



**PUMSAINT ROMAN FORT, CARMARTHENSHIRE:
WRITTEN SCHEME OF INVESTIGATION
FOR ARCHAEOLOGICAL MONITORING AND RECORDING**

1 INTRODUCTION

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by Dyfed Archaeological Services, a contracting arm of Heneb- Dyfed Archaeology to provide a methodology for the archaeological monitoring and recording during temporary road widening works in Pumsaint, Carmarthenshire (centred on NGR SN 65663 50218, Figure 1) that lie within the designated Scheduled Monument of Pumsaint Roman Fort (Ref CM226, Figure 2) that is owned by The National Trust.
- 1.2 The widening works are proposed to be carried out at a junction of the A482 and a forestry track which branches eastwards off the main trunk way at the southern end of Pumsaint village (Figure 3).
- 1.3 The road widening works will form part of the Waun Maenllwyd Wind Energy Hub development by Belltown Power UK Ltd, situated 3km southeast of Llanddewi Brefi, Ceredigion. The newly widened junction at Pumsaint will improve access to the forestry track, allowing Abnormal Indivisible Load (AIL) delivery vehicles to carry wind turbine components to the project site.
- 1.4 It is intended to install a removable 'floating' track solution to widen the junction. The track would mostly sit above the existing ground surface, except for a small area where excavation and tree stump removal would be required. The track would be completely removed after the project is decommissioned.
- 1.5 In May 2024 and March 2025 Dyfed Archaeological Services were commissioned by Waun Maenllwyd to carry out archaeological evaluation which was required by Cadw in advance of an application for Scheduled Monument Consent (SMC). The aim of the evaluation work was to provide information on the character and significance of any below ground archaeological remains that might be present within the area of the proposed widening. Should any significant archaeological deposits be revealed, a programme of further mitigation will be formulated and potentially implemented prior to widening taking place.
- 1.6 In 2024 two evaluation trenches (Trenches 1 and 2, Figures 4 and 5) were evaluated which exposed a section of Roman road surface surviving below the topsoil and possibly the upper fills of a Roman ditch associated with the fort's eastern defences surviving beneath roughly 600-1020mm of later post-medieval deposits. Artefacts included several fragments of Roman glass, Roman pottery and modern material (Shobbrook 2024 report no. 2024-27).

- 1.7 In response to the evaluation findings that showed Roman deposits survived at shallow depth where ground reduction works were proposed,
a revised design proposal for wind turbine delivery was produced to reduce the potential to disturb archaeological deposits or features (Figure 3).
- 1.8 Following this decision in 2025 a further two evaluation trenches (Trenches 3 and 4, Figures 4 and 5) were excavated to investigate if archaeology survived where overburden removal was proposed within the scheduled area as part of the revised design.
- 1.9 Trench 3 revealed the remains of a stone faced post medieval boundary bank. Underlying the boundary bank was evidence of a layer of clay which it was suggested could be the remains of Roman rampart material.
- 1.10 The results of the evaluation work corroborated previous archaeological investigations, that well preserved archaeological deposits and features associated with the Roman fort survive at diverse depths within the scheduled area of the fort.
- 1.11 In response to the results of the evaluation work this WSI has been commissioned by Waun Maenllwyd Wind Energy Hub Ltd to provide a methodology for archaeological monitoring and recording during groundworks associated with the temporary 'floating' track design. These groundworks include but are not limited to any soil excavation or tree root/stump removal, including the small amount of reprofile on the inside bend.
- 1.12 This WSI details the methodology of the monitoring and recording which will be undertaken by Dyfed Archaeological Services and has been prepared in accordance with the Chartered Institute for Archaeologists (CIfA) Standard and Guidance for Archaeological Field Evaluation (CIfA 2023). A copy will be sent to Cadw and the National Trust for their approval.
- 1.13 Dyfed Archaeological Services has considerable experience of this type of project and always operates to best professional practice. Heneb-Dyfed Archaeology has its own Health and Safety Policy, and all works are covered by appropriate Employer's Liability and Public Liability Insurances. Copies of all are available on request.
- 1.14 ***Heneb-The Trust for Welsh Archaeology is a CIFA Registered Archaeological Organisation.***

2 ARCHAEOLOGICAL SUMMARY

- 2.1 The scheduling summary description of Pumsaint Roman Fort (CM266) includes the following:

"The monument comprises buried features and earthworks representing a Roman fort... The fort, originally probably measuring c.150m x 125m, and enclosing 1.9ha, was founded in the mid AD 70s, and was reduced in size to c.0.9ha c. AD 100, before apparently being abandoned by the AD 120s, a fairly typical chronological range. The fort may have had a special function in relation to the nearby Dolaucothi gold mines. Excavations within the fort, west of the main A482 both north and south of the Dolaucothi Arms, have revealed a number of phases of internal buildings, including a granary, as well as a well/cistern, and a burnt timber structure in a 2m-deep pit which was dated to the later 3rd or early 4th century

