

State Government Digital Preservation Profiles

Oklahoma 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.

Oklahoma

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

Gary Harrington, Administrative Archivist, Office of Government Information, Oklahoma Department of Libraries,
200 NE 18 Oklahoma City, Oklahoma 73105

Gary Phillips, Librarian, Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries,
200 NE 18 Oklahoma City, Oklahoma 73105

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

Other standards and the units with authority over setting them.

Minimum standards are set by the Rules of the Archives and Records Commission: Subchapter 8. Optical Imaging. The Commission receives its authority under Oklahoma Statute Title 67, Section 305, et. seq., 'it has the sole, entire and exclusive authority for the disposition of all public records and archives of state officers, department, boards, commissions, agencies, and institutions...'

Also within this subchapter are the minimum standards and/or requirements for the creation, use and storage of records maintained on an Optical Imaging system. The Rules may be accessed at: www.odl/oar/docs/oar-rules.pdf. There are no standardized requirements for the types of hardware or software that a state agency may purchase.

Additional information.

No information provided

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

Other services provided and the units that provide them.

The preservation of records is a responsibility of the individual state agency. Most state agencies outsource their records which is acceptable as long as they meet the minimum requirements as specified in the Rules of the Archives and Records Commission.

State agencies are required to submit a signed report to the State Records Administrator (Department of Libraries Director) annually. The reports are compiled and submitted to the Archives and Records Commission for review. The report lists agencies that have not engaged in imaging over the last fiscal year and state agencies that have imaged. The agencies that have imaged records are required to supply a complete list of the types of records imaged.

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			
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.

As previously cited for the Executive agencies.

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

Other services provided and the units that provide them.

As previously cited with the Executive agencies.

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

Other standards and the units with authority over setting them.

As previously cited for the Executive and Legislative agencies.

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

Other services provided and the units that provide them.
As previously cited for the Executive and Legislative agencies.

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:

Tulsa Riot Records

SHORT DESCRIPTION:

The Tulsa Riot records date to the 1921 riots that occurred in Tulsa, Oklahoma. The original records that are being scanned are from the Attorney General's Civil Case Files and various records from the Oklahoma Governor's Papers. The records are being imaged, quality evaluated, metadata is entered for eventual placement on the Departments Web site. The software being used is ContentDM. There are approximately 1,000 documents with additional information available in the cases from the Oklahoma Supreme Court. As information is located, it will be included and provided as a link on the Web site. This project is part of the Department's imaging program as defined by the Administrative Archivist. Another key reason for the records imaging was from the creation of a Tulsa Riot Commission which was reviewing the riots for the purpose of possible restitution for the survivors of the riots. Research of our original records created a definite preservation problem since members of the Commission and the general public constantly handled the records.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

www.odl.state.ok.us

CONTACT FOR THIS ACTIVITY:

This information is not, as yet, available on the Department's Web site. Direct information concerning the project may be addressed to:
tfugate@oltn.odl.state.ok.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Oklahoma Confederate Applications and Pension Records

SHORT DESCRIPTION:

The State Archives maintains over one hundred (100) cubic feet of original applications from veterans of the Confederacy and/or their spouse that lived in Oklahoma. Veterans and/or spouses were eligible for a pension(s) beginning in 1915. These records contain a large format four (4) page application and any supporting documentation such as release from service, discharge, etc. The index for these records is currently available on the Department's Web site. These records constitute a somewhat accurate history of soldiers of the Confederacy and their individual units.

To date over 35,000 documents have been imaged which amounts to about 55-60% completion. The Confederate Pension files represent the second phase of the operation. The pensions are copies of either acceptance or denial of a pension.

At the present there are no plans to place these onto the Department's website or as a link from the current index online.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

www.odl.state.ok.us

CONTACT FOR THIS ACTIVITY:

The index is available online at the Department's Web site:
www.odl.state.ok.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Oklahoma Land Survey Remonumentation Records

SHORT DESCRIPTION:

By statute the State Archives is the filing department for original filed Land Corner Remonumentation records. These records are created by professional engineers and/or licensed land surveyors. The statute enacted in 1978, 65 O.S., 3-116, 'Corner Perpetuation and Filing Act', directs surveyors to file completed filings to the

Division. There are currently over 110,000 records stored in the State Archives. These records are highly accessed, dozens of requests per day. To minimize hands on use and to increase access to the information these records have been scanned and most of the records are available on a set of nine (9) CD's. Records since 2000 are not available on a CD. However a private entity has imaged all corner records since 1999 and currently offers the information to surveyors on a subscription basis.

