Governance and Recordkeeping
Around the World

Long-term preservation:
The challenge of making today's information accessible for future generations

Governance and Recordkeeping Around the World, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

The content of the newsletter is intended for information purposes only and does not necessarily reflect the views and opinions of Library and Archives Canada.

Some links in this document lead to sources which are not subject to the Official Languages Act and are available in the language in which they were written.

Please note that, after a period of time, links to certain articles in the newsletter may become inactive.

The newsletter Home Page is at: http://www.collectionscanada.gc.ca/government/news-events/007001-1000-e.html

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General News

Country – Canada

Federal Government

Headline: Public servants must embrace Web 2.0 tools

Canada's Privy Council Clerk Wayne Wouters wants to retool the federal workplace and change how public servants work, where they work and even what they do.

Wouters says the way government works must also be rejuvenated or modernized with "new tools and approaches" to help get more out of employees while better serving ministers and Canadians.

With Web 2.0 technology such as wikis, departments can tap into the knowledge of their employees across the country which would help increase productivity.

Source: http://www.nationalpost.com/news/story.html?id=2789499
Report: http://www.pco-bcp.gc.ca/docs/information/publications/ar-ra/17-2010/pdf/rpt-eng.pdf

Federal Government – Supreme Court of Canada

Headline: Access to government information is not considered a broad constitutional right

The Supreme Court of Canada has refused to elevate access to government information to a broad constitutional right.

The decision read in part "Open government requires that the citizenry be granted access to government records when it is necessary to meaningful public debate on the conduct of government institutions."
Source:
http://www.montrealgazette.com/Supreme+Court+slightly+eases+access+info/3168987/story.html

New Brunswick

Headline: New Brunswick gets first privacy commissioner

Fredericton lawyer Anne Bertrand has been named New Brunswick's first access to information and privacy commissioner.

As commissioner, Bertrand will be responsible for oversight of the Right to Information and Protection of Privacy Act, as well as the Personal Health Information Privacy and Access Act.
Source: http://www2.gnb.ca/content/gnb/en/news/news_release.2010.07.1214.html

Ontario – Toronto City Council

Headline: Councillors going to court in bid for access to electronic data

Toronto's city councillors are going to court seeking access to a computerized database of information. However, city staff says the information contains information subject to municipal freedom of information and protection of privacy legislation and therefore is considered privileged information.
Source: http://www.theglobeandmail.com/news/national/toronto/councillors-going-to-court-in-bid-for-access-to-database/article1587498/

Country – Australia

Headline: Government embraces Government 2.0 recommendations

Australia's federal government has announced it will embrace the recommendations of the Government 2.0 Task Force.

The task force investigated how the Australian government could utilize Web 2.0 technologies to deliver better services and improve engagement with citizens, and recommended that a declaration of open government be made.
Source: http://www.governmentnews.com.au/2010/05/03/article/Tanner-embraces-Gov-2-0-taskforce-recommendations/YJMHYXJPFA.html
Government's Response: http://agimo.govspace.gov.au/2010/05/03/response-to-the-government-2-0-report/
Video Interview with Kate Lundy, Federal Senator from Canberra:
http://radar.oreilly.com/2010/06/gov-20-down-under-australia-mo.html

Country – Ireland

Headline: New national library and archive planned

Legislation to merge Ireland's National Archives, the Irish Manuscripts Commission and the National Library of Ireland into a new national library and archives of Ireland will be introduced by the end of 2010.
Source: http://www.irishtimes.com/newspaper/ireland/2010/0602/1224271676615.html

Country – Jamaica

Headline: Jamaica's cultural and historical heritage to be inventoried

An inventory will be undertaken to determine aspects of Jamaica's cultural and historical heritage, which can be exploited to yield benefits to the country.

Minister of Youth, Sports and Culture, Hon. Olivia Grange says "We intend to do a rights inventory, where we can determine what we can exploit, what we can upload on the Internet and what the public and the world will be able to access…."

The Minister added that the Jamaica Archives and Records Division is a "cornerstone" of the information knowledge-based society that the country is seeking to build.
Source: http://www.jis.gov.jm/MYSC/html/20100511T100000-0500_23892_JIS_MINISTRY_TO_DO_INVENTORY_OF_JAMAICA_S_CULTURAL_AND_HISTORICAL_HERITAGE.asp
http://www.jis.gov.jm/MYSC/html/20100504T100000-0500_23820_JIS_CHASE_EQUIPS_ARCHIVES_AND_RECORDS_DEPT_.asp

Country – Japan

Headline: Chief Information Officer to oversee electronic government

Japan's government has announced that a "government chief information officer" will be installed to oversee the shift to a more electronic government.
Source: http://www.tmcnet.com/usubmit/2010/03/20/4682988.htm

Country – New Zealand

1. Headline: Independence of Archives and Library will be protected

"The State Sector Management Bill" will be introduced in New Zealand's Parliament to protect the independence of the Chief Archivist and the National Librarian.

