



Digital Preservation begins at creation

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- Hawaii's State government increasingly creating digital records
- Electronic medium not legal method to store original government records
- Hawaii State Archives unable to store permanent digital records

First steps - 2004

- 2005 - LC meeting
- 2006 – Scanning partnerships metadata
- 2007 - Legislative budget appropriation
- 2008 - RFP
- 2010-2012 - NHPRC grant
- 2012 – three year development

Research, plan, develop

- **Collect** digital records of enduring legal, historical or fiscal value
- **Maintain** these records in perpetuity in a useable state for the good of the public
- **Make** records that are discloseable **accessible** to researchers while continuing to preserve and protect those that are not

Mission of a Digital Archives

Information in a **fixed form** that has **content**, **context**, and **structure**, is created or received in the course of individual or **institutional activity** and **set aside as evidence** of that activity for future reference.

What is a 'Record' in the Electronic Age?

Preserving digital records of enduring legal, historical or fiscal value and protecting them from loss, alteration, deterioration and technological obsolescence while maintaining them in a trustworthy state within an environment independent from that which produced them

What is 'Archiving' in the Electronic Age?

- **Preserve** digital records with long-term legal, historical and/or fiscal significance in a useable state for the good of their researchers
- Assure platform-neutral **retrieval** 50, 100, or more years from now
- Provide **security** back-up of certain permanent digital legal records where needed (courts, vital records, land records, etc.)
- **Disclose** those records that are accessible, exclude those that are not

A Digital Archives will:



Why Electronic Records Need Special Attention

- Managing electronic records is like caring for a perpetual toddler: they need regular attention and care in order to remain accessible.

Special Care

- Electronic records can become unreadable very quickly. While records on paper can sometimes be read after thousands of years, digital files can be virtually inaccessible after just a few.

Fragile

- Scanning paper records is not the end of the preservation process: it is the beginning. Careful planning for ongoing management expenses must be involved as well.

Long-term costs

- There is no permanent storage media. Hard drives, CDs, magnetic tape or any other storage formats will need to be tested and replaced on a regular schedule. Active management is required to avoid catastrophic loss of records.

Migration

- The lack of a “physical” presence can make it very easy to lose track of electronic records. Special care must be taken to ensure they remain in controlled custody and do not get lost in masses of other data.

Metadata

- The best time to plan for electronic records preservation is when they are created. Don't wait until software is being replaced or a project is ending to think about how records are going to be preserved.

Collect early

- No one system you buy will solve all your e-records problems. Despite what vendors say, there's no magic bullet that will manage and preserve your e-records for you.

Takes effort

- While they may seem commonplace now, electronic records will form the backbone of the historical record for researchers of the future.

The future



HOW DO WE DO THIS?

- Identify stakeholders
 - Management
 - Decision-makers
 - Affected/involved groups
- Assess your stakeholders
 - Attitudes toward technology
 - Openness to change
 - Innovator or status quo
- Build trust

Stakeholders

- In-house or out-source
- Look for partners
- Communicate and document
- Sustainability
- Fundamental change

Plan and execute

- Start now
- Make ‘friends’
- Learn about the problems
- Learn about the solutions that are out there
- Start to collect records now before they are gone
- Learn new skills
- Be flexible and adapt

Become that Agent of Change



QUESTIONS?
