

Document Checklist

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Documentation Item	Started	Draft complete	Committee Approval	Final	Comments
Mission/Vision Statement	✓	✓	✓	✓	
Designated Community Definition	✓	✓	✓	✓	
Preservation Strategic Plan	✓	✓	✓	✓	
Collection Development Policy	✓	✓	✓	✓	
Access Policy	✓	✓	✓	✓	
Rights Policy	✓	✓	✓	✓	
Review Cycle for Documentation Policy	✓	✓	✓	✓	
Risk Analysis and Management Strategies	✓	✓	✓	✓	
Security Plan	✓	✓	✓	✓	
Disaster Recovery Plan	✓	✓	✓	✓	Available on request.
URI & File Naming Plan	✓	✓	✓	✓	
Backup Plan	✓	✓	✓	✓	
Succession Plan	✓	✓	✓	✓	
Preservation Implementation Plan	✓	✓	✓	✓	
Preservation Action Plan - Journals	✓	✓	✓	✓	
Quality Control Plan	✓	✓	✓	✓	
Metadata Specifications	✓	✓	✓	✓	
SP Roles & Responsibilities	✓	✓	✓	✓	
SP Organizational Charts	✓	✓	✓	✓	
SP Financials	✓	✓	✓	✓	Available on request.
OCUL Constitution	✓	✓	✓	✓	
Relevant Legislation	✓	✓	✓	✓	
Definition of SIP	✓	✓	✓	✓	
Definition of AIP	✓	✓	✓	✓	
Definition of DIP	✓	✓	✓	✓	
Critical Processes and OAIS Mandatory Responsibilities	✓	✓	✓	✓	
Provider Agreement or License	✓	✓	✓	✓	
OCUL Service Agreements	✓	✓	✓	✓	Available on request
Workflow Charts	✓	✓	✓	✓	
License Management Workflow	✓	✓	✓	✓	
Description of System Architecture	✓	✓	✓	✓	
Fixity Check Procedures	✓	✓	✓	✓	
Environmental Monitoring of Preservation Formats	✓	✓	✓	✓	
Registry of File Formats	✓	✓	✓	✓	
Manifest of Information Packages in SP	✓	✓	✓	✓	Generated on request
List of Hardware & Software	✓	✓	✓	✓	Available on request.