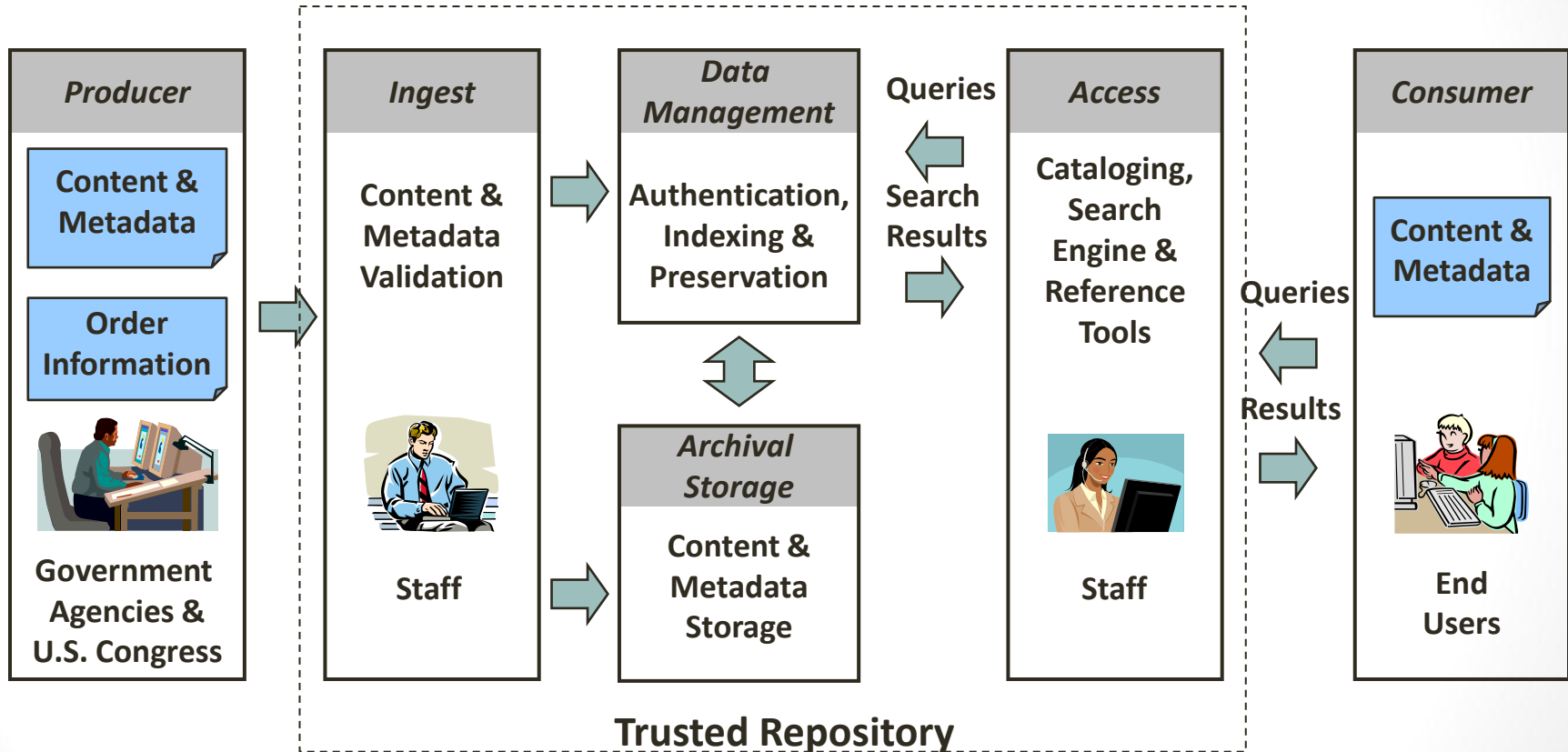# Building a Digital Repository

July 9, 2013
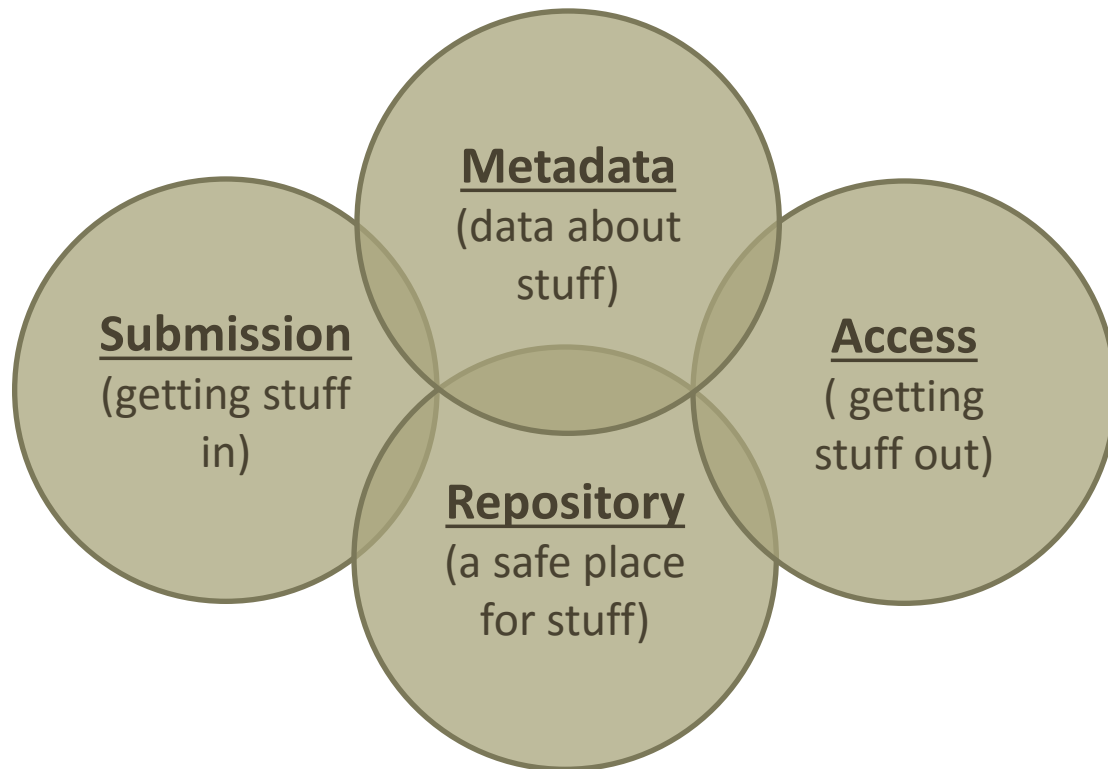
