# Assessment of product against OAIS compliance requirements

Product name:

Sources consulted:

Date of assessment:

Assessment performed by:

Scoring: Use 0 to 3 range, where the requirements are: not met (0), partially met (1), fully met (2), exceeded (3).
Score weighting uses Craig Borvsowich’s *Constructing a Weighted Matrix* (2006).
TOTAL = Weight x Score.

| **Requirement** | **Necessity** | **Met?** | **How met** | **Comments** | **Weight** | **Score** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 001: ingest mixed content | Essential |  |  |  | 5 |  |  |
| 002: import records from EDRMS | Conditional |  |  |  | 2 |  |  |
| 003: AIP creation | Essential |  |  |  | 5 |  |  |
| 004: UID assignment | Essential |  |  |  | 5 |  |  |
| 005: virus and quarantine | Essential |  |  |  | 5 |  |  |
| 006: file format identification | Essential |  |  |  | 5 |  |  |
| 007: validation | Essential |  |  |  | 5 |  |  |
| 008: checksums | Essential |  |  |  | 5 |  |  |
| 009: technical metadata extraction | Essential |  |  |  | 5 |  |  |
| 010: descriptive metadata | Essential |  |  |  | 5 |  |  |
| 011: preservation metadata | Essential |  |  |  | 5 |  |  |
| 012: permanent storage | Essential |  |  |  | 5 |  |  |
| 013: managed storage | Essential |  |  |  | 5 |  |  |
| 014: error-checking | Essential |  |  |  | 5 |  |  |
| 015: AIP to DIP transformation | Essential |  |  |  | 5 |  |  |
| 016: technical metadata in database | Essential |  |  |  | 5 |  |  |
| 017: descriptive metadata in database | Essential |  |  |  | 5 |  |  |
| 018: preservation metadata in database | Essential |  |  |  | 5 |  |  |
| 019: rights metadata in database | Conditional |  |  |  | 2 |  |  |
| 020: database ease of use | Essential |  |  |  | 5 |  |  |
| 021: database queries on objects and events | Essential |  |  |  | 5 |  |  |
| 022: database updates | Essential |  |  |  | 5 |  |  |
| 023: database reports | Essential |  |  |  | 5 |  |  |
| 024: user requests | Conditional |  |  |  | 2 |  |  |
| 025: inventories and reports | Essential |  |  |  | 5 |  |  |
| 026: audit trails | Conditional |  |  |  | 2 |  |  |
| 027: automated agreements | Optional |  |  |  | 0 |  |  |
| 028: rights policies | Conditional |  |  |  | 2 |  |  |
| 029: migration | Essential |  |  |  | 5 |  |  |
| 030: policy enaction | Optional |  |  |  | 0 |  |  |
| 031: template design | Optional |  |  |  | 0 |  |  |
| 032: DIP creation | Essential |  |  |  | 5 |  |  |
| 033: DIP delivery | Essential |  |  |  | 5 |  |  |
| 034: AIP to DIP audit | Essential |  |  |  | 5 |  |  |
| 035: access rights | Essential |  |  |  | 5 |  |  |
| 036: managed access | Essential |  |  |  | 5 |  |  |
| 037: consumer front end | Essential |  |  |  | 5 |  |  |
| 038: finding aid support | Essential |  |  |  | 5 |  |  |
| 039: representations | Essential |  |  |  | 5 |  |  |
| 040: readers and access tools | Essential |  |  |  | 5 |  |  |
|  |  |  |  | ***TOTAL SCORE:*** |  |  |  |