Summary

State and local governments are creating vast amounts of information solely in digital form, including land data, school records, official publications and court records. Much of this material is of permanent legal, legislative, or cultural value, yet is at risk because of a number of technological as well as policy and management issues. Technological issues include fragile media, technological obsolescence, or other technical hazards. Policy and management issues include organizational inertia, a lack of executive and legislative leadership, and the absence of appropriate decision-making frameworks and operational guidelines. State libraries, archives, and other state and local institutions face complex barriers in developing an effective strategy to meet this challenge.

The purpose of this project is to assist the Library of Congress (LC) in working with U.S. states and territories to develop strategies for the preservation of significant government information in digital form and to build the collaborative arrangements necessary to implement these strategies.

Publications & Results

Practical Guides (1)

Building State Government Digital Preservation Partnerships: A Capability Assessment and Planning Toolkit, Version 1.0
Mon, 01 Aug 2005

Decisions to invest in digital preservation projects must be grounded in a full understanding of the ability of those involved to identify and fill the gaps between current and required capability. This toolkit is designed for library, archives, records management, and information technology professionals to assess where capability for digital preservation exists and where it must be developed in order to achieve the goal of preserving significant at-risk government information.

State and local governments are creating vast amounts of information solely in digital form, including land data, school records, official publications and court records. Much of this material is of permanent value, yet is at risk because of fragile media, technological obsolescence, or other hazards. State libraries and state archives typically have broad responsibility for preserving and providing public access to state and local government information of enduring value, but many other agencies also play critical roles in managing and preserving digital information.

States vary greatly in the work already undertaken on behalf of digital preservation, as well as in the resources available for the task. The degree and focus of leadership for digital preservation varies from state to state, as do the specific priorities for immediate preservation attention. This variation comes in part because there is currently no consensus view about how states (or other organizations) should go about doing digital preservation. The challenge is both so new and so large that everyone is still trying to determine the best methods.

This toolkit is designed for library, archives, records management, and information technology professionals to use when considering or planning for a digital preservation initiative. It provides a process for assessing where capability for digital preservation exists and where it must be developed in order to achieve the goal of preserving significant and at risk government information.

The toolkit is presented in four chapters as well as a comprehensive set of worksheets and related materials. Chapters 1-4 and Appendices 1-8 are available for download in PDF. **Note:** In order to help users of the toolkit compile multiple capability assessment ratings electronically, Appendix 8. Dimension Worksheets is provided also as a separate Microsoft Word document.

Reports and Working Papers (2)

Preserving State Government Digital Information: A Baseline Report
July 2006

This report provides a baseline for state government digital information preservation capabilities and activities. It includes an analysis of the results across states and territories and presents several observations on the current digital preservation environment based on CTG's 2006 State Government Digital Information Preservation Survey.

Partnerships have emerged as the most viable strategy for securing the resources necessary for preserving state government digital information. Whether these partnerships span units within a single agency or multiple state and local governments and in some cases the federal government, their development requires knowledge of capabilities and priorities to be shared among potential partners. This report provides the baseline knowledge necessary to launch these critical partnership development efforts. Baseline data on state government digital information preservation capabilities and activities was collected in five key areas:

1. Institutional Roles and Responsibilities
2. State Government Digital Information Preservation Activities
3. Training Needs for Digital Preservation
4. State Government Digital Information Currently At-Risk
5. Engagement with Enterprise Architecture

Six observations about the challenges facing state government digital preservation initiatives emerged from the baseline data:

1. Capability for preserving state government digital information is low.
2. There is no consistent approach to addressing "at-risk" information.
3. Authority for setting standards and responsibility for providing digital preservation services is dispersed.
4. Executive, legislative, and judicial agencies operate parallel digital preservation efforts.
5. Digital preservation and Enterprise Architecture initiatives are not well-connected.
6. Efforts to develop strategic digital preservation programs are hampered by problem focused practices and funding and staffing models.

