



Portico Content Type Action Plan: Business Artifacts

1. Content Type Introduction

1.1. Business artifacts comprise contracts, including annexes, between Portico and content providers (publishers).

2. Policy Statement

- 2.1. All content in the archive will be associated with a contract which authorizes Portico to archive that content. These contracts (business artifacts) will themselves be preserved in the archive.
- 2.2. Portico will maintain descriptive and technical metadata associated with the business artifact in the Archival Information Package containing the business artifact.
- 2.3. Should Portico make the determination that any formats (e.g., PDF, Dublin Core, Portico METS, and Portico Preservation Metadata (PMD)) of the assets comprising the business artifacts are at risk, these components will be migrated in conformance with the Format Action Plan for that format.

3. Implementation Examples

- 3.1. Business artifacts are composed into Submission Information Packages by the Portico ConPrep system.
- 3.2. A Dublin Core descriptive metadata file is created manually and associated with the business artifact as it is processed by ConPrep.
- 3.3. ConPrep processing includes validation and technical metadata extraction using the JHOVE tool, and creation of a Portico metadata file. The Portico metadata file includes the descriptive and technical metadata for all files comprising the business artifact.

4. Document History

- 4.1. Approved by: Amy Kirchhoff
- 4.2. Last Review Date: 3/27/2016
- 4.3. Reviewed by: Stephanie Orphan, Sheila Morrissey, Kate Wittenberg
- 4.4. Change history:

Version	Date	Change	Author
0.1	06/04/2009	Drafted document	Sheila Morrissey
0.2	06/24/2009	Edited and formatted to new template	Sheila Morrissey
0.3	07/07/2009	Add info re: tech and desc metadata	Sheila Morrissey
0.4	07/27/2009	Incorporate Stephanie's copy-edits	Sheila Morrissey
1.0*	7/29/2009	Changed style of doc to match others and some minor edits.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff
1.1.1	4/11/2011	Updated the logo	Amy Kirchhoff



1.2*	3/27/2016	Slight modifications to mention PMD	Amy Kirchhoff
------	-----------	-------------------------------------	---------------

* An approved version of this document.