

RCAHMW GUIDELINES FOR DIGITAL ARCHIVES

VERSION 1

GARETH EDWARDS

This document is based on:

*RCAHMS Guidelines for Archiving of
Archaeological Projects version 13, 2013*

And is informed by:

*Archaeology Data Service Guides to Good
Practice*

<http://guides.archaeologydataservice.ac.uk/>

RCAHMW

Guidelines for Digital Archaeological Archives

Maintained by the Royal Commission, the National Monuments Record of Wales (NMRW) is the national collection of information and archives concerning the historic environment of Wales from the earliest times to the present day. It comprises a repository of both hard-copy and digital records, including photographs, drawings, text reports and other material relating to the archaeology, architecture and industrial heritage of Wales. The NMRW collects and preserves this material for the future, with the intention of making it available to the public for study and research. Please see our website for further details about our organisation <http://www.rcahmw.gov.uk/Hi/ENG/Home/>¹ and our Collecting Policy <http://www.rcahmw.gov.uk/Hi/ENG/About+Us/Policies/Collecting+Policy/>².

These guidelines are designed to be used by those producing digital archaeological archives, or archives with a digital component, intended for preservation in the NMRW. Equally, these guidelines can be used by those preparing previously produced digital archives for donation to the NMRW. An archive comprises the complete documentary record of an archaeological project. The aim should be to produce a comprehensive record of work undertaken, and the archive should be structured to allow the information to be understandable and readily accessible by those unfamiliar with the project. Considering the potential for reuse of information at the planning stages of a project onward will aid in the production of a complete and coherent archive. NMRW staff will be happy to answer any questions about the deposit of archive material.

It is in the nature of digital archives that standards evolve in line with changing technologies and we intend to update these guidelines to keep abreast of this. Please see our website <http://www.rcahmw.gov.uk/Hi/ENG/Search+Records/Standards/Archive/>³ to ensure that you have the latest version of this guidance document. We do not currently have prescriptive standards for many specialist survey outputs (e.g. LiDAR, 3D Laser scanning, etc.) and processes creating big data. Please contact us to agree requirements for such archives.

NMRW reserves the right to refer archives back to producers for further work where adequate basic standards of organisation, description and format have not been met.

If you wish to discuss depositing digital records with RCAHMW, or require further information on the suitability of your archive for deposit, formats of record, metadata or configuration of the archive, please contact:

Gareth Edwards, Archive and Library Team Leader, RCAHMW
gareth.edwards@rcahmw.gov.uk

¹ The Royal Commission on the Ancient and Historical Monuments of Wales Website, RCAHMW, 19/03/2015

² The Royal Commission on the Ancient and Historical Monuments of Wales Website, RCAHMW, 19/03/2015

³ The Royal Commission on the Ancient and Historical Monuments of Wales Website, RCAHMW, 19/03/2015

Content

Content selection criteria will vary from project to project, however it is imperative that:

- All texts and supporting images that may comprise a final report or publication must form the core of the deposit.
- Any supporting graphics that are embedded into a final report but which are also available in higher resolution or uncropped must be included as separate items.
- All raw (unprocessed) data relating to various specialist survey activities should be included where possible.
- If unprocessed data is not available in digital form, and provision cannot be made to scan it electronically, it can be supplied to NMRW as hardcopy. Adobe Portable Document Format (PDF/A-1a or PDF/A-1b) files are accepted. However, any constituents that go to make up the PDF file (e.g. TIFF files, Microsoft Word document) should be documented and supplied as well.

Duplication must be avoided wherever possible:

- Do not provide data items in more than one file format if their content is identical, unless the original format is known to be at risk or not currently accepted by NMRW.
- When submitting digital images do not include duplicate, near duplicate or extraneous images. NMRW reserves the right to weed and delete such files.
- Where a document exists in several versions, only supply the final (non-draft) version with the assemblage.
- Written correspondence (electronic or scanned hardcopy) relating to the project should not be included *unless* it represents a primary aspect of the project's brief or adds value to the assemblage.
- No material should be included that may be interpreted as being defamatory or libellous to any living person.

Information required

In addition to the digital materials deposited, it is also necessary to supply documentation for the deposited archive. There are three categories of documentation that should accompany a digital resource:

- Archive information Form
- File information Form; and
- Technical documentation (where appropriate)

These are available electronically on application to Gareth.edwards@rcahmw.gov.uk in MS Excel format and should be returned to NMR in that format, in a folder named 'metadata'. Examples of completed forms are included as appendices to these guidelines. If producers already have similar metadata, covering the required data elements in an acceptable format, this can be supplied, but only through prior agreement with RCAHMW.

