State Government Digital Preservation Profiles

Louisiana 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
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Section 1. Responding Unit(s)

Name of state or territory.
Louisiana

Name and affiliation of individual(s) who responded on behalf of the state or territory.
Carrie Fager, CRM, Records Management Officer, Louisiana State 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	X

Other standards and the units with authority over setting them.
Louisiana Division of Administration, Office of Information Technology

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	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			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 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
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	X

Other standards and the units with authority over setting them.
Louisiana State Legislature

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	X	X
Consultation and training services on digital information creation.					
Consultation and training services on digital information management.			X	X	X
Consultation and training services on digital information preservation.			X	X	X
Consultation and training services on digital information preservation.			X	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.
Louisiana State Legislature

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	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	X

Other standards and the units with authority over setting them.
Louisiana State Supreme Court

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	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

Other services provided and the units that provide them.
Louisiana State Supreme Court, Various Louisiana District and Appeals Courts, Louisiana State Legislature

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:
No information provided

SHORT DESCRIPTION:
No information provided

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
No information provided

CONTACT FOR THIS ACTIVITY:
No information provided

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:
The electronic correspondence (e-mail) of various statewide agencies is the largest group of digital records at risk.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Agencies participating in the statewide e-mail system have arbitrary limits and time constraints being placed on the records by system administrators. At the same time, agencies have not yet implemented systems that will allow for the appropriate storage of older e-mail that will allow it to properly meet retention and access requirements.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Strategies being considered for reducing risk include educational programs designed to better equip agencies with the knowledge they need to make more informed decisions when purchasing the systems needed and educating end users and system administrators on the impact their actions are having on the records of the state.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
The Geographical Information system files being created by various state and local agencies.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Many of these digital records are considered permanent yet they change frequently and are not preserved in other longer-lasting formats such as microfilm like they had been in the past. Migration to newer systems run the risk of data loss.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Strategies being considered include policy development, partnership efforts and technology investments.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Agency Web sites (state and local) are also at risk.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Many of the agencies have not yet adopted policies and practices to save previous versions (or current versions) of their Web sites. The complexity, functionality and the various formats in which sites are produced further put these records at risk. Finally, some agencies have not considered the importance of maintaining websites as records.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Efforts being considered for reducing the risk include: policy efforts, educational offerings, partnership efforts and technology efforts.

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.
Some of the Enterprise Architecture efforts have centered on personnel and financial systems. Our office has begun working with the lead agency for the personnel system to determine how best to preserve the long-term records the state needs. Our involvement has been limited and was included after the fact.

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

The Louisiana Division of Administration's Office of Information Technology is spear-heading the Enterprise Architecture plans for state agencies. Our office had developed a relationship with the state's last CIO and had been working with them to include our needs in their efforts. The state's CIO position has been vacant since January 2004.

The State Supreme Court has begun work on an enterprise architecture for court records. To date our office has not been involved in these efforts thus far.

The Louisiana State Library and the state universities have been working on various projects to maintain some of the state's digital documents and collections.

More attention needs to be placed on the preservation of digital information in our state. Some of the digital information would serve the state best by being preserved in its digital format. Some of the digital information however would serve the state better by being converted to another medium for permanent retention to lower storage/maintenance costs. Records stored in this manner should have the ability to be easily converted back to digital as needed to enhance usage. Educating agencies about which situations are better served by which technologies and formats remains a primary goal.

The aftermath of Hurricanes Katrina and Rita has left our state financially strapped. With rebuilding efforts continuing to be the primary focus (and rightly so), the need for digital preservation is being kept from the funding it desperately needs. Although efforts to convert records to digital formats for future disaster protection are continuing to increase, guaranteeing the funding levels (and sources) necessary for the maintenance and preservation of these digital records are not always taken into account. Also the urgency in which some projects are being undertaken (emergency grants etc.) may be resulting in less than ideal products.