Governance and Information Management

July 8, 2013
Challenges

• Establishing a trusted repository -- to store and preserve collections for the long term
• Providing access – information is widely expected to be available online
• Managing risks -- reduce data loss through digital preservation
• Being efficiency – collaborate with others
Information Management

- **Submission** (getting stuff in)
- **Repository** (a safe place for stuff)
- **Metadata** (data about stuff)
- **Access** (getting stuff out)
Data Repository

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Access
(getting stuff out)
Relationship → OAIS

**Producer**
- Content & Metadata
- Order Information

**Ingest**
- Content & Metadata Validation

**Data Management**
- Authentication, Indexing & Preservation
- Archival Storage
- Content & Metadata Storage

**Access**
- Cataloging, Search Engine & Reference Tools

**Consumer**
- Content & Metadata

**End Users**

**Staff**

**Trusted Repository**

**Preservation Planning**
- Descriptive Info

**Data Management**
- Descriptive Info

**Ingest**
- SIP

**Archival Storage**
- AIP

**Access**
- AIP

**Administration**
- DIP
Governance

• A governance framework reflects that information and preservation requires consistency and care across entire lifecycle → this can not be achieved in isolation!

• Governance is a process by which
  • authority is assigned,
  • rules are made, and
  • these rules are enforced and modified as required.

• Thus, understanding governance requires an identification of both the rulers and the rules, as well as the various processes by which they are selected, defined.
Governance

• Two dimensions of governance to consider

Records

State records governance process

Digital System

IT governance process
State Governance Process

• Processes within a state to release records
• Potential variables and watch points
  • Record schedules
  • Legal transfer of records to an archive
  • Location of records
    • Transferred or remain at agency
Question: who rules the electronic records system configuration? What is DOIT’s role?
NARA’s IT Governance

**Steering Committee**
- Reviews investment associated with projects and programs
- Ensures strategic alignment
- Approves Information Systems projects

**Architecture Review**
- Responsible for business architecture and technical architecture
- Manages systems and technologies throughout lifecycle

**Requirements Group**
- Captures and prioritizes requirements based on business needs
- Tracks progress toward delivering requirements

**Project Teams**
- Teams established to deliver approved projects and requirements
MY ROLE IS DIGITAL MEDIA CURATION.
AM I SUPPOSED TO KNOW WHAT THAT MEANS?
HA HA! I LOOK DOWN ON YOU FOR NOT UNDERSTANDING MY TRENDY JARGON.
YOUR IGNORANCE IS ON DISPLAY FOR ALL TO SEE!

LEAVE THIS MEETING NOW! YOU ARE NOT WORTHY!
MAYBE YOU COULD JUST TELL US WHAT CURATION MEANS.
FINE. LET'S TRY THAT.
IT MEANS UM... UM...
IS IT TOO LATE FOR ME TO OVERLOOK YOUR IGNORANCE AND MOVE ON?
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