

1990



2001



2016



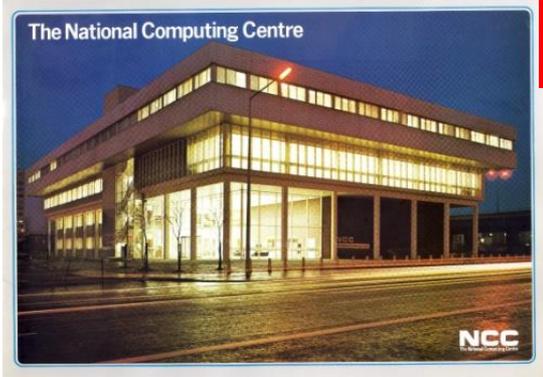
Preservation Planning for a Personal Digital Archive

Paul Wilson
pwilsonofc@btinternet.com

DPC Webinar, 29th June 2016

How I got into this

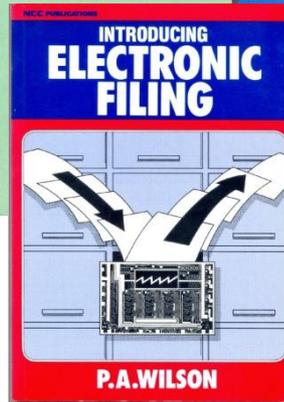
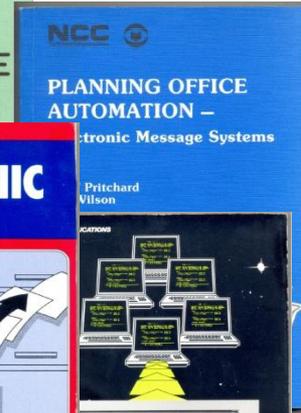
Office Technology Division, 1980-84



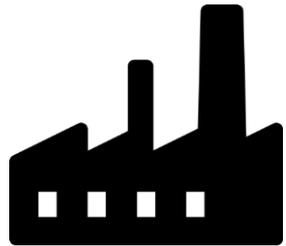
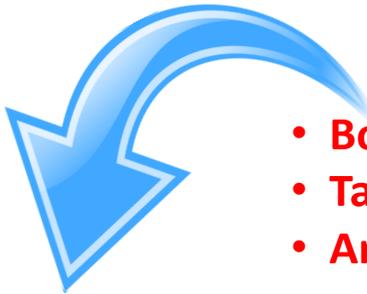
Seek out Best Practice



- Visits
- Papers
- Conferences



- Books
- Talks
- Articles

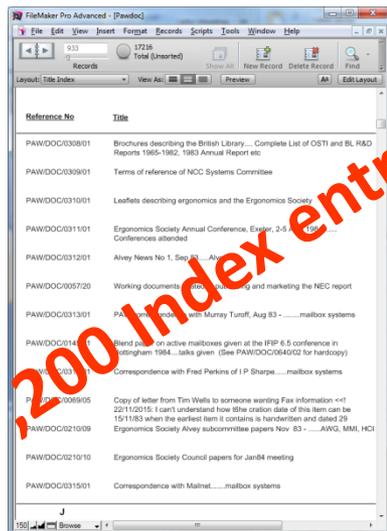


Personal experimentation

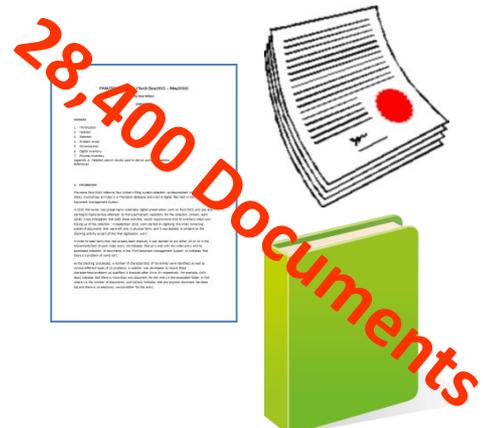


UK Economy

Collection Contents



17,200 Index entries



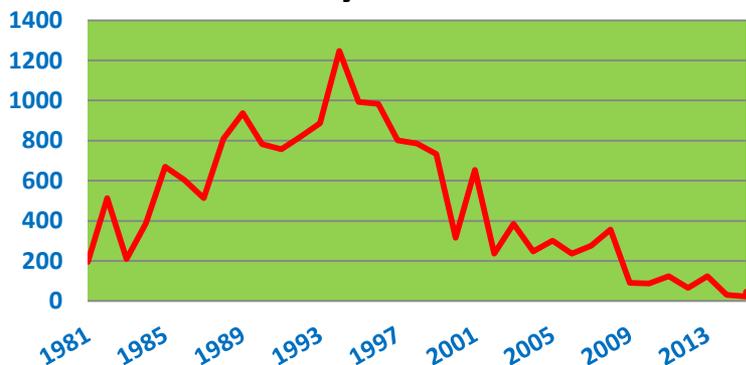
Word
187,000 files
40Gb

PowerPoint
Excel
html
jpg
Filemaker
m1v movie clip
PDF

itm zip mpp scv xml css mp4 gif bmp gid rtf Visio log sql mdb

NB. Most paper docs scanned to 1 Tif file per page

Index Entry Creation Rates



Information Type	
Info in Index only (no document)	150
Ref to document not in collection	200
Original was a paper document	16400
Original was an electronic file	12000

