

## Digital File Preservation Options

Issue ↓ Response →	Simple	Better	Best
<b>Policy Framework</b>	<ul style="list-style-type: none"> <li>• Identification of legal requirements and industry best practices for records retention, access, and use</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis and prioritization of records based on legal and management requirements and value to the organization and others</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainable collaborations to meet legal requirements and to support expectations of principal constituencies</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Approved record retention schedule</li> <li>• System documentation retained for life of system</li> </ul>	<ul style="list-style-type: none"> <li>• Record retention schedule</li> <li>• System documentation</li> <li>• Documentation of record-related policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Record retention schedule</li> <li>• System documentation</li> <li>• Documentation of record-related policies and procedures</li> <li>• Documentation of all preservation-related actions over time</li> </ul>
<b>Storage Media</b>	<ul style="list-style-type: none"> <li>• Any kind</li> </ul>	<ul style="list-style-type: none"> <li>• Nearline removable media (e.g., optical jukebox)</li> <li>• Online network server storage</li> </ul>	<ul style="list-style-type: none"> <li>• Network server storage</li> <li>• Migration plan for moving files to new storage media over time</li> </ul>
<b>File Format</b>	<ul style="list-style-type: none"> <li>• Any kind</li> </ul>	<ul style="list-style-type: none"> <li>• Non-proprietary</li> <li>• Open source</li> </ul>	<ul style="list-style-type: none"> <li>• Non-proprietary</li> <li>• Open source</li> <li>• Conversion plan for moving files to new formats as necessary</li> </ul>
<b>Metadata</b>	<ul style="list-style-type: none"> <li>• System-generated</li> </ul>	<ul style="list-style-type: none"> <li>• System-generated</li> <li>• Discovery/access metadata for indexing</li> <li>• Use of appropriate recognized metadata standard</li> </ul>	<ul style="list-style-type: none"> <li>• System-generated</li> <li>• Discovery/access metadata for indexing</li> <li>• Use of appropriate recognized metadata standard</li> <li>• Metadata to facilitate preservation activities over time</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Level commensurate with applicable privacy requirements for content</li> </ul>	<ul style="list-style-type: none"> <li>• Level commensurate with applicable privacy requirements for content</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate security level for content</li> <li>• Audit trail logs</li> <li>• Security control of management actions</li> </ul>
<b>Recovery Copies</b>	<ul style="list-style-type: none"> <li>• Periodic backups on removable media stored at location separate from immediate system environment</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic backups on removable media stored off-site</li> </ul>	<ul style="list-style-type: none"> <li>• Periodic backups on removable media stored off-site</li> <li>• QA checks for completeness and file integrity</li> <li>• Comprehensive disaster recovery plan</li> </ul>
<b>Staff Skills/Time</b>	<ul style="list-style-type: none"> <li>• IT staff time to manage system</li> <li>• Records staff time to manage retention schedules</li> <li>• Records staff time to oversee disposal of records</li> </ul>	<ul style="list-style-type: none"> <li>• IT staff time to manage system</li> <li>• Records staff time to manage retention schedules</li> <li>• Records staff time to oversee disposal of records</li> <li>• Records staff time to manage/communicate policies and procedures</li> <li>• Staff time for metadata/indexing</li> </ul>	<ul style="list-style-type: none"> <li>• IT staff time to manage system</li> <li>• Records staff time to manage retention schedules</li> <li>• Records staff time to oversee disposal of records</li> <li>• Records staff time to manage/communicate policies and procedures</li> <li>• Staff time for metadata/indexing</li> <li>• Staff time to maintain and implement back-up procedures, migration, conversion, and disaster recovery plans</li> </ul>