

STAGE 1: Nominal Digital Preservation Capability

Stage 1 essentially describes an environment in which a systematic digital preservation program has not been undertaken or exists only on paper. Generally, there will be some understanding of digital preservation issues and concerns, but this understanding is not translated into any meaningful infrastructure or processes. Although there may be some isolated instances of individuals attempting to preserve digital assets on a workstation or removable storage media (e.g., CDR or DVD), most, if not all, digital assets that merit long-term preservation are at risk.

STAGE 2: Minimal Digital Preservation Capability

Stage 2 is characterized by ad hoc, unstructured, and unpredictable digital preservation infrastructure and practices. There is some understanding of digital preservation issues, but it is limited to a relatively few people. There are isolated instances of digital preservation projects, but their infrastructure and processes are rudimentary. Generally, there is little relationship between the success or failure of one digital preservation project and the success or failure of another one. Success is largely the result of exceptional (perhaps even heroic) actions of an individual or a project team. Knowledge about such success is not widely shared or institutionalized. Many digital assets that merit long-term preservation are at risk.

STAGE 3: Intermediate Digital Preservation Capability

Stage 3 is characterized by a digital preservation infrastructure and supporting processes that form the foundation for strengthening digital preservation capability over time. This foundation includes attaining repeatable, successful digital preservation projects that support a broader digital preservation perspective and enable collaboration, including shared resources. Some digital assets that merit long-term preservation are still at risk.

STAGE 4: Advanced Digital Preservation Capability

An organization at Stage 4 has attained a very high level of integrated digital preservation capability that is characterized by a robust infrastructure and well documented processes. At this stage the digital preservation program is framed entirely within a collaborative environment in which there are multiple participating communities. Lessons learned from this collaborative framework serve as the basis for systematically improvement in digital preservation capabilities. Few digital assets that merit long-term preservation are at risk.

STAGE 5: Optimal Digital Preservation Capability

Stage 5 is the highest level of digital preservation capability that an organization can achieve. It includes a strategic focus on digital preservation outcomes by continuously improving the manner in which digital preservation is executed.

Digital Preservation Capability Scorecard

Organization Name:

Nominal 0 1 2 3 4 Minimal Intermediate Advanced Optimal