A complementary resource to this baseline reports enables you to review the individual profiles from the responding units within the states/territories. >> State Government Digital Preservation Profiles.

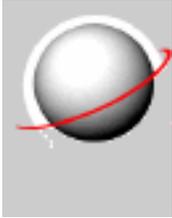## State Government Digital Preservation Profiles
July 2006

This Web-based resource provides profiles of state government digital information preservation efforts within the United States based on the information collected from the 2006 State Government Digital Information Preservation Survey. The profiles are organized by state or territory and the library, archives, and records management units that were represented in the survey response.

State libraries and archives have traditionally managed, preserved, and provided access to significant government information in paper and other traditional formats. More and more, however, this information is created in digital form. Much of it has short-term value, but a considerable fraction must remain available for many years, in some cases, permanently. Unfortunately, states are finding their current preservation capabilities do not extend from paper to digital formats. All signs point to continued growth in the volume and complexity of this information yet library, archives and records management professionals are hampered in their efforts to respond to this growth by a host of resource gaps. These gaps include a lack of comprehensive program strategies,

personnel and funding as well as a lack of technology infrastructure and appropriate and sufficient skills.

Journal Articles and Conference Papers (1)

Building a state government digital preservation community: Lessons on interorganizational collaboration.
2006

Based on the findings of 2005 Library of Congress workshops and previous efforts on digital preservation, this paper discusses the challenges and opportunities regarding interorganizational collaboration and community building for digital preservation of state government information.

Based on the findings of 2005 Library of Congress workshops and previous efforts on digital preservation, this paper discusses the challenges and opportunities regarding interorganizational collaboration and community building for digital preservation of state government information.

Results

Digital Archiving: From Fragmentation to Collaboration

Report and press release from the June 2006 National Association of Secretaries of State and National Electronic Commerce Coordinating Council (eC3) symposium on state government archiving of digital information. CTG staff organized and facilitated the day and a half symposium session with secretaries of state, state archivists, state librarians, IT solutions vendors and others interested in the issue of digital archiving. Also, CTG wrote the symposium report, which CTG presented at the December 2006 annual eC3 conference in Sacramento, California.

> Download Report

> Download Press Release

Partnering for Preservation

Can governments come up with plans to preserve digital information for future generations? Yes, but CIOs must be on board to make it happen. > Download Article

By Theresa A. Pardo and Brian Burke

Public CIO Magazine

April-May 2006 Issue

Preservation of State Government Digital Information: Issues and Opportunities

Report of the Library of Congress Convening Workshops with States 2005 > Download PDF

The Library of Congress convened three workshops with representatives from all 50 states during 2005 to listen and learn about how states are coping with the digital preservation challenge. CTG staff played a key role in planning, facilitating, and analyzing the results of the workshops. Findings from the workshops are outlined in this report.

Regulatory Impacts on E-Records Management Decisions

Prepared by the NECCC Records Management Workgroup 2005 > Download PDF

As part of CTG's project with the Library of Congress, CTG staff participated in the NECCC Records Management Workgroup and contributed to this paper. This NECCC workgroup paper seeks to describe and discuss the impact on state and local public agencies of the unintended results created by new regulations and changes in regulatory assignments by the federal government. Several case studies are highlighted to show what jurisdictions are doing to solve this issue.

Press Releases & News Stories

Press Releases

UAlbany's Center for Technology in Government Releases Survey Results For State Government Digital Information Preservation
Mon, 24 Jul 2006

UAlbany Center Receives $800,000 from NSF for Work on Library of Congress Project to Explore National Collaborative Approach to Preserve State and Local Government Digital Information
Fri, 25 Feb 2005

Archivist of the United States appoints CTG Director to Advisory Committee for Electronic Records Archives

The National Archives (Archives.gov)

September 8, 2005

NDIIPP Holds Three Workshops for States, Territories

News from the National Digital Information Infrastructure and Preservation Program

July 2005

Grant to fund digital information preservation project

The Business Review (Albany)

