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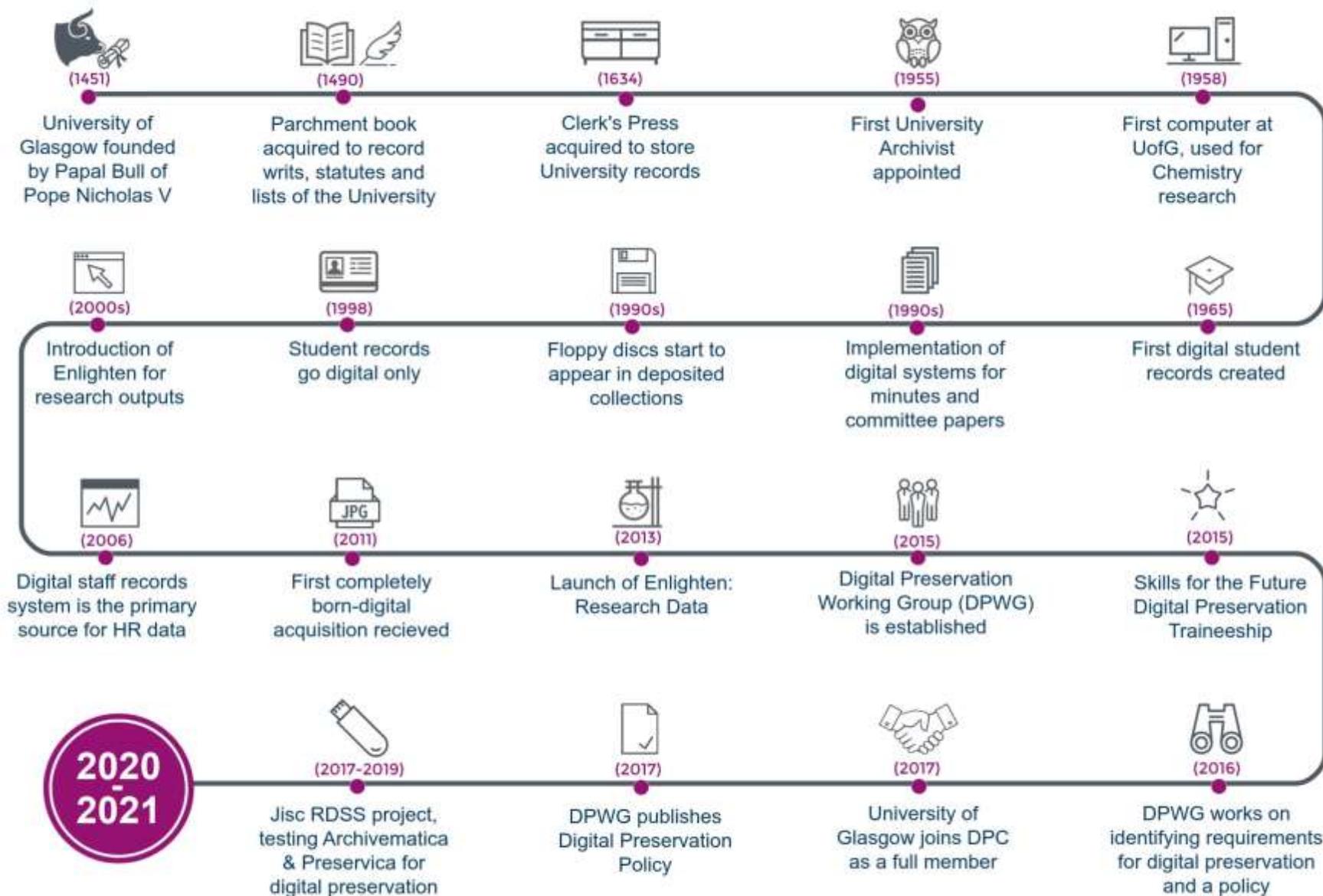
EDRMS preservation at University of Glasgow – where do we begin?

Emma Yan, Archives & Special Collections

WORLD
CHANGING
GLASGOW



University of Glasgow





Systems



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
- Digital Preservation Policy: <http://bit.ly/UofGDigiPres>
- Took part in Jisc Research Data Shared Service (RDSS) pilot, to test Archivemata and Preservica
- Procured Archivemata 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



University of Glasgow Past Exam Papers

School Name:

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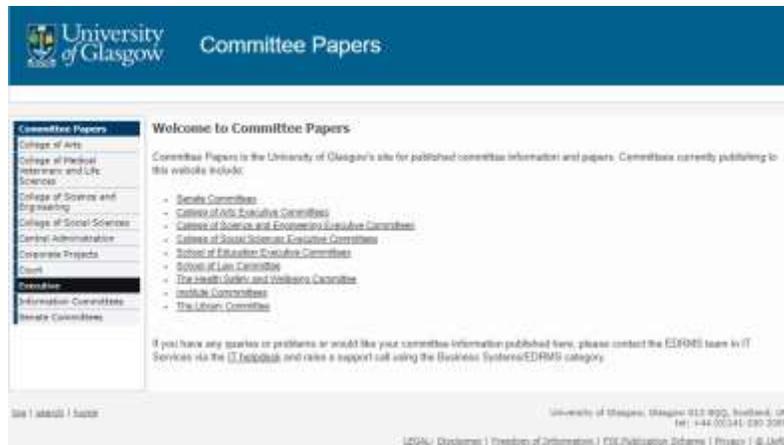
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University of Glasgow Committee Papers

Committee Papers

College of Arts
College of Health, Veterinary and Life Sciences
College of Science and Engineering
College of Social Sciences
Central Administration
Corporate Projects
Dent
Finance
Information Committee
Senate Committees

Welcome to Committee Papers

Committee Papers to the University of Glasgow's site for published committee information and papers. Committees currently publishing to this website include:

- Senate Committee
- College of Arts, Education, Committee
- College of Science and Engineering Executive Committee
- College of Social Sciences Executive Committee
- School of Education Executive Committee
- School of Life Sciences
- The Health Safety and Welfare Committee
- Institute Committees
- The Library Committee

If you have any queries or problems or would like your committee information published here, please contact the EDRMS team in IT Services via the [IT Helpdesk](#) and raise a support call using the Business Systems>EDRMS category.

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- 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.



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Thank you! Any questions?

Contact: emma.yan@glasgow.ac.uk

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