AD, raising interesting questions about the nature of later Roman occupation on the site, traces of which are otherwise extremely elusive. Geophysical survey in unexcavated areas suggests that further structures, including a probable bath house on the eastern outskirts, remain to be found here. The monument is of national importance for its potential to enhance our knowledge of Roman military organisation. The monument forms an important element within the wider context of the Roman occupation of Wales and the structures may contain well preserved archaeological evidence concerning chronology, layout and building techniques..."¹

- 2.2 Much of what is known of the fort is from several rescue excavations undertaken within and around the fort in the 1970's, which produced evidence of the layout of the fort and its development over time².
- 2.3 In May 2024 and March 2025 Dyfed Archaeological Services were commissioned by Waun Maenllwyd to carry out archaeological evaluation which was required by CADW in advance of an application for Scheduled Monument Consent (SMC) (Shobbrook 2024 report no. 2024-27). The aim of the evaluation work was to provide information on the character and significance of any below ground archaeological remains that might be present within the area of the proposed widening. Should any significant archaeological deposits be revealed, a programme of further mitigation will be formulated and potentially implemented prior to widening taking place.
- 2.4 In 2024 two evaluation trenches (Trenches 1 and 2, Figures 4 and 5) were evaluated which exposed a section of Roman road surface surviving just beneath the topsoil and possibly the upper fills of a Roman ditch associated with the fort's eastern defences surviving beneath substantial modern deposits (Photos 1 and 2). Artefacts included several fragments of Roman glass, Roman pottery and modern material (Shobbrook 2024 report no. 2024-27).
- 2.5 In 2025 a further two evaluation trenches (Trenches 3 and 4, Figures 4 and 5) were excavated. Within the larger Trench 3 the remains of a stone faced post medieval boundary bank were recorded, beneath which a layer of clay was recorded which it was suggested could be the remains of

Roman rampart material (Photos 3 and 4). Trench 4 was very shallow and only post-medieval deposits were revealed.

- 2.6 In 1995 a watching brief was carried out during the installation of a new water main along the length of the A482 through Pumsaint³. Approximately 15m northwest of the proposed development area, outside the residential dwelling Y Mans/The Manse, archaeological deposits were noted at approximately 0.5m below the current ground surface which

¹ [Scheduled Monument - Full Report - HeritageBill Cadw Assets - Reports \(cadwpublicapi.azurewebsites.net\)](#) accessed: 03.01.2024.

² Jones, G D.B & Little, J H, 1973, 'Excavations on the Roman Fort at Pumsaint, Carmarthenshire: Interim Report 1972', Carmarthen Antiquary Vol. 9, 3-27; Jones & Little, 1974, 'Excavations at Pumsaint 1973: Interim Report', Carmarthen Antiquary Vol. 10, 3-16

³ Murphy, K, 1995, Water Mains Renewal at Pumsaint, Carmarthenshire, DAT Unpublished Report PRN 30673

were tentatively interpreted as the remains of ramparts and revetment wall foundations.

- 2.7 In 1973 two trenches were excavated within the proposed development area itself⁴ Trench 19 (Figure 5) produced evidence of a north-south roadway (as recorded in Trench 2 in 2024) of four construction phases, with features from multiple timber structures including floor surfaces and wall slots running at right angles to the east of the road. These structural features were interpreted as evidence of a *Vicus* (a non-military settlement). The roadway probably formed the main '*via principalis*' of the fort. The deposits were found 0.5m below the contemporaneous ground surface. It was noted that heavy root action had probably destroyed evidence of any later buildings which may have been closer to the contemporaneous ground surface. The results of the excavation in Trench 3 were not published.
- 2.8 Several metres southeast of the 1973 excavation trenches along the southern boundary of the proposed development area, there is an exposed bank section known historically to have contained exposed archaeological material. Approximately 45m long and situated on the northern bank of River Cothi, the bank is prone to frost and river erosion. The section was recorded in the summer of 1985 before any further loss of archaeology occurred⁵ (Figures 9-10).
- 2.9 The section revealed four phases of activity. The earliest layer contained a series of pits and linear features. Overlying this was a deposit of dumped material containing charcoal and burnt clay and daub. It is posited that this was used as levelling material for buildings as elements of timber structures were noted at the western end of the section in the layers above. Pottery evidence suggests the levelling coincided with the reduction in size of the fort in the early 2nd century AD. As with the 1973 excavation, the archaeologically significant deposits were at 0.4-0.5m below the current ground surface.

