Historic England

Evaluation Decision Tree

Start Project Design

Is it a NHPCP Project? — **Yes** → Prepare data to the archive requirements of the ADS, follow external data guidance

No ↓

Is it externally led? — **Yes** → Prepare data to the archive requirements of the external organisation, follow external data guidance

No ↓

Is it an informal project? — **Yes** → Ensure you have formalised yourself with Informal Project Procedures

No ↓ / **Yes** →

Have you created a Data Management Plan? — **No** → Create Data Management Plan

Yes ↓

Does your project deviate from ADAPT? — **Yes** → Will your research create data not included in the ADAPT File Formats list ? — **Yes** → Did you use it to arrive at your conclusions? — **Yes** → Have you considered alternative formats? — **Yes** → Can you use these other formats?

No → Did you find alternate format?

Did you find alternate format? — **Yes** → Can you use these other formats?

No ↓

Did you use it to arrive at your conclusions? — **No** →

Can you use these other formats? — **Yes** ↓ / **No** ↓

Is this data useful for future research — **No** → Do not archive

Does your project deviate from ADAPT? — **No** ↓

Is this data useful for future research — **Yes** ↓

Does it represent a distinct piece of research or an enhancement of a pre-existing dataset? — **No** → You will need to consult with the ADS to determine your options. It is estimated that any project will need to budget for a minimum of 15 days of their time.

Yes → Is the data complete? — **No** → Contact data creator to complete data.

Is the data complete? — **Yes** ↓

Is the data high quality? — **No** → Contact data creator to resolve data quality issues.

Is the data high quality? — **Yes** → Would it be more financially viable to re-create the data than to archive it? — **Yes** → (to "You will need to consult with the ADS...")

You will need to consult with the ADS... → Mitigate risk based on ADS work and record this in the DMP

Would it be more financially viable to re-create the data than to archive it? — **No** ↓

Does the data fall under Data Protection? — **Yes** → Should it be embargoed?

No ↓

Is it commercial sensitive data? — **Yes** → Should it be embargoed? — **Yes** → Embargo

No ↓

Does this data pose a risk to the site (ie looting)? — **Yes** → Should it be embargoed?

No ↓

Does the data documentation meet ADAPt standards — **Yes** → Hand-over the data to the archives team