Hawai'i Digital Archives Project Update

Adam Jansen

Dkives Consulting

adam@dkives.com

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Agenda

- Legal Responsibilities

- Project overview

- The Project Plan

- Your role

LEGAL RESPONSIBILITIES

Chapter 92F, *HRS, Uniform Information Practices Act (Modified)*

"Government record" means information maintained by an agency in written, auditory, visual, electronic, or other physical form.

HRS 94-3, *Disposal of Government Records*

Authorizes the Comptroller to determine the disposition of State government records

The State Archivist is designated to receive requests for disposal and to recommend to the State Comptroller the action to be taken.

HI Public Records Law

Chapter 626, HRS, Hawai'i Rules of Evidence: Title X
A "public record" means any writing, memorandum, entry, print, representation, report book or paper, map or plan, or combination thereof, that is in the custody of any department or agency of government

Act 177-2005
Allows the creation, use and storage of government records in electronic format, as well as the conversion of existing paper records and microfilm records to electronic formats

State Archives Mission

- Foster open government by preserving and making accessible to the public the historic records of state government

- Partner with state agencies to manage their active and inactive records

- Provide value-added service through IM expertise

Project Overview:

THE STORY THUS FAR...

Project Goal

Preserve digital records of enduring legal, historical or fiscal value and protect them from loss, alteration, deterioration and technological obsolescence while maintaining them in a trustworthy state within an environment independent from that which produced the record; partner with agencies to reduce their burden of managing inactive digital records; and make said records that are disclosable by law accessible to the public 24x7x365.

The Plan

- Made possible through a grant from the National Historical Publications and Records Committee (NHPRC)

- External Consultant to leverage knowledge, experience

- Detail the current state of archiving

- Recommendations to preserve digital records

  - Hardware
  - Software
  - Staff
  - Supporting rules, policies, procedures
  - Identify potential partners, opportunities

Archives Plan

- Survey

- Legislative and Policies Changes

- Functional Requirements

- System Architecture

- Staffing recommendations

- Funding recommendations

State of the Digital State

- Survey conducted Oct 2010, invitations to all agencies
- 23 agencies responded, 77 individuals
- Series of 37 questions, 4 sections
  - Digital Records
  - Digital Imaging
  - EDMS
  - General Records

Survey Findings

No Thanks!

- 61% store records on CDs

- 60% don't manage email

- 40% don't follow retention schedules

- 53% have no migration plan

- 73% convert paper to digital

- 40% destroy the paper

- 66% don't know what a record is
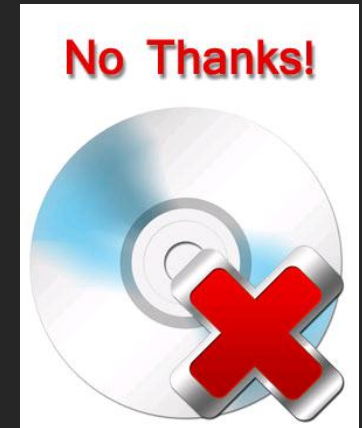
Digital Archives is NEEDED and OVERDUE!

Survey Recommendations

- Create imaging guidelines for minimum standards
- Work with existing agencies to develop best practices
- Partner with agencies, obtain copies of historical documents
- Offer more training
- Create guidelines on media types, better backups
- Create a digital archives

BUILDING AN ARCHIVES
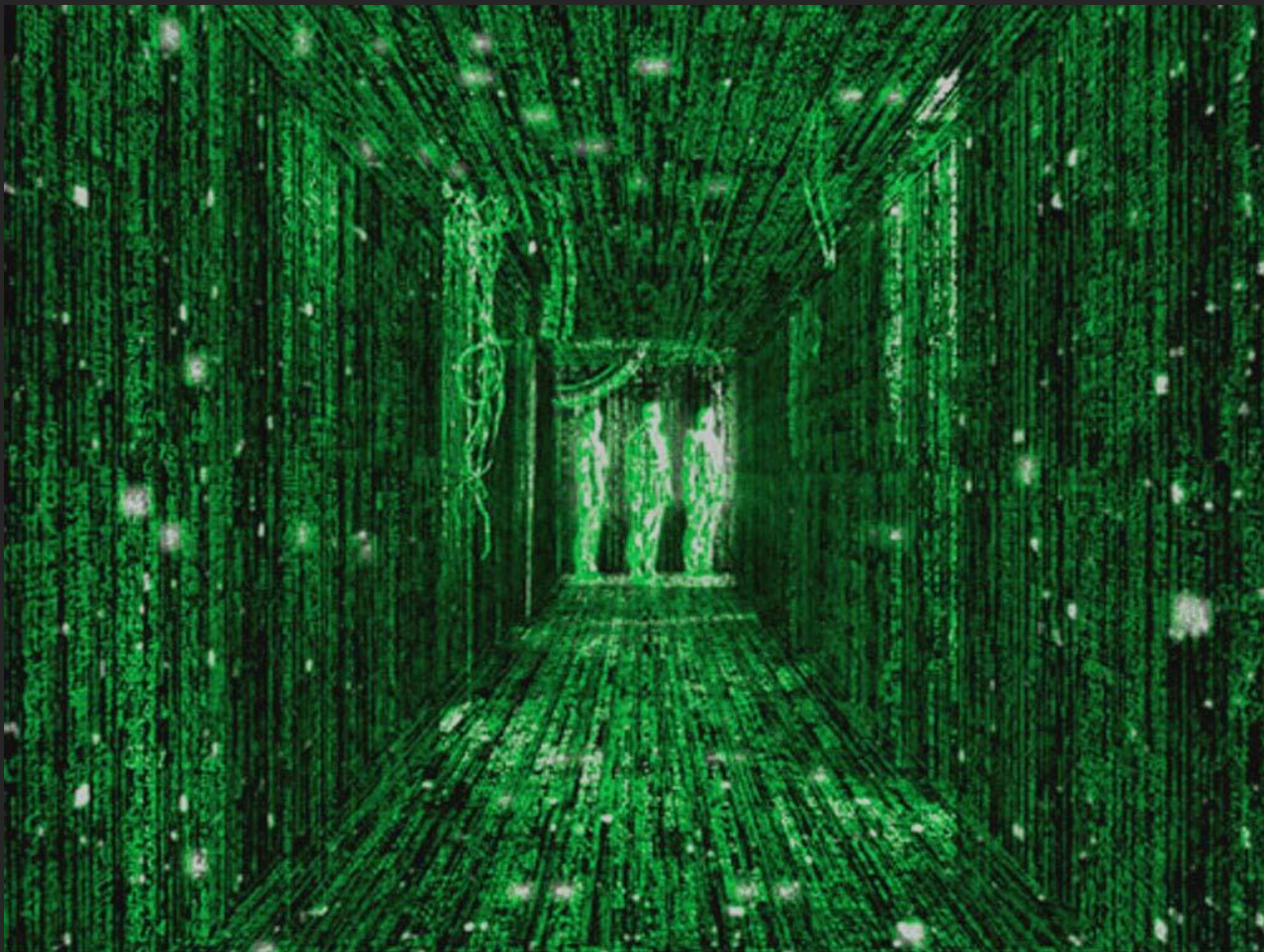
Everything we do is digital

