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| [Project name and identifier][Date and version] Selection Strategy |

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| **Project Information** | | | | | | |
| **Project Management** | | | | | | |
| **Project Manager** | | |  | | | |
| **Archaeological Archive Manager** | | |  | | | |
| **Organisation** | | |  | | | |
| **Stakeholders** | | |  | | | **Date Contacted** |
| **Collecting Institution(s)** | | |  | | |  |
| **Project Lead / Project Assurance** | | |  | | |  |
| **Landowner / Developer** | | |  | | |  |
| **Other** | | |  | | |  |
| **Resources** | | | | | | |
| **Resources required**  Describe the resources required to implement this Selection Strategy, particularly if unusual resources are required. | | | |  | | |
| **Context** | | | | | | |
| Describe below the context of this Selection Strategy. You should refer to:   * The aims and objectives of the project; * Local Authority guidance (including the brief); * Research Frameworks; * The repository collection development policy and/or deposition policy; * Material-specific guidance documents.   **Note:** This section may be copied from your Project Design/WSI to ensure all Stakeholders receive this context information. | | | | | | |
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| **1 – Digital Data** | | | | | | |
| **Stakeholders** | | | | | | |
| Name the individual(s) responsible for the Digital Data Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Collections Curator). | | | | | | |
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| **Selection** | | | | | | |
| **Location of Data Management Plan (DMP)**  Selection of digital data elements should be considered in your project’s DMP. For the purpose of theSelection Strategy, you can either copy the selection section of your DMP below, or attach it as an appendix to this document. Please indicate here if the DMP is attached. | | | | | | |
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| The selection strategy in your DMPshould:   * 1. Define what digital data will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialistsmay have digital data that should be included in the archaeological archive.   2. Identify the selection review points during the project (i.e. project planning, data gathering, analysis and reporting and archive compilation).   3. Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialistadvice sought.   4. Identify any selection decisions that differ from standard guidelines and explain why. | | | | | | |
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| **De-Selected Digital Data** | | | | | | |
| The procedure for dealing with De-selected digital data and what specialist advice informed this process should be recorded in your DMP. Please copy this information here or attach your DMP as an appendix to this document. | | | | | | |
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| **Amendments** | | | | | | |
| Detail any amendments to the above selection strategy here. | | | | | | |
| **Date** | **Amendment** | **Rationale** | | | **Stakeholders** | |
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| **2 – Documents** | | | |
| **Stakeholders** | | | |
| Name the individual(s) responsible for the Documents Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative). | | | |
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| **Selection** | | | |
| Describe your Selection Strategy for the Documents elements of the archaeological archive. To do this you must:   * 1. Define which documents will be selected for inclusion in the archaeological archive, how this will be done, and why. Do not forget to consider that specialistsmay have documents that should be included in the archaeological archive.   2. Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).   3. Reference all relevant standards, policies or guidelines (e.g. digital repository deposition requirements) and specialistadvice sought.   4. Identify any selection decisions that differ from standard guidelines and explain why. | | | |
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| **De-Selected Documents** | | | |
| Describe the procedure for dealing withDe-selected material and what specialist advice has informed this procedure. | | | |
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| **Amendments** | | | |
| Detail any amendments to the above selection strategy here. | | | |
| **Date** | **Amendment** | **Rationale** | **Stakeholders** |
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| **3 – Materials** | | | | | | |
| **Note:** This step should be completed for each material component of the archaeological archive. Copy this table for the various materials as required, providing the ‘Material Type’ and a section identifier (eg. ‘3.1’) for each. | | | | | | |
| **Material type** | |  | | | **Section 3.** |  |
| **Stakeholders** | | | | | | |
| Name the individual(s) responsible for the Materials Selection decisions (i.e. Archaeological Archive Manager, Project Manager, Repository Representative). | | | | | | |
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| **Selection** | | | | | | |
| Describe your Selection Strategy for each material type and or object type. To do this you must:   * 1. State the Selection Strategy you are applying to each category of material, how this will be done, and why.   2. Identify the selection review points during the project (e.g. project planning, data gathering, analysis and reporting and archive compilation).   3. Reference all relevant standards, policies or guidelines (e.g. thematic, period, and regional, Research Frameworks, repository deposition policies) and specialistadvice sought.   4. Identify any selection decisions that differ from standard guidelines and explain why.   The Materials Selection Template may be useful in structuring this section. | | | | | | |
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| **Uncollected Material** | | | | | | |
| If you are practising selection in the field, describe the process that will be applied. To do this you must:   * Detail how you will characterise, quantify and record all uncollected material on site. * Explain how you will dispose of, or re-distribute, uncollected material. | | | | | | |
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| **De-Selected Material** | | | | | | |
| Describe what you will do with the de-selected material. All processed material should have been adequately recorded before de-selection. | | | | | | |
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| **Amendments** | | | | | | |
| Detail any amendments to the above selection strategy here. | | | | | | |
| **Date** | **Amendment** | | **Rationale** | **Stakeholders** | | |
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| **Materials Selection Template** | | | |
| This table may be inserted into Section 3 of the main Selection Strategy Template to help present differing selection strategies for different material types | | | |
| **Find Type** | **Selection Strategy** | **Stakeholders** | **Review Points** |
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