



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

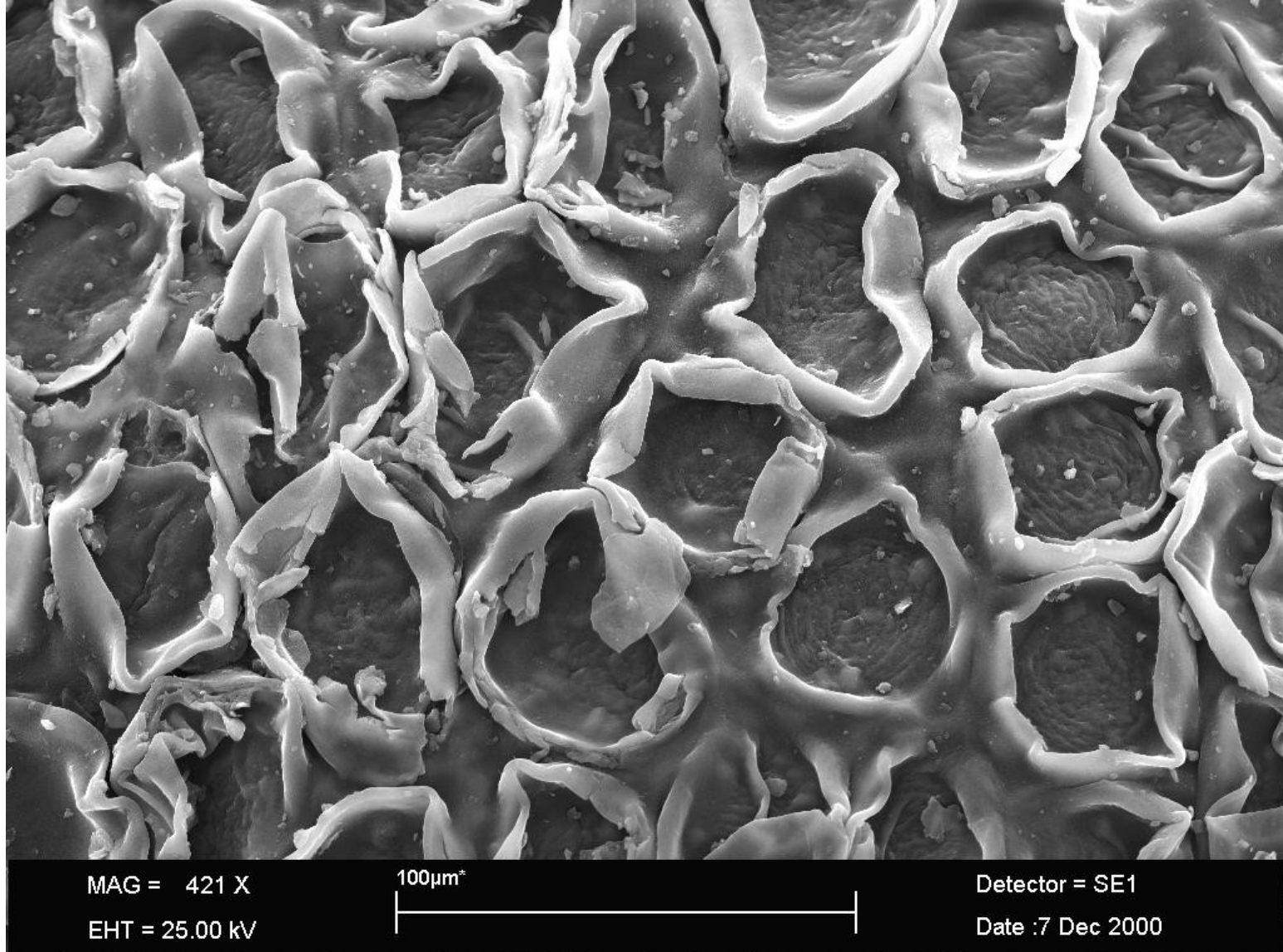
What I wish I knew before I started...

