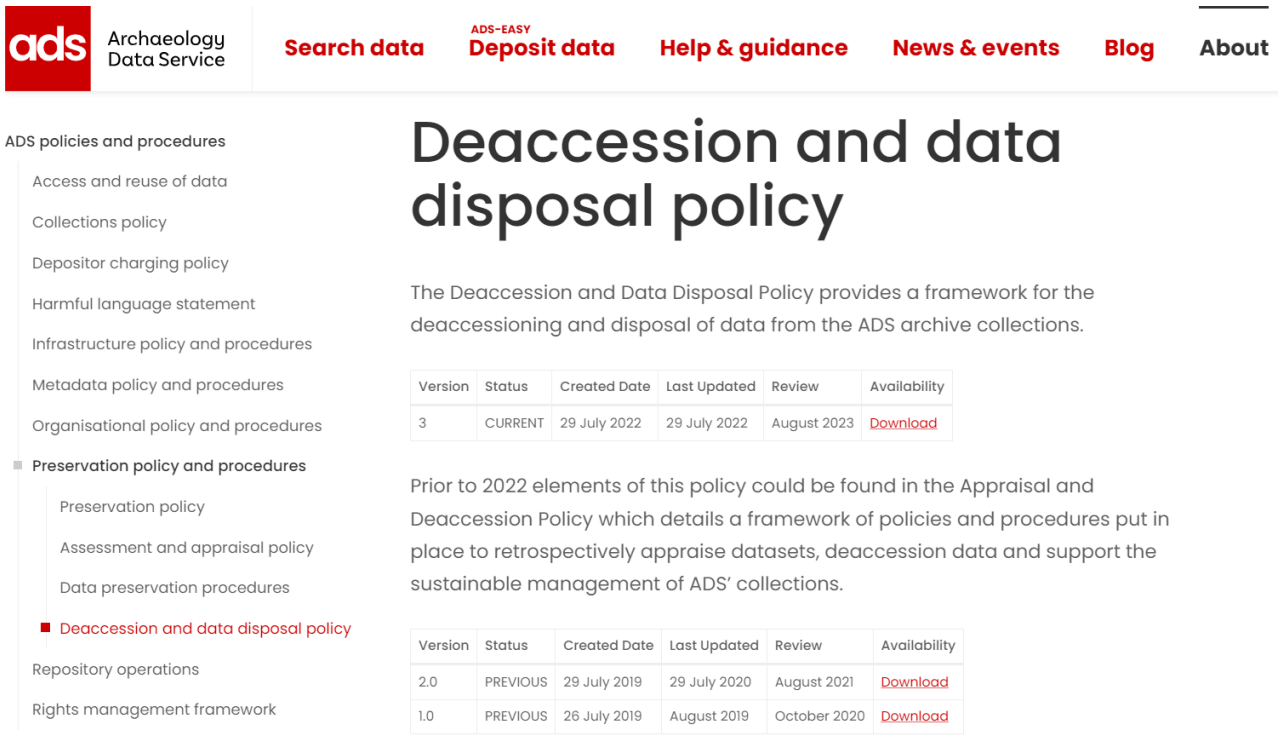
Archaeology Data Service

Developing Deaccession Procedures at the Archaeology Data Service

Olivia Foster

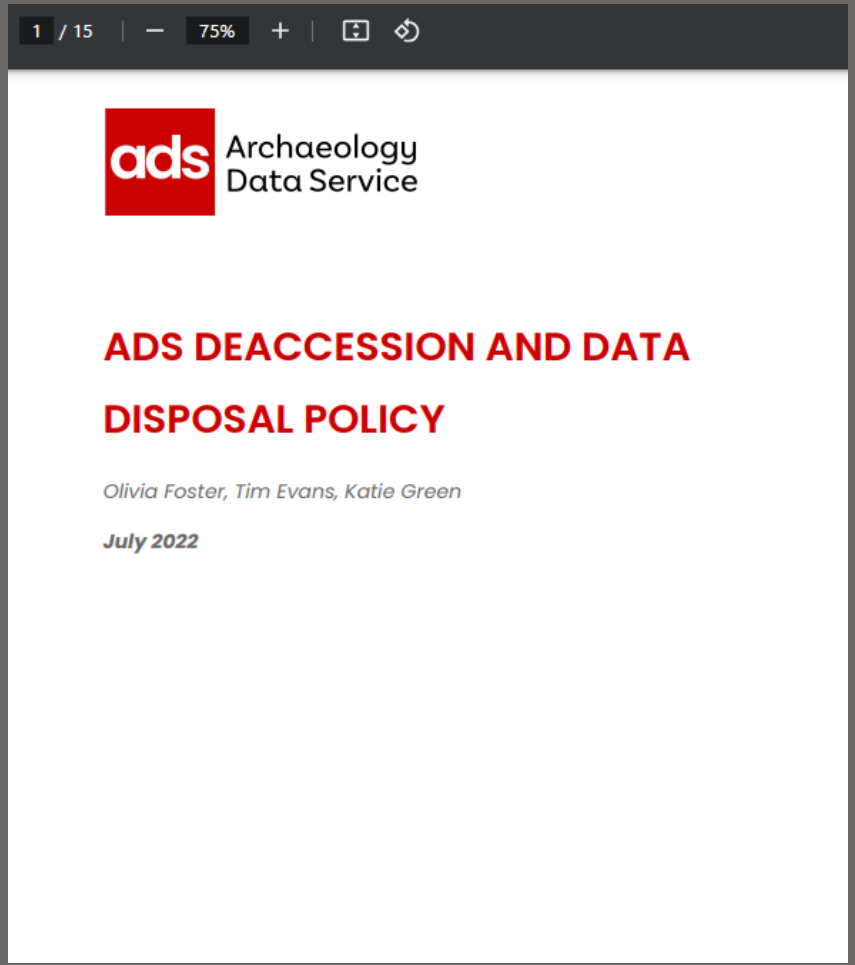
ADS Policy and Procedures

- Public facing **policy**
- Internal **procedures**



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



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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

