

RecordIM Task Group Proposal Form

(draft)

Task Group Name / Title: Long Term Storage of Digital Files – Guidelines (draft)

- Chair-persons: Klaus Hanke (or someone else)
Organization: University of Innsbruck

- Information User representative:
Organization:

- Information Provider representative:
Organization:

Project Outline

During many discussions with conservationists and librarians I recognized a certain reservation against digital filing. They are not sure that digital files (images, documents, etc.) can be stored for decades in a safe way so that they could found again and be used after years.

No one can guarantee that certain storage media (CD-ROMs, DVDs, diskettes, harddisks, etc.) could be read and used in e.g. 20 years from now.

No one can guarantee that there will be a software that could read this file format (jpg, tif, doc, etc) you regularly use today.

Purpose and Objectives

It is a striking problem of hardware, software and storage strategy that has to be solved.

Deliverables:

a concept for storage management of digital files.
An idea of how long a media could be used and how often it has to be renewed or changed.
“An idea of the life of formats.....”

Other Task Group Team Members (i.e. that will be actively involved in the project)

everybody is welcome

Project Resources (that have been secured / approved):

- **Person-days (commitments)**

- **Budget (commitment)**

Milestones:

- Starting date: autumn 2003
- Mid-project review date (by RecordIM Liaison Officers):
- Completion date:

Confirmation of resource for this Task Group

_____	date: _____
Task Group Chair's Manager	_____
_____	date: _____
Information Provider's Manager	_____
_____	date: _____
Information User's Manager	_____