Adrian Brown

DPC Student Conference , 23 January 2019



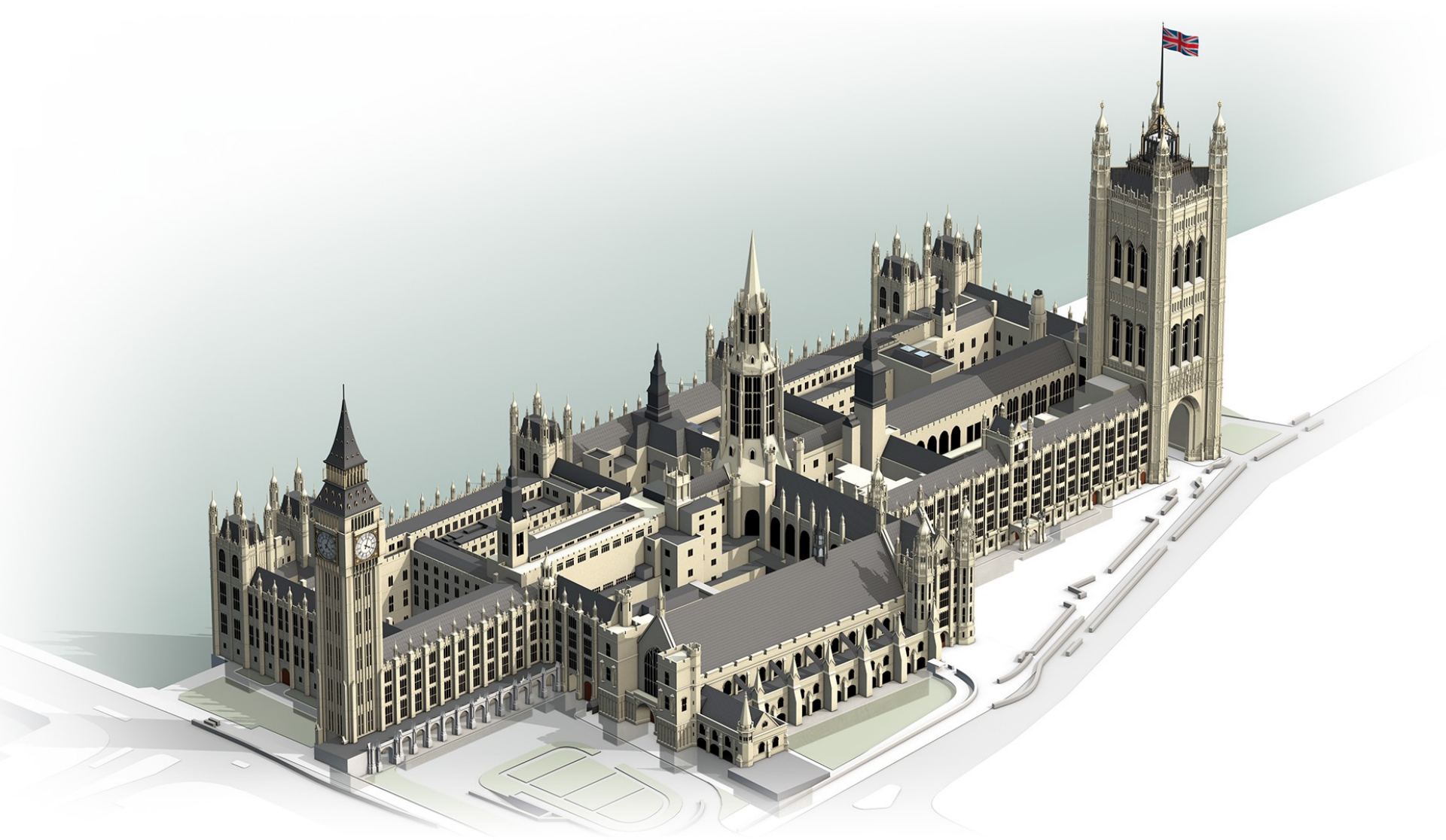
Digital records are hugely diverse



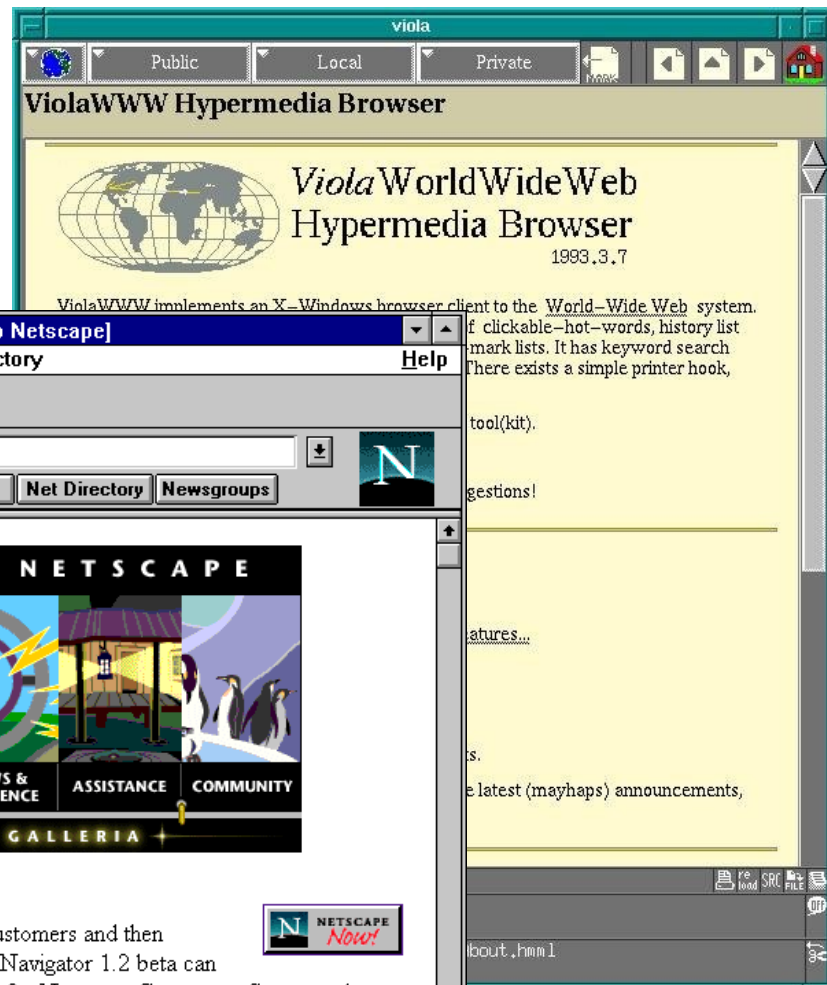
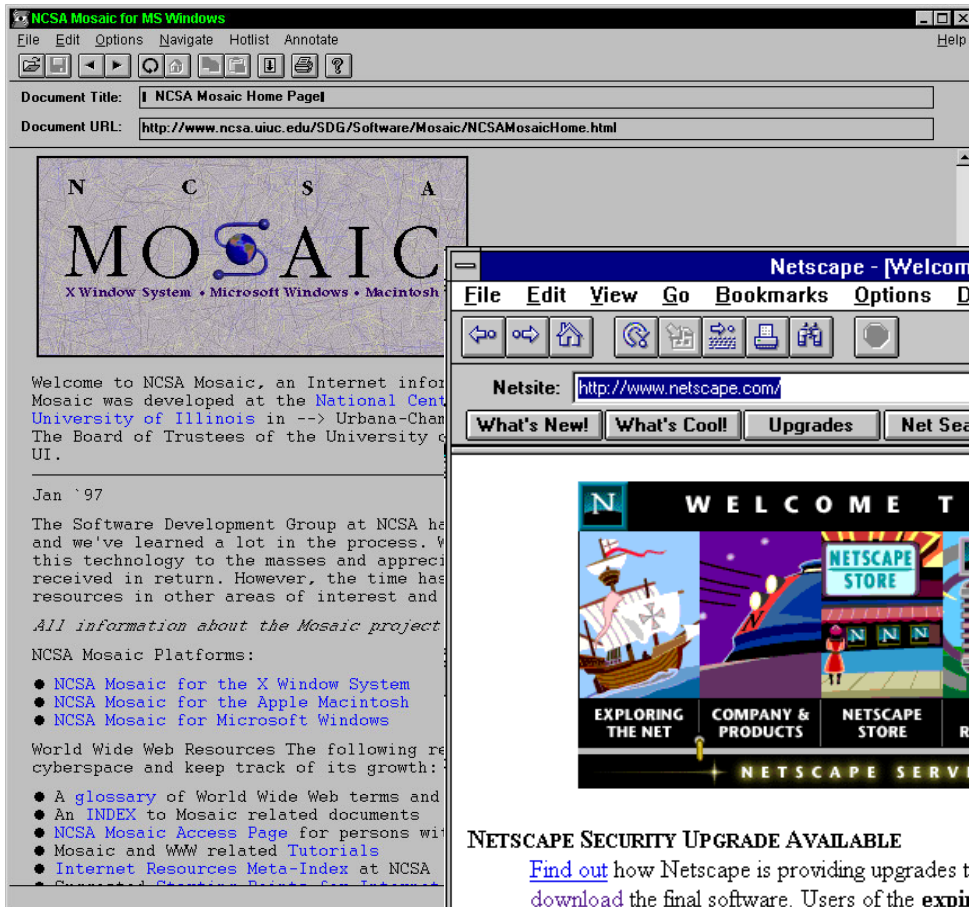
Digital records are hugely diverse



