Developing Deaccession Procedures at the Archaeology Data Service

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ADS Policy and Procedures

- Public facing policy
- Internal procedures

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.

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.

https://archaeologydataservice.ac.uk/about/policies/ads-policies-and-procedures/appraisal-and-deaccession-policy/
Current version of Appraisal and Deaccession Policy created in July 2022

Previously a joint Appraisal and Deaccession Policy

Policy and procedures separated into two pieces of documentation

Procedures stored on an internal wiki
Aims when creating deaccession procedures

- To create a workflow that archivists can follow
- To create a workflow integrated with current repository operations
- To create procedures that align with policy and best practice, e.g. FAIR principles
Steps when creating deaccession procedures

- Started with policy created by ADS deputy director and collections development manager.
- Created/edited provisional deaccessioning workflow
- Tested procedures and made changes where necessary
- Circulated to other archivists as a live document that can be edited as needed.
**Things to consider:** Why are we removing data?

May be asked to remove data at any stage of the archiving process, e.g.

- Complete removal of a released dataset
- Removal of non-accessioned data and incomplete projects
- Removal of individual files
Things to consider: What types of data or collection do we hold?

OASIS: The online system for reporting archaeological investigations and linking research outputs and archives.
Things to consider: Where is our data stored (and distributed)?

- Multiple copies of data for preservation, e.g. Amazon Web Services
- Metadata disseminated in different locations, e.g. MEDIN portal
Things to consider: What shouldn’t be removed?

- Persistent identifiers
- Collection level metadata
Changes to our deaccession procedures

- Extra step for removal of data from Amazon Web Services
- Added instructions on removing data from OASIS V
- Added guidance on creating a landing page for DOI to resolve to (FAIR principles)

Example of a deaccessioned dataset: https://doi.org/10.5284/1053684
Very brief overview of ADS deaccession procedures

- Form completed by data owners to record deaccession request
- Create record of dataset prior to deaccession (data log)
- SIP returned to depositor
- Deletion of all copies of data
- Retention of ‘admin’ data (e.g. deaccession request form, data log)
- Retention of collection level metadata
- Creation of landing page for persistent identifiers to resolve to (DOI)
Thank you