

Long-term content maturity assessment: compliance & AI-readiness

This assessment is designed to help your organization evaluate its current capabilities in preserving and managing long-term digital content for compliance and AI.

Instructions

Rate your organization's capabilities on a scale of 1-5 for each statement below:
1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Comprehensive Preservation Our organization implements preservation techniques that actively prevent file format obsolescence, prove authenticity, and ensure accessibility over decades.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Data Integrity & Authenticity When called upon, each file's integrity and trustworthiness can be easily proved through checksums, audit trails, or other validation methods.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Contextual Integrity The full context of our information is retained as a complete package, preserving relationships between related files and metadata.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
On-Demand Retrieval & Usability Archived content can be easily searched, retrieved, and then used on-demand – even if original file formats are now obsolete or unsupported by business and legal teams.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Automated Archiving Processes We can leverage our Microsoft tools to automate records transfer to preservation systems, minimizing manual intervention and human error.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Content Quality & Hygiene We systematically eliminate in appropriate language, outdated information, and trivial content (ROT data) to improve search relevance and usability.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Metadata & Taxonomy Frameworks We have well-designed metadata and taxonomy plans that make content more discoverable in search and can be weighted appropriately for relevance.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Technology Integration We maximize our existing technology investments, including Microsoft 365, by understanding integrations and ensuring our content and preservation systems work together seamlessly.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Data Quality For AI We have specific processes in place to automate the transfer of long-term content to maximize quality for AI use and address missing data, outliers, standardization issues, and potential bias.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Discoverability Optimization We enhance content findability through AI-powered enrichment techniques and extend metadata with AI provenance information.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Human Oversight & Enhancement We have implemented feedback loops and human validation for sensitive classifications and content enrichment processes.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Privacy & Security Protection We implement PII classification and identification during content ingestion and have processes to manage sensitive content appropriately.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Strategic Value Recognition Our organization views long-term content preservation as a strategic asset rather than just a compliance requirement.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5