



JOHN MOORE HERITAGE SERVICES

**242129 – WARREN CREST FARM,
WICK HILL LANE, FINCHAMPSTEAD,
WOKINGHAM RG403PY**

ARCHAEOLOGICAL MONITORING AND RECORDING

WRITTEN SCHEME OF INVESTIGATION

**Site Code: FIWHL 25
JMHS Project Number: 5336**

SEPTEMBER 2025



1 Introduction

- 1.1 Wokingham Borough Council (WBC) has granted planning permission for the **full application for a proposed access, including formation of new trackway, improvement of existing track, and installation of new gates.** at Warren Crest Farm, Wick Hill Lane, Finchampstead, Wokingham RG40 3PY (Planning ref.: 242129) Due to the sites proximity to nearby areas of archaeological potential a condition was attached to the permission:

4 Archaeology - The development hereby permitted shall not commence until a programme of archaeological work, including a Written Scheme of Investigation (WSI) has been submitted to, and approved by, the local planning authority in writing. The WSI shall include an assessment of significance and research questions; and:

- a) The programme and methodology of site investigation and recording;*
- b) The programme for post investigation assessment;*
- c) Provision to be made for analysis of the site investigation and recording;*
- d) Provision to be made for publication and dissemination of the analysis and records of the site investigation;*
- e) Provision to be made for archive deposition of the analysis and records of the site investigation; and*
- f) Nomination of a competent person or persons/organisation to undertake the works set out within the WSI.*

The development shall thereafter be carried out in accordance with the approved WSI. Prior to the first use of the development, the site investigation and post investigation assessment must be completed in accordance with the programme set out in the approved WSI, including the provision made for analysis, publication and dissemination of results and archive deposition.

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, Roman and Medieval remains. The potential impacts of the development can be mitigated through a programme of archaeological work. Relevant policy: Section 16 of the NPPF (Concerning and enhancing the historic environment) and Managing Development Delivery Local Plan policy TB25.

- 1.2 The site (fig.1) comprises a farm track which is part of a large agricultural holding located to the south of Wick Hill Lane, Finchampstead (Grid ref.: SU 79912 64340 centred). The site is within open countryside with agricultural fields to the south/south-east, woodland to the east and the settlement of Finchampstead North to the north/west. The site comprises of a formalized access point off Wick Hill Lane adjacent to its northern boundary, as well as a less formal access point off the junction of Wick Hill Lane and Jubilee Road B3348. The track is largely unsurfaced, although part of the northern section adjacent to the existing agricultural buildings is surfaced. The underlying geology is recorded Windlesham Formation - sand, silt and clay and Camberley Sand Formation (<https://mapapps2.bgs.ac.uk/geoindex/home.html>). The soil texture is recorded as sand to sandy loam (<https://mapapps2.bgs.ac.uk/ukso/home.html>) The site lies between 79m aOD and 85m aOD and is currently used by agricultural vehicles.

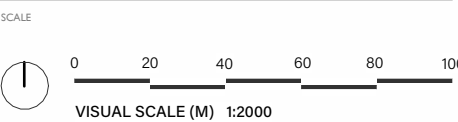
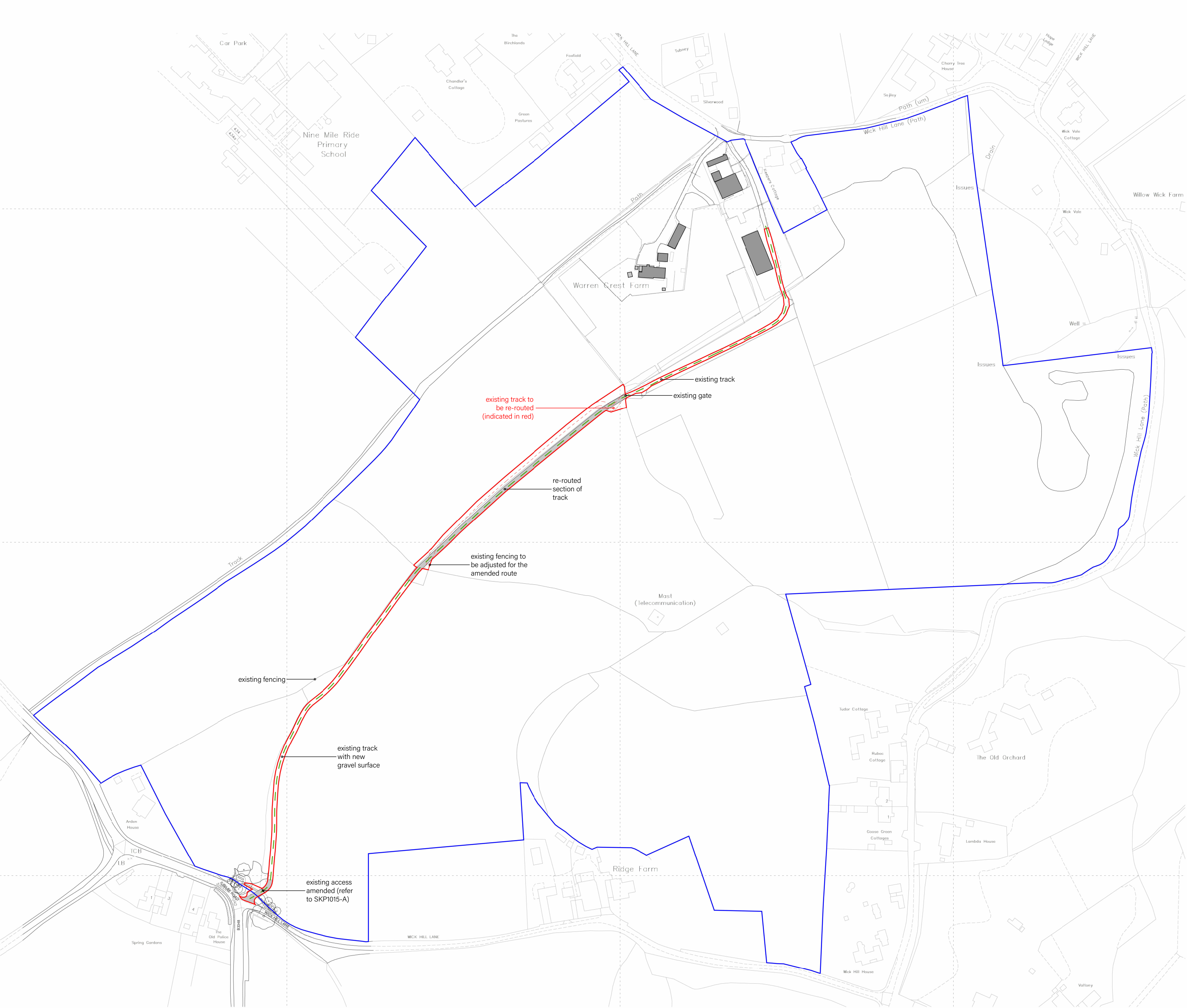
- 1.3 The following brief archaeological background is taken from the consultation response from Berkshire Archaeology (BA 2024) and will be expanded on in the report of the results of the archaeological investigation.
- 1.4 The southern extent of the proposed track, where it meets with the highway is just c.80m north of the course of the Devils Highway Roman road, whilst the surrounding fields retain elements of Medieval landscape including many relict hedgerows, and Medieval find spots, which are scattered throughout the area. In addition, several Prehistoric features and finds are evidenced within the wider area.

