

DYFED ARCHAEOLOGICAL TRUST
ARCHIVING AND PHOTOGRAPHIC POLICY



Current since: June 2009

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Re-adopted at the Management Committee [board] Meeting of:

DYFED ARCHAEOLOGICAL TRUST ('DAT')
ARCHIVING AND PHOTOGRAPHIC POLICY

Archiving Policy

DAT is committed to archiving records, photographs and excavated artefacts to the highest standard, where appropriate.

DAT is not a registered archive. However, DAT generates various types of unique archaeological record, both documentary and artefactual. It is DAT's policy to deposit these records with a repository as soon as is practically possible, when appropriate.

In DAT's role of maintaining the regional Historic Environment Record, unique records are generated. These are working records and are maintained to the highest appropriate standards. When they cease to be working records, they will be deposited with the National Monuments Record (NMR)

This Policy should be read in conjunction with:

National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales 2017 <http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html>

and with:

DAT's document 'Archaeological Archives: Disposal and Retention Guidelines'.

Archiving Practice

HER Material

All original non-electronic records belonging to the Dyfed HER Trust are stored in the Trust's purpose-built record store. These are working records, and will be deposited with the NMR when they are no longer deemed to be such.

Project archives

Data and artefacts from a project should be assessed using DAT's document 'Archaeological Archives: Disposal and Retention Guidelines' to determine whether they should be retained or disposed of. If they are to be retained, then archive procedures should follow the guidance in the *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales 2017*.

Digital archives will be deposited with the NMR and with a museum if artefacts are included. A copy will also be held by DAT in Cornerhouse/Vault/Digital Archive.

Photographs

Digital photographs taken as part of a project will be archived as part of that project – see above.

Digital photographs taken of individual sites should be named after the PRN of the site with the date. For example:

35678_09.05.2018_001.tif
35678_09.05.2018_002.tif
35678_09.05.2018_003.tif

These can then be stored under the appropriate PRN directory in Vault/Image Archive. The HER Officer will copy the photographs to this directory.