

Guidelines for the Transfer of Excavation Archives to National Monuments Service Archive

Dr Rachel Barrett

Archivist, National Monuments Service

nmarchive@housing.gov.ie

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1. National Monuments Service (NMS) Archive Deposit Conditions

1. Terms of Deposit

- 1.1** The terms of deposit are intended to secure the safe preservation of the records and to protect the interests of the Owner while permitting public access for research.
- 1.2** Storage for archaeological archives can be provided by NMS Archive only if material is made available for public research and is submitted with a box list prepared by the Depositor.
- 1.3** All material to be given permanently to the archive (no loan agreements will be entered into).
- 1.4** All material is to be divided by sub number (as per page 5 of this document) in order for different types of records to be appropriately stored.
- 1.5** NMS Archive operates from the box list supplied by the Depositor and does not relist the material.
- 1.6** The Archivist reserves the right to return to the Depositor any records deemed not to be within the remit of our collection policy or, with the consent of the Depositor, to transfer them to a more appropriate place of deposit, or to destroy them.
- 1.7** In cases where the Depositor is likely to cease trading this should be indicated prior to transfer of material and a person willing to take responsibility for future contact with the archive must be agreed. Otherwise, the Depositor /Company/Licence Holder must agree to full donation of the material to the Archive without conditions.

2. Care of the Records

- 2.1** Material made available is subject to the security systems in place in the NMS Archive repository.
- 2.2** NMS Archive provides storage for records only under specific terms and conditions agreed with the Depositor at the time of donation.
- 2.3** For their security and identification, the records are numbered with a reference code. They may be copied for security purposes, and in appropriate cases the Archivist may only permit the study of facsimiles to avoid damage to the original records.
- 2.4** NMS Archive will take all reasonable precautions to preserve the records from damage, loss or theft but shall not be liable for any loss sustained by the Depositor.

3. Access to the Records

- 3.1** The Depositor agrees to make the material available for public research.
- 3.2** In cases where the Depositor wishes to allow for publication, a closure period of three years must be agreed upon by both parties to commence on the date of donation.
- 3.3** Closure periods agreed upon at the time of donation cannot be varied.
- 3.4** During the closure period, archaeological archives are available for research only to the Depositor or to persons nominated by the Depositor in writing.
- 3.5** At the conclusion of the three year closure period, each collection of archaeological archives will be opened for public research. The standard Rules and Regulations of NMS Archive, including possible photocopying charges, will apply.
- 3.6** The contents of the files are checked prior to their being made available in the research room to ensure sensitive material, which may inadvertently have remained on file, is not made available. However, the onus is on the Depositor to remove any commercially sensitive material. If any of the items not accepted by NMS Archive (as per page 7 of this document) are inadvertently included in the material transferred, these will be returned to the Depositor or destroyed if found. As such, if this material is accidentally provided to a third party the Department takes no responsibility for this.
- 3.7** Consultation of archive collections will be in a secure reading room, during its advertised opening hours and in accordance with current regulations. A copy of such regulations will be made available on request.

4. Ownership and Copyright

- 4.1** Ownership of material donated passes to NMS Archive. NMS Archive does not accept material unless ownership is transferred.
- 4.2** Intellectual copyright rests with the author of the reports.
- 4.3** The NMS Archive reserves the right to publish donated records in their publications, on the internet, or by way of other electronic formats unless stated otherwise in the deposit agreement or subsequently agreed in writing with the Depositor.

5. *Reproduction*

- 5.1** The terms of the Copyright and Related Acts (2000) allow NMS Archive to provide photocopies of material for research purposes only.
- 5.2** Photographic copies in any format supplied by NMS Archive may not be further reproduced without express permission of the Archivist. Any copying will be charged at the standard rates.

6. *Lecture and Exhibitions*

- 6.1** Slides/photographs relating to excavations recorded in the donated archives may not be borrowed for the purpose of lectures or exhibitions or for the preparation of articles and publications relating to the excavation. However, a request can be made to the Archivist to have images scanned which may incur a fee.

