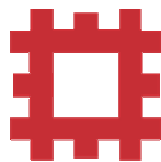


Securing a Future for Maritime Archaeological Archives: Evaluation of current and future archive creation, curation and access

PROJECT DESIGN – FINAL
WEBSITE VERSION



Project Funders:



ENGLISH HERITAGE



Society of Museum Archaeologists

Supported by:



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Contents

1. PROJECT BACKGROUND	4
1.1 PROJECT PARTNERS	4
2. RESEARCH AIMS AND OBJECTIVES	5
2.1 ELEMENT 1: MAPPING MARITIME COLLECTION AREAS.....	5
2.2 ELEMENT 2: REVIEW OF CURRENT MARITIME ARCHIVES AND ACCESS	5
2.3 ELEMENT 3: ANALYSING PRESENT AND ASSESSING FUTURE ARCHIVE CREATION....	5
3. RELATIONSHIP TO FUNDING AND RESEARCH PRIORITIES	6
3.1 CONTRIBUTION TO ENGLISH HERITAGE PRIORITIES.....	6
3.2 CONTRIBUTION TO SCOTTISH POLICIES.....	7
3.3 CONTRIBUTION TO ARCHAEOLOGICAL ARCHIVES FORUM AGENDA	7
3.4 CONTRIBUTION TO DCMS PRIORITIES.....	8
4. METHOD STATEMENT	9
4.1 ELEMENT 1: MAPPING MARITIME COLLECTION AREAS.....	9
4.1.1 <i>Questionnaire development, distribution and chasing</i>	10
4.1.2 <i>Compilation and analysis of questionnaire responses</i>	11
4.1.3 <i>Production of map of maritime collection areas</i>	11
4.1.4 <i>Reporting</i>	11
4.1.5 <i>Deliverables</i>	11
4.2 ELEMENT 2: REVIEW OF CURRENT MARITIME ARCHIVES AND ACCESS	11
4.2.1 <i>Questionnaire development and distribution</i>	12
4.2.2 <i>Chasing, compiling and analysing responses to questionnaires</i>	13
4.2.3 <i>Meetings with key respondents</i>	13
4.2.4 <i>Reporting</i>	13
4.2.5 <i>Deliverables</i>	14
4.3 ELEMENT 3: ANALYSING PRESENT AND ASSESSING FUTURE ARCHIVE CREATION ..	14
4.3.1 <i>Identification of archive creators and research meetings</i>	14
4.3.2 <i>Characterise archive creation by sector</i>	14
4.3.3 <i>Research and meetings with curators and industry sectors</i>	15
4.3.4 <i>Data analysis</i>	15
4.3.5 <i>Reporting</i>	15
4.3.6 <i>Deliverables</i>	16
4.4 DISSEMINATION AND ARCHIVING.....	16
4.5 MEETINGS, ADMINISTRATION AND PRESENTATIONS	17
4.5.1 <i>Project monitoring with funding partners</i>	17
4.5.2 <i>Project steering</i>	17
5. RESOURCES AND PROGRAMMING	17
5.1 STAFFING AND PROJECT TEAM	17
5.2 TASK LIST	17

1. Project Background

Recent work by the IFA Maritime Affairs Group (MAG) has highlighted the dire situation that faces maritime archaeological archives. At present there are a lack of museums and archive repositories willing or able to take collections from the marine environment. Thus our maritime heritage is 'slipping through the net'; it is being dispersed, is deteriorating, remains un-interpreted and un-curved, is sold or sometimes simply abandoned. As this continues more of our past is placed beyond the reach of the research community, of schools, of community groups, and of the public as a whole.

In response to this situation MAG produced a document outlining the current situation '*Slipping Through the Net: Maritime Archaeological Archives in Policy and Practice*'. This document has raised awareness of these issues across the archaeological, archive and museums sectors and has stimulated new debate. The resulting dialogue has highlighted the urgent need to develop approaches to maritime archaeological archives at all levels from strategic policy to local or regional repositories. Without the development of 'best practice' and the capacity to accession maritime archaeological material, collections are likely to remain in their current precarious situation, considered neither by archaeological archive organisations nor by maritime museums. Utilising responses to consultation on *Slipping Through the Net*, MAG has developed a forward strategy '*Tightening the Net*' to address these issues.