The National Archives and the National Library will be part of the Department of Internal Affairs under changes previously announced by the government. Concerns have been expressed regarding the independence of the two principal officers when the merger takes place.
Source: http://www.guide2.co.nz/politics/news/independence-of-archives-and-library-will-be-protected/11/16841

Press Release: http://www.scoop.co.nz/stories/PA1006/S00028.htm

2. Headline: Government digital archive to be developed

The New Zealand government will develop a digital archive that will offer a secure system to store, preserve and provide access to important public records.

The Minister Responsible for Archives New Zealand and the National Library, Nathan Guy, says "Without this initiative, we run the risk of information becoming obsolete and unusable, and Archives New Zealand would struggle to meet its important statutory commitments."

The digital archive will be created by extending the National Library's National Digital Heritage Archive system so that it can be used by Archives New Zealand and other agencies.
Source: http://www.beehive.govt.nz/release/new+funding+government+digital+archive+0

Statement by the Minister: http://www.national.org.nz/Article.aspx?ArticleID=33045

Country – United Kingdom

1. Headline: Up to 75 percent of government websites face closure

The UK government has announced that hundreds of government websites will be eliminated. The new digital champion, Martha Lane Fox, will be advising on how to put key public services online and increase the number of people able to use the Web.

Cabinet Office Minister, Francis Maude, says "It is not good enough to have websites which do not deliver the high quality services which people expect and deserve. That is why we will take tough action to get rid of those which are not up to the job and do not offer good value for money, and introduce strict guidelines for those that remain."
Source: http://www.guardian.co.uk/politics/2010/jun/25/government-websites-face-closure

2. Headline: New framework for digital archiving

The UK National Archives has invited companies to join a framework agreement intended to help the public sector keep digital information usable over time.

Jessie Owen, head of the digital continuity project at The National Archives, says "Public sector organisations are constantly buying solutions and services to help them manage their information.

This framework will be an important gateway for many new businesses wishing to supply to the public sector."
Source: http://www.publicservice.co.uk/news_story.asp?id=12583

Country – United States

Federal Government

1. Headline: NARA: Document preservation a concern when moving data to clouds   Back

The National Archives and Records Administration (NARA) has concerns that U.S. federal documents may not be preserved and archived properly if stored on off-site clouds.

Through cloud computing, agencies rent access to servers, storage and applications over the Internet rather than owning and maintaining systems themselves.

Arian Ravanbakhsh, an electronic records policy specialist at NARA, says it is crucial that agencies think about how to track and retain documents, adding that NARA is concerned that cloud contracts could end before agencies have thought about data continuity.

"Some documents have 20-year archival requirements. If it's in the cloud and you need to migrate it because the cloud experiment is over, how do you get those records out?" Ravanbakhsh asked.
Source: http://www.federaltimes.com/article/20100323/IT03/3230302/

2. Headline: Act would require public information to be posted on Internet   Back

The Public Online Information Act would require the U.S. federal government to post currently available public information on the Internet.

The bill would impose several specific mandates on federal agencies, including requiring agencies to provide for permanent online access to the public records they post, so that once posted, the records cannot be removed at a later time.

Senator John Tester, who introduced the bill, says the purpose of the bill is to "make sure that transparency is keeping up with online technology."
Source: http://www.ombwatch.org/node/11006
http://tester.senate.gov/Newsroom/pr_050610_transparency.cfm

Link to Act: http://tester.senate.gov/Legislation/upload/public_online_information_act.pdf

3. Headline: Faster FOIA would make improvements to existing Act   Back

The U.S. Freedom of Information Act (FOIA) would establish an advisory panel to examine agency backlogs in processing FOIA requests.

The panel would be required to provide to Congress recommendations for legislative and administrative action to enhance agency responses to FOIA requests, to identify methods to reduce delays in the processing of FOIA requests and to examine whether the system for charging fees and granting fee waivers under the FOIA should be reformed to reduce delays in processing fee requests.
Source: http://www.arma.org/news/policybrief/index.cfm?BriefID=4209

Update: http://senatus.wordpress.com/2010/05/05/senate-passes-the-faster-foia-act/

Link to Act: http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:s3111is.txt.pdf

State Government

California

Headline: City of San Jose electronic messaging policy is a model for open government

Experts say San Jose's electronic messaging policy is a model for open government in the digital age as other cities and state legislatures are adopting their own rules.

One reason for this is that San Jose's policy requires officials to disclose all discussions of public business, including those conducted on personal cell phones or laptops.

Mayor Chuck Reed says "Essentially what we've said is a public record is a public record no matter where it exists."
Source: http://www.msnbc.msn.com/id/35972792/ns/technology_and_science-wireless/

New York

Headline: New York City to hire chief digital officer

New York City wants to hire a chief digital officer "to help develop forward-thinking policies on social media, digital communications, Web 2.0 initiatives, and other tools to better serve the public."
Source: http://www.informationweek.com/news/government/state-local/showArticle.jhtml?articleID=225400061&subSection=News

Washington

Headline: New requirements for preserving electronic records

By the end of 2010, all local government agencies in Washington State will need to comply with new requirements for preserving electronic records and to ensure that they are transferred to the Washington State Archives.
Source: http://www.pattersonbuchanan.com/2010-brings-new-website-archiving-e-mail-management-rules-for-washington-public-entities.html

Section 2 – Events

Annual Meetings and Conferences

International

1. 2010 Australia Society of Archivists Conference

Theme: Future Proof: Resilient Archives 2020 and beyond

Host: Australian Society of Archivists

When: 12–17 October 2010

Where: Melbourne, Australia

Summary: The conference will showcase how resilient archives and archivists can be when dealing with ever increasing quantities and variant forms of records, questions surrounding professional principles, practical methodologies, and the provision of access to archival collections.

