Digital Preservation Roadmap

2008-2009 | 2009-2010 | 2010-2011 | 2011-2012

Environment

Policy

Preservation

PICT Project Approval Changes
Benefit: makes preservation implications and lifecycle costs of IT projects visible
Cost: Existing Staff

PICT Development and Strategy Liaison
Benefit: influence strategy, architecture, technology watch and systems to reduce costs of preservation in future
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Activities from 2012/13

Preservation Outsourcing
AV contract due for renewal 2012; opportunity to renegotiate

Migration
First migrations required for secure digital resources becoming inaccessible

Staffing
Review of interim staffing arrangements in the light of first experiences managing repository contents

Presentation
Devise method for public access to digital resources not otherwise available via website

Migration
Benefit: controls decisions on how and when to migrate obsolete digital resources to new format ensuring future access
Cost: Existing Staff plus consultancy £xk(Archives)

Ingest
Benefit: controls transfer from creator to repository. Generic approach prevents added cost of piecemeal solutions
Cost: Existing Staff plus Consultancy £xk (Archives)

Acquisition
Benefit: controls decisions on which resources should be selected for preservation for heritage reasons while keeping costs down
Cost: Existing Staff

'At Risk' Pilots
Benefit: secures resources known to be at risk; first repository contents; opportunity to build skills and knowledge in-house
Cost: See interim Staff resource

Digital Repository
Benefit: a permanent, secure, storage retrieval and preservation environment - a virtual archive to enable future public access and support of the work of both Houses
Cost: £xk plus £xk maintenance pa thereafter

Preservation
Benefit: sets direction and controls preservation activities in line with best practice and standards. Reduces risk
Cost: Existing Staff and £Xk Consultancy (Archives)

Specification
Benefit: fit for purpose repository solution encompassing latest research and tools
Cost: Existing staff plus Consultancy of £Xk (Archives) and £XK (PICT)

Acquire Solution
Benefit: Select best fit repository solution using the most effective methods
Cost: Existing staff plus Consultancy of £xk (Archives)

Digitisation
Benefit: Reduces long-term cost by controlling how and why scanning and digital photography for long-term use takes place.
Cost: Policy Already Completed

Technology Watch
Benefit: identifies when technology is due to become obsolete and likely remedial action. Overlaps with standards identification and migration policy.
Cost: Existing staff only if external freeware tools are used

Preservation Outsourcing
Benefit: identification of specialist preservation activity to be performed offsite
Cost: Existing staff plus £Xk consultancy (Archives). Subject to existing AV contract; possible collaborative approach.

Digital First Aid
Benefit: secure storage for 50TB of at-risk data up to 2012 to prevent permanent loss (including new resources acquired to 2012)
Cost: £Xk (PICT), not including historic Hansard funds (£Xk PICT)

Interim Staff Resource
Benefit: manage incoming data and support repositoryfor first two years, subject to staff review
Cost: £xk pa (Archives) £xk pa (PICT)

Options Review
Benefit: determine best methods of accessing repository contents via web
Cost: Consultancy £XK (PICT)

Training
Benefit: develop skills and knowledge to enable work on setting up repository and dealing with incoming data
Cost: £xk(PICT)

Open Document Standards
Benefit: joint work to reduce future software obsolescence risks and therefore reduce costs of future migration
Cost: Existing Staff

Staff Review
Benefit: assess the most effective deployment of staff and map correct skill set and development activities for Archives
Cost: Existing Staff

Identification
Benefit: correct standards selected to keep pace with external developments and avoid expensive technological deadends. Informs Preservation and Migration Policies
Cost: Existing Staff

Plan
Benefit: ensure stakeholders' continued support and raise awareness of activities
Cost: Existing Staff

Parliamentary Archives

Preservation | Presentation | Standards | Skills | Communications

'Existing staff' includes the digital records specialist in the Parliamentary Archives