

<b>Members Interest</b>
N/A

## **Staffordshire and Stoke on Trent Joint Archive Committee 21 November 2013**

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### **Staffordshire and Stoke on Trent Archive Service: Digital Preservation Policy**

#### **Recommendation(s)**

1. That the revised Digital Preservation Policy for Staffordshire and Stoke on Trent Archive Service, as at Appendix 2, be approved.

#### **Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People - Adult and Neighbourhood Services (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

2. The review of the Digital Preservation Policy has been carried out to ensure that the Archive Service will be ready to apply for the new Archive Accreditation Standard. This standard has just been launched by the National Archives and the Archive Service will work towards achieving it over the next 2-3 years.

#### **Background**

3. Staffordshire and Stoke on Trent Archive Service first developed a Digital Preservation Policy in 2007. The purpose of the policy is to establish a means of collecting digital records and ensuring their long term preservation. This is the third review of the Policy and since 2007 the following has been achieved:

- Digital Archive Repository established
- Means of public access to records established on site at Staffordshire Record Office.
- Process for dealing with new deposits set up.
- Acceptable file formats defined.
- Participation in web archiving pilot and agreed way forward for dealing with web archives.

4. The current review has updated the Policy and set new targets for the next five years. The revised Policy can be seen at Appendix Two.

5. The new strategic objectives aim to build on the existing good work and to mainstream the process of accepting digital archives. They include:

- Continue to monitor contact with key potential depositors of digital archives to ensure that the Archive Service is ready to receive digital deposits.

- Maintain involvement in developments with Staffordshire County Council with regard to future developments of the EDRMS and eventual digital preservation of SCC records.
- Continue to add records to the Digital Archive Repository (DAR)
- Develop and agree protocols for staff access to the DAR and launch public access delivered through the reading rooms of the Archive Service.
- Deliver training for all professional staff on Digital Archives
- Produce public guidance on preferred file formats for deposit within the Archive Service.
- Investigate setting up a DAR for Stoke on Trent City Archives.
- Continue to monitor the Internet Archive and UK Web Archive as a means of ensuring long term access to Staffordshire County Council and Stoke on Trent City Council historical website pages.
- Continue to monitor current best practice in Digital Preservation.

6. There will be a strong focus on training across the Service to ensure that all professional staff start to become more familiar with dealing with digital archives.

7. The Service will also ensure that remains aware of best practice in other Archive Services. The National Archives continues to lead the sector in this area and is also coordinating work on preserving some Public Records nationally to reduce the burden on local archive services.

## **Appendix 1**

### **Equalities implications:**

The updated Policy will ensure better representation all types of archives to represent Staffordshire communities.

### **Legal implications:**

The Policy states the need to take records in whatever format they occur.

### **Resource and Value for money implications:**

No significant implications.

### **Risk implications:**

No significant implications.

### **Climate Change implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

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### **List of Background Papers**

Papers	Contact/Directorate/ext number
Staffordshire and Stoke on Trent Archive Service: Digital Preservation Policy	