



**Treasure  
Trove**

*Protecting our archaeological heritage for the nation*

## **Step guide to the Treasure Trove process**

This step by step guide aims to inform finders about the various stages of the Treasure Trove process and what happens once an object has been reported. More information can be found on our website and leaflet.

### **Reporting finds to the Treasure Trove Unit**

1. Object or assemblage is reported to the Treasure Trove Unit (TTU) for assessment by the finder. The finder may be asked for further details about where the object was found or any other information that may be relevant.
2. The object(s) are entered into the TTU database with a description and initial interpretation. Images are taken for future reference. Advice may be sought from external experts if further advice is required – this process may take an extended period of time depending on the object.
3. A decision is made to whether an object(s) should be recommended for claiming as Treasure Trove or if it is not claimed with legal ownership transferred to the finder.

### **Objects not claimed as Treasure Trove**

- If an object is not claimed as Treasure Trove a certificate will be issued in which the Crown formally disclaims its title.
- The object(s) will be recorded in detail within the TTU database for future reference.
- The object(s) can then be returned to you. Please ensure the certificate is kept with your records.

<http://www.treasuretrovescotland.co.uk/>

## **Objects claimed as Treasure Trove**

1. If an object is considered to be of archaeological or cultural significance a decision will be made to claim it as Treasure Trove. This recommendation is made by TTU to the Queen's and Lord Treasurer's Remembrancer (QLTR) – the Crown's representative in Scotland in relation to property.
2. The TTU will contact you to provide more information about the object and its significance. The TTU is your main point of contact with regards to questions about the object(s). We will aim to keep you informed as much as possible about this process.
3. The QLTR will then contact you by letter, or if stated by email, to confirm their intention to claim the object as Treasure Trove.
4. Research is carried out by TTU, or by external experts, and a report drafted with a detailed description interpretation of the find. At this point you will receive a copy of the report. TTU also assists in determining the ex gratia award made to finders and at this stage finders are welcome to submit for consideration an independent valuation. Alternatively, finders may also wish to waive any ex gratia award, the payment of which is covered by the museum acquiring the object (as stated in correspondence from the QLTR).
5. Museums in Scotland are notified and are offered the opportunity to acquire the object.
6. The object(s) and the report are submitted to a meeting of the Scottish Archaeological Finds Allocation Panel (SAFAP) held three times a year (usually March, July and October). The QLTR are then responsible for advising the QLTR on which museum is to be allocated the object and the level of ex gratia award.
7. The object(s) is allocated to a museum, preferably a local museum, in Scotland to be made accessible for public display and research.
8. The QLTR will contact you to confirm the allocation of the object(s) and the level of ex gratia award approximately 10 working days after the SAFAP meeting.

### **If you have any questions please do not hesitate to contact us:**

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