

## **Questionnaire on Digital Preservation in Local Authority Archive Services**

### **A - Digital Preservation Planning**

1. Would you describe your Archive Service as:

- Actively seeking digital material
- Reacting to depositors
- Turning away digital material?

Comments

2. Have you drawn up any documentation relating to digital preservation? Please tick any of the following which apply. Please also use the text box to indicate if you would be willing to provide copies of any documentation you have drawn up.

- Digital Preservation Policy
- Digital Deposit Form
- Accepted File Formats list
- Guidance for depositors of digital records
- Ingest guidelines
- Other (please specify)

3. Which of the following types of digital material does your Archive Service already hold or expect to receive? *[Two column checklists]*

- None
- Textual documents
- Databases
- Still images
- Video
- Audio
- Geographical Information Systems data [GIS]
- Web sites
- Email
- All of the above
- Other (please specify)

Comments

4. On a scale of 1 to 4, where 1=not important at all, 2=relatively unimportant, 3=relatively important, 4=very important

How important is it that your Service is able to preserve digital records created by:

- Local authorities
- Local Public Records bodies (eg hospitals, prisons)
- Small local 'official' organisations (eg schools, parish councils)
- Religious organisations
- Businesses

- Societies, charities and local political organisations
  - Private individuals
  - Other (please specify)
5. If you have any further comments on the questions in this section, please add them here. We would be particularly interested to hear about any collaborative projects/initiatives in the field of digital curation with which your organisation has been involved.

## **B – General Awareness of Digital Preservation**

6. With which of the following organisations' or research projects' work on digital preservation are you familiar? Please tick any which apply:
- Digital Preservation Coalition [DPC]
  - Digital Curation Centre [DCC]
  - Seamless Flow
  - Digital Continuity Project
  - East of England Digital Archive Regional Pilot [DARP]
  - Planets
  - InterPares
  - Paradigm
  - Cairo
  - LIFE/LIFE2
  - CASPAR
  - Digital Preservation Europe [DPE]
  - UK Web Archiving Consortium [UKWAC]
  - Other (please specify)
7. On a scale of 1 to 4 where 1=unaware, 2=aware, 3=planning, 4=have implemented/change in practice

How familiar are you with the following standards?

- General International Standard Archival Description [ISAD(G)]
- ISO 15489-1 and/or 2:2001 Information and documentation. Records management
- ISO 14721: 2003 Reference Model for an Open Archival Information System [OAIS]
- ISO 17799 (ISO 27001 and ISO 27002) Information Technology. Security Techniques
- ISO 23081-1:2006 Information and documentation -- Records management processes -- Metadata for records
- BIP0008 Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically
- ISO 20652:2006 Producer- Archive Interface Methodology Abstract Standard [PAIMAS]

8. On a scale of 1 to 4 where 1=unaware, 2=aware, 3=planning, 4=have implemented/change in practice

How familiar are you with the following data schema?

- ANSI/NISO Z39.85-2007 Dublin Core Metadata Set
- Encoded Archival Description [EAD]
- Encoded Archival Context [EAC]
- Preservation Metadata Implementation Strategies [PREMIS]
- Metadata Encoding & Transmission Service [METS]
- e-Government Metadata Standard [E-GMS 3.1]

9. If you have any further comments about the questions in this section, please add them here.

### **C - Practical Digital Preservation**

10. Has your Service received any accessions of digital records (either born digital materials or digitised images)? Yes/No

If no, jump to Q\*\*\*\*\*

11. Please estimate the quantity of digital records currently held:

- In GB/TB
- By number of files

Comments

12. Please identify the formats in which digital records are held by your Archive Service (eg PDF, HTML, JPG). Do you consider any of these as being in urgent need of preservation action?

13. Does your Archive Service have in place procedures or templates for ensuring that the following information is captured when accessioning new digital records? Please check any of the following which apply, and use the text box to comment on the nature of the procedures used to ensure that all the required information is obtained (eg on use of automated tools).

