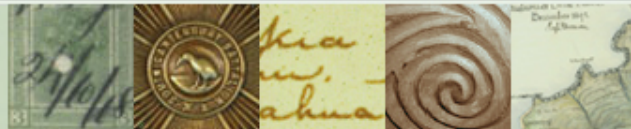


DIGITAL ARCHIVE PROGRAMME

Janine Delaney

Manager, Digital Preservation Team



CHALLENGES

- Government information is increasingly created and stored digitally
- Digital records are vulnerable to loss or alteration
- Digital records are not necessarily being managed for the long term
- Archives NZ doesn't have the capability yet to manage digital records



DIGITAL ARCHIVE PROGRAMME

- Extension of the 2005 Digital Recordkeeping Roadmap
- Core activities centred on the new Digital Preservation Team
- Objective: to develop capability to receive, preserve, manage and provide access to born-digital government records
- Dependencies on the Continuum & Appraisal programmes
- Digital Archive programme is divided into 3 stages



STAGE ONE

- Focused on research, internal capability building, and strategy development
- Two projects: business requirements & prototype system
- Internally funded
- Complete Dec 2007
- Not a production system



STAGE TWO

1. Develop a business case for implementation of a full digital archive based on the lessons and recommendations from Stage One.
2. Targeted for 2008 government business round
3. Funding needed to proceed to stage three.



STAGE THREE

- Develop a digital archive that is:
 - appropriately scaled for the New Zealand public sector
 - integrated with archival control/access system
 - “trusted”
- Finalise standards, tools, training and support for agencies
- Mainstream digital recordkeeping within Archives NZ



FUNCTIONAL MODEL

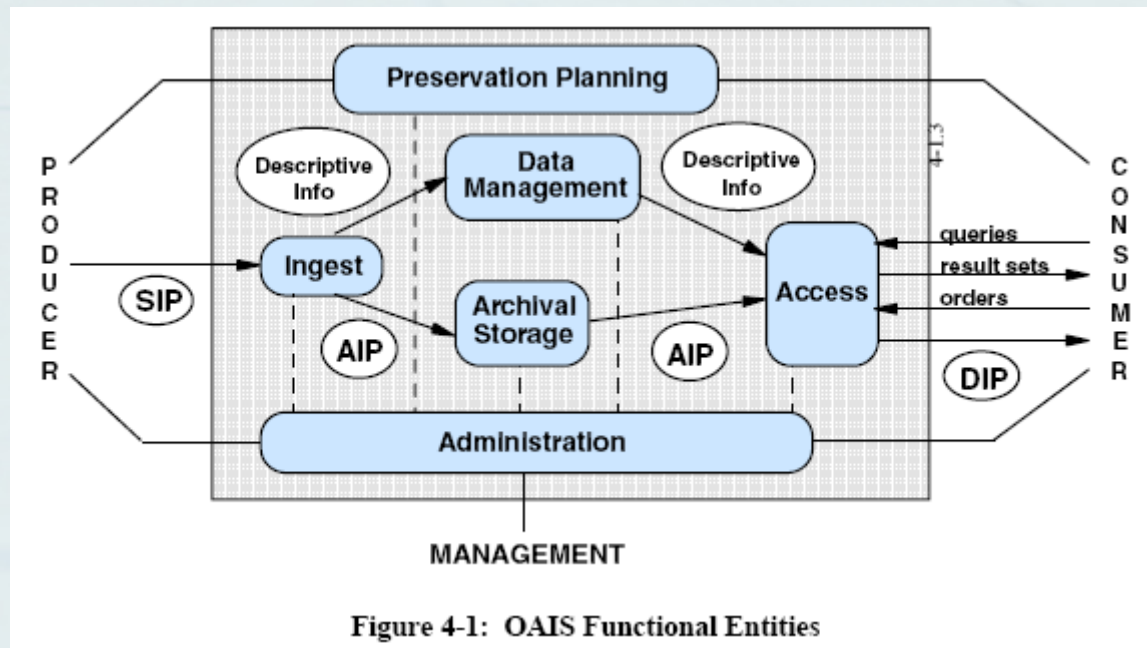


Figure 4-1: OAIS Functional Entities



CAARA DEFINITION

- “Digital archiving covers the identification, appraisal, description, storage, preservation, management and retrieval of digital records, including all of the policies, guidelines and systems associated with those processes, so that the logical and physical integrity of records is securely maintained over time”

Council of Australasian Archives and Records Authorities



THINKING SO FAR...

1. Transfer and ingest must be as standardised and automated as possible
2. Limit the number of file formats we will preserve
3. Limit the number of file formats we transfer?
 - Normalised when and by who?
4. Minimum requirements for metadata
 - Auto extraction
5. Early disposal decisions (implications for appraisal)
6. Early preservation & migration planning



THINKING SO FAR...

7. Identification of what needs to be preserved
 - “record essence”
8. 25 years mandatory transfer under the PRA probably a bit long
9. Slow take up of digital archives overseas – ‘why’ needs to be understood and addressed
10. Trust a key issue
 - Security
 - Visibility



THINKING SO FAR...

11. Ease of compliance a key issue
12. Legacy records will be challenging!
13. Open approach
 - Collaboration
 - International standards
 - Open source
14. More outward focus
 - Keeping up with technology and users



QUESTIONS?

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