



**State Records**

# **Digital State archives**

**Cassie Findlay**

**Senior Project Officer, Government  
Recordkeeping**

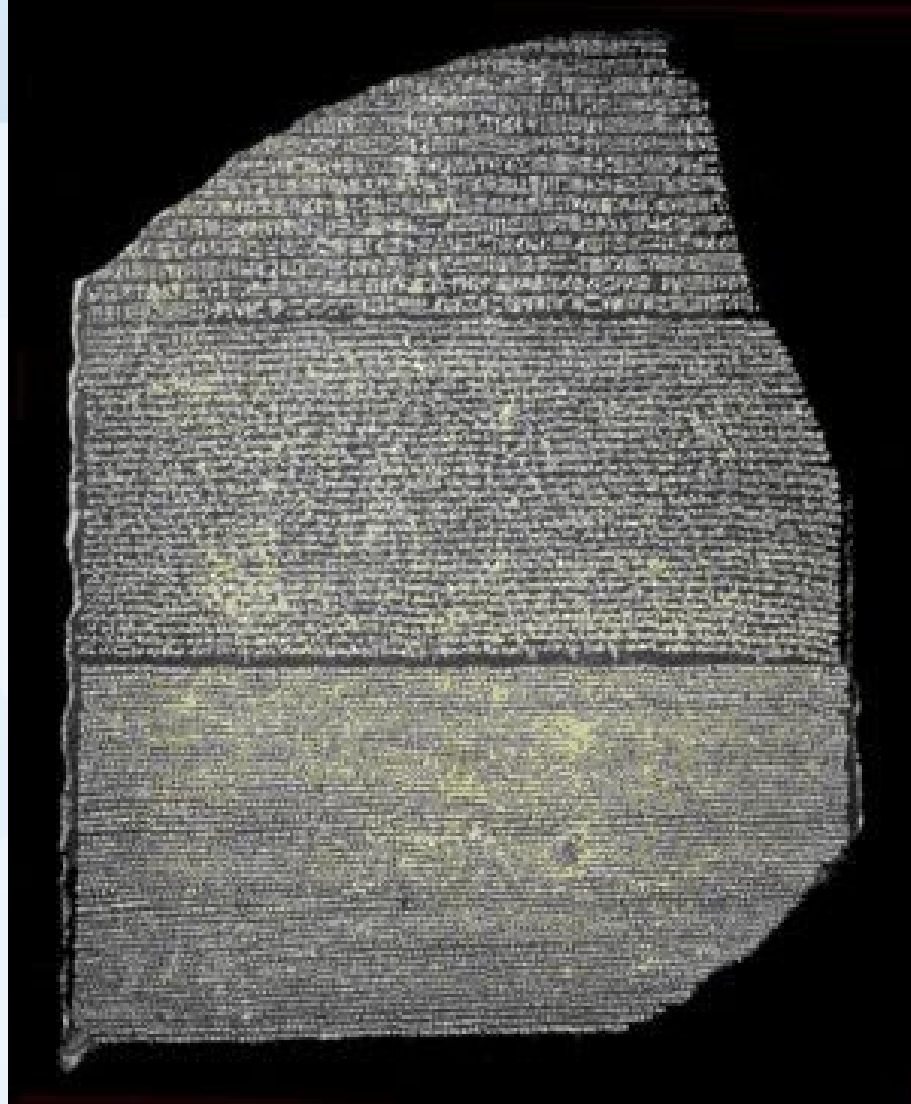
**..or**

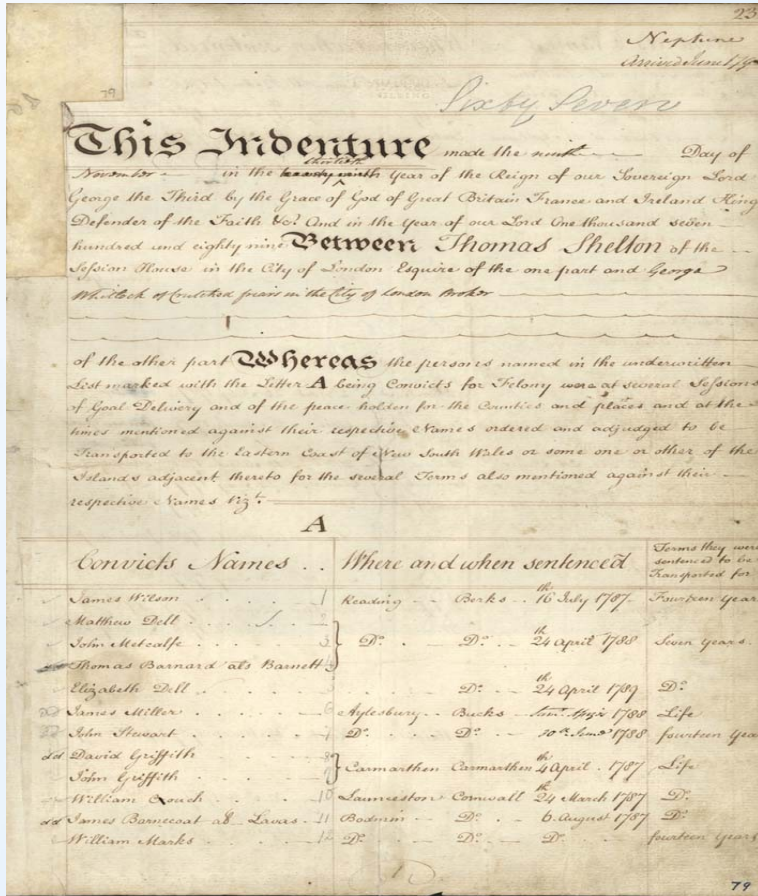
**“Do nothing, lose everything”**

## **What I'll cover**

- **Why** worry about digital preservation of archives?
- **What** approach are we taking?
- **How** will it affect you?

# Rosetta stone





**The listing of convicts on board the “Neptune”, arrived in Sydney 28 June 1790**

Prisoner's Name *Thomas Berry* (No. 93)

NUMBER ON GAOL REGISTER *2051/45* PREVIOUS NUMBER

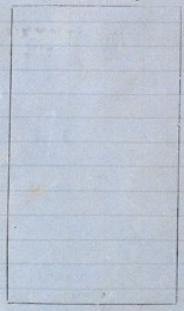
Portrait on Admission.

Where born .....  
Year of birth .....  
Arrived in the (Ship) .....  
Colony (Year) .....  
Trade or occupation previous to conviction .....  
Religion .....  
Education, degree of .....  
Colour of { Hair .....  
              { Eyes .....  
Height .....  
Weight { On conviction .....  
          { On discharge .....

*Sea Berrima*  
*No 62*

SPECIAL MARKS AND GENERAL DESCRIPTION.

Portrait on Discharge.



No. *62* Name *Thomas Berry* 93  
Date when Portrait was taken, *Aug 7<sup>th</sup>* 187*4*  
*at Sea Berrima*  
H.M. GAOL BERRIMA  
Native place *Barrabool, N.S. Wales*  
Year of birth *1847*  
Arrived in (Ship) .....  
Country (Year) .....  
Trade or occupation (persons to conviction) *Labourer*  
Religion *R.C. Catholic*  
Education, degree of *18 5<sup>th</sup>*  
Height *6 feet 5 inches*  
Weight (On committal in the (On discharge) .....  
Colour of hair *Light Brown*  
Colour of eyes *Grey*  
Marks or special features .....  
*Moles on inside of upper and lower lip; nose, ear, back of face and hand; large left hand, mark of nail left ear, hair on inside of both right hand*  
Where and when tried *at Barrabool, N.S. Wales*  
Offence *Cattle Stealing*  
Sentence *2 yrs hard labour in Penitentiary*  
Remarks *His presence is first cousin of the well known actor Thomas Clarys, and the prison who gave the information to the police which led to their arrest.*  
(No. of previous Portrait )

