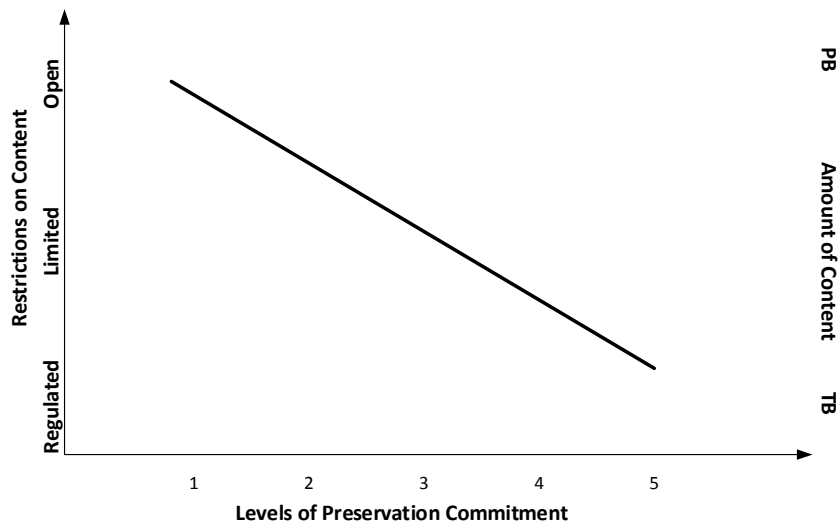# Comprehensive Digital Preservation Services (CDPS) at MIT Libraries:

Levels of Preservation Commitment

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first draft November 2017 (last updated May 2018)

	Level 1	Level 2	Level 3	Level 4	Level 5
Preservation Metadata	Minimal/None	Minimal	Full	Full	Full
Preservation Formats	Maybe	Maybe	Yes	Yes	Yes
Copies	B + 1X + Offline	B + 1-2X + Offline	B + >=4X + Offline	A+B + >=4X + Offline	A+B + >=4X + Offline
Preservation Approach	Bit Only	Bit Only	Full	Full	Full
Open/Closed	Open/Limited	Open/Limited	Open/limited	Closed	Closed
Confidential	No	No	No	Yes	Yes
Rare/Unique	No	No	Yes	Yes	Yes
Independence	Low	Low	High	High	High
Preservation Action Level	Low	Low	Medium	High	High
Born Digital/Digitized	Either/Often PDF	More Digitized	More BD	More BD	More BD
Regulated	No	No	No	No	Yes

Notes:

1. Full Preservation Metadata: more of it and better quality
2. Preservation Formats: Levels 3 - 5 must be able to create preservation formats. Levels 1 & 2 not required.
3. Copies: A = 1 copy in Location A, B = 1 copy in Location B, X = number of external copies, Offline = 1 offline, safe kept copy
4. Preservation Approach: Full means a complete file can be provided back, bit only means only the bits can be provided.
5. Independence: Copies function independently. Different locations, Different environments (e.g. operating systems).
6. Preservation Action Level: Frequency of fixity checking, updates to preservation objects (metadata, formats).
7. Level 2: More of the content will be digitized. If content is digitized it requires 2 external copies.
8. Level 3: This content is a storage partner candidate
9. Level 4 & 5: This content is not a storage partner candidate, would not ask partner to perform high preservation actions

Content Examples:

- Level 1: e.g., open access articles, locally-stored licensed content
- Level 2: e.g., digitized content with only IP Restrictions (not confidential), large video files
- Level 3: e.g., open Institute records, special collections content that may have IP restrictions
- Level 4: e.g., controlled Institute records, confidential data
- Level 5: e.g., regulated Institute records