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Archaeological Services

Written Scheme of Investigation for Archaeological Excavation

Site: Former Garages, Hare and Hounds Lane, Heath End, Nuneaton, Warwickshire CV10 7JA

NGR: SP 35038 90818

Client: David Granger Design

Planning Authority: Nuneaton and Bedworth

Planning Ref: NB17_035295.2b

ULAS Job No: 22-388

Acc No: TBC

Site Code: ULAS_22388

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Written scheme of investigation for archaeological field evaluation

1. Introduction

Definition and scope of the project

- 1.1 This document is a Written Scheme of Investigation (WSI) for a phase of archaeological evaluation at the Former Garages, Hare and Hounds Lane, Heath End, Nuneaton CV10 7JA, in accordance with National Planning Policy Framework (NPPF): Section 16 Conserving and Enhancing the Historic Environment (MHCLG 2019) and will be submitted to the Planning Archaeologist for approval prior to any archaeological work taking place.
- 1.2 The work has been commissioned by David Granger Design, and is intended to provide preliminary indications of the character and extent of any heritage assets in order that the potential impact of the development on such remains may be assessed by the Planning Authority.

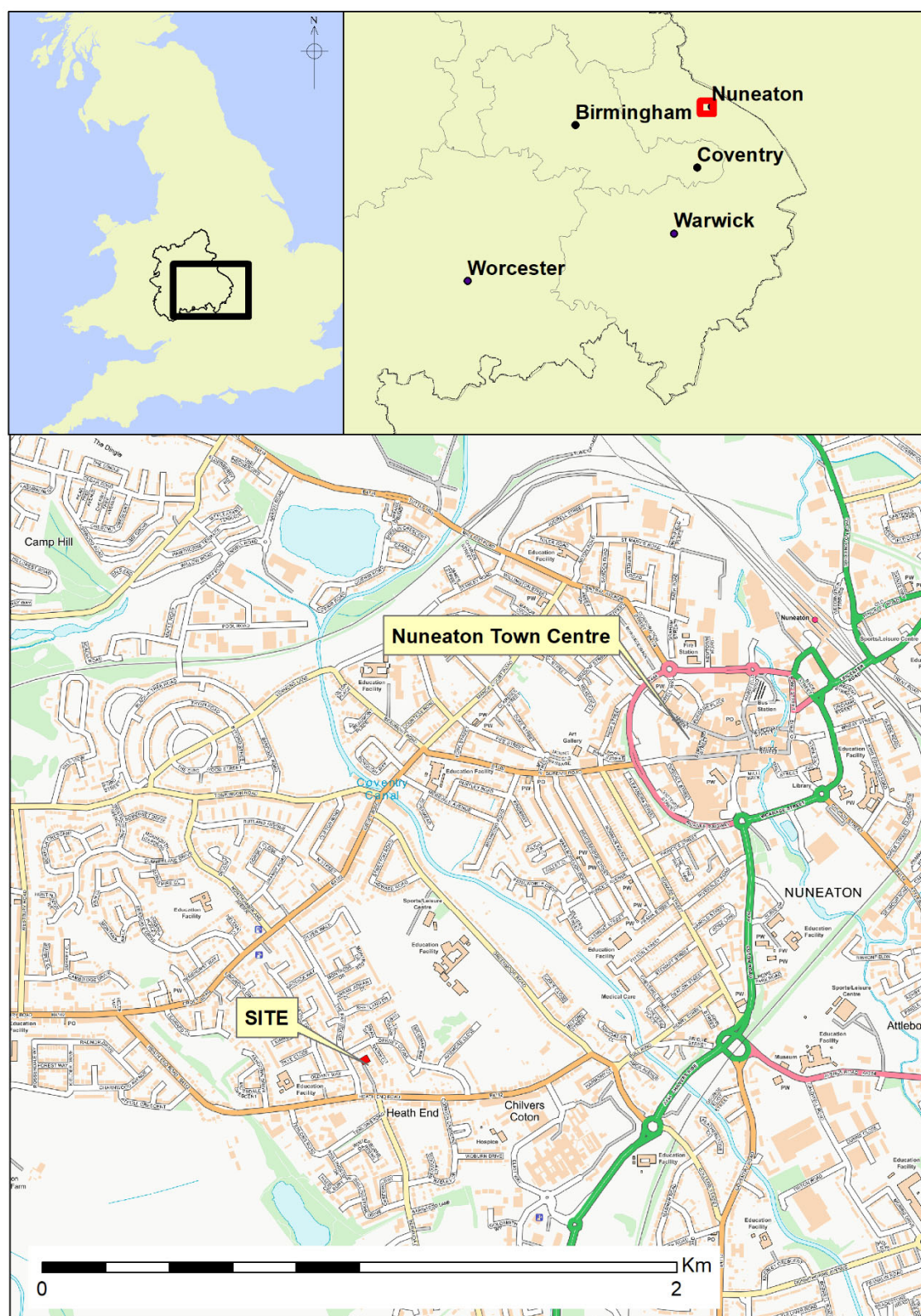
2. Background

Context of the Project

- 2.1 Planning permission has been granted for the demolition of the garages and the erection of 4 terraced dwellings at Hare and Hounds Lane, Nuneaton (Planning ref. 038896). The garages have recently been demolished.
- 2.2 The proposed development site lies within an area of archaeological potential. The Planning Archaeologist for Warwickshire County Council John Robinson has advised that the applicant should provide for an appropriate level of archaeological investigation and recording and has provided a brief for the work (Warwickshire County Council 2021). This requires a programme of archaeological trial trenching comprising 40 linear meters of trenching (minimum width 1.6m), to be conducted as an initial stage of the proposed development.

Topography and Geology

- 2.3 The proposed development area (PDA) consists of a rectangular site between residential dwellings, which formerly contained two groups of garages and an area of hard standing located at the end of Hare and Hounds Lane centred on national grid reference SP 35038 90818, within the Heath End area of the town of Nuneaton, around 1.5km south-west of Nuneaton town centre (Figure 1).
- 2.4 The area covers 635m², is flat and lies at a height of around 100m aOD (Figure 2).
- 2.5 The British Geological Survey website indicates that the underlying geology is likely to be Thruxington Member Diamicton overlying Pennine Middle Coal Measures: Mudstone, Siltstone and Sandstone.
- 2.6 The Soilscape website indicates that the soils, will be slightly acid loamy and clayey soils with impeded drainage, (Soilscape 8: <http://www.landis.org.uk/soilscales/>).



Contains OS data © Crown copyright [and database right] 2022

Figure 1: Location of site
Contains OS data © Crown copyright [and database right] 2022

