State Government Digital Preservation Profiles

Georgia ARM

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.
Georgia

Name and affiliation of individual(s) who responded on behalf of the state or territory.
David W. Carmicheal, Director, Georgia Archives

This profile includes information provided by the following units for this state:
- 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 Manage-ment has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).			X	X	X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).			X	X	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.
The Georgia Technology Authority (GTA), headed by the State's CIO, has authority over many data management standards. The Archives works cooperatively with GTA to develop standards. Recently the Archives and GTA jointly adopted DoD5015.2 as the RMA standard for state agencies. GTA and the Archives went jointly to the State CIO Council (CIOs of all state agencies) and received their endorsement of the policy as well.

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 Manage-ment 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	
Consultation and training services on digital information preservation.				X	
Consultation and training services on digital information preservation.				X	
Preservation (e.g., migration, reformatting).			X	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.
The Records Management unit does not 'certify' systems, but they provide advice and assistance in the creation of digital systems. In addition, the Archives works closely with the Georgia Digital Management Association--an organization of state and local government officials whose responsibilities include the management of digital assets--to develop standards and best practices.

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.
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 Manage-ment 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	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.
The Records Management unit does not 'certify' systems, but provides advice and assistance.

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.
The Archives advises on the standards used by the Judiciary. Retention standards are approved (like all state retention standards) by the State Records Committee. Other standards are promulgated by the Administrative Office of the Courts, the Superior Court Clerks Authority, the Court Automation Committee, and others.

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 Manage-ment provides services	Others (See below)
Storage for digital information.				X	X
Consultation and training services on digital information creation.				X	X
Consultation and training services on digital information management.				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	X	
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).			X	X	X

Other services provided and the units that provide them.
The Archives provides advice and guidelines to the courts. The primary providers of digital asset management services are the Court Automation Committee and the Superior Court Clerks Authority.

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:
Executive Clemency Online Application and Verification System

SHORT DESCRIPTION:
Acquiring, preserving, and providing access to digital historical records is `mission critical' for the Georgia Archives.

In partnership with the Board of Pardons and Paroles, the Georgia Technology Authority, and the Georgia Document Management Association, the Georgia Archives is taking the first steps towards development of a Digital Archives for the historical electronic records of the state.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://www.sos.state.ga.us/archives/who_are_we/rims/digital_History/default.htm

CONTACT FOR THIS ACTIVITY:
Amelia Winstead
678-364-3796

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.
We conduct basic training in many of these areas for state agencies and local governments, often through professional associations, such as the Superior Court Clerks Association. In addition, we provide assistance in these areas on a one-to-one basis for both state agencies and local governments.

As we work with state agencies, we are often in a learning-together situation rather than a training situation. We have excellent working relationships with our state Technology Authority and other state agencies, and together we seek solutions to digit asset management problems, through formal training, pilot projects, and informal discussion with colleagues.

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:
State agency e-mail.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
As a record type, email in state government is an endangered species. Lack of standards contributes to a hodge-podge of practices and an uneven archival record. Not only do we not have approved naming conventions, or implementation guidelines for retention schedules, but inadequate virus controls result in the loss of some records through corruption.

Little capacity planning is being done for the storage of email resulting in haphazard deletion of messages based on space needs rather than the business needs for the records.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
In coordination with the state's CIO Council, the archives is investigating possible strategies, but action has been limited so far to positive assertions that e-mail messages are records and the production of management guidelines.

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

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
The courts in Georgia have been aggressive (in a positive way) about creating their records digitally. Unfortunately, the state's preservation infrastructure has not kept pace with the digitization efforts, and a large percentage of court records have a permanent retention. Currently, the permanent electronic court records are in grave danger.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
The archives is in the early stages of developing a digital archive. Successful creation of a viable archive will require significantly higher levels of support and resources from the state legislature. In the meantime, the archives continues to educate legislators about the difficulties inherent in electronic record preservation.

Examples of government digital information that was not preserved and is no longer accessible.
State agency Web sites from the 1990s.

E-mail has already been lost in great quantity, including e-mail from the last Governor's administration (not the current administration).

Department of Transportation computer punch cards documenting road conditions around the state from the early 1960s through the mid-1980s. - A variety of reports, correspondence, etc. "preserved" on floppies of various formats (some as large as 12") and most using obsolete software and operating systems. Some have made their way to the archives but are unreadable due to changes in software or hardware.

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.
The state has only recently begun EA work. The archives is working with GTA to incorporate records management and archival concerns into the state's EA efforts.

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