

# PLANNING WORKSHEET

This worksheet will help you outline a plan that meets your needs. You don't have to answer all the questions — only the ones that apply. If you have any questions, please contact us at [info@dpn.org](mailto:info@dpn.org).

## 1. What kind of content needs digital preservation services? [check all that apply]

### Paper Objects

- Books
- Magazines
- Pamphlets
- Maps
- Photos
- Graphics
- Documents
- Other [describe] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

o What format(s)? \_\_\_\_\_

o Do you know how many objects? \_\_\_\_\_

• How old is the material – Less than 5 years?

5-10? 10-20? 20-50? Older? \_\_\_\_\_

• What size(s)? All the same, or variable \_\_\_\_\_

o Do you have an inventory? \_\_\_\_\_

o Do you have a catalog(s)? \_\_\_\_\_

### Media

- Video — Analog
- Video — Digital
- Audio — Analog
- Audio — Digital

### Media

- Film
  - o What format(s)? \_\_\_\_\_
  - o Do you know how many objects/file volume? \_\_\_\_\_
- o How old is the material – Less than 5 yrs old? 5-10? 10-20? 20-50? Older? \_\_\_\_\_
- o Do you have an inventory? \_\_\_\_\_
- o Do you have a catalog(s)? \_\_\_\_\_

### Data and other File Types

- Databases
- Digital Files
- Medical Images
- Other
  - o Do you know how many objects/file volume? \_\_\_\_\_
  - o What formats? \_\_\_\_\_
  - o What size(s)? \_\_\_\_\_
  - o How old is the material – Less than 5 yrs old? 5-10? 10-20? 20-50? Older? \_\_\_\_\_
  - o Do you know the file sizes? \_\_\_\_\_
  - o Do you have an inventory? \_\_\_\_\_
  - o Do you have a catalog(s)? \_\_\_\_\_

