<table>
<thead>
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<th><strong>Level 1 (Protect your data)</strong></th>
<th><strong>Level 2 (Know your data)</strong></th>
<th><strong>Level 3 (Monitor your data)</strong></th>
<th><strong>Level 4 (Repair your data)</strong></th>
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| **Storage and Geographic Location** | - Two complete copies that are not collocated  
  - For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system | - At least three complete copies  
  - At least one copy in a different geographic location  
  - Document your storage system(s) and storage media and what you need to use them | - At least one copy in a geographic location with a different disaster threat  
  - Obsolescence monitoring process for your storage system(s) and media | - At least three copies in geographic locations with different disaster threats  
  - Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems |
| **File Fixity and Data Integrity** | - Check file fixity on ingest if it has been provided with the content  
  - Create fixity info if it wasn’t provided with the content | - Check fixity on all ingest  
  - Use write-blockers when working with original media  
  - Virus-check high risk content | - Check fixity of content at fixed intervals  
  - Maintain logs of fixity info; supply audit on demand  
  - Ability to detect corrupt data  
  - Virus-check all content | - Check fixity of all content in response to specific events or activities  
  - Ability to replace/repair corrupted data  
  - Ensure no one person has write access to all copies |
| **Information Security** | - Identify who has read, write, move and delete authorization to individual files  
  - Restrict who has those authorizations to individual files | - Document access restrictions for content | - Maintain logs of who performed what actions on files, including deletions and preservation actions | - Perform audit of logs |
| **Metadata** | - Inventory of content and its storage location  
  - Ensure backup and non-collocation of inventory | - Store administrative metadata  
  - Store transformative metadata and log events | - Store standard technical and descriptive metadata | - Store standard preservation metadata |
| **File Formats** | - When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs | - Inventory of file formats in use | - Monitor file format obsolescence issues | - Perform format migrations, emulation and similar activities as needed |

National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation: a tiered chart to aid in evaluating and enhancing your digital preservation activities.

http://www.digitalpreservation.gov/ndsaserverpolicies/levels.html