### Sample - Project and Archive Information Form

|  |
| --- |
| ***Project Information*** |
| ***Organisation Name*** |
| HKA Archaeology Ltd |
| ***Project Name*** |
| High Street, Glasgow |
| ***Project Code*** | ***Project Dates*** |
| GLA0924 | June 2007 |
| ***Project Manager*** | ***Type of Project (i.e. Watching Brief, Evaluation...)*** |
| Dawn Marshall | Evaluation and Excavation |
| ***Sponsor/Client*** |
| Historic Scotland |

|  |
| --- |
| ***Site Information*** |
| ***Site Name (and Address if appropriate)*** |
| Glasgow, High Street, Old College |
| ***NGR*** | ***Canmore Site No.*** | ***Site Classification (i.e. Hut Circle)*** |
| NS 598 651 | NS56NE 33 |  |
| ***Council Area*** | ***Parish*** |  |
| Glasgow, City of | Glasgow |  |

|  |
| --- |
| ***Archive Contents – Primary Records*** |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
| Context Sheets | 12 | Photo Register | 3 |
| Context Register | 1 | Levels/Survey Record |  |
| Finds Register |  | Site Notebooks | 2 |
| Sample Register |  | Finds Recording Sheets |  |
| Drawings Register | 1 | Environmental Sheets |  |

|  |
| --- |
| ***Archive Contents – Photographic Materials*** |
| ***Type of Record*** | ***No. of Films*** | ***No. of Photos/Slides*** |
| Colour Slides | 1 | 36 |
| Black and White Negatives | 2 | 72 |
| Black and White Contact Prints | 2 | 72 |
| Colour Negatives |  |  |
| Colour Contact Prints |  |  |

|  |
| --- |
| ***Archive Contents – Illustrations*** |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
| Pencil Drawings | 2 | Inked Drawings | 1 |
| Annotated Maps | 1 | Finds Illustrations |  |
| Developer’s Plans | 4 |  |  |

|  |
| --- |
| ***Archive Contents – Reports*** |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
| Project Report (First Draft) |  | Specialist Reports | 2 |
| Project Report (Final Draft) | 1 | C14 Certificates |  |
| Gazetteers |  | Publication Offprint |  |

|  |
| --- |
| ***Archive Contents – Project Records*** |
| ***Type of Record*** | ***No. of Items*** | ***Type of Record*** | ***No. of Items*** |
| Brief | 1 | Planning Documents | 1 |
| WSI | 1 | Letters/emails | 4 |
| Other | 6 |  |  |

|  |
| --- |
| ***Archive Contents – Location of Finds and Samples*** |
| ***Finds Repository*** |  |
| ***Samples Repository*** |  |

|  |
| --- |
| ***Archive Contents – Digital Material (please also complete a Digital Deposit Form)*** |
| ***Number of Files*** | 8 |
| ***Size (specify if KB, MB or GB)*** | 2.4 MB |