



Influencing Business Managers: Highlighting the Value of Good Governance Over Long-Term Digital Information

Ann Keen
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Long-term Records

- The value of keeping long-term records safe (or rather the risk of not keeping them safe)

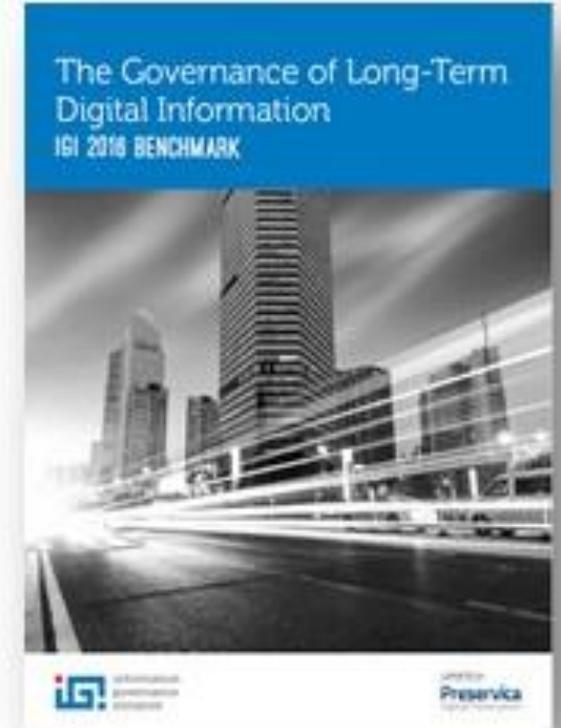
- Mandate
- Regulatory & Statutory
- FOI and Transparency
- Compliance & Regulation
- Legal defence
- Business continuity



