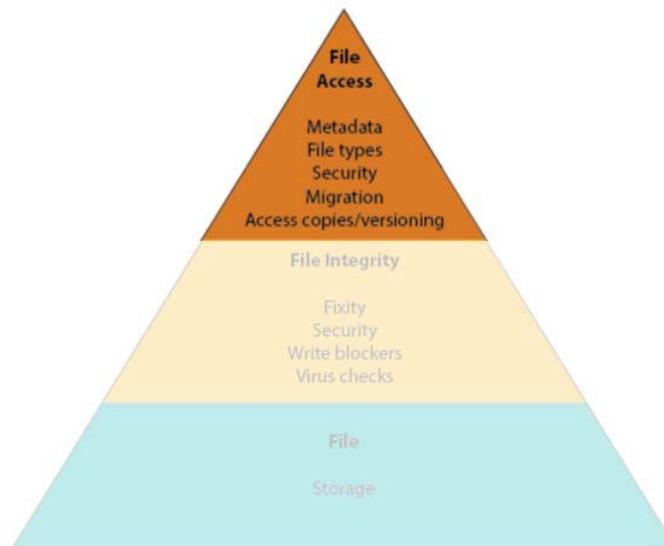


# Digital Preservation File Access Questions

## Digital Stewardship Curriculum



### Who do I need to talk to?

- IT Department
- Staff in your department
  - Anyone who is responsible for management of files
  - Whoever is responsible for system or network security and department/collection security, and setting access permissions
  - Anyone responsible for creating copies, editing files, editing metadata

### What do I need to know or find out?

- Who has access to view, edit, and delete files?
- What metadata scheme does your department use? Does it include preservation metadata?
- What file types do you use? How often do you check if file types need to be updated/migrated?
- What are your quality control procedures? After digitization, for metadata, for organization.

### What policy or document will relate to storage?

- Digital Preservation Plan
- Digital Preservation Policy
- Digitization Policy
- Quality Control Workflows
- Workflows that involve saving and transferring files, metadata

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