

State Government Digital Preservation Profiles

Oregon L

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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
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Section 1. Responding Unit(s)

Name of state or territory.

Oregon

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

Robert Hulshof-Schmidt, Program Manager, Government Research and Electronic Services, Oregon 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			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.

Department of Administrative Services has broad authority in these areas.

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	X		X
Consultation and training services on digital information creation.		X			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
Access (e.g., search engine).		X			
Certification (e.g., trustworthiness of system, backups sufficient).		X	X		X

Other services provided and the units that provide them.

Department of Administrative Services

Contractors who operate state content management system

General Government Data Center

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.

Legislature and Legislative support offices

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	X		X
Consultation and training services on digital information creation.		X			X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					
Consultation and training services on digital information preservation.					
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.

Department of Administrative Services

Contractors who operate state content management system

General Government Data Center

Legislative Administrative Offices

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.

State Law Library

Judicial Administrative Offices

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
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.

State Law Library

Judicial Administrative Offices

Department of Administrative Services

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:

Oregon Virtual Documents Repository

SHORT DESCRIPTION:

Recent legislation requires all state agencies to provide electronic copies of their publications to the State Library. The Library in turn is required to archive these documents and provide access to them. We are using the content management system (TeamSite) that all agencies are expected to employ for their content to capture and manage the documents. They are cataloged and then stored on a Web server. We will provide access through our online catalog and eventually through the search engine on the Oregon.gov website. The project has completed the legislation phase and the creation of administrative rules. We are currently designing the technology and cataloging workflows and will be in beta test mode by March 31. The repository will be up and running by July 1, 2006.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.osl.state.or.us/home/techserv/archiving.html>

CONTACT FOR THIS ACTIVITY:

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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:

We use a content management system to operate the state's Web presence, Oregon.gov. Any information that is born digital and is not managed in this system is 'fugitive' and therefore at risk.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

The Library has a good sense of what is currently fugitive, but it is a moving target. As we build our repository, we will be increasingly dependent on the content management system. As a result there is a strong need to educate agencies on contribution strategies.

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

We have three basic strategies in place at this time: 1) work with the state printing and distribution office to harvest PDF files from their virtual warehouse; 2) educate agencies on the importance of migrating to the content management system; 3) form partnerships with agencies that cannot or will not migrate to implement alternative contribution strategies for their documents.

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.

Yes

Involved in state's Enterprise Architecture efforts.

Yes

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

Manage the search engine for the state Web site

Assist with training on use of content management system

Serve on e-government committees

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