

# State Government Digital Preservation Profiles

## Connecticut 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 **archives and records management** 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.**

Connecticut

**Name and affiliation of individual(s) who responded on behalf of the state or territory.**

Eunice DiBella, Public Records Administrator, Connecticut State Library

Mark Jones, State Archivist, Connecticut State Library

Lynne Newell, Director of Information Services, Connecticut State Library

Julie Schwartz, Unit Head, Government Information Services, Connecticut State Library

Stephen Slovasky, Unit Head, Bibliographic Information Services, Connecticut State Library

**This profile includes information provided by the following units for this state:**

- Library
- Archives
- Records Management

## 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.

Data management standards and information technology standards are set by the CT Dept. of Information Technology.

## 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			X
Consultation and training services on digital information creation.	X				
Consultation and training services on digital information management.		X		X	X
Consultation and training services on digital information preservation.		X		X	
Consultation and training services on digital information preservation.		X		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.**

Storage and consultation and training services on digital information management are provided by the CT Dept. of Information Technology.

Preservation, access and certification are provided to the Library by OCLC (Online Computer Library Center) through its Digital Archive product.

## 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 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.**

Standards are under the authority of the CT General Assembly, Legislative Management.

## 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.**

No information provided

**Additional information.**

These services are provided by the CT General Assembly, Legislative Management, Information Technology Services.



## 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 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 Connecticut Judicial Dept. sets its own retention periods in the Connecticut Practice Book.

Data management and information technology standards are set by the various divisions of the Judicial Dept. and the Judicial Office of Standards and Architecture.

## 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.**

Storage for digital information is split between the Judicial Divisions and the CT Dept. of Information Technology. Most services are decentralized.

## 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:**

Connecticut Digital Archive

### **SHORT DESCRIPTION:**

The State Library is mandated to acquire publications of CT State Agencies. The Library is using the cataloging, harvesting and ingesting functions of the OCLC Digital Archive to capture and preserve born-digital state publications.

### **LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

[www.cslib.org/CTDigArch.htm](http://www.cslib.org/CTDigArch.htm)

### **CONTACT FOR THIS ACTIVITY:**

Julie Schwartz, Unit Head, Gov.Info.Services, Connecticut State Library  
231 Capitol Avenue, Hartford, CT 06106  
(860)757-6576 or [jschwartz@cslib.org](mailto:jschwartz@cslib.org)

Stephen Slovasky, Unit Head, Bib.Info.Services, Connecticut State Library  
231 Capitol Avenue, Hartford, CT 06106  
(860)757-6546 or [sslovasky@cslib.org](mailto:sslovasky@cslib.org)

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### **TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

1934 Aerial Survey of Connecticut, Online

### **SHORT DESCRIPTION:**

The CT State Library and the Map and Geographic Information Center (MAGIC) at the Homer Babbidge Library of the University of Connecticut collaborated to have the mosaics of the 1934 Fairchild Aerial Survey of Connecticut scanned and geo-referenced. Currently, the aerial photographs are being digitized, including TIFF files for preservation.

### **LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

[www.cslib.org/aerials.htm](http://www.cslib.org/aerials.htm)

[www.cslib.org/aerialsproject.htm](http://www.cslib.org/aerialsproject.htm)

### **CONTACT FOR THIS ACTIVITY:**

Jane Cullinane, Preservation Unit Head, Connecticut State Library  
231 Capitol Avenue, Hartford, CT 06106  
(860)757-6524 or [jcullinane@cslib.org](mailto:jcullinane@cslib.org)

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### **TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

ECHO DEPository

### **SHORT DESCRIPTION:**

The ECHO DEPository is a 3-year digital preservation research and development project at the University of Illinois at Urbana-Champaign in partnership with OCLC and funded by the Library of Congress under their National Digital Information Infrastructure Preservation Program (NDIIPP). Other project partners include NCSA, WILL TV and Radio, Tufts University, Michigan State University, and State Libraries from Arizona, Connecticut, Illinois, North Carolina, and Wisconsin.

The ECHO DEPository project pulls together several streams of activities aimed at helping to answer the question of how digital government resources will be identified, archived and preserved for the future. These activities include the development of new tools for selecting and capturing materials published on the Web, the evaluation of existing tools for storing and accessing digital objects, and research into the challenges of maintaining archived digital resources into the future.

### **LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

[www.ndiipp.uiuc.edu](http://www.ndiipp.uiuc.edu)

**CONTACT FOR THIS ACTIVITY:**

Julie Schwartz, Unit Head, Gov.Info.Services, Connecticut State Library  
231 Capitol Avenue, Hartford, CT 06106  
(860)757-6576 or jschwartz@cslib.org

Stephen Slovasky, Unit Head, Bib.Info.Services, Connecticut State Library  
231 Capitol Avenue, Hartford, CT 06106  
(860)757-6546 or sslovasky@cslib.org

## 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).			

**Other training needed for digital preservation capability.**

No information provided

**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 mail at Governor's Office is now a hybrid of email and printouts of email with a computerized numeric index that gives limited access to printouts. The State Archives does not have any way to service an electronic version of these records.

**CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

No plans or standards. No funding. No co-ordination with State Dept. of Information Technology. No co-ordination within agencies between records creators and IT department.

**STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

We are exploring grant opportunities to help us develop an electronic strategic plan.

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**DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

Electronic records of the Impeachment Committee is a hybrid similar to the Governor's email. There is no plan to preserve the electronic version that we are aware of.

**CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

Same as previous example.

**STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:**

Same as previous example.

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**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.**

No

**Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.**

No information provided

**Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.**

No information provided

## Section 7. Additional Thoughts or Comments

No information provided