

Registry Project
October 6, 2011
DRAFT number 5

- Introduction
 - NDSA, Registry Action Team
 - The goal of this team is to "develop or contribute to a registry of content already preserved by NDSA members."
(http://www.loc.gov/extranet/wiki/osi/ndiip/ndsa/index.php?title=Tentative_Work_Plan_for_Content_Registry)
 - The purpose of this document is to provide guidelines to help determine what should be added in the registry. NDSA members can self-certify at any one of the three levels. To be included in the registry, collections must meet at least level 1 requirements
 - Self-certification levels
 - Level 1 - Silver – These are the basic elements for collections to be considered as digitally preserved collection.
 - Level 2- Gold – This level builds upon the previous, adding technical requirements such as persistent identifiers and more specific monitoring and review functions.
 - Level 3 – Platinum – This highest level incorporates the earlier requirements and expands them to include routine audits, programs for refreshing and migrating content, and increased attention to security.
 - Digitization vs. digital preservation
 - For purposes of this document, digitization is defined as converting analog documents, photos, or audiovisual files into digital format. Generally, the intent is for immediate access to the content of these items. However, simply digitizing material does not ensure long-term access to its intellectual and/or digital content.
 - Digital preservation requires a set of strategies, policies and procedures to ensure access to and the integrity of digital content being preserved over a period of time. Digital preservation focuses on the future; therefore, requires a long-term commitment.
 - The Digital Preservation Coalition breaks down preservation into three types – Short, Medium and Long-term preservation
 - “Short-term preservation - Access to digital materials either for a defined period of time while use is predicted but which does not extend beyond the foreseeable future and/or until it becomes inaccessible because of changes in technology.”
 - “Medium-term preservation - Continued access to digital materials beyond changes in technology for a defined period of time but not indefinitely.”
 - “Long-term preservation - Continued access to digital materials, or at least to the information contained in them, indefinitely.”

<http://www.dpconline.org/advice/preservationhandbook/introduction/definitions-and-concepts> Accessed 9/7/2011

- The purpose of this document is not to identify required formats, strategies, procedures or processes.
- Level I (Silver)
 - Express intent to the medium or long term preservation of collection
 - Material to be digitized for preservation meets standards for selection as outlined in the organization's collection development policy
 - Documented policies, procedures, and strategies related to digital preservation
 - Descriptive metadata at the collection level sufficient to ensure access to the collection in the future.
 - All appropriate intellectual property rights have been documented for items contained in the collections.
 - Documented process for the creation of content with appropriate quality controls built in
 - If converting from analog to digital, formats, metadata, and other technical standards are documented and followed
 - Documented strategy to monitor and manage files
 - Including strategy to ensure authenticity of files
 - Including strategy to mitigate/reverse effects of hardware/software/firmware/media obsolescence and information decay or degradation
 - Strategy for providing continued access to the digital objects into the future (emulation, migration, etc.)
 - 2 or more copies of the collections and/or documents are stored in different geographical locations.
 - Documented disaster and recovery plans
 - Review and update policies and procedures at least every two years
- Level II (Gold)
 - Express intent to the medium or long term preservation of collection
 - Material to be digitized for preservation meets standards for selection as outlined in the organization's collection development policy
 - Documented policies, procedures, and strategies related to digital preservation
 - Sufficient collection level descriptive and administrative metadata to ensure access to the collection in the future
 - All appropriate intellectual property rights have been documented for items contained in the collections.
 - Documented process for the creation of content with appropriate quality controls built in
 - If converting from analog to digital, formats, metadata, and other technical standards are documented and followed
 - Documented strategy to monitor and manage files

- Including strategy to ensure authenticity of files
 - Including strategy to mitigate/reverse effects of hardware/software/firmware/media obsolescence and information decay or degradation
 - Strategy for providing continued access to the digital objects into the future (emulation, migration, etc.)
 - Recorded provenance and change history for collections and, if necessary, objects within the collections
 - Use of persistent identifiers
 - 2 or more copies of the collections and/or documents are stored in different geographical locations.
 - Documented disaster and recovery plans
 - Review and update policies and procedures at least every two years
- Level III (Platinum)¹
 - Express intent to the medium or long term preservation of collection
 - Material to be digitized for preservation meets standards for selection as outlined in the organization's collection development policy
 - Documented policies, procedures, and strategies related to digital preservation
 - Sufficient collective level descriptive, administrative and structural metadata to ensure access to the collection in the future
 - All appropriate property rights have been documented for items contained in the collections.
 - Documented process for the creation of content with appropriate quality controls built in
 - If converting from analog to digital, formats, metadata, and other technical standards are documented and followed
 - Documented strategy to monitor and manage files
 - Including strategy to ensure authenticity of files
 - Including strategy to mitigate/reverse effects of hardware/software/firmware/media obsolescence and information decay or degradation
 - Strategy for providing continued access to the digital objects into the future (emulation, migration, etc.)
 - 2 or more copies of the collections and/or documents are stored in different geographical locations.
 - Storage and synchronization of files at multiple sites
 - Documented disaster and recovery plans
 - Review and update policies and procedures at least every two years
 - Recorded provenance and change history for collections and, if necessary, objects within the collections
 - Use of persistent identifiers
 - Production of reliable master files

¹ NDSA members may exceed the Platinum qualifications in practice.

- Routine audits conducted at least every two years
- Verification mechanisms
- Attention to security requirements
- Supported computing and networking infrastructure

Resources

http://www.usenix.org/event/tapp09/tech/full_papers/factor/factor.pdf

<http://www.library.yale.edu/iac/DPC/final1.html>

Digitization is different than digital preservation: help prevent digital orphans:

<http://blogs.loc.gov/digitalpreservation/2011/07/digitization-is-different-than-digital-preservation-help-prevent-digital-orphans/>

United Kingdom National Archives – Digital Preservation FAQs

<http://www.nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation-faqs.htm#Q7>

<http://digitalpreservation.ncdcr.gov/newtodp.html>

<http://www.ltdprm.org/news/definingadigitalarchivesystem>

<http://www.dlib.org/dlib/november05/rosenthal/11rosenthal.html>

<http://www.icpsr.umich.edu/dpm/dpm-eng/using.html>

<http://www.ala.org/ala/mgrps/divs/alcts/resources/preserv/2009def.cfm>

<http://www.dpconline.org/advice/preservationhandbook>

<http://www.dpconline.org/>

<http://blogs.ukoln.ac.uk/jisc-bgdp/category/definition/>