

WISCONSIN
HISTORICAL
SOCIETY

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
- Diagramming 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



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

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

	A	B	C
1	SIP Global Information		
2	<i>SIP Attribute</i>	<i>Definition</i>	<i>Exactly Bags</i>
3	SIP ID	unique ID for SIP within the project	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)
4	Producer-Archive Project ID	unique ID for this project within the Archive	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)

Ease of Implementation

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



<https://www.avpreserve.com/avpsresources/tools/>

Exactly 0.1.4

Exactly Preferences Admin

Deliver Receive

Title

Source Browse +

Zip files? FTP delivery SFTP delivery

Destination Browse

> Metadata v Metadata [hide](#)

Show all reserved fields Add Fields Save

Label Transfer ID -


Value

Label Agency Code -

Value 505

Label Agency Name -

Value Department of Administration



Transfer

Saved successfully.

clear log

Current Template:
Exactly_Test_Template.xml

Clear Template

Next Steps

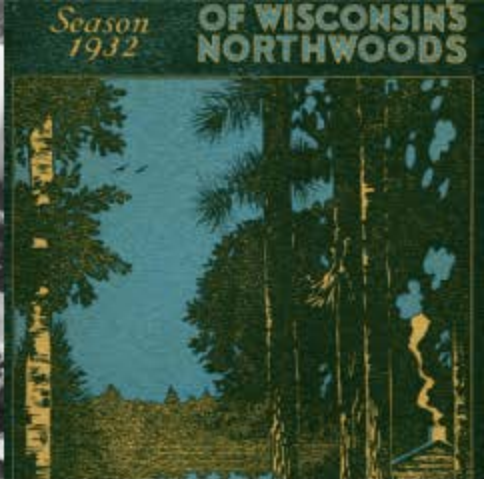
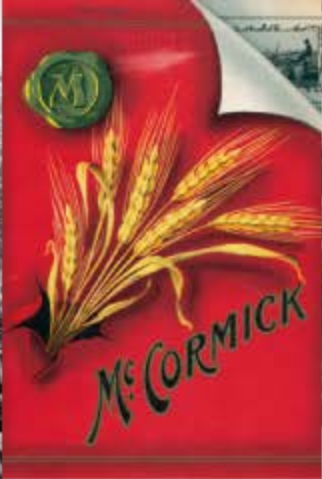
- Finalizing metadata for the XML
- Documentation
 - User documentation for Agencies
 - Exactly transfer checklist
 - User documentation for WHS
 - Metadata
 - Exactly analysis against standards
- Testing with Agencies

Thank You!

Sarah Grimm

Electronic Records Archivist

sarah.grimm@wisconsinhistory.org



WISCONSIN
HISTORICAL
SOCIETY

THANK YOU

wisconsinhistory.org

