***<Preservation Maintenance Plan Template, v2.5, 05Jun2020>***

*<If this is the first time that Digital Preservation work has been done on a collection EITHER use the Scoping template to get started (best for large, complex collections)*

*OR use this Maintenance Plan template to get started (can be effective for smaller, simpler collections - retitle it to ‘Initial Digital Preservation work on the @@@ collection’ and ignore sections Schedule, 3, 4 and 7) >*

*<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 18 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. Contents & Location:** The @@@ collection contains @@@ belonging to the Wilson family. Its digital files are stored on @@@; and the physical albums are stored in @@@.

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

*<List the preservation actions that have been recently taken. Replace the suggested text if it is inappropriate.>*

* An inventory check was carried out and identified that @@@
* A Droid run on the @@@ directory identified @@@ files with the following range of file extensions: @@@
* The conversions listed below were 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 these last two sentences if they do 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).

**4. Possible future preservation issues:** In the course of taking the above preservation actions, 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.>*

**4.1** @@@

**4.2** @@@

**4.3** @@@

**5. How to implement this Maintenance Plan:** To implement this Plan, perform the activities listed in this section below in the order they are presented. Before starting, create a document in which you will summarise the actions you take, and which will refer out to the detailed analysis documents (if the two types of document can be combined in some way by using appendices or worksheets, so much the better). The summary and analysis documents will provide a mechanism to actively finish work on each step and to move on to the next step; they will also make it easier to create the next Maintenance Plan. A description of each activity is provided in sections 6 - 18 of this document.

* specify the preservation period
* List changes that have occurred since the plan was created
* 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.

**6. 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.

**7. Changes since this Plan was created:** List any significant changes have been made to the collection and its digital platform since the plan was created.

**8. 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.

**9. 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. Deal with any unexpected files that are discovered during this process.

**10. Catalogue file types:** Use a software tool such as DROID (which was downloadable for free from the National Archives web site in 2020), or simply use Windows Explorer or equivalent in other operating systems, to identify what file types are present in the collection. Deal with any unexpected files that are discovered in this process.

**11. 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.

**12. Define the application and platform strategy:** For each file type, decide what application you want to be able to open it 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).

**13. 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.

**14. Make any changes to the Applications and Platforms that have been defined:** Before proceeding with any conversion activities (which are dealt with in 16 below), make any changes to the Hardware, Operating System and Applications that are required.

**15. 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.

**16. 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 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). If the collection has an index, update any information relating to file formats and numbers that have been changed by these conversion actions.

**17. Create 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.

**18. 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 (including any hardcopies) is completely up to date, and then ensure that the latest versions of all the electronic components of the @@@ collection are backed up.

**ENDS**

**< Changes since v2.0**

* New header information with document title and advice on whether to use the Scoping document or this document for initial digital preservation work on a collection
* New section 2 ‘Contents & Location’
* New section 7 ‘Changes since the plan was created’
* New text in Section 3 (Previous preservation actions taken) re Inventory Check and Droid run
* New text at the beginning of section 5(How to implement this Maintenance Plan) re starting a document to summarise the actions being taken and to write it as the actions are being performed. Text in the first para on Scoping and Plan documents removed.
* New text in sections 9 (Inventory check) and 10 (Catalogue file types) re dealing with any unexpected files that are discovered
* New text added to section 16 **(**Implement the conversion actions**)** re if the collection has an index, update any entries that have been changed by the conversion actions. >