Kentucky Department for Libraries and Archives Electronic Records Preservation Program Overview

Presentation to NDSA Content Team

January 8, 2014

Who We Are

Kentucky Department for Libraries and Archives

State Library

State Archives

State Records Management

Development of e-Archives

1996 – **Began downloading publications off the Internet**

2000– **Scanning and Digital Archive funded (DMDS) $1 million**

2001 – Electronic Records Archivist and consultant hired

2003 – **Began archiving Governor's website (recreated Governor's 1997 website)**

2006 – **e-Archives is available to the public on the Internet**

2008- **Began evaluation of DSpace**

2009 – **e-Archives relaunched with DSpace**

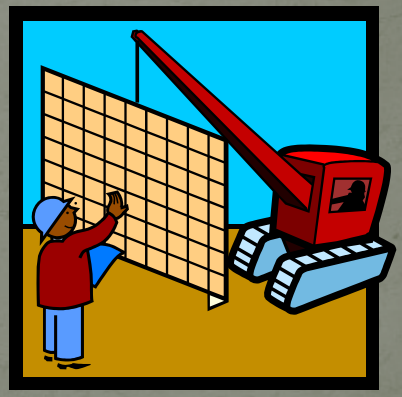
2010 – **Began evaluation of Archive-It – Became full member in 2012**

2011 – Participated in ISO-16363 test audit

2012 – Purchased the Preservica digital preservation system

Consultant's Recommendations

- Form Electronic Records Advisory Committee
- Policy Development for electronic records
- Training for both KDLA staff and government officials
- Appraisal strategy for electronic records
- Metadata standards
- Data Repository



Electronic Records Working Group (ERWG)

- Formed 2002
- Representatives from KDLA, COT, and the Offices of the Attorney General ; Courts, Legislature, local agencies, universities, and Auditor of Public Accounts
- Develops suggested policies, guidelines, and recommendations for addressing electronic records issues.

Products of ERWG Activity

- General Schedule for Electronic & Related Records
- Enterprise Standard for Recordkeeping
- Guidelines for:
  - Managing Email in Kentucky Government
  - Managing Public Records in a Database
  - Managing Web-Based Records
  - Recordkeeping Issues for Cloud Computing
  - Electronic Signature Guidelines

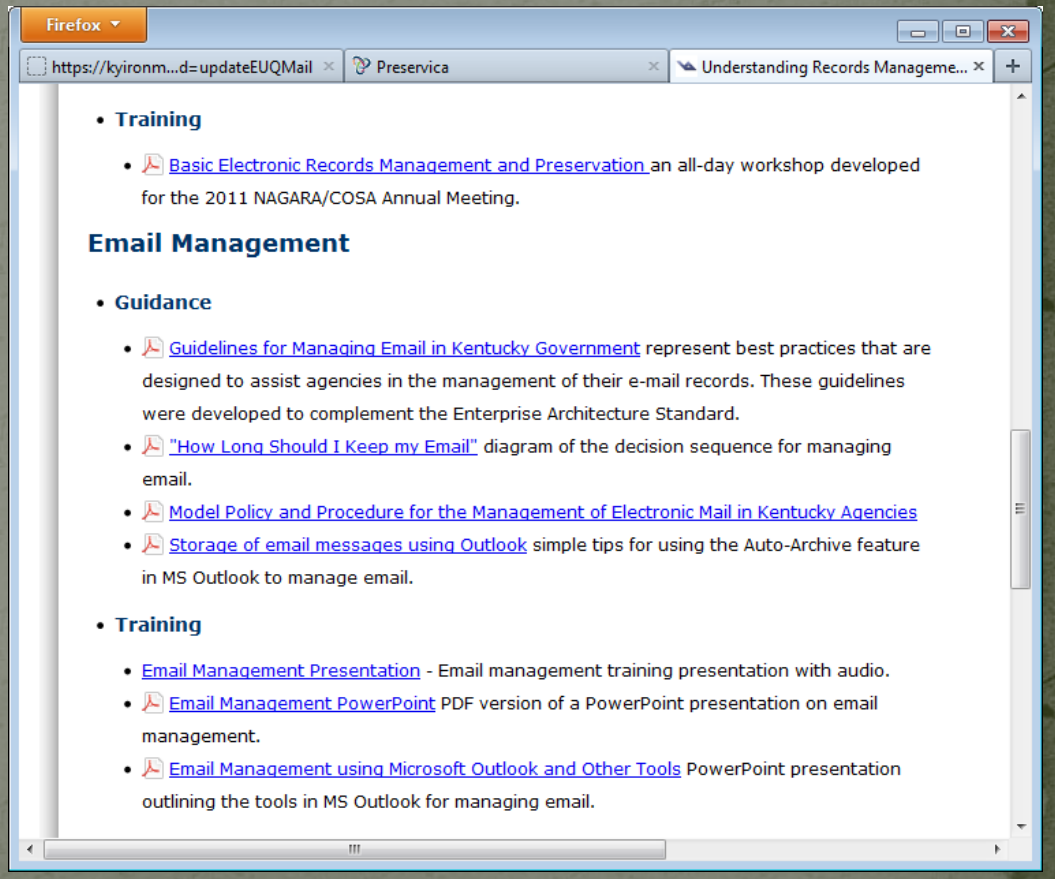
  - Http://kDLA.ky.gov/records/sarc/pages/ERWG.aspx