2 Aims of the Investigation

- 2.1 To make a record of any significant archaeological remains revealed during the course of any operations that may reveal, disturb or destroy archaeological remains.
- 2.2 In particular to record any evidence relating to prehistoric, Roman and medieval archaeology recorded nearby.
- 2.3 To ensure, if applicable, that any archaeological remains identified are interpreted with reference to the wider historical landscape and research agendas as outlined by the Solent-Thames Research Framework for the Historic Environment Resource

3 Strategy

- 3.1 The site archaeological work will be archaeological monitoring and recording during any excavations associated with the formation of the new trackway and improvements to the existing track.
- 3.2 The footprint of the re-routed track will be stripped by a 360° excavator fitted with an appropriately sized toothless bucket under continuous supervision by an archaeological supervisor or project officer (fig.1). This will also be for any stripping ahead of the new gravel surface for the existing track and any other groundworks associated with the permission, including the installation of a new gate, that have the potential to reveal, disturb or destroy archaeological remains.
- 3.3 Machine excavations will stop at the first archaeologically significant horizon if present. Spoil from the excavations will be stored at a safe distance from the excavation and/or removed from site.
- 3.4 Any archaeological deposits and features revealed will be cleaned by hand and recorded in plan before being excavated and recorded at an appropriate level. Any archaeological features or other remains i.e. concentrations of artefacts, will be recorded by written, drawn and photographic record. Where remains will be impacted on then they will be sample excavated. Any variation to this will be agreed with BA, on behalf of the local planning authority (LPA). All artefacts will be collected and retained except for concentrations of building material where a representative sample will be kept. Within the limits of the excavation area, the sampling strategy will normally seek to maintain at least the following levels:



GENERAL NOTE
ALL DIMENSIONS MUST BE CHECKED ON SITE. RESPONSIBILITY IS NOT ACCEPTED FOR ERRORS MADE BY OTHERS IN SCALING FROM THIS DRAWING. ALL SETTING OUT INFORMATION SHOULD BE TAKEN FROM FIGURED DIMENSIONS ONLY.

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REVISIONS

Drawing Key

NOTE: anything not represented with a coloured hatch listed below, is retained as existing

--- Line of existing track removed

--- Informal route across site (farm traffic)

Re-routed track

B	DRAWING AMENDMENTS	26/07/24
A	DESIGN & DRAWING AMENDMENTS	25/07/24

REVISION	DESCRIPTION	DATE
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STATUS

SKETCH

PROJECT TITLE
WARREN CREST FARM, WICK HILL LANE, FINCHAMPSTEAD, RG40 3PY

DRAWING TITLE
FARM TRACK ROUTE

FIRST ISSUED	DRAWN	SCALE (A3)
04/06/24	WH	1:2000

PROJECT - DRAWING NO. - REVISION

23046-SKP1014-B

The Big Barn: Units 8-10, Oddington Grange,
Weston-on-the-Green, Oxfordshire, OX25 3QW
+44 (0) 1865 873936 | info@andersonorr.com | andersonorr.com

Figure 1

- all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded.
- ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
- all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location.
- for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
- for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
- for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- The excavated spoil will be monitored in order to recover artefacts

