

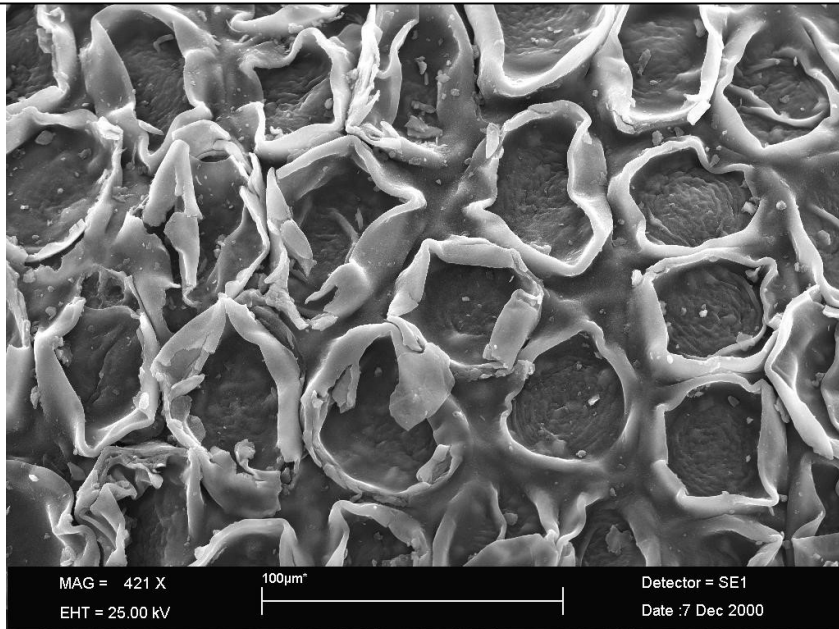
# **What I wish I knew before I started...**

*Adrian Brown*

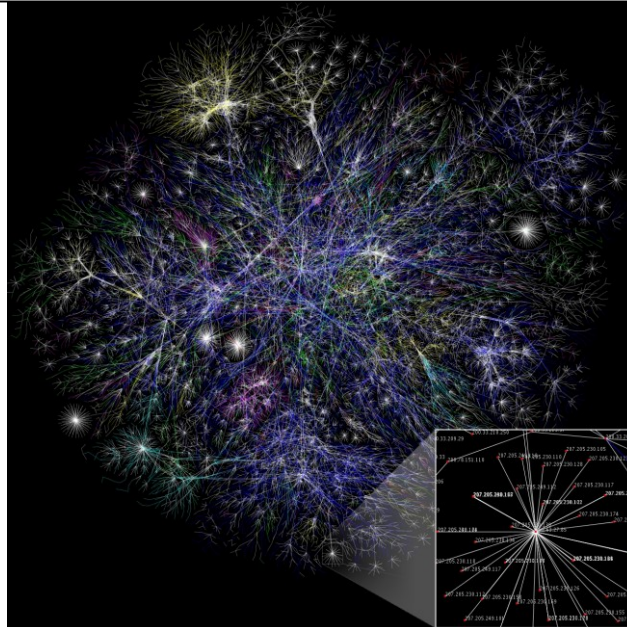
*DPC Student Conference , 24 January 2018*



