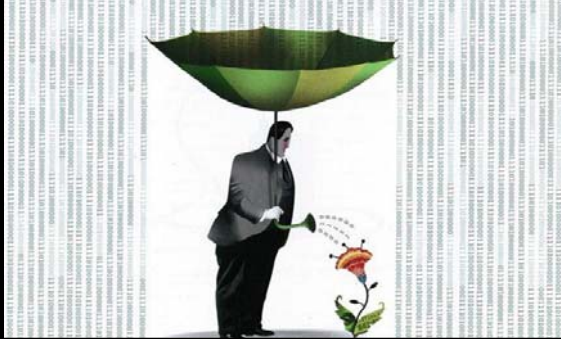


Current Issues in Digital Archive Creation and Curation

Duncan H. Brown

Head of Archaeological Archives



1990 Planning Policy Guidance 16: Archaeology and planning

When important remains are known to exist ... developers will be able to help by preparing sympathetic designs using, for example, foundations which avoid disturbing the remains altogether or minimise damage by raising ground levels under a proposed new structure, or by the careful siting of landscaped or open areas.

If physical preservation *in situ* is not feasible, an archaeological excavation for the purposes of 'preservation by record', may be an acceptable alternative.

Developers and local authorities should take into account archaeological considerations and deal with them from the beginning of the development control process.

AAF
Archaeological Archives Forum

The Forum was established in 2002 to:

link together in partnership all major parties with an interest in archaeological archives in order that common policies and practice can be developed and applied identify the courses of action necessary to further best practice in the field of archaeological archives and to effect the means to achieve this action.

A REVIEW OF STANDARDS IN ENGLAND FOR THE CREATION, PREPARATION AND DEPOSITION OF ARCHAEOLOGICAL ARCHIVES, 2004



www.britarch.ac.uk/archives/Review%20of%20Archive%20Standards.doc

- Planning archaeologists 12/31
- Contracting units 15/60
- Consultants 0/44
- Museum curators 13/21 + 43

www.britarch.ac.uk/archives/Review%20of%20Archive%20Standards.doc

How many respondents have standards for archiving?

	Planning	Contractor	Museum
Documentary archive	23%	49%	29%
Digital archive	6%	18%	13%
Material archive	23%	51%	33%

www.britarch.ac.uk/archives/Review%20of%20Archive%20Standards.doc

What issues affect preservation in archive?

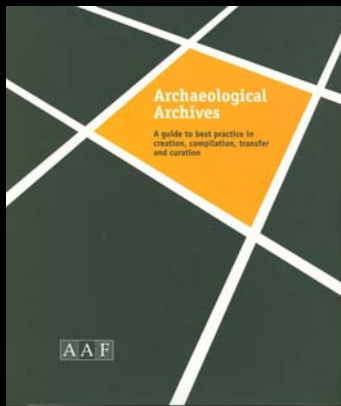
- Bad practice
- Indifference
- Lack of resources
 - Expertise
 - Personnel / time
 - Facilities

www.britarch.ac.uk/archives/Review%20of%20Archive%20Standards.doc

RECOMMENDATIONS

1. The archaeological profession needs to accept that archives are a primary responsibility.
2. Establish universally accepted standards for the creation, preparation and deposition of archaeological archives.
3. The paucity of local standards that consider the archiving of scientific and environmental material needs to be addressed
4. The lack of recognition among local standards of the issues surrounding digital archives needs to be addressed
5. A guideline mechanism for the monitoring of archive delivery to national standards must also be developed
6. Specialists need to be more involved in archive preparation and delivery, and the onus is at present on their employers.
7. A feasibility study into the establishment of a regional repository should be undertaken for a suitable area of the country

http://www.archaeologists.net/modules/icontent/inPages/docs/pubs/Archives_Best_Practice.pdf



3.2.6 DIGITAL MATERIAL

3.2.6.1 COMPOSITION

The digital archive consists entirely of digital data; coded information that is translated by a computer into a readable format.

Example file types are CAD files, databases, digital aerial photograph interpretations, excavation archives, geophysical and other survey data, GIS files, images, satellite imagery, spreadsheets, text files and 3-D data.

Transfer and short-term storage media include CD-ROMs, data-sticks or flash drives, DVDs, floppy discs, hard discs, and magnetic tape. These are not suitable for the long-term preservation of the digital archive and should be used only to submit digital material for permanent archiving.

Long-term storage must be on permanent servers that are regularly backed up.



SUMMARY OF STANDARDS

All digital storage media must, at all times, be stored in conditions that minimise the risks of damage, deterioration, loss or theft.

The creation of the digital archive must be fully documented. Include information such as software used, operating systems, types of hardware, dates, personnel, field descriptions, and the meanings of any codes used.

Data must be created according to consistent, accepted standards of terminology, content, format and file naming.

Digital archives should conform to existing standards and guidelines on how data should be structured, preserved and accessed.

Digital files must be regularly backed up throughout the course of a project and in archive.

All media and files must be free of viruses before archive deposition.

