



Archaeology  
Data Service

# Workflows for Archives – Tour of the ADS archiving workflow

*Dr Tim Evans*

*22/11/2022*

## OAIS

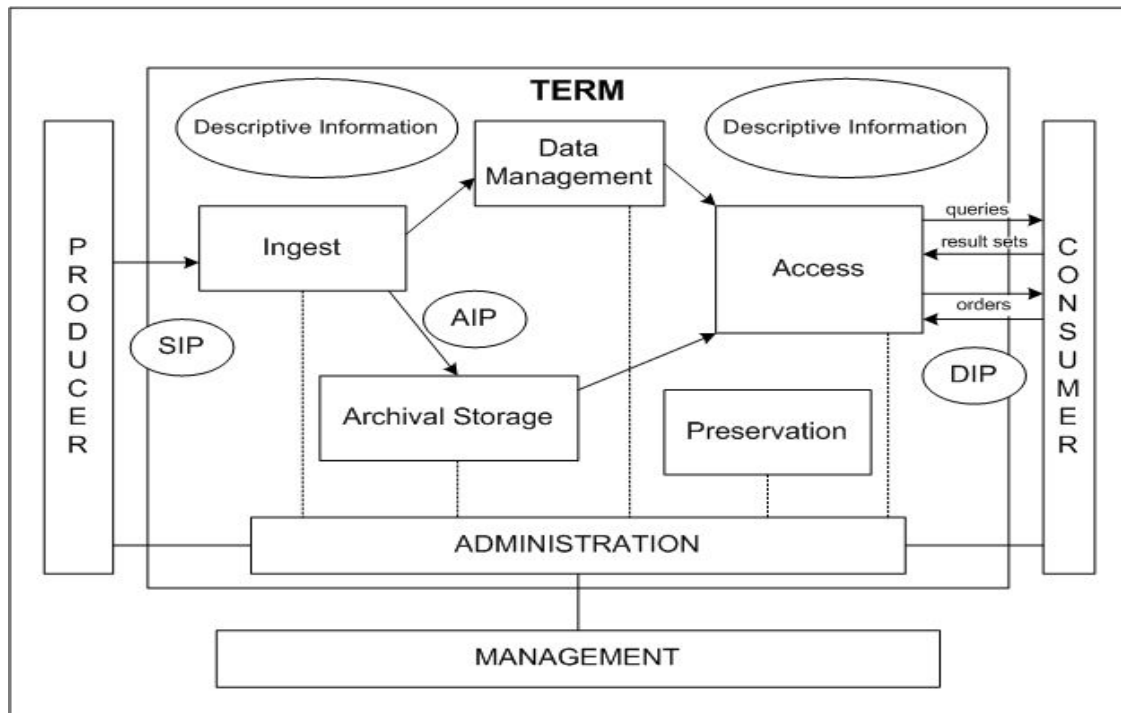


Fig. 1. Major functions of the OAIS Reference Model from Consultative Committee for Space Data Systems (CCSDS), CCSDS 650.0-W-1, Producer-Archive Interface Methodology Abstract Standard, (OAIS), White Book, Issue 1, Draft Recommendation for Space Data System Standards.

