Digital transformation at State Records NSW

Cassie Findlay
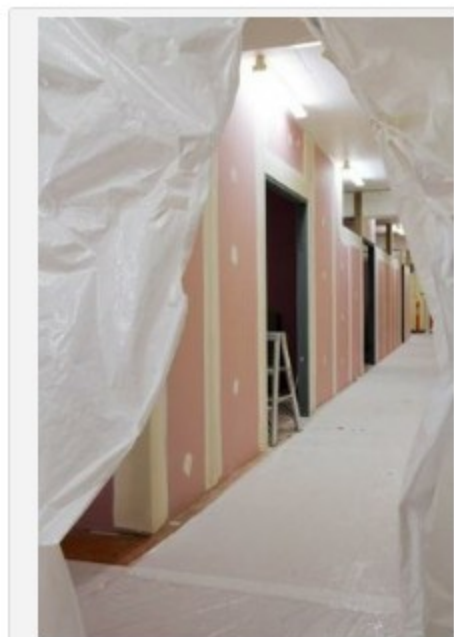## Project Manager, Digital Archives

Future Proof – Protecting our digital future

A State Records initiative for the NSW Government

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Wrapped in plastic.. a digital archives project update

December 2, 2011

State Records' digital archives project has been underway for 6 months now, so before we all collapse for the Christmas break, thought it might be a good time to let you know how we're travelling.

1. We're developing systems to support digital continuity partnerships

We see the protection, preservation and accessibility of digital records of the NSW government as a partnership with all of you; the agencies who create and keep records to support their business. Continuity of reliable digital information is as much about making sure you have business records for short and medium term purposes as it is about ensuring our collective digital memory is available via the State archives. Plus, records makers and users in the business simply know their information far better than we ever could. So we're working on tools that we can both make use of to manage, migrate and preserve digital records whatever their status. Some of the key elements of this approach, which we introduced

Digtisation suite, whimsically framed by plastic sheeting

Browse by Categories

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Tag Cloud

Things we looked into & thought about

- The experience of other CAARA members
- Developments on the international scene in digital preservation
- Thinking on digital recordkeeping by Australian and international experts
- The state of digital recordkeeping in NSW
- Wider information & technology issues
- Our resources and skills, and existing systems

We already had a policy..

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Home | About | Contact | The State Archives Collection | Recordkeeping NSW public sector | Government Records Repository | Visit

You are here :: Home → Recordkeeping in the NSW public sector → Government Recordkeeping Manual → Rules → Policies → Policy on digital records preservation

Recordkeeping

Records Management News

What's On?

DIRKS Manual

Government Recordkeeping Manual

 Introduction

 Guidance

 Rules

  Codes of best practice

  General retention and disposal authorities

  Legislation

  Policies

   Policy on digital records preservation

  Procedures

  Standards

Keyword products

Records Managers Forum

Resources for...

State Records Act

Topics

Training calendar

Useful resources

Policy on digital records preservation

Purpose | Scope | Background | Definitions | Policy | Responsibilities | References

Purpose

The purpose of this policy is to establish a set of principles underpinning the New South Wales Government's approach to the preservation of digital records.

Digital State records must be properly preserved so that they survive in authentic and accessible forms over the whole of their existence - from a few years, or the lifetime of an individual or asset - or forever, in the case of digital State archives.

If digital records are not preserved, there is a risk that Government will lose essential evidence of its business, that citizens will not be able to access records documenting rights and legal obligations and that there will be a significant gap in the body of records documenting the society and communities of NSW in the State's archives.

Scope

This policy applies to all digital records preservation activities conducted either by State Records or by New South Wales public offices, including:

- preserving records that are identified as digital State archives, and

- preserving digital State records that are required for long term retention but are not State archives.

