



Submit Information Package

**DIGITALLY BORN FILES**  
CAD, Software, Text, CSV, etc

**COLLECTION MATERIAL**  
Books, maps, photographs etc

**DIGITISED MATERIAL**  
PDF's, JPEG, TIF, etc  
Plus metadata / formatting for each file

**RECOLLECT**

**ACCESS**

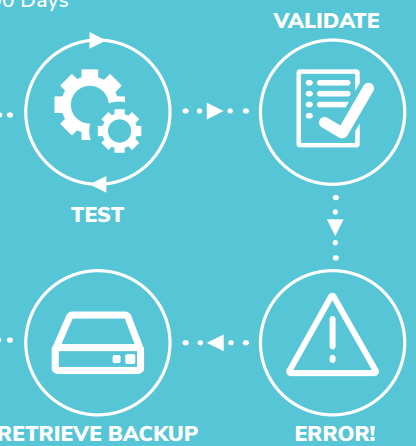
Accessible for intended user/audience.  
Web version created for quick online access.

Archival Information Package

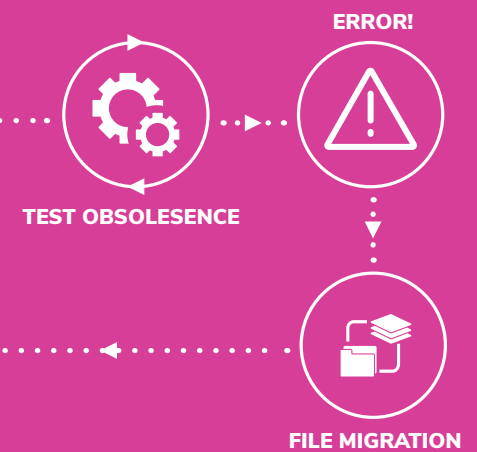


**RECOLLECT ARCHIVE**

**ROUTINE VALIDATION**  
Occurs Every 90 Days



**MANAGING OBSOLESCENCE**



## Digital Preservation

is designed to protect digital files from damage and in a current file format that allows the information in those files remains accessible to the files intended audience.