



## **Portico Content Update Policy**

### **1. Policy Statement**

- 1.1. Portico will preserve content provider supplied updates to previously supplied content in the archive along side the original artifact, including 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. Portico does not currently have an automated update mechanism for archival units. The ConPrep 2.0 and Archive 2.0 releases, scheduled for late 2009, will have such a mechanism. Current implementation plans detail that content provider updates will be preserved as a separate content unit within the object's archival unit (e.g., one content unit for the original supplied content and any migrations performed on it and a separate content unit for the newly supplied content – both content units will be encompassed within a single archival unit).
- 2.2. As of July 2009, when a publisher provides Portico with an updated version of an article, Portico retains the updated version to be processed when we have automated update capability. This retention is a manual process and as such, updated content will sometimes be ingested rather than set aside for later processing. In such cases, the original content is in the archive as an archival unit and the updated content is also in the archive as a separate archival unit – no content is lost. When Portico completes the systems releases that will allow for automated update processing, we will initiate a project to identify and resolve all situations of duplicates in the archive – at that time the updates will be properly arranged.

### **3. Document History**

- 3.1. Approved by: Amy Kirchhoff
- 3.2. Last Review Date: 8/5/2009
- 3.3. Reviewed by: Sheila Morrissey, Stephanie Orphan
- 3.4. Change history:

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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

\* An approved version of this document.