7. *Removal of Records*

- 7.1** Records may be withdrawn by a Depositor on a loan basis only, for the purpose of writing up an excavation. 3 months' notice of withdrawal must be given with proof of ownership, if requested.
- 7.2** NMS Archive cannot be held responsible for any loss/damage while records are withdrawn.
- 7.3** NMS Archive reserves the right to microfilm or make photographic copies of the records, and to retain the records for a reasonable period to permit this copying work to be carried out.
- 7.4** Should the Depositor withdraw any donated item in accordance with that condition then, upon withdrawal, the following charges may become due to NMS Archive from the Depositor:
 - a) Cost of cataloguing/calendaring donated items calculated at prices prevailing at date of withdrawal.
 - b) Cost of conservation work carried out on donated items calculated as above.
 - c) Cost of storage calculated in accordance with the charges for the time being adopted by NMS Archive to represent cost of storage of such items borne by NMS Archive for period of donation which has elapsed since the date hereof to date of withdrawal.

8. *Special Conditions*

- 8.1** Donated records may be accepted for donation on special conditions separate to the general conditions above at the discretion of the Archivist.

2. Items Accepted/Not Accepted/Considered for Deposit

All reports taken in using licence/consent number as basic reference number e.g. 09E1234 or E001234 (for old excavations, Ministerial Directions and Consents). This number is to be used as a permanent reference number and must be noted on all correspondence with the National Monuments Service.

It refers to licensed excavations, unlicensed monitoring, detection device licences, dive licences and all excavations or other activities carried out under Ministerial Consent or Direction. All licensed material should use the Department of Housing, Local Government, and Heritage licence/consent number and should be presented in sequential order. All non-licensed material should be presented in County order and by year.

The sub-number should be drawn from the list of items agreed to be accessed by the archive (see below). The general number should therefore be e.g. 09E1234. Slides should be registered as e.g. 09E1234 -15

If Depositors are in possession of archive material that is not listed as a sub-number then please contact the Archivist to discuss their inclusion in a revised list.

Items accepted by NMS Archive (Numerical Order):

- 1 Lists of all materials submitted (by licence number)
- 2 Licence Application form
- 3 Method Statement
- 4 Maps/Maps from licence application
- 5 Preliminary/Stratigraphic Report
- 6 Interim Reports
- 7 Feature/Context Register/Sheets
- 8 Sample Registers/Descriptions
- 9 Photographic Registers
- 10 Site Notes / Notebooks
- 11 Plans/Profiles/Sections/Sketches
- 12 Photographs (Digital Copies)
- 13 Colour Photographs
- 14 B&W Photographs
- 15 Slides
- 16 Negatives (Colour)
- 17 Negatives (B&W)
- 18 Finds Drawings
- 19 Specialist Reports
- 20 Digital Copies of reports/maps/plans etc.
- 21 Publications relating to licensed activity
- 22 Plans of development applied for (Developers plans)



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- 23 Newspaper Cuttings
- 24 Microfilm
- 25 Film and Video or other medium of recording.
- 26 Site Assessments relating to excavations
- 27 Building Surveys relating to excavations
- 28 Pre-excavation desktop studies
- 29 Relevant portions of EIS
- 30 X-rays
- 31 Background Research
- 32 General Notes
- 33 Drawing Registers
- 34 Finds Registers/Descriptions
- 35 Final Reports
- 36 Non-standard Information (by prior arrangement with NMS Archive staff only)
- 37 Architectural Survey
- 38 Photographic Survey
- 39 Levels Notebook
- 40 Underwater Reports
- 41 Bone Register
- 42 Skeleton Register/Descriptions
- 43 Radiocarbon Date Certificates
- 44 Licenses to Alter/Export
- 45 Site Registers*
- 46 Index Cards
- 47 Wetland Field Survey Record Sheets
- 48 Timber Sheets
- 49 Worked Wood Sheets
- 50 Metallurgical Register

* This sub number (45) is only to be used if the total number of sheets for each type of register i.e. context, finds, drawings, photographic, or sample registers, is **less than 5 sheets**. If any of these types of registers exceeds **5 sheets** in total then they are to be listed according to their specific sub number on the main list above.



