

State Government Digital Preservation Profiles

Missouri 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.

Missouri

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

Greg Schildmeyer, CRM, Director of Records Management, Records Services Division, Office of the Secretary of State

Linda Harris, Director of Reference Services, Missouri State Library, Office of the Secretary of State

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.

Executive agency information technology standards are established by the Office of Administration (OA), Information Technology Services Division, which falls under the Governor's direction.

Additional information.

In 2005, the Governor consolidated all executive agency IT departments and personnel in the various agencies into the Office of Administration (OA), under the centralized control of the Director of Information Technology Services. The Director also has the title of Chief Information Officer for the state. During FY 2007, the actual transfer of personnel will be completed. IT staffs of statewide elected officials such as the Secretary of State remain independent from OA, but generally follow the statewide standards set by OA.

The State CIO, who is also Director of Information Technology Services Division, heads the Information Technology Advisory Board (ITAB), which is a coordinating/working group comprised of all state agency IT directors and other officials. ITAB actually does much of the standard-setting and policy development in the area of IT for the state government under the CIO's direction.

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	
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.

Other = Office of Administration, Information Technology Services Division.

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
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 House, the Senate, and the Legislative Research Office each maintains its own IT department, which performs these functions.

Additional information.

Records Management Division develops retention schedules for the Legislature only at their request, not by statute.

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.

The House, the Senate, and the Legislative Research Office each has its own IT department, which performs the activities indicated.

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
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.

Office of State Courts Administrator

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
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.

The Office of State Courts Administrator Information Technology (OSCA-IT) division provides information technology management support for all Missouri courts and OSCA. The division is responsible for technical analysis, design, development, implementation, maintenance, quality assurance, systems security and automation support for the systems that Missouri courts require as a business need.

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:

State Publications Access Program

SHORT DESCRIPTION:

The State of Missouri is implementing a central repository of state publications. This program is called the State Publications Access Program. The Missouri State Library, a division of the Office of Secretary of State has statutory authority to implement this program. The repository was established using OCLC's Digital Archive product.

A team of professional librarians and paraprofessionals from the Reference Services Division of the Missouri State Library began work in earnest in July 2003 to develop this program. Legislation was drafted, introduced and passed during the 2004 legislative session to revise the statute covering the state publications program. This revision moved the program from a depository system to an electronic repository system.

Agency designees have been appointed and electronic publications are being submitted by them via FTP. We will also be harvesting publications from the web when necessary. Our experience has indicated receiving them as a single electronic file from the agency provides a smoother transfer into the repository. We began ingesting publications into the repository in January 2005. All of this was accomplished with no additional staff. It involved a serious learning curve for our staff, because OCLC changed their cataloging software to Connexion at the same time our staff had to learn the Digital Archive product.

The publications in the electronic repository can be accessed through OCLC World Cat, the State Library online catalog (Arthur), and the statewide online catalog (MOBIUS). They also can be accessed from a search box on the State Library's Web site at <http://www.sos.mo.gov/library/reference/statepubs/>.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

State Library Web site explaining the program and providing search access to the publications.

<http://www.sos.mo.gov/library/reference/statepubs/>

Statutory authority RSMo <http://www.moga.mo.gov/statutes/C100-199/1810000110.HTM>

CONTACT FOR THIS ACTIVITY:

Linda J. Harris, Director, Reference Services, Missouri State Library,
600 W. Main St. PO Box 387, Jefferson City, MO 65202
573-751-2862 (phone) 573-526-1142 (fax) or Linda.Harris@sos.mo.gov

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Death Certificate Access and Preservation

SHORT DESCRIPTION:

In 2004, the General Assembly transferred custody of original Certificates of Death older than 50 years from the Department of Health and Senior Services, Bureau of Vital Statistics to the Missouri State Archives, and opened them for public reference. Prior to this, the State Archives had held and provided reference to death records up to the year 1909. The new statute resulted in the immediate transfer and opening of 571 cubic feet of 1910 - 1954 death certificates. This created a tremendous amount of new workload for the State Archives reference staff.

In order to foster the Secretary of State's goal of using the Internet to make information widely and easily accessible to the citizens of Missouri, while at the same time reducing the demands on the reference staff, the State Archives decided to post images of the death certificates and an index on the Archives website. By using digital images as the primary reference copy, the original paper certificates are protected from excessive handling. Further, the digital images are being used to create a preservation microfilm copy using the Records Management Division's Kodak Digital Archive Writer, to provide an additional measure of security.

The State Archives began converting existing Bureau of Vital Statistics printed indexes into a searchable database in early 2005, using a team of nearly 600 trusted volunteers. After the Archives Staff unbound the certificates and arranged them, the Records Management Division's Imaging Section began scanning the

documents, beginning with 1910 and proceeding chronologically. As each year is completed, the images are linked to the index. The first 11 year's worth of images, 1910 thru 1920, will be posted on the website on April 6, 2006, with successive years added every 2 - 3 weeks as the scanning for each year is completed.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.sos.mo.gov/archives/resources/deathcertificates> (after April 6)

CONTACT FOR THIS ACTIVITY:

Gerald.Hirsch@sos.mo.gov on indexing, Web site

Greg.Schildmeyer@sos.mo.gov on imaging, microfilm preservation

Patsy.Luebbert@sos.mo.gov on death certificate content, reference

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.			
Select and appraise state government information in digital form.			
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).			
Negotiate and make agreements with key stakeholders to preserve digital information.			
Acquire state government information in digital form for holdings.			
Manage state government information in digital form (metadata, reformatting, etc.).			
Manage the ingest of digital information into a repository.			
Manage the long-term storage of digital information in a repository.			
Develop mechanisms to monitor the long-term usability of state government information in digital form.			
Make state government information in digital form accessible to users.			
Produce a disaster and recovery planning for state government information in digital form.			
Manage copyright, security, and other legal issues of relevance to state government digital information.			
Other (See below).			

Other training needed for digital preservation capability.

These questions delve into levels of comprehensive strategic planning that we have not arrived at yet, and cannot be readily answered at this time.

Additional information on existing training programs.

The Secretary of State's Records Services Division, which consists of the State Archives, the Records Management Division, and the Local Records Division, conducted a 2-1/2 year education effort on electronic records issues. Under a grant from the National Historical Publications and Records Commission, the Missouri Electronic Records Education and Training Initiative (MERETI) brought top experts to Missouri to teach state and local government officials and certain targeted groups about electronic records preservation and access. Between September 2003 and October 2005, nationally recognized experts presented seven workshops and two targeted sessions in Jefferson City.

Workshops, consisting of both basic and advanced sessions, were geared towards state and local government record-keepers, information technology managers, and legal professionals. These day-long education sessions were designed to provide attendees with information on various electronic records issues, including trustworthiness, reliability, access, and preservation. The mixture of participants of different backgrounds was especially beneficial to the workshops' success.

Targeted presentations before the State's Information Technology Advisory Board (ITAB) and members of the Missouri Bar's Technology/Computer Law and Government Lawyers committees addressed issues such as authenticity, trustworthiness, and accessibility of records that are created and/or maintained in electronic form.

The project Web site at <http://www.sos.mo.gov/records/mereti/> contains additional description of the project and resources that are available to government officials.

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:

None identified

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

No information provided

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

No information provided

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

None identified.

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.

No

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.

www.oa.mo.gov/itsd/cio/architecture/architecture.html

Section 7. Additional Thoughts or Comments

None identified.