

Data Health Check Report

Organisation:	
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Filename:		Number of records:	
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Assessed by:		Date:	
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Standard validation	Valid:		Invalid:	
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Record Number (primary key index)	
1	Mixture of upper case and lower case prefixes?
2	Irregularities in spacing?
3	Other problems?
Here we comment on any inconsistencies in the way that record numbers are structured	
Authority subfield analysis	
1	Subfield analysis: 2 SFs
AUTHORITY should have two subfields NAME : DATE divided by a colon. Subfield 1 should follow the person conventions (or use initials); subfield 2 should follow the date conventions.	
Corporate_Body subfield analysis	
2	Subfield analysis: 2 SFs
CORPORATE BODY should have two subfields ROLE:NAME divided by a colon	
3	Subfield analysis: 3-255 SFs
There should not be more than one colon	
Corporate_Body SF1	
1	Consistency
ROLE terms should be consistent	
Corporate_Body SF2	
2	Consistency
NAME terms should be consistent	
Corporate body test index	
1	Mr test
'Mr' is a name indicates it probably should be in the PERSON field	
2	& Son test
Use 'and' not '&'	
3	& Co test
Use 'and' not '&'	

DateAsText	Dates must not include '-' or ':' or '&' or any text element (except 'AD' or 'BC' suffixes where appropriate). Text elements (but not ':' or '&') are allowed as 'detail' in round brackets. The year must always be recorded in full. Dates should be structured as D.M.YYYY separated by full stops. Date ranges as YYYY = YYYY with both years in full; where appropriate both years should have 'AD' or 'BC' suffixes.
Documentation	
1. Subfield analysis: 6 SFs	DOCUMENTATION fields are structured as AUTHOR : DATE : TITLE : JOURNAL or PUBLISHER : VOLUME : NOTE or PAGE; that is six subfields. AUTHOR should follow the person name conventions and DATE should follow the date conventions.
2. Person syntax SF1	
3. Date syntax SF2	
Inscription	
1 Subfield analysis: 5 SFs	INSCRIPTION fields are structured as TYPE : METHOD : POSITION : DESCRIPTION : TRANSCRIPTION; that is five subfields.
Location	
1. Subfield analysis	LOCATION should not split into subfields (use LOCATION and DATE)
Part:Aspect:Desc	
1 Subfield analysis: 3 SFs	PART:ASPECT:DESC should have only three subfields (use as the field name indicates)
2 Subfield analysis: 4-255 SFs	
3 Data: measurements should be in PDR?	Measurement should be recorded in PART:DIMEN:READING not PART:ASPECT:DESC
Part:Dimen:Reading	
1 Subfield analysis: 3 SFs	PART: DIMEN:READING should have only three subfields (use as the field name indicates)
2 Subfield analysis: 4-255 SFs	
Permanent location	
2. Subfield analysis: 2 SFs	PERMANENT_LOCATION should be divided into two subfields LOCATION : DATE IN. Where a third subfield is used it implies DATE OUT. The LOCATION may be divided up with ampersands (keywords) but not colons (subfields).
3. Date syntax SF 2	

Person subfield analysis	
1 Subfield analysis: 2 SFs	PERSON should have two subfields ROLE:NAME divided by a colon. There should not be more than one colon.
2 Subfield analysis: 3-255 SFs	
Person SF1	
1 Consistency	ROLE terms should be consistent
Person SF2	
2 Person syntax	NAME terms should be consistent, and obey the person conventions: SURNAME, FORENAMES or INITIALS, TITLE. Supplementary material may be recorded as detail in brackets after the name.
Person test index	
1 Mr test	Names beginning with 'Mr' haven't been reversed correctly
2 & Son test	Names including '& Son' or '& Co' should be recorded as CORPORATE BODY (and should use 'and' not '&')
3 & Co test	
Place (general) index	
1. Keyword analysis: Do the place names sort in consistent order?	PLACE data should be recorded to produce a consistent geographical sort order when indexed; try to aim for a standard sequence of keywords PARISH & COUNTY & COUNTRY; try to use the same root keyword: 'UK' or 'England' not sometimes one, sometimes the other. PLACE should be structured with ampersands (keywords) never colons (subfields).
2. Terminology: UK / England / Britain test	
3. Subfields in PLACE test	
References	
1. Subfield analysis: 6 SFs	REFERENCES fields are structured as AUTHOR : DATE : TITLE : JOURNAL or PUBLISHER : VOLUME : NOTE or PAGE; that is six subfields. AUTHOR should follow the person name conventions and DATE should follow the date conventions.
2. Person syntax SF1	
3. Date syntax SF2	
Recorder	
1. Subfield analysis: 2 SFs	RECORDER should have two subfields NAME : DATE divided by a colon. Subfield 1 should follow
2. Person syntax (if applicable) SF1	

