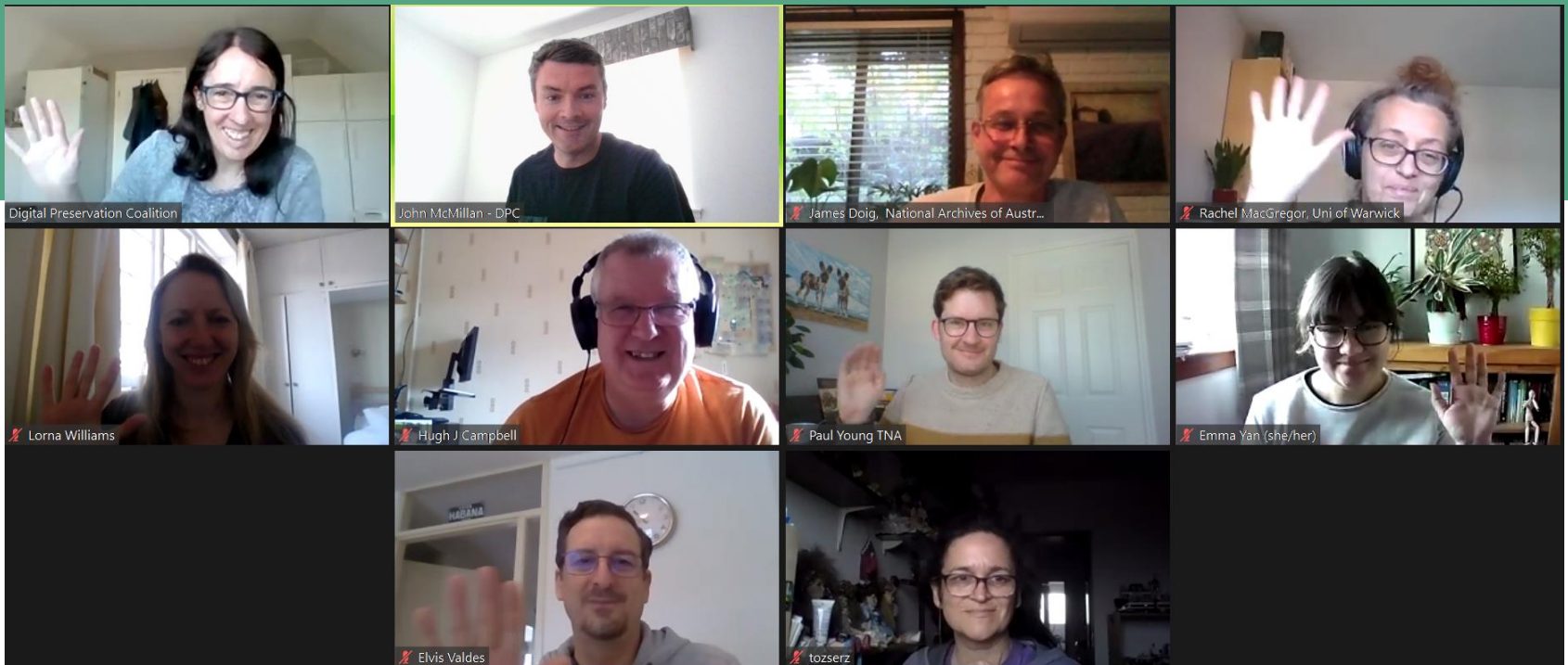


Why are we all here?

An Introduction to 'Unbroken Records'

Jenny Mitcham (Head of Good Practice and Standards)



Some background

- It all began in November 2018 when the DPC started working with the UK Nuclear Decommissioning Authority (NDA) on a digital preservation project
- The preservation of records in Electronic Document and Records Management Systems (EDRMS) was highlighted as a priority topic by the NDA
 - It became one of our case study areas to investigate further



How to tackle the challenge?

- Is there a solution to EDRMS preservation?
 - No universal answer to this challenge
 - Lots of different EDRMS and preservation systems
 - Different approaches that could be taken
 - Challenge is shared by many DPC Members
 - Some further on with solutions than others
 - Best way of helping is to get Members together to discuss good practice and share experiences



EDRMS Preservation Task Force

- Call for members went out in January 2020
- First meeting held in March 2020
- Monthly meetings
 - Presentations
 - Discussions
 - Brainstorming
 - Networking
- Initially planned to run for 6 months...



Task Force Members



the national archives



BANK OF ENGLAND



EUROPEAN CENTRAL BANK
EUROSYSTEM



Flanders
State of the Art

AGENCY FOR
FACILITY OPERATIONS



Nuclear
Decommissioning
Authority



GROSVENOR ESTATE



NATIONAL ARCHIVES



University
of Glasgow

KING'S
College
LONDON

THE UNIVERSITY OF
WARWICK



Loughborough
University



NATIONAL ARCHIVES OF AUSTRALIA



National
Records of
Scotland



Public Record Office
of Northern Ireland



Questions and challenges

- How safe are records held within an EDRMS? Are there specific risks in leaving them where they are?
- When should records be transferred to a digital archive? What are the triggers?
- How can records be extracted from the EDRMS?
- Which metadata associated with the record should be captured and maintained in the digital archive? What is the minimum? What else would be nice to have?
- Which parts of the process can be automated?
- How can users continue to access the records (where permissions allow)?



Task force will address these by...

- Articulating the challenge/s of preserving records from an EDRMS
- Sharing experiences of tackling these issues and learning from each other
- Highlighting other useful case studies or examples of good practice
- Gathering together existing sources of guidance
- Highlighting gaps in current guidance
- Making recommendations for concrete DPC outputs or events to help address the challenge (for example: briefing day, technology watch report, guidance notes, case studies, webinars, blog posts)



Scope of the task force's work

- The task force considered the preservation of records within an EDRMS
 - For example OpenText, Objective, HP Records Manager, Autonomy Records Manager
- Other systems that institutions use in place of an EDRMS (sometimes known as Document Management systems) were also considered relevant
 - For example Sharepoint, Google Drive and some elements of Office 365



(Virtual) booksprint

We held a virtual booksprint to create a web resource on EDRMS preservation, including:

- Generic advice and guidance
- Case studies
- Further resources



Online resource

The resource will include sections on:

- Preservation challenges
- Preservation approaches
- The preservation process (10 steps)
- Metadata
- Horizon scanning
- Further resources

...and will contain several case studies



Thanks for listening

