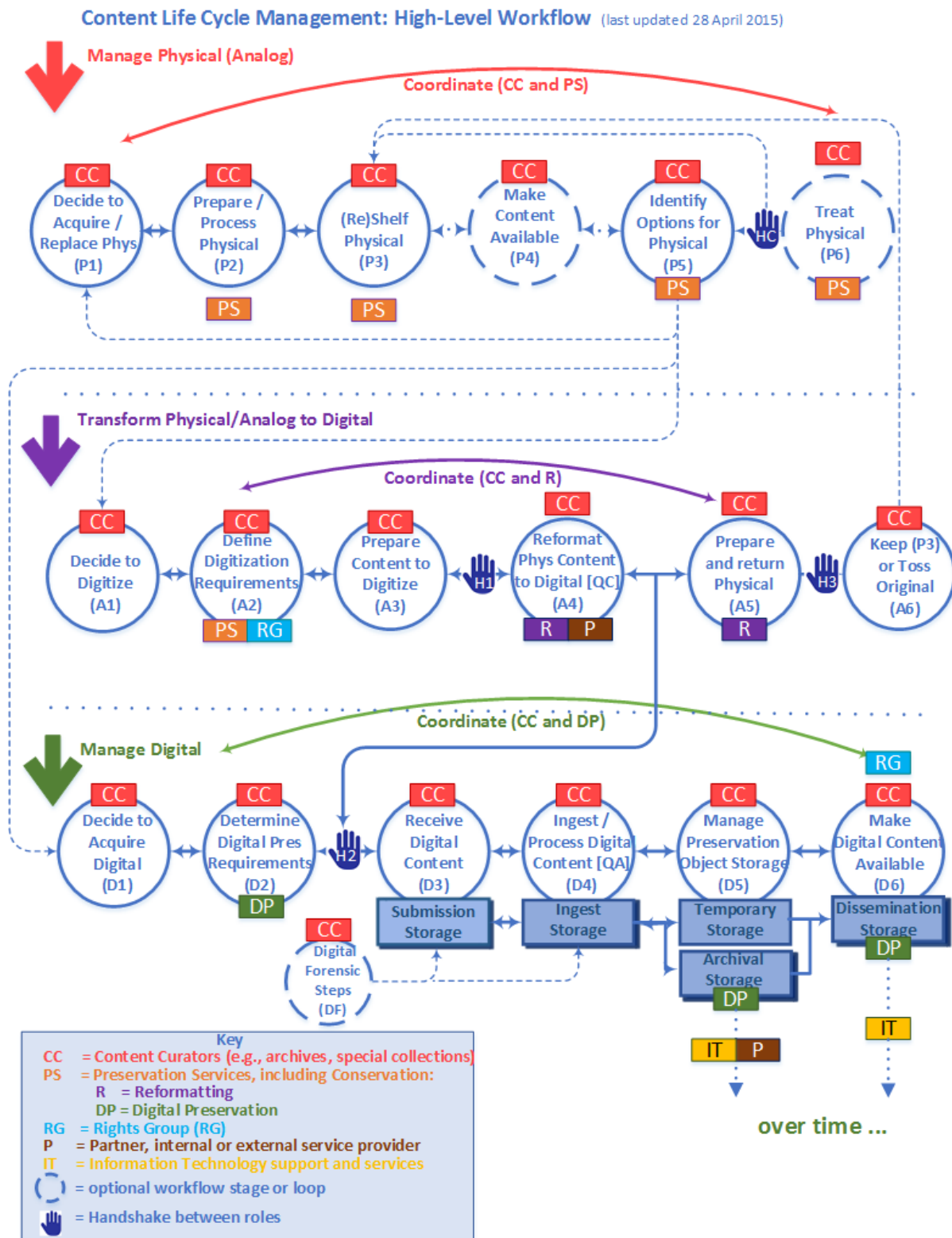


# Content Life Cycle Management High and Low-Level Workflows

Below is the high-level workflow for the life cycle management of content. It breaks down into three pathway sequences, comprised of workflow stages.



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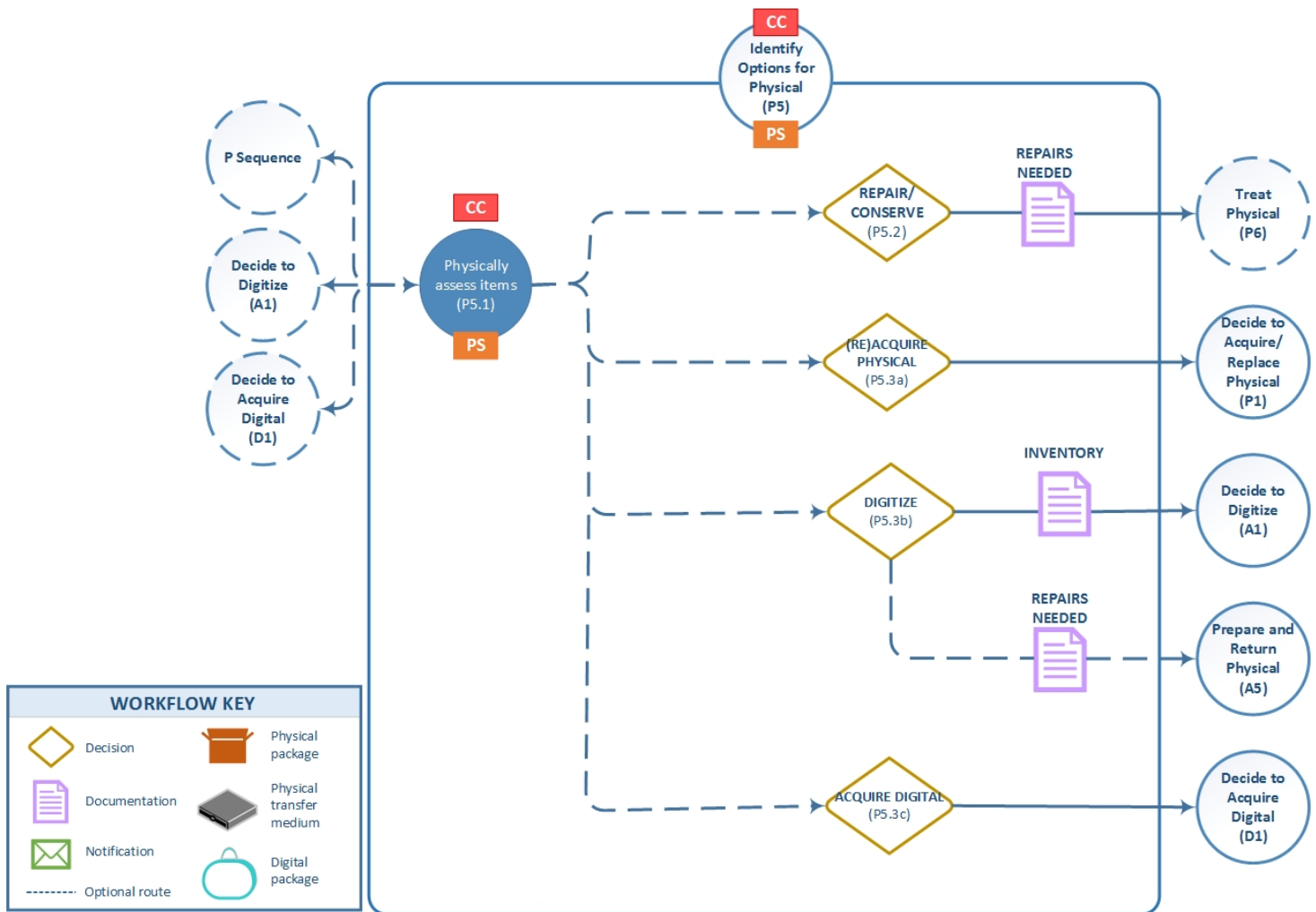
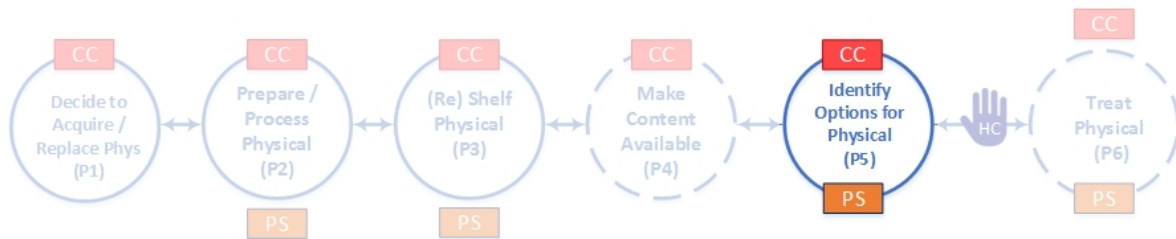
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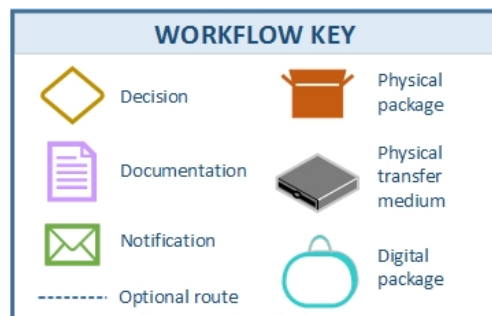
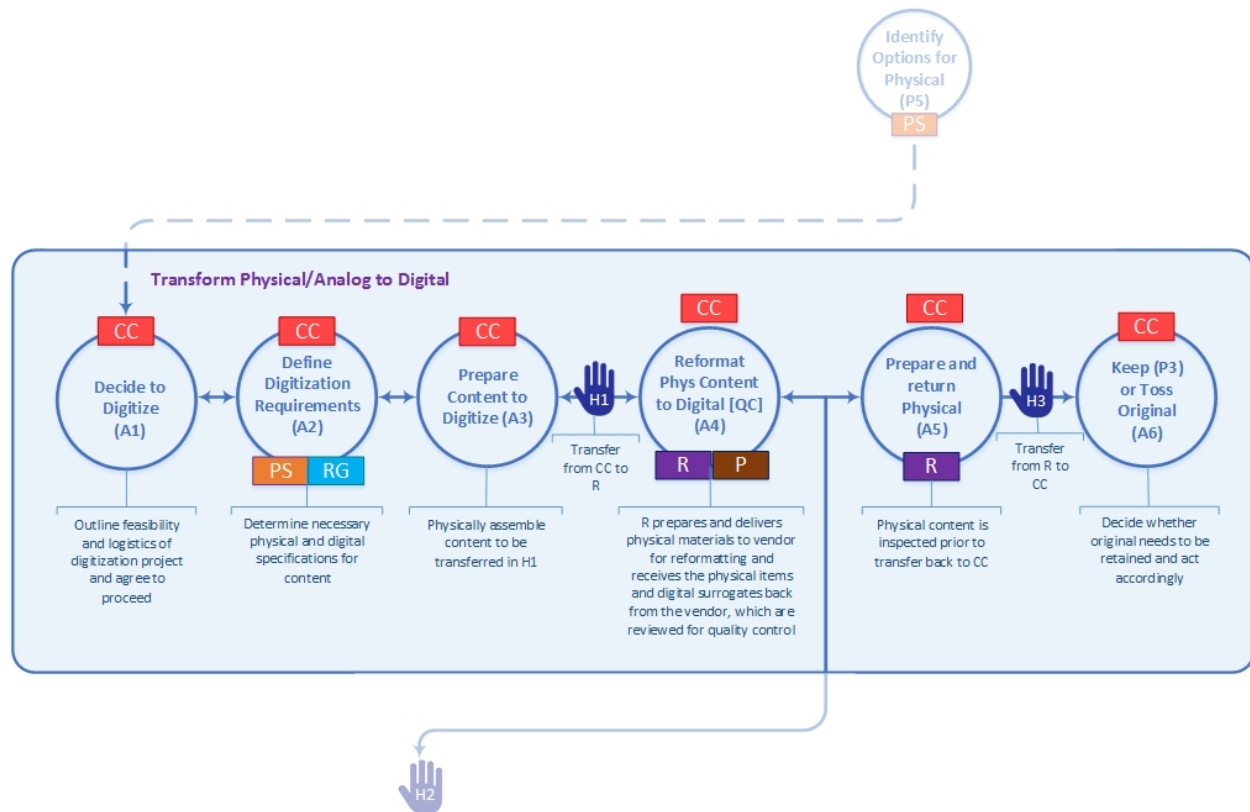
## P5: Identify Options for Physical

Of the first pathway sequence, Manage Physical (Analog), this is the only stage that relates to the digitization and managing digital pathways, so it is the only one represented as a lower-level workflow in this packet. The numbers within each bubble, or step, synchronize with steps outlined in the textual documentation. Below, you will also find the key for the lower-level workflows.

