

Project Owner:

*The preservation goals for minimal and expanded infrastructures will vary by project. It may not be necessary or possible to comply with each goal on the checklist. Use as a starting point and modify.*

### Minimal Infrastructure (or Short-term) Preservation Goals

Check	Date	Goal
		Use open standards and open, uncompressed, non-proprietary formats (if possible)
		Build a list of collaborators of varying backgrounds, skills, and strengths
		Collect a Web Publishing Agreement from each collaborator
		Use a web-archiving tool to preserve the project’s static functionality
		Use a Project Profile (on the website and/or repository)
		Document the process/decisions in a readme file or summary for <b>internal</b> purposes
		Determine what should be preserved and available for <b>external</b> purposes
		Use rights statements and/or licensing for attributing credit or reuse permissions for projects, research, code, and metadata developed
		Create suggested citations of the intellectual property
		Export and save versions (documents, code, development notes, and native file formats) in a structured organization or inventory system
		Save copies in three different locations
		Data and digital literacy education

### Expanded Infrastructure (or Long-term) Preservation Goals

Check	Date	Goal
		All the above minimal infrastructure goals above
		Consider migration, emulation, or other new preservation capturing method
		Reflect the user’s perspective; address user experience design methods
		Creation of an institutional space for student and faculty project development
		Employ accessibility and universal design standards
		Use standards for digitization, metadata schemas, encoding, code management
		Monitor research and development in preservation practices in various disciplines and create a preservation practices rubric to follow for consistency among projects
		Collaborate with other onsite units and experiment with available resources
		Develop a consortium of like-minded collaborators across departments and/or institutions for potential development of a DH preservation repository/database