



Advanced Electronic Records Institute

Overview of Program Development

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Five Stages for Growth

- 1. *Acknowledge*:** understanding that digital preservation is a local concern
- 2. *Act*:** initiating digital preservation projects
- 3. *Consolidate*:** segueing from projects to programs
- 4. *Institutionalize*:** addressing larger context and rationalizing programs
- 5. *Externalize*:** embracing inter-institutional collaboration and dependency

Stage 1: Acknowledge



Organizational infrastructure:

often non-existent; implicit policy, or very high level

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Technological infrastructure:

non-existent or heterogeneous and decentralized; disparate elements

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Resources:

generally low, finite, ad hoc financial commitment

Stage 2: Act



Organizational infrastructure:

implicit policy or expressed in general terms,
increased evidence of commitment

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Technological infrastructure:

project- specific and reactive; ad hoc location

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Resources:

often project-based funding

Stage 3: Consolidate



Organizational infrastructure:
development of basic and essential policies

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Technological infrastructure:
assessment of technology investment and
requisite infrastructure, shift to proactive mode

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Resources:
some funding and support beyond projects,
but limited

Stage 4: Institutionalize



Organizational infrastructure:
consistent, systematic management;
comprehensive policy framework

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Technological infrastructure:
technology planning anticipates needs;
infrastructure investments planned/implemented

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Resources:
sustainable funding identified for core program
areas and enhancement

Stage 5: Externalize



Organizational infrastructure:

virtual organizations complement institutional ones;
collaboration inherent feature in resource planning



Technological infrastructure:

distributed and highly integrated; extra-organizational
features and services



Resources:

varying levels of investment, but sustainable funding;
possibly distributed financial management

