

**(MY0013 - Mystery Lane Farm)
(01/03/2018)
SELECTION STRATEGY**

Project Manager:	Ms Hughes	
Archaeological Archive Manager:	Mr Fox	
Organisation:	ArchUK	
STAKEHOLDERS		Date Contacted
Collecting Institution(s):	Dr Victors, Museum Director, Anonshire Museum Ms Page, Digital Archive, Unreal Repository	01/12/2017
Project Lead / Project Assurance:	Mr Coleman	01/12/2017
Landowner/Developer:	L. Andowner, Country Estate	01/01/2018
Other:	Project Finds Officer (in house) Project Environmental Officer (in house) Project Archives Officer (in house) Project Digital Archaeologist (in house) Project Stone Specialist (External Contractor) Project CBM Specialist (External Contractor)	01/12/2017
RESOURCES REQUIRED	<p>ArchUK staff time = 5 days. External Contractor (stone) = 2.5 days External Contractor (CBM) = 2.5 days</p> <p>All figures above relate solely to the design and implementation of the selection strategy, and do not include other project work such as the production of finds and environmental methodologies, etc.</p>	

Context

The Mystery Lane Farm project is a multidisciplinary and collaborative research project investigating the Roman small town and its environs. This selection strategy relates to excavations being undertaken in 2018 at a landscape in the environs, and further selection strategies will be developed for future excavations as defined in project UPDs. Only aims and objectives relevant to this selection strategy are listed here; for full details of the project's aims and objectives, methodology and work programme please refer to the Project Design (attached)

Aim 1: To improve our understanding of the archaeological resource of the Roman town and its environs through archive research, landscape research, remote sensing and excavation with fieldwork focused on the initial study areas to the south of the area and around the Country Estate villa.

O1.7: To undertake excavations to characterise settlement in the environs of the Roman town, either in the Country Estate villa landscape, or on the Large Estate land to the south, locating interventions in collaboration with the project team from results of non-invasive work. These excavations are to be collaborative with the University of XYZ.

This work will contribute to a range of aims and objectives from the South-West Archaeological Research Framework Research Strategy (SWARF RS) and the Research Strategy for the Roman Period Historic Environment (RSRPHE) (see Annexe 2 of the Project Design); many of the topics and themes present in the two frameworks dovetail with particular relevance to this project. None, however, directly relate to selection policy, although the importance of later Roman burial assemblages is highlighted, as is the importance of understanding the impact of the Roman empire on farming in this region through environmental remains. Finds and environmental remains are also fundamental to topics relating to settlement, economy, change over time and transition raised by these research frameworks and addressed by this project.

The local authority has reviewed the Project Design and agreed the methodologies contained therein.

The Wiltshire Museum has detailed collection and deposition guidelines, and has been consulted as to this selection strategy. See [attachment] for guidelines. During the preparation of the Project Design a wide range of specialist guidance has been consulted in various specialist areas in order to create the finds and environmental methodologies for this project, including this selection strategy. This extensive list of materials will not be repeated here.

1. DIGITAL DATA

STAKEHOLDERS

Project Archives Officer, Project Digital Archaeologist and Project Manager, Digital Repository.

SELECTION

Location of Data Management Plan (DMP):

The Data Management Plan (DMP) for the project is laid out in Annexe 3 of the Project Design, and covers both digital and analogue data.

Selection of digital data: Digital data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer on the basis of E&A Selection and Appraisal Criteria (attached) and the Project DMP. The digital data selected for inclusion in the preserved archive will include:

- Databases: Intrasis dataset, all data generated during site archive completion and assessment will be held in the Intrasis database
- Images: Site photography, scans of site drawings and context sketches, digital x-radiographs, graphics for reports
- Text: Digital copies of various Word Documents; including Project Proposal, Project Design, Assessment Reports, Site Archive Completion Report.
- Excavation and Finds Data: All born digital records, in their final file versions, will be selected for archive. This includes those produced externally, subject to the addition of metadata and compilation into accessible formats. It is expected these will include: Intrasis database records (covering excavation, post-excavation and assessment); specialist finds data; conservation records; survey data.
- Images: Born digital photographs, born digital drawings, digitized drawings and sketches, video, x-radiographs copied into an accessible format, born digital graphs and tables.
- Text: Born digital text files in accessible formats (in-house text in Word).

Selection strategy reviews will be undertaken at Review Points R2, R3 and R4 (end project planning, site archive completion and end assessment respectively), with selection strategy reviews also taking place at further project stages, as to be defined in the UPD after R4.

Standards and guidance: Digital data will be managed in accordance with HE procedures (see Adapt guidance, HE Recording Manual, HE Intrasis Guidance, HE Digital Imaging Guidelines, HE Archive Policy) and the requirements of the digital and physical repository. See also DMP for further details.

It is not currently anticipated that decisions will be made that differ from the standards and guidance cited above.

DE-SELECTED DIGITAL DATA

Non-selected digital data will be deleted from the HE network storage subject to final checking by the Project Archives Officer and Project Digital Archaeologist, with the exception of the:

- DICONDE files.
- Casual photographs' kept for business purposes.

