

State Government Digital Preservation Profiles

Alaska LARM

July 2006

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Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **archives and records management** units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)

STATE PROFILES CONTACT

G. Brian Burke, Project Manager
Center for Technology in Government
University at Albany, SUNY

Section 1. Responding Unit(s)

Name of state or territory.

Alaska

Name and affiliation of individual(s) who responded on behalf of the state or territory.

Ken Nail Jr, State Archivist, Alaska State Archives, Alaska State Archives & Records Management Services
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907-465-2275 (phone) 907-465-2465 (fax)

This profile includes information provided by the following units for this state:

- Library
- Archives
- Records Management

Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

Other standards and the units with authority over setting them.

Enterprise Technology Services (ETS)

Additional information.

ETS sets standards state-wide for the use of all information technology.

Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.				X	
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).		X	X		
Certification (e.g., trustworthiness of system, backups sufficient).					X

Other services provided and the units that provide them.

Enterprise Technology Services (ETS). The State Library is harvesting State documents from State operated Web Sites. The library stores executive publications and offers search capability through the Library's online catalog.

Additional information.

No information provided

Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).			X	X	X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

Other standards and the units with authority over setting them.

Enterprise Technology Services (ETS) has some concurrent responsibility and will be a participant in the creation of the Alaska State Electronic Records Archives (ASERA).

Additional information.

Approximately 25% of our retention schedules come up for revision every year. We want to implement the electronic records archives in an incremental way based on this records retention schedule cycle.

Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.		X	X	X	X
Consultation and training services on digital information creation.	X				X
Consultation and training services on digital information management.			X	X	X
Consultation and training services on digital information preservation.	X			X	
Consultation and training services on digital information preservation.	X			X	
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).		X	X	X	
Certification (e.g., trustworthiness of system, backups sufficient).	X				X

Other services provided and the units that provide them.

Enterprise Technology Services (ETS) provides current support for departmental computer activities. Digital information training and preservation are both startups.

Additional information.

No information provided

Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.			X	X	

Other standards and the units with authority over setting them.

ITG Archives and Records Management Services

Additional information.

No information provided

Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.		X	X	X	
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.		X			X
Consultation and training services on digital information preservation.	X				
Consultation and training services on digital information preservation.	X				
Preservation (e.g., migration, reformatting).	X				
Access (e.g., search engine).		X	X	X	
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

Few of these services are provided currently but should be in the near future, coinciding with the implementation of the Electronic Records Archives.

Additional information.

No information provided

Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Alaska State Publications Program

SHORT DESCRIPTION:

The State of Alaska is mandated by AS 14.56 to collect publications of state agencies this mandate is format neutral and therefore includes agency publications created in digital format so the State Library extended its depository program to included publications in digital format. To support this program, the State Library acquired Web-harvesting software from UIUC (Capturing Electronic Publications) and solicited agency submissions through a specific email address asldocs@eed.state.ak.us. To date, Web harvesting has been more successful than agency submissions.

For publications cataloged during and after July 2005, the State Library prints one preservation copy of every received electronic state publication and stores one copy on its web server to serve to the public with a stable URL. Starting in January 2006, these publications were made available to institutions using LOCKSS (www.lockss.org) software. A number of institutions outside of Alaska are using LOCKSS to create local collections of Alaska state documents, and overtures are being made to libraries within the state depository system to join LOCKSS and build local collections. For the foreseeable future, the depository program will be focused on born digital documents and no digitization of state publications in paper will occur.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

Alaska State Publications Program - <http://library.state.ak.us/asp/asp.html>

'Web Only' publications Page - <http://library.state.ak.us/asp/webonly.html>

Monthly Shipping Lists linking to e-docs - <http://www.library.state.ak.us/asp/shippinglists/shippinglists.html>

Capturing Electronic Publications - <http://www.isrl.uiuc.edu/pep/>

LOCKSS - <http://www.lockss.org>

CONTACT FOR THIS ACTIVITY:

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(907) 465-2927 ph (907) 465-2665 fax
E-Mail: dan_cornwall@eed.state.ak.us

Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.		X	
Select and appraise state government information in digital form.		X	
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).		X	
Negotiate and make agreements with key stakeholders to preserve digital information.		X	
Acquire state government information in digital form for holdings.		X	
Manage state government information in digital form (metadata, reformatting, etc.).		X	
Manage the ingest of digital information into a repository.		X	
Manage the long-term storage of digital information in a repository.		X	
Develop mechanisms to monitor the long-term usability of state government information in digital form.		X	
Make state government information in digital form accessible to users.		X	
Produce a disaster and recovery planning for state government information in digital form.		X	
Manage copyright, security, and other legal issues of relevance to state government digital information.		X	
Other (See below).		X	

Other training needed for digital preservation capability.

No information provided

Additional information on existing training programs.

No information provided

Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

E-mail is at risk due to widely varying policies on archiving and deleting emails. This is an issue that is addressed in our training for records officers.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

There has been no State-wide plan for maintaining digital information long-term. State departments are budget-driven when it comes to handling both electronic and paper-based records. Increasingly, too, State publications appear only in digital form and posted on executive department websites.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

The Division of Libraries, Archives and Museums - led by the State Archives and Records Management Services - is presently planning an electronic records archives. It will be designed to be implemented incrementally over the next several years as Records Retention Schedules are being revised (1/4 yearly). ASERA - the Alaska State Electronic Records Archives - will work in tandem with the current records management program and the Library's State Publications program.

Examples of government digital information that was not preserved and is no longer accessible.

The 3 1/2 inch disk and the 5 1/4 inch disks are not readily readable due to the obsolescing of ports of that size and the usefulness of CD Rom and DVD drives. Some mag tapes are no longer readable.

Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

Aware of state's Enterprise Architecture efforts.

Yes

Involved in state's Enterprise Architecture efforts.

No

Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.

No information provided

Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.

No information provided

Section 7. Additional Thoughts or Comments

No information provided