

# Academic Preservation Trust Succession Policy, Version 3.5

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## Scope

This policy applies to all tangible assets owned or managed by the Academic Preservation Trust (APTrust), should any exist. It also applies to digital content owned or collected by *Depositors* but technically managed by APTrust in its preservation storage environments. Succession protocols may differ for these two types of assets.

## Objectives

This Policy establishes a plan for the orderly dissolution of the organization and the disposition of assets and deposited digital content, should those steps ever prove necessary. It also empowers the Governing Board to oversee an orderly transition to another host entity for the operations and management of APTrust if the University of Virginia cannot continue in that role. The document includes an appendix describing how a *Depositor* may voluntarily assume direct technical management of its digital content in a third-party provider's system that APTrust has previously used for the content.

## Document Conventions

- The capitalized keywords "MUST," "MUST NOT," "REQUIRED," "SHALL," "SHOULD," "SHOULD NOT," "RECOMMENDED," "MAY," and "OPTIONAL" are to be interpreted as described in [RFC 2119](#).
- Terms in *italics* are defined in the **Definitions** section below.

## Policy Statement

### Reserve Fund and Financial Review

- APTrust SHOULD maintain a *reserve fund*.
- The APTrust Governing Board MUST review the organization's financial standing twice a year to ensure that it has enough funds in reserve to maintain good *financial health*.

### Dissolution by the Governing Board

- The term "assets" in this section SHALL NOT include the digital content deposited with APTrust because the disposition of that content occurs as noted below.

- Should the Board decide to dissolve APTrust, the Board **MUST** apply and distribute APTrust’s financial assets, should any exist, as follows:
  - The Board will pay, satisfy, and discharge or make adequate provision for all liabilities and obligations.
  - The Board will determine required actions, such as returning, transferring, or conveying any remaining assets held by APTrust, considering all restrictions (e.g., telephones, computers, etc.).
  - The Board will apply and distribute any remaining assets in a manner that best accomplishes the purposes for which APTrust was organized.

## Change in affiliation with the University of Virginia Library

- Should the University of Virginia Library, which manages and operates APTrust, become unable to continue to manage and operate APTrust, the Library **SHOULD** notify the APTrust Governing Board and provide the Board with a proposed transition plan fourteen months before terminating its management and hosting of APTrust.
- If the Board cannot agree on a transition plan, the University of Virginia **SHOULD** inform *Depositors* ten months before the University's last day of responsibility for APTrust that their Deposits must be removed or deleted from APTrust's preservation storage environments by that last day.
- If the *Depositor* does not remove its Deposits by the deadline, APTrust **MAY** delete them.
- If the *Depositor* chooses to convert to a direct relationship with a Third-Party Storage Provider, see Appendix I for details.

## Definitions

Term	Definition
Depositor	<ul style="list-style-type: none"> <li>● An APTrust sustaining member and any associate(s) that have deposited digital content into the APTrust preservation system</li> </ul>
Reserve Fund	<ul style="list-style-type: none"> <li>● An amount that is separate from the operating budget and is equal to or greater than the largest net operating cost from the last three fiscal years as recorded in APTrust’s annual budget reports</li> </ul>
Financial Health	<ul style="list-style-type: none"> <li>● There is no need to use the reserve fund in a manner that would take it below the threshold of a <i>reserve fund</i> as defined here</li> <li>● APTrust does not budget a deficit.</li> </ul>

## Roles and Responsibilities

Role	Responsibilities
APTrust Governing Board	<ul style="list-style-type: none"> <li>● Reviews the financial health of the organization twice each year</li> <li>● Informs <i>Depositors</i> of change in affiliation if necessary</li> <li>● Manages dissolution of assets if necessary</li> </ul>
Depositor	<ul style="list-style-type: none"> <li>● Removes or deletes Deposits if notified</li> <li>● Complies with Appendix I if the <i>Depositor</i> elects to move to another provider</li> </ul>

## Related Documents

- [Budget Reports](#)

## Review

Review frequency: Every 4 years.

Next review date: January 2029

## Version History

Version	Status	Date	Notes
0.1	Draft	9/1/2015	This original version is not in template form
0.5	Done	7/ 2017	Sent to Advisory - Update version - with comments incorporated
1.0	Done	4/2018	Board Vote and Approved - <a href="#">DOI</a> uploaded
1.1	Done	3/1/2020	Draft reviewed by APTrust Staff
1.2	Done	8/1/2020	Draft reviewed by the Communications Team
1.7	Done	9/1/2020	Sent to Advisory - Update version - with comments incorporated
1.8	Done	9/14/2020	Advisory Vote
2.0	Done	9/28/2021	Board Vote and Approval - - <a href="#">DOI</a> uploaded
2.1	Done	2/10/2022	Reviewing for any changes
2.5	Draft	9/1/2022	Sent to Advisory for review
3.0	Done	Jan 2023	Board Approval and <a href="#">DOI</a> uploaded
3.1	Done	March 2024	The Executive Director made updates for accuracy, and the review period was revised.
3.25	Done	11/14/24	Approved by Advisory Committee.
3.5	Done	January 2025	Board review for approval, <a href="#">DOI</a> obtained.

## Appendix I: Converting to Direct Relationship with Third-Party Storage Provider

- A *Depositor* MAY elect to take over direct technical management of some or all of the digital content they previously deposited in the APTrust preservation storage environments.
- If the *Depositor* wishes to maintain that content in the same third-party storage environment where APTrust stored it, the *Depositor* MUST complete relevant enabling steps (such as the following, which apply to Amazon Web Services or Wasabi):
  - *Depositor* MUST establish a direct relationship with Amazon Web Services or Wasabi.
  - *Depositor* SHOULD create an S3 bucket in the same region where the assets are stored (to avoid inter-regional S3 data transfer costs)
  - *Depositor* MUST give APTrust staff access to that bucket.
  - APTrust staff MUST restore all specified content to that bucket.
  - *Depositor* MAY then revoke APTrust access to that bucket.
  - When *Depositor* confirms all files are present, APTrust staff MAY delete *Depositor's* items from APTrust.
- If APTrust uses additional third-party vendors in the future, APTrust staff MUST add relevant steps to this policy's appendix.