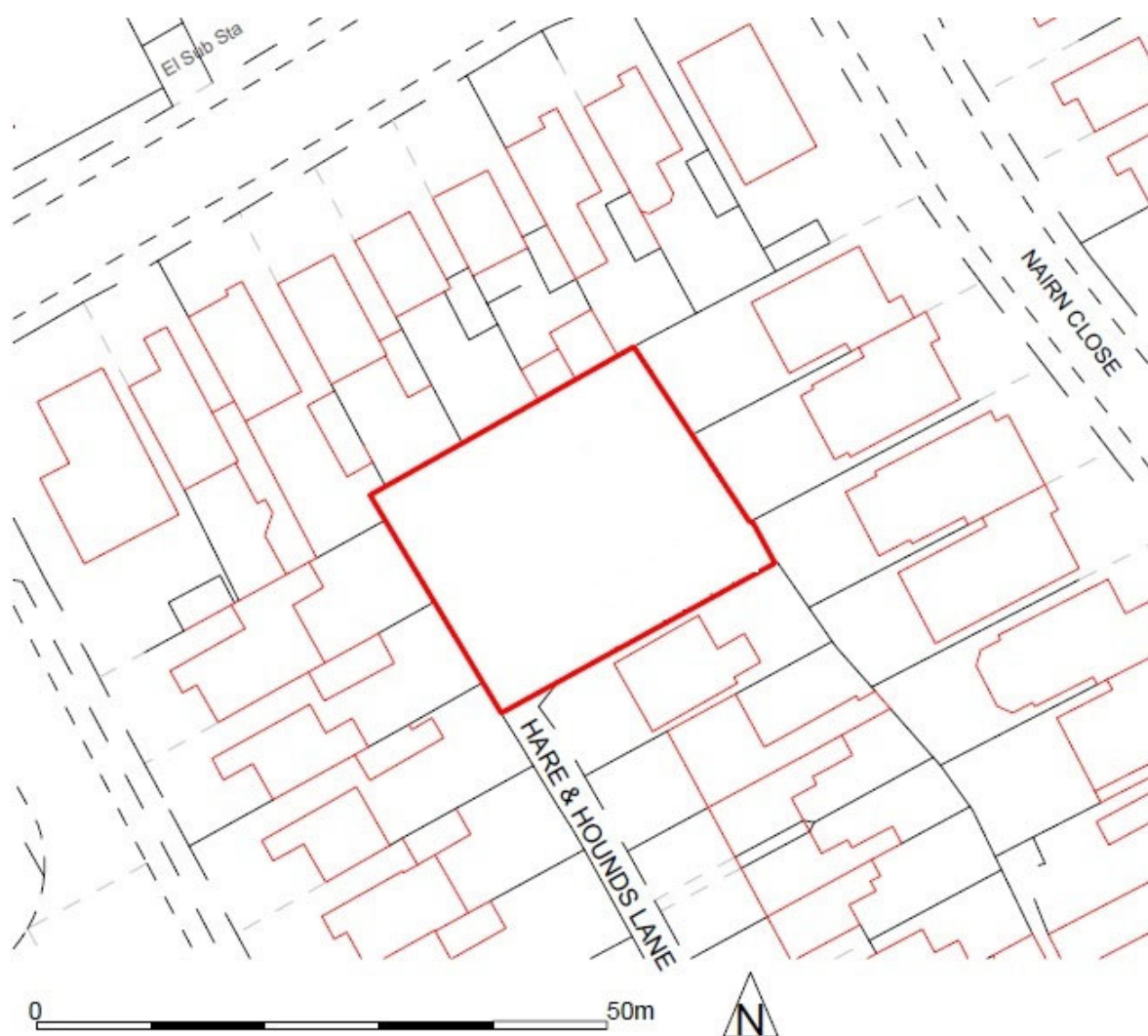


Figure 2: Proposed Development Area

Historical and Archaeological Background

- 2.7 The full Historic Environment Record for the site has been requested and will be included within the final report. The site of the proposed development is in an area of significant archaeological potential, within an area known for medieval pottery production at Chilvers Coton, Nuneaton (Warwickshire Historic Environment Record **MWA 7370**). Archaeological excavation in the area in 1971 identified eight 13th century pottery and tile kilns and a further six 14th century pottery kilns on sites lying adjacent to the east (**MWA5039**; **MWA5145**) and approximately 20m north (**MWA5144**) of the proposed development site. There are several others in the vicinity (**MWA5040**; **MWA5041** etc).
- 2.8 Kiln sites can contain important evidence for the industrial process of pottery manufacture. Archaeological deposits can include kilns and waste pottery dumps. There is therefore a potential for the site to contain important evidence for the industrial process of pottery manufacture in this area and is likely to impact upon deposits associated with activity from the medieval period and later.
- 2.9 The early Ordnance Survey maps of the area show the site as formerly lying on agricultural land close to the local school and the Hare and Hounds public house. The

1901 edition shows former coal shafts close to the study area (Figure 3). Housing appears along Hare and Hounds Lane in the 1950s, and the area is fully developed, including the garages by the 1975 edition.



Figure 3: Detail of 1901 OS map, with assessment area highlighted. Scale 25 inch/1 mile

3. Aims and Objectives

3.1 The main objectives of the archaeological work are:

- To identify the presence/absence of any archaeological deposits.
- To establish the character, extent and date range and significance of any surviving archaeological deposits.