One of the key priorities within the forward strategy is the need to quantify the problem. To enable long-term strategic planning and to develop local, regional and national capacity for maritime archives, an evaluation project is required to provide a firm knowledge base. This project has been designed to address these issues through:

- Understanding how museum and archive repository collection areas and collection policies consider the marine zone;
- Reviewing where maritime archaeological archives are currently held and assessing their public accessibility; and
- Analysing present maritime archive creation and assessing the scale and nature of future maritime archives.

1.1 Project partners

This is a collaborative project being undertaken through the Archaeological Archives Forum (AAF) who have formally adopted the issue of maritime archives as part of their new forward plan. The membership of the Archaeological Archives Forum is supportive of this initiative, which is reflected in project partner support from English Heritage, Historic Scotland, Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS), the Society of Museum Archaeologists and the Archaeology Data Service. Significant contributions of time in-kind have been provided by Jesse Ransley and Julie Satchell to enable the project to reach this stage.

The financial and project management will be undertaken by the Institute of Field Archaeologists. As this is a specialist area of archaeology, the project will be delivered by the Hampshire & Wight Trust for Maritime Archaeology who have extensive experience of dealing with maritime archives. Advice and input concerning digital archives will be provided by the Archaeology Data Service.

2. Research Aims and Objectives

The project's principle aim is to quantify the current situation for maritime archaeological archives and to characterise future management needs. This information is required to enable the development of effective lobbying and strategy development to resolve present problems and address future demand. The project has been split into three key elements:

2.1 Element 1: Mapping maritime collection areas

The *aim* of this element of the project is to understand how museum and archive repository collection policies address maritime archaeological archives and to quantify the areas that do not have facilities that accept such archives.

- *Objective 1:* to map the collecting areas of those museums and repositories that accept maritime archives.
- *Objective 2:* to identify those museums and repositories that consider maritime archives within their policies but are unable to accept them at present.
- *Objective 3:* to demonstrate the issue of unresolved responsibility for maritime archives from the off-shore/marine zone, which do not fit easily into the model of local and regional collection areas.

2.2 Element 2: Review of current maritime archives and access

The *aim* of this part of the project is to establish where maritime archaeological archives are currently held and determine their accessibility.

- *Objective 1:* to identify the locations of existing maritime archives (object/documentary or both), whether in public museums, private exhibitions or with contractors, private individuals or other groups.
- *Objective 2:* to assess their public accessibility and their long-term security.
- *Objective 3:* to produce an assessment of the nature and scale of undeeposited, uncurated maritime archaeological archives.

2.3 Element 3: Analysing present and assessing future archive creation

The *aim* of this project component is to analyse the composition, size and rate of the maritime archaeological archives currently produced and to thereby characterise likely future archive creation, in order to gauge curation needs.

- *Objective 1:* an appraisal of the various types of archives generated by the sectors involved in maritime archaeology, such as contractors, universities and research organisations, archaeologists and volunteer groups working on designated wreck sites (Licensee groups), independent amateur societies, and amateur salvage divers (reporting finds to the Receiver of Wreck).
- *Objective 2:* to analyse the amount and rate of creation of each type of archive, in order to begin to gauge future archive creation.
- *Objective 3:* to identify any future 'spikes' or predictable rises in archive creation, such as large-scale marine development projects.
- *Objective 4:* to produce an assessment of future archive creation and curation needs.

This element of the project is of particular relevance to those regions where the situation regarding the creation and curation of maritime archaeological archive appears to be more structured (such as Scotland), since it will address whether they are prepared for future archive management demands.

3. Relationship to funding and research priorities

3.1 Contribution to English Heritage priorities

3.1.1 Research agenda

This project has the potential to make a contribution to many of the priorities identified in the EH Research Agenda 2005-2010. These have been outlined below.

Theme A: Discovering, studying and defining historic assets and their significance

At present very little is known about the results of past maritime archaeological projects and interventions. Even when these collections have been deposited very few have been fully published. This project will provide a significant resource for those conducting research by signposting the presence of collections.

Theme B: Studying and establishing the socio-economic value and other values and needs of the historic environment and those concerned with it

Due to the relatively high, but as yet unquantified, proportion of marine archives in private ownership it is difficult to assess the potential socio-economic value of this material. The project will identify the proportion of material currently in the public domain and is likely to highlight significant needs in relation to the marine historic environment.

