

North Carolina
Department of Cultural Resources

**Digital Preservation Policy
Framework**

Prepared by the DCR ArcLib Taskforce

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**Jan Reagan, Christy Allen, Kelly Eubank,
Kristin Martin, Ron Leach, and Druscie Simpson**

Digital Preservation in State Government

DCR Responsibility

- Official archival agency for North Carolina state government information
 - custodian of archival records
 - permanent depository for publications
- Mandate exists for DCR to preserve and maintain print materials and digital assets (born digital or digitized) of state government for public access

Digital Preservation in State Government

Realities of the Digital Age

- DCR's core responsibility remains unchanged; however, the way DCR meets this responsibility must change
- Current DCR programs and resources are not adequate to address the digital preservation challenges
- DCR must take the lead in establishing policies and standards for digital preservation within state government
- The Digital Preservation Policy Framework calls for the establishment of a department-wide Digital Preservation Program

Digital Preservation in State Government

Challenges

- Complexity of the digital environment
- Rapidly changing technologies
- “Dynamic” nature of digital publications/records
- Increased volume of information to process/maintain
- Managing digital assets requires new skills/workflows
- No longer one viable point of contact within agencies
- Digitization often confused with Digital Preservation

What is Digital Preservation?

Digital Preservation

- Encompasses a series of managed activities designed to extend the usable life of machine readable computer files; protect them from media failure, physical loss, and obsolescence; and ensure continued access to information in digital formats (digitized or born-digital)

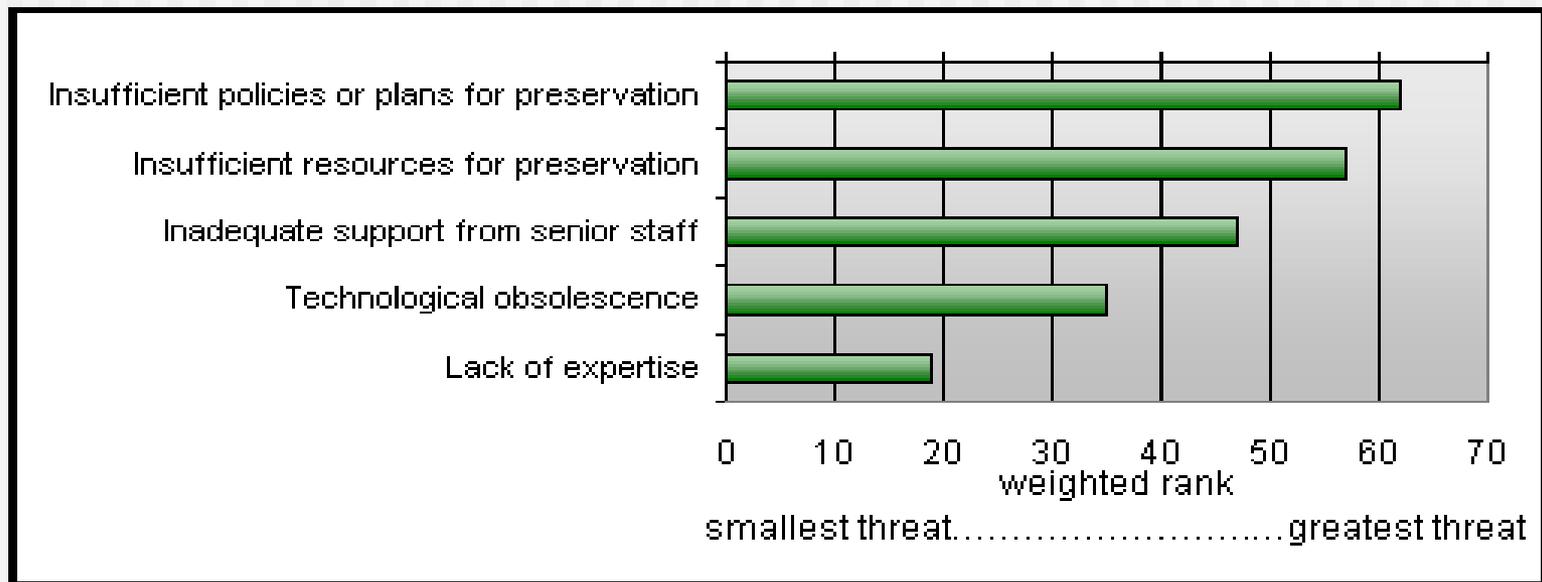
What is Digital Preservation?

Digital Preservation is a process that

- Requires the use of the best available technology as well as carefully thought out administrative policies, standards, and procedures.
- Requires active management and cannot be done once and set aside in a static state
- Requires investment in the institution's infrastructure and the digital assets to be preserved

Threats to Digital Preservation

Insufficient policies pose the greatest threat to the preservation of digital assets



Cornell Survey of Institutional Readiness, 2003-2005

ArcLib Taskforce (DCR)

- 6 staff from the State Library and State Archives
- Selected to jointly address the issues of collecting, storing, and preserving digital state information (publications and public records) for permanent public access (Nov. 2004)
- 2005 - Drafted the Digital Preservation Policy Framework to support a comprehensive digital preservation program in state government

Digital Preservation Policy Framework

Purpose

- Formalizes DCR's commitment to the long-term, permanent preservation of digital state government assets
- Formalizes the cooperation between the State Library, State Archives, DCR IT, and other state agencies
- Sets the framework for the development of a departmental digital preservation policy and program initiative based on clearly stated mandates and shared principles

Digital Preservation Policy Framework

Objectives

- Brings together complementary interests within DCR (State Library and State Archives, IT)
- Establishes criteria for forging a departmental program for preserving the state's digital intellectual and cultural heritage
- Facilitates the incorporation of digital information into records management, archival selection and appraisal processes, and the permanent depository of state publications
- Integrates digital preservation into existing DCR mandated services and programs with minimal effect on existing services

Digital Preservation Policy Framework

Scope

- Policies and Standards
- Management of Digital Preservation Activities
- Technology
- Includes the preservation of :
 - Born- digital assets produced by state agencies
 - Born- digital assets produced by local agencies
 - Digitized (scanned) assets produced by state agencies

Digital Preservation Policy Framework

Roles and Responsibilities

- State Library and State Archives as curators of print and digital assets will lead the digital preservation program planning and manage the digital preservation process (structure, workflows, resources)
- DCR Management will provide appropriate managerial and financial commitment for the program
- State Agencies and Local Governments: Content creators will be collaborators in the DCR program assisting in the lifecycle management of digital information

Digital Preservation Policy Framework

Roles and Responsibilities

- DCR IT will
 - Work with the State Library and State Archives to select and implement technology components that best support the digital preservation program objectives
 - Facilitate the collection and dissemination of digital information into and out of the secure DCR network
 - Serve as liaison with ITS and other state agency CIOs
 - Ensure system compliance with state approved IT standards and practices and compatibility within DCR, with other state agencies, and ITS

Digital Preservation Policy Framework

Recommended Action

- DCR adopt this Digital Preservation Policy Framework
- DCR develop Digital Preservation Policies and Standards based on the Policy Framework
- DCR support a unified departmental program that enables the State Archives, State Library, and DCR IT to work together to develop a viable digital preservation program based on the Policy Framework