Practical Digital Preservation 2017

Welcome!

**PDP Briefings**
- Protecting and Preserving Long-Term Digital Information  January 24
  - For IT Professionals & practitioners
- The Governance of Long-Term Digital Information  May 23
  - For Senior Managers & Budget Administrators

**PDP “Hot Topic” Webinars**  Tuesdays 2-3pm Eastern
- Preserving and Protecting Audio-visual Files  April 11
- Preserving Digitized State Government Records  May 9

**PDP Online Workshops - Digital Preservation 101:**
‘State Archives and Agencies Putting Digital Preservation into Action’
- Part 1: Practical Training in the Key Concepts  February 14
- Part 2: Practical Training in the Key Concepts  February 28
- Part 3: Case Studies  March 14

Sign up today on the CoSA website – PERTTS Portal > Education > Training
Agenda

• Welcome & Introductions

• The Governance of Long-Term Digital Information: Action Required
  Doug Robinson, Executive Director - NASCIO

• CoSA: State CIO Support & Services
  Sarah Koonts, State Archivist – North Carolina

• Deriving Value From Long-Term Digital Information
  Lori Ashley, Industry Market Development Manager - Preservica

• Challenges and Opportunities Associated with Capturing & Preserving Email
  Roger Christman, Records Archivist – Library of Virginia

• Q&A
Doug Robinson
Executive Director, NASCIO
About NASCIO

• National association representing state chief information officers and information technology executives from the states, territories and D.C.

• NASCIO's mission is to foster government excellence through quality business practices, information management, and technology policy.

• NASCIO provides members with products and services designed to support the challenging role of the state CIO, stimulate the exchange of information, and promote the adoption of IT best practices and innovations.
Expect 2017 budget cuts in many states - revenue growth of 2%. CIOs pressured to find cost savings, driving consolidation, optimization strategies.

Continued evolution from the owner-operator business model for CIOs – focus on services and hybrid models of delivery.

Cybersecurity as a business risk. Ransomware, hacktivism and evolving threats. Enterprise strategy, communication and talent.

Growing investments in cloud services, data analytics, mobile.

Advocating for IT modernization, agile approaches, procurement reform.

Continuing IT workforce challenges: retirements, skills gap, recruiting, talent management, workplace innovation.
### TopTen: State CIO Priorities for 2017

1. Security
2. Consolidation/Optimization
3. Cloud Services
4. Budget and Cost Control
5. Legacy Modernization
6. Enterprise IT Governance
7. Data Management and Analytics
8. Enterprise Vision and Roadmap for IT
9. Agile and Incremental Software Delivery
10. Broadband/Wireless Connectivity

Source: NASCIO State CIO Ballot, November 2016
## Top Ten: State CIO Priorities for 2017

1. Security
2. Consolidation/Optimization
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Where does digital preservation fit with these strategic priorities?

Source: NASCIO State CIO Ballot, November 2016
Service models and sourcing options

Adoption of cloud services

Power of data

Changing state IT workforce

Forces of Change
<table>
<thead>
<tr>
<th>Plan to deliver or obtain IT services over the next three years?</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expand existing IT shared services model</td>
<td>62%</td>
<td>72%</td>
</tr>
<tr>
<td>Outsource business applications through a SaaS model</td>
<td>55%</td>
<td>66%</td>
</tr>
<tr>
<td>Expand existing managed services model</td>
<td>53%</td>
<td>61%</td>
</tr>
<tr>
<td>Downsize state-owned-and-operated data center(s)</td>
<td>49%</td>
<td>28%</td>
</tr>
<tr>
<td>Expand outsourcing</td>
<td>43%</td>
<td>45%</td>
</tr>
<tr>
<td>Introduce a managed services model</td>
<td>26%</td>
<td>17%</td>
</tr>
<tr>
<td>In-source some operations that currently are outsourced</td>
<td>17%</td>
<td>19%</td>
</tr>
<tr>
<td>Introduce outsourcing as a new service model</td>
<td>15%</td>
<td>17%</td>
</tr>
</tbody>
</table>
This transition is disruptive to the traditional notions of state IT. It has serious implications for state budgeting, procurement, legal, business processes, data protection, project and portfolio management.

