

Digital Preservation Questions Worksheet

Part 3: File Access

Digital Stewardship Curriculum

Use this worksheet as you continue digital preservation conversations at your institution, specifically relating to file access. You will think of people who you want to be involved in ongoing digital preservation, create a short list of the digital preservation file access information you already know, and three activities or questions that you will pursue in the next few months.

This worksheet series is intended to aid in starting conversations, setting meetings, and creating your own personalized goals for digital preservation. These worksheets have been adapted from the Digital POWRR Project 3-3-3 Action Plan (<https://digitalpowrr.niu.edu/>).

Who are the people (roles or names) who will have an ongoing role in digital preservation in your department or institution?

List all the people who will be managing a digital preservation plan or workflow, working with digital files, creating preservation metadata, managing technology, advocating for funding, or other roles.

Are you currently in conversation with the people you listed? If not, what are your next action steps to include them in your discussions? Are there any important roles you can identify, that do not have a person assigned to them?

What do you already know about planning for file access? Or what does your department or institution already have in place?

Make note of at least three steps you have already taken towards file integrity in your digital preservation actions or planning.

How is security of files managed? How do you record preservation metadata? Do you keep different versions of your files? What file types do you use for different formats?

1.

2.

3.

What do you need to learn about file access?

List three questions, actions, or tasks related to digital preservation file access that are your *top priorities* to learn about, discuss, or put in place in the next few months.

1.

2.

3.