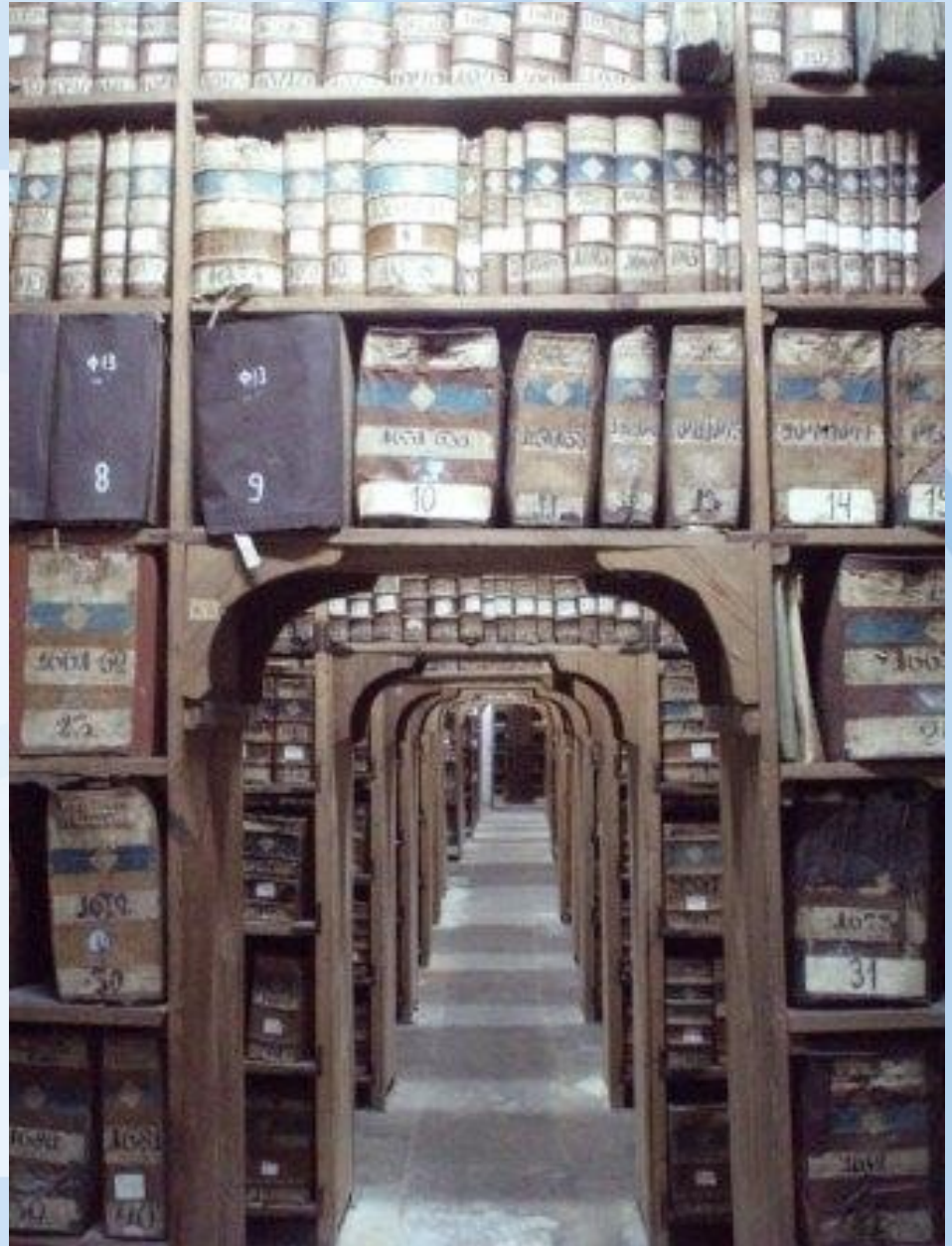


NRS 2138, Darlinghurst Gaol Photographic Description Book, Thomas Berry, [3-6040 p.93], Reel 5098.jpg

'View from Church of England Grammar School' State Records NSW: Department of Public Works, Sydney Harbour Bridge Branch; NRS 12685, Sydney Harbour Bridge Photographic Albums, 1870-1933