- The value of making them easily accessible



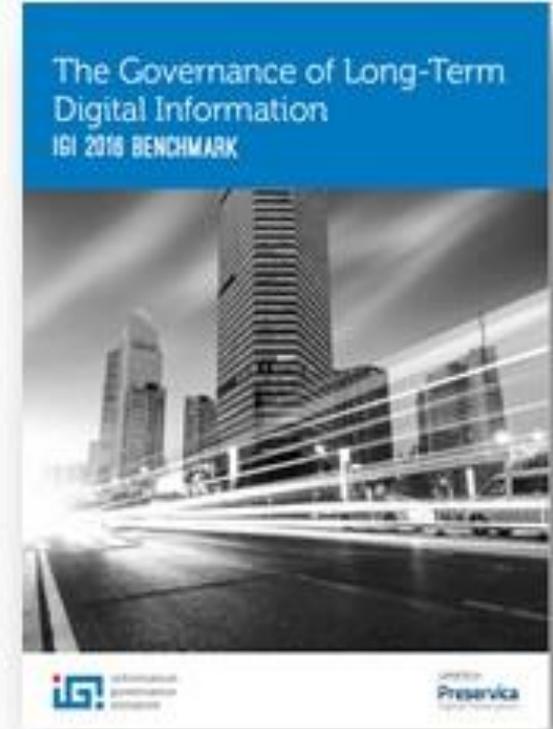
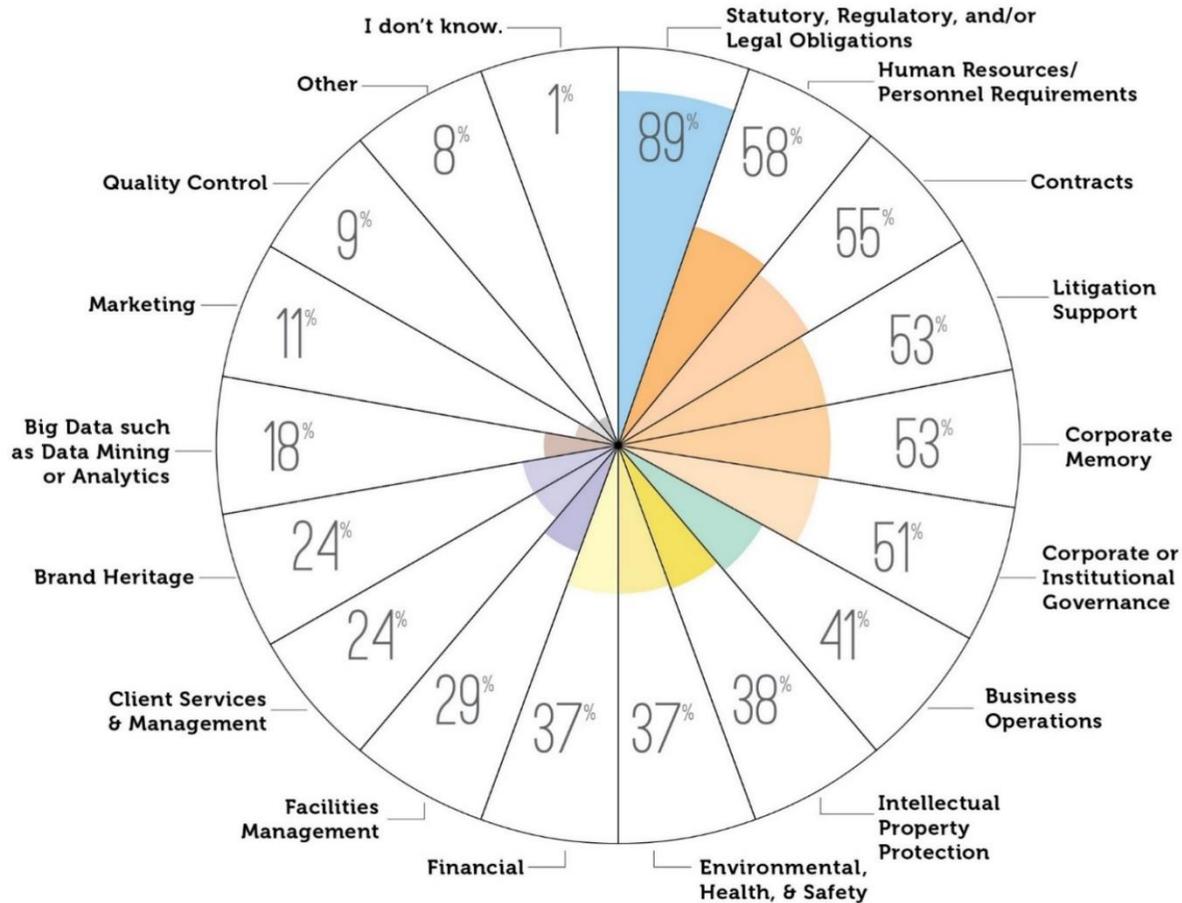
98% of practitioners report that their organisations have digital records and information they keep or need to keep for **more than 10 years**



Source: Information Governance Initiative, April 2016

MOST ORGANIZATIONS HAVE DIGITAL RECORDS AND INFORMATION
THEY KEEP LONG TERM BECAUSE OF THEIR IMPORTANCE

Organizations Report a Variety of Reasons Why They Keep Digital Information



Source: Information Governance Initiative, April 2016

CURRENTLY USED STORAGE SOLUTIONS ARE PUTTING LONG-TERM DIGITAL RECORDS AND INFORMATION AT RISK

WHERE ARE DIGITAL RECORDS AND INFORMATION BEING STORED?	
Shared Network Drive	68%
Line of Business Applications (e.g. CRM, ERP, Manufacturing, HR Systems, etc.)	52%
Enterprise Content Management System (ECM)	47%
Disk or Tape Backup Systems	44%
Records Management System (e.g. EDRMS)	43%
Application-specific Archiving (e.g. email)	33%
Removable Media (e.g. CD or USB)	22%
Enterprise Information Archiving System (EIA)	14%
Purpose-built, Long-term Digital Preservation System	11%
Other	9%
Commodity Cloud Storage (e.g. Amazon)	8%
I don't know.	1%

68% are keeping vital long term digital records on shared network drives

Only **11%** have a purpose-built, long term Digital Preservation system

Data is derived from The Governance of Long-Term Digital Information: An IGI 2016 Benchmark. More information at www.iginitiative.com © 2016 Information Governance Initiative.

