

- LEGEND**
- Already exists
 - Approved
 - Draft created
 - Draft needed
 - Status unknown

Digital Object Management

- Access and use policy
- File format policy
- Metadata standards and procedures
- Archivematica ingest procedures
- External media procedures

- Digital preservation program
- Born digital gift agreement
- Digitization agreement

- Digital preservation implementation plan
- Levels of preservation

Organizational Infrastructure

- Partnership agreement
- Succession plan
- Organizational chart
- Job descriptions
- Professional development plan
- Digital preservation strategy
- Review cycle for documentation
- Copyright and permissions policy
- Data policy
- Collection management policy
- Non-exclusive distribution agreement
- Digital material survey
- Donor brochure for digital materials

- Library strategic plan
- Digital preservation strategy
- Stakeholders and their roles
- Risk management plan
- Compliance tracking system
- Glossary of terms

Technical Infrastructure

- Disaster recovery plan
- Security policy (Group access policy, Application role management, Patch management process)
- Storage options and specifications
- Integrity check procedures