Developing an E-Records Transfer Process
A Bit of Background

Wisconsin State Preservation of Electronic Records Project (WiSPER) seeks to implement a sustainable electronic records workflow and transfer management system in selected state agencies producing a measurable increase in the preservation of, and research access to, state agency records with historic value.

Translation: WiSPER will create an e-records workflow and transfer process to increase the number of state records series preserved and available to users.
Goals

• Increase the percentage of scheduled state agency electronic records with historic value that are transferred to the WHS.

• Document the processes and tools used to identify and schedule electronic records, sort through agency “network drive attics,” develop transfer workflows, and train employees in electronic records governance best practices.

• Improve discovery and access to electronic records in the repository through the development of links from cataloged series and web-based access points to records collections.
Key Project Pieces

- State Agency e-record identification and management
- Content transfer and acquisition from agencies
- E-Records management at the agency level
- Repository development
- Access to state records via Web / Catalog / Reading Room
What We’ve Been Doing
(Year 1)

Tasks

• Inventories of personal and share drives
• Identifying orphans
• Diagraming institutional processes
• Identifying record owners
• E-Records training
Documentation
(Year 1)

Best practices

• File naming
• File organization
• Share drive management
• Photo management
• File formats
• Digitization
Key Project Pieces

- State Agency e-record identification and management
- **Content transfer and acquisition from agencies**
- E-Records management at the agency level
- Repository development
- Access to state records via Web / Catalog / Reading Room
Where We Started

**Consultative Committee for Space Data Systems**

**RECOMMENDATION FOR SPACE DATA SYSTEM PRACTICES**

**Producer-Archive Interface Methodology Abstract Standard**

CCSDS 651.0-M-1
MAGENTA BOOK
May 2004

**CCSDS**
The Consultative Committee for Space Data Systems

**Recommendation for Space Data System Standards**

**PRODUCER-ARCHIVE INTERFACE SPECIFICATION (PAIS)**

RECOMMENDED STANDARD
CCSDS 651.1-B-1

BLUE BOOK
February 2014
Initial Project Plan

Included the transfer piece … just didn’t know what it was going to look like

– Survey of what existed already
  • Software
  • Other projects

– What did we have already at WHS?
What Were We Looking For?

- A definition of the elements to be transferred and preserved within the "project" (PAIMAS F-3)
  - Content Information
  - Preservation description information
  - Descriptive information

- A way to validate the submission (PAIMAS F-20)
  - The “handshake”

- Easily Implemented
That Ah-ha! Moment
Exactly

✓ Designed to transfer digital material between a sender and a recipient

✓ Encapsulates BagIT into a GUI interface

✓ Supports STP/FTP transfer via standard options like Dropbox
Exactly Packages

Exactly package structure

```xml
<bag/>
  | bagit.txt                      Bag declaration, required BagIt element
  | bag-info.csv                   Bag metadata (csv), Exactly-specific
  | bag-info.txt                   Bag metadata (txt), optional BagIt element
  | bag-info.xml                   Bag metadata (xml), Exactly-specific
  | FileSystemData.txt             File system info, Exactly-specific
  | manifest-md5.txt               Payload manifest, required BagIt element
  | tagmanifest-md5.txt            Tag manifest, optional BagIt element
  | TransferComplete.txt           Transfer report, Exactly-specific
  | data/                          Payload directory, required BagIt element
  |     [payload files]
```
Exactly & SIPS

- Reviewed SIP attributes
- Mapped that to Exactly bags to see if it met SIP expectations and how they would be fulfilled.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIP Global Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 SIP Attribute</td>
<td>Definition</td>
<td>Exactly Bags</td>
</tr>
<tr>
<td>3 SIP ID</td>
<td>unique ID for SIP within the project</td>
<td>It will be up to the Agency or WHS to name each bag uniquely – Exactly does not do this automatically. This could be done at the directory name level or inside bag-info.txt (PAIS doesn’t specify)</td>
</tr>
<tr>
<td>4 Producer-Archive Project ID</td>
<td>unique ID for this project within the Archive</td>
<td>It will be up to WHS to ID each project uniquely – Exactly does not do this automatically. This might be done in bag-info.txt, using the bag-Group-Identifier reserved field from BagIt (Exactly can prepopulate template with these)</td>
</tr>
</tbody>
</table>
Ease of Implementation

- Simple download and install
- Multiple platforms
- Well documented
- Easy Interface

https://www.avpreserve.com/avpsresources/tools/
Next Steps

• Finalizing metadata for the XML

• Documentation
  – User documentation for Agencies
  – Exactly transfer checklist
  – User documentation for WHS
  – Metadata
  – Exactly analysis against standards

• Testing with Agencies
Thank You!

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