

Please note all url links from the electronic edition of the Handbook are checked weekly by robot software to identify broken links and resources which have been moved from their original web location. Individual url changes are part of our routine maintenance and updating but are not noted below except in cases where newer versions of documents are available.

Table of Changes made to the Handbook	DATE	CHANGES
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October 2009

[Institutional Strategies: Exemplars and Further Reading](#)

[Institutional Strategies: Costs and Business Modelling](#)

Paper presented at the Twentieth IEEE/Eleventh NASA Goddard Conference on Mass Storage Systems  
link broken - updated

[Institutional Strategies: Exemplars and Further Reading](#)

Essex Data Archive, Guide to Depositing Data.

link broken - updated

July 2009

[A Handbook - Endorsements and Reviews](#)

*Holding The Past In Our Digital Grip* Phipps, The Times Higher, 11th October 2002

link broken - updated

June 2009

[Institutional Strategies: Exemplars and Further Reading](#)

[Institutional Strategies: Costs and Business Modelling](#)

Marley, Steve., Moore, M., and Clark, C. (2008) Remote data Storage Capabilities for NASA's EOSD

link broken - updated

December 2008

[Institutional Strategies: Exemplars and Further Reading](#)

National Library of Australia. Digital Services Project. Request for Tender - Digital Collection Management

NOF-digitise Technical Standards and Guidelines no longer available - link disabled

### [Organisational Activities: Exemplars and Further Reading](#)

NOF-digitise Technical Standards and Guidelines no longer available - link disabled

### [Introduction: Acronyms and Initials](#)

The National Grid for Learning has been scrapped – link disabled.  
National Preservation Office link updated.

November 2008                      Text version removed and PDFs of Handbook and sections added  
October 2008                      [Organisational Activities: Exemplars and Further Reading](#)  
<http://www.columbia.edu/cu/libraries/digital/criteria.html> no longer valid - disabled  
September 2008

### [Institutional Strategies: Exemplars and Further Reading](#)

Bide, M. et al. (1999). Digital Preservation: an introduction to standards issues surrounding the deposit of  
<http://www.bic.org.uk/digpres.doc> URI no longer valid, updated with new location.

Book Industry Communication, The Rights Decision Tree, Sally Morris and the Rights Metadata Working

May 2008

### [Institutional Strategies: Exemplars and Further Reading](#)

URLs <http://www.icsti.org/2000workshop/gatenby.html> and  
<http://www.icsti.org/2000workshop/index.html> no longer available - disabled

### [A Handbook: Endorsements and Reviews of the Handbook](#)

Link to "Marc Fresko EDM & ERM Consulting Services Director, Cornwell Affiliates plc in Managing Infor

### [Organisational Activities: Exemplars and Further Reading](#)

OTA: Creating and Documenting Electronic Texts. Chapter 6: Documentation and Metadata. <http://ota.a>

New location <http://ota.oucs.ox.ac.uk/documents/creating/cdet/chap6.html>

April 2008

### [Organisational Activities: Exemplars and Further Reading](#)

Archaeology Data Service, Guidelines for Depositors Version 1.1 <http://ads.ahds.ac.uk/project/userinfo/>  
<http://ads.ahds.ac.uk/project/userinfo/deposit.cfm>

### [Introduction](#)

Mailing address amended to  
Digital Preservation Coalition  
Innovation Centre  
York Science Park  
York  
YO10 5DG

### [Digital Preservation - References](#)

Links to [http://europa.eu.int/ISPO/dlm/fulltext/full\\_ashl\\_en.htm](http://europa.eu.int/ISPO/dlm/fulltext/full_ashl_en.htm)  
and <http://europa.eu.int/ISPO/dlm/> were disabled and a new URL for information added

March 2008 The following URLs were disabled and a new URL for information added

- [http://europa.eu.int/ISPO/dlm/fulltext/Strategies\\_Costs\\_and\\_business\\_modelling](http://europa.eu.int/ISPO/dlm/fulltext/Strategies_Costs_and_business_modelling) ,

### [Institutional Strategies - Exemplars and Further Reading](#)

- [http://europa.eu.int/ISPO/dlm/fulltext/Strategies\\_References](http://europa.eu.int/ISPO/dlm/fulltext/Strategies_References) , [Insti](#)