**Digital records are hugely diverse**

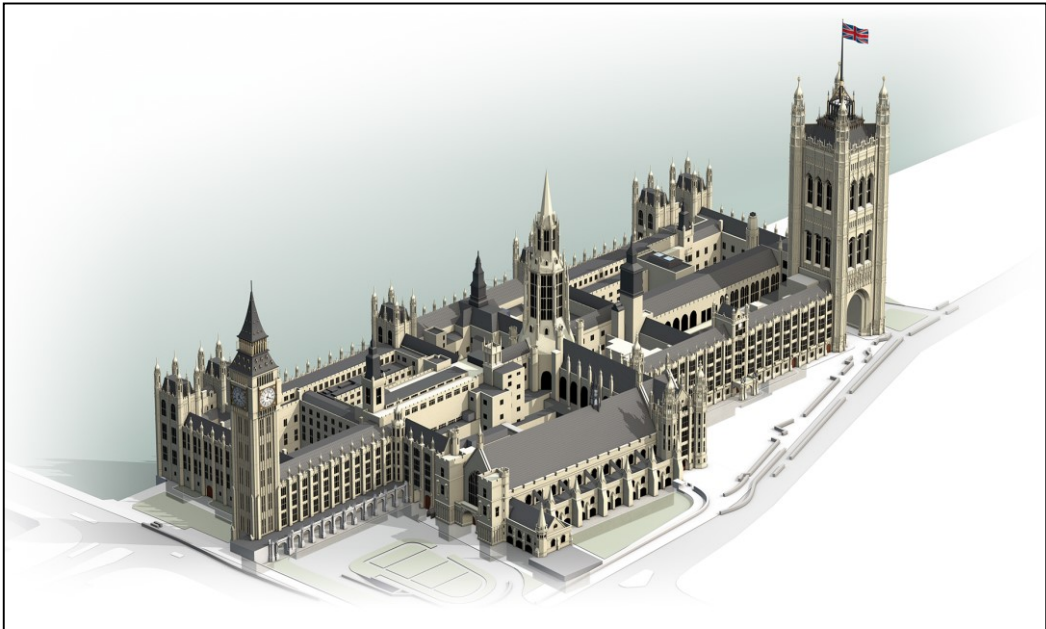


**Digital records are hugely diverse**



© Opte Project

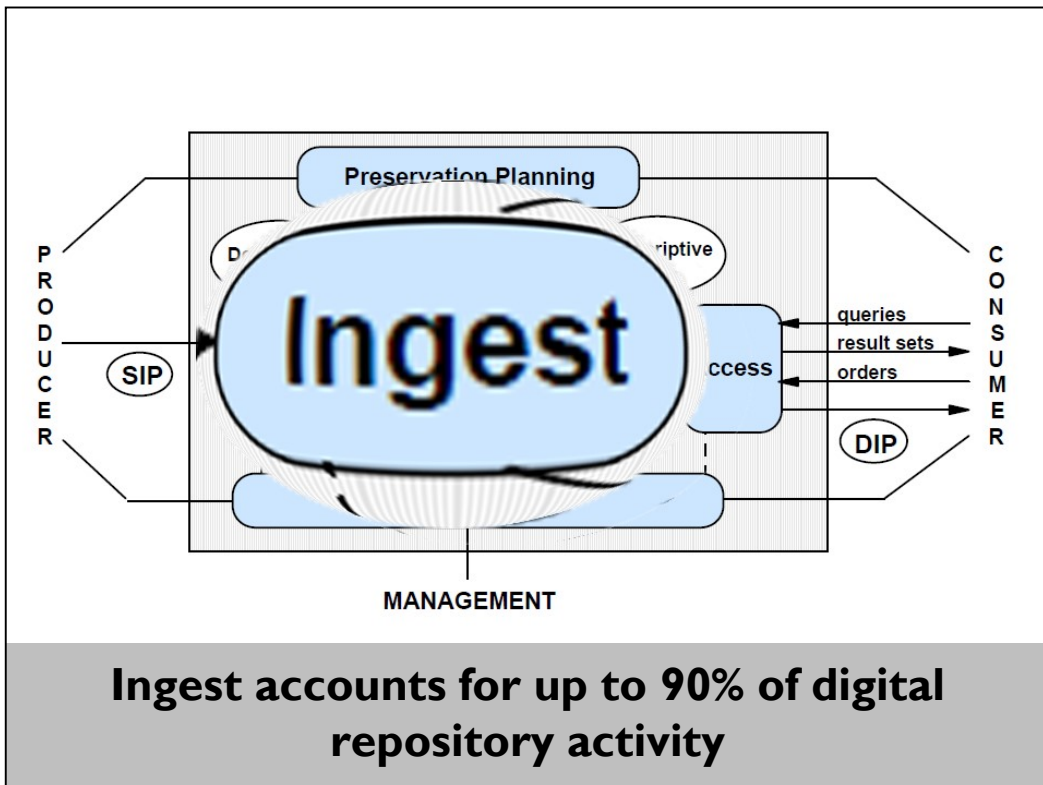
**Digital records are hugely diverse**



**Digital records are hugely diverse**



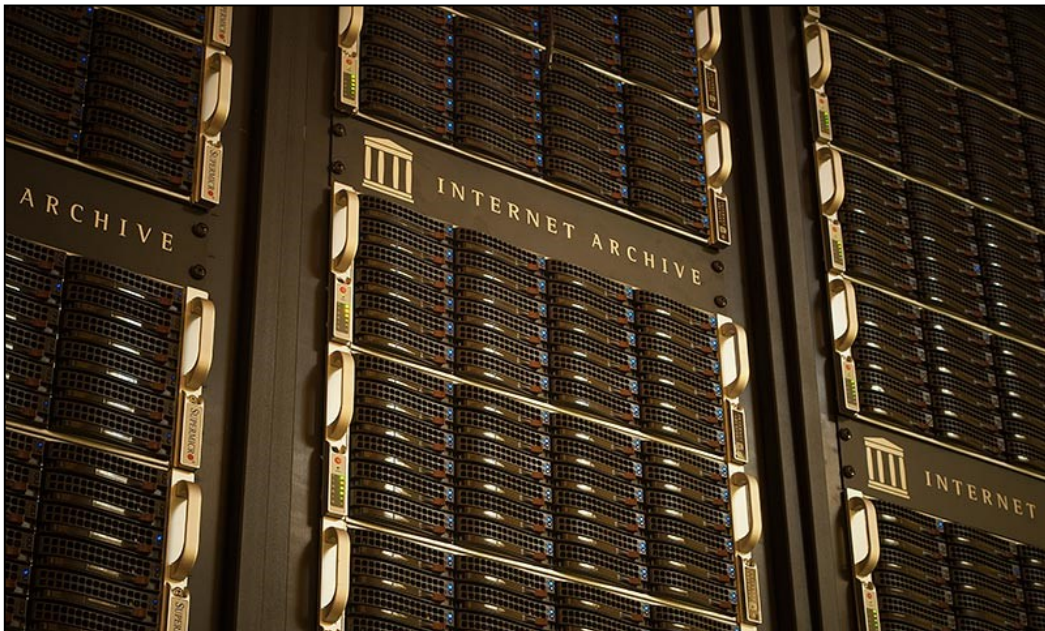
**They often don't come in nice, standard,  
complete, discrete packages**





**...and the other 10%...**





**We can automate the boring stuff**

Jhove

File Edit Help

JHove

NLNZ Metadata Extractor v1.0

File Tools Help

Config: NLNZ Data Dictionary

Destination: C:\temp\harvested\lnhz\_dd

Profile: Default

User: admin

Objects

Adrian Brown - ICON.PPT

Hex BMP 2 copy.jpg

Hex BMP copy.jpg

Hex PNG copy.jpg

Histogram BMP.jpg

Histogram gif.jpg

Histogram PNG.jpg

Lincoln.jpg

Metadata was successfully extracted

DROID (Digital Record Object Identification)

File Edit Identify Tools Help

File list

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\04small.jpg

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\110 ASCII...

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\110 bina...

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\1HS121...

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\1HS191...

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\3DFACE...

Add Files Remove Files Remove All

Identify Cancel

File 84 of 84 analysed

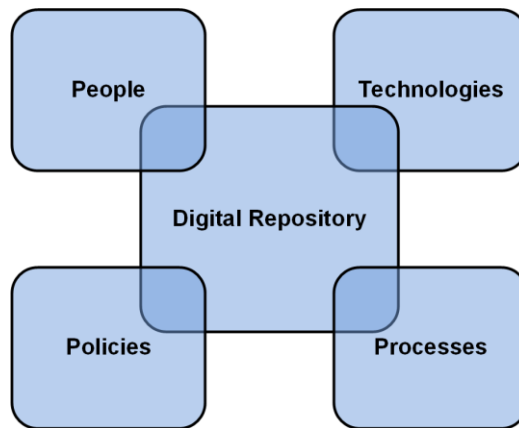
Identification results

C:\Documents and Settings\Adrian\My Documents\Digital Archiving\File Formats\Test Files\Final Test Files\04small.jpg

