

State Government Digital Preservation Profiles

Illinois L

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

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Section 1. Responding Unit(s)

Name of state or territory.

Illinois

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

Connie Frankenfeld, Digital Programs Librarian, Illinois State Library

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

- Library

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.

Data management and information technology guidelines for information creation are set by the information technology unit of each elective office or branch. The Governor, Secretary of State, Attorney General, Treasurer, Comptroller, Administrative Office for the Courts and Legislature each set their own guidelines.

Additional information.

The Archives sets retention and disposal for records. The Library administers the depository for publications, including electronic publications. The Library has legal authority to set metadata standards.

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.

The Governor's Office of Technology provides a search engine for state Web sites, as does the Library.

Additional information.

The Library has developed a digital repository for state publications in digital format. Ingest of the first documents is expected this year.

The depository will provide preservation and public access.

The Library offers training in digitizing and management of digital images.

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
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

Other standards and the units with authority over setting them.

The Legislature is exempt from laws and rules set by the Library and Archives. The General Assembly has its own system.

Additional information.

No information provided

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
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
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

The Legislature is exempt from laws and rules set by the Library and Archives. The General Assembly has its own system for electronic record retention. They have shown some willingness to be cooperative in digital management as they have been historically with print.

Additional information.

Both the Governor's and the Library's search engines index the legislative Web site.

The Library also captures monthly snapshots of the Web site.

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

Other standards and the units with authority over setting them.

The Judicial branch is exempt from laws and rules set by the Library and Archives. The Administrative Office of the Courts has its own system and sets its own procedures.

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
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).					
Access (e.g., search engine).		X			
Certification (e.g., trustworthiness of system, backups sufficient).	X				

Other services provided and the units that provide them.

Both the Governor's and the Library's search engines give access to the judicial Web site. The Library also captures monthly snapshots of their Web sites.

Additional information.

The Judicial branch is exempt from laws and rules set by the Library and Archives. The Administrative Office for the Courts has its own system for electronic record retention. They have shown some willingness to be cooperative in digital management as they have been historically with print.

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:

Illinois Digital Archives

SHORT DESCRIPTION:

IDA (Illinois Digital Archives) is really two services under one roof. The first of these services is a search engine for images, sound files, and other multi-media events that exist on library Internet sites throughout Illinois. The search engine indexes images, etc., describing the history and experience of life in Illinois. Among the sites 'spidered' or indexed by IDA are sites that deal with local history of various communities, the Nazi march on Skokie, coal mining history, the history of women in Illinois, and other wonderful resources that tell the story of Illinois, both past and present.

IDA is also a tool for libraries to add images and their cataloging records into a database. Currently, staff of the Illinois State Library are involved in a project that adds often-used government documents such as the Handbook of Illinois Government to the IDA database.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.eliillinois.org/ida/>

http://www.cyberdriveillinois.com/departments/library/who_we_are/bestpractices.html

CONTACT FOR THIS ACTIVITY:

Alyce Scott

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TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Metadata Generator

SHORT DESCRIPTION:

The Metadata Generator is a fill-in-the-blank form for digital resource creators to create formatted metadata for Web pages in markup language. Its use ensures that metadata is formatted consistently.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.finditillinois.org/metadata/webmasters.htm>

CONTACT FOR THIS ACTIVITY:

Connie Frankenfeld

cfrankenfeld@ilsos.net

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Preserving Electronic Publications

SHORT DESCRIPTION:

Preserving Electronic Publications (PEP) was a collaborative IMLS National Leadership grant project to develop a national model for monitoring changes made to electronically published state government documents on the Internet in order to ensure permanent public access. The objectives of the project are to establish a standard definition of 'electronic publication' that can be applied nationally, as well as appraise the criteria for identifying, selecting and preserving electronic publications. Partnering in the PEP project are the Illinois State Library, the State Library of Ohio, the Graduate School of Library and Information Science at the University of Illinois and the Illinois State Archives.

