

Records Management and Digital Preservation

18th September 2025



Background



About me:

Qualified archivist.

18+ year career,
mostly in
IRM / IG roles.

Focus and
specialist interest
in **digital**.



About the Pension Protection Fund (PPF):

Set up in 2005 by Pensions Act 2004.

Provide protection for members of 'defined benefit' pension schemes (8.9 million people).

292,000 PPF members &
139,000 FAS members.



Aligned Principles and Objectives

What is digital preservation?

A **series of managed activities** necessary to ensure **continued access** to digital materials and their content **for as long as necessary**.



Policy and strategy

Monitoring

Responding to change

Ongoing activities

Retention period

Findable and useable

Records Management Elements & Digital Preservation

Creation

- Preferred file formats



Receipt

- Capture context & metadata / documentation



Reproduction

- Which is the original?
- Changes?



Maintenance

- File formats
- Systems
- Metadata
- Version control
- Back-ups



Storage

- Secure
- Supported file formats
- Update / migrate



Use

- Right hardware & software
- Metadata



Protection

- Controlled access
- Cyber security

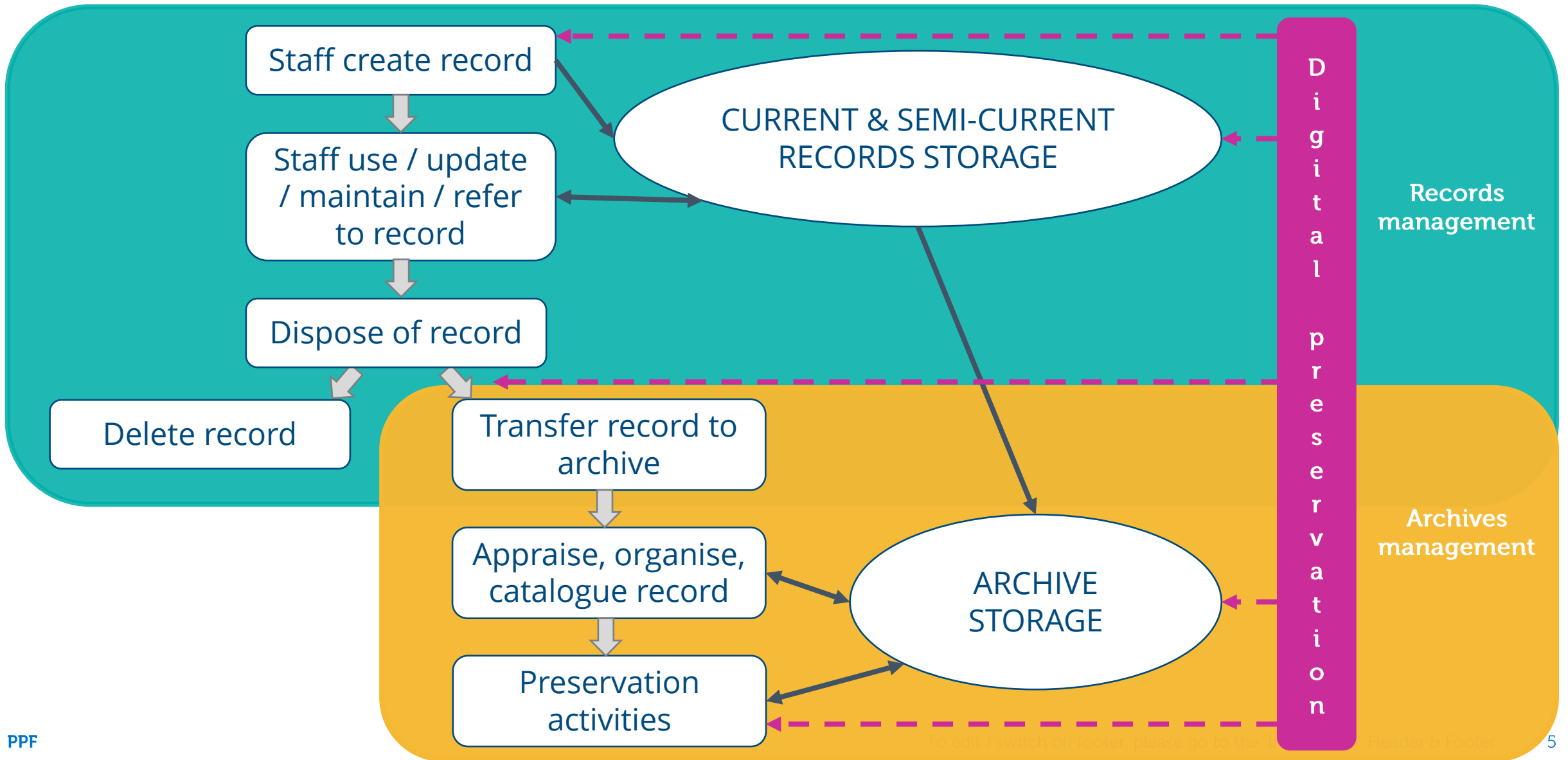


Disposal

- Safely transfer to third party or archive



Records Lifecycle and Digital Preservation



The logo for the Pension Protection Fund, featuring a white curved line above the text.

Pension
Protection
Fund

A large, thick, pink curved line that forms a partial circle around the central text.

Thank you

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