- To establish the ecofactual and environmental potential of any archaeological deposits and features encountered.
- To provide sufficient information on the archaeological potential of the site to assess the impact of the proposed development on cultural heritage and to help formulate a mitigation strategy
- To record any archaeological deposits and produce an archive and report of any results.

3.2 The results of the evaluation will provide information in order for the local planning authority to make informed recommendations and to identify an appropriate mitigation strategy for the proposed development (Figure 4).



Figure 4: Planned of proposed development. Provided by client

Research Objectives

- 3.3 While the nature, extent and quality of archaeological remains within the areas of investigation for the project remain unknown until archaeological work is undertaken, it is possible to determine some initial objectives derived from the *West Midlands Regional Research Framework*, 2021).
- 3.4 The evaluation may contribute towards research into the origins and development of the medieval and post-medieval pottery industries, and other medieval and post-medieval buildings, if present. Environmental evidence could provide information on local environmental conditions as well as settlement activity, craft, industry and land use. Artefacts can assist in the development of a type series within the region and provide evidence for evidence for craft, industry and exchange across broad landscape areas.
- 3.5 There is potential for archaeology within the study area, particularly from the medieval period. A large amount of evidence for medieval pottery kilns has been revealed in the local area through previous archaeological work. There are several known kilns close

to the site. The evaluation therefore has the potential to contribute to the following research aims:

7. HIGH MEDIEVAL (1066–1485):

7.6.1: How and where was post-Conquest pottery manufactured and distributed, and what communication systems were employed?

