PRESERVING ARCHIVAL RECORDS IN BUSINESS SYSTEMS

Making & keeping digital records accessible

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Queensland State Archives

- **Public Records Act 2002**
  - Queensland State Archives provides for the management, safekeeping & preservation of public records across government
  - *Records* are the evidence of the affairs, business transactions and decisions made by government agencies

- **Information Privacy Act 2009**

- **Right to Information Act 2009**

- **Open Data**
Advice on records in business systems

- **ICA ISO 16175 part 3**
  - Principles & Functional Requirements for Records in Business Systems

- **Queensland Government Digital Continuity Strategy**
  - ability to find, access, deliver and (re)use digital records for as long as required through organisational, business & technological changes

- **Guideline on Migrating Digital Records**

- **Decommissioning Business Systems Toolkit**
Decommissioning agency review

- Want help to add / assess ISO16175 record keeping functions in new & existing systems
- Successive migrations for preservation
- Want help to preserve and keep accessible other long term value records
Using SIARD

- Screen & reports as accessible record presentation formats
- Add corresponding SQL as instantiated views
- XSL to replicate screens and reports as XHTML
- Machine processable SIARD XML bundle
Distributed archiving, discovery, access, preservation

- Harvest metadata / access copies?
- Do we become service brokers?
  - Archiving-as-a-Service
  - Redaction-as-a-Service
  - Access control-as-a-Service
  - Discovery-as-a-Service
  - Preservation-as-a-Service
The image depicts a pyramid with the following levels:

- **Wisdom**
- **Knowledge**
- **Information**
- **Data**

A person is holding a block of data at the bottom level, suggesting a process of moving up the hierarchy from data to wisdom.
Digital Continuity by design
Future-state vision

Design
Agencies embed digital records management in the planning and design of services so that records that are born digital, stay digital.

Capture
As part of day-to-day business, agencies capture digital public records with appropriate metadata into business systems that have adequate recordkeeping functionality.

Dispose
Short-term records are lawfully and routinely disposed of in line with business needs so agencies don’t pay to store digital records unnecessarily.

Transfer
Permanent-value digital records are transferred to QSA custody.

Re(use)
Through a web portal the public and government will access, reuse and repurpose records in the Digital Archive.

Preserve
The Digital Archive will manage and convert data to ensure permanent accessibility and usability.

Manage
Agencies manage formats of captured data to ensure long-term accessibility using third-party digital continuity tools and services that align with QSA policies and guidelines.