

Checklist for Writing a Preservation Plan

Action	Needed?	Priority	Notes
Get administrative support for the planning process			
Establish a preservation planning team			
Assign responsibility for leadership of the preservation planning team			
Establish a schedule for drafting a plan			
Arrange for a preservation planning survey if one has not already been completed			
Gather institutional documents (mission statement, policies, disaster plan, etc.)			
Prepare the plan's introductory material			
Prepare a description of the collections			
Prepare a description of collection needs and actions to address those needs			
Set priorities among preservation needs and potential actions			
Prepare an action plan and timetable			
Prepare a list of preservation actions to date			
Update the preservation plan			
Other			
Other			
Other			