
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

- P1 identify relevant information resources and assign identifiers to projects.
- P2 document information resources to assist management.
- P3 identify national and sector standards for record content and indexing relevant to information resources created by your organisation.
- P4 identify national and sector standards for data archiving relevant to information created by your organisation.
- P5 evaluate opportunities for dissemination.
- P6 evaluate options for deposition and archive.
- P7 negotiate and obtain resources for appropriate dissemination, deposition and archive.
- P8 prepare procedures for information collection that will enable effective dissemination, deposition and archive.
- P9 communicate procedures to staff, consultants and contractors.
- P10 monitor effectiveness of procedures.
- P11 comply with all relevant legislation, in particular concerning copyright, data protection and accessibility.

You must be able to:

Prepare and transfer information resources for dissemination, deposition and archive

- P12 identify appropriate route or routes for dissemination, or repository (or repositories) for deposition and archive.
- P13 report or receive and acknowledge reports on progress with information resource development to stakeholders (contractors, development control archaeologists and repository staff etc).
- P14 establish appropriate licenses for use of disseminated information.
- P15 negotiate technical requirements for transfer and deposition with relevant archive.
- P16 negotiate the transfer of rights over deposited information.
- P17 provide documentation of the information resource to the digital archive
- P18 ensure information relevant to physical archive (artefacts, images, samples etc) accompanies the physical archive during transfer.
- P19 ensure compliance of records contained in the information resource with relevant standards and benchmarks.
- P20 ensure that the information resource is available in an appropriate format for it's intended route for dissemination, deposition and archive.
- P21 transfer files in agreed formats and ensure secure and complete reception by the digital archive.

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- P22 update and maintain documentation of information resource with location of archived version.
- P23 publish details of the location of the archived information resource.
- P24 promote access to and use of information resources

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Knowledge and understanding

You need to know and understand:

- K1 why national or sector wide standards for the content, indexing and documentation of information resources matter.
- K2 what the consequences are for dissemination, deposition and archive are of not adopting appropriate standards.
- K3 where to find sources of national and sector standards.
- K4 where to find sources of advice and guidance.
- K5 the responsibilities and interests of different stakeholders in information resources (contractors, development control archaeologists, data repositories, museums and archives etc)
- K6 typical problems that might arise in adopting standards, and ways to resolve them.
- K7 how to contribute to development and update of national standards for information resources.
- K8 how to develop effective procedures complying with appropriate standards.
- K9 how to communicate procedures and ensure they are adopted in practice.
- K10 managing version control on information resources effectively.
- K11 how to audit information resources for compliance with national standards.
- K12 effective options for editing information to match national and sector standards.
- K13 copyright and other rights associated with data and information.
- K14 options for licensing use of information.
- K15 how to maintain current awareness of developments in relevant information technology.

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Developed by Creative and Cultural Skills

Version number 1

Date approved January 2012

Indicative review date January 2016

Validity Current

Status Original

Originating organisation Creative and Cultural Skills

Original URN CCSAPAE5

Relevant occupations Archaeologist; Conservation Officer;

Suite Archaeological Practice

Key words Archaeology; Archaeological Practice; Conservation; Heritage;