InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

"We change our tools and our tools change us": Using InterPARES research findings to facilitate change

Presentation to the
8th European Conference on Digital Archiving

Jim Suderman

InterPARES Research Project / City of Toronto

29 April 2010, Geneva, Switzerland

8th European Conference
on Digital Archiving

8ème Conférence européenne
sur l'archivage digital

8. Europäische Konferenz
über digitale Archivierung

28–30 | 04 | 2010
International Conference Centre
Geneva, Switzerland

Presentation agenda

- Characterise four ‘test’ environments
- Look at some of the new tools being used

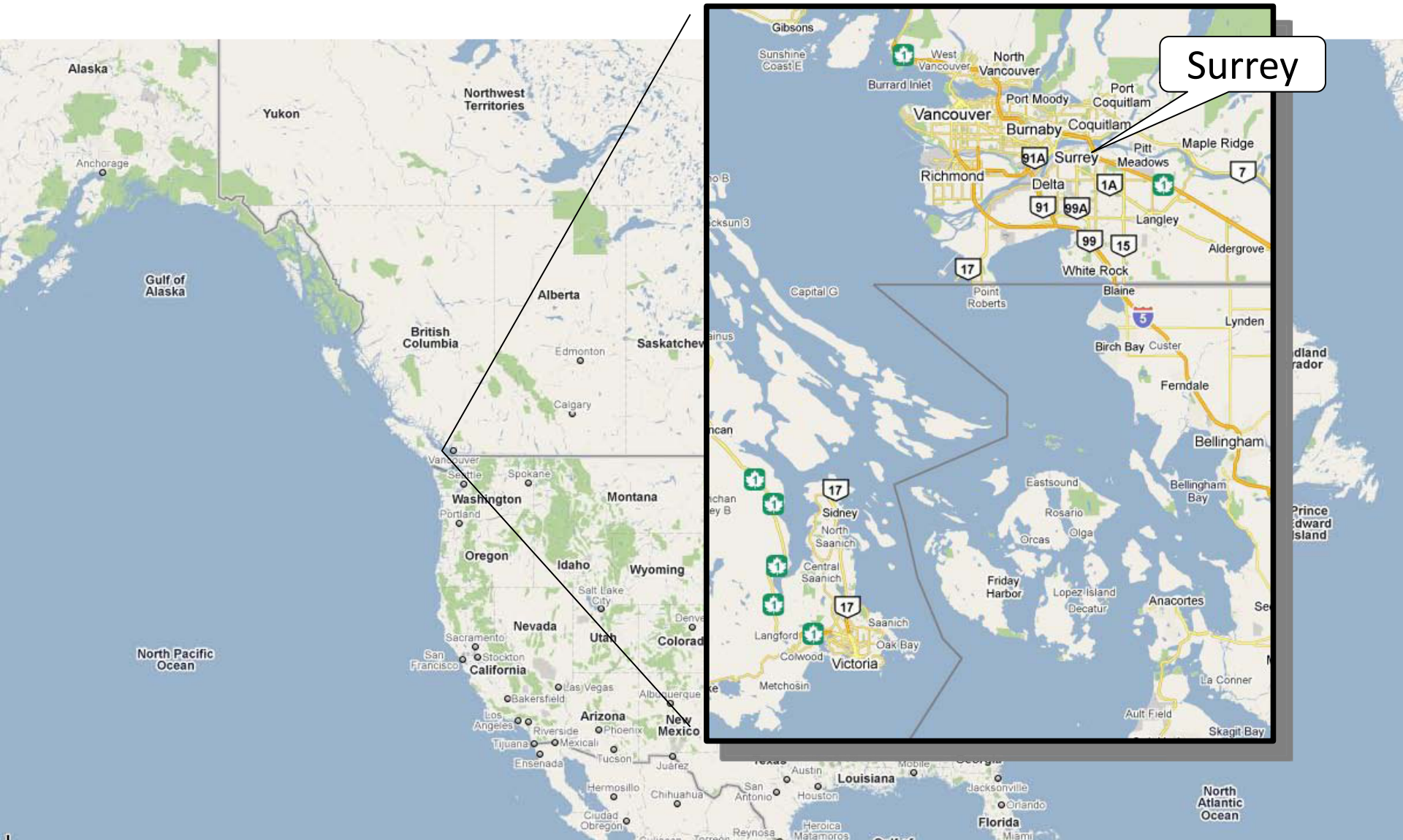
Using the InterPARES

Chain of preservation model

Framework of principles

Thread/theme: How do we learn from each other? How do we compare our experience?

Surrey


Surrey
Alaska
Yukon
Northwest Territories
Anchorage
Gulf of Alaska
British Columbia
Alberta
Saskatchewan
Edmonton
Calgary
Vancouver
Seattle
Spokane
Washington
Montana
Portland
Oregon
Idaho
Wyoming
Salt Lake City
Nevada
Utah
Colorado
Sacramento
San Francisco
Stockton
California
Las Vegas
Bakersfield
Los Angeles
Riverside
Phoenix
Arizona
New Mexico
Albuquerque
Tijuana
Mexicali
Ensenada
Tucson
Juárez
Hermosillo
Chihuahua
Ciudad Obregón
North Pacific Ocean
Gibsons
Sunshine Coast E
West Vancouver
North Vancouver
Burrard Inlet
Port Moody
Port Coquitlam
Vancouver
Burnaby
Coquitlam
Pitt Meadows
Maple Ridge
91A
Surrey
Richmond
Delta
1A
91
99A
7
Langley
99
15
Aldergrove
17
White Rock
Capital G
Point Roberts
Blaine
5
Lynden
Birch Bay
Custer
Ferndale
Bellingham
Eastsound
Bellingham Bay
Rosario
Orcas
Olga
Sidney
North Saanich
Central Saanich
Friday Harbor
Lopez Island
Decatur
Anacortes
Saanich
Oak Bay
Langford
Colwood
Victoria
Metchosin
La Conner
Ault Field
Skagit Bay
Austin
Louisiana
Houston
San Antonio
Mobile
Jacksonville
Orlando
Florida
Miami
Heroica Matamoros
Reynosa
North Atlantic Ocean