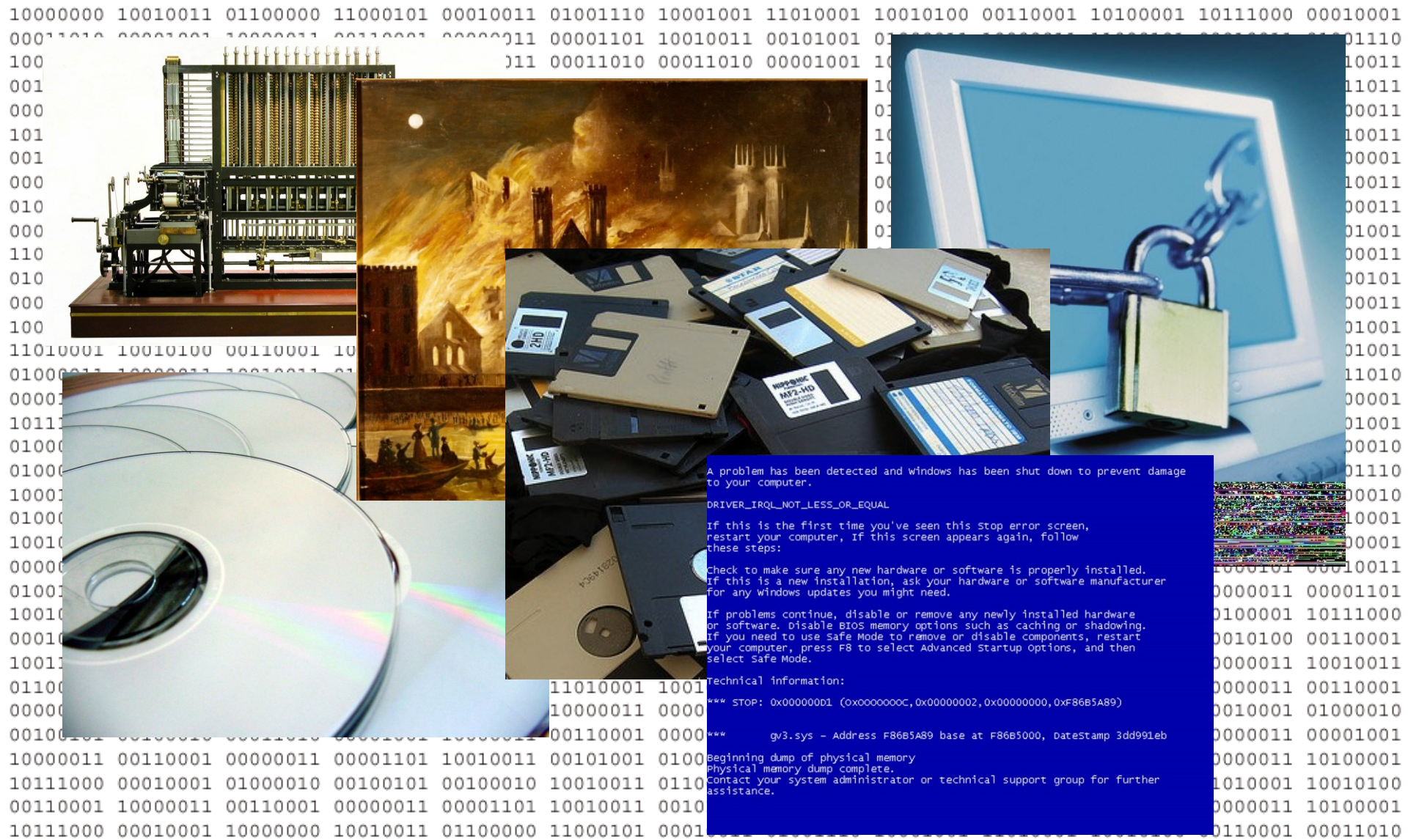
Digital records are hugely diverse



Digital records are hugely diverse



Technology obsolescence isn't necessarily the biggest threat...



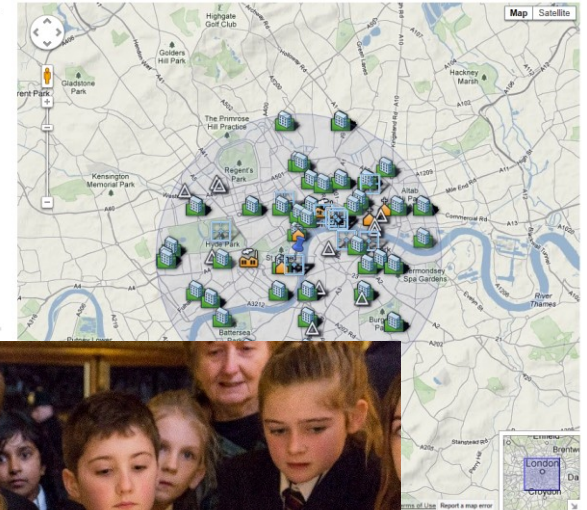
...the challenges are many and varied



Collections on a Map

Search a handful of series at The National Archives for geo-referenced material...