- 3.5 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 3.6 If any human remains are discovered a Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained. Exhumation and post-excavation treatment will be carried out in accordance with published guidelines (McKinley & Roberts 1993; Mitchell & Brickley 2017). The client and BA will be informed of the discovery of human remains.
- 3.7 Treatment of treasure - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner and the LPA's archaeological advisor. A Treasure receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of

understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

- 3.8 Machines and vehicles will not be permitted to track/drive across the excavated area until it has been signed off and all necessary recording has been completed.
- 3.14 All machine excavation during archaeological monitoring and recording will be carried out by a machine fitted with a toothless bucket unless otherwise agreed with BA.
- 3.17 Should significant archaeological finds be made, for which resources allocated are insufficient to support a treatment to a satisfactory and proper standard before the destruction of the material in question and so cannot be adequately dealt with within the archaeological monitoring and recording exercise, then works will halt and the advice of the BA will be sought.
- 3.18 If archaeological remains of sufficient significance are encountered contingent excavation or the physical preservation of those remains will replace the works.
- 3.19 The site records will be so organised as to be compatible with other archaeological records produced in Berkshire. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards will also be used. This requirement for archival compatibility extends to the use of computerised databases. The site records will include:
 - A continuous unique numbering system.
 - Written descriptions, comprising both factual data and interpretative elements, which will be recorded on standardised sheets.
 - Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
 - A site grid/plan which will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
 - Plans which will normally be drawn at a scale of 1:100. On urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
 - Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20 or 1:10 for very small features.
 - A Register of sections and plans will be kept.

- 3.20 All digital photography will be high resolution uncompressed TIFF format with a minimum 16.4 megapixel image capture. Image capture, storage and metadata standards as set out in the English Heritage Guidance note on Digital Image Capture and File Storage (Draft) are to be followed. The photographic record is to be regarded as part of the site archive and will also include working shots to illustrate more generally the nature of the archaeological operation mounted.
- 3.21 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of BA.
- 3.22 All finds and samples will be treated in a proper manner and to standards defined in CIfA's 2014 *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials* and current best practice. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*. The archaeological materials will be temporarily retained by JMHS and deposited with an appropriate repository, when one becomes available.
- 3.23 An experienced archaeological Project Officer or Supervisor will carry out the site monitoring and recording under the overall direction of J Moore MCIfA.
- 3.24 A minimum of one weeks' notice of commencement of site work will be given to BA following approval of the WSI by the LPA in order that a monitoring visit by the archaeological officer may be maintained.
- 3.25 Any changes to the above strategy will only be made after consultation with the BA.

4 Report and Archive

- 4.1 Following completion of all on-site work a report will be prepared. This will take account of the minimum requirements of MoRPHE (English Heritage 2015).
- 4.2 The content and style of the report will be accordance with CIfA guidelines and the general requirements of BA.
- 4.3 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix 3.
- 4.4 The site archive will be prepared in accordance with the guidelines contained in "Guidelines for the Preparation of Excavation Archives for long-term storage" (UKIC, 1990), "Digital Preservation Policies: Guidance for archives" (The National Archives, 2011), "Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives" (CIfA, 2014), and "Toolkit for Selecting Archaeological Archives" (CIfA & Historic England 2019). Specific requirements detailed in the guidelines issued by BA and Archaeology Data Service (ADS) will also be followed.
- 4.5 Additionally, a digital archive composed of the most recent version of all digital files will be maintained by John Moore Heritage Services and will be made available to

the public upon request. Security copies of all primary records will be made in digital format and stored on the Company's server, together with final versions of all born-digital files.

- 4.6 On completion of the project, it is anticipated that the landowner will consent to the deposition of the artefacts. There is currently no suitable store or repository accepting the deposition of archaeological archives generated by fieldwork carried out within the borough of Wokingham. JMHS will make provision to retain these archives until a suitable repository becomes available. A Transfer of Title form will be signed by the landowner.
- 4.7 In agreement with the BA and all other stakeholders, archives generated by sterile projects (producing nothing of evidential value) will be preserved in the form of a single digital document that can be curated digitally by the trusted digital repository (ADS).
- 4.8 A draft report on the findings will be submitted to BA. On approval by BA, a copy of the final report will be submitted to BA, along with copies for the County Historic Environment Record as a public document and to WBC
- 4.9 As a minimum a report on the results will be prepared for publication in an appropriate journal
- 4.10 An OASIS entry will be completed.

5 General

- 5.1 Any changes to the methodology laid out in this WSI will only be carried out after consultation with the BA.
- 5.2 The project will be conducted in accordance with procedures laid out in MoRPHE (English Heritage 2015b).
- 5.3 All work will conform to CIfA standards and Guidance (CIfA 2014, 2023a, 2023b) and to the General Standards for Historic Environment Projects issued by Berkshire Archaeology (BA 2021).
- 5.4 Appendix 2 is relevant.

6 Bibliography

Berkshire Archaeology (BA) 2021 *General Standards for Historic Environment Projects*

Berkshire Archaeology (BA), 2023, *Planning Consultation Response –Application 242129. Rosemary, Warren Crest Farm Wick Hill Lane Finchampstead Wokingham RG40 3PY*

Brown, D H, 2007 *Archaeological Archives: a best practice in creation, compilation, transfer and curation*. Archaeological Archives' Forum

Chartered Institute for Archaeologists. 2014 *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*.

Chartered Institute for Archaeologists. 2023a *Standard for Archaeological Monitoring and Recording*

Chartered Institute for Archaeologists. 2023b *Universal Guidance Archaeological Monitoring and Recording*

Historic England, 2011 *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (Second Edition).