Theme C: Engaging and developing diverse audiences

Through signposting the existence and content of marine archaeological archives this project will inevitably help develop and engage audiences. When information on accessible marine archives is determined a strategy to target potential audiences can be developed.

Theme D: Studying and assessing the risks to historic assets and devising responses

The practicality of the current situation regarding marine archive repositories means that there are few such institutions with responsibility or ability to collect from the marine zone. This in itself is a highly significant risk to historic assets as current best practice for deposition in a public facility cannot be achieved. As a result marine archaeological archives are either residing on contractors shelves in passive storage (best case scenario) or simply rotting, abandoned or sold. This project will enable the scale of this problem to be realised to help devise appropriate responses.

Theme E: Studying historic assets and improving their presentation and interpretation

This project will contribute in this area by promoting the understanding of the scale and nature of marine archives and the potential of the material within them to inform on this country's important maritime past. Through such understanding the potential to improve presentation and interpretation can be assessed.

It is interesting to note that the EH research priorities have been formulated on the assumption that heritage will be publicly accessible through physical remains whether *in-situ* or within museums and archives. However, at present most maritime archives are not within public repositories. Only through establishing the baseline conditions for maritime archaeological archives can future management, research and capacity be gauged. Hence, this project can contribute significantly to EH's Research Agenda as the first step towards ensuring maritime archives are treated in parity with those from terrestrial contexts and developing public access and enjoyment, as well as the long-term security, of maritime archives.

3.1.2 Exploring Our Past

This project will contribute to a number of priorities within *Programme 15: Museum archive facilities* in particular:

15.1 Encourage the definition of museum collecting areas – the apparent lack of museum coverage for the marine zone is highly worrying for the long-term curation of the Nation's heritage. This project will define the problem so that future solutions can be developed.

15.4 Audit of physical condition of major archives held by contractors – while this project is not specifically focused on assessment of the physical condition of archives it will provide preliminary information on the range of establishments at which maritime archives are held.

15.7 Assist in evaluating proposals for regional resource centres – this project will provide the baseline information on which an assessment of the need for a maritime archaeological archive resource centre/s can be based. These results will help to inform the Archaeological Archives Forum initiative on '*The Development of Standards and Guidance for Archaeological Resource Centres*'.

The project will also contribute directly to *Programme 2: Promoting under-studied or vulnerable areas*, particularly:

2.2 The offshore submerged zone - Our marine cultural heritage is currently poorly understood. In comparison to the terrestrial environment relatively few archaeological interventions have taken place in the submerged zone and only a small proportion of these have resulted in archives deposited in a public repository. However, due to development pressures and awareness of the eroding resource this situation is rapidly changing. EoP highlights a number of areas which require work;- these include developing research frameworks and public access. This project will contribute to these aims by identifying where maritime archives are held and promoting access through signposting resources and assessing the need for a maritime archaeological archive resource centre/s.

3.2 Contribution to Scottish Policies

Historic Scotland's policy paper 'Conserving the Underwater Heritage' (1999) has a number of objectives and policies which address maritime archaeological survey and interventions and their associated archives. For example Policy 4.3: Endeavour to ensure publication and proper archiving of all material arising from pursuit of our stated objectives and policies.

The quantification of the situation regarding maritime archaeological archives from sites in Scottish waters will provide an opportunity to assess how these policies are being implemented. It will also help establish future demand to contribute to forward planning and management.

3.3 Contribution to Archaeological Archives Forum Agenda

The AAF is a task lead group which was originally constituted to address issues related to archaeological archives, primarily from terrestrial contexts. Having achieved many of its initial objectives the group has now developed a forward plan which will address three key areas:

- Disposal and dispersal
- Archaeological Archive Resource Centres, and

- Maritime Archives

This project has been formulated to address the key area of maritime archives and is supported by the AAF membership.

3.4 Contribution to DCMS priorities

3.4.1 The Historic Environment: A force for the future

This project will contribute to a number of the priorities identified in the DCMS document *The Historic Environment: A force for the future*. In particular it will help:

- to realise the full potential of the historic environment as a learning resource;
- to make the historic environment accessible to everyone and ensure that something with which the whole of society can identify and engage;
- to protect and sustain the historic environment for the benefit of our own and future generations.

