

# Review Cycle for Documentation Policy

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### 1. Policy Statement

The policies surrounding the operations of Scholars Portal as a Trusted Digital Repository are subject to review and revision on two schedules: an ongoing basis and a cycle of regular review.

#### 1.1. Ongoing

- As outlined in its [mission statement](#), one of the central responsibilities of Scholars Portal is the preservation of the content contained therein. To this end, SP staff are continually monitoring relevant communication channels and news sources in order to remain apprised of developments that could affect the long-term viability of the collection.

#### 1.2. Regular Review

- The Scholars Portal's preservation policy and all its related documents will be reviewed every two years in its entirety. This review will be led by the SP staff member responsible for digital preservation, in consultation with a representative sample of staff from OCU member institutions.

### 2. Document History

Version	Date	Change	Author
0.1	10/31 /11	Draft created	Steve Marks

File

Modified 

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