



**Archaeological Digital Archiving Protocol (ADAPt)
Project 6896**

Data Management Procedures for Projects

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Introduction

The aim of these procedures is to ensure all digital material is created consistently, managed effectively and compiled to standards required for transfer for digital curation.

In summary, staff must:

- Produce a Data Management Plan (DMP)
- Follow the standard file naming procedure
- Store files in appropriate and recognisable locations
- Regularly add metadata to digital files
- Continually review data in accordance with the Selection & Appraisal Policy
- Maintain contact with the Archaeological Archives Team.

Digital material should be managed at every stage of a project and these procedures are structured around those stages, listing what is required and linking to the ADAPt tools.

NB The Archaeological Archives Curator (AAC) is available for consultation and advice at any stage of any project and should be included on Project Teams.

1. Project Planning

- 1.1 Project Designs, or equivalents, must include a DMP, which would describe the procedures governing data creation, storage, preservation, security, dissemination, access, re-use and curation. Use the *DMP Template* for guidance.
- 1.2 *ADAPt File Formats List* defines the types of data that are to be considered for archiving. Apply those definitions to determine the range of digital material that will be created and archived.
- 1.3 During planning ensure sufficient resources are allowed for data management by staff and the work of the Archaeological Archives Team throughout the project and during archive compilation and transfer.
- 1.4 Where appropriate, ensure sufficient resources are allowed to cover the time and cost of transferring digital archive to the repository.
- 1.5 All Project Designs, or equivalents, should be circulated to the Archaeological Archives Team for comment and advice.
- 1.6 At project start-up the Project Manager, or equivalent, must request the creation of a Project Folder.
- 1.7 For informal projects, the AAC will provide an Informal Project Number (project level UID). This should be requested by the project manager, or equivalent.
- 1.8 The DMP should be evaluated and updated regularly as work progresses and ensure that the project team has a chance to comment before the completion of the UPD stage.

- 1.9 During the planning stage the AAC will:
- Create the Project Folder and notify the project team of its location
 - Record basic project level data into the Collections Management System
 - Source and communicate with the digital archive repository.

2. Execution

- 2.1 All files and data must be created in or transferred to the project folder.
- 2.2 Archive formats for all image files, including photographs and drawings, and data to be stored as PDF/As, must be created at this stage. See *File formats list* for details
- 2.3 The ADAPt *File Naming Convention* must be used from creation for all files.
- 2.4 Metadata must be added to all files as soon as possible after creation or before the end of each project stage. Metadata requirements are shown in the *metadata forms*.
- 2.5 A system for adding metadata must be introduced during this stage, with responsibility residing solely with data creators or dedicated project personnel.
- 2.6 File folders must be regularly maintained. This will include deleting superseded versions of files or duplicate photographs and checking the folder structure and use of the file naming convention.
- 2.7 The Project Manager is responsible for ensuring that file folder maintenance is carried out.
- 2.8 For data acquired from external sources please see *the Guidance on External Acquisition*.
- 2.9 Evaluate the contents of the project folder at the end of each project stage. This will be initiated by the AAC and overseen by the project manager. This evaluation will include:
- A File Index Form that lists all the files in the project folder and sub-folders
 - Details of the software and versions used to create files and data.
 - Data should be evaluated for archiving against the *Selection and Appraisal Criteria*, aims of the project and the DMP. The *Evaluation Decision Tree* can facilitate this process.
- 2.10 The *File List Metadata Form* will be generated by the Archaeological Archives Team, for descriptions and selection decisions will be added by data creators.
- 2.11 GIS, Vector, databases and spreadsheets require additional documentation; the requirements for this are detailed in the *Metadata forms*.

3. Archive Accession

- 3.1 Data submitted for archive accession must have the appropriate file name and metadata and be complete.
- 3.2 The *File Index Form* will be used to audit the digital material and determine what will be included in the archive.
This will be carried out by the AAC and overseen by the project manager, in consultation with the project team.
- 3.3 All files that are to be included in the audit must be recorded on the *File Index Form*.
- 3.4 Files and data will be evaluated for archiving using the *Selection and Appraisal Criteria*, aims of the project and the DMP. The *Evaluation Decision Tree* documents the process.
- 3.5 Files that are not to be included in the archive will be destroyed or placed in temporary storage.
- 3.6 The File Index Form will be stored in the project folder and will be used to create the final index to the digital archive.
- 3.7 Archive format versions of all files identified for archive will be created by the AAC with the exception of:
 - Images and PDF files, which should already be in archive formats
 - Files created from proprietary software, which should be converted to archive formats by the data creator.
- 3.8 The project manager and the AAC will confer to ensure the File Index Form is complete.
- 3.9 When the File Index Form is complete the AAC will transfer a copy of the archive to S:\oldgroups\Archaeological Archives\Digital Archive, files marked for destruction will be deleted and the action recorded.
- 3.10 Files that are not ready for transfer to archive (e.g. databases that cannot be split, or datasets linked to location, such as GIS and AutoCAD files) will be documented by the AAC.
- 3.11 On completion of the Digital Archive folder 'Accessible' copies of files will be placed in the project folder to enable continued access. Altering those files will not be possible.

4 Project Completion

- 4.1 On completion of the project/work, the products of the final stage of the project (usually dissemination) will be transferred into the archive.
- 4.2 The contents of the digital archive will then be evaluated by the AAC, in consultation with the project manager, with reference to the DMP and the project folder.
- 4.3 The AAC will consult with the appropriate member of the project team to identify and locate and files that are missing from the archive.
- 4.4 When the digital archive is complete the AAC will begin compilation for transfer to the appropriate repository.

- 4.5 Data creators who wish to retain a copy of the data will use the File Index Form to create a catalogue of the files they intend to store. This list should be stored alongside the data.
- 4.6 When the archive has been successfully transferred, the material held at S:\oldgroups\Archaeological Archives\Digital Archive will be deleted.

5 General

- 5.1 **File loss:** Copies of files that are accidentally lost or accidentally altered, and that have been accessioned can be requested from the Archaeological Archives Team. All other files will have to be retrieved from back-up, if possible.
- 5.2 **Alteration:** If it is necessary to alter a completed file, the relevant personnel should inform the Archaeological Archives Team so that the file can be replaced. This should be the exception, not the rule.
- 5.3 **National Heritage Protection Commission Project (NHPCP) data** and material from other external projects that have separate requirements:
 - 5.3.1 The external project organisation is responsible for archiving NHPCP data
 - 5.3.2 English Heritage funds the deposition of NHPCP digital data with the ADS.
 - 5.3.3 NHPCP data should be created or stored at S:\oldshare\NHPCP_Projects.
 - 5.3.4 Data creators are responsible for transferring the data to the External organisation for archiving.
 - 5.3.5 Data creators are responsible for ensuring the *Data Transfer Agreement* is completed, signed and returned to the Project Assurance Officer for inclusion in the Registry file.
 - 5.3.6 Data creators who wish to keep a copy of the data should make a full file listing and identify which files have been transferred to the archive. This list should be stored alongside the data.
 - 5.3.7 Data creators are responsible for adding metadata.