



**State Records**  
Digital Archives

# Digital State Archives at State Records NSW



# What are we archiving?

- Any digital information that is kept by a government entity as evidence of official business, that:
  - is ‘required as State archives’ in an authorised retention and disposal authority;
  - is no longer in active use; and
  - has access rules in place.
- Whole business systems, groups of documents, digital a/v, web records...

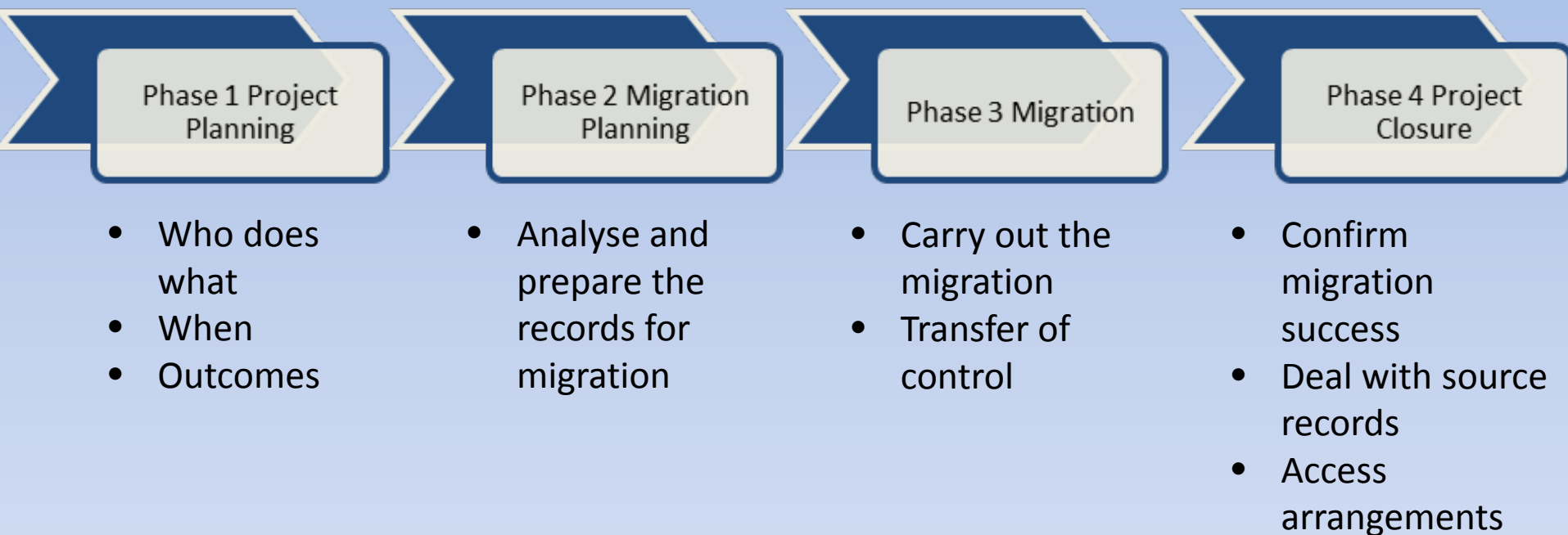
# What we are *not* about

- We are not about digitisation (conversion of paper to digital images) – although some agencies who do this may send the digital copies to us eventually
- Our value is not in storage or back up. These things can be done easily by lots of providers.
- We are about analysing, migrating, preserving, contextualising and providing access to digital records – born digital, from agencies - as State archives

# Designing digital archives tools and processes: the challenges

- **Diversity:** huge variety of systems, formats and dependencies in use in the NSW Government
- **Quality:** some very well managed systems, lots of documentation, some very poorly managed
- **Integration:** the need for us to manage and search across all these diverse systems
- **Agility:** Ability to decouple data from systems easily: we know systems will change – but the archives are forever!

# Digital archives migration methodology



*Methodology flexible enough to cope with  
simple or complex; custody or non-custody;  
hybrid or all digital*

# How it works

First, you make contact with the Digital Archives  
team



(Visual approximation)