3.4.2 Heritage Protection for the 21st Century

'Heritage Protection for the 21st Century' has outlined plans for the treatment of marine heritage assets in parity with those in the terrestrial zone. Through the implementation of the proposals as outlined there will be a need for the development of capacity for receiving marine archives. With the widening of the types and numbers of sites designated as marine heritage assets in the marine zone this is likely to require significant input of resources. This project will gauge the scale and extent of marine archives currently in existence in addition to assessing future demand, this will contribute to the long-term planning for implementing new protection.

4. Method Statement

This section presents the detail of how the project will be delivered. To avoid any confusion the following definition of maritime archaeological archives has been formulated.

Maritime archaeological archives to be considered within the project include:

- Material relating to shipwrecks and associated artefacts (whether single finds or collections), aircraft remains, prehistoric landscapes, now submerged terrestrial sites and any other types of sites or finds lying below the high water mark.
- Archive material might be documentary including field notes, reports, photographs, drawings and slides (including site reports held by HER's and NMRs), object (both artefactual and environmental samples) or digital. This definition includes Grey Literature reports.
- Records of investigations, or archaeological interventions, which have produced any of the above types of archive including desk based assessments, survey (direct and remote), evaluation, excavation and artefact recovery/ salvage.

The phrase 'maritime archives' has been adopted throughout the rest of this document and should be considered as including all archives in the above definition.

Types of archive NOT included within the project include:

- Inventories or 'records' not focused on cultural heritage such as the UKHO;
- Documentary records of shipping losses and or maritime related trades;
- Records derived from historic ships which are still afloat; and
- Archives from projects undertaken outside of UK territorial waters.

The project survey methodology for Elements 1 and 2 is questionnaire based. To ensure these are structured for maximum effectiveness the following established questionnaire guidelines will be followed:

- Clearly introduce the questionnaire including information on:
 - o the purpose of the questionnaire
 - o why it is important (and why it will be useful for the respondent)
 - o how long it should take to complete
 - o what will happen to the results
 - o complete contact details
 - o final date for reply;
- Keep questionnaire as short as possible;
- Keep language simple;
- Avoid leading questions and limit, or avoid, the use of open-ended questions; and,
- Use simple rating scales or lists of choices.

In line with guidance the draft questionnaires will each be trialed on two case studies prior to finalising for distribution.

4.1 Element 1: Mapping maritime collection areas

This project element is primarily desk based and is designed to establish which areas of the UK have public museums or archive repositories willing and/or able to accession maritime archives. Focus will be on the zone between the high water mark and the limit of terrestrial waters (12 nautical miles).

This results of this project element will compliment those of the ‘*English Museums and the Collection of Archaeological Archives*’ project undertaken by the Society of Museum Archaeologists (SMA) which mapped terrestrial collection areas (http://ads.ahds.ac.uk/catalogue/specColl/sma_map/). A similar methodology utilising questionnaires will be employed, this had an excellent response rate during the SMA survey, however, provision for following up non-respondents via email and/ or phone has also been made in this project design.

The structure of the SMA project will also be mirrored in terms of defining regions of England, which are then split down into county, district and/ or city areas depending on museum coverage and collection areas. For Scotland the regions as defined on the Scottish Museums Council website will be utilised (http://www.scottishmuseums.org.uk/museums/by_area/index.asp).

This regional approach will be useful when analysing trends in data, and will be relevant for all project elements. It will also enable the easy integration of this data with that of the SMA project for future dissemination.

In addition, through a comprehensive questionnaire survey will not be undertaken in Wales and Northern Ireland, the Welsh What’s In Store? Project and the Department of Environment for Northern Ireland will be consulted to provide a more complete UK-wide picture for reporting.

4.1.1 Questionnaire development, distribution and chasing

A questionnaire will be developed to assess whether museums and archive centres:

- Have collection policies which include the marine zone;
- Hold any maritime archives;
- Have the facilities and/ or expertise to curate maritime archives; and,
- Have ever been approached to accession maritime archives.

A list of all public museums, repositories and archives bordering the English and Scottish coastline, as well as national museums and those in historic inland port towns, will be produced in liaison with relevant representatives on the AAF committee, through utilising contact information for museums available from the results of the SMA project and details available on the website of the Scottish Museums Council (and will subsequently be distributed for comment to the project funders). The resulting list will be utilised for distribution of the questionnaires.

The questionnaires will be developed using Microsoft Word, this will allow for the structuring of responses and ease of assimilation of data. The questionnaires will be made available to download online (see 4.4); all target museums will be emailed to request their participation with a copy of the questionnaire attached. All respondents will be encouraged to complete the questionnaires electronically and submit them via email. Those unwilling to complete an electronic questionnaire will be posted a hard copy to complete.

Participants will be asked to respond within a set timescale. A reminder email will be sent to those who have not responded a week before the deadline. Once this timescale has elapsed phone calls will be made to encourage all to respond.

Please note – for public museums and archive centres this questionnaire will be combined with the one outlined in Element 2 which will be distributed much more widely. The museums questionnaire will be structured into two sections to reflect the two project elements. This will avoid any potential for repetition of effort and aims, in order to ensure a high response rate.

4.1.2 Compilation and analysis of questionnaire responses

All responses will be amalgamated to produce a primary dataset of responses, with museums grouped into regions (as per section 4.1). Compilation will utilise Microsoft Excel where possible to enable efficient production of statistics, the results will ultimately be presented in Microsoft Word table format for reporting.

From this data it will be possible to analyse:

- Areas of the marine zone with available receiving repositories;
- Those museums holding maritime archives (further detail of these will be required for Element 2 of this project (see 4.2));
- Museums not collecting maritime archives (including those willing but unable to currently);
- Museums which have facilities and expertise to hold maritime archives; and
- Gaps in geographical collecting areas.

As this is an initial survey for maritime archives there is little data to compare the results to, however, attempts will be made to locate any relevant information to assess whether this is a situation that is relatively constant, improving or deteriorating.

4.1.3 Production of map of maritime collection areas

A map of collection areas will be produced. This will use a GIS system to generate the distribution of maritime collection areas. From this a jpeg image will be produced for reporting and distribution purposes.

4.1.4 Reporting

The report from this phase will be based on the following structure:

1. Project background
2. Survey and methodology
3. Museums collecting maritime archives
4. Museums with facilities and/ or expertise to collect maritime archives
5. Gaps in collecting areas
6. Conclusions

The report will be generated in Microsoft Word and will include illustrations and mapping. The final version will be converted into an Adobe pdf file for distribution.

4.1.5 Deliverables

The principle deliverable from this phase will be the project report which will be distributed to English Heritage, project sponsors, AAF members, participating museums and archives and via the internet (through the AAF and MAG websites), it will be archived with ADS (see 4.4). A hard copy will be sent to the EH NMR.

4.2 Element 2: Review of current maritime archives and access

This is a substantial project element that aims to determine where maritime archaeological archives are currently held and assess their accessibility. This will require a combination of desk based research, questionnaire development and direct contact with archive holders.

This element of the project, along with Element 3, will target English and Scottish maritime archives specifically, (although the Welsh What's In Store? Project and the Department of Environment for Northern Ireland will be consulted in order to provide a more complete UK-wide picture for reporting and any additional data gathered during the course of the project will also be included).

This phase concentrates on six key sectors of ‘archive holders’ which are:

- Public museums (also see 4.1);
- Private collections, exhibitions and non-public ‘museums’;
- Archaeological Contractors;
- Research Sector;
- Designated Wreck Site Licensees and archaeologists (high priority group);
and
- Other individuals e.g. those reporting recovery through the Receiver of Wreck.

4.2.1 Questionnaire development and distribution

The questionnaire developed for each of the six groups will need to be slightly different depending on the target audience. Some groups will be very familiar with the concept of archaeological archives where as others may not even realise that their collection of wreck site finds would be classed as an archive. It is also recognised that certain key groups will require careful explanation of the aims of the project to ensure there is no misunderstanding relating to the motivation behind it (for example, some individuals are suspicious of the heritage agencies, believing they wish to acquire or confiscate artefacts).

The questionnaires will seek to establish:

- Where maritime archives are currently held and by whom;
- How accessible the archives are; and
- The composition, size and extent of the archives (including nominal descriptive information about the storage/ condition of artefacts).

The Archaeology Data Service (ADS) will provide advice and guidance on the digital components of the planned archive questionnaire. The ADS have had extensive experience of designing questionnaires specifically aimed at addressing questions on digital data.

Distribution lists will be compiled for each of the six groups in liaison with heritage agencies and AAF members.

