

Michigan State University Digital Preservation Planning Baseline Data Questionnaire

Welcome

Welcome to the Michigan State University Digital Preservation Planning Baseline Data Questionnaire—the first step towards participating in a university-wide initiative that will help you preserve and maintain the accessibility of your unit's data.

1. What is the name of your MSU unit or department?
2. What is your title?

Digital Content

3. What types of digital content does your unit produce? Please check all that apply.

- Word Processed Documents
- Imaging—Paper Documents
- Imaging—Photos
- Imaging—Non-Photos (e.g., maps, drawings)
- Digital Photos
- Digital Graphical Images (e.g., maps, drawings)
- Audio
- Video
- Spreadsheets
- Databases
- Presentations
- Web Pages
- CAD Drawings
- Data Sets
- Other

4. Of the digital content types checked in the previous question, which type(s) make up the largest proportion of the total digital content produced at your unit? Please indicate approximate percentage(s) of total proportion of digital content.

5. Approximately how much digital content does your unit maintain?
(multiple choice, one answer)

- < 1 TB
- 1-5 TB
- 5-10 TB
- > 10 TB

6. How is your digital content stored? Please check all that apply.

- Hard drive
- Removable Magnetic Media (e.g., floppy discs, Zip discs)
- Optical Media (CD/DVD)
- Digital Tape
- Solid State (e.g., flash drive)
- Other

File Formats

7. What file formats are created and/or maintained by your unit? Please check all that apply.

- MS Word
- Text
- PDF
- HTML
- TIFF
- JPEG
- WAV
- MS Powerpoint
- MS Excel
- MS Access
- MS Publishes
- Other (please specify)

8. Of the file formats checked in the previous question, which make up the largest proportion of files produced at your unit? Please indicate approximate percentage(s) of total proportion of files.

Technological Infrastructure

9. What is your unit's current storage capacity?

10. Does your unit plan to expand this capacity in the next year?

- Yes
- No

11. If so, approximately how much capacity will be added?

12. Does your unit use any content management or other specialized software systems to manage digital files? (e.g., SharePoint, Luna, Extensis Portfolio, etc.)

- Yes
- No

13. If so, which digital asset management system(s) are used?

14. Does your unit maintain a digital repository?

Yes

No

15. If so, what digital repository software is being used? (e.g., DSpace, Fedora, ContentDM)

Confidentiality Issues

16. Is any of your digital content of a confidential or sensitive nature?

Yes

No

17. If so, what is the proportion of confidential to non-confidential content?

Contact Information

20. Please provide the following contact information. The MSU Digital Preservation Planning team may contact you shortly to schedule a more in-depth interview.

Name:

Email Address:

Phone Number:

Thank you!

Thank you for participating in this questionnaire. If you have any questions about the MSU Digital Preservation Planning initiative, please contact Lisa Schmidt, digital preservation analyst, at lisa.schmidt@matrix.msu.edu.