**Information of applicant**

Name of institution:

Address:

Mail-Address:

Fon:

Contact person 1 (last name, name):

Mail-Address:

Fon:

Contact person 2 (last name, name):

Mail-Address:

Fon:

Description of the object of the assessment:

**Appointed nestor-officer responsible for the review**

Contact (last name, name):

Mail-Address:

Fon:

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# **C1 Selection of information objects and their representations**

Criteria have been defined for the selection of information objects and their representations in the digital archive. The framework is provided by legal obligations, the institution's or company's basic function, its own targets.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C2 Responsibility for preservation**

The digital archive assumes responsibility for the long-term preservation of the information objects on the basis of legal requirements or its own objectives. Long-term preservation means ensuring the long-term usability of the information contained in the representations.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C3 Designated communities**

The digital archive has defined its designated community/communities. This includes knowledge of the specific requirements of the designated communities which influence the selection of the services to be provided. If the designated communities or their requirements change over time, the digital archive should adapt accordingly.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C4 Access**

The digital archive ensures that authorised users in the designated communities can access the representations. This includes appropriate search possibilities. The digital archive openly declares its conditions of use and any costs which may arise, listing these in a transparent manner.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C5 Interpretability**

The digital archive has defined measures to ensure the long-term interpretability of at least one of the representations, thereby meeting a basic precondition for appropriate use now and in the future. This includes the interpretability of both content data and metadata. In ensuring this, the digital archive should take the needs of its designated community/communities into account. Changes to the technical environment or the designated community or communities can influence the interpretability of the objects. Using appropriate procedures, the digital archive should therefore check at regular intervals whether the objects can still be interpreted by the designated community or communities.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C6 Legal and contractual basis**

The digital archive's ingest, archiving and data use procedures are based on legal or contractual regulations concluded with the producers. The nature and scope of the delivery is regulated, as are the digital archive's archival obligations, the conditions of use and, where applicable, the costs.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C7 Legal conformity**

The digital archive monitors and documents conformity with relevant regulations concerning the ingest, archiving and use of digital objects. These include: data protection, protection of the rights of affected parties, confidentiality regulations, copyright and usage rights, internal and external compliance.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C8 Funding**

Valid budget planning exists, as does a long-term funding plan for the digital archive.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C9 Personnel**

Sufficient numbers of appropriately qualified staff are available. Updated job descriptions exist which set out the required qualifications of the digital archive personnel and contain an organisational chart and/or a staff development plan based on the tasks and objectives of the digital archive.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C10 Organisation and processes**

The organisational structure should be appropriate for the objectives, tasks and processes of the digital archive. The structural and procedural organisation should be defined. The responsibilities should be established. The digital archive is incorporated at the appropriate point in the schedule of responsibilities.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C11 Preservation measures**

The digital archive should conduct strategic planning as a means of preserving the digital objects entrusted to it. This should include imminent or expected tasks and specify the deadlines by which they are to be completed. Long-term planning should be based on the monitoring of legal and social changes, the demands and expectations of the designated communities and all technical changes relevant for the sustained preservation and appropriate use of the information objects in the form of their representations. Possible effects on task fulfilment are evaluated. Suitable structures and procedures exist for this.

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C12 Crisis / successorship management**

The digital archive is in possession of a plan which ensures continuation of the preservation tasks even beyond the archive's own existence. The digital archive should have made contingency plans. In such a case the preservation work must be continued in a different organisational framework, thereby ensuring that the set tasks can be carried out in full. Where this is not possible, any deficiencies should be documented. The digital archive should take precautions to ensure that the transition process can be defined, planned and implemented in good time..