- *Public museums* (also see 4.1) – for this group the questionnaire will be combined with that for defining the collection areas.
- *Private collections, exhibitions and non public museums* – this will target a broad spectrum of collections and is likely to draw on a range of available contact lists including maritime museums, coastal exhibitions, charitable trusts, local maritime societies and interest groups.
- *Archaeological contractors* – there are only a few UK archaeological contractors which undertake maritime archaeological work, so this will draw on the IFA Registered Organisation List, and direct contacts.
- *Research Sector* – for this group university departments around the UK which currently, or have previously, taught or undertaken research in maritime archaeology will be contacted.
- *Designated Wreck Site Licensees and Archaeologists* – this is a high priority group that will be contacted through heritage agency details related to current and past licensees and nominated archaeologists.
- *Other individuals* – this includes a wide diversity of those creating archives and will be targeted through:
 - o IFA Maritime Affairs Group mailing list (electronic)
 - o NAS membership newsletter (electronic and hard copy insert into newsletter)

- o Society of Nautical Research (hard copy insert)
- o Diver Magazine (Via Divernet newsletter advert & new item in Diver)
- o Receiver of Wreck (combination of electronic and hard copy communication – kindly supported by the Receiver of Wreck)

Each of the six main groups will be targeted either via electronic correspondence or via hard copy inserts into newsletters or periodicals.

4.2.2 Chasing, compiling and analysing responses to questionnaires

The methodology for the chasing of responses to questionnaires will follow that outlined in 4.2.1. Compilation of results will also follow the methodology outlined in 4.1.2.

From the compiled data it will be possible to analyse:

- Quantity of maritime archive material held by organisations, institutions and individuals;
- Public accessibility and long-term security of these archives;
- Number of individuals/ organisations holding archives for more than one site, and those sites with material held by a number of individuals/ organisations;
- Location of various parts of the archive for a particular site;
- Proximity of archive material to the sites from which it was derived;
- Concentrations of archive holders;
- Length of time over which archives have been accumulated; and
- The number of archives held by originators due to lack of appropriate repository.

4.2.3 Meetings with key respondents

As this phase of the project seeks to establish the extent and accessibility of maritime archives case study examples will be selected across the six key sectors being investigated. The results of the questionnaires will be used to identify a number of respondents who hold archives which typify each sector. These respondents will be visited to investigate in more detail the extent and composition of the archives and issues relating to public access and long-term security.

The meeting will be recorded using mini-disk equipment, subject to the agreement of the maritime archive holder. Written transcripts or minutes of the meeting will be produced.

These case studies will be used to provide further quantitative information, and to and provide illustrative examples and qualitative information for reporting. Meetings will also provide information against which to measure the respondent 'accuracy' of the questionnaires, and to provide information to counter-balance any low response rates in particular sectors.

4.2.4 Reporting

The report from this element will be based on the following structure:

1. Project background
2. Survey and methodology
3. Regional Analysis
 - 3.1 Where maritime archaeological archives are held
 - 3.2 Nature of the archive (compositions, size and extent)
 - 3.3 Public accessibility and long-term security of the archive
 - 3.4 Proximity of archive to site from which it is derived

4. Summary analysis of maritime archives and access
5. Conclusions

The report will be generated in Microsoft Word and will include illustrations and mapping. The final version will be converted into an Adobe pdf file for distribution.

4.2.5 Deliverables

- Element 2 Report - this will be distributed to AAF members, and all participating respondents will be made emailed to highlight the completed report. It will be incorporated into project webpages, made available through the AAF and MAG websites, and archived with ADS (see 4.4).
- Mapping of maritime archives and their accessibility – a map of maritime archive distribution will be produced. This will be generated using a GIS system, from which a jpeg image will be produced for reporting and distribution purposes.
- Presentation – a paper on this element of the project will be delivered at an appropriate conference or seminar.

4.3 Element 3: Analysing present and assessing future archive creation

This project element aims to establish the composition and level of archive creation now and in the future. This stage of the project will involve desk-based research and meetings with a wide range of archive creators, curators and marine industry sector representatives.

4.3.1 Identification of archive creators and research meetings

The results of the questionnaire from Element 2 will be utilised to help identify individuals and organisations involved in the creation of maritime archives.