Historic England, 2015a *Archaeometallurgy. Guidelines for Best Practice*

Historic England, 2015b *Management of Research Projects in the Historic Environment*

Historic England, 2015c *Geoarchaeology: Using earth sciences to understand the archaeological record*

Jones, G, 2002 *Environmental Archaeology*

McKinley, J, & Roberts, C, 1993 *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists Technical Paper 13

Mitchell, P. D., and Brickley, M. (eds), 2017, *Updated Guidelines to the Standard for Recording Human Remains*. Chartered Institute for Archaeologists/British Association for Biological Anthropology and Osteoarchaeology. Reading

Museums and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*

Society of Museum Archaeologists, 1993 *Selection, Retention and Dispersal of Archaeological Collections*

United Kingdom Institute for Conservation 1990 *Archaeology Section Guidelines for the Preparation and Storage of Excavation Archives for Long-Term Storage*

John Moore Heritage Services

Gavin Davis

22nd September 2025

Updated 30th September 2025

APPENDIX 1

1 *Area Excavation/Watching Brief*

- 1.1 Prior to any area excavation, appropriate survey (e.g. geophysical, earthwork, contour) or sampling strategy (e.g. for topsoil artefact densities, metal detecting, phosphate analysis) may be undertaken prior to the site strip.
- 1.2 In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360° tracked excavator with a 1.5 or 1.8m wide toothless bucket. In other cases a JCB 3CX Sitemaster (or similar), or for work with restricted access or working room a mini-excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.
- 1.3 All machining will be undertaken under the direct control of experienced archaeologists.
- 1.4 All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will usually have first been established by an evaluation or by the digging of test pits.
- 1.5 Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.
- 1.6 The surface exposed by the stripping will be cleaned using appropriate hand tools.
- 1.7 Should the site grid not have already been established it would be done at the cleaning stage. The grid will normally be based on 10m spacing and related to the National Grid. A temporary benchmark related to Ordnance Datum will be founded.
- 1.8 After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will take into account the project aims (which may need modifying at this stage) and the type, quality and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels:
 - 1 all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded.
 - 2 ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
 - 3 all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location.
 - 4 for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
 - 5 for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
 - 6 for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- 1.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 1.10 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Home Office licence and local authority environmental health regulations.
- 1.11 Treatment of treasure - Finds, discovered by the Archaeological Contractor, falling under the statutory definition of Treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be

reported immediately to the relevant Coroner's Office, the landowner and the local planning authority's archaeological advisor. A Treasure receipt (obtainable from either the FLO or the DCMS website) must be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. Failure to report within 14 days is a criminal offence. The Treasure Receipt and Report must include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

Recording

- 1.12 All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).
- 1.13 A continuous unique numbering system will be employed.
- 1.14 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- 1.15 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- 1.1.6 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 1.17 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- 1.18 Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.
- 1.19 All sections will be accurately related to Ordnance Datum.
- 1.20 Registers of sections and plans will be kept.
- 1.21 A digital photographic record will be maintained. The digital camera will be of sufficient pixel power (minimum 16.4 megapixels). This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 1.22 A register of all photographs taken will be kept on standardised forms.

Finds

- 1.23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 1.24 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- 1.25 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

Archiving, Post-Excavation and Publication

- 1.26 Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in accordance with the guidelines contained in "Guidelines for the Preparation of Excavation Archives for long-term storage" (UKIC, 1990), "Digital Preservation Policies: Guidance for archives" (The National Archives, 2011), "Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives" (CIfA, 2014), and "Toolkit for Selecting Archaeological Archives" (CIfA & Historic England 2019). Specific requirements detailed in the guidelines issued by the receiving repositories, both physical and digital (Archaeology Data Service), will also be followed.
 Additionally, a digital archive composed of the most recent version of all digital files will be maintained by John Moore Heritage Services and will be made available to the public upon request. Security copies of all primary records will be made in digital format and stored on the Company's server, together with final versions of all born-digital files.
 In agreement with the relevant repositories and all other stakeholders, archives generated by sterile projects (producing nothing of evidential value) will be preserved in the form of a single digital document that can be curated digitally by the trusted digital repository (ADS).
- 1.27 On completion of the archive a summary report will be prepared. This will include:

- an illustrated summary of the results to-date indicating to what extent the project aims were fulfilled
 - a summary of the quantities and potential for analysis of the information recovered for each category of site, artefacts, dating and palaeoenvironmental data
 - proposals for analysis and publication
- 1.28 The proposals for analysis and publication will include:
- a list of the revised project aims arising from the fieldwork and post-excavation assessment
 - a method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project
 - a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format
 - details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time
 - a publication synopsis indicating publisher, report format and content shown by chapters, section and subheadings with the anticipated length of text sections and proposed number of illustrations
- 1.29 The summary report embracing the analysis and publication proposals will be submitted to the local planning authority for approval.
- 1.30 Any significant variation in the project design, including timetables, proposed after the agreement of the proposals must be acceptable to the local planning authority.
- 1.31 The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (English Heritage 1991) will be met. A summary of the results will be given in appropriate local publication where available, with consideration given to a fuller publication in a specialist archaeological journal.

