

# Digital preservation policy

City of London

Culture, Heritage and Libraries Department

London Metropolitan Archives



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## **Vision statement**

London Metropolitan Archives (LMA) exists to collect records of London's rich past history and to find and collect records of London's vibrant and diverse present, which are selected, catalogued, stored and permanently preserved for the use and benefit of present and future generations. The digital preservation policy has been created to support the long term use and preservation of digital records and documents.

## **Policy**

### **Rationale**

This document specifies how City of London staff based at LMA will preserve and manage 'digital archives'.

### **Scope**

This policy and related guidance covers:

- Born digital files deposited under acquisitions procedure and held as originals by LMA
- Born digital files transferred under City of London Records Management procedure and held as originals for permanent preservation as part of the Archive of the City of London
- Digital surrogate/access copy files created from 'original' documents in any media (manuscript, photograph, map, video, audio, digital file etc...)

It should be noted that digital files created within LMA will only be preserved as part of the 'Digital Archive' if they are to be permanently retained.

### **Digital storage**

Digital files designated for preservation will be managed as part of the 'Digital Archive'. This system will be implemented as a secured server partition. Files stored within the 'Digital Archive' will be managed with tools including Droid and audited using spread sheets and other data collection tools. This solution will be reviewed annually for suitability and new management software for digital files will be reviewed on a regular basis.

The primary storage media for digital files preserved under this policy will be server-based hard disk storage maintained in appropriate environmental conditions.

Digital files to be preserved will be managed within structured, secured, dedicated folders on local and corporate servers. Full backup routines will be implemented to provide disaster recovery processes.

If the use of removable media is necessary, gold coated CD-R and DVD-R's or Ultrium magnetic tape cartridges will be used and stored in an appropriate environment. Removable media will be checked annually for signs of physical deterioration and technical obsolescence. Migration onto new removable media will be carried out where deemed necessary to ensure continuing access to the digital files.

### **Data file formats**

Wherever possible, incoming files must be 'open format' or very widely used formats. Ideally, the original formatting within the document should be preserved. Acquisitions staff will ensure that all incoming deposits are checked for compatibility with our systems. If archive staff are unable to read the file with existing software, an alternative version should be requested from the depositor to be deposited alongside the original (PDF is acceptable in most instances).

Files within the 'Digital Archive' will be reviewed annually for obsolescence threat. If a file is considered to be in danger of obsolescence, appropriate measures will be taken to ensure that the file remains in an accessible state.

A surrogate copy for public access will be made in an appropriate format will be made for each file in the 'Digital Archive'.

The City of London intends to develop Electronic Document Records Management functionality within SharePoint 2010 to manage digital business records within the authority. Once this system is established, we will analyse the processes required to successfully migrate digital files from this system to the 'Digital Archive'.

### **Standards, guidance and organisations**

Standards and guidance which inform digital preservation strategies and processes developed by LMA will include the following:

- The Dublin Core Metadata Element Set (ISO Standard 15836)
- BS 4783 Storage, Transportation and Maintenance of Media for Use in Data Processing and Information Storage
- The OAIS (Open Archival Information System)
- Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically

The following organisations are relevant to digital preservation and will be consulted in the process of developing digital preservation strategies:

- The Digital Preservation Coalition
- The Digital Curation Centre
- The National Archives
- The National Preservation Office

## **Responsibilities**

The Principal Archivist (Graphic and Digital Collections) reporting to the Head of Collections will have overall responsibility for the 'Digital Archive'.

Acquisitions staff will provide advice to depositors (both City of London and external depositors).

## **Feedback**

Please complete a comment form or email us at [ask.lma@cityoflondon.gov.uk](mailto:ask.lma@cityoflondon.gov.uk) if you wish to give feedback on this policy.

This policy will be reviewed at least every two years to make sure it remains timely and relevant.

## **Mission Statement of the Department of Culture, Heritage and Libraries:**

The mission of the Department is to educate, entertain and inform, through discovery of our amazing range of resources.

## **Our commitment:**

The City of London provides a unique and diverse range of services to the residents, businesses, workers and visitors in the City of London and beyond. We are committed to being proactive in providing services fairly to all our potential service users. Promoting equal opportunity for all is one of our core values.

Our policy is to treat all service users, and anyone else we come into contact with, equally and with dignity and respect and not to discriminate on grounds of age, disability status, employment status, ethnic or cultural origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, or any other grounds which cannot be shown to be justified. We will recognise, respect and value difference and diversity.

In partnership with our employees, our residential communities and stakeholders, we will work hard to meet our obligations under the relevant anti-discrimination legislation, codes of practice and good practice guidelines.

The Digital Preservation Policy is one of a complete suite of policies for the archive service function delivered by LMA for which an Equalities Impact Assessment has been carried out and which is available to view on request.

## **About this leaflet**

This leaflet was revised in January 2014 by London Metropolitan Archives, 40 Northampton Road, London, EC1R 0HB

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