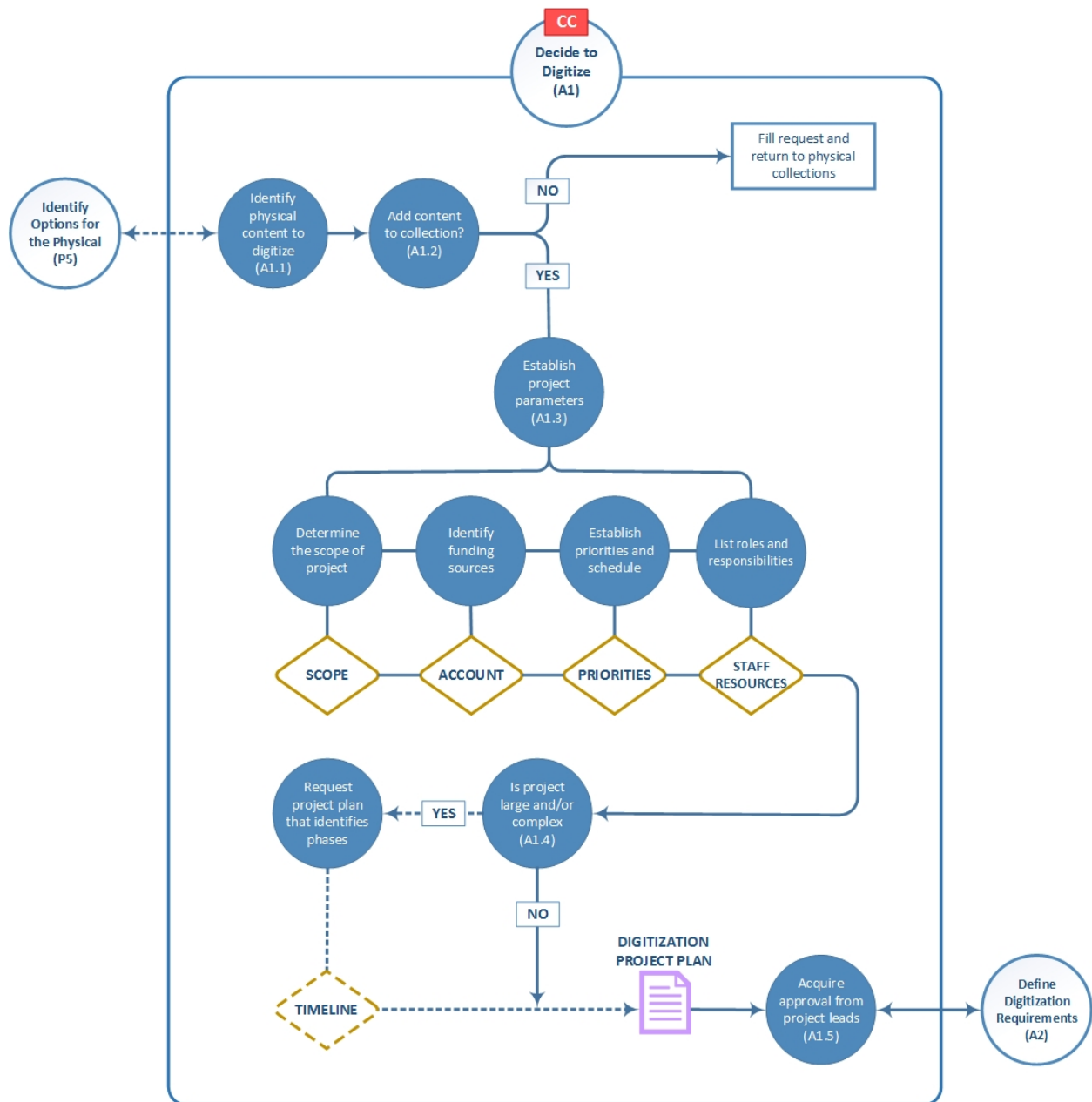
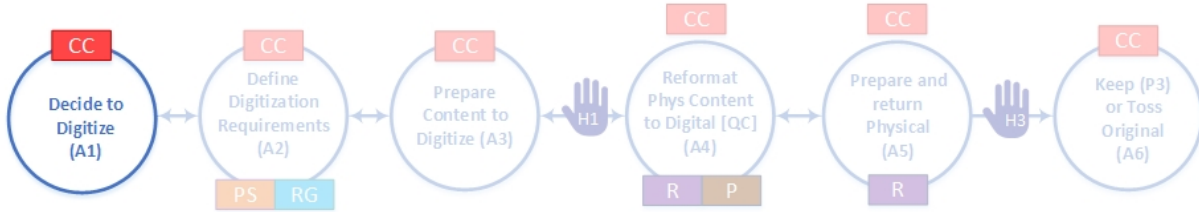


## A1-A6: Transform Physical/Analog to Digital

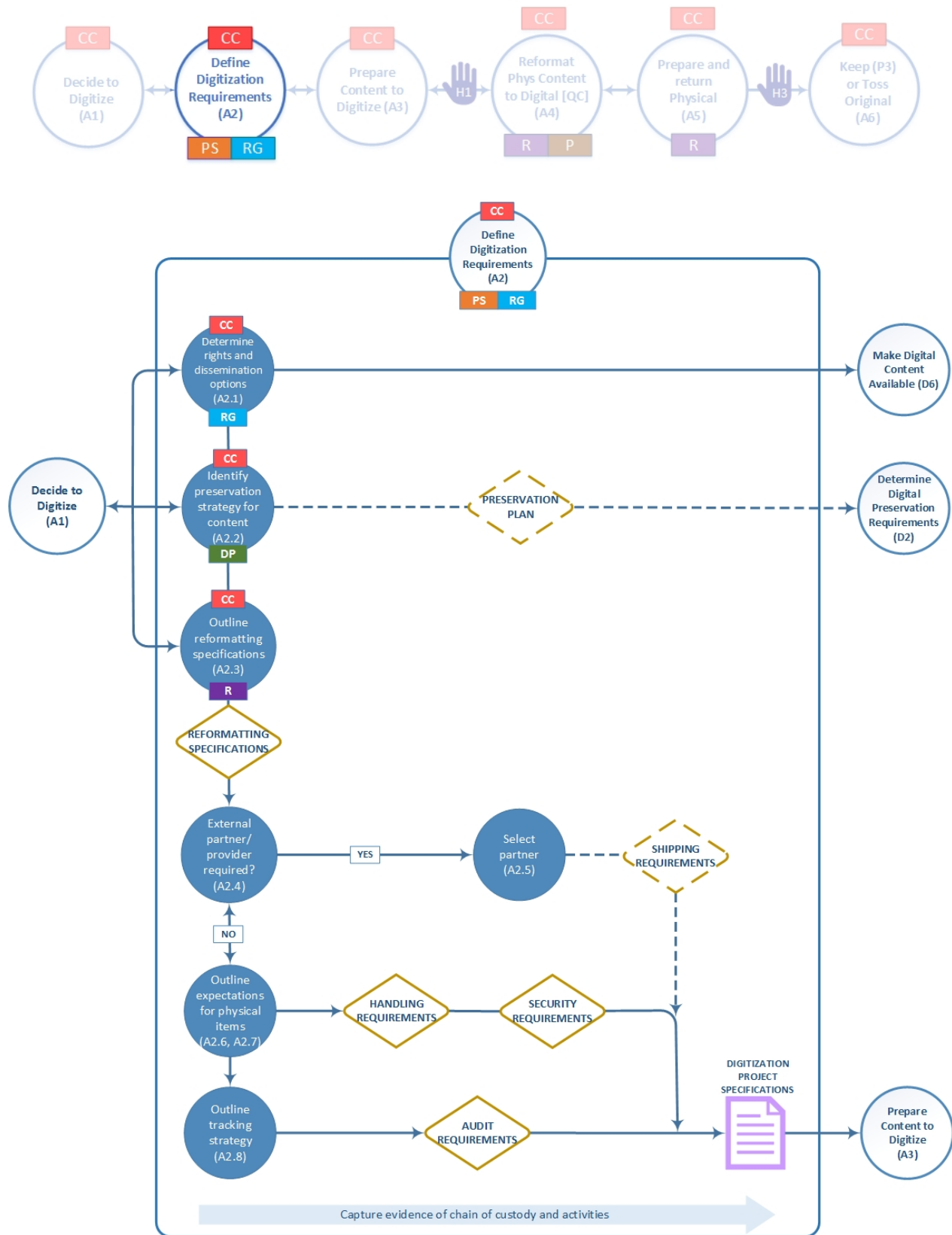
This is the isolated second pathway sequence of the high level workflow, with brief descriptions of each stage. Lower-level workflows of each of these bubbles, or stages, are found on pages 5-14.



