

TRAC2 4.2.3.1

4.2.3.1 - The repository shall follow documented procedures if a SIP is not incorporated into an AIP or discarded and shall indicate why the SIP was not incorporated or discarded.

Introduction

SP uses loader scripts to automatically and consistently ingest SIPs and transform them into AIPs. If there is an error during this process, the loader records the error in a log and sends an email to SP staff. If staff cannot fix the error, the repository deletes the SIP and notifies the Provider. All SIPs are recorded in the FTP download log file.

Responsibility

Software Developer

Digital Preservation Policy Librarian

System and Web Development Analyst

Relevant Documents

1. [Provider Agreement](#)
2. [Workflow Charts](#)
3. System Logs (available on request)