Digital State records and archives may include:

Photo book

Moments in Time

Latest News

Looking for Probate Packets? We've got 478,807 listed online
Mar 12, 2012

This week in History 11-17 March
Mar 11, 2012

New storage standard
Mar 05, 2012

The latest issue of For the Record is now available
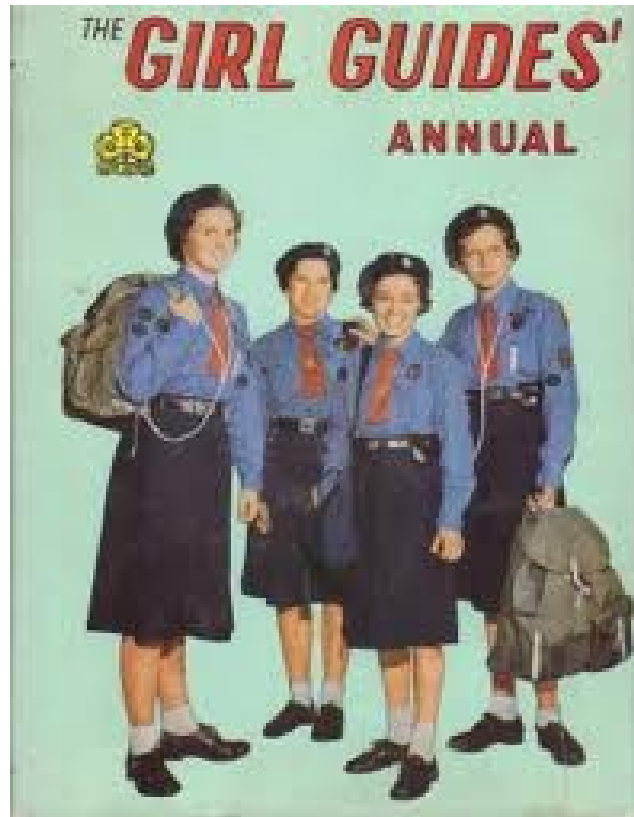Feb 19, 2012

'Online' Reel

Digital copies of Assisted Immigrants Shipping Lists »

What's On?

15 March: Retention and Disposal of Public Health Sector Records in Wollongong
Wollongong,

So we moved on to some guiding principles

It's all about recordkeeping

- It's migration of a recordkeeping system
- Like any migration you plan it, map metadata, carry out quality checks
- You also need to document what you do and the reasons for the decisions you make along the way

- Recordkeeping system metadata
- Safe & secure migration metadata
- Preservation metadata
- Management metadata
- Wherever possible conforming to standards

Let's not make too much work for ourselves

- We will keep as many (or as few) versions of each migrated record as is necessary to ensure accessibility and integrity.

- No automatic normalisation process – decisions made about any new renditions as part of preservation planning