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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.

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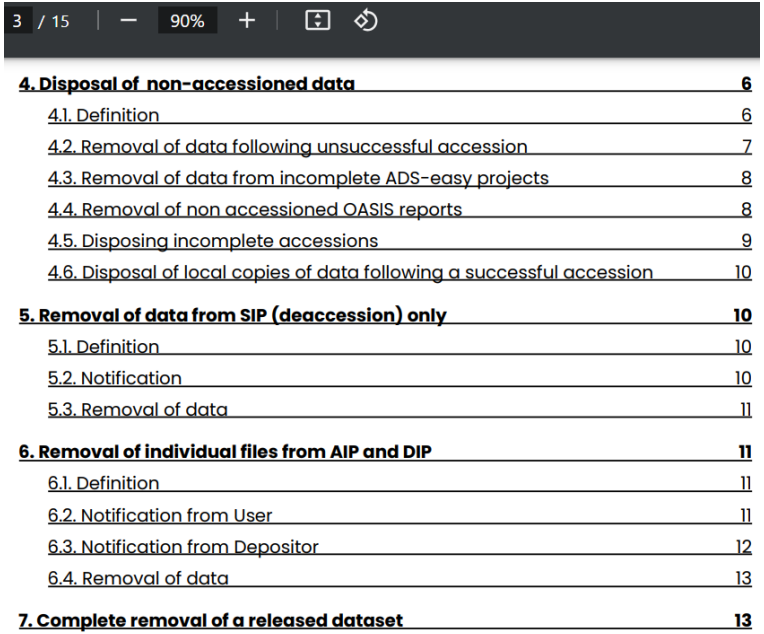
Things to consider: Why are we removing data?

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



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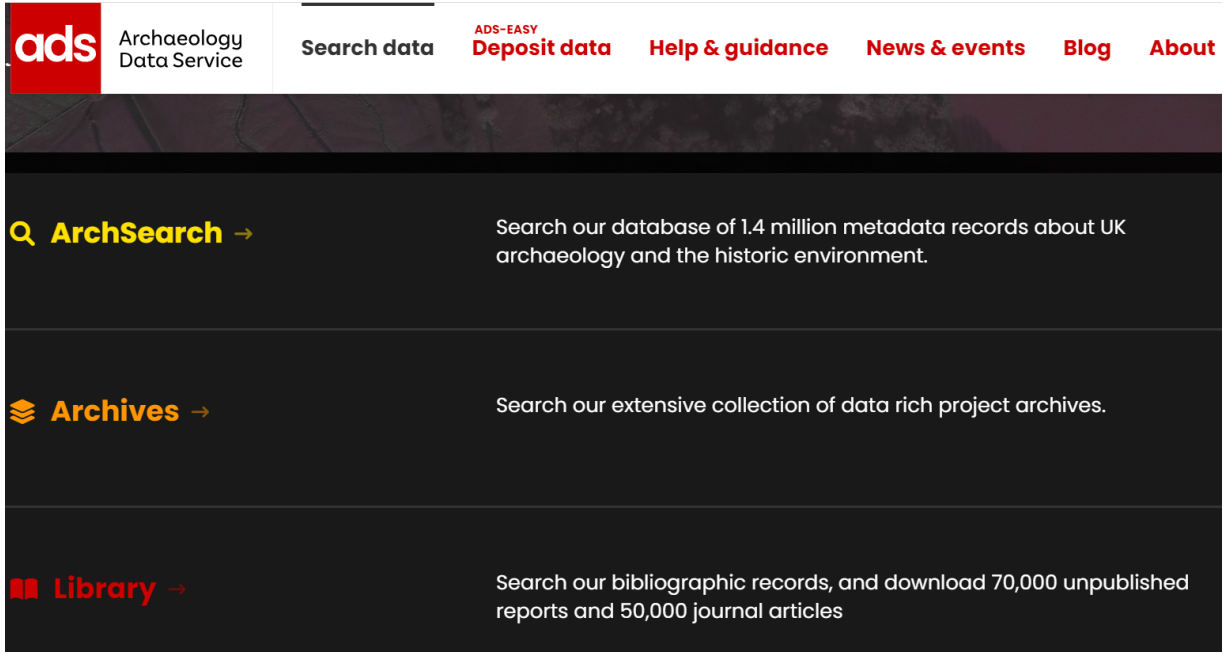
Things to consider: What types of data or collection do we hold?



