**Title**

**Concept Model for Development of Preservation Plans**

**Abstract**

The Concept Model enables your archive to develop preservation plans for content types and file formats in a methodical and documented approach. A content type is a group of file formats used for the same purposes.

The Concept Model provides several steps to complete. They are:

1. **Screening and prioritization of content type**
   * Screening of a content type serves the purpose of determining what should happen when your archive, through various channels, come across problematic data, where it is presumed the data cannot be immediately converted to one or more of your preservation formats.
2. **Pre-analysis of content type**
   * This step deals with the collating of existing and new knowledge concerning the content type under investigation. The deliverable of Pre-analysis is a report.
3. **Migration Assessment**
   * This step is the most important step in the Concept Model for Development of Preservation Plans. The step is important because it is the results of this assessment, which determines if the investigated content type can be migrated to one or more of the existing preservation formats with an acceptable loss of quality measured in loss of significant properties.
4. **Format Assessment**
   * A number of criteria for assessing file formats have been compiled to a matrix, which scores relevant file formats in a binary manner and collate the scores in a sum that enables numerical comparison of the file formats. The result of the method is a concrete recommendation that can be included in the decision to approve a new preservation format at the management level.
5. **Testing data and software**
   * The purpose of this step is to test existing software for identification, characterisation, conversion and validation of file formats. Relevant file formats are the most suitable based on the results of the previous step.
6. **Consequence Assessment**
   * The consequence assessment measures and compares the most suitable preservation formats from the Format Assessment, and other preservation levels which alternatively can be in play, if none preservation formats were suitable.
7. **and finally the drafting of a Preservation Plan for your archive's management**
   * The last step in the concept model pertains to the drafting of a preservation plan for the investigated content type and specific preservation plans for the data formats of the content type. The purpose of preservation plans is to create a factual and documented basis for your archive’s long-term preservation of digitally created data. Preservation plans document metadata, identificators, risks, validation requirements, preservation actions/solutions such as migration paths, and collate the methodical assessments from the concept model’s previous steps. Likewise, preservation plans registers choice of preservation level and level of monitoring.

To support the completion, guides and templates for each step are provided. We present the Concept Model in an English version from Danish and we kindly ask you to bear this in mind when reading. The English version has been created to support international dissemination of the model.

The purpose of presenting the Concept Model is to publicize our internal methods and contribute to the field of digital preservation. Furthermore, we seek to enable discussions on the methods presented and encourage any issues to be raised for us to consider.

**Name and title**

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**Link to publication**

https://github.com/the-danish-national-archives/concept-model