



Preparing Reports for Deposit

These guidelines will ensure that you are able to deposit a report in preparation for archiving and to ensure its security. To do this the following information needs to be captured.

Does it include images?

Images should be stored in their appropriate folder along with metadata. In the metadata field you should capture this as reference information on the File Metadata Form. The actual image does not need to be saved here as well.

Tables

Tables are data, to share this data the spreadsheet that any included tables are based on should be included in their entirety along with the appropriate metadata. This will need to include spreadsheet metadata describing the column descriptions.

Text

Include the text, along with all of the images and tables. You can deposit this as a PDF or a Word Document.

What will you get back?

To ensure the security of this data the Archives Team will transfer this collection of data into a secure location where we will ensure it is the correct format and liaise with you about any outstanding metadata issues. Once this data is safely secured with in the data store a PDF copy in the correct location within the project folder.

Who do you notify?

When you believe you have completed the report and you have followed this guidance to prepare the report for secure storage please email the project archive officer.