Digital Preservation Policy

UPLINK is committed to doing several basic digital preservation strategies for all materials accepted into the network:

- We will save all digital records as open-source/common file formats. You can learn more about what file formats we use on the [Digitization Policy](#) page.
- We will maintain one access copy of your files on our server as well as two preservation copies on two different hard drives.
- We will do regular fixity checks every six months to find corruption.
- We will refresh our hard drives every seven years.
- If one of the file formats that we use for digitization is going obsolete, we will migrate the files to a new file format.

In addition, UPLINK staff can train heritage organizations to maintain a second backup copy of their own files, allowing for geographical separation of the copies.

UPLINK plans to be a member of the new Michigan Digital Preservation Network (MDPN), a LOCKSS (Lots of Copies Keep Stuff Safe) network. MDPN is a member-governed, collaborative organization dedicated to preserving Michigan's digital cultural heritage materials and leveraging our shared resources to make digital preservation accessible to all institutions. For more information, visit the MDPN website [here](#).

You can learn more about digital preservation [here](#).