Certification

Archival Workshop on Ingest, Identification and Certification

Approaches to Certification

- **Certification - Individual**
- **Certification - Data**
- **Certification - Processes**
- **Accreditation - Archives Program**

Individual Certification

- **Examples in traditional Archival/Records Management Community:**
  - **Academy of Certified Archivists**
    - **Education**
    - **Work Experience**
    - **Competencies Examination**
  - **Certified Records Manager Program**
    - **Competencies Examination**

Data Certification

- **ISO 9000 - Quality Management & Quality Assurance standards**
- **Internal Quality Control Procedures**
  - **Policy handbook**
  - **Media integrity**
  - **Processing controls**
  - **Data Validation**

Certification of Processes

- **OAIS Reference Model**
- **Internal Procedures Manual**
- **Documented adherence to external requirements**
  - security
  - national regulations
    - FOIA
    - Copyright
    - Transborder data flow

Accreditation of Archives Programs

- **Traditional academic style**
- **Self Assessment**
  - **Museum Assessment Program**
  - **SAA Guide to Managing an Institutional Archives**

Certification Check List

- **Does the Archives have a written plan - assumptions & practices?**

- **Has the Archives validated its procedures against standards?**

- **Is the interaction between Archives and Providers defined?**

- **Can data ingest process handle the expected data transfer?**

Certification Check List

- **Does the Archives have procedures to check fidelity of ingest (SIP/AIP)?**

- **Are environmental & security controls adequate?**

- **Does the Archives have migration strategies for data & metadata?**

- **Does Archives make its data and services know to user community?**

Certification Check List

- **Can the user community use the data?**

- **Does the Archives provide data & metadata in infrastructure independent representation?**

- **Are mechanisms provided for life cycle maintenance?**

Current "Certification" Activities

- **InterPARES**
  - **Requirements for Assessing the Authenticity of Electronic Records**
  - **Appraisal Model diagrams**
  - **How to Preserve Authentic Electronic Records**

Current "Certification" Activities

- **RLG & OCLC**
  - **Attributes of a Trusted Repository for Digital Materials: Meeting the Needs of Research Resources**

Current "Certification" Activities

- **Global Electronic Records Association**
  - **Legal Acceptability Guide for Electronic Records**
  - **Certification Criteria for Digital Records Archives (facilities & archivists)**

Current "Certification" Activities

- **NARA**
  - **Electronic Records Archives**

Current "Certification" Activities

- **DLF/LOC**
  - **Metadata Encoding and Transmission Standard (METS) XML schema**

Current "Certification" Activities

- **European Commission - Interchange of Data between Administrations (IDA) Initiative**
  - Model Requirements for the Management of Electronic Records (MoReq)

Current "Certification" Activities

- **Joint Information Systems Committee (JISC)**
  - **Preservation Management of Digital Materials Handbook**
  - **Information Environment,Services and Content - Standards & Guidelines -SLAs**