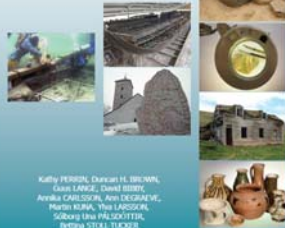
A digital archive index must be compiled and deposited, in digital form, with the digital archive.

Copies of digital archives should be deposited in a secure digital archiving facility where they can be curated properly, maintained for the future and accessed easily.



A STANDARD AND GUIDE TO BEST PRACTICE FOR ARCHAEOLOGICAL ARCHIVING IN EUROPE

EAC GUIDELINES 1



4.1 DEFINITIONS

An archaeological archive comprises all records and materials objects recovered during an archaeological project and identified for long term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form.

International Committee for Documentation of the International Council of Museums (ICOM) CIDOC

Archaeological Archives: Standard



Produced by the ICOMCIDOC Archaeological Sites Working Group

Draft 12

Working Project Archive

All the documentation and physical items gathered during an archaeological project.


Preserved Archive

Elements selected from the working project archive for curation beyond the duration of a project.

A key difference is that the responsibility for the maintenance of location information of archive elements will transfer from the archive creator to the curating institution.

Archaeology Data Service & Digital Antiquity
Guides to Good Practice

**Caring for Digital Data in Archaeology:
A Guide to Good Practice**



ads ARCHAEOLOGY DATA SERVICE

tDAR The Digital Archaeological Record

Digital Archiving: An introduction
How to use this Guide
What is Digital Archiving?
The Importance of Preservation
Approaches to Digital Archiving


Planning for the Creation of Digital Data
Data Creation and Capture
Practical Advice
Data Selection
Project Documentation
Metadata
Copyright and Intellectual Property Rights

Common Digital Objects
Documents and Texts
Databases and Spreadsheets
Digital Images
Other Formats

<https://historicensland.org.uk/images-books/publications/digital-image-capture-and-file-storage/>

Historic England

Digital Image Capture and File Storage
Guidelines for Best Practice



Contents

- Image capture
- Camera standards and lenses
- File types
- Colour space
- Digital file and storage standards
- Storing digital image files

<http://socmusarch.org.uk/socmusarch/gaimark/wordpress/wp-content/uploads/2016/07/HE-SURVEY-2016-FINAL.pdf>

Historic England

Museums Collecting Archaeology (England)
REPORT YEAR 1, November 2014

12. Is your museum capable and willing to curate digital material deposited as part of an archive?

Curate digital?	Provider	Total
No	operated by a charitable trust	29
	operated independently	8
	provided by a local authority provided by a university or other academic body	52 4
No Total		93
Yes	operated by a charitable trust	35
	operated independently	18
	provided by a local authority provided by a university or other academic body	50 4
Yes Total		107
Total		200

Table 10

APPENDIX 7: Digest of comments regarding digital archives

- We require digital archives to be deposited with ADS.
- We will take a copy of digital material for reference but request full printouts or deposition with ADS.
- Willing to receive information on CD and for units to deposit digital archives with OASIS.
- We currently ask for digital material to be deposited on archival quality DVD, and have plans to be able to offer better digital storage in the future.
- Data is submitted on CD-ROM and kept with archive.
- We do not have the resources to make repeat backup copies of material supplied on disc/digital files.
- Not specifically - we have hard copies of all digital material.
- This is an area we have no back ground in and would need further advice before curating digital material.
- We have had no request to do this but it would cause issues on our server due to lack of space.
- We do not have a formal digital preservation strategy, although we recognise that this is a need.
- It is hoped that we may have expertise in future among our volunteer force.
- We are currently in the process of compiling a digital archive- however this project has been put on hold due to shortage of staff time.

A CD is sent as part of archive, but not actually input onto our database, although archive is catalogued. We have new County guidelines coming out soon which stipulate use of ADS.

STANDARDS FOR THE CREATION, COMPILATION AND TRANSFER OF ARCHAEOLOGICAL ARCHIVES

Southampton City Council
2007



SECTION 2 STANDARDS FOR THE DIGITAL ARCHIVE

- 2.1 SUMMARY OF STANDARDS
- 2.1.1 The digital archive must include all born digital material, and other appropriate digital files as agreed with the Curator of Archaeology.
 - 2.1.2 The digital archive must be fully documented.
 - 2.1.3 The digital archive must have an index.
 - 2.1.4 All files must be named in a way that reflects their content, and to a consistent format.
 - 2.1.5 All files must be organised in an accessible directory structure readable by the Curator, with folders named according to their content, and to a consistent format.
 - 2.1.6 The digital archive must be submitted on transfer media that can be read by equipment used by the Curator of Archaeology.
 - 2.1.7 All transfer media must be marked consistently to reflect their content and identify the project.
 - 2.1.8 All transfer media and files must be free of viruses and not corrupted in any way.
 - 2.1.9 The digital archive will be transferred for curation by ADS, and all digital archives submitted to Southampton City Council must also meet current ADS standards.