### How are we able to continue to use this information?

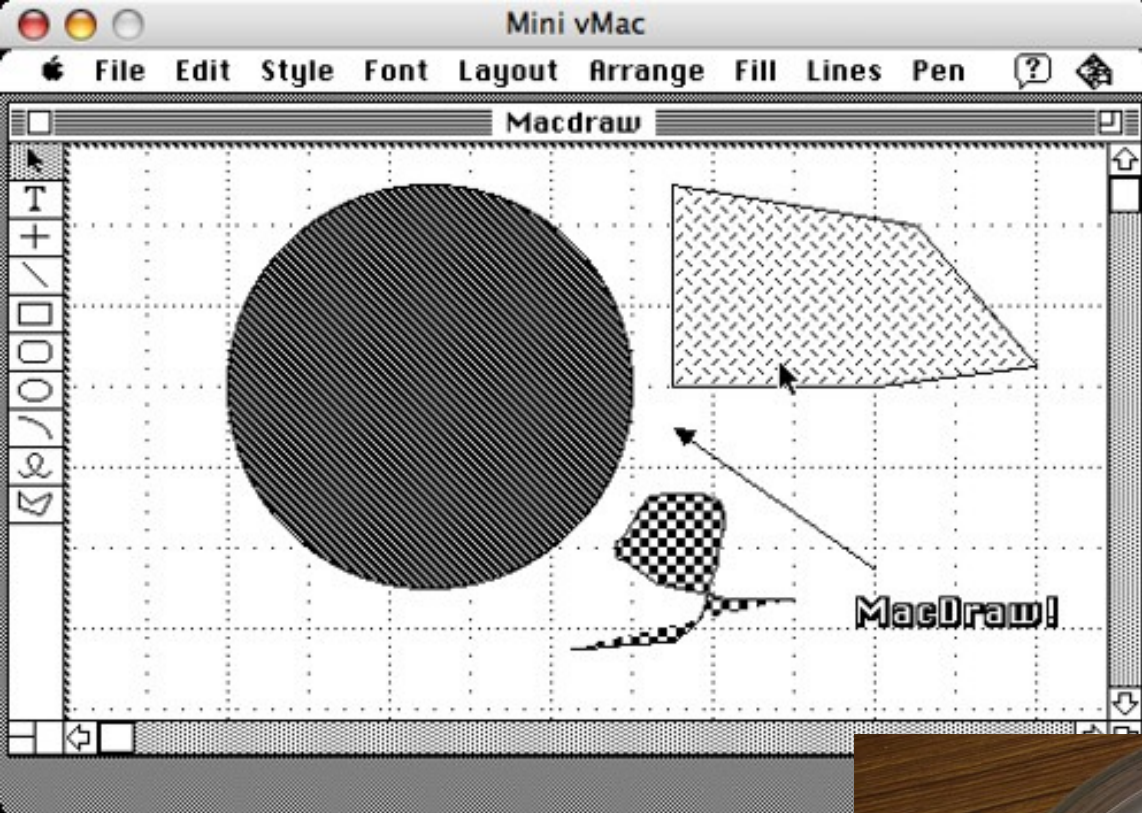
- Because we labelled it and put it on a shelf!





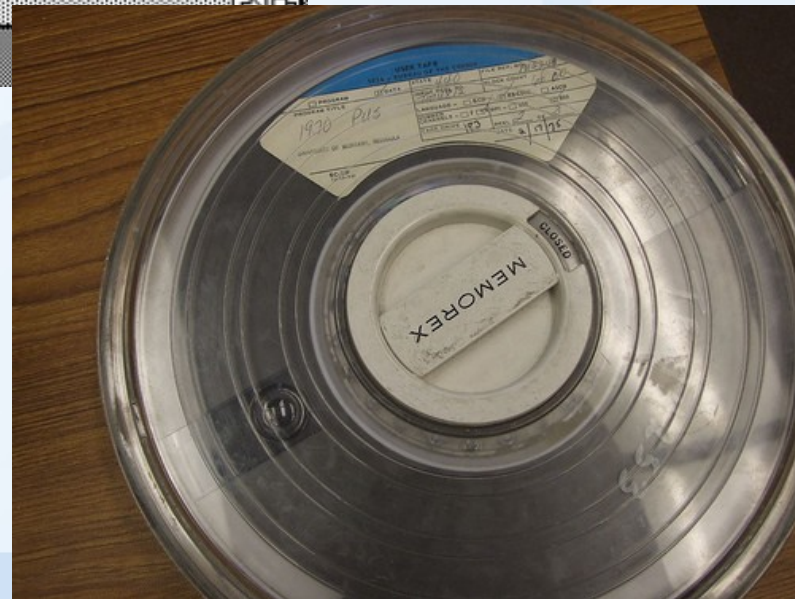
Is this going to work for digital  
Government information?