**Scale of fulfilment:** Implemented, 10 points

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C13 Significant properties**

The digital archive identifies and documents which of the transferred representations' properties are significant for preservation of the information objects. In determining the scope of the properties to be preserved, a balance should be struck, bearing the archive's own targets in mind, between the technical possibilities and the costs of long-term preservation on the one hand and the needs of the designated community/communities on the other hand.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C14 Integrity: Ingest interface**

The digital archive has its own interface for ingesting the representations in a way which retains their integrity. The interface contains all of the functions and processes aimed at transferring the submission information packages from the producers, transforming them into archival information packages and incorporating them into the digital archive. The interface allows the producer and the digital archive administration to check and maintain the integrity of the representations.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C15 Integrity: Functions of the archival storage**

The archival storage provides functions necessary for checking and maintaining the integrity of the representations by the administration of the digital archive. The functions include recording of the archival information packages onto storage media, long-term storage, restoration of the archival information packages and all changes to the packages.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C16 Integrity: user interface**

The digital archive has an interface which allows users and the digital archive administration to check and maintain the integrity of the representations. This includes the transformation from archival information packages into dissemination information packages.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C17 Authenticity: Ingest**

The digital archive has procedures which permit the authenticity of the representations to be assessed upon being ingested and the authenticity of the submission information packages to be assessed and protected.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C18 Authenticity: Preservation measures**

The digital archive deploys methods which ensure the authenticity of the objects during implementation of the long-term preservation measures and document the degree of authenticity.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C19 Authenticity: Use**

The digital archive allows the users and the administration of the digital archive to check and maintain the authenticity of the representations. This includes the transformation from archival information packages into dissemination information packages.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C20 Technical authority**

The digital archive obtains technical authority over the representations being ingested, allowing it to transform them into archival information packages and, if necessary, to carry out long-term preservation measures. Following the transfer, all necessary measures can be carried out without any technical restrictions.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C21 Submission information packages**

The digital archive has issued specifications regarding its submission information packages. The digital archive agrees with the producers which submission information packages will be ingested (content data and metadata). The submission information packages are checked on the basis of the specifications.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C22 Transformation of the submission information packages into archival information packages**

The digital archive converts submission information packages into archival information packages.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C23 Archival information packages**

The digital archive has issued specifications for its archival information packages. The digital archive defines which archival information packages (content data and metadata) are to be stored and in which form. The archival information packages are checked on the basis of the specifications.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C24 Interpretability of the archival information packages**

Technical preservation measures are undertaken to ensure the interpretability of the archival information packages.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C25 Transformation of archival information packages into dissemination information packages**

The digital archive transforms archival information packages into dissemination information packages.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C26 Dissemination information packages**

The digital archive specifies the dissemination information packages on the basis of the requirements of the designated communities.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C27 Identification**

A digital archive should use internal identifiers to manage the information objects and their representations and, where applicable, their parts and relationships (part/totality, different variants, versions etc.), to ensure unique assignment of the content data to the metadata.

The use of externally visible, standardised persistent identifiers should ensure reliable tracing of the information objects and their representations, and consequently also access.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C28 Descriptive metadata**

The scope, structure and content of the descriptive metadata are defined. They depend on the goals of the digital archive, its designated communities and the object types.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C29 Structural metadata**

The structure of the representations must be adequately described so that the information objects can be reconstructed and used.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C30 Technical metadata**

The technical metadata are defined to ensure interpretability, integrity and authenticity and to manage the preservation measures.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C31 Logging the preservation measures**

The digital archive logs the preservation measures and any changes to the representations.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C32 Administrative metadata**

The digital archive has defined its administrative metadata in order to render the administration and use of the information objects and their representations transparent.

Use of the representations may be restricted for legal or contractual reasons.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C33 IT infrastructure**

The IT infrastructure should realise the specifications for handling the information objects and representations at the technology and security levels.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment:

# **C34 Security**

The organisation and the infrastructure protect the digital archive and its archived information objects and representations.

**Scale of fulfilment:** An average of 7 points must be achieved in the assessment of the applicable criteria C13 - C34.

**Applicability:**

Applicable: Not applicable:

If not, please justify:

**Awarded points:** select element

**Explanatory note:**

**Publicly available documents**(Name of document/ URL/ if necessary abstract):

**Not publicly available documents**(Name of document/ justification for authorized access/  
if necessary abstract):

**Following details will be filled in by the nestor-reviewers:**

**Reviewer 1**

Comment:

**Reviewer 2**

Comment: