1. Project Planning & Scanning
2. Inventory Spreadsheet
3. Move everything to stable storage
4. Rename and organize the files, if needed
5. Make access copies from the master files (put access copies somewhere else!!)
6. Acquire item-level metadata, if available
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