

# 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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