

8. APPENDIX B: Steps to create an Archival Information Package (AIP)

Step #	Step Description	Pass / Fail	Comment
3.1	Checklists/Monitoring activities		
3.2	Create a safe copy of RO metadata file		
3.3	Replace and format transformation (if necessary)		
3.4	Establish fixity value/mechanism		
3.5	Create Archival Metadata Record		
3.6	Create AIP and add record to Preservation Repository		
3.7	Create security copy of Preservation Master		