

1

Project Planning & Scanning

2

Inventory Spreadsheet

3

Move everything to stable storage

6

Acquire item-level metadata, if available

5

Make access copies from the master files (put access copies somewhere else!!)

4

Rename and organize the files, if needed

7

Place everything in a bag using Exactly

8

Make Copies of the Bag to place in secondary storage

9

Check all copies of the bag regularly using Fixity