



Template Written Scheme of Investigation for **Archaeological Building Recording**

How to use this template: This template has been provided to assist with preparing a Written Scheme of Investigation for archaeological building recording. It sets out a recommended structure with descriptions of what should be provided under each section, including where project specific information is required and where the proposed programme of work diverges from the appropriate SYAS project brief.

NB If you use your own template, this document will still provide guidance on the project specific information required.

Written Scheme of Investigation: Overview of Contents

Section 1	Background <ul style="list-style-type: none">• Site location• Context of the project• Timetable/work stages• Review points• Monitoring arrangement
Section 2	Site Information <ul style="list-style-type: none">• Site description• Historical Baseline
Section 3	Project Details <ul style="list-style-type: none">• Aims and objectives of the project• Recording rationale• Outputs and dissemination
Section 4	Fieldwork Methodology <ul style="list-style-type: none">• Statement of conformity and/or details of divergence from SYAS standards
Section 5	Post-Investigation Assessment, Analysis and Reporting <ul style="list-style-type: none">• Statement of conformity and/or details of divergence from SYAS standards
Section 6	Archive <ul style="list-style-type: none">• Statement of conformity and/or details of divergence from SYAS standards• Identify recipient museum/archive• Archive selection strategy
Section 6	Staffing <ul style="list-style-type: none">• Identify organisation undertaking the work, key project staff and specialists• Project directory
Appendix 1	Selection Strategy
Appendix 2	Digital Data Management Plan
Appendix 3	SYAS Standards

1 Background

Site Location

Provide a description of the site of sufficient detail that someone unfamiliar with the site could locate it, including national grid reference/s. Include a map showing the extent of the project area.

Context of the Project

Identify the purpose of the document and the level of building recording proposed (e.g. photographic, basic analytical or detailed analytical).

Describe why this project is being undertaken including any planning references.

Identify any previous stages of archaeological work at the site.

Identify any consultation that has been undertaken, e.g. with SYAS, Conservation Officer or Historic England.

Project Timetable

Detail the main stages of the project, e.g.:

- Pre-commencement works
- Fieldwork
- Reporting
- Archiving
- Publication and dissemination of results

Provide dates for each stage, including start of fieldwork, completion of post-investigation assessment (and analysis), completion of reporting and publication, and deposition of archive(s).

If this is not known at the outset, or details change prior to commencement, then this information must be provided to SYAS in a written update once confirmed.

Review Points

Identify when the progress of the project towards addressing its aims and objectives will be reviewed, e.g.:

- Review of results during fieldwork stage: consultation to be conducted with SYAS and other stakeholders to confirm the record is being conducted in accordance with the WSI or to agree any necessary changes in scope.
- Review on completion of fieldwork stage: consultation to be conducted with SYAS and other stakeholders to confirm the record is appropriate and to discuss recommendations for additional scientific analysis, research and publication.

Monitoring Arrangements

Identify that SYAS will be responsible for monitoring the project and that the contractor must give a minimum of one week's notice of the commencement of fieldwork, in order that arrangements for monitoring can be made.

2 Site Information

Site Description

Provide a brief description of the site and each building, including its current or most recent use.

Historical Baseline

Briefly summarise the historical background of the site, by period, synthesising and referencing any previous stages of archaeological work. This should not repeat the full detailed discussion of a previous report, such as a desk-based assessment.

3 Project Details

Aims and Objectives

Identify the project aims, e.g.:

- Why is this project being undertaken?
- What is the project hoping to achieve?
- What is the anticipated outcome?

Identify the project objectives, e.g.:

- What specific recording techniques are going to be used to accomplish the aims?
- What are the specific research objectives of the project (referencing the South Yorkshire Historic Environment Research Framework and other period specific or thematic research frameworks/strategies, as applicable)?

Recording Rationale

Provide a table listing each building and the recording proposed (e.g. photography, scaled plans, elevations, sections etc).

Detail whether structures or decorative schemes are, or are likely to be, present that would warrant scientific analysis (e.g. datable timbers, paint, wallpaper etc.) and whether artefacts of interest are anticipated (e.g. tools, goods, documents etc.), and how this has influenced your recording strategy.

Provide details of any contingencies allowed for.

Outputs and Dissemination

List the specific outputs of the project e.g. report, physical archive, digital data etc.

Identify how information and knowledge generated by the project will be disseminated.

Identify how the project will incorporate public outreach, e.g.: site notices, site tours, use of volunteers, or talks. Where additional detail is required, this should be included as an appendix.

4 Fieldwork Methodology

Statement of Conformity and Divergence from SYAS Building Record Standards & Guidance

This should include a statement saying the SYAS standards for archaeological building recording will be adhered to. Where the project will deviate from these standards, this must be explicitly specified and a rationale given.

NB A copy of the referenced SYAS standards must be included as an appendix.

5 Post-Investigation Assessment, Analysis and Reporting

Statement of Conformity and Divergence from SYAS Building Record Standards & Guidance

This should include a statement saying the SYAS standards for archaeological building recording will be adhered to. Where the project will deviate from these standards, this must be explicitly specified and a rationale given.

NB A copy of the referenced SYAS standards must be included as an appendix.

6 Archive

Statement of Conformity and Divergence from SYAS Building Record Standards & Guidance

This should include a statement saying the SYAS standards for archaeological building recording will be adhered to. Where the project will deviate from these standards, this must be explicitly specified and a rationale given.

NB A copy of the referenced SYAS standards must be included as an appendix.

Archive Deposition

Identify what material will be deposited with which recipient archiving body and that the project will conform with its requirements.

Archive Selection Strategy

Summarise the details provided in the formal Selection Strategy and Digital Data Management Plan included as appendices.

7 Staffing

Provide details of the competent person/persons, or organisation, including specialists, undertaking the project. If this is not known at the outset, or details change prior to commencement, then this information must be provided to SYAS in a written update once confirmed.

Identify whether the project staff have professional membership, or whether the organisation is Registered with the Chartered Institute for Archaeologists. Where formal professional accreditation is not held, then sufficient information may be requested to demonstrate competency, e.g. in the form of CVs.

Provide a project directory, listing contact details for relevant parties, e.g.:

- Manager of organisation overseeing the archaeological project;
- Lead site contact, responsible for carrying out the archaeological project.

Identify any other useful contacts, e.g.:

- South Yorkshire Archaeology Service:
telephone: 0114 273 6354 or 0114 205 3774
email: syorks.archservice@sheffield.gov.uk

Where project staff is unknown (e.g. such as in instances when a WSI is prepared at pre-planning stage) an updated WSI shall be provided to SYAS before the start of the project.

Appendix 1: Selection Strategy

An archive selection strategy must be provided. Templates are available through the Chartered Institute for Archaeologists' 'Toolkit for Selection Archaeological Archives': <https://www.archaeologists.net/selection-toolkit>.

Appendix 2: Digital Data Management Plan

Where digital data is to form part of the project archive, a digital data management plan must be provided. Templates are available through the Chartered Institute for Archaeologists' 'Dig Digital' resource: <https://www.archaeologists.net/digidigital>.

Appendix 3: SYAS Standards

A copy of the current relevant SYAS standards must be included. This is available in the 'Guidance for archaeological projects' page of the SYAS website: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service/guidance-for-archaeological-projects>.