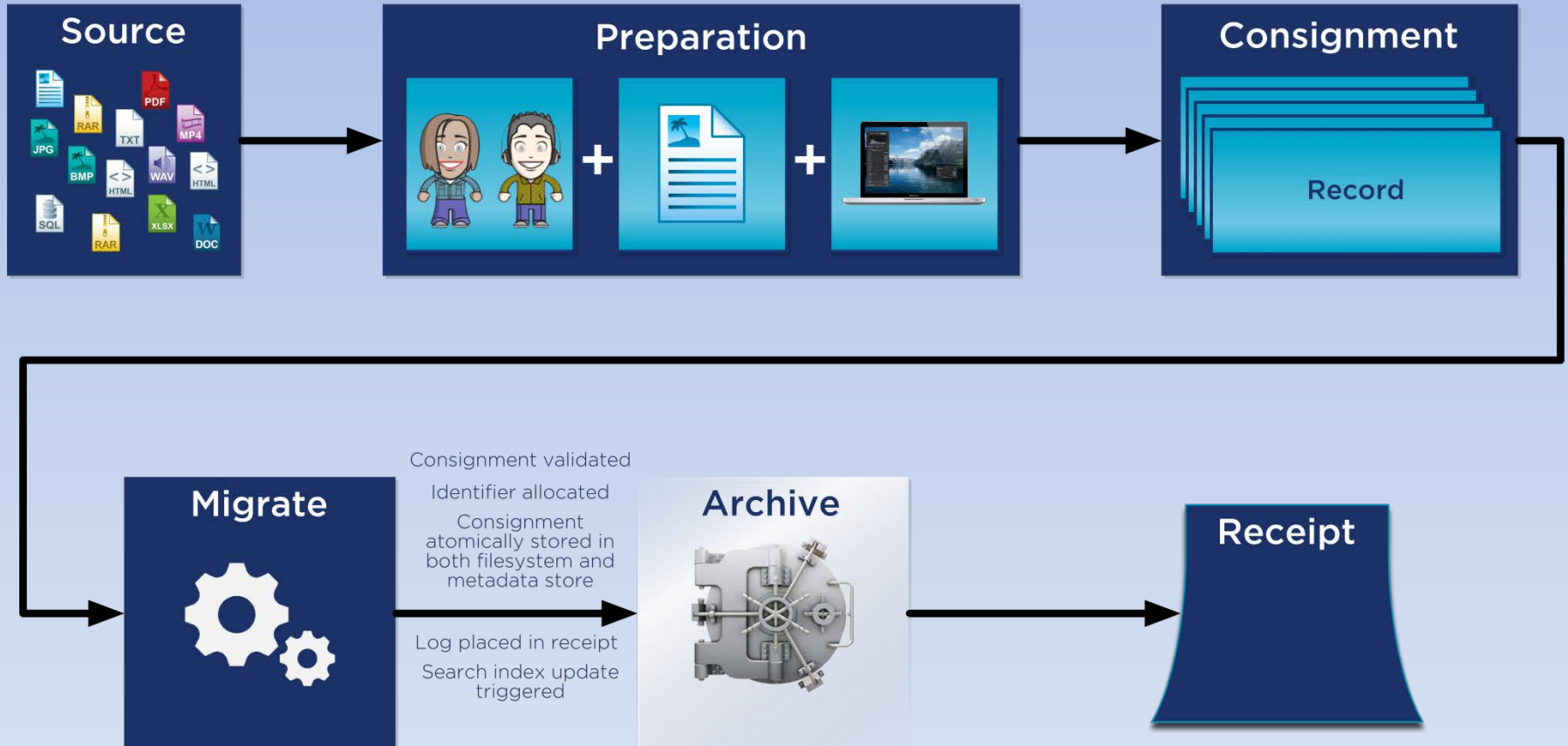
# We start a project together

- Confirm scope
- Get a sense of the nature of the records, systems dependencies, volume, complexity
- Assign responsibilities
- Set timeframes
- Manage risks
- We consider past projects; reusable techniques, decisions, knowledge gained
- Tools:
  - [Project Plan template](#)
  - [BaseCamp](#)