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Items accepted by NMS Archive (Alphabetical Order):

- 37 Architectural Survey
- 14 B&W Photographs
- 31 Background Research
- 41 Bone Register
- 27 Building Surveys relating to excavations
- 13 Colour Photographs
- 20 Digital Copies of reports/maps/plans etc.
- 33 Drawing Registers
- 7 Feature/Context Register/Sheets
- 25 Film and Video or other medium of recording.
- 35 Final Reports
- 18 Finds Drawings
- 34 Finds Registers/Descriptions
- 32 General Notes
- 46 Index Cards
- 6 Interim Reports
- 39 Levels Notebook
- 2 Licence Application form
- 44 Licenses to Alter/Export
- 1 Lists of all materials submitted (by licence number)
- 4 Maps/Maps from licence application
- 50 Metallurgical Register
- 3 Method Statement
- 24 Microfilm
- 17 Negatives (B&W)
- 16 Negatives (Colour)
- 23 Newspaper Cuttings
- 36 Non-standard Information (by prior arrangement with NMS Archive staff only)
- 9 Photographic Registers
- 38 Photographic Survey
- 12 Photographs (Digital Copies)
- 11 Plans/Profiles/Sections/Sketches
- 22 Plans of development applied for (Developers plans)
- 28 Pre-excavation desktop studies
- 5 Preliminary/Stratigraphic Report
- 21 Publications relating to licensed activity
- 43 Radiocarbon Date Certificates
- 29 Relevant portions of EIS
- 8 Sample Registers/Descriptions
- 26 Site Assessments relating to excavations
- 10 Site Notes / Notebooks
- 45 Site Registers*
- 42 Skeleton Register/Descriptions



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- 15 Slides
- 19 Specialist Reports
- 48 Timber Sheets
- 40 Underwater Reports
- 47 Wetland Field Survey Record Sheets
- 49 Worked Wood Sheets
- 30 X-rays

Items not accepted by NMS Archive:

- 1 Commercially sensitive information
- 2 Correspondence with developer (except in relation to licensed activity)
- 3 Administration files
- 4 Financial files
- 5 H.R. files
- 6 Artefacts
- 7 Environmental samples
- 8 Nitrate based film

Items that may be considered for inclusion in the archive (subject to consultation with Archive staff):

- 1 Site assessments
- 2 EIS reports
- 3 Desktop Studies
- 4 Building Surveys
- 5 Reports on works carried out to monuments
- 6 Archives of non-licensed excavations

Items to be placed in Tubes or Folders:

- 1 Plan
- 2 Section
- 3 Elevation
- 4 Artefacts
- 5 Plan/Section
- 6 Reconstruction
- 7 Map
- 8 X-rays
- 9 Conservation

3. How to Prepare Excavation Archives for Transfer to NMS Archive

- Prior to transferring any records to the archive, please contact our office to arrange a consultation with one of our staff. This consultation will provide useful advice in facilitating a smooth transfer of records and ensure that they arrive in the appropriate form at the archive, as well as answering any queries you might have.
- Once contact is made by Depositors to make a deposit of an archaeological archive, NMS Archive will require the name of the depositing company, and the name and contact details of the person associated with this company, responsible for compiling the archive.
- NMS Archive require an MS Excel catalogue of all licences and associated site addresses to be included in each deposit. This list should consist of three columns – Licence Number (seven digits as per original licence agreement); Site Address; and County. This list should be ordered by licence number. Once the Depositor information is received, NMS Archive will create a unique MS Excel catalogue for each company and will return this working copy for the Depositor to begin cataloguing. This MS Excel catalogue is essential to controlling the volume of records received by the archive. Without proper documentation, the accessibility and functionality of your records will be hindered. [See Section 4 for more detail on how to complete the MS Excel catalogue]
- All licensed records should be sorted prior to boxing under the license number i.e. 09E1234. The order of the records should reflect the manner in which the records were created and maintained. All unlicensed reports should be sorted by County and Year.
- All records must be removed from lever-arch files, binders etc. and boxed in archive boxes obtained from the archive. Please ensure metal paper clips and other metal fasteners are removed.
- If records are required to be kept separate within the archive boxes, use buff-coloured manila folders. Please do not use any coloured folders as, should the dye run, the original material may get damaged.
- All photos are to be stored separately in plastic photographic pockets.

