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- Have you prepared a spreadsheet (or other tool) to document which materials have been archived, under what licenses/terms those materials were released, and where those materials are stored?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?