

Academic Preservation Trust

Succession Policy, Version 3.0

DOI:

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 and/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 orderly dissolution of the organization and for disposition of assets and of 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 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," "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 equal to or greater than the largest net operating cost from the last three years as recorded in APTrust's annual budget reports.
- The APTrust Governing Board MUST review the financial health of the organization twice a year to ensure that the organization has enough funds in reserve to maintain good financial health (see definition below) and/or to ensure an adequate reserve exists to meet succession needs should the organization decide to dissolve.

Dissolution by the Governing Board

- The term "assets" in this section SHALL NOT include the digital content deposited with APTrust, because 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 the return, transfer, or conveyance of any remaining assets held by APTrust, taking into account any and all restrictions (e.g. telephones, computers, etc).
- 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.

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 **MUST** notify the APTrust Governing Board and provide the Board with a proposed transition plan fourteen months before the end of its service.
- If the Board is unable to 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 those Deposits.
- 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"> ● An APTrust member and any affiliate(s) that has deposited digital content into the APTrust preservation system
Financial Health	<ul style="list-style-type: none"> ● No need to use the reserve for short-term use (within a single fiscal year) that would take it below the specified 1-year of operating costs ● APTrust does not budget a deficit
Operating costs	<ul style="list-style-type: none"> ● Equal to the largest net operating cost from the last three years

Roles and Responsibilities

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

Related Documents

- [Financial Reports](#)

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	Done	7/ 2017	Sent to Advisory - Update version - with comments incorporated
1.0	Done	4/2018	Board Vote and Approved - DOI uploaded
1.1	Done	3/1/2020	Draft reviewed by APTrust Staff
1.2	Done	8/1/2020	Draft reviewed by 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 - - DOI 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 of new version

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):
 - *Depositor* MUST establish a direct relationship with Amazon Web Services.
 - *Depositor* SHOULD create an S3 bucket in their region (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 similar to those for Amazon Web Services in an appendix to this policy.