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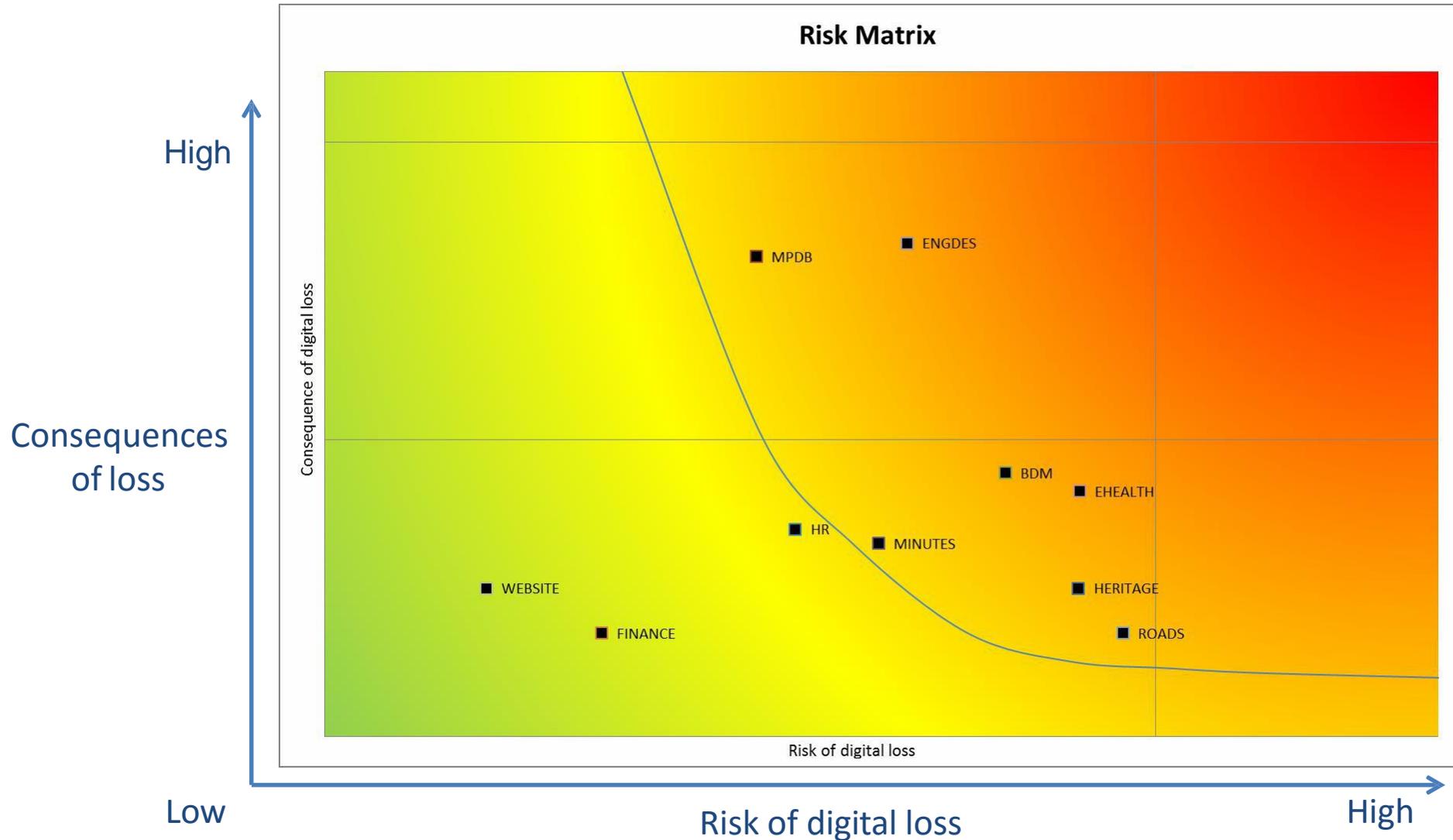
PRACTITIONERS KNOW DIGITAL RECORDS AND INFORMATION ARE AT RISK, BUT PRESERVATION STRATEGIES HAVE NOT CAUGHT UP

