

## Digital Preservation Services RACSI Matrix Example

Developed by Nance McGovern for the DPM Workshop: an example of Organizational and Technological Legs of the DPM Three-legged Stool Collaborating Overview: The RACSI Matrix for Digital Preservation Services includes these roles: Responsible, Accountable, Supports, Consulted, and Informed.

- R = Responsible**            Responsible for providing specific aspects of the service that would be coordinated by Digital Preservation and IT.
- A = Accountable**        Accountable for the ongoing maintenance and delivery of the service that would be coordinated by Digital Preservation and IT.
- C = Consulted**            Consulted to inform, evaluate, and/or approve before a service-related decision can be made.
- S = Supports**             Contribute to the ongoing maintenance and delivery of the service.
- I = Informed**              Informed of updates, of any decision that has been made, and of the status of the service.

Key: R-Responsible, A=Accountable, C=Consulted, S=Supports, I=Informed, AR -Accountable/Responsible		Collections				Digital Library Services			Other	
Activity		DP Director	Digital Archivist	Institute Archivist	Processing Team Manager	Director, ITS	Mgr. Infrastructure Engnr	Systems Administrators	Central IT Operations	Artefactual
1	Maintenance and support for underlying infrastructure including enabling software for CDPS	A	R	I	I	I	A	R	I	R
2	Training: Archivemata users	A	R	C	C	I	I	I		C
3	Training: DP Storage users	AR	S	C	I	I	C	S		C
4	Training: underlying infrastructure including enabling software Infrastructure	A	I	I	I	I	A	R	C	I
5	Periodic review of service delivery for CDPS	AR	S	C	C	A	R	S		R
6	Collaborates on enabling ongoing support and delivery (communication, meetings, etc)	AR	S	C	I	I	A	R		I
7	Documents CDPS workflows, changes, outcomes, testing for digital preservation	A	R	C	I	I	C	S		I
8	Documents changes to underlying infrastruture including enabling software for CDPS	A	S	I	I	I	A	R		S
9	Monitors CDPS usage for issues and performance	AR	S	C	I	I	A	S	C	R
10	Testing: effectiveness of and extensions to CDPS workflows	AR	S	I	C	I	A	S		C
11	Testing: underlying infrastructure including enabling software for CDPS	A	S	I	I		A	R		
12	Communicates about supporting and using CDPS	AR	R	C	S	I	A	R		I
13	Billing for Provider services	A	I	I	I	I	I	I	I	R
14	Administration of services provided for CDPS	AR	S	I	I	A	R	S	I	R
15	Self-assessment/audit of CDPS workflows and practices	AR	S	C	C	I	A	I	I	I
16	Self-assessment/audit of underlying infrastructure including enabling software for CDPS	A	S	I	I	I	A	R	S	S
17	TBD									

Note: These are sample tasks, roles, and RASCI responsibilities based on the MIT Libraries example 2020-2022.