



Archaeology  
Data Service

# Deaccession and Data Disposal Processes at the Archaeology Data Service

#DPClinic February – Deletion, disposal and deaccessioning in  
digital preservation

23<sup>rd</sup> February 2024

*Olivia Foster*

# 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
4	CURRENT	30 July 2021	5 August 2023	September 2024	<a href="#">Download</a>
3	PREVIOUS	29 July 2022	29 July 2022	August 2023	<a href="#">Download</a>

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	<a href="#">Download</a>
1.0	PREVIOUS	26 July 2019	August 2019	October 2020	<a href="#">Download</a>

## Downloads

[ADS Deaccession and Data Disposal Policy](#) ↕  
Current version of the ADS deaccession and data disposal policy

**“the core activity of the ADS is the long-term digital preservation of the data entrusted to our care”**

So why are we deleting data?

## Scenarios for data disposal

Data supplied  
for  
costing/appra  
isal only

Replacement  
data provided

No longer wish to/able to  
deposit

Incomplete  
dataset

GDPR/Copyright  
issue

Issues  
identified  
during  
archiving

Depositor wants  
data to available  
exclusively  
elsewhere

**Appraisal**



**Ingest**



**Archiving**



**Dissemination**

## May be asked to remove data at any stage of the archiving process

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

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

<b>4. Disposal of non-accessioned data</b>	<b>6</b>
4.1. Definition	6
4.2. Removal of data following unsuccessful accession	7
4.3. Removal of data from incomplete ADS-easy projects	8
4.4. Removal of non accessioned OASIS reports	8
4.5. Disposing incomplete accessions	9
4.6. Disposal of local copies of data following a successful accession	10
<b>5. Removal of data from SIP (deaccession) only</b>	<b>10</b>
5.1. Definition	10
5.2. Notification	10
5.3. Removal of data	11
<b>6. Removal of individual files from AIP and DIP</b>	<b>11</b>
6.1. Definition	11
6.2. Notification from User	11
6.3. Notification from Depositor	12
6.4. Removal of data	13
<b>7. Complete removal of a released dataset</b>	<b>13</b>

# 1. Documentation of dataset prior to disposal

- Documentation of correspondence concerning the removal of the dataset  
Ensure there is a clear record of **why data is being removed**
- Record contents of the dataset by creating a 'data log' of the SIP  
Ensure there is a clear **record of data to be removed**  
- checksums, filenames and file sizes
- Return data to depositor if required

Data log for ADS Collection 1006314			
37 Files			
Accession Id: 1013929			
File & Path	File Size	File Type	MD5 Checksum
1S21HRECI_context_sheets.pdf	3579469	Acrobat PDF 1.6 - Portable Document Format	4d55849a55e97bd4c3c7bc93f1a3f465
1S21HRECI_ADS_text_metadata.xlsx	22576	Microsoft Excel for Windows	b3e2c855299c6a5a5bea15454e567c4d
DSCF6848.jpg	7248286	Exchangeable Image File Format (Compressed)	5261b4307cdd183489b70940e21e718c
DSCF6851.jpg	7497963	Exchangeable Image File Format (Compressed)	e9f0e5305c5c4c13f8be8c5eb6f59310

## 2. Identify where the dataset is published

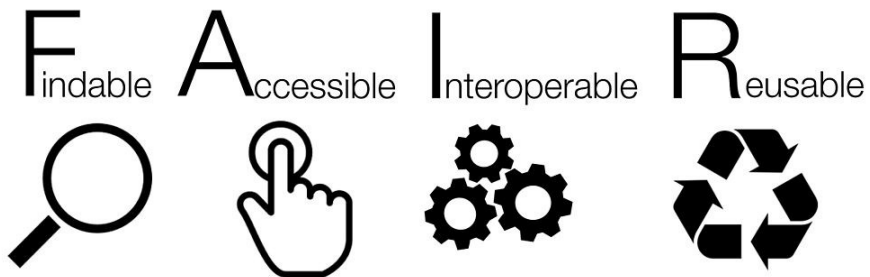
- Remove any download links for the files from the ADS website
- Update interfaces to explain data has been removed
  - A clear message outlining what has happened to the resource, e.g.
    - Resource identified as duplicate of {identifier for other resource}
    - Redacted or requested to be removed by the Publisher/Author
    - Document contains Personal or Sensitive data
  - Details of any new persistent identifiers for the dataset alongside terms of access for the receiving repository
- Collection metadata (a full description of the resource) is retained

