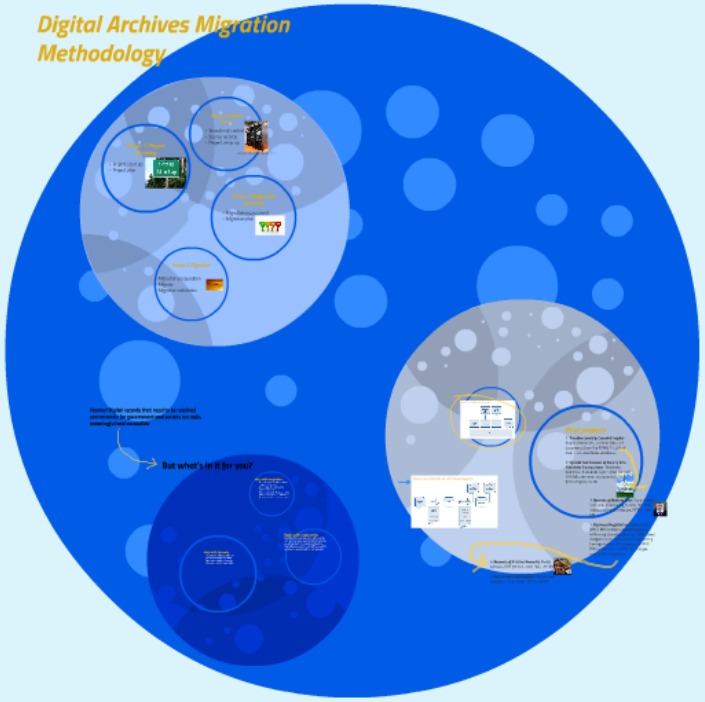
Digital Archives Update

Digital Archives Migration Methodology



Our challenge

- Large and diverse public sector
- Varied resources and skills in agencies
- Good survey data but no way to understand *all* the characteristics of the digital systems keeping archival records
- No well established body of knowledge and practice for digital archives work

Guiding principles

- System migration, not transfer
- Manage it project by project
- Each migration project to entail project planning as well as using established migration project techniques
- Systems design to be modular and easily adaptable

What's next?

Mid 2014:

- Digital Archives tools and guidance online
- Digital archives that have been migrated and are open to public access available via Search
- 'Project' ends; move to normal operations
- Agency access to closed records that have been migrated

And finally..

