

State Government Digital Preservation Profiles

Delaware RM

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
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Section 1. Responding Unit(s)

Name of state or territory.

Delaware

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

James Frazier, Government Services Manager, Delaware Public Archives

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

- 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	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	X	

Other standards and the units with authority over setting them.

No information provided

Additional information.

No information provided

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	X	
Consultation and training services on digital information preservation.			X	X	
Preservation (e.g., migration, reformatting).			X	X	
Access (e.g., search engine).			X	X	
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

No information provided

Additional information.

No information provided

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	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	X	

Other standards and the units with authority over setting them.

No information provided

Additional information.

No information provided

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	X	
Consultation and training services on digital information preservation.			X	X	
Preservation (e.g., migration, reformatting).			X	X	
Access (e.g., search engine).			X	X	
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

No information provided

Additional information.

No information provided

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	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	X	

Other standards and the units with authority over setting them.

No information provided

Additional information.

No information provided

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	X	
Consultation and training services on digital information preservation.			X	X	
Preservation (e.g., migration, reformatting).			X	X	
Access (e.g., search engine).			X	X	
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

No information provided

Additional information.

No information provided

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:

Three States Project

SHORT DESCRIPTION:

In 2001, Delaware teamed with colleagues in WY and NC to identify and investigate solutions for specific types of e-records, as outlined in a prepared taxonomy. During the ensuing 18 months, we looked at the preservation and maintenance of word processing documents, small databases, e-mail, and static Web sites.

The project is now defunct due to funding limitations and staffing losses.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

No longer available online. Project products available from:

james.frazier@state.de.us

CONTACT FOR THIS ACTIVITY:

james.frazier@state.de.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

PHRST Project (Payroll Human Resource Statewide Technology)

SHORT DESCRIPTION:

In the mid-1990s, HR and benefits agencies in DE partnered on a system for a centralized payroll and human resource data system. Unfortunately, little attention was given to records management on the front end of the development phase. Once it was operational, the management team was surprised to learn that the data had established retentions of several decades. No purge functionality was ever built in.

We opted to (a) identify and describe the system, and (b) prepare a written renewable memo of understanding acknowledging the PHRST Team as having primary responsibility for info provision during the full life cycle of the records within.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

Memo of agreement available from

james.frazier@state.de.us

Primary operational Web site for the data system located at

<https://phrstra.spo.state.de.us/phrst/>

CONTACT FOR THIS ACTIVITY:

james.frazier@state.de.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Web site Harvesting

SHORT DESCRIPTION:

We are concerned about the presentation of government Web sites that are changing daily. In an attempt to gather these for historical preservation, we have had preliminary discussions with the DE Government Information Center (oversight agency for the State's portal), which has proposed employment of special software that will capture all these Web sites on an established schedule to provide the look and feel of what agencies are presenting to their clients on the Internet.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

None to date. Product info at

www.siteimprove.com

CONTACT FOR THIS ACTIVITY:

james.frazier@state.de.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).			

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:

DE Division of Libraries has in place (against our recommendation) a procedure that offloads their entire e-mail server contents to alternate media on a regular basis.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Since no purging or assessment is performed, they now have great quantities of useless or short-term info intermixed with potentially critical email communications.

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

End the policy.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

We are very concerned about the government publications available only via Web sites that we would have traditionally received in hard copy.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

The pubs are rotated out regularly, being replaced by newer editions or other pubs, thereby eliminating access to the older ones.

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

In early 2004, we began harvesting any and all available publications onto electronic media, looking back to 2002. Informally done now, but an anticipated organization expansion may provide staff resources to focus on this need.

Added benefit of doing so has suddenly made available a multitude of publications that we were totally unaware of. We'll now become more thorough in our collecting.

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

State publications

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