CIfA | Archaeological Archives Group

Committee Meeting: 20 June 2019, 12 pm

Historic England, 8th floor, The Axis Building, 10 Holliday Street, BIRMINGHAM, B1 1TF

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Minutes

Present: Theodora Anastasiadou, Zoë Hazell, Katie Green, Hazel O'Neill, Deborah Fox, Helen Parslow

1.	**Apologies**	Action
	Steve Reed, Steve Baker, David Ingham	
2.	**Committee matters**	
	2.1 Chair's report (TA) Thanks to outgoing chair, Sam Paul. Welcome (back!) to committee member HP, and to ZH at her first meeting in her new role as committee secretary. TA announced that the AAG is held in high regard by CIfA as a leading example of its Specialist Interest Groups. **2.2 Treasurer's report (KG)** Expenditure is continuing to be minimal thanks to HE's provision of meeting rooms. **2.3 Secretary's report (TA/ZH)** See item 4.1 (below). **2.4 Minutes from previous meeting (16 Jan 2019) (TA)** The minutes are already up on the CIfA website. **Other matters:** The attendees decided on the group's email and social media account monitoring, as follows: - AAG email account: ZH and HP. TA is to provide login details as necessary. - Twitter: KG to continue. - Facebook: committee members to post to the group as and when. It was discussed, and agreed, that: - in between committee meetings, individual committee members: - provide a short summary update to the group, by email, informing them about events (workshops/meetings etc) they have attended; - email round any upcoming events, so that they can be promoted on the group's social media accounts. - relevant upcoming events should also be listed in the minutes.	 TA All All, + ZH
3.	**Representation to CIfA governance and in all CIfA activities**	
	3.1 Update on CIfA annual conference (Leeds, 24-26 April 2019) KG, DI and HP attended the annual conference. It included a 'Meet the Committees' event; feedback is to be provided to CIfA, with suggestions of alternative format for next year. KG reminded the group that SP gave a presentation on the *Selection Strategy for Archaeological Archives Toolkit*; it was a successful, well-attended talk (in spite of clashing with a museums session).	KG, DI, HP

4.	**Promote awareness of archaeological archives; seminars, workshops**	
	4.1 Summary of the AAG's AGM (Birmingham, 20 March 2019) (TA) As outgoing secretary, TA is to finalise the report on the group's AGM day event, for the CIfA website. **Other matters:** The group discussed the general need for engagement with HS2 concerning the project's archaeological archives planning. It was noted that the report to be produced following a workshop on 13 February 2019 is still awaiting publication/dissemination. It was also noted that the AAG had commented collectively, on request, in March 2019 on a version of the archive strategy.	TA
5.	**Focus on issues of standards, best practice, advocacy and access**	
	5.1 Selection Toolkit: progress report, including Birmingham workshop (KG) There has been lots of interest in the workshops; places are still available, and although invitations are being targeted at individuals (project managers in particular), there is a reserve list that can be joined (online, through the CIfA website). Only one workshop has been given so far (12 June 2019, Birmingham), which received generally positive feedback. Feedback will be used to improve the subsequent workshops. 'Before', 'after' and 'later-on' surveys will help establish how successfully and easily the toolkit is being applied by users. Some feedback is also needed to the CIfA events support team. The workshop has been accredited by CIfA as the first training to meet their new CIfA Approved Training & CPD assessment. All resources from the workshop will go online; the committee supported immediate upload of the training materials, to make them accessible asap. KG is to discuss practicalities with the project team. Case studies from the AGM will be used/adapted for on-line, worked examples. The committee also discussed the format of future training (further workshops versus online training); consensus was in support of a CIfA e-learning course. DF highlighted the SMA's ACE-funded 'SMART' (Society for Museum Archaeology Resources and Training) project and suggested that a section on the *Selection Toolkit* is incorporated. **5.2 AAG response to Treasure Act Consultation [Closed 30 April 2019]** TA had compiled and submitted responses received from members of the AAG. No further action is required. **5.3 DigDigital project update** Manda Forster had provided a short update by email, which was supplemented by KG and TA at the meeting. MF will be presenting on it at the ALGAO *Training Day: Archive and Planning* (26 June 2019). For info: KG is on the project's Advisory Group; DF and HP are on the Beta Group. Note to look out for the *Work Digital / Think Archive* guidance document, to be circulated by the project in July. **5.4 New Oxfordshire guidelines (HO'N)** The group briefly discussed the new version (dated April-Sept 2019) of the Oxfordshire Museums Service's: *Requirements for transferring archaeological*	KG KG KG ALL

	archives. Issues highlighted (in particular relating to the implications of the suggestion of retrospectively imposing deposition with ADS) are to be raised with the SMA.	HO'N
	Other matters: Following on from this, the group discussed ADS and digital data deposition more generally. KG highlighted that she will be creating an ADS webpage targeted at museum staff, providing information and guidelines on depositing digital archives. Norfolk Museums' 2018 deposition guidelines were also discussed, and TA and HO'N will feedback to the committee at completion of depositions.	TA, HO'N
6.	**Group aims 1 to 5**	
	[No items were discussed specifically under this heading].	
7.	**AOB**	
	Brief discussion was had about a Historic England-led document on security copying. The status of this document is to be checked with HE.	KG
	The committee will be required to comment on the archives questionnaire checklist, and on the inspection form, used for RO inspections. TA to send this round in due course.	ALL, + TA
	Points were raised throughout the meeting highlighting the challenges and problems currently experienced by the archaeological archives sector; ZH suggested the committee compile and formulate these as a short statement.	ALL, + ZH
	Upcoming meetings: - ALGAO Training Day: Archive and Planning (26 June 2019, Birmingham): HP, TA attending. - SMA (11 July 2019) - Groups' Forum (date in early December tbc). NB the number of meetings has been reduced to one per year. - MOL/CIfA London Group: Significance-led Selection event (6-8pm, 30 July 2019, MOLA) https://www.archaeologists.net/civicrm/event/info?id=39&reset=1 - Selection toolkit workshops: - Cambridge (4 July 2019) KG, HP - York (24 July 2019) KG, DI - Taunton (21 August 2019) KG, SR - Manchester (4 September 2019) KG, DI - London (18 September 2019) KG, TA - AAF (October 2019): KG, HP.	
8.	**Next of next meeting**	
	September 2019 A Doodle poll will be sent round to decide a date for the next meeting (Birmingham).	ZH