APPENDIX 2

2 *General*

- 2.1 The requirements of the Brief will be met in full where reasonably practicable (see also paragraph 2.2).
- 2.2 Any significant variations to the proposed methodology will be discussed and agreed with the local planning authority in advance of implementation.
- 2.3 The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. John Moore Heritage Services attempts to foresee all possible site-specific problems and make allowances for these. However there may on occasions be unusual circumstances, which have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather, vandalism etc.
 - trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal
- Health and Safety*
- 2.4 All relevant health and safety legislation, regulations and approved codes of practice will be complied with.
- 2.5 With the introduction of the Construction (Design and Management Regulations) 2015, where archaeological works fall under the construction phase of a project, The Construction (Design and Management) Regulations 2015 (CDM 2015) will be complied with. JMHS will have the duties of a contractor and will need to be advised of the arrangements pertaining to this by the Principal Contractor, Principal Designer or the Client.
- 2.6 Where archaeological investigations take place in the pre-construction phase of a project and/or or where archaeology is undertaken as a 'stand-alone' activity, and where CDM 2015 does not apply JMHS will still comply with all other relevant legislation such as the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Insurances

- 2.7 John Moore Heritage Services holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- 2.8 John Moore Heritage Services will not be liable to indemnify the client against any compensation or damages for or with respect to:
- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the Client or his agents servants or their contractors (not being employed by John Moore Heritage Services) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto
- 2.9 Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

- 2.10 John Moore Heritage Services will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 2.11 John Moore Heritage Services will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- 2.12 John Moore Heritage Services will advise the Client of any such materials supplied in the course of projects, which are not John Moore Heritage Service's copyright.
- 2.13 John Moore Heritage Services undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition John Moore Heritage Services further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect John Moore Heritage Service's and the Chartered Institute for Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

- 2.14 John Moore Heritage Services conforms to the standards of professional conduct outlined in the Chartered Institute for Archaeologists' Code of Conduct, the CIfA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the CIfA Standards and Guidance for Desk Based Assessments, Field Evaluations etc.

APPENDIX 3

For specialist dating and where there are significant assemblages, specialists that may be used for analysis of materials include:

Prehistoric pottery	David Mullin	Freelance specialist
	Barbara McNee	Freelance specialist
	Emily Edwards	Freelance specialist
Roman and Romano-British pottery	Jane Timby	Freelance specialist
Lithics	Rebecca Devaney	Freelance specialist
Stone	Ann Clarke	Freelance specialist
	Ruth Shaffrey	Freelance specialist
Saxon, Medieval and Post-medieval pottery	Paul Blinkhorn	Freelance specialist
Ceramic Building Material	Andrew Peachey	Wardell Armstrong Archaeology
Environmental Analysis, Plant macro remains and Insect remains		Archaeological Research Service Border Archaeology Durham University

Marine molluscs	Jessica Winder	Freelance specialist
Land snails	Michael Allen	Freelance specialist
Human remains	Linzi Harvey	Freelance specialist
Animal bone	Rebecca Gordon	Freelance specialist
	Claire Ingre	Freelance specialist
Clay tobacco pipes	John Moore	JMHS
Metalwork and Small finds	Nicola Rogers	Freelance specialist
Small and Other finds	Simona Denis	JMHS
C14	Gordon Cook	SUERC
Geophysics		SUMO
Geoarchaeology		QUEST

Experienced JMHS staff may be used for simple quantifications of material and identification.



JOHN MOORE HERITAGE SERVICES

WARREN CREST FARM, WICK HILL LANE, FINCHAMPSTEAD,
WOKINGHAM, RG40 3PY

ARCHAEOLOGICAL MONITORING AND RECORDING

DATA MANAGEMENT PLAN AND SELECTION STRATEGY

SEPTEMBER 2025

Document Information	
Title	Data Management Plan and Selection Strategy
Author	Simona Denis
Description	This document describes: • type of acquired and generated data • mechanisms for selection, management and storage of the data • mechanisms to preserve and share the data • criteria for the selection of the data, documents and materials included in the final project archive

Document History				
Version	Status	Date	Author	Changes from the previous version
3	Final	31/03/2025	Simona Denis	Revision of contents Layout streamlining Bibliography update
4	Draft	22/09/2025	Gavin Davis	Project-specific edits

Document Control Grid					
Revision	Status	Date	Author	Checked by	Reason for revision

