State Government Digital Preservation Profiles

Mississippi 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.
Mississippi

Name and affiliation of individual(s) who responded on behalf of the state or territory.
David Pilcher, Mississippi Department of Archives and History (MDAH)

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
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.
MDAH issues guidelines for metadata, imaging standards, etc., but does not have clear statutory authority for setting standards for information creation and cannot determine the nature and form in which agencies keep records. The state's Department of Information Technology Services approves IT practices and procurement.

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		
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	X	

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

Additional information.
MDAH's Archives and Library Division stores and maintains archival electronic materials. Its Records Management Division offers magnetic tape backup rotation services. The other services are offered as part of the records control scheduling process.

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.
MDAH issues guidelines for metadata, imaging standards, etc., but does not have clear statutory authority for setting standards for information creation and cannot determine the nature and form in which agencies keep records. The state's Department of Information Technology Services approves IT practices and procurement.

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	
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	X	

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

Additional information.
MDAH's Archives and Library Division stores and maintains archival electronic materials. Its Records Management Division offers magnetic tape backup rotation services. The other services are offered as part of the records control scheduling process.

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	X	X

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

Additional information.
The state's Supreme Court has statutory authority to establish records control schedules for various Mississippi courts. The Supreme Court cooperates with MDAH and does not dispose of records without the consent of MDAH.

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.					
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).					

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:
Sovereignty Commission web conversion

SHORT DESCRIPTION:
MDAH in 2002-2003 worked to provide Web access to the imaged records of the Mississippi State Sovereignty Commission, the state's segregation watchdog agency in operation from 1956 to 1973. The original in-house public access system, purchased from a vendor, was converted to a Web-accessible system, with the TIFF images being converted to Web-friendly PNG's. General and technical information is available on the site.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://mdah.state.ms.us/arlib/contents/er/sovcom/index.html

CONTACT FOR THIS ACTIVITY:
See site or contact elecrecs@mdah.state.ms.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
GUI blueprint

SHORT DESCRIPTION:
Recognizing the need for consistency and streamlining in its public access procedures, as well as documentation of its methods, MDAH Electronic Archives has compiled a blueprint of its online collections graphical user interface. The document defines basic common elements and formats and specifies standardized page layouts, functions and terminology. It addresses metadata, script naming conventions, search specifications, descriptive information, general/technical information, and help for users.

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

CONTACT FOR THIS ACTIVITY:
elecrecs@mdah.state.ms.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
Harvesting Hurricane Katrina related Web sites

SHORT DESCRIPTION:
Seeking to document the response of Mississippi government agencies to Hurricane Katrina, MDAH Electronic Archives utilized Web mirroring tools to capture agency Web sites containing Katrina-related content.

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

CONTACT FOR THIS ACTIVITY:
elecrecs@mdah.state.ms.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:
Digital information is potentially at risk across the board in state government, including electronic correspondence of statewide elected officials and agency administrators, agency Web sites, etc.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Financial constraints prevent adequate funding of archives and records management programs.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Streamlining and increasing automation of records management procedures; evaluation of free, openly available tools for use in electronic archiving; careful consideration of secure redundant storage for archived electronic materials; increasing flexibility in records control scheduling; and careful analysis of what other states and the federal government are doing.

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.
The state's Department of Information Technology Services manages Mississippi's enterprise architecture initiative - Mississippi Information Technology Architecture (MITA). The intent is to eventually apply the architecture to all state government agencies. MDAH is part of the state government infrastructure and therefore is indirectly involved.

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