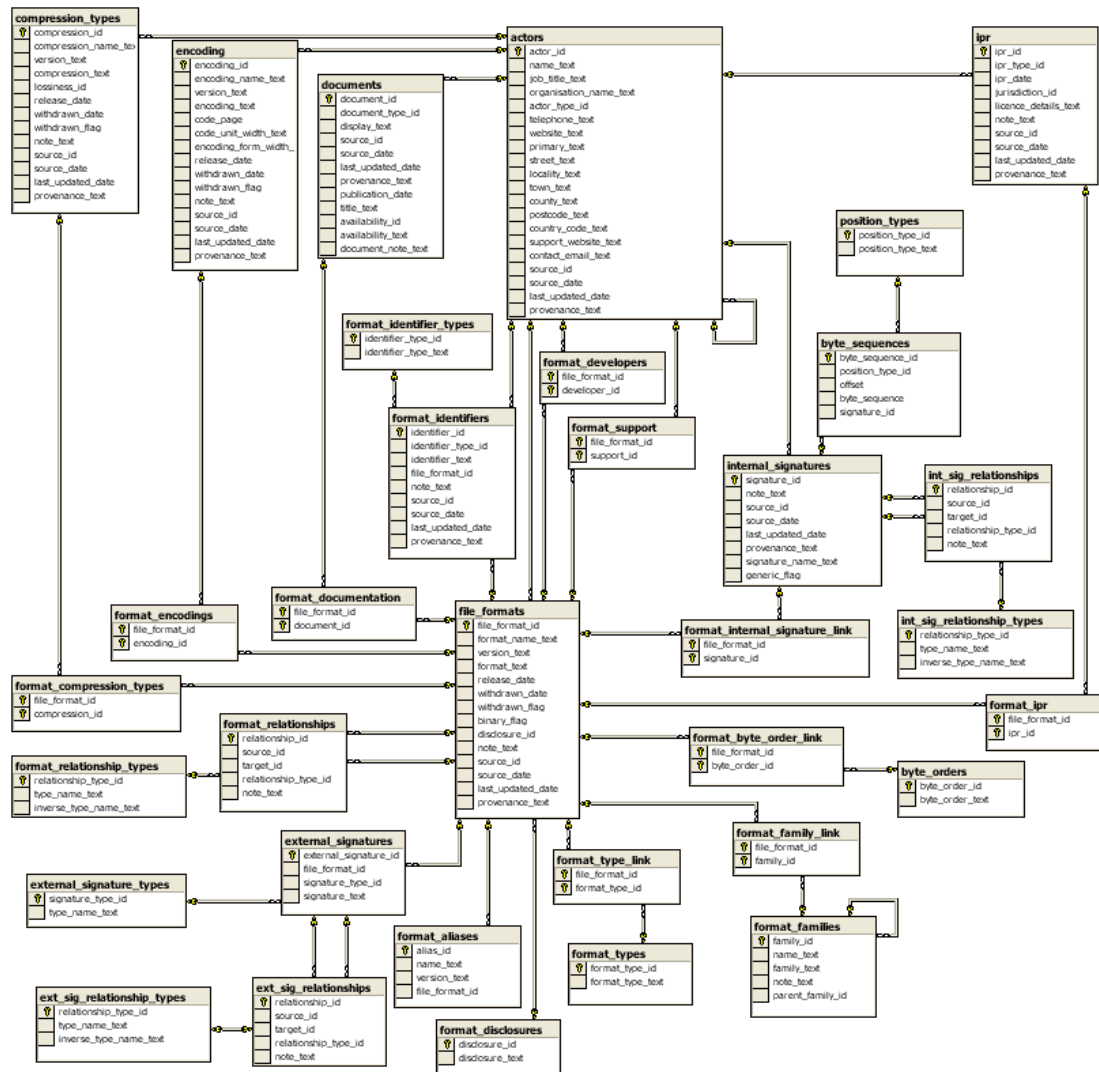
- ☒ **INF 9**
The Dixon Scott Collection:
Photographs, 1926-1948
- ☒ **IR 30**
Title Maps of England and Wales, 1836-1903
- ☒ **E 322**
Surrenders of Monasteries and Other Religious Institutions, 1518-1552
- ☒ **Schools**
ED 103: Building Grant Applications, 1833-1881
ED 161: Elementary and Primary School Digest Files, 1854-1984
- ☒ **COAL 80**
National Coal Board and predecessors:
Photographs, 1890-1990
- ☒ **Early Maps**
A selection of early maps, C15-C17



