

InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems
TEAM Malaysia

CASE STUDY 03: DIGITAL PRESERVATION POLICY FOR PUSTAKA NEGERI SARAWAK

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OUTLINE

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INTRODUCTION

- Sarawak State Library (PUST AKA) role and responsibilities as the custodian of Sarawak State Government's records.
- Problems with regards to newly created electronic records.



GOAL OF THE STUDY

- To develop a digital preservation policy for PUSTAKA which comprises elements that support the preservation of a **complete**, **accurate** and **reliable records of archival value** in digital forms.



OBJECTIVES OF THE STUDY

- To ascertain the nature and volume of records preserved by PUSTAKA.
- To identify the existing and the future financial resources, human resources and expertise (including competencies) and technological capabilities of PUSTAKA for digital preservation of archival records.
- To investigate the extent to which existing policies, procedures, and standards currently control or influence records creation, maintenance, preservation and use.



OBJECTIVES OF THE STUDY

- To assess the most urgent issues and problems associated with the policies, management and preservation of electronic records.
- To investigate “most-at-risk” materials: their date of creation, date last accessed, carrier, operating systems, software used, equipment required and its availability.
- To determine what electronic records need to be archived for long term storage.



METHODOLOGY

- IP3 Template for Case Study Contextual Analysis
- IP3 Template for Policy Research Questions
- Archives Policy Conceptual Framework (developed by InterPARES Project Policy Cross Domain Team)
- Qualitative data from interviews
- Verification of data by InterPARES Project Director and Coordinator



SUMMARY OF FINDINGS

- Objective 1: To ascertain the nature and volume of records preserved by PUSTAKA
 - Public archives
 - Newspaper collection
 - Private papers
 - Photographic collection
 - Cartographic records
 - Illustrations



SUMMARY OF FINDINGS

- Objective 2: To identify existing and future financial resources, human resources and expertise (including competencies) and technological capabilities of PUSTAKA for digital preservation of archival records.
 - Five Year Malaysian Plan
 - Sarawak State ICT agency
 - Recordkeeping systems
 - The needs for expertise



SUMMARY OF FINDINGS

- Objective 3: To investigate the extent to which existing policies, procedures, and standards currently control or influence records creation, maintenance, preservation and use.
 - Sarawak State Library Ordinance, 1999 (Section 14)
 - Sarawak State Library (Amendment) ordinance, 2009 (Section 3, 11A, 29(2))
 - National Archives Act of Malaysia (2003)
 - Sarawak State Government General Order
 - Sarawak State Government Treasury Instructions
 - Sarawak State Government Circulars and Directives
 - Other Federal Government Instructions



SUMMARY OF FINDINGS

Objective 4: To assess the most urgent issues and problems associated with the policies, management and preservation of electronic records.

- State Government agencies' websites
- Competencies on digital preservation
- Stability of systems
- PROACT
- Digital records created before 2005
- IT manager's responsibilities
- Functions of Records Management Division
- Migration
- Needs for policies and procedures



SUMMARY OF FINDINGS

Objective 5: To investigate “most-at-risk” materials: their date of creation, date last accessed, carrier, operating systems, software used, equipment required and its availability.

- Records in different software versions
- Metadata elements
- Dynamic interactive systems
- Stability and fixity



SUMMARY OF FINDINGS

Objective 6: To determine what electronic records need to be archived for long term storage.

- Records created by PROACT
- Record disposition
- Record holdings published on the websites

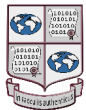
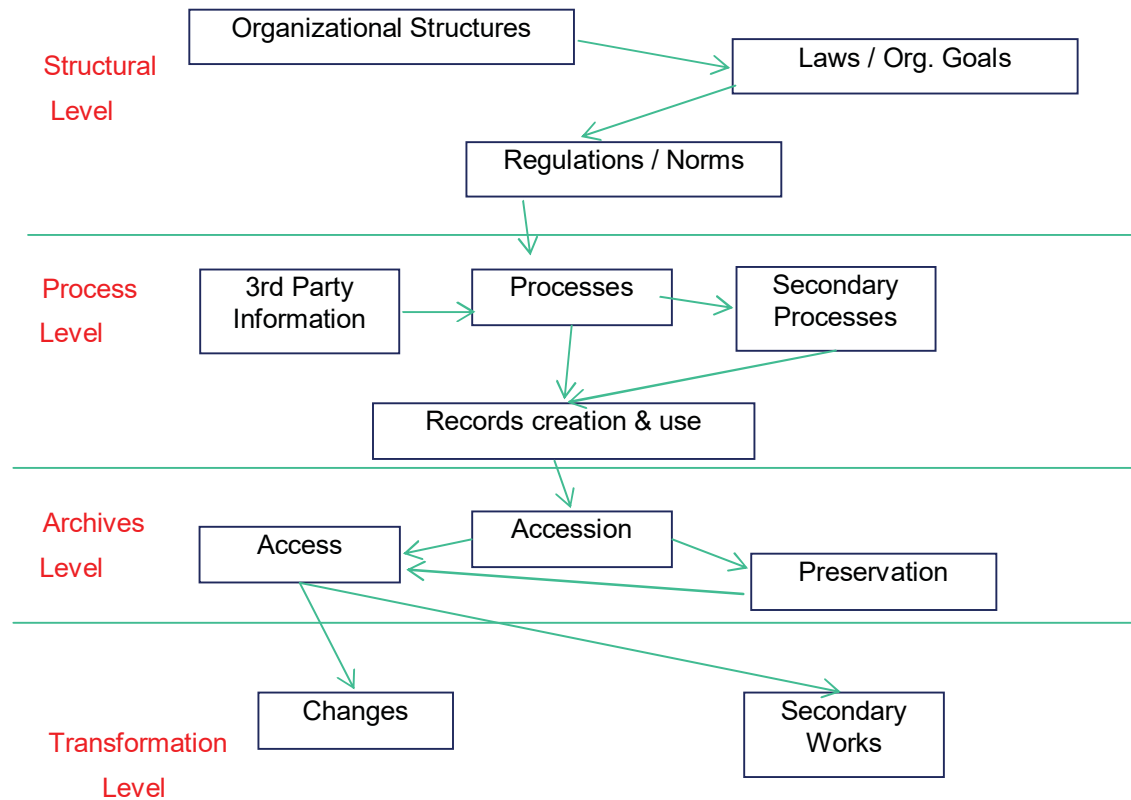


SUMMARY OF FINDINGS

Mapping the Findings on to the Archives Policy Conceptual Framework



IP 2 Archives Policy Conceptual Framework



CONCLUSION

- Through the analysis of the findings of TEAM Malaysia Case 03 which is underpinned by InterPARES Project Policy Cross Domain Conceptual Framework, it is evident that records and archival policies are shaped by a variety of structural, legal, and process factors that help determine the actions necessary for effective stewardship of electronic and other records.
- Establishment of a comprehensive digital preservation policy coordinated across Sarawak State Government agencies will minimize the administrative overhead of PUSTAKA, and thus support proper legal handling, and access to digital archives resources.



CONCLUSION

- It is hoped through the findings of this IP3 TEAM Malaysia Case Study 03, that a policy on digital preservation could be developed for PUSTAKA to match the archival needs of the digital age with the management and administrative components that are involved in the custody of archival and current records of the Sarawak State Government.





THANK YOU