Programme and Registration: http://www.archivists.org.au/conferenceinfo

2. 9th Annual National Digital Forum Conference

Theme: Linking people, linking data

Host: National Digital Forum

When: 18–19 October 2010

Where: Tongarewa, Wellington, New Zealand

Summary: This conference will be exploring the issues and opportunities surrounding **(1)** Connecting our collections **(2)** Linking up with each other **(3)** Using data **(4)** Working with communities **(5)** Working with content creators and consumers.

Programme and Registration: http://ndf.natlib.govt.nz/

3. International Conference on Dublin Core and Metadata Applications DC-2010

Theme: Making Metadata Work Harder: Celebrating 15 Years of Dublin Core

When: 20–22 October 2010

Where: Pittsburgh, Pennsylvania, United States

Summary: Conference participants will engage in investigations in both research and application entailing advances that *make metadata work harder* in ways beyond the originally identified need for better resource discovery and will take stock of progress, look to the future and celebrate the broad scope of research and applied work in *making metadata work harder*.

Programme and Registration: http://www.asis.org/Conferences/DC2010/callforpapers.html

4. ARMA 55th Conference and Expo

Host: ARMA International

When: 7–10 November 2010

Where: San Francisco, California, United States

Summary: This conference will present solutions to the challenges that the records and information management profession faces today, such as developing automated accurate retention schedules and establishing a metadata framework.

Programme and Registration: http://www.arma.org/conference/2010/SanFrancisco.aspx

5. 6th International Digital Curation Conference

Theme: "Participation and Practice: Growing the Curation Community through the Data Decade"

Hosts: Digital Curation Centre, the Graduate School of Library and Information Science, the University of Illinois at Urbana-Champaign, and the Coalition for Networked Information.

When: 6–8 December 2010

Where: Chicago, Illinois, United States

Summary: The conference will look at how data curation practices are evolving and spreading throughout the disciplines and what institutional structures and communities are needed to help support these developments.

Programme and Registration:
http://www.dcc.ac.uk/events/conferences/6th-international-digital-curation-conference

National

1. Privacy and Access Rights in the Age of Technology: The State of Canadians Information Rights in 2010 and Beyond

Host: The Canadian Bar Association

When: 19–20 September 2010

Where: Ottawa, Ontario, Canada

Summary: This conference will bring together regulators and access administrators from the federal and provincial governments, lawyers and privacy professionals from within government and the private sector and some of the foremost thinkers in academia and industry.

Programme and Registration: http://www.cba.org/pd/details.aspx?id=NA_PRV10

2. Government Technology Exhibition and Conference (GTEC) 2010

Theme: High Performance Government

When: 4–7 October 2010

Where: Ottawa, Ontario, Canada

Summary: History has already shown that technology can enable better service delivery, but high performance governments in the Web 2.0 world must find new ways to address the human and organizational dimensions of public sector service delivery.

Programme and Registration: http://www.gtec.ca/

3. Fall 2010 Records Management Conference

Theme: Whining About Records

Hosts: Vancouver Island, Vancouver and Calgary Chapters of ARMA Canada

When: 12–15 October 2010

Where: Kelowna, British Columbia, Canada

Summary: The conference will focus on **(1)** Basic records management **(2)** Electronic records management **(3)** Specialized topics.

Programme and Registration: http://www.armavi.org/whining/

Forums

1. Canadian Forum on Court Technology

Host: Canadian Centre for Court Technology

When: 22–23 September 2010

Where: Ottawa, Ontario, Canada

Summary: The forum will include presentations, discussion of new methods and products, and the opportunity to meet with key players in the field of court technology. This event is an ideal way to learn more about the use of technology in courts today, and discover trends for the future.

Programme and Registration: http://www.ccct-cctj.ca/forum/en/

Seminars

1. e-Discovery Readiness

Host: ARMA Canada – National Capital Region

When: 22 September 2010

Where: Gatineau, Quebéc, Canada

Summary: This session looks at how to best manage the e-discovery process from preservation to production using the Sedona Canada Principals and the Electronic Discovery Reference Model as a framework, as well as reviewing some of the most recently reported cases in e-discovery in North America.

Programme and Registration: http://www.armancr.ca/content/arma-ncr-september-program-meeting

Workshops

No workshops listed at this time.

Campaigns

No campaigns listed at this time.

Section 3 – Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada – Archives of Ontario   Back

Topic/Title: RADR (Repository of Archival Digital Records) Project

Summary: Digital preservation encompasses a broad range of activities designed to extend the usable life of machine-readable computer files and protect them from media failure, physical loss and obsolescence.