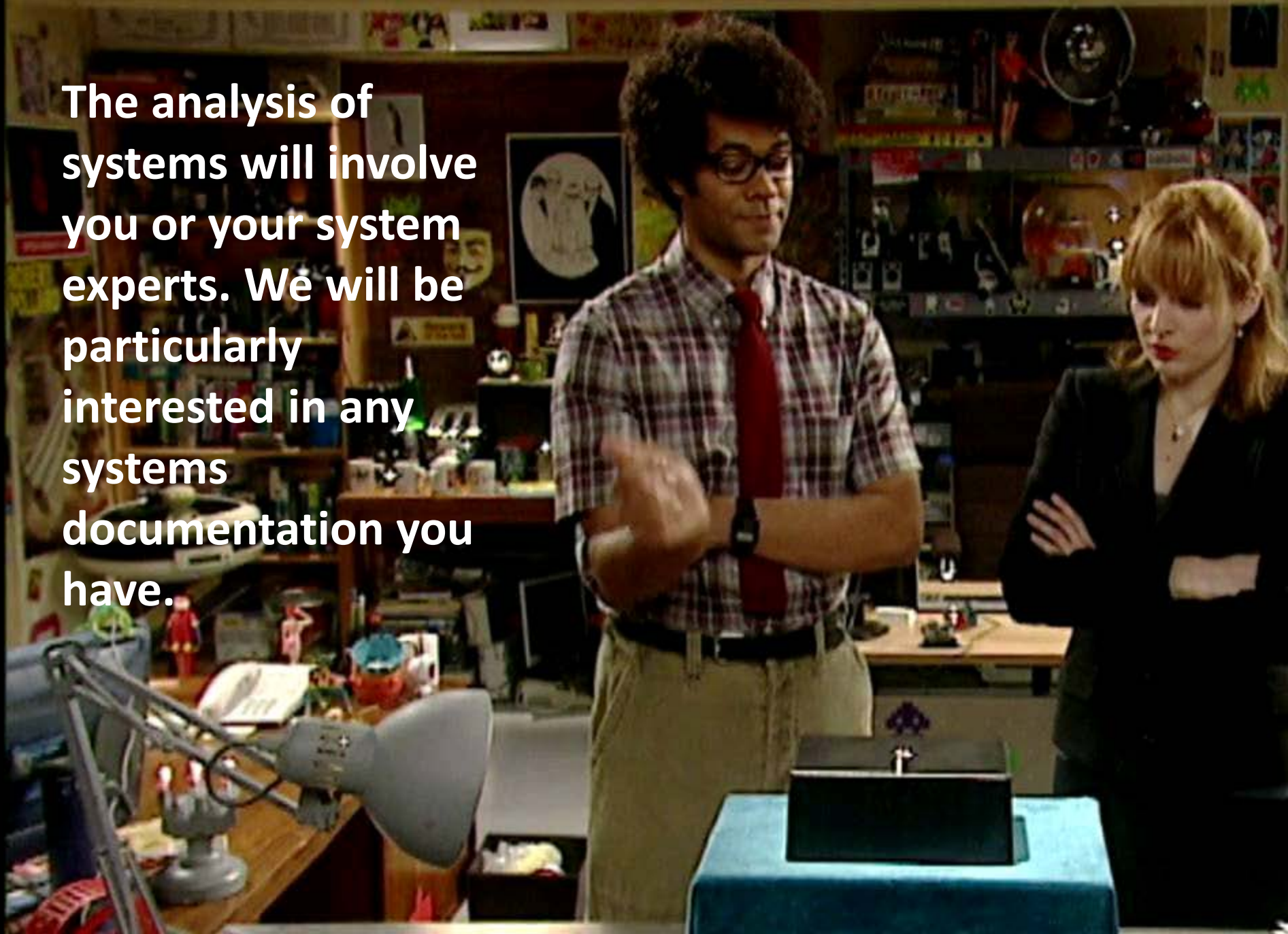
Once the **Project Plan** is agreed, we'll get samples or whole sets of records from you to analyse and prepare the [Migration Plan](#)







**The analysis of systems will involve you or your system experts. We will be particularly interested in any systems documentation you have.**



DROID, ExifTool,  
Tika, Xena etc.