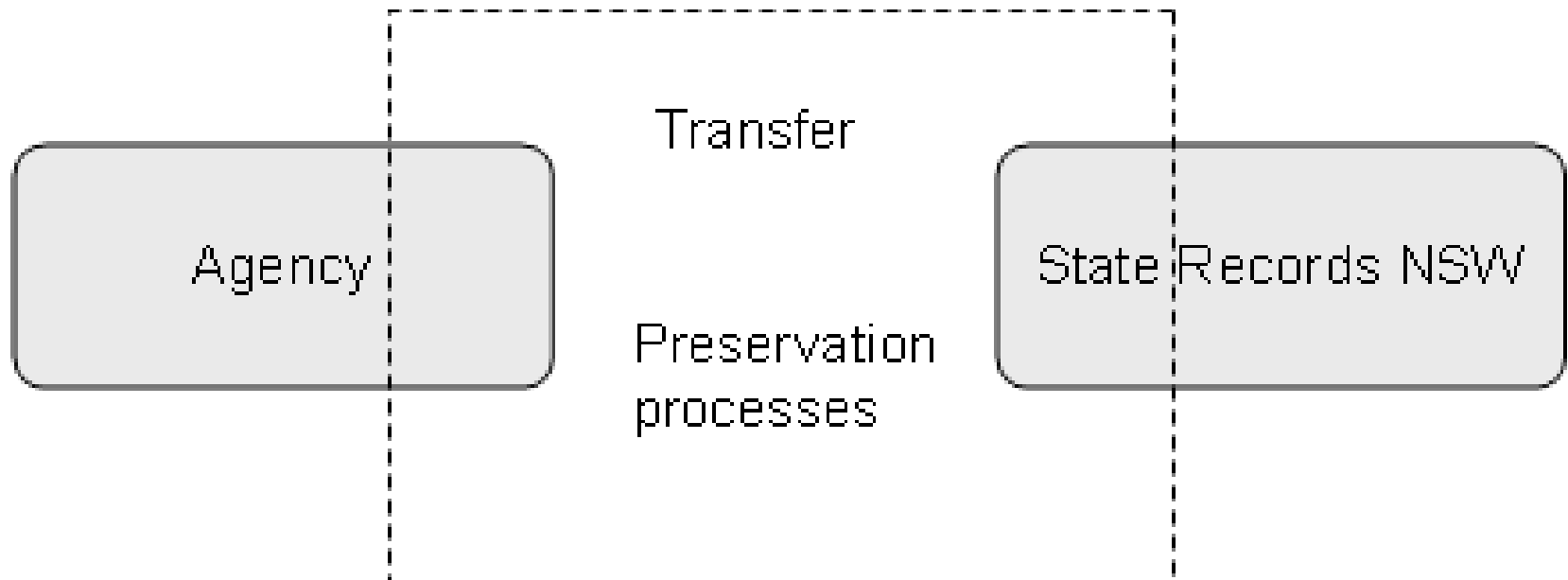- Ongoing monitoring of formats part of the Digital Archives system

Systems migrations to archives

- Issues with 'transfer':
  - file level focus
  - linear process
  - assumptions about custody
- System migration as just one element of a project that we undertake with the agency

System migration project

Agency

Transfer

Preservation
processes

State Records NSW

Migration projects

- Each one will be different (people, recordkeeping systems, timeframes, risk factors), but will involve analysis of:
  - recordkeeping system structures, metadata
  - preservation issues
  - possible migration protocols
  - indexing points / potential uses
- Formal transfer stuff (disposal authorisation, access rules, t'fer of control)

Systems development

- Underlying ICT infrastructure
- Digital archives services
- Digital archives dashboard
- Publications NSW
- The API

Digital archives systems: modular ready to update

"You want to be makin moves on the street, have no attachments, allow nothing to be in your life that you cannot walk out on in 30 seconds flat if you spot the heat around the corner"
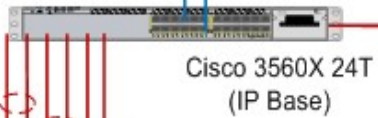
- (Heat, 1995)

The Rocks Site

WSRC Site

Legend
- 100Mb Ethernet
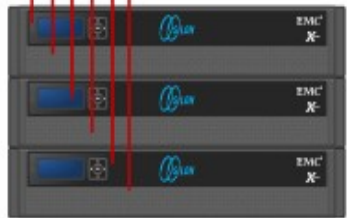- 1Gb Ethernet
- 10Gb Ethernet

Corporate LAN

Existing/Out of Scope Equipment

Existing/Out of Scope Equipment

2 x 100Mb Ethernet (UPS Management)

1 x ASR1001

6 x 1Gb Ethernet

2 x 100Mb Ethernet (UPS Management)

2 x 1Gb Trunk

2 x Nexus 5010

WAN Link

2 x Nexus C2224TP

Cisco 3560X 24T (IP Base)

3 @ 2 x 1Gb Port Channel

3 @ 2 x 10Gb Port Channel
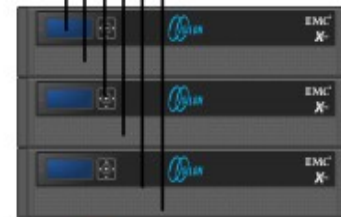
4 x 10Gb Load Balanced

