Archiving Checklist

Completing ATE Central’s Archiving Checklist is the first step in preparing for long-term storage of your valuable resources. This checklist is not meant to be comprehensive; rather, it highlights key questions that may help you plan your archiving activities.

☐ Get informed
  • Have you read the NSF ATE RFP?
  • Are you familiar with ATE Central’s Archiving Service?
  • Are you familiar with the various licensing agreements available to copyright holders?
  • Do you feel that you are sufficiently informed about starting the archival planning process? If not, whom else might you talk to?

☐ Assign roles and responsibilities
  • Have you selected a point person to be your archiving specialist?
  • Have you documented the archiving specialist’s responsibilities?
  • Have you communicated that person’s role to staff and other project/center partners?

☐ Plan your archiving activities
  • Have you set archiving goals?
  • Have you identified which materials are suitable for archiving and where they should be stored?
  • Have you created an archiving schedule to use as a guide?
  • Have you shared your archiving schedule with ATE Central?

☐ Develop a workflow
  • Have you thought about when/how the archiving specialist will solicit materials from the appropriate custodian and where archival materials will be stored internally before submission to the appropriate archive?
  • Have you determined what information is needed to preserve the integrity of your archival materials over time?
  • Have you prepared a spreadsheet (or other tool) to document which materials have been archived, under what licenses/terms those materials were released, and where those materials are stored?

☐ Follow-up
  • Have you established a review process for your archiving schedule and submission process?
  • Have you set an archiving deadline for your project or center?
  • Have you verified that all of your materials are accessible via ATE Central and reviewed the archival records for accuracy?