	РМ		
	Archives team	Archives		
	Or informal project number created			
		DM		
	Project Management file created	PM		
	Project folder created and location recorded	Archives		
	Data Management Plan (DMP) created	PM		
	Archive repository identified and has agreed in writing to receive archive	PM		
	Written landowner	PM		
	agreement to allow HE to			
	remove finds from site			
	Written landowner in	PM		
	principle agreement to			
	transfer of title to finds			
	Record project in AA systems	Archives		
	Site archive task list and	PM		
	timetable created	Archives		
	Project Management File	PM		
	updated with PD and all other			
	relevant documents			
	Ensure project files are	PM/All		
	named in accordance with			
	file naming convention			
	Ensure project data are saved	PM/All		
	to the correct project folder			
	Alert AAC and PM to complete	All		
	files	Archives		
	And copied to secure store			
	Stage Complete	PM		SIGNATURE
		Archives		SIGNATURE



Complete	Task	Person Responsible	Target date	Notes
	Environmental samples processed, sorted, selected and data entered	Enviro		
	Finds selected, cleaned, marked and recorded	Finds		
	X-raying completed and Intrasis x-ray entries created	Cons		
	First aid conservation completed and documented	Cons		
	Conservation summary written	Cons		
	Materials and samples not for retention have been dispersed appropriately	Finds Science		
	Materials and samples packed and boxed	Finds Science		
	Human remains stored securely	Finds		
	Intrasis records entered and checked	PM		
	Survey data converted to appropriate file format, named, indexed	Survey		
	Survey data stored on S: drive	Survey		
	Drawings completed, checked, labelled, indexed	PM		
	All drawings scanned, named and given metadata	PM Archives		
	All digitized drawings stored in S:\oldshare\Projects \HE-nnnn\Images\Vector	PM		
	Drawing indexes complete (including record numbers allocated and used form)	PM		



Complete	Task	Person Responsible	Target date	Notes
	Digital and digitised photos selected / discarded	PM		
	Retained photos given appropriate file names and metadata	PM		
	Digital photos / x- radiographs stored in S:\oldshare\Projects\HE- nnnn\images\xxx	PM Cons		
	Other digital files selected, named, backed up and indexed	PM		
	Matrices scanned and given filenames and metadata	PM		
	Matrix files stored in S:\oldshare\Projects\HE-nnnn\Images\xxx	PM		
	Spot date records created	Finds		
	Interpretive context index created	PM		
	Material Culture summary written	Finds		
	Environmental summary written	Enviro		
	Project Summary report written	PM		
	Original Intrasis dataset frozen	PM		
	All digital material in S:\oldshare\ Projects\HEnnnn\xxx or appropriate location	PM		
	Site back-ups stored off network	Arch Info		

Project number:	Project Name:	Event:
		Completion
· · ·		gathering/ Site Archive
Historic England	Archive Management Checklist	Project Stage: Data-

Complete	Task	Person Responsible	Target date	Notes
	Project proforma and drawings delivered to Archives Team	PM Archives		
	Project file updated	PM		
	Record project in AA systems	Archives		
	Project archive accessioned. All systems updated with archive element locations	Archives		
	File Index Form created	ARCHIVES		
	Select and appraise files	PM Archives		
	Ensure DMP is up to date	PM/AII		
	Ensure project files are named in accordance with file naming convention	PM/AII		
	Ensure project data are saved to the correct project folder	PM/All		
	Alert AAC and PM to complete files And copied to secure store	All Archives		
	Stage Complete	PM Archives		SIGNATURE

Project number:	Project Name:	Event:
100.	Checklist	
Historic England	Archive Management	Project Stage: Reporting

Complete	Task	Person	Target	Notes
		Responsible	date	
	Internal movement of	Specialists	Ongoing	
	material recorded	Archives		
	Movement of material to	Specialists	Ongoing	
	external specialists recorded	Archives		
	as a loan			
	Assessment data/reports in	PM		
	S:\oldshare\			
	Projects\Prnnn\xxx or			
	appropriate location			
	Intrasis records updated	PM		
	with assessment			
	information			
I п	Security copy of Intrasis	PM		
	data created	Arch Info		
	Material returned from	Specialists		
	external specialists to finds			
	or science teams as			
	appropriate			
	Materials returned to	Specialists		
	archive as appropriate			
	Loans / accession	Archives		
	information updated			
	Transfer of Title forms	PM		
	signed by landowner			
	Ensure DMP is up to date	PM/All		
	•	•		
П	Ensure project files are	PM/All		
	named in accordance with			
	file naming convention			
	Ensure project data are	PM/All		
	saved to the project folder			
	Alert AAC and PM to	All		
	complete files			
	And copied to secure store	Archives		
_	Stage Complete	PM		
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Archives		SIGNATURE

Project number:	Project Name:	Event:
	Checklist	
Historic England	Archive Management	Project Stage: Reporting

