

<b>Metadata Log</b>		
<b>Surveyors Details</b>	<b>Site Details</b>	<b>Client Details</b>
Company Name:	Site name:	Contact name:
Address:	Administrative area:	Clients name:
	County/ State:	Clients address:
	Country:	
Survey index number:	NGR:	
<b>Project Brief Creator:</b>		
Name:	Organisation:	Date:
Previous/ future work:		
Report Title/Survey purpose:		
Report summary:		
Key words:		
<b>Repository Details</b>		
Institution name:	Contact details:	Archive index number:
Address:	Professional position:	File format(s):
	Deposition date:	File path(s):
	File size: (KB)	
Storage medium(s): i.e. flash memory, CD,DVD or server		

**Site information**

Solid geology:	Survey duration:	Soil condition:
Drift geology:	Weather:	Land use:
	Temperature:	
Monument type:	Monument period:	Scheduled Ancient Monument (SAM) number:

**Survey information (per instrument)**

Survey type:	Survey instrumentation:
	Serial number(s):
Justification of actions:	Operator(s):
Specific instrument information: (i.e. electrode array, instrument drift, antenna frequency, sensor height above ground etc...)	Sensor/Traverse separation:
	Sampling interval:
	Sampling position:
	Data grid size:
	Positioning method:
	Position accuracy:
	Survey direction:
	Instrument Drift:
Drift Correction Method:	

Survey matrix: Include details like; scale, base line, field boundaries and Coordinates of grid nodes (if applicable).      Direction of North:

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### Processing information

Date processed:		Processing & visualisation software utilised:	
Name of processor:			
Area:	Data set description:	Processing sequence:	File extension:
Gridding method (if applicable):			

This template has been formulated by Geomatrix Earth Science in accordance with the Archaeology Data Service's Guide to Good Practice 2009 (ADS 2009) and OASIS Data Entry format.

#### Bibliography:

ADS [Archaeological Data Service] (2009) Digital Antiquity. Guides to Good Practice. Available from [http://guides.archaeologydataservice.ac.uk/g2gp/Geophysics\\_5](http://guides.archaeologydataservice.ac.uk/g2gp/Geophysics_5) Accessed 29/12/2011

Railton M (2012) Personal communication. Dated 22/12/2011

OASIS (2001) The OASIS Form-paper version. Available from <http://oasis.ac.uk/downloads.cfm?country=england> Accessed 06/01/2012