**Preservation Action Plan: [Name of Category]**

**National Archives and Records Administration (NARA)**

Plan Date: [YYYYMMDD]

Template: 20241104

# **[Name of Category]**

## 

[For each category of electronic records or digital surrogates (record type) that have the same basic set of properties, please provide a few sentences describing the category here.]

# **Significant Properties of [Name of Category]**

[Provide an overview of the significant properties for the category here. You may discuss the property categories (appearance, structure, etc.) individually and pose questions that are important to consider when evaluating how processing and preservation actions may impact a record’s significant properties.]

**Appearance***Properties that are visual in nature that the user can observe when viewing or rendering the file, such as orientation, coloring, layout, etc. Appearance properties are often dependent on capabilities of the software used for viewing or rendering.*

| **Name** | **Definition** | **Function Description** |
| --- | --- | --- |
| [Property Name] | [Definition of the Property] | [Describe how the property functions in the record type, and why it may be important to preserve this functionality] |

#### **Structure**

#### *Properties that define how record elements are organized and interrelated, which may be required to reconstruct a record’s original meaning. Structure may include internal semantic organization such as headings or pagination; relationships between internal components of the record including embedded files or compound formats; or relationships to external files.*

| **Name** | **Definition** | **Function Description** |
| --- | --- | --- |
| [Property Name] | [Definition of the Property] | [Describe how the property functions in the record type, and why it may be important to preserve this functionality] |

**Behavior**

*Properties related to user interaction with this record type, which may include the interaction of the user with the software, or interaction with other sources of information, such as an external resource that affects the content, context, structure, or appearance of the resources. Behavior properties are difficult to preserve, as they are often tied to the capabilities of a particular software application and may be difficult to translate.*

| **Name** | **Definition** | **Function Description** |
| --- | --- | --- |
| [Property Name] | [Definition of the Property] | [Describe how the property functions in the record type, and why it may be important to preserve this functionality] |

**Context**

*Properties that form the setting or circumstances of the record, such as metadata that describes the organizational, functional, and operational circumstances surrounding the record’s creation, receipt, storage, or use. This may include relationships to other records.*

| **Name** | **Definition** | **Function Description** |
| --- | --- | --- |
| [Property Name] | [Definition of the Property] | [Describe how the property functions in the record type, and why it may be important to preserve this functionality] |

**Current NARA Transfer Guidance for [this Record Type]**

Preferred and Acceptable NARA formats for this record type from the NARA Transfer Guidance

* Preferred:
* Acceptable:

**Current NARA Formats(s) for Public Access and Reference for [this Record Type]**

Formats for Public Access are those made available online through the National Archives Catalog. Formats for Reference are defined as those made available to researchers upon direct requests for digital copies.

Formats Available for Public Access:

Format(s) Available for Reference:

## **Comments and Notes**

Any additional comments, notes, research, or links.