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| **Selection Strategy Checklist**  This is not intended as a workflow, but a list of tasks within the Selection process |

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| **Project Planning** | **Tick / Date** |
| Create the draft Selection Strategy in line with the:   * Project’s aims and objectives * Requirements of the repository * Data Management Plan |  |
| Agree the Selection Strategy with the Project Lead and Collections Curator(s). |  |
| Decide with relevant Specialists how Uncollected Material is to be recorded. |  |
| Agree with the landowner, Project Executive, Collections Curator(s) and relevant Specialists, methods of Dispersal for De-selected Material. |  |
| Complete the selection strategy template or equivalent. |  |
| Attach relevant supporting documentation to the Selection Strategy. |  |
| **Data Gathering** | **Tick / Date** |
| Ensure all project personnel are familiar with the Selection Strategy. |  |
| Implement the Selection Strategy and monitor. |  |
| Revise the Selection Strategy as appropriate. |  |
| Agree revisions with relevant Stakeholders. |  |
| Carry out Dispersal of Uncollected Material. |  |
| Review Selection Strategy and revise as appropriate. |  |
| **Analysis and Report Writing** | **Tick / Date** |
| Review the Working Project Archive for Selection taking into account specialist advice. |  |
| Consult Collections Curator and agree final Selection Strategy. |  |
| **Archive Compilation** | **Tick / Date** |
| Apply the Selection Strategy to the Working Project Archive. |  |
| Disperse De-selected material as described in the Selection Strategy. |  |