Key archive creators will be selected from the following groups:

- Archaeological contractors;
- Research sector – Universities, Societies ;
- Designated Wreck Site Groups; and
- Receiver of Wreck reporters.

Research meetings will seek to establish:

- Details of the types of projects being undertaken;
- Details of the nature of archives being created by these projects (including type of documentary and artefactual material, and proportion of each type within typical archives);
- Changes in the type and nature of archives being created (if producing for any length of time);
- Rate at which different archives are being created; and
- Expected future archive creation.

Meetings will be undertaken with representatives and minutes or transcripts will be produced. Questioning within the meetings will, where possible, be consistent, however it may be necessary to tailor enquiry depending on the sector that they represent.

4.3.2 Characterise archive creation by sector

This will combine the results of the questionnaire used in Element 2 along with data acquired during research meetings in Element 3 to enable archive creation to be analysed by sector.

Key areas of consideration for each sector will be:

- The type of projects (eg recovery, survey, evaluation, excavation), and the number of projects represented;
- The nature, components and scale of archives produced by each type of project undertaken
- The number of active and past projects; and
- The speed at which archive material is being created and relative volumes.

This characterisation will act as an important statement of baseline conditions in terms of future needs and requirements and will be drawn upon heavily during Data Analysis (4.3.4).

4.3.3 Research and meetings with curators and industry sectors

These meetings are a key component in assessing future levels of archive creation. Meetings will be undertaken with:

- Curators – English Heritage, Historic Scotland;
- Regulators – Marine Fisheries Agency, Defra, Department for Business, Enterprise and Regulatory Reform and Communities and Local Government, Environment Agency;
- Larger Marine Industry sectors – Aggregates (BMAPA), Oil and Gas, Offshore Renewables, Marinas and Ports (and particular projects, such as the London Gateway Port Development project, will be considered; and
- Seabed owners - Crown Estate, National Trust.

Meetings will seek to establish:

- Current levels of development, extraction and/- or construction work within the marine zone
- Predictions for future expansion of work
- Planned large scale developments predicted to create archaeological archives or other expected 'spikes in development work.

4.3.4 Data analysis

The section of the project will utilise results from all three elements, and draw together the information that will provide the baseline characterisation of maritime archaeological archive creation, curation, deposition and future demand. Key questions to be posed of this data are:

- What level of archive capacity is required to provide long-term curation of, and public access to, archives identified during Element 2 (assuming creators agreed to deposition)?
- What level of archive capacity is likely to be required to provide for the future archive management needs identified during Element 3?
- How does any currently available capacity to accession maritime archives (established in Element 1) relate to the needs established in Elements 2 and 3?
- What are the key external influences affecting maritime archive deposition? (e.g legislation, funding etc)?
- Are there barriers (real or perceived) affecting deposition within public repositories and how can these be addressed?

4.3.5 Reporting

The report from this phase will be based on the following structure:

1. Project background

2. Survey and methodology
3. Archive characterisation by sector
 - 3.1 Archaeological contractors
 - 3.2 Research sector – Universities, Societies
 - 3.3 Designated Wreck Site Groups
 - 3.4 Receiver of Wreck reporters
4. Evaluation of archive creation, curation and public access
5. Conclusions and recommendations

The report will be generated in Microsoft Word and will include illustrations and mapping. The final version will be converted into an Adobe pdf file for distribution.

4.3.6 Deliverables

- Element 3 report - this will be distributed to English Heritage, AAF members, and all participating organisations and individuals will be made emailed to highlight the completed report. It will be incorporated into project websites and archived with ADS (see 4.4). A hard copy will be sent to EH NMR.
- Presentation – a paper will be delivered at an appropriate conference or seminar.

4.4 Dissemination and archiving

The AAF website (hosted by the CBA), and the MAG website, will be used to signpost the project webpages that will be hosted by HWTMA while the project is being undertaken. The webpages will be established within the HWTMA site (www.hwtma.org.uk), they will include the following information and downloads:

Proposed webpage content:

- Why the project is being undertaken
- What the project involves
- Why the project is important to archaeologists, museums, industry and the wider public
- Project progress updates
- Downloadable questionnaires

HWTMA will maintain these webpages for at least a year after the project has been completed. After this period the pages will be summarised and kept available on a single page within the HWTMA site.

