

**Subject:** Information on NRS's archival information package (AIP)

**FOI reference:** FOI/17/02049

**Date received:** 08 September 2017

**Date responded:** 22 September 2017

**Information requested:** Information on NRS's archival information package (AIP) specification, or, where no documented AIP specification exists, details of the de facto criteria for accepting a digital object to our digital repository and what properties/metadata that describes the structure and content of the archived digital object, are retained with the digital object.

**NRS Response:** NRS does not have a documented specification for AIPs. We are currently working on a 5-year digital preservation programme which seeks to provide NRS with an integrated digital repository solution, and in order to support that work we will be developing the various policies and specifications relating to all aspects of archival transfer, processing, ingest, storage, preservation and access. For the time being we are operating an interim solution which allows us to accept deposits, quarantine them, run basic processes and store them securely. We have individual relationships with each of our depositors and we work with them to gather as much descriptive, structural and technical information as we can from their data. Deposits of digital material are however still quite ad hoc, and we are very much learning from each transfer. We have no explicitly stated expectations from our depositors at present although this is something which we will be working on as the programme progresses.

We do routinely create a profile of each transfer using [DROID](#), a file identification tool developed by the National Archives. This gives information on the file path and name, its size, extension, format including version, and MIME type, the date the file was last modified and a PRONOM ID – [PRONOM](#) being the file type registry which sits behind DROID. Finally DROID produces a checksum algorithm which we use to demonstrate fixity of the object over time. We retain this DROID profile alongside the digital objects within the interim repository along with any other metadata we might have received from the depositor.

The DROID profile allows us to do some analysis on the types of files we hold, and we are working on developing a 'white' and 'black' list so that in future we can be more proscriptive on what file types we are able to take and to preserve.