3.1	Final	24/04/2025	Simona Denis		Bibliography update
Section 1 – Administrative Data					
Data Set ID	Site Code	FIWHL 25			
	JMHS Project No.	5336			
	OASIS ID	TBC			
	ADS ID	TBC			
	Accession/Reference No.	TBC			
Project Name	Warren Crest Farm, Wick Hill Lane, Finchampstead				
Data Set Description	Type of Project	Archaeological Monitoring & Recording			
	Aims of Investigation	To make a record of any significant archaeological remains revealed during the course of any operations that may reveal, disturb or destroy archaeological remains. In particular to record any evidence relating to prehistoric, Roman and medieval archaeology recorded nearby. To ensure, if applicable, that any archaeological remains identified are interpreted with reference to the wider historical landscape and research agendas as outlined by the Solent-Thames Research Framework for the Historic Environment Resource			
	Investigation Techniques	Machine stripping, with hand cleaning of archaeological features, sample excavation and recording			
	Purpose	To mitigate the potential impact upon archaeological finds and features from excavations associated with the formation of new trackway, improvement of existing track, and installation of new gates.			
Project Funder	Withheld for GDPR compliance				
Project Manager	John Moore/Alessandro Guaggenti/Gavin Davis TBC	Director/ Project Manager, John Moore Heritage Services			
Principal Investigator	TBC	Project Officer/Supervisor, John Moore Heritage Services			
Data Contact Person	Simona Denis	Archive Manager, John Moore Heritage Services			
Data Management Policies and Guidance	Archaeology Data Service, 2022 <i>Instructions for Depositors</i> Australian Research Data Commons, 2024 <i>Data Management Plans</i> Chartered Institute for Archaeologists, Historic England, 2019 <i>Toolkit for Selecting Archaeological Archives</i> Digital Curation Centre, 2013 <i>Checklist for Data Management Plan</i> v.4.0 Edinburgh Digital Preservation Coalition, 2015 <i>Digital Preservation Handbook</i> , 2 nd Edition. Technical Solutions and Tools Duranti, L., Suderman, J. and Todd, M., 2005 <i>A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records</i> . The InterPARES 2 Project Foster, M., 2019 <i>Work digital/think archive. A guide to managing digital data generated from archaeological investigations</i> . DigVentures Historic England, 2018 <i>Historic England Excavation Recording Manual</i> Historic England, 2019 <i>ADAPt: The Archaeological Digital Archiving Protocol Toolkit</i> International Standards Organization, 2003 standards: <i>Reference Model (ISO 14721:2003)</i> John Moore Heritage Services, 2023 <i>POL0006: Quality Control Policy Statement</i> John Moore Heritage Services, 2025 <i>POL0010: Digital Archives Preservation Policy Statement</i> John Moore Heritage Services, 2023 <i>POL0014: Data Protection Policy Statement</i> John Moore Heritage Services, 2025 <i>Archive Guidelines</i> . The Inter-University Consortium for Political and Social Research, <i>Guide to social science data preparation and archiving: Best practice throughout the data life cycle</i> , 6 th ed. Ann Arbor, MI: Institute for Social Research, University of Michigan (accessed 31/3/2025 https://www.icpsr.umich.edu/icpsrweb/content/deposit/guide/index.html) The National Archives, 2011 <i>Digital Preservation Policies: Guidance for archives</i> Thomas, S., 2009 <i>A Guide to Archival and Related Standards</i> . Society of Archivists Data Standard Group Tsang, C., 2020 <i>Barriers to the Production of Metadata for Archaeological Datasets</i> . Historic England Research Report Series no. 245/2020 Whyte, A., Wilson, A., 2010 <i>How to Appraise and Select Research Data for Curation</i> . DCC How-to Guides. Edinburgh: Digital Curation Centre				

Section 2 – Data Collection		
Re-Use of Existing Data	Access, Re-use and Re-evaluation	- of third party quantitative and qualitative data - of non-proprietary quantitative and qualitative data
	Generated Information	To be: added to the data collected during the project

		- incorporated in the final report text - included in the final project archive		
Data Collection Standards and Methodologies	Analogue Data Sets Acquisition Standards	Mitchell, P. D., and Brickley, M. (eds), 2017, <i>Updated Guidelines to the Standard for Recording Human Remains</i> . Chartered Institute for Archaeologists/British Association for Biological Anthropology and Osteoarchaeology. Reading Chartered Institute for Archaeologists, 2014 <i>Standards and Guidance for the collection, documentation, conservation and research of archaeological materials</i> English Heritage, 2011 <i>Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation</i> . 2 nd Edition Historic England, 2018 <i>Excavation Recording Manual</i> John Moore Heritage Services, 2022 <i>Field Handbook. Draft</i> Museum of London Archaeology Service, 1994 <i>Archaeological Site Manual</i> . Third Edition		
	Digitised Data Sets Acquisition Standards	Historic England, 2019 <i>File-naming Conventions</i> . Archaeological Digital Archiving Protocol (ADAPt) The National Archives, 2016 <i>Digitisation at The National Archives</i> Thomas, S., 2009 <i>A Guide to Archival and Related Standards</i> . Society of Archivists Data Standard Group		
	Born-Digital Data Creation Standards	Archaeology Data Service/Digital Antiquity, 2011 <i>Guides to Good Practice</i> Cole, S., 2015 <i>Digital Image Capture and File Storage. Guidelines for Best Practice</i> . English Heritage, 2015 <i>Digital Image Capture and File Storage</i> Historic England, 2019 <i>Guidance for Databases and Spreadsheets</i> . Archaeological Digital Archiving Protocol (ADAPt) Historic England, 2019 <i>Image Capture Standards</i> . Archaeological Digital Archiving Protocol (ADAPt)		
Created Data	File		Data Archive Estimated Volume	
	Type	Format	No. of Files	No. of Bytes
	Text	.odt	None	
		.doc	None	
		.docx	2	25,000,000
		.pdf	4	6,500,000
	Spreadsheet	.xlsx	None	
		.ods	1	100,000
	Raster Image	.jpg	120	600,000,000
	Vector Graphic	.svg	4	9,500,00
		.dxf	None	
	Photogrammetry	.obj/.mtl/.jpg	None	
	Geospatial Vector Data	shp/.shx/.dbf	6	86,000
.qgz		1	405,000	
Data Storage and File Naming System	Files Storage	- in a dedicated project folder in the ‘Projects’ partition of JMHS’s server - organised following JMHS’s project folder structure laid out in JMHS’ <i>Archive Guidelines</i>		
	Files Naming	- in compliance with JMHS’s file naming format, based on ADS standard and including version control, as laid out in JMHS’ <i>Archive Guidelines</i> - includes the company’s project identifier - includes file descriptor - includes version number		
Quality Control	- Calibration prior to use of all mechanical and electronic equipment used in the collection of data - Check of all collected data during project delivery			