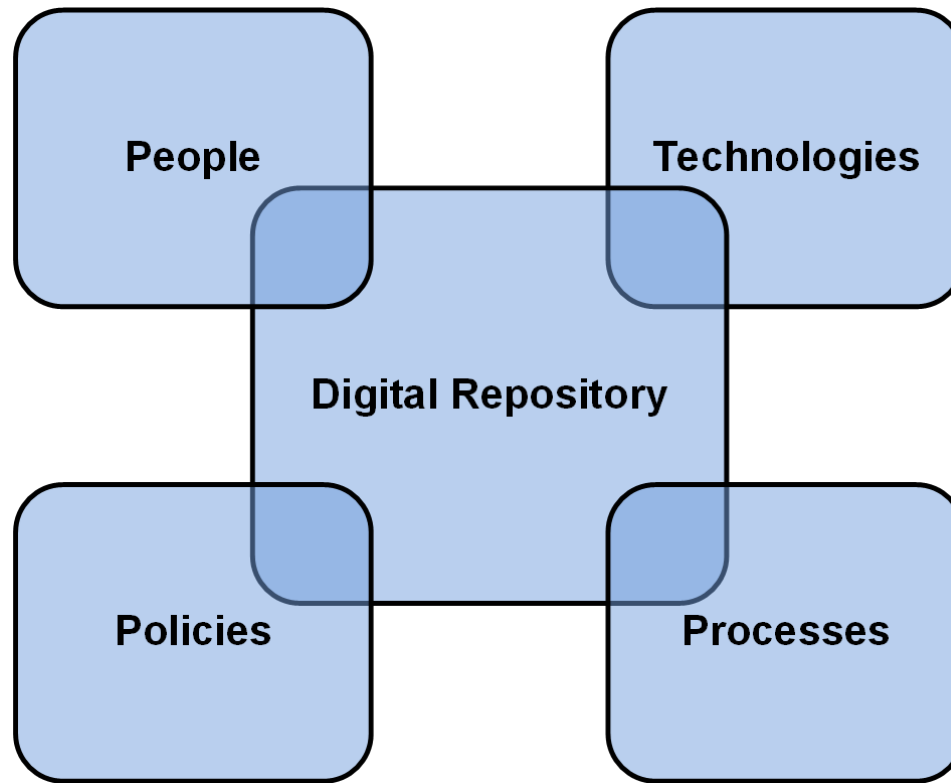
Focus on the benefits as well as risks



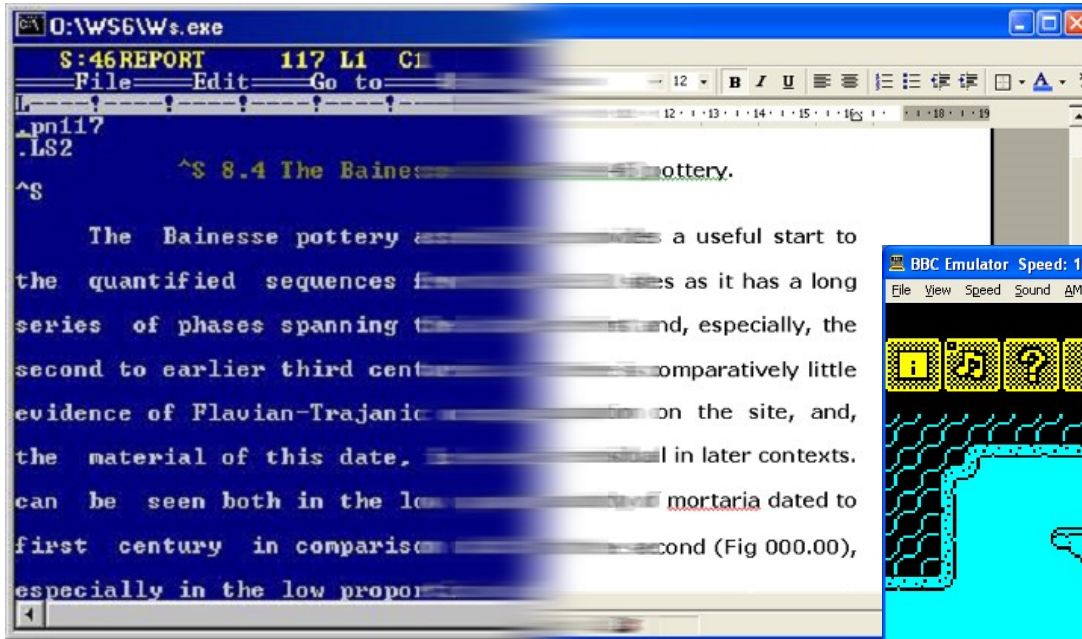
...and the other 10%...



