



RCAHMS Digital Archiving: Guidelines for Depositors

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Royal Commission on the Ancient
and Historical Monuments of Scotland

National Monuments Record of Scotland

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1 INTRODUCTION

1.1 Background

The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) maintains the national archive for materials relating to the archaeological sites and historic buildings of Scotland. This archive is managed within RCAHMS as the National Monuments Record of Scotland (NMRS).

In response to an increase in primary archive material being deposited with NMRS on digital media, RCAHMS has extended its archiving procedures to the special needs of cataloguing, active management and dissemination of digital resources.

Archiving digital material places significant demands on NMRS resources. A high degree of collaboration with depositors is therefore required to deal with the flow of digital archive that is anticipated by NMRS in the coming years. This collaboration must result in deposited material being supplied in a form which is effectively documented, and which uses file and media formats that are optimised for data longevity and data exchange.

The purpose of this document is to set out guidelines for depositors so that digital resources are in a form suitable for ingest by NMRS. It is intended as a supplement to the *Guidelines for Archiving of Archaeological Projects* (RCAHMS, 1996). Work funded by Historic Scotland must also adhere to *Publication and Archiving of Archaeological Projects* (Historic Scotland, 1996).

1.2 Collecting Policy

Details of the aims, objectives and scope of the NMRS with respect to digital resources are defined in the RCAHMS document *RCAHMS Digital Archiving: Collections Policy Digital Data Annex*.

In summary, the priorities for RCAHMS digital archiving are to collect:

- All primary material relating to archaeological and architectural fieldwork and excavation undertaken within Scotland and Scottish territorial waters; and
- All secondary (interpretative) data, where the geographical coverage focuses on Scotland and its territorial waters.

This remit covers an extremely diverse range of information types including: textual reports and theses; databases; geophysical survey; air photography; mapping (GIS) and topographic survey; buildings survey; visualisation reconstruction; and digital video and interactive multimedia presentations.

1.3 Copyright

Whilst RCAHMS is committed to the protection of intellectual property rights of all digital material deposited with NMRS, all NMRS digital holdings are made available for public inspection at RCAHMS' premises. Wherever possible, it is intended to make all digital holdings available for inspection and dissemination through RCAHMS' Web-based Internet services without charge. **RCAHMS therefore cannot accept digital archive for which permission to disseminate has not been given, or**

for which agreement to disseminate has not been granted for embedded third party material.

Advice and guidance on what third party copyright permissions may be required for digital data and how they can be obtained have been published by the Joint Information Systems Committee and are available at:

<http://www.ukoln.ac.uk/services/elib/papers/other/jisc-tltp/jisc.pdf>. Note that, in addition to standard permissions that may be required to *reproduce* third party material in your own work, permissions must also be obtained for unrestricted *dissemination* of this material by RCAHMS, together with any restrictions that the third party wishes to apply to data reuse after dissemination.

2

REQUIREMENTS FOR DEPOSITORS

RCAHMS requires to specify the type of information and acceptable formats that depositors need to provide with each archive. These guidelines are not fixed and must evolve to reflect changing technologies and IT trends. Neither must the guidelines place too much burden upon the depositor – ideally, the level of information required should not greatly exceed that generated by good project management practices.

2.1

What Information is Required?

Depositors of digital archive are required to make decisions about what data items to supply. Content selection criteria will vary from project to project and it is difficult to make generalisations. All texts and supporting graphic objects that may comprise a final report or publication should form the core of the data assemblage supplied to NMRS. Any supporting graphics that are embedded into a final report but which are also available in higher resolution or uncropped form should be included in the data assemblage as separate data items. Any relevant material not included or not referred to in the final or published report but which nevertheless adds value to the data assemblage should be included. All raw (unprocessed) data relating to various specialist activities (*e.g.* geophysical survey, topographic survey, palaeontological and palynological lab analysis, isotopic dating, *etc.*) should be included since it may assist future interpretation and reinterpretation of the assemblage. If unprocessed data is not available in digital form, and provision cannot be made to scan it electronically, it can be supplied to NMRS as hardcopy. Adobe Portable Document Format (PDF) files are accepted by NMRS. However, if at all possible, any constituents that go to make up the PDF file (*e.g.* TIFF files, Microsoft Word document) should be documented and supplied as well.

