

Digital Preservation Handbook

Checklist for assessing storage readiness for digital preservation

| <input checked="" type="checkbox"/> | CHECKLIST: questions for your service provider |
|-------------------------------------|--|
| <input type="checkbox"/> | What level of redundancy does the storage system provide? How many physical locations is digital material held in? What is the geographical distance between them? |
| <input type="checkbox"/> | If a file has become corrupted or unintentionally altered, how does this get detected and when does detection happen? Are audit trails or other forms of logging available to show that data integrity checks have been done and to show the result? |
| <input type="checkbox"/> | What is the disaster recovery strategy, for example if a storage system fails or there is a natural disaster at a storage site then how are digital materials recovered? When was the last time this DR strategy was tested? |
| <input type="checkbox"/> | What is the storage migration strategy to address technical obsolescence? What happens when the system is at the end of its life and content needs to be migrated to a new system? Is the content still accessible during this process? |
| <input type="checkbox"/> | What is the exit strategy when using a given type of storage (e.g. onsite, cloud) for example what happens if the vendor of the storage system goes out of business? |
| <input type="checkbox"/> | What measures are in place to contain corrupted or altered files, for example quarantining files to prevent them from being replicated? |
| <input type="checkbox"/> | What security and auditing measures are in place to prevent unwanted access and/or modification of the digital materials? |
| <input type="checkbox"/> | Who is responsible for monitoring and managing the storage system to ensure it is functioning correctly? Is there continuity of staff in cases of holiday, sickness or departures? |
| <input type="checkbox"/> | What contracts, warranties or guarantees come with the storage solution or service which commit the vendor or supplier to support, recovery or replacement if there are any problems? |
| <input type="checkbox"/> | What approach or support is in place for storage technology watch and risk assessment so that migrations, refreshes, upgrades or maintenance can be planned and executed in a timely way? |
| <input type="checkbox"/> | Are the costs and risks clear so that a trade-off can be assessed and made between number of copies, type of storage, ease of access, and safety of the digital materials? |