

## Work Digital / Think Archive - Self Assessment Checklist

Work Digital / Think Archive - Self Assessment Checklist			Action plan		
	Questions	Yes / No	What?	Who?	When?
1	Do you set up an OASIS record for each project?				
2	Have you recently reviewed relevant data standards and updated organisational methodology?				
3	Do you use a consistent folder structure for the storage of digital project files?				
4	Do you manage version control of files and documents with consistently applied naming conventions?				
5	Do you have quality assurance processes in place for data collection and management?				
6	Do you collect metadata for digital files which meet the standards required by the identified digital repository?				
7	Do you have a process in place for collecting metadata relating to digital files throughout the project?				
8	Do you have a GDPR compliant Privacy Policy which considers the management of digital personal data?				
9	Do you have appropriate data-sharing agreements in place with third parties, processes in place which record any data sharing restrictions for data?				
10	Do you maintain a security copy of your digital data?				
11	Do you normally contact the relevant data repository at the beginning of the project?				
12	Are you familiar with how digital data costs are calculated?				
13	Do you have a process for selection of data for long-term preservation?				
14	Do you have clear roles and responsibilities for project staff with regards to digital data (including areas of ethical / legal compliance) which include project staff (specialists) external to your organisation?				
15	Do you ensure that all data relating to your project is collected and stored in an accessible place as part of the working project archive (eg including external specialist data, or specialist teams within an organisation)?				
16	Are digital processes included in organisational documents, such as an operations manual or data management policy?				

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