Surrey

ECM program implementation

- Migration of existing records (“unstructured data”) to ECM environment;
- Authorized destruction of remainder

Existing shared drive environment:

- 70 shared drives
- 4 million digital files (estimated)
- 70 different file formats

Goal: “minimum, best set of qualified records are safely and efficiently migrated”

New Tools (Surrey)

	Record identity	Record integrity	Appraisal
Active Directory	✓		
Asset software		✓	
Network software		✓	
Visual Basic script		✓	
Log-on scripts		✓	
Directory Opus	✓	✓	
Tree-Size Professional			✓
Object Importer [Enterprise Content Management utility]	✓	✓	
Reasonable NoClone		✓	

USED AT:

AUTHOR: UBC

DATE: 19 Jan 2004

WORKING

READER

DATE

CONTEXT:

NOTES: 1 2 3 7 8 9 10

PUBLICATI

A-0

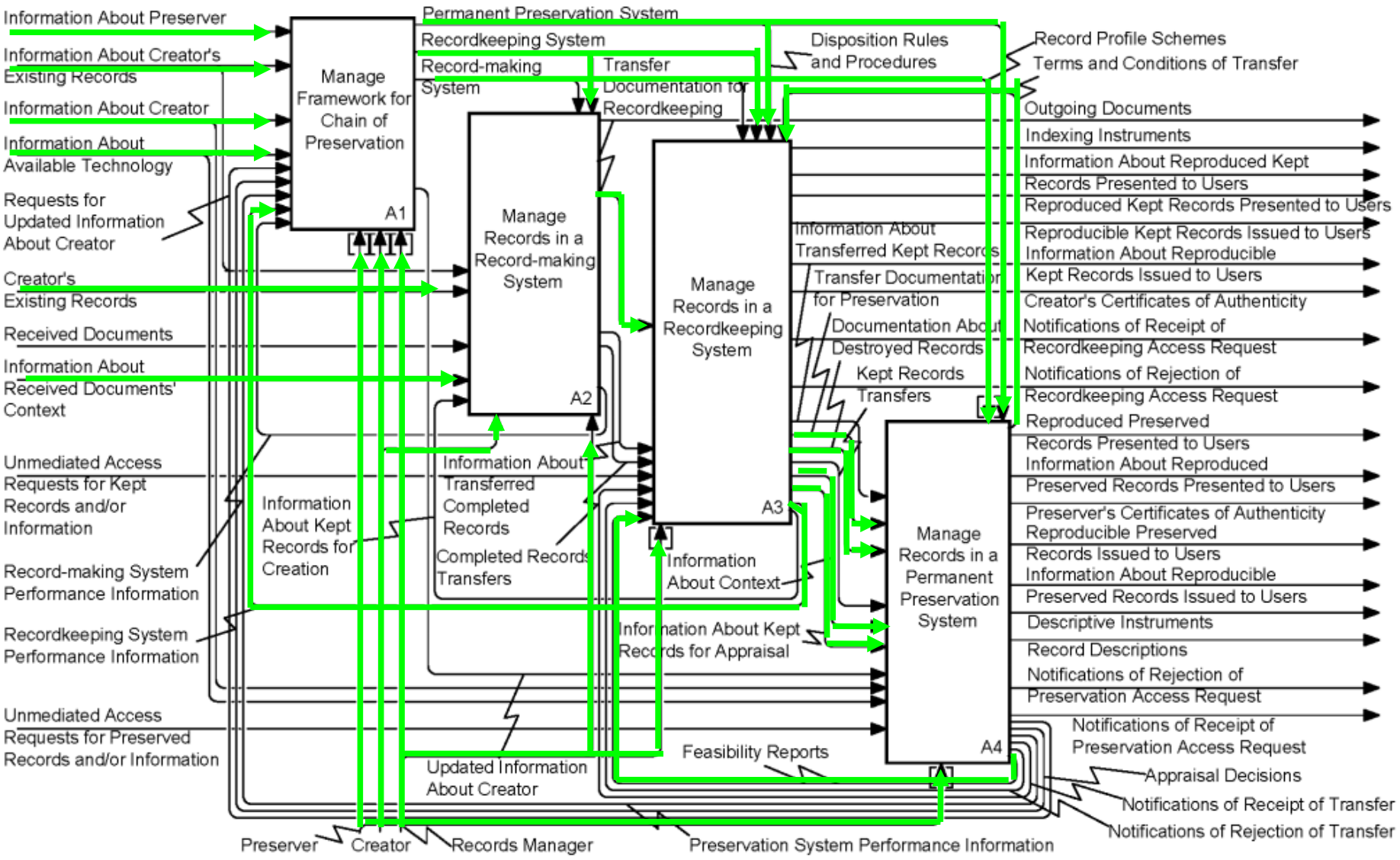
Archival Concepts, Principles and Requirements

Preserver's Mission

State of Technology

Juridical System

Standards



NODE:

A0

TITLE:

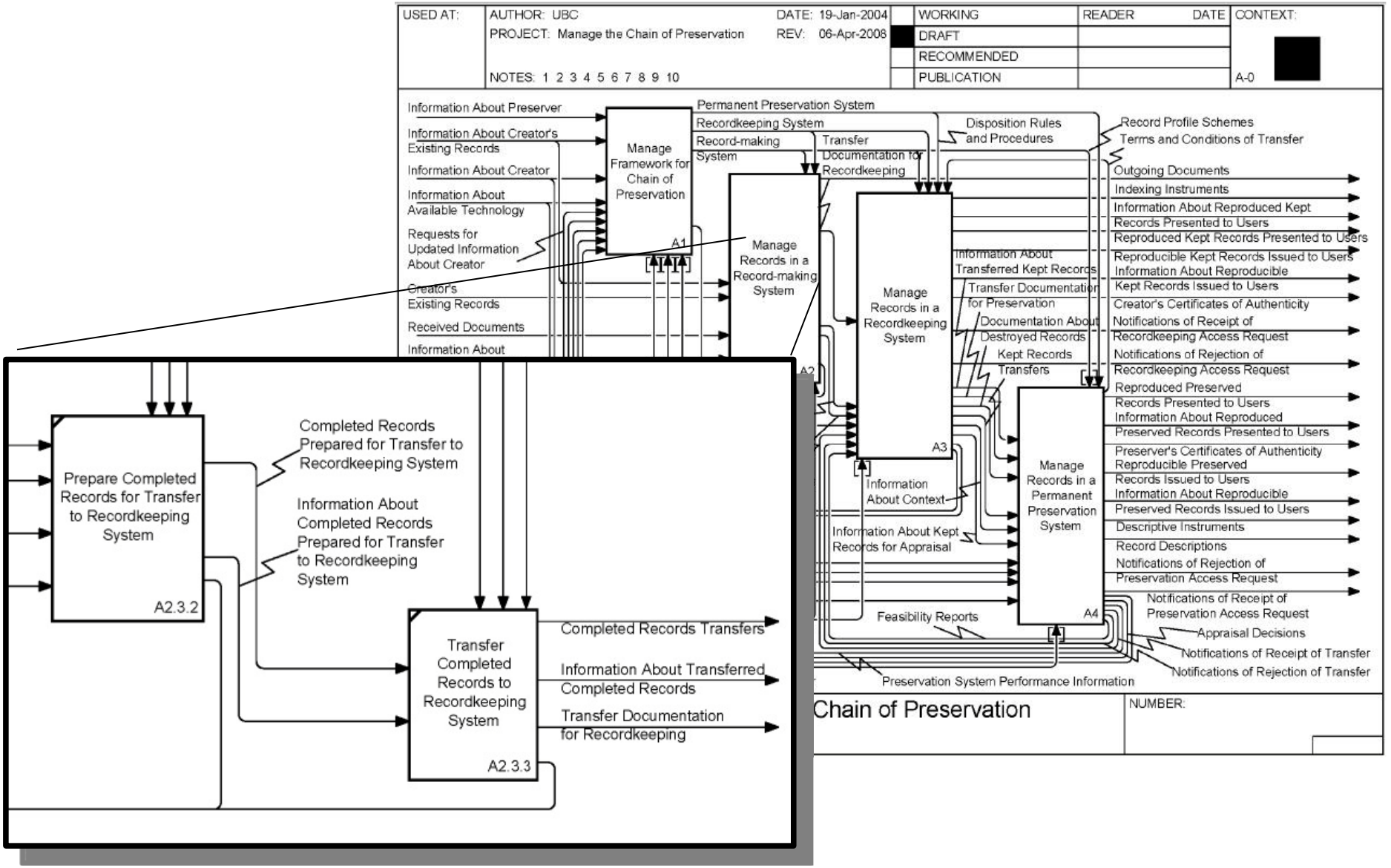
Manage Chain of Preservation

NUMBER:

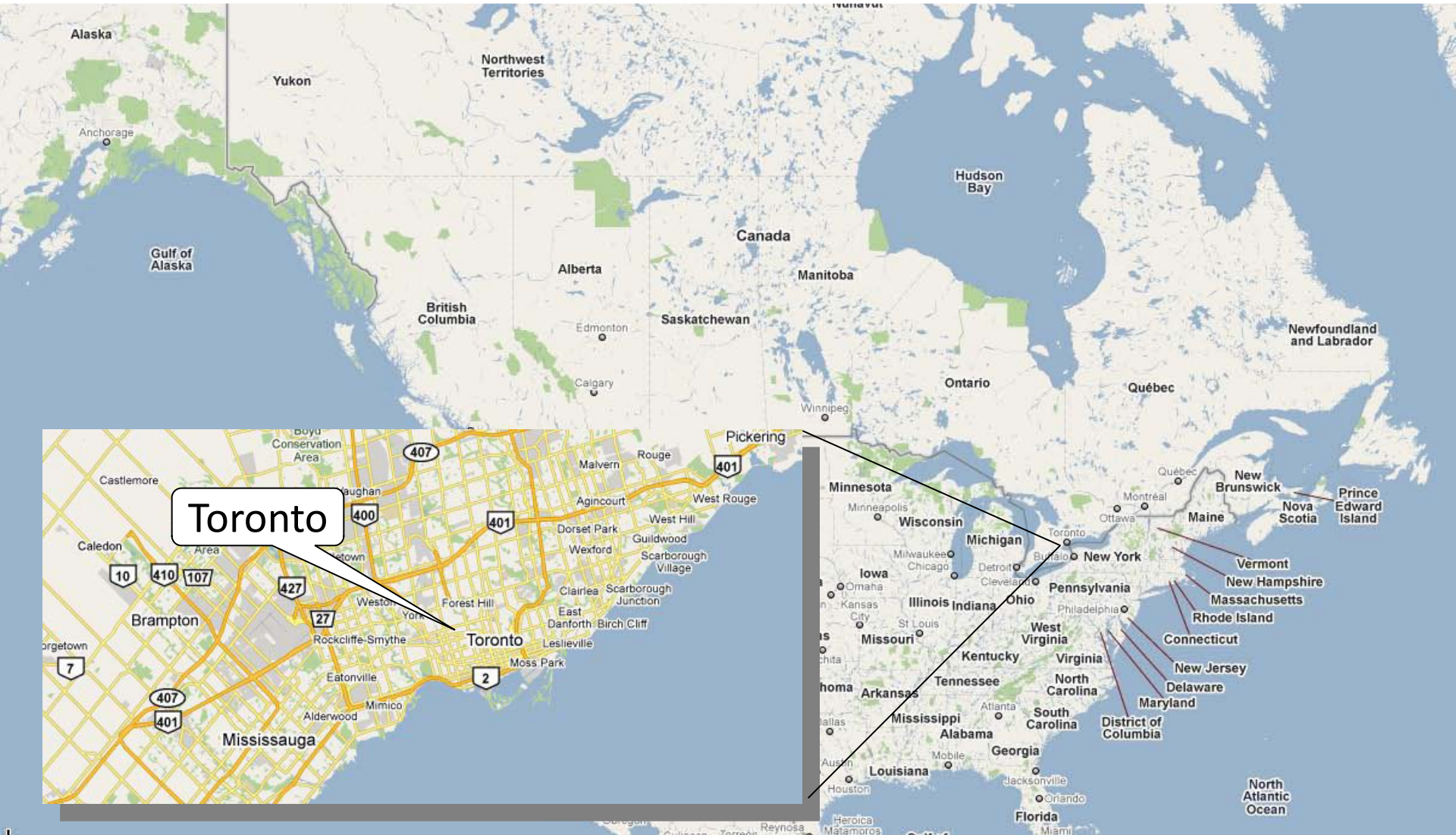
Facilities

Tools

Chain of Preservation Model



Toronto


Alaska
Yukon
Northwest Territories
Anchorage
Hudson Bay
Gulf of Alaska
Canada
Alberta
Manitoba
British Columbia
Edmonton
Saskatchewan
Newfoundland and Labrador
Calgary
Ontario
Québec
Winnipeg
Toronto
Pickering
Castlemore
Brampton
Mississauga
Minnesota
Wisconsin
Michigan
New York
Maine
Vermont
New Hampshire
Massachusetts
Rhode Island
Connecticut
New Jersey
Delaware
Maryland
District of Columbia
Pennsylvania
Ohio
Indiana
Illinois
Missouri
Kentucky
West Virginia
Virginia
North Carolina
South Carolina
Tennessee
Arkansas
Mississippi
Alabama
Georgia
Louisiana
Florida
Iowa
New Brunswick
Nova Scotia
Prince Edward Island
North Atlantic Ocean

