*<To use this template, delete all material between the < > characters as well as the <> characters themselves; overwrite @@@ characters with the correct information; and fill in the sections of the document as appropriate.>*

*Title:* **@@@** **Preservation MAINTENANCE PLAN
<***Insert the short name of the collection which is to be preserved.>*

*Author: @@@*

*Date: @@@*

**Schedule:** The next Maintenance exercise is scheduled to start on @@@. To perform the maintenance, go through each of the following 16 steps.

**1. Purpose:** This document specifies the actions to be taken in the future to enable the contents of the @@@ collection (both digital and physical) to continue to be viewed and used to a level of quality and utility not less than was possible in @@@. <*Insert the year this Maintenance Plan was produced.*>

**2. Previous preservation actions taken:** At the point at which this document was written, the following preservation actions had been taken:

*<List the preservation actions that have been recently taken. Include the suggested text if it applies.>*

* The formats of all @@@ files <*Insert the approximate number of files in the collection*.> comprising the digital collection had been reviewed and the following conversions performed to ensure the files concerned remain readable in the future. All files that were converted kept the same file title as the original but had 'UPDATED' and the date of the conversion inserted into their titles. The original versions were retained but had 'ORIGINAL' inserted into their file titles. <*Remove this last sentence if it does not apply.*>
* @@@
* @@@
* @@@
* Backup arrangements were due to be implemented immediately following the production of this document (this was left to last to ensure that this Maintenance Plan gets included in any backups taken as part of that exercise).

**3. Possible future preservation issues:** In the course of the above preservation actions being taken, the following issues were identified as possibly requiring preservation work in the future:
 *<List any preservation issues that have been recently identified and not yet resolved.>*

**3.1** @@@

**3.2** @@@

**3.3** @@@

**4. How to implement this Maintenance Plan:** To implement this Plan, perform the activities listed in this section below. A description of each activity is provided in sections 5 - 16 of this document. If a more rigorous approach is required, create a Digital Preservation Plan DESCRIPTION and CHART (possibly preceded by a SCOPING document), at the point indicated in the steps below. The activities are to be performed in the order they are listed below:

* specify the preservation period
* review the overall hardware and operating system strategy
* perform an inventory check and identify any work required on the physical items and storage
* catalogue the file types
* then, for each file type:

 - try opening a few example files

 - define the application and platform strategy for that file type

 - define any conversion action to be taken

If required, create a SCOPING document, or a Digital Preservation Plan DESCRIPTION and CHART at this point.

* make any changes to the Applications and Platforms that have been defined
* perform any work previously specified on the physical items and storage
* for each file type, implement the specified file conversion actions
* create the next version of this maintenance plan
* review and update the backup arrangements and make new backups as necessary.

**5. Specify the preservation period**: Decide when the next Maintenance exercise after this one is to take place. This will determine the minimum period over which the collection is to be preserved by the actions taken in this maintenance exercise. It is recommended that the period should not exceed 5 years.

**6. Review the overall hardware and operating system strategy:** The ability to open and use the collection's digital files is critically dependent on the hardware and operating system platforms upon which the application software runs. Therefore, identify if any changes are planned for these platforms over the period leading up to the next maintenance exercise.

**7. Perform an inventory check and identify any work required on the physical items and storage:** Check that all physical and digital items are in place. While doing so, identify any physical items or storage containers that are in poor condition or inadequate in any way, and specify what action is to be taken to rectify the problems. Try to find any missing items. If they still can't be found, record the fact that they are missing.

**8. Catalogue file types:** Use a software tool such as DROID (which was downloadable for free from the National Archives web site in 2018), or simply use Windows Explorer or equivalent in other operating systems, to identify what file types are present in the collection.

**9. Try opening a few example files:** For each file type, take a few example files and try to open them. Make notes on what happens including what application (and its version number) is used to open the files.

**10. Define the application and platform strategy:** For each file type, decide what application you want to be able to open them in; then what operating system you want the application to run on; and then what hardware you want to use (it is probable that you'll want to use the same operating system and hardware platforms for all the items in the collection - but it is also possible that particular applications may influence the platform decision).

**11. Define conversion action to be taken:** For each file type, define what conversion, if any, is to be performed on the files of that type; and the process and tools to be used to achieve the conversion.

**12. Make any changes to the Applications and Platforms that have been defined:** Before proceeding with any conversion activities, make any changes to the Hardware, Operating System and Applications that are required.

**13. Perform any work previously specified on the physical items and storage:** If any problems with the physical items and storage containers had been identified while undertaking the inventory check, carry out the rectification work that has been specified.

**14. Implement the specified conversion actions on each file:** For each file type perform the conversion actions that have been specified on the files of that type. Test that the converted files open up satisfactorily before deleting any originals. Consider retaining the originals to mitigate against any reduction in quality introduced during major conversions from one format to a completely new format (as opposed to just updating the version of a particular format).

**15. Review and update the next version of this maintenance plan:** Go through this document and update it as necessary with information for the next maintenance exercise. Be sure to change the date in the Schedule section at the beginning of the document and to include the date in your personal calendar. In addition, update the ' Previous preservation actions taken' and the 'Possible future preservation issues: ' sections. Modify the maintenance process steps if required as a result of experience gained in the exercise just completed.

**16. Review and update the backup arrangements:** Review the backup arrangements and check they have been operating correctly. Test out the recovery of files from the different backup mechanisms. Make any changes to the backup arrangements that are needed. When all changes have been made, check that the backup documentation is completely up to date, and then ensure that the latest versions of all the electronic components of the @@@ collection are backed up.

**ENDS**