**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**DIGITAL STORAGE POLICY TEMPLATE**

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# Digital Storage Policy

# TEMPLATE

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## 1 Purpose

The [ORGANISATION] Archive Digital Storage Policy is aimed at setting out policy for the preservation of digital media.

## 2 Policy

2.1 The Archive will store three copies of uncompressed Archive digital media as preservation masters according to the First Nations Archiving format standards. The copies will be stored and backed up in three different locations:

* <name of cloud service>
* <name of data warehouse>
* Archive preservation master server

2.2 All preservation masters will have checksums recorded.

2.3 The Archive’s digital file naming protocol will be applied to all files, including usage of cultural restriction codes to file names.

2.4 Access to digital files will be guided by cultural protocols.

2.5 The <name of organisation> will contract an IT specialist for the purposes of ensuring digital storage integrity and upgrading to new technologies as needed.

2.6 A Digital Asset Management system will be implemented for the purpose of inventorying digital files. A regular report schedule will be run listing digital files.

## 3 Implementation Responsibility

The Archive Manager is responsible for ensuring the implementation of this policy.

**ASSOCIATED POLICIES**

* Cataloguing Platforms and Standards Policy
* Cultural Management Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>