



## Guidance for External Acquisition of Data

Those responsible for procuring data need to ensure that the data:

- is created to required standards
- is made in an appropriate format
- meets the requirements of ADAPT
- is fully documented
- is the intellectual property of Historic England
- and where this is not possible ensure that Historic England holds an appropriate licence to allow use, dissemination and deposition with the intended repository.

Any contract issued for the purpose of procuring digital data must specify the following:

- Any standards to which the data must adhere (e.g. data models, thesauri, record numbers or file naming conventions).
- The file format(s) in which the data will be supplied.
- Any accompanying documentation which must be provided.
- The intellectual property rights of the data

The data creator should create the relevant metadata, if this is not possible this should be carried out by the member of staff originating the contract.

Standard Historic England contracts should be used for the procurement of consultancy services, in order to ensure that the intellectual property rights are correctly managed.

Those procuring work should provide data creators with:

- Relevant recording standards/thesauri
- Relevant templates
- Record numbering systems

See Digital Preservation Policy: 4.2 Data Acquisition Principals