⁴ Jones & Little, 1974 Excavations at Pumsaint 1973: Interim Report', Carmarthen Antiquary 10, 3-16.

⁵ Burnham, B C & Burnham, H B, 1987, 'Recent Survey on the fort and vicus at Pumsaint', Carmarthenshire Antiquary Vol. 22, 3-13

Pumsaint Roman Fort, Carmarthenshire

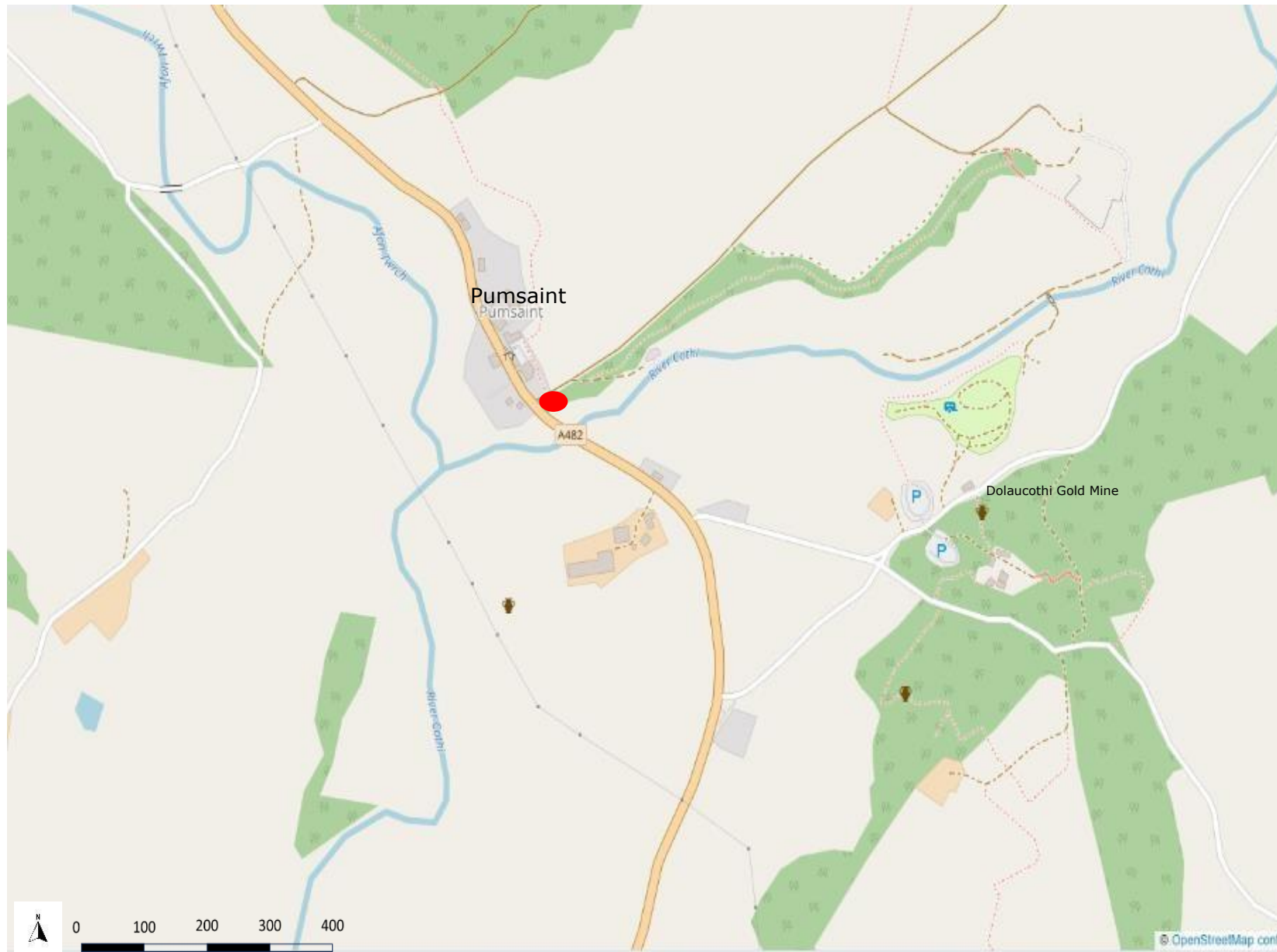


Figure 1: Development area (red).

Base map data from OpenStreetMap (OSM) <https://www.openstreetmap.org/copyright> 17/02/25.

