

CD/DVD Storage Checklist

Action	Needed?	Priority	Notes
Inventory and identify formats for unique (e.g., non-commercially produced) CDs and DVDs			
Store CDs and DVDs upright			
Establish policies for labeling of CDs and DVDs (e.g., use non-solvent-based felt-tip markers)			
Set up schedule to evaluate CDs, DVDs, and computer disks for problems accessing data			
Set up schedule to periodically copy CDs/DVDs/computer disks to new media			
Other			
Other			
Other			
Other			