

Digital File Preservation Options

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