DYFED ARCHAEOLOGICAL TRUST STRUCTURE FOR ARCHIVE COVER SHEET

Project name	LLANDEILO AUDIT
DAT PRN	50045
NPRN	
SAM No	
Other Ref. No	
NGR	
Site Type	HERITAGE AUDIT
Project Type	
Project Officer	J. HALL & P. SAMBROOK
Project Dates	2004
No of archive boxes	3
Categories present	A,D,N
Location of original archive	DAT - HER
Location of duplicate archives	
Number of finds boxes	
Location of finds	
Museum Ref	
Copyright	
Restrictions on access	

DYFED ARCHAEOLOGICAL TRUST
CORNER HOUSE
CARMARTHEN STREET
LLANDEILO
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SA19 6AE

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INDEXING ARCHIVES

Project archives should be indexed using the structures given below. This structure is based on the guidelines for a cataloguing and indexing system for excavation archives drawn up in 1987 and agreed by the NMR. It is also suitable for survey archives. Ideally all category sub-divisions should be shown on the index, with an 'N' or 'None' entered where no material exists. Where material does exist, some idea of the extent of it can be given, e.g.

B.1 Context records – paper...Contexts 1-136

STRUCTURE FOR INDEX TO ARCHIVE

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K.2	Exhibition drawings and photographs			
K.3	Posters/leaflets/handouts			
K.4	Audio and/or visual material			
K.4	Guide books			
K.6	Lecture notes			
DDE AND DO	OCT EVOLVATION DECICAL			
	DST- EXCAVATION DESIGN			
L.1	Project research design/specification			
L.2	Assessment documents			
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L.4	?General administration			
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CORRESPONDENCE		
M.1	Correspondence not pertaining to archaeological matters	
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N.1	Reviews	
N.2	Parallels	
N.3	Other	