AMENDMENTS

Amendments to the digital data selection strategy should be recorded in your DMP. However, you must share amendments with all relevant stakeholders, therefore you may wish to also record amendments here.

Date	Amendment	Rationale	Stakeholders Involved

2. DOCUMENTS

STAKEHOLDERS

Project Archives Officer, Project Digital Archaeologist and Project Manager.

SELECTION

The Data Management Plan (DMP) for the project is laid out in **Annexe 3 of the Project Design**, and covers both digital and analogue data.

Selection of analogue data: Analogue data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer on the basis of HE Archives policy and the Project DMP. Analogue data is likely to include the following:

- *The site drawings : All will be selected*
- *Copies of any other data requested by the Repository*

All data not meeting the above criteria will be deselected. Specifically this will include the destruction of the site prompt sheets.

Selection strategy reviews will be undertaken at Review Points R2, R3 and R4 (end project planning, site archive completion and end assessment respectively), with selection strategy reviews also taking place at further project stages, as to be defined in the UPD after R4.

Standards and guidance: Analogue data will be managed in accordance with HE procedures (see Adapt guidance, HE Recording Manual, HE Intrasis Guidance, HE Digital Imaging Guidelines, HE Archive Policy). See also DMP for further details.

It is not currently anticipated that decisions will be made that differ from the standards and guidance cited above.

DE-SELECTED DOCUMENTS

The de-selected analogue data will be destroyed (shredded) subject to final checking by the Project Archives Officer. Possible exceptions include images, records retained for business purposes including promotional material, teaching

AMENDMENTS

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders Involved

3. MATERIALS

Material Type:	Bulk Finds	Page	3.1
STAKEHOLDERS	Archaeological Archive Manager, Project Manager, Project Finds Officer		

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The Project Design lays out the strategies for various specialist categories of bulk finds at length. Two categories of bulk find have been noted as probably likely to be present in such quantity as to necessitate the implementation of a selection strategy during the field investigation phase of the project. These are Ceramic Building Material and Worked Stone.

The individual's overall responsible for bulk finds selection decisions are the Project Manager, the Project Finds Officer, and the representative of the collecting Museum. The project CBM specialist and project worked stone specialist are also responsible for shaping selection decisions regarding those categories of material.

Except CBM and Worked Stone, all bulk finds recovered shall be included in the working archive, subject to continuous assessment by the Project Finds Officer, although this decision is unlikely to change. CBM and worked stone will both be fully recovered in the same way as other finds, but the quantities and character of the assemblages will be reviewed at the end of week 2 of fieldwork on site by the project finds officer, project manager and relevant specialist. A decision will then be taken as to whether or not to implement the planned selection strategy at that stage. A second review and decision point will take place at the end of week 4 of fieldwork in the same manner.

CBM selection strategy: Following agreement between the PM, PFO and specialist at the end of week 2 of fieldwork, undiagnostic CBM fragments with no extant measurements can be counted, weighed and discarded on site, with the resulting data included in the assessment data tables and report. Unstratified material can also be subject to this approach, with the caveat that if significant quantities are recovered these should be scanned by the specialist prior to any discard.

Worked stone selection strategy: Following agreement between the PM, PFO and specialist at the end of week 2 of fieldwork, undiagnostic worked stone fragments with no extant measurements can be counted, weighed and discarded on site, with the resulting data included in the assessment data tables and report. NB - these should be scanned by the specialist prior to any discard, during site visits at end of weeks 2 and 4 of fieldwork.

Standards and guidance: Recording will follow standard technological and typological

classifications', and will be published within the Project Design. Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the CIfA's Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (Institute for Archaeologists 2008).

UNCOLLECTED MATERIAL

No material will be discarded without processing and recording.

DE-SELECTED MATERIAL

Discarded material will be added to backfill of trenches when they are filled in.

AMENDMENTS

Detail any amendments to the above selection strategy.

Date	Amendment	Rationale	Stakeholders Involved

3. MATERIALS

Material Type:	Materials from Samples	Page	3.2
STAKEHOLDERS	Archaeological Archive Manager, Project Manager, Repository Representatives.		

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It is anticipated that all material from samples (flots, extracted plant material, animal bones) will be selected for inclusion in the working archive.

Following assessment (review point R4) it is probable that unsorted residues (75%) will be discarded, but this decision will take place at that stage in consultation with the responsible individuals, and should not be assumed. Flots containing no archaeological material could also be considered for discard following consultation with the relevant individuals but should also not be assumed.

Standards and guidance: Recording will follow standard technological and typological classifications', and will be published within the Project Design. Assessment will follow English Heritage's MoRPHE Project Planning Note 3: Archaeological Excavation (English Heritage 2008) and the ClfA's Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (Institute for Archaeologists 2008).

UNCOLLECTED MATERIAL

No material will be discarded without processing and recording.

DE-SELECTED MATERIAL

Deselected sample material will be disposed of via a skip at Fort Cumberland.

AMENDMENTS

Detail any amendments to the above selection strategy.

Date	Amendment	Rationale	Stakeholders Involved