



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

Title: Case Study 08 – North Vancouver Museum and Archives (NVMA): Customizable Versions of Products

Digital Records Acquisition Policy

Status: Final (public)

Version: 1.0

Last Revised: October 2010

Author: The InterPARES 3 Project, TEAM Canada

Writer(s): Cindy McLellan
School of Library, Archival and Information Studies,
The University of British Columbia

Shamin Malmas
School of Library, Archival and Information Studies,
The University of British Columbia

Project Component: Knowledge Mobilization

URL: http://www.interpares.org/display_file.cfm?doc=ip3_canada_cs08_acquisition_policy.pdf

Document Control

Version history			
<u>Version</u>	<u>Date</u>	<u>By</u>	<u>Version notes</u>
1.0	2010-10-15	C. McLellan, S. Malmas	First public version.

Digital Records Acquisition Policy

The mandate of the **[Institution name]** is to acquire, maintain, and provide access to the records of organizations and individuals whose activities document the historical, social, economic, political and cultural development of **[Institution name]**. This mandate includes the preservation of records in all media include digital records. To ensure the digital heritage of **[Institution name]** is not lost, **[Institution name]** is beginning to set up the necessary prerequisites for collecting digital records.

Long-term preservation of digital records is an ongoing commitment for the **[Institution name]**. The chosen method for extending the life of and ensuring access to digital records is to migrate digital objects to currently accessible and open formats. Migration is a technique which is applied regularly in archives to extend the life of unstable media. For example, the paper used to make newsprint, is highly acidic and quickly degrades. Creating microform copies was a common practice used to extend the life of newspapers. Similarly, digital records are inherently unstable; technology changes rapidly, and new software is only backwards compatible to a certain version (for example older versions of Microsoft Works, previous to Works 4.5, cannot be run on Windows 2000 or later). Digital obsolescence is one of the major barriers facing anyone wishing to preserve accessible and readable digital records over the long term.

Assuming that the material complies with **[Institution name]** overall acquisition guidelines as expressed in the Collection Policy, for the purposes of permanent preservation and access, the **[Institution name]** has developed the following deposit guidelines and policies:

- All files accepted by the **[Institution name]**, regardless of file type or format, will be preserved in their original, unaltered state. For all original files, including those that are not considered supported or preservation formats, the Archives will:
 - Ensure bit level preservation through a passive management program, ensuring that the original files remain unaltered.
 - Generate an MDS5 checksum upon receipt, store checksums permanently, and provide a mechanism to monitor checksums through manual means.
 - Provide copies of files to users in their unaltered state.We cannot guarantee the availability of hardware or software to view original files that are not included in the list of supported or preferred formats. Those who wish to use such records may be required to find their own hardware or software.
- For each file format listed as a supported format the **[Institution name]** will:
 - Accept files in their original state and provide the services listed above.
 - Provide advice and assistance to help you convert supported file formats to a preservation format.

- Attempt to maintain in-house access tools to render files in their original format. However, we cannot guarantee the permanent accessibility of in-house access tools, and reserve the right to remove file formats from the list of supported formats.
- If we remove a file from the list of supported formats, we will attempt to migrate such files to a target format, but we cannot guarantee that such a migration will take place.
- Donors are encouraged to migrate material to supported formats and current media. Please see list of supported formats at the end of this document.
- For each file format listed as a preservation format the **[Institution name]** will:
 - Maintain hardware and software that can render the files in the target format state. Such hardware and software may be available on site or online.
 - If software to render a particular target format is no longer available, we will migrate the files to a new target format.
 - As online access tools become easily available the Archives will endeavour to utilize them.

If a format is not listed in the Preservation and Access Plan, please consult the **[Institution name]** concerning steps that could be taken to ensure long-term access to the file or the information contained in it. The archivist may be able to provide guidance with regard to migration.

Preservation & Access Plan

<i>Genre</i>	<i>Supported Formats</i>	<i>Preservation Formats</i>	<i>Supported Access Formats</i>	<i>Notes</i>
Text, source code	.txt files		.txt	
Word Processed Documents	.doc, .wpd, .odt	.odt	PDF/A	Use Adobe Acrobat or Open Office to migrate doc, wpd, and odt to PDF/A, where appropriate.
Raster Images	.jpg, .png	.tif	.jpg	Use Adobe to migrate
Audio	.mp3	.wav	.mp3	Convert using ffmpeg http://www.ffmpeg.org/
E-mail accounts	None*	PDF, PDF/A	PDF, PDF/A	Use Adobe Acrobat or Open Office to migrate

				doc, wpd, and odt to PDF/A where appropriate.
Video	.avi, .mov, .wmv	.mpeg2	.ogv	Convert using ffmpeg
Databases	.mdb	Original format	Original format	
Spreadsheets	.xls, .ods	.ods	.ods	Use Open Office to migrate. Some properties may be lost.
Application files/Executables	None	Original format	Original format	

* At this time, preserving e-mail in its creating environment is currently beyond the technical capabilities of the **[Institution name]**. The **[Institution name]** will accept e-mail records (which often contain important correspondence and decision making information) in two formats: either as print copies of e-mails, or as digital copies of e-mail in PDF/A format. When technological change provides the archives with a solution that meets its requirements the policy will be changed accordingly.