



Checklist for ingest and store

<input checked="" type="checkbox"/>	<p>Making use of archival standards like ISAD-G can be useful for hierarchical data description. So, talk to information managers at your institution for advice.</p>
<input checked="" type="checkbox"/>	<p>Make sure you know about any repository policies that might affect your deposit for long-term storage (i.e., what will they accept, are there preferred formats or normalisation processes).</p>
<input checked="" type="checkbox"/>	<p>Remember - ingest does not necessarily need to mean deposit in a data centre or repository but rather moving to a 'curated' environment – could be as simple as a specific folder on a shared drive.</p>
<input checked="" type="checkbox"/>	<p>Make the 'ingest' process as straight-forward as possible and provide support and guidance wherever you can; automate processes if you can.</p>
<input checked="" type="checkbox"/>	<p>Decide on who is responsible for final aspects of data quality assurance at the point of deposit (researcher, archive, information manager, etc...). Ensure that this final point of QA is communicated to all stakeholders.</p>
<input checked="" type="checkbox"/>	<p>Data quality is not absolute. Level of data quality and cleaning must be assessed by fitness for purpose. So, 'high quality' data for one user group may be completely unsuitable for another user group.</p>
<input checked="" type="checkbox"/>	<p>Get a formal receipt (if possible) or an informal acknowledgement for closure and transfer of stewardship</p>