

## **Jersey Heritage**

### **Jersey Archive Digital Preservation Policy**

#### **Background**

Jersey Heritage, through its repository at the Jersey Archive, is the custodian for archival records which form a unique part of the cultural history of the Island. Under the Public Records (Jersey) Law 2002 all archival records produced by States administrations are required to be transferred to the Jersey Archive after a period of 20 years. Records can be transferred before the 20 year limit.

Under the law a record is defined as being in 'any code or language, and in any medium.' Record formats currently held at the Jersey Archive include paper, parchment, volumes, photographs, video, film, DVD, CD-Rom, cassette tape and vinyl.

Many States administrations now store key archival records, such as admission registers, land transactions and Royal Court registers in a digital format. Private collections of records from business, clubs or individuals are also offered to the Jersey Archive in digital form.

Our digital heritage is at risk of being lost to posterity. Contributing factors include the rapid obsolescence of hardware, software and storage media and a lack of preservation strategies. Jersey Archive already holds some computer tape from public institutions from the 1960s/1970s that is unreadable due to hardware obsolescence.

#### **Scope and Objectives**

This policy aims to establish systems to:

- Preserve and provide continued access to digital material, both born digital and digitised
- Ensure that preserved digital materials are authentic
- Limit damage and deterioration of the physical media by ensuring environmental controls are put in place
- Change the format of digital materials to preserve their intellectual content, if necessary
- Advise depositors of the process and format for transfer of archival digital records to the Jersey Archive.

## **Digital Public Records**

### **Roles and Responsibilities**

Under the Public Records (Jersey) Law, 2002, Jersey Heritage and the Archivist are responsible for the appraisal of all records created by public institutions. Through appraisal we decide which records should be kept and for how long to meet the requirements of the organisation, government accountability and the expectations of researchers and other users of records (see Jersey Heritage appraisal policy).

Once an initial appraisal has taken place and retention schedules are agreed between the Archivist and the public institution the public institution is then responsible for the transfer of records to Jersey Heritage in accordance with the directions of the Archivist.

Once digital records have been transferred, as directed, to the custody of the Jersey Archive it is Jersey Heritage's responsibility to ensure the preservation of digital material and provision of access to the material.

Jersey Heritage would welcome the assistance and advice of the Information Services Team from the Chief Minister's Department in the establishment and implementation of this policy.

### **Digital Media**

Digital media can either consist of records that are born digital, i.e. only ever exist in a digital format or that have been digitised, i.e. scanned from paper records. Both can come in a variety of file formats created by a number of software programmes such as; websites, databases, e-mails, word documents, excel documents, log files, text files, image files and CAD documents.

The wide variety of proprietary software programmes in use means that it is essential for Jersey Heritage to give guidance to public institutions and depositors on the type of file formats under which documents should be transferred to the Jersey Archive for their long-term preservation.

Jersey Heritage will accept archival records in the following file formats:

- Tiffs for master storage and high quality reproduction of image files
- Jpegs for access version of images files
- Microsoft formats
- Pdf/A files
- Txt files
- Html files

Archival records should be transferred on either magnetic tape, e.g. Linear Tape Open (LTO) or gold optical disks, e.g. CD-R or DVD-R as these two formats offer a higher longevity than other media such as memory sticks or cards.

Digital archival records should be transferred to Jersey Archive at start of each calendar year, e.g. digital admission records for 2008 should be transferred to Jersey Archive at the start of 2009.

## **Storage**

Digital media will be stored by Jersey Archive in at least three locations using the following methods:

- Original method of transfer, e.g. CD-Rom, DVD, LTO stored in the Jersey Archive strongrooms with recommended conditions of 18-22°C and 35-45%RH.
- Once catalogued material will be stored on a separate mirrored server at Jersey Archive.
- Back ups of data on the server will be made each month to LTO and backups will be stored in the Jersey Archive strongrooms.
- Low resolution copies will be made of some files, e.g. images and stored on the main Jersey Archive ADLIB server.

## **Conversion and Reformatting**

The rate of developing technology has shown that it is important to ensure that digital media continues to be readable over time. This can be done in one of two ways:

- Emulation. The recreation of the original technical environment on modern computers.
- Migration. The conversion of records to new, modern formats as existing formats become obsolete.

Both these approaches require a time and cost commitment. As migration is the more technically straightforward technique for ensuring that digital media continues to be readable this is the approach that Jersey Heritage proposes to take.

## **Maintenance and Preservation**

Preservation of all records in the care of Jersey Heritage is our highest priority. The following steps will be taken to ensure the survival of digital records for future generations:

- As CD-Rom and DVD have life expectancies of 5-10 years original media stored in the Jersey Archive strongrooms will be checked every 5 years for outward signs of deterioration.
- If deterioration has occurred a new copy of the original data will be made on CD-Rom, DVD, LTO or the most appropriate new storage media format.
- Catalogued material stored on the Jersey Archive server will be checked and migrated to the most appropriate new storage media, e.g. LTO, DVD, CD-Rom every 5 years.
- A migrated and accessible version of the material will be kept on the Jersey Archive server.

- Monthly backups will be kept in the Jersey Archive strongrooms on LTO, which has an anticipated life of over 30 years.

### **Access and Dissemination**

On-line and in-house access to digital images, Microsoft formats, pdf files, txt files and html files is available via the ADLIB database and Open Public Access Catalogue (OPAC).

Access to e-mail files cannot currently be made available through the OPAC. This issue will be looked at as part of the ADLIB redesign in 2009 – 2010.

When cataloguing digital records staff will attached a link to the digital record as part of the catalogue entry.

### **Technical Infrastructure**

It should be recognised that digital preservation of archival records will require the purchase and annual maintenance of storage servers and storage media such as LTO, gold CD-Roms and DVDs. There will also be a staff time commitment as preservation checks and migration are carried.

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