### Forces of Change: Why Cloud?

<table>
<thead>
<tr>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost savings and efficiency</td>
</tr>
<tr>
<td>Flexibility and scalability</td>
</tr>
<tr>
<td>Rapid provisioning</td>
</tr>
<tr>
<td>Measured service</td>
</tr>
<tr>
<td>Better data and applications security</td>
</tr>
<tr>
<td>Shift from capital spend to operating spend</td>
</tr>
<tr>
<td>Reduced IT staffing and costs</td>
</tr>
</tbody>
</table>
Does your organization have a strategy to migrate legacy applications to the cloud?

- Yes, cloud migration strategy in place: 40%
- No, but cloud migration strategy in development: 36%
- No cloud migration strategy planned: 24%

Where applications have been migrated to the cloud, what percentage of the applications are hosted in each of the following models?

<table>
<thead>
<tr>
<th>Model</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE: Hosted by a single organization and made available to other government users</td>
<td>51%</td>
<td>46%</td>
</tr>
<tr>
<td>PUBLIC: Hosted by a third-party entity and openly available</td>
<td>25%</td>
<td>15%</td>
</tr>
<tr>
<td>COMMUNITY: Used by a specific community of organizations with a shared purpose</td>
<td>9%</td>
<td>11%</td>
</tr>
<tr>
<td>HYBRID: A composition of two or more of the above</td>
<td>16%</td>
<td>28%</td>
</tr>
</tbody>
</table>

Source: NASCIO 2016 State CIO Survey
Moving to Cloud

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Done</th>
<th>Ongoing</th>
<th>Planned</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster recovery</td>
<td>5%</td>
<td>30%</td>
<td>50%</td>
<td>85%</td>
</tr>
<tr>
<td>Citizen relationship management</td>
<td>11%</td>
<td>30%</td>
<td>20%</td>
<td>61%</td>
</tr>
<tr>
<td>Digital archives</td>
<td>9%</td>
<td>28%</td>
<td>39%</td>
<td>76%</td>
</tr>
<tr>
<td>E-mail and collaboration</td>
<td>32%</td>
<td>38%</td>
<td>21%</td>
<td>91%</td>
</tr>
<tr>
<td>Electronic records</td>
<td>0%</td>
<td>36%</td>
<td>34%</td>
<td>70%</td>
</tr>
<tr>
<td>Enterprise Resource Planning (e.g., finance, budget, procurement)</td>
<td>5%</td>
<td>37%</td>
<td>21%</td>
<td>63%</td>
</tr>
<tr>
<td>Geographic Information Systems</td>
<td>13%</td>
<td>31%</td>
<td>17%</td>
<td>61%</td>
</tr>
<tr>
<td>HR / payroll / time and attendance</td>
<td>5%</td>
<td>21%</td>
<td>37%</td>
<td>63%</td>
</tr>
<tr>
<td>Identity Management</td>
<td>5%</td>
<td>21%</td>
<td>32%</td>
<td>58%</td>
</tr>
<tr>
<td>Imaging</td>
<td>0%</td>
<td>20%</td>
<td>22%</td>
<td>42%</td>
</tr>
<tr>
<td>Learning Management Systems</td>
<td>14%</td>
<td>35%</td>
<td>20%</td>
<td>69%</td>
</tr>
<tr>
<td>Office productivity (e.g., word processing)</td>
<td>21%</td>
<td>43%</td>
<td>17%</td>
<td>81%</td>
</tr>
<tr>
<td>Open data</td>
<td>26%</td>
<td>28%</td>
<td>19%</td>
<td>73%</td>
</tr>
<tr>
<td>Program/business applications (e.g. Licensing, Unemployment Insurance, Workers Compensation, etc.)</td>
<td>13%</td>
<td>38%</td>
<td>21%</td>
<td>72%</td>
</tr>
</tbody>
</table>

Source: NASCIO 2016 State CIO Survey
7. Which business model will drive your investments in the next 5 years? (state members only)

29%  A. On-Premise, Centralized/Enterprise Model
17%  B. On-Premise, Distributed/Federated Model
43%  C. Off-Premise, Centralized/Enterprise Model
10%  D. Off-Premise, Distributed/Federated Model
### State Government Data Landscape

