State Government Digital Preservation Profiles

Arkansas LARM*

July 2006

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Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **a**rchives and **r**ecords **m**anagement units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)
STATE PROFILES CONTACT
G. Brian Burke, Project Manager
Center for Technology in Government
University at Albany, SUNY

Section 1. Responding Unit(s)

Name of state or territory.
Arkansas

Name and affiliation of individual(s) who responded on behalf of the state or territory.
Lynn Ewbank, Arkansas History Commission

Sally Hawkes, Arkansas State Library

Mary Brewer, Arkansas State Library

Dr. Drew Mashburn, Arkansas Office of the Executive CIO

Dwayne Tucker, Department of Information Services

John Stewart, Administrative office of the Courts

Roger Norman, Division of Legislative Audit

This profile includes information provided by the following units for this state:
- Library
- Archives
- Records Management
- Other (please specify)
- Courts, Legislative Audit, Information Service
Courts, Legislative Audit, Information Service

Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).	X				
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.	X				

Other standards and the units with authority over setting them.
No information provided

Additional information.
The Office of Information Technology uses a cooperative approach by facilitating workgroups composed of cross agency representation in establishing policies.

Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

Other services provided and the units that provide them.
Technology contract services are provided by the Department of Information Services (DIS).

Additional information.
DIS provides basic services free, while other services are fee based.

Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Manage- ment has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).	X				
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).	X				
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.	X				

Other standards and the units with authority over setting them.
No information provided

Additional information.
Standards or guidelines are set by the individual legislative agencies.

Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.	X				
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.	X				
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).	X				
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.
Determined by the individual agency.

Additional information.
Storage of digital data would be determined by the individual legislative agency.

Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Manage-ment has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					X

Other standards and the units with authority over setting them.
No information provided

Additional information.
John E. Stewart, Deputy Director of the Administrative Office of the Courts says, 'Unfortunately, most records are stored in paper format in the courts. Both the Supreme Court and Legislature have addressed paper records to a degree. An act exists establishing this office with the authority to set retention standards through committee with the courts. I don't know of any legislative authority addressing this issue for the courts. I have spoken with Ava Hicks, Supreme Court Librarian. She also is unaware. I would assume the Supreme Court has the authority through its rule making authority to do so at some point. I am sure that as we get into the statewide Court Automation Project this will be addressed by Supreme Court committee.'

Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.	X				
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.	X				
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).	X				
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.
No information provided

Additional information.
See previous John E. Stewart response.

Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
Arkansas History Commission Stage One Digitization (SOD)

SHORT DESCRIPTION:
The Arkansas History Commission (state archives) digitized nearly 13,000 historical Arkansas images in its Stage One Digitization grant project, 1999-2001. The scope of the Stage One Digitization project was three-fold: evaluate digital technology, conduct a test digitization of selected photo images and create a comprehensive digitization plan.

The underlying aim of the SOD grant project was to provide expanded public access to AHC photographs while at the same time protecting the original negatives and prints from possible damage through handling. For complete information on the project, see the SOD Project papers at http://www.ark-ives.com/photo/sod/

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
www.ark-ives.com (click on Arkansas photos) and http://www.ark-ives.com/photo/sod/

CONTACT FOR THIS ACTIVITY:
Lynn Ewbank, archivist
lynn.ewbank@arkansas.gov

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
Arkansas State Library Digital Archive

SHORT DESCRIPTION:
The Arkansas State Library is legislatively mandated, the official State Documents Depository and clearinghouse. Under this mandate the State library officially collects publication's from state agencies. In 2003, the State Library began a subscription to the OCLC Digital Archive. The Digital archive provide a way to catalog, harvest, ingest, store and preserve publications for immediate and long term access. As of February 2006, the Arkansas Digital Archive contains over 1,500 state publications.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
www.oclc.org and www.asl.lib.ar.us

CONTACT FOR THIS ACTIVITY:
Mary Brewer, Coordinator of Document Services
mbrewer@asl.lib.ar.us

Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.		X	
Select and appraise state government information in digital form.		X	
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).		X	
Negotiate and make agreements with key stakeholders to preserve digital information.		X	
Acquire state government information in digital form for holdings.		X	
Manage state government information in digital form (metadata, reformatting, etc.).		X	
Manage the ingest of digital information into a repository.		X	
Manage the long-term storage of digital information in a repository.		X	
Develop mechanisms to monitor the long-term usability of state government information in digital form.		X	
Make state government information in digital form accessible to users.		X	
Produce a disaster and recovery planning for state government information in digital form.		X	
Manage copyright, security, and other legal issues of relevance to state government digital information.		X	
Other (See below).		X	

Other training needed for digital preservation capability.
The Arkansas State Library currently provides limited digital training through Amigos, Arkansas. supplier of OCLC. Digital courses for spring 2006 include 'Digital IMaging for Photographic Collections' and 'Project Management for Digital Imaging.' However, most of the Amigos 'preservation courses' relate to non-digital materials.

Additional information on existing training programs.
No information provided

Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Electronic correspondence of the Arkansas General Assembly.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Currently no provisions exist for the collection and preservation of the email of Arkansas legislators.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
No information provided

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Arkansas court records

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
No information provided

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
John E. Stewart, Deputy Director of the Administrative Office Of The Courts says there will be a, 'statewide Court Automation Project' and digital information 'will be addressed by Supreme Court committee.'

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
The purpose of the Arkansas State Library (ASL) Enterprise Digital Preservation Project is to identify, collect, store and provide access to electronic publications published via the Web by state agencies, Boards and Commissions for the Official State Documents Depository, and Clearinghouse.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
This project is to create a sustainable service providing long-term access to Web publications. This project fills the basic needs for selection, identifying, capturing, indexing, preservation and access to state government. This project will provide a one-stop shop for state government information.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
ASL will collaborate with all state agencies, boards, commissions and libraries statewide. ASL will work closely with DIS an INA on this project as it relates to the Information Network of Arkansas. Currently funds are not available to implement this project.

Examples of government digital information that was not preserved and is no longer accessible.
No information provided

Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

Aware of state's Enterprise Architecture efforts.
Yes

Involved in state's Enterprise Architecture efforts.
Yes

Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.
All state agencies are required to submit a ROI (Return on Investment) Technology Plan each biennium to the Executive Chief Information Officer's Office. This includes reports on Enterprise Project and allows the Exec. CIO's Office to be aware of multiple agencies planning digital projects.

Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.
Links are not available.

Section 7. Additional Thoughts or Comments
Arkansas looks forward to seeing the results of this survey.