

### **Modifications to Original SIPs or Portico AUs**

**Title:** A very short title that need only be meaningful to people who experienced the problem.

**Author:** Name of person writing this document

**Last Updated:**

<u>Date</u>	<u>Version</u>	<u>Author</u>	<u>Description of Changes</u>

**Location of Fix:** (Check all that apply)

- ☐ Pre-ingest (I drive)    ☐ ConPrep    ☐ ConPrep retention DB  
☐ Archive    ☐ Replicas    ☐ Delivery

**Content Deleted from Archive?:** Yes or No

**Content Deleted from Delivery?:** Yes or No

### **Actions**

One line overview of the why and wherefore.

<u>Steps</u>	<u>Who</u>	<u>What</u>	<u>When</u>
1.	Name & position of staff member	CM updates documentation with supporting documents	Date
2.	Name & position of staff member	Run Report from Archive (System/CM?)	Date
3.	Name & position of staff member	CM send to Archive Manager for approval	Date
4.	Name & position of staff member	Archive Manager approves documentation and sends approved document to CM	Date
5.	Name & position of staff member	CM creates JIRA for Deletions from Conprep	Date
6.	Name & position of staff member	CM reloads content that was deleted; problem solves, and pushes to the archive.	Date
7.	Name & position of	Automated comparison between content deleted and	Date

	staff member	content reloaded	
8.	Name & position of staff member	Systems deletes batches from Archive & downstream systems (i.e. Retention DB & Audit Site) (ARC JIRA for request)	Date
9.	Name & position of staff member	Systems resolves the JIRA and assigns it back to CM	Date
10.	Name & position of staff member	CM closes the JIRA	Date

**Recovery strategy?** If we made the wrong decision, can we recover or roll back to what life was like before we made the change? If so, how. If not, why and why is that OK.

**Approval and Date:** Name of approver and date of approval.

### Explanation

Text explaining what and why. Its OK to be wordy here, we want the world to know what happened and why. This is the area where we should be clear. Feel free to write in paragraph form or bullet form, whatever works best for the problem and author.

### Affected Publishers and Content Streams

<u>Publisher</u>	<u>Stream</u>
...	...
...	...

### Affected Content

This is where you will include a list of affected items. If the content has made it into the archive, this list needs to include the AU of every affected article \*and\* the batch name. If the problem was fixed pre-ingest, then it should just include the batch name and a directory location. If we renamed things, we should make that clear here.

### Supporting Documentation

This is a spot to put copies of any email conversations held with the publishers or other supporting emails/documentation. This document should be cohesive and stand alone as it will be preserved in the archive, therefore it can't reference things off in SVN or email outboxes.

### Automated comparison results