PUID	Format	Version	Status	Warning
fmt44	JPEG File Interchange Format	1.02	Positive (Specific Format)	

Characterization is one of the most important tasks

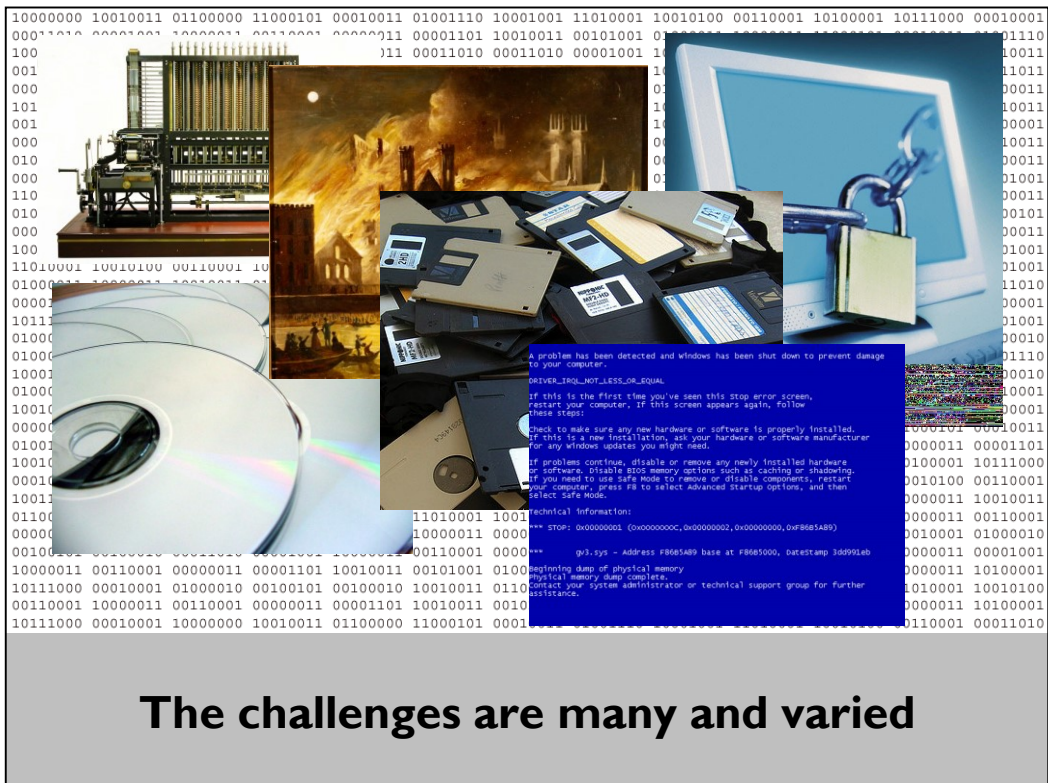




**It isn't just (or mainly) about technology**



**Technology obsolescence isn't necessarily the biggest threat**



**The challenges are many and varied**



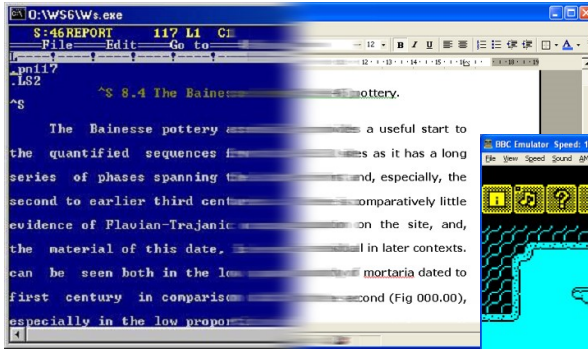
## Collections on a Map

Search a handful of series at The National Archives for geographical features.