# Obsolescence

MacDraw, FHKE, 2007,  
<http://www.flickr.com/photos/fhke/370326408/>



Gallery of Obsolete Formats 1, jen-the-librarian, 2007  
<http://www.flickr.com/photos/jennieb/921595498/>

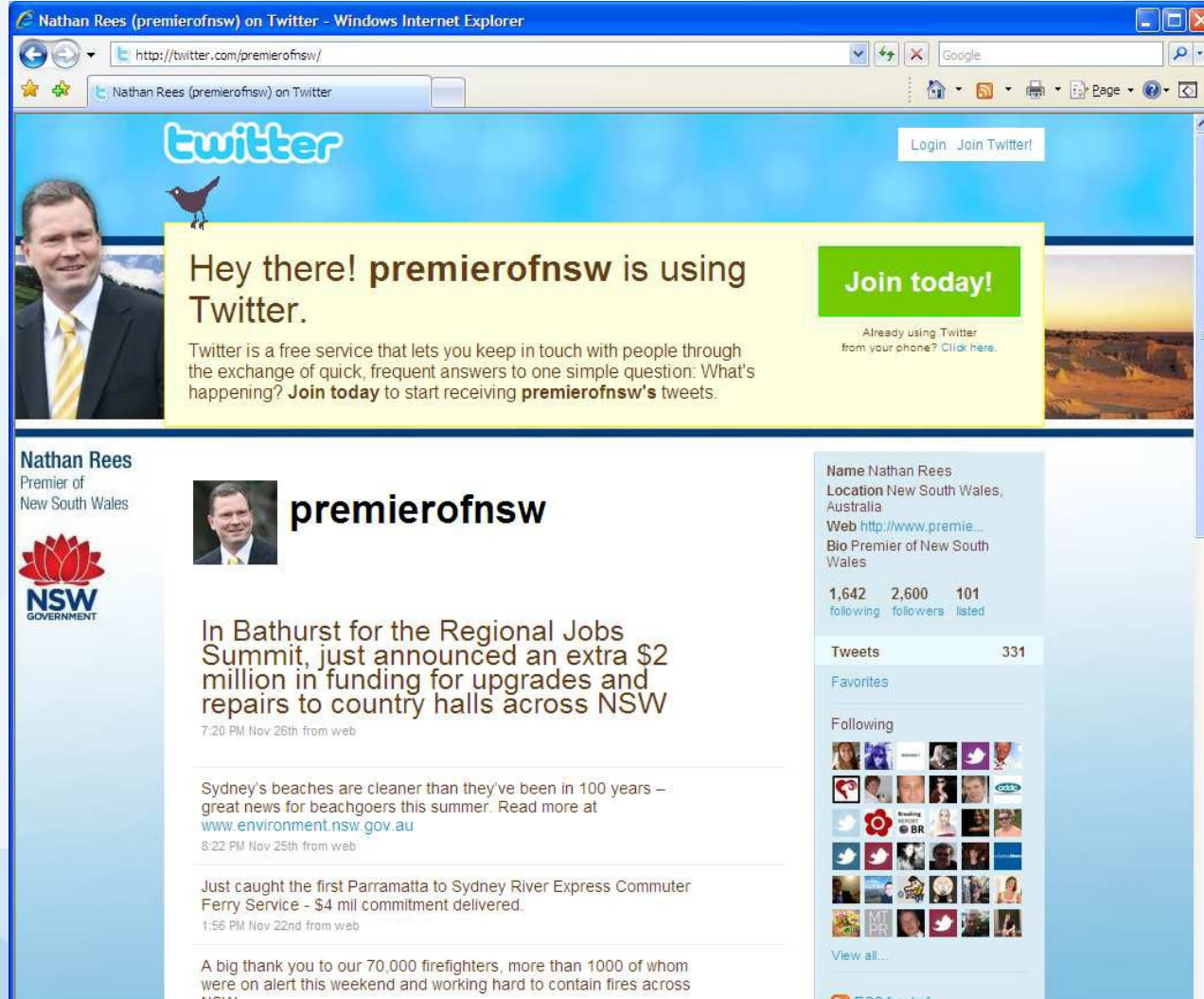
## Proprietary control

- Potentially meaning Government information is restricted / unable to be accessed / costly to maintain



## Records existing outside of traditional file systems

- Major infrastructure records being kept in third party software in the cloud
- Nathan Rees' Tweets!