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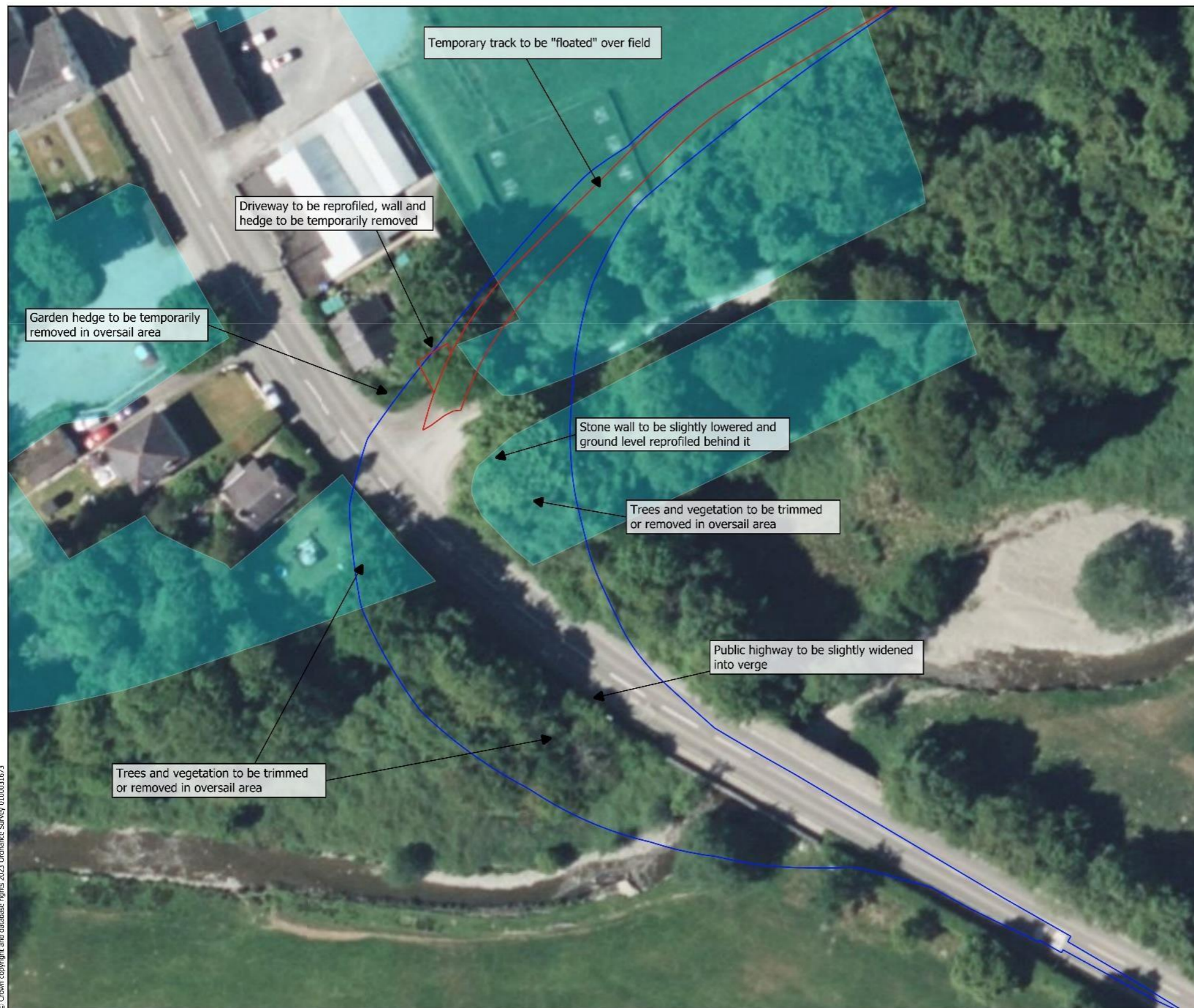
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Pumsaint Roman Fort, Carmarthenshire



Figure 2: Scheduled monument designation area in red, with the location of the road junction highlighted by the dashed blue circle.


Map data from OpenStreetMap (OSM) <https://www.openstreetmap.org/copyright> 17/02/25.



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Legend

- Oversail
- Proposed Track
- Pumsaint Roman Fort


BELLTOWNPOWER

0 5 10 m
1:500 at A3

N

National Trust Access
The Developer Group

Drawn: LK
Date: 07/02/2025

Figure 3: Proposed removable 'floating' track solution showing extent of road widening and associated works. Scheduled Monument designation area shaded green.
Plan provided by the client.

Pumsaint Roman Fort, Carmarthenshire
Written Scheme of Investigation for Monitoring and Recording



Figure 4: Location of evaluation trenches excavated in 2024 (Trenches 1 and 2) and 2025 (Trenches 3 and 4).
Map data from OpenStreetMap (OSM) <https://www.openstreetmap.org/copyright> 24/02/25.

