

1EW02 Enabling Works – Area South

HS2S Digital Archive Selection Strategy: Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion (006) (Cadent Gas)

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REVISION CHANGES, AUTHORISATION & ISSUE RECORD

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1 Introduction

1.1.1 MOLA Headland Infrastructure (MHI) have produced a report for the Archaeological Recording of the Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion 006 (Cadent Gas) (1EW02-CSJ-EV-REP-S002-000021) as part of Work Package WP011 of the HS2 1EW02 Enabling Works – Area South. This document sets out the digital data selection strategy relating to this work, providing details of the methods used for the selection and preparation of digital data for archive with the ADS.

1.2 Guidance on Archaeological Archiving

1.2.1 This document has been compiled using guidance on the management and archiving of digital data provided by Hs2:

- HS2 Document no: HS2-HS2-EV-STD-000-000040, Technical Standard – Historic Environment Digital Data Management and Archiving.

1.2.2 A range of other documents provide further advice, standards and guidance on the selection and creation and storage of archaeological archives:

- Chartered Institute for Archaeologists (CIfA), Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2014);
- Chartered Institute for Archaeologists (CIfA), Archive selection toolkit (2019);
- Archaeology Data Service (ADS) Advice on Data Management Plans (2014a) ;
- Archaeology Data Service (ADS) Guidelines for Depositors (2014b; 2020) ;
- Archaeology Data Service / Digital Antiquity Guides to Good Practice (2011);
- Archaeological Archives Forum's (AAF) Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation (2011);
- Dig Digital. Work Digital. Think Archive. Create Access. A guide to managing digital data generated from archaeological investigations (HE, CIfA and DigVentures 2019); and
- European Archaeologiae Consilium (EAC) The Standard and Guide to Best Practice in Archaeological Archiving in Europe (2014).

2 Archaeological Archives

- 2.1.1 This section of the document provides background information on archaeological archives, with a focus on the archiving of digital materials. All archaeological work that involves the generation of data or materials should result in the production of an archive. The types of archive generated through this type of work include digital archives, documentary archives and material archives. Guidance on the creation of archaeological archives differs, depending on the type of archive created; the type of archaeological work that leads to its creation; and the project under which it is created.
- 2.1.2 As is stated by ClfA (2014), all archaeologists are responsible for the creation of archives relating to their work, for ensuring that these are consistent and that they meet recognised standards. Whilst all aspects of a project should be recorded within the archive, it is recognised that selection procedure may need to take place, in line with the overall aims of a project and the requirements of the repository that will receive the archive.
- 2.1.3 For archaeological work associated with UK projects, the ClfA Archive Selection Toolkit should be used to devise a selection strategy, which should be established at the outset of an archaeological project. ClfA's Archive Selection Toolkit should be used in conjunction with the ClfA guidance document, Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA 2014). The Dig Digital Guidance Document (HE, ClfA and DigVentures 2019) should also be consulted throughout the archiving process.
- 2.1.4 For archaeological work relating to HS2, additional guidance documents set out standards for the creation and management of archives resulting from this work. Any archive produced as a result of HS2 should conform to the standards given in the relevant HS2 document, in addition to the standards set out by ClfA (2014) and the conditions set out in the relevant Project Plan and LSWSI.
- 2.1.5 The archive resulting from the Archaeological Recording of the Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion 006 (Cadent Gas) (1EW02-CSJ-EV-REP-S002-000021) comprises digital material only. This document provides guidance for the archiving of digital materials only, meaning that the following HS2 standards document applies:
- Technical Standard - Historic Environment Digital Data Management and Archiving. Document no: HS2-HS2-EV-STD-000-000040.

2.2 Digital Archives

- 2.2.1 The archive produced through the Archaeological Recording of the Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion 006 (Cadent Gas) (1EW02-CSJ-EV-REP-S002-000021) comprises digital material only. A digital archive consists of born-digital material in addition to files generated through the digitisation of physical documentary material.
- 2.2.2 Examples of born-digital material can include digital photographs, videos, 3D models, digitally created records and databases, whilst examples of digitally transferred data can include scanned analogue photographs and scanned documentation, for example.

- 2.2.3 The digital archives produced as part of archaeological works for HS2 Ltd will be deposited with the Archaeological Data Service (ADS), where they will be stored in a manner that ensures their long-term survival and where they can be made available for future researchers.

3 Selection of digital data for archiving

- 3.1.1 The archive for the Archaeological Recording of the Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion 006 (Cadent Gas) (1EW02-CSJ-EV-REP-S002-000021) consists of digital material only. As part of the selection of digital data for archive, all digital data resulting from the project have been appraised in order to ensure that the appropriate data are archived.
- 3.1.2 This process has followed guidelines set out in HS2 Document no: HS2-HS2-EV-STD-000-000040, which provides criteria (see Sections 3.2-3.6 below) to be used for appraising data elements resulting from HS2 projects (ADS/HS2 2020, 7-8). Data must meet these criteria in order to be deemed appropriate for archiving.
- 3.1.3 A record has been made of the decision process regarding the inclusion of digital data resulting from the Archaeological Recording of the Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion 006 (Cadent Gas) (1EW02-CSJ-EV-REP-S002-000021) within the archive. This can be found in Section 4 of this document.
- 3.1.4 Digital data has been included in the archive only when it fulfils each of the following criteria:

3.2 Relevance

- 3.2.1 The digital data fulfils the priorities stated in the HERDS and the conditions set in the Project Plan and LSWSI.
- 3.2.2 The digital data is scientifically, socially, or culturally significant, and future use is anticipated.
- 3.2.3 The digital data presents a significant contribution to the project archive or provides important information in terms of relating a project's methods or outcomes.