7.6.3: Can we identify, investigate and date sites associated with the region's key extractive industries?

7.6.4: Can we develop a typological classification of buildings associated with medieval industrial and commercial activities and can we identify sub-regional and chronological patterning?

8. POST-MEDIEVAL (1485–1750):

8.5.2: Can we shed further light upon the developing technology of the regionally important early stoneware potteries?

3.6 These research aims will be re-assessed and updated during the course of the fieldwork.

4. Constraints

- 4.1 The client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the archaeological works commence.
- 4.2 A line search survey was carried out prior to this WSI being compiled. No known buried services were identified within the site. However, it may be appropriate to check the area with a CAT scanner before excavation takes place.
- 4.3 There are several areas of concrete representing the bases of the demolished garages. These may require a breaker to aid excavation.

5. Methodology

- 5.1 All work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) *Standard and Guidance for Archaeological Field Evaluation* (2020) and adhere to their *Code of Conduct* (2021).
- 5.2 A temporary site code has been assigned to the work (**ULAS_22388**). This will be used to identify all records and artefacts in lieu of a final accession code being issued after deposition by Warwickshire County Council.
- 5.3 Prior to machining of the trenches, general photographs of the site will be taken.
- 5.4 Evaluation trenches will be set out on OS National Grid (NGR) co-ordinates using an appropriate methodology. The position and size of trenches may be adjusted on site to account for constraints, with the approval of the planning archaeologist.
- 5.5 Two trenches (2 x 20m, minimum 1.6m wide) are to be excavated to provide coverage of the development area (**Error! Reference source not found.**).



Figure 5: Proposed trench plan

- 5.6 Excavation will be carried out with a machine appropriate for the work fitted with a flat-bladed bucket to expose the underlying strata. A toothed bucket may be employed to remove tarmac and building debris. A breaker may be needed within areas covered by concrete.
- 5.7 Topsoil and overburden will be removed carefully in level spits, under continuous archaeological supervision. The trenches will be excavated down to the top of archaeological deposits or natural undisturbed ground, whichever is reached first. All excavation by machine and hand will be undertaken with a view to avoid damage to archaeological deposits or features which appear worthy of preservation in situ or more detailed investigation than for the purposes of evaluation. Where structures, features or finds appear to merit preservation in situ, they will be adequately protected from deterioration.
- 5.8 Any archaeological deposits encountered will be recorded in plan and excavated using standard ULAS procedures. All exposed features will be investigated (unless otherwise agreed with the Planning Archaeologist). Discrete features will be half-sectioned as a minimum where possible; a 1m wide section of each linear feature will be excavated.
- 5.9 The ULAS recording manual will be used as a guide for all recording. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets.

- 5.10 A site plan will be prepared showing the location of the areas examined in relationship to the overall investigation area and OS grid. All principal contexts will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using GPS) and drawn sections (scale 1:10 or 1:20 as appropriate). The relative height of all principal strata and features will be recorded.
- 5.11 Excavated trench locations will be recorded by an appropriate method and be tied in to the Ordnance Survey National Grid.
- 5.12 A photographic record of the investigations will be prepared, illustrating in both detail and general context the principal features and finds discovered and their location and context. The photographic record will also include overall site and working shots to
- 5.13 The primary photographic record will be by digital camera, although 35mm Black and White (silver halide) photographs will also be taken if required and as appropriate. The photographic record will also include overall site and working shots to illustrate more generally the nature of the archaeological operation mounted.
- 5.14 All photographs (except general or publicity shots) will include a suitable scale bar or rod.
- 5.15 All photographs of features will include a north arrow.
- 5.16 Photographs will be taken in appropriate light conditions (i.e. not in strong sunlight). Where this is not feasible, measures will be taken to ensure that photographs are clear.
- 5.17 Photographs will be taken with a high-resolution digital SLR camera with sensors exceeding 12 mega pixels.
- 5.18 All photographs will be taken using the highest quality setting to provide adequate illustrations for the site archive.
- 5.19 This record will be compiled and checked during the course of the excavations, and all site records and finds will be kept securely.
- 5.20 After completion of the trenching, following prior agreement with the Planning Archaeologist, excavated trenches will be backfilled with the excavated arisings.