March 15, 2005

U.S. Library of Congress Launches an Ambitious Project to Revolutionize the Way States Save Documents & Data

The National Science Foundation's Digital Government Research Program

March 2005

Center creates archiving model

Federal Computer Week

March 30, 2005

News Stories

Archivist of the United States appoints CTG Director to Advisory Committee for Electronic Records Archives

The National Archives (Archives.gov)

September 8, 2005

NDIIPP Holds Three Workshops for States, Territories

News from the National Digital Information Infrastructure and Preservation Program

July 2005

Grant to fund digital information preservation project

The Business Review (Albany)

March 15, 2005

U.S. Library of Congress Launches an Ambitious Project to Revolutionize the Way States Save Documents & Data

The National Science Foundation's Digital Government Research Program

March 2005

Center creates archiving model

Federal Computer Week

March 30, 2005

Partners

Government Partners
- Library of Congress
- Institute of Museum and Library Services

Advisory Committee

- Library of Congress
- Connecticut State Library
- Institute of Museum and Library Services
- U.S. National Archives and Records Administration/The National Historical Publications and Records Commission
- American Association of Law Libraries Washington Affairs
- New Mexico State Library
- National Science Foundation
- National Electronic Commerce Coordinating Council
- Delaware Public Archives
- South Carolina Department of Archives and History
- Washington State Archives
- Virginia State Library

- Minnesota Historical Society
- Georgia Division of Archives and History
- Texas State Library & Archives
- State Library of North Carolina
- Illinois State Library
- Maine State Archives
- Arizona State Library
- Maine State Library
- National Association of State Chief Information Officers
- Maryland State Archives
- Center for Technology in Government

Participants

State and Territorial Agencies

- Colorado State Library
- Colorado State Archives
- State of Hawaii Information and Communication Services Division
- Hawaii State Public Library System
- Hawaii State Archives
- State of Idaho
- Idaho State Historical Society
- Idaho State Library
- State Library of Massachusetts
- Massachusetts Board of Library Commissioners
- Maine State Archives
- Maine State Library
- Library of Michigan
- Michigan Historical Center
- Minnesota Historical Society
- Minnesota Office of Technology
- Missouri State Library
- Missouri State Archives
- Missouri Office of the Secretary of State
- Joeten-Kiyu Public Library
- Nevada State Library and Archives
- Pennsylvania Historical and Museum Commission
- State Library of Pennsylvania
- South Carolina Department of Archives and History
- South Carolina State Library
- Office of the State Chief Information Officer - South Carolina
- State of Tennessee, Dept. of General Services, Records Management Division
- Tennessee State Library & Archives
- Washington State Archives
- Washington State Digital Archives
- Washington State Library
- Wisconsin Department of Administration
- Wisconsin Reference and Loan Library
- Wisconsin Historical Society
- Wyoming State Library
- State of Wyoming Department of Administration and Information
- Wyoming Department of State Parks and Cultural Resources
- District of Columbia Public Library
- District of Columbia Office of Public Records Management
- Alaska State Library
- Alaska State Archives
- Arkansas State Library

