Preserving the digital memory of the Government of Canada: influence and collaboration with records creators

Presentation by Johanna Smith and Pam Armstrong
Library and Archives Canada
Outline

• Background and context
• LAC value management framework
• State of e-recordkeeping in the Government of Canada (GC)
• GC-wide initiatives: influencing GC content creators
• LAC initiatives: influencing GC content creators
Library and Archives Canada

• Library and Archives Canada Act 2004
• Mandate:
  ▪ To preserve the documentary heritage of Canada for the benefit of present and future generations
  ▪ To be a source of enduring knowledge accessible to all
  ▪ To facilitate in Canada cooperation among communities involved in the acquisition, preservation and diffusion of knowledge
  ▪ To serve as the continuing memory of the government of Canada and its institutions
Digital Preservation at Library and Archives Canada

- Trusted Digital Repository Project (2008-2010)
- Scoped to textual Government of Canada electronic records and electronic Legal Deposit
- Based on TRAC and OAIS
- Business efficiencies through automated business flows
- Policy and standards foundation
- Maximizing opportunity to influence creators within the Government of Canada “Re-positioning preservation awareness and services further upstream in the digital lifecycle” iPRES 2009
LAC Value Management Framework

Documentary Material

- Significant?
  - Yes
    - Sufficient?
      - Yes
        - LAC
      - No
        - Delegate/Transfer Partner Support/influence Program Reject
    - No
      - Delegate/Transfer Partner Support/influence Program Reject

- No
  - Delegate/Transfer Partner Support/influence Program Reject
Information “flow”
State of Electronic Recordkeeping in Government of Canada

• From datasets and desktop computing to Web 2.0 and beyond
• Recordkeeping crisis highlighted in Auditor General Report
• Assistant Deputy Minister Task Force for Recordkeeping
GC-wide initiatives: influencing GC content creators

- Directive on Recordkeeping – linked to Management Accountability Framework
- Business value of information resources, long term retention
- PWGSC Functional Requirements for EDRMS, based on ISO
- Proposed shared service model for EDRMS in government
LAC Initiatives: influencing GC content creators

**eRTA (Electronic Records Transfer Application)**
- Provides integration with LAC’s Record Disposition Authority Control System and functionality to identify electronic records ready for archival transfer, packaging these records, encryption and transfer via SFTP
- Developed and piloted in collaboration with clients in 3 government departments
GCPEDIA: collaborative work tool for employees of the Government of Canada

• eRTA is to be made available as “open source” application to Government of Canada departments via GCPEDIA

"Alone we can go faster, together we can go further."
Danièle Sauvageau: Canadian Olympic Hockey Coach
Influencing Metadata: “Core Set”

1 Metadata required to support archival functions for electronic records.
LAC Local Digital Format Registry

- To support long-term departmental maintenance of records of business value
- Providing archival transfer guidelines and sometimes requirements for file formats
- Preservation formats were subjected to evaluation against a pre-determined set of criteria
- Formats have been identified as “acceptable for transfer” and/or “recommended as preservation formats”
LAC Local Digital Format Registry

Library and Archives Canada Format Guidelines—Normalization/Migration Paths

<table>
<thead>
<tr>
<th>Format Acceptable for Transfer</th>
<th>Content Type</th>
<th>Recommended Preservation Format</th>
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</thead>
<tbody>
<tr>
<td>(Acceptable for transfer) Microsoft Word</td>
<td>Text (TXT)</td>
<td>HyperText Markup Language (HTML)</td>
</tr>
<tr>
<td>(Acceptable for transfer) PDF</td>
<td>Open Document Format (ODF)</td>
<td>Extensible Markup Language (XML)</td>
</tr>
<tr>
<td>Waveform Audio Format (WAV)</td>
<td>EPUB (underlying standard for eBooks)</td>
<td>Extensible HyperText Markup Language (XHTML)</td>
</tr>
<tr>
<td>(Acceptable for transfer) MPEG1/LAYER3, MPEG2/LAYER3 (MP3)</td>
<td>Audio Characteristics: Preferred digitization quality: 96 kHz/24</td>
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</tr>
<tr>
<td>(Acceptable for transfer) Audio Interchange File Format (AIFF)</td>
<td>Minimum digitization quality: 48 kHz/24</td>
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<tr>
<td>(Acceptable for transfer) MPEG4, AAC - Advanced Audio Coding (AAC)</td>
<td></td>
<td></td>
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<tr>
<td>(Acceptable for transfer) Musical Instrument Digital Interface (MID)</td>
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<tr>
<td>(Acceptable for transfer) Windows Media Audio (WMA)</td>
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Audio (Digital)

Broadcast Wave Format (BWV)

1 All recommended preservation formats are acceptable for transfer
Lessons learned:
framework of influences

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<tr>
<th></th>
<th>Government of Canada</th>
<th>Publishing Community</th>
<th>Private creators</th>
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<tbody>
<tr>
<td>Mandatory instrument &amp; consequences</td>
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<td>Mandatory instrument</td>
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<td>Collaboration and goodwill</td>
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<td>Desire for posterity</td>
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<tr>
<td>Sharing tools &amp; best-practices</td>
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Thank you ! Merci !

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