

**National Monuments Service Information Note on template for use in
preparing second part of archaeological excavation reports in accordance
with licence conditions**

NOTE: While the Covid-19 Health crisis continues NMS is enabling submission of reports solely in electronic form. The note below applies to submission of pdfs also.

Since 1st January 2019 archaeological excavation licence conditions have required that reports be submitted in 2 parts. This was to ensure archival and public access compliance with GDPR regulations:

Condition 11(2)

“all such [i.e. archaeological excavation] reports shall be in two separately bound parts (or in the case of digital copies two separate files) as follows:

First Part

The first part shall contain purely archaeological information, i.e. the nature of the site in archaeological terms and the results in archaeological terms of the archaeological excavation. This part shall be identified using the reference number provided to the licensee under Condition 7 above. The first part shall, in particular, contain no personal data other than the name of the licensee.

Second Part

The second part shall 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. This second part shall be identified with the same reference number but with an “X” appended.

An Information Note was issued in December 2018 and remains available at <https://www.archaeology.ie/sites/default/files/media/publications/excavation-license-info-submission.pdf> . As set out in that Note, the requirement was introduced to facilitate public access to the results of archaeological excavations while at the same time ensuring compliance with data protection requirements.

The distinction between the two parts is simple:

- **First Part** is to contain purely archaeological information;
- **Second Part** is to be restricted in content to other information, such as name of client/developer and planning and development background (if any) to the excavation.

To further ease matters, a completed and stapled Second Part template can be placed inside the cover of the First Part of the printed report when being submitted, and if that is done no other binding of the Second Part will be necessary.

It should be noted that Condition 11(2) relates to reports submitted to NMS in fulfilment of archaeological excavation licence conditions. It is a matter for archaeologists to agree with their clients what other reports (in whatever format) need to be provided to those clients, and for planning authorities, other development control bodies or funding bodies to determine what format they require for reports submitted to them.

It should be further noted that simply because a planning authority may be in a position to make personal data available on its website on the basis that documents submitted to it in connection with planning applications are required under planning law to be made public does not mean NMS can do so, as NMS is not a planning authority.

NMS hopes and anticipates that the provision of this further Information Note and the template for the Second Part of reports on archaeological excavations will fully resolve any confusion which may have existed regarding the need for the Two Part report system and its requirements.

NMS will now be moving to ensure full compliance by all licensees with Condition 11(2) (as set out above) and those submitting reports which are not compliant will be at risk of not being issued further licences pending rectification of such non-compliance (as provided for in Condition 15 of archaeological excavation licences).

National Monuments Service

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