### [Institutional Strategies - Exemplars and Further Reading](#)

### [Institutional Strategies - Standards and Best Practice Guidelines](#)

### [Media and Formats - Exemplars and Further Reading](#)

### [Organisational Activities - Exemplars and Further Reading](#)

### [Organisational Activities - References](#)

### [Organisational Activities - Creating Electronic Records](#)

November 2007

### [Organisational Activities: Exemplars and Further Reading](#)

### [Organisation Activities: References](#)

Link to " Tanner, S. and Lomax-Smith, J. (1999). 'How Much Does It Really Cost?' Paper for DRH '99 Co

October 2007

[Institutional Strategies: Exemplars and Further Reading](#)  
[Organisational Activities: Exemplars and Further Reading](#)  
RLG/OCLC link updated

September 2007

[Institutional Strategies: Exemplars and Further Reading](#)

Links to "National Library of Canada. Consultation on Online Publications. (January 31 2000)" updated to

[Organisational Activities: Exemplars and Further Reading](#)

Links to "National Archives of Australia. Recordkeeping Metadata" updated to

[Digital Preservation: References](#)

[Guidance on Completion of the Decision Tree](#)

[Organisational Activities: Exemplars and Further Reading](#)

[Organisation Activities: References](#)

the link to <http://www.nlc-bnc.ca/9/8/index-e.html> has been updated

August 2007

[Institutional Strategies: Exemplars and Further Reading](#)

Link to "Chapman, S. (2003) Counting the Costs of Digital Preservation: Is Repository Storage Affordable? Journal of Digital Information 4, (2), 208-214" disabled as no longer available online.

May 2007

[Organisation Activities: References](#)

Links to "E-government: a strategic framework for public services in the Information Age." and "British Standards for E-government" updated to  
March 2007

[Organisational Activities: Exemplars and Further Reading](#)

[Organisation Activities: References](#)

[Organisational Activities: Creating Electronic Records](#)

Link to "Electronic Records Management: Framework for Information Management" updated to

[Organisational Activities: Exemplars and Further Reading](#)

Link to "ECUP (European Copyright User Platform) Licensing" updated to

[Introduction: Acronyms and Initials](#)

Link to "ECUP European Copyright User Platform" updated to

February 2007

[Introduction: Acronyms and Initials](#)

New URL for PADS

December 2006

[Institutional Strategies: Exemplars and Further Reading](#)

Link to "Essex Data Archive, Guide to Depositing Data. A guide and forms for depositors with the Essex

[Organisational Activities: Exemplars and Further Reading](#)

Link to "National Archive of New Zealand. (1998). Appraisal Standard, Standard for the Appraisal of Pub

November 2006

[Institutional Strategies: Exemplars and Further Reading](#)

Link to "http://www.nationalarchives.gov.uk/recordsmanagement/advice/pdf/best\_human\_resources.pdf " (Human Resources in Records Management. Kew: Public Record Office)

Link to "http://www.erpanet.org/www/products/tools/ERPANETCostingTool.pdf " disabled and new link a

[Institutional Strategies: costs and business modelling](#)

Link to "http://www.erpanet.org/www/products/tools/ERPANETCostingTool.pdf" disabled and new link added

October 2006

### [Digital Preservation: References](#)

Hedstrom, M. and Montgomery, S. (1998). Digital Preservation Needs and Requirements in RLG Member Libraries

Location of Catriona II Project report updated.

August 2006

### [Introduction: Acronyms and Initials](#)

<b>PRO</b>	Public Record Office - information added and link updated
<b>TNA</b>	added
<b>EROS</b>	Electronic Records in Office Systems - information added and link updated
<b>NDAD</b>	UK National Digital Archive of Datasets - link updated

August 2006

### [Organisation Activities: References](#)

Three links to http://www.pro.gov.uk/recordsmanagement/eros/guidelines disabled - the EROS project has been completed

Link to "A Model Action Plan for Developing Records Management Compliant with the Lord Chancellor's Requirements" disabled

August 2006

### [Media and Formats: Exemplars and Further Reading](#)

Links for " Dale, R. (1999). File compression Strategies Discussion at ALA. RLG DigiNews February 15

August 2006

[Intro: Acronyms](#)

Link for "Research Libraries Group" updated.

August 2006

[Decision Tree: End Page](#)

Link to "British Library Digital Preservation Policy, November 2002" updated.

