

Two-day connected forum and workshops
12 - 14 May 2010, Rydges World Square, Sydney

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Public Sector Digital Preservation

Ensuring the longevity of born-digital records

Connected Forum

Hear from our expert
panel of speakers:

National Library of Australia
Archives New Zealand
NSW Department of Education and Training
Australian and New Zealand Society of Indexers
State Library of Victoria
University of South Australia
Artlab Australia
Department of Human Services, Ageing,
Disability and Home Care
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Victoria University
State Library of South Australia
Public Records Office of Victoria (PROV)
Australian War Memorial
Roads and Traffic Authority (RTA)

Post-forum workshops

Friday, 14 May 2010

**Workshop A : Down and digital: how to make sure what
you need is there in the future**

Facilitated by: *Glen Morgan, Principal, Glen Morgan Consulting*

**Workshop B : Developing a strategy for digital records:
a practical approach**

Facilitated by: *Chris Godden, Principal Consultant and
Manager, Strategic Projects, Opticon Australia*



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where you'll share tips on implementing
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digital preservation



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Australian and NZ public sector
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Public Sector Digital Preservation

Ensuring the longevity of born-digital records

The availability and protection of vital digital information held by organisations is becoming increasingly complex. The hardware that holds digital records is quickly becoming obsolete, as is the file formats and software which interpret them.

With technology obsolescence threatening the future availability of digital information, organisations need to not only realise the potential risks and costs of digital asset loss, but also understand how to proactively address these issues for future risk mitigation.

To be able to maintain the accessibility, authenticity and integrity of information over time, digital preservation strategies, tools and procedures need to be developed and resources need to be made available.

In addition, public sector organisations need to deal with specific challenges, such as dealing with bureaucratic decision processes and moving towards government standards, guidelines and interoperability.

This connected forum will demonstrate how to:

- Mitigate the potential risks associated with long term information preservation and retrieval
- Capture, manage and describe digital records so that they're retrievable
- Develop strategies for continued access to digital objects that depend on outdated technology
- Equip your staff for digital preservation tasks
- Retain the context, integrity and authenticity of information over time
- Assure data protection and confidentiality of preserved records

Who should attend?

- Digital Preservation Specialists
- Digitisation Managers
- Digital Repository Managers
- EDM Specialists and Managers
- Recordkeeping Specialists
- Records Managers
- Document Managers
- ICT Professionals seeking awareness of digital preservation issues
- Archivists/Archive Managers
- Data Architects/Data Managers
- Librarians/Library Managers
- Information Managers
- Content Managers
- Knowledge Managers
- Curators
- Researchers/Research Managers
- Email Managers
- Website Managers
- Security/Risk Managers
- Managers of Intellectual Property
- CIOs

Post-forum workshops: Friday, 14 May 2010

Workshop A: Down and digital: how to make sure what you need is there in the future

Registration: 9.00 am
Workshop starts: 9.30 am
Workshop ends: 12.30 pm



Facilitated by: *Glen Morgan, Principal, Glen Morgan Consulting*

About the workshop:

We can still read the Rosetta stone created in 196 BC but will the same be said for your born-digital records five years from now? Today we are increasingly working in a virtual world but the quantum of born-digital records your organisation creates is not as noticeable, so problems are often ignored until too late. These records now pile up in the IT space instead of piling up on desks and falling to the floor.

Business continuity planning and disaster recovery are critical areas for risk management but what role do you play and how can you use these tools to ensure the longevity of born-digital records? In this workshop, Fran Wharton and Glen Morgan will work with you so you'll be able to play an active role in the development and implementation of BCP and DR plans and use them to your advantage.

