CCSAPAE2
Develop procedures for the use of archaeology information systems

Overview	This standard is for archaeologists who are responsible for the upkeep of an organisation's archives, catalogues and index systems that are used by others, and people who are not information technology experts, but who do have responsibility for computerised and manual information systems.
	Information systems are used throughout an organisation, and for a whole host of activities. To maintain the effectiveness and security of the information, it is necessary to establish some guidelines and procedures for accessing and amending the information. This standard covers developing guidelines and procedures for accessing the information system and for changing the information held in it; developing documentation rules which determine how the information should be structured; and maintaining the security and safety of information so that it is backed up and access to certain types of information is restricted.

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Performance criteria

Develop procedures for accessing and amending data

You must be able to:

P1   identify and apply relevant technical and ethical standards
P2   identify the categories of users that are authorised to access and add, change and delete data
P3   specify clearly any restrictions on the access and amendment of specific data
P4   provide all authorised users with guidelines and procedures for access and amend data
P5   devise procedures to ensure all amendments are recorded
P6   identify any problems with the access and amendment procedures, and implementing improvements
P7   check the original and amended data are stored in accordance with the organisation's policy

Develop documentation rules

You must be able to:

P8   ensure the structure of the records meets the requirements of users and complies with relevant standards
P9   ensure the indexing procedures are suitable for what is being documented
P10 specify the individuals authorised to record the collection
P11 ensure the period between entry and accession is minimised
P12 specify information that is mandatory
P13 identify the information that is confidential and specifying access restrictions
P14 establish procedures for the security of the information
P15 identify any problems with the documentation rules and implementing improvements
P16 record clearly the documentation rules and distributing them to all the appropriate people

P17 Maintain the security and safety of information

You must be able to:

P18 specify clearly the means of access to information and ensuring they conform to all relevant legal requirements
P19 ensure data are stored and secured in safe locations
P20 maintain primary copies of essential records in a secure place with a suitable environment
P21 ensure backups of primary copies are regularly made and securely stored at a different location
P22 archive the information not in current regular use according to

procedures for handling information

P23   record clearly the rules for the security and safety of information and distributing them to all the relevant people

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Knowledge and understanding

You need to know and understand:

K1   relevant technical and ethical standards
K2   how to provide guidelines and procedures for users
K3   how to store data
K4   the different categories of user
K5   the types of restrictions to the data that are necessary and why
K6   the different procedures for accessing and amending data
K7   the likely problems with accessing and amending data
K8   the organisation's policy for storing original data
K9   the different requirements of users
K10   the field and record structure of the database
K11   the different indexing procedures available
K12   who is responsible for authorising users, and where records of this are kept
K13   what types of information are mandatory and optional
K14   relevant guidelines on best practice
K15   what security measures are necessary for the information
K16   the backlog policy of the organisation
K17   how to store data securely, and what constitutes a safe location
K18   what is a suitable environment for keeping different types of primary copies
K19   the procedures for making and storing backup copies of data
K20   the archiving procedures
K21   why security rules are important
K22   the potential implications resulting from a breakdown of the security procedures

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Developed by	Creative and Cultural Skills
Version number	2
Date approved	January 2012
Indicative review date	January 2016
Validity	Current
Status	Original
Originating organisation	Creative and Cultural Skills
Original URN	CCSAPAE2
Relevant occupations	Archaeologist; Conservation Officer
Suite	Archaeological Practice
Key words	Archaeology; Archaeological Practice; Conservation; Heritage;