

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