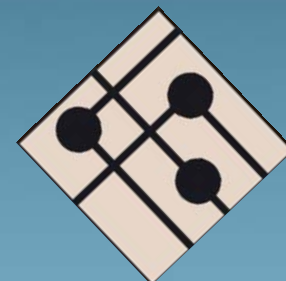


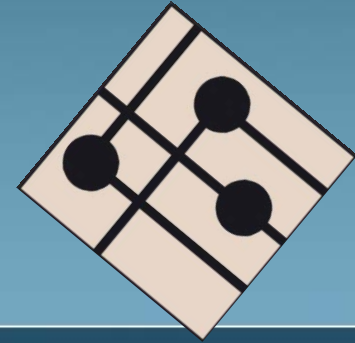
# **DIGITISATION STANDARD**

Barbara Reed, Director, Recordkeeping  
Innovation





# Why a new digitisation standard?



- Lots of standards
- Different rationale for their preparation
- Each with their own focus
- Technology moving very quickly
- Need for guidance targeted to NZ public sector
- Meet requirements of Public Records Act and Electronic Transactions Act
- Now at exposure draft commenting stage



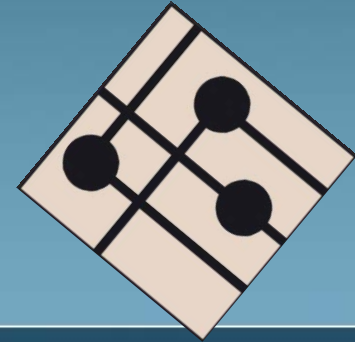
# What was the process?



- Analysis of existing standards to evaluate whether to quickly adopt
- Emphasis slightly different to the one required
- Develop draft
- Discussion with Archives NZ Advisory Committee:
  - Representatives of central govt, local govt, vendors, electronic recordkeeping, Archives NZ



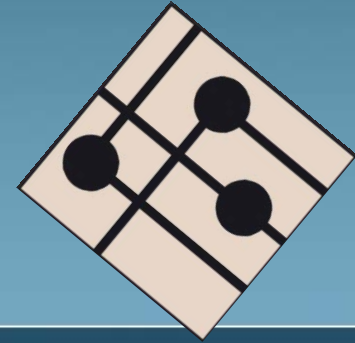
# Process Now



- Exposure draft until November 6
- Genuinely seeking input
- Consolidate comments
- Consider comments and revise
- Discuss changes with Advisory Committee
- Recommend to Chief Archivist



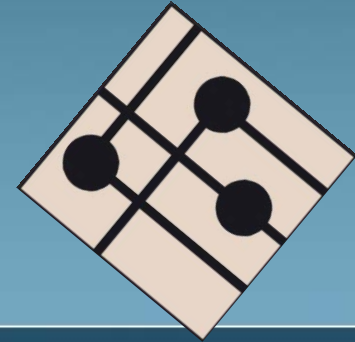
# What is in it?



- Quite a dense standard
- Standard part only c10 pages
- Introductory material, glossary
- Appendixes (intended to be useful)
- Too much to go through in detail, so selected, perhaps controversial, bits



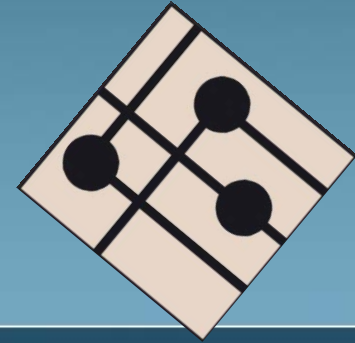
# Basic Premises



- Digitisation is a reality, and we need it, but it is not a cheap or easy option
- Once digitised, then need to manage as digital object for as long as required
- The record is the one on which the business takes place



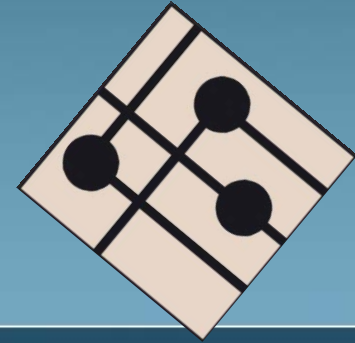
# Mandate and legislative framework



- Sets the standard in its context:
- Issued under s27 Public Records Act
- Within the framework of the Public Records Act and the Electronic Transactions Act
  - Full and accurate records
  - Only approved disposal
  - Electronic equivalence providing reliability requirements met
  - Must have Chief Archivist's approval to retain records in electronic form only
- Common law provisions 'best evidence'



