Appendix 3 Staffordshire and Stoke on Trent Archive Service NDSA Levels

PASS	INCOMPLETE	FAIL	

	Level 1 - Protect your data	Level 2 Know your data	Level 3 Monitor your data	Level 4 Repair your data
Storage and Geographic Location	Two complete copies that are not co-located.	At least three complete copies.	At least one copy in a geographic location with a different disaster threat.	At least three copies in geographic locations with different disaster threats.
		At least one copy in a different geographic location.		Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems.
	For data on heterogenous media (optical discs, hard drives etc.) get the content off the medium and into your storage system.	Document your storage system(s) and storage media and what you need to use them.	Obsolescence monitoring process for your storage system(s) and media.	
File Fixity and Data Integrity	Check the fixity on ingest if it has been provided with the content.	Check fixity on all ingests.	Check fixity of content at fixed intervals.	Check fixity of all content in response to specific events or activities.
			Maintain logs of fixity info; supply audit on demand.	Ability to replace/repair corrupted data.
		Use write blockers when working with original media.	Ability to detect corrupt data.	Ensure no one person has write access to all copies.
	Create fixity info if it wasn't provided with the content.	Virus check high risk content.	Virus check all content.	
Information Security	Identify who has read, write, move and delete authorization to individual files.	Document access restrictions for content.	Maintain logs of who performed what actions on files, including deletions and preservation actions.	Perform audits of logs.
	Restrict who has those authorisations to individual files.			
Metadata	Inventory of content and its storage location.	Store administrative metadata.	Store standard technical and descriptive metadata.	Store standard preservation metadata.
	Ensure backup and non co-location of inventory.	Store transformative metadata and log events.		
File Formats	When you can give input into the creation of digital files encourage use of a limited set of known open formats and codes.	Inventory of file formats in use.	Monitor file format obsolescence issues.	Perform format migrations, emulation and similar activities as needed.