

# TRAC2 5.1.1.3.1

## 5.1.1.3.1 - The repository shall record and report to its administration all incidents of data corruption or loss, and steps shall be taken to repair/replace corrupt or lost data.

### Explanation

SP uses JIRA to record and report episodes of data corruption or loss to the repository's administration. JIRA is a widely used, industry-standard issue tracking system. JIRA also provides a platform for tracking responses and recording information about the nature of errors. JIRA automatically assigns issues to appropriate staff and notifies them by email. In most cases of data corruption or loss, SP staff will replace each damaged file with a copy from backup and record the event in each file's preservation metadata. Staff will assess the cause of data corruption or loss on a case-by-case basis.

Errors detected by the health-monitoring and diagnostic tools built into the Pillar Axiom storage array are reported automatically to the University of Toronto Libraries' Information Technology Services staff.

### Responsibility

*Digital Preservation Policy Librarian*

### Relevant Documents

1. [Workflow Charts](#)
2. [SP JIRA](#) (access on request)