KDLA Grant Participation

- Persistent Archives Test-bed Project (2004-2006)
  - NHPRC grant involving San Diego Supercomputer Center and four other institutions
  - Testing SDSC's data grid technology with web files
- E-mail Preservation (EMCAP) 2006-2008
- GeoMAPP (2007-2011)
  - Studied appraisal, collection and preservation for maps
- Distributed Custodial Archival Preservation Environments (2010 2011)
  - NHPRC sponsored collaborative grant to test sustainable preservation **rule creation** in GRID environment
- SERI - State Electronic Records Initiative

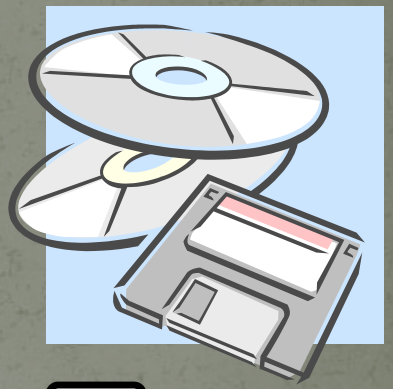
Electronic Records Training for Stakeholders

- Local Government
  - KY Association of Counties
  - Public School Districts
  - League of Cities
  - Kentucky County Clerks Association
- State Agencies regularly scheduled through State Records Branch
- Web site



KDLA Electronic Collections

- Publications,
- Minutes,
- Geospatial datasets (maps, shapefiles),
- Web sites,
- Databases,
- Digital images,
- Video, and
- Audio recordings.



DSpace Institutional Repository Software

Firefox | KDLA Electronic Records Arc... | Preservica | Archive-It - Kentucky Depart... | GeoMAPP: Geospatial Multis... | EMCAP e-mail - Google Sear...

dspace.kdla.ky.gov:8080/jspui/handle/10602/127

EMCAP e-mail

The Kentucky Department for Libraries and Archives

Electronic Records Archives

An electronic archives of Kentucky governmental information

Search e-archives

Go

Advanced Search

- Home

Browse

- Agencies & Series
- Date
- Creator
- Title
- Subject

Sign on to:

- Receive email updates
- My e-archives authorized users
- Edit Profile

- Help
- About DSpace

KDLA Electronic Records Archives >

Economic Development (Cabinet for) [RG 0737]

Agency home page

In: Economic Development (Cabinet for) [RG 0737]

Search for Go

or browse Subject Title Creator Date

In 1956, the Department of Economic Development was created as the successor to the Agricultural and Industrial Development Board, which was created in 1948. In 1962, the Department was renamed the Department of Commerce. The Department was placed under the newly created Development Cabinet by Executive Order 72-1167, issued on December 22, 1972. Also included within the Cabinet were the Departments of Agriculture, Fish and Wildlife, and Parks, as well as the State Fair Board and the Bicentennial Commission.

In 1982, the Development Cabinet became the Commerce Cabinet, which was renamed in 1988 as the Cabinet for Economic Development. The Cabinet formerly included the Department of the Arts, the Tobacco Research Board, and the Kentucky Geological Survey. An Executive Order transferred the Tobacco Research Board and the Kentucky Geological Survey to the University of Kentucky. The Department of the Arts was abolished by Executive Order 90-727, which was issued on August 7, 1990. Its divisions were transferred to other areas of state government. In 1992, the Kentucky Economic Development Partnership was created as a board to govern the Cabinet, and the Kentucky Economic Development Finance Authority replaced the Kentucky Development Finance Authority and the Kentucky Rural Economic Development Authority.

