

State Government Digital Preservation Profiles

Ohio A

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.

Ohio

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

Pari Swift, Assistant State Archivist, Ohio Historical Society

Angela O'Neal, Digital Projects Manager, Ohio Historical Society

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

- Archives

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	

Other standards and the units with authority over setting them.

No information provided

Additional information.

The Department of Administrative Services (DAS), which provides is the records management function, has the legislative authority for setting standards for records created and maintained by state agencies. The Office of Information Technology within DAS provides this to some extent.

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

Other services provided and the units that provide them.

No information provided

Additional information.

The Ohio Electronic Records Committee creates guidelines and best practices, but does not have the authority to enforce the guidelines.

The State Archives of the Ohio Historical Society does some basic training to make state and local government agencies aware of some of the issues that electronic records present.

Most of the functions listed above in the survey are left up to the individual offices or agencies.

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.

Legislative agencies have their own authority when it comes to records management. They are able to consult with the state records management department (DAS) and the State Archives.

Therefore, they have the authority to create their own standards for digital information, but may seek advice from DAS, the state archives or the Ohio Electronic Records Committee.

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.

No information provided

Additional information.

Legislative agencies can ask DAS and/or State Archives for advice and assistance, but it is not regularly offered unless there is a request.

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.

No information provided

Additional information.

The Courts have their own authority in Ohio. The Supreme Court of Ohio has a committee on Technology, Policy and Planning, which is working on setting the above type of standards for Ohio courts.

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).					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.

No information provided

Additional information.

Judicial agencies within the Supreme Court of Ohio may perform some of these functions.

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:

Persistent Archives Testbed Project (PAT)

SHORT DESCRIPTION:

The Ohio Historical Society partnered with the San Diego Supercomputer center to evaluate the use of the Storage Resource Broker and other tools to automate the archival functions of appraisal, accessioning, arrangement and description, access and preservation. The OHS collection is 317,000 emails from the defunct Ohio Bureau of Employment Services. The emails were saved to CD before the agency changed email platforms. OHS is also partnering with the Georgia Institute of Technology to develop software that uses syntax to recover content.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.sdsc.edu/PAT/>

CONTACT FOR THIS ACTIVITY:

Richard Marciano, Lead Scientist
marciano@sdsc.edu or (858) 534-8345 (858) 534-5113 (fax)

Reagan Moore, Associate Director
moore@sdsc.edu or (858) 534-5073 (858) 534-5152 (fax)

University of California, San Diego, San Diego Supercomputer Center NPACI/SDSC, MC 0505, 9500 Gilman Drive, La Jolla, CA 92093-0505
<http://www.sdsc.edu>

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).			

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:

Little has been done in Ohio in the field of digital preservation of government information. We feel that the most pressing at-risk information is: Court Records at all levels, Vital records (birth, death, marriage), Databases, Executive-level email, Records of the county recorders' offices.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

1. Most government agencies or agencies with authority over records management do not have the funding nor the staff to undertake digital preservation activities or initiatives.
2. Lack of established standards and best practices. Most agencies make their digital preservation decisions after being presented with the one-sided information provided by vendors trying to sell their own products and services.

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

At this point, the State Archives is encouraging non-electronic back-up of digital records. The Ohio Historical Society has begun talks with the State Library (after the NDIIPP meeting), but lack of staff and funding have made it difficult to proceed with any major projects.

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

No information provided

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.

No

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

Lack of funding seems to be the primary factor for Ohio not doing more in the area of digital preservation. There is no funding to provide staff to do the work, to provide training, to upgrade technology appropriately, etc.

We also want to make it clear that Ohio is set up a bit differently. The records management function through DAS is a state agency. The State Library is also a state agency. However, the Ohio Historical Society, which operates the State Archives, is a private entity with legislative authority to act as the archival repository for state and local government records of enduring historical value. This decentralized system sometimes leads to questions about where the authority for certain activities lies.