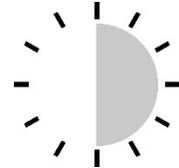Project Name: Date:

Section C: Digital Sustainability Plans

Module C2: Access & Backing Up Your Work

Overview

This module addresses the crucial relationship between providing access to your work and its sustainability. The access section addresses the tools and techniques that make your project usable and findable. The section on backing up your work identifies the storage and backup activities required to protect and maintain access to your digital files and information over time.

Activity

As a group (if appropriate), read through the sustainability levels offered by this module and then determine:

30-45 min

- How high a priority this area is for your project;
- Your current level of sustainability practices;
- Your desired level of sustainability practices (as a goal to be achieved within the next *three years*);
- The resources and actions that will be required to meet your desired level.

Your current level may be a "Level 0" for these areas, and that is absolutely fine. It may even be the case that your *desired* level for a given area is "Level 0." Keep in mind that very few projects need to be at Level 4, and that this is not necessarily the central goal. Depending upon the specific traits, objectives, and resources of your project, it is likely that you will have different desired levels of effort across many of the sustainability areas presented by the Socio-Technical Sustainability Roadmap. Please focus on choosing your levels of sustainability mindfully and in harmony with your project's resources and desired longevity.

Project Name: Date:

Module C2: Access & Backing Up Your Work

	Level 1	Level 2	Level 3	Level 4
Access	Determine designated communities Create and store descriptive metadata, such as title, abstract, or keywords, or other information that is useful for discovery	Have publicly available documentation, user guides, or other materials that make your work legible to users	Have a publicly available access and use policy	Provide access to the parts of the project that have become obsolete or difficult to access via a native environment and/or emulation

What is your desired level? Why?

0   1   2   3   4

How high a priority is reaching your desired level in this area? Why?

Low   Medium   High

What is your current level? Why?

0   1   2   3   4

What resources and actions are required to reach your desired level?

Project Name: Date:

Module C2: Access & Backing Up Your Work

	Level 1	Level 2	Level 3	Level 4
Backing Up Your Work	Document your reliable sites of project documentation including a description of their contents Maintain two complete copies, stored separately Reduce to a minimum data stored on heterogeneous types of media (hard drives, flash drives, etc.)	Keep an inventory of storage media and systems used and their technical requirements Maintain three complete copies, with at least one copy in a different geographic location Transfer all data from hetero-geneous types of media to a central storage system	Of the three copies, keep at least one in a geographic location with a different disaster threat Routinely monitor your storage systems and media for obsolescence	Keep three copies in separate geographic locations, each with different disaster threats Have a comprehensive plan in place to keep files and metadata on currently accessible media or systems

What is your desired level? Why?

0   1   2   3   4

How high a priority is reaching your desired level in this area? Why?

Low   Medium   High

What is your current level? Why?

0   1   2   3   4

What resources and actions are required to reach your desired level?