

State Government Digital Preservation Profiles

South Dakota L

July 2006

This page intentionally left blank.

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.

South Dakota

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

LaVera Rose, Digital Librarian, SD 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				

Other standards and the units with authority over setting them.

Bureau of Information and Telecommunications

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			
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			X

Other services provided and the units that provide them.

Bureau of Information and Telecommunications

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.

Bureau of Information & Telecommunications

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.

Bureau of Information and Telecommunications

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.

Bureau of Information and Telecommunications

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).		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.

Bureau of Information and Telecommunications

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:

SoDakLIVE

SHORT DESCRIPTION:

The South Dakota State Library Digitization Program was established in 2002 to further the library's mission to 'lead the State in access to resources, advance literacy, and promote lifelong learning in the information age' through the use of technology.

The Digitization Program

* supports state government objectives by providing research and information resources and services through SoDakLIVE;

* supports development of digital local library services through an online technical help page;

* facilitates access to digital information resources which support education and information needs;

* coordinates access to digital resources through participation and leadership in consortia including the SDMemory Project;

* and develops online content in the form of vetted Web resources and digitization of state documents, statistical report forms, and publications.

Collaborative Project: In 2005 the Digitization staff collaborated with staff from the Bureau of Information and Telecommunications (BIT) to make the SoDakLIVE search engine more accessible to state government employees. As a result, an add-on to the SoDakLIVE application is now available to state agencies which will provide Web site-specific searching in addition to the global search of state government.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.sodaklive.com>

CONTACT FOR THIS ACTIVITY:

LaVera Rose, Digital Librarian
800 Governors Drive, Pierre, SD 57501
605-773-6391 fax: 605-773-6962

SD only: 800-423-6665

<http://www.sodaklive.com/>

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

SDMemory

SHORT DESCRIPTION:

South Dakota Memory is a gateway to rich primary source materials relating to the history and culture of South Dakota. This site offers digital items from heritage institutions (archives, historical societies, libraries, and museums) statewide. When digitized and made available online, this collection of artifacts, images, and documents will provide a rich educational and cultural opportunity for South Dakotans or anyone interested in our history.

In addition to increasing accessibility to collections, this project will also address preservation concerns for fragile items by allowing access to high resolution surrogates.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://sdmemory.library.sd.gov/index.htm>

CONTACT FOR THIS ACTIVITY:

LaVera Rose, Digital Librarian

800 Governors Drive, Pierre, SD 57501
605-773-6391 fax: 605-773-6962

SD only: 800-423-6665
<http://www.sodaklive.com/>

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

SD State Library e-Library

SHORT DESCRIPTION:

The South Dakota State Library Digitization Program was established in 2002 to further the library's mission to 'lead the State in access to resources, advance literacy, and promote lifelong learning in the information age' through the use of technology.

The Digitization Program

* supports state government objectives by providing research and information resources and services through SoDakLIVE;

* supports development of digital local library services through an online technical help page;

* facilitates access to digital information resources which support education and information needs;

* coordinates access to digital resources through participation and leadership in consortia including the SDMemory Project;

* and develops online content in the form of vetted Web resources and digitization of state documents, statistical report forms, and publications.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://e.library.sd.gov/>

CONTACT FOR THIS ACTIVITY:

LaVera Rose, Digital Librarian
800 Governors Drive, Pierre, SD 57501
605-773-6391 fax: 605-773-6962

SD only: 800-423-6665
<http://www.sodaklive.com/>

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Archive-it

SHORT DESCRIPTION:

In the fall of 2005 the South Dakota State Library participated in a pilot project with other library and archive institutions to test a new Web archiving tool created by the Internet Archive (IA) organization. Dubbed Archive-it, the tool allows users to create, manage and search Web archives. The State Library's goal was to determine whether or not Archive-it would be a viable tool to capture the state's Web publications for preservation and access purposes.

During the five week project 5.6 million documents or 160GB of digital information was captured--the equivalent of approximately 320 4-drawer file cabinets. The results of the pilot project confirmed that Archive-it would meet the Library's expectations for archiving state digital publications on the Web.

The State Library has since partnered with the South Dakota State Archives and the Bureau of Information and Telecommunications (BIT) to make this service available to state government and the public.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.archive-it.org/index.php>

CONTACT FOR THIS ACTIVITY:

State Government Digital Preservation Profiles
South Dakota L

LaVera Rose, Digital Librarian
800 Governors Drive, Pierre, SD 57501
605-773-6391 fax: 605-773-6962

SD only: 800-423-6665
<http://www.sodaklive.com/>

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:

All born digital documents including email, documents, and reports.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Lack of laws, policies, and procedures for dealing with digital records.

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

Web documents are being captured by SodakLIVE and Archive-it.

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

Anything born digital then discarded.

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

No information provided