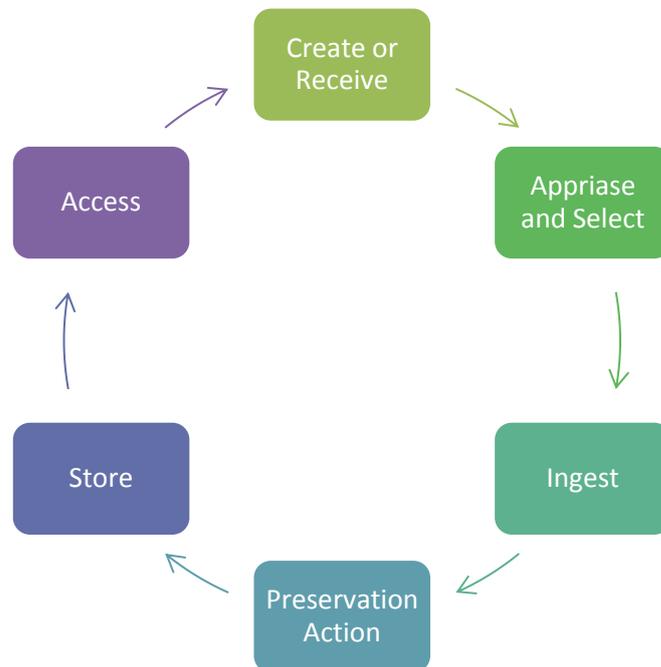# Digital Preservation: A User Story at Northumberland Estates

Create or Receive

Who: Designated Community, Producers, Collections and Archives Department

Producers deposit data with the Collections and Archives Department. Most commonly this would be through the EDRMS or in extreme cases through removable media. Transfers of digital content can also be arranged though the Estates network. No formal deposit agreements are required as the organisation has a recognised Records Management policy which mandates the deposit of business critical/archival records.

Data can be received in two ways: Creation of born digital content through day to day working practices. Additional digitisation content may be created on a sporadic basis.

Received data may take the form of legacy files or more likely to receive data from an EDRMS once implemented.

Appraise and Select

Who: Collections and Archives Department, Archivist, Digital Curator

Data is appraised and selected for long-term curation and preservation. Retention schedules can be adopted to identify valuable content (schedules need further refinement). Re-appraisal may take place if the retention period expires before depositing it to long-term storage.

Decisions on long-term value will include consideration of the following:

- Is there a legal requirement for retention associated with the material?

- Is the material of high value for Northumberland Estates business/mission?
- Could it reasonably be considered to be an important example of its type?

Ingest

Who: Collections and Archives Department, Archivist, Digital Curator

Once content has been selected/appraised to accept Submission Information Packages (SIPs) from Producers the contents must be prepared for storage and management within the repository. Example functions include receiving SIPs, performing quality assurance on SIPs, and generating an Archival Information Package (AIP) which complies with the repositories documentation standards.

Once AIP has been created the transfer of data to repository can commence.

All submitted content for the digital repository will include as much metadata as is reasonably expected. The Archivist/Digital Curator will use existing tools and processes to include administrative, descriptive, structural and technical metadata. Separate processes will be applied to content received from the EDRMS and legacy data. For example, EDRMS records should contain more structured metadata which would need to be verified and analysed separately.

Preservation Action

Who: Collections and Archives Department, Archivist, Digital Curator

Undertake actions to ensure long-term preservation and sustainability of the authoritative nature of data. The sustainable preservation of Northumberland Estates digital assets will allow long term access to the lifeblood of the organisation.

Preservation actions should ensure that data remains authentic, reliable and usable while maintaining its integrity. A number of business drivers have been identified which can only be achieved if authentic and reliable data is available to Northumberland Estates:

- Legal and regularity compliance
- Information reuse
- Corporate memory
- Business continuity
- Protecting investment
- Reputational protection
- Collection development

Store

Who: Collections and Archives Department, Archivist, Digital Curator

Once satisfied with the Archival Information Package (AIP), transfer AIP to the digital repository for permanent storage. Northumberland Estates is committed to providing bit-level preservation along with the services and functions for the maintenance and retrieval of AIPs. Northumberland Estates business strategy evolves from its past. Our responsibilities are to maintain and enrich the Estate so as to preserve the essential fabric and qualities for future generations. To achieve these goals our

business strategy is to achieve structured growth, while maintaining tradition through a modern, efficient, and targeted business model. As a modern property investment business, we are looking ahead to the next 700 years.

Access

Who: Consumers, Designated Community, Collections and Archives Department

Access must allow Consumers to request and receive information products. Functions include communicating with Consumers to receive requests, applying controls to limit access to specially protected information, coordinating the execution of requests to successful completion, generating response Dissemination Information Packages (DIP) and delivering responses to Consumers. Finding aids can be produced through CALM.