Common requirements structure for preservation system procurement

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Made available as part of the DPC’s Digital Preservation Procurement Toolkit

1. Acquisition, transfer and ingest
   1.1. Transfer
   1.2. Check-in
   1.3. Validation to profile
   1.4. SIP generation

2. Content preservation
   2.1. Characterisation/risk analysis
   2.2. Preservation planning
   2.3. Preservation action
   2.4. Managed deletion
   2.5. Support for content types

3. Bitstream preservation
   3.1. Replication
   3.2. Integrity
   3.3. Support for models/technologies/cloud
   3.4. Administrator access controls

4. Management and administration
   4.1. Data management
   4.2. Reporting
   4.3. Administration
   4.4. Workflow/queue management
   4.5. Sensitive data management

5. Discovery and access
   5.1. Roles
   5.2. Access control/policies
   5.3. API
   5.4. Interoperation with access platforms
   5.5. Search/browse
   5.6. Content specific access functionality

6. Systems integration and interoperability
   6.1. System/standards support
   6.2. Import functionality
   6.3. Bulk processing

7. System design
   7.1. Data model
   7.2. Systems architecture
   7.3. Sustainability/maintainability

8. Metadata management
   8.1. Standards
   8.2. Templates
   8.3. Management
9. Security
   9.1. Standards compliance
   9.2. Encryption / key management
   9.3. Administrator roles / rights
   9.4. Virus checking
   9.5. Access/usage logging
10. Disaster recovery and resilience
    10.1. Service level agreements
    10.2. Critical infrastructure
    10.3. System backup and restore
11. Export/exit strategy
    11.1. Bulk export facility
    11.2. Access API
    11.3. Data independently understandable in storage layer
    11.4. Support for interoperability / preservation standards
    11.5. Escrow
12. Training
    12.1. Availability
    12.2. Bespoke/Generic
13. Usability/help/documentation
    13.1. Documentation
    13.2. Context sensitive help
    13.3. Interface customisation
    13.4. Accessibility
    13.5. Support/help desk
14. Contractual
    14.1. Legal
    14.2. Delivery
15. Supplier profile
    15.1. History and incorporation
    15.2. Customers/installations
    15.3. Going concern
    15.4. Professional indemnity
    15.5. Release schedule
    15.6. Support
    15.7. User group
16. Implementation
    16.1. Performance
    16.2. Live/test environments
    16.3. Software requirements
    16.4. Flexibility/extensibility/modularity
17. General/other

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