<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data stored across multiple systems</td>
<td>From multiple agencies in multiple formats</td>
</tr>
<tr>
<td>Data quality issues: dirty and messy</td>
<td></td>
</tr>
<tr>
<td>Lack of standards, consistency</td>
<td></td>
</tr>
<tr>
<td>Data sharing is difficult – format, language, access, culture, myths</td>
<td></td>
</tr>
<tr>
<td>Security risks and privacy issues</td>
<td></td>
</tr>
<tr>
<td>Little insightful, usable data on “customers”</td>
<td></td>
</tr>
</tbody>
</table>
Major Changes in State Data

Sources and Format Changing Dramatically

Structured

Semi-structured

Unstructured

CoSA Council of State Archives

Preservica Digital Preservation
Data Governance and Analytics

Within the state CIO's strategic agenda and operational plans, how would you characterize data governance and management?

- Low Priority: 11%
- Medium Priority: 31%
- High Priority: 42%
- Essential: 16%

Source: The Adaptive State CIO, 2016 State CIO Survey
Managing Data as a Strategic Asset

How would you characterize your data management function in terms of importance and maturity?

- We have a long way to go to develop an enterprise view of data and governance of that data as a state asset: 47%
- We have made some progress in developing operating discipline for managing data: 49%
- We have a formal data management discipline that includes governance, roles and responsibilities, and tools: 2%
- We have a formal data management discipline that includes governance, roles and responsibilities, and tools. We are now moving toward data as an enterprise asset: 2%

Source: The Value Equation, 2015 State CIO Survey
Which best describes the scope and breadth of your state's enterprise data management program?

- We have a new data governance program with participation for SOME executive branch agencies: 20%
- We have a growing data governance program with participation from MOST executive branch agencies: 23%
- We have a stable data governance program with participation from ALL executive branch agencies: 2%
- We plan to implement a data governance program within the next year: 24%
- No formal program: 22%
- Other: 9%

Source: The Value Equation, 2015 State CIO Survey
What is the current and recommended role of the State CIO Organization in Enterprise Data Management?

- **Take the lead and advocate for data as a strategic asset**
  - Current: 59%
  - Recommended: 41%
- **Develop an enterprise data strategy**
  - Current: 48%
  - Recommended: 52%
- **Create a formally documented data architecture**
  - Current: 36%
  - Recommended: 64%
- **Convene the stakeholders for data governance decisions**
  - Current: 38%
  - Recommended: 62%

Source: The Value Equation, 2015 State CIO Survey
In 2007, NASCIO recommended the following Calls to Action for the State CIO:

1. Partner actively with your electronic records management and digital preservation function to develop strategies for proactively managing records and digital archives.

2. Support an enterprise approach to electronic records management and preservation.

3. Require attention to electronic records management and preservation in capital investment proposals, and project plans.

4. Create an electronic records management and digital preservation domain under the Enterprise Architecture program to foster collaboration, shared decisions and common enterprise solutions.
What Do We Know? Patterns of Success

Enterprise Governance: Focus on Full Lifecycle of Records

Articulated Strategy and Roadmap for Action

Early Collaboration with Key Stakeholders

Leverage Statewide Enterprise Architecture

Manage Transition from Active to Permanent Records...by Design

Consolidation, Shared Service, Cloud Options
Looking Forward...State IT

- More public cloud; IT procurement reform
- Digital government – a new experience for citizens with IAM
- FirstNet contract award; growth in mobile services
- Cross-agency applications, service integration
- Data governance, data as enterprise asset, power of analytics
- Risk management, enterprise IT portfolio
- Growing cross-jurisdictional services for local governments
- Emerging IT: IoT, UAS, BWCs, blockchain. What’s next?
Council of State Archivists

Organization serving the 56 state and territorial archives
  • Responsive programs and services
  • Awareness and advocacy
  • Information access and collaboration
  • Sustainability

Recent Initiatives
  • State Electronic Records Initiative (SERI)
  • Intergovernmental Preparedness for Essential Records (IPER)
#ERECSDAY WEBINAR AVAILABLE

"The Future is Already Here" — Managing public records in a changing technological landscape

LEARN MORE
State Electronic Records Initiative (SERI)

- Education and Training
- Digital Preservation Capability Self-Assessments
- PERTTS Portal (https://www.statearchivists.org/pertts/)
- Archives Collaborating and Cooperating with External Strategic Stakeholders (ACCESS)
SERP Framework

Background

One of the goals of the State Electronic Records Initiative (SERI) is to assist State Archives with increasing their understanding of and capabilities for managing and preserving digital materials. To create a baseline, each State and Territorial Archive took the "Self-Assessment Survey" in 2012. States will be asked to retake their Self-Assessment periodically to see how their programs have improved after going through SERI training programs and educational events. The Framework elements are the same as the sections found in the Self-Assessment.

