

THE NATIONAL ARCHIVES OF SCOTLAND

DEFINING MOMENTS IN HISTORY

NAS Digital Data Archive

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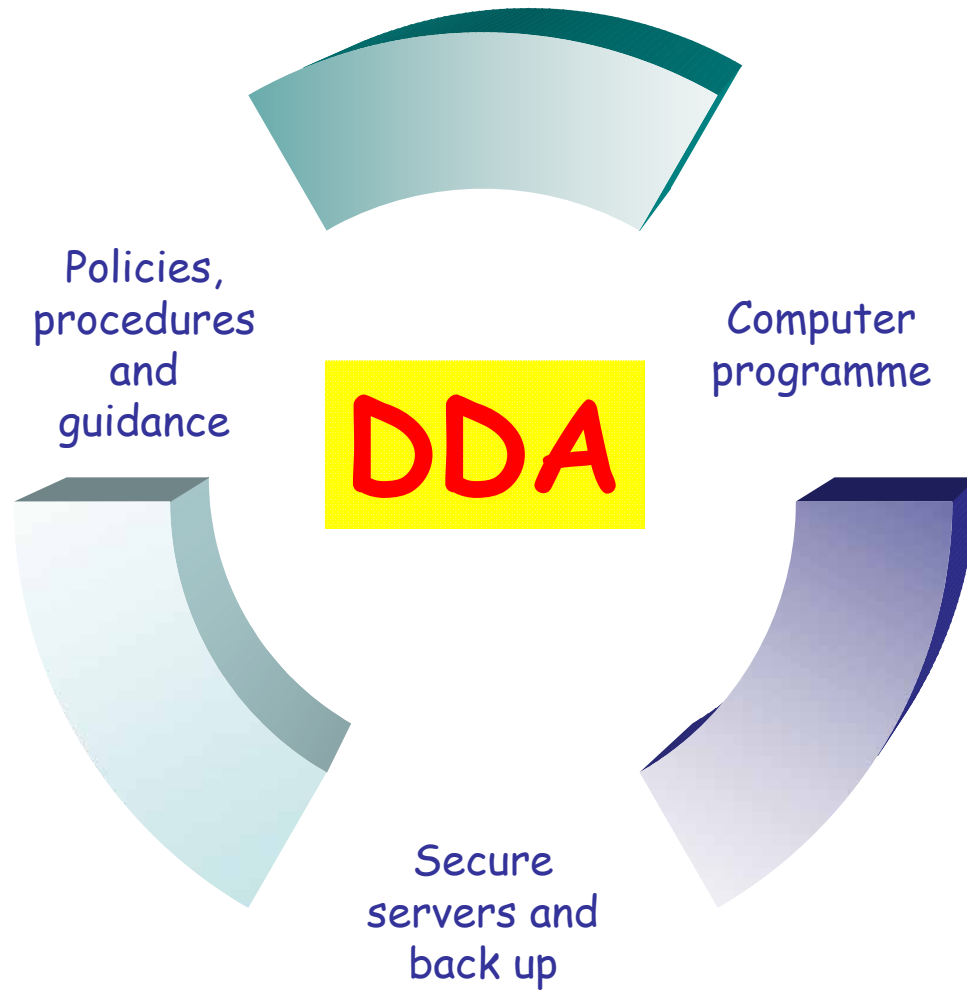
DDA

Key decisions

- Retention of original object in its native format
- Use existing standards
- In-house development
- Born-digital records only
- Server storage to be used
- Use of checksums
- Transformation on ingest