- Please pack records **ONLY** in storage boxes to the specification of NMS Archive. Records packed in unsuitable boxes will be returned to the sender immediately. Xerox, other non-standard boxes, or records storage boxes with 24-inch length are not acceptable, as they will not fit our shelving and are too fragile to endure long-term storage.
- Please ensure that each box is filled to capacity (but not overloaded) so that space is not wasted or files allowed curl.
- A hard copy of the Box List (Form 1), relative to the contents of each specific box, is to be placed within the box. A hard copy of the Folder/Tube Lists, relative to the contents of each specific folder/tube (see below for more details), is to be placed within.
- All boxes must carry identification with the Box Number/Folder Number/Tube Number marked clearly in **block capitals** in **pencil** on the top right hand corner of the short edge of the box. Please **do not paste** file lists to the boxes or add additional information.
- For licensed activities, identification information must include the Licence Number (e.g. 09E1234 or 09R1234) and Site Address. Other non-licensed reports may be assigned an accession number by the archive (02N1234) and the box number (e.g. Box 15). Do not list the contents on the box itself.
- If submitting maps/plans/drawings please note that if these have been previously stored flat, they are to be submitted in folders. If they have been previously stored rolled then they will be accepted rolled in tubes supplied by NMS Archive. All folders and tubes are to be clearly numbered in **pencil** (same as boxes, see above). A Folder/Tube list for each is to be printed and inserted into the folder/tube.
- Completed MS Excel catalogues are to be returned to NMS Archive for checking *prior* to final transfer.
- Please contact NMS Archive staff to arrange a visit whereby we will carry out a sample check of completed boxes, prior to approval of transfer.
- Once the transfer is approved, one printed hard copy of the Box/Folder/Tube list for each box/folder/tube, the File Transfer List for the complete donation, and the Cover Memo (Forms 1, 2 &

4) should accompany the boxes. These can be printed from the completed MS Excel catalogue. The Depositor will be required to sign the Deposit Agreement (Form 3) on the day of transfer.

- Archives not preceded by such database and hard copies of lists will not be accepted. Records that are sent without completion of documentation will be returned at the expense of the Depositor.
- Records identified as non-archival will also be returned to the Depositor.
- The archive will designate the appropriate storage area where records are to be delivered. The archive staff will advise you of the appropriate arrangements for transfer (who to call, where the designated storage area is located etc.). If NMS archive is not in a position to collect the boxes then the Depositor must finance any alternative transport costs.
- The final stage is to await the acknowledgement from the archive. This formal acknowledgement, including your transfer list annotated with archive reference numbers, will be mailed to you. You will need to refer to these reference numbers should you request temporary access to them.
- If NMS Archive is satisfied with the quality of the documentation submitted, an inspection of the records by Archive staff may be arranged. During this inspection spot checks may be carried out on the condition of the records, the quality of packing, numbering and labelling etc.
- If such inspection is undertaken and reveals that these guidelines have been adhered to, a date for deposition in the Archive will be arranged. If these guidelines have not been adhered to, the assemblage will not be accepted by NMS Archive. Depositors will be required to correct all deficiencies and make new arrangements for inspection/deposition.

