DYFED ARCHAEOLOGICAL TRUST
STRUCTURE FOR ARCHIVE COVER SHEET

Project name	CAE GLASS
DAT PRN	64748
NPRN	
SAM No	
Other Ref. No	2008/53
NGR	SM79802540
Site Type	
Project Type	WATCHING BRIEF
Project Officer	ANDREW SHOBBROOK
Project Dates	2008
No of archive boxes	1
Categories present	A, B, C, D, G, L, M
Location of original archive	MNR
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
CARMARTHENSHRIRE
SA19 6AE

01558 823121

info@dyfedarchaeology.org.uk

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

REPORTS		
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	✓
SITE WRITTEN DATA		
B.1	Context records – paper	✓
B.2	Context database – disk	
B.3	Computer generated context list – paper	
B.4	Field notes, notebooks	
B.5	Survey data – paper	
B.6	Survey data – disk	
B.7	Matrices	
DRAWINGS – NON-PUBLICATION		
C.1	Catalogue of all drawings	
C.2	Site drawings	
C.3	Survey drawings	
C.4	Phased "level III" plans	
PHOTOGRAPHS		
D.1	Catalogue(s) of photographs, including those of finds	
D.2	Colour slides, including those of finds	
D.3 of finds	Black and white negatives & contact prints, including those	
D.4	Press photographs	
D.5	Old photographs	
D.6	Video films	
D.7	Digital photographs – disk	✓
D.8	Digital photographs – prints	
FINDS DATA		
E.1	Catalogue of boxed finds	
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	
E.9	Object database	

E.10	Computer generated lists of objects	
E.11	Conservation forms	
E.12	X-radiographs	
E.13	Pottery records	
E.14	Specialist correspondence and notes	
E.15	Unpublished finds analyses	
E.16	Unpublished finds drawings	
E.17	Unpublished pottery drawings	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	
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	
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	