July 2006

[Organisational Activities: References](#)

Links for "Arms, C. (2000). 'Keeping Memory Alive: Practices for Preserving Digital Content at the Nation

March 2006

A new section [3.7 Costs and Business Modelling](#) added to *Institutional Strategies:*

New sub-section [Costs and Business Modelling](#) added to *Institutional Strategies:*

Sub-section [How much does it cost?](#) updated in *Digital Preservation: Strategic*

Sub-section [Costs](#) updated in *Digital Preservation: Preservation Issues: Organ*

*Costs of maintaining Digital Archives* [Organisational Activities: Exemplars and](#)  
[further reading: Digitisation Costs](#) (renamed from

March 2006

The Decision Tree has [Decision Tree](#) and replaces the old Figure 4. The new version can be found at

The following pages have had links to the Decision Tree added or updated:

[Handbook section Home Page](#)

[4. Organisational Activities: 4.2.1 Appraisal and Selection](#)

[4. Organisational Activities: 4.2.2 Retention and Review](#)

Figure 4 in the [list of figures](#) now links to the PDF of the Decision Tree.

January 2006 [Introduction](#)

Link to <http://www.icpsr.umich.edu/DDI/users/dtd/index.html>  
(DDI Data Documentation Initiative) disabled and new link added.

January 2006

[Institutional Strategies: Exemplars and Further Reading](#)

Link to "<http://www.nla.gov.au/policy/vdelec.html>" (National Library of Australia. Voluntary Deposit Scheme

January 2006

[Institutional Strategies: Exemplars and Further Reading](#)

[Organisational Activities: Exemplars and Further Reading](#)

Links to "NOF-digitise Technical Standards and Guidelines. Version One; June 2000." disabled and links



Links to "Reference Model for an Open Archival Information System (OAIS)Draft Recommendation for S

September 2005

[Organisational Activities: Exemplars and Further Reading](#)

Link to "http://www.nof-digitise.org" (New Opportunities Fund) disabled and link to new page added.

June 2005

[Institutional Strategies: Exemplars and Further Reading](#)

Link to "Jefcoate, G. (1997). 'Training for a national library website: the experience of the British Library.'

Link to "Essex Data Archive, Guide to Depositing Data. A guide and forms for depositors with the Essex

April 2005

[Institutional Strategies: Exemplars and Further Reading](#)

[Organisational Activities: Exemplars and Further Reading](#)

Three links to "NOF-digitise Technical Standards and Guidelines.Version One; June 2000." disabled and

February 2005

[Organisational Activities: References](#)

Link to "A striking example of the potential pitfalls of reliance of converting email to paper can be found i

January 2005

### [Organisational Activities: Exemplars and Further Reading](#)

Link to "Public Record Office (UK). (1999). Electronic Records from Office Systems Project (EROS). Ser

December 2004

### [Organisational Activities: Exemplars and Further Reading](#)

Link to "Reference Model for an Open Archival Information System (OAIS) Draft Recommendation for S

Link to <http://www.hcu.ox.ac.uk> disabled as HCU no longer in existence.

November 2004

### [Institutional Strategies: Exemplars and Further Reading](#)

Link to "Public Record Office Victoria (Australia). (2000). Standard for the Management of Electronic Re

Link to "Public Record Office. EROS (Electronic Records in Office Systems) programme." disabled - the

### [Organisational Activities: Exemplars and Further Reading](#)

Link to "Public Record Office Victoria (Australia). (2000). Standard for the Management of Electronic Re

Link to "National Archive of New Zealand. (1998). Appraisal Standard, Standard for the Appraisal of Pub

Link to "Electronic Records Management: Framework for Information Age Government. March 2000." di

Link to "Beagrie, N. and Greenstein, D. (1998). A Strategic Policy Framework for Creating and Preservin

Link to "Kingma, B. (1999).The Economics of Digital Access: the Early Canadiana Online Project. http://

### [Introduction: References](#)

Link to "Beagrie, N. and Greenstein, D. (1998). A Strategic Policy Framework for Creating and Preservin

### [Organisational Activities: Creating Electronic Records](#)

Link to "Electronic Records Management: Framework for Information Age Government. March 2000." di

### [Organisational Activities: References](#)

Link to "Electronic Records Management: Framework for Information Age Government. March 2000." di

May 2002

Online Edition Version 1 [Developed by Neil Beagrie](#) and [Brett Scillitoe](#) for the Digital Preservation

All URL's checked and updated

Web hotlinks and navigation for online edition

Decision tree (figure 4) explanatory text added to Question 5

Search Other Resources facility (search archives of Digital Preservation JISCmail list and search Preser

February 2002	Limited Edition CD produced for DPC launch at House of Commons
October 2001	Print publication published by British Library
October 2000	Pre-publication review draft on web