EDRMS preservation at University of Glasgow – where do we begin?

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EDRMS: Documentum
• Committee papers, exam papers, finance records, other departmental records

EDRMS integrates with the student records system, MyCampus, and HR & Payroll system, Core

Sharepoint

Office365

Teams

Legacy systems
What we have achieved so far

- Digital Preservation Working Group: cross-University group working on implementing the University’s policy and strategy
- Took part in Jisc Research Data Shared Service (RDSS) pilot, to test Archivematica and Preservica
- Procured Archivematica via the Jisc Preservation service
- High-level scoping survey of University records
  - “Business related”, e.g. committee papers, exam papers, finance records
  - “Research related”, e.g. research data, theses, website
- Survey allowed us to identify areas of focus – EDRMS records fell under business related
What we have achieved so far

- EDRMS – chose to focus on committee papers and exam papers
- Raised questions around access, particularly for researchers
- Flagged up previous work that we can follow up and build on
- Digital preservation roadmap 2020-2021 – plans changed due to Coronavirus pandemic
- EDRMS Task Force
Next steps

- Use the EDRMS preservation resource to move forward
- Assess our EDRMS’s preservation capabilities and compare with our digital archive capability
- Review retention policies
- Investigate migration and in-situ preservation options

- Resource - people
  - Digital Preservation Working Group
  - Digital Archivist
  - DP & FOI

Where to begin? With people and their expertise and understanding, with advocacy, adoption of technology and planning.
Thank you! Any questions?

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