

# Digital Continuity Checklist



Organization: North Dakota Court System

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Information Asset: Odyssey, Jury, Juvenile, Audio, Email, Word/Up Docs

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CHECKED AND OK		MAY NEED FUTURE ATTENTION		REQUIRES IMMEDIATE ATTENTION	
<b>Enterprise</b>					
<b>Strategy</b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Treats digital information as a valued asset	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written strategy approved at the highest level	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Official commitment to support digital continuity requirements	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Focuses on digital information that must be retained for ten years or more	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proactive and authorized destruction of duplicate, redundant digital information	
<b>Governance</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Business Owner	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Legal/Compliance	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Information Technology/Services	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Records and Information Management (RIM)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unambiguous assignment of the role of Archives Management	
<b>Identifiable</b>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business function that produced digital assets	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stakeholders (owners and users)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application inputs and outputs	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unique IDs for digital assets	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aggregation/chunking of similar information <u>WORD, WP DOCS</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volume and scope of digital assets	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Longevity (when created and how long retained) <u>Digital Audio - mixed Sessions</u>	
<b>Available</b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate and complete inventory of physical storage <u>Not digital audio</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accurate and complete inventory of virtual storage <u>(Cloud Storage) Not APPLICABLE</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accurate and complete inventory of digital assets managed by third parties <u>PeopleSoft</u>	
<b>Retrievable (Metadata)</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Business processes and activities that produced digital assets are captured	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive classification scheme in place and enforced	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive index terms in place and enforced	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comprehensive taxonomy in place and enforced	
<b>Usable</b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled periodic renewal of storage devices and media	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of interoperable open standard technology neutral formats	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records producers encouraged to use "preservation ready" formats <u>MP3 Tiff WAV Not PDF/A - Yet</u>	
<b>Understandable</b>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of software used to create/capture digital assets, including version number	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete documentation that digital assets meet business needs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distribution lists of digital assets as appropriate	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Context of creation/use (Who? What? When? Why?)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linkages established with related digital assets	
<b>Reliable</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integrity validation with hash digest (SHA-1 or higher)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integrity validation with digital time stamping } <u>USER ID when applied but unknown if</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integrity validation with digital signature } <u>Validation remains with record as</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Integrity validation outcomes stored in metadata <u>metadata</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditable chain of custody of digital assets	
<b>Information Asset</b>					