Preservation by another name

Backing-up



Photocopy of Index Cards



Printout of Title Index



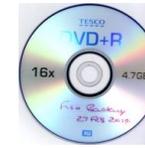
230Mb Magneto-Optical drive



CD 650Mb



DVD 4.7Gb



Remote Storage



External Hard drive



Cloud

Hardware Upgrade



Apple Mac Plus 1986

Apple Mac SE 1988

Compaq LTE Lite 2.5 1993

Compaq LTE Elite 4/40CX 1994

Dell Latitude Xpi CD, 1997

Dell Latitude CP-X 2000 - stolen in 2004

IBM ThinkPad T40 2004

Lenovo T61

Acer Aspire 4830T 2011

OS Upgrade



Mac System 3.2 1986

Mac System 5 1988

Windows for Workgroups (3.11) 1993

Windows 95 1996

Windows 98 2000

Windows XP 2003

Windows 7 2011

Windows 10 2016

Index Software Upgrade



Filemaker Plus, 1987

Filemaker Plus 2.1, 1989

FmPro, 1993

FmPro 3, 1996

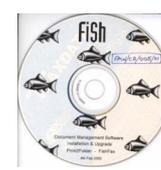


FmPro 15, 2016

Doc Mgmt Software Upgrade (Paperclip rebranded to Fish)



Paperclip, 1996



Fish V5.2, 2000

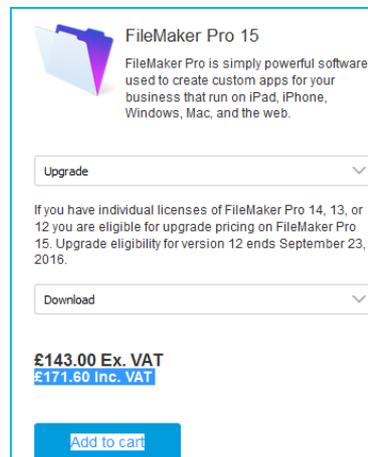
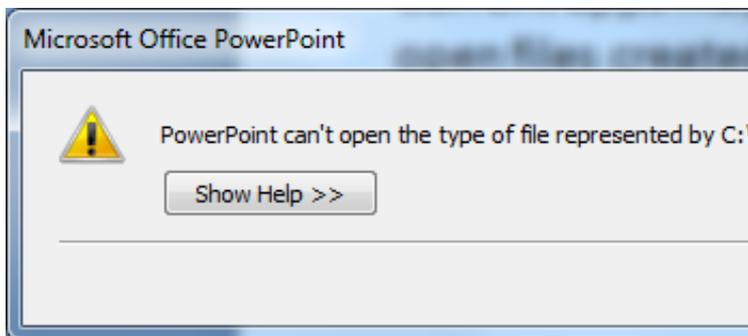


Fish V5.4, 2004

Fish v5.5 2011

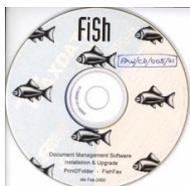
Preservation concerns

Current apps may not open files created in older versions

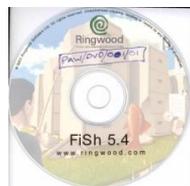


The Index software (Filemaker) keeps upgrading at £170 a time

The Document Mgmt software, Fish, may be close to end-of-life – only being maintained for existing customer base



V5.2, 2000



V5.4, 2004



Fish v5.5 2011

I no longer have the software with which some files were created

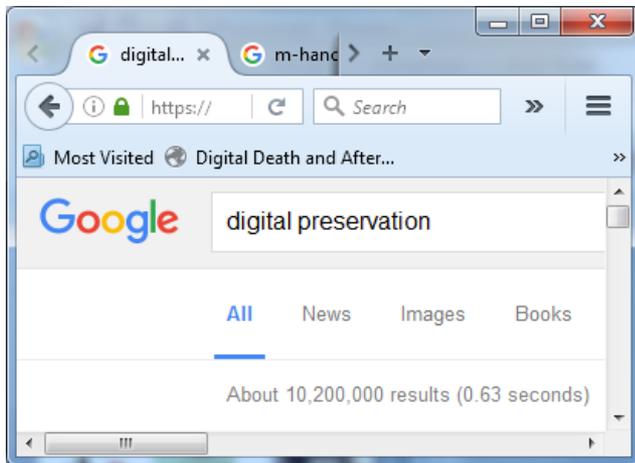


I needed a Preservation Plan of Action

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But.... The DP field is (understandably):

- Huge



- Mainly aimed at institutions and large collections

“The British Library is increasingly a digital library. Our digital library store already holds over 11,500,000 items and more are added every day”
British Library Digital Preservation Strategy, March 2013

- Often complex, for example...

