

# List of documentation mentioned in CTS form

Documentation	Link	Open to reviewer?	Source
<b>R0 Background information</b>			
Vancis Data Centre certification	<a href="https://vancis.nl/over-vancis/certificeringen/">https://vancis.nl/over-vancis/certificeringen/</a>	Yes	
Surf Data Archive - Data security and privacy	<a href="https://www.surf.nl/en/services-and-products/data-archive/data-security-and-privacy/index.html">https://www.surf.nl/en/services-and-products/data-archive/data-security-and-privacy/index.html</a>	Yes	
Archivematica tool	<a href="https://www.archivematica.org/en/">https://www.archivematica.org/en/</a>	Yes	
<b>R1 Mission</b>			
Mission statement on IISH website	<a href="https://iisg.amsterdam/en/about/mission">https://iisg.amsterdam/en/about/mission</a>	Yes	
IISH Strategic Plan 2019 - 2023	<a href="https://confluence.socialhistoryservices.org/download/attachments/32703335/strategic_plan_2018-2023_iisg_engels.pdf">https://confluence.socialhistoryservices.org/download/attachments/32703335/strategic_plan_2018-2023_iisg_engels.pdf</a>		
Afelonne Doek, Marien van der Heijden, Jack Hofman, Marja Musson en Eric de Ruijter, Collection Policy Plan 2015-2020, version january 2018	<a href="https://confluence.socialhistoryservices.org/download/attachments/42568284/20180110_collectieplan_rev_2018.pdf?api=v2">https://confluence.socialhistoryservices.org/download/attachments/42568284/20180110_collectieplan_rev_2018.pdf?api=v2</a>	Yes	Linked as attachment
Afelonne Doek, Henk Wals, <i>Van archief/bibliotheek naar humanities research infrastructure Aanvraag vernieuwingsinvestering KNAW</i>	<a href="https://confluence.socialhistoryservices.org/download/attachments/42568284/20161203_investeren_in_collecties_intranetversie_0.pdf">https://confluence.socialhistoryservices.org/download/attachments/42568284/20161203_investeren_in_collecties_intranetversie_0.pdf</a>	Yes	Linked as attachment
<b>R2 Licenses</b>			
Policy in case of noncompliance of licences and copyright violations	<a href="https://confluence.socialhistoryservices.org/display/CTS/Policy+in+case+of+noncompliance+of+licences+and+copyright+violations">https://confluence.socialhistoryservices.org/display/CTS/Policy+in+case+of+noncompliance+of+licences+and+copyright+violations</a>	Yes	
All descriptive metadata are available under a CC0 licence:	<a href="https://iisg.amsterdam/en/collections/use/api-linked-data">https://iisg.amsterdam/en/collections/use/api-linked-data</a>	Yes	
<b>R3 Continuity of Access</b>			
Riscoscan IISG ("risk scan IISH") latest version April 2018	In Dutch. Can be shared on request.	No	
<b>R4 Confidentiality/Ethics</b>			
CODI home	In Dutch. Can be shared on request. <a href="https://confluence.socialhistoryservices.org/display/coditest/Home">https://confluence.socialhistoryservices.org/display/coditest/Home</a>	No	
CODI toestemmingen	In Dutch: <a href="https://confluence.socialhistoryservices.org/display/CTS/Toestemmingen">https://confluence.socialhistoryservices.org/display/CTS/Toestemmingen</a>	Yes	
CODI Copyrights	In Dutch: <a href="https://confluence.socialhistoryservices.org/display/CTS/Copyright">https://confluence.socialhistoryservices.org/display/CTS/Copyright</a>	Yes	
IISH copyrights statement	<a href="https://iisg.amsterdam/en/collections/using/reproductions">https://iisg.amsterdam/en/collections/using/reproductions</a>	Yes	
KNAW privacy statement	<a href="https://www.knaw.nl/en/about-us/academy-privacy-statement">https://www.knaw.nl/en/about-us/academy-privacy-statement</a>	Yes	
<i>Agreement end user of IISH born digital collections</i>	<a href="https://confluence.socialhistoryservices.org/display/CTS/Agreement+end+user+of+IISH+born+digital+collections">https://confluence.socialhistoryservices.org/display/CTS/Agreement+end+user+of+IISH+born+digital+collections</a>	Yes	
<i>Provisions Data Deposit Agreement for research data</i>	<a href="https://confluence.socialhistoryservices.org/pages/viewpageattachments.action?pageId=32703335&amp;preview=/32703335/48988571/20160900_provisions_data_deposit_agreement.docx">https://confluence.socialhistoryservices.org/pages/viewpageattachments.action?pageId=32703335&amp;preview=/32703335/48988571/20160900_provisions_data_deposit_agreement.docx</a>	Yes	Linked as attachment.

