

# THE SCOOP ON BPE

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**Meg Phillips**

**Steve Murray**

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**Cathi Carmack**

**Mark Myers**



# **Open Source Tools for ERM: What do we need to succeed?**

**Meg Phillips**

External Affairs Liaison

National Archives and Records Administration

# Agenda (for BPE)

- Background: Open Source project (15 min)
  - Draft list of open source tools for ERM
  - Next steps
- Discussion (45 min)
  - Identifying open source tools
  - Developing practical, affordable automated ERM solutions

Anyone volunteer to help take notes?

# Transition to Digital Government



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

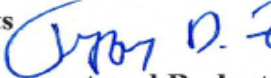
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
WASHINGTON, D.C. 20408



August 24, 2012

M-12-18

**MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND  
AGENCIES AND INDEPENDENT AGENCIES**

**FROM:** Jeffrey D. Zients   
Acting Director  
Office of Management and Budget

David S. Ferriero   
Archivist of the United States  
National Archives and Records Administration

**SUBJECT: Managing Government Records Directive**

On November 28, 2011, President Obama signed the [Presidential Memorandum – Managing Government Records](#). This memorandum marked the beginning of an Executive Branch-wide effort to reform records management policies and practices and to develop a 21st-century

## Goal #1:



By **2019**, agencies manage all permanent electronic records in electronic formats



By **2016**, agencies manage permanent and temporary email in accessible, electronic format

## A3

Investigate and stimulate applied research in automated technologies to reduce the burden of records management responsibilities

# Automated Electronic Records Management Report/Plan

Directive Item A3.1

Released September 19<sup>th</sup>

[http://www.archives.gov/  
records-mgmt/  
prmd/automated-erm.html](http://www.archives.gov/records-mgmt/prmd/automated-erm.html)



NATIONAL  
ARCHIVES

OFFICE of the  
CHIEF RECORDS  
OFFICER

MANAGING GOVERNMENT  
RECORDS DIRECTIVE

AUTOMATED ELECTRONIC  
RECORDS MANAGEMENT  
REPORT/PLAN

National Archives and Records Administration  
Office of the Chief Records Officer for the U.S. Government  
September 19, 2014

## A3.2

...obtain external involvement for the development of open source records management solutions.



# Our Approach to A3.2

- Research and publicize existing open source tools that automate electronic records management tasks
- Gather tools suggestions from BPE, others
- Release draft list for comment
- *Recognize that listing tools is only the first step!*

# Discussion and Input

Two major topics for discussion

1. Identifying existing tools and the functions they cover
2. Developing practical, affordable automated ERM solutions for government

# 1

What open source tools have you  
used?

# Results of Discussion

- Digital POWRR project and Digipress Commons have good lists
- Twitter Archiving Google Sheet
- Clade – classification tool
- BagIt, Tree
- BitCurator
- LOCKSS
- DomainID
- Alfresco Community Edition
- MailArchiva
- AXAEM developed for Utah
- Heretrix (built on Linux)
- HiDA, Kukini (Hawaii State Archives open source archives and transfer tool)

2

What functions of ERM are well supported by existing tools?

3

What other tools would you like to have?

# Results of Discussion

- What would you still like to have?
  - Tools that create metadata-rich, preservation-ready records
  - Tools to automate classification, tie records to retention schedule
  - Tools to document organizational structure with notes to aid functional analysis
  - Tools aren't the problem – already exist in commercial space; problem is training and compliance

# 4

What is your organization's stance  
toward open source tools?

What conversations have you had with  
IT on open source?

# Discussion: Organizational Stance?

- Many states see open source as security risk and forbid it
- Assess not just open source v commercial but also level of maturity of product
- Poll:
  - Fully embrace (many university) – 14
  - Ambivalent or neutral – 14
  - Forbidden - 4



# 5

Are open source tools easy or hard to  
acquire and deploy?  
Why?

# 6

A list of existing tools is step 1.

What are the other steps to have practical, affordable ERM deployed throughout government?

