

**DYFED ARCHAEOLOGICAL TRUST  
STRUCTURE FOR ARCHIVE COVER SHEET**

Site name Llandeilo Roman Fort.....  
DAT PRN 54934.....  
NPRN.....  
SAM No.....  
Other Ref. No.....  
NGR SN .....  
Site Type Post Roman Fort .....  
Project Type Excavation.....  
Project Officer G Hughes  
Project Dates 2003-07.....  
Categories present Paper and finds.....  
Location of original archive National Trust.....  
Location of duplicate archives.....  
Number of finds boxes.....  
Location of finds.....  
Museum Ref.....  
Copyright --.....  
Restrictions on access None.....

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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**

|                                   |                                                                      |   |
|-----------------------------------|----------------------------------------------------------------------|---|
| <b>REPORTS</b>                    |                                                                      |   |
| A.1                               | Final report, whether published or not                               |   |
| A.2                               | Interim reports, whether published or not                            |   |
| A.3                               | Related articles                                                     |   |
| A.4                               | Report(s) – disk                                                     | X |
| <b>SITE WRITTEN DATA</b>          |                                                                      |   |
| B.1                               | Context records – paper                                              | X |
| B.2                               | Context database – disk                                              |   |
| B.3                               | Computer generated context list – paper                              |   |
| B.4                               | Field notes, notebooks                                               |   |
| B.5                               | Survey data – paper                                                  | X |
| B.6                               | Survey data – disk                                                   |   |
| B.7                               | Matrices                                                             |   |
| <b>DRAWINGS – NON-PUBLICATION</b> |                                                                      |   |
| C.1                               | Catalogue of all drawings                                            | X |
| C.2                               | Site drawings                                                        | X |
| C.3                               | Survey drawings                                                      |   |
| C.4                               | Phased "level III" plans                                             |   |
| <b>PHOTOGRAPHS</b>                |                                                                      |   |
| D.1                               | Catalogue(s) of photographs, including those of finds                | X |
| D.2                               | Colour slides, including those of finds                              |   |
| D.3                               | Black and white negatives & contact prints, including those of finds | X |
| D.4                               | Press photographs                                                    | X |
| D.5                               | Old photographs                                                      |   |
| D.6                               | Video films                                                          |   |
| D.7                               | Digital photographs – disk                                           | X |
| D.8                               | Digital photographs – prints                                         |   |
| <b>FINDS DATA</b>                 |                                                                      |   |
| E.1                               | Catalogue of boxed finds                                             | X |
| E.2                               | Catalogue of un-boxed finds                                          |   |
| E.3                               | Index to storage location of finds                                   |   |
| E.4                               | Context finds record                                                 |   |
| E.5                               | Context finds database                                               |   |
| E.6                               | Computer generated lists of finds by material                        |   |
| E.7                               | List of objects/special finds                                        |   |
| E.8                               | Object record forms                                                  | X |
| E.9                               | Object database                                                      |   |

|                                      |                                             |   |
|--------------------------------------|---------------------------------------------|---|
| E.10                                 | Computer generated lists of objects         |   |
| E.11                                 | Conservation forms                          | X |
| E.12                                 | X-radiographs                               |   |
| E.13                                 | Pottery records                             |   |
| E.14                                 | Specialist correspondence and notes         | X |
| E.15                                 | Unpublished finds analyses                  |   |
| E.16                                 | Unpublished finds drawings                  |   |
| E.17                                 | Unpublished pottery drawings                |   |
| ENVIRONMENTAL AND TECHNOLOGICAL DATA |                                             |   |
| F.1                                  | Sample forms                                |   |
| F.2                                  | List of preserved samples                   |   |
| F.3                                  | Location of specimens                       |   |
| F.4                                  | Unpublished analyses                        |   |
| F.5                                  | C14 reports                                 |   |
| F.6                                  | Unpublished drawings                        |   |
| DOCUMENTARY DATA                     |                                             |   |
| G.1                                  | List of references                          |   |
| G.2                                  | Correspondence on archaeological matters    |   |
| HUMAN REMAINS                        |                                             |   |
| H.1                                  | Skeleton forms                              |   |
| H.2                                  | Location of remains                         |   |
| H.3                                  | Unpublished analyses                        |   |
| H.4                                  | Unpublished drawings                        |   |
| DRAFT REPORTS                        |                                             |   |
| I.1                                  | Archive reports – manuscript                |   |
| I.2                                  | Archive reports – typescript                |   |
| I.3                                  | Archive reports – disk                      |   |
| I.4                                  | Final report – manuscript                   |   |
| I.5                                  | Final report – typescript                   |   |
| I.6                                  | Final report – disk                         |   |
| I.7                                  | Proofs                                      | X |
| I.8                                  | Paste-ups                                   |   |
| PUBLICATION DRAWINGS                 |                                             |   |
| J.1                                  | Final publication drawings                  |   |
| J.2                                  | Interim and other publication drawings      |   |
| PUBLIC RELATIONS                     |                                             |   |
| K.1                                  | Press cuttings (photocopies)/press releases | X |
| K.2                                  | Exhibition drawings and photographs         |   |
| K.3                                  | Posters/leaflets/handouts                   |   |
| K.4                                  | Audio and/or visual material                |   |
| K.5                                  | Guide books                                 |   |
| K.6                                  | Lecture notes                               |   |
| PRE- AND POST- EXCAVATION DESIGN     |                                             |   |
| L.1                                  | Project research design/specification       |   |
| L.2                                  | Assessment documents                        |   |
| L.3                                  | Post excavation research design             |   |
| L.4                                  | ?General administration                     |   |
| L.5                                  | ?General financial                          |   |

|                       |                                                         |  |
|-----------------------|---------------------------------------------------------|--|
|                       |                                                         |  |
| CORRESPONDENCE        |                                                         |  |
| M.1                   | Correspondence not pertaining to archaeological matters |  |
|                       |                                                         |  |
| GENERAL MISCELLANEOUS |                                                         |  |
| N.1                   | Reviews                                                 |  |
| N.2                   | Parallels                                               |  |
| N.3                   | Other                                                   |  |