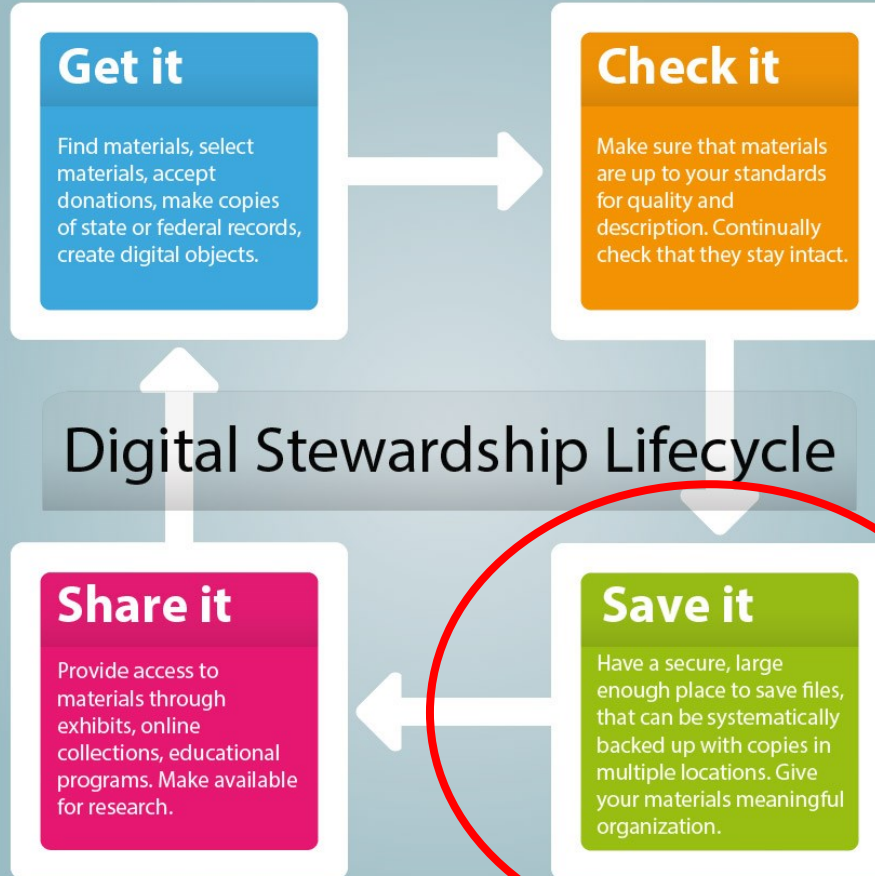
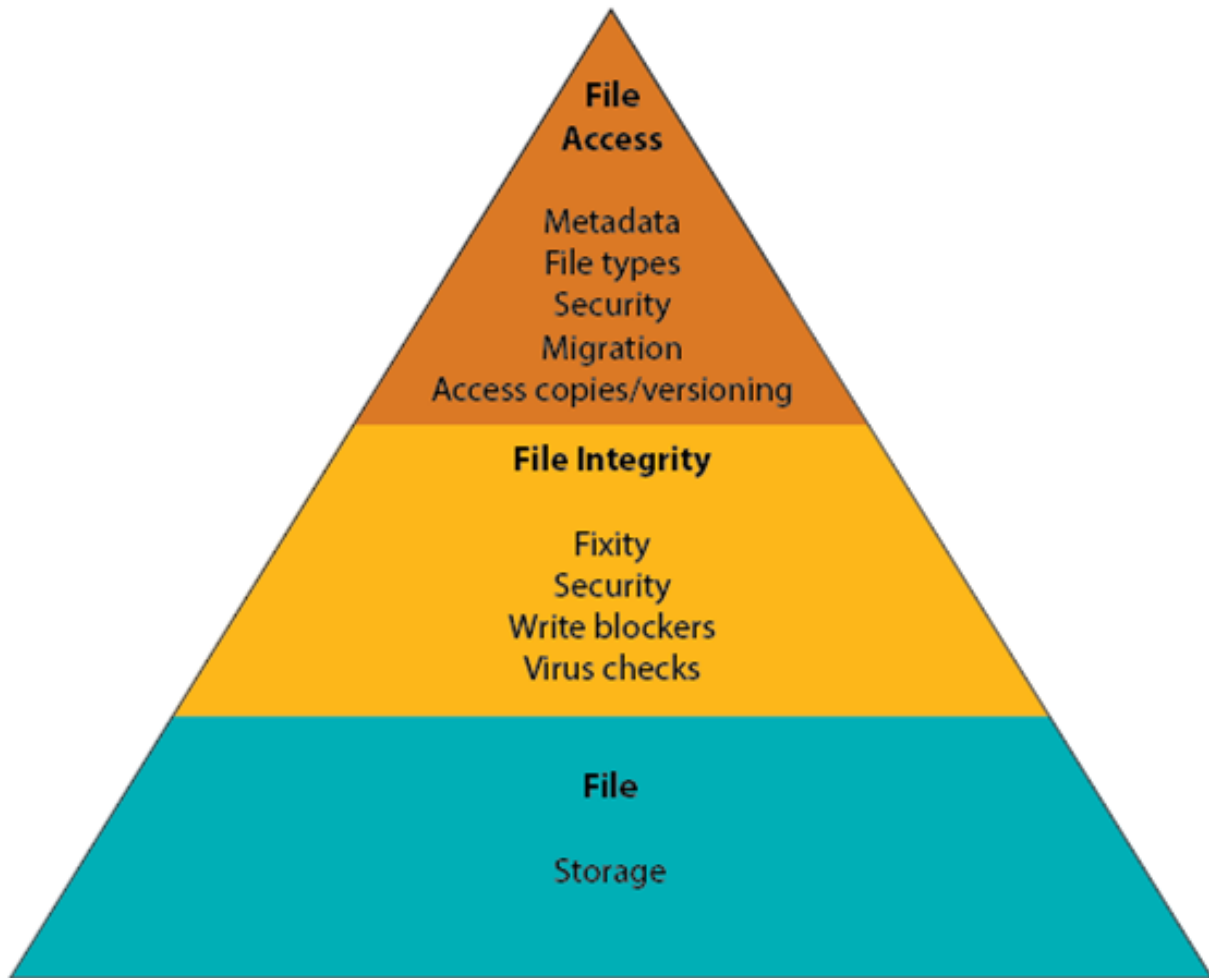