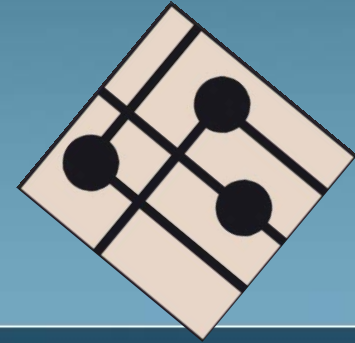
# Records standard



- Reliability and authenticity, hence trustworthiness and admissability
- Accessibility
- Long term retention
- Management of original source records after digitisation



# Out of scope



- 'born electronic'
- Convenience digitisation

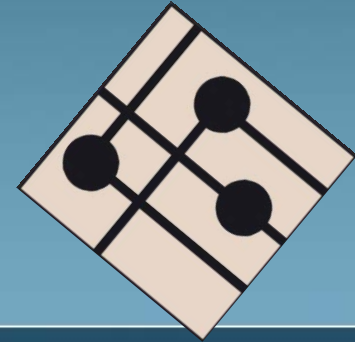


# Business systems vs projects

- Business systems digitisation is where the image is incorporated into a business system to take part in ongoing business
  - Could be EDRMS or business system
- Digitisation projects essentially for access or preservation



# Requirements



- 4 major requirements each with sub parts
  - That the digitisation and digitisation processes should be planned, documented and implemented
  - Systems to support the management of the digital output must be in place
  - Disposal of all records must be authorised and documented
  - Long term management systems, where required, for both source and digitised records, must be documented and implemented



# Masters and derivatives



- Masters are not necessary for business system digitisation
- Masters are not the record



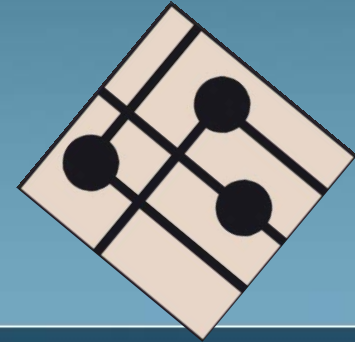
# Standards



- **Technical standards:**
  - As high as you can achieve
  - Formats (JPEG 2000, TIFF, PDF(A))
  - Unalterable, not containing embedded fonts or external references
- **Guidelines for imaging**
  - Suitability
  - Define and document software that enhances images
  - Manage features such as annotations as overlays
- **Quality standards**
  - Quality checking must be completed prior to disposal



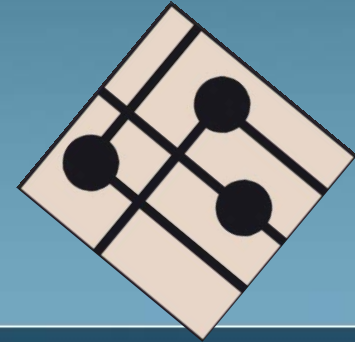
# Storage



- Network storage best, but others permitted
- Include images in back up regimes
- Back ups are not preservation strategies



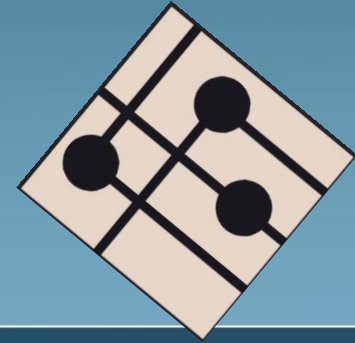
# Disposal



- CEO must sign off that organisation complies with mandatory requirements of the standard, then
  - Destroy under pending disposal schedule for source records that have been imaged
- Applies both to local authorities (Electronic Transactions Act) and public offices (Public Records Act)
- Draft criteria for proposed schedule included (not exemptions)



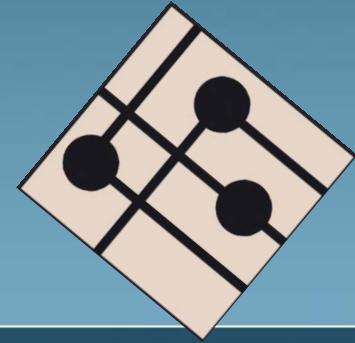
# Disposal



- Digitised record is to be treated for disposal purposes as if it is the original (ie appraisal process)
- Disposal provisions don't cover digitisation projects
- Must have a migration and preservation strategy
- Failure to migrate equates to disposal



# Appendixes



- Lots!
- Checklist – mandatory and best practice
- Guidance on consideration of digitisation, digitisation approaches, technical standards, format standards, scanner selection, file naming, quality assurance, staff training
- Statement of disposal criteria
- CEO certification of compliance
- Further references