Framework Description

The SERP Framework was developed as one tool to help archive programs improve their scores on the Self-Assessment. The Framework element are the same as the sections found in the Self-Assessment. The Self-Assessment was based on earlier versions of the Digital Preservation Capability Maturity Model. [Newer versions of the DPCMM are worded differently and may not match the Framework provided here.]

In addition to recounting the "Levels" used in the Self-Assessment, the SERP Framework - where possible - provides information on how to move between levels to assist with increasing preservation capabilities. The steps between the levels are often self-explanatory, however sometimes the levels do not have simple steps to get between the levels and may seem to change ideas. In either case, suggestions on how to reach the next level are provided.

NOTE: Because the Framework is based on the DPCMM there are a lot of assumptions being made about compliance to OAIS and TRAC. Currently the majority of state archives are not able to fully comply with these standards for a variety of reasons - keep this in mind as you work through the levels. Because while reaching and meeting these
Digital Preservation Capability Maturity Model (DPCMM)

A free, public version of the Digital Preservation Capability Self-Assessment benchmarking tool used by CoSA is available at www.DigitalOK.org
Governance

**Definition:** The state/territory has a formal decision-making framework that assigns accountability and authority for the preservation of electronic records with permanent historical, fiscal, operational or legal value, and articulates approaches and practices for trustworthy digital repositories sufficient to meet stakeholder needs. Governance is exercised in conjunction with information management and technology functions and with other custodians and digital preservation stakeholders such as records producing units and records consumers and enables compliance with applicable laws, regulations, record retention schedules, and disposition authorities.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0</td>
<td>The state/territory does not specifically address digital preservation requirements in the scope of current governance activities.</td>
</tr>
<tr>
<td>Level 1</td>
<td>A project-based digital preservation governance framework is operational or has been successfully completed.</td>
</tr>
<tr>
<td>Level 2</td>
<td>The operational state/territory-wide digital preservation governance framework identifies the various roles of stakeholders in the preservation of electronic records.</td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td>Level 3a</td>
<td>An operational state/territory-wide digital preservation governance framework is in place that assigns accountability and authority for the preservation of electronic records.</td>
</tr>
<tr>
<td>Level 3b</td>
<td>The state/territory digital preservation governance framework specifies an on-going commitment to the sustainability of an ISO 14721 conforming archival repository.</td>
</tr>
<tr>
<td>Level 4</td>
<td>The operational state/territory-wide digital preservation governance framework for digital preservation is reviewed and updated at least every two years to take into account changing technologies and new organizational structures.</td>
</tr>
</tbody>
</table>

**Resources**

Resources associated with the Governance Framework elements assist with providing background information and useful examples that can be consulted when trying to develop a policy or move forward in the area of policy.
Shared Areas of Interest

- Data across the enterprise
- Value of data
- Governance of data
- Legacy data of enduring value
Think of CoSA and Your State Archives for Collaboration on:

- Continuity Planning
- Cost Savings
- Classification
- Community of Best Practices
Directory of State Archives

Alabama Department of Archives and History

State: Alabama
General Phone: 334-242-4441
# Resources: 2

SHRAB:
http://www.archives.alabama.gov/hrb/

Director
Name: Steve Murray
Email: steve.murray@archives.alabama.gov
Website:
http://www.archives.state.al.us/index.html

Alaska State Archives

State: Alaska
General Phone: 907-465-2241
# Resources: 0
SHRAB:
http://archives.state.ak.us/ashrab/ashrab.html

Interim State Archivist
Name: Zachary Jones
Email: zachary.jones@alaska.gov
Website: http://archives.alaska.gov/

American Samoa Office of Archives and
Deriving Value From Long-Term Digital Information

Lori Ashley
Industry Market Development Manager
98% of practitioners report that their organizations have digital records and information they keep or need to keep for more than 10 years

