



# US Local Government: Protecting Long-Term Records

Self Assessment

Eliminating retention risks for long-term digital records in Microsoft 365

The increasing proliferation, complexity and obsolescence of file formats means retaining digital records over the long-term (>7 years) without digital preservation risks data loss, file integrity & IG policy compliance inaccuracies

## Why is ongoing readability & integrity so important?



### Regulatory compliance

The information is retained to comply with an externally applied set of industry rules & legal mandates



### Legal protection

The information may be needed for evidential purposes in the future & reputational risk management



### Repurposing for value

The information has inherent value that can be leveraged to support daily operations or in the future

### Common business reasons for archiving long-term & permanent information include...

- Compliance mandates
- Project closures
- 'Decluttering' SharePoint
- Retaining content of historical & cultural value
- File storage decommissioning
- Legacy system migrations

## Are your records at risk?

**Complete this self-assessment & identify if your important records are at risk from loss or corruption**



Boards Minutes



Elected Officials  
Correspondence



Policy Decisions



Infrastructure  
& Engineering

☐

Is our legacy system content retained and maintained in a manner which ensures continued access & readability over decades?

☐

Can files & metadata be consistently transferred to an archive securely, especially at scale?

☐

When called upon can each files integrity & trustworthiness be easily proved?

☐

Can the full context of our information be retained as a complete package?

☐

Can obsolete formats in your information estate still be used by the organization?

☐

Can archived content be easily searched, retrieved & then used on demand – even if original file formats are now obsolete or unsupported?

**If you can't say yes to all the questions it is likely your long-term content today is at risk of data loss**

### About Preserve365®

Preserve365® seamlessly embeds Preservica's Active Digital Preservation archiving right into your Microsoft 365 and SharePoint experience. No need for separate information archiving tools, simply use Microsoft 365 to automate long-term records governance, archiving, digital preservation and access at scale.

Contact us