Toronto

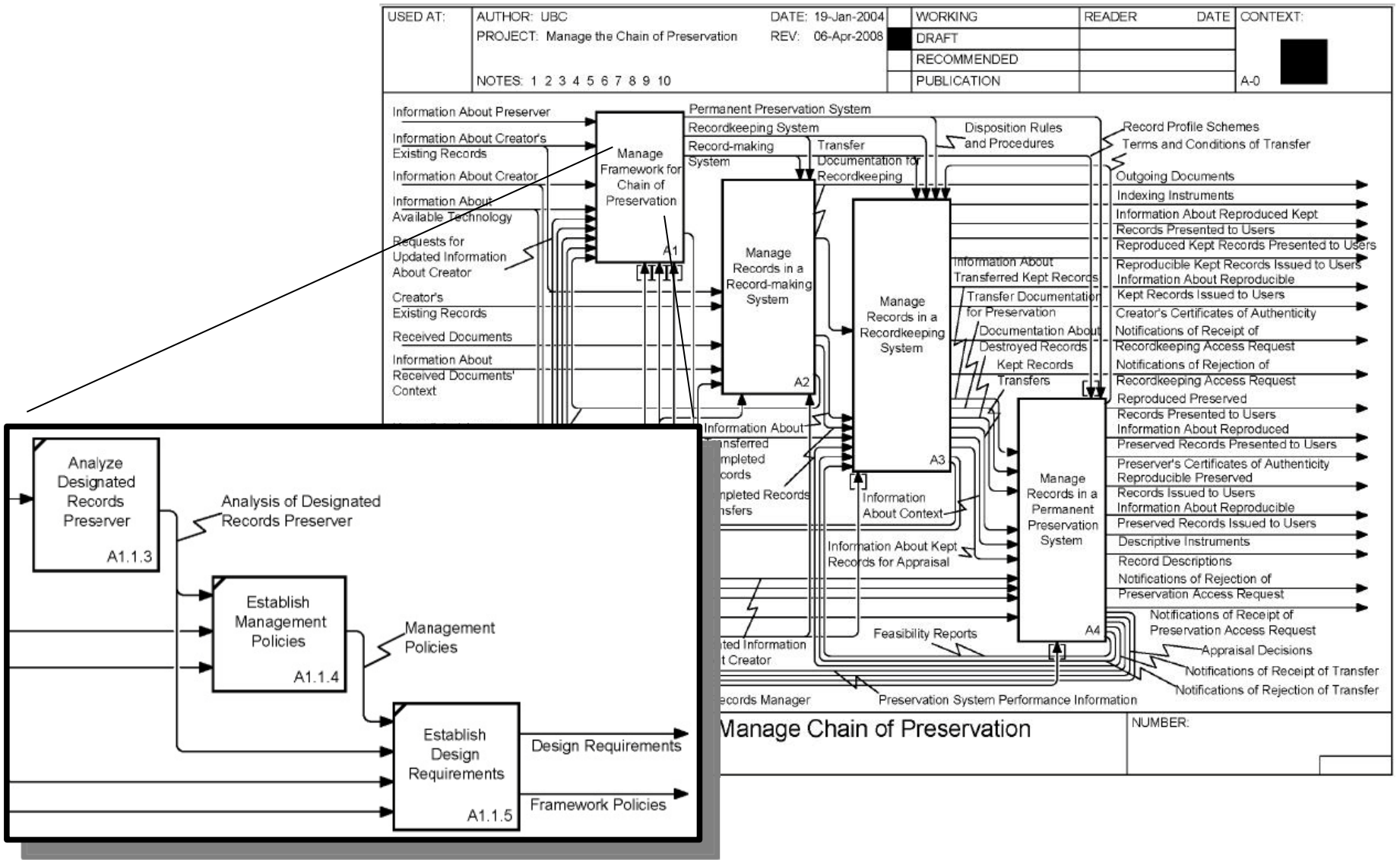
Information management governance

- Scope of management
- “Stuff” to be managed
- Means of managing “the stuff”

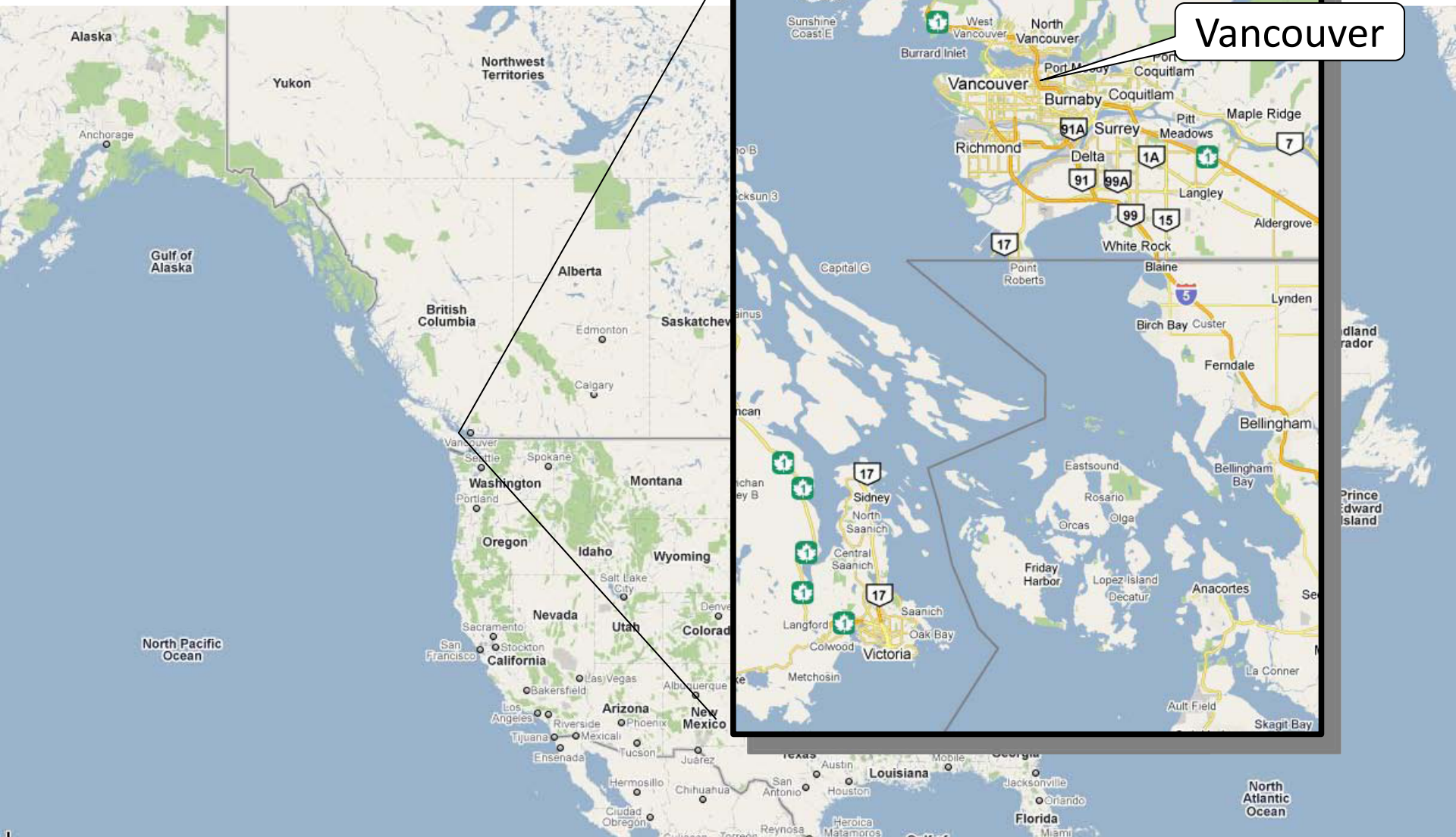
New Tools (Toronto)