...so keep it as simple as possible

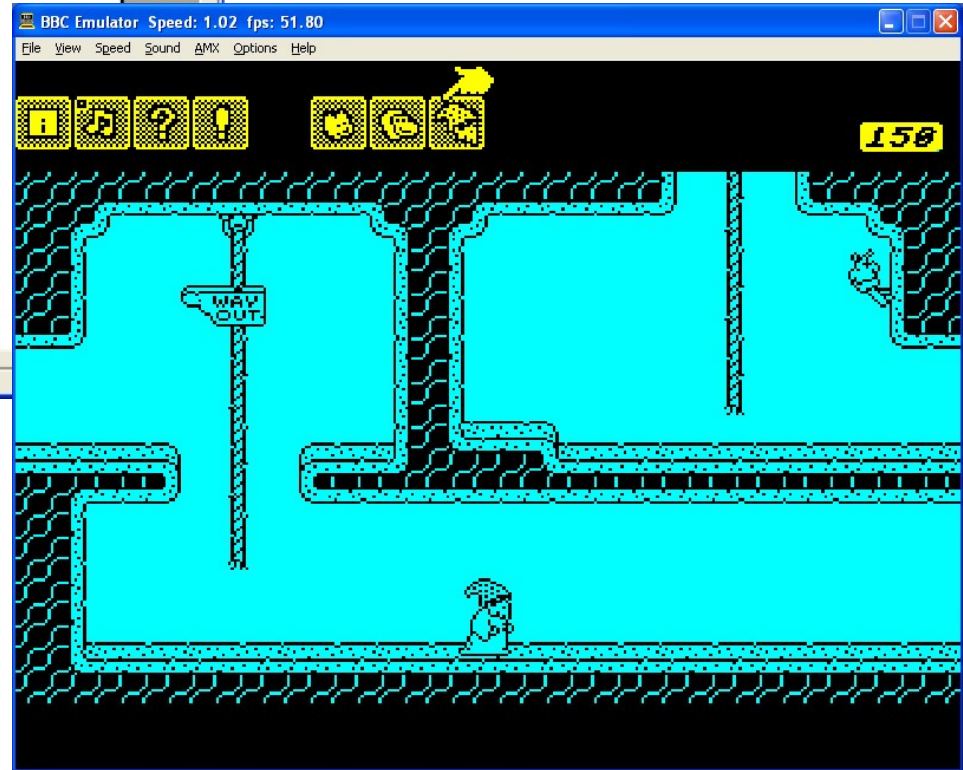


It isn't just (or mainly) about technology



Emulation

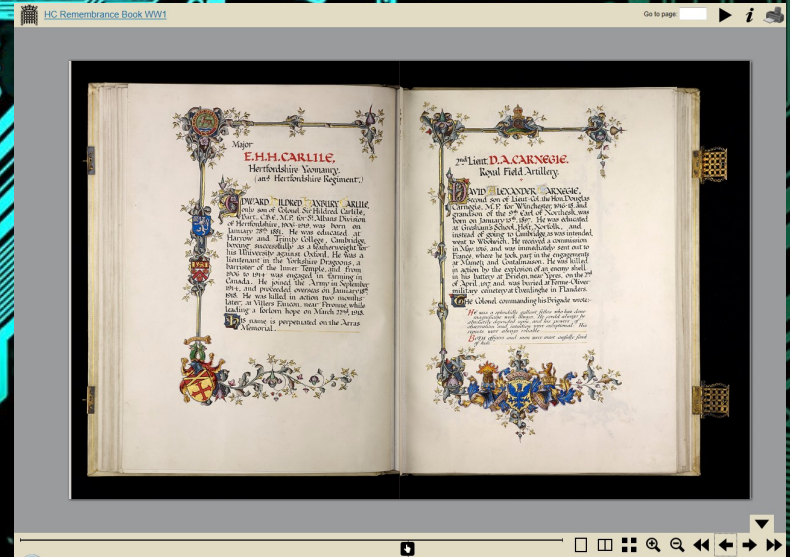
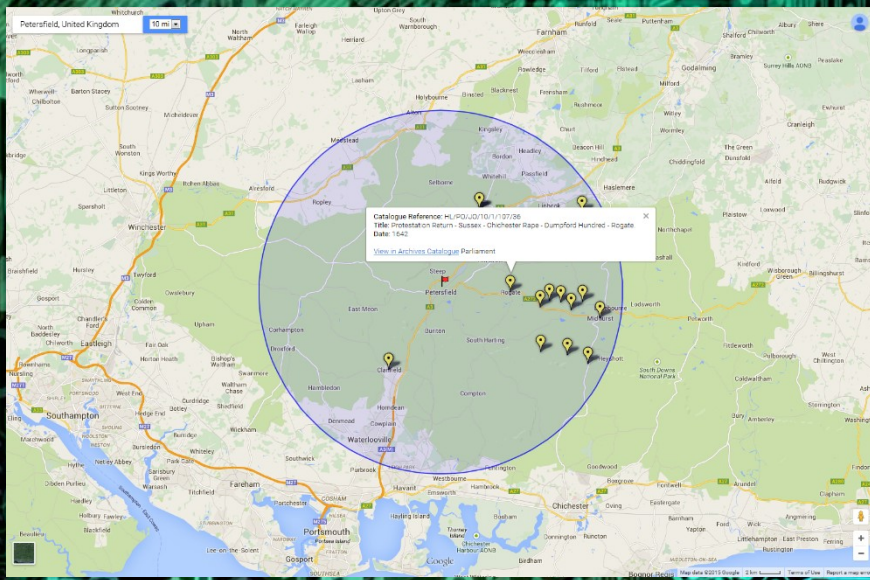
Migration



The right way is the way that works



Be wary of paper thinking



We really need to understand what users want



**You don't have to solve every problem yourself
- collaborate**

Being a digital archivist means...

...being an archivist

But with extra superpowers

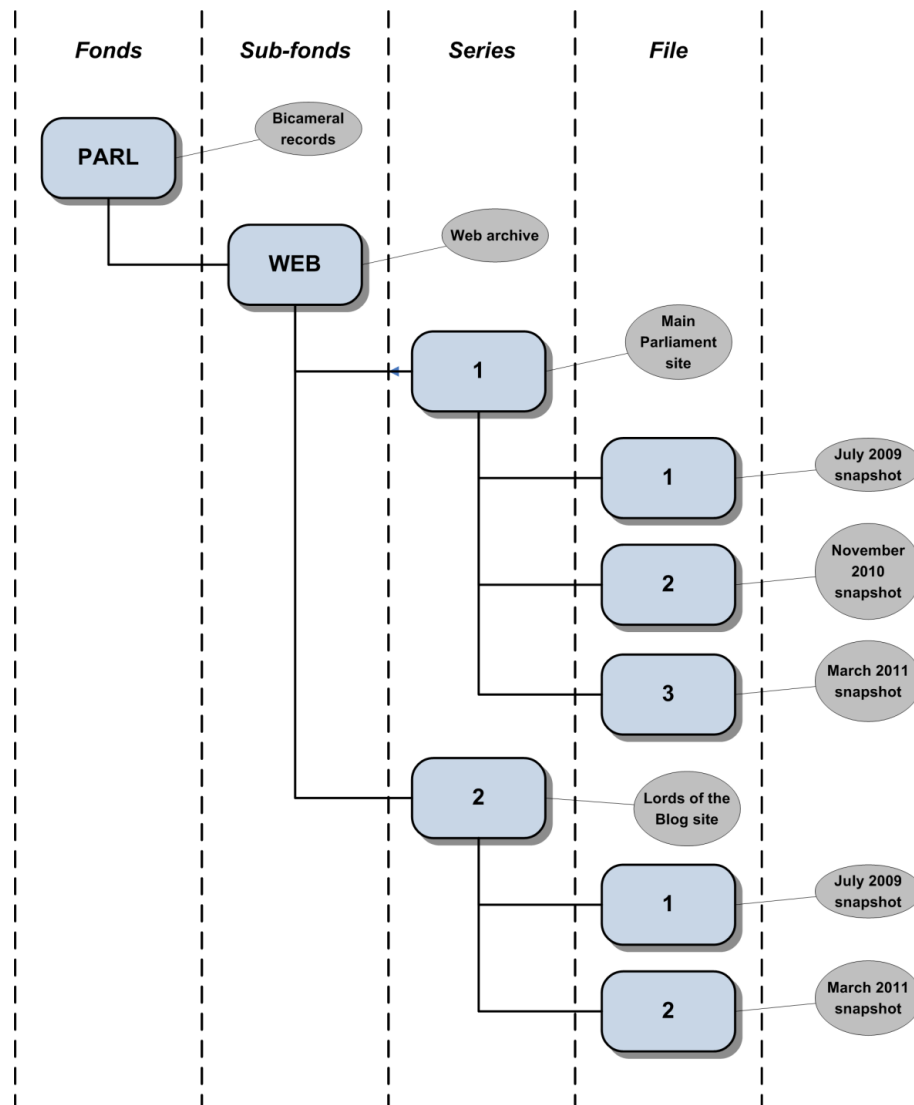
ASSET MANAGEMENT

KEYWORD 1: ASSET MANAGEMENT

The function of managing and tracking the location, quantity, condition, maintenance and depreciation status of all assets (i.e. possessions that have a significant monetary value) owned by Parliament, from their acquisition (whether through purchase, lease, loan or donation) through to their continued monitoring and possible disposal.