## Our Policies!

<https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#CollPol>



## OAIS

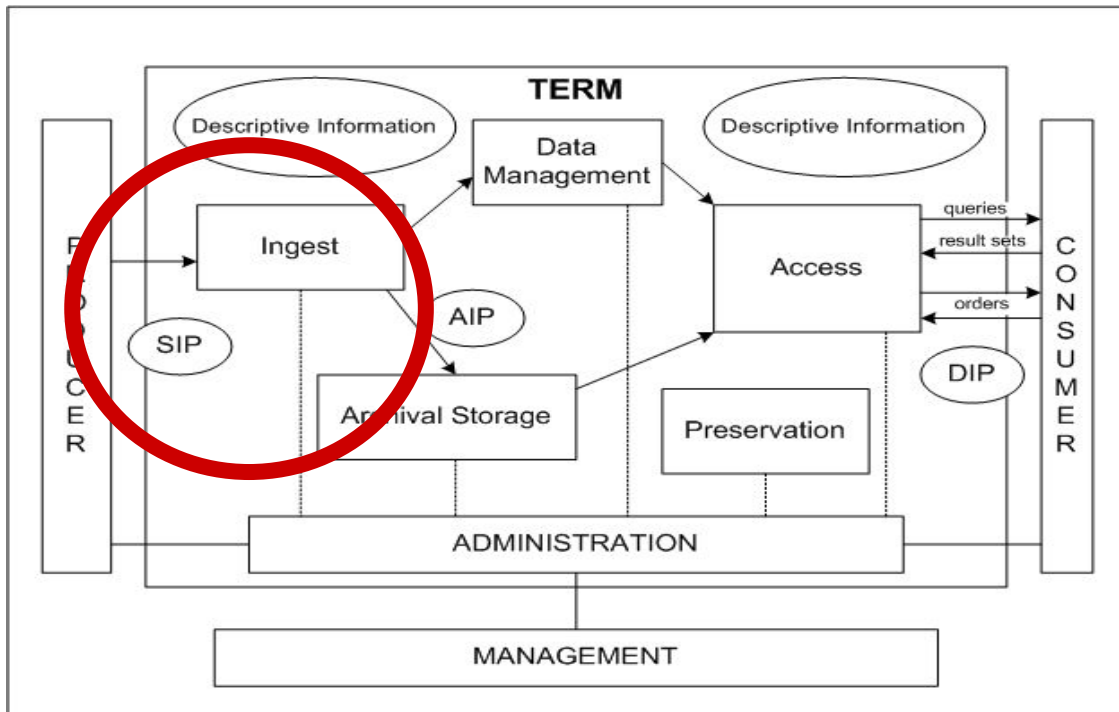


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## Ingest

### Geographical Information Systems

#### Preferred File Format

**.SHP + .SHX  
+ .DBF**

ESRI  
Shapefile

**TIF + TFW**

Geo-  
referenced  
TIF Image

**GML**

Geography  
Markup  
Language

#### Accepted File Format

**ESRI Grid**

**.MIF + .MID**  
MapInfo  
Interchange  
Format

**.DDF**  
Spatial data  
transfer  
standard

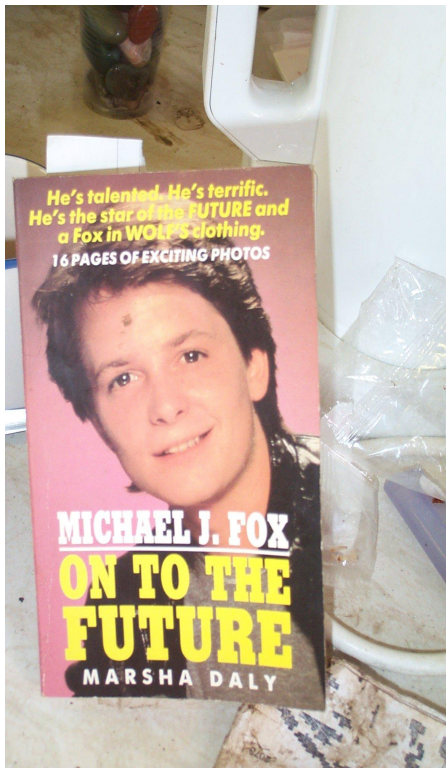
**.EXP**  
MOSS

**.VPF** Vector  
product  
Format

#### Documentation and Metadata

- Date of capture/purchase
- Software, version & platform
- Purpose of GIS & what layers represents
- Details of coordinate systems or site grids & how data relates to them
- Method of data capture (e.g. total station survey)
- Any data source information (e.g. Purchased from OS)
- Scale/resolution of data at capture and at which it is stored
- Assessment of data quality (e.g. Root mean square error)