	Creator-preserver relationship	Trusted Custodian	Policies / Systems
Enterprise Architecture	✓		✓
Information Management Governance		✓	
Long-term preservation strategy	✓	✓	✓
Information Management community of practice	✓		✓
[Purchase] Enterprise document/records management application		✓	✓

Chain of Preservation Model



Vancouver


Vancouver
Gibsons
Sunshine Coast E
West Vancouver
North Vancouver
Burrard Inlet
Vancouver
Port Moody
Coquitlam
Burnaby
Coquitlam
Pitt Meadows
Maple Ridge
91A
Surrey
Richmond
Delta
1A
91
99A
7
Langley
99
15
Aldergrove
17
White Rock
Point Roberts
Blaine
Capital G
5
Lynden
Birch Bay
Custer
Ferndale
Bellingham
Eastsound
Bellingham Bay
Rosario
Orcas
Olga
Friday Harbor
Lopez Island
Decatur
Anacortes
17
Sidney
North Saanich
Central Saanich
Saanich
Langford
Oak Bay
Colwood
Victoria
Metchosin
La Conner
Ault Field
Skagit Bay
Alaska
Yukon
Northwest Territories
Anchorage
Gulf of Alaska
Alberta
British Columbia
Edmonton
Saskatchew
Calgary
Spokane
Washington
Montana
Portland
Oregon
Idaho
Wyoming
Salt Lake City
Nevada
Utah
Colorad
Sacramento
San Francisco
Stockton
California
North Pacific Ocean
Las Vegas
Bakersfield
Los Angeles
Riverside
Arizona
Phoenix
New Mexico
Tijuana
Mexicali
Ensenada
Tucson
Juárez
Hermosillo
Chihuahua
Ciudad Obregón
Austin
San Antonio
Houston
Louisiana
Mobile
Jacksonville
Orlando
Florida
Miami
Heroica Matamoros
Reynosa
North Atlantic Ocean

Vancouver

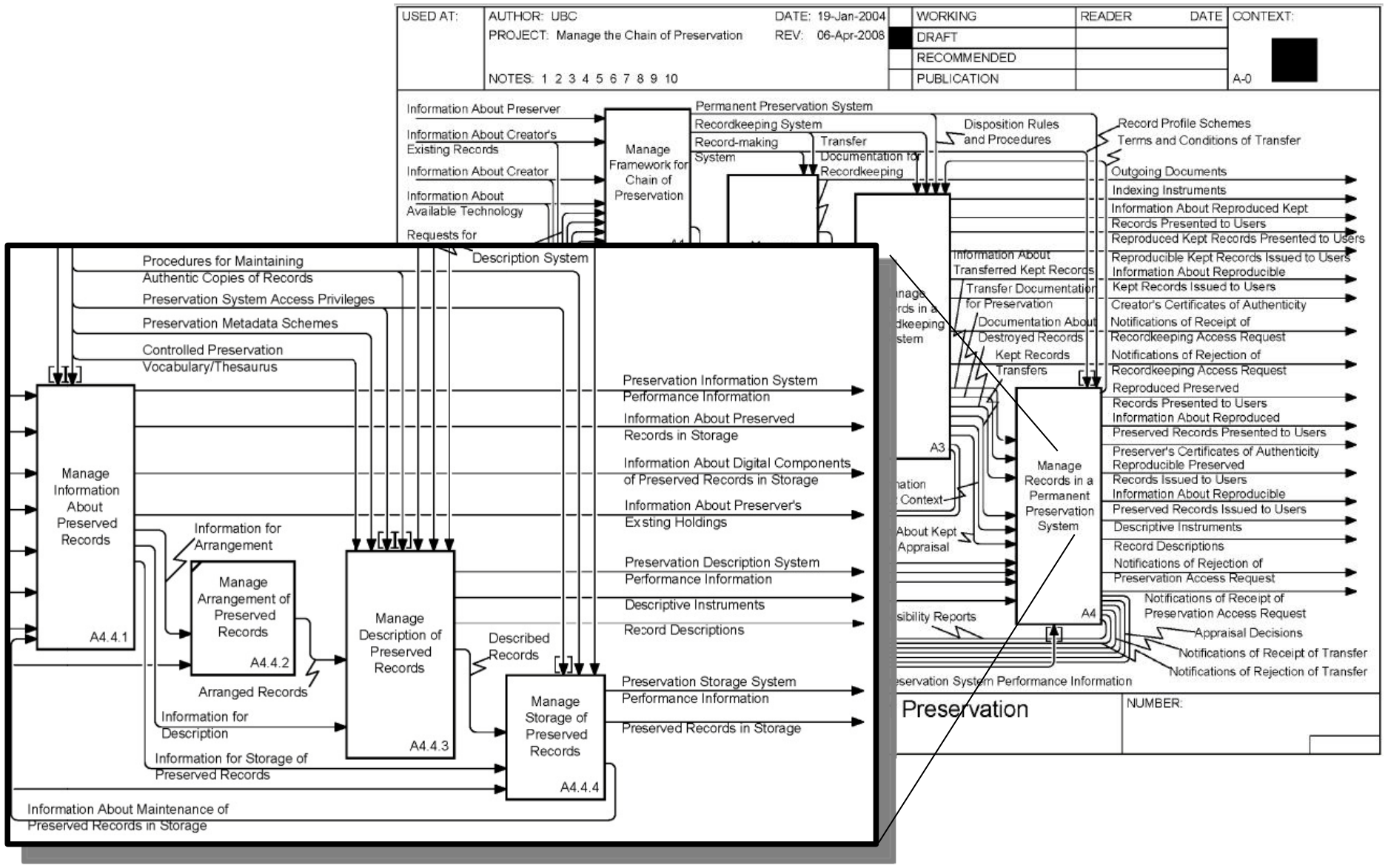
Creation of a Digital Archive

- Acquisition of VanOC records
- Integration with VanDOCS (TRIM)
- Using open source application
- Consistent with Open Archival Information System (OAIS) standard

