THE SCOOP ON BPE

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

Meg Phillips
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November 20, 2014
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.
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 19th

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
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
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?
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

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BPE PLENARY SESSIONS

Steve Murray
Director and State Archivist
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Government Services Archivist
Alabama Department of Archives & History
DOUG ROBINSON

- Executive Director, National Association of State Chief Information Officers (NASCIO)

DOUG ROBINSON

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

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
Strategy for working with CIO

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

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

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

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

The Value of People

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

Resource

CHRIS PROM

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

Three Doctrines

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

Build Things

- Archon

- Practical E-Records blog, http://e-records.chrisprom.com
CHRIS PROM

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

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:

BPE EDUCATIONAL SESSIONS

Cathi Carmack
Director, Archival Technical Services
Tennessee State Library & Archives

Mark Myers
Electronic Records Specialist
Texas State Library & Archives Commission
BPE EDUCATIONAL SESSION

Cathi Carmack

- **Session 4**

- **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

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

It's QUESTION TIME!!
WRAP-UP

- 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