There are many strategies available to mitigate against these threats, but migration and emulation have emerged as the leading techniques currently used by archival institutions.

The Archives of Ontario has initiated a project to build a trusted digital repository called RADR that will preserve the authenticity, accessibility and readability of Ontario archival digital records, properly safeguard them and ensure they remain accessible over the long term.

Source: http://www.itincanada.ca/opdfs/a12496.pdf

Bahrain

Topic/Title: e-Government blog: "We Listen to Improve"

Summary: As part of a new e-Government strategy, the Bahraini government invited members of the public to share their views and suggestions in shaping the new strategy through the "e-Government blog."

The "e-Government blog" is one of the leading initiatives of the e-Government program for direct communication between the citizens and officials of ministries and governmental entities.

Source: http://www.ameinfo.com/224417.html

Europe

Topic/Title: Digital "Reflection Group"

Summary: European Union digital agenda commissioner Neelie Kroes says "We expect this reflection group to come up with innovative solutions to ensure that Europe's rich cultural heritage is made accessible to all on the Internet—lack of money or rigid laws are no excuse: it is a duty of our time, we must do it for our generation and for future ones."

The group will also examine copyright issues affecting digital content, especially out-of-print works and orphan works, and will look at how to fund digitization, including the possibilities posed by public-private partnerships.

Source: http://www.thebookseller.com/news/117645-europe-sets-up-digital-reflection-group-.html

Iran

Topic/Title: Digital Restoration Library

Summary: Iranian experts have launched the Middle East's first digital library on restoration of ancient and historical monuments.

Source: http://www.presstv.ir/detail.aspx?id=114165&sectionid=351020105

Malaysia – National Library

Topic/Title: Home Delivery System Service (Ubiquitous Library)

Summary: This service will permit people of Malaysia to request that books be delivered directly to their home or place of business. Membership of this service is expected to reach one million.

Source: http://www.londonbookfair.co.uk/page.cfm/action=Archive/ArchiveID=5/EntryID=68

Scotland – National Archives

Topic/Title: Scotland's Places

Summary: Scotland's Places allows the user to search by location and then upload the relevant information including manuscript records and printed books from millions of pages in government and private records.

Source: http://www.scotlandsplaces.gov.uk/

Scotland – National Library

Topic/Title: iPhones: Downloading Library Collections

Summary: With today's technology archival and library collections are only a click away.

With a click of a button users can now use their iPhones and iTouch devices to download part of the John Murray publishing archive.

Source: http://www.resourceshelf.com/2010/06/01/new-online-national-library-of-scotland-unveils-an-iphonetouchpad-app-free-to-learn-about-publishing-archive/

The Netherlands

Topic/Title: Civil Servant 2.0

Summary: Civil Servant 2.0 is a platform and network for civil servants in the Netherlands to discuss the effect that Web 2.0 has on government and the public sector.

Source: http://www.epractice.eu/en/cases/civilservant20

Home Page: http://ambtenaar20.wetpaint.com/page/About+Civil+Servant+2.0

United Kingdom

Topic/Title: Resource Discovery Task Force

Summary: At the present time, it can be difficult for researchers in the UK to access books and information held in different places because the data are incompatible with the Web services used to search collections.

The Resource Discovery Task Force has produced a paper outlining its vision for UK libraries and archives that would see information (metadata) about their collections shared.

Making this metadata available openly on the Web will permit anyone to build innovative new services that use the information, allow researchers and students to explore the data in new ways, and permit libraries to manage their own collections using the data.

Professor David Baker, chair of the task force, says "The task force is putting forward a new vision to help solve an age-old issue: how do we make sure that the UK's researchers and other users get hold of the information they need quickly and efficiently? By opening up their resources as part of this nationwide initiative, libraries, universities and cultural organisations will be getting so much more from the information they hold, which means better value for money and potentially an improved student experience too."

Source:
http://www.jisc.ac.uk/Home/news/stories/2010/06/discovery.aspx?utm_source=feedburner&utm_medium=feed&utm_campaign=Feed%3A+ac%2FuabG+%28JISC+News+Web+Feed%29&utm_content=Google+Reader

Blog Page: http://rdtf.jiscinvolve.org/wp/

Vision Paper: http://ie-repository.jisc.ac.uk/475/

United Kingdom – National Archives

Topic/Title: Video: What happens inside the National Archives?

Summary: Former Chief Executive Natalie Ceeney gives a behind-the-scenes tour of the UK's National Archives, including both highlights of the past and plans for the future.

Source: http://news.bbc.co.uk/2/hi/uk_news/8428616.stm

United States – Arizona State Library, Archives and Public Records

Topic/Title: Preservation of Email Project

Summary: The result of this U.S. project is the development of an automated process to preserve official email records produced by Microsoft Outlook and the capture of metadata needed for the long-term preservation of the information.

"We are very excited to have the capability to preserve large quantities of email records," said project director Richard Pearce-Moses. "Some collections, such as elected official's and agency director's email records, are valuable for both government transparency and scholarly research."