HOW ARE ORGANIZATIONS ADDRESSING THE CHALLENGE?	
We are currently considering our approach.	44%
Convert official records to formats like PDF, TXT, CSV, etc.	33%
We have no comprehensive strategy.	31%
Postpone action until required (such as on-demand conversion or migration)	16%
Transfer to a standards based digital preservation system	16%
Other	12%
Convert to analog format (paper or film)	10%
I don't know.	6%

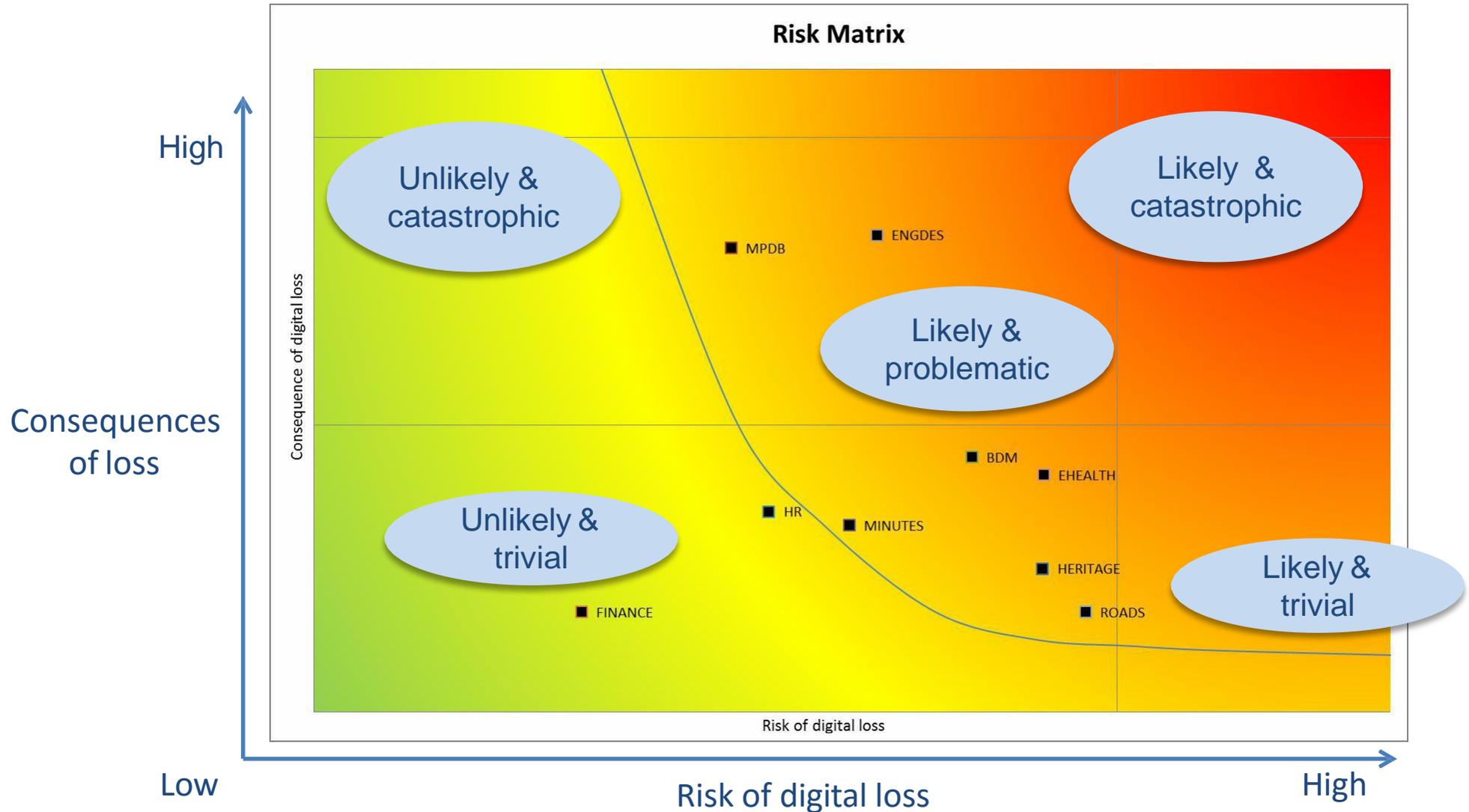
Most practitioners (97%) are aware that technology obsolescence could put long-term digital records and information at risk of not being readable or useable in the future.



