

# **Digital Archiving**

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## Project Aim:

To research, evaluate and pilot a general electronic archive that will provide a distinct, curated and indexed long term e-document storage service made available to the whole of the collegiate University.

Creating a Scope and developing a project plan, consultation, discussions and forming a project team.....

### *Project scope:*

1. To establish and identify the needs and requirements of the collegiate University for central long term electronic data storage. In particular to establish the potential size and composition of any individual archive.
2. To assess and establish what facilities already exist including specific internal solutions and third party vendor solutions already being used. To identify any commonality, suitability and the potential scalability to suite the proposed general electronic archive.
3. To research and find a suitable electronic archive software solution that can be used in a pilot archive.
4. To develop a pilot test bed archive that will address the known and unknown complexity of long term electronic storage in particular looking at (but not exclusively):
  - a. Document type and possible restrictions.
  - b. Meta data and indexing
  - c. Long term availability, integrity and curation.
  - d. Archive maintenance and management.
  - e. Information Security and safe disposal.
5. To develop a cost model for the long term rolling out of a University of Oxford general electronic archive service.

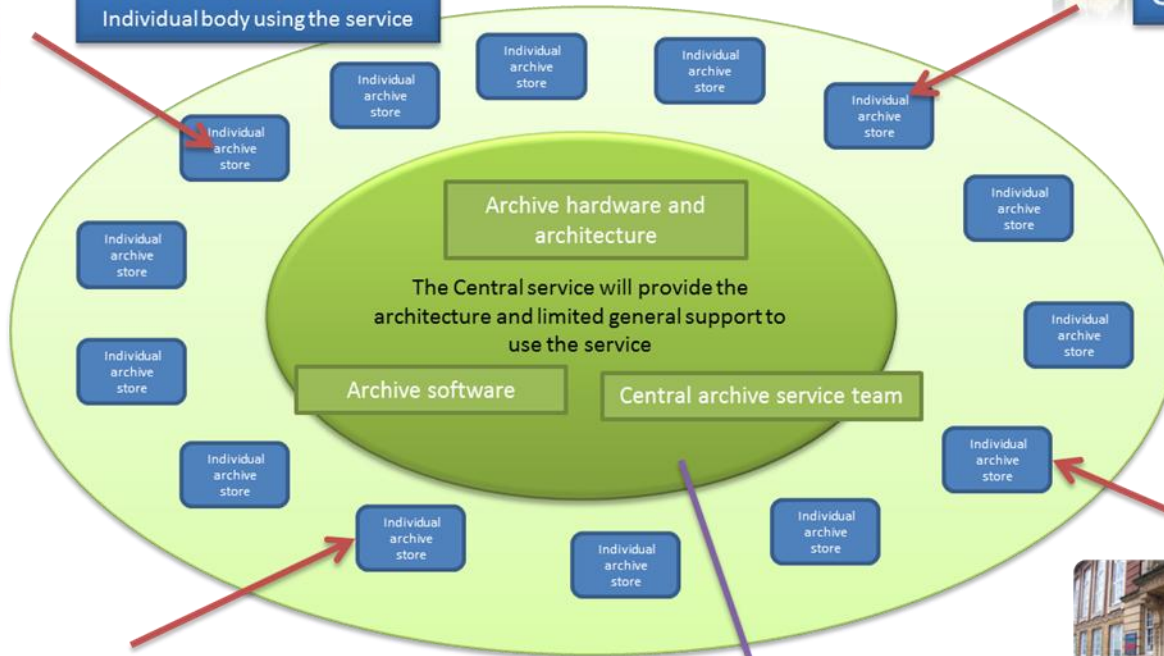
## Archive service model



Individual stores are managed and maintained and the responsibility of the Individual body using the service



Colleges



Departments



Possible data flow or link to Specific existing archive projects?



Unit

## The project so far....

Consultation with the library projects, archivists and curators.

Establishing a project team.

## Still to do.....

Evaluate archive solutions.

Case studies to find what, how and best practice.

Develop a pilot solution and test it.

Develop a cost model

### Establishing What..

- How much stuff
- Where does it cross with other services



### Tech issues

- Metadata
- Availability
- Program restrictions
- Storage size
- Staff?