

Section 1: Project Administration

Project ID / OASIS ID
Internal CFA ID: RRBA/5328
OASIS ID:
Project Name
Land off Royston Road, Barkway, Hertfordshire: Archaeological Strip Map and Record and Archaeological Watching Brief
Project Description
Archaeological Strip Map and Record and Archaeological Watching Brief at land off Royston Road, Barkway, Hertfordshire comprising three SMR areas and an Intermittent Watching Brief area in the eastern field. The works are to be carried out to support a planning application for 140 new houses.
Project Funder / Grant reference
Project Manager
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Principal Investigator / Researcher
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Data Contact Person
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Date DMP created
04/11/2024
Date DMP last updated
04/11/2024
Version
1
Related data management policies
CFA Quality Management Systems ISO 9001 Accreditation

Section 2: Data Collection

What data will you collect or create?

Archaeological data will be collected to achieve the aims and objectives of the archaeological evaluation as set out in the Written Scheme of Investigation.

It is envisaged that the resultant digital archive will comprise, but not be limited to:

Type	Format	Estimated Volume (Data Archive)
Digital Photographs	.jpg, .tiff	Volume tbc
Spreadsheets	Excel .xlsx	i.e., typed up registers etc
Text/ documents	Word .docx, PDF .pdf	To include at minimum the WSI, Project Report and scans of onsite record sheets

How will the data be collected or created?

CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (CIfA). Work will be conducted with regard to the Institute's Standards documents (CIfA 2020a-c), and relevant Historic England guidance documents (Campbell et al. 2011; Historic England 2015). Details are set out in the WSI (Pheonix Consulting Archaeology 2024). Recording of all elements will be done following established CFA procedures.

Data Standards/ Methods

- Paper records, digital records, digital photos and survey data is collected on site.
- Data collected on site is downloaded or scanned and stored in an appropriate folder.
- On site records are typed up as part of report preparation.
- Reports are created once the onsite works are completed and records checked, by an appropriate member of staff.
- Project folders are named and ordered following the CFA Quality Management System (QMS)
- CFA Data storage is described in Section 5.

Section 3: Documentation and Metadata

What documentation and metadata will accompany the data?

Full documentation and metadata will be supplied with the archive, in line with our own archiving requirements, as well as those from ADS. This will include, but is not limited to, metadata forms for each data type as well as overarching site metadata forms.

Any relevant selection forms will be included with the archive.

Section 4: Ethics and Legal Compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

- The Project Design outlines the names and details of contractors and staff who are proposed to work on the project. CFA have a GDPR compliant Privacy Policy which dictates the management of personal data.
- CFA is a Registered Organisation with CIfA and a minimum of 80% our staff have CIfA membership. All of our work practises are therefore in line with CIfA's ethical requirements.
- Copyright for all data collected by the project team belongs to the organisation.
- The requirement of consent for the full transfer of title of finds regarding the landowner and recipient museum is set out in the Project Design.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

In addition to our Data Protection Policy and Privacy Notice, CFA has in place the following policies (and associated notes) which outline and instruct procedures relating to IT and data management: CFA Data Management Plan, CFA IT Policy, CFA Data Breach Response Plan, CFA IT Procedures (attachment 10a). At our Musselburgh office, digital data is stored on two primary servers with a back-up cycle controlled via a separate dedicated backups server. Back-ups are configured to provide daily, weekly, and monthly redundancy across all offices. We also back up incrementally to external devices weekly. At our Yorkshire and Milton Keynes offices, digital data is stored on primary servers using multiple virtual configurations. All network data from these offices is mirrored nightly to the Musselburgh network and is included in the Musselburgh back up. All digital files are protected both at server level using Linux proprietary protection, and by ESET Anti-Virus software on all desktops and portable devices where possible. Access to all CFA business networks is restricted, with variable user-level access to folders and password-protected files as appropriate.

Digital site records such as context sheets, survey data and digital photographs are stored digitally on our network in compliance with our Security Copies Policy. Hard copy site records are scanned regularly throughout site works and stored digitally on our network in compliance with our Security Copies Policy.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

The digital archive will be subject to a selection process, dependant on the results of the works and in line with ClfA and ADS guidance.

The selection will be fully recorded and resulting selection forms will be retained and included with the archive.

What is the long-term preservation plan for the dataset?

An online OASIS form will be completed as part of the archaeological work within three months of the completion of the work. An appropriately formatted copy of the report will also be uploaded to OASIS within three months of the completion of the work.

A digital copy of the project report will be deposited with the Hertfordshire Historic Environment Record (HER) within a suitable timescale. This ensures that the report will be made available as a public document as part of the Historic Environment Record.

The resulting digital archive will be deposited with the Archaeological Data Service (ADS) in line with guidance from ADS (2022) and ClfA (2020c; 2022).

This includes:

- A fully ordered and consistent digital data archive, with files named and structured in a logical and formalised manner, accompanied by relevant documentation and meta-data.

Have you contacted the data repository?

The requirements of the receiving archive will be adhered to, and the Hertfordshire HER will be notified in advance of works.

North Hertfordshire Museums Resource Centre will be notified at set stages of the project, including at project initiation (comprising a project initiation form), a mid-point review, and completion stages to discuss archaeological archiving requirements.

Have the costs of archiving been fully considered?

The estimated costs for the archiving of the project, including preparation and creation of the archive, have been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

- An appropriately formatted copy of the report will be uploaded to OASIS within three months of the completion of the work.
- A digital copy of the final report will be deposited with the Hertfordshire Historic Environment Record (HER) within a suitable timescale following the completion of fieldwork. This will ensure that the report be made available as a public document as part of the Historic Environment Record
- The paper records will be deposited with North Hertfordshire Museums Resource Centre, along with the selected digital archive and any finds recovered on site.
- The selected digital archive will be uploaded to ADS and be accessible through their portal.

Are any restrictions on data sharing required?

Consent for full transfer of title of finds to the recipient museum will be agreed in principle with the landowner at the outset. Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form to the recipient museum, anticipated to be North Hertfordshire Museums Resource Centre. Hertfordshire County Council Historic Environment Advisory Service will be provided with a copy of the completion form, including the assigned accession number.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

The Project Manager will have overall responsibility for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

- Data capture and data quality is the responsibility of the Field Director, assured by the Project Manager.
- Storage and backup of data in the field is the responsibility of the Field team.
- Once data is incorporated into the organisations project server, storage and backup is managed as described in section 5.
- Data archiving is undertaken by the post excavation team under the guidance of the Post-Excavation Officer and Post-Excavation and Archives Manager, who are responsible for the transfer of the Archaeological Project Archive to the agreed repositories.
- Details of the core project team can be found in the Project Design.