Integrated Digital Preservation Matrix



6. Procedural Accountability (Certification)

1. Administrative Responsibility

2. Organizational Viability

Digital Archives Border

3. Financial Sustainability

4. Technological and Procedural Suitability

5. System Security



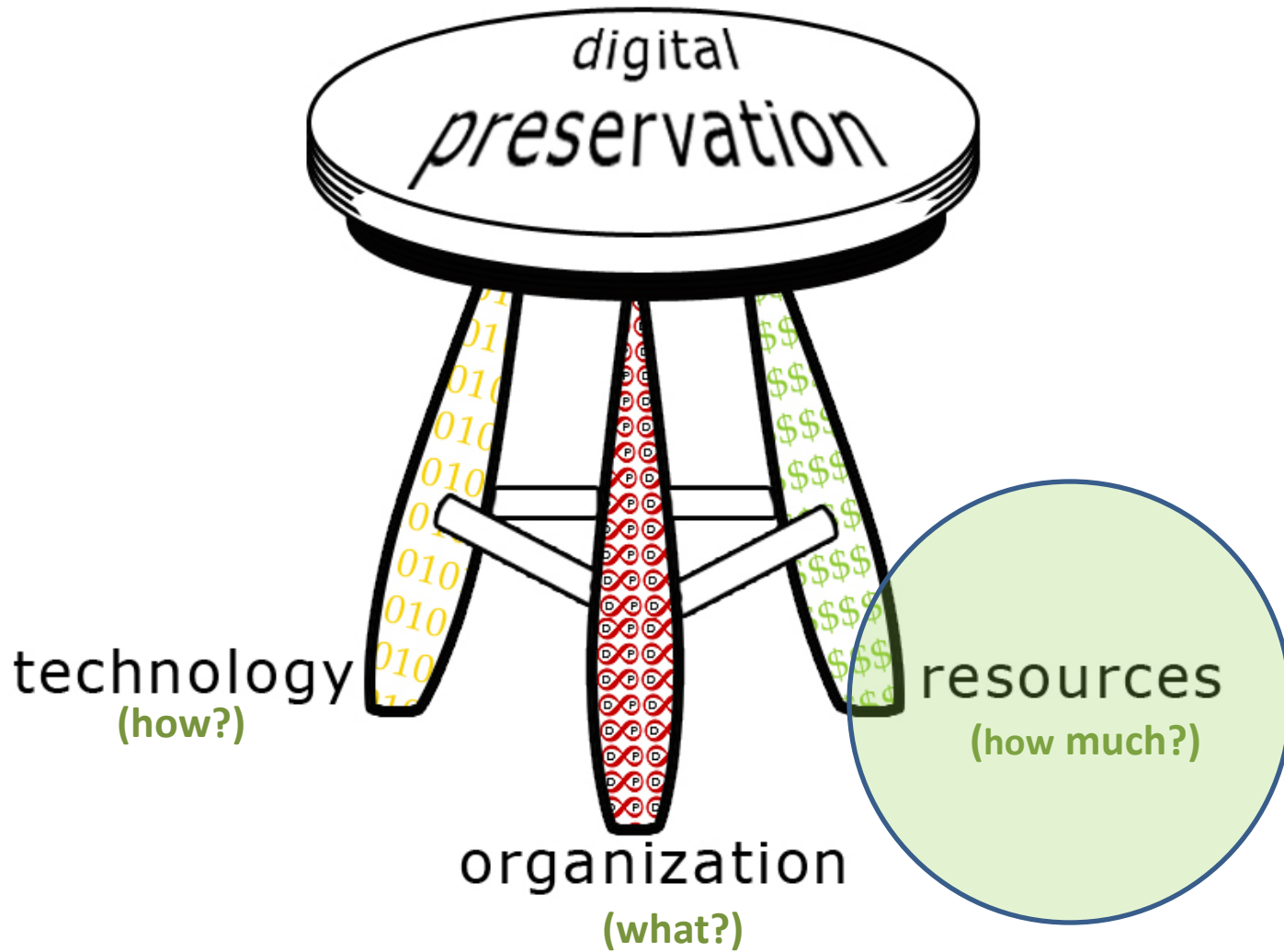
Stage 5: External Collaboration

- Building consortial digital archives
- Understanding interconnectedness
- Developing national programs
- Developing methods and tools for the matrix (prevent, predict, detect, respond, repair)
- Ensuring a quality control/audit process

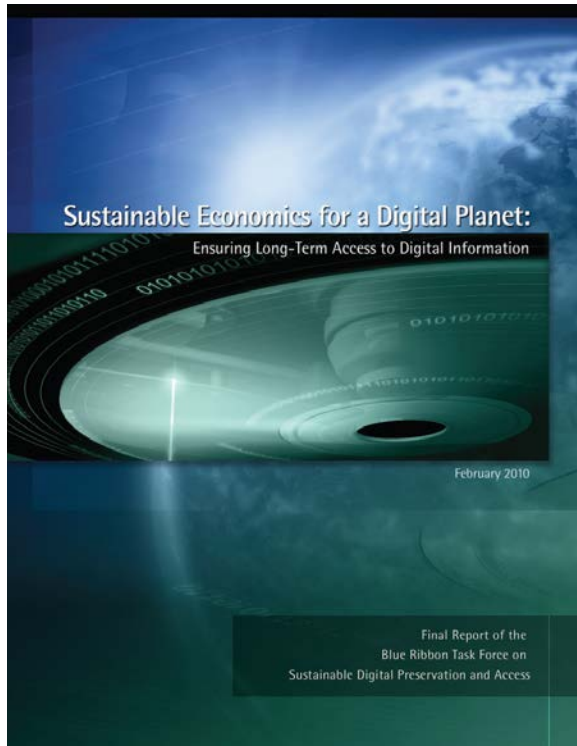
Using the Stages

The 5 Stages:

- identify steps for **developing** an organization's digital (defines a maturity model)
- provide a way of **communicating** about digital preservation development
- enable **measuring** progress towards programmatic digital preservation goals



Blue Ribbon Task Force (BRTF) on Sustainable Preservation and Access



Recommendations for:

- Scholarly discourse
- Research data
- Commercially owned (e.g., Hollywood)
- Collectively produced (e.g., Web)

Final Report delivered
February 2010



BRTF Final Report



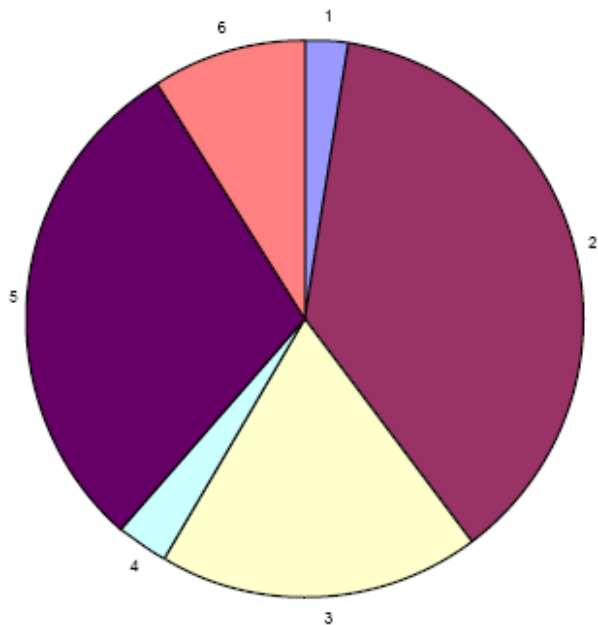
Core recommendations:

- Articulate a compelling **value** proposition
- Provide clear **incentives** to preserve in the public interest
- Define **roles** and responsibilities among stakeholders to ensure an efficient flow of resources throughout the digital lifecycle

Cost Models

Appendix C Cost model

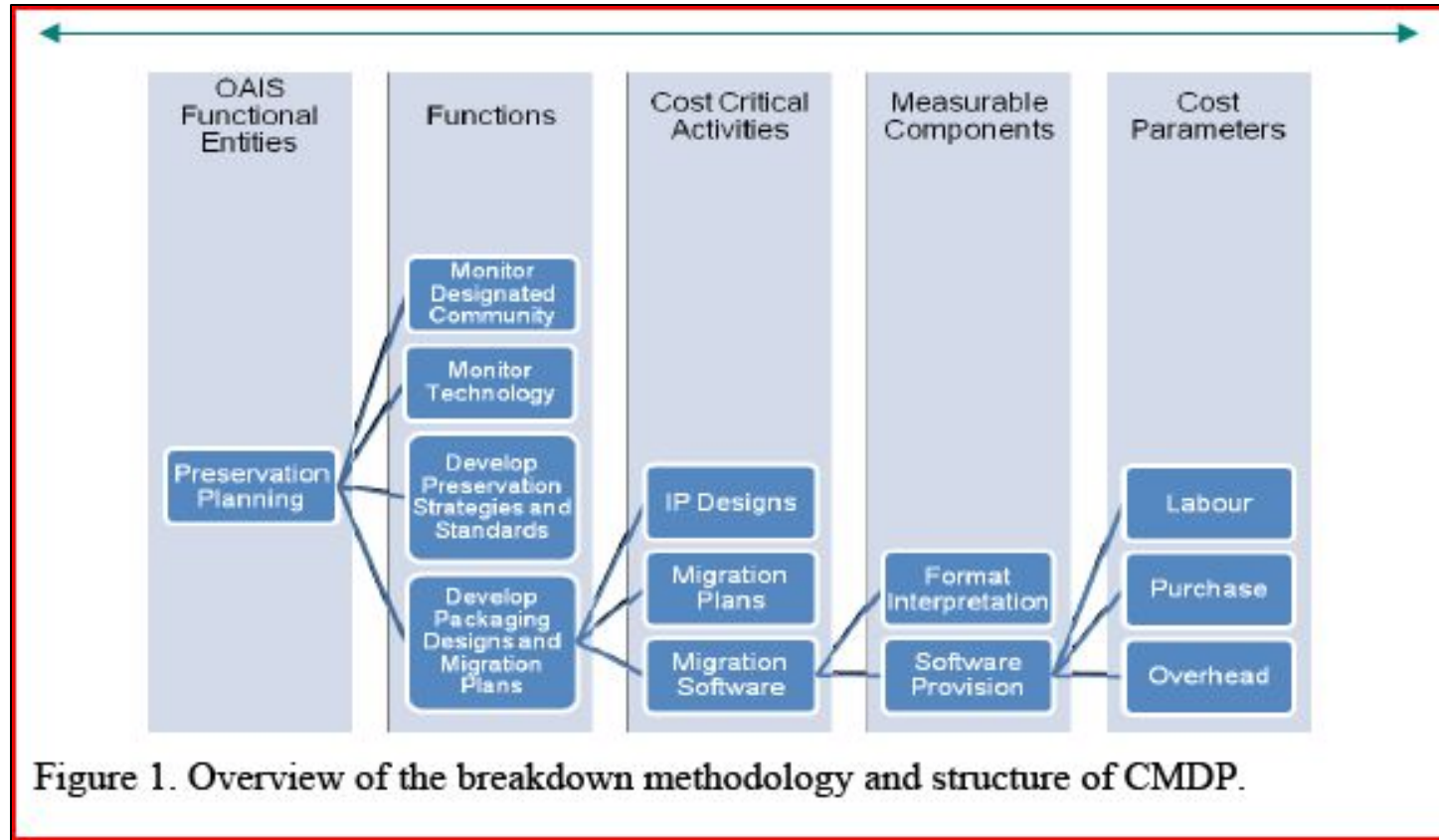
Graph 2: Cost of acquisition and preservation of existing e-mail messages



Legend:

- 1 = Acquire and appraise batch of e-mail,
- 2 = Necessary metadata,
- 3 = Repair digital records,
- 4 = Determine authenticity requirements for batch,
- 5 = Develop and test the preservation approach,
- 6 = Perform preservation and assess of e-mails.

Cost Model for Digital Preservation (CMDP)



Model ties costs to OAI functions and actions.
Danish Royal Library and Danish National Archives

Collaboration to Clarify the Costs of Curation

