We publish the standards for archaeologicals objects core data documentation, published by the CIDOC (ICOM workgroup about archaeological sites).

0. IDENTIFICATION
0.1. Computer record number *(Number automatically generated by the system)*
0.2. Link to other records *(Number(s) of the records for similar objects, to manage according to the system)*

1. INSTITUTION(S)

1.1. INSTITUTION WHERE THE OBJECT DESCRIBED IS KEPT
1.1.1. Name of the institution *(Official name of the institution in the mother tongue, eg musée du Louvre, National Museum, Museo Arqueologico)*
1.1.2. Location of the institution
1.1.2.1   Country
1.1.2.2   Intermediary administrative division, eg Bouches-du-Rhône, Lazio, Cambridgeshire
1.1.2.3   Commune, district, borough, eg Marseille, Roma, Cambridge
1.1.2.4   Smaller adminsitrative division (hamlet, locality), eg Ostia

1.2 INSTITUTION LEGALLY RESPONSIBLE FOR THE OBJECT
Where the proprietary institution is curatorially responsible for the object, arrange for automatic duplication from 1.1
1.2.1. Name of the institution *(see 1.1.1)*

1.2.2. Location of the institution
1.2.2.1   *see 1.1.2.1*
1.2.2.2   *see 1.1.2.2*
1.2.2.3   *see 1.1.2.3*
1.2.2.4   *see 1.1.2.4*

2. IDENTIFICATION REFERENCES
2.1. Inventory number of the work (*Unique number given by the proprietary museum*)
2.2. References to the stratum (?)
2.3. Number of the object given on site

3. NAME OF THE OBJECT
3.1. Category *(Give the main functional types for the object, eg funerary object, object for transport)*
3.2. Designation
3.3. Name
3.4. Details *(Specify if it is a fragment, a set, or if the object belongs to a set, eg fragment, set, part of group; Specify, if applicable, the number of items in the group)*

4. TITLE - DESCRIPTION - ICONOGRAPHY
4.1. Title of the work
4.2. Description
4.3. Iconographic analysis

5. MATERIAL - TECHNIQUE
5.1. Material *(List of materials used in the manufacture of a 3D object)*
5.2. Technique *(Technique(s) in the manufacture of a 3D object)*
5.3. Further information (optional) *(Clear description allowing the association of the materials and techniques so as to account for the complexity of the object)*

6. DIMENSIONS AND FORM
6.1. Unit *(Dimensions are normally given in centimetres)*
6.2. Height: h
6.3. Length: l
6.4. Depth: d
6.5. Diameter: di
6.6. Weight: w
6.7. Form

7. ARCHAEOLOGICAL CONTEXT
7.1. Manner of discovery *(Eg chance find, regular excavations (institution), inventor)*
7.2. Place of discovery *(Eg country, region, département, district, borough, locality)*
Also provide precise references for the site, eg Lambert co-ordinates
Other details, eg grotto, house, square
7.3. Level, layer
7.4. Significant associations (Eg in a hearth, a tomb, etc)

8. AUTHOR AND CULTURAL MILIEU
8.1. Actual or ascribed author *(if known; Eg painter of "Pan")*
8.2. Justification of the attribution *(Specify the reasons (signature, literacy sources, style etc) and, if possible, the author of the attribution; Choose the most usual transcription of Proper Names (possibly add a phonetic transcription in brackets)*
8.3. Region, style, workshop
Eg Seine Oise Marne (Protohistory), "oriental style" (Greek ceramics), Lazoux (sigillée), Trèves (coin)

9. INSCRIPTIONS AND MARKS
9.1. "Type" *(Eg stamped, en exergue, engraved)*
9.2. Position
9.3. Description of transcription
9.4. Language of the inscription *(if applicable) (Indicate the language of the inscription, the alphabet, the height of the letters etc)*

10. DATE AND EPOCH
10.1. Dating by year

Exceptional: coin, inscription

10.2. Epoch *(Dating by millennium, period, reign, century etc, eg La Tène I, 1stC BC, Thinite Era, Cycladic Middle Bronze Age)*

11. ACQUISITION

11.1. Acquisition method *(Eg purchase, donation, bequest)*

11.2. Date of acquisition *(by year)*

11.3. Previous owner *(Give the name of the previous owner of the work (collector, gallery, institution) prior to its acquisition by the museum)*

12. STATE OF CONSERVATION

12.1. Treatment - restoration

12.2. Analyses