



## State employee checklist for digital preservation

If you need any assistance implementing these practices, please contact the Department of Cultural Resources at [digital.info@ncdcr.gov](mailto:digital.info@ncdcr.gov).

### If I am creating a digital public record I need to remember to:

- Use good file naming practices (see the State Archives best practices for file naming document).
- Store the file in a location that is backed up, preferably to a remote location.
- Use open-standard software or save to an open-standard file format once I finalize the file.
- Give the files to a digital file management expert when I finalize them. For state publications the State Library should receive the digital file once it is finalized and for all other public records the files should be managed in accordance with the retention schedule.

### If I am managing digital public records I need to remember to:

- Identify the scope of the content that I can manage and make sure I receive it all from the content creators.
- Run virus and fixity checks on the files at regular intervals.
- Store multiple copies of the files, preferably in different geographic locations.
- Maintain the accessibility of the files through migration, emulation, or some other preservation strategy.
- Create and store access copies of the files in a location where they are available for use by authorized individuals.

### If I am using digital public records I need to remember to:

- Provide feedback to the person responsible for managing a file when I can't access it.
- Provide feedback to the person responsible for managing a file when I can't use the file in a way I need to.
- Acknowledge the care and work that has gone into maintaining the accessibility of the files I am using.
- Credit the managing institution for providing me with the files.