Mapping and Prioritising Risks to Digital Records



Mapping and Prioritising Risk to Digital Records



Engaging Content Creators to Build a Digital Repository

The screenshot shows the homepage of the American Institute of Architects Digital Repository. At the top, there is a navigation bar with the site title "The American Institute of Architects Digital Repository" and a "browse archive" button. Below this is a search bar with a "search" button. The main content area is titled "Browse AIA Records by Function" and features eight red-tinted cards arranged in a 2x4 grid. Each card represents a different functional area with a brief description and a "details" button.

Function	Description
AIA Governance	Find records of the AIA Board and Strategic Council, Institute policies and strategic plans, CEO, and General Counsel
Components	Find records about component relations, CACE, and Grassroots
Members and Member Diversity	Find records relating to Membership and Diversity
Becoming an Architect	Find records related to careers in architecture, emerging professionals, scholarships, academic relations, internship, Associate members, and Young Architects
Convention / Continuing Education	Find records for AIA Convention, administration of continuing education, and courses produced by AIA
Awards & Honors	Find records of all AIA national awards, professional and membership honors, and College of Fellows
Public Awareness	Find records about advertising campaigns, AIA branding, press releases and media, and AIArchitect
Advocacy in Communities and Government	Find records about advocacy for sustainable communities, resilience and disaster assistance, government



**Nancy Hadley
Sr. Manager
Archives & Records**

“The AIA Digital Repository is an easy way for staff to store and find our permanent digital content, and it’s a preservation system to keep those permanent files uncorrupted and readable for decades to come”

