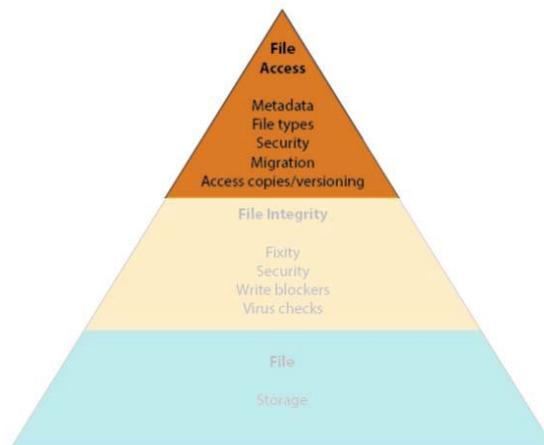


# Digital Preservation Activities Related to File Access

## 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
- Evaluate metadata and create or enhance metadata of existing digital content
- 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 Access topics within Digital Preservation Plan and/or Digital Preservation Policy (metadata, file types, security, migration, access copies/versioning)

### **Upon ingest and file creation**

- Migrate proprietary formats to open source formats
- Capture and apply metadata
- Add to inventory
- Determine what hardware and software is needed to access files

### **Regularly**

- Migrate file types on a regular basis

### **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