

# Preserving Government Business Systems

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## ABSTRACT

The role of government archival institutions is to ensure that essential evidence of the business of government is made, kept and used. This evidence now resides in a wide array of systems and structures; from large centralised case management systems to collaborative workspaces in the cloud. Government archives work with agencies on systems design, improvements and migrations with good recordkeeping their goal.

## General Terms

infrastructure, communities, strategic environment, preservation strategies and workflows, case studies and best practice.

## Keywords

Government archives, recordkeeping

## 1. THEME

The role of government archival institutions is to ensure that essential evidence of the business of government is made, kept and used. This evidence now resides in a wide array of systems and structures; from large centralised case management systems to collaborative workspaces in the cloud. Government archives work with agencies on systems design, improvements and migrations with good recordkeeping their goal. A critical part of this work is ensuring that digital records in complex business systems requiring permanent retention as archives are as well preserved and available as other records; a formidable challenge, to which solutions are still evolving. The need to retain meaning, authenticity and evidential qualities as well as usability must be balanced with the practical constraints of maintaining multiple systems in a single environment and with limited resources. Hear from three government archives on the approaches they are taking to the preservation of government business systems and how this work relates to digital preservation initiatives in other sectors.

## 2. PROGRAM

Time	Subject	Presenter
15 mins	Introduction: Government archives and the preservation challenge	Cassie Findlay
45 mins	Panel discussion Each panel member will describe their own experience in the preservation of business systems followed by a facilitated discussion. <ul style="list-style-type: none"><li>• What have been the challenges facing government archives in the preservation of digital business systems?</li><li>• How do archival approaches differ from other sectors? How are they similar?</li><li>• What approaches to the preservation of business systems show most promise for the future?</li></ul>	Panelists Andrew Waugh Richard Lehane Neal Fitzgerald
30 mins	Audience Q&A with the panel	Moderated by Cassie Findlay

## 3. PRESENTERS AND PANELISTS

Cassie Findlay is a recordkeeping consultant who was until recently the Project Manager, Digital Archives at the State Records Authority of NSW (Sydney, Australia). In this role she led a team responsible for the development and implementation of the NSW Government's first digital archive, dealing with a variety of government business systems along the way. She has a BA in history from the University of Sydney and a Master of

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Information Management (Records / Archives) from the University of New South Wales. Cassie has served on the National Council of the Australian Society of Archivists and is currently Project Lead on the review of the international standard for records management, ISO 15489. She is a co-founder of The Recordkeeping Roundtable (rkroundtable.org) and tweets as @CassPF.

Neal Fitzgerald is a senior technology research analyst in the Digital Archives unit at Queensland State Archives. Neal has worked at the State Library of Queensland configuring and supporting the applications managing the digital image, audio and video archives. Before that Neal worked as a database consultant to the corporate, government and community sectors. Neal has also worked for software companies and hardware vendors as a database specialist developing and supporting business systems and in the IT department at UTS in Sydney teaching database and information systems.

Andrew Waugh has been involved with digital preservation since 1998 when he was part of a team from the Australian research organisation CSIRO that worked with Public Record Office Victoria to develop the Victorian Electronic Records Strategy (VERS). Andrew was then heavily involved with the pilot implementation of VERS in a Victorian agency in 2001, and

in 2002 was seconded to PROV to work in the VERS Centre of Excellence. During this time he was involved in the implementation of the PROV digital archive, as well as building tools to assist agencies in transferring digital records. Andrew is currently the Senior Manager, Standards and Policy, at Public Record Office Victoria (PROV) where he is responsible for the development of the standards and policies that govern recordkeeping within the Victorian government. Andrew has an MSc in Computer Science from the University of Melbourne and prior to coming to PROV was a scientist at the Australian research organisation CSIRO where he specialised in computer networking, metadata, resource discovery, and document management.

Richard Lehane is an archivist at the State Records Authority of NSW. He is a member of the digital archives team, who are undertaking a three year project to build a whole of government digital archive for New South Wales. Richard also works on State Records' Open Data project, <<http://data.records.nsw.gov.au>>, and new search engine, "Search" <<http://search.records.nsw.gov.au>>.