4. How to Complete MS Excel Catalogue

Introduction:

A MS Excel catalogue is designed to simply create the record explaining what material is being deposited with NMS Archive in relation to licensed excavations. It is intended to serve as the background information to populate a fully operational database. The programme is designed to be simple to use and if there are difficulties with it please contact Archivist Rachel Barrett at nmarchive@housing.gov.ie and we will endeavour to help and/or amend the programme.

Once contact is made by Depositors to make a deposit of an archaeological archive, NMS Archive will require the name of the depositing company, and the name and contact details of the person associated with this company, responsible for compiling the archive. NMS Archive also require an MS Excel list of all licences and associated site addresses to be included in each deposit. This list should consist of three columns – Licence Number (seven digits as per original licence agreement); Site Address; and County. This list should be ordered by licence number. Once this information is received, NMS Archive will create a unique MS Excel catalogue for each company.

A unique identifier, in the form **ABCD/001/XXXX**, will also be assigned.

- **ABCD** will change accordingly to reflect the identifier of each specific company.
- **001** refers to deposit number – in this case it is the first deposit from ABC.
- **BXXX** will be the box number within that deposit. If Tubes (plan rolls) are deposited, then XXXX will change to **TXXX**, and if plan Folders are deposited, then XXXX will change to **FXXX**, each reflecting the number of folders or tubes within that deposit.

Each donation can be of a **maximum of 100 boxes**, with their associated Tubes and Folders. Smaller deposits of less than 100 are accepted (the smallest deposit currently is two boxes), but for bigger companies the maximum single deposit at any one time is 100 boxes. This is to ensure that a sample check of deposits can be carried out by archive staff in one visit to the site where the depositing company is preparing the items for deposit. If more than 100 boxes are to be deposited, then the next batch will be entered and listed under Deposit 2.

Section 1 below will explain what each tab in the MS Excel workbook are, and what each option within the tabs are. Section 2 is a concise step to step guide for filling out a deposit.

Explanation of Tabs

The MS Excel catalogue assigned by NMS Archive is specific to each depositing company and contains information only related to that company, based on the information provided to NMS Archive in advance. There are 6 tabs per workbook:

1. *Title Page* – includes name and contact details of depositing company. Also includes the unique identifier of the deposit, the total number of boxes/tubes/folders deposited and the date of deposit. Only the number of boxes/tubes/folders needs to be completed by the depositor once the catalogue and boxing has been completed.
2. *List of Licences* – contains the full list of licences included in the deposit, including the licence number, site address, and county. This information is required in order to populate the drop down selection in the next three tabs. Depositors do not need to make changes to this but must make sure that a full and complete list of licences is supplied to NMS Archive as no additions can be made to this worksheet.
3. *Fill Boxes* – Depositors are required to complete this tab using the information preloaded onto the drop down lists by NMS Archive.
 - **Column A** - Select the relevant box number
 - **Column B** - If the archives for one licence is likely to spread out into more than one box then the total number of boxes for that licence (if more than 1) needs to be indicated in Column B. If the material for one licence is only in one box then Column B can be left empty.
 - **Column C** – Select licence number from the drop down list. Please ensure that the licences within each box are recorded and placed in numerical order.
 - **Column D** – Select site name from the drop down list
 - **Column E** – Select the sub number of the type of material included in the box from the drop down list. Please order this list numerically on this spreadsheet. Please note that for larger sites, feature/context sheets should be separated into groups of 100 sheets, you can add this information into Column F e.g. 1-99, 100-199 etc.
 - **Column F** – If additional information is required e.g. notebooks 1-10, notebooks 25-35 etc. then this can be added here. The completion of this column is optional however if you think it will assist future researchers in identifying material then please include it here.
 - When the list is complete, add '01-List of all material submitted' to each box and print the contents on the MS Excel list by box number before you move to the next box. This sum element is the 'Box Cover Sheet' and should be placed on top of the material before the lid is closed.

