

Developing a digital preservation strategy

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Digital preservation at HRO

- Policy
- Strategy
- Guidelines for staff
- Guidelines for depositors and businesses
- Metadata
- Case studies



Digital preservation policy

- High level, alongside other policies
- Storage, copying, preservation and migration, access and use
- What we'd like to do, and what we can currently cope with
- <http://www.hants.gov.uk/record-office/policies/index.html>



Digital preservation strategy

- Work in progress, more questions than answers
- What we need to do, how we should we do it
- Procedures for ingest
- Technical infrastructure for preservation and access
- Monitoring and migration



Digital preservation strategy

- File formats
- Storage
- Security
- Metadata
- Review / migration



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Guidelines for depositors

- Software & operating systems
- Storage media
- Metadata



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Guidelines for businesses

- Risk management
- Information management
- Disaster recovery
- Data protection
- Company history
- Information security
- E-commerce



Guidelines for staff

- Gather usual accession details
- Gather metadata
- Virus check before use
- Check contents of disk
- Make preservation copies
- Re-package



Metadata

- Excel spreadsheet
- Includes born-digital and digital surrogates



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Case studies

- Hampshire Telegraph Index
- Butser Ancient Farm
- Human Powered Flight Archive



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