

ADAPt Selection & Appraisal Criteria

These values are to be used as selection criteria, and are relevant at two levels, for defining whether a dataset is of value and meets the Archives Policy, and whether the individual files with a dataset are of value and to be kept as part of the dataset. Selection and appraisal of all data will need to consider the following criteria to determine what will be deposited with an archive:

1. Relevance to Mission: The resource content fits the remit and any priorities stated in the project design, including any legal requirement to retain the data beyond its immediate use.

Examples:

- *Required to be kept under the Public Records Act*
- *Meets the aims of the project*
- *Required for support of continuing work*

2. Scientific or Historical Value: The data is scientifically, socially, or culturally significant. Assessing this involves inferring anticipated future use, from evidence of current research and educational value.

Example: Will others find this data useful and relevant to future research?

3. Uniqueness: The extent to which the resource is the only or most complete source of the information that can be derived from it, and whether it is at risk of loss if not accepted, or may be preserved elsewhere.

Example: Does it represent a distinct piece of research or an enhancement of a pre-existing dataset?

4. Potential for Redistribution: The reliability, integrity, and usability of the data files can be determined; these are received in formats that meet designated technical criteria; and Intellectual Property 13 or human subject issues are addressed.

Examples:

- *Are they complete?*
- *Are they in suitable file formats, as documented in ADAPt File Formats Spreadsheet?*
- *Are they of suitable quality?*
- *Do they meet requirements of the data protection act?*
- *Can we legally share it or is the data of a sensitive nature?*

5. Non-Replicability: It would not be feasible to replicate the data/resource or doing so would not be financially viable.

Example: Is it possible or would it be financially viable to re-create the research?

6. Economic Case: Costs may be estimated for managing and preserving the resource, and are justifiable when assessed against evidence of potential future benefits; funding has been secured where appropriate.

Example: If a non-destructive method has been used is it cheaper to look after the data than to repeat the method?

7. Full Documentation: the information necessary to facilitate future discovery, access, and reuse is comprehensive and correct; including metadata on the resource's provenance and the context of its creation and use.

Example: Is the file named correctly and have all of its metadata.

These criteria have been built upon "How to Appraise and Select Research Data for Curation" by Angus Whyte, Digital Curation Centre, and Andrew Wilson, Queensland State Archives <http://www.dcc.ac.uk/resources/how-guides/appraise-select-data> and are used by the ADS. The ADS have examples that may be of further use: <http://archaeologydataservice.ac.uk/advice/selectionGuidance>