2 x Cisco UCS C200 M2

EMC Isilon X200

SyncIQ Replication

EMC Isilon X200

VM	VM	VM	VM	VM
VM	VM	VM	VM	VM
VM	VM	VM	VM	VM

Production vSphere Cluster

DA system: a menu of services

- File move / File check / Notification
- Call software for:
  - Virus check
  - Metadata extract
  - File validation
  - Normalisation
  - Create unique ID / URL
  - etc
- Developed in Java, released on GitHub

Digital archives dashboard

- Agencies to log in / out when convenient
- For sharing information about the records
- For submission / issue of required authorisations
- Downloadable tools
- Can be used for general digital continuity requirements, not just transfer

Some of the tools we're looking at integrating (for now)

ExifTool by Phil Harvey

DROID

Standalone tools are also of interest

PLATO

publications.nsw

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Latest Publications

Listed below are the latest 10 publications listed within the catalogue.

AUGUST 24, 2011

Office Information Commissioner FY2010
AGENCY: Office Information Commissioner | **TYPE:** application/pdf | **SIZE:** 1M
Office Information Commissioner FY2010.pdf

JUNE 30, 2011

Ombudsman Annual Report FY2010
AGENCY: Ombudsman | **TYPE:** application/pdf | **SIZE:** 2M

DECEMBER 31, 2010

NSW Government Annual Report Compliance Checklist (Treasury) 2010

Tags

Advanced Manufacturing Agri-food Annual Report Authority Blue Mountains Business Creative Industries Economy Education Research Finance Glenbrook Health Allied Services Industry Information Communication Technology Information, Access, Infrastructure and Construction Insurance Professional Services Lithgow Mining Motor Transport Public Works Retail Road Safety Roads Tourism Tow Truck Authority Traffic Transport

annual report map

Most Popular

- NSW Business Sector Growth Plan
- Roads and Traffic Annual Report FY2008

Opening the catalogue

STATE RECORDS NSW'S OPEN DATA PROJECT

Oct 11 2011 — Trialling the new search tool... your feedback please

Feedback, Regular users

6 Responses »

State Records NSW is now inviting our regular users to trial http://api.records.nsw.gov.au as a new search tool for accessing the State Archives collection.

If you have tried this new search tool, and have feedback to give, we would love to hear it. We are actively developing the tool and would like to make it as useful and as intuitive as possible. So please post any feedback you have as comments to this blog post.

From time to time we'll post project updates to this blog. Any posts of particular interest for regular users using http://api.records.nsw.gov.au as a search tool are being marked with the "Regular users" category (in the right-hand column).

So far there have been posts on:

- Searching the collection with the new API
- Citing series and items using Zotero (Zotero is a free tool for managing research notes and citations)

So what's the whole API thing about anyway?

On this site, and in other places, you may find that the new search tool is also being described as an *API*, or *application programming interface*. This is because http://api.records.nsw.gov.au isn't just a search tool, it is also an interface for making the raw data underlying the catalogue accessible, particularly for re-use by developers.

It's a bit like toy trucks. If most online catalogues are toy trucks that you can play with, but only using the features built-in by the manufacturer, then http://api.records.nsw.gov.au is a toy truck built from lego bricks.

Because it is an API, you can take the search tool apart and use its "bricks" (i.e. XML or JSON versions of the search results and entities) to create other things (such as this mashup of ministries entities), mix it with other sources of data (e.g. to create federated search portals), or even upload your own data (by creating

Our Linked Data Rating

★★★ Available as machine-readable structured data; plus non-proprietary format (e.g. CSV instead of excel)