- *Thank you*
- *Questions?*

State Records Digital Archives

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Digital Archives Update

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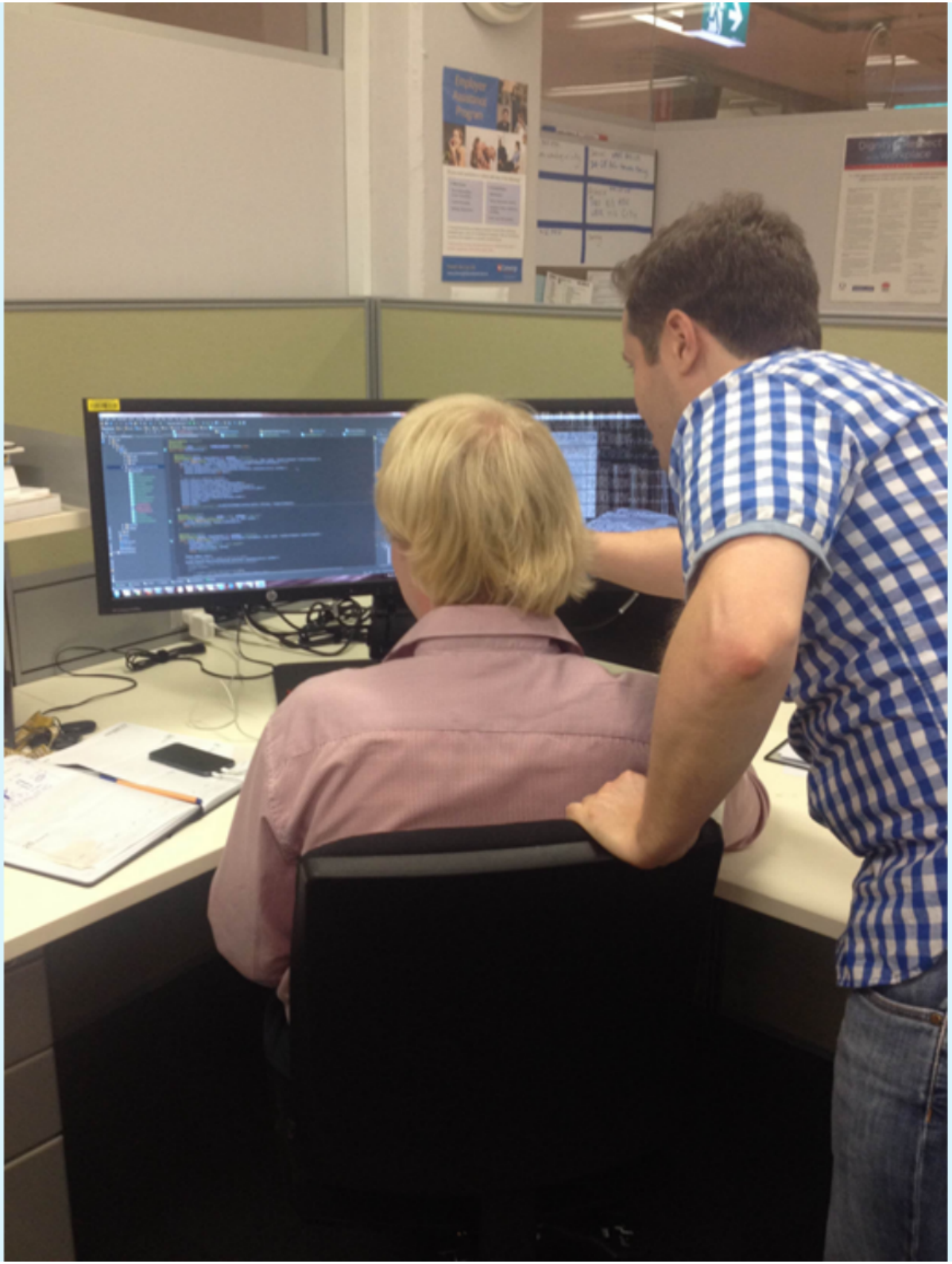

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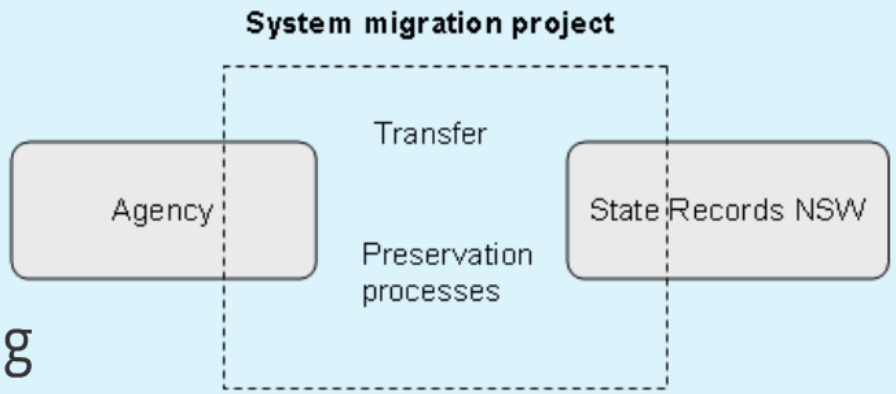

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Digital Archives Migration Methodology

Phase 1: Project planning

- Project start up
- Project plan

Phase 4: Project closure

- Transfer of control
- Source records
- Project wrap up

Server rack in the Digital Archives data centre

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Phase 1: Project planning

- Project start up
- Project plan

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Phase 2: Migration planning

- Migration assessment
- Migration plan

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Phase 3: Migration

- Migration preparation
- Migrate
- Migration validation

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Phase 4: Project closure

- Transfer of control
- Source records
- Project wrap up

Server rack in the Digital Archives data centre

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Pilot projects

1. **Thredbo Landslip Coronial Inquiry** : Inquiry transcripts, scanned files and documents from the NPWS.12.5Gb of data in a Lotus Notes database.