The screenshot shows a Windows Internet Explorer browser window displaying the Twitter profile of Nathan Rees (@premierofnsw). The browser's address bar shows the URL <http://twitter.com/premierofnsw/>. The page features a yellow banner with the text: "Hey there! **premierofnsw** is using Twitter. Twitter is a free service that lets you keep in touch with people through the exchange of quick, frequent answers to one simple question: What's happening? **Join today** to start receiving **premierofnsw's** tweets." A green "Join today!" button is visible. Below the banner, the profile information for Nathan Rees is shown, including his name, title "Premier of New South Wales", a profile picture, and the handle **premierofnsw**. The bio reads: "Name Nathan Rees, Location New South Wales, Australia, Web <http://www.premie...>, Bio Premier of New South Wales". Statistics show 1,642 following, 2,600 followers, and 101 listed. The main content area displays three tweets: "In Bathurst for the Regional Jobs Summit, just announced an extra \$2 million in funding for upgrades and repairs to country halls across NSW" (7:20 PM Nov 26th from web), "Sydney's beaches are cleaner than they've been in 100 years – great news for beachgoers this summer. Read more at [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)" (8:22 PM Nov 25th from web), and "Just caught the first Parramatta to Sydney River Express Commuter Ferry Service - \$4 mil commitment delivered." (1:56 PM Nov 22nd from web). A fourth tweet is partially visible at the bottom: "A big thank you to our 70,000 firefighters, more than 1000 of whom were on alert this weekend and working hard to contain fires across". The right sidebar shows a grid of "Following" users.



# Future Proof – Protecting our digital future

A State Records initiative for the NSW Government

[Skip to content](#)

[Home](#) | [About](#) | [Resources](#) | [Digital Archive](#) | [Podcasts](#) | [Contact](#) | [Sitemap](#)

[Search](#)

## What is Future Proof?

### The challenge

Digital records keep government business going. The emails, databases, websites and other forms of digital information made, kept and received by government organisations not only support and enable business operation, but form an important part of government's collective memory.

But digital records are vulnerable. To be relied upon for business, legal and other purposes digital records need to be meaningful and trustworthy. They must be fixed, inviolate representations of business activity, preserved in context and protected from loss or alteration.

### The strategy

State Records' Future Proof strategy is all about ensuring that digital records are meaningful and trustworthy – so that they can support and enable government business and also record our rights, entitlements and history.

We have adopted a special logo for Future Proof that will identify products and projects from State records that are specifically about digital records. The 'flying folders' represent the collection and access aspects of both recordkeeping and archiving in the digital environment.

### The projects

The Future Proof strategy consists of two main strands:

1. improving digital recordkeeping across government, and



## Browse by Categories

- [Case studies](#) (6)
- [News and updates](#) (23)
- [Preservation of digital records](#) (15)
- [Surveys](#) (2)
- [Systems for digital records](#) (14)

## Tag Cloud

digital preservation  
authenticity  
recordkeeping  
business case  
backup  
AMS  
risk management  
classification  
EDRMS  
metadata

## @Twitter



Future Proof  
[FutureProofNSW](#)

## Key elements of the strategy

- *Standard on digital recordkeeping* and supporting guidance
- Policy on digital records preservation
- Appraisal and disposal framework
- Digital State archives facility capable of accepting, preserving and making available digital records - forever

## **Policy on digital records preservation**

1. Digital State records should be migrated forward as technologies change.
2. The content and essential characteristics of digital State records must remain unchanged through preservation processes
3. Digital State records must be preserved in context
4. Digital State records must be secure and tracked throughout the preservation process
5. Digital records preservation programs should be flexible

## **Digital State archives**

- Three year project; full operation from year four
- 6 person team
- Based on our preservation principles
- Adopting best and most appropriate tools from Australia and internationally
- Integrating with paper processes; adhering to our existing archival description standards
- Limited pilot transfers working with a range of record formats and agencies

## What can you do?

- Keep digital records in conformance with the *Standard on digital recordkeeping*
- Apply disposal metadata so you can destroy and protect long term records
- Migrate with care
- Make sure important metadata remains persistently linked to records
- Adopt long term preservation formats where appropriate e.g. ODF, PDF-A
- Avoid removable media



## Thank you

- Future Proof blog:  
<http://futureproof.records.nsw.gov.au/>
- Twitter: <http://twitter.com/FutureProofNSW>