- File formats
- Software used for creation and editing, including version
- Operating system environment
- Compression formats
- Export formats
- User/system documentation
- Intellectual Property Rights
- Whether the records are subject restrictions under DP/FOI/EIR?
- Other (please specify)

14. How are digital records currently stored in your Archive Service?
- Don't know: stored on our behalf by another department
  - Outsourced on contract to a service provider
  - Stored on CD-Rom or DVD
  - Stored on tape (other than backups)
  - Stored on tape drive or hard disk of computer, with back up
  - Stored on server file storage, with back up
  - Stored on a content management system, with back up
  - Stored as part of a digital preservation repository system
  - Other (please specify)
15. How are digital records handled when they first come into the Archive Service? Please check any of the following which apply, and use the text box to give more detail:
- No action taken, digital records are stored on their transfer media in the Archive Service strongroom
  - Checked for viruses
  - Checked to see if the digital records are readable/can be opened
  - Check files against deposit documentation
  - Checksums generated
  - Copied to different storage media
  - Migration to current versions of file formats
  - Normalisation to open formats
  - Other (please specify)
16. How do you provide access to the digital records held by your Archive Service? Please use the text box for any further comments on providing access to digital archives.
- We do not currently provide any access to digital records
  - On CD or DVD in the searchroom
  - Online in the searchroom from server storage/tape library
  - Via the internet
17. Please use this space for any further comments related to the questions in this section, or to describe in more detail what plans your Archive Service already has or is putting in place to receive, preserve and make accessible digital records over the long-term.

## **D – Electronic Information Management**

18. Does your local authority have (a) Records Manager(s)? Yes/No
19. If yes, what kind of working relationship exists between the Records Manager and the Archive Service? Has the Records Manager provided any support to the Archive Service with regard to digital preservation?

20. Is your Archive Service involved in the implementation of electronic document records management system [EDRMS] within your local authority? Yes/No
21. If yes, what is the level of input? Is the EDRMS used throughout the authority, or just in selected departments? Have you been consulted with regard to retention periods? Have any of the contents of the EDRMS yet reached the end of their retention periods?
22. Are you aware of any problems having arisen within your authority regarding obsolete software or hardware? Yes/No
23. If yes, please give details, particularly of any actions being taken to manage this risk to information.

## **E – Infrastructure/Issues for the Future**

24. What do you see as the main barriers to your Archive Service finding a practical and sustainable solution to digital record preservation? Eg funding, training, IT support, data storage, organisational aspects, expertise and experience

What do you see as the next steps for your Archive Service in overcoming these barriers?

25. What training do archivists and records managers in your Archive Service require to develop their skills in the field of digital preservation?

How is this best delivered?

26. What kind of relationship does your Archive Service have with an Information Technology Department and/or service provider?
27. Do you have access to project management expertise in ICT? Yes/No
28. Do you have access to software developer expertise in ICT? Yes/No
29. Have you included funding for digital preservation activities in the Archive Service budget? Yes/No
- If yes, please indicate £s or % of budget
30. Do you plan to make use of internal or external advisors to provide guidance on digital preservation planning issues in the next 2 years? Yes/No

31. Which of the following models would you consider for the future development of digital preservation in your Archive Service? Please give each option a rank between 1 (least preferred option) and 5 (most likely, preferred option), or rate as 0 if you do not consider this option as viable.

- An in-house digital repository
- Regional digital repository for a group of Archive Services
- National digital repository for local government
- Partnership with local/regional Libraries or Museums
- Outsourcing to a private supplier
- Other (please specify)

32. Would you be willing to pay for a third-party digital preservation service?

33. Are there any other issues regarding digital preservation, not already covered, which you would like to draw attention to? For example, you might like to comment on what can be done at a national level to support digital preservation within local authorities.

#### **F – Questions About You (Optional)**

Thank you for completing the questionnaire on digital preservation in local authority Archive Services.

You do not have to identify yourself, but it would help our planning if you feel able to do so.

Name of Respondent

Job Title

Archive Service

Telephone Number

Email

Would you be willing to be contacted in follow-up work? Yes/No