Archive Information

We require general information about the archive and the background to its production, together with information on the site or sites involved, and a summary of the archive's contents. This form is relevant to both hard copy and digital archives, or combinations of

both. **Appendix A** gives an example of a completed form. All fields are mandatory unless otherwise marked. One form should be completed for each archive.

File Information

- **Appendix B** gives an example of a completed form used to record basic file details for each item in the archive. All fields are mandatory unless otherwise marked.
- A form should be completed for each group of file types (e.g. Autocad files, .TIFFS, etc.) and the header to the form gives the general information about these, each individual file should then be listed and described below this. (See **Appendix B** examples below).
- All data files must have a logical, single unique file reference which is recorded exactly consistently in the form (see **File and Directory Naming** below).
- Ensure you complete and submit this electronically.

Technical Documentation

Technical documentation is information about items, or groups of items, within the archive which will enable the data to be understood and reused by others (for instance, it may constitute a text document describing all the data tables in a database, detailing how they relate to each other). Technical documentation also encompasses documentation relating to third party material that may be embedded within the resource being deposited. Technical documentation (if applicable to your data) should be submitted with the archive in electronic form only.

Technical documentation can be highly specialised in nature and its format or elements will vary depending upon the type of data to which it refers. As a basic requirement, technical documentation, where necessary, must be sufficient to allow archive items, or groups of items, to be accessed, understood and reused by future users of the archive.

NMRW does not use or record formal data elements for technical documentation. A copy of depositors' technical documentation is stored with the archive and supplied to users when requested. It is the depositor's responsibility to ensure that the technical documentation is accurate and complete – NMRW will not verify or validate complex technical documentation.

A good source of practical advice for provision of technical documentation is the Archaeology Data Service (ADS) series of *Guides to Good Practice*. General guidelines relating to technical documentation for archaeological excavation and fieldwork are available at: <http://guides.archaeologydataservice.ac.uk/g2gp/Main>⁴. The guide covers technical metadata under the relevant chapters on each data type. Where producers are unsure if technical documentation is required or need further information, they should take specialist advice.

⁴ Archaeological Data Service Website, ADS, 19/03/15

Formats and Conventions

Media Formats

Digital archive files will be stored, uncompressed on an archive server, but in order to transfer them to us, the NMRW currently accepts digital archive in the following common media formats: CD-R; CD-RW; DVD-R; DVD-RW; and external hard disk. Alternatively, archive can be delivered by attachment to email or made available for download via a secure web-based file sharing application such as OneDrive, where it may be convenient to package and compress complex archives using file compression software, (e.g. WinZip, GZip, etc.)

NMRW cannot routinely accept deposition of digital archive using: Iomega Zip discs; DLT, DAT, TK50 or QIC tape cartridges; CD-DA, CD+G, CD-I or CD-Text discs; unusual/outdated (e.g. 8" and 5.25") magnetic discs; or solid state storage devices. In limited circumstances we may be able to accept such formats for legacy data, but please contact us in the first instance.

NMRW would prefer to receive media formatted under (or for) the Microsoft Windows platform.

Avoid adhering gummed or sticky labels to the surface of CD-ROM. Use a water-based, non-permanent soft-pointed marker to write the Unit name, project code, site name and date on the CD-ROM rather than the CD Case or wallet.

File Formats

Wherever possible, depositors must supply digital material in file formats that are listed in **Appendix B**, Recommended Formats. If this is not possible, contact the NMRW Archive for advice. This appendix provides a list of required file formats for a range of data types relating to archaeological and architectural activities.

Where the original format used is bespoke, very newly developed and/or not widely accepted, it is essential that items are also supplied in a more common format to ensure they are useable and retrievable. Depositors therefore, may supply a single item in more than one format. Please indicate the duplication in the File Information Form (use the Description column), together with details of any data loss observed between format versions. Please consult with us for advice on surrogate digital formats.

File and Directory Naming

NMRW has a few special requirements for file and directory naming other than those imposed by popular operating systems. File directory names should be easily understood by those outside of the project, and whilst there are no formal requirements for the internal arrangement of, or maximum levels of nesting within, an archive's directory structures, levels of nesting should be kept to a minimum, should be logical, and should not contain duplicate files.

