

Information Note on Requirement to Submit Reports on Archaeological Excavations in Two Parts

Introduction

A number of revisions to standard archaeological excavation licence conditions will be in operation from 1 January 2019. These revised licence conditions will include a requirement that reports be in two separately bound parts, one containing purely archaeological information.

The revised licence condition

The relevant revised licence condition provides as follows in relation to these two parts.

First Part

The first part is to contain purely archaeological information, i.e. the nature of the site in archaeological terms and the results in archaeological terms of the archaeological excavation. It is to be identified using the references number provided to the licensee under Condition 7 of the standard licence conditions. It must, in particular, contain no personal data other than the name of the licensee.

Second Part

The second part is to contain other information where appropriate to be provided regarding the archaeological excavation, e.g. owner of the site, reasons for carrying out the archaeological excavation (other than archaeological research), information regarding funding and planning and development issues. It is to be identified with the same reference number but with an "X" appended.

Reasons for introducing the new two part reporting system

Existing licence conditions already provide for submitted reports to be made publicly available. It is planned that in the course of 2019 National Monuments Service (NMS) will move to make reports on archaeological excavations available for public viewing through its website as soon as practicable following them being submitted to NMS.

The new requirements for two part reports will ensure that the important archaeological information contained in the reports submitted in fulfilment of licence conditions can be made publicly available without raising personal data protection issues. In particular, it will avoid either NMS or the licensee from having to redact documents. The first part of the report will be made publicly available immediately on receipt while the second part will not be released generally.

Further guidance on content of First and Second Parts of reports

Subject to the required two part structure, reports must continue to comply with other required standards as set out in other licence conditions, including compliance with the *Guidelines for Authors of Reports on Archaeological Excavations* (2006) issued by NMS. Within that framework, some guidance on content is set out below.

First Part

In line with the new licence condition, this needs to be purely archaeological in nature. The approach taken should be to write it as if for publication in a journal. In line with existing licence requirements, it will need to have drawings showing the site location, and be illustrated with whatever maps and other illustrations and photographs are appropriate. It will also need to contain whatever specialist reports are required and any recommendations as to whether further work is required.

Second Part

This needs to contain any material relating to the name and address of the owner/developer, to planning file numbers and any data relating to funding. The planning conditions and other matters not relating to the excavation itself are also appropriate to be covered in this part of this report. If the archaeologist is acting as a sub-contractor those details are also material to be included in this.

National Monuments Service

Department of Culture, Heritage and the Gaeltacht

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