ADRI: Workshop Plan

Course/Subject: Digital Archiving	**Lecture No.:** Day 1 and Day 2

Rationale
This workshop aims to extend the collaborative nature inherent to the Australasian Digital Recordkeeping Initiative, to a learning environment. Collaboration is the underlying theme of the workshop, modelled in activities and workshop structure from beginning to end. The workshop also captures ADRI's collaborative approach by building on established processes, practices and initiatives within the various CAARA jurisdictions. In developing this workshop, it was assumed that the audience are professionals – records strategists and archivists – who require an understanding of digital recordkeeping and archiving as a compliment to prior knowledge, skills and experience in a predominantly paper based environment. The workshop aims to promote effective digital recordkeeping as conducive to effective digital archiving. In order to emphasize this continuity and facilitate learning, connections are made throughout the workshop to the corresponding functional entities in both these fields. In November 2006, The CAARA Colloquium project identified the following important requirements for digital archiving in Australia: • Prioritise elements needed to meet each of the functional entities of the OAIS Model • Analyse existing paper archive controls and metadata used, and map these to the digital environment These requirements have been incorporated into collaborative workshop activities. However, the option exists for the collaboration to continue beyond the workshop with workplace activities designed to assist CAARA member agencies. This would comply with an ADRI desire to work with a limited resource base.

Objectives
Day 1 1. Define the terms "digital records", "digital recordkeeping" and "digital archiving" 2. Identify the principles of recordkeeping within a government environment and discuss the issues relevant to both paper and electronic recordkeeping. 3. Develop solutions to the problems associated with managing digital records in a contemporary recordkeeping environment Day 2 1. Discuss current processes of archival management 2. Identify models for digital archive development and the elements that contribute to its functional entities 3. Identify and prioritise elements of a digital archiving model for functional application 4. Use a functional model to develop solutions to archiving digital records in a contemporary archival environment

	Workshop Structure Day 1	
Time	**Main Content**	**Training Method/Approach**
9.00am	**Introduction** • General housekeeping • Introductions • Icebreaker • Workshop sessions • Learning objectives	**Lecture** and group **activity**. Essential information regarding learning facility and environment e.g toilets, breaks, ground rules etc Introductions and backgrounds of participants via an **icebreaker** activity involving group participation/collaboration (make icebreaker relevant to RM and archives and digital records…set pre-course work? Use an example that can be utilised throughout the course)

9.30am	**Session 1: Introduction to Records and Information**
	
	• Principles of recordkeeping
	   o Characteristics of records
	   o Key Principles of RM
	   o Data – Information-Knowledge
	
	• RM frameworks
	o Standards and legislation (specific to State)
		Lecture, group **discussion** and **activity**
		
		Lecture to introduce the key characteristics of records and overarching principles of Records Management.
		
		Also includes an awareness of data, information and knowledge.
		
		Narrowing the context by addressing standard and legislative frameworks for recordkeeping and records management in a number of jurisdictions. Maintaining awareness level only.
		
		Group discussion centred on the principles and characteristics between paper and electronic based records.
		
		Activity centred around tacit knowledge.

10.30am	**Morning Break**	
10.45am	**Session 2: Recordkeeping in Government** • Background to recordkeeping within government agencies, traditional perspectives, issues and examples	**Lecture** that provides an awareness of historical and current business context for recordkeeping in government. **Activity** that includes group discussion of past and present

			issues facing records.

11.45am	**Session 3 …Digital Recordkeeping**
	
	 • What are digital records?
	     o Digital records and the Records Continuum
	     o Born digital vs Made digital
	
	      Web 2.0 technologies
	
	 • Recordkeeping systems (manual, automated, electronic)
	     o What is an EDRMS (ERMS)?
	     o Why use an EDRMS (ERMS)?
			Combination of **lecture** and **demonstration** of an EDRMS to illustrate various capabilities at a basic level.
			
			 Foundation for further sessions in the workshop related specifically to digital archiving, the narrowest point of our contextual exploration.
			
			 Podcast **activity**

12.30pm	**Lunch Break**		

1.15pm	**Session 3…continued…..**
	
	 • Comparative study of the digital versus paper recordkeeping e.g
	     o Creation Capture and Control
	     o Access and security
	     o Conversion/migration to enduring formats
	     o Metadata for digital records
	     o Disposal
	     o Storage
			Lecture continued after break. Ideally containing a **mini-review** of proceedings to date.
			
			 Activity centred on group discussion of issues that are common to both electronic and paper based records, and those that are unique to each.
			
			 Based on previous work and discussions, focus groups to make a **presentation** to whole of class on the issues related to a particular field of recordkeeping (e.g disposal) and collaboratively develop solutions to their resolution
			
			 Use SA Improvement Matrix and Checklist as models for this activity. Set up this activity so there will be obvious, streamlined connections between the recordkeeping and the eventual archiving.

2.45pm	**Afternoon Break**		

3.00pm	**Session 4 Digital Archiving**
	
	 • What is digital archiving?
	 • What's happening around the world?
	 • Digital Archiving in Australia…2
	 • Case studies
	     o PROV and VERS
	     o NAA
			Lecture covering a definition of digital archiving and archival principles.
			