It is essential that:

- Each project directory should contain a folder named 'metadata' and this should contain the completed electronic copies of the metadata forms supplied by NMRW.
- The period character ('.') is not used in directory names, and is reserved for separating the file extension from the name.
- The space character should not be used in file or directory names (replace with the underscore character).
- Directory and file names may be upper, lower or mixed case.

- Filenames should be logical, unique, be kept as short as reasonably possible, and be entirely consistent with the file name as recorded in the File Information metadata.
- When naming files with consecutive numbers use the same number of characters throughout (i.e. for 1-100, use 001 to 100 otherwise this causes us difficulties).

Archive Ownership and Intellectual Property Rights

- NMRW requires that depositors transfer the physical ownership of archive material to the organisation via a signed Deposit Agreement to aid its successful curation, an electronic copy of this form is included as **Appendix C** of this document
- It is essential that the Intellectual Property Rights (including Copyright) of the archive are established, and any special conditions attached to material made clear at the time of deposition with NMRW.
- Intellectual Property Rights can be transferred to NMRW as part of the Deposit Agreement. If a depositor wishes to retain Intellectual Property Rights for the material they have created then this may be noted on the Deposit Agreement form, but depositors must allow NMRW to disseminate material as per their advertised terms and conditions.
- In the event of an organisation holding copyright ceasing to exist, notification of this should be made to NMRW, as soon as possible, with details of any new arrangements.

Archive Information Form

Project Information		
Organisation Name		
Trowel Archaeology Ltd.		
Project Name		
Pen Caer Evaluation		
Project Code	HER Event PRN	Project Dates
TA0213	303897	June - July 2013
Project Manager		Type of Project (i.e. Watching Brief, Evaluation...)
Dai Rhaw		Evaluation and Excavation
Sponsor/Client		
Cadw		

Site Information		
Site Name (and Address if appropriate)		
Pen Caer Hillfort, Aberffug		
NGR	NPRN (NMRW site number, if known) or HER PRN	Site Classification (i.e. Hut Circle)
NS 598 651	NPRN 94568	Hill Fort

Archive Contents – Digital Material (please provide metadata on appropriate form)	
Method of Transfer and quantity	6 CDs
Size (specify if KB, MB or GB)	1.8 MB

File Information Form

Organisation/individual depositing the material	Name of project, Originator Project Code (if available)	Date form compiled
Trowel Archaeology Ltd.	Pen Caer Evaluation TA0213	29/06/2013
Operating system Vendor	Operating system Name	Operating system Version
Microsoft	Windows 2000	Version 4.0
Software Name (Vendor + application name + version)	File Extension	Total Number of files submitted of this type
AutoCAD2000	DWG	1
Hardware/Capture Devices : Make	Model	Type

Filename	Path (depositor's pathway structure)	Description of file's content	Linked file(s) <i>This field is optional</i>	Technical documentation files <i>This field is optional</i>	Notes <i>This field is optional</i>
TA0213-Report-001.dwg	TA0213/report_illustrations	Plan of outer rampart, Fig. 1 in finished report.	TA0213/report_illustrations/TA0213-Report-010.pdf	TA0213/report_illustrations/Technical_Documentation/Outer_Rampart_Plan.doc	Component of full finished plan, see file under 'Technical Documentation'.

Organisation/individual depositing the material	Name of project, Originator Project Code (if available)	Date form compiled
Trowel Archaeology Ltd.	Pen Caer Evaluation TA0213	29/06/2013
Operating system Vendor	Operating system Name	Operating system Version
Microsoft	Windows 2000	Version 4.0
Software Name (Vendor + application name + version)	File Extension	Total Number of files submitted of this type
Adobe Photoshop 12	.TIF	105
Hardware/Capture Devices : Make	Model	Type
Nikon	D80	Digital Camera

Filename	Path (depositors pathway structure)	Description of file's content	Linked file(s) <i>This field is optional</i>	Technical documentation files <i>This field is optional</i>	Notes <i>This field is optional</i>
TA0213-Photos-001.tif	TA0213/photography	Trench 3, from south-west, showing burnt layer.			.
TA0213-Photos-002.tif	TA0213/photography	Trench 3, from north, showing post hole.			.
TA0213-Photos-003.tif	TA0213/photography	Trench 4, from south, showing post hole.			.
Etc.....					

