

# Academic Preservation Trust

## Succession Policy

### Scope

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

### Objectives

This Policy establishes a plan for orderly dissolution of the organization and for disposition of assets and of deposited digital content, should those steps ever prove necessary. It also describes how the Governing Board may 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 a description of 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 key words "MUST," "MUST NOT," "REQUIRED," "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.

### Principles

### Policy Statement

#### Reserve Fund and Financial Review

1. The Academic Preservation Trust SHOULD maintain a reserve fund equal to or greater than the previous year's net operating cost as recorded in the APTrust's budget statement.
2. The APTrust Governing Board MUST review the financial health of the organization twice a year to ensure that the organization has enough in reserve to maintain good financial health and/or to ensure an adequate reserve exists to meet succession needs should the organization decide to dissolve.

#### Dissolution by the Governing Board

2. Should the Board decide to dissolve the Academic Preservation Trust, the Board MUST apply and distribute the APTrust's assets, should any exist, as follows:
  - a. The Board will pay, satisfy and discharge, or make adequate provision for all liabilities and obligations.
  - b. The Board will return, transfer or convey any remaining assets held by APTrust that require such actions if the consortium dissolves.
  - c. The Board will apply and distribute assets held by APTrust with restrictions on their use consistent with those restrictions.

- d. The Board will apply and distribute any remaining assets in such manner as in its judgment will best accomplish the purposes for which APTrust was organized.
3. The term "assets" in this section SHOULD NOT include the digital content deposited with APTrust, because disposition of that content occurs as noted below.

#### **Change in affiliation with the University of Virginia Library**

4. Should the University of Virginia Library, which manages and operates the APTrust, become unable to continue to manage and operate the APTrust, the Library MUST notify the APTrust Governing Board and provide the Board with a proposed transition plan fourteen months before the end of its service.
5. If the Board is unable to agree on a transition plan, the University of Virginia MUST inform *Depositors* ten months before the University's last day of responsibility for the APTrust that their Deposits must be removed or deleted from the APTrust's preservation storage environments by that last day.
6. If the Depositor does not remove its Deposits by the deadline, the APTrust MAY delete those Deposits itself.

#### **Converting to Direct Relationship with Third-Party Storage Provider**

7. 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.
8. 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):
  - a. *Depositor* MUST establish a direct relationship with Amazon Web Services.
  - b. *Depositor* SHOULD create an S3 bucket in Northern Virginia (to avoid inter-regional S3 data transfer costs)
  - c. *Depositor* MUST give APTrust staff access to that bucket.
  - d. APTrust staff MUST restore all specified content to that bucket.
  - e. *Depositor* MAY then revoke APTrust access to that bucket.
  - f. When *depositor* confirms all files are present, APTrust staff MAY delete *Depositor's* items from APTrust.
9. If AP Trust uses additional third-party vendors in the future, APTrust staff MUST add relevant steps similar to those for Amazon Web Services in an appendix to this policy.

## **Definitions**

| Term      | Definition   |
|-----------|--|
| Depositor | <ul style="list-style-type: none"><li>An APTrust member entity that has deposited digital content into the APTrust preservation system</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></ul> |
| Depositor               | <ul style="list-style-type: none"><li>Complies with policy if they elect to move to another provider</li></ul>   |

## Related Documents

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## Review

Review frequency: Annually on or about September 1.

## Version History

| Version | Status           | Date     | Notes                                       |
|---------|------------------|----------|---|
| 0.1     | Draft            | 9/1/2015 | This original version not in template form  |
| 0.5     | Sent to Advisory | 7/ 2017  | Update version - with comments incorporated |
| 1.0     | Board Approval   | 4/2018   | Board vote completed                        |