

Selection Criteria to determine highest priority collections to store and manage in Preservica:

Primary criteria:

1. Stability of media
 1. If an analog object has been reformatted to digital, is the original object itself in good condition, or is it deteriorating and/or carried on an unstable medium. Examples include nitrate film; magnetic tape; formats that require outdated playback equipment;
2. Format of digital asset
3. Born digital objects may be unstable if they have no analog counterpart; or were created in an original file format that is not well-supported.
4. Legal or contractual obligation
 1. Some objects or collections may be subject to regulatory obligations derived from State laws; or contractual obligations for some collections may require or suggest adherence to the highest levels of preservation available to us.

Additional practical criteria to apply:

1. File size
2. Cost of retrieving assets

Finally, we should be able to articulate our decisions in terms of the “impact of loss” criteria. In other words, “How grave would loss of this asset be? What would be the consequences?”

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