- Reference Model for an Open Archival Information System (OAIS) produced for the Space Data System Community
- The PLATO online tool produces a plan in XML and PDF format which can then be executed by other software

I wanted:

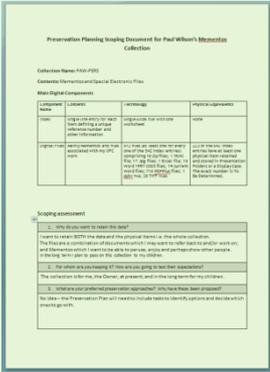
- Guidance for a small collection owned by an individual
- A simple process
- A solution that would deal with immediate problems AND address longer term requirements

Notional Planning Components

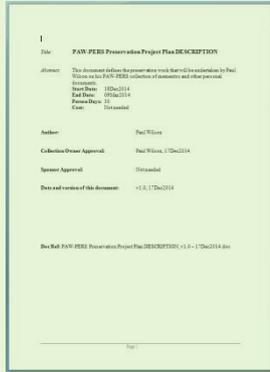
Digital Preservation Literature

Conversations

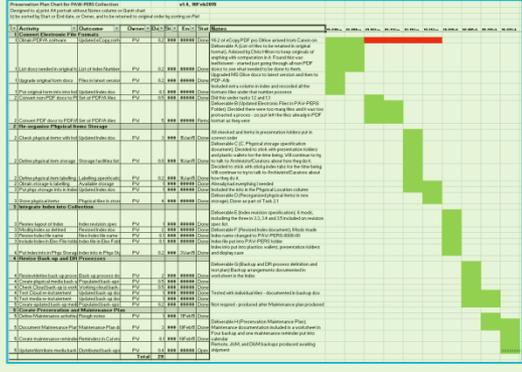
Scoping Document



Project Plan Description



Project Plan Gantt Chart



Preservation Maintenance Plan



DPC 12 step preservation planning exercise sheet

This formed the basis of the Scoping Document

Development Approach

1,450 files, 7Gb

Memento Collection

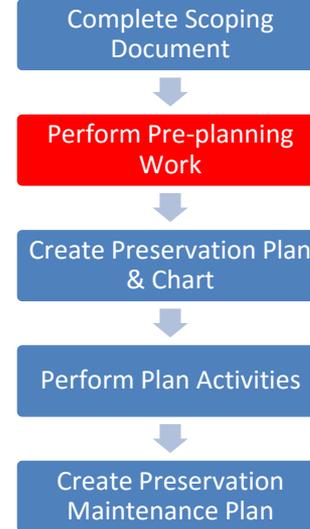


Review and refine process & documents

15,000 files, 49Gb



Photo Collection



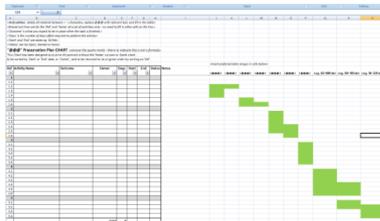
Review and refine process & documents

Create Templates

Preservation Maintenance Plan Template



Preservation Plan Chart Template



Preservation Plan Description Template



Scoping Document Template



Process & Document Contents

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Scope the work

- Name and contents
- Hardware & Software
- Risks
- Pre-work required to produce plan
- Costs & resources



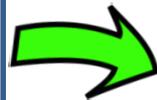
Do the pre-plan work

- Technology platform strategy
- Risk mitigation options
- File conversion strategies
- etc



Create the Plan

- Scope - components
- PAC-R (Principles, Assumptions, Constraints, Risks)
- Project Management
- Milestones & Deliverables
- Task Breakdown
- Budgets & cost
- Timeline (chart)



Do the planned activities



Create the Maintenance Plan

- Schedule
- Define technology strategy
- Perform inventory check
- Define/implement file conversion requirements
- Define next version of maintenance plan
- Review/update backup arrangements

Note:

- May not be suitable for less-structured personal collections
- May be suitable for small institutional collections
- Needs to be refined by use and lessons learned

**Use Process and Templates
on Personal Document
collection**

**I'm seeking
collaborators –
please get in touch
if you're interested**

**Refine Toolset from
lessons learned**

**If the Templates are of
use, it may be better for
an organisation to take
ownership and refine
them**