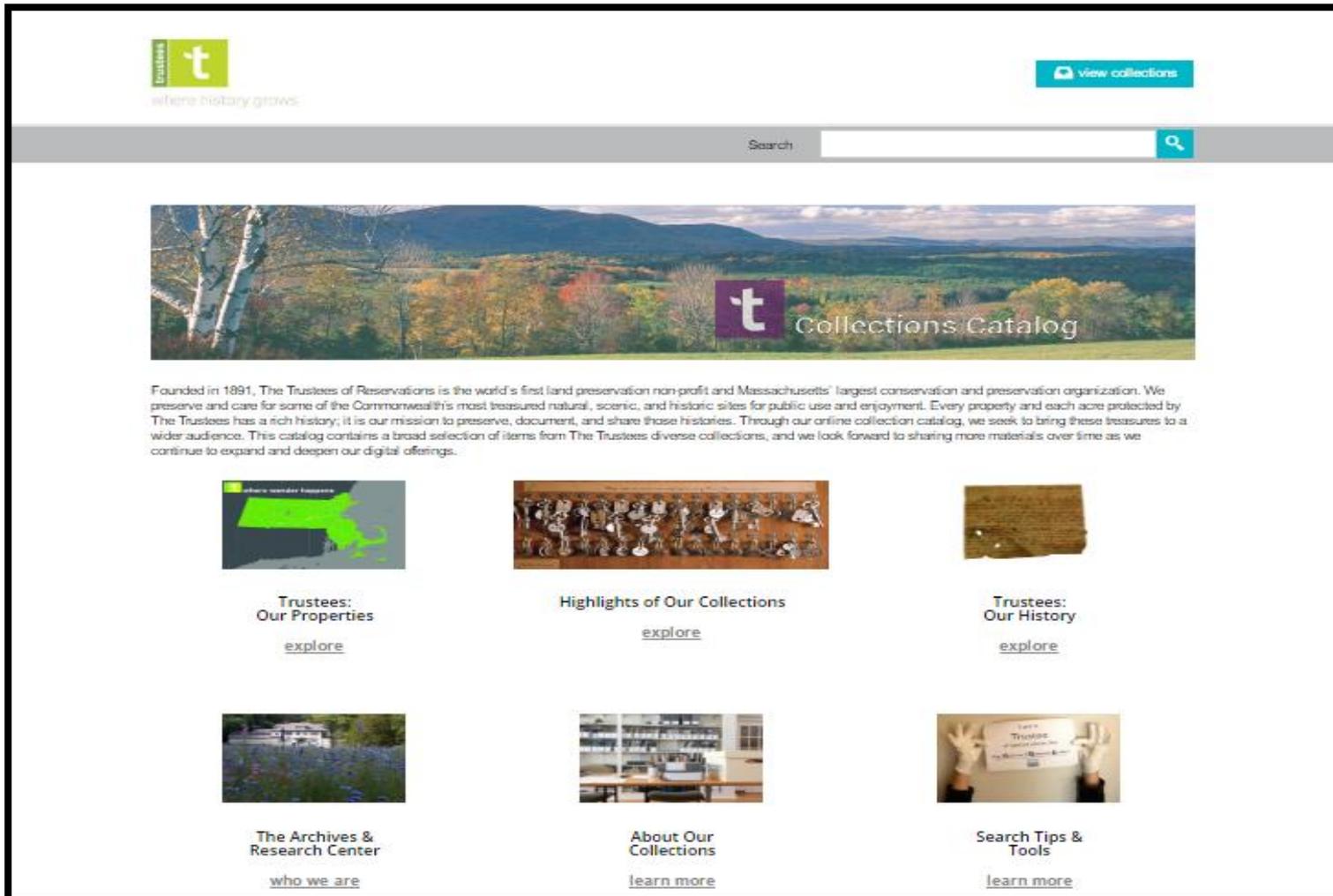
Hadley, N. & Collins V. (2015) “Building Curation into Records Creation: Developing a Series-Based Digital Repository at AIA”
<http://www2.archivists.org/sites/all/files/HadleyCollins-ResearchForumPaper2015.pdf>

Reaching New Audiences with Online Access



Cindy Brockway
Trustees' Program Director for
Cultural Resources

“Preservica will help us continue to bring our stories to life for our visitors by allowing us to create and maintain a living and dynamic digital archive, that not only safeguards our digital materials, but also allows us to be relevant and responsive to the needs of new audiences beyond our properties and programs.”



The screenshot shows the Trustees' Collections Catalog website. At the top left is the Trustees logo (a green square with a white 't') and the tagline "where history grows". To the right is a "view collections" button. Below this is a search bar with the word "Search" and a magnifying glass icon. The main banner features a scenic landscape of mountains and trees with the Trustees logo and the text "Collections Catalog". Below the banner is a paragraph of text: "Founded in 1891, The Trustees of Reservations is the world's first land preservation non-profit and Massachusetts' largest conservation and preservation organization. We preserve and care for some of the Commonwealth's most treasured natural, scenic, and historic sites for public use and enjoyment. Every property and each acre protected by The Trustees has a rich history; it is our mission to preserve, document, and share those histories. Through our online collection catalog, we seek to bring these treasures to a wider audience. This catalog contains a broad selection of items from The Trustees diverse collections, and we look forward to sharing more materials over time as we continue to expand and deepen our digital offerings." Below the text are six grid items, each with a thumbnail image, a title, and a link:

