

## TRAC2 3.1.2.2

### 3.1.2.2 - The repository shall monitor its organizational environment to determine when to execute its formal succession plan, contingency plans, and/or escrow arrangements

#### Introduction

Communication between SP and its Designated Community is constant and robust. SP reports to the directors of the OCUL libraries on a semi-annual basis. At these reports, the directors review the repository's performance and usage and provide feedback on new and ongoing initiatives. The funding for SP is evaluated on a yearly basis at the Fall directors' meeting. Any situation requiring the execution of SP's Succession Plan would be made clear at one of these meetings.

The Service Agreement between OCUL and UTL (as the provider of the SP service) contains the full details of this process, as outlined in the [Succession Plan](#).

#### Responsibility

*Digital Preservation Policy Librarian*

#### Relevant Documents

1. OCUL-UTL Service Agreement (available on request)
2. [Succession Plan](#)