DDA project

- Initiated 2004
- Cross-disciplinary
- Existing resources used
- Iterative



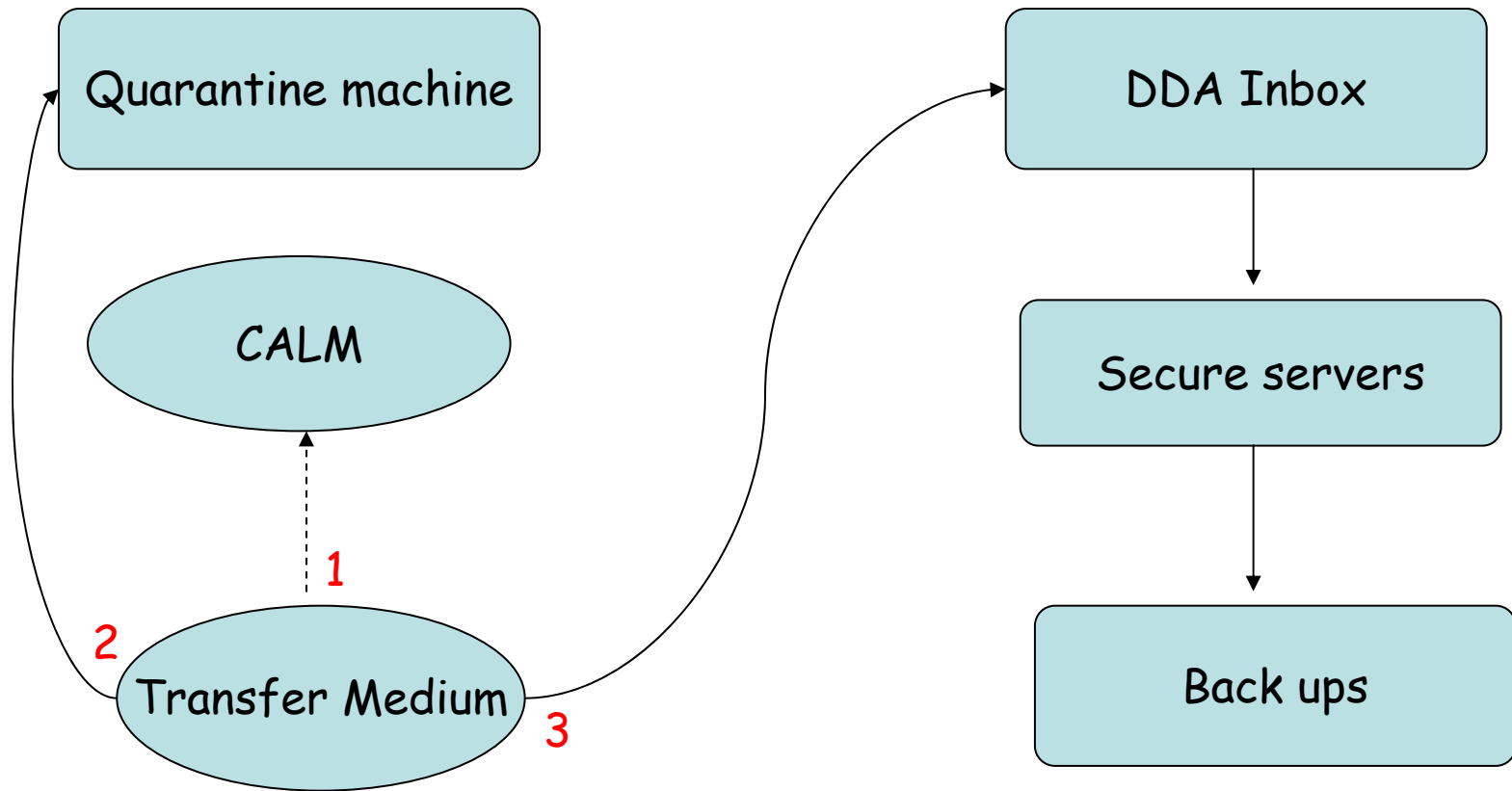
Secure servers with back-up

- Quarantine PC
- Application server (Inbox)
- Data servers with mirrored content (dark archive)
- Back up

Computer programme with ingest workflow

- ❑ Microsoft .NET and SQL Server
- ❑ Records manual actions
- ❑ Carries out actions, and records outcomes

