

# State Government Digital Preservation Profiles

## Alabama ARM

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.**

Alabama

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

Tracey Berezansky, Assistant Director for Government Records, Alabama Department of Archives and History

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

- 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	X	

**Other standards and the units with authority over setting them.**

No information provided

**Additional information.**

The RM program in Alabama is part of the responsibilities of the Archives.

## 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	X
Consultation and training services on digital information management.					
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).					
Certification (e.g., trustworthiness of system, backups sufficient).	X				

**Other services provided and the units that provide them.**

The State Information Services Division offers per cost storage for digital information for agencies. The Alabama Archives accepts gold CDs of agency Web sites for preservation storage. Archives is participating in InternetArchive program to gather Web based information from government agencies web addresses and store them at the Internet Archive.

**Additional information.**

Not sure what is meant by access

## 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	X	

**Other standards and the units with authority over setting them.**

No information provided

**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	X
Consultation and training services on digital information management.					
Consultation and training services on digital information preservation.				X	
Consultation and training services on digital information preservation.				X	
Preservation (e.g., migration, reformatting).	X				X
Access (e.g., search engine).					
Certification (e.g., trustworthiness of system, backups sufficient).					

**Other services provided and the units that provide them.**

State's Information Services Division (ISD) provides storage for a fee. Migrating and reformatting of information used on a daily basis at agencies is handled by the computer personnel of the agency or ISD if it is a mainframe issue. None of this agency activity is for preservation.

**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.**

The Alabama Supreme Court and Administrative Office of Courts has authority over judicial records in the state. The retention and disposition of records is a shared responsibility with the Alabama Department of Archives and History (ADAH).

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

**Other services provided and the units that provide them.**

The Administrative Office of Courts has responsibility for these activities.

**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:**

ArchiveIt Program for gathering and storing Agency Web pages

**SHORT DESCRIPTION:**

The Alabama Archives is currently participating in the Internet Archives subscription service to build, manage, and access a Web archive.

Participants identify URLs that they want to preserve through this service and then determine the frequency that the URLs will be gathered and stored.

Each participant creates the metadata for each URL and can then provide public access to the stored information.

Other subscribers include RLG, University of Texas, Library of Virginia, NC State Archives, SD State Archives, Indiana University, Institute for Social History, Swathmore College/Haverford College, University of Toronto, and the Minnesota Historical Society.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

[www.archiveit.org](http://www.archiveit.org)

**CONTACT FOR THIS ACTIVITY:**

for Alabama's participation - [tracey.berezansky@archives.alabama.org](mailto:tracey.berezansky@archives.alabama.org)

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**TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:**

Agency Web site preservation

**SHORT DESCRIPTION:**

Prior to establishment of the ArchiveIt program, ADAH established a permanent retention for state and local agency Web sites. Based on the records disposition authorities for these entities, they are to save a copy of their Web sites annually, or as often as significant changes are made to their sites.

Procedures for preserving this information for state agencies on gold CDs were developed and distributed (see link to procedure leaflet below) This practice is still in effect.

**LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:**

<http://www.archives.state.al.us/officials/websiteleaflet06.pdf>

**CONTACT FOR THIS ACTIVITY:**

Tracey Berezansky ADAH  
334-242-5542 or [tracey.berezansky@archives.alabama.gov](mailto:tracey.berezansky@archives.alabama.gov)

## 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:**

In Alabama the top items at risk are the 1) electronic correspondence of the governor, and 2) electronic filings (deeds, mortgages, marriages, military separation from service records, etc.) at the county probate offices that have this capability.

### **CONDITIONS CAUSING INFORMATION TO BE AT-RISK:**

The reason that the governor's electronic information is at risk is both 1) lack of skills needed by the staff responsible for gathering and preserving the material and 2) lack of funds to provide the necessary training and equipment needed to complete this task.

The risk factors for local governments include a lack of understanding and knowledge in establishing digital systems that lead to migration and/or conversion problems in the future.

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

The strategy for working with state records is to develop a cooperative program with the state's Information Services Division to provide technical support and storage options for the preservation of digital records. Also to ramp up efforts to get staff training in the preservation of digital information.

For at risk local records, staff are working to develop better educational materials and training programs to ensure all issues in preserving digital records are addressed by local entities before they develop digital programs.

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

In the early 1990s a Wang imaging system was established in one Alabama County. When Wang went out of business, the probate judge had no money to convert the information and it was destroyed when the system was surplus.

## 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

No information provided