Getting Started:
First steps checklists

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New to DP?

Key first steps, not necessarily in this order

- **Where are you, where do you want to be? – Maturity modelling**
  - NDSA Levels of Preservation
- **Survey what you have and create a Digital Asset Register**
  - Keep it simple, what, where, why, who
- **Establish an organisational preservation policy**
  - Establish consistent policy + win some organisational buy in
  - DPM Tools and Techniques, Catalogue of policy elements
- **Build a business case – get the resources to make it happen**
  - Digital Preservation Business Case Toolkit
- **Secure the bits! – minimise risk for the minimum of effort**
  - (see next slide)
- **Collection assessment - Understand the characteristics of your digital assets**
  - Spruce example
- **Document your collections**
  - Make them understandable before personal knowledge is lost

Keep the bits now

The minimum required to preserve a new collection

- **Prompt check in – have you got what you thought you would receive?**
  - Check all expected files are present
  - Open a random selection to verify integrity
  - Request replacements from supplier promptly
- **Create a verifiable manifest – verify fixity**
  - Create a top down manifest file that lists each digital object in your collection as a relative filename and a checksum (try www.avpreserve.com/tools/fixity/)
- **Stabilise – make a copy, make several copies. Keep the bits**
  - Keep a copy on spinning disk if possible – its easy to access and easy to revisit and inspect (see below)
  - Backup to tape or more disk. Keep copies in different geographical locations to avoid catastrophic disaster
- **Register – record the existence of the collection in your digital items register**
  - Record: What it is, who is the responsible owner, where it is, who owns it, and who can access it.
- **Revisit and inspect – are your bits still alive?**
  - Revisit the collection, recalculate your checksums and verify content has not been lost
  - Do a test recovery of your backups to ensure they are working effectively!