- MP 9**  
The Crown Jewels Collection  
Photographs, 1500-1900
- MP 10**  
The Maps of England and Wales, 1800-1900
- MP 11**  
The Maps of Monasteries and Other Religious Institutions, 1500-1900
- MP 12**  
The Maps of Building Great Applications, 1500-1900
- MP 13**  
The Maps of Elementary and Primary School, 1500-1900
- MP 14**  
The Maps of National Land Board and Ordnance Survey, 1500-1900
- MP 15**  
The Maps of Early Maps, 1500-1900

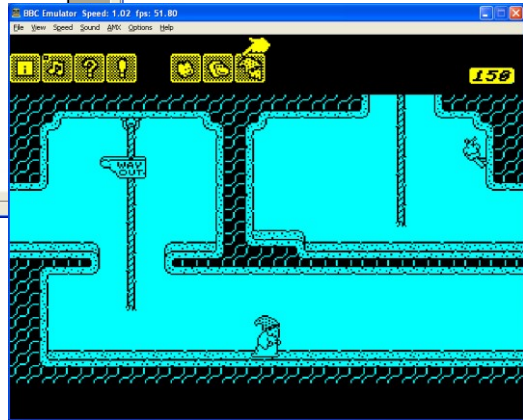
## Focus on the benefits





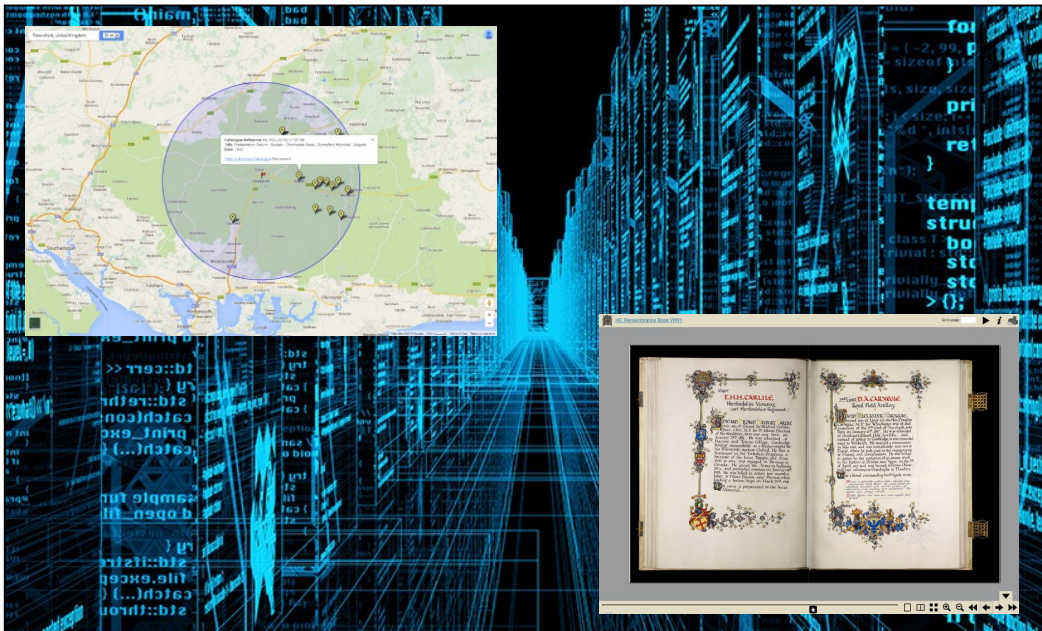
## Migration

## Emulation



**The right way is the way that works**





We really need to understand what users want

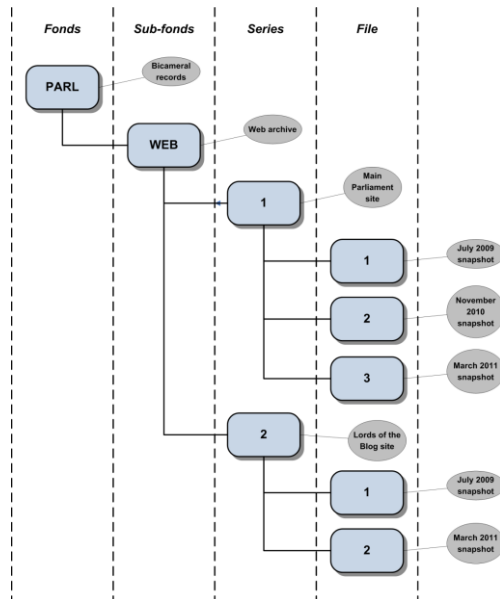


**You don't have to solve every problem yourself  
- collaborate**

**Being a digital archivist means...  
But with extra superpowers**

ASSET MANAGEMENT					
<b>KEYWORD 1: ASSET MANAGEMENT</b> The function of managing and tracking the location, quantity, condition, maintenance and depreciation status of all assets (i.e. possessions that have a significant monetary value) owned by Parliament, from their acquisition (whether through purchase, lease, loan or donation) through to their continued monitoring and possible disposal.					
Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACQUISITION	ARCHIVES AND LIBRARY MATERIAL		Confirmation of receipt Correspondence	Transfer to Parliamentary Archives when action completed	Historical value
ACQUISITION	ART & OBJECTS		<b>Purchases:</b> Confirmation of receipt Correspondence Quotation <b>Donations and Gifts:</b> Correspondence	Transfer to Parliamentary Archives when action completed	Historical value