## Ingest



## OAIS

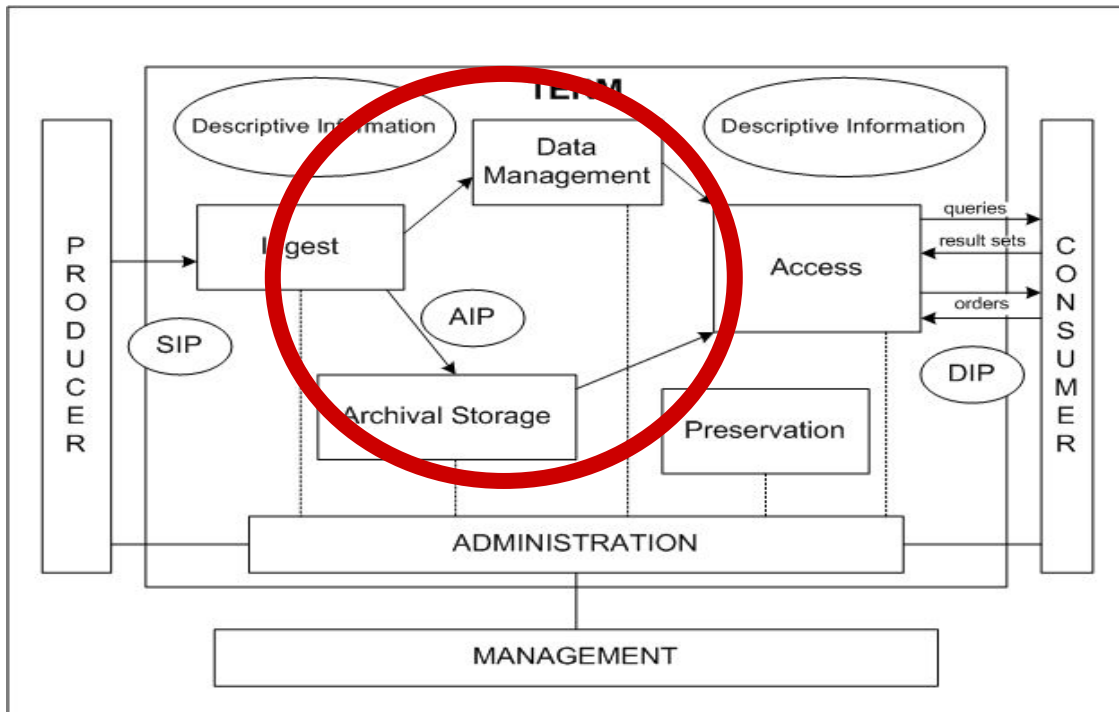


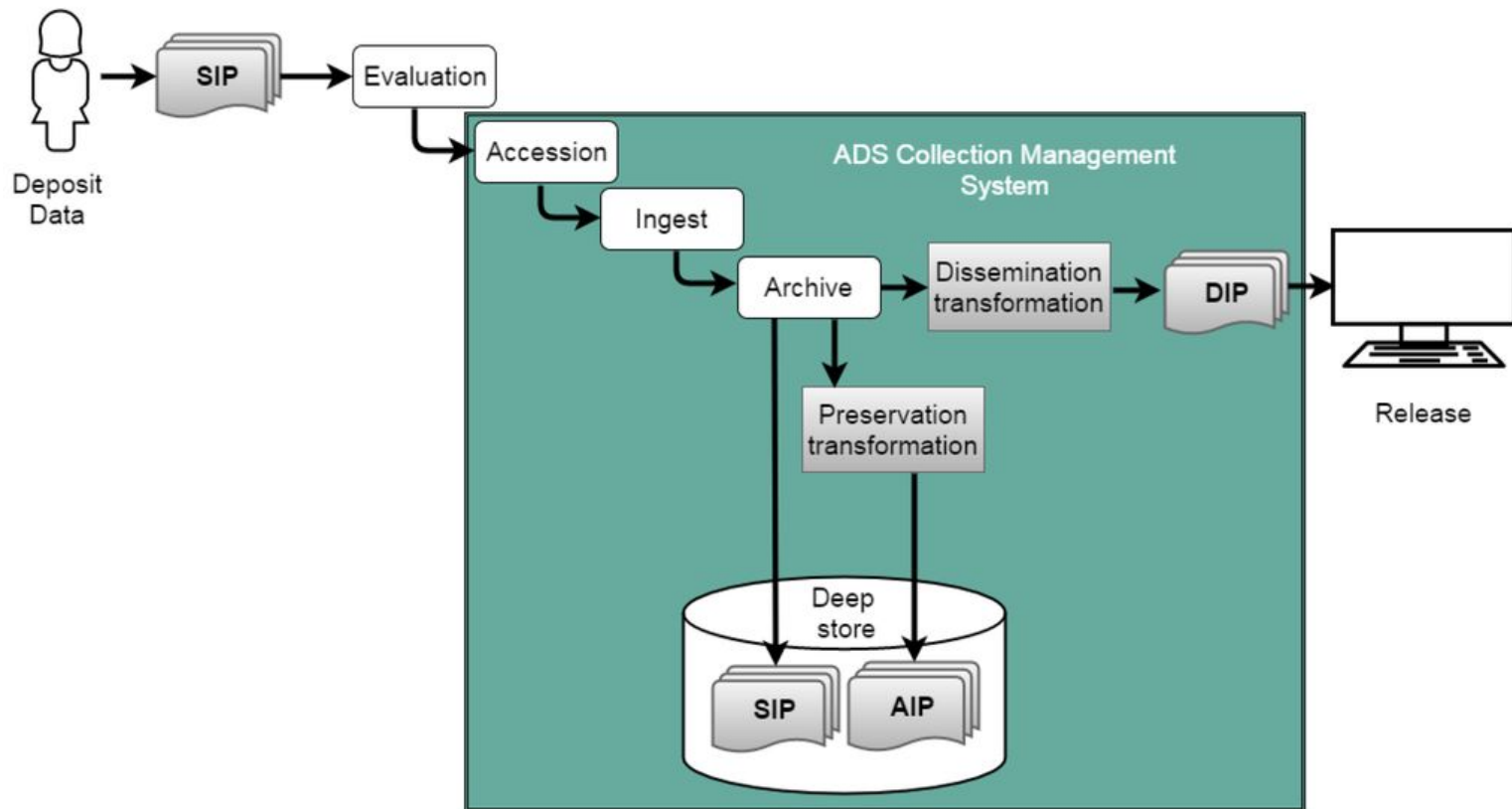