How a digital object gets into DDA



Key features of ingest workflow

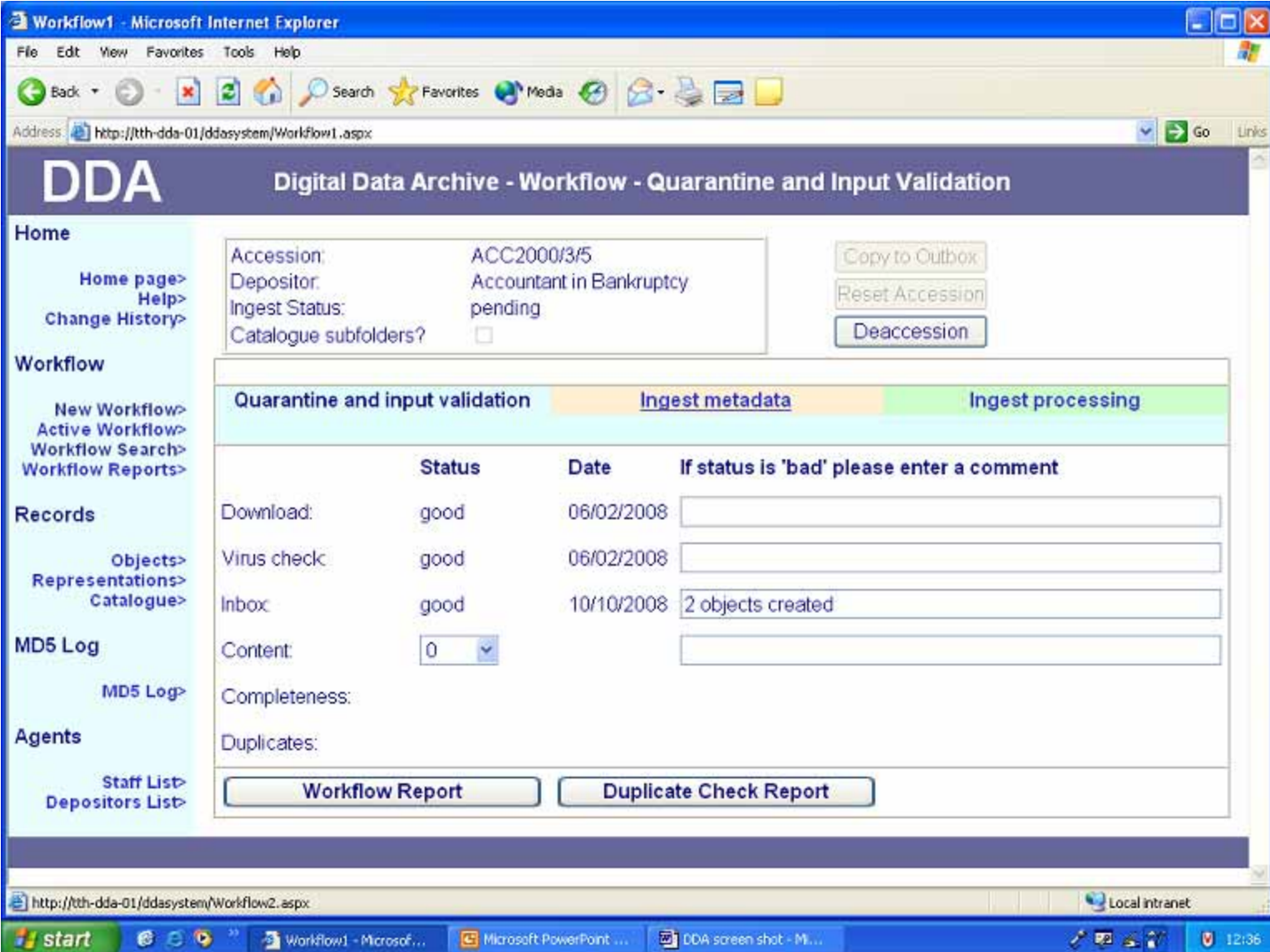
- Inbox
- Digital object QA
- Metadata accrual

Policies, procedures and guidance

- Digital preservation strategy
- Information management policy
- Deposit agreement for electronic records
- NAS Preservation Metadata Schema
- System documentation
- System administrator manual
- Media Refreshment Policy
- Back up policy
- Disaster recovery policy
- User manual

Standards Used

- ❑ Open Archival Information System – reference model (OAIS), ISO 14721:2003
- ❑ Data Dictionary for Preservation Metadata: Final Report of the PREMIS Working Group (superseded by version 2, 2008) <http://www.oclc.org/research/projects/pmwg/>
- ❑ Code of Practice for Legal Admissibility and evidential weight of information stored electronically, British Standards, BIP0008-1: 2004 (superseded by BS 10008:2008)
- ❑ Trustworthy Repositories Audit & Certification: Criteria and Checklist <http://www.crl.edu/PDF/trac.pdf>
- ❑ Space data and information transfer systems – Producer-archive interface – Methodology abstract standard, British Standards, BS ISO 20652: 2006



DDA Digital Data Archive - Workflow - Quarantine and Input Validation

Home

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Workflow

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Records

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MD5 Log

- [MD5 Log>](#)

Agents

- [Staff List>](#)
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Accession: ACC2000/3/5
 Depositor: Accountant in Bankruptcy
 Ingest Status: pending
 Catalogue subfolders?

- [Copy to Outbox](#)
- [Reset Accession](#)
- [Deaccession](#)

Quarantine and input validation		Ingest metadata	Ingest processing
	Status	Date	If status is 'bad' please enter a comment
Download:	good	06/02/2008	<input type="text"/>
Virus check:	good	06/02/2008	<input type="text"/>
Inbox:	good	10/10/2008	2 objects created
Content:	0		<input type="text"/>
Completeness:			
Duplicates:			

- [Workflow Report](#)
- [Duplicate Check Report](#)

REGISTERS OF SCOTLAND
Executive Agency



Information about Scotland's land & property



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HISTORIC SCOTLAND



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**General Register Office
for
SCOTLAND**
information about Scotland's people



Scottish Arts Council

What next?

- Transformations
- Access
- Scoping Study

Thank you

Any questions?

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