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Pilot projects

1. **Thredbo Landslip Coronial Inquiry** : Inquiry transcripts, scanned files and documents from the NPWS.12.5Gb of data in a Lotus Notes database.

2. **Special Commission of Inquiry into Electricity Transactions**: 'Relativity' database. Metadata export (XML format) 100 Mb; electronic documents (40+ format types) 35 Gb

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3. **Records of Nathan Rees**: Social media and website including Tweets, YouTube videos and media releases (PDF) - 386 MB

4. **Business Registration System** (BRS/ BRIS): BRS contains approximately 2.2 million registered businesses. BRIS stores imaged copies of documents supporting the registration of businesses in NSW. BRIS contains 4.2 million tiff images, approx 400 Gigabytes.

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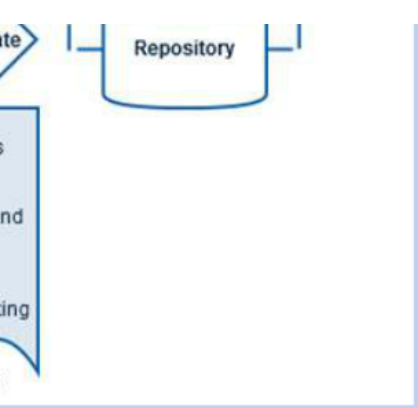

and website inclu
videos and media
MB

4. **Business Regis**
BRIS): BRS contain
million registered
imaged copies of
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BRIS contains 4.2
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6. **Records of Kristina Keneally**: Media releases, PDF format - 607 files; 78 MB

7. **Farrer Memorial Oration**: Digital audio recording - 2 versions, MP3 and WAV