Section 3 – Documentation and Metadata	
Data Documentation	Compliant with the Project Brief, Written Scheme of Investigation, and ADS requirements and provided via: - Collection-level metadata providing a detailed overview of the collection - File-level metadata providing details of each data group and individual files
	Migration to: - widely supported international standards - most recent format version
Metadata	Compliant with relevant ADS standards

	All Files	File name File format Language Creation/conversion software and version
	Text Files	Title Abstract Name of creators Page count Publishing details
	Spreadsheet Files	Title Description Name of creators Copyright holder Period of creation Worksheet name Worksheet description Number of rows in each worksheet Field name Description of field contents
	Raster Image Files	Caption Subject keywords Period Terms Period Dates Copyright holder Location Date of the capture of the image
	Vector Graphic Files	Caption Description Conventions used in the illustration Name of illustrator Copyright holder Period of creation Location
	Geospatial Vector Data Files	Description Name of creators Copyright holder Period of creation Location Scale of data capture Scale of data storage Assessment of data quality Method of data capture Purpose of data creation Coordinate system used Data type Source Hardware Supporting documentation

Section 4 – Ethics and Legal Compliance and Intellectual Property		
Legal and Regulatory Framework	Copyright, Designs and Patents Act 1988 Data Protection Act (DPA) 1998 General Data Protection Regulation (UK GDPR) 2019 The Privacy and Electronic Communications (EC Directive) Regulations 2003 Current best practice	
Collected Personal Data	Donor - Name - Address Project Team Members - Name External Specialist(s) - Name	
Personal Data Management	Compliant with JMHS' Data Protection Policy (available upon request)	
	Written Consent to Share Personal Data with Repository	- Donor: Name and address included in the transfer of title documentation - Project Team Members: Names included in the project archive - External Specialists: Names included in the project archive and in the licence of copyright documentation

	Files Containing Personal Data Management	- secure storage on a server partition with restricted access - retention for a period of time appropriate for relevant, valid purposes
Intellectual Property Rights (IPR)	Copyright Holder: JMHS	any collected and created data included in the project archive in all forms of records and media
	Permission to Reuse Third-Party Data	formal consent to include, reuse and share data generated by external specialists
	Licence of Copyright to appropriate repository when one becomes available and ADS	perpetual and royalty-free licence throughout the world to: - reproduce all or any part of the project archive for the purposes of research, study, conservation or publicity relating to the appropriate repository, when one becomes available and ADS - display copies of all or part of the project archive in any medium - publish any part of the project archive in any form or medium - permit third parties to do any of the above

Section 5 – Storage and Backup	
Storage System Details	Long-term preservation of electronic records is ensured by storage on magnetic media on a Synology NAS server device with a storage capacity of 5.4TB - The device is part of a network based on the client-server model with servers available online and securely accessible remotely via any web browser, and situated in separate geographical locations (JMHS's main office in Wheatley and the Director's office in Launton, Bicester) - The system is managed via Lightweight Directory Access Protocol (LDAP) - The system is set as a Redundant Array of Independent Disks (RAID) and failover
Security Copies	- Back-up of raw digital data generated during fieldwork provided by secure remote access to JMHS's server. - Use of portable device to store security copies where internet access for data backup is not available - Digital copies of the primary records will be made immediately on completion of fieldwork and/or at the earliest opportunity and stored on JMHS's server - Security copies of all archive records and born-digital files will be made in digital format and stored on JMHS's server - The digital archives preservation strategy ensures that two copies of all born-digital items as well as digital surrogates of primary records are made available on two different server devices (server and backup) situated in separate locations (JMHS's main office in Wheatley and the Director's office in Launton, Bicester)
Data Storage and Access	Data storage - Main and secondary servers are set up to constantly synchronise, effectively creating two copies of each file at any time - Two additional copies of all files are created via backups: - The main server backs up to the Synology C2 Cloud Backup Server daily, starting at 17:30 - The secondary server backs up to a local drive daily, starting at 17:30 - Versioning of files and backups is available for 30 days - Multiple recovery methods are used, depending on the nature of the failure Data access - JMHS's server is accessible through a secure log-in by authorised staff on and off-site, via any web browser - Secure access to the server is granted by a two-factor authentication method. Access to server's partitions containing sensitive data is restricted to authorised users through role-based access control

Section 6 – Selection and Preservation		
Appraisal and Selection of Data	Appraisal of all the generated data stored on JMHS's server carried out by the Post-Excavation Team in agreement with all relevant stakeholders, prior to the completion of the project, in order to select data for long-term curation.	
	<table> <tr> <td>Dataset Value Assessment Criteria</td><td> - Relevance - Scientific and/or historic value - Uniqueness - Non-replicability - Potential for redistribution - Economic case </td></tr> </table>	Dataset Value Assessment Criteria
Dataset Value Assessment Criteria	- Relevance - Scientific and/or historic value - Uniqueness - Non-replicability - Potential for redistribution - Economic case	
Data Reuse	The project results are likely to provide new research data regarding The results might be: - included in the Historic Environment Record - reused to conduct new studies - used to validate research findings - used to aid the future management of the archaeological site	
Selection Review Points	- Project Design - Post-Excavation Assessment - Project Reporting	

	Archive Preparation	
Selected Data Preparation	- Format migration to widely supported international standards - Version migration to most recent format version - File naming normalisation to ADS standards - Organisation in predefined file structure and standardised folders, to guarantee consistency and retrievability and prevent data loss - Creation of metadata compliant with ADS standards	
Long-Term Preservation of Selected Data	Documentary and Material Archives	Deposition with the appropriate repository, when one becomes available
	Selected Digital Data	- long-term curation by deposition with CoreTrustSeal certified ADS, via ADS-Easy and/or OASIS V, as appropriate - further copy of the full digital archive preservation on JMHS's servers - public availability upon direct request to admin@jmheritageservices.co.uk

Section 7 – Data Sharing		
Data Accessibility and Dissemination	Recording Actions Final Results	- all results: publicly available in digital format via the OASIS Index of Archaeological Investigations - significant results: publicly available in digital format via JMHS's website
	Building Recording Final results	publicly available in hard copy, accompanied by the photographic record, by deposition with the relevant Record Office
	Summaries	- all results: publicly available via submission to relevant local, regional or period journals as appropriate, to be included in the 'round-up' sections - significant results: notes to national journals
	Primary and Selected Digital Data	available upon direct request (to admin@jmheritageservices.co.uk) for reuse, re-analysis, re-interpretation, and re-publication by secondary researchers
Intellectual Property Licence	- Creative Commons Licence for digital elements of the project archive disseminated via ADS - Data Sharing Agreement for access and use of data by secondary researchers, as appropriate	
Long-Term Access	- deposition with the appropriate repository, when one becomes available - deposition with ADS - direct request (to admin@jmheritageservices.co.uk)	

Section 8 – Responsibilities and Resources		
Responsibilities	Fieldwork Team Members	Collection and storage of analogue and digital data sets
	Post-Excavation Team Members	Storage and backup of analogue and digital data sets, creation of digitised and born-digital data sets, data quality, data archiving and metadata production for all data sets
	Oxford Mac Solutions Ltd	Data storage and backup management
	Post-Excavation Manager	Implementation of relevant policies, implementation, review and revision of DMP and Selection Strategy, supervision of collection, production, storage, backup and management of all data sets, management of data selection, archiving and metadata production for all data sets, data sharing, project archive transfer
Stakeholders	Project Manager	John Moore/Alessandro Guaggenti/Gavin Davis, John Moore Heritage Services
	Archive Manager	Simona Denis, John Moore Heritage Services
	Collecting Institutions	Archaeology Data Service
	County Archaeological Services	Berkshire Archaeology
	Project Funder	Withheld for GDPR compliance
	Specialists	TBC
Resources	- resources to prepare selected data and implement the DMP: covered by standard JMHS resources and project budget - no unusual resources are anticipated to be required in addition to JMHS normal operating equipment and staff - Digital Repository charges estimated using the ADS Costing Calculator and included in the project budget	

Section 9 – Digital Data Selection Strategy	
Selected Digital Data	The procedure is outlined in Sections 2, 3 and 6 and in the JMHS POL0009 Archives and POL0010 Digital Archives (available upon request)
De-Selected Digital Data	The procedure is outlined in Section 6 and in the JMHS POL0010 Digital Archives (available upon request)

Amendments	Date	Amendment	Rationale	Stakeholders
				JMHS ADS

Section 10 – Documents Selection Strategy				
Selected Documents	The procedure is outlined in Sections 2, 3 and 6 and in the JMHS POL0009 Archives and POL0010 Digital Archives (available upon request)			
De-Selected Documents	The procedure is outlined in Section 6 and in the JMHS POL0009 Archives and POL0010 Digital Archives (available upon request)			
Amendments	Date	Amendment	Rationale	Stakeholders
				JMHS

Section 11 – Bulk Finds Selection Strategy				
- Certain classes of material are unlikely to be selected for inclusions in the final project archive subject to alterations in the aims of the project. Unstratified material and material with no or limited archaeological value will not routinely be selected for retention - Large assemblages of modern material will be noted and not retained or, if appropriate, a representative sample will be collected and retained; no finds will be discarded without the prior approval of the Berkshire Archaeology. - Selection of the working project archive will be guided by the aims and objectives of the project as outlined in the WSI, the appropriate repository, when one becomes available and material-specific guidance				
Uncollected Materials	- Unstratified and modern materials will not be collected - The presence of the materials will be noted in the primary records			
Selected Materials	- All materials recovered during fieldwork will be returned to JMHS offices for cleaning and assessment. Unstratified and modern materials will be assessed and recorded on site - The material archive will be reviewed and selected based on the results and recommendations of the specialists, the appropriate repository, when one becomes available collection policy and the Research Framework recommendations. The selection will take place during the archive completion			
De-Selected Materials	- All bulk finds will be assessed and recorded to appropriate standards - Materials not selected for retention will be returned to the landowner, retained for reference purposes, or reburied in a geo-located position to prevent re-entering the archaeological record			
Amendments	Date	Amendment	Rationale	Stakeholders
				JMHS

Section 12 – Environmental Remains Selection Strategy				
Selected Materials	- Remains extracted from the processed samples will be sent to the relevant specialist for assessment and/or analysis - The remains will be reviewed and selected based on the results and recommendations of the specialists			
De-Selected Materials	Materials not selected for retention will be reburied in a geo-located position to prevent re-entering the archaeological record.			
Amendments	Date	Amendment	Rationale	Stakeholders
				JMHS