Discussions and activities will focus on:

- Improving your understanding of BCP, DR, ADRI (Australian Digital Recordkeeping Initiative) and other digitally focused programs to set the scene
- Developing a migration strategy and how to go about implementing it using the principles of BCP and DR
- Working collaboratively with IT and other information professionals and business owners to achieve the best outcome for your public office when drafting these critical risk management plans
- The inhibitors and drivers to successful BCP and DR for digital preservation

About your workshop leaders:

Glen Morgan has over 20 years experience in senior management roles, moving from technical roles in the private sector (building, construction and mining) into strategic and operational management in the public sector, where most recently she was Manager, Strategic Processes and Systems at NSW Treasury. Glen's multi-discipline background includes process reengineering, business intelligence, information governance, system implementation, strategy and business planning and full lifecycle management of complex and varied business improvement and change management projects.

Workshop B: Developing a strategy for digital records: a practical approach

Registration: 1.00 pm
Workshop starts: 1.30 pm
Workshop ends: 4.30 pm



Facilitated by: *Chris Godden, Principal Consultant and Manager, Strategic Projects, Opticon Australia*

About the workshop:

Ideas and information abound in the digital world and may be no more than a few keystrokes away. However, much of this information is temporary in nature and not of long term value to an organisation.

The question is, how do we move from a mass of digital information to a sensible plan to manage what is really required by an organisation? It requires both a top down and bottom up approach to be successful.

This participative workshop will provide practical guidance on how to successfully achieve both. It will provide attendees with a framework and techniques to assist in developing a strategy and plan to manage digital records.

About your workshop leader:

Chris Godden has a proven track record over 30 years in information and technology, both delivering solutions and providing executive management. Since joining Opticon in 1995, Chris has undertaken a range of assignments with public and private sector organisations in Australia and internationally.

In early 2006, Chris commenced as the Opticon Team Leader at the Public Record Office of Victoria (PROV) to assist in the promotion of records management including the digital archive solution, VERS. This continues as an ongoing role in 2010. Chris works closely with Victorian Government departments and agencies to assist with records management issues, including policy, strategy and plans, procedures and organisational matters.

Chris is a member of the Standards Australia IT-21 Committee (Records and Document Management Systems) and regularly presents to professional organisations in the information and records sector.

DAY ONE: Wednesday, 12 May 2010

8.45 Registration and refreshments

9.15 Chairperson's opening remarks

Glenda Browne, Vice-President, NSW Branch, Australian and New Zealand Society of Indexers

Managing the digital assets within your organisation

9.30 Understanding the need to manage and preserve digital objects and collections

- Acknowledging the importance of preserving digital heritage for the future
- Outlining the risks and costs of digital asset loss
- Complying with the legal obligations relating to records integrity and availability

Robyn Van Dyk, Senior Curator, Published and Digitised Records, Australian War Memorial

10.15 Preparing your organisation for digital preservation

- Building a business case for digital preservation
- Obtaining the resources and staff engagement needed to maintain digital collections
- Sequentially linking systems towards an integrated digital environment
- Embedding digital preservation policies and procedures within your organisation

Christine Macqueen, EDRM Project Manager, Department of Human Services, Ageing, Disability and Home Care

11.00 Morning refreshments and networking

11.30 The preservation web: an interconnected approach to managing digital preservation

- Seeing the interconnections with all areas of preservation
- Maximising synergies

Heather Brown, SLISA BIM Project Officer, University of South Australia; Assistant Director, Artlab Australia

Developing the strategies, tools and technologies that will ensure longevity of records

12.15 Interactive discussion: Implementing a long term strategy for digital preservation

Hear a short introduction from the facilitator, and then have the opportunity to participate in the discussion to gain a better understanding of the topic!

- Guaranteeing digital objects can be accessed, interpreted and used in the future
- Ensuring digital records survive technological and organisational change over time
- What is required to operate as a trustworthy sustainable digital repository?