ACQUISITION	BUILDINGS		<b>Purchases:</b> Correspondence <b>Leases:</b> Lease Document Correspondence	Destroy 6 years after disposal of property/termination of lease	Limitation Act 1980
			<b>Purchases:</b> Deeds/Certificate of Title	Transfer to new owner when property is disposed of	Land Registration Act 1925
ACQUISITION	EQUIPMENT		<b>Purchase details:</b> Correspondence Goods received note Orders Quotation Quotation requests Running order <b>Supplier Information:</b> Equipment specifications Supplier price list	Destroy 6 years after end of financial year	National Audit Office/ Inland Revenue advice
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed	Historical value
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	TRACKING	Loans Register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to Parliamentary Archives	Business need
ALLOCATION	ART & OBJECTS	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed	Historical value

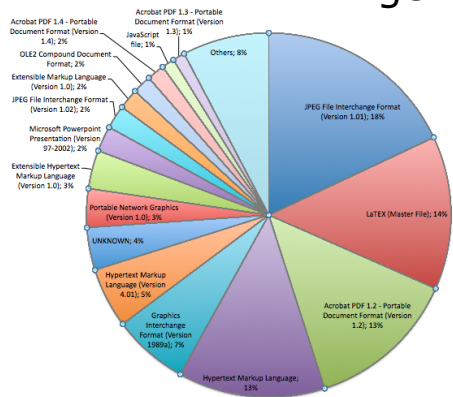
# Digital preservation skills are archival skills



**Digital preservation skills are archival skills**

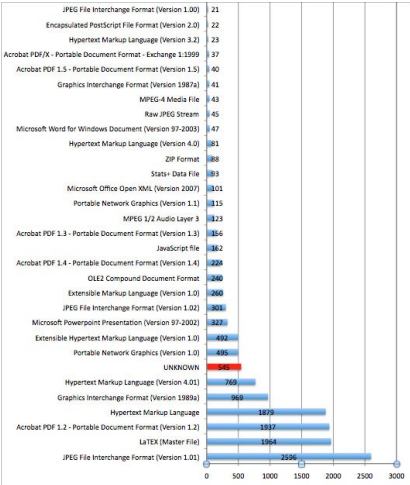
Formats

Age



Volume

Usage



Digital preservation skills are archival skills



Home

About the catalogue

Advanced Search

Image Gallery

FAQs

Useful links

How do I search the  
catalogue?

What is in the catalogue?

Send us feedback



### Welcome to Portcullis

Welcome to Portcullis, the gateway to the Parliamentary Archives.

#### Searching the catalogue

To start your search click on the 'Advanced Search' button on the left. For help with searching, consult the information listed under 'How do I search the catalogue?'

#### Image Gallery

By clicking on the 'Image Gallery' button on the left you will find images showcasing a selection of our records.

