



Legacy Records – Part 2

LONG TERM PRESERVATION STRATEGIES

Long-term retention requirements (10+years) and preservation issues are difficult to manage. First, verify that the retention requirement is based on laws, regs or good business practices. Second, develop a good inventory/description of the record collection(s) that need to be addressed.

Definition: “long-term, error-free storage of ‘digital’ information, with means for retrieval and interpretation, for the entire time span the information is required to be retained.” (Information Governance, Robert Smallwood, Wiley CIO Series)

Strategies will vary depending on the inventory for each collection.

1. Record Category (document types)
2. Retention Requirement:
3. Current storage location:
4. Date Span:
5. Media/Format/System: Paper (OR) Digital
6. Approximate volume: _____ Total _____ Annual

RESOURCES

Digital Preservation Standards:

ISO/TR 18492:2005 – methodological guidance for document-based information when the retention period exceeds the expected life of the technology that creates it

ISO 14721:2012 – OAIS reference model

ISO 16363:2013 – the gold standard of audit and certification for trustworthy digital repositories

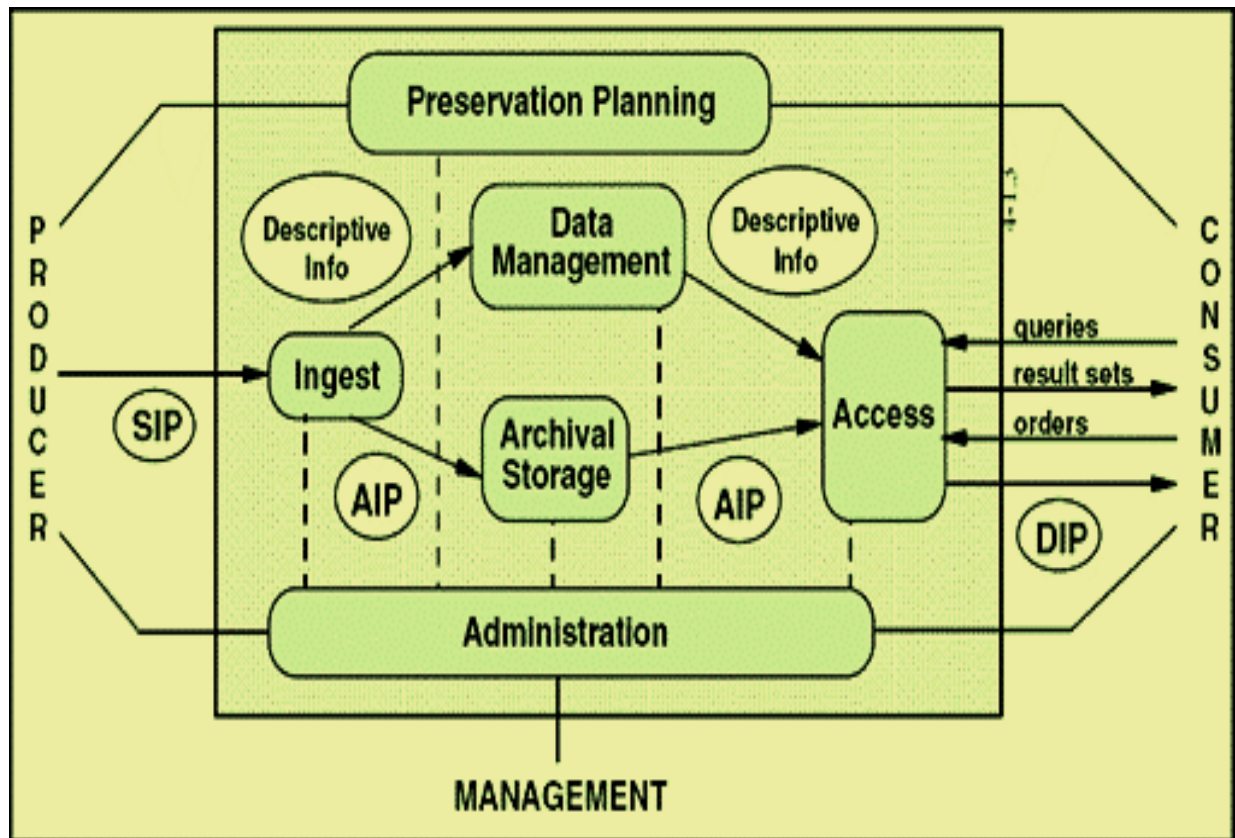
ISO 16919:2014 – competencies and requirements on auditing bodies

PREMIS – (Preservation Metadata Information Strategy) defines a core set of preservation metadata elements with a supporting data dictionary as specified in ISO 14721



OAIS - Open Archival Information System

Reference Model



SIP – Submission Information Package

AIP – Archival Information Package

DIP – Dissemination Information Package