

AIP checklist

Version 2018

Created date:	Unknown
Last updated:	14 February 2018
Review Due:	August 2018 (unless significant change)
Authors:	Digital Archivists
Maintained by:	Digital Archivists
Previous version:	None.

1. Principal Statement

This document is a static version of the AIP checklist currently available digitally through the ADS Collections Management System (CMS). As an active document this is subject to change on a regular basis.

2. Accession checklist

Please use with reference to ADS Ingest Procedures Manual¹

General

- Directory structure should be as described in ADS Repository Operations document.
- Check accession as recorded in CMS matches files in directory.
- File and directory names are valid (no spaces)
- Check files in the /original/ directory are unchanged since accessioning (compare checksums).

Admin

- Scanned copy of signed licence agreement (the right one!) as licence.tif/pdf
- Any correspondence/documentation copied from stored in 'project_metadata' folder in a suitable format.
- Update changes log at Google Docs (macha)²

Preservation

- Check that all files in /original/ directory have a preservation/dissemination version. Check any gaps are recorded in the CMS, with README file explaining why/where the data is absent/stored.

¹ <http://archaeologydataservice.ac.uk/advice/Ingest.xhtml>

² This a separate log used to highlight those archives where data has been added, removed, preserved etc. this is used for internal archive management.

- Examine the data in the /original/ directory and the /preservation/ and /dissemination/ directories making sure that all conversions/changes are logged in the 'Processes' section of the CMS.
- Make sure migrations are in line with current data procedures. If not, why not. Issues should be documented.

CMS

- Make sure all relevant sections of the CMS have been completed – this includes the 'General', 'Coverage' and 'Relationships' tabs.
- Check there are no unmatched objects

Interface

- Thoroughly check interface for mistakes and issues.

Completion

Please remember to add all the relevant accession numbers to the checklist name, e.g. AIP_1001235_1002532_1003185

- If there are any problems/issues, tick this box (The 'AIP Returned Date' will automatically be filled-in on the Accessions Tab)
- If there are no problems/issues, tick this box (The 'AIP Completed Date' will automatically be filled-in on the Accessions Tab)
- Invoiced?
- Send an email to CDM³ for sign-off
- Form Signed-Off (this will send an email to the cat who added the Procedure, Intarch or Update checklist, or AIP checklist if it is an IA project)

Notes

³ Collections Development Manager.