## Preparation

Archivists



+

Plan



+

Tools



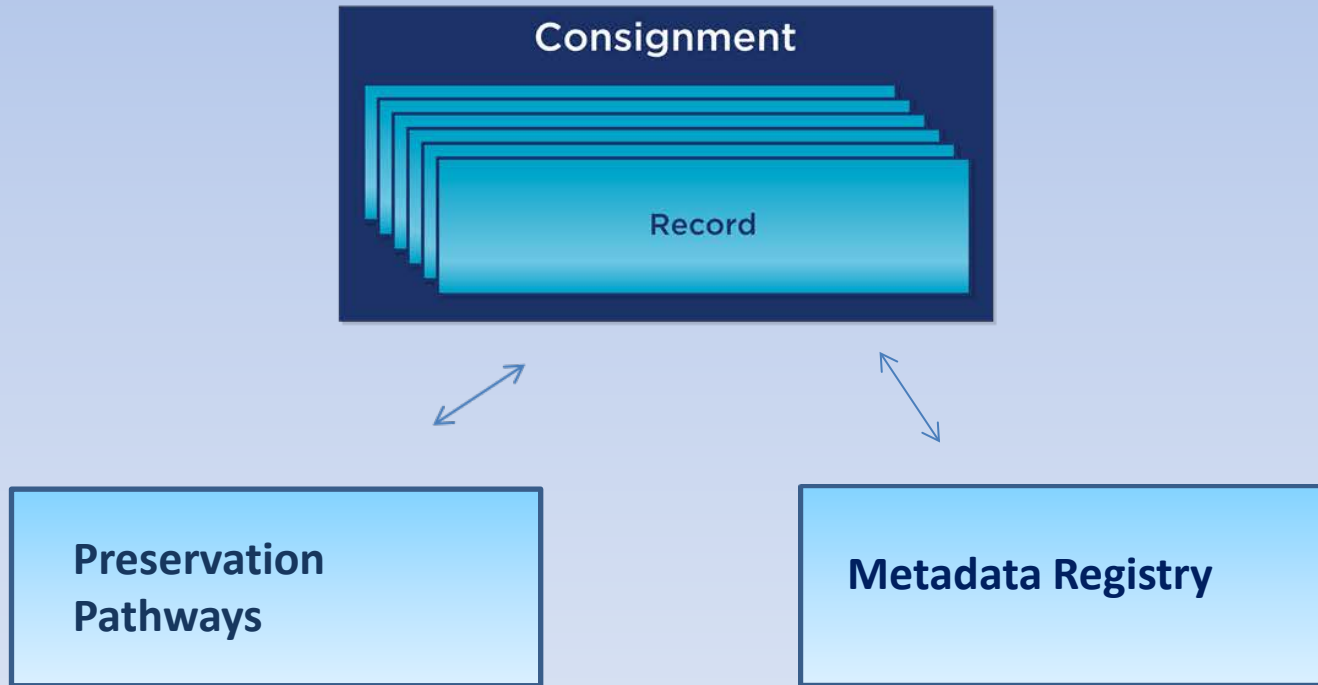
Preservation  
Pathways

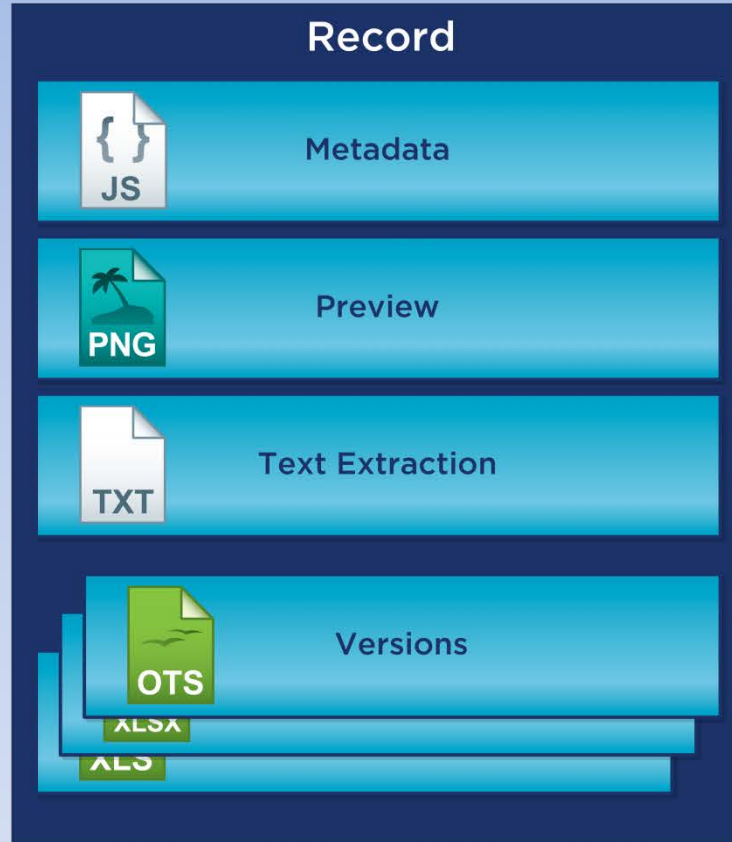
Metadata  
Registry

# We prepare and agree on the **Migration Plan**

- Metadata decisions
- Format decisions
- Migration process and timeframe
- Validation measures
- Access arrangements

Our 'Migrate' tool executes the rules from the registries and structures the records into the form we will be storing in the archive

