CREATING DIGITAL PRESERVATION PLANS

Leveraging Expertise Across Your Organization

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Abstract – The creation of Digital Preservation Plans requires leveraging a wide range of archival expertise. Our panel will discuss each of the components we have identified for inclusion in our preservation plans, along with specific skills and knowledge we depend upon from different parts of our team. Learn how we use a standard framework and leverage the expertise and enthusiasm of our Appraisal, Transfer, Ingest, and Arrangement and Description teams to create thorough and functional Digital Preservation Plans. Session will include recommendations of how to apply our approach at your institution.

Keywords – digital preservation, leveraging expertise, digital preservation planning

Conference Topics – From Theory to Practice

I. INTRODUCTION

The World Bank Group Archives (WBGA) has developed an approach for creating Digital Preservation Plans for each record type slated to be ingested into the Digital Vault (the WBGA's digital preservation platform). We define a record type as the intersection of a digital format and source business unit. For each record type, we want to ensure that we have done our due diligence to define and document the processes that will guide us from identifying records for preservation through to long term access to those records.

Building on the iPRES 2019 panel in which two WBGA's staff participated (The People and Processes of Digital Preservation), this panel will discuss how we have transitioned from the design phase to the implementation phase for the Digital Vault.

Much of the hands-on work of digital preservation takes place outside of technical platforms. It requires methodical coordination and a deep understanding of each record type we need to preserve. The Digital Preservation Plans discussed by this panel seek to both distribute the work necessary to preserve born-digital permanent records, but also to acknowledge that we need all the branches of archival expertise in our organization to be successful. We will discuss methods used to gain buy-in from our broader team and how having a formalized structure for contributions helps us in our ongoing work to ingest and preserve key digital records of the World Bank.

A. Digital Preservation Plan Components

Creation of a Digital Preservation Plan requires the following components:

- Sample Data: a set of representative sample data.
- Appraisal and Selection Criteria: While the WBGA depends on our record schedules to identify records for long term preservation, digital records often require additional criteria be applied during the selection process.

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- Metadata Profile: list of attributes that we would like to assign at the digital object level in Digital Vault.
- Content Manager Digital Transfer Values: Values needed to create a Digital Transfer in Content Manager (our union catalog of both analog and digital records in custody of the WBGA).
- Transfer Technical Design: How to transfer records to a WBGA controlled staging area
- Ingest Technical Design: Any special requirements for ingesting records into Digital Vault.
- Digital Vault Destination Folder: Where should records be placed in the Digital Vault hierarchy?
- Arrangement and Description Unique Guidelines: guidelines unique to this record type that will support arrangement and description, often an extended time after the original ingest.
- Format Preservation Research: Preservation challenges related to the format of files associated with this record type, along with recommended action plans to ensure long-term access.

The first portion of the panel will focus on defining each of the components listed above and how we came to determine that each component was a necessary part of a Digital Preservation Plan.

B. Drill Down into Details

In the second section of our panel presentation, we will deep dive into selected examples of a few of the more complex components, such as:

- Appraisal and Selection Criteria
- Metadata Profile
- Arrangement and Description Unique Guidelines

This will give our panelists the opportunity to highlight a success story of how each of these components demonstrated their value in our digital preservation program.

We will also review the final product of all the Digital Preservation Plan work for a single record type: a "Digital Preservation Action Plan" which combines all the decisions into a single reference document for that record type to be used by staff across the WBGA team.

We will also discuss:

- An overview of the WBGA team configuration
- Tips on getting buy-in from our team
- Examples of each component
- The evolution of this living process to create these plans. We are learning as we work and still have many plans yet to be created.
- Suggestions on how this approach might be implemented at other organizations

C. Q&A

Part of the panel time will be reserved for discussion and answering questions from the audience.