- Arkansas History Commission
- American Samoa Government
- Feleti Barstow Public Library
- Arizona State Library, Archives and Public Records
- Delaware Public Archives
- Delaware Division of Libraries/State Library
- State Library and Archives of Florida
- Kansas State Library
- Kansas State Historical Society
- State Library of Louisiana
- Louisiana State Archives
- Mississippi Department of Archives and History
- Montana Office of Secretary of State, State Records
- Montana State Library
- Montana Historical Society
- New Jersey State Library
- New Jersey Division of Archives & Records Management (NJDARM)
- New Mexico State Records Center and Archives
- New Mexico State Library
- New York State Archives
- New York State Education Department, Office of Cultural Education
- New York State Library
- State Library of Ohio
- Ohio Historical Society
- Oklahoma Department of Libraries
- Oregon State Library
- Oregon State Archives
- South Dakota State Library
- South Dakota State Archives
- Salt Lake County Records Management and Archives
- Utah State Library
- Utah State Archives and Records Services
- Vermont State Archives
- State of Vermont, Department of Libraries
- West Virginia Archives and History
- Alabama Department of Archives and History
- Network of Alabama Academic Libraries
- Alabama Public Library
- California State Archives
- California State Library
- Connecticut State Library
- Connecticut Department of Information Technology
- Georgia Archives
- Georgia Technology Authority
- State Library of Iowa
- Iowa State University
- State Archives of Iowa
- Illinois State Library
- University of Illinois Graduate School of Library and Information Science
- Illinois State Archives
- Indiana State Library
- Indiana Commission on Public Records
- Kentucky Department for Libraries & Archives
- University of Kentucky
- Kentucky Commonwealth Office of Technology
- Maryland State Archives
- Maryland State Department of Education
- State Archives of North Carolina
- State Library of North Carolina
- State Historical Society of North Dakota
- North Dakota State Library

- Nebraska Library Commission
- Nebraska State Historical Society
- New Hampshire State Archives
- New Hampshire Division of Records Management and Archives
- New Hampshire State Library
- Office of the Secretary of State - Rhode Island State Archives Division
- Office of the Secretary of State - Rhode Island State Library
- Texas State Library and Archives Commission
- Texas Department of Information Resources
- Library of Virginia
- Virgin Islands Territorial Library System
- University of the Virgin Islands

Federal Agencies and Professional Associations and Organizations

- American Association of Law Libraries (AALL)
- Chief Officers of State Library Agencies (COSLA)
- Cornell University Library
- Council on Library and Information Resources (CLIR)
- Council of State Historical Records Coordinators (COSHRC)
- U.S. Government Printing Office (GPO)
- Institute of Museum and Library Services (IMLS)
- National Archives and Records Administration (NARA)
- National Association of Government Administrators Records and Archives (NAGARA)
- National Historical Publications and Records Commission (NHPRC)
- Online Computer Library Center (OCLC)
- Society of American Archivists (SAA)

Funding Sources

Original Scope of Work

State Government Digital Information Preservation Survey

From the Library of Congress States Workshops, LC and CTG learned that state librarians, archivists, records managers, and other partners related to digital preservation, overwhelmingly supported LC efforts to:

1. Assemble information to develop digital preservation profiles for each state and territory, and
2. Explore opportunities to establish collaborative partnerships with the states.

CTG's work in the next phase of this project involved managing a systematic survey of the states and territories to:

- Task 1. Collect information needed for the state and territory digital preservation profiles.
- Task 2. Gather details about the specific kinds of digital information identified as priorities by workshop participants and that has value to the Congress and the nation as a whole.

For both tasks, CTG worked with the leadership of relevant professional organizations serving state librarians, archivists, and others with an interest in the long-term management of state government digital information.

CTG launched the *State Government Digital Information Preservation Survey* in January 2006. The Web-based survey was e-mailed to state librarians, archivists, and records managers in all 50 states, 4 territories, and the District of Columbia.

During the final phase of the project, CTG analyzed the results of the survey and produced the following two

resources to support current and future state and national digital preservation efforts. Please click on the below links to view both the baseline report and state profiles:

- Preserving State Government Digital Information: A Baseline Report
- State Government Digital Preservation Profiles

CTG notified via e-mail all survey participants, attendees of the Library of Congress States Workshops, and others who expressed an interest in the survey results that the survey products were available on CTG's Web site.

CTG will stay engaged with the Library of Congress and other members of the digital preservation community to explore ways to continue the state profiles beyond 2006 and maintain an updated and useful resource.

Finally, CTG always encourages feedback on its publications and other resources in support of producing practical and useful resources for government professionals and those academic and private sector professionals that support them. Therefore, do not hesitate to contact us.