At the same time, this work has raised significant issues regarding the balance between access and statutorily required restrictions to protect privacy. Pearce-Moses noted, "Because so many people—both in government and the general public—treat email less formally, the messages often contain information of a very personal nature."

Source: http://www.digitalpreservation.gov/news/2010/20100318news_article_PEDALS_update.html

United States – Library of Congress

Topic/Title: Podcast: Development of Library of Congress Digital Repository

Summary: Babak Hamidzadeh, Director of Repository Development at the U.S. Library of Congress, talks about the challenges of building an efficient, scalable digital repository. He describes how the Library's repository works, the future plans for the repository and its tools, and what will be expected of IT professionals and digital librarians as their roles grow increasingly interdependent.

Source: http://www.loc.gov/podcasts/digitalpreservation/podcast_hamidzadeh.html

United States – National Archives and Records Administration (NARA)

Topic/Title: Archivist of the United States Blog

Summary: Archivist of the United States, David Ferriero now has his own blog.

Blog: http://blogs.archives.gov/aotus/

Global

Topic/Title: Rosetta Project

Summary: The goal of the Rosetta Project is to explore new kinds of information archiving that could survive even if today's data storage technology does not.

Part of the Rosetta Project includes the creation of three-inch-diameter nickel disks containing information.

The prototype disk includes 14,000 pages of documents translated into 1,000 of the world's approximately 7,000 languages. The disk is etched in analog characters in a manner similar to microfiche.

Each page measures half a millimeter across and must be magnified 500 times to be read.

The nickel disk is held in a sphere of stainless steel and glass and is designed to remain legible for thousands of years.

Source and Video:
http://www.internetevolution.com/author.asp?section_id=941&doc_id=194571&f_src=internetevolution_gnews

Products and Tools from Around the World

Canada – El Fresko

Product/Tool: MagnaStor(TM)

Summary: Faced with an exponential growth of critical business data and stronger regulations over how information is preserved and authenticated, organizations are quickly recognizing the limitations of traditional archival storage systems.

This Canadian software solution ensures disk-based archiving to protect businesses and preserve their critical data in today's heightened age of compliance with definitive proof of authenticity.

"The way that organizations manage and store digital information has never been under greater scrutiny than it is today" says Barclay T. Blair, Director of the Information Governance practice at Forensics Consulting Solutions. "As such, it is critical that organizations look for storage and archiving solutions that comply with the most stringent requirements while still delivering enterprise-class performance."

Source: http://www.prnewswire.com/news-releases/el-freskos-magnastortm-advances-data-archiving-in-era-of-compliance-82050337.html

Australia

Product/Tool: State of New South Wales Recordkeeping Home Page

Summary: Topics include **(1)** Identifying what records your organization should create and capture **(2)** Reviewing strategies for records creation and capture **(3)** Introducing the DIRKS Methodology **(4)** Government Recordkeeping Manual **(5)** Digital recordkeeping **(6)** Records management.

Source: http://www.records.nsw.gov.au/recordkeeping/dirks-manual/doing-a-dirks-project/ensure-the-creation-and-capture-of-records

Australia – National Archives

Product/Tool: Xena (Xml Electronic Normalizing for Archives*)*

Summary: Xena is an open source software that aids in the long-term preservation of Australia's digital records by performing two important tasks **(1)** Detecting the file formats of digital objects **(2)** Converting digital objects into open formats for preservation.

Source: http://xena.sourceforge.net/

Austria

Product/Tool: Austrian State e-Government Archives Invests in Digital Archiving (Case Study)

Summary: The archives will make use of technology to archive and preserve their information.

Manfred Fink, Director of Archives, says "Long-term digital preservation is a future-oriented building block for the Austrian State Archives. The project of digital preservation through the possible involvement of other archives of our country has a considerable influence in shaping the future landscape of the Austria archives."

Source: http://www.researchinformation.info/news/news_story.php?news_id=592

France

Product/Tool: Standalone Content ETL

Summary: This product of France for unstructured data is designed for Software as a Service (SaaS) organizations that want to simplify cloud integration.

The development of SaaS means that more and more organizations are working with document repositories that are no longer managed "in-house." Using external document repositories is the fastest way to deliver document-based solutions without deploying and maintaining internally complex architectures.

Source: http://www.pressabout.com/entropysoft-releases-standalone-25485/

United Kingdom – National Archives

Product/Tool: Digital Record Object Identification (DROID)

Summary: DROID is a UK software tool that meets the fundamental requirement of any digital repository, identifies the precise format of all stored digital objects, and links that identification to a central registry of technical information about that format and its dependencies.

DROID performs automated batch identification of file formats and uses internal and external signatures to identify and report the specific file format versions of digital files.

Source: http://sourceforge.net/apps/mediawiki/droid/index.php?title=Main_Page

United States – Cleversafe

Product/Tool: Cleversafe 2.0 software

Summary: This U.S. software addresses the cloud security challenges that exist with legacy storage approaches.

