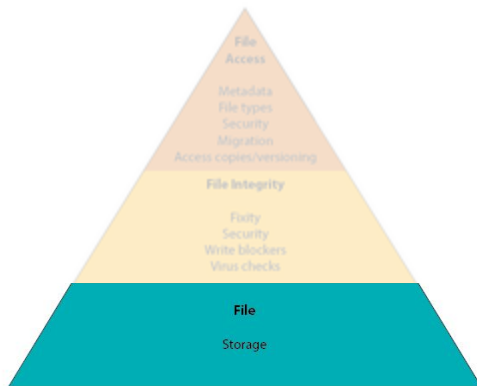




## Digital Preservation Questions

SHN Post-Conference Workshop - ATALM 2016  
Part 4: Digital Preservation

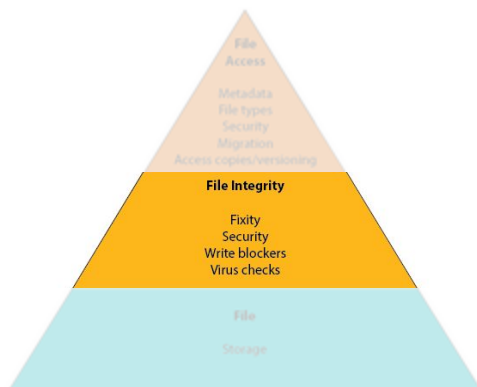


### Storage

**Question 1:** How often content is backed up?

**Question 2:** What types of storage devices are used, and how often storage devices are migrated?

**Question 3:** What environmental risks are present in your region?



### File Integrity

**Question 1:** Does your department or IT check fixity?

**Question 2:** Who on your staff (or other departments) has permissions and access to view/edit/delete digital files?

**Question 3:** Are regular virus checks run on computers? What about when new digital collections come in?

### File Access

**Question 1:** What metadata scheme does your department use? Does it include preservation metadata?

**Question 2:** Do you have consistent file formats that you use for different types of files?

**Question 3:** Do you have preservation copy, access copy, edited copy for all files? How these are organized and saved?