The software suite developed under the PEP grant captures monthly snapshots of every State of Illinois Web identified. The snapshot files are stored and can be reconstituted on request.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

http://www.cyberdriveillinois.com/departments/library/who_we_are/pep.html

CONTACT FOR THIS ACTIVITY:

Joe Natale
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TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Electronic Documents Initiative

SHORT DESCRIPTION:

The Illinois Electronic Documents Initiative provides permanent public access to official publications of the State of Illinois which have been deposited in electronic form. The Metadata Generator was modified to include technical and administrative information and a facility added to upload files while maintaining associations among files that compose a document and its metadata.

EDI, developed by the Library and the Graduate School of Library and Information Science at the University of Illinois, is designed to accept digital objects created by a state organizational entity. Under an IMLS National Leadership grant, an outreach person is training agency personnel to deposit their electronic documents just as the agencies have historically sent print publications to the Library.

The depository respects rights restrictions, records file types and creation software, and provides PURLs for bibliographic records. The interface is ADA compliant.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

Because it is not yet ready for the public, related Web sites are password protected. The public access interface will be <http://iledi.org/>. See also: <http://www.isrl.uiuc.edu/pep/>. Contact us for more information.

CONTACT FOR THIS ACTIVITY:

Connie Frankenfeld
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TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Amendment of law and rules

SHORT DESCRIPTION:

The Illinois Compiled Statutes [(15 ILCS 320/) State Library Act.] were amended to expressly include electronic publications in the state document depository program. See especially Section 2 and 21 at the URL below.

The Illinois Administrative Code [IAC 23 3020] was amended to include electronic formats in the definition of published materials, define acceptable formats and outline deposit procedures. See the URL below, especially Sections 100, 110 & 120.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=200&ChapAct=15%26nbsp%3BILCS%26nbsp%3B320%2F&ChapterID=4&ChapterName=EXECUTIVE+OFFICERS&ActName=State+Library+Act%2E>

<http://www.ilga.gov/commission/jcar/admincode/023/02303020sections.html>

CONTACT FOR THIS ACTIVITY:

Joe Natale
jnatale@ilsos.net

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.

The Library offers training in digitization and management of the resulting images with guidelines for capture, storage & access. More classes are scheduled to be offered to libraries and state agencies.
http://www.cyberdriveillinois.com/departments/library/who_we_are/bestpractices.html

Additional information on existing training programs.

As mentioned previously, the Electronic Documents Initiative is ready to begin ingest shortly. Not yet publicly online, but the public access interface is <http://iledi.org/>

Outreach and training other agencies to deposit electronic copies of publications is a major component of this initiative.

Also the monthly snapshots of the state's Web sites serve as sort of a statewide 'backup'--see <http://www.isrl.uiuc.edu/pep/>

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:

Department on Aging brochures

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

When the agency began electronically publishing the brochures, they stopped sending print copies to the state depository program.

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

1. Our monthly Web snapshots copy the online files. 2. The Library prints one copy on acid-free paper. 3. New versions should be deposited in the new depository.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Appellate Defender's Office publication, 'Illinois State Bar Association Criminal Justice Section Council Report of Committee on a long-term solution for funding criminal appeals'

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Posted online, but no print copies deposited.

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

It is copied by the monthly snapshots, so it can be recovered if needed.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Comprehensive Health Insurance Plan Annual Report.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

When the agency posted it online, they stopped sending print copies to the state depository program.

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

1. Planned training for depositing in the new depository 2. A copy is recoverable from the monthly snapshot

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

In 1999 while the new governor inaugurated, all the server drives were erased and files from the former administration were replaced with content from the new administration. Content from the former administration's Web sites was gone. That will not happen again because the Library saves the monthly snapshots of the state Web sites.

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

Training is not as much as issue as funding. We can read the literature to learn of the latest technology, and we can work with the University of Illinois to implement preservation systems--if we have money.

The other thing we need is horror stories about what has been lost. We need stories that will help office-holders to understand the urgency and the need to spend the kind of money that digital preservation costs if done right.