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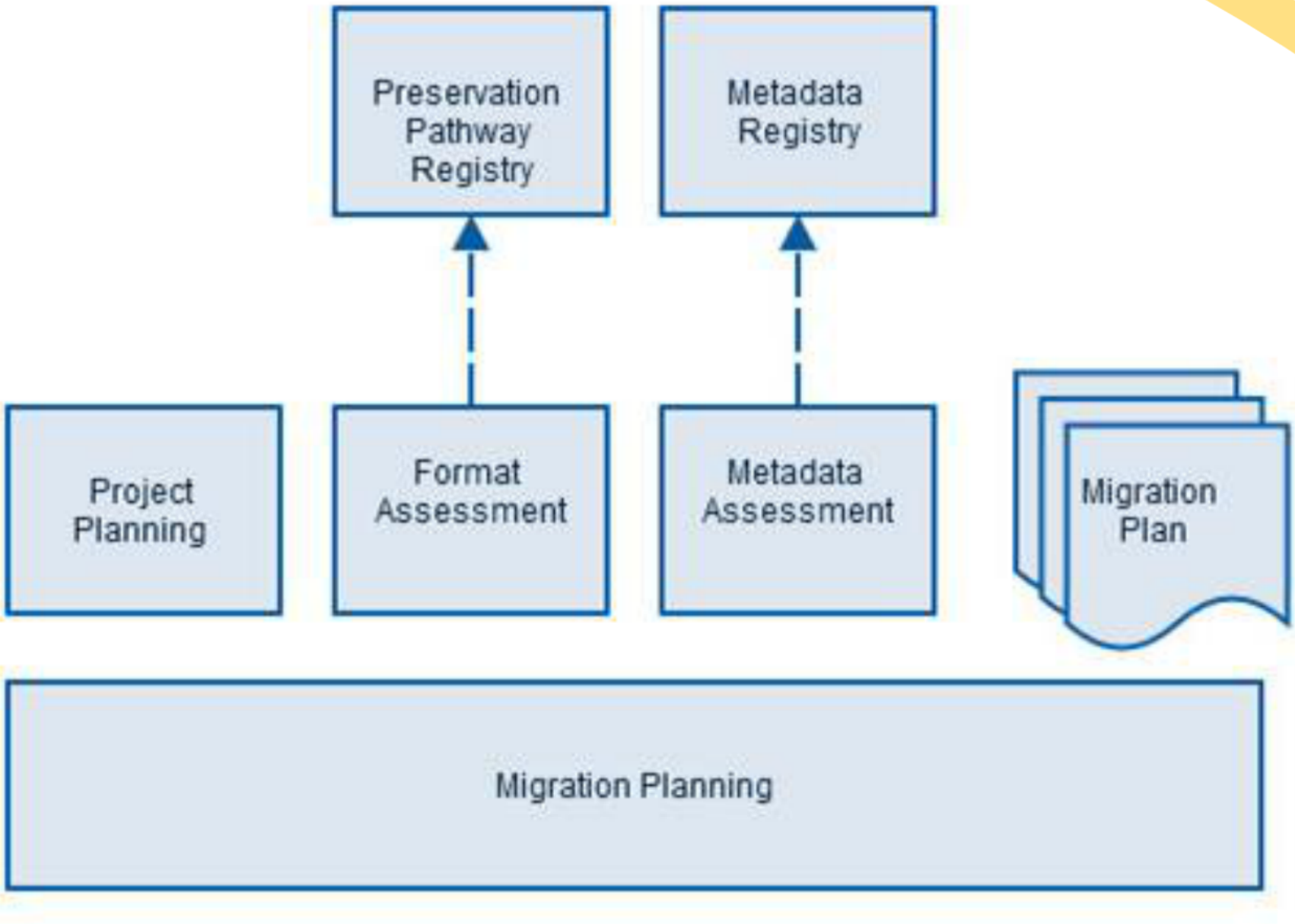
Phases 1 and 2: Planning and analysis



