

Accession checklist

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1. Principal Statement

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

2. Accession checklist

Please use with reference to ADS Ingest Procedures Manual¹

Accessioning data

- Check for viruses
- Media and file readability check
- Check file counts/formats/names against any documentation provided
- Check to see if an OASIS record and grey lit report are already in our archive. If so, remove duplicate from Accession
- Check file formats are suitable for deposit
- Check project and file level metadata is adequate (if not request more from depositor)
- Check we have received introduction and overview text
- Record accession and receipt of data in CMS
- If necessary, create a new version in the file system by clicking on the link in the Collection Files Tab
- Check for spaces/characters in filename and replace with underscores²
- Copy data to ADS_preservation

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

² A version of this is available in the internal wiki, but also reproduced in the Repository Operations document - <http://archaeologydataservice.ac.uk/advice/RepositoryOperations.xhtml>

- Check 'Negotiations' tab in CMS or 'licences' folder for licence and add to /admin/ (named 'licence.tif'/'licence.pdf'). If absent send reminder/replacement. Check it is PDF/A
- Attach important correspondence to CMS in 'Negotiations' tab
- Update changes log at Google Docs³
- Scan paper documentation if necessary
- Run Droid
- Send e-mail to acknowledge receipt of data to depositor⁴
- Create file in filing cabinet to store CD/DVD
- Notes:

³ This a separate log used to highlight those archives where data has been added, removed, preserved etc. this is used for internal archive management.

⁴ This includes sending out a deposit receipt, which documents the content of the deposition.