Keyword 2	Keyword 3	Keyword 4	Sample Records	Disposal Instruction	Reason
ACQUISITION	ARCHIVES AND LIBRARY MATERIAL		Confirmation of receipt Correspondence	Transfer to Parliamentary Archives when action completed	Historical value
ACQUISITION	ART & OBJECTS		Purchases: Confirmation of receipt Correspondence Quotation Donations and Gifts: Correspondence	Transfer to Parliamentary Archives when action completed	Historical value
ACQUISITION	BUILDINGS		Purchases: Correspondence Leases: Lease Document Correspondence	Destroy 6 years after disposal of property/termination of lease	Limitation Act 1980
			Purchases: Deeds/Certificate of Title	Transfer to new owner when property is disposed of	Land Registration Act 1925
ACQUISITION	EQUIPMENT		Purchase details: Correspondence Goods received note Orders Quotation Quotation requests Running order Supplier Information: Equipment specifications Supplier price list	Destroy 6 years after end of financial year	National Audit Office/ Inland Revenue advice
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed	Historical value
ALLOCATION	ARCHIVES AND LIBRARY MATERIAL	TRACKING	Loans Register	An active record, updated regularly. If register is superseded/becomes obsolete/redundant, transfer to Parliamentary Archives	Business need
ALLOCATION	ART & OBJECTS	LOANS	Loan agreement form Terms and conditions Correspondence Shipping record Final conditions report Damage report	Transfer to Parliamentary Archives when loan completed	Historical value

Digital preservation skills are archival skills



Digital preservation skills are archival skills



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Welcome to Portcullis, the gateway to the Parliamentary Archives.

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To start your search click on the 'Advanced Search' button on the left. For help with searching, consult the information listed under 'How do I search the catalogue?'

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By clicking on the 'Image Gallery' button on the left you will find images showcasing a selection of our records.

Parliamentary Archives

For more information about us, please see our website <http://www.parliament.uk/archives>

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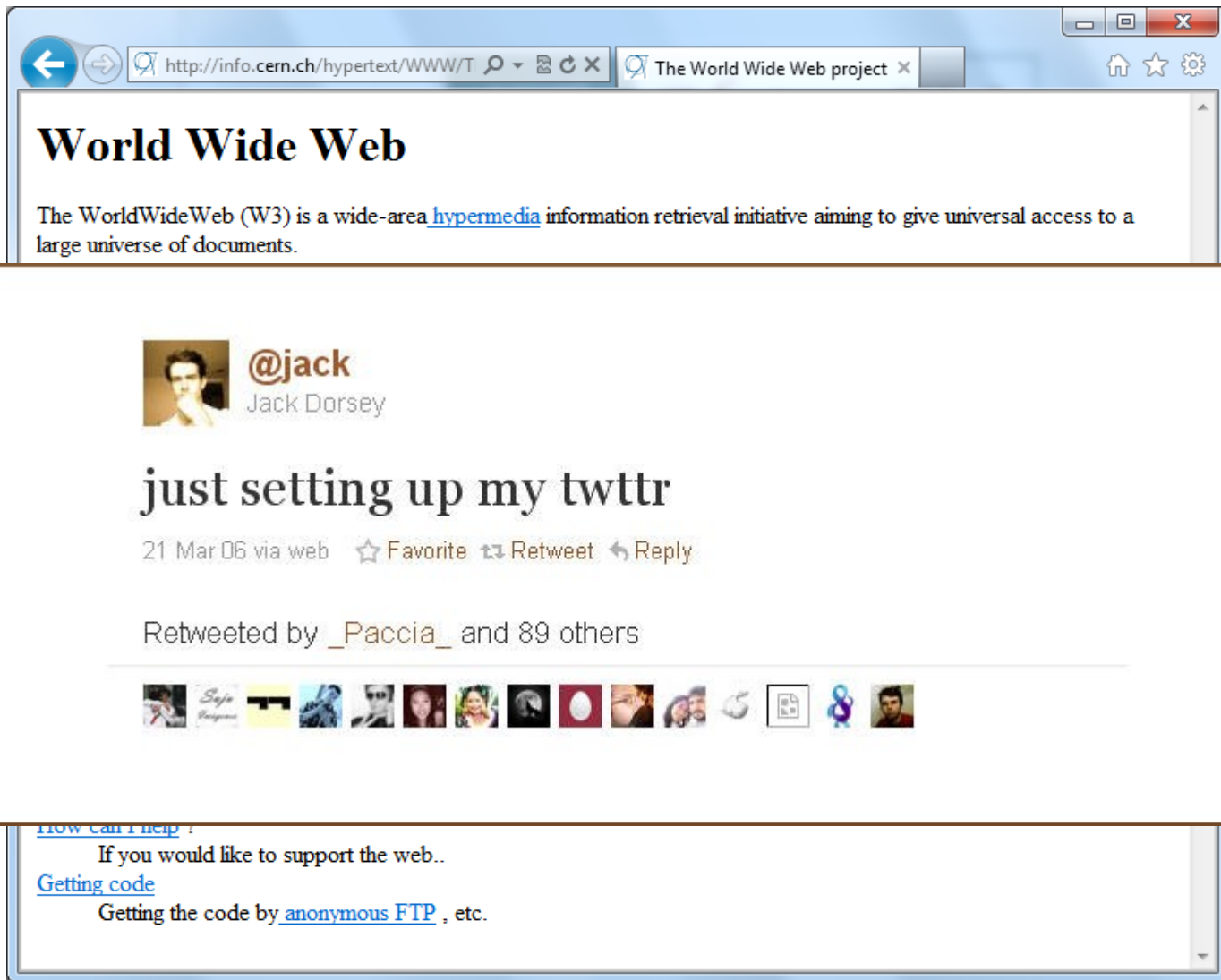
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Digital preservation skills are archival skills

As a digital archivist, I get to...



