# Mid-Project Agreement Template

*To be forwarded to the Museum and the South Yorkshire Archaeology Service*

### Part 1: Information Review

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project name:** | | | | | | **Contractor’s site code:** | |
| Main contact person | |  | | | | | |
| Contractor | |  | | | | | |
| Address | |  | | | | | |
| Telephone | |  | | | Fax |  | |
| Email | |  | | | | | |
| Project Manager: | | |  | | | | |
|  | | | | | | | |
| **Site Details** | | | | | | | |
| Size of area to be investigated: m2 | | | Planning reference: | | | | |
| Any changes to the original development planned: | | | | | | | |
| Land Owner(s) and contact details: |  | | | | | □ Copies of relevant interim reports are attached | |
| Please give an update on the current state of securing transfer of title for the Archive: | | | | | | | |
| Additions and changes to the description of the site, the expected archaeology and its significance: | | | | | | | |
| Please state the nature and method of any conservation work that is taking place: | | | | | | | |
| **Archive** | | | | | | | |
| A copy of interim and final reports will be offered to the following Historic Environment Record: | | | | Revised deposition milestones:  What? When by? | | | |
| □ Post excavation work completed | | |  |
| □ Title of transfer secured | | |  |
| □ Deposition | | |  |
| Please describe the onsite sampling strategy: | | | | | | | |
| Please describe any public or stakeholder consultation that has taken or will be taking place: | | | | | | | |
| **On behalf of the depositor, I confirm that we intend to offer this Archive to \_\_\_\_\_\_\_\_\_\_ Museum as the most appropriate depository according to pre-published Collections Development Policy. I have read and understood the museum’s deposition guidance policy. The archive will be prepared in accordance with said policy including full transfer of title and the payment of the relevant deposition charge**  Date: \_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

### Part 2: Specialist Report summary

| **Project name:** | | **Unique Site Code:** |
| --- | --- | --- |
| Depositor: |  | |
| Specialist Contractor: |  | |
| Museum: |  | |
| Site Description | | |
| Aims and objectives of research: | | |
| What research questions were asked as part of this commission? | | |
| What research methodology was used? | | |
| What recommendations were made regarding the scope for further analysis of the material? | | |
| What recommendations were made regarding retention and disposal of the material? | | |

### Part 3: Retention Policy Agreement Template – page 1

| **Project name:** | | **Unique Site Code:** |
| --- | --- | --- |
| Depositor: |  | |
| Museum: |  | |
| In what way does the site contribute to wider research questions or regional research priorities? | | |
| What specific research questions are associated directly with the project? | | |
| Key discoveries and statement of significance: | | |
| Who was consulted in order to establish the significance of the site? And how were these stakeholders involved in the project? | | |
| How will the results of this project be published? | | |
| Based on the information given above, it was agreed that the following material will be retained for deposition and, therefore, form the Archive:  (Please note: where materials for retention include samples, details of the sampling technique and ratios must be included in the above description) | | |

### Part 3: Retention Policy Agreement Template – page 2

| **Project name:** | | | **Unique Site Code:** | |
| --- | --- | --- | --- | --- |
| Depositor: |  | | | |
| Museum: |  | | | |
| Please describe the method of disposal of any materials from the project that are not to be retained: | | | | |
| The following is a list of objects / collections that are of particular significance and should be considered for museum display: (*Please include, where appropriate, reference to potential reconstruction of objects from the Archive*) | | The following is a list of objects / collections that will be removed from the Archive (e.g. to supplement a type series): | | |
| Please state the number of standard archive boxes (as per Section 1.5) that will hold this material at the point of deposition, including the documentary archive: | | | | Based on given estimates the deposition charge will be: |
| Please describe any material, including the dimensions and weight, that will be deposited but will not be stored in standard boxes: | | | |
| Have any special arrangements regarding the deposit of the Archive been agreed?  (If ‘yes’, please describe here) | | | |
| This retention policy has been agreed on behalf of the project contractor and depositor by  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | This retention policy has been agreed on behalf of the Museum accepting the Archive by  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The following accession number has been assigned: | | |