The Cabinet for Economic Development is the primary state agency in Kentucky responsible for creating new jobs and investment in the state. Programs administered by the Cabinet are designed to support and promote economic development within the state, primarily by attracting new industries to the state, assisting in the development of existing industries, and assisting communities in preparing for economic development opportunities. Currently, the Cabinet consists of the Office of the Secretary, the Department for Business Development, the Department of Financial Incentives and the Department of Commercialization and Innovation.

For more information on the cabinet see the agency web site.

Series in this Agency

- Annual or Summary Reports (M0022) - Economic Development
- Maps (M0051) - Economic Development
- Policies and Procedures (M0003) - Economic Development

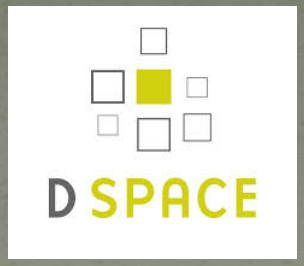
Recent Submissions

- Think Kentucky Newsletter [September 2011]
- Think Kentucky Newsletter [October 2012]
- Think Kentucky Newsletter [November 2011]
- Think Kentucky Newsletter [May 2012]
- Think Kentucky Newsletter [May 2011]

RSS Feeds

RSS 1.0 RSS 2.0 RSS

dspace.kdla.ky.gov:8080/jspui/



Pros:

- Cost = $ Free
- Open source
- Out-of-box product
- Great access tool
- Remote deposit
  - Templates
  - Single item uploads

Cons:

- Cost = IT support
- Open source – IT support
- Out-of-the-box product not easy to modify
- Mass Import hard
- Compound Objects
- Lack of “Robust” preservation tools*

* Newer versions of DSpace adding more preservation tools

Archive-IT

Login

HOME | EXPLORE | LEARN MORE | CONTACT US

A web archiving service
to harvest and preserve digital collections
a service of the Internet Archive

Group Sort By: Count | (A-Z)

Office of the Governor (10)

Creator Sort By: Count | (A-Z)

Kentucky. Office of the Governor (9)
Kentucky. Office of the First Lady (2)
Kentucky. Office of the Lieutenant Governor (2)
Kentucky Office of Secretary of State (1)
Kentucky. Department of Agriculture (1)

More ▼

Publisher Sort By: Count | (A-Z)

Kentucky. Office of the Governor (9)
Kentucky Interactive (5)
Flickr (4)
Kentucky. Office of the First Lady (2)
Kentucky. Office of the Lieutenant Governor (2)
Kentucky Office of Secretary of State (1)
Kentucky. Department of Agriculture (1)
Kentucky. Office of the Attorney General (1)
Kentucky. Office of the Auditor of Public Accounts (1)
Kentucky. State Treasury (1)
Office of the Governor (1)
Office of the Lieutenant Governor (1)
Twitter (1)
Youtube (1)

Contributor Sort By: Count | (A-Z)

Kentucky. Office of the Commissioner of Agriculture (1)
Kentucky. State Treasurer (1)

Date Sort By: Count | (A-Z)

2003-present (1)
2008-2011 (1)

Language Sort By: Count | (A-Z)

Enter search terms here | Search | Clear

Sites | Search Page Text

Page 1 of 1 (15 Total Results)

Sort By: Title (A-Z) | Title (Z-A) | URL (A-Z) | URL (Z-A)

Title: Auditor of Public Accounts Website, Kentucky

URL: http://auditor.ky.gov/

Description: The mission of the Auditor of Public Accounts ensures that public resources are protected, accurately valued, properly accounted for, and effectively employed to raise the quality of life for all Kentuckians.
Captured once on Jun 4, 2013
Creator: Kentucky. Office of the Auditor of Public Accounts
Publisher: Kentucky. Office of the Auditor of Public Accounts
Language: eng
Coverage: 2004-Present
Collector: Kentucky Department for Libraries and Archives

Title: Department of Agriculture Website, Kentucky

URL: http://www.kyagr.com/

Captured once on Jun 4, 2013
Creator: Kentucky. Department of Agriculture
Publisher: Kentucky. Department of Agriculture
Language: eng
Coverage: 1999-Present
Contributor: Kentucky. Office of the Commissioner of Agriculture
Collector: Kentucky Department for Libraries and Archives

