KEEP
A Brief History, 1996-2012

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Before KEEP

Electronic Records Management & Preservation Strategies
Education & Training

• NHPRC Grants (1996 & 1999)
• Guidelines
  – Email Guidelines (2002)
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
  - 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

Kansas Historical Society

REAL PEOPLE. REAL STORIES.
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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