Contingency Provisions

- 5.21 In the event of potentially significant archaeological deposits being found for which the resources allocated are not sufficient or which are of sufficient significance to merit an alternative approach the archaeologist will inform the client, the planning archaeologist and the planning authority in order for detailed discussion between all relevant parties to take place. Following assessment of the archaeological remains ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

Monitoring

- 5.22 Notification of the start of the site works will be made to the Planning Archaeologist prior to commencement of the archaeological work in order that monitoring

arrangements can be made. All monitoring shall be carried out in accordance with the *CIfA Standard and Guidance for Archaeological Excavation* (2020).

- 5.23 Internal monitoring procedures will be undertaken including visits to the site by the project manager. These will ensure that project targets are met and professional standards are maintained. Provision will be made for external monitoring meetings with the Planning Archaeologist, Planning Authority and the Client, if required, subject to the health and safety requirements of the site.
- 5.24 While ULAS attempts to foresee and make allowances for all possible site specific constraints, there may on occasion be unusual circumstances which have not been included in the programme or quote, which may entail additional costs and/or time for the client. These could include: unavoidable delays due to bad weather, vandalism, poor ground conditions, areas requiring shoring or stepping, unknown contamination or services, further work required by the Planning Archaeologist (e.g. extensions to trenches, extra trenches or changes to excavation sample sizes) or significant archaeological deposits that may require specialist input.
- 5.25 In the event of potentially significant archaeological deposits being found or further work being required for which the resources allocated are not sufficient or which are of sufficient significance to merit an alternative approach the archaeologist will inform the client, the planning archaeologist and the planning authority in order for detailed discussion between all relevant parties to take place. Following assessment of the archaeological remains ULAS shall, if required, implement an amended scheme of investigation on behalf of the client as appropriate.

6. Finds

- 6.1 All finds and samples will be bagged separately, marked with the accession number/site code and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (CIfA 2020).
- 6.2 All identified finds and artefacts are to be retained, although certain classes of building material will, in some circumstances, be discarded after recording with the approval of the Planning Archaeologist.
- 6.3 All objects or remains of archaeological interest, discovered in or under the Site during the carrying out of the project by ULAS or during works carried out on the Site by the Client other than articles subject to the Treasure Act, shall be deemed to be the property of ULAS provided that ULAS after due examination shall transfer ownership of all Archaeological Discoveries unconditionally to the appropriate authority for storage in perpetuity.

Treasure

- 6.4 In the event of discovery of artefacts that might constitute Treasure under the definition of The Treasure Act 1996 and its revisions (Treasure (Designation) Order 2002), these will be excavated and removed to a safe place. The client, Coroner, the Planning Archaeologist and the Finds Liaison Officer (FLO) will be informed immediately. A treasure receipt will be completed and submitted to the Coroner's Office and the FLO within 14 days.

Human Remains

- 6.5 If human remains are encountered they will be left in situ. ULAS will inform the client and the Planning Archaeologist immediately. If excavation of human remains is required ULAS will obtain a Ministry of Justice Licence (Section 25 of the Burial Act 1857). All excavation and post-excavation will also be in accordance with the standards set out in CIfA *Technical Paper 7: Guidelines to the Standards for Recording Human remains* (Brickley and McKinley 2004) and *Updated Guidelines to the Standards for Recording Human Remains* (CIfA 2017). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice License.

