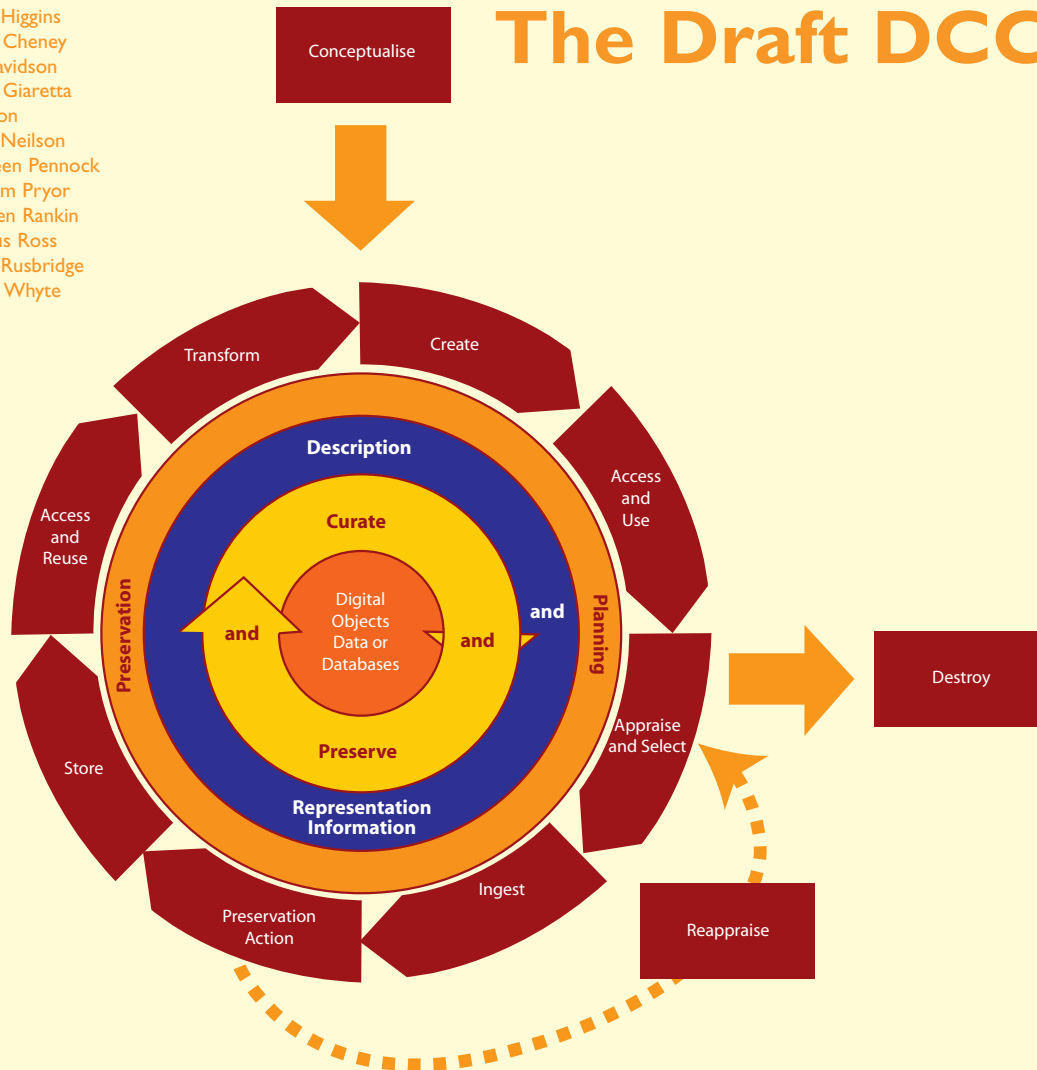




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The Draft DCC Curation Lifecycle Model



Full Lifecycle Actions

Preservation Planning	Plan for preservation throughout the lifecycle of digital material
Description and Representation Information	Assign administrative, descriptive, technical, structural and preservation metadata, using appropriate standards, to ensure adequate description and control over the long-term. Collect and assign Representation Information required to understand and render both the digital material and the associated metadata.
Curate and Preserve	Be aware of, and undertake actions to promote curation and preservation throughout the lifecycle.
Sequential Actions	
Conceptualise	Conceive and plan the creation of digital material, including capture method and storage options.
Create	Create digital material including administrative, descriptive, structural and technical metadata.
Access and Use	Ensure that digital material can be actively accessed by the designated users on a day-to-day basis. This may be in the form of publically available published information, and robust access controls and authentication procedures may be applicable.
Appraise and Select	Evaluate digital material and select for long-term curation and preservation. Adhere to documented guidance, policies or legal requirements.
Destroy	Destroy material which has not been selected for long-term curation and preservation. Documented policies, guidance or legal requirements, may require that this is done securely.
Ingest	Transfer material to an archive, repository, data centre or other custodian. Adhere to documented guidance, policies or legal requirements.
Preservation Action	Undertake actions to ensure long-term preservation and retention of the authoritative nature of digital material. Preservation actions should ensure that material remains authentic, reliable and usable while maintaining their integrity. Actions include validation, assigning preservation metadata, assigning representation information and ensuring acceptable data structures or file formats.
Reappraise	Return digital material which fails validation procedures for further appraisal and reselection.
Store	Store the data in a secure manner adhering to relevant standards.
Access and Reuse	Ensure that data is accessible to both designated users and reusers. This may be in the form of publically available published information and robust access controls and authentication procedures may be applicable.
Transform	Create new digital material from the original, for example <ul style="list-style-type: none"> - by migration into a different form - by creating a subset by selection or query to create newly derived results, perhaps for publication.