Digital Preservation - File Access

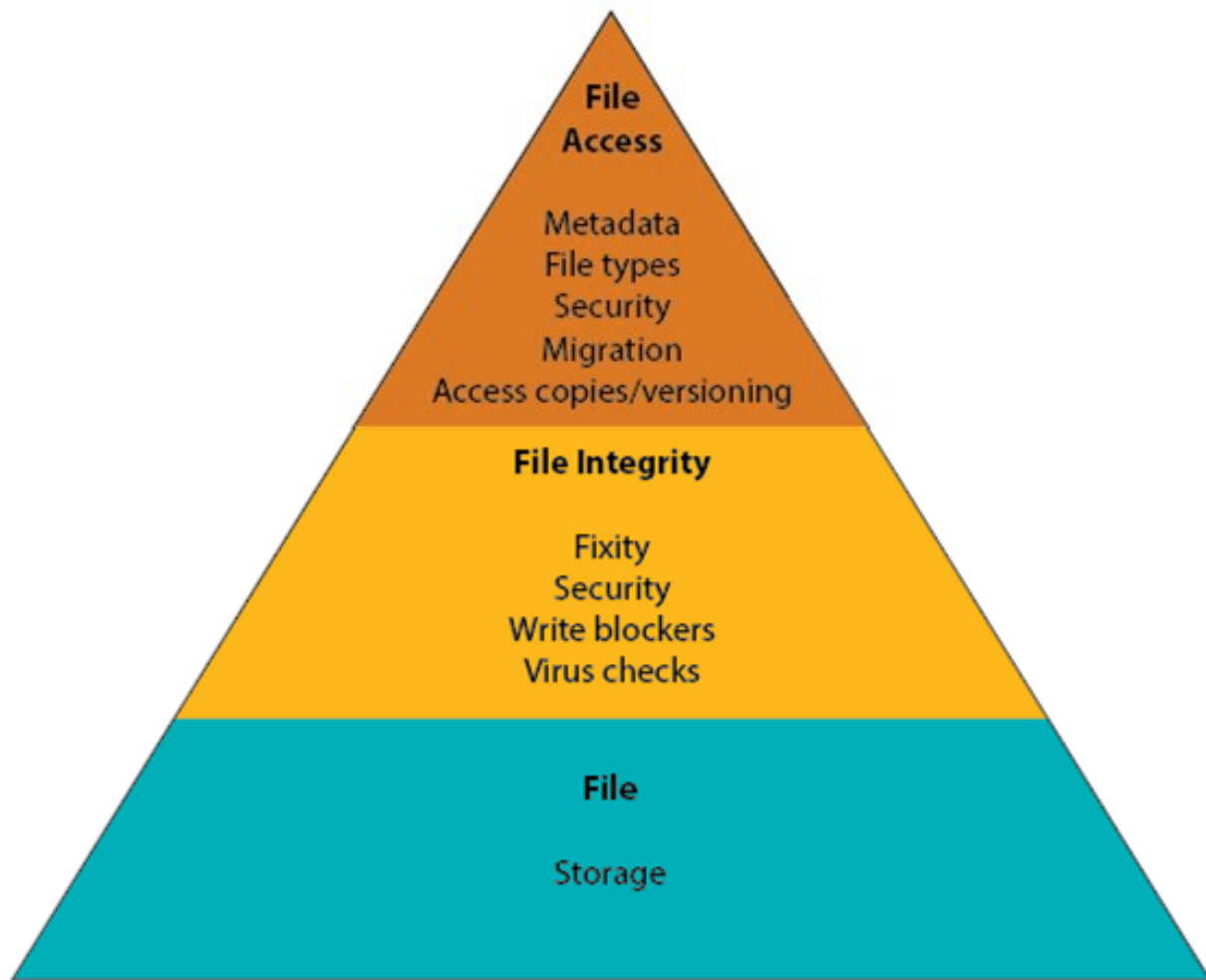
Digital Stewardship Curriculum





“Access”

- Mukurtu CMS or other online platforms...
“access” = types of sharing with your community
- Digital preservation “access” = internal management of your files and INFORMATION about your files



File access

- Describing the digital object
- Ensuring continued access to the information within the file
- By you, your staff, and future staff

Building blocks of file access

- **Preservation Metadata**
- Representation information
- Managing file types
- Migration
- Security

Preservation Metadata

- Documentation
- Long-term usability, understanding
- **Good:** Inventory
- **Better:** Administrative, technical, and descriptive metadata
- **Best:** All preservation metadata

Representation Information

- Information (or tools/software) needed to access the information stored within the digital object
- Anything you need **context** for

Examples of representation information

- A description of the language(s) contained within a document
- Representation software might be necessary
- A video codec

Managing File Types

- **Good:** Decide which file formats to use, open formats, document which formats
- **Better:** Validate files, keep up on threats to formats
- **Best:** Migrate formats, emulation, have plans to deal with obsolescence

Migration

- File type
- Checking standards, keeping updated
- Sustainable formats

File security

- Know who has access to your files
- Have policies and/or technology in place to restrict access to appropriate people

Additional file security...

- All file-system accesses, additions and deletions are logged (with deletions having event notification)
- “File System Logging”
- Something to discuss with IT

Turning on Auditing in Windows

Desktop

File Explorer View

This PC > Desktop

Advanced Security Settings for Documents

Name: C:\Users\merrilla\Documents

Owner: Merrill, Alex (merrilla@wsu.edu) [Change](#)

Permissions Share Auditing Effective Access

For additional information, double-click an audit entry. To modify an audit entry, select the entry and click Edit (if available).

