### Project and Archive Information Form

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| ***Project Information*** | |
| ***Organisation Name*** | |
|  | |
| ***Project Name*** | |
|  | |
| ***Project Code*** | ***Project Dates*** |
|  |  |
| ***Project Manager*** | ***Type of Project (i.e. Watching Brief, Evaluation...)*** |
|  |  |
| ***Sponsor/Client*** | |
|  | |

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| ***Site Information*** | | |
| ***Site Name (and Address if appropriate)*** | | |
|  | | |
| ***NGR*** | ***Canmore Site No.*** | ***Site Classification (i.e. Hut Circle)*** |
|  |  |  |
| ***Council Area*** | ***Parish*** |  |
|  |  |  |

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| ***Archive Contents – Primary Records*** | | | |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
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| ***Archive Contents – Photographic Materials*** | | |
| ***Type of Record*** | ***No. of Films*** | ***No. of Photos/Slides*** |
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| ***Archive Contents – Illustrations*** | | | |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
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| ***Archive Contents – Reports*** | | | |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
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| ***Archive Contents – Project Records*** | | | |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
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| ***Archive Contents – Location of Finds and Samples*** | |
| ***Finds Repository*** |  |
| ***Samples Repository*** |  |

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| ***Archive Contents – Digital Material (please also complete a Digital Deposit Form)*** | |
| ***Number of Files*** |  |
| ***Size (specify if KB, MB or GB)*** |  |