

Digital Preservation Plan Worksheet

- 1) **Purpose Statement:** Why are you writing the preservation plan? Why is digital preservation important to your institution?

- 2) **Relation Statement:** How does the document relate to others across the institution? Does it compliment current records management policies?

- 3) **Objective Statement:** What are the goals of digital preservation? Are the goals based on a specific project or do they reach the institution level? What are the overarching goals of your preservation program? You may want to include both short-and long-term goals.

- 4) **Periodic Review Statement:** How often will the preservation plan be reviewed? Is it based on a schedule or on an event that triggers review? Record what changes are made, who made them and when. This will help ensure your preservation plan is sustainable over time.

- 5) **Descriptive Statement:** What materials will be preserved? What will not be preserved? What formats are supported? How long will each category of records be preserved? How will access be provided? Who has access to the records? Where are files stored? What hardware and software are being utilized?

- 6) **Implementation Plans: A set of plans that explain the overall details of a preservation plan including...**
 - a) **Staff responsibilities:** What staff position is responsible for ensuring the preservation plan is carried out?

 - b) **Financial responsibilities:** Who is responsible for the long-term monetary sustainability of preservation activities including changing technologies, necessary staff, storage space, physical media, and what is required for following set preservation strategies? How will these goals be achieved and sustained?

 - c) **Record Requirements:** What metadata is required? What metadata standard is being used? What file formats are accepted? What file sizes are accepted? What is the file structure? Include descriptive information about content and context.

- d) **Access and Use Restrictions:** Are the records public or non-public? Are there any restrictions based on intellectual property rights? Include specific restrictions in the plan? Provide attribution statements if necessary.
 - e) **Best Practices, Standards:** What best practices are being followed? For what records? What standards are being followed? For what records? What metadata standard is being followed? What file format standards are being followed? Naming conventions?
 - f) **Risk Management:** Understand the risks of your digitization plan including what risks your chosen file formats might pose, what risks the acts of migration might pose, and what risks there are to your IT infrastructure. Have a disaster plan that includes disaster recovery procedures in case of a disaster.
 - g) **Stakeholders:** Who uses your digital files? Who is dependent on them? Do you work with others? Do others deposit files?
 - h) **Preservation strategies:** Define what is being preserved... content, content and structure, relationships between documents... Define the type/s of strategies being used to preserve the files such as migration or conversion and how often these strategies are to be carried out? Is there a time schedule or do triggers determine when files are migrated? Do you use outside services? For what? What are their procedures and processes?
 - i) **Storage Requirements:** What type of storage environment is necessary? What media type/s will be used for storage? Are files backed up? How often? With what process? Where are files stored? If offsite storage is being used, include information on the contracts and the vendor's requirements for file formats etc...
 - j) **Quality Control/Security Measures:** What methods will be used for quality control? How often will integrity checks be made? How? What processes are you using to ensure the trustworthiness of the files? How is their authenticity and integrity preserved? How will provenance be tracked? How are access and use restrictions controlled? Are audit trails and logging activity processes necessary to ensure trustworthiness? What other security measures are being taken? Who is responsible for maintaining such processes?
- 7) **Glossary: A glossary of terms may be useful if people who are unfamiliar with digital preservation will be accessing the preservation plan.**