Digital Preservation Questions Worksheet
Part 2: File Integrity
Digital Stewardship Curriculum

Use this worksheet as you continue digital preservation conversations at your institution, specifically relating to file integrity. You will think of the people who have access to digital files at your institution, create a short list of the digital preservation file integrity information you already know, and three activities or questions that you will pursue in the next few months.

This worksheet series is intended to aid in starting conversations, setting meetings, and creating your own personalized goals for digital preservation. These worksheets have been adapted from the Digital POWRR Project 3-3-3 Action Plan (https://digitalpowrr.niu.edu/).

Who are the people (roles or names) who currently have access to digital collection files in your department?
List all the people who can view or edit files.

Is there anyone on the list that should NOT be on the list? Anyone who SHOULD be on the list who is not?

What do you already know about planning for file integrity? Or what does your department or institution already have in place?
Make note of at least three steps you have already taken towards file integrity in your digital preservation actions or planning.

Do you have any tools or processes in place to monitor file fixity? When do virus checks occur? What is the process for accepting donations of digital files?

1.

2.

3.

What do you need to learn about file integrity?
List three questions, actions, or tasks related to digital preservation file integrity that are your *top priorities* to learn about, discuss, or put in place in the next few months.

1.

2.

3.