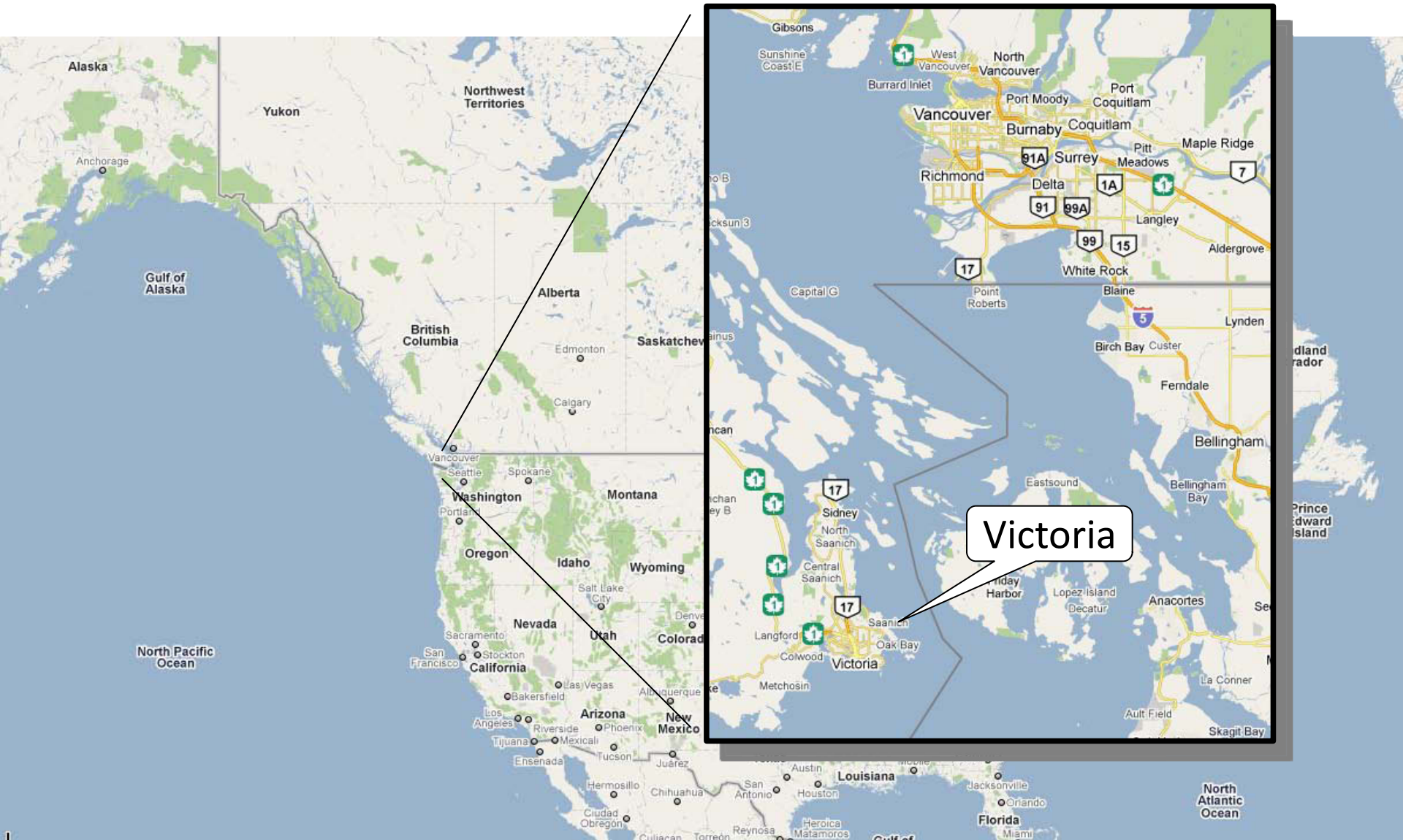
New Tools (Vancouver)

	Record identity	Record integrity	Transfers
EXT3 filesystem		?	
GNOME Nautilus file manager			✓
flock			✓
File Information Tool Set (FITS)		✓	
DROID		✓	
JHOVE	✓	✓	
NLNZ Metadata Extractor	✓	✓	
Clam AV (anti-virus)			✓
XENA	✓	✓	
Md5sum scripts (makeMD5 and checkMD5)		✓	✓
+ 14 more...			

