

**Michigan State University Digital Curation Planning Project**  
**Unit Interview “Tickler” Questions**

Describe the mission of your unit

Describe your digital content

How does the digital content relate to the mission of your unit?

What content must be preserved

Of ongoing use to unit and/or partners

“Archival” in the local sense, documenting the activities of the unit

Is any of the content archival in the sense that it documents the history of the university and should be in the custody of the Archives?

File formats

Describe

Different preservation and access formats?

How stored

Do they have storage issues?

Discuss CMS and/or DR

What are they using?

What are they doing with it?

What digital content are they storing in it?

Who uses it?

Why did they choose that solution?

How is it working for them?

Does the system provide preservation functionality, such as checksum calculations?

Are preservation masters stored in the CMS/DR?

If not, where are they stored?

Are they happy with it, or are they looking at implementing another solution?

Describe workflows

Ingest

Archival storage/preservation processes

Access

Metadata

Information stored with or related to content

Any particular metadata schema?

File naming conventions

Consistent?

Describe