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Historic England Case Study: Data Management Plans

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In the Beginning...

The Project Design

Description of the project	Project review
Project name	Resources and programming
Summary description	Project Team structure
Background	Method statement
Research Aims and Objectives	Stages, Products and Tasks
Business Case	Ownership
Project scope	Risk Log
Interfaces	Budget


 **ARCHAEOLOGY DATA SERVICE** Data Management

Data Management Plans

Data management plans should cover the following:


- Description of the data to be collected / created **WHAT**
- Standards / methodologies for data collection and management **HOW**
- Ethics and Intellectual Property concerns or restrictions **LEGAL**
- Plans for data sharing and access **SHARING**
- Strategy for long-term preservation **PRESERVATION**

<http://archaeologydataservice.ac.uk>

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HE Data Management Toolkit

- Data Management**
 - Project Management and Archive Checklist
 - Data Transfer Agreement
 - [Data Management Plan](#)
 - Evaluation Decision Tree
 - Selection and Appraisal Criteria
 - ["NEW" Data Calculator](#)
- Image Guidelines**
 - Image Capture guidelines
 - Image Flowline
 - Image Metadata Index
- Folder Templates**
- File Creation**
 - File Format Standards
 - File-naming Conventions
 - Guidance: Preparing reports for deposit
 - Guidance: How to create a PDF/A-1a/b
 - Guidance: Databases and Spreadsheets
- Metadata Forms and Library**

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ADAPT

Archaeological Digital Archiving Protocol

In summary, staff should:

- Produce a Data Management Plan (DMP)
- Follow the standard file naming procedure
- Store files in appropriate and recognisable locations
- Regularly add metadata to digital files
- Continually review data in accordance with the Selection & Appraisal Policy
- Maintain contact with the Archaeological Archives Team.

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ADAPT File-naming Convention

Historic England | www.historicengland.org.uk | www.adapt.gov.uk

General format

- File format is made up from up to six elements: Identifier-Event-Function-Product-Status-Version
- File name elements are to be divided by a hyphen.
- No spaces are to be used within file name elements e.g. `ClonburySitePlan.docx`

Elements

Identifier: "HE" prefixes project numbers

Event: Codes for events within a project are provided by the Archaeological Archives Team. The format is 'Year of event' and a sequential letter.

HE490-2012a and **HE490-2012b** for an evaluation followed by an exception, if a file contains data from all events, leave blank.

Function: A short CamelCase description of file contents which describes. Any extended notes in Comments tag in file metadata.

Product: Use for supporting products, i.e. a report diagram.

Status: The stage the file has reached in its life cycle. Set list of terms:

Reports and report products:

- Delete - Temporary copy of file to be deleted
- Backup - Backup copy of file
- Draft - Working copy of a file
- Final - Final copy of file

Databases and Spreadsheets:

- Active - Database - records still being added to/edited
- Reference - Database - records static

Version: For drafts two digits prefixed with v, i.e. v01 and onward. Indicate changes and comments identified by initials after current version number, i.e. v01PH. Final versions include only the necessary digits.

HE490-2012a-EvaluationReport-v01

Reports

Function examples:

Field/Record	Archive/Sheet	Technique/Material/Setup
FD	UPD	Technique/Material/Setup
Item/Sheet	Final/Sheet	Technique/Material/Setup

Report Products

Function: Name of the report the table or image supports

Product: Name of the supporting product

HE378-2014b-Glass/Asphalt-Diagram-3-Draft-v01

Databases and Spreadsheets

Function examples: Brief description of file contents: `Context/Record - Record/Recorded - Result`

`Animal/Bone - Dig/Context/Record - Record/Recorded`

Any extended notes in Comments tag in file metadata

HE490-2012a-Database/Tables-Active-v01

Images

Site/Original Photography

Identifier-Record/Number: **HE4584-12523**

Scanned Site Drawings

Identifier-sheet: **HE4584-Sheet100**

Scanned Context/Sample/Small Find Sketches

Identifier-Context/Sample/Small find number: **HE4584-96483**

Specialist Images

Identifier: Technique-Record/Number: **HE4584-SEM-RecordNumber, HE4584-Xray-RecordNumber**