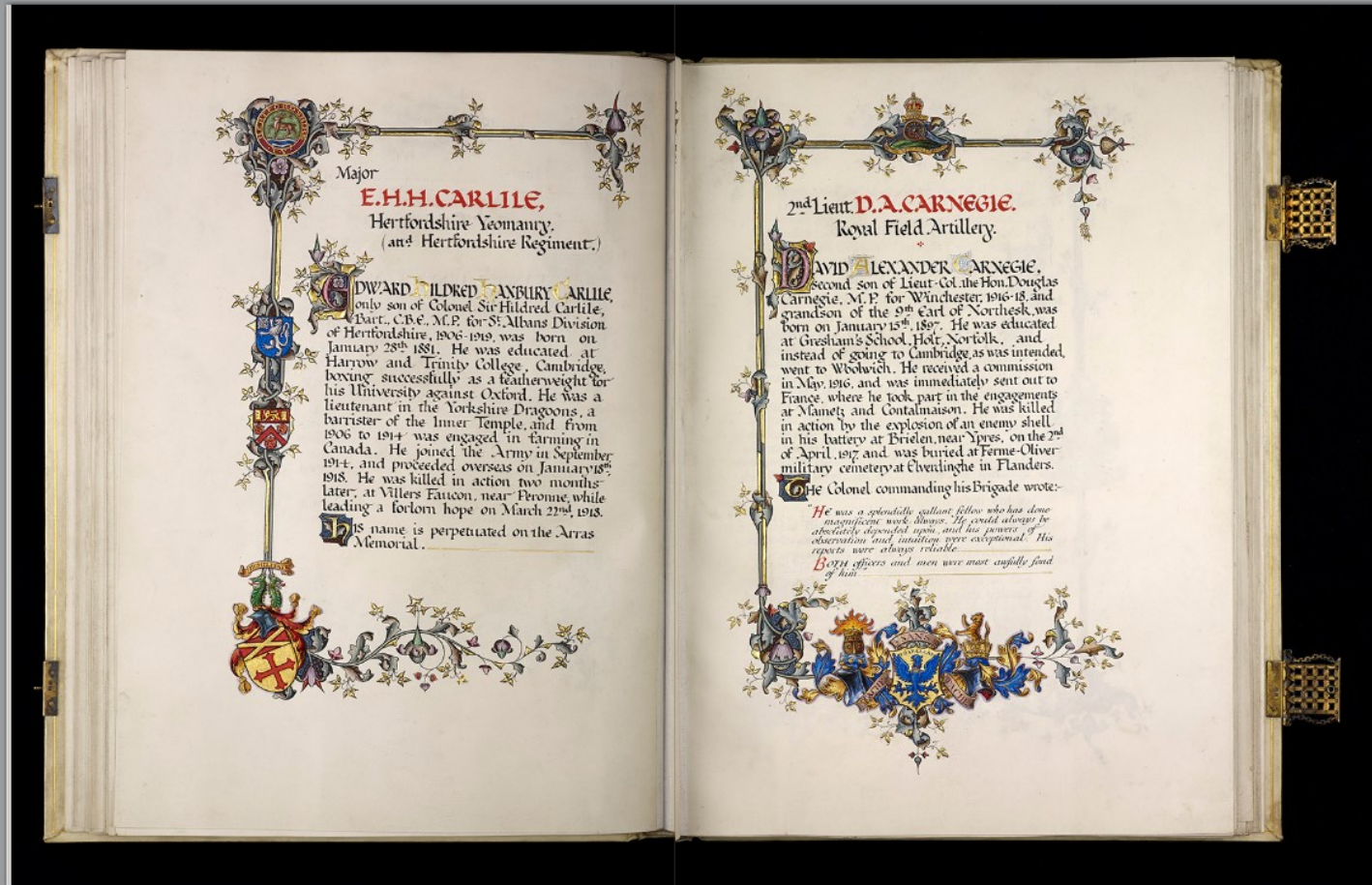
Care for digital treasures



Care for digital treasures



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The technical registry PRONOM

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Simple search File format PRONOM Unique Identifier Software Vendor Lifecycles Migration Pathways

Details for: Tagged Image File Format 6

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Summary

Name	Tagged Image File Format
Version	6
Other names	TIFF (6)
Identifiers	PUID: fmt/10 MIME: image/tiff Apple Uniform Type Identifier: public.tiff
Family	
Classification	Image (Raster)
Disclosure	Full
Description	The Tagged Image File Format (TIFF) is a raster image format originally developed by the Aldus Corporation, primarily for use in scanning and desk-top publishing. When Adobe Systems Incorporated purchased Aldus in 1994, they acquired the rights to the TIFF format and have maintained it since then. TIFF files comprise three sections: an Image File Header (IFH), an Image File Directory (IFD), and the image data. TIFF files can contain multiple images (multi-page TIFF), and each image has a separate IFD. The IFH always appears at the beginning of the file, and is immediately followed by a pointer to the first IFD. The IFD contains metadata which describes the associated



Create tools and resources to help people



Open
Preservation
Foundation



**Work with great people from around the
world**



Develop key skills for the future



Digital archives matter



Digital archives matter

i We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot.



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EPA Administrator

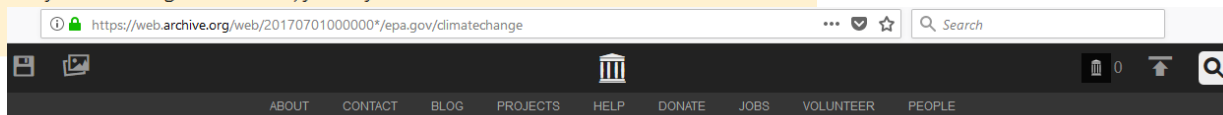
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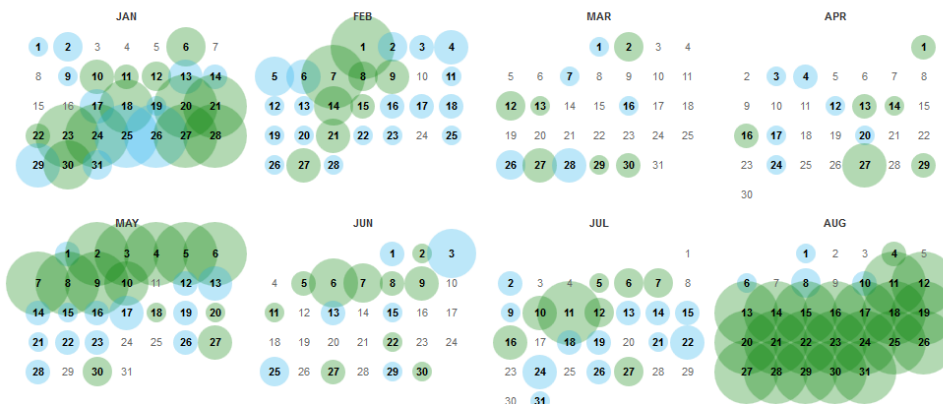
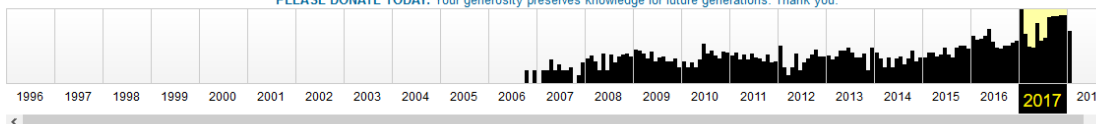
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Digital archives matter



Digital archivists matter

Thank you!

Web: <http://www.parliament.uk/archives>

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