

## **Section 3 outcomes**

Our archives will be stored on (check all that apply – ideally two):

*On site network server storage at our premises in  
on a drive/folder called*

*cloud storage, in the area/folder called*

*External hard drives, labelled*

*stored securely in*

*a digital preservation specialist provider*

We can confirm that, with our chosen archive storage, we can (add supporting information for each):

*Sustain it long term, in terms of expense and staff time required to maintain it.*

*Restrict editing rights and access in the archive to ensure that items in the archive are not modified post access, and sensitive information is kept restricted.*

*Preserve the original file metadata once it has been moved to the storage area.*

*Disable all auto deletion features that may be included in this storage area (if applicable)*

*Get our files off this system and onto a new archive storage system with the filing structure and metadata intact.*

**Approval of KS for the above:**

*Names, roles and date agreed*