

KEEP

A Brief History, 1996-2012

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Digital Preservation 2012

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Before KEEP

Electronic Records Management & Preservation Strategies



Education & Training

- NHPRC Grants (1996 & 1999)
- Guidelines
 - Electronic Records Guidelines (1997)
 - Digital Imaging Guidelines (1998)
 - Email Guidelines (2002)
 - Web RM Guidelines (2004)



Partnerships

- Electronic Records Committee (1999)
- Information Technology Advisory Board
 - State Archivist membership (2000)
- Electronic Records Summit (2008)



Influence System Design

- KS Information Technology Architecture (1999 & 2007)
- Electronic Recordkeeping Plan (2001)
- IT Project Approval Process
 - E-Recs Retention Statement (ERRS) (2000)
 - State Archivist review of ERRS (2010)
 - Are appropriate plans in place to ensure long-term records preservation and access?



KEEP System

- Kansas Enterprise Electronic Preservation
- Trusted digital repository for KS government records with long-term value



KEEP System Goals

- Enterprise-wide
- Financial sustainability
- Standards and best practices based
 - OAIS
 - ISO 16363
 - PAIMAS
 - PREMIS
 - METS
- Open source tools when possible
 - JHOVE, DROID, PRONOM, Linux, Django
- Access to authentic and authenticated digital records over time



KEEP System Partners

- Legislature
- Judicial branch
- Information Network of Kansas
- NDIIPP
- Executive branch
 - Kansas Historical Society
 - Attorney General's Office
 - Office of IT Services
- Business partners
 - Imerge Consulting
 - Propylon
 - AOS



KEEP Prototype

- Scope
 - Sample ingest of foundational documents for interpreting Kansas law
 - Legislative committee meeting minutes
 - Supreme Court opinions
 - Attorney General opinions
- Funding
 - SGF
 - INK
 - NDIIPP
- Policy framework v1.
 - September 2010
- Prototype acceptance
 - June 2011



KEEP Production

Part 1: Dark Archives

- Ingest Enhancements
 - SIP creation tools
 - Web portal
 - Thick client
 - API
 - Producer authentication
 - Submission agreement validations
- Archival Storage & Data Management Enhancements
 - Metadata registry
 - Variable retention
 - Reporting & management tools
- Completed April 2012



KEEP Production

Part 2: Access & Preservation Planning

- Access
 - Public access
 - Secure producer access
 - Authentication service
- Preservation Planning
 - Preservation/technical registry
 - Normalization tools



Lessons Learned

- Making business case is essential but must be flexible and pragmatic
 - Records = foundation of democracy
 - Transparency & accountability
 - Open government
 - E-discovery
 - E-democracy
 - IT consolidation



Lessons Learned

- Partnerships are essential
 - Intrastate
 - Interstate
- Champion(s) are
 - But occasionally they retire
- Influencing system design is essential
 - But very hard
- Financial sustainability is essential
 - But very, very hard



Lessons Learned

- Education & training are essential
- But
 - *Providing tangible electronic records management and digital preservation services may be most essential to success*



Contact

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