



Archaeology
Data Service

Developing Deaccession Procedures at the Archaeology Data Service

DPC Documenting Digital Preservation: a workshop, 14th September 2023

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ADS Policy and Procedures

- Public facing **policy**
- Internal **procedures**

ADS policies and procedures

Access and reuse of data

Collections policy

Depositor charging policy

Harmful language statement

Infrastructure policy and procedures

Metadata policy and procedures

Organisational policy and procedures

■ Preservation policy and procedures

Preservation policy

Assessment and appraisal policy

Data preservation procedures

■ Deaccession and data disposal policy

Repository operations

Rights management framework

Deaccession and data disposal policy

The Deaccession and Data Disposal Policy provides a framework for the deaccessioning and disposal of data from the ADS archive collections.

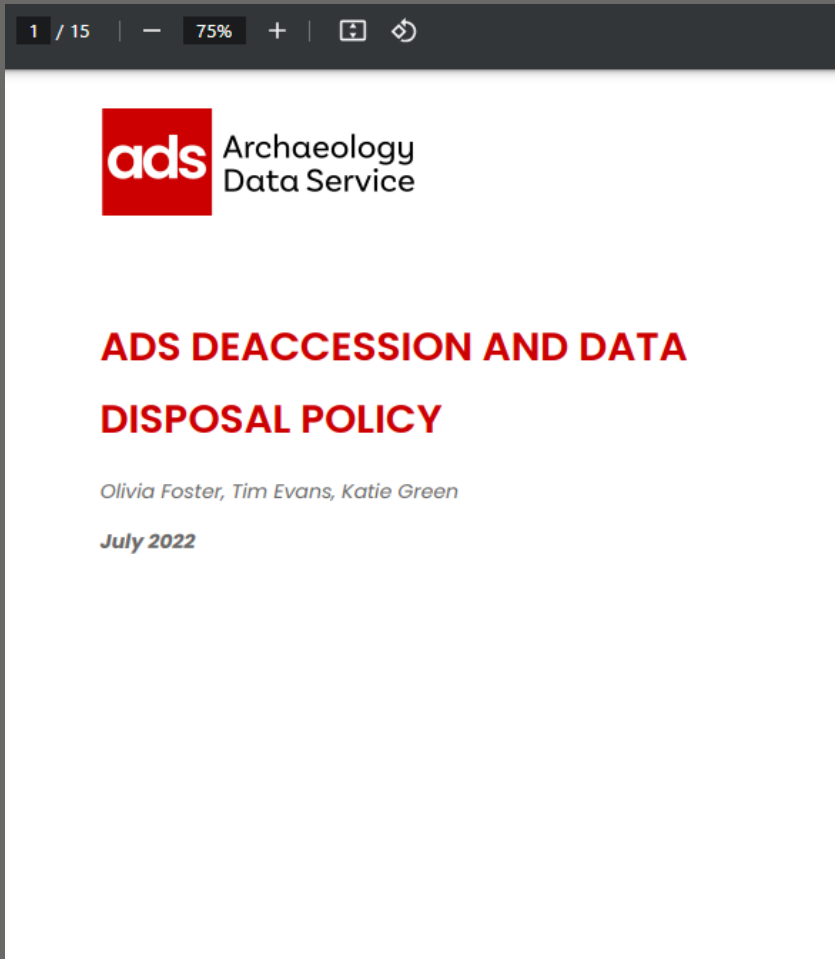
Version	Status	Created Date	Last Updated	Review	Availability
3	CURRENT	29 July 2022	29 July 2022	August 2023	Download

Prior to 2022 elements of this policy could be found in the Appraisal and Deaccession Policy which details a framework of policies and procedures put in place to retrospectively appraise datasets, deaccession data and support the sustainable management of ADS' collections.

