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| **Project Information** | |
| Depositors Name/Organisation\* |  |
| Project Name\* |  |
| Project Dates\* |  |
| Type of Project\* |  |
| Sponsor/Client |  |
| Project Code |  |
| OAISIS ID |  |

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| **Site Information** | | | |
| Site Name |  | | |
| Council Area/Parish |  | NGR |  |
| CANMORE Site ID(s) |  | Site Classification |  |

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| **Digital Archive Information** | | | |
| Method of Transfer\* | Choose an item. |  |  |
| Total Size of Deposit\* |  | Total Number of Files\* |  |

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| **File Information** | | |
| **Data Type** | **Example Formats** | **Included in Deposit? Mark X Applicable** |
| Audio/Video | Waveform Audio (.wav), MPEG (.mpeg, .mpg, .mp3) |  |
| Databases, Spreadsheets, Statistics | Comma Separated Values (.csv), Microsoft Excel (.xls/.xlsx),  OpenOffice Calc 2.0 (.ods), Delimited text (.txt) |  |
| Digital Photographs, Images (Raster) | Uncompressed Baseline TIFF v.6 (.tiff/.tif),  Joint Photographic Expert Group (.jpeg/.jpg) |  |
| Documents | Microsoft Word (.doc/.docx), OpenDocument Text (.odt), Portable Document Format (.pdf) |  |
| Computer Aided Drawings (Vector) | AutoCAD (.dwg), Scalable Vector Graphics (.svg), Drawing Interchange Format (.dxf) |  |

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| **Please proceed to complete the File Information Form below** |
| Please ensure your deposit is organised in a clear and logical folder structure. Do not use ‘spaces’ in file names, use dashes (-) to delineate if required. Please use a new row per each file in the deposit, or you may use one row to describe a running series, e.g. a folder of photographs. Ensure you use multiple rows when describing material from more than one copyright holder in a folder. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Path/Folder | Title | Description of Contents | File Extension(s) | Date(s) of Creation | Copyright Holder | Linked Files/Notes | Number of Files |
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