Notes for File Information Form

Please give as much detail as possible for each field for each file being deposited. If you do not have the information to complete all fields please indicate this e.g. 'Microsoft Fox Pro, Version information unknown'. Complete a different header section and begin a new list if the details relevant to the file(s) being listed change (e.g. if a set of files are produced through a different operating system or application)

- Filename** - Please provide the file name exactly consistent with that used for the file (do not use 'spaces' in file names if possible, use underscore/dash etc.)
- File extension** - Please indicate this clearly (upper or lower case)
- Path** - Please indicate pathway within the archive folder supplied to us, as designated by data manager
- Description of file content** – What you would expect to see when you open the file e.g. Elevation of West front showing blocked doorway
- Linked files** – Names of any files upon which this file depends for content, but which are not embedded in the file itself. Include path info if required.
- Technical Documentation Files** - Name of any file that documents the internal structure or content of this file and give technical information on its configuration or use.
- Notes** – Allows for input information not shown anywhere else.

REQUIRED FILE FORMATS

Appendix B

The following table lists all file formats that NMRW is currently capable of accepting. Other formats may be acceptable under certain circumstances, but producers must contact the NMRW Archive if you wish to submit data in formats other than those listed below.

		File Format	Additional Documentation (if relevant/available)/Notes
Text	<i>Preferred</i>	Adobe Portable Document Format ISO Standard for Archiving (PDF/A) - .pdf Microsoft Word - .doc	<ul style="list-style-type: none"> Documents must not be locked to editing or password protected. HTML, XHTML – include any relevant CSS files XML – include relevant schema/DTD/XSLT
	<i>Accepted</i>	Adobe Portable Document Format - .pdf Microsoft Word - .docx OpenDocument Text - .odt TXT, HTML, XHTML, XML, SGML	
Images (see below for further details)	<i>Preferred</i>	Tagged Image File Format (Uncompressed) - .tif	<ul style="list-style-type: none"> Uncompressed .tif files are required as mandatory for any new work. We will only accept .jpg files from historic archives where .tiffs are not available. Captions must be included for all image files Images must be at least 1200 pixels along longest edge. Images must have a resolution of at least 72dpi.
	<i>Accepted</i>	Joint Photographic Expert Group - .jpg JPEG2000 - .jp2 Tagged Image File Format (Compressed) - .tif Portable Network Graphics - .png	
CAD (Vector Graphics)	<i>Preferred</i>	Scalable Vector Graphic - .svg Adobe Illustrator - .ai AutoCAD - .dxf	<ul style="list-style-type: none"> Relationships to other files Captions must be included for all graphics files
	<i>Accepted</i>	CorelDraw - .cdr AutoCAD - .dwg	
Spreadsheets	<i>Preferred</i>	Comma Separated Value - .csv Excel - .xls	<ul style="list-style-type: none"> Column/Rows should have clear labels describing their contents A key should be provided for any codes with the data Spreadsheets must not be locked to editing or password protected
	<i>Accepted</i>	Microsoft Office - .xlsx OpenDocument Spreadsheet - .ods	
Databases	<i>Preferred</i>	Microsoft Access - .mdb Delimited Text	<ul style="list-style-type: none"> A data dictionary should be included where available For delimited text the delimiters should be listed Databases must not be locked to editing or password protected
	<i>Accepted</i>	Microsoft Access - .accdb OpenDocument Database - .odb	
GIS	<i>Preferred</i>	ESRI Shapefile - .shp, .shx and .dbf ESRI Geodatabase - .xml	<p>Information should be provided on:</p> <ul style="list-style-type: none"> The purpose of the GIS The function of each layer Coordinate system used Method of capture Data source Scale/resolution Assessment of data quality Date of capture
	<i>Accepted</i>	Flat file data as Microsoft Excel, Comma Separated Values or Microsoft Access formats - .xls, .csv or .mdb MapInfo - .mid and .mif	
Geophysics	<i>Preferred</i>	Raw xyz data: .txt, .csv, .xyz Rendered Images: .tif	<p>For raw xyz data:</p> <ul style="list-style-type: none"> Location of the survey Conditions Instrumentation <p>For rendered images:</p> <ul style="list-style-type: none"> Details of data processing and interpretation
	<i>Accepted</i>	Rendered Images: .jpg, .png (see above)	
Video	<i>Preferred</i>	Mpeg-1, Mpeg-2	<ul style="list-style-type: none"> Shorter clips of submitted video films should also be submitted for dissemination purposes. Shorter clips should be web optimised where possible.
	<i>Accepted</i>	Mpeg-4	

Digital Images Guidance

Ensure that the images you are submitting are of the highest standard for your equipment and *at least* between 300 and 400 dpi (dots per inch)/ppi (pixels per inch).

