

Procedure checklist

Version 2018

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1. Principal Statement

This document is a static version of the Procedure 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

Preserving data

- Check to see if there is already a report in our archive library, and/or event recorded in geophysics database; if so log and ensure archive is linked at Release stage²
- Assess significant properties of files to be preserved and establish conversion plan

Preserving and Disseminating data

Perform the following in reference to ADS Procedures Document.

- Convert data to preservation format
- Check that significant properties of preservation files are preserved
- Convert data to dissemination format
- Check that significant properties of dissemination files are preserved
- Update preservation changes log³

OMS

- Run Droid⁴

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

² This is intended to reduce duplication where reports have been sent through other submission routes, typically from the OASIS system - <http://oasis.ac.uk/pages/wiki/Main>, or where records have been added to the http://archaeologydataservice.ac.uk/archives/view/ehqsdb_ah_2011/.

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.

- Run Match Objects⁵
- Record any documentation in OMS⁶ schema (if using)
- Establish parent-child relationships in OMS (if using)⁷
- Populate OMS metadata tables (if using)

Record Processes

Processes can be recorded manually or via the Generate Processes tool

- Record all preservation file conversions and changes in 'Process' section of CMS
- Record all file conversions and changes in 'Process' section of CMS

Interface

- Create interface
- Check website on other browsers (Chrome, Safari, IE)
- Check <cfhtmlhead> has been used on the introduction page
- Validate for XHTML compliance and WAI compliance NB: only for individual pages, not redsquid
- Record any use of cfm templates in web admin section

Collection Metadata

- Attach important correspondence to CMS in 'Negotiations' tab
- Complete all metadata within CMS (apart from 'release date')
- Check 'People Involved' including the 'Hosting Institution'

Checking

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

Procedure_1001235_1002532_1003185

- Allow ADS colleagues and depositor to check interface
- Address any comments that have made as part of the interface checking process.

Please remember to tick the checkbox below when the archive is ready to be AIP'd

- Pass to appropriate CATS team member to check AIP
- Address any comments that have been made as part of AIP checking process

Release

- Run Droid and Match Objects if changes have been made (e.g. in Admin)
- Complete 'release date' in CMS
- Set 'Ready For Release' to YES
- Mint DOI in CMS
- Add link from ADS Collections History
- Check DC metadata in 'ArchSearch' tab, and transfer.
- Update the Redsquid Archive Index
- If archive contains UK grey lit – add relevant details to Grey Lit Library tables
- Create link to archive from EHGSDB⁸ (if relevant)
- Form Complete (Note: this will send a 'Collection Released' email to the staff list)

Notes

⁴ The ADS uses the National Archives DROID file characterization software - <http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/>

⁵ Match Objects is a system used to group original and normalised data.

⁶ Object Management System

⁷ The parent-child relationship system is used to relate original, normalised and metadata files.

⁸ http://archaeologydataservice.ac.uk/archives/view/ehgsdb_eh_2011/