Digital Continuity Checklist

DigitalOK

Organization: _____ **Name:** _____

Information Asset: _____ **Date:** _____

	CHECKED AND OK	MAY NEED FUTURE ATTENTION	REQUIRES IMMEDIATE ATTENTION	
Enterprise				**Strategy**
	☐	☐	☐	Treats digital information as a valued asset
	☐	☐	☐	Written strategy approved at the highest level
	☐	☐	☐	Official commitment to support digital continuity requirements
	☐	☐	☐	Focuses on digital information that must be retained for ten years or more
	☐	☐	☐	Proactive and authorized destruction of duplicate, redundant digital information
				Governance
	☐	☐	☐	Unambiguous assignment of the role of Business Owner
	☐	☐	☐	Unambiguous assignment of the role of Legal/Compliance
	☐	☐	☐	Unambiguous assignment of the role of Information Technology/Services
	☐	☐	☐	Unambiguous assignment of the role of Records and Information Management (RIM)
	☐	☐	☐	Unambiguous assignment of the role of Archives Management
Information Asset				**Identifiable**
	☐	☐	☐	Business function that produced digital assets
	☐	☐	☐	Stakeholders (owners and users)
	☐	☐	☐	Application inputs and outputs
	☐	☐	☐	Unique IDs for digital assets
	☐	☐	☐	Aggregation/chunking of similar information
	☐	☐	☐	Volume and scope of digital assets
	☐	☐	☐	Longevity (when created and how long retained)
				Available
	☐	☐	☐	Accurate and complete inventory of physical storage
	☐	☐	☐	Accurate and complete inventory of virtual storage
	☐	☐	☐	Accurate and complete inventory of digital assets managed by third parties
				Retrievable (Metadata)
	☐	☐	☐	Business processes and activities that produced digital assets are captured
	☐	☐	☐	Comprehensive classification scheme in place and enforced
	☐	☐	☐	Comprehensive index terms in place and enforced
	☐	☐	☐	Comprehensive taxonomy in place and enforced
				Usable
	☐	☐	☐	Scheduled periodic renewal of storage devices and media
	☐	☐	☐	Use of interoperable open standard technology neutral formats
	☐	☐	☐	Records producers encouraged to use "preservation ready" formats
				Understandable
	☐	☐	☐	Identification of software used to create/capture digital assets, including version number
	☐	☐	☐	Complete documentation that digital assets meet business needs
	☐	☐	☐	Distribution lists of digital assets as appropriate
	☐	☐	☐	Context of creation/use (Who? What? When? Why?)
	☐	☐	☐	Linkages established with related digital assets
				Reliable
	☐	☐	☐	Integrity validation with hash digest (SHA-1 or higher)
	☐	☐	☐	Integrity validation with digital time stamping
	☐	☐	☐	Integrity validation with digital signature
	☐	☐	☐	Integrity validation outcomes stored in metadata
	☐	☐	☐	Auditable chain of custody of digital assets