Categories

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Descriptive standards

- Encoded Archival Context: Corporate Bodies, Persons, and Families
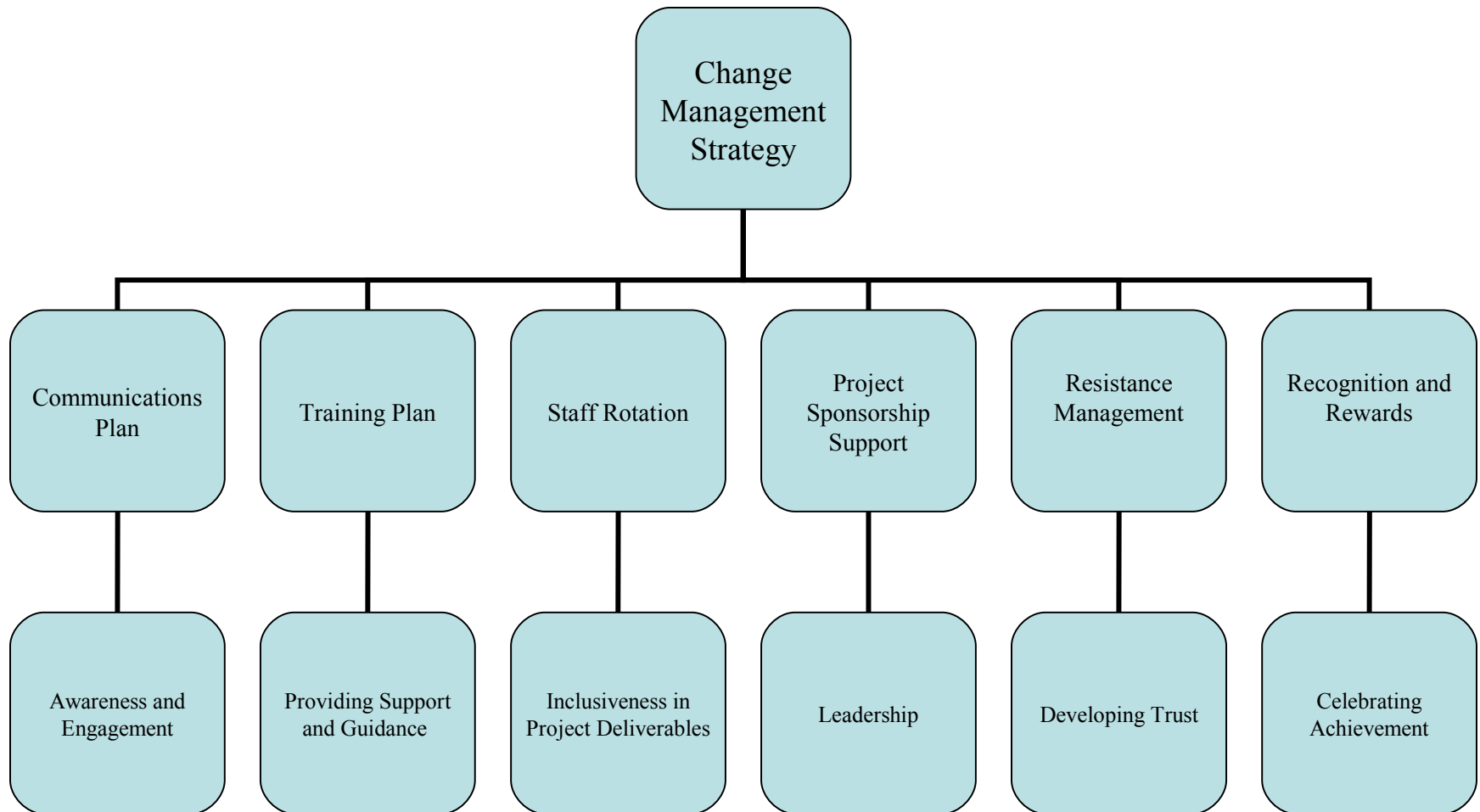- Metadata guidelines for the UK Resource Disovery Taskforce

Linked data

- data.nsw: NSW data catalogue
- Designing URI Sets for the UK Public Sector (UK Cabinet Office)
- Guidelines for Web-based naming

What else?

- Migration project advice for agencies
- Metadata management plan, including standardisation
- Communications and change management

Communications and change management

Thank you

http://futureproof.records.nsw.gov.au/

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