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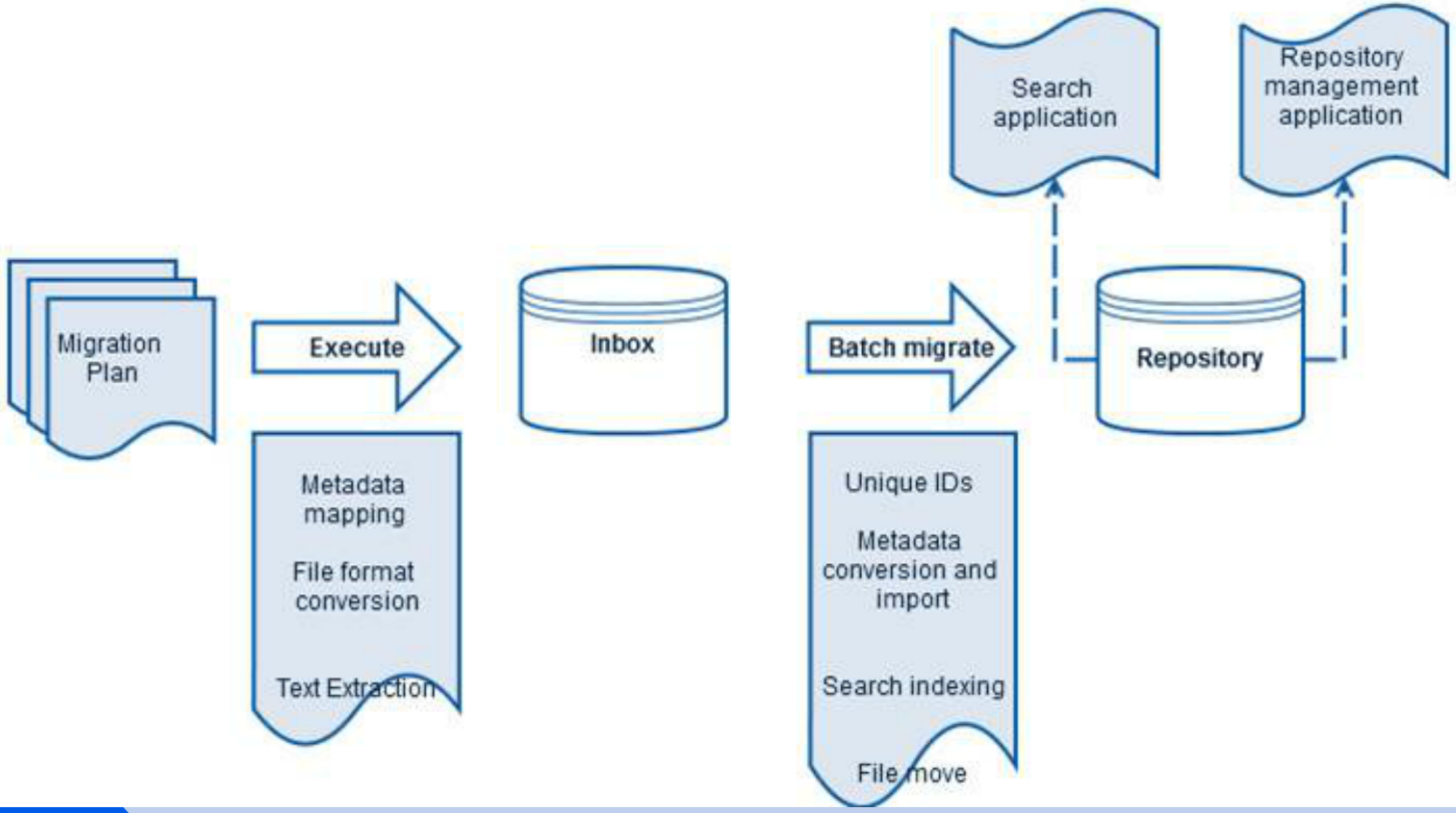
Phases 3 and 4: Execution and checking of the migration



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Hooray! Digital records that need to be retained permanently for government and society are safe, meaningful and accessible

But what's in it fo

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But what's in it for you?

Help

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Help with migration:

- Methodology which can be adapted for any systems migration
- We will share tips and tools for migration as we go
- Complements State Records' existing advice on migration, available via the Managing Digital Records guidelines

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Help with formats:

Preservation Pathways **online will give detailed information about our choices of additional formats for access, long term preservation**

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Help with metadata:

Our *Metadata Registry* online will record the decisions we make about metadata; what we are using, what rules apply, relationships. This will grow over time and will be useful for agencies in configuring their own systems.

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WorkCover Authority of NSW Annual Report 2012-2013

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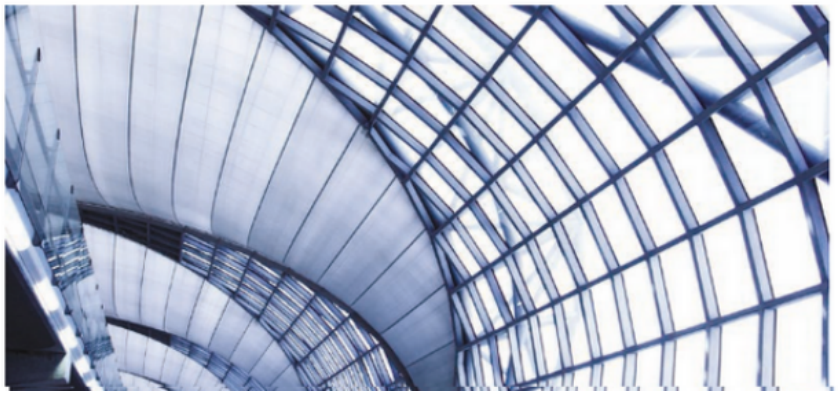
p. 1

NSW GOVERNMENT | WorkCover

WorkCover Authority of NSW
Annual Report
2012·13



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Thank you

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