The State Archives is now imaging the current corner information, generally daily, and transmitting the captured information to the private entity. The information is made available within days of receipt through this electronic means. All imaged information is retained by the Department's IT Division. Lost information may be recovered and accessed, hopefully.

These records are imaged for the purpose of access rather than preservation. However since these records are not to be destroyed, their value is assessed very high.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

Current information may be reviewed through the Web site:
www.odl.state.ok.us

CONTACT FOR THIS ACTIVITY:

WWW.odl.state.ok.us or by e-mail to:
gharrington@oltn.odl.state.ok.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:

State agency publications in paper and/or electronic format are at risk. Some examples are statistical reports from the Department of Health and Department of Labor and agency newsletters that are available in electronic format only.

Other records include state agency records that have been considered to be of permanent value for eventual transfer to the State Archives that are now created and maintained in an electronic format.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

1. There are no universal hardware and/or software policies and procedures within state government. 2. Based upon the Rules of the Archives and Records Commission, developed in 1995, the rules require review and revision to encompass today's requirements and to plan for tomorrow's needs. 3. The current Oklahoma Publications Clearinghouse depository statute, 74 O.S., Section 3104, does not specifically address electronic formatted state agency publications.

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

1. The Department is currently considering the capture of information through purchased software such as ContentDM. As previously mentioned, this software is being used for projects within the State Archives. If feasible and practical the software may eventually be used for the capture of state agency publications. 2. The review and revision of the manual for Publications Officers that encompass the treatment of electronic records. 3. As an interim measure the Oklahoma Publications Clearinghouse is printing some files, mostly PDF's, of state agencies that are 'born electronic.'

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Oklahoma State College and University Student Transcripts. Although most of these records continue to be generated in a hardcopy format state colleges and universities are now looking to image these records and eventually destroying the hardcopy. Colleges and Universities have been moving toward the creation of 'born electronic' records which will mean that an adequate preservation program must be maintained.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

These records are at risk if there is no adequate enforcement of the minimum state rules as specified within the Rules of the Archives and Records Commission.

In addition, without adequate and poorly trained personnel state agency records will be 'lost'. Without adequate migration and/or emulation procedures in place, state agency records cannot be retrieved.

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

The development and constant review and revision of state agency Records Disposition Schedules encompassing electronic records encourages state agencies to review their current state agency schedule before the destruction of any record. However, electronically born records that are destroyed by mistake are normally not reported to the Archives and Records Commission. Retrieval of any 'lost' record is considered to be cost prohibitive.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

State agency individual personnel files. These records contain restricted information concerning the employees employment, insurance, retirement, etc. Parts of the files have been deemed permanent while others have a short life span, five (5) years. Large state agencies are now converting these files by imaging, backing up the information to a CD or other electronic format, then requesting the destruction of the hardcopy.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

As previously stated in Example 2.

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

As previously stated in Example 2.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

State agency financial records at risk include records necessary for the transaction of business within and outside of state government. The records include personnel payroll, retirement, and longevity.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

As previously cited in Example 2.

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

As previously cited in Example 2.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

State legislature bill files reflect the creation and eventual passage of laws throughout the state. It has been the goal of the legislature to become 'paperless' therefore bills as introduced, engrossed, and enacted are moving toward electronic eliminating the hardcopy record.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

As previously cited in Example 2. In addition, new staff do not see the relevance of a record beyond their immediate need or requirements. Lack of sufficient training and understanding for the need of these records has been addressed on a limited scale.

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

As previously cited in Example 2. In addition, the House of Representatives staff have decided to image all House and Senate Journals along with the original Bill Files housed in the State Archives. Staff will check these records out and image within house. The purpose of this is to allow for ease of access to the territorial bill files and eliminate use of the original documentation.

Online access to the information is a goal of the project. As requested, a CD or DVD will be produced for storage in the State Archives.

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

State agency Web sites. No current intention for the capture of the 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.

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

The information provided within this survey is just the 'tip of the iceberg'. As cited, the Archives and Records Commission addresses numerous and various state agency disposition requests on a quarterly basis. The Commission determines and addresses not only the information of the record but also the format on which it is stored. Although the preservation of the information is one of the major roles of the archivists and records managers, state agency personnel do not share the necessity of maintaining any record beyond their immediate use. We have dealt with hardcopy for years, now we are forced to consider a new format and must be able to evaluate its potential merits for an extended life expectancy. Continuing to educate the creators, users, and the preservers of the electronic record is essential.