Version	Status	Created Date	Last Updated	Review	Availability
2.0	PREVIOUS	29 July 2019	29 July 2020	August 2021	Download
1.0	PREVIOUS	26 July 2019	August 2019	October 2020	Download

Policy and Procedures

- Current version of Appraisal and Deaccession Policy created in July 2022
- Previously a joint Appraisal and Deaccession Policy
- Policy and procedures separated into two pieces of documentation
- Procedures stored on an internal wiki



Aims when creating deaccession procedures

- To create a workflow that archivists can follow
- To create a workflow integrated with current repository operations
- To create procedures that align with policy and best practice, e.g. FAIR principles

Steps when creating deaccession procedures

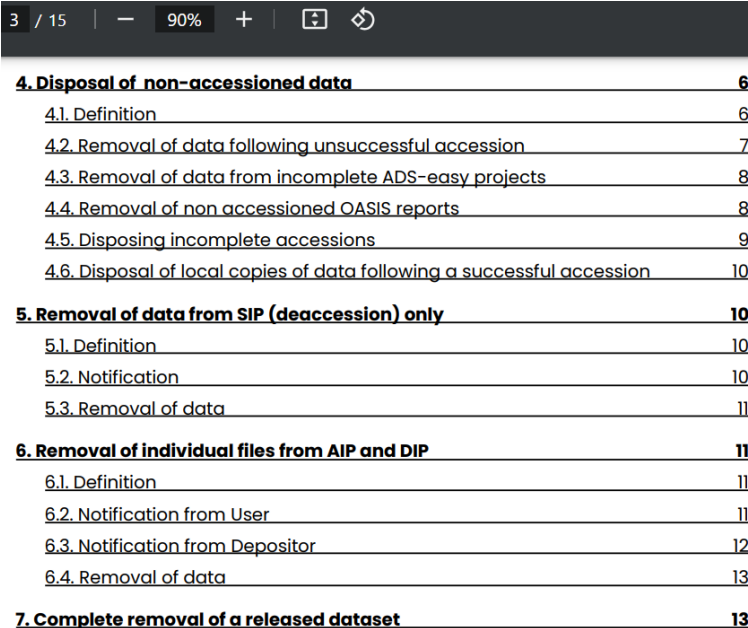
- Started with policy created by ADS deputy director and collections development manager.
- Created/edited provisional deaccessioning workflow
- Tested procedures and made changes where necessary
- Circulated to other archivists as a live document that can be edited as needed.

Things to consider:

Why are we removing data?

May be asked to remove data at any stage of the archiving process, e.g.

- Complete removal of a released dataset
- Removal of non-accessioned data and incomplete projects
- Removal of individual files



3 / 15 | - 90% + | [Download] [Refresh]

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Things to consider:

What types of data or collection do we hold?

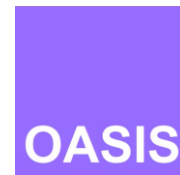
The screenshot shows the top navigation bar of the ADS website. It includes the ADS logo and the text 'Archaeology Data Service'. The navigation menu contains the following items: 'Search data', 'Deposit data' (with 'ADS-EASY' above it), 'Help & guidance', 'News & events', 'Blog', and 'About'. Below the navigation bar, there are three main content sections, each with an icon and a description:

- ArchSearch** → Search our database of 1.4 million metadata records about UK archaeology and the historic environment.
- Archives** → Search our extensive collection of data rich project archives.
- Library** → Search our bibliographic records, and download 70,000 unpublished reports and 50,000 journal articles

ADS-easy: dataset
submission system



OASIS: The online
system for reporting
archaeological
investigations and
linking research
outputs and archives



Things to consider:

Where is our data stored (and distributed)?



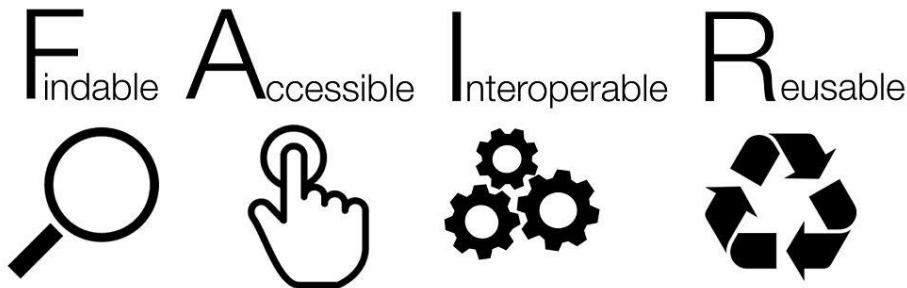
- Multiple copies of data for preservation, e.g. Amazon Web Services
- Metadata disseminated in different locations, e.g. MEDIN portal



Things to consider:

What shouldn't be removed?

- Persistent identifiers
- Collection level metadata



Data from Archaeological Recording at Silverstone Technical College, Silverstone Circuit, Northamptonshire, 2012-2013.

Oxford Archaeology (South), 2023. <https://doi.org/10.5284/1113003>. [How to cite using this DOI](#)

[Introduction](#)
[Downloads](#)
[Metadata](#)
[Usage Statistics](#)

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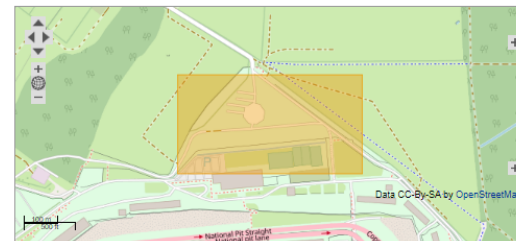
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Resource identifiers

ADS Collection: 5775
DOI: <https://doi.org/10.5284/1113003>
[How to cite using this DOI](#)

Data from Archaeological Recording at Silverstone Technical College, Silverstone Circuit, Northamptonshire, 2012-2013.



Location	World region	British Isles and Ireland
	British Isles country	England
	English region	East Midlands
	County	Northamptonshire
	District	South Northamptonshire
	Parish	Silverstone
Place		Silverstone Circuit
	TGN	World, Europe, United Kingdom, England, Northamptonshire, Silverstone [1030635]
Grid reference	Latitude Longitude	52.07994174 -1.01461048
	Latitude longitude bounding box	52.081431 -1.0118204 -1.0168737 52.079763
Subject	Event Type (England)	Field Observation (Monitoring)
	Event Type (England)	Strip Map And Sample
	Library of Congress Subject Headings	Excavations (Archaeology)--England
	Monument Type (England)	Trackway
Period	Period (England)	20TH CENTURY

Changes to our deaccession procedures

- Extra step for removal of data from Amazon Web Services
- Added instructions on removing data from OASIS V
- Added guidance on creating a landing page for DOI to resolve to (FAIR principles)



The screenshot shows a landing page for a deaccessioned dataset. At the top, there is a blue header with the 'ads Archaeology Data Service' logo on the left and 'ADS Main Website' on the right. Below the header, the main title is 'Council for British Research in the Levant Research Reports' with a subtitle 'Council for British Research in the Levant, 2019. (updated 2022) https://doi.org/10.5284/1053684. How to cite using this DOI'. On the left side, there are three links: 'Introduction', 'Metadata', and 'Usage Statistics'. Below these links, there is a copyright notice: 'Data copyright © Council for British Research in the Levant unless otherwise stated'. At the bottom left, it says 'This work is licensed under a Creative Commons Attribution 4.0 International License.' On the right side, there is a blue-bordered box containing the text: 'This is a landing page for doi:10.5284/1053684 (ADS archive arch-3514-1)'. Below this, it states: 'This dataset has been deaccessioned at the request of the depositor. The ADS has no files to download for this collection'. At the bottom of the box, it says: 'For more information on CBRL publications, please visit the [Council for British Research in the Levant Website](#).'

Very brief overview of ADS deaccession procedures

- Form completed by data owners to record deaccession request
- Create record of dataset prior to deaccession (data log)
- SIP returned to depositor
- Deletion of all copies of data
- Retention of 'admin' data (e.g. deaccession request form, data log)
- Retention of collection level metadata
- Creation of landing page for persistent identifiers to resolve to (DOI)

Thank you