The data is seamlessly and securely divided into slices, and then is dispersed to multiple storage nodes typically across three or four data centres. Each individual slice is unrecognizable as data and therefore inherently secure, and this approach replaces costly replication with only a 30 to 60 percent storage expansion.

Source: http://www.prnewswire.com/news-releases/cleversafe-responds-to-cloud-security-challenges-with-cleversafe-20-software-release-89386912.html

United States – Government of Florida

Product/Tool: Electronic Recordkeeping Strategic Plan 2010–2012

Overview: Most of the information and public records produced by Florida public agencies are created by electronic means. As the agencies increase their use of and dependence on electronic recordkeeping, they must provide reasonable public access to records electronically maintained and must ensure that exempt or confidential records are not disclosed except as otherwise permitted by law.

Top management needs to be aware of the issues and supportive of the proposed solutions for goals to be accomplished.

This plan does not have all the solutions for these issues but instead has mechanisms and partnerships for finding solutions.

Source: http://dlis.dos.state.fl.us/recordsmgmt/pdfs/ElectronicRecordkeepingStrategicPlan2010-2012.pdf

United States – Government of North Carolina

Product/Tool: Government Social Media Policy and Guidelines

Summary: Governor Bev Perdue has distributed North Carolina's first state government social media policy and online tutorial to state agencies and departments.

The new guidelines will help and encourage state agencies to develop a presence on social networking sites such as Facebook, Twitter and YouTube. They will also provide guidance to ensure that social media use complies with public records and archiving laws.

Source: http://thegovmonitor.com/world_news/united_states/north-carolina-promotes-use-of-facebook-and-twitter-by-state-government-agencies-19775.html

Link to Policy: http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf

Tutorial: http://www.records.ncdcr.gov/socialmedia/index.html

United States – Government of Washington State

Product/Tool: Web Presentation Guide 5.1 for Digital Government Records Retention

Summary: The government of Washington State has produced a Web Presentation Guide for agencies developing high-value Web content and digital government services.

The guide was designed as a road map for agencies to deliver government-to-government and public Web-based information and services.

Source: http://isb.wa.gov/webguide/Default.aspx

Link to Guide: http://isb.wa.gov/webguide/wpgnav.aspx

United States – National Archives and Records Administration (NARA)

Product/Tool: Flexible Scheduling

Summary: NARA is providing additional guidance to agencies that want to create flexible "big bucket" or large aggregation schedules for their records or wish to use flexible retentions for record disposition.

Source: http://www.archives.gov/records-mgmt/bulletins/2010/2010-03.html

United States – Quantum Corp.

Product/Tool: i6000 Tape Library

Summary: This tool is designed to meet the challenges of high data growth while facilitating tape consolidation in tiered storage environments.

According to Dave Russell, Vice-President for Storage Technologies and Strategies at Gartner Research, "As a result of regulatory compliance, litigation risks and a mix of other internal initiatives, roughly 85 percent of all storage infrastructure deployments today use tape as part of their recovery architecture."

Source: http://www.marketwire.com/press-release/Quantum-Introduces-New-Enterprise-Class-Scalar-i6000-Tape-Library-Long-Term-Archive-NYSE-QTM-1143310.htm

Studies and Surveys

Survey Subject: Digital Preservation Practices in Canada

Survey Conducted By: Library and Archives Canada

Survey Participants: Includes libraries, archives, government departments and agencies, museums and research institutes.

Purpose: To determine existing practices and resources for digital preservation as well as to identify gaps and challenges.

Overview: Will the digital assets being created in Canada today be accessible in 5, 10, 15 years?

This is a question that no one can answer right now as the life span of a digital object is very short if it is not actively managed and preserved.

There is a risk that much of today's data, pictures, books, websites, software and indeed anything digital may be lost through hardware degradation, software obsolescence, or simply a lack of capacity and resources to capture the growing volume of digital information.

Key Findings:

(1) Seventy-two percent of respondents are involved in some aspects related to digital preservation.

Offsite storage was the most commonly cited practice in use, followed by activities that address the decay or obsolescence of storage media, including refreshing, bitstream copying and replication.

(2) Thirty-two percent of respondents indicated that the repository is involved in some digital preservation projects.

(3) Twenty-three percent of respondents indicated that the repository has a small but ongoing digital preservation program.

(4) Fifteen percent of respondents indicated that the repository has a robust and sustainable digital preservation program.

(5) Two percent of respondents indicated that it has a robust digital preservation program and belongs to a network of organizations involved in preservation.

Source: http://www.collectionscanada.gc.ca/digital-initiatives/012018-3100-e.html

Wales

Survey Subject: Digital Preservation in Wales

Survey Conducted By: Archive and Records Council Wales Digital Preservation Group

Survey Participants: Includes local authority services, the higher education sector and national institutions.

Objectives: (1) Obtain a "state of the nation" picture of preservation activity **(2)** Raise the profile of digital preservation **(3)** Highlight knowledge gaps **(4)** Identify training needs **(5)** Provide evidence for applying for funding streams.

Overview: Five distinct areas were surveyed **(1)** Digital preservation planning **(2)** General awareness **(3)** Practical issues **(4)** Electronic information management and infrastructure **(5)** Future issues.

