

**DOMAIN:** Institutional Repository  
**TOPIC:** Trustworthy Repositories Audit & Certification: Criteria and Checklist

**ARTICLE:** “Trustworthy Repositories Audit & Certification: Criteria and Checklist” published by RLG Programs of the OCLC Office of Programs and Research and the National Archives and Records Administration (NARA) Task Force on Digital Repository Certification Version 1.0 February 2007 : 87-pages  
<http://bibpurl.oclc.org/web/16712>

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**ABSTRACT:**

This document represents best current practice and thought about the organizational and technical infrastructure required to be considered a repository trustworthy and capable of certification. Trustworthy Repositories Audit & Certification (TRAC) discusses the principles underlying the application of the criteria and provides explanations and examples. It is a thorough, well-ordered and comprehensive finding.

The “trusted digital repository” begins with a mission to provide reliable, long-term access to managed digital resources to its designated community, presently, and into the future. In applying the criteria, TRAC suggests following the principles that constitute that of proper documentation, transparency, adequacy and measurability.

In determining trustworthiness, one must review the entire system in which the digital information is managed, including the organization operating the repository: its governance, organizational structure and staffing, policies and procedures, financial fitness and sustainability, and the contracts/licenses and liabilities under which it operates. In addition, the digital object management practices, technological infrastructure and data security must be adequate to fulfill the commitments of the repository. Also, a trusted repository must understand the risks within its systems.

The Criteria and Checklist develops certification criteria and delineates a process for certification applicable to a range of digital repositories from academic institutional preservation repositories to large data archives. The Checklist also includes repository planning guidance, and planning and development of a certified repository and its periodic internal assessment.

The Checklist divides into (3) sections:

- a/ organizational infrastructure
- b/ digital object management
- c/ technologies, technical infrastructure and security