			 Examples provided from the National Archives (UK), PROV and NAA.

	o The National Archives (UK)	**Activity** comparing the difference between approach taken by PROV and NAA.

4.15pm (close 4.30pm)	**Session 5 Conclusion**
	
	• Review Day 1
	   o Workshop sessions
	   o Learning objectives
	
	• Preview Day 2
	   o Workshop structure
	   o Learning objectives
		Lecture and group **activity**
		
		Optional activity – set reading and activity questions overnight

	Workshop Structure Day 2	
Time	**Main Content**	**Training Method/Approach**
9.00am	**Session 6 Introduction and Review** • Review Day 1 (Digital Archiving) • Workshop sessions • Learning objectives	**Activity** designed to get workshop participants into a group/collaborative mentality for the duration of the day

9.15am	**Session 7 Standards for Digital Archiving**
	
	• OAIS Model (Background to this standard and its adoption by CAARA and ADRI)
	• The 6 functional entities
	  o Ingest
	  o Archival Storage
	  o Data Management
	  o Administration
	  o Preservation Planning
	  o Access
		Lecture

9.30am	**Session 8 Ingest**
	
	• ADRI - Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (OAIS)
	• Elements of the functional entity
	  o Prioritising elements for an Australian context
	• Example - Consignment Lists
	  o Using OAIS, map across to a digital archiving context
		Lecture and **Activity** based session.
		
		Discussion to identify elements of the functional entity and prioritisation of the elements to suit business contexts
		
		Use **UK Data Archive articles** to highlight elements within each of the entities
		
		Participants work collaboratively to identify issues/elements. Final **activity** focuses on an existing process, document etc from a non-digital archiving context. Group attempts to map across to digital archiving context using the model

10.30am	**Morning Break**	
10.45am	**Session 9 Archival Storage** • ADRI - Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (OAIS) • Elements of the functional entity	**Lecture** and **Activity** based session. **Discussion** to identify elements of the functional entity and prioritisation of the elements to suit business contexts

	○ Prioritising elements for an Australian context - Example - Consignment Lists ○ Using OAIS, map across to a digital archiving context	Use **UK Data Archive articles** to highlight elements within each of the entities Participants work collaboratively to identify issues/elements. Final **activity** focuses on an existing process, document etc from a non-digital archiving context. Group attempts to map across to digital archiving context using the model
11.45am	**Session 10 Data Management** - ADRI - Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (OAIS) - Elements of the functional entity ○ Prioritising elements for an Australian context - Example – Archives Database ○ Using OAIS, map across to a digital archiving context	**Lecture** and **Activity** based session. **Discussion** to identify elements of the functional entity and prioritisation of the elements to suit business contexts Use **UK Data Archive articles** to highlight elements within each of the entities Participants work collaboratively to identify issues/elements. Final **activity** focuses on an existing process, document etc from a non-digital archiving context. Group attempts to map across to digital archiving context using the model
12.45pm	**Lunch**	
1.30pm	**Session 11 Preservation planning** - ADRI - Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (OAIS) - Elements of the functional entity ○ Prioritising elements for an Australian context - Example – Preservation strategies ○ Using OAIS, map across to a digital archiving context	**Lecture** and **Activity** based session. **Discussion** to identify elements of the functional entity and prioritisation of the elements to suit business contexts Use **UK Data Archive articles** to highlight elements within each of the entities Participants work collaboratively to identify issues/elements. Final **activity** focuses on an existing process, document etc from a non-digital archiving context. Group attempts to map across to digital archiving context using the model

2.30pm	**Session 12 Access**
	
	• ADRI - Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (OAIS)
	• Elements of the functional entity
	    o Prioritising elements for an Australian context
	• Example – Customer request for records
	    o Using OAIS, map across to a digital archiving context
		Lecture and **Activity** based session.
		
		Discussion to identify elements of the functional entity and prioritisation of the elements to suit business contexts
		
		Use **UK Data Archive articles** to highlight elements within each of the entities
		
		Participants work collaboratively to identify issues/elements. Final **activity** focuses on an existing process, document etc from a non-digital archiving context. Group attempts to map across to digital archiving context using the model

3.30pm	**Afternoon Break**	

3.45pm	**Session 13 Administration**
	
	• ADRI - Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (OAIS)
	• Elements of the functional entity
	    o Prioritising elements for an Australian context
	• Example – Customer service
	    o Using OAIS, map across to a digital archiving context
		Lecture and **Activity** based session.
		
		Discussion to identify elements of the functional entity and prioritisation of the elements to suit business contexts
		
		Use **UK Data Archive articles** to highlight elements within each of the entities
		
		Participants work collaboratively to identify issues/elements. Final **activity** focuses on an existing process, document etc from a non-digital archiving context. Group attempts to map across to digital archiving context using the model

4.45pm	**Session 14 Conclusion** • Putting it all together… o Review Day 2 • Post workshop activity (optional)	**Optional activity –** Take away group/collaborative activity requiring completion within defined period of time. E.g. Solution to address a particular element of an OAIS functional entity