Recommendations and action plan include:

(1) Raise awareness of digital obsolescence in relation to storage media and file formats.

(2) Raise awareness of digital preservation within the records management field.

(3) Raise awareness of the critical role of digital preservation in maintaining access to information at the organizational level.

(4) Raise awareness of the importance of the creation of key documentation.

(5) Provide training and guidance on file formats.

(6) Raise awareness of the need to update selection criteria policies to incorporate digital material.

(7) Raise awareness of the data schemas.

Source: http://www.llgc.org.uk/fileadmin/documents/pdf/DP_Archives-Wales_Report-final.pdf

Long-Term Preservation: The "Digital Genome" Project

Long-term preservation is becoming more and more crucial as the amount of digital information increases and advances in technology show no signs of slowing down.

It is estimated that as technology advances, and hardware and sofware goes out of date, €3bn worth of data are becoming obsolete every year in the European Union.

In response, scientists in Europe have created a time capsule they call a "digital genome" and have placed it in a bunker deep beneath the Swiss Alps for 25 years.

The aim of the project is to ensure that future scientists will be able to decipher the data using obsolete technologies.

The idea is the culmination of a four-year project known as the "Planets" (from *Preservation and Long-term Access through NETworked Services*), which drew expertise and data from 16 major European libraries, research universities, technology companies, and archives to address what they call "core digital preservation challenges."

The time capsule is dubbed a "digital genome" because it contains the keys to the data formats, or the digital equivalent of the genetic code of different data formats, which will reconstruct the data long after the supporting technology has disappeared.

Adam Farquhar, head of Digital Library Technology at the British Library, says "Even if you possess the necessary hardware to access a particular storage format and the files haven't become corrupt, without the supporting software and compatible operating systems, knowing what is on the disk, let alone reading the files in question will be impossible."

Andreas Rauber, a professor at the University of Technology of Vienna, adds that "Failure to implement adequate digital preservation measures now could cost us billions in the future."

Source: http://www.tgdaily.com/software-features/49865-digital-ark-aims-to-preserve-dead-data-formats

http://www.reuters.com/article/idUSTRE64H4GE20100519

http://www.physorg.com/news193639360.html

http://www.webuser.co.uk/news/top-stories/470175/3bn-of-digital-data-lost-in-eu-every-year

PLANETS Home Page: http://www.planets-project.eu/

Section 4 – Selected Readings

Articles, White Papers, Presentations, Reports

Canada

1. **Topic/Title:** Testimony before the House of Commons Standing Committee on Canadian Heritage with regard to Emerging and Digital Media: Opportunities and Challenges

Date: May 4th, 2010

Participants: Daniel J. Caron, Librarian and Archivist of Canada; Maureen Parker, Executive Director of the Writers Guild of Canada, and Kelly Lynn Ashton, Director of Policy for the Writers Guild of Canada.

Summary: Highlights of Dr. Caron's opening statement and testimony include **(1)** The importance of linking the production of Canadian digital content to its preservation and access **(2**) The problem of information overload **(3)** The need to develop a pan-Canadian network of Trusted Digital Repositories (TDRs)—electronic vaults—where digital content can be hosted and distributed in both the short and medium terms **(4)** Library and Archives Canada (LAC) is sharing its digital content with memory institutions and Canadian cultural industries to enable new digital media applications **(5)** LAC has helped build a new policy suite to assist federal departments to capture and manage relevant digital content so that it can be made accessible over time.

Opening Statement of Dr. Caron: http://www.collectionscanada.gc.ca/lac/012007-1000.005-e.html

Entire Testimony: http://parlvu.parl.gc.ca/Parlvu/ContentEntityDetailView.aspx?ContentEntityId=5979

2. **Topic/Title:** Canada clears up its cloud strategy

Type of Document: Article

Author: Vawn Himmelsbach, *it World Canada*

Summary: The Treasury Board of Canada Secretariat (TBS) has obtained agreement across departments on the language and definitions for cloud computing.

In addition, the TBS has received endorsement for the Government of Canada's cloud computing road map that can be validated with countries such as the United States, the United Kingdom, Australia and New Zealand.

Corinne Charette, Chief Information Officer of the Government of Canada, says "Our collective challenge in the public sector is to transform service delivery."

Charette adds that the phenomenon threatening the public sector is the unrelenting growth of IT projects and that complexity is something we all should be concerned about.

Source: http://www.itworldcanada.com/news/canada-clears-up-its-cloud-strategy/139989

Spotlight on Corinne Charette: http://www.usa.gov/dotgovbuzz/0909.html#dotgovspotlight

South Korea

Topic/Title: Project Report: E-Document LifeCycle Management

Published By: Ministry of Public Administration and Security

Date of Report: 2010

Overview: The project is related to the government's previous decisions with regard to its vision and goal of achieving e-government.

Summary: The project's aim was to secure a mechanism to electronically manage the e-document lifecycle from document generation to transfer and preservation.

To achieve this objective, the project involved building a stable receipt and dispatch system for electronic documents, thus making it possible to implement e-document distribution among all administrative organizations, including not only government offices but also other public institutions.

