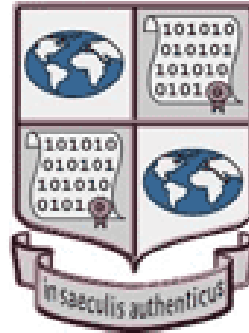


# InterPARES 3 : TEAM Malaysia Preliminary Findings



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## Research Project Title:

Managing Primary Research Data and Records for Research in Research Institutions and Related Organizations: Preliminary findings

## TEAM Malaysia: Preliminary Findings

Dr Rusnah Johare – Director TEAM Malaysia –  
The InterPARES Project

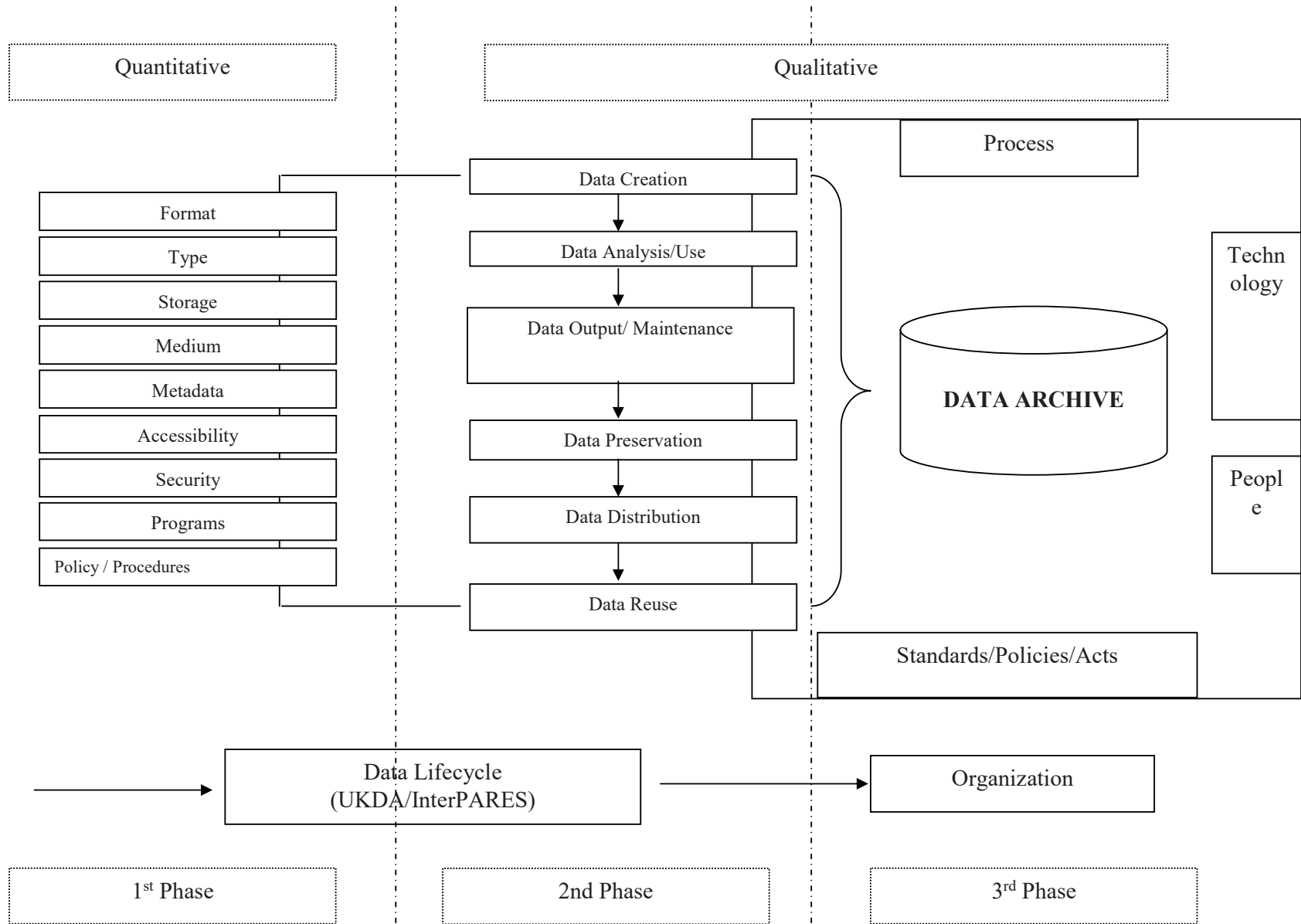
- The study is divided into three phases:
- Phase One- preliminary survey
- Phase Two-Assessment of current preservation practices
- Phase Three - in depth and focus study of selected research institutes

