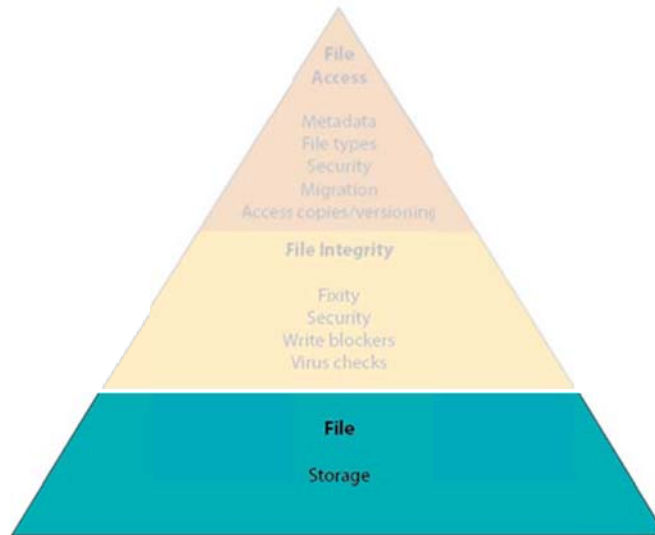


Digital Preservation Activities Related to File Storage

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
- Research tools, equipment, other policies that you may want to use in your organization
- Plan (and purchase if needed) storage solutions, storing multiple copies in multiple places on multiple formats
- Create plans for digital content in case of disaster or emergency
- Create plans for digital content in case of disaster or emergency
 - Know the natural or man-made disasters that might affect your region, and create plans of what to do in response
 - Also consider hardware failures, network errors, network security and external attacks, software failure, media failure or obsolescence.
- Select and identify materials for long term digital preservation.

Upon ingest and file creation

- Save master preservation file and access file
- Add to inventory

Regularly

- Backup files on a regular basis

Less Frequently

- Research new tools, equipment, or policies that you may want to use in your organization
- Update storage media

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
- Assess what loss or damage has occurred
- Retrieve all possible content from your backup system