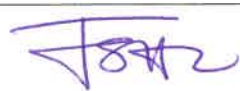


Digital Archiving Policy

Policy Title	Digital Archiving Policy
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Version	Date	Reason for Change	Person Responsible
1.0	17/01/2019	Initial Version	Madalyn Hardaker

1. Policy Statement

- 1.1 Sometimes it is necessary to archive digital content in order to ensure the integrity, usability and accessibility of this content for long term availability and security when it is not possible or practicable to maintain a hard copy. In many cases there are regulatory requirements for archival, and in other instances it may be necessary for business continuity or other practical reasons. To meet this need, Arkivum has been selected as the provider of digital preservation services for Barts Cancer Centre.

2. Scope

- 2.1 This policy is applicable to all staff within the Barts and the London School of Medicine and Dentistry who wish to use the digital preservation services for secure long-term storage as well as those who will be responsible for aspects of the internal process, such as the BCC-IT helpdesk and the digital archivist.

3. Policy Detail

- 3.1 The policy addresses the use of Arkivum for long term storage in the BCC. Please refer to separate guidance from the Sponsor, regulatory authorities and other governing entities to determine what must be archived and any specifications which must be met pertaining to specific content.
- 3.2 Content for digital archiving must be reviewed and verified for completeness, accuracy and authenticity before being transferred to the digital archive. When the content is uploaded it will immediately go through a checksum process to ensure data integrity.
- 3.3 The content will be transferred to two separate data centre locations and an offline escrow copy, the escrow copy will only be created once 2TB of content has been moved to the Arkivum solution. The content will be considered "archived" once it has been verified at all three locations.
- 3.4 This is a chargeable service and will require a budget code; refer to the BCC Archiving Procedures for Project Owners for the charging structure.

4. Process and Procedures

- 4.1 Refer to "BCC Archiving Procedures for Project Owners" and the other related documents below for further guidance.

5. Roles & Responsibilities

- 5.1 Arkivum will be responsible for ingesting and maintaining archived files under the direction of BCC, ensuring ongoing content integrity, usability and security.
- 5.2 The BCC IT Helpdesk will be responsible for facilitating the transfer of the payload from the local environment to the Arkivum Gateway Appliance and facilitating the deletion of the contents when necessary.
- 5.3 A Digital Archivist will be responsible for processing Digital Archiving Request Forms; liaising between the project team who are requesting archiving services and the BCC-IT team who are fulfilling the request.
- 5.4 The Project Owner or a delegated responsible person will be responsible for ensuring that the content to be archived is original, authentic, complete and accurate; that relevant guidance has been reviewed and that any necessary approvals have been obtained

6. Related documents

BCC-ISM-001-SOP Digital Archiving for Project Owners

DG14 Storage of Information Policy

JRMO SOP for Transferring Research Project Records to Corporate Records Management

QMUL Records Retention Policy

