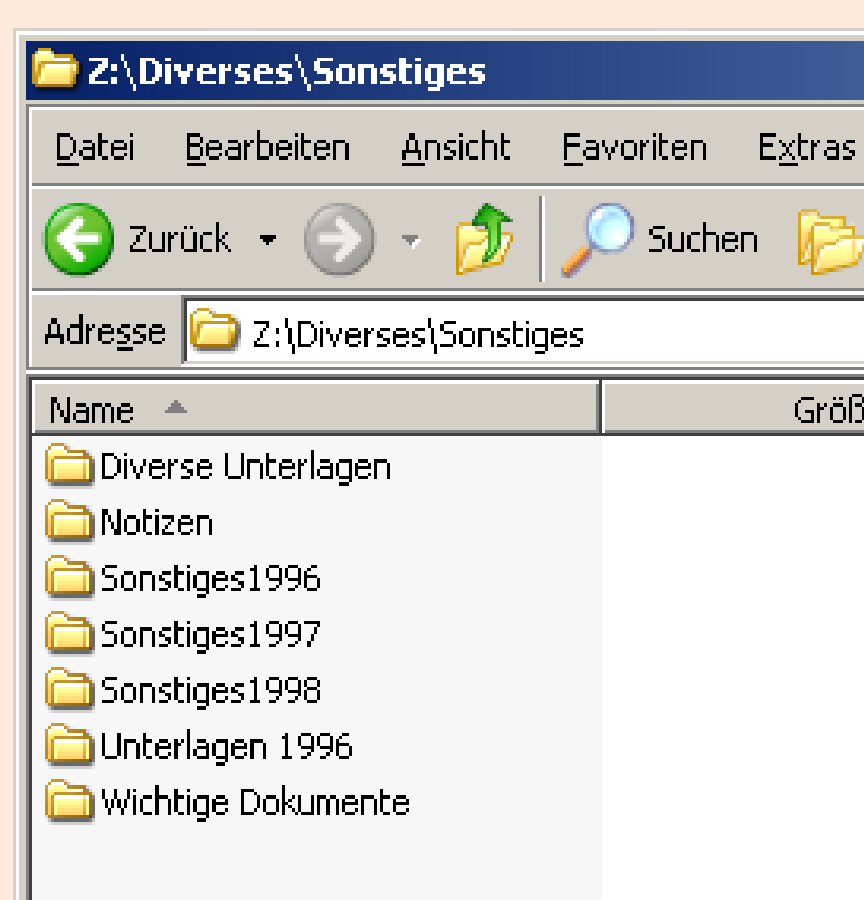


# Digital Long-Term Preservation for Small and Medium-Sized Organizations

Small and medium-sized organizations (SMOs) are often not able to keep their digital records for long periods available. The investment in technical infrastructure is beyond its capacity, as well as they hardly achieve the organizational requirements. Critical success factors for the introduction of records management at SMOs are the shortage of human resources, the organizational culture and the acquisition and operating costs for a records management systems.

