

## UWM Libraries Digital Preservation Workflows & Guidelines Summary

The UWM Libraries Digital Preservation Community of Practice group shares a series of workflows and guidelines to manage the Libraries' digital content. Content types include, but are not limited to: digital collections; born digital archival materials and electronic records; and digitized maps and GIS data.

UWM Libraries' digital preservation workflows and guidelines live on the Libraries' website [<http://uwm.edu/libraries/about/digital-preservation/>]. This guide provides an overview of those documents, which currently include:

- File fixity workflow
- File inventory workflow
- Deduplication workflow
- Preferred file format guidelines

For each document, this guide describes: the purpose of the workflow or guideline, the current preferred tool, the frequency with which the workflow should be used, and the date the workflow or guideline was last updated. Where workflows and guidelines align with the NDSA Levels of Digital Preservation [<http://ndsa.org/activities/levels-of-digital-preservation/>], the corresponding NDSA category and level is given.

**Last updated:** 2018-01

**File fixity**

[NDSA category “File Fixity and Data Integrity”, Levels 1-4]

**Purpose:**

To determine when files change, either through editing or from bit-level errors.

**Tool:**

Fixity, <https://www.avpreserve.com/products/fixity/>

**Frequency of Action:**

Upon file ingest

Every 12 months

**Workflow Document:**

[http://uwm.edu/libraries/wp-content/uploads/sites/59/2016/09/Preservation\\_FileFixityWorkflow.pdf](http://uwm.edu/libraries/wp-content/uploads/sites/59/2016/09/Preservation_FileFixityWorkflow.pdf)

**Last Update:**

2016-09

## **File inventory workflow**

[NDSA category "Metadata", Level 1; NDSA category "File Formats", Level 2]

### **Purpose:**

To determine what files are held and that file types match file extensions.

### **Tool:**

DROID, <https://digital-preservation.github.io/droid/>

### **Frequency of Action:**

As needed

Every 12 months

### **Workflow Document:**

[http://uwm.edu/libraries/wp-content/uploads/sites/59/2018/01/Preservation\\_FileInventoryWorkflow.pdf](http://uwm.edu/libraries/wp-content/uploads/sites/59/2018/01/Preservation_FileInventoryWorkflow.pdf)

### **Last Update:**

2018-01

## **Deduplication workflow**

**Purpose:**

To find and delete duplicate files.

**Tool:**

Duplicate Cleaner Free 4.0.5, [http://download.cnet.com/Duplicate-Cleaner/3000-2248\\_4-10584403.html](http://download.cnet.com/Duplicate-Cleaner/3000-2248_4-10584403.html)

**Frequency of Action:**

End of project

Every 12 months

**Workflow Document:**

[http://uwm.edu/libraries/wp-content/uploads/sites/59/2018/01/Preservation\\_DeduplicationWorkflow.pdf](http://uwm.edu/libraries/wp-content/uploads/sites/59/2018/01/Preservation_DeduplicationWorkflow.pdf)

**Last Update:**

2018-01

## **Preferred file format guidelines**

[NDSA category "File Formats", Levels 1-4]

### **Purpose:**

To ensure that files are being held in high-quality formats that are not obsolete.

### **Tool:**

n/a

### **Frequency of Action:**

Upon file creation

Upon file ingest

Every 12 months

### **Workflow Document:**

[http://uwm.edu/libraries/wp-content/uploads/sites/59/2016/09/Preservation\\_FileFormatMasterList\\_2016.pdf](http://uwm.edu/libraries/wp-content/uploads/sites/59/2016/09/Preservation_FileFormatMasterList_2016.pdf)

### **Last Update:**

2016-01