
Overview

This standard is for archaeologists who have responsibility for analogue or digital records, datasets and information resources. It covers the management of these resources to support dissemination for research, professional or public use, and appropriate deposition with archives and digital repositories to inform future generations.

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Disseminate, deposit and archive data on the material remains and intangible heritage of past communities

Performance criteria

You must be able to:

Develop procedures for information resource dissemination, deposition and archive

1. Identify relevant information resources and assign identifiers to projects.
2. Document information resources to assist management.
3. Identify national and sector standards for record content and indexing relevant to information resources created by your organisation.
4. Identify national and sector standards for data archiving relevant to information created by your organisation.
5. Evaluate opportunities for dissemination.
6. Evaluate options for deposition and archive.
7. Negotiate and obtain resources for appropriate dissemination, deposition and archive.
8. Prepare procedures for information collection that will enable effective dissemination, deposition and archive.
9. Communicate procedures to staff, consultants and contractors.
10. Monitor effectiveness of procedures.
11. Comply with all relevant legislation, in particular concerning copyright, data protection and accessibility.

Prepare and transfer information resources for dissemination, deposition and archive

12. Identify appropriate route or routes for dissemination, or repository (or repositories) for deposition and archive.
13. Report or receive and acknowledge reports on progress with information resource development to stakeholders (contractors, development control archaeologists and repository staff etc).
14. Establish appropriate licenses for use of disseminated information.
15. Negotiate technical requirements for transfer and deposition with relevant archive.
16. Negotiate the transfer of rights over deposited information.
17. Provide documentation of the information resource to the digital archive
18. Ensure information relevant to physical archive (artefacts, images,

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samples etc) accompanies the physical archive during transfer.

19. Ensure compliance of records contained in the information resource with relevant standards and benchmarks.
20. Ensure that the information resource is available in an appropriate format for it's intended route for dissemination, deposition and archive.
21. Transfer files in agreed formats and ensure secure and complete reception by the digital archive.
22. Update and maintain documentation of information resource with location of archived version.
23. Publish details of the location of the archived information resource.
24. Promote access to and use of information resources

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Knowledge and understanding

You need to know and understand:

1. Why national or sector wide standards for the content, indexing and documentation of information resources matter.
2. What the consequences are for dissemination, deposition and archive are of not adopting appropriate standards.
3. Where to find sources of national and sector standards.
4. Where to find sources of advice and guidance.
5. The responsibilities and interests of different stakeholders in information resources (contractors, development control archaeologists, data repositories, museums and archives etc)
6. Typical problems that might arise in adopting standards, and ways to resolve them.
7. How to contribute to development and update of national standards for information resources.
8. How to develop effective procedures complying with appropriate standards.
9. How to communicate procedures and ensure they are adopted in practice.
10. Managing version control on information resources effectively.
11. How to audit information resources for compliance with national standards.
12. Effective options for editing information to match national and sector standards.
13. Copyright and other rights associated with data and information.
14. Options for licensing use of information.
15. How to maintain current awareness of developments in relevant information technology.

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Developed by

Version number

Date approved

**Indicative review
date**

Validity

Status

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Disseminate, deposit and archive data on the material remains and intangible heritage of past communities

Originating organisation

Original URN

Relevant occupations

Suite

Key words