This project has been carried out mainly along the following two lines **(1)** Enhancing the e-document distribution system **(2)** Building a records-management system.

Source: http://korea.go.kr/html/files/intro/007.pdf

United Kingdom

1. **Topic/Title:** Is copyright getting in the way of us preserving our history?

Type of Document: Article

Author: Victor Keegan, *guardian.co.uk*

Summary: In this article, the author contends that the issue of copyright is a global nightmare for anyone interested in digital preservation.

For example, he points out that there are problems associated with preserving documentary films where multiple permissions are required, and that the British Library's preservation of the nation's digital memory has proved time-consuming because of the need to seek permission every time it makes a copy of anything.

Source: http://www.guardian.co.uk/technology/2010/feb/25/digital-copyright-british-library

2. **Title of Report:** Web Archiving: Digital Curation Centre State of the Art Report

Date of Report: March 1st, 2010

Author: Alex Ball, Digital Curation Centre, UKOLN, University of Bath

Summary: Web archiving is important not only for future research, but also for organizations' records-management processes. There are technical, organizational, legal and social issues that Web archivists need to address, some general and some specific to types of content or archiving operations of a given scope. Many of these issues are being addressed in current research and development projects, as are questions concerning how archived Web material may integrate with the live Web.

This report provides a snapshot of the state of the art of Web archiving, noting areas of current research and development. It should be of interest to individuals and organizations concerned about the longevity of the Web resources to which they contribute or refer, and who wish to consider the issues and options in a broad context.

Link to Report: http://www.dcc.ac.uk/sites/default/files/documents/reports/sarwa-v1.1.pdf

United States

1. Topic/Title: Retaining Records in the Real World: Dispelling the Myths, Planning for Action

Type of Document: Video Presentation

Summary: Identifying and applying records retention periods can be one of the most important decisions underlying any effective records management program.

However, there are a number of misconceptions that are attached to the concept of records retention and this four-part presentation addresses some of these misconceptions as well as highlighting best practices.

Source: http://videos.wittysparks.com/id/1186906686
Note: Parts 2-4 are under the "Related Videos" heading

2. Topic/Title: National Archives attorney offers email counsel

Type of Document: Podcast

Summary: Jason Baron, the Director of Litigation for the Office of General Counsel at the National Archives and Records Administration (NARA), has visited and counseled the recordkeeping offices of nearly every cabinet level department and independent agency in the federal government.

Baron discusses what remains an ongoing challenge for those responsible for government records: electronic mail.

Baron says that there is still debate on the best approach to managing email as part of a comprehensive records-management policy but that there is hope for a technological solution.

Source: http://www.federalnewsradio.com/index.php?nid=35&sid=1958661

3. Topic/Title: The Rise of the Chief Information Architect

Type of Document: Article

Author: Michael Vizard, *IT Business Edge*

Summary: Everyone is familiar with the chief information officer and the chief technology officer but in today's environment there is a growing need for a chief information architect.

Source: http://www.itbusinessedge.com/cm/blogs/vizard/the-rise-of-the-chief-information-architect/?cs=40874

Global

Title of Report: Unlocking government: How data transforms democracy

Published By: Deloitte

Date of Report: 2010

Summary: According to the report, government organizations are embracing the idea that public data should be broadly and easily available in a "reusable" format to all citizens and communities.

The report states that governments are turning to social networks to gain insight into the effectiveness of policies and programs.

The report also addresses the issue of developing public servants into social media knowledge workers, and highlights the challenges the Government of Ontario (Canada) has been confronting regarding the use of social media.

Videos include **(1)** The principle of open government **(2)** Fostering innovation in government **(3)** How governments can use social networks more effectively.

Report and Videos: http://www.deloitte.com/view/en_CA/ca/industries/government/unlocking-government/index.htm?theme=opengov

Books

1. William Saffady, *Managing Electronic Records*, 4th edition, 2009.

This book examines the pertinent concepts, procedures, methods of protection and daily management guidelines involved in managing electronic records, with guidance for initiating effective programs for storing, retrieving and controlling electronic records.

Topics covered include **(1)** Managing vital electronic records **(2)** Managing electronic files and media **(3)** Storage media **(4)** File formats **(5)** Inventory of electronic records **(6)** Retention schedules.

Source: http://www.facetpublishing.co.uk/title.php?id=699-2

2. Ian H. Witten, David Bainbridge and David M. Nichols, *How to Build a Digital Library*, Second Edition, 2009.

How to Build a Digital Library offers the knowledge and tools to construct and maintain a digital library, regardless of the size or purpose.

How to Build a Digital Library reflects the rapid evolution of the field, with new material on multimedia, metadata and internationalization. New technologies are integrated with concepts from library and information science to provide a social, technical and practical treatment of digital libraries.

Source: http://www.amazon.com/Digital-Library-Kaufmann-Multimedia-Information/dp/0123748577
http://www.nzdl.org/custom/howto2/cgi-bin/library.cgi?a=p&p=about&c=book&nw=utf-8