

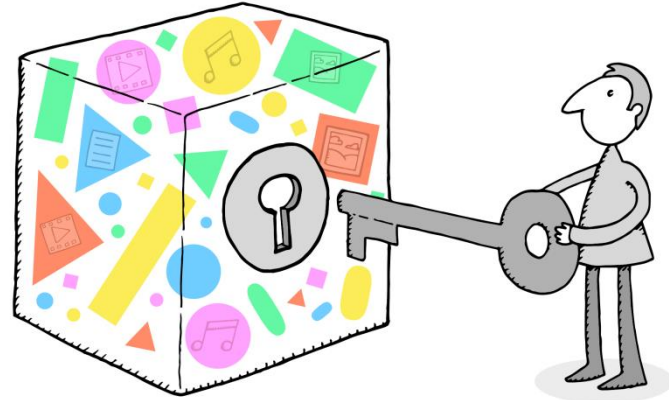
# Digital Preservation: Mind the Gap!



**The Northumberland Estates**

Business Case: Digital Repository

# What is a Digital Repository?



- A Digital Repository is a **combination** of **people**, **processes**, and **technologies** which together provide the means to preserve and provide access to digital information.
- A Digital Repository **does not** simply provide backup! It is an **active** process which anticipates technology and format obsolescence (amongst other things) and resolves these problems before they occur.

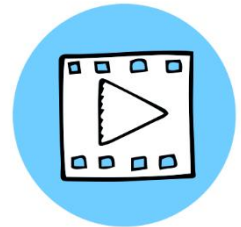
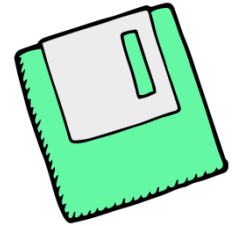
# Business Case: Context

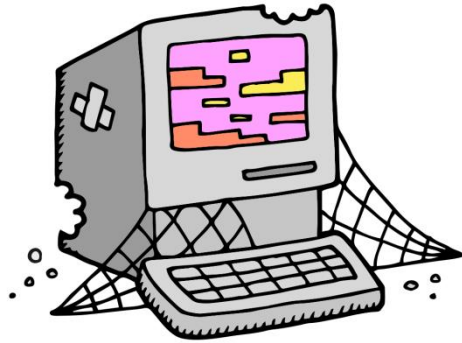


- Successful funding from SPRUCE/Jisc of £5K for development of digital preservation business case.
- Bid included **expert** consultation from University of London Computer Centre (ULCC).
- Views expressed represent current **best practice** based on expertise and knowledge from Digital Curator and ULCC.

# Current Situation

- Some departments that have traditionally produced records in hard copy, for example the Finance Department, are now increasingly digital, meaning that all future records will only be in this format.
- The organisation is well aware that a new, consistent approach to handling digital data is required.
- The implication is that Northumberland Estates inability to cope with such digital information risks compromising its core function of functioning as a property management and investment business.





# Options

- Digital preservation is a complex, emerging discipline that is outside the experience of most archivists and requires specialist systems:
  - 1) **Do nothing**: Extremely risky and could result in worst case scenario, e.g. permanently losing business critical information
  - 2) **Open Source**: Requires lots of investment/expertise (**Not feasible**)
  - 3) **Out of the Box**: Vendors provide best practice systems suitable for NE (**Recommended**)

# Solutions!



- Tessella: Preservica

- ✓ Subscription to the cloud-hosted digital preservation service Preservica.



The National Archives

- ✓ Based on the same advanced technology specifically developed for leading national archives across the world.



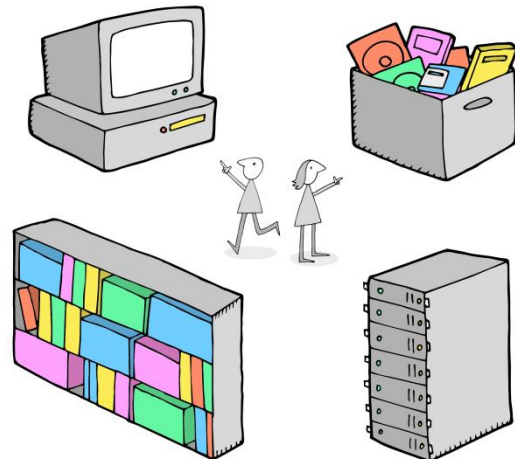
- ✓ Offers flexible, robust, affordable solution to Northumberland Estates digital preservation needs.



# Benefits

(if recommended option is adopted)

1. Recurring **financial savings** in supporting the transition from paper based to digital records.
2. **Corporate memory** in historical terms, but also the wider context of enhancing accumulated knowledge and expertise.
3. Increased **efficiency** and saving of staff time in accessing and disseminating information.
4. Meeting **legislative requirements**. There is a very high **risk** that without proactive intervention, digital information will become inaccessible and Northumberland Estates will be unable to meet its **regulatory obligations**.
5. Northumberland Estates have already invested significant resources in the creation of digital information. Adequate digital preservation activities will **protect** and **sustain** existing infrastructure.
6. Supports digital ways of working. For example, the future implementation of an EDRMS can be supported though the assurance that Northumberland Estates can **organise** and **preserve** its digital information into the **future**.





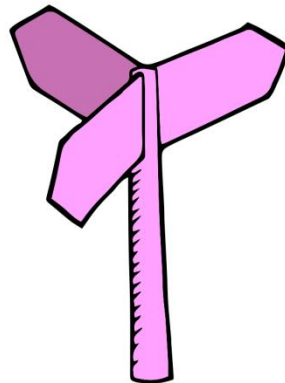
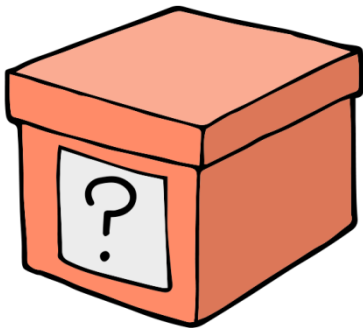
# Costs

- 3 month "**try before you buy**" option (including Tessella promoting Northumberland Estates as EVAL 3 Early Adopter)
- No subscription cost during the first 3 months for the Preservica service, Northumberland Estates must take the 1 day (on-site) basic training course at £2,000
- Continuation into **12 month** Classic Pay Plan with the required level of storage (550 Gb) at £1,150 per month
- **First Year 15 Month Costs = £18,960** (Inclusive of VAT)
- **On-going Annual Costs = £16,560**



# Recap

- Northumberland Estates needs to **act now** if business critical records are not lost (e.g. Hilton Nomis)
- Requires a **long term commitment** to invest **resources** and staff **expertise**
- Recommended option Preservica result of extensive analysis of current market
- Risks and future costs will only **increase** the longer digital preservation is ignored



# What next?



- **Firm Commitment** – Digital preservation cannot be done on the cheap and requires sustained investment and support.
- **Skills Gap** - Permanent post with the expertise and experience required to implement and manage both digital preservation and EDRMS.
- **Business Case** - Contains further detailed information supporting this outlook.
- **Honesty** – If the Estates is serious about addressing these problems then it needs to invest the time and resources required to solve them.
- **Organisational Culture** – Adverse to change. Digital information requires significant change to solve significant problems. The business should be adapting and not resisting this change.