



**Portico Replication and Backup Policy**

**1. Policy Statement**

1.1. Portico is committed to maintaining robust replication and backup procedures to ensure that content ingested in the Portico archive is available for disaster recovery. To this end Portico maintains multiple on-line versions of the Portico archive on different hardware in different formats.

**2. Replicas**

- 2.1. The master copy of the Archive containing all archival packages is in Princeton, NJ and is maintained using an Oracle database.
- 2.2. In addition to the master copy, Portico maintains 2 online replicas of each archival package in different locations on different hardware. The location of the replicas varies by content type. In general:
  - All archival packages are replicated to a file system in the Texas Advanced Computing Center (TACC) as part of a partnership with Texas Digital Library (TDL).
  - *Publication* content has a second online replica housed on a dedicated server in the National Library of the Netherlands.
  - *Non-publication* content (e.g. D-Collections, Preserved Collections) has a second online replica located in an Amazon Web Services (AWS) Glacier repository.
- 2.3. Archival packages containing the original batches of files supplied by the providers are stored in AWS Glacier storage.
- 2.4. New or updated Archive content is replicated daily to the remote online locations.
- 2.5. All replicas are self-describing and “boot-strappable”; the archive can be understood completely through analysis of the content on the file system.

**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:

Version	Date	Change	Author
0.1	5/28/2009	Drafted.	Stephanie Orphan
0.2	6/22/2009	Modified with minor updates from Amy.	Stephanie Orphan
1.0*	7/28/2009	Synched language with disaster recovery plan and some minor updates.	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	Update to reflect current replication and backup realities.	Amy Kirchhoff



1.3*	8/7/2023	Updated to reflect current replication realities	Karen Hanson
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\* An approved version of this document.