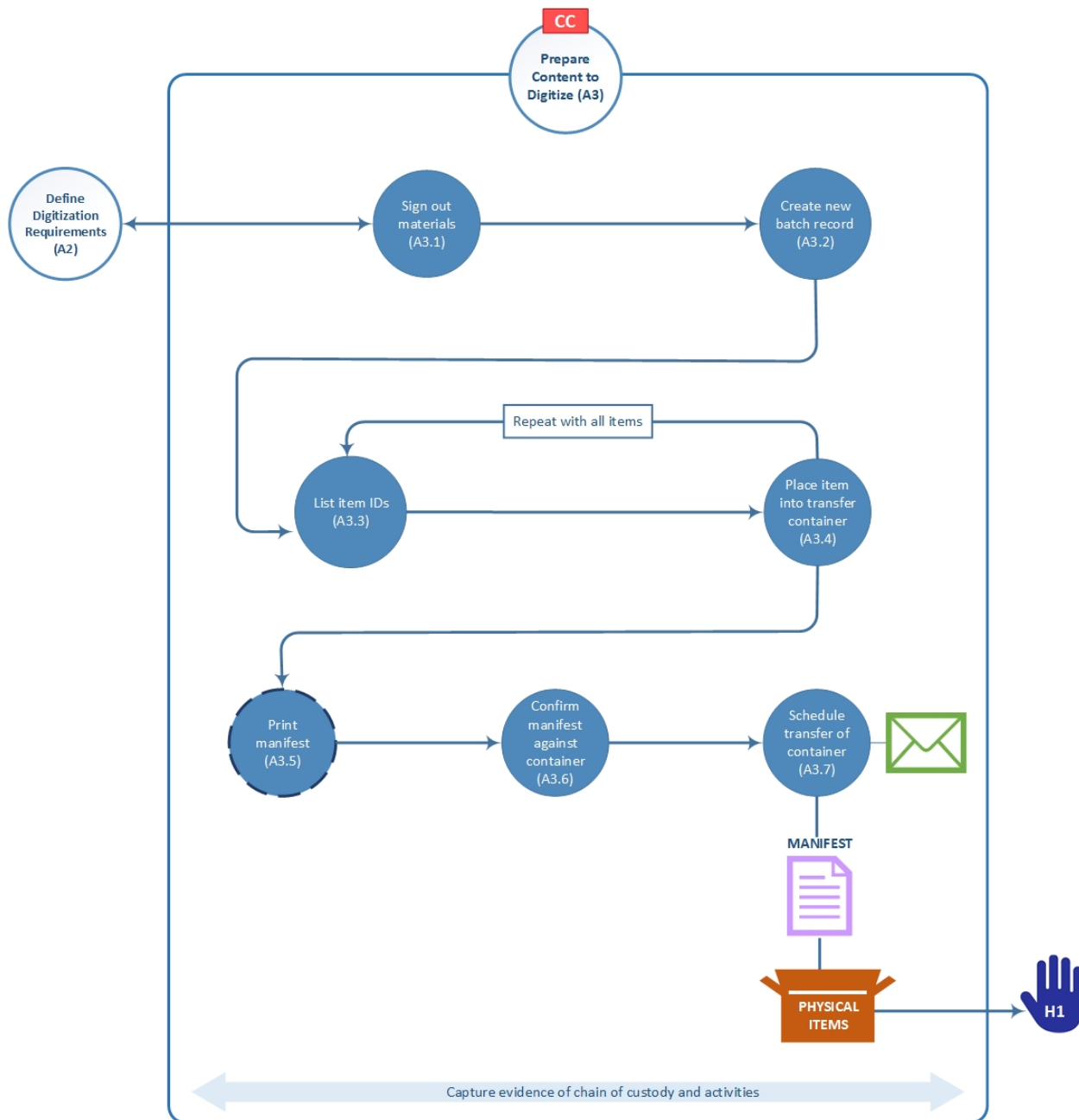
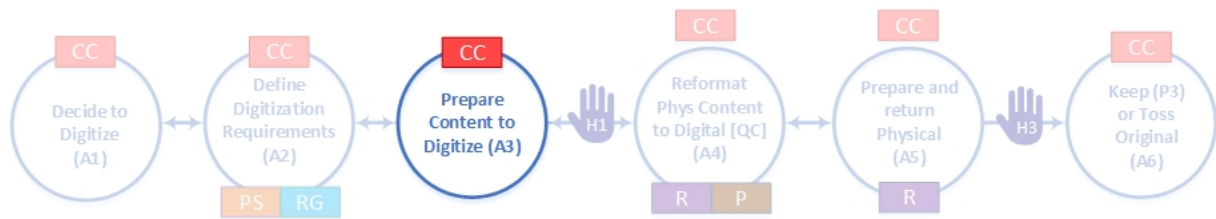
## A1: Decide to Digitize



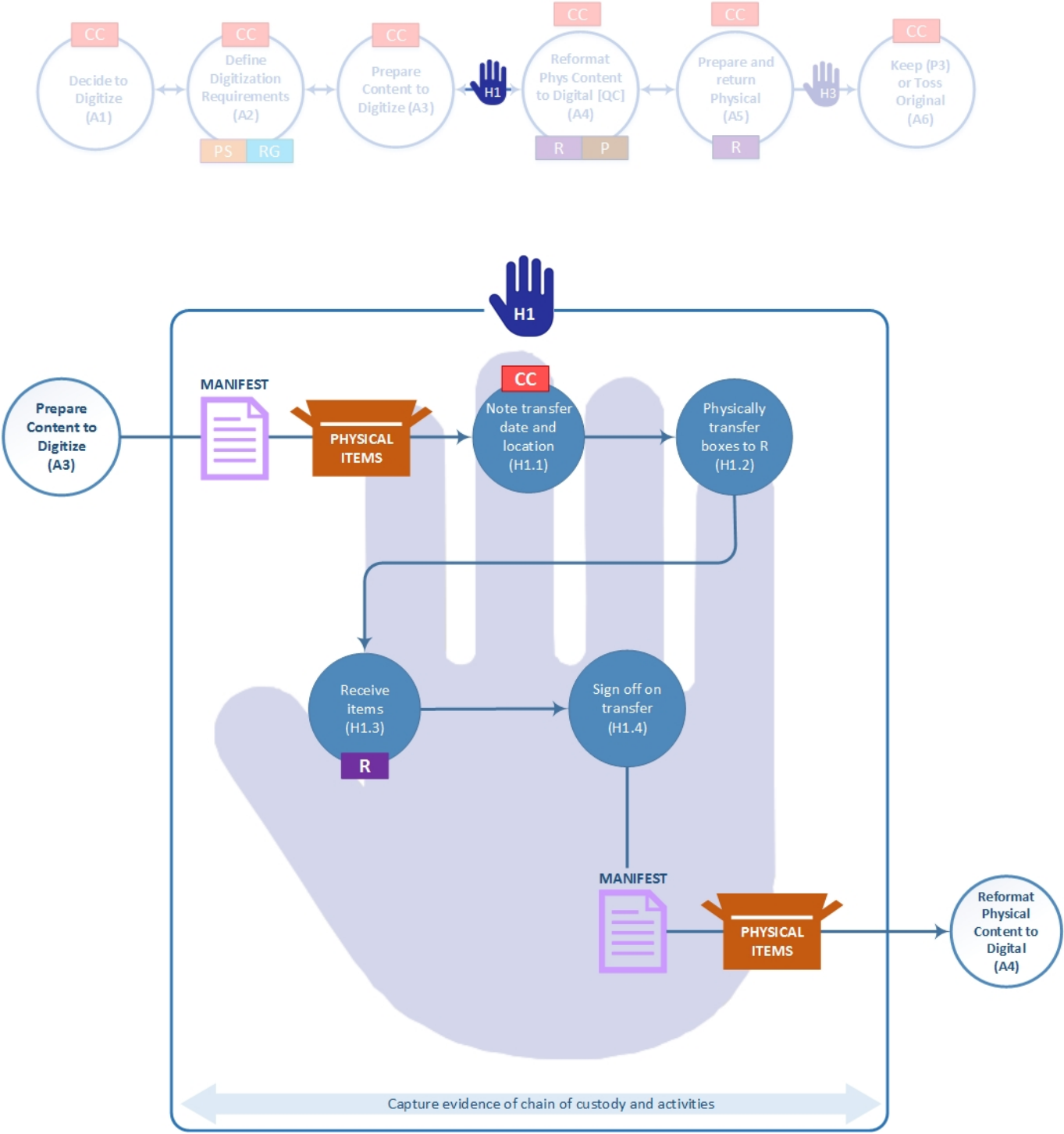
## A2: Define Digitization Requirements



## A3: Prepare Content to Digitize



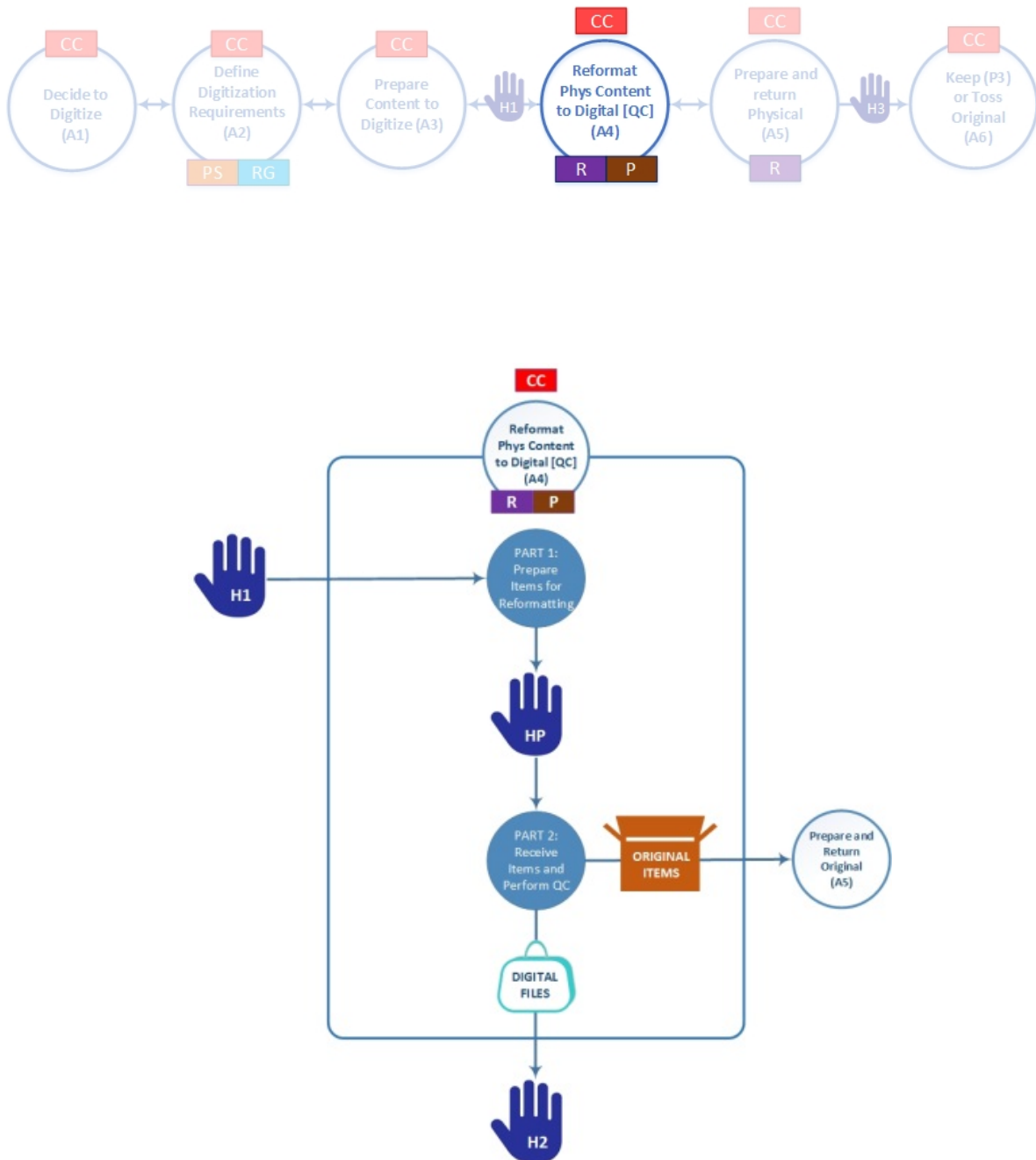
H1: Handshake from Content Curator to Reformatting

