



Hawai'i Digital Archives

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Adam Jansen

Dkives Consulting

- Importance of Records
- Results of Statewide Survey
- Archiving– What Is It and Why Is It Important?
- The Proposed Hawaii Digital Archives Plan

Agenda



IMPORTANCE OF RECORDS



Knowledge is Power

- Sir Francis Bacon, *Meditationes Sacrae* (1597)

If – Knowledge is power...

And - Records are the storage of knowledge

Then – Records must be preserved for future generations

Why?

Future generations must learn from our success and our failures

Records and Information

or, Why we do what we do



STATEWIDE SURVEY

- §94-3 HRS to **maintain *all* records** created or received in course of business **according to approved retention schedule**
- Comptroller Circular No. 2001-02 states that **all public officials** are **responsible** for the protection and accessibility of **government records under their purview**
- §94-1 HRS directs the State Archives to **collect all public archives**; arrange, classify, and inventory the same; **provide for their safekeeping**; and compile and furnish information concerning them

Legal Responsibilities

- Conducted in Nov 2010, expanded on 2005 survey
- Sent to records creators, records managers, and IT from three branches, higher ed and local gov't
- Web-based, email, or print responses
- Twenty-Three agencies responded
- 77 responses tabulated, analyzed
- Series of recommendations resulted

Without proper training and archival repository, today's records will be lost to future generations

Survey Protocol

- 61% store records on CDs
- 60% don't manage email
- 40% don't follow retention schedules
- 53% have no migration plan
- 73% convert paper to digital
- 40% destroy the paper
- 66% don't know what a record is

*Digital Archives is **NEEDED** and **OVERDUE!***

Survey Findings



DIGITAL ARCHIVING

What is it and Why is it Important?

Comply with statutory & regulatory mandates

- The law requires preservation of certain public records – it doesn't specify whether those records are paper or electronic. All records must be given the same care.

Avoid loss of legal & historical records

- As technology changes, the older media (5 ¼" floppy disks, for instance) become harder to read.

Preserve rare and 'at-risk' paper records

Why a Digital Archives?

Centralize Records

- Centralization means uniformity in maintenance
- ‘Trained professionals’ serve as caretakers

Improved access for citizens

- By centralizing historical digital records in one location, ‘one-stop shopping’ will provide the information quicker and easier

Why a Digital Archives?

- Collect digital records of enduring legal, historical or fiscal value
- Maintain these records in perpetuity in a useable state for the good of the public
- Make records that are discloseable accessible to the public, restrict access to those that are not

Mission of the Digital Archives

- Not mass storage for active business applications & data
- Not remote back-up for state & local government networks & data

What the Digital Archives
is not

Protecting machine readable records of enduring legal, historical or fiscal value from loss, alteration, deterioration and technological obsolescence in a environment independent from that which produced the record.

What is 'Archiving' in the Electronic Age?

Information in a **fixed form** that has **content**, **context**, and **structure**, is created or received in the course of individual or **institutional activity** and **set aside as evidence** of that activity for future reference.

What is a 'Record' in the Electronic Age?

- **Preserve** digital records with long-term legal, historical and/or fiscal significance in a useable state for the good of the public
- Assure platform-neutral **retrieval** 50, 100, or more years from now
- Provide **security** back-up of certain permanent digital legal records (courts, vital records, land records, etc.)
- **Disclose** those records that are accessible to the public, exclude those that are not

The Digital Archives will:



WHY IS THIS IMPORTANT?

- Maintenance of actions taken, history
- No ‘gate keepers’
- Visibility
- Reduce duplication and unnecessary storage
- Noticeable compliance (or lack of)

Lead to Improved Trust In and Legitimacy of Government

Accountability and Transparency

- One stop shopping
 - Citizens don't need to know creator
- Can access records from multiple agencies
- Fast and Efficient
- 24x7 access from *any island*

Centralization of records

- Beyond just business continuity
- Continuance in the event of a regional disaster
- Protect citizens rights
- Reestablish government quickly, efficiently
- Limited 'Hot Site' backup

Societal Continuity



DIGITAL ARCHIVES PLAN

- Made possible through a grant from the National Historical Publications and Records Commission (NHPRC)
- External Consultant to leverage knowledge, experience
- Detail the current state of archiving
- Recommendations to preserve digital records
 - Hardware
 - Software
 - Staff
 - Supporting rules, policies, procedures
 - Identify potential partners, opportunities

The Plan

- Leverage off of existing software
- Use lessons learned from other digital archives, extensive research of scholarly literature
- Modified to meet needs of Hawai'i government agencies and the public captured as functional requirements
- Improve and grow with each iteration and phase
- Early and active participation from partners, agencies and public consultation

If it doesn't work for them, it doesn't work

Digital Preservation Software

Divide project into three iterative phases while working closely with partner agencies , public

- **Prototype Phase** -- Test functionality and capability
 - Work with one to three partner agencies
 - Expected Time Frame: 12 months
- **Pilot Phase** – Expand feature set, functional requirements
 - Work with three additional partner agencies
 - Expected Time Frame: 12-18 Months
- **Production Phase** – Provide robust features for statewide rollout
 - Expected Time Frame: Six Months

Phased Implementation

- Legislative Clerks
- Governor's Office
- Supreme Court Law Library
- Bureau of Conveyances, Department of Land and Natural Resources
- Hawai'i State Public Library
- Information and Communication Services Division
- Office of Information Management and Technology
- Office of Hawai'ian Affairs
- University of Hawai'i
- Hawai'i Pacific University

Proposed Partners

- Need to expand the technical skill set of staff
- Increase the infrastructure of the State Archives to execute on its mandate with regards to digital records
- In partnership with CIO, ICSD and SPO

Provide the State Archives with the needed and vital tools to preserve the cultural and intellectual heritage of the State of Hawai'i for future generations

Enabling the State Archives

17th Century

“So long as men can breath, and eyes can see,
So long lives this, and this gives life to thee.”

- William Shakespeare, *Sonnet XVIII (1609)*

21st Century

As long as the media is still readable, a drive available, the software can be loaded, the hardware still runs and file can be found!



QUESTIONS?
