

Certification

**Archival Workshop on Ingest,
Identification and Certification**

Approaches to Certification

- **Certification - Individual**
- **Certification - Data**
- **Certification - Processes**
- **Accreditation - Archives Program**

Individual Certification

- **Examples in traditional Archival/Records Management Community:**
 - **Academy of Certified Archivists**
 - Education
 - Work Experience
 - Competencies Examination
 - **Certified Records Manager Program**
 - Competencies Examination

Data Certification

- **ISO 9000 - Quality Management & Quality Assurance standards**
- **Internal Quality Control Procedures**
 - **Policy handbook**
 - **Media integrity**
 - **Processing controls**
 - **Data Validation**

Certification of Processes

- **OAIS Reference Model**
- **Internal Procedures Manual**
- **Documented adherence to external requirements**
 - security
 - national regulations
 - FOIA
 - Copyright
 - Transborder data flow

Accreditation of Archives Programs

- Traditional academic style
- Self Assessment
 - Museum Assessment Program
 - SAA Guide to Managing an Institutional Archives

Certification Check List

- Does the Archives have a written plan - assumptions & practices?
- Has the Archives validated its procedures against standards?
- Is the interaction between Archives and Providers defined?
- Can data ingest process handle the expected data transfer?

Certification Check List

- Does the Archives have procedures to check fidelity of ingest (SIP/AIP)?
- Are environmental & security controls adequate?
- Does the Archives have migration strategies for data & metadata?
- Does Archives make its data and services know to user community?

Certification Check List

- Can the user community use the data?
- Does the Archives provide data & metadata in infrastructure independent representation?
- Are mechanisms provided for life cycle maintenance?

Current “Certification” Activities

- **InterPARES**

- **Requirements for Assessing the Authenticity of Electronic Records**
- **Appraisal Model diagrams**
- **How to Preserve Authentic Electronic Records**

Current “Certification” Activities

- **RLG & OCLC**
 - **Attributes of a Trusted Repository for Digital Materials: Meeting the Needs of Research Resources**

Current “Certification” Activities

- **Global Electronic Records Association**
 - Legal Acceptability Guide for Electronic Records
 - Certification Criteria for Digital Records Archives (facilities & archivists)

Current “Certification” Activities

- **NARA**
 - **Electronic Records Archives**

Current “Certification” Activities

- **DLF/LOC**
 - **Metadata Encoding and Transmission Standard (METS) XML schema**

Current “Certification” Activities

- **European Commission - Interchange of Data between Administrations (IDA) Initiative**
 - **Model Requirements for the Management of Electronic Records (MoReq)**

Current “Certification” Activities

- **Joint Information Systems Committee (JISC)**
 - **Preservation Management of Digital Materials Handbook**
 - **Information Environment, Services and Content - Standards & Guidelines -SLAs**