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The role of Digitisation in Records Management

GCIS Workshop

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What is Records Management

- Records management is a process of ensuring the proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance

- Sound records management implies that records are managed in terms of an organisational records management programme governed by an organisational records management policy

www.national.archives.gov.za/rms/best_practice.htm

Constitution and RM

Sections 141 and 195(1)(f) of the Constitution, 1996:
(www.national.archives.gov.za/rms/best_practice.htm)

- determine that governance should be accountable and transparent

- search (ready) and access to all information that underpins the decision-making processes of governmental bodies

- role of Auditor General

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Records Manager

- Heads of governmental bodies should, in terms of section 13(5) of the National Archives and Records Service of South Africa Act, 1996, designate senior staff members to ensure implementation and maintenance of sound records management practices

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Records Classification Systems

http://www.national.archives.gov.za/rms/best_practice.htm

Each governmental body should implement and maintain the following prescribed recordkeeping systems:

- File Plan

- Schedule of paper-based records other than correspondence

- Schedule of microfiche/film records

- Schedule of Audio-visual records

Standards for RM

- SANS(ISO) 15489 Records Management Standard
- SANS(ISO) 23081 Metadata for Records
- SANS(ISO) 15802 Trustworthiness and reliability of records stored electronically

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Vision of SADI

- To establish a National Digitisation Initiative that will engage with all the core elements of digitisation, including long-term digital preservation

http://bit.ly/15g4PqI
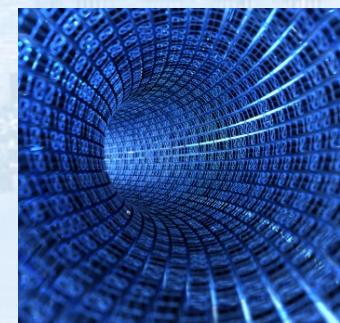
Digital preservation

Digital preservation

-       is a term used for storage and the

-       ongoing action to

-       protect digitally born or digitally created material

Why do we scan?

- Politics in Africa influence the internal management dynamics of museums and archives

- Electronic Accessibility

- Reprinting / Republishing

- Re-use (once or more?)

- Open up former closed collections

- On demand

Photographers deal in things which are continually vanishing and when they have vanished there is no contrivance on earth which can make them come back again.
~ Henri Cartier-Bresson

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Copyright

- Stay clear of any copyright issues if possible
- Copyright also apply to digital preservation
- If needed, make sure CR is sorted before digitisation starts
- Document every letter and answer between office and copyright holder
- If possible, submit to collection in repository
- Store permission with archival images

Risk

- Physical object never to be at risk
- Preserve authenticity and integrity of original
- Do not violate physical or intellectual rights (property right, copyright or privacy)
- Keep collection in same order as received

Repository

- Will preserve content
- Digital objects packaged for web display
- Still need human interference
- Metadata input
- Format of input - consistency
- Display format of digital object

Data curation

http://bit.ly/XD4AAE

http://bit.ly/15fSenb

http://bit.ly/13e09Dz
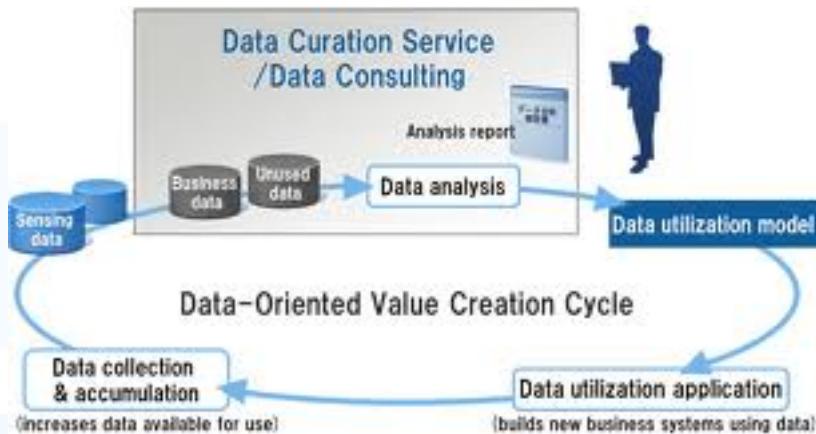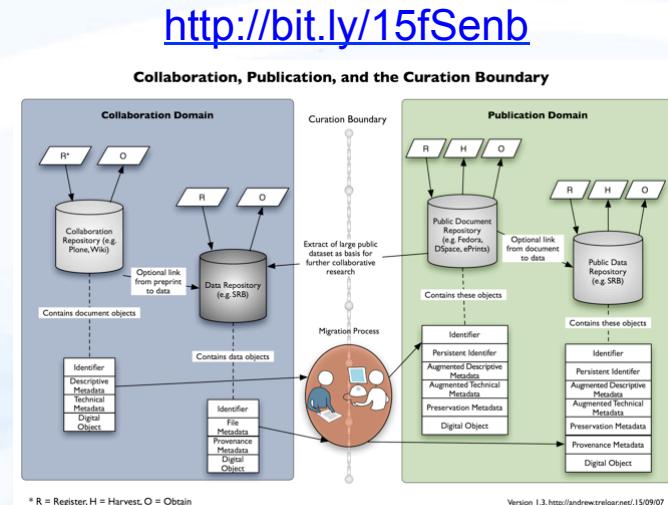
Digital preservation

http://www.emeraldinsight.com/content_images/fig/2800400304001.png
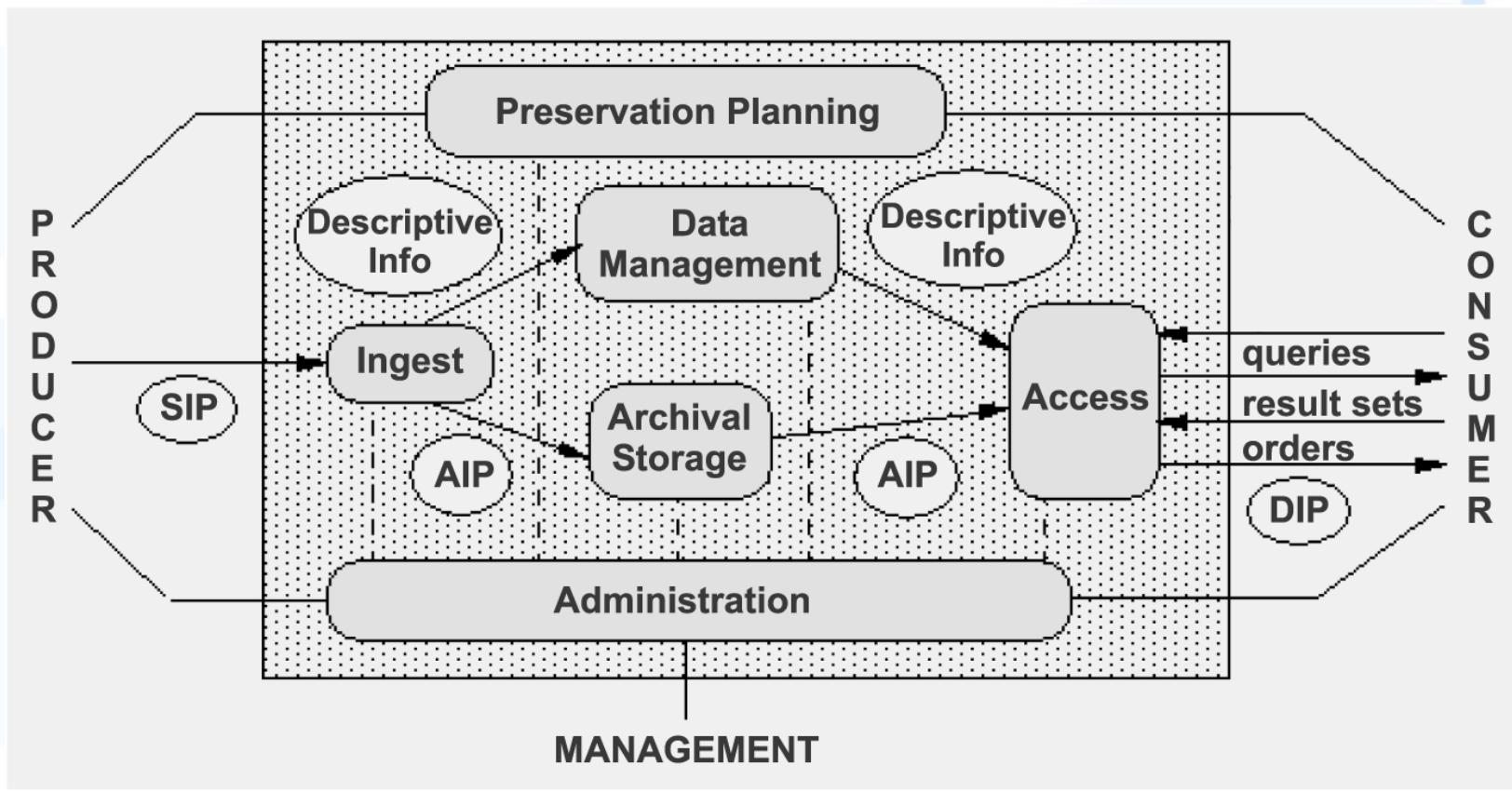
Core elements?

- Server
- Archival image/digital object
- Metadata
- Accompanying metadata
  - Technical
  - Descriptive
- Digital preservation (OAIS) (PREMIS)

Benefit of Server

- Harddrives mere back-up
- Harddrives not manageable
- Server : archival software managing process
- Orchestrated back-up
- Easy to check
- Everything kept at secure place
- Cost of sustainability

What UP did

- Use guidelines available on the net
- Policy per collection or per type
- Document decision
- Zip – future as an archival object?
- TIFF or JPEG2000 – 85% lossless
- Camera settings / calibration
- Colour management

Collaboration

- One collection – many custodians
  - Decide what will work and why
  - Document decision
- Note meetings
- Understand scan settings
- Metadata
- Derivative – decisions on how much and what
- Sustainability of project and
- Digital preservation who take responsibility?

Moving forward

- We need our archival scans for future use
- Publish in ePUB, for Kindle and other devices
- Scaleable
- Tap and slide horizontal
- Pixels much smaller
- HTML5 & CSS3
- Colour management

http://bit.ly/WofcCY

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