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A guide to managing digital data generated from archaeological investigations

Quick guide #6 – Digital data & selection strategies

What is the Selection Strategy?

A selection strategy should be developed for every archaeological project and must take into account

- ✓ the aims and objectives of the project
- ✓ local authority guidance (including the brief and/or Project Design or WSI)
- ✓ the collecting institution's collection policy and/or deposition guidelines
- ✓ local and regional research frameworks
- ✓ relevant thematic or period specific research frameworks

- ✓ the project's data management plan (DMP)
- ✓ internal recording and reporting policies
- ✓ material-specific guidance documents

The selection strategy should be reviewed, and amended if required, at the end of each stage of the project.

Where does digital data fit in?

The project Data Management Plan provides an iterative document used to record information about the working project archive and the preserved archive.

The DMP complements the Selection Strategy and, together, they form the project Archive Strategy.

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Documenting the selection process

- It might be helpful to create templates of the Selection Strategy and DMP which suit your organisation and can be used for projects. This can help save time in project set up and planning – just remember to tailor the Selection Strategy and DMP to each individual project.
- A selection strategy must be outlined at the planning (project initiation) stage of a project for inclusion in the WSI or detailed project design.
- The DMP can be used to detail the selection process for digital data.
- The Selection Strategy and DMP should be agreed by project stakeholders, including the archaeological advisor, repositories and project contributors.

Update the DMP

- Update the DMP at the following key stages
 - Planning
 - Data gathering
 - Analysis and report writing
 - Archive compilation
- Don't forget to circulate the updated DMP to the project team and stakeholders

Find out more

- CfA Selection toolkit / [Toolkit](#)
- ADS / [Selection and appraisal of data](#)
- Dig Digital Infosheet / [Selection strategies](#)
- Editable template / [Data management plan.](#)

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