## \*Research Methodology

Phase	Research Question	Types of data needed	Purpose/ aim/ objectives	Data collection technique
<p><b>Phase One:</b> Determining the type, characteristics, format, policy available, procedures of preserving research data of social sciences research institutions in Malaysia.</p>	<p>“What” are nature and characteristics of research data?  “Where” they are kept, by whom?  “What” are programs developed to managed those research data?  “What” type of policy and procedures available to manage research data?  “What” data are already in custody? “What” are the formats of the research data?  “What” are the current practices of preserving research data?</p>	<p>Quantitative</p>	<p>To provide broad answers to questions</p>	<p>Survey questionnaire of social sciences research institutions</p>

Contextual Analysis	Analysis of Best Practice Models	Expected Product
<ul style="list-style-type: none"> <li>• Malaysian government legislation and rules and regulations pertaining to the preservation of primary research data and records for research (public records)</li> <li>• Administrative Mechanism of the research institutions and related organizations (using InterPARES Template for Case Study Contextual Analysis and Template for Activities Resulting in the Creation of the Relevant Records)</li> </ul>	<ul style="list-style-type: none"> <li>• InterPARES 2: Chain of Preservation (COP) Model</li> <li>• UKDA Life Cycle Model</li> </ul>	<ul style="list-style-type: none"> <li>• Conceptual Framework for the preservation of primary research data and records for research.</li> <li>• A proto-type data archives for social science research in Malaysia.</li> </ul>

# Research Framework combining InterPARES(CoP) and UKDA



- 27 research institutes were identified
- set of questionnaires were sent to 10 research institutes; researchers, administrators and IT personnels, through email and postal.
- more questionnaires will be sending out
- 10 set of questionnaires were returned so far (10 institutes)

## \* Data Collection: Survey questionnaire

- the surveyed research institutions have carried out extensive research, resulting in the collection of primary data, which are not fully utilized or made known to the public
- Only 58% of the RI(research institutions-10 RI) have research data preservation program.

Percentage	Items
45.4%	Implemented emulation/technology preservation/migration, 54.5% unavailable
66.6%	Regularly preserve research data, 33% NO
70%	Have enough resources (budget & staffs) to manage research data, 30% NO

**\*Preliminary findings**



- However only half or 50% of the RI have Preservation Policy/Standard/Procedures

Percentage	Items
41.7%	Have written policy for data/records preservation, 25% NO and 33.3% unavailable
0%	Have collection policy for research data, 55.5% NO and 44.5% unavailable
41.6%	Have metadata standards for research data, 25% NO and 33% unavailable
27%	Use preservation standard by National Archives of Malaysia, the rest mentioned status - NOT AVAILABLE

**\*Preliminary findings**

- 58% of RI mentioned that they have specific storage for keeping research data and records