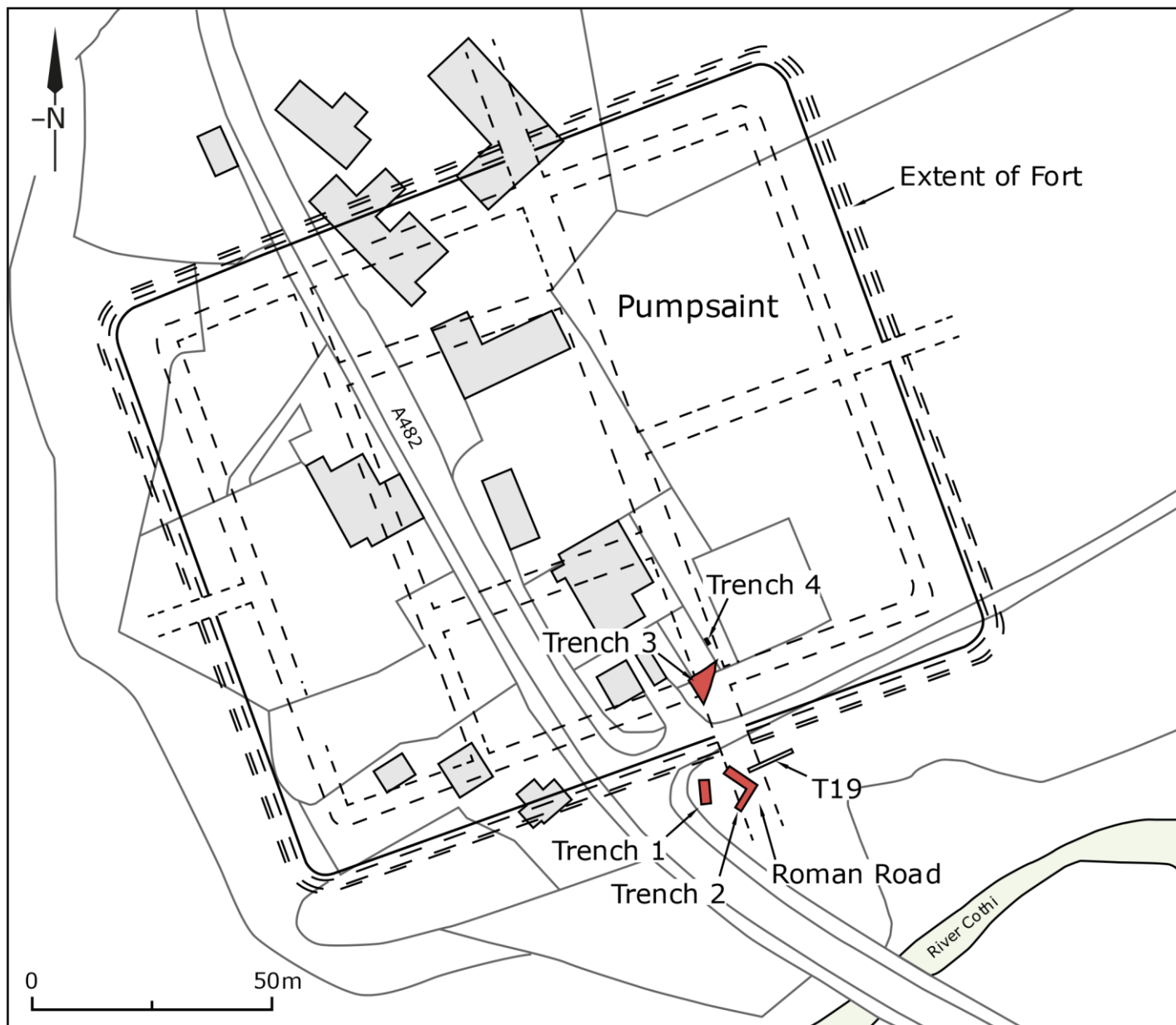


Figure 5: Plan showing approximate position of evaluation trenches in relation to projected fort plan from Burnham and Burnham 1987

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Photo 1: West facing section of Trench 1 showing top of possible Roman ditch fill exposed in bottom of trench beneath later deposits. 1m scale



Photo 2: View northwest of Roman road surface in Trench 2 surviving just below the topsoil. 1m scale



Photo 3: View west of stone-faced boundary bank in Trench 3. 1m scale.



Photo 4: View east of deposit (1005) recorded in the base of a sondage excavated through boundary bank (1004). 1m scale



Photo 5: View south showing shallow nature of Trench 4 when fully excavated. 1m scale

3. AIM OF THE PROJECT

3.1 The definition of archaeological monitoring and recording, taken from the Chartered Institute for Archaeologists *Standards and Guidance for Archaeological Monitoring and Recording* (CIfA 2023) is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.

3.2 The purpose of monitoring and recording, as laid down in the CIfA guidelines is:

to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works.

to provide an opportunity, if needed, for the attending archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the archaeological monitoring itself are not sufficient to support treatment.

