

Archives Association of Ontario (AAO) Policy: Archeion Extra Storage Space for Digital Objects

1. Effective Date

This policy takes effect on December 1st, 2022, and supersedes any previous policy that may have existed.

2. Purpose

This policy is aimed at clarifying for AAO representatives, such as staff and volunteers, as well as Institutional Members and prospective Institutional Members, the requirements and fees for Archeion extra storage space for digital objects (“storage space”) that can be purchased by current (paid) AAO Institutional Members (“Institutional Members” or “Institutional Member” or “Member”), who want more than the free 1 GB of storage space included in their membership.

This Policy was drafted by the Archeion Coordinator (“Archeion Coordinator”), in collaboration with the AAO Board (“Board”).

3. Scope

This policy applies to all requests to purchase extra storage space in Archeion for digital object storage, whether the digital object and its associated text description are published or draft.

This policy does not address within its scope requirements the 1 GB of free space, offered to Institutional Members for free with their AAO membership.

This policy also does not cover digital object metadata or the text description that is associated with the digital object(s).

4. Policy Statement

The Archeion Coordinator and AAO Board are committed to providing extra digital object storage space for an annual fee to Institutional Members who request this service.

5. Requirements

5.1 Introduction

- 5.1.1** Only Institutional Members in good standing are eligible to request extra storage space for digital objects.
- 5.1.2** The storage space can be used for any type of digital object, regardless of whether there is a viewer/player for it in Archeion (ie: non-mainstream files such as Wordstar, CAD, etc.).
- 5.1.3** This additional storage applies to both draft and published digital objects at any level of description, but does not apply to the associated text description.
- 5.1.4** The server that stores Archeion data is configured for a maximum file size of 500 MB for single digital objects uploaded via the user interface. Digital objects over 500 MB must be uploaded by the Archeion Coordinator using the command line. Please contact the Archeion Coordinator for more information.
- 5.1.5** This policy does not apply to the direct upload of finding aids to individual descriptions or generated finding aids (using the Upload Finding Aid and/or Generated Finding Aid features in Archeion/AtoM version 2.4 and above), as these are not counted in either the 1 GB of free space, or any paid storage space.
- 5.1.6** This policy applies to the storage of the institution's logo and banner images used on their repository page, should the institution choose to use them.
- 5.1.7** The extra storage space, above the 1 GB of free space, is offered in 5 GB and 10 GB increment packages. If there is sufficient demand, then 2 GB packages may be added.
- 5.1.8** Storage fee cost changes will be sent to Members 60 days before taking effect by the AAO Office.

5.2 Payment

- 5.2.1** The annual fee for additional storage space is \$150.00 Canadian dollars per 10 GBs of space, or \$75.00 Canadian dollars per 5 GBs of space.
- 5.2.2** No tax will be applied to the fees quoted in 5.2.1.
- 5.2.3** The Member will pay a prorated fee for added space from when it is added to the end of the current fiscal year, March 31st, and then the full annual fee will apply for that next fiscal year from April 1st to March 31st.
- 5.2.4** If an Institutional Member purchases 30 GBs of space or above, then a discount of 20% will be given on the annual fee for all the storage space, not just the portion above 30 GBs. This discount will start at the beginning of the following fiscal year.

5.2.5 The storage fee is invoiced annually, and must be paid yearly, as it is not a one-time fee.

5.2.6 An annual invoice will be produced by the AAO Office and sent to the Institutional Member when membership renewal invoices are issued in March of each year.

5.2.7 The storage fee must be paid directly to the AAO Office.

5.2.8 If the Member does not remain a current, paid, Institutional Member a yearly storage fee invoice will still be sent, as the annual fee for the storage space still applies, even though access to Archeion is suspended.

5.3 Non-Payment

5.3.1 The Member will be notified about payment three times by email and once by phone by the AAO Office. In those communications, the appeal process, detailed in the Appeal Section below, will be noted for the Member.

5.3.2 After 90 days, if there has been no contact with the AAO Office or the Archeion Coordinator regarding payment, it will be assumed that the Member is not making payment.

5.3.3 On the 91st day after the first payment request, the Member will be notified by email and letter that payment has not been received and the deletion process will begin. All communications by the AAO will explain the appeal process as detailed in the Appeal Section below, will be noted for the Member.

5.3.4 If payment is made within the 91 days, then the deletion process is stopped, and no digital objects will be deleted from the server.

5.3.5 All late payments may be subject to a late payment penalty by the AAO Office.

5.3.6 If payment is not made within the 91 days, then the deletion process is started, and all digital objects will be removed from the server 365 days from the original payment notice.

