

# Digital Continuity Checklist



Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Information Asset: \_\_\_\_\_

Date: \_\_\_\_\_

		CHECKED AND OK		
		MAY NEED FUTURE ATTENTION		
		REQUIRES IMMEDIATE ATTENTION		
		<b>Strategy</b>		
Enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Treats digital information as a valued asset
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written strategy approved at the highest level
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Official commitment to support digital continuity requirements
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Focuses on digital information that must be retained for ten years or more
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proactive and authorized destruction of duplicate, redundant digital information
	<b>Governance</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Business Owner
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Legal/Compliance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Information Technology/Services
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Records and Information Management (RIM)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Archives Management	
		<b>Identifiable</b>		
Information Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business function that produced digital assets
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stakeholders (owners and users)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application inputs and outputs
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unique IDs for digital assets
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aggregation/chunking of similar information
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volume and scope of digital assets
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Longevity (when created and how long retained)
	<b>Available</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate and complete inventory of physical storage
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate and complete inventory of virtual storage
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate and complete inventory of digital assets managed by third parties
	<b>Retrievable (Metadata)</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business processes and activities that produced digital assets are captured
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive classification scheme in place and enforced
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive index terms in place and enforced
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive taxonomy in place and enforced
	<b>Usable</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled periodic renewal of storage devices and media
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of interoperable open standard technology neutral formats
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records producers encouraged to use "preservation ready" formats
<b>Understandable</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of software used to create/capture digital assets, including version number	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete documentation that digital assets meet business needs	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distribution lists of digital assets as appropriate	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Context of creation/use (Who? What? When? Why?)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linkages established with related digital assets	
<b>Reliable</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrity validation with hash digest (SHA-1 or higher)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrity validation with digital time stamping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrity validation with digital signature	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrity validation outcomes stored in metadata	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auditable chain of custody of digital assets	

## Digital Continuity Checklist – Is Your Organization DigitalOK?

Every organization has electronic records and digital content that it wants to retain and have access to for long periods of time (e.g., 10 years or greater). This may be due to regulatory or legal reasons, a desire to preserve organizational memory and history, or may be driven entirely by operational reasons. But long-term continuity of digital information doesn't happen by accident --- it takes planning and a keen awareness of the technology and file formats in use.

As the volume and complexity of digital information grows, so does our reliance on hardware and software. But digital media and file formats become obsolete in just a few short years and can't be relied upon to support some types of information and records for as long as they will be needed.

The Digital Continuity Checklist was developed to help you identify whether organizational (enterprise-level as well as business or system level) capabilities are in place to ensure that specific categories of long-term information assets are identifiable, available, retrievable, understandable and reliable. There are various ways that the DigitalOK Checklist can be used, two of which are described briefly below.

**For each line item at the enterprise or specific information asset level, check whether the capability is "Checked and OK," "May Need Future Attention," or "Requires Immediate Attention." Any boxes that are left unchecked should be placed on a "To Do" list so you can research the answers.**

### AT THE ENTERPRISE LEVEL

1. Identify one or more categories of records or information assets that your organization will retain for ten or more years
2. Assess your organization's current strategy to determine whether digital information is treated as a valued asset and appropriately resourced
3. Assess whether key stakeholders that will play critical roles in identifying and sustaining the assets and supporting technologies are prepared and engaged

### AT THE INFORMATION ASSET LEVEL

Focusing specifically on the application or digital records and information that you selected,

1. Indicate whether the business context for the information assets, as well as the scope, retention rules, and stakeholders are in place
2. Indicate the status of third party, physical and virtual storage inventory
3. Indicate whether all the requisite metadata is in place to provide context for the information over time and whether there is enforcement of classification and indexing
4. Indicate whether complete documentation about the supporting applications and technologies is in place
5. Identify the measures in use to ensure content integrity and provide a chain of custody for the digital assets across time and systems

**Use your findings to stimulate dialogue among stakeholders and inform the strategic planning process to ensure that the digital assets your organization needs will continue to be available and usable over time.**

For more information or to share your checklist results, please contact Charles Dollar or Lori Ashley.