- Trustees: Our Properties** (with a map of Massachusetts) - [explore](#)
- Highlights of Our Collections** (with a collection of objects) - [explore](#)
- Trustees: Our History** (with a historical document) - [explore](#)
- The Archives & Research Center** (with a building) - [who we are](#)
- About Our Collections** (with a library interior) - [learn more](#)
- Search Tips & Tools** (with hands holding a sign) - [learn more](#)

Creating a Community Wide Digital Resource

Blog People Places Time periods Our Events Planning your visit Using the website 'The Hold' Volunteer Register Sign In

Suffolk Record Office

Travel in time

Suffolk County Council

Search website and collections...

Historic Maps

View our historic maps online and at our branches

Popular Collections

- Suffolk Family History
- Heraldic Research
- The Cullum Library Collection (SROB)

Suffolk through the ages

- Our 19th Century holdings
- Interactive timeline of our war records

Suffolk Places

- Spotlight on Framlingham Parish
- Ipswich Quay
- Bury St Edmunds Abbey and

Suffolk People

- Artists and Musicians
- Suffolk's Victoria Cross recipients
- Suffolk Bohr

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Suffolk Records Team

“The project clearly demonstrates how a small specialist team within our Adult and Community Services Directorate can contribute to the transformation of digital preservation and access across the authority.”

Summary

- **So how is it possible to raise the profile of information management?**
 - **How is it possible to highlight the value of an organisation's long-term records, collections and data?**
-
- ✓ By highlighting the risks and possible consequences of losing data.
 - ✓ By making the information easily accessible on-line
 - ✓ By having driven and enthusiastic information officers who manage to engage different areas of the business and focuses on delivering VALUE for the organisation



Practical Next Steps and Resources

Resources Centre - www.preservica.com/resource/

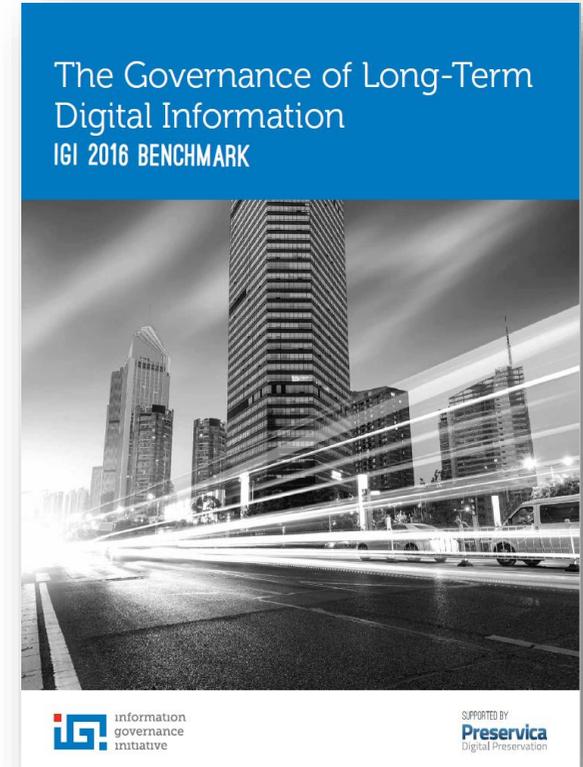
➤ **Access Digital Preservation Resources**

- ✓ White Papers
- ✓ Industry Reports
- ✓ Webinar Recordings
- ✓ Case Studies

➤ **Download your copy of the IGI Benchmark Report**

➤ **Attend a Preservica Live Demo**

- 1st December 2016
- 15th December 2016
- 5th January 2017



Questions?

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