Source: Information Governance Initiative, April 2016
MOST ORGANIZATIONS HAVE DIGITAL RECORDS AND INFORMATION THEY KEEP LONG TERM BECAUSE OF THEIR IMPORTANCE

Organizations Report a Variety of Reasons Why They Keep Digital Information

- I don't know: 1%
- Statutory, Regulatory, and/or Legal Obligations: 58%
- Human Resources/Personnel Requirements: 55%
- Contracts: 53%
- Litigation Support: 53%
- Corporate Memory: 51%
- Corporate or Institutional Governance: 41%
- Business Operations: 38%
- Intellectual Property Protection: 37%
- Environmental, Health, & Safety: 37%
- Financial: 29%
- Client Services & Management: 24%
- Facilities Management: 24%
- Brand Heritage: 18%
- Marketing: 11%
- Quality Control: 9%
- Other: 8%
- Big Data such as Data Mining or Analytics: 11%
- Other: 8%
What Prevents Us From Realizing Business Value?

The Top 3 Challenges.
Factors preventing organizations from getting business value from their long-term digital information.

1. We lack personnel dedicated to this issue
2. Our capability in this area is informal or immature
3. We lack the proper tools or technology

Do organizations get business value from long-term digital information?

83% Yes
The Departments and Applications That Rely Most On Long-Term Digital Information

A majority identified these business functions as requiring - and business systems as containing - long-term digital information.

<table>
<thead>
<tr>
<th>BUSINESS APPLICATIONS</th>
<th>BUSINESS FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration environments</td>
<td>Legal Operations</td>
</tr>
<tr>
<td>80%</td>
<td>79%</td>
</tr>
<tr>
<td>Accounting systems</td>
<td>Financial Management</td>
</tr>
<tr>
<td>75%</td>
<td>67%</td>
</tr>
<tr>
<td>Contract management systems</td>
<td>HR Management</td>
</tr>
<tr>
<td>71%</td>
<td>64%</td>
</tr>
<tr>
<td>Transactional systems</td>
<td>IP Management</td>
</tr>
<tr>
<td>58%</td>
<td>48%</td>
</tr>
<tr>
<td>Messaging systems</td>
<td></td>
</tr>
<tr>
<td>55%</td>
<td></td>
</tr>
<tr>
<td>Case management systems</td>
<td></td>
</tr>
<tr>
<td>54%</td>
<td></td>
</tr>
</tbody>
</table>
Who Bears The Brunt of Failure? Top 5 Stakeholders

Who is most affected when long-term digital information is not properly preserved and governed?

1. CEO (Chief Executive Officer)
2. General Counsel
3. Head of Records Management
4. CIO (Chief Information Officer)
5. Board of Directors
What IG professionals say is most critical to preserving and governing long-term digital information.

<table>
<thead>
<tr>
<th>Number</th>
<th>Capability</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ensuring readability and usability of information</td>
<td>89%</td>
</tr>
<tr>
<td>2</td>
<td>Proving authenticity and trustworthiness</td>
<td>79%</td>
</tr>
<tr>
<td>3</td>
<td>Supporting records retention and disposition requirements</td>
<td>79%</td>
</tr>
<tr>
<td>4</td>
<td>Providing secure access and discovery to business users</td>
<td>62%</td>
</tr>
<tr>
<td>5</td>
<td>Conformance with standards for digital preservation</td>
<td>59%</td>
</tr>
<tr>
<td>6</td>
<td>Automated transfer of records from operational systems to long-term digital preservation systems</td>
<td>51%</td>
</tr>
</tbody>
</table>
Challenges and Opportunities Associated with Capturing and Preserving Email

Roger Christman
Senior State Governors' Records Archivist
at The Library of Virginia
Adam Raised a Kaine: Kaine Email Project @ the Library of Virginia

Kaine Email Project @ LVA

Welcome to the Library of Virginia's Kaine Email Project, where we make accessible the email records from the administration of Governor Timothy M. Kaine, Virginia's 70th governor (2006–2010). Users can search and view email records from the Governor's Office and his Cabinet Secretaries; learn about other public records from the Kaine Administration; go behind the scenes to see how the Library of Virginia made the email records available; and read what others are saying about the collection. The Library of Virginia received approximately 1.3 million email messages from the Kaine Administration. We are processing and releasing these records in batches, so please check back often for new content.

