

# Documentation Timeline

## October

- Mission/Vision Statement
- Definition of users (designated community)
- Definitions of SIP/AIP/DIP

## November

- Workflow charts w/ explanation
- file naming plan
- metadata specifications
- registry of file formats

## December

- Preservation Policy

## January

- Preservation Policy cont'd

## February

- Technology
- Ingest policy
- Backup plan
- Systems review & replacement
- Testing & error specifications

## March

- Technology

## April

- Administrative

## May

- anything that had to be "left behind" in the previous months

## Summer

- revision of items previously covered, as necessary