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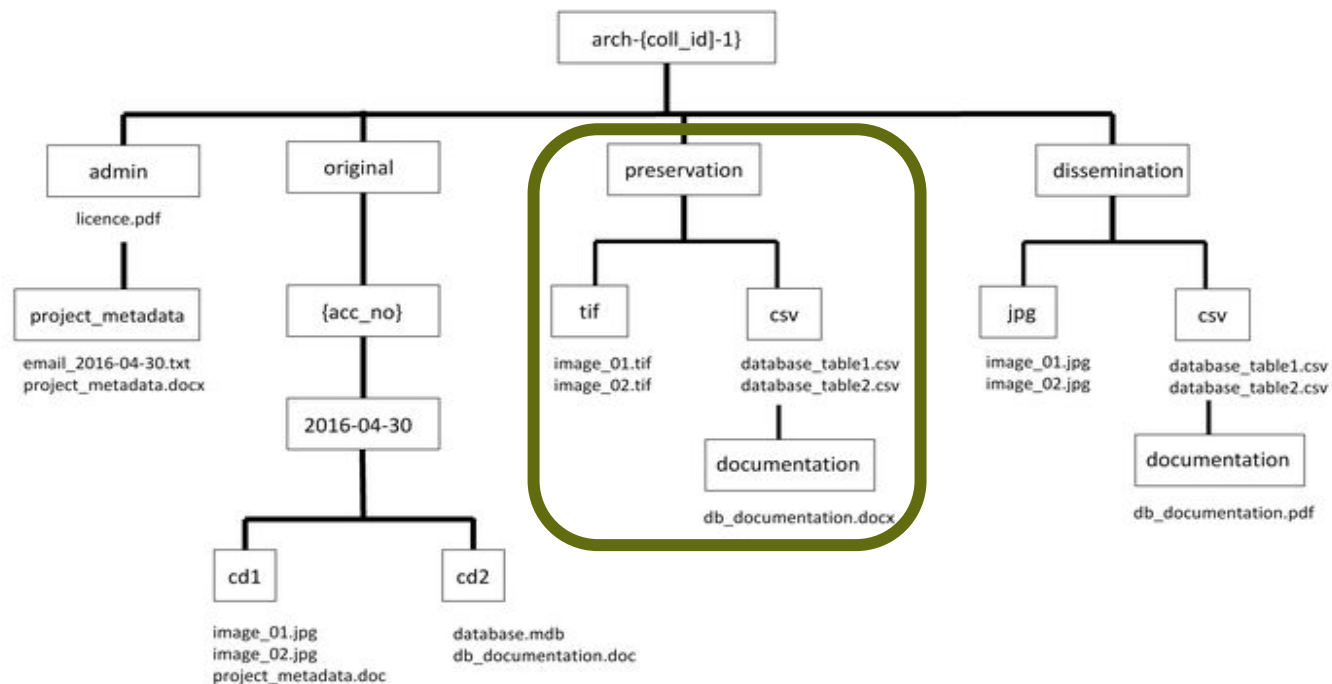
## Preservation via migration

