



# AIP CHECK CHECKLIST (VERSION 2020)

DIGITAL ARCHIVISTS  
ARCHAEOLOGY DATA SERVICE  
<https://archaeologydataservice.ac.uk/>

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<b>Required Action:</b>	
<b>Status:</b>	Live
<b>Location:</b>	<a href="https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml">https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml</a>

## 1. Purpose of this document

1.0.1 This document provides a checklist and overview of the AIP<sup>1</sup> procedures carried out on data deposited with the ADS. Details of the entire process are available internally, with further documentation within the Repository Operations.<sup>2</sup> This checklist is a static version of the one followed by Digital Archivists. This checklist should be used in conjunction with general Archiving Checklist<sup>3</sup>, procedures and guidance. Some aspects of the process are carried out programmatically during ingest.

## 2. Accession checklist<sup>4</sup>

2.0.1 Please use with reference to ADS Ingest Procedures Manual<sup>5</sup> and Repository Operations Manual.<sup>2</sup>

1. Directory structure should be as described in the ADS Repository Operations Manual.<sup>2</sup>
2. File and directory names are valid (no spaces).<sup>6</sup>

### 2.1 Admin

3. Scanned copy of signed licence agreement is present within the 'Admin' directory of the AIP.
4. Any correspondence/documentation related to data changes (e.g. from emails or CMS) stored in 'Admin' directory of the AIP.

### 2.2 Original

5. Check accession (number and dates) recorded in CMS<sup>7</sup> matches files in Original directory (see Repository Operations).<sup>2</sup>

### 2.3 Preservation and Dissemination

6. Check that all files in original directory have a preservation and dissemination version. Check any gaps are recorded in the CMS.
7. 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.

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<sup>1</sup> Archival Information Package (AIP).

<sup>2</sup> <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#RepOp>

<sup>3</sup> Available internally, although a static version of the checklist is available - <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml>.

<sup>4</sup> A fuller and more expansive version of this document is available internally.

<sup>5</sup> <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#Ingest>

<sup>6</sup> An extensive version of this documented is available internally, but is also reproduced in the Repository Operations Manual <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#RepOp>.

<sup>7</sup> The ADS maintains a bespoke Collections Management System (CMS) that is used to document archives and to preserve collection metadata.

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8. Make sure normalisations are in line with current data procedures and that correct formats are used.<sup>8</sup>
9. Where metadata has been received using ADS-easy/OASIS Images ensure that an export of this metadata is disseminated alongside the data in a suitable format.

### 2.4 CMS

10. Make sure all relevant sections of the CMS have been completed.

### 2.5 Relationships

11. Check that any collections that have an overarching are related to their parent collection in the Relationships tab
12. Check that full reference to linked OASIS report is listed as Associated Publication.
13. For those reports with an OASIS ID ensure that it is documented

### 2.6 Files

14. Make sure DROID has been run on entire archive<sup>9</sup>
15. Run Match Objects to ensure that all representations of objects are matched.<sup>10</sup>
16. Object table Data Types fully/correctly assigned.<sup>11</sup>
17. Files should have adequate captions.
18. OMS tables populated with metadata.<sup>12</sup>

### 2.7 Web Admin

19. Ensure 'archive year' is complete or, where an archive has been updated, that the correct 'updated year' has been documented.
20. Check that the 'web folder' is appropriate to the standard form.
21. Ensure the appropriate 'filter tag' is used.
22. All templates used in 'Pages' field are documented.

### 2.8 Parent-child relationships

23. Ensure that any relationships between objects are correctly documented and use the correct PREMIS terms.<sup>13</sup>

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<sup>8</sup> The Data Procedures are available internally only, but static versions are provided through the website - <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml>.

<sup>9</sup> DROID is used to generate technical file level metadata. For more information see <https://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/>.

<sup>10</sup> The ADS uses a system to link related files together into 'notional' objects.

<sup>11</sup> The ADS uses the Object Metadata System (OMS) to store technical and data type specific metadata for digital objects.

<sup>12</sup> The ADS uses the Object Metadata System (OMS) to store technical and data type specific metadata for digital objects.

<sup>13</sup> The ADS uses PREMIS to document relationships between files and 'objects' <http://www.loc.gov/standards/premis/>.

## **2.9 Interface / Web Pages**

24. Thoroughly check interface for mistakes and issues.

## **2.10 Return**

25. Where necessary return the archive to the Digital Archivists so that any corrections or updates can be carried out.
26. Once complete the AIP check can be signed off.