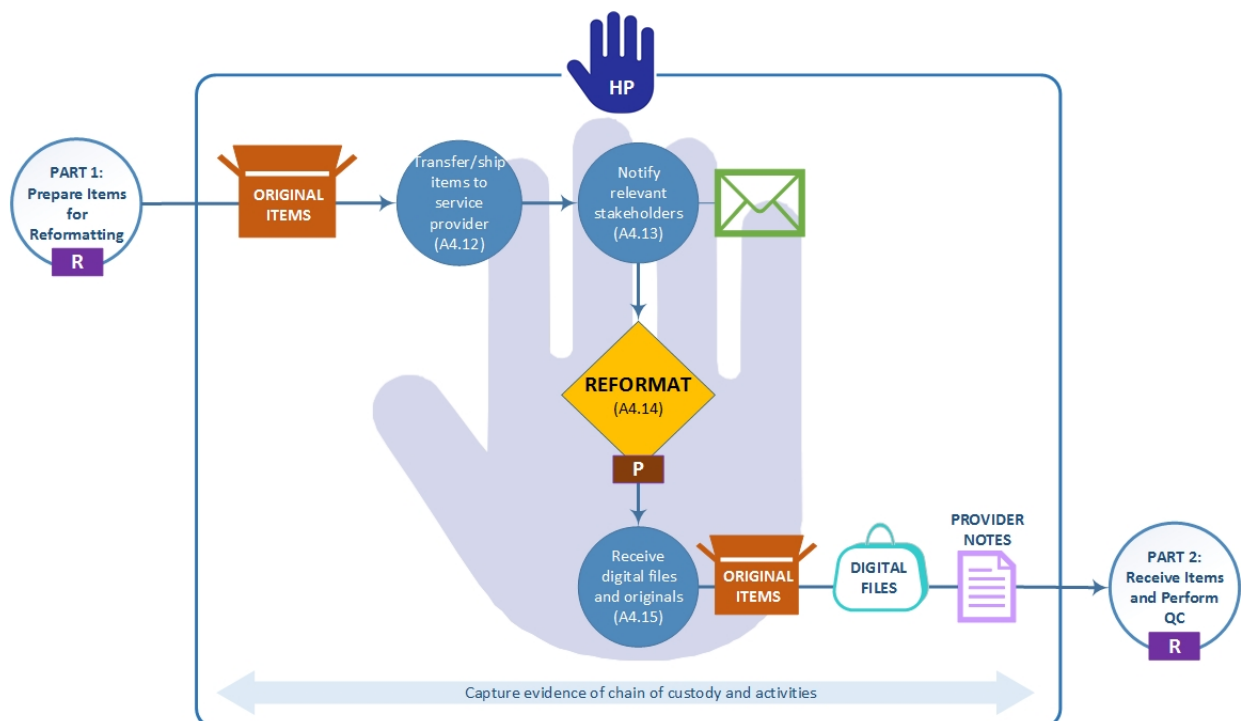
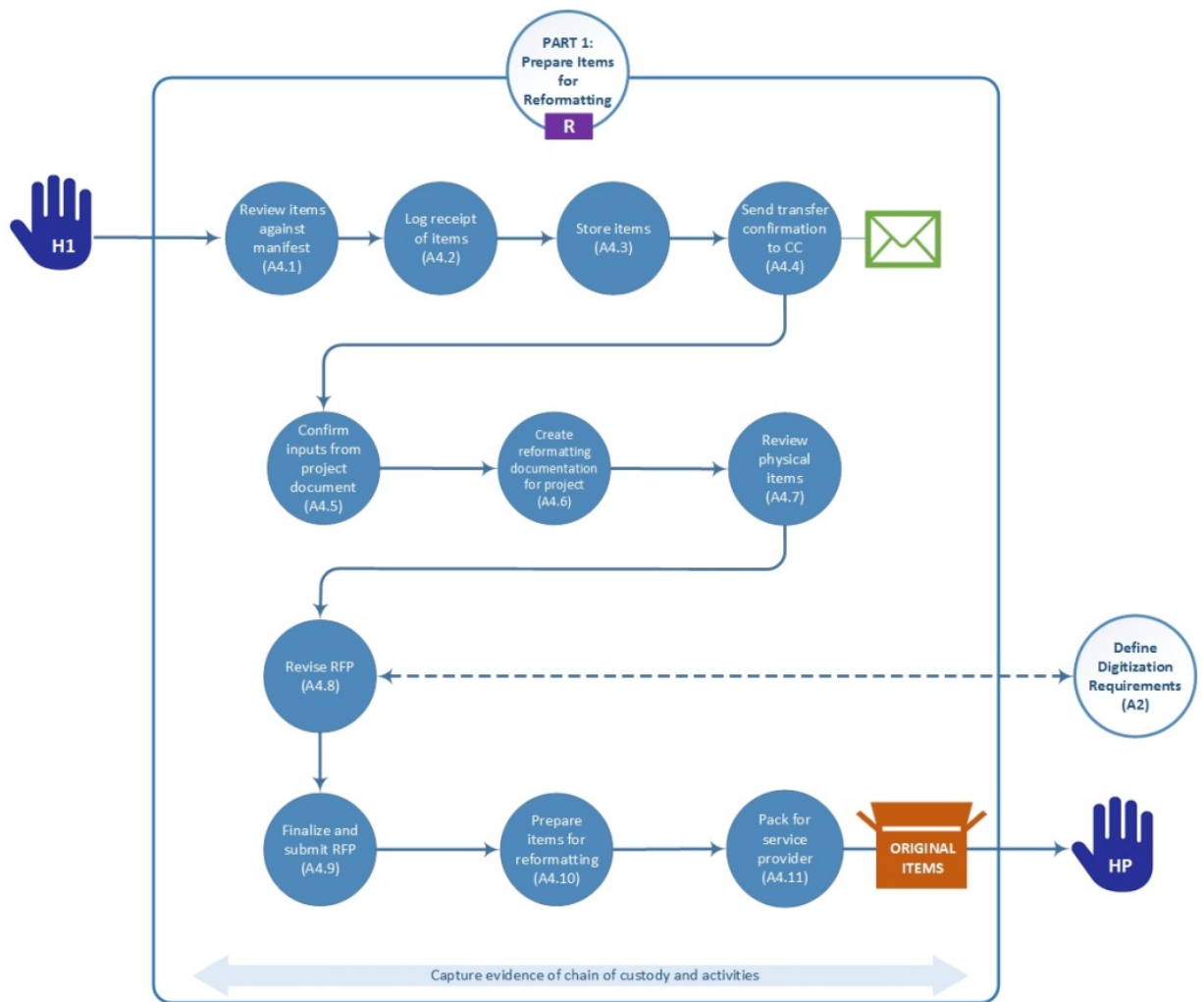