Every file accessioned preserved as a standardised format e.g. all raster images as uncompressed TIFF, databases as delimited text...

Formats used based on a mixture of technical consideration (e.g. compression = data loss), but also judgements on longevity of format and ease of establishing future migrations.







## OAIS

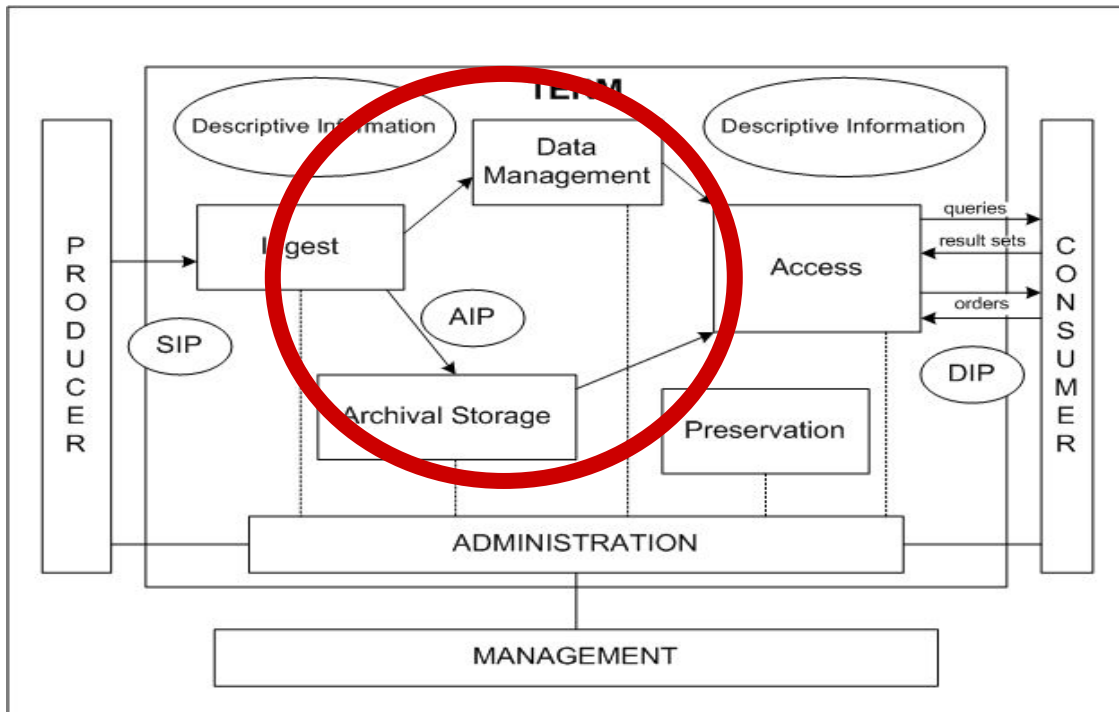
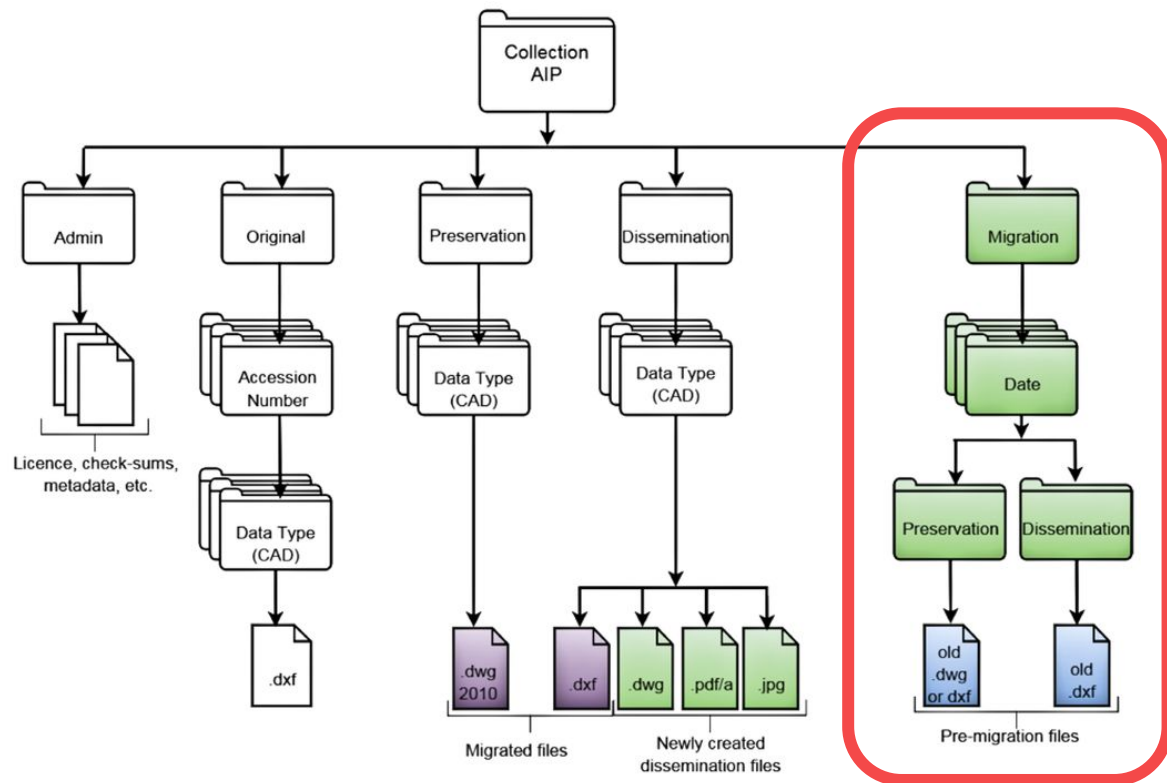