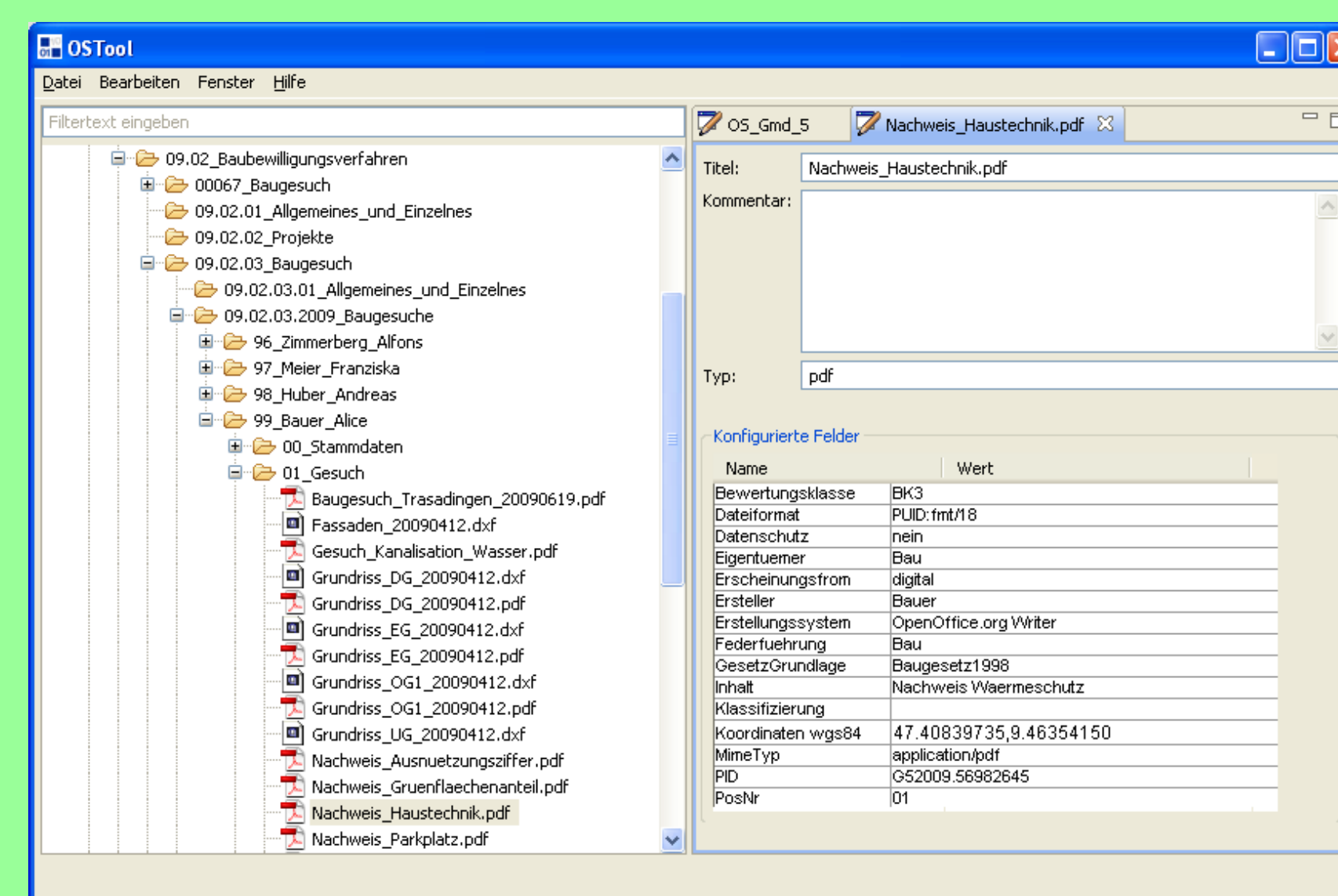
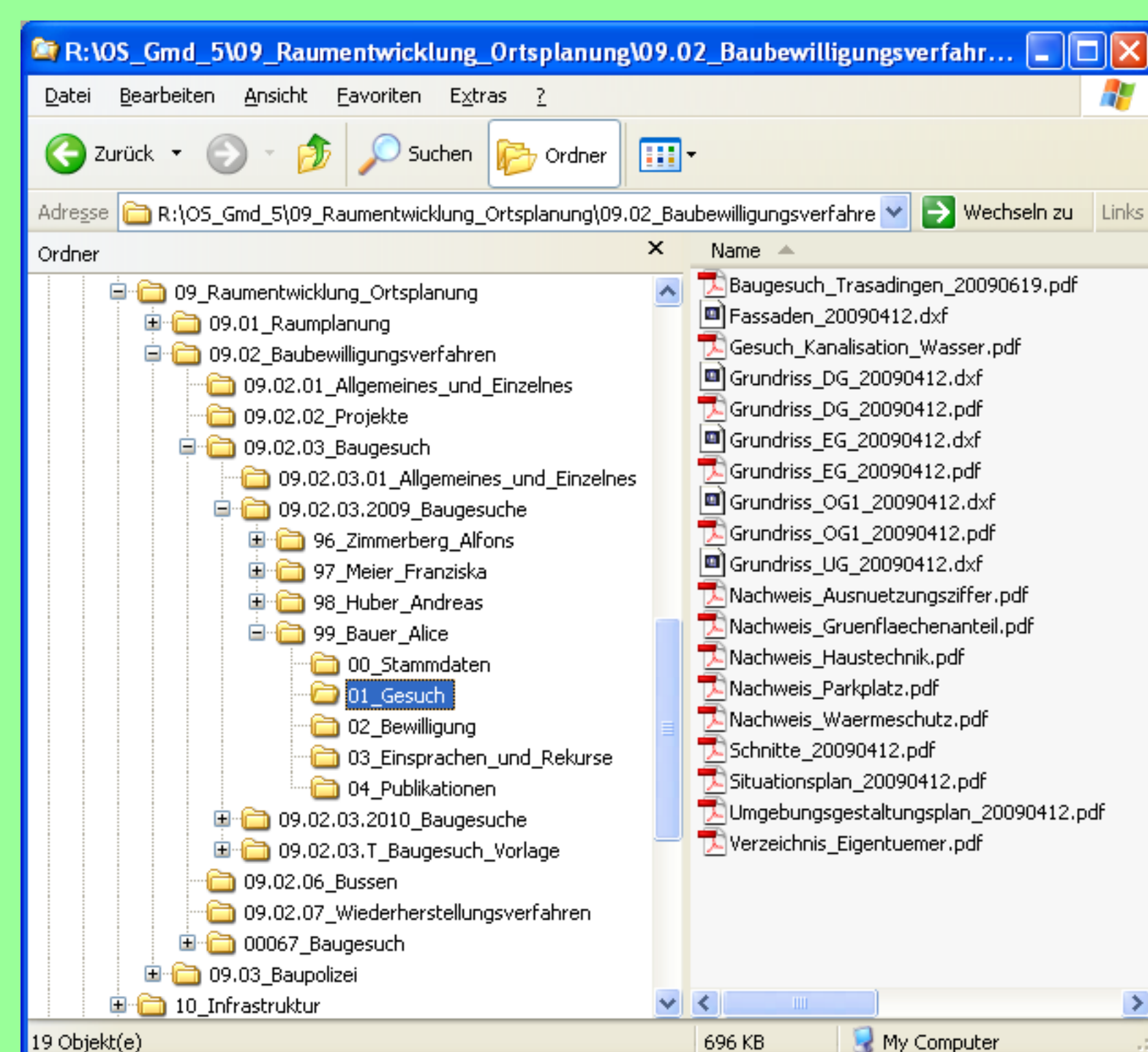
## Non-systematic storage structure on file server



## Records Management Policy

Supported by a consulting firm in workshops, the staff will be persuaded from the benefit of a systematic done records management, in business-related fields a process-oriented storage structure will be build and the processes and responsibilities are written down in a pragmatic set of rules.

## Process-oriented storage structure on file server



## OSTool

- A simple application manages the file plan and synchronize it with the filing.
- Metadata are provided for the retention and completeness of a dossier
- Visual information about ongoing, incomplete and completed dossier
- Finished file can be automatically appraised
- Migration into archival formats

SIP

Delivering to dLZA

- Integrity check
- Create SIP
- Ingest

dLZA

The long-term digital archiving is offered by a trusted, private service providers.

The procedure allows to use the file server for storing documents and manage them with small tools. Thus enables small organizations to manage legal requirements to files, convert them into a credible long-term archive and to draw on their knowledge base.

The central part of the solution is to implement the necessary organizational measures adapted to the environment (industry, company culture and size) and offer a low-tech solution that builds on the existing IT. This approach also allows to reduce the necessary external support to a minimum.

The so-established records management enables a SMOs to preserve and archive their information economically.