



## Digital Preservation Steward Criteria

---

GPO strives to ensure permanent public access to Federal Government information through partnerships with over 1,150 libraries nationwide participating in the Federal Depository Library Program and GPO's Cataloging & Indexing Program (C&I) which acquires and creates a comprehensive index of public documents as well as by working with other Federal agencies. In order to successfully achieve public access to this information well into the future, GPO partners with libraries and other Federal agencies for collaborative efforts in digital imaging, content conversion, web harvesting, hosting of digital content, digital preservation efforts, and many other activities involved in the stewardship of digital information products.

GPO recognizes that many institutions fulfill these roles and responsibilities in a variety of ways; however, GPO is committed to digital preservation and trustworthy digital repository standards and best practices according to international standards and accepted digital preservation community guidelines. In order for institutions and libraries to partner with GPO as digital hosting partners, GPO will evaluate the institution's digital repository infrastructure, governance, and digital object management practices to ensure that, at minimum, the institution's repository meets the following, objectively determinable, criteria:

1. The repository must have a public mission to provide long-term public access to the digital objects.
2. The repository's overarching governance structure and institution must be committed to the financial, organizational, legal, and technical obligations for supporting long-term digital preservation responsibilities.
3. The repository must be committed to mitigating technical, infrastructural, and operational risks relating to the long-term access and understandability of the digital objects.
4. The repository must maintain at least two digital copies of all digital objects on separate media.
5. Security protocols must ensure digital objects cannot be edited or deleted by any single individual.
6. The repository must have appropriate technical, preservation, and descriptive metadata associated with the digital object in order to ensure transfer and migration of digital objects from one storage location to another is feasible.
7. The digital objects within the repository must be self-contained objects, designated with unique identifiers.
8. The repository must perform regular file fixity checks, virus scans, and monitor file degradation and technology obsolescence. The repository must also have a notification system when these checks and scan are performed.
9. The repository must have the capability to trace provenance of all digital objects.
10. The repository must be committed to ingesting content according to digital preservation best practices and guidelines including adherence, where applicable and possible, to the [Library of Congress' Recommended Formats Statement](#) and [Federal Agency Digital Guidelines Initiative](#).

11. The content covered by the partnership agreement is within scope of the FDLP.

January 1, 2018