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A guide to managing digital data generated from archaeological investigations

Quick guide #4 – Data from assessment and analysis

Gathering data from assessment and analysis

Gathering the data into the working project archive needs to follow a consistent process for all contributors.

This includes how data is created, how it might be stored and backed up, and the need to create metadata and provide documentation to accompany outputs.

During post excavation stages, the working project archive can include reports from many experts. To facilitate re-use, data created through assessment and analysis needs to be archived in an appropriate format. This includes all the 'raw materials' which make up the assessment and analysis research.

To ensure relevant data, metadata and documentation is available to be included in the preserved archaeological archive;

- ✓ Be aware of the range of data that will be created as part of the working project archive
- ✓ Communicate expectations of data, metadata and documentation clearly with all project team members

To support this, your DMP should

- be available for team members and project contributors to review and add to
- include details of the types of data created and collected across all project stages

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Types of data from assessment and analysis

- ✓ Processed data, such as geophysics results
- ✓ GIS, survey data and shapefiles
- ✓ Image files, illustrations and models
- ✓ Specialist reports (editable text and pdfs)
- ✓ Specialist data (databases, spreadsheets and tables)
- ✓ Metadata and documentation
- ✓ Technical reports including Assessment, Updated Project Design and Analysis (editable text and pdfs)

Selecting elements for long term preservation

- ✓ final versions of technical and specialist reports
- ✓ supporting data and metadata in accessible formats
- ✓ documentation which describes research context and data processes

Find out more

- Dig Digital / [Planning](#)
- Dig Digital / [Structure](#)
- ClfA Selection toolkit / [Toolkit](#)
- ADS / [Data management and sharing plans](#)

Links to Dig Digital resources

- Dig Digital Infosheet / [Selection strategies](#)
- Dig Digital Infosheet / [Finds and data archives](#)
- Dig Digital Infosheet / [Metadata & documentation](#)
- Editable template / [Data management plan.](#)

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