3.3 This document provides a scheme of works for:

Archaeological attendance during ground works associated with land proposed for use in removable road widening works within the scheduled area of Pumsaint Roman Fort (CM266), Pumsaint, Carmarthenshire, which have the potential to expose, damage or destroy archaeological remains.

Appropriate investigation and recording of any such remains will be undertaken if revealed. A report and archive of the results of the works will be prepared.

4. PROJECT OBJECTIVE

4.1 Provision of a written scheme of investigation to outline the methodology by which Dyfed Archaeological Services will undertake the archaeological monitoring and recording.

4.2 To monitor and record ground works to identify the presence/absence of any archaeological deposits,

4.3 To establish the character, extent, and date range for any archaeological deposits to be affected by the proposed ground works.

4.4 To appropriately investigate and record any archaeological deposits to be affected by the ground works.

4.5 To produce an archive and report of any results.

5. ARCHAEOLOGICAL MONITORING AND RECORDING METHODOLOGY

5.1 Archaeological monitoring and recording will be maintained during groundworks at Pumsaint Roman Fort, Carmarthenshire, where there is the potential for archaeological remains to be exposed, damaged or destroyed.

These groundworks could include, but are not limited to, ground clearance, levelling, foundation and service excavations.

5.2 Features containing deposits of environmental significance will be sampled. The quantities and types of sample will be determined by the nature of the deposit and feature, applying Historic England's *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)* 2011. The samples will be retained in stable conditions until analysis can be arranged.

5.3 All deposits will be recorded by archaeological context record sheet, scale drawing, photography and site notebooks. All individual deposits will be numbered using the open-ended numbering system in accordance with Dyfed Archaeological Services Recording Manual⁶. Significant deposits will be recorded by scale drawing (no less than 1:20); drawn plans will be related to Ordnance Datum and, where possible, known boundaries. A photographic record will be maintained using high resolution digital photography.

5.4 All archaeologically significant artefacts, ecofacts and samples will be retained and, where possible, related to the contexts from which they derived. Sensitive material will be stored in appropriately stable conditions. Finds will be temporarily stored by Dyfed Archaeological Services in stable conditions. All finds, except those deemed to be Treasure⁶, will remain the property of the landowner, but it is assumed that permission has been given by the landowner for these to be stored as part of the archive in a suitable repository (ownership will still be with the landowner).

5.5 Under the 1996 Treasure Act, "treasure" can be summarised as:

- Any object other than a coin containing at least 10% gold or silver and at least 300 years old;
- Any prehistoric assemblage of base metal;
- Coins found together which contain 10% gold or silver (but no single coins) and groups of at least 10 coins of other metals, provided they are at least 300 years old;
- Any object found associated with treasure except unworked natural objects; and
- Any object which would have been Treasure Trove before the 1996 Act but not covered above.

The Treasure Act was amended in July 2023 and is summarised as:

- If found on or after 30 July 2023, a find may be potential Treasure if it does not meet the above criteria but is made at least partially of metal, is at least 200 years old, and provided exceptional insight into an aspect of national or regional history, archaeology or culture by virtue of one or more of the following:
 - Its rarity as an example of its type found in the United Kingdom
 - The location, region or part of the United Kingdom in which it was found, or

⁶ If any material deemed to be Treasure is found, the Coroner must be informed

Heneb-Dyfed Archaeology uses the Recording Manual developed by English Heritage Centre for Archaeology. A copy will be available for inspection if required.

- Its connection with a particular person or event
- A find may also be Treasure if it does not, on its own, provide such an insight, but is, when found, part of the same find as one or more other objects, and provides such an insight when taken together with those objects.

5.6 In the event of the discovery of human remains they will, at this monitoring and recording stage, be left *in situ*. If removal is necessary, it will only take place following the granting of all permissions in writing by the relevant authorities and at a later stage of any necessary archaeological works (the Coroner must be informed and a burial licence granted from the Ministry of Justice).