Title: First Lady Jane Beshear's Flickr Photostream, Kentucky

URL: http://www.flickr.com/photos/kyfirstlady/

Description: Flickr site of Kentucky First Lady Jane Beshear. This site contains photo galleries of the activities of the First Lady of the Commonwealth.
Captured 27 times between Dec 10, 2009 and Apr 11, 2013
Group: Office of the Governor
Creator: Kentucky. Office of the Governor, Kentucky. Office of the First Lady
Publisher: Flickr, Kentucky. Office of the Governor, Kentucky. Office of the First Lady
Language: eng
Coverage: 2008-Present
Collector: Kentucky Department for Libraries and Archives

Title: First Lady's Website, Kentucky

www.archive-it.org/collections/1632?sort=f_sort_title.asc&fc=meta_Collector...

Archiving the internet for future generations
Collect it, manage it, search it... Archive-It

Meet the Team
Publications

2011 – "The Audit"

- Summer 2011 Participated in the PTAB audit
  - Primary Trustworthy Digital Repository Authorization Body
- 6 Test audits
  - 3 in US & 3 in Europe
  - KY only government archives
- Centered around:
  - **ISO 16363** – Requirements for Audit and Certification of Trustworthy Digital Repositories
  - **ISO 16919** – Requirements for bodies providing audit and certification of Trustworthy Digital Repositories

Audit Findings

- METRIC 3.1.2 – The repository shall have a preservation strategic plan that defines the approach the repository will take in the long-term support of its mission.
  - Move to a "Financially Sustainable" program; ID all the designated communities and adopt a strategic plan
- METRIC 4.3.1 – The Repository shall have documented **preservation strategies** relevant to its holdings.
  - System for validating the integrity of the defined AIP and normalizing/migrating it
- METRIC 5.2.1 – The Repository shall maintain a systematic analysis of the **security risk factors** associated with data, systems, personnel, and physical plant.
  - Multiple-geographically dispersed copies of AIP

Next Steps

- "Financially Sustainable" program
  - "Line item" funding better than "Ad-hoc" funding
  - Government archives serve at the whim of the government
- Strategic planning underway
  - All policies and procedures
  - Identifying operational and developmental systems
  - Watching out for the buses
- Designated Communities – Everyone

Preservation Business Challenges

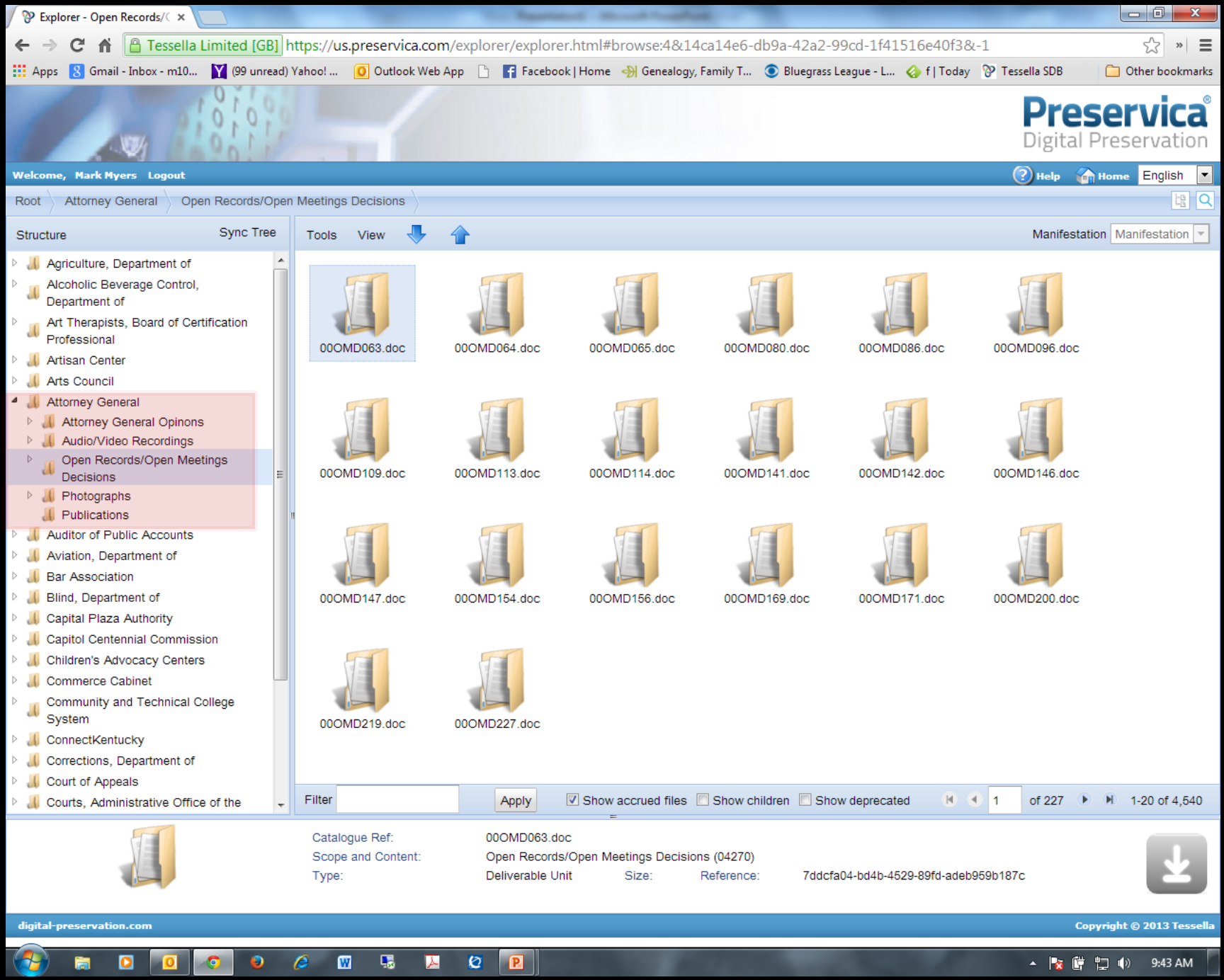
- **Automate** largely distributed process of ingest and preservation to lessen cost of labor and be more efficient
- **Import** effectively from our access system
- Establish **connections** from our network to preservation system and back again
- Gain **intellectual and physical control** over growing number of electronic records
- Manage the holdings through **time**