Percentage	Items
58%	Keep their data in electronic forms, 25% NO and 16% unavailable
58.3%	Keep their data in physical format, 8.3% NO and 33% unavailable
54.5%	Have specific software/applications to keep research data, 27.2% NO and 18% unavailable
50%	Do have specific storage technology to keep research data, 50% NO
36%	Fulfill standard storage technology requirement, 27% NO and 36% unavailable
55%	Have structured data storage(file formats/compression techniques/encoding methods), 27.2% NO and 18% unavailable
41%	Use specific naming conventions for data stored, 8.3% NO and 50% unavailable
12.5%	Have agreed policy of the duration to keep research data/records, 37.5% NO and 50% unavailable

**\* Preliminary findings**

- 60% of RI mentioned that their data can be accessed and reused for other purposes

Yes %	Items
41%	Indexed and catalogued their data, 8.3% NO and 33.3% unavailable
36%	Indicated written policy for accessing data, 63.6% NO
30%	Data is accessed online, 41.6% NO and 33% unavailable
50%	Indicated that there are access control measure being implemented, 21% NO and 29% unavailable

**\*Preliminary findings**

- 75% of RI indicated that research data are documented, with person in charge of, inclusive all types of data collected

Percentage	Items
41.7%	Indicated protection of data according to Data Protection Act of Malaysia, 8.3% NO and the rest is unavailable.
70%	Have data recovery plan and 30% indicated NO
30%	Have disposal schedule implemented while 30% NO and another 40% unavailable
37.5%	Review disposal schedule each year while another 37.5% NO and 25% unavailable

**\*Preliminary findings**

- 41.7% of RI indicated that there is a data/records recovery planning

Percentage	Items
41.7%	Security identification applied for research data/records while 58.3% confirmed unavailability of it
41.7%	Indicated of the creation of metadata for research data/records and 58.3% indicated unavailability
25%	There are risk management plan for research data/records while 75% is unavailable

**\*Preliminary findings**

- \* preservation program is not implemented comprehensively
- \* some missing components i.e. disposal schedule
- \* written policies on preservation is not known to be exist-  
requires in depth interview to understand further the issue
- \* metadata standard is available, however such metadata is  
subject to further investigation as to understand whether  
records keeping metadata exists or not
- \* there is lack of generally accepted standard used for  
reference
- \* Absence of preservation standard in PRACTICES although MS  
223-1&2:2009 are available (launched recently) by Arkib  
Negara Malaysia-advocacy issue

**\* Preliminary conclusion**

- \* it is not a common practice for primary research data to be preserved in Research Institutions surveyed
- \* Research institutions mostly kept final report of research done in electronic and printed form, there is generally absence of practices to keep research data and records
- \* however, respondents admitted that data stored are structured accordingly based on universal file formats, compression techniques and encoding methods
- \* some respondents responded that accessibility of data is strictly for internal use-not online, non-availability of access policy

**\* Preliminary conclusion**

- \* Research Institutions are generally not clear of the need for compliance of data stored according to Data Protection Act
- \* respondents are not familiar with the review process of disposal schedules and the need for it in research data/records preservation programs
- \* however, respondents mostly mentioned of sufficient infrastructures, staffs and budgets to manage research data
- \* while they do have data/records recovery plan and program in place, this however subject to further investigation.

**\* Preliminary conclusion**



- \* the previous preliminary findings indicate a major issue on the absence of awareness, understanding and practices on:
  - primary research data and records preservation program
  - lack of purpose of preserving research data/records
  - unclear purpose on the reuse of data
- \* thus, indicates the absence of integrated, structured and shareable knowledge of research and research activities in Malaysia

\* **findings**

- \* Knowledge of proper preservation practices is very much lacking
- \* Institutions surveyed has no clear preservation policies
- \* Overall data management in institutions is not done by specialized officer, rather managed by the researcher by themselves

## \* Findings

- \* Respondents were not familiar with the specific/technical terms of preservation, therefore questions were not answered clearly
- \* Respondent's understanding and knowledge of preservation were absent therefore responses received were not clear and not achieving target
- \* The practices of preservation itself were not available in institutions, respondents have the idea that it is the responsibility of Arkib Negara Malaysia

## \* Issues and problems

**\*Thank you very much....!**