# Thank you!

## **Records Express blog**

<http://blogs.archives.gov/records-express/>

## **General questions**

[rm.communications@nara.gov](mailto:rm.communications@nara.gov)

## **Beth Cron – A3.2 Project Lead**

[Bethany.Cron@nara.gov](mailto:Bethany.Cron@nara.gov)

## **Meg Phillips – NARA External Affairs Liaison**

[Meg.Phillips@nara.gov](mailto:Meg.Phillips@nara.gov)

# BPE PLENARY SESSIONS

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## **Steve Murray**

Director and State Archivist

Alabama Department of Archives & History

## **Dorothy Fouche**

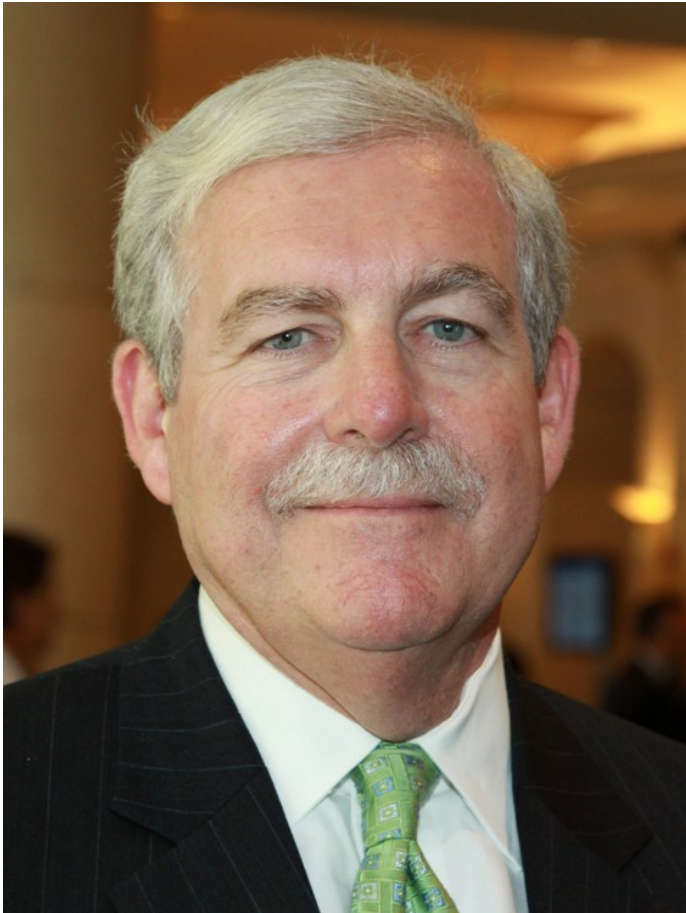
Government Services Archivist

Alabama Department of Archives & History



# DOUG ROBINSON

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- Executive Director, National Association of State Chief Information Officers (NASCIO)
- Presented, “Under the Digital Dome: State IT Priorities, Trends, and Perspectives”

# DOUG ROBINSON

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- Cloud, Cloud, Cloud
- Security
- Mobile Technology
- Human Resources / Talent Management
- Consolidation
- Technology as a Service

# DOUG ROBINSON

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## Government Data Landscape

- Stored across multiple systems in multiple formats
- Dirty and messy
- Lack of standards, consistency
- Sharing is difficult
- Security and privacy concerns
- Little useful data on “customers”
- 10 percent has formal data mgt. discipline

# DOUG ROBINSON

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## Big Data vs. Open Data

- States not truly engaged in Big Data. UPS has 12 big-data scientists—now a information company that delivers packages.
- States need to do more on open data, but CIOs do not see return on investment. ~ 38 states have data portals and benefit from collaboration among state agencies.
- Public will make use, e.g., open data portal on salmon in Washington



# DOUG ROBINSON

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## Strategy for working with CIO

- Offer shared serviced provided to all agencies
- Be part of solution for managing born digital content

# DOUG ROBINSON

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## Resources

- NASCIO Publications at <http://www.nascio.org/publications/>
- *Governing's* “5 Tech Issues Every Governor Needs to Know,”  
<http://goo.gl/yXc8xc>

# JODY DERIDDER

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- Head, Digital Services, University of Alabama Libraries
- Presented, “Mapping the Digital Preservation Wilderness: What You Need to Know”

# JODY DERIDDER

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- Big, scary, murky, confusing
- Three maps: OAIS, DCC, and DPOE
- Digital preservation is about people
- Together we succeed

# JODY DERIDDER

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## Creating Best Practices

- Find something that works
- Compare it to other approaches
- Test it in all feasible contexts

# JODY DERIDDER

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## The Value of People

- Courage
- Curiosity
- Willingness to collaborate and support one another

# JODY DERIDDER

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## Resource

- [http://jodyderidder.com/writings/presentations/BPE2014/BPE\\_k\\_eynote\\_2014\\_DeRidder.pdf](http://jodyderidder.com/writings/presentations/BPE2014/BPE_k_eynote_2014_DeRidder.pdf)

# CHRIS PROM

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- Assistant University Archivist, University of Illinois at Urbana-Champaign
- Presented, “Archival Connections: Meeting People in their Digital Spaces”