7. Environmental Samples

- 7.1 All environmental work will be undertaken in accordance with Historic England guidelines (*Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. 2011).
- 7.2 Although the environmental potential of the site is uncertain, if significant archaeological features are sample excavated, the following environmental sampling strategy will be adopted, following consultation with the ULAS Environmental Officer.
- A range of features to represent all feature types, areas and phases will be selected on a judgmental basis. The criteria for selection will be that deposits are datable, well-sealed and with little intrusive or residual material.
 - Any buried soils or well-sealed deposits with concentrations of carbonised material present will be intensively sampled taking a known proportion of the deposit.
 - Spot samples will be taken where concentrations of environmental remains are located.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
 - Waterlogged remains, if present, will be sampled for pollen, plant macrofossils, insect remains and radiocarbon dating provided that they are uncontaminated.
- 7.3 All collected samples will be labelled with the accession number/site code, context and sequential sample numbers.
- 7.4 Appropriate contexts (i.e. datable) will be bulk sampled (50 litres or the whole context depending on size) for the recovery of carbonised plant remains and insects.
- 7.5 Recovery of small animal bones, bird bone and large molluscs will normally be achieved through processing other bulk samples or 50 litre samples may be taken specifically to sample particularly rich deposits.
- 7.6 Wet sieving with flotation will be carried out using a sieving tank with a 0.5mm mesh and a 0.3mm flotation sieve. The small size mesh will be used initially as flotation of plant remains may be incomplete and some may remain in the residue. The residue >0.5mm from the tank will be separated into coarse fractions of over 4mm and fine fractions of >0.5-4mm. The coarse fractions will be sorted for finds. The fine fractions and flots will be evaluated and prioritised; only those with remains apparent will be sorted. The prioritised flots will not be sorted until the analysis stage when phasing information is available. Flots will be scanned and plant remains from selected contexts will be identified and further sampling, sieving and sorting targeted towards higher potential deposits.

- 7.7 Where evidence of industrial processes are present (e.g. indicated by the presence of slag or hearth bases), samples will be taken for the analysis of industrial residues (e.g. hammer scale).

Scientific Dating

- 7.8 Due care will be taken to identify deposits and structures which may have potential for scientific dating. Suitable samples for radiocarbon dating will be subsampled from the processed and identified plant remains in the bulk samples and monolith sample (if taken) as deemed appropriate. Consideration will also be given to the use of Dendrochronology, Archaeomagnetic dating, Thermoluminescence and Optical Luminescence Dating (TL and OSL). Specialists will be consulted in this regard and where deemed appropriate to provide advice and where necessary supervise sampling, take readings and undertake post-excavation reporting.

8. Timetable and Personnel

- 8.1 The start date is TBC subject to approval of the WSI.
- 8.2 This project will be under the management of Vicki Score MSc MCIFA. The Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility will rest with the Site Supervisor who will be on-site throughout the project.
- 8.3 The site supervisor will carry out the post-excavation work, with time allocated within the costing of the project for analysis of any artefacts found on the site by the relevant in-house specialists at ULAS.
- 8.4 ULAS uses in-house and external specialists for post-excavation work as follows

Environmental analysis and reporting:	Rachel Small MA Will Johnson MA
Prehistoric and Roman Pottery:	Nicholas Cooper BSc, Dip post-ex, FSA, MCIFA Elizabeth Johnson BSc MA (Roman pottery) member SGRP
Post-Roman Pottery:	Paul Blinkhorn BA (external)
Animal bone	Jennifer Browning BA, MA, MCIFA (Animal Bone) Rachel Small MA Will Johnson MA
Human bone	Jennifer Browning BA, MA, MCIFA Rachel Small BSc
Small Finds	York Osteological Unit (external)
Industrial residues and building materials	Nicholas Cooper BSc, Dip post-ex, FSA, MCIFA Heidi Addison BA
Wood/Geoarchaeology	Matthew Beamish, MA (cantab), MCIFA

9. Post Excavation Analysis and Reporting

- 9.1 Following completion of fieldwork, all artefacts and samples will be processed, assessed, conserved and packaged in accordance with CIFA (2020b), ULAS procedures and the relevant Museums for transferring archaeological archives (Warwickshire Museum 2021).
- 9.2 A draft report in will usually follow within six weeks. The report will include:

- A non-technical summary
- The aims and methods adopted in the course of the evaluation.
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during groundworks
- The anticipated degree of survival of archaeological deposits.
- The anticipated archaeological impact of the current proposals.
- Appropriate illustrative material including maps, plans, sections, drawings and photographs.
- A summary of artefacts, specialist reports and a consideration of the evidence within its local, regional, national context.
- An index of the contents and location of the archive.
- Bibliography.

9.3 A draft digital version of the report will be provided for the client, the Planning Archaeologist and the Local Planning Authority for approval. Once approved the final report will be deposited with the Historic Environment Record on the understanding that it will become a public document after an appropriate period of time.

9.4 An, indexed, site archive will be prepared and deposited with the agreed museum in accordance with the relevant museum guidelines (Warwickshire County Council 2021).

Publication and dissemination of results

9.5 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.