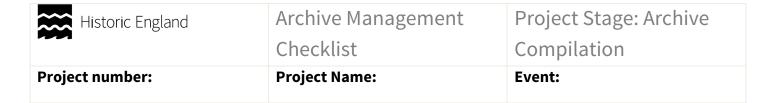
Complete	Task	Person Responsible	Target date	Notes
	Any additional material	Specialists		
	sent to external specialists	Archives		
	and loans recorded			
	Internal movement of	Specialists		
	material for specialist	Archives		
	analysis recorded			
	Intrasis updated with	PM		
	information from analysis,			
	as appropriate			
	Intrasis updated with	Science		
	laboratory / sample			
	numbers as appropriate			
	Analysis data/reports in	PM		
	S:\oldshare\			
	Projects\Prnnn\xxx or			
	appropriate location			
	Additional x-raying	Cons		
	completed and Intrasis x-			
	ray entries updated			
	Specialist reports	PM		
	completed in S:\oldshare\	Finds		
	Projects\Prnnn\xxx or	Science		
	appropriate location			
	Specialist digital material	PM		
	(data, text, images etc)	Archives		
	received, selected, named			
	and indexed			
	Materials returned to	Finds		
	archives team	Science		
	Ensure appropriate	All		
	metadata has been created	PM		
	for all GIS, Vector, database	F IVI		
	or spreadsheet files created			
	·	Droject Team		
	Update File Index Form,	Project Team		
	ensuring that selection			
	decisions are captured and			
	software information			
	including version are			
	included			

Project number:	Project Name:	Event:
777	Checklist	
Historic England	Archive Management	Project Stage: Reporting

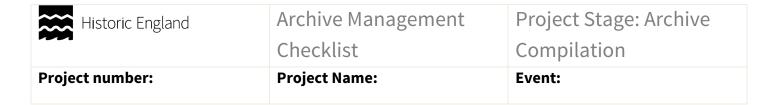
Complete	Task	Person Responsible	Target date	Notes
	Loans information updated	Archives		
	Environmental / scientific samples retained by specialists labelled and documented	Science		
	Finds drawings checked, labelled and indexed	Finds Graphics		
	Project file updated	PM		
	Record project in AA systems	Archives		
	Ensure DMP is up to date	PM/All		
	Ensure project files are named in accordance with file naming convention	PM/All		
	Ensure project data are saved to the correct project folder	PM/All		
	File Index Form created	ARCHIVES		
	Select and appraise files	PM Archives		
	Alert AAC and PM to complete files And move or copied to secure store	All Archives		
	Stage Complete	PM Archives		SIGNATURE

Project number:	Project Name:	Event:
	Checklist	
Historic England	Archive Management	Project Stage: Reporting

Complete	Task	Person Responsible	Target date	Notes
	Project report in	PM	uate	
	S:\oldshare\			
	Projects\Prnnn\xxx or			
	appropriate location			
	Original drawings	PM		
	checked, labelled and	Graphics		
	indexed	2		
	Hard copy report prepared	PM		
	for inclusion in project			
	archive			
	Project file updated	PM		
	,,			
	Record project in AA	Archives		
	systems			
	Update File Index Form,	Project Team		
	ensuring that selection			
	decisions are captured			
	and software information			
	including version are			
	included			
	Files accessioned to	PM		
	S:\oldgroups\Archaeologic			
	al Archives\Digital Archive			
	or record location of files			
	that cannot be transferred			
	Ensure DMP is up to date	PM/All		
	Ensure project files are	PM/All		
	named in accordance with	,		
	file naming convention			
	Ensure project data are	PM/All		
	saved to the correct	,		
	project folder			
	Alert AAC and PM of any	All		
	files that are complete and			
	can be moved or copied to			
	secure store			
	Stage Complete	PM		SICNATURE -
		Archives		SIGNATURE
	1			



Complete	Task	Person	Target	Notes
		Responsible	date	
	Digital records checked for	Archives		
	consistency of file naming			
	and metadata			
	Modify file-names and	PM		
	metadata as appropriate			
	Intrasis data checked for	Archives		
	cleaning			
	Clean Intrasis data as	PM		
	appropriate			
	Archive copy of Intrasis data	PM		
	created	Arch Info		
	Produce data in accordance	Archives		
	with the archive or			
	repository requirements			
	Digital archive index	PM		
	compiled	Archives		
	Paper records ordered and			
	boxed to repository	Archives		
	requirements			
	Drawings ordered and			
	packaged to repository	Archives		
	requirements			
	Finds packed and boxed to	Finds		
	repository requirements	Archives		
	Retained samples and			
	material from samples	Science		
	packed and boxed to	Archives		
	repository requirements			
	Archive catalogue compiled	Archives		
	Licence to copyright			
	documentation completed	Archives		
	and signed			
	Transfer of appropriate	Archives		
	material HEA			
	Date for archive transfer(s)	Archives		
	agreed			
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Complete	Task	Person	Target	Notes
		Responsible	date	
	Documentary archive transferred	Archives		
	Digital material transferred	Archives		
	Material archive transferred	Archives		
	Project file completed and sent to registry	PM		
	Record project in AA systems	Archives		
	Update File Index Form, ensuring that selection decisions are captured and software information including version are included	Project Team		
	Ensure DMP is up to date	PM/All		
	Ensure project files are named in accordance with file naming convention	PM/All		
	Ensure project data are saved to the correct project folder	PM/All		
	File Index Form created	Archives		
	Select and appraise files	PM Archives		
	Alert AAC and PM of any files that are complete and can be moved or copied to secure store	All		
	Stage Complete	PM Archives		SIGNATURE