

Template Checklist Long-Term-Archiving

What should be considered when deciding on a long-term archive?

- ☐ How long the data shall be kept?
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- ☐ How much storage space do I need?
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- ☐ Which file formats do I have? Do they need to be converted into sustainable formats?
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- ☐ Who needs access?
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- ☐ Where is the data and its documentation stored after the end of the project?
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- ☐ Does the service provider have a strategy for data conversion and migration?
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- ☐ Is the integrity of the data regularly checked?
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- ☐ Is the long-term archive trustworthy? Does it have a seal?
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- ☐ How durable is the service provider?
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- ☐ How often is the backup carried out and where is it stored?
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Source:

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