

Portico Content Update Policy

1. Policy Statement

- 1.1. Portico will preserve content provider supplied updates to previously supplied content in the archive alongside the original artifact, including both original and updated metadata. (For details on the management of Portico initiated updates, see Portico's Format Monitoring and Migration Policy.)
- 1.2. The metadata for the archival unit will include event metadata providing an audit trail of the update to the original artifact.

2. Implementation Examples

- 2.1. Prior to 2015, Portico did not have an automated update mechanism for archival units. Depending upon the publisher and content naming schemes, updates were either set aside until such time as we released the automated update mechanism or were processed into the archive as duplicates.
- 2.2. In late 2015, Portico released its update workflow to the workflow engine and content preparation system, ConPrep, and began to process updates to the archive. This workflow only allows content that is different from what is already preserved to be ingested (e.g., content that has been resent by the publisher with no changes will not be reingested into the Archive). Redeliveries of the exact content already preserved will be deleted. Updates are processed into the existing archival unit, so that all archival unit identifiers remain persistent.
- 2.3. In late 2016 or early 2017, Portico will 'deduplicate' the archive, uniting all the duplicates into single archival units.

3. Document History

- 3.1. Approved by: Amy Kirchhoff
- 3.2. Last Review Date: 3/27/2016
- 3.3. Reviewed by: Sheila Morrissey, Stephanie Orphan, Kate Wittenberg
- 3.4. Change history:

Version	Date	Change	Author
0.1	06/04/2009	Drafted document	Sheila Morrissey
0.2	07/07/2009	Edited and formatted to new template	Sheila Morrissey
0.3	07/27/2009	Incorporate Stephanie's edits	Sheila Morrissey
1.0*	7/28/2009	Added some more text about updates in the past and future.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff
1..1.1	4/4/2011	Update the logo	Amy Kirchhoff
1.2*	3/27/2016	Modified to address how updates are currently handled	Amy Kirchhoff, Sheila Morrissey

* An approved version of this document.