Auditing entries:

Type	Principal	Access	Inherited from	Applies to
Succ...	Merrill, Alex (merrilla@wsu.ed...	Read & execute	None	This folder, subfolders and files

Add Remove Edit

Disable inheritance

Replace all child object auditing entries with inheritable auditing entries from this object

OK Cancel Apply

File Access - People and Questions

Who do I need to talk to?

- Staff in your department
- IT department

File Access - People and Questions

What roles are related to file access?

- Whoever is responsible for assigning staff access based on policies
- Anyone responsible for content, creating copies or editing files, including metadata management

File Access - People and Questions

What do I need to know or find out?

- What metadata scheme your department will use
- Quality control of metadata
- What file types you are saving as consistently
- When you need to update and migrate file types
- Who has access to view/edit/delete
- What are standards for preservation copy, access copy, edited copy - how these are organized and saved

DP Activities List - Access

- [Initial Activities]
 - Evaluate metadata and create or enhance metadata of existing digital content

DP Activities List - Access

- [Upon Ingest/Creation]
 - Migrate proprietary formats to open source formats
 - Capture and apply metadata
 - Add to inventory
 - Determine what hardware and software is needed to access the files

DP Activities List - Access

- [Regularly]
 - Migrate files on a regular basis
- [Less frequently]
 - Research new tools, equipment, or policies

File Access - People and Questions

What policy or document will relate to file integrity?

- Digital Preservation Policy
- Digitization Policy
- Access and Use Policy
- Workflows for staff working with digital content, metadata, and saving files

Quality Control for Images

Tribal Stewardship Cohort Program

Quality Control

When digitizing...

- Digitize ONCE, at the highest possible quality
- Check files when complete
- Check metadata
- After uploading - check files and metadata