

# Access Strategy: Computer Museum



## **BENEFITS:**

- Source document unchanged = lower risk of data loss
- No up-front costs
- For obsolete, proprietary, homegrown software: might be best (only) option

## **CHALLENGES:**

- Technical expertise needed
- Potentially costly to service old equipment / pay programmer
- Really need to retain everything needed



# Access Strategy: Recopying

## **BENEFITS:**

- Source document unchanged:  
lower risk of data loss
- Relatively low-cost
- Relatively easy



## **CHALLENGES:**

- Not as safe as regularly backed-up network storage
- Small risk of data loss in recopying process
- Doesn't protect against storage media obsolescence
- Doesn't protect against file format obsolescence



# Access Strategy: Media Conversion

## **BENEFITS:**

- Source document unchanged:  
lower risk of data loss
- Relatively low-cost
- Relatively easy
- Protects against storage media  
obsolescence

## **CHALLENGES:**

- Not as safe as regularly backed-up  
network storage
- Small risk of data loss in recopying  
process
- Doesn't protect against file  
format obsolescence



# Access Strategy: Cloud Storage



## **BENEFITS:**

- Efficient retrieval by multiple users
- No up-front hardware costs
- Basic IT knowledge needed
- Scalable storage on demand
- Automatic backups

## **CHALLENGES:**

- Ongoing costs
- Ongoing maintenance
- Training required
- Third-party security
- Does not protect against file format obsolescence



# Access Strategy: Microfilming

## **BENEFITS:**

- Life expectancy of 500 years in proper storage conditions
- Creates unalterable, authoritative copy
- Protects against technology change
- Can be scanned back into digital format
- Space-saver

## **CHALLENGES:**

- Slow retrieval time: not for frequently-used documents
- Can degrade if not stored properly
- Loss of functionality



# Access Strategy: Print to Paper



## **BENEFITS:**

- Life expectancy of 1,000+ years in proper storage conditions.
- Protects against technology change.
- Printing rarely requires technological expertise.
- Can be scanned back into digital format.

## **CHALLENGES:**

- Takes up physical space.
- Not as searchable as electronic documents.
- Potential loss of metadata.
- Potential loss of functionality.
- Must adhere to Bulletin F

