

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