# Digital Archives Migration Methodology

Records Managers Forum

July 31 2013

# State Records

## Objectives

- Identify migration as an effective means of providing digital continuity
- Establish a structured framework that can be used to manage migrations of permanent value records to the Digital Archives
- Allow this structured framework to be scalable and flexible
- Identify the professional methods required to undertake migrations
- Reliable records of government business in digital formats are available now and for as long as required – including where identified as State archives

# Principles

- The Digital Archives project has adopted a migration approach to managing transfers to the Digital Archives
- Each migration is established as a project with its own scope, complexities, requirements, stakeholders and risks
- We assume varied levels of agency expertise and resources for projects
- The migration methodology can manage non custodial arrangements
- The migration methodology can incorporate existing standards and professional methods where required
- The migration methodology is useable as a management tool for any kind of migration scenario, not just for archives

# Development of the Migration Methodology

- Development of the migration methodology began in early 2012
- Focus on migrations and project method to manage transfers was new to State Records
- Investigation of different methods:
  - Prince2 method – project management method commonly used in NSW public sector
  - Agile method – project management method commonly used in ICT projects including software/application development
  - Producer-Archive Interface Methodology Abstract Standard – from the Consultative Committee for Space Data Systems which was also responsible for the Open Archive Information System (OAIS) standard

# Development of the Migration Methodology

- The focus on early versions of the migration methodology was on how State Records could manage migrations to the Digital Archives

- Early drafts of the methodology contained a more prescriptive approach to project stages and activities

- Incorporation of project structure and corresponding activities to support project planning/delivery and identified activities to be undertaken for preservation, storage and access
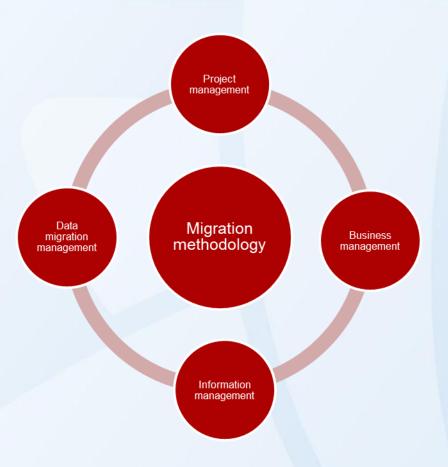
# Development of the Migration Methodology

- The migration methodology was the subject of a number of internal stakeholder workshops at State Records from July to August 2012
- Version 0.3 of the migration methodology was established based on these workshops
- The structure of the methodology was based on a three stage project approach:
  - Stage 1 Project start up
  - Stage 2 Migration plan
  - Stage 3 Migration
- Between September 2012 and June 2013 the migration methodology was road tested using a number of pilot migrations

# Updates to the Migration Methodology

- Required changes to the methodology were captured during the pilot migration process
- These required changes identified that there needed to be:
  - More effective project planning at the commencement of the migration project
  - Increased stakeholder involvement in projects
  - Greater flexibility to determine required activities and actions
  - Allowance that migration planning should be tailored to suit the migration scenario
- Through July 2013 the migration methodology has been under assessment and review to incorporate required changes
- Introduction of concepts of Phases and Methods

*Digital Archives Migration Methodology v4.2, Figure 2 Migration methodology component methods*

# Phase 1 Project Start-up

1.1. Project initiation

1.2. Information gathering

1.3. Draft project plan

1.4. Approve project plan

# Phase 2 Migration Plan

2.1. Migration assessment

2.2. Description

2.3. Draft migration plan

2.4. Migration plan approval

# Phase 3 Migration

3.1 Pre Migration Testing

3.2 Migration

3.3 Post Migration Testing

# Example migration scenarios

| Example migration scenarios |
| --- |
| Decommissioning a legacy business system where only some of the information is required for permanent retention as an archive |
| Migrating from a software/hardware platform that will soon be unsupported to a new software/hardware platform as part of technological change through ICT infrastructure upgrade where all information from the source software platform will be required for continued business use in the new software platform |
| Decommissioning a legacy business system and a separate but related/linked document management system where all of the information in the legacy system is required for permanent retention as an archive and only some of the digital files stored in the document management system are required for permanent retention as an archive |
| Migrating unstructured digital files in a network directory to an Electronic Document and Records Management System |

*Digital Archives Migration Methodology, v4.2, Table 7*

# NSW Business Names Registration System (NSW Fair Trading)

- Business registration information from c. 1903 - 2012 including several million TIFF images of documents relating to business registration

- Records managed in the Business Registration System (BRS), the Business Registration Imaging System (BRIS)

- BRS = Oracle database

- BRIS = Customised version of Objective

- Hybrid project including microfiche

DEPARTMENT OF **FAIR TRADING**
NSW Consumer Protection Agency

**Certificate of Registration of Business Name**

THIS IS TO CERTIFY that the undermentioned Business Name is registered in New South Wales under the Business Names Act, 1962.

Unless cancelled, registration will remain in force until the eighteenth of July, 2004.

Issued and given under my hand this seventeenth day of September, 2001.

D B O'Connor
Director - General

| | |
|---|---|
| Business Name: | **K.D. HEALTH FOOD AUSTRALIA** |
| Business Registration No: | BN97827489 |
| Principal Place of Business: | 12/36 BLAND ST ASHFIELD NSW 2131 |
| Name of Proprietor(s): | LSZ INTERNATIONAL INVESTMENT GROUP (AUST) PTY LTD |

I certify this to be the true copy of the original.

Date: 6 / 10 / 2001
Kevin Lu, Justice of the Peace, Reg. No. 9902269

# Thredbo Landslip Coronial Inquiry (Office of Environment and Heritage)

- the Thredbo Coronial Inquiry was held in the year 2000, in the wake of the 1997 Thredbo landslip disaster.

- involved the participation of multiple parties, including the NSW National Parks and Wildlife Service (NPWS), who had responsibilities for the land on which the tragedy occurred.

- used a Lotus Notes database as the records repository for its deliberations, including all papers, statements and transcripts of the proceedings. used a copying service, AUSCRIPT, to locate and scan all records from all parties onto the database, including NPWS records.

- the database consists of 12.5 Gb of data and almost 20,000 scanned documents.

# Records of former Premiers Carr, Rees, Keneally

- audio-visual, text based, social media
- media releases, speeches, events
- paper file listings
- tweets

# Commission of Inquiry into Electricity Transactions (Department of Premier and Cabinet)

- Commission of Inquiry into Electricity Transactions – sale of assets by former Labor Government

- Involving multiple parties mostly law firms

- Inquiry information management outsourced to e-law

- Complex relational database, 'Relativity', exported in XML

- Over 40,000 items in dozens of formats, some with long term accessibility challenges

# What's next?

- Digital Archives Migration Methodology published as exposure draft on Future Proof
- Complete pilot migration projects, commence next round of projects
- Complete (Digital) Archives Dashboard
- Continue development Digital Archives tools and services
- Guidance and advice for agencies on digital continuity and migrating records to the Digital Archives

# Questions?