ADS-easy: dataset submission system

ads easy

OASIS: The online system for reporting archaeological investigations and linking research outputs and archives

OASIS

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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

aws

MEDIN

Image © www.digitalbevaring.dk

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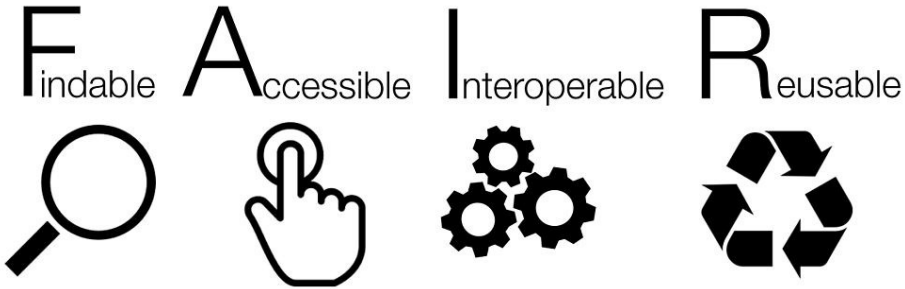
Things to consider: What shouldn't be removed?

- Persistent identifiers
- Collection level metadata



The FAIR principles. Image © SangyaPundirg

Data from Archaeological Recording at Silverstone Technical College, Silverstone Circuit, Northamptonshire, 2012-2013.

Oxford Archaeology (South), 2023. https://doi.org/10.5284/1113003. How to cite using this DOI

Introduction
Downloads
Metadata
Usage Statistics

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ADS Collection: 5775
DOI:https://doi.org/10.5284/1113003
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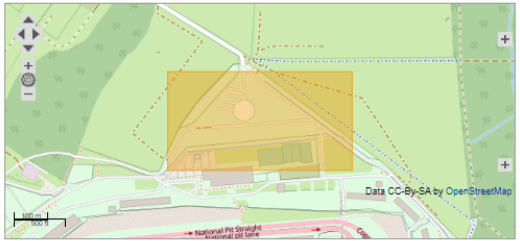

Location	World region	British Isles and Ireland
	British Isles country	England
	English region	East Midlands
	County	Northamptonshire
	District	South Northamptonshire
	Parish	Silverstone
	Place	Silverstone Circuit
	TGN	World, Europe, United Kingdom, England, Northamptonshire, Silverstone [1030635]
Grid reference	Latitude Longitude	52.07994174 -1.01461048
Grid reference	Latitude longitude bounding box	52.081431 -1.0118204 -1.0168737 52.079763
Subject	Event Type (England)	Field Observation (Monitoring)
	Event Type (England)	Strip Map And Sample
	Library of Congress Subject Headings	Excavations (Archaeology)--England
	Monument Type (England)	Trackway
Period	Period (England)	20TH CENTURY

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

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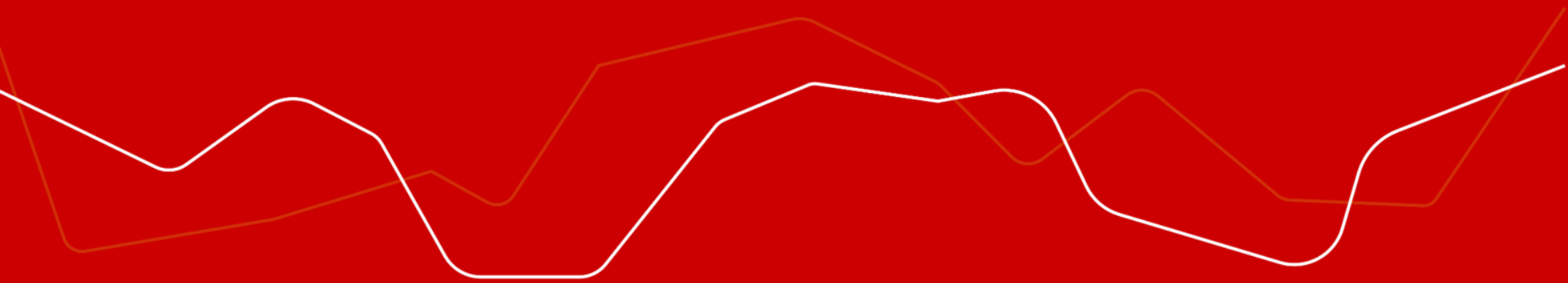
Very brief overview of ADS deaccession procedures

- 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