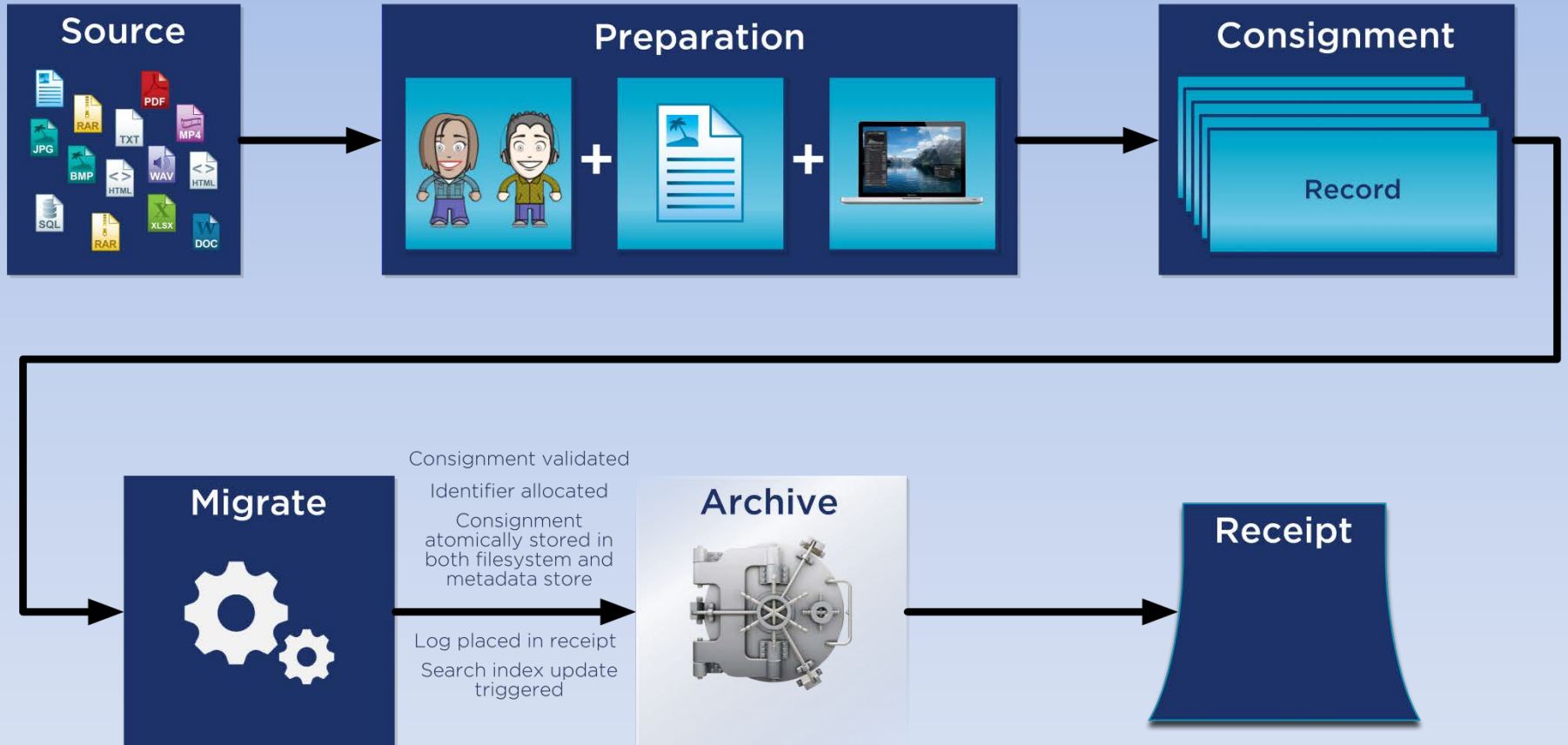




The Migrate tool then:

- validates the consignment
- allocates identifiers
- stores the records in the filesystem and the metadata store
- places a log of what it has done in the Receipt
- updates the search index





# Project close

- Control passes to State Records
- We issue you with a system generated **Receipt** detailing the records' new IDs and location and a log of actions taken on them
- We advise on the disposal of source records (can we turn off the system now?)



# Publicly available digital archives

- Linked to archival context entities
- View / download / download content and metadata
- More features to be added as the archive grows
- <http://www.records.nsw.gov.au/digitalarchives/repository/>

# What's next?

- Digital archives goes from project to program
- 2014-15:
  - New migration projects
  - Build up knowledge base; share case studies and re-use tools from projects
  - Secure remote access for agencies to closed records



# More information

Go to:

- [www.records.nsw.gov.au/digitalarchives](http://www.records.nsw.gov.au/digitalarchives)
- [futureproof.records.nsw.gov.au](http://futureproof.records.nsw.gov.au)

Contact us:

- [digitalarchives@records.nsw.gov.au](mailto:digitalarchives@records.nsw.gov.au)
- (02) 9673 1788



# Questions