

Digitisation Standard

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What is the Project?

- Best practice and legal requirements for digitising records
- Criteria for the Chief Archivist to make decisions on the disposal of the original records
- Released as a discretionary standard under Public Records Act

Why set standards?

- To define outcomes and indicate expectations
- To support the audit process under Public Records Act
- Required by law:
 - PRA Section 11: The Chief Archivist is required to exercise leadership in recordkeeping and in the management of public archives in New Zealand, and one of the functions for achieving this purpose is the issuing of mandatory and discretionary standards;
 - PRA Section 27 enables the Chief Archivist to issue standards to support the Public Records Act audit process and to encourage good recordkeeping practice.

Standards Strategy and Methodology Project

- High level strategic consultation initiative, working with Standards New Zealand
- Two workshops over consecutive weeks in May
- Involved 22 representatives from state sector, local government, collecting institutions, auditors, recordkeeping consultancies, Archives NZ staff
- Developed recommended method and overall strategy for standards development under PRA

Project Stages

- Analysis and assessment of existing advice, standards, etc.
- Develop contents with Advisory Group
- Exposure draft
- Consultation process
- Review & revision
- Publication as part of Continuum

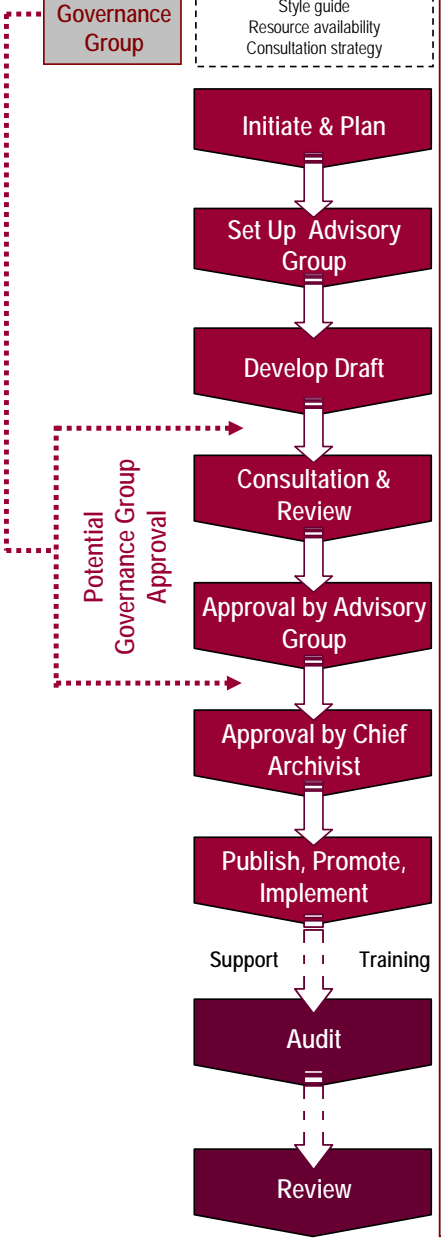
Advisory Group

- Barbara Reed (Recordkeeping Innovation)
- Alison Nevill (MED)
- Andy Fenton (NZ Micrographic Services)
- Liz Kolster & Adam Stapleton (SSC e-GIF)
Mike Chapman & Joanna Newman (L.A.'s)
- Shane Beverley (DPMC)



Establish Governance Group

Pre-work/Enablers
Style guide
Resource availability
Consultation strategy



Standards New Zealand Assistance Where Appropriate

- Set purpose & audience
- Scoping paper
- Resource allocation
- Review of existing standards
- Optional workshops
- Optional environmental scan
- Project plan (incl identification of stakeholders and committee members)

- Obtain balance
- Set expectations
- Set roles and responsibilities

- Make provisions of audit

- Active engagement
- Workshops
- Obtain desired levels of consensus

Recordkeeping Issues

- Must ensure that the record is a true and accurate (reliable) copy
- Defining processes to ensure that the digital version is acceptable as evidence
- Issues to do with who does it and how
- Technology obsolescence – formats, hardware, software
- Varying retention/migration requirements
- Can the originals be destroyed?

Scope of project

- To include both
 - Digitisation for incorporation in EDRMS
 - Digitisation of existing analogue records
- Undertaking a digitisation project
- Selecting appropriate records for digitisation
- Software and format considerations
- Long term management of digital objects
- Management of paper originals of digitised records



Project Timelines

- Exposure draft due out October/November
- For public comment for about 8 weeks (eGIF)
- Final version expected December

Further information

- Standards Strategy and Methodology web page
www.archives.govt.nz/continuum/currentprojects)
- Email rkadvice@archives.govt.nz
- Phone: 04 4995595
- Digitisation standard exposure draft and feedback forms:
www.archives.govt.nz/continuum/currentprojects/digitisationstandard.php