Portico Content Type Action Plan: Supplied Files for E-Journal Content

1. **Content Type Introduction**

   1.1. E-journal supplied files comprise the digital packages supplied by the e-journal content producers to Portico for processing into Submission Information Packages by the Portico ConPrep system for ultimate ingest into the Portico archive. Historically, in cases where Portico has chosen to exclude files from those packages in the creation of the formal archival units for each article, we preserve the entirety of the supplied package in this content-type. Currently, Portico preserves the entirety of the supplied packages in this content-type for all content. This will allow us to "redo" the ingest process for the content, should we discover we made a mistake. This content-type was introduced in the Spring of 2009.

2. **Policy Statement**

   2.1. As there is no standard package format for e-journal content, the files comprising each publisher's content stream differs. Publishers might provide one or more container (ZIP or TAR) files, or they might provide a subset of a hierarchical file system (one or more directories, containing files and possibly other sub-directories).

   o   Analysis sometimes reveals extraneous files that are included in the publisher package, but which do not comprise components of the articles (e.g. thumbs.db files). These files are not ingested into the Portico archive.

   o   As there is some risk of an erroneous characterization of these files as extraneous, Portico packages all supplied e-journal content (as a ZIP file for each supplied batch) and retains all the original publisher-supplied files.

   2.2. Portico may determine at some future date that it is no longer necessary to retain the publisher-supplied files, and may, at its discretion, remove these assets from the archive.

   2.3. Portico will maintain technical metadata associated with the supplied files in the Archival Information Package containing the e-journal article.

   2.4. All supplied files for e-journal content will be associated with a business artifact comprising the contract authorizing Portico to store and manage those assets.

3. **Implementation Examples**

   3.1. The supplied files artifact is processed by the Portico Conprep system, including processing by the JHOVE tool for validation and technical metadata extraction. The Portico-created container and its associated metadata file are then ingested into the archive

4. **Document History**

   4.1. Approved by: Amy Kirchhoff

   4.2. Last Review Date: 3/27/2016

   4.3. Reviewed by: Sheila Morrissey, Stephanie Orphan, Kate Wittenberg

   4.4. Change history:

Version	Date	Change	Author

0.1	06/04/2009	Drafted document	Sheila Morrissey
0.2	07/07/2009	Edited and formatted to new template	Sheila Morrissey
0.3	07/27/2009	Incorporate Stephanie's edits	Sheila Morrissey
1.0*	7/29/2009	Changed style and expanded the introduction.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff
1.2*	3/27/2016	Added that this is no longer optional. Changed the logo.	Amy Kirchhoff

* An approved version of this document.