**Preservation Planning Scoping Document for Paul Wilson’s Mementos Collection**

**Collection Name:** PERS

**Contents:** Scanned Mementos, photographed artefacts and special electronic files,

**Main Digital Components**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component Name** | **Contents** | **Technology** | **Physical Equivalents** |
| Index | Single line entry for each item defining a unique reference number and other information | Single Excel file with one worksheet | None |
| Digital Files | Mainly Mementos and files associated with my OFC work | 988 files (at least one for every one of the 707 index entries) amounting to 4.62Gb and comprising 16 zip files (containing about 400 Word and PDF files); 1 html file; 17 Jpg files; 1 Excel file; 18 Word 1997-2003 files; 19 current Word files; 885 PDFPlus files; 1 pptx file; 29 TIFF files | About 270 of the 707 index entries have at least one physical item retained and stored in Presentation Folders or a Display Case. The exact number is To Be Determined. |

Scoping Assessment

|  |
| --- |
| 1. Why do you want to retain this data?
 |
| I want to retain BOTH the electronic files AND the physical items i.e. the whole collection.The files are a combination of mementos which I want to be able to peruse, enjoy and perhaps show other people; and of documents which I may want to refer back to and/or work on. In the long term I plan to pass on this collection to my children. |
| 1. For whom are you keeping it? How are you going to test their expectations?
 |
|  The collection is for me, the Owner, at present; and in the long term for my children. |
| 1. What are your preferred preservation approaches? Why have these been proposed?
 |
| No idea – the Preservation Plan will need to include tasks to identify options and decide which ones to go with. |
| 1. What risks do the different parts of the collection face?
 |
| There is a risk that:1. the files on the laptop become corrupt or irretrievably lost AND that the backups cannot provide replacements for some reason or other.
2. The files are not readable by the Owner's computer systems at some time in the future (say twenty or more years hence).
3. The index may become separated from the digital files and/or the physical files such that the Owner may not be able to use the three elements in conjunction with one another, or may not even realise that there are three elements that should be used in conjunction with one another.

 |
| 1. What are the highest priorities for action?
 |
| The priority order of the risks (highest priority first) is A, B, C. |
| 1. What actions should be taken to meet them? Who is responsible for each action (Repeat for each risk listed in section 4)
 |
| **Risk A:** Check that the backup arrangements are in place, are sound, and are being applied satisfactorily. Test that the backups actually work and can provide appropriate replacement files. Consider putting in place a backup of the backup arrangements. Responsibility: PW**Risk B:** This is the $64,000 question that I don't know the best answer to. Responsibility: PW**Risk C:** Explore Inserting appropriate references to the other two elements in each of the elements such that anyone using each element will know that the other elements exist and where they are located. Responsibility: PW |
| 1. What tools are available to carry them out?
 |
| None at present (would need to do some work on the Risks first to even know if tools are required). |
| 1. What are your constraints in terms of cost / resources?
 |
| No problem with time, but a very limited budget (say a couple of hundred UK Pounds max). |
| 1. What are your expectations of quality?
 |
| I expect the job to be done to the highest quality given the constraints. |
| 1. How will the plans be validated? Who will be responsible for validating them?
 |
| By a knowledgeable collaborator - who is yet to be identified. |
| 1. How and when will the preservation arrangements be reviewed and updated, and who will do that work?
 |
| My current thinking is that a Maintenance Schedule would be produced as part of the Plan and that this would specify what is to be reviewed and at what interval. A likely review period might be every three years - but it would depend on what is to be reviewed. The Maintenance Plan would be the third of three documents produced from the Preservation Planning activity - a Scoping document (this document) which identifies what needs to be covered in the Plan; a Plan which defines what is to be done in an immediate project; and a Maintenance Schedule which defines the ongoing activities which will need to be undertaken periodically for the duration of the life of the collection (which could be many years or indefinitely). |

**Ends**