State Government Digital Preservation Profiles

Ohio L

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.
Ohio

Name and affiliation of individual(s) who responded on behalf of the state or territory.
Gretchen Persohn, State Library of Ohio

Audrey Hall, State Library of Ohio

Kathy Hughes, State Library of Ohio

Nicole Merriman, State Library of Ohio

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

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.
There is the Ohio Office of Information Technology at http://oit.ohio.gov, but their policies do not seem to include Web site creation.

The Ohio Electronic Records Committee is at http://www.ohiojunction.net/erc/ and includes non-binding guidelines on Managing Web Content.

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	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.
No information provided

Additional information.
The Preservation and Certification aspects are provided via our contract with OCLC and use of their Digital Archive product. The State Library of Ohio is doing the selecting and cataloging, bur using the Digital Archive product for storage with access via our online catalog.

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.
There is the Ohio Office of Information Technology at http://oit.ohio.gov, but their policies do not seem to include Web site creation.

The Ohio Electronic Records Committee is at http://www.ohiojunction.net/erc/ and includes non-binding guidelines on Managing Web Content.

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	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.
No information provided

Additional information.
The Preservation and Certification aspects are provided via our contract with OCLC and use of their Digital Archive product. The State Library of Ohio is doing the selecting and cataloging, bur using the Digital Archive product for storage with access via our online catalog.

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.
No information provided

Additional information.
There is the Ohio Office of Information Technology at http://oit.ohio.gov, but their policies do not seem to include Web site creation.

The Ohio Electronic Records Committee is at http://www.ohiojunction.net/erc/ and includes non-binding guidelines on Managing Web Content.

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		
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			
Certification (e.g., trustworthiness of system, backups sufficient).					X

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

Additional information.
The Preservation and Certification aspects are provided via our contract with OCLC and use of their Digital Archive product. The State Library of Ohio is doing the selecting and cataloging, bur using the Digital Archive product for storage with access via our online catalog.

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:
JERRI/EP3

SHORT DESCRIPTION:
JERRI/EP3 JERRI (Joint Electronics Records Repository Review) was a project of the Ohio Dept. of Administrative Services, Ohio Supercomputer Center, Ohio Historical Society and State Library of Ohio. This group began meeting around 1999 to start planning how to deal with digital documents.

EP3 (Electronic Publications Pilot Project) came out of the JERRI project to specifically focus on developing a process to identify, capture, and permanently store State of Ohio web publications. No reasonably priced off the shelf products were available at the time the EP3 report came out (June 2001).

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
Some info available at: http://winslo.state.oh.us/govinfo/pep/

http://www.ohiojunction.net/jerri/

Final report of EP3 at http://www.ohiojunction.net/jerri/ep3final.pdf

CONTACT FOR THIS ACTIVITY:
Jim Buchman, Head, Patron and Catalog Services, State Library of Ohio
274 East First Avenue, Columbus, OH 43201
(614)644-6954 or jbuchman@sloma.state.oh.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
OCLC Digital Archive subscription

SHORT DESCRIPTION:
State Library of Ohio became a beta tester for OCLC's Digital Archive product in late 2001 or possibly in 2002. Out of this experience, we became a subscriber and began digitally archiving born digital state of Ohio agencies publications. The State Library is planning now for starting a digitization project of older Ohio state agency documents (in conjunction with GODORT of Ohio). (It does cost a lot, but at least it's working product from a trustworthy vendor.)

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://www.oclc.org/digitalarchive/default.htm
(Couldn't find any public links concerning State Library of Ohio's subscription and use of OCLC's Digital Archive. Also, the digitization project is still in early planning stages.)

CONTACT FOR THIS ACTIVITY:
Jim Buchman, Head, Patron and Catalog Services, State Library of Ohio
274 East First Avenue, Columbus, OH 43201
(614)644-6954 or jbuchman@sloma.state.oh.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
Beta testing other OCLC products

SHORT DESCRIPTION:
The State Library is also beta testing OCLC's Web Archives Workbench (WAW) and their Content Cooperative (basically an extension of the Digital Archive product).

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
These products are in beta, so there are probably not public links to info.

CONTACT FOR THIS ACTIVITY:
Jim Buchman, Head, Patron and Catalog Services, State Library of Ohio

274 East First Avenue, Columbus, OH 43201
(614)644-6954 or jbuchman@sloma.state.oh.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
Ohio Historical Society's Ohio Memory Project

SHORT DESCRIPTION:
Ohio Historical Society is in charge of the Ohio Memory Project. It does include some pieces of state government information, along with other items.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://www.ohiomemory.org/

CONTACT FOR THIS ACTIVITY:
Angela O'Neil, Digital Projects Manager, Ohio Historical Society
1982 Velma Ave., Columbus, OH 43211
(614) 297-2576

www.ohiomemory.org

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
OhioLINKs Digital Resource Commons

SHORT DESCRIPTION:
Don't know much about it, quite frankly. It is more focused on the sharing of education information, though.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://drc-dev.ohiolink.edu/

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.
The items marked 'Training already provided' are activities taken care of by the State Library of Ohio's use of OCLC's Digital Archive product. If we weren't using that product, we would definitely need some training. See http://www.oclc.org/digitalarchive/default.htm

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 Web sites (whole Web sites - especially after newly elected officials get in office).

State agency born digital publications.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Even though we have a product to digitally archive state agency publications (OCLC Digital Archive), we do not have enough staff (or the proper software) to ensure that we are archiving all the publications we should be.

We currently have no mechanism for archiving all (or selected portions) of agency Web sites (though we are beta-testing OCLC's Web Archives Workbench).

Lack of policy! Our state law is designed with print in mind. Webmasters/agencies are unaware of our efforts.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
We currently use OCLC's Digital Archive product. We are beta-testing OCLC's Content Cooperative and Web Archives Workbench. We are talking with Ohio Historical Society. We are part of OhioLINK, which is developing a Digital Resource Commons. We are developing a digital docs/digitization plan for ourselves (so our heads are on straight!). We are open to other partnerships.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
5 1/4 in. diskettes, CDs and DVDs with outdated/unavailable software or hardware.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Short-sighted people. ;) Our lack of identifying which items are at risk until it is too late.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
None at this time.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
We can currently only archive .htm and .pdf and some graphics formats. We can't archive audio/video and databases and formats such as .asp.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
The beta test of OCLC's Content Cooperative is supposed to include some audio/video capabilities. Databases will simply have to wait.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
For databases, it might be a matter of educating state agencies as to what information they will be responsible for keeping.

Examples of government digital information that was not preserved and is no longer accessible.
5 1/4 in. floppy diskettes (just a few of these).

CDs with software that can't be run.

Previous renditions of elected officials' Web sites (they are at internetarchive.org, but they don't like spiders!)

Some annual reports of state agencies.

Some items that we previously received in paper, then the agency put them online, didn't notify us, we didn't print them out or archive, they didn't archive it. Now it's gone.

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.
The State of Ohio's EA efforts are focused on fiscal and HR areas right now. The only involvement that we have is that our fiscal director is a liaison to them (for fiscal and HR reasons, not for library of archive reasons).

Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.
http://www.oaks.ohio.gov/oaks/

Section 7. Additional Thoughts or Comments

One of the State Library's main goals is to continue the concept of using the library catalog to access state documents. While other places are setting up separate spaces for their archive of state digital docs, we feel it is important to have that happen seamlessly with the library catalog. As such, we create bibliographic records, then digital archive records, and archive the items. This way, it is seamless to the end user. Access happens via the catalog. However, there is a lot of labor involved in creating bibliographic records and archiving, and this is where we are having trouble.