4. *Fill Tubes* - Depositors are required to complete this tab using the information preloaded onto the drop down lists by NMS Archive. Please note that if drawings have been previously stored **rolled** then they are to be deposited in Tubes. If drawings have been previously stored **flat** then they are to be deposited in Folders (see next tab)

- **Column A** - Select the relevant Tube number
- **Column B** - If the archives for one licence is likely to spread out into more than one Tube then the total number of Tubes for that licence (if more than 1) needs to be indicated in Column B. If the material for one licence is only in one tube then Column B can be left empty.
- **Column C** – Select licence number from the drop down list
- **Column D** – Select site name from the drop down list
- **Column E** – Select the sub number of the type of material included in the Tube from the drop down list. Please list in numerical order.
- **Column F** – If additional information is required e.g. Nos. 1-10, 12, 14-16; Trench location plan etc. then this can be added here. The completion of this column is optional however if you think it will assist future researchers in identifying material then please include it here.

5. *Fill Folders* - Depositors are required to complete this tab using the information preloaded onto the drop down lists by NMS Archive.

- **Column A** - Select the relevant Folder number
- **Column B** - If the archives for one licence is likely to spread out into more than one Folder then the total number of Folders for that licence (if more than 1) needs to be indicated in Column B. If the material for one licence is only in one folder then Column B can be left empty.
- **Column C** – Select licence number from the drop down list
- **Column D** – Select site name from the drop down list
- **Column E** – Select the sub number of the type of material included in the Folder from the drop down list. Please list in numerical order.
- **Column F** – If additional information is required e.g. inked up plans, inked up drawings etc. then this can be added here. The completion of this column is optional however if you think it will assist future researchers in identifying material then please include it here.

6. *Checklist* – Depositors to run through checklist to ensure all requirements set by NMS Archive have been met.

*Please **DO NOT** add any extra tabs to the MS Excel catalogue provided by NMS Archive. If additional tabs are necessary then we request that you contact the Archivist prior to altering the workbook. Any unauthorised changes will impact the completed catalogue of all deposits.*

5. List of Forms

Form 1: Box/Folder/Tube List

Form 2: File Transfer List of Complete Deposit

Form 3: Archive Deposit Agreement

Form 4: Cover Memo

Form 5: Checklist for Depositor Prior to Transfer

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Form 1: Box/Folder/Tube List*	
Box/Folder/Tube Number: e.g. B045/F001/T032	
Excavation Licence Number(s):	Series Number:
Company/Licence Holder Name:	
Contact Person:	Phone:
Excavation Number	Sub Number & Contents
Box ___ of ___ (if the licence extends over more than one box)	
Date Received by Archive	Signature of Receiving Archivist

*One page per box is to be placed in each relevant box/folder/tube. A set of the full lists for each donation are to be printed and given to NMS Archive upon final transfer.

**NMS**Seirbhís Séadchomharthaí
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National Monuments Service**Form 2: File Transfer List of Complete Deposit****Company/Licence Holder Name:****Contact Person:****Phone:****Email:****Donation Number:****Donation ID:****Total Number of Boxes Deposited:****Total Number of Folders Deposited:****Total Number of Tubes Deposited:****Box Number: 1 of 90***Excavation Licence Number: 15E1234**Address of Excavation: An Other Site, Co. Dublin**List of Contents:**15E1234–01 Lists of all materials submitted (by licence number)**15E1234–05 Preliminary/Stratigraphic Report**15E1234–23 Newspaper Cuttings***Box Number: 2 of 90***Excavation Licence Number: 15E1824**Address of Excavation: A Different Site, Co. Dublin**List of Contents:**15E1824–01 Lists of all materials submitted (by licence number)**15E1824–13 Colour Photographs**15E1824–35 Final Reports**(repeat until all boxes/folders/tubes and contents are recorded)***A full printed copy of this File Transfer List for each donation is to be printed and given to NMS Archive upon final transfer**

Form 3: Archive Deposit Agreement

Guidelines on Completing Deposit Agreement:

The Deposit Agreement is signed when the actual deposit is being made to NMS Archive. Please complete the form fully.

