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|  | | Memorandum |
| |  |  | | --- | --- | | Title: | Preservation Plan Template for Data Format | | To: | New Preservation Concept | | From: | Asbjørn Skødt | |  |  | |  |  | |  |  | |  | Date: 14. august 2020  Case no.: 19/06296 |

# Preservation Plan Template for Data Format v1.0

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| --- | --- |
| **Start date** | State start date for preservation plan |
| **End date** | State end date for preservation plan |
| **Content type** | State the data area, which the format relates to e.g. ”spreadsheet” |
| **Full name** | The entire name of the format (without year and version number) |
| **Other names** | Other ways of writing the name, both formal and informal |
| **Version** | The version number of the standard this preservation plan covers |
| **File extensions** | The file format extensions |
| **Description** | Brief description of the characteristics of the file format |
| **Standard** | The name of the standard this preservaton plan covers |
| **Publication year** | Year of publication for the standard |
| **Publisher** | Name of the publisher(s) of the standard |
| **License** | How is the file format regulated? E.g. ”Open”, ”Proprietary” etc. |
| **Other standard** | If another standard for the file format is also valid |
| **Pronom PUID** | ID in the technical registry PRONOM |
| **MIME type** | What is the file format’s MIME type? |
| **Signature** | What is the signature (magical number) of the format? |
| **Format assessed** | Has the file format been assessed by use of the concept model? Yes/No |
| **Preservation level** | What preservation level is chosen? Maximal/Middle/Minimal/None |
| **Convert to** | Which file formats must the file format be converted to before submission? |
| **Convert from** | Which file formats are the file format converted to before submission? |
| **Validation req.** | Which significant proper are required for validation of migration? |
| **Validation tool** | Which tool(s) should be used for validation? |
| **Risks** | Which risks exist in the long term preservation of the file format? |
| **Monitoring** | How should the file format be monitored? Ordinary/Yarly/Intensive/None |
| **Comments** | Possible other comments e.g. next steps |