

## HANDOUT FOR APPRAISE GROUP EXERCISE

### General appraisal criteria

1. Relevance to Mission  
Does the item content fit the organisation's remit and priorities, including any legal requirement to retain the item beyond its immediate use?
2. Scientific, Social, Cultural, Historical Value  
Is the item scientifically, socially, or culturally significant? You need to anticipate future use, from evidence of current value.
3. Uniqueness  
To what extent is the item the only or most complete source of the information it contains?
4. Potential for Redistribution  
Is the item authentic (i.e. what it says it is), with integrity (unchanged), and usable?  
Does it meet IPR and ethical requirements?
5. Non-Replicability  
Would it be feasible, or financially viable, to replicate the item?
6. Economic Case  
What is the cost of managing and preserving the item, and does the value of the item justify this cost?
7. Full Documentation  
Is the metadata and contextual information needed to find, access and reuse the item comprehensive and correct?

### Checklist: Appraise Stage

Determine the minimum you need to keep for your findings and publications to be supported over time

Think about what your university / sponsors / funders expect you to keep, for how long and where

Think about what laws and regulations affect your data, e.g. what you are allowed, or not allowed, to keep

Think about what you want to do with the data – now and in the future after your PhD is completed

Think about what you want others to do with your data

Consider if your data has wider scientific / cultural value

Know what consent and permissions you obtained