Enter the Matrix

Digital Preservation Software

- Leverage off of existing software

- Use lessons learned from other digital archives, extensive research of scholarly literature

- Modified to meet needs of Hawai'i government agencies and the public captured as functional requirements

- Improve and grow with each iteration and phase

- Early and active participation from partners, agencies and public consultation

If it doesn't work for them, it doesn't work

Functional Requirements

- Over 120 requirements from
  - DoD 5015.2, OAIS, TRAC, InterPARES, WA State DA
- Ten functional areas
  - Access and Usage
  - Architecture design
  - Digital objects and rendering
  - Ingestion and normalization
  - Integrity
  - Interface design
  - Management tools
  - Metadata creation
  - Purging records
  - System security

Ranking the Needs

- Thematically grouped functional requirements
  - **Core Requirement:** A requirement that is essential to the proper collection, processing, maintenance and preservation of trustworthy records based on archives staffing and infrastructure.
  - **Necessary Requirement:** A requirement that, while not essential, is important to the proper operation of a trustworthy repository. Omission of necessary requirements will result in significant additional work on the part of the staff to demonstrate the integrity of the digital archive.
  - **Highly Desirable Requirement:** A requirement that adds additional functionality to assist either the archives staff, contributing agency or researcher.

Retask and Reuse

Functionality Scoring	WaDigitalArchives	Alfresco	Archivmatica	DSpace	OCLC Digital Archives
Code is Open Source	Yes[1]	Yes	Yes	Yes	No
Code Base	.Net	Java	Java	Java	???
Operating System Platform	Msft	Linux	Linux	Linux	Web
Virtual Machine Capable	No	No	Yes	Yes	No
Onsite or Vendor Hosted	Onsite	Onsite	Onsite	Onsite	Vendor
Number of Core functional requirements supported	25	9	22	19	9
Level of Support available[2]	Low	Poor[3]	Med[4]	High	High[5]
Install base[6]	<10	Low	<20	>1000	High

Trustworthiness of Content

- Archival Diplomatics
- InterPARES
- Set a high bar to reach, mark those that are of lesser or unknown quality
- Establish minimum standards, create or locate tools to generate
- Many authentication methods
  - Easier intra-network, directory services
  - Inter-network leads to PKI, authentication tools
  - Many legacy digital documents will fall far short

- But… what have we done in the past with paper records?

Centers on Trust

- Many software packages capable, pivots on implementation:
  - Nurture the trust of users
  - Develop relationship, procedures of donors
  - Faith in third party providers through testing
  - Trustworthiness of content sent to repository

Phase Implementation Plan

- Define:
  - Project work plan
  - Staff resources needed
  - Estimated Time Frame
  - Equipment needed
  - Conditions for success

Phased Implementation

Divide project into three iterative phases while working closely with partner agencies , public

- Prototype Phase -- Test functionality and capability
  - Work with one to three partner agencies
  - Expected Time Frame: 12 months
- Pilot Phase – Expand feature set, functional requirements
  - Work with three additional partner agencies
  - Expected Time Frame: 12-18 Months
- Production Phase – Provide robust features for statewide rollout
  - Expected Time Frame: Six Months

Proposed Partners

- Legislative Clerks
- Governor's Office
- Supreme Court Law Library
- Bureau of Conveyances, Department of Land and Natural Resources
- Hawai'i State Public Library
- Information and Communication Services Division
- Office of Information Management and Technology
- Office of Hawai'ian Affairs
- University of Hawai'i
- Hawai'i Pacific University

How can you help?

- Participate in focus groups
  - Contact Gina@State Archives
- Voice your support
  - Legislative and policy changes, funding
- Become an early adopter
  - Help us eat our own dog food
- Start now, clean house, inventory
- Participate in early phase testing

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NHPRC
DOCUMENTING DEMOCRACY
National Historical Publications and Records Commission

Questions?