

How Preservica Starter edition supports NDSA Levels of Preservation 2.0

The NDSA self-assessment tool is used by archivists to determine which aspects of their digital preservation program is strong and where additional support or effort is needed. This scorecard depicts the functional areas and level of achievement that the Preservica Starter edition currently supports.

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2 =	Achieved	1 =	Work in Progress	0 =	Archivist/Institution Activity or Not Applicable
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Functional Area	Level							
	ENTER 0, 1, 2	Level 1 (Know your content)	ENTER 0, 1, 2	Level 2 (Protect your content)	ENTER 0, 1, 2	Level 3 (Monitor your content)	ENTER 0, 1, 2	Level 4 (Sustain your content)
Storage	2	Have two complete copies in separate locations	2	Have three complete copies with at least one copy in a separate geographic location	2	Have at least one copy in a geographic location with a different disaster threat than the other copies	2	Have at least three copies in geographic locations, each with a different disaster threat
	2	Document all storage media where content is stored	2	Document storage and storage media indicating the resources and dependencies they require to function	0	Have at least one copy on a different storage media type	2	Maximize storage diversification to avoid single points of failure
	2	Put content into a stable storage			2	Track the obsolescence of storage and media	2	Have a plan and execute actions to address obsolescence of storage hardware, software, and media
Integrity	0	Verify integrity information if it has been provided with the content	0	Verify integrity information when moving or copying content	2	Verify integrity information of content at fixed intervals	2	Verify integrity information in response to specific events or activities
	2	Generate integrity information if not provided with the content	2	Use write-blockers when working with original media	2	Document integrity information verification processes and outcomes	2	Replace or repair corrupted content as necessary
	0	Virus check all content; isolate content for quarantine as needed	2	Back up integrity information and store copy in a separate location from the content	2	Perform audit of integrity information on demand		
Control	0	Determine the human and software agents that should be authorized to read, write, move, and delete content	0	Document the human and software agents authorized to read, write, move, and delete content and apply these	0	Maintain logs and identify the human and software agents that performed actions on content	1	Perform periodic review of actions/access logs
Metadata	2	Create inventory of content, also documenting current storage locations	2	Store enough metadata to know what the content is (this might include some combination of administrative, technical, descriptive, preservation, and structural)	2	Determine what metadata standards to apply	2	Record preservation actions associated with content and when those actions occur
	2	Backup inventory and store at least one copy separately from content			0	Find and fill gaps in your metadata to meet those standards	2	Implement metadata standards chosen
Content	2	Document file formats and other essential content characteristics including how and when these were identified	2	Verify file formats and other essential content characteristics	1	Monitor for obsolescence, and changes in technologies on which content is dependent	2	Perform migrations, normalizations, emulation, and similar activities that ensure content can be accessed
			0	Build relationships with content creators to encourage sustainable file choices				

Learn more at <https://ndsa.org/publications/levels-of-digital-preservation/>