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## OAIS

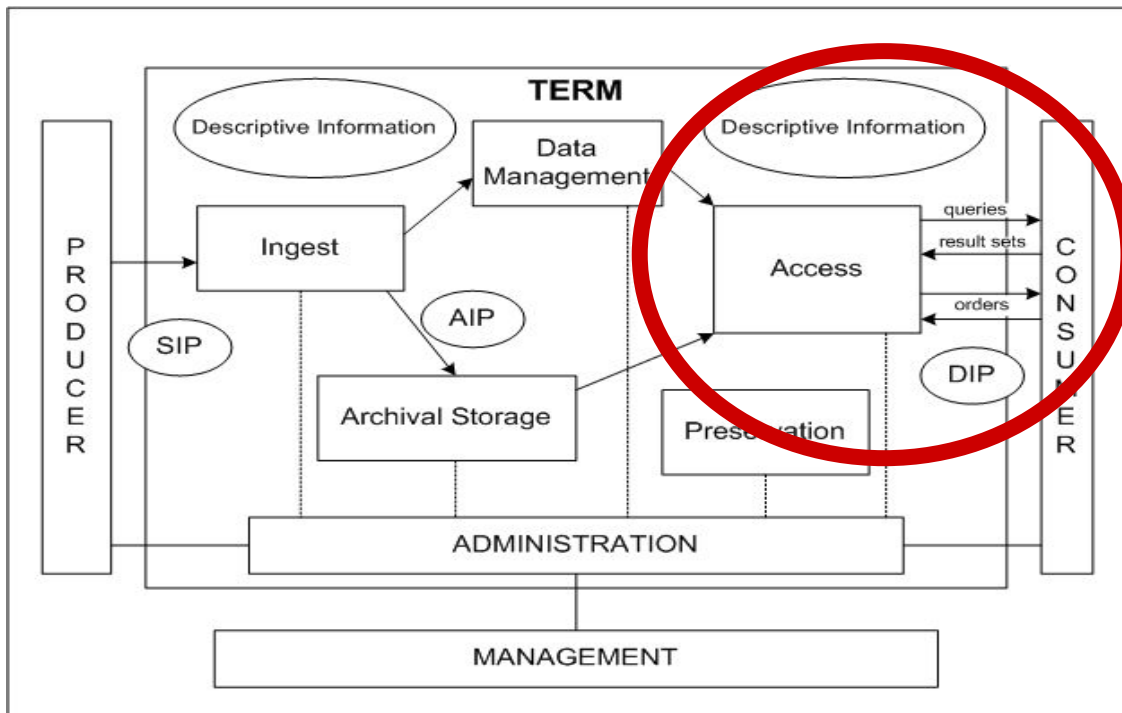
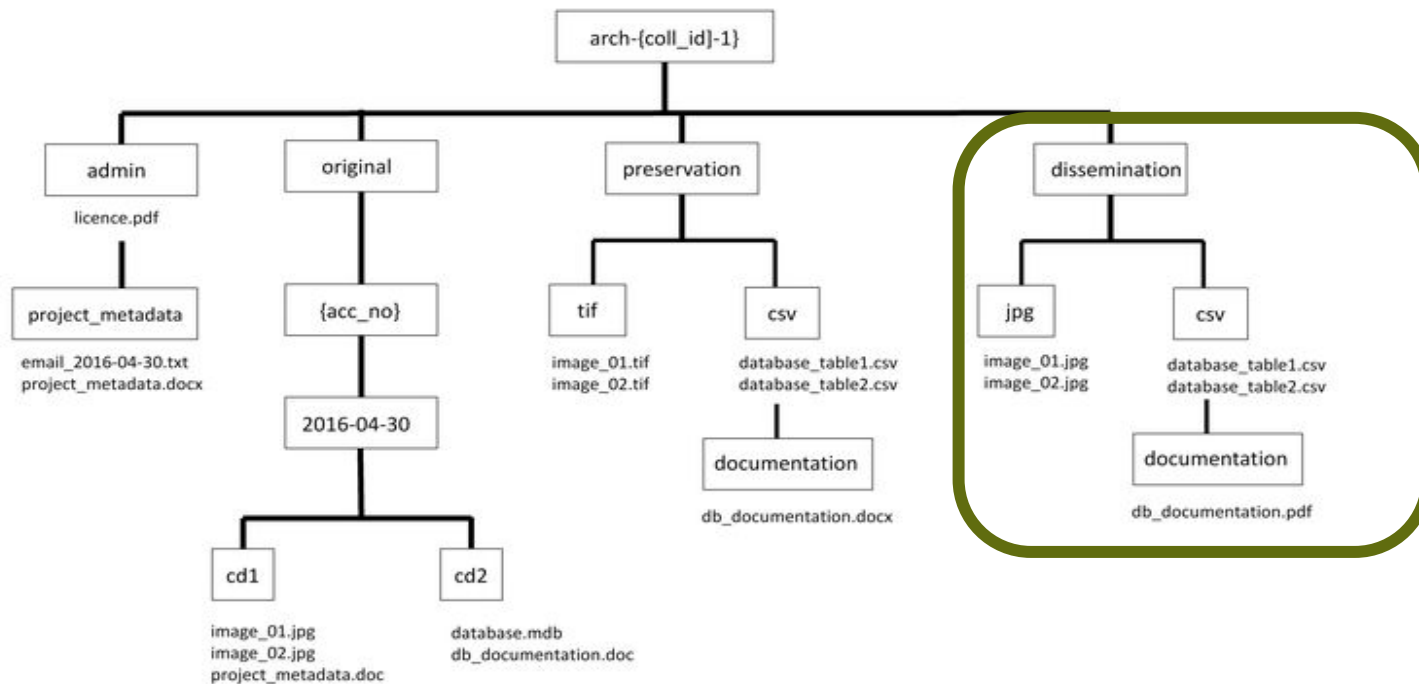


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## Example

<https://doi.org/10.5284/1100798>



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# Thankyou!

**tim.evans@york.ac.uk**



**Archaeology Data Service**

Department of Archaeology

University of York

The King's Manor

Exhibition Square

York, YO1 7EP



**[www.archaeologydataservice.ac.uk](http://www.archaeologydataservice.ac.uk)**



**[help@archaeologydataservice.ac.uk](mailto:help@archaeologydataservice.ac.uk)**