It is important to avoid duplication wherever possible. Depositors are referred to the preferred and acceptable file formats in Appendix C. It is not necessary to provide data items in more than one file format if their content is identical (always supply raster graphics in the highest resolution possible). Where a document exists in several versions, it is only necessary to supply the final (non-draft) version with the assemblage. Written correspondence (electronic or scanned hardcopy) relating to the project should not be included unless it represents a primary aspect of the project's brief or adds value to the assemblage. This aspect can be submitted as hardcopy only, if preferred. No material should be included that may be interpreted as being defamatory or libellous to any living person.

In addition to the digital data items, depositors are required to supply documentation for the deposited archive. There are three categories of documentation that should accompany a digital resource: *project information*; *file information*; and *technical documentation*.

2.1.1

Project Information

The Project Information Form in Appendix A lists the set of basic information elements that NMRS records about every deposited archive. This information formally describes the archive, or the activity from which the archive results, in such a way as to assist any future user find data items that are appropriate for their needs (sometimes known as *resource discovery metadata*).

Depositors are asked to supply as many of the elements as possible. We appreciate that this can be extremely time consuming, especially if long lists of keywords or locations

are involved. NMRS may be able to extract some of this information from the tabular datasets within the archive itself (*e.g.* long lists of geographical co-ordinates) – if this is the case, please specify which files contain the information, and how it is organised within them.

You may use your own version of our Project Information Form, or copy and paste our table into another document. NMRS can also accept original handwritten versions of this table provided they are clearly legible and all the basic information elements are present. If using your own version of the form, please state that you accept the terms and conditions (printed at the bottom of the form) relating to deposition of digital resources with RCAHMS.

2.1.2 File Information

NMRS staff use basic file-level data for individual archive items during cataloguing and data preservation procedures.

Appendix B contains a form that can be used to record basic file details for each item in the archive. Not all columns in the table will be relevant; for example, Third Party Copyright details only apply if an item contains embedded material not generated by your organisation and for which usage and dissemination rights have been obtained (*e.g.* a CAD file containing OS map data). However, we request that, at a minimum, you supply a very brief description of each file's content.

You may copy and paste our form into your own document, or use your own version (possibly an Excel spreadsheet or even originals of legible handwritten sheets).

2.1.3 Technical Documentation

Technical documentation is information about items, or groups of items, within the archive which will enable the data to be understood and reused by others. For purposes of resource dissemination and reuse, technical documentation also encompasses documentation relating to third party material that may be embedded within the resource being deposited (*cf.* Section 1.2, Collecting Policy). Technical documentation (if applicable to your data) should be submitted with the archive in electronic form only (but good scanned images of legible handwritten sheets are acceptable).

Technical documentation can be very specialised in nature, and there is usually little consensus on formal specification. Examples of this category of documentation would include data acquisition and processing parameters for geophysical survey, or a description of the tables and table relationships in a relational database.

NMRS does not use or record formal data elements for technical documentation. A copy of depositors' technical documentation is simply stored with the archive and supplied to users when requested. It is the depositor's responsibility to ensure that the technical documentation is accurate and complete – NMRS does not verify or validate complex technical documentation beyond cursory examination.

A good source of practical advice for provision of technical documentation is the Arts and Humanities Data Service (AHDS) series of *Guides to Good Practice*. General guidelines relating to technical documentation for archaeological excavation and fieldwork are available at <http://ads.ahds.ac.uk/project/goodguides/excavation/>. In the following sections we provide some guidance to depositors for common data types and provide links to additional guidance from AHDS. Often, however, depositors

2.1.3.1

themselves are best qualified to understand what information is required for proper technical documentation of their data.
Structured Texts

Text-based reports and desktop publishing files need separate technical documentation in the following circumstances:

Circumstance		Requirement of Depositor
Fonts have been used (but have not been embedded in the document) other than: Arial; Helvetica; sans-serif; Times New Roman; Times; serif; Courier New; Courier; or mono		If possible, please supply a source for the font(s) used – e.g. MS Office, Adobe Illustrator, or a URL or other address from which the font can be downloaded or purchased.
Links exist within the text	Hyperlinks are present between documents in the same archive.	If feasible, please supply a diagram or tree showing the interrelationships between documents. Linking between report documents that are related only by a common commissioning organisation should be avoided – e.g. a report series covering several spatially or archaeologically unrelated sites resulting from a single commission by a local authority should ideally not be supplied in a form that contains hyperlinks between the individual site reports.
	Documents contain links to non-embedded raster or vector graphics in the same project archive.	Please ensure that the linked graphics are included with the archive, the dependencies for the master document are recorded in the File Information Form, and that all third party copyright permissions are obtained and supplied.
	Documents contain data elements represented by objects from other applications that have been embedded using Windows OLE or ActiveX technologies.	Avoid submitting this type of document altogether, as these Windows technologies are not available for other operating systems. If unavoidable, please state precisely what objects are embedded (application name and version, referenced data filename) and the location of the objects within the master document.
Third party material is included as elements in the text	Usage and dissemination rights have been obtained from the rights owner.	Please supply a copy of the documentation, such as an Ordnance Survey licence agreement.
	Third party dissemination rights have not been obtained.	The depositor is required to remove all third party material prior to deposition with NMRS. Lists of all removed objects and their locations within the overall structure should be supplied as technical documentation to enable accurate reconstruction. If depositors remove Ordnance Survey MasterMap vector objects, supplying lists of 16-digit TOID identifiers (optionally with their 8-digit version numbers) for each object will greatly simplify the task of reconstruction.

Adobe Portable Document Format (PDF)

RCAHMS encourages depositors to supply the component files (images, text, graphs etc) that constitute the PDF file along with a copy of the PDF file and a paper copy if possible. These files must be listed in the *Appendix B: File Information Form*. RCAHMS cannot guarantee to preserve the ‘look and feel’ of the PDF file long-term, but this approach ensures that RCAHMS has all of the components with the potential to re-create the document at a later date.

If the depositor does not have the component files, the submission of the PDF file along with a paper copy will suffice. This information must be listed in the *Appendix B: File Information Form*.

2.1.3.2

Tabular Datasets

Technical documentation for tabular datasets such as databases, spreadsheets or delimited text files is often overlooked. It is vital for depositors to: fully describe the columns (name, data type, field length, whether indexed/keyed, null values allowed);

any measurement units implied for numeric data; and, if column data is coded, an explanation of the domain or scheme from which the codes have been drawn (e.g. *RCAHMS Thesaurus of Monument Types*).

Additional technical documentation is required in the following circumstances:

Circumstance	Requirement of Depositor
Dataset is provided as delimited text files	Please indicate the column separator character and, if present, the string delimiter character. It would also be helpful to have details of the text encoding system used (e.g. ASCII, UTF-8, UTF-16, ANSI, etc), if known.
Dataset is provided as XML	It is important to supply the appropriate schema definition file or DTD.
Links (joins/relationships) exist between tables	Please supply an entity-relationship diagram or some other means of showing how the tables are related.

2.1.3.3

Vector-based Graphics

Useful guidelines relating to some aspects of CAD technical documentation are available from AHDS at <http://ads.ahds.ac.uk/project/goodguides/cad/>. 3D vector graphic virtual reality modelling is covered by separate AHDS guidelines available at: http://vads.ahds.ac.uk/guides/vr_guide/index.html.

Precision drawings (CAD) or artwork created as vector graphics require additional technical documentation for NMRS purposes under the following circumstances:

Circumstance	Requirement of Depositor
<p>The graphic is a scale drawing where object vertices are specified as co-ordinates in a World Co-ordinate System (co-ordinates that specify location in terms of real world distances).</p> <p>Software application employs "true scale" drawing (e.g. AutoDesk's AutoCAD).</p> <p>Software application employs user-defined scale drawing (e.g. AutoDesk's AutoSketch).</p>	<p>Please indicate the measurement units you have used for the WCS and, if the drawing is a map or plan, whether it is geo-referenced (tied to a recognised projection system, such as OS National Grid).</p> <p>Please supply details of the WCS you have used, as above. In addition, please also supply the scale at which the drawing was constructed.</p>
<p>Non-standard or non-cross platform fonts have been used.</p> <p>For cross-platform purposes standard fonts are usually defined as: Arial; Helvetica; sans-serif; Times New Roman; Times; serif; Courier New; Courier; or mono.</p> <p>For CAD archives, the following additional fonts may be considered 'standard': txt; monotxt; romans; romand; romanc; romant; italicc; italicl; isocp; isoct; scriptc; scriptp; greeks; greekc; gothicc; gothicg; gothici; syastro; symap; symath; symeteo; and symusic.</p>	<p>If possible, please supply a source for the font used – e.g. this may be an application name (Adobe Illustrator, TurboCAD, etc), or a URL or other address from which the font can be downloaded or purchased.</p>
<p>Links exist within a drawing</p> <p>Separate files are linked to each other to form a large model</p> <p>Files contain links to non-embedded raster graphics (e.g. air photographs)</p> <p>Elements within drawings are connected to external databases</p>	<p>Please supply a diagram showing the interrelationships between drawings.</p> <p>Please ensure that the linked files are supplied, are documented as file dependencies of the master document in the File Information Form, and that they are in acceptable formats for deposition with NMRS.</p> <p>Note that some CAD programs (e.g. AutoDesk's AutoSketch) use absolute paths to link files (based on the root directory of the creator's computer), rather than paths which are relative to the document itself – all links must be documented and directory structures preserved so that the original drawing can be fully reconstructed.</p> <p>Please supply details of the relationships.</p>

Third party material is included in the archive	Usage and dissemination rights have been obtained from the rights owner.	Please supply a copy of the documentation, such as an Ordnance Survey licence agreement.
	Third party rights have not been obtained.	The depositor is required to remove all third party material prior to deposition with NMRS. Lists of all removed objects and their locations within the overall structure should be supplied as technical documentation to enable accurate reconstruction. If depositors remove Ordnance Survey MasterMap* vector objects, supplying lists of 16-digit TOID identifiers (optionally with their 8-digit version numbers) for each object will greatly simplify the task of reconstruction.

* Brief introductions to Ordnance Survey MasterMap products are available at:

http://www.ordnancesurvey.co.uk/media/newsreleases/2001/september/master_challenge.htm

http://www.ordsvy.gov.uk/media/newsreleases/2001/November/os_mastermap.htm

2.1.3.4

Geophysics

Proper and comprehensive technical documentation is especially important for the use and reuse of digital geophysical resources. Each geophysical technique and variant has its own specialised technical documentation requirements. Much of this information may be included in various guises within the archive (*e.g.* appendices in final reports or as formulae embedded in spreadsheets). However, it is much more useful to have all technical documentation provided in a single location for each archive (*e.g.* word processing document or spreadsheet), even if this results in information duplication.

Much work is being carried out to standardise technical documentation for various types of geophysical survey. Up-to-date guidelines relating to aspects of geophysics technical documentation and links to other sources of information are available from AHDS at <http://ads.ahds.ac.uk/project/goodguides/geophys/>.

2.1.3.5

Mapping, GIS and Topographic Survey

Guidelines relating to many aspects of technical documentation for topographic survey and GIS data are available from AHDS at <http://ads.ahds.ac.uk/project/goodguides/gis/>. Good practice recommendations for documenting aerial photography and remote sensing activities is provided at: <http://ads.ahds.ac.uk/project/goodguides/apandrs/>.

This type of data requires additional technical documentation for NMRS purposes in the following circumstances:

Circumstance		Requirement of Depositor
Any co-ordinate system used is geo-referenced (tied to a recognised co-ordinate system, such as the OS National Grid).		Please state the reference system used, the procedures employed for setting out the co-ordinate system during fieldwork, or how it was mapped from another co-ordinate system (<i>e.g.</i> 3-point grid-to-grid conversion algorithm, air photography transformation algorithm, or automatic GPS conversion from lat/long, etc).
Third party material is included in the archive	Usage and dissemination rights have been obtained from the rights owner.	Please supply a copy of the documentation, such as an Ordnance Survey licence agreement.