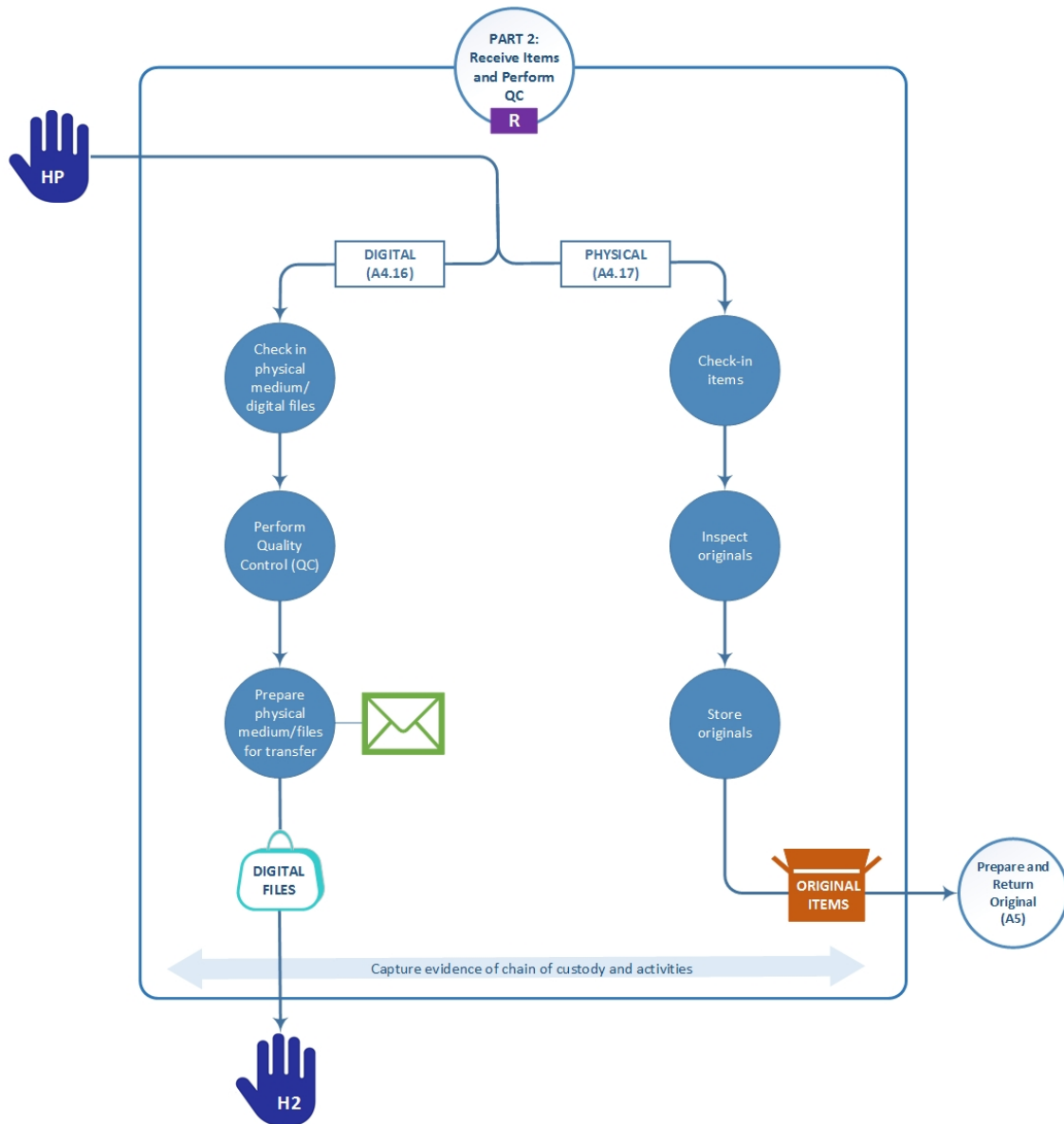


## A4: Reformat Physical Content to Digital [QC]

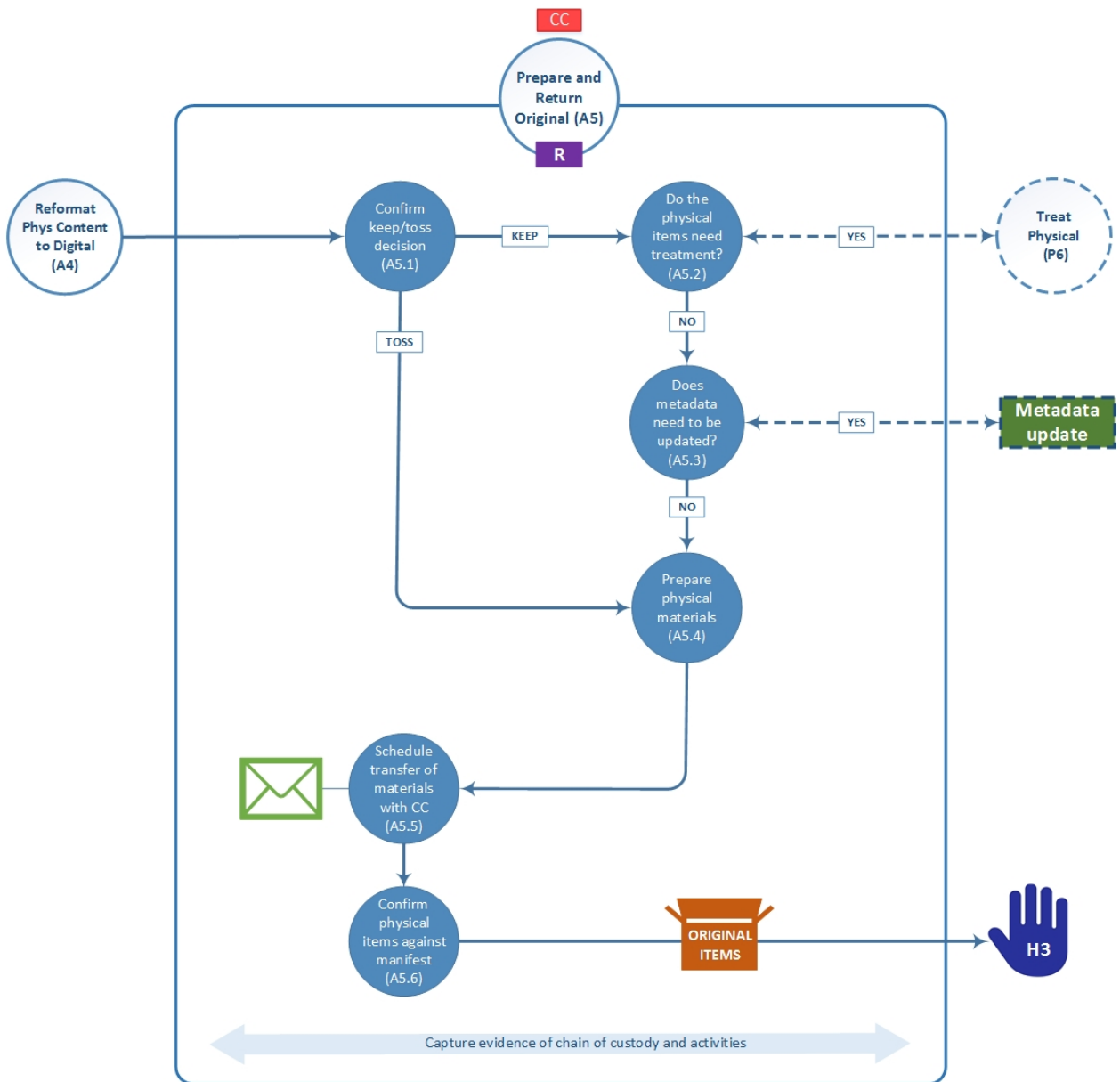
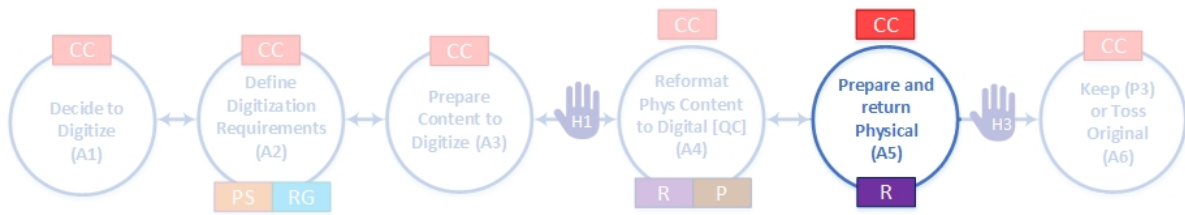
Since A4 is such a large stage, it is first broken down into a slightly lower-level diagram, pictured below. On the following pages, 9-10, there are even lower-level workflows for each of these bubbles.



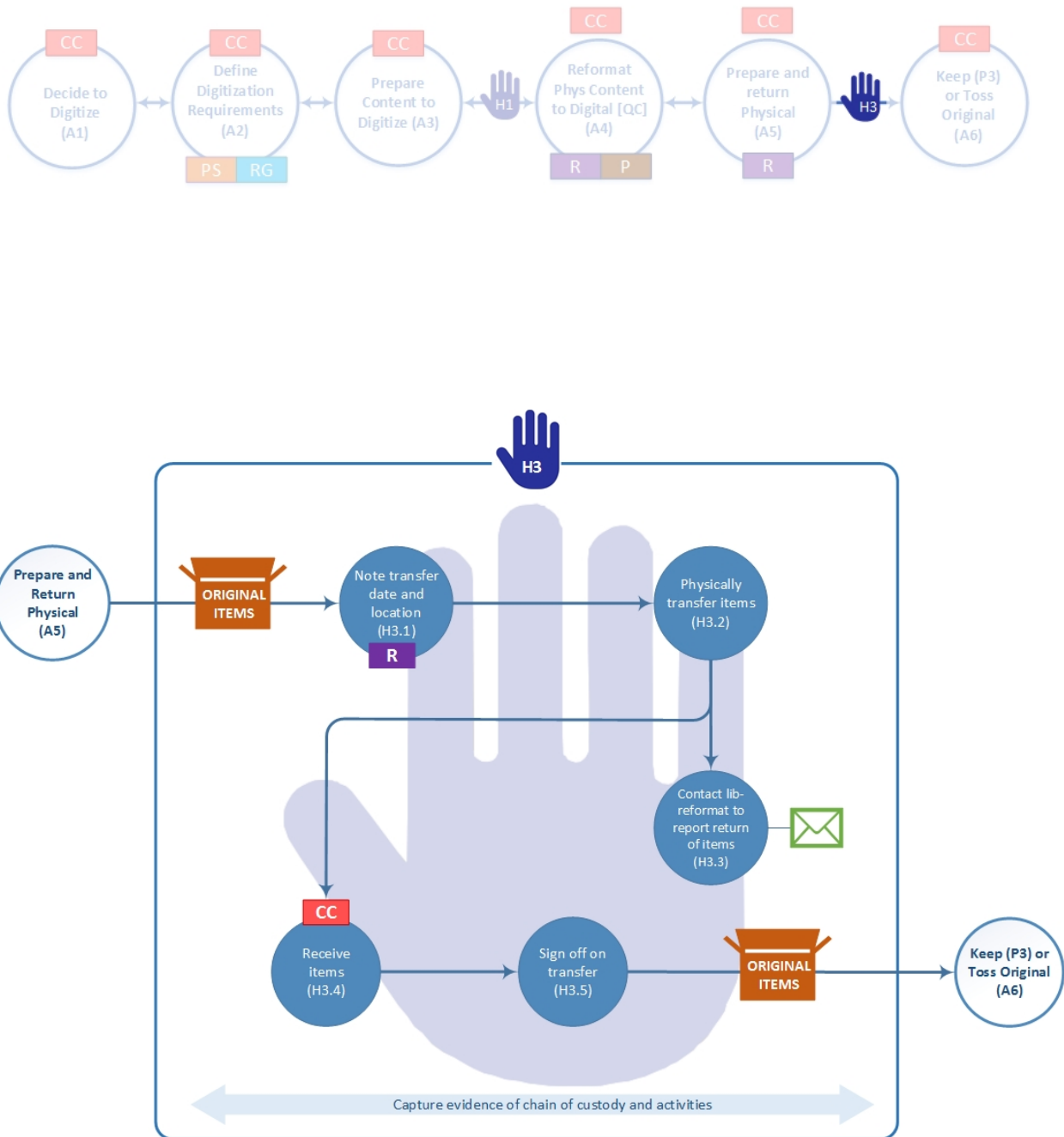




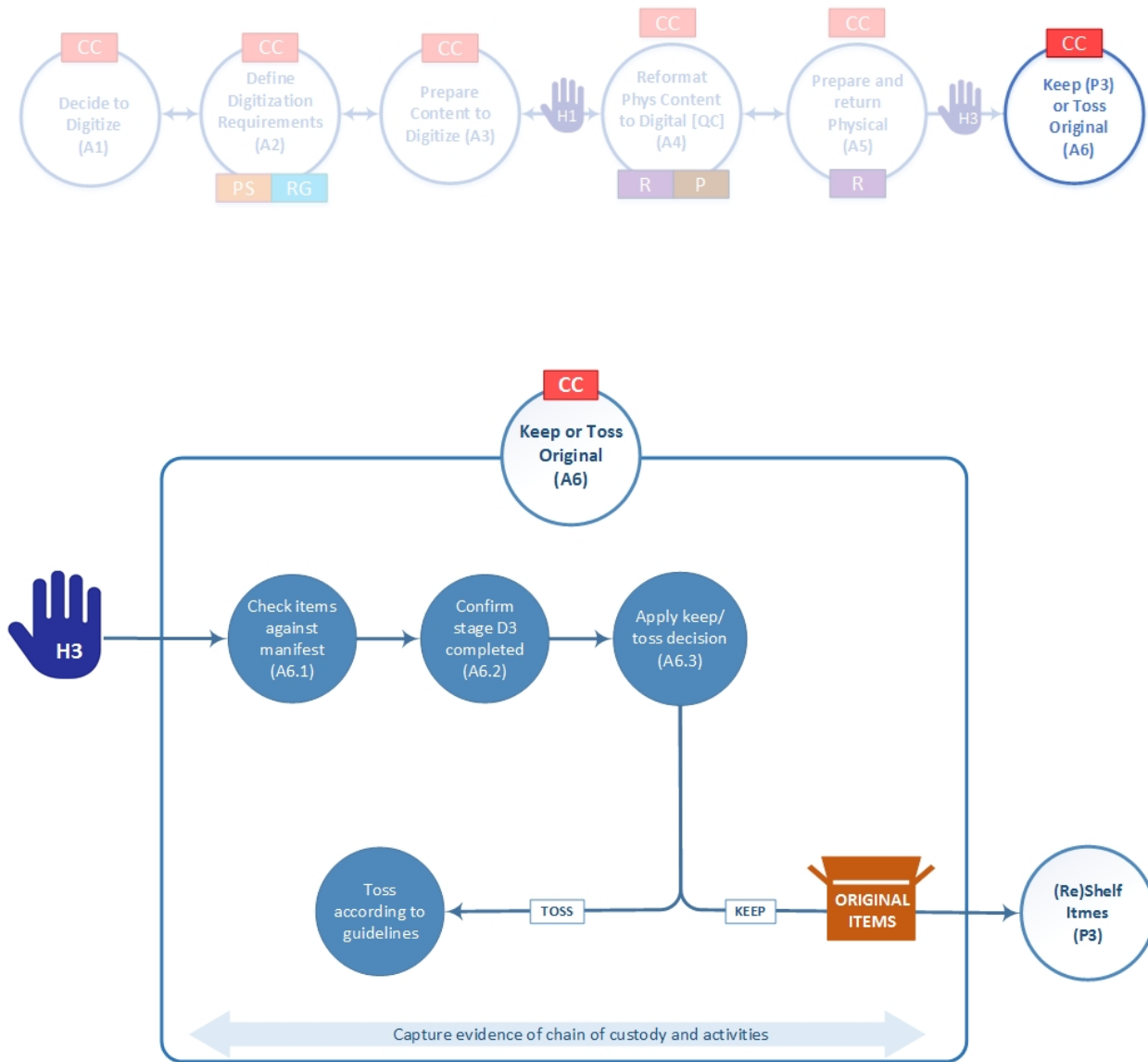
## A5: Prepare and Return Physical



### H3: Handshake from Reformatting back to Content Curator

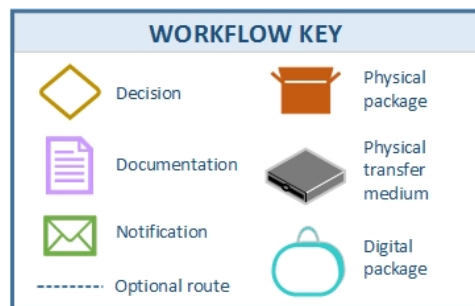
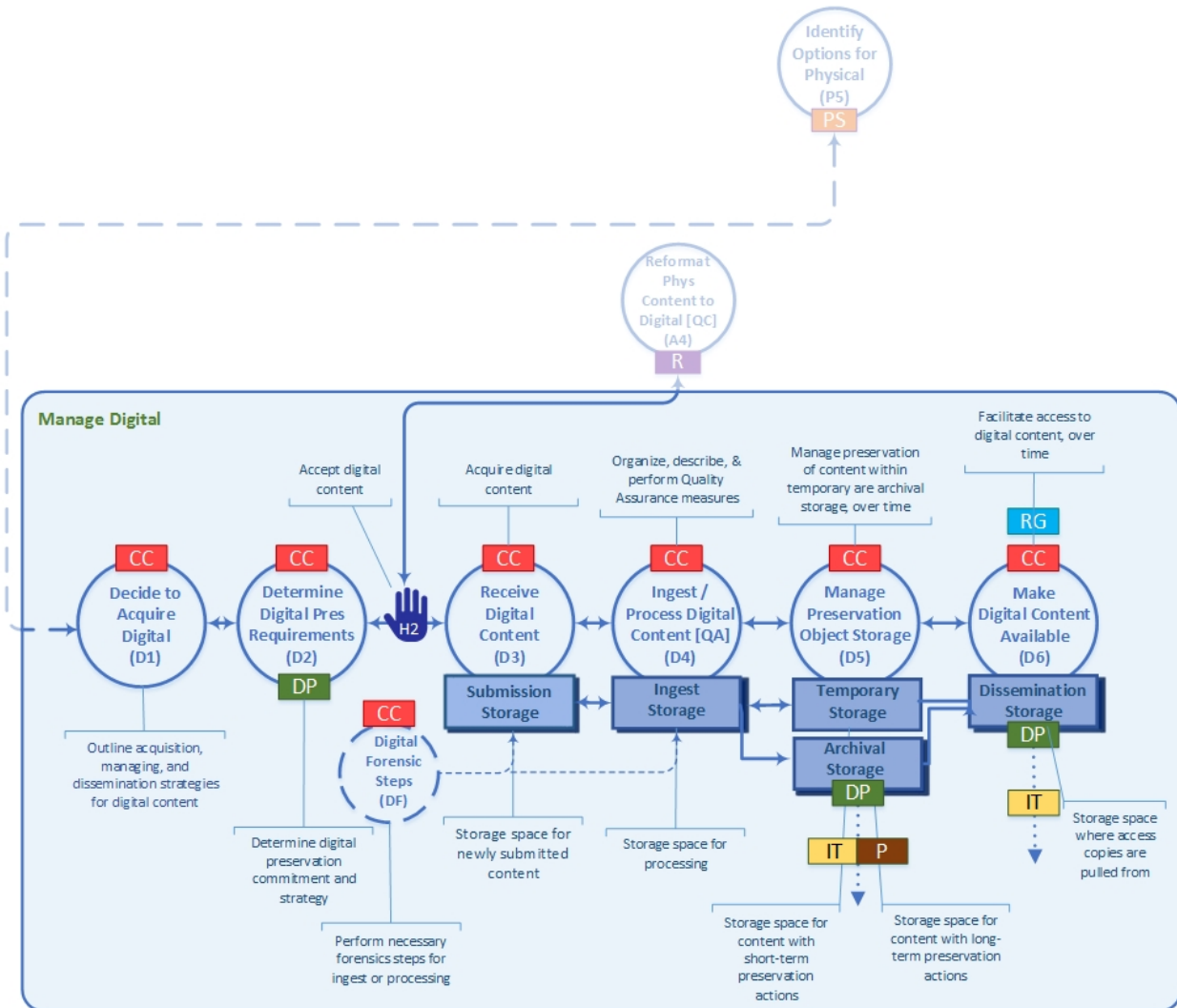


## A6: Keep or Toss Original

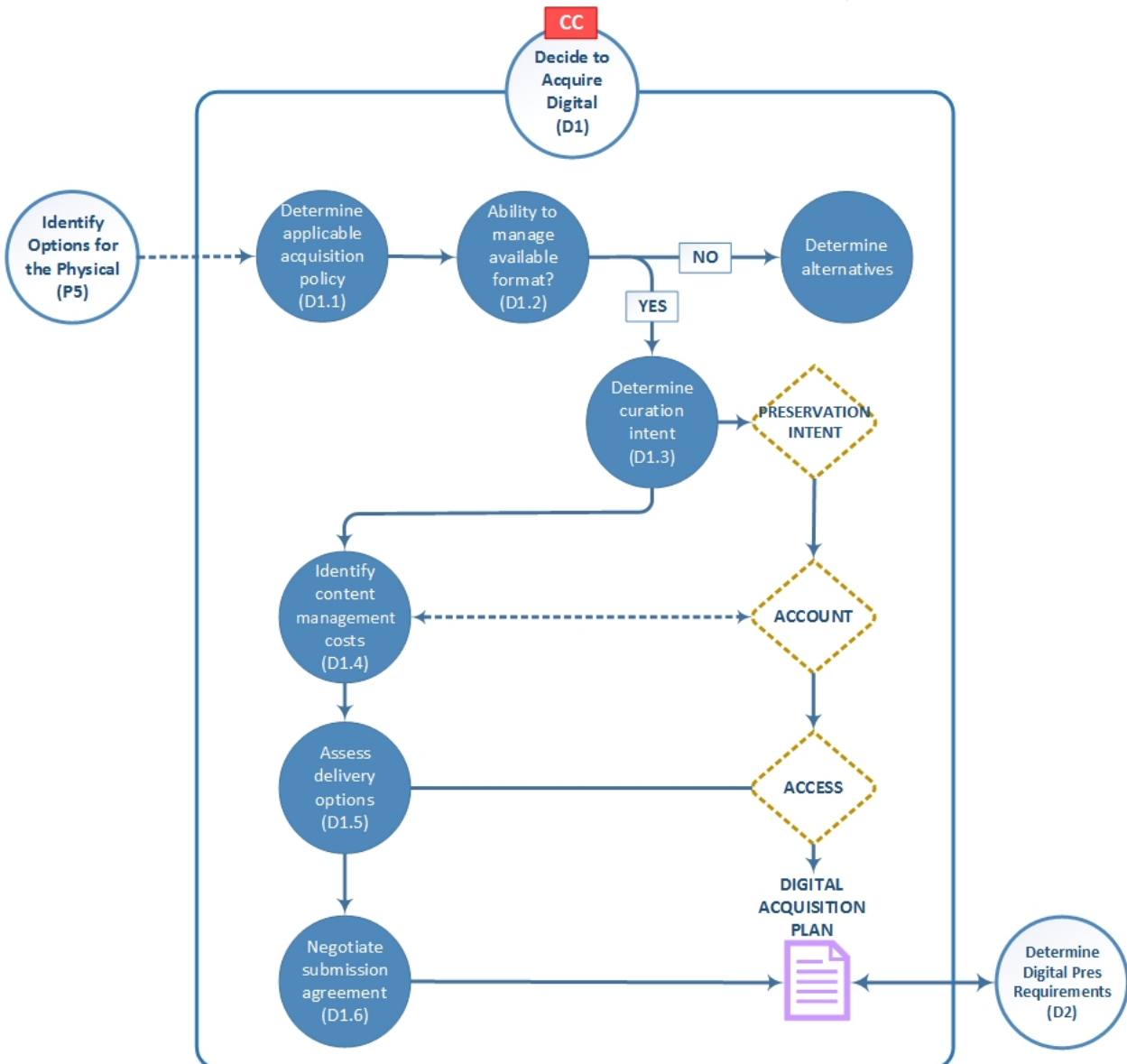
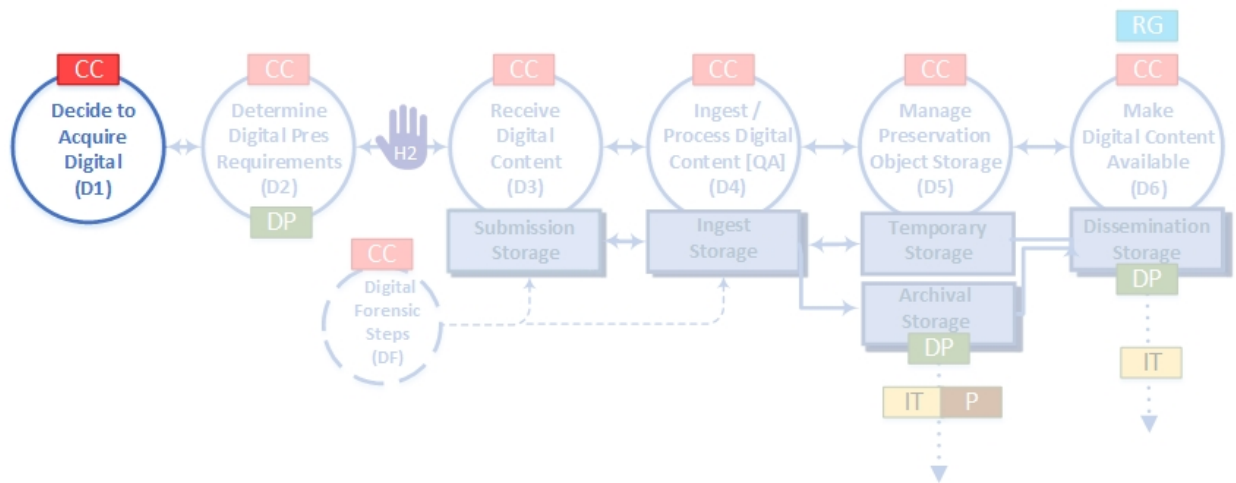


## D1-D6: Manage Digital

This is the isolated third and final pathway sequence of the high level workflow, with brief descriptions of each stage. Lower-level workflows of each of these bubbles, or stages, are found on pages 16-23.

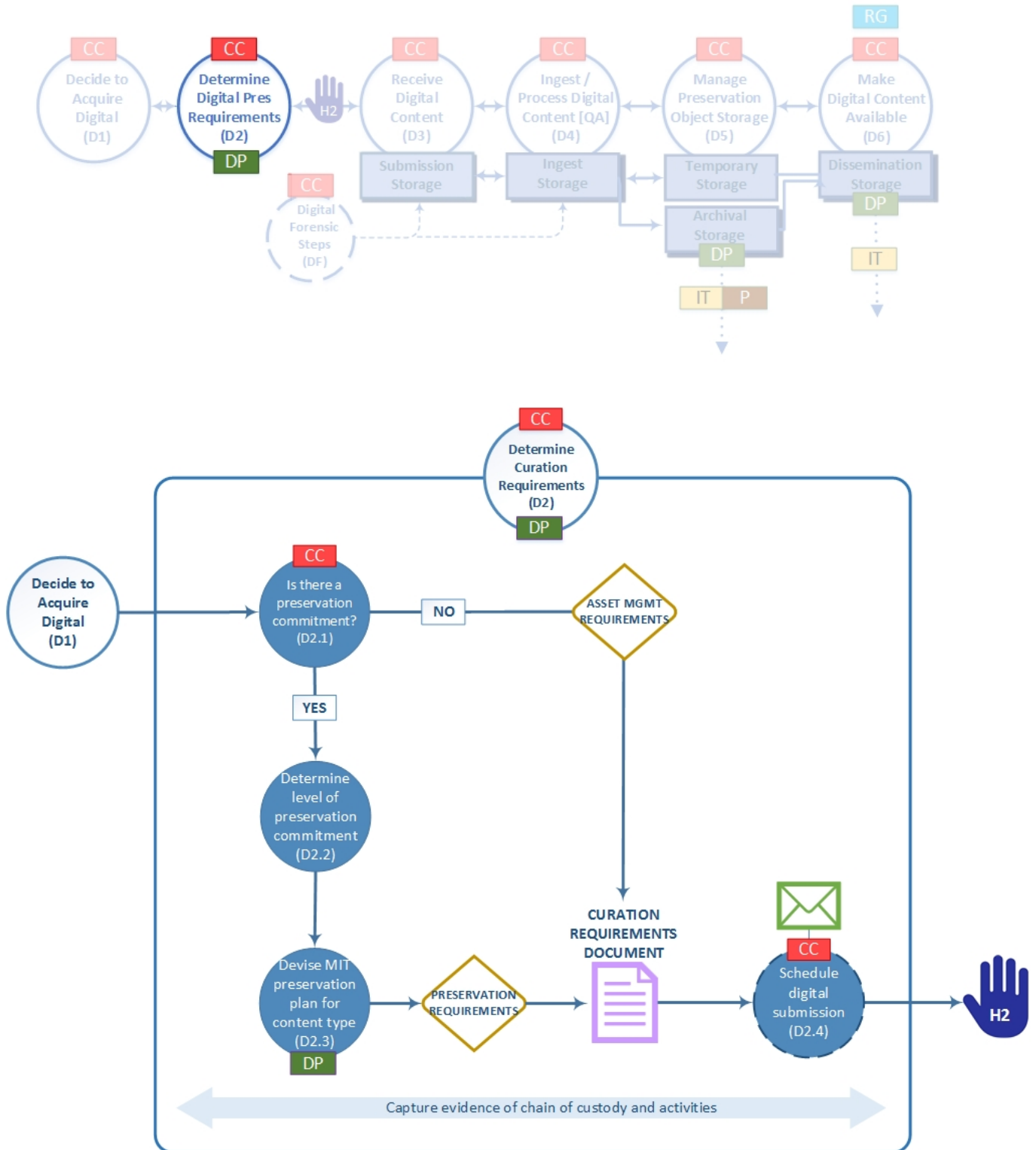


## D1: Decide to Acquire Digital

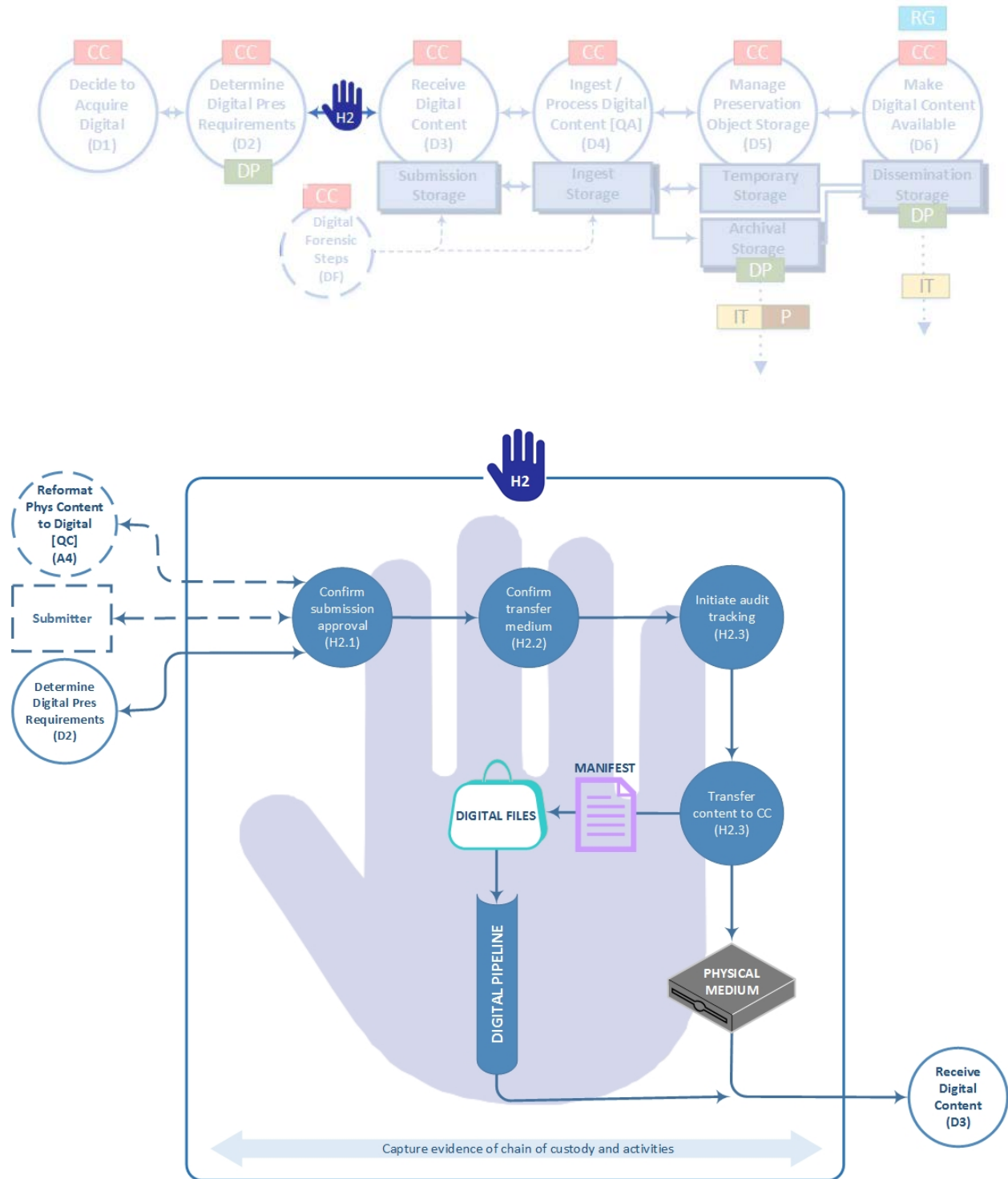




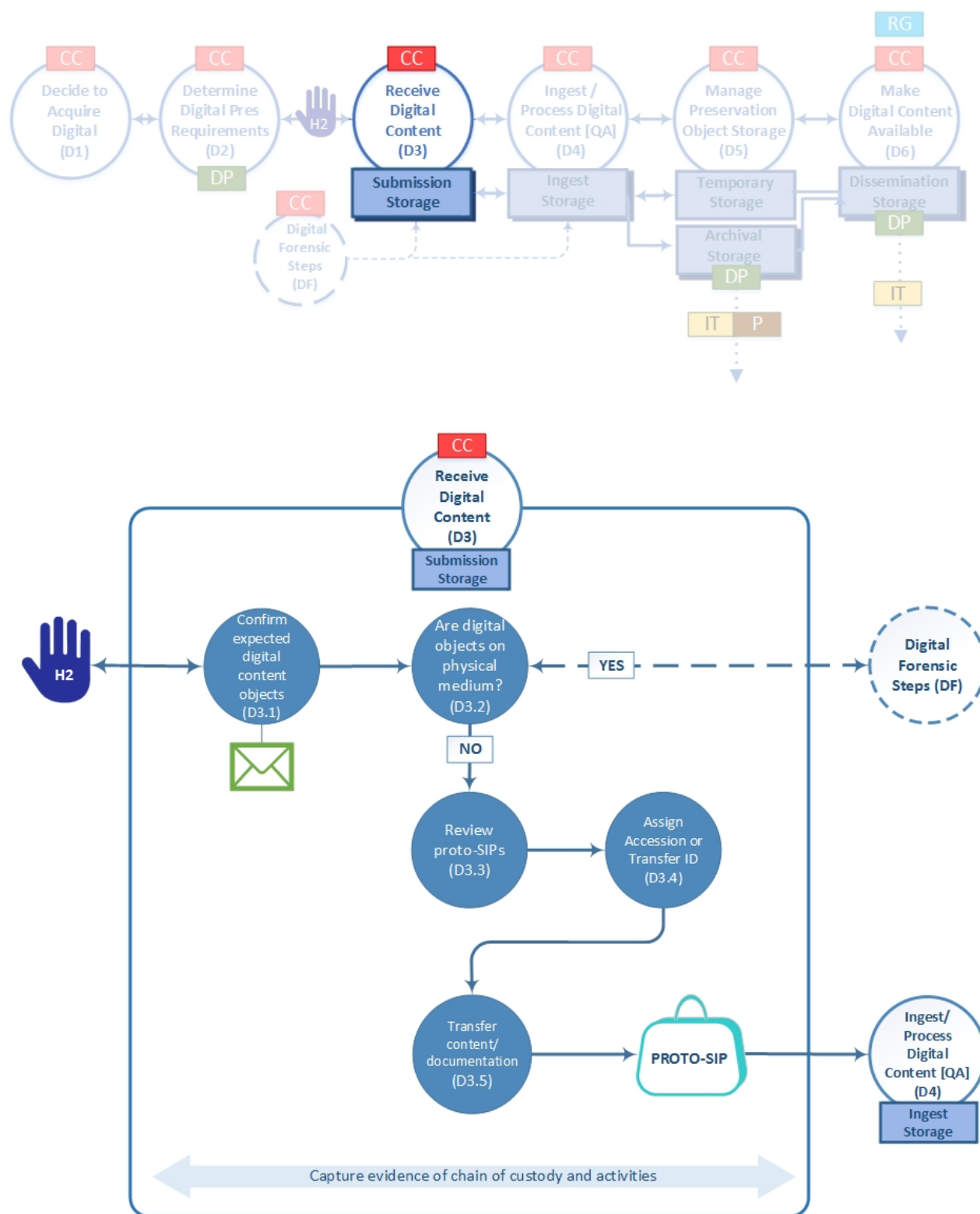
## D2: Determine Digital Preservation Requirements



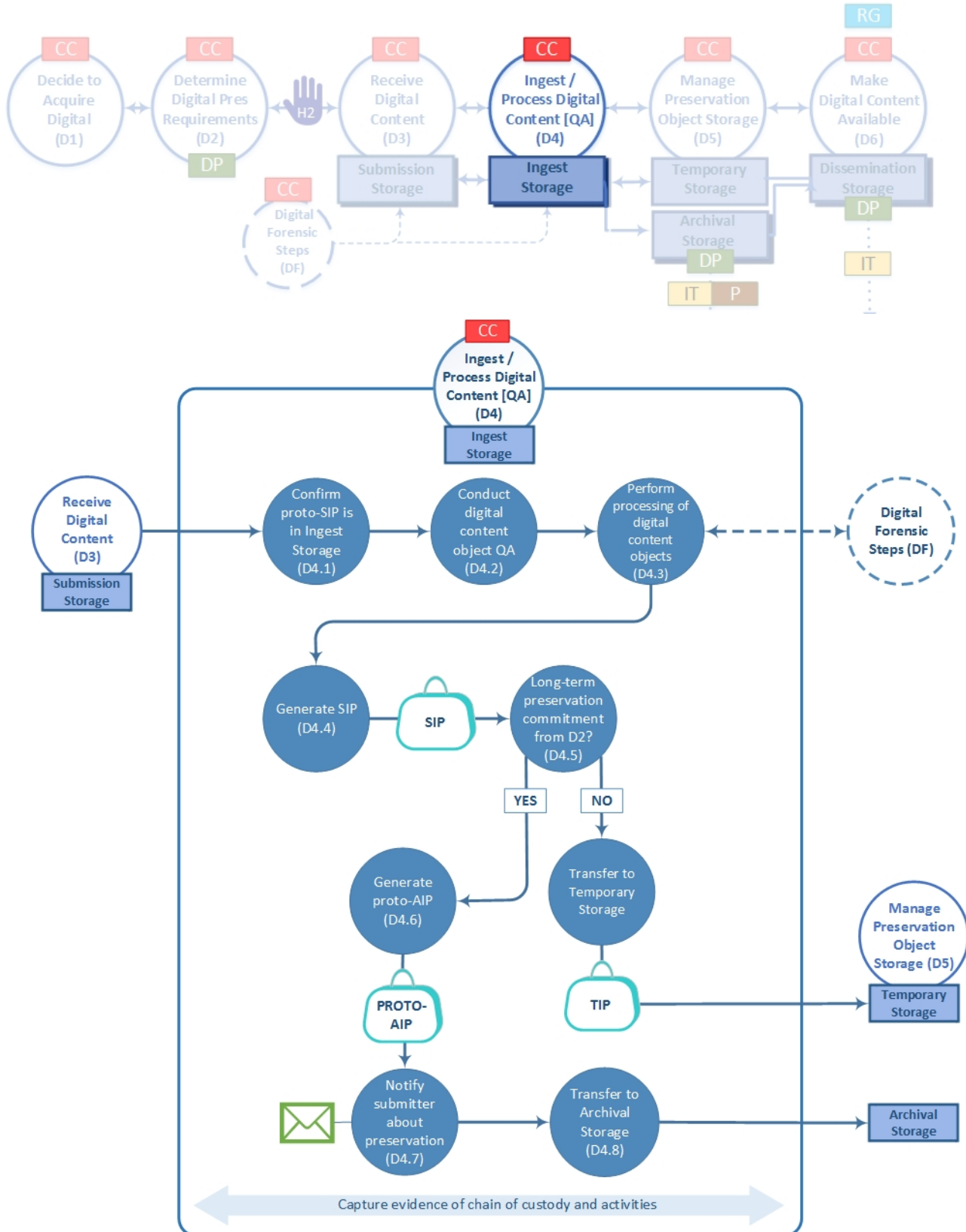
## H2: Handshake from Submitter/Producer to Content Curator (Digital)



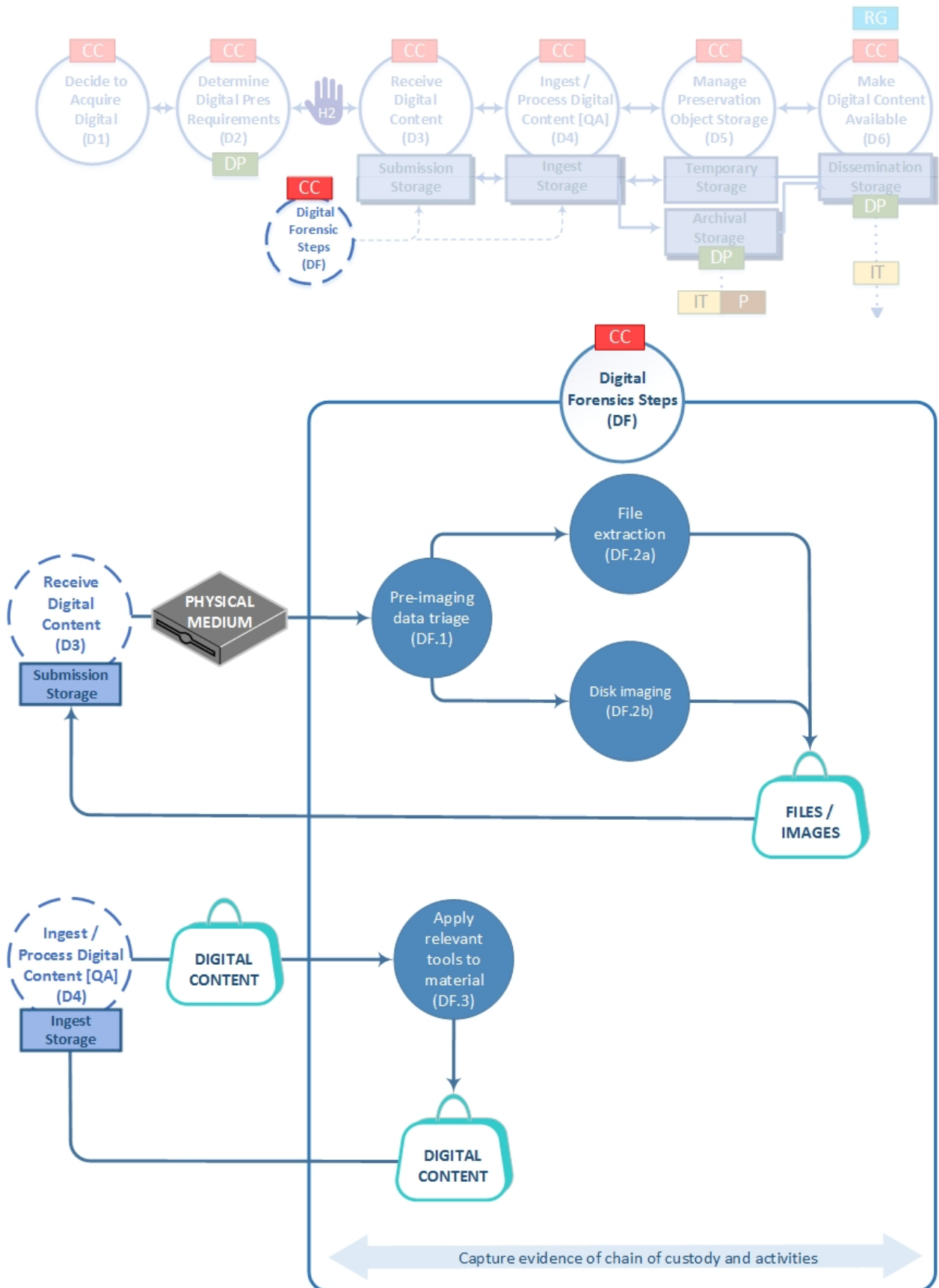
### D3: Receive Digital Content



## D4: Ingest/Process Digital Content [QA]

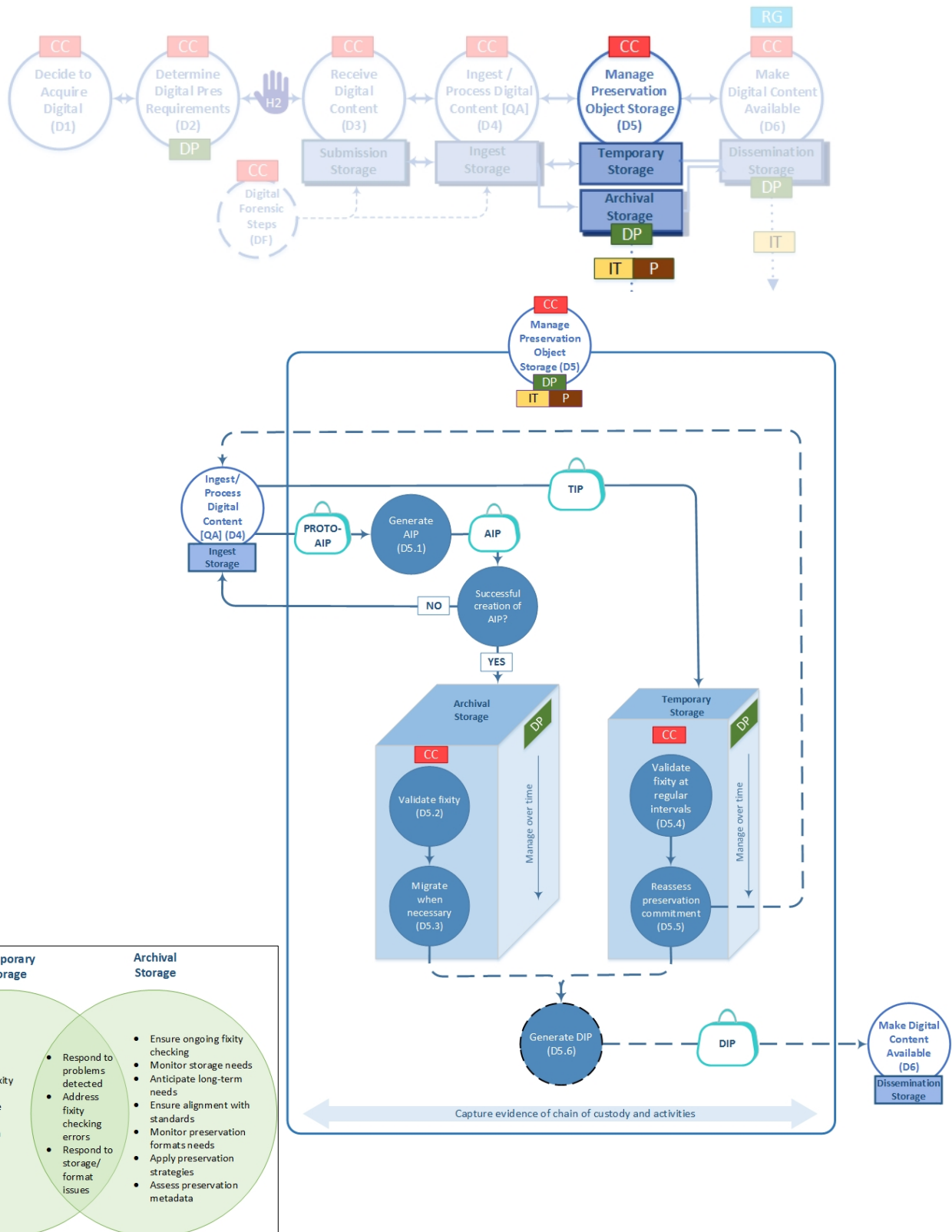


## DF: Digital Forensics Steps



## D5: Manage Preservation Object Storage

Since Digital Preservation is responsible for the policies and strategies surrounding the long-term storage, specific long-term tasks for both archival and temporary storage are called out in this stage.



## D6: Make Digital Content Available