<b>R5 Organizational infrastructure</b>			
IISH preservation policy: Digital Preservation Policy 2018-2021	<a href="https://confluence.socialhistoryservices.org/display/CTS/Digital+Preservation+Policy+2018-2021">https://confluence.socialhistoryservices.org/display/CTS/Digital+Preservation+Policy+2018-2021</a>	Yes	
<b>R6 Expert Guidance</b>			
Digital archivist	<a href="https://iisg.amsterdam/en/about/staff/robert-gillesse">https://iisg.amsterdam/en/about/staff/robert-gillesse</a>	Yes	
Data officer	<a href="https://iisg.amsterdam/en/about/staff/richard-zijdeman">https://iisg.amsterdam/en/about/staff/richard-zijdeman</a>	Yes	
Clariah involvement IISH-HUC	<a href="https://www.clariah.nl/over/wie-is-wie/wp4/richard-zijdeman">https://www.clariah.nl/over/wie-is-wie/wp4/richard-zijdeman</a> , <a href="https://www.clariah.nl/en/about/organisation/board">https://www.clariah.nl/en/about/organisation/board</a>	Yes	
DARIAH involvement IISH-HUC	<a href="https://www.dariah.eu/network/partners-countries/netherlands/">https://www.dariah.eu/network/partners-countries/netherlands/</a>	Yes	
<b>R7 Data integrity and authenticity</b>			
Archival bag wikipedia lemma	<a href="https://en.wikipedia.org/wiki/Baglt">https://en.wikipedia.org/wiki/Baglt</a>	Yes	
Archivemata documentation on Transfer process	<a href="https://www.archivemata.org/en/docs/archivemata-1.7/user-manual/transfer/transfer/#process-transfer">https://www.archivemata.org/en/docs/archivemata-1.7/user-manual/transfer/transfer/#process-transfer</a>	Yes	
Fixity checking	<a href="https://confluence.socialhistoryservices.org/display/CTS/Fixity+checking">https://confluence.socialhistoryservices.org/display/CTS/Fixity+checking</a>	Yes	
Handle net registry	<a href="https://www.handle.net/">https://www.handle.net/</a>	Yes	
IISH PID declaration & binding workflow for digitized and born digital collections	<a href="https://confluence.socialhistoryservices.org/pages/viewpage.action?pagelD=48989155">https://confluence.socialhistoryservices.org/pages/viewpage.action?pagelD=48989155</a>	Yes	
IISH 'preservation intent' from the IISH Preservation Policy	<a href="https://confluence.socialhistoryservices.org/display/CTS/Digital+Preservation+Policy+2019-2022#DigitalPreservationPolicy2019-2022-5.3Preservationintent">https://confluence.socialhistoryservices.org/display/CTS/Digital+Preservation+Policy+2019-2022#DigitalPreservationPolicy2019-2022-5.3Preservationintent</a>	Yes	
Schema of four main IISH digital archival workflows	<a href="https://confluence.socialhistoryservices.org/display/CTS/Scheme+of+four+main+IISH+digital+archival+workflows">https://confluence.socialhistoryservices.org/display/CTS/Scheme+of+four+main+IISH+digital+archival+workflows</a>	Yes	
<b>R8 Appraisal</b>			
IISH File format policy for born digital collections	<a href="https://confluence.socialhistoryservices.org/display/CTS/File+format+policy+for+born+digital+collections">https://confluence.socialhistoryservices.org/display/CTS/File+format+policy+for+born+digital+collections</a>	Yes	
PRONOM	<a href="http://www.nationalarchives.gov.uk/PRONOM/Default.aspx">http://www.nationalarchives.gov.uk/PRONOM/Default.aspx</a>	Yes	
<b>R9 Documented storage procedures</b>			
