Digital Strong Room - Requirements

	Requirement	Essential	Desirable	Type	OAIS functional entity
4	Ability to restrict access to the original digital objects (only by archivists/administrators)	Yes		Operational	Access
5	Ability to integrate with archive catalogue system, ArchivesSpace	Yes		Technical	Access
6	Ability to send the access copy of a digital object to a storage location separate from the preservation copy	Yes		Technical	Access
7	Ability to apply different levels of access permissions to AIPs (open, closed, partially closed at object level, partially open at object level). Can apply PREMIS rights data at item level but this might only be feasible for items we want to restrict rather than adding rights metadata for all items.	Yes		Functional	Data management
8	Ability to make some DIPs only accessible by permitted individuals (application of EASE user authentication)	Yes		Functional	Data management
9	Ability to generate logs of access requests and failures	Yes		Functional	Administration
10	Ability to delete AIPs and/or digital objects within an AIP	Yes		Functional	Archival storage
11	Ability to generate logs of any disposals from the system	Yes		Functional	Administration
12	Ability to generate error logs and flag those errors to Administrators? i.e if issues with users accessing objects, issues with ingesting objects	Yes		Functional	Administration

	A	B	C	D	E
13	Ability to create logs of SIPS ingested and performance of ingest tasks	Yes		Functional	Administration
14	Ability to determine storage location dependant on record class (non-archival to be preservation processed but access to be sent to its Dspace repository)	Yes		Operational	Archival storage
15	Ability to prompt where integrity checking identifies issues	Yes		Functional	Archival storage
16	Be easily able to move digital objects to different storage environments, if necessary, and batch update links within the system	Yes		Technical	Archival storage
17	Ability to connect AIPs if they relate to the same collection or add new content to existing AIPs	Yes		Operational	Archival storage
18	Ability to automatically extract technical metadata and express as PREMIS Object metadata	Yes		Operational	Data management
19	Ability to apply persistent unique identifiers at object level	Yes		Functional	Data management
20	Ability to persistently associate data objects with its associated metadata	Yes		Operational	Data management

	A	B	C	D	E
21	Ability to generate metadata at different levels of granularity (collection, group or file level)	Yes		Operational	Data management
22	Ability to close access to content at object level (some files may require protecting, i.e sensitive data, personal data, supplementary data (submission/donation agreements etc)	Yes		Technical	Data management
23	Ability to record descriptive metadata (ISAD(G)/Dublin Core)	Yes		Operational	Data management
24	Persistent association of representation information with the digital objects	Yes		Functional	Data management
25	Ability to generate logs of all AIPS and their PUID	Yes		Functional	Data management
26	Ability to identify and record a list of PREMIS Agents	Yes		Functional	Data management
27	Ability to associate PREMIS Agents to Events	Yes		Operational	Data management
28	Ability to identify and record a list of PREMIS Events	Yes		Functional	Data management
29	Ability to associate PREMIS Events to Objects and Agents	Yes		Operational	Data management
30	Ability to index content within textual digital objects	Yes		Functional	Ingest
31	Ability to store supplementary documentation in the SIP (agreements, IPR transfer, transfer forms, checksum logs, virus check logs)	Yes		Functional	Ingest

	A	B	C	D	E
32	Ability to store documentation relating to the pre ingest appraisal process in the SIP (deletion logs etc)	Yes		**Functional**	**Ingest**
33	Ability to carry out file characterisation	Yes		**Functional**	**Ingest**
34	Ability to conduct anti-virus checks	Yes		**Functional**	**Ingest**
35	Ability to record Ingest process as a PREMIS event and log it	Yes		**Operational**	**Ingest**
36	Scalability of software (must be able to handle large datasets)	Yes		**Technical**	**Ingest**
37	Ability to run validation tools to establish what an object is and how well it is formed	Yes		**Functional**	**Ingest**
38	Data and metadata should be portable (for migration to other systems if necessary - Exit strategy)	Yes		**Functional**	**N/A**
39	Ability to integrate with Dspace	Yes		**Technical**	**N/A**
40	System should be fully supported	Yes		**Operational**	**N/A**
41	System should demonstrate evidence of sustainability	Yes		**Operational**	**N/A**
42	Checksum validation on a periodic basis	Yes		**Functional**	**Preservation planning**
43	Ability to normalize for preservation and access	Yes		**Operational**	**Preservation planning**
44	Normalisation/migration should not replace the original	Yes		**Operational**	**Preservation planning**
45	Ability to carry out technology watching/risk analysis of file formats	Yes		**Functional**	**Preservation planning**
46	Ability to add preservation metadata to the record after the initial ingest (Events, Agents, Rights)	Yes		**Operational**	**Preservation planning**

	A	B	C	D	E
47	Ability to carry out migration at object level after an AIP is placed in the system	Yes		Operational	Preservation planning
48	Ability to retain associations between migrated derivatives and the original (from migration process)	Yes		Operational	Preservation planning
49	Ability to integrate with screen readers/assistive technology		Yes	Operational	Access
50	Generate access copies on the fly...demand driven to minimise storage impact		Yes	Operational	Access
51	Ability to provide statistical reports on usage/performance/volume/activities		Yes	Functional	Administration
52	Ability to record/log any system upgrades, changes (such as new versions, changes to format policies, changes to migration/normalisation/characterisation applications)		Yes	Operational	Administration
53	Ability to retrieve back ups of corrupted digital objects		Yes	Operational	Archival storage
54	Operational statistics on storage management (capacity, downtime)		Yes	Operational	Archival storage

	A	B	C	D	E
55	Relationship to physical related material (hybrid archives)		Yes	Functional	Data management
56	Ability to customise the PUI used (DataStore can mint its own DOIs)		Yes	Functional	Data management
57	Ability to send descriptive information to ArchivesSpace		Yes	Operational	Data management
58	Generate descriptive information from the AIP to send to ArchivesSpace		Yes	Operational	Data management
59	Ability to create controlled vocabularies for PREMIS metadata		Yes	Functional	Ingest
60	Representation information? Currently the FPR includes information from PRONOM, what about other rep information, format specifications etc where available? Can this information be included and persistently linked to the object		Yes	Operational	Ingest
61	ability to ingest SIPs from variety of routes/sources (ftp transfer, network transfer, USB, CD etc)			Technical	Ingest
62	ability to implement a submission policy against which new SIPs are checked for basic conformity		Yes	Functional	Ingest
63	Confirmation of receipt of SIP into the system		Yes	Functional	Ingest
64	Quality assurance (validating checksums on ingest to ensure objects have been faithfully ingested into the system		Yes	Functional	Ingest
65	Ability to integrate digital forensic tools		Yes	Operational	Ingest
66	Ability to ingest records into 'holding area' for future processing		Yes	Operational	Ingest

	A	B	C	D	E
67	Why are raw camera files recommended to stay in original format when they're proprietary?			**Query**	**N/A**
68	Tool search in progress for open office files? Progress? Timeframe?			**Query**	**N/A**
69	System should be known and established within heritage sector		Yes	**Operational**	**N/A**
70	Does it generate metadata at object level? Is that metadata bound to each individual object or is is bound together at collection level?			**Query**	**N/A**
71	Ability to plug in other digital analysis tools i.e digital forensics, file viewers, appraisal tools (treeview)		Yes	**Operational**	**Preservation planning**
72	Ability to transfer crowdsourced metadata back into Archivematica (to supplement descriptive metadata in the AIP)	Yes		**Operational**	**Data management**
73	Ability to search for documents based on keywords within their contents	Yes		**Operational**	**Access**
74	Ability to hide Submission documentation from user	Yes		**Operational**	**Data management**