

**Appendix to Appendix E****Guidelines for Handling of Archaeological Finds and Archives*****I. General***

## 1. Site Code

The Licensee should contact the Central Archaeological Repository (CAR) of the Antiquities and Monuments Office (AMO) [Contact Person: Mr. Michael TANG, Tel: 2384 5446; Email: mkstang@lcsd.gov.hk] about the allocation of site code before the commencement of the project to avoid duplicate of site code assignment.

***II. Archaeological Finds***

## 2. Cleaning

Every excavated finds should be properly cleaned before handing over to the CAR of the AMO.

## 3. Marking

- All the excavated finds should be cleaned before marking object number.
- "Sandwich" technique should be adopted for marking permanent identification number on an object. (*Please see annex for detail*)
- Every special finds should be marked with site code, context number and object number, etc.
- All representative samples collected from general finds should be marked.
- For the finds which is too small, has unstable surface, or leather, textiles or wood, it should not be marked/labeled directly and should be bagged separately or attached with tags by tying. The tag should contain information about the object number, context number and site code, etc.

## 4. Labeling and bagging

- A label should be attached on each bag.
- Information about the object number, context number, test-pit number, site code and bag number should be stated clearly on the label.
- Finds excavated within the same context should be bagged together. However, if they have been categorized according to their types, materials or characteristics, separate bagging is required.

## 5. Conservation

- To refit and reconstruct pottery vessels by appropriate adhesive. A heat and waterproof adhesive, e.g. product of H. Marcel Guest Ltd., is recommended.
- Any adhesives which are not reversible or will damage artefacts, e.g. the pottery vessel should not be applied on the finds.

6. Finds register  
A clear finds register with information about the finds description, quantity, form, weight, dimensions and field data should be prepared for handover to the CAR.

### ***III. Field Archives and Laboratory Records***

7. Field archives include field diary, context recording sheet, special finds recording sheet, soil sample/sample recording sheet, map, survey sheet and video/visual records etc. Laboratory records also form part of the archaeological archives, which include finds processing record, conservation record, finds drawings and photos, records of typological analysis and objects card etc.
8. All the aforesaid archives should be handed over to the CAR after the compilation of the excavation report. Attention should be drawn to the followings:
  - All the field archives should be submitted together with their indexes.
  - The video footage should be submitted together with a detailed script introducing the content of the video record.
  - All the slides, colour/black & white negatives and digital photographs should be submitted together with their contact prints and indexes.

### ***Handover of Finds***

9. Packing
  - Every special finds should be protected with tissue paper, bubble sheet or P.E. foam with shock-proofed packing. No packing material other than the aforesaid items should be used.
  - All the general finds should be stored in heavy duty plastic container with shock-proofed packing.
  - The heavy duty plastic container, e.g. product of the Star Industrial Co., Ltd. (No. 1849 or 1852), is recommended.
  - For oversized finds, prior advice on packing method should be sought from the AMO.
10. Handover procedure
  - The Licensee should arrange to transport the finds and archives to the CAR upon the completion of the finalized excavation report.
  - Separate handover forms for finds and archives should be signed by the representatives of the Licensee and the AMO.

**Annex to Appendix to Appendix E**

***Steps for “Sandwich” technique***

1. First of all, the object should be marked in appropriate area and size that does not impact important diagnostic or aesthetic parts of the object.
2. Clean the area to be marked.
3. Apply a thin coat of clear reversible lacquer on the area. Use white lacquer if the object is dark in colour. Let the base coat dry completely.
4. Use a permanent water-based ink to write the object number on top of the base coat. Let ink dry completely.
5. Apply a top coat of clear varnish.
6. Let the marking dry completely before packing.