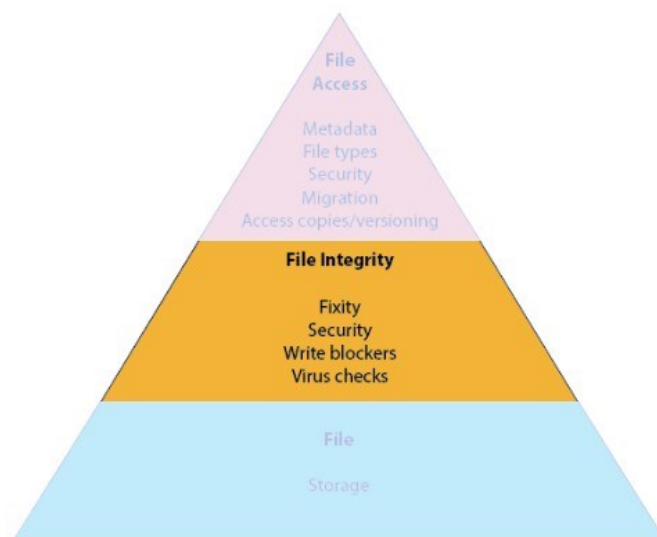


# Digital Preservation Activities Related to File Integrity

## Digital Stewardship Curriculum



### Initial Activities to Create a Digital Preservation Program

- Conversations and meetings with people in your department and organization
- Inventory of existing digital content
- Assess staffing needs for digital preservation activities
- Check permissions – who has access to which files
- Research tools, equipment, other policies that you may want to use in your organization
- Create plans for files in case of disaster or emergency
  - When will fixity be checked? If there is a problem with files after a disaster event – how will they be restored?
- Include File Integrity topics within Digital Preservation Plan and/or Digital Preservation Policy (fixity, security, virus checks, write blockers)

### Upon ingest and file creation

- Virus checks
- Run fixity check (either verify checksum that already exists, or create a checksum upon ingest or creation)

### Regularly

- Run fixity checks
- Update software

### Less frequently

- Research new tools, equipment, or policies that you may want to use in your organization
- Review Digital Preservation Plan or Policy and revise as needed

### In response to disaster, emergency

- Follow your digital disaster or emergency plan - assuming you have created one as part of your overall Digital Preservation Plan
- Assess what loss or damage has occurred (by running fixity checks and other methods)
- Retrieve all possible content from your backup system