Photographs must all be in uncompressed TIFF format when producing new photography (we will accept JPEG files only for existing archives, where no TIFF files are available).

Minimum file sizes for all digital images should be 1-2 MB but ideally images should be larger than this.

Image quality is also an important factor when selecting images to deposit. All photographs should be sharp and well exposed, and duplicates should be weeded.

Notes:

There are three main file formats used by digital cameras to create images; JPEG, TIFF and RAW, the most common being the JPEG file format. On some digital cameras it will be the only file format available, although more sophisticated digital cameras will allow you to choose between JPEG, TIFF and RAW. For new survey work, where cameras do not produce TIFFs directly, images should be output as RAW files and converted to uncompressed TIFF format. Images must not be produced as JPEGs and subsequently converted to TIFFs. As previously stated, we will accept JPEG files only for existing archives, where no TIFF files are available.

Uncompressed TIFF file format is the preferred choice for archiving images as it keeps the original quality of an image over time.

Do not submit RAW files, these are hardware dependent files and cannot be supported for future access.

The preferred settings outlined above have been chosen to allow content to be stored at an archive standard and also to allow reproduction at a scale suitable for printing and display purposes.

Most cameras give a quality option within the menu of Small, Medium and Large. In order to produce high quality images, you will need to set your camera on the Large or Medium option in order to give an image of 5-10 Megapixels.



ARCHIVES DEPOSIT AGREEMENT

Deposit		
Acc. No	Date	Ref
Depositor		
Name		
Address		
Postcode	Email Address	
Tel. No	Fax No	
Details of Deposit		
Title		
Description		
Quantity and Condition		
Provenance		
Restrictions and Copyright		
Details of Deposit Agreement		
<p>As the Owner/Depositor acting on behalf of the Owner (delete as appropriate) I certify that the above information is correct and that I have read and understood the terms and conditions of deposit on the reverse of this form. I hereby agree to:</p> <p><input type="checkbox"/> Gift the above item(s), with the copyright, to the Crown under the authority of the Archivist at the National Monuments Record of Wales, Royal Commission on the Ancient and Historical Monuments of Wales. The item(s) are offered as absolute and unfettered gifts to be placed within the public archive and made available to the public as per the terms and conditions overleaf.</p> <p><input type="checkbox"/> Deposit the above item(s) on loan to the National Monuments Record of Wales, Royal Commission on the Ancient and Historical Monuments of Wales under the authority of the Archivist under the terms and conditions overleaf, retaining copyright but allowing the Royal Commission to licence and administer the copyright on my behalf.</p> <p><input type="checkbox"/> Deposit the above item(s) on loan with the National Monuments Record of Wales, Royal Commission on the Ancient and Historical Monuments of Wales under the authority of the Archivist, as per the terms and conditions overleaf. I wish to retain copyright and be contacted each time an enquirer wishes to use the item(s) other than for private research.</p>		
Signature (Depositor)	Name (BLOCK CAPITALS)	Date
Signature (Archivist)	Name (BLOCK CAPITALS)	Date
<p>Royal Commission on the Ancient and Historical Monuments of Wales Plas Crug, Aberystwyth, Ceredigion SY23 1NJ Tel: +44 (0)1970 621200 Fax: +44 (0)1970 627701 E-mail: nmr.wales@rcahmw.gov.uk Website: http://www.rcahmw.gov.uk</p>		