Project reports completed at the end of each element will be signposted from the main AAF and MAG websites. These reports (and associated data) will be deposited with the ADS at the end of the project, where they will be disseminated online alongside any datasets, via an appropriate interface. The interface may include the use of a 'clicky-map' and be similar to that currently used in the SMA's Archaeological Collections Areas and Map currently hosted by the ADS at http://ads.ahds.ac.uk/catalogue/specColl/sma_map/. (The interface will not include fully functional GIS).

Copies of the project report will be distributed to English Heritage, project sponsors, AAF members, participating museums and archives and via the internet (through the AAF and MAG websites). A hard copy will be sent to the EH NMR.

Provision for presenting papers at two conferences or seminars during the project has been included. These will be UK-based conferences and are likely to include the IFA conference 2008 and another appropriate event. An article on the impetus for and results of the project will be published in a relevant journal, preferably the

Museums Journal. Short reports will also be submitted to the MLA for its newsletter, the IFA for The Archaeologist, and for inclusion in the NAS newsletter.

4.5 Meetings, administration and presentations

4.5.1 Project monitoring with funding partners

To ensure project progress a monitoring system will be established to ensure delivery. Provision for two monitoring points within the project has been made. These will take place mid-way through Element 2 (see Gantt chart) and mid-way through Element 3.

A written progress report will be produced by KA one week before the meeting and circulated to the EH in addition to HS and the SMA. Monitoring meetings will be attended by Kenny Atchison (IFA) and Julie Satchell (HWTMA). Representatives from all funding partners – EH, HS, RCHMS and SMA will be invited to attend.

Meetings will be held at the National Oceanographic Centre, Southampton where the HWTMA are based.

4.5.2 Project steering

The AAF committee will provide advice during the project. All draft reports will be circulated to the AAF committee for comment prior to finalising. Project progress report will be provided at AAF meetings by Julie Satchell.

5. Resources and Programming

5.1 Staffing and Project Team

HWTMA Staff:

Julie Satchell (HWTMA Archaeology Manager) – project tasks and delivery
Jesse Ransley (Maritime Archive Specialist) – project tasks

All HWTMA staff work to the professional standards of the Institute of Field Archaeologists. The HWTMA is a Registered Archaeological Organisation with the IFA.

IFA Staff: Kenneth Atchison – Project Management

ADS: Catherine Hardman – advice on digital archive element of questionnaire and Project Archive

5.2 Task List

Task no.	Element	Task	Staff
1	1, 2, 3	Project management	KA
	1	Mapping Collection Areas	
2		Develop questionnaire	HWT
3		Circulate and agree questionnaire	HWT
4		Send out questionnaire to agreed list	HWT
5		Chase questionnaire responses	HWT
6		Compile responses to questionnaires	HWT
7		Produce mapping for ADS	HWT
8		Produce summary report	HWT

9		Archive project	ADS
	2	Review of current archives and access	
10		Develop set of questionnaires for: 1. Public museums 2. Private collections, exhibitions and other 'museums' 3. Archaeological contractors 4. Research Sector 5. Licensees and archaeologists 6. Other individuals	HWT
11		Consult on digital aspects of questionnaires	ADS
12		Research, create, consult on and agree circulation lists for questionnaires	HWT
13		Send out all questionnaires	HWT
14		Chasing questionnaires/ follow up phone calls	HWT
15		Meetings with respondents	HWT
16		Compile all questionnaire responses	HWT
17		Monitoring Meeting	HWT
18		Produce summary report and associated graphics	HWT
19		Contribution to digital archive aspects of report	ADS
20		Archive project	ADS
	3	Assessing current and future capacity and demands	
21		Identification of archive creators/ case studies	HWT
22		Research and meetings with archive creators - Contractors	HWT
23		Research and meetings with archive creators - Research sector	HWT
24		Research and meetings with archive creators - Designated sites	HWT
25		Research and meetings with archive creators - RoW	HWT
26		Analyse data to characterise each sector	HWT
27		Research and meetings with curators and industry sectors to assess future demand through development control	HWT
28		Monitoring meeting	HWT
29		Data analysis	HWT
30		Report writing	HWT
31		Archive project	ADS
32	1, 2, 3	Webpages and downloadable questionnaires	HWT
33	1, 2, 3	Presentation prep & delivery at conferences/ seminars (2 over course of project)	HWT
34	1, 2, 3	Reporting to AAF committee on project progress	HWT