9.6 Arrangements will be made for an appropriate level of academic publication of the results of the excavations. A summary report will be published in the local journal where available. Where wider dissemination is appropriate and the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication in relevant academic journals.

9.7 ULAS supports the Online Access to the Index of Archaeological Investigations (OASIS) project. An online OASIS form will be completed detailing the results of the project. Once a report has become a public document following its incorporation into the HER it will be uploaded onto the web-site.

10. Public Engagement and Publicity

10.1 The work is small scale and not anticipated to be suitable for public involvement or participation during the course of the fieldwork. However, the results will be made available via the ADS website, publication and if significant archaeological deposits are found talks and presentations to the local population can be provided.

10.2 ULAS shall acknowledge the contribution of the Client in any displays, broadcasts or publications relating to the site or in which the report may be included.

11. Health and Safety

11.1 All work will be conducted in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, University of Leicester Statement Of Safety Policy Health and Safety and Environmental policies as well as any Principal Contractor's policies or procedures. A site specific Risk Assessment and Method

Statement (RAMS) will be formulated prior to commencement of fieldwork. This will be monitored on site and updated as necessary.

- 11.2 The safety of ULAS staff will take priority over the desire to record archaeological deposits.

12. Insurance

- 12.1 All ULAS work is covered by the University of Leicester's Public Liability, Professional Indemnity and Employers Liability Insurance as documented in the RAMS.

13. Quality Assurance

- 13.1 ULAS is a Registered Organisation (RO) with the Chartered Institute for Archaeologists. All ULAS Project Managers hold Member status and all ULAS Projects are overseen by the Project Manager who is responsible for the quality of the project.

14. Staff Training and CPD

- 14.1 All ULAS staff are subject to University of Leicester's Personal Development Discussion (PDD) strategy which reviews personal performance, identifies targets and areas for improvement and identified the need for appropriate. All members of staff are required to maintain a Personal Development Plan and log.

15. Bibliography

- Archaeology Data Service <https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>
- British Geological Survey: <https://www.bgs.ac.uk/map-viewers/geology-of-britain-viewer/>
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- CIfA (Chartered Institute for Archaeologists) 2020b, *Standard and guidance for the creation, compilation, transfer and deposition of Archaeological Archives*
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Appendix 1: Draft Data Management Plan (DMP)

ULAS adheres to University of Leicester Data Management Policies and Processes. This includes a Data Protection Policy (<https://le.ac.uk/ias>) and IT and Internet Code of Practice <https://le.ac.uk/policies/it>

ULAS data is stored and managed by the University of Leicester which operates a multi-level system, to securely store all ULAS data. All access is via user-level permissions. Permissions are controlled by the ULAS IT officer. There are several levels of University Storage:

X drive (current data): Only accessible to staff with appropriate level permissions. Backups are taken nightly and held for 28 days in a separate building. Monthly backups are also taken and held for 12 months. In the event of a major incident (for example, the loss of a datacentre) it is possible that up to one business days data could be lost.

R drive (static/old data): Only accessible to staff with appropriate level permissions. Only management staff have permissions to alter data in this area. Backups are taken nightly and held for 28 days in a separate building. Monthly backups are also taken and held for 12 months.

TEAM COLLABORATION SPACE: Encrypted Cloud storage. Only staff with permission can access the various TEAM collaboration spaces available.

This data management plan has been created using current best practice guidelines for digital data:

- ADS Data Management and sharing Plans
<http://archaeologydataservice.ac.uk/advice/DataManagementPlansADS>
- Guides to good practice <http://guides.archaeologydataservice.ac.uk/g2gp/MainADS>
- Guidelines for Depositors <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositorsADS>
- Guidance for the selection of material for deposit and archive
<http://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>
- Brown, D.H. (2011a) Archaeological Archives –a guide to best practice in creation, compilation, transfer and curation. Second Edition.
- Archaeological Archives Forum (AAF)
- Perrin, K., Brown, D.H., Lange, G., Bibby, D., Carlsson, A., Degraeve, A., Kuna, M., Larsson, Y., Pálsdóttir, S.U., Stoll-Tucker, B., Dunning, C. and Rogalla Von Bieberstein, A. (2014) The Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)
<http://archaeologydataservice.ac.uk/arches/Wiki.jsp?page=The%20Standard%20and%20Guide%20to%20Best%20Practice%20in%20Archaeological%20Archiving%20in%20Europe>