Producers and Consumers

1

OAIS

2
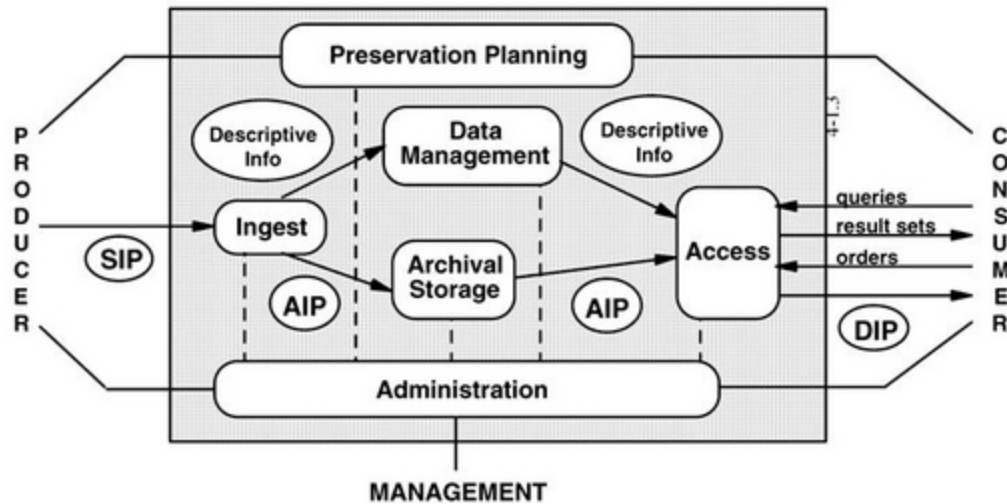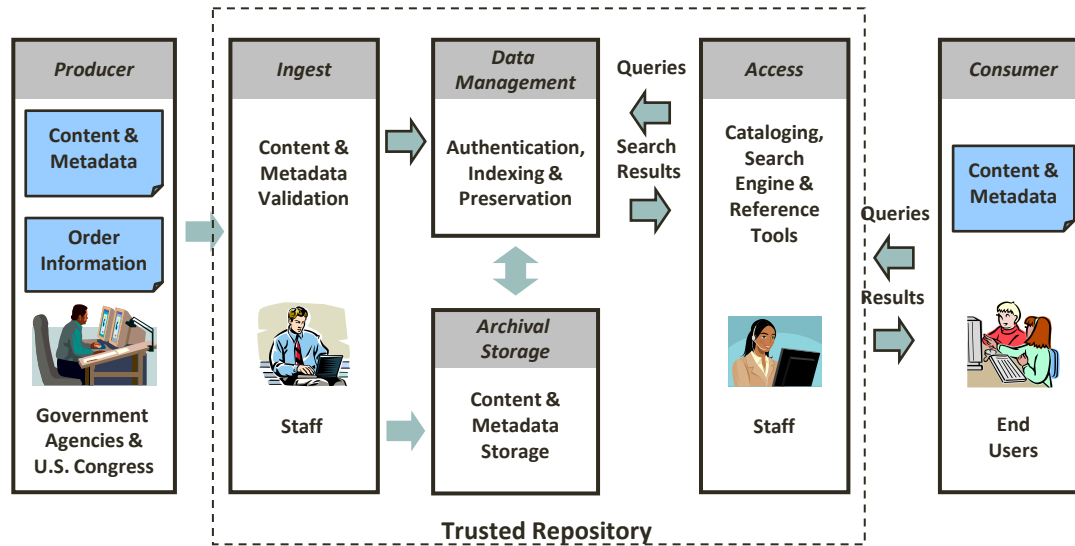
Information Management