Facilitated by: Evelyn Wareham, Programme Manager, Digital Continuity, Archives New Zealand



1.00 Networking lunch

2.00 Long-term preservation of digital collections: theory and practice

- Types of digital collections, storage formats and standards
- What are we trying to preserve? Preservation intent and object properties
- What preservation strategies are available?
- Emulation and migration: tools required and most promising approaches
- Practical attempts: implementing emulation/migration methodologies
- Digital collections audit

Andrew Stawowczyk Long, Strategist, Digital Preservation Standards, National Library of Australia

2.45 Tools and techniques for secure, reliable and cost-effective preservation of digital information

- Capturing digital objects on sustainable management and archiving systems
- Assessing the capabilities and limitations of current digital preservation tools
- Developing solutions and techniques that save time and money
- Looking into the opportunities of cloud computing

Evelyn Wareham, Programme Manager, Digital Continuity, Archives New Zealand



3.30 Afternoon refreshments and networking

4.00 Dealing effectively with technology obsolescence

- Preventing information loss due to IT obsolescence
- Accessing obsolete technology, software and hardware
- Digital video and audio capture and preservation
- From capture to podcast: the path from preservation to access
- Future proofing processes and establishing what and why you want to preserve

Peter McGrath, Digital Media & Preservation Specialist, State Library of Victoria

4.45 Chairperson's closing remarks and end of day one

DAY TWO: Thursday, 13 May 2010

8.45 Registration and refreshments

9.15 Chairperson's opening remarks

Glenda Browne, Vice-President, NSW Branch, Australian and New Zealand Society of Indexers

Achieving successful digital preservation governance and management

9.30 Interactive discussion: Dealing effectively with governance and accountability issues

Gain a range of insights from your peers on their experiences with digital preservation governance and accountability issues. Topics for discussion include:

- Developing a robust governance and accountability model
- Assessing the pros and cons of centralised and decentralised responsibilities
- Dealing with ownership issues between different departments
- Defining clear parameters for accountability

Facilitated by: Geoff Smith, Corporate Archivist, Roads and Traffic Authority (RTA)



10.15 Equipping staff for digital preservation tasks

- Defining the required skill sets
- Delivering effective training around the development and application of new practices and theory
- Training staff in the use of obsolete technologies

Adelaide Parr, Senior Records Consultant, Victoria University

11.00 Morning refreshments and networking

11.30 Outlining the challenges of introducing EDRMS in large organisations

- Current practice and future strategies
- Drivers: department reasons for going digital
- Establishing cultural change within the organisation
- Dealing effectively with risk and compliance issues

Abdalla Eissa, Leader, Information & Records Management, NSW Department of Education and Training

Developing web records techniques and standards for digital preservation

12.15 Managing and archiving web content and online documents

- Discovering approaches to managing web records
- Implementing tools and techniques for capturing web records
- Ensuring continuity of web information

Jenny Scott, Content Services Librarian, State Library of South Australia

1.00 Networking lunch

2.00 Establishing standards to ensure consistency and interoperability

- Preserving born-digital objects in digital form to an agreed standard
- Collaborating with partners on development and use of standards
- Developing networks of shared trusted digital repositories
- Update on the recent developments and future directions

Andrew Waugh, Senior Technical Advisor, Public Records Office of Victoria (PROV)

Ensuring integrity and authenticity of digital objects over time

2.45 Retaining authenticity and integrity of digital objects

- Describing and tagging digital objects
- Ensuring that essential characteristics of the original object remain consistent when changing the format
- Capturing context with content

Geoff Smith, Corporate Archivist, Roads and Traffic Authority (RTA)

3.30 Afternoon refreshments and networking

4.00 Preserving digital records to ensure they can be used as evidence

- How to preserve digital evidence so it meets evidential requirements
- What are the rules of evidence and relevant legislation around digital records?
- Do you need to retain anything in hard copy?
- Outlining good record keeping practices = ensuring greater evidential weight

Allison Stanfield, Director and CEO, e.law Asia Pacific P/L

4.45 Chairperson's closing remarks and end of connected forum

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Public Sector Digital Preservation

12 - 14 May 2010, Rydges World Square, Sydney

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For more information contact Aimee Rootes

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