## 2. Identify where the dataset is published

### What shouldn't be removed?

- Persistent identifiers
- Collection level metadata

<b>i</b> Title:	Carlisle Northern Development Route Cumbria Post-excavation Assessment
<b>i</b> Series:	<b>Oxford Archaeology North unpublished report series</b>
<b>i</b> DOI	<b><a href="https://doi.org/10.5284/1109723">https://doi.org/10.5284/1109723</a></b>
<b>i</b> Note:	The document represented by oxfordar2-515252_211409.pdf has been deaccessioned from ADS Archives on 08/11/2023. This request was made due to the report being duplicated in the associated project archive ( <a href="https://doi.org/10.5284/1106759">https://doi.org/10.5284/1106759</a> )





### 3. Identify where the dataset is stored

- Locate where data is stored
  - Consult archiving procedures to see storage locations
- Remove all copies of data from ADS servers
- 'Admin' files (email correspondence, data log ect.) are retained.



## 3. Document the data removal process

- Update DROID signatures for the collection
- Update manifest file (filenames and checksums)
- Record deletion of files as a process in the Collection Management System (CMS)

- Deletion (Id: 74316, Acrobat PDF 1.6 - Portable Document Format)

Type:	Deletion
Source Format:	Acrobat PDF 1.6 - Portable Document Format
Destination Format:	
Start Date:	08-Nov-2023
Completion Date:	08-Nov-2023
Description:	Deleted all copies of two PDF files after they were identified as duplicates of reports in the CNDR archive (See email_2023-11-08.pdf).

## Result of deaccessioning work

- Deletion process documented and 'admin' data retained (correspondence, data log of dataset prior to deletion, manifest file documenting dataset after deletion)
- Webpages that display original collection level metadata, explain what has happened to the resource and if it is available elsewhere.

### Council for British Research in the Levant Research Reports

Council for British Research in the Levant, 2019. (updated 2022) <https://doi.org/10.5284/1053684>. [How to cite using this DOI](#)

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

Data copyright © Council for British Research in the Levant unless otherwise stated

This work is licensed under a [Creative Commons Attribution 4.0 International License](#).





**This is a landing page for doi:10.5284/1053684 (ADS archive arch-3514-1)**

This dataset has been deaccessioned at the request of the depositor. The ADS has no files to download for this collection

For more information on CBRL publications, please visit the [Council for British Research in the Levant Website](#).

## Thoughts for the future ...

- Removal of sensitive data?
- Embargoes?
- Previous versions of datasets?

	<p><b>Title:</b> <i>A settlement in Oldonyo Nyuki</i>  <b>Filename:</b> BIEA_Sutton_168.jpg (1 MB)  <b>Description:</b> A colourised photo of people from the ethnic Maasai group by a settlement in Oldonyo Nyuki</p>	 JPG	<p><a href="#">Info</a></p> <p><a href="#">Download</a></p>
<p><b>Title:</b> <i>Barabaig: Tembe house</i>  <b>Description:</b> A colourised photo showing a family from Barabaig tribe standing in front of a tembe house in Iraqw style, located S Mbulu district. This image has been embargoed until 01-01-2068, as it contains sensitive personal identifying information.</p>			
	<p><b>Title:</b> <i>Barabaig: Tembe house (from the back)</i>  <b>Filename:</b> BIEA_Sutton_186.jpg (2 MB)  <b>Description:</b> A colourised photo showing a family from Barabaig tribe standing behind a tembe house in Iraqw style, located S Mbulu district</p>	 JPG	<p><a href="#">Info</a></p> <p><a href="#">Download</a></p>

## Bibliography of the Vernacular Architecture Group

Vernacular Architecture Group (VAG), 2001. (updated 2021) <https://doi.org/10.5284/1084983>. [How to cite using this DOI](#)

This is a landing page for [doi:10.5284/1000341](https://doi.org/10.5284/1000341) (ADS archive arch-315-2)

The archive has been updated and revised in 2011. The current version is arch-315-3.

Please use the following link for the most recent version of the archive: <http://archaeologydataservice.ac.uk/archives/view/vagbiblio/>.

The previous version (ADS archive arch-315-2) is maintained by the ADS, and is available by request.



Archaeology  
Data Service

# Thank you



**Archaeology Data Service**

Department of Archaeology

University of York

The King's Manor

Exhibition Square

York, YO1 7EP



[www.archaeologydataservice.ac.uk](http://www.archaeologydataservice.ac.uk)



[help@archaeologydataservice.ac.uk](mailto:help@archaeologydataservice.ac.uk)