Template Checklist Long-Term-Archiving

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

* How long the data shall be kept?

...............................................................

* How much storage space do I need?

...............................................................

* Which file formats do I have? Do they need to be converted into sustainable formats?

...............................................................

* Who needs access?

.........................................................

* Where is the data and its documentation stored after the end of the project?

.........................................................

* Does the service provider have a strategy for data conversion and migration?

.........................................................

* Is the integrity of the data regularly checked?

.........................................................

* Is the long-term archive trustworthy? Does it have a seal?

.........................................................

* How durable is the service provider?

.........................................................

* How often is the backup carried out and where is it stored?

.........................................................

Source:

Based on: CESSDA Training Working Group. CESSDA Data Management Expert Guide. Bergen, Norway: CESSDA ERIC, 2017-2018, <https://www.cessda.eu/DMGuide>. This work is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/).