	Third party dissemination rights have not been obtained.	The depositor is required to strip out all third party material prior to deposition with NMRS. Lists of all removed objects and their locations within the overall structure should be supplied as technical documentation to enable accurate reconstruction. If depositors remove Ordnance Survey MasterMap* vector objects, supplying lists of 16-digit TOID identifiers (optionally with their 8-digit version numbers) for each object will greatly simplify the task of reconstruction.
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* Brief introductions to Ordnance Survey MasterMap products are available at:

http://www.ordnancesurvey.co.uk/media/newsreleases/2001/september/master_challenge.htm

http://www.ordsvy.gov.uk/media/newsreleases/2001/November/os_mastermap.htm

2.2 Formats and Conventions

2.2.1 Media Formats

RCAHMS currently accepts digital archive in the following common media formats: CD-R; CD-RW; DVD-R; DVD-RW; and 3.5" magnetic disc. Alternatively, archive can be delivered by attachment to email or made available for download via FTP or (preferably) HTTP, where it may be convenient to package and compress complex archive using WinZip or GZIP software.

With limited exceptions, RCAHMS cannot routinely accept deposition of digital archive using: Iomega Zip discs; DLT, DAT, TK50 or QIC tape cartridges; CD-DA, CD+G, CD-I or CD-Text discs; unusual/outdated (*e.g.* 8" and 5.25") magnetic discs; or solid state storage devices.

At present, RCAHMS would prefer to receive media formatted under (or for) the Microsoft Windows platform. Macintosh formatted media may be accepted in exceptional circumstances.

Try and avoid adhering gummed or sticky labels to the surface of the CD-ROM. Use a water-based, non-permanent soft-pointed marker to write a minimum of information on the CD-ROM (*e.g.* project code or item number relating to supporting documentation, see section 2.1).

2.2.2 File Formats

Wherever possible, depositors are encouraged to supply digital material in file formats that are in common usage, designed for data exchange, or for which the format specification is in the public domain. It is recognised that the use of proprietary (often binary) file formats cannot be avoided, and that choice of application software is very much a matter of personal preference or corporate policy.

Appendix C provides a list of recommended file formats for a range of data types relating to archaeological and architectural activities. Bespoke text file formats developed by depositors for very specific and specialised purposes are acceptable, provided that adequate information is supplied concerning the files' internal data structures.

Depositors may supply a single item in more than one format. Please indicate the duplication in the File Information Form (use the Description column), together with details of any data loss observed between format versions.

2.2.3

File and Directory Naming

RCAHMS does not have special requirements for file or directory names other than those imposed by popular operating systems. There are no formal requirements for the internal arrangement of, or maximum levels of nesting within, an archive's directory structures.

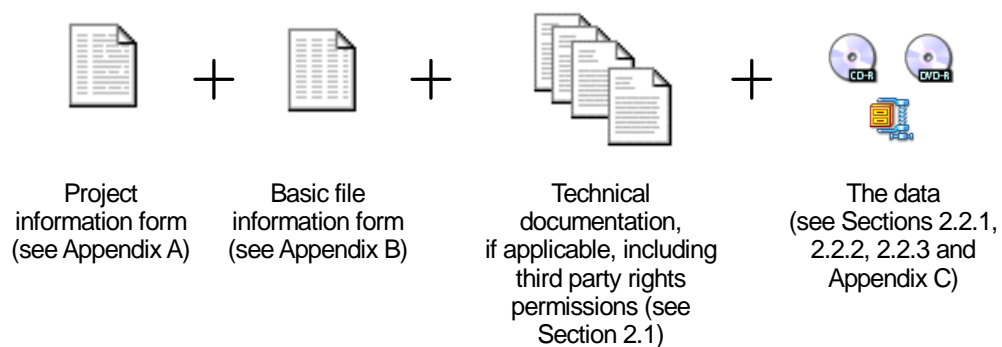
However, it is strongly suggested that the period character (‘.’) is not used in directory names, and is reserved for use once in filenames (for separating the file extension from the name). It is also recommended that the space character is not used in file or directory names (replace with the underscore character) due to potential for typing errors and difficulties using with (amongst other things) command line batch processing. Directory and file names may be upper, lower or mixed case.

3

SUMMARY

All digital material deposited with RCAHMS for archiving in NMRS must be properly documented and legally distributable.

All archive should contain data items in a format acceptable to RCAHMS and comprise the following components:



APPENDIX A PROJECT INFORMATION FORM: Please supply as much of the following information about your project or activity as possible.

