

**Minnesota State Archives
Division Library & Collections, Minnesota Historical Society**

**Preservation Plan Components
2014**

Digital collections within the Library & Collections Division of the Minnesota Historical Society should generally be documented with a preservation plan. A preservation plan consists of a record in the Digital Collections Access database which captures information in a defined set of fields. The database format allows users to search by file type, date, collection name, and more to find information on any/all of the included collections. Preservation Plan Reports are printed/saved for each individual collection and stored with the appropriate accession files (paper and digital). Digital preservation activities, including preservation plans, are currently coordinated by State Archives staff.

Fields in the Preservation Plan

Collection Name: The name of the collection, following as close as possible to the accessioned files so it can easily be associated.

[**Line Number:** The number the Access automatically assigns based on the order the records are created.]

Accession Number: If the files have been accessioned, the accession number should be recorded here. If the files will not be accessioned write "NA".

Appraised By: Name of the person who appraised the collection of digital files. This should be a member of the State Archive Department or a curator or a curator's designee.

Date Appraised: The date the content was appraised. YYYY_MM_DD

Record Set Steward: The name of the department or larger group under which the content came from and/or will be accessible from. Ex: State Archives, Manuscripts, Library

Date of Plan, Plan Author: The date that the plan was created followed by the name of the person filling out the plan. Ex: 2012_09_29, FirstName LastName

Location of Master Files: The file path for the location of the master digital files.

Location of Access Copies: The file path for the location of the access copies of the digital files or link to online finding aid, or a description of where files are located.

Disposition of Digital Originals: Description of what has been or will be done with the original

digital files. Often this is along the lines of store the originals for a specified length of them and dispose of in an appropriate manner. Include the location of where these will be stored if applicable.

Description of Digital Records: A brief explanation of the digital files; if they are digitized from items in the collections, new materials being added to a collection, or a new acquisition.

Description of Related Records (if any): Description of how the digital files are related to other records in the collection. (Often as digitized copies or somehow otherwise related to the collection materials.)

Description of Associated Metadata (if any): Description of any related metadata about the digital files. This could be information that better describes the group of files or files on an individual basis.

Access and Use Conditions: Description of any access and use conditions associated with the digital content. Some content is accessible via finding aids, other content should not be made accessible. This information must be recorded.

File Naming Scheme: An explanation of how the digital files are named and organized. This assists with being able to better understand the file structure and the files themselves.

File Formats: A list of file formats and the number of files for each as taken from the DROID File Format report. **Run the File Count and Sizes by File Extension Droid Report*

Quantity of Files: The number of files as taken from the Windows Properties report for the folder. **Screenshot capture of Windows Property Report*

Projected Quantity of Files: Notes on if additional digital files are expected to be added to the collection or not and if so, how many and when.

Notes about the file formats (as risk): Information on concerns about file formats for preservation and/or access. This is where you can track any file formats of concern in the collection.

Level of Service: The level of service field records information on if the content is replaceable or if it can't be readily recreated and needs the highest level of attention and resources dedicated to it. The drop down list includes "Replaceable" and "High Value". Replaceable records can be reasonably recreated while records with High Value are irreplaceable and/or cannot be readily recreated. A drop down choice should be selected, followed by a reason that drop down was chosen.

Date Content Verified by SA: The dates that the checksums were verified by the State Archives. List the most recent date first using the YYYY_MM_DD format followed by OK or a description of any issues.

Next Date for Annual Record and Plan Review: The preservation plan of each collection should be reviewed annually. This field should also list the most recent date first in the YYYY_MM_DD format.

Attachment Filed for Associated Files and Reports: This attachment field includes files documenting where the information in the preservation plan came from. Documentation should include the files listed in the chart below. [If the collection is too large, not all of these files will be able to be attached to the preservation plan. All of these files are also located in the _AccessionPreservation_Documentation folder for the collection on the network.]

File Name	Program
_DirectoryStructure.csv	DD File Catcher
_DroidProfileReport.csv	DROID
_FileExtension.pdf	DROID
_FileInfo.pdf	Windows Property Screenshot
_HashValues.csv	HashMyFiles
_PUID.pdf	DROID

Backup Date (Location): This field records the dates and tape number for each backup done on a collection. The most recent backup is first.

Date Next Scheduled Backup: This field records the date for the next scheduled backup.

These following fields are currently still in process:

Backup Plan
Budget Estimate for Backup Media.