Chain of Preservation Model



Victoria


Victoria
Alaska
Yukon
Northwest Territories
Anchorage
Gulf of Alaska
Alberta
British Columbia
Edmonton
Calgary
Vancouver
Seattle
Spokane
Washington
Montana
Portland
Oregon
Idaho
Wyoming
Salt Lake City
Nevada
Utah
Colorado
Sacramento
San Francisco
Stockton
California
Las Vegas
Bakersfield
Los Angeles
Riverside
Phoenix
Arizona
New Mexico
Albuquerque
Tijuana
Mexicali
Ensenada
Tucson
Juárez
Hermosillo
Chihuahua
Ciudad Obregón
Austin
San Antonio
Houston
Louisiana
Jacksonville
Orlando
Florida
Miami
Reynosa
Heroica Matamoros
North Pacific Ocean
North Atlantic Ocean
Gibsons
Sunshine Coast E
West Vancouver
North Vancouver
Burrard Inlet
Port Moody
Port Coquitlam
Vancouver
Burnaby
Coquitlam
Pitt Meadows
Maple Ridge
Surrey
Richmond
Delta
Langley
Aldergrove
White Rock
Point Roberts
Blaine
Lynden
Birch Bay
Custer
Ferndale
Bellingham
Eastsound
Bellingham Bay
Sidney
North Saanich
Central Saanich
Friday Harbor
Lopez Island
Decatur
Anacortes
Saanich
Langford
Oak Bay
Colwood
Victoria
Metchosin
La Conner
Ault Field
Skagit Bay
Capital G

Victoria

Elimination of digital “legacy files” on shared drives

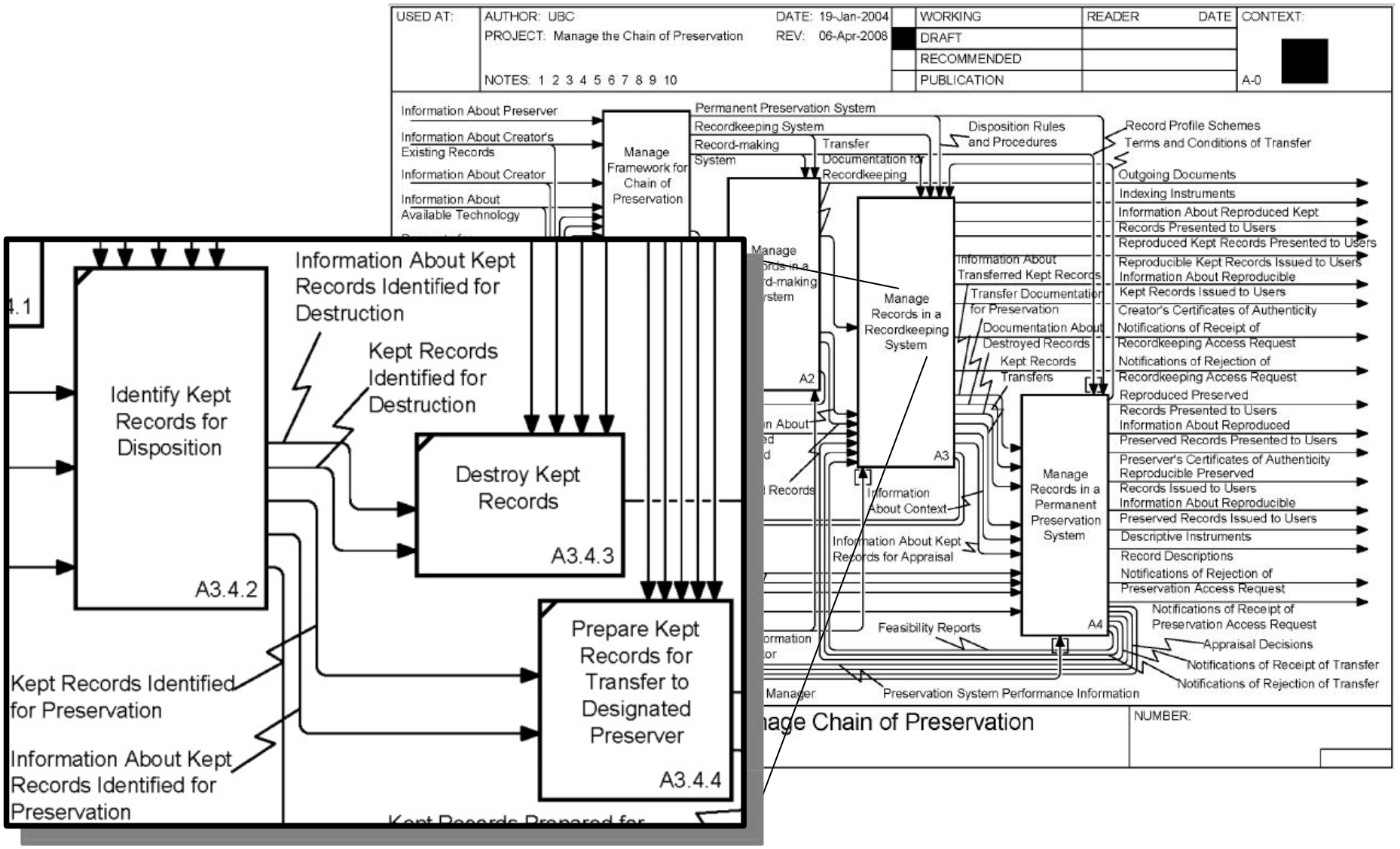
- “'Legacy Files' – Electronic documents that reside in an organization's structured or unstructured record keeping system after their paper counterparts have adhered to retention and disposition schedules”

- Interview-based analysis of shared drive record storage workflow
- Workflow-based integration of shared drive record storage with records disposition

New Tools (Victoria)

	Lifecycle management	Trusted custodian
Collaborative Policy Development	✓	
Workflow analysis	✓	✓
Process integration	✓	

Chain of Preservation Model



Concluding Comments

- Being a “Trusted Custodian”
- Teaching and Learning
  - Learning from each other
  - learning from others

Thank you!

Jim Suderman
InterPARES co-investigator / City of Toronto
jsuderm@toronto.ca

“The stone age was marked by man's clever use of crude tools.

The information age, to date, has been marked by man's crude use of clever tools."

...Anonymous