5.3.7 The Archeion Coordinator will notify the Member and Board of the removal date of the digital objects 30 days before the deletion process, and after digital objects have been removed.

5.3.8 Removal of digital objects is permanent, no copy will be kept by the AAO and no backup will be available for the Member.

5.3.9 Digital objects that are deleted will not be returned to the Member.

5.3.10 Third parties, such as Google, ArchivesCanada and the Internet Archives Wayback Machine, may or may not hold copies of the deleted digital objects. However, the AAO is not in control of these third parties, so no warranties or guarantees are implied on their deletion or retention.

5.3.11 Text descriptions associated with the digital objects at any description level will remain, and only the digital objects themselves will be removed.

5.3.12 Digital objects will be removed on both draft and published descriptions, and at all levels. Digital objects will not include uploaded or generated finding aids as in Section 5.1.5.

5.3.13 The length of time that digital objects have been in Archeion will not be a factor for consideration in this policy.

5.3.14 If the Archeion Coordinator, or the Board, has been made aware of an institution that will, or has, shut down, all reasonable attempts will be made to contact current and/or former staff for more information.

5.4 Appeal Process

5.4.1 If the Member contacts the AAO Office and/or the Archeion Coordinator within 91 days and states that payment can not be made for any reason, including non-renewal of membership, then the official appeal process will automatically begin.

5.4.2 The Board reserves the right to refuse any appeal made after the 91 days have passed.

5.4.3 Within 3 days of receipt of that notice in 5.4.1 the Archeion Coordinator will contact the Member, and ask them to provide as much information as possible in their written appeal for the Board to consider, and provide the deadline for submission as in Section 5.4.4.

5.4.4 The written appeal, with any accompanying materials, must be received by the Archeion Coordinator 30 days after contact is made in Section 5.4.3. If no materials are sent by the 31st day, then the Board reserves the right to continue the appeal process without the written appeal documentation.

5.4.5 The written appeal, along with any accompanying materials, will then be forwarded directly to the Board for consideration within 5 days of receipt.

5.4.6 The Archeion Coordinator will provide notice to the Member of receipt of the written appeal by email.

5.4.7 The Archeion Coordinator will make a recommendation on the appeal decision, but the Board will be responsible for making the final appeal decision.

5.4.8 The Board will process the appeal decision within 60 days of receiving the written appeal as in Section 5.3.14.

5.4.9 The Board's official appeal decision will be made to the Member by email, unless another means is agreed upon before the appeal process begins.

5.4.10 This decision will be final, and no secondary appeals will be allowed.

5.4.11 If the appeal is not successful for the Member, then all digital objects will be removed 365 days from the first notice of payment.

5.4.12 If the appeal is successful, then payment arrangements will be made in writing, and the deletion process will be stopped, and no digital objects will be deleted from the server.

6. Monitoring and Reporting Requirements

The Archeion Coordinator, in collaboration with the Board, will review this policy and its effectiveness two years from the effective date of the policy.

7. Roles and Responsibilities

7.1 Archeion Coordinator

7.1.1 The Archeion Coordinator is responsible for enforcing Institutional Member compliance with this policy, liaising with the AAO Office when payments have not been made, ensuring official appeals from Institutional Members are provided to the Board in a timely manner, liaising with the Board on official appeals, providing the Board with a recommendation on digital object removal and providing notice of impending deletions and confirming deletions were completed.

7.2 AAO Board

7.2.1 The Board will be responsible for issuing the final decision on official appeals.

7.3 Artefactual

7.3.1 Artefactual is responsible for the hosting of Archeion and all storage space associated with it. Archeion is hosted with Artefactual on their Premium+ hosting service. Artefactual uses a dedicated physical server located in a secure hosting data center that has a set of VMs that comprise the Archeion service. There are disk drives attached to that physical server that provide the primary storage. Artefactual provides nightly backups to a backup server located in a different data centre with a different hosting vendor. Security is the responsibility of the hosting provider. There are no specific uptime guarantees provided by Artefactual. More information about this hosting is available here:

<https://www.artefactual.com/wp-content/uploads/2021/05/AtoM-hosting-plans-fin-al-2021.pdf>.



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8. Consequences

The Archeion Coordinator and Board may delete digital objects in the extra storage space if there is non-payment of fees and due notice is provided, and/or when any appeals are denied.

9. Enquiries

Questions on how to interpret or apply this policy must be directed to both the Archeion Coordinator and the Board.