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| The University of British Columbia Library | Document No. | DP-014 |
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| Title | Digital Preservation Compliance Tracking System | |

TRAC Review

Audit and assessment of the digital preservation program will be conducted using Drupal TRAC Review, a web-based tool originally developed by Nancy McGovern at MIT and hosted by Artefactual for community use. TRAC review is based on the CCSDS Audit and Certification of Trustworthy Digital Repositories checklist (ISO 16363) which was derived from the Trustworthy Repository Audit and Certification (TRAC): Criteria and Checklist.

TRAC Requirements

The TRAC review site provides a framework for assessing compliance with the requirements identified in TRAC. Each TRAC requirement has a page in which 1) the requirement is explained, 2) the institution can provide evidence of its compliance with the requirement, and 3) a compliance rating is assigned. Evidence of compliance is provided in the form of policy documents. Based on this evidence, each requirement can be given one of the following compliance ratings:

- 4 = fully compliant - the repository can demonstrate that it has comprehensively addressed the requirement
- 3 = mostly compliant - the repository can demonstrate that it has mostly addressed the requirement and is on working on full compliance
- 2 = half compliant - the repository has partially addressed the requirement and has significant work remaining to fully address the requirement
- 1 = slightly compliant - the repository has something in place but it has a lot of work to do in addressing the requirement
- 0 = non-compliant or not started - the repository has not yet addressed the requirement or has not started the review of the requirement

Each requirement is also given a status level, defined as:

- Accepted – the evidence provided has been accepted as sufficient for this review round
- Ready for review – the responsible group has completed its work and the evidence is ready for review

- In progress – the responsible group is in the process of compiling or generating relevant evidence
- Not started – no evidence or information has been provided yet

Continuing Review

An initial self-audit was conducted in 2014 to identify gaps in UBC Library's digital preservation program. The Digital Preservation Working Group was formed out of the Library's Collections and Information Resources Standing Committee to review and create necessary documentation and policies, as well as to gather more complete evidence/responses to the audit questions.

The Digital Preservation Working Group will review the UBC Library's Digital Preservation Strategy and other related documentation **every two years**. Policy will be adjusted to reflect changes in standards and best practices. Any changes will be reflected in the TRAC tool and updates and recommendations will be reported to the relevant stakeholders.