Element		Your information	Notes
Title			MANDATORY The main title for the project or archive.
Source Organisation	Name and address		If applicable, your organisation's name and address.
	Contact person*		MANDATORY Your name and contact details (address [if different from the organisation's], telephone, fax and email).
Creator(s)	Name(s) and contact details*		MANDATORY Details of all organisations or persons jointly responsible for the archive's content (name, address, telephone, fax and email).
Project Description			MANDATORY Brief description of the project's background and objectives.
Subject**	Scheme		A list of keywords selected from the specified scheme (e.g. <i>RCAHMS/NMRS Thesaurus of Monument Type</i>) that encapsulates the subject.
	Keyword(s)		
Location**	Point(s)		MANDATORY One or more locations relevant to the project specified as Cartesian co-ordinate pairs (easting/northing or lat/long). Please state whether an ordered list of locations defines a polygonal area, and what co-ordinate system is used.
	NMRS Map and Site Number(s)		A list of NMRS map + site numbers relevant to the project, if known.
	Place		MANDATORY One or more locations relevant to the project expressed as any or all of: building name/no; street; town/district; parish; city/region.
Dates	Project Dates		MANDATORY Start and end dates for the activity from which this resource results.
	Subject Date(s)		Any dates relating to the resource's subject matter.
	Subject Period(s)		Generalised temporal information relating to the resource's subject matter. Select one or more from: Palaeolithic, Mesolithic, Neolithic, Bronze Age, Iron Age, Prehistoric (undiff), Roman, Viking, Pictish, Early Medieval, Medieval, Post Medieval, Modern (post 1901).
Primary Rights	Owner's name(s)		MANDATORY The owner(s) of the archive's rights, including copyright formally specified (e.g. "Historic Scotland", "GUARD", "John Smith"). Copyright can be signed over to RCAHMS who then administers it for the Crown. Separate from 'ownership'.
	Year		MANDATORY The first year of rights circulation.
	Restrictions		Any copyright statement or restrictions to be placed on data reuse after dissemination.
Transfer of Ownership/gifting of archive as an entity.	Original owner's name(s) and date of transfer	The owner (or chosen depositor) unconditionally transfers ownership of the material described above and, where relevant in Form B: File Information Form, to the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS). Signed..... Name (block capitals)..... Address..... Date of transfer.....	For further information, please contact RCAHMS.
<p>Terms and Conditions. Submission of this form with accompanying digital data to The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) constitutes acceptance of the terms and conditions operated by RCAHMS for deposition of digital data resources. The terms and conditions provide for the recognition of all copyright ownership and specific restrictions placed on data reuse, but with the intent of making all RCAHMS data holdings available for unrestricted non-commercial dissemination without charge. Any restrictions to be applied to the reuse of deposited data should accompany this form at the time of deposition; in the absence of such instructions from the depositor, default restrictions as specified in the Copyright, Designs and Patents Act (1988) will apply. The depositor cannot specify restrictions on dissemination. The depositor is responsible for providing documented copyright clearance for unrestricted dissemination of all third party material embedded in the resource.</p>			

* All personal details supplied to RCAHMS are confidential and maintained under the Data Protection Act (1998). ** Try to provide a comprehensive list. If supplied in tabular form as a separate file (e.g. delimited text file or spreadsheet), please supply details of the file name in FORM B.

APPENDIX B FILE INFORMATION FORM – EXAMPLE WITH NOTES

Please give details of the operating system, and basic details of each file being deposited.

Name of project, Originator Project Code (if available), Organisation/individual depositing the material, Date form compiled		Coldingham Priory	CPB02	Headland Archaeology Ltd	29/09/2003		
Operating system (Vendor, Name and Version)		Microsoft	Windows 2000	version 4.0			
Filename	File extension	Path (depositor's pathway structure)	Software application used (Vendor + application name + version)	Description of file's content	Linked file(s) see section 2.1.3.1 and 2.1.3.3 of (Names of any files upon which this file depends for content, but which are not embedded in the file itself. Include path info if required)	Technical documentation files (Name of any file that documents the internal structure or content of this file: see section 2.1.3 in <i>Guidelines for Depositors – Technical Documentation for further information [please include 3rd party permissions]</i>)	Notes
CPB-45V56-elevation-67	DWG	CPB-report_illustrations	AutoCAD2000	Elevation 45 showing blocked doorway (for elevation and blocked doorway location see site plan CPB-Site_Plan)	CPB-report_illustrations/CPBElevation45_blocked_door.bmp	CPB-report_illustrations/Technical_Documentation/CPB-45V56-elevation-67.doc	Layers switched off. See file listed under 'Technical Documentation' heading.
CPB-45V56-elevation-67.doc	DOC	CPB-report_illustrations/Technical_Documentation	Microsoft Word 2000	Technical documentation describing the structure of file CPB-45V56-elevation-67.dwg			