TERMS AND CONDITIONS OF DEPOSIT

General

1. The deposited items are accepted upon the following terms except as may be expressly varied in writing by the parties hereto which variation should be appended to this agreement.
2. For the purpose of this agreement the Royal Commission on the Ancient and Historical Monuments of Wales (hereafter referred to as the RCAHMW) shall act through its Archivist with respect to any consent, notice, approval, requirement or any other action of the RCAHMW referred to under this agreement or through such other officer of the RCAHMW as may from time to time be determined and all notices and communications from the Depositor to the RCAHMW under this agreement shall be addressed to that Officer.
3. All deposited items may be examined, inspected or exhibited at the discretion of the RCAHMW with or without charge but the RCAHMW shall not by virtue of deposit be obliged to make items available for inspection or for any other purpose.
4. All copyright in any deposited item shall be retained by the Depositor where the Depositor is entitled. The Depositor may assign or gift the item and the copyright, where entitled, to the RCAHMW which agreement between the parties should be noted overleaf.
5. All deposited items may be made available or copied to third parties for the purposes of private research and study and copies of all items may be made available by RCAHMW for non-commercial purposes via the World Wide Web at the absolute discretion of the RCAHMW.
6. The RCAHMW shall store the deposited items in such conditions as it sees fit in its absolute discretion and shall not be liable to the Depositor in any circumstances for any loss or damage to the deposits from whatever cause howsoever arising.
7. The RCAHMW shall be at liberty to mark the records with any mark of reference or index.
8. The RCAHMW shall be at liberty to carry out any repair or conservation work as it shall in its absolute discretion determine and shall not be liable for any damage so caused.
9. The RCAHMW reserves the right to return items to Depositors if such persons can be traced following reasonable enquiry.

Withdrawal

10. All Depositors shall be entitled to remove temporarily deposited items for three months in any period of up to twelve months. All endeavours will be made to meet such requests without delay but Depositors should, whenever possible, give prior warning to the RCAHMW and the RCAHMW shall not by virtue of this condition be responsible to produce any deposited item earlier than 21 days following the receipt of written notice of withdrawal.
11. Deposited items may be withdrawn from the RCAHMW for periods longer than three months in any twelve months or absolutely but upon such withdrawal the Depositor shall be liable to the RCAHMW for the costs and charges accrued at the time of withdrawal in respect of the cost of cataloguing or producing a calendar of the deposited items, the cost of all conservation work carried out in connection with the deposited items and a charge in respect of the costs of storage. RCAHMW may, at its discretion, waive any or all of these costs and charges.

Confidential Items

12. If requested by the Depositor, deposited items which are confidential will only be made available for public inspection, research or other purposes with the agreement of the Depositor during the period of 30 years from the date of creation of the item or such longer period as may be agreed by the RCAHMW.

Cataloguing

13. Catalogues or calendars of deposited items prepared by the RCAHMW (if any) can be supplied to Depositors free of charge (2 copies) but otherwise shall be the property and the copyright of the RCAHMW and shall be made available to the public and others upon such terms as the RCAHMW may determine.

Insurance

14. If the Depositor wishes the items on deposit to be insured against any risks whatsoever the Depositor shall be responsible to take out such insurance and shall be responsible to discharge the costs thereof. In such circumstances while the items are deposited the RCAHMW's interest should be noted on the policy.

Depositor or Persons Claiming through the Depositor

15. For the purpose of this agreement the Depositor shall mean the person, persons or body upon whose authority records are deposited with the RCAHMW, or other person claiming to be the owner of the deposited items or the authorised agent of the owner as may be recognised under condition 16. The Depositor shall supply to the RCAHMW their full name and address to which all communications may be sent and shall promptly inform the RCAHMW of any change in their address and shall if requested by the RCAHMW produce to the RCAHMW any evidence certificate or other documentation which will establish their ownership of the deposited items.
16. The RCAHMW shall not be obliged to recognise persons claiming to be the Depositor as defined in condition 15 except where satisfactory evidence of such title or the validity of such claim has been shown to the satisfaction of the RCAHMW or such other solicitor or barrister instructed by the RCAHMW. Such persons claiming by virtue of acquisition of ownership from the original Depositor should inform the RCAHMW promptly of their acquisition of such title whereupon the RCAHMW shall when satisfied as aforesaid amend the list of Depositors accordingly.
17. Where for any purpose arising under these terms of acceptance or otherwise the RCAHMW wish to contact the Depositor in connection with any deposited item it shall be sufficient for the RCAHMW to write to the Depositor for the time being recognised by the RCAHMW in accordance with clause 16.
18. In the event of the RCAHMW being unable to contact the Depositor despite reasonable enquiry then in relation to all matters where the consent or agreement of the Depositor is required the Depositor shall be deemed to have given such consent or agreement and in the event of the RCAHMW wishing to terminate its retention of any deposited item the RCAHMW shall be at liberty to dispose of the deposited item as it sees fit including destruction in appropriate cases. It

should be noted that destruction will only be considered when all other possibilities have been exhausted, including offering the deposited items to another appropriate repository.