

OAIS and the Five Stages: Take One...

OAIS Function	Stage				
	1	2	3	4	5
Administration	○	◐	◑	●	Σ ●
Ingest	◐	◑	●	●	Σ ●
Archival Storage	◐	◐	◑	●	Σ ●
Data Management	◐	◑	◑	●	Σ ●
Preservation Planning	○	◐	◑	●	Σ ●
Access	◐	◑	●	●	Σ ●
Common Services	◐	◑	◑	●	Σ ●

Key: Probable highest level achieved

- Nothing in place
- ◐ Something in place, but not OAIS-compliant
- ◑ Partially OAIS-compliant
- Fully OAIS-complaint
- Σ ● OAIS-compliant based upon the sum of collaborative efforts

OAIS Functions:

- Administration:** brings together organizational intent and technological means
- Ingest:** the mechanisms to systematically bring appropriate materials into the digital archive
- Archival Storage:** comprehensive, secure, and auditable long-term management of stored content
- Data Management:** the ability to accumulate, generate, update, and access the requisite metadata
- Preservation Planning:** the means to develop, implement, refine appropriate preservation strategies
- Access:** the capacity to identify, locate, and render stored digital objects when and as needed
- Common Services:** enabling operating system (permissions), network (connections), and security services

At Stage...

- 1: an institution would have little in place that constitutes a digital archive or is OAIS-compliant, e.g., storage might consist of backups rather than true *archival storage*
- 2: an institution may have some pieces in place, but, especially working across projects, developments are likely to be spotty and difficult to systematically progress
- 3: an institution will be moving towards a digital archive and OAIS compliance; Ingest and Access are often the easiest and highest priority functional areas to develop
- 4: an institution will have a digital archive that is fully OAIS-compliant; achieving that across the institution may take some real effort – compliance is an indicator for reaching this stage
- 5: a collaborative digital archive achieve OAIS-compliance through the sum of its efforts; reaching this level of development may require some backtracking to be interoperable

