

## **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 the *Portico 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's update workflow is a part of the workflow engine and content preparation system, ConPrep. 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, as identified by checksum comparisons, will not be reingested into the Archive without a manual configuration). Redeliveries of the exact content already preserved will be deleted. Identifiable updates are processed into the existing archival unit, so that all archival unit identifiers remain persistent.

### **3. Document History**

- 3.1. Approved by: Kate Wittenberg
- 3.2. Last Review Date: 8/7/2023
- 3.3. Reviewed by: Amy Kirchhoff, Karen Hanson, Kate Wittenberg, Sandra Parr
- 3.4. Change history:

<b>Version</b>	<b>Date</b>	<b>Change</b>	<b>Author</b>
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
1.3*	8/7/2023	Update to reflect the latest policy	Karen Hanson

\* An approved version of this document.