



Name

Licence to excavate an archaeological monument

Name of Director:

Members of the team:

.....

.....

Name of the excavation:

Date:

Director's Signature:





Artefact Record Sheet

Name

Name of Excavation:

Found by: Date:

Name of object:

Find Number:	Layer No.:	Grid Location:
Is it soft or hard?	Soft <input type="checkbox"/>	Hard <input type="checkbox"/>
Is it organic or inorganic?	Organic <input type="checkbox"/>	Inorganic <input type="checkbox"/>
Is it flexible or solid?	Flexible <input type="checkbox"/>	Solid <input type="checkbox"/>
Is it part of something or the whole thing?	Part of <input type="checkbox"/>	The whole thing <input type="checkbox"/>
Is it regular in shape? If yes, describe the shape:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Length:cm	Width:cm	Height:cm
Is it man-made?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What was the artefact used for?		
Sketch of artefact		



Name

1. What was the artefact used for?

2. What material is it made from?

- Is it natural or man made?
- How was it made?
- Is the material used suitable for its use?

3. Is the artefact a common or a rare object?

4. Is there writing or decoration on it?

What was the purpose of this writing/decoration?

5. What does the artefact tell us about the owner of the object?

- Are they young or old?
- Did it cost a lot of money?
- Was the person who owned it in good health?

6. What does this artefact tell us about the society that used it?

- What type of monetary system did they use?
- How advanced were their materials and technology?
- Was it a literate society?
- Did they have good aesthetic values?

7. What happened to the artefact after it was used?

8. Would you find this artefact elsewhere in the country?

9. What value would you place on the artefact?



Section A

- What colour is it?
- Is it soft or hard?
- Is it compact or loose?
- Is it wet or dry?
- Is it gritty or smooth, organic or inorganic? etc

Section B

Finds No.	Artefact	Location (Grid Reference)
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Finds No.	Artefact	Location (Grid Reference)