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File naming convention

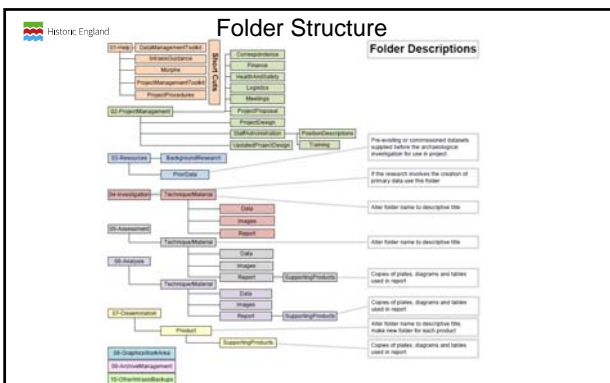
File name elements are to be divided by a hyphen / dash
No spaces are to be used within file name elements

Project Identifier-Event-Function-Product-Status-Version

e.g. HE5785-2014b- GlassAssRep-Draft-v01


HE5785-2014b-GlassAssRep-Diagram3-Draft-v01

Classification	Creation format	Version	Extension	Archive format	Version	Ext.
Text	Microsoft Word		.doc/.docx	Microsoft Word		.docx
	plain text files	n/a	.txt	plain text files	n/a	.txt
	Hypertext Markup Language		.html/htm	Hypertext Markup Language		.html
	Macro enabled Microsoft Word Document OOXML		.docm	Macro enabled Microsoft Word Document OOXML		.docm
	Rich Text Format		.rtf	Rich Text Format		.rtf
ADS – prefer/req/accept	Digital Archiving Protocol		Additional Documentation	Comments	Access format	Version
Preferred	Preserve Creation format.		software, version and platform		Adobe Portable Document Format (*)	PDF
Accepted	Preserve Creation format		text encoding		Adobe Portable Document Format (*)	
Accepted	Preserve Creation format		Software used in creation, doctype with HTML schema		Adobe Portable Document Format (*)	
Accepted	Preserve Creation format				Adobe Portable Document Format (*)	
Accepted	Preserve Creation format				Adobe Portable Document Format (*)	
Accepted	Preferably convert to .docx files but can preserve creation format		Software and version		Adobe Portable Document Format (*)	



 **Data Management Plans**

- Data Collection/Creation
- Documentation and Metadata
- Ethical and Legal Compliance
- Data Storage
- Selection and Preservation
- Data Sharing
- Responsibilities and Resources


 **Success**

Data Creator No Access to... Database

Identified and data entry resourced

New type of data not previously recorded

Recording system updated (before initiation)

 **Success**

Business Case: "This will create a really important resource"...

Products: "The images will not be preserved"

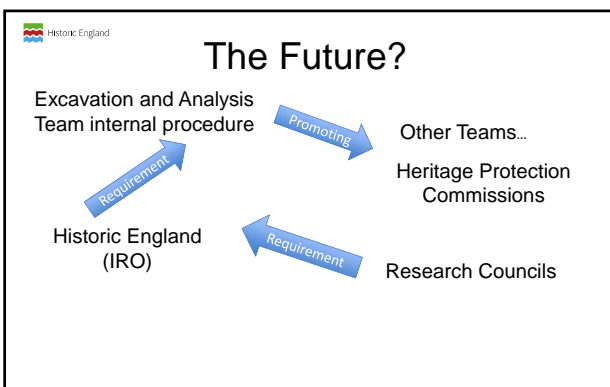
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Success

Data-Collection/Creation

Specify what data will you collect or create. Indicate what type of data, formats your data will likely be (e.g. Word Documents, Excel Spreadsheets, Intrasis) and volume. Outline and justify any deviation from ADAPt in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.

Techniques	Formats	Quantity
FTIR	FTIR machinery creates industry standard RAW files. Currently the only way to archive these is as conversion to PDF/A1-A.	
Conservation Photographs	Tiffs	
Computed Radiography	Diconde files	
Computed Tomography	This will create RAW data, images and 3D models XRF Spectra saved as Comma-Separated Value, required	
X-ray Fluorescence (XRF) analysis	Images can be saved as tiff	
Possible X-ray Diffraction (XRD)	XRD machinery creates industry standard RAW files. Currently the only way to archive these is as conversion to PDF/A1-A.	
Human Remains Assessment	Recorded into Intrasis database	
Charcoal Assessment	Recorded into Intrasis database	
Report	Microsoft Word	



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Lessons learned

- Excellent tool to ensure consideration of all the implications of data creation
- Centralise and document these decisions
- Opportunity to plan and adapt current tools
- Best practice and a good habit
- You can still lie to yourself...



Practical

Excavation project:

- Paper records and drawings
- Digital images
- Outsourced photogrammetry
- Digital assessment data
