### 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)*** |  |