# CHRIS PROM

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## Three Doctrines

- Build things
- Immerse yourself in digital preservation functions
- Use tools that are low barrier, lightweight, and loosely coupled

# CHRIS PROM

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## Build Things

- Archon
- Practical E-Records blog, <http://e-records.chrisprom.com>

# CHRIS PROM

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## Digital Preservation Functions

- Preservation requires understanding and respect
- Meet IT and records creators in their digital spaces
- Archival work should follow an active model
- Be able to take the complicated collection
- Develop documentation and workflows

# CHRIS PROM

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## Low barrier, Lightweight, Loosely Coupled Tools

- Ingest and storage are opportunities to meet people in their digital spaces
- Systems can help you work through despair
- Get ahead of the curve

# #bpe2014

- Interesting thoughts from BPE attendees on Twitter about the BPE Plenary Sessions on Storify:

<https://storify.com/ksdriedger/best-practices-exchange-2014>



# BPE EDUCATIONAL SESSIONS

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## **Cathi Carmack**

Director, Archival Technical Services  
Tennessee State Library & Archives

## **Mark Myers**

Electronic Records Specialist  
Texas State Library & Archives Commission



# BPE EDUCATIONAL SESSION

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## Cathi Carmack

- Session 4
  - Providing Remote-yet-Restricted Access to Born-Digital Electronic Records via Remote Desktop & Virtual Machines
  
- Session 5
  - How to Communicate a Digital Preservation Project to the Top Exec in 15 Minutes or Less
  - It's More than Just Numbers: Communicating Needs Between Administrators and Staff
  
- Session 8
  - Digital Archiving Best Practices with Microsoft
  
- Session 11
  - Intranet Quorum (IQ): Software Sharing and Access

# BPE EDUCATIONAL SESSIONS

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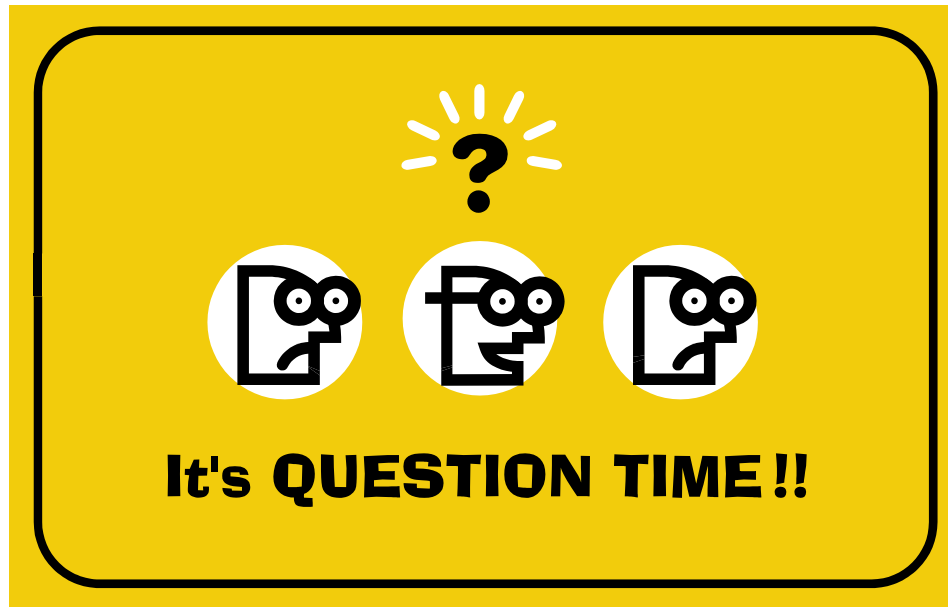
## Mark Myers

- Session 1
  - Capitol Connections re: Transfer of electronic records of departing Texas Governor Rick Perry
  - The Man at the Top: The Relationship Between the Office of the Governor and the Library of Virginia, 2002 to Today
- Session 6
  - Gotta Start at the Beginning (... of the records lifecycle)
  - Built to Last
- Mapping the Digital Preservation Wilderness: What you need to know (Jody DeRidder's keynote)
- Session 12
  - Web Work



# QUESTIONS & COMMENTS

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# WRAP-UP

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- Post-webinar evaluation will automatically open in your web browser when you exit the session.
- All webinar slides available from the SERI webinar page:  
[http://www.statearchivists.org/seri/STEP/SERI\\_Educational\\_Webinars.htm](http://www.statearchivists.org/seri/STEP/SERI_Educational_Webinars.htm)