



Digital**Preservation**Coalition

Risk Management and Digital Preservation

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Getting Started with Digital Preservation,
Dublin, 1st November 2013

Risk Management and Digital Preservation

- Risk management basics
- Risks to digital media
- Having a go
- Taking it further

What is Digital Preservation?

“the series of managed activities necessary to ensure continued access to digital materials for as long as necessary”
(Beagrie & Jones, Digital Preservation Handbook)

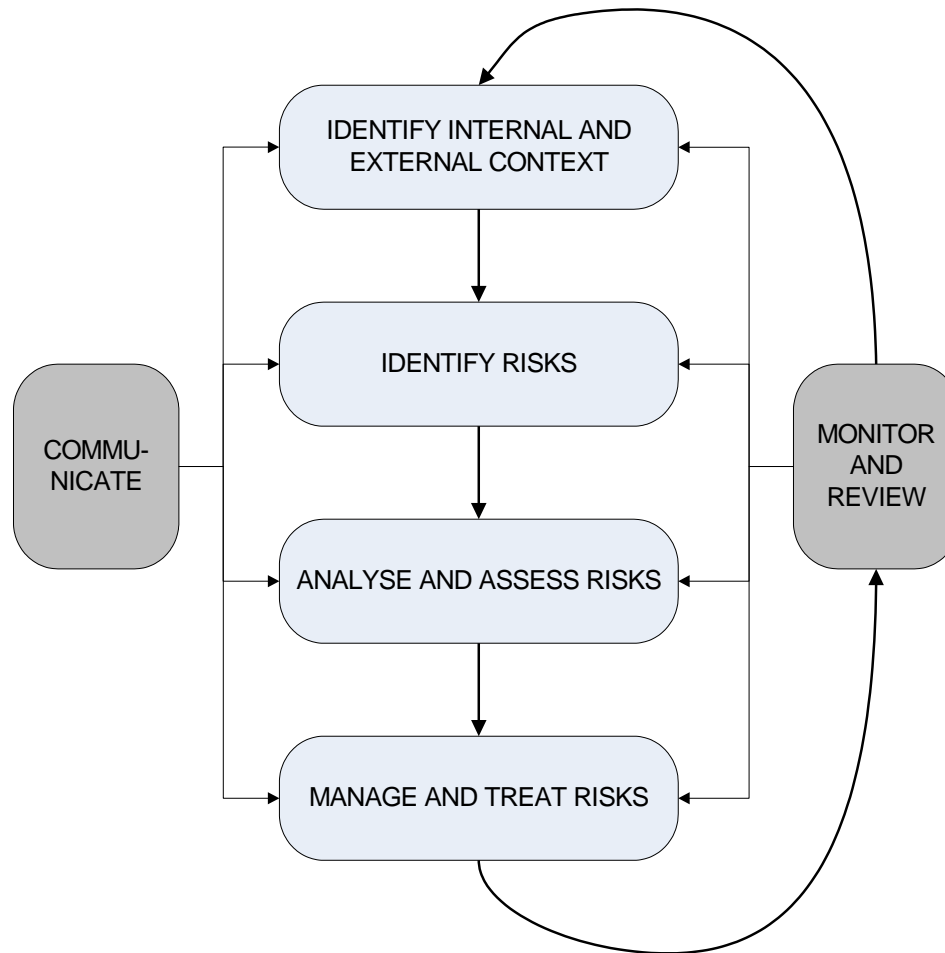


Risk Management Basics

- What is risk?
- ISO:31000 “the effect of uncertainty on objectives”
- Positive or negative
- So what is risk management?
- Why is risk management a good thing [for digital preservation]?



Overview of RM Process



Identifying Risks

Some examples of risks to digital media:

- File format obsolescence
- Media degradation (bit rot)
- Media obsolescence
- Hardware obsolescence
- Viruses
- Dissociation (loss of context)
- Network failures
- ...etc...

Having a go: A simple risk assessment

- Identify Risk
- Consequence
- Likelihood
- Impact
- Score
- Proximity
- Owner
- Responses
- New Likelihood
- New Impact
- New Score
- Frequency of Review



Evaluating Risks

| | Consequences | | |
|------------|--------------|----------|-------|
| Likelihood | Major | Moderate | Minor |
| Likely | | | |
| Possible | | | |
| Unlikely | | | |

Group Example: Archaeological Excavation

| | |
|--|--------------------------------|
| c. 1000 pages digitized text (TIFFS and PDFs) | TIFFs on CD PDFs on server |
| c. 500 photographs (TIFFs and JPEGs) | TIFFs on CD JPEGs on server |
| c. 100 data tables (held as text) | On CD |
| c. 25 Excel spreadsheets | On CD |

Example Risk

| | |
|---------------------|--|
| RISK | CDs are damaged and not readable |
| Consequence | Data loss, Disassociation of other data sets |
| Likelihood | 4 |
| Impact | 5 |
| Score | 20 |
| Frequency | Annual check |
| Owner | Senior Information Risk Owner |
| Response | Copy it, backup onto a network server, Wrap information together into a single container |
| New Likelihood | 2 |
| New Impact | 2 |
| New Score | 4 |
| Frequency of Review | Annual |

Taking It Further

- Risk appetite
- Explosive risks
- Risk AND opportunity
- PRINCE2 project management
- Intelligent Risk Management



Some Resources

- ISO:31000
Risk management. Principles and guidance
www.iso.org/iso/home/standards/iso31000.htm
- DRAMBORA
www.repositoryaudit.eu/about/
- TIMBUS
www.timbusproject.net/
- TNA digital continuity service
www.nationalarchives.gov.uk/information-management/our-services/dc-risk-opportunities.htm
- SPOT
www.dlib.org/dlib/september12/vermaaten/09vermaaten.html