Library of Congress States Workshops and Digital Preservation Capability Assessment and Planning Toolkit

In the spring of 2005, CTG assisted the Library of Congress (LC) in orchestrating a unique national forum for states and territories to discuss digital preservation needs. The aim of this forum was to guide investments to preserve at-risk state government digital information by hearing from state government practitioners about the issues they are facing in planning and managing digital preservation projects. This activity was part of the Library's National Digital Information Infrastructure and Preservation Program (NDIIPP) and the forum was a continuation of LC's effort to serve as a change agent for digital preservation through partnerships with stakeholders. It allowed LC to collect experiences, concerns, perspectives, and recommendations to inform the development of next steps for LC in ensuring the preservation of state government digital information. This collection of input will be used by LC to leverage existing partnerships and build new ones that will result in new preservation strategies and successes.

The national forum included three one-day workshops conducted by the Library of Congress and CTG in the Washington, DC area. Workshop participants included state-level librarians, archivists, records managers, representatives from state offices of the Chief Information Officer (CIO), and other professionals.

All 50 states, the District of Columbia, and three territories sent teams, the majority of which were comprised of three members, to one of three workshops. Across the workshops, 67 librarians, 53 archivists, 13 records managers, and 20 IT professionals were in attendance. Each workshop had a geographically diverse mix of between 14 to 19 states and at least one territory represented. CTG facilitated a series of large and small group discussions and exercises to obtain information from states in the following areas:

1. Top concern related to the preservation of state government digital information.
2. Major state government information digital preservation success story.
3. The topic about which each state would most like to network with others states.
4. The state government digital information considered to be most at-risk.
5. How can states extend or build partnership networks?
6. Preservation-related roles the states and the Library should fill and not fill

Also, in conjunction with planning the workshops, CTG developed a capability assessment and planning toolkit to assist state government practitioners in planning and implementing digital preservation projects. Copies of this toolkit were provided to all of the workshop participants during the three workshops.

For results of the workshops please see the Library of Congress report at http://www.digitalpreservation.gov/partners/states.html

Related Web Sites

The National Association of Legislative Information Technology (NALIT)
http://www.ncsl.org/programs/lis/nalit/handouts.htm

NALIT's 2005 Professional Development Seminar in Rapid City, South Dakota in October featured a session that included discussions about *Building State Government Digital Preservation Partnerships: A Capability Assessment and Planning Toolkit, Version 1*. The session covered the preservation of digital records and publications and tools available to states to include CTG's toolkit. NALIT provides legislative information technology managers and staff, webmasters, and others interested in technology and computer services with opportunities for training, professional growth and information sharing.

The Library of Congress
http://www.loc.gov/

The Library of Congress is the nation's oldest federal cultural institution and serves as the research arm of Congress. It is also the largest library in the world, with nearly 128 million items on approximately 530 miles of bookshelves.

The National Digital Information Infrastructure and Preservation Program
http://www.digitalpreservation.gov/

The Library of Congress Digital Preservation Program will seek to provide a national focus on important policy, standards and technical components necessary to preserve digital content. Investments in modeling and testing various options and technical solutions will take place over several years, resulting in recommendations to the U.S. Congress about the most viable and sustainable options for long-term preservation.

The Institute of Museum and Library Services
http://www.imls.gov/

The Institute of Museum and Library Services is an independent federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities.

Cornell University Library's Digital Preservation Management Workshop Series
http://www.library.cornell.edu/iris/dpworkshop/

Cornell University Library's Digital Preservation Management workshop series is intended for those who are contemplating or implementing digital preservation programs in libraries, archives, and other cultural institutions. The goals of this initiative are to foster critical thinking in a technological realm and to provide the means for exercising practical and responsible stewardship of digital assets.

Contact Information
Center for Technology in Government
University at Albany, SUNY
187 Wolf Road, Suite 301
Albany, NY 12205
(518) 442-3892 (phone)
(518) 442-3886 (fax)

Brian Burke

Project Manager

(518) 442-3895