Please note the following:

- **Period of Loan** is to be marked as Permanent unless an exception has been made following consultation with NMS Archive staff.
- **Restrictions to Access** is to be marked as None unless a closure period of 3 years is specifically requested (with 3 months' notice) to write up an excavation, and following consultation with NMS Archive staff.
- **Copyright** is to be transferred to NMS Archive. In certain circumstances, subject to consultation with NMS Archive staff, and for a short period of time, it may be retained by relevant individuals.

NMS Archive staff will complete the form in preparation of deposit and will require your signature on the day of deposit.

This agreement shall be subject to the terms and conditions set out in the section entitled 'Deposit Conditions'. I hereby donate the scheduled items upon the terms and conditions set out below.

1) Depositor Contact Information:

Company/Individual Depositing: _____

Name of Person Attending Deposit: _____

Contact Name: _____

Contact Address: _____

Contact Telephone Number: _____

Contact Email Address: _____

2) Deposit Information:

Donation Number: _____

Donation ID: _____

Date of Deposit: _____

Period of Loan: _____

Exceptions to Period of Loan: _____

Restrictions to Access (None/3 Years*): _____

Copyright (NMS Archive/Exception*): _____

(*Exceptions may be made following consultation with NMS Archive Staff)

3) Details of Deposit: [See File Transfer List for Full Titles & Descriptions]

Period Covered: _____

No. of Boxes Deposited: _____

No. of Folders Deposited: _____

No. of Tubes Deposited: _____

Photographs Included in Donation (Yes/No): _____

Indicate & describe if any presence of mould/damp/or damage: _____

Signature (Depositor):	Name (Block Capitals):	Date:
Signature (Recipient):	Name (Block Capitals):	Date:

Form 4: Cover Memo

Guidelines on Completing Cover Memo:

The following is an example of an appropriate cover memo for sending records once they have been approved for transfer:

This form is to be completed at the final stage and should accompany Form 2: File Transfer List of Complete Deposit when depositing the archive. Both an electronic and hard copy is to be submitted to NMS Archive.

Form 4: Sample Cover Memo (amend as necessary)

From: Mary Smith (Archaeologist)

To: Rachel Barrett, Archivist, NMS Archive Unit

Title: Archives of Speedy Dig & Co.

Date of Deposit: 24 February 2024

RE: Records Transfer

This cover memo and attached listing (Forms 1&2) accompanies the transfer of:

10 boxes

35 Folders

3 Tubes

of records from Speedy Dig & Co. to NMS Archive that relate to the following excavation licence numbers and site address:

05E1234, Navan, Co. Meath.

10E0001, Kells, Co. Meath

For any further information I can be contacted at 087-1234567 or at info@speedydig.ie

Form 5: Checklist for Depositor Prior to Transfer

HAVE YOU COMPLETED THE FOLLOWING?	YES	NO
Contacted the archives for advice on transfer?		
Received archive boxes from archive?		
Sent list of excavations in each donation to NMS Archive?		
Received MS Excel worksheet from NMS Archive to complete?		
Put the files/records in boxes using boxes supplied by the archive?		
Removed all metal paper clips or other metal fasteners?		
Removed all files from level-arch folders/binders?		
Separated files by sub number in buff-coloured manila folders?		
Clearly labelled the boxes as required with relevant Box/Folder/Tube Number?		
Completed inputting information into MS Excel Worksheet?		
Completed inputting information into MS Word form templates?		
Placed one hard copy of Box List in each box?		
Printed off Box List, Transfer Form, and Cover Memo to be submitted to the archive?		
Returned completed MS Excel Worksheet to NMS Archive?		
Arranged & received visit from archive to carry out sample check of boxes?		
Received an approval & confirmation from the archive to transfer the files?		
Agreed transport arrangements with the archive?		
Signed Deposit Agreement during transfer?		
Received your updated list from the archive indicating the location of these files?		