DCC Curation Checklists

Checklist for conceptualisation

☑	Get into the habit of equating data curation with good research.
☑	Know what your funding body expects you to do with your data and for how long. Assess your ability to be able to meet these expectations (i.e., do you need additional funding or staff?).
☑	Determine intellectual property rights from the outset and ensure they are documented.
☑	Identify any anticipated publication requirements (embargoes, restrictions on publishing over multiple sites).
☑	Identify and document specific roles and responsibilities as early as possible.

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Checklist for create and/or receive

☑	**Know who you are creating your data for and what you want them to be able to do (and not do) with it. Communicate this with others on the project.**
☑	**Identify any data protection requirements that you need to address in the course of your research and ensure that these are communicated to all staff.**
☑	**Agree from an early stage any standards you will be making use of for content, syntax, and structure Once these have been agreed, make sure they are communicated - both to other researchers on the project and to the data/information managers you will be working with. Provide training if necessary.**
☑	**Identify data quality metrics as soon as possible and ensure that these are communicated and monitored.**
☑	**Work together - researchers and information managers need to communicate regularly. Neither can do their job in isolation.**
☑	**Be realistic – strike a balance between what is sufficient and what is ideal based on your practical realities.**

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Checklist for appraise and select

☑	Make a start on selection and appraisal from as early a point as possible (e.g., apply the new NERC criteria for identifying valuable data sets at the project plan stage).
☑	Plan for what you think you'll need to keep to support your research findings. What is the minimum you'll need to support your findings over time?
☑	Know who you are keeping it the data for and what you want them to be able do with it. This may affect the way you keep it and what you keep.
☑	Conversely, know what you need to dispose of. Destruction is often vital to ensure compliance with legal requirements.
☑	Ensure that your data meets minimum quality assurance metrics (based on intended use).
☑	Re-appraisal can take place before ingest so review what you have and what you need to keep before depositing it to long-term storage.
☑	Work with researchers and information managers to develop policies and to identify realistic and implementable workflows.
☑	Appraise for the here and now but with an eye to the future.

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Checklist for ingest and store

	☑	**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.**
	☑	**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).**
	☑	**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.**
	☑	**Make the 'ingest' process as straight-forward as possible and provide support and guidance wherever you can; automate processes if you can.**
	☑	**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.**
	☑	**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.**
	☑	**Get a formal receipt (if possible) or an informal acknowledgement for closure and transfer of stewardship**

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Checklist for preservation action

☑		**Know what you want people to be able to do with your data – this will impact many aspects (formats selected for long term storage, compression, etc…)**
☑		**Pin down the significant properties of your data and communicate them – make sure that the people carrying out preservation actions know what they are. This might be through metadata or other means.**
☑		**Don't be afraid to be critical when reviewing 'best practice' and recommended approaches. They might work for the specific scenario for which they were created but not for you. Do you know the criteria used to rate things like 'preferred' formats?**
☑		**Document preservation actions so that people know what has been done to the date over time.**

DCC Curation Checklists

Checklist for access and reuse

	☑	**Know what you want users to be able to do with your data and for how long.**
	☑	**Pin down and communicate the significant properties of your data.**
	☑	**Ensure that any restrictions on access and use are communicated and respected.**
	☑	**Ensure that you provide enough context to ensure that your data can be located and used – either by the originally designated user community or new users over time.**