6. POST-FIELDWORK REPORTING AND ARCHIVING

- 6.1 An archive will be prepared if it meets the requirements of the Heneb-Dyfed Archaeology retention policy (2018). If it does, then data recovered during the monitoring and recording will be collated into a site archive.
- 6.2 The site archives will be structured in accordance with the specifications in *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation* (Brown 2011), and the procedures recommended by the National Monuments Record, Aberystwyth. *The National Standards for Wales for Collecting and Depositing Archaeological Archives* produced by the Federation of Museums and Art Galleries of Wales will also be adhered to. Digital archives will be collated using the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) systems 2015 and deposited with the RCAHMW. The Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) should be followed.
- 6.3 A Data Management Plan (DMP) for this project (Appendix I) has been produced in accordance with the Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA 2014, updated 2020).
- 6.4 A report will be produced covering the results of the archaeological monitoring and recording. The results of the fieldwork will be assessed in local, regional and wider contexts.
- 6.5 The report will include a brief research element to place the site into its wider context within the area.
- 6.6 The project archive, including all significant artefacts and ecofacts (excepting those which may be deemed to be Treasure) will be deposited with an appropriate body following agreement with the landowner (if retained and containing more than just digital information).
- 6.7 Heneb- Dyfed Region will arrange for the deposition of finds, and ascertain the costs of storage and deposition, with an approved body before the project commences and inform the curator of the arrangement which has been made.
- 6.8 A summary of the project results, excluding any confidential information, may be prepared for wider dissemination (e.g. Archaeology in Wales and special interest and period-specific journals) within six months of the fieldwork element of the project.
- 6.9 The report will be prepared to follow the Chartered Institute for Archaeologists' Standard for archaeological monitoring and recording (CIfA, 2023).

6.10 Digital copies of the report will be provided to the client and the regional Historic Environment Record (held and maintained by Heneb-Dyfed Region).

6.11 Appropriate specialists to be used by Dyfed Archaeological Services include:

- Animal Bones – Worcester Archaeology
- Conservation - [Redacted – Regulation 13 Personal Data] (Cardiff University)
- Environmental / Pollen analysis – Worcester Archaeology or AOC Archaeology
- Fish bones – [Redacted – Regulation 13 Personal Data] (University of Leicester Archaeological Services)
- Geophysics – [Redacted – Regulation 13 Personal Data] (Heneb)
- Human Remains – [Redacted – Regulation 13 Personal Data] (UCL University)
- Industrial Archaeology – [Redacted – Regulation 13 Personal Data], Principal Curator – Industry, National Waterfront Museum, Swansea
- Metallurgical analysis - [Redacted – Regulation 13 Personal Data] (Geoarch)
- Post-medieval / medieval pottery – [Redacted – Regulation 13 Personal Data] (local independent specialist)
- Prehistoric Pottery – [Redacted – Regulation 13 Personal Data] (formerly of University of Bradford / now independent pottery specialist)
- Prehistoric Flint – [Redacted – Regulation 13 Personal Data] (formerly of English Heritage, now independent lithics specialist)
- Radiocarbon dating - Beta Analytic
- Roman Glass – [Redacted – Regulation 13 Personal Data] (Heneb)
- Roman Pottery – [Redacted – Regulation 13 Personal Data] (Freelance)

7. STAFF

7.1 The project will be managed by [Redacted – Regulation 13 Personal Data], Head of Dyfed Archaeological Services.

7.2 The on-site works will be undertaken by experienced members of Dyfed Archaeological Services.

8. MONITORING

8.1 The fieldwork may need to be monitored by Cadw who should be provided access to the site at any time during the evaluation works. The Head of Dyfed Archaeological Services may also monitor the on-site works intermittently.

9. HEALTH AND SAFETY

9.1 Dyfed Archaeological Services will carry out a health and safety risk assessment to ensure that all potential risks are minimised.

- 9.2 All relevant health and safety regulations must be followed, including compliance with Welsh Government guidelines on working practices and guidance issued by CIfA.
- 9.3 All site inductions, H&S procedures, H&S constraints and site rules of the client or any on-site contractor will be made known to Dyfed Archaeological Services staff at the start of the works.
- 9.4 Safety helmets, high visibility vests and boots are to be used by all site personnel as necessary. The developer will make all site staff aware of any other PPE that may be required.
- 9.5 Working with machinery: Dyfed Archaeological Services staff must ensure that their presence on site is communicated to all relevant site staff, especially the machine operator. The archaeologist observing the machine will establish a safe working procedure with the machine operator at the start of work. This will also include discussing the methodology for safe working, ensuring that no machining is done without an archaeologist being present.
- 9.6 The site staff will go through the risk assessment prior to the works commencing and all site staff must sign the document to confirm that they have read, understood and will comply with the document.
- 9.7 Public conveniences, including toilets and hand washing facilities, are available in Pumsaint adjacent to the evaluation site.

10. QUALITY ASSURANCE

- 10.1 Dyfed Archaeological Services has considerable experience of undertaking all categories of archaeological fieldwork and always operates to best professional practice; adhering to CIfA guidelines where appropriate. Heneb-Dyfed Archaeology is a Registered Organisation with CIfA and all staff abide by their code of conduct and adhere to their relevant standards and guidance.
- 10.2 Dyfed Archaeological Services operates robust internal monitoring procedures that ensure that the standard of each project is maintained from commencement to completion.