Selection Process

- **Demonstrations** of the product
  - Stand-alone product – Safety Deposit Box (SDB)
  - Examined **studies** by state archives
- Established a list of **functional requirements**
- Began a pilot with a cloud-based solution
  - **6 weeks test** of developing Preservica product spring of 2012
- Negotiated a **contract** for the service
- **Purchased** Preservica in November 2012

Preservica®
Digital Preservation

http://www.digital-preservation.com/


Explorer - Open Records/
Tessella Limited [GB] https://us.preservica.com/explorer/explorer.html#browse:4&14ca14e6-db9a-42a2-99cd-1f41516e40f3&-1
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Gmail - Inbox - m10...
(99 unread) Yahoo! ...
Outlook Web App
Facebook | Home
Genealogy, Family T...
Bluegrass League - L...
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Tessella SDB
Other bookmarks
Preservica
Digital Preservation
Welcome, Mark Myers Logout
Help
Home
English
Root
Attorney General
Open Records/Open Meetings Decisions
Structure
Sync Tree
Agriculture, Department of
Alcoholic Beverage Control, Department of
Art Therapists, Board of Certification Professional
Artisan Center
Arts Council
Attorney General
Attorney General Opinons
Audio/Video Recordings
Open Records/Open Meetings Decisions
Photographs
Publications
Auditor of Public Accounts
Aviation, Department of
Bar Association
Blind, Department of
Capital Plaza Authority
Capitol Centennial Commission
Children's Advocacy Centers
Commerce Cabinet
Community and Technical College System
