

Portico Content Type Action Plan: Technical Artifacts

1. Content Type Introduction

- 1.1. Technical artifacts comprise publisher-provided SGML and XML DTD files, XML schema files, DTD or Schema documentation, certain Portico XML registry files, and in general any tools or configuration information required to support the accurate rendition of content. These artifacts are included in the archive to ensure that the archive is self-describing and “boot-strappable” (see the *Portico Replication and Backup Policy* document for further information).

2. Policy Statement

- 2.1. Portico will preserve technical artifacts in the archive.
- 2.2. Portico will evaluate any file formats of the assets comprising the technical artifact content to determine whether they are at risk and/or require migration in conformance with the *Portico Format Monitoring and Migration Policy*. Should any file formats require migration, the strategy will be documented in the collection’s Turnover Document, which will be used as that content’s Format Action Plan.
- 2.3. Portico will maintain descriptive and technical metadata associated with the technical artifact in the Archival Information Package containing the technical artifact.

3. Implementation Examples

- 3.1. Submission Information Packages for technical artifacts are created manually.
- Part of this manual process includes running the JHOVE tool to extract validation status and technical metadata.
 - Technical metadata is included in the manually created Portico Mets or PMD file, which comprises part of the SIP along with the component files of the technical artifact.

4. Document History

- 4.1. Approved by: Kate Wittenberg
- 4.2. Last Review Date: 8/7/2023
- 4.3. Reviewed by: Amy Kirchhoff, Karen Hanson, Kate Wittenberg, Sandra Parr
- 4.4. 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*	7/29/2009	Changed the style and added in the bit about being self-describing.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff
1.1.1	4/4/2011	Updated the logo	Amy Kirchhoff
1.2*	3/27/2016	Added reference to PMD	Amy Kirchhoff



2.0*	8/7/2023	Modified to expand definition of technical artifacts and to reference migration policy	Karen Hanson
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* An approved version of this document.