

Strategic Objectives – Quality and Procedures; Accessibility; Engagement; Protection and Value

Working Group 3 - Archives and Collections - Delivery Plan (recommendation numbering should be read against the published strategy document [i.e. R4.5]: [Archaeology 2030 - A Strategic Approach for Northern Ireland.pdf](#)), and the individual actions coming from the Way Forward Working Groups [i.e. .c], which will be made available to each Working Group.

| Action | How can this be achieved? | Suggested Key tasks | Working Group/ Collaborators | Potential Outputs (to be developed by working groups) |
|--|---|--|---|--|
| R1.3.a, R1.3.b, R1.3.d R3.8.b | i. Explore best practice and Develop Selection, Retention and Disposal Guidelines for: HERoNI, HED artefacts collection, and Archaeological Archives | <ul style="list-style-type: none"> • Selection, Disposal and Archive Management • Engage widely and explore best practice for artefacts collection, and Archaeological Archives [excavations etc.] • Develop guidance and align process and standards | <ul style="list-style-type: none"> • Archives and Collections Working Group • Engage with other repositories • Sectoral bodies (AAF, SMA, EAC Archives working group, CIfA, IAI) and colleagues in other authorities | <ul style="list-style-type: none"> • Collection process guidance • Develop CPD opportunities |
| R2.4.a, R2.4.b, R2.4.c | ii. Provide access to and continue to promote and enhance historic environment information through HERoNI | <ul style="list-style-type: none"> • Continued Comms project • Raise awareness with external bodies and researchers – direct engagement with groups like UAS, QUB, UU • Review options for accommodation, physical access, digital access etc. | <ul style="list-style-type: none"> • Archives and Collections Working Group/ HERoNI may need to engage with the Engagement and Heritage Outreach Working Group | <ul style="list-style-type: none"> • Running events project |
| R2.4.d, 2.4.e | iii. Integrate historic environment information, records and archives held by other bodies | <ul style="list-style-type: none"> • Explore a shared/ central collections management database to enhance user engagement/ research • Examine pros and cons of incorporating NMNI data on findspots into HERoNI | <ul style="list-style-type: none"> • Archives and Collections Working Group • HERoNI/ NMNI and local museums? Include NMI as they may hold legacy ADS archives? | <ul style="list-style-type: none"> • Prepare proposals to rationalise/ increase accessibility to information |
| R2.4.f, 2.4.g | iv. Locate dispersed archaeological archives and records, and re-catalogue/ integrate these into a central archive to provide better protection of and access to the historic environment | <ul style="list-style-type: none"> • Locate dispersed archives and records, and provide clarity on current ownership • Develop a method of recording and monitoring the status of the archive backlog from commercial units • Identify funding streams to allow material to be re-catalogue, prepared and deposited | <ul style="list-style-type: none"> • Archives and Collections Working Group • HED, Commercial Sector, Archives (NMNI, NMI [ADS archive?] etc.) • Universities for any incomplete projects? | <ul style="list-style-type: none"> • Prepare proposals to address issue including historic archives (awaiting analysis/ no funding etc) |

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| R2.3.a, R2.5.e | v. Ensure investigation results are made available via the SMR/ HERoNI. This should include appropriate digital data | <ul style="list-style-type: none"> HED - continuously enhanced and updated SMR as new information is generated. Internal review once Digital Transformation had progressed to identify any outstanding issues Raise awareness with external researchers to ensure findings are reported to HERoNI Develop guidance for sector regarding submission of appropriate digital data | <ul style="list-style-type: none"> Archives and Collections Working Group/ HED led | <ul style="list-style-type: none"> Develop comms/ training for sector? Guidelines for researchers, commercial etc. |
| R2.5.a to R2.5.d | vi. Establish, promote and enhance a digital repository for all archaeological and historic environment records, and ensure industry recognised standards are implemented across the sector | <ul style="list-style-type: none"> Liaise with ADS/ OASIS or DRI to develop better representation for NI and Marine Environmental Data and Information Network (MEDIN) for marine Continue to develop HERoNI Digital Data Standard Explore copyright issues and develop proposals for retrospect reports and articles Any copyright issues relating to the dissemination of reports and investigation results through HERoNI to be addressed going forward | <ul style="list-style-type: none"> Archives and Collections Working Group / HED led Repositories CifA/IAI | <ul style="list-style-type: none"> Develop NI good practice guidance for digital archives? Develop comms/ training for sector? |
| R3.7.b, R3.7.d | vii. Ensure HERoNI is properly resourced to facilitate ongoing curation and accessibility of archives, in line with best practice guidance | <ul style="list-style-type: none"> Outline in HERoNI comms plan/ business need including appropriate accommodation for HERoNI to facilitate storage and access Best practice developed under Aim 1 will underpin the curation of this resource - ensure it is well understood - assess need for/ develop training? | <ul style="list-style-type: none"> Archives and Collections Working Group / HED led | <ul style="list-style-type: none"> Continue to develop comms and engagement opportunities. Training? |
| R3.8.c, R3.8.d. R3.9.a, R3.9.b, R3.9.c | viii. An agreed vision needs to be developed for the archaeological archives and records, which promotes their importance and recognises the benefit and value which they hold | <ul style="list-style-type: none"> Work towards a solution to the future of archaeological archives in NI MOU between HED and NMNI to deliver centralised archive facility NMNI and HED to develop Business Case to assess the options for long-term storage, curation, display and accessibility of archaeological excavation archives; include progression of a central NI archive | <ul style="list-style-type: none"> Archives and Collections Working Group | <ul style="list-style-type: none"> Present recommendations for future of archaeological archives including centralised archive centre |

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| | | <ul style="list-style-type: none"> Explore funding revenues to adequately resource archive/curate collections and to re-catalogue archives ahead of central management as required | | |
| R3.7.a, R3.8.a R3.8.e | ix. Feed into Legislative Review as required including fees for archives, storage and curation and creation of statutory duty for HERoNI | <ul style="list-style-type: none"> Liaise with the UK Archaeological Archives Forum (AAF), Society for Museum Archaeology (SMA) to explore future charging mechanisms for processing assemblages etc. Create a statutory duty for HERoNI. Ensure that archaeological archives are clearly addressed and integrated Review legislation to ensure that it enables the sector to develop archives and records to meet best practice and promote understanding for the future | <ul style="list-style-type: none"> Archives and Collections Working Group | <ul style="list-style-type: none"> Present recommendations/ case for legislative review |
| R4.5 | x. Raise awareness of the value of heritage archives | <ul style="list-style-type: none"> Develop program of events and opportunities to raise awareness and empower individuals and communities to value archives, collections and records (HERoNI) | <ul style="list-style-type: none"> Archives Working Group/ HERoNI would need to engage with the Engagement and Heritage Outreach Working Group | <ul style="list-style-type: none"> Ongoing events and engagement opportunities |