Keeping Electronic Records at the National Portrait Gallery

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Where to start?
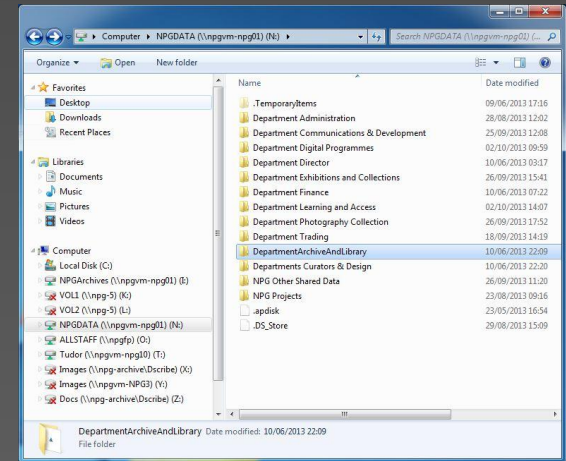
- What have we got?
- What are our requirements/objectives?
- How to 'sell' it to the organisation?

Background

- Archive
- Policy
- EDRMS
- File Plan
- Retention Schedules
- Organisational culture/commitment

What have we got?

- Two shared drives
- My Documents
- Removable media storage
- File formats

What are our requirements?

- Usable (old) electronic records
- Authentic electronic records
- Reliable electronic records
- Accessible electronic records
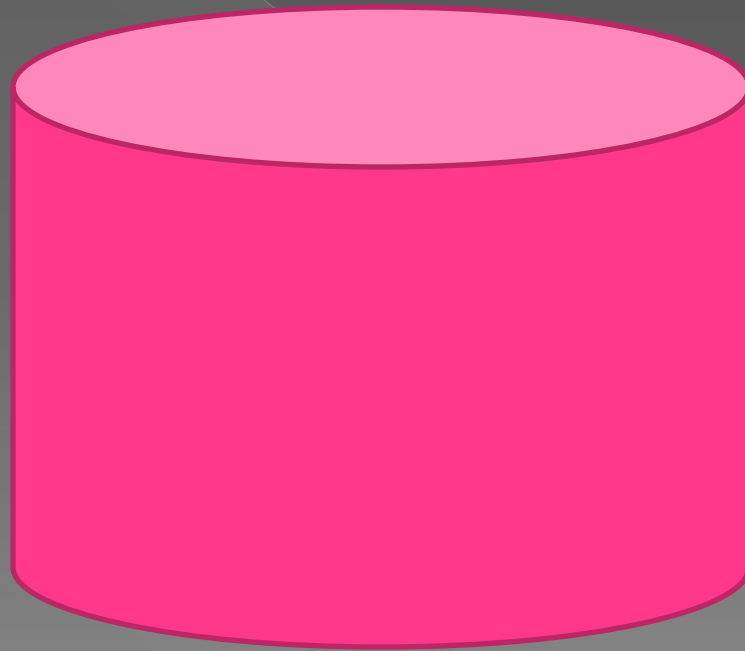- An ongoing process that works for users

How to 'sell' it to the organisation?

What is in it for:

- Senior Management
- Departments
- Individuals

Concentrating on the most important

The Electronic Archive Drive

How does that work in practice?
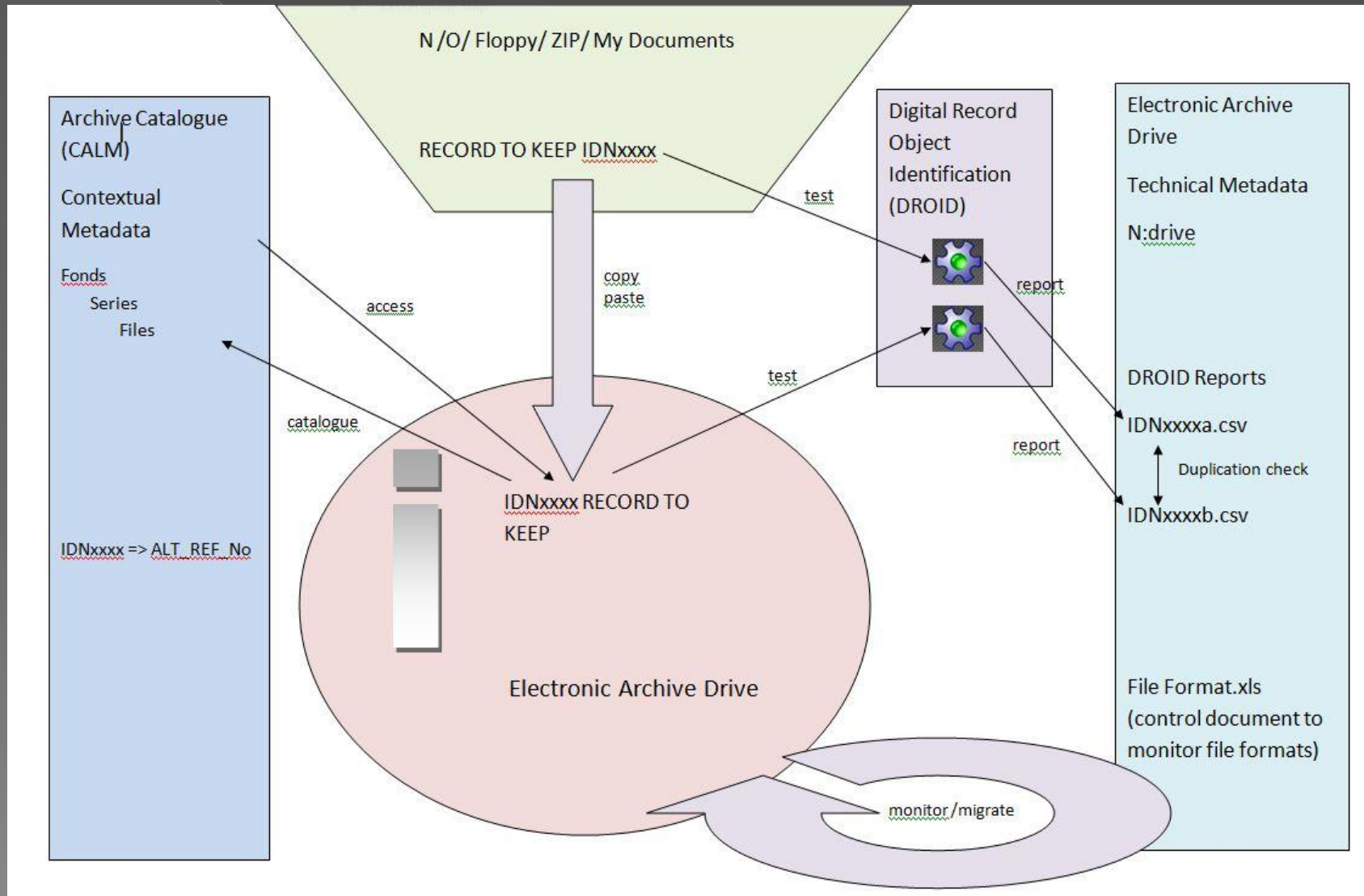
Example Zip 100 disc

Example zip discs

- Numbering each item
- Finding a device that reads it….
- Finding what software was used…
- Producing a Droid report for each disc content
- Weeding…
- Migration…
- Transfer to the Electronic Archive Drive
- Cataloguing in CALM

Transfer to Electronic Archive

N /O/ Floppy/ ZIP/ My Documents

RECORD TO KEEP IDNxxxx

Archive Catalogue (CALM)

Contextual Metadata

Fonds
   Series
      Files

IDNxxxx => ALT_REF_No

access

catalogue

copy
paste

IDNxxxx RECORD TO KEEP

Electronic Archive Drive

test

Digital Record Object Identification (DROID)

report

test

report

monitor/migrate

Electronic Archive Drive

Technical Metadata

N:drive

DROID Reports

IDNxxxxa.csv

Duplication check

IDNxxxxb.csv

File Format.xls (control document to monitor file formats)

Promoting access

- Captions 'Treasures from the National Portrait Gallery'
- Induction
- Training
- Staff Newsletter

Ongoing issues?

- Access permissions
- Semi-current case/project files
- Transfer
- File structures/naming conventions
- Slow moving process

Thank you!

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