3. Date syntax SF2	the person conventions (or use initials); subfield 2 should follow the date conventions.																										
Temporary location																											
1. Subfield analysis: 2 SFs	TEMPORARY_LOCATION should be divided into two subfields LOCATION : DATE IN. Where a third subfield is used it implies DATE OUT. The LOCATION may be divided up with ampersands (keywords) but not colons (subfields).																										
2. Date syntax SF 2																											
Leading / embedded detail	<p>Detail – supplementary data recorded in round brackets – must always follow a keyword, it must never be recorded in front of a keyword or in the middle of a keyword. A keyword is defined as either the whole field; or the whole of a subfield where the field is divided by colons; or text which occurs either side of an ampersand.</p> <p>Keyword</p> <p>Subfield 1 Keyword 1 : Subfield 2 Keyword 1</p> <p>Keyword 1 & Keyword 2</p> <p>Subfield 1 Keyword 1 & Subfield 1 Keyword 2: Subfield 2 Keyword 1 & Subfield 2 Keyword 2</p> <p>This applies only to ‘analysed’ fields, not to ‘free text’ fields such as NOTE, NOTES, BRIEF DESCRIPTION, BRIEF SUMMARY, CAPTION.</p> <p>Bracketed detail must not include other separators ‘:’ or ‘&’ or ‘=’</p>																										
Empty fields:	<p>These fields are ‘empty’ fields: data should be entered within these groups using only lower level fields:</p> <table border="0" data-bbox="560 1417 1404 1816"> <tr> <td>ACQUISITION</td> <td>FIELD_COLLECTION</td> </tr> <tr> <td>ASSOCIATION</td> <td>IDENTIFICATION</td> </tr> <tr> <td>AUDIT</td> <td>LOAN_OUT</td> </tr> <tr> <td>CONSERVATION</td> <td>MOVEMENT</td> </tr> <tr> <td>CONTENT</td> <td>OWNERSHIP</td> </tr> <tr> <td>CONTENT_ANALYSIS</td> <td>PHOTOGRAPHY</td> </tr> <tr> <td>CONTENT_OUTLINE</td> <td>PREVIOUS_TRANSFER</td> </tr> <tr> <td>COPYRIGHT</td> <td>PROCESS</td> </tr> <tr> <td>DEPOSIT</td> <td>PRODUCTION</td> </tr> <tr> <td>DESCRIPTION</td> <td>REMOVAL</td> </tr> <tr> <td>DISPOSAL</td> <td>RESEARCH</td> </tr> <tr> <td>DOCUMENTATION_GROUP</td> <td>SUBSEQUENT_TRANSFER</td> </tr> <tr> <td>EXHIBITION/DISPLAY</td> <td></td> </tr> </table>	ACQUISITION	FIELD_COLLECTION	ASSOCIATION	IDENTIFICATION	AUDIT	LOAN_OUT	CONSERVATION	MOVEMENT	CONTENT	OWNERSHIP	CONTENT_ANALYSIS	PHOTOGRAPHY	CONTENT_OUTLINE	PREVIOUS_TRANSFER	COPYRIGHT	PROCESS	DEPOSIT	PRODUCTION	DESCRIPTION	REMOVAL	DISPOSAL	RESEARCH	DOCUMENTATION_GROUP	SUBSEQUENT_TRANSFER	EXHIBITION/DISPLAY	
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