ARIADNE Plus Transnational Access Scheme (TNA)

Selection and Retention Strategies

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The benefits of a selection strategy

Not all data can and should be preserved. There should be an evaluation process to decide what data to store for long term curation.

- Better understand the archives contents
- To ensure archive is well organised and materials have potential for re-use
- Resource discovery - Keeping everything means that the noise to signal ratio of searches will be high
- Understand preservation requirements
- Consider cost of data storage

Appraisal and Selection Policy

Should ensure consistent, transparent and accountable decision making.

Policy should set out criteria for assessing a dataset or a resource's value, and what should be done with it accordingly.

May also be ethical or legal requirements to consider:
      - e.g. Relating to privacy and Intellectual Property Rights
      - GDPR (e.g. consent from research participants to archive, share or reuse data.)

Creating a Project-Specific Selection Strategy

- Consider the aims and objectives of the project
- Requirements of the intended repository
- In accordance with the project's data management plan
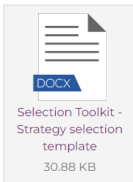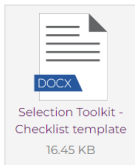
Criteria for assessing a dataset or a resource's value

- **Relevance**: The resource content fulfils the priorities stated in the funding or commissioning body's current strategy, including any legal requirement to retain the data beyond its immediate use.
- **Scientific or Historical Value**: Is the data scientifically, socially, or culturally significant? Assessing this involves inferring anticipated future use.
- **Uniqueness**: The extent to which the resource is the only or most complete source of the information that can be derived from it, and whether it is at risk of loss if not accepted, or may be preserved elsewhere.
- **Potential for Redistribution:** The reliability, integrity, and usability of the data files may be determined; these are received in formats that meet designated technical criteria; and Intellectual Property (7) or human subjects issues are addressed.
- **Non-Replicability**: It would not be feasible to replicate the data/resource or doing so would not be financially viable.
- **Economic Case**: Costs may be estimated for managing and preserving the resource, and are justifiable when assessed against evidence of potential future benefits; funding has been secured where appropriate.
- **Full Documentation**: the information necessary to facilitate future discovery, access, and reuse is comprehensive and correct; including metadata on the resource's provenance and the context of its creation and use.
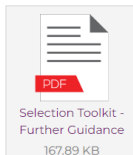
https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml

CIfA Selection Toolkit

https://www.archaeologists.net/selection-toolkit/

Selection strategy checklist

Water Main Watching Brief, Cloud City High Street, South Dreamshire

Project planning	Tick/Date

Create the draft selection strategy in line with the
• project's aims and objectives
  (as outlined in the brief by South Dreamshire County Council (SDCC) for a watching brief on the new water main along Cloud City High St).
• requirements of the repository
  (as outlined in the South Dreamshire Museum Service Deposition Policy).
• data management plan
  (standard South Dreamshire Archaeology (DA) DMP for watching briefs).
	19·01·22
	✓

Agree the selection strategy with the project lead and collections curator(s). *Inclusion of the standard DA selection strategy for watching briefs within the WSI agreed by Delia Arbuncle (Planning Archaeologist, South Dreamshire CC) and Miranda Goosedown (Archaeology Curator, South Dreamshire Museum Service (SDMS)). Strategy to be reviewed during fieldwork.*	21·01·22 ✓ 21·01·22 ✓
Decide with relevant specialists how uncollected material is to be recorded. *The standard DA selection strategy for watching briefs includes a methodology for recording uncollected material in line with the DA Recording Manual. All regular specialists have agreed this methodology in principle with option to amend during data gathering.*	21·01·22 ✓
Agree methods of dispersal for de-selected material with the landowner, project executive, collections curator(s) and relevant specialists.	

"The aim of selection is to ensure that all the elements retained from the working project archive for inclusion in the archaeological archive are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities. Selection should be focused on choosing what is to be retained to support these future needs"

– CIFA Selection Toolkit (https://www.archaeologists.net/selection-toolkit)

Archaeology Data Service

Resources

- Archaeology Data Service, Guidance on the Selection of Material for Archive and Deposit - https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml
- Chartered Institute for Archaeologists (CIfA) Selection Toolkit - https://www.archaeologists.net/selection-toolkit
- Whyte, A. and Wilson, A. (2010) 'How to Appraise & Select Research Data for Curation' Digital Curation Centre - https://www.dcc.ac.uk/guidance/how-guides/appraise-select-data
- Two other DCC guides by Ross Harvey cover this topic:
  - Awareness Level: Introduction to Curation: Appraisal and Selection (2008)
  - Expert Level: Curation Reference Manual: Appraisal and Selection chapter (2006)