

# 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)