

Digital Preservation Policy

Introduction

The Jewish History Association of South Wales/Cymdeithas Hanes Iddewig De Cymru (JHASW/CHIDC) was established in November 2017 with the aim to uncover, document, preserve, and share the tangible and intangible cultural heritage of the Jewish communities of south Wales.

In 2025 the Association changed its name to the Jewish Association of Wales/Cymdeithas Hanes Iddewig Cymru (JHAW/CHIC) to reflect an increase in its remit to cover the whole of Wales.

As part of our work, we maintain a digital archive comprising of digital surrogates (digital versions of hard-copy items) and born-digital material (items created digitally that have no hard-copy equivalents).

Aim of this Policy

To ensure preservation of digital material held by JHAW/CHIC.

To ensure that digital material can be made available to users, both internal and external, now and in the future.

There are significant costs, financial and organisational, of maintaining a digital archive, including preserving and providing access to digital records. This policy provides the framework within which we will operate but is always subject to available resources. Applying the policy will therefore entail prioritising, assessing the resources required, and seeking means to supply those resources, such as grants or other financial contributions, and volunteer input.

Types and sources of digital material

Material created by JHAW/CHIC. We will preserve copies of items created in-house for use in and beyond JHAW/CHIC as surrogates and for outreach purposes.

Material received externally from contributors and organisations. We will preserve copies of items donated for use in and beyond JHASW/CHIDC as surrogates and for outreach purposes, where specific permissions have been received that allow us to do so.

Preservation and migration

We will ensure that JHAW/CHIC's records are stored and maintained in a manner suitable for long-term preservation.

We will adhere to standards that promote open systems and interoperability of data, and we will select the most useful records for preservation.

We will review and, if necessary, migrate born-digital and digital surrogates to new storage media and accessible, ideally open-source, versions of software.

Storage

As a minimum, we will preserve two copies of a born-digital item and two copies of a digital surrogate, on different storage media in different locations. We will ensure that one of the two copies of a born-digital item is the original and its bit-stream recorded.

We will store second copies of born-digital items and digital surrogates on locally managed, external mass storage. Access copies of born-digital and digital surrogates will be made available for use where appropriate.

We will seek to check data using checksums to detect signs of corruption and deterioration. The checksum will also cover security, to ensure, and demonstrate, that data has not been tampered with.

Formats

For images, we will use TIFFs for the original version as a master copy; high-resolution JPEGs as a second copy for high quality reproduction; and low-resolution JPEGs for access copies.

For audio recordings, we will use WAVs for the original version as a master copy; MP3s as access copies.

For documents, we will accept Microsoft formats and Adobe Acrobat PDFs.

Access and use

Archive. Our main archive will not be accessible to the public. Access will be restricted on an area basis to named individuals who are either staff, volunteers, or trustees.

People's Collection Wales (PCW). A selection of access copies, together with extensive metadata, will be published on the PCW website.

Disaster Planning

We will maintain an IT disaster plan which will be regularly updated and tested. We will take reasonable measures to ensure that no such disaster occurs. Appropriate staff will be trained in the actions to be taken in the event of a disaster.

We will ensure security of digital data through the provision of more than one copy on more than one storage medium. We will ensure these copies are checked, maintained and migrated as appropriate.

We will store separate copies of digital data on separate sites.

Review

From January 2027, this policy will be reviewed on an annual basis.

This policy was reviewed on: 11-08-2025.

Next review due: January 2027.