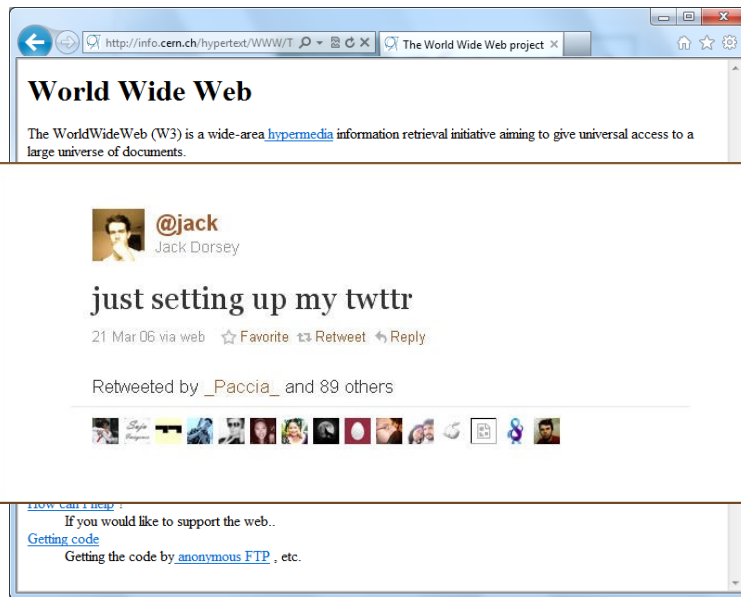
#### Parliamentary Archives

For more information about us, please see our website <http://www.parliament.uk/archives>

# Digital preservation skills are archival skills

**As a digital archivist, I get to...**





**Care for digital treasures**



**Care for digital treasures**







**Work on fascinating new challenges**





Open  
Preservation  
Foundation



**Work with great people from around the  
world**



**Develop key skills for the future**



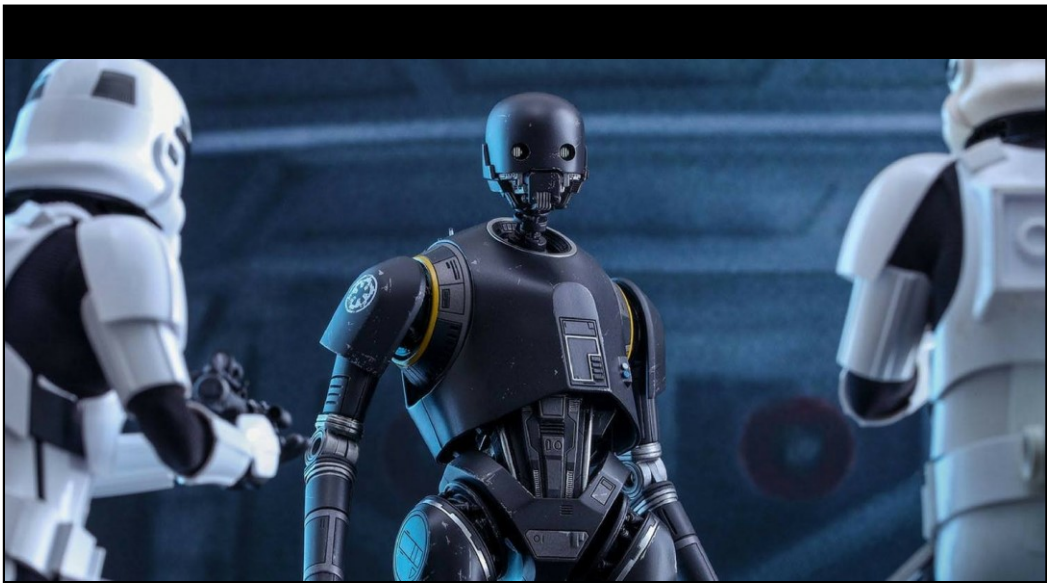


**Digital archives matter**



**Digital archives matter**





**Digital archivists matter**

# Thank you!

Web: <http://www.parliament.uk/archives>

Twitter: @UKParlArchives, @realAdrianBrown