ConnectKentucky
Corrections, Department of
Court of Appeals
Courts, Administrative Office of the
Tools
View
Manifestation
Manifestation
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Filter
Apply
Show accrued files
Show children
Show deprecated
1
of 227
1-20 of 4,540
Catalogue Ref: 00OMD063.doc
Scope and Content: Open Records/Open Meetings Decisions (04270)
Type: Deliverable Unit
Size:
Reference: 7ddcfa04-bd4b-4529-89fd-adeb959b187c
digital-preservation.com
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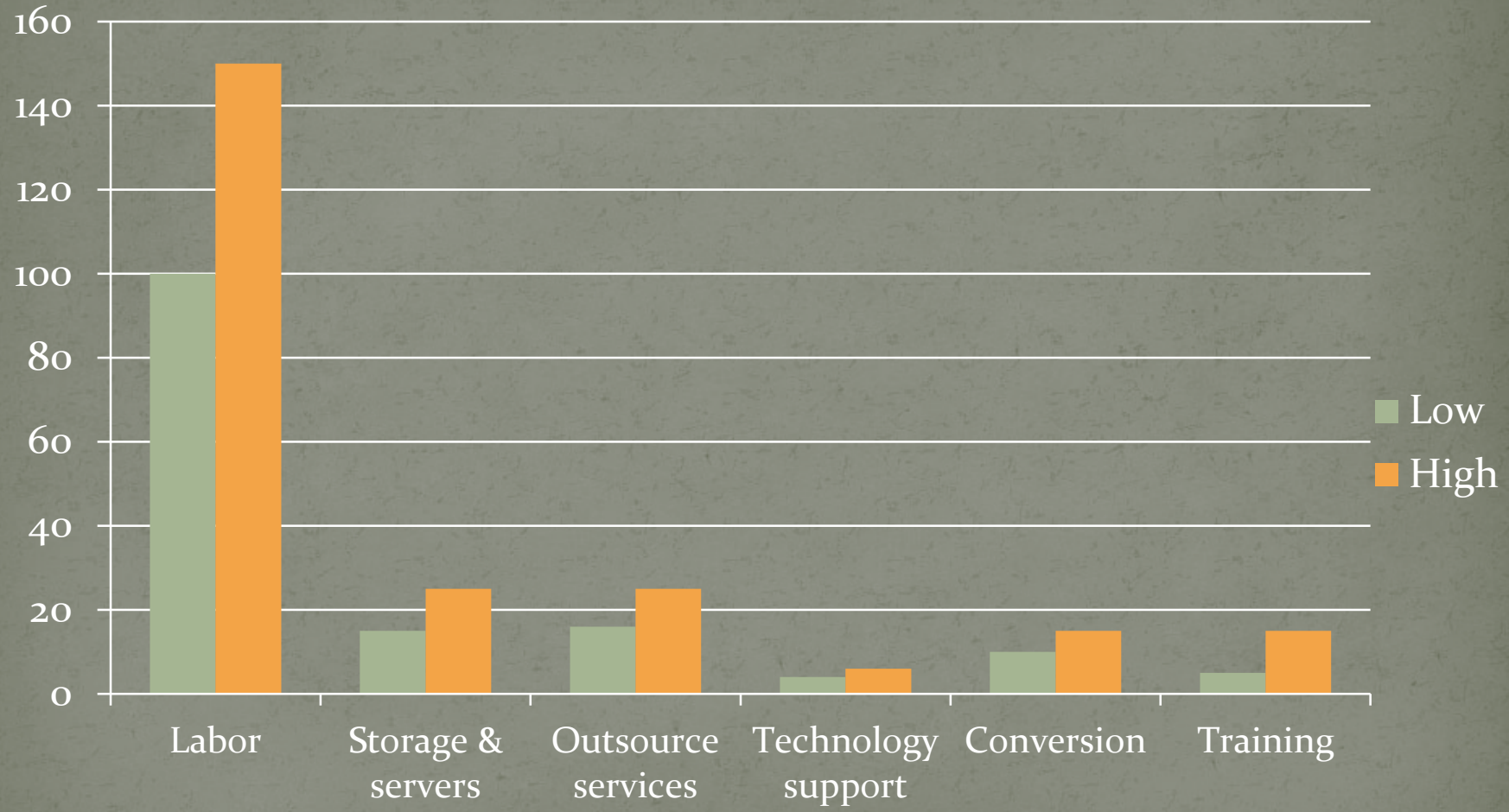
Preservica Issues (so far)

- Problems with the "Pipe"
  - File Size upload issues
- Currently have about 0.25 TB in Preservica
  - 135,820 files, for a total 262 GB loaded in a year
  - Focusing on records not in DSpace
- Working through metadata issues
  - XIP – METS – DC – It's all XML, right?
- Integration with Dspace
  - More metadata issues: Qualified DC vs Basic DC
- Not really designed for public access, but re-designing it this year
  - KDLA still relying on DSpace for access

Thoughts about the "cloud"

- Cost – Cheaper than stand-alone system
- Full range of services and support
  - Use of templates to automate descriptive and accession metadata insertion
  - Automated technical data extraction from files
  - Format normalization and migration
- Administrative control of the archive through service
- Geographic dispersal of copies
  - KDLA Goal – Local copies of AIP
- Little or no on-site maintenance

Electronic Archive Annual Costs