Appendix B: File Information Form Notes

1. **Filename** - Please provide the file name as designated by the creator of the file (do not use 'spaces' in file names if possible, use underscore/dash etc.)
2. **File extension** - Please indicate this clearly (upper or lower case)
3. **Path** - Please indicate pathway as designated by data manager
4. **Software application used** - Please provide as much information as possible. Indicate if any level of information unknown e.g. '*Microsoft Fox Pro, Version information unknown*'
5. **Description of file content** – What you would expect to see when you open the file e.g. *Elevation of West front showing blocked doorway*
6. **Linked files** – See relevant sections within *Guidelines for Depositors* (section 2.1.3 and relevant sub-sections) indicating circumstances and requirement of depositor
7. **Notes** – Allows for input information not shown anywhere else.

APPENDIX B FILE INFORMATION FORM

Please give details of the operating system, and basic details of each file being deposited. Help notes available in *RCAHMS Digital Archiving: Guidelines for Depositors* (Draft version 03), appendix B.

Name of project, Originator Project Code (if available), Organisation/individual depositing the material, Date form compiled							29/09/2003
Operating system (Vendor, Name and Version)							
Filename	File extension	Path (depositors pathway structure)	Software application used (Vendor + application name + version)	Description of file's content	Linked file(s) see section 2.1.3.1 and 2.1.3.3 of <i>RCAHMS Digital Archiving, Guidelines for Depositors</i> (Draft version 0.3) (Names of any files upon which this file depends for content, but which are not embedded in the file itself. Include path info if required)	Technical documentation files (Name of any file that documents the internal structure or content of this file: see section 2.1.3 in <i>RCAHMS Digital Archiving, Guidelines for Depositors</i> (Draft version 0.3). <i>Technical Documentation</i> for further information [please include 3rd party permissions])	Notes

APPENDIX C RECOMMENDED FILE FORMATS:

The following table lists all file formats that NMRS is currently capable of accepting. Other formats may be acceptable under certain circumstances.

Data Type		Preferred Formats from depositor
Structured text	Word processor documents	Microsoft Word (any version >= Word97)
	Desktop publishing documents	Adobe Portable Document Format (PDF, any version)
Tabular datasets	Flat-file	Delimited text file (with data structure definition) XML (with schema definition) Microsoft Access (any version) Microsoft Excel (any version)
	Relational	Delimited text file (with data structure definition) XML (with schema definition) Microsoft Access (any version)
Graphics	Raster	Aldus Tagged Image File Format (TIFF, 8-bit or higher) Portable Network Graphics (PNG, 8-bit or higher)
	Vector-based artwork	XML Scaleable Vector Graphics (SVG) Adobe Illustrator (any version) CorelDraw (any version)
	Vector-based precision drawing (CAD)	AutoDesk DWG (any version) XML DesignXML XML Scaleable Vector Graphics (SVG)
	Vector-based 3D modelling	XML Virtual Reality Modelling Language (X3D) Virtual Reality Modelling Language (VRML)
GIS and other mapping		XML Geography Markup Language (GML) XML Scaleable Vector Graphics (SVG) Delimited text file (with data structure definition) ArcInfo Export (E00) ArcInfo ShapeFile (SHP)
Geophysics		Delimited text file (with data structure definition)
Multimedia	Digital video	Moving Picture Experts Group (MPEG) Microsoft Video for Windows (AVI)
	Interactive audio-visual presentations and animation	XML Synch Multimedia Integration Language (SMIL) Macromedia Shockwave Flash (F-SWF) Macromedia Shockwave Director (D-SWF)