Topics for ILF

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| Topic | Issue related to digital preservation |
| Data Management Plan |  |
| Data | * Volume that would require preservation * Types of data (raw, processed etc) which should be preserved * Choice of data format should be informed by availability of (open source) software * Semantics of the data elements * Inventory of data produced/expected |
| Representation Information | * Outline of background concepts needed to understand the project * Applicable standards * Software dependencies * Data dictionaries and other semantics * Format definitions and formal descriptions |
| Rights | * What are the restrictions on access in the long term * Licences involved * Owners of the data – who can authorise hand-over |
| (Adding) value | * Related data which may in the future be combined with this data * Other software which may be used on the data * Interfaces that are applicable to the data e.g images, tables. |
| Proposal | * Record of origins of the project e.g. in a CRIS system |
| Provenance | * Documentation about the hardware and software used to create the data, including a history of the changes in these over time * Processing workflow * Processing inputs * Processing parameters * When each stage was performed * Record of any special hardware needed |
| Authenticity | * Who was responsible for each stage of processing * Fixity (e.g. CRC or digest) of data which may be preserved |
| Discoverability | * What may be used in future to identify the data * Methods for exploration/quick-look at the data |
| Risk | * Potential risks to preservation and exploitation of the data |
| Publications | * Publications related to the data |
| Handover | * Pointers to the components to be transferred to the archive * Identification of archives which are likely to be able to host the data * Potential preservation aims of the archive * Inputs to definition of the Designated Community |
| Quality checking | * Quality checks which may be performed on the data by non-experts |
| Packaging | * Details of the way components are packaged together for delivery to a repository |
| SIP | * Definition of SIPs |
| Value | * Potential value of the data and likely business case for sustainability |