11. ARBITRATION

- 11.1 Any dispute or disagreement arising out of a contract in relation to this work will be referred for a decision to the Chartered Institute of Archaeologists' arbitration scheme.

APPENDIX I:

DATA MANAGEMENT PLAN

This Data Management Plan (DMP) is produced in accordance with the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (Chartered Institute for Archaeologists 2014, updated 2020). The table below is based on the Work Digital / Think Archive guidance for digital archives prepared by DigVentures, on behalf of Archaeological Archives Forum and in partnership with the Chartered Institute for Archaeologists. The project was funded by Historic England (Project No. 7796).

The Data Management Plan, Selection Strategy and Archive Content List will be updated following completion of the fieldwork.

Pumsaint Roman Fort, Carmarthenshire
Written Scheme of Investigation for Monitoring and Recording

Section 1: Project Administration

Project Ref. No and name
FS24-061 Pumsaint Roman Fort
ERN (if known)
TBC
Project Type
Monitoring and Recording
Client
Waun Maenllwyd Wind Energy Hub Ltd
Project Manager / Data Contact
[Redacted – Regulation 13 Personal Data],MCIfA
Principal Archaeologist on site
TBC
Date DMP created
17/02/2025
Date DMP last updated
18/02/2025
Related data management policies
<p>Written Scheme of Investigation Chartered Institute for Archaeologists (CIfA) <i>Standards & Guidance</i> Heneb-Dyfed Archaeology, 2018, archive retention policy Brown 2011, Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation NPAAW, 2017, The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 RCAHMW, 2015, RCAHMW guidelines for Digital Archives, Version 1 WAT, 2018, Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)</p>

Section 2: Data Collection

Data Type (Delete as appropriate)

Documents

Written Scheme of Investigation, Risk Assessment – Word doc & PDFs
Context sheets, site registers, site notes - paper copies, scanned and saved as PDFs. Site plans – permatrace, scanned and saved as PDFs.
Final report – Word doc & PDF
Illustrations – Adobe Illustrator/Affinity Designer files, PDFs
Specialist assessments (Finds, Environmental etc) – Word doc, PDF, Excel Spreadsheet

Images

Site photographs – Jpeg & Tiff (for archive)
Other collected data (scans, archive material, social media images etc) – Jpegs

Survey

In house surveys - .dxf files, GIS files (see below)
External surveys – Dependent on external contractor, eg .dxf, .dwg, .rwv etc

GIS

Mapinfo files, Esri Shapefiles.

Data acquisition

All data will be collected as per the methodologies and guidance stated in the WSI (Fieldwork / Methodology).

Section 3: Documentation and metadata

Documentation and metadata accompanying the data

All data recovered will be archived in accordance with the guidance stated in the WSI (Post Fieldwork Reporting & Archiving)

Section 4: Ethics and legal compliance

Management of any ethical, copyright and Intellectual Property Rights (IPR) issues

All personal data collected during the course of the project will be handled in accordance with Heneb-Dyfed Archaeology *Personal Data Protection Policy* (2018, revised 2020) and current *Code of Practice*.
Licence agreements will be established, and Copyright permissions will be sought as appropriate (eg reproduced mapping extracts, archive material, specialist reports) prior to the submission of the data and/or inclusion in the publication of the project results.

Section 5: Data Security: Storage and Backup

Data storage, accessibility, and safety during research

All site-produced data will be stored digitally at the first available opportunity. All digital information is stored on the Heneb-Dyfed Archaeology server, accessible by members of the staff. This will be checked regularly by the Project Manager. All digital data on the server is backed-up at regular intervals. The server contains ample capacity for all anticipated site data, and appropriate protocols are in place to manage any potential digital malfunction or cyber attack.

Section 6: Selection and Preservation

Data retention, sharing, and preservation

Data will be retained as per Heneb-Dyfed Archaeology's <i>Archive Retention Policy</i> (2018).
Data selection
To be updated following fieldwork.
Long-term preservation plan for the dataset
<p>The digital archive relating to the project will be deposited with the NMR, held and maintained by the RCAHMW, Aberystwyth and will be created in accordance with their practices.</p> <p>The final report will be submitted to the regional Historic Environment Record in PDF format, along with any additional information they require.</p> <p>If a different digital repository to the NMR is used, their own procedures will be established at the outset of a project and followed.</p> <p>If a project includes artefacts to be deposited at a museum, arrangements will be made prior to the commencement of the project, and a copy of the digital archive will be sent with the artefacts.</p> <p>Archiving costs are included within the project budget.</p>

Section 7: Data Sharing

Sharing and accessibility
The dissemination of data is detailed in the WSI (Post-Fieldwork Report and Archiving).

Section 8: Responsibilities

Responsibilities
Data collection, storage and manipulation will be carried out by the site team. The Project Manager will be responsible for the implementation of the data management plan.