



BANK OF ENGLAND



Digital Preservation without Digital Preservation

How the Bank of England is doing
its best

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Overview



- Defining digital preservation and semi-current records
- Overview of records management at the Bank
- Using the EDRMS for digital preservation
- Using the Records Classification Scheme to aid digital preservation
- The future of digital preservation at the Bank of England
- The future of records management at the Bank of England

Defining digital preservation and semi-current records



- Digital Preservation

- “The series of managed activities necessary to ensure continued access to digital materials for as long as necessary.” (DPC Glossary)
- Access
- Integrity
- Context

- Semi-current records

- For the purposes of this presentation, those BoE records which have been declared/locked down so they are “complete” and can be accessed but not edited/deleted.

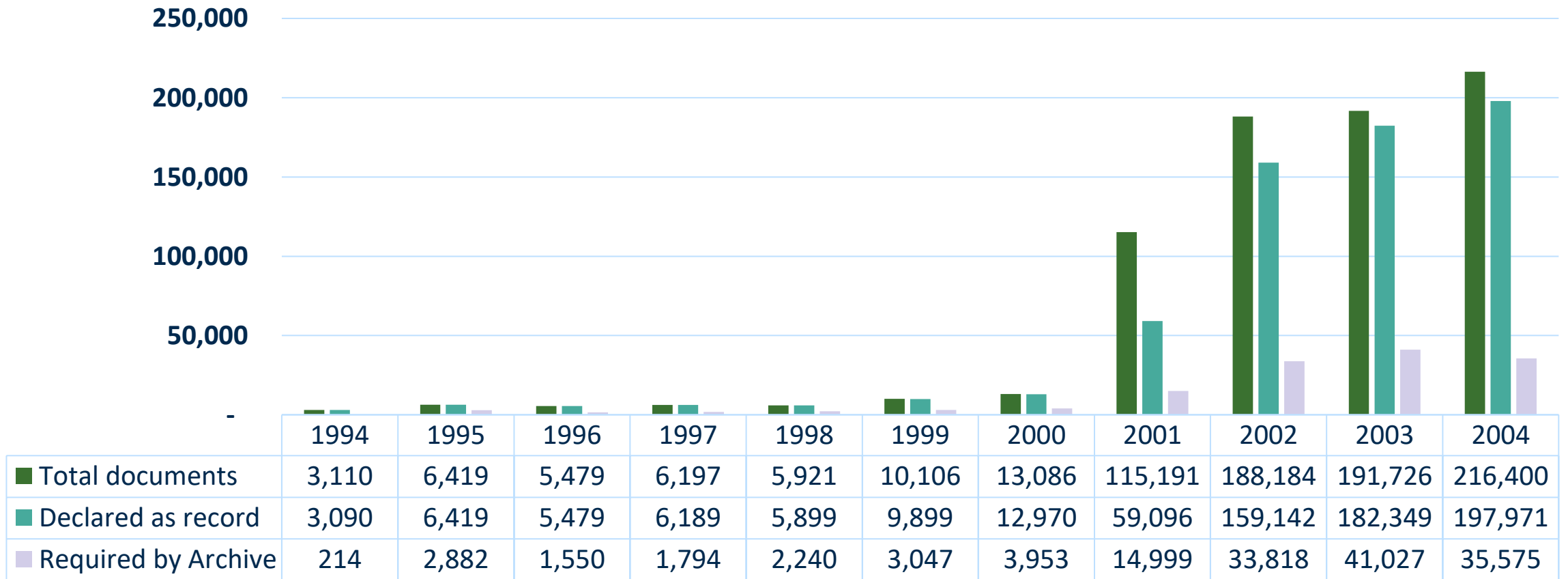
Overview of records management at the Bank



- Document Management System since 2003
- Records Management Database since 2009
- These two systems make up our EDRMS

- How the EDRMS enables:
 - Access
 - Integrity
 - Context

Profile of documents created in EDRMS up to end of 2005



■ Total documents
 ■ Declared as record
 ■ Required by Archive

Profile of documents created up to the end of 2005: Applications used?

Description from EDRMS	Ext.	What is it?
Adobe Acrobat Reader	PDF	Adobe Acrobat
Microsoft Visio 2003-2010	VSD	Diagram
VCard	VCF	Electronic business cards
MIME	MSG	Email – opens in Outlook
Windows Ansi Text	TXT	Email - opens in Notepad
Windows Metafile	WMF	Image
Windows Bitmap	BMP	Image
CompuServe GIF	GIF	Image
Joint Photographic Experts Group	JPEG	Image
PC Paintbrush	PCX	Image
Adobe Photoshop	PSD	Image
Tagged Image FileFormat	TIFF	Image
Microsoft Compiled HTML Help File	CHM	Microsoft HTML Help Executable
Mind Manager 2002	MMAP	Mindmapping software

Description from EDRMS	Ext.	What is it?
PowerPoint Show	PPS	Presentation
Microsoft PowerPoint	PPT	Presentation
PowerPoint 2007/2010	PPTX	Presentation
MS Project	MPP	Project
QuattroPro for Windows 6/7/8	QPW	Project
CSV	CSV	Spreadsheet
Microsoft Excel	XLS	Spreadsheet
Excel 2007/2010	XLSX	Spreadsheet
Louts 1-2-3 4.0	WK4	Spreadsheet
Rich Text Format	RTF	Spreadsheet
Scientific Word 3.5	TEX	Text editor
Extensible Markup Language	XML	Text editor
HTML	HTML	Web browser
Microsoft Internet Shortcut	URL	Web browser
Microsoft Word	DOC	Word Processor
External Document	EXT	

Using the Records Classification Scheme to aid digital preservation



- When folders are created a records classification is manually assigned to the corresponding entry in the records management database.
- Records classifications applied in some other systems
- “Bigger buckets” approach to classification and retention.
- Use to identify preservation priorities, e.g. committee meetings.

Disposal Tiers

Automatic disposal

Business approval only

Business and Archive approval

Retain in Business Area

Automatic Transfer to Archive

[Link to RCS on our external website](#)

The future of digital preservation at the Bank of England



Unclassified

The future of records management at the Bank of England



Unclassified

Conclusion



Unclassified



Thank you!
Any Questions / Suggestions?

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