Create a [Data Management Plan](https://archaeologydataservice.ac.uk/advice/DataManagementPlans.xhtml) (DMP)

Establish the [types of data and file formats](https://archaeologydataservice.ac.uk/advice/downloads.xhtml) to be produced

Determine the amount of [data to be deposited with ADS](https://archaeologydataservice.ac.uk/deposit/How.xhtml)

Ascertain [archive costs](https://archaeologydataservice.ac.uk/advice/chargingPolicy.xhtml) for deposition

Determine what [metadata](https://archaeologydataservice.ac.uk/advice/guidelinesfordepositors.xhtml#Metadata) is required

Select [appraisal and selection](https://archaeologydataservice.ac.uk/advice/preparingdatasets.xhtml#Selection%20and%20Retention) strategy

Tidy data – check:

[Metadata](https://archaeologydataservice.ac.uk/advice/downloads.xhtml),

[File formats](https://archaeologydataservice.ac.uk/advice/preparingdatasets.xhtml#File%20Formats),

[File structure](https://archaeologydataservice.ac.uk/advice/preparingdatasets.xhtml#File%20Structure),

[File names](https://archaeologydataservice.ac.uk/advice/preparingdatasets.xhtml#FileNaming)

Prepare any accompany documentation

Sign [deposit licence](https://archaeologydataservice.ac.uk/advice/depositLicence.xhtml)

[Transfer dataset to ADS](https://archaeologydataservice.ac.uk/deposit/How.xhtml)

Put [multiple, regularly backed-up secure backup systems](https://archaeologydataservice.ac.uk/blog/2019/05/myth-busting-may/) in place

Ensure consistency amongst all project members ([DMP](https://archaeologydataservice.ac.uk/advice/DataManagementPlans.xhtml))

Collect data

[Store data properly](https://archaeologydataservice.ac.uk/advice/preparingdatasets.xhtml)

Complete [metadata fully](https://archaeologydataservice.ac.uk/advice/downloads.xhtml), including any [licences/copyright](https://archaeologydataservice.ac.uk/advice/depositLicence.xhtml) required

**ADS Checklist for Depositing**

help@archaeologydataservice.ac.uk

**Planning**

**Data Collection**

**Post Analysis**