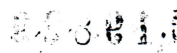


# CONTENTS

<i>Management summary</i>	4
<b>1. Introduction</b>	6
<b>2. Mission and task outline</b>	10
<b>3. Strategic policy framework</b>	12
3.1 Multiyear policy	13
3.2 Collection policy	13
3.2.1 Collection description (typology)	13
3.3 Agreements on access	14
<b>4. Preservation principles</b>	16
4.1 Core definitions	17
4.2 Scope	17
4.3 Preservable formats	17
4.3.1 Preservation master, mezzanine and proxy files	18
4.4 Non-preservable formats	19
<b>5. Preservation strategy</b>	22
5.1 Migration	23
5.2 Guaranteeing integrity	24
5.3 Guaranteeing authenticity	25
<b>6. The preservation workflow</b>	28
6.1 Information model	29
6.2 Generic workflow stages	29
6.3 Process details and technical metadata	30
<b>7. Preservation levels</b>	32
7.1 Full preservation and bit preservation	33
7.2 Preservation menu	33
7.3 Guarantees and checks	35
7.4 Preservation actions	35



<b>8. Preservation planning</b>	36
8.1 Preservation Watch	37
8.2 Organization changes	37
8.3 Designated Communities	37
8.4 Technological developments	38
<b>9. Standards and formats</b>	40
9.1. Digital collection management	41
9.2 Metadata formats	41
9.2.1 Descriptive metadata	41
9.2.2 Thesaurus	42
9.2.3 Preservation metadata	42
9.3 File formats	43
9.3.1 Video	43
9.3.2 Audio	43
9.3.3 Film	43
9.3.4 Text, subtitles and photographs	44
9.3.5 Websites and Internet video	44
9.3.6 Computer games	44
<b>10. Storage policy</b>	46
10.1 Backup and recovery	47
10.2 Migration	47
10.3 Retention	48
<b>11. Technical infrastructure</b>	50
11.1 Maintenance and security	51
11.2 Continuity	52
<b>12. Training and knowledge development</b>	54
<b>13. Risk management</b>	58