Search the Collection  Related Content  Look Under the Hood  What's the Buzz
Governor Kaine’s Electronic Archival Policy

From: Paris, Kate
Sent time: Friday, December 07, 2007 3:07:35 PM
To: Governor/Cabinet Staff
Subject: Electronic Data Archival Policy
Attachments: Electronic Data Archival Policy Form.doc

The following is a message from the Chief of Staff:

Please sign the attached form indicating that you have read and understand the electronic archiving policy for the Kaine administration. Signed forms should be sent to Dennis Johnson, Director of Support Services, 5th floor PHB.

**Governor Kaine’s Electronic Archival Policy**

I. Email archiving
   a. Emails containing “public transaction of business” will be archived in an archive folder created by VITA
   b. Sub folders will be created to reflect your area’s Records Retention and Disposition Schedule (RRDS)
   c. For questions about what should be archived and where, please see your records officer:
      i. ADMIN- Joycelyn Blizzard
      ii. AGRI- Shauna Chavis
      iii. C&T- Darryl Holt
      iv. CP- Wendy Hoffman
      v. EDU- Kendall Tyree
      vi. FIN- Mike Tutor
      vii. HHR- Pat Green
      viii. NR- Carol Denson
      ix. PS- Martha Hazelgrove
      x. TECH- Tristen Pegram
      xi. TRAN- Melanie Roberts
      xii. WF- Megan Root
      xiii. SOC- Alicia Roberts
      xiv. GOV- Amber Amato

   d. More guidance on archiving can be found on the LVA website: [http://www.lva.lib.va.us/whatwedo/records/manuals/00M-APPAs.htm](http://www.lva.lib.va.us/whatwedo/records/manuals/00M-APPAs.htm)
VITA created PST Folder Templates
Personally Identifiable Information (PII) is not our biggest challenge.....

<table>
<thead>
<tr>
<th>Series</th>
<th>Total Number of Emails</th>
<th>Non-Records</th>
<th>Restricted</th>
<th>Open Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series I. Executive Office</td>
<td>138609</td>
<td>48173</td>
<td>16077</td>
<td>74359</td>
</tr>
<tr>
<td>Series II. Policy Office</td>
<td>49318</td>
<td>26010</td>
<td>300</td>
<td>23008</td>
</tr>
<tr>
<td>Series III. Press Office</td>
<td>53812</td>
<td>31750</td>
<td>127</td>
<td>21935</td>
</tr>
<tr>
<td>Series IV. Commonwealth</td>
<td>202952</td>
<td>194814</td>
<td>3819</td>
<td>4319</td>
</tr>
<tr>
<td>Series V. Technology</td>
<td>41852</td>
<td>26151</td>
<td>320</td>
<td>15381</td>
</tr>
<tr>
<td>Series VI. Public Safety</td>
<td>23236</td>
<td>16462</td>
<td>29</td>
<td>6745</td>
</tr>
<tr>
<td>Series VII. Workforce Development</td>
<td>42948</td>
<td>32458</td>
<td>49</td>
<td>10441</td>
</tr>
<tr>
<td>Secretary of Health and Human Resources</td>
<td>88186</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary of Natural Resources</td>
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Why did our records management training/guidance fail?

We were not “Present at the Creation.”

- Meetings/training began well after the start of the administration
- Governor Kaine’s Electronic Archival Policy was not issued until December 2007 – nearly two years into the administration
- VITA PST folder templates rolled out in late 2007
What is the solution?

Three-Legged Stool

1. State CIO/IT
2. State Archives/Records Management
3. State Human Resources
For more information about the project:

• Kaine Email Portal -

• Kaine Email Finding Aid -

• Kaine Email Blog Posts –

Contact: roger.christman@lva.virginia.gov
Next Steps & Resources

CoSA/Preservica Practical Digital Preservation Program

PERTTSS Portal

Upcoming Conferences
- CoSA: Boise, ID (July 10-13)
- NAGARA: Boise, ID (July 12-15)
- SAA: Portland, OR July 23 – 29

Watch the next LIVE demo
May 25th, 10am US ET, 3pm UK - Register for our live online demonstration of the current Preservica version
Register at www.preservica.com

RESOURCES on Preservica.com
From whitepapers, case studies, videos, resources and past webinars - www.preservica.com/resources
Questions?
Thank You!

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