3.3 Uniqueness

- 3.3.1 The digital data does not duplicate existing work.
- 3.3.2 The digital data is the only source of its content or, if other copies exist, the digital data is the only source that is accessible, usable and preserved in a suitable repository.

3.4 Potential for redistribution

- 3.4.1 All Intellectual Property Rights (IPR) issues have been addressed, for example the copyright has been transferred to HS2 Ltd.
- 3.4.2 There are no contractual or licence terms affecting the digital data.

- 3.4.3 Suitable informed consent has been obtained for archiving and re-use of personal data where relevant.
- 3.4.4 There are no other restrictions on sharing, access and re-use if the research involved human subjects (e.g. records of human remains).
- 3.4.5 The digital data is stored in formats that meet designated technical criteria of this document.
- 3.4.6 There is enough metadata and documentation for the digital data to be readily used and understood away from its original context of creation.
- 3.4.7 The digital data has been stored in a way that ensures its integrity has not been compromised.

3.5 Non-replicability

- 3.5.1 The digital data cannot be easily replicated, recreated or re-measured.
- 3.5.2 The cost of replicating or re-measuring the digital data is more expensive than preserving the original digital data.

3.6 Full documentation

- 3.6.1 There is comprehensive information about the context of the digital data creation: the nature of the project, the digital data collection methodology, post-collection manipulation.
- 3.6.2 Records have been kept of any access, embargo, copyright/IPR, privacy or ethical restrictions on access and re-use of the digital data.
- 3.6.3 The metadata is complete and accurate and there is appropriate data documentation explaining the layout and structure of the digital data.

4 Digital archive deposition strategy

- 4.1.1 This section of the document lists and describes the different types of digital materials that have been selected for inclusion in the digital archive for the Archaeological Recording of the Harefield to Southall 48 inch, 1200NB HP Pipeline Diversion 006 (Cadent Gas) (1EW02-CSJ-EV-REP-S002-000021), in accordance with the criteria presented in Section 3 of this document.
- 4.1.2 A full list of the digital materials selected for archive as part of this project will be submitted as part of the project archive.
- 4.1.3 The project archive includes the following types of material:
- Documents and text
 - Raster images
 - Spreadsheets
- 4.1.4 The files and relevant metadata have been prepared according to the guidance provided by HS2 in Document no: HS2-HS2-EV-STD-000-000040 (p.11-25), which sets out the requirements for files destined for deposition with the ADS, drawing on the ADS Guide for Depositors (2014b).

4.2 Documents and text

- 4.2.1 Text documents produced by MHI and not already uploaded to OASIS, are included in the digital archive. Duplication of files between OASIS and the digital data archive has been avoided.
- 4.2.2 The LS-WSI which covers this project (1EW02-CSJ-EV-PRO-S002-000001) also covers work carried out as part of the Cadent Gas 18" Fulmer to Haste Hill Pipeline Diversion (site code 1S17CPSTT). A copy of this report has been included within the archive for both sites.
- 4.2.3 The original site records have not been located or digitised. A context register is included within the final report (1EW02-CSJ-EV-S002-000021, Co3, Appendix 4). Should the information be recovered at a later stage it will be added to the site archive.
- 4.2.4 File level metadata templates have been completed for any text documents included in the digital data archive, in accordance with the ADS Guide for Depositors (2014b).

4.3 Raster images

- 4.3.1 Raster images, including digital photographs are included in the digital archive. These images have not been deposited with the OASIS system, as specified in HS2 Document no: HS2-HS2-EV-STD-000-000040.
- 4.3.2 Raster images are deposited as JPG, TIF or DNG files.



- 4.3.3 File-level metadata is provided according to the ADS Guide for Depositors (2014b), covering the image's content, related location, subject and rights, as a minimum requirement.

4.4 Spreadsheets

- 4.4.1 File level metadata templates have been completed for files included in the digital data archive, in accordance with the ADS Guide for Depositors (2014b).

5 References and glossary of terms

5.1 References

Title	Reference
Archaeological Archives Forum's (AAF) Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation (2011)	AAF 2011
Archaeology Data Service (ADS) Advice on Data Management Plans (2014a)	ADS 2014a
Archaeology Data Service (ADS) Guide for Depositors (2014b)	ADS 2014b
Archaeology Data Service (ADS) Guidelines for Depositors (2020)	ADS 2020
Archaeology Data Service / Digital Antiquity Guides to Good Practice (2011)	ADS 2011
Chartered Institute for Archaeologists (CIfA). Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2014)	CIfA 2014
Chartered Institute for Archaeologists (CIfA), Archive selection toolkit (2019)	CIfA 2019
European Archaeologiae Consilium (EAC) The Standard and Guide to Best Practice in Archaeological Archiving in Europe (2014)	EAC 2014
Dig Digital. Work Digital. Think Archive. Create Access. A guide to managing digital data generated from archaeological investigations.	HC, CIfA and DigVentures 2019
Technical Standard: Historic Environment Digital Data Management and Archiving Procedure	HS2-HS2-EV-STD-000-000040

5.2 List of acronyms

- AAF Archaeological Archives Forum
- ADS Archaeology Data Service
- CAD Computer Aided Design
- CIfA Chartered Institute for Archaeologists
- EAC European Archaeologiae Consilium
- GIS Geographical Information Systems
- HE Historic England

- HERDS Historic Environment Research and Delivery Strategy
- LIDAR Light Detection and Ranging
- LS-WSI Location Specific Written Scheme of Investigation
- OASIS Online Access to the Index of archaeological investigations
- PDF Portable Document Format