PROJECT DETAILS	
Project Name/Location:	Hare and Hounds Lane, Heath End, Nuneaton, Warwickshire CV10 7JA
ULAS Job No:	22-388
Accessioning Bodies	Warwickshire Museums
Accession/Event No	ULAS_22388
OASIS ID	
Project Manager	Vicki Score
Site Director	TBC
Data Manager	Mathew Beamish/Ffion Rogers
Site summary	
Data requirements of Brief, Standards & Guidance, or Recipient archive	
ADS guidelines https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml	
Data Classification	University of Leicester classifications include Highly Restricted, Restricted, Unrestricted & Public. Most archaeological data generated within commercial archaeology will become Public data, but it may need to remain confidential for a period of time depending upon project phase. Most archaeological data will fall into the Unrestricted category unless there are immediate client confidentiality issues in which case the data will be Restricted.

Data Collection	
Types of data	Project Planning may include A Written Scheme of Investigation (WSI) and CAD and GIS files The fieldwork project is likely to include digital photos, survey files and possibly digital recording data. Digital cameras with a minimum 12 megapixels will be used. All digital images will be captured in Jpegs/tiffs or RAW depending on the context. Survey data will be collected using Leica Differential Global Navigation Satellite System using Leica SmartWorx software. Post-excavation is likely to include spreadsheets, databases, Word documents, CAD and GIS files Finds specialist tables/records will be created using Microsoft Office 2016. Drawings will be produced using TurboCAD and ARCGIS 10.8. The report will also be saved as a Pdfa using Adobe Acrobat DC.
What data standards or methodologies will you use?	All projects have a project brief or Written Scheme of Investigation (WSI) and a Selection Strategy
Data Structure and naming	File naming structure for all files will be SiteCode_SiteName_What it is For example: ULAS_22388_HareAndHoundsTT_Final Report There will be a clear hierarchy for version control e.g. V1. Only the final version will be retained in the Project Archive.
Documentation and Metadata	
What documentation and metadata will accompany the data?	A metadata document will be produced based on the ADS (Archaeology Data Service) guidelines and template for documenting metadata.

ETHICS AND LEGAL COMPLIANCE	
How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?	Where applicable all personal information will be removed prior to the archive deposition. All sensitive data will be restricted to ULAS Managers and will be kept for 5 years prior to being destroyed/removed.

Does your project archive include data which requires formal consent to be used or included, and have you gained the required consent?	N/A
Who owns the data?	ULAS owns the copyright for the digital data but will sign over rights during the deposition process. ULAS will still retain the right to use images for our own marketing and internal purposes. As part of the deposition a copy of the report will be uploaded onto Oasis with no delay unless the client requests this.

STORAGE AND BACK-UP	
How will the data be stored, accessed and backed up during the research?	Data is downloaded onto external or Cloud servers held and managed by University of Leicester at the end of each day. Digital images will be captured and stored onto an external device and these images will be uploaded onto the server once fieldwork has been completed by the project officer. Regular backs are done automatically every night and held for 28 days in a separate building. Monthly back-ups are held for 12 months.
How will you control access to keep the data secure?	Access to the digital data is via a secured password enabled route using multifactor authentication for external devices. Each collaborator that will be creating or need access to the data will have their own log in.

SELECTION AND PRESERVATION	
Which data should be retained, shared, and/or preserved?	Refer to the Selection Strategy. The retained digital archive will be deposited alongside the physical archive at a local repository once all fieldwork and post excavation work has been completed.
Where will the digital data elements of the preserved Archaeological Archive be deposited and preserved in perpetuity?	ADS (Core Trust Seal repository)
What costs if any will your selected data repository or archive charge?	ADS easy costs: https://archaeologydataservice.ac.uk/easy/costingCalculator.xhtml

Data Sharing and Accessibility	
Where will the results be shared and how will people find them?	The final grey literature report will be uploaded onto Oasis and a copy sent to the relevant HER. Any other information/ data sharing will be done via requests from members of the public/researchers to either ULAS or the final repository.
Are any restrictions on data sharing required?	None required

Responsibilities	
Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?	The archives team is responsible for implementing the DMP and ensuring it is reviewed and revised as appropriate as well as metadata production, data archiving and sharing The Site Director is responsible for the capture and quality of the site digital data.

	Each finds specialist is responsible for the quality of their respective data sets. The ULAS IT officer will be responsible for data storage and backup.
Are any restrictions on data sharing required?	None required