Digital Preservation File Storage Questions
Digital Stewardship Curriculum

File

Storage

Who do I need to talk to?
- IT Department
- Administration
- Funders

What roles are related to storage?
- Anyone who has access to edit or move files (IT, Admin, any staff who are responsible for working with the files).
- Whoever is in charge of content backup (IT, Admin)

What do I need to know or find out?
- How often content is backed up,
- What types of storage devices are used,
- How often storage devices are migrated,
- What risks are present in your geographic region,
- Does your institution follow the 3-2-1 rule? (3 copies of your data, on at 2 types of storage media, in at least 1 different disaster risk zone)

What policy or document will relate to storage?
- Digital Preservation Plan
  Digital Preservation Policy
- IT department agreements
- Workflows that involve saving files