Documentation <i>Multiple copies and backup</i>	<a href="https://confluence.socialhistoryservices.org/display/CTS/Multiple+copies+and+backup">https://confluence.socialhistoryservices.org/display/CTS/Multiple+copies+and+backup</a>	Yes	Copied to CTS space
Documentation <i>Security against data loss</i>	<a href="https://confluence.socialhistoryservices.org/display/CTS/Security+against+data+loss">https://confluence.socialhistoryservices.org/display/CTS/Security+against+data+loss</a>	Yes	Copied to CTS space
<b>R10 Preservation plan</b>			
Data contract	<a href="https://confluence.socialhistoryservices.org/download/attachments/42568284/20160900_-_data_deposit_agreement.docx">https://confluence.socialhistoryservices.org/download/attachments/42568284/20160900_-_data_deposit_agreement.docx</a>	Yes	Copied from intranet
Provisions data deposit agreement	<a href="https://confluence.socialhistoryservices.org/download/attachments/42568284/20160900_provisions_data_deposit_agreement%20%281%29.docx">https://confluence.socialhistoryservices.org/download/attachments/42568284/20160900_provisions_data_deposit_agreement%20%281%29.docx</a>	Yes	Copied from intranet
<b>R11 Data Quality</b>			
VIAF	<a href="http://viaf.org/">http://viaf.org/</a>	Yes	
AAT	<a href="http://www.getty.edu/research/tools/vocabularies/aat/">http://www.getty.edu/research/tools/vocabularies/aat/</a>	Yes	
Data Documentation Initiative (DDI)	<a href="https://ddialliance.org/">https://ddialliance.org/</a>	Yes	
<b>R12 Workflows</b>			

Functional description of the workflow for pre-ingest and ingest of Born Digital Collections	<a href="https://confluence.socialhistoryservices.org/display/CTS/Functional+description+of+the+workflow+for+pre-ingest+and+ingest+of+Born+Digital+Collections">https://confluence.socialhistoryservices.org/display/CTS/Functional+description+of+the+workflow+for+pre-ingest+and+ingest+of+Born+Digital+Collections</a>	Yes	
Schematic representation of the born digital workflow	<a href="https://confluence.socialhistoryservices.org/pages/viewpage.action?pagelD=48989289">https://confluence.socialhistoryservices.org/pages/viewpage.action?pagelD=48989289</a>	Yes	
Workflow description for digitized materials	<a href="https://confluence.socialhistoryservices.org/display/CTS/Flow+14">https://confluence.socialhistoryservices.org/display/CTS/Flow+14</a>	Yes	
Copyright statement	<a href="https://iisg.amsterdam/en/collections/using/reproductions">https://iisg.amsterdam/en/collections/using/reproductions</a>	Yes	
IISH Dataverse	<a href="https://datasets.socialhistory.org/">https://datasets.socialhistory.org/</a>	Yes	
Dataverse Guide	<a href="http://dataverse-guides.readthedocs.io/en/latest/user/dataset-management.html">http://dataverse-guides.readthedocs.io/en/latest/user/dataset-management.html</a>	Yes	
<b>R13 Data Discovery and Identification</b>			
IISH search	<a href="https://search.iisg.amsterdam/">https://search.iisg.amsterdam/</a>	Yes	
IISH collection within Europeana portal	<a href="http://www.europeana.eu/portal/nl/search?q=europeana_collectionName%3A%282022086_Ag_EU_HOPE_IISHInternational%29">http://www.europeana.eu/portal/nl/search?q=europeana_collectionName%3A%282022086_Ag_EU_HOPE_IISHInternational%29</a>	Yes	
IISH collection within Archives Portal Europe	<a href="https://www.archivesportaleurope.net/">https://www.archivesportaleurope.net/</a>	Yes	
Social History Portal	<a href="http://shp2.amsab.be/">http://shp2.amsab.be/</a>	Yes	
Worldcat	<a href="https://www.worldcat.org/libraries/91211">https://www.worldcat.org/libraries/91211</a>	Yes	
Archivegrid portal	<a href="https://researchworks.oclc.org/archivegrid/?q=contributor:301">https://researchworks.oclc.org/archivegrid/?q=contributor:301</a>	Yes	
Overview of IISH data in external portals	In Dutch: <a href="https://confluence.socialhistoryservices.org/display/CTS/Externe+portals">https://confluence.socialhistoryservices.org/display/CTS/Externe+portals</a>	Yes	
Linked data IISH collection and research data access point	<a href="https://druid.datalegend.net/IISG/iisg-kg">https://druid.datalegend.net/IISG/iisg-kg</a>	Yes	
Technical REST API documentation	<a href="https://confluence.socialhistoryservices.org/display/DPEM/REST+API+documentation">https://confluence.socialhistoryservices.org/display/DPEM/REST+API+documentation</a>	No	
Online access to IISH API	<a href="https://iisg.amsterdam/en/collections/using/machine-access">https://iisg.amsterdam/en/collections/using/machine-access</a> .	Yes	
IISH PID declaration & binding workflow for digitized and born digital collections	<a href="https://confluence.socialhistoryservices.org/pages/viewpage.action?pagelD=42567961">https://confluence.socialhistoryservices.org/pages/viewpage.action?pagelD=42567961</a>	Yes	
IISH PID Handle service	<a href="https://pid.socialhistoryservices.org/">https://pid.socialhistoryservices.org/</a>	Yes	
PIDS at IISH	<a href="https://confluence.socialhistoryservices.org/display/CTS/PIDS+at+IISH">https://confluence.socialhistoryservices.org/display/CTS/PIDS+at+IISH</a>	Yes	Copied to CTS
Rebind PID procedure	<a href="https://confluence.socialhistoryservices.org/display/CTS/Rebind+PID+procedure">https://confluence.socialhistoryservices.org/display/CTS/Rebind+PID+procedure</a>	Yes	Copied to CTS
<b>R14 Data reuse</b>			
IISH File format policy for born digital collections	<a href="https://confluence.socialhistoryservices.org/display/CTS/File+format+policy+for+born+digital+collections">https://confluence.socialhistoryservices.org/display/CTS/File+format+policy+for+born+digital+collections</a>	Yes	
<b>R15 Technical infrastructure</b>			
Acquisition database on Github	<a href="https://github.com/IISH/acquisition_database">https://github.com/IISH/acquisition_database</a>	Yes	
Exactly tool for making archival bags	<a href="https://github.com/IISH/uk-exactly">https://github.com/IISH/uk-exactly</a>	Yes	
Evergreen for MARC descriptions	<a href="http://evergreen-ils.org/">http://evergreen-ils.org/</a>	yes	

Online access to IISH API (OAI and SRU/SRW)	<a href="https://iisg.amsterdam/en/collections/using/machine-access">https://iisg.amsterdam/en/collections/using/machine-access.</a>	yes	
IISH Github repository	<a href="https://github.com/iish">https://github.com/iish</a>	Yes	
<b>R16 Security</b>			
SURFaudit	<a href="https://www.surf.nl/en/surfaudit">https://www.surf.nl/en/surfaudit</a>	yes	
Risicoscan IISG	In Dutch. Can be shared on request.	no	