Metadata
(data about stuff)

Submission
(getting stuff in)

Access
(getting stuff out)

Repository
(a safe place for stuff)

Getting Started - Strategy

- Establish a Program Office – either staffed with government resource(s) or outsourced
  - A Program view will collect requirements that meet your state's needs
- Develop your priorities
  - Functions with the highest priority will affect your approach
    - Capture
    - Trusted Repository
    - Access
    - Preservation
  - But eventually, all aspects will need to be addressed

Getting Started - Standards

- Data models and data structures are critical to ensure information can be managed into the future -- consider the data structures developed by the Library of Congress for METS and PREMIS
  - The METS schema is a standard for encoding descriptive, administrative, and structural metadata (http://www.loc.gov/standards/mets/)
  - The PREMIS Data Dictionary for Preservation Metadata is the international standard for metadata to support the preservation of digital objects and ensure their long-term usability (http://www.loc.gov/standards/premis/)

Getting Started - Solutions

- Consider where your repository will be
  - On-premise or hosted
  - Regardless, you should make sure that your system will be capable of being hosted – it will eventually be.
- Consider whether a shared services model could work for you
  - Are there other states that you could collaborate with?
  - Are there service providers that could provide some of the functions for you, such as **access?**

Getting Started – "COTS"

- Manufacturers are offering elements of a solution
  - Propylon – (http://www.propylon.com/) and their Kansas Legislative Information System
  - Tessella Digital Preservation – (http://www.digital-preservation.com/digital-archiving/), providing an OAIS solution known as the Safe Deposit Box

Washington State Archives

Washington Secretary of State *Kim Wyman*   Contact Us | Connect.

Washington State Archives - Digital Archives

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Background and History

Digital Archives Background

The Washington State Digital Archives is the nation's first archives dedicated specifically to the preservation of electronic records from both State and Local agencies that have permanent legal, fiscal or historical value.

Located in Cheney, WA on the Eastern Washington University campus, the new facility was designed from the ground up to host this technically complex program. The web interface and database storehouse were custom designed specifically for the Digital Archives to hold the unique and very important electronic records found throughout the state, and to provide simple, straight forward access to researchers.

The Digital Archives includes a state of the art research room, complete with computer research stations, a high tech presentation classroom and a world-class data center.

Technical Documents and Presentations

Digital Archives Feasibility Study
Digital Archives Investment Plan
ISB Presentation Sept 2004
Digital Archives Overview
Quality Assurance Report Q1
Quality Assurance Report Q3

History of the Digital Archives

The agency began strategic planning for the Digital Archives in March of 2000, when the project first appeared in the agency's Information Technology Portfolio. Planning for the physical design and technical infrastructure of the facility occurred during CY 2002. The state's 2001-2003 Capital Budget (SSB 6155) authorized the Secretary of State to enter into a financing contract for the construction. Early site work for the facility in Cheney, Washington began July 2002 with construction beginning January 2003.

This facility now serves as the physical "hub" for the Digital Archives and was completed in June 2004. This two-story facility houses both the Eastern Washington Regional Archives (traditional paper archives) as well as the Digital Archives serving both state and local government agencies.

U.S. GPO's FDsys

Arizona's PeDALS

PeDALS
Persistent Digital Archives & Library System

Home > State Partners > Arizona

Arizona State Library, Archives and Public Records

The Arizona State Library, Archives and Public Records serves the information needs of Arizona citizens, providing access to unique historical and contemporary resources, including:

– Archives of historical records in Arizona.
– Library extension assistance to public libraries.
– Library for the visually and physically disabled.
– Museum on state government history and people of the state.
– Public records management program.
– Research and law library.

Agency staff provides reference services and assistance with in-depth research in subject areas of law, government, genealogy and Arizona history. Additionally, Arizona State Library, Archives and Public Records offers consultant services to public libraries to strengthen county and local library services, and to government agencies of the cities, counties and state to assist in the management and preservation of official records. The Arizona State Library administers and monitors state and federal grants for public libraries and other authorized services. Additionally, the Agency offers special library and information services for the visually and physically disabled and institutionalized residents of Arizona.

Partner Lead: Linda Reib
Arizona State Library, Archives and Public Records

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NATIONAL ARCHIVES

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