

# *New York State Archives*

## Strengthening Archives

### Digital Files Assessment Objectives

- You have an inventory of digital materials in your collection
- You have at least one additional copy of your digital materials stored separately from your collection
- You restrict access to your original digital files
- You regularly verify that the contents of your digital materials have not changed

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have an inventory of your digital materials?				<ul style="list-style-type: none"><li>• Inventory your files to identify format, location, media type, and hardware and software requirements.</li><li>• Use automated software to inventory large volumes of electronic materials.</li><li>• Store the inventory separate from your electronic materials.</li></ul>
Do you have multiple copies of your digital materials?				<ul style="list-style-type: none"><li>• Copy materials onto durable storage media and store the copy in a separate location.</li><li>• Consider copying digital materials onto more than one media type.</li></ul>
Do you know who